

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

June 17, 2019

The regular meeting of the Valley Fire District Board was held on **Monday, June 17, 2019** 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	FIRE DEPARTMENT Lt. Packard Lt. Sebastian	FIRE CLERK Catherine Anson LEGAL Ed Pullekins
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The regular board meeting of the Valley Fire District was called to order by Anderson at 5:34 PM.

Announcements. Anderson offered condolences to Chief Riedel on the passing of his father and to the families of Leonard Kaczmariski, Alice Wierzbicki, and Mary Booth. Anderson thanked everyone who helped out at and attended the Memorial Day parade and activities, with special thanks to Dan Schneider and Dee Holody for showing up at the Boston part.

Approval of Minutes. MOTION by Schneider, seconded by Slocum to approve minutes of the **May 21, 2019** regular meeting. Voting. All Yes. **[20190617-01]**

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. **[20190617-02]**

SUPER PO#	ACCOUNT	ACCOUNT NAME	\$AMOUNT	
41	-2019	1000-110-500-0000	Other	2,700.00
42	-2019	1000-110-313-0000	UAN Fees	2,700.00
43	-2019	1000-110-323-0000	Copier Maintenance	2,000.00
44	-2019	1000-110-353-0000	Natural Gas	1,500.00
45	-2019	1000-2220-400-0000	Supplies & Materials	3,000.00
46	-2019	1000-220-400-0000	EMS Supplies	2,000.00
47	-2019	1000-220-349-0000	Other-Communications	15,000.00

Bank Reconciliation. MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting. All Yes **[20190617-03]**

Approval of Payroll. MOTION by Slocum, seconded by Schneider to approve the payroll. Voting. All Yes **[20190617-04]**

Approval for Payment of Bills. MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting. All Yes **[20190617-05]**

Business.

- **Financials.** Anson stated that Supplemental Appropriations may be necessary to approve at the next meeting (in particular for Legal Fees and Communications-Other accounts).
- **Policy Review/Assets Inventory:** Riedel stated that the asset inventory is 80% completed and should be ready to be circulated prior to the next meeting. Slocum stated that only big tickets items need to be listed for budget purposes.
Anderson distributed the revised draft policy manual as suggested by a legal review along with a signature form for the Ohio Ethics Law. The board agreed to have all officers review and comment on the draft. Officers and board members should send her comments for discussion by the next meeting. These can be provided directly on the manual copy and dropped off at the station.
- **Alternative Tax Report for the 2020 Budget.** Prior to the meeting, Anson distributed the 2020 budget forms required by the county for the board to review. These forms are due back to the county by July 15. MOTION by Slocum, seconded by Schneider to approve the Alternative Tax Budget Information report as submitted. Voting. All Yes **[20190617-06]**

REPORTS.

Riedel. He completed four reports for the FEMA grant and we are up to date on the two pending grants.

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Morehouse.

- Major calls this month included:
 - The rescue of 4 kayakers who were unable to climb out of the river. Everything worked as expected for the rescue.
 - A truck hit a building on Mill Street due to a long trailer and an inexperienced driver. We called a construction company to board up the damage. In leaving Mill Street, the same truck ran over safety cones we had set up.
- A number of accidents have occurred at the 303/Route 8 intersection and he urges caution at that intersection.
- He distributed a list of turnout gear by employee and age of gear as requested by the board at the last meeting. Slocum asked for a copy of the Excel file so that he can sort the list by categories. Morehouse will email the board a copy of the file.

Anderson asked if the replacement turnout gear for Levitt was ordered as approved by the board at the last meeting. Morehouse responded that he didn't know about the approval. Anderson remanded him and stated that the resolution was listed in the minutes that were circulated earlier.

Packard.

- CPR classes are being held at Costco. Brecksville has invited us to participate in training using the fire simulator. We'll send seven people for the one-day class.
- He relayed a request from Matt Cern to have the board cover his time while attending an inspector class paid for by Granger. The board declined to set a precedent for paying for time to attend classes given our limited budget and the average hours per week for our personnel.
- He stated that there were a lot of call-offs this month resulting in higher hours for the personnel who were willing to accommodate the last minute rescheduling.

Sebastian, reporting for Moledor.

- The inspector bags have been purchased and training will begin soon on how to enter data. Gordon and Levitt will be primarily responsible for inspections in Peninsula and Razak will handle Boston Heights inspections. A spreadsheet to track the time will probably be created. Stickers for the inspections may be purchased.
- The testing machine is under repair.
- Building plans are still being collected.

Sebastian.

- Hydrant testing is on hold pending the purchase of food grade oil used in the testing process.
 - He is still having difficulty securing EMS supplies and gear usually provided for by UH. Our life pack batteries are currently only recharging to ¾. These 2014 li-ion batteries run \$730 each and we will eventually need two replacements. The life pack equipment is donated by UH. We're now using the replacement therapy cables (\$540/\$244) and backups are needed. He will continue to solicit UH but we may need to make purchases outright. The board asked if UH is still supplying other department and just not us and if the supplies/gear can be provided by other hospitals that we frequently work with. He will continue to look for donated supplies. MOTION by Slocum, seconded by Schneider to approve funds for EMS supplies if necessary: cables up to \$800 and (as amended) blood pressure cuffs up to \$200.
- Voting. All Yes [20190617-07]

Soblosky.

- The Pancake Breakfast raised \$3200.
- The Association approved the purchase of five Knox boxes at \$187 each for use by residents. We can lend these out or work out a payment plan if the resident wishes to own one.
- We approved the following other purchases:
 - \$650 to buy an extension for the boat motor
 - \$500 for supplies to make fire training props
 - \$1300 for a new mattress and springs for Station 2
 - \$500 to commission a table made from bowling alley lanes handmade by Razak
 - His term as president of the Association ends on June 30. Richard Razak was elected as the new president for a term beginning July 1.

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Slocum. Slocum demonstrated an Excel spreadsheet he created for tracking future capital expenses such as vehicles, gear, and driveway replacement/repair as well as income so that we can have a planned program for replacement over the next 20 years. The spreadsheet can be manipulated for variables such as levy income, purchase price, and loan payments. Riedel suggested adding the replacement of 20 bottles at \$1000 each around 2021. Other variables not included in the calculations were funds which may be received from the sale of old equipment and equipment purchased with grant funds. The scheduled purchase of replacement turn-out gear from the capital budget was also discussed. The board requested a copy of the spreadsheet to review after the meeting.

In response to a question from the board, Riedel stated that they are looking at scheduling a round of interviews for new hires. He is also checking with the FEMA people to see if grant funds can be used for new hires with experience. The officers have been in contact with lower performing personnel with a goal of having a smooth transition to the new hires.

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 7:05 PM. **[20190617-08]**

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 7:31 PM with no action taken during the session. **[20190617-09]**

Adjournment

There being no further business, Slocum motioned to adjourn the meeting at 7:33 PM.

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair