

WFR DISTRICT

Regular Meeting
January 7, 2013

Trustee Likley called the meeting to order by asking for roll call:

Trustees present: Ronald Oiler, Gary Harris, and James Likley.

Fire Chief Fletcher's report (attached)

- December runs 38
- Total for year 2012 414
- Breakfast with Santa was a huge success. Pictures of the event and individual pictures are available through a link on the Association's web site www.westfieldfireandrescue.com
- The training room remodeling/upgrade is nearly complete
- New turn out gear has been ordered
- A committee is looking into options for a new squad to replace the 2001 Horton Ambulance. The air ride suspension is leaking and it doesn't get any better. This is the squad that we put a lot of money into it. Looking into payment options. New one will be about \$120,000-140,000. We can sell it for about \$40,000-\$50,000

Comments:

- ❖ Trustee Likley asked: if there has been any communication with the dispatcher that we are no longer the primary contact for Gloria Glens Village. Chief will make sure this is communicated.
- ❖ Line item budget? Township's \$80,292.92 is encumbered. Village will address their 41% of that encumbrance tomorrow evening. Depending on how they choose to pay by one invoice or by individual invoices, the funds will still go into the district.

MINUTES

November 28, 2012 Trustee Likley made a motion to accept the 11-28-2012 as presented, seconded by Trustee Oiler. Roll call: Oiler, aye; Harris, aye; Likley, aye

December 3, 2012 Trustee Likley made a motion to accept the 12-3-2012 as amended, seconded by Trustee Oiler. Roll call: Harris, aye; Likley, aye; Oiler, aye

DISTRICT CONTRACT

David Folk, Assistant Prosecutor will be Westfield Township's representative now that William L. Thorne has retired.

Contract language with the Village of Westfield Center needs to be corrected. Trustee Likley will sit down with David Folk to discuss the contract issues. I will also ask him to come to the next trustee's regular meeting Jan 21, 2013. The village's 41% will go away and it will be replaced with 2.5 mills of the villages' property valuations and suggested language concerning the leasing of equipment and facility for insurance purposes.

WFR DISTRICT

WFR DISTRICT RESOLUTION 2013-01 A RESOLUTION TO PARTICIPATE IN THE ADVANCE OF REAL ESTATE TAX COLLECTION FOR THE YEAR 2013

Trustee Likley made a motion to adopt WFR DISTRICT Resolution 2013-01, seconded by Trustee Oiler.

Roll call: Likley, aye; Oiler, aye; Harris, aye

Fiscal Officer:

- ✓ Westfield Center's millage is \$128,502.90 per year with a quarterly payment of \$32,125.73.
- ✓ Westfield Center's 41% portion of the December 2012 invoices is \$4,924.84 which will be deposited into the district.

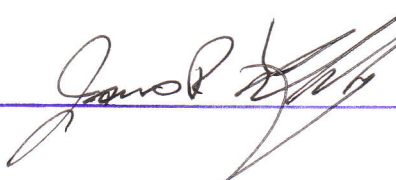
NEW BUSINESS


OLD BUSINESS

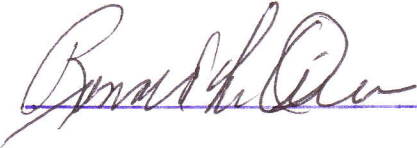
There will be a swearing in ceremony of the volunteers and officers to the Westfield Fire & Rescue District at the Fire Station January 21, 2013 at 6:30 pm


There being no further business to come before the board, **Trustee Likley made a motion to adjourn at 6:55 pm, seconded by Trustee Harris. Unanimous**

Approved Feb. 4, 2013









WESTFIELD FIRE & RESCUE DISTRICT

Trustee Likley opened the meeting by asking for roll call.

Trustees present: James Likley, Ronald Oiler, and Gary Harris. Also present: Chief Fletcher, Fiscal Officer Martha Evans and two Westfield Center Village residents James Carey and Joe Bors.

CHIEF'S REPORT (report attached)

- ✓ Total of 33 runs for the month of January
- ✓ The 2nd of 3 CPR training sessions for Cloverleaf High School students was completed January 23. We are able to instruct 400 students.
- ✓ The Association annual dinner will be March 2nd
- ✓ June 8th will be the 2nd annual Open House/Safety Day
- ✓ Met the new Westfield Company Security Director, Greg Loftus
- ✓ The chief is planning to move forward creating a part-time daytime position to assist in administrative work at the station and provide a quicker response to emergency calls. The position will require an EMT Certification and administrative skills.
- ✓ The chief is looking into options for replacing ambulance 167-2. Possibly a group purchase. Trustee Likley asked if this vehicle will be replaced this year. The chief's reply was yes if the funds are available. We are limited to type 3 vehicles because of the fire station space.

