

Fire Committee Meeting Minutes

DRAFT

May 3, 2009 Regular Meeting 7:00pm

The meeting was called to order at 7:00pm with Fire Committee members, Jim Likely, Greg Oakes, Rick Robbs and Heather Sturdevant in attendance. Also present were Bill Hutson, Kevin Rych, Dan Grabowski, Mr. and Mrs. Sheldon, Patty Zupancic, Ron Oiler, Mark Williams and interim chief Mike Carson

The committee reviewed and voted on the meeting minutes from April 5, 2009 and voted unanimously to approve them. The committee also reviewed and voted on the minutes from the April 15, 2009 special meeting and voted unanimously to approve them. The motions to vote on these minutes were made by Greg Oakes and seconded by Rick Robbs.

Mike Carson mentioned that he found some paperwork in the chief's office that needed to be reviewed and signed regarding HIPPA. He gave this paperwork to Bill Hutson for his review .

Mike said that he did not have the bills for presentation this evening as he made an error in preparing them. He said he would try to redo them tomorrow with Martha Evens and e-mail them to us for review at a later date.

Mike Carson stated that the front door was re-coded at the station and all the other locks were changed until the new system gets put in. The new system will have key fobs and all members will have access to the station. The system shows all access to the station via the computer. The cost of the system will be \$700.00 plus \$7.00 for each key fob and should be installed in about a week. The membership has been informed of this change. Rick Robbs will reach out to Jack and Mary to see if they are still intending to be active members of the department.

If they are not intending to remain members, all of their equipment will need to be returned. Once Jack's equipment is returned his remaining pay will be sent out to him. Mike Carson stated that Jack had already returned his new pager and all other equipment other than his cellular phone. No one was certain if the phone belongs to him or if it was paid for by the department. The department does pay the bill on that line of service. Mike will get the bill for cellular service tomorrow. It was asked if when someone resigns from the department if they are required to put it in writing and it was stated that there was not a current policy that it had to be in writing. Stephanie Sheldon mentioned that in Lafayette, they do have a requirement to put all resignations in writing and she suggested it might be a good idea for our department to do the same. A letter via certified mail with a return receipt and respond by date will be sent to Jack and Mary from Bill Hutson to determine their intentions of remaining members.

If Jack and Mary do not wish to remain members of the department, Mike was asked to get together with at least one other member to clean out and do an inventory of Jack and Mary's lockers and put their personal items in a box to be given to Bill Hutson. Mike Carson said that It appeared that Mary

had cleared out her locker as it was empty and that there appeared to be a helmet belonging to the department missing and that graffiti had been written on his locker by someone.

Mike Carson asked if he could rent a storage unit for equipment that they didn't use anymore as they wanted to clean up and rearrange the station to make room for the new fire truck. Per Bill Hutson, if an item is worth more than \$1500.00 there is a process to follow in order to get rid of it. Air Bottles need to be drilled before disposal. It was stated that as there were no items worth over \$1500.00, that the officers would do an inventory of items as that has not been done in a few years and document what they decided to do with any items they were going to dispose of. They do have some items at the Westfield Township Town hall and that they had gotten notification from Lee Evens that those items need to be removed. Jim Likely stated that he would check with Lee to see what the issue is and Rick Robbs will check to see if they have any room at the village for any of the items.

The members stated that their residency clause was taken out of their procedures and that they might want to consider reading it. Some members feel it is a safety hazard to have non-resident members as they have to drive further with lights and sirens to get to the station. Patty Zupanic stated that those members could only run lights and sirens once they entered the township limits. There was also concern that certain members were going direct to scene and arriving without the proper PPE. It was stated by the fire committee to use the current SOG's to ensure the members are practicing by the current guidelines.

Mike Carson would like to request new duty uniforms. He will put together a request and quote for fire committee to review.

Kevin Rych stated that the fire association now has it's own tax ID number. Dan Grabowski is sending the information in to get their name registered with the state of Ohio. The Association is hoping to be able to open a new bank account in the next two weeks. They will then go through the 501C3 process. The last week of June ends the clothing allowance pay. As of July 1, 2009 all activity will be tracked so that the new taxable fire pay will start in October. Kim will be coming in to talk to all the members about this new procedure and to discuss issues that the membership may have with the new program so they can get it worked out before the beginning of the new system. The Fire Association is going to go through their expenditures to see what General Operations things have been paid and submit for reimbursement from the village and township at a later date.

Kevin Rych mentioned that there is a concern that the fire department may become a hostile work environment if Jack and Mary still decide they want to run for the department. It was stated that we have current SOG's in place to deal with menacing and hostile behavior and that they may be used to prevent that type of activity.

The Truck Committee met and finalized plans. Mark Williams contacted the manufacturer regarding Jack Snoddy's resignation and the manufacturer said they are not concerned and will begin contacting Mark for correspondence with the department. The chassis on the new truck goes into production in August of 2009. The completion of the new truck is expected by around December 31, 2009.

Greg Oakes made a motion to go into executive session to discuss employment matters. Rick Robbs seconded that motion and the vote was carried unanimously. The committee went into executive session at 9:00pm. The committee came out of executive session at 10:02pm. No decisions were made in session.

The committee discussed having a special meeting on Wednesday May 6, 2009 at 7:00am at the Westfield Bank. The next regularly scheduled meeting will be held on May 31, 2009 at 7:00pm at the fire department.

Greg Oakes made a motion to make a recommendation to the village council and the township trustees to increase the salary of Mike Carson for covering the position of interim chief. This would be effective until a new chief was hired and Mike would be able to continue to collect his run pay as well. The motion was seconded by Jim Likely and the vote carried unanimously.

Greg Oakes made a motion to adjourn the meeting and the motion was seconded by Rick Robbs. The fire committee meeting was adjourned at 10:34pm.