

WASHINGTON TOWNSHIP TRUSTEE

TRUSTEE
Don Hodson

HENDRICKS COUNTY
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TOWNSHIP BOARD
Suzanne X. Conger
Doug Elmore
Michael J. Lynch

Washington Township Board Meeting
Regular ~~Special~~ Meeting December 21, 2011
SFC 7:00PM
Held at: Pavilion Center
435 Whipple Lane, Avon, IN

Call to Order and Pledge

Meeting called to order at 7:00 PM and Pledge of Allegiance was recited. Quorum was established. Michael J. Lynch, Suzanne X. Conger, Doug Elmore, and Trustee Don Hodson present.

Public Comment – None

Minutes and claims list

Two minutes provided; the normal monthly meeting and the special Tax Anticipation Warrant meeting on 12/1/11. Suzanne Conger says to change the word “moment” change to motion on the special meeting minutes. Change made on minutes by Doug Elmore. Michael Lynch moves to approve as amended Suzanne Conger seconds. **3-0 motion carries**

Fire Department

Presented by Fire Chief Dan Smith. The department was able to purchase fire extinguisher training kit which allows us to attach a propane tank to a simulator and the module monitors how the extinguishers were used. We used left over funds from Assistance to Firefighter Grant along with donations from the community to purchase this equipment and that we felt we are effective in the schools but not in the business community. CPR and fire extinguisher training are the two largest requests made by the business community. We have sent out an article thanking the businesses that helped us to purchase that equipment. Previously Chief Adams was working at Brownsburg once a week and there has been a change in management that resulted in Chief Adams last day at the Brownsburg Department. They are going to get their own in house Training Chief which will allow him to assist us more. Every two years we have to re-certify EMTs and Paramedics and training hours are part of that recertification process. Certification were due Dec 31st and we got re-certified by the end of November. A lease agreement entered in with Harlan Bakeries which is leasing the gravel lot for \$600 a month for parking. This also moved their empty trailers from surrounding their buildings so it made their facility safer for them and for us. They were originally going to use it for trucks that were coming to get loaded and instead they are using it to park empty trucks. Two weeks ago on Friday we purchased three motorized cots. Information was given about claims history associated with lifting injuries for 2-3 year period and the history was for May 2007 thru last claim (11/18/11). Claim losses listed is total claim loss not only lifting. Of all the cases we have had, there are still 4 open cases that could have other bills filled with

those cases. Hoping this will impact back and shoulder injuries claims ratio. We had 2 shoulder and 4 back injuries associated with EMS lifting injuries that totaled \$133,000. If you average that cost out, we spent approximately \$22,000 per lifting claim. Two of the newer ambulances are going back to have manufacture for warranty work and they will be retro fitted for the cots. Part of the loading system that goes with this allows us to never lift the cot, the system docks and raises the cot so all the employees have to do is push the cot in or take it out of the ambulance with no lifting. Third ambulance we have money scheduled in Cumulative fund to take of this. Michael Lynch thinks it's great and applauds for looking out for firefighter safety; injuries that are predictable are preventable. He asks how many total claims apply in the total loss cost. Dan Smith doesn't know number off the top of his head. Michael Lynch asked if Dan Smith knew how much the claims loss was for 09 and 10? Dan Smith said he wasn't sure but not certain how far he can go into the numbers because it could break HIPAA laws and there have been claims that had larger dollar amounts due to compounding injuries. We have let the manufacture know that we are unhappy with the ambulance and they have done some repair work for free. Dan Smith plans to start looking at a lot of the capital improvement plan if the cash flow is there. One truck out of service for transmission and then needs \$5,000 worth of repair in front end work. Most likely when it's done it we will be looking at an approximate total of \$20,000 in repair for both engines. Appreciate the board's support of the fire department this year and what you all have done to assist us with getting our goals and objectives completed. Doug Elmore asked the life cycle on system for the cots. Dan Smith doesn't know the life cycle because they are so new and it is estimated 5-10 years depending on amount of use. Usually lasts the life span of the ambulance. Our problem is as run loads increase that can decrease the life of the equipment. Suzanne Conger wants to thank Dan Smith & Department for all the hard work at getting to where we are this year.

Parks Department

Presented by Park Director Susan Hamman. She passed out a new revenue sheet that has a \$300 difference on the revenue report that was included in the board packet. We have started collecting taxes on rentals and a letter has gone out to those who had already reserved notifying them that they needed to pay taxes on their rental. Craft fair on December 3 had approximately 400 people show up and was pretty steady throughout the day. Project Angel provided food and a survey went out to all the vendors, their responses are included in report. Major recommendations for next year's craft fair are make the hours shorter, have it a different weekend so it doesn't compete with Plainfield craft fair, do not have more than one vendor for a craft (i.e. multiple jewelry vendors this year) and have more signs directing traffic to the Pavilion Center with balloons on the signs. Craft Fair is scheduled for November 17, 2012. There are no other craft fair's scheduled in the area and the Pavilion has been blocked out. All but 2 vendors said that they would come back next year. 2012 events are still being worked on and will be presented once the list is complete. We are scheduling a Father/Daughter Date Night on Feb 18th 7 PM-10PM and tickets will be on sale the 2nd week of Jan. Tickets will be split between the Government Center and Pavilion Center. Dinner, live music, and a flower for each girl will be included. A photographer will be present to take and sell pictures. Susan is working on a quarterly brochure, summer camp, and music concert series. Hope to have rental contract to present by Feb meeting. Doug Elmore asked if the Park gets many Scout groups looking to do projects? Susan Hamman said there have been a several requests and groups that have been doing projects. Doug Elmore suggested maybe one of the packs projects could be to create nice signs that lead people to splash pad/Pavilion Center.

Township Assistance

Presented by Don Hodson as Jennifer Thornell is on vacation. Year to date assistance requested is \$209,692 and year to date granted is \$81,222. Directive will be given to Administrator to transfer funds among line items taking from shelter and moving to utility so that it ends with a positive line balance.

Trustee

Policies will be brought for your review/approval. Also we will be presenting for your approval the resolution that Town Council has already approved for the consolidation study and the resolution for MOU. Group insurance placed for bid and committee appointed made the following decision: Tackitt Insurance representing Life insurance, Short Term Disability, Long Term Disability and LS Howe will represent Medical, Dental, Vision. Medical would have had a 19% increase and the new plans take effect Jan 1 with an overall increase of just \$800. Meetings were held for employees and spouses. The Indiana Bond Bank will distribute the Tax Anticipation Warrant on January 3rd. The minutes of December 1st, they are waiting on to complete the transaction. Tonight we are asking for monies switching groups with in the funds., It is allowed to be done without public notice as it is not additional appropriations. EMS billing will be making a request to write off 2002-2009 bill monies per the new policy. We have been doing employee evaluations with everyone being self-evaluated, employee evaluated supervisor and supervisor evaluate employees. All evaluations are completed. We had advertised that we would be doing meeting on Jan 18th and we received Township Bulletin requiring us to make annual report by Jan 17th. Suzanne Conger makes motion to move the normal Township Board Meeting on Jan 18th to Jan 17th starting at 7:00 PM to accommodate State requirements and seconded by Michael Lynch. **3-0 motion carries.**

Old business

AJAA – No updates. They are speaking about getting another meeting called.

WCCD – Received Supreme Court ruling and we have spoken to all 3 parties. A meeting will be set to allow us to continue moving forward with this.

Consolidation Resolution – We had already addressed this and it is back. The MOU is under new business. Resolution 2011-24 presented is the one the Town executed during their meeting. This is the resolution discussed in the joint meeting between the Township Board and Town Council. No changes were made to the resolution. The resolution is pretty definite by law as to what we have to do and there were several changes made to it we agreed to split cost 50/50 and there were a couple of other things which went into the MOU for the entities. There were also some language changes and if we approve we will have 30 days to appoint 3 representatives and not more than 2 can be from the same party. Once that committee is appointed they have 1 year to complete the study and then make a report to both boards. Nancy Johnson asked what happens if they live in Washington Township but within the incorporated Town of Plainfield? Don Hodson answered it applies to Township folks, who don't live in incorporated Town of Danville or Plainfield. If they live in the incorporated Towns of Danville or Plainfield they would continue on as they have been. Doug Elmore and Suzanne Conger state that they want the resolution to be given our numbing system 122111-01. Suzanne Conger makes motion to approve resolution 122111-01 resolution for consolidation study that Town approved and Michael Lynch seconded. **3-0 motion carries.**

New Business

Memorandum Of Understanding for Consolidation Study. Attachment was read on the record. Michael Lynch moves to approve MOU Resolution 122111-02 and Suzanne Conger seconds. **3-0 motion carries.** Michael Lynch asked if Don Hodson was going to propose names to the board. Don Hodson said that he has been approached by several individuals and can pass those names along to the board members. Michael Lynch asked if the names will be presented at January 3rd meeting and then schedule meetings with them. Suzanne Conger states that we want people who are committed to get appointed as this will be a time extensive project. The board members will send names to Don Hodson and then Don Hodson will present list of names to the board on the 3rd. Don Hodson will notify town that the resolution was approved.

