

Hilltop Joint Fire District Board
Minutes for Board Meeting, Thursday, March 28th, 2019 7:00pm - 8:30PM

Persons wishing to address the Board may do so by registering with the Clerk.
Please provide the Clerk with your name, address and the issue you wish to discuss.

PLEDGE OF ALLEGIANCE

ROLL CALL

- Trustees Present: Mike Graver, Bob Parsons, Jim O'Shea, Maureen Mason, James Wolf, Paul Young, Kim Newman,
- Also Present: Clerk and Fiscal Officer Stephen Brinkman
- Audience: Mary Jo Zorb, Mary Dewald

MINUTES

- Board Meeting 03/21/2019 - Mr. Wolf moved to adopt the minutes. Ms Mason seconded the motion. Motion passed with 6 yeas with Mr. O'Shea abstaining.

PUBLIC PARTICIPATION

REPORTS, CORRESPONDENCE, AND MISCELLANEOUS DISCUSSIONS AND PRESENTATIONS

- Report from Clerk and Fiscal Officer Stephen Brinkman
 - Talked about using what payroll and reporting system the board should use. He spoke with Angel Burton, Financial Director of North College Hill, who recommended Ohio's Uniform Accounting Network (UAN) and will continue researching it
 - Spoke about website and Google Suite. Has done preliminary research but since the board has a temporary solution using the email and document management systems that Mt. Healthy and North College Hill he is focusing on other outstanding issues.
 - Spoke with Mr. Graver on Tuesday. Mr. Graver passed meeting documents which have been scanned and any document request should be forwarded to Mr. Brinkman
- Resolution To The County Auditor
 - There was some discussion of the naming convention to be used for Resolutions. It was decided to use the format Resolution (YYYY) - ## with a numbering system that reset each year. The numbering of the current Resolution was updated to Resolution 2019-01 as a result.
 - The Board discussed the millage request on the Resolution and the Levy. Was determined that whatever amount we sent to the auditor would have to be on the final levy resolution sent to the Board of Elections. It was decided to set the millage to 13.9.
 - There was some discussion on the SAFER Grant. Since the Hilltop Fire District could not apply Mt. Healthy had applied for three to six positions with the intention that those positions would roll over into the Fire District when the fire departments merged. Mr. Wolf mentioned that should the Hilltop Fire District dissolve because the levy's do not pass and Mt. Healthy did get the grant Mt. Healthy would return the grant money.
 - Some other minor clerical edits were discussed
 - Mr. Graver made a motion to amend Resolution 2019-01 as discussed. Motion seconded by Ms. Mason. Motion passed unanimously.
- Discussion Of The Budget And Levy Millage
 - The board discussed the Budget for the Fire District. Mr. Parson talked about some line items that he felt were overestimated that he would like to get clarification from Chief Fels for, including capital equipment, health insurance, and building maintenance.
 - The Board spoke about a monthly to-do list and the hiring of the fire chief to let the chief be part of the foundational decisions. They decided for now there was not much they could do to move the budget forward until more outstanding items were taken care of.


OLD BUSINESS

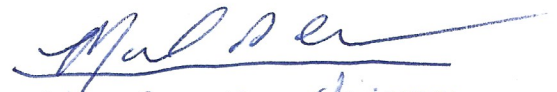
- The scheduling and location of future Board meetings was discussed. The discussed an alternating location and a start time of 6:30 PM. Mr. Graver made a motion to schedule regular meetings to the 2nd Thursday of each month at North College Hill's Council Chambers and the 4th Thursday of Each month at Mt. Healthy's Council Chambers. Motion seconded by Mr. Parsons. Motion passed unanimously.
- With the schedule in place they began discussing ICRC recording the meetings. The Board only had to submit a seating chart to ICRC and Mr. Graver would submit their seating location to ICRC
- Mr. Parson talked about tax ID for the Fire District. He was finishing research on what tax exemptions that Board would be under and hoped to have the Tax ID before the next meeting.

NEW BUSINESS

- The Board discussed the seed money and how that money would be handled. It was determined that both North College Hill and Mt. Healthy would have to pass legislation in order to transfer the money to the Fire District.
- Mr. Parson's relayed a conversation he had with Mt. Healthy Fire Chief Steve Lawson who recommends that should the levy pass but the SAFER Grant application fail that the District should operate and apply for 2020.
- Mr. O'Shea had some concerns about the how compliant the Board was to the Open Meetings Act. He recommended that the Board establish rules on informing the public. It was determined it would be best to but only city property as posting location in the rules, but get permission to post at other places and post there regularly. The location of public posting was discussed and Mr. Brinkman would ask a few businesses if they could post at their location.
- Mr. O'Shea spoke about some concerns he had when the district would need to hire and pay the employees of the district. After some discussion, it was determined that the resolution read it would most likely be Jan 2020m and should the fire district did not have the funding they could potentially loan the funds from Mt. Healthy and North College Hill until the money from the levy was received.
- The Board discussed scheduling a special meeting. It was determined that they could not use the normal locations for the meeting. They decide to hold a meeting at the Community Room at the Mt. Healthy Community Center. The address for the location is 1541 Hill Ave, Mt. Healthy, OH 45231.
- Mr. Graver motioned to hold a special meeting on 04-04-2019 at 6:30 PM at the Mt. Healthy Community Center. Motion seconded by Ms. Newman. Motion passed unanimously.

ADJOURNMENT - Ms. Mason motioned to adjourn the meeting. Motion seconded by Mr. O'Shea. Motion passed unanimously.

 4-4-19
 Stephen Brinkman, clerk


 Mike Graver, Chairman