

RECORD OF PROCEEDINGS

Minutes of **MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

Held

January 13,

2021

Chair Stewart called the Fire Division budget workshop special meeting of the Mifflin Township Board of Trustees to order via an advertised conference call at 9:41 a.m. on Wednesday, January 13, 2021 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Assistant to the Fiscal Officer Rebecca Rousseau and Fire Chief Kauser in attendance.

The Pledge of Allegiance was led by Chair Stewart.

Chair Stewart said she is wanting a consistent budget format to be defined for all department heads to follow. The trustees said they would like to examine the budget for upcoming year.

Discussions also included:

- Buildings – Updates and locations
- Apparatus – On a replacement schedule
- Procedures for budget
- Funding for the Operations Center

Chief Kauser said the goal of the meeting is to develop a process for communicating about the budget and plan for a levy in 2022.

Chief Kauser said budgets increase 3 – 4% each year. He said that in 2021 80% of the budget is personnel.

Chief Kauser said he is planning for 2022 and beyond. He would like to target 25 shift firefighters per day. By 2024, 26 staff per day. Currently, staffing is 24 personnel per day. The additional staff will cost approximately \$300,000. The minimum is currently 20 per day. He said he has been using some EMS funds for staffing. The goal is to maintain a reserve of \$4,000,000.

Chief Kauser discussed the upcoming levy process. Mr. Angelou said our predictions for levies have come on need, not excess. Chief Kauser agreed and committed to data-driven funding.

Chief Kauser said the Ops Center will be fully occupied on the 2nd floor when it opens in May. Mr. Angelou proposed having an Ops Center open house in October. Mr. Angelou also suggested having a congressional representative attend. He would like side by side aerial photos of the township showing the development.

He would like to convert the current Rocky Fork facility to a community education center.

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Chair Stewart suggested having an elevator installed in the township admin building so trainings/events could be held in the downstairs which is currently underutilized space. She said our vision should include doing the best we can with what we currently have.

Chief Kauser said he will create a vision for meeting space within the township.

There was discussion of need to replace the Rocky Fork station in the future. Also, there is a need for a maintenance and storage facility and a training center for the firefighters.

Apparatus – Chief Kauser said all apparatus is on a payment cycle. Chief Kauser said Mifflin Township is similar to Westerville, Grove City and Hilliard by way of staffing levels and compensation.

Budget Format – use VIP showing current year appropriations, actual year-to-date expenses, and proposed appropriations.

Administrator White said accounting will be determined for the new accounts at the Ops Center. It has been advised that the General Fund be utilized rather than the Fire Fund. Chair Stewart requested Chief Kauser, Rick Duff, Nancy White and Becky Rousseau meet and work out the details of a Building Fund possibly within the General Fund.

Chair Stewart said it is important that we have similar meeting with each of the department heads. She would like to see the Monday trustees meeting be a workshop meeting and the Tuesday meeting will be for passing resolutions.

At 10:43 a.m., Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer