RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES SPECIAL MEETING
MEETING HELD ON: FEBRUARY 20, 2010 9:00 AM

NOTE: These minutes are a summary of discussions and action of the Board of Township Trustees and other pertinent data of the meeting and are not a word for word account of the discussions which took place.
Proper notice was faxed to the Xenia Daily Gazette on February 17 by Seiter.

Chair Scott Miller called the special meeting to order at 9:05 am. The purpose of the meeting was to conclude a personnel matter regarding Roy Colbrunn. Trustees reviewed the case briefly. Reed advised he wanted the other witnesses to be at the special meeting/hearing on February 10th and further talked about how he felt the case should have been handled differently.

EXECUTIVE SESSION: 9:15 am
Miller moved to go into executive session to discuss a personnel issue for Mr. Colbrunn. Faulkner seconded the motion. The Trustees and Fiscal Officer were included.
Deputy Chief Dean Fox was in the building and was asked to join the session.
RETURN TO REGULAR SESSION: 9:30 am
Faulkner moved to return to regular session, Miller seconded.

Miller noted the Board has a personnel issue before them with a drafted disciplinary letter from the Board. He advised a hearing was held and Mr. Colbrunn had the opportunity to tell his side and did not make a request for the witnesses. Reed said Mr. Colbrunn did not have the opportunity to call witnesses and he (Reed) wanted that noted for future cases to be processed that way. Faulkner talked about providing a form of rehabilitation and including it in the discipline options. Trustees discussed who was involved in the investigation and processing.

Miller noted it was 22 minutes before 10:00 and he needed to leave for personal reasons. He further advised he would leave the final plans for the other two Trustees to finalize or continue.

Faulkner reminded of the prior discussions and the three option items discussed. Reed and Fox discussed points and comments not directly related to the disciplinary case. Reed noted he has time to think further about the case and asked if we have adequate personnel to replace Colbrunn as a Captain. Fox explained fire department officer organization. Faulkner directed the conversation back to the drafted letter. Trustees and Fox discussed time off features with the variations between employment status schedules and the nature of the fire service. Reed asked Fox's opinion on the department being ok without the Captain position. Fox advised yes, they would be ok. Fox confirm Colbrunn's good knowledge and skills. He also advised he would work with the Trustees decision. Faulkner advised Colbrunn's skills are not why there is an issue, but verbal comments are and rehabilitation is needed. Fox advised Colbrunn gave up his training position and was put in charge of the part time personnel, still remaining as a Captain. Attendees briefly discussed the SOP and general employee handbook. Trustees discussed counseling and rehabilitation as the first goal but not a requirement. Trustees and Fox talked about demotion or stepping down two ranks vs. one. They also discussed there being no Lieutenant vacancies at this time. Trustees reviewed the offense, remedy and language in the draft letter once again.

Faulkner moved to approve the letter with amendments as discussed and to forward the same to Mr. Colbrunn as a record of Mr. Colbrunn's employment, Reed seconded the motion.
Resolution No. 2010-38 Roll Call Aye: Faulkner & Reed
Absent: Miller Motion Carried

Adjourn: 10:43 AM
Reed moved to adjourn. Faulkner seconded the motion.

_____
Scott W. Miller, Chair

_____
Attest: John D. Faulkner

_____ _____
Sheila J. Seiter, Fiscal Officer Jim Reed