

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

January 4, 2011

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, January 4, 2011 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, Joseph Streeter, Sheila Burner and Mayor Ernie Wiggins. Also present Recording Secretary Shirley Fetrow, Fire Chief Mike Rice and Attorney David Cates.

ABSENT: Board Member George Clemens

Mayor Ernie Wiggins called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. A quorum was noted.

**MINUTES –**

Board Member Joe Streeter made a motion to approve the December 8, 2010 Minutes; seconded by Board Member Mike Reed. No further discussion. All were in favor. Motion carried.

**RECOGNITION OF VISITORS –**

Mayor Wiggins acknowledged Assistant Chief Kerry Stogsdill in attendance.

**REPORTS / ORAL & WRITTEN COMMUNICATIONS –**

**FIRE DEPARTMENT MONTHLY REPORT - NOVEMBER 2010** – Chief Rice stated the monthly run numbers are in line with previous months, noting a few more chimney fires and cold weather related calls. (Documentation attached to Minutes).

**EXPENDITURES REPORT – NOVEMBER 2010** – Chief Rice stated November's expenditures are higher than previous months. With yearend approaching, the department is spending money that was saved throughout the year. One item questioned was the training facility signs. Chief Rice indicated it was recommended for safety reasons that signs be posted at the training facility. Also questioned was the purchase of a copier/printer. Chief Rice stated that a copier/printer was purchased; however, since it did not meet expectations, a credit will be given and a replacement has been ordered. Additional costs for the upgrade will be incurred next month. Physical exam expenses were noted, and employee cost differences were questioned. Chief Rice stated that depending on the employee's age different tests are required, i.e. treadmills and chest x-rays. (Documentation attached to Minutes).

**FIRE TERRITORY COMMITMENT OATH** – Chief Rice stated the purpose of the Commitment Oath is to give recognition to new firefighters as well as staff promotions. The commitment oath gives the firefighters a little bit more buy-in with commitment to their job. (Documentation attached to Minutes).

**APPOINTMENT OF ASSISTANT CHIEF** – Chief Rice indicated that the Assistant Chief position has been vacant for several months. Firefighter Kerry Stogsdill had shown an interest in the position. After discussions with Mayor Wiggins and Human Resources, Firefighter Stogsdill accepted the Assistant Chief position. Assistant Chief Stogsdill will oversee the daily operations of the department and will work closely with the shifts bringing consistency and continuity to the shifts. This appointment will provide Chief Rice the opportunity to focus on territory issues, stations issues and advancement of the department. (Documentation attached to Minutes).

## **UNFINISHED BUSINESS –**

### **UPDATE ON PART-TIME ADMINISTRATIVE ASSISTANT AND REPLACEMENT FIREFIGHTER NEW**

**HIRES** – Chief Rice noted that attached to the Board packet is the July 6, 2010 New Hire Request in which the Board approved moving ahead with the hiring of a part-time administrative assistant and replacement firefighter. Chief Rice stated that the part-time administrative assistant position was advertised internally and will be advertised to the public the first of January. For the replacement firefighter, the appointment will be made possibly within the next week. Once the individual has accepted the position, the name will be announced. For the training officer, Chief Rice reminded Board Members that no qualified applicants applied, and they're back to the drawing board. (Documentation attached to Minutes).

**2011 WAGE INFORMATION** – Chief Rice stated the wage information provided is follow-up to previous conversations. Mayor Wiggins indicated the wages reflect the 2% increase authorized by the City's budgets. (Documentation attached to Minutes).

**UPDATE ON NEW FIRE STATION** – Chief Rice indicated the survey is almost complete, and two appraisals have been requested. Chief Rice has met with Attorney Cates on preparing a purchase agreement and the steps needed to keep the process moving. Attorney Cates stated at this time they are waiting on the appraisals and will then see if an agreement can be reached.

## **NEW BUSINESS –**

**N.E.W., INC. HEATING AND COOLING MAINTENANCE AGREEMENT** – Chief Rice asked the Board for a recommendation or approval to enter into this Agreement. Chief Rice stated N.E.W., Inc. is currently providing this service, and are less expensive than the prior company that provided this service in this past. A motion was made by Board Member Streeter to approve the Agreement; seconded by Board Member Burner. No further discussion. All members were in favor. (Documentation attached to Minutes).

**WARSAW VOLUNTEER FIRE DEPARTMENT 2011 AGREEMENT** – Chief Rice presented copies of the Agreement Attorney Cates revised after Board packets were distributed. Attorney Cates indicated that the meaning of the Agreement did not change, but hopefully made the language flow better. Changes were made to Section 1.4.1 referencing an attached exhibit and Section 3.11.1.2.3 dealing with the termination or resignation of a member and when compensation will be paid. In reference to Exhibit B, Chief Rice explained that historically it has been difficult for the volunteers to know which calls to respond to. Exhibit B is a list of responses provided by the Central Dispatch Center. The responses highlighted in red represent calls volunteers are expected to respond to. Chief Rice asked for Board approval, with approval by the Board of Works to follow. Board Member Reed made a motion to accept the Agreement; seconded by Mayor Wiggins. No further discussion. All members were in favor. (Documentation attached to Minutes).

**TRAVEL REQUESTS** – No travel requests were presented.

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

Chief Rice notified the Board Members that Firefighter Rob Barker has recently accepted the vacant Captain's position and will be assuming his responsibilities shortly.

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

There being no further business, Mayor Wiggins made a motion to adjourn; seconded by Board Member Streeter. No further discussion. All members were in favor.

**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