

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

Meeting

Held

**MAY 5,**

**2014**

Chairman Spanovich called the Regular Meeting to order at 10:00 A.M. with Mr. Angelou and Mrs. Stewart. Fiscal Officer, Nancy White, was not present.

Also Present were:

Tim Taylor

Fire Chief

William Price

Police Chief

D.J. Tharp

Service Director

Becky Kadel

HR Director

Christy Williamson

Melissa Rapp

## **CONSENT AGENDA**

### **Res. 90-14: Approve Minutes of April 15, 2014**

Mr. Angelou moved to approve the minutes of April 15, 2014. Mrs. Stewart seconded. All voted yea. Motion carried.

**TRUSTEES COMMENTS** – None at this time.

## **CORRESPONDENCE**

Christy Williamson presented the following correspondence to the Board.

1. A follow-up email from Battelle was received regarding the mass notification system study that is being conducted by Franklin County Emergency Management and Homeland Security and Battelle. The purpose of this study is to assess the needs of all 42 jurisdictions in Franklin County. They are requesting every jurisdiction complete a survey on their website and participate in the stakeholder meetings on May 19<sup>th</sup> and 20<sup>th</sup>.
2. A resolution was requested approving the nomination of Tim Guyton as the Representative of the Franklin County Townships on the SWACO Board of Trustees.

### **Res. 91-14: Approving the Nominations of Tim Guyton as the Representative of the Franklin County Townships on the SWACO Board of Trustees.**

Mrs. Stewart moved to approve the nomination of Tim Guyton as the Representative of the Franklin County Townships on the SWACO Board of Trustees. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

**FISCAL OFFICER REPORT**- None at this time.

**ADMIN** - None at this time.

**HR** – None at this time.

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**IT** – Mrs. Stewart reported to the Board that the IT Committee has found its legs. She stated that Fred Kauser has provided the role as the IT Director for both the Township and for MECC and that he is doing an outstanding job. The IT Committee has implemented standards and process for all our IT projects. She said that Fred Kauser has put together project planning and methodology. Any project that comes through the IT Committee is approved by this board. Each project will follow the same standards and methodology so that we will all be on the same page and we will be able to know where the details stand on the project. She believes this is a huge step and if we are successful with this process it might make a lot of sense to manage most of the projects throughout the township this way. Mrs. Stewart brought this up as she wants the Board to feel confident. She commented that anything that is presented to the Board from the IT Committee has been vetted and researched and we are confident presenting it to the Board. Mrs. Stewart addressed the Trustees with the idea that if the department heads have an IT project, that they bring it before the IT Committee to research and discuss it and if it makes sense then it will be presented to the board under the IT section of the Agenda by that department head. The Trustees agreed to this process.

**FIRE:** Chief Taylor requested acknowledgement and approvals to pursue an appropriate videoconferencing system for the organization as well as researching and looking at some vendors to prepare our recommendations for the Board. This system will help the fire department when there is training at the Township Meeting Hall. The remaining firefighters at all stations will be able to watch live and also participate and interact. Currently we are paying Columbus State \$16,000 for EMS training but only half of the employees get to take part of this training. With the videoconferencing system, 100% of the employees will be able to participate and receive their continuing education credit. Chief also stated that he will be able to hold a live videoconference from his office to all the stations which they all can interact and ask questions and everybody is receiving the same information. Chief commented that currently he is visiting each station individually and having four different conversations. He believes that this system will be used daily and also said this system will have a recording capability. Mrs. Stewart commented that this system would also be valuable to all the other departments in the Township. The Board of Trustees agreed for the Chief to pursue the purchase of a videoconferencing system.

Chief Taylor requested approval to purchase Locutions System (Software & Hardware) for the amount of \$5,500.00. This is a software solution which would enable us to disengage our database through Locutions from the City of Columbus Fire Department database and enable us to enmesh our data with Licking County database. Licking County is our new partner in this endeavor. Locutions System is needed in order for these changes to take place. Chief stated that currently Columbus is in control of our database but if we enmesh our data with Licking County, MECC retains control over our database.

**Res. 92-14: Approve the Purchase of the Locutions System for \$5,500.00**

Mr. Spanovich moved to approve the purchase of the Locutions System for \$5,500.00. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

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**SERVICE** – D.J. Tharp presented to the Board a letter from the COCIC Franklin County Land Bank and there is a list of 20 properties that they wanted confirmation that these properties were qualified for demolition. He stated that of the 20 properties, 19 of them need to be demolished and the last one on the list is a house that is being rehabilitated and someone is currently living in this house. An email from Fiscal Officer was sent to COCIC affirming that these properties definitely need to be demolished except for the 2082 Minnesota Ave. (rehab house) and the property at 2256 Rankin Ave. which is an empty lot.

D.J. Tharp reported that 7 graves were sold and there were 15 funerals for the month of April.

**POLICE** – Chief Price requested approval to hire Joel T. Collier to the position of a non-paid Reserve Officer and to be on probation for 1 year. He has completed his background check.

**Res. 93-14: Approval to Hire Joel T. Collier as a Non-Paid Reserve Officer and to be on Probation for 1 year.**

Mr. Angelou moved to approve to hire Joel T. Collier as a non-paid reserve officer and to be on probation for 1 year. Mrs. Stewart seconded. All voted yea. Motion carried.

Chief Price presented the Equitable Sharing Agreement and Certification with the Department of Justice and the Department of The Treasury for federal seizure monies. Chief Price had Mr. Spanovich sign this contract.

Chief Price informed the Trustees of a program that the Mifflin Police Department will be involved in. This was finalized last Friday. On May 15<sup>th</sup> and 16<sup>th</sup>, we will be participating with Franklin County Sheriff's Department, Clinton Township Police, Blendon Township Police and Minerva Park Police in an operation hotspot program. This will consist of a lot of patrol coverage in Mifflin Township and Clinton Township, we will be working on a lot of warrants and a couple of narcotic houses. This will be a two day program and this will cost 40 hours of overtime on his budget. Chief will report to the Trustees at the next meeting the stats and how this program worked.

Chief Price presented the monthly detailed runs for April 2014.

**FIRE** - Chief Taylor requested approval to transfer the Decontamination Trailer and tow vehicle to Licking County EMA which would require a resolution from the Board to first declare it surplus and second, to approve the transfer of ownership. Chief stated that this was purchased as part of a grant and the decontamination trailer and tow vehicle is considered a one response asset and we have to keep them together to maintain the propriety with the grant. We do not own this asset, it was purchased by a federal grant asset and it was our duty to maintain it and we are no longer in need of it and it doesn't support our mission any longer. Licking County EMA does have a need for the decontamination trailer and tow vehicle.

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**Res. 94-14: Approve to Declare the Decontamination Trailer and Tow Vehicle Surplus and to Transfer This Response Unit to Licking County EMA.**

Mr. Spanovich moved to approve to declare the decontamination trailer and tow vehicle surplus and to transfer this response unit to Licking County EMA. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to purchase 4 LifePack-15 units for \$53,282.40. These units will go on our first responder fire equipment. These are just your basic models of this particular unit and not the upgraded version. Chief stated that we will have four units to trade-in valued at \$1,500.00 total.

**Res. 95-14: Approve the Purchase of 4 LifePack-15 Units and Service Agreements for \$53,282.40**

Mrs. Stewart moved to approve the purchase of 4 LifePack-15 Units and Service Agreements for \$53,282.40. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to purchase EMS supplies from Bound Tree for \$8,940.46. This is for pharmaceuticals and disposable EMS supplies.

**Res. 96-14: Approve the Purchase of EMS supplies from Bound Tree for \$8,940.46.**

Mr. Spanovich moved to approve the purchase of EMS supplies from Bound Tree for \$8,940.46. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor presented to the Trustees for acknowledgment the scope of work with Associated Metric for Enhanced Medical Direction. Chief stated that it breaks down into what Dr. Zeeb would be expected to perform in the time frame under a new relationship with Mifflin Township and MECC Agencies. Chief Taylor requested approval to pay \$17,500.00 to Dr. Zeeb for the remainder of the fee for him to continue providing medical direction for Mifflin Township. This fee covers July 1, 2014 through December 31, 2014.

**Res. 97-14: Approve to Pay Dr. Zeeb \$17,500.00 for Medical Director Annual Billing.**

Mrs. Stewart moved to approve to pay Dr. Zeeb \$17,500.00 for Medical Director Annual Billing. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor reported to the Trustees that the promotional testing for the position of Battalion Chief which will occur on May 27, 28, 29, and 30. The five current Captains as well as the two Lieutenants who ranked number 3<sup>rd</sup> and 4<sup>th</sup> on the Captains promotional list are invited to participate in the promotional process. Mr. Spanovich requested to be able to sit in on the interviews as an observer when this process has been narrowed down to the finalist list.

Chief Taylor presented the out-of-district training for the month of April 2014. Chief also presented the Mifflin Fire April updates.

