

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
July 14, 2009  
4:30 P.M.  
FIRST MEETING – REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, July 14, 2009 at 4:30 P.M. in the City of Warsaw Council Chambers at City Hall. The following persons were noted as present or absent:

**PRESENT:** Board Members Michael Reed, Sheila Burner, Joseph Streeter, George Clemens and Ernest Wiggins. Also present Fire Department Secretary Shirley Fetrow, Fire Chief Mike Rice, Fire Marshal Michael Wilson, Lieutenant Brooke Murphy, Clerk-Treasurer Elaine Call, HR Director Jennifer Whitaker and Lieutenant Aaron Bolinger.

**ABSENT:** None.

Mayor Wiggins called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. A quorum was noted with all five Board members present.

**NEW BUSINESS –**

**APPOINTMENT OF BOARD CHAIRMAN –**

The Territory Agreement states the Provider Unit, the City of Warsaw, shall determine chairmanship of the Executive Board. Mayor Wiggins agreed to occupy the role of Board Chairman with consensus of all Board members.

**APPOINTMENT OF RECORDING SECRETARY –**

The Territory Agreement states the Executive Board shall appoint a Recording Secretary at its first regular meeting. Fire Chief Mike Rice recommended Fire Department Secretary Shirley Fetrow. Motion made by George Clemens, seconded by Mike Reed, carried by unanimous vote.

**APPOINTMENT OF INDEPENDENT BOARD MEMBER –**

Previous discussion was held by Board members Mike Reed, Sheila Burner, George Clemens and Mayor Wiggins to offer the Independent Board Member position to Joe Streeter. Mr. Streeter has consented to this offer. Motion made by Mayor Wiggins to appoint Joe Streeter as Independent Board Member, seconded by Sheila Burner, carried by unanimous vote.

**OATH OF OFFICE –**

Clerk-Treasurer Elaine Call administered the Oath of Office to all Board members. (Documentation attached to Minutes).

**ESTABLISHMENT OF A PAID EXECUTIVE BOARD –**

HR Director Jennifer Whitaker presented Ordinance 2009-07-DRAFT amending the City of Warsaw's 2009 Salary Ordinance recommending the Board establish Board compensation. The salary of \$30.00 per meeting not to exceed 16 meetings per annum is consistent with Board compensation for the City of Warsaw. Discussion followed. Motion made by Joe Streeter to approve recommendation to establish Board compensation, seconded by George Clemens, carried by unanimous vote. (Documentation attached to Minutes).

**SET MEETING DATES, TIMES AND PLACE –**

Meetings will be held the 2<sup>nd</sup> Tuesday of every month at 4:30 P.M. in the City of Warsaw Council Chambers at City Hall. The newspapers will be notified of the scheduled meetings.

**DESIGNATION OF FIRE CHIEF AS AUTHORIZED AGENT –**

It is customary for the Fire Chief to be designated as an Authorized Agent for a fire territory in order to manage day-to-day department operations including approval of claims. The City of Warsaw's Clerk Office will provide information monthly to the Board. Discussion followed. Motion made by Mike Reed to designate Fire Chief Mike Rice as the Authorized Agent, seconded by Sheila Burner, carried by unanimous vote.

**CONTRACT FOR SERVICES WITH H. J. UMBAUGH & ASSOCIATES –**

The Board gave approval for Chief Mike Rice to contact H. J. Umbaugh & Associates for contract options.

**APPOINTMENT OF A BOARD ATTORNEY –**

The Territory Agreement states the Executive Board shall appoint an attorney at the first meeting of each calendar year. Discussion followed. Fire Chief Mike Rice was asked by the Board Members to solicit request for proposals to the legal community. (Page 36 of Territory Agreement attached to Minutes).

**BUDGET REVIEW AND RECOMMENDATION BY BOARD –**

Mayor Wiggins and Fire Chief Mike Rice recommended the proposed budget submitted to the Department of Local Government Finance (DLGF) be approved by Board Members for submission to the City Council. HR Director Jennifer Whitaker presented the 2010 Fire Territory Salary Ordinance draft (Ordinance No. 2009-DRAFT). The salaries in the Ordinance are less than the salaries in the proposed budget submitted to the DLGF. Discussion followed. Mayor Wiggins suggested the Board approve the salary ordinance to go to the City Council and approve the proposed budget submitted to the DLGF. The City Council and DLGF has the final oversight on whether it is approved. Motion made by Mayor Wiggins to approve the budget to the City Council as presented, seconded by Mike Reed, carried by unanimous vote. (Documentation attached to Minutes).

Mayor Wiggins indicated that two budgets would be submitted to the City Council; the Operating Budget and Equipment Replacement Fund Budget. A brief discussion followed.

**ADDITIONAL ITEMS NOT ON AGENDA –**

**H. J. UMBAUGH TO ATTEND BOARD MEETING -**

Chief Rice suggested Paige Gregory from H.J. Umbaugh attend a Board meeting to answer questions. Chief Rice will invite her to the Board meeting to be held on Tuesday, August 11, 2009.

**TERRITORY FUNDING –**

Chief Rice suggested that the Board look into Territory funding options for 2010. Operating money will need to be obtained for the Territory until the tax draw is received in June 2010. Two possibilities include tax anticipated warrants or the Territory borrowing from the City of Warsaw and Wayne Township. Discussion followed.

**ADJOURN –**

There being no further business to come before the Board, Motion was made by Joe Streeter to adjourn, seconded by Mayor Wiggins.

**ATTEST:**

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Shirley Fetrow, Recording Secretary

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Sheila Burner, Board Member

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George Clemens, Board Member

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Michael Reed, Board Member

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Joseph Streeter, Board Member

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Ernest Wiggins, Board Member