



MIAMI VALLEY FIRE DISTRICT

Board of Trustees Meeting Agenda

February 8, 2024

8:00 a.m.

Call to Order

Pledge of Allegiance

Roll Call

Approval of Minutes

Motion to approve the regular Meeting Minutes of January 11, 2024

Public Comment

A citizen desiring to speak on agenda items or items not on the agenda may do so under public comment. Comments are limited to five minutes and the Fire District Board of Trustees may not take immediate action. However, items introduced under public comment may become agenda items for later meetings.

Consent Agenda

Matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion and one vote of consent. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.

Expenses

Approve the Fire District January expenses beginning with check #19364 and ending with check #19413.

Personnel

Accept resignation of Firefighter/Paramedic Justin Seagraves

Accept resignation of Firefighter/Paramedic Kyle Norman

Accept resignation of Firefighter/Paramedic Josh Haney

1. Consent Agenda Motion
A motion to approve the Consent Agenda.

Old Business

None

New Business

1. Study Session
 - Year in Review of 2023
 - Annual Financial Report for 2023
 - EMS/Fire Vehicle Purchases & Rotations
 - Fire Department Restructuring
 - Authorized Strength Amount & Fire Chief to Hire Process

2. Resolution No. 2024-03

A resolution to establish the unclaimed money fund for the Miami Valley Fire District, effective retroactively to January 1, 2024.
Presented by Elyse Martin

3. Resolution No. 2024-04

A resolution to authorize the Fire Chief to purchase a fire engine apparatus and associated equipment.
Presented by Chief Barnett

4. Resolution No. 2024-05

A resolution to authorize the Fire Chief to purchase a Medic apparatus and associated equipment.
Presented by Chief Barnett

5. Resolution No. 2024-06

A resolution to approve wages and benefits for new employee classification within the service of the Miami Valley Fire District.
Presented by Chief Barnett

6. Resolution No. 2024-07

A resolution granting authority to the Fire Chief to hire district employees based on the annual Employee Staffing List.
Presented by Chief Barnett

7. Motion to approve Authorized Employee Staffing List
A motion to approve the Authorized Staffing List depicting the approved number of positions authorized by the Board of Trustees to be hired by the Fire Chief on behalf of the Miami Valley Fire District.
Presented by Chief Barnett

Chief's Report

Operational Oversight Committee Comment

Trustee Comment**Executive Session**

Motion to enter into Executive Session

A motion to recess to an Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official.

Adjournment



**MIAMI VALLEY FIRE DISTRICT
BOARD OF TRUSTEES
MEETING MINUTES
January 11, 2024**

Call to Order

President Stalder called the Miami Valley Fire District meeting to order at 8:05 a.m. and led the Pledge of Allegiance.

President Stalder administered the oath of office to Trustee Greg Bell.

Roll Call

The following Trustees were present: John Stalder, Ann-Lisa Allen, Greg Bell, and Frank Fritsch. The following staff members were present: Keith Johnson, Brandon Barnett, Jennie Harover, Elyse Martin and Amy Phillips.

A motion was made by Ms. Allen, seconded by Mr. Fritsch, to excuse Mr. Posey. Motion carried.

Meeting Minutes

A motion was made by Ms. Allen, seconded by Mr. Fritsch to approve the Regular Meeting minutes of December 14, 2023. Motion carried.

Public Comment

Bob Spirk, President of Local 1832, congratulated and welcomed the new hires. He thanked the Board of Trustees for working with administration to complete the grant process for these additional firefighters/paramedics. When employees are added to the District, it provides a greater level of safety to its residents.

Consent Agenda

A motion was made by Mr. Fritsch, seconded by Ms. Allen, to approve the Consent Agenda as presented. Mr. Stalder aye, Ms. Allen aye, Mr. Bell aye, and Mr. Fritsch aye. Motion carried.

Chief Barnett thanked each of the new hires' families and friends for being in attendance and for showing their support of their career paths. He gave a quick introduction of each new hire and presented them to the Board of Trustees.

President Stalder administered the oaths of office to the nine firefighter/paramedics.

Old Business

None

New Business

Elyse Martin presented **Resolution No. 2024-01**. The resolution will allow the District Clerk to enter into an agreement with Farmers & Merchants Bank for depository services for a period of 60 months. A motion was made by Mr. Fritsch, seconded by Ms. Allen, to read Resolution No. 2024-01 by title only. Mr. Stalder aye, Ms. Allen aye, Mr. Bell abstain, and Mr. Fritsch aye. Motion carried. **A RESOLUTION TO AUTHORIZE THE MIAMI VALLEY FIRE DISTRICT CLERK TO ENTER INTO AN AGREEMENT WITH FARMERS & MERCHANTS BANK FOR ACTIVE AND INTERIM/INACTIVE FUND BANKING SERVICES.** A motion was made by Ms. Allen, seconded by Mr. Fritsch, to adopt Resolution No. 2024-01. Mr. Stalder aye, Ms. Allen aye, Mr. Bell abstain, and Mr. Fritsch aye. Motion carried.

Chief Barnett presented **Resolution No. 2024-02**. The resolution will authorize the Fire Chief to enter into a Master Service Agreement with Lexipol, LLC. for the purposes of providing policy and procedure creation, as well as on-going maintenance of such. A motion was made by Ms. Allen, seconded by Mr. Fritsch, to read Resolution No. 2024-02 by title only. Mr. Stalder aye, Ms. Allen aye, Mr. Bell aye, and Mr. Fritsch aye. Motion carried. **A RESOLUTION TO AUTHORIZE THE FIRE CHIEF TO ENTER INTO A MASTER SERVICE AGREEMENT WITH LEXIPOL, LLC FOR THE PURPOSES OF POLICY AND PROCEDURES CREATION AND ON-GOING MAINTENANCE OF SUCH POLICIES AND PROCEDURES.** A motion was made by Mr. Fritsch, seconded by Ms. Allen, to adopt Resolution No. 2024-02. Mr. Stalder aye, Ms. Allen aye, Mr. Bell aye, and Mr. Fritsch aye. Motion carried.

Chief's Report

Chief Barnett thanked everyone for a great 2023. The District's overall call volume was up with 10,615 calls for service which placed them second in Montgomery county. The two new staff vehicles have arrived. They are waiting for accessories to be installed and should be in service sometime in March. All power cots and loading systems have been installed outfitting each medic with a power cot loading system. The self-contained breathing apparatuses (SCBA) are scheduled to be delivered on March 5th. The District began a new emergency reporting system (ESO) as of January 1st. There have been a few minor hiccups but overall, the process has been much smoother than expected. A total solar eclipse will take place on April 8th. The Dayton area is expected to be within the path of totality, and the city/township should anticipate a high number of travelers in the area during that time. The District has advertised a Request for Qualifications (RFQ) for Design Services and packets are to be submitted no later than January 19th. While we have yet to receive a completed packet, we do expect several firms to submit. There will be a reception following this morning's meeting to welcome the new hires at Station 53, coffee and donuts will be available and he hopes everyone can stay to welcome our newest additions to the District.

OCC Report

Mr. Johnson explained that this meeting space is a dual-purpose room most often utilized by the City of Miamisburg's Council. It is great to see so many people filling this room to support the newest members of Miami Valley Fire District. This is the largest group of new hires at one time since the District's inception.

Trustee Report

Mr. Stalder echoed Mr. Johnson's remarks and stated that it is great to see so much support coming from friends and families of the newest firefighters/paramedics. He thanked everyone for attending.

A motion was made by Ms. Allen, seconded by Mr. Fritsch to recess to an executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. Mr. Stalder aye, Ms. Allen aye, Mr. Bell aye, and Mr. Fritsch aye. Motion carried.

The Board recessed into executive session at 8:30 am.

The Board returned to regular session at 9:20 am.

Adjournment

A motion was made by Mr. Fritsch, seconded by Mr. Bell, to adjourn the meeting at 9:20 am. Motion carried.

Respectfully submitted,

Jennifer Harover
Secretary

Complete Check Report - MIAMI VALLEY FIRE DISTRICT

Bank - 0002 OPERATING

Check	Dup#	Type	Vendor	Vendor Name	Date	Amount
019364		A	0000205	ATLANTIC EMERGENCY SOLUTIONS	01/05/2024	7,140.68
019365		A	3214846	COMDOC	01/05/2024	45.62
019366		A	0001308	DUKE ENERGY	01/05/2024	33.11
019367		A	3122714	HOME DEPOT	01/05/2024	249.00
019368		A	0000211	JEFF SCHMITT CHEVROLET LTD	01/05/2024	95,290.00
019369		A	4339969	MIAMI TOWNSHIP	01/05/2024	1,105.89
019370		A	0025505	VERIZON WIRELESS	01/05/2024	31.19
019371		A	0000193	WEX BANK	01/05/2024	6,779.02
019372		A	0009600	AIRGAS USA LLC	01/12/2024	489.97
019373		A	0000120	ALCOR SUPPLY AND FIXTURE CO	01/12/2024	389.00
019374		A	0000163	AT&T SERVICES, INC	01/12/2024	554.73
019375		A	0000149	BOYLE MECHANICAL SOLUTIONS LLC	01/12/2024	481.00
019376		A	9097668	CENTERPOINT ENERGY	01/12/2024	291.66
019377		A	0004764	CITY OF MIAMISBURG-PO BOX	01/12/2024	741.22
019378		A	0000256	CUSTOM DESIGN BENEFITS	01/12/2024	85.00
019379		A	0000227	ELITE COMPUTERS INC	01/12/2024	4,506.99
019380		A	0000257	FIRST ARRIVING IO, INC	01/12/2024	3,496.85
019381		A	0000194	KOORSEN FIRE & SECURITY INC	01/12/2024	303.59
019382		A	0003331	MIAMI VALLEY NEWSPAPERS	01/12/2024	319.60
019383		A	2571875	PHOENIX SAFETY OUTFITTERS	01/12/2024	4,842.67
019384		A	0000254	STRATEGIC SOURCING, INC.	01/12/2024	20,675.00
019385		A	0025505	VERIZON WIRELESS	01/12/2024	343.54
019386		A	0000230	VIKING HEATING AND AIR	01/12/2024	6,479.00
019387		A	0000238	WESTERN OHIO TRUCK & FIRE LLC	01/12/2024	325.00
019388		A	0000187	XEROX CORPORATION	01/12/2024	504.68
019389		A	0009600	AIRGAS USA LLC	01/18/2024	299.20
019390		A	0000205	ATLANTIC EMERGENCY SOLUTIONS	01/18/2024	6,653.85
019391		A	9097668	CENTERPOINT ENERGY	01/18/2024	1,554.45
019392		A	6869313	CIVICA NORTH AMERICA INC	01/18/2024	22,953.00
019393		A	3214846	COMDOC	01/18/2024	130.95
019394		A	0000141	D&S AUTO PARTS INC	01/18/2024	75.34
019395		A	8781028	EMSAR MEDICAL REPAIR, INC.	01/18/2024	550.26
019396		A	0000194	KOORSEN FIRE & SECURITY INC	01/18/2024	180.00
019397		A	0000248	ON-SITE STORAGE SOLUTIONS	01/18/2024	5,350.00
019398		A	2571875	PHOENIX SAFETY OUTFITTERS	01/18/2024	864.39
019399		A	0000183	PREMIER HEALTH	01/18/2024	402.57
019400		A	9446372	TARGET SOLUTIONS, INC	01/18/2024	200.25
019401		A	0009600	AIRGAS USA LLC	01/25/2024	207.60

Complete Check Report - MIAMI VALLEY FIRE DISTRICT

Bank - 0002 OPERATING

Check	Dup#	Type	Vendor	Vendor Name	Date	Amount
019402		A	0006850	BOUND TREE MEDICAL, LLC	01/25/2024	226.44
019403		A	8641235	BREATHING AIR SYSTEMS	01/25/2024	956.36
019404		A	9097668	CENTERPOINT ENERGY	01/25/2024	676.92
019405		A	9378887	CHANGE HEALTHCARE LLC	01/25/2024	11,224.45
019406		A	4344343	GO2-PROS PEST CONTROL	01/25/2024	65.00
019407		A	0004442	LOWES BUSINESS ACCT	01/25/2024	270.96
019408		A	0005077	MONTGOMERY COUNTY SHERIFFS OFF	01/25/2024	52,965.00
019409		A	3592800	NATIONAL ASSOCIATION OF	01/25/2024	65.00
019410		A	0006750	P & R COMMUNICATIONS	01/25/2024	730.01
019411		A	2571875	PHOENIX SAFETY OUTFITTERS	01/25/2024	3,987.25
019412		A	2946355	SANDY'S AUTO & TRUCK SERVICE	01/25/2024	500.00
019413		A	3968543	SPECTRUM	01/25/2024	2,934.00
FD2841		M	2276044	FIFTH THIRD MASTERCARD	01/10/2024	100.00
FD2842		M	2276044	FIFTH THIRD MASTERCARD	01/10/2024	80.00
FD2843		M	2276044	FIFTH THIRD MASTERCARD	01/10/2024	269.94
FD2844		M	0009999	PAYROLL VENDOR	01/10/2024	274,032.04
FD2845		M	0009999	PAYROLL VENDOR	01/10/2024	3,783.33
FD2846		M	0009999	PAYROLL VENDOR	01/10/2024	118.77
FD2847		M	0009999	PAYROLL VENDOR	01/29/2024	265,462.39
FD2848		M	0009999	PAYROLL VENDOR	01/29/2024	3,651.76
FD2849		M	0009999	PAYROLL VENDOR	01/29/2024	58.74
FD2850		M	0000237	MEDICAL MUTUAL	01/29/2024	70,249.37
FD2851		M	3483226	STANDARD INSURANCE COMPANY	01/29/2024	911.31
FD2852		M	2166248	VISION SERVICE PLAN	01/29/2024	720.51
FD2853		M	0000053	FIFTH THIRD	01/31/2024	937.75
FD2854		M	0001620	AES	01/31/2024	2,092.94
FD2855		M	0007150	POLICE & FIRE PEN FUND OF OHIO	01/12/2024	114,456.94
FD2856		M	0007180	O.P.E.R.S.	01/12/2024	2,408.24
FD2857		M	0007180	O.P.E.R.S.	01/12/2024	(0.02)
67 Checks						1,008,861.27

MTD Bank Report for Year 2024 Month 01 - MIAMI VALLEY FIRE DISTRICT

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0002	OPERATING	383,464.19	137,620.83	1,008,861.27	1,137,500.00	0.00	649,723.75
0004	EMS	292,400.23	190,946.70	0.00	0.00	137,500.00	345,846.93
0006	F&M CD - 4/14/23	0.00	0.00	0.00	0.00	0.00	0.00
0008	STAR OHIO	4,426,872.18	16,419.45	0.00	0.00	1,000,000.00	3,443,291.63
4 Banks		5,102,736.60	344,986.98	1,008,861.27	1,137,500.00	1,137,500.00	4,438,862.31

YTD Fund Report for Year 2024 Month 01 - MIAMI VALLEY FIRE DISTRICT

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
100	GENERAL FUND	3,887,116.39	147,991.33	748,742.42	3,286,365.30	389,953.31	2,896,411.99
200	EMS FUND	292,400.23	190,946.70	137,500.00	345,846.93	0.00	345,846.93
210	GRANT FUND	430,664.43	6,048.95	6,048.95	430,664.43	316,477.72	114,186.71
300	DEBT SERVICE FUND	0.20	0.00	0.00	0.20	0.00	0.20
400	CAPITAL IMPROVEMENT FUND	492,555.35	0.00	116,569.90	375,985.45	35,759.37	340,226.08
5 Funds		5,102,736.60	344,986.98	1,008,861.27	4,438,862.31	742,190.40	3,696,671.91



MEMORANDUM

DATE: FEBRUARY 8, 2024

TO: MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES

FROM: ELYSE MARTIN, FINANCE MANAGER

SUBJECT: CREATING AN UNCLAIMED MONEY FUND

The District at year end had eight outstanding checks totaling \$3,030.18 that were past 90 days old.

Section 9.39 of the Ohio Revised Code provides that unclaimed money shall be deposited to the credit of a trust fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five years, the money shall revert to the General Fund of the Public Office.

RESOLUTION NO. 2024-03

A RESOLUTION TO ESTABLISH THE UNCLAIMED MONEY FUND FOR THE MIAMI VALLEY FIRE DISTRICT, EFFECTIVE RETROACTIVELY TO JANUARY 1, 2024.

