

# Westfield Fire and Rescue District

---

Regular Meeting  
December 21, 2015

Thombs called the meeting to order at 6:30 PM. Roll call: Likley- aye, Schmidt- aye, Thombs- aye.

## **Comments from the floor- none**

## **Minutes to be approved**

***Likley makes a motion to accept the December 7, 2015 as amended; seconded by Schmidt. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.***

## **Old Business**

- BMV-on hold
- WFRD station on hold
- Salary List with personnel names and positions- January 4, 2015
- Additional Coverage- Lynette Dunigan returned Likley's call and offered some different coverages and amounts with some considerable savings. Original plan was \$2999.00 annually and some have decreased amounts to \$1973.00 annually. Likley requested additional options. Trustees will look at coverage levels at next meeting and the renewal policy is due February 1<sup>st</sup>. Schmidt asked about exclusions in the coverage. Worker's Comp (if done at work) is applied first then the medical coverage. Likley stated that Provident goes beyond Workers Comp and offers death coverage. Also customer service is not very good with this company. Schmidt would like to know what other townships offer this coverage. Tabled until January 15<sup>th</sup> meeting. This company is through Burnham and Flower which is through OTARMA. Provident is another provider through Burnham and Flower.

## **Fiscal Officer's Report**

Payments in the amount of \$19,799.75

- **Supplemental Appropriations:**
  - Audit fees- Add \$ 1550.00- Contingencies #1000-930-930-0000 in the amount of \$1550.00 to Professional Legal Fees #1000-220-310-0000
  - Contingencies #1000-930-930-0000 in the amount of \$450.00 to Uniforms #1000-220-599-3000
  - Contingencies #1000-930-930-0000 in the amount of \$165.00 to Life Insurance #1000-220-222-0000
- Thombs asked about the total amount listed in the 'All Funds total' and the amount in checking is different. Thombs asked why the numbers do not always add up.
- Fund Status in the amount of \$239,234.94
  - *Discussion: Anthem Life Insurance- (\$156.99) and invoice is \$190.00 Likley asked if there is a township invoice and was it paid at the last meeting (Likley asked about the*

## Westfield Fire and Rescue District

---

payment of \$78.00 from the last meeting and now paying \$156.99). Zweifel said it was for 2 months of payments.

- USA Custom invoice for apparel invoice is \$542.50 but the check is for \$542.00. Zweifel will reprint the check.
- Auditor's State invoice \$1,794.00 (number is written with wrong amount \$1,784.00). No change to payment.

Schmidt will call regarding a correspondence from Electronic Risk Consultant stating they can reduce costs on electronic coverage and maintenance.

**New Payment Listing- \$19,800.25**

**Thombs makes a motion to accept the payments in the corrected amount of \$19,800.25 seconded Schmidt.** Discussion: Likley, \$11,356.51 was approved at the November 16, 2015 meeting and is part of this payment register and needs to be removed. Check was signed at last week. **Roll call for the corrected payment of \$8,443.74; Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.**

- Fiscal officer explained that she made an overpayment of \$6.00 to the credit card on December 7, 2015
- Likley requested a Supplemental Status Report from Zweifel
- Thombs asked about Zweifel's and the Chief's differences in appropriated amounts for day staffing.
- Zweifel explained the payments for truck rental- \$3,465.00 due through the end of November, plus \$1,667.00 for December for a total of \$5,132.00 due to Guilford. That payment will be prepared for our December 30, 2015. Total amount received from OTARMA is 17,055.00 to date. Thombs requested report showing funds received from OTARMA and payments made to Guilford at December 30 meeting.
- Chief is to talk with the truck company about the delay and also the "change order" that the company claims is the reason for the truck delay. The Chief and Trustees do not remember signing a change order.
- Likley asked if any discussion on email he sent to the Trustees and Fiscal Officer on December 12, 2015 regarding the following: Zweifel stated that she would respond individually to the concerns. 1.) Supplemental Revenue Funds Appropriations, 2.) Day Staffing and the funding amounts (appropriated \$30,000.00 and presently spent \$37,000.00. The Chief requested \$41,200.00 and the Trustees must discuss how much staffing is needed for the 2016 year and budget. Likley stated that the amount for WFRD coverage is the Chief (full time) and one additional person \*(8 hours a day) plus \$9,200.00 for additional coverage. The Trustees should better monitor spending and operate under the amount appropriated. \$7,995.00 was transferred from Contingencies to line items without Trustee approval and Zweifel states these were deleted since they were not needed. 3.) Health Insurance Deductibles; Likley states there is a discrepancy on supplemental appropriations date 12-7-15 for these line items and what the insurance provide is showing paid. F.O. stated she was working on that. Likley asked Trustees if they had questions or

# Westfield Fire and Rescue District

---

*discussion on these items. Thombs will work on the day staffing numbers and address at next meeting.*

***Thombs makes a motion to adjourn at 7:25 PM; seconded by Schmidt. All said aye.***

***Respectfully submitted by:***

***Cheryl Porter, Zoning Secretary***

***Date approved: \_\_\_ January 4, 2016***

---

***Trustee William Thombs, Chair***

---

***Trustee James Likley***

---

***Trustee Michael Schmidt***

•