

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

**January 15, 2018**

The regular meeting of the Valley Fire District Board was held on Monday, January 15, 2018 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	Lt. Mike Packard		

Guests: Council member Ron Fenn, Village of Boston Heights.

Board member Richard Slocum called into the meeting but did not participate in the voting.

The regular board meeting of the Valley Fire District was called to order by Anderson at 5:34 PM.

Anderson expressed thanks to the Valley Fire District personnel who assisted her husband during his recent illness (Nick Sebastian, Brian Riedel, and Jeff Acomb with Charlie Riedel on hand).

**Approval of Minutes:**

MOTION by Schneider, seconded by Anderson to approve minutes of the December 18, 2017 regular meeting. Voting: All Yes **[20180115-01]**

**Appropriations Reallocations:**

FUND	NAME	FROM	TO
1000-110-500-0000	Admin-Other	100.00	
1000-220-318-0000	Accounting & Legal Fees		100.00

MOTION by Schneider, seconded by Anderson to approve the reallocations. Voting: All Yes **[20180115-02]**

**Purchase Orders:**

**Super Blanket (Items at \$2,500 or more must be signed by the board)**

PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
1-2018	1000-110-312-0000	Auditing Services	500.00
2-2018	1000-110-313-0000	UAN Fees	800.00
3-2018	1000-110-314-0000	Tax Collection Fees	2000.00
4-2018	1000-110-323-0000	Repairs & Maintenance	1500.00
5-2018	1000-110-342-0000	Postage	100.00
6-2018	1000-110-351-0000	Electricity	1500.00
7-2018	1000-110-353-0000	Natural Gas	2000.00
8-2018	1000-110-360-0000	Contracted Services	2000.00
9-2018	1000-110-500-0000	Other	2000.00
10-2018	1000-220-214-0000	Volunteer Firemen's Dependent Fund	150.00
11-2018	1000-220-230-0000	Workers' Comp	1000.00
12-2018	1000-220-318-0000	Training Services	1000.00
<b>13-2018</b>	<b>1000-220-323-0000</b>	<b>Repairs &amp; Maintenance</b>	<b>5000.00</b>
<b>14-2018</b>	<b>1000-220-341-0000</b>	<b>Telephone</b>	<b>4000.00</b>
15-2018	1000-220-380-0000	Insurance & Bonding	1000.00
<b>16-2018</b>	<b>1000-220-400-0000</b>	<b>Supplies &amp; Maintenance</b>	<b>4000.00</b>
<b>17-2018</b>	<b>1000-220-420-0000</b>	<b>Operating Supplies</b>	<b>3000.00</b>
18-2018	1000-220-590-0000	Other Expenses	500.00
<b>19-2018</b>	<b>1000-290-490-0000</b>	<b>Other – Supplies &amp; Materials</b>	<b>3000.00</b>
<b>20-2018</b>	<b>1000-290-500-0000</b>	<b>Other</b>	<b>3000.00</b>
<b>21-2018</b>	<b>2901-220-400-0000</b>	<b>FEMA-Supplies &amp; Materials</b>	<b>15,000.00</b>
<b>22-2018</b>	<b>2901-220-318-0000</b>	<b>Training Services</b>	<b>15,000.00</b>
<b>23-2018</b>	<b>1000-220-311-0000</b>	<b>Accounting &amp; Legal Services</b>	<b>3100.00</b>

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

**January 15, 2018**

24-2018	1000-110-150-0000	Compensation for Board Members	1350.00
---------	-------------------	--------------------------------	---------

MOTION by Schneider, seconded by Anderson to approve purchase orders. Voting: All Yes  
[20180115-03]

**Bank Reconciliation:** MOTION by Schneider, seconded by Anderson to approve the bank reconciliation. Voting: All Yes [20180115-04]

**Approval of Payroll:** MOTION by Schneider, seconded by Anderson to approve the payroll. Voting: All Yes [20180115-05]

**Approval for Payment of Bills:** MOTION by Schneider, seconded by Anderson to approve the payment of bills. Voting: All Yes [20180115-06]

**Business:**

- **Financials**
- **Life Force Closures:** The board requested a letter of explanation from the patient for the recent closure.
- **Policy Update /Assets Inventory with Maintenance Schedule/Standard Operating Guidelines:** Riedel and Duber are working on the Policy Manual and SOGs. Additional information will be added. In response to a question from the trustees, the manual will make clear officer hours vs. shift hours.

**REPORTS:**

**Riedel:**

- **FEMA Grants:** He is working on two proposals to the FEMA opportunity: one to supply turn-out gear for the VFD and the other is a regional grant with Hudson for EMS equipment. Both will require matching funds. The exact match is estimated at approximately a 5% cost share of around \$5,000 to \$7,000 per grant. The deadline to submit is February 3.  
MOTION by Schneider, seconded by Anderson to approve the submission of the grant proposals to FEMA with the cost share requirement. Voting: All Yes [20180115-07]
- **BWC Grant:** He is working on the \$7500 grant proposal to the Ohio Bureau of Workers' Comp mentioned at the last meeting and plans to submit within the month.
- **Rescue Calls:** One of the calls this month was in response to a fatal car crash on the turnpike.

**Packard:**

- He has been investigating getting professional IDs made for all personnel including the trustees. Option 1: purchase a machine, software and blanks to make the IDs at the station with an estimated cost of \$2500 and \$300 for an additional 300 IDs. Option 2: order the IDs from an online vendor as used by the Peninsula Police Department at a cost of \$12 per ID; single IDs can be purchased for new hires. We have the option of listing an expiration date when the IDs would need to be re-purchased. In response to a question from the trustees, information on the issuance and required return of the ID will be added to the Policy Manual.  
MOTION by Schneider, seconded by Anderson to approve the purchase of IDs from the online vendor with an expiration date of 3 years. If Option 2 turns out to be problematic, the board will consider Option 1. Voting: All Yes [20180115-08]

**Anderson:**

- Anderson requested an update on the radio upgrade and final bill for the upgrades. Riedel stated that the Peninsula upgrade has just been completed and we are scheduled for the final upgrade this week with the invoice received by the end of the week.

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

**January 15, 2018**

**Executive Session:**

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

Schneider: Yes                      Slocum: Yes                      Anderson: Yes

Motion passed. The trustees entered executive session at 6:18 PM. **[20180115-09]**

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

Schneider: Yes                      Slocum: Yes                      Anderson: Yes

Motion passed. The trustees reconvened at 6:27 PM with no action taken during the session. **[20180115-10]**

**Disciplinary Procedures:**

The board brought to the attention of the Chief instances of violations by two officers. Situation 1: the officer is not filing the required monthly reports with the board as repeatedly requested leaving the board in doubt of any officer work actually being done. Situation 2: complaints have been received on an officer for giving incorrect directions to rescue calls, for mishandling of triage calls, for arguing with EMS personnel on duty, and for violating confidentiality requirements. Verbal warnings have been given in past situations and a formal written response to violations is requested by the board following existing guidelines. The Chief is unaware of the some of the situations mentioned and will investigate for the requested written responses.

**Adjournment**

There being no further business, Schneider motioned to adjourn the meeting at 6:38 PM.

Respectfully submitted,

\_\_\_\_\_  
Catherine Anson, Clerk

\_\_\_\_\_  
Amy Anderson, Chair