

Westfield Fire & Rescue District
Regular Meeting
April 1, 2013

Trustee Likley called the meeting to order at 6:30pm by asking for roll call.

Trustees present: James Likley, Gary Harris, and Ronald Oiler. Also present Chief Fletcher, Fiscal officer, Martha Evans and resident Wm. Thombs.

The chief read his report (copy is attached)

- ✓ 25 runs for the month of March
- ✓ Medina Co. Fire Chiefs are partnering with Medina Co. EMA in sponsoring Emergency Services Conference beginning Friday evening June 14 and all day June 15. It will be held at Medina High School with various classes. Friday evening will be a Leadership Presentation and all fire, police and government officials encouraged to attend. Topic of lecture "Fear Factors). Friday \$25, Sat. \$85. Online registration will be available later.
- ✓ 162-1 is currently OOS due to airline leak, suspension system and brakes. While it is there annual maintenance will be done. It is at All American Fire in Canton.
- ✓ Various information was provided at the request of Trustee Likley (see list attached)
- ✓ Copy of job description for daytime staffing position, SOG's for on-call station crew, and SOG's for vehicle response was given to the board. Discussion was held concerning who would be filling the positions. Trustee Likley had a concern about the number of members to fill the day-time schedules. Chief responded: it is opened up to our members first, and then we could open to others. Our members just got the info. Trustee Likley: since it is narrowed down to 3 or 4 people; my point is to try to fully staff with our own members first. Chief: we have a minimum of 4 hour increments on the on-call. Someone maybe not to fill the day time staffing but could be on call. We have answered all of our calls at least with 1 person. We must have 2 EMS qualified people to transport. 11 times in the last 6 months we did not transport because of lack of personnel. It is not that we want to add day-time staffing but we need to do this. I am putting in 48-50 hours a week to do reports. I can have someone help with this. Projects that I would like to focus on; (type) SOG's, preplans, expand preplans out to other businesses. Stations repairs that need to be done. Center for service excellence. It is a 2-3 year project. Only 100 fire departments in the country that has that. It's like being the elite of the elite. Without any help these things cannot be accomplished.
Trustee Oiler: what is most important to implement first, day-time staffing or on- call? Chief: both have their merit, just to have the information that a person will be there.
Trustee Likley stated he didn't feel the 5 mile radius stipulation is a concern as we have individuals that are responding now those aren't within the 5 mile radius. I would not let the 5 mile radius be a deterrent. Chief: the on call needs to be at the station or the scene within 5 minutes after the tone is dropped. Trustee Oiler believes the chief knows what we want.

Trustee Likley made a motion to accept the job description for day-time staffing as presented with the addition "department membership and be sworn in", seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye; Harris, aye

Trustee Likley made a motion to accept the SOG's for on-call station crew, department membership with the chief to have discretion of the 5 mile radius, seconded by Trustee Oiler. Roll call: Oiler, aye; Harris, aye; Likley, aye.

The chief stated he would take small steps.

Trustee Likley asked if the air truck could be moved due to a residents concern.

BILLS TO BE PAID:

The amount \$10,575.68

Trustee Likley made a motion to pay the bills, seconded by Trustee Harris. Roll call: Harris, aye; Likley, aye; Oiler, aye

CORRESPONDENCE

Trustee Likley reporting:

- Bill Thorne is back in house and is addressing the contract between the village and the fire district. Trustee Likley met with Mr. Thorne last week but hasn't not heard back from him.
- The property and liability insurance for the fire department will be due in May. Trustee Likley asked Martha to check with insurance company concerning the lease of the building and equipment. Also make sure the insurance provider is aware that there is not a lease agreement and that we can proceed with payment for that insurance coverage with the fire district funds. Trustee Likley's goal is to have this addressed by May.
- Concern for fiscal officer position posted by Chief Fletchers e-mail requesting anyone interested in being District Fiscal Officer to let him know. The district fiscal officer is Mrs. Evans. I do not believe the office belongs in the fire station. Mrs. Evans may have an assistant but she is the fiscal officer. Mrs. Evans stated: that was our goal. Trustee Likley: the fiscal officer is still responsible. Legal counsel may have to advise us on this matter. This board will make the decision to appoint a fiscal officer if Mrs. Evans retires before her term expires or the voters will elect a new fiscal officer in 2015.

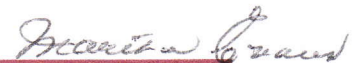
MNUTES

- **March 4, 2013 Trustee Likley moved to approve the March 4, 2013 minutes as submitted, seconded by Trustee Oiler. Roll call: Likley aye; Oiler, aye; Harris, aye**
- **March 18, 2013 Trustee Likley moved to approve the March 18, 2013 minutes as presented, seconded by Trustee Oiler. Roll call: Harris, aye; Oiler, aye; Likley, aye**

A discussion was held on the disposal of 161-2 as there seems to be no reason to keep it. It hasn't been on a run since August 2010. Hopefully the chief will be able to give more details concerning the ISO rating by the next meeting.

Trustee Likley moved to adjourn at 7:07pm, seconded by Trustee Harris. Unanimous

Approved June 3, 2013



Westfield Fire & Rescue District
Regular Meeting
May 6, 2013

Trustee Likley called the meeting to order at 6:30pm by asking for roll call.

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

The chief read his report (copy is attached)

- ✓ Nice article recognizing Volunteer Tim Miller
- ✓ 30 runs for the month of April
- ✓ June 22nd will be the department's 2nd annual Open House/Safety Day between hours of 9:30 am to noon.
- ✓ Golf Outing will also be June 22nd at Deer Pass Golf Course. Cost \$70 per golfer/\$25 dinner only guests. Register at the golf course Chad Gibson 216-469-9241
- ✓ Emergency Services Conference will be the evening of June 14 and all day June 15. See brochure
- ✓ Truck 162-1 is still OOS but should be back this week. Estimated cost \$8,000
- ✓ Personnel: Day shift is working out well (Monday & Wednesday). We are getting inventory and many other items done; freeing me (chief) up. We had two new members Adam and Austin Rych attend EHOVE fire School in Milan the past 2 weekends. Upon completing their final exam they will be certified in Volunteer Level Firefighter

Trustee Likley had the following questions for the chief:

- ✓ Truck 161-2? Chief: It can be readied to put on line for sale. We get a 1% grade for ISO rating.
- ✓ Station status? Chief: The 2 bathrooms need the floor tile to be put down and painted before open house.
- ✓ The grant info on air truck/trailer? Chief: Some movement. They have gone through 10 levels of dishing out money. We haven't been denied so that is a good sign
- ✓ Grant for Brush Truck? Chief: We were denied the grant for a brush truck
- ✓ Check the air truck? Chief: It was checked out 2 weeks ago. I moved it to a different spot. We will be a good neighbor.
- ✓ The SOG's have been gone over completely; they just need to be re-typed. They are moving ahead with the project. I will send an electronic copy to each member. Have 3 or 4 copies at the station.
- ✓ Trustee Likley would like to have an activity log. It will give this board knowledge of what our dollars are doing. Daily and weekly log. Chief: I have a monthly calendar, day shift log. Trustee Likley: It gives us valuable information.
- ✓ Hydrant maintenance? Chief will begin next week. Trustee Likley asked which vehicle he takes on hydrant maintenance. He will use the back-up squad because it is larger and more lights. County provides lube and paint.
- ✓ Trustee Likley asked about the station message board. Let's try to keep up that board up to date. Chief: Problem is: we are coming up short on letters. Possibly replacing that board.

Trustee Likley performed SWEARING IN CEREMONY OF CHASE BURGESS AS A EMERGENCY RESPONDER OF THE WESTFIELD FIRE AND RESCUE DISTRICT

BILLS TO BE PAID:

The amount of bills to be paid \$64,684.80

Trustee Oiler made a motion to pay the bills, seconded by Trustee Harris. Roll call: Likley, aye; Harris, aye; Oiler, aye

CORRESPONDENCE

Trustee Likley inquiring and fiscal officer replying concerning property and liability insurance that will be due May 24, 2013:

- OTRMA recommended we have a lease agreement but we still could pay the premium
- Our present provider has not gotten back to us

MNUTES

April 1, 2013- **Trustee Likley made a motion to table the minutes until next meeting, seconded by Trustee Oiler. Roll call: Oiler, aye; Harris, aye; Likley, aye**

OLD BUSINESS

- The contract between the Village of Westfield Center and the Fire and Rescue District is on the agenda for discussion at their meeting May 8, 2013.
- Web Site is ready for district minutes to be posted

Trustee Oiler moved to adjourn at 7:05 pm, seconded by Trustee Harris. Unanimous

Approved June 3, 2013

Wanda Deans

Westfield Fire & Rescue District
Special Meeting
May 20, 2013

Trustee Likley called the special meeting to order to discuss property & liability insurance and general business at 6:30pm by asking for roll call.

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

PROPERTY AND LIABILITY INSURANCE

The fiscal officer did not receive a quote from THE OHIO PLAN as expected. Wichert Insurance presented a quote of \$8,612 annually. This is our present carrier and our premium is due May 24, 2013. If we receive a quote from The Ohio Plan in the future, we will consider their quote if comparable. Trustee Likley had a concern about the lease of equipment, building and property. Fiscal Officer reported the insurance company is aware of our situation in getting a contract and lease. They are willing to accept payment now and when the contract and lease agreement is consummated the district will forward them a copy.

Trustee Likley made a motion to accept Wichert Insurance quote of \$8,612 for property and liability insurance beginning May 24, 2013-May 24, 2014, seconded by Trustee Oiler. Roll call: Harris, aye; Likley, aye; Oiler, aye.

Bills to be paid in the amount of \$14, 595.42. **Trustee Likley moved to pay the bills as presented, seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye; Harris, aye**

Trustee Likley mentioned that there needs to be appropriations for the repairs on 162-1. The fiscal officer will work with the chief in moving the appropriations.

OLD BUSINESS

- The contract between the Village of Westfield Center and the Fire and Rescue District is being reviewed by Assistant Prosecutor, Bill Thorne.

Trustee Oiler moved to adjourn at 7:05 pm, seconded by Trustee Harris. Unanimous

Approved June 3, 2013

Mattan Oiler