

Westfield Fire and Rescue District

Special Meeting
September 8th, 2020

Trustee Horner commenced the meeting via Zoom on September 8th, 2020 at 6:30 pm. Roll call: Patterson-here, Schmidt- here, Horner- here. Meeting commenced.

Guests- Carol Rumburg, Brent Rozar

Comments from the floor

- N/A

Chief's Report

- Chief Fletcher in attendance.
- Trustee Horner performed the swearing in ceremony for three (3) new WFRD emergency responders. While raising their right hand's Elizabeth Jenkins, Matt Klubnik and DeAnte Taylor recited the Oath of Office. The board of Trustees congratulated the new recruits.
- Chief's Report- 35 totals runs for the month of August. 27 were EMS, 5 fire, 3 MVAs and 2 Aero-medical transports. 29 runs were in the Township, 5 in the village and 1 in Lodi for 31 residents and 4 non-residents (See attached).
- Open house was held on August 29th. A representative from the office of Congressman Anthony Gonzalez was in attendance to present a certificate of Special Congressional Recognition. Tours were given to the public.
- Last week, the village of Westfield Center approved the sub-granting of their remaining CARES Act fund to the WFRD in the amount of \$12,000.00 to place towards the purchase of SCBAs. Chief Fletcher stated that the total cost of 14 new SCBAs would be approximately \$95,648.00.
- Elizabeth Jenkins and DeAnte Taylor have both Firefighter 2 (FF2) and EMT certificates. They graduated from the career center with over 240 hours of training each.
- WFRD hosted ,along with the career center, Firefighter 1 (FF1) transition training in the new training room. Chief is hopeful that the training room will allow for future joint opportunities with the career center for training and continuing education.

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Minutes to be approved

_____ August 17th, 2020- **Trustee Horner makes a motion to accept the minutes as presented; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.**

Fiscal Officer Report

- FO Kurtz in attendance.
- Appropriation Status by Fund (See Attached).
- Payment Listing- totals \$19,829.00 (See Attached)
 1. Trustee Schmidt questioned the payment to Medical Mutual. FO Kurtz stated this was for the employee withholding.
 2. Trustee Horner clarified that the payment to the contracted lawn care service was for two (2) months of payments. The payment was for July and August mowing services.

Trustee Horner makes a motion to pay the bills totaling \$19,829.00; seconded by Schmidt. Roll call:, Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

- Fund Status (See Attached)
 - Secondary Checking- \$102,171.58 (money market)
 - Primary Checking- \$181,723.78
 - Total Fund status- \$283,895.36
 - Bank reconciliation is in progress.
- Receipt Listing- totals \$43,437.36 (See Attached)
- Cash Summary by Fund (See Attached)
- Appropriation Supplemental (See Attached)- money was moved from the travel and meeting account to the land line account in order to cover the cost of the new phones at the station. FO Kurtz moved enough money to cover the remainder of the year (\$565.00).

Old Business

- The Pavilion should be completed by the end of this month, according to the contractor Tim Minnow. The concrete will be poured after the pavilion is erected.
- Lieutenant opportunity- external panel interview is this Saturday, September 12th. Final interview with Chief Fletcher and Assistant Chief Grabowski will be held after that.

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New Business

- 5- year business plan- Trustee Schmidt suggests compiling a team consisting of different members from the Fire Dept (Chief Fletcher), a firefighter, a trustee, the township, the village, village council and the police department. Trustee Schmidt stressed that buy-in is essential to gain support from the residents of the Township. Chief Fletcher would like to reach out to the county's Auditor and Prosecutors' office to find out how to best approach placing a levy on the ballot.
- SCBA Update- \$22,668.62 unencumbered funds remaining from the CARES Act, not including the additional \$15,552.18 that was just received; of which our certificate still needs amended to include. Together, these total \$38,220.80 as of September 19th (after the certificate is amended). The OTA has notified the FO that we will be receiving additional funds under House Bill 481 (HB 481). FO Kurtz anticipates to receive approximately \$94,414.00. The new deadline is now November 20th to encumber the funds.
- Boy Scout funding- Chief will follow up with Sam to determine the final amount still needed.
- Budget Commission- FO Kurtz sent the 2021 budget to the board of Trustees for review. The estimated carry-over is \$132,000.00 (balance as of January 1st, 2021). FO Kurtz attributes the increased spending in 2020 to the new fire station building. According to the county Auditor's office, our estimated expenditures for 2021 is \$429,000.00 and our certificate of estimated resources is \$541,000.00. Trustee Schmidt reiterated that funds are low and we are not in a position to purchase any equipment without placing a levy on the ballot.

Announcements

- Next meeting will be Monday September 21st at 6:30pm via Zoom.

Trustee Horner makes a motion to adjourn at 7:20 pm; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting adjourned.

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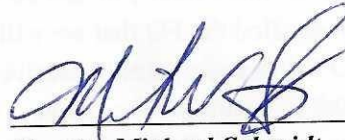
Respectfully submitted by:

Amy M. Banfield

Date approved: 9/21/20



Trustee Craig Horner, Chair



Trustee Micheal Schmidt



Trustee Kent Patterson