

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

**NOVEMBER 21, 2022**

The regular meeting of the Valley Fire District Board was held on **Monday, November 21, 2022** at the Valley Fire District, 5287 Dogwood Drive, Peninsula, Ohio 44264. The following were present.

<b>BOARD MEMBERS</b> Amy Anderson Richard Slocum Dan Schneider, Sr	<b>OFFICERS</b> Chief Riedel Capt. Packard	<b>OFFICERS</b> Lt. Moledor Lt. Sebastian Lt. Levitt	<b>FIRE CLERK</b> Catherine Anson <b>LEGAL COUNSEL</b> Al Schrader
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The regular board meeting of the Valley Fire District was called to order by Anderson at 5:31 PM.

**Approval of Minutes.**

MOTION by Slocum, seconded by Schneider to approve minutes of the **October 17, 2022** regular meeting. Voting: All Yes. [20221121-01]

**Appropriations Supplemental.** MOTION by Slocum, seconded by Schneider to approve the reallocations. Voting: All Yes. [20221121-02]

FUND#	NAME	\$AMOUNT
2901-220-400-0000	FEMA Grant	.90

**Appropriations Reallocations.** MOTION by Slocum, seconded by Schneider to approve the reallocations. Voting: All Yes. [20221121-03]

FUND#	NAME	FROM	TO
1000-220-349-0000	GENERAL: COMMUNICATIONS	17,000.00	
1000-220-100-0000	GENERAL: EMS & FIRE SALARY		5,000.00
1000-220-420-0000	GENERAL: FUEL		12,000.000
1000-220-323-0000	GENERAL: REPAIR & MAINTENANCE	3,000.00	
1000-220-230-0000	GENERAL: WORKERS COMP		3,000.00

**Approval of Purchase Orders.** (Items at \$2,500 or more are signed by the board.) MOTION by Slocum, seconded by Schneider to approve the purchase orders. Voting: All Yes. [20221121-04]

SB NUMBER	ACCOUNT	ACCOUNT NAME	\$AMOUNT
<del>69</del> -2022	VOID		
<del>70</del> -2022	VOID		
<del>71</del> -2022	VOID		
72 -2022	2901-220-400-0000	FEMA GRANT	2,256.90
73 -2022	4901-830-830-0000	GENERAL: Interest Payments	2,772.27
74 -2022	4901-820-820-0000	GENERAL: Principal Payments	6,000.00
75 -2022	1000-220-420-0000	GENERAL: FUEL	12,000.00
76 -2022	1000-220-230-0000	GENERAL: WORKERS COMP	3,000.00

**Financials and Approval of Bank Reconciliation.** MOTION by Slocum, seconded by Schneider to approve the bank reconciliation. Voting: All Yes. [20221121-05]

**Approval of Payroll.** MOTION by Slocum, seconded by Schneider to approve **Payroll #12 of November 15, 2022.** Voting: All Yes. [20221121-06]

**Approval for Payment of Bills.** MOTION by Slocum, seconded by Schneider to approve the payment of bills. Voting: All Yes. [20221121-07]

**Other Business.**

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

- Vacation days will be as follows in days and translated to hours:
  - 3 days (**3 days x 24 hours=72 hours**) earned the first year, available after the first year anniversary date
  - 6 days (144 hours) earned years 2 to 5
  - 9 days (216 hours) earned years 6 to 10
  - 12 days (288 hours) earned after 10 years
- 6 floating holidays are given as follows: New Year's Day, Easter, Memorial Day, July 4, Thanksgiving, Christmas. Holidays are available to be taken the first year based on hire date. If an employee leaves mid year, untaken holidays up to that date will be paid out. If an employee works on one of those holidays, time-and-a-half pay is used.

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MINUTES OF THE REGULAR MEETING**

**NOVEMBER 21, 2022**

- Part-time regular overtime is calculated at time-and-a-half and holiday pay remains at double time.
- Pay periods for full-timers will correspond to the current pay schedule.
- No banked time is available for full-time employees.
- No special consideration is given to full-time employees with special ops training.
- Bereavement leave is available at 2 days (48 hours) for a death in the immediate family.
- Medical coverage is available through the Village of Boston Heights and will follow the existing cost structure with the employee paying 18% of the cost.
- Full-time employees will be expected to follow policies and procedures already drafted for part-time personnel along with those specifically targeted to full-time employees. Full-time employees will have no supervisory or superiority over part-time employees except as indicated by the policy manual.

**Charges for Services.** Schrader distributed several resolutions pertaining to charges for services. In the future, these resolutions could be combined into a single resolution.

