

<BLOOM TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING 12/10/2008>

Joseph Smith, Chair, called the meeting to order at 7:00 P.M. Members present were Trustees Smith, David Petty, Brian Randles, Fiscal Officer Tony Pranger. Also present were Board Administrator Anne Darling Cyphert; Road Supervisor Randy Solt; and several interested firefighters and citizens.

The Pledge of Allegiance was recited and we paused for a moment of silence in honor of our military troops.

PRESENTATIONS AND PUBLIC COMMENTS: Lt. Thomas Williams presented to the board information regarding the fire leadership program he is attending. The Nominal Group Technique program requires him to meet with committees in the fire department to identify wants and needs. The following results were prioritized by members of the Bloom Twp. Fire Department and presented to the Board of Trustees:

United leadership with common objectives

The members who took part in the NGT stated that they felt the leadership of the department needed to have a common mission, goals, and objectives, which included a plan that was the consistent among ALL leaders

Unified union

- ◆ The members who took part in the NGT stated that they felt that they needed a more unified union. They felt that the group's goals are not consistently met and that the leadership and membership should focus more on the needs of the group rather than individual ideas.
- ◆ **Improve response time**
- ◆ The members who took part in the NGT felt that a second station is an important idea to focus on providing a better service to our customers.
- ◆ The members felt that there is a need for more hands-on training not typically available. This exemplifies the attitude of the members. They recognize shortcomings and wish to improve themselves.
- ◆ The members desire consistency in day-to-day operations. Many changes including buy-in and scheduling of pt, training, daily activities, walk-throughs, etc. have changed numerous times over the past few years. So, much so that it is sometimes difficult for the officers to remember the "rules" themselves.
- ◆ This may lead to disciplinary issues as well as poor moral do to operations changing.
- ◆ The members who took part in the NGT identified the need for the purchase of a new engine.
- ◆ Along with more hands on training, the members see the value in training with outside departments. The ability to train with departments such as Madison and Violet has the value of us learning support (i.e.-with Violets rescue) and new tactics in atypical situations (larger commercial structures with Madison). It would also allow us to be on the same page tactically with other departments to improve relations as well as the ability to work together (Greenfield).
- ◆ The members see the value of training out in the public eye. The possibility of advertising trainings to allow customers to watch or to train in public buildings or parks was suggested.
- ◆ The need to increase PR opportunities was found to be an important topic of conversation for all members.
- ◆ The need for ALL members to visit and have a good working knowledge of the commercial structures in the area was found to be very important. Many members have not visited a large majority of the commercial structures.
- ◆ In order to have input in the purchase of equipment, the members felt the need to have purchasing committees that were listened to and findings not discarded strictly do to finances. (i.e.- gear and medic)
- ◆ Consistency in the hiring and interviewing of volunteers and part-time personnel was found to be important. Also the promotional process from part-time to full time as well as the promotional process for department DA/LT was found to be highly inconsistent.
- ◆ The need to support and pursue a fire district was recommended.
- ◆ Increased manning would be a high necessity in the event of a second station.
- ◆ The need to increase budget for more improved technology and pursue these items with a specialized committee was desired.
- ◆ Increasingly the members have found decreased quality and quantity at reasonable prices to be able to prepare 2 meals a day at the firehouse. It has been found that pre-purchasing food does not seem to work for the crews consistently. The possibility of the medic or one crewmember to go to Kroger's or Meijers was requested.
- ◆ Conversation has been had with the officers and Chief about creating a FFoY program. Chief stated that he would request a 24 hours comp time award from the trustees and after that, a monetary award from the Assoc. would be requested. The ability to tie in use of sick time, education time, training and behaviors would be items that would suggest the recipient.
- ◆ There is a desire to upgrade and improve hand tools on the apparatus.

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- ◆ This was suggested, yet the group would have to be approached to see if this is still something which should remain on the list since the purchase of the table in the day room.
- ◆ There is conversation, to have a 40-hour (or part time as needed) project manager for large projects. The example was given of the kitchen and floor projects where one member was given the responsibility for a crew that was here everyday, even though that member was only here every third day.
- ◆ With Chief leaving at 2 everyday and responsibilities that take members away from the firehouse, the need for a used station truck was requested. Physicals, trips to the store and other projects that are prohibitive because of the availability of a station vehicle.

