

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
February 14, 2012
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, February 14, 2012 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, Michael Reed, Sheila Burner, Diane Quance and Mayor Joseph Thallemer. Also present Recording Secretary Shirley Fetrow and Fire Chief Mike Brubaker

Absent: Attorney David Cates

Mayor Thallemer called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed.

MINUTES -

Board Member Reed made a motion to approve the January 3, 2012 Minutes; seconded by Board Member Burner. All were in favor. Motion carried.

RECOGNITION OF VISITORS - Mayor Thallemer acknowledged Clerk-Treasurer Lynne Christiansen in attendance.

REPORTS / ORAL & WRITTEN COMMUNICATIONS -

MONTHLY REPORT - DECEMBER 2011 - Chief Brubaker gave a brief overview of the department responses, public appearances and trainings for the month of December. (Documentation attached to Minutes).

YEARLY REPORT - 2011 - Chief Brubaker also gave a brief overview of the department responses, public appearances and trainings for 2011. Members discussed the percentage of responses for the City of Warsaw vs. Wayne Township. Chief Brubaker noted that more automatic alarm calls take place within the City with fewer false alarms in the Township due to the type of alarm, i.e., at a residential home. (Documentation attached to Minutes).

EXPENDITURES REPORT - JANUARY 2012 - Board Members discussed the 2011 outstanding encumbered money. Clerk-Treasurer Christiansen explained the procedure for payment or liquidation of said money. (Documentation attached to Minutes).

NEW BUSINESS -

OFFICER APPOINTMENTS - Chief Brubaker announced the newly appointed officers. Brooks Huffer and Dave Vercauteren have been promoted to Captains and Travis Rowland has been promoted to Lieutenant.

ADMINISTRATIVE ASSISTANT NEW HIRE - Chief Brubaker also announced that Amy Melton has been hired as the new part-time Administrative Assistant.

Mayor Thallemer entertained a motion to accept the New Hire/Change In Payroll Report. Board Member Streeter made a motion to accept the report; seconded by Board Member Burner. All members were in favor. Motion carried. (Documentation attached to Minutes).

N.E.W., INC. MAINTENANCE AGREEMENT - Chief Brubaker asked for Board approval to enter into the service agreement with N.E.W., Inc. for heating and cooling preventative maintenance. The \$900 charge has not increased for the past three years.

Board Member Quance made a motion to accept the maintenance agreement; seconded by Board Member Reed. (Documentation attached to Minutes).

WASTE MANAGEMENT SERVICE AGREEMENT - Chief Brubaker asked for Board approval to enter into the service agreement with Waste Management for trash pickup at the training facility. Under the City's contract, the City cannot pick up the type of building materials discarded at the facility. The contract is an "on call" contract. Chief Brubaker anticipates a maximum of four pickups in 2012 at a cost of \$40.00 per pickup plus \$4.00 administration fee and approximately \$8.00 fuel and environmental fee. The fuel charge is based upon a percentage that fluctuates based on the fuel cost. Chief Brubaker estimates \$50.00 to \$55.00 per pickup. Board Member Streeter made a motion to accept the service agreement; seconded by Board Member Quance. All members were in favor. (Documentation attached to Minutes).

WARSAW VOLUNTEER FIRE DEPARTMENT TRAINING PROJECT - Chief Brubaker stated that when he took over as Fire Chief one of his hopes for the department was to advance not only the training skills of our firefighters but to become a leader in bringing training to the area. The Warsaw Volunteer Fire Department would like to sponsor and has put together a proposal to bring in Retired Chief Rick Lasky, a well-known speaker in the fire service. The estimated total cost, including Chief Lasky's charges, building rental and expenses plus catered lunches would be \$7,550.00. The class would be marketed and open to all fire departments throughout the United States. Chief Brubaker proposed that a nominal fee be charged to attend the class to recoup some of the costs, and asked the Board Members for permission to proceed. Board Member Streeter made a motion to proceed with the class and charge a fee; seconded by Board Member Reed. All members were in favor. (Documentation attached to Minutes).

ABATE FUND RAISER FOR HOOSIER BURN CAMP - Chief Brubaker passed out information regarding ABATE's Hoosier Burn Camp fund raiser. ABATE of Indiana has once again adopted the Hoosier Burn Camp as their state charity for 2012. The fund raiser will take place on May 19th at the Eagles Club 1339. A water ball tournament, food, kids' games and prizes, auction and more are planned. ABATE has asked that the Warsaw-Wayne Fire Territory along with the City of Warsaw proclaim Saturday, May 19th as "Hoosier Burn Camp for Kids Day" in Warsaw. In addition, the organization would like permission to collect donations at specified intersections in Warsaw. Chief Brubaker asked for Board approval to officially team up with ABATE and become a part of this fund raiser. Mayor Thallemer asked for a general consensus from the Board Members. All members were in favor. (Documentation attached to Minutes).

2012 BUDGET - LINE 1 CUTS - Chief Brubaker brought before the Board Line 1 cuts that have been made to the Fire Territory budget for 2012. In December City Council approved a \$206,400 reduction for health insurance premiums overestimated when the 2012 budget was prepared in 2011. An additional Line 1 cut of \$493,600 was approved by City Council in January for a total budget reduction of \$700,000. These reductions bring the budget in line with expenses for 2012. A breakdown of appropriation and reduction amount is attached. The tax levy for 2012 was also reduced \$700,000 which in turn reduces the 2012 tax rate. Mayor Thallemer indicated that a concise plan to sustain the equipment replacement and additions over the next five years as well as the manpower needed to man Station 3 will be presented to the Board Members at a later date. Mayor Thallemer stated his intentions are to move ahead with the fire territory but to be prepared for the increase in equipment and firefighters and not diminish the services at Station One and Station Two. When the levy needs to be raised and the tax rate needs to be raised, a plan will be in place to do it. (Documentation attached to Minutes).

TRAVEL REQUESTS - Chief Brubaker provided a list of classes department members attended in February. These classes have been approved by either Mayor Thallemer or the Board of Works prior to this meeting. Mayor Thallemer entertained a motion to accept the travel requests. Board Member Streeter made a motion to accept; seconded by Board Member Burner. All members were in favor. (Documentation attached to Minutes).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD -

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

There being no further business, Mayor Thallemer asked for a motion to adjourn; so moved by Board Member Streeter; seconded by Board Member Reed. All members were in favor.

ATTEST:

Shirley Fetrow, Recording Secretary

Sheila Burner, Board Member

Diane Quance, Board Member

Michael Reed, Board Member

Joseph Streeter, Board Member

Dr. Joseph Thallemer, Board Member