

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

September 18, 2017 CORRECTED

The regular meeting of the Valley Fire District Board was held on Monday, September 18, 2017 at the Valley Fire District, located at 5287 Dogwood Drive, Peninsula, Ohio 44264. The following were in attendance.

Board Members Amy Anderson, Chair Daniel Schneider	Fire Department Chief Charlie Riedel Asst. Chief Dave Morehouse Lt. Scott Duber Lt. Mike Packard	Fire Clerk Catherine Anson	Legal Counsel Ed Pullekens
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Guests: Council members Ron Antal and Ron Fenn, Village of Boston Heights.

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

Slocum called into the meeting and was ineligible to vote.

The board offered condolences to the family of Dewey Hanson, former mayor of Peninsula (1976-1980) and former board member of the Valley Fire District.

Approval of Minutes:

MOTION by Schneider, seconded by Anderson to approve minutes of the August 23, 2017 regular meeting. Voting: All Yes [20170918-01]

Supplemental Appropriations:

FUND	NAME	AMOUNT	COMMENT
1000-220-100-0000	Salaries	14,040.00	Great Lakes Contract

MOTION by Schneider, seconded by Anderson to approve minutes of the August 23, 2017 regular meeting. Voting: All Yes [20170918-02]

Appropriations Reallocations:

FUND	NAME	FROM	TO
1000-220-311-0000	Accounting/Legal Fees	450.00	
1000-110-323-0000	Copier Maintenance		450.00

MOTION by Schneider, seconded by Anderson to approve the reallocations. Voting: All Yes [20170918-03]

Purchase Orders:

Regular PO

PO#	ACCOUNT	ACCOUNT NAME	VENDOR	\$AMOUNT
39-2017	1000-220-420-0000	Fuel	Voyager	1920.00
40-2017	1000-110-351-0000	Electricity	Ohio Edison	1000.00

MOTION by Schneider, seconded by Anderson to approve purchase orders. Voting: All Yes [20170918-04]

BC Super Blanket

PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
47-2017	1000-290-420-0000	Other-Supplies & Materials	2000.00
48-2017	1000-110-323-0000	Copier Maintenance	450.00

MOTION by Schneider, seconded by Anderson to approve purchase orders. Voting: All Yes [20170918-05]

Bank Reconciliation: MOTION by Schneider, seconded by Anderson to approve the bank reconciliation. Voting: All Yes [20170918-06]

Signing of payroll and bills was moved to the end of the meeting so that Slocum could participate in the discussion of issues and reports.

Business:

- **Financials**
- **Life Force Closures:** MOTION by Schneider, seconded by Anderson to accept the closures. Voting: All Yes [20170918-07]

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- **Policy Update and Assets Inventory with Maintenance Schedule:** The policy manual should be re-done. There is too much copied (and uncorrected) material and the material doesn't fit well with the type of district we are. For example, the internet section is too long. The maintenance schedule should have the processes listed.
- **911 Contract:** Riedel distributed the contract submitted by Richfield which includes a 3% increase. The board tabled the discussion until the next meeting. Riedel reported that Copley is just being upgraded now and we will purchase radios from them after the upgrade.

REPORTS:

Anderson:

- Boston Mills west at Riverview will be closed for 40 days beginning tomorrow which will impact VFD services. Riedel did not receive this advance notice.
- She attended the recent monthly Summit County PSAP meeting: cell phone assessments to fund 911 centers may be raised by the state from the current 25 cents (PA assesses \$2) and districts may be combined (Akron and Summit County; Stow and Cuyahoga Falls).