Options, Objectives and Actions

- ◆ A chairman should be appointed who will create committees to research and create a report of options. This will create morale with ownership by firefighters. Also the people utilizing the equipment would have input.
- ◆ The possibility of overtime should be considered for each committee. The Bloom Township trustees, the fire chief and the members of the fire department support will be needed for success.
- ◆ The public liaison would meet with and offer assistance to civic organizations, fraternal organizations, churches, etc. He would also keep in contact with the expectations of the community.
- ◆ The P.L. should begin the creation of the public education/relation calendar for the next year. The calendar should consist of no less than 21 days of scheduled public education/relation opportunities.
- ◆ The P.L. should enlist no less than 6 members who would be willing to receive PR training when available.
- ◆ The cost of training these members as well as possible overtime for PR personnel need to be addressed and approved by the chief and trustees.
- ◆ One members of the PR committee will be responsible for website development. There may also be cost in programming for the site.
- ◆ The committee would assist the training officer in locating and promoting inside and outside training opportunities. The objectives would be to increase the amount of education time utilized by 50%, increase number of training hours on duty by 50% and increase the number of leadership training hours by 50%.
- ◆ There should be a committee chair appointed by who would assist the T.O. and head the committee.
- ◆ The T.O. and committee chair should begin the creation of a training calendar for the year.
- ◆ With the approval of the fire chief and trustees, a budget for external trainers and equipment should be created.
- ◆ There is a need to improve response time and overall service to our customers.
- ◆ The measurable objectives to be sought are to improve response time to all customers by 15% and create a system of bi-annual survey mailings with prize drawings for returned surveys in hopes to receive 30% of the surveys returned.
- ◆ The surveys should be distributed in January and July. The cost of the mailings and printing would have to be approved by the chief and survey results should be shared with the trustees. The results of the surveys should be utilized in conjunction with internal nominal group techniques to make plans for purchases, education, etc.
- ◆ With the information already known the committee should be able to begin creating a report to officers on improving service, including ideas for purchase, improving response times, etc.
- ◆ The 2 key objectives would be to increase monthly safety specific training by 2 hours a month and to complete the NFPA 1500 auditing points.
- ◆ To accomplish the objectives 2 hours of safety specific training would need to be added to the current training schedule. This can be done online and free through www.everyonegoeshome.com
- ◆ The current Health and Safety Officer and safety committee members also need to review and complete the NFPA 1500 auditing points.
- ◆ The main reason for creating this program would be to acknowledge extraordinary achievements by our members.
- ◆ The Chief and officers would create the awards system standards and post them for the membership.
- ◆ Also posted would be the reward package of which the cost would need to be approved by the trustees, fire chief and the Bloom Township Firefighters Association.

The trustees said some of the items requested can be resolved immediately. Williams said the fire chief allowed him total independence to complete the project and is supportive of him.

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Firefighter Justin Vermillion said the firefighters would like to re-start quarterly meetings with the firefighters.

FISCAL OFFICER REPORT: by Fiscal Officer Tony Pranger

- **Motion** by Randles, second by Petty to approve minutes of the Regular meeting held NOV 26, 2008. Motion carried 3-0.
- Discussion of where interest will go.
- **RESOLUTION #34-08: BE IT RESOLVED BY THE BLOOM TOWNSHIP BOARD OF TRUSTEES** that the interest in the amount of \$4364.38 earned on the pre-payment for the Horton Ambulance be posted to the fire fund because the money had been set aside in the fire fund for the ambulance purchase. This action is retroactive to 11/12/2008.

Motion by Petty, second by Randles

ROLL CALL: Petty: Yes Randles: Yes Smith: Yes

Resolution approved 3-0.

- **Motion** by Randles, second by Petty to approve payment of bills in the amount of \$69,893.04 and Payroll/ charges in the amount of \$59,193.52 having been certified by the Fiscal Officer that funds are available. Motion carried 3-0
- **Motion** by Petty, second by Randles to approve ACS invoice of \$815 for firehouse software service contract. Motion carried 3-0.

