

**BEAVERCREEK TOWNSHIP  
AGENDA PACKET  
REGULAR TRUSTEES' MEETING  
TUESDAY JANUARY 20, 2015  
1:00 P.M.**



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**Agenda**  
**Regular Trustees' Meeting**  
**Tuesday, January 20, 2015, at 1:00 p.m.**  
**At the Fire Administration Building at 851 N. Orchard Lane, Beavercreek, OH 45434**

**Pledge of Allegiance - Moment of Silence**

- Approve Agenda for the January 20, 2015, Meeting
- Approve the January 22, 2015, Payroll in the amount of \$
- Approval of Minutes:
  - Regular Meeting from December 22, 1014
  - Regular Meeting from January 5, 2015
  - Special Meeting from January 12, 2015

**Citizens Desiring to Speak (Each Speaker is Limited to 3 Minutes)**

**Old Business:**

- Employee Recognition Program (Amrhein)

**New Business:** None.

**Administrator:**

- Tax Revenue Collection Discussion

**Human Resources:**

- Biweekly Report

**Zoning:**

- Biweekly Report

**Information Technology:**

- Discussion—City of Beavercreek RFP/Proposal
- Biweekly Report

**Road:**

- 2014 Township Highway Certification
- Purchase Request Southeastern Equipment
- Biweekly Report

**Fire:**

- 2014 Calls for Service Summary
- Department Rule Approval: Fire Department Lateral Entry Hiring
- Biweekly Report

**Legal Advisor:**

**Trustees:**

**Fiscal Officer:**

**Legal Invoices**

**Adjourn**

## Department Accomplishments 2014

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### **A Proclamation of Thanks**

**To All Township Departments and Personnel**

**For exceptional Performance During 2014**

**Despite Many Challenges**

#### **Fire**

Staff finalized a three year collective bargaining agreement with IAFF Local 2857. Negotiations began in April and concluded in October after going through mediation and fact finding.

Completed Promotional process and established a list of promotional candidates for the position of lieutenant.

Underwent a performance audit and began instituting recommendation from the audit at the direction of the Trustees.

The Fire Department began the transition to an all career employee fire department. By the end of 2015 all personnel will be career positions with the exception of one part-time position in the Fire Prevention Bureau.

#### **Roads**

Successfully managed a very trying winter weather season, maintaining the roads and facilities with above average snowfall and extremely cold temperatures.

Underwent a performance audit and began instituting recommendation from the audit at the direction of the Trustees.

Planted Cherry Blossom Trees at Phillips Park

Major culvert work along Factory Road to reduce the flooding in the area of the water treatment plant.

#### **Administration**

## Department Accomplishments 2014

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Underwent a performance audit and began instituting recommendation from the audit at the direction of the Trustees.

Successfully completed the State Auditor's Office audit of the Township's financial records and record keeping practices with out any findings.

### **Zoning**

Guided the re-zoning process for the 700-acre Mixed Use PUD on the Valley Springs Farm.

Maintained Zoning service despite major staffing challenges due to medical issues.

Participated in a Performance Audit and began instituting recommendations.

Experienced a 133% increase in Single-Family Dwelling permit applications, and an overall 33% increase in all permits.

### **Human Resources**

Participated in two Performance Audits and began implementation of recommendations.

Key participant in finalization of three year collective bargaining agreement with IAFF Local 2857.

Key participant in Fire Department transition to all full-time department. Especially challenging was the laying-off of several long-time Township employees.

### **Fiscal Office**

Underwent a clean financial audit conducted by an unfamiliar agency.

Underwent a Performance audit and began implementation of recommendations.

Provided timely guidance and budget management assistance to all departments as the performance audit progressed.

**Position Title:** Intern  
**Division:** Beaver Creek Township  
**Reports to:** Township Administrator/Department Head

**Definition:**

This is an unpaid, temporary internship position which will involve various duties that will permit exposure to the student's field of study in addition to providing experience that will be useful to the student's education and meaningful preparation for future professional employment. This position will allow the student to have a full understanding of the operations of Beaver Creek Township, as well as prepare them for future employment within the public sector.

**Status:**

Temporary

**Work Schedule:**

Hours per week and length of stay to be determined by the educational institution.

**Basic duties:**

Under immediate direction and work guidance of the Township Administrator, or his designee, assists and supports the Township through business projects, prepares spreadsheets with data interpretation; performs related duties in support of project efforts (i.e. data review, research and reporting) in areas of performance monitoring, outcomes and compliance. Looks for federal and other grant resources. Prepares application for grants, submission, award, oversight and reimbursement process related to federal, state and local grant applications and coordinates with other entities as applicable.

Provides articles for the In Touch newsletter. Prepares fiscal analysis and reports for the Township Administrator, or his designee

Coordinates and prepares goals and objectives, implementation tracking and year end assessment.

Preparation of a variety of studies, reports, and related information; conducts research and analysis.

**Qualifications and Abilities:**

Must be currently enrolled in an undergraduate, graduate or doctorate program. Proof of academic enrollment must accompany application.

Analytical aptitude and interest.

Ability to understand and execute complex oral and written directions.

Ability to maintain records, prepare reports, and perform other necessary clerical and/or administrative duties.

Skill in dealing firmly, tactfully, and courteously with the general public and Township employees.

Ability to handle confidential information.

Working knowledge of Microsoft Office (Word, Excel, PowerPoint)

Interest in public sector management and community development.

**BEAVERCREEK TOWNSHIP  
HUMAN RESOURCES DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434  
Ph: (937) 426-1213 Fax: (937) 306-5150

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**BI-WEEKLY ACTIVITY REPORT**

**January 20, 2015**

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**JOB TASKS:**

1. 0 Workers' Compensation claim for 2015  
3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Complete BWC safety training
5. Work on workers' compensation appeal
6. Prepare changes to job description for intern
7. Review applications
8. Work on personnel issue
9. Review results
10. Prepare COBRA paperwork
11. Work on unemployment matter (s)
12. Calls regarding the State Auditor's office being requested to intervene in Alex's OP&F contributions
13. Work with labor attorney on multiple issues

**MEETINGS AND OTHER ACTIVITIES:**

Attend special Trustees' meeting  
Meet with the TA on issues during leave  
Meet with Tim Parks on hiring  
Attend Staff meeting  
Meet with Chief VandenBos on multiple issues  
Prepare information for labor attorney; calls to and from same

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**OVERVIEW:** I have met with Alex regarding the compensation schedule for the Township, as well as the job description and wage range for the IT position which were discussed during my absence. Both of these tasks will be worked into the schedule that we are preparing.

**CHALLENGES:** Maintaining morale in the workplace is an ongoing issue, although in our office it improved greatly on Tuesday, January 13<sup>th</sup>.

**NEEDS:** None at this time.

**BEAVERCREEK TOWNSHIP**  
**ZONING DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434  
 Ph: (937) 306-0065 Fax: (937) 427-6574



**BI-WEEKLY REPORT**

**FOR THE TRUSTEES MEETING OF TUESDAY, JANUARY 20, 2015**

**ACTIVITY FROM THU. JANUARY 1 THROUGH WED. JANUARY 14, 2015**

**PERMITS:** No new Single-Family Dwelling Permits were issued in this period. The following chart compares Zoning Permits issued to this date this year and last:

	<u>2014</u>	<u>2015</u>
Single family dwellings/driveways	0	0
Additions	0	0
Fences	0	1
Pools (including fence)	0	0
Signs	0	0
Rights of Way	1	0
Accessory Decks & Covered Patio	0	0
Accessory Structures	0	0
Commercial Structures	0	0
Commercial Addition	0	0
Commercial Accessory Structures	0	0
Temporary Tents (permits/ # of tents)	0	0
Agricultural Exemption Certificate	0	0
Use Compliance Certificates	0	0
Cell Tower Co-location	0	0
Temporary Use Permits (Real Estate Sales)	0	0
Political Signs	0	0
<b>Total (including driveways)</b>	<b>1</b>	<b>1</b>

**PENDING:** one Specific Site Plan application, one Variance application, one Conditional Use application

**BEAVERCREEK TOWNSHIP  
ZONING DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434  
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**MEETINGS/OTHER ACTIVITIES:**

1. Attended Trustee meetings 01-05-15 and 01-12-13.
2. Attended Township Administrator's Staff meeting 01-14-15.
3. Attended Greene County Township Assoc. meeting 01-13-15
4. Met with Co-chair of Employee Recognition Committee; submitted biographical info to C of C for Employee of the Year Awardee; Wrote Proclamation for Departmental Recognition.
5. Prepared Public Notices for BZA meeting to take place on Jan. 21.
6. Corresponded with UD faculty re: participation as mentor to an Environmental Studies class.
7. Consulted with property owner and real estate agent re: proposed lot combination and re-zoning application.
8. Consulted with applicant re: variance application.
9. Consulted with Township Legal Counsel re: variance inquiry. Conveyed info to resident.
10. Began work on annual update of Zoning Map and Zoning Resolution Text for submission to Greene County Recorder.
11. Began work on goals list for first quarter and for calendar year 2015.

**BEAVERCREEK TOWNSHIP**  
**INFORMATION TECHNOLOGY DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434  
 Ph: (937) 306.5049 Fax: (937) 426-8780



**Bi-Weekly Report**  
**Jan 20, 2015**  
**(05 – 20 Jan 2015)**

Trustees,

During the Tuesday, January 20, 2015 Board of Trustees regular meeting, I will be coming before you to present the IT Departments Bi-Weekly review and answer any questions or concerns you may have.

I would also like to discuss the City of Beavercreek's Information Technology Services RFP (see attached) and the Township's proposal (currently in-work)

**IT Projects:**

- Reviewing /Responding to the City of Beavercreek's RFP for IT services
- Equipment Inventory / Surplus
- Assist HR with IT Departments Position Description

**Network Administration:**

- Patched /Rebooted all server
- Edited/Posted 5 Jan 15 trustees meeting to YouTube
- Assisted Fire Admin and created a login account for Greene County to access the Fire Prevention Calendar.
- Mail service was temporarily interrupted after completion of a hotfix installed on the township's cloud.
  - After hotfix was applied and propagated down to all VMs/Servers it reissued IP addresses to them. The DNS servers did not know how to route traffic so it stopped. Issue was resolved and problem sent to Citrix for documentation.
- Updated social media
  - MLK office hours
  - New Zoning positions
  - Trustees Regular Meeting date/time
  - Installed updates and security patches to the township's website
- Updated Fire Departments Pooled VMs
- Verified Backups are current and running
- Updated Citrix environment (hotfix XS62ESP1012)
- Ran network assessment with Green Tree Group, scheduled to go over results on 27 Jan

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**Meetings:**

- Department Heads meeting 14 Jan 15
- Green Tree Group 7 Jan 15
  - Discussed the current IT infrastructure and scheduled a network assessment (free of charge) with them—completed
- Telecom with LabTech. to go over remote monitor software—Demo scheduled for 16 Jan.

**Training:**

- LabTech monitoring software

**Purchases:**

- None this period

I look forward to meeting with you at the 20 Jan meeting and answering any questions/concerns you may have on the preceding information. In the meantime, if you have any questions you can contact me via email or my cell @ 937.212.1379

Jeff Terry | Information Technology  
Beaver Creek Township  
937.306.5049



## **Request for Proposals**

# **INFORMATION TECHNOLOGY SUPPORT SERVICES**

**December 2014**

Name of Submitter: \_\_\_\_\_

Address: \_\_\_\_\_

**City of Beavercreek  
1368 Research Park Drive  
Beavercreek, Ohio 45432-2818**

**City of Beavercreek  
Request for Proposal**

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Proposals will be received by the City of Beavercreek for Information Technology Support Services. Interested vendors should submit one (1) original and four (4) copies, including one (1) loosely-bound reproducible copy, of their proposal response documentation in a sealed envelope or box marked as follows:

**IT SUPPORT SERVICES PROPOSAL**

Please submit Request for Proposal (RFP) to:

Bill Kucera, Financial Administrative Services Director  
City of Beavercreek  
1368 Research Park Drive  
Beavercreek, Ohio 45056

A pre-bid conference will be held on Tuesday, **December 16, 2014 at 10:00 a.m.** in the City Hall Council Chambers. Anyone submitting a proposal is **encouraged** to attend. Formal proposals must be **received prior to 4:00 p.m. on Wednesday, January 21, 2015.**

Vendors are required to provide as much detail as possible in this proposal, regarding scope of services, approach to protecting and securing the technology used by City users, and their capability and experience. The City will utilize evaluation and selection criteria, based on the City's standard proposal process, to determine an acceptable vendor. The City reserves the right to reject any or all proposals or to accept any proposal considered most advantageous.

Copies of the Request for Proposal are available electronically at [www.beavercreekohio.gov](http://www.beavercreekohio.gov). Proposals will be public information after bids are opened. Please direct all inquiries to Bill Kucera at 937-427-5511 or [kucera@Beavercreekohio.gov](mailto:kucera@Beavercreekohio.gov).

