

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

March 18, 2019

The regular meeting of the Valley Fire District Board was held on Monday, February 18, 2019 at the Valley Fire District, located at 5287 Dogwood Drive, Peninsula, Ohio 44264. The following were in attendance.

Board Members	Fire Department	Fire Department	Fire Clerk	Legal
Amy Anderson, Chair	Chief Riedel	Lt. Packard	Catherine Anson	
Daniel Schneider	Asst. Chief Morehouse	Lt. Moledor		
Richard Slocum	Capt. Duber	Lt. Sebastian		

The regular board meeting of the Valley Fire District was called to order by Anderson at 5.34 PM.

Announcements: Anderson offered condolences to the families of Claude Adams, Lily Fleder, Susan Steidl, and Danny Wurzbacher.

Approval of Minutes. MOTION by Schneider, seconded by Slocum to approve of the minutes of the Organizational Meeting of January 21, 2019. Voting. All Yes. [20190318-01]

MOTION by Schneider, seconded by Slocum to approve minutes of the February 18, 2019 regular meeting. Voting. All Yes. [20190318-02]

Appropriations Reallocations. MOTION by Slocum, seconded by Schneider to approve the reallocations. Voting. All Yes. [20190318-03]

FUND	NAME	FROM	TO
1000-220-349-0000	Communications-Other	(8,000.00)	
1000-290-590-0000	Clothing (BWC Grant)		8,000.00
4901-220-323-0000	Repairs & Maintenance	(10,000.00)	
4901-760-323-0000	Repairs & Maintenance	(5,000.00)	
4901-760-740-0000	Equipment (Camera & BWC grant)		15,000.00

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. [20190318-04]

SUPER PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT
26-2019	1000-220-323-0000	Repairs & Maintenance	12,000.00
27-2019	1000-110-342-0000	Postage	100.00
28-2019	1000-220-349-0000	Communications-Other	5,000.00
29-2019	1000-220-230-0000	Workers' Comp	1,000.00
30-2019	4901-760-740-0000	Equipment	15,000.00
31-2019	1000-220-590-0000	Clothing	10,000.00

Bank Reconciliation. MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting. All Yes [20190318-05]

Approval of Payroll. MOTION by Slocum, seconded by Schneider to approve the payroll. Voting. All Yes [20190318-06]

Approval for Payment of Bills. MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting. All Yes [20190318-07]

Reports: Morehouse:

- The department responded to a barn fire with help from Macedonia. No animals were injured in the fire.
- A truck fire occurred in town on the hill during rush hour caused by hot breaks. No one was injured.
- The recent weather-related accident on Route 8 involved approximately 100 cars with about 20 people treated. He recognized the work of veteran paramedic Richard Smith and new paramedic Hannah August on scene and Hudson chief Jerry Varnes and their dispatcher for keeping things under control. Anderson noted that the Boston Township trustees also thanked the Valley Fire workers for their handling of the major accident.

Schneider left the meeting at 6:00 PM to attend another meeting.

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

March 18, 2019

Business.

- **Financials.** The financial statements, distributed prior to the meeting, were discussed.
- **Policy Review:** The officers are evaluating the remaining section on incident reporting.
- **Summit Radio Contract:** Riedel reported that the system is working good and that the price is lower due to the reduced number of radios on the system. MOTION by Slocum, seconded by Anderson to approve the radio contract. Voting. All Yes [20190318-08]
- **Blanket Accident Insurance Policy:** Riedel reviewed the proposed blanket accident insurance policy prior to the meeting and stated that it is the same as previous years. MOTION by Slocum, seconded by Anderson to accept the insurance policy for the term 11/30/2018 to 11/29/2021 to be billed annually at the same rate as previous years. Voting. All Yes [20190318-09]
- **Legal Handbook Review:** Anderson has been in touch with human resources lawyer Arthur Brummet regarding the review of the employee handbook. He quoted an estimate of 10 hours at \$225/hour to conduct the review. MOTION by Slocum, seconded by Anderson to hire Brummet to review the employee handbook at an estimated cost of \$2,200. Voting. All Yes [20190318-09]
- **Homeland Security Grant:** Anderson brought to the attention of the officers the recent Department of Homeland Security grant awarded to Hudson and the American Red Cross funds for the Richfield Fire Department to provide Knox-Boxes and smoke detectors to residents. She requested that we apply for funds for similar programs for our residents.

REPORTS.

Riedel.

- The new software system is up and running and they are working on getting a new reporting system in place.
- A claim for the replacement thermal image camera has been filed with insurance.
- The car purchased from Hudson is being prepped for use.
- We were denied the State Fire Marshall grant. No one in Summit County received one this year.
- Ski season ended yesterday.
- Hudson will host a Route 8 safety meeting next week to discuss access points during construction.
- Lt. Packard did a great job handling the Route 8 accident, maintaining excellent communications despite dealing with two different radio systems.

Morehouse.

- Items have been purchased now that we've received the funds from the Bureau of Workers' Comp grant.
- The new thermal image camera has been mounted to the truck.
- He requested funds for replacement turnout gear. MOTION by Slocum, seconded by Anderson to authorize the purchase of replacement turnout gear at an estimated cost of \$2,200. Voting. All Yes [20190318-10]

Duber.

- The siren on one of the vehicles quit working and required the repair of a faulty wire.
- Engine 2812 is at Hans to correct a steering problem.
- We will be hosting a county swift water training event on April 11-13. The training will take place in the water at Boston Store, the use of GPS units at Boston Mills, and boating in the river near Szalay's.
- We'll hold swift water training for our people at the end of the month.

Duber and Sebastian left the meeting to respond to a call.

Packard.

- Dustin Davis is now a CPR instructor.
- Three of our people (McVey, Levitt, Davis) will be attending inspector school and have agreed to pay the \$600 per person fee and commit to the time to attend the 80 class hours. Some will be attending while scheduled for another department. They asked if the board would agree to pay for any of the cost to attend. Packard stated that in similar situations we ask that

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

March 18, 2019

they bring their expertise to us by providing two years of inspections. MOTION by Slocum, seconded by Anderson to reimburse the cost of attending the inspector school at \$600 per person for all three attendees. Voting. All Yes **[20190318-11]**

- He reported on the accident on Route 8 which was caused by localized white out conditions: 26 people were treated, 11 communities responded with 16 ambulances on hand. Our people stayed on site doing triage but did also transport patients to hospitals.
 - Riedel stated that removable barricades will be put in place during the Route 8 construction after experiencing the response during the accident. Both sides of Route 8 were needed to respond to the accident.
 - Morehouse stated that given the area covered by the accident (a two-mile area), both of our ATV vehicles were used to manage the scene and were a big help.
- This Wednesday-Friday, the National Park Police will hold training at the station.
- If we do seek grant funds for Knox-Boxes, we'll need to considered implementing policy and procedures with additional cost to outfit kits for each vehicle.

Moledor.

Inspection Process. He is continuing to work on improving the inspection process organizing past inspection reports in the file cabinet and is in process of uploading the paper reports to the system so that inspectors can view past reports on site in addition to completing the current report at the business. He has a number of people interested in helping out with the inspections. Brochures will be ordered at no cost from the state and distributed to businesses. The goal is to have each business (with over 100 businesses in the district) inspected every two years. Riedel stated that Moledor is making good progress on updating and organizing the system and has been touching base with other departments and our own staff for feedback on improvements.

In response to questions from the board:

- The building department sets the capacity of the rooms and the fire district enforces the requirement.
- Peninsula has no occupancy permits.
- Inspections have not been conducted on a regular schedule in the past but once the new process is in place it will be easier to stay on track.

Other items:

- He would like to purchase two boxes at approximately \$70 each to store business plans for use in inspections; the board agreed to the purchase. In the future, he would like to require digital plans to work with the 911 system.
- He was working at another station during the major accident on Route 8 but was able to listen in. Packard was able to stabilize the incident and communication was the key once command was set up. The crew worked in a cold, stressful situation for three to four hours until the road re-opened.
- Runs are up this year for the first quarter.
- Riedel: The county has purchased a CAD system. So far, Cuyahoga Falls, Green, and Akron have tied into the system. We may also do so but will require re-numbering our vehicles. There is some resistance to this from other entitles. Morehouse attended a meeting on this at Mogadore.

Announcements.

- Anderson stated that information on the pancake breakfast provided by Riedel will be placed in the Community News.
- Moledor will be on vacation next week.

Adjournment

There being no further business, Slocum motioned to adjourn the meeting at 6:54 PM.

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair