

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
April 2, 2013
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, April 2, 2013 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: Mayor Joseph Thallemer, Board Members Sheila Burner, Joe Streeter, Diane Quance and Gordon Nash. Also present Fire Territory Attorney David Cates, Fire Chief Mike Brubaker and Recording Secretary Shirley Fetrow

Absent: None

Mayor Thallemer called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed.

Mayor Thallemer noted a quorum.

MINUTES -

After no additions or corrections were noted, Mayor Thallemer entertained a motion to approve the March 5, 2013 Minutes as presented. A motion was made by Board Member Quance; seconded by Board Member Nash. All members were in favor.

RECOGNITION OF VISITORS -

Chief Brubaker introduced Joan Kizer and her granddaughter, Katie Maile. Chief Brubaker stated that on January 12, 2012 the fire department responded to Mrs. Kizer's residence to assist her husband. Unfortunately, Mr. Kizer passed away upon arrival at the hospital. In her husband's memory, the Kizer family donated an AED to the fire department. Mrs. Kizer thanked the fire department for their devoted and unselfish service to the community. Mayor Thallemer entertained a motion to accept the AED. A motion was made by Board Member Streeter; seconded by Board Member Quance. All members were in favor.

REPORTS / ORAL & WRITTEN COMMUNICATIONS -

MONTHLY REPORT - FEBRUARY 2013 - Chief Brubaker summarized the monthly report for February. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORT S - JANUARY AND FEBRUARY 2013 - Chief Brubaker presented the monthly expenditure reports and entertained any questions. Clarification was provided on a question pertaining to an engraving expense and an explanation of the term "TRT". (Documentation attached to Minutes).

UNFINISHED BUSINESS -

STATION 3 UPDATE - Chief Brubaker indicated he did not have further information on Station 3 to present to the members at this time. The dirt cost has increased and other options are being pursued.

NEW BUSINESS -

INSTITUTE FOR PUBLIC SAFETY PERSONNEL, INC. AGREEMENT - Chief Brubaker stated that the fire department is in the process of starting a new hiring pool. This agreement is the written test portion of the hiring pool process. The agreement will be presented to the Board of Works for approval on April 5th pending the Fire Territory

Board's approval. Chief Brubaker indicated that currently the hiring pool process is on a yearly basis; however, the process is under review. Board Member Quance made a motion to accept the agreement; seconded by Board Member Nash. No further discussion. All members were in favor. (Documentation attached to Minutes.)

CONSOLIDATED FLEET SERVICES - ANNUAL AERIAL INSPECTION - Chief Brubaker indicated that the aerial ladder requires an annual maintenance and an annual aerial inspection. Chief Brubaker presented contracts from Consolidated Fleet Services and Diversified Inspections/ITL with a recommendation to accept the Consolidated Fleet Services contract. Mayor Thallemer entertained a motion to approve the Consolidated Fleet Services contract. Board Member Streeter made a motion to approve; seconded by Board Member Burner. All members were in favor. (Documentation attached to Minutes).

EQUIPMENT DONATION TO WARSAW HIGH SCHOOL - Chief Brubaker presented a list of outdated equipment asking permission to donate to the high school's Firefighter 1 class. Chief Brubaker has been in discussion with Attorney David Cates and Attorney Mike Valentine recommending to the Board Members a fee of \$1.00 be assessed for the equipment. Mayor Thallemer entertained a motion to approve the donation. Board Member Burner made a motion to approve; seconded by Board Member Nash. No further discussion or comments. All members were in favor. (Documentation attached to Minutes).

ABATE FUND RAISER FOR HOOSIER BURN CAMP - Chief Brubaker indicated that the fire department participated in the fund raiser last year of which 10% of the water ball proceeds went to the ABATE organization. This year it was agreed between both parties that 100% of the water ball proceeds would go directly to the Hoosier Burn Camp. The fire department will collect the registration fees, and through the Warsaw Volunteer Fire Department monies will be sent directly to the Hoosier Burn Camp. Chief Brubaker indicated he has obtained the insurance liability coverage waiver from the insurance company and has been in discussion with Attorney David Cates regarding the Waiver and Release. After no further discussion or comments, Mayor Thallemer entertained a motion to approve participation in the fund raiser. So moved by Board Member Streeter; seconded by Board Member Burner. All members were in favor. (Documentation attached to Minutes).

