

WESTFIELD FIRE DEPARTMENT

FIRE COMMITTEE AGENDA

APRIL 22, 2010 ~ 7:00 P.M.

WESTFIELD FIRE STATION

DRAFT

The meeting was called to order at 7:p.m. by Chairperson Rick Robbs with the Pledge of Allegiance. All members present: Heather Sturdevant, Pat Edington and Ron Oiler and acting Chief Mark Williams.

Recognition of Guests: Gary Harris, Westfield Township; Dave Lindsey, fire department.

ACCEPTANCE OF COMMITTEE MINUTES: Rick Robbs moved to accept the minutes. The motion was seconded by Heather Sturdevant. Vote: Aye 4 (Robbs, Sturdevant, Edington, Oiler. No 0, Absent 0.

PAYMENT OF BILLS: Pat Edington moved to pay the bills, noting that the cost of the roof repair should be split 50/50 between the Township and the Village. The motion was seconded by Heather Sturdevant. Vote: Aye 4 (Robbs, Sturdevant, Edington, Oiler. No 0, Absent 0.

FIRE CHIEF REPORT: Mark reported that EMP (Emergency Medical Products) agreed to have the CPAP machine returned for credit (\$2200. - \$2300.) The runs will be coded as follows for easier identification by Life Force Management and credit to each entity to receive funds: **N** = non-resident of Village or Township, **V** = Westfield Village, **R** = non incorporated Township and **G** = Gloria Glens. Mark was pleased at the good response to calls recently and also to the association meeting.

OLD BUSINESS

1. **Fire Chief Selection Process Update – Rick Robbs** 18 resumes have been received
 - A. **Fire Chief Job Description** ~ see attached
 - B. **Selection Process Timeline** ~ see attached
 - C. **Interview Selection Panel** ~ Mayor Tom Horwedel, Rick Robbs, Ron Oiler, Heather Sturdevant, Mark Williams, Gary Harris
2. **Update on SOG's ~ Heather Sturdevant** ~ Heather is compiling the SOG's to have in place before a new chief is chosen.
3. **Fire Truck and Apparatus Update ~ Mark Williams** ~the truck is currently in Nebraska in the "finish room" for approximately 4 weeks. It will then be taken to Huntsville, Ohio sometime in mid May for about 1 week. The truck should be in Westfield Center near the end of May so that the department can train on it and hopefully be in the Memorial Day Parade.
4. **Soft billing Update and Life Force Update ~ Heather Sturdevant** A decision needs to be made regarding collection of EMS billing charges. Mark recommended not hard billing or sending any bill to collection. Mrs. Couchey requested that copies of run reports for Council.
5. **Misc.** Pat reminded those who pay bills to make sure that there are no taxes on phone or utility bills for nonprofit organizations.

NEW BUSINESS

1. **Fire Chief Job Description Discussion and Approval ~ Rick Robbs**

A motion was made by Ron Oiler to approve the Fire Chief Job description. The motion was seconded by Pat Edington. Vote: Aye 4 (Robbs, Sturdevant, Edington, Oiler. No 0, Absent 0. Copies will be sent to Council and Trustees.

2. **Proposed 2011 Grant Funding Possibilities ~ Heather Sturdevant** Heather reported that the US Department of Agriculture has thousands of dollars of grant monies available. She will go on line to get information. It was suggested that the committee consider hiring a grant writer to go after funds for a new ambulance.
3. **Department Training Update ~ Mark Williams** He reported a demo on water flow from an outside company, EVOC training, EMS training. The membership is willing to participate but it is difficult to implement. Lodi is having a meet and greet. People are willing to give a presentation.

SET MEETING DATES The next meeting is set for 7:00 p.m. at the fire house.

EXECUTIVE SESSION Pat Edington moved to go into executive session at 8:15 p.m. The motion was seconded by Rick Robbs. Vote: Aye 4 (Robbs, Sturdevant, Edington, Oiler. No 0, Absent 0.

At 8:53 p.m. Pat Edington made a motion, seconded by Heather Sturdevant to adjourn the Executive session. Vote: Aye 4 (Robbs, Sturdevant, Edington, Oiler. No 0, Absent 0.

Pat Edington made a motion at 8:55 p.m. to adjourn the regular meeting. Heather Sturdevant seconded the motion. Vote: Aye 4 (Robbs, Sturdevant, Edington, Oiler. No 0, Absent 0.

Secretary

Chairman