

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

December 18, 2017

The regular meeting of the Valley Fire District Board was held on Monday, December 18, 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 November 20, 2017 regular meeting. Voting: All Yes [20171218-01]

Appropriations Reallocations:

| FUND | NAME | FROM | TO |
|-------------------|-----------------------|---------|-----------|
| 1000-110-314-000 | TAX COLLECTION FEES | 1400.00 | |
| 1000-220-311-000 | ACCTNG & LEGAL FEES | 1600.00 | |
| 1000-220-323-0000 | REPAIRS & MAINTENANCE | 290.00 | |
| 1000-220-214-0000 | VFFUND | | (150.00) |
| 1000-220-341-0000 | TELEPHONE | | (140.00) |
| 1000-220-349-0000 | OTHER COMUNICATIONS | | (3000.00) |

MOTION by Schneider, seconded by Slocum to approve the reallocations. Voting: All Yes [20171218-02]

Purchase Orders:

BC Super Blanket

| PO# | ACCOUNT | ACCOUNT NAME | \$AMOUNT |
|----------------|--------------------------|----------------------------|----------------|
| 70-2017 | 1000-110-313-0000 | UAN FEES | 612.00 |
| 71-2017 | 1000-110-353-0000 | NATURAL GAS | 160.00 |
| 72-2017 | 1000-220-214-0000 | VFD FUND | 150.00 |
| 73-2017 | 1000-220-323-0000 | REPAIRS & MAINT | 1900.00 |
| 74-2017 | 1000-220-341-0000 | TELEPHONE | 140.00 |
| 75-2017 | 1000-220-349-0000 | OTHER COMUNICATIONS | 3000.00 |
| 76-2017 | 1000-220-400-0000 | EMS SUPPLIES | 200.00 |

MOTION by Slocum, seconded by Schneider to approve purchase orders. Voting: All Yes [20171218-03]

Bank Reconciliation: MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting: All Yes [20171218-04]

Approval of Payroll: MOTION by Slocum, seconded by Schneider to approve the payroll. Voting: All Yes [20171218-05]

Approval for Payment of Bills: MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting: All Yes [20171218-06]

Business:

- **Financials**
- **Life Force Closures:** MOTION by Slocum, seconded by Schneider to accept the closures. Voting: All Yes [20171218-07]

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- **Policy Update /Assets Inventory with Maintenance Schedule/Standard Operating Guidelines:** Riedel stated that all policies will be incorporated into one manual and that the revised manual will be circulated to the board prior to the next meeting. Reporting on behalf of Duber who could not attend tonight, the SOGs have been sent to officers for their review.
- **Credit Card Policy:** The policy has been updated to include recent recommendations by the State Auditor's Office: to prohibit cash withdrawals and to include signed acceptance from card holders. MOTION by Slocum, seconded by Schneider to accept the changes to the credit card policy. Voting: All Yes [20171218-08]
- **2018 Budget Temporary Appropriations:** A draft of Temporary Appropriations for the first quarter of 2018 was circulated to the board. MOTION by Slocum, seconded by Schneider to approve the Temporary Appropriations for 2018. Voting: All Yes [20171218-09]
- **VDFD: Certificate of Annual Election of Board Members:** The Certificate of Annual Election of Board Members was signed for the Volunteer Firefighters' Dependents Fund as requested by the Ohio Department of Commerce.
- **Authorization to Advance Taxes if needed:** MOTION by Slocum, seconded by Schneider to authorize the advance of local taxes by the county if needed. Voting: All Yes [20171218-10]

REPORTS:

Riedel:

- Tim Frecka resigned last month. Nolan Dylag has requested a leave of absence. He has taken a job in Columbus in the meantime. MOTION by Slocum, seconded by Schneider to place Dylag on a leave of absence up to one year. Voting: All Yes [20171218-11]
- Duber has requested funds to allow four swift-water technicians to attend required animal rescue training at a cost of \$125 per person. MOTION by Slocum, seconded by Schneider to authorize funds for training as requested. Voting: All Yes [20171218-12]
- Kamp and Levitt delivered a baby girl at the trailer park recently and were named on the official birth certificate. Mother and baby are doing fine.
- We'll be filing a grant proposal with the Bureau of Workers' Compensation. The BWC has seen an increase in claims for work-related cancer filings. The focus of the grant program is to address cancer in firefighters mostly by providing better gear. This will also give us the opportunity to train in new safety procedures. Morehouse attended safety training recently and will assist with this. Up to \$15,000 can be requested -- \$5,000 in Year 1 and \$10,000 in Year 2 and 3. Our gear is currently outdated and should be replaced. Anson will assist in the filing of the proposal.
- The change-over for all of the radios is still in processed and should be completed by the end of the year. At that time the final bill for the upgrade should be ready.
- Following up on the last meeting, he contacted the insurance company and we do not need to do anything for the cyber security coverage.

Morehouse:

- Other than the delivery and a few car wrecks, there were no significant incidents last month.
- He attended safety training recently for the prevention of cancer in firefighters covering both gear designed to reduce exposure to cancer-causing elements and procedures to reduce exposure. We're already behind the curve since we're still using old gear. The newly designed hoods cost about \$125 each while the old model was \$35. Much of the new gear is too expensive for our district and we'll need to think of cost effective means to change ourselves. In response to a question from the trustees, new safety procedures will be incorporated into the SOGs.

Packard:

- The new rescue device has been received and we are starting to train people on its use.
- The ski resort is now open and the extra shifts have started. Riedel reported that we haven't received a contract yet but the estimated payment is expected to be \$18,000, the same as last year.

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Anderson:

- Anderson expressed thanks to all VFD personnel and spouses helping out with the Christmas party and in the delivery of the food boxes for Share-A-Christmas.
- Anderson distributed paperwork received at a recent meeting called by the county to discuss the closing of Everett Road and Connector. The meeting was attended by interested representatives including those from Hale Farm, the National Park, Summit Metropark, the horse council, local government officials, and fire and police. Safety was the primary issue in terms of access to fire hydrants and for search and rescue operations. The county was concerned with liability issues if the roadway was gated. The National Park has no funds to repair or maintain the roads. The County District 4 representative is doing all the work in handling this issue. Another meeting is planned.

Davis: The Village is very appreciative of the Santa visits.

Adjournment

There being no further business, Slocum motioned to adjourn the meeting at 6:28 PM.

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair