

Monday, June 3,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on June 3, 2013. Those present were trustees Mr. Christopher Horn, Mrs. Lorrie Sass Benza, and Fiscal Officer Mrs. Cherianne H. Measures. Trustee Mr. Jeffrey S. Markley was absent. Mr. Horn presided and called the meeting to order at 6:02 P.M.

Mr. Horn welcomed everyone to the Special Meeting to discuss the separation of the Fire Department from the Fire Company due to the termination of the contract by the Bainbridge Township Volunteer Fire Company.

Mr. Horn explained that there are a few items of other business that the board will be addressing this evening.

ZONING DEPARTMENT – NEW BUSINESS

Moving Ohio Forward Contracts – Phase II

Mr. Horn made a motion to approve and execute the contract with Auburn Bainbridge Excavating in the amount of \$5,200.00 for the demolition of the structure located at 16676 Akron Street, per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Horn made a motion to approve and execute the contract with Auburn Bainbridge Excavating in the amount of \$8,400.00 for the demolition of the structure located at 16704 Bedford Street, per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Horn made a motion to approve and execute the contract with Cherokee Demolition in the amount of \$11,250.00 for the demolition of the structure located at 16801 Huron Street, per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Horn made a motion to approve and execute the contract with Cherokee Demolition in the amount of \$7,950.00 for the demolition of the structure located at 16717 Lorain Street, per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

Mr. Horn made a motion to approve and execute the contract with Cherokee Demolition in the amount of \$9,750.00 for the demolition of the structure located at 7071 Woodland Avenue, per the recommendation of the Zoning Inspector.

Mrs. Benza seconded the motion that passed unanimously.

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MINUTES

Mrs. Benza made a motion to rescind the approval of the minutes from the trustees' May 13, 2013 regular meeting in order to amend the purpose of Executive Session to include ORC 121.22(G)(2) to discuss the purchase of property.

Mr. Horn seconded the motion that passed unanimously.

Mr. Horn made a motion to approve the minutes from the trustees' May 13, 2013 regular meeting were approved as amended.

Mrs. Benza seconded the motion that passed unanimously.

WORK SESSION

Mr. Horn recapped the operations plan that had been submitted by Chief Phan in March of this year. The plan was requested by the trustees upon receipt of the letter from the Fire Company terminating the contract as of June 30, 2013. Chief Phan's plan was to address the staffing concerns, investigate a call back program, training concerns, public education and the hiring process. Mr. Horn then turned the floor over to Chief Phan.

Chief Phan recapped the finances of the Department, the funds that paid for the contract and the fact that those funds will now be available to cover the expenses that will now be the responsibility of the Fire Department.

One of the major concerns really does not pertain to the Fire Company Contract, but rather the part time status of all township employees. With the new healthcare requirements, any employee that works 30 hours per week would be considered full time and must be offered healthcare. Now with the elimination of the Fire Company, the firefighters should not use the 1500 hours per year as the lookback period for the healthcare requirements. Any shift work, call back time, training, and public education details will all count towards the firefighters total hours worked.

Chief Phan had another main question regarding the wages of the firefighters and whether or not they could be paid different wages for call back and training than what they earn for regular shift work, and the answer was yes. But again, the hours worked for all of the above count towards the weekly total hours. If the weekly maximum hours is reduced from the current 30 hours, that will impact the scheduling of the Fire Department staff.

Another concern of Chief Phan's is with regards to the vehicles that are owned by the Fire Company which are essential to the operation of the Fire Department. He would like to see the Fire Department be able to acquire the essential pieces of equipment rather than having to purchase all of the equipment new.

The Fire Company has handled all of the hiring and screening of probationary employees. The township is already paying for the required testing and this should be a relatively easy transition to the township side.

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Mr. Horn said the biggest concerns are the cost, the personnel, and the operations of the Fire Department without the Fire Company. Chief Phan stated that the cost should not be an issue since the money to operate the Fire Company came from the Fire Department in the first place. If the township would agree to continue with the call back, training and public education with a pay structure that mirrors the Fire Company pay structure, then there should be no increase in cost. If the township would decide not to continue call back, then Chief Phan would recommend increasing the staffing level to six firefighters on duty, which would be an increase of approximately \$200,000.00 annually.

Mrs. Benza asked the Chief his recommendations and how that would impact the budget. The Chief stated that if the board would agree to maintain the pay structure similar to the fire company then there would be no impact. If the trustees decide to keep the pay rate at one rate, then there will be an increase in cost. Mrs. Benza then asked the Chief his recommendation. He would recommend a pay structure that mirrors the current Fire Company structure, if possible. If the call-backs do not continue, then he would recommend increasing staffing to six people on duty, because there will not be anyone coming back for multiple calls, or large fire calls.

The Chief would also like to increase his supervisory staff. As the department has grown over the years, there are only a few officers working shifts. When there is no officer on duty, the senior firefighter acts as the officer in charge, however there is no additional compensation for that responsibility.

The Chief has already recommended that the department hire an additional five employees as we are entering the summer months, which is already crunch time when trying to fill the shifts.

Mrs. Benza asked how the additional costs will effect his budget. Chief Phan responded with the following. Based on budget numbers he had worked on with the Fiscal Officer in 2011, he would not need an additional fire levy for some time. Mrs. Measures stated that 2018 was the last year with a positive ending balance, 2019 would be in the red based on the operations in 2011. So any additional salaries and/or healthcare costs would have a negative impact on the budget of the Fire Department. Chief Phan reiterated that the board needs to tell him what the maximum number of hours will be for part time employees before he can determine how his budget will be impacted.

Mrs. Benza was concerned about some of the employees that normally work 30 hours per week and how they may be negatively impacted by this change. Could we be faced with the possibility of losing these dedicated individuals due to a decrease in the available hours.

Mr. Horn recapped that the Fire Company has acquired equipment over the years that is essential to the operations. Other concerns include the funds that have been paid to the Fire Company.

Mr. Nick Sambula, President of the Bainbridge Township Volunteer Fire Company, was introduced. Mr. Sambula explained that the balances in the three public accounts will be zeroed out at the end of the second quarter and will be refunded to the township. The balances in their private accounts will be decided upon based on recommendations from legal counsel.

Mrs. Benza asked about the assets owned by the Fire Company, and Mr. Sambula stated that those decisions have not been made yet, but will be discussed and hopefully decided at the business meeting on June 10th.

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Mrs. Benza asked about the equipment and accounts on hand, she asked what the existence of the Fire Company would be after June 30th and if any of the listed assets would be needed by the Fire Company. Mr. Sambula feels that the larger assets will not be needed, but some of the smaller assets may be needed, but will be decided by the body. The future of the Fire Company has not been decided, but hopefully will be addressed on June 10th.

Mr. Markley entered the meeting at 6:56 P.M.

The Fiscal Officer was asked if she had received the required financial reports and she responded that all she had received was some payroll. Mr. Sambula and Mr. Todd Kirkpatrick, Fire Company Treasurer, stated that the reports were submitted to the Township. The Fiscal Officer said she would locate the reports that were submitted.

Mrs. Benza asked if the board had received the reports, and Mr. Horn stated that he had not received the financial reports from the Fire Company.

Mrs. Benza asked Mr. Sambula if he could explain the training that is provided to the Fire Company members. Mr. Sambula explained that there are continuing education requirements for Firefighter certifications as well as EMS certifications. Bainbridge Township requires 18 hours of Bainbridge Fire training. Mrs. Benza asked if the trainings are well attended. Mr. Sambula stated that attendance is difficult with the varying schedules but the members have two opportunities within a month to obtain the required training.

Mrs. Measures asked if the Fire Company was using the educational contract when members are attending the more expensive classes such as paramedic school. Mr. Sambula stated that that form is being used, however the Fire Company has not sent anyone to paramedic school.

Mr. Horn clarified that an hourly cap needs to be determined. A look-back period needs to be established. The pay rate options needs to be determined as well.

Mrs. Benza asked where the Fire Company is headed. Mr. Sambula stated that has not been determined yet, but he doesn't understand how that impacts the Township. He stated that they may know more after the June 10th business meeting of the Fire Company.

Mr. Markley asked where the funds came from to purchase the Fire Company owned equipment. Mr. Markley also asked Mr. Sambula where the Fire Company would reside if they continue. Mr. Sambula stated that he has asked for permission to use the Fire Department once a month or so in order to continue. Mr. Markley asked where the Fire Company would maintain offices, a mailing address, etc. Mr. Sambula stated that the questions will be taken to the Fire Company at the meeting on June 10th. Mr. Sambula will forward communication to the trustees following that meeting.

Mrs. Measures suggested that the Fire Company consider the potential insurance requirements. There are currently multiple insurance policies shared between the Township and the Fire Company. The future of the Fire Company will determine which policies will be required to be maintained by the Township.

Mr. Sambula seemed very confident that the Fire Department will be operated solely as a Township Fire Department as of July 1st. He asked that if a special meeting needs to be scheduled, the Fire Company officers be consulted on availability as it was very difficult to adjust his schedule to attend this meeting.

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PUBLIC COMMENT

Mr. Sean Davis is concerned about how this change will impact the services that he receives as a resident, including any potential costs from mutual aid ambulance transports.

Mrs. Diane Swigonski asked if a plan will be in place by July 1, 2013 and the board responded that yes, there will be a plan.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 7:40 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____