

**BEAVERCREEK TOWNSHIP  
AGENDA PACKET  
REGULAR TRUSTEES' MEETING  
MONDAY APRIL 27, 2015  
1:00 P.M.**



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- Biweekly Report

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**Agenda**  
**Regular Trustees' Meeting**  
**Monday, April 27, 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 April 27, 2015, Meeting
- Approve the April 29, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$102,778.92 +
- Approval of Minutes:
  - Regular Meeting held April 13, 2015

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

**Old Business:** None.

**New Business:** None.

**Administrator:**

- Zoning Commission Appointment
- Frank Gates Invoice
- Greene County Sheriff's Office Report
- Ohio Ethics Commission Training Date
- Annual Reports
- Project Update
- Request to Schedule Special Meeting to discuss: U.S. 35

**Finance:**

- Biweekly Report

**Human Resources:**

- Workers' Compensation Group Rating Program Renewal
- Biweekly Report

**Zoning:**

- Biweekly Report

**Information Technology:**

- Biweekly Report

**Road:**

- Purchase request for breathing air maintenance/sampling
- Purchase request for paving
- Biweekly Report

**Fire:**

- Policy Recommendation for False Alarms
- Biweekly Report

**Legal Advisor:**

**Trustees:**

**Fiscal Officer:**

**Legal Invoices**

**Executive Session:**

- Pursuant to ORC 121.22(G)(1) To consider the compensation of Public Employees

**Adjourn**



**BILL TO:**

BEAVERCREEK TOWNSHIP / GREENE COUNTY  
 ATTN: TRISH GUSTAFSON  
 851 N ORCHARD LANE  
 BEAVERCREEK, OH 45434

Invoice	
Policy Number	Date
32920204	April 28, 2015
Due Date	
With Enrollment Papers	
Amount	
\$ 17,216.00	

93-41-92001

**Workers' Compensation Group Rating Program**

OHIO TOWNSHIP ASSOCIATION - 41  
 2016 Workers' Compensation Group Rating Program

Please note: BWC requires that your organization is a member in good standing with either the sponsoring organization or the affiliate sponsor.

TOTAL DUE ..... \$ 17,216.00

Policy ID: 32920204

Mail or fax this form with payment to:

CareWorksComp  
 5500 Glendon Court  
 Dublin, OH 43016  
 Phone: (614) 764-7600  
 Fax: (614) 764-7629

Payment Information	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Check Enclosed
Credit Card Number _____	
Print Name as it Appears on Credit Card _____	
Address as it appears on your Credit Card Bill, if different from above _____	
Expiration Date _____	Amount to be paid _____
Authorized Signature _____	



\*1280303-004\*

**Greene County Sheriff's Office**  
**Incident Analysis - Beaver Creek Twp**

<u>Incident Type</u>	<u>Incident Date And Time</u>	<u>Incident Number</u>
Alarm - Business/Bank	04/17/2015 16:19:47	2015-00012320
Type Totals: 1		
Alarm - Residential	04/11/2015 18:26:08	2015-00011560
Alarm - Residential	04/11/2015 20:00:06	2015-00011569
Alarm - Residential	04/14/2015 08:25:54	2015-00011924
Alarm - Residential	04/14/2015 08:49:48	2015-00011926
Alarm - Residential	04/14/2015 12:33:20	2015-00011939
Alarm - Residential	04/15/2015 11:07:00	2015-00012043
Alarm - Residential	04/15/2015 11:26:41	2015-00012046
Alarm - Residential	04/17/2015 10:53:07	2015-00012297
Alarm - Residential	04/18/2015 23:16:01	2015-00012468
Type Totals: 9		
Assault	04/13/2015 08:45:10	2015-00011765
Type Totals: 1		
Assist	04/10/2015 03:33:45	2015-00011322
Assist	04/10/2015 11:04:42	2015-00011364
Assist	04/12/2015 03:50:12	2015-00011621
Assist	04/16/2015 17:44:32	2015-00012229
Assist	04/19/2015 11:49:55	2015-00012537
Assist	04/19/2015 13:14:52	2015-00012540
Type Totals: 6		
Business Check	04/10/2015 01:38:03	2015-00011310
Business Check	04/10/2015 02:31:27	2015-00011318
Business Check	04/10/2015 10:35:59	2015-00011357
Business Check	04/10/2015 12:33:19	2015-00011375
Business Check	04/10/2015 21:17:36	2015-00011422
Business Check	04/11/2015 22:00:34	2015-00011583
Business Check	04/12/2015 22:09:11	2015-00011715
Business Check	04/13/2015 03:47:12	2015-00011742
Business Check	04/13/2015 21:05:17	2015-00011845
Business Check	04/13/2015 21:16:26	2015-00011848
Business Check	04/13/2015 21:26:06	2015-00011850
Business Check	04/13/2015 21:39:59	2015-00011854
Business Check	04/13/2015 22:15:04	2015-00011863
Business Check	04/13/2015 22:28:53	2015-00011865
Business Check	04/13/2015 22:32:12	2015-00011866
Business Check	04/13/2015 22:43:56	2015-00011868
Business Check	04/13/2015 23:34:50	2015-00011883
Business Check	04/14/2015 01:46:02	2015-00011904
Business Check	04/14/2015 02:38:47	2015-00011908
Business Check	04/14/2015 02:40:52	2015-00011910

