

## MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

**MARCH 7, 2016**

The Miami Township Board of Trustees met in work session on Monday, March 7, 2016 at the Miami Township Civic Center. Chairperson Karl Schultz called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Karl Schultz, Ken Tracy and Mary Makley Wolff.

Mr. Wright gave the Board an update on the steps necessary for the debt issuance that will be completed this spring. Mr. Wright and Mr. Taphorn solicited quotes and interviewed two local bond underwriting firms. Mr. Wright is recommending the Board select William Blair & company as our selected underwriter as their fees would be approximately \$34,000 less than their competitor. Mr. Wright stated we are expected to maintain our excellent bond rating of Aa2, which will help achieve a low interest rate of a little less than 2 ½ percent.

Chief Kelly presented four (4) capital purchase requests that will come to the Board for action at the March business meeting. One is to proceed with their budgeted purchase of three Stryker Powerload patient transport systems. Chief Kelly is requesting approval to spend up to the \$90,000.00 that was budgeted for this project. There is assistance of \$29,000.00 from the BWC Safety Grant towards the purchase. The second request is to enter into an agreement with ZH Commissioning to conduct an extensive review of the department's facilities that is focused on the various energy systems that are contained in each building. The goal of this commissioning study will be to determine the effectiveness and efficiency of all of the operational utility components and to make recommendations for improvements or replacements that might require budgetary considerations. The cost of this agreement is quoted at \$5,600.00 to review, analyze and make recommendations on the three fire stations, the Public Safety Training Center and the Carr Building. ZH will assist with discovering and applying for any available grants and/or rebates. Chief Kelly also stated there are interested in working with ZH Commissioning to review and oversee the mechanical, electrical and plumbing systems for the new Station 29 project. This quote is \$6,250.00 for a total of \$11,850.00 for all Fire/EMS buildings. The third request is for the purchase of water rescue equipment that will focus on safety equipment for the victims and responders. The total cost for this equipment is \$9,958.00 which will buy helmets, dry suits, flotation vests, boots, equipment bags and other miscellaneous equipment items. The fourth request is for flow meters that allow the department to test fire hydrants and their vehicles for their capability to flow water. These meters can be attached to fire hoses, nozzles and hydrants to measure the output of water from each device. The cost is \$4,717.79 for these meters. Chief Kelly advised that these purchase requests were budgeted for in the 2016 budget.

Chief Kelly is requesting approval to submit for the Local Government Safety Capital Grant program through the Ohio Development Services Agency in order to purchase a Human Patient Simulator (HPS) four our department. Chief Kelly advised that in 2014 the Fire & EMS division received a \$50,000.00 donation in Memory of Natalie Fossier and a \$1,000.00 donation, this year, from Natalie's family. Chief Kelly would like to use these as "seed money" for the Local Government Safety Capital Grant as leverage to assist with funding this project. Chief Kelly advised he would like to purchase an adult and a pediatric simulator which would cost around \$100,000.00 total and would be split between our contributions and the LGSC grant. This will be an action item at the March business meeting.

Chief Kelly is requesting permission to post a part-time hiring process this spring. This will help improve the daily staffing model in coordination with the amount of part-time hours that have been budgeted for in 2016. Chief Kelly advised they have had a few resignations over the past year and their last part-time hiring occurred in May of 2015. Chief Kelly is requesting permission to post at this meeting.

Ms. Wolff made a motion to proceed with the posting for part-time hiring for the Fire/EMS Department, seconded by Mr. Tracy with all voting "AYE".

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Chief Madsen is requesting the Board grant Conditional Offer of Employment to Jake Dold for the position of full time Police Officer. This will not be adding to the head count of the department because this is replacing a position.

Mr. Tracy made a motion to grant a Conditional Offer of Employment to Jake Dold for the position of full time Police Officer, seconded by Ms. Wolff with all voting "AYE".

Mr. Elliff, Community Development Director, updated the Board with regard to the Property Maintenance Code noting he will be submitting the final copy at the March business meeting.

Mr. Elliff, Community Development Director, advised he will have a resolution, at the March business meeting, for the Board's consideration regarding initiating a zone change in the Miami area.

Mr. Musselman, Service Director, advised the Board that they are eligible to apply for up to \$50,000.00 in sign materials through the ODOT Township Safety Sign Grant. This grant is not for funds, instead it is for the actual materials. Mr. Musselman will fill out the application and update the Board when he hears back.

Mr. Musselman, Service Director, updated the Board on Service Department projects noting, there will be an Eagle Scout at the March business meeting to discuss his proposed project, they are working on quotes for the playground equipment replacement at Miami Meadows, working on construction drawings and specifications for the lake erosion at Miami Meadows, the contractor for the Leming House HVAC has ordered materials and is working to our schedule, the materials for the masonry work for the pylon sign has been ordered and the work will be done as weather permits. He is interviewing vendors for the Leming House restroom remodel, working with the Police Department on their lower level remodel and for their roof, working on getting quotes and plans for the Service garage project, the road resurfacing program is making progress and he is interviewing for part time positions for the parks and roads.

Chief Madsen is requesting permission for an out of Township travel for Detective Terry Eshman, April 4-8, 2016 to attend a seminar concerning Smartphone Forensics and Cellular Technology Certification. The seminar will be at the Tennessee Law Enforcement Training Academy in Nashville, Tennessee with a cost not to exceed \$1,395.00. This will be an action item at the March business meeting.

Chief Kelly is requesting permission for out of Township Travel for Jason Burbrink and Greg Ortman to attend the Zoll Summit Conference in Denver, Colorado from May 16<sup>th</sup> through May 20<sup>th</sup>. Zoll ePCR is the EMS reporting software platform and there are some major changes to the software that will occur in 2016 and will carry over into 2017. Chief Kelly feels this conference will provide staff with the latest information on the software changes and will provide them with a better understanding of what is needed to tailor the program to their needs. Mr. Burbrink and Mr. Ortman will be sharing one hotel room and the cost is will not exceed \$3,650.00. This will be an action item at the March business meeting.

Chief Madsen presented three bids for the chimney repair on the roof of the Police Department. Chief Madsen is recommending the Board approve Brickworks Masonry Service for their bid of \$1,800.00. This will be an action item at the March business meeting.

Krystin Thibodeau gave a recap of the annual Winter Blast noting it was attended by 211 people and the feedback was excellent. Mrs. Thibodeau did note the cost of the fireworks will increase by approximately 30%. Mrs. Thibodeau gave a cost analyses for this year and the projected costs for next year. The Board suggested more part-time employees be used to help cut salary costs and look into sponsors.

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Chief Kelly is requesting the Board to continue the lease agreement with the Milford Office Park Inc. for the temporary Station 29 facility. The new lease would extend the current least for one additional year, through March 31, 2017. The monthly rate on the extension will increase by \$60.00 per month, making the new monthly payment \$1,560.00. This will be an action item at the March business meeting. The Board asked about the activity from the temporary station. Chief Kelly stated the temporary station is accounting for almost one third of the runs handled in the Township.

**Public Comment:** None

**Executive Session:**

Mr. Tracy made a motion to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee or official pursuant to Section 121.22(G)(1) of the Ohio Revised Code, and to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or negotiations with other political subdivisions respecting requests for economic development assistance which is necessary to protect the interests fo the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project pursuant to Section 121.22(G)(8) of the Ohio Revised Code, seconded by Ms. Wolff with all voting "AYE".

Mr. Tracy made a motion to come out of Executive Session, seconded by Ms. Wolff with all voting "AYE".

With no further business to come before the Board the meeting was adjourned at 9:45 a.m.

ATTEST: \_\_\_\_\_  
Eric Ferry, Fiscal Officer

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Karl Schultz, Chairperson