Riedel:

- He plans to purchase 6 portables and 3 mobiles for approximately \$3300 to be paid out of the SAFER grant. Anderson requested that the board be given copies of the SAFER grant.
- Flyers and mailers for the levy will be printed soon, paid for by the Valley Firefighters Association.
- He would like to purchase a transporter for the bobcat with the funds from the EMS grant which will cover \$3100 of the cost; he requests that the board agree to pay the remaining \$700. MOTION by Schneider, seconded by Anderson to pay the remaining \$700 for the transporter. Voting: All Yes [20170918-08]
- Nick Sebastian requests partial support to attend a Firefighter 1 class in October. Fairlawn should cover the cost of the class and he requests that the VFD cover the estimated \$500 lodging. MOTION by Schneider, seconded by Anderson to pay the remaining \$500 for the training. Voting: All Yes [20170918-09]
- He requests that credit cards be issued for the two lieutenants and for Ron Adams, the new mechanic. MOTION by Schneider, seconded by Anderson to issue credit cards to three personnel. Voting: All Yes [20170918-10]
- The FEMA grant will cover expenses for 6 new personnel over three years including training, turnout gear, and classes for instructors. Slocum mentioned that we need to keep the total number of employees under 50.
- He attended a webinar with the Copley chief offered by the Bureau of Workers' Compensation. There are more regulations to be implemented. He and Anson will attend a workshop in November for additional information.
- The Fall Festival in Boston Heights will be held on October 7.
- The VFD Open House will be held at the Peninsula station on October 8 at noon.
- Joint mass casualty training will be held on October 14.

Morehouse:

- He offered thanks to the department for their response to the call on his mother.
- Past trustee Dan Emmet was killed in a traffic accident recently; responders from Brecksville, Richfield, and Bath also attended.
- A viewing of the mountain bike trails included representatives from the metro and national parks.
- Recent incidents of note included a truck roll-over, a large open burn, a cardiac arrest on the towpath, and an evening search for a missing 10 year-old who did not speak English. The boy was found at 12:30 AM with minor cuts and bruises.
- He requested that the board support the tech teams (hazmat and swift water) with the purchase of BDU pants. The cost to outfit 8 people is \$500. He also requested funds to purchase meeting shirts for officers at an additional \$300. MOTION by Schneider, seconded by Anderson approved the purchase BDU pants and officer shirts for a total of \$800. Voting: All Yes [20170918-11]

Duber:

- Work on the SOGs (Standard Operating Guidelines) continues.
- The NPS offered vacant homes for training.

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- Additional swift water training was held last week and McVey is currently working getting certification.

Packard:

- He attended the well-received Boston Heights ceremony honoring the officers and VFD personnel who assisted at two recent life-saving incidents.
- One of the firefighters is interested in taking instructor training but hasn't taken the pre-test yet. Funds may be requested in the future for the instructor training.
- Current attendees signed up for the NOTS Trauma Symposium are Riedel, Sebastian, Packard, and Gordon, although this lineup may change.
- The recent missing person incident was a learning session in how local entities can work together. A table talk and training session will be held to plan responses to future incidents.

Fenn:

- He, Antal, and Davis can expedite any requests for repair to Boston Heights vehicles in the future to avoid the delay experienced with the recent tire replacement.

Anson:

- **Open Checkbook:** The board selected a logo to be placed on our Open Checkbook site which should be activated soon.
- **Gift Card:** We received a \$37 gift card instead of a refund; Charlie will use the gift card to purchase supplies and will give the receipt to Anson for audit purposes.

Slocum disconnected the phone call and left the meeting.

Approval of Payroll: MOTION by Schneider, seconded by Anderson to approve the payroll.
Voting: All Yes **[20170918-12]**

Approval for Payment of Bills: MOTION by Schneider, seconded by Anderson to approve the payment of bills. Voting: All Yes **[20170918-13]**

Executive Session:

MOTION by Anderson, seconded by Schneider, to enter executive session to discuss personnel issues with Riedel in attendance. Anson called roll:

Schneider: Yes Anderson: Yes

Motion passed. The trustees entered executive session at 6:26 PM. **[20170913-14]**

MOTION by Anderson, seconded by Schneider, to enter regular session. Anson called roll:

Schneider: Yes Anderson: Yes

Motion passed. The trustees reconvened at 6:43 PM with no action taken during the session. **[20170913-15]**

Work Schedules: MOTION by Schneider, seconded by Anderson to require the implementation of a limit of 32 hours per work week for any one individual and to prevent any bumping of personnel after the work schedule has been set. Voting: All Yes **[20170918-16]**

Adjournment

There being no further business, Schneider motioned to adjourn the meeting at 6:45 PM.

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair