

WESTFIELD TOWNSHIP TRUSTEES
Special Meeting/Gen.Bus./Workshop for Fire Dept. Funding
February 8, 2010
6:00 pm

Trustee Oiler called the special meeting/general business/workshop for fire department funding to order at 6:00 pm.

Trustees present: Ron Oiler, James Likley, Gary Harris
Martha Evans and Assistant Prosecutor, Wm. L. Thorne

Trustee Oiler entertained a motion to name the candidates to be interviewed for the zoning inspector position.

Trustee Likley: do you want to go through all the candidates and just by motion vote yes or no through each one of them?

Trustee Oiler: Let that up to the board

Trustee Likley: I think that's probably the best route to go through each of them the names of the candidates and then a yes or no vote for interview purposes

Lee Evans	3 nays
Tim Kratzer	3 nays
Jack Franz	3 nays
*Matt Witmer	3 ayes
Warren Goodman	3 nays
*Kathryn Zweifel	3 ayes
Michael Kovalik	3 nays
Anna Haslage	3 nays
Robert Battles	3 nays
Edward Belle	3 nays
*Keith Simmerer	3 ayes
Dale Debelak	3 nays
Sean Brunner	3 nays
Daniel Hiller	3 nays
*Russell Zupanic	3 ayes

Trustee Likley: As mentioned at our last meeting the applications will remain on file for future use and the four candidates will be notified for interview purposes, I would also recommend that the candidates that we have be notified as well as to their status.

Trustee Oiler asked Trustee Harris to notify the four candidates and set up the interviews for February 15, 2010 @ 6:00 pm.

Martha contacted the township's insurance company and filed a claim concerning the water line break invoice from the Medina County Sanitary Engineer located in Westfield Center. Trustee Oiler stated OTRMA will investigate the claim. Trustee Oiler wanted to take advantage of every angle that we could get. The claim will not raise our premium rates.

Trustee Likley: Would the claim go to the township or the insurer of the department?

Trustee Oiler: Township. This is just another avenue to take. I have an idea after the investigation we will be back where we are right now.

Trustee Oiler asked Assistant Prosecutor, Bill Thorne if he had any comment on the water line break?

Bill Thorne: No, I did get a copy of the letter that was supposedly sent explaining it, but other than that a letter dated to Jim on Nov. 23, 2009. No opinion but based on the letter if it's true the firemen should have known better, it should have been part of the basic training, they should have all had it. I am just going by what the letter says.

IRS UPDATE: Well, not anything significant. We made our last correspondence in Sept. trying to get the name of the township advocate and a meeting with them after they supposedly gave us one and then closed our file. They sent that Sept. 11, 2009 and Feb. 1st they got back to us indicating that we could go into their office in Cleveland and talk to someone. We called them back and said we want to talk to our advocate and what's going on in the case and said they would get back to us. So that's where we're at. I still think they are hoping that we will go away if they drag it on long enough but we still don't have the name of the advocate. A gentleman called us from IRS in Cincinnati and it was obvious he didn't know what the issue was about and that it could be done in a walk in clinic. Once we explained it to him he said he would get back to us. At least we have a name to contact somebody now.

Trustee Likley: The last correspondence that Ms. Evans received was that they were saying we are still delinquent of 190 some dollars and do we have any additional information on that as to where that's at?

Martha: We do not have enough information and we will get back to you.

Bill Thorne: We are supposed to have an advocate and meet with us directly about the situation so you get more detail.

Trustee Likley: Of course, the point in all of this is a year from now they don't come to us and say you are in arrears and here's the penalty and here's the interest and you haven't done everything that we have to do ourselves to get on top of this. We are making those attempts. We will follow up again with a letter indicating that they are supposed to contact us with all these issues. Where are we at in collection of the bonds?

Bill Thorne: We are going to file.

Trustee Likley: We have not received any payment at this time.

