

# Westfield Fire and Rescue District

---

Special Meeting  
August 3rd, 2020

***Trustee Horner commenced the meeting via Zoom on August 3rd, 2020 at 6:31 pm. Roll call: Patterson-here, Schmidt- here, Horner- here.***

Guests- Carol Rumburg

## Chief's Report

-Chief Fletcher in attendance.

- July totals- 35 calls; 24 EMS, 9 Fire, 2 MVAs. 23 of the calls were in Westfield Township, 10 in Westfield Village, 1 in Lodi and 1 in Medina city for 35 residents and 5 non-residents.

-OTARMA suggests that Lexipol be consulted to assist the WFRD with policy and procedure compliance and implementation (personnel and standard operating procedures). The company specializes in policy making and daily training bulletins (DTB) for employees. Lexipol is used by most police departments county-wide, including Westfield Village Police Department. Lexipol is offering a prorated discount for the remainder of the year - \$342.00 total for September through December 2020. However, effective January 1st, 2021, the total annual fee would be \$2,843.00. OTARMA, in the past, has offered to pay \$1,000.00 toward the annual purchase price. The contract can be terminated at any time without penalty. If WFRD were to opt out of the contract, they can keep all their policies and procedures. Chief Fletcher will reach out to local fire departments to see if they are utilizing Lexipol and in what capacity. Chief Fletcher will check with OTARMA to ensure that they are willing to pay \$1,000.00 towards the cost. The trustees will review information regarding the program when the Chief forwards it.

-Boy Scout landscaping project was completed Saturday, July 25th. The Fire Association donated \$1,500.00 towards the project. Chief is asking the Board of Trustees to consider donating money towards the Boy Scout project. Trustee Schmidt would like information regarding the amount of money the scouts raised towards their project before committing to monetary donations on behalf of the Township. Approximately 30-35 bushes were planted by the scouts at \$28 per bush. Tabled until next meeting.

- Invitations were sent out for the open house scheduled for August 29th, 2020.

***Trustee Horner makes a motion to commence Executive Session at 6:45pm with Chief Fletcher to discuss possible disciplinary action regarding an employee; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

# Westfield Fire and Rescue District

---

***Trustee Horner makes a motion to exit the Executive Session at 7:00pm with no action being taken; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

## Minutes to be approved

\_\_\_\_\_ July 20th, 2020- ***Trustee Horner makes a motion to accept the minutes as amended. The minutes should read “lease” rather than purchase and “Joe Doty” rather than Jim Doty; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

## Fiscal Officer Report

- FO Kurtz in attendance.
- Appropriation Status (See Attached)
- Fund Status (See Attached)
  - Secondary Checking- \$102,165.02 (money market)
  - Primary Checking- \$139,335.02
  - Total Fund status- \$241,500.04
- Cash Summary by Fund (See Attached)
- Receipt Detail for July 2020 (See Attached)
- Payment Listing- totals \$25,186.23 (See Attached)
  - Trustee Schmidt questioned the payment to Simmons Bros. This was for cabinet casings.
  - Trustee Schmidt questioned the payment to Retail Acquisition & Development. This was for the purchase of multiple sizes of batteries for the department.

***Trustee Horner makes a motion to pay the bills totaling \$25,186.23; seconded by Patterson. Roll call:, Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

- Appropriation Supplemental (See Attached)
  - VASU Radios on engine 161, the career center for training and previously approved appropriation of money for remaining WFRD purchases.

Correspondence- N/A

## Old Business

- Trustee Horner would like RS Evans to have the dirt filled in around the sidewalks at the WFRD building prior to the open house scheduled for August 29th.
- RS Evans will have mulch placed around the WFRD road/entry signs. The Township will cover the cost of the mulch.

# Westfield Fire and Rescue District

---

- Lieutenant Opportunity- Interviews will take place the third week of August.

## Announcements

- Next meeting will be August 17th at 6:30pm via Zoom.

*Trustee Horner makes a motion to adjourn at 7:17pm; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting adjourned.*

*Respectfully submitted by:*

*Amy M. Banfield*

# Westfield Fire and Rescue District

---

Date approved: 8/17/20

---

*Trustee Craig Horner, Chair*



---

*Trustee Micheal Schmidt*



---

*Trustee Keht Patterson*