

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY  
November 2, 2010  
4:00 P.M.  
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, November 2nd, 2010 at 4:00 P.M. in the Warsaw Police Department meeting room. The following persons were noted as present or absent:

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

**ABSENT:** None.

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

#### **MINUTES –**

Board Member Joe Streeter made a motion to approve the September 7, 2010 Minutes (the October 5, 2010 meeting was canceled due to lack of quorum); seconded by Board Member Sheila Burner. No further discussion. All were in favor. Motion carried.

#### **REPORTS / ORAL & WRITTEN COMMUNICATIONS –**

**FIRE DEPARTMENT MONTHLY REPORTS - AUGUST 2010 AND SEPTEMBER 2010** – Chief Rice stated that the medical assist runs have been staying consistent, false alarm runs have dropped slightly, and the dry weather has not caused an increase with grass and brush fires. (Documentation attached to Minutes).

Chief Rice and Multi-Township EMS Director Mel Tucker met to discuss fire department responses on EMS runs. Chief Rice indicated that EMS will call the fire department for lift assists only after both ambulances at the Central Station are out.

**EXPENDITURES REPORT – SEPTEMBER 2010** – Documentation attached to Minutes.

**UPDATE ON NEW FIRE STATION** – The majority of homeowners at the Eagle Crest subdivision have decided not to sign the Restriction Amendment according to Chief Rice. Mayor Wiggins stated an alternative for the Eagle Crest lots would be for Mr. Custer to replat the three lots. Chief Rice indicated this is a viable option and has discussed this alternative with Mr. Custer. (Eagle Crest Property Owners Association October 13, 2010 Meeting Minutes attached to Minutes).

Chief Rice has had one meeting with the WCC, and they are interested in talking further about property on 200 South just across the property line of Eagle Crest subdivision. Chief Rice will be meeting with the Church Elders later this month. Discussion followed. (Documentation attached to Minutes).

**FIRE PENSION TRANSFER OF FUNDS** – Documentation attached to Minutes.

#### **UNFINISHED BUSINESS –**

**2011 FIRE TERRITORY SALARY ORDINANCE, ORDINANCE NO. 2010-08-02** – The Fire Territory Board previously reviewed the Salary Ordinance and the ordinance has been approved by City

Council. Mayor Wiggins noted that the ordinance reflects maximum amounts and establishes the salaries for 2011. (Documentation attached to Minutes).

**VEHICLE PURCHASE UPDATE** – Chief Rice indicated that at this time only the pick-up truck was purchased and the car purchase was put on hold. (Documentation attached to Minutes).

**NEW BUSINESS –**

**LIEUTENANT PROMOTION** – Firefighter Nate Iden has been promoted to Lieutenant. Chief Rice stated that the department is still one Captain short due to the resignation of Mike Brubaker. (Documentation attached to Minutes).

**GREEN, CATES & GROSSNICKLE FEE AGREEMENT** – Chief Rice indicated that the terms have remained the same, and asked the Board to approve the contract for 2011. Board Member Streeter made the motion to approve; seconded by Board Member Reed. No further discussion. All members were in favor. (Documentation attached to Minutes).

**H.J. Uмбаugh & Associates Fee Agreement**- Chief Rice indicated the 2011 contract is similar to the 2010 contract; a 2011 fee schedule for specialized services was included. Chief Rice asked the Board for approval of the contract. Board Member Clemens made the motion to approve; seconded by Board Member Burner. No further discussion. All members were in favor. (Documentation attached to Minutes).

**TRAVEL REQUESTS** – No travel requests were presented.

**OTHER MATTERS THAT MAY COME BEFORE THE BOARD –**

**EXECUTIVE FIRE BOARD APPOINTMENTS – ARTICLE II, SECTION 2.2. (TERM)** – Chief Rice brought before the Board a reminder that Board members serve a one-year term that expires on December 31 of each year. Mayor Wiggins recommended unless the participants have no desire to serve any longer that the current 2010 Board Members continue for 2011. Board Member Reed stated that the Township has already appointed their members for 2011; he and Board Member Burner will continue for one more year. Board Member Clemens indicated he was willing to serve an additional term. Board Members Mayor Wiggins, George Clemens, Mike Reed and Sheila Burner unanimously reappointed Board Member Joe Streeter for an additional term. (Documentation attached to Minutes)

**FIRE CHIEF EVALUATION – ARTICLE II, SECTION 2.12 (POWERS, DUTIES AND RESPONSIBILITIES)**

Chief Rice indicated that the City's Interlocal Agreement states the Chief's evaluation and recommendation to the Board of Public Works should take place every four years while the Township's Interlocal Agreement states the evaluation and recommendation should take place every year. Attorney Cates stated the Interlocal Agreement he was provided with indicates an annual review, and stated it is good practice for the Board to review on an annual basis. Mayor Wiggins indicated that the City's department heads serve with the pleasure of the Mayor. Chief Rice encouraged the Board to discuss his evaluation with Mayor Wiggins and make a recommendation next month. Mayor Wiggins indicated he would talk to Human Resources on the appropriate way to engage the full Board. (Documentation attached to Minutes).

**RESPONSE PROCEDURES** - Chief Rice explained in further detail the current procedures for lift assists and medical assists. He also explained that the members have been given a direction to stay in their station's district as much as possible. Chief Rice anticipates that within the next month or so a Standard Operating Procedure will be put in place.

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

There being no further business, Board Member Streeter made a motion to adjourn; seconded by Board Member Reed. All were in favor.

**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