

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

OCTOBER 17, 2022

The regular meeting of the Valley Fire District Board was held on **Monday, October 17, 2022** at the Valley Fire District, 5287 Dogwood Drive, Peninsula, Ohio 44264. The following were present.

BOARD MEMBERS Amy Anderson Richard Slocum	OFFICERS Chief Riedel Capt. Packard	OFFICERS Lt. Moledor	FIRE CLERK Catherine Anson LEGAL COUNSEL Al Schrader
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The regular board meeting of the Valley Fire District was called to order by Anderson at 5:30 PM. Dan Schneider SR is out sick tonight.

Approval of Minutes.

MOTION by Slocum, seconded by Anderson to approve minutes of the **September 19, 2022** regular meeting. Voting: All Yes. **[20221017-01]**

Appropriations Reallocations. MOTION by Slocum, seconded by Anderson to approve the reallocations. Voting: All Yes. **[20221017-02]**

FUND#	NAME	FROM	TO
1000-110-314-0000	GENERAL: TAX COLLECTION FEES	270.00	
1000-110-112-0000	GENERAL: ADMIN SALARY		270.00

Approval of Purchase Orders. (Items at \$2,500 or more are signed by the board.) MOTION by Slocum, seconded by Anderson to approve the purchase orders. Voting: All Yes. **[20221017-03]**

SB NUMBER	ACCOUNT	ACCOUNT NAME	\$AMOUNT	
05	-2022	4901-760-740-0000	CAPITAL EQUIPMENT: STRYKER	33,775.00
67	-2022	VOID		
68	-2022	1000-220-420-0000	FUEL*	2,000.00

Financials and Approval of Bank Reconciliation. MOTION by Slocum, seconded by Anderson to approve the bank reconciliation. Voting: All Yes. **[20221017-04]**

Approval of Payroll. MOTION by Slocum, seconded by Anderson to approve **Payroll #11 of October 18, 2022.** Voting: All Yes. **[20221017-05]**

Approval for Payment of Bills. MOTION by Slocum, seconded by Anderson to approve the payment of bills. Voting: All Yes. **[20221017-06]**

Other Business.

1. Life Force Closures. MOTION by Slocum, seconded by Anderson to approve the Life Force closures. Voting: All Yes. **[20221017-07]**

Station Staffing. The board and officers discussed hiring one full-time employee with a possible start date of January 2023. The following was informally agreed upon:

- The full time employee will work a standard two-week 24/48 shift and, to avoid overtime, will receive one earned day off during the two week period.
- Paramedic is preferred and will earn \$18/hour.
- Overtime is offered at time-and-a-half for time overruns, call outs, and holiday work.
- FT employees will receive 6 floating holidays.
- Sick time is offered at the state rate and can be accrued up to 960 hours. Time earned at other fire departments cannot be transferred. Sick time is not payable upon termination. Sick time can be taken as soon as it is earned.
- Two weeks of vacation is earned each year for the first 4 years. A third week is added for years 5 through 9 after which vacation tops out at 4 weeks per year.
- Vacation earned the first year cannot be taken until the first anniversary hire date. After the first year, vacation is available on the anniversary date and on a January to December basis.
- No personal days are offered.
- Jury duty is paid time off.
- Medical coverage cost share by employee is to be determined.
- Any banked or earned time off (including vacations and sick time) can be taken in increments but only one scheduled time off can be taken during one shift.

The board will review typical medical coverage costs at the next meeting. The board will develop personnel policies affecting full time employees.

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- 2. Charges for Services.** Riedel distributed a chart of local department charges for services for comparison. We haven't raised our rates in a number of years. We have agreements with two companies which won't be affected by the rate changes. Residents will continue to only be billed on what insurance covers. Based on the Chief's recommendation, MOTION by Slocum, seconded by Anderson to adopt the rates currently used by Coventry (ASL2: \$ 900; ALS: \$ 800; BLS: \$700; Mileage: \$15) including the adoption of a \$200 Non-transport Fee. Voting: All Yes. **[20221017-08]**

Schrader will revise the draft resolutions on fees for the next meeting.

