

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
May 13, 2014  
4:00 P.M.  
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, May 13, 2014 at 4:00 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, Sheila Burner and Joe Streeter. Also present Fire Chief Mike Brubaker, Fire Territory Attorney David Cates and Recording Secretary Shirley Fetrow

Absent: Board Member Gordon Nash

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

**MINUTES** -

After no additions or corrections were noted, Board Member Streeter made a motion to approve the April 1, 2014 Minutes; seconded by Board Member Burner. All members present were in favor.

**RECOGNITION OF VISITORS** -

Mayor Thallemer noted that no visitors were in attendance.

**REPORTS / ORAL & WRITTEN COMMUNICATIONS** -

**MONTHLY ACTIVITY REPORT -MARCH 2014** - Chief Brubaker summarized the monthly activity report for March. (Documentation attached to Minutes).

**MONTHLY EXPENDITURE REPORT - MARCH 2014** - Chief Brubaker summarized the monthly expenditure report for March. Mayor Thallemer entertained a motion to approve the March expenditures. Board Member Burner made a motion to approve; seconded by Board Member Streeter. All members present were in favor. (Documentation attached to Minutes).

**ISO (INSURANCE SERVICES ORGANIZATION)** - Chief Brubaker indicated he has been contacted by ISO and the fire department will be rerated. He indicated one rating change ISO has made pertains to departments with split classifications. ISO is looking at whether these departments have creditable water sources and if so, the rating will be labeled with a "W". The representative will be at the department on June 17<sup>th</sup> collecting data on training hours, average manpower per day, volunteer call backs per day, run response times, hydrant areas, etc. Once the information has been compiled, ISO will provide a rating which insurance companies will use for insurance rates in our community. When asked if he has concerns, Chief Brubaker stated he is concerned with the number of people on staff per day, response times to certain areas, the department's current preplan program, and current youth fire setter prevention program.

**FOAM TRAILERS UPDATE** - Chief Brubaker noted that he is working with Nick through the FAA on grant funding to replace the foam and also the Kosciusko LEPC. The State of Indiana has \$10,000 for replacement of foam used during training. Chief Brubaker indicated that a 265-gallon tote can cost anywhere from \$9,000 - \$14,000.

**UNFINISHED BUSINESS** -

**STATION 3 UPDATE** - Chief Brubaker stated that he and James Emans have been meeting with Martin Riley working towards completing the dirt paperwork. The bid spec

is nearing completion with a timeline of opening the bids at the June 3<sup>rd</sup> Fire Territory Board meeting. If approved at the June 3<sup>rd</sup> meeting, the Fire Territory Board recommendation will be presented at the Board of Works on June 6<sup>th</sup> for final approval. Chief Brubaker also stated the dollar amount study on what it will cost to build the structure is still in the works. Once Martin Riley has completed their portion and he has completed his portion, the information will be forwarded to Paige at H. J. Umbaugh.

## **NEW BUSINESS -**

**WACC CO-OP PROGRAM AND INTERNSHIP** - Chief Brubaker indicated he has been working with Kelly Ross at the Warsaw Area Career Center and Marc Huffer, coordinator for the Firefighter I/II class at the high school, to partner a student co-op program and internship. The internship program is unpaid; 2 hours daily Monday through Friday. The co-op program, already established and in place at the fire department, is a paid position at minimum wage; 3 hours daily Monday through Friday. The internship would begin in August 2014 with the co-op program beginning in 2015. Juniors in the Firefighter I/II class would be eligible and chosen for the programs. Chief Brubaker stated that students 18 years old, who pass the Firefighter I/II class, would be State certified. Chief Brubaker indicated he spoke with Attorney Cates and Dan Woods, Hall & Marose Silveus, regarding students under the age of 18 and not certified by the State of Indiana. Both Attorney Cates and Mr. Woods are not concerned with the students riding in a fire truck, with the Battalion Chief or Fire Inspector; however, these students would not be allowed to perform activities on the fire scene. Chief Brubaker noted that Attorney Cates has reviewed and revised the internship paperwork of which the revisions have been accepted by the WACC. Chief Brubaker also noted that, according to Kelly Ross, the paperwork could also apply for the co-op program. Chief Brubaker indicated if the programs are approved by the Fire Territory Board at today's meeting, the programs will be presented to the Board of Works on May 16<sup>th</sup> for final approval. Mayor Thallemer entertained a motion to approve the programs. Board Member Quance made a motion to approve; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**OPERATION ROUND-UP GRANT APPLICATION** - Chief Brubaker walked in an application asking for approval to apply for an Operation Round-Up Grant. This grant would be used for the annual Play It Safe Family Safety Day. If approved by the Fire Territory Board at today's meeting, the grant will be presented to the Board of Works on May 16<sup>th</sup> for final approval. Board Member Streeter made a motion to approve; seconded by Board Member Burner. All members present were in favor. (Documentation attached to Minutes).

**TRAVEL REQUESTS** - Chief Brubaker presented the following travel requests for approval: (1) 4/24/14 - MABAS Quarterly Drill; (2) 5/9/14 - Instructor In-Service; (3) 5/16 - 5/18/14 - ISO Seminar; and (4) 5/17/14 - Fire Investigation: After the Cause. Board Member Quance made a motion to approve all travel requests; seconded by Board Member Streeter. All members present were in favor. (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 Quance made a motion to adjourn; seconded by Board Member Streeter. 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