Bill Thorne: Other than the initial correspondence that we were re copied on which we thought would result in the payment and we have not heard a thing. No response to phone calls, messages. On preparing a law suit we would review with the board before we file but that's where we're going.

Trustee Likley: You don't need any additional action from this board at this time to proceed?

Bill Thorne: No.

Trustee Oiler: I would like to call for a small executive session to discuss (Fire Department) employee/personnel matters and would like to invite 2 Westfield Center Council members: Darryl Chidsey and Pat Edington and also Heather Sturdevant from the fire committee to attend.

Trustee Oiler made a motion to go into executive session for the purpose of employee/personnel discipline, seconded by Trustee Likley. Roll call: Likley, aye; Oiler, aye; Harris, aye.

Executive session: 6:20 pm

Out of executive session 7:00 pm with a motion by Trustee Likley, seconded by Harris. Roll call: Oiler, aye; Likley, aye; Harris, aye.

Trustee Likley made a motion to go into executive session for the purpose of employee hiring, seconded by Trustee Oiler. Roll call: Oiler, aye; Likley, aye; Harris, aye.

Executive session: 7:01 pm

Out of executive session 7:40 pm with a motion from Trustee Harris, seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye; Harris, aye.

FIRE DEPARTMENT BUDGET (\$218,453 which includes a full time fire chief)

One of the first items "Paid to train" that could be completely eliminated.

Heather Sturdevant began by stating we are paying 100% of the training costs and we are also paying according to the individual's pay rate to pay them to sit in that training class. We are proposing to continue to pay for the cost of the course but not to pay them to sit through the training. It is a privilege to have your entity pay for the training class.

PAID TO TRAIN	\$8,800	TRAINING COURSES	\$10,000
SOC. SEC	\$ 550		
MEDICARE	\$ 130		

We are considering proposing the option of paying 75% of the training and the volunteer for 25% and if the volunteer stays with the department for a year then we would reimburse whoever for the 25%.

Trustee Likley: We had discussed that previously. What would it take to implement that?

Heather: The fire chief would keep records of training, whoever is going to go to that training a bill would come to us for 75% of that cost, the other 25% would be covered by the employee. Mr. Likley wanted to know who would get the bill. Heather replied what would happen is the invoice would come to the township and we could short the invoice and the employee would pay the rest of the bill. Usually the training courses are prepaid. Then records would have to be kept to make sure these firefighters stay with the department for a year for them to get that 25% back. We are also proposing from here forward that any expenditure over \$250 must 1. Approval before purchase 2. Three (3) quotations must be submitted from different vendors to determine the best price. If three (3) vendors can't be found for an item we would need an explanation as to why there is only 1 or 2. If there are only 1 or 2 manufactures for a certain product, we need to know that. So we can start to monitor getting the best

case scenarios' for our prices. We are also looking to bill for supplies as well as our runs. They are doing this in several other departments and states. It is an additional revenue source that does not hit the resident it's an insurance item.

Trustee Likley: Asked how the bills would be split? The fiscal officers would split 55, 39, 6 (that is if Gloria Glens participates) All bills?

Martha: All bills such as Emergency Management would be billed after a contract is signed.

Trustee Likley: I think the proposal previously in the future would eliminate that

Heather: What you are proposing is to create a district without creating a district essentially. Develop the fund to pay for all the fire department necessities so that it supports itself without actually forming a district.

Bill Thorne: No I think what he is proposing is by contract rather than having both fiscal officers mess with it, one will do it and everybody will pay into that one fund – up front their percentage. You would know up front at the beginning of the year. You commit to a budget at we'll commit to paying 85,000. Every 12 months 6 months whatever is agreed to and that fiscal officer would not have to worry to dividing anything just pay the bills.

Heather: FIRE TRUCK I have reviewed the contract, contacted Smeal and have asked them because they are outside of their perimeters, they set perimeters in their contract that they would have the vehicle to us in 315-370 days. Looking at the date that we signed the amendment which was the 29th of December, 2008. That would put our truck being delivered this month; they're telling us now it will be May or June. I contacted Smeal and asked them if they would be A. willing to move our truck up the lime or B. offering us a discount because they have gone outside the perimeters of their contract that they stipulated. They have taken it back to their upper management and they are considering that right now and should be getting back to us in the next week or so. Either way we benefit. Nothing outside their control they are just behind.

ROTATION – Department of our size we propose to change our rotation of the squads from 5 to 7 years and a 15 year rotation on fire engines. We are now maintaining our trucks the way they should be maintained.

Trustee Likley: In actuality it would be a squad 14 years instead of 10 years and a fire engine 30 years.

Heather: Providing the equipment if checked after each run and that has to happen. Right now we are paying for snacks. We propose to continue to pay for food when they are out on a call that lasts a long time and we need to supply them with dinner, food or snacks during that period of time. In the past the Fire Association was paying for it and this last year they were told to put that in as an operating expense. Our proposal is to put that back. We got to find a way to rid of anything that we can get rid of without sacrificing our residents' health.

Kevin Rych: Fire Dept. hosts a County Assoc. meeting every 17 months. The last quarter we have not paid for snacks, pop etc. because of day time use. It was intended to be used after a run not when individuals who sit around all day. I do not know how the county association dinner was handled in the past but probably 17 months ago the association paid for it.

Trustee Likley: I don't recall in the past on the fire committee that it was the association that took care of those expenses. I don't recall whether it was flowers, chief's association dinner coming up in bills.

Heather: Vending machine? We want the best possible service for our residents. Right now there is an \$800 plow that wasn't necessary because we have 2 entities that could plow that driveway, there is a snow blower sitting at the village building waiting to be picked up. The \$800 plow that nobody has approved and really didn't need. Heather used the example of the air conditioning repair last year, between \$1,000-\$2,000 was saved when Mike was asked to get some other quotes.

Trustee Oiler made a motion to discontinue day time staffing immediately, seconded by Trustee Harris.

Trustee Oiler amended his motion to discontinue day time staffing Friday, February 12, 2010 at the end of the work day until further agreed to reimplement, Trustee Harris seconded the motion.

Roll call: Oiler, aye; Harris, aye; Likley, aye.

Councilperson Pat Edington will notify the mayor (Westfield Center) when she gets home and he will notify the fire chief of this decision.

Trustee Likley: We need to formulate a contract that both entities agree to. The present existing contract that we have needs to be re-written. We are still working under an existing contract, because it hasn't been willing to be opened.

Bill Thorne: Are you going to initiate a search for full time chief again, which would have to be in the contract.

Trustee Oiler: The wish of the Westfield Township Trustees that in cooperation with Westfield Village that we participate in finding a full time chief for the fire department within the perimeters of the \$218,453 budget and a salary to be negotiated within that

Trustee Likley: There is so much that needs to be addressed before – are we still going to be paying the 65% of the chief's salary?

No, the 75-25- 65-35 would all go away.

Bill Thorne: I think at this point the motion would simply be to restart the search for a full time chief for a salary to be negotiated with.

Trustee Likley: Are we going to pursue the Ohio Chiefs' Association and the associated costs in this search that was previously agreed to?

Bill Thorne: Are you still proposing to do that or are you going out on your own this time

Trustee Likley: We had a contract for the Ohio Chief's Association for their evaluation of any of the candidates and that was a cost to both the village and the township.

Unidentified speaker: We are not proposing to have them do the search just getting their input.

Trustee Likley: This position search will not curtail any cost at this time.

Mike: Yes that is true, you will have advertising etc.

Trustee Likley: But not \$4,900 in excess of up to 7,500

Bill Thorne: Again this is just for my clarification is the trustees assuming the village will spearhead that search or is there going to be some kind of meeting of how that's gonna take place.

Trustee Oiler: I think we could jointly sit down and discuss of how that would take place.

Pat Edington: You and the mayor.

Trustee Likley: They are presently their employees, correct?

Trustee Oiler: Yes

Trustee Likley: Pat, he doesn't make the decisions for this board.

Trustee Oiler: Right, I don't make the decisions for this board.

Trustee Likley: He doesn't make decisions for this board.

Trustee Oiler: We can set up a date and all of us sit down later and iron out what we're going to do

Trustee Likley: Is there a motion on the table?

Martha: No, there is not.

Bill Thorne: A motion to cooperate with the village to initiate a search for a full time chief for a price and terms to be worked out.

Trustee Likley: I'm not sold on the budget. If you want to pursue a full time chief position in filling that it's gonna have to be based on the salary negotiated but not to this budget.

Martha: Why it has it in it.

Bill Thorne: Because they haven't agreed to this budget yet. At this point the village is looking for some commitment to go ahead to start the search. That's what they want to do – that's what they are asking the township commitment to do.

Trustee Oiler made a motion to co-operate with Westfield Village; the Westfield Township Trustees would like to initiate a search for full time fire chief and to negotiate the salary for that position, seconded by Trustee Harris.

Trustee Likley, "I will add that we can pursue this funding and budget has to be established before any hiring".

Trustee Oiler: So you are going to wait until

Trustee Likley: No, I'm just saying that before any hiring for that position a budget has to be established because

Roll call: Harris, aye; Likley, aye; Oiler, aye.

Trustee Likley: Do we have an approved budget for 2010?

Trustee Oiler: No, we do not have an approved budget for 2010. Could we work on that? Let's work on that. Let's iron it out right now.

Trustee Likley: Are we going to establish a contract with Westfield Center Village of Westfield Center for the 2010 contract?

Trustee Oiler: Yes, we should. We have to establish a new contract I think with Westfield Village and we have to establish a new contract with Gloria Glens also. Let's see if we can iron out some of the details here.

Trustee Likley: Asked for a short recess.

Trustee Oiler: Agreed. Martha do you have the bill, has it come to you yet?

Martha: No, those have not come to me yet. They were sent to Sue to be paid.

Trustee Likley: It was on hold from fire committee wasn't it? Did fire committee approve the bills?

Heather: Yes, except for the flowers. \$19,564.28

Pat Edington: Yes those were approved to be paid

Heather: Yes everything needs to be approved except the flowers the association said they would pick up the flowers.

Trustee Likley: The food for EMS training and food for county meeting?

Heather: We approved those just for last month, now we are looking forward, not going back. So these are all things that came out after we got those bills, we approved them, then started looking at them to see where we could save money, so we did approve that but we are looking to move forward.

Kevin Rych: If I could save this board some time this might help you that there's going to be another one in this month's budget. Last week at the EMS training there was food purchased and so forth so. You know its coming and you won't have to address it next time. Again I want you to know there's going to be another one coming, there was pizza, chicken wings and I think it was purchased by somebody last week for the meeting, John Holmes our EMS director, Lodi Hospital was leaving the hospital and somebody chose to do that. I just wanted to let you know so you wouldn't have to do it all over again next month but you know there is another bill coming, you might be aware of it.

Trustee Likley: As association president, fire association president do you have an issue I mean I don't know how much money you got, I don't care. Do you have an issue of the fire association just accepting the fact they will pick up the EMS training, county meeting of the association and any flowers that are being sent for family members of the department.

Kevin Rych: I'll address each one of those. The flowers we always paid for those every time. That bill at Seville Flower as been paid in full, I personally signed the check for it that from last month's budget. That was expenses that was paid by the association and delivered to Mrs. Eby already. We've always paid that bill but it was never addressed and given to the fire association to pay. The food for the association

Trustee Likley: Or to or to was never given to the fire association.

Kevin Rych: Was never given to the fire association.

Trustee Likley: So the department has always paid it.

Kevin Rych: No. This one bill this one time was never given to - the bill was sent to the fire department and Mike paid the bill and he didn't give it to the treasurer or myself or the association. We allow \$75 per person if you go in the hospital. We do that. Our protocol our policy is

Trustee Likley: That should have been submitted to the fire association.

Kevin Rych: The money for the county fire dinner was never asked or communicated to the fire association if we would pay or consider paying it or anything. What I say is, the association would probably say, yes we'll just run it because of the fact that it wasn't brought to our attention or asked of us. Would we pay it? Most likely. I can't speak, I'm only the president I can't speak without a vote from the membership of the association. Third thing you asked about was food for last week's dinner. I don't think the association would be inclined to pay that, that was an EMS meeting and only EMS personnel and only a limited number of people participated in that; not all the fire personnel participated in that.

Trustee Likley: EMS training?

Kevin Rych: Yes, EMS training last week. The first Monday of the month is for training EMS only. The rest of the fire personnel did not partake in it.

Trustee Likley: Is it then – that- was it the assumption of the fire committee to pay for the bills except for the flowers?

Heather: Yes, all the bills except for the flowers.

Trustee Likley: So, the proposed bill for January is \$19,604.23 (39.95)=\$19,564.28

Trustee Oiler made a motion to pay our share of the Westfield Fire Department January 2010 expenses in the amount of \$19,564.28 to pay our share (Likley stated believe me this is gonna be a true nightmare) **Trustee Harris seconded the motion. Roll call: Likley, aye; Oiler, aye; Harris, aye.**

An extensive, lengthy discussion and deliberation to discuss budgeting and contract was held over the next 90 minutes. Under Bill Thorne's advisement a 2010 budget must be agreed too before tackling the ultimate long range contract.

Therefore, a budget for the fire department was created by using Trustee Likleys concept and theory of working backwards with the assistance of Bill Thorne.

1. Start with twp. estimated real estate tax revenue **(\$85,000)** plus **\$6,000** (Gloria Glens)= \$91,000
2. \$91,000 divided by (township share) 55%= **\$166,000 (round figures)**
3. Estimated 2010 expenses which includes a full time fire chief is **\$209,000**
4. Township share of \$209,000 (\$209,000 x 55%= \$114,950) the township would use the \$85,000 real estate tax revenue, + \$6,000 Gloria Glens, + \$23,650 soft billing
5. \$209,000 less \$166,000 = \$43,000 is the **over all short fall**
6. Township share of the **\$43,000 short fall** x 55% = **\$23,650**. Township will use their soft billing to cover that amount
7. Villages will make up the difference of \$19,350 by using their income tax funds or whatever they choose if they do not want to soft bill their residents.
8. Township would like to work out an amended contract with the Village of Westfield Center for the operation of the fire department for the year 2010.

9. Township would like to include in the amendment that all monies will be paid to one fiscal officer who would be responsible for paying all expenditures from a single fund consistent with the line item budget agreed to. Township would like to receive a monthly expenditure report and to make the budget subject to a quarterly review so that adjustments can be made for unanticipated revenue shortfalls or unanticipated events.

Trustee Likley moved to permit Bill Thorne to write a letter to the Village of Westfield Center and Gloria Glens and submit the township's proposed budget of \$209,000 with a split of 55%, 39%, and 6%. Proposing that it's an operating budget for the year 2010- for the fire department with terms and conditions to be worked out, seconded by Trustee Harris.

Roll call: Oiler, aye; Harris, aye; Likley, aye.

Bill Thorne related to the board that a draft letter would be sent to each member of the board by Thursday or Friday of this week for their approval. Obviously if the letter needs changes, a special meeting would have to be held but if the draft is approved then the letter can go out to the 2 villages.

No other business to come before this board, **Trustee Oiler moved to adjourn. Everyone signified by saying aye.**

Approved March 1, 2010