

JANUARY 13, 2020

Held _____

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The Miami Township Board of Trustees met in work session on Monday, January 13, 2020 at the Miami Township Civic Center. Mr. Tracy called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Ken Tracy, Mary Makley Wolff and Karl Schultz.

Correspondence: Mr. Tracy advised of one liquor permit for Miamiville Trailyard LLC, 368 Center Street. There were no objections from the Police Department and no hearing is required.

Mr. Wright advised of a cost neutral personnel item within the Police Department and recommended along with Chief Mills to grant full-time employment to Sarah Mathews for the position of full-time police clerk with a six-month probationary period at a pay rate of \$21.29 per hour effective February 2, 2020. Also recommended is the existing full-time police clerk Marsha Garner to become part-time as she has requested, and Ms. Garner's rate of pay would continue at \$21.29 per hour.

Ms. Wolff made a motion to grant full-time employment to Sarah Mathews for the position of full-time police clerk with a six-month probationary period, at a pay rate of \$21.29 per hour with a starting date of February 3, 2020, and accept Marsha Garner's status change from full-time to part-time, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of three current part-time Firefighter/Medics resigning which are Chris Day and Bryan Schmidlapp effective December 31, 2019; the part-time Fire Inspector resigning is Tony Romano effective December 31, 2019; and full-time Firefighter/Medic Todd Purtee is resigning effective January 31, 2020.

Mr. Wright thanked Mr. Purtee for his service and noted that Mr. Purtee would like to return to backfill the part-time Fire Inspector position effective March 1, 2020.

Mr. Wright advised he and Chief Kelly recommend releasing from probation the nine new full-time members of the Fire Department: Ryan Flake, Jonathan Furbush, Maria Pyles, Austin Brown, Daniel Knapke, Shane Mathews, Brent Johnson, Ryan Hadley, and Justin Allen.

Mr. Schultz made a motion to accept the resignations of Chris Day, Bryan Schmidlapp and Tony Romano effective December 31, 2019, and the retirement notice of Firefighter/Medic Todd Purtee effective January 31, 2020, seconded by Ms. Wolff with all voting "AYE".

Ms. Wolff made a motion to offer part-time employment to Todd Purtee for the position of part-time Fire Inspector at a starting hourly rate of \$19.77 with a one-year probationary term effective March 1, 2020, seconded by Mr. Schultz with all voting "AYE".

Mr. Schultz made a motion to remove the following full-time FF/Medics from probationary status with the stated effective dates and pay rates reflected in the table below and in accordance with the approved CBA, seconded by Ms. Wolff with all voting "AYE":

<u>FF/Medic</u>	<u>Effective Date</u>	<u>Hourly Rate</u>
Ryan Flake	January 29, 2020	\$27.13
Jonathan Furbush	January 30, 2020	\$27.13
Maria Pyles	January 31, 2020	\$27.13
Austin Brown	February 1, 202	\$26.21
Daniel Knapke	February 4, 2020	\$26.21
Shane Mathews	February 5, 2020	\$28.46
Brent Johnson	February 6, 2020	\$28.46
Ryan Hadley	February 7, 2020	\$27.13
Justin Allen	February 8, 2020	\$26.21

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Mr. Wright advised that he and Mr. Musselman are requesting approval to recategorize Maintenance Worker Chris Burdsall to Maintenance Worker 3, Step 4 effective January 14, 2020.

Ms. Wolff made a motion to recategorize Chris Burdsall to a Maintenance Worker 3, Step 4 effective January 14, 2020, seconded by Mr. Schultz with all voting "AYE".

Chief Mills advised that as previously presented at the budget hearing last year, he is requesting two marked police vehicles at a cost of \$33,627.08 each for a total request of \$67,254.16. He stated the vehicles are replacements for older vehicles in the fleet. He requested computer purchases for the vehicles at a total cost of \$8,334. These items will be brought back to the Board at the January 21, 2020 Business Meeting.

Ms. Flanigan advised that Bastin & Company is being requested to once again prepare the Township's financial statements, related footnotes, and file the financials. She noted the Township has been working with Bastin since 2011 and they do a great job. The project is estimated for 50 hours at a rate of \$65 per hour for a total proposed fee of \$3,250. She stated the rate is the same as the past few years and the item will be brought to the next Business Meeting.

Mr. Ferry requested Ms. Flanigan share highlights from the 2019 financials. Ms. Flanigan provided a brief summary of certain funds ended the year 2019 noted among other information shared was that the Township ended 2019 with a cash position of \$23,747,948, up \$3.8 million from the end of 2018, and the interest received in 2018 was approximately \$342,000 while in 2019 the interest received was \$595,571, an increase of 74%, a trend which is not anticipated to continue.

Mr. Ferry thanked Ms. Flanigan for bringing in new investment recommendations and noted the performance of Raymond James. He shared as expected, this year's interest rates were less favorable but overall doing a great job. Ms. Flanigan added credit to Mr. Taphorn for establishing an investment portfolio to build upon and noted the Township has also diversified with JP Morgan Chase.

Mr. Wright advised to be consistent with other employees of the Township, he and Chief Kelly are recommending a 2% increase in the base rate for the part-time Fire and EMS personnel. He stated that nationally retention of part-time Fire and EMS has become difficult and there is concern long-term for newcomers getting into the field on a part-time basis.

Ms. Wolff made a motion to approve the presented compensation list of part-time Fire and EMS personnel effective the beginning of the pay period following January 1, 2020, seconded by Mr. Schultz with all voting "AYE".

Ms. Flanigan advised 2020 is the final year of the four-year plan regarding computer network infrastructure replacements and upgrades. She noted the items were all included in the 2020 Budget previously reviewed. The largest expenditure is related to the replacement of a server and backup server with two hosts and two storage devices. The cost is \$102,749. The servers are on a seven-year replacement schedule and service life can be extended with warranties. The cost has come down since the last server quote which was \$150,209 in 2014. She stated while not quite at the seven-year mark, the current server is running out of space and is not anticipated to last much longer.

Ms. Flanigan advised the second largest cost is related to the warranty renewal of five switches and the firewall at a cost of \$10,300. Three computer replacements and hardware are also budgeted at a cost of \$3,900 for a total cost not to exceed \$116,949. She stated no action was necessary at this time and the proposal would be brought back to the Board at its next Business Meeting for approval.

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Chief Kelly advised that it has been discussed over the course of the last year and in the December budget meetings the need to order the planned replacement for the tower ladder truck. It will be over 20 years old by the time it is replaced. He stated extensive work has been conducted to arrive at specifications that will be sufficient to meet the needs of the community and into the future. The truck is recommended for purchase from Vogelpohl Fire Equipment, the local E-One dealer, who was also the manufacturer of the last engine ordered. The quote for the total purchase price is \$1,050,313.

Chief Kelly stated that, in working with Ms. Flanigan and Mr. Wright, the funding set aside for this vehicle is \$516,000 for the down payment and financing of the remaining balance over a five-year term at the rate of 2.9%. The pre-payment realizes a \$38,000 discount. He stated that if approved by the end of January, there is an 18-month timeframe for the build and delivery.

Mr. Tracy asked if Ms. Flanigan had comments on the preferred payment options. Ms. Flanigan added that after review, achieving the discount through financing a portion was also her recommendation.

Ms. Wolff asked Chief Kelly to discuss the need for the truck and why an aerial truck is important. Chief Kelly shared that there are multiple story buildings in the Township and structures with setbacks that do not allow access close to the building. He stated if there were a need to advance hose lines or advance rescue from that point, having a ladder to get to those locations is of the utmost importance in a rescue situation. Additionally, it can be used to apply large volumes of water onto large-scale fires. It is a multi-faceted vehicle that has been designed specific to Miami Township while it will also be utilized in mutual aid. The Insurance Service Organization rating is based on the type of equipment in place and a ladder truck is a part of that rating. Also having this truck in the community helps the commercial businesses insurance rates.

Mr. Musselman advised the Township has budgeted for an electronic message board sign to replace the wooden sign at Miami Meadows. The vendor previously utilized was Signarama and keeping with the same software package was preferred to help manage the sign content. Specifications were provided to four vendors, two were received. Signarama quoted \$39,677.16 and Triumph Signs quoted \$39,683. A recommendation will be brought to the Board at its Business Meeting on January 21, 2020.

Chief Kelly requested to proceed with the purchase of three chest compression devices as budgeted for 2020. He stated over the holidays, two of the existing chest compression devices went out of service and while there is enough to serve the community, the Fire Department has been selective in placement on the apparatus. He stated there is a platform change to LUCAS Chest Compression devices offered through Stryker Medical. He shared the device allows crews to perform CPR on a patient without having to use their hands while transporting a patient up and down stairs, for example. He stated the device provides a more consistent compression for the victim of cardiac arrest. It is a benefit to both the crews and the public. The quote is in the amount of \$35,644.20 through Stryker Medical. These items will be brought back for consideration at the Trustees Business Meeting.

Mr. Tracy added an announcement about upcoming advanced life support training on February 18, 2020 at 6:30 p.m. at the Public Safety Training Center behind the Police Department. Chief Kelly stated this is the CPR, first aid, AED training for the community to provide the public the opportunity to learn how to perform these life-saving functions.

Ms. Thibodeau advised as presented in December, the Township has had the same cleaning company at the Leming House and Civic Center. With a decline in the quality of service, new quotes were sought and three were received. She stated that after review and contact with references, ServiceMaster Cleaning by Pristine Janitorial is recommended. She noted their excellent references and once acclimated at the Civic Center, the Leming House would become a part of their service area as well.

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Mr. Schultz made a motion to execute a contract with ServiceMaster Cleaning to provide cleaning services for \$700 per month for the public portion of the Civic Center, seconded by Ms. Wolff with all voting "AYE".

Chief Kelly advised of a request to replace part of the 30-year-old sprinkler system at Station 27. Both of the sprinkler systems at Station 27 and 28 have experienced significant repairs and are at the point where portions of the systems need replaced. The repairs have been included in the budget and one station would be repaired in 2020 and the other in 2021. He summarized the types of issues being experienced with the older systems in place. A quote for \$52,000 from Dalmation Fire was presented. He stated this vendor is familiar with the systems, has completed other repair work, and is recommended as the best fit to fix both stations. This item will be brought back to the Trustees at the next Business Meeting for consideration.

Chief Kelly advised of a joint effort between he and Chief Mills to request purchase for six sets of body armor and tactical personal protective equipment for members of their departments participating on the SRT (Clermont County Special Response Team). He stated although the information for this need was not available at the time the budget was prepared, he and Chief Mills were able to creatively restructure funds due to a grant that was received for ballistic helmets which was part of the capital budget projects in the amount of \$14,000. The six members of the SRT include three members of the Fire Department and three members of the Police Department. The gear requested is safety related equipment for performing the duties of the SRT in a safe and effective manner. The quote presented was from Vance Law Enforcement, which was solicited by the Sheriff's Office, and meets their specifications, in the amount of \$7,137 per department for a total of \$14,274. This item will be brought before the Trustees at their Business Meeting for formal approval.

Chief Mills advised in 2019 the Police Department replaced HVAC units, which were original to the 45-year-old building. The units have become very inefficient and costly to maintain. For the 2020 budget, the final two units are proposed for replacement at a cost of \$25,500. He stated that Tribble Refrigeration performed the replacement work in 2019 and is being recommended to perform the replacement of the final two HVAC units at a cost of \$25,355. Zimmer provided a quote for \$27,558.

Ms. Wolff made a motion to proceed with phase two of the Police Department HVAC system replacement by Tribble Refrigeration at a cost not to exceed \$25,500 which includes permits, seconded by Mr. Schultz with all voting "AYE".

Chief Mills reported that while the Police Department budgeted \$14,000 for ballistic helmets for half of the agency, he is pleased to share a grant was received in the amount of \$28,308 from Firehouse Subs Public Safety Foundation to purchase 42 helmets for all members of the agency. A motion to accept the grant was requested.

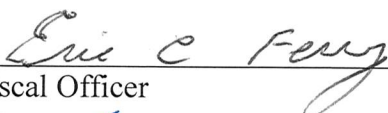
Mr. Schultz made a motion to accept the \$28,308 grant from Firehouse Subs Public Safety Foundation, seconded by Ms. Wolff with all voting "AYE". The Board expressed their appreciation as recipients of the grant.

Public Comment: None.

Executive Session: None.

With no further business to come before the Board the meeting was adjourned at 9:02 a.m.

ATTEST:



Eric Ferry, Fiscal Officer



Ken Tracy, Chairperson