

# NORTHWESTERN JOINT FIRE DISTRICT

April 9, 2025

Minutes

The Northwestern Joint Fire District met in Emergency Session at 5:00 p.m..

Mr. Jerry McClary made a motion to go into Executive Session to discuss personnel. Mr. Rife seconded the motion. The Board went into Executive Session at 5:00 p.m..

Mr. McClary made a motion for the NWJFD Board to go into regular session. Ms. Marshall seconded the motion. The Board went into regular session at 7:30 p.m.

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. FF Hawkins & FF Ray attended the meeting.

The Board reviewed the March 12, 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 the State Auditor's office reached out to audit the 2023 OP&F reports. Mr. McClary signed the engagement letter to return. The Board should receive the audit report. Ms. Hamilton will forward the LTD & STD quotes to the Board. The quote was for the entire roster; if elected, a Full Time census would be sent to the broker. Ms. Hamilton provided the Board with the March Bank Statement. WDC had submitted 2 invoices for a total of around \$127,000.00 for plans & architectural services.

- 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. As the Board recognizes the hours worked by the Chief & Assistant Chief; Mr. McClary made a motion to raise the accrual limit for Comp Time from 120 hours to 240 hours. This will be evaluated on a periodic basis and changes made accordingly. Ms. Marshall seconded the motion. All were in favor.

Ms. Beeney presented the Board with the Administrator's report. Full Time interview are scheduled, new hires were onboarded and Lieutenant testing is scheduled for April 17<sup>th</sup>; she will be proctoring the test. Met with Mr. Funderburgh with WDC to follow up on items, had an online meeting with Ms. Carr from the USDA; an email was sent to Mr. McCarthy, rep for the bond counsel with no response. Point One Designs, consulting engineers requested the highest annual KW for electric. Ms. Beeney provided the information. Quotes for the work space trailers were received. Met with Johnston I.T and Eric Hall for camera, security and doors. Met with Doug Brake from Ace regarding furnishings for the Leesburg addition. Ms. Beeney presents a sample rain coat to the Board.

- IV. Ms. Marshall made a motion to accept the District Administrator's report. Mr. Rife seconded the motion. All were in favor.
- V. Mr. McClary made a motion to accept the quote from WillScot for the 44x12 mobile office unit. Mr. Rife seconded the motion. All were in favor.

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Ms. Beeney will verify the service provided with the mobile unit.

Chief Hawkins presented the Board with his report. There were 60 runs logged for the month of March. The pharmacy license for both stations have been renewed. The Ohio EMS training & equipment grant has been submitted. Chief Hawkins has reached out to OTA for an associate membership. The Dept. is scheduling fire safety inspections and fielding requests for food truck inspections. Meeting with the building department for businesses in the area. FF Hart is finishing up the Knox Box program and will be working with Assist. Chief Cook on EMS run reviews. A committee has been set to help identify furnishings and appliances for the Leesburg addition; FF Collins and FF Furry volunteered to assist. Quotes were received for maintenance on the breathing air system; after an inspection there were no issues found. Chief Hawkins has responded to the Workers Comp inquiry and there has been no further correspondence. Ohio Health will be at Station 292 for training; free of charge and the staff will receive CEU's for the training. Discussion for a smoke machine for training and a Rescue Randy mannequin to purchase. The contract for Gatchel grant writers was signed; the grant is for SCBA and is a community based grant. The Board needs to pass a resolution for the diesel exhaust system bid announcement. The Board will review and pass at the May meeting. There was discussion of R291 and the extent of damage has not been determined. OTARMA has been notified and a claim has been filed. PERSO will be sending out an adjuster.

- VI. Mr. Rife made a motion to approve the Chief's report. Ms. Marshall seconded the motion. All were in favor.
- VII. Ms. Marshall made a motion the District purchase a smoke machine for training; holding off on the Rescue Randy mannequin until further quotes are received. Mr. McClary seconded the motion. All were in favor.

Assist. Chief Cook went over the phone system and advised the new phones have been installed. Assist. Chief Cook needs to be issued a credit card for District business. Ms. Hamilton will show Ms. Beeney how to order these and requested a copy of his Drivers License. Assist. Chief needs a computer; Ms. Hamilton is going to see if the old UAN computer will be reloaded with a UAN network program. She asked for 10 days to confirm.

As there was no further business; Mr. Rife made a motion to adjourn the meeting, with Ms. Marshall seconding the motion. All were in favor. The Meeting was adjourned at 8:38 p.m..

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

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Logan Rife

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Beth Marshall

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Jerry McClary

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Bill Lowe