

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
October 1, 2013
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, October 1, 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: Mayor Joseph Thallemer, Board Members Diane Quance, Joe Streeter, and Gordon Nash. Also present Fire Chief Mike Brubaker, Fire Territory Attorney David Cates and Recording Secretary Shirley Fetrow

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 a quorum with Board Member Burner absent.

MINUTES -

After no additions or corrections were noted, Board Member Quance made a motion to approve the September 3, 2013 Minutes; seconded by Board Member Streeter. All members present were in favor.

RECOGNITION OF VISITORS -

No visitors were in attendance.

REPORTS / ORAL & WRITTEN COMMUNICATIONS -

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

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

DIVE TEAM COM UNIT THANK YOU LETTER - Chief Brubaker provided a thank you letter from the Orange Township Fire Department thanking the Warsaw Fire Department and Board Members for donation of the dive equipment. (Documentation attached to Minutes).

FIRE MANAGER SOFTWARE - Chief Brubaker stated he has been researching software options for tracking staff scheduling, certifications, benefit hours, events, etc. One program used by area fire departments and EMS providers is Fire Manager. Chief Brubaker provided system benefits information and also passed out a listing of fire departments located within 50 miles that use this program. Currently the department uses paper to record and track this information. Chief Brubaker asked for approval to obtain pricing information and move forward with the software. After a short discussion and no negative responses, Board Members were in agreement to proceed. (Documentation attached to Minutes).

MEDICAL CALL INFORMAL COMPLAINT - Chief Brubaker noted to Board Members that an informal complaint on a medical call was filed against the Fire Territory. The complaint has been investigated internally. Two other agencies were also named in the informal complaint. Attorney Cates has read the complaint and is confident of the defensibility.

UNFINISHED BUSINESS -

STATION 3 - Chief Brubaker indicated that the WCC has been moving dirt for their new parking lot placing the dirt along the fire department property line. This dirt will be used in preparation of the lot for the new station. Chief Brubaker stated he has been in contact with City Engineer James Emans who has been in contact with Kerry Groninger of G & G Hauling who is working on the Wildman project. James is moving forward with obtaining the permits. Chief Brubaker stated it will probably be next spring before the dirt will be moved.

NEW BUSINESS -

GRACE COLLEGE APPLIED LEARNING - Chief Brubaker stated he was approached by Grace College on the possibility of the fire department participating in their Applied Learning program. Students in the program have shown an interest in earning credit through the fire department. Chief Brubaker asked permission to approve the Applied Learning program. Chief Brubaker indicated participation would be limited to 1 credit (40 hours) per student. The question was raised regarding liability insurance. Attorney Cates indicated that the students would strictly be riding along and not partaking in any activities; they would only be observing, and the City does have coverage for this type of participation. Mayor Thallemer entertained a motion to approve the Grace College Applied Learning program as outlined in the memo. A motion was made by Board Member Streeter; seconded by Board Member Nash. All members present were in favor. (Documentation attached to Minutes).

TROY KNEFELKAMP - NEW HIRE - Chief Brubaker indicated that Troy is currently a part-time employee and will become full-time on October 16th. Chief Brubaker noted that due to previous vacation plans prior to employment and keeping up with current scheduled training, Troy was put on part-time status. Mayor Thallemer entertained a motion to approve hiring Troy Knefelkamp. A motion was made by Board Member Quance; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

STATION 1 REPAIRS (CHANGE ORDER) - Chief Brubaker passed out a memo and change order from Robinson Construction for additional repairs at Station 1. The change order in the amount of \$825 is for window framing repairs due to rust issues. The change order will be presented to the Board of Works on October 4th for approval. Board Member Streeter made a motion to approve the change order; seconded by Board Member Nash. All members present were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS - Three travel requests were presented for approval. The Dive Rescue Training was previously approved by Mayor Thallemer and took place on September 30th. The Wide Area Search Class was also previously approved by Mayor Thallemer and took place September 17th - September 19th. Chief Brubaker asked permission to attend the Indiana Fire Chiefs Leadership Program which will be held on October 4th and October 5th. Mayor Thallemer entertained a motion to approve the travel requests. Board Member Quance made a motion to approve; seconded by Board Member Nash. 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

ADJOURNMENT -

There being no further business, Board Member Quance made a motion to adjourn; seconded by Board Member Nash. All members were in favor.

ATTEST:

Shirley Fetrow, Recording Secretary

Sheila Burner, Board Member

Diane Quance, Board Member

Gordon Nash, Board Member

Joseph Streeter, Board Member

Dr. Joseph Thallemer, Board Member