

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

**July 20, 2020**

The regular meeting of the Valley Fire District Board was held on **Monday, July 20, 2020** at the Valley Fire District, located at 5287 Dogwood Drive, Peninsula, Ohio 44264. The following were present.

<b>BOARD MEMBERS</b>	<b>OFFICERS</b>	<b>OFFICERS</b>	<b>FIRE CLERK</b>
Amy Anderson, Chair	Chief Riedel	Lt. Moledor	Catherine Anson
Dan Schneider, Sr.	Asst. Chief Duber	Lt. Sebastian	<b>LEGAL COUNSEL</b>
Richard Slocum	Capt. Packard		Al Schrader

The regular board meeting of the Valley Fire District was called to order by Anderson at 5:36 PM.

**Announcements.** Anderson offered condolences to the families of the recently departed: Dick Fisher, who served as Peninsula councilperson and mayor (twice); Woody Johnston; Tom Slocum, brother to trustee Richard Slocum; and Tom Mercer.

**Approval of Minutes.**

- MOTION by Slocum, seconded by Schneider to approve the correction to the Thanksgiving holiday date on the minutes of the **January 20, 2020** organizational meeting.  
Voting: All Yes. [20200720-01]
- MOTION by Slocum, seconded by Schneider to approve minutes of the **June 15, 2020** regular meeting. Voting: All Yes. [20200720-02]

**Supplemental Appropriations.**

MOTION by Slocum, seconded by Schneider to approve the supplemental appropriations for the Capital Fund as listed below. Voting: All Yes. [20200720-03]

FUND	NAME	AMOUNT
4901-760-740-0000	CAPITAL FUND-EQUIPMENT	\$60,000

**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. [20200720-04]

SB NUMBER	ACCOUNT	ACCOUNT NAME	\$AMOUNT	
52	-2020	4901-760-740-0000	CAPITAL FUND-EQUIPMENT	20,000
53	-2020	1000-220-230-0000	Workers' Comp	1,000
54	-2020	1000-290-490-0000	Supplies	2,000

**Bank Reconciliation and Financials.** MOTION by Slocum, seconded by Schneider to approve the bank reconciliations for the month. Voting: All Yes. [20200720-05]

**Approval of Payroll.**

- MOTION by Slocum, seconded by Schneider to approve the payroll of June 30, 2020.  
Voting: All Yes. [20200720-06]
- MOTION by Slocum, seconded by Schneider to approve the payroll of July 28, 2020.  
Voting: All Yes. [20200720-07]

**Approval for Payment of Bills.** MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting: All Yes. [20200720-08]

**Business.**

- **Payroll Approval:** The board discussed the procedure for approving the payroll given the new 28-day pay schedule adopted this year, resulting in a misalignment of pay dates and board meeting dates. The board decided that a special board meeting to approve the pay was not necessary as long as the chief and clerk had no concerns with the payroll. The clerk will distribute the Payroll Summary to the board each pay period for early review as soon as the Summary is ready. The board would then officially approve the pay and sign the Summary and EFT notices at the next scheduled board meeting. A memo will be sent out to employees notifying them of this procedure. This information will be included in next update to the employee handbook.

MOTION by Slocum, seconded by Schneider to adopt the procedure for approving payroll as listed above. Voting: All Yes. [20200720-09]

- **Handbook Updates:** a list of recommended updates over the next few months will be compiled for a combined update rather than updating as items are approved. One upcoming item is a policy of continued sign up for shifts. When the final policy is drafted and approved,

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it will be added to the list. The clerk will provide the quarterly shift hours report after the next pay date. Anderson requested that the chief submit a recommendation to change the rule book to reflect missed shift hours for a period of time as well as consideration of call backs. The chief will draft a preliminary recommendation for the next board meeting. Anderson stated that written officer reports to the board have not been received for the past two months.

