

June 17, 2022

Called to Order: Carl Richison
Pledge of Allegiance
Trustees Present: Carl Richison, and Dave Jackson
Trustee Jerry Paul Absent
Fiscal Officer Present: not present
Staff Present: Kendra Borrer, Lt Keith Unterbrink, Lt. Ray Thrash, FF Louis Mittleman, &
FF Nick Householder
Public Present: none
Present by Zoom: none

Trustee Jackson made a motion to reconvene the Board of Trustees meeting from June 16, 2022. Trustee Richison seconded the motion. Vote: Jackson-Aye; Richison-Aye; Paul Absent. Motion Passed at 8:24 am.

FIRE DEPARTMENT

Trustees met with 2 unit crew to let the men know that Chief Caito had resigned as chief and from the department. The Trustees answered questions from the crew and reassured the department on interim plans. Trustees informed crew that Lt Keith Unterbrink was Acting in charge of department until further notice. Lt. Ray Thrash mentioned the title had to be Chief or the department could not be a department. Followed up with Delaware Prosecuting Attorney, title is to be Acting Chief.

Trustee Jackson made a motion to appoint Lt. Keith Unterbrink with the title of Acting Chief in the absence of a Chief with pay rate of Captain effective 6/16/2022. Trustee Richison Seconded the motion. Roll Call Vote was held Richison-Aye, Jackson-Aye, Paul-Absent. Motion Passed

Email to be sent to inform entire Department of the new Acting Chief.

Acting Chief Unterbrink requested permission to update the Departments organizational efficiency for the fasted response time. Trustee Richison made a motion for Acting Chief Unterbrink to organizationally update our efficiency. Trustee Jackson Seconded the motion. Vote Richison-Aye, Jackson-Aye, Paul-Absent. Motion Passed.

Administrative Assistant to the Trustees Kendra Borrer made recommendation to purchase a safe from Vance Outdoors for historical permanent records to protect from potential fire and water damage. Trustee Jackson made a motion to purchase a safe from Vance Outdoors not to exceed \$975.00 to include delivery. Trustee Richison seconded the motion. Vote Richison-Aye, Jackson-Aye, Paul-Absent. Motion Passed.

Being no further business Trustee Jackson made a motion to adjourn. Trustee Richison Seconded the motion. Vote: Richison-Aye, Jackson-Aye, Paul-Absent. Motion Passed. At 10:15 am

Carl Richison, Trustee Chairperson of the Board

David Jackson, Trustee Vice-Chairperson of the Board

Jerry Paul, Trustee of the Board

Attest:

Lisa Hursey, Fiscal Officer of Harlem Township

Minutes Approved July 20, 2022.