

NORTHWESTERN JOINT FIRE DISTRICT

June 12, 2024

Minutes

The Board met in Regular Session at 6:00 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, Mrs. Amy Beene, District Administrator, Mr. Jeff Robinson, Mr. Kevin Dotson and representatives from R&L Consulting were in attendance.

Rick & Leah from R&L Consulting were welcomed by the Board & was invited to speak. Mr. Rife went over the history of the formation of the District and the course of the District. The District is 4 years in and is in a good position for examination. Items to look at are community engagement/outreach, examination of Board decisions, Chief's decisions, internal examination of processes. The Board is looking for meaningful results from the process, a benchmark for the future of the District.

Rick and Leah went over previous projects they had completed. Their services include work sessions involving community leaders, District members, evaluation of staffing, etc..

There was discussion of the timeline, scope of work and availability. A session may be 4 hours with about 10-12 participants in each group, encouragement of open dialogue, community members and surveys. Surveys are good tools to pinpoint questions and receive different views.

The group could start within a few days. The estimated cost is based on 65 hours at \$125 per hour. If the services go over 65 hours, the District will not be charged for the overage.

The Board identified Mrs. Beene as the contact and advised they would discuss and get back to them. The Board thanked Rick & Leah for their time and information.

The Board reviewed the May 8, 2024 & June 5, 2024 meeting minutes.

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

Ms. Hamilton provided the Board with the financial report. Payroll, accounts payable were presented in the Board's packet. The District received \$5,337.19 as an unrestricted donation. Ms. Beene advised she has completed records training and background checks. She contacted Chief Tony Brooks from the Marysville Police Department regarding the POC background checks, presented the exit interview form to the Board, updated Trinet, attended the meeting with the USDA & attended Safety Council. The Executive Leadership Fire Service conference is in Perrysburg; September 4-September 6 and costs \$247 to attend. She will be sharing a ride with Jen Michael from Marysville Fire Department. She asked for approval to take June 21st & July 5th off.

- 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. The motion included the District Administrator's report and request for time off. Mr. McClary seconded the motion. All were in favor.
- III. Ms. Marshall made a motion to approve the District Administrator to attend the Executive Leadership Fire Service conference, including travel expenses and the \$247 registration fee. Mr. McClary seconded the motion.

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There was discussion of the June 5th meeting with Ms. Mary Carr, the USDA representative and items needed for the application. Items were highlighted in the June 5th minutes.

01-2024 USDA Authorized Contact

[Abstract]

Union County, Ohio

RESOLUTION RELATING TO THE APPOINTMENT OF AUTHORIZED CONTACT

WHEREFORE, the Northwestern Joint Fire District, Union County, Ohio; is a political entity created pursuant to Section 505.371 of the Ohio Revised Code;

WHEREAS, the Board of Trustees appoint the District Administrator to be the designated contact for the USDA.

_Ms. Beth Marshall_____ moved for the adoption of the resolution.

_Mr. Logan Rife_____ seconded for the adoption of the resolution.

All were in favor.

02-2024 Leesburg Environmental Study

[Abstract]

Union County, Ohio

RESOLUTION RELATING TO THE AUTHORIZATION TO APPROVE ENVIRONMENTAL STUDY

WHEREFORE, the Northwestern Joint Fire District, Union County, Ohio; is a political entity created pursuant to Section 505.371 of the Ohio Revised Code;

WHEREAS, the Board of Trustees proceed to authorize an Environmental Study at the Leesburg Fire Station.

WHEREAS, the Board of Trustees will authorize up to \$10,000 to be allocated towards the study.

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Mr. Logan Rife _____ moved for the adoption of the resolution.

Ms. Beth Marshall _____ seconded for the adoption of the resolution.

All were in favor.

Chief Merrick presented his report to the Board. The Department responded to 48 calls and the staff had 682.50 hours of training. Hose testing has been completed, radios changes made, AFG grant recipients will be notified by September. The Chief reported on his training from the Fire Department Station Convention. He advised the Board that the cost escalator for building is currently 8%. It is recommended to have 1 acre for every 5000 sq. ft. of building.

The Board discussed the WDC Group contract. Discussed life deed; the Chief will reach out to Mr. Comstock. Discussed Leesburg insuring the building; 30 year lease for mortgage; if Leesburg leaves the building would go to Leesburg details will be worked out as the District moves forward with the renovations.

An invoice received by Leesburg from Golden Giant for repairs made to the station was discussed.

The Grass Fighter bed has shifted and it is being fixed. The District had 12 candidates apply for the Full Time position. FF Covert's last day at work will be June 24th, he is moving out of State. Mrs. Beeney will contact FF Covert to participate in an exit interview. The new Medic unit is getting graphics and should be completed in the next two weeks. The Battalion Chief truck is experiencing excessive oil use. The EMS Coordinator position was left vacant with FF Hawkins leaving. Lt. Barrett was filling the vacancy. There was discussion of posting the position and allowing members an opportunity to apply.

The second solar farm should be completing ground work in November.

There was discussion regarding the District consultants. The District is looking for constructive, honest & fair feedback.

- IV. Mr. Lowe made a motion to approve the contract with the WDC Group. Mr. Rife seconded the motion. All were in favor.
- V. Mr. Rife made a motion to approve payment to Golden Giant in the amount \$5426. Mr. McClary seconded the motion. All were in favor.
- VI. Mr. Marshall made a motion with a second from Mr. Lowe to approve the contract with R&L Consultants. All were in favor.
- VII. Mr. McClary made a motion to accept the Chief's report. Mr. Rife seconded the motion. All were in favor.

Mr. McClary made a motion to go into Executive Session to discuss personnel. Mr. Lowe seconded the motion. All were in favor and the Board went into Executive Session at 9:46 p.m.

The Board left Executive Session and Mr. Lowe made a motion to adjourn with Mr. McClary seconding the motion. The Board adjourned at 10:21 p.m.

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer Northwestern Joint Fire District

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Reviewed: _____ Logan Rife _____ Beth Marshall
_____ Jerry McClary _____ Bill Lowe