Westfield Fire and Rescue District

Special Meeting
May18, 2020

Trustee Horner opened the meeting via Zoom on May 18th, 2020 at 6:39 pm. Roll call: Horner- here, Schmidt- here, Patterson- here.

Special Guests

- Andy Leitch (OTARMA rep)
- Mike Lyons (legal counsel)
- Tim Kratzer (township resident)
- Kevin Rych (Fire Association President)
- David Laurila (surveyor working with ZI Sims)

Comments from floor

- Andy Leitch with OTARMA spoke about the verbiage in the lease agreement. Andy suggests the 'lease amount' section should be filled in with "as per breakdown of annual insurance policies." The insurance for the building is $3 million/occurrence for property. This includes the building and anything attached to the building. The blanket policy will include all the properties owned. In this case it is the old fire building and the new building (totaling $4.2 million). The liability limits can be increased, however, Andy stated that most townships in the area have $3 million in liability limits. The lease is September 2020 through September 2021. Will need to be pro-rated to current.

  Mike Lyons weighed in on the witness section on the last page of the lease agreement. Mr. Lyons stated that a witness signature is not required, only the trustees signature is required.

Chief's Report

- Chief Fletcher in attendance.
- A demo was given at WFRD for the Vapore 2800 Inox priced at $3,376.80. This machine would be used to disinfect the squads for WFRD and Westfield Center Village police.
- The Vital Oxide fogging solution with two electrostatic applicators and 55gallons of solution is being looked at for disinfecting at the fire building- totaling $2,600.00. An applicator can be kept in the village hall for disinfecting use.

Trustee Horner makes a motion to pay the bills totaling $18,766.50; seconded by Schmidt. Roll call:, Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

- Fund Status (See Attached)
  Pooled Investments- $101,746.15
  Primary Checking- $219,359.48
  Total Fund status- $321,105.63

Correspondence (See Attached)

- Job and Family services responded with a notice of benefits paid in the amount of $18.41/pay ($25.23/month).
- OTARMA sent a Statement of Action Request. They need evidence of cyber security measures including a password policy and that the programming has been upgraded on the laptop. OTARMA also needs evidence of virus protection for the computers. WFRD needs to respond to OTARMA with the method of backing up all data. FO Kurtz is working on backing up her data as is Chief Fletcher.

Old Business

- Fax machine is still on backorder.
- Sidewalks for the new building should be poured soon.
- Signage- no new updates. Chief will reach out to the sign company.

New Business

- Open house for the new WFRD building is tentatively planned for late August 2020.

Announcements

- Next meeting will be June 1st at 6:30pm via Zoom.

Trustee Horner makes a motion to adjourn at 7:52 pm; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting adjourned.

Westfield Fire and Rescue District

Trustee Craig Horner, Chair

Trustee Micheal Schmidt

Trustee Kent Patterson