

<p style="text-align: center;"><i>Minutes</i></p> <h2 style="text-align: center;">WEST CENTRAL FIRE DISTRICT</h2> <p style="text-align: center;">This meeting is a meeting of the West Central Fire District in public for the purpose of conducting the fire district's business and is not to be considered a public community meeting.</p>	<p><b><u>Board Attendees</u></b></p> <p>Chuck Dwyer- Present</p> <p>Mike Meyers- Present</p> <p>Lance Dafforn- Present</p> <p>Chandler Branning- Present</p> <p>David Guadnola- Present</p> <p><b><u>Additional</u></b></p> <p>Gale Stelzer- Present</p> <p>Chris Perez- Present</p>
<p style="text-align: center;"><b>January 16, 2025</b></p> <p style="text-align: center;"><b>11321 Aboite Center Road Fort Wayne IN 46814</b></p> <p style="text-align: center;"><b>6PM (-5 UTC)</b></p> <p style="text-align: center;"><i>This meeting was recorded with Video and Audio and can be viewed <a href="#">here</a></i></p>	

1. **Call to Order / Welcome / Pledge of Allegiance** [00:00:25]
  - a. 6pm Chuck Dwyer called meeting to order.
2. **Roll Call [00:00:56]**
3. **Review Minutes from December 19, 2024** [00:02:24]
  - a. Minutes approved unanimously.
4. **2025 Board Position Votes** [00:04:00]
  - a. President
    - i. Lance Dafforn
      1. Nominated by Chandler Branning
      2. Unanimous Vote
  - b. Vice Chair
    - i. Chandler Branning
      1. Nominated by David Guadnola
      2. Unanimous Vote
  - c. Secretary
    - i. David Guadnola
      1. Nominated by Chandler Branning
      2. Unanimous Vote
5. **Recognition of Jeremey Bush Union President** [00:07:28]
  - a. Vote Procedure
    - i. For compliance, voting must be administered in consultation with employees and the board of directors for WCFD.
  - b. Closed ballot box, locked with Chief and Union rep both holding individual keys.
  - c. 3 day voting period (to be announced)
    - i. Staff on vacation would not have a vote extension and should come in to vote.
  - d. Ballot box cannot be opened without a designated board member present.
  - e. At the time of this meeting and minutes being prepared, Lance Dafforn volunteered as that board official depending on vote day and time with respect to his schedule.
  - f. Motion made for voting procedure by Chandler Branning

- i. approval unanimous.

## 6. Chiefs Report

[00:10:00]

- a. From Chief Gale Stelzer II, document labeled Department Progress Report, January 7, 2025
- b. Recap Year 2024 Courses
- c. Preview upcoming 2025 Training and certification classes.
  - i. Difficult Airways / Cricothyrotomy
  - ii. Fire Strategy & Tactics (FOST)
  - iii. Fire Officer 1 Class
  - iv. Pump Operations, Aerial Operations, Tanker Operations
  - v. Incident Safety Officer
- d. Training hours
  - i. 2024 average 1.8 hours per shift day per employee
  - ii. 2025 goal is 2.0 hours per shift per employee.
- e. Additional Training was done at Homestead High School with renovation allowing SCBA, mayday and search & rescue protocols with Mutual Aid Training in collaboration with Fort Wayne Fire Department.
- f. Community Risk Reduction and Outreach Programs
  - i. CPR Classes
    - 1. 2025 goal is quarterly CPR Classed
  - ii. Open Houses
  - iii. Opioid Reduction Initiatives
  - iv. Community Partnerships
- g. Fire & EMS Division Hiring and Run Reports
  - i. 2024 Totals
    - 1. Incidents: 2783
      - a. Fire: 987
      - b. EMS: 1796
  - ii. Response Times
    - 1. Enroute 1min average
    - 2. Enroute to scene 6.7 min average
    - 3. Total run time per event average: 44.6 min
- h. Breakdown for top 5 fire incident and EMS incident types

## 7. Tanker Bid Update

[00:20:15]

- a. Readvertised for a bid under \$500,000.
- b. Now just under \$418,000 from Midwest Fire
- c. Gale has tanker specs.
- d. Seeking approval to sign purchase agreement
- e. \$108,993 to secure chassis as our chassis. Chassis is at the factory.
- f. Performance bond is \$4000.00.
- g. Tanker estimated delivery by September/October 2025
  - i. No later than December 2025 with delay penalty to manufacturer of \$100 per day for delivery delays.

