

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

August 4, 2015

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, August 4, 2015 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 Thallemer, Board Members Diane Quance, Sheila Burner, Gordon Nash and Joe Streeter. Also present Fire Chief Mike Brubaker and Recording Secretary Shirley Fetrow

Absent: Fire Territory Attorney Andrew Grossnickle

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

MINUTES –

Since no meeting was held in July there was no July Minutes to approve. Approval of the June Minutes was omitted in error and will be added to the September 1, 2015 agenda for approval.

RECOGNITION OF VISITORS –

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

MONTHLY ACTIVITY REPORT –MAY AND JUNE 2015 – Chief Brubaker summarized the monthly activity reports for May and June. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORT – MAY AND JUNE 2015 – Chief Brubaker summarized the monthly expenditure reports for May and June. Chief Brubaker noted that the equipment damaged at the Warsaw Chemical fire has been replaced and the insurance company has reimbursed the fire territory for expenses submitted. Chief Brubaker also noted that, to date, Warsaw Chemical has not made payment for expenses submitted to them. Mayor Thallemer entertained a motion to approve the May and June expenditure reports. Board Member Burner made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

FIRE INSPECTOR JOE FRETZ – FIRE INSPECTOR II CERTIFICATION – Chief Brubaker indicated that Fire Inspector Joe Fretz has received his Fire Inspector II Certification.

INSURANCE REIMBURSEMENT FOR WARSAW CHEMICAL FIRE – No further discussion, other than that noted above, took place regarding the insurance reimbursement.

NEW HIRE – TRENT STAMPER 6/21/15 – Chief Brubaker noted that Trent Stamper has been hired effective 6/21/15.

WARSAW COMMUNITY SCHOOLS' LETTER OF APPRECIATION – Mayor Thallemer noted that the Warsaw Community Schools had a 911 incident during summer school and sent a thank you letter in appreciation for the professional response. (Documentation attached to Minutes).

UNFINISHED BUSINESS –

NEW BUSINESS –

ANNOUNCEMENT OF FIRE CHIEF – Mayor Thallemer distributed a press release and announced Mike Wilson as his new appointment for Fire Chief. Mayor Thallemer noted that Mike Wilson had been with the fire department for 21 years prior to his retirement in 2011. Mike's appointment will begin September 1st. (Documentation attached to Minutes).

KOSCIUSKO REMC OPERATION ROUND UP PROPOSAL TO ENTER INTO GRANT AGREEMENT – Chief Brubaker presented a grant agreement from Kosciusko REMC Operation Round Up asking for approval to accept the grant. This \$1,000 grant will be used for Family Safety Day. If approved, the grant agreement will go to the Board of Works on August 7th for final approval. Board Member Streeter made a motion to approve; seconded by Board Member Quance. No further discussion. All members present were in favor. (Documentation attached to Minutes).

QUOTES TO REPLACE TORNADO SIREN AT STATION 2 – Mayor Thallemer asked Chief Brubaker to provide to the Board Members the plan to update the city's tornado sirens. Chief Brubaker indicated that the Whelen Company proposed nine tornado sirens to cover the City of Warsaw and the skirting of Wayne Township around the populated areas of the city. The overall project is over \$200,000. To begin the updating process, work will begin with the sirens at Station 1 and Station 2. When the siren was moved from old City Hall to Station 1, the rotation motor was fried and no longer rotated. It is now on order to replace the rotation motor at Station 1. Chief Brubaker then presented two quotes to replace the tornado siren at Station 2. He indicated the current siren at Station 2 is over 40 years old. Chief Brubaker's recommendation is to go with J & K Communications due to the cost difference. If approval is given, Chief Brubaker will present the quotes to the Board of Works on August 21st for final approval.

Chief Brubaker indicated that residents in and around the Tigers Retreat area petitioned for a tornado siren. Chief Brubaker indicated that several items needed to be considered when installing tornado sirens, including funding. Chief Brubaker has approached the K21 Foundation and Kosciusko County Community Foundation. The K21 Foundation indicated this does not fall into their criteria and the Kosciusko County Community Foundation is questionable.

Board Member Quance made a motion to proceed with replacement of the tornado siren at Station 2; seconded by Board Members Nash and Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

QUOTES TO REPLACE ROOF AT STATION 2 – Chief Brubaker indicated there is a leak in the roof at Station 2. He has obtained quotes from Robinson Construction and Morris & Sons Roofing. Chief Brubaker recommended Robinson Construction due to the cost difference. If approval is given, Chief Brubaker will present the quotes to the Board of Works on August 21st for final approval. Board Member Burner made a motion to approve; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

2016 BUDGET – Chief Brubaker highlighted the Equipment Replacement Budget as follows: (1) \$198,836 in debt service for fire station 3, (2) \$50,000 for on-going station repairs, (3) \$30,000 for unknown equipment needs, (4) \$33,600 for replacement gear, (5) \$61,000 for replacement of extrication tools, (6) \$650,000 for replacement of Rescue 2. Chief Brubaker indicated the spec is completed for the new rescue truck but due to the time frame the purchase will more than likely be made in 2016. (Documentation attached to Minutes).

Chief Brubaker highlighted the Operating Budget as follows: (1) slight increase in salaries and wages reflected by 2 new hires and a 2% wage increase, (2) slight clothing allowance and cell phone increase, (3) office supplies increased \$500, (4) operating supplies increased to cover added medical supplies, (5) no increase in repair and maintenance supplies, smoke alarms and fire prevention supplies, (6) \$160,00 added back into the 2016 budget for architectural /engineering fees for Station 3, (7) slight increase for yearly physicals and random drug tests; (8) no change in computer maintenance, (9) communication and transportation telephone increase due to the possible change from DSL to fiber and replacement of phone system at Station 1 and Station 2, (10) no change in training budget, (11) mileage and postage increased slightly and Google mail was added, (12) no increase in printing and advertising, (13) slight

overall decrease in insurance, (14) no increase in utility services, (15) 5% increase in repairs and maintenance with the majority in equipment repair and maintenance, (16) slight increase in rug rentals, (17) for other services and charges, increase in subscriptions and dues and volunteer contract, no change in employment law or trash collection, (18) no increase in machinery and equipment, (19) for other capital outlays, increase for replacement of supply hose. (Documentation attached to Minutes).

Chief Brubaker also submitted the Fire Pension Budget for review with no discussion. (Documentation attached to Minutes).

TRAVEL REQUESTS –

1. OSHA Training – Aaron Bolinger
2. Plan Review and Inspection Workshop – Joe Fretz
3. Indiana Fire Investigation Conference – Joe Fretz
4. All Hazards Incident Management – Aaron Bolinger, Mike Brubaker

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

Chief Brubaker hand delivered travel requests for a Structural Collapse Tech Course and asked for approval for 8 members to attend. The course is free of charge through the State, and consists of 8 one-day trainings in South Bend. Board Member Streeter made a motion to approve; seconded by Board Member Burner. 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

A list of today's guests is attached.

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 Nash. 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