



# REFUGEE-CANYON JOINT FIRE DISTRICT

Board Members:  
Dr. Tony Forshey, DVM (Chair)  
Mr. Randy Weekly (Vice Chair)  
Mr. Richard Moore  
Mr. Jeff Sharps  
Mr. Randy Wolf

Meeting Minutes  
08 November 2021

**Members Present:**

Mr. Randy Weekly, Vice Chair  
Mr. Jeff Sharps, Member  
Mr. Rich Moore, Member  
Mr. Randy Wolf, Member

**Staff Present:**

Clifford L. Mason, Fire Chief

**Members Excused:**

Dr. Tony Forshey, Chair

Present from the public: The meeting was made public via live stream on RCFD's YouTube channel. Travis Colley, Cody Skeese, Lawrence Tittle, and Stacie Mercer attended in-person.

Location: RCFD Station 350, 111 Basin St., Hebron, OH 43025

Meeting was called to order at 1400 hours by Vice Chair, Randy Weekly who led the Pledge of Allegiance.

Public Comment: No public comments were received via [station350@rcfiredistrict.org](mailto:station350@rcfiredistrict.org). There were seven views.

Mr. Weekly stated the purpose of the meeting was to consider the appointment of a candidate for fiscal officer. He stated he and Mr. Moore did interview her. Discussion ensued.

Mr. Moore made a motion to appoint Stacie Mercer as fiscal officer contingent upon successful completion of BCI/FBI background check(s), successful bond, and favorable reference checks.

Mr. Wolf seconded the motion. Further discussion relative to Mr. Sharps affirmed his support given the applicant had been interviewed by two board members (Moore and Weekly), and it was their recommendation to appoint her.

On roll call, all members present voted in favor of appointing Stacie Mercer to serve as fiscal officer effective 29 November 2021 as per the motion.

Meeting adjourned at 1407 hours by motion from Mr. Moore. Mr. Wolf seconded the motion, all present voted in favor of the motion to adjourn. Meeting adjourned.

CLIFFORD L. MASON, FIRE CHIEF

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[www.rcfiredistrict.org](http://www.rcfiredistrict.org)

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Mr. Richard Moore  
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Mr. Randy Wolf

APPROVED AS SUBMITTED:

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Dr. Tony Forshey, Chair (Excused)

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Mr. Jeff Sharps, Member

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Mr. Richard Moore, Member

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Mr. Randy Weekly, Vice Chair

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Mr. Randy Wolf, Member

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Mr. Richard Moore  
Mr. Jeff Sharps  
Mr. Randy Wolf

Meeting Minutes  
28 October 2021

**Members Present:**

Mr. Randy Weekly, Vice Chair  
Mr. Jeff Sharps, Member  
Mr. Rich Moore, Member  
Mr. Randy Wolf, Member

**Staff Present:**

Clifford L. Mason, Fire Chief  
Amanda Perkowski, Fiscal Officer

**Members Excused:**

Dr. Tony Forshey, Chair

Present from the public: Hebron Mayor Jim Layton was in attendance.

Location: RCFD Station 350, 111 Basin St., Hebron, OH 43025

Meeting was called to order at 1900 hours by Vice Chair, Randy Weekly who led the Pledge of Allegiance.

Public Comment: No public comments were received via [station350@rcfiredistrict.org](mailto:station350@rcfiredistrict.org). There were fifteen views.

**Clerk/Fiscal Officer Report:**

Meeting minutes from 14 October 2021. Mr. Moore moved to approve the minutes as presented. Mr. Sharps seconded the motion. All present voted in favor to approve the motion. Special meeting minutes from 18 October were presented. Mr. Sharps moved to approve the meeting minutes from the special meeting. Mr. Wolf seconded the motion. All present voted in favor to approve the motion.

Written report was presented by fiscal officer. Public Records project to be discussed under old business. Update on grant projects. Ohio Department of Commerce grant for gloves and lights documentation has been submitted, state representative has closed the grant as the terms have been satisfied. Update on the ODNR ATV/UTV grant, the unit has been shipped and is expected to arrive next week. The Ohio Division of EMS grant for continuing education /paramedic refresher; waiting on an invoice from OhioHealth. Training is complete, once the invoice is received, we will submit grant paperwork. The ODNR VFA computer grant, all equipment has arrived except the monitors. Desktops are installed and operational. Monitors delayed until end of the year.