ANNOUNCEMENTS and COMMUNICATIONS

- Reminder: Inventory due to Engineer's Office during first two weeks of January

NEW BUSINESS:

- Annual election of Board Members to VFFDF Board to serve a one year term commencing on JAN 1, 2009. Elect two trustees. Petty suggested he and Smith stay on it.
- **Motion** by Petty, second by Randles to appoint Dave Petty and Joe Smith and to serve a one year term to VFFDF Board commencing on JAN 1, 2009. Motion carried 3-0.

OLD BUSINESS:

Petty reported he had final meeting with FEMA grant people and we turned in \$3500 in expenses. We should get back 75% of our costs.

Smith said he received word from County Engineer's Office saying our OPWC grant application was denied due to lack of points. We have been urged to re-apply next year. Village of Lithopolis application was also denied.

BOARD ADMINISTRATOR REPORT: by Anne Darling Cyphert, Board Admin.

- Insurance update: continuing discussions with Sean Sprouse and staff regarding the 2009 renewal and the 3rd party billing situation. Sean Sprouse has agreed to meet with all staff Monday, December 29 at 10am here at the Administrative Building. He will have private meeting with individual employees who cannot come to the meeting and will also hold individual meetings with those who may have private questions/issues after hearing the information at the 12/29 meeting.
- Encroachment Issue: A neighbor on Lithopolis Road, just west of Rock Mill Road built an accessory building a couple of years ago and failed to obtain a permit. Now the adjoining property owner noticed the accessory building appears to be encroaching on his property. Cyphert met with both property owners and we have worked out a solution. The man who built the building has hired a surveyor to section off a piece of his neighbor's property to purchase from him so that all setbacks can be met. The property owner will be applying for a permit for the accessory building that he already built but understands and appears to be cooperating that the fee will be double since he built it without a permit. Lesson learned: Don't think you can build without getting caught without a permit. Aerials from the GIS of EVERY property in Bloom Township show any buildings being erected.
- CW growth update: Officials from Canal Winchester Local School District contacted Cyphert regarding residential growth in the last five years. Cyphert compiled the data for them and separated out the new residences from Bloom-Carroll School District. She already provided that information to Bloom-Carroll in the past. Cyphert will continue to work with both school districts on future growth issues for their planning purposes.

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- Cyphert distributed an informative article from the health department regarding funding.

FIRE DEPARTMENT REPORT: by Chief Terry Gill

Fire Chief Terry Gill was absent due to illness.

- Continue discussion of Fire Truck purchase: Cyphert informed the board that information has been reviewed by Jerrold Schwarz, Legal Counsel, who has forwarded an email which was shown to the trustees regarding his legal opinion.

RESOLUTION: 35-08: BE IT RESOLVED BY THE BLOOM TOWNSHIP BOARD OF TRUSTEES regarding Purchase Fire Truck to Replace Pumper at Station 551

Whereas, the Board of Trustees of Bloom Township, Fairfield County, Ohio has a responsibility to ensure the safety, health, and welfare of the Township residents and;

Whereas, the Bloom Township Fire Department is prepared to move forward with the purchase of a new pumper/rescue truck for Station 551 and;

Whereas, the total purchase price of the vehicle is \$509,112.00 and;

Whereas, the contract gives the trustees the option of exercising the "Chassis Pre-Pay Clause" which would reduce the cost of the vehicle to the township by \$21,738.00 with a prepayment amount of \$450,000.00 and;

Whereas, estimated time of delivery for this truck is 7-9 months after signing the contract.

Now Therefore, be it resolved that the Bloom Township Board of Trustees authorize the Fire Chief to enter into a contract with Pierce Manufacturing for the purchase of one PUC 1500 GPM Triple Combination Pumper/Rescue Pumping Apparatus mounted on a Pierce Custom Impel Chasis per the State Term Schedule #7761800208-1 for the sum of \$509,112.00.

Motion for adoption made by: Petty. Seconded by Randles
this 10th day of December, 2008.

ROLL CALL: Petty: Yes Randles: Yes Smith: Yes

Resolution approved 3-0.

ROAD DEPARTMENT REPORT: by Road Supervisor Randy Solt
Solt said the Village of Lithopolis has salt now.

OTHER:

Annual Executive Session to set salaries for 2009

ADJOURNMENT

Smith adjourned the meeting.

Joseph Smith, Chair

Tony Pranger, Fiscal Officer