

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
July 3, 2012  
4:00 P.M.  
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, July 3, 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: Mayor Joseph Thallemer, Board Members Joseph Streeter, Michael Reed, Diane Quance and Sheila Burner. Also present Attorney David Cates, Fire Chief Mike Brubaker and Recording Secretary Shirley Fetrow

Absent: None

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

**MINUTES -**

Board Member Reed made a motion to approve the June 5, 2012 Minutes as presented ; seconded by Board Member Quance. All members were in favor.

**RECOGNITION OF VISITORS** - Mayor Thallemer recognized Battalion Chief Rob Barker and Winona Lake Fire Chief Mitch Titus in attendance.

**REPORTS / ORAL & WRITTEN COMMUNICATIONS -**

**MONTHLY REPORT - MAY 2012** - Chief Brubaker summarized the monthly report for May 2012. (Documentation attached to Minutes).

**MONTHLY EXPENDITURE REPORT - MAY 2012** - Chief Brubaker indicated that the trucks were serviced at R & G in May. Chief Brubaker also indicated that expenses were incurred for FLSA training for all management/officer personnel in the city. (Documentation attached to Minutes).

**HIRING POOL UPDATE** - Chief Brubaker stated that Jason Neher has been hired effective July 1, 2012. Paperwork for Dan Fifer's **replacement** has been submitted to the State Pension for approval, and paperwork for Terry Himes' **replacement** will be submitted to the State Pension in the near future. Dan will be retiring in December 2012 with Terry retiring in June 2013.

**STATION 3 PROPERTY** - Chief Brubaker stated that the city's engineer is preparing a site plan to provide options for the purchased property. This information will be provided to the Board Members when received.

**REVIEWS OF FIREFIGHTERS** - Chief Brubaker indicated that due to officer promotions and moving personnel the first part of the year, 3-month reviews have been done on all officers. Also, in order to get a baseline for all members, 6-month reviews will be done for all firefighters. From that point on, annual reviews will take place.

**DEPARTMENT EMS CERTIFICATION** - Chief Brubaker indicated that the department is certified as a BLS Non-Transport Provider. This certification covers First Responder and EMT levels. The department can carry combitubes, baby aspirin, glucose and EpiPens. These items are now on the trucks and can only **be used by the current EMT's** on staff. Chief Brubaker stated that not all department members are EMT certified and the goal for 2013 is EMT certification for all members.

**2013 BUDGET** - Chief Brubaker highlighted the Budget Explanatory Sheet for the Fire Territory Operating Fund. The budget was based on:

- 1) Adding one-third of the Clerk's Office/HR salaries, insurance, PERF, FICA/Medicare

and cell phones into the budget as instructed.

2) EMT certification for paid staff members at a cost of \$25,500. The instructor would provide three days of the same subject which provides on-shift training with little overtime incurred.

3) Increase staffing by three firefighters. Chief Brubaker stated that for Station 3 to be productive and to be proactive, the department needs to hire three firefighters per year for the next 2-3 years bringing them onboard and trained prior to opening Station 3. Station 3 will require 9 additional firefighters. Chief Brubaker also stated that adding three firefighters would allow moving the Battalion Chiefs into a continual management position.

4) Station repairs, particularly Station One. Chief Brubaker noted that part of the station repairs will be made in 2012 with the majority of repairs completed in 2013.

5) Reappropriation of funds. Chief Brubaker looked at past history for each appropriation and moved monies where needed.

Chief Brubaker indicated that if you do not factor in the added expense of \$138,669 for Clerk/HR expenses, the budget only increased \$89,784. This increase relates to the EMT certification, station repairs and increased cost of insurance and pension.

