

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

December 17, 2018

The regular meeting of the Valley Fire District Board was held on Monday, December 17, 2018 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	Asst. Chief Morehouse	Catherine Anson	Ed Pullekens
Daniel Schneider	Lt. Packard		
Richard Slocum	Lt. Sebastian		

The regular board meeting of the Valley Fire District was called to order by Anderson at 5.35 PM.

Approval of Minutes. MOTION by Slocum, seconded by Schneider to approve minutes of the November 19, 2018 regular meeting. Voting. All Yes. [20181217-01]

Appropriations Supplemental. Part 2. Both this month's and last month's supplemental appropriations are needed to cover the unexpected repair bills for both fire engines. MOTION by Slocum, seconded by Schneider to approve supplemental appropriations. Voting. All Yes. [20181217-02]

FUND	NAME	AMT
4901-220-323-0000	Capital-Repairs & Maintenance	\$25,000.00

Appropriations Reallocations. MOTION by Slocum, seconded by Schneider to approve the reallocations. Voting. All Yes. [20181217-03]

FUND	NAME	FROM	TO
1000-220-380-0000	Insurance	(1,700.00)	
1000-220-230-0000	Workers Comp		1,700.00
1000-220-100-0000	Salaries	(1,500.00)	
1000-220-212-0000	Social Security		1,500.00

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. [20181217-04]

SUPER PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
68-2018	1000-220-380-0000	Insurance	\$21,000.00
69-2018	1000-220-230-0000	Workers Comp	\$2,700.00
70-2018	1000-220-323-0000	Maintenance & Repair	\$1,700.00
71-2018	1000-220-380-0000	Insurance	\$5,000.00
REGULAR PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
4-2018	4901-220-323-0000	Capital-Repairs & Maintenance	\$25,000.00

Bank Reconciliation. MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting. All Yes [20181217-05]

Approval of Payroll. MOTION by Slocum, seconded by Schneider to approve the payroll. Voting. All Yes [20181217-06]

Approval for Payment of Bills. MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting. All Yes [20181217-07]

Business.

- **Financials.**
- **Life Force Closures.** MOTION by Slocum, seconded by Schneider to accept the closures as noted. Voting. All Yes [20181217-08]
- **VFD Handbook & Policy Manual.** The document is now available on the web and was distributed via email to all personnel. Most have returned the acknowledgement form to the Chief and the Chief will secure additional forms at Wednesday's meeting. The document becomes effective on January 1, 2019. A few updates to the document are expected in early 2019.

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- **Insurance Policy Renewal.** The new insurance policies were circulated to the board and the Chief to review. Overviews were distributed at the meeting. There were no questions on the policies. MOTION by Slocum, seconded by Schneider to approve the insurance policies.
Voting. All Yes **[20181217-09]**
- **Volunteer Firefighters' Dependents Fund.** The annual certification form required by the Ohio Department of Commerce was signed.

REPORTS.

Morehouse.

- We've purchased two new replacement appliances for the engines.
- He requested the purchase of safety overcoats for the firefighters. We currently offer a sweat shirt and a fire coat but most departments also offer the overcoat for foul weather gear. Traditionally, the overcoats cost between \$200 and \$400. He and Packard reviewed options and tested a \$35 model (with an additional \$15 for patches) which will be cost effective to replace. Our personnel have been looking at the sample yellow reflective model. Morehouse requests the purchase of the \$35 model for all personnel with a few extra sizes as backup. Including the patches, the total cost is expected to be \$2,000.
MOTION by Slocum, seconded by Schneider to approve the \$2,000 purchase for the overcoats with patches. Voting. All Yes **[20181217-10]**

Packard.

- The engine for 2818 is finally at the repair shop and is expected to be installed this week.
- The swearing-in ceremony for the two new second lieutenants will be held tomorrow at 6:00 PM at Station 1.
- The new water rescue gear has arrived to replace the equipment damaged in the canal rescue earlier this year.
- CPR First Aid training held in collaboration with the school.
- Hannah August has passed her training and will move up to Paramedic to be effective with the January 2019 pay period.
- The State Fire Marshall will hold a class at Station 1 on how to update and maintain statistics. The class is open state-wide with a limit of 30. More classes may be held here. Anderson stated that the Boston Town Hall is available to host these types of events for free.
- He is requesting that two members attend the fire investigations class to be held in Reynoldsburg in March 2019. John Gordon and Nick Sebastian would like to attend.
MOTION by Slocum, seconded by Schneider to approve \$300 for training costs and the cost of a reasonable hotel room. Voting. All Yes **[20181217-11]**
- We are borrowing a chaplain from Granger to help out with the swearing-in ceremony and would like to request that a volunteer chaplain position be created. In addition to officiating at ceremonies, the chaplain will also serve as a victims' advocate.
MOTION by Slocum, seconded by Schneider to approve the creation of volunteer chaplain.
Voting. All Yes **[20181217-12]**
The Handbook will need to be updated to reflect the duties and requirements of this new position.

Sebastian.

- He thanked the board and officers for the opportunity to serve as second lieutenant.
- He attended a December 1 leadership class with Packard and Moledor.
- Swift Water testing was held in Hudson and was successful.
- The Community Christmas party at the Library was a success with attendance slightly decreasing each year.
- He attended the Boston Heights Christmas gift delivery, which was slightly down this year.
- He helped out with the Boston Township Share-A-Christmas delivery, also slightly down this year due to two recent township deaths. Anderson stated that donations were down as well.

Announcements.

- Anderson thanked all of the personnel who helped out with the deliveries for the Boston Township Share-A-Christmas.
- She received compliments for the EMTs who helped out with a local rescue. The family was impressed with how quickly helped arrived and how helpful the crew was.

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- She attended the recent open house held by the National Park for the river and water trails. Slocum attended as well.
- Anderson has been appointed the representative to the Valley Fire District Board of Trustees, serving on behalf of Boston Township, for a three year period ending December 31, 2021.

Adjournment

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

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair