



**Hanover Township Board of Trustees
October 8, 2014 Meeting Minutes**

Call to Order: Board Vice President Doug Johnson called the meeting to order at 6:00 PM. Mr. Johnson then led the pledge of allegiance and gave the opening invocation.

Roll Call: As Fiscal Officer Elizabeth Brosius was absent, Mr. Johnson appointed Julie Prickett as Acting Clerk for the Board meeting. Ms. Prickett took a roll call with Messer's Johnson and Miller present. Other officials present: Township Administrator Bruce E. Henry and Fire Chief Phil Clark. Board President Fred Stitsinger, Fiscal Officer Betty Brosius, Road Superintendent Scot Gardner and BCSO Deputy William Bowling were all excused absent.

Approval of Meeting Minutes: Motion made by Mr. Miller, seconded by Mr. Johnson to approve the September 10, 2014 Regular Meeting minutes as submitted and to approve the warrants signed for release. All Trustees present voted yes. Status reports were distributed to the Board for review and were approved.

Guest Speakers: There were no guest speakers.

Citizen Participation: No citizen in attendance addressed the Board.

Administration Reports

Law Enforcement: Mr. Henry gave the following report for the month of September 2014 for Deputy Bowling who was on vacation leave:

Butler County Sheriff's Office
District #6
Hanover Township Contract Cars
Monthly Report for September 2014

<u>Activity Area</u>	<u>Month Totals</u>	<u>YTD</u>
• Dispatched Calls: 151		1,299
• Felony Reports: 08		63
• Misdemeanor Reports: 14		148
• Non-Injury Crash: 8		83

• Injury Crash: 04	41
Total Reports: 34	314
• Assists/Back Up: 21	249
• Felony Arrests: 9	29
• Misdemeanor Arrests: 07	67
• OMVI Arrests: 2	11
Total Arrests: 18	106
• Traffic Stops: 22	323
• Moving Citations:08	182
• Warning Citations: 13	161
• FI Cards: 0	00
• Civil Papers Served: 0	03
• Business Alarms: 3	28
• Residential Alarms: 15	96
• Special Details: 1	23
• COPS Times: 5,080 (<i>Min.</i>)	46,245
• Vacation Checks: 14	143

Reporting: Deputy Bowling and Deputy Lentz/by BEH

Fire/EMS: Chief Clark presented the following report for the month of September 2014.

Hanover Township Fire Department
Monthly Report for September 2014- Phil Clark Fire Chief
(Presented in October 2014)

Run and detail activity for the Fire and EMS operations are reflected in the following numbers:

• Emergency Medical Operations/Squad Runs:	45
• Motor Vehicle Accidents:	09
• Fire Runs:	12
• Fire Inspections:	04
• Air & Light Truck Call Out:	05
• Knox Box Details	00
• Other	00

- Total for the month:

**75 Runs/Operations
(65 Fire/EMS Runs)**

Total Year to Date: 608 Runs/Operations

(September 2013: 46 Runs/Operations)

Total for 2013	750	<i>Eight Year Average: 685</i>
Total for 2012	693	
Total for 2011	719	
Total for 2010	748	
Total for 2009	676	
Total for 2008:	669	
Total for 2007:	717	
Total for 2006:	505	

Road/Cemetery: Mr. Henry presented the following report for the month of September 2014 for Road Superintendent Scot Gardner who was on medical leave:

**SUPERINTENDENT'S REPORTS
(October 8, 2014)**

Millville Cemetery Operations Report September 1 through September 30, 2014

1 Graves sold to Township residents (@ \$610)-----	\$ 610.00
2 Grave sold to nonresident-----	\$ 1,790.00
0 Old resident graves-----	\$ 0.00
7 Full Interments-----	\$ 6,700.00*
0 Baby interments-----	\$ 0.00
1 Cremations-----	\$ 400.00
Foundation and Marker installation fees-----	\$ 3,224.40
Total: -----	\$ 12,724.40

*6 @ regular fee of \$900 = 5400; 1 @ weekend fee of \$1100 + 2 hours OT each = \$1300

Other Cemetery activities:

1. Mowed four times
2. Trimmed twice
1. Fixed graves and sink holes
2. Fixed one of the mowers because of an uneven cut
3. Cleaned equipment
4. Bought a back pack blower and started blowing off all the headstones in the cemetery
5. Trimmed all the bushes in the front of the cemetery
6. Walked through entire cemetery and picked up trash

**Road, Streets and Park
(Scot Gardner)**

1. Trim trees on Fairy Drive, Rafhuse Avenue, Old Gardner, New Gardner, and Bevington.
2. Performed dirt work on Rosary Circle and Millville Avenue.