WHEREAS, the City of Miamisburg, Ohio and Miami Township, Montgomery County, Ohio created the Miami Valley Fire District (the "District") consistent with Ohio Revised Code Section 505.371 via Joint Resolution, City Resolution No. 2786 and Township Resolution No. 121-2011; and

WHEREAS, Section 9.39 of the Ohio Revised Code requires all money received or collected by a public official under color of office and not otherwise paid out according to law shall be paid into the treasury of the public office to the credit of a trust fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five years, the money shall revert to the general fund of the public office; and

WHEREAS, the District Board of Trustees desires to establish an Unclaimed Money Fund to account for monies unclaimed; and

NOW, THEREFORE, BE IT RESOLVED BY THE MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES THAT:

Section 1.

The Unclaimed Money Fund is hereby approved and established.

Section 2.

All such monies collected shall be placed in a separate fund to be known as the Unclaimed Money Fund and shall remain there until claimed by its lawful owner, if not claimed within a period of five years, the money shall revert to the general fund of the District.

Section 3.

This Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Ohio Revised Code Section 121.22.

Section 4.

This resolution shall be in full force and effect retroactive to January 1, 2024, and shall supersede any prior resolution or act of this Board, which may be inconsistent or duplicative with the provisions of this resolution.

Adopted this 8th day of February 2024.

_____ John Stalder, President	_____ Yes/No
_____ Terry Posey, Jr., Trustee	_____ Yes/No
_____ Ann-Lisa Allen, Trustee	_____ Yes/No
_____ Greg Bell, Trustee	_____ Yes/No
_____ Frank Fritsch, Trustee	_____ Yes/No



MEMORANDUM

DATE: FEBRUARY 8, 2024

TO: MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES

FROM: FIRE CHIEF BRANDON BARNETT

SUBJECT: RESOLUTION TO PURCHASE A FIRE ENGINE APPARATUS AND ASSOCIATED EQUIPMENT

The attached resolution (2024-04) authorizes the fire chief to purchase a fire engine apparatus and associated equipment not to exceed \$1,000,000. With the wrecking of one of our front-line pieces of apparatus, coupled with the unreliability of our backup fire apparatus, as well as the delay in our fire apparatus on order, the Fire Chief has reached out to multiple manufacturers to enquire on demo or stock units that meet our needs. Through multiple manufactures "stock programs", when a fire apparatus becomes available that meets Miami Valley Fire District's specifications and needs, the window to sign a contract is very short (approximately no more than 7 days), therefore this resolution will give the Fire Chief authority to sign a contract with a selected vendor when a fire engine apparatus becomes available. Current quotes from various vendors have been anywhere from \$775,000 to \$900,000 before making any modifications such as cabinetry or equipment mounting. Miami Valley Fire District staff are working closely with several vendors and hope to be able to procure a fire engine apparatus and associated equipment soon with board approval of this resolution. This acquisition will allow us to have reliable apparatus in the event of another accident or down time for maintenance needs.

RESOLUTION NO. 2024-04

A RESOLUTION TO AUTHORIZE THE FIRE CHIEF TO PURCHASE A FIRE ENGINE APPARATUS AND ASSOCIATED EQUIPMENT.

WHEREAS, the City of Miamisburg, Ohio and Miami Township, Montgomery County, Ohio created the Miami Valley Fire District (the "District") consistent with Ohio Revised Code Section 505.371 via Joint Resolution, City Resolution No. 2786 and Township Resolution No. 121-2011; and

WHEREAS, the Miami Valley Fire District identifies the urgent need to procure a new fire engine apparatus to maintain the highest level of emergency response capabilities; and

WHEREAS, an employee committee researched and developed specifications for the purchase of an engine apparatus and associated equipment needed for the District; ("new engine equipment"); and

WHEREAS, the Fire Chief has determined that the acquisition is necessary, and due to time constraints for ordering, a specific vendor has not been selected as this time; and

WHEREAS, the Board of Trustees recognizes the time-sensitive nature of the procurement process and aims to expedite the acquisition of the fire engine apparatus.

NOW, THEREFORE, BE IT RESOLVED BY THE MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES THAT:

Section 1.

The Fire Chief is authorized to purchase an engine apparatus and associated equipment for an amount not to exceed \$1,000,000.

Section 2.

