

Westfield Fire Committee
Meeting Minutes
8-3-08

The meeting was called to order at 7:00 p.m. with Chief Snoddy, Jack Poe, Jim Likley, Greg Oakes and Anita Weaver present. Guests included Ron Oiler and Rick Robbs. Kevin Rych joined the meeting later.

Monthly bills for July totaling \$3,141.10 were reviewed and approved as submitted. Year-to-date expenditures for the department total \$63,920.06.

Chief Snoddy summarized the July run report and the monthly activity report for EMS billing and receipts. Billed amounts year-to-date total \$25,098 with receipts of \$17,628.20. Both billings and receipts remain below 2007 levels owing to fewer numbers of billable squad runs involving out-of-township residents. On a percentage basis the ratio of billings to receipts has remained relatively constant.

Copies of the July expense report, run report and the monthly activity report for EMS billings are on file with the minutes.

Chief Snoddy stated he has received the draft Standard Operating Guidelines from the Medina County Prosecutor's office with their edits and suggestions for improvement. Suggested changes are mainly verbiage/semantic in nature; although, a list of specific items/sections to add were included (example: the inclusion of a grievance policy), and Jack will reconvene the SOG Committee to review the prosecutor's findings and revise the draft SOGs accordingly. It was suggested the team from T.G. Fire that is currently retained for the purpose of analyzing the department's staffing, station location and response recommendations be notified of the suggested inclusions so that "best practices" recommendations for the suggested changes can be included in their final report.

Chief Snoddy provided committee members with copies of T.G. Fire's Baseline Report for Staffing, Station Location and Response Recommendations, which had been previously received and delivered to the committee members via e-mail. The baseline report constitutes the "as is" view of the department, and the general impression from the committee is that the report thus far is exceeding expectations with regard to its comprehensive findings. Chief Snoddy agreed to ensure the village hall and township hall offices receive the report for distribution to the council members and trustees for their August meetings. The final report with recommendations will follow in early September after the interviews with department personnel, township trustees and village council members are concluded. The interviews are scheduled for Monday, August 11 beginning at 4:30 p.m. and Chief Snoddy will e-mail the interview schedule and location to all principals. Chief Snoddy stated that early indications from T.G. Fire point toward an increase in the township fire levy to 2.0 or 2.5 mils to generate, at a minimum, \$150,000 annual revenue from the levy to provide for paid daytime staffing to improve