

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

August 4, 2020

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, August 4, 2020 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 Jeanie Stackhouse, Mike Klondaris, Gordon Nash and Brandon Schmitt. Also present Fire Territory Attorney Andrew Grossnickle, Fire Chief Michael Wilson and Recording Secretary Shirley Fetrow

ABSENT: None

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, Mayor Thallemer entertained a motion to approve the March 3, 2020 Minutes. Board Member Klondaris made a motion to approve as written; seconded by Board Member Nash. No further discussion. All members present were in favor.

RECOGNITION OF VISITORS –

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

MONTHLY RESPONSE REPORT – JUNE 2020 – Chief Wilson summarized the monthly Fire Territory response report for June 2020. Scott Sigerfoos provided Lutheran EMS's responses January through June and summarized the month of June. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORTS – FEBRUARY THROUGH JUNE 2020 –

APRIL 7TH, 2020 AGENDA (FEBRUARY 2020 EXPENDITURES)

After review of the February expenditures Mayor Thallemer entertained a motion to approve the February 2020 expenditures for the Operating Fund (Fund 103). Board Member Schmitt made a motion to approve; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Chief Wilson noted that a 2016 Silverado was purchased in the amount of \$23,499 for the Assistant Chief. Mayor Thallemer entertained a motion to approve the February 2020 expenditures for the Equipment Replacement Fund (Fund 410). Board Member Schmitt made a motion to approve; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer entertained a motion to approve as presented the City Capital Projects Fund (Fund 406) for February 2020. There were no expenditures for the month of February. Board Member Klondaris made a motion to approve; seconded by Board Member Schmitt. No further discussion. All members present were in favor. (Documentation attached to Minutes).

MAY 5TH, 2020 AGENDA (MARCH 2020 EXPENDITURES)

After review of the March expenditures Mayor Thallemer entertained a motion to approve the March 2020 expenditures for the Operating Fund (Fund 103). Board Member Klondaris made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

After review of the March expenditures Mayor Thallemer entertained a motion to approve the March 2020 expenditures for the Equipment Replacement Fund (Fund 410). Board Member Klondaris made a motion to approve; seconded by Board Member Schmitt. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer entertained a motion to approve as presented the City Capital Projects Fund (Fund 406) for March 2020. There were no expenditures for the month of March. Board Member Schmitt made a motion to approve; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

JUNE 2ND, 2020 AGENDA (APRIL 2020 EXPENDITURES)

After review of the April expenditures Mayor Thallemer entertained a motion to approve the April 2020 expenditures for the Operating Fund (Fund 103). Board Member Schmitt made a motion to approve; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

After review of the April expenditures Mayor Thallemer entertained a motion to approve the April 2020 expenditures for the Equipment Replacement Fund (Fund 410). Board Member Nash made a motion to approve; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer entertained a motion to approve as presented the City Capital Projects Fund (Fund 406) for April 2020. There were no expenditures for the month of April. Board Member Schmitt made a motion to approve; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

JULY 7TH, 2020 AGENDA (MAY 2020 EXPENDITURES)

After review of the May expenditures Mayor Thallemer entertained a motion to approve the May 2020 expenditures for the Operating Fund (Fund 103). Board Member Schmitt made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer noted the expense to Smeal Spartan in the amount of \$288,281. Chief Wilson stated it was the chassis payment for the new Squad 13-4. A discount was applied if the chassis was paid for prior to moving the truck to Nebraska. Mayor Thallemer entertained a motion to approve the May 2020 expenditures for the Equipment Replacement Fund (Fund 410). Board Member Stackhouse made a motion to approve; seconded by Board Member Schmitt. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer entertained a motion to approve as presented the City Capital Projects Fund (Fund 406) for May 2020. There were no expenditures for the month of May. Board Member Schmitt made a motion to approve; seconded by Board Member Klondaris. No further discussion. All members present were in favor. (Documentation attached to Minutes).

AUGUST 4TH, 2020 MEETING (JUNE 2020 EXPENDITURES)

After review of the June expenditures Mayor Thallemer entertained a motion to approve the June 2020 expenditures for the Operating Fund (Fund 103). Board Member Stackhouse made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

After review of the June expenditures Mayor Thallemer entertained a motion to approve the June 2020 expenditures for the Equipment Replacement Fund (Fund 410). Board Member

Klondaris made a motion to approve; seconded by Board Member Schmitt. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer entertained a motion to approve as presented the City Capital Projects Fund (Fund 406) for June 2020. There were no expenditures for the month of June. Board Member Schmitt made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

EMERGENCY MEDICAL SERVICE TRAINING INSTITUTE – EMS Coordinator Chris Fancil stated that the department is already an Advanced Life Support service but with only six Advanced EMT's. If the department would be certified as an Emergency Medical Service Training Institute, the department could do its own class and save the expense of overtime, travel time and cost of the class. There would be a minimal expense for the class, primarily for books. The department has three primary instructors that could teach in-house. A tentative approval from the State has been given for certification. Once certified, the department would be able to teach First Responder classes, EMT classes and Advanced EMT classes. EMS Coordinator Fancil came before the Board to ask for approval to present the application for an EMS Training Institution. Mayor Thallemer entertained a motion to approve the submission of the application. Board Member Schmitt made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

2021 IPEP SAFETY GRANT PROGRAM APPLICATION – Mayor Thallemer indicated this grant is an 80/20 split on a \$10,000 request. Chief Wilson stated the application would go to the Board of Works through Human Resources once the Fire Territory Board approves the department's portion of the grant. Chief Wilson stated the funds would be used to purchase a confined space rigging device used for rescues at industries and the city's locations such as the Public Works Department and Wastewater Department. Mayor Thallemer entertained a motion to approve the application. Board Member Klondaris made a motion to approve; seconded by Board Member Schmitt. No further discussion. All members present were in favor. (Documentation attached to Minutes).

UNFINISHED BUSINESS –

NEW BUSINESS –

BEERS MALLERS BACKS & SALIN, LLP FEE AGREEMENT (APRIL 7, 2020 AGENDA) - Chief Wilson stated the Agreement with Beers Mellers Backs & Salin was approved at the Board of Works meeting on April 17, 2020. Mayor Thallemer asked for the Fire Territory Board's approval for completeness. Board Member Klondaris made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

K21 HEALTH FOUNDATION – MECHANICAL CPR DEVICES GRANT – PERMISSION TO ACCEPT (APRIL 7, 2020 AGENDA) - Mayor Thallemer stated this item was approved at the Board of Works meeting on April 17, 2020. Mayor Thallemer asked for the Fire Territory Board's approval to accept the K21 Health Foundation Grant in the amount of \$236,130 and positive recommendation to the Board of Works. Mayor Thallemer entertained a motion to approve acceptance of the grant. Board Member Klondaris made a motion to approve; seconded by Board member Stackhouse. No further questions. All members present were in favor. (Documentation attached to Minutes).

PERMISSION FOR K21 HEALTH FOUNDATION TO MAKE PAYMENT DIRECT TO ZOLL MEDICAL (JUNE 2, 2020 AGENDA) - Mayor Thallemer stated this item was approved at the Board of Works meeting on May 15, 2020. This request was for permission for the K21 Health Foundation to make a direct payment to ZOLL Medical who provided the Autopulse equipment. Mayor Thallemer entertained a motion to make payment direct to ZOLL Medical. Board

Member Nash made a motion to approve; seconded by Board Member Stackhouse. No further questions. All members present were in favor. (Documentation attached to Minutes).

COTTAGE WATCHMAN FIRE SYSTEM TEST/INSPECTION AGREEMENT (MAY 5, 2020 AGENDA) -

Mayor Thallemer stated this Agreement was approved at the Board of Works meeting on May 15, 2020. This Agreement covers the yearly inspection fire alarm system at Station 2 which includes the Baby Box security. Mayor Thallemer entertained a motion to approve the Agreement for recommendation to the Board of Works. Board Member Schmitt made a motion to approve; seconded by Board Member Nash. No further questions. All members present were in favor. (Documentation attached to Minutes).

ISDH NALOXONE GRANT – PERMISSION TO APPLY (JUNE 2, 2020 AGENDA) -

Mayor Thallemer stated this item was approved at the Board of Works meeting on May 15, 2020. This grant would provide 350 individual single dose Narcan kits for Kosciusko County. Mayor Thallemer asked for a positive recommendation to the Board of Works for permission to apply for the grant. 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).

ISDH NALOXONE GRANT – ISDH’S APPROVAL FOR WWFT TO BE HOST AGENCY (JULY 7, 2020 AGENDA) -

Mayor Thallemer indicated this item is requesting approval for the department to be host to administer the Narcan program with respect to distribution and training. Mayor Thallemer stated approval was given at the July 17, 2020 Board of Works meeting, and is asking for the Board’s positive recommendation to the Board of Works to allow the Fire Territory to be the host agency for distribution of the Narcan kits. Board Member Brandon Schmitt made a motion to approve; seconded by Board Member Klondaris. No further questions. All members present were in favor. (Documentation attached to Minutes).

STATION 13-3 PAYMENT APPLICATION #13, MOSAIC BUILDING SOLUTIONS – FINAL PAYMENT

- Mayor Thallemer indicated Payment #13 in the amount of \$58,502.00 is the final payment to Mosaic Building Solutions for the Station 13-3 building project. There were many punch list items that took some time to resolve. Chief Wilson stated that Mosaic has completed every item on the punch list that was requested. Mayor Thallemer entertained a motion to approve Payment Application #13. Board Member Schmitt made a motion to approve; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

2021 FIRE TERRITORY BUDGET REVIEW - Mayor Thallemer indicated Chief Wilson will be presenting the Operating, Equipment Replacement and Pension budgets to the Common Council in two weeks, and is asking for a recommendation by the Fire Territory Board to the Common Council.

Operating Fund (Fund 103) – Chief Wilson reviewed the Budget Explanatory Sheet that compares the 2020 budget with the proposed 2021 budget. The Operating Fund criteria is as follows: one-third of the Clerk’s Office/HR/City Engineer salaries, insurance, PERF, FICA/Medicare and cell phones are in the Fire Budget; adding three Firefighters; and promoting three Lieutenants to assist with the Community Wellness Program and as Engine crew officers. Chief Wilson noted a decrease from 2020 to 2021 in the Personal Services category of -3.49%; no change in the Supplies category; a decrease of -1.39% in the Other Services and Charges category; and no change in the Capital Outlays category. The bottom line operating expenses from the 2020 budget to the 2021 budget is a -3.16% decrease.

Chief Wilson and Mayor Thallemer spoke on the development and implementation of a Community Mental Health and Wellness program for the community. With this program in mind, Chief Wilson budgeted an additional three firefighters for 2021. Three members of the department would work closely with EMS Coordinator Chris Fancil and would be available 24 / 7. In addition, three additional firefighters would provide an Engine and Ladder truck response on calls with an officer in the front seat of the Engine. These additional firefighters would also be a factor in determining the department’s ISO rating.

Board Member Schmitt asked for further information to compare both the Fishers’ mental health program and the mental health program the City of Warsaw is looking at implementing.

Mayor Thallemer stated programs will vary by community and it would be difficult to compare the two programs. The idea is to create an intervention during the acute crisis in which fire department members would help victims get proper and continual care after the crisis. Mayor Thallemer asked the Board Members, if they agree with the Operating Budget in its initial form, that a recommendation be made to the Common Council to approve the budget. Board Member Schmitt made a motion to approve; seconded by Board Member Nash. No further questions or discussion. All members present were in favor. (Documentation attached to Minutes).

Equipment Replacement Fund (Fund 410) - Chief Wilson reviewed the Budget Explanatory Sheet that compares the 2020 budget with the proposed 2021 budget. He noted \$750,000 budgeted in 2021 under Other Services and Charges for the first phase construction/remodel of Station 2. Chief Wilson also noted a decrease in Improvements Other Than Building, Machinery and Equipment and Other Capital Outlays under Capital Outlays. Overall, the Equipment Replacement Fund has a decrease of -0.01% for 2021. Mayor Thallemer entertained a motion to make a positive recommendation to the Common Council on the 2021 Equipment Replacement Fund budget. Board Member Nash made a motion; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Fire Pension Fund (801) – Mayor Thallemer noted the \$447,850 for the 1977 Fund Employer Contribution under Personal Services. This expense was moved from the 103 Operating Fund, Personal Services for 2021. Mayor Thallemer entertained a motion to approve the Fire Pension Fund budget as presented. Board Member Schmitt made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS – Chief Wilson provided pictures of the new Rescue/Engine. The department has been notified the truck is in the final phase and is ready for the final inspection in Nebraska. Chief Wilson asked the Fire Territory Board approval for Mayor Thallemer to sign the travel request once a travel date has been determined. The travel date will be prior to the next Fire Territory Board meeting in September. Mayor Thallemer noted he has restricted all out-of-state travel for the City of Warsaw employees; however, this is an inspection of a truck designed by the department's truck committee and the final inspection needs to be completed in a timely manner. Board Member Klondaris made a motion to approve Chief Wilson's request; seconded by Board Member Schmitt. 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

A list of today's guests is attached.

ADJOURNMENT –

Mayor Thallemer entertained a motion to adjourn. Board Member Nash made the motion to adjourn; seconded by Board Member Schmitt. 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