

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

**January 21, 2019**

The regular meeting of the Valley Fire District Board was held on Monday, January 21, 2019 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 Department</b>	<b>Fire Clerk</b>
Amy Anderson, Chair	Chief Riedel	Lt. Packard	Catherine Anson
Daniel Schneider	Asst. Chief Riedel	Lt. Moledor	
Richard Slocum	Capt. Duber	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 December 17, 2018 regular meeting. Voting. All Yes. **[20190121-01]**

**Appropriations Reallocations.** MOTION by Slocum, seconded by Schneider to approve the reallocations. Voting. All Yes. **[20190121-03]**

FUND	NAME	FROM	TO
1000-110-500-0000	Admin-Other	(2,150.00)	
1000-220-100-0000	Salaries	(2,000.00)	
1000-110-342-0000	Postage		150.00
1000-220-590-0000	Clothing		4,000.00

**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. **[20190121-04]**

SUPER PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
1 -2019	1000-110-150-0000	Board Compensation	1,100.00
2 -2019	1000-110-312-0000	Auditing Services	1,000.00
3 -2019	1000-110-313-0000	UAN Fees	800.00
4 -2019	1000-110-323-0000	Repairs & Maintenance	1,000.00
5 -2019	1000-110-351-0000	Electricity	1,500.00
6 -2019	1000-110-353-0000	Natural Gas	2,000.00
7 -2019	1000-110-360-0000	Contracted Services	2,000.00
8 -2019	1000-110-500-0000	Other	1,500.00
9 -2019	1000-220-214-0000	VF Dependents Fund	150.00
<b>10 -2019</b>	<b>1000-220-311-0000</b>	<b>Accounting &amp; Legal Fees</b>	<b>6,000.00</b>
11 -2019	1000-220-318-0000	Outside Training	1,000.00
<b>12 -2019</b>	<b>1000-220-323-0000</b>	<b>Repairs &amp; Maintenance</b>	<b>6,000.00</b>
13 -2019	1000-220-341-0000	Telephone	2,000.00
<b>14 -2019</b>	<b>1000-220-400-0000</b>	<b>EMS Supplies</b>	<b>3,000.00</b>
<b>15 -2019</b>	<b>1000-220-420-0000</b>	<b>Fuel</b>	<b>3,000.00</b>
16 -2019	1000-290-490-0000	Supplies & Materials	2,000.00
<b>17 -2019</b>	<b>1000-290-500-0000</b>	<b>Other</b>	<b>3,000.00</b>
18 -2019	1000-110-342-0000	Postage	250.00
<b>19 -2019</b>	<b>1000-220-590-0000</b>	<b>Clothing</b>	<b>2,000.00</b>
<b>20 -2019</b>	<b>1000-220-590-0000</b>	<b>Clothing</b>	<b>2,000.00</b>

THEN & NOW#	ACCOUNT	VENDOR	\$AMOUNT
5-2018	4901-220-323-0000	Cummins	30,000.00

**Bank Reconciliation.** MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting. All Yes **[20190121-05]**

**Approval of Payroll.** The 2019 monthly pay schedule was distributed. MOTION by Slocum, seconded by Schneider to approve the payroll. Voting. All Yes **[20190121-06]**

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

**January 21, 2019**

**Approval for Payment of Bills.** MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting. All Yes [20190121-07]

**Business.**

- **Financials.** The \$14,342 from the BWC grant has been deposited.
- **Life Force Closures.** MOTION by Slocum, seconded by Schneider to accept the closures as noted. Voting. All Yes [20190121-08]
- **VFD Handbook & Policy Manual/Assets Inventory with Maintenance Schedule.** In response to a question from the board, the assets inventory may not be up to date. The threshold amount of items required to be listed was discussed. The Chief will take a look at the old list to determine its accuracy as the new list is developed. ID tags were not used in the past to identify VFD-owned equipment.
- **Contract & Levy List:** the newly created list of contracts and levies was distributed. Additions and corrections should be sent to the clerk.
- **Credit Card Policy.** Discussion of the policy based on the OTA template was tabled.
- **Hydrant Invoice:** The \$400 hydrant inspection invoice from the City of Akron was paid by Boston Township this year. MOTION by Slocum, seconded by Schneider to reimburse Boston for the cost. Voting. All Yes [20190121-09]
- **Training Budget:** The board requested a list of possible training opportunities for the remainder of the year. The board discussed procedures for selecting and recommending events and attendees, including the possibility of splitting the cost with districts where our employees may be working full time. Packard indicated that informal arrangements have been made in the past. Regarding selection of applicants, information is distributed to all staff; interest has been small but growing and so far all applicants who have expressed interest have been recommended to the board. In the future, a rotation of applicants may be possible with newer ones given preference to repeat requests.

