

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
January 13, 2014  
3:30 P.M.  
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Monday, January 13, 2014 at 3:30 P.M. in the City of Warsaw Council Chambers at City Hall. The following persons were noted as present or absent:

PRESENT: Mayor Joseph Thallemer, Board Members Diane Quance, Joe Streeter, and Gordon Nash. Also present Fire Chief Mike Brubaker, Fire Territory Attorney David Cates and Recording Secretary Shirley Fetrow

Absent: Board Member Sheila Burner

Mayor Thallemer called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. Mayor Thallemer noted a quorum.

**OATH OF OFFICE** - Mayor Thallemer performed the Oath of Office for Board Members Joe Streeter, Diane Quance and Gordon Nash.

**MINUTES** -

After no additions or corrections were noted, Board Member Quance made a motion to approve the December 3, 2013 Minutes; seconded by Board Member Streeter. No further discussion. All members present were in favor.

**RECOGNITION OF VISITORS** -

Mayor Thallemer recognized HR Director Jennifer Whitaker in attendance.

**REPORTS / ORAL & WRITTEN COMMUNICATIONS** -

**MONTHLY ACTIVITY REPORT - NOVEMBER 2013** - Chief Brubaker summarized the monthly activity report for November, and provided an update on the status of area fire departments in regards to the MABAS mutual aid agreement. (Documentation attached to Minutes).

**MONTHLY EXPENDITURE REPORT - NOVEMBER 2013** - After no questions were raised, Mayor Thallemer entertained a motion to approve the November expenditure report. Board Member Streeter made a motion to approve; seconded by Board Member Quance. All members present were in favor. (Documentation attached to Minutes).

**UNFINISHED BUSINESS** -

**NEW BUSINESS** -

**APPOINTMENT OF RECORDING SECRETARY** - Board Member Quance made a motion to appoint Shirley Fetrow as Recording Secretary; seconded by Board Member Streeter. Shirley accepted the appointment. No further discussion. All members present were in favor.

**GREEN, CATES & GROSSNICKLE FEE AGREEMENT/EMPLOYMENT LETTER** - Chief Brubaker highly recommended David Cates' reappointment to the Fire Territory Board. Board Member Quance made a motion to retain Green, Cates & Grossnickle as legal counsel; seconded by Board Member Streeter. All members present were in favor. (Documentation attached to Minutes).

**R. R. DONNELLEY FOAM TRAILER ASSET TRANSFER AGREEMENT** - Chief Brubaker reiterated that the foam trailer was donated by R. R. Donnelley. The transfer agreement has been approved by the Board of Works. Chief Brubaker stated that the fire department has not taken possession of the trailer at this point in time. Mayor Thallemer entertained a motion to approve the transfer agreement. Board Member Streeter made a motion to approve; seconded by Board Member Quance. All members present were in favor. (Documentation attached to Minutes).

**DIVE RESCUE INTERNATIONAL HOST AGREEMENT** - Chief Brubaker noted, as with previous dive classes hosted by the department, that with 15 paid registrations the department will receive 5 free registrations. Board Member Quance made a motion to approve the host agreement; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**APPROVAL TO HIRE TWO FIREFIGHTERS** - Chief Brubaker noted that the approved 2014 budget reflected hiring two additional firefighters, and asked for approval to proceed with the hiring process and hire within the current hiring pool. Mayor Thallemer expressed his concerns with current business property tax issues at the State level and how these possible changes will affect the City, suggesting postponement of the two new hires until after the Legislature meets in March. A discussion took place regarding upcoming retirements, Station 3 staffing, management at the shift level, and staffing as it pertains to the ISO rating. After considering the pros and cons, Board Member Streeter made the recommendation to proceed with the hiring process and hire two additional firefighters; seconded by Board Member Nash. No further discussion. All members present were in favor. Mayor Thallemer indicated final approval will need to go before the Board of Works.

**TRAVEL REQUESTS** - In addition to Troy Knefelkamp's travel request, Chief Brubaker walked in a travel request for Rob Barker and Drew Shilling. Board Member Quance made a motion to approve the three travel requests; seconded by Board Member Nash. All members present were in favor. No further discussion. (Documentation attached to Minutes).

**OTHER MATTERS THAT MAY COME BEFORE THE BOARD** -

**MEETING REVIEW** -

NO ITEMS CARRIED FORWARD

NO VISITORS' QUESTIONS AND COMMENTS

**ADJOURNMENT** -

There being no further business, Board Member Streeter made a motion to adjourn; seconded by Board Member Quance. All members present were in favor.

**ATTEST:**

\_\_\_\_\_  
Shirley Fetrow, Recording Secretary

\_\_\_\_\_  
Sheila Burner, Board Member

\_\_\_\_\_  
Diane Quance, Board Member

\_\_\_\_\_  
Gordon Nash, Board Member

\_\_\_\_\_  
Joseph Streeter, Board Member

\_\_\_\_\_  
Dr. Joseph Thallemer, Board Member