The Fire Chief is granted the authority to conduct a timely and thorough search for a suitable fire engine apparatus that meets the operational needs and specifications of the Miami Valley Fire District.

Section 3.

The Board of Trustees further authorizes the Fire Chief to sign a contract on behalf of the Miami Valley Fire District once a fire engine apparatus that aligns with the district's needs is identified.

Section 4.

The Fire Chief is directed to keep the Board of Trustees informed of the progress in the selection process and upon the execution of the contract.

Section 5.

That \$1,000,000 is hereby appropriated from unappropriated funds currently on deposit in the General Fund to transfer to the Capital Improvement Fund for the purchase of a fire engine apparatus and associated equipment due in the current year.

Section 6.

This Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Ohio Revised Code Section 121.22.

Section 7.

This resolution shall be in full force and effect February 8, 2024 and shall supersede any prior resolution or act of this Board, which may be inconsistent or duplicative with the provisions of this resolution.

Adopted this 8th of February 2024.

_____ John Stalder, President	_____ Yes/No
_____ Terry Posey, Trustee	_____ Yes/No
_____ Ann-Lisa Allen, Trustee	_____ Yes/No
_____ Greg Bell, Trustee	_____ Yes/No
_____ Frank Fritsch, Trustee	_____ Yes/No



MEMORANDUM

DATE: FEBRUARY 8, 2024

TO: MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES

FROM: FIRE CHIEF BRANDON BARNETT

SUBJECT: RESOLUTION TO PURCHASE A MEDIC APPARATUS AND ASSOCIATED EQUIPMENT

The attached resolution (2024-05) authorizes the Fire Chief to purchase a medic apparatus and associated equipment not to exceed \$400,000. Throughout 2023 the fire chief spoke to multiple manufactures on lead times and was assured that the lead times would go down to approximately a year for a "spec medic", therefore the fire chief waited until 2024 to place an order for another medic to move our current 2014 medic into a reserve status (the 2014 medic has motor issues and needs to be placed in a reserve status sooner to ensure longevity). The fire chief was given a timeline of 30-36 months when the inquiry started this year, so the one-year timeline was no longer plausible. Therefore, some manufactures have a "stock program" like the fire apparatus industry and can get stock medics in 2024. This resolution will authorize the fire chief to purchase a stock medic that meets our needs and will be delivered in 2024 (as early as June 2024) and will allow Miami Valley Fire District to move our 2014 medic into a reserve status to improve the longevity of the apparatus.

RESOLUTION NO. 2024-05

A RESOLUTION TO AUTHORIZE THE FIRE CHIEF TO PURCHASE A MEDIC APPARATUS AND ASSOCIATED EQUIPMENT.

WHEREAS, the City of Miamisburg, Ohio and Miami Township, Montgomery County, Ohio created the Miami Valley Fire District (the "District") consistent with Ohio Revised Code Section 505.371 via Joint Resolution, City Resolution No. 2786 and Township Resolution No. 121-2011; and

WHEREAS, the Miami Valley Fire District identifies the urgent need to procure a new medic apparatus to maintain the highest level of emergency response capabilities; and

WHEREAS, an employee committee researched and developed specifications for the purchase of an engine apparatus and associated equipment needed for the District; ("new medic equipment"); and

WHEREAS, the Fire Chief has determined that the acquisition is necessary, and due to time constraints for ordering, a specific vendor has not been selected at this time; and

WHEREAS, the Board of Trustees recognizes the time-sensitive nature of the procurement process and aims to expedite the acquisition of the fire medic apparatus.

NOW, THEREFORE, BE IT RESOLVED BY THE MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES THAT:

Section 1.

The Fire Chief is authorized to purchase a medic apparatus and associated equipment for an amount not to exceed \$400,000.

Section 2.

The Fire Chief is granted the authority to conduct a timely and thorough search for a suitable medic apparatus that meets the operational needs and specifications of the Miami Valley Fire District.

Section 3.

The Board of Trustees further authorizes the Fire Chief to sign a contract on behalf of the Miami Valley Fire District once a medic apparatus that aligns with the district's needs is identified.

Section 4.

The Fire Chief is directed to keep the Board of Trustees informed of the progress in the selection process and upon the execution of the contract.

Section 5.

