

Westfield Fire and Rescue District

Regular Meeting February 3, 2020

Trustee Horner called the meeting to order at 6:30 PM. Roll call: Patterson – aye, Schmidt – aye, Horner – aye.

Chief's Report

- Chief Fletcher reports that WFRD had 36 calls. 24 EMS, 3 Fire, 8 MVAs, 1 medi-vac transport to Akron City. 23 runs in TWP. 20 residents and 15 non-residents involved overall (see attached 2020 Run Report).
- The dept received the 2020 Insurance Service Office (ISO) Public Protection Classification (PPC). This reviews and rates the County Dispatch System, water supply availability and Fire Department. Rating is from 1 to 10, with 10 being the lowest rating. Insurance companies use this rating to determine premiums. WFRD received a 5/5X rating (the same rating that was received in 2015). This is an improvement, as we were rated 6/6x in 2009/2010. Chief stated that Seville-Guilford is rated 4/4x. Chief attributes this to their increased staffing.
- The apparatus is at the new station. Over 500 man hours have been spent on reconditioning equipment, furniture and running data cable. Security and wi-fi are up and running.
- Chief Fletcher is requesting phone purchase to be approved. This will allow phone and fax service to be up and running in the next few weeks.
- Utilities from the old station will be transferred to the Village on February 28th. Old building will be vacated on February 28th.
- Chief Fletcher would like to hold an open house at the new WSSB.
- Listing of purchases necessary to complete the furnishings - attached.
- Trustee Horner stated that the sidewalk quote was received today for \$7,150.00. This was below the prior estimate.
- Chief Fletcher states that approximately \$6,896.67 is remaining in the budget after purchases.
- Flooring will be paid today. Full credit was received for the flooring.
 - Trustee Schmidt would like to have 2 trustees participate in the final walk through with Simmons Brothers. Chief Fletcher states that the walk-through is already scheduled for Wednesday, 2/5/2020, at 1pm. FO Kurtz will call to reschedule the walk-through in order for trustees to be present. Trustee Schmidt reiterated that the trustees should have been involved in scheduling and coordinating the walk-through. The trustees are ultimately responsible for the building.

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Comments from the floor

- Heidi Carroll, Assistant Prosecuting Attorney Medina County, discussed the lease. Also present, Mr. Tom Karris from the Medina County Prosecutor's Office.
- Mr. Karris stated that the trustees are the landlords for the WSSB. The TWP must hold the primary insurance for the WSSB. The WFRD will need to get insurance to cover the trucks, equipment, maintenance, etc. Mr. Carras stated that liability insurance needs to be in place for accidents that may occur. Ms. Carroll stated that both WFRD and the township need separate liability policies. She suggests that Ohio Township Association Risk Management Authority (OTARMA) is contacted to clarify current coverage to verify that both parties are insured. The other option would be to add the TWP as an additional insured under the WFRD current policy.
- Ms. Carroll stated the lease does not need to be amended. Once the cost of the WSSB insurance is determined, that amount will be entered as rent amount on the lease agreement. FO Kurtz states that the rent of the building is essentially the insurance payment for the building.
- FO Kurtz will arrange a meeting with OTARMA for further discussion.

Minutes to be approved

- *none*

Fiscal officer's Report

- Payment listing in total of \$10,630.05.
- Horner asked for clarification on the Fallsway payment listing. 3 separate invoices for payment.
- Schmidt asked for clarification on 312 Construction payment listing. Chief stated this is for old door maintenance. Chief also clarified the Horner Heating payment listing. This was for furnace maintenance.
- *Schmidt makes a motion to authorize the payment of bills totaling \$10,630.05 as submitted; seconded by Horner. Roll call: Patterson – aye, Schmidt– aye, Horner – aye. The motion passes.*
- Receipt Detail reviewed. Property taxes were credited at the end of the month.

Fund Status

Westfield Fire and Rescue District

\$246,824.87 Fund Balance
\$101,082.85 Pooled Investments
\$145,742.02 Primary Checking

- Cash Summary by fund reviewed.
- Appropriation Status reviewed. FO stated this is still a temporary budget and not permanent numbers for the year.

Supplemental Report

- None

Correspondence

- None

Old Business

- Flu shots used to be offered at Lodi Hospital Occupational Health department at no cost to first responders. They no longer offer flu vaccines at this facility and only offer them at Medina Hospital now. The total for flu vaccines was approximately \$250 for the 9 employees that received the vaccine.
- Trustee Patterson questioned if the Health Department administers this vaccine for free.
- Trustee Schmidt would like to have alternative options looked at for the upcoming year.
- Chief Fletcher would like to implement a new policy to address flu vaccines in the future.

New Business

- Sidewalks need to be poured at the SSB. The estimate is \$7,150.00 for 1,300 square footage (370 feet) that needs poured. Additionally, Bill Sims will give an estimate for the project.
- Mayor Horwedel stated that they need sidewalks from the doctor's office to the city lot.

Schmidt makes a motion to commence executive session to discuss a public employee's wages at 7:24pm; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.

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Schmidt makes a motion to exit executive session at 8:00pm; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.

Schmidt makes a motion to extend Chief Fletcher's contract until 8/16/2021; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.

Schmidt makes a motion to increase Chief Fletcher's salary by \$2,500.00 annually effective January 1, 2020; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.

Announcements

- February 17th, 2020 – WFRD Regular Meeting 6:30 PM

Horner makes a motion to adjourn at 8:01 PM; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting adjourned.

Respectfully submitted by:


Amy M. Banfield

Date approved: 2-17-20

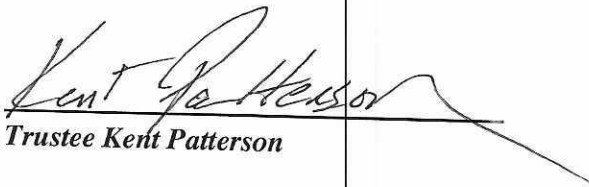
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Trustee Michael Schmidt, Chair



Trustee Craig Horner, Chair



Trustee Kent Patterson