**Prepared by: City of Beavercreek – Finance Department**

**December 2014**

## REQUEST FOR PROPOSAL INFORMATION TECHNOLOGY SUPPORT SERVICES

### 1. INTRODUCTION

The City of Beavercreek is requesting proposals from qualified, professional technology vendors for Information Technology Support Services. The qualified vendor would provide necessary technical services, which would enable the City to:

- Protect and secure its technology assets
- Ensure the efficient operation of its data processing networks and related computer systems in its defined user community
- Enhance its quality of service for internal departments
- Minimize the spending and maximize the ROI for investment in technology

The ideal vendor will be expected to monitor the computer network, resolve computer and network issues. The successful vendor will be expected to organize HELP DESK service calls efficiently and to ensure that there is NO significant computer downtime during normal working hours, generally 8:00AM to 5:00PM, Monday through Friday and promptly after hours in the event of an emergency. Some public safety systems will require NO significant computer downtime 24x7. The vendor is expected to report on status of technology issues and communicate effectively with City departments and personnel.

### 2. BACKGROUND INFORMATION

The City of Beavercreek does NOT have an IT Department and is currently using an outside vendor service to provide maintenance and support on an as needed basis for its user community.

**The City's technological infrastructure is *approximately* as follows:**

- 125 PC's/Laptops
- 16 MDT's (Mobile Data Terminals)
- 10 Tablets
- 8 networked printers
- 9 networked copiers
- Windows XP professional, Windows Vista Business, Windows 7 Professional, Windows 8 Professional operating systems
- 7 physical servers
- All network servers are running on a Microsoft Windows platform
- Tape backups are done daily and physically delivered to remote storage
- Microsoft Outlook 2007/2010/2013 with Exchange 2007 Server for email
- 3 Firewalls – Cisco ASA 5505
- 1 Cisco 1800 Series Router
- 8 Wireless Access Points

<p><b>City Hall</b> 1368 Research Park Drive Beavercreek, Ohio 45432-2818</p> <p>Internet Access: Time Warner Cable Business Class Cisco ASA 5505 Barracuda Web Filter</p> <p>100M Fiber Connection to Police Department (private dark fiber)</p> <p>26 Users</p>	<p><b>Police Department</b> 1388 Research Park Drive Beavercreek, Ohio 45432-2818</p> <p>100M Fiber connection to City Hall Cisco ASA 5505 Connections to City Hall, PSISN, LEADS, and Beavercreek Township Microwave network.</p> <p>Time Warner Roadrunner metro-fiber connections for PSISN Network Barracuda Web Filter 65 Users</p>
<p><b>Beavercreek Golf Club</b> 2800 New Germany-Trebienn Road Beavercreek, Ohio 45432</p> <p>Time Warner Roadrunner Business Class Connection VPN Connection to City Hall via Cisco ASA 5505</p> <p>10 Users</p>	<p><b>Beavercreek Golf Club Maintenance Shop</b> 2975 Beaver Valley Road Fairborn, Ohio 45324</p> <p>Time Warner Roadrunner Business Class Connection PPTP connection to City Hall 2 Users</p>
<p><b>Municipal Maintenance Facility</b> 789 Orchard Lane Beavercreek, Ohio 45434 100M Fiber Connection to City Hall (City owned)</p> <p>16 Users</p>	<p><b>Beavercreek Senior Center</b> 3868 Dayton-Xenia Road Beavercreek, Ohio 45432 100M Fiber Connection to City Hall (City owned) 5 Users</p>
<p><b>Mt. Zion Cemetery</b> 27 South Fairfield Road Beavercreek, OH 45440 Time Warner Business Class Connection PPTP Connection to City Hall 1 User</p>	

**SERVERS**

**The following servers are part of the city-wide IT Infrastructure:**

**Mail Server**

Dell Poweredge R610  
Windows Server 2008 R2 Standard  
Microsoft Exchange 2007 with 150 email accounts (Purchased 2-10-12 warranty thru 2-20-15)  
Dual-homed to City Network and Police Dept. network (no routing)

**File Server**

Dell Poweredge 2900  
Windows Server 2008 Standard  
Active Directory  
SQL Server 2005 Standard Edition (Purchased 3-20-08 warranty thru 3-20-2015)  
Dual-homed to City Network and Police Dept. network (no routing)

**Domain Controller**

Dell PowerEdge 1950

Windows Server 2008 Standard (Purchased 3-17-2008 warranty thru 3-18-2015)

**Streaming Video Server**

Currently hosted on workstation class hardware

Ubuntu Linux 9.04

Hauppauge Win TV-PVR Multimedia Video card

Video Capture software

**Golf Course SBS Server**

Dell Poweredge 1800

Windows Small Business Server 2003 Standard

Active Directory (Purchased 1-18-2005 warranty thru 1-18-2008)

**Golf Course POS Server**

Dell Poweredge T110

Windows 2008 Standard (Purchased 2-22-11 warranty thru 2-22-2014)

5 Year Lease through ActiveNet

**Police Department Server**

Dell Poweredge 2900

Windows Server 2003 Standard

Active Directory (Purchased 11-20-08 warranty thru 11-20-13)

**Netmotion Server**

Dell PowerEdge T310

Windows Server 2003 Standard (Purchased 4-30-10 warranty thru 5-1-13)

Netmotion VPN Endpoint

**The following sites are included in this proposal and will be serviced in accordance with requirements set forth under *Section 3. Services Required***

**Specialized software currently in use:**

- Caselle (Financial Software)
- Active Net (Recreation Software)
- AutoCad
- GIS
- RTA Fleet Management System
- Gasboy Fleet Fueling System
- Omnixx – LEADS
- IBS (Golf Course Software)
- Zone Pro
- Econlite
- Net Motion (Police Dept- (PD))
- RSA Security (PD)
- Trend Micro
- McAfee Endpoint Protection (PD)
- L3 Digital Evidence Collection (PD)
- New World Systems (PD)
- ELSAG License Plate Readers (PD)
- Inforad (PD)
- CISCO NAC
- ODOT Camera Connectivity (PD)

### 3. SERVICES REQUIRED

**Selected vendor would execute contract and have a start date of March 1, 2015.**

#### **A. Assessment of Existing Environment**

Review of the inventory, system architecture and equipment for efficiency, life expectancy, capacity, speed, licensing, and current processes. A report of this initial assessment shall be submitted by July 1, 2015. An annual assessment shall be completed and due prior to June 1st each year as long as the contract is in force.

#### **B. Network Administration Services**

Maintenance and support of network equipment, including switches, firewalls, routers, and other security devices; installation and maintenance of network devices et al; analysis, routine configuration management and changes, and installation of patches and upgrades; minor cabling if needed; alert notifications in case of failure of equipment; management of users, login's and password security, with required documentation.

Highest priority and security will be given on public safety mission essential systems. This includes the network components providing communication to the Police department, interconnection with PSISN and LEADS networks. *Any personnel with access will be required to have background checks on file and vendor must be qualified to support Ohio LEADS per CJIS specifications, and complete an Ohio LEADS User Agency and Vendor Agreement.*

#### **C. Server and Workstation Administrative Services**

Management of networks and computer systems, including complex applications, databases, messaging, servers and associated hardware, software, communications, and operating systems, necessary for performance, security, reliability, and recoverability of the systems. Preventive maintenance and updates for hardware and software; quality assurance, backup plans and disaster recovery.

#### **D. Desktop \ User Support**

As needed basic hardware and software support functions, including the installation and setup of PC's, laptops, MDC's, printers, peripherals, and office software; diagnosis and correction of desktop application problems; configuring of PC's and laptops for standard applications; advanced troubleshooting as needed; end user HELP Desk availability.

#### **E. On site emergency service**

In specific circumstance, in addition to remote Help Desk services, onsite emergency service may be required for those systems that are mission critical. When called for emergency services, qualified technicians must be on site within one (1) hour of notification, during business hours and two (2) hours after business hours, weekends and holidays.

#### **F. Levels of service**

Four (4) servers require 24/7 complete Level III remote monitoring and management (Mail Server, Police Department Server, Fileserver, Netmotion Server); Three (3) PSAP desktops require Level III complete 24/7 monitoring, management and troubleshooting; all remote monitoring

connections must be encrypted and adhere to CJIS standards. The remaining servers, desktops, MDCs and laptops require basic Level I monitoring only including connectivity troubleshooting and analysis and system metrics for 16 MDCs. Secure remote access (screen sharing) utility to MDCs and other internal workstations. All servers require 24x7 uptime.

Level I monitoring shall include at least:

Monitoring and maintenance for services and predictive failures; antivirus monitoring and maintenance; verification of tape backup services; server patch management with updates, service packs, patches and hot fixes; internet connectivity monitoring; remote rebooting as necessary; monitoring capacity.

Level III monitoring shall include at least:

All level I services; Application/Program deployment, monitoring, and troubleshooting; mail server and exchange management, monitoring, and troubleshooting; network device management; VPN management, monitoring and troubleshooting; Network and MDC firewall management and troubleshooting; vendor management for primary software platforms, including but not limited to cross network programs such as PSISN and LEADS; licensing and warranty tracking.

#### **G. Email, Security and Backup Efforts**

Maintenance of City email server, software, and accounts using the City domain, adding, changing, and/or deleting City employee accounts as requested; maintenance of virus detection programs and firewall hardware and software; performance of periodic security audits, including immediate notification of suspected breaches of security to the City designated person are required.

Configuration of the City systems to enable remote access in a secure environment, with provisions for remote access administration, as requested by the City Designee is required.

Requirements for a data backup policy, with procedures in place to handle daily, weekly, and monthly backup of the computer, data and information, email, and the like; program to restore systems and data if servers and/or computers go down, are required.

#### **H. Strategic Planning**

Engineering, planning, and design services for major system enhancements, including installations and upgrades of new or existing systems. Examples include major server upgrades, storage system upgrades, network communication enhancements, backup systems, virtualization, etc. Provide technical leadership for all technology issues. Make recommendations for future purchasing including, software, hardware and transfer of data. Strategic planning, design, and migration plans of core network systems. Examples include major network upgrades, provider changes, IP schema redesign, installation of “core” network devices, etc.

#### **I. Not Included**

The contract to be awarded does not obligate the City to purchase computer equipment, hardware devices, cabling, licenses or software from the successful vendor. *Replacement parts are not part of this contract.*

#### 4. QUALIFICATIONS

The staff should have experience supporting larger organizations (100+ employees) located across multiple sites. Contractor's agents must display the ability to work well with city employees.

The vendor should have staff with demonstrated experience and proficiency in:

- Multi location Network installation, troubleshooting, and monitoring
- Supporting multiple hardware manufacturers and software vendors
- Hardware and software installations and troubleshooting
- Data Imaging and configurations setup

Preference may be given to those vendors with demonstrated experience and proficiency in:

- Public Safety Answering Points (PSAPs) and public safety application
- Linux experience
- Video streaming knowledge
- Virtualization, including ESX
- SQL server administration
- Experience with LEADS, New World Systems, and L3 software

#### 5. SUBMISSION REQUIREMENTS

Proposal should be clearly organized under five (5) headings:

- I. Letter of Transmittal
- II. General Vendor Information
- III. Proposal
- IV. Reports
- V. Costs

##### I. Letter of Transmittal:

The letter of transmittal must contain the following statements and information:

- a. Company name, address, telephone number(s), and website.
  - Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed.
- b. Federal and State taxpayer identification numbers of the firm.
- c. A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified.
- d. The letter must be signed by a corporate officer or person authorized to bind the vendor to the proposal and cost schedule.
- e. A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with the City.

##### II. General Vendor Information

Please provide the following information:

- a. Length of time in business
- b. Length of time in business of providing proposed services

- c. Total number of clients
- d. Total number of public sector and public safety clients
- e. Number of full-time personnel in:
  - Technical Support
  - Consulting
  - Installation and training
  - Sales, marketing, and administrative support
- f. Location of headquarters and any field offices
- g. Location from which on-site support would respond from, both during business hours and after hours.
- h. Location of office which would service this account
- i. Experience in areas listed as “preferred” in **Section 4 Qualifications** above

### III. Proposal:

- a. Description of the processes the firm will use in providing the services requested.
- b. Description of how the firm is positioned to provide the services requested, with a history of experience on providing similar services.
- c. Name, title, address, and telephone number of three references for clients, whom similar services have been provided, including information referencing the actual services performed, number of users, and length of tenure.
- d. Naming of staff resources, with identification of principals and key personnel, who are available to provide the services; experience and expertise of staff; local availability of staff is an important consideration; role and responsibilities that each staff member will have. Please indicate what types of background check your organization currently uses or proposes to use and what screening/selection criteria is mandated by your firm. Successful bidder must produce proof of background checks in addition of those required by the City. *(The City may require additional background checks per LEADS security requirements or as needed.)*
- e. Support services questions to be addressed:
  - Help Desk Description
  - Support availability (days of week and time)
  - Toll free number
  - Final authority regarding conflicts
  - Response times, steps, and goals for resolving problems

Response time for on-site service during and after business hours
- f. Explanation of any contract termination for default or other incident in the past five years. Termination for default is defined as notice to stop services for non-performance or poor performance, and issue was either litigated or not litigated. If default occurred, list name, address, and telephone number of the party. If NO such termination occurred for default, declare it.
- g. Scope of services beyond the Proposal that the firm provides which may be of interest to the City or benefit the City’s Information Technology needs.
- h. Proposal summary, including why the firm is pursuing the work and how it is uniquely qualified to perform the services.

#### **IV. Reports**

The vendor shall submit service reports on a monthly basis, summarizing service, maintenance, changes, IT policy issues, and network health summary. The vendor must be available to meet with the City's designated staff to review reports and discuss issues as needed. Please provide examples of any such or similar reports the vendor has created and presented in the past.

#### **V. Cost of Services**

The City is requesting the vendor submit a proposal for a three (3) year contract starting March 1, 2015 and ending February 28, 2018; with two one (1) year options. The proposal shall detail the price of the initial three (3) year contract and the price of each option. The three (3) year period and each one (1) year option shall be shown separately. Pricing shall be provided in spreadsheet form and include monthly monitoring costs for each level of service, monthly monitoring costs of network services, any other required service not included in a monthly fee, an hourly time and material rate. Pricing options should include 20 hours of scheduled on site time (if deemed to be needed; prior to acceptance of contract). Detail descriptions of how your services are priced, and any specific pricing you are able to provide. Also define any additional charges (.e.g. travel expenses, etc.) in your proposal. The terms and any costs associated with the exercise of the one (1) year options shall also be set forth.

Vendors must list, specifically, any services which would not be covered in the proposal price including hardware or software support which would require costs outside of the scope of a monitoring plan. The vendor shall indicate the impact, if any, of changes in the City's IT infrastructure (number of servers and PC's) on the proposed fee schedule.

#### **6. Evaluation Criteria**

A selection committee will review the vendors' qualifications. From this review, an evaluation and selection process will be completed using the following criteria as a benchmark for making a recommendation. The City Manager will award the contract.

The criteria are shown below:

- A. Approach and Methodology**
- B. Experience of the Firm**
- C. Project Staffing and Experience**
- D. Satisfaction of Clients/End Users**
- E. Pricing**

A rating system, based on pre-defined points and percentages, will be used to evaluate the proposals. The award of the contract will be made to the firm, whose proposal receives a favorable evaluation, recommendation of the selection committee, and approval by the City Manager.

#### **7. Miscellaneous**

The City reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the City's sole judgment, best meet the requirements of the program.

The RFP creates no obligation on the part of the City to award a contract or to compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. The City reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any discussions.

The City further reserves the right to make such investigation as it deems necessary, to determine the capability of the vendors to furnish required services, and vendors shall furnish all such information for this purpose at the City's request.

Vendors must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information, or trade secrets. The vendors may be required to justify why the City should not, upon written request, disclose such materials.

All requests from the vendor for additional information must be made in writing (includes email to [kucera@beavercreekohio.gov](mailto:kucera@beavercreekohio.gov)), and this information provided will be made available to all vendors at the discretion of the City.

#### **8. Questions and Inquires**

To ensure consistency, a pre-submittal meeting will be held on Tuesday December 16th, 2014 at 2:00pm at City Hall, Council Chambers, 1368 Research Park Drive, Beavercreek, Ohio 45432 to address all question openly with prospective partners. Attendance is strongly suggested if you plan on submitting a formal proposal. Please RSVP to Bill Kucera, Financial Administrative Services Director via e-mail by Friday December 12, 2014 with the name(s) of attendee(s) from your organization.

In addition to the pre-submittal meeting, Bill Kucera will also respond to questions submitted via e-mail following the submittal meeting. Deadline for the questions to be submitted via e-mail will be January 9<sup>th</sup>, 2015. Emails should be sent [kucera@beavercreekohio.gov](mailto:kucera@beavercreekohio.gov). Answers will be provided to all respondents who explicitly expressed interest in responding to the RFP.

#### **9. Insurance and Indemnification Requirements**

See attached the "Indemnification Agreement and Insurance Requirements for Contractors Performing Services for the City of Beavercreek document (Exhibit A).

The contractor will provide the City with a Certificate of Insurance indicating proof of insurance coverage. The Certificate of Insurance shall list the City of Beavercreek as an "Additional Insured." In addition, the contractor will provide the City 30 days' notice in the event of cancellation of the above-specified insurance coverage.

The City of Beavercreek reserves the right to determine appropriate amount and limits of coverage insurance protection.

## **EXHIBIT A**

### **INDEMNIFICATION AGREEMENT AND INSURANCE REQUIREMENTS FOR CONTRACTORS PERFORMING SERVICES FOR THE CITY OF BEAVERCREEK**

In an effort to protect the City of Beavercreek and its assets against any and all potential losses, the following insurance requirements shall be adhered to by all contractors performing services for the City.

#### **GENERAL CONDITIONS**

Contractors shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, his agents, representatives, employees or subcontractors. Insurance is to be placed with insurers with a Best's rating of no less than B+.

#### **COVERAGE REQUIRED AND MINIMUM LIMITS**

Insurance Services Office (ISO) Commercial General Liability and/or Owners and Contractors Protective Liability Coverage -- \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 per operation and/or location.

Workers' Compensation as required by the Workers' Compensation statutes of the State of Ohio and Employers' Liability Insurance. Limits as required by the State of Ohio and Employers' Liability limits of \$1,000,000 per accident.

The above limits represent the minimum required. The City does, however, reserve the right to require higher limits where circumstances dictate, particularly when unusual or ultra-hazardous risks are involved.

#### **VERIFICATION OF COVERAGE**

The Contractor shall furnish the City with certificates of insurance naming the City, its officials, agents, employees and volunteers as an additional insured. The certificates must be approved by the City prior to any work commencing.

#### **DEDUCTIBLES AND SELF-INSURED RETENTION (SIR)**

Any deductible or self-insured retention must be declared to and approved by the City. In instances where the deductible or SIR matches or closely approximates the level of coverage required, the City, at its option, may either:

- a) Cause the insurer to reduce or eliminate such deductibles or self-insured retention as respects to the City, its officials, agents, employees and volunteers.

- b) Cause the Contractor to procure a bond guaranteeing payment for losses and related investigation, claims administration and defense.

**SUBCONTRACTORS**

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

**Indemnification and Hold Harmless.**

The Contractor shall indemnify and hold harmless Beavercreek and its officers, agents, and employees from and against all claims, damages, losses, and expenses arising out of or resulting from the performance of the work under this Contract, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and is caused in whole or in part by any negligent or willful act or omission of the Contractor and/or its subcontractors or any one directly employed by any of them, or anyone for whose act any of them may be liable. The Contractor shall, at its own expense, defend Beavercreek in all litigation, and shall pay all attorney fees, arising out of the litigation of the claim. The indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any of its subcontractors under the Worker's Compensation, disability benefits or other employee acts.

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

To: Alex Zaharieff  
From: Tim Parks  
Date: January 15, 2015  
Reference: January 20 Trustees Meeting

Alex:

On Tuesday January 20 I will be bringing the following:

- I will be bringing the 2014 Township Road Mileage Certification for approval. There is no change in mileage for 2014, however on January 5 2015 we added Spring Meadows Section 3&4 to maintenance responsibilities for an increase of .470 miles to be added to the 2015 report.

**I make a motion to approve the 2014 Township Highway System Mileage Certification as presented.**

- I will be bringing a purchase request for a replacement stabilizer cylinder for the backhoe. The one to be replaced has a crack in the weld where it attaches to the stabilizer plate. The cost of the replacement cylinder is \$2,800 from Southeastern Equipment. We have taken into account at repairing the current cylinder, however the attachment ring is pot metal and the crack itself appears to be full depth. The replacement is original equipment cylinder and I am recommending the replacement for safe operation of the backhoe.

**I make a motion to approve purchase request (00338) to Southeastern Equipment for a replacement stabilizer for the backhoe, in the amount of \$2,800; and authorize the Township Administrator to sign for the Board.**

- Bi-weekly activity report



# ROBERT N. GEYER, P.E., P.S.

615 Dayton - Xenia Road  
Xenia, Ohio 45385-2697  
Office (937) 562-7500  
Fax (937) 562-7510

GREENE COUNTY ENGINEER

December 31, 2014

Ms. Christy Ahrens, Fiscal Officer  
Beavercreek Township Trustees  
1981 Dayton-Xenia Road  
Beavercreek, Ohio 45434

Re: *2014 Township Highway System Mileage Certification*

Dear Trustees:

Enclosed you will find one copy of the above referenced form along with a *Summary of 2014 ODOT Changes* documenting any changes that have occurred in your road mileage for this year. **Please sign**, make a copy for your files and **return TO OUR OFFICE for further processing**. The documentation material you may keep for your files.

We need these forms back in our office **February 2, 2015**. Thank you for your assistance in this matter and should you have any questions, please do not hesitate to contact us.

Sincerely,

Craig M. Gillespie  
Engineering

Enclosures



# Ohio Department of Transportation

Office of Technical Services

## 2014 Township Highway System Mileage Certification

**Note: This form must be submitted to ODOT no later than April 1, 2015.  
or county mileage will be certified by default based on the best information available.**

The total certified mileage at the end of Calendar Year 2013 for BEAVERCREEK Township  
in GREENE County was 40.743 miles

**as certified by the Board of Township Trustees or reported by the Director of Transportation.  
in accordance with the provisions specified in the Ohio Revised Code, Section 4501.04.**

Consider all mileage changes that occurred in CY 2014 and determine the net increase or decrease in mileage.  
Add the net change to the 2013 certified mileage above and fill in the new total below.

**We the undersigned, hereby certify that as of December 31, 2014,**

**the township was responsible for maintaining 40.743 miles of public roads.**

\_\_\_\_\_  
Signature of Chairman of Board of Township Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Engineer Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return a completed, signed copy of this form along with proper documentation of any changes made to:

Ohio Department of Transportation  
Office of Technical Services  
Mail Stop #3210  
1980 West Broad St. 2nd Floor  
Columbus, Ohio 43223  
Attn: Michael Greenwood (614) 466-2852

Summary of 2014 ODOT Changes  
for Roads in BEAVERCREEK Township,  
GREENE County

Certified Mileage as of 01/01/2014:      40.743      Miles

---

TWP	Route	Route Name:	Change	Reason For Change
02	T		0.000	

---

Total Changes:

**0.000**

Township Mileage as of 10/31/2014 :      40.743      Miles

**BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT**

**January 15, 2015**

**Calls for Service:**

- Burial cemetery- 7 hours

**Accomplishment/Information:**

- Accepted Maintenance Spring Meadows Section 3 & 4 for maintenance
- Meeting with Soil and Water and resident on Bexely Hills Section 3A concern
- Reviewed plans and attended meeting on Wood Ridge subdivision section 1
- Prepared annual report for MVRP
- Attended special Trustees Meeting
- Attended staff meeting
- Reviewed job applications
- Meeting with HR on interview process
- Began research on tracking and reporting work order cost
- Working on Staffing plan
- Worked on year end closeout
- Three Snow events- see below for 2014/2015 comparison to date
- Continued working on Energy Audit information
- Continued working on replacement for bucket truck

Year to date	SALT TONS	Geomelt	Grits Tons	Regular	Overtime	Double	TOTAL COST	Call outs
2014	440	2578	0	214.5	385.5	54	\$ 48,248.58	18
2015	79.5	1040	17.5	94	82.5	15	\$ 13,670.23	5

**Awareness Items:**

- Hiring of Service Worker one
- Water line upgrade Rotary park
- Sheriff Tahoe for Govdeals

**FIRE DEPARTMENT MEETING AGENDA**

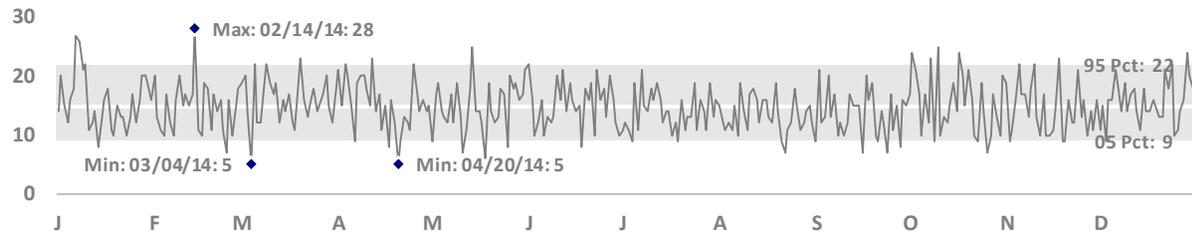
To: **Alex Zaharieff, Township Administrator**  
 From: **David VandenBos**  
 Date: **15 January 2015**  
 Re: **Agenda Items for 20 January 2015 Trustees' Meeting**

Please find documentation for the following Fire Department agenda items for Monday's meeting:

