

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

June 7, 2011

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, June 7, 2011 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 Joseph Streeter, Sheila Burner, Michael Reed, and Mayor Ernie Wiggins. Also present Recording Secretary Shirley Fetrow, Chief Mike Rice and Attorney David Cates

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.

**MINUTES –**

Board Member Reed made a motion to approve the May 10, 2011 Minutes; seconded by Board Member Streeter. No further discussion. All were in favor. Motion carried.

**RECOGNITION OF VISITORS –**

**REPORTS / ORAL & WRITTEN COMMUNICATIONS –**

**MONTHLY REPORT – APRIL 2011** – Chief Rice referenced the one high angle rescue stating it was a child stuck in a tree at one of the trailer parks. She was rescued with the ladder truck. (Documentation attached to Minutes).

**EXPENDITURES REPORT – APRIL 2011** – No discussion took place. (Documentation attached to Minutes).

**NATIONAL EARTHQUAKE EXERCISE RECAP** – Captain Rob Barker gave an overview of the exercise. Captain Barker indicated that six department members were part of a 37-man rescue team. There were a total of 89 people from the area that deployed. Captain Barker stated the exercise took place at Muscatatuck which was originally a state mental hospital that has been converted to a replicate a city. The purpose of their deployment was a mock earthquake that was centered in the Evansville area. Their exercise consisted of rescuing 25-30 people in a structurally-engineered collapsed library using a variety of tools and skills. Captain Barker stated their rescue team was categorized as a Type 1, the most equipped, trained and qualified team in the State based off the State's criteria. When the team left the exercise, due to their performance, they became USAR (Urban Search and Rescue), which is typically headed by FEMA or federally-funded teams, and now considered a Type 2 FEMA team. Since the deployment, the team is on the EMAC (Emergency Management Assistance Compact) list, a center used by agencies needing emergency technical assistance. Board Member Streeter asked the Board to make note that the team is doing a fantastic job.

**UPDATE ON NEW FIRE STATION** – Chief Rice stated the soil tests are good and the site analysis is favorable. The department is currently waiting on the sanitary sewer easement agreement. Once the easement is closed, the property can be closed on.

**FIRE DEPARTMENT RADIOS – FCC REQUIREMENTS** – Chief Rice introduced Adam Hurley from J & K Communications, Columbia City. J & K provides radio equipment and service to the department. Mr. Hurley indicated that due to FCC regulations, fire and police departments are required to switch to narrowband frequencies (splitting frequencies in half allowing two

frequencies in place of one) by January 1, 2013. It is important to switch as soon as possible; the departments that have switched to a narrowband will “walk on top” of departments still on a wideband frequency. Chief Rice indicated that J & K has applied to the FCC to narrowband license the department’s frequency. By obtaining a narrowband license, the department will have to go to digital communications instead of analog communications which the department currently has. This change will require updating equipment at an estimated cost of \$70,000. Chief Rice is hopeful the cost can be spread over a two-year period. A portion of the estimated cost was budgeted for 2011.

**DISPATCH PROCEDURE CHANGE REQUEST** – Chief Rice provided a copy of a procedure request change submitted to the county dispatch. Chief Rice asked county dispatch to provide hydrant locations and cross streets to the nearest address when dispatched to a call. (Documentation attached to Minutes).

**FIRE INSPECTOR APPOINTMENT** – Chief Rice stated that due to the retirement of Michael Wilson, applications were accepted for the Fire Inspector position. Captain Joe Fretz has been selected as Michael’s replacement. Captain Fretz will begin his new position on June 12<sup>th</sup>.

**NEW HIRE APPOINTMENT**- Chief Rice indicated that with the appointment of Captain Fretz to the position of Fire Inspector, a replacement for Captain Fretz will be chosen from the hiring pool. A name will be available at the next Territory Board meeting.

Chief Rice notified the Board Members that Firefighter Shade Keeney has been hired to replace Firefighter Jim Dietsch who retired on June 4<sup>th</sup>. (Documentation attached to Minutes).

#### **NEW BUSINESS –**

**PERMISSION TO OBTAIN QUOTES** – Chief Rice asked the Board Members to amend the memo asking permission to obtain quotes for the purchase of two utility vehicles and a pumper truck, changing the request to two utility vehicles only. One vehicle would be assigned to the Fire Inspector and the second vehicle would be assigned to Station One. Chief Rice stated purchase of two utility vehicles was included in the 2011 budget and is part of the 10-year equipment replacement plan. Board Member Streeter made a motion for permission to obtain quotes; seconded by Board Member Reed. No further discussion. All members were in favor. (Documentation attached to Minutes).

**UMBAUGH & ASSOCIATES CONTRACT** – Chief Rice indicated he has asked Umbaugh& Associates to do a feasibility study for fire station financing options of which a contract has been prepared for these services. Chief Rice asked the Board Members to table the contract until July’s meeting. Mayor Wiggins will be meeting with Umbaugh& Associates the week of June 13<sup>th</sup>.

**PERMISSION TO ENTER INTO EASEMENT AGREEMENT WITH DALE CUSTER** – Chief Rice indicated the Agreement is currently with Attorney Cates and Attorney Valentine. Chief Rice asked the Board Members permission to approve the Agreement prior to submission. Board Members and Attorney Cates want to wait until the Agreement has been submitted.

**TRAVEL REQUESTS** – Chief Rice submitted a travel request for himself, Assistant Chief Stogsdill and Captain Fretz to attend the Indiana Emergency Conference in August. The conference is for inspectors, investigators and chiefs. Mayor Wiggins made a motion to approve the request; seconded by Board Member Burner. No further discussion. All members were in favor. (Documentation attached to Minutes).

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

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

There being no further business, Mayor Wiggins made a motion to adjourn; seconded by Board Member Burner. 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