

# RECORD OF PROCEEDINGS

Minutes of **MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

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Held **January 21,** **2025**

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Vice Chair Jamie Leeseberg called the Regular Meeting of the Mifflin Township Board of Trustees to order at 1:30 p.m. with Trustee Richard Angelou, Assistant Fiscal Officer Cynthia Lampkins, HR Director Mindy Owens, Acting Fire Chief Scott Davis, Police Chief David Briggs, Service Director Roger Boggs, and IT Director Craig Main present. Financial Specialist Rebecca Rousseau and Administrative Communications Coordinator Becky Swingle also attended. Chair Kevin Cavener, Fiscal Officer Kelly Cararo and Fire Chief Brian Dunlevy were absent. Mr. Leeseberg led the Pledge of Allegiance.

## **TRUSTEES' COMMENTS:**

Mr. Angelou congratulated the Buckeyes.

## **VISITORS' COMMENTS:**

No visitors.

## **MINUTES:**

### **Res. 23-25 Via Consent Agenda, approve the meeting minutes of the January 6, 2025 Organizational and Regular Meeting, January 13, 2025 Special Meeting, and the warrants for February 2025.**

Via Consent Agenda, Mr. Angelou moved to approve the meeting minutes of the January 6, 2025 Organizational and Regular Meeting, January 13, 2025 Special Meeting, and the warrants for February 2025. Mr. Leeseberg seconded the motion. Both voted yea. Motion carried.

## **CORRESPONDENCE:**

Mr. Leeseberg reviewed the correspondence listed on the agenda and the additional correspondence received about the City of Gahanna hosting Women's Safety Weekend, February 1-2, 2025.

Mr. Boggs received correspondence from a few residents regarding the TIF. One resident, unable to attend the hearing on January 28<sup>th</sup>, requested the meeting be recorded and e-mailed when available. Mr. Leeseberg offered to meet with the residents to explain in layman's terms how a TIF operates.

## **FINANCE:**

Ms. Cararo said the year 2024 will be completed by the end of next week. She said the 2025 Budget may be available by the first meeting in February.

Ms. Cararo requested an Executive Session per ORC Section 121.22 (G) (1) to consider the employment of a public employee.

## **HUMAN RESOURCES:**

Ms. Owens provided an update on the new payroll system, PayChex. Data uploaded is being reviewed for accuracy. This is the last payroll using the iSolved system and the first payroll with Paychex will be the 2/7 pay.

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Ms. Owens discussed ORC §9.24 Compliance. The Auditor of State requires vetting vendors utilizing its certified search. Public contracts are not awarded to persons or businesses against which a finding for recovery has been issued and remains unresolved. Details were e-mailed to the department heads.

## **SERVICE:**

Mr. Boggs requested approval to sell back the grave to Natalie Berkley, Lot 2, Sec M, Grave 7, in the amount of \$1,500.

## **Res. 24-25 Approve to sell back the grave to Natalie Berkley, Lot 2, Sec M, Grave 7, in the amount of \$1,500.**

Mr. Angelou moved to approve the selling back of the grave to Natalie Berkley, Lot 2, Sec M, Grave 7, in the amount of \$1,500. Mr. Leeseberg seconded the motion. Both voted yea. Motion carried.

Mr. Boggs said he was contacted by AARP with their intent to use the Spanovich Meeting Hall, 155 Olde Ridenour Road, for tax preparations. He said AARP did not request permission to do so. Mr. Boggs said Franklin Co. Code Enforcement sent out an informational letter on coming into compliance. He is looking into the Plan B Genessee Avenue storm drainage grant program. Approximately 66 tons of road salt was used to keep the roads clear of ice.

## **CODE ENFORCEMENT:**

Mr. Boggs said a few illegal dumping situations have occurred. He said Franklin Co. Code Enforcement provided five signs pertaining to illegal dumping.

## **POLICE:**

Police Chief Briggs said he has filed the levy petition with the Board of Election today.

## **FIRE:**

Acting Fire Chief Davis requested the approval of the resignation of Dispatcher Don Searls, effective February 1, 2025.

## **Res. 25-25 Approve the resignation of Dispatcher Don Searls, effective February 1, 2025.**

Mr. Leeseberg moved to approve the resignation of Dispatcher Don Searls, effective February 1, 2025. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Acting Fire Chief Davis requested the approval of the retirement of Administrative Assistant Christina Prokop, effective February 14, 2025.

## **Res. 26-25 Approve the retirement of Administrative Assistant Christina Prokop, effective February 14, 2025.**

Mr. Angelou moved to approve of the retirement of Administrative Assistant Christina Prokop, effective February 14, 2025. Mr. Leeseberg seconded the motion. Both voted yea. Motion carried.

Acting Fire Chief Davis requested approval of the resignation of Dispatcher Michael Fichera, retroactive to January 7, 2025.

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**Res. 27-25 Approve the resignation of Dispatcher Michael Fichera, retroactive to January 7, 2025.**

Mr. Leeseberg moved to approve the resignation of Dispatcher Michael Fichera, retroactive to January 7, 2025. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Acting Fire Chief Davis requested approval of the 2025 wage scale for Fire/MECC.

**Res. 28-25 Approve the 2025 wage scale for Fire/MECC.**

Mr. Leeseberg moved to approve the 2025 wage scale for Fire/MECC. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Acting Fire Chief Davis moved to amend Resolution 200-24 (October 7, 2024) to amend the land purchase at 4301 East Johnstown Road in the agreed amount of \$999,500.00 to an amount not to exceed \$1,050,000.00.

**Res. 29-25 Amend Resolution 200-24 (October 7, 2024) to amend the land purchase at 4301 East Johnstown Road in the agreed amount of \$999,500.00 to an amount not to exceed \$1,050,000.00.**

Mr. Leeseberg moved to amend Resolution 200-24 (October 7, 2024) to amend the land purchase at 4301 East Johnstown Road in the agreed amount of \$999,500.00 to an amount not to exceed \$1,050,000.00. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Acting Fire Chief Davis requested the signing of the contract proposal with Ohio First Responder Grants.

**Res. 30-25 Approve the signing of the contract proposal with Ohio First Responder Grants.**

Mr. Leeseberg moved to approve the signing of the contract with Ohio First Responder Grants. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Acting Fire Chief Davis requested approval to pay Engineered Temperature Solution to repair boiler #2 at the OPS Center in the amount of \$44,500.00.

**Res. 31-25 Approve to pay Engineered Temperature Solution to repair boiler #2 at the OPS Center in the amount of \$44,500.00.**

Mr. Leeseberg moved to approve to pay Engineered Temperature Solution to repair boiler #2 at the OPS Center in the amount of \$44,500.00. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

**INFORMATION TECHNOLOGY:**

Mr. Main requested to classify as surplus and sell on GovDeals.com:

- HP LaserJet Pro, HY M570dn      SN: CNBKK8721D7
- HP LaserJet Pro, HP M402dn      SN: PHBOC37182

And to dispose of the following Mifflin-owned devices:

- HP LaserJet Pro P1606dn, HP1606dn      SN: VNBM52126

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Held January 21, 2025

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**Res. 32-25 Classify as surplus and sell on GovDeals.com and dispose of Mifflin-owned devices as described.**

Mr. Angelou moved to classify as surplus and sell on GovDeals.com and dispose of Mifflin-owned devices as described. Mr. Leeseberg seconded the motion. Both voted yea. Motion carried.

Mr. Main said the IT Trustware higher-level email scanning software previously approved provided slow response time. He has requested the vendor cancel the 3-year contract. A credit memo in the amount of \$8,300 was received.

Mr. Leeseberg moved to go into an Executive Session per ORC Section 121.22 (G) (1) to consider the employment of a public employee. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

At 2:12 p.m., Mr. Leeseberg, Mr. Angelou, Ms. Lampkins, and Ms. Owens went into the Executive Session. Fiscal Officer Cararo participated by telephone.

At 2:23 p.m., Mr. Leeseberg moved to come out of the Executive Session and adjourn the meeting. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

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Kevin J. Cavener, Chairperson (Absent)

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Jamie D. Leeseberg, Vice Chairperson

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Richard J. Angelou, Trustee

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Kelly Cararo, Fiscal Officer (Absent)



**MIFFLIN TOWNSHIP**  
**Peace. Safety. Welfare.**

**REGULAR TRUSTEES MEETING AGENDA**

**Tuesday, January 21, 2025, 1:30 p.m.**

**OPS Center**

**400 W. Johnstown Road**

1. Call Regular Meeting to Order
2. Roll Call
3. Trustees' Comments
4. Visitors' Comments
5. Minutes & Warrants (Consent Agenda)
  - January 6, 2025, Organizational Meeting Minutes
  - January 6, 2025, Regular Meeting Minutes
  - January 13, 2025, Special Meeting Minutes
  - Warrants for February 2025
6. Correspondence
  - Invitation to the State of the Schools, January 29, 2025, 7 p.m. – Middle School West Auditorium, 350 Stygler Rd.
  - Invitation to Franklin Co. Treasurer 2025 Art Series Exhibit, Feb. 11, 3 – 5 pm, 375 S. High St.
  - Save the Date - Franklin Co. Treasurer 2025 Black History Month Celebration, 373 S. High St.
  - Franklin Co. Zoning Resolutions Notice from Recorder O'Connor, Jr.
7. Finance
8. Human Resources
  - No requests
  - Updates
9. Service
  - Request to sell back grave to Natalie Berkley, Lot 2, Sec M, Grave 7, in the amount of \$1,500.
  - Updates
10. Code Enforcement
  - No requests
  - Updates
11. Police Division

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Kevin J. Cavener, Chair • Jamie D. Leeseberg, Vice Chair • Richard D. Angelou, Trustee • Kelly Cararo, Fiscal Officer

400 W. Johnstown Rd., Suite 200, PO Box 307630 • Gahanna, OH 43230 • [mifflin-oh.gov](http://mifflin-oh.gov) • 614-471-4494

- No requests
- Updates

## 12. Fire Division

- Request to approve the resignation of Dispatcher Don Searls, effective February 1, 2025.
- Request to approve the retirement of Admin Assistant Christina Prokop, effective February 14, 2025.
- Request to approve the resignation of Dispatcher Michael Fichera, retroactive to January 7, 2025.
- Request to approve the 2025 wage scale for Fire/MECC.
- Request to go into an Executive Session pursuant to ORC 121.22(G)(2) Request an Executive Session per ORC Section 121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.
- Request to Amend Resolution 200-24 (October 7, 2024) to amend the land purchase at 4301 East Johnstown Road in the agreed upon amount of \$999,500.00 to an amount not to exceed \$1,050,000.00.
- Request to sign a contract proposal with Ohio First Responder Grants.
- Request to pay Engineered Temperature Solution to repair boiler #2 at the OPS Center in the amount of \$44,500.00.

## 13. Information Technology

- Request to classify as surplus and sell on GovDeals.com:
  - HP LaserJet Pro, HP M570dn SN: CNBKK8721D7
  - HP LaserJet Pro, HP M402dn SN: PHBoC37182
- Request to dispose of the following Mifflin-owned devices:
  - HP LaserJet P1606dn, HP 1606dn SN: VNB3M52126

## 14. Adjourn

### Reminders:

1. January 28, 3 pm, Public Hearing, TIF Incentive District 1, OPS Center
2. January 29 – 31, OTA Winter Conference & Trade Show, Greater Columbus Convention Center
3. January 29, 7 pm, GJPS State of the Schools, Middle School West Auditorium, 350 Stygler Rd.
4. February 3, 10 am, Regular Trustees Meeting, OPS Center
5. February 11, 3 -5 pm, FC Treasurer 's 2025 Art Series Exhibit, 375 S. High St., 17<sup>th</sup> Fl.
6. February 14, FC Treasurer's Black History Month Celebration, 373 S. High St., Courthouse Complex
7. February 17, Presidents Day, Offices Closed
8. February 18, 1:30 pm, Regular Trustees Meeting, OPS Center

**From:** [Erick Starkey](#)  
**Subject:** Upcoming GJPS State of the Schools  
**Date:** Tuesday, January 14, 2025 9:46:45 AM

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**CAUTION:** This email originated from outside of the Mifflin Township domain. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

You are cordially invited to our upcoming Gahanna-Jefferson Public Schools State of the Schools! Join Superintendent Dr. Tracey Deagle and other District leaders who will share accomplishments, celebrations and direction for the District in 2025.