FISCAL OFFICER

- Bills to be paid in the amount of \$4,998.38 **Trustee Likley made a motion to pay the bills, seconded by Trustee Oiler. Roll call: Oiler, aye; Harris, aye; Likley, aye**
- Checking account balance \$111,014.08
- ✓ Certificate of estimated resources and line item budget is \$416,701.05 There should be \$150,000 saved for capital improvements with this budget. Trustee Likley will get some direction from legal counsel as to the fiscal officer's salary. Trustee Likley mentioned that this year's budget is inflated because of the encumbrance and the December 2012 invoice to the Village
- ✓ Chief is in negotiations with Verizon Wireless for a reduction in the cell phone bill
- ✓ Trustee Harris asked what would be the next large purchase. Chief answered: If the grant comes in for the Air Truck (\$65,000) Grass Truck (\$50-60,000) The tanker will have another 10 years before that would need to be replaced.
- ✓ Trustee Oiler asked the status of 161-2. Chief: It is outside right now and striped down. It could be re-commissioned and only for back-up. ISO is always changing their rating and possible have a regional vehicle. In 2011 the truck was valued at \$20,000 and that might be inflated.

MINUTES

January 7, 2013 **Trustee Oiler made a motion to approve the minutes as submitted, seconded by Trustee Likley. Roll call: Likley, aye Oiler, aye; Harris, aye**

WESTFIELD FIRE & RESCUE DISTRICT

OLD BUSINESS

- Contracts – Trustee Likley met Assistant Prosecutor David Folk to address items that need to be addressed concerning the District and Village contract in the operation of the district. I still have not heard back. He asked Mr. Folk to make himself available to this board and also the township. I Trustee Likley will touch base with Mr. Folk this week and keep the board informed.
- Grants - Trustee Likley stated that we haven't heard anything from the grant for the air truck. The chief has the reimbursement grant for EMS supplies
- Capital purchases, monitors, turn-out gear – Chief proposed Time frame – We should be getting them within the month Turn-out gear – with 4 weeks

NEW BUSINESS

- Air Truck – is provided to the area on a working fire. Trustee Likley suggested possibly getting community investment and it would make it more affordable and a sharing value. Chief – this is the only mobile unit in the area.
- Advisory Board – Trustee Likley spoke with Mrs. Edington and Mayor Horwedel that the next advisory board meeting maybe the last as this board does not have any authority. The budget and decisions are made by the fire & rescue district and anyone is welcome to attend.

PUBLIC COMMENT

Mr. Jim Carey – Westfield Center Village resident and lives next to the fire department.

- Speed – sometimes extreme
- Policy on horn or sirens
- Truck idling 20 minutes or longer when returning from run, could the volunteers be more careful not to let the trucks idle that long while waiting to be repositioned. In January it was at 6:20 AM
- Planting of trees was mentioned
- Air Truck continues to sit there across the road - that it is not a pretty site
- 3-5 years an addition to the fire station? – Trustee Likley stated: We certainly have need either there or at another location. Carey very concerned about the packed in condition of the lot and the speed. Carey – I was assured that there would not be an addition to the building when the lot was sold to the village and township. Now 5 years later that was a surprise. There were 2 other additions that we never notified about. We were not happy. The fire department is the finest around. It is on a residential lot and in a residential neighborhood. Please notify us if you are going to do something. You are getting more and more trucks sitting out. Trustee Likley stated possibly 161-2 be moved to the township and the air truck over by the building. Chief commented an addition would be an improvement because we would have more room and that would solve the idling problem. Chief answered, we want to be a good neighbor. Trustee Likley – the district doesn't own the station or the land. I don't know that we can build there. Carey - The Township operates the fire department. I can't sell my house and wanted to add on my house but I would waste my money. I want to be made aware. I wish it would be moved to the

WESTFIELD FIRE & RESCUE DISTRICT

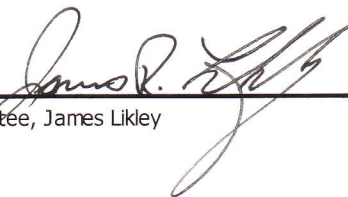
township. With the trucks out in the street I can't see when trying to get out of my driveway.
Trustee Likley – assured Mr. Carey in the years to come, you will be notified.

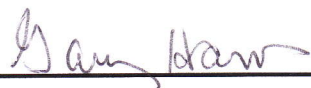
ANNOUNCEMENTS

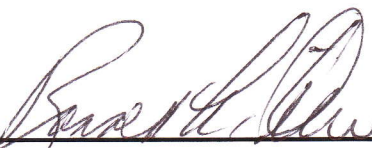
Advisory Board Meeting February 28, 2013 7:00 pm
Fire & Rescue District Meeting March 4, 2013 6:30 pm


Trustees Likley made a motion to adjourn at 7:14 pm, seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye Harris, aye.

Approved March 4, 2013

X 
Trustee, James Likley

X 
Trustee, Gary Harris

X 
Trustee, Ronald Oiler

X 
Fiscal Officer, Martha J Evans

WESTFIELD FIRE & RESCUE DISTRICT

Regular Meeting
March 4, 2013

Trustee Likley opened the meeting by asking for roll call.

Trustees present: James Likley, Ronald Oiler, and Gary Harris. Also present: Chief Fletcher, Fiscal Officer Martha Evans and Bill Thombs.

Trustee Likley swore in volunteer Terry Craig as an emergency responder of the Westfield Fire & Rescue District as he was not able to be present January 22, 2013 for the special swearing-in meeting of the department as a whole. Congratulations to Mr. Craig.

CHIEF'S REPORT (report attached)

- ✓ Total of 22 runs for the month of February
- ✓ New member Lauren McDermott has passed her National Registry EMT-Basic Certification
- ✓ 3 new members added – Amy & Tim Miller and Caleb Long. Amy is an EMT-Basic and Tim is certified firefighter. Caleb is planning to enroll as a student for EMT-Basic certification
- ✓ The Association annual dinner was March 2nd with awards as follows: Tim Mennel – Firefighter; Austin Rych – EMS Provider and Adam Anderson received the chief's award.
- ✓ The new turn-out gear has been delivered and is in service. Evaluation of the old gear to see what can be saved for practice
- ✓ The new Physio-Control Monitors/AED should be delivered later this month
- ✓ 2013 Budget is in operation
- ✓ The chief is planning to move forward with creating a part-time daytime position to assist in administrative work at the station and provide a quicker response to emergency calls. The position will require an EMT Certification and administrative skills. The plan is to start with one day a week beginning April 1, 2013. If there is a need later we can add more. This will provide a better service to our community. A job description has been created for position
- ✓ The department will be implementing a volunteer availability schedule for day time runs. The compensation will be \$1.00/hour until a call comes in which would then be the normal pay per call compensation. They would have to be available to be at the station within 5 minutes.
- ✓ The chief is still looking into options for replacing ambulance 167-2. Trustee Likley asked that hour meters be placed on the present squads and that an hour meter should be added to the specs of the new squad. Helps with maintenance and re-sale value.
- ✓ Trustee Likley asked that 161-2 be brought up to the township yard. Chief Fletcher stated he will need to place a lock on the battery compartments before bringing the vehicle up to the township yard. Trustee Likley asked if the air truck will be moved to the back of the lot. Chief Fletcher stated he possibly might hear within a week or so about the grant for the air truck and yes it will be moved. We are going to use a trailer with the compressor in the station. Seville-Guilford has a compressor is available for this use. Our mobile unit and Town & Country are the only mobile units for filling air tanks at the scene of a fire. The compressor is 25 years old.

WESTFIELD FIRE & RESCUE DISTRICT

- ✓ Time sheet will be e-mailed to all trustees
- ✓ Trustee Likley asked if our insurance shows the number of volunteers. Fiscal officer answered no it is a blanket policy.
- ✓ Trustee Likley asked if Patty Zupanic stepped down as a caption. Chief Fletcher stated she is still EMS supervisor but requested no pay as an officer effective January 1, 2013.

FISCAL OFFICER

- Bills to be paid in the amount of \$3,644.57. **Trustee Likley made a motion to pay the bills, seconded by Trustee Harris. Roll call: Oiler, aye; Harris, aye; Likley, aye**
- Checking account balance \$157,131.12

MINUTES

February 4, 2013 **Trustee Likley made a motion to approve the minutes as corrected, seconded by Trustee Oiler. Roll call: Likley, aye Oiler, aye; Harris, aye**

OLD BUSINESS

- Advisory Board – Had its last meeting February 28, 2013. Westfield Center Village is satisfied that they can come to the district meeting that is held each month and the advisory board was just that – no authority just an advisory board. The Village is very satisfied with the Chief's report each month.
- Contract – No additional information as Assistant Prosecutor, David Folk has not been able to communicate with Trustee Likley.

