

**MINUTES OF THE REGULAR MEETING OF
THE NAVARRE-BETHLEHEM JOINT FIRE DISTRICT
HELD THURSDAY, DECEMBER 14, 2017 – 7:00pm**

The Navarre-Bethlehem Joint Fire District met in a Regular Session on
Thursday, December, 14, 2017 - 7:00p.m. at Navarre Village Hall with
Trustee Savage, Trustee Benson, Trustee Bixler and Trustee Feucht present

Also in Attendance:

Fire Chief - Richard Annen, Attorney Terry Seeberger, Fiscal Officer - Chauntelle Skirtich,
Asst. Chief - Tom Bragg – Lt. Shyloah Rogers

Absent:

Trustee Urbach

Minutes Transcribed from Notes ONLY – Audio Failed

Trustee Savage called the meeting to order at 7:00 p.m.

MEETING MINUTES

Mr. Benson made a motion to approve the Minutes of the Regular meeting on November 2, 2017, seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht and Mr. Savage

PUBLIC SPEAKS:

No Public Speaks

TRUSTEES:

Mr. Benson made a motion to move into Executive Session at 7:04p.m. with Trustees, Fiscal Officer to discuss the potential acquisition of real estate and potential terms for said acquisition and negotiating strategy per Ohio Revised Code Section 121.22(G)(2). Motion seconded by Mr. Bixler.

Roll Call Vote:

Mr. Benson	YES
Mr. Bixler	YES
Mr. Feucht	YES
Mr. Savage	YES

Mr. Benson made a motion to move out of Executive Session at 7:14p.m. Motion seconded by Mr. Bixler

Roll Call Vote:

Mr. Benson	YES
Mr. Bixler	YES
Mr. Feucht	YES
Mr. Savage	YES

FIRE CHIEF:

Mr. Benson made a motion to approve the Fire Inspector give information to businesses in the District on the Roper Lock Box System. Motion seconded by Mr. Feucht. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.

Mr. Feucht made a motion to approve the new District Policy manual created by Chief Annen with input from Attorney Seeberger. Motion seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.

Mr. Benson made a motion to approve the Fire Chief move forward with implementing staffing Plan ‘1’ as presented in attachment ‘A’. Motion seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.

Mr. Benson made a motion to approve updating/reprogramming 12 radios at a cost of \$50.00 per radio, not to exceed a total cost of \$600.00. Motion seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.

Mr. Feucht made a motion to approve updating 12 radios for the new county radio system at a cost of \$189.00 per radio when new county radio system is up and running at a total cost of \$2,277.00. Motion seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.

Mr. Feucht made a motion to approve Fire Chief attend ‘Employment Law for Fire Chiefs’ at Jackson Township Service Center on Wednesday Jan. 31, 2018 at a cost of \$25.00. Motion seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.

Discussion RE:

- As of December 5, 2017 the District has responded to 654 calls. This was the total for 2016.
- Notification of members not meeting 10% call requirement
- Chief Annen thanked Attorney Seeberger for his input/time on the updated District Policy Manual

FISCAL OFFICER:

Mr. Feucht made a motion to approve Fiscal Officer to close all BC’s and PO’s for end of year processing.. Motion seconded by Mr. Benson. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage

Mr. Feucht made a motion to approve bills of \$55,661.59 paid as presented. Motion seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.

Mr. Feucht made a motion to approve payroll of \$20,631.54 paid as presented. Motion seconded by Mr. Bixler. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.

Mr. Feucht made a motion to approve the 2018 Re-Organization meeting be scheduled for Jan. 2, 2018 at 6:00p.m. Motion seconded by Mr. Benson. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.

Discussion RE:

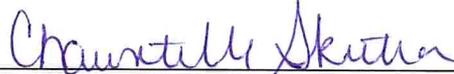
- Update on Receipts
- Financial Reports available for review –provided in digital format to Board

PUBLIC SPEAKS:

No public speakers at this time.

ADJOURN:

No further business coming before the Board, Mr. Feucht made a motion to adjourn at 7:48p.m., seconded by Mr. Benson. Voting YES – Mr. Benson, Mr. Bixler, Mr. Feucht, and Mr. Savage.



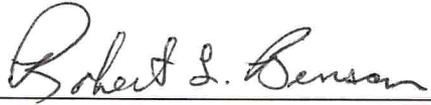
Chauntelle Skirtich, Fiscal Officer

Absent

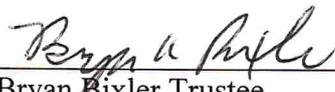
James Urbach, Chairman



James Savage, Vice Chairman



Robert Benson, Trustee



Bryan Bixler, Trustee

Ron Feucht, Trustee

PLAN TO IMPROVE RESPONSE TIMES

I have conducted a time study, which includes all calls for 2016 and 2017 in an attempt to find ways to improve the Navarre-Bethlehem Joint Fire Department. One improvement in particular that became glaringly obvious was coming up with ways to help reduce the response time for calls. The faster we get crews to the scene, the faster we get care to them. It is getting increasingly harder to get proper crew coverage for all hours of the day. Last year we ran 654 calls, this year we are on pace to run around 700. This averages out to about two calls per day, every day. Below outlines our current response times and a plan to make this department better and help the community.

Currently the response time (time between being dispatched and going en route) average for the staffed daytime on-duty crew is one (1) minute and the time from being dispatched to being on scene is five (5) minutes.

The response time for the callback crews averages nine (9) minutes, with an on-scene time of fourteen (14) minutes after being dispatched.

Plan 1

This time study has shown that over 80% of the calls occur during 0500 to 2100 hours. The calls are spread out over all seven (7) days. To improve the response times during this time period, I would like to increase the staffed hours to 0500 to 2100 hours seven days a week.

With the addition of a medic that will get their certification card early next year and adding another medic back to the roster, we can have medic coverage during this time.

Cost is the main concern I have and I know you will have. We have budgeted \$192,000 for the year. This plan, with new rules on callbacks, will be budgeted at \$215,500.

The new call back rules will limit the number of personal coming back on simple squad calls, set the number of personnel for motor vehicle crashes, patient lifts and CO alarm calls. We want to increase the on-call schedule to cover the rest of the time (2100 hours to 0500 hours) with the pay to increase from \$21 to \$24; but will reduce the number of shifts from 39 to 21. This will have a crew set to respond on all calls at all hours.

Plan 2

This time study has shown that over 56% of the calls occur during 0500 to 1700 hours. The calls are spread out over all seven (7) days. To improve the response times during this time period, I would like to increase the staffed hours to 0500 to 1700 hours seven days a week.

With the addition of a medic that will get their certification card early next year and adding another medic back to the roster, we can have medic coverage during this time.

Cost is the main concern I have and I know you will have. We have budgeted \$192,000 for the year. This plan, with new rules on callbacks, will be budgeted at \$204,000.

The new call back rules will limit the number of personal coming back on simple squad calls, set the number of personnel for motor vehicle crashes, patient lifts and CO alarm calls. We want to increase the on-call schedule to cover the rest of the time (1700 hours to 0500 hours) with the pay to increase from \$21 but will increase the number of shifts from 39 to 42. This will have a crew set to respond on all calls at all hours.