**REPORTS.**

**Riedel:**

- A major fire occurred early Sunday morning (2 AM) during the snowstorm. Mutual aid from six other district was needed.
- Mike Hobart has resigned from the department after 18 years of service.
- Two employees were hurt on the job this month.
- A major update to the Fire Programs software will occur this month.
- All radios have now been upgraded. We will need to call them back for additional work (at an additional cost) in the future and the board will be kept advised of the cost.
- The Fire Marshall grant proposal was denied. Funding is usually awarded by county.
- He was contacted by Hudson regarding the sale of their 2008 Explorer used by the EMS Department. An overview of the specifications was provided. He and Capt. Duber examined the vehicle. He would like to purchase the vehicle to replace the current car in use. MOTION by Slocum, seconded by Schneider to place a bid up to \$5,000 for the vehicle and to contact the board if necessary during the negotiation. Voting. All Yes [20190121-10]

**Morehouse.**

- Other than the fire, no other significant calls occurred.
- He presented the safety overcoats approved for purchase last month with three patches per coat. The board was impressed with the quality.
- He would like to purchase more patches and badge from Stonewall. The last time these were ordered was 3 years ago. The board suggested the purchase of a white officer's hat for the captain. MOTION by Slocum, seconded by Schneider to authorize the purchase of patches, badge, and hat at a cost not to exceed \$1200. Voting. All Yes [20190121-11]
- He requested approval to purchase a second wheel for the ATV to match the one recently purchased. MOTION by Slocum, seconded by Schneider to authorize the purchase of a second wheel at \$1000. Voting. All Yes [20190121-12]
- Three members have recently left the department. He suggested that the board consider honoring staff who leave after 15 or more years with a commemorative plaque. MOTION by Slocum, seconded by Schneider to authorize the purchase commemorative plaques for staff leaving with 15 years or more of service at a cost of \$100 per plaque with recent retirees included. Voting. All Yes [20190121-13]

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

**January 21, 2019**

**Duber.**

- Engine 2814 is still experiencing a chronic water leak and will return for repair. Other repairs will be forthcoming.
- Training: Matt Cern has taken fentanyl training. Rope training will be held this month.

**Packard.**

- **Officers Meeting:** we are looking to new hires to fill the holes in the schedule. The two injured workers are expected to fully recover from their injuries.
- **Training:** . Lt. Packard distributed details of several training opportunities coming up this year. The VFA usually pays for a 10-person package deal along with two hotel rooms for two nights for the Indianapolis show. Seven staff members are currently signed up for the trip. (1) The board discussed paying for a third hotel room for the weekend for any female staff who wish to attend. (2) He requested that the board consider approving the cost of two people to attend the week-long offering of classes at Indianapolis as described in the material distributed. For any training event, the officers require that the attendee present on the training opportunity. MOTION by Slocum, seconded by Schneider to approve the cost of an additional hotel room for the weekend pass for a female attendee at \$200/night for two nights and the cost of \$1200 each for two attendees to attend the week-long Indianapolis training (fees and hotel). Voting: All Yes. **[20190121-14]**

**Moledor:**

- He is donating a cellular iPad to the department and does not want to be reimbursed. The plan is to use the device for inspections. An impact and weather resistant case and keyboard will need to be purchased. He will install a few apps to test out for reporting purposes and create forms in Google Docs for inspections. The digital reports will be stored in the Fire Programs software package and can be easily printed out and emailed as appropriate. A cellular data plan may be needed in the future. The board thanked him for the donation and expressed interest in following up on project.
- He is working on SOGs for fire hose testing to develop safety procedures. There may be some purchases for appliances. The board agreed that safety of the personnel was a priority.

**Sebastian:**

- He has taken over the EMS reporting from Tom Nova.
- The house fire over the weekend was a total loss and is under investigation by the state. He will be meeting with representatives this week.
- He and McVey attended Swift Water Training.
- Paging issues for ATT users have been experienced over the past several months. That issue is now resolved but new issues have developed.
- He will be taking over the hydrant maintenance.

**Soblosky:**

- The VFA pancake breakfast is scheduled for May 5. In order to be publicized in the community news, he should send the information or flyer via email to Anderson. The issue deadline is the tenth of each month.
- The staff holiday party is scheduled for February 22, which is the first opportunity everyone was available to attend. He requested permission from the board to serve alcohol at the event. MOTION by Slocum, seconded by Schneider to allow alcohol at the holiday party. Voting. All Yes **[20190121-15]**

**Anderson:** Thanked Riedel and Packard for attending the monthly meeting of the two Bostons, the two Richfields, and Peninsula.

**Adjournment**

There being no further business, Slocum motioned to adjourn the meeting at 7:05 PM.

Respectfully submitted,

---

Catherine Anson, Clerk

---

Amy Anderson, Chair