

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
September 6, 2016  
4:00 P.M.  
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, September 6, 2016 at 4:00 P.M. in the 2<sup>nd</sup> Floor Conference Room at City Hall. The following persons were noted as present or absent:

PRESENT: Mayor Joseph Thallemer, Board Members Mike Klondaris, Gordon Nash, Sheila Burner and Joe Streeter. Also present Fire Chief Michael Wilson, Fire Territory Attorney Andrew Grossnickle and Recording Secretary Shirley Fetrow

ABSENT: None

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

### **MINUTES –**

After no additions or corrections were noted, Board Member Burner made a motion to accept the August 2, 2016 Minutes as written; seconded by Board Member Klondaris. No further discussion. All members present were in favor.

### **RECOGNITION OF VISITORS –**

### **REPORTS / ORAL & WRITTEN COMMUNICATIONS –**

**MONTHLY ACTIVITY REPORT – JULY 2016** – Chief Wilson summarized the monthly activity report for July. Mayor Thallemer entertained a motion to approve the July monthly activity report. Board Member Streeter made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**MONTHLY EXPENDITURE REPORTS – JULY 2016** – Chief Wilson summarized the monthly Operating Fund and Equipment Replacement Fund expenditure reports for July. Mayor Thallemer entertained a motion to approve the July expenditures as presented. Board Member Streeter made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**TRENTON RAPP – WCHS CO-OP STUDENT** – Chief Wilson notified the Board members that Trenton Rapp is the new co-op student for the 2016-2017 school year. Trenton started the beginning of the school year; Chief Wilson received Board of Works approval for his hire.

### **UNFINISHED BUSINESS –**

### **NEW BUSINESS –**

**TRAINING CENTER INFRASTRUCTURE MAINTENANCE GRANT – PERMISSION TO ACCEPT GRANT** – Chief Wilson asked permission from the Board members to apply to receive, through the Indiana Department of Homeland Security, a \$75,000 reimbursement grant. Chief Wilson indicated he is working with the Clerk-Treasurer's Office on the paperwork. Mayor Thallemer entertained a motion to apply for the \$75,000 grant. Board Member Nash made a motion to approve; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**PROBATIONARY FIREFIGHTER MILES WATERS – STATUS CHANGE** – Chief Wilson informed the Board members that Firefighter Waters will go before the Board of Works on September 16th

to be sworn in from Probationary Firefighter to Firefighter. Chief Wilson invited all Board members to attend. (Documentation attached to Minutes).

**BOOK OF STANDARDS, POLICIES AND BEST PRACTICES – REVIEW AND REQUEST TO APPROVE**

– Chief Wilson stated the department’s book of standards and policies has not been updated for several years, and this book will provide up-to-date department standards, policies and best practices. Chief Wilson noted he had distributed the books to the Board members prior to the meeting for review. After a few corrections, the book has been approved by the Battalion Chiefs and Human Resources. Chief Wilson asked the Board members for questions and/or approval of the book for presentation to the Board of Works for final approval and adoption; he explained the difference between standards, policies and best practices. Board Member Burner made a motion to approve; seconded by Board Member Streeter. Mayor Thallemer questioned whether the dive team activation was collaborated with the police department. Chief Wilson confirmed that Chief Whitaker has reviewed, advised and approved the dive team best practices. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**STATION 3 – ESTIMATE OF CONSTRUCTION AND APPROVAL OF STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT**

– Chief Wilson forwarded the proposal from Martin Riley; in his cover letter he indicated the first phase in 2016 was \$4.4 million. Changes have been made to the structure and Martin Riley has reduced their GAI and study permits ad-on from 15% to 8%. These changes have reduced the cost to \$3.6 million. Chief Wilson presented to the Board members the “Standard Form of Agreement Between Owner and Architect” prepared by Martin Riley, and asked for approval of the Agreement in order to complete the design work, building plans and budgeting assistance. Aimee Shimasaki from Martin Riley was present at the meeting and presented a 3-D form of Station 3. A discussion took place regarding the soft costs and professional services fees presented in January 2016 vs. the current fees as presented. Aimee explained in January 2016 a percentage was used for budgeting purposes to bring it forward in the estimate since it was early in the design. The soft costs and professional services fees were lumped together. The current fees as presented broke out the soft costs and professional services fees for contract purposes. Mayor Thallemer confirmed with Aimee the contracted amount will not exceed \$290,000 and asked her to clarify the original estimate’s professional fees prior to the next Board of Works meeting. Fire Territory Attorney Grossnickle noted that on the Billing Rate Schedule, Exhibit C, the consultant and reimbursable expenses rate was not changed from 15% to 8% as agreed upon and as indicated throughout the Agreement elsewhere. Mayor Thallemer entertained a motion to approve as presented. Board Member Burner made a motion to approve the Agreement; seconded by Board Member Nash. No further discussion or questions. All members present were in favor. (Documentation attached to Minutes).

**TRAVEL REQUESTS –**

1. AHJ & Facility Managers Seminar
2. IABO Member Benefit Days and Meeting
3. Paratech Trench University
4. 2016 Fire Inspectors Training Conference
5. Paratech University – Heavy Lift & Stabilizing
6. State Wide Technical Rescue Training – MUTC Drill

Chief Wilson gave a brief overview of the travel requests. No questions were raised. Mayor Thallemer entertained a motion to approve all travel requests. Board Member Streeter made a motion to approve, seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**OTHER MATTERS THAT MAY COME BEFORE THE BOARD –**

**OCTOBER 4<sup>TH</sup> MEETING – DATE CHANGE TO OCTOBER 11<sup>TH</sup>** – Chief Wilson asked that the October 4<sup>th</sup> meeting be moved to October 11<sup>th</sup>. Board Members were in agreement with the date change and duly noted by Mayor Thallemer.

**MEETING REVIEW –**

NO ITEMS CARRIED FORWARD

NO VISITORS' QUESTIONS AND COMMENTS

A list of today's guests is attached.

**ADJOURNMENT –**

Mayor Thallemer entertained a motion to adjourn. Board Member Nash made a motion to adjourn; seconded by Board Member Streeter.

**ATTEST:**

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Shirley Fetrow, Recording Secretary

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Sheila Burner, Board Member

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Mike Klondaris, 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