

**VALLEY FIRE DISTRICT BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING**

**July 17, 2017**

The regular meeting of the Valley Fire District Board was held on Monday, July 17, 2017 at the Valley Fire District, located at 5287 Dogwood Drive, Peninsula, Ohio 44264. The following were in attendance.

<b>Board Members</b>	<b>Fire Department</b>	<b>Fire Clerk</b>	<b>Legal Counsel</b>
Amy Anderson, Chair	Chief Charlie Riedel	Catherine Anson	Ed Pullekens
Daniel Schneider	Asst. Chief Dave Morehouse		
Richard Slocum			

Guests: Council members Heather Davis and Ron Fenn, Village of Boston Heights.

The regular board meeting of the Valley Fire District was called to order by Chair Anderson at 5:36 PM.

**Approval of Minutes:**

MOTION by Slocum, seconded by Schneider to approve minutes of the June 19, 2017 regular meeting and June 26, 2017 special meeting. Voting: All Yes **[20170717-01]**

**Purchase Orders:**

**Regular**

PO#	ACCOUNT	VENDOR	\$AMOUNT
35-2017	1000-110-323-0000	Copeco	520.00
36-2017	1000-110-360-0000	Life-Force	2000.00
37-2017	1000-220-230-0000	Bureau of Workers' Compensation	900.00
38/2017	1000-220-341-0000	Verizon Wireless	1000.00

MOTION by Slocum, seconded by Schneider to approve purchase orders. Voting: All Yes **[20170717-02]**

**BC Super Blanket**

PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
<b>39-2017</b>	<b>1000-110-500-0000</b>	<b>Other</b>	<b>3000.00</b>
<b>40-2017</b>	<b>1000-220-323-0000</b>	<b>Repairs &amp; Maintenance</b>	<b>4000.00</b>
41-2017	1000-220-400-0000	Supplies & Materials	2000.00
42-2017	1000-220-341-0000	Telephone	100.00

MOTION by Slocum, seconded by Schneider to approve purchase orders. Voting: All Yes **[20170717-03]**

**Bank Reconciliation:** MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting: All Yes **[20170717-04]**

**Approval of Payroll:** MOTION by Slocum, seconded by Schneider to approve the payroll. Voting: All Yes **[20170717-05]**

**Approval for Payment of Bills:** MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting: All Yes **[20170717-06]**

**Business:**

- **Financials**
- **Life Force Closures:** MOTION by Slocum, seconded by Schneider to accept the closures. Voting: All Yes **[20170717-07]**
- **Policy Update and Assets Inventory with Maintenance Schedule:** The board looked over the latest version and would like to examine some sections in detail. Examples included scheduling and leave of absence procedures and the division of power in terms of clearly outlined responsibilities. Before then, the board would like to solicit feedback from all department members for consideration in their deliberations.
  - ACTION STEP: Riedel/Soblosky will post the latest version of the policy manual on the web as a PDF and will send the link to Anderson.
  - ACTION STEP: Slocumb will create an online survey to collect anonymous feedback from personnel and will send the link to Anderson.

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- ACTION STEP: Anderson will send out an email to all personnel requesting that they review the document and provide feedback to the board.

The board will read all feedback and will consider responses in their deliberations as appropriate.

Morehouse stated that this solicitation may be viewed as lack of faith in the officers. The board responded that they recognized the amount of work done by the officers to write the manual and that no disrespect is intended. For complaints made directly to board members, the first question is ‘have you discussed this with the officer(s)?’ The policy manual will make clear this procedure in addressing personnel concerns.

Anderson commended Morehouse on the detail of his monthly officer reports and that they could serve as an example of the type of information requested by the board.

- **Sale of old squad:** The squad has been sold.
- **911 Contract:** Peninsula has signed a three-year contract with Richfield.
- **Billing Procedures for VBH Equipment Repairs:** Yost reported to Anson that the VBH vehicle required repair and that he discussed the repair with Betty Klingenberg. The procedure for VBH repairs will be:
  - Yost will solicit approval from VBH before making repairs.
  - Yost will provide Anson with repair bills clearly marked for VBH payment. Anson will bill VBH monthly as appropriate.
  - Yost’s time and effort on VBH vehicle repairs will not be billed.

**REPORTS:**

**Morehouse:**

- With Soblosky on call, Morehouse reported on FFA business:
  - The steak dinner is scheduled for August 26.
  - To follow up on last month’s discussion on the Boston Station, two prices are offered for TV packages from Spectrum: \$76 and \$81 per month.  
MOTION by Slocum, seconded by Schneider, to approve the \$81/month TV subscription for the Boston Station. Voting: All Yes **[20170717-08]**
  - They are offering t-shirt orders to VFD personnel and board members and VBH representatives are welcome to place an order. Forms should be returned by to the station by Wednesday.
- He would like to order uniform t-shirts \$650. MOTION by Slocum, seconded by Schneider, to authorize the purchase of the \$650 t-shirt order. Voting: All Yes **[20170717-09]**
- Former VFD employee Nick Zamiska has been appointed Chief of the Brecksville Fire Department. The swearing-in ceremony is expected to take place in August.
- Notable calls included a previous weekend with 4 calls to the Clarion in an 8-hour period.
- UH has been very responsive in providing Narcan. We now carry two med boxes with increased dosage in each box.

Riedel joined the meeting at 6:46 PM.

**Davis:**

- A bid from Akron was accepted on the grass fire truck owned by VBH.

**Riedel:**

- The squad was sold to someone in Toledo for \$6,339.37 and Gov.Deals has indicated our portion of the sale (\$5,635) has been direct deposited to our account.
- We received a new EMS grant for \$3100.
- We should have more radio bills in August when we purchase the radios from Copley as discussed earlier.

**Adjournment**

There being no further business, Slocum motioned to adjourn the meeting at 6:52 PM.

Respectfully submitted,

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Catherine Anson, Clerk

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Amy Anderson, Chair