

## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

BEAR GRAPHICS 800-325-8084 FORM NO 10148

Held Tuesday, February 8, 20 18

The special meeting was called to order at 6:30pm by Chairman Andy Bushman with Trustees Irene McMullen and Jim McCaskey and Fiscal Officer Judy Toth present. Members of the fire department were also present. Mr. Bushman led the Pledge of Allegiance. The Trustees signed warrants 15508-15511 dated 2/6/18 totaling \$29,024.65 and EFT Vouchers 43-52 for the 2/9/18 bi-weekly payroll totaling \$10,720.99.

#### FIRE DEPARTMENT WORKSHOP

Assistant Chief Mike Vatty distributed a preliminary draft of the fire department's bylaws. Changes were made to go along with the restructuring that took place at the fire department's membership meeting. Mrs. McMullen was concerned that the document appeared to be a Code of Regulations instead of by-laws. She asked if the department had a set of by-laws in addition to the Code of Regulations, and was told that these were the exact by-laws that they had been operating under. The Fire Department was aware of only four documents: the bylaws, the contract, the rules and regulations, and the personnel policy manual. Mr. Bushman asked the Fire Department to check with Attorney Petersen, as this may be a semantics issue or a product of their profit or non-profit status. The Fire Department Trustees introduced themselves and gave the Trustees a summary of their backgrounds and professional experience. They asked the Trustees and Fiscal Officer to give their backgrounds, as well. The by-laws will need more work, as they only addressed what was covered in the membership meeting. The corporate structure needed to be changed. The Fire Department asked for recognition by Munson Township Trustees of the current Board to allow them to move forward. Mr. McCaskey spoke with Attorney Todd Petersen and questioned whether one board position was the highest official, or one of the two highest officials, not a Township employee, and asked what would happen if the Fire Department elected a Fire Chief. Mr. Vatty told him that the membership voted one of the two highest-ranking officials. The recording of the meeting supports this. Mrs. McMullen asked about broadening mutual aid and was told that the document was a work in progress and had not been updated since 2009. McMullen asked them to find out how the current bylaws mesh with a Code of Regulations and what it should be called, as there may be another document. The Trustees asked about Board terms. These will be two-year terms. Two of the officers were given an initial one-year term in order to stagger the positions. They may make the township resident a one-year term. McCaskey asked who would run the meetings. Jon Sague advised that the structure was proposed so that everyone would have an equal vote; they did not want to build a hierarchy. A Treasurer and Secretary will be designated, but they did not feel they needed a President or Vice-president. He asked the Trustees to recognize this Board to be the governing body of the Fire Department. The Fire Department is a non-profit corporation registered in the State of Ohio. The Fire Chief's position in the corporation was discussed. The Fire Chief takes care of the day-to-day operations. The Fire Department is secondary to the Corporation. Mr. Bushman pointed out two things - that nowhere does it say that the Fire Chief needs to be on the Board, and that the resident cannot be a member of the organization. Mr. Bushman is the Township Board of Trustees' designated nonvoting liaison to the fire department.

Irene McMullen moved and Jim McCaskey seconded that the Munson Township Trustees recognize the current structure of Munson Fire Department, Inc. as the governing body of Munson Fire Department, Inc., with a unanimous vote. Motion carried.

Mr. Sague asked if he could raise additional topics at this workshop.

Mr. Bushman summarized the items to be addressed before the contract can be drafted: finalize the bylaws, verify if they are a Code of Regulations or by-laws, review the rules and regulations, and incorporate these documents into the contract; simplify the contract and remove the parts no longer relevant; craft the best staffing model for the Munson Fire Department (with the Notre Dame project, a 12-23 percent increase in calls was estimated); present a budget; and then proceed. McCaskey said term limits needed to be spelled out, and Mr. Bushman pointed out that this was their document; the Township is not the governing body. Mrs. McMullen - to be clear, the Township did not employ a Fire Chief, but a Fire and EMS Administrator. The fire department uses the term Fire Chief. The person that the Township employed could hold the position of Fire Chief in the Fire Department. The Trustees and Fire Department discussed a collaboration to select the Fire Chief. They brought up the question of a Fire Prevention Officer, and Mrs. McMullen read an excerpt from the Ohio Revised Code.

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Held Tuesday, February 8, 20 18

FIRE DEPARTMENT WORKSHOP (continued)

Irene McMullen moved and Jim McCaskey seconded to hold a special meeting on March 6, 2018 at 6:30pm for a workshop with the fire department and for other regular business, with a unanimous vote. Motion carried. The Fire Department will finalize the by-laws for this meeting and answer the question about the Code of Regulations. The rules and regulations will be included if they are done. The Fire Department will look at the Budget. Manpower was their biggest expense, and they compared the cost to inboard a full time employee with the cost for equipment for a part-time employee. Mrs. McMullen asked for suggestions for the ideal organization for the Fire Chief and Fire Prevention Officer. Mr. Bushman suggested an ultimate staffing model for now, and for two years down the road. The Fire Department planned to build a monthly model and to do 5-year projections. The model must meet NFPA guidelines for safety. Mr. Vatty referenced the fire department's 2003 strategic plan.

OTHER BUSINESS

Township Audit

The Township is eligible for an agreed upon procedures audit, approximately half the cost of a full audit. Mrs. Toth explained the difference between the two types of audit. The Township will be audited by an independent firm. The contract is for two auditing cycles. She suggested a full audit if the budget could support the expense. Mr. Bushman also preferred the full audit. Irene McMullen moved and Jim McCaskey seconded to authorize a full audit for fiscal years 2016 and 2017, with a unanimous vote. Motion carried. The Trustees will consider AUP for the next audit depending on the results of this audit.

MEETING ADJOURNED

Irene McMullen moved and Andy Bushman seconded to adjourn the meeting at 8:03pm, with a unanimous vote. Motion carried.

 Chairman  Fiscal Officer