

Valley Fire District Board of Trustees Regular Meeting

February 20, 2017

REGULAR MEETING

The regular meeting of the Valley Fire District Board was held on Monday, February 20, 2017 at the Valley Fire District, located at 5287 Dogwood Drive, Peninsula, Ohio 44264. The following were in attendance.

Board Members	Fire Department	Fire Clerk	Legal Counsel
Amy Anderson, Chair	Chief Charlie Riedel	Catherine Anson	Ed Pullekins
Daniel Schneider	Asst. Chief Dave Morehouse		
Richard Slocum	Lieutenant Mike Packard		

Guest: Council Member Ron Antal, Village of Boston Heights

The regular board meeting of the Valley Fire District was called to order by Chair Anderson at 5:30 PM.

Approval of Minutes:

Motion by Slocum, seconded by Schneider to approve minutes of the January 4, 2017 special meeting. Voting: All Yes [20170220-01]

Motion by Slocum, seconded by Schneider to approve minutes of the January 16, 2017 regular meeting. Voting: All Yes [20170220-02]

Appropriations Reallocations:

FUND	NAME	FROM	TO
1000-110-315	Election Expenses	150.00	
1000-220-214	Vol.Firemen’s Dependents		150.00
1000-220-380	Insurance	3450.00	
1000-110-312	Auditing Services		350.00
1000-220-230	Workers’ Comp		600.00
1000-220-311	Legal Fees		2100.00
1000-220-341	Telephone		100.00
1000-290-490	Other: Supplies & Materials		300.00

Motion by Slocum, seconded by Schneider to approve reallocations of appropriations. Voting: All Yes [20170220-03]

Purchase Orders:

Then & Now PO

PO#	ACCOUNT	ACCT NAME	VENDOR	\$AMOUNT
T&N 15-2017	4901-760-750-0000	Motor Vehicles	Huntington	250

BC Super Blanket

PO#	ACCOUNT	NAME	\$AMOUNT
9-2017	1000-110-312-0000	Auditing Services	350
10-2017	1000-220-214-0000	Volunteer Firemen’s Dependents Fund	150
11-2017	1000-220-230-0000	Workers’ Comp	600
12-2017	1000-220-311-0000	Legal Fees	2,400
13-2017	1000-220-341-0000	Telephone	500
14-2017	1000-220-400-0000	Supplies & Materials	4,000
15-2017	1000-290-420-0000	Operating Supplies	100
16-2017	1000-290-490-0000	Other-Supplies & Materials	350
17-2017	1000-290-500-0000	Other	100

Motion by Slocum, seconded by Schneider to approve purchase orders. Voting: All Yes [20170220-04]

Bank Reconciliation: Motion by Slocum, seconded by Schneider to approve the bank reconciliation. Voting: All Yes [20170220-05]

Approval of Payroll: Motion by Slocum, seconded by Schneider to approve the payroll. Voting: All Yes [20170220-06]

Approval for Payment of Bills: Motion by Slocum, seconded by Schneider to approve the payment of bills. Voting: All Yes [20170220-07]

Business:

- **Financials**
- **Life Force Closures:** Motion by Slocum, seconded by Schneider to accept the closures. All Yes [20170220-08]
- **Approval of Purchase Orders:** In reviewing the regulations for required signatures on purchase orders, it was discovered that the board can officially designate the clerk as the only signatory for purchase orders under \$2,500. For the past year the clerk has been the only signatory on purchase orders. Motion by Slocum, seconded by Schneider to officially allow the clerk to be the only signatory on purchase orders under \$2,500 with all purchase orders to continue to be listed on the agenda. Voting: All Yes [20170220-09]
- **Policy Update:** The board received the draft policy updates emailed earlier by Riedel. The updates were a group effort and the feedback on the document is requested.
- **Develop Assets Inventory with Maintenance Schedule:** This will be rolled into the policy and procedures manual. A copy will be provided to Pullekens.
- **Library Chairs:** The Peninsula Library is disposing of a number of stackable chairs and has offered them to the District. The chairs have been examined and the District cannot use them.
- **Budget for Next Year:** Slocum and Anson will work on a draft budget for Fiscal Year 2017 for presentation to the board.
- **Expiration of Operating Levy:** Preliminary data has been received. Since new data may be forthcoming and we are now planning for the fall election, the levy discussion is tabled pending updated projections.
- **Payroll Date Change:** With the change of meeting dates for the board, the payroll dates for the year have also changed. Several employees were taken by surprise. The chief conducted an informal poll and there was no subsequent strong objection to the date change and the board meetings and payroll dates will remain as the third Monday and third Tuesday of each month. The board agreed that advance notice on the payroll date change should have been given to employees at least a month in advance and expressed apologies to the employees.

Reports:

Anson: The changeover from FirstMerit to Huntington is progressing. The actual transition will be final by tomorrow. A bank representative indicated that existing checks can be used up to one year. New credit cards will be arriving shortly. Already accomplished: notification to Life Force, a test run of the EFT system. A number of tasks remain to be done:

- Changes to the UAN system to reflect the new bank and account numbers.
- Changes to direct deposit with the county and state.
- Changes to online payments to OPERS and the federal tax system.

Riedel:

- A \$4500 proposal for the FEMA SAFER grant was submitted.
- Pullekens will get the information necessary to sell the old squad.
- Our dispatch contract will be up for renewal this year and negotiations should be started soon. The board agreed that Riedel can begin discussions.

Packard:

- The boaters safety class (OBEC) was postponed and will be offered in March for water rescue team members and firefighters.
- Joint training using a sims lab with the Brecksville Metro Hospital, Brandywine/ Boston Mills ski patrols and Valley Fire was very successful. Two full days of training will be planned with partners for this fall.
- Packard plans to submit a \$18,000 proposal in March to Firehouse Subs for air bags. The funding opportunity is open four times each year.
- We participated in a rope rescue between Blue Hen Falls and Brandywine but the party refused transport.
- The park rangers are identifying points to be used in targeting location of incidents within the park system for better response time.

Condolences: The board offered condolences to Lisa Riedel on the death of her mother and to Tony Chiancone, our representative in the County Engineer's Office, on the passing of his wife.

Adjournment

There being no further business, Slocum motioned to adjourn the meeting at 6:31 PM.

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair