

**BEAVERCREEK TOWNSHIP  
AGENDA PACKET  
REGULAR TRUSTEES' MEETING  
MONDAY JUNE 8, 2015  
1:00 P.M.**



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**Prescheduled Speaker: Pages 3-28**

- Brower Insurance Pages 3-28

**Administrator: Pages 29-34**

- Greene County Sheriff's Office Report Pages 29-34

**Finance: Pages 35-36**

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**Human Resources: Pages 37-38**

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**Zoning: Pages 39-40**

- Biweekly Report Pages 39-40

**Information Technology: Pages 41-42**

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**Road: Pages 43-53**

- Emergency Purchase Request – M64 Page 44
- Purchase Request – Station 61 Page 45
- Renewal of Coy House Leases Pages 46-52
- Biweekly Report Page 53

**Fire: Pages 54-65**

- Request to Purchase Fire Alarm Monitoring Relays Pages 54-55
- Request for Approval of Respiratory Protection Policy Pages 59-61
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- Biweekly Report Pages 55-58

**Agenda**  
**Regular Trustees' Meeting**  
**Monday, June 8, 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 June 8, 2015, Meeting
- Approve the June 10, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$
- Approval of Minutes:
  - Regular Meeting held May 26, 2015

**Prescheduled Speaker:**

- Brower Insurance

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

**Old Business:** None.

**New Business:** None.

**Administrator:**

- Greene County Sheriff's Office Report

**Finance:**

- Biweekly Report

**Human Resources:**

- Biweekly Report

**Zoning:**

- Biweekly Report

**Information Technology:**

- Biweekly Report

**Road:**

- Purchase Requests:
  - Emergency Purchase Request – M64
  - Purchase Request – Station 61
- Renewal of Coy House Leases
- Biweekly Report

**Fire:**

- Request to Purchase Fire Alarm Monitoring Relays
- Request for Approval of Respiratory Protection Policy
- Fire Alarm Policy
- Biweekly Report

**Legal Advisor:**

**Trustees:**

**Fiscal Officer:**

**Legal Invoices**

**Adjourn**

# Beavercreek Township

## Group Medical Plan Analysis

July 1, 2015 Renewal

	Current		Renewal		Option 1		Option 2	
	United Healthcare Corporation 21J RX F5		United Healthcare Corporation 3M-4 mod Rx F5		United Healthcare Corporation 3M-4 mod 2 Rx F5		United Healthcare Corporation 3M-4 mod 3 Rx F5	
Benefits	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Accumulation Period	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year
<b>Deductible</b>								
Individual	\$500	\$1,000	\$500	\$1,000	\$500	\$1,000	\$1,000	\$2,000
Family	\$1,000	\$2,000	\$1,000	\$2,000	\$1,000	\$2,000	\$2,000	\$4,000
Deductible Type	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
<b>Out-of-Pocket Maximum (includes Deductible)</b>								
Individual	\$1,500	\$3,000	\$1,500	\$3,000	\$2,500	\$3,000	\$3,000	\$6,000
Family	\$3,000	\$6,000	\$3,000	\$6,000	\$5,000	\$6,000	\$6,000	\$12,000
<b>Lifetime Maximum</b>	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
<b>Hospitalization</b>	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.
<b>Outpatient Surgical Facilities</b>	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.
<b>Outpatient Diagnostic Lab &amp; X-Ray</b>	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.
<b>Professional Services</b>	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.
<b>Emergency Room</b>	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay
<b>Urgent Care</b>	\$50 copay	70% after ded.	\$50 copay	70% after ded.	\$50 copay	70% after ded.	\$50 copay	70% after ded.
<b>Office Visit</b>	\$10 copay	70% after ded.	\$10 copay	70% after ded.	\$10 copay	70% after ded.	\$10 copay	70% after ded.
<b>Preventive Care</b>	100%	70% after ded.	100%	70% after ded.	100%	70% after ded.	100%	70% after ded.
<b>Prescription Drugs</b>								
Deductible	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tier 1	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	Cost Differential Based on Pharmacy Contract
Tier 2	\$25 copay	Cost Differential Based on Pharmacy Contract	\$25 copay	Cost Differential Based on Pharmacy Contract	\$25 copay	Cost Differential Based on Pharmacy Contract	\$25 copay	Cost Differential Based on Pharmacy Contract
Tier 3	\$45 copay	Cost Differential Based on Pharmacy Contract	\$45 copay	Cost Differential Based on Pharmacy Contract	\$45 copay	Cost Differential Based on Pharmacy Contract	\$45 copay	Cost Differential Based on Pharmacy Contract
Tier 4	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Mail-Order	\$25/\$62.50/\$112.50	Not Covered	\$25/\$62.50/\$112.50	Not Covered	\$25/\$62.50/\$112.50	Not Covered	\$25/\$62.50/\$112.50	Not Covered
<b>Dependent Eligibility to Age</b>								
Federal Eligibility	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years
Ohio Eligibility	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years
<b>Rates</b>	<b>Counts</b>							
Single	22	\$589.49	22	\$636.08	22	\$624.27	22	\$596.94
Employee + Spouse	13	\$1,288.50	13	\$1,390.34	13	\$1,364.52	13	\$1,304.78
Employee + Child(ren)	9	\$989.48	9	\$1,067.68	9	\$1,047.86	9	\$1,001.99
Family	33	\$1,809.60	33	\$1,952.62	33	\$1,916.37	33	\$1,832.47
<b>Estimated Monthly Premium</b>		\$98,341.40		\$106,113.76		\$104,143.65		\$99,584.24
<b>Estimated Annual Premium</b>		\$1,180,096.80		\$1,273,365.12		\$1,249,723.80		\$1,195,010.88
<b>Percentage Change From Current</b>		0%		7.90%		5.90%		1.26%
<b>Annual Dollar Change From Current</b>		\$0.00		\$93,268.32		\$69,627.00		\$14,914.08

# Beavercreek Township

## Group Medical Plan Analysis

July 1, 2015 Renewal

	Current United Healthcare Corporation 21J RX F5		Option 3 United Healthcare Corporation 3M-4 mod 4 Rx F5		Revised Option 4 United Healthcare Corporation 3M-4 mod Rx F5		Revised Option 5 United Healthcare Corporation 3M-4 mod 2 Rx F5	
Benefits	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Accumulation Period	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year
<b>Deductible</b>								
Individual	\$500	\$1,000	\$1,500	\$3,000	\$500	\$1,000	\$500	\$1,000
Family	\$1,000	\$2,000	\$3,000	\$6,000	\$1,000	\$2,000	\$1,000	\$2,000
Deductible Type	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
<b>Out-of-Pocket Maximum (includes Deductible)</b>								
Individual	\$1,500	\$3,000	\$4,500	\$9,000	\$1,500	\$3,000	\$2,500	\$3,000
Family	\$3,000	\$6,000	\$9,000	\$18,000	\$3,000	\$6,000	\$5,000	\$6,000
<b>Lifetime Maximum</b>	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
<b>Hospitalization</b>	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.
<b>Outpatient Surgical Facilities</b>	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.
<b>Outpatient Diagnostic Lab &amp; X-Ray</b>	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.
<b>Professional Services</b>	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.
<b>Emergency Room</b>	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay
<b>Urgent Care</b>	\$50 copay	70% after ded.	\$50 copay	70% after ded.	\$50 copay	70% after ded.	\$50 copay	70% after ded.
<b>Office Visit</b>	\$10 copay	70% after ded.	\$10 copay	70% after ded.	\$10 copay	70% after ded.	\$10 copay	70% after ded.
<b>Preventive Care</b>	100%	70% after ded.	100%	70% after ded.	100%	70% after ded.	100%	70% after ded.
<b>Prescription Drugs</b>								
Deductible	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tier 1	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	Cost Differential Based on Pharmacy Contract
Tier 2	\$25 copay	Cost Differential Based on Pharmacy Contract	\$25 copay	Cost Differential Based on Pharmacy Contract	\$25 copay	Cost Differential Based on Pharmacy Contract	\$25 copay	Cost Differential Based on Pharmacy Contract
Tier 3	\$45 copay	Cost Differential Based on Pharmacy Contract	\$45 copay	Cost Differential Based on Pharmacy Contract	\$45 copay	Cost Differential Based on Pharmacy Contract	\$45 copay	Cost Differential Based on Pharmacy Contract
Tier 4	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Mail-Order	\$25/\$62.50/\$112.50	Not Covered	\$25/\$62.50/\$112.50	Not Covered	\$25/\$62.50/\$112.50	Not Covered	\$25/\$62.50/\$112.50	Not Covered
<b>Dependent Eligibility to Age</b>								
Federal Eligibility	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years
Ohio Eligibility	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years
<b>Rates</b>	<b>Counts</b>							
Single	22	\$589.49	22	\$570.84	22	\$636.08	22	\$624.28
Employee + Spouse	13	\$1,288.50	13	\$1,247.74	13	\$1,390.34	13	\$1,365.54
Employee + Child(ren)	9	\$989.48	9	\$958.18	9	\$1,067.68	9	\$1,047.88
Family	33	\$1,809.60	33	\$1,752.35	33	\$1,952.62	33	\$1,916.40
<b>Combined Est. Monthly Premium</b>		\$98,341.40		\$95,230.27		\$106,113.76		\$104,158.30
<b>Combined Est. Annual Premium</b>		\$1,180,096.80		\$1,142,763.24		\$1,273,365.12		\$1,249,899.60
<b>Percentage Change From Current</b>		0%		-3.16%		7.90%		5.92%
<b>Annual Dollar Change From Current</b>		\$0.00		(\$37,333.56)		\$93,268.32		\$69,802.80

Quotes Include UHC fulfilled Simply Engaged in options 4-7

# Beavercreek Township

## Group Medical Plan Analysis

July 1, 2015 Renewal

	Current		Revised Option 6		Revised Option 7		Option 8	
	United Healthcare Corporation		United Healthcare Corporation		United Healthcare Corporation		Anthem Blue Cross Blue Shield	
	21J RX F5		3M-4 mod 3 Rx F5		3M-4 mod 4 Rx F5		Blue Access Option 10 Rx 8	
Benefits	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Accumulation Period	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year
Deductible								
Individual	\$500	\$1,000	\$1,000	\$2,000	\$1,500	\$3,000	\$250	\$500
Family	\$1,000	\$2,000	\$2,000	\$4,000	\$3,000	\$6,000	\$500	\$1,500
Deductible Type	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Out-of-Pocket Maximum (includes Deductible)								
Individual	\$1,500	\$3,000	\$3,000	\$6,000	\$4,500	\$9,000	\$2,200	\$4,400
Family	\$3,000	\$6,000	\$6,000	\$12,000	\$9,000	\$18,000	\$4,400	\$8,800
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Hospitalization	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	80% after ded.	60% after ded.
Outpatient Surgical Facilities	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	80% after ded.	60% after ded.
Outpatient Diagnostic Lab & X-Ray	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	80% after ded.	60% after ded.
Professional Services	90% after ded.	70% after ded.	90% after ded.	70% after ded.	90% after ded.	70% after ded.	80% after ded.	60% after ded.
Emergency Room	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$100 copay	\$250 copay, then 80%	\$250 copay, then 80%
Urgent Care	\$50 copay	70% after ded.	\$50 copay	70% after ded.	\$50 copay	70% after ded.	\$75 copay	60% after ded.
Office Visit	\$10 copay	70% after ded.	\$10 copay	70% after ded.	\$10 copay	70% after ded.	\$20 PCP/ \$40 SCP	60% after ded.
Preventive Care	100%	70% after ded.	100%	70% after ded.	100%	70% after ded.	100%	60% after ded.
Prescription Drugs								
Deductible	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tier 1	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	50%, min \$ 70
Tier 2	\$25 copay	Cost Differential Based on Pharmacy Contract	\$25 copay	Cost Differential Based on Pharmacy Contract	\$25 copay	Cost Differential Based on Pharmacy Contract	\$35 copay	50%, min \$ 70
Tier 3	\$45 copay	Cost Differential Based on Pharmacy Contract	\$45 copay	Cost Differential Based on Pharmacy Contract	\$45 copay	Cost Differential Based on Pharmacy Contract	\$70 copay	50%, min \$ 70
Tier 4	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	25% max \$200	50%, min \$ 70
Mail-Order	\$25/\$62.50/\$112.50	Not Covered	\$25/\$62.50/\$112.50	Not Covered	\$25/\$62.50/\$112.50	Not Covered	\$10/\$88/\$175/ 25%, \$200 max	Not Covered
Dependent Eligibility to Age								
Federal Eligibility	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years
Ohio Eligibility	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years
Rates	Counts							
Single	22	\$589.49	22	\$596.95	22	\$570.85	22	\$557.03
Employee + Spouse	13	\$1,288.50	13	\$1,304.81	13	\$1,247.76	13	\$1,224.35
Employee + Child(ren)	9	\$989.48	9	\$1,002.00	9	\$958.19	9	\$940.27
Family	33	\$1,809.60	33	\$1,832.50	33	\$1,752.38	33	\$1,719.55
Estimated Monthly Premium		\$98,341.40		\$99,585.93		\$95,231.83		\$93,378.79
Estimated Annual Premium		\$1,180,096.80		\$1,195,031.16		\$1,142,781.96		\$1,120,545.48
Percentage Change From Current		0%		1.27%		-3.16%		-5.05%
Annual Dollar Change From Current		\$0.00		\$14,934.36		(\$37,314.84)		(\$59,551.32)

Rates are Contingent Upon Individual Medical Applications being Submitted. Rates are also guaranteed for 15 months

Quotes Include UHC fulfilled Simply Engaged in options 4-7

# Beavercreek Township

## Group Medical Plan Analysis

July 1, 2015 Renewal

	Current		Option 9		Option 10		Option 11	
	United Healthcare Corporation		Anthem Blue Cross Blue Shield		Humana (ChoiceCare)		Premier Health Partners	
	21J RX F5		Blue Access Option 11 Rx 8		OH SG NPOS 14		PPO Traditional \$500/90%/10/10	
Benefits	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Accumulation Period	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year	Calendar Year
Deductible								
Individual	\$500	\$1,000	\$500	\$1,000	\$500	\$1,500	\$500	\$1,000
Family	\$1,000	\$2,000	\$1,000	\$2,000	\$1,000	\$3,000	\$1,000	\$2,000
Deductible Type	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Out-of-Pocket Maximum (includes Deductible)								
Individual	\$1,500	\$3,000	\$2,400	\$4,800	\$4,000	\$12,000	\$1,500	\$10,000
Family	\$3,000	\$6,000	\$4,800	\$9,600	\$8,000	\$24,000	\$3,000	\$20,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Hospitalization	90% after ded.	70% after ded.	80% after ded.	60% after ded.	100% after ded.	70% after ded.	90% after ded.	70% after ded.
Outpatient Surgical Facilities	90% after ded.	70% after ded.	80% after ded.	60% after ded.	100% after ded.	70% after ded.	90% after ded.	70% after ded.
Outpatient Diagnostic Lab & X-Ray	90% after ded.	70% after ded.	80% after ded.	60% after ded.	100% after ded.	70% after ded.	90% after ded.	70% after ded.
Professional Services	90% after ded.	70% after ded.	80% after ded.	60% after ded.	100% after ded.	70% after ded.	90% after ded.	70% after ded.
Emergency Room	\$100 copay	\$100 copay	\$250 copay, then 80%	\$250 copay, then 80%	\$250 copay	\$250 copay	\$100 copay	\$100 copay
Urgent Care	\$50 copay	70% after ded.	\$75 copay	60% after ded.	\$100 copay	70% after ded.	\$50 copay	\$50 copay
Office Visit	\$10 copay	70% after ded.	\$20 PCP/ \$40 SCP	60% after ded.	\$25 PCP/ \$40 SCP	70% after ded.	\$10 copay	70% after ded.
Preventive Care	100%	70% after ded.	100%	60% after ded.	100%	70% after ded.	100%	70% after ded.
Prescription Drugs								
Deductible	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tier 1	\$10 copay	Cost Differential Based on Pharmacy Contract	\$10 copay	50%, min \$70	\$10 copay	File for Reimbursement	Preferred Generic: \$4 copay; Non-Preferred Generic: \$10 copay	Not Covered
Tier 2	\$25 copay	Cost Differential Based on Pharmacy Contract	\$35 copay	50%, min \$70	\$30 copay	File for Reimbursement	Preferred Brand: \$35 copay	Not Covered
Tier 3	\$45 copay	Cost Differential Based on Pharmacy Contract	\$70 copay	50%, min \$70	\$50 copay	File for Reimbursement	Non- Preferred Brand: \$60 copay	Not Covered
Tier 4	Not Applicable	Not Applicable	25%, \$200 max	50%, min \$70	25%	File for Reimbursement	30%	Not Covered
Mail-Order	\$25/\$62.50/\$112.50	Not Covered	\$10/\$88/\$175/ 25%, \$200 max	Not Covered	\$25/\$75/\$125/ 25%	File for Reimbursement	\$10/\$25/\$87.50/ \$150/30%	Not Covered
Dependent Eligibility to Age								
Federal Eligibility	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years	26 Years
Ohio Eligibility	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years	28 Years
Rates	Counts							
Single	22	\$589.49	22	\$547.60	22	\$525.25	22	\$530.94
Employee + Spouse	13	\$1,288.50	13	\$1,203.63	13	\$1,155.56	13	\$1,136.22
Employee + Child(ren)	9	\$989.48	9	\$924.35	9	\$997.98	9	\$886.67
Family	33	\$1,809.60	33	\$1,690.45	33	\$1,680.80	33	\$1,576.90
Combined Est. Monthly Premium		\$98,341.40		\$91,798.39		\$91,026.00		\$86,469.27
Combined Est. Annual Premium		\$1,180,096.80		\$1,101,580.68		\$1,092,312.00		\$1,037,631.24
Percentage Change From Current		0%		-6.65%		-7.44%		-12.07%
Annual Dollar Change From Current		\$0.00		(\$78,516.12)		(\$87,784.80)		(\$142,465.56)

Baseline Only Quote

Rates are Contingent Upon Individual Medical Applications being Submitted.  
Rates are also guaranteed for 15 months

Rates are Contingent Upon Individual Medical Applications being Submitted.  
Rating Period is Extended through 9/30/16



## SimplyEngaged® Reward Overview

### Take care of your health and be rewarded

SimplyEngaged is a personal health and wellness program which allows you to earn rewards when you complete these health and wellness actions.

#### It's easy to start earning rewards<sup>1</sup>

Access the Reward Program Overview through Rally™ when you log in to **myuhc.com** for specific details regarding your wellness incentive program.

#### Earn a Reward

- Participate in biometric health screening<sup>2</sup>**
  - ▶ Participate in a confidential event through any of the following convenient options: Worksite event (if employer has elected); Health Provider Form; or Lab Screening
  - ▶ Learn more about your important health numbers: total cholesterol, blood pressure and Body Mass Index (BMI).
- Complete an online health survey<sup>2</sup> through Rally when you log in to myuhc.com® within 90 days of the start of the program**
  - ▶ Answer all of the survey questions to personalize your overall experience.
  - ▶ Complete the survey and receive your results as a “Rally Age” – an indicator of how your health age compares with your actual age.
- Visit a participating fitness center<sup>2</sup> at least 12 times per month**
  - ▶ Register at a participating fitness center or YMCA® through the Health and Wellness tab on myuhc.com.
  - ▶ You must present your fitness ID card each time you go to the gym.
- Complete a telephone-based health coaching program**
  - ▶ Complete the health survey in order to participate in this health coaching program.
  - ▶ Call the Health Coach at 1-800-478-1057 to begin working on your personal health improvement plan.
  - ▶ Plan accordingly. A telephone-based health coaching session takes three to five months to complete.
- Complete at least 3 Missions<sup>2</sup> through the Rally experience**
  - ▶ Complete the health survey to receive suggested online health actions or “Missions”. Missions are interactive and provide choice that may help you maintain your health.
  - ▶ Plan accordingly. Each mission can take at least four weeks to complete.
- Use myHealthcare Cost Estimator on myuhc.com**
  - ▶ Perform at least one cost estimate on an upcoming procedure.
  - ▶ Get simple, comprehensive estimates for your health care costs to help you make more informed decisions.

## UnitedHealthcare understands the importance of protecting your privacy.

We care about the relationship we have with you. The services we provide require that we receive personal information and we know it is critical to protect your privacy. Our business practices are in compliance with the privacy requirements under the Health Insurance Portability and Accountability Act (HIPAA), and other applicable privacy and security requirements.

Remember, your health and well-being begins with you.  
So take control of your health today and be rewarded.



Please call **1-855-215-0230** if you have questions about your rewards.



<sup>1</sup> Type of reward is determined by your employer. Log into myuhc.com and click on the Health and Wellness tab to learn more about the reward applicable to you. There is a maximum associated with these rewards. Employees and covered spouse can earn rewards separately. Children may not participate in the reward program. Incentives can be earned only once every plan year.

<sup>2</sup> Log in to myuhc.com with your user name and password. If you are not registered, you can follow the steps under "Register Now". After you are logged into myuhc.com, click on the Health and Wellness tab to access the Rally experience.

If a gift card reward is applicable, the opportunity to select a gift card for completing the required activities under this program will expire within 120 days from the last day of the incentive period. Be sure to select a gift card as soon as you have completed the required activities.

YMCA is a registered trademark of YMCA of the USA.

Rally Health provides health and well-being information and support as part of your health plan. It does not provide medical advice or other health services, and is not a substitute for your doctor's care. If you have specific health care needs, consult an appropriate health care professional. Participation in the health survey is voluntary. Your responses will be kept confidential in accordance with the law and will only be used to provide health and wellness recommendations or conduct other plan activities.

SimplyEngaged<sup>®</sup> is a voluntary program. The information provided under this program is for general informational purposes only and is not intended to be nor should be construed as medical advice. You should consult with an appropriate health care professional to determine what may be right for you. Rewards may be taxable. You should consult with an appropriate tax professional to determine if you have any tax obligations from receiving rewards under this program. If you are unable to meet a standard related to a health factor to obtain a reward under this program, you might qualify for an opportunity to earn the same reward by different means. Contact us at 1-855-215-0230 and we will work with you (and, if necessary, your doctor) to find another way for you to earn the same reward.

All UnitedHealthcare members can access a cost estimator online tool at myuhc.com. Depending on your specific benefit plan and the ZIP code that is entered, either the myHealthcare Cost Estimator or the Treatment Cost Estimator will be available. A mobile version of myHealthcare Cost Estimator is available in the Health4Me mobile app, and additional ZIP codes and procedures will be added soon. This tool is not intended to be a guarantee of your costs or benefits. Your actual costs and/or benefits may vary. When accessing the tool, please refer to the Terms and Conditions of Use and Why Your Costs May Vary sections for further information regarding cost estimates. Refer to your health plan coverage document for information regarding your specific benefits.

Insurance coverage provided by or through UnitedHealthcare Insurance Company or its affiliates. Administrative services provided by United HealthCare Services, Inc. or their affiliates.

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# SimplyEngaged<sup>®</sup> Beavercreek Township Wellness Program





## Why focus on wellness?

Nearly 78 million U.S. adults have been diagnosed with high blood pressure.<sup>1</sup>

Heart disease is the #1 cause of death in the U.S.<sup>2</sup>

Tobacco use continues to be the leading cause of preventable death in the U.S., and can lead to serious illness, disability and decreased quality of life.<sup>3</sup>

An estimated 68% of U.S. adults are either overweight or obese.<sup>2</sup>

**SOURCE:**

<sup>1</sup>August 2014 American Heart Association

<sup>2</sup>December 2013 American Heart Association

<sup>3</sup>April 2014 VOA Learning



## What's in it for you?

By participating in the wellness incentive program, you and your covered spouse can receive a reward when you complete these health actions:

Rewards	
Health Survey	\$25
Biometric Screening participation	\$75
Fitness Reimbursement program	\$20/mo
Online Action Plans (Missions)	\$50
Telephone-based Health Coaching program	\$75
myHealthcare Cost Estimator	\$25
Member Earning Maximum — Per Employee/Covered Spouse	\$200



## Biometric Screening

### Know the numbers that count...REGISTER TODAY!

Many serious health conditions develop over time, but they may be delayed or prevented if you know your risks and make healthy changes. Understand your health risks with the following.

The biometric screening event will measure:

• Blood Pressure	• Total Cholesterol	• Body Mass Index (BMI)
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#### Onsite Event

- Screening Date:
- Location:
- Registration Contact: Phone: Email:
- Finger stick-blood draw “non-fasting”; results delivered within five (5) minutes

#### Health Provider Form

- Beneficial for individuals who prefer to complete their screening with their health care provider or at a convenience clinic
- Employee and/or covered spouse simply locates the system-generated form from the biometric microsite

#### Lab Screening

- Beneficial for individuals who work remotely
- Employee and/or covered spouse conveniently locates a LabCorp Patient Service Center, print the system-generated lab order, and go to the lab for screening

Your personal information will be kept confidential in accordance with applicable law.

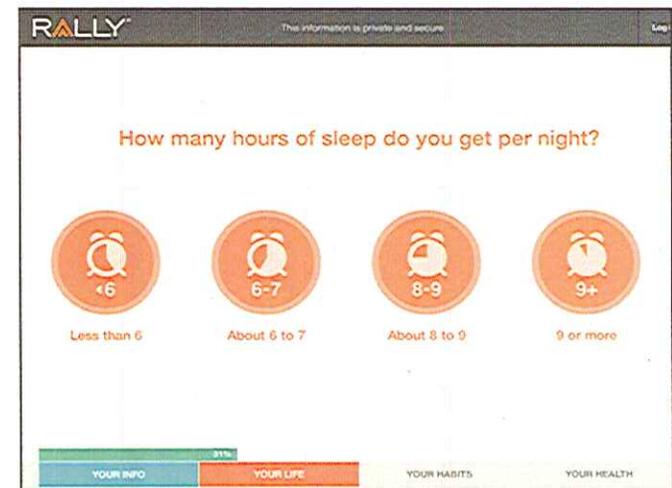
## Health Survey

### After the biometric screening, complete the Health Survey on myuhc.com®

- You and your covered spouse can take the Health Survey on myuhc.com within 90 days of the start of this wellness program to earn the incentive
- Takes 15-20 minutes to complete
- Earn a **reward**

#### Once you have completed the survey, you:

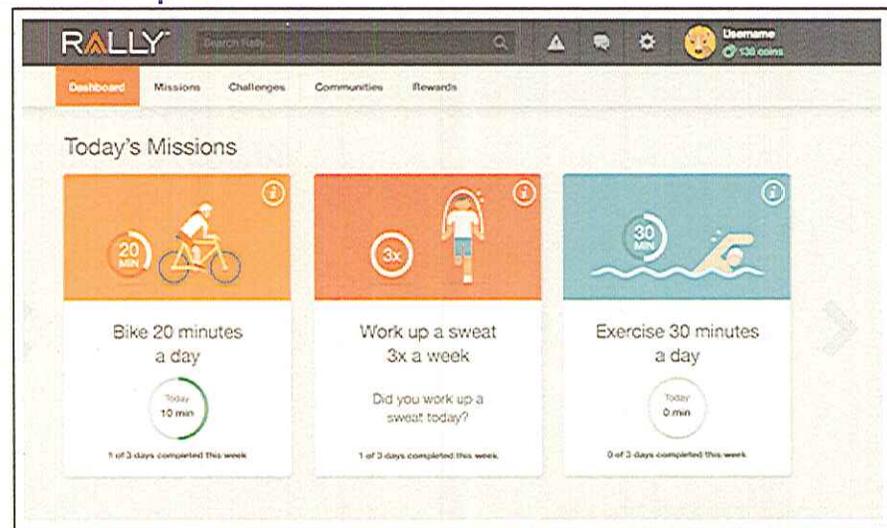
- Receive a Rally age and results summary
- Can enroll in online action plans (Missions)
- Can qualify for telephone-based health coaching programs



## Online Action Plans (Missions)

### Support to help you reach your goals

- Missions are suggested based on your health survey responses.
- Employees and covered spouses get a personalized set of suggested Missions, and can choose Missions on their own.
- In order to qualify for the reward, you **MUST**:
  - Complete a minimum of three (3) Missions
  - Entries do not need to be made in consecutive weeks.
- Missions take at least four weeks to complete.
- Earn a **reward**



If you are unable to meet a standard related to a health factor to obtain a reward under this program, you might qualify for an opportunity to earn the same reward by different means. Contact us at 1-855-215-0230 and we will work with you (and, if necessary, your doctor) to find another way for you to earn the same reward.



# Telephone-based Health Coaching

## Support to help you reach your goals

PROGRAM	COACHING GOALS
<b>Weight Management</b>	<ul style="list-style-type: none"> <li>• Achieve 5-10% weight loss</li> <li>• Improve nutrition</li> <li>• Increase physical activity</li> </ul>
<b>Tobacco Cessation</b>	<ul style="list-style-type: none"> <li>• Become tobacco free</li> <li>• Understand/control urges</li> <li>• Increase physical activity</li> </ul>
<b>Stress Management</b>	<ul style="list-style-type: none"> <li>• Reduce stress</li> <li>• Understand stress triggers</li> <li>• Improve time management</li> </ul>
<b>Exercise</b>	<ul style="list-style-type: none"> <li>• Increase physical activity</li> <li>• Improve physical fitness</li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• Improve eating habits (portions and choices)</li> <li>• Increase physical activity</li> </ul>
<b>Heart Health</b>	<ul style="list-style-type: none"> <li>• Achieve 5+% weight loss</li> <li>• Improve nutrition</li> <li>• Increase physical activity</li> </ul>
<b>Diabetes Health</b>	<ul style="list-style-type: none"> <li>• Achieve 5+% weight loss</li> <li>• Improve nutrition</li> <li>• Increase physical activity</li> </ul>

- Certified wellness coaches are engaged in these lifestyle improvement programs that are based on:
  - Your motivation and commitment to change
  - Personalized goal-setting, shared decision-making and self-directed achievements
  - Enhanced self-awareness of root causes that trigger habitual behaviors
- After the health survey, you may be invited to participate in a health coaching program
  - You can also enroll by calling **(800) 478-1057**
- **Earn a reward**
- Allow an average of 2 - 5 months to complete the program

Meeting these coaching goals is not required, but you must complete the coaching program in order to earn the reward.

# Fitness Reimbursement Program



## Gym visits that Pay

The Fitness Reimbursement program will reward you \$20 for visiting a participating gym at least 12 times in December. That is a gym visit that pays!

Get Started!



Visit a participating gym or YMCA® 12 times per month and you can earn a reward. It's a convenient, fun and profitable way that may help improve your health.

- Register/Login
- Choose a participating fitness center or YMCA from a national network
- Present your fitness ID card each time you visit the gym
- Meet the minimum and earn \$20 per month



## myHealthcare Cost Estimator



- Estimates calculated using your healthcare plan & providers
- The most comprehensive data means fewer billing surprises
- Estimates show out-of-pocket costs associated with entire treatment

- Get simple, comprehensive estimates of your health care costs to help you make more informed decisions
- myHealthcare Cost Estimator helps gather the information to help you make more informed choices about the health care received.
- Results include cost estimates
- Perform one cost estimate
- Earn a reward



## Rewards – Gift Cards

Each time you complete a specified health and wellness action:

- 1. The Reward Program Overview will display progress and completion activity for each health action.**
- 2. Once an action is noted as complete, you can choose an electronic gift cards to many national retailers**
  - You will receive your gift card via email.
  - Incentives can be earned only once.

**Questions about your rewards?**

Call **855-215-0230**

The opportunity to select a gift card for completing the required activities under this program will expire within 120 days from the last day of the incentive period. Be sure to select a gift card as soon as you have completed the required activities.



## Rewards – Account Credits

Each time you complete a specified health and wellness action:

1. Rewards are issued in the form of credits to your [health reimbursement] [health savings] account.
2. This reward can be used to reduce your and/or your covered spouse's out of pocket responsibility.
  - Incentives can be earned only once

**Questions about your rewards?**

Call **855-215-0230**



## Rewards – Premium Reduction

Each time you complete a specified health and wellness action:

- 1. Rewards are issued in the form of a premium reduction for the upcoming year upon completing the earnings maximum.**
- 2. This reward is used to reduce your [monthly] [bi-weekly] employee premium responsibility.**
  - Incentives can be earned only once.

**Questions about your rewards?  
Call 855-215-0230**

The premium reduction reward is funded by your employer.

# Health & Wellness on myuhc.com



View details of your reward program on the Reward Program Overview under the Rally benefit on myuhc.com

**RALLY** Search Rally

Dashboard My Goals Challenges Communities **Rewards**

## Rewards Program

Here are all the awesome rewards offered by your company for completing the following healthy actions. Your overview will update automatically as you make progress. Some activities will take time to process, so don't worry if an action isn't updated right away. Rally will send you an email if your employer's rewards plan changes at any time. Got all that? Check out the FAQ if you have more questions.

Total so far: \$60

50 My HSA Dollars 300

### Available Goals

<input type="radio"/>	<b>Achieve Your BMI Target</b> Lower your BMI to 27.5 or improve by 2 points. Expires: 12/31/2015	\$60 HSA Deposit	<input type="button" value="Request"/>
<input type="radio"/>	<b>Achieve Your Total Blood Glucose or A1c Target</b> Bring your glucose or A1c levels down to 100 mg/dL or 7.0% (A1c) mg/dL. Expires: 12/31/2015	\$60 HSA Deposit	<input type="button" value="Request"/>
<input type="radio"/>	<b>Achieve Your Total Blood Pressure Target</b> Bring your blood pressure down to 140/90 mmHg. Expires: 12/31/2015	\$60 HSA Deposit	<input type="button" value="Request"/>
<input type="radio"/>	<b>Achieve Your LDL Cholesterol Target</b> Lower your LDL Cholesterol to 190 mg/dL. Expires: 12/31/2015	\$60 HSA Deposit	<input type="button" value="Request"/>
<input type="radio"/>	<b>Annual Physical Exam</b> Get your annual exam. Expires: 12/31/2015	\$50 HSA Deposit	

### Completed Activities

<input checked="" type="checkbox"/>	<b>Confirm You are Tobacco Free</b> Confirm you're living a tobacco-free life at your health screening or at the Rally survey. Completed: 01/09/2015	\$60 HSA Deposit	<input checked="" type="checkbox"/>
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## Health Improvement Resources

**UnitedHealthcare provides tools to help you get more engaged in your health care**

- Health & Wellness on myuhc.com
  - Health Survey
  - Health Information
  - Personal Health Record
  - Wellness Tools, like Challenges and online action plans (Missions)
  - Telephonic Wellness Coach programs
- Care24<sup>®</sup>, our 24-hour NurseLine and Employee Assistance Program resource
- UnitedHealth Premium<sup>®</sup> designation program provides data on physician and hospital quality and cost efficiency

**The more engaged you are in your health care,  
the healthier you may be!**

# Health & Wellness on myuhc.com

## Personalized Health Information, Wellness Tools & Reward Tracking

**RALLY** Dashboard

Today's Missions

- Bike 20 minutes a day** (20 MIN icon)
  - Today: 10 min
  - 1 of 3 days completed this week
- Work up a sweat 3x a week** (3x icon)
  - Did you work up a sweat today?
  - 1 of 3 days completed this week
- Exercise 30 minutes a day** (30 MIN icon)
  - Today: 0 min
  - 0 of 3 days completed this week

Recommended For You

Healthy Tip: Walk the talk. Take calls to go!

Rewards: Let's Talk Rewards. Check out all the great stuff awaiting you in United Healthcare rewards program!

**RALLY** Rewards Program

Total so far: \$60

My HSA Dollars: 5000

Available Activities

Achieve Your BMI Target <small>Lower your BMI to 27.5 or improve for 2 points. Expires: 12/31/2015.</small>	\$60 HSA Deposit	Progress
Achieve Your Total Blood Glucose or A1c Target <small>Bring your glucose or A1c levels down to 100 mg/dL or 7.2% A1c target. Expires: 12/31/2015.</small>	\$60 HSA Deposit	Progress
Achieve Your Total Blood Pressure Target <small>Bring your blood pressure down to 142/90 mmHg. Expires: 12/31/2015.</small>	\$60 HSA Deposit	Progress
Achieve Your LDL Cholesterol Target <small>Lower your LDL cholesterol to 150 mg/dL. Expires: 12/31/2015.</small>	\$60 HSA Deposit	Progress
Annual Physical Exam <small>Get your annual exam. Expires: 12/31/2015.</small>	\$50 HSA Deposit	Progress

Completed Activities

Confirm You are Tobacco Free <small>Confirm you're being a tobacco-free life at your health screening or in the Rally awards. Completed: 09/02/2015</small>	\$60 HSA Deposit	✓
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**We hope you take advantage of the opportunity to help improve your health and be rewarded.**

**We look forward to supporting you!**

SimplyEngaged® is a voluntary program. The information provided under this program is for general informational purposes only and is not intended to be nor should be construed as medical advice. You should consult with an appropriate health care professional to determine what may be right for you. Rewards may be taxable. You should consult with an appropriate tax professional to determine if you have any tax obligations from receiving rewards under this program. If you are unable to meet a standard related to a health factor to obtain a reward under this program, you might qualify for an opportunity to earn the same reward by different means. Contact us at 1-855-215-0230 and we will work with you (and, if necessary, your doctor) to find another way for you to earn the same reward.



## **UnitedHealthcare Snapshot on Wellness Fully Insured**

Employer and Member Health and Wellness Resources



At UnitedHealthcare, our mission is **helping people live healthier lives™**. To support this mission, we offer a suite of health and wellness programs, services, tools and resources to help our members stay healthy or get healthy. We also offer programs and resources to assist employers in building a healthier workforce. Make sure to maximize your benefits by taking advantage of these valuable resources.

Programs and Services	Description	Embedded	Buy-Up Options
<b>Employer Tools and Resources</b>			
Identifying Health Needs: Reporting Capabilities	UnitedHealthcare believes in having the right programs in place to help contain costs and improve outcomes. To achieve this, our Health Analytic Consultants apply: <ul style="list-style-type: none"> <li>• A profound understanding of your goals and benefits strategy</li> <li>• The most comprehensive data set and most effective analytic tools in the industry</li> <li>• Clinical and financial expertise to analyze your data</li> <li>• Meaningful solutions that may fit your unique situation – and achieve the results you need<sup>1</sup></li> </ul>	✓	
Health and Wellness Consultation	Our Health Strategies Consultants interpret employer utilization and health care data to identify potential areas for cost improvement through on-site programs and clinical programs. The consultant will work with the employer to develop a comprehensive strategic plan to bring long-term solutions that may help manage and improve the health of employee and member populations. <sup>2</sup>	✓	
Wellness Summary Reporting	Provides a range of wellness reporting, including aggregate summaries of biometric screenings and health assessment survey*, online health activity completion reports and online utilization reports. <i>*50 or more completions required.</i>	✓	
Customized Employee Surveys	Customized employee wellness program interest survey tool to assist in data collection and evaluation of the wellness program.	✓	
Communication Resources	UnitedHealthcare's Communication Resource Center (CRC) gives you the tools to communicate with employees about wellness programs and services. It even contains tools such as a custom newsletter builder, monthly pre-built newsletters and an interactive wellness communications calendar. You will also find turnkey programs and resources to help you plan, design, implement and evaluate a successful worksite wellness program. Visit <a href="http://www.uhctools.com">www.uhctools.com</a> .	✓	
Monthly Online Newsletter	UnitedHealthcare Wellness Online is designed to educate your employees and their families on key health issues based on National Health Observances. The monthly emails include health and wellness information, UnitedHealthcare product information, Dr. Oz® links, health tips, recipes and more.	✓	
Health Awareness Podcasts	The UnitedHealthcare United At Work program offers a series of educational podcasts designed to increase health risk awareness of a variety of health issues and conditions. Topics such as back health, ergonomics, heart health, diabetes, preventive care, exercise, and healthy eating are included.	✓	
Consumer Education	The UnitedHealthcare "Benefits 101" program may help your employees gain a better understanding of their benefits and show them how to access and take advantage of them. The UnitedHealthcare "Smart Choices" program provides information that may help your employees make more-informed health-related choices and decisions. The UnitedHealthcare "Choosing Care" program may help your employees understand care setting options and cost of care so that they can make informed decisions. Many employers are looking to address tobacco use among their employees by providing education, coaching and financial incentives for being tobacco free. The "How to Live Tobacco Free" tutorial offers information that may be beneficial to those employees who would like to quit or support someone who is trying to quit.	✓	
Nutrition and Weight Management	Lose and Win is an eight- to 14-week "train the trainer" facilitator-led worksite program that covers healthy eating, active living, stress management and more. Facilitator training is available for wellness champions.	✓	
On-Site Health Education Seminars	UnitedHealthcare Care24® services offer training programs on a variety of topics related to workplace and work/life issues. These on-site interactive, informative programs are conducted by experienced training professionals. Please note: The workplace programs are available to clients with 250 subscribers or more.	✓	
NurseLine <sup>SM</sup>	Embedded in Care24 and available 24/7, nurses can provide information to help your employees make more-informed health care decisions, such as choosing the best treatment options, managing a chronic condition, understanding medical terms and more.	✓	
Preventive Care Resources	Preventive care toolkit provides up-to-date guidelines on preventive screenings specific to age and gender. Includes multiple handouts available for printing. Visit <a href="http://www.uhcpreventivecare.com">www.uhcpreventivecare.com</a> .	✓	
Employer Wellness Recognition Program	UnitedHealthcare's "Well-Deserved" award recognizes employers for their commitment to workplace wellness and support for their employees' efforts to take an active role in their health and well-being. We produce valuable case studies on Well-Deserved award winners that demonstrate effective program outcomes.	✓	

Programs and Services	Description	Embedded	Buy-Up Options
<b>Member Tools and Resources</b>			
Online Member Health and Wellness Website	myuhc.com® is designed to connect members with evidence-based health content, online health activities, tools and resources with the goal of empowering them to take healthy action. Visit <a href="http://www.myuhc.com">www.myuhc.com</a> .	✓	
Personal Health Record	A single, secure repository in an easily accessible location containing all of the member's health information, including medical history, medications and UnitedHealthcare medical, lab and pharmacy claims. Visit <a href="http://www.myuhc.com">www.myuhc.com</a> .	✓	
Online Health Assessment Survey	Engages and educates members on important health themes by providing them personalized feedback on their overall health, as well as their specific health risks. Each member is provided with a Personal Results Survey that gives specific goals to improve or maintain their health. Visit <a href="http://www.myuhc.com">www.myuhc.com</a> .	✓	
Online Health Activities	Online activities provide members with clear action steps to help them create and maintain healthy lifestyles. Visit <a href="http://www.myuhc.com">www.myuhc.com</a> .	✓	
Health Care Education	Health Care Lane® allows members to explore a little town, where they will meet friendly folks who can help them make sense of health care. Members learn how to get the most out of UnitedHealthcare benefits. Visit <a href="http://www.healthcarelane.com">www.healthcarelane.com</a> .	✓	
Online Nurse Chat	Members can chat in real time with a nurse about a variety of general health topics. Visit <a href="http://www.myuhc.com">www.myuhc.com</a> .	✓	
Videos and Podcasts	Monthly educational video clips from Dr. Oz, as well as recorded podcasts on a variety of health topics that can be shared with your employees. Source4Women offers online seminars covering a variety of health care topics that are important to women. Visit <a href="http://www.source4women.com">www.source4women.com</a> .	✓	
UHC.TV <sup>SM</sup>	UHC.TV <sup>SM</sup> is an online health and entertainment network that provides video programming on a variety of health and wellness topics to help educate and inspire viewers to live healthy lives. Visit <a href="http://www.uhctv.com">www.uhctv.com</a> .	✓	
UnitedHealthcare Health4Me™ Mobile App	A mobile app to help members manage health plan benefits, look up claims, locate network doctors, clinics and hospitals, and engage members in healthy behaviors. Download UnitedHealthcare Health4Me™ at no additional charge	✓	
Behavioral Health Website	Our Live and Work Well online resource provides mental health support and resources. (Must have UnitedHealthcare medical and behavioral coverage). Visit: <a href="http://www.liveandworkwell.com">www.liveandworkwell.com</a> .	✓	
Healthy Pregnancy Program	The Healthy Pregnancy program gives members support in all stages of pregnancy through 24/7 access to nurses, first and second trimester risk screenings, education materials and resources, and postpartum depression screenings. Visit <a href="http://www.healthy-pregnancy.com">www.healthy-pregnancy.com</a> .	✓	
Health and Wellness Discount Program	Our UnitedHealth Allies® program offers discounts on wellness products and services, such as gym memberships, acupuncture, chiropractic services, active apparel, weight-management programs and more. Visit <a href="http://www.unitedhealthallies.com">www.unitedhealthallies.com</a> .	✓	
<i>Healthy Mind Healthy Body</i> ® Newsletter	This award-winning monthly e-newsletter delivers fresh views on how to get and stay healthy. Members can customize the e-newsletter with the topics most relevant to them. Members can register online at <a href="http://www.uhc.com/myhealthnews">www.uhc.com/myhealthnews</a> .	✓	
HealthNote Reminders	HealthNote Reminders are personalized letters mailed to members that identify gaps in preventive care. These letters can identify preventive care opportunities and provide members with information to improve their health.	✓	
myHealthcare Cost Estimator	This online tool provides personalized information to help members understand and track their health care spending. Visit <a href="http://www.myuhc.com">www.myuhc.com</a> .	✓	



For more information, contact your UnitedHealthcare representative.



<sup>1</sup> To qualify for Health Analytic Consultant services, your organization must have at least 1,000 total employees enrolled in the UnitedHealthcare medical benefit plan.

<sup>2</sup> To qualify for services from a UnitedHealthcare Health Strategies Consultant, your organization must demonstrate a strong commitment to health and wellness as part of your overall business strategy and have a designated Wellness Champion, or team of Wellness Champions to help facilitate and drive activities. Consultative support from a UnitedHealthcare Health Strategies Consultant is available at no additional cost to your organization.

**Disclosure:** The Health Discount Program is administered by HealthAllies<sup>®</sup>, Inc., a discount medical plan organization. The Health Discount Program is NOT insurance. The discount program provides discounts at certain health care providers for medical services. The discount program does not make payments directly to the providers of medical services. The discount program member is obligated to pay for all health care services but will receive a discount from those health care providers who have contracted with the discount plan organization. HealthAllies, Inc. is located at P.O. Box 10340, Glendale, CA 91209, 1-800-860-8773, [www.unitedhealthallies.com](http://www.unitedhealthallies.com) and [ohacustomer@optumhealth.com](mailto:ohacustomer@optumhealth.com).

The Health Discount Program is offered to existing members of certain products underwritten or provided by UnitedHealthcare Insurance Company or its affiliates to provide specific discounts and to encourage participation in wellness programs. Health care professional availability for certain services may be dependent on licensure, scope of practice restrictions or other requirements in the state. UnitedHealthcare does not endorse or guarantee health products/services available through the discount program. This program may not be available in all states or for all groups. Components subject to change.

Administrative services provided by United HealthCare Services, Inc. or its affiliates.

The Care24<sup>®</sup> program integrates elements of traditional employee assistance and work-life programs with health information lines for a comprehensive set of resources. It is not a substitute for a doctor's or professional's care. Due to the potential for a conflict of interest, legal consultation will not be provided on issues that may involve legal action against UnitedHealthcare or its affiliates, or any entity through which the caller is receiving these services directly or indirectly (e.g., employer or health plan). This program and its components may not be available in all states or for all group sizes and are subject to change. Coverage exclusions and limitations may apply.

The Healthy Pregnancy program follows national practice standards from the Institute for Clinical Systems Improvement. The Healthy Pregnancy program can not diagnose problems or recommend specific treatment. The information provided is not a substitute for your doctor's care.

All UnitedHealthcare members can access a cost estimator online tool. Depending on your specific benefit plan and the ZIP code that is entered, either the new myHealthcare Cost Estimator or the current Treatment Cost Estimator will be available. A mobile version of myHealthcare Cost Estimator will be launched soon, and additional ZIP codes and procedures will be added soon.

Dr. Oz is a registered trademark of Zo Co I, LLC.

The information provided through these programs is for educational purposes only as a part of your health plan and is not a substitute for your doctor's care. Please discuss with your doctor how the information provided is right for you. Your personal health information is kept private in accordance with your plan's privacy policy.

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

<u>Incident Type</u>	<u>Incident Date And Time</u>	<u>Incident Number</u>
911 Hang Up	06/02/2015 09:18:49	2015-00017649
Type Totals: 1		
Alarm - Business/Bank	05/25/2015 06:55:37	2015-00016666
Alarm - Business/Bank	05/25/2015 11:36:54	2015-00016706
Type Totals: 2		
Alarm - Residential	05/24/2015 12:39:02	2015-00016600
Alarm - Residential	05/25/2015 09:53:28	2015-00016695
Alarm - Residential	05/26/2015 15:28:32	2015-00016872
Alarm - Residential	05/27/2015 08:55:24	2015-00016948
Alarm - Residential	05/29/2015 21:26:05	2015-00017260
Alarm - Residential	05/30/2015 18:03:53	2015-00017357
Alarm - Residential	05/30/2015 19:30:28	2015-00017362
Type Totals: 7		
Animal Complaint	06/02/2015 10:14:59	2015-00017655
Type Totals: 1		
Assist	05/24/2015 15:05:56	2015-00016624
Assist	05/25/2015 13:19:34	2015-00016719
Assist	05/30/2015 12:01:00	2015-00017340
Assist	05/30/2015 18:18:36	2015-00017360
Assist	05/31/2015 07:51:38	2015-00017403
Type Totals: 5		
Assist Other Agency	05/31/2015 19:09:33	2015-00017450
Type Totals: 1		
Breaking & Entering	06/01/2015 10:38:59	2015-00017514
Type Totals: 1		
Business Check	05/21/2015 00:01:44	2015-00016245
Business Check	05/21/2015 00:05:37	2015-00016246
Business Check	05/21/2015 00:43:26	2015-00016248
Business Check	05/21/2015 00:48:31	2015-00016249
Business Check	05/21/2015 02:01:48	2015-00016255
Business Check	05/21/2015 03:30:57	2015-00016257
Business Check	05/21/2015 08:57:29	2015-00016270
Business Check	05/21/2015 09:01:57	2015-00016272
Business Check	05/21/2015 11:20:09	2015-00016289
Business Check	05/21/2015 18:51:16	2015-00016316
Business Check	05/21/2015 20:54:14	2015-00016325
Business Check	05/21/2015 23:41:00	2015-00016345
Business Check	05/22/2015 10:57:44	2015-00016408
Business Check	05/22/2015 12:13:11	2015-00016422
Business Check	05/25/2015 10:33:04	2015-00016698
Business Check	05/25/2015 10:36:38	2015-00016700

Business Check	05/25/2015 10:41:49	2015-00016701
Business Check	05/25/2015 10:43:19	2015-00016702
Business Check	05/25/2015 10:56:18	2015-00016703
Business Check	05/25/2015 12:11:10	2015-00016710
Business Check	05/25/2015 12:32:32	2015-00016713
Business Check	05/25/2015 12:34:01	2015-00016714
Business Check	05/25/2015 12:36:03	2015-00016715
Business Check	05/25/2015 12:39:09	2015-00016716
Business Check	05/25/2015 20:06:46	2015-00016731
Business Check	05/25/2015 20:59:32	2015-00016738
Business Check	05/25/2015 21:53:06	2015-00016749
Business Check	05/25/2015 22:53:15	2015-00016756
Business Check	05/25/2015 22:56:59	2015-00016757
Business Check	05/25/2015 23:51:28	2015-00016768
Business Check	05/26/2015 00:46:48	2015-00016781
Business Check	05/26/2015 00:49:35	2015-00016783
Business Check	05/26/2015 01:32:31	2015-00016797
Business Check	05/26/2015 02:27:41	2015-00016809
Business Check	05/26/2015 03:49:29	2015-00016813
Business Check	05/26/2015 08:12:56	2015-00016829
Business Check	05/26/2015 10:06:03	2015-00016840
Business Check	05/26/2015 18:39:27	2015-00016878
Business Check	05/26/2015 23:19:48	2015-00016900
Business Check	05/26/2015 23:32:20	2015-00016901
Business Check	05/26/2015 23:37:59	2015-00016902
Business Check	05/26/2015 23:43:30	2015-00016904
Business Check	05/27/2015 01:17:39	2015-00016909
Business Check	05/28/2015 10:49:24	2015-00017095
Business Check	05/28/2015 11:12:29	2015-00017096
Business Check	05/29/2015 14:32:43	2015-00017219
Business Check	05/29/2015 22:06:00	2015-00017264
Business Check	05/29/2015 22:09:15	2015-00017265
Business Check	05/29/2015 22:36:22	2015-00017272
Business Check	05/29/2015 22:38:46	2015-00017273
Business Check	05/29/2015 22:48:45	2015-00017274
Business Check	05/30/2015 03:01:56	2015-00017311
Business Check	05/30/2015 03:16:08	2015-00017315
Business Check	05/30/2015 03:42:30	2015-00017317
Business Check	05/30/2015 13:07:16	2015-00017344
Business Check	05/31/2015 01:51:18	2015-00017388
Business Check	05/31/2015 03:00:13	2015-00017394
Business Check	05/31/2015 04:05:52	2015-00017399
Business Check	05/31/2015 21:20:21	2015-00017459
Business Check		

	05/31/2015 21:43:42	2015-00017461
Business Check	05/31/2015 21:47:31	2015-00017462
Business Check	05/31/2015 22:18:24	2015-00017465
Business Check	05/31/2015 22:23:55	2015-00017470
Business Check	05/31/2015 22:46:26	2015-00017474
Business Check	06/01/2015 00:28:10	2015-00017479
Business Check	06/01/2015 02:58:56	2015-00017490
Business Check	06/02/2015 00:38:00	2015-00017612
Business Check	06/02/2015 09:05:51	2015-00017647
Business Check	06/02/2015 12:52:33	2015-00017662
Business Check	06/02/2015 13:11:10	2015-00017665
		Type Totals: 70
Civil Other	05/29/2015 09:53:50	2015-00017199
		Type Totals: 1
Civil TPO	05/28/2015 22:49:33	2015-00017167
		Type Totals: 1
Community Policing	05/28/2015 19:38:59	2015-00017148
		Type Totals: 1
Crash - Assist Only	05/27/2015 00:18:39	2015-00016907
Crash - Assist Only	05/28/2015 08:27:00	2015-00017082
Crash - Assist Only	05/30/2015 11:07:53	2015-00017338
Crash - Assist Only	05/30/2015 22:40:10	2015-00017382
		Type Totals: 4
Crash - Hit Skip	05/31/2015 13:21:25	2015-00017440
		Type Totals: 1
Crash - Property Damage	05/23/2015 15:33:20	2015-00016546
Crash - Property Damage	05/30/2015 15:52:07	2015-00017353
Crash - Property Damage	05/30/2015 19:19:57	2015-00017361
Crash - Property Damage	05/31/2015 03:03:17	2015-00017395
		Type Totals: 4
Detail - Other	05/23/2015 09:21:40	2015-00016514
Detail - Other	05/24/2015 09:27:33	2015-00016595
Detail - Other	05/27/2015 19:39:14	2015-00017013
Detail - Other	05/30/2015 08:00:36	2015-00017322
Detail - Other	05/31/2015 07:52:16	2015-00017404
		Type Totals: 5
Detail - School	05/23/2015 08:11:34	2015-00016506
		Type Totals: 1
Disabled Vehicle	05/23/2015 23:21:43	2015-00016578
Disabled Vehicle	05/31/2015 13:06:21	2015-00017436
Disabled Vehicle	06/01/2015 20:25:35	2015-00017583
		Type Totals: 3
Extra Patrol	05/22/2015 08:54:41	2015-00016397

Extra Patrol	05/22/2015 10:47:18	2015-00016407
Extra Patrol	05/27/2015 10:27:09	2015-00016954
Extra Patrol	05/27/2015 16:43:50	2015-00017002
Extra Patrol	05/28/2015 04:18:40	2015-00017066
Extra Patrol	05/28/2015 15:12:47	2015-00017121
Extra Patrol	05/28/2015 16:39:51	2015-00017134
Extra Patrol	05/29/2015 20:45:39	2015-00017246
Extra Patrol	06/02/2015 00:17:44	2015-00017609
Extra Patrol	06/02/2015 14:41:30	2015-00017679
Extra Patrol	06/02/2015 16:57:40	2015-00017691
		Type Totals: 11
Fireworks	05/24/2015 22:18:00	2015-00016648
		Type Totals: 1
Follow Up	05/22/2015 18:46:47	2015-00016467
Follow Up	05/23/2015 09:59:25	2015-00016520
Follow Up	05/23/2015 16:27:57	2015-00016550
Follow Up	05/27/2015 09:39:27	2015-00016949
Follow Up	05/31/2015 19:25:28	2015-00017452
		Type Totals: 5
House Check	05/21/2015 21:05:13	2015-00016326
House Check	05/25/2015 20:29:34	2015-00016732
House Check	05/26/2015 02:34:57	2015-00016811
House Check	05/26/2015 20:42:01	2015-00016885
House Check	05/26/2015 20:52:16	2015-00016886
House Check	05/26/2015 22:56:03	2015-00016898
House Check	05/28/2015 13:29:46	2015-00017105
House Check	05/28/2015 13:54:24	2015-00017108
House Check	05/28/2015 14:29:54	2015-00017112
House Check	05/29/2015 21:58:08	2015-00017263
House Check	05/30/2015 21:26:59	2015-00017371
House Check	06/02/2015 00:30:58	2015-00017611
		Type Totals: 12
Intoxicated Subject	05/27/2015 03:26:13	2015-00016931
Intoxicated Subject	05/27/2015 04:38:00	2015-00016933
		Type Totals: 2
Juvenile Complaint	05/24/2015 10:04:33	2015-00016597
Juvenile Complaint	05/24/2015 21:02:15	2015-00016644
Juvenile Complaint	05/27/2015 20:52:25	2015-00017022
Juvenile Complaint	06/01/2015 01:20:18	2015-00017484
		Type Totals: 4
Lockout Assistance	05/23/2015 14:09:15	2015-00016542
Lockout Assistance	05/31/2015 21:25:11	2015-00017460
		Type Totals: 2

Missing Person	05/31/2015 08:35:42	2015-00017406
		Type Totals: 1
Open Door/Window	05/25/2015 02:02:07	2015-00016656
		Type Totals: 1
Panhandling	05/31/2015 19:42:18	2015-00017454
		Type Totals: 1
Parking Violation	05/24/2015 16:53:33	2015-00016630
		Type Totals: 1
Radar/Lidar Post	05/26/2015 14:03:27	2015-00016867
		Type Totals: 1
Request Officer	05/21/2015 23:08:04	2015-00016340
Request Officer	05/24/2015 00:01:05	2015-00016580
Request Officer	05/29/2015 00:07:12	2015-00017175
Request Officer	05/30/2015 01:26:27	2015-00017303
Request Officer	05/31/2015 00:06:59	2015-00017384
		Type Totals: 5
Street / Road Obstruction	05/30/2015 18:12:27	2015-00017359
Street / Road Obstruction	05/31/2015 11:37:09	2015-00017432
Street / Road Obstruction	06/02/2015 07:45:18	2015-00017632
		Type Totals: 3
Suspicious Person	05/23/2015 18:23:53	2015-00016559
Suspicious Person	05/23/2015 21:22:54	2015-00016574
Suspicious Person	05/28/2015 17:43:53	2015-00017138
Suspicious Person	05/29/2015 10:24:28	2015-00017206
		Type Totals: 4
Suspicious Vehicle	05/25/2015 12:22:38	2015-00016712
Suspicious Vehicle	05/29/2015 09:52:54	2015-00017198
Suspicious Vehicle	05/29/2015 21:21:54	2015-00017261
Suspicious Vehicle	05/29/2015 22:52:44	2015-00017275
Suspicious Vehicle	06/01/2015 08:24:54	2015-00017503
Suspicious Vehicle	06/03/2015 03:13:49	2015-00017735
		Type Totals: 6
Theft	05/22/2015 13:19:15	2015-00016433
Theft	06/02/2015 19:58:22	2015-00017696
		Type Totals: 2
Traffic Complaint	05/29/2015 17:02:27	2015-00017231
		Type Totals: 1
Traffic Stop	05/21/2015 11:57:38	2015-00016296
Traffic Stop	05/21/2015 12:24:53	2015-00016298
Traffic Stop	05/21/2015 13:42:00	2015-00016306
Traffic Stop	05/21/2015 15:00:55	2015-00016310
Traffic Stop	05/21/2015 16:08:58	2015-00016314
Traffic Stop	05/21/2015 21:58:30	2015-00016333

Traffic Stop	05/22/2015 07:01:42	2015-00016380
Traffic Stop	05/22/2015 08:20:13	2015-00016390
Traffic Stop	05/22/2015 11:14:31	2015-00016412
Traffic Stop	05/22/2015 11:55:53	2015-00016419
Traffic Stop	05/22/2015 12:18:31	2015-00016423
Traffic Stop	05/23/2015 11:27:06	2015-00016533
Traffic Stop	05/24/2015 20:36:17	2015-00016638
Traffic Stop	05/25/2015 11:13:45	2015-00016705
Traffic Stop	05/25/2015 12:53:56	2015-00016717
Traffic Stop	05/25/2015 13:20:17	2015-00016720
Traffic Stop	05/25/2015 15:17:54	2015-00016726
Traffic Stop	05/27/2015 08:55:16	2015-00016947
Traffic Stop	05/27/2015 10:25:28	2015-00016953
Traffic Stop	05/27/2015 12:17:51	2015-00016974
Traffic Stop	05/27/2015 23:51:46	2015-00017030
Traffic Stop	05/28/2015 04:58:29	2015-00017068
Traffic Stop	06/01/2015 19:49:50	2015-00017574
Traffic Stop	06/01/2015 21:42:47	2015-00017594
Traffic Stop	06/02/2015 11:20:54	2015-00017659
Traffic Stop	06/02/2015 12:04:50	2015-00017661
		Type Totals: 26
Welfare Check	05/24/2015 09:12:29	2015-00016594
Welfare Check	05/31/2015 12:10:53	2015-00017435
Welfare Check	06/01/2015 10:07:42	2015-00017511
		Type Totals: 3

6/3/2015 10:28:15 AM

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

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




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**Bi-Weekly Report**  
**For the Trustees Meeting held on Monday June 8, 2015**  
**Activity from May 20 – June 3, 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 June 8, 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:**

- Finance Director was off on Vacation on May 20 and May 21 during this period.
- Both were off for the Memorial Day Holiday on Monday May 25, 2015
- Processed 77 invoices for payment
- Continued to work thru Shell gas account problems.
- Sent follow up e-mails for missing or incomplete billing data.
- Processed Regular Payroll for May 28, 2015. Tried to use OSL export, but there were too many errors in the data. Continued to use workbooks.
- Conducted payroll orientation for new seasonal road employees.
- Processed all the necessary paperwork for the two part time firefighters that were moved to full time effective May 21, 2015
- Processed and notarized two Ohio Police and Fire applications.
- Processed 5 other payroll related changes for various employees.
- Prepared, processed and mailed VSP monthly payment, Aflac monthly payments, and Ohio Deferred Compensation monthly payment.
- Prepared and submitted OPERS monthly report
- Began preparing OP&F monthly report that will be extensive due to the extra payroll.
- Prepared and processed paperwork for three burials in Beaver Cemetery. On May 22, June 1 and June 2.
- Handled several phone calls regarding Beaver Cemetery and available lots.
- Processed 7 park reservations for various parks.
- Processed and balanced leave for all employees
- Processed, prepared and balanced the May Bank Reconciliations for all accounts within Beavercreek Township. This includes 2 checking accounts, 4 investment accounts and one cemetery CD.
- Prepared agenda for Trustee Meeting
- Processed 18 Receipts and made 6 trips to PNC Bank
- Prepared and processed wire transfer for the June UHC invoice.
- Prepared and processed Cafeteria reimbursements

# BEAVERCREEK TOWNSHIP

## FINANCE DEPARTMENT

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



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- Prepared and processed 2 employment verifications.
  - Prepared and sent legal notice for budget hearing on July 6, 2015
  - Continued to work with OSL and Paycor.
  - Continued researching taxable fringe benefits.

### **Meetings:**

- Attended staff meeting conducted by the Township Administrator/Public Safety Director held on June 3, 2015

### **Training:**

- Continued training with OSL.
- Jeff Schubert from OSL was in the Finance office on Monday June 1, and Tuesday June 2, 2015. The Finance Director and Mr. Schubert spent two days auditing every employee of Beavercreek Township's leave balances, which include sick leave, vacation leave, accumulated time and personal leave. This was a very time consuming and tedious process. There countless mistakes found including wrong or missing information. Mr. Zaharieff was advised of the findings and there was a lengthy discussion on how to guarantee the accuracy of the information going forward.

**BEAVERCREEK TOWNSHIP  
HUMAN RESOURCES DEPARTMENT**

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

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**BI-WEEKLY ACTIVITY REPORT**

**June 8, 2015**

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**JOB TASKS:**

1. 4 Workers' Compensation claims for 2015  
3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Work on leave issue
5. Work on FLSA issue
6. Work on compensation plan
7. Work on FMLA issue
8. Work on RTW
9. Work with Broker on insurance renewal
10. Orientation
11. Review documents pertaining to grievance
12. Review physicals, back ground checks and polygraph exams
13. Work on OP&F paperwork
14. Review NFPA 1582; discuss specific provision with employee
15. Review new grievances
16. Review policies
17. Work on mediation

**BEAVERCREEK TOWNSHIP  
HUMAN RESOURCES DEPARTMENT**

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

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**MEETINGS AND OTHER ACTIVITIES:**

Meet with the TA on multiple issues  
Meet with Chief VandenBos on multiple issues  
Meet with DC Mercs on FLSA issue  
MW Brower on insurance renewal  
Attend insurance committee meeting  
Attend Staff meeting

**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 TUESDAY, JUNE 08, 2015

ACTIVITY FROM THURSDAY MAY 21 THROUGH WEDNESDAY JUNE 03, 2015

**PERMITS:** No permits for single-family dwellings were issued in this period. Other Zoning Permits issued included one Commercial Addition, two Residential Additions, one pool/fence and one deck. To date, single-family dwelling permits are up 140%, and total permits are up 54% compared to 2014.

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

	<u>2014</u>	<u>2015</u>
Single family dwellings/driveways	15/17	36/35
Additions	3	2
Fences	10	4
Pools (including fence)	0	3
Signs	3	4
Rights of Way	1	0
Accessory Decks & Covered Patio	3	3
Accessory Structures	4	4
Commercial Structures	0	0
Commercial Addition	0	1
Commercial Accessory Structures	1	0
Temporary Tents (permits/ # of tents)	6/11	4/8
Agricultural Exemption Certificate	0	2
Use Compliance Certificates	0	1
Cell Tower Co-location	0	0
Temporary Use Permits (Real Estate Sales)	0	0
Political Signs	1	0
Total (including driveways)	64	99

**PENDING:** One Record Plan review, one Site Plan review and one single-family dwelling application.

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

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



**MEETINGS/OTHER ACTIVITIES:**

1. Consulted with Twp. Administrator and Legal Counsel re: proposed Zoning Resolution text amendments.
2. Prepared for Zoning Commission meeting to take place on June 04, 2015.
3. Continued work on annual update of Zoning Map and Zoning Resolution Text for submission to Greene County Recorder.
4. Continued work on Highway Business District Overlay; several discussions with Township Administrator.
5. Consulted with a representative of a commercial property owner re: possible expansion of current uses. Stakeholders meeting arranged.
6. Advised property owner re: possible lot split.
7. Arranged meeting with engineer re: revision of Stonehill Village Master Development Plan.
8. Attended MVRPC – TAC meeting 05-21-15.
9. Consulted with real estate agent re: property development options.
10. Met with Spring Ridge property owner re: dispute with HOA 05-22-15.
11. Conducted several inspections at Bexley Hills Section 3A.
12. Inspected placement of five single-family dwellings for compliance with permits.
13. Attended Trustees' Regular Meeting 05-26-15.
14. Attended RPCC full Commission meeting 05-26-15. Final approval of Wood Ridge subdivision.
15. With Twp. Administrator, met with owners of Valley Springs Farm re: Rt. 35 improvement project.
16. At RPCC, attended meeting of Greene County Zoning Officials, including representatives of both townships and municipalities, 05-28-15.
17. Attended senior staff meeting re: 2016 health insurance plan recommendations.

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

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



**Bi-Weekly Report**  
**June 8, 2015**  
**(26 May– 08 Jun 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 (in-work)
  - Having problems with the video feed and GoToMeeting. Working with Citrix technical support to resolve issue or find a work around..
- Upgrade Citrix environment (in-work)
  - Still migrate VM to new environment and SAN
  - Working with Citrix to ensure best practices are followed
- Move projector from Trustee Meeting Rm. to Fire Admin meeting room.
  - Work to begin on 9 Jun along with moving audio and video equipment to basement of station 61
- 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:**

- Installed and configured new Barracuda message archiver
  - Migrated configuration and old messages from old unit
- OSL Maintenance
  - Working with OSL working out bugs in Time and Attendance software—on going
  - Configured SMTP service to utilize our exchange server vs OSLs
- Patched /Rebooted physical servers
- Social Media—Website, Facebook, Twitter, YouTube
  - Updated TWP and Fire websites to latest version of Drupal
  - Posted 26 May Trustees meeting to YouTube
- Unlocked/Reset network accounts
- Verified Backups are current and running

# BEAVERCREEK TOWNSHIP INFORMATION TECHNOLOGY DEPARTMENT

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

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- New version of Symantec available will be updated soon. (downloaded, checking documentation).
- Reviewed Span/Web filters..
  - Deleted/Whitelisted as appropriate

## **Meetings:**

- Department Heads meeting

## **Training:**

- None this period

## **Miscellaneous / Outages:**

- Working on 2016 Tax Budget
- 3 Jun 2015 – Citrix environment went down shortly after completing scheduled reboots.
  - One of the hosts' servers had a hard fault on the CPU. Was able to reset and restore service. Approximate downtime was 2 hrs.

## **Purchases:**

- Barracuda Message Archiver.
- Mobile stand for LED in Trustees meeting room.
- Server rack heavy duty shelf

I look forward to meeting with you at the 8 June 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: June 4, 2015  
Reference: June 8 Trustees Meeting

Alex:

On Monday June 8, I will be bringing the following:

- I will be bringing an emergency purchase request for the replacement of Medic 64 transmission. This transmission was replaced once at approximately 18,000 miles under warranty by Rush Truck (local International dealer) at that time they had a Allison technician on staff. At this current time Rush Truck does not have a qualified technician and the vehicle was taken to Reliable Transmission who is also a Allison dealer, they have contacted Allison in-regards to covering this repair under warranty, at this time Allison is not going to cover this under warranty due to in their opinion it was an improper installation. Staff is in the process of trying to recover the cost thru International, however this could become a lengthy process and to get the equipment back in service in a timely manner we are recommending to replace it at our cost. I have attached the quote for the repair that you approved on Monday June 1. I will be writing the purchase request for \$6,100 due to the fact the drive shaft replacement is a sublet repair and could be more or less than the quoted price.

**I make a motion to approve emergency purchase request (00345) to Reliable Transmission Service Midwest, INC for the replacement transmission for medic unit in the amount of \$6,100; and authorize the Township Administrator to sign for the Board.**

- The second purchase request is for a replacement door, frame and hinges for the main door on the south east side of the building. The door frame is pulling away from the building causing the door not to latch properly. We have made several attempts to have the door repaired and the last one is when it was noted that the door frame is pulling away from the building and is bent. We will be recommending replacing the door and framing from Modern Entrance Systems a local Beavercreek vendor.

**I make a motion to approve the purchase request (00346) to Modern Entrance Systems, INC to replace a man door at Station 61, in the amount of \$2,534.25; and authorize the Township Administrator to sign for the Board.**

- The last thing I will be bring before the board is the renewal of the maintenance agreements with the Historical Society and Wetlands group for use of the Coy House. After review of revenue and expenses I am recommending to renew the maintenance agreement at no increase for another year. I have attached the agreements and income/expenses information.

**I make a motion to approve the maintenance agreements for the Coy House as presented and authorize the Township Administrator to sign for the Board.**

- Bi-weekly activity report

BEAVERCREEK TOWNSHIP 1981 DAYTON-XENIA RD. BEAVERCREEK, OH 45434			CUSTOMER # 1141
SUPPLIER	DATE	TERMS	VEHICLE MAKE
937-429-3672	5/29/2015	NET 30	2000 SERIES
PART NO.	QUANTITY	PULLED FROM SERVICE	
64	29550031	9630029879	
QTY	PART NUMBER	DESCRIPTION	PRICE
1	29550031	1000RM	3,246.22
20	ATF	TRANSMISSION FLUID ATF IS USED TO FLUSH TRANSMISSION COOLER.	52.00
16	TES295-QT	QT SYNTHETIC TRN FLU	264.00
1	DRIVESHAFTS	SUBLET REMAKE REAR DRIVESHAFT [TOO LONG], REPLACE TWO [2] U JOINTS, BALANCE BOTH SHAFTS.	500.00

VIN NUMBER 1HTMNAAMOCJ626580	LICENSE NO.	YR / MAKE / MODEL 12 NAVISTAR	ORDERED BY BEN
<b>ESTIMATE</b>			O-99368 ESTIMATE #
		<b>Reliable Transmission Service Midwest, Inc.</b>	
		Allison Transmission	
INDIANA 325 E. Stop 18 Road, Greenwood, IN 46143 (317) 889-8130, FAX (317) 889-5228, Toll Free (877) 542-0506			
OHIO 317 Warren St. Dayton, OH 45482 (937) 226-1050, FAX (937) 226-1471, Toll Free (888) 868-2391			

LABOR CODE	DESCRIPTION OF REPAIRS	PRICE
R&R	REMOVE OR REPLACE TRANS	1,000.00
SR	SERVICE OR REPAIR OF TRANS TO REPAIR PINION ANGLE.	300.00
SR	SERVICE OR REPAIR OF TRANS TO REPAIR DRIVE LINE ANGLES AS NEEDED.	700.00
ALL PRICING ON DRIVESHAFTS ARE ESTIMATEED ONLY AS IS LABOR		

**CUSTOMER COPY**

Please accept our appreciation and sincere "Thanks" for letting us serve you. Our goal is to attain 100% total customer satisfaction. Your comments about our performance are eagerly desired. Please advise us of how we may better serve you.

RECEIVED BY:  DATE: 6/01/15

P.O. NUMBER MILEAGE/HOURS IN SERVICE DATE VEHICLE APP.  
65852 65852 AMBULANCE

REMIT "TOTAL AMOUNT" SHOWN AT RIGHT TO:

Reliable Transmission Service Midwest, Inc.  
P.O. Box 377  
Brandon, FL 33509-0377

Web Site: [www.rtsallison.com](http://www.rtsallison.com)

LABOR	2,000.00
PARTS	4,062.22
TAX	.00
SUBLET	.00
SALES TAX	.00
<b>TOTAL</b>	<b>6,062.22</b>

*Reduce*  
*BL-106*

### Modern Entrance Systems, Inc.

1154 Beaver Vu Industrial Lane

Beavercreek, Ohio 45434

937-431-8141 Fax:937-431-0393

thedoorguy@modernentrance.com

<b>Proposal</b>	<b>Date</b>	<b>Due Date</b>
1386-9941	5/28/2015	6/27/2015

**SP:**

Beavercreek Township Fire Dept  
 Attn: Accounts Payable  
 1981 Dayton Xenia Rd.  
 Beavercreek, OH 45434

**Job Name:**  
 Station 61  
 2195 Dayton-Xenia Road  
 Beavercreek, OH 45432

<u>Taken By:</u> Lydia	<u>Time of Call</u> 12:30 PM	<u>Promised by:</u> ASAP	<u>Phone:</u> 937-603-1034	<u>Received From:</u> Ben
---------------------------	---------------------------------	-----------------------------	-------------------------------	------------------------------

**We Hereby Submit Specifications And Estimates For:**

Service Request: Main door on east south east side frame is pulling away from the building. Quote repairs. Call Ben 937-603-1034 when on the way. On 4/30 we shimmed the frame but that did not fix door.

Install new door, frame and hinges. Reuse panic and closer

Lead time 2-3 weeks after approval.

*Reduce BC-102*

Material	Labor	Subtotal	Total
1574.25	960.00	2534.25	\$2,534.25

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted by the above due date.

**Authorized Signature** \_\_\_\_\_ **Acceptance Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **RIGHT TO USE AND MAINTENANCE AGREEMENT**

This Agreement is by and between the Board of Trustees of Beaver Creek Township, 1981 Dayton-Xenia Road, Beaver Creek, Ohio 45434 ("Township") and the Beaver Creek Historical Society ("Tenant").

1. The Township hereby provides to Tenant the right to use the first floor ("the space") of the structure known as the "Coy House". The Tenant shall use the space solely as office space for its own use.

2. This Agreement shall be for a period of three (1) year commencing on the 1 day of August, 2015 and terminating on the 31 day of July, 2016. There shall be no rental payments paid by the Tenant to the Township, but the Township shall receive a Maintenance Fee from the Tenant as set forth in Item 11.

3. Either party may terminate said Agreement during the original term or any renewal thereof upon sixty (60) days written notice to the other party.

4. During the terms of said Agreement or any renewal thereof, the Township shall maintain the exterior of the "Coy House". The Township shall also pay for all charges for gas, electricity, water and sewer used by the Tenant. The Tenant shall provide for and be solely responsible for the removal and disposal of its trash and shall pay for all custodial services for the space. The Tenant may use the Township's dumpster at no cost.

5. The Tenant shall keep the space in good repair, reasonable wear and tear excepted. The Tenant shall be responsible for all cleaning, janitorial services and interior maintenance of the space including replacement of light bulbs. The Township shall be responsible for the maintenance of the HVAC system servicing the space as well as the exterior of the "Coy House" (except for the repairs necessitated by the Tenant's negligent use of the space) including the removal of snow on the parking lot.

6. The Tenant shall not alter or improve the space without the prior written consent of the Township and any and all alterations, improvements, additions and fixtures made or placed on or in the space shall, on expiration or sooner termination of this Agreement, belong to the Township without compensation to the Tenant.

7. The Tenant shall not assign this Agreement nor sublet any portion of the space without the prior written consent of the Township.

8. During the period of this Agreement the Township shall be permitted access to the space. The Tenant shall provide the Township Fiscal Officer with one key to access the space for emergency purposes.

9. All notices required under this Agreement shall be in writing and shall be deemed to have been duly given if they are delivered personally, transmitted via telecopy or transmission, followed by telephone confirmation of receipt, or mailed by overnight, express mail delivery services as follows:

Township: Board of Trustees of Beaver Creek Township  
1981 Dayton-Xenia Road  
Beaver Creek, Ohio 45434

Tenant: Beaver Creek Historical Society  
Coy House  
Beaver Creek, Ohio 45434

10. Any of the Tenant's personal property remaining in the structure following termination of this Agreement shall be conclusively presumed to have been abandoned by the Tenant and the Township shall have the right to dispose of the personal property in any manner without regard to the preservation of any value.

11. The Tenant shall reimburse the Township \$165.00 each month for expenses incurred by the Township in maintaining the "Coy House". Said reimbursement shall be paid to the Township on the first day of each month.

12. The Township shall maintain fire and extended insurance on the "Coy House" including the space. Each party shall carry its own liability insurance with respect to the space. The Tenant shall secure and pay for a policy of comprehensive general liability insurance with single limit coverage of not less than \$1 million naming the Township as an additional insured. On the commencement date and on each subsequent insurance renewal date, if any, Tenant shall deliver to the Township suitable certificates evidencing this insurance.

13. Each party shall carry its own insurance with respect to the contents of the property and shall indemnify and hold harmless the other party from any and all claims for the losses associated with the personal property of the other.

14. The Tenant covenants and warrants to the Township as follows:

- A. Tenant warrants that it will use the space for only the stated purpose;
- B. That it will not permit the sale, service or consumption of alcoholic beverages or controlled substances in the space and that it will keep the space free of nuisance.

- C. Tenant shall assume the risk of, be responsible for and have the obligation to ensure against and indemnify Township and hold it harmless from any and all liability, claims, demands, actions, damages, costs and expenses arising from or connected with any loss or damages or injury to persons (including death resulting therefrom) or property occurring in, on or about the space except for that caused by the negligence or willful act of the Township or its employees, agents or servants; and Tenant hereby releases the Township from any and all liability for the same.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

BOARD OF TRUSTEES OF  
BEAVERCREEK TOWNSHIP, OHIO

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Township Administrator

TENANT:

BEAVERCREEK HISTORICAL  
SOCIETY

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

## **RIGHT TO USE AND MAINTENANCE AGREEMENT**

This Agreement is by and between the Board of Trustees of Beaver Creek Township, 1981 Dayton-Xenia Road, Beaver Creek, Ohio 45434 ("Township") and the Beaver Creek Wetlands Association. ("Tenant").

1. The Township hereby provides to Tenant the right to use the lower level ("the space") of the structure known as the "Coy House". The Tenant shall use the space solely as office space for its own use.

2. This Agreement shall be for a period of one (1) year commencing on the 1 day of August, 2015 and terminating on the 31 day of July, 2016.

3. Either party may terminate said Agreement during the original term or any renewal thereof upon sixty (60) days written notice to the other party.

4. During the terms of said Agreement or any renewal thereof, the Township shall maintain the exterior of the "Coy House". The Township shall also pay for all charges for gas, electricity, water and sewer used by the Tenant. The Tenant shall provide for and be solely responsible for the removal and disposal of its trash and shall pay for all custodial services for the space. The Tenant may use the Township's dumpster at no cost.

5. The Tenant shall keep the space in good repair, reasonable wear and tear excepted. The Tenant shall be responsible for all cleaning, janitorial services and interior maintenance of the space including replacement of light bulbs. The Township shall be responsible for the maintenance of the HVAC system servicing the space as well as the exterior of the "Coy House" (except for the repairs necessitated by the Tenant's negligent use of the space) including the removal of snow on the parking lot.

6. The Tenant shall not alter or improve the space without the prior written consent of the Township and any and all alterations, improvements, additions and fixtures made or placed on or in the space shall, on expiration or sooner termination of this Agreement, belong to the Township without compensation to the Tenant.

7. The Tenant shall not assign this Agreement nor sublet any portion of the space without the prior written consent of the Township.

8. All notices required under this Agreement shall be in writing and shall be deemed to have been duly given if they are delivered personally, transmitted via telecopy or transmission, followed by telephone confirmation of receipt, or mailed by overnight, express mail delivery services as follows:

Township: Board of Trustees of Beavercreek Township  
1981 Dayton-Xenia Road  
Beavercreek, Ohio 45434

Tenant: Beaver Creek Wetlands Association  
P.O. Box 42  
Alpha, Ohio 45301

9. Any of the Tenant's personal property remaining in the structure following termination of this Agreement shall be conclusively presumed to have been abandoned by the Tenant and the Township shall have the right to dispose of the personal property in any manner without regard to the preservation of any value.

10. The Tenant shall reimburse the Township \$130 each month for expenses incurred by the Township in maintaining the "Coy House". Said reimbursement shall be paid to the Township on the first day of each month.

11. The Township shall maintain fire and extended insurance on the "Coy House" including the space. Each party shall carry its own liability insurance with respect to the space. The Tenant shall secure and pay for a policy of comprehensive general liability insurance with single limit coverage of not less than \$1 million naming the Township as an additional insured. On the commencement date and on each subsequent insurance renewal date, if any, Tenant shall deliver to the Township suitable certificates evidencing this insurance.

12. Each party shall carry its own insurance with respect to the contents of the property and shall indemnify and hold harmless the other party from any and all claims for the losses associated with the personal property of the other.

13. The Tenant covenants and warrants to the Township as follows:

- A. Tenant warrants that it will use the space for only the stated purpose;
- B. That it will not permit the sale, service or consumption of alcoholic beverages or controlled substances in the space and that it will keep the space free of nuisance.
- C. Tenant shall assume the risk of, be responsible for and have the obligation to ensure against and indemnify Township and hold it harmless from any and all liability, claims, demands, actions,

damages, costs and expenses arising from or connected with any loss or damages or injury to persons (including death resulting therefrom) or property occurring in, on or about the space except for that caused by the negligence or willful act of the Township or its employees, agents or servants; and Tenant hereby releases the Township from any and all liability for the same.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

BOARD OF TRUSTEES OF  
BEAVERCREEK TOWNSHIP, OHIO

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Township Administrator

TENANT:

BEAVER CREEK WETLAND  
ASSOCIATION

\_\_\_\_\_  
Witness

\_\_\_\_\_

### Coy House 2014/2015 Income & Expenses



	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Overall Total
Revenue	\$295.00	\$295.00	\$295.00	\$295.00	\$295.00	\$295.00	\$295.00	\$295.00	\$295.00	\$295.00	\$295.00	\$295.00	\$3,540.0
Utilities	\$121.90	\$148.26	\$162.45	\$136.57	\$115.05	\$138.93	\$334.85	\$497.41	\$542.08	\$382.28	\$576.22	\$-	\$3,156.0
Repairs Maintenance	\$39.09			\$39.09	\$26.29		\$39.09			\$39.09			\$182.65

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

June 4, 2015

### Calls for Service:

Funeral – 2 hours

Closed road do to wires down – 6 hour

Medic towing- 3 hours

### Accomplishment/Information:

- Attended Staff meeting
- Both seasonal employees have started
- Worked with OSL to resolve issues
- Worked with resident on drainage issue in Conservancy
- Meeting with IT and Finance office on building move
- Meeting with Park Board on building move
- Continued working on Rotary Park agreement and invoicing review-meeting with City Public Service Administrator on Friday June 5
- Began working with International on warranty issue
- Reviewed leases for Coy House and completed income vs. expenses
- Began work on tax budget
- Reviewed plans for Clairbore Greens 2B
- Checking on developments-
  - Bexley Hills 3A- checking on erosion control issues, Several homes under construction
  - Spring Ridge 3A- Inspected curb, base and intermediate asphalt installation
  - Wood Ridge section 1- Continued moving dirt
  - Clairborne Greens 2A- Continued installing sanitary sewer
- Continued mowing of Township Facilities
- Three burials
- Finished work on Cemetery for Memorial Day
- Began work on gravel trail in Phillip's park
- Removed beaver damn from creek in Koogler
- Corrected sight distance problem on McBee- complaint
- Began trimming bushes at Firehouses
- Began work on curb replacement in Stonehill Village
- 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**
- 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:

- Intersection signs installed on Trebein at Turfland

## FIRE DEPARTMENT AGENDA ITEMS

To: **Alex Zaharieff, Township Administrator**  
 From: **David VandenBos**  
 Date: **2015-06-04**  
 Re: **Agenda Items for 08 June 2015 Trustees' Meeting**

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

- 1) [Request to Purchase Fire Alarm Monitoring relays](#)
  - 2) [Request for Approval of Respiratory Protection Policy](#)
  - 3) [Request for Approval of Fire Alarm Reduction Policy](#)
  - 4) [Bi-weekly department activity report](#)
- 

**1) Request to Purchase Fire Alarm Monitoring relays**

The fire department is approval of a \$939.14 purchase which modifies a previous purchase of \$1,205.85 for fire alarm monitoring (purchase request #06585). The total amount for this updated request is \$2145.00 and is under the \$2500 requirement for Board approval, however its part of a larger project that exceeds the \$2500 limit requiring Board authorization.

**1.1)** Purchase Requests **#08446** for **\$939.15** to Simplex Grinnell

**1.2)** This request is an addition to a purchase request approved in 2014. This request seeks to increase the scope of work for one vendor from one relay installed at station 63 to three relays installed at station 63 by the same vendor. The quotation used in the original request included one fire alarm relay to be installed at station 63. That quotation was inaccurate as three relays were required to achieve the functionality desired. This request seeks the difference in the original amount approved to add the parts and labor for two additional fire alarm relays at fire station 63 to be utilized to fully monitor the fire alarm system by the dispatch contractor for Beaver Creek Township. A copy of the original request number 06585 in the amount of \$1,205.85 as approved by the Board is attached. The additional requested brings the total cost for this vendor to \$2,145.00.

