

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
December 8, 2010
3:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Wednesday, December 8, 2010 at 3:00 P.M. in the City of Warsaw Council Chambers at City Hall. The following persons were noted as present or absent:

PRESENT: Board Members Michael Reed, Joseph Streeter, George Clemens and Mayor Ernie Wiggins. Also present Recording Secretary Shirley Fetrow, Fire Chief Mike Rice and Attorney David Cates.

ABSENT: Sheila Burner

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 Mike Reed made a motion to approve the November 2, 2010 Minutes; seconded by Board Member Joe Streeter. No further discussion. All were in favor. Motion carried.

RECOGNITION OF VISITORS –

Mayor Wiggins welcomed Paige Gregory, H. J. Umbaugh & Associates.

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

FIRE DEPARTMENT MONTHLY REPORT - OCTOBER 2010 – Fire Marshal Wilson noted that an explanation page was added to the monthly report referencing false alarms. Fire Marshal Wilson stated he is diligently working with businesses to make sure they get alarm system sensitivity tests and yearly functional tests. (Documentation attached to Minutes).

EXPENDITURES REPORT – OCTOBER 2010 – A question was raised regarding fire prevention expenses. Chief Rice indicated that part of the expenses were for Family Safety Day with the majority of expenses for fire safety activity books distributed to all elementary school children in the Warsaw Community Schools during Fire Prevention Week, and handouts for station tours. (Documentation attached to Minutes).

QUESTIONS AND ANSWERS – PAIGE GREGORY, H. J. UмбаUGH & ASSOC. – Chief Rice indicated he invited Ms. Gregory to go over the territory's financial matters for yearend. Ms. Gregory handed out the estimated cash flows for 2010 through 2012 for the fire territory operating fund and the fire territory equipment replacement fund. (Documentation attached to the Minutes).

The following summarizes the information provided by Ms. Gregory:

- **Operating receipts for 2010 vs. disbursements for 2010.** The cash flow analysis shows an ending cash deficit; however, this assumes the entire budget will be spent which will not be the case. Anticipated operating receipts for 2010 was approximately \$3.5 million with disbursements estimated at \$3.6 million.
- **Operating receipts for 2011 vs. disbursements for 2011.** Estimated receipts for 2011 are \$3.8 million with forecasted disbursements for 2011 of \$3.7 million. This figure was arrived at by basically looking at what the fire territory may spend in 2010 and increases it by 3%.

- Cash balance not to exceed 20% of budget. The fire territory operating fund has a special law that states the ending cash balance may not exceed 20% of the budget. If the fire territory accumulates over 20% in cash, the DLGF can make a permanent reduction to the fire territory's maximum levy.
- 5% Transfer. There is special language that states the fire territory can transfer up to 5% of the operating fund's levy, which is about \$3 million, to the equipment replacement fund to bring down the cash if not spent. Preliminary information from the DLGF shows they are not reducing the maximum levy.
- Reduction of appropriations. Unlike reduction of appropriations in the City's general fund which helps fund the budget for the next year, in a fire territory operating fund you don't want to reduce appropriations, especially if you have accumulated cash. A reduction in appropriations reduces the 20% operating balance.
- Equipment Replacement Fund. There is a maximum tax rate that is allowed on this fund. It is 3.33 cents. How much you bring in is directly dependent upon what the assessed value is going to be. Receipts were originally calculated at \$436,000 based on 2010's assessed value. The 2011 assessed value has gone down estimating property tax receipts at about \$428,000. The equipment replacement fund can accumulate, and is to be used for capital purchases. This fund is outside the fire territory's maximum levy.
- Line 1 cut. For the 2011 budget, it would not be problematic to do a Line 1 cut of approximately \$67,000 for over budgeting of employee health insurance. This was due to moving from a self-insured plan to the IACT Medical Trust.
- Equipment purchases in operating fund. Equipment can be purchased out of the operating fund if there is a capital outlay appropriation in the budget.

TAKE-HOME VEHICLES – According to Chief Rice, on a yearly basis, fire department use of take-home vehicles is reported to City Hall. The department follows City policy; Mayor or department head approval is made when traveling out of the county, and monthly mileage reports are reviewed by the Fire Chief. (Documentation attached to Minutes).

UNFINISHED BUSINESS –

UPDATE ON NEW FIRE STATION – PERMISSION TO MOVE AHEAD – Chief Rice indicated that the Board of Works gave approval to obtain appraisals for property on 200 South. The property is two acres on WCC's property. The Church's Board of Elders met and are very positive about moving ahead. The Church is verbally asking \$75,000 - \$76,000 for the two acres. Discussion followed. (Documentation attached to Minutes).

FIRE CHIEF RECOMMENDATION FROM EXECUTIVE BOARD TO PROVIDER UNIT – No discussion took place.

UPDATE ON TRAINING OFFICER POSITION - Chief Rice stated that the training officer position was advertised outside the department. Four applications were received with no applicants meeting the minimum requirements. Therefore, all applications were rejected. Chief Rice indicated they will take another look internally, and may need to readdress the job description and again post outside the department.

NEW BUSINESS –

FIRE TERRITORY BOARD APPROVAL TO TRANSFER FUNDS – Chief Rice asked approval to transfer 5% of the operating fund budget, totaling \$154,000, into the equipment replacement fund budget. Chief Rice presented a sample ordinance that will be presented to City Council. He indicated that City Council has to adopt the ordinance and the Township Board has to adopt

an identical resolution for the same amount. He also stated the budget balance prior to the \$154,000 reduction would be approximately \$700,000.

Chief Rice indicated that when the 2010 territory budget was prepared, it was based on approximately \$860,000 in COIT funds, and in actuality the fire territory only received \$400,000. Chief Rice indicated that City Council dictates what the fire territory will receive in COIT distributions so there is fluctuation in the amount received by the fire territory.

Mayor Wiggins stated that the City is down about \$690,000 in COIT distribution for what is forecasted in 2011 vs. 2010. Mayor Wiggins indicated that if an additional fire station is added in the future, additional staffing will be needed so the levy needs to remain at the current level.

Board Member Streeter made a motion to transfer \$154,000 of the operating fund budget into the equipment replacement fund budget; seconded by Board Member Clemens. No further discussion. All members were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS – No travel requests were presented.

OTHER MATTERS THAT MAY COME BEFORE THE BOARD –

TRAINING AND CERTIFICATION AGREEMENT WITH MULTI-TOWNSHIP EMS – Chief Rice passed out a Training and Certification Agreement with Multi-Township EMS. Basically, Multi-Township EMS would provide training for the fire department at a minimum of three times per month, keep State EMS certifications up to date, audit reviews of medical runs, and monitor the medical equipment carried on the trucks. This Agreement is for \$3,000 per year. Attorney Cates prepared the Agreement with assistance from Chief Rice and Multi-Township EMS personnel. Board Member Reed made a motion to approve the Agreement; seconded by Board Member Streeter. All members were in favor. (Documentation attached to Minutes).

ELECTRONIC SUBMISSION OF TERRITORY BOARD PACKETS – Chief Rice asked for the Board's thoughts on receiving the territory board packets by e-mail instead of paper copies. The Board members agreed to try it on a trial basis.

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

There being no further business, Mayor Wiggins entertained a motion to adjourn. So moved by Board Member Clemens; seconded by Board Member Streeter. All were in favor.

ATTEST:

Shirley Fetrow, Recording Secretary

Sheila Burner, Board Member

George Clemens, Board Member

Michael Reed, Board Member

Joseph Streeter, Board Member

Ernest Wiggins, Board Member