

1. Joined the Ohio Fire Chiefs Association for access to resources
2. Chief Casey is working to set up a meeting with the current medical director to discuss being the medical director for CLJFD.
3. Paperwork started for Ohio drug license. On hold until we have a medical director
 - a. DEA license cannot be done without medical director.
4. Contact has been made with SFM to start process of obtaining FDID number
5. Chief Casey and I have met. I now have access to the station, and the computer system. He is working on clearing off a desk for me to have my own work station in the EMS station.
6. Currently using 39 Spring for any mailing address on documents that require a physical address.
7. I attended a Monday night training for fire Aug 7, in an attempt to make contact with Chief Fisher. He was not in attendance that night. I also contacted Asst Chief Greenwald and asked him to pass my contact information on to Chief Fisher on Aug 6. As of writing this, I have not had contact from Chief Fisher yet. I plan to continue attending Monday night trainings in an effort to familiarize myself with the department and meet with Chief Fisher.
8. Met with Chief Rice, Bladensburg FD. He has added me to the contact/email lists for Knox Chiefs and has offered any assistance I may need.
9. Action items for upcoming meetings
 - a. Secure medical director
 - i. Apply for DEA and Pharmacy license
 - b. Submit for FDID number
 - c. Create mutual aid agreements
 - d. Develop an application process
 - e. Determine a rank structure based upon best practices, and current staffing and rank structure.
 - f. Create a social media presence
 - g. Have items reviewed and approved by board and prosecutors office as needed.

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