

RECORD OF PROCEEDINGS

**MINUTES OF THE
XENIA TOWNSHIP TRUSTEES:**

**REGULAR MEETING
JULY 5, 2018**

6:00 P.M.

NOTE: These minutes are a summary of the discussion and are not a word for word account of the discussions. The proceedings were electronically recorded. The meeting was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio. This was a Regular Trustee Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

NOTE: The 2019 Tax Budget public hearing was held at 5:30 p.m.
Chair Steve Combs called the Regular Meeting to order at 5:44 p.m.

ROLL CALL: Sheila Seiter, Fiscal Officer; Scott Miller, Trustee; Steve Combs Trustee, Chair; Susan Spradlin, Trustee; Alan Stock, Township Administrator.

Mr. Combs advised they participated in the Pledge of Allegiance at the beginning of the Public Hearing.

IN THE READ FILE:

Greene County Combined Health Press Releases (3), League of Women Voters (July), Miami Valley Regional Planning 2017 report, Buckeye Farm News (July/August)

TRUSTEE BUSINESS:

Recognition: Mr. Combs stated they wanted to recognize Ken LeBlanc for his service at Greene County Regional Planning. He said he had worked with Mr. LeBlanc for the last couple of years and recognized the work he has done for all of the Greene County Townships. The Trustees has a formal Resolution prepared to show Mr. Leblanc their appreciation for his service to Greene County and Xenia Township.

Mr. Combs moved for Ken Le Blanc to hereby be publicly recognized and appreciated for his selfless devotion and service which has and will significantly improve the quality of life for the residents of Xenia Township. Mr. Miller seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-085

Health Department Request: Mr. Miller stated he had not had a chance to speak to the Greene County Health Department about storing three pallets at 125, so this topic was tabled for a later date.

Mowing Program: Mr. Miller asked Mr. Pile for a status update regarding the mowing program. Mr. Pile stated they were in the second round. Mr. Combs asked if all the rain was going to cause any problems. Mr. Pile said he did not see it being a problem. Mr. Stock asked Mr. Pile how many times they were required to mow per the Ohio Revised Code. Mr. Pile stated two to three times and they were able to mow four times last year. Mr. Pile added he thought they would be able to get four done this year as well.

125 Fairground Rd. Occupancy: Mr. Miller asked about the occupancy status of 125 Fairground Road. Mr. Stock advised Mega City was out today and should have about 85% of the fire alarm system completed. Mr. Stock stated A-1 has about 80% of the sprinkler system completed. He advised to the drawings and said they were waiting on the date for Mr. Brooks to come out and say everything is good, then have Mr. Kuzma sign off on the changes. Mr. Miller asked about the Quonset hut. Mr. Stock stated his understanding was to get occupancy of the offices and the large building first. There was discussion about the timeline for occupancy.

FISCAL OFFICER:

Mrs. Seiter advised that she had given everyone a copy of the monthly financial reports. Mrs. Seiter gave notification of line item change and appropriation correction transfer within the Permissive Motor Vehicle License Tax Fund and explained the change.

Mrs. Seiter presented the payroll. Mr. Miller moved to approve the payroll as presented. Mr. Combs seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-086

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Mrs. Seiter presented the bills. There was discussion about some of the bills for clarification. Mr. Combs moved to approve the bills. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-087

Mrs. Seiter advised there were two sets of minutes to approve.

Mr. Combs moved to approve the minutes from the regular meeting of April 19, 2018. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-088

Mr. Combs moved to approve the minutes from the regular meeting of June 7, 2018. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-089

Mrs. Seiter advised she received a refund check from the Bureau of Worker's Compensation for \$12,557.05. She explained how the funds would be deposited. Mrs. Spradlin asked if that would change the budget and Mrs. Seiter stated it would not.

ADMINISTRATOR:

Mr. Stock reported on his research regarding assessments for curbs and sidewalks. He stated he gave everyone a handout that summarized how two other local jurisdictions handled these types of assessments. Mr. Stock explained the process for doing the assessments. Mr. Stock advised he was still collecting information and would have more at another meeting. There was discussion about the funding for the assessment.

FIRE DEPARTMENT:

Standard Operating Procedures: Chief Fox asked if the Trustees had a chance to read the Standard Operating Procedure (SOP) Swift Water Rescue document. Mr. Miller asked if there was anything in the document that could be detrimental to Xenia Township in any way. He advised that if there were no comments on this then he would prefer to table this until he had more time to review it. Mr. Stock stated that Chief and Deputy Chief had stated that the two codes for swift water rescue was in the training aspect only and these were very similar. He asked if looking at both of these that the Township needs to purchase any additional equipment to train according to the codes. Mr. Stock asked Chief Fox about the training that is being done now, does it need to be adjusted for the NFPA 1006. Chief Fox stated they were following these standards now. Mr. Stock asked if this were past tonight and there was an update that required an expensive piece of equipment. Chief Fox stated that would be a new standard and they would have the choice to raise the standard or be grandfathered in with the old standard. There was discussion about what would happen when revisions happen. Mr. Combs asked about other jurisdictions and if they had similar SOP's. There was discussion about how many staff members were trained for the different jobs on a boat rescue. Mrs. Spradlin stated that she received the copy of the policy and she reviewed it, but she did not make corrections to it. She added the Fire staff were the ones that do the job, these were the professionals that they hired to make sure that the staff perform at certain level and the standing order has been in place for fourteen years. She further stated Chief Fox and Deputy Chief Beegle had decided to revise it, to change a few things and it was not a problem fourteen years ago. She asked if it was not scrutinized then why was it being scrutinized now. She asked if the chiefs were good with it and they were the ones performing the tasks, then why were the trustees questioning it. Chief Fox stated that he invited the Trustees and the Administrator to attend the practical's and observe the staff doing this type of rescue. Mr. Miller stated that he had no doubt in the staff's ability to perform; he stated his issue was putting into policy something would be in place long term. Mr. Comb stated this would be tabled to give everyone a chance to review it and be more informed. Mrs. Spradlin stated she felt she was informed and felt that she could have voted on this two weeks ago so that there was no delay. Mr. Combs advised this would be tabled until Mr. Miller felt informed on this issue.

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Fire Apparatus Billing: Chief Fox stated he was asking for a Then and Now Purchase Order to Bob Jones for \$4,290.09 dated May 5, 2017 invoice 24257 and 24256 from 2111-220-323-0000. Chief Fox stated that Mr. Jones had been working on the Township Trucks for quite a few years. He stated that he had asked Mr. Jones to bill in a reasonable amount of time. Chief Fox advised that he had asked Mr. Jones to hold the work until decision were made about which engines were being kept. Chief Fox stated this is what generated these two invoices that are a year old. Mr. Combs asked if the work was done and Chief Fox stated the work was done. Chief Fox advised this had happened before years ago and stated that he was disgusted that this billing has happened in this way and did not understand how a business could sit on a bill for this long. Mrs. Spradlin stated that she remembered a year or little longer than that Mr. Jones had done some work and the Township had told him that they did not want the work done and Mr. Jones stated that he had misunderstood. She said that Chief Fox had stated that Mr. Jones had said fine and did not bill for the work. She added that this discussion happened during a meeting. Chief Fox stated he would love to go back and to further see this. Mrs. Spradlin stated it should not be hard since the invoices had dates they could go back to the meeting minutes and tapes to listen for this conversation. There was discussion about the bills from Mr. Jones. There was discussion about having any future work done somewhere else. Mrs. Spradlin stated that the Township spends a lot of money and down time for repairs, some repeated repairs, with Mr. Jones that should have been fixed. Mr. Combs asked what authorization was used to do work whether it was verbal or something else. Chief Fox stated he used a verbal authorization. Mr. Combs suggested implementing a written authorization with businesses that were unknown or if there were issues with invoicing. Deputy Chief Beegle stated sometimes when work was started other issues were found once the apparatus had been taken apart. There was discussion about how work should be approved. Mr. Miller asked where the Engine was located right now and Chief Fox stated it was at Station 52. Chief Fox explained the pump did not work correctly. Mr. Miller asked if it was in service and Chief Fox stated that it was in service. Mr. Combs asked what Chief Fox wanted to do about having Mr. Jones continuing to do work on the equipment. Mrs. Seiter added that 1) the customer makes the decision, not the contractor, and 2) Mr. Jones works with other government entities and he should know to ask if a Purchase Order was needed. There was discussion about the pump on this Engine and whether it effected the performance of the engine. Mr., Stock stated there were several issues; 1. Need to do some research to find out if there was a public statement made that confirms we do or do not need to pay this bill, 2. A Fire Chief who believes he does or does not have a safe engine for operation right now. Chief and Deputy Chief would not let any staff work on an engine that was not safe. So, this comes back in to their court about whether this engine is safe or not and whether it needs to be taken out of service, 3. Determining what engine is being kept and what will go, because there are other things for them to do besides Mr. Pile's research that he has been asked to do. Who can service it, how long will it be out of service and at what cost, 4. It is very difficult to get a Purchase Order for a researched item in the fire service because the apparatus is taken apart and is then out of service and at that point does it go back in service all together and wait for approval for the parts and costs. Mr. Combs stated Mr. Stock outlined these issues very well and this would be tabled until the next meeting.

Deputy Chief Beegle explained the annual agreement for the Emergency Reporting software. He stated the Fire Department had been using this software for seven years and he was asking for a Purchase Order for the annual agreement.

Mr. Combs moved to approve the Purchase Order to Emergency Reporting \$5,256.00 from 2282-230-360-0000 for annual software agreement. Mrs. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

RESOLUTION NO. 2018-090

Emergency Vehicle Technician Certification: Chief Fox advised he was still working on the Emergency Vehicle Technician (EVT) Certification and was speaking with other departments in the area to see how they handled these types of repairs. Mrs. Spradlin stated she did some research after the last meeting and she found the standards are not a law, but everything stated that a fire Department would not want anyone who is not EVT certified to install valves on Fire equipment. Chief Fox stated he had calls into other places and was waiting on return calls to gather more information. He added that he would continue to look for another EVT certified person to work on the fire equipment. Mrs.

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Spradlin stated she did not think that Mr. Pile should have to carry that responsibility on his shoulders. Mr. Stock advised that he would check with the hazard insurance to see if they had any input on this issue.

LUCAS Device Discussion: Deputy Chief Beegle stated three to four years ago he had presented to the Trustees about the LUCAS device. He explained this was a chest compression device and the Fire Department had received a grant from Firehouse Subs to receive one of these devices. He advised the Fire Department would like to have a second device so there could be one at each station. Mr. Stock advised this was a discussion item and the purchase information provided was from the grant they received a few years ago. Mr. Stock stated Deputy Chief Beegle applies for grants ahead of time and asked him how much grant money there was that could be put toward this purchase. Deputy Chief Beegle advised there was \$4,865 that could be put towards a purchase of a LUCAS device. Mr. Stock asked how long the Fire Department had the device before they used it. Chief Fox and Deputy Chief Beegle said about six months. Mrs. Spradlin asked how many cardiac arrest patients the Fire Department had this year so far. Deputy Chief Beegle advised they had five or six so far this year. She wondered if it was wise to spend \$22,000 on a piece of equipment that may sit at an unmanned station when they had only used the current one approximately once a month since receiving it. She added that she understood it is a very nice piece of equipment to have but they had been managing with the one, then there was a contract for maintenance and repairs. There was discussion about the maintenance and repair contract that was included with the purchase. Mrs. Spradlin asked if there was a need for a second device. Deputy Chief Beegle thought this could be an important piece of equipment for the Department staff and for saving lives. Mrs. Seiter asked about the cost of the maintenance contract for clarification. Mr. Stock explained the maintenance agreement and its costs. Mr. Combs stated that this needs to be sold to the Trustees and stated that he was not convinced that the Township needs two. Deputy Chief Beegle stated he understands the Trustees fiscal responsibilities. He added that they get tax dollars from the citizens and Chief Fox and himself work hard before deciding on a purchase. He stated the Trustees trust their judgement to make recommendations to them for items for equipment. Mr. Combs stated he puts a lot of trust in the Chief and Deputy Chief and their thoughts, ideas and he values these. He added most of the time he does agree with them, so do not feel beat up. Mr. Combs advised that if other contracts were to happen, then purchases like this one may not be as difficult of a decision.

UPCOMING MEETING DATES:

July 17, Zoning Commission
July 19, Trustee Meeting
July 31, Joint Trustee/ Zoning Boards

COMMITTEE REPORTS:

Safety Council, Chief Fox, meeting scheduled for July 11, 2018

GUESTS: Mr. Combs advised there were no guests were in attendance

ADJOURNMENT:

Mr. Combs moved to adjourn at 7:30 p.m. Mr. Spradlin seconded the motion. Roll Call: Mrs. Spradlin – aye, Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 3-0.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # _____

Attest:

Scott Miller

Sheila J. Seiter, Fiscal Officer
MEH

Susan Spradlin