3. Repaired playground digger at Park.
4. Got 3 tons of cold patch from Valley. Fixed potholes on Four Mile and Round Hill.
5. Picked up limbs along Metro Park on Hogue.
6. Painted front posts at Community Center.
7. Fixed gutter at Firehouse.
8. Repaired bumper on the monster truck in the Park playground.
9. Picked up deer carcass on Route 177.
10. Mowed Park and trimmed bushes.
11. Placed signs at parking lot.
12. Trimmed bushes at the Cemetery.
13. Replaced railroad ties in the Park and mulched.
14. Ordered salt.
15. Had T-8, T-2, and T-5 repaired.
16. Replaced light at the Firehouse.
17. Replaced light on the sign at the Community Center Building.
18. Mowed grass and used weed eater at the Cemetery on Minton and Reilly-Millville.
19. Cut up a fallen tree on Nichols.
20. Removed a tree limb hanging in the road on Cochran Road.

Administrator's Report

Mr. Henry presented the following report to the Board:

Administrator September 2014 Summary Report (Presented October 2014)

- **Cemetery Issues:** As an interim move, Brandon Combs is still operating as the Millville Cemetery Sexton as further analysis of the operation continues. He appears to be doing well.
- **Fire/EMS Run Data:** Prepared report for September runs. Run times are better and mutual aid called in is significantly down again. Average run time for September was 12.45 minutes.
- **Fire Department:** Worked with the Fire Chief and Deputy Fire to review new operational directives and amend SOPs for another officers and departmental meeting.
- **Board and Financial Reports:** Obtained data from the Fiscal Officer and prepared Township funds analysis for the monthly and special Board meetings. Prepared Trustee packets. Prepared numerous contracts and permits for facility rentals. Updated contract forms.
- **Maintenance Issues:** Spoke with residents again about yard maintenance issues on Hamilton Scipio Road, Amarillo Drive, Laredo Drive and Hamilton Richmond Road. Also have been working with Building and Zoning on these issues. Also touched base with the Auditor and Treasurer's Offices.
- **Building and Zoning:** Have been working with Jim Fox on several properties; there are some problematic issues about condemning certain properties.
- **Park Committee/Special Event:** Held meetings/Working with the Park Committee for the Hanover Haunted Harvest October 26th and Veterans Day Ceremony November 11th.

- **Records Request:** Assisted the Fire Department in processing records requests.
- **Records Training:** Set up certified training on Public Records and Sunshine laws as presented by the State Auditor's Office for October 3, 2014. Serving as designated alternate for Doug Johnson and Fred Stitsinger.
- **Employee Meeting:** Held employee meeting to discuss work rules, code of conduct and job expectations. Also covered some basic first aid applications.

Personnel Actions and Other Items of Note

Road Department: Tom Marinich has resigned effective October 17th as a full time Road Department Public Works Worker II employee. There are at least two other possible candidates to fill this position within the Board approved classification plan (We have either interviewed or the person works for the Township part time).

Updated 10/8/14: After another interview, a decision was made to promote Randy (Claude) Goins from part time to full time as a Public Works Worker II 17.38 per hour effective October 13, 2014.

Appointment of new personnel: Fire Department- None recommended this month.

Other General Actions:

Working with Road and Cemetery personnel to catch up on maintenance and discuss work levels/output. Scot Gardner is still out on vacation and medical leave.

Continuing work on revising records policy to be submitted to the state. Need to hold a local Records Commission meeting in November.

Continuing review of Township Rules of Conduct and Fire Department SOPs that are related for possible changes and follow up in the next 5 months. Fire Inspections 6.0 was changed for 9/30/14.

