

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

November 20, 2017

The regular meeting of the Valley Fire District Board was held on Monday, November 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 Pullekens
Daniel Schneider	Asst. Chief Dave Morehouse		
Richard Slocum	Lt. Mike Packard		

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 Anderson at 5:31 PM.

The board expressed get well wishes to Peninsula councilperson Mary Booth. She is in our prayers.

Approval of Minutes:

MOTION by Schneider, seconded by Anderson to approve minutes of the October 12, 2017 regular meeting. Voting: All Yes [20171120-01]

Appropriations Supplemental:

FUND	NAME	\$AMOUNT
4901-760-790-0000	Other Capital Outlay (EMS Grant)	3,125.00
2901-220-318-0000	FEMA Training	24,400.00
2901-220-400-0000	FEMA Equipment	21,000.00
1000-220-349-0000	Other-Communications (Radio Contract)	12,200.00
1000-220-100-0000	Salaries – Fire/EMS	30,000.00

MOTION by Schneider, seconded by Anderson to approve supplemental appropriations. Voting: All Yes [20171120-02]

Appropriations Reallocations:

FUND	NAME	FROM	TO
1000-110-313-0000	UAN Fees	(400.00)	
1000-110-323-0000	Copier		150.00
1000-110-360-0000	Lifeforce		800.00
1000-110-500-0000	Admin-Other	(5,000.00)	
1000-220-212-0000	Social Security		800.00
1000-220-230-0000	Workers' Comp	(350.00)	
1000-220-318-0000	Training		1,000.00
1000-220-380-0000	Insurance & Bonding	(1,000.00)	
1000-220-420-0000	Fuel		1,000.00
1000-220-349-0000	Radios		3,000.00
TOTALS		(6,750.00)	6750.00

MOTION by Schneider, seconded by Slocum to approve the reallocations. Voting: All Yes [20171120-03]

Purchase Orders:

BC Super Blanket

PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
54-2017	4901-760-750-0000	Capital-Motor Vehicles	32,000.00
55-2017	4901-760-790-0000	Other Capital Outlay	3,125.00
56-2017	4901-760-740-0000	Machinery, Equipment, Furniture	4,000.00
57-2017	1000-220-230-0000	Workers' Comp	600.00

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

November 20, 2017

58-2017	1000-220-318-0000	Training	1,000.00
59-2017	1000-220-380-0000	Insurance	26,000.00
60-2017	1000-220-590-0000	Clothing	1,400.00
61-2017	1000-290-410-0000	Supplies	200.00
62-2017	1000-290-430-0000	Small tools	350.00
63-2017	1000-110-360-0000	Lifeforce	800.00
64-2017	1000-110-500-0000	Admin-Other	2,500.00
65-2017	1000-220-420-0000	Fuel	1,000.00
66-2017	1000-220-349-0000	Communications-Other	36,700.00
67-2017	1000-110-323-0000	Admin-Repairs & Maintenance	305.00
68-2017	1000-220-590-0000	Clothing	600.00

MOTION by Slocum, seconded by Schneider to approve purchase orders. Voting: All Yes
[20171120-04]

Bank Reconciliation: MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting: All Yes [20171120-05]

Approval of Payroll: MOTION by Slocum, seconded by Schneider to approve the payroll. Voting: All Yes [20171120-06]

Insurance: The board reviewed the insurance policy renewal submitted by Pro-Risk. The board requested that Riedel look into any requirements for the cyber security clause.
MOTION by Schneider, seconded by Slocum to approve the insurance policy. Voting: All Yes [20171120-07]

Approval for Payment of Bills: MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting: All Yes [20171120-08]

Business:

- **Financials**
- **Life Force Closures:** MOTION by Slocum, seconded by Schneider to accept the closures. Voting: All Yes [20171120-09]
- **Policy Update /Assets Inventory with Maintenance Schedule/Standard Operating Guidelines:** Riedel stated the policy manual revision submitted by Anson currently is under review by the officers. Duber stated that SOGs are almost ready to go to the officers for review before presentation to the board.
- **VBH Equipment Invoicing:** Anson reported that at a recent meeting there was some confusion over the which items were the responsibility of the Village regarding coverage of the Village of Boston Heights equipment repair. Riedel reviewed the contract language with Village administrators who agreed to reimburse the VFD for the minor repairs. Anson will bill the Village.
- **Credit Cards:** The new cards have been received for officers Scott Duber and Mike Packard, and mechanic Ron Adams. The current credit card policy will be given to the new card holders. The policy is expected to be revised at the next meeting pending the announcement from the State Auditor's Office.
- **Huntington:** Huntington has requested that a new signature card be signed by the board and clerk.
- **Huntington Remote Deposit charges:** Huntington is now requiring that LifeForce make remote deposits using the Huntington scanner and tokens and will be charging account holders \$25 per month for the service. Andrea from LifeForce stated that we do not need to sign up for this service given the relatively small number of checks processed each month and that they will be making bank runs for those entities who do not sign up for remote deposit. She also stated that several customers have switched banks from Huntington.
- **Charles Harris Footnotes:** Charles Harris auditors have again agreed to write footnotes for the annual end of year report. MOTION by Slocum, seconded by Schneider to approve a multi-year contract with Charles Harris to write footnotes. Voting: All Yes [20171120-10]

