



West Licking Joint Fire District

851 East Broad Street
Pataskala, Ohio 43062

Board of Trustees

MEETING MINUTES

January 08, 2026

Donna Hubner, Fiscal Officer, opened the meeting at 6:00 p.m. and led the Pledge of Allegiance.

ROLL CALL:

Jersey – Dan Wetzel

Harrison – Mark Van Buren

Etna – Rachel Zelazny

Hebron – Andrea Chapman

Kirkersville – James Kincaid II

Pataskala – Tom Lee

Reynoldsburg – Stacie Baker - absent

ELECTION OF OFFICERS:

Ms. Hubner asked for nominations from the floor for President. Mr. Van Buren nominated Jim Kincaid for President. Mr. Lee seconded.

Mr. Lee motioned to close the nominations for President. Ms. Zelazny seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

Vote to elect Mr. Kincaid as President. Vote: Kincaid – abstained; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

Ms. Hubner asked for nominations from the floor for Vice President. Mr. Lee nominated Mark Van Buren for Vice President. Mr. Wetzel seconded.

Mr. Wetzel motioned to close the nominations for Vice President. Mr. Kincaid seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

Vote to elect Mr. Van Buren as Vice President. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

Mr. Kincaid stated he would review the committee assignments and let everyone know the assignments.

APPROVAL OF MINUTES:

Mr. Lee motioned to approve the December 11, 2025, Board Meeting minutes. Mr. Van Buren seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Lee motioned to approve the December 2025 financial statements. Mr. Van Buren seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Van Buren motioned to approve the vouchers for December 2025. Mr. Lee seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

EXECUTIVE SESSION:

- A. Mr. Wetzel motioned to go into executive session to consider the compensation of a public employee or official ORC §121.22.1. Mr. Zelazny seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.** The Board went into executive session at 6:15 p.m.

Ms. Chapman motioned to come out of executive session at 6:32 p.m. Mr. Lee seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

Mr. Van Buren motioned to enter a contract with 360 GovTech LLC doing business as 360 Government Solutions. Mr. Lee seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

- B. Mr. Van Buren motioned to go into executive session to review negotiations with public employees concerning their compensation or other terms and conditions of their employment ORC §121.22.4. Mr. Lee seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.** The Board went into executive session at 6:35 p.m.

Ms. Chapman motioned to come out of executive session at 6:40 p.m. Mr. Lee seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

FISCAL OFFICER:

- A. Donna Hubner, Fiscal Officer presented Resolution 2026-01 *Resolution Authorizing The Fiscal Officer To Move Money Within A Fund On The Object Level.*

Ms. Hubner presented Resolution 2026-02 *Resolution Authorizing The Fiscal Officer To Create Blanket Certificates As Needed, With An Expiration Date of December 31, 2026.*

Ms. Hubner presented Resolution 2026-03 *Resolution Authorizing To Spend \$2,500 For Miscellaneous Food Purchases To Provide Food For The Firefighters And/or FMs At Fire Scenes, By Presiding Officer's Decision Throughout The 2026 Calendar Year.*

Mr. Lee motioned to adopt Resolutions 2026-01, 2026-02, 2026-03. Ms. Zelazny seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

- B. Ms. Hubner presented Resolution 2026-04 *Resolution Authorizing The Fiscal Officer To Secure Tax Advances From The Licking County Auditor.*

Ms. Zelazny motioned to adopt Resolution 2026-04. Ms. Chapman seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

- C. Ms. Hubner presented the contract for Fishel, Downey, Albrecht & Riepenhoff LLP. The contract for services has been updated with the current rate of \$225.00 per hour

Mr. Van Buren motioned to enter into the contract with Fishel, Downey, Albrecht & Riepenhoff LLP. Mr. Lee seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

CHIEF:

- A. Chief Jack Treinish informed the Board, Local 3025 has one more informational meeting concerning the contract updates and then they will be voting, would like the Board to vote on the contract tonight if possible.

Mr. Van Buren motioned approve the updated 2024 – 2027 collective bargaining agreement with Local 3025. Mr. Lee seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

- B. Chief Treinish presented to the Board, Stormwater Retention/Detention Basin Safety Regulations for their review.

Mr. Lee stated he would prefer to adopt the Stormwater Retention/Detention Basin Safety Regulations now.

Mr. Van Buren motioned to adopt the Stormwater Retention/Detention Basin Safety Regulations. Mr. Van Buren seconded.

Mr. Wetzel stated there is a Developer who has concerns about the District's permit process and plan review fees. Mr. Wetzel informed the Board he explained the purpose of this process to the Developer.

Mr. Van Buren stated there is Architect in Hebron who has also inquired about the District's permit process and plan review fees.

Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

- C. Chief Treinish provided to the Board a copy of the City of Pataskala Economic Development Incentive Guidelines for the review and would like to discuss this at February 2026 Board meeting.
- D. Chief Treinish informed the Board, the Ohio Fire Chiefs Task Force meeting will be held at the District in a couple of weeks.
- E. Chief Treinish informed the Board they met with Licking Memorial Hospital about making the urgent care next door into a stand-alone ER and provided them with our run data.
- F. Chief Treinish informed the Board, the District is going to review the shared services agreement that is in place with Truro Township.
- G. Chief Treinish informed the Board Engine 404 should be in next week.
- H. Chief Treinish informed the Board the District is going to start having interns as volunteer firefighters. This will help them with getting into the Ohio Fire Academy for classes.
- I. Chief Treinish informed the Board T403 will be out of service for approximately eight weeks for repairs.
- J. Chief Treinish informed the Board, Mifflin Township is having a difficult time finding a new carriage for the tower they wish to sell, but it can be fabricated. Mifflin Township is asking \$50,000.00 for this tower and the exhaust system that is needed for pre emissions trucks.

Mr. Van Buren motioned to purchase the tower from Mifflin Township contingent upon the carriage parts being available for a cost not to exceed \$50,000.00 which includes the exhaust system. Ms. Zelazny seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Wetzel – yes; Chapman – yes. **Motion carried.**

K. Chief Treinish informed the Board, Captain Troy Lowe will be retiring and his final day on duty will be January 26th and the tones ceremony will be at Station 405 on January 27th.

ASSISTANT CHIEF:

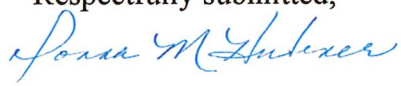
- A. Joseph Krouse, Assistant Chief, informed the Board the December 2025 run stats are contained in their packet. If there are any questions, please let him know. The District had 9,247 runs in 2025.
- B. AC Krouse informed the Board, Representative Miller did inform him they are currently working on a bill to address the issues with TIF and Abatements and will send this out for review once it is complete.

Stacie Baker joined the meeting at 7:25 p.m.

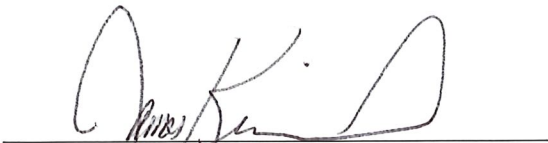
LOCAL 3025:

Dale Williams informed the Board that the Toy Drive served approximately 250 children.

There being no further business, Mr. Kincaid adjourned the meeting at 7:33 p.m.

Respectfully submitted,

Donna M. Hubner
Fiscal Officer

APPROVED:



Board of Trustees

President

Title

Note: These minutes are unofficial, subject to amendment, until approved by the Fire Board Members.