

WESTERN RESERVE JOINT FIRE DISTRICT
BOARD OF TRUSTEE'S Regular Meeting
January 11, 2023 @ 7:00 pm @ Station 92 and Via Zoom

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

- I. Call to Order** 7:00 pm
- II. Pledge** (*Lead by: Mike Thompson*)
- III. Guests**
None
- IV. Legal Counsel's Report**
None
- V. Organizational/Issues**
 - A. Recognition of Board members**
 - a. Village Council Representative – Mike Thompson
 - b. Township Trustee Representative – Joanne Wollet
 - c. Township Resident 3-year Representative – Jamie DiSibio
 - d. Village Resident 2-year Representative – Elinor Zedaker
 - e. Township Resident 1-year Representative – Ryan McBride
 - B. Swearing in of Board members** – (swear in) (Oath) Mr. Thompson administered the Oath to both Mr. DiSibio and Mr. McBride.
 - C. Motion to elect** – the Board Chairperson – Mr. Thompson made a motion to nominate Mrs. Wollet as the Board chairperson for 2023, second by Mrs. Zedaker. Motion moves 4-0.
 - D. Motion to elect** – the Board Vice-President – Mrs. Zedaker made a motion to nominate Mr. Thompson as the Board vice-president, motion seconded by Mr. DiSibio. Motion moves 3-0-1 (Thompson abstained).
 - E. Motion to approve** – Attorney Mark Fortunato as Legal Counsel for the District. Motion by Mr. Thompson, second by Mr. DiSibio. Motion moves 4-0.
 - F. Motion to approve** – Joe Sfara as the Fiscal officer for the year 2023. Motion by Mr. Thompson, second by Mr. DiSibio. Motion moves 4-0.
 - G. Motion to approve – Resolution 2023.01.01** - Fiscal Officer to request any and all advances for tax year 2023 from Mahoning County Auditor. Motion by Mr. Thompson, second by Mrs. Zedaker. Motion moves 4-0.
 - H. Motion to appoint** – Dr. John Dunn and Michael Masucci, to Firefighter Dependency Fund Board and the Fiscal Officer as the fifth member. (Note: the Firefighters Association appoints the members to the Dependency Fund Board, who are the President (Dutton) and Treasurer (Wolfe). Motion by Mr. Thompson, second by Mrs. Zedaker. Motion moves 4-0.
 - I. Motion to approve** – Naming Fiscal Officer and the 5 board members as signatories on all 3 checking accounts. Requiring 3 signatures on regular vendor checks (2 Trustees and Fiscal Officer). Requiring 2 signatures on payroll checks (1 Trustee and Fiscal Officer). Motion by Mr. Thompson, second by Mr. McBride. Motion moves 4-0.
 - J. Motion to approve** – standard mileage reimbursement rate of 65.5 cents per mile. Motion by Mr. DiSibio, second by Mr. Thompson. Motion moves 4-0.
 - K. Motion to designate** – monthly meeting date to the second Wednesday of each month at 7:00 pm located at Station 92 at 7619 Youngstown-Poland Road, Poland Ohio 44514. Motion by Mr. Thompson, second by Mrs. Zedaker, Motion moves 4-0.

L. Motion to authorize – Travel and hotel reimbursement at the federal rate as indicated by the IRS and gsa.gov. Motion by Mr. Thompson, second by. Motion moves 4-0.

M. Motion to designate – Vindicator and/or Legal News as the legal news for public notice purposes. Motion by Mr. Thompson, second by. Motion moves 4-0.

*Mrs. Wollet arrived at 7:09 pm.

VI. 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 reviewed the monthly incident report with those in attendance.

2. Motion to approve – Annual Trend Micro Endpoint Security for 17 computers and Annual Office 365 Licenses, work to be completed by Bitstream Technologies in the amount of \$839.00. *Enclosure*. Motion by Mr. Thompson, second by Mrs. Wollet. Motion moves 5-0.

3. Motion to approve – polandfire.org domain annual renewal work to be completed by Bitstream Technologies in the amount of \$20.00. *Enclosure*. Motion by Mr. Thompson, second by Mr. DiSibio. Motion moves 5-0.

4. Motion to approve – Team 8e architectural consulting services – fee proposal in the amount of \$95.00 per hour with a total not to exceed value of \$5,000.00. *Enclosure*. Chief Comstock explained to the Board the need to have Team 8e involved with the planning of temporary/permanent housing. Team 8e will be helpful with the guidelines, listing all the options with the pros and cons of each one. This will help the Board in making an informed decision. Mrs. Zedaker asked if the foundation was strong enough to build up. Chief Comstock said that he knows that Station 91 was not made to build up. AC Stewart said that Station 92 was built to be able to add on going up, however the updates that would need to be in place before that could happen would be very expensive. Motion by Mr. Thompson to hire Team 8e in the amount of \$95.00 per hour with the total not exceeding \$5,000.00, second by Mr. McBride. Motion moves 5-0.

5. **Motion to approve** - the annual contribution of \$1,800.00 to the Poland Firemen's Association to provide refreshments for the monthly meetings in 2023. *Enclosure*. For the benefit of the new Board members Legal Counsel explained to them that because we operate on tax dollars, we are not allowed to give or donate tax dollars. However, we are allowed to contribute funds for needs, like this contribution for the monthly training. Motion by Mrs. Wollet, second by Mr. Thompson. Motion moves 5-0.

C. **Training**

1. **Motion to approve** – Kennedy Kelly to attend the Youngstown Fire Training Center for Firefighter II class in the amount of \$1,050.00. Subject to signing the 3-year tuition assistant agreement with 24 hours of work hours per month. Chief Comstock let the new Board members know that any State mandated training (Firefighter I & II) is reimbursable by the State. Chief Comstock explained to the new Board members that when we are asked to invest for training that we ask in return for the employee to sign a 3 year contract with the department (he then explained the contract). Chief Comstock added that with all the changes coming up he does not know how this is going to go so he is asking the Board to approve the training with 24 work hours per month. Motion by Mrs. Wollet, second by Mr. DiSibio. Motion moves 5-0
2. **Motion to approve** – A. Buday to attend the Northern Ohio Arson Seminar on February 25 & 26, 2203 including mileage and per diem per WRJFD travel policy. Subject to signing the 3-year Tuition assistant agreement with 24 hours of work hours per month. *Enclosure*. Mr. DiSibio asked Chief Comstock if he received any push back from the 24 hours a month? Chief Comstock explained that right now it is at 5% of call volume and we have not had any push back from that. Mr. DiSibio commented that with the staffing issues that we have been having, he is a little worried that something like the 24 monthly hours would make people a little gun shy. Chief Comstock did let Mr. DiSibio know that if he did get that push back the agreement would be reviewed again. Mr. DiSibio was pleased that the policy was “open ended” Motion by Mrs. Wollet, second by Mrs. Zedaker. Motion moves 5-0.
3. **Motion to formally approve** – Andrew Campbell to attend the Lane LifeTrans Elite Training Center for EMT-B class in the amount of \$1,450.00. Subject to signing the 3-year tuition assistant agreement with 24 hours of work hours per month. *Enclosure*. Motion by Mrs. Thompson, second by Mr. DiSibio. Motion moves 5-0.
4. **Motion to approve** – P. Hockensmith, A. Spratt and C. Flaherty to attend the Rope Rescue Technician class hosted by Ohio Fire Academy. There will be 5 online virtual instructor-led classes, followed by 7 days of on campus training. Cost per person is \$75.00 for a total of \$225.00 including mileage and per diem per WRJFD travel policy. Subject to signing the 3-year tuition assistant agreement with 24 hours of work hours per month. *Enclosure*. Motion by Mr. Thompson, second by Mr. McBride. Mrs. Zedaker asked if the class was to be able to make the rope rescues that has been on the news lately. Chief Comstock explained that this class was more about the basics of rope rescue, this class is required before taking any other kind of rescue classes. Mr. Comstock also referred to two incidents that we went for mutual aid with Mahoning Fire Department to assist with rope rescue. However, what was shown on the news was more swift water rescue and ice rescue. Motion moves 5-0.
5. **Motion to formally approve** – Chief Comstock, AC Clavin, J. Walsh and M. Welsh to attend the EMT refresher class hosted by Vienna Fire Department, cost is \$75.00 per person. Subject to signing the 3-year tuition assistant agreement with 24 hours of work hours per month. *Enclosure*. Motion by Mr. Thompson, second by Mrs. Wollet. Motion moves 5-0.

6. **Motion to approve** – Martha Zimmerman to attend Mahoning County Career and Technical Center for the Firefighter I class in the amount of \$1,500.00. Subject to signing the 3-year tuition assistant agreement with 24 hours of work hours per month. *Enclosure*. Motion by Mr. DiSibio, second by Mr. McBride. Motion moves 5-0.

D. Apparatus/Equipment – no action taken

E. Stations

1. Station Officer Reports:

a. ST 91 - Report from Officer

Report given by Captain Conner O'Halloran – Nothing to report, pretty status quo, we are happy that we are not battling our usual snow.

b. ST 92 – Report from Officer

Report given by AC Clavin from an email that was sent from Lieutenant Guy. Everything is operating as it should. Repairs have been made on the heating and it is functioning properly. There are emergency lighting issues on both medic 94 and heavy rescue 92, working with AC Clavin to get those repaired.

c. ST 93 - Report from Officer

Report given by Captain Whinery – Everything is going pretty well. The biggest pressing issue is the HVAC. To give the new Board members some background on this since construction there has been issues with this HVAC system. There are areas in the building that the system is having issues keeping up with, which leaves them very cold. He sent an email yesterday, to get the ball rolling on this again. It has been running for way to long.

2. **Motion to formally approve** – Thompson Mechanical INC. to repair the 3 tube heaters at Station 92 in the amount of \$1,217.00. *Enclosed*. Motion by Mrs. Wollet, second by Mr. McBride. Motion moves 5-0.

3. **Motion to formally approve** – Thompson Mechanical INC. to replace inducer motor, blower, wheel and pressure switch at Station 92 in an amount not to exceed \$2,300.00. *Enclosure*. Motion by Mrs. Wollet, second by Mr. DiSibio. Motion moves 5-0.

For the record, Chief Comstock wanted to mention that for the EMT Refresher class the request shows per diem has been added but there is no need for per diem, they are riding together.

F. Fire Prevention / Inspection / Recruitment

1. Prevention

None.

2. Inspection/Investigation

Report given by Lieutenant A. Buday – She has no report to give at this meeting, but she will have her end of the year report ready for the February meeting.

3. Recruitment/Retention

None.

G. EMS

1. Report

Report given by Captain C. O'Halloran – Captain C. O'Halloran let the Board know that he would have a formal report for them at the February meeting. In 2022 we saw some unprecedented changes. For the entire existence of medical emergencies in Poland a private ambulance has been available. We have now transitioned away from that and are building the foundation to handle EMS from a staffed perspective here in the future.

Captain C. O'Halloran reviewed his report and graphs in depth. He also highlighted some of the off the page performers. Some of the demands that we had was something else. We did 570 transport in one of our ambulances. Top performer is Jake Halatek, and he has been a consistent top performer along with Philip Hockensmith.

Captain C. O'Halloran also pointed out that some of the training that they approved they can see on this very list. So it is nice to see everyone furthering their education, specifically pointing out Andrew Campbell at this time as a firefighter he has really gone out of his way to make sure that we can transport to the hospital and now he wants to be an EMT so he can be a better asset to the department.

Mr. Thompson made a motion that the Board would go into executive session pursuant to Ohio Revised Code (ORC) Sections 121.22 (G)(1), to consider discipline or the investigation of charges or complaints against a public employee, and ORC Section 121.22 (G)(3), to discuss pending or imminent court action. Attendance at the executive session will include the Board and Legal Counsel only. Motion seconded by Mrs. Wollet. Motion moves 5-0. The Board goes into executive session at 7:57 pm.

Board returns from executive session at 8:19 pm.

VII. Clerk / Treasurer's Report

- A. **Motion to approve** – December 2022 regular meeting minutes. *Enclosure.* Motion to approve subject to the correction made by Mr. Thompson was made by Mrs. Wollet, second by Mr. McBride. 2-0-3.
- B. **Motion to approve** - payment of any and all outstanding bills for December 2022. Motion made by Mr. Thompson, second by Mrs. Wollet. Motion moves 5-0.
- C. **Financial Report** - Financial Statement / Bank Reconciliation / Monthly Bills / Expenditures: month to date/year to date/budget. The Fiscal officer asked the Board if they would like to have a budget meeting toward the end of January into February. There may be some areas that we will need to cut back, and the meeting would get all members on the same page. All Board members agreed, Fiscal officer asked the Administrative Assistant to send out a Google calendar to set the schedule. Motion made by Mr. Thompson, second by Mrs. Wollet. Motion moved 5-0.
- D. **Motion to approve** – Monthly credit card expense. Motion by Mr. Thompson, second by Mrs. Wollet. Motion moves 5-0.
- E. **Insurance Quotes** – Still in progress. We did receive a quote back from our current provider. Just waiting on the final quote from the insurance company.

VII. Old Business

A. District 100th Anniversary – 2023

1. Dates for Open Houses

- a. Station 91 will be May 9, 2023
- b. Station 92 will be June 13, 2023
- c. Station 93 will be July 11, 2023

2. Date for Parade – June 24, 2023

3. Banquet date – October 7, 2023

B. New Engine 92 – discussion but no new action taken.

VIII. New Business

A. Travel Policy – (See attachment) Mrs. Wollet had some questions about how we determine per diem. Fiscal Officer explained that we use the IRS guidelines at gsa.gov.

B. Stryker Cot – Updated quote is enclosed. One quote expires on 1/31/2023 the other quote includes the anticipated price increase after 1/31/2023. *Enclosure.*

C. New Ambulance - 2025

IX. Public Comments - none

X. Board Comments

XI. Adjournment

Motion to adjourn at 9:00 pm made by Mrs. Wollet, second by Mr. DiSibio.