

**BURLINGTON FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
Monday, December 14, 2015**

Members present: Joe Walter, Yvonne Manning, Keith McMain, Bob Parsons, Andy Kuchar and Jason Bowling
Also present were: Chief Barlow and Attorney Mike McKinney.

Members absent: David Conrad.

Acting Chairman Joe Walter asked the board members for a vote to excuse/unexcused the absence of Yvonne Manning and Keith McMain from the November 9th board meeting. Jason Bowling made a motion to excuse Yvonne Manning and Keith McMain from the November 9th, 2015 board meeting. Motion was seconded by Bob Parsons. Motion passed unanimously.

District Board Chairman called the meeting to order at 5:00 p.m.

Audience of Citizens

No Comments

Chief's Report:

Chief Barlow went over monthly run statistics

Chief Barlow advised the board members of the ongoing issues with the ladder truck. The ladder truck has been out of service for approximately 3 weeks. It was brought to Cummins in Sharonville, Ohio. The board members discussed and have asked the attorney, Mike McKinney, to draft a letter with the assistance of Chief Barlow. The letter is to be sent to Spartan discussing the ongoing issues we are having, to include the engine problems that were identified by Cummins.

David Curtis just completed and graduated from the Paramedic program. He received the Academic Excellence Award at the graduation ceremony.

Chairmans Report

No comment

Committee Reports:

Nothing to discuss at this time

Consent Agenda

Jason Bowling made a motion to accept the Consent Agenda. Motion was seconded by Bob Parson. Motion passed. Yvonne Manning abstained.

Old Business

New Business:

Joint Health Insurance Board: Chief Barlow has asked the board members to approve the letter to be signed stating that it is okay for the Boone County Fire Districts Joint Health Insurance Board to submit required IRS reports on behalf of the Burlington Fire Protection District as the employer. This is in essence the paper trail allowing the insurance board to submit the paperwork with the district's approval. Yvonne Manning made a motion to approve the letter to be signed and sent to the Joint Health Insurance Board allowing them to submit the necessary paperwork to the IRS. Motion was seconded by Keith McMain. Motion passed unanimously.

SafetyPad report software: Assistant Chief Butcher advised the board members that we will be changing our EMS reporting software from ESO to SafetyPad. Assistant Chief Butcher asks for the board approval and to allow Chairman Conrad to sign the contract. Yvonne Manning made a motion to approve the change from ESO to

SafetyPad and authorizes Chairman Conrad to sign the contract. Motion was seconded by Jason Bowling. Motion passed unanimously.

Annual generator service agreement: Chief Barlow advised the board members that the annual agreement with Buckeye has been received. There is no change in the cost for the Preventative Maintenance. Andy Kuchar made a motion to accept the annual generator agreement. The motion was seconded by Jason Bowling. Motion passed unanimously.

Anneken, Huey, & Moser Engagement Letter: The engagement letter with Anneken, Huey, & Moser has been received. The engagement letter states the services that will be given for the amount previously approved for their services. Yvonne Manning made a motion to approve the engagement letter to be signed. Motion was seconded by Bob Parsons. Motion passed unanimously.

SCBA Grant Bid: The SCBA Grant Bid process came to a close and there was (1) bid received from the Scott dealer, 911 Fleet and Fire. Chief Barlow has asked the board to approve the acceptance of this bid to 911 Fleet and Fire. The total project cost is \$153,120, of which \$139,120 will be federal funds and \$13,920 will be the 10% that the district is responsible for. Andy Kuchar made a motion to accept the bid proposal from 911 Fleet and Fire for the Scott air packs and to authorize the 10% match that is district responsibility. The motion was seconded by Keith McMMain. Motion passed unanimously.

Declaration of Surplus-0702-S: Campbell County Fire Department has expressed interest in purchasing the squad 0702-S in the amount of \$15,000. Chief Barlow has asked the board for their approval to declare 0702-S as surplus and discuss if they would like to entertain the idea of selling the ambulance to Campbell County. Jason Bowling made a motion to declare 0702-S as surplus and to accept the \$15,000 from Campbell County for the purchase of the ambulance. Motion was seconded by Bob Parsons. Motion passed unanimously.

Declaration of Surplus for washing machine: Chief Barlow advised the board members that there was a new washing machine donated to the firehouse by Catherine Stefanik and Rodgers Madison. The old washing machine needs to be declared surplus so that it may be disposed of. Jason Bowling made a motion to declare the washing machine surplus. Motion was seconded by Bob Parsons. Motion passed unanimously.

Executive Session:

At 5:27p.m. Keith McMMain moved to enter into Executive Session. Jason Bowling seconded the motion. Motion passed unanimously.

At 6:13p.m. Jason Bowling moved to leave Executive Session. Yvonne Manning seconded the motion. Motion passed unanimously.

At 6:15p.m. Jason Bowling moved to adjourn. Andy Kuchar seconded the motion. Motion passed unanimously.

Personnel:

Jason Bowling made a motion to approve the promotion of David Curtis to Grade 4 Firefighter/Paramedic. Motion was seconded by Keith McMMain.

Yvonne Manning made a motion to approve the following as Junior Firefighters; Jayce Villanueva and Andrew Marcum. Motion was seconded by Bob Parsons. Motion passed unanimously.

Yvonne Manning made a motion to remove the following from the department roster; Daniel Berkmeier, Angel Collins, Brad Hanlon, Kevin Hinkle, Brad Hoffmeister, and Matthew Spencer. Motion was seconded by Jason Bowling. Motion passed unanimously.

Secretary: _____
Yvonne Manning

Chairman: _____
David Conrad