

**MINUTES OF A SPECIAL SESSION OF THE  
EAST CENTRAL FIRE/EMS GOVERNING BODY**

The monthly meeting of the East Central Fire & EMS Protection Territory Board was called to order on June 12, at 3:00 pm by President Bob Byrd.

Members Present: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Gruber

Board members signed a roll call sheet and Christine Camp read the roll call.

**Previous Meeting Minutes**

Chad Bauer made the motion to approve the minutes from the May meeting. Mark Smith seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Gruber

Nays: none

**Pay Claims**

The pay claims were signed by Board members.

Chad Bauer made the motion to approve the pay claims. Mark Smith seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Gruber

Nays: none

**Adjustment to the Agenda**

Mark Bradtmueller made a motion to move the Division Reports to before Unfinished Business. Chad Bauer seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Gruber

Nays: none

**Division Reports**

Mark Hoeppner provided an update as Deputy Chief \ Inspections

The Chief provided an update for Doug Call EMS Chief

James Noll provided an update as Training and Safety Officer

Randy Linker provided an update as Operations District Chief

Jon Stauffer provided an update for the Volunteers

## **Unfinished Business**

### **Milan Township Flooring Upgrade**

Chief Requests Approval for Milan Township Flooring Quotes. Four quotes were provided Knot Just Decks-\$35,535.00, Spectrum Flooring System- \$38,260.00, Wagoners Epoxy Floor System\$41,950.00, and Homestead Coating & Construction \$44,800.00. The Chief recommended we go with either Wagoners or Homestead Coating. The Chief also recommended the coating not continue up the walls a few inches.

Chad Bauer made a motion to accept the bid from Homestead Coating & Coating for \$24,850 (just coating the floors). Mark Smith seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Graber

Nays: none

### **Copier Quotes**

Chief Requests review the quotes for a new Copier from JTF-GOV for \$6510.00 for an outright purchase, Perry Pro Tech with a purchase price of \$12,325.00 or a Lease price of \$87.00, and Ricoh with a purchase option of \$6432.05 or a lease option for \$134.34. The Chief recommended an outright purchase from Ricoh.

Steve Ottenweller made a motion to purchase a copier from Ricoh for \$6,432.05. Chad Bauer seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Graber

Nays: none

## **Merit Board**

We are still working on final touches on the Merit Board, therefore, the Chief requests this issue remain under unfinished business.

## **New Business**

### **Jotform Quote**

Chief Requests Approval for a quote from Jotform with 3 options, 1 yr at a cost of \$4,989.60, 3 yr at a cost of \$13,471.92 and 5 yr with the most saving of \$21,205.80.

Chad Bauer made a motion to approve the 1 year quote from Jotform at a cost of \$4,989.60. Steve Ottenweller seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Gruber

Nays: none

### **First Due Communication Invoice**

Chief Requests Approval for First Due Communications Invoice #25066 in the amount of \$16,828.50 for the 2023 Ford Explorer.

Mark Smith made a motion to approve the First Due Communications Invoice #25066 in the amount of \$16,828.50 for the 2023 Ford Explorer. Mark Bradtmueller seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Gruber

Nays: none

### **First Due Communication Invoice**

Chief Requests Approval for First Due Communications Invoice #25068 in the amount of \$14,400.80 for the 2023 Ford Explorer.

Mark Smith made a motion to approve the First Due Communications Invoice #25068 in the amount of \$14,400.80 for the 2023 Ford Explorer. Chad Bauer seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Graber

Nays: none

### **First Due Communication Invoice**

Chief Requests Approval for First Due Communications Invoice #25069 in the amount of \$7,597.00 for the 2024 Chevy Silverado DC13 Radio Equipment.

Mark Bradtmueller made a motion to approve First Due Communications Invoice #25069 in the amount of \$7,597.00 for the 2024 Chevy Silverado DC13 Radio Equipment. Mark Smith seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Graber

Nays: none

### **East Central Fire and EMS Volunteer Invoice**

Chief Requests Approval for East Central Fire & EMS Volunteer Invoice #1050 in the amount of \$36,005.25.

Chad Bauer made a motion to approve East Central Fire & EMS Volunteer Invoice #1050 in the amount of \$36,005.25. Steve Ottenweller seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Graber

Nays: none

### **3-R Initiative**

Chief Requests Approval to implement the 3-R Initiative. This is an expense cutting and re-focusing initiative. I paraphrased the initiative below:

1. Reduce unnecessary overhead, reduce aging and under-utilized apparatus, reduce station equipment
2. Restore the focus of the staff and adjust staff pay to align more closely with similar agencies
3. Re-charge all employees to take the initiative to be better and find better ways of doing things

The Chief wants to make the Territory a more lean and mean organization.

The Board requested they have another month to consider the reductions suggested by the Chief before taking action.

### **Garage Technologies Incorporated Agreement**

Chief Requests Approval to sign an agreement with Garage Technologies Incorporated to move forward with selling surplus equipment. See attached list of equipment to dispose of through Garage Technologies Incorporated.

Chad Bauer made a motion to approve items 2, 5, 7, and 8 on the attached list of vehicles to dispose of through Garage Technologies Incorporated. Steve Ottenweller seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Gruber

Nays: none

### **Update Policy 1.30 Late of Duty**

Chief Requests Approval to update Policy 1.3 Late of Duty 1.4 to UKG and 3.1.6. All scheduled times missed due to being late for work shall be deducted from the employees PTO Bank.

Mark Smith made a motion to update update Policy 1.3 Late of Duty 1.4 to UKG and 3.1.6. Chad Bauer seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Chad Bauer, Mark Bradtmueller, Bob Byrd

Absent: John Gruber

Nays: none

### **Update Policy 1.9 Separation of Employment**

Chief Requests Approval to update Policy 1.9 Separation of Employment 6. The Fire Chief is responsible for the separation process of an employee and is to ensure that all property belonging to ECFT is accounted for and returned to the department. i.e., Gear, Pager, Keys, Key Fob, etc.

Mark Smith made a motion to update Policy 1.9 Separation of Employment 6. Steve Ottenweller seconded the motion, and motion was approved.

The Chief presented the draft proposal for the 2026 budget. See attached. There is very little increase in the total amount of the budget from the 2025 budget. The Chief would like to have either a 2.3% cost of living increase in salaries or 4% cost of living increase. With either cost of living increase, to keep the overall budget flat over 2025, there will have to be a decrease in other expenditures.

**Adjournment**

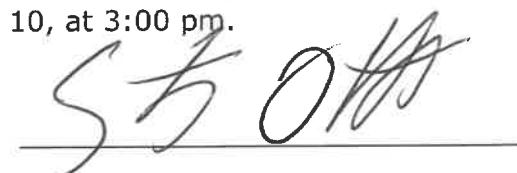
Mark Smith made the motion to adjourn the Board meeting, Jeff Abbot seconded the motion, and motion was approved.

Ayes: Mark Smith, Jeff Abbott, Steve Ottenweller, Bob Byrd, Mark Bradtmueller, Chad Bauer

Absent: John Graber

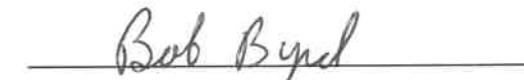
Nays: none

The next regular scheduled meeting is July 10, at 3:00 pm.



Steve Ottenweller

Secretary



Bob Byrd

President