

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

November 10, 2009

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, November 10, 2009 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, George Clemens and Ernest Wiggins. Also present Fire Territory Attorney David Cates, Recording Secretary Shirley Fetrow, Division Chief/Training Officer Rob Barker, Fire Marshal Michael Wilson, and Paige Gregory from H. J. Umbaugh & Associates.

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 –

Mike Reed made a motion to approve the October 13, 2009 Minutes; seconded by Joe Streeter. No further discussion. All were in favor. Motion carried.

RECOGNITION OF VISITORS –

Mr. David Cates, Green, Cates & Grossnickle, was thanked for joining the Warsaw-Wayne Township Fire Territory. Mr. Cates came highly recommended from the legal community.

Paige Gregory from H. J. Umbaugh was recognized as attending the meeting.

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

FIRE DEPARTMENT MONTHLY REPORT FOR OCTOBER, 2009 –

Fire Marshal Wilson presented the fire department's run report for October noting that Fire Chief Rice was out of town and could not attend the meeting. He indicated that the majority of runs were rescue and medical assists, noting that good intent calls consisted of runs dispatched and canceled enroute as well as runs dispatched to a location where nothing was found. (Report attached to Minutes).

R. W. BASSETT OPERATIONAL STUDY AND RECOMMENDATIONS –

Fire Marshal Wilson distributed the Operational Study and Recommendations report prepared by R. W. Bassett. Chief Rice will discuss the report at the December 8th Board meeting. (Report attached to Minutes).

UPDATE ON TRAINING FACILITY –

Division Chief/Training Officer Rob Barker gave an update on the construction of the training tower. The project is still on track. The manufacturing company will deliver and set up the tower the week of December 7th.

The donated mobile home has been set and skirted. The mobile home has been totally furnished through donations.

In partnership with the District Training Council, the fire department received a shipping container to be used to build an SCBA (air pack) prop. It is approximately 150 feet in length, two stories with 10 different hazards.

The State of Indiana has purchased a 53-foot semi trailer that houses propane-fed props. Firefighters can train in different room scenarios. The Warsaw Fire Department will have the

trailer from November 12th to November 16th. Approximately 120 firefighters from surrounding fire departments will have the opportunity to train in this trailer.

UNFINISHED BUSINESS –

MARTIN RILEY FEASIBILITY STUDY AGREEMENT LANGUAGE –

Fire Marshal Wilson referenced an e-mail sent to Chief Rice from Jack Daniel, Martin Riley Architects. The e-mail addresses the question raised at last month's Fire Territory Board meeting regarding ownership of documents. (Copy of e-mail attached to Minutes).

FIRE TERRITORY FINANCING OPTIONS –

Paige Gregory, H. J. Umbaugh and Associates stated that hopefully the first tax draw for the fire territory will be June, 2010; however, it could be extended into September or thereafter. H. J. Umbaugh has prepared cash flows for the fire department to determine operating money needed for the entire year. H. J. Umbaugh's calculations indicate the Fire Territory could borrow \$2.4 million. Two options are available to provide this funding: (1) borrow from the City of Warsaw, or (2) tax anticipation warrant. Ms. Gregory estimated the cost to borrow from the City would be approximately \$25,000; the cost associated with a tax anticipation warrant would be approximately \$141,000.

Ms. Gregory also clarified how they calculated the COIT amount. The certified 2010 COIT has decreased \$760,000 since the initial financial analysis was prepared. The figures were prorated back through the City and Fire Territory bringing the Fire Territory's portion of COIT from approximately \$900,000 down to approximately \$700,000. This adjustment in COIT has increased the borrowed amount from \$2.2 million to \$2.4 million. Ms. Gregory will check with the State Board of Accounts as to whether the City can charge interest on the money loaned to the Fire Territory. (Detailed report is attached to Minutes). Discussion followed.

Ms. Gregory indicated that hopefully after the first year as a fire territory, the fire territory would not need to borrow additional money. Factors include the amount of equipment replacement money spent as well as the ending balance in the operating fund. Discussion followed.

NEW BUSINESS –

CONSULTING SERVICES AGREEMENT WITH R. W. BASSETT & ASSOCIATES –

This agreement with R. W. Bassett & Associates would provide consulting services related to an ISO-pre audit for the new Fire Territory. Four issues were discussed; (1) the Agreement applies to the Warsaw Fire Department instead of the Fire Territory, (2) the contract interpreted under the laws of the State of Illinois, (3) the indemnification provision language, and (4) the date in which the Agreement will commence. Mayor Wiggins made a motion to table the Agreement for clarification and revisions, and has asked Chief Rice to forward the revised Agreement to Mr. Cates for his review. Motion was seconded by George Clemens. All were in favor.

TRAVEL REQUESTS –

No travel requests noted.

ADJOURN –

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

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