

# NORTHWESTERN JOINT FIRE DISTRICT

March 12, 2025

Minutes

The Northwestern Joint Fire District 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 and Ms. Allison Hamilton, Fiscal Officer were in attendance. Ms. Amy Beeney, District Administrator, I. Chief Hawkins and Asst. Chief Cook were also in attendance.

The Board reviewed the February 20, 2025 meeting minutes.

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

Ms. Hamilton advised as she was out of town on vacation, the February bank rec was not completed. There were no unusual expenses; just the invoice for WDC which was previously tabled. She presented the Board with the 2025 Final Appropriation. Advising the Leesburg addition appropriations are added and the loan income is added on the revenue side.

- 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. **ANNUAL APPROPRIATIONS FINAL RESOLUTION**

The **Board of Trustees** of Northwestern Joint Fire District, in Union County Ohio met in regular session on the 12 day of March, 2025, at the office of NWJFD with the following members present:

Mr. Jerry McClary, Mr. Logan Rife and Ms. Beth Marshall

Mr. Rife moved the adoption of the following Resolution:

**BE IT RESOLVED** by the Board of Trustees of Northwestern Joint Fire District, Union County Ohio that to provide for the current expenses and other expenditures of said Board of Trustee, during the fiscal year, ending **December 31, 2025**,

the following sums be and the same are hereby set aside and **appropriated** for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

# NORTHWESTERN JOINT FIRE DISTRICT

\_\_\_\_\_ Mr. McClary \_\_\_\_\_ seconded the **Resolution** and the

roll being called upon its adoption the vote resulted as follows:

Mr. Jerry McClary, yea

Mr. Logan Rife, yea

Ms. Beth Marshall, yea

Mr. William Lowe, absent

**NOTE:** Appropriations Attached

**Adopted** \_March \_\_\_\_\_ 12 \_\_\_\_\_, 20\_25\_\_\_\_

*Allison M. Hamilton*

Clerk/Fiscal Officer

IV. Mr. Rife made a motion to approved the invoice from WDC in the amount of \$98987.09 for services related to the design development, schematic phases of the contract as it relates to the Leesburg addition . Ms. Marshall seconded the motion. All were in favor.

Ms. Hamilton will have the check ready for the meeting with WDC.

Ms. Beeney presented the Board with the Administrator's report. As the Fiscal Officer was away on vacation, Ms. Beeney processed payroll. Ms. Beeney, I. Chief Hawkins and Asst. Chief Cook met with Ms. Mitchum from the BWC. The meeting was very positive. There were 8 applications for the Lieutenant position; the test date is scheduled for April 17<sup>th</sup> and R&L Consultants will complete the assessments on May 2<sup>nd</sup>. There was one internal candidate that applied for the Full Time position opening. Ms. Beeney submitted claim documentation to Sedgwick. Part Time member Dillon Lyons was on boarded. Ms. Beeney attended the budget meeting and has been working with USDA and WDC on updates.

V. Mr. Rife made a motion to accept the District Administrator's report. Ms. Marshall seconded the motion. All were in favor.

I.Chief Hawkins presented the Board with his report. The exhaust system bid specs were attached to the report. Ms. Hamilton will see if she can find wording for the bid advertisement. The cascade air bottles need to be hydro tested. Reserve Medic is out of service. Discussion of refurbishing, replacing with used or a new unit was discussed. There was discussion of replacing the door seals on Station 291. FF

## NORTHWESTERN JOINT FIRE DISTRICT

Allison Collins attended the PIO Training. There was a suggestion made from the members to make a rule change on tracking mandatory overtime. I. Chief Hawkins will work on updating the policy and bring to the next meeting. There was discussion of the sick leave donation policy. I. Chief Hawkins advised he found cash in a drawer; there was no identifying marks on the cash to determine where it came from or what it was for. He and FF Rausch counted the money, sealed it in an envelope and initialed it. Ms. Hamilton advised there would be no reason for the District to have cash. Although the amount was not significant, she advised the money should be deposited into the NWJFD account. The envelope was turned over to the Fiscal Officer for deposit. There was discussion of open positions/staffing; the Board advised the I. Chief to fill positions in order to keep staffing levels. The I. Chief received the NWJFD patient satisfaction surveys and it is noted that the District was highly marked on the surveys. The Board was pleased with the level of service provided by the members.

Asst. Chief Cook sent the BWC report on the Leesburg Station to I. Chief Hawkins on the recommendations made until the addition can be completed. It was pointed out, members' sleeping quarters are not housed in the bays. The Assist. Chief's office along with the weight room was recommended to be moved from the mezzanine. The T.V area was recommended to be moved. The Board discussed the possibility of getting a construction trailer or the possibility of putting in a temporary RV.

- VI. Mr. McClary made a motion to approve the I. Chief's report. Ms. Marshall seconded the motion. All were in favor.
- VII. Mr. Rife made a motion to accept the quote from Heritage in the amount of \$1791 to hydro test the cascade air bottles. Ms. Marshall seconded the motion. All were in favor.
- VIII. Mr. Rife made a motion to purchase the Milwaukee batteries & chargers from McAuliffes Ace Hardware. Mr. McClary seconded the motion. All were in favor.

