

# NORTHWESTERN JOINT FIRE DISTRICT

March 13, 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, and Mrs. Allison Hamilton, Fiscal Officer were in attendance. Mrs. Amy Beeney, Office Manager, Chief Merrick, Lt. Rob Morey, Chief Cook, Mr. Thayne Gray and Sam Hobbs from the Union County Prosecutor, Mr. Kevin Dotson & Mr. Jeff Robinson, Leesburg Township Trustees were also noted in attendance.

Mr. Gray provided information to the Board regarding upcoming renovations & construction projects the District will be undertaking. There are a few different approaches as allowed by the ORC. The first step is to seek an architect and determine the path in which the District chooses to take whether it is a traditional build approach or a design build approach. There are firms that have their own architect.

The District will need to make a public announcement (District has established the Marysville Journal legal section for public notices). Mr. Gray will write the announcement. He recommended a minimum of a 2 week run; advising 3-4 would be better. The Board thanked Mr. Gray for his insight & time.

Mr. Rife made a motion with a second from Mr. McClary that the Northwestern Joint Fire District Board enter into executive session to discuss personnel. All were in favor and the Board went into executive session at 7:56 p.m..

Mr. Rife made a motion with a second from Mr. McClary that the Northwestern Joint Fire District Board exit executive session and return to the regular meeting. All were in favor and the regular meeting convened at 9:05 p.m..

The Board reviewed the February 21, 2024 meeting minutes.

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

Ms. Hamilton provided the Board with the financial report. The February bank reconciliation has not been completed. Ms. Hamilton advised it was difficult with the sweep account. Payroll, accounts payable were presented in the Board's packet. Ms. Hamilton provided the Board with the 2024 Final Appropriations & 2024 Estimated Resources. The expenses & revenue numbers include grant application estimates.

- II. Mr. McClary made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments and payroll. All payments were approved. Ms. Marshall seconded the motion. All were in favor.
- III. Mr. Rife made a motion that the NWJFD approve the 2024 Final Appropriations & Estimated Resources. Mr. McClary seconded the motion. All were in favor.

Mrs. Beeney presented the Board with her Administrative Office Manager Report. She has completed the onboarding packets along with improving the turn around time for background checks. She is working with Senior Services for a Spring Event. The District Staff will be having their pictures updated in April. She learned the process for deposits and prepping documentation for Ohio Police and Fire. Personnel files have been organized in the Administrative Office and Mrs. Beeney will be working in the

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Chief's office to merge files. Mrs. Beeney is scheduled to take her Notary test and there hasn't been any further updates on the Records Retention Policy.

Chief Merrick presented his report to the Board. The Department responded to 49 calls and the staff had 555 hours of training. The estimate for the grant is \$1.4 million with part of it covering \$1 million for an engine/tanker combo, if awarded. The Commissioners approved the radios, the Chief presented the list for items to sell on govdeals; the Board did not want to set a minimum bid. The Chief was able to locate documentation showing that Liberty Township had purchased property for the intention of building a new fire station. The Chief advised the District will be going through the ISO rating. The airbags were ordered.

The Chief asked about the titles transfer; Mr. McClary advised he would work on them. The Edward Jones document for the donation was signed.

The Board agreed upon selling the old McCoy Miller Medic for \$10,000 without the radios or the cot.

- IV. Mr. Rife made a motion to accept the Chief's report. Mr. McClary seconded the motion and all were in favor.
- V. Mr. Rife made a motion for the purchase of 2 fire blankets. Mr. McClary seconded the motion. All were in favor.
- VI. Mr. Rife stated that the Board values seniority and experience and it is in the best interest of the District to work with Chief Cook and assist him during his surgery and recovery; he made a motion to approve a conditional leave and light duty situation for Chief Cook following an upcoming surgery and use of comp time leave until released by the Doctor. The Board will re-evaluate the situation following 6 weeks post op. In the event there is not a release; the Board will seek an evaluation by Occupational Health to determine Chief's Cook ability to return to work. Ms. Marshall seconded the motion. All were in favor.
- VII. Mr. Rife made a motion to reclassify the Administrative Office Manager position to District Administrator. The Board recognizes the extent of the duties of the position and believe the reclassification is a better representation of the responsibility of the job. 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 10:56 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

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

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

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

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