

# Westfield Fire and Rescue District

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Special Meeting  
August 17th, 2020

***Trustee Horner commenced the meeting via Zoom on August 17th, 2020 at 6:32 pm. Roll call: Patterson-here, Schmidt- here, Horner- here. Meeting commenced.***

Guests- Carol Rumburg

## Chief's Report

-Chief Fletcher in attendance.

- The damaged drip edge under the red siding is being replaced. The damage was caused by sun/heat.

-FEMA Grant for \$2,352.00 was received. It can be used for PPE purchases related to COVID-19.

-No update on the pavilion. The Fire Association is scheduled to meet later this evening, August 17th, and they should be discussing the pavilion. Details to ensue.

-CARES Act- Chief Fletcher is asking if Westfield Township would consider sub-granting their remaining funds to assist the WFRD in purchasing self-contained breathing apparatus (SCBAs). Ours are currently 18 years old and the average cost of a new SCBA is \$5,500.00. The village of Westfield Center has reached out to WFRD and asked if they could use some of the village's remaining funds for any COVID-19 related purchases. The Ohio Township Association has resources available for us to research if the purchase falls under the CARES grant, however, we need to make final appropriations prior to October 15th according to FO Kurtz. Chief will reach out to the state to see if Westfield Township is able to sub-grant the remaining CARES Act funds to WFRD.

-No action was taken by the Chief based on the discussion during last meeting's executive session. Chief is working on the plan of action discussed previously.

-Trustee Schmidt asked Chief Fletcher to look into a comprehensive 5 or 10-year plan to lay out what major equipment purchases will need made. Schmidt recommends organizing a task force to assist in compiling the list of purchases and planning on possible levy placement on the ballot in the upcoming 1 to 2 years. Trustee Horner suggests that we wait until residents see the new fire station before considering placing a levy on the ballot as well as having the WFRD officers sit on the task force. Chief stated that the repairs on the 1999 pumper tender fire truck are running approximately \$5,000-6,000 per year. This truck will need to be the next one to be replaced. Also,

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one of the WFRD EMS squads is in need of replacement. These two purchases would be approximately \$500,000 in total. In addition, new turn-out gear will need to be purchased soon and the gear runs approximately \$3,000.00 per person.

-Lexipol update- Chief reached out to local fire departments to see if they are currently using this application. Most of the departments are utilizing Lexipol for their policy and procedure needs. OTARMA will financially assist in the purchase of Lexipol.

## Minutes to be approved

\_\_\_\_\_ August 3rd, 2020- ***Trustee Horner makes a motion to accept the minutes as presented; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

## Fiscal Officer Report

- FO Kurtz in attendance.
- Payment Listing- totals \$9,494.01 (See Attached)
  1. Trustee Schmidt questioned the payment to Robert Szalabawka. This was for leather straps that were made to hold radios.
  2. FO Kurtz clarified that the \$130.00 payment to C. Martin was for the previous two months of service.

***Trustee Horner makes a motion to pay the bills totaling \$9,494.01; seconded by Patterson. Roll call:, Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

- Fund Status (See Attached)
  - Secondary Checking- \$102,167.25(money market)
  - Primary Checking- \$193,072.54
  - Total Fund status- \$295,239.79Bank reconciliation was completed and was balanced.
- Cash Summary by Fund (See Attached)

## Correspondence-

- Backflow prevention test. Chief Fletcher is taking care of this.
- Risk Management Survey results- no recommendations need submitted based on the survey

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results performed by Becky Aimes at OTARMA. FO Kurtz congratulated Chief Fletcher and the WFRD on the survey results.

## Old Business

- Trustee Horner would like RS Evans to have the dirt filled in around the sidewalks at the WFRD building prior to the open house scheduled for August 29th.
- Lieutenant Opportunity- Interviews will take place by the interview board. The candidates were given twelve different scenarios that they will answer in writing for the review board. External interviews will occur by a board consisting of three members; Bob Wright, Chad Meyers and Ron Browning.
- Open House- fifty (50) invitations were sent out. We have not received any RSVPs at this time. WFRD's Facebook page has information (posts) regarding the open house for township residents to view. A personal invitation was sent to the boy scout that assisted with the landscape project at the new building.

RS Evans and Chief discussed the Insurance Services Office (ISO) rating and how a lower number (which is a higher score) impacts the insurance premiums.

## New Business

***Trustee Horner makes a motion to purchase Lexipol for \$342.00; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

## Announcements

- Next meeting will be Tuesday September 8th at 6:30pm via Zoom.

***Trustee Horner makes a motion to adjourn at 7:11 pm; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting adjourned.***

***Respectfully submitted by:***

***Amy M. Banfield***

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Date approved: 9-8-20

  
Trustee Craig Horner, Chair

  
Trustee Micheal Schmidt

  
Trustee Kent Patterson