

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

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, December 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 Gordon Nash and Sheila Burner. Also present Fire Chief Michael Wilson, Fire Territory Attorney Andrew Grossnickle and Recording Secretary Shirley Fetrow

ABSENT: Board Members Mike Klondaris and Joe Streeter

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

### **MINUTES –**

The November 1, 2016 meeting was canceled due to lack of quorum. After no additions or corrections were noted for the October 11, 2016 meeting, Board Member Burner made a motion to accept the Minutes as written; seconded by Board Member Nash. No further discussion. All members present were in favor.

### **RECOGNITION OF VISITORS –**

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

**MONTHLY ACTIVITY REPORTS – SEPTEMBER AND OCTOBER 2016** – Chief Wilson summarized the monthly activity reports for September and October 2016. (Documentation attached to Minutes).

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

### **UNFINISHED BUSINESS –**

### **NEW BUSINESS –**

**PRO AIR – KOORSEN FIRE & SECURITY AGREEMENT (NOVEMBER 1 AGENDA)** – Chief Wilson indicated this agreement covers the yearly inspection for the fill stations used for filling the SCBA tanks. Fire Territory Attorney Grossnickle made note that this Agreement has a 30-day written notice to cancel or it auto renews. Mayor Thallemer entertained a motion to approve. Board Member Nash made the motion to approve; seconded by Board Member Burner. All members present were in favor. (Documentation attached to Minutes).

**EMERGENCY REPORTING AGREEMENT (NOVEMBER 1 AGENDA)** – Chief Wilson indicated the Agreement will replace the Firehouse reporting system program. The Agreement was approved at the December 2, 2016 Board of Works. Chief Wilson noted the program is more in-depth, has the potential of eliminating other programs we use, and more cost effective. It is Internet based and not restrictive. Fire Territory Attorney Grossnickle has reviewed the Agreement indicating it is fairly standard. It does have a termination clause, 30-day written notice in advance. He also noted if there is a dispute, the Agreement is governed by the laws of the

State of Washington, and has a Statute of Limitations of 6 months. Fire Territory Attorney Grossnickle also reviewed the current Firehouse Agreement and found no language pertaining to automatic renewal. Fire Territory Attorney Grossnickle indicated he will prepare a letter notifying Firehouse the Agreement will not be renewed and we will allow the Agreement to expire as of August 1, 2017. Mayor Thallemer entertained a motion to approve. 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).

**CFS INSPECTIONS – ANNUAL AERIAL INSPECTION (NOVEMBER 2016)** - Chief Wilson stated this Agreement was approved at the November 4, 2016 Board of Works. CFS has provided the annual aerial truck inspection for the past few years. (Documentation attached to Minutes).

**CFS REPORT OF INSPECTION** – Chief Wilson noted the aerial truck inspection has taken place and the truck “passed with flying colors”. (Documentation attached to Minutes).

Mayor Thallemer entertained a motion to approve both the CFS Inspections’ annual aerial inspection and the CFS report of inspection. Board Member Nash made the motion to approve; seconded by Board Member Burner. No further discussion. All members present were in favor.

**WARSAW VOLUNTEER FIRE DEPARTMENT 2017 AGREEMENT** – Chief Wilson highlighted some of the changes made to the Agreement: (1) Page 2, Section 3.1 – This agreement shall be for a fixed term of six (6) months beginning January 1, 2017 through June 30, 2017, along with the option to renew this agreement for an additional six (6) month term to begin July 1, 2017 through December 31, 2017. (2) Page 2, Section 3.2 – The Fire Territory will pay the sum of \$15,000 to the Warsaw Volunteer Fire Department which payment is to be made on or before June 1, 2017, subject to the other provisions of this Agreement and Section 4.5. Chief Wilson stated the fire territory management is pursuing the option of a part-time program to help fill seats in the engines as progression is made into Station 3. Mayor Thallemer entertained a motion to approve. Board Member Burner made the motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**PROVIDER UNIT AND PARTICIPATING UNIT EXECUTIVE BOARD APPOINTMENTS** – Mayor Thallemer indicated the Fire Territory Board Members representing the City of Warsaw for 2017 will remain the same; Mayor Joseph Thallemer and Board Member Mike Klondaris. Board Member Burner indicated the Fire Territory Board Members representing Wayne Township will also remain the same; Wayne Township Trustee Sheila Burner and Board Member Gordon Nash. Mayor Thallemer and Wayne Township Trustee Burner have both elected to retain Board Member Joe Streeter as the independent member. All members present were in favor.

**FIRE CHIEF RECOMMENDATION FROM EXECUTIVE BOARD TO PROVIDER UNIT** – Mayor Thallemer entertained a motion for the recommendation of the Fire Chief for 2017. Board Member Nash made a motion to retain Michael Wilson as Fire Chief; seconded by Board Member Burner. No further discussion. All members present were in favor.

#### **TRAVEL REQUESTS –**

1. **Instructor 1 (November 1 Agenda)**
2. **National Child Passenger Safety Certification (November 1 Agenda)**
3. **1977 Fund Pension Secretary Seminar**
4. **Spartan Truck Inspection**
5. **Company Officer Academy**

Chief Wilson summarized the travel requests. Mayor Thallemer entertained a motion to approve. Board Member Burner made the 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 –**

A discussion took place regarding the Warsaw Common Council and Wayne Township Advisory Board's representation in the design, construction and input of Station 3. Chief Wilson's initial thoughts comprise members from the Fire Territory Board, Warsaw Common Council, Wayne Township Advisory Board and fire department personnel. Mayor Thallemer requested a committee be formed and voted on at the January 2017 meeting. Chief Wilson will contact representatives from Martin Riley for their insight and recommendations.

**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 the motion to adjourn; seconded by Board Member Burner.

**ATTEST:**

\_\_\_\_\_  
Shirley Fetrow, Recording Secretary

\_\_\_\_\_  
Sheila Burner, Board Member

\_\_\_\_\_  
Mike Klondaris, Board Member

\_\_\_\_\_  
Gordon Nash, Board Member

\_\_\_\_\_  
Joseph Streeter, Board Member

\_\_\_\_\_  
Dr. Joseph Thallemer, Board Member