

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

May 11, 2010

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, May 11, 2010 at 4:00 P.M. in the City of Warsaw Council Chambers at City Hall. The following persons were noted as present or absent:

PRESENT: Board Members Michael Reed, Sheila Burner, Joseph Streeter, and Mayor Ernie Wiggins. Also present Fire Territory Attorney David Cates, Recording Secretary Shirley Fetrow, and Fire Chief Mike Rice

ABSENT: Board Member George Clemens

Mayor Ernie Wiggins called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed. A quorum was noted with four Board members present.

MINUTES –

Joe Streeter made a motion to approve the March 9, 2010 Minutes; seconded by Sheila Burner. (No meeting was held in April, 2010). No further discussion. All were in favor. Motion carried.

RECOGNITION OF VISITORS –

Mayor Wiggins welcomed visitors.

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

FIRE DEPARTMENT MONTHLY REPORTS FOR MARCH AND APRIL 2010 –

Fire department run reports were submitted for March and April 2010. Chief Rice indicated the majority of dollar loss was the Lincoln Apartments fire. (Monthly reports attached to Minutes).

MARCH AND APRIL 2010 EXPENDITURES REPORTS -

Expenditure reports were submitted for March and April 2010. Chief Rice stated that the budget is in line. The Utilities, Other Services and Professionals encumbered percentages are high; the money has been encumbered but not expended. (Monthly reports attached to Minutes).

UNFINISHED BUSINESS –

FIRE TERRITORY BUDGET –

Chief Rice indicated that the Fire Territory budget was cut \$55,000 approximately one month ago. This relates to the property tax cap. Mayor Wiggins stated that the City's budget is affected by approximately \$362,000 because of the caps. Mayor Wiggins stated that the Fire Territory is different from the City since the Fire Territory did not start out with an operating balance. Mayor Wiggins would be inclined to let the cash balances down since the Legislature may start cutting the balances on what they will let us have in lieu of cutting the budget.

NEW BUSINESS –

FAMILY SAFETY DAY GRANT APPLICATIONS -

Chief Rice stated that the fire department sponsors Family Safety day each year, and the event is funded through donations and grants with a small portion funded through the fire department budget. The Board of Works granted permission to apply for the grants on April 9, 2010. Applications have been submitted for a Kosciusko REMC Operation RoundUp Grant in the amount of \$3,000; K21 Foundation Grant for \$3,000; Kosciusko Community Foundation Grant

for \$2,000; and Kosciusko County Convention Recreation & Visitor Commission Grant for \$1,500. (Documentation attached to Minutes).

CAPTAIN PROMOTION –

At the April 23, 2010 Board of Works meeting, Chief Rice asked the Board to approve the promotion of Lieutenant Brooke Murphy to the Captain position. Captain Murphy has been on the department for nine years, and is a good fit for the position. (Documentation attached to Minutes).

IDHS GRANT AWARDED –

Chief Rice stated that the department applied for this grant in May, 2009. The grant has been awarded for a reduced amount of \$14,967.00. The grant will be used to buy training materials, a laptop and programs for the laptop. This is a 10% matching grant with money available in the fire territory budget. (Documentation attached to Minutes)

APPROVAL TO REPLACE DRIVEWAY AT STATION #2 –

Chief Rice presented a quote from Phend & Brown, Inc. for concrete work at Station #2. The front driveway approach at Station #2 has deteriorated over the years due to age and additional weight of the fire trucks. Chief Rice indicated that the Area #1 Concrete quote includes 8” of concrete plus an additional 6” of concrete where the outriggers are set for the ladder truck. The alternate to the Area #1 quote would be to increase the 8” depth to 10” depth for an additional \$5,239.50. Chief Rice recommended the additional cost, and stated the budget could support the additional cost. Chief Rice is asking for approval of the Area #1 quote. The Area #2 quote is east of the station which is currently sidewalk and grass. Chief Rice stated that due to the cost, he is not recommending this option. The quotes provided do not include removal of the old concrete and the prep for the new concrete. This will be handled by the City’s Street Department. Chief Rice indicated that the Street Department could possibly begin work the middle of June, depending on the weather. Joe Streeter made a motion to include the alternate 2” additional concrete in the Area #1 Concrete quote; Sheila Burned seconded the motion. All were in favor. (Documentation attached to Minutes).

FIRE DEPARTMENT TRAINING 2010 THROUGH 2012 –

Chief Rice has put together a 3-year training plan. Skills to be sustained and/or increased include technical rescue awareness, haz-mat operations and technician levels, driver/operator certification, live burn training, first responder medical assist, building construction, EMT and EMT-A certification.

Chief Rice is asking the Board for support of the EMT and EMT-A certifications. Mel Tucker, EMS Director at Multi-Township EMS was available for questions. Chief Rice stated that the certifications would benefit the community by providing patients with more advanced medical care when the fire department is first to arrive on scene. The technical rescue team would also benefit from the EMT-A certification. OSHA does not allow a non-certified medical person to go into a collapsed building or trench. Chief Rice indicated the cost could run as high as \$1,000/person; however, there is a federal grant available that would cover the cost of the instructor’s fee, books and possibly additional overtime incurred.

Mel Tucker spoke indicating that Multi-Township EMS supports the idea. He stated they have three instructors on staff qualified to train EMT and EMT-A, and the cost may go up or down based on whether they can use instructors from their department. If they can, they would pick up the hourly cost of the instructors. For materials (books and workbooks) alone, the total cost would be approximately \$2,500. Mr. Tucker stated that the fire department does a lot for Multi-Township EMS and he would like to give something back. Mr. Tucker also indicated there are some online training options that might help with the logistics of training three shifts. Mr. Tucker stated that the average cost runs \$600 - \$1,100 per person unless they could help with instructors.

Chief Rice stated he would like to know if the Board would support the department moving ahead, and present to the Board a program, documentation, and cost, along with a plan for implementation. Board members gave the OK to proceed. (Documentation attached to Minutes).

MEETING DATE CHANGE –

Chief Rice asked the Board to consider changing the monthly Fire Territory Board meetings to the first week of the month. By making this change, the Territory Board meetings would be held

prior to the City's two Board of Works meetings. Mayor Wiggins stated it would be preferable for the Fire Territory Board to give their approval before going to the Board of Works. Mike Reed made the motion to change the meetings to the first Tuesday of each month; seconded by Joe Streeter. All were in favor. The next monthly meeting will be held on Tuesday, June 1st, 4:00 p.m. (Documentation attached to Minutes).

INTERLOCAL AGREEMENT –

Mr. Cates indicated there were questions pertaining to the Board of Works approving Fire Territory written contracts. He indicated that as long as the Fire Territory Board approves the contracts, it's not an issue if they are approved by the Territory Board before or after they go to the Board of Works. The Interlocal Agreement that is in place is a very flexible agreement and allows a lot of leeway in the operation of the Fire Territory.

OTHER MATTERS THAT MAY COME BEFORE THE BOARD –

There were no other matters to come before the Board.

A list of guests attending today's meeting is attached.

ADJOURN –

There being no further business to come before the Board, Motion was made by Joe Streeter to adjourn, seconded by Mayor Ernie Wiggins. All were in favor.

ATTEST:

Shirley Fetrow, Recording Secretary

Sheila Burner, Board Member

George Clemens, Board Member

Michael Reed, Board Member

Joseph Streeter, Board Member

Ernest Wiggins, Board Member