**Reports.**

**Riedel.**

- Two of the three candidates for the lieutenant position are on the watch list for shift hours. The officers requested that only the remaining candidate be interviewed for the position. The board agreed.
- The telephone system is working again.
- COVID has delayed the construction of the new engine. It is now expected to be completed as of August 13 at the Florida facility. Further delays may be possible. Due to COVID restrictions, it is unlikely that an in person inspection by VFD personnel will take place. A video inspection is a possibility.
- The ISO inspection will be scheduled soon.
- The dispatch contract is due for renewal in November. After discussion, the board agreed to review a draft three-year contract to continue service with Richfield Dispatch. Once the county-wide system is implemented and tested, Summit County may be a viable option.
- The officers have interviewed Jon Gaiser for a firefighter/paramedic position and are recommending his hiring to the board. He currently works at the airport. MOTION by Slocum, seconded by Schneider to hire Jon Gaiser as paramedic. Voting: All Yes. [20200720-10]

**Duber.**

- He has four to five applicants to interview by phone before moving to the next stage. Anderson requested copies of the applications.
- Medic 1 has been repaired. Medic 2 is in for service.
- He has been working on emergency reporting in Active 911.

**Packard.**

- He is working on the in-house training schedule to offer more opportunities for personnel to complete their required hours, although things may change due to COVID restrictions.
- Water ops training was offered to some of our personnel.
- The chaplain is compiling emergency contact and other information for our personnel.
- He discovered that Sierra Walton is out on medical leave; he has requested a doctor's note from her.

**Moledor.**

- Inspections have slowed due to COVID and he is primarily responding to requests.
- The amount of fire hose that needs to be replaced is less than what was originally thought.
- He is building check-off forms for emergency reporting. While the details section can be used, it is not a searchable field. He will make a recommendation to the vendor for the next upgrade.
- He will be on vacation starting Thursday for a vacation home in Massachusetts. Ohio is currently not requiring a quarantine upon return from that state.

**Sebastian.**

- Hydrant inspections are almost completed.
- He has switched med controls to Western Reserve Hospital effective August 3. He'll make sure everyone is trained on the new procedures.

**Other Business.**

**Anderson.**

- She will meet with Jeff Shoup from Richfield Township regarding joining the district.
- She inquired about an unemployment update; Anson stated that no response has been received and no additional charges were listed on the last statement.
- She attended a meeting with the Summit County Executive Office on facemask regulations for townships. The majority opinion was to use the state guidelines. The Summit County Health District has no authority on park lands.

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- Since the district does not receive any local government funds, we are not eligible for CARES money. However, Al is looking into options.
- She responded to a complaint from Morris Drive regarding an untimely response call. Two road detours were involved.
- She has been in touch with Mark Benedict whose parents previously owned the house occupied by the district on Dogwood Drive. He reported on the warm welcome he and his mother received during a recent tour of the property. He would like to see a plaque placed on the building recognizing the Reverend and Mrs. Benedict as longtime owners of the house. Sebastian stated that the house should be painted before the plaque is installed. MOTION by Anderson, seconded by Slocum to approve the placement of the plaque once the final wording is determined. Voting: All Yes. **[20200720-11]**
- She informed George Fisher, Jr. of the dedication of the new engine in honor of past board members; George was very proud of his work here and touched by the dedication of the engine to the board.

**Slocum.**

- He cancelled the Webex schedule of meetings but suggested we may want to offer internet access to all future meetings even after the COVID situation. To that end, he and the chief, with the agreement of the board, will investigate equipment and software needed to provide regular and reliable access to internet broadcast of meetings.

**Schrader.**

- He is working on the CARES Act to try to secure funding for the district and attended a call regarding the opioid litigation.
- Summit County is considering a software package to track Public Records requests and he has provided information on our inquiries.
- With the capital levy coming up for renewal in November of 2021, it's not too early to start thinking about what millage(s) to ask the county for in preparation for the official paperwork.
- He commended the clerk for catching an error.

There being no further business, Slocum motioned to adjourn the meeting at 6:56 PM.

Respectfully submitted,

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Catherine Anson, Clerk

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Amy Anderson, Chair