

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

August 6, 2019

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, August 6, 2019 at 4:00 P.M. in the City Hall Council Chambers. The following persons were noted as present or absent:

PRESENT: Mayor Joseph Thallemer, Board Members Mike Klondaris and Jeanie Stackhouse. Also present Fire Chief Michael Wilson, Fire Territory Attorney Andrew Grossnickle and Recording Secretary Shirley Fetrow

ABSENT: Board Members Gordon Nash and Brandon Schmitt

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

Mayor Thallemer noted two members absent; however, there is a quorum and three votes will be necessary to take action on any items presented.

MINUTES –

After no additions or corrections were noted, Mayor Thallemer entertained a motion to approve the July 2, 2019 Minutes as written. Board Member Klondaris made a motion to approve as written; seconded by Board Member Stackhouse. No further discussion. All members present were in favor.

RECOGNITION OF VISITORS –

Mayor Thallemer welcomed the visitors in attendance.

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

MONTHLY RESPONSE REPORT – JUNE 2019 – Chief Wilson summarized the monthly response report for June 2019. In this report, Chief Wilson also included a monthly response report provided by Lutheran EMS. Tony Doyle, Lutheran EMS, was present and summarized Lutheran's report. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORTS – JUNE 2019 – Chief Wilson summarized the Operating Fund (Fund 103) monthly expenditure report for June 2019. Mayor Thallemer entertained a motion to approve the expenditures. Board Member Stackhouse made a motion to approve; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Chief Wilson summarized the Equipment Replacement Fund (Fund 410) monthly expenditure report for June 2019. Board Member Klondaris made a motion to approve the expenditures; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer noted that no money was expended out of the City Capital Projects Fund (Fund 406). Chief Wilson indicated a meeting will be scheduled at the end of August with the attorneys, City officials, fire territory officials and Martin Riley Architects. Mayor Thallemer entertained a motion to approve. Board Member Klondaris made a motion to approve; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

UNFINISHED BUSINESS –

NEW BUSINESS –

2020 FIRE TERRITORY BUDGET – Mayor Thallemer noted that Chief Wilson will be presenting the Fire Territory budget to the Common Council on August 19, 2019. Mayor Thallemer noted there are 27 pays in 2020 that will impact the budget a reasonable amount. Chief Wilson began with summarizing the Operating Fund (103).

Operating Fund 103: **Personal Services** -- (1) 27 pays, (2) addition of EMS Coordinator position, (3) 10.40% overall increase; **Supplies** – (1) 0.00% increase; **Other Services and Charges** – (1) Professional Services 15.81% decrease due to reduction of cost for city-wide server, (2) Communication and Transportation 0.00% increase, (3) Printing and Advertising 0.00% increase, (4) Insurance 19.75% decrease due to removal of Volunteer W/C and Accident insurance, and reduction in W/C insurance, Auto, Property, Inland Marine, Liability insurance, (5) Utility Services 0.00% increase, (6) Repairs and Maintenance slight increase of 5.49%, (7) 5.24% overall decrease; **Capital Outlays** – (1) Machinery and Equipment 0.00% increase, (2) Other Capital Outlays 56.38% decrease due to moving fire hose and tornado siren purchases to the Equipment Replacement Fund. The total Operating Fund increased 7.88% for 2020. Mayor Thallemer entertained a motion to send a favorable recommendation to the Common Council for the Operating Fund 103 Budget. Board Member Stackhouse made the motion; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Equipment Replacement Fund 410: **Other Services and Charges** – (1) 100% increase due to a new line item for Station 2 architectural design costs to look at structural changes with the potential of remodel, (2) Repairs and Maintenance 20.83% increase due to an increase for Station 2 structural repairs and maintenance. Chief Wilson indicated City Engineer James Emans recommended hiring an architectural firm to look at Station 2's structure. Chief Wilson noted two companies have been contacted; **Capital Outlays** – (1) Machinery and Equipment 457.87% increase due to the addition of the line item for County-Wide Communications in the amount of \$300,000. Chief Wilson noted that Kosciusko County officials hired an outside agency to look at Kosciusko County as a whole and all emergency services within the county. The budgeted cost represents ownership and partnership in the project. Mayor Thallemer noted this project would be in collaboration with the County and State Government to improve the communications in Kosciusko County. This is a placeholder not knowing what the costs will be. Chief Wilson noted the total Equipment Replacement Fund decreased 6.51% for 2020. Mayor Thallemer entertained a motion to send a favorable recommendation to the Common Council for the Equipment Replacement 410 Budget. Board Member Stackhouse made the motion; seconded by Board Member Klondaris with further discussion to take place with Chief Wilson prior to the final approval by the Common Council. All members present were in favor. (Documentation attached to Minutes).

Fire Pension Fund 801 – Mayor Thallemer indicated the Fire Pension Fund is City pension obligations with the majority coming from the State; there is a small property tax amount. Mayor Thallemer entertained a motion to approve the Fire Pension 801 Budget. Board Member Stackhouse made the motion; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Fire Territory Hazardous Materials Response Fund 247 – Chief Wilson indicated this fund is used to purchase hand tools and absorbent materials. Mayor Thallemer noted this is a non-tax supported budget. When materials are used at a haz-mat incident, the department has the resources to bill for the materials used. Board Member Klondaris made a motion to approve; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS – No questions were raised regarding the travel requests submitted. Board Member Klondaris made a motion to approve; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD –

Chief Wilson provided an update on the Baby Box indicating it has been installed and currently waiting for the alarm company. Once the alarm system has been connected, the organization will complete the final steps with a christening shortly thereafter.

MEETING REVIEW –

NO ITEMS CARRIED FORWARD

A list of today’s guests is attached.

ADJOURNMENT –

Mayor Thallemer entertained a motion to adjourn. Board Member Klondaris made the motion to adjourn; seconded by Board Member Stackhouse. No further discussion. All members present were in favor.

ATTEST:

Shirley Fetrow, Recording Secretary

Jeanie Stackhouse, Board Member

Mike Klondaris, Board Member

Gordon Nash, Board Member

Brandon Schmitt, Board Member

Dr. Joseph Thallemer, Board Member