



West Licking Joint Fire District
851 East Broad Street
Pataskala, Ohio 43062

Board of Trustees

MEETING MINUTES

April 9, 2026

James Kincaid II, President, opened the meeting at 6:02 p.m. and led the Pledge of Allegiance.

ROLL CALL:

Jersey – Dan Wetzel – absent
Harrison – Mark Van Buren – absent
Etna – Rachel Zelazny
Hebron – Andrea Chapman

Kirkersville – James Kincaid II
Pataskala – Tom Lee
Reynoldsburg – Stacie Baker - absent

APPROVAL OF MINUTES:

Ms. Zelazny motioned to approve March 12, 2026, Board Meeting minutes. Mr. Lee seconded. Vote: Kincaid – yes; Zelazny – yes; Lee – yes; Chapman – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Lee motioned to approve the March 2026 financial statements. Ms. Zelazny seconded. Vote: Kincaid – yes; Zelazny – yes; Lee – yes; Chapman – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Ms. Zelazny motioned to approve the vouchers for March 2026. Mr. Lee seconded. Vote: Kincaid – yes; Zelazny – yes; Lee – yes; Chapman – yes. **Motion carried.**

FISCAL OFFICER:

A. Donna Hubner, Fiscal Officer informed the Board, the District has received the invoice for the MECC Medical Director in the amount of \$25,000.00 and would like approval to pay this invoice.

Ms. Zelazny motioned to approve the payment of the MECC Medical Director invoice. Mr. Lee seconded. Vote: Kincaid – yes; Zelazny – yes; Lee – yes; Chapman – yes. **Motion carried.**

Mark Van Buren joined the Board Meeting at 6:03 p.m.

EXECUTIVE SESSION:

A. Ms. Zelazny motioned to go into executive session to consider the employment of a public employee or official ORC §121.22.1. Ms. Chapman seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Chapman – yes. **Motion carried.** The Board went into executive session at 6:03 p.m.

Mr. Lee recused himself from the executive session at 6:12 p.m.

Ms. Zelazny motioned to come out of executive session at 6:26 p.m. Ms. Chapman seconded. **Vote:** Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Chapman – yes. **Motion carried.**

Mr. Lee rejoined the meeting at 6:26 p.m.

CHIEF:

- A. Chief Jack Treinish provided the Board with the required Cyber Program for adoption. Mr. Lee motioned to adopt the Cyber Program. Ms. Zelazny seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Chapman – yes. **Motion carried.**
- B. Chief Treinish informed the Board that the contract with PA Recovery Services will be presented at the May 2026 Board meeting.
- C. Chief Treinish informed the Board HB778 is in the process, and this will stop TIF's from taking the funding from all fire departments.
- D. Chief Treinish informed the Board the reserve tower is back from Jones Frame & Spring, and the cradle has been replaced. This truck should be ready to go into service at the end of May.
- E. Chief Treinish informed the Board, he has received a quote to replace the burn box. This new one bolts onto the existing structure. The cost for this bolt on style burn box is \$40,000.00.

Mr. Lee motioned to approve the purchase of the replacement burn box at a cost of \$40,000.00. Ms. Zelazny seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Chapman – yes. **Motion carried.**

- F. Chief Treinish informed the Board he met with Eastland Vocational School and Columbus State about utilizing the burn building and helping with the costs associated with maintaining and updating the buildings.
- G. Chief Treinish informed the Board the District has received EMS Coordinator Ginger Wortman's retirement letter, and she will be retiring at the end of July 2026. EMS Coordinator Wortman thanked the Board for all their support throughout her 27-year career here at West Licking Joint Fire District.

Ms. Chapman motioned to accept EMS Coordinator Wortman's letter of retirement. Mr. Lee seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Chapman – yes. **Motion carried.**

Mr. Van Buren motioned to promote EMS Coordinator Ginger Wortman to the position of Division Chief of EMS. Ms. Zelazny seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Chapman – yes. **Motion carried.**

- H. Chief Treinish requested the Board allow the District to hire two full-time firefighter/paramedics with the vacant positions that will be opening soon. Mr. Lee motioned to hire two full-time firefighter/paramedics. Ms. Zelazny seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Chapman – yes. **Motion carried.**
- I. Chief Treinish informed the Board it is now time to fill the Assistant Chief's position that was left vacate with the retirement of AC Magers.

Mr. Van Buren motioned to post the position of Assistant Chief, internally first and then if no qualified applicants, then externally. Ms. Zelazny seconded. Vote: Kincaid – yes; Zelazny – yes; Van Buren – yes; Lee – yes; Chapman – yes. **Motion carried.**

ASSISTANT CHIEF:

- A. Joseph Krouse, Assistant Chief, informed the Board that the District got a revised prepayment discount option schedule from Sutphen and it is the opinion of the District it is not worth utilizing. The Board reviewed the schedule and concurred with the District.
- B. AC Krouse reviewed several letters of appreciation for the various crews with the Board.
- C. AC Krouse reviewed with the Board that 17 members went through the promotional process for Lieutenant, Captain and Battalion Chief lists. Currently the District will be promoting Firefighter/Paramedic P. Marshall Berry to Lieutenant and Lieutenant Brice Mapel to Captain.
- D. AC Krouse informed the Board, turn-out gear fittings are being finalized this week.
- E. AC Krouse informed the Board, March 2026 run stats are contained in their packet. If there are any questions, please let him know.

Ms. Zelazny inquired about the false alarm stats and would like both the residential and commercial breakdowns.

COMMITTEE REPORTS:

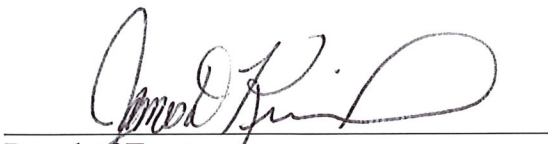
There being no further business, Mr. Kincaid adjourned the meeting at 6:51 p.m.

Respectfully submitted,



Donna M. Hubner
Fiscal Officer

APPROVED:



Board of Trustees

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

President

Title