

Eagle Joint Fire District

Meeting Minutes

February 10, 2016

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The meeting was called to order by Chair Jonathan Dowell at 7:00 P.M. at the Fire Station. All stood for the Pledge of Allegiance.

Roll Call

Trustees present were Marianne Hallapy, Tim O'Hara, Dennie Parsons, and Jonathan Dowell.

Clerk reported that Trustee Joseph Gleydura had called and requested he be excused from attending tonight's meeting.

There was a motion by Dowell/Hallapy to excuse Gleydura from this evening's board meeting. Motion passed 4-0. Also present was Chief Ron Stanish, Asst. Chief, Kent Kelley, and Clerk, John Morris.

Approval of Minutes

There was a motion by O'Hara/Parsons to approve the minutes of the January 13, 2016 meeting of the Board of Trustees. Motion passed 4-0.

Communications (Clerk)

- Received e-mail on February 8, 2016 from Dave Yost, Auditor of State's Office: March 22-24, 2016 are the dates for the 17th Annual Local Government Officials' Conference, at the Hyatt Regency – Columbus, Ohio.
 - Has received several e-mails from Joe Garrison, Claims Administrator for Sheakley UniServe regarding various BWC orders to either approve or disapprove claims pertaining to the hospital treatment of (6) firefighters on December 23, 2015.
 - Has received several communications from Auditor of State's Office regarding year-end closing and submission of annual financial reports with the AOS. Auditor of State Bulletin 2015-007 was released on December 21, 2015, and within the bulletin, it states that local governments are required to include their Notes (Footnotes) with their final year-end filing; this is something new this year.
- There was a motion by O'Hara/Hallapy to accept the communications. Motion passed 4-0.

Financial Report.

- No revenue to report in January, total expenditures totaled \$25,187.
 - January 31, 2016 General Fund Balance is \$187,578.
 - Noted that Revenue Summary Report includes budgeted amount of \$15,000 for 2016 for "Charges for Services". Also noted that budgeted amount for "Property and Other Local Taxes" will increase with receipt of Amended Certificate of Estimated Resources from dated January 13, 2016. The amended certificate also includes the estimated taxes that will be received from the Capital Improvement and New Equipment levy passed in November 2015.
 - Noted significant expenditure in January was \$13,000 for insurance premium payments.
- There was a motion by Dowell/O'Hara to accept the 1/31/2016 financial reports. Motion passed 4-0.

Committee Assignments/Reports

- Personnel and Training (Parsons), No Report.
- Finance (Hallapy). (See Submitted Report).
 - Reported that Chief Stanish, Assistant Chief Kelley, Clerk Morris, and she met on Thursday, February 4th to discuss the Amended Official Certificate of Estimated Resources from Trumbull County, and to discuss the permanent appropriation budget for 2016 based upon these estimated resources.
 - Based upon the Amended Certificate of Estimated Resources from the Trumbull County Budget Commission, she presented a recommended a permanent appropriation budget for the General Fund of \$333,305.44, \$8,000.00 greater than the Temporary Appropriation Budget.

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- The Finance Committee meeting participants recommended \$150,000.00 be appropriated for New Equipment, specifically SCBA's, with the remaining \$53,093 appropriated for Leasehold Improvements. Estimated cost to install HVAC in the 2nd floor unfinished area would cost approximately \$10,000; the remaining \$43,093 to be used to construct offices.
- Legislative Issues (O'Hara)
 - No Report. Intended to meet with Hallapy, last year's legislative issue chair, to get caught up on matters of interest carrying over from 2015, but was unable to prior to tonight's meeting.
- Fire Chief (Stanish) (See Report dated 1/13-2/10/2016)
 - Thanks and well wishes to Firefighter Todd Robinson, who has decided to retire from the department after 17 years of dedicated service.
 - Inquired of board their opinion regarding the paid offices of Treasurer and Secretary within the HVFD; since, these positions are paid with District funds should, the appointments to these positions be done by the District's Board of Trustees? Chief Stanish felt that the District pays the "Position", and would have to rely on the recommendation of the HVFD Officers, anyway, that it is fine to keep the same method of appointment as is currently being used.
 - Reported that contract has been entered into with Time-Warner Cable for high-speed internet and telephone service at a cost of \$209.97/month for (3) year term. Contract with AT&T for telephone will be terminated.
 - Discussed that there has been interest in starting a Jr. Firefighter Program. Will follow-up at March meeting, with additional information.
 - HVFD is purchasing a television for training purposes and requests that the District accept the donation of the television after it has been procured. The estimated value of the unit is \$1,500.
 - Insured about demolition of house on South Main St this year.
- Dennie Parsons, for Hubbard Twp. Trustees.
 - Township Trustee Mr. Jacobs could possibly have access to obtaining 1 or 2 "Tankers" from the Ohio National Guard surplus program, which they possibly could be giving away. ts.

