

Westfield Fire and Rescue District

Regular Meeting
February 17, 2020

Trustee Chair Horner called the meeting to order at 6:35 PM. Roll call: Patterson – aye, Schmidt – aye, Horner – aye.

Comments from the floor

- None

Minutes to be approved

- 01/20/2020 Minutes. Trustee Horner noted that a correction should be made on the opening line of the minutes. Minutes should read “Trustee Horner opened the meeting.” Correction noted by Trustee Schmidt. Under the chief's report, minutes should read Kevin Slife plowed the parking lot.

Trustee Schmidt made a motion to approve minutes as corrected; seconded by Patterson. Roll call: Patterson – aye, Schmidt– aye, Horner – aye.

- 02/03/2020 Minutes. Trustee Horner noted that he is the chair of the WFRD. His name should be listed as such.

Trustee Horner made a motion to approve minutes as corrected; seconded by Schmidt. Roll call: Patterson – aye, Schmidt– aye, Horner – aye.

Fiscal officer's Report

- Payment listing in total of \$14,790.49 (see attached).
- Delta Dental is listed twice on payment listing. The previous payment was lost in the mail. A new check was issued.
- Schmidt asked for clarification on the Lowe's payment listing. Invoice stated that cleaning supplies, wall plates and data materials among other items were purchased. These items were purchased on the Chief's credit card. Discussed which account this should be paid out of. All new firehouse supplies should come out of the building fund. Chief Fletcher arrived during this discussion. He clarified that it should come out of the WFRD fund.

Westfield Fire and Rescue District

- Trustee Horner asked for clarification on the Ohio Edison payment. Is this bill for the old building or new building. There are two Ohio Edison payments. One bill is for the old building and the other is for the new building.

Horner makes a motion to authorize the payment of bills totaling \$14,790.49 as submitted; seconded by Patterson. Roll call: Patterson – aye, Schmidt– aye, Horner – aye. The motion passes.

Fund Status

\$240,251.77 Fund Balance
\$101,252.37 Pooled Investments
\$138,999.40 Primary Checking

(See attached)

Supplemental Report

- Appropriation Supplemental reviewed. FO stated this is still a temporary budget and not permanent numbers for the year. An additional payment was sent for the audit. An additional supplement was made to Pilot for the purchase of fuel.
- Trustee Schmidt questioned the additional payment for the audit. Will look at alternative audit companies going forward.

(See attached)

Correspondence

- US Protective Services sent a services agreement that needs signed by the Trustee Schmidt.
- OTARMA sent a “statement of action taken.” They listed 3 recommendations that need action taken: a.) Disaster Recovery Plan needs updated and then approved. b.) IT/cyber security needs improved and updated. c.) A password policy needs to be put into place.
- The lease was reviewed by legal and they suggested some changes be made to the verbiage of the lease. Trustee Horner forwarded the suggestions to Heidi at Medina County auditor’s office. The language regarding the monthly rent payment needs changed. The lease needs indemnification language added in favor of the township (see attachments).

Westfield Fire and Rescue District

Old Business

- Jim Venus Concrete sent a sidewalk quote for \$7,150.00. This discussion was tabled. Clarification is needed for the total left in the building fund.
- Signage on the building is being changed. It will now be called *Westfield Fire and Rescue* rather than *Westfield Safety Service Building*. The village will cover the cost of the sign change. The trustees will check with Simmons Bros to estimate the lighting for the sign. Chief will talk with the association to see if they will help with the cost of the lighting.
- Trustee Schmidt would like to have alternative options looked at for the upcoming year.

New Business

- A fax, printer, scanner machine was ordered for the new building. An old printer was turned in and they credited \$100.00 toward the purchase of the new machine.
- A dumpster was placed at the new building. It will cost \$65/month. Schmidt suggests that chief checks with other companies to ensure that the pricing is fair.
- Open House at the new Fire Station is tentatively scheduled for Saturday, March 28th at 10am. Chief would like to acknowledge everyone involved with the process. Chief would like to have a short ceremony, food and tours of the new building. Trustee Schmidt would like to invite and acknowledge Teresa Haendiges and Jim Likely at the open house as well. He has plaques and cards for them.
- Saturday, February 22nd at 9am will be the final walk through with Simmons Bros.
- Security codes need to be given to the trustees to be able to enter the new building. The codes used for entry are monitored for safety.

Announcements

- March 2nd, 2020 – WFRD Regular Meeting 6:30 PM

Westfield Fire and Rescue District

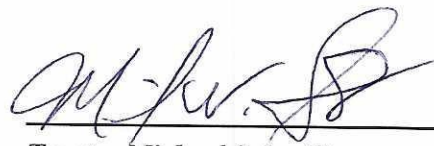
Horner makes a motion to adjourn at 7:24 PM; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting adjourned.

Respectfully submitted by:

Amy M. Banfield

Date approved: 3/2/20

Trustee Craig Horner, Chair



Trustee Micheal Schmidt



Trustee Kent Patterson