

**WESTERN RESERVE JOINT FIRE DISTRICT**  
**BOARD OF TRUSTEE'S Regular Meeting**  
**February 8, 2023@ 7:00 pm @ Station 92 and Via Zoom**

Attendance: DiSibio Y McBride Y Thompson Y Wollet Y Zedaker Y Fortunato Y

- I. Call to Order**  
7:06 p.m.
- II. Pledge** (*Lead by: Chief Comstock*)
- III. Guests**  
None
- IV. Legal Counsel's Report**
  - 1. Medicount agreement** – See B5 under Chief's report below.
  - 2. AFG Grant Writer agreement** – See D3 under Chief's report below.
- V. Chief's Report**
  - A. Personnel**
    - 1. Appointments**  
None
    - 2. Promotions**  
None
    - 3. Leave of Absence**  
None
    - 4. Termination**  
None
    - 5. Resignation**  
None
    - 6. Retirement**  
None
    - 7. Senior Status**  
None
  - B. Operations**
    - 1. Monthly Run Report** – Chief Comstock briefly reviewed the reports with the Board.
    - 2. Motion to approve** – Fire dispatching services from 01\*01\*2023 to 03\*31\*2023. Quarterly payment to Austintown Township in the amount of \$8,750.00. *Enclosure.* Motion made by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.
    - 3. Motion to amend** – the Western Reserve Joint Fire District Tuition Assistance Agreement. *Enclosure.* Motion made by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.
    - 4. FYI** – East Palestine Fire – Chief Comstock gave a brief review of the events and answered any questions that the Board had.
    - 5. Motion to approve** – to renew the Medicount agreement subject to Legal Counsel approval. Motion to approve the Medicount agreement subject to legal counsel's review by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.

**C. Training**

1. Motion to approve – Chip Comstock to use Command 90 to attend the 15<sup>th</sup> annual Fire & EMS Law and Management conference in Syracuse New York. This event will cost the District fuel expenses only. *Enclosure*. Motion to approve by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.
2. **Motion to approve** – 4 employees to attend the Cleveland Auto show on March 2, 2023 at the Cleveland I-X Center. There is no cost for this show, mileage only. *Enclosure*. Motion to approve by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.
3. **Motion to approve** – C. Metzinger and J. Parr to attend online compliance and documentation training from Medicount. The cost is \$750.00 per person for a total amount of \$1,500.00. *Enclosure*. Chief Comstock let the Board know that Janet Parr was going to attend the training and then let him know if she thought it would benefit anyone else. Motion to approve by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.

**D. Apparatus/Equipment**

1. **Motion to approve** – National Hose Testing Specialist to perform our annual ladder testing in an amount not to exceed \$5,000.00. *Enclosure*. Motion by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.
2. **Motion to approve** – Annual Calibration and preventative maintenance of our mask fit testing machine with a NIST calibration certificate in an amount not to exceed \$935.00. *Enclosure*. Motion by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.
3. **Motion to approve** – Dennis Lewis grant writing contract to apply for the AFG grant for hose (entire department) and repeaters. Cost for this is \$1,500.00. Motion to approve subject to Legal Counsel review made by Mrs. Wollet, second by Mr. DiSibio. Motion moves 5-0.

**E. Stations**

**1. Station Officer Reports:**

**a. ST 91 - Report from Officer**

Report given by Captain C. O'Halloran – Everything is Status Quo and moving forward.

**b. ST 92 – Report from Officer**

Report given by Lieutenant S. Guy – Everything is Status Quo and moving forward.

**c. ST 93 - Report from Officer**

Report given by Captain Z. Whinery – They had a station debriefing for the East Palestine train derailment. HVAC is moving forward slowly. The need for the power load system for their ambulance was mentioned.

**F. Fire Prevention / Inspection / Recruitment**

**1. Prevention**

None.

**2. Inspection/Investigation**

**a. Motion to approve** – Inspection Continuing Education Seminar in the Station 92 classroom on March 25 & 26, 2023. Motion by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.

**b. Motion to approve** – the payment of \$150.00 per 4-hour block for the instructors of the Inspection Continuing Education Seminar. The fee charged to each attendee will cover the cost of the instructors. Motion by Mrs. Wollet, second by Mr. DiSibio. Motion moves 5-0.

### 3. Recruitment/Retention

None.

### G. EMS

1. **Year End Report** – Report reviewed by Captain C. O’Halloran. Captain O’Halloran did mention that ambulance wait times have been an issue in the past, but lately they have been more like what “normal” used to be before the COVID and ambulance crisis. He also commended Jake Halatek, Phil Hockensmith and Marquan Stevenson for their level of dedication and number of responses.

Mr. Thompson let everyone know he attended the last Countywide EMS meeting and that the COO of the Lorain-Youngstown Region of Mercy Health, a Poland resident, was also there. He learned that Mercy Health retains a lot of operational control over ER and has implemented a program that includes a running clock in ER to determine how long ambulances crews have been waiting and is curious to see how the program works out. Final takeaway is that Mercy Health is paying attention to this issue and taking steps to address it.