There was a motion by Parsons/O'Hara to accept all the reports of committees, Fire Chief, and Other.

Motion passed 4-0.

Old Business

- **Group Retrospective Rating program for 2016-17.** Clerk submitted paperwork and payment to Sheakley to participate in the 2016-2017 BWC group Retrospective Rating program
- **2014-15 Financial Audit.** Clerk has not heard anything regarding the start of the audit, above what he heard in early January.
- **Year-End Financial Report Submission.** Clerk still has some procedures to complete, but intends to have the financials submitted prior to the end of February.
- **South Main Property Exemption.** Clerk submitted paperwork requesting exemption from real property taxes to the County Auditor's Office in December; the exemption request has been forwarded to Columbus, and could take some while to get a determination.

New Business

- **Purchase Order Approvals.**
 - Motion by Dowell/O'Hara to approve the following Regular Purchase orders:
 - 1) Comstock, Springer, & Wilson for Professional services rendered; \$1,202.50 to line item, 1000-110-310-3110.
 - 2) D&T P.M. & Truck Repair, for Vehicle Repairs to 28-6, for \$800.00, to line item, 1000-220-323-1130.

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3) Health and Safety Institute for online continuing education courses, \$483.00, to line item, 1000-210-319-1090.

Motion passed 4-0 for all three regular purchase orders.

- There was a motion by Dowell/Hallapy in the form of a resolution to accept the amount and rates as determined by the Budget Commission of \$243,711.84 for the General Fund and a rate of 1.2 mil, and \$203,093.20 for a Special Levy Fund and a rate of 1.0 mil, for a period not to exceed 5 years, and authorizing the necessary tax levies and certifying them to the County Auditor, and also resolved that the Clerk of said board certify a copy of this resolution to the County Auditor. Motion passed 4-0.
- There was a motion by O'Hara/Parsons to create a new fund, in addition to the General Fund, for New Equipment and Capital Improvements, resulting from passage of the 5 year temporary levy in November 2015. Motion passed 4-0.
- There was a motion by Hallapy/Dowell to adopt a permanent appropriation budget for 2016 for the General Fund of \$333,305.44. Motion passed 4-0.
- There was a motion by Hallapy/Dowell to adopt a permanent appropriation budget for 2016 for the New Equipment and Capital Projects Fund of \$203,093.20, with (3) line items budgeted as follows: New Equipment \$150,000.00; Leasehold Improvements - \$50,000.00; and County Auditor fees - \$3,093.20.
- Chair Dowell read a Resolution for the Employment of Legal Counsel for the Eagle Joint Fire District and the Trustees affixed their signatures, affirming the resolution document, to retain David C. Comstock, Jr. and the law firm of Bonezzi, Switzer, Polito, & Hupp Co., LPA to provide legal advice on all matters to the Fire District at an hourly rate of \$115.00 per hour.
- Motion by Parsons/Dowell to grant Chief Stanish and the Clerk permission to enter into a contract with Time Warner Cable for high speed internet service and telephone service, and to terminate the telephone service provided by AT&T. Motion passed 4-0.
- Ms. Hallapy referenced section 507.09 of the Ohio Revised Code pertaining to Compensation of Fiscal Officer, noting that in "townships" having a budget of more than \$250,000, and not more than \$500,000, that the Clerk should be compensated Thirteen thousand three hundred seventy dollars (\$13,370); she also noted the broad range of responsibilities of the Clerk position, and made a motion to increase the Clerk's salary from \$8,400 to \$10,000 per annum. Mr. O'Hara seconded the motion and the motion was approved 4-0.
- There was a motion by Parsons/O'Hara to accept the donation of a television for training purposes, valued at approximately \$1,500 from the Hubbard Volunteer Fire Department. Motion passed 4-0.

Good of the Order. Trustee Parsons. In response to an e-mail sent by the Clerk requesting that the Trustees stop in at Huntington Bank to sign the Signature card, as requested by their branch manager, Mr. Parsons reported that the personnel present did not know how to proceed. Clerk noted he would get clarification of how to proceed in this matter.

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Audience Comments. Lieutenant Wittkiugle reported he has been subpoenaed to appear in Girard Municipal Court tomorrow, February 11, 2016 relevant to an incident between himself and a private citizen that occurred on New Year's Eve, as he was responding to a call and traveling to the fire station.

Adjournment. Motion by Hallapy/O'Hara to adjourn at 8:11 pm. Motion passed 4-0.

Respectfully submitted,

John Morris, Clerk