

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

October 18, 2018

Held 3:00 PM

The Greenfield Township Trustees met in special session at the Township office to discuss Fire Department tuition reimbursement policy. Lonnie Kosch called the meeting to order. Dave Cotner and Lonnie Kosch were present. Kent Searle was on vacation.

Trustee Cotner stated this meeting was called to clarify the policy; no one is wrong or right, just to clarify the policy and answer any questions.

Fiscal Officer Wyne stated her first concern with the tuition reimbursement policy is the effective date. Interim Fire Chief Schultz put the policy out on August 8, 2018. The policy was not approved by the trustees and the board made a motion to pay 3 individuals \$2,000.00 each prior to the policy. She also asked about the training costs, what type of training, is it for firefighters and paramedics, does it cover certification and what type of fees does it cover, i.e. lab fee, class fees, books?

Fiscal Officer Wyne stated that the grant (Priority One) received by the fire department can be used for other things like equipment and it does not have to be solely for training.

Fiscal Officer Wyne also asked if only Greenfield Township residents are to be reimbursed or is it for employees who live outside Greenfield Township. Interim Fire Chief Schultz said the department gives priority to any applicant who lives in Greenfield Township. The reimbursement is to help employees of Greenfield Township Fire Department with training and tuition cost. Tuition for the paramedic training is over \$9,000.00 and there are lab fees, uniform costs and required testing. The transaction is done through the Fire Chief and the school. Public Safety likes to see the grant used for training and we got more money this year than last year. Because this is a Public Safety grant it is more State of Ohio tax dollars than Greenfield Township dollars.

Trustee Cotner stated that in the past the fire chief let anything pass that was \$1,000.00 or less and that is tax payers' money and that needs to go to the trustees. Fiscal Officer Wyne stated the \$1,000.00 is for operational expenses and tuition reimbursement is not operational. Trustee Cotner stated it needs to be in the policy.

Trustee Kosch asked what this is for, continuing education or certification. These costs we are talking about are for continuing education. Most continuing education classes are under \$200.00 per Captain Smith. Fiscal Officer Wyne stated that the policy Interim Fire Chief Schulz wrote is for part time personnel since it is for tuition assistance. She stated that training money is set aside in the budget for training needs, in which full time staff uses to attending training classes or to purchase training material.

Trustee Cotner suggested the policy needs to state an amount that needs board approval, Captain Smith suggested anything over \$500.00 for education/training needs board approval for any fire employee.

Fiscal Officer Wyne asked what does the employee need to provide to ask for assistance. Interim Chief Schultz said he asks start and finish dates, the contact person, and for a copy of the bill for the class which is itemized with the various charges.

Fiscal Officer Wyne asked how is it determined who is chosen for reimbursement?

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Fiscal Officer Wyne asked about the language in the policy for reimbursement to the township if they leave the department. She questioned what happens if the employee drops out of the program or doesn't pass the class. She would like to see language in the policy about these possibilities.

Trustee Cotner said the first item is for both Dawn and Slade to write down what they feel is operational costs. Second thing is education, the wording of \$500.00 or more needing board approval needs to be in the policy. Third we need to get the wording for the reimbursement, if they drop out or don't pass and also a time frame for paying it back. Interim Fire Chief Schulz will send a draft of the policy to the Fiscal Officer.

This policy is for part time and volunteer employees.

Fiscal Officer Wyne stated she still needs gas receipts. Interim Chief Schultz is putting out memo stating he is the only one to pick up gas receipts.

Fiscal Officer Wyne reminded them not to accept any cash; it has to be money order or check. Firefighter Reaves asked if the no cash policy could be put on the web site. Interim Fire Chief Schulz questioned if we could use pay-pal to receipt money. Fiscal Officer Wyne questioned the procedure and costs associated with this. Interim Chief Schulz will get this information to Dawn.

Fiscal Officer Wyne's stated her concern with the tuition assistance program is that Greenfield Township is already currently spending more than what we are bringing in. She stated she is well aware that the township has money in the bank but once that money is gone it is gone. Trustee Cotner advised that if the township cannot financial manage the township then the County will take over.

There is a question regarding payment for education pay on a firefighter's day off and how it is to be paid. Firefighter Cory Spires stated that the education time is to be paid out when taking a class while off duty. Carla questioned why we have been subtracting the education time while the employee has been on duty. According to Captain Smith there was a problem previously showing 3 full time firefighters on duty at the same time if one of them was in a class, so they created the education hours to show that an employee was in training, it was more of a check and balances to show why we were over staffed. Interim Fire Chief Schultz has told his full-time fire fighters not to schedule classes until this is cleared up.

FROM THE TRUSTEES

Trustee Cotner made motion to adjourn, seconded by Trustee Kosch.

ROLL CALL: Cotner: yes, Kosch: yes. Motion Passed 2-0

Business concluded; meeting adjourned at 4:19 p.m.