



REFUGEE-CANYON JOINT FIRE DISTRICT

Meeting Minutes
23 September 2021

Present Members:

Mr. Randy Weekly, Vice Chairperson
Mr. Richard Moore, Member
Mr. Randy Wolf, Member

Present Staff:

Mr. Clifford L. Mason, Fire Chief
Ms. Amanda N. Perkowski, Fiscal Officer

Excused Members:

Dr. Tony Forshey, Chairperson
Mr. Jeff Sharps, Member

Present from the Public: The meeting was made public via live stream on RCFD's YouTube channel and in-person. There were thirteen (13) views. Village of Hebron Mayor, Jim Layton, attended in-person.

Location: Refugee-Canyon Fire District, 111 Basin Street, Hebron, OH

Opening: Meeting was called to order at 7:00 PM by Vice Chairperson Weekly who led the Pledge of Allegiance.

Public Comment: Comments from live-stream listeners were directed to be sent by email to station350@rcfiredistrict.org. None were received by email or in-person.

Clerk/ Fiscal Officer's Report:

- The minutes from the previous regular meeting held 9/9/2021 were reviewed. Mr. Moore moved to approve the minutes as submitted, and Mr. Wolf seconded the motion. Motion passed 3-0.

Chief's Report:

- Medic 352 remains undiagnosed by the mechanic; the truck will be picked up in the next couple of days and placed back in service.
- Chief Mason will attend a Licking County Building Code hearing regarding a property in the township.
- The water softener system was replaced at Station 352.
- The flooring project at Station 352 requires a change order. The old flooring was installed with a strong adhesive and removing it will require a special machine and additional labor. Chief Mason has a quote for the changes to provide Union Township.
- The refrigerator at Station 351 is not operating properly. Quotes were received from one vendor for repairs and replacement. There is concern with repairs because of lack of guarantee; and the replacement quote is quite expensive. Chief Mason will investigate other options.
- Resolution #16-2021 for certifying funds then and now was presented by Chief Mason. The board previously approved to enter into contract with ImageTrend for fire/EMS reporting

software; however, the proper paperwork wasn't submitted to encumber the funds prior to receiving an invoice. This resolution if approved by the board will allow the Fiscal Officer to certify the funds for the invoice, and the remaining cost of the project is secured on a separate purchase order. Mr. Wolf moved to approve Resolution #16-2021, and Mr. Weekly seconded the motion. Motion passed 3-0.

- Chief Mason received a written complaint from a business about an employee. He is working with legal counsel on how to proceed with the complaint.

Old Business:

- A lease agreement was presented to the board with comments from legal counsel. Mr. Welch's comments expressed concern with the clause allowing Union Township to withhold a sufficient reserve to pay for repairs; this language may not have any force or effect because the joint resolution between Union Township and the Village of Hebron specifies that any amount withheld has to be agreed upon by the township and the village. Mayor Layton asked Mr. Weekly to provide a list of expenses anticipated by Union Township for him to present to the village council. Mr. Moore moved to approve the lease agreement, and Mr. Wolf seconded the motion. Motion passed 3-0.

New Business:

- Ms. Perkowski informed the board that the O.R.C. requires the fire district to establish a records commission and to meet at least once every 12 months. The fire district did not comply in 2020. For a special taxing district, the records commission must include at minimum the chairman of the board, the fiscal officer, and legal representative. Ms. Perkowski has completed an inventory of records under her purview and has asked Chief Mason to complete the rest of the inventory. After a complete list has been compiled, the records commission can schedule a date to meet and review the inventory and proceed with the process with the Ohio History Connection.

Member's Minute:

- Chief Mason shared with the board that Dr. Forshey is expected to be released Friday, attend his son's wedding Saturday, and return home on Sunday.

Closing:

The next regular meeting will be Thursday, October 14, 2021 at 7:00 P.M.

Mr. Wolf moved to adjourn the meeting at 7:32 P.M., and Mr. Moore seconded the motion. Motion passed 3-0.

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APPROVED AS SUBMITTED:

Dr. Tony Forshey, Chair

Randy Weekly

Mr. Randy Weekly, Vice Chair

Richard Moore

Mr. Richard Moore, Member

Mr. Jeff Sharps, Member

Randy Wolf

Mr. Randy Wolf, Member