

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
September 4, 2012
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, September 4, 2012 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 Joseph Streeter, Michael Reed, Diane Quance and Sheila Burner. Also present Fire Chief Mike Brubaker and Recording Secretary Shirley Fetrow

Absent: Fire Territory Attorney David Cates

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

MINUTES -

Board Member Burner made a motion to approve the August 7, 2012 Minutes as presented; seconded by Board Member Reed. All members were in favor.

RECOGNITION OF VISITORS -

Mayor Thallemer welcomed Battalion Chief Rob Barker.

REPORTS / ORAL & WRITTEN COMMUNICATIONS -

MONTHLY REPORT - JULY 2012 - Chief Brubaker summarized the monthly report for July 2012. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORT - AUGUST 2012 - The monthly expenditure report for August, 2012 was received on Tuesday, September 4th; however, corrections were needed and the corrected report was unavailable prior to the meeting.

RADIO ANTENNA TOWER AT STATION ONE - Chief Brubaker stated that work has been completed on the tower. Chief Brubaker indicated that the tower had to be relocated from the original location on the north side of Station One to the east side due to the power lines and the cost to move those lines.

LIVE FIRE TRAINING - WARSAW FIRE TRAINING CENTER - Battalion Chief Barker stated that the department is planning three live fire training drills over the next 3-month period. Each shift is responsible for one drill and each shift chose the drill of their choice. These drills will take place at the Warsaw Fire Training Center. Battalion Chief Barker indicated that Winona Lake Fire Department and Claypool Fire Department members are invited to participate in the three drills. The Press, Warsaw City Council, Fire Territory Board and Winona Lake Town Council will be invited to attend the October 25th drill. (Documentation attached to Minutes).

LINE 2 BUDGET CUTS - Mayor Thallemer explained that the assessed valuation for the City of Warsaw has gone down approximately 8%. This decline can affect the tax rate and tax levy as well as increase the circuit breaker losses. Mayor Thallemer stated he is taking a hard look at controlling spending for the remainder of 2012 and potentially looking at Line 1 cuts for 2013. Mayor Thallemer has asked Chief Brubaker to look at Line 2 budget cuts to see where the department could cut expenses for 2012. Mayor Thallemer noted that the fire territory operates differently than city departments whereas the fire territory is limited to a 20% cash reserve. If the cash reserve is higher than 20% of the operating budget, the tax levy would be affected the following year. If Line 2 cuts are enacted, the cash balance would increase and take the cash reserve over the 20%. Mayor Thallemer indicated he will weigh the disadvantage of reducing the tax levy with the benefit of the Line 2 cuts to the overall city and to the tax payers. Mayor Thallemer stated the budget planning is still in the early stages with a lot of variables and

unknowns.

ROPE AND CONFINED SPACE CLASS UPDATE - Chief Brubaker indicated that all department members are taking rope and confined space classes. Once completed members will either be at the operations level or tech level. All department members will be capable of responding to confined space incidents based on OSHA and NFPA. Instructors for the classes have been department members reducing the cost vs. bringing in an outside instructor.

CITY-WIDE OSHA ASSESSMENT - Chief Brubaker stated that HR Director Jennifer Whitaker has been working with OSHA assessing departments city-wide. Chief Brubaker stated a representative from OSHA visited the stations and provided an overview of the stations, equipment and recordkeeping. Chief Brubaker was pleased with the minimal recommendations made.

PLAY IT SAFE FAMILY SAFETY DAY - Chief Brubaker reminded Board Members of Play It Safe Family Safety Day which will take place Saturday, September 8th. (Documentation attached to Minutes).

NEW BUSINESS -

1-YEAR REVIEW - BRIAN ZEHRING - Chief Brubaker indicated that Firefighter Brian Zehring has completed his one year probation. Paperwork for an increase in pay was approved at the Board of Works on August 17th. Board Member Streeter made a motion to approve the pay increase and release of probationary status; seconded by Board Member Burner. All members were in favor. (Documentation attached to Minutes).

LAKE CITY RADIO CONTRACTS - WILLIE 103.5 AND WRSW 107.3 - A motion was made by Board Member Quance to approve the WILLIE 103.5 and WRSW 107.3 contracts; seconded by Board Member Streeter. All members were in favor. (Documentation attached to Minutes).

WIOE OLDIES 98.3 CONTRACT - A motion was made by Board Member Quance to approve the WIOE Oldies 98.3 contract; seconded by Board Member Streeter. All members were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS - Chief Brubaker submitted one-day travel requests for dive team members attending training on August 27th and Chief Brubaker attending the Indiana Emergency Response Conference on September 14th. Chief Brubaker briefly explained the purpose of both requests and asked for Fire Territory Board approval to attend. Mayor Thallemer asked that a Travel Authorization form as well as information on the training/classes be submitted for Board Members to review. A motion was made by Board Member Quance to approve the travel requests; seconded by Board Member Burner. All members were in favor. (Documentation attached to Minutes).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD -

MEETING REVIEW -

NO ITEMS CARRIED FORWARD

NO VISITORS' QUESTIONS AND COMMENTS

A list of today's guests is attached.

ADJOURNMENT -

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

ATTEST:

Shirley Fetrow, Recording Secretary

Sheila Burner, Board Member

Diane Quance, Board Member

Michael Reed, Board Member

Joseph Streeter, Board Member

Dr. Joseph Thallemer, Board Member