

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
August 11, 2009  
4:30 P.M.  
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, August 11, 2009 at 4:30 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, George Clemens and Ernest Wiggins. Also present Recording Secretary Shirley Fetrow, Fire Chief Mike Rice, Fire Marshal Michael Wilson, Lieutenant Brooke Murphy, Lieutenant Aaron Bolinger, HR Director Jennifer Whitaker, Clerk-Treasurer Elaine Call and City Council Member Kyle Babcock.

**ABSENT:** None.

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

**MINUTES -**

The Minutes from the July 14, 2009 Regular Session were presented for approval. Board Member Joe Streeter made a motion to accept the Minutes as presented, seconded by Mike Reed. Motion carried by unanimous vote.

**REPORTS / ORAL & WRITTEN COMMUNICATIONS -**

**FIRE DEPARTMENT MONTHLY REPORT FOR JULY, 2009 –**

Chief Rice presented the fire department's run report for July. (Documentation attached to Minutes).

**LETTER TO WINONA LAKE TOWN COUNCIL –**

Chief Rice presented a letter from the City of Warsaw Common Council to the Winona Lake Town Council addressing automatic aid and mutual aid between the Warsaw Fire Department and Winona Lake Fire Department. Effective immediately, automatic aid with the Winona Lake Fire Department has ceased. The Warsaw Fire Department will assist with mutual aid only, and will provide mutual aid only after the Winona Lake Fire Department has exhausted all resources. Discussion followed. (Documentation attached to Minutes).

**UPDATE ON FIRE TRAINING FACILITY –**

Chief Rice stated that the Warsaw Fire Department has received approximately \$200,000 in grants for a fire training building. Currently specs are being written and advertising for bids will take place shortly.

**UNFINISHED BUSINESS –**

**FIRE TERRITORY FINANCING OPTIONS –**

Paige Gregory from H. J. Umbaugh & Associates was available to answer questions. Ms. Gregory explained the need for newly formed fire territories to borrow money their first year, and she provided available operating capital options. Options include the Territory borrowing from the City and/or Township, or the City and/or Township declaring their current fire budget dormant and transferring the money to the Territory.

**NEW BUSINESS -**

**2010 SALARY ORDINANCE –**

HR Director Jennifer Whitaker presented the 2010 Fire Territory Salary Ordinance Draft, Ordinance No. 2009-DRAFT, and indicated it is a continual work-in-progress document. Language and insurance amounts have been updated. The City Council will be addressing the issue of 27 pays for 2010. (Documentation attached to Minutes).

**LEGAL SERVICES QUOTES –**

Received one quote for legal services from Green, Cates & Grossnickle. A discussion followed. Chief Rice will contact Mr. Cates with follow up questions regarding the retainer fee. (Documentation attached to Minutes).

**UMBAUGH & ASSOCIATES – SERVICES PROVIDED AND FEES (EXHIBIT A)**

Ms. Gregory provided prior to today’s meeting “Exhibit A – Services Provided and Fees” schedule. (Documentation attached to Minutes). Ms. Gregory made available at the meeting today a formal Agreement for providing accounting support services. The Agreement will be put on the agenda for next month’s meeting.

**FIRE TERRITORY QUESTIONS AND ANSWERS -**

Ms. Gregory explained how she calculated the COIT for the revenue projections for the budget presented to the DLGF, and the procedures for the distribution of those taxes. Procedurally, the allocation of funds is approved by the City Council with the yearly budget. Questions were raised regarding the impact the distribution or lack of distribution of the COIT taxes would have on the Fire Territory’s budget and the City of Warsaw’s budget. Ms. Gregory also explained how the fire territory impacts Wayne Township’s fire levy and COIT.

Ms. Gregory clarified that the DLGF is stating there were no changes made to fire territories in the Special Session and there will remain one fire territory budget, one rate and one levy.

Clerk-Treasurer Call asked Ms. Gregory to explain the authority the Fire Territory Board holds. Ms. Gregory indicated that the State Statute doesn’t address a Fire Territory Board, but it gives you flexibility to create one. Ms. Gregory indicated that you should treat a fire territory as you would any other department. Mayor Wiggins indicated that all fire territory business will run through both Boards, but if timing issues arise, will go to the Board of Works with the Fire Territory Board made aware of what needs to be done and provide any comments.

**ADDITIONAL ITEMS NOT ON AGENDA –**

**FIRE TERRITORY REPRESENTATION ON EMS BOARD -**

City Council Member Kyle Babcock suggested that the Fire Territory Board appoints Sheila Burner to represent the Fire Territory on the Multi-Township EMS Executive Board since Sheila is currently a member of that Board. Mayor Wiggins indicated it will be looked in to and has been addressed.

**TIME CHANGE FOR BOARD MEETINGS –**

Meetings will continue to be held on the 2<sup>nd</sup> Tuesday of each month; however, the time has been changed from 4:30 p.m. to 4:00 p.m.

**ADJOURN –**

There being no further business to come before the Board, Motion was made by George Clemens to adjourn, seconded by Joe Streeter.

**ATTEST:**

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Shirley Fetrow, Recording Secretary

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Sheila Burner, Board Member

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George Clemens, Board Member

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Michael Reed, Board Member

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Joseph Streeter, Board Member

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Ernest Wiggins, Board Member