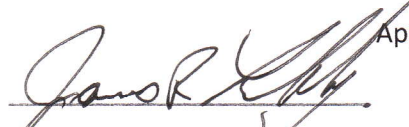

NEW BUSINESS - Nothing



PUBLIC COMMENT - Nothing

ANNOUNCEMENTS

Fire & Rescue District Meeting April 1, 2013 6:30 pm

Trustees Oiler made a motion to adjourn at 7:00 pm, seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye Harris, aye.



Approved April 1, 2013

WESTFIELD FIRE & RESCUE DISTRICT

Special Meeting
March 18, 2013

Trustee Likley opened the special meeting for the purpose of setting permanent appropriations for year 2013 and general business.

Trustees present: Likley, Oiler, Harris, also in attendance was Chief Fletcher and Fiscal Officer Evans.

Fiscal Officer presented **RESOLUTION 2013-02 A RESOLUTION TO SET PERMANENT APPROPRIATIONS FOR THE WESTFIELD FIRE & RESCUE DISTRICT FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2013**

GENERAL FUND	Personal Services & Benefits	\$140,000.00
	Other	\$100,883.00
	Capital	<u>\$165,691.77</u>
	Total	\$406,574.77
EMS GRANT	Other	\$ 3,500.00
COST RECOVERY	Capital	\$ 6,626.28
	Total	\$416,701.05

DISCUSSION

Trustee Likley:

- The total amount appropriated is in line with the certificate of estimated resources of \$416,701.05 all moneys expected are appropriated
- \$80,000 encumbered from township fire levy approximately \$20,000 of that \$80,000 is this years' operating expenses
- Of the \$416,701 approximately \$60,000 is not going to be available next year (41% Village encumbered amount \$55,761 and their Dec invoice \$4924) My point is to take into consideration what we will have to appropriate next year.

Fiscal Officer read a written report: (copy is available upon request)

If the fire district is to succeed and be the kind of department that we all are expecting:

- ✓ It will be only as good as the leadership and personnel
- ✓ The sole reason for the additional levy was to improve response time (which is Personnel), provide safety gear and equipment
- ✓ With the mind -set that seems to be in the air, we cannot get the quality of personnel if they are not compensated for their expertise

Last year actual expenses	\$210,015.32	Budgeted \$243,500
Last year actual payroll & benefits	\$109,745.10	Budgeted \$135,745
Personnel	52%	55.7%

WESTFIELD FIRE & RESCUE DISTRICT

This year Budgeted operating expenses \$244,383.00
This year Budgeted payroll & benefits \$140,000.00
57.3%

A 1.6% increase in payroll to provide less response time – we are on the right track.
What is appropriated is more than we spend so the \$20,000 is not a factor because we have the same amount appropriated as last year. Sewer is in this year's budget but it was not last year.
We are budgeting the full amount for sheriff but we will have \$3,031 left over.

Trustee Likley: My point is that \$3000 should be part of the capital appropriation
\$110,000 in reserve for capital is not sufficient for the squad that the chief wants to replace.
\$55,691 that is for the AED's \$10,000 is out of encumbrance

Fiscal Officer, if we have to baby the squad until next year so be it.

Trustee Likley: Set as much as we can to save in capital savings and set a higher standard for new equipment and/or building.

Trustee Harris: Asked to understand the day time staffing amount as it seems higher than before. The chief explained that he wanted to start out with 1 person 8 hours a day per week to see how they manage with administrative duties. If need be then add another person but do it gradually. The chief pointed out that Martha and he will not be here forever and someone needs to know how to do the fiscal duties. The chief wants to learn as well. The chief pointed out that just ONE person will do the fiscal duties and possibly the others will have other administrative duties to perform. The fiscal officer must be bonded. Possibly by the beginning of next year we hope to have a fiscal officer trained. There are enough funds appropriated for 4 people in day time staffing which is a combination of EMS, fiscal officer, administrative duties and possibly paying \$1/hour to be on call.

Trustee Likley asked the board to be conscious of revenues and keep appropriations within the budget and to save as much as we can for capital expenditures.

Trustee Oiler moved to adopt Resolution 2013-02, manage expenses as we go along this year, save as much as we can to have a larger carryover and to begin daytime staffing in April or as soon as we can, seconded by Trustee Harris. Roll call: Harris, aye Oiler, aye Likley, no.

Bills to be paid in the amount of \$3,064.00 were presented. **Trustee Likley made a motion to pay the bills, seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye; Harris, aye**

Trustees Likley made a motion to adjourn at 7:00 pm, seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye Harris, aye.

Approved April 1, 2013