

WESTFIELD FIRE COMMITTEE  
December 2, 2010  
7:00 pm

DRAFT

Chairman, Rick Robbs opened the meeting by asking those in attendance to stand and Pledge Allegiance to the Flag.

Members present: Rick Robbs, Ron Oiler, Pat Edington and Heather Sturdevant.

Fire Chief, Rich Fletcher, Martha Evans, Kevin Rych, Russ Zupanic and

No comments from guests.

October 28, 2010 meeting minutes: Heather had 2 corrections and Pat added a statement. Heather made a motion to approve the minutes as amended, seconded by Ron. Unanimous

Pat made a motion to pay the bills as listed per attached sheet, seconded by Ron. Unanimous

Martha received information from Time-Warner to change the phone line to digital. The cost will be \$42.95 plus Federal & State taxes per month for the telephone and fax line. The average monthly telephone bill from Frontier is \$230.00. Kevin Rych brought up a possible issue concerning the present T-1 phone line. The chief and Martha will research. All agreed if the change can be done without interrupting service at the above quote, go forward with the change.

A discussion was held concerning the renewal of the pharmacy license. Chief explained that we would still use the Village's number because there could be a lapse in receiving a new license under a new ID number. During that lapse the squad could not run. If and when the township fire district is formed, the license will need to be changed. Rick will check with Bill Hutson if there is any liability with using the village ID number. Pat asked Martha if she and Sue had discussed the matter. Pat did not see a problem.

CHIEF FLETCHER'S REPORT: (Copy attached)

- Strategic Planning for the future
- Run Report
- Training-Received a Rapid Intervention Team kit from the county. Buck Adams secured a grant to provide each department in the county with a kit. Each kit costs in excess of \$2,500. The department will be training with this equipment over the next few weeks.
- Front office is nearly complete in updating with paint and carpet. Chippewa Roofing will be starting the roof project any day depending on the weather.
- The Association has agreed to purchase radio charging equipment and 4 hand held spot lights for the new truck.

OLD BUSINESS:

- ✓ Fire Contract was discussed at a special trustees meeting today. The trustees have offered the following changes/modifications.
  - a. Date: January 1, 2011

- b. Item 7: Add “any other outside revenue
  - c. Item 11: Invoice Village until such time a district is formed
  - d. Item 16: Non-residents shall be hard billed
  - e. Item 18: replace “men” with “personnel”
  - f. Item 20: Fire Committee name “Fire and rescue advisory committee”. Township would appoint a trustee and a resident.
- ✓ Bill Thorne will try to have it available for council to review at their meeting.
  - ✓ The Chief is continuing to review and go over the SOG’s. There were some things missed and some things need to be modified. The new staffing proposal will need job descriptions. Ron asked if there would be anything special from the state on the job descriptions. Chief answered no, just certifications.
  - ✓ Parking area for Truck 164-1. Kevin has talked with John Baker and he will provide the gravel for the area. Rick stated Dave Pitsenbarger will prepare the area and level the gravel. Kevin explained they had 3 options to provide the electricity to the truck. Project to move forward.
  - ✓ 2010 Budget Update- Martha estimated possible \$30,000 carryover.
  - ✓ 2011 Budget Planning - Chief and Martha are working on the budget.

## NEW BUSINESS

- Chief reported he is very impressed with the good discussions and participation. This plan is to identify where we are now, where you have been, where you want to go in the future. It is a plan in progress with adaptability and vision. Goal to be internationally accredited.
- Grants:
  - ❖ Dept. of Commerce has grants available for equipment such as turn out gear. Each set costs \$1,500 and the maximum of the grant is \$10,000. Turn out gear is obsolete after 10 years. The department has many sets that are out dated. The goal is to get on a rotation so that all equipment is current. This grant will be made available by mid January.
  - ❖ Chief stated there are grants out there for squads. The next squad will be up for replacement in 2012.
  - ❖ Revolving loan 20 year no interest loan up to \$300,000 through the state for Fire Station remodeling or addition. Chief mentioned adding to the north side 2 bays to free up space in the crowded station.
  - ❖ Also mentioned was the purchase of a multi-purpose truck and trailer to replace the 2 old trucks. The truck would be a brush truck and the trailer would have the air supply equipment and tanks. This would be a region vehicle because we are called on occasion to assist other departments when the air tanks need replenished on the scene. A Grant for this kind of equipment is favorable because of servicing a region.
  - ❖ There is a staffing grant available on a declining percentage for 3 years. You may opt out after a 3 year period. Chief is looking toward the fall of possibly adding 1 day time person so they could roll out the door very quickly.
- EMS Reporting Software:

- ❖ Recommended by Life Force
  - ❖ \$500 set up fee
  - ❖ \$119 per month less Life Force 20% discount cost would be about \$95 per month
  - ❖ Info is backed up and stored; secured with passwords to protect HIPPA info; time saving because when the info is written it can be given to ER then when back to station, info will be transferred directly and it can go to Life Force, State Agency, and info needed for chief's prep of payroll etc. Instead of entering information 3 or 4 times it will be done once.
  - ❖ Chief can set up queries that will provide valuable information without researching files.
- Computers need to be updated especially if the above software is used. The present 2 desktop computers are old and no one knows if there would be enough space. The present laptop could be used in training because of its portability.
- ❖ Mark can get a desktop for approximately \$800 each.

The committee held a discussion concerning the software and computers.

Pat made a motion to allow the purchase of 2 desktop computers and software with a cap of \$2,200 because of the time savings of duplicating reports that are needed, seconded by Heather. Unanimous

The next meeting will be January 27, 2011 at 7:00 pm.

Heather made a motion to adjourn, seconded by Pat. Unanimous

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Chairperson

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Secretary, Martha Evans