

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY
February 5, 2013
4:00 P.M.
REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, February 5, 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: 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: Mayor Joseph Thallemer

Board Member Quance called the meeting to order. The Pledge of Allegiance and a Moment of Silence followed.

Board Member Quance noted a quorum.

MINUTES -

After no additions or corrections were noted, Board Member Quance entertained a motion to accept the January 8, 2013 Minutes. A motion was made by Board Member Burner; seconded by Board Member Streeter. All members were in favor.

RECOGNITION OF VISITORS -

Board Member Quance noted no visitors were in attendance.

REPORTS / ORAL & WRITTEN COMMUNICATIONS -

MONTHLY REPORT - DECEMBER 2012 - Chief Brubaker summarized the monthly report for December 2012. Board Member Quance asked if it would be possible to receive a report on the number of smoke detectors given out throughout the year. Chief Brubaker stated that anyone receiving a smoke detector is required to sign a waiver. Currently the waivers are not tracked; however, he will look into tracking the waivers and providing a report. (Documentation attached to Minutes).

YEARLY REPORT - 2012 - Chief Brubaker summarized the yearly report for 2012. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORT - Chief Brubaker noted that no monthly expenditure report was received from City Hall.

UNFINISHED BUSINESS -

EMT CERTIFICATION - Chief Brubaker received further information today regarding the EMT class. Chief Brubaker stated that his original intention was to require the EMT certification mandatory across-the-board. After concerns from Mayor Thallemer were addressed, Chief Brubaker posted a voluntary sign-up sheet for all fire department members. Fifteen members signed up for the class. Adding the members currently at the EMT level or higher, only three members will be First Responder certified. Out of the three members, one member is in the DROP program, one member will be entering the DROP program in the near future, and the third member has no desire to become EMT certified.

Chief Brubaker informed the board members that he is pursuing an individual to come to the department from 8:00 a.m. - 4:00 p.m. on Tuesdays, Wednesdays and Thursdays. She will teach the same subject for three days. Overtime will be kept to a minimum. The class cost will be approximately \$25,000. The contract will be going to Attorney

Cates for a final review after which Chief Brubaker will present it to the Fire Territory Board and Board of Works. The class will run from March 5th to the end of July.

NEW BUSINESS -

FIREHOUSE SOFTWARE AMENDMENT TO AGREEMENT - Chief Brubaker stated that this Agreement is an addition to the current Firehouse Software agreement. The Agreement would provide a means for Fire Inspector Fretz to complete an inspection at the building location, obtain a signature and e-mail the report by means of an iPad. Fire Inspector Fretz currently hand writes the inspection, returns to the office and enters the report in the computer. The cost is an initial \$750.00; \$150.00/year thereafter. Board Member Streeter made a motion to accept the Agreement; seconded by Board Member Nash. No further discussion. All members were in favor. (Documentation attached to Minutes.)

HOLD HARMLESS AGREEMENT - DAN McKIBBIN - Chief Brubaker stated that Dan McKibbin purchased Doc Fuson's building that houses the antique 1912 and 1920 fire trucks that Doc donated to the fire department a few years ago. Mr. McKibbin has allowed the department to store the fire trucks after he purchased the building. Mr. McKibbin has upgraded the locks and doors, added a security and fire alarm system and chain link fence. The trucks have full insurance coverage. Currently Mr. McKibbin is not asking for a storage fee. The Hold Harmless Agreement basically states if there is a fire or damage, the City will not sue Mr. McKibbin. Since this Agreement has been approved by the Board of Works, Board Member Quance asked if members would endorse the Agreement. All members were in favor. (Documentation attached to Minutes.)

TRAVEL REQUESTS -

- 1. Fire PPE Symposium** - Chief Brubaker stated this symposium allows attendees to obtain **all updated standards on personal protective gear, what's new in technology, testing standards and teaches how to test the PPE in-house.** Board Member Quance entertained a motion to approve the travel request. Board Member Streeter made a motion to approve; seconded by Board Member Nash. All members were in favor. (Documentation attached to Minutes).
- 2. Fire Officer 1** - Chief Brubaker indicated that Lieutenant Drobtsch is required to take the class in order to keep his officer position. Firefighter Callaway would like to take the class for future advancement. Board Member Quance entertained a motion to approve the travel request. Motion was made by Board Member Nash; seconded by Board Member Burner. All members were in favor. (Documentation attached to Minutes).
- 3. Pipeline Emergency Response & Damage Prevention Training** - Chief Brubaker noted this class took place on January 16th. This was a one-day training in Wabash. No expenses were involved. (Documentation attached to Minutes).
- 4. Hyperbaric Chamber Dive** - Chief Brubaker explained this class allowed the attendees to go into a controlled environment to see what depth they could go to safely. (Documentation attached to Minutes).
- 5. Chief Dennis Rubin** - Chief Brubaker noted the class took place on February 2nd. It was reported to be an excellent class. (Documentation attached to Minutes).
- 6. Whitley County Emergency Services Symposium** - Chief Brubaker also noted this class took place on February 2nd. This class provided EMS in-service hours. (Documentation attached to Minutes.)
- 7. Tactical Perspective of Ventilation** - This class is scheduled for March 23rd in Fort Wayne. Board Member Quance entertained a motion to approve. Board Member Burner made a motion to approve; seconded by Board Member Streeter. All members were in favor. (Documentation attached to Minutes).
- 8. Indiana Fire Instructors Annual Conference and Meeting** - Chief Brubaker indicated this conference provides information on State training regulations and requirements. Board Member Quance entertained a motion to approve the travel request. Board Member Streeter made a motion to approve; seconded by Board Member Nash. All members were in favor. (Documentation attached to Minutes).
- 9. FDIC** - Chief Brubaker provided a brief explanation of the conference. This travel request has been presented and approved at the Board of Works. Board Member Quance asked if members would endorse the travel request. All members

were in favor. (Documentation attached to Minutes).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD -

KNOX BOXES - Chief Brubaker passed along to the Board Members that the department has purchased Knox boxes for six of the fire trucks. These boxes provide a secure way to house the Knox box keys specific for fire department use. The software purchased with the boxes allows for accountability of the keys by keeping an audit trail.

MEETING REVIEW -

NO ITEMS CARRIED FORWARD

NO VISITORS' QUESTIONS AND COMMENTS

ADJOURNMENT -

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

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