Business Check	04/14/2015 02:47:09	2015-00011911
Business Check	04/14/2015 03:19:13	2015-00011913
Business Check	04/14/2015 14:34:24	2015-00011948
Business Check	04/14/2015 21:13:00	2015-00011970
Business Check	04/14/2015 21:17:02	2015-00011971
Business Check	04/14/2015 22:22:18	2015-00011982
Business Check	04/15/2015 01:08:41	2015-00012007
Business Check	04/15/2015 01:15:30	2015-00012009
Business Check	04/15/2015 01:18:50	2015-00012010
Business Check	04/15/2015 01:29:37	2015-00012013
Business Check	04/15/2015 15:24:25	2015-00012059
Business Check	04/15/2015 15:34:40	2015-00012061
Business Check	04/15/2015 15:38:27	2015-00012062
Business Check	04/15/2015 15:41:03	2015-00012063
Business Check	04/15/2015 15:44:52	2015-00012064
Business Check	04/16/2015 00:56:05	2015-00012107
Business Check	04/16/2015 01:32:31	2015-00012121
Business Check	04/16/2015 11:09:41	2015-00012179
Business Check	04/17/2015 00:47:07	2015-00012254
Business Check	04/17/2015 21:09:41	2015-00012337
Business Check	04/17/2015 21:47:56	2015-00012343
Business Check	04/17/2015 22:00:15	2015-00012345
Business Check	04/17/2015 22:02:30	2015-00012346
Business Check	04/17/2015 22:14:27	2015-00012349
Business Check	04/17/2015 22:34:41	2015-00012352
Business Check	04/17/2015 22:37:14	2015-00012353
Business Check	04/17/2015 22:44:01	2015-00012354
Business Check	04/18/2015 00:24:02	2015-00012368
Business Check	04/18/2015 04:40:42	2015-00012389
Business Check	04/18/2015 04:44:33	2015-00012390
Business Check	04/18/2015 09:46:14	2015-00012409
Business Check	04/18/2015 22:42:12	2015-00012466
Business Check	04/18/2015 23:47:40	2015-00012471
Business Check	04/19/2015 08:31:29	2015-00012506
Business Check	04/19/2015 08:34:00	2015-00012509
Business Check	04/19/2015 08:39:20	2015-00012510
Business Check	04/19/2015 08:49:44	2015-00012511
Business Check	04/19/2015 08:52:07	2015-00012512
Business Check	04/19/2015 08:55:58	2015-00012513
Business Check	04/19/2015 09:11:57	2015-00012514
Business Check	04/19/2015 09:16:33	2015-00012515
Business Check	04/19/2015 09:22:03	2015-00012517
Business Check	04/19/2015 21:34:25	2015-00012554
Business Check		

	04/19/2015 21:49:25	2015-00012558
Business Check	04/19/2015 22:33:12	2015-00012564
Business Check	04/19/2015 22:40:26	2015-00012565
Business Check	04/20/2015 00:01:29	2015-00012590
Business Check	04/20/2015 00:03:34	2015-00012591
Business Check	04/20/2015 00:07:49	2015-00012593
Business Check	04/20/2015 02:45:25	2015-00012605
Business Check	04/20/2015 03:35:53	2015-00012608
Business Check	04/20/2015 08:58:32	2015-00012625
Business Check	04/20/2015 10:03:13	2015-00012635
Business Check	04/20/2015 10:16:27	2015-00012636
		Type Totals: 74
Child Endangering	04/15/2015 18:44:43	2015-00012072
		Type Totals: 1
Civil Other	04/11/2015 00:37:16	2015-00011460
		Type Totals: 1
Crash - Hit Skip	04/16/2015 07:41:48	2015-00012145
		Type Totals: 1
Crash - Property Damage	04/16/2015 18:32:14	2015-00012230
		Type Totals: 1
Crash - Unknown Injuries	04/15/2015 19:07:50	2015-00012074
		Type Totals: 1
Criminal Damaging	04/19/2015 11:08:57	2015-00012535
		Type Totals: 1
Deliver Message	04/11/2015 16:48:35	2015-00011555
		Type Totals: 1
Detail - Other	04/17/2015 06:01:34	2015-00012275
		Type Totals: 1
Detail - School	04/13/2015 07:41:08	2015-00011753
Detail - School	04/17/2015 06:33:42	2015-00012276
Detail - School	04/17/2015 14:59:50	2015-00012312
		Type Totals: 3
Disabled Vehicle	04/11/2015 21:09:57	2015-00011579
Disabled Vehicle	04/19/2015 03:45:02	2015-00012491
		Type Totals: 2
Domestic Dispute	04/19/2015 14:24:46	2015-00012542
		Type Totals: 1
Domestic Violence	04/17/2015 08:23:36	2015-00012286
		Type Totals: 1
Extra Patrol	04/10/2015 18:46:48	2015-00011401
Extra Patrol	04/11/2015 14:39:35	2015-00011544
Extra Patrol	04/12/2015 00:45:06	2015-00011589
Extra Patrol	04/15/2015 16:47:45	2015-00012068

Extra Patrol	04/16/2015 17:10:48	2015-00012227
Extra Patrol	04/20/2015 16:48:40	2015-00012661
		Type Totals: 6
Follow Up	04/13/2015 09:00:26	2015-00011768
Follow Up	04/14/2015 10:44:22	2015-00011933
		Type Totals: 2
Fraud/Forgery	04/17/2015 18:35:05	2015-00012328
		Type Totals: 1
House Check	04/10/2015 00:28:38	2015-00011295
House Check	04/10/2015 00:34:14	2015-00011296
House Check	04/10/2015 16:04:46	2015-00011394
House Check	04/11/2015 08:44:08	2015-00011502
House Check	04/11/2015 10:47:46	2015-00011519
House Check	04/11/2015 13:53:11	2015-00011540
House Check	04/12/2015 02:08:24	2015-00011615
House Check	04/13/2015 07:28:04	2015-00011750
House Check	04/13/2015 07:33:33	2015-00011751
House Check	04/13/2015 14:50:15	2015-00011810
House Check	04/13/2015 18:41:28	2015-00011830
House Check	04/13/2015 20:47:53	2015-00011842
House Check	04/13/2015 22:52:28	2015-00011870
House Check	04/14/2015 07:43:05	2015-00011918
House Check	04/14/2015 21:46:26	2015-00011974
House Check	04/14/2015 22:44:04	2015-00011985
House Check	04/15/2015 04:14:41	2015-00012023
House Check	04/15/2015 11:48:20	2015-00012047
House Check	04/15/2015 13:43:38	2015-00012050
House Check	04/15/2015 13:49:14	2015-00012052
House Check	04/16/2015 00:17:39	2015-00012100
House Check	04/16/2015 00:29:54	2015-00012101
House Check	04/16/2015 08:53:10	2015-00012157
House Check	04/16/2015 10:41:34	2015-00012176
House Check	04/16/2015 14:54:19	2015-00012210
House Check	04/17/2015 10:45:51	2015-00012294
House Check	04/17/2015 13:32:39	2015-00012306
House Check	04/17/2015 23:12:05	2015-00012357
House Check	04/17/2015 23:23:56	2015-00012359
House Check	04/18/2015 10:13:36	2015-00012416
House Check	04/18/2015 10:24:51	2015-00012418
House Check	04/19/2015 23:03:25	2015-00012568
House Check	04/19/2015 23:07:45	2015-00012570
		Type Totals: 33
Juvenile Complaint	04/12/2015 19:20:03	2015-00011702

K9 Request	04/18/2015 02:39:25	Type Totals: 1 2015-00012384
Lockout Assistance	04/13/2015 22:54:12	Type Totals: 1 2015-00011872
Peace Officer	04/19/2015 19:03:54	Type Totals: 1 2015-00012549
Peace Officer	04/20/2015 10:51:38	2015-00012639
Request Officer	04/16/2015 15:02:51	Type Totals: 2 2015-00012218
Request Officer	04/19/2015 07:30:58	2015-00012495
Solicitor	04/20/2015 19:45:00	Type Totals: 2 2015-00012670
Suspicious Person	04/11/2015 22:45:25	Type Totals: 1 2015-00011587
Suspicious Vehicle	04/12/2015 20:22:41	Type Totals: 1 2015-00011709
Suspicious Vehicle	04/14/2015 02:27:04	2015-00011906
Suspicious Vehicle	04/15/2015 00:18:44	2015-00011993
Suspicious Vehicle	04/18/2015 18:50:24	2015-00012451
Theft	04/10/2015 15:59:09	Type Totals: 4 2015-00011395
Theft	04/18/2015 10:26:26	2015-00012421
Traffic Complaint	04/10/2015 05:46:32	Type Totals: 2 2015-00011329
Traffic Stop	04/10/2015 12:44:36	Type Totals: 1 2015-00011376
Traffic Stop	04/10/2015 19:18:18	2015-00011406
Traffic Stop	04/10/2015 20:00:45	2015-00011415
Traffic Stop	04/10/2015 21:31:54	2015-00011425
Traffic Stop	04/11/2015 04:04:13	2015-00011497
Traffic Stop	04/12/2015 19:16:18	2015-00011701
Traffic Stop	04/13/2015 07:53:48	2015-00011755
Traffic Stop	04/13/2015 08:41:43	2015-00011762
Traffic Stop	04/13/2015 09:44:50	2015-00011771
Traffic Stop	04/13/2015 13:34:19	2015-00011797
Traffic Stop	04/13/2015 14:14:09	2015-00011806
Traffic Stop	04/13/2015 16:08:58	2015-00011825
Traffic Stop	04/14/2015 02:26:19	2015-00011905
Traffic Stop	04/14/2015 07:58:27	2015-00011920
Traffic Stop	04/14/2015 15:08:49	2015-00011951
Traffic Stop	04/16/2015 14:15:15	2015-00012201
Traffic Stop	04/16/2015 15:04:55	2015-00012215
Traffic Stop	04/16/2015 15:25:50	2015-00012220

Traffic Stop	04/17/2015 10:54:35	2015-00012295
Traffic Stop	04/17/2015 13:58:44	2015-00012307
Traffic Stop	04/17/2015 14:24:17	2015-00012309
Traffic Stop	04/17/2015 21:00:15	2015-00012334
Traffic Stop	04/18/2015 09:06:26	2015-00012405
Traffic Stop	04/18/2015 09:12:40	2015-00012406
Traffic Stop	04/18/2015 15:31:30	2015-00012442
Traffic Stop	04/18/2015 21:11:20	2015-00012456
Traffic Stop	04/18/2015 22:21:49	2015-00012465
Traffic Stop	04/20/2015 03:06:30	2015-00012606
Traffic Stop	04/20/2015 21:28:49	2015-00012680
		Type Totals: 29
Vehicle Maintenance	04/10/2015 08:38:43	2015-00011339
		Type Totals: 1
Weapons / Shots Fired	04/10/2015 23:14:52	2015-00011433
Weapons / Shots Fired	04/14/2015 18:53:43	2015-00011964
Weapons / Shots Fired	04/20/2015 19:43:00	2015-00012668
		Type Totals: 3
Welfare Check	04/14/2015 17:31:56	2015-00011961
		Type Totals: 1

4/21/2015 1:22:54 PM

GOAL	Rec #	Project Phase	2015													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1	5 & 4	Convert TA to Full Time & align all Admin functions under TA														
1	11 & HR	Clarify HR Responsibilities & Authority														
1	16	Develop & Implement IT Staffing Plan														
1	6	Create & Fill Finance Director Position under TA in place of Asst. to FO														
1	7	Consolidate Admin Functions to Orchard Lane														
		Terminate Temp Admin Staff in FO														
		Convert FO Bldg to Park District Office & Records Storage														
1	13 & HR (e)	Develop & Implement Formal Records Retention Policy														
1	14 & HR (e)	Consolidate All Personnel Records to TA														
1	28 & HR	Review FD Operating Policies vs. Employee Handbook for compliance														
1	HR (b)	Review, Update & Implement HR Policy & Procedures														
1	HR (c)	Review, Update HR Forms & Documentation														
1	HR (d)	Review, Update State & Fed HR Compliance Items														
1	HR (a)	Review, Update & Redistribute Employee Handbook														
1	17	Develop & Implement Updated Zoning Fee Schedule														
1	HR (f)	Develop & Implement Employee Evaluation Program														
1	19, 20, 21 & 23	Develop & Implement Township Wide Cost Accounting & Cost Allocation Plan														
1		Evaluate & Present 3rd Party Solution Alternatives to UAN														
1		Evaluate & Present 3rd Party Automated Time & Attendance Systems														
1		Evaluate & Present 3rd Party Payroll Software Solutions														
1	10 & HR	Develop & Implement Internal Communication Plan														
1	12 & HR	Develop & Implement Employee Relations Program														
1	2 & 8	Develop / Update & Implement Budget Development Policy														
		Incl. Development & Implementation of a Purchase Justification Process														
1	HR (g)	Develop / Expand & Implement Succession Planning Program - All Depts														
1		Cross Training Program														
1		Leadership Training Program														
1		Management Development Program														
1		Continuous Education Program														
1	23	Deploy & Implement Firehouse as Township Wide Asset Management Program														
2	31	Develop & Implement Alarm Registration Program & False Alarm Fee Schedule														
2	36	Review, Update & Implement EMS Billing & Collections Policy														
2	35	Develop Inter & Cross Department Training Program on FIREHOUSE Software														
2	29	Develop Accurate Response Time Tracking System & Audit Plan														
2	32	Develop /Update Fleet Condition Evaluation & Replacement Plan - Fire > All Depts														
2	27	Review Status of Fitness for Duty & Respirator Use Examinations for FF's														
2	30	Develop & Implement Standards of Coverage Management Plan														
2	34	Develop & Implement Workload & Performance Measurement Tracking Plan														
2	37 & HR	Develop / Update Comprehensive Training Program														
3	3	Develop & Implement Compensation Policy														
4		Economic Development Strategy														
4		Incl. Highway Overlay District														
4		Local Match Funding Strategy for 2015 TRAC Meeting on US 35 Project														
4		Valley Springs Farms Econ. Development Strategy														
5	22 & 25	Develop 3rd Party, Shared Service Agreements to reduce and/or offset General Fund Expenditure														
		Fuel Purchase Agreement with City of Beavercreek														
		3rd Party & Shared Service Fleet Maintenance Agreements														
		Roads Departments														
		IT Departments														
		HR Departments														
		Zoning & Planning Departments														
	9	Develop & Implement Internal Organizational Performance Review														
	1, 15, 33	Develop Township Wide Strategic Plan														
		Fire Dept Strategic Plan														
		Roads Dept Strategic Plan														
		IT Dept Strategic Plan														
	38	Develop & Implement Engine Company Inspection Schedule														





**BEAVERCREEK TOWNSHIP**  
**FINANCE DEPARTMENT**

1981 Dayton-Xenia Rd, Beavercreek, Ohio 45434  
 Ph.: (937) 429-4472 Fax: (937) 429-5678



**Bi-Weekly Report**  
**For the Trustees Meeting held on Monday April 27, 2015**  
**Activity from April 9 – April 22, 2015**

**The Finance Department is responsible for assisting the Fiscal Officer in completing all the duties outlined in Chapter 507 of the Ohio Revised Code.**

**Financial Data:**

All Financial Reports will be e-mailed to elected officials on Monday April 27, 2015 once all the data is finalized and collected for this particular time period, and will include Expenditure Reports, Revenue Reports, Fund Reports and Investment Activity Reports.

**Departmental Activities and Duties:**

- Processed 79 invoices for payment
- Processed Payroll
- Processed and balanced leave for all employees
- Processed 4 credit applications
- Provided 2 employment verifications
- Processed 11 Cemetery Foundation Requests
- Sold 2 graves in the Cemetery
- Processed 5 payroll related changes
- Prepared and submitted retirement reports for the Month of March for OPERS and OP&F
- Processed 2 Purchase Orders Approved at the last Trustee Meeting
- Prepared agenda for Trustee Meeting
- Processed and submitted wire transfer for Health Care Invoice for May.
- Processed 20 Receipts and made 10 trips to PNC Bank
- Processed 2 Reduction of Expenditures for BWC Employer Refund

**Meetings:**

- Attended Trustee Meeting held on April 13, 2015
- Attended meeting with the Township Administrator/Public Safety Director held on April 20, 2015
- Attended staff meeting conducted by the Township Administrator/Public Safety Director held on April 22, 2015

**Training:**

- Continued training with OSL

**Miscellaneous Information:**

- Researched recycling options for Beavercreek Township through Rumpke

**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**

**April 27, 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 return to work
5. Work on insurance census
6. Review OSL materials
7. Work on OSL reports
8. Review Group Rating Program renewal
9. Work on BWC issue of former employee
10. Work with Broker on insurance renewal
11. Review SHRM materials; take practice test
12. Work with labor attorney on personnel issue
13. Work on FMLA issues
14. Work on unemployment matter (s)

**MEETINGS AND OTHER ACTIVITIES:**

Meet with the TA on multiple issues  
Meet with Chief VandenBos on multiple issues  
Meet with employee on FMLA needed for family member  
Attend staff meeting  
OSL training

**BEAVERCREEK TOWNSHIP  
HUMAN RESOURCES DEPARTMENT**

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

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Attend labor management

**CHALLENGES:** None at this time.

**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 MONDAY, APRIL 27, 2015**

**ACTIVITY FROM THURSDAY APRIL 9 THROUGH WEDNESDAY APRIL 22, 2015**

**PERMITS:** Four permits for single-family dwellings were issued in this period. Other Zoning Permits issued included one fence and one commercial sign.

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

	<u>2014</u>	<u>2015</u>
Single family dwellings/driveways	12/13	17/16
Additions	1	0
Fences	8	4
Pools (including fence)	0	2
Signs	1	3
Rights of Way	1	0
Accessory Decks & Covered Patio	1	1
Accessory Structures	2	3
Commercial Structures	0	0
Commercial Addition	0	0
Commercial Accessory Structures	1	0
Temporary Tents (permits/ # of tents)	2/5	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>43</b>	<b>49</b>

**PENDING:** Thirteen (**yes, 13!**) single-family dwellings, one construction drawing review and one Site Plan review.

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

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



**MEETINGS/OTHER ACTIVITIES:**

1. Consulted with applicant/engineer for Specific Site Plan application for River Reserve.
2. Consulted with owners, legal counsel and Township Administrator re: PUD Conditional Use Application from Valley Springs Farm.
3. Consulted with Twp. Administrator and Legal Counsel re: proposed Zoning Resolution text amendments.
4. Continued work on annual update of Zoning Map and Zoning Resolution Text for submission to Greene County Recorder.
5. Continued work on Highway Business District Overlay; several discussions with Township Administrator.
6. Corresponded with residents of Arlington Place re: drainage issue.
7. Corresponded with resident of Arlington Place re: fence permit.
8. Consulted with developer of Arlington Place re: establishment of a Homeowners' Association.
9. Conducted several inspections at Bexley Hills Section 3A.
10. Inspected placement of four single-family dwellings for compliance with permits.
11. Attended OSL training 04-09-15.
12. Met with Twp. Administrator and Road Supt. re: drainage issue at Arlington Place 04-09-15
13. Met with RPCC Exec. Dir. re: Open Space Committee, Bexley 3A and River Reserve 04-10-15.
14. Attended Trustees' Regular Meeting 04-13-15.
15. With Twp. Administrator, attended Homeowners' Association mtg. at Country Club of the North 04-15-15.
16. Attended MVRPC – TAC mtg. 04-16-15.
17. Zoning Staff attended all-day OTA Zoning Inspectors Workshop 04-17-15.
18. Attended RPCC Executive Committee mtg. 04-21-15.
19. Attended Township Administrator's Staff Meeting 04-22-15.
20. Attended MVRPC Annual Spring Dinner 04-22-15.

# BEAVERCREEK TOWNSHIP INFORMATION TECHNOLOGY DEPARTMENT

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



## Bi-Weekly Report

Apr 27, 2015

(06 – 27 Apr 15)

Trustees,

The following is a brief synopsis of the past two weeks in the IT department. I will be present to answer any questions or concerns you may have.

### IT Projects/Management:

- Research and deploy video conferencing between all Fire Stations
  - Met with FD to clarify requirements and locations of equipment
  - Performing bandwidth testing
    - Good results thus far, having some issues with audio and virtual environment
    - Ordering webcams for testing—will be utilized in completed project
  - May need to purchase additional bandwidth dependant on test results.
- Upgrade Citrix environment (in-work)
  - NetScaler Access Gateway configured for remote connectivity.
  - Updated Storefront, Delivery controllers and VMs. Just about ready to migrate existing VMs to new farm
- 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 (all 2003 servers)
    - Removed primary domain controller roll from 2003 controller
- Hot/Warm site planning, station 64(hold)
  - Move equipment (old SAN and Citrix Host Servers)

### Network Administration:

- OSL Maintenance – working with OSL working out bugs in Time and Attendance software
- Replaced failed drive in SAN
- Citrix
  - Applied Hotfix to new farm
  - Patched/Updated all VMs
- Patched /Rebooted physical servers
- Social Media—Website, Facebook, Twitter



**BEAVERCREEK TOWNSHIP  
INFORMATION TECHNOLOGY DEPARTMENT**

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- Applied several updates to both Fire and TWP websites
- Edited/Posted Trustees meeting to YouTube
- Verified Backups are current and running
  - New version of Symantec available, will be updated soon
- Reviewed Spam/Web filters for intrusions.
  - Deleted/Whitelisted as appropriate

**Meetings:**

- Department Heads meeting

**Training:**

- None this period

**Purchases:**

- TVAR – Renewal of Virtual Backup appliances/software 1 yr. w/service

I look forward to meeting with you at the 27 Apr 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

To: Alex Zaharieff  
From: Tim Parks  
Date: April 23, 2015  
Reference: April 27 Trustees Meeting

Alex:

On Monday April 27 I will be bringing the following:

- I will be bring a purchase request/ renewal Service agreement for \$1,850 for the semi annual maintenance and air sampling with PROAIR for the breathing air compressor to comply with NFPA standards. There is a slight increase of 7% over the 2014 contract. PROAIR is the original equipment vendor.

**I move to approve the purchase request (00343) and renewal of the service agreement to PROAIR for the semi annual maintenance and quarterly air sampling, in the amount of \$1,850; and to authorize the Township Administrator to sign for the Board.**

- I will be bring a purchase request for the annual resurfacing program. John R Jurgesen was the successful vendor for the combined County bid. This was a budgeted item for \$230,000 and the bid for Beaver Creek Township came in at \$204,386 for the roads proposed in the bid. I will be asking to encumber the budgeted amount and try and add some additional roads in Spindletop subdivision at the current bid price. This work will not begin until late June or early July.

**I move to approve the purchase request (00344) to John R Jurgesen for the annual resurfacing program thru the cooperative Greene County bid, in the amount of \$230,000; and to authorize the Township Administrator to sign for the Board.**

- Bi-weekly activity report

### NFPA Compliant Service Agreement

DATE 4/15/2015	TYPE OF AGREEMENT NEW <input type="checkbox"/> RENEW <input checked="" type="checkbox"/>	SALES REP NAME Natalie Shaw	
CHARGE TO Beavercreek Township Fire Department		EMAIL tparks@beavercreektownship.org	
ATTENTION		PHONE 9374293672	
STREET ADDRESS 1981 Dayton Xenia Road		T E R M	FROM 5/1/2015
CITY Beavercreek, OH	STATE OH		ZIP CODE 45434
			TOTAL AMOUNT  \$ 1850

#### EQUIPMENT UNDER SERVICE

TYPE OF EQUIPMENT	MODEL	SERIAL NUMBER	FILTER CARTRIDGE
Mako	BAM09H32306	54093IAH1018426	1503/1803
Mobile Cascade			Air Only

#### TERMS AND CONDITIONS OF AGREEMENT

SERVICE WILL BE FURNISHED to customer by **Pro Air Inc.** for the equipment listed above.

Service shall consist of:

- Preventative maintenance per manufacturer standards
- Full functional system testing
- Visual inspectional of all components and adjustments as needed
- Includes all labor and trip charges

**Pro Air Inc.** will perform the above-described service without the necessity of prior notice on customer's part. For such service, customer will pay the contract amount prior to service being rendered.

Additional materials needed may be required at the time of service and shall be invoiced separately.

IT IS UNDERSTOOD that the listed equipment at the date hereof is in good operating condition and also that the service to be rendered does not cover repairs required because of accident, fire, water, abuse, misuse, or worn out.

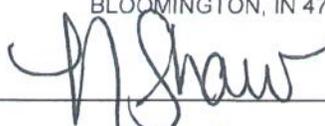
SERVICE IS AUTHORIZED by the customer to be rendered by **Pro Air Inc.** to the equipment listed for the period above noted and from year to year thereafter unless this agreement is terminated by either party as herein provided. Either party may terminate this agreement upon written notice to the other party, given no less than thirty (30) days immediately prior to any anniversary date hereof.

**Pro Air Inc.** reserves the right to examine equipment prior to any of this agreement and in the event the machine(s) require rebuilding over and above that stipulated in this contract, an estimate will be submitted for customer approval before work is started.

**Pro Air Inc.** shall not be responsible for failure to render service for causes beyond its control, including, without limitation, strikes and labor disputes.

Quantity	Description	Price Each	TOTAL
1	Semi Annual Maintenance	\$ 450	\$ 450
6	Air Samples	\$ 95	\$ 570
2	1503 Filters	\$ 85	\$ 170
2	1803 Filters	\$ 100	\$ 200
1	Mobile Service Agreement	\$ 80	\$ 80
4	Mobile Air Samples	\$ 95	\$ 380

APPROVED BY **PRO AIR INC.**  
4710 WEST VERNAL PIKE  
BLOOMINGTON, IN 47404

BY: 



TEL NO. 1-800-245-0269  
FAX NO. 812-332-1348

#### CUSTOMER'S ACCEPTANCE

NAME \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

\* This contract does comply with the NFPA 1989 standards.

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

April 23, 2015

### Calls for Service:

- High water- 7 hours

### Accomplishment/Information:

- Attended Staff meeting
- Meeting with Administrator and maintenance staff
- Meeting and Soil and Water on drainage complaint Spring Meadows
- Attended meeting with Administrator and Ed reference Arlington drainage issue
- Meeting with Administrator and Eager Beaver Football on Indian Ripple Project
- Meeting with Administrator and Heapy Engineering for final report on energy audit- see report attached
- Attended paving bid meeting at County Engineer's office
- Training for maintenance employees on the use of OSL software
- Met with resident on several issues on Sheppard Road
- Reviewed revised plans for
  - Cairborne Greens 2A
  - Wood Ridge subdivision
- Began spring foundation orders- 11 total
- Closed Factory Road 2 times
- Continued working on building modification- pricing
- Checking on developments-
  - Bexley Hills 3A- working on erosion control issues
  - Spring Ridge 3A- continued sewer and storm pipe installation
- Continued working on catch basin replacements and curb repair in Stonehill Villige-on hold awaiting asphalt and deadlines on other projects
- Working on Beaver Valley/ Hunters point ditch project
- Began mowing of Township Facilities
- Continued working on replacement for bucket truck- working on rental options- waiting on City rental option and checking if any other jurisdiction is interested in cost sharing- **as time permit**
- Working with vendor on possible radiator issue on Rosenbaugher Engines
- Updated pricing for water line- awaiting results and additional pricing- will continue to get additional pricing- **Project on hold till late 3 quarter**

### Awareness Items:

To: Elected Officials

Date: April 23, 2015

From: Tim Parks

Reference: Energy Audit

On Tuesday April 21 staff met with Heapy Engineering to go over their final report. The Township invested \$10,500 to preform the audit; we will recoup \$5,250 of the cost from DP&L for having the audit preformed. To receive the other \$5,250 the Township has to spend the total cost of the audit in upgrades to any of the three facilities that were the subject of the audit in the next 12 months which would allow us to do a few of the capital items at a reduce cost.

The summary of the audits is located on the first page in both reports and is broken down in energy conservation measures and capital improvements as defined as anything over \$10,000. DP&L and Vectren offer additional rebates on lighting and HVAC as long as the replacements meet their specifications, in addition to the second half energy audit rebate.

Staff has ask Heapy to specifically re-evaluate a few projects planed for calendar year 2015 , knowing the pay back on large upgrades will have a longer payback time. At this time, staff will continue to work collectively to implement some of the energy conservation measures and evaluating the capital items.

## FIRE DEPARTMENT AGENDA ITEMS

To: **Alex Zaharieff, Township Administrator**  
From: **David VandenBos**  
Date: **23 April 2015**  
Re: **Agenda Items for 27 April 2015 Trustees' Meeting**

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

- 1) Policy Recommendation for False Alarms
  - 2) Bi-weekly department activity report
- 

**1) Policy Recommendation for False Alarms [Attachment #01.00]**

The fire department is requesting approval of an updated false alarm policy, in accordance with the Township Personnel Policy Manual, I.4. This policy addresses the Township's 2014 Performance Audit, *Recommendation #31: Implement a false alarm reduction program, including alarm registration and false alarm fees*. The attachment is the proposed policy language. The policy uses several methods to reduce the number of false alarm incidents, including registration, education, verification of maintenance and penalties.

**BIWEEKLY ACTIVITY REPORT****2) 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:** Senior staff met to discuss issues and concerns regarding the department, including the scheduling of special events, lost person search training and resources, auxiliary reorganization, and questions regarding the City's commissioned study.
- b) **Labor-Management:** Admin met with the Union for a rescheduled meeting from earlier in the month. Areas of mutual concern and interest included daily scheduling, overtime staffing and assignment, OSL software, meeting attendance and the City's commissioned study.
- c) **Ohio Fire Executive:** Lt Hawker graduated from the Ohio Fire Executive program after nearly 3 years of study. She will schedule to appear before the Board at a future meeting to describe her experience in the program and its benefits for the department.
- d) **Auxiliary:** The fire chief and auxiliary coordinator met to discuss issues regarding the auxiliary, including its growth and direction, availability for deployment outside of the community, future trainings and meetings and concern regarding the City's commissioned study.
- e) **Energy Audit:** The fire department met with the maintenance department, Township Administrator and Heapy Engineering to review the results of the energy audit of Stations 60 (fire admin), 62 and 63. The results are being evaluated internally to determine recommendation priority, available funding and project implementation goals.
- f) **Time and Attendance Software:** All historical data has been loaded into the system and crews are using both (old and new) systems in tandem to ensure accuracy of all calculations. Administration has been working closely with OSL to identify and correct any mistakes in calculation.
- g) **False Alarm Policy:** Fire Prevention staff has completed a policy for fire alarm registration and charging for excessive false alarms. The policy description and outline is attached in this document and final language will be available, pending Board recommended changes, for Monday's meeting.
- h) **Incident Critique:** The 14 April fire (Patsie Dr) was critiqued by the Operations Deputy Chief and responding crews. The coroner has preliminarily reported that the home's occupant was deceased prior to the fire. The State Fire Marshal has indicated that the fire may have been intentionally set, and they are currently investigating the cause and origin. No major operational issues or deficiencies were identified. No firefighters or civilians were injured during the fire.
- i) **Beavercreek Youth Council Dance:** The required insurance documentation has been received for the dance.
- j) **Major Trainings:** The fire department completed its OSL training. Annual lost person search training was conducted with on-duty crews and auxiliary members.
- k) **Public Education Events:** The fire department had two ride-along members (an RN and an EMT student), and provided a medic for the Submarine House event.
- l) **Community Room Usage:** The Station 61 Meeting Room was use by the following groups during the past two weeks:
  - i) Beavercreek High School Bowling Team
  - ii) Greene Cares
  - iii) Girl Scouts North first aid class

**BI-WEEKLY DEPARTMENT ACTIVITY REPORT**

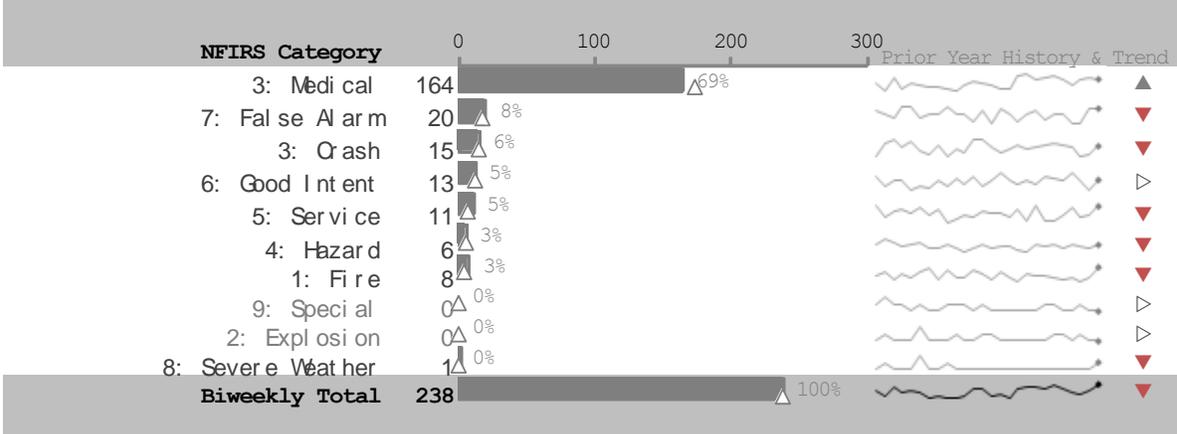
- iv) GCARES License Class
- v) Investors Business Daily
- vi) Better Investing Dayton MIC
- vii) Tangled Threads Quilting Group
- viii) Auxiliary CPR (with AED and First Aid) Class
- ix) Unison CPR Class
- x) Greene County Tea Party

**BIWEEKLY ACTIVITY REPORT**

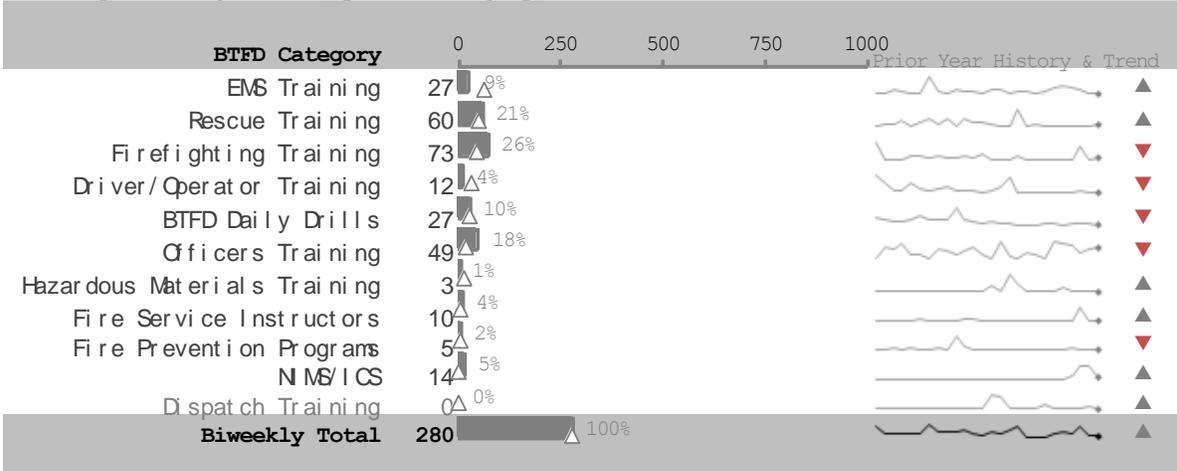
m) **Activity Summary**(previous 2 weeks)

**Fire Department Activity Ending: 2015-04-23**

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



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



**PROPOSED FIRE ALARM REDUCTION POLICY  
[ATTACHMENT 01.00]**

**SOG: 5200.001 FIRE ALARM REDUCTION POLICY**

**SECTION 1.0 PURPOSE AND SCOPE:**

**SECTION 1.1 PURPOSE:**

This Fire Alarm Reduction Policy (FARP) defines the guidelines to reduce overall false fire alarms which diminish the deployment of expensive Beaver Creek Township Fire Department (BTFD) equipment and staff to a genuine emergency that may occur elsewhere.

**SECTION 1.2 SCOPE:**

This FARP implements a Fire Alarm Registration, Excessive False Fire Alarm Fee Schedule, fire crew education and a Fire Alarm Reduction Strategy to manage unwanted false alarms.

**SECTION 1.3 ORGANIZATIONAL ORIGIN:**

Administration

**SECTION 2.0 DEFINITIONS:**

BTFD -- standard abbreviation for Beaver Creek Township Fire Department.

Excessive false alarms -- Any fire alarm system which produces three (3) false alarms in any twelve (12) consecutive month period.

False Alarm -- The activation of an alarm system through mechanical failure, electrical failure, malfunction, improper installation or the negligence of the owner or lessee of an alarm system or of his employees or agents. (Section UFC-1.14.02 Definitions)

FPB - standard abbreviation for the Beaver Creek Township Fire Department's Fire Prevention Bureau.

GCBR - standard abbreviation for Greene County Building Regulations.

NFIRS - standard abbreviation for the National Fire Information Records System.

UFC -- standard abbreviation of the Unified Fire Code. The 1999 UFC was adopted by Beaver Creek Township in 2001 and in the City of Beaver Creek in 2002.

**SECTION 3.0 POLICY:**

**SECTION 3.1 GENERAL PHILOSOPHY**

3.1.1 The overall philosophy of the BTFD is to ensure the proper operation and maintenance of a fire alarm system so that it operates in a life safety situation. Therefore, the BTFD will attempt to work with property owners and/or occupants of fire alarm systems to ensure that any issues caused by a false fire alarm are resolved prior to implementation of fees.

**SECTION 3.2 FIRE ALARM REGISTRATION**

3.2.1 All property owners and/or occupants of fire alarm systems within the City of Beaver Creek and Beaver Creek Township will be required to obtain a Fire Alarm Registration permit application. The permit application can be obtained online or at the FPB and will be at no cost (see section 4.2.2.1.1 for exceptions).

3.2.2 The Registration is required to be renewed yearly at no cost (see section 4.2.2.1.1 for exceptions) to ensure the BTFD has the most up-to-date information on owners and/or occupants properties where fire alarm systems are installed.

**SECTION 3.3 FIRE ALARM REDUCTION STRATEGY -- EDUCATION AND AWARENESS**

3.3.1 Dry-pipe Sprinkler System Letters -- "Boiler plate" letters will be distributed to property owners and/or occupants regarding the regular maintenance of their dry-pipe sprinkler system. The letter includes information on recognizing the dry-pipe system's low points and properly draining them before and during cold weather events.

3.3.2 Informational and Educational Ads -- Informational and educational advertisements will be distributed in the local media outlets (Channel 5, In-Touch, Beaver Creek News, etc.) regarding the Fire Alarm Registration requirement and to promote the proper operation and maintenance of a fire alarm system. In addition, the advertisements will inform property owners and/or occupants of properties where fire alarm systems are installed of the Fire Alarm Reduction Policy

3.3.3 E-mail distribution to Businesses -- An e-mail providing information regarding the Fire Alarm Registration requirement and to promote the proper operation and maintenance of a fire alarm system will be distributed to the property owners and/or occupants of fire alarm systems. In addition, the

**BIWEEKLY ACTIVITY REPORT**

information will educate property owners and/or occupants of properties where fire alarm systems are installed of the Fire Alarm Reduction Policy.

3.3.4 Web-site information – A page on the BTFD’s web-site will be established and contain information on:

3.3.4.1 Fire Alarm Registration requirements and its application.

3.3.4.2 General education on the proper operation and maintenance of a fire alarm system.

3.3.4.3 Fire Alarm Reduction Policy

#### SECTION 3.4 DUCT/SMOKE DETECTOR CONVERSION – “ALARM” TO “SUPERVISORY” SIGNALS

3.4.1 A process and procedure is created (see section 4.3 Duct/Smoke Detector Conversion Procedure) to address duct/smoke detectors that were originally installed to signal as an “Alarm” in a fire alarm system. The process and procedure will allow a property owner and/or occupant of a fire alarm system to convert the “Alarm” signal on a fire alarm system to a “Supervisory” signal.

3.4.2 The implementation of a duct/smoke detector cleaning program with property owner and/or occupant of a fire alarm systems will be recommended.

### **SECTION 4.0 PROCEDURES:**

#### SECTION 4.1: FIRE ALARM REGISTRATION

4.1.1 Fire alarm registration will be established on the BTFD web-site. Applications on paper will be added to the web-site.

4.1.2 Registration will consist of basic system info and contact information.

4.1.3 The registration information will be structured to allow regular update of information into Firehouse Software.

4.1.4 No fee will be assessed for the initial registration or annual registration renewals prior to multiple false alarm calls.

4.1.4.1 See the Excessive False Fire Alarm Fee Schedule for a required registration fee

#### SECTION 4.2: EXCESSIVE FALSE FIRE ALARM FEE SCHEDULE

4.2.1 Implementation of the Excessive False Fire Alarm Fee Schedule begins at the activation of an initial false fire alarm for a specific fire alarm system (specific address).

4.2.2 Procedures for the initial false fire alarm and successive false fire alarms thereafter are as follows:

4.2.2.1 1st Alarm – Automatic Letter Distributed

4.2.2.1.1 A friendly letter to the property owner and/or occupant to inform them of the UFC and its Excessive False Alarm section. In addition, a request to register the fire alarm on-line is indicated if the fire alarm is not already registered.

4.2.2.2 2nd Alarm – Automatic Letter Distributed

4.2.2.1.1 A letter to the property owner and/or occupant to inform them of 2nd false fire alarm on the fire alarm system and the UFC’s Excessive False Alarm section. In addition, a requirement to register the fire alarm system with a \$150.00 fee will be assessed if the alarm is not already registered.

4.2.2.3 3rd Alarm – Pre-action Letter & FPB Follow-up

4.2.2.1.1 A Pre-action Letter will be sent indicating that the next false fire alarm will cause the penalty phase of the Excessive False Fire Alarm Fee Schedule.

4.2.2.1.2 A possible follow-up, depending on the call type, by the FPB with the property owner and/or occupant to deliver the letter and discuss future actions.

4.2.2.4 4th Alarm – Penalty Phase per UFC

4.2.2.1.1 A \$100.00 fee per UFC-1.14.06.4 will be assessed for the Excessive False Alarm.

4.2.2.1.2 A letter and invoice will be distributed to the property owner and/or occupant of the fire alarm system.

4.2.2.5 5th Alarm – Penalty Phase per UFC

4.2.2.1.1 An additional \$200.00 fee per UFC-1.14.06.4 will be assessed for the Excessive False Alarm.

4.2.2.1.2 A letter and invoice will be distributed to the property owner and/or occupant of the fire alarm system.

4.2.2.6 6th Alarm – Penalty Phase per UFC

**PROPOSED FIRE ALARM REDUCTION POLICY  
[ATTACHMENT 01.00]**

4.2.2.1.1 An additional \$200.00 fee per UFC-1.14.06.4 will be assessed for the Excessive False Alarm.

4.2.2.1.2 A letter indicating that the false fire alarm issue will be taken to the Greene County Prosecuting Attorney will be distributed. In addition, an invoice will be distributed to the property owner and/or occupant of the fire alarm system.

4.2.3 Such charges shall continue for each excessive false fire alarm until six (6) consecutive months have elapsed during which time no false fire alarms have been received by the Fire Department.

**SECTION 4.3: DUCT/SMOKE DETECTOR CONVERSION**

4.3.1 Scope – This procedure addresses duct/smoke detectors that were originally installed to signal as an “Alarm” in a fire alarm system.

4.3.2 When a duct/smoke detector(s) is identified to indicate an “Alarm” signal at a fire alarm control panel upon activation, a “boiler plate” letter will be distributed to the property owner and/or occupant. The letter will address the following:

4.3.2.1 The reason why the duct/smoke detector(s) was originally installed and the implications of that installation.

4.3.2.2 The Fire Department’s reasons and the property owner and/or occupants benefits for converting the “Alarm” signal to a “Supervisory” signal in the fire alarm panel.

4.3.2.3 Fire Department Permit Application -- No fee.

4.3.2.4 Property owner and/or occupants procedure for addressing a letter to the GBCR for permission to convert the fire alarm signals.

4.3.3 Once approval from GCBR and BTFD has been given, the property owner and/or occupant may convert the signaling from the duct/smoke detector to the fire alarm panel. The property owner and/or occupants shall schedule an inspection with the BTFD to confirm that the conversion has been completed.

**SECTION 4.4: FIRE CREW EDUCATION**

4.4.1 Scope – This procedure addresses the training of Officers and Firefighters (fire crew) on reporting false fire alarms. The training will stress the need and importance for uniformity and accuracy in reporting of false fire alarms.

4.4.2 False Fire Alarms are within the “False Alarms” and “False Calls” Call Types addressed in NFIRS (Section 700 Call Type).

4.4.3 Yearly web-based training will be required for fire crews on the various call types for false fire alarm located in the Firehouse Software. The training will describe in detail the individual call types and provide examples for their use.

**SECTION 4.5: FIRE PREVENTION BUREAU TRACKING**

4.5.1 Members of the BTFD’s Fire Prevention Bureau will check the Firehouse Software logs daily to identify any false fire alarm incidence that have occurred on previous shifts. The incidence will be QCed by the Prevention staff to ensure that the Call Type matches the description of the incident. Any modifications to the Call Type will be addressed by the Prevention staff and an e-mail will be sent to the person making the report.

4.5.2 A BTFD False Alarm report will be produced twice a week (Mon. and Thur.). The report will providing the status of false alarm incidences by address. The Prevention staff will analyze the report and initiate the Excessive False Fire Alarm Fee Schedule.

4.5.3 If needed, corrective actions to false fire alarms will be tracked by Prevention staff. Those actions will be communicated to fire crews via the Fire Station and Crew Information page of SharePoint.

**SECTION 5.0 FORMS**

5.0.1 Fire Alarm Registration Form

**SECTION 6.0 REFERENCES**

**SECTION 6.1: INTERNAL REFERENCES**

1) BTFD False Alarm Report – Firehouse Software

**SECTION 6.2: EXTERNAL REFERENCES**

2) 1999 Unified Fire Code

3) National Fire Incident Reporting System v. 5.0

**BIWEEKLY ACTIVITY REPORT**

4) State of Ohio Fire Marshal's Office – Fire Prevention Bureau

**SECTION 7.0 HISTORY**

SECTION 7.1 CREATED

9 March 2015

SECTION 7.2 MODIFICATIONS

n/a

SECTION 7.3 TERMINATION

n/a

SECTION 7.4 APPROVAL