

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
October 7, 2014
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, October 7, 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 Sheila Burner, Diane Quance, and Joe Streeter. Also present Fire Chief Mike Brubaker, Fire Territory Attorney David Cates and Recording Secretary Shirley Fetrow

Absent: Board Member Gordon Nash

Mayor Thallemer called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. Mayor Thallemer noted a quorum.

MINUTES -

After no additions or corrections were noted, Board Member Streeter made a motion to approve the September 2, 2014 Minutes; seconded by Mayor Thallemer. All members present were in favor.

RECOGNITION OF VISITORS -

REPORTS / ORAL & WRITTEN COMMUNICATIONS -

MONTHLY ACTIVITY REPORT - AUGUST 2014 - Chief Brubaker summarized the monthly activity report for August. He noted that on August 6th and 7th the fire department provided confined space training to 30 city employees in the Street, Wastewater and Parks Departments saving the city between \$8,000 - \$10,000. Chief Brubaker also noted that the department made entry into a storm drain on Frontage Road. He provided pictures of the entry after the meeting. (Documentation attached to Minutes).

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

TROY KNEFELKAMP - COMPLETED 1-YEAR PROBATION - Chief Brubaker indicated that on October 17th Troy will have completed one year of service under the probationary status. Once his reviews are completed, a recommendation will be made to Human Resources for a pay increase and status change.

E-MAIL REGARDING EBOLA VIRUS - Chief Brubaker indicated that he received an e-mail today, which he forwarded on to Mayor Thallemer and will forward on to the Board Members, in reference to the Ebola virus. The e-mail came from the CDC, to the hospital group and then to EMS and fire providers. This e-mail specified what is needed on the trucks, i.e. Tyvek suits, N95 respirator masks, and full-face splash-guard protection.

UNFINISHED BUSINESS -

2015 BUDGET - Chief Brubaker stated that the cascade system budgeted for 2015 has been approved by the Board of Works to be purchased in 2014; therefore, \$45,000 budgeted for the system will be a Line 1 cut in 2015. Mayor Thallemer entertained a motion to recommend approval of the 2015 budget to City Council. Board Member Streeter made a motion to recommend approval; seconded by Board Member Quance. No further discussion. All members present were in favor.

2014 LINE 2 CUTS - Chief Brubaker informed the Board Members that he was asked to propose 2014 Line 2 cuts. Chief Brubaker indicated that he looked at the two new hires budgeted in 2014 but not hired and left enough money in salaries/wages, Medicare/FICA, Pension and Medical Insurance to cover their costs if hired yet this year. This calculates to a reduction of \$75,481.00.

NEW BUSINESS -

CONLEY SEAL COATING RESEAL CONTRACT - Chief Brubaker stated that the east parking lot at Station 2 needs to be resealed. He presented a quote from Conley Seal Coating in the amount of \$922.50. Mayor Thallemer suggested getting a second quote which Chief Brubaker has agreed to do. Mayor Thallemer entertained a motion to approve the contract contingent upon the second quote not being less than Conley's quote. Board Member Quance made a motion to approve as entertained; seconded by Board Member Burner. All members present were in favor. (Documentation attached to Minutes).

PROAIR / KOORSEN FIRE & SAFETY CASCADE SYSTEM CONTRACT - Chief Brubaker noted this is the contract he received verbal OK's from the Fire Territory Board Members prior to taking it to the Board of Works on October 3rd. Chief Brubaker received three quotes of which the Proair quote was included in the packet. The Breathing Air Systems and SCBAS, Inc.'s quotes were presented at the meeting. The Proair quote was the lowest of the three quotes. Board Member Quance made a motion to approve the Proair contract; seconded by Board Member Streeter. All members present were in favor. (Documentation attached to Minutes).

K21 GRANT APPLICATION - APPROVAL TO APPLY - Chief Brubaker indicated this grant would allow the department to receive three defibrillator units. The department currently carries AED's (automatic external defibrillators). The grant-request defibrillators work in either automatic or manual mode and allow for double sequential defibrillation. This upgrade would allow the fire department to carry the same units as the medics. The grant request is for three units at a cost of \$81,534 with no department match. Board Member Streeter made a motion to approve the grant application; seconded by Board Member Burner. No further discussion. All members present were in favor. (Documentation attached to Minutes).

SUNGARD - MOBILE APP LICENSE FOR FREEDOM CAD - Mayor Thallemer noted the mobile app license has gone to the Board of Works and has been approved. Chief Brubaker indicated signage of the contract was time sensitive and communication had taken place between him and the Fire Territory Board Members prior to the Board of Works' meeting. Chief Brubaker is in the process of obtaining the devices for the trucks in order to utilize the mobile application. Mayor Thallemer entertained a motion to acknowledge Board of Works' approval of the mobile app license. Board Member Streeter made the motion; seconded by Board Member Quance. All members present were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS -

Mayor Thallemer noted that the travel requests have already taken place. Chief Brubaker gave a brief explanation of the Fire Officer 1 class. Mayor Thallemer entertained a motion to approve the travel requests. Board Member Burner made a motion to approve; seconded by Board Member Streeter. 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 Burner made a motion to adjourn; seconded by Board Member Streeter. 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