At 7:28 p.m. Mr. Rife made a motion to enter into executive session to discuss personnel. Mr. McClary seconded the motion. All were in favor.

Mr. Rife made a motion to exit executive session and reconvene the regular session of the NWJFD Board meeting. Mr. McClary seconded the motion. All were in favor. The Board went back to regular session at 8:45 p.m..

The Board recognized I. Chief Hawkins has been appointed to the position for 6 months. Recognizing there is 6 months left on I. Chief Hawkins probationary period, the Board supports the removal of Interim from the appointment.

- IX. Mr. Rife made a motion that for the remainder of Dave Hawkins probationary period that he will have the Interim removed from the Interim Chief title and will be recognized as Chief Dave Hawkins. He will remain at the current level of benefits and rate. Ms. Marshall 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 9:18 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

# NORTHWESTERN JOINT FIRE DISTRICT

Northwestern Joint Fire District

Reviewed:

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

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

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

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

Account Code	Account Name	Final Appropriation
2111-110-122-0000	Salaries - Township Fiscal Officer's Staff	\$65,000.00
2111-220-100-0000	Salaries	\$1,750,000.00
2111-220-111-0000	Salaries - Trustees	\$1,800.00
2111-220-121-0000	Salary - Township Fiscal Officer	\$34,000.00
2111-220-211-0000	Ohio Public Employees Retirement System	\$16,000.00
2111-220-212-0000	Social Security	\$30,000.00
2111-220-213-0000	Medicare	\$26,000.00
2111-220-214-0000	Volunteer Firemen's Dependents Fund	\$300.00
2111-220-215-0000	Ohio Police and Fire Pension Fund	\$315,000.00
2111-220-221-0000	Medical/Hospitalization	\$200,000.00
2111-220-222-0000	Life Insurance	\$10,000.00
2111-220-223-0000	Dental Insurance	\$19,200.00
2111-220-224-0000	Vision Insurance	\$10,000.00
2111-220-229-0014	Other - Insurance	\$80,000.00
2111-220-230-0000	Benefits{HEALTH REIMBURSEMENT ACCT}	
2111-220-230-0000	Workers' Compensation	\$22,000.00
2111-220-290-0000	Other - Employee Fringe Benefits	\$5,000.00
2111-220-290-0001	Other - Employee Fringe Benefits{UNIFORMS}	\$40,000.00
2111-220-290-0002	Other - Employee Fringe Benefits{PHYSICALS}	\$25,000.00
2111-220-311-0000	Accounting and Legal Fees	\$8,500.00
2111-220-312-0000	Auditing Services	\$5,000.00
2111-220-313-0000	Uniform Accounting Network Fees	\$6,000.00
2111-220-314-0000	Tax Collection Fees	\$42,000.00
2111-220-315-0000	Election Expenses	\$1,000.00
2111-220-318-0000	Training Services	\$32,000.00
2111-220-322-0000	Garbage and Trash Removal	\$2,500.00
2111-220-323-0000	Repairs and Maintenance	\$65,000.00
2111-220-330-0000	Travel and Meeting Expense	\$10,000.00
2111-220-340-0000	Communications, Printing and Advertising	\$10,000.00
2111-220-341-0000	Telephone	\$12,500.00
2111-220-342-0000	Postage	\$2,500.00
2111-220-351-0000	Electricity	\$10,500.00
2111-220-352-0000	Water and Sewage	\$750.00
2111-220-354-0000	Heating Oil	\$10,500.00
2111-220-360-0000	Contracted Services	\$143,000.00
2111-220-380-0000	Insurance and Bonding	\$30,000.00
2111-220-410-0000	Office Supplies	\$7,500.00
2111-220-420-0000	Operating Supplies	\$17,500.00
2111-220-420-0010	Operating Supplies{FUEL}	\$30,000.00
2111-220-430-0000	Small Tools and Minor Equipment	\$42,000.00
2111-220-430-0012	Small Tools and Minor Equipment{RADIOS}	\$20,000.00
2111-220-430-0013	Small Tools and Minor Equipment{TURN OUT GEAR}	\$75,000.00

# NORTHWESTERN JOINT FIRE DISTRICT

2111-220-490-0000	Other - Supplies and Materials	\$10,000.00
2111-220-510-0000	Dues and Fees	\$2,500.00
2111-220-590-0000	Other Expenses	\$1,432,200.00
2111-220-599-0000	Other - Other Expenses	\$1,500.00
211-760-720-0000	Buildings-Leesburg Addition	\$4,000,000.00
2111-760-720-0000	Buildings	\$20,000.00
2111-760-730-0000	Improvement of Sites	\$15,000.00
2111-760-740-0000	Machinery, Equipment and Furniture	\$115,000.00
2111-760-750-0000	Motor Vehicles	\$15,000.00
FIRE		\$8,844,250.00

2281-230-310-0000	Professional and Technical Services	\$20,000.00
2281-230-360-0000	Contracted Services	\$20,000.00
2281-230-590-0000	Other Expenses	\$70,000.00
2281-760-750-0000	Motor Vehicles	\$115,000.00
EMS		\$225,000.00
Report Total:		\$9,069,250.00

