

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

July5, 2011

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, July5, 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 Joseph Streeter, George Clemens, Sheila Burner, Michael Reed, and Mayor Ernie Wiggins. Also present Administrative Assistant Sheila Wieringa and Chief Mike Rice

ABSENT: Recording Secretary Shirley Fetrow, Attorney David Cates

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 Reed made a motion to approve the June 7, 2011 Minutes; seconded by Board Member Clemens. No further discussion. All were in favor. Motion carried.

RECOGNITION OF VISITORS –

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

MONTHLY REPORT –MAY 2011 –No discussion took place. (Documentation attached to Minutes).

EXPENDITURES REPORT –MAY 2011– No discussion took place. (Documentation attached to Minutes).

UPDATE ON NEW FIRE STATION – Chief Rice stated the department is currently waiting on the sanitary sewer easement agreement. Once the easement is closed, the property can be closed on. Mayor Wiggins added an agreement should be reached by next meeting.

NEW BUSINESS –

PERMISSION TO OBTAIN QUOTES – Chief Rice asked the Board Members to table the attached request asking permission to obtain quotes for the purchase of a pumper truck and a rescue. Chief Rice and Mayor Wiggins expressed opinions that the city should consider either a pumper or a rescue. Chief Rice indicated the Territory's goal is to stay within the 10 year equipment replacement plan.(Documentation attached to Minutes).

UMBAUGH & ASSOCIATES CONTRACT – Chief Rice indicated the suggested contract would allow Umbaugh & Associates to do an estimated cash flow on the equipment replacement plan and, as the time gets closer, a cost analysis on the South Station. Board Member Reed sought clarification on which article the contract was in regard to. Chief Rice clarified the contract is for Article 2 at this time. Board Member Reed questioned what the projected cost is for the South Station. Chief Rice responded with \$1.4 million with up to \$1.7 million budgeted in the 2012 budget, noting those numbers are projected, as he has not sought out architectural guidance at this point. Mayor Wiggins and Board Member Reed discussed the probability of having to use a 20 year bond as opposed to being able to pay back in five to six year time period. Board Member Streeter made a motion to approve the contract; seconded by Board Member Burner.

No further discussion. All were in favor. Motion carried. (Documentation attached to Minutes).

BUDGET 2012 – Chief Rice explained that the territory had to have the 2012 budget submitted to City Hall by June 30, 2011. He further clarified there are no pay raises included in the budget, mostly due to a large increase in insurance cost. Mayor Wiggins added because of uncertainty of what actual insurance costs will be estimates have been grossly inflated until actual numbers are provided in September. Board Member Reed questioned if there was budgeted money at the end of 2010. Chief Rice responded that the Territory ended 2010 approximately 20% under budget and transferred the maximum of 5-7% out of the operating fund into the equipment replacement fund. Mayor Wiggins reiterated the budget is approximately the same as advertised for 2011. Chief Rice specified the budget is up approximately \$170,000, most of which is due to the insurance increase, \$35,000 for Radio Equipment replacement, \$24,000 for SCBA (self-contained breathing apparatus) replacement and 8-10% fuel cost. Chief Rice explained when the territory was formed, Appropriations 44 & 49 were excluded from the Operating fund & moved to the Equipment Replacement fund, forcing large purchase items such as computers & office furniture to be taken out of the Equipment Replacement Fund. In the 2012 budget, Appropriations 44 & 49 have been returned to the Operating fund. In the equipment replacement fund, the Personal Protective Equipment was raised 3%. Board Member Reed made a motion to approve the budget as submitted with the condition that it is revisited at the August meeting; seconded by Mayor Wiggins. No further discussion. All members were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS – Chief Rice submitted a travel request for Sheila Wieringa to attend National Standardized Child Passenger Safety Technician Program in August to become certified to inspect and install child restraint seats. She will join the two department members already certified. Chief Rice submitted a travel request for himself to attend a two day Fire Education Seminar in Jeffersonville, Indiana. The conference will cover the Charleston Sofa Furniture Fire. Board Member Clemens made a motion to approve the requests; seconded by Board Member Streeter. No further discussion. All members were in favor. (Documentation attached to Minutes).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD – Chief Rice asked the board for guidance on how to proceed in selecting an architect/engineering firm for the South Station. The board requested three to four firms be brought in to present qualifications and proposals with references from previous fire stations built.

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. All were in favor.

ATTEST:

Sheila Wieringa, Administrative Assistant

Sheila Burner, Board Member

George Clemens, Board Member

Michael Reed, Board Member

Joseph Streeter, Board Member

Ernest Wiggins, Board Member