

NORTHWESTERN JOINT FIRE DISTRICT

February 21, 2024

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. Mrs. Amy Beeney, Office Manager, Chief Merrick, Lt. Rob Morey were also in attendance. Mr. Tom Paplaczyk, Strategic Business Services was in attendance along with Mr. Steve Badenhop, Union County Records. It is noted this meeting was advertised in the Marysville Journal Tribune and posted at all locations.

Mr. Badenhop presented the Board with the records retention policy, public records policy & posting, meeting rules and public records receipt acknowledgement. The records retention schedule is consistent and abides by governing laws. The Fiscal Officer, Board Chair need to sign & Mr. Badenhop will submit to the Ohio Historical Society and the State Auditor. This process could take up to two months.

- I. Mr. Lowe made a motion that the Northwestern Joint Fire District Board adopt the records retention policy along with the public records and meeting policies. Mr. Rife seconded the motion. All were in favor.

Mr. Paplaczyk of Strategic Business Services went over quotes for Short Term & Long Term Disability. Following discussion, Chief was going to review further. The Board will table any further action.

Mrs. Beeney advised the Board she has been working on uniform and supply inventories, outreach to vendors, working on Fire Personnel exclusions, onboarding packets, records, coordinating meetings with Deferred Compensation. She was able to reach out to Union County Senior Services and obtain a grant for \$5000 for the Knox Box program. She is working on staff recognition and will be obtaining her notary. Mrs. Beeney has been working with Renee Hoffman for updates to the NWJFD website.

The Board reviewed the January 10, 2024 and the February 8, 2024 Emergency meeting minutes.

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

Ms. Hamilton provided the Board with the 2024 January Bank Reconciliation. Payroll, accounts payable were presented in the Board's packet. The check for the Medic was issued and will be held until the unit is picked up. There were no other unusual expenses.

- II. Mr. Rife made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments and payroll. All payments were approved with the exception of the Union County Sheriff's payment for the Tyler system. The check will be held until clarification of the amount is received. Ms. Marshall seconded the motion. All were in favor.

Mr. Lowe presented a bill for work done to the septic for a total of \$760.00. Mr. Lowe advised the Leesburg would pay half.

- III. Mr. Lowe made a motion that the NWJFD pays \$380.00 of the septic bill and Leesburg will pay the other half. Ms. Marshall seconded the motion. All were in favor.

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Chief Merrick presented his report to the Board and the District annual report. The Department responded to 67 calls and the staff had just under 500 hours of training. The new headsets are being installed, Engine 303 was repaired by Sutphen, the gear extraction was installed at Station 292, final drawings for the renovation was presented as well as items to list on govdeals.com. The application for the AFG grant is \$1.3 million; the quote for a new pumper was over \$1 million and the build time is over 30 months. The test template for EMS has been successful. Medic 292 needs repairs.

There was discussion of Station 292 renovations and configurations. Chief Merrick will reach out to Thayne Gray at the Prosecutor's office to assist in looking for an architect.

Mr. McClary will work on the titles.

The quotes for the airbags were reviewed and the quotes for the powerwash & sealing of both stations concrete and lines were reviewed. After discussion the Board will table these items.

The Chief discussed the Vector Solutions invoice. Although the company did not perform to expectations; information from the company was pertinent for ISO.

- IV. Mr. McClary made a motion that the invoice to Vector Solutions be processed along with a letter outlining the District's intent to not renew at the end of the contract citing the company's failure to perform and meet the District's needs. Mr. Rife seconded the motion. All were in favor.
- V. Mr. Rife made a motion for the items as presented by Chief Merrick to be listed on govdeals.com. Mr. McClary seconded the motion. All were in favor.
- VI. Mr. Lowe made a motion for the District to offer an alternative solution for the reimbursement of educational expenses. The staff will sign an agreement to reimburse back to the District any educational expenses at \$2 per hour for each hour worked. Ms. Marshall seconded the motion. All were in favor.

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

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 10:26 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

_____ Logan Rife

_____ Beth Marshall

_____ Jerry McClary

_____ Bill Lowe