That \$400,000 is hereby appropriated from unappropriated funds currently on deposit in the General Fund to transfer to the Capital Improvement Fund for the purchase of a medic apparatus and associated equipment due in the current year.

Section 6.

This Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Ohio Revised Code Section 121.22.

Section 7.

This resolution shall be in full force and effect February 8, 2024 and shall supersede any prior resolution or act of this Board, which may be inconsistent or duplicative with the provisions of this resolution.

Adopted this 8th of February 2024.

_____ John Stalder, President	_____ Yes/No
_____ Terry Posey, Trustee	_____ Yes/No
_____ Ann-Lisa Allen, Trustee	_____ Yes/No
_____ Greg Bell, Trustee	_____ Yes/No
_____ Frank Fritsch, Trustee	_____ Yes/No



MEMORANDUM

DATE: FEBRUARY 8, 2024

TO: MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES

FROM: FIRE CHIEF BRANDON BARNETT

SUBJECT: RESOLUTION FOR NEW EMPLOYEE CLASSIFICATION WAGES AND BENEFITS

The attached resolution (2024-06) will approve the wages and benefits for a new job classification being created for Miami Valley Fire District (Assistant Chief). The Assistant Chief position is a mid-level supervisor and oversees Fire District Operations and/or Administration and reports directly to the Fire Chief.

RESOLUTION NO. 2024-06

A RESOLUTION TO APPROVE WAGES AND BENEFITS FOR NEW EMPLOYEE CLASSIFICATION WITHIN THE SERVICE OF THE MIAMI VALLEY FIRE DISTRICT.

WHEREAS, the City of Miamisburg, Ohio and Miami Township, Montgomery County, Ohio created the Miami Valley Fire District (the "District") consistent with Ohio Revised Code Section 505.371 via Joint Resolution, City Resolution No. 2786 and Township Resolution No. 121-2011; and

WHEREAS, it is necessary to approve the compensation of a new employee classification within the service of the Miami Valley Fire District; and

WHEREAS, it is necessary to approve the benefits for a new employee classification within the service of the Miami Valley Fire District.

NOW, THEREFORE, BE IT RESOLVED BY THE MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES THAT:

Section 1. Pay Plan.

The following annual pay is hereby established for select employees within the service of the Miami Valley Fire District.

Assistant Chief	\$119,000
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Section 2. Administration of the Pay Plan.

The Fire Chief is hereby authorized to issue regulations for the administration of the pay plan as set forth above.

Section 3. Holiday Pay.

The Miami Valley Fire District observes the following holidays:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Easter Sunday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

Holiday compensation shall be paid according to District policy.

Section 4. Insurance.

A. Medical Insurance.

The Miami Valley Fire District shall offer medical coverage to all full-time employees. The District shall pay 80 percent of the monthly premium and the employee shall pay 20 percent of the monthly premium.

B. Life Insurance.

All regular full-time employees shall receive group life and Accidental Death and Dismemberment insurance paid by the District as follows:

Assistant Chief	\$50,000
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Additional group life insurance may be purchased by the employee in accordance with the insurance company's requirements.

Section 5. All authorized leave shall be paid according to the District policy.

Section 6. Staffing levels will be determined by the Fire Chief.

Section 7. Fire Chief shall establish policies concerning the administration of employee compensation and benefits. The Chief's policies will be incorporated into a Policy and Procedure Manual, a copy of which will be kept on file in the Chief's office.

Section 8. All expenses authorized in the District's policy are hereby approved.

Section 9. This Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Ohio Revised Code Section 121.22.

Section 10. This resolution shall be in full force and effect February 8, 2024 and shall supersede any prior resolution or act of this Board, which may be inconsistent or duplicative with the provisions of this resolution.

Adopted this 8th of February 2024.

