

6-28-2023
Village Fire Department
Regular Monthly Board Meetings

Minutes

*VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING*

Wednesday, June 28, 2023, 6:00 P.M

CALL TO ORDER

Present & Voting Were:

**City of Hedwig Village
City of Bunker Hill Village
City of Piney Point Village**

**Commissioner Matt Woodruff, Chair
Commissioner Keith Brown, Vice Chair
Commissioner Zeb Nash, Treasurer (6:08)**

Present Were:

**City of Hedwig Village
City of Spring Valley Village
City of Hunters Creek
City of Hilshire Village
City of Piney Point Village
Village Fire Department**

**Alternate Mayor Tom Jinks
Alternate John Lisenby
Alternate Fidel Sapien
Alternate Mike Garofalo
Alternate Aliza Dutt
Interim Fire Chief, Howard Miller
Administrator, Marlo Longoria
Attorney Brandon Morris**

Randle Law Firm

Not Present Were:

**City of Bunker Hill Village
City of Spring Valley Village
City of Hilshire Village
City of Hunters Creek**

**Alternate Clara Towsley
Commissioner Allen Carpenter, Secretary
Commissioner Robert (Bob) Buesinger, Member
Commissioner Rob Adams, Member**

1. COMMENTS FROM THE PUBLIC (Comments are limited to 3 minutes each)

None

2. CONSENT AGENDA – All Consent Agenda items listed are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. Approval of Minutes –

- April 2023 – regular monthly meeting
- May 2023 – regular monthly meeting
- May 2023 – special meeting

Commissioner Woodruff asked for the minutes to be severed from the consent agenda and discussed

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separately.

- April 2023 – regular monthly meeting – No changes will be made to the April 24,2023 minutes.
- May 2023 – regular monthly meeting – Changes suggested:

He stated on page 15, this is the statement of **net position**, this statement is presented on the full accrual basis of accounting under the **full accrual basis of accounting** we include depreciation of the assets, pension liabilities, and other post-employee liabilities. The adoption of the budget is not based on the full accrual basis of accounting.

prescriptive application of the new roof fasteners and to get a **wind rider** that the manufacturer will give us.

Commissioner Adams moved to authorize Mr. Lisenby to proceed with a solution that meets the satisfaction based on the parameters he has set out. Also, the commission allocates an amount not to exceed \$5,000 to pay for any rider necessary to secure a warranty., seconded by Commissioner Carpenter.

(Need to confirm with Attorney)

Correction in the position of commissioners:

- Zebulun Nash – Treasurer – listed as secretary.

- May 2023 – special meeting changes suggested.

Correction in the position of commissioners

Alternate Lisenby made a motion to approve the as-amended minutes, seconded by Commissioner Brown

Motion carried unanimously

B. Approval of Bills Paid – May 2023

Commissioner Nash approved the bills paid, seconded by Commissioner Brown.

Motion carried unanimously

3. REPORTS and POSSIBLE ACTION:

- A. Annex Roof/Training tower – Consideration and possible action
 - Roof retrofit
 - Repair and replace sealant around windows and masonry expansion joints
 - Cleaning the annex and repairs on the training tower

No action was taken.

- B. Roof – Main building – update and possible action

Alternate Lisenby stated he received an email from Construction Master outlining the assembly instructions for the repair and the information has been sent to all parties involved. Karl will need to sign off along with Mike Gordy. He also stated there will be a rider.

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No action was taken.

C. Treasurer's Financial Reports – May 2023

Commissioner Nash presented the financial report, stating that all the cities have met, and the department has over 60% approval for the budget and amendments. He also noted that Piney Point is very adamant about adding an accountant to the payroll at the fire department. Piney Point would appreciate the change by the end of the year. He also noted this would be operational accounting for the department.

Alternate Sapien stated that Hunters Creek passed everything with similar questions. He stated that failure on the accounting side is really troublesome.

Alternate Lisenby stated Spring Valley passed the amendments and budget.