- 3. Written Procurement Policy for FEMA Grant.** Schrader drafted a written procurement policy based on the one posted by the Ohio Township Association to meet the needs of the FEMA grant. Riedel and Anson will review and provide to the board prior to the next meeting. The equipment purchase will go out for bid and Schrader's office will place the ad in the West Side Leader. Riedel will circulate the bid as well.
- 4. Contract Signatures.** Schrader suggested a resolution clarifying who can sign approved contracts. MOTION by Slocum, seconded by Anderson to have the chair of the board sign off on contracts. Discussion on emergency signatures led to the following amended motion by Anderson, seconded by Slocum to allow any board member sign off on board-approved contracts. Voting: All Yes. **[20221017-09]**

Reports.

Riedel.

- The outside video cameras are installed.
- The old car was used for a training exercise.
- The old tanker is now listed for sale on GovDeals.
- He would like to apply for a fire marshal grant to replace the old radios in vehicles at a cost of \$32,000.
- The vehicles will be moved from the Station garage for the Boston Heights Halloween Event.

Riedel for Duber.

- The three new employees have started.
- The air fuel station bid was reviewed.
- Sebastian and August are now certified divers for a total of 5 now on staff.
- There is interest in swift water training.
- Tanker 1 has minor issues.
- The State Fire Chief is trying to recruit him for one of their committees.

Riedel for Sebastian.

- The last safety cot and load system is in. Trade-in value for the two old cots came in higher than anticipated at \$5,000.
- A suction unit was purchased for Med 3.
- Hydrant bags are \$97.30 each and he plans on buying two from the memorial fund for both engines and will buy two more for each of the tankers. The board confirmed that the purchase was approved at the last meeting.

Packard.

- Gordon attended training for fire inspections.
- They are still working to fill holes in the schedule this month.
- Jack Pitzen and Morgan Powers are now certified as paramedics.
- A swearing in ceremony will be held at the next meeting.

Moledor.

- He was able to place orders for shirts and hats and will have them embroidered. The new ordering and embroidery vendors will be at a cost savings compared to previous orders.
- 8 inspections were completed.
- The Costco food drive is schedule for December 10 from 9 to 3. Flyers are ready to distribute.
- He will need to order new stickers for fire alarms at an approximate cost of \$200. MOTION by Slocum, seconded by Anderson to approve purchase of stickers as indicated. Voting: All Yes. **[20221017-10]**

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Packard for the Association.

- Since no one from the Association was in attendance, he presented the financial report on the Pancake Breakfast which had a profit of \$2472. CPR classes earned an additional \$120. Total for the Association is approximately \$11,000.
- Heritage Trick or Treat is on October 22. They would like permission to use equipment for the event. The Association will purchase candy for that event and for the event on Halloween at the Boston Town Hall. Anderson stated that the Association exists with the permission of the board and that regular reports are expected. Requests for events should be presented to the board as soon as possible and the board should not learn about the event through a flyer posted at the library. Packard indicated that he will convey need for regular communication and timely requests for permission to the Association.

Slocum. Slocum described an incident he witnessed involving District personnel with local police and a patient. The patient was in distress and appeared to be manhandled by personnel. Slocum reported the disturbing incident to the Chief who investigated. The 911 call was made by an observant. According to the Chief who investigated the incident along with one of the officers who checked the report at the meeting, personnel were on the scene for approximately 30 minutes and dealt with a belligerent patient. Proper protocol was followed and the patient, when calmed, admitted to a similar incident. Anderson and Slocum suggested training to deescalate situations with Anderson describing Crisis Intervention Training. Anderson questioned who is in charge when joint departments (fire and police) are involved. The answer depends on the situation. The officers described several incidents where on-lookers may have been disturbed by the necessary handling of cognitively impaired patients, and mentioned incidents where they requested police presence due to unsafe situations. The Chief will continue to hold joint training sessions with local police. Anderson mentioned quarterly meetings of local agencies held at the Boston Town Hall coordinated by the Peninsula Police Chief.

Visitors:

- Vince Kapsandy thanked the board for paying for fire school.
- Brandon Ciresi introduced himself as one of the new hires and thanked the board for the employment. Anderson thanked him for his interest in the department.

There being no further business, Slocum motioned to adjourn the meeting at 7:29 PM.

Respectfully submitted,

Catherine Anson, Clerk

Amy Anderson, Chair