Appropriations. Resolution 122111-03 for transferring funds between different groups in the Township, Park, Township Assistance, and Fire Funds. This is to ensure that we don't have any negative balances in any of the funds at the end of the year. Doug Elmore asked why we are moving funds from group 1 to group 3 and then back. Don Hodson and Suzanne Conger explained that it is in different funds. Suzanne Conger moves to approve and Michael Lynch seconds. **3-0 motion carries.**

Policies – Presenting resolution 122111-04 cell phones, pool vehicle, staff vehicle, travel policy. These policies upon approval will be added to the policy manual upon its next revision. Suzanne Conger had a question if Vehicle policy applies to all? Don Hodson said it would apply to all the vehicles. Suzanne Conger was clarifying if that would apply for fire administration mainly. Michael Lynch had a question on the pool vehicle item G, is there something in statues and Don Hodson answered yes there is a requirement for keeping a log. Michael Lynch states that he is sorry that a log will have to be kept after hours and that he would turn his phone off after 5 so he didn't have to catalog calls. Don Hodson stated Vehicle accident policy institutes a review board. Suzanne Conger states that H on the Staff Vehicle policy also needs to be added to the vehicle pool policy about accidents. Travel Policy we took what they gave at conference. Michael Lynch asked if we looked at giving the staff a cell phone allowance instead of an issued cell phone. Don Hodson answered the trade off is that we are paying for it instead of a reimbursement. Doug Elmore asked do we get billed every month and if that counted as a log. Don Hodson says that we need to have the policy on the books in case SBOA audits. Suzanne Conger states that if it is unlimited limits then it is all a wash anyway. Dan Smith said that he found out that it is more expensive to have an allowance instead of carrying the plan themselves. Our plan is cheaper than what Danville's is and the phone is included in the cost of our initial contract. Legal has looked at these policies. Doug Elmore asked if Dan Smith pays tax on his vehicle and Dan Smith answered no. Suzanne Conger asked if we can bring these back at the January meeting and Don Hodson states that it is your choice if you want to bring it back next meeting. Dan Smith thinks what we have done so far this year has addressed some of these issues already, so he doesn't feel like we are being negligent in not addressing these and that the board has done a good job to address these. Michael Lynch had a question as the only ones not eligible are emergency services and that this could be an issue for exempt employees. Discussion about the exempt/non-exempt status and how that applies to flex time. Doug Elmore states change it to phone call followed by written request within 8 hours. Suzanne Conger asked do we need a resolution for Flex/Comp time. Don Hodson answered this one we can do without resolution. Michael Lynch is leery about the last sentence of the policy and states that you cannot force an employee to take comp time instead of OT. That is the intent of the sentence and Suzanne Conger thinks its saying that it will follow the policy and not force them to take comp time. Resolution for policies tabled to the next meeting on January 3rd. Michael Lynch moves that we approve flex/comp policy as amended and Suzanne Conger seconds. **3-0 approved.** Suzanne Conger moves to table other

policies until the meeting January 3rd 2nd Michael Lynch. **3-0 motion carries.** Dan Smith stated none of those policies will conflict with department SOGs, since we cannot change fire department policies since they have to be approved by department personnel and merit board.

EMS write off – Presented by Carolyn Hurst, EMS Billing Coordinator. We are requesting to do this tonight because on our annual report we are required to list all outstanding accounts receivable and payable. Write off numbers provided is based off EMS billing and previous write-offs including insurance adjustments, Medicare/Medicaid, deceased with no assets, small balances, bankruptcies, etc. We have changed so that we now bill patients anything above what commercial insurance pays. We are asking for the board to write these off as these accounts were previously written off by the Trustee. Keep in mind that Carolyn has to write off the amount that Medicare requires us to write off when they tell us so that secondary insurance can see it was written off, so some write-offs will be presented after the fact. With us dropping our commercial contracts, the write offs for commercial insurance will be fewer. If a person is sent to collections and they pay off everything but the collection fee, we need to write it off as the collection company cannot go after that fee. Suzanne Conger moves to approve 122111-05 as submitted with total amount of \$747,228.33 and Michael Lynch seconds. **3-0 motion carries.** Suzanne Conger asked if we want to know if we are doing this annually and Don Hodson answered yes. Carolyn Hurst stated that this amount can change if the collection agency collects or someone files a bankruptcy then it will change in the future reports with a note as to the reason for the change.

Public Comment – None

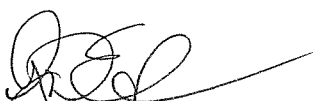
Wishes to be heard

Suzanne Conger wishes everyone a Merry Christmas & happy new year. Don Hodson commends employees.

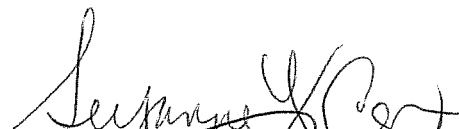
Adjournment

Michael Lynch makes a motion to adjourn the meeting and Suzanne Conger seconds. **3-0 carries.** Meeting adjourned at 8:34 PM. Next meeting will be on January 3, 2012 held at the Pavilion Center.

Minutes Approved on January 17, 2012:



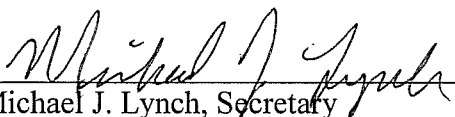
Doug Elmore, President



Suzanne X. Conger, Member

Attest:


Don Hodson, Trustee



Michael J. Lynch, Secretary