

WCFD Board Meeting **draft minutes**

October 26, 2023

**Training Room- Aboite Fire Station
11321 Aboite center Rd Ft Wayne, IN 46818**

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.

Attendees

Garry Teegarden

Chuck Dwyer

Lance Dafforn

Mike Meyers

Chandler Branning

Other- Chief Gale Steltzer

1. Call to Order/Welcome/ Pledge of Allegiance 6:03p

2. Approval of minutes from WCFD board meeting Sept 25, 2023

- i. Read summary aloud

Motion to approve by: Chuck Dwyer, 2nd by Mike Meyers

3. Public Comment

- a. 1st person to speak communicated desire for public comment at the end of the meeting is preferable to the beginning . Mr.Teegarden determined then and there for the purpose of the meeting public comment would be paused , to resume at the end of the meeting.

4. Committees- Lance Dafforn

- a. Mr. Dafforn gave an update on the formation and members of the following committees for the purpose of collaboration in decisions as a result of a round table discussion with Aboite and Lake Township residents and fire district members, they will report to the WCFD board. The Committees are each composed of 3 members from Arcola, 3 from Aboite . It is the number of volunteers that were present and available. Mr. Teegarden directed Mr. Dafforn for the committees to get together and get them going, Jan 1 is not far away.

All members of the truck committee are experienced with fire trucks, have been or are volunteers currently and will handle tasks such as old and new trucks, what they are going to do with them, etc .Their first task is to evaluate rigs- Rescues, Tankers, some of which needs to be " gotten rid of" and needs replaced,etc. Arcola has a date for the 1st truck committee. Mr. Dafforn says he looks forward to hearing from the committees, the members of which are good at what they do, they will know what is needed and what "they are looking for." As for a "head" for each committee, they are to decide within the group.

Building /land committee:

Mark Butts, Charlie Seifert, Chuck Dwyer, Thad McCallister, Steve Thurber,
John Banet

Truck Committee:

Colin Loe,Charlie Reid,Keaton Stoner, Steve Thurber, Jared Burke, Tyler Fix

5. Arcola Station Contract update- Garry Teegarden

Mr. Teegarden asked for an update on the Arcola station contract. Mr.Dafforn said he has heard nothing. Mr. Branning reported that Arcola was in talks with a specific type of lawyer,he is not sure who, and a letter was sent to Jeff Belamy, he believes last week, for review as he is believed to be representing us.

Tanker grant:, it was decided it be best discussed during a meeting, one has been set for next week to iron out the details. If ultimately it is going to be used by WCFD, it probably

should be transferred. Mr. Steltzer would take it over and the truck committee would specify it out, they would have 2 years to get it done; they would not want to take that long. Mr. Dafforn asked if the tanker is as far out as the ladder and engine? Mr. Steltzer believes it is. They would talk to the board when it gets to that point. Mr. Dafforn and Mr. Steltzer acknowledge that the grant is important.

6. Attorney Agreement- Garry Teegarden

Mr. Teegarden explained the current situation and standing with Jeff Belamy, the district's legal representation. In the last month, 7 attempts at contact with little to no response. The 3rd attempt Mr. Bellamy answered "I'm going into a meeting can I call you back" and was never heard from. All of the districts are experiencing an issue of communication with him. A replacement with fire territory and district experience has been identified, out of Indianapolis by the name of Kroger, Gardis and Regas LLP. They will be for retainer, reference, interlocal agreements, to help provide guidance. Mr. Steltzer and Mr. Teegarden has spoken with them and as soon as approved, the firm can get to work. Mr. Teegarden would like to get board approval today. Mr. Dafforn clarified the firm would be relied on for questions. Mr. Steltzer affirmed a resolution would be needed before the interlocal, this firm has worked the process of changing to a full time paid fire district. Jeff Belamy was Aboite's lawyer prior to the forming of the districts; he was great. Mr. Steltzer had brought him into the districts and once they happened, you could no longer get a hold of him. Reiteration of other chiefs having the same issues of communication. We would like to let him go and hire Kroger, Gardis and Regas. The motion is to secure the new firm; Mr. Dafforn clarifies next steps expected from the new firm: what they will charge, a resolution to sign putting Mr. Steltzer a dollar amount he can spend without having to come to the board. He can call with questions when needed, \$300-350/hr. There is a letter ready to be sent to Bellamy to release his service. Mr. Branning: how did you find this firm..Mr. Steltzer: It was brought to attention that isn't working out with them, we need answers quickly and should look elsewhere. Several were identified - no one local, there are a few near the Indianapolis area.

Motion: Chuck Dwyer 2nd: Lance Dafforn Vote: all in favor

7. Hiring update- Gale Steltzer

Explanation of shifts by Chief Gale Steltzer:

ABC shift page

A - Shift	B - Shift	C - Shift
Engine 181 Asst Fire Chief Jared Burke Lt. Evan Morning Robert Barr Mike Gill	Engine 181 Lt. Tyler Fix Charlie Reid Dontrell Anderson Matt Till	Engine 181 Lt. Nick Clarke Chad Fobs Savannah Wallin Sarah Baker
Medic 185 FF/EMT/Paramedic Kristi Smith	Medic 185 FF/EMT/Paramedic Niki Pazder	Medic 185 FF/EMT/Paramedic Asst. EMS Chief Barb Steltzer
Engine 81 / Medic 85 Lt. Tim Brocher Nick McCallister Rob Vandurman EMS Captain Cody Randall	Engine 81 / Medic 85 Fire Marshall Steve Thurber Josh Pyle Russ Harmeyer Drew Edmondson	Engine 81 / Medic 85 Lt. Andrew McCallister Keaton Stoner Kanyon Schlatter Drew Kellogg
Part time Monday - Friday (coverage for second fire apparatus / tanker / ambulance) FF/EMT FF/EMT		

If there are no objections, hire letters will be sent to 27 ppl to start the 1st of the year. We are following the same hiring process as other districts, ours will be in the last phase the 1st 2 weeks of November.

There is a little extra bond money for the purpose to keep part timers busy, there are 3 open spots and will have 2 additional spots open when the Asst Fire and Asst EMS chief goes to their original 40 work week for a total of 5 open spots.

. Doing it this way will save some money. Christina is in charge of payroll, the name of the company escapes Mr Steltzer . It is different from Aboite , other districts are using this company too, making a discount available.

The staffing plan is minimal, Aboite has an enormous amount of part timers who can fill in any holes. Referring to the shift page: The top and bottom boxes are what will be filled at all times; if an absence occurs, a part timer will be used to fill the spot. 3 ambulances will be staffed full time, 4 paramedics. How this will work: engine 181 , if the 3rd ambulance needs to go out, that bottom guy is a paramedic, he will team up with one of the others to get on the truck to get out. The bottom person, a paramedic , will ensure that 2 at minimum are on the fire truck. Medic 185 and 85 are splitting up the area. (Medic 285 is also staffed). There is a plan to match by day the varied abilities and skills of the full time, part time and volunteers to the equipment needed to get out the door. Even then, as busy as it is, as well prepared and throughout as the plan is, occasions of lack are unavoidable.

WCFD is coping and have verified (Lexapole) that they have the ability 9, to copy SWFD policies. It will cost \$500 a copy , w/ tweaks for WCFD , Mr. Steltzer will go through each one to fit it to WCFD.

There is a weightlist of people wanting to work at WCFD, they don't want to work in the other districts, they want WCFD. chiefs in the district are working together to operate the same. Bond money will be available for startup. Mr. Steltzer says we are the only district not struggling with hiring.

8. Funding Requests- Gale Steltzer

- i. Clothing
- ii. Gear
- iii. Furniture
- liii. Bedding

Dollar Amount	clothing	staff
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\$39,000	3 pants, 3 shirts	ea.full/part time person
	1 shirt	each volunteer
\$5-6,000	shirts/sweatshirts	ea.full/part time person and volunteer
	gear	
\$28,000	7 sets	7 people
\$10,000	gloves, helmets,etc	ea. full/part and volunteer
	furniture/bedding	
\$447ea	14 beds	rotating shifts
\$1500- 1700 ea	6 recliners	6 full timers + additional staff
\$475	10 partitions	rotating shifts

*Attachments included below

i. Clothing

Using Bratemann for clothing, asking them to work with us for payment so that we don't owe any money until we get some the 1st of the year. The dept. is purchasing the 1st issue of uniforms for full , parttime and volunteers. \$1,000 uniform allowance each year for maintenance that will start the 2nd year due to the probationary period of 6 months. A specific brand will be used . \$50,000 has been set aside for uniforms.

ii.Gear

7 sets of gear are needed, and should be ordered tomorrow , it is 90 days out. Morning Bright is the brand being used. OSHA has specific standards for gear.

iii.furniture/iii.bedding

Will need to use the meeting room at Aboite for the bedroom temporarily. Price of the beds is considered good and came with some guidance and comparison by FWFD. Uncertain of which partitions - they are costly, up to \$2,500 per each . Size 5x4 ' . Length of use, durability , are factors to consider; they could be built with better quality for less money. If the amount requested is approved the option of building cheaper will be pursued. Daily use deems quality, comfortable recliners with a warranty are a necessity. Growing pains are to be expected, crowding is part of that. Aboite needs room for 6 people; their current furniture is only 2 years old, in good condition and will go to the Arcola station.

Motion: Mike Meyers 2nd: Lance Dafforn vote:all



3434 Maplecrest Road, Fort Wayne, IN 46803

10/23/2023

QUOTATION					
CLIENT:		West Central Fire District			
PH #		(260) 436-1449			
EMAIL					
Mattress Name		Two sided Flagship Cushion Firm			
Mattress Height		15"			
QUOTE IS VALID FOR 90 DAYS. QUOTE IS BASED ON SPECIFICATIONS AS NOTED. CHANGES TO SPECIFICATIONS MAY RESULT IN A CHANGE IN PRICE. PRODUCTION LEAD TIME IS 2-3 WEEKS FROM RECEIPT OF PURCHASE ORDER, AND ALL APPROVALS.					
SIZE / Dimensions	Model #	QTY	Description	Unit Price	Total
15" x 39" x 79" TXL	42113-1020	14	Two Sided Flagship Cushion Firm	\$309.00	\$ 4,326
9" x 38" x 79" TXL	12604-9620	14	Std Height Foundation	\$83.00	\$ 1,162
Twin	Bedframe	14	Bed Frame	\$55.00	\$ 770
Sub Total		42			\$ 6,258.00
State tax					\$ -
Delivery					
TOTAL					\$ 6,258.00
Delivery Terms: No charge to zip code 46804					
Payment Terms: CBD					
TERMS AND CONDITIONS					
A 2.5% fee will be added to all credit card purchases. 9" foundation is standard. Upon request a 5" foundation is available For tailgate delivery to commercial loading dock during standard receiving hours, 8 a.m. -4 p.m. M-F Recipient must provide either a loading dock to accommodate 53 ft tractor-trailer or staff on hand to unload truck. Special handling may incur additional delivery charges. Prices do not include applicable state & local taxes. Standard terms are payment in advance unless otherwise approved for other terms. Pricing is subject to change at any time. Mattress sizes may vary up to +/- 1" from listed dimensions					



PRICING REQUEST
REQUEST # 7865522

800-295-5510 | uline.com

Thank you for your interest in Uline!

PROVIDED TO:
MIKE ANDERSON
11321 ABOIT CENTER RD
FORT WAYNE IN 46804

SHIP TO:
MIKE ANDERSON
11321 ABOIT CENTER RD
FORT WAYNE IN 46804

CUSTOMER NUMBER	SHIP VIA	REQUEST DATE			
24612615	MORAN TRANSPORTATION	10/23/23			
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
10	KT	H-10042	HON® FABRIC PARTITION - 48 X 72"	475.00	4,750.00
10	CT	H-9149	T-BASE LEGS FOR PANEL 2/CT PART OF KIT	.00	.00
10	EA	H-10042	PANEL 48 X 72" PANEL PART OF KIT	.00	.00

SUB-TOTAL 4,750.00	SALES TAX 342.77	SHIPPING/HANDLING 146.78	TOTAL 5,239.55
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NOTE:

DELIVERY TIME 1 BUSINESS DAY VIA MORAN TRANSPORTATION.
ATTENTION: MIKE ANDERSON

- Uline_Pricing_Request_24612615_143511947_1.pdf (142 KB)

9. Interlocal Agreement- Gale Steltzer and Garry Teegarden

We came up with bullet points in meeting with the township trustee as far as leasing the equipment . It was recommended to the trustee that everything be given on the site for \$1. This is NOT set in stone, we are meeting with the township trustee and entire board , who will need to vote on it.

The building on Coventry Lane is being leased for 1 year , everything will be out by June 2024 , in the meantime it can be put for sale. It does need over \$20,000 in work. Mr. Meyers pointed out that it's the property worth anything, get it appraised . Can we buy the generator or is it too old? A 3rd party came out to assign what would be who's responsibility (%). When we lease the building we are leasing space only, will maintain it, but we will pay nothing on the structure. Mr. Meyers asked about the baby box, it was pointed out that the boxes belong to the township, not the fire dept. The insurance details are not changing ;the fire station will pay with the trustee as the rider .

