

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

02-19-2025

CALL TO ORDER @ 1900 hours.

ROLL CALL: x Mr. Adams
 – Mr. Donaldson
 x Mr. Sill

x Mr. Anderson
x Mr. Lee
– Mr. Wayman

x Chief Meister
x Joanne Clapp
x Stacy Dame

*In the absence of Mr. Wayman, Vice Chair Adams will run the meeting.

PLEDGE OF ALLEGIANCE - The pledge was recited by all.

APPROVAL OF MINUTES

The January 15, 2025 Reorganization Meeting minutes were presented for approval.

Motion made to approve the Reorganization Meeting minutes as presented by: Mr. Lee

Seconded by: Mr. Sill

ROLL CALL: (Anderson abstain), 3 ayes

The January 15, 2025 Regular Session minutes were presented for approval.

Motion made to approve the January 15, 2025 Regular Session minutes by: Mr. Lee

Seconded by: Mr. Sill

ROLL CALL: (Anderson abstain), 3 ayes

BILLS & PAYROLL - January, 2025

Bills (\$178,062.89) and Payroll (\$194,764.46) for a total of \$372,827.35 are motioned for acceptance and payment.

Ms. Clapp stated that the extraordinary payments made in January included full time HSA Deposits, and annual payment for BWC and Richmond & Richmond Insurance.

Motion made to approve bills and payroll as presented by: Mr. Anderson

Seconded by: Mr. Lee

ROLL CALL: All ayes

FINANCIAL REPORT - January, 2025

Ms. Clapp provided a summary of the Revenue and Expenditures (Fund Summary Reports).

OAPFF 457 ACH payments are being declined. Ms. Clapp has requested that they assist her with getting this rectified.

Ms. Clapp reported that employee wages are being paid from the EMS fund until the allotted \$600,000.00 is depleted (approximately May, 2025).

Ms. Clapp and Chief Meister met earlier in the week and she is confident that the vehicle capital purchase schedule that he will share later in the meeting is fiscally responsible.

The District received the Marcs Grant funds in the amount of \$42,432. As a reminder, the funds will be utilized to purchase radios as approved at a prior meeting; they are on order.

OPENING PUBLIC PORTION - None.

LEGAL COUNSEL - Ms. Dame shared that a Level 3 grievance has been filed and she is in need of two (2) Board members to attend the grievance meeting. Mr. Lee and Mr. Anderson agreed to participate.

COMMITTEE REPORTS - None to report.

OLD BUSINESS

Chief Meister reviewed the current nursing home facility run volumes. He shared that he has been in contact with each of them to discuss how the non-emergent calls can be avoided. This continues to be a work in progress.

NEW BUSINESS

Resolution #25-06 - Authorization to Purchase a 2025 V8 Dodge Durango for Station #2 in the amount of \$45,635.00 was proposed.

Motion to accept Resolution #25-06 was made by: Mr. Lee

Seconded by: Mr. Sill

ROLL CALL: All ayes

Ms. Dame shared with the Board that she and Chief Meister had a phone call with an account executive from Lexipol. This program is used to provide state specific policies, updates in response to legislation, case law, and evolving best practices and scenario-based training to assist with development of policies. A brief demonstration was done during the conference call and the different service options were reviewed. They are well known for providing services to other local municipalities.

Ms. Dame recommended the Board adopt a contract option that entails yearly subscription service at a cost of \$8,564.25 (prorated) for 2025, and \$10,277.10 for 2026. This gives the District access to the full Lexipol manual which includes approximately 155 already existing policies. She also recommends that for financial purposes the District chose the Focus Implementation option at a cost of \$13,486.50 vs the alternative option at a cost of over \$20,000.00. The focused implementation option affords the District Lexipol's assistance in review/amendment/creation of up to 50 policies of the District's choosing. Chief Meister stated that he agrees with this recommendation.

Mr. Adams stated that Painesville City uses this; it is user friendly and he recommends the agreement. After a brief cancellation discussion, Mr. Anderson and Mr. Lee also recommended the District utilize their services because it seems that none of the local municipalities have cancelled their contracts after the initial agreement.

Resolution #25-07 - Authorization to Approve an Agreement with Lexipol for District Policy Management was proposed.

Motion to accept Resolution #25-07 was made by: Mr. Anderson
Seconded by: Mr. Sill

ROLL CALL: All ayes

CHIEF'S REPORT

Anniversaries: Fiscal Office Joanne Clapp - 10 years and FF Daniel Klems - 1 year.

Financial: EMS revenue is 8.2% of yearly projection while tax revenue is 1.0% of budgeted collection YTD. The District has spent 7.5% of the annual budget to date in 2025.

Staffing: Staffing is stable and February is the end of the full-time vacation cycle so many are off this month to use up their bank. This creates overtime, but is typical for this time of year.

Volume: The District responded to 360 calls for service in January. MFD responded to 3900 calls in 2024.

Inspections: Remain on-going; see report in your folder.

Vehicles: #2117 needed driver side tracer lighting work done which was out of warranty. #2127 (chase vehicle) needed the heater core repaired at a cost of \$3,000.00. #2127 is the vehicle to be replaced with the new vehicle approved for purchase earlier in tonight's meeting.

Buildings: Station #2's barn needed the reznor heater repaired (thermocoupler). This was handled in-house by Captain Henry in order for cost savings.

Other: All candidates that participated in the full-time testing process have been interviewed. Chief Meister will interview the top 4 candidates in the coming week and then will meet with the other officers involved in the process to make a hiring recommendation at the March meeting.

The officers reviewed the staffing model and how it relates to the increased call volumes. Chief Meister shared with the group an example of the current staffing schedule and 3 options allowing for additional part-time staffing, mostly at Station #2 since they handle almost $\frac{2}{3}$ of the call volume. The officers were being stewards of the District by only recommending that part time slots be added. The group discussed that overtime costs over the last 3 years has been well over \$100K each year, plus the pension contributions. The possible causes Vice Chair Adams, Mr. Sill & Mr. Lee challenged Chief Meister and the officers to provide a proposal at the next meeting that outlines how many personnel (part time and/or full time) should be hired in order to accommodate the District's ever increasing call volumes over the next several years to stop the consistent increase in overtime spending (trending to be over \$200K in 2025).

The vehicle replacement schedule was updated and reviewed with Joanne Clapp. As she mentioned in her report, approximately \$4M will be needed between 2025 - 2036. Projections indicate replacement costs should be able to be absorbed by the District. Future budget needs may require consideration of a levy, but that can be discussed at a later date.

Chief Meister and Captain Sopko participated in a demonstration by Aladtec which is a scheduling software. It is used by some local departments to provide a streamlined process

and is user friendly for staff as well. It can also assist with the payroll process which would be an improvement over the very manual process being done currently. More information to be provided at the March meeting.

February is Cancer awareness month. Crews will be doing rope training as well as CPR/ACLS renewals. The District has been provided with an EV blanket which can be utilized on our calls and also provided to neighboring communities should the need arise. Electric vehicle fires are difficult to extinguish, however, the EV blanket allows for the entire car to basically be smothered.

With regards to nursing home volumes, one of the existing ones is going to pretty much double their population soon. They are currently only at half capacity. This will be watched closely to see what impact it has on call volume.

The District inventory list is getting updated.

Two members will be attending Hazmat Safety Officer training. This will not only benefit Madison, but also provide aid to the County Hazmat Team.

The new recliners were delivered and put in use. The staff seems very pleased with them. Thank you!

CLOSING PUBLIC PORTION - none.

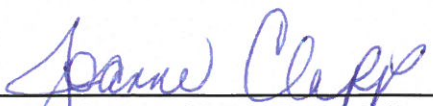
CLOSING BOARD COMMENTS

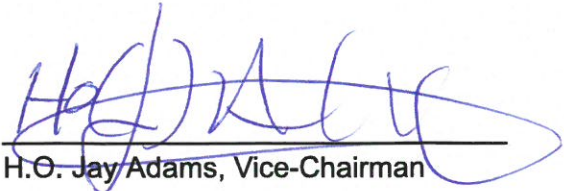
Mr. Adams wished for all to stay safe with the weather conditions as of late (ice, etc.). Especially on fire scenes which have been in abundance the last few weeks. He commended all for doing an outstanding job!

ADJOURNMENT

There being no further business, a motion to adjourn was made @ 19:58 by: Mr. Anderson
Seconded by: Mr. Lee ROLL CALL: All ayes

Accepted and Approved: March 19, 2025


Attest: Joanne Clapp, Fiscal Officer


H.O. Jay Adams, Vice-Chairman