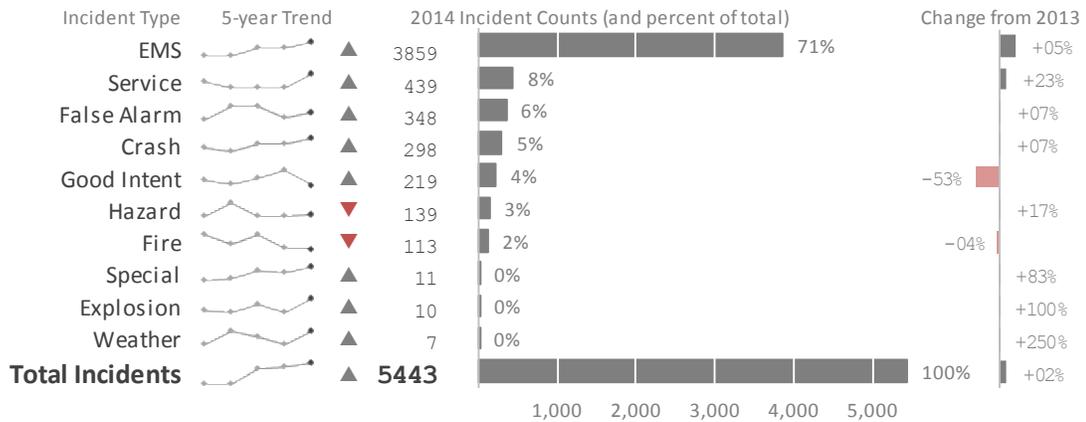
- 1) [2014 Calls for service summary](#)
- 2) [Departmental Rule Approval: Fire Department Lateral Entry Hiring](#)
- 3) [Bi-weekly department activity report](#)

**1) 2014 Calls for Service Summary**

Daily Incident Count



Incidents by Call for Service Type



**BI-WEEKLY DEPARTMENT ACTIVITY REPORT****2) Departmental Rule Approval: Fire Department Lateral Entry Hiring**

[\*\(See attachment #1\)\*](#)

The fire department is requesting approval of a new departmental rule for the lateral entry hiring of new firefighters. This rule, requested by the Board, is established to provide a mechanism for filling future firefighter vacancies through a lateral entry hiring process. It has been reviewed by both the Township Administrator and Human Resources Manager.

I make a motion to approve the following:

Fire Department Standard Operating Guideline **5130.001** for **Fire Department Lateral Entry Hiring**, Version 1, dated **2015-01-20**.

**FIRE DEPARTMENT MEETING AGENDA****3) Bi-weekly department activity report**

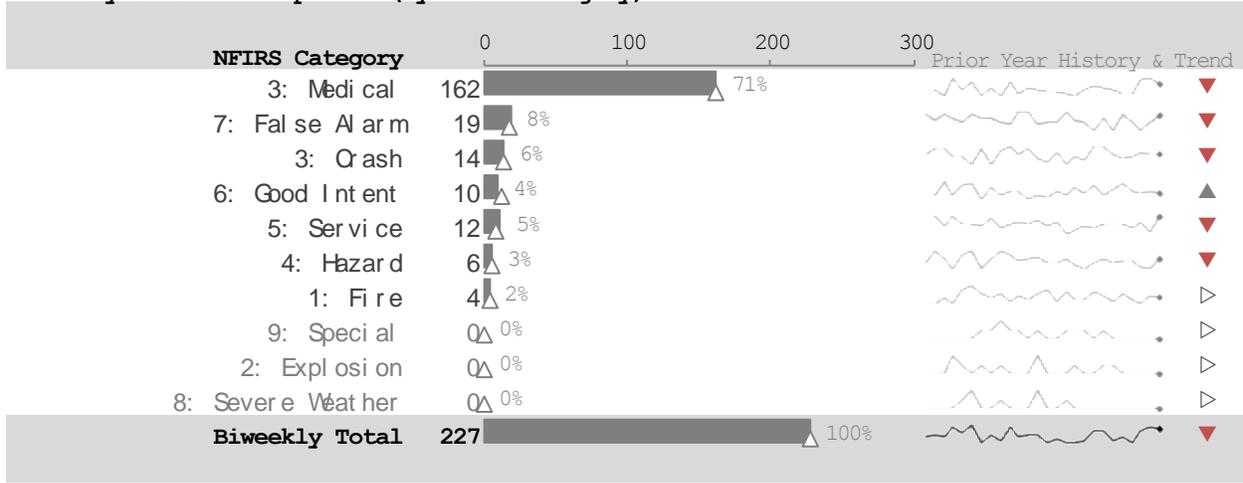
Provided is a summary of fire department business, challenges, accomplishments, needs and concerns for the previous two weeks:

- a) **Open Department Meeting:** Senior staff met with interested members of the department to discuss items of general interest and concern, including run cards and response changes, unit statuses and cross-staffing, nursing home responses and “superbug ppe”.
- b) **2015 Fire Department Goals:** The fire department is updating the 2015 project list to include the goals assigned by the Board at the 12 January 2015 special meeting. It also includes carry-over projects from 2014. The final draft will be completed after budget hearings are completed this month.
- c) **Labor-Management:** Labor Management had its first meeting of the new year. Items discussed included leave scheduling and how new contract language impacts company officers. Also, the Fowler grievance resolution was briefly discussed to confirm that the issues raised in the grievance are resolved.
- d) **Full-time Transition:** Per Board request, the fire department has been working with the Human Resources Manager to develop a lateral entry hiring option for adoption by the Board. A draft is complete and approved by the Township Administrator to be presented at the 20 January 2015 meeting.
- e) **PSISN Board Meeting:** The PSISN Board met to discuss the contract with New World for a system upgrade. The prosecutor’s office is finalizing negotiations on the upgrade to the Enterprise edition. Also, a final draft of an updated MOU is being completed. The major remaining issue is how costs will be shared amongst all members of the PSISN group.
- f) **Major Trainings:** All crews are being re-certified for ice rescue, with practical exercises being held at the Philips park pond. Also, annual mask fit testing is being completed for all firefighters.
- g) **IT Consultants:** The fire department met with IT and the Greentree Group to discuss IT support and consulting opportunities.
- h) **Board Requested Reports:** The fire department is still working on a report for the Board on Special Responses involving Long Lanes. Staff time to complete these has been delayed by other Board priorities, including the Novak study, as well as normal operational requirements.
- i) **Public Education Events:** There is a beginning of the year slow down, resulting in no public education events over the past two weeks.
- j) **Community Room Usage:** The Station 61 Meeting Room was use by the following groups during the past two weeks:
  - i) Greene County Tea Party
  - ii) HAM Radio Operator Meeting
  - iii) Greene County Township Association monthly meeting

BI-WEEKLY DEPARTMENT ACTIVITY REPORT

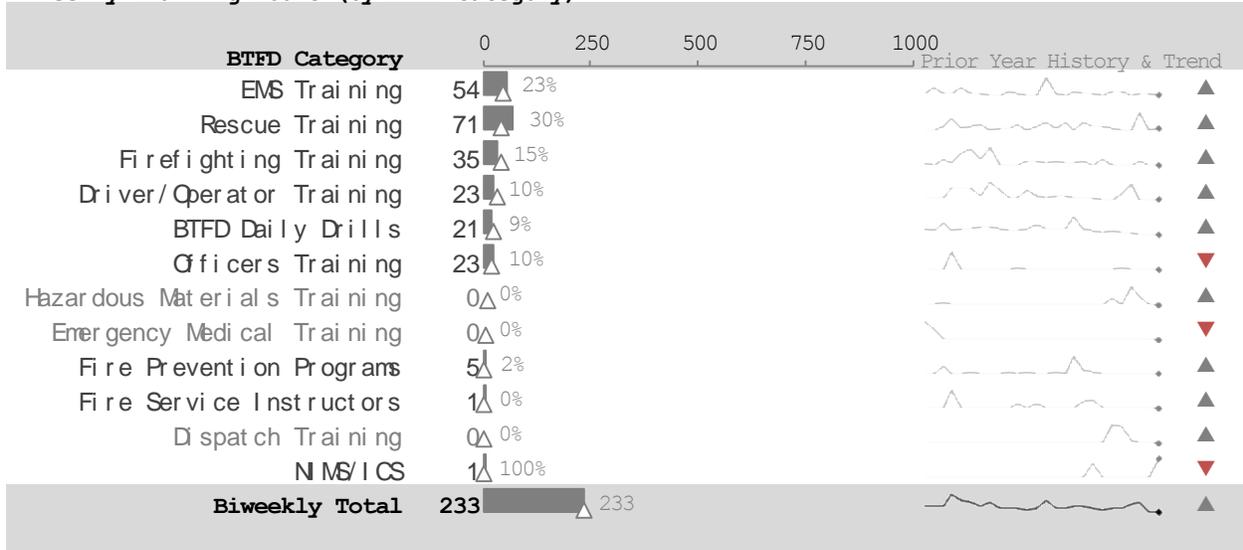
k) Incident Summary (previous 2 weeks)

Biweekly Incident Responses (by NFIRS Category)



l) Training Summary (previous 2 weeks)

Biweekly Training Hours (by BTFD Category)



**Departmental Rule Approval: Fire Department Lateral Entry Hiring**

Prepared by Chief VandenBos

**SOG NUMBER: 5130.001**

**TITLE: Fire Department Lateral Entry Hiring**

**VERSION: 0.9 (Final Draft)**

**DRAFT DATE: 2015-01-15**

**Section 1.0: Purpose and Scope**

Section 1.1: Purpose

This Standard Operating Guideline (SOG) establishes the fire department's policy for hiring by lateral transfer. This process will attempt to attract former employees of BTFD and reclaim some of the developmental resources that the Township had previously invested in those employees.

In the event there are no qualified former BTFD employees, the process will attempt to identify highly qualified applicants who can be recruited and introduced to BTFD with a minimum start-up investment in training or testing.

Section 1.2: Scope

This SOG applies to fire department administration and Township human resources during the process of hiring employees by lateral entry.

Section 1.3: Organizational Origin

Fire Administration

**Section 2.0: Definitions**

BTFD: standard abbreviation for Beaver Creek Township Fire Department.

SOG: standard abbreviation for Standard Operating Guideline. Formerly called General Orders, Standard Operating Procedures, and Records & Reports, these policies, procedures and forms are the general governing documents for the fire department's operations and administration.

Will: absolute requirement for the policy, with no discretion or deviation permitted.

May: permissive requirement for the policy, with discretion or deviation permitted within the parameters defined by the SOG.

Contract: the labor-management agreement currently in effect between the Township and IAFF Local 2857.

Handbook: the Township's Personnel Policy Manual currently in effect.

Lateral Entry: the process of hiring firefighters who are currently employed as career firefighters with another fire department and enrolled in the Ohio Police and Fire Pension Fund.

**Section 3.0: Policy**

Section 3.1: General

When hiring firefighters to fill vacant positions in the authorized staffing resolution, BTFD will solicit full-time firefighters from other departments to be hired through lateral entry.

3.1.1. Beaver Creek Preference

BTFD will attempt to recruit former Beaver Creek employees, who are eligible for rehire and meet the minimum qualifications, to fill vacant positions.

If there are no interested or eligible former members, BTFD may solicit for other full-time firefighters who are eligible for lateral entry.

Section 3.2: Minimum Qualifications

3.2.1. The following requirements must be met at the time of a conditional offer of employment from BTFD:

- a) Current BTFD application on file
- b) High School Diploma
- c) Ohio Drivers License
- d) Ohio Firefighter II Certification
- e) Ohio EMT-Paramedic Certification
- f) Medical Certification
- 1) Current CPAT; or
- 2) Fit for Duty result from an NFIPA 1582 compliant physical within one year of Beavercreek Township Fire Department conditional offer
- g) Currently employed as a full-time firefighter
- h) Currently enrolled member in the Ohio Police & Fire Pension fund

**Section 4.0: Procedure(s)**

Section 4.1: Selection Process

4.1.1. Ranking

a) The pool of qualified applicants will be ranked following an interview, conducted by a panel consisting of the Township's Human Resources Manager, a BTFD Chief Officer and a BTFD firefighter. The applicants will be evaluated based upon BTFD previously identified, preferred behavioral characteristics and traits.

4.1.2. Final Selection

a) The fire chief may select the best qualified of the top three candidates on the list. In the event the number of eligible candidates on the list drops below three (3), the Chief may request that more applicants be solicited, or another form of selection be used.

**Section 5.0: Forms**

- 1) Beavercreek Township Employment Application (BTPERS-001)

**Section 6.0: References**

Section 6.1: Internal References

Section 6.2: External References

6.2.1. Township Handbook (2012-446)

6.2.2. Contract (2014 ed.), Article 31

**Section 7.0: History**

Section 7.1: Effective:

7.1.1. Created: 2015-01-15

7.1.2. Union notified:

7.1.3. Board approved:

Section 7.2: Modifications: n/a

Section 7.3: Termination: n/a