

# Westfield Fire and Rescue District

---

## Regular Meeting

March 2, 2020

*Trustee Patterson called the meeting to order at 6:32 PM. Roll call: Patterson – aye, Schmidt – aye, Horner – absent.*

Trustee Patterson performed the swearing in ceremony of Jeff Hall. Mr. Hall is currently the Lafayette Township fire chief and resides in Westfield township. He will be filling a part-time position at WFRD.

### Comments from the floor

- None

### Chief's Report

- Chief Fletcher was absent from this meeting. Please see attached report.

### Minutes to be approved

- 02/17/2020 Minutes. Trustee Schmidt noted that the first bullet point under the Chief's report should read "fax/scanner/copier(3 in 1) machine" rather than just fax machine.

*Trustee Schmidt made a motion to approve minutes as corrected; seconded by Patterson. Roll call: Patterson – aye, Schmidt – aye, Horner – absent.*

### Fiscal officer's Report

- Payment listing in total of \$5,620.79.
- Trustee Patterson asked for clarification on the Medina Cty Sheriff Dept payment. FO noted that this was payment for the background check of Jeff Hall.
- Trustee Schmidt asked for clarification on the Austen Simulation Center (Akron Children's Hospital) payment. FO noted that this was payment for the basic life support (BLS) cards for the department employees.
- Trustee Patterson asked for clarification on the payroll of Annette L. Freeman. This employee worked 7 hours for the WFRD.

# Westfield Fire and Rescue District

---

- Trustee Schmidt asked for clarification on the Medina Cty Sanitary engineer payment. This was the final bill for the old building.
- Trustee Schmidt asked for clarification on the Staples credit plan payment. FO noted this was for office supplies for the department.
- FO Kurtz asked for clarification on an invoice that has not been paid yet to Home Depot. She is wanting clarification if the items on the invoice are for the old building or operating items for the new building. This discussion was tabled in order to get clarification from the chief.
- Trustee Schmidt asked for clarification on the Fallsway payment. This was for maintenance on a Fire (162) vehicle.

(See Attached)

*Trustee Schmidt makes a motion to authorize the payment of bills totaling \$5,620.79 as submitted; seconded by Patterson. Roll call: Patterson – aye, Schmidt – aye, Horner – absent  
The motion passes.*

## **Appropriation Status**

(See Attached)

## **Revenue Status by Fund**

(See Attached)

## **Receipt Listing**

(See Attached)

WFRD received \$67,136.30 for February 2020.

## **Fund Status**

\$299,674.82 Fund Balance  
\$101,252.37 Pooled Investments  
\$198,422.45 Primary Checking

(See Attached)

# Westfield Fire and Rescue District

---

- Trustee Schmidt questioned the 'Westfield Township' source on the receipt listing for the amount of \$1,256.30. FO stated that this is for the Bureau of Worker's Compensation (BWC) reimbursement.

## Cash Summary by Fund

(See Attached)

- Trustee Patterson questioned when the Marc's Grant would be issued to WFRD. FO stated that the grant document was received and that the grant money of \$50,000 needs to be spent by July 2020.

## Old Business

- The lease for the new WFRD building was discussed. The Medina County Prosecutor's Office (P.O.), Burnham & Flower and Andy (OTARMA) all reviewed the lease. Comments and suggestions were offered by the above consultants. Trustee Schmidt is requesting clarification on the annual rent line of the lease. Schmidt is requesting that the Prosecutor's Office be contacted for the proper verbiage for the annual rent portion of the lease. FO will contact Craig from the Prosecutor's Office. The risk management company for the township (Burnham & Flower) suggests filling in the insurance limit amount for \$3 million on the lease. Trustee Schmidt would like the P.O. to make that change.
- New building name update. No new discussion.
- Final walk through with Simmons Brothers was done on February 22nd.

## New Business

- A fax/scanner/copier (3 in 1) machine was ordered for the new building. It is on backorder.
- Chief Fletcher is getting quotes from other companies for trash/dumpster rental.
- Open House at the new Fire Station is scheduled for Saturday, March 28th at 10am (still tentative).
- Permanent budget appropriations need finalized by the FO before April 1st. She is requesting the board of trustees review the budget and make final recommendations. A separate meeting will be arranged to review the budget in detail.

# Westfield Fire and Rescue District

---

## Announcements

- March 16th, 2020 – WFRD Regular Meeting 6:30 PM

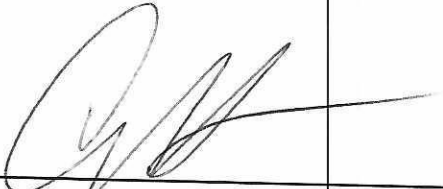
*Schmidt makes a motion to adjourn at 7:10 PM; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-absent. Meeting adjourned.*

*Respectfully submitted by:*

*Amy M. Banfield*

# Westfield Fire and Rescue District

Date approved: 4-22-20



---

*Trustee/Craig Horner, Chair*



---

*Trustee Micheal Schmidt*



---

*Trustee Kent Patterson*