

Friday, March 27,

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The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on March 27, 2015. Those present were trustees Mrs. Lorrie Benza and Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Janice S. Sugarman. Mr. Christopher Horn was absent. Mr. Markley presided and called the meeting to order at 11:00 A.M.

#### EXECUTIVE SESSION

Mr. Markley made a motion to go into executive session to discuss the employment of public employees, per Ohio Revised Code Section 121.22(G)(1).

Mrs. Benza seconded the motion. Vote followed: Mrs. Benza, aye; Mr. Markley, aye. Motion carried.

The trustees recessed their special meeting at 11:00 A.M. in order to go into executive session.

Mrs. Janice Sugarman and Mrs. Tammy Most were invited into the executive session.

The trustees returned from executive session, after discussing the employment of public employees, reconvening their special meeting at 11:27 A.M.

#### FIRE DEPARTMENT – NEW BUSINESS

##### Memorandum – Terms and Conditions of Employment

Mrs. Benza made a motion to approve the memorandum dated March 27, 2015, the Terms and Conditions of Employment for Brian Phan, Bainbridge Township Fire Chief as prepared by the Board of Trustees and reviewed and approved by HR Administrator Mrs. Tammy Most and the trustees' legal counsel Geauga County Assistant Prosecutor Bridey Matheny.

Mr. Markley seconded the motion that passed unanimously.

Mr. Markley noted for the record that Mr. Horn is aware of this special meeting and understands that the Terms and Conditions of Employment would be acted on. Mrs. Most will prepare copies of this document along with the performance evaluation. This document will need to be signed by Chief Phan, original and copy, and submitted to the Fiscal Office no later than Tuesday, March 31, 2015.

Mrs. Benza noted for the record that the trustees conducted the balance of the Fire Chief's performance evaluation in executive session on Monday, March 23, 2015 and the trustees did indicate that when he receives the performance evaluation that he is requested to sign it and return it and to the extent that he has any additional comments that he would like to have submitted with that performance evaluation and maintained in his personnel file, he is welcome to do so. She also noted that Chief Phan was asked in November of 2014 if he had any suggestions, recommendations or requests for anything specific as far as a new memo going forward and he did not have anything.

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FIRE DEPARTMENT – OLD BUSINESS

Request for Proposals – Strategic Analysis of the Bainbridge Township Fire Department

Mr. Markley noted that Request for Proposals have been received from the following:

1. Center for Public Safety Management, LLC in Washington, D.C.
2. John D. Preur & Associates in Mentor, Ohio.
3. Management Partners, in Cincinnati, Ohio.
4. Ohio Fire Chief’s Association, in Worthington, Ohio.
5. Emergency Services Consulting International, in Oregon.
6. The Novak Consulting Group, in Cincinnati, Ohio.

The trustees will review these proposals and evaluate them before the next regularly scheduled meeting to be held April 13, 2015.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned 11:37 P.M.

Respectfully Submitted,

Janice S. Sugarman,  
Fiscal Officer, Bainbridge Township

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\_\_\_\_\_ Date

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\_\_\_\_\_ Date

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\_\_\_\_\_ Date

Minutes Read: \_\_\_\_\_

Minutes Approved: \_\_\_\_\_