We received our sponsor letter from Lutheran Hospital, which is required by the state, in the WCFD name. Barb Steltzer is getting all of the paperwork in order that is required for certs and name change. Estimated completion is the end of November. It's a mountain of paperwork that has needed completed , turned in and received back . Billing companies have been waiting for this process as well.

Volunteers ...from Arcola and Aboite wishing to keep their service date, Dec 31, is the deadline for applications. Service dates help when there are elections for board positions. Noted, we want Arcola part of that. Currently 2 applications have been received from Arcola. Maybe someone can remind them. I AM RESPONDING has already been switched over to WCFD- if you do want to volunteer for WCFD- you will get access. Mr. Steltzer asked Mr. Branning to get him the date of service for Russ Harmeyer and Rob VanDurmen , Tyler Greene's was received today.

*Attachment included below

9.

Interlocal Agreement for 2024 – Aboite Civil Township and West Central Fire Protection District

- Aboite Civil Township (ACT) will transfer title on all fire apparatus, ambulances, and command vehicles, inclusive of apparatus/vehicles contents, to West Central Fire Protection District (WCFD)
- ACT will transfer ownership of all firefighting gear and equipment, including but not limited to hoses, nozzles, bunker gear, helmets, fans, saws, SCBA units, oxygen tank fill station, gear washer, gear dryer, ladders, training tools, etc, to WCFD
- WCFD will lease the fire station portion of the building, constituting 74% of the square footage, at 11321 Aboite Center Road, Fort Wayne, IN 46814, for the amount of \$1/year.
- WCFD will be responsible for interior building maintenance on the fire station side of the building at 11321 Aboite Center Road
- WCFD will share in 74% of any exterior maintenance costs of the building at 11321 Aboite Center Road
- WCFD will pay 74% of utilities, specifically Northeastern REMC, Northern Indiana Public Service Co, City Utilities, and Aqua Indiana, for the building at 11321 Aboite Center Road
- WCFD will lease the fire station located at 4233 Coventry Lane, Fort Wayne, IN 46804, for the amount of \$1/year
- WCFD will be responsible for interior building maintenance at the station located at 4233 Coventry Lane
- WCFD will be responsible for utilities, specifically Northeastern REMC, Northern Indiana Public Service Co, City Utilities, and Aqua Indiana, of the building at 4233 Coventry Lane
- Insurance details needed

Public comments:

Sandy Trimmer -Thank you... Questions between the meetings , will you answer (email) back? Can the emails be put on the website?

Some discussion on how to answer people via email. Mr. Branning suggested putting a procedure in place. Mr. Meyers says if he answers an email, he will cc the other members. Everyone agreed. Mr. Steltzer asked Mrs. Forbing to get with Mrs. Perez to put emails on the website. Agreement that the board needs to stay on the "same page" with responses.

The President of the Lake Township Advisory board - John Banet,president of Lake Township Advisory board, comments about ground becoming available as it relates to the Stalhut family. John read aloud a piece he had written and posted on social media ending with :Arcola has been reassured and feels they have a voice .. a round of applause resulted.

Tim Knitter: Who makes the deciding vote if committees have a tie? Are Volunteers able to go to the scene directly?

Answer: Gale , who still has to take the information to the board.

Mr Steltzer: Volunteers must go to the station; NOT to the scene, it is a liability issue. The Allen co. Sheriff is NOT happy with personal vehicles at a scene , and no equipment...A few exceptions exist, choking and cardiac arrest. Gale offered to go to an Arcola meeting, held the 1st Wed of each month,to explain.

Marcy Wilhelm: frustrated with meeting changes, please stick to a schedule. Arrangements for childcare are difficult to change .

Some side conversation about what is or is not on the website, meetings for one. Mrs. Perez can email John Banet who will post the meeting schedule on the Arcola page. Tim Knitter: Mark Butts is the one at Arcola who puts up the communication at the station. Mr. Branning said he told Mark.

Speakers not on the sign up sheet:

Mike Messman: I agree with John and everyone. Reiterated the committees need to get together.

Nina (not certain of spelling): can we use another station's plans?

Adjourn 7:20p

Motion: Chuck Dwyer 2nd: Mike Meyer

Next Meeting Nov.30th 2023

Secretary- Natalie Forbing