
**RECORD OF PROCEEDINGS
MADISON FIRE DISTRICT BOARD OF TRUSTEES
REGULAR SESSION**

02-17-21

CALL TO ORDER ONLINE @ 7:00 pm

ROLL CALL:

x Mr. Adams	x Mr. Ljjjjjee	x Chief Tod Baker
x Mr. Anderson	x Mr. Vest	x Joanne Clapp
x Mr. Gauntner	x Mr. Wayman	x Stacy Dame

REGULAR SESSION

APPROVAL OF MINUTES

Minutes:

Motion to approve the 01-20-21 Reorganization and 01-20-21 Regular Session minutes as presented by: Mr. Vest Seconded by: Mr. Lee ROLL CALL: (4) ayes (Adams - abstain)

BILLS & PAYROLL - January 2021:

Bills (\$ 98,323.12) and Payroll (\$119,839.09) totaling \$218,162.21 are motioned for acceptance and payment.

Motion to approve bills and payroll as presented by: Mr. Wayman
Seconded by: Mr. Adams

ROLL CALL: All ayes

FINANCIAL REPORT - January 2021 - Joanne Clapp, Fiscal Officer, summarized the January 2021 Revenue and Expenditures (Fund Summary Report). January expenditures included the 2021 annual HSA and Bureau of Workers Compensation premium payment. She reported that the Property Tax Advance Payment in the amount of \$500,000 was received this date. She expects the 2019-2020 State Audit to begin in late February or early March. She recommended that the board discuss and approve the transfer of unappropriated funds to the capital fund for the Station #2 renovation to better track expenditures.

OPENING PUBLIC PORTION - None to Report _____

LEGAL COUNSEL - Stacy Dame reported that she has reviewed the contract that was proposed by CT Consultants for the Station #2 renovation and dormitory addition. She commented that there are no huge issues to report but she wanted to point out a few things for Board review and consideration:

- 1) There is no actual time frame outlined in the agreement even though CT references a 5-month construction period which, in her opinion, is a reasonable time that should work well with our schedule.

- 2) The contract includes invoicing and due dates for the Architectural and Design Service as the construction progresses and she commented that CT has indicated that the construction cost included in the agreement is an estimate because they cannot control the actual cost of construction. CT will perform their duties within a reasonable standard of care which will be among their professional responsibilities.
- 3) CT will not be in charge of supervising the construction. They will make sure the phases of the construction are proceeding forward and that the documents are in place.
- 4) Under the statute 153.70 which requires CT Consultant to carry Professional Liability Insurance, she recommended that the board request that Professional Liability Insurance be added to the list of insurances already included in the contract while the project is ongoing (page 3 of the contract under terms and conditions). It is her understanding that CT does not have an issue with that.
- 5) CT can terminate the contract for cause and Madison Fireover District can terminate for cause. They can terminate the contract if there is a length in delay of over 90 days for reasons beyond their control and we can terminate based on convenience.
- 6) She advised the Board that there is an indemnification provision that makes the District responsible for any and all costs, losses, damages, sickness or injury caused by any environmental hazards that they encounter while performing their work.

Mr. Vest commented that, per the contract as he reads it, CT has no controls over the costs and overruns. He stated that he believes it is normal within a contractual agreement for construction that there should be some sort of percentile or ceiling as opposed to an unlimited increase in cost.

Mrs. Dame explained that this is the responsibility of the actual contractor performing the work and will be laid out in the construction documents later, along with the procedures for getting Board approval for overages and change orders in a certain amount. CT Consultants is responsible for the Architectural and Designing Services performed at an hourly rate and they are providing you with an estimated cost for each phase of the project.

Per Mr. Gauntner, a more definitive time frame will show up in the contract documents by the Contractor performing the work once a bid process has been completed and a contract has been signed.

Per Chief Baker's request, Mrs. Dame explained that it is CT's responsibility to visit the construction site periodically to make sure the overall schedule is being met and make sure the contract documents and specifications are being followed. It is the Contractor's responsibility to provide supervision of the work schedule on a daily basis.

COMMITTEE REPORTS - Chief Baker reported that he will be scheduling a Full Time and Part Time Labor Management Committee meeting to update current topics and remain compliant with meeting requirements.

Resolution 21-02 St. #2 Professional Architectural Design/ Services Contract:

This resolution approves the contract with CT Consultants, Inc. for Professional Design and Engineering Services related to the demolition and renovation of Station #2 and authorizing the entering into of said contract and the payments provided therein. The Professional Liability Insurance recommended earlier in the meeting is included in this resolution.

Motion to approve as amended by: Mr. Gauntner

Seconded by: Mr. Adams

ROLL CALL: All ayes

Full Time Hiring Expansion:

Captain Terry Sopko reported that the Officers met at St. #3 on February 14, 2021 to review and rank the (9) candidates that participated in the Full Time Hiring Process. All nine candidates are current Madison Fire District Part Time employees. The process included the Fire and Police Selection's FireAptitude and Character online testing - (100) questions, attendance, disciplinary issues, call activity and training involvement.

Mr. Gauntner asked if the candidates received high scores on the online test. Captain Sopko reported that there was only a 4 point difference between the first ranked and the 4th ranked candidate.

On behalf of all Madison Fire District Officers, Captain Sopko recommended that the District hire FF Joe Romischer, FF Michael Brewer, FF Korey Baker and FF Steven Silvestro, all paramedics, for Full Time positions. FF Michael Maskal was chosen as alternate in case something happens during the hiring process that may disqualify one of the recommended candidates.

For clarity's sake, Chief Baker asked Mrs. Dame if any special language needs to be included in the motion since the (4) candidates must pass the Pension Physical to be successfully qualified and hired.

Mr. Adams commended Chief Baker and the Officers for the excellent work they did on the diverse testing criteria and testing procedure. He also commended them for protecting the future of Madison by expanding the Full Time staff from our own highly qualified and devoted Part Time staff.

A motion was made to hire (4) Full Time Firefighter/Paramedics as recommended by the Madison Fire District Officers pending qualification clearance.

Motion by: Mr. Lee

Seconded by: Mr. Vest

ROLL CALL: All ayes

Resolution #21-03 Penguin Mechanical 2021 Heating & AC Maintenance Contract:

This resolution authorizes the Fire Chief of Madison Fire District to enter into a contract with Penguin Mechanical, Inc. for Semi-Annual air conditioning and furnace maintenance services at St. #2 and St. #3 from January 1, 2021 to December 31, 2021, and authorizing payments provided therein.

Motion by: Mr. Wayman

Seconded by: Mr. Gauntner

ROLL CALL: All ayes

Resolution #21-04 State Auditor Opt-In - Bank Reconciliation Notification:

This resolution authorizes exercise of the option to have direct electronic mail communication to the Board of Trustees of the Madison Fire District should the fiscal Officer not post a Bank Reconciliation in UAN in approximately Sixty (60) days and directing the Fiscal Officer to activate this feature in the District's Eservices account. This recommendation was made to the Board by both the Fiscal Officer and the Ohio State Auditor. Both strongly recommend that the Board opt-in through their Eservices.

Motion by: Mr. Gauntner

Seconded by: Mr. Wayman

ROLL CALL: All ayes

CHIEF'S REPORT - February 2021 - Chief Tod Baker:

Chief Baker reported that our run volume increased to 250 runs for the month and billing revenue was \$7,000 above average in January.

Staff anniversaries for February include Chief Baker with 32 years and Nila Brass with 12 years.

Chief Baker thanked Captains Terry Sopko and Justin Meister, Lts. Brian Faulhammer, Frank Henry and Alan Van Kramer for their exhaustive efforts in completing the Full Time Hiring Process. He also thanked Lt. Brian Faulhammer, FF Michael Brush and FF Korey Baker for their good work in submitting for \$104,000 via the AFG Grant under communications (radios). Our contribution, if awarded the funds, will be about \$9,000. In addition, he thanked Lt. Faulhammer for his participation in the East End Departments (Concord, Painesville City, Painesville Twp., Leroy, Perry and Madison) joint grant submission to the Ohio Fire Marshall again under communication (radios) and Madison was awarded \$10,000.

Staffing is a huge problem with \$10,000 of overtime in January. The Officers continue to discuss revamping the staffing model to stabilize the number of staff on duty on a daily basis and we have modified our standards to help with recruiting part time staff. Chief Baker stated that his goal is to have the (4) new full time hires qualified, sworn in and ready to go by March 21, 2021. It is also his intention to reduce the number of staff from 8 per day to a number that gives us continuity. Although he is grateful to the firefighters who have stepped up to do overtime, \$10,000 in overtime is not sustainable budget-wise nor is it sustainable personnel-wise for people working 36-48 hours with only 24 hours off.

Mr. Adams commented that he recently had the opportunity to view the horrible condition of the driveway near the road at St. #3 and asked that Sidley be contacted to come out for a consultation to assess the concrete and give opinion as to why it is so degenerated and offer a suggestion as to what to do about it. He noted that there is a distinct difference in the quality of the concrete at the end of the driveway (delayed install) and the rest of the driveway/parking lots sections poured earlier in the building construction process. Chief Baker agreed to reach out to Sidley's representative to see what remedy can be offered. He stated that he will also contact other local contractors and get estimates for resolving this issue. Chief Baker reported that he has talked to Melvin Stafford with ODOT about getting a temporary permit for a cut in the intersection and, given that we are a Fire Department, Mr. Stafford did not indicate that it would be a problem to issue a temporary permit to do this work. Mr. Wayman agreed to attend the meeting with Sidley alongside Chief Baker once arrangements have been made.

Mr. Vest asked for an update on the inspection billing. Captain Sopko reported that inspection revenue is steady, however there are still unpaid invoices from last year. Mr. Vest asked for a comparison report between total revenue vs. total payroll cost for this program since its inception (18) months ago. Captain Sopko committed to providing a summary at the March meeting.

Chief Baker reported that he had a good followup discussion with one Madison Township business owner who questioned the need for inspections and the billing of inspections. Both parties had the opportunity to voice their concerns and it is Chief Baker's hope that the gentlemen understood the department's prospective and the Chief's responsibility to ensure the safety of the community.

CLOSING PUBLIC PORTION - Lt. Brian Faulhammer thanked Fire Board members for helping to make the District a safer place by approving the new Full Time hires. He thanked Captain Sopko for presenting the Officer's recommendations and Chief Baker for securing the future of the Madison Fire District.

CLOSING BOARD COMMENTS - Mr. Gauntner commented that it is our responsibility to provide the public with Fire and EMS Services and, although adding Full Time personnel to the budget was a tough financial decision to make, it was the right decision for the future betterment and growth of the department. Mr. Anderson agreed.

Mr. Anderson reminded everyone that the 03/17/21 and 04/21/21 meetings will be held virtually @ 7:00 pm.

Motion to adjourn Regular Session @ 7:49 pm by: Mr. Vest
Seconded by: Mr. Wayman

ROLL CALL: All ayes

Joanne Clapp, Fiscal Officer

Max Anderson, Jr. Chairman