

**BEAVERCREEK TOWNSHIP  
AGENDA PACKET  
REGULAR TRUSTEES' MEETING  
MONDAY MARCH 16, 2015  
1:00 P.M.**



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**Regular Trustees' Meeting**  
**Monday, March 16, 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 March 16, 2015, Meeting
- Approve the March 18, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$
- Approval of Minutes:
  - Regular Meeting held February 16, 2015

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

**Old Business:** None.

**New Business:** None.

**Administrator:**

- Zoning Fee Schedule
- Finance Director Job Description
- Beavercreek Township Organizational Structure
- Greene County Sheriff's Office Report

**Human Resources:**

- Biweekly Report

**Zoning:**

- Biweekly Report

**Information Technology:**

- Biweekly Report

**Road:**

- Agreement with Greene County Engineer's Office
- Biweekly Report

**Fire:**

- Resolution to Modify EMS Billing Agreement
- Purchase Requests for New Medic Equipment Installation
- Purchase Request for Vehicle Data Modems
- Purchase Request for Mobile Computers
- Purchase Requests to Existing Command Vehicles Repair and Refitting
- Purchase Request for New Command Vehicle Outfitting
- Request for Special Meeting for Full-Time Firefighter Hiring
- Biweekly Report

**Legal Advisor:**

**Trustees:**

**Fiscal Officer:**

**Legal Invoices**

**Adjourn**



# BEAVERCREEK TOWNSHIP

1981 Dayton-Xenia Road  
Beavercreek, Ohio 45434-7158  
(937) 429-4472  
(937) 429-5678 Fax

Trustees - Carol Graff  
Dan Paxson  
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

## BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER \_\_\_\_\_  
ADOPTION DATE: MARCH 16, 2015

**WHEREAS**, Pursuant to Article 519 of the Ohio Revised Code, the Board of Township Trustees has the authority to establish and amend a Zoning Fee Schedule for the Township; and

**WHEREAS**, the Zoning Administrator for Beavercreek Township has recommended adjustments to certain fees; and

**WHEREAS**, this Resolution has been approved as to form by Township Legal Counsel;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Beavercreek Township hereby approves the amended Zoning Fees Schedule of Beavercreek Township, attached as **Exhibit A**; and

**BE IT FURTHER RESOLVED** that this amendment shall take effect on June 1, 2015.

THE VOTE WAS AS FOLLOWS:

Tom Kretz \_\_\_\_\_

Dan Paxson \_\_\_\_\_

Carol Graff \_\_\_\_\_

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES

\_\_\_\_\_  
Tom Kretz, Chair

\_\_\_\_\_  
Dan Paxson, Vice Chair

\_\_\_\_\_  
Carol Graff, Trustee

ATTESTED BY:

\_\_\_\_\_  
Christy L. Ahrens  
Fiscal Officer

**EXHIBIT A****BEAVERCREEK TOWNSHIP ZONING FEES****Board of Zoning Appeals:**

Appeal	\$300.00
Boundary determination	\$300.00
Conditional Use	\$300.00
Similar Use determination	\$300.00
Variance	\$300.00

**Zoning Commission:**

Text amendment	\$300.00
Rezoning	\$150.00 plus \$25/acre
PUD concept plan (at applicant's request)	\$300.00
PUD rezoning	\$750.00
PUD specific site plan	\$500.00
PUD minor modification	\$300.00
PUD major modification	\$500.00
PUD amendment	\$300.00
PUD conditional use	\$300.00
PUD similar use determination	\$300.00

**Zoning Certificates (Permits):**

Deck (uncovered)	\$ 40.00
Fence	\$ 40.00
Lot splits/lot combinations/record plans	\$ 50.00
Parking lot (commercial)	\$100.00
Signs:	
Permanent signs	\$ 75.00 per sign
Temporary signs	\$ 30.00 per sign
(Political signs are exempt from the fee, but still require a permit)	
Swimming pool	\$ 50.00
(Above ground and in ground, including fence)	
Telecommunication tower and/or facilities	\$500.00
(May be in combination with a conditional use permit)	
Telecommunication facility co-location permit	\$200.00
Telecommunication facility annual renewal fee	\$ 50.00
Temporary use permit	\$ 50.00
Use compliance permit	\$ 75.00

## Principal Structures:

***NOTE: Principal structure permits require a site visit by the Zoning Administrator/Inspector immediately following staking.***

One family and two family residential units	\$300.00
Multi family residential (over 2 units)	\$200.00/unit
Non-residential structures	New Structure up to 5,000 sq. ft. = \$300; \$50 per add 'l. 1,000 sq. ft.
Accessory structures:	
Residential	\$ 50.00
Non-residential	New Structure up to 5,000 sq. ft. = \$300; \$50 per add 'l. 1,000 sq. ft.
Additions:	
Residential	\$ 75.00
Non-residential	Up to 1,000 sq. ft. = \$100; over 1,000 sq. ft. = \$200
Certificate of zoning compliance	\$ 50.00
Conditional use permit (May be in combination with a use compliance permit)	\$300.00
Flood plain development permits (May be in combination with a conditional use or open space development permit)	\$300.00
Open space development permits (If not a conditional use) (Examples: cemeteries, airport runways, parking lots, outdoor recreational uses, plant nurseries, and other such uses)	\$300.00
<b>Road Certificates (Permits):</b>	
Driveway (new construction* or reconstruction*) (*Exception: roads that are privately maintained)	\$ 25.00
Right-of-way	\$ 50.00
<b>Other:</b>	
Comprehensive Land Use Plan	\$ 25.00
Zoning Resolution	\$ 25.00
Copies	\$ .25/page

Reimbursement of expenses: Any applicant for a zoning certificate, a Board of Zoning Appeals case or a Zoning Commission case shall be responsible for all expenses incurred by Beavercreek Township for any technical and/or engineering services and/or any extraordinary professional services (including legal services), deemed necessary by the Township Zoning Administrator/Inspector, the Township Board of Zoning Appeals, the Township Zoning Commission and/or the Township Board of Trustees to perform the reviews, inspections and evaluations set forth in the Beavercreek Township Zoning Resolution which are not covered by the application fee established by the Beavercreek Township Board of Trustees.

**BEAVERCREEK TOWNSHIP, GREENE COUNTY, OHIO  
JOB DESCRIPTION****Position Title:** Finance Director**Approved:** March , 2015**Department:** Finance**Division:** N/A**Revised:****Reports To:** Township Administrator**Pay Classification:** Salary, Exempt**Reviewed:**

This position is under administrative direction of the Township Administrator, manages the daily financial operations of the Township compliant with all state and federal laws and regulations. Assists Township Administrator with budgetary management and a variety of financial practices, and strategies; performs managerial and administrative work in planning, organizing, coordinating, and directing activities of the Finance Department. The Director of Finance also supervises cost and general accounting, accounts receivable/payable and payroll. The Director of Finance will provide information as necessary to the Township Fiscal Officer to fulfill the duties as describe in the Ohio Revised Code.

**Work Schedule:**

This employee works in a full-time capacity, totaling 40 hours per week.

**Basic Responsibilities:**

The Director of Finance handles preparation of financial statements, cost reports, analysis and revenue forecasts as needed and in accordance with state law. Oversees the financial record keeping functions of the Township as directed by the Township Administrator. Completes financial surveys, schedules and analyses. Oversees filing of special assessments with the County. Establishes and oversees department policies and procedures in accordance with adopted Township policies and procedures. Assists the Township Administrator in preparing ~~Prepares~~ the Township budget and five-year departmental financial forecast, in addition to preparing financial statements and cost reports at regular intervals. Completes financial studies and similar research, as directed by the Township Administrator. Manages encumbrances, contracts and purchase orders. Will coordinate information with the Township's investment firms to maximize return and limits risk on cash by minimizing cash balances and making investments. Monitors investment portfolio performance and works with the Township Administrator and Investment Advisory Committee to assure adherence with policy. Protects assets by establishing, monitoring and enforcing internal controls. Assists in managing the annual budgeting process and offers support to department heads in preparation of their budgets. Provides documentation for the disbursement of all funds from the Township treasury. Maintains a system of control over expenditures in compliance with state law and coordinates all required audits.

Oversees long-term budgetary planning and cost management in alignment with the Township's financial practices. May be required to attend evening meetings as requested by the Township.

**Essential Functions of the Position:**

1. Read, write, understand and edit reports, manuals, labels, letters, memos and correspondence.
2. Must maintain a good attendance record.
3. Follow and understand oral and written instructions.
4. Handles confidential information appropriately in all matters pertaining to the Township.
5. Ability to meet deadlines.
6. Ability to perform complex mathematical computations related to FUND accounting.
7. Strong customer service, inter-personal and supervisory skills.
8. Performs duties that may require long hours, including long periods of sitting or standing.
9. Ability to prepare comprehensive technical reports.
10. Proven ability to analyze financial data and prepare financial reports, statements and projections.
11. Establishes and maintains working relationships with Township officials, Township employees, other government entities and the general public.
12. Plans, prioritizes, assigns, supervises and reviews the work of the Accounts Payable/Payroll Technician. Reviews performance accordingly.
13. Operates various pieces of office machinery, including a computer, copier, fax machine and telephone system.
14. General knowledge of government bidding process.
15. Knowledge of general laws, policies and procedures governing finance.
16. Ability to formulate and install standard accounting methods, systems procedures, forms and records.
17. Attends meetings and trainings.
18. Promotes, gets along with and works in a harmonious relationship with others.
19. Thorough knowledge of government accounting, especially FUND accounting and finance practices.
20. Ability to prepare informative financial reports.
21. Knowledge of computers, computer systems, software programs, including, but not limited to, desk top publishing, Microsoft Office Professional, accounting, E-mail, etc. and successfully working in a network environment.
22. Works on specific projects (other duties) assigned by the Township.
23. Knowledge of general laws, policies, and procedures in government, including, but not limited to, Residential Incentive Districts, Tax Incentive Financing, and Joint Economic Development Districts.
24. Knowledge of standard office and accounting equipment, including, but not limited to, UAN accounting software.
25. Must possess a valid Ohio Driver's License.

**Experience and Education:**

Graduation from an accredited college or university with a baccalaureate degree in Accounting, or related field; experience in accounting, FUND accounting, public finance administration, budgeting, and government taxation; or any combination of training or experience which provides the necessary knowledge, skills, and abilities. A minimum of 5-years of experience is required.

DRAFT

# Residents of Beaver Creek Township

Elected Officials

Greene County Sheriff

Board of Township Trustees

Township Fiscal Officer

Commissions/ Administrator

Zoning Appeals (Five Appointed Members)

Township Administrator

Zoning Commission (Five Appointed Members)

Departments

Major of Patrol Section GCSO

Road Department

Zoning

Fire Department

Information Technology

Human Resources

Finance Department

Divisions

Maintenance

Road

Administration

Operations

Accounts/Payroll

## Beaver Creek Township Organizational Structure

Communicating -----  
Reporting/Supervising \_\_\_\_\_

**Greene County Sheriff's Office**  
**Incident Analysis - Beavercreek Twp**

<u>Incident Type</u>	<u>Incident Date And Time</u>	<u>Incident Number</u>
Abandoned/Junk Vehicle	03/02/2015 17:00:21	2015-00006306
		Type Totals: 1
Alarm - Business/Bank	02/28/2015 05:15:19	2015-00006091
Alarm - Business/Bank	02/28/2015 17:06:28	2015-00006128
Alarm - Business/Bank	03/06/2015 17:57:34	2015-00006796
Alarm - Business/Bank	03/07/2015 08:05:32	2015-00006854
Alarm - Business/Bank	03/08/2015 08:17:38	2015-00006975
		Type Totals: 5
Alarm - Residential	02/25/2015 06:01:48	2015-00005705
Alarm - Residential	02/25/2015 11:52:06	2015-00005744
Alarm - Residential	02/26/2015 12:24:41	2015-00005888
Alarm - Residential	02/27/2015 13:10:04	2015-00006015
Alarm - Residential	03/02/2015 18:30:44	2015-00006310
Alarm - Residential	03/05/2015 00:58:42	2015-00006572
Alarm - Residential	03/06/2015 11:26:56	2015-00006759
Alarm - Residential	03/08/2015 12:40:58	2015-00006999
		Type Totals: 8
Animal Complaint	03/04/2015 07:37:29	2015-00006479
		Type Totals: 1
Assist	02/26/2015 01:18:43	2015-00005823
Assist	03/03/2015 02:27:37	2015-00006341
Assist	03/03/2015 17:02:50	2015-00006425
Assist	03/04/2015 20:08:41	2015-00006552
		Type Totals: 4
Breaking & Entering	02/27/2015 18:20:01	2015-00006039
		Type Totals: 1
Business Check	02/25/2015 09:10:33	2015-00005727
Business Check	02/25/2015 10:57:28	2015-00005740
Business Check	02/25/2015 12:51:16	2015-00005749
Business Check	02/25/2015 16:05:40	2015-00005777
Business Check	02/25/2015 21:42:06	2015-00005796
Business Check	02/25/2015 23:16:20	2015-00005809
Business Check	02/26/2015 01:42:43	2015-00005824
Business Check	02/26/2015 02:23:30	2015-00005826
Business Check	02/26/2015 10:11:29	2015-00005865
Business Check	02/26/2015 10:26:39	2015-00005869
Business Check	02/26/2015 22:02:35	2015-00005939
Business Check	02/26/2015 22:37:55	2015-00005947
Business Check	02/26/2015 23:37:58	2015-00005960
Business Check	02/26/2015 23:47:52	2015-00005961
Business Check	02/27/2015 14:08:02	2015-00006024

Business Check	02/28/2015 10:17:45	2015-00006106
Business Check	02/28/2015 10:51:22	2015-00006107
Business Check	03/01/2015 01:55:02	2015-00006168
Business Check	03/01/2015 02:30:14	2015-00006172
Business Check	03/02/2015 00:54:24	2015-00006236
Business Check	03/03/2015 12:03:36	2015-00006394
Business Check	03/03/2015 12:06:42	2015-00006395
Business Check	03/03/2015 12:12:53	2015-00006396
Business Check	03/03/2015 21:11:58	2015-00006439
Business Check	03/03/2015 22:19:31	2015-00006447
Business Check	03/03/2015 22:49:04	2015-00006450
Business Check	03/03/2015 23:22:40	2015-00006454
Business Check	03/03/2015 23:31:35	2015-00006456
Business Check	03/04/2015 03:44:38	2015-00006473
Business Check	03/05/2015 22:29:19	2015-00006682
Business Check	03/06/2015 12:07:25	2015-00006765
Business Check	03/06/2015 20:09:00	2015-00006801
Business Check	03/06/2015 21:26:09	2015-00006804
Business Check	03/06/2015 22:51:40	2015-00006821
Business Check	03/06/2015 23:52:57	2015-00006826
Business Check	03/07/2015 00:43:36	2015-00006837
Business Check	03/07/2015 08:30:28	2015-00006855
Business Check	03/07/2015 08:47:36	2015-00006859
Business Check	03/07/2015 08:57:38	2015-00006861
Business Check	03/07/2015 12:25:48	2015-00006885
Business Check	03/07/2015 15:04:04	2015-00006912
Business Check	03/07/2015 15:06:38	2015-00006915
Business Check	03/08/2015 11:42:01	2015-00006992
Business Check	03/08/2015 11:44:58	2015-00006993
Business Check	03/08/2015 14:21:42	2015-00007004
Business Check	03/08/2015 15:04:56	2015-00007011
Business Check	03/08/2015 20:28:17	2015-00007027
Business Check	03/08/2015 20:54:09	2015-00007028
Business Check	03/08/2015 23:18:58	2015-00007045
Business Check	03/08/2015 23:31:28	2015-00007047
Business Check	03/09/2015 03:09:28	2015-00007071
Business Check	03/09/2015 10:38:55	2015-00007117
Business Check	03/09/2015 14:22:38	2015-00007144
Business Check	03/09/2015 14:25:16	2015-00007145
Business Check	03/09/2015 14:27:06	2015-00007147
Business Check	03/09/2015 14:29:28	2015-00007148
Business Check	03/09/2015 14:32:47	2015-00007149
Business Check	03/09/2015 14:36:36	2015-00007150
Business Check		

	03/09/2015 14:39:39	2015-00007152
Business Check	03/09/2015 14:42:45	2015-00007153
Business Check	03/10/2015 00:58:19	2015-00007206
Business Check	03/10/2015 02:45:22	2015-00007210
Business Check	03/10/2015 02:47:54	2015-00007211
Business Check	03/10/2015 02:48:59	2015-00007212
Business Check	03/10/2015 02:50:25	2015-00007213
Business Check	03/10/2015 02:55:07	2015-00007214
Business Check	03/10/2015 03:01:31	2015-00007215
Business Check	03/10/2015 03:02:33	2015-00007216
Business Check	03/10/2015 03:03:33	2015-00007217
Business Check	03/10/2015 03:04:41	2015-00007218
Business Check	03/10/2015 10:49:33	2015-00007254
Business Check	03/10/2015 11:21:43	2015-00007261
Business Check	03/10/2015 20:52:05	2015-00007301
Business Check	03/10/2015 20:54:50	2015-00007303
Business Check	03/10/2015 21:25:04	2015-00007310
Business Check	03/10/2015 21:27:50	2015-00007311
Business Check	03/11/2015 09:55:38	2015-00007367
Business Check	03/11/2015 09:57:19	2015-00007370
Business Check	03/11/2015 10:00:23	2015-00007372
Business Check	03/11/2015 10:05:27	2015-00007373
Business Check	03/11/2015 10:07:13	2015-00007374
Business Check	03/11/2015 10:10:18	2015-00007375
Business Check	03/11/2015 10:16:59	2015-00007378
Business Check	03/11/2015 10:18:51	2015-00007380
Business Check	03/11/2015 10:31:54	2015-00007382
		Type Totals: 85
Crash - Property Damage	03/04/2015 20:39:54	2015-00006559
Crash - Property Damage	03/04/2015 21:30:19	2015-00006562
		Type Totals: 2
Criminal Damaging	02/28/2015 15:44:36	2015-00006124
		Type Totals: 1
Detail - Other	03/04/2015 14:01:44	2015-00006533
		Type Totals: 1
Detail - School	02/25/2015 07:37:46	2015-00005709
Detail - School	02/25/2015 08:31:29	2015-00005722
Detail - School	02/25/2015 15:31:21	2015-00005770
Detail - School	02/26/2015 07:17:48	2015-00005842
Detail - School	03/02/2015 07:30:47	2015-00006249
Detail - School	03/11/2015 07:50:39	2015-00007348
		Type Totals: 6
Detail - Traffic	03/03/2015 14:01:20	2015-00006410

Detail - Traffic	03/04/2015 12:20:06	2015-00006520
		Type Totals: 2
Disabled Vehicle	02/26/2015 07:47:31	2015-00005847
Disabled Vehicle	02/26/2015 19:38:40	2015-00005923
Disabled Vehicle	02/27/2015 00:16:23	2015-00005964
Disabled Vehicle	02/27/2015 08:40:34	2015-00005985
Disabled Vehicle	02/27/2015 19:08:36	2015-00006040
Disabled Vehicle	03/03/2015 04:54:59	2015-00006348
Disabled Vehicle	03/03/2015 11:26:28	2015-00006392
Disabled Vehicle	03/03/2015 18:20:31	2015-00006427
Disabled Vehicle	03/03/2015 23:40:00	2015-00006459
Disabled Vehicle	03/04/2015 20:28:31	2015-00006557
Disabled Vehicle	03/08/2015 16:21:25	2015-00007018
Disabled Vehicle	03/08/2015 21:51:06	2015-00007034
Disabled Vehicle	03/10/2015 14:50:51	2015-00007281
		Type Totals: 13
Extra Patrol	02/25/2015 21:12:41	2015-00005788
Extra Patrol	02/25/2015 21:17:21	2015-00005789
Extra Patrol	02/26/2015 20:59:52	2015-00005929
Extra Patrol	02/27/2015 16:39:44	2015-00006037
Extra Patrol	02/28/2015 16:40:46	2015-00006127
Extra Patrol	03/02/2015 00:01:08	2015-00006226
Extra Patrol	03/03/2015 07:29:38	2015-00006353
Extra Patrol	03/03/2015 22:09:39	2015-00006445
Extra Patrol	03/05/2015 16:36:16	2015-00006652
Extra Patrol	03/09/2015 16:39:40	2015-00007171
		Type Totals: 10
Follow Up	02/28/2015 11:12:14	2015-00006108
		Type Totals: 1
Fraud/Forgery	03/03/2015 09:41:35	2015-00006372
Fraud/Forgery	03/03/2015 12:59:05	2015-00006407
		Type Totals: 2
House Check	02/25/2015 09:14:50	2015-00005728
House Check	02/25/2015 09:25:57	2015-00005729
House Check	02/25/2015 09:37:13	2015-00005730
House Check	02/25/2015 10:25:39	2015-00005735
House Check	02/25/2015 10:28:38	2015-00005736
House Check	02/25/2015 21:31:02	2015-00005792
House Check	02/25/2015 22:16:28	2015-00005801
House Check	02/26/2015 02:33:23	2015-00005827
House Check	02/26/2015 02:38:22	2015-00005828
House Check	02/26/2015 05:04:49	2015-00005839
House Check	02/26/2015 09:53:03	2015-00005861

House Check	02/26/2015 09:58:54	2015-00005863
House Check	02/26/2015 10:39:14	2015-00005873
House Check	02/26/2015 10:47:11	2015-00005874
House Check	02/26/2015 21:21:58	2015-00005932
House Check	02/26/2015 21:30:17	2015-00005933
House Check	02/26/2015 21:37:32	2015-00005935
House Check	02/26/2015 22:49:34	2015-00005952
House Check	02/27/2015 09:45:45	2015-00005997
House Check	02/27/2015 10:17:46	2015-00006003
House Check	02/27/2015 11:02:16	2015-00006006
House Check	02/27/2015 13:27:18	2015-00006017
House Check	02/27/2015 13:31:15	2015-00006019
House Check	02/28/2015 01:07:54	2015-00006073
House Check	02/28/2015 01:54:21	2015-00006079
House Check	02/28/2015 08:26:30	2015-00006094
House Check	02/28/2015 08:29:41	2015-00006096
House Check	02/28/2015 12:12:00	2015-00006112
House Check	02/28/2015 14:30:08	2015-00006119
House Check	03/01/2015 00:57:38	2015-00006161
House Check	03/01/2015 01:32:23	2015-00006167
House Check	03/01/2015 04:00:28	2015-00006175
House Check	03/01/2015 19:42:59	2015-00006217
House Check	03/02/2015 00:24:58	2015-00006231
House Check	03/02/2015 00:39:51	2015-00006234
House Check	03/02/2015 09:27:29	2015-00006269
House Check	03/02/2015 09:37:09	2015-00006271
House Check	03/02/2015 09:44:02	2015-00006272
House Check	03/02/2015 11:15:43	2015-00006283
House Check	03/02/2015 11:23:54	2015-00006285
House Check	03/03/2015 08:34:48	2015-00006365
House Check	03/03/2015 08:44:32	2015-00006366
House Check	03/03/2015 09:27:00	2015-00006371
House Check	03/03/2015 12:30:25	2015-00006402
House Check	03/03/2015 12:37:14	2015-00006403
House Check	03/03/2015 20:43:07	2015-00006434
House Check	03/03/2015 20:50:20	2015-00006436
House Check	03/03/2015 20:59:16	2015-00006438
House Check	03/04/2015 02:33:10	2015-00006470
House Check	03/04/2015 02:37:10	2015-00006471
House Check	03/04/2015 10:39:44	2015-00006500
House Check	03/04/2015 11:31:58	2015-00006510
House Check	03/05/2015 09:51:17	2015-00006605
House Check	03/05/2015 10:30:55	2015-00006608

House Check

	03/05/2015 13:51:07	2015-00006633
House Check	03/05/2015 13:55:27	2015-00006634
House Check	03/05/2015 15:04:08	2015-00006644
House Check	03/05/2015 19:36:48	2015-00006659
House Check	03/05/2015 19:51:39	2015-00006662
House Check	03/05/2015 23:16:37	2015-00006686
House Check	03/05/2015 23:24:34	2015-00006687
House Check	03/06/2015 09:34:50	2015-00006737
House Check	03/06/2015 09:45:22	2015-00006739
House Check	03/06/2015 10:22:14	2015-00006745
House Check	03/06/2015 10:31:53	2015-00006746
House Check	03/06/2015 12:30:09	2015-00006768
House Check	03/06/2015 20:24:14	2015-00006802
House Check	03/06/2015 21:37:32	2015-00006805
House Check	03/06/2015 22:20:46	2015-00006815
House Check	03/06/2015 22:36:18	2015-00006818
House Check	03/06/2015 22:41:27	2015-00006820
House Check	03/07/2015 10:34:01	2015-00006879
House Check	03/07/2015 10:47:34	2015-00006880
House Check	03/07/2015 13:21:12	2015-00006897
House Check	03/07/2015 14:53:17	2015-00006909
House Check	03/07/2015 16:07:28	2015-00006921
House Check	03/08/2015 12:00:27	2015-00006997
House Check	03/08/2015 12:09:56	2015-00006998
House Check	03/08/2015 14:44:43	2015-00007006
House Check	03/08/2015 14:50:15	2015-00007008
House Check	03/08/2015 20:20:14	2015-00007024
House Check	03/08/2015 20:24:15	2015-00007026
House Check	03/09/2015 02:05:42	2015-00007063
House Check	03/09/2015 02:16:23	2015-00007064
House Check	03/09/2015 03:29:35	2015-00007073
House Check	03/09/2015 03:33:26	2015-00007074
House Check	03/09/2015 08:37:37	2015-00007095
House Check	03/09/2015 11:11:25	2015-00007123
House Check	03/09/2015 11:15:50	2015-00007124
House Check	03/09/2015 13:10:33	2015-00007133
House Check	03/09/2015 13:56:32	2015-00007140
House Check	03/10/2015 00:23:17	2015-00007203
House Check	03/10/2015 00:41:07	2015-00007205
House Check	03/10/2015 01:27:35	2015-00007207
House Check	03/10/2015 01:36:09	2015-00007208
House Check	03/10/2015 09:06:56	2015-00007241
House Check	03/10/2015 09:11:16	2015-00007242
House Check		

	03/10/2015 09:21:07	2015-00007244
House Check	03/10/2015 11:13:08	2015-00007257
House Check	03/10/2015 11:18:15	2015-00007259
House Check	03/11/2015 08:10:00	2015-00007349
House Check	03/11/2015 08:22:06	2015-00007352
House Check	03/11/2015 08:55:50	2015-00007354
House Check	03/11/2015 09:03:07	2015-00007358
		Type Totals: 104
Miscellaneous	02/25/2015 09:46:16	2015-00005732
		Type Totals: 1
Missing Person	03/02/2015 11:20:42	2015-00006286
		Type Totals: 1
Peace Officer	03/01/2015 12:08:34	2015-00006191
		Type Totals: 1
Protection Order Violation	02/28/2015 15:54:58	2015-00006125
		Type Totals: 1
Street / Road Obstruction	03/03/2015 19:14:10	2015-00006430
Street / Road Obstruction	03/10/2015 05:36:49	2015-00007228
		Type Totals: 2
Suspicious Person	03/03/2015 20:05:26	2015-00006431
Suspicious Person	03/05/2015 11:22:15	2015-00006619
Suspicious Person	03/05/2015 22:50:12	2015-00006683
		Type Totals: 3
Suspicious Vehicle	03/10/2015 04:10:59	2015-00007225
Suspicious Vehicle	03/10/2015 22:49:11	2015-00007317
		Type Totals: 2
Theft	02/25/2015 17:27:35	2015-00005784
Theft	03/06/2015 15:52:52	2015-00006790
Theft	03/07/2015 13:39:22	2015-00006903
Theft	03/09/2015 14:56:41	2015-00007156
Theft	03/10/2015 11:51:25	2015-00007267
		Type Totals: 5
Traffic Complaint	02/25/2015 12:27:22	2015-00005745
		Type Totals: 1
Traffic Stop	02/25/2015 01:42:24	2015-00005696
Traffic Stop	02/25/2015 07:50:58	2015-00005715
Traffic Stop	02/25/2015 14:02:39	2015-00005756
Traffic Stop	02/25/2015 14:26:13	2015-00005759
Traffic Stop	02/25/2015 15:43:52	2015-00005772
Traffic Stop	02/26/2015 11:30:25	2015-00005880
Traffic Stop	02/27/2015 22:08:47	2015-00006059
Traffic Stop	02/28/2015 01:30:24	2015-00006075
Traffic Stop	02/28/2015 02:35:44	2015-00006085

Traffic Stop	02/28/2015 02:45:31	2015-00006088
Traffic Stop	02/28/2015 20:25:10	2015-00006147
Traffic Stop	02/28/2015 21:06:53	2015-00006151
Traffic Stop	02/28/2015 21:52:59	2015-00006153
Traffic Stop	03/02/2015 00:17:34	2015-00006229
Traffic Stop	03/02/2015 12:19:19	2015-00006290
Traffic Stop	03/02/2015 23:51:30	2015-00006333
Traffic Stop	03/03/2015 01:05:49	2015-00006338
Traffic Stop	03/03/2015 01:15:02	2015-00006339
Traffic Stop	03/03/2015 07:43:02	2015-00006356
Traffic Stop	03/03/2015 10:24:11	2015-00006378
Traffic Stop	03/03/2015 14:17:58	2015-00006411
Traffic Stop	03/03/2015 16:19:24	2015-00006423
Traffic Stop	03/04/2015 11:29:41	2015-00006509
Traffic Stop	03/04/2015 11:44:09	2015-00006513
Traffic Stop	03/05/2015 10:25:03	2015-00006607
Traffic Stop	03/05/2015 11:41:59	2015-00006620
Traffic Stop	03/05/2015 20:59:29	2015-00006675
Traffic Stop	03/06/2015 11:16:33	2015-00006756
Traffic Stop	03/07/2015 03:02:36	2015-00006847
Traffic Stop	03/08/2015 00:23:18	2015-00006957
Traffic Stop	03/08/2015 11:59:08	2015-00006996
Traffic Stop	03/08/2015 21:17:30	2015-00007030
Traffic Stop	03/08/2015 21:40:13	2015-00007032
Traffic Stop	03/08/2015 22:25:27	2015-00007042
Traffic Stop	03/09/2015 00:46:25	2015-00007054
Traffic Stop	03/09/2015 19:18:21	2015-00007182
		Type Totals: 36
Vehicle Maintenance	03/05/2015 14:15:19	2015-00006638
		Type Totals: 1
Welfare Check	02/27/2015 11:11:23	2015-00006008
		Type Totals: 1

3/11/2015 11:02:40 AM

**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**

**March 16, 2015**

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**JOB TASKS:**

1. 3 Workers' Compensation claim for 2015  
3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Work on payroll issues
5. Work on multiple insurance billing issues
6. Work on non-work related injury
7. Schedule random drug screens
8. Order SHRM educational materials
9. Review testing results; communicate with provider on same
10. Work on personnel matters
11. Schedule Medwork appointments for full time hire
12. Schedule FCE
13. Prepare report for SERB
14. Work on BWC paperwork
15. Work on job description for Finance Director
16. Review results of random screenings
17. Assist Alan Stock with employment issues
18. Work on FMLA issues
19. Work on unemployment matter (s)

**BEAVERCREEK TOWNSHIP  
HUMAN RESOURCES DEPARTMENT**

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**MEETINGS AND OTHER ACTIVITIES:**

- Meet with the TA on multiple issues
- Meet with Chief VandenBos on multiple issues
- Attend labor management meeting
- Attend staff meeting
- Meet with employee on hiring process
- Meet with employee on potential use of FMLA
- Attend special Board meeting
- Meet with employee and BC on corrective action plan
- Attend Taft seminar
- Meet with employee on FCE

**NEEDS:** None at this time.



## BI-WEEKLY REPORT

**FOR THE TRUSTEES MEETING OF MONDAY, MARCH 16, 2015**

**ACTIVITY FROM THU. FEBRUARY 26 THROUGH WED. MARCH 11, 2015**

**PERMITS:** Four new Single-Family Dwelling Permits were issued in this period. Also issued a pool/fence permit, two tent permits (5 tents) and one sign permit.

The following chart compares Zoning Permits issued to this date this year and last:

	<u>2014</u>	<u>2015</u>
	08/08	09/08
Single family dwellings/driveways	0	0
Additions	3	2
Fences	0	2
Pools (including fence)	0	1
Signs	1	0
Rights of Way	0	0
Accessory Decks & Covered Patio	0	2
Accessory Structures	0	0
Commercial Structures	0	0
Commercial Addition	0	0
Commercial Accessory Structures	0	0
Temporary Tents (permits/ # of tents)	0	2/5
Agricultural Exemption Certificate	0	1
Use Compliance Certificates	0	0
Cell Tower Co-location	0	0
Temporary Use Permits (Real Estate Sales)	0	0
Political Signs	1	0
<b>Total (including driveways)</b>	<b>21</b>	<b>27</b>

**PENDING:** One Accessory Shed Permit, one Specific Site Plan application, one lot split requiring Variances, Construction Plans for Claiborne Greens Section 2 (RPCC).

**MEETINGS/OTHER ACTIVITIES:**

1. Consulted with applicant/engineer and owner for Specific Site Plan application at River Reserve.
2. Met with owner/applicant re: proposed lot split and attendant variance application.
3. Corresponded with UD faculty & students re: participation as mentor to an Environmental Studies class. Participated in wetlands tour Sat., 2-28-15.
4. Met with Dr. Jim Amon to plan wetlands tour.
5. Consulted with Legal Counsel, Township Administrator and RPCC re: New proposed fee schedule.
6. Continued work on annual update of Zoning Map and Zoning Resolution Text for submission to Greene County Recorder.
7. Continued work on Highway Business District Overlay; several discussions with Township Administrator.
8. Completed work on new Zoning Department Fee Schedule. Presented same to Trustees at Special Meeting of March 9, 2015.
9. Consulted with applicant and Sugarcreek Township Zoning Administrator re: proposed lot split requiring variances.
10. Spoke with RPCC Exec. Dir. re: Open Space Committee, Bexley 3A, River Reserve and Claiborne Greens Section 2.
11. Attended Trustees' Regular Meeting 3-2-15
12. Met with property owner re: development opportunities 3-3-15.
13. Attended Beaver Creek City Planning Commission meeting 3-4-15
14. Attended Trustees' Special Meeting 3-9-15.
15. Attended Greene County Engineer's annual meeting/dinner 3-10-15.
16. Attended Township Administrator's Staff Meeting 3-11-15.

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

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



**Bi-Weekly Report**  
**Mar 16, 2015**  
**(02 – 16 Mar 15)**

Trustees,

The following is a brief synopsis of the past two weeks in the IT department. The majority of time has been spent working on the virtual environment updating/upgrading, patching and testing.

**IT Projects:**

- Research and deploy video conferencing between all Fire Stations (in-work)
  - Need to coordinate test with Fire Department
  - May need to purchase additional bandwidth dependant on test results.
- Upgrade Citrix environment (in-work)
  - Upgraded new pool from XenServer 6.2 to 6.5
  - Planning upgrade from XenDesktop 7.5 to 7.6 (enhanced performance)
  - Updating Severs, VMs to be compatible with updates
- Gathering information for the IT Departments Annual Report
- Move projector from Trustee Meeting Rm. to Fire Admin meeting room. (hold)
- Equipment Inventory, Surplus (Gov Deals) and Repurpose IT equipment (hold)
  - Decommission old mail server and domain controller
- Hot/Warm site planning, station 64(hold)
  - Move equipment (old SAN and Citrix Host Servers)

**Network Administration:**

- Patched /Rebooted all server
  - Microsoft pushed one update (KB3002657) that created vulnerability. We are not applying to our servers
- Updated Barracuda devices
- VNX5300 SAN (Township's Main Data Repository)
  - Vendor sent out notice of concern for certain drive types
  - Ran Scan on Device and sent log files to EMD where they verified our drives were on the list to be updated.
  - Scheduled for 17 Mar at 1600 (no downtime required)
- Active Directory
  - Created User/Email accounts for Road Dept
  - Moved PT firefighters into new OU



# BEAVERCREEK TOWNSHIP

## INFORMATION TECHNOLOGY DEPARTMENT

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

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- Social Media / Website
  - Updated and patched Township & Fire websites
  - Edited/Posted 02 Mar 15 trustees meeting to YouTube
  - Installed updates and security patches to the township's website
  - Updated meeting notices/cancellations
  - We now have 68 Facebook and 10 Twitter followers
- Verified Backups are current and running
- Reviewed Span/Web filters for intrusions.
  - Deleted/Whitelisted as appropriate
- Opened trouble ticket with Data Yard for slow download speeds again.
  - Problem resolved

### Meetings:

- Department Heads meeting
- OSL Demo w/TA and Department Heads
- Trustees Special Mtg 09 Mar 2015
- Citrix – Had Go To Meeting session with engineer and township rep on NetScaler and NetScaler Gateway

### Training:

- No Training this period

### Purchases:

- None this period

I look forward to meeting with you at the 16 Mar 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  
 Beavercreek Township  
 937.306.5049

To: Alex Zaharieff  
From: Tim Parks  
Date: March 12, 2015  
Reference: March 16 Trustees Meeting

Alex:

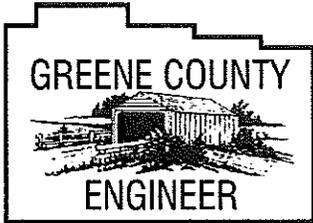
On Monday March 16 I will be bringing the following:

- I will be agreement between the Engineers Office and Beavercreek Township to participate in the 2015 Collective Paving and Center Line/Edge line work. This year we will be paving 1.29 miles of roadway and 8.44 miles of center/edge line. The combined estimated cost of these projects is \$237,000. The roadways for included in paving project are:
  - North and South Turfland west of Trebein
  - Turfland east of Trebein
  - Highland drive
  - Dragonwyck Ct
  - Fairhill Ct

The agreement is attached.

**I move to approve the agreement between the Greene County Engineers Office and Beavercreek Township for the 2015 Collective Paving and Center/Edge line project as presented.**

- 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

March 9, 2015

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

Re: Collective Bidding Programs For 2015

Dear Christy:

Enclosed please find the *Agreement* with the Engineer regarding the above referenced programs for 2015. This *Agreement* requires the appropriate signatures and the Resolution Number by which this action was taken.

It is important that we have this *Agreement* on file in our office prior to any work being started in your jurisdiction, so your prompt attention to this matter is greatly appreciated.

Should you have any questions, please do not hesitate to contact this office.

Sincerely,

Robert N. Geyer, P.E., P.S.  
Greene County Engineer

RNG:mm

Enclosure

c: Luke Trubee

**AGREEMENT BETWEEN THE GREENE COUNTY ENGINEER  
AND  
THE BEAVERCREEK TOWNSHIP BOARD OF TRUSTEES**

The Greene County Engineer and the Beaver Creek Township Board of Trustees (hereinafter referred to as the Engineer and the Trustees, respectively), agree to the following:

**WHEREAS**, the Trustees desire to participate with the Engineer in the competitive bid contract for the **Collective Paving for 2015 and Center Line/Edge Line (County doing work) for 2015**, as bid by the Greene County Engineer.

**WHEREAS**, all work within the Trustees' jurisdiction, shall be inspected by and all questions decided which may arise as to quality and acceptability of materials furnished, work performed, the rate of progress; the interpretation of the specifications, by the Trustees and the acceptable fulfillment of the contract on the part of the Contractor.

**WHEREAS**, the Contractor will invoice the Trustees directly for the actual quantities of work performed, all line item extras, and/or negotiated extra work in accordance with ORC 5575.05.

**WHEREAS**, the Engineer shall withhold all retainage for the total **Collective Paving 2015** bidding contract from the County's share of the work and the Engineer will insure that the work has been performed in accordance with the Township's instructions prior to releasing the retainage. **The Engineer will invoice the Township for the Center Line/Edge Line (County doing work) for 2015.** The Engineer will insure the work has been performed in accordance with the Township's instructions.

**THEREFORE**, the acceptance of this agreement is indicated by the signatures below:

**GREENE COUNTY ENGINEER:**

Witnessed by: Wanda Holloway

Robert N. Geyer  
Robert N. Geyer, P.E., P.S.

**BEAVERCREEK TOWNSHIP TRUSTEES:**

By Resolution No: \_\_\_\_\_

DATE: \_\_\_\_\_

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

Approved as to form by:

Stephanie R. Hays

Prosecuting Attorney's Office  
Counsel for County Engineer  
Counsel for Beaver Creek Township Board of Trustees

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

**March 12, 2015**

**Calls for Service:**

- Snow removal road- 119 hours
- High Water road- 7 hours
- Cemetery- 12 hours
  
- **Accomplishment/Information:**
  - Attended Staff meeting
  - Attended meeting for Clainborne Green Phase 2- Regional Planning
  - Attended meeting on time keeping software
  - Attended special Trustees meeting
  - Meeting with Administrator on building modifications
  - Meeting with Greene County Engineer and Water and Soil on plans for Wood Ridge
  - Working on building modification options
  - Checking on developments-
    - Bexley Hills 3A- repairing manhole problems
    - Spring Ridge 3A- began dirt work
  - Two snow events- see below for 2014/2015 comparison to date
  - 3 Burials- total of 9 for year
  - Began repairing lights in Valley Road Tunnel
  - Began sweeping cycle
  - Began sign reflectivity inspections
  - Energy Audit information- awaiting final report
  - Continued working on replacement for bucket truck- working on rental options- waiting on City rental option
  - Updated pricing for water line- awaiting results
  - Charging station at Fire admin- bases and conduit installed awaiting concrete to cure to finish
  - Ditch project Beaver Valley/Hunter Point- working on brush clearing as weather permits

Year to date	SALT TONS	Geomelt	Grits Tons	Regular	Overtime	Double	TOTAL COST	Call outs
2014	861.5	5893	0	324.5	665.5	186.5	\$96,776.5	36
2015	286.5	4335	150	208.5	340	134	\$ 57,969.5	19

- **Approximate salt on hand – 200 Tons**
- **Grits on hand- 25 tons**
- **Geomelt on hand-800 gallons**

**Awareness Items:**

- Water line upgrade Rotary park
- Tahoe sold on GovDeals for \$7,630 after buyers premium

## FIRE DEPARTMENT AGENDA ITEMS

To: **Alex Zaharieff, Township Administrator**  
From: **David VandenBos**  
Date: **12 March 2015**  
Re: **Agenda Items for 16 March 2015 Trustees' Meeting**

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

- 1) [Resolution to modify EMS billing agreement](#)
  - 2) [Purchase Requests for new medic equipment Installation](#)
  - 3) [Purchase Request for vehicle data modems](#)
  - 4) [Purchase Request for mobile computers](#)
  - 5) [Purchase Requests to existing command vehicles repair and refitting](#)
  - 6) [Purchase Request for new command vehicle outfitting](#)
  - 7) [Request for Special Meeting: Firefighter hiring](#)
  - 8) [Bi-weekly department activity report](#)
- 

**1) Resolution to modify EMS billing agreement**

The fire department is requesting that Board pass a resolution updating the instructions provided to McKesson (Med3000) regarding the handling of bad debt. Currently, uncollected amounts that have aged 120 days are considered uncollectable and written off by McKesson. The Township's agreement (Exhibit "A", page 13) specifically states:

*"5. Amounts due from a third-party or patient, that have not been collected...and that have aged greater than 120 days, will be considered uncollectable...Unless otherwise instructed by the client, Med3000 will write-off the identified accounts as bad debts and will cease collection efforts associated with those accounts."*

This needs to be modified to direct McKesson to send any bad debt write-offs to OSS for collections. Please see the proposed Resolution [[Attachment #1.00](#)]

## FIRE DEPARTMENT AGENDA ITEMS

**2) Purchase Requests for new medic equipment Installation**

As introduced in the information provided for the Board in the 02 March 2015 meeting packet (fire department agenda item #4), this request is to purchase and install equipment in the new medic (approved 27 Oct 2014, 2014-407).

