

WARSAW-WAYNE FIRE TERRITORY BOARD  
REGULAR MEETING  
APRIL 1, 2025  
4:00 PM

**I. ORGANIZATION OF MEETING**

1. Call to Order

Mayor Grose called the meeting to order, followed by the Pledge of Allegiance and a moment of silence.

2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call to Determine Quorum by Presiding Officer

Mayor Grose conducted roll call, with the following board members present: David Allbritten, Gordon Nash, Jeanie Stackhouse, Mike Klondaris, Fire Chief Joel Shilling, Territory Attorney Jack Birch, and Board Secretary Heather Vogts. There were no absences.

5. Approval of Minutes for March 4, 2025
  - a. March 4, 2025 Minutes

Board Member Allbritten made a motion to approve the minutes from the March 4, 2025, meeting. The motion was seconded by Board Member Stackhouse, and all members present voted in favor.

**II. RECOGNITION OF VISITORS**

Mayor Grose recognized and welcomed the visitors in attendance.

**III. REPORTS / ORAL & WRITTEN COMMUNICATIONS**

1. Lutheran EMS Report- February 2025

Lutheran EMS representative Alicia Mediano summarized Lutheran EMS' February 2025 response report.

2. Warsaw-Wayne Fire Territory Monthly Report - February 2025

Fire Chief Shilling reviewed and summarized the Monthly Fire Activity Report for February 2025.

3. CARES - Update Newsletter - March 2025 Highlights

CARES Community Health Coordinator Mikaela Bixler reviewed and summarized the CARES Update Newsletter for March 2025.

4. WWFT Monthly Expenditure Report, Operating 2243 – February 2025

Fire Chief Shilling presented the Operating Fund February 2025 report.

5. WWFT Monthly Expenditure Report, Equipment Replacement Fund 4410 - February 2025

Fire Chief Shilling summarized the Equipment Replacement Fund February 2025 report.

Mayor Grose entertained a motion to approve all 5 motions as presented to the Board. Board Member Nash made the motion to approve; seconded by Board Member Allbritten. No further discussion and all members

present were in favor.

#### **IV. UNFINISHED BUSINESS**

#### **V. NEW BUSINESS**

##### **1. First Due Annual Contract Renewal**

Chief Shilling requested the board's approval to renew the Warsaw-Wayne Fire Territory's contract with First-Due (Locality Media, Inc.) for the period from January 2025 to December 2025, at an annual cost of \$23,495.35. In addition to the renewal, the fire territory will be adding a Command Module for \$3,500.

Board Member Allbritten motioned to approve the contract renewal and the addition of the module, and the motion was seconded by Board Member Nash.

##### **2. SCBA Bid**

Chief Shilling informed the Board that the Warsaw-Wayne Fire Territory needs to replace its 12-year-old Self-Contained Breathing Apparatus (SCBA) equipment. The update would include approximately 45 SCBAs, 50 new masks, and 70 new air bottles. After consulting with the City Attorney, the Fire Territory Attorney, and Mayor Grose, it was determined that a formal bid process is required due to the cost of the equipment.

To streamline the procurement process, Chief Shilling requested that the Territory Board authorize the Warsaw Board of Public Works and Safety to evaluate and accept the SCBA bid on the Board's behalf.

He also reviewed the bid process, which includes advertising and the requirement to open bids during a public meeting. The Warsaw Board of Public Works is tentatively scheduled to open the bids on May 2, 2025. All bids must meet specific criteria and be considered both the lowest and most responsible submission.

Mayor Grose explained how the bid process will be conducted by the Board of Public Works. Once bids are opened, Chief Shilling and Captain Zehring will review all submissions during the meeting and provide a recommendation by the meeting's end. The total bid amount could reach up to \$400,000.

Board Member Allbritten made a motion to authorize the Warsaw Board of Public Works and Safety to accept the SCBA bid on behalf of the Warsaw-Wayne Fire Territory Board, contingent upon the bid meeting all specified requirements and being determined the lowest and most responsible. The motion was seconded by Board Member Nash.

#### **VI. TRAVEL REQUESTS**

##### **1. WWFT Travel Requests**

Fire Chief Shilling presented the submitted travel requests for approval, noting a correction to Firefighter Kyle Martin's request. The travel location was mistakenly listed as Wabash on the spreadsheet but should correctly state Warsaw.

Board Member Stackhouse made a motion to approve the travel requests with the amended correction, which was seconded by Board Member Nash.

#### **VII. OTHER MATTERS THAT MAY COME BEFORE THE BOARD**

1. Next Meeting - May 6, 2025

#### **VIII. MEETING REVIEW**

1. Items Carried Forward
2. Visitors' Questions & Comments

#### **IX. ADJOURNMENT**

Mayor Grose entertained a motion to adjourn.

Board Member Allbritten motioned to adjourn, which was seconded by Board Member Nash. All members present voted in favor.