Please join us Wednesday, January 29, 2025 at 7 p.m. in the Middle School West Auditorium (350 Stygler Road). Let me know if you have any questions!



**STATE OF THE SCHOOLS**  
Gahanna-Jefferson Public Schools

**GJPS**  
GAHANNA-JEFFERSON PUBLIC SCHOOLS

**January 29, 2025**  
7:00 p.m.  
**Middle School West Auditorium**  
350 Stygler Road

Join Superintendent Dr. Tracey Deagle and District leaders who will share accomplishments, celebrations and direction of the District in 2025.

Participants will learn about progress on our GJPS Strategic plan, including the areas of:

- Student Success
- Partnership For All
- Educator Empowerment
- Organizational Efficiency

This event is open to all families and community members who are interested in learning more about Gahanna-Jefferson Public Schools.

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Thank you,

## Melanie Barnette

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**From:** Wall, Joshua D. <Joshua.Wall@franklincountyohio.gov>  
**Sent:** Wednesday, January 15, 2025 8:29 AM  
**To:** Trustees  
**Subject:** Save the Date- Franklin County Treasurer 2025 Art Series Exhibit

**CAUTION: This email originated from outside of the Mifflin Township domain. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

### Save the Date – Franklin County Treasurer 2025 Art Series Exhibit

Dear Friends,

Franklin County Treasurer Cheryl Brooks Sullivan would like to cordially invite you to the opening reception for “Guitar Heroes: Honoring National Guitar Day,” on Tuesday, February 11, 2025.

This exhibit is a part of the Franklin County Treasurer’s Office 2025 Art Series, which will feature digital artwork by Evan Williams. Evan is a local artist well-known for his celebrity portraits that are similar to caricatures but with a more refined, less comical look.

Opening Reception  
Guitar Heroes  
Tuesday, February 11, 2025  
3:00 pm – 5:00 pm

Franklin County Treasurer’s Office  
373 South High Street, 17<sup>th</sup> floor  
Columbus, Ohio 43215

Light refreshments will be served.

We look forward to seeing you.



# Guitar Heroes

Honoring National Guitar day



**Franklin County  
Treasurer's Office  
2025 Art Series**

**Exhibit dates**

February 11-  
March 18

**February 11th Opening  
Reception hours**

3pm - 5pm

**373 South High Street,  
17th Floor**

**Guitar Heroes by Evan Williams**

Evan Williams is a local artist well-known for his celebrity portraits that are similar to caricatures but with a more refined, less comical look. A graduate from the Columbus College of Art & Design (CCAD), Williams is traditionally trained but now focuses primarily on digital painting and mixing bold colors with a nod to old graffiti art. And what a befitting day for the opening reception on National Guitar Day.

**From:** [Wall, Joshua D.](#)  
**To:** [Trustees](#)  
**Subject:** Save the Date- Franklin County Treasurer 2025 Black History Month Celebration  
**Date:** Friday, January 10, 2025 3:31:36 PM

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**Save the Date – Franklin County Treasurer 2025 Black History Month Celebration**

On Friday, February 14, 2025, the Franklin County Treasurer’s Office will host its Annual Black History Month Celebration. Out theme this year is “African Americans and Labor.”



## Melanie Barnette

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**From:** Detwiler, Hanna A. <hadetwiler@franklincountyohio.gov>  
**Sent:** Wednesday, January 15, 2025 1:47 PM  
**Subject:** Annual Zoning Resolution Recording Notification  
**Attachments:** Franklin Co Zoning Resolutions Notice 25.pdf

CAUTION: This email originated from outside of the Mifflin Township domain. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Franklin County Township Trustees, Fiscal Officers, and Administrators,

Attached is an annual notice from Recorder O'Connor of the requirement to record zoning resolutions with our office, pursuant to O.R.C. 317.081.

Please let me know if you have any questions, my contact information is below.

Thank you,  
Hanna Detwiler



**Hanna Detwiler**  
Director of Community Outreach  
[373 South High Street](#), 18<sup>th</sup> Floor  
Columbus, Ohio 43215  
Email: [Hadetwiler@franklincountyohio.gov](mailto:Hadetwiler@franklincountyohio.gov)  
Phone: 614-525-3823  
Fax: 614-525-4299  
<http://Recorder.FranklinCountyOhio.Gov>



# Daniel J. O'Connor, Jr.

Franklin County Recorder

January 15, 2025

Dear Franklin County Township Trustees, Fiscal Officers, and Administrators,

O.R.C. 317.081 requires the county Recorder to notify county commissioners and township trustees annually of their duty to record various zoning documents at their county Recorder's office. This duty to record applies to unrecorded new zoning resolutions and amendments.

Below is the section of the Ohio Revised Code that applies:

***317.081 County and township zoning resolutions kept by recorder.***

*The county recorder shall keep county and township zoning resolutions, including text and maps and amendments to them, in his office and make all these documents available for public inspection during normal business hours. By the fifteenth day of January each year, the county recorder shall notify the board of county commissioners and the board of township trustees of each township within the county of that board's duty under section 303.11, 303.12, 519.11 or 519.12 of the Revised Code to file zoning resolutions and amendments in the office of the county recorder. The fee provided in section 317.32 of the Revised Code shall be charged for each resolution and amendment filed in the office of the county recorder.*

*317.32 (E) For filing zoning resolutions, including text and maps, in the office of the recorder as required under sections 303.11 and 519.11 of the Revised Code, a base fee of twenty-five dollars and a housing trust fund fee of twenty-five dollars, regardless of the size or length of the resolutions;*

*(F) For filing zoning amendments, including text and maps, in the office of the recorder as required under sections 303.12 and 519.12 of the Revised Code, a base fee of ten dollars and a housing trust fund fee of ten dollars regardless of the size or length of the amendments.*

I realize this does not affect many of you, although I am required by law to inform you.

If you have any questions or concerns, or if our office can be of service to you, please feel free to contact us at (614) 525-3930.

Sincerely,

Danny O'Connor

## Melanie Barnette

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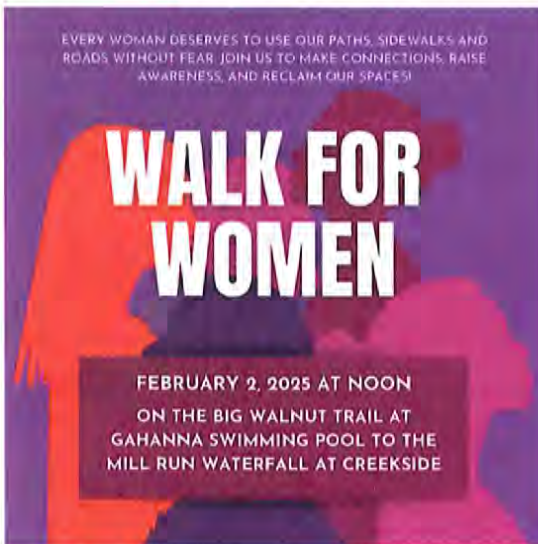
**From:** Merisa Bowers <merisa.bowers@gahanna.gov>  
**Sent:** Saturday, January 18, 2025 12:40 PM  
**To:** Trustees  
**Subject:** Invitation to Attend Women's Safety Weekend - Feb. 1 - 2

**CAUTION: This email originated from outside of the Mifflin Township domain. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear Fiscal Officer Cararo, and Trustees Cavener, Angelou, and Leeseberg,

As elected leaders in Central Ohio, I invite you to join us for a series of important events in Gahanna on the weekend of February 1–2. These events are designed to promote safety, solidarity, and wellness for women in our community.

The initiative stems from a recent incident in which a woman was assaulted on one of our trails in November—a stark reminder of the need to reclaim public spaces and foster a safe and supportive environment for all. Your presence at the Walk on Sunday, February 2 at Noon would demonstrate your commitment to these values and provide recognition for this meaningful cause.



### Event Details:

#### 1. Runner & Walker Safety Talk

**When:** Saturday, February 1, 10:00 a.m.

**Where:** Second Sole, 1245 N Hamilton Rd.

**Details:** GPD Community Liaison Officer Blair Thomas, Lt. Matt Kissel, and representatives from Second Sole will provide safety tips for runners and walkers, including personal safety gear recommendations. This event is free and open to all, but *registration is requested*: <https://www.signupgenius.com/go/10COA45A9AA2BA3FACF8-54358337-runner>

2. **Walk for Women**

**When:** Sunday, February 2, 12:00 p.m.

**Where:** Big Walnut Trail at Gahanna Swimming Pool, 148 Parkland Avenue, Gahanna

**Details:** Gather with us to walk along the Big Walnut Trail to the Mill Run Waterfall at Creekside. This is an inclusive event for people of all abilities—not a race or athletic event—where we will raise awareness, connect, and reclaim our shared spaces together.

3. **Simple Self-Care Practices Open House**

**When:** Sunday, February 2, 1:00–4:00 p.m.

**Where:** Ohio Herb Center, 110 Mill Street

**Details:** End the weekend with a relaxing visit to the Ohio Herb Center, where you can learn about simple self-care practices using herbs. This open house is an opportunity to recharge and connect with the community in a welcoming space.

These events are an opportunity to bring our community together, promote safety and awareness, and celebrate the resilience of women in Gahanna and beyond.

Please let me know if you are able to attend or need additional details. Your participation would make a powerful statement and help amplify the impact of these efforts.

Thank you for your leadership and support.

**MERISA K. BOWERS**

Gahanna City Councilwoman, At-Large

President of Council



City of Gahanna  
200 S. Hamilton Rd.  
Gahanna, Ohio 43230  
614-342-4090 (Council Office Main)  
614-342-0040 (Direct)  
614-342-4190 (Fax)  
[merisa.bowers@gahanna.gov](mailto:merisa.bowers@gahanna.gov)  
[www.gahanna.gov](http://www.gahanna.gov)





**Human Resources Department**  
**January 21, 2025**

**Requests:**

NA

**Updates:**

Paychex Implementation Update:

- The upload for pay rates, direct deposit, home address, tax withholdings, court ordered withholdings, and deductions were reviewed and verified for accuracy.
- Police, Service and Admin began using the Paychex time keeping on 1/19. Fire 56-hour, 40-hour, and MECC are utilizing Vector for time and attendance.
- Fire and MECC will receive an email the week of 1/27 to register for Paychex. Job aids will be sent to assist with registration, provide information to download the app, and will include instructions on how to change direct deposit, tax withholdings and personal information.
- We are scheduled to process our first payroll using Paychex on the next payroll. After payroll is processed a 30 day cancellation notice will be sent to HR Butler.



## **M E M O**

**DATE:** 1/21/2025

**TO:** Mifflin township Trustees

**FROM:** Service Director – Roger Boggs

**SUBJECT:** Updates & Requests

### Service Dept. Request

- **Sell Back Request – Natalie Berkley – Lot 2, Sec M, Block 3, Grave 7 in the amount of \$1500.00. I have received the original deed with the request.**

### Updates

- **Correspondence – I received a letter and flyer stating that the AARP group would be doing taxes at the Mifflin Township Meeting Hall (Joseph Spanovich Meeting Hall) this tax season. I have had no contact with them since the end of 2022 tax season when I suggested they find a new location for 2023. I will continue to try and get in touch with the organization.**

### Code Enforcement

- **No Request**

### Updates

The Service Dept. is still actively tagging properties that are not in compliance and following up on All complaints that come in from our residents.





**MIFFLIN TOWNSHIP**  
Peace. Safety. Welfare.

## GRAVE SELL BACK REQUEST

### GRAVE INFORMATION:

DATE:	1/10/2025	CEMETERY:	Mifflin				
SECTION:	M	BLOCK:	3	LOT:	2	GRAVE:	7
PURCHASE PRICE:	#1,500. <sup>00</sup>						

### OWNER INFORMATION:

NAME:	Natalie Berkley	PHONE:	614 558 4195
ADDRESS:	911 Hillridge Rd Reynoldsburg Oh 43068		
<small>PLEASE INCLUDE STREET / CITY / STATE / ZIP</small>			

#### NOTARY SIGNATURE REQUIRED BELOW

I am the owner of the above grave lot, and I am requesting to resell this grave lot back to Mifflin Township. I understand that I can only receive what was paid at the time of the original purchase and not what the current grave lot price is. I also understand that I must have a form for each grave lot I wish to sell back.

If I inherited this grave lot from the original owner, I must provide a death certificate of the original owner. (Ownership follows the bloodline of the original owner, and if there are siblings, all siblings must fill out a separate Grave Sell Back Request form for each grave lot to be sold back).

Owner Signature:

*Natalie Berkley*

Owner Signature:

STATE OF:

OHIO

COUNTY OF:

FRANKLIN

The foregoing instrument was acknowledged before me the

10

day of

JAN

,20

25

By: *Natalie Berkley* *Michael Malone* - NOTARY



MICHAEL E. MALONE  
Notary Public, State of Ohio  
My Commission Expires  
11 July 2028

*Michael Malone*

(Notary Public)

Lynn M. Stewart, Chair • Richard J. Angelou, Vice Chair • Kevin J. Cavener, Trustee • Nancy M. White, Fiscal Officer

400 W. Johnstown Rd., Suite 200, PO Box 307630 • Gahanna, OH 43230 • mifflin-oh.gov • 614-471-4494

# Cemetery Lot Certificate

2021-54

KNOW ALL MEN BY THESE PRESENTS That for valuable consideration, said purchase price the receipt and sufficiency of which are hereby acknowledged, **Mifflin Township** hereby issues and grants to:

Name	Address	City, ST ZipCode
Berkley, Natalie	911 HillRidge Rd	Reynoldsburg, OH 43068

His, her, or their heirs, representatives and assigns, the right of interment and burial in **Mifflin Cemetery**

Lot	Section	Block	Grave	Purchase Price
2	M	3	7	\$1,500

And No Others -----

In **Mifflin Township** located in **Franklin County** according to the Plat thereof on file with the Fiscal Officer of the above governmental Unit; subject, however, to all rules and regulations now existing or which might hereafter be adopted by the Board of Health, or its successors or assigns, concerning the same.

This Burial Permit and the rights herein granted shall only be transferred by completion and endorsement of the Assignment of the second sheet of this certificate, and the acceptance and approval of the same, for recording by the Fiscal Officer, in the official records of Mifflin Township, Franklin County, Ohio.

**TO HAVE AND TO HOLD** the same to the said Natalie Berkley and His/Her/Their heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules and regulations of the officers having control of said Cemetery.

In Witness Whereof, We have hereunto set our hands on this 11 day of August A. D. 20 21

Mifflin Township Trustees

  
\_\_\_\_\_  
Lynn M. Stewart  
  
\_\_\_\_\_  
Richard J. Angelou  
  
\_\_\_\_\_  
Kevin J. Cavener

Signed and Acknowledged

in presence of

By:   
\_\_\_\_\_  
Mifflin Township Fiscal Officer

in Franklin County, Ohio



Gerald Tebben  
73 Tibet Rd.  
Columbus, Ohio 43202

Mifflin Township Meeting Hall  
155 Olde Ridenour Rd  
Columbus, OH 43230

AARP Foundation Tax-Aide program volunteers will once again provide free tax preparation at the Mifflin Township Meeting Hall and dozens of other locations in Central Ohio.

The service is open to anyone regardless of age or income, but focuses on senior citizens. AARP membership is not required or even asked about. Donations are not solicited or accepted.

Last year, Tax-Aide volunteers filed 421 federal and state tax returns at Mifflin, saving each taxpayer an estimated \$250 in tax preparation fees. Most of those returns resulted in a tax refund, and that refund averaged \$1,438.

The nearly 60-year-old AARP Foundation Tax-Aide program operates across the country. Volunteers are trained in tax preparation and must pass an IRS test each year to ensure they understand the latest changes in tax law.

I would appreciate it if you would post the enclosed poster about the upcoming season.

Sincerely



Gerald Tebben  
AARP Tax-Aide Communications

1/14/25 - 1-888-Rep TRIED TO HELP GET  
INFO.

# Get your taxes done for free.



## Mifflin Township Meeting Hall

Get your taxes done for free at the Mifflin Township Meeting Hall or dozens of other locations in Central Ohio this tax season.

Appointments are required. To find a location near you and schedule an appointment, please go to

**[aarpfoundation.org/taxaide](http://aarpfoundation.org/taxaide)**



**Working for You**

**We'll help you get every tax credit and deduction you've earned.**



**Welcoming and Free**

**The program is open to taxpayers of all ages. AARP membership is not required.**



**IRS Certified**

**Our volunteers are trained and IRS certified every year.**

*To find a site near you, or to get information about virtual services, visit [aarpfoundation.org/taxaide](http://aarpfoundation.org/taxaide) or call us toll-free at 1-888-227-7669.*

The Internal Revenue Service (IRS) sponsors the Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) Programs. The mission of these programs is to provide free basic tax return preparation for low-to-moderate income and elderly taxpayers. This also includes taxpayers with disabilities, limited English proficiency and the Military. Volunteers participating in these programs must sign a Form 13615, Volunteer Standards of Conduct Agreement - VITA/TCE Programs. These agreements require them to provide high quality service and uphold the highest ethical standards.

In accordance with federal law and the Department of the Treasury - Internal Revenue Service policy, discrimination against taxpayers on the basis of race, color, national origin (including limited English proficiency), disability, sex (in education programs or activities), age or reprisal is prohibited in programs and activities receiving federal financial assistance. Taxpayers with a disability may request a reasonable accommodation and taxpayers with limited English proficiency may request language assistance to access service. To report unethical behavior to IRS, e-mail us at [ts.voltax@irs.gov](mailto:ts.voltax@irs.gov).

If a taxpayer believes he or she has been discriminated against, a written complaint should be sent to: Operations Director, Civil Rights Division, Internal Revenue Service, Room 2413, 1111 Constitution Avenue, NW, Washington, DC 20224. For all other inquiries concerning taxpayer civil rights, contact us at the mailing address or email us at [edi.civil.rights.division@irs.gov](mailto:edi.civil.rights.division@irs.gov). Do not send tax returns or other tax-related information to the Civil Rights Division office or email address.

While the IRS is responsible for providing oversight requirements to Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) programs, these sites are operated by IRS-sponsored partners who manage IRS-required site operations and volunteer ethical standards. In addition, the locations of these sites may not be in or on federal property.



# MIFFLIN TOWNSHIP

Brian P. Dunlevy  
Fire Chief

Scott Davis  
Assistant Fire Chief

## BOARD OF TOWNSHIP TRUSTEES MEETING

January 21, 2025

### Fire Division Requests:

**Request to Approve Letter of resignation Dispatcher Don Searls:**

**01212025.1** This is a request to approve the resignation of Dispatcher Don Searls effective February 1, 2025. Don has worked at MECC for the past 18 years and leaves in good standing. File attached.

**Request to Approve Retirement of Administrative Assistant Christina Prokop:**

**01212025.2** This is a request to approve the retirement of Christina Prokop effective February 14, 2025. Christina has served the township for over 11 years. File attached.

**Request to Approve resignation of Dispatcher Michael Fichera:**

**01212025.3** This is a request accept the resignation of Dispatcher Michael Fichera retroactive January 7, 2025. File attached.

**Request to Approve 2025 wage scale for Fire Department/MECC:**

**01212025.4** Request to approve amended pay scale for 2025. This reflects FD/MECC employees. File Attached

**Request to go into Executive Session Pursuant to ORC 121.22 Section G2**

**01212025.5.** This is a request to go into Executive Session pursuant ORC 121.22

To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section [505.10](#) of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. No member of a public body shall use division (G)(2) of this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member of a public body that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.

**Request to Amend Resolution 200.24( Oct 7, 2024)**

**01212025.6.** This is a request to amend the land purchase at 4301 East Johnstown Rd in the agreed upon amount of \$999,500.00 to an amount not to exceed \$1,050,000.00. Language currently being drafted for review by legal.

**Request to Approve bond loan purchase consider approval of bond loan for 4301 East Johnstown**

**Rd:01212025.7.** This request is to consider bond loan for the purchase of 4301 E Johnstown Rd in the amount not to exceed \$1,050,000.00.

**Request to sign contract proposal with Ohio First Responder Grants:01212025.8** This request would allow Mifflin Twp Division of Fire to enter into a contract with Ohio First Responder Grants for \$3000.00 to apply and write grant language for the Safer Grant. This request has been submitted to legal for review. File attached.

**Request to repair boiler at OPS Center:01212025.9**

This is a request to make an emergency repair to Boiler #2 at OPS Center in the amount of \$44,500.00.; This unit is currently inoperable and is one of two units that provide heat to OPS Center. Columbus Metropolitan Library will cover ½ the cost of repair. The total cost to Mifflin will be \$22,250.00 after reimbursement from CML.



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## Hanging up my mic

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From Don Searls <dsearls@mifflin-oh.gov>

Date Fri 12/6/2024 4:19 PM

To Brian P. Dunlevy <Dunlevyb@mifflin-oh.gov>

Cc Scott A. Davis <Daviss@mifflin-oh.gov>; Keith E Higgins <higginsk@mifflin-oh.gov>; Mory D. Fuhrmann <Fuhrmannm@mifflin-oh.gov>

All,

As the writer Chaucer once wrote, "All good things must come to an end!" It is with this saying that I am announcing, that after a little over 18 years with the MECC/Mifflin Township FD I will resigning my part-time dispatching position effective February 1, 2025. This decision was not an easy one to make, I still enjoy coming to work and the people I have had to the pleasure to work with over the past 18 years.

I first want to thank all of the members both past and present of the Mifflin Township FD and the Mifflin Township Board of Trustees for giving me the opportunity to be part of a great organization and to do a job that I really enjoy doing. I especially want to thank the guys and gals that I have been fortunate to work with on a daily basis. Thank you all for putting up with my antics and warped sense of humor. Secondly, I would like to thank all of the MECC agencies and their members. It has been a pleasure of mine to work with all of these great departments and their members. Last but not least, thank you to the GPD dispatchers for their friendship and understanding of my sense of humor. All of you combined, have made the past 18 years fly by and enjoyable. As I think of it, Thank You may not be strong enough to describe how I feel.

Everyone in this organization deals with extremely stressful situations and handles them with calmness and professionalism that a lot of people could not begin to imagine. I consider myself very fortunate and proud to have worked with some of the very best in this profession. I started this journey in Public Safety in 1976 when everything was written down on paper and runs were written into a logbook or typed on a log sheet. It is just amazing to see how new technology keeps changing the art of communications and I wonder what is in store for the future.

I will most definitely miss coming to MECC and spending time with all of you, but I am excited to see what the future holds for myself and my family. Again, thank you from the bottom of my heart for everything you do for your communities and what you have done for me.

All my best to everyone at Mifflin Township FD, MECC and the Board of Trustees.

Respectfully,

William (Don) Searls

January 7, 2025

Mifflin Township Division of Fire  
400 W. Johnstown Road  
PO Box 307630  
Gahanna, OH 43230

Chief Davis,

This is to inform you that I am resigning from my Administrative Assistant position on Friday, February 14, 2025.

I have really enjoyed being part of the FD family and appreciate every single person on the department. It will be hard to say goodbye to you all but I know that I have made lifelong friends here.

I truly believe that I leave you in good hands with Becky as I now she will do a great job taking care of you all.

Sincerely



Christy Prokop



To whom it may concern. I, Michael Fichera and tendering my resignation effective as of January 7, 2025. I'm being forced to resign due to not progressing in the training process. While I thank you for your time and invaluable information that I obtained during this process, I do feel like future hires should have more adequate and formal training by a designated trainer in a class room setting with a more realistic timeline. Being thrown in to a critical job with no experience and to be expected to perform the duties with no formal training is quite unrealistic.

Thank you

Michael Fichera



## EMERGENCY SERVICES

Firefighter Cadet/Intern - Emergency Services		
Step	Step 1 (Probation)	Step 2
Duration	12 Months	n/a
Rate		n/a

Firefighter Apprentice - Emergency Services		
Step	Step 1 (Probation)	n/a
Duration	12 Months	
Rate	\$23.12	

Firefighter/Paramedic - Emergency Services				
Step	Step 1 (Probation)	Step 2	Step 3	Step 4
Duration	12 Months	12 Months	18 Months	18 Months
Rate	\$28.15	\$30.76	\$32.64	\$34.58
				\$36.45

Officers - Emergency Services		Out of Class		Appointed	
	Lieutenant		\$38.27		\$40.10
	Captain		\$41.70		\$43.30
	Battalion Chief (56-Hours)		\$45.03		\$46.77
	Battalion Chief (40-Hours)		n/a		\$68.31

## DISPATCHING SERVICES

Telecommunicator-Dispatching Services					
Step	Step 1 (Probation)	Step 2	Step 3	Step 4	Step 5
Duration	12 Months	12 Months	18 Months	18 Months	n/a
Rate - Day	\$26.46	\$32.47	\$33.75	\$35.22	\$36.75
Rate - Night	\$27.52	\$33.76	\$35.10	\$36.62	\$38.22

Officers - Dispatching Services	Out of Class - Day	Out of Class - Night	Appointed - Day	Appointed - Night
Lieutenant	\$38.58	\$40.13	\$40.42	\$42.03
Captain	\$42.85	\$44.56	\$45.27	\$47.08

## ADMINISTRATIVE SERVICES

Officers - Administration	
Deputy Fire Chief	\$72.62
Assistant Fire Chief	\$78.43
Fire Chief	\$84.71

Civilian Staff - Administration		
Officer Manager (no steps)	\$32.81	\$36.45
Administrative & Communications Coordinator	\$32.69	\$42.50
Facility Manager		
Apparatus Mechanic (no steps)	\$20.98	\$43.41
Public Safety Technology Director	\$50.48	\$75.72

## Community Services

Firefighters - Community Services			
Fire Inspector	(no steps)	\$34.84	
Community Paramedic			
\$53.24			
EMS Coordinator			
\$53.24			
40 Hour Fire Inspector/ Investigator			
53.24			



# Ohio First Responder Grants, LLC

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## GRANT APPLICATION WRITING

This Grant Application / Project Writing Agreement (the "Agreement") is entered into by **Ohio First Responder Grants, LLC** (the "Company") and the **Mifflin Township Fire Department (Acting Chief Scott Davis)** (Franklin County, Ohio) (the "Agency") (collectively, the "Parties") as follows:

### **BACKGROUND**

- A. The Agency would like to retain the Company to write and submit One (1) grant application with One (1) project to the Fiscal Year 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant program.
- B. The Parties now memorialize their agreement to retain the Company's grant writing services as follows:

### **AGREEMENT**

1. **Scope of Services.** The Company agrees to perform the following services on behalf of the Agency:

- a. ***Grant Application Writing Services.*** The Agency agrees to have the Company write grant application for the following grant (referred to herein as the "Grant Application Writing Services" or "Services"):

#### **Application #1 - Project #1 – Hiring**

The Agency has requested that a grant application be written to accommodate the procurement of funding to hire **up to nine (9)** career firefighters.

2. **Compensation.** The Agency agrees to provide the following compensation to the Company:

- a. ***Financial Rate for Grant Application Writing Services.*** The Agency will compensate the Company at a rate not to exceed three-thousand dollars (\$3,000.00) out of pocket for the grant project requested. The total fee charged to the Agency also includes the online entry of the project.

- b. ***Successful Award Bonus.*** The Agency will compensate the Company at an amount equal to but not to exceed five percent (5%) of the total amount of federal funding awarded to the Agency. The bonus amount shall be paid out of existing Agency funds and cannot be taken out of the grant award itself.

- c. ***Declination of Award.*** In the event an Agency is presented with an offer of award for a successful project and declines to accept the award, the agency is responsible to compensate the Company at an amount equal to fifty (50%) percent of what would have been the successful award's bonus amount, which is cited in section 2b of this agreement.

- d. ***Due Date for Invoices.*** The Agency will pay the Company all compensation due no later than thirty (30) days after receipt of an invoice. The Company may assess a penalty in the amount of five percent (5%) of the invoiced amount for all invoices paid later than forty (40) days after the due date printed on the invoice. Any penalty amount that the Company assesses will not be counted toward the maximum amount per application contained in Section 2(a) above.



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3. **Standard of Care.** Company shall perform and require its sub-consultants to perform Services in accordance with the Agreement: (i) using recognized industry standards and professional skill, care, diligence, ethics and judgment adhered to by firms recognized by their expertise, experience and knowledge in performing the same type of Services elsewhere; and (ii) acting with due care and in accordance with applicable law, code, rule, and/ regulation. While Company shall be responsible for the professional quality, technical accuracy, and completeness of the grant application, it is understood that the Agency must cooperate and furnish any requested information and data to the Company needed to prepare the grant application. The Company shall rely upon the Agency's determination of such information and data that may be of use to the Company in the performance of the Services. Company is entitled to rely on and use the information or data provided by the Agency to the extent it believes it is appropriate to do so under its Standard of Care. <<<Fire Chiefs Initials >>>

4. **No Guarantees.** The Parties agree and understand that the SAFER Grant program application process is extremely competitive and that the Company cannot make any guarantee of acceptance or award of the grant application. The Company assumes no liability to the Agency, or to anyone who may claim any right due to any relationship with the Agency and the Agency agrees to hold OFRG harmless for any unsuccessful application. <<<Fire Chiefs Initials >>>

5. **Rewrite for Unsuccessful Projects.** If the Agency's project is unsuccessful, the Company agrees to rewrite and resubmit the same project in the immediately following SAFER cycle. This task will be completed at a per project cost of Five Hundred Dollars (\$500.00).

6. **Term of Agreement.** This Agreement shall remain in effect until the Company has completed all grant application writing services, and other tasks agreed upon by the Parties.

7. **Termination of Agreement.** Termination of Agreement. Either Party may terminate this Agreement at any time, and for any reason, by giving the other Party written notice of the termination and provide at least thirty (30) days' notice prior to the date of termination. The Agency understands that terminating this Agreement does not release it from payment for services that the Company has already completed. The Agency further understands that it may be required to pay the Company an automatic Five Hundred Dollar (\$500.00) cancelation fee, for each grant project, if it arbitrarily terminates this Agreement without reasonable cause.

8. **Notice.** Any notice required or permitted to be given under this Agreement, including a notice of termination, shall be deemed given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, or sent by overnight delivery service or via email, addressed as follows:

**COMPANY:**

Ohio First Responder Grants, LLC  
ATTN: Mickey Smith  
P. O. Box 569  
Sunbury, Ohio 43074  
Email: ohiofirstrespondergrants@gmail.com

**AGENCY:**

Mifflin Township Fire Department  
ATTN: Acting Chief Scott Davis  
400 West Johnstown Road  
Gahanna, Ohio 43230  
Email: daviss@mifflin-oh.gov



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If the notice of termination is personally delivered, the termination is effective as soon as it is delivered to the Party. If mailed or emailed, the termination is effective as soon as it is delivered to the Party. [OR, Any notice given by mail or email shall be effective forty-eight (48) hours/ two (2) days after deposit in the United States mail or the time-stamped of the email.]

9. **Confidentiality Clause.** During the Term of this Agreement, Agency may have access to and become familiar with various trade secrets and other confidential information, consisting of processes, and compilations of information, records, customer lists and potential customer lists, financial information, marketing, sales, methods, techniques, devices and operations that the Agency owns and that are regularly used in the operation of the business of the Agency (collectively "Confidential Information"). **The parties shall not disclose any Confidential Information, directly or indirectly, or use it in any way, either during the term of this Agreement. Parties are required to maintain Confidential Information for a period of five (5) years after the FEMA Go date and timestamp verification of the project entry.** <<<Fire Chiefs Initials >>>

a. ***Information Not Deemed Confidential.*** Confidential Information does not include information that is: (a) generally available and known to others outside the Agency, (b) general industry information, information which is publicly available or in the public domain, (c) information which Company has lawfully acquired from a source other than Agency or had knowledge of prior the Agreement, and (d) information which is required to be disclosed pursuant to any law, regulation, or rule of any governmental body, authority or court order.

b. ***Required Disclosure by Law of Confidential Information.*** To the extent possible, all Confidential Information provided to the Parties shall be kept strictly confidential, unless otherwise required to be disclosed by applicable law or regulation, pursuant to subpoena, or by court order. Upon receiving notice of any requested disclosure of Confidential Information, either Party shall notify the other in writing, providing all information for such Party to defend its rights hereunder

c. ***Reuse of Confidential Company Information by Agency Prohibited.*** If the Agency chooses to not reengage the Company for the purposes of rewriting / reentering their project(s), under no circumstances can the Agency, for the purposes of reapplying for any SAFER, AFG, or FP&S project, utilize any of the Company's Confidential Information which is described in Section 9 of this Agreement. <<<Fire Chiefs Initials >>>

d. ***Confidentiality Clause Violation.*** A violation of Section 9, either in whole or part, subjects the Agency to the obligations listed in Section 14 of this Agreement.

10. **Property of Company.** Agency understands and agrees that all matters prepared under this Agreement shall become the property of the Company and will remain the in the exclusive property of the Company. Such property cannot be shared, duplicated or used in whole or part without the Company's express written permission. Company shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the Company.

<<<Fire Chiefs Initials >>>



# Ohio First Responder Grants, LLC

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11. **Interaction with Media and Public.** Any publicity regarding the subject matter of this Agreement must identify the Company and must not be released without prior written approval from the Company's authorized representative. Agency shall promptly refer all inquiries pertaining to the grant applications from the news media or public to the Company and shall not make any statements to the media or the public relating the Services unless agreed upon by the Company first in writing.

12. **Miscellaneous.** The Agency agrees to be bound by the miscellaneous provisions below addressing the interpretation, amendment, and enforcement of this Agreement:

a. ***Assignment.*** The Company shall have the right to assign this Agreement to any successors or assigns, including through operation of law, and all covenants, terms, and conditions shall transfer to and be enforceable by those successors or assigns. The Agency may not assign this Agreement.

b. ***Integration Clause.*** This Agreement constitutes the entire agreement between the parties relating to the subject matter of this Agreement and supersedes all prior agreements and understandings between the parties, whether written or oral.

c. ***No Amendment.*** This Agreement may not be modified or amended in any way except in a writing signed by both a duly authorized representative of the Agency and a duly authorized representative of the Company with actual authority to execute such a document.

d. ***No Waiver.*** Any non-enforcement, or delay in enforcement, of any provision of this Agreement by the Company will not operate or be construed as a waiver of the Company's right to strictly enforce this Agreement to its fullest extent in the future. Furthermore, the provisions of this Agreement may not be waived except in a written document signed by both a duly authorized representative of the Agency and a duly authorized representative of the Company with actual authority to execute such a document.

e. ***Choice of Law and Venue.*** This Agreement shall, in all respects, be construed in accordance with the laws of the State of Ohio without regard to the principles of the conflicts of law. Additionally, any cause of action for breach of this Agreement, or for a declaratory judgment on the obligations contained in this Agreement, shall be brought only in the state or federal courts serving Delaware County, Ohio. The Agency expressly consents to this exclusive venue and expressly concedes that these courts shall have personal jurisdiction over the Agency.

f. ***Severability.*** If any provision of this Agreement is found by any court of competent jurisdiction to be illegal, void, or otherwise unenforceable, then the remaining provisions of this Agreement will remain in effect and shall be fully enforced.

g. ***Notices.*** Where this Agreement requires that a Party provide written notice to the other Party, the notifying Party shall use the contact information found in Section 8 of this Agreement.

h. ***Non-Compliance.*** The Agency shall comply with all written dates and deadlines established by the Company. The Agency shall be in the process of activating or have an "Active" SAM.gov registration and FEMA Go account at the time of contract signing. Furthermore, the Agency agrees to maintain the validity of the SAM.gov registration throughout the pre-application, application





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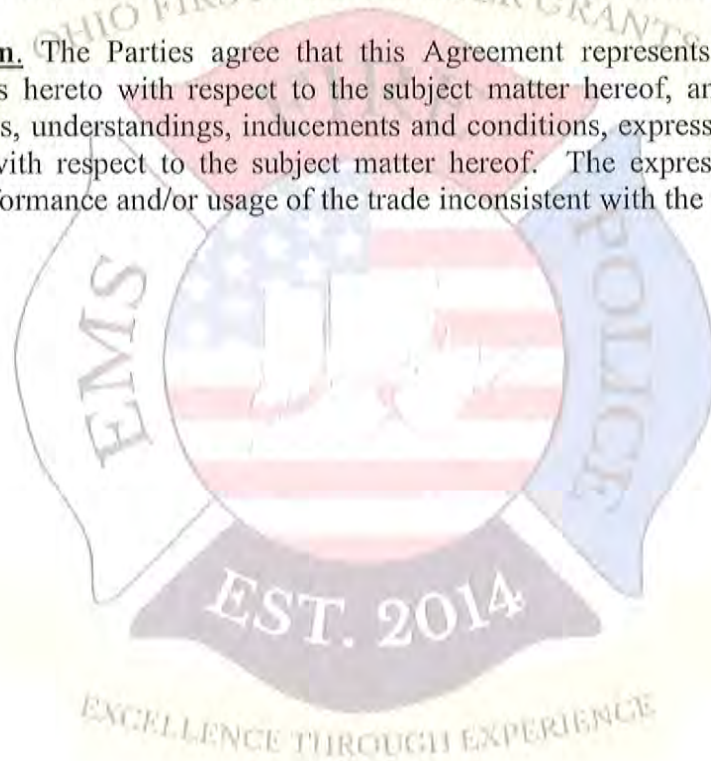


entry, and award cycle of the FY2024 SAFER cycle. Anything less than full compliance is viewed as non-compliance, which could result in the immediate cancellation of this contract.

13. **Prohibited Activity.** Willful, wanton, reckless, illegal, and / or arbitrary unauthorized actions performed by the Agency or the Agency's representative which could otherwise harm the integrity of the grant award or management process will be considered material breach of this Agreement and will result in the immediate cessation of grant management duties and cancelation of this contract, and (if illegal) the Agency's actions being reported to AFG Region 5 officials and / or the Office of Inspector General.

14. **Obligations and Remedies.** In the event that the Agency breaches the terms outlined in the Confidentiality Clause (Section 9 of the Agreement), the Agency will pay the Company as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to Ten Thousand Dollars (\$10,000.00) per individual occurrence.

15. **Incorporation.** The Parties agree that this Agreement represents the entire agreement and understanding of the Parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with the terms herein.





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IN WITNESS WHEREOF, the Parties hereto have the full power and authority to enter into and perform this Agreement on the date indicated below.

**THE COMPANY:**

**THE AGENCY:**

\_\_\_\_\_  
Mickey Smith

\_\_\_\_\_  
Signature

\_\_\_\_\_  
President / C.E.O – OFRG

\_\_\_\_\_  
Title– Mifflin Township Chairperson or Co-Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THE AGENCY:**

**THE AGENCY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title– Acting Fire Chief

\_\_\_\_\_  
Title – Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Resolution or Ordinance # \_\_\_\_\_ (if applicable)



Providing alternative funding solutions for  
**PUBLIC SAFETY AGENCIES**

***Professional  
Federal, State, & Local  
Grant Writing***

P.O. Box 1326

Powell, Ohio 43065

419.566.1505

[ohiofirstrespondergrants@gmail.com](mailto:ohiofirstrespondergrants@gmail.com)

**FALL 2023**



Jan 27<sup>th</sup> - 50 days



# Corporate Overview

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## OVERVIEW & BACKGROUND

Ohio First Responder Grants (OFRG) is a multi-faceted, public safety owned and operated grant writing firm headquartered in Westerville, Ohio. OFRG began in 2006 with the writing of its first grant for Liberty Township Fire Department in Powell, Ohio. That grant was successful and since then, the growth and success has been remarkable. In 2014, OFRG reached an important milestone by officially forming an LLC with the State of Ohio.

Since 2006, Ohio First Responder Grants has located and successfully acquired federal, state, local and corporate grants for multiple public safety agencies throughout Ohio and surrounding states.



We have a specialized concentration focused primarily on the Assistance to Firefighter Grant (AFG) and Staffing for Adequate Fire and Emergency Response (SAFER) funding programs. We focus on federal grants with the goal of improving operational and staffing effectiveness of the department by enhancing their ability to deliver emergency service.

Currently, OFRG enjoys a success rate of 58%, which has translated into approximately \$97.1 million in federally funded projects to various fire departments and EMS agencies across the country. Of this, \$31.6 million has helped hire 96 career firefighters, and the remaining \$65.5 million has been used for replacement of firefighting and EMS vehicles, SCBA units, structural fire gear, various equipment, and fire hose.

What separates OFRG from other firms is the diversity of our clients, our projects, and our professional expertise. In 2019, OFRG's successful growth allowed us to extend into Kentucky, Indiana, and West Virginia.



In 2022, OFRG's success was discovered by the Ketchikan, Alaska Fire Department, who requested our experience and services for five projects, subsequently being awarded all five!

## OUR MISSION

The mission of Ohio First Responder Grants is to seek out and obtain alternative funding sources which allows public safety agencies to better protect lives and property through fire suppression, emergency medical response, and disaster management. This ultimately provides a safer working environment for first responders, so that everyone goes home at the end of their shift!

## WHO WE ARE

OFRG is a high-quality, client-oriented company, offering a unique style and prominent level of grant writing service. Our diversity allows us to provide highly responsive and competitive grant writing services to governmental clients. The company's owner and senior staff are recognized professional leaders in their respective areas of expertise and have experience with the fire service and Ohio fire department budget analysis. This experience has enabled us to create a company that can serve Ohio, as well as surrounding state clients.



<https://www.ohiofirstrespondergrants.com/>

## PRIMARY SERVICES PROVIDED

The OFRG Grant Writing Team offers government agencies a variety of services.

- Completing needs/priority assessments
- Logic model development
- Locating federal, state & local grants
- Researching literature for best practices
- Case statement writing proposals
- Evaluating various programs
- Coaching support
- Grant award management throughout the procurement, reporting, and closeout processes.



# Grant Writing Experience

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

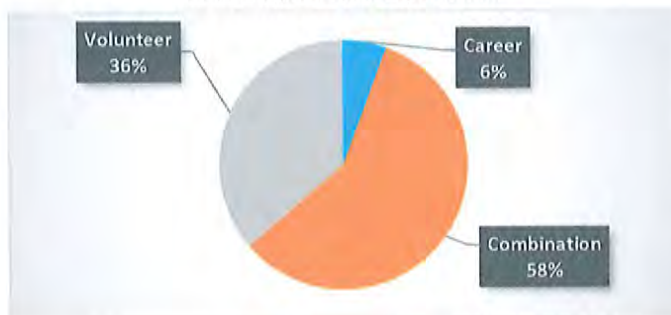
## EXPERIENCE WITH GRANT WRITING

Since 2006, OFRG has accomplished the following...

- Completed and submitted 751 projects worth \$196.5 million
- Representing 212 different agencies
- Located in 79 counties across Ohio, and 4 other states
- 150 projects completed for FY2022

OFRG has written for all agency types, from career multi-station departments with multi-million-dollar budgets to volunteer departments with limited funds and no staffing. No matter the age or stage of your organization, our comprehensive approach meets you where you are.

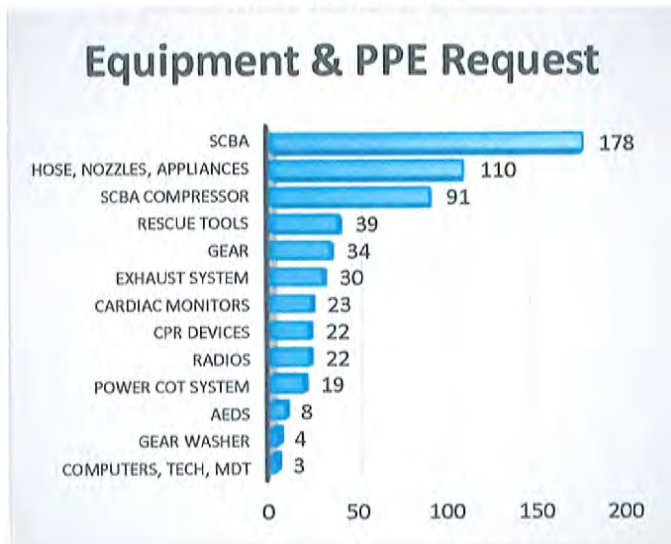
OFRG Represented Departments



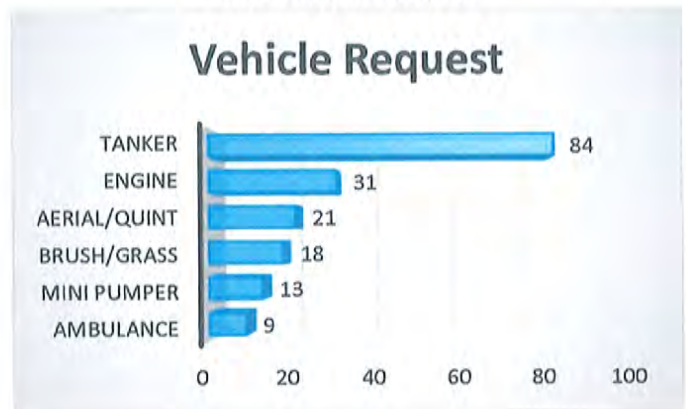
Of the 751 projects written by OFRG from 2006-2023, 71% have been for Ops & Safety, 23% for vehicles, while the remaining 6% have been for SAFERs and Health/Safety.

- Smallest project written \$9,286 – Broselow bags – Liberty Twp
- Largest project written \$3,223,878 – SAFER – Miami Valley
- Average project budget \$261,577

OFRG Completed Projects



OFRG Completed Projects

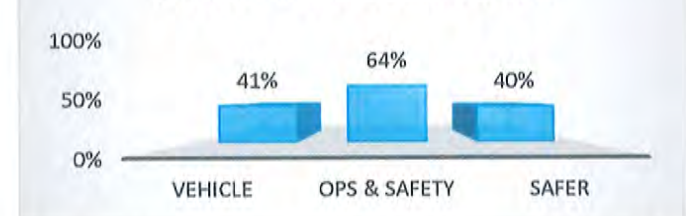


## EXPERIENCE WITH SECURING GRANTS

OFRG takes immense pride in our ability to secure all types of grants, with our primary focus being on federal AFG grants. Currently OFRG holds a 58% overall success rate, securing \$97.1 million for local fire and EMS agencies. In 2023, OFRG accounted for 64% of all the vehicles and 40% of all the Operations & Safety grants given out in Ohio. OFRG was responsible for securing 35% of all the money given to Ohio and 4% of all the AFG awards.

- 431 total projects were awarded with an average project award of \$255,118.
- Largest project awarded \$3,223,878 – SAFER – Miami Valley
- Largest non-SAFER project awarded \$976,500 – Aerial – City of Circleville.

## OFRG SUCCESS RATE



## EXPERIENCE WITH GRANT MANAGEMENT

OFRG offers grant management as part of the grant award process, managing projects from start to finish throughout all 3 years. OFRG has or is currently managing 124 (58%) of our awarded projects, totaling \$21,429,554 in federal dollars.

Project award management data:

- FY2007 thru FY2016 Awards 57 projects \$8,888,024
- FY2017 & FY2018 Awards 79 projects \$9,329,848
- FY2019 & FY2020 Awards 101 projects \$13,194,594
- FY2021 & FY2022 Awards 37 projects \$8,652,603



# Knowledge of Grant Priorities

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## GRANT PRIORITIES

OFRG's knowledge of the grant program overview and priorities helps to enhance the success of the grant projects. Knowledge of the current Department of Homeland Security (DHS) core capabilities of the National Preparedness Goal outlined in the Notice of Funding Opportunity (NOFO) guides OFRG staff through the assessment, evaluation, and writing of all federal AFG grants. Through the creation of our proprietary OFRG application check list and data requirements, various data is collected and used to assist us in creating a unique application that will meet current AFG criteria.



A working knowledge, and understanding of NFPA, ANSI, ORC, OAC, 2CFR, FEMA Go, and SAM registration is required for all OFRG staff as part of the prioritizing process by FEMA. Other priorities and allocations are dependent upon organization type, population, award limits, and type of grant.

Getting through to the Technical Evaluation Process (TEP), which is performed by a Subject Matter Expert (SME), requires all other priorities to be met and the application meets the highest of priorities established by FEMA, based upon the agency type.



The priorities established by the AFG are vital to the success of the grant project. OFRG staff have a solid understanding of who is considered eligible applicants according to FEMA standards. Our knowledge of the criteria/priorities stated by FEMA, along with an understanding of necessary data to perform well on pre-scoring and peer-review determination, all contribute to the success of past OFRG projects.

Compliance with federal, state, and organizational standards, along with safety regulations establishes a list within the AFG process that determines a priority for request. The determination of high, medium, and low priority request along with equipment product life cycle compliance helps OFRG staff establish a working knowledge of eligible projects along with the probability of success.

The highest of priorities are placed upon items that are vital to the mission and needed within the first 10 minutes of operation. This equipment is broken down into the following categories and the primary priorities of OFRG are the following:

- Vehicles
- Personal Protective Equipment
- EMS Equipment
- Communications
- Extrication Equipment
- Haz-Mat
- Specialized Equipment



*"Thank you for your hard work!! I agree if there is any dept that needs equipment you all need to be talking to Mickey and his staff..."* – Chris Nodine – Fire Chief, South Madison Fire Territory, Indiana



# Prior Experience with Clients

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## PRIOR EXPERIENCE WITH PUBLIC SECTOR CLIENTS

OFRG has written award winning projects for the following type of public sector municipalities and department types:

		Agency Type	
80	Villages		
70	Townships	94	All Volunteer
29	Districts	121	Combination
29	Cities	12	All Career
3	County Agencies		

OFRG and its staff have been serving the following municipalities as grant writers, and take immense pride in having retained an excellent working relationship during our first 10 years:

• Liberty Township, Delaware Co	Since 2007
• Falls Township, Muskingum Co	Since 2013
• Leipsic, Putnam Co	Since 2014
• Deerfield Township, Ross Co	Since 2014
• Mifflin Township, Ashland Co	Since 2015
• Loudon Township, Carroll Co	Since 2015
• Millersport, Fairfield Co	Since 2015
• Mt Gilead, Morrow Co	Since 2015
• Dresden, Muskingum Co	Since 2015
• New Lexington, Perry Co	Since 2015
• Circleville, Pickaway Co	Since 2015
• Madison Township, Richland Co	Since 2015
• Bladensburg, Knox Co	Since 2016
• Cardington, Morrow Co	Since 2016
• Fletcher, Miami Co	Since 2016
• Franklin Township, Ross Co	Since 2016
• Fazeysburg, Muskingum Co	Since 2016
• Jacksonville, Athens Co	Since 2016
• Mt Vernon, Knox Co	Since 2016
• Paint Creek, Clinton Co	Since 2016
• Pickaway Township, Pickaway Co	Since 2016
• Pleasant Township, Franklin Co	Since 2016

In 2017, OFRG began to grow rapidly adding 74 new agencies from 2018 to 2020. In 2021, 35 new agencies joined OFRG as clients. Due to high award success rate, OFRG welcomed 36 additional new agencies in 2022, including 1 from West Virginia and 1 from Alaska.

OFRG most successful agencies:

• Liberty Township, Delaware Co	16 for \$3,199,324
• City of Circleville, Pickaway Co	9 for \$3,693,224
• City of Trotwood, Montgomery Co	8 for \$4,315,258
• Falls Township, Muskingum Co	8 for \$1,487,477
• Jefferson Township, Montgomery Co	8 for \$1,016,243
• City of Bellefontaine, Logan Co	7 for \$2,013,018
• Mifflin Township, Richland Co	7 for \$628,338
• Bethel-Tate Township, Clermont Co	6 for \$1,868,871
• Village of New Lexington, Perry Co	6 for \$956,714
• City of Mt Vernon, Knox Co	5 for \$2,050,538
• Pickaway Township, Pickaway Co	5 for \$1,721,667
• Madison Township, Richland Co	5 for \$983,134
• Village of Dresden, Muskingum Co	5 for \$724,249
• Mifflin Township, Ashland Co	5 for \$654,743



OFRG agency population served:

- Largest agency – Athens Fire Dept, Athens Co - Pop. 71,032\*  
\*Includes Ohio University Population
- Smallest agency – Abington Twp., Indiana - Pop. 839
- Average department population served is 10,118

## PROCESSES FOR PROJECTS OF SIMILAR SCALE

OFRG has completed projects of all sizes. We use a multi-step approach when completing projects regardless of size or type.

1. Initial phone conversation regarding agency intentions
2. Site visit and a needs assessment
3. Contract agreement
4. Proprietary application & budget acquisition process
5. Initial grant application draft
6. Departmental application review
7. Corrections/changes completed by OFRG
8. Final review and approval by the organization
9. Application submitted to FEMA by OFRG
10. Award notification by FEMA or no award
11. Grant management or project rewrite



*"A HUGE Thank You to Ohio First Responder Grants, LLC and All American Fire Equipment for this beautiful addition to our fleet!!" – Circleville Fire Department, March 25, 2022*



# Professional Qualifications

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## MICKEY SMITH, CEO



Since 2006, my staff and I have personally located and successfully acquired federal, state, local and corporate grants for various public safety agencies. As of this posting we have successfully acquired over 97 million dollars in funding projects for various fire and EMS agencies throughout 5 states, now including West Virginia and Alaska.

Ohio First Responder Grants has a specialized concentration on the completion and phenomenally successful acquisition of the Assistance to Firefighter Grant funding program. At the completion of the FY2022 Awards cycle OFRG has written 751 projects with a 58% success rate that has translated into well over 97 million dollars awarded to various fire departments around the state of Ohio, Indiana, Kentucky, West Virginia, and Alaska. Our grants, center around replacement of Firefighting and EMS Vehicles, SCBA units, Structural Fire Gear, EMS Equipment, Fire Hose, and related appliances all in order to promote a safer working environment for Ohio's first responders, so that everyone goes home! Twenty-five years ago, I started out as a volunteer Firefighter / EMT at the Madison Township Fire Department in Mansfield, Ohio. Over the time that has elapsed since then, I worked 19 years as a career Firefighter/ Paramedic at the Liberty Township Fire Department located in Powell, Ohio, before officially retiring in 2022.

*"Thanks to Mickey Smith and his Ohio First Responder Grants team, our department will be receiving our first new truck in our 40 years of existence. We were successful the first attempt using them, and have followed up with two more requests for equipment in the 2022 cycle. Highly recommended!"* – Gene Armes – Lieutenant, Starr Township Fire Department

## PROFESSIONAL QUALIFICATIONS OF INDIVIDUALS ASSIGNED TO OFRG CLIENTS



### RYAN HANF, DIRECTOR OF OPERATIONS

Ryan has worked for OFRG for 5 years and has 5 years of grant writing experience. Since their first year, Ryan, along with his wife Nicole, have written 407 projects with a 51% success rate that has brought in approximately 63.7 million dollars while with OFRG. Ryan is currently a Lieutenant/Paramedic with the Liberty Township Fire Department in Powell, Ohio. Ryan has 23 years in the fire service, an associate degree in Fire Science/EMS and holds a B.S. in Fire Administration.



### NICOLE HANF, ASSISTANT PROJECT DEVELOPER

Nicole has been with Ohio First Responder Grants since 2018 and has 5 years grant writing experience. Nicole is the owner of Hanf Grants, LLC, with a focus on both AFG and SAFER programs, with knowledge of project development. She is currently employed outside of public safety but brings a tremendous amount of grant experience to the Ohio First Responder Grant team.



### BRIAN TAYLOR, SENIOR GRANT WRITER

Brian has worked for OFRG for 6 years and has 6 years of grant writing experience, in addition to 2 years of AFG peer-review opportunities. Brian has written 135 projects with a 59% success rate that has brought in approximately 16.6 million dollars while with OFRG. Brian is currently a Battalion Chief for the Riverside Fire Department in Riverside, Ohio with 30+ years in the fire service, holds 4 associate degrees, and a member of OFE Class 12.



### SHAWN YERIAN, SENIOR GRANT WRITER

Shawn has been with Ohio First Responder Grants since 2019 and has 4 years of grant writing experience. Shawn is a Captain / Paramedic with the Mansfield (Richland County), Ohio fire department. Shawn has been in the fire service for 20 years.

*"Awesome group to work with. Highly recommended"* – Jerry Wessel – Huntington Township Fire Department  
*"Solid work building a rock star team and business."* – Garry Ruble, Bascom Joint Fire District





# Quality Assurance / Quality Control

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## QUALITY ASSURANCE / QUALITY CONTROL

Quality Assurance and Quality Control are essential components of daily operations at OFRG. We are committed to delivering the highest quality of professional service to our clients. Our proprietary approach application process is developed to ensure our services are designed and produced to meet or exceed our clients' requirements and expectations in the most cost-effective manner. Our goal is to produce favorable results for our clients the first time, providing a safety focused outcome for the agency and a cost-effective benefit for the community.

## DEPARTMENT ASSESSMENT

You need superb value and results. That is why OFRG delivers more than excellent customer care and successful grant applications. We also deliver the opportunity to develop your organization and grow your mission, while impacting your community. With OFRG, you will receive a thorough assessment of your current capabilities, expert insights, and results to drive outcomes for a strong return on your investment.

*"Thank you so much Mickey Smith. We are so fortunate to receive all THREE of our projects! Could not have done it without your help."*

*-Scott Cramer, Chief, Hicksville Fire Department*

## POLICIES/PROCEDURES

Project requests and applications with impact on public safety are of the utmost importance and must comply with our established procedures and QA/QC requirements. All projects must meet strict requirements and are reviewed and approved by OFRG executive management.

## DOCUMENT QUALITY CONTROL

OFRG senior staff are responsible for ensuring that all documents affecting the quality of services are accomplished in accordance with our QA/QC. All personnel are responsible for ensuring that the correct revisions of applications meet industry standards and are used in accordance with customer requirements and satisfaction. Each senior staff member with a lead responsibility is accountable for all quality controls that define responsibility, authority, issue, use, and revision. These controls include but not limited to:

- Format
- Drafting Standards
- Clear, Correct, Complete, and Concise Documents
- Issue and Deadline Date(s)
- Revisions Updates
- Records
- Submissions

## ERROR PREVENTION & DETECTION

OFRG QA/QC is intended to prevent and detect errors in performing project-related tasks and in preparing applications and other documents required by the project. Prevention and detection of errors occurs at various stages of a project.

## PRE-QUALIFICATIONS

As part of the pre-qualification screening, the sub-consultant or contractor provides their abilities and other documentation that verifies the level of experience and training necessary to perform the work. Other facets of the pre-qualification process may include one or more of the following:

- All sub-consultants are required to execute a service agreement with OFRG to provide any services.
- The sub-consultant or contractor is required to provide evidence of reliability in completing the required tasks. This is done in an attempt to limit time on each project
- OFRG maintains a file for each sub-consultant and contractor it uses. Each sub-consultant and contractor is contacted annually to obtain an updated service agreement.
- Each prospective sub-consultant or contractor will be familiar with the standards and requirements stipulated by OFRG. Standardized procedures developed by OFRG may apply to a project, for which the sub-consultant or contractor will be required to be familiar with and will provide evidence of knowledge of the requirements or standards.
- For projects involving unique issues, OFRG management remains involved in guiding sub-consultants in completion of projects to ensure quality remains to standards set forth by the company and clients.
- OFRG conducts annual reviews and evaluations of its sub-consultants and contractors to verify that their capabilities and resources meet expectations.



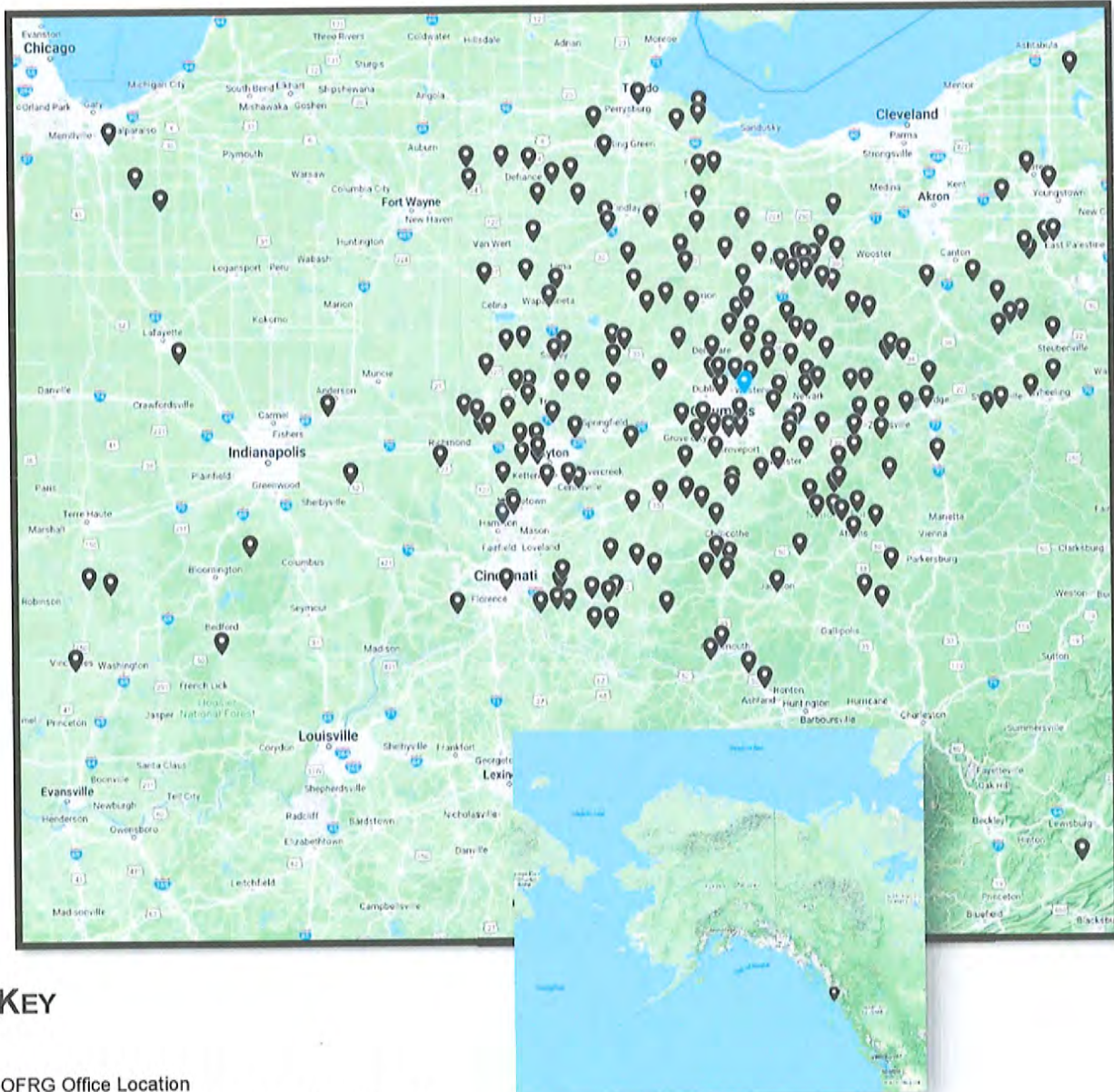


# Office, Staff & Client Location Map

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## OFRG LOCATIONS

OFRG is proud of the reputation we have built throughout Ohio. We are also excited for the opportunity to serve our surrounding neighbors in Indiana, Kentucky, and West Virginia. Then all the way to Alaska for FY2022! Though OFRG continues to expand, we remain committed and available to all our clients, regardless of location. With OFRG remaining local, along with having staff located in Central Ohio, we are better able to serve through the ability to personally meet with each client.



### MAP KEY



#### OFRG Office Location

- Our head office is located in Westerville, Ohio
- This allows for effortless contact with any fire department or municipality within a reasonable distance



#### OFRG Clients

- Our clients are located primarily throughout the state of Ohio
- With our recent expansion, we now have clients as far northwest as Alaska and south of the Ohio River into Kentucky.



# Qualification Statement & References

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## QUALIFICATION STATEMENTS

To the best of the Ohio First Responder Grants knowledge and abilities, all information contained in this Request for Qualifications submittal is complete and accurate.

Ohio First Responder Grants, grants any prospective customers the authorization to contact any of our previous clients for the purposes of ascertaining an independent evaluation of our grant writer or team member's performance.



## COMPANY REFERENCES

OFRG is extremely proud of the reputation we have established with clients. Please feel free to contact the following references regarding our performance and services:

City of Trotwood Fire Dept, Montgomery Co	6 Awards
Chief Richard Haacke      937-837-7771	Population 25,212
City of Bellefontaine Fire Dept, Logan Co	6 Awards
Chief Andrew Fissel      937-599-6168	Population 15,700
Miami Valley Fire Dist., Montgomery Co	2 Awards
Chief Brandon Barnett      937-560-2114	Population 52,156
Falls Township Vol Fire Dept, Muskingum Co	8 Awards
Chief Brady Johnson      740-453-1784	Population 13,579
Paint Creek Joint Fire & EMS Dist., Highland Co	3 Awards
Chief David Manning      937-981-3394	Population 30,364

Contact OFRG for a complete list of reference departments or completed projects near you.

## GIVING BACK

OFRG is tremendously honored for the opportunity to support our own by annually dedicating 10% of our earnings to many first responder mental health organizations each year. The list of organizations we donate to includes but is not limited to:

- Ohio DPS Initiative – Ohio ASSIST  
<https://statepatrol.ohio.gov/about-us/ohio-assist/>
- Hold The Line Services  
<https://www.holdthelineservices.com/>
- First Responders Bridge  
<https://firstrespondersbridge.org/>

*"Mickey, you and your group are the BEST!!"* – Robert Ruth – Lexington, Ohio



# Letters of Recommendation

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*



West Licking  
Joint Fire District

851 East Broad Street  
Pataskala, Ohio 43062  
(740) 927-8600  
(740) 964-6621

June 18<sup>th</sup>, 2023

Please allow me a moment of your time to express our satisfaction and gratification for Mickey Smith and his crew at Ohio First Responder Grants. As a department that is supported by its citizens with strong fiscal backing, West Licking Joint District typically thought we had too much in available funds and reserves to be eligible for any serious grant monies from the Federal Government.

We had moderate success in local and state requests and was successful one time in the FEMA AFG (Assistance to Firefighters Grant) a few years back. Several in-house attempts were made for the SAFER (Staffing for Adequate Fire and Emergency Response) grant but without any success.

With a boom in big box manufacturing and warehousing with the likes of Amazon, Limited LLC and data centers for Meta Facebook, Google, and Microsoft our resources, especially manpower, were stretched to its limit. The decision was made to attempt to outsource our grant application process.

We spoke with Mickey and were put at ease with his process and his billing system. To our Administrative Staff, this seemed like the logical choice. It also removed dozens, if not hundreds of man-hours and stress that could now be devoted to issues that plague public service today. His writers also possess skills that we do not with direct and industry specific writing backed by facts.

*I am happy to announce that we have had Ohio First Responder Grants two FEMA grants approved. The first was the AFG that awarded the District over \$145,000 for three SCBA compressors and fill stations. Our second joint venture, and one that still makes us smile, was the awarding of \$2.9 million dollars in federal monies for the employment of 9 new career firefighters.*

In closing, we highly recommend Mickey Smith and Ohio First Responder Grants. With a 100% success rate we have no issues in urging you to utilize this resource.

Very Respectfully,

Jack Treinish  
Assistant Chief, West Licking Fire District  
jtreinish@westlickingfire.org

[www.westlickingfire.org](http://www.westlickingfire.org)



# Letters of Recommendation

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## Prairie Township Fire Department

**Chief Allen Scott**

Office: 614-878-7100

Fax: 614-878-7388

Press Release:

October 20, 2022

Re: Staffing for Adequate Fire and Emergency Response Grant

At the October 19<sup>th</sup>, 2022, regular Board Meeting, the Prairie Township Trustees unanimously voted to accept a \$3,033,647 federal grant to create 9 additional full-time firefighter/paramedic positions. These additional positions will bring the total number of full-time firefighters assigned to each shift to 12. The 3 separate shifts work 24 hours at a time, every 3 days. Along with the part-time members, this allows the Prairie Township Fire Department to staff additional equipment and provide safer, more enhanced, services to the community.

The department currently operates on a 20-year-old staffing plan. The Township, as well as the surrounding communities, have grown exponentially over the last 20 years making this staffing increase necessary. In 2021, PTFD responded to 6,401 calls for service, up 15% from 2020. This number will continue to increase as the Westside community experiences further development. The SAFER Grant will fund the 9 positions, including salaries and benefits, for 3 years. We have been fortunate to receive several federal grants over the last few years and we will continue to pursue outside funding to the further extent possible.

Fire Chief Allen Scott: "We are extremely excited for these new full-time positions. Additional staffing will increase the safety of our members and the community we serve. We owe a tremendous amount of thanks to the Board of Trustees, the Administrators, and the community for supporting us. We also extend a great deal of gratitude to our grant writers, Ohio First Responder Grants, Mickey Smith and his team at OFRG do an amazing job".

Mickey,

Just wanted to update you that we completed our 2020 AFG Grant. All equipment has been purchased, installed and in service.

I have attached a couple of pictures to show what we got. I put it on Facebook but it did not tag you in the commentary.

Thanks again for all your help with this grant! You did a great job and I will highly recommend your company for future grants.

Chief Ron Dysert

Northern Hardin County Fire District



***"Would recommend OFRG to ANYONE looking for assistance in writing a grant. Contacted them on a Wednesday, and only two days later they came and met with us in our station." -Tyler Wessel, Lt, Pebble Twp. Fire Department***

Westside Messenger

## Prairie Township Fire Department receives FEMA grant

By Editor Columbus Messenger - October 17, 2022

149 0

By Christine Bryant

Staff Writer

The Prairie Township Fire Department has been awarded just over \$3 million in federal grants to increase staffing, Chief Allen Scott reported at the Oct. 5 board of trustees meeting.

If the board approves the grant, it could fund nine full-time positions, bringing staffing levels to sufficient levels based on the township's needs, Scott said.

The Federal Emergency Management Agency (FEMA) established the Staffing For Adequate Fire and Emergency Response (SAFER) grant to provide funding directly to fire departments and volunteer firefighter interest organizations to help increase or maintain the number of trained, front-line firefighters in communities.

At the next board meeting on Oct. 19, Scott will ask the board for official acceptance of the SAFER grant, which can only be used for funding personnel positions. Scott said he is also putting together a plan that will address how the department will continue funding those positions once this particular grant expires.



# Letters of Recommendation

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*



## Wapakoneta Fire-EMS

103 Willipie Street, Wapakoneta, OH 45895

Phone: 419-738-2014 Fax: 419-738-5747

Eric Sammetinger, Fire Chief

Date: June 14, 2023

To: Ohio First Responder Grants  
P.O. Box 1326  
Powell, Ohio 43065

From: Eric Sammetinger, Chief  
Wapakoneta Fire-EMS

Re: Letter of Recommendation

It was a pleasure working with Mickey and the team at Ohio First Responder Grants on our 2021 Assistance to Firefighters Grant. The city of Wapakoneta was awarded 833,333 towards the purchase of our new Sutphen SPH 100 Tower Ladder.

Mickey's streamlined process made it easy to collect the information and data needed to make this grant successful. After the grant was awarded, the team has been here to manage the grant and complete all the required ongoing documentation and reporting to FEMA.

I highly recommend Ohio First Responder Grants to anyone who is serious about applying to the FEMA AFG. Without them this purchase would not have been possible.

Eric Sammetinger, Chief  
Wapakoneta Fire - EMS

## New Lex firefighters have a \$500,000 new ride

- By DOUG CLIFFORD Perry County Tribune Contributor
- Apr 27, 2022 Updated Jun 1, 2023

Fire Chief Jim Fain gave credit for the department's newest addition to a super supportive mayor and village council as well as to Mickey Smith, who he called a "great grant writer." The funding for the new truck came from the Ohio First Responders Grants, and Smith authored the grant that brought it to New Lexington.

*"When Mickey performed my site visit, he was able to identify several needs within the department and was easily able to justify them within the AFG process. Again, great company to work with and assist your department with grant needs!" - Neil Goodwin, Chief, Leipsic Fire Department*



# Letters of Recommendation

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## MONROE TOWNSHIP FIRE/EMS

**Station 32**  
2828 S.R. 222  
Bethel Ohio 45106  
513-734-4151- Non emergency  
513-734-1279 Fax



**Station 33**  
1963 Laurel-Lindale Rd.  
New Richmond Ohio 45157  
513-553-3033- Non emergency  
513-553-7904 Fax

Ohio First Responders Grants (OFRG)

I am writing about the great organization OFRG. Even before I became Chief of Monroe Township, I had heard of Mickey and OFRG but had not had the privilege to meet Mickey up to that point. Mickey had come highly recommended through the departments around our area that had worked with him on past grants.

I contacted Mickey, his main focus after the contact was learning about our department, staffing, number of stations, size of department, budget and the equipment. Mickey was very knowledgeable about the process and made the recommendations of what we should apply for on the grant and what we should not apply for on the grant.

The process Mickey has set up for getting all the department information and the community the department serves is set up well and easy to navigate.

During the review process, we had a few questions from the grant review board come up. Mickey worked with our staff to help answer those questions and assisted in writing the answer letter back to the grant review board.

Mickey is no doubt passionate about the Fire Service, you can hear it in his voice when talking to him about the grants, you can tell he knows the struggles Fire Departments can go through getting equipment they need.

Thanks for allowing me the opportunity to recommend Mickey and OFRG, please feel free to contact me with any further questions.

Respectfully,

Stephen Downey, Chief  
sdowney@monroetwp-oh.gov



*"Thank you for making it happen for us in Wheatfield, IN! Great service!!!"* -David Myers, Wheatfield Fire Department

*"Once again, you guys are awesome!!!"*  
- Brian Thompson - Fire Chief, Circleville Fire Department



# Letters of Recommendation

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

**Three Rivers Fire District** 12m · 🌐

As a result of an awarded AFG grant we placed 20 new Scott Air Packs and 40 Scott Bottles in service tonight. We would like to express our gratitude to Ohio First Responder Grants, LLC for their work in helping us secure the funding.



**Newark Township Fire Department** 14 minutes ago · 🌐

Tonight Newark Township Fire Department placed 12 New Drager Air Packs, 24 air bottles and masks in service. This purchase was made through a grant written by Ohio First Responder Grants, LLC and supplied through Howell Rescue Systems.




*"I cannot thank Ohio First Responder Grants and Mickey Smith enough for all they have done for our department. If you're not utilizing them, you are missing out. Very much appreciated . If you are wondering if you should use them shoot me a message and I will let you know about our experience with them. Thanks again!!! Chief Lowe."*

**-Greg Lowe, Green Springs Fire Department**

*"Thanks for your hard work in writing our grant, outstanding service!"* -Northern Hardin County Fire Dist.







# Letters of Recommendation

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## Circleville Fire Department Takes Possession of New Fire Engine

By Jeremy Newman

03/25/2022



CIRCLEVILLE – Today Circleville Fire department took possession of a new fire engine on Friday, March 25, 2022 that was replaced an out of date engine.

Aging Equipment has plagued many rural first responder departments as small communities struggle to pay for full-time EMS and fire protection services all over the state. Help from an Ohio group that aims to find funding for these shortcomings through government grants has been a lifeline for Pickaway County.

That a grant that was started last year with Circleville Fire Chief Brian Thompson has netted 591,500 dollars to build a brand new Engine that will replace aging equipment. The city of Circleville does have a match of 5% of that cost or around 28,000 dollars.

Chief Thompson said that the grant was a commutative effort between himself, Captain Cavanaugh, Micky Smith, and City Safety Director Terry Frazier and couldn't have been successful without their help. Thompson said that after a build process with a spec engine/rescue combination apparatus. They made a choice on a new Rosenbauer Engine from All American Fire Equipment. The Fire Engine company has three locations one in Washington Court House.



*"This company will not disappoint. Our department was awarded 3 out of the 3 grants we requested! Because of their hard work our department and the community we serve will have the much needed equipment and apparatus for years to come. Thank you Ohio first responder grants." – Chief Hampton – Southeast Hardin Northwest Union JFD*





# Law Enforcement Grants

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## LE BRANCH CONTINUES SUCCESS IN 2023!

In the continued interest of providing our excellent service to all public safety agencies across the 4-state region, Ohio First Responder Grants launched our Law Enforcement division in 2022 after recognizing the need for a professional and successful law enforcement grant writing practice that carries with it the personal experience that so many local fire department agencies have come to expect from us. We are pleased to announce that we had a successful year in 2022, receiving our first ever LE grant for the City of Columbiana Police Department in NE Ohio!



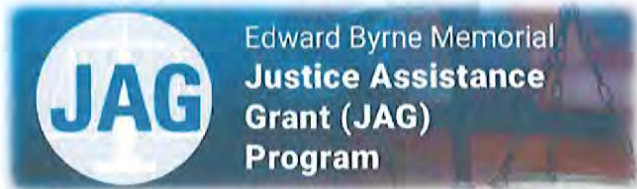
This division is comprised of personnel with a vast background in law enforcement, with the focus on providing excellent grant writing services to county, city, and local law enforcement agencies across Ohio. Our law enforcement grant writers have the knowledge, experience, and ability to oversee a project from the beginning stages to a successful award.



Troy Sexton will head our new law enforcement division. Troy has over 30 years of law enforcement experience representing city, county, and state police agencies. He has a passion for all first responder's mental wellness, has 16 years' experience responding and aiding with critical incidents, and has been a peer with Ohio ASSIST since its inception in 2017. Troy began working with Ohio First Responder Grants in 2021 and is currently employed in a safety role with a county government.



## LAW ENFORCEMENT GRANT FOCUS



### Federal grants include:

- Edward Byrne Memorial Justice Assistance Grant (JAG) - Applicants can use JAG funds for state and local initiatives, technical assistance, training personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one of the following areas:
  - A. Law Enforcement Programs
  - B. Crime Prevention Programs
  - C. Adult and Juvenile Corrections / Community Corrections and reentry Programs.
  - D. Courts, Defense, Prosecution, and Victims Services Programs
  - E. Cross-agency and Cross-system Collaboration, Training and Research Programs.
- STOP Violence Against Women Act Program (VAWA) - Has 20 purpose areas in which nineteen are applicable to Ohio. Training for law enforcement and court officials are included. Assistance to domestic violence victims and sexual assault including labor for investigative units.
- Project Safe Neighborhood Grant Program (PSN)
- COPS (Hiring Program)



### State of Ohio grants include:

- Body Worn Camera Program - LE Agencies must use to support the creation of an agency BWC program or to expand or update their existing program.
- Violence Reduction Program - Used to assist local communities in reducing and preventing violent crime by using promising or proven crime reduction strategies.
- Law Enforcement Recruitment Grant Program



# Communications & Social Media

*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

## COMMUNICATIONS

Communication is an essential part of the grant writing experience to assure the quality of the finished product. OFRG will provide the necessary support to maintain focus on quality and communication. Throughout the information gathering phase, writing, and submitting of the project, OFRG will be present and available to meet/discuss with the client during all phases. Telephone numbers, as well as e-mail addresses, of all contact personnel assigned to the project will be available to the client in order to reach anyone at any time.



OFRG will conduct periodic progress conversations as deemed necessary to keep all involved parties informed on the project in progress.

*"Any department looking for a highly qualified grant writing company needs to go no further."* -David Lucas, Chief, Blanchard Township Fire Department



The CEO of OFRG, Mickey Smith, is available to all clients, and should any concerns arise during the application/writing process, submission, procurement, or management of the grant, guidance and direction will be provided by OFRG staff at any time.

## CONTACT INFORMATION

Phone: 419-566-1505  
Email: [ohiofirstrespondergrants@gmail.com](mailto:ohiofirstrespondergrants@gmail.com)  
Address: P.O. Box 1326, Powell, Ohio 43065  
<https://www.ohiofirstrespondergrants.com/>

Updated September 2023

## SOCIAL MEDIA PLATFORMS

Check out more about our company, history, clients, and success!



<https://www.facebook.com/OhioFirstResponderGrants>



INSTAGRAM

<https://www.instagram.com/ohiofirstrespondergrants/>



TWITTER

<https://twitter.com/OhFstRspdGrants>



WEBSITE

<https://www.ohiofirstrespondergrants.com/>





651 Eastgate Parkway, Gahanna, Ohio 43230 Phone: 614-289-8733 Website: <https://ohio-ets.com>  
Email: [bgoare@ohio-ets.com](mailto:bgoare@ohio-ets.com)

Date - 1/13/2025

## Proposal for HVAC Services

**Customer Name:** Mifflin Township

**Billing Address:** 400 West Johnstown Rd, Suite 200, Gahanna, Ohio 43230

**Contact:** DJ Tharp

**Phone Number:** 614-402-7656

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### Description Of Work

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Thank you for the opportunity to quote services at location; **101 South Stygler Road, Columbus, OH, 43230**. We are pleased to quote as follows:

- Remove and replace 59 tubes in boiler with sn 88390
- Replace insulation in boiler and gasket rope
- Startup and check operation of boiler
- Remove all tubes from site

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**Amount:** \$44,500

### Remarks

*PAYMENT TERMS: 50% deposit required to start work. Balance 50% at net 30*

*VALIDITY: 30 days from the date of this quote*

*We trust that you will find our quote satisfactory and look forward to working with you.  
Please contact us should you have any questions at all.*

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To accept, please sign and email back

Initial \_\_\_\_\_



# MIFFLIN TOWNSHIP

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Craig Main  
Public Safety Technology Director

## BOARD OF TOWNSHIP TRUSTEES STAFF MEETING

**January 21, 2025**

**Public Safety Technology Director**

### **Request to classify as surplus and sell on GovDeals.**

<b>QTY</b>	<b>Device</b>	<b>SN</b>	<b>Make</b>	<b>Model</b>
1	HP LaserJet Pro	CNBKK8721D7	HP	M570dn
1	HP LaserJet Pro	PHB0C37182	HP	M402dn

### **Request to dispose of the following Mifflin owned devices.**

<b>QTY</b>	<b>Device</b>	<b>SN</b>	<b>Make</b>	<b>Model</b>
1	HP LaserJet P1606dn	VNB3M52126	HP	1606