

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

January 9, 2018

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, January 9, 2018 at 4:00 P.M. in the 2nd Floor Conference Room at City Hall. The following persons were noted as present or absent:

PRESENT: Mayor Joseph Thallemer, Board Members Mike Klondaris, Sheila Burner, Gordon Nash and Joe Streeter. Also present Fire Chief Michael Wilson, Fire Territory Attorney Andrew Grossnickle and Recording Secretary Shirley Fetrow

ABSENT: None

Mayor Thallemer called the meeting to order. A Moment of Silence followed the Pledge of Allegiance.

OATH OF OFFICE – Mayor Thallemer performed the Oath of Office for Board Members Gordon Nash, Sheila Burner, Mike Klondaris and Joe Streeter. (Documentation attached to Minutes).

Mayor Thallemer noted a quorum.

MINUTES –

After no additions or corrections were noted, Board Member Klondaris made a motion to approve the December 5, 2017 Minutes as written; seconded by Board Member Streeter. No further discussion. All members present were in favor.

RECOGNITION OF VISITORS –

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

MONTHLY RESPONSE REPORTS – OCTOBER 2017 AND NOVEMBER 2017 – Chief Wilson summarized the monthly response reports for October and November 2017. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORTS – OCTOBER 2017 AND NOVEMBER 2017 – Chief Wilson summarized the monthly Operating Fund, Equipment Replacement Fund and City Capital Projects Fund expenditure reports for October and November 2017. Mayor Thallemer entertained a motion to approve the October and November expenditure reports. Board Member Nash made a motion to approve; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

MOSAIC BUILDING SOLUTIONS APPLICATION NO. 1 TO BOARD OF WORKS UPDATE – At the December 5, 2017 Territory Board Meeting Mayor Thallemer explained that Martin Riley Architects provides an Architect's Certificate for Payment certifying construction work completed by Mosaic Building Solutions. This Certificate should go to the Board of Works for payment approval. Application No. 1 was on the approved October 25, 2017 Board of Works docket for payment; however, permission to pay was not presented to the Board of Works prior to processing the payment. Mayor Thallemer asked Chief Wilson to consult with Clerk-Treasurer Christiansen to see if Application No. 1 should go before the Board of Works. Chief Wilson did consult with Clerk-Treasurer Christiansen who stated she was fine with the Fire Territory Board knowing it was paid prior to approval and it would not need to go before the Board of Works. Chief Wilson reiterated to the Clerk-Treasurer that further Certificates will go before the Warsaw-Wayne Fire Territory Board and Board of Works prior to payment.

INVITATION TO JUDGE 4-H GENERAL PROJECTS – FIRE EDUCATION – Chief Wilson presented information and stated the Fire Territory is supporting and backing the Kosciusko County 4-H Council’s Fire Education Project. Chief Wilson will volunteer his time to be one of the project judges. The projects will be a part of the 2018 Kosciusko County Fair. Mayor Thallemer entertained a motion to approve Chief Wilson’s donation of time to the project. Board Member Streeter made a motion; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

UNFINISHED BUSINESS –

NEW BUSINESS –

APPOINTMENT OF RECORDING SECRETARY – Mayor Thallemer noted the first item of business was the appointment of the Recording Secretary. Mayor Thallemer asked members to voice any concerns for the reappointment of Recording Secretary Shirley Fetrow. After no concerns were noted, Mayor Thallemer asked Board Members who were in favor of reappointing Recording Secretary Fetrow to say “aye”. All members present were in favor.

APPOINTMENT OF FIRE TERRITORY ATTORNEY – Mayor Thallemer also noted the second item of business was the appointment of the Fire Territory Attorney. Board Member Klondaris made a motion to approve the reappointment of Andrew Grossnickle; seconded by Board Members Burner, Nash and Streeter. All members present were in favor.

MOSAIC BUILDING SOLUTIONS APPLICATION NO. 3 – PERMISSION TO PAY – Mosaic Building Solutions Application No. 3 was presented for payment approval. Chief Wilson noted the requested payment amount totaled \$236,119.50. Mayor Thallemer indicated a 10% retainage is withheld from the payment until completion of the project. Mayor Thallemer entertained a motion to approve Application No. 3. Board Member Burner made a motion to approve; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS –

Chief Wilson indicated the department’s internal policy has changed whereas all travel requests will be presented to the Fire Territory Board prior to going to Mayor Thallemer’s office or the Board of Works. Chief Wilson summarized the travel requests as listed on the WWFT Travel Requests spreadsheet. Mayor Thallemer entertained a motion to approve the travel requests. Board Member Streeter made a motion to approve; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD –

Chief Wilson gave a brief update on the status of Station 3; concrete is in the ground, a portion of the west wall is up, temporary electric service is in place, NIPSCO will be meeting within the next two weeks, roof metal colors will be picked and the drawings and color schemes are looking well. Chief Wilson noted completion is targeted for the end of July.

MEETING REVIEW –

NO ITEMS CARRIED FORWARD

NO VISITORS’ QUESTIONS AND COMMENTS

A list of today’s guests is attached.

ADJOURNMENT –

Mayor Thallemer entertained a motion to adjourn. Board Member Streeter made the motion to adjourn; seconded by Board Member Klondaris. All members present were in favor.

ATTEST:

Shirley Fetrow, Recording Secretary

Sheila Burner, Board Member

Mike Klondaris, Board Member

Gordon Nash, Board Member

Joseph Streeter, Board Member

Dr. Joseph Thallemer, Board Member