**2.1)** Purchase Requests **#06947** and **#07089**

**2.2)** This request provides equipment installation services for electronic equipment in the new medic and a vehicle modem for communications for the medic's mobile computer. It also provides for modification of the existing exhaust extraction at Fire Station 62 to accommodate the vertical exhaust stack on the new medic.

This request is contingent on the reuse of a mobile computer from an existing command vehicle. The purchase of a Surface tablet allows reuse of this equipment. Without that approval, there would be an additional cost of \$9,681.56 for a vehicle computer meeting existing specifications.

This request is also contingent on the purchase of vehicle data modems from the request in agenda item #3. The cost for a single modem needed for this project is \$1,995.50 which reflects a savings of \$230.00 if the unit was purchased by itself.

**2.3)** This request seeks services to install existing computer (provided the tablet PC project is approved; an existing computer will be used in this unit. If the tablet project is not approved, a new computer will be necessary), existing mobile radio, existing Knox box key retention device, and interface to headset system by P&R communications. The existing equipment is still within expected life cycle and will be reused from an existing older medic (radio, Knox key retention device) and existing Tahoe (computer).

This request also seeks services and parts to modify the existing vehicle exhaust extraction system at Station 62 to accommodate the vertical exhaust system on the new medic. This will match existing Medic 64 and Station 64's system.

**2.4)** Program Area **5600** (Apparatus), Object **750** (Capital Vehicles), 2014 Budget Goal **#3**  
Program Area **5562** (Station 62), Object **730** (Improvement of Sites)

**2.5)** Quotes were received and are on file and available from P&R Communications, Neiderman LLC and Motorola Solutions.

**2.6)** Specification sheets are on file and available for all equipment to be purchased.

**2.7)** All equipment in this purchase is estimated to have a lifespan of 10+ years. This exceeds the estimated life cycle of the medic unit on which it will be installed.

The life cycle of the exhaust system modifications will be dependent upon future changes to apparatus specifications-however no changes are planned for the next vehicle purchases.

**2.8)** The vehicle modem does not require an annual service contract.

Routine maintenance on the exhaust system are completed by Township Maintenance and included in the services covered by the new cost-allocation system. Damage repair is completed on an as-needed basis.

**2.9)** The vehicle modem installation service was requested quotation by 3 vendors, (P&R communications, WS Electronics, and Public Safety concepts). Only P&R communication responded to request for quotation. P&R has been awarded for similar work when competitive quotations were received from these vendors as the lowest cost.

The exhaust system vendor is sole source as it is a modification to an existing system. Using

**FIRE DEPARTMENT AGENDA ITEMS**

a different vendor would require the entire exhaust system to be changed to the alternate vendor's system.

- 2.10) No equipment in this purchase is covered by State Term Schedule or GSA.
- 2.11) n/a
- 2.12) This equipment does not require any recurring support or service agreements. Only routine maintenance costs are anticipated.
- 2.13) n/a
- 2.14) I make a motion to approve the following:  
Purchase Request **06947** to **P&R Communications** for **equipment installation in new medic**  
in the amount of **\$1,850.00**  
and to authorize the Township Administrator to sign for the Board.

I make a motion to approve the following:  
Purchase Request **07089** to **Nederman, LLC** for **modification of Station 62 exhaust system**  
in the amount of **\$8,500.00**  
and to authorize the Township Administrator to sign for the Board.

## BI-WEEKLY DEPARTMENT ACTIVITY REPORT

**3) Purchase Request for vehicle data modems**

As introduced in the information provided for the Board in the 02 March 2015 meeting packet (fire department agenda item #4), this request is to purchase new and replacement vehicle data modems.

**3.1) Purchase Requests #08403****3.2) This request is to purchase 9 VML750 vehicle data modems.**

1 modem for the newly purchased medic unit (replacement of an existing non-functioning unit from an older medic); and

1 modem for the newly purchased Tahoe; and

7 modems to replace existing modems: 3 are not functioning and are past end of life and 4 are functioning but at end of life and will be stepped down to reserve apparatus for continued use.

**3.3) This purchase request seeks to take advantage of quantity pricing and purchase 9 vehicle modems from Motorola solutions. These units match the last 4 purchases of like equipment from the same vendor. These modems will be placed in service on front line apparatus (4 front line Medic units, 4 front line engines, 1 shift commander's vehicle). This purchase replaces 3 non-functioning units that are past their expected life span (3 medic units) as well as replacing 4 units that are past manufacturer support (front line engines), and steps the existing units down to reserve apparatus (2 reserve medic units, and two reserve Engines). Quantity discount lowers the price by \$230 per unit.**

This request partially meets the Township's **2014 Performance Audit Recommendation #29** (Ensure accuracy of response time data) by providing a tool necessary to improve accuracy of response time data collection.

This request also meets the fire department's ongoing general budget goals of maintaining existing equipment in excellent condition by replacing non-working units and continuing life cycle management of working units by placing them in reserve capacity.

**3.4) Program Area 5310 (Technology), Object 740 (Capital Equipment), and 5600 (Apparatus) 2015 Budget Goal #1****3.5) Quotes were received and are on file and available from Motorola Solutions.****3.6) Specification sheets are on file and available for all equipment to be purchased.****3.7) Estimated life cycle of equipment is 8 years. The vendor will provide support for the units through 2022.****3.8) n/a****3.9) Currently, this is the only vendor who supports both public cellular networks and the public safety broadband network.****3.10) Ohio STS-573077-0****3.11) n/a**

**BI-WEEKLY DEPARTMENT ACTIVITY REPORT**

- 3.12)** This equipment does not require any recurring support or service agreements. Only routine maintenance costs are anticipated.  
An annual service agreement is available, but not selected, for \$250 per unit, per year.
- 3.13)** This purchase will result in the surplus and disposal of four units: CMP-19099, CMP-E4906, 2584, 3195.
- 3.14)** I make a motion to approve the following:  
**Purchase Request 08403 to Motorola Solutions for purchase of 9 VML750 vehicle modems in the amount of \$17,959.50 and to authorize the Township Administrator to sign for the Board.**

**BI-WEEKLY DEPARTMENT ACTIVITY REPORT****4) Purchase Request for mobile computers**

As introduced in the information provided for the Board in the 02 March 2015 meeting packet (fire department agenda item #4), this request is to purchase Surface tablet computers in place of Data911 mobile computers.

**4.1) Purchase Requests #07090****4.2) This request is to purchase 6 Microsoft Surface Tablet computers.**

This includes all the necessary accessories (e.g. cases, chargers and mounting adapters) to be used by fire department chief officers as their desktop and mobile vehicle computers.

**4.3) This project will repurpose the existing Data 911 computers from three command SUVs to two existing medic units and the new medic unit (approved 27 Oct 2014, 2014-407).**

The surface tablet would be utilized as both a desktop device as well as a mobile device for all 6 fire department chief officers. The tablet is capable of supporting the Citrix virtual environment, existing fire department and township applications including Firehouse, SQL Server, Office, and New World systems CAD Mobile among other software.

The tablets will utilize existing wireless access points when in fire department facilities and the wireless access points mounted in the department vehicles for mobile access to resources. These tablets will not have an independent data plan. Additionally by utilizing vehicle access points, these devices can be utilized on NPSBN (First Net) and other future technologies during their expected life.

By utilizing 1 device for senior staff rather than 2 (mobile and desktop) cost efficiencies are realized immediately. Additionally, the portability of the device would allow broader use such as meetings, and presentations in addition to daily office work and incident responses. The devices are protected in a ruggedized case and screen protector as well as a keyboard that doubles as a screen cover during storage. Desktop monitors would be connected through a hub along with the existing desktop keyboard, mouse and speakers allowing 1 wire to be disconnected when moving to a mobile environment. The same would be true for the vehicle. The proposed mounting solution would allow existing hardware in a vehicle to be utilized for the tablet minimizing cost while still maintaining the safety of the vehicle by keeping the device secured and out of the airbag zone.

The tablets have been tested in our environment and meet our hardware and software needs including CAD mobile.

As shown in the following table, and discussed in the 02 March 2015 fire department agenda item #4, the proposed outfitting, combined with repurposing existing equipment will result in a \$23,716.96 savings.

<b>Traditional Outfitting</b>		<b>Proposed Outfitting</b>	
New Medic	\$9,618.56	Surface Tablets (x6)	\$13,396.44
Existing Medics (x2)	\$19,363.12	Vehicle mounts (x4)	\$2,330.00
New Tahoe	\$9681.56	Equipment repurpose	\$2,000.00
Thin Client life cycle (x6)	\$2,717.16		
<b>Total</b>	<b>\$41,443.40</b>	<b>Total</b>	<b>\$17,726.44</b>

**BI-WEEKLY DEPARTMENT ACTIVITY REPORT**

This request partially meets the Township's **2014 Performance Audit Recommendation #29** (Ensure accuracy of response time data) by providing a tool necessary to improve accuracy of response time data collection.

This request also meets the fire department's ongoing general budget goals of maintaining existing equipment in excellent condition by replacing non-working units and continuing life cycle management of working units by placing them in reserve capacity.

- 4.4)** Program Area **5310** (Technology), Object **740** (Capital Equipment), and **5600** (Apparatus) 2015 Budget Goal **#1**
- 4.5)** Quotes were received and are on file and available from MNJ Technologies.
- 4.6)** Specification sheets are on file and available for all equipment to be purchased.
- 4.7)** Estimated life cycle of equipment is 3-5 years.
- 4.8)** n/a
- 4.9)** Three quotes were requested. Two vendors were unable to provide all equipment or quantities requested. The one complete quote is on file and available.
- 4.10)** This purchase is available and quoted from GSA Schedule 70.
- 4.11)** n/a
- 4.12)** This equipment comes with a 2-year extended protection plan. No additional support or service options will be purchased for these items.
- 4.13)** n/a
- 4.14)** **I make a motion to approve the following:**  
**Purchase Request 07090 to MNJ Technologies for purchase of 6 Surface tablet computers in the amount of \$13,396.44**  
**and to authorize the Township Administrator to sign for the Board.**

## BI-WEEKLY DEPARTMENT ACTIVITY REPORT

**5) Purchase Requests for existing command vehicles repair and refit**

As introduced in the information provided for the Board in the 02 March 2015 meeting packet (fire department agenda item #4), this request is to repair and refit two existing command vehicles.

**5.1)** Purchase Requests **#06945** and **#07088**

**5.2)** This purchase will repair damage to 2 existing command vehicles and replace equipment damaged by water leakage. It also updates the vehicles for consistent equipment configuration with the current and new shift commander's vehicles.

**5.3)** This request seeks to repair and replace equipment on two existing fire department command vehicles. Currently both vehicles have leaks in the roof around a rear mounted light bar that was not designed to be installed in its current configuration. These leaks have caused damage to storage boxes in the rear of the vehicles.

This request seeks to remove the rear lightbar and replace the front light bar with a lightbar that will do the functions of both lightbars. This request also seeks to replace the rear command and storage unit with the same unit as is in the current Battalion Chief's vehicle. This request includes all labor to make the transition as well as body shop costs to fill and paint the holes left by the rear lightbar.

The leaks on both vehicles have been attempted to be sealed multiple times, but due to the nature of their mount and location, the attempts have failed.

The Tahoe used by the Battalion Chiefs was configured differently and this problem does not exist on this unit. Without completing this work, the life of these vehicles would be reduced greatly due to the formation of rust, as well as the degradation of the existing command and storage box. The existing boxes are both rotting from the bottom and one is growing mold inside the vehicle due to the water leak.

The existing light bars will be kept and reused on appropriate equipment such as station cars, brush truck, or fire prevention vehicles as this equipment is needed.

Please see photos on [\[Attachment #5.03\]](#)

**5.4)** Program Area **5600** (Apparatus), Object **323** (Repair Services), 2015 Budget Goal **#1**, and Program Area **5600** (Apparatus), Object **740** (Capital Equipment), 2015 Budget Goal **#1**.

**5.5)** Quotes were received and are on file and available from P&R Communications. A verbal quote was received by Maintenance from Millers Collision Repair.

**5.6)** Specification sheets are on file and available for all equipment to be purchased.

**5.7)** Estimated life cycle of equipment is 10+ years. The equipment normally lasts the life of the unit on which it is installed.

**5.8)** n/a

**5.9)** Three quotes were requested. Two vendors failed to respond (Public Safety Concepts and WS Electronics). The one returned quote is on file and available.

**BI-WEEKLY DEPARTMENT ACTIVITY REPORT**

**5.10)** n/a

**5.11)** n/a

**5.12)** This equipment does not require any recurring support or service agreements. Only routine maintenance costs are anticipated.

**5.13)** n/a

**5.14)** I make a motion to approve the following:

Purchase Request **06945** to **Millers Collision Center** for **repair of 2 Chevy Tahoes**  
in the amount not to exceed **\$5,000.00**  
and to authorize the Township Administrator to sign for the Board.

I make a motion to approve the following:

Purchase Request **07088** to **P&R Communications** for **replacement command consoles and light bars**  
in the amount of **\$22,630.00**  
and to authorize the Township Administrator to sign for the Board.

**BI-WEEKLY DEPARTMENT ACTIVITY REPORT****6) Purchase Request to outfit a replacement command vehicle**

As introduced in the information provided for the Board in the 02 March 2015 meeting packet (fire department agenda item #4), and discussed at the time the vehicle purchase was approved (08 December 2014, 2014-468), this request is to outfit a replacement command vehicle.

**6.1)** Purchase Requests **#08404** and **#08401**

**6.2)** This request will purchase the lighting, siren, command console, and related equipment and installation of all equipment necessary for emergency operations.

This request also provides vehicle lettering and reflective striping to match the specifications of the fleet.

This request is contingent on the purchase of the tablet computer listed in agenda item #4. Without that approval, there will be an additional cost of \$9,681.56 for a vehicle computer meeting existing specifications.

This request is also contingent on the purchase of vehicle data modems in agenda item #3.. The cost for a single modem needed for this project is \$1,995.50 which reflects a savings of \$230.00 if the unit was purchased by itself.

**6.3)** As discussed in the 08 December 2014 Board meeting when the vehicle purchase was approved, these purchases are required to transform the standard Chevy Tahoe into a shift commanders vehicle with the necessary markings, lighting, and equipment to manage fire department incidents.

**6.4)** Program Area **5600** (Apparatus), Object **750** (Capital Vehicles), 2014 Budget Goal **#2**.

**6.5)** Quotes were received and are on file and available from P&R Communications, DanCo Lettering, and Motorola Solutions.

**6.6)** Specification sheets are on file and available for all equipment to be purchased.

**6.7)** Estimated life cycle of equipment is 10+ years. The equipment normally lasts the life of the unit on which it is installed.

**6.8)** n/a

**6.9)** Three quotes were requested for equipment and installation services. Two vendors failed to respond (Public Safety Concepts and WS Electronics). The one returned quote is on file and available.

Two quotes were requested for lettering and striping and the lowest quoting vendor was selected.

**6.10)** n/a

**6.11)** n/a

**6.12)** This equipment does not require any recurring support or service agreements. Only routine maintenance costs are anticipated.

**6.13)** n/a

## BI-WEEKLY DEPARTMENT ACTIVITY REPORT

- 6.14) I make a motion to approve the following:  
Purchase Request **08401** to **DanCo Lettering** for **lettering and striping new command vehicle**  
in the amount of **\$650.00**  
and to authorize the Township Administrator to sign for the Board.

I make a motion to approve the following:  
Purchase Request **08404** to **P&R Communications** for **equipment and installation for new command vehicle**  
in the amount of **\$27,854.00**  
and to authorize the Township Administrator to sign for the Board.

**7) Special Meeting request for fulltime firefighter hiring**

The fire department is requesting a special meeting for the hiring of a new fulltime firefighter. Firefighter Symes has completed all of the conditions of his offer of employment and is now eligible for the position offered.

**BI-WEEKLY DEPARTMENT ACTIVITY REPORT****8) Bi-weekly department activity report**

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

- a) **Senior Staff Meeting:** The fire department held its open staff meeting to meet and discuss items of interest for the department, including the live burn exercise, blue card training, replacement of incident management manuals, new payroll documents available on Sharepoint, inventory control and management in Firehouse, new time and attendance software, and street directory replacement and Active911 demonstration.
- b) **Labor-Management:** Township administration and Union leadership met to discuss items of mutual interest and concern, including overtime and order-in communications and tracking, contractual rehab policy, use of Active911, and payroll errors and grievances.
- c) **Standards of Cover:** Chiefs Mercs and Hiester completed the Center for Public Safety Excellence (CPSE) Advanced Technologies for Standards of Cover training. This training provided a framework for the necessary spatial data analysis required to complete a standards of cover study and document.
- d) **Auxiliary Meeting:** The fire department auxiliary held its regular monthly meeting. The primary meeting topic was accident and injury reporting and incident safety, presented by Lt. Weimer (Safety Committee Chair).
- e) **CERT:** The Township Administrator and Fire Chief met with Greene County's EMA director to discuss and plan the implementation of a Beavercreek CERT team. The initial CERT training has been scheduled for Saturdays June 6 and 13, 2015.
- f) **False Alarm Policy:** Fire Prevention staff have completed a policy for fire alarm registration and charging for excessive false alarms. The policy will be included in the 30 March 2015 Trustees' meeting agenda.
- g) **Post-incident Critique:** The fire department conducted a post-incident critique from the Southview fire. Several items for improvement were identified regarding radio communications and OOS unit actions.
- h) **Safety Committee:** The safety committee subcommittee completed and submitted a draft of the required development of a Fire Department Rehab Policy to Management.
- i) **Special Response Project:** FF Bayes has completed approximately 90% of field inspections of the identified special response locations to verify measurements and identify any additional response impediments at those locations. This information has all been site collected into GIS.
- j) **Time and Attendance Software:** Fire administration has been working to narrow down and recommend an appropriate time and attendance software to reduce payroll errors.
- k) **FirstNet:** The State has tentatively selected Beavercreek to host three FirstNet test nodes for Public Safety Broadband access. The test period is planned to run from Q4 2015 through Q1-2016. During this period, the fire department will have access to the system for non-critical systems use.
- l) **Live Burn Exercise:** The fire department will be conducting its annual live burn training at a donated house on Swigart Road, on March 16-18, 2015. Training will run from 0900-1600 each day, resulting in temporary road closures on Swigart, between S. Alpha Bellbrook and S. Fairfield.

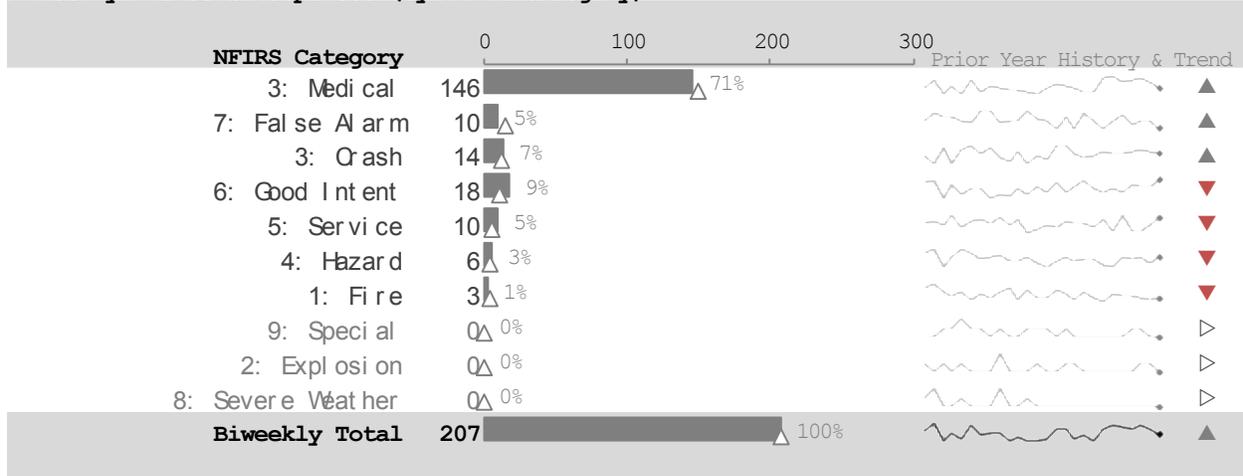
**BI-WEEKLY DEPARTMENT ACTIVITY REPORT**

- m) Major Trainings:** Crews have completed annual Standing Orders training. Also, the Standards of Cover workgroup attended a free, online training on “*efficient public safety routing*” offered by the National Alliance for Public Safety GIS (NAPSG).
- n) Public Education Events:** The fire department had the following interactions with the community during the past two weeks:
- i) Station 62 Station Tour for Cub Scouts
- o) 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) CPR Training for Unison
  - iii) HAM Radio Operators
  - iv) Tangled Threads
  - v) Girl Scouts
  - vi) Investors Business Daily
  - vii) GCARES License Class
  - viii) Heartsaver CPR Class

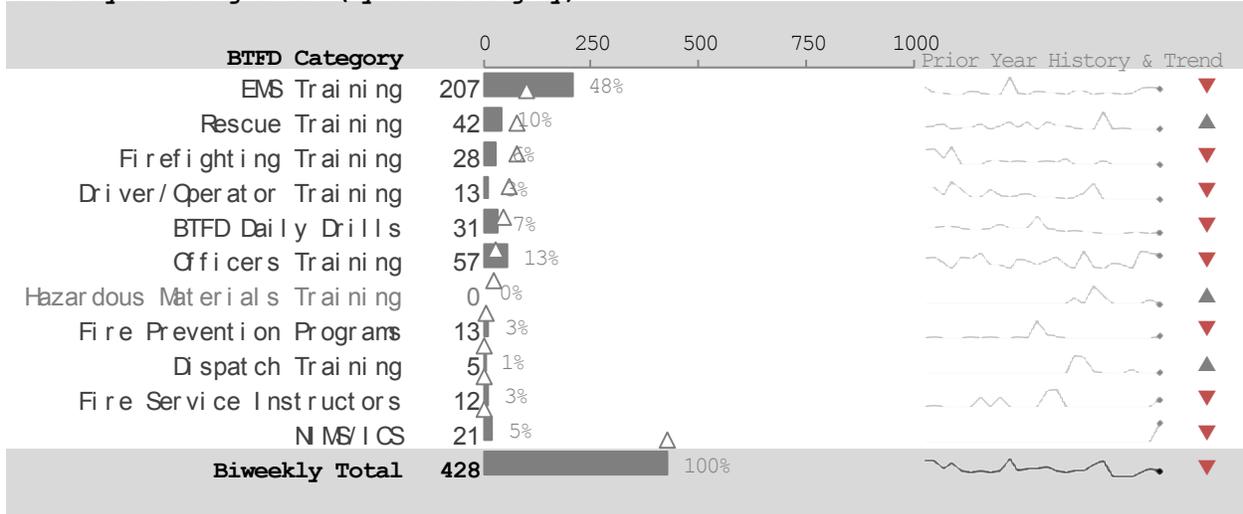
**BI-WEEKLY DEPARTMENT ACTIVITY REPORT**

**p) Activity Summary (previous 2 weeks)**

**Biweekly Incident Responses (by NFIRS Category)**



**Biweekly Training Hours (by BTFD Category)**



**ATTACHMENT #1.00**

**Resolution to modify EMS billing agreement**

The Board of Trustees of Beavercreek Township, of Greene County, Ohio, met at a duly called and authorized meeting of the Board of Trustees of Beavercreek Township on the date set forth below, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Beavercreek Township Board members, and the following resolution was made, seconded, and adopted by those present at the meeting as documented below.

WHEREAS, the Board of Township Trustees has established reasonable charges for the use of emergency medical services, in accordance with Ohio Revised Code §505.84; and

WHEREAS, the Board has exercised its discretion to waive all or parts of charges for residents; and

WHEREAS, the Board has authorized the Township Administrator to enter into an agreement on their behalf with Ohio Shared Services to provide collections services on bad debt as identified by MED3000, Inc., its EMS billing provider; and

NOW THEREFORE BE IT RESOLVED THAT, the Board of Beavercreek Township Trustees, hereby provide the following instruction regarding bad debts in accordance with the Business Support Services Agreement with MED3000, Exhibit A, Collection Responsibilities, Item 5 (page 13 of 16); and

FURTHER BE IT RESOLVED that the Board directs MED3000 (also known as McKesson) to forward all available information on bad debt to the Township's collections service provider: Ohio Shared Services (OSS); and

FURTHER BE IT RESOLVED that MED3000 update OSS in the event it receives payment or information regarding an account that had previously been identified as bad debt; and

FURTHER BE IT RESOLVED that the Township Administrator has authority to provide additional instruction or authorization, including signature, to accomplish the implementation or improvement of collections billing on behalf of the Board.

**ATTACHMENT #5.03**

**RESOLUTION TO MODIFY EMS BILLING AGREEMENT**



Note the rear lightbar leaning downward. That is due to bent roof metal.



Note: additional sealant around the mount and cable entry.

Resolution to modify EMS billing agreement



Command and storage console in rear of vehicle



Note Mold growth

**ATTACHMENT #5.03**

**RESOLUTION TO MODIFY EMS BILLING AGREEMENT**



Note: Key inserted into rotted wood bottom of box from water damage



Note: at rear of mounting bracket. As wind catches light, the bracket is moved toward the rear of the truck, bending the roof, causing a gap in sealant allowing water to enter.