- **Establishing charges resulting from non-transport of individuals.** MOTION by Slocum, seconded by Schneider to approve the resolution for non-transport at \$200 if services were provided. Soft billing will be used for residents. Voting: All Yes. **[20221121-08]**
- **Establishing a fee for fire inspection services and permits.** MOTION by Slocum, seconded by Schneider to approve the resolution for fire inspection services and permits. Voting: All Yes. **[20221121-09]**
- **Establishing a fee for ambulance and medical services.** MOTION by Slocum, seconded by Schneider to approve the resolution for ambulance and medical services fees. Based on information provided by our billing company, our new rates may still be on the low side. The board will evaluate the fees in six months. Voting: All Yes. **[20221121-10]**
- **Establishing a fee for excess false alarms.** MOTION by Slocum, seconded by Schneider to approve the resolution for excess false alarms. Voting: All Yes. **[20221121-11]**

**Written Procurement Policies.** Schrader distributed resolutions for the procurement policies for federally and non-federally funded purchases.

MOTION by Slocum, seconded by Schneider to approve the Procurement Policy Guidance for Federally Funded Purchases. Voting: All Yes. **[20221121-12]**

MOTION by Slocum, seconded by Schneider to approve the Purchasing Policy for Non-federal Funded Purchases. Voting: All Yes. **[20221121-13]**

**2023 Temporary Appropriations.** MOTION by Slocum, seconded by Schneider to approve the 2023 Temporary Appropriations. Voting: All Yes. **[20221121-14]**

**Insurance Increase.** Riedel provided information on the increase in insurance costs. The only increase is with our inland Marine policy which covers the trucks and equipment. Our agent can look for alternatives but the current company was extremely easy to work with in filing claims. MOTION by Slocum, seconded by Schneider to continue with the current insurance agreements. Voting: All Yes. **[20221121-15]**

**2023 Clerk Appointment.** MOTION by Anderson, seconded by Slocum to reappoint Catherine Anson as Clerk for 2023. Voting: All Yes. **[20221121-16]**

**Reports.**

**Riedel.**

- The old tanker was sold for \$31,000.
- The radio grant was submitted.

**Riedel for Duber.**

- Med 1 is in for repair.
- The specs for the air system is getting ready to advertise.

**Packard.**

- A swearing ceremony for the new recruits will be held after tonight's meeting.
- The Cleveland Fire Department is asking for fire trucks to honor the firefighter who died on duty. The board agreed to sending the vehicle.
- A two-day leadership class will be held in January at \$150/person. MOTION by Slocum, seconded by Schneider to approve the class for up to 6 people. Voting: All Yes. **[20221121-17]**

**VALLEY FIRE DISTRICT BOARD OF TRUSTEES  
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- He would like to address some rumors that have been going around regarding station staffing and mutual aid. Contrary to the rumors, there is no problem between us and Hudson or Macedonia. One incident in question turned out to be a decision not to request aid during a shift change. Anderson commented that she has seen quicker and better service from Valley Fire compared to some of the larger department around.
- Staffing continues to be a problem with several shifts showing only one person scheduled and 80 shifts with no one signed up. We are not alone in this; every department around has been experiencing low employee turnout.

**Moledor.**

- 9 inspections took place this month.
- The Costco Food Drive is on schedule.
- Anderson mentioned that the Catholic Giving Tree is happening this year.
- Job shirts and hats are in and the embroidery is in process. The work so far has proven to be excellent and at a lower price than the larger commercial vendors. The board expressed thanks.
- There is a problem with getting the tax ID on the stickers so that process has been halted for now.

**Sebastian.**

- He is expecting the Children’s Hospital to provide supplies for finger pulses.
- He is ordering another box for \$300.
- The new charges will be entered into the EMS system.

**Levitt.**

- Classes will be scheduled in the spring.
- Tanker 1 is back from a repair under warranty.

**Fenn.** The Boston Heights cemetery association is holding a pot luck on December 5. Firefighters are welcome to attend.

**Slocum.** He expressed thanks to the personnel who help out with the call to his neighbor Larry Bell, may he rest in peace.

**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 7:07 PM. **[20221121-18]**

MOTION by Anderson, seconded by Slocum, to enter regular session. Anson called roll.

Anderson. Yes                      Slocum. Yes                      Schneider. Yes

Motion passed. The trustees reconvened at 7:19 PM with no action taken during the session. **[20221121-19]**

There being no further business, the meeting adjourned at 7:19 PM.

Respectfully submitted,

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Catherine Anson, Clerk

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Amy Anderson, Chair