Items Still Pending/Delayed: Fuel Card follow up is still pending; Personnel Policy Review with changes still pending

Of Note- Budget Information for September 30, 2014

Cash Balance as of September 30, 2014: \$1,533,842.91

1) Total Expenditures all funds for September 2014: \$167,226.48

2) Total General Fund cash on Hand September 30, 2014: \$639,045.71 (41.66% of Total funds)

3) Total Fire/EMS Fund cash on hand September 30, 2014: \$425,567.63 (27.75%) of Total

4) Monthly Revenue and Expenditure Reports are attached.

History of Cash Balances

Cash Balance: \$1,380,611.21

Cash Balance: \$ 1,331,175.05

31-Jan-14

28-Feb-14

Cash Balance January 2013: \$1,490,856.40

Cash Balance February 2013: \$1,492,672.30

Cash Balance: \$1,259,054.92	31-Mar-14	Cash Balance March 2013: \$1,419,215.62
Cash Balance: \$1,546,929.78	30-Apr-14	Cash Balance April 2013: \$1,772,884.02
Cash Balance: \$1,524,373.14	5/31/2014	Cash Balance May 2013: \$1,738,209.80
Cash Balance: \$1,506,977.71	6/30/2014	Cash Balance June 2013: \$1,672,064.17
Cash Balance: \$1,517,738.15	7/31/2014	Cash Balance: July 2013: \$1,631,063.65
Cash Balance: \$1,286,101.15	8/31/2014	Cash Balance: August 2013: \$1,513,012.95
Cash Balance: \$1,533,842.91	9/30/2014	Cash Balance: September: \$1,668,378.75

Mr. Henry also provided revenue and expenditure reports and noted that the second half year property tax settlement was lower than the first half year.

Mr. Henry also requested that a Records Commission meeting be scheduled in order for the Township to remain in compliance with the Ohio Revised Code sections regarding public records.

Mr. Henry also noted that Michael Jackson, newly promoted Fire Lieutenant , was in attendance.

Old Business

POW/MIA Memorial Dedication Thanks/Report: Mr. Henry reported that the POW/MIA memorial dedication ceremony went very well. Mr. Henry shared a thank you note from the Marine Corps League as well as photos of the event. Mr. Henry reported that the Road Crew did a good job with set-up. Mr. Henry also reported that BCSO participated in the ceremony and State Representative Derickson presented a Resolution.

Update – Fire/EMS Run Data for September: Mr. Henry reported that the average response time had slightly increased to over 12 minutes. Mr. Henry also noted that HTFD continues to provide mutual aid to other jurisdictions. Mr. Henry stated he would continue to analyze costs but it appears that the stipend shifts as well as the Fire Department command staff’s efforts to monitor runs have contributed to an overall decrease in costs. Mr. Henry provided run summaries to the Board for its review.

Public Solicitation/Ideas on Community Development Block Grant Application: Mr. Henry noted that a list of ideas solicited from the public and from the Park Committee members for the community development block grant application was in the Trustees’ packets. Mr. Henry noted that a resolution regarding the grant application was on the meeting agenda.

Property Maintenance Issues Update: Mr. Henry explained he had stopped preparing to schedule nuisance hearings upon learning from the County Auditor that when properties are sold through a Sheriff’s sale the lien cannot be collected. The worst property would cost the Township \$10,000 to \$14,000 to clear. Mr. Henry recommended that the Board not pursue a nuisance hearing on the property as the Township cannot afford to lose this money. Mr. Henry also reported that he had requested the County Zoning Department declare the property a nuisance; however, Zoning Department staff informed him the County cannot declare the property a nuisance because the staff cannot enter the structure and therefore cannot make a determination.

Other Old Business: Chief Clark reported that the Fire Chiefs’ Association had met and it was learned that the State had required some updates to hazardous materials mutual aid agreements which is why the County EMA had requested jurisdictions approve an updated memorandum of understanding for hazardous materials mutual aid responses. Mr. Miller made a **motion** to take

Resolution No. 42-14 off the table and approve it. Mr. Johnson seconded the motion. Upon roll call, both Trustees voted yes.

Resolution No. 42-14

Approving Updated Memorandum of Understanding for Hazardous Materials Response/Mutual Aid as Authorized by Ohio Revised Code 5502.41

Whereas, Hanover Township Fire Department has cooperated with jurisdictions throughout Butler County for hazardous materials cooperative response as originally approved by an agreement entered into by the Township through Resolution No. 16-91 in October 1991 pursuant to authority through the Ohio Revised Code, Section 5502.41: and

Whereas, the Butler County Hazardous Materials Cooperative is recommending an updated agreement which has been reviewed by the Butler County Prosecutor's Office for approval by all participating jurisdictions; and

Whereas, the Board of Trustees tabled this measure on July 9, 2014 for further review by the Fire Chief and report back to the Board; and,

Whereas, after review this measure now comes before the Board on October 8, 2014 as the Fire Chief has reported this is the same agreement signed many years ago by the Township and approved by the Fire Chief's Association,

Be it resolved by the Board of Trustees of Hanover Township Butler County, Ohio

Section I. That to promote effective hazardous materials response through cooperative support and response, the Board hereby approves the Mutual Aid agreement as set forth in the attachment herewith labeled "Attachment Resolution No. 42-14" and approve the signing of said agreement.

Section II. That the Fire Chief is authorized to take all necessary steps to participate with the Butler Country Hazardous Materials Cooperative

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 8th day of October 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Also under other Old Business, Chief Clark reported that contractors were unwilling to provide him a quote for installing ice breakers on the Fire Department roof, possibly because the job was too small. Chief Clark stated he planned to get a price estimate from Kelly and Carpenter as this contractor had performed similar work on the dog pound building.

Also under other Old Business, Mr. Johnson asked Chief Clark to give an update on the status of the door locks for the firehouse and noted that his key still did not work. Chief Clark stated that Stan Gentry was working on getting all of the locks operational and that the problem appeared to be a bad batch of boards which make the key cards inoperable. Chief Clark stated that arrangements would be made for regular keys as well as key cards. Mr. Johnson emphasized his position that this project was a priority.

New Business

Proposed 2015 Road Improvement Program: Mr. Henry reported the County's 2015 Road Improvement Program meeting was set for October 9 at 10:30AM. Mr. Johnson reported that he had a schedule conflict and would be unable to attend. Mr. Henry reviewed a list of 2015 road program needs for the Township that would be presented at the meeting. Mr. Henry suggested that due to the rising costs for road improvements, the Township should consider a levy for road and bridge work.

Resolution No. 48-14 Community Development Block Grant Ratings/Applications: Mr. Henry explained this resolution authorizes application for CDBG funding for three projects and prioritizes the projects in order of importance. After some discussion, Mr. Miller made a **motion** to approve Resolution No. 48-14, which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

Resolution No. 48-14

Authorizing the Filing of the 2014 Application(s) for Community Development Block Grant Funding and Prioritizing of Projects for Hanover Township

Whereas, the Board of Trustees and Township Administration have reviewed the requirements for the 2015 Community Development Block Grant Program; and

Whereas, the Township has several key projects that merit consideration under the Community Development Block Grant Program as suggested by citizens and the Administration; and

Whereas, key projects were discussed in two Public Meetings with public input solicited on September 10, 2014 and October 8, 2014 and recommendations were received from the Township Ad Hoc Park Advisory Committee as part of Committee discussions over the last 3 months; and,

Whereas, all the projects discussed have been placed on a list for continued consideration and guidance to the Township and are reflected in the attachment herewith,

Whereas, the Board of Trustees rate several of these projects as a high priority based upon resident input this year and input received from a 2012 Citizen Survey conducted by Miami University.

Be it Resolved by the Board of Trustees of Hanover Township, Ohio

Section I. That the Township after considering citizen input and Park Committee recommendations, do hereby authorize three project applications for Community Development Block Grant Funding in 2015 identifying and rating these projects as set forth in the attachment hereto labeled "Attachment to Resolution No. 48-14 CD Project Ratings."

Section II. That the Board will commit in kind services and/or direct cash contribution of up to 10% or more for each of the three projects submitted. Amounts are specified in the attachment hereto.

Section III. That the Township Administrator is hereby authorized to complete the necessary documents and sign the appropriate forms to submit said projects to the Butler County Community Development Department by November 7, 2014.

Section IV. That the Board of Trustees acted upon this matter in an open public session and is a reflection of the action taken on October 8, 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 49-14 Approve Taxation Rates/Amounts: Mr. Henry explained the Township is required to annually certify tax rates and levies as determined by the County Budget Commission to the County Auditor. After some discussion, Mr. Johnson made a **motion**, seconded by Mr. Miller, to approve Resolution No. 49-14. Upon roll call, both Trustees voted yes.

Resolution No. 49-14

Accepting The Amounts and Rates as Determined By The Budget Commission And Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Whereas, the Board of Trustees and Administration have been evaluating Hanover Township's finances and reviewed the proposed tax rates and levies based upon information from the County Budget Commission; and

Whereas, the Board of Trustees in accordance with provisions of the Ohio Revised Code (Sections 5705.34 and 5705.35) has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2015;

Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That the amounts and rates as determined by the Budget Commission in its Certification, be and the same are hereby accepted.

Section II. That there be and hereby is levied on the tax duplicate of Hanover Township the rate each tax necessary to be levied within and without the ten mill limitation as reflected in the attachment labeled "Resolution No. 49-14 Attachment" (Schedule A and B).

Section III. That the Fiscal Officer is directed to deliver this Resolution and supporting documentation to the County Auditor and County Budget Commission as required by law.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 8th day of October 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Resolution No. 50-14 Then and Now Issues: Ms. Henry explained the routine house-keeping nature of this resolution. This resolution covers payments to Vogelpohl Fire Equipment, A&A Safety, Zoll Medical Corporation and Nancy Nix, Butler County Treasurer. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 50-14 which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

Resolution No. 50-14

Approving Purchase Orders and Subsequent Expenditures Provided Under the “Then and Now” Process as Recommended by the Fiscal Officer

Whereas, the Fiscal Officer reported on recent “Then and Now” activity and in particular actions associated with payments to Vogelpohl Fire Equipment, A&A Safety, Zoll Medical Corporation and Nancy Nix, Butler County Treasurer; and

Whereas, the Fiscal Officer recommends that payment associated therewith be authorized through a “Then and Now” Purchase Order (amounts over \$3,000.00) officially approved by the Board and payment made accordingly; and

Whereas, the Board of Trustees concurs with the recommendation of the Fiscal Officer,

Be it resolved by the Board of Trustees of Hanover Township Butler County, Ohio

Section I. That to promote sound and efficient fiscal operations for the Township, the following items are hereby approved:

- A) \$5,303.98 Vogelpohl Fire Equipment** (Fund 2281- \$5,303.98)
- B) \$4,876.74 A&A Safety** (Fund 2141 \$2,513.80 Fund 2231 \$2,362.94)
- C) \$48,913.59 Nancy Nix, Treasurer** (Fund 1000 \$48,913.59) BCSO Payments
- D) \$Zoll Medical Corporation GPO** (Fund 2281 \$4,500.00)

Section II. That the Fiscal Officer is authorized to take all necessary steps to process said expenditures and provide payment accordingly.

The foregoing resolution was adopted in an open public meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 8th day of October 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Motion – Transfer of Funds Bond Payment – Fire Station: Mr. Henry explained that based upon the Township’s bond payment schedule for the Fire Station Project, it was time to make a

payment of \$97,515.00 to the Deutsche Bank Trust Company and to make said payment, the Township must transfer funds from Fund 2281 to Fund 3102. Mr. Henry noted that both he and the Fiscal Officer recommended the passing of a motion to provide for proper accounting.

Motion: Moved by Mr. Johnson, seconded by Mr. Miller, to approve the transfer of \$97,515.00 from Fund 2281 to Fund 3102 and approve payment to Deutsche Bank Trust Company in the same amount. After discussion, a roll call vote was taken with both Trustees voting aye.

Resolution No. 51-14 Approve Revision of Solid Waste Plan: Mr. Henry explained that the Solid Waste District would be reducing the solid waste generation fee and each jurisdiction was required to approve the fee change. After some discussion, Mr. Miller made a **motion** to adopt Resolution No. 51-14 which was seconded by Mr. Johnson. Upon roll call, both Trustees voted yes.

Resolution No. 51-14

A RESOLUTION/ORDINANCE TO ADOPT THE REVISION OF THE SOLID WASTE GENERATION FEE AND AMEND SECTION VIII OF THE SOLID WASTE MANAGEMENT PLAN OF BUTLER COUNTY, OHIO

WHEREAS, Hanover Township is located within the jurisdiction of Butler County Recycling and Solid Waste District (District) and;

WHEREAS, Butler County Recycling and Solid Waste District (District) Policy Committee prepared and adopted a resolution decreasing the generation fee **from \$1.00 to \$0.82** for every ton of solid waste generated within Butler County in accordance with Ohio Revised Code Section 3734.56 and;

WHEREAS, the District Policy Committee amended Section VIII of the current solid waste management plan for Butler County to include the budgetary changes that resulted from the decrease in generation fee revenue and;

WHEREAS, the District has provided a copy of the resolution and associated budgetary changes in Section VIII of the current approved solid waste plan for ratification to each of the legislative authorities of the District and;

WHEREAS, the Hanover Township Board of Trustees must decide whether it approves of said resolution and amended Solid Waste Plan within sixty days of receipt of the resolution and amended Solid Waste Plan (by November 15, 2014),

NOW, Therefore, Be It Resolved by the Board of Trustees of Hanover Township:

1. That the Board Hereby::

a. **approves the resolution and amended solid waste plan** or:

b. _____disapproves the resolution and amended solid waste plan.

2. The Clerk/Fiscal Officer is hereby directed to send the District a copy of this resolution to the attention of Ms. Anne Fiehrer Flaig, District Coordinator, Butler County Recycling and Solid Waste District, 130 High Street, Hamilton, Ohio 45011.

3. That it is found and determined that all formal actions of this Board of Trustees concerning and relating to the passage of this resolution/ordinance were adopted in an open public meeting of the Board of Trustees on October 8, 2014 and in compliance with all legal requirements including Sections 121.22 of the Ohio Revised Code.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

Motion – Approve Purchase of Fire Gear: Mr. Henry explained that every year it is necessary to purchase a certain amount of fire gear to replace old and/or provide for newer hires in the department. Based upon an evaluation of need, the Fire Chief had recommended the purchase of certain items from Vogelpohl Fire Equipment Company for an amount not to exceed \$11,000.00. The Township Administrator and Fire Chief recommended the passing of a motion to provide for purchase and proper accounting.

Motion: Moved by Mr. Miller, seconded by Mr. Johnson, to approve the purchase of fire gear from Vogelpohl Fire Equipment Company for an amount not to exceed \$11,000.00. After discussion, a roll call vote was taken with both Trustees voting aye.

Health Insurance Proposal Discussion/Update: Mr. Henry reported that he was still waiting on a quote from Medical Mutual so he was not unable to make a recommendation. Mr. Henry stated he had received quotes from three other carriers to date. Mr. Henry stated that the Township’s current carrier was no longer offering coverage due to changes that occurred under the Affordable Care Act. Mr. Henry noted that it was not possible to get a plan that exactly matches the plan currently in place; however, it would be possible to get a similar plan. Mr. Henry requested the Board schedule a special meeting before November 1 to review plan options and take official action.

FYI Only – EMA Letter and Assessment for 2015: Mr. Henry reported that the Township had received an invoice for its 2015 per capita payment for EMA costs. Payment is not due until the first quarter of 2015.

For the Record – Journalize Fire Agreement: Mr. Henry reported that the Fire Chief had submitted an agreement between the Colerain Fire Department and the Hanover Township Fire Department regarding sharing training and use of facilities. Mr. Henry stated that no Board action was needed; however, the matter was made an agenda item in order to journalize the agreement.



Colerain Township Department of Fire & E.M.S
4160 Springdale Road
Colerain Township, Ohio 45251
(513) 825-6143

Affiliation Agreement with Colerain Township
Department of Fire & E.M.S

This document is drafted for the purpose of outlining guidelines for the use of training facilities under the ownership by the Colerain Township Trustees and the direction and management of the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) for use in fire protection and technical rescue related training. Its purpose is to bely any questions regarding the use of the facilities and adjuncts in its inventory; and to outline their cost, provisions of their use and what assistance compliments their reservation. It should be taken for granted that preferential treatment will be given to requests within the organization to use said adjuncts and facilities before any consideration to outside agreements. However, the Colerain Fire & EMS is clearly interested in the sharing of resources with regional fire department and other public safety agencies in the interest of promoting firefighter training, education and safety.

Colerain Fire & EMS has assumed a considerable expense to acquire a number of training sites, housing a range of facilities that serve as adjuncts for its employees. At the date of this documents origination, these facilities include a two-story metal frame constructed building designed to facilitate live fire training according to the *National Fire Protection Association (NFPA) 1403: Standard on Live Fire Training Evolutions* guidelines, a five-story metal frame tower, and a wood frame structure designed to train Rapid Assistance Teams (RAT) and vertical ventilation evolutions. It is imperative, given the significance of the investment in these tools, that caution and discernment be exercised in protecting their longevity to insure they be available for many years to the employees of Colerain Fire & EMS as well as fire departments and public safety agencies within the region, in need of such resources.

The following should represent terms for reserving the right to use facilities assigned to the Colerain Fire & EMS. These terms are not subject to negotiation and should be considered binding upon the signing of this document and will become effective for the period of time declared with this agreement only. These terms should not be considered or interpreted in any way, to represent any long term agreement until the signature page is completed in its entirety, and the agency is approved by the Colerain Fire Department's Training Division. Colerain Fire & EMS reserves the right to suspend this agreement at any time. It is understood, in the event that Colerain Fire & EMS exercises its right to suspend this agreement that after the transfer of any funds for the reservation of any of its facilities, said funds will be returned to an agency's representative signed, upon notification of such cancellation. This agreement is largely designed to protect the longevity of its facilities and to offset the cost of added use by external agencies. It is understood with this agreement that agencies using the facilities included will adhere to any directive provided by Colerain Fire & EMS regarding the parameters of usage and are returning the facilities to an acceptably clean and usable condition after use. Any additional training tools



Colerain Township Department of Fire & E.M.S
4160 Springdale Road
Colerain Township, Ohio 45251
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needed to comply with NFPA 1403 requirements shall be provided by the user and will be required to preserve the integrity of this agreement.

Facilities and adjuncts that are available through this agreement are as follows:

- Live burn building located in the rear of 4200 Springdale Road, Colerain Township (Twp.), Ohio 45251, as described in this document.
- Five-story tower located in the rear of 4200 Springdale Road, Colerain Twp., Ohio 45251, as described in this document.
- RAT and vertical ventilation structure located in the rear of 4200 Springdale Road, Colerain Twp., Ohio 45251, as described in this document.
- Classroom facility located at 11865 Colerain Avenue, Colerain Twp., Ohio 45252 as described in this document.
- Classroom facility located in the lower level of 4200 Springdale Road, Colerain Twp., Ohio 45251, as described in this document.

Reservations

The following should provide direction for identifying and reserving needed facilities. When an agency determines the need for a Colerain Township Facility, it is necessary that said agency contact Colerain Fire & EMS's Training Division to negotiate times and availability for the needed facilities. It should be understood that preference will be granted to employees of Colerain Fire & EMS for use of these facilities. Every effort will be made to accommodate fire department and public safety agencies from the region, requesting the use of training facilities. To make such reservations, it is necessary to contact Colerain Fire & EMS's Training Division at (513) 245-5451. This reservation is subject to final approval from the Training Division's Command Staff and confirmations will be sent once they are approved. These arrangements are subject to time limitations managed by the Training Division staff. All facilities will require access to be granted on the day of usage which will be provided by a representative designated by the Assistant Chief of Administrative Services. This representative will also be responsible to inspect facilities before and after usage to ensure compliance with Colerain Fire & EMS protocols and secure the facilities used.

Live Burn Building

The Live Burn Building is located in the rear of 4200 Springdale Road. It is a two-story metal framed building constructed within guidelines of NFPA 1403 for the purpose of live fire training. It has the capability of real time data regarding temperatures and provides variety in scenario based learning. With its use, is required one Colerain Fire & EMS training employee, to be assigned and approved by the Department's Assistance Chief of Administrative Services. The list of these approved monitors will be maintained by the Training Division Captain and the



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scheduling is to be managed by the Training Division. The monitor will be responsible to provide access to the reserved facilities and will be tasked with monitoring the use of the facility especially as it relates to temperatures during live burns within the burn building. With the reservation of the Live Burn Building, the Training Division will also make available, the use of one classroom (upon request and subject to availability) on this site, restroom facilities and parking for apparatus associated with the training. Colerain Fire & EMS will also make available straw for the use of burns in the burn building that amount to two to three bales per burn scenario and two to three pallets per burn for the same purpose. This provision will be made based upon information exchanged at the time of reservation of the facilities and the items will be onsite on the day reserved for the outside agency for training. The cost of these provisions will be reimbursed to Colerain Fire & EMS Training Division. The availability of scheduling for this facility is subject to approval by Colerain Fire & EMS's Training Division. The reimbursement for use of these facilities shall be made within 30-days of the date of usage. Failure to meet such obligation will void any future agreement between Colerain Fire & EMS and the user. Please see the "tower request form" for specific fees associated with facility rentals and burning supplies.

Other Facilities

Different from the aforementioned facilities, others within the inventory are not as technically designed and have a more utility application. These facilities are no less valuable to Colerain Fire & EMS. Their use will require that a monitor be present to ensure their security and assist the user in their training session. These include the RAT and vertical ventilation structure and Training Tower located in the rear of 4200 Springdale Road, as well as, classrooms located at 4200 Springdale Road and 11825 Colerain Avenue. These facilities, in addition to classroom space offer audio and visual equipment that assist in the training. The use of these buildings differ in that there are no provisions for materials to be used at these facilities and only the space is being made available. These facilities require the use of one monitor who will be responsible for the security of the facilities. Reservations for these facilities shall be made in the same fashion as the other facilities; however, the scheduling is subject to being managed by Colerain Fire & EMS's Training Division. The rate of reimbursement for use of these facilities will vary based on the time period requested. During normal working hours the reimbursement for use of these spaces will be at a rate of \$50.00 per hour. "Normal working hours" will be defined as times normally being worked by those assigned to the Training Division (0800 – 1700 hours Monday – Friday). These times will exclude Township recognized holidays and weekends. Reservation during these times will not have a minimum number of hours required for their usage. Outside of the normal working hours of the Training Division, the rate for reimbursement will be \$125.00 per hour used with a minimum reservation being four-hours. Reservation of either the RAT and vertical ventilation structure or the Training Tower will include the use of the on-site classrooms at no additional cost. The reimbursement for use of these facilities shall be made within 30-days of the date of usage. Failure to meet such obligation will void any future agreement between Colerain Fire & EMS and the user.



Colerain Township Department of Fire & E.M.S
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Your signature to this document will attest to your understanding of the terms of this agreement on behalf of your agency and will be considered legal and binding. It however does not transfer any accountability for adherence to any industry standards and regulations to Colerain Fire & EMS. This agreement is subject to cancellation by Colerain Fire & EMS for violation of its terms and subject to availability to be governed by the Colerain Fire & EMS Training Division.

This is a long-term agreement that shall be in effect from the date initiated below, until the ending date within this document, but not to exceed a three year term. A new agreement must be signed once the ending date has been reached or after three years from the date initiated.

Please be aware that this document does not negate required forms for the utilization of Colerain Township Department of Fire & E.M.S. facilities (such as waivers; tower request forms; etc).

Long-Term Affiliation Agreement

Phillip Clark Name (Printed)	 Signature	9/30/2014 Date
Fire Chief Position	Hanover Twp. Fire & EMS Agency/Organization	

This affiliation agreement shall be in effect

From 11/10/2014 to 11/9/2017

Other New Business

Under New Business, Mr. Henry asked the Trustees to note correspondence in their meeting packets which included: Butler County Building Permit Reports for September 2014, an invitation to the BCTA Dinner/Meeting October 9 at the Elks, and informational pieces regarding the Public Records Act and Sunshine Law for the State Auditor's Office.

There being no further action or matters to consider, adjournment was in order.

Motion to Adjourn: Mr. Miller moved, seconded by Mr. Johnson, to adjourn the Board of Trustees meeting. Upon roll call, both Trustees voted yes.

Minutes Approved by the Board of Trustees as Witnessed by their Signatures:

Fred S. Stitsinger, President: _____

Douglas L. Johnson, Trustee: _____

Larry Miller, Trustee: _____

Date: _____

Verified by: Elizabeth A. Brosius, Fiscal Officer: _____

