

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
February 6, 2018
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, February 6, 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, Gordon Nash and Joe Streeter. Also present Fire Chief Michael Wilson, Fire Territory Attorney Andrew Grossnickle and Recording Secretary Shirley Fetrow

ABSENT: Board Member Sheila Burner

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

Mayor Thallemer noted a quorum.

MINUTES –

After no additions or corrections were noted, Board Member Streeter made a motion to approve the January 9, 2018 Minutes as written; seconded by Board Member Klondaris. No further discussion. All members present were in favor.

RECOGNITION OF VISITORS –

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

MONTHLY RESPONSE REPORTS – DECEMBER 2017 – Chief Wilson summarized the monthly response report for December 2017. (Documentation attached to Minutes).

WWFT 2017, A YEAR IN REVIEW – Chief Wilson prepared a summary of the Fire Territory's 2017 Year in Review for Mayor Thallemer and the Fire Territory Board Members. Chief Wilson indicated the department performed 10 life saves which included CPR and Narcan applications. Chief Wilson stated the department will begin to track overdoses, the administering of Narcan, and other drug-related calls. Mayor Thallemer reiterated the importance of tracking drug-related calls and the impact they have on the available resources responding to those calls. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORTS – DECEMBER 2017 – Chief Wilson summarized the monthly Operating Fund, Equipment Replacement Fund and City Capital Projects Fund expenditure reports for December 2017. Mayor Thallemer entertained a motion to approve the December expenditure report for the Operating Fund (Fund 103). Board Member Nash made a motion to approve; seconded by Board Member Klondaris. All members present were in favor. Mayor Thallemer entertained a motion to approve the December expenditure report for the Equipment Replacement Fund (Fund 410). Board Member Streeter made a motion to approve; seconded by Board Member Klondaris. All members present were in favor. Mayor Thallemer entertained a motion to approve the December expenditure report for the City Capital Projects Fund (Fund 406). Board Member Klondaris made a motion to approve; seconded by Board Member Streeter. All members present were in favor. (Documentation attached to Minutes).

MARTIN RILEY STATION 13-3 STATUS REPORT – Chief Wilson provided a status report of the work and respective contract amount for Station 13-3 as of January 9, 2018. (Documentation attached to Minutes).

ISO MINI-CONFERENCE – Chief Wilson recommended Fire Territory Board Members’ attendance at the ISO Grading Schedule Conference taking place on March 1, 2018 at the Kosciusko County Justice Building. Sessions will take place throughout the day for insurance agents, government officials, communication center officials, water operators and directors, and fire service. (Documentation attached to Minutes).

WWFT OATH OF CORE VALUES – Chief Wilson asked for the Fire Territory Board Members’ to review, approve and adopt the Fire Territory’s Oath of Core Values. Chief Wilson stated it explains who we are, what we are, and what we do. Mayor Thallemer recommended the Board Members review the Oath this month and include it as an agenda item at the March meeting for ratification. As this would be an upgraded version, Mayor Thallemer asked that the previous version also be included in the agenda. (Documentation attached to Minutes).

UNFINISHED BUSINESS –

NEW BUSINESS –

MOSAIC BUILDING SOLUTIONS APPLICATION NO. 4 – PERMISSION TO PAY – Mayor Thallemer indicated the payment application has been submitted to Martin Riley for \$57, 132.00, and Martin Riley has certified the Architect’s Certificate for Payment signifying the work has been completed. Board Member Klondaris made a motion to approve Application No. 4; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

MOSAIC BUILDING SOLUTIONS APPLICATION NO. 5 – PERMISSION TO PAY – Mayor Thallemer indicated the payment application is in the amount of \$100,512.00 and has been certified by Martin Riley. Mayor Thallemer entertained a motion to approve Application No. 5. Board Member Klondaris made a motion; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

H. J. UмбаUGH & ASSOCIATES – LETTER OF ENGAGEMENT – After a brief discussion regarding the service and knowledge provided by Paige at H. J. Umbaugh & Associates, Mayor Thallemer entertained a motion to approve the Letter of Engagement. 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).

INDIANA STATE DEPARTMENT OF HEALTH – NARCAN AGREEMENT – Chief Wilson indicated the Kosciusko County Health Department applied for and was awarded a Health Grant for the purchase of Narcan. The Health Department’s intent is to distribute the 400 doses to law enforcement agencies, fire service, and EMS services. The Health Department chose, and asked the Warsaw-Wayne Fire Territory and Kosciusko County Sheriff’s Department to be the two receiving agencies and oversee the program. Due to a time restraint, Mayor Thallemer has signed the Agreement. Board Member Streeter made a motion to accept the Agreement; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS –

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 Nash 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 –

STATION 3 PROJECT SCHEDULE UPDATE – Chief Wilson provided an email he received today (February 6th) from Glen Smith at Mosaic Building Solutions providing an update on the Station 3 project schedule. (Documentation attached to Minutes).

BEERS MALLERS BACKS & SALIN, LLP FEE AGREEMENT/EMPLOYMENT LETTER 2018 – Chief Wilson distributed the 2018 Agreement/Employment Letter asking for Board Member approval. Fire Territory Attorney Grossnickle indicated the terms have remained the same. Mayor Thallemer entertained a motion to approve the Agreement/Employment Letter. Board Member Klondaris made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

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