

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

March 19, 2018

The regular meeting of the Valley Fire District Board was held on Monday, March 19, 2018 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 Richard Slocum	Fire Department Chief Riedel Asst. Chief Morehouse Lt. Mike Packard	Fire Clerk Catherine Anson	Legal Counsel Ed Pullekens
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Guest: Council member 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.

Anderson offered get well wishes to Barb Morehouse who is not doing well. Barb is the widow of Tom Morehouse, a founding member of the department, and mother of Assistant Chief Dave Morehouse.

Approval of Minutes:

MOTION by Schneider, seconded by Anderson to approve minutes of the February 19, 2018 meeting as corrected. Voting: All Yes. [20180319-01]

Appropriations Reallocations:

FUND	NAME	FROM	TO
1000-220-380-0000	Insurance & Bonding	600.00	
1000-220-230-0000	Workers' Comp		600.00

MOTION by Slocum, seconded by Schneider to approve the reallocations. Voting: All Yes [20180319-02]

Purchase Orders: (Items at \$2,500 or more must be signed by the board)

Super Blanket

PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
29-2018	1000-220-230-0000	Workers' Comp	600.00

MOTION by Slocum, seconded by Schneider to approve purchase order. Voting: All Yes [20180319-03]

Bank Reconciliation: MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting: All Yes [20180319-04]

Approval of Payroll: MOTION by Slocum, seconded by Schneider to approve the payroll. Voting: All Yes [20180319-05]

Approval for Payment of Bills: MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting: All Yes [20180319-06]

Business:

- **Financials**
- **2018 Permanent Appropriations:** The board discussed the draft of the permanent appropriations. The figure for 1000-220-349 Communications is artificially high since last year's expenditures included the purchase of radios which won't be repeated this year. MOTION by Slocum, seconded by Schneider to approve the permanent appropriations as submitted. Voting: All Yes [20180319-07]
- **Life Force Closures:** MOTION by Slocum, seconded by Schneider to accept the closures as noted. Voting: All Yes [20180319-08]
- **Policy Update /Assets Inventory with Maintenance Schedule/Standard Operating Guidelines:** The board is currently reviewing the revised manual.
- **Everett Road Closure:** The board received a hold-harmless agreement from the county regarding the use of the gated section of Everett Road by the VFD. Our insurance company accepted the language. MOTION by Slocum, seconded by Schneider to accept the agreement

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to hold the county harmless if our employees/equipment are injured/damaged when using the road. Voting: All Yes **[20180319-09]**

REPORTS:

Riedel:

- The department has been interviewing applicants for several planned openings. Personnel generally remain with the department for an average of seven years. For a one-year probationary period, he recommends hiring Richard Smith and Hannah August for regular positions. Under the FEMA grant on an extended probationary period dependent on completion of schooling, he recommends hiring David Hylbert and Scott Reynolds. MOTION by Slocum, seconded by Schneider to approve the new hires as indicated. Voting: All Yes **[20180319-10]**
- He submitted a \$9800 grant proposal for the purchase of an imaging camera. The grant application limits the types of items requested.

Morehouse:

- The permits for the Thomas the Tank event have been received. The department inspects the tents on a daily basis during the event to ensure continued compliance with safety standards.
- He has collected requested information on products to protect the health of firefighters for the grant proposal to the Bureau of Workers' Comp.
 - Copley implemented a garage exhaust system in 2009 for \$65,000. Twinsburg installed their system in 2016 for \$83,000. Both garages are larger than ours with 5 to 6 bays. The board agreed to pursue funding for this equipment and noted that the Village of Boston Heights might also want to consider this equipment for their station.
 - He recommends the purchase of extractor similar to the ones used locally. The cost is \$7300 with installation. Along with the purchase of the previously mentioned hoods and gloves, the grant application total will be \$15,000. Since our payroll is under the minimum limit, there is no cost share for us. MOTION by Slocum, seconded by Schneider to approve the grant budget as mentioned. Voting: All Yes **[20180319-11]**
- Boston Heights is donating a hose dryer to us but we will need to pay for installation. MOTION by Slocum, seconded by Schneider to pay for the installation of the hose dryer. Voting: All Yes **[20180319-12]**

Packard:

- He's been getting photos ready for the official department IDs.
- Last year's yard cleanup day at the station was a success and he is requesting funds to repeat the event this year on April 21. Items to be purchased include gravel, mulch, weed block, railroad ties, and pathways. The firefighters will contribute labor.
 - MOTION by Slocum, seconded by Schneider to approve up to \$450 for the yard cleanup. Voting: All Yes **[20180319-13]**
 - MOTION by Slocum, seconded by Schneider to allow alcohol on the property for use by non-scheduled personnel on April 21. Voting: All Yes **[20180319-14]**
- He requested clarification from the board on whether the national park will be responsible for coating the new deck which was built by them last year.

Soblosky:

- The Lahoski room renovation has started and is well under budget with \$3000 in department funds and \$2500 in VFA funds spent.
- The VFA would like to hold a combination clambake and steak dinner on September 22. The steak dinner is usually held at the Boston Heights station (~200 people limit) but it may be moved to the Valley Fire station because of more room.

Fenn: This Saturday (March 24) is the Village of Boston Heights Easter Egg Hunt, from noon to 1:30 PM with four to five thousand eggs provided. Volunteers are welcome to help stuff the eggs.

Anderson: She has submitted the last bill to Mr. Sergi for the purchase and upgrade of the radio system for Valley Fire for a total donation of \$36,217.42. She will issue a thank you letter to him for the donation and for the donation of Easter hams to our firefighters.

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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 6:42 PM. **[20180319-15]**

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 6:52 PM with no action taken during the session. **[20180319-16]**

Disciplinary Procedures & Personnel Matters:

Chief Riedel issued a disciplinary letter as requested by the board to one of the officers who has not been submitting monthly reports to the board and whose time and effort as an officer cannot be determined.

He conducted an investigation of a complaint involving one officer which was made to the board. He received conflicting information from witnesses and the complaint cannot be substantiated. He will draft a report on the incident for the employee's file and present it to the board for their approval.

The chief confirmed that there is an escalating procedure for disciplinary cases beginning with verbal warnings, followed by written documentations, and ending in termination when warranted.

The board cautioned the chief that the board is responsible for the physical station and that any changes planned for the station should be brought to the board for review and approval. The chief agreed that all renovations whether paid for by the department or the association be approved by the board.

The board cautioned the chief that any complaints, questions, or concerns about the board should be brought directly to the board rather than allowing back-biting comments to occur.

The chief distributed a list of personnel who are known to have other jobs as firefighters/EMTs. The board requested a list of certifications held by our personnel.

Adjournment

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

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair