

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
March 6, 2018
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, March 6, 2018 at 4:00 P.M. in the 2nd Floor Conference Room at City Hall. The following persons were noted as present or absent:

PRESENT: Mayor Joseph Thallemer, Board Members Mike Klondaris, Sheila Burner, Gordon Nash and Joe Streeter. Also present Fire Chief Michael Wilson, Fire Territory Attorney Andrew Grossnickle and Recording Secretary Shirley Fetrow

ABSENT: None

Mayor Thallemer called the meeting to order. A Moment of Silence followed the Pledge of Allegiance.

Mayor Thallemer noted a quorum.

MINUTES –

After no additions or corrections were noted, Board Member Klondaris made a motion to approve the February 6, 2018 Minutes as written; seconded by Board Member Streeter. No further discussion. All members present were in favor.

RECOGNITION OF VISITORS –

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

MONTHLY RESPONSE REPORT – JANUARY 2018 – Chief Wilson summarized the monthly response report for January 2018. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORTS – JANUARY 2018 – Chief Wilson summarized the monthly Operating Fund (Fund 103), Equipment Replacement Fund (Fund 410) and City Capital Projects Fund (Fund 406) expenditure reports for January.

Mayor Thallemer entertained a motion to approve the January expenditure report for the Operating Fund. Board Member Burner made a motion to approve; seconded by Board Member Nash. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer noted that the Equipment Replacement Fund's rate is set statutorily and can't go above a certain amount. Every year the rate goes down slightly and about every five years there is a statutory means to re-establish the rate back up to the maximum. Mayor Thallemer asked Chief Wilson to revisit his five-year equipment replacement plan which Mayor Thallemer will present to the City Council members at the next Council meeting. Mayor Thallemer entertained a motion to approve the January expenditure report for the Equipment Replacement Fund. Board Member Streeter made a motion to approve; seconded by Board Member Nash. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer entertained a motion to approve the January expenditure report for the City Capital Projects Fund. Board Member Klondaris made a motion to approve; seconded by Board Member Burner. All members present were in favor. (Documentation attached to Minutes).

KOSCIUSKO COUNTY HEALTH DEPARTMENT – NARCAN REPORT – Chief Wilson presented a letter from the Kosciusko County Health Department that provides statistics for Narcan administration 2016 vs. 2017. (Documentation attached to Minutes).

CONSTRUCTION REPORT – FEBRUARY 7TH, 2018 – Chief Wilson provided a status report of the work and respective contract amount for Station 3. (Documentation attached to Minutes).

UNFINISHED BUSINESS –

OATH OF CORE VALUES – Chief Wilson provided an updated Oath of Core Values based on the recommendations of Territory Board Members at the March 6, 2018 Board Meeting. Chief Wilson noted he added “pride in stewardship and innovation while involved in collaboration with other emergency agencies, maintaining an interoperable setting”. Chief Wilson indicated the oath will be included on the City’s website and grant applications that request an organization’s oath. After no further discussion, Mayor Thallemer entertained a motion to approve. Board Member Streeter made a motion to approve the Oath of Core Values; seconded by Board Member Nash. All members present were in favor. (Documentation attached to Minutes).

NEW BUSINESS –

CITY WIDE EMERGENCY RADIO COMMUNICATION PLAN – PERMISSION TO PURCHASE – Chief Wilson explained the need for a city-wide radio communications system. Based on an LEPC field exercise critiqued by a consulting agency, it was determined that the responding agencies lacked the ability to radio communicate with each other. Chief Wilson indicated the City of Warsaw Department Heads designed a program to move the new repeater for the Street Department to Station 1 using the new tower at Station 1, and adding two new radio frequencies, allowing communication on the VHF frequency, State-wide P25 system and 800 frequency. This plan fixes all issues on a daily operational level and on a district-wide emergency allowing fire and police to communicate together. The Fire Territory’s 2018 budget supports this three-year municipal lease program with the remaining balance budgeted in 2019 and 2020. At the end of the three-year lease, the radios are owned by the departments. J & K Communications will be presenting the plan at the March 16th Board of Works meeting. Mayor Thallemer questioned the 2018 amount vs. the 3-year total amount indicated in Chief Wilson’s memo. Based on the 2018 figure of \$34,503.89 the total three-year figure would total \$103,511.67, not \$97,782.12 as specified in the memo. It is the consensus of the Fire Territory Board to move ahead with the project provided all information is available at the BOW meeting and upon BOW approval. (Documentation attached to Minutes).

2018 NORFOLK SOUTHERN LOCAL DISCRETION GRANT – PERMISSION TO APPLY – Chief Wilson stated if approved and received, the grant would be used for Family Safety Day and to assist in educational materials for adults with the BullEx Fire Extinguisher System. The grant request amount is \$1,000. Mayor Thallemer entertained a motion for permission to apply. Board Member Klondaris made a motion to approve; seconded by Board Member Burner. No further discussion. All members present were in favor. (Documentation attached to Minutes).

NIPSCO UTILITY APPLICATION – STATION 13-3 – Chief Wilson indicated this application is for electric service at Station 13-3. There is no cost for the service; however, approval is required. Board Member Klondaris made a motion to accept NIPSCO’s offer to provide electric service at Station 13-3; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

PROMOTION OF CAPTAIN BROOKS HUFFER TO BATTALION CHIEF – Chief Wilson indicated Captain Brooks Huffer has been promoted to Battalion Chief. This promotion was effective March 2, 2018. Mayor Thallemer noted the Board of Works has approved the pay increase. (Documentation attached to Minutes).

SQUAD 13-4 – PERMISSION TO ADVANCE WITH DESIGN/REPLACEMENT – Chief Wilson provided truck replacement information based on his five-year plan. Squad 13-4 is scheduled for replacement in 2019. Chief Wilson indicated it is a two-year process to design and build an apparatus and is asking for permission to begin the replacement process. Chief Wilson noted the apparatus has had numerous issues. Chief Wilson also indicated the apparatus would become a back-up reserve used when another apparatus requires service or repairs. At that time, an option for the current reserve engine, Engine 13-11, would be to sell it. Chief Wilson asked for permission to allow the Equipment Replacement Committee to work towards design and replacement of Squad 13-4 in 2019. Mayor Thallemer questioned the placement of trucks once Station 13-3 is operational, and asked Chief Wilson to update the current vehicle listing showing placement of the trucks at each station. The request has been tabled until the requested information is provided at the next Fire Territory Board meeting.

TRAVEL REQUESTS –

Mayor Thallemer entertained a motion to approve the travel requests. Board Member Burner made a motion to approve; seconded by Board Member Nash. No further discussion. All members present 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

A list of today's guests is attached.

ADJOURNMENT –

Mayor Thallemer entertained a motion to adjourn. Board Member Burner made the motion to adjourn; seconded by Board Member Klondaris. All members present were in favor.

ATTEST:

Shirley Fetrow, Recording Secretary

Sheila Burner, Board Member

Mike Klondaris, Board Member

Gordon Nash, Board Member

Joseph Streeter, Board Member

Dr. Joseph Thallemer, Board Member