INTER-LOCAL GOVERNMENT AGREEMENT - Chief Brubaker presented letters from the Office of the Attorney General and Kosciusko County Emergency Management along with Resolution of Kosciusko County, Indiana, and District 2 Mutual Aid Inter-Local Government Agreement. Chief Brubaker explained that the Agreement allows for a mutual aid road map and a means of resources after a natural disaster, man-made disaster or emergency. Chief Brubaker also explained that if this Agreement is not in place when a disaster or emergency occurs and FEMA is involved, it would be very difficult to receive reimbursement from the federal government. Chief Brubaker indicated that District 2 and the Kosciusko County Board of Commissioners have adopted the Agreement. Thereafter approval is sought by the City and Township Boards. Attorney David Cates stated the statute that provides for the resolution does not reference fire territories and names specifically the city, the provider unit, as the necessary party. Attorney Cates feels that fire territories are parties to the Agreement and it makes sense that the fire territory also adopts and recommends the Agreement to both the city and township as a way of moving forward. After a brief discussion, Board Member Streeter made a motion to adopt and recommend the Agreement; seconded by Board Member Nash. No further discussion. All members were in favor. (Documentation attached to Minutes).

ROGER BASSETT STUDY - In order to understand the Roger Bassett Study, Chief Brubaker first distributed information from the Insurance Services Office, Inc. (ISO), the organization that sets homeowners and business insurance premiums. The paperwork submitted explains items ISO considers when evaluating fire department equipment and training, maximum age for apparatus, distribution of fire stations, response time, automatic aid, water supply, divergence factor and minimum criteria for Class 8B. Chief Brubaker stated that a divergence factor is how ISO determines whether a fire department is growing at the same rate as the city for the coverage area. (Documentation attached to Minutes).

Secondly, Chief Brubaker distributed and briefly explained the City's ISO rating schedules for 1995 and 2005. The City of Warsaw/Wayne Township's ISO rating in 1995 was 6/9 with the current ISO rating at 4/8B. Chief Brubaker indicated that the report shows the areas of deficiencies. As an example, Chief Brubaker compared the credit for company personnel in 1995 vs. 2005. In 1995 the city received 7.26 points out of 15; in 2005 the city received 6.40 points out of 15, a reduction of .86 points. Chief Brubaker noted that some areas increased in credit points and in turn some areas decreased. Chief Brubaker stated that not only is the tax rate important for the citizens and businesses of the City of Warsaw and Wayne Township but in addition the ISO rating helps the citizens and businesses as well with their insurance rates. (Documentation attached to Minutes).

Thirdly, Chief Brubaker distributed and briefly explained the Improvement Statements for Warsaw prepared by ISO after the 2005 rating. This statement indicates ISO's recommendations for improvement. (Documentation attached to Minutes).

Next, Chief Brubaker distributed the R.W. Bassett & Associates study prepared August, 2012. Chief Brubaker briefly explained the report and asked members to read over it and bring questions to next month's meeting. Chief Brubaker highlighted areas that have approved or changed since August, 2012, as well as briefly explained the individual station response maps. The original report is maintained in the fire department office at Station #2, 2204 E. Center St., and is available for inspection.

Lastly, Chief Brubaker distributed the Manpower Review study prepared by R. W. Bassett & Associates in June, 2012. Chief Brubaker gave a brief overview emphasizing the survey information pertaining to part-time employees. The original report is maintained in the fire department office at Station #2, 2204 E. Center St., and is available for inspection.

Mayor Thallemer recommended the Board Members take the recommendations at face value and use the documents for support and reference when making decisions.

As a result of the information provided in the ISO and R. W. Bassett documents, the Station 3 project was discussed.

TRAVEL REQUESTS -

Mayor Thallemer asked for any questions pertaining to the travel requests submitted. No questions were asked. Mayor Thallemer entertained a motion to approve all travel requests. Board Member Streeter made a motion to approve; seconded by Board Member Quance. All members were in favor.

OTHER MATTERS THAT MAY COME BEFORE THE BOARD -

MEETING REVIEW -

NO ITEMS CARRIED FORWARD

NO VISITORS' QUESTIONS AND COMMENTS

ADJOURNMENT -

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

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

ATTEST:

Shirley Fetrow, Recording Secretary

Sheila Burner, Board Member

Diane Quance, Board Member

Gordon Nash, Board Member

Joseph Streeter, Board Member

Dr. Joseph Thallemer, Board Member