

**MINUTES OF A REGULAR SESSION OF THE  
EAST CENTRAL FIRE/EMS GOVERNING BODY**

The regular meeting of the East Central Fire & EMS Protection Territory Board was called to order on October 26, 2022 at 6:00 pm by Chair Joe Kelsey

Members Present: Steve Ottenweller, Mark Bradtmueller, Bob Byrd, Joe Kelsey, Steve McMichael, Jeff Abbot

Members absent: Brian Yoh

**Previous Meeting Minutes**

Bob Byrd made a motion to approve the minutes from the September 28 regular scheduled meeting. Joe Kelsey seconded the motion, and the motion was approved.

Ayes: Steve McMichael, Steve Ottenweller, Mark Bradtmueller, Joe Kelsey, Bob Byrd, Jeff Abbot

Nays: None

Absent: Brian Yoh

**Approval of Claims (Expenses/Payments)**

The following Claims were approved.

Utilities	\$6,550
Misc bills	\$267,967
Payroll	\$133,218
Payroll	\$111,422

**Review of Financial Reports**

See attached summary of the Revenue and Expenditure Report and the financial statement for Investment Accounts.

The Chief pointed out there was a \$40,000 transfer between accounts to compensate for the increase in fuel costs.

## **Budget for 2023**

No new updates for the 2023 budget.

## **Updated on the Hiring Process**

EMS Training Officer

The Chief has requested the Board approve the hiring of Melissa Meehan to EMS Training Officer. Her start date would be November 7. Starting salary \$55,500. With a 40-hour flex work week.

Mark Bradtmueller made a motion to approve the hiring of Melissa Meehan to EMS Training Officer. Her start date would be November 7. Starting salary \$55,500. With a 40-hour flex work week. Steve Ottenweller seconded the motion, and the motion was approved.

Ayes: Steve McMichael, Steve Ottenweller, Mark Bradtmueller, Joe Kelsey, Bob Byrd, Jeff Abbot

Nays: None

Absent: Brian Yoh

Request to Increase Pay for 2 Employees

Chief requested that Israel Robinson promoted from FF/EMT Probation \$48,000 to FF/PM Probation \$52,500 and that Garrett Helpling be promoted from FF/EMT Probation \$48,000 to FF/PM Probation \$52,500.

Steve McMichael made a motion to promote Israel Robinson from FF/EMT Probation \$48,000 to FF/PM Probation \$52,500 and we promote Garrett Helpling from FF/EMT Probation \$48,000 to FF/PM Probation \$52,500. Bob Byrd seconded the motion, and the motion was approved.

Ayes: Steve McMichael, Steve Ottenweller, Mark Bradtmueller, Joe Kelsey, Bob Byrd, Jeff Abbot

Nays: None

Absent: Brian Yoh

## **Part-Time Employee Pay Increase**

Chief has requested the approval for the attached pay increases for part-time employees effective November 7, 2022 and raises for 2023 will take place on the anniversary date for the part-time employee.

Steve McMichael made a motion to approval for the attached pay increases effective November 7, 2022 and raises for 2023 will take place on the anniversary date for the part-time employee. Joe Kelsey seconded the motion, and the motion was approved.

Ayes: Steve McMichael, Steve Ottenweller, Mark Bradtmueller, Joe Kelsey, Bob Byrd, Jeff Abbot

Nays: None

Absent: Brian Yoh

### **Equipment Replacement Discussion**

The Chief will meet with Financial Advisors related to this issue.

### **Update on Fire Fund and Cum Fund Transfer**

Jefferson Township - transfer waiting on the State Government audit to be completed

### **EMS and Fire Runs Statistics for Last Month**

EMS runs

2021 - 290      21 were for FTW assistance

2022 - 280      6 were for FTW assistance

Fire runs

2021 - 152

2022 - 149

### **Apparatus Engine Overhaul Project**

The Chief reported the price for the engine overhaul for the engine on Fire Engine 11 has increased from \$20,232 to \$37,827.57. The overhaul was

approved during the June Board meeting. The increase is primarily due to an oversight of a Turbocharger that was mistakenly omitted. See the attached updated quote.

Steve McMichael made a motion to approve the overhaul of the engine for Fire Engine 11 at the new price of \$37,827.57. Mark Bradtmueller seconded the motion, and the motion was approved.

Ayes: Steve McMichael, Steve Ottenweller, Mark Bradtmueller, Joe Kelsey, Bob Byrd, Jeff Abbot

Nays: None

Absent: Brian Yoh

### **Volunteer Update**

Justin Coomer provided stats on volunteer hours in September.

Structure fires	219
MVC	83.5
EMS	174.5
Fire runs	65.5
Pump shift fill-in	127.5
Pump shift extra	153.7
PR events	240
Pump shift other	118.5
Training	151.5
Command on call	805
Meetings/work detail	489.9

Total hours 2,628.7 for 44 volunteers.

See attached detail.

### **EMS Subscription**

See the attached example of information that will be sent out to folks living in the East Central Territory. This is for review this month and a decision will be made at the November Board meeting. Steve McMichael made a suggestion the Business rate should include a \$.75 annual charge per employee along with a base fee of \$100. The base fee could cover the 1st 5 employees. The count of employees would be a self-reported count by the business. The rest of the Board concurred with this recommendation.

There was an additional suggestion that in the documentation for businesses there is notation that this transportation service is for non-work related issues only.

### **IROL Program**

The Chief has shared information related to an IROL program that would help ensure businesses within the East Central Territory are in compliance with fire safety. The IROL LLC would perform the inspection and provide the results of the inspection with the East Central Territory. The IROL LLC would be paid via a fee that is added onto the inspection costs.

### **Purchase of MacBooks for Training**

The Chief provided the attached information related to a request to purchase 8 MacBooks and associated software material.

Steve McMichael made a motion to approve the purchase of 8 MacBooks for total cost of \$7,192 and associated software material. Steve Ottenweller seconded the motion, and the motion was approved.

Ayes: Steve McMichael, Steve Ottenweller, Mark Bradtmueller, Joe Kelsey, Bob Byrd, Jeff Abbot

Nays: None

Absent: Brian Yoh

### **Adjournment**

Mark Bradtmueller made a motion to adjourn the meeting. Bob Bryd seconded the motion.

Ayes: Steve McMichael, Steve Ottenweller, Mark Bradtmueller, Joe Kelsey, Bob Byrd, Jeff Abbot

Nays: None

Absent: Brian Yoh

The next regular scheduled meeting is November 16 at 6 pm at New Haven City Hall.

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Steve Ottenweller  
Secretary