Present Invoice

- Request to pay for (two) budgeted Accutec server invoices: (8500374) \$12,827.01 & (8500373) \$8,170.52.
- Update – 2022 proposed budget amendment, 2023 – proposed budget amendment, 2024 proposed budget

Ms. Longoria presented the two invoices totaling, \$20,997.53. The two servers were approved and budgeted for 2023. No action was needed for the presentation, just for information purposes only.

No action was taken.

D. Fire Chief's Report – Events of May 2023, Monthly Performance; Staffing, Record of Calls, Response Times, etc.

1. Staffing: Captain Swinner is on light duty (Inspections, dispatch and TCFP Compliance)

2. Apparatus and Equipment:

Ladder 1 PM (Should be ready Friday)

New Ambulances are in-service.

Station Generator (Main Station) is out of service. (Repair Cost, Rental, Possibility of using new generator)

A/C Maintenance Contract

3. May 2023 Incidents:

Fire Incidents: 89

EMS-type Incidents: 94

Service Calls Non-Emergency: 8

HFD Calls: 19

Total incidents: 210

Average Response Time: 4 Minutes 51 Seconds

EMS 1st response time: (Natl Standard is 6:30)

ALS response time: (Natl Standard is 10:30)

Fire: (Natl Standard is 6:50)

4. Roof Replacement:

Annex Roof:

5. Other Activities:

- Hydrant Testing: Continues in MVWA area. Others are complete.

- Officers Meeting July 11, 2023, to lay out the path for the second half of 2023

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- Purchasing Digitech files out of ambulance billing funds.
- A/C Maintenance Contract.

6. Discussion and Consideration Items:

Melvin Dow (Piney Point) Thank you letter. He and his wife bought chocolate chip cookies for the fire station.

EMS Billing – Emergicon – (*article 1*) – No action needed.

[..\..\..\EMS\Emergicon\Presentation- Emergicon.pdf](#)

4. **CONSIDERATION OF AND POSSIBLE ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:

a. Fire Chief Selection Committee

No Action was taken – added to future discussion.

b. EMS revenue for 1st quarter

Commissioner Woodruff authorized and approved the return of the 2023 1st quarter EMS revenue as presented to the cities. Moved by Alternate Sapien and seconded by Alternate Lisenby.

Motion carried unanimously

c. Review of investment and banking practices and strategies and discussion and possible action on different investment options for Department funds

Commissioner Woodruff suggested that the commission direct the staff to formulate and circulate a written plan for how the department is going to invest, how accounts will be set up, and where the money is going to be placed. Commissioner Woodruff also suggested that an agenda item be placed on the next meeting either ratify or amend the investment policy.

No action was taken – added to future discussion

d. Add 2 new funds: general fund – capital & general fund – fuel

Alternate Lisenby made a motion to set up a separate bank account at Stellar, to handle all the fuel-related income or charges. Seconded by Commissioner Nash.

Motion carried unanimously

e. Gym Equipment – add a “new” line for income and expense - \$10,000

Commissioner Brown moved to authorize the intra-budgetary transfer of \$10,000 donated to the Village Fire Department from a resident to purchase gym equipment from miscellaneous income/contribution to miscellaneous tools equipment. The line item will increase from \$50,000 to \$60,000. Seconded by Alternate Lisenby.

Motion carried unanimously

f. Special Audit

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No action was taken

5. FUTURE TOPICS –

None

6. NEXT MEETING DATE

July 26,2023

Commissioner Brown moved to set the next meeting date to be August 23, 2023, with no meeting in July 2023. Seconded by Alternate Lisenby.

Motion carried unanimously

7. ADJOURNMENT

Commissioner Woodruff asked for a motion to adjourn at 7:45 p.m. Commissioner Nash moved, seconded by Commissioner Brown

MOTION CARRIED UNANIMOUSLY

Respectfully submitted.

Commissioner Matt Woodruff, Chair

Attest:

Commissioner Allen Carpenter, Secretary