

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
August 5, 2014
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, August 5, 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, Gordon Nash and Joe Streeter. 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 commended Chief Brubaker for handling the department's loss of a fellow firefighter's son in a compassionate and professional manner.

MINUTES -

After no additions or corrections were noted, Board Member Quance made a motion to approve the July 1, 2014 Minutes; seconded by Board Member Streeter. All members present were in favor.

RECOGNITION OF VISITORS -

Mayor Thallemer noted that no visitors were in attendance.

REPORTS / ORAL & WRITTEN COMMUNICATIONS -

MONTHLY ACTIVITY REPORT - JUNE 2014 - Chief Brubaker summarized the monthly activity report for June. Mayor Thallemer entertained a motion to approve the June report. Board Member Burner made a motion to approve; seconded by Board Member Nash. All members present were in favor. (Documentation attached to Minutes).

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

UNFINISHED BUSINESS -

NEW BUSINESS -

KOSCIUSKO REMC OPERATION ROUND UP GRANT ACCEPTANCE - Chief Brubaker received notification from the Kosciusko County Community Foundation that the Kosciusko REMC Operation RoundUp Grant previously applied for has been awarded. Chief Brubaker asked for Board approval to accept this grant. Board Member Streeter made a motion to accept the approved grant; seconded by Board Member Nash. All members present were in favor. (Documentation attached to Minutes).

2015 BUDGET - Chief Brubaker presented the 2015 budget for the Operating Budget, Equipment Replacement Fund Budget and Pension Budget asking members to review the budgets and contact him with questions prior to next month's meeting where further discussion and action will take place. Chief Brubaker noted that explanatory sheets

have been provided as well as spreadsheets explaining salaries/wages, employee benefit calculations and insurance cost information. Chief Brubaker highlighted the Operating Budget as follows: (1) Salaries and Wages reflect 2 new hires for 2015; however, if the 2 new hires budgeted in 2014 are hired prior to yearend, the 2 new hires for 2015 would be removed from the budget; (2) \$5,000 increase in overtime; (3) Operating Supplies increased approximately 4% with a decrease in vaccination costs; (4) Repairs and Maintenance Supplies increased approximately 2%; (5) no increase for Other Supplies; (6) Professional Services increased substantially due to money budgeted for engineering and architect fees for Station 3; (7) Communication and Transportation increased approximately 5% due to additional telephone expenses for truck laptops; however, no increase for training and a reduction in mileage was noted; (8) no increase for Advertising and Printing; (9) see Attachment C for an explanation of the insurance increase; (10) no increase in Utility Services; (11) Repairs and Maintenance increased approximately 5% overall due to the age of the trucks and equipment and required testing, and continued building maintenance is required at both stations; (12) no rentals increase; (13) Other Services and Charges decreased approximately 14% reflecting a slight increase in subscriptions and dues and a reduction in the volunteer contract; (14) Capital Outlays (Machinery and Equipment) had no increase; (15) Other Capital Outlays reflects a 147% increase for the purchase of an SCBA fill station at Station 2 and tornado siren at Station 1. Chief Brubaker noted an 8% reduction in the Operating Budget from 2013 to 2014. (Documentation attached to Minutes).

Chief Brubaker highlighted the Equipment Replacement Fund Budget as follows: (1) a decrease of approximately 38% in Other Services and Charges (Debt Service) due to truck replacement removed from debt service and added to Other Capital Outlays; (2) Other Capital Outlays increased 587% for the purchase of a truck to replace Rescue 2. Chief Brubaker noted that the 1997 Rescue 2 was slated to be replaced in 2012. With the Equipment Replacement Fund balance currently at approximately \$1.8 million and the probability of obtaining a bond for the purchase of Station 3 in the near future, Chief Brubaker budgeted Rescue 2 as a purchase; (3) no increase in Capital Outlays (Improvements Other Than Building) with ongoing repairs and improvements to the stations including concrete and asphalt drives; (4) no increase in Machinery and Equipment. Chief Brubaker noted that the overall 102% increase in the Equipment Replacement Fund budget is due to the replacement of Rescue 2. (Documentation attached to Minutes).

Chief Brubaker briefly touched on the Pension Fund noting that a spreadsheet was attached reflecting wages for the remaining retirees and dependents on the plan. (Documentation attached to Minutes).

TRAVEL REQUESTS -

GOOD TO GREAT LEADERSHIP COURSE (PART 2) - Mayor Thallemer entertained a motion to approve the travel request. Board Member Streeter made a motion to approve; seconded by Board Member Quance. 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, Mayor Thallemer entertained a motion to adjourn. Board Member Streeter made a motion to adjourn; seconded by Board Member Quance. No further discussion. All members present 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