_____ John Stalder, President	_____ Yes/No
_____ Terry Posey, Trustee	_____ Yes/No
_____ Ann-Lisa Allen, Trustee	_____ Yes/No
_____ Frank Fritsch, Trustee	_____ Yes/No
_____ Greg Bell, Trustee	_____ Yes/No



MEMORANDUM

DATE: FEBRUARY 8, 2024

TO: MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES

FROM: FIRE CHIEF BRANDON BARNETT

SUBJECT: RESOLUTION GRANTING AUTHORITY TO THE FIRE CHIEF TO HIRE DISTRICT EMPLOYEES

The attached resolution (2024-07) gives the fire chief authority to hire district employees based on the annual employee staffing list. After consulting with several local fire district chiefs and township administrators, staff is asking the Board of Trustees for resolution 2024-07 to give the fire chief authority to hire district employees, as well as promote to fill vacancies created by resignations and retirements; instead of waiting for a Board of Trustees monthly meeting to approve the hiring or promotion of said employees. This authority should speed the process of hiring up significantly, as well as allow the fire district to potentially capture the employment of a candidate should they be in multiple hiring processes at once. This authorization does not include the ability to terminate or demote employees without board approval, but simply for hiring and promotional purposes, guided by the Authorized Employee Staffing List. Staff approves of this resolution.

RESOLUTION NO. 2024-07

A RESOLUTION GRANTING AUTHORITY TO THE FIRE CHIEF TO HIRE DISTRICT EMPLOYEES BASED ON THE ANNUAL EMPLOYEE STAFFING LIST.

WHEREAS, the City of Miamisburg, Ohio and Miami Township, Montgomery County, Ohio created the Miami Valley Fire District (the "District") consistent with Ohio Revised Code Section 505.371 via Joint Resolution, City Resolution No. 2786 and Township Resolution No. 121-2011; and

WHEREAS, the Miami Valley Fire District is a special taxing district for purposes of Chapter 149 of the Ohio Revised Code; and

WHEREAS, the effective and timely hiring of qualified personnel is crucial for ensuring the safety and well-being of the community served by the Miami Valley Fire District; and

WHEREAS, the Fire Chief possesses the expertise and knowledge required to assess staffing needs and make informed decisions regarding the recruitment and hiring of personnel;

NOW, THEREFORE, BE IT RESOLVED BY THE MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES THAT:

Section 1.

The Miami Valley Fire District Board of Trustees hereby authorizes and empowers the Fire Chief to hire employees for the Miami Valley Fire District and conduct applicable oaths of office on behalf of the Board President based on the Employee Staffing List that shall be presented and approved annually by motion of the Board.

Section 2.

The Fire Chief shall adhere to all applicable laws, regulations, and organizational policies during the hiring process, including but not limited to equal employment opportunity principles and fair employment practices.

Section 3.

The Fire Chief is directed to submit a report to the Board of Directors on a regular basis, providing updates on the hiring activities, the status of the staffing levels, and any notable developments.

Section 4.

This Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Ohio Revised Code Section 121.22.



MEMORANDUM

DATE: FEBRUARY 8, 2024

TO: MIAMI VALLEY FIRE DISTRICT BOARD OF TRUSTEES

FROM: FIRE CHIEF BRANDON BARNETT

SUBJECT: MOTION FOR AUTHORIZED EMPLOYEE STAFFING LIST

This memo is an explanation of the motion to approve the Authorized Employee Staffing List, which if approved will be dated as "Thursday, February 8, 2024". The Authorized Employee Staffing List is the approved number of positions authorized by the Board of Trustees to be hired by the fire chief on behalf of the Miami Valley Fire District. This approved list will be a part of the annual budget moving forward, and amended as needed, giving the fire chief the authorized strength for each position in the fire district, as it relates to hiring purposes. Resolution 2024-07 gives the fire chief the authority to hire employees for the Miami Valley Fire District up to the authorized number per position, as well as conduct applicable oaths of office on behalf of the Board President if needed, based on the Authorized Employee Staffing List. Staff recommends this motion.

Miami Valley Fire District Authorized Employee Staffing List
Thursday, February 8, 2024

Department	Position	Full Time	Part Time
Fire Administration	Fire Chief	1	0
Fire Administration	Assistant Chief	2	0
Fire Administration	Human Resources Administrator	1	0
Fire Administration	Finance Manager	1	0
Fire Administration	Administrative Assistant	1	0
Fire Operations	Battalion Chief/Operations	3	0
Fire Operations	Battalion Chief/Training/Emerg. Planning	1	0
Fire Operations	Lieutenant	12	0
Fire Operations	Firefighter	57	3
Fire Prevention Bureau	Fire Marshal	1	0
Fire Prevention Bureau	Prevention Specialist	1	0
Total		81	3