- h. Basic Tanker. Add ons were limited to - electric dump valves, hose reel and deck gun.
- i. Radios, headsets and hose needs will be additional cost for tanker at local level.
  - i. Estimated \$12,000 miscellaneous.
- j. Tanker will be Titled in WCFD Name
- k. FEMA \$357,000 contribution
- l. Budget out of General Fund / \$400,000 line item
- m. Authorization for performance bond and purchase
  - i. Motion by Dave Guadnola
    - 1. Approved unanimously.
- n. Chair purchase authorization for Arcola Station Base 80 \$4499.54
  - i. Motion by Dave Guadnola
    - 1. Approved unanimously.
- o. Firewatch reimbursement due \$130,000+ / Paid just over \$27,000.
  - i. Amount still due to WCFD is \$100,000.00
  - ii. If not paid, it is agreed to use our lawyers for collections.
  - iii. The amount will go into general fund.
- p. Truck 187 is now fixed for \$6200.00.
- q. Request to begin process to replace Ambulance 285 which is 16 years old.
  - i. 3<sup>rd</sup> out truck
  - ii. Type 1 chassis will be investigated to move away from type 3.
  - iii. 2-year estimated delivery time.
  - iv. Appx \$350,000
  - v. Motion to start process and pricing by Chandler Branning
    - 1. Approved unanimously.
- r. Top five list by incident shared by Chief Stelzer
- 8. Recognition Moment by Barb Stelzer [00:41:20]
  - a. *Dec 7, 2024, unconscious party, CPR advance support.*
  - b. *The patient was treated by WCFD personnel and left the hospital neurologically intact.*
  - c. Cardiac Arrest Save award from the State of Indiana presented to (please check name spelling)
    - i. Michael Gill
    - ii. Timothy Broacher
    - iii. Jared Burke
    - iv. Nick McCallister
    - v. Charlie Reid
    - vi. Isaah Jones
    - vii. Chris Forbing
- 9. Fiscal Officer's Report [00:45:07]
  - a. Budget Report and Disbursement submitted to board.
  - b. Questions and answers regarding overbudget items.
  - c. Chris Perez explains the limitations of accounting software.
    - i. Longevity pay questions.

- ii. Employment screening questions
  - 1. 77 fund requires physical and other screenings.
  - 2. \$1700 per person
  - 3. Cost accrued because WCFD went 77 funds after the initial budget was formed.
- iii. Gear and Equipment overage.
  - 1. Grass rig, gear, etc.
  - 2. The insurance claim from Chiefs Tahoe damage reduced overage, but the accounting software did not show the recovery of funds but is reflected in the bank statement.
- iv. Volunteer Run Money
  - 1. This is a standard amount, overseen by an entirely different board.
  - 2. This is separate from WCFD.
  - 3. West Central Volunteer Association oversees the account.
  - 4. There is no oversight from this board regarding the money that is provided to the Volunteer account.
  - 5. A request for their budget and spending with balance sheet should be provided to the WCFD board if we contribute \$25000.
- v. Hiring 2 more personnel
  - 1. Fire Fighter / Medic
  - 2. Openings are only seen electronically through Facebook.
    - a. Suggest we open postings at least statewide.
- vi. Yearend information
  - 1. \$1.2 million under budget
  - 2. Payroll \$611,000 under budget
    - a. Did not hire all fulltime staff.
  - 3. Supplies were under budget.
    - a. The computer and electronic equipment category were slightly over.
  - 4. Medical Supply is over budget.
  - 5. Clothing is over budget.
  - 6. Professional services over budget.
  - 7. Workers' comp is under budget.
  - 8. Property and Liability insurance under budget
  - 9. Utility under budget
  - 10. Leases are under budget.
  - 11. Capital Equipment is over budget.
  - 12. Cumulative Fire Fund
    - a. \$33,000 spent on trailers.
  - 13. 2025 will not require any loans to cover budget shortfalls.
  - 14. Property tax distribution yielded more revenue than anticipated.
  - 15. \$17,000 into cume fund from the sale of the Arcola Tanker

#### 10. Arcola Community Room Use

[01:12:00]

- a. Frustration is mounting between fire personnel and community groups.

- i. Fire personnel areas should not be accessed by the public.
    - ii. Locks have been installed to secure these areas.
  - b. Fire personnel feel the need for more private and protected areas.
    - i. Chris Perez proposed new restrictions to the lease.
      - 1. Organizations must vacate premises by 8pm
      - 2. Only use the community room and restroom. No other locations.
      - 3. Limit to use 1 time per month per group.
  - c. Lease requires access to community groups.
  - d. Attorneys have been contacted.
  - e. Chris is looking for guidance.
    - i. Arcola Vol. Fire Association is not pleased.
  - f. Lance wants to have a conversation with President of the AVFA to resolve this issue.
  - g. Concerning the bathroom that had vanity added, they believe it is non-ADA compliant.
    - i. We will get contractor to verify ADA compliance.
  - h. No vote or motion at this meeting. Contact with AVFA board is recommended.
- 11. Construction / Renovation [01:24:25]
  - a. 2025 living condition improvements for Firefighter.
  - b. Appraisals needed for Arcola station.
    - i. 2 Commercial appraisals - \$2500 per. (\$5000)
    - ii. Phase 1 and Phase 2 environmental study
      - 1. Phase 1 study is research for spills, tanks, etc.
      - 2. Phase 2 is soil sample, water testing, etc.
    - iii. Phase 1 costs \$2200 appx.
    - iv. Phase 2 cost, reflective of phase 1 study findings up to \$15,000
  - c. Up to \$9,700 for appraisal, phase 1 study and to start the process.
  - d. Motion for 2 appraisals and phase 1 study made by Chandler Branning, 2<sup>nd</sup> by David Guadnola
    - i. Motion Approved unanimously.
  - e. Minimum of 3 bids for environmental study.
- 12. New Business [01:37:20]
  - a. New business by David Guadnola
    - i. WCFD does not have firefighting equipment in the district's name.
    - ii. He cannot in good conscience authorize future vehicle spending if vehicles are not titled in WCFD name.
      - 1. Explanation provided, Aboite refused to give up the value of equipment purchased by their tax base.
    - iii. Lance Dafforn wants to look at the interlocal agreement regarding equipment purchase and title.
    - iv. The Chief says Aboite trustee and board want equipment to stay to serve Aboite township.
      - 1. Mike Meyers adds that Aboite Township doesn't want their equipment serving other communities.
    - v. This may be an item that the commissioners need to look into.

- vi. Does insurance cover trucks for WCFD that are not titled in WCFD name?
    - 1. Chief Stelzer and Chris Perez say that this insurance issue has been resolved.
- b. A thank you to Natalie Forbing for being secretary.
- c. Lance Dafforn
  - i. Ladder & Pump testing
  - ii. Airpack testing
  - iii. Fit Testing
  - iv. SCBA Testing
  - v. Work performance evaluation.
    - 1. One has been done; Chief is developing standards.
  - vi. Ladder testing
- 13. Old Business [01:47:50]
  - a. None
- 14. Public Comment [01:48:01]
  - a. Mark Butts
    - i. Question: Is under the impression permits do not exist for the for Arcola remodel.
      - 1. The board will check the permit and verify.
- 15. Adjournment [01:49:30]
  - a. Motion by David Guadnola
    - i. Approved unanimously.
- 16. Next Meeting
  - a. April 17, 2025 6:00PM Eastern @ Base 80 – 11329 Railroad Street, Arcola

Minutes Prepared By:  
David Guadnola

Distribution List Prior To Board Approval:  
Lance Dafforn / Chandler Branning / Chuck Dwyer / Mike Meyers / David Guadnola