

## RECORD OF PROCEEDINGS

Minutes of

MUNSON TOWNSHIP TRUSTEES SPECIAL

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held \_\_\_\_\_ Tuesday, September 18, \_\_\_\_\_ 20\_\_\_\_ 18\_\_\_\_

Chairman Andy Bushman called the meeting to order at 6:30pm, with Trustees Jim McCaskey and Irene McMullen and Fiscal Officer Judy Toth present. Mr. Bushman led the Pledge of Allegiance. The Board signed warrants 16070-16077 dated 9/18/18 totaling \$2,260.83 and EFT Vouchers 342-350 for the 9/21/18 bi-weekly payroll totaling \$8,561.71.

#### FIRE DEPARTMENT WORKSHOP

The Trustees met with the Fire Department to review the draft of the fire contract. Resident member of the Fire Department Board of Trustees Rich Ferlin opened the discussion. The draft was reviewed by the Fire Department Trustees Monday morning and forwarded to the Township Trustees Monday afternoon. Other support documents for the discussion were a 2018-2022 capital needs analysis from the Fire Department and a Fire Department summary of income and expenditures from 2014-2017 with projections for 2018 and 2019. Mr. McCaskey did not have an opportunity to review the draft and asked to go through each article. Articles 1-6 of the fire contract were relatively unchanged. Mrs. McMullen asked the Fire Department to be consistent with how the Fire Department was referenced throughout the document to avoid legal problems. She questioned the need to keep all of the old sections if they were no longer relevant to the current contract and made several suggestions for changes. She was frustrated that she was not receiving copies of the fire department's minutes. Mr. Ferlin explained that because the board members work different shifts, they have not received or approved minutes since February. The Fire Board of Trustees and Fire Chief have put in an inordinate amount of time in an effort to organize the fire department. They were not opposed to revising the draft and asked the Trustees to concentrate on the larger issues. Under Article 5, the Fire Department will notify the Township through official channels within four hours of a major incident. Mrs. McMullen asked that all three Trustees be notified. After discussion, the consensus was to notify one Trustee, who will then notify the others. A lease agreement was referenced in Article 8. The fire department will review a prior lease agreement for a decision on how best to incorporate it in the fire contract. Chief Zwegat asked to include a provision in the contract for the Township to provide and maintain an electronic based security system for the Fire Station and Bay, and explained the necessity for securing the Fire Station. The Township's access to the Fire Station as a landlord and the amount that the Fire Department may expend for equipment before seeking the Trustee's approval were discussed. Under Article 9, Utilities, the Township would assume the cost of fuel for the Fire Department vehicles and apparatus. Chief Zwegat told the Board that the current fire department fuel pumps do not meet standards for safety, and suggested that the Fire Department share the pumps located at the Service Department maintenance yard. He discussed a key card security system. Article 11 addressed unexpended fire contract funds. It was the intent of the Fire Department to return unexpended contract funds to be put toward capitalization of equipment and apparatus replacement. Mrs. McMullen questioned the section on dispute resolution, and will consult the prosecutor's office. Chief Zwegat explained NFPA standards and why the requirement for firefighters' training was amended in Article 15, Services. Rich Ferlin reviewed Article 16, Compensation for Services, for the Fire Department initial and annual compensation and EMS billing compensation. In the draft, annual compensation was set at \$1,320,000 (an average of \$110,000 per month) or the sum of all certified fire levy funds collected, payable in two installments, on or before April 1, and on or before October 1. Mrs. Toth asked for clarification. The sum of total fire levy collections will identify the contract amount. A portion of the contract payment may be paid from other funds in order to reserve funding for expenses that are paid from the fire fund, such as tax collection fees. Per the draft, EMS billing funds received by the Township in excess of \$220,000 in a calendar year would be remitted to the Fire Department. The Boards discussed the O.R.C. requirements for Fire Prevention. Another draft of the contract will be prepared and forwarded to the Trustees. Mr. McCaskey asked that the changes be "red-lined" to make reviewing easier.

#### OTHER BUSINESS

##### Liquor Permit

Irene McMullen moved and Jim McCaskey seconded to waive the right to request a hearing for the Sisters of Notre Dame liquor permit, with a unanimous vote. Motion carried.

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Electolite Flagpole Repair

Mrs. McMullen questioned an invoice from Electolite to repair the leaning flagpole. Mr. Bushman was of the opinion that it was a repair and covered under an existing blanket purchase order, and did not need the prior authorization of the Board. Mrs. McMullen did not agree and was concerned that this situation would come up again with other vendors. Jim McCaskey moved and Irene McMullen seconded to approve the invoice in the amount of \$647.50 to Electolite, with the understanding that he get prior approval before doing any more work, with a unanimous vote. Motion carried.

Foundation for Geauga Parks Grant

Mrs. McMullen asked the Board to forward their suggestions for the Geauga Parks Grant.

Phone System

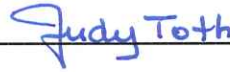
Irene McMullen moved and Jim McCaskey seconded to authorize the Fiscal Officer to sign documents on behalf of the Township for work related to the Spectrum fiber optics installation, with a unanimous vote. Motion carried.

MEETING ADJOURNED

Irene McMullen moved and Jim McCaskey seconded to adjourn the meeting at 9:30pm, with a unanimous vote. Motion carried.



Chairman



Fiscal Officer