

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

December 5, 2017

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, December 5, 2017 at 4:00 P.M. in the 2nd Floor Conference Room at City Hall. The following persons were noted as present or absent:

PRESENT: Mayor Joseph Thallemer, Board Members Mike Klondaris, Sheila Burner, Gordon Nash 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.

Mayor Thallemer asked the Fire Territory Board Members if they were willing to serve in 2018. All members confirmed they were willing to serve for another term. Mayor Thallemer reiterated the term is for one year; the Provider Unit consists of two members – City of Warsaw Mayor and City Council Member; the Participating Unit consists of two members – both from Wayne Township; one independent member agreed upon by the Provider Unit and Participating Unit.

MINUTES –

The November 7, 2017 meeting was canceled. After no additions or corrections were noted, Board Member Streeter made a motion to approve the October 3, 2017 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 RESPONSE REPORT – SEPTEMBER 2017 – Chief Wilson summarized the monthly response report for September 2017. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORTS – SEPTEMBER 2017 – Chief Wilson summarized the monthly Operating Fund and Equipment Replacement Fund expenditure reports for September 2017. Mayor Thallemer entertained a motion to approve the September expenditure reports. Board Member Klondaris made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Chief Wilson provided to the Fire Territory Board Members, in addition to the Operating Fund and Equipment Replacement Fund expenditures, the expenditures report for Fund 406 (City Capital Projects Fund for Station 3). Mayor Thallemer explained that Martin Riley Architects provide an Architect's Certificate for Payment certifying construction work completed by Mosaic Building Solutions. This Certificate should go to the Board of Works for payment approval. Application No. 1 was on the approved October 25, 2017 Board of Works docket for payment; however, permission to pay was not presented to the Board of Works prior to processing the payment. Mayor Thallemer asked Chief Wilson to consult with Clerk-Treasurer Christiansen to see if Application No. 1 should go before the Board of Works. Application No. 2 was presented to the Board of Works for payment December 1, 2017. Mayor Thallemer entertained a motion to approve the expenditures for Fund 406. Board Member Klondaris made a motion to approve; seconded by Board Member Burner. No further discussion. All members present were in favor. (Documentation attached to Minutes).

FIREFIGHTER PERSONAL PROTECTION VESTS – Chief Wilson displayed a personal protection vest that was purchased for all fire department members. Chief Wilson explained the importance of the vests as fire department members make first responder calls, work with law enforcement and have the potential of an active shooter in the schools or industry.

GRADE SCHOOL FIRE SAFETY EDUCATION – Chief Wilson distributed copies of the grade schools' fire safety booklets distributed to students in the Warsaw Community School Corporation.

UNFINISHED BUSINESS –

NEW BUSINESS –

PERMISSION TO ACCEPT GRANTS FOR HEAVY RESCUE EXTRICATION EQUIPMENT – Mayor Thallemer noted that the Permission to Accept Grants has been approved at the Board of Works. Chief Wilson indicated the Grants are designed for the Warsaw-Wayne Fire Territory to be the holding department with the equipment being disbursed to Syracuse, Pierceton, Etna Green, Silver Lake and Milford which are the outlining heavy rescue areas. The Warsaw-Wayne Fire Territory will provide joint training to the departments receiving the equipment. Mayor Thallemer entertained a motion to approve the Permission to Accept Grants. 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).

MOBILE EYES INSPECTION PROGRAM – CONTRACT APPROVAL – Chief Wilson indicated this software is a stand-alone program that works in conjunction with the department's recently purchased Emergency Reporting software and will be utilized by Fire Marshal Fretz for building occupancies and inspections. Chief Wilson noted the contract has been approved at the Board of Works on November 17, 2017. Mayor Thallemer entertained a motion to approve. Board Member Nash made a motion to approve; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

EMERGENCY REPORTING – SERVICE AGREEMENT APPROVALS (EMS MODULE AND CAD LINK) – Chief Wilson indicated the EMS Module is the reporting system that works in conjunction with Advanced Life Support (ALS) reporting. This EMS Module meets the reporting requirements required by State Law. Prior to the department's ALS certification, reporting consisted of EMS assists; however, the department's ALS Certification now requires submission of medical reports. CAD Link is a communication system that works with dispatch that instantly provides the run information to the department's iPads which starts the reporting system. Chief Wilson asked for approval to move into the next phase of the EMS Module and CAD Link Program. Mayor Thallemer entertained a motion to approve. 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).

MOSAIC BILLING / PAYMENT OF STRUCTURAL CLAIM – As noted previously, Chief Wilson indicated the Mosaic Building Solutions' Application No. 2 was presented to the Board of Works December 1, 2017 for payment. Hereafter, Chief Wilson indicated payment approval will come before the Fire Territory Board prior to the payment approval request to the Board of Works. Mayor Thallemer entertained a motion to approve Application No. 2. Board Member Klondaris made a motion to approve; seconded by Board Member Streeter. No further discussion. All members present were in favor. (Documentation attached to Minutes).

WARSAW VOLUNTEER FIRE DEPARTMENT 2018 AGREEMENT – Chief Wilson indicated the Officers of the Warsaw Volunteer Fire Department will sign the 2018 Agreement at their December 7, 2017 meeting. Chief Wilson noted the contract amount has been reduced from \$36,000/year to \$10,000/year; the volunteer department is financially secure at this time, and the amount has been agreed upon between the two parties involved. Chief Wilson stated the Warsaw-Wayne Fire Territory is again overseeing the volunteers - providing training, meeting location and providing a better working relationship between the two parties; the volunteers are maintaining and controlling their finances which includes, but not limited to, purchasing of fire gear and other items. Mayor Thallemer noted the purpose of continuing the volunteer program is to provide the young people in the community the opportunity to get involved with

the fire service, provide potential training ground for new firefighters or part-time firefighters, and to give an outlet for new or part-time firefighters. Fire Territory Attorney Grossnickle has worked with both parties to finalize the Agreement. Fire Territory Attorney Grossnickle noted the Agreement is not a binding contract until the Warsaw Volunteer Fire Department Officers sign the agreement. Mayor Thallemer entertained a motion to approve and sign at today's meeting the 2018 Agreement. Board Member Streeter made a motion to approve; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

PROVIDER UNIT AND PARTICIPATING UNIT EXECUTIVE BOARD APPOINTMENTS – As discussed after the Noted Quorum at the beginning of today's meeting, all members are willing to serve on the 2018 Board.

FIRE CHIEF RECOMMENDATION FROM EXECUTIVE BOARD TO PROVIDER UNIT - After a short discussion regarding the appointment of the Fire Chief for 2018, Mayor Thallemer entertained a motion to reappointment Fire Chief Wilson. All members present were in favor.

TRAVEL REQUESTS –

Chief Wilson summarized the travel requests as listed on the WWFT Travel Requests spreadsheet and made available further documentation for board members' review. Mayor Thallemer entertained a motion to approve the travel requests. 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).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD –

The Fire Territory Board Meeting scheduled for Tuesday, January 2, 2018 will be rescheduled for Tuesday, January 9, 2018. It will take place at 4:00 p.m., second floor conference room at City Hall.

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 Streeter made the motion to adjourn; seconded by Board Member Nash. All members present were in favor.

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