

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

03-19-2025

CALL TO ORDER @ 1900 hours.

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

x Mr. Anderson
x Mr. Lee
x Mr. Wayman

x Chief Meister
x Joanne Clapp
x Stacy Dame

PLEDGE OF ALLEGIANCE - The pledge was recited by all.

Chairman Wayman explained that it is necessary to adjourn into executive session to discuss Personnel/Employment/Hiring/Compensation per ORC 121.22(G)(1) at this time. The other item on the agenda under Executive Session can be conducted at the conclusion of the regular session.

A motion was made by: Mr. Anderson at 19:02 to go into Executive Session to discuss Personnel/Employment/Hiring/Compensation per ORC 121.22 (G)(1).

Seconded by: Mr. Lee

ROLL CALL: All ayes

The Board returned at 19:14 and Mr. Wayman requested a motion to resume the regular session. Motion to resume regular session was made by: Mr. Adams

Seconded by: Mr. Lee

ROLL CALL: All ayes

A motion was made by Mr. Adams to hire Madeline G. Womack to fill the open position of full-time firefighter/paramedic.

Seconded by: Mr. Sill

ROLL CALL: 1 nay, 5 ayes

Ms. Dame performed the Full-time Oath of Firefighter/Paramedic to Madeline G. Womack.

Mr. Wayman stated that those in attendance for Ms. Womack's swearing in were welcome to be excused if they so choose. A brief pause in the meeting occurred while they exited the meeting room.

APPROVAL OF MINUTES

The February 19, 2025 Regular Session minutes were presented for approval.

Motion made to approve the February 19, 2025 Regular Session minutes by: Mr. Adams

Seconded by: Mr. Lee

ROLL CALL: (Donaldson & Wayman abstain), 4 ayes

BILLS & PAYROLL - February, 2025

Bills (\$80,497.21) and Payroll (\$195,959.74) for a total of \$276,456.95 are motioned for acceptance and payment.

Motion to accept bills and payroll was made by: Mr. Anderson

Seconded by: Mr. Lee

ROLL CALL: All ayes

FINANCIAL REPORT - February, 2025

Ms. Clapp provided a summary of the Revenue and Expenditures (Fund Summary Reports). She noted that she is having an issue with the firefighters' deposits to the deferred comp vendor.

Mr. Lee asked Ms. Clapp to explain the biggest expense for the encumbered line item. Ms. Clapp explained the biggest expense of that is dispatching. He also asked her to explain the \$284K at the bottom of the report; Ms. Clapp stated it is the new ambulance.

OPENING PUBLIC PORTION - None.

LEGAL COUNSEL - Ms. Dame stated that there will be an executive session at the conclusion of the regular session to discuss collective bargaining matters per ORC 121.11 (G)(4). She also updated all that the pending BWC hearing is scheduled for next week.

COMMITTEE REPORTS - None to report.

OLD BUSINESS

Chief Meister reviewed the staffing handout that was provided to all requesting the addition of one (1) part time slot at Station #2 Monday through Friday, 6:00 pm - 6:00 am. The purpose of the addition is to significantly reduce the overtime that is being paid at night in this time slot.

Mr. Lee asked Chief Meister if the long range goal is to expand full-time staffing to 5/4, citing that the District needs to grow with the community needs. He supports the addition of part-time staff however, states the need can be addressed in the future as needed given that an older population within Madison results in increased call volume.

Chief Meister reviewed overtime shifts in 2024 and provided costs involved. He also explained that the current vacant full-time position has been mostly covered with part-time staff. He stated that all officers are in agreement that it is not realistic at this time to add full-time staff.

Mr. Donaldson asked how many additional staff would be needed to fill the extra spot. Chief Meister responded that it varies by the person and if they have other employment that impacts their availability. Mr. Donaldson recommends that the additional spot be added at Station #2, filling the vacant spot with M. Womack, and seeing how the overtime plays out after a month or so.

Mr. Adams asked how many hours the extra spot would be to which Chief Meister replied 4,388 hours, but explained that by filling that slot, much of the overtime would be eliminated.

All in attendance agreed that the extra spot should be added to the schedule in order to help decrease the overtime and help staff with the call volume.

NEW BUSINESS

Aladtec Scheduling Program

Chief Meister reviewed both a 36 and 60 month agreement with the Board. The purpose of entering an agreement is to help decrease the amount of manual work being done with regard

to the schedule and payroll. It will also help to streamline the process for part time employees to sign up for shifts and for those full-time employees requesting time off. This program is used by a few local departments (a client list was shared with all). Lt. Brewer uses this program at Leroy Fire. The group agreed that a 36 month term would better suit the District than a 60 month term. Ms. Clapp shared that she has used this for payroll for the Perry Joint Fire District.

Mr. Lee asked if any hardware needs purchased and/or if equipment needs to be purchased or leased. Ms. Dame & Chief Meister responded that there is no leasing or purchasing of equipment necessary. The District would be purchasing access to their database/program. Mr. Lee asked if there is a monthly fee in addition to the prices listed in the proposed agreement. Chief Meister stated that it is just a yearly fee until the contract matures. Ms. Dame noted that after the first year, Aladtec can increase the yearly fee (maximum of 10%). Mr. Lee stated the client listing is impressive and asked if Chief Meister had reached out to any of them to ask their opinions on it. Chief Meister confirmed that he discussed it with a couple of current users and they gave no negative comments. Mr. Lee asked who would be the responsible person to input the data on the schedule. Chief Meister explained that it will allow all to sign up for shifts and the Officers will be responsible to approve, check and confirm the information is correct prior to payroll however Captain Sopko is the lead on scheduling. Mr. Lee then asked how sign ups for the schedules currently works. Captain Sopko explained that the part-time staff are allowed to sign up for 24 hours initially and then it goes to the next person (via seniority) and so on and goes back to the beginning of the list and continues until all shifts are covered.

Ms. Dame advised the Board she has reviewed the agreement and gives her approval. She cited Aladtec will hold no liability, has no claims to breach of information, and she doubts they would negotiate on any of those terms. She also stated the agreement is standard language.

Chair Wayman asked what the Chief's recommendation would be. Chief Meister stated that by entering into a 5 year agreement, the District would be given a 25% discount and the 3 year agreement amounts to almost full price but has the same terms. He and the officers are recommending a 3 year agreement.

Chairman Wayman asked for a motion to enter into a 3 year (36 month) agreement with Aladtec (TPI). Motion to enter into a 36 month agreement with Aladtec was made by: Mr. Adams
Seconded by: Mr. Anderson ROLL CALL: All ayes

Resolution #25-08 - Acceptance of a Donation from Ms. Betty Bailey.

Ms. Dame shared that a donation in the amount of \$35.00 was received from Ms. Betty Bailey in remembrance of Steve Burke and noted that the District accepted several prior donations in his memory as well.

Motion to approve resolution #25-08 was made by: Mr. Lee
Seconded by: Mr. Anderson ROLL CALL: All ayes

CHIEF'S REPORT

Anniversaries: FF James Laganian - 3 years, FF Greg Walker - 3 years and FF Jim Turek - 43 years!

Financial: EMS revenue is 17.6% of yearly projection while tax revenue is 2.7% of budgeted collection YTD. The District has spent 7.5% of the annual budget to date in 2025.

Staffing: Staffing is stable. Two (2) part-time resignations have recently been received (due to employment elsewhere). The officers will be interviewing additional part-time candidates in the near future.

Volume: The District responded to 330 calls for service in February. MFD responded to 304 calls in February 2024).

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

Vehicles: #2133 & #2123 had preventative maintenance completed and #2123 received new rear brakes.

Buildings: Station spring cleaning (inside and outside) to begin soon.

Other: All candidates that participated in the full-time testing process have been interviewed. The officers involved in the process recommended Madeline G. Womack to fill the vacant position.

Training: There will be another live fire training in Geneva in April. Hose advancement, building construction as well as UH EMS drills will be held in the coming weeks as well.

Two (2) District lieutenants are in training for Advanced Fire Investigation.

Lt. VanKramer will be honored in Maryland May 2-4th at the National Fallen Firefighters Memorial. Chief Meister and a couple other members will be in attendance with Lt. VanKramer's family.

Staff participated in Community Champions for Seniors at the senior center earlier today by serving meals to those present. All seemed to have a good time and the senior citizens were appreciative.

CLOSING PUBLIC PORTION - none.

CLOSING BOARD COMMENTS

Mr. Adams welcomed Madelyn to the District and gave kudos to all for their continued service to the community!

Chair Wayman stated if there is no further regular business, he will entertain a motion to adjourn into Executive Session to discuss personnel/employment/compensation & collective bargaining matters per ORC 121.22 (G)(1) and (G)(4) respectively.

Motion to enter into Executive Session @20:02 to discuss personnel/employment/compensation & collective bargaining matters made by: Mr. Donaldson

Seconded by: Mr. Anderson

ROLL CALL: All ayes

Regular session resumed at 20:33.

Chair Wayman stated he would entertain a motion to increase Administrative Assistant Laurie Hogya's hourly rate by \$2.00/hour (\$24.00). Motion to increase L. Hogya's hourly rate by \$2.00/hour made by: Mr. Anderson

Seconded by: Mr. Sill

ROLL CALL: All ayes

Chair Wayman stated he would entertain a motion to increase legal counsel Stacy Dame's monthly retainer to \$1,750.00 and an hourly rate of \$175.00/hour. Motion made by: Mr. Lee

Seconded by: Mr. Anderson

ROLL CALL: All ayes

Mr. Anderson stated that both are well deserving of the increased wages.

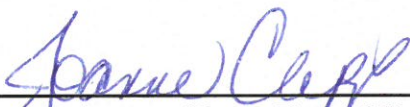
ADJOURNMENT

There being no further business, a motion to adjourn was made @ 20:37 by: Mr. Anderson

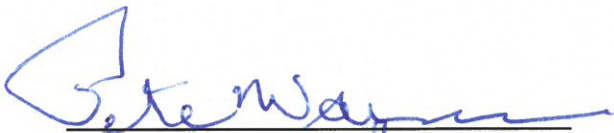
Seconded by: Mr. Lee

ROLL CALL: All ayes

Accepted and Approved: April 16, 2025



Attest: Joanne Clapp, Fiscal Officer



Pete Wayman, Board Chair