2. **Motion to formally approve** – the purchase of IV’s, ET tubes, monitor paper from Boundtree in an amount not to exceed \$1,650.00. Motion by Mr. Thompson, second by Mrs. Zedaker. Motion moves 5-0.
3. **Motion to formally approve** – the purchase of iGels, Alternate airway, nasal cannula’s, masks, from Penn Care electrodes in an amount not to exceed \$2,200.00. Motion by Mr. Thompson, second by Mr. DiSibio. Motion moves 5-0.
4. **New Ambulance** – Ambulance build slot – delivery would be mid-2025. *Enclosure*. This was put on the agenda as an FYI. There was a brief discussion about the budget. The Board will have a budget meeting on February 20, 2023.
5. **FYI** – 2023 EMS For Children Agency Report. *Enclosure*. We are right on track for pediatric calls.
6. **Motion to formally approve** – the purchase of nasal cannulas, IV’s, iGels, replacement buckles, and saline flushes from Boundtree in the amount of \$2,303.20. Motion by Mr. Thompson, seconded by Mr. DiSibio. Motion moves 5-0.

### VI. Clerk / Treasurer’s Report

- A. **Motion to approve** – January 2023 regular meeting minutes. *Enclosure*. Motion by Mr. Thompson, second by Mrs. Zedaker. Motion moves 5-0.
- B. **Motion to approve** - payment of any and all outstanding bills for January 2023. Motion by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.
- C. **Financial Report** -  
Financial Statement / Bank Reconciliation / Monthly Bills / Expenditures: month to date/year to date/budget. Motion by Mrs. Wollet, second by Mrs. Zedaker. Motion 5-0.
- D. **Motion to approve** – Monthly credit card expense. Motion by Mrs. Wollet, second by Mr. DiSibio. Motion moves 5-0.
- E. **Insurance Quotes** – No status change.
- F. **FYI** – Budget meeting is set for February 20, 2023, at 5:30 pm. at Station 92.
- G. **FYI** – 2022 Cash Basis Financial report. *Enclosure*. Fiscal Officer gave a brief review of the cash basis financial report to be filed with the Auditor of State.

## **VII. Old Business**

### **A. District 100<sup>th</sup> Anniversary – 2023**

1. **Poland Historical Society** - would like to purchase a plaque for the Fire Department – *Enclosure*. This was tabled and will be reviewed again at the March meeting.

### **B. Staffing Issues - Update (Handout covered items 1 through 6 below)**

1. **Wage Rates** – Chief Comstock gave the Board an update to let them know what step the department is on toward completing this task for part-time staffing. No action taken.
  2. **Shift Hours** - Chief Comstock gave the Board an update to let them know what step the department is on toward completing this task for part-time staffing. No action taken.
  3. **Housing update** – Chief Comstock gave the Board an update to let them know what step the department is on toward completing this task for part-time staffing. No action taken.
  4. **Uniform Costs** – \$100.00 allowance to purchase pants through Blue Line. Tee shirts and sweatshirts will be provided by the District. Chief Comstock updated the Board, the uniform committee will be bringing a recommendation to the Board for approval.
  5. **Gear Purchase/Lease** – Chief Comstock gave the Board an update to let them know what step the department is on toward completing this task for part-time staffing. We are currently leasing gear rather than buying new equipment.
  6. **Hiring Status** – Chief Comstock gave the Board an update to let them know what step the department is on toward completing this task for part-time staffing. No action taken.
- C. Station Tour** – Chief Comstock spoke with both new Board members to set up a date and time for a station tour of all three stations.
- D. Stryker Cot** – discussed the possible injuries due to using a manual lift and the possible purchase will be discussed at the budget meeting on 2/20/23.

## **VIII. New Business**

- A. Motion to approve** – Township Administrator Mark Covell called to request the Poland Fire Department grant permission to the Township Trustees be permitted to hold their meeting on April 12, 2023, at our Station 93. Board approved for the Township Trustees to have the meeting at Station 93 in April. The Board also approved to have the Fire Board meeting at Station 93 in April following the Township Trustees meeting.

## **IX. Public Comments - None**

### **X. Board Comments**

Mrs. Wollet thanked everyone for what they did with the East Palestine train derailment. It was a great community and collaborative effort. She also thanked the Chief because he is the direct line for communication to answer questions of Township residents.

Mrs. Wollet wanted to know where all the scrap and debris from the train derailment was going. Is it going to our landfill? Chief Comstock said that he was not sure but contaminated materials are usually incinerated.

Mrs. Zedaker mentioned that every citizen of the Township and Village should have to spend one year on this Board because they would soon realize how important the department is as a unit. She said that it has been a great and enlightening experience.

### **XI. Adjournment**

Mrs. Wollet made a motion to adjourn the meeting at 8:28 pm, seconded by Mr. Thompson. Motion moves 5-0.