Board Members and Chief Brubaker discussed the possibility of members obtaining their yearly physicals through their family doctor utilizing the wellness benefit through **the City's health insurance provider. This benefit pays 100% of covered expenses.** Chief Brubaker noted his concerns with utilizing family doctors for required physicals and HIPAA Laws. Chief Brubaker stated that NFPA allows for the utilization of family doctors for required physicals; however, he questions the ability to control the timely manner of submission to the occupational doctor as well as the legal aspect of disclosing the information to the occupational doctor. Chief Brubaker noted that another option would be a scaled down physical to meet OSHA requirements which would **include a spirometry test. The physical would be done at the employee's discretion through his family doctor utilizing the wellness benefit.** Chief Brubaker's concern with this option is the lack of early detection for cancer and the ability to monitor health issues related to stress. Chief Brubaker recommends further research before the decision is made to utilize the health insurance wellness benefit for required yearly physicals. Mayor Thallemer asked Chief Brubaker to make contact with the health **insurance provider to see if the physicals can be done within the framework of the city's wellness plan.**

(Fire Territory Operating Budget attached to Minutes).

Chief Brubaker briefly explained the Schedule of Projected Receipts and Disbursements **prepared by Paige Sansone, H. J. Umbaugh & Associates. Paige's figures reflect the operating balance percentage to be 22.5%.** (Documentation attached to Minutes).

Chief Brubaker also highlighted the Budget Explanatory Sheet for the Equipment Replacement Fund. The budget was based on:

- 1) Scheduled in \$198,836 for Station 3; same as 2012.
- 2) Removed truck replacement; added SCBA replacement at a cost of \$282,400. 50 air packs plus 100 bottles need to be replaced by 2015. The packs currently in operation were purchased in 2002 and have had one upgrade.
- 3) On-going station repairs
- 4) Pump unit for grass truck
- 5) Equipment replacement
- 6) Personal protective equipment
- 7) New hire equipment

(Fire Territory Equipment Replacement Budget attached to Minutes)

Board Member Quance made a motion to endorse the three budgets as presented; seconded by Board Member Streeter. All members were in favor. Board Member Reed was also in favor if the budget would need to be cut back.

**NEW BUSINESS -**

**ENGINE 104 - DONATE TO HIGH SCHOOL** - The Fire Territory and Wayne Township Boards have approved donating Engine 104 to the high school for their Firefighter I/II class.

**RADIO ANTENNA TOWER AT STATION ONE** - Chief Brubaker stated that the radio antenna tower at Station One is rusting through all three legs and needs to be replaced due to rust and age. The top section has been removed. Chief Brubaker presented two quotes, one from J & K Communications for \$45,859.18 and one from Great Lakes Communications for \$54,344.22. Chief Brubaker's recommendation is to accept J & K Communications' quote. The Operating Budget can support this expense by transferring money from Professional Services to Other Capital Outlays or can be supported by the Equipment Replacement Fund. Board Member Reed made a motion to accept J & K Communications' quote; seconded by Board Member Quance. All members were in favor. (Documentation attached to Minutes).

**IN-HOUSE CONFINED SPACE TRAINING** - Chief Brubaker indicated that all department members will be trained on confined space and will be confined space certified. Department instructors will provide the training.

**100<sup>TH</sup> YEAR ANNIVERSARY HOG ROAST/OPEN HOUSE** - Chief Brubaker reminded Board Members of the hog roast/open house at Station One on First Friday, July 6<sup>th</sup>. All proceeds benefit the Hoosier Burn Camp.

**TRAVEL REQUESTS -**

1. **Incident Safety Officer - Max Kinsey** . This class allows Max the opportunity to obtain the proper training for incident safety officer. A motion was made by Board Member Streeter to approve the travel request; seconded by Board Members Quance and Burner. All members were in favor. (Documentation attached to Minutes).

Mayor Thallemer thanked Chief Brubaker and Chief Titus for their hard work and long hours during the wind, storm and dry weather.

**OTHER MATTERS THAT MAY COME BEFORE THE BOARD -**

**MEETING REVIEW -**

NO ITEMS CARRIED FORWARD

NO VISITORS' QUESTIONS AND COMMENTS

A list of today's guests is attached.

**ADJOURNMENT -**

There being no further business, Mayor Thallemer made a motion to adjourn; so moved by Board Member Streeter. 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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Diane Quance, Board Member

Michael Reed, Board Member

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Joseph Streeter, Board Member

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Dr. Joseph Thallemer, Board Member