

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
September 7, 2010
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, September 7th, 2010 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: Board Members Michael Reed, Sheila Burner, Joseph Streeter and George Clemens. Also present Recording Secretary Shirley Fetrow, and Fire Chief Mike Rice

ABSENT: Mayor Ernie Wiggins.

Board Member Clemens called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. A quorum was noted.

MINUTES –

Board Member Reed made a motion to approve the July 6, 2010 Minutes (no meeting was held in August 2010); seconded by Board Member Streeter. No further discussion. All were in favor. Motion carried.

RECOGNITION OF VISITORS –

Board Member Clemens recognized visitors in attendance.

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

FIRE DEPARTMENT MONTHLY REPORTS FOR JUNE AND JULY 2010 – Chief Rice stated that the run numbers are consistent with past months. He indicated that the Rescue & Medical Assist run numbers vary between 39% and 61% of total runs. (Documentation attached to Minutes).

FIRE DEPARTMENT EXPENDITURE REPORTS FOR JUNE, JULY AND AUGUST 2010 – Station #2's concrete project cost is reflected in August's report. A \$3,683 expenditure from Baker and Daniels was questioned. Chief Rice indicated the expense arose out of questions an employee had regarding health insurance. Human Resources Director Jennifer Whitaker explained that Baker and Daniels prepared legal responses to an employee who questioned the City's policy in regard to adding a child past the 30-day allowed time under COBRA rules. A discussion followed. (Documentation attached to Minutes).

UPDATE ON NEW FIRE STATION – The new fire station project is moving ahead slowly according to Chief Rice. He stated that in order to change part of the covenant to combine three lots, all residents need to be in agreement. Chief Rice has personally made contact with each of the five residents in the housing addition, and they all are in favor. Chief Rice indicated that his next step is to take legal documentation back with a notary for signatures. After that point, appraisals can be done and an offer made. Chief Rice distributed and explained handouts reflecting a projected cost and rendering of the station. A discussion followed. Chief Rice will contact Martin Riley Architects for clarification of the generator cost. (Documentation attached to Minutes).

MDA FILL THE BOOT DRIVE – With Board of Works approval, fire department members participated in the annual MDA Fill the Boot Drive on Saturday, September 4th. Members

collected money at the intersection in front of Station #2 on Center Street. Chief Rice stated that the department collected approximately \$2,200.

PAMELA DICKSON CONTRACT – Pamela Dickson has been contracted for face painting for the annual Play It Safe Family Safety Day. Chief Rice brought the information before the Territory Board for their information. (Documentation attached to Minutes).

LIVE LINE DEMO, INC. CONTRACT – Live Line Demo, Inc. will provide a safety demonstration at the Play It Safe Family Safety Day. This contract was approved at the August 20th Board of Works. Chief Rice brought the information before the Territory Board for their information. (Documentation attached to Minutes).

OPERATION ROUND UP GRANT, COMMUNITY FOUNDATION GRANT AND K21 GRANT – Operation Round Up, Community Foundation and K21 grants were received for the Play It Safe Family Safety Day totaling \$8,000. Chief Rice stated they are 100% grants with no matching funds. (Documentation attached to Minutes).

UNFINISHED BUSINESS –

2011 AMENDED EQUIPMENT REPLACEMENT FUND BUDGET – At the direction of Mayor Wiggins and City Hall, reductions were made to the 2011 Equipment Replacement Fund budget. Chief Rice indicated that \$81,618 appropriated for land purchase was removed since the land will be purchased in 2010; \$16,700 was removed for the second phase concrete project at Station #2; and \$1,682 was reduced for the purchase of utility vehicles. (Documentation attached to Minutes).

REQUEST TO PURCHASE VEHICLES – A cover letter from Chief Rice and recommendation from Fire Marshal Wilson was presented to the Territory Board Members. Chief Rice received Territory Board approval at the July meeting to obtain quotes to replace one vehicle and purchase an additional vehicle. Quotes were received from three dealerships in the City. Board Member Reed made a motion to approve the August 19th memo recommending the purchase of two vehicles; seconded by Board Member Streeter. All members were in favor. (Documentation attached to Minutes).

NEW BUSINESS –

2011 SALARY ORDINANCE – Human Resources Director Jennifer Whitaker stated that the 2011 Salary Ordinance was presented to the City Council at its Regular Session in August. She is hopeful that the Council will approve the salary ordinance on its second reading tonight, September 7th. The salary ordinance represents a 2% wage increase. According to HR Director Whitaker, the Council has not approved the increase, but even if they do not approve the increase, the salary ordinance reflects the maximum allowed bi-weekly wages. HR Director Whitaker also stated that one additional change to the salary ordinance for the Fire Territory is the removal of the language for the accelerant canine. Discussion followed. Territory Board Member Clemens will relay to the City Council that the Fire Territory Board is supporting the salary ordinance but not recommending the 2% increase. (Documentation attached to Minutes).

JOB DESCRIPTIONS – HR Director Whitaker stated that the 2011 Salary Ordinance reflects Fire Territory job positions. HR Director Whitaker and Chief Rice have reviewed and updated the job descriptions. HR Director Whitaker asked the Territory Board to formally accept the job descriptions which will then go to the Board of Public Works. Thereafter each individual employee will sign a new job description. HR Director Whitaker pointed out two changes: (1) the Warsaw-Wayne Township Fire Protection Territory name has been added, and (2) certain positions of the Fire Territory are being identified as having an occupational exposure to blood

and/or other potentially infectious materials. Board Member Burner made a motion to accept the job descriptions for Warsaw-Wayne Township as presented; seconded by Board Member Streeter. All members were in favor. (Documentation attached to Minutes).

POTENTIAL LINE 2 CUTS – Mayor Wiggins has asked for potential Line 2 cuts out of the 2010 budget. Chief Rice indicated that \$85,000 was cut out of salary and wages. This cut is reflective of overtime and administrative support from City Hall. (Documentation attached to Minutes).

POSSIBLE LINE 1 CUTS – Mayor Wiggins has also asked for possible Line 1 cuts out of the 2011 budget. Chief Rice stated that the \$10,000 decrease in salary and wages reflects the additional overtime amount requested for 2011 and the \$52,000 is a rough calculation of one firefighter’s base pay. In 2011 as in 2010, 12 additional firefighters were added, which will not take place. Those numbers were included in order to establish the Fire Territory budget. (Documentation attached to Minutes).

TRAVEL REQUESTS – Chief Rice presented copies of travel requests that have been presented at the Board of Works. Chief Rice briefly explained the upcoming classes and training. (Documentation attached to Minutes).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD –

CAPTAIN RESIGNATION – Captain Mike Brubaker has stepped down as Captain and has asked to return to the rank of Firefighter. His request will go to the Board of Works on September 17th. (Documentation attached to Minutes).

A list of guests attending today’s meeting is attached.

There being no further business, Board Member Streeter made a motion to adjourn; seconded by Board Member Burner. All were in favor.

ATTEST:

Shirley Fetrow, Recording Secretary

Sheila Burner, Board Member

George Clemens, Board Member

Michael Reed, Board Member

Joseph Streeter, Board Member

Ernest Wiggins, Board Member