

# NORTHWESTERN JOINT FIRE DISTRICT

December 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 and Chief Cook were also in attendance.

The Board reviewed the November 8, 2023 minutes.

- I. Ms. Marshall made a motion to accept the minutes; Mr. McClary seconded the motion. All were in favor.
- 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.
- III. Mr. Rife made a motion to approve the Temporary 2024 Appropriations. Ms. Marshall seconded the motion. All were in favor.

Ms. Hamilton advised the Administrative Office Manager position was posted at both stations and submitted to the Marysville Journal Tribune.

Chief Merrick presented his report to the Board. The Department responded to 53 calls ; to date the District has responded to 689 calls through November. There was adequate staffing to handle the run volume. The Department had 613 hours of training.

The District has received the vehicles from the Union County Sheriff's Office the quote to wrap each vehicle is \$3400 each. The Class A's are scheduled to arrive January 16<sup>th</sup>, the overcoats have been received. The Chief received quotes for headsets. New radios have been received. Station paging and CE inspections are scheduled for December 18<sup>th</sup>. Chief Merrick is following up with Mr. Comstock for the tuition reimbursement and if there is anything needed to finalize the Leesburg merge into the District. Chief Merrick also met with Golden Giant for Station 292 modifications.

The Department is working on 2024 grant opportunities. The members will be participating in Shop with a Hero.

- IV. Mr. Lowe made a motion to accept the quotes for the headsets in the amount of \$19,601.32. Mr. McClary seconded the motion. All were in favor.
- V. Mr. Rife made a motion that the District Board approve Chief Merrick to enter into Mutual Aide agreements on behalf of the District. Mr. Lowe seconded the motion. All were in favor.
- VI. Mr. Rife made a motion to approve the Senior Job Description and pay rate as presented to the Board to be made effective with the first pay in 2024. Mr. Lowe seconded the motion. All were in favor.
- VII. Mr. Lowe made a motion to accept the tuition reimbursement policy. Ms. Marshall seconded the motion. All were in favor.

# NORTHWESTERN JOINT FIRE DISTRICT

The Board set the first meeting of 2024 for January 10<sup>th</sup>. Prior to the meeting the District will host the swearing in of new members. The meeting will be held at the Liberty Township Community Center. The gathering will begin at 6:00 p.m..

The Board discussed the upcoming Christmas dinners for the department members. There was discussion of the recently passed marijuana legislation. The Board's stance would continue to be a no tolerance policy.

Mr. Rife made a motion to go into Executive Session to conduct an interview and discuss personnel. Mr. McClary seconded the motion. All were in favor and the Board went into Executive Session at 8:28 p.m.

Mr. Lowe made a motion to exit Executive Session and reconvene the meeting. Mr. Rife seconded the motion. All were in favor. The Board reconvened at 10:21 p.m.

Mr. Rife made a motion to offer Mrs. Beeney the position of Administrative Office Manager with a salary of \$57,000 per year. Mr. McClary seconded the motion. All were in favor.

Chief Merrick will put the conditional offer letter together and forward to Mrs. Hamilton.

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 10:28 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

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

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

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

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