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

November 20, 2017

- **Term Renewal:** Richard Slocum's term as the at-large member for the Valley Fire District ends this year. MOTION by Schneider, seconded by Anderson to recommend that Slocum continue to serve another term as the at-large member of the Board of Trustees. Voting: All Yes **[20171120-11]**
Schneider (Peninsula) and Anderson (Boston Township) will take the recommendation to their respective boards for approval.
- **Term Renewal:** Anson's term of appointment as clerk ends this year. MOTION by Schneider, seconded by Slocum to renew Anson's appointment as clerk for 2018. Voting: All Yes **[20171120-12]**
- **Ski Resort Contract:** Riedel is looking into the renewal of the contract to provide services to the ski resorts and will also check in with Sagamore Hills.
- **2018 Budget:** Anson circulated preliminary budget notes for 2018. She requested that the number of account codes be reduced given the similarity in names and types of purchases. The board agreed to idea of the reduction of codes. Anson will circulate a preliminary budget and a list of temporary appropriations for discussion at the next meeting.
- **Training Request:** Since Anson holds similar position for the Valley Fire District and Boston Township, she requested that each board split of the mandatory and additional training for clerks/fiscal officers. She attended the \$100 all-day conference in October sponsored by the Auditor's Office and requested funds to attend an all-conference on human resource issues ("Human Resources for Anyone with Newly Assigned HR Responsibilities" for \$149) and Ohio Township Association Winter Conference in Columbus (conference cost is \$50; hotel for 3 nights is estimated at \$540). MOTION by Schneider, seconded by Slocum to approve the cost of the training to be split with Boston Township. Voting: All Yes **[20171120-13]**

REPORTS:

Everett Road:

Richfield Township residents Phil McClean and Jim Paulett requested support from the board on a petition to have the county reconsider the closing of Everett Road and the connector. Rationale for the keeping the roads/bridge open were the inconsistent and inaccurate cost estimates given by the county for repair and maintenance, and the use of the roads by fire departments and safety forces to quickly reach neighborhoods. Anderson, as the representative from Boston Township, stated that the township will not support the petition as the cost of maintaining the roads/bridge is not possible with the limited resources and that access to the neighborhoods by safety forces was still available to safety forces with the road closures.

Riedel:

- Richfield should upgrade the new radios next week.
- The fire marshal grant proposal for \$36k for radio equipment has been submitted. It's a long shot since we don't fit the top demographic but it's worth applying for the funds.
- The department has a number of community projects scheduled for the holiday season with the Village of Boston Heights, Peninsula, and Boston Township including:
 - Boston Township Community Christmas Party: December 6
 - Village of Boston Heights Santa Delivery: December 10
 - Share-A-Christmas: December 16
- Riedel and Anson attended the OSHA training last month for recordkeeping sponsored by the Ohio Bureau of Workers' Compensation. He's looking into applying for one of the grants offered by the BWC.

Morehouse:

- A number of substantial calls were made last month including: a winter pile-up on the turnpike and a number of rainy day calls on Route 8 requiring mutual aid. In addition, the department responded to a barn fire recently which is still under investigation. The owner of the property experienced minor burns. Some of the animals were saved but all of the chickens and rabbits were lost. He was the first to arrive on the scene and it was already evident that the building was lost.

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

November 20, 2017

Duber:

- We have two new swift water technicians as of 4:00 PM tomorrow: Kevin Dupre and Joe McVey. The board expressed congratulations to the two men.

Packard:

- Packard requested approval to purchase a rescue pulley-system device and 8 carabineers for \$850. This is the same device used by the Summit County team. MOTION by Schneider, seconded by Slocum to approve the cost of the device and carabineers for \$850. Voting: All Yes **[20171120-14]**
- John Gordon was unable to attend the previously requested training opportunity for personal reasons. He was able to defer the already paid training to a future date. The board can expect to see a request for reimbursement when the training has occurred.
- The new chainsaw was put to use within hours of purchase and made the job easier to accomplish.

Village of Boston Heights:

- Fenn: A planning meeting will be held December 6 with the Akron Children’s Hospital.
- Davis: The bridge is now open and the road surfaces are smooth on Olde 8.

Anderson:

- Share-A-Christmas preparation work will be held at 6:00 pm on Friday, December 15 in the Town Hall Meeting Room. Boxes will be distributed by the fire department on Saturday.
- The Christmas Bazaar will be held on December 2 from 10 AM to 4 PM.

Pullekins left the meeting at 7:07 PM.

Packard: Given the upcoming extra schedules for ski season, Packard requested leniency in the 32-hour per week restriction. The board agreed to allow the flexibility.

Adjournment

There being no further business, Slocum motioned to adjourn the meeting at 7:11 PM.

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair