

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

July 10, 2018

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, July 10, 2018 at 4:00 P.M. in the 2<sup>nd</sup> 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 and Recording Secretary Shirley Fetrow

ABSENT: Fire Territory Attorney Andrew Grossnickle

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 Burner made a motion to approve the June 5, 2018 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 REPORT – MAY 2018** – Chief Wilson summarized the monthly response report for May 2018. (Documentation attached to Minutes).

**MONTHLY EXPENDITURE REPORTS – MAY 2018** – Chief Wilson summarized the monthly Operating Fund (Fund 103), Equipment Replacement Fund (Fund 410) and City Capital Projects Fund (Fund 406) expenditure reports for May.

Mayor Thallemer entertained a motion to approve the May expenditure reports for the Operating Fund, Equipment Replacement Fund and City Capital Projects Fund. Board Member Streeter made a motion to approve; seconded by Board Member Nash. All members present were in favor. (Documentation attached to Minutes).

**UNFINISHED BUSINESS –**

**NEW BUSINESS –**

**MOSAIC BUILDING SOLUTIONS APPLICATION NO. 10 – PERMISSION TO PAY** – Mayor Thallemer noted Mosaic Building Solutions' Payment Application #10 is in the amount of \$279,338.00. This payment has been certified by Martin Riley Architects-Engineers. After no questions were raised, Mayor Thallemer entertained a motion to pay. Board Member Klondaris made a motion to pay; seconded by Board Member Burner. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**CUMMINS CROSSPOINT MAINTENANCE AGREEMENT** – Chief Wilson indicated this Maintenance Agreement is for the fire department and police department generators; the price has remained the same. After a short explanation of the Agreement, Mayor Thallemer

entertained a motion to approve. Board Member Burner made a motion to approve; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**NFPA EDUCATION SCHOLARSHIP – MAX KINSEY – PERMISSION TO APPLY** – Chief Wilson explained that the NFPA Education Division has scholarships available through the Department of Homeland Security to pay for firefighters to go to schools. This class was recommended because of, not only wild land fires, but grass fires and brush fires and how they spread to structures. Chief Wilson indicated if awarded all expenses for the class will be paid for. Expenses includes the seminar registration, travel, meals and lodging. Mayor Thallemer entertained a motion to approve. Board Member Burner made a motion; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**2019 BUDGET FOR REVIEW** – Mayor Thallemer noted he has met with Chief Wilson and reviewed the proposed 2019 budget. Chief Wilson indicated the budget will be presented to the City Council in August. Mayor Thallemer stated the Wage Committee has instructed Department Heads to put in a 4% wage increase in the total wages. These are not individual increases; 2% will be a cost of living adjustment and 2% will be to potentially even out areas where there are inequities. The budget also reflects changes in the part-time program to address vacations, training and an additional full-time position. The part-time firefighters will alleviate the need for an additional full-time firefighter in 2019 and reduce call-backs for full-time firefighters. Mayor Thallemer stated the medical insurance renewal is assumed to be a 15% increase. This is budgeted high knowing the past history of medical inflation and not knowing what the renewal rate will be until September or October.

In the Equipment Replacement Fund Chief Wilson noted the budget supports the replacement of Squad 13-4 at an estimated cost of \$750,000. Squad 13-4 would roll back as a reserve and would go back in service when an engine goes down for maintenance.

Mayor Thallemer indicated the Fire Pension Fund is statutory.

Chief Wilson explained that the Hazardous Materials Fund was established and is used when hazardous spills occur and companies are billed for the fire department's service.

Mayor Thallemer asked the Board Members to consider the budgets and be prepared to vote at next month's meeting. If members have any questions, they are to contact Mayor Thallemer or Chief Wilson prior to the August 7<sup>th</sup> meeting. Mayor Thallemer entertained a motion to table approval of the budgets until the August meeting. Board Member Klondaris made the motion; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

### **TRAVEL REQUESTS –**

No questions were raised after Board Members reviewed the travel requests. Mayor Thallemer entertained a motion to approve the travel requests. Board Member Nash made a motion to approve; seconded by Board Member Burner. No further discussion. All members present were in favor. (Documentation attached to Minutes).

### **OTHER MATTERS THAT MAY COME BEFORE THE BOARD –**

Chief Wilson handed out invitations for the Friends and Family Night at Station 3 taking place on Tuesday, July 31<sup>st</sup> from 5:00 PM to 7:00 PM. Chief Wilson also handed out a draft for the Station 3 opening ceremony on August 4<sup>th</sup>.

Chief Wilson stated that Lutheran EMS's real estate agent has been in contact with him. They are working on a draft to pay a lease/rental fee for a portion of the living quarters, the two bedrooms and an ambulance on the apparatus floor. Chief Wilson stated that Lutheran EMS

has done a run survey and Station 3 may end up being a 24-hour station instead of a 12-hour station for them.

Chief Wilson informed the Board Members that the department has had three saves by using Narcan in June and the first part of July.

**MEETING REVIEW –**

NO ITEMS CARRIED FORWARD

NO VISITORS' QUESTIONS AND COMMENTS

A list of today's guests is attached.

**ADJOURNMENT –**

Board Member Streeter made the motion to adjourn; seconded by Board Member Nash. 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