



WESTFIELD FIRE DEPARTMENT

4105 Lauder Road
Houston, TX 77039

BOARD OF DIRECTORS

Adrian Dillehay
Rick Reyna
Robby Orcha
Kirk Givler
Pat Siddons

Type of Meeting: Regular Board Meeting
Date of Meeting: July 31, 2017
Minutes Prepared by: Esmeralda De Los Santos

Start Time: 12:10 p.m.
End Time: 1:18 p.m.
Location: Westfield Fire Dept Central Station

OPENING AGENDA

Meeting Facilitator - Pat Siddons
Call to Order by - Pat Siddons at 12:10 p.m.
Roll Call by - Pat Siddons

ATTENDANCE AT MEETING

1. Fire Chief Stephen Whitehead
2. Adrian Dillehay
3. Pat Siddons
4. Kirk Givler

CITIZENS' FORUM

Persons desiring to address the Board must limit their presentation to no more than two minutes. The Texas Open Meetings Act prohibits the Council from responding to any comments other than to refer the matter to a future agenda, to an existing policy, or to a staff person with specific factual information. Claims against the Board, Fire Chief, or employees, as well as individual personnel appeals are not appropriate for citizens' forum.

- » None

CLOSED SESSION TO DISCUSS EMPLOYEE MATTERS AND / OR REAL ESTATE

- » No employee matters.
- » Real Estate: ESD Station 2 is still in the church's name. ESD lawyer is working on getting it into WFD.

APPROVAL OF MINUTES FROM LAST REGULAR BOARD MEETING ON JUNE 13, 2017

1st Motion by: Adrian Dillehay
2nd Motion by: Kirk Givler
Approved: Yes

FINANCIAL REPORT

- » Total Cash as of June 30, 2017: \$76,650.00
- » Maintenance on Apparatuses: 75% of this budget item has been used. Approximately \$18,000 left for the year
- » Overall WFD still has approximately 4% or \$37,858 of unallocated funds in the budget. Usage of funds TBD as needs arise.
- » Payroll expense was larger than previous month due to an extra pay period.

APPROVAL OF FINANCIAL REPORT

1st Motion by: Kirk Givler
2nd Motion by: Adrian Dillehay
Approved: Yes

WESTFIELD FIRE DEPARTMENT

FIRE CHIEF REPORT

1. The following stats provided by Harris County Emergency Corps:
 - 1a. Total Calls for June: 121
 - 1b. Mutual Aid Calls: 10 provided/15 received
2. In July, M. Turrentine sent restitution checks, which we in turn gave the funds to ESD.
3. WFD is moving to a single source for payroll, time clock and accounting with Sage:
 - 3a. Payroll and Time clock has a monthly average savings of ~ \$215 per month, +/- dependent on the number of employees paid per pay period.
 - 3b. One time set up fee for both: \$524, no setup fee for the accounting.
 - 3c. Conversion is done by Sage
 - 3d. iPads are used as time clocks. Two are needed along with wall mounts, one for each station, total ~ \$760 for both.
 - 3e. System also maintains employee's schedules and volunteers are able to clock in/out to track their hours.
4. ESD wants to purchase 10 air packs.
5. Four notes left on E7 and L8, ~\$115,000/year.
 - 5a. ESD will try to pay it off early & hopes to replace E7 within the next 3 years.
6. WFD will purchase used apparatus from Ponderosa Fire Dept for ~\$200,000 to replace E3. Will have it in January 2018.
7. ESD put a hold on further remodeling of Station 2, but approved a generator for it.
 - 7a. Cost for generator: ~\$15,000.
 - 7b. Pat stated generator should be elevated at least 2 or 3 feet due to flooding.

CONSENT AGENDA

All items listed under Consent Agenda are considered to be routine in nature and will be enacted by one motion and vote. There will not be separate discussions of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

APPROVAL OF PAYROLL EXPENSE FOR AUGUST 2017

- 1st Motion by: Adrian Dillehay
2nd Motion by: Kirk Givler
Approved: Yes

REVIEW AND DISCUSS PAYMENT OF BILLS FOR JUNE / JULY 2017

- 1st Motion by: Adrian Dillehay
2nd Motion by: Kirk Givler
Approved: Yes

WESTFIELD FIRE DEPARTMENT

DISCUSS AND APPROVE OPEN HOUSE EXPENDITURES ON DATE OF BLOOD DRIVE

- » Date: Sep 2, 2017
- » Time: 10 a.m. to 2:30 p.m.
- » Media Coverage is expected.
- » Volunteers needed.
- » General consensus was that most of the Fire Board and firefighters will be out of town due to Labor Day weekend.
- » Fire Board requested to change the date of the drive to November so it will coincide with ESD's tentative 75th anniversary plans. If the date cannot be changed, nothing extra for the Open House, e.g., bounce house, etc., will be approved for the September blood drive. Instead, Fire Board would like to schedule an additional blood drive in November.

NON-ACTION ITEMS

- » None.

OLD BUSINESS

1. WFD will not be moving forward with the purchase of workout equipment - quotes were presented to the Fire Board during last month's regular Fire Board Meeting.
2. Judy, our Auditor, has started working on the yearly audit as required by ESD.
3. Discussion and approval of purchase of SCBA Bottles was deleted from the agenda.

NEW BUSINESS

1. The owners of the parked trailers and El Camino were informed their assets will be towed if not moved within two weeks from July 31st.
2. The purchase of new thermal imaging camera(s) will be discussed with the Officers prior to purchasing.
3. 2017 Awards Banquet Celebration budget is \$6500, the same as last year. Fire Board would like to see budgeted expenditures for 2017 Awards Banquet Celebration in their next meeting.
4. If WFD decides to allow firefighters to work more than their max allotted hours to cover open shifts, an updated SOP and budget is needed as well as legal counsel.
5. Fire Chief to approach ESD regarding the recruitment of a Shift Commander with Captain's pay for next year. With that, Fire Chief will research the cost of having a Shift Commander, with hopes of having said position in place next year.

DATE FOR NEXT BOARD MEETING

- » August 14, 2017 at Noon

ADJOURNMENT

Time: 1:18 p.m.

1st Motion by: Adrian Dillehay

2nd Motion by: Kirk Givler

Approved: Yes