

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
April 1, 2014  
4:00 P.M.  
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, April 1, 2014 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, Sheila Burner, Joe Streeter and Gordon Nash. Also present Fire Chief Mike Brubaker, Fire Territory Attorney David Cates and Recording Secretary Shirley Fetrow

Absent: None

Mayor Thallemer called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. Mayor Thallemer noted all Board Members were present.

**MINUTES** -

After no additions or corrections were noted, Board Member Quance made a motion to approve the March 4, 2014 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 -FEBRUARY 2014** - Chief Brubaker summarized the monthly activity report for February. He noted that due to OSHA regulations, the department is logging confined space standby requests, and indicated that 40 requests were made in January and February. (Documentation attached to Minutes).

**MONTHLY EXPENDITURE REPORT - FEBRUARY 2014** - Chief Brubaker summarized the monthly expenditure report for February. Mayor Thallemer entertained a motion to approve the February expenditures. Board Member Burner made a motion to approve; seconded by Board Member Nash. All members present were in favor. (Documentation attached to Minutes).

**2014 EMS TRAINING GRANT DENIAL NOTIFICATION** - Chief Brubaker indicated that the EMS Training Grant recently applied for was denied due to the high volume of applications received. (Documentation attached to Minutes).

**APPARATUS REPLACEMENT PLAN** - Chief Brubaker presented an updated apparatus replacement plan. He noted that Rescue 2 is behind schedule for replacement. With past Board approval, the Truck Committee is in the process of looking at specific rescue truck needs in order to obtain specs. Chief Brubaker has provided the replacement plan to Paige at H. J. Umbaugh for future budget projections. (Documentation attached to Minutes).

**UNFINISHED BUSINESS** -

**NEW BUSINESS** -

**WILDMAN UNIFORM & LINEN SERVICE AGREEMENT** - Mayor Thallemer noted that the Agreement was approved at the Board of Works meeting. Board Member Streeter made a motion to approve the Agreement; seconded by Board Member Quance. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**CONSOLIDATED FLEET SERVICES CONTRACT** - Chief Brubaker stated that the ladder truck is inspected on a yearly basis for ISO purposes. This contract covers the aerial ladder inspection as well as the waterway pressure test and flow test. The cost is \$895.00 plus \$2.50/heat sensor and \$25.00/rung saver as needed. Mayor Thallemer entertained a motion to approve the contract. Board Member Nash made a motion to approve; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**MARTIN RILEY ARCHITECTS/ENGINEERS CONTRACT** - Chief Brubaker indicated he has met with James Emans, City Engineer, in order to prepare documentation for the Station 3 fill dirt project. Mr. Emans recommended contacting Martin Riley to coordinate and oversee the dirt project to assure that the site is developed and documented for future construction. Martin Riley engineers will develop the bidding documents to prepare the site for the future station as well as develop a preliminary floor plan in order to inform the location and requirements for soil testing. Mr. Emans will prepare the Rule 5 as well as work with Chief Brubaker on the bidding and negotiations process and construction administration of the site for the fill dirt phase. Chief Brubaker stated that the fee of \$11,200.00 includes an allowance of \$1,200.00 for additional site visits if required. Chief Brubaker asked if the Martin Riley contract is approved by the Fire Territory Board and Board of Works, that both Boards also approve the process of obtaining quotes to move the dirt. Board Member Quance made a motion to approve the contract; seconded by Board Member Burner. No further discussion. All members present were in favor. Chief Brubaker affirmed with the Board Members that permission to obtain quotes was also approved. (Documentation attached to Minutes).

#### **TRAVEL REQUESTS -**

- 3/17, 3/18, 3/19/14 - Good to Great Leadership Course** - This class took place in March. Chief Brubaker noted the class was phenomenal benefiting not only fire officers but business men and women as well.
- 4/11/14 - Fire Department Instructors Conference Trade Show** - Chief Brubaker stated he asked members on the Gear Committee and Truck Committee to attend the trade show in order to obtain the latest information on turnout gear and rescue trucks.

Mayor Thallemer entertained a motion to approve the travel requests. Board Member Nash made a motion to approve; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

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

Board Member Quance asked for an update on the tornado sirens. Chief Brubaker stated the sirens at Station 1 and Station 2 did not activate during the last test. J & K Communications checked the en-coding and receive on both sirens with dispatch codes and they are correct. Chief Brubaker stated he will retest the sirens next week. He also indicated that the siren at Station 1 does not rotate. J & K Communications is working with Federal Signal to remedy the situation. Chief Brubaker indicated he would like to bring in Federal Signal to map out a tornado siren plan for the City.

#### **MEETING REVIEW -**

NO ITEMS CARRIED FORWARD

NO VISITORS' QUESTIONS AND COMMENTS

#### **ADJOURNMENT -**

There being no further business, Board Member Streeter made a motion to adjourn; seconded by Board Member Nash. All members present 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