

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
May 8, 2012
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, May 8, 2012 at 4:00 P.M. in the Training Room at the Warsaw Police Department. The following persons were noted as present or absent:

PRESENT: Board Members Joseph Streeter, Michael Reed, Diane Quance and Mayor Joseph Thallemer. Also present Attorney David Cates, Recording Secretary Shirley Fetrow and Fire Chief Mike Brubaker

Absent: Board Member Sheila Burner

Mayor Thallemer called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. Mayor Thallemer noted that Board Member Sheila Burner was not present.

MINUTES -

Board Member Quance made a motion to approve the April 3, 2012 Minutes as presented; seconded by Board Member Streeter. All were in favor.

RECOGNITION OF VISITORS -

REPORTS / ORAL & WRITTEN COMMUNICATIONS -

MONTHLY REPORT - MARCH 2012 - Chief Brubaker gave a brief overview of the department responses, including mutual aid given and received, public appearances and trainings for the month of March. A discussion followed regarding mutual aid versus automatic aid with Winona Lake and the advantages and disadvantages these aid responses have on ISO ratings. Also discussed was the impact the City's new water plant will possibly have on ISO. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORT - APRIL 2012 - Chief Brubaker indicated that the majority of the outstanding encumbered money for the month of April consisted of running purchase orders. (Documentation attached to Minutes).

HIRING POOL UPDATE - Chief Brubaker stated that two individuals have been selected and given offers of employment. They have completed their psychological evaluation, pension physical and polygraph. Once the results have been received, the paperwork will be sent to the State Pension for final approval. Additional openings throughout 2012 will be filled from the hiring pool.

STATE TRT DRILL - Chief Brubaker reported that the State invited the District 2 TRT team to a tornado alley drill at Muscatatuck. Three members from the Warsaw-Wayne Fire Territory attended. Chief Brubaker handed out a 214 Form that logged all activities done during the drill. Chief Brubaker stated that members had the opportunity to work with the Army. The State is encouraged with the District 2 members' level of training and ability and foresees regional deployment if the need arises. (Documentation attached to Minutes).

STATION 3 PROPERTY - Chief Brubaker stated that the Station 3 property will need to be mowed this summer. Available options would be (1) purchase a mower and mow the property ourselves, or (2) pay the gentleman that mows the church property to also mow Station 3's property. Members agreed to offer \$50.00 per mow, and ask that the gentleman mows the Station 3 property when he mows the church property.

Chief Brubaker reported to the Board Members that approximately 4 ft. to 6 ft. of fill dirt will need to be put in the property. A rough estimate of the dirt work just to bring it up to grade will cost over \$100,000. Chief Brubaker also reported that Martin Riley Architects

previously indicated there will be a significant cost after site prep and drainage issues. Mayor Thallemer suggested that Chief Brubaker contact the City's Engineer to look at the property. Chief Brubaker will provide further documentation at June's meeting.

RADIO SYSTEM UPDATE - Chief Brubaker stated that the department did receive an FCC license to repeat county fire frequency. The repeater system has been ordered from J & K Communications and will be installed at Station #1.

STATION #1 IMPROVEMENTS - Chief Brubaker is in the early stages of making improvements and upgrades at Station #1.

FIRE INSTRUCTOR 1 CLASS - Chief Brubaker indicated that Battalion Chief Barker, Battalion Chief Bolinger and Volunteer Captain Meloy will teach a Fire Instructor 1 class. The class will run from May through the first week of June, and is open to area fire departments.

NEW BUSINESS -

SHADE KEENEY - STATUS CHANGE - Shade Keeney's one-year probation is up May 29th. Chief Brubaker asked for approval for status change and pay increase. Mayor Thallemer entertained a motion to approve the promotion. Board Member Quance made a motion to approve; seconded by Board Member Reed. All members were in favor. (Documentation attached to Minutes).

FIREHOUSE SOFTWARE AGREEMENT - Chief Brubaker presented a proposal for a contract with ACS Government Systems. ACS provides the Firehouse software used in reporting and tracking department functions and responses. Information compiled is reported to the State on a monthly basis. Currently the information is stored on a server located at Station #2. The current system has no mobile capabilities. This contract provides the web-based version allowing access from any workstation or tablet device with Internet access, and provides two off-site servers (Texas and Pennsylvania). The Government uses part of the server base ensuring high security.

Attorney Cates has reviewed the Agreement with recommended changes. Attorney Cates indicated that the contract as proposed is based on New York law. ACS has agreed to modify the Agreement to read Kosciusko County, Indiana. One concern noted **by Attorney Cates is in reference to confidentiality. The Fire Territory's confidentiality** responsibilities are governed by State law, and if ACS is willing to base the Agreement on Indiana State Law, he is comfortable with the change. Attorney Cates also indicated that ACS did not change every recommendation suggested, but more changes were made than expected. He indicated that most software agreements, especially when dealing with big companies like Xerox, do not give staff members the authority to make any changes whatsoever.

The ACS Sales Representative recommended to Chief Brubaker that prior to ACS making the agreed upon changes, the Fire Territory Board and Board of Works accepts the Agreement as written with the understanding that once the changes are made by ACS and returned, the contract would be signed. Chief Brubaker recommended to the Board Members that the Agreement covers a 5-year period due to the cost savings of contracting for one year vs. five years. A motion was made by Board Member Quance to approve the Agreement; seconded by Board Member Streeter. All members were in favor. (Documentation attached to Minutes.)

TRAVEL REQUESTS -

ANIMAL RESCUE FOR THE SWIFTWATER/FLOOD RESCUE PROFESSIONAL - Chief Brubaker submitted a travel request for Derek Shilling and Dave Vercauteren to attend this training. The intent of the class is to obtain the proper techniques to humanely rescue animals as well as for the safety of the emergency responder. A motion was made by Board Member Quance to approve the training request; seconded by Board Member Streeter. All members were in favor. (Documentation attached to Minutes).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD -

MEETING REVIEW -

NO ITEMS CARRIED FORWARD

NO VISITORS' QUESTIONS AND COMMENTS

No guests attended today's meeting.

ADJOURNMENT -

There being no further business, Mayor Thallemer entertained 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