

NORTHWESTERN JOINT FIRE DISTRICT

November 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. Ms. Beth Marshall, representative of Taylor Township, Mr. Logan Rife, representative of York Township, Mr. Bill Lowe, representative of Leesburg Township, Mr. Jerry McClary, representative of Liberty Township and Ms. Allison Hamilton, Fiscal Officer along with Ms. Amy Beeney, Administrator were in attendance. Chief Hawkins and Asst. Chief Cook were also in attendance.

- I. Mr. Rife made a motion to accept the October 8, 2025 meeting minutes. Ms. Marshall seconded the motion. All were in favor.

Ms. Hamilton provided the Board an overview of current expenditures & revenues. Ms. Hamilton provided a draft of the temporary 2026 appropriations. Mr. Rife asked about the other expenses line; Ms. Hamilton explained, as the District has not stabilized operational expenses including payroll and benefits, upgrading, replacing equipment, grant purchases etc this line item is used to cover these expenses. So far, in 2025, the District used \$1.5 million of the other expenses line for the engine replacement, refurbish a medic, equipment purchases, etc. She did caution that the District cannot continue to maintain these types of expenditures. 2026 appropriations will include the Leesburg addition; as USDA requires that any purchases made with the loan has to have a life expectancy of the loan; the District will need to insure that monies are set aside for furnishing the addition; examples would be, stove, refrigerator, office and dorm furnishings, living quarters furniture. The Chiefs advised they are needing to purchase power cots, truck restock, heart monitors, etc. Even though the District may be receiving grant funds; these items still need to show within the appropriations as expenditures. Ms. Hamilton did point out that she did lower 2026 other expenses down by half; however, that was more to ensure the District stays within its estimated revenues as she anticipates the District's carryover will be lower. She will present an updated draft for next months meeting. The Board was reminded that final appropriations are not due until March

- II. Mr. Rife made a motion to accept the Fiscal Officer's Financial Report; including the Purchase Orders/Blanket Certificates, payments and payroll. Ms. Marshall seconded the motion. All were in favor.

Mrs. Beeney presented her report to the Board. Mrs. Beeney met with Gene Miller and he is interested in being a Pastor for the District, he currently serves other area Fire Departments. The Board approved the addition of the pastor. She was a guest on the 6th Bugle podcast, interviewed PT & FT candidates, participated in the 2026 budget meeting with the Chiefs and Fiscal Officer, attended the Officer's meeting. The bids for the Leesburg addition have been extended due to the Federal Government shutdown. As the contract ends December 2025 with Zenefits, she was able to download all of the personnel information. Mrs. Beeney met with Clemans Nelson to discuss HB 96; she was referred to Revolution Group and was provided a quote for Cyber Security services. She participated in a Workwise webinar regarding labor law poster changes. She participated in negotiations. She was able to obtain a credit with DACC to be used for later classes. She advised that the District was awarded 2 grants; \$40K and \$12K; these are earmarked for a powercot and PPE/Gloves. She looked into the OTARMA grants and was advised by Wendy French, OTARMA, the grants can both be used towards the purchase of the ballistic vests previously presented by Lt. Collins.

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III. Mr. Rife made a motion to accept the Administrator's report; Ms. Marshall seconded the motion.

Chief Hawkins presented the Board with his report. The Department went on 73 runs. Rosenbauer engine to be returned the week of November 17th. The Exhaust at station 292 is installed; however, the Chief is waiting for final electrical and certificate of completion. The invoice has been received, but is on hold until the completion certificate is obtained. The AFG grant is on hold due to the Government shutdown; this is the grant for SCBA equipment. The Board approved the donation of outdated gear to a not for profit organization. Working on strategy placement of the old & new medic. Waiting for a grant to open up for monitors & defibrillators.

IV. Ms. Marshall made a motion to approve the Chief's report. Mr. Rife seconded the motion. All were in favor.

Mr. McClary made a motion to enter into executive session to discuss personnel and Union negotiations. Ms. Marshall seconded the motion. All were in favor. The Board entered into executive session at 6:55 p.m..

At 7:26 p.m., Mr. Lowe made a motion to end executive session and return to the regular session of the Board. Mr. Rife seconded the motion. All were in favor. The Board resumed regular session.

Mr. Lowe asked questions on the repairs to Engine 291. Chief Cook explained that the whole top of the radiator was corroded. This part services the oil cooler, transmission cooler etc. There was a discussion on OEM parts versus aftermarket. Ms. Marshall advised there was a Cyber Security seminar on December 4th at Bokes Creek. The Board discussed moving meetings to mornings in 2026; to be discussed later.

Due to schedule conflicts, the Board moved the December meeting from December 10th to December 3rd. It will be held at 6:00 p.m. at the Leesburg Fire Station. Ms. Beeney will send the notice to the paper and post accordingly.

As there were no further business; Ms. Marshall made a motion to adjourn. Mr. Lowe seconded the motion. All were in favor. The meeting was adjourned at 7:58 p.m...

Respectfully Submitted By:

Allison M. Hamilton, Fiscal Officer

Northwestern Joint Fire District

Reviewed:

Logan Rife

Beth Marshall

Jerry McClary

Bill Lowe