

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
March 27, 2018  
4:00 P.M.  
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, March 27, 2018 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, Sheila Burner, and Joe Streeter. Also present Fire Chief Michael Wilson, Fire Territory Attorney Andrew Grossnickle and Recording Secretary Shirley Fetrow

ABSENT: Board Member Gordon Nash

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 Klondaris made a motion to approve the March 6, 2018 Minutes as written; seconded by Board Member Burner. No further discussion. All members present were in favor.

#### **RECOGNITION OF VISITORS –**

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

**MONTHLY RESPONSE REPORT – FEBRUARY 2018** – Chief Wilson summarized the monthly response report for February 2018. (Documentation attached to Minutes).

**MONTHLY EXPENDITURE REPORTS – FEBRUARY 2018** – Chief Wilson summarized the monthly Operating Fund (Fund 103), Equipment Replacement Fund (Fund 410) and City Capital Projects Fund (Fund 406) expenditure reports for February.

Mayor Thallemer entertained a motion to approve the February expenditure report for the Operating Fund. Board Member Streeter made a motion to approve; seconded by Board Member Klondaris. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer entertained a motion to approve the February expenditure report for the Equipment Replacement Fund. Board Member Burner made a motion to approve; seconded by Board Member Streeter. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer entertained a motion to approve the February expenditure report for the City Capital Projects Fund. Board Member Klondaris made a motion to approve; seconded by Board Member Burner. All members present were in favor. (Documentation attached to Minutes).

**STATION 3 CONSTRUCTION SCHEDULE** – Chief Wilson stated Mosaic Building Solutions has a supervisor on site during the day working with the crews, and all current issues have been fixed. Chief Wilson also stated the final inspection is scheduled for July 26<sup>th</sup> with the punch list scheduled for August 2<sup>nd</sup> and final turnover around August 10<sup>th</sup>. Trusses are set, roof covering is on, walls are up on the equipment bay and almost all of the block walls inside the living quarters are done. Chief Wilson indicated he is keeping Lutheran EMS up-to-date on the

progress. The question was raised as to the installation schedule for the tornado siren. Chief Wilson indicated he would ask for a time frame at the construction meeting that will be held on March 28<sup>th</sup>. (Documentation attached to Minutes).

**CITY WIDE RADIO SYSTEM UPGRADE – J & K COMMUNICATIONS, INC.** – Chief Wilson advised that the Board of Works approved the contract and the City of Warsaw is moving forward with a city-wide radio communication program. Chief Wilson provided a contract worksheet showing the annual installment over a three-year period and the fund appropriation. (Documentation attached to Minutes).

#### **UNFINISHED BUSINESS –**

**SQUAD 13-4** – Chief Wilson had previously presented to the Fire Territory Board a request to allow the Equipment Replacement Committee to start designing and pricing the replacement engine for Squad 13-4. At that time Mayor Thallemer asked Chief Wilson to update the current vehicle listing showing placement of the trucks at each station. Chief Wilson provided a spreadsheet listing vehicle, station, description, year, make, model, miles, VIN number and cost. Chief Wilson also provided a spreadsheet listing apparatus, cost, life expectation, replacement date and replacement estimated cost. After a discussion, Board Member Streeter made a motion for the committee to start the design and pricing process. After further discussion, the motion was seconded by Board Member Burner. All members present were in favor. (Documentation attached to Minutes).

#### **NEW BUSINESS –**

##### **RIGHT STUFF SOFTWARE CORPORATION – CITY-WIDE PAYROLL SOFTWARE CONTRACT –**

Mayor Thallemer stated this is a city-wide payroll software contract approved at the Board of Works in February. Fire Territory Attorney Grossnickle noted it contains an auto-renewal clause after three years and in order to terminate the contract, notification is to be made in writing 90 days prior to the expiration of the first term. Mayor Thallemer entertained a motion to approve the contract. 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).

**MOSAIC BUILDING SOLUTIONS APPLICATION NO. 6 – PERMISSION TO PAY** – Mayor Thallemer indicated Application No. 6 totaled \$111,672.00; Aimee Shimasaki from MartinRiley Architects certified that the work has been done and approved the payment amount. Mayor Thallemer entertained a motion to pay. Board Member Klondaris made the motion; seconded by Board Member Burner. No further discussion. All members present were in favor. (Documentation attached to Minutes).

**MOSAIC BUILDING SOLUTIONS APPLICATION NO. 7 – PERMISSION TO PAY** – Mayor Thallemer indicated Application No. 7 totaled \$407,511.90 also certified by MartinRiley Architects. Mayor Thallemer entertained a motion to pay. Board Member Streeter made a motion to pay; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

#### **TRAVEL REQUESTS –**

Chief Wilson summarized the travel requests as listed on the WWFT Travel Requests spreadsheet. Mayor Thallemer entertained a motion to approve the travel requests. 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).

**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 –**

Mayor Thallemer entertained a motion to adjourn. Board Member Burner made the motion to adjourn; seconded by Board Member Streeter. All members present were in favor.

**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