

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
July 9, 2013  
4:00 P.M.  
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, July 9, 2013 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 Sheila Burner, Joe Streeter, Diane Quance and Gordon Nash. Also present Fire Chief Mike Brubaker and Recording Secretary Shirley Fetrow

Absent: Mayor Joseph Thallemer, Fire Territory Attorney David Cates

Board Member Quance called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. Board Member Quance asked members to remember the wildland fire fighters in Prescott, Arizona as well as our own fire fighters and our thankfulness for them and what they do for us.

**MINUTES -**

After no additions or corrections were noted, Board Member Burner made a motion to approve the June 4, 2013 Minutes; seconded by Board Member Streeter. All members present were in favor.

**RECOGNITION OF VISITORS -**

Board Member Quance noted that her grandson accompanied her today.

**REPORTS / ORAL & WRITTEN COMMUNICATIONS -**

**MONTHLY ACTIVITY REPORT - MAY 2013** - Chief Brubaker summarized the monthly activity report for May. (Documentation attached to Minutes).

**MONTHLY EXPENDITURE REPORT - MAY 2013** - Chief Brubaker summarized the monthly expenditure report for May. (Documentation attached to Minutes).

**UNFINISHED BUSINESS -**

**STATION 1 REPAIRS** - Chief Brubaker indicated that Robinson Construction inspected the building columns at Station 1 for rust issues and structural damage. Chief Brubaker provided an e-mail summarizing their findings; no structural damage was found, and two columns were found with minor surface rust. No additional costs will be incurred for the project. Chief Brubaker noted that the materials have been ordered and work should begin in the next 2 - 3 weeks. (Documentation attached to Minutes).

Chief Brubaker informed the members that water began to bubble up through the concrete at Station 1 due to a leak underneath the station. A copper, unmetered 2" main was installed in the truck bay by Indiana-American Water several years ago. It has now corroded through. The main has been shut off until repairs can be made.

Chief Brubaker stated that the generator pad has been poured at Station 2 and the switch gear has been installed.

**NEW BUSINESS -**

**1-YEAR PROBATION - JASON NEHER** - Chief Brubaker indicated that Firefighter Jason Neher has been on the department for one year and is deserving of his promotion to Non-Probationary Firefighter. Chief Brubaker made the recommendation to take Jason off of Probationary status and move him to full-time firefighter. Board Member Streeter made a motion to accept Chief Brubaker's recommendation; seconded by Board Member Quance. All members were in favor. Chief Brubaker noted that Jason's swearing in will take place at the August 2<sup>nd</sup> Board of Works meeting. (Documentation attached to Minutes).

**CUMMINS CROSSPOINT - GENERATOR MAINTENANCE AGREEMENT** - Chief Brubaker presented a generator maintenance agreement with Cummins Crosspoint. Chief Brubaker delayed the annual maintenance agreement until the new generator for Station 2 was purchased. Both generators' maintenance programs will be on the same schedule. Chief Brubaker entertained a motion to approve the maintenance agreement. Board Member Quance made a motion to approve; seconded by Board Member Nash. All members were in favor. (Documentation attached to Minutes).

**2014 BUDGET** - Chief Brubaker reminded board members that the 2014 budget was based on the following criteria: (1) one-third of the Clerk's Office/HR salaries, insurance, PERF, FICA/Medicare and cell phones are a part of the budget and (2) the budget includes increasing the paid staff by two firefighters to allow the Battalion Chief to remain in a management position on the fire ground. Chief Brubaker stated the additional two firefighters will allow ten firefighters per shift, taking the minimum staffing from six to seven which, in turn, allows mobility for the Battalion Chief and begins the process of getting management in place for Station 3. Chief Brubaker proposed to the members that beginning in January 2014 two firefighters are hired bringing the minimum staffing to seven and allowing the Battalion Chief a management position. Chief Brubaker reiterated the Bassett Study and ISO rating indicating his goal is to remain at an ISO rating of 4. Chief Brubaker noted that the budget reflects a decrease in salaries/wages and an increase in staffing by two firefighters. This is due to two 20-year plus firefighters retiring and a decrease in overtime.

Chief Brubaker gave a brief recap of the Operating Fund on the remainder Personal Services categories, Supplies categories, Other Services and Charges categories and Capital Outlays categories.

Chief Brubaker also gave a brief recap of the Equipment Replacement Fund. Chief Brubaker noted that the budget reflects \$125,000 in Debt Service for replacement of Rescue 2.

Chief Brubaker asked the board members their opinion on the budget, i.e. concerns, pros/cons, and asked if they could provide a yay or nay to take to the Council. Board Member Streeter noted that Chief Brubaker has been able to reduce the budget and increase staffing showing good faith in trying to bring the budget back into line. Board Member Quance made a motion to accept the budget as submitted with a strong recommendation to hire two additional staff members; seconded by Board Member Nash. All members were in favor. (Documentation attached to Minutes).

**TRAVEL REQUESTS** - Board Member Streeter made a motion to approve the travel requests as submitted; seconded by Board Member Burner. 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

**ADJOURNMENT** -

There being no further business, Board Member Burner made a motion to adjourn; seconded 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

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Gordon Nash, Board Member

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Joseph Streeter, Board Member

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Dr. Joseph Thallemer, Board Member