

WESTFIELD FIRE & RESCUE DISTRICT

Regular Meeting
November 28, 2012
7:00 pm

Trustee Harris opened the organizational meeting at 7:00 pm by asking for roll call. Trustees Harris, Likley, and Oiler were present as well as Fiscal Officer Martha Evans.

Fiscal Officer presented a resolution to establish the open meeting guidelines. Trustee Likley suggested we have a different form of resolution numbering for the Fire & Rescue District. Several suggestions were discussed but all agreed we shall name the resolutions as follows:

WFR DISTRICT – RESOLUTION 2012

This is to insure that the township and fire district's resolutions do not become intermingled and easy to identify.

The township's open meeting resolution was reviewed with changing "township" to Fire & Rescue District throughout the document.

The regular meeting will be the first Monday of each month at 6:30 pm.

Trustee Likley made a motion to adopt WFR-DISTRICT RESOLUTION 2012-01, seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye; Harris.

WFR DISTRICT RESOLUTION 2012-02 ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDTIOR

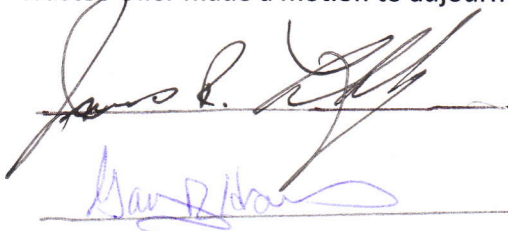
Trustee Harris made a motion to adopt Resolution 2012-02 seconded by Trustee Oiler. Roll call: Oiler,aye; Harris, aye; Likley,aye.

- Fiscal officer reported that she has applied for and received the district's Federal Employer ID number.
- A checking account has been established at Westfield Bank.
- Martha has asked Auditor, Bill Ward if the township can let the EMS revenue be deposited into the district. His answer was, he will need to ask his superiors but he thought the township trustees would need to pass a resolution stating that they will deposit the EMS revenue into the district checking account. He will let me know after he discusses it with someone. Bill Thorne gave the opinion that the district started November 6, 2012, therefore Bill Ward will take that into consideration.
- $171,500 + 40,000 + 5,000 + 3,500 = 216,465$ divided by 59%= 362,000 operating budget. The village's portion would be 147,600. What is encumbered will be added to that accordingly. The village will know what the encumbrance will before the end of the year. Approximate quarterly payment of \$46,000. There was a discussion of the estimated carry over.
- UAN is an absolute NO for a computer until the fall.
- Turn out gear will be either paid or encumbered

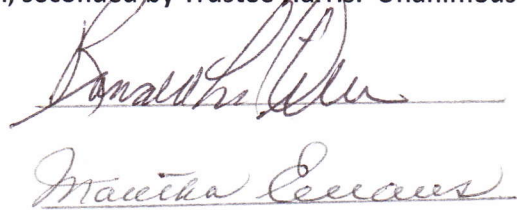
WESTFIELD FIRE & RESCUE DISTRICT

- I am spending more and more time on fire district
- Please tell Bill Thorne what you want the Gloria Glens contract to say. Trustees agreed to a 5 year contract. Trustee Likley had many changes that he felt should be changed when he e-mailed Bill. Trustees discussed other possible changes but they will leave the terminology up to Bill Thorne. Fiscal officer will e-mail a copy to Bill tomorrow for the changes asking that the trustees of the district have a copy of the changes by the Dec. 3, 2012 meeting at 6:30 pm.
- Officers of the district: **Trustee Oiler nominated Trustee Likley as chairman, seconded by Trustee Harris. Roll call: Oiler, aye; Harris, aye; Mr. Likley do you accept? Yes.**
- **Trustee Likley, nominated Trustee Harris as vice-chairman, seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye; Mr. Harris do you accept? Yes.**
- **Trustee Likley nominated Mrs. Evans as fiscal officer, seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye; Harris, aye. Trustee Likley asked Mrs. Evans if she accepted but before an answer Trustee Likley thanked Mrs. Evans. Martha did accept and has worked**
- Compensation: Trustee Likley stated compensation for this board has not been determined or established.
- **Trustee Likley made a motion to hold an organizational meeting for the Westfield Fire & Rescue District the first meeting in November as to alleviate holding an organizational meeting at the first of each year on the same evening as the township, seconded by Trustee Oiler. Roll call: Harris, aye; Oiler, aye; Likley, aye.**
- E-mail to Bill Thorne should include terminology, call Trustee Likley if there are any questions
- Do not see any changes with the Village of Westfield Center at this time. Possibly #2 in the contract. Trustee Likley read #2 and does feel that will be corrected as we move forward with the district. It was discussed but no decision was made.

Trustee Oiler made a motion to adjourn at 6:45 pm, seconded by Trustee Harris. Unanimous.



James L. Oiler
David Harris



Ronald Harris
Martha Evans

WESTFIELD FIRE & RESCUE DISTRICT

Regular Meeting
December 3, 2012
6:30 pm

Chairman Likley opened the meeting by asking for roll call.

Trustees present: Ronald Oiler, Gary Harris, James Likley and Martha Evans

Chief Fletcher gave his report which is attached:

- For the month of November there was 26 runs
- Dec. 8th Breakfast with Santa
- Thanks to Lee for converting the lights in the front bay of the station
- Mudlake Rd. is open to traffic. It is good for our trucks as we could not take our fire apparatus over the bridge due to the load limit
- Repair grating on the drains in the front bay that will be a custom repair
- Thanks to all for a smooth transition to the new fire and rescue district. Working with Martha on the budget.
- All members were measured for fire and EMS turn out gear (estimated \$36,000) a firm price will be sometime this week.
- Options on working with obtaining new cardiac monitors (State of the Art). Looking for a grant. The monitors are \$30,000 each. Batteries are charged while the squads are plugged in.
- The association is planning on updating/remodeling the training room and the restrooms. Carpet for the training room and tile and counter tops for the restrooms. The association bought a large TV screen that will hook up to a computer to be used for training purposes. They will retire the old projector that was used for training that was projected on the wall.
- Trustee Likley asked mentioned the swearing in of the volunteers (new and present) into the district. Trustee Likley wanted to implement this as a policy. The new members would be done individually and the present members as a group. A discussion was held concerning the date. It was decided January 21, 2013 at 6:45 pm. The chief reported that there will be 3 new members.

Fiscal officer offered a temporary appropriation budget in the form of **WFR DISTRICT RESOLUTION 2012-03** for the fire department beginning 2013. **Trustee Likley offered WFRD Resolution 2012-03 and moved the adoption of same which was duly seconded by Trustee Oiler. Roll call: Oiler, aye; Likley, aye; Harris, aye**

Trustee Likley announced the need to set up an office for the district. The unused zoning secretary's office will be the district's office. The chief has 2 file cabinets which he will donate. The fiscal officer will need a computer, printer, files and office supplies.

Revenue that is left in the township fire levy account at the year- end will be encumbered for fire department use. The village has agreed to support the encumbrances with their 41%.

WESTFIELD FIRE & RESCUE DISTRICT

The fiscal officer estimated \$84,000 will be left in the township. We can't just transfer the township's remaining funds to the district per State Auditor, Bill Ward; it must be encumbered to be able to spend it.

The chief suggested using possibly a volunteer to be as a part-time day time staffer and could supplement the fiscal officer and chief in clerical duties.

Gloria Glens contract - Trustee Likley felt the contract needed to be changed in several ways but Assistant Prosecutor, Wm. L. Thorne submitted a contract which he felt was sufficient. Trustee Likley will see that Gloria Glens gets a copy of the contract Bill Thorne prepared for their meeting Dec. 5, 2012.

Westfield Center contract – Mayor, Tom Horwedel suggested having the Village of Westfield Center pay quarterly payments of 2.5 mills X village property valuation (auditor's estimate \$128,000 annually). All agreed this will make it easier. It was also suggested the entire EMS billing revenue will stay in the district; no more calculating the 41%. The Village will make quarterly payments Jan; April; July, Oct. Since the township is soft billing their residents it was suggested that the chief collect the following information: Average billable run times 2012 village resident runs to establish what the village will put into the district for their residents.

The village will pay a year in arrears. (In 2013 they will be invoiced based on the above 2012 calculation.

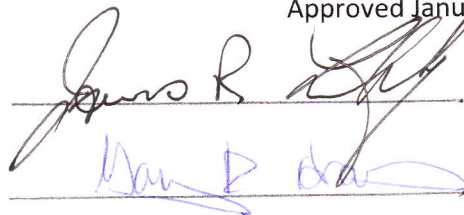
Chief's Salary – Trustee Likley stated last year the chief received a 1% pay increase. We are all very satisfied of the performance of the chief's leadership. **Trustee Likley offered a 3% increase (\$1,742) beginning the 1st pay day scheduled in January 2013, seconded by Trustee Oiler.** Trustee Oiler also commended the chief on his performance. **Roll call Harris, aye; Likley, aye; Oiler, aye**

Chief will work with Trustee Likley & Fiscal Officer Evans to establish a line item budget. Trustee Likley suggested having the line item budget finished before February 28th, which will be the Fire Advisory Board regular meeting. Fiscal Officer asked that it must be by January 7th, 2013.

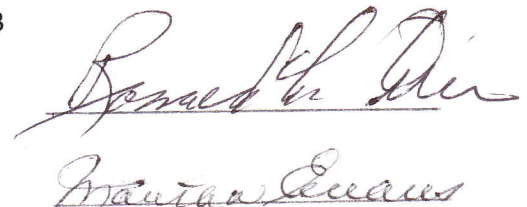
Next regular meeting for the Westfield Fire & Rescue District will be Jan 7, 2013 at 6:30 pm.

Trustee Likley made a motion to adjourn at 7:10 pm, seconded by Trustee Harris. Unanimous

Approved January 7, 2013



Two handwritten signatures in blue ink, one above the other, on a horizontal line. The top signature is 'James R. Likley' and the bottom one is 'Dan B. Harris'.



Two handwritten signatures in black ink, one above the other, on a horizontal line. The top signature is 'Donald H. Oiler' and the bottom one is 'Maurice Evans'.