Mr. Weekly has been given a letter to sign documenting Mrs. Perkowski's leave balances. All board members received a copy of same.

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## Chief's report:

All documents relative to VFIS property and casualty insurance have been completed and returned to VFIS for processing on their end.

The VFDF nomination form was posted as required on 26 October, 2021. Lt. Clancy and Lt. Woods have been nominated to serve as FD representatives. Mr. Weekly moved to appoint Mr. Moore and Mr. Wolf as RCFD board members to serve on the VFDF Board, Tina Black to serve as the community representative, and Lt. Woods and Lt. Clancy to serve as fire district employee representatives. Mr. Sharps seconded the motion to appoint Mr. Moore, Mr. Wolf, Tina Black, Lt. Woods and Lt. Clancy to serve on the VFDF Board. All present voted in favor of the motion. Motion carried. A meeting of this board will occur whereby a chair and secretary are appointed as required.

Chief Mason presented a list of surplus items (list attached), requesting they be declared as such and advertised for sale on GovDeals.com website. Mr. Sharps made a motion to declare the items surplus, Mr. Wolf seconded the motion. All present voted in favor of the motion to declare the items surplus. RCFD has current legislation authorizing the advertisement on GovDeals.com.

Discussion on E-351 brakes failing again. Spartan and Toyne. Inc. have been notified to remedy the situation ASAP.

## Old Business:

The records commission was established at a previous meeting. Mrs. Perkowski presented a document of items for the records inventory that has been placed into the RC-2 form. Policies #1000, 1001, 1002, and 1003 have been reviewed and approved internally, all of those documents will need to be presented to and approved by the records commission when they meet. Records commission consists of board chair, fiscal officer and legal counsel. Commission is required to meet annually. The record request form may be found at <https://rcfiredistrict.org//public-records-request/> This is not yet listed on our website for public view as it is not yet approved.

## New Business:

Mrs. Perkowski presented Resolution #18-2021. This resolution is for a budget modification. The Volunteer Firefighters Dependent Fund invoice was paid in March 2021. However, Mrs. Perkowski received an invoice recently for payment. Upon investigation, she learned agencies are not billed on a calendar year, it is based on a sliding scale and they invoice whenever funds get low, therefore we are receiving another invoice this year. The monies for a second payment were not previously appropriated. The billed amount is \$150.00. Mr. Sharps moved to approve Resolution #18-2021 to modify the budget, Mr. Wolf seconded the motion. All present voted in favor of the motion. Motion carried.

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Mr. Weekly moved to enter into executive session based on ORC 121.22 (G)(1) ...to consider the appointment, and compensation of a public employee at 1926 hours. Mr. Sharps seconded the motion to enter executive session for the reasons stated. All members present voted in favor of the motion. The fiscal officer and fire chief were excused.

The meeting reconvened at 2031 hours and Mr. Sharps made a motion to enter into an agreement with Amanda Perkowski to serve as a contract employee. Mr. Wolf seconded the motion. All present voted in favor of the motion.

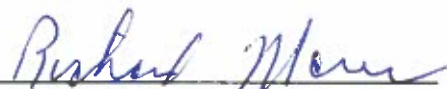
There was a discussion about the regular scheduled meetings in November; both fall on approved holidays. 11 November is Veteran's Day and 25 November is Thanksgiving. Mr. Weekly moved to hold one meeting for the month of November; 18 November 2021 at 1900 hours. Mr. Wolf seconded the motion. All present voted in favor of the motion.

Mr. Sharps moved to adjourn at 2034. Mr. Wolf seconded the motion. All present voted in favor of the motion. Meeting adjourned at 2034.

APPROVED AS SUBMITTED:

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Dr. Tony Forshey, Chair (Excused)

  
Mr. Randy Weekly, Vice Chair

  
Mr. Richard Moore, Member

\_\_\_\_\_  
Mr. Randy Wolf, Member

  
Mr. Jeff Sharps, Member

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