

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

**November 19, 2018**

The regular meeting of the Valley Fire District Board was held on Monday, November 19, 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	Asst. Chief Morehouse	Catherine Anson	Ed Pullekens
Daniel Schneider	Captain Duber		
Richard Slocum	Lt. Packard		

The regular board meeting of the Valley Fire District was called to order by Anderson at 5.30 PM.

**Executive Session.** MOTION by Anderson, seconded by Slocum, to enter executive session to discuss personnel issues. Anson called roll.

Anderson. Yes                      Slocum. Yes                      Schneider. Yes  
Motion passed. The trustees entered executive session at 5.30 PM. [20181119-01]

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

Anderson. Yes                      Slocum. Yes                      Schneider. Yes  
Motion passed. The trustees reconvened at 5.39 PM with no action taken during the session. [20181119-02]

**Personnel Changes.**

Anderson stated that interviews were held last week for the Second Lieutenant position. The selection committee discussed the need for two Second Lieutenant positions given the current officer workloads and changing environment for fire stations, a suggestion raised by Morehouse in the past. MOTION by Anderson, seconded by Slocum to add another Second Lieutenant position to the roster. Voting. All Yes. [20181119-03]

Anderson presented the results of the interviews. Two candidates stood out and the selection committee unanimously recommends these candidates: in order of seniority, Craig Moledor and Nick Sebastian.

MOTION by Anderson, seconded by Slocum to appoint Craig Moledor and Nick Sebastian to the two Second Lieutenant positions starting December 1. Voting. All Yes. [20181119-04]

Anderson thanked members of the selection committee for going above and beyond in preparing for the meetings with statistics and other information. The ceremony will be held in the future.

**Approval of Minutes.** MOTION by Slocum, seconded by Schneider to approve minutes of the October 15, 2018 regular meeting. Voting. All Yes. [20181119-05]

MOTION by Slocum, seconded by Schneider to approve minutes of the October 25, 2018 special meeting. Voting. All Yes. [20181119-06]

**Appropriations Supplemental.** MOTION by Slocum, seconded by Schneider to approve supplemental appropriations. Voting. All Yes. [20181119-07]

FUND	NAME	AMT
4901-220-323-0000	Capital-Repairs & Maintenance	\$15,000.00

**Appropriations Reallocations.** MOTION by Slocum, seconded by Schneider to approve the reallocations. Voting. All Yes. [20181119-08]

FUND	NAME	FROM	TO
1000-220-349-0000	Other-Communications	-1000.00	
1000-110-360-0000	Contracted Services		1,000.00
1000-220-318-0000	Training	-1500.00	
1000-220-400-0000	EMT Supplies & Materials		1,500.00
4901-760-740-0000	Capital-Machinery	-3,000.00	
4901-220-323-0000	Capital-Repairs & Maintenance		3,000.00

**Purchase Orders.** Items at \$2,500 or more must be signed by the board. MOTION by Slocum, seconded by Schneider to approve the purchase orders. Voting. All Yes. [20181119-09]

REG PO#	VENDOR	ACCOUNT	ACCOUNT NAME	\$AMOUNT
2-2018	W.W. Williams	4901-220-323-0000	Capital-Repairs & Maintenance	15,000.00

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3-2018	W.W. Williams	1000-220-323-0000	General-Repairs & Maintenance	300.00
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SUPER PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
63-2018	1000-110-360-0000	Contracted Services	1,000.00
<del>64-2018</del>	<del>1000-220-400-0000</del>	<del>EMT Supplies &amp; Materials</del>	<del>2,000.00</del>
<b>65-2018</b>	<b>1000-220-400-0000</b>	<b>EMT Supplies &amp; Materials</b>	<b>3,500.00</b>
66-2018	1000-110-500-0000	Admin – Other	1,484.57
<b>67-2018</b>	<b>4901-220-323-0000</b>	<b>Capital-Repairs &amp; Maintenance</b>	<b>3,000.00</b>

**Bank Reconciliation.** MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting. All Yes [20181119-10]

**Approval of Payroll.** MOTION by Slocum, seconded by Schneider to approve the payroll. Voting. All Yes [20181119-11]

**Approval for Payment of Bills.** MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting. All Yes [20181119-12]

**Business.**

- **Financials.**
- **Life Force Closures.** MOTION by Slocum, seconded by Schneider to accept the closures as noted. Voting. All Yes [20181119-13]
- **Insurance Policy Renewal.** The new insurance policy was circulated to the board and the Chief to review. Since the Chief was unable to attend the meeting, the discussion was tabled until the next meeting.
- **Clerk Reappointment.** In response to a question from the board, Anson stated she would like to continue in the position of Clerk. MOTION by Slocum, seconded by Schneider to reappoint Anson as Clerk for 2019. Voting. All Yes [20181119-14]
- **2019 Temporary Appropriations.** Anson circulated financial reports and a draft Temporary Appropriations for 2019 earlier to the board for their review. The salary line should be adjusted to allow for the added Second Lieutenant position. MOTION by Slocum, seconded by Schneider to accept the 2019 Temporary Appropriations amended to include the new position. Voting. All Yes [20181119-15]

