

NORTHWESTERN JOINT FIRE DISTRICT

September 13, 2023

Minutes

The Northwestern Joint Fire District Board met in Regular Session at 7:00 p.m.. The Board opened the meeting with the Pledge of Allegiance. Mr. Logan Rife, representative of York Township, Ms. Beth Marshall, representative of Taylor Township, Mr. Jerry McClary, representative of Liberty Township, Mr. Bill Lowe, representative of Leesburg Township and Mrs. Allison Hamilton, Fiscal Officer were in attendance. Chief Merrick, Lt. Rob Morey were also in attendance. Mr. Jeff Robinson, Leesburg Trustee, was also noted in attendance

The Board reviewed the August 9, 2023 minutes.

- I. Mr. McClary made a motion to accept the minutes; Ms. Marshall seconded the motion. All were in favor.

Ms. Hamilton provided the Board with the 2023 July Bank Reconciliation. Ms. Hamilton is continuing to track the sweep account with the primary account.

Ms. Hamilton noted there were no unusual or out of the ordinary expenses paid. The OTARMA invoice was processed for the amount of \$18,701.00. Ms. Hamilton advised she gave the Chief the application for the MORE Grant sponsored by OTARMA.

The titles are notarized. Ms. Marshall will take them to the title department to have them transferred.

Mr. McClary is going to the title department to have one title transferred to Liberty and have a new title issued for the tanker.

- II. Mr. Rife made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments and payroll. Mr. McClary seconded the motion. All were in favor.

Mr. Robinson advised the Board that Leesburg will be hosting an informational meeting on September 25th at the Leesburg Fire Station to discuss solar.

Chief Merrick presented his report to the Board. The Department responded to 67 calls. There was adequate staffing to handle the run volume. The Department had 1030 hours of training.

Interviews for Full Time and Part Time are scheduled, the sign at the Leesburg Station has been installed, finishing up Class A sizing, working on merging Leesburg Fire Station & Liberty Fire Station accounts, fuel card for Chief Cook was received, the District is an educational site for the Stop the Bleed Program, working with Memorial Hospital for BLS, PALS & ACLS certification. Chief Merrick advised the Board there are State Certified Instructors for Fire & EMS on staff with the District.

Discussed the life expectancy of the LifePaks and the costs versus Zoll. Chief presented the Board with the maintenance contract for the LifePaks.

Discussed the future plans for expansion and a new station. This will continue to be a topic for discussion as the needs of the District are identified.

Chief Merrick praised the staff for handling multiple calls including a fire run and several EMS runs.

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The Chief is working on the 2024 budget.

- III. Ms. Marshall made a motion to accept the Fire Chief’s Report. Mr. Lowe seconded the motion. All were in favor.
- IV. Mr. McClary made a motion to authorize the repair of the valves on Engine 303 with the quote of around \$4,000.00. Mr. Rife seconded the motion. All were in favor.
- V. Mr. Rife made a motion to enter into a maintenance agreement for the LifePaks. Mr. McClary seconded the motion. All were in favor.
- VI. Mr. Rife made a motion that the Northwestern Joint Fire District accept the amount of \$1,010,000.00 from Liberty Township. Mr. Lowe seconded the motion. All were in favor with Mr. McClary abstaining.

Mr. Lowe made a motion to go into executive session to discuss personnel. Mr. Rife seconded the motion. All were in favor and the Board went into executive session at 8:09 p.m.

Mr. Rife made a motion to exit executive session and return to the regular meeting. Mr. Lowe seconded the motion. All were in favor and the regular meeting resumed at 8:26 p.m.

As there was no further business; Ms. Marshall made a motion to adjourn the meeting, with Mr. McClary seconding the motion. All were in favor. The Meeting was adjourned at 8:27 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

_____ Logan Rife

_____ Beth Marshall

_____ Jerry McClary

_____ Bill Lowe