

# NORTHWESTERN JOINT FIRE DISTRICT

November 8, 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.

The Board reviewed the October 11, 2023 minutes.

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

Ms. Hamilton provided the Board with the 2023 September Bank Reconciliation. Ms. Hamilton is continuing to track the sweep account with the primary account. Following discussion the Board asked Ms. Hamilton to check Richwood Bank to see if they can bring the rate up and in addition open a STAR Ohio account.

Ms. Hamilton noted there were no unusual or out of the ordinary expenses paid. She did want the Board to review the invoice from Harvey electric for repairs at Leesburg Station. The Board reviewed the invoice and advised it to be paid accordingly. Ms. Hamilton advised she met with Chief Merrick & Chief Cook to put together a preliminary budget for 2024, it is included in their packet for review.

- II. Mr. McClary made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments and payroll. Ms. Marshall seconded the motion. All were in favor.
- III. Mr. Rife made a motion for the District to open a STAR Ohio account. Mr. Lowe seconded the motion. All were in favor.

Ms. Marshall advised the Board she had learned and was concerned about 5 acres in Leesburg Township; behind Warners Locker was going to be a potential home for solar power storage. There was discussion about training on lithium batteries.

Chief Merrick presented his report to the Board. The Department responded to 53 calls including 12 mutual aide. There was adequate staffing to handle the run volume. The Department had 447 hours of training which included mock disaster and auto extrication. The Chief announced 2 new FT members would be starting on November 13 and November 18.

Paperwork is in process for the Department to be recognized as a CE site by the State of Ohio. Dr. Cortez is to sign. The Chief is following up on the valves for Leesburg Station's engine. The members are working on fall maintenance. The bed caps for the station trucks should be in December 6<sup>th</sup>. The Chief presented the Board with the concept drawing for Station 310 modifications. The Chief is waiting for the UC Commissioners to sign off on the UC Sheriff's office donation of 2 vehicles. The estimate to wrap the vehicles came in at \$3400 a piece. The Department is prepping for the Ohio reporting system change. The Chief recommended on holding off on the 5<sup>th</sup> FT member due to housing concerns. He will be following up with Mr. Comstock on items. Leesburg Station has new computers.

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Mr. Rife asked Mr. McClary to look into the land owned by Liberty Township.

The Chief advised the implementation of PT change in start time and paid on the day of holiday.

The Board was presented and reviewed the Department's business plan.

Chief Merrick provided the Board with a Pregnancy, Maternity and Breast Feeding Policy.

The agreement signed by District Chief Cook was accepted.

The Board went over the grievance procedures.

- IV. Mr. Lowe made a motion to accept and adopt the Pregnancy, Maternity and Breastfeeding policy. Mr. McClary seconded the motion. All were in favor.
- V. Mr. Rife made a motion for a current member covered under the new adopted Pregnancy, Maternity & Breastfeeding policy, upon receipt of documentation from their physician, they may be allowed to be moved to an 80 hour pay period covered by their leave time. In addition, should the member run out of leave hours; the District will continue to cover the individual's insurance at the single rate until they return to work or a maximum of 12 months. The Board recognizes the District's infancy and wishes to make reasonable accommodations for its members at this time and on a case by case basis as policies and procedures continue to develop. Mr. McClary seconded the motion. All were in favor.
- VI. Mr. Rife made a motion to provide a holiday meal for the duty crews. The amount of the catered meal will not exceed \$750. Mr. McClary seconded the motion. All were in favor.

The Chief will work on getting the Christmas cards printed.

- VII. Mr. Rife made a motion to accept the Fire Chief's report. Ms. Marshall seconded the motion. All were in favor.

The Board discussed the addition of office staff. Ms. Hamilton advised, this would be an ideal time to bring someone on due to the operation of two stations, renovations and building and the increase of full time personnel. The Board agreed. Ms. Hamilton will work on an ad.

As there was no further business; Ms. Marshall made a motion to adjourn the meeting, with Mr. Rife seconding the motion. All were in favor. The Meeting was adjourned at 10:10 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

\_\_\_\_\_ Logan Rife

\_\_\_\_\_ Beth Marshall

\_\_\_\_\_ Jerry McClary

\_\_\_\_\_ Bill Lowe