**REPORTS.**

**Morehouse, reporting for Riedel.**

- The upcoming Christmas events for the VFD are: December 5: The Peninsula and Boston Township Community Christmas Party; December 9: The Village of Boston Heights Community Christmas Party; December 15: The Boston Township Share-A-Christmas
- Riedel would like to hire Tony DeLuca as a mechanic. DeLuca is currently working as a mechanic for Boston Heights. While he doesn't have pump experience, he is a quick learner and willing to take on new skills. MOTION by Slocum, seconded by Schneider to appoint Tony DeLuca as mechanic. Voting. All Yes [20181119-16]

**Morehouse.**

- He has been absent from calls this month for family reasons; it has been a quiet month for calls.
- He reported a recent incident to the board regarding a complaint made to dispatch from an business owner. We have responded several time to open burning calls at a particular business. The owner is burning items such as ceiling fans, insulation, wires, and drywall instead of disposing them in the trash and had been cautioned of the violation. The police were in attendance at the latest incident and plan to cite the owner. The owner, who speaks limited English, feels he is being harassed. Morehouse has been speaking to the wife who has better English skills and the situation may now be resolved.

**Duber.**

- Extraction equipment training was held at Station 1 on two cars. The second car is expected to be removed soon. The board expressed interest in attending a future training.
- The SCBAs were flow tested and passed inspection.
- Pump Testing. To follow up on preliminary reports to the board:

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- 2813 passed the pump test but lengthy repairs were needed including the unexpected power loss. The repair was \$15,000. A resale value of \$20,000 might be anticipated.
- Tender 2518 passed inspection.
- Tender 2818 required some repair on pressure loss, sensors, and valves.
- 2814 requires extensive repairs including a head gasket and new motor and is still out for repairs for a cost expected to be \$25,000. A resale value of \$40,000 might be anticipated for this 2001 vehicle.
- He is looking at alternative repair places that are closer and less expensive.
- With two engines down, we were able to borrow an engine from Bath in order to provide coverage during the repairs. We should start to think about replacing some of the equipment. Slocum requested the 2016 spreadsheets regarding phased equipment replacement from the clerk to look at replacement schedule at a future meeting.
- We have rotated the squads according to the schedule and discovered that 2821 needs a front end alignment. 2811 will go to Station 2.

**Packard.**

- He expressed thanks to the board for approving the requested additional position of Second Lieutenant.
- Areas of Improvement:
  - Communications is one of the areas of improvement recently discussed. To address this issue, all personnel will be assigned a Gmail user account which will be linked to a common calendar.
  - With our current equipment and training, we would not be able to respond to call for an officer down until the scene is cleared. This type of training will be mandated in the future and is expected to cost \$500-\$600 per person. He would like to request 4 to 6 outfits at \$2,000 each to be kept in vehicles. MOTION by Anderson, seconded by Slocum to approve the purchase this fiscal of 6 sets at an estimated total cost of \$12,000. Voting. All Yes **[20181119-17]**

**Soblosky.**

- The clambake netted \$2100 profit for the Association, a little less than anticipated.
- The Association has approved the purchase of a \$3,000 motor for the new boat on loan from the park and \$800 for a multi-purpose device.

**Announcements.**

- Anderson thanked all of the personnel who helped out in welcoming the Woodridge cross county home after winning the state championship again. The signs will be updated for the latest win. Morehouse expressed thanks to Anderson for all the work she did in setting up the parade.
- Anderson also thanked all the officers for their work on the selection committee for the Second Lieutenant position.

**Policy Update /Assets Inventory with Maintenance Schedule/Standard Operating Guidelines.**

The board and officers continued the revision to the draft handbook with the use the digital screen to review the edits. MOTION by Slocum second by Schneider to approve the employee handbooks as drafted on November 19, 2018, with the incident reporting policy to be added as a separate document. The handbook will be effective 1/1/2019. Voting. All Yes **[20181119-18]**

**Adjournment**

There being no further business, Slocum motioned to adjourn the meeting at 7:20 PM.

Respectfully submitted,

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Catherine Anson, Clerk

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Amy Anderson, Chair