**1.3)** SimplexGrinnell quotation L33642-000084 (attached) was submitted for approval to the board of trustees on Monday, September 15, 2014 as part of a proposal to reduce department costs for fire alarm monitoring. This proposal was intended to utilize the dispatch contractor to monitor the fire alarm systems in Beaver Creek Township fire stations utilizing components inside the fire station alerting system. The proposal was intended to have three specific system functions of the fire alarm monitored:

- Fire Alarm
- System Supervisory Alarm
- System Trouble Alarm

This requires three fire alarm relay devices to send the appropriate signal to the fire station alerting equipment. The proposal submitted to the board for approval included a quotation for station 63 that only included one relay and its installation.

The fire prevention bureau had obtained two quotations while in the process of planning this project, and mistakenly submitted the incorrect quotation as part of the package. This request seeks to create a new purchase order in the amount of \$939.15 in addition to the \$1,205.85 already approved. The total for this vendor would be \$2,145.00 for this. In addition, the fire prevention bureau mistakenly ordered the work utilizing the updated quotation. This confusion happened due to the discrepancy between the quotation

**FIRE DEPARTMENT AGENDA ITEMS**

submitted with the trustee packet in September 2014 and the updated quotation that the prevention bureau received. This equipment has been installed and invoiced to the township. A partial payment will be issued to the SimplexGrinnell in the approved amount. If this request is not approved, there will be a cost to remove and restock the equipment in question.

The mistake was not discovered until after the invoice arrived.

- 1.4) Program Area **5350** (Dispatch), Object **360** (Dispatch), 2014 Budget Goal **#3**
- 1.5) Quotes were received and are on file and available from
- 1.6) Specification sheets are on file and available for all equipment to be purchased.
- 1.7) The fire alarm life span, including this additional equipment is anticipated to be 20 years.
- 1.8) n/a
- 1.9) The vendor has already been contracted to perform the work. This purchase is for a change in scope of work.
- 1.10) No equipment in this purchase is covered by State Term Schedule or GSA.
- 1.11) n/a
- 1.12) This equipment does not require any recurring support or service agreements. Only routine maintenance costs are anticipated.
- 1.13) n/a
- 1.14) I make a motion to approve the following:  
Purchase Request **08446** to **Simplex Grinnell** for **fire alarm relays**  
in the amount of **\$939.15**  
and to authorize the Township Administrator to sign for the Board.

## 2) Request for Approval of Respiratory Use Exams Policy

[\[see Attachment #01.00\]](#)

The fire department is requesting approval of the attached Respiratory Protection Policy. This policy was identified in recommendation #27 of the Township's 2014 Performance Audit and is required by the State of Ohio Division of Hygiene and Safety rules for firefighting (OAC 4123:1-21-02(P)). The policy codifies existing department practices in conformance with the referenced rules.

## 3) Request for Approval of Fire Alarm Reduction Policy

[\[see Attachment #02.00\]](#)

The fire department is requesting approval of the attached Fire Alarm Reduction Policy. This policy was originally submitted for the Board's consideration at the 2015-04-27 meeting. The requested modifications have been made and are indicated by yellow highlight and right border bar.

**BIWEEKLY ACTIVITY REPORT****4) Bi-weekly department activity report**

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

- a) **Open Staff Meeting:** Senior staff held the monthly open department meeting. Items of general interest and concern were discussed, including OSL deployment, Active Shooter training, scheduling of tornado critique, dispatch update, safety committee update, and on-duty CPR training.
- b) **FLSA Question and Answer:** Two information sessions were held to educate crews on the correct calculation of FLSA pay.
- c) **PSISN Board Meeting:** The PSISN Board met to discuss the purchase of replacement infrastructure equipment and the ongoing negotiations with New World Systems for a new contract. The new contract will include an upgrade to the newest version of their CAD and RMS software. The County still has not received all of the deliverable from the original contract.
- d) **Labor-Management:** Fire Administration continues working on multiple union grievances on the assignment of OIC responsibilities and compensation, overtime scheduling and order-in, and discipline of employees for violations of protocol. The Union has requested mediation for one grievance, in accordance with the collective bargaining agreement.
- e) **Time and Attendance Software:** Final site visit by OSL to address outstanding issues was conducted on June 2 & 3. All fire department implementation issues appear to be addressed and corrected. Crew training and familiarity continues and quality control is finding fewer issues needing resolution.
- f) **Major Trainings:** Crews completed a second portion of their annual Lost Person search training, which included interested members of the Auxiliary. Crews also conducted annual special water supply training on Valley Springs Rd.
- g) **Chamber of Commerce:** The fire chief attended the Chamber of Commerce's monthly executive board meeting and provided information regarding the fire department's new hires, CERT program and upcoming active shooter training.
- h) **CERT Training:** The upcoming CERT training class, sponsored by the Auxiliary and funded by Greene County EMA, is full with 20 registered participants. The two day class will be taught by Public Safety Director Zaharieff. Two fire department personnel will be attending to become eligible as trainers for future classes.
- i) **Active Shooter/Threat Training:** The fire department will be conducting joint training with City Police and County Sheriff's deputies, in partnership with Beaver Creek Schools and Soin Medical Center. This training will focus on the response to an active shooter event, with multiple victims requiring evacuation, triage, treatment, and transport. This will be the fourth year of this joint training and will focus on critical command, communication, and logistics functions in addition to general operations issues.

**BIWEEKLY ACTIVITY REPORT**

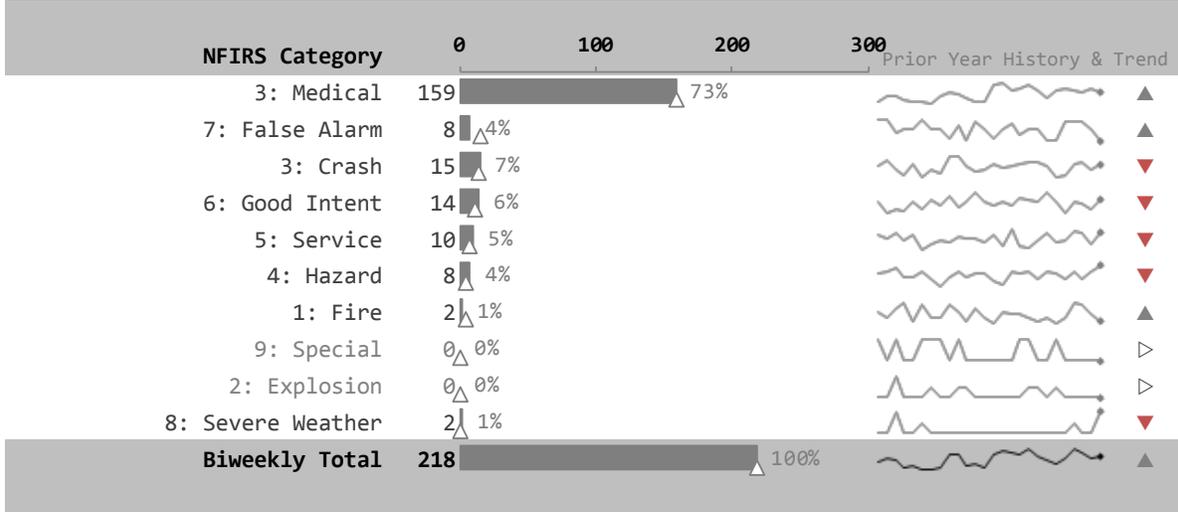
- j) Public Education Events:** The fire department participated in the following public education events during the past two weeks:
- i) Station 64: EMS Week, community open house
  - ii) Station 61: Trebein Elementary, right to read
  - iii) Station 62: Trebein Elementary, right to read
  - iv) Station 62: Coy Middle School, medic stand-by for 5k run
  - v) Station 61: Coy Middle School, career day
  - vi) Station 61: Creek Classic, medic stand-by
  - vii) Station 62: Kroger Open House, apparatus static display
- k) Community Room Usage:** The Station 61 Meeting Room was use by the following groups during the past two weeks:
- i) Tangled Threads Quilting Group
  - ii) Investors Business Daily
  - iii) State of Ohio, Department of Commerce, Elevator Training
  - iv) CPR monthly training class
  - v) HAM Radio Operator meeting

BIWEEKLY ACTIVITY REPORT

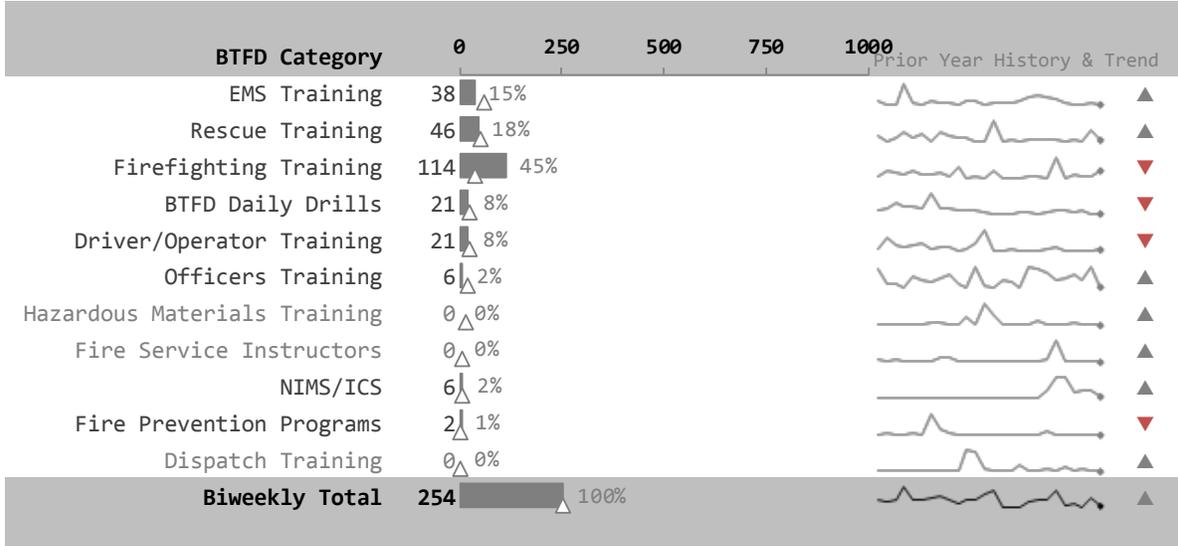
I) Activity Summary (previous 2 weeks)

Fire Department Activity Ending: 2015-06-04

Biweekly Incident Responses (by NFIRS Category)



Biweekly Training Hours (by BTFD Category)



**PROPOSED RESPIRATORY PROTECTION POLICY  
[ATTACHMENT 01.00]**

**SOG NUMBER: 5717.001**

**SUBJECT: Respiratory Protection**

**VERSION: 1.0**

**EFFECTIVE DATE: 2015-06-12**

**Section 1.0: Purpose and Scope**

Section 1.1: Purpose

This Standard Operating Guideline (SOG) establishes the fire department's respiratory protection program, in accordance with OAC 4123:1-21-02.

Section 1.2: Scope

This SOG applies to the entire fire department, and is in effect at all times. It is the responsibility of all fire department employees to know and follow this policy. It is the responsibility of all fire department officers to ensure compliance with this policy.

Section 1.3: Organizational Origin

Safety and Accountability

**Section 2.0: Definitions**

BTFD: standard abbreviation for Beavercreek Township Fire Department.

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

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

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

RMS: Records Management System

SCBA: Self Contained Breathing Apparatus

**Section 3.0: Policy**

Section 3.1: General

All fire department SCBA and breathing air will be National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA) approved, and will conform to Ohio Administrative Code (OAC) 4123:1-21-02(P).

The fire department will provide each firefighter with a properly sized NIOSH/MSHA compliant SCBA facepiece and low-pressure regulator, to be used in conjunction with fire department SCBA air packs.

3.1.1. SCBA Usage

- a) Firefighters will use SCBA whenever exposed to hazardous atmospheres from fires and other emergencies, or where the potential for such exposure exists.
- b) When use of SCBA is required, it will continue until the environment is confirmed safe using air sampling equipment. Air sampling will continue, or be repeated, as necessary to ensure a continued safe environment.

**PROPOSED RESPIRATORY PROTECTION POLICY  
[ATTACHMENT 01.00]**

- c) Firefighters will ensure that there is no interference with the facepiece-to-face seal or the operation of the exhalation valve on employees who are exposed to hazardous atmospheres.
- d) Use of SCBA in a hazardous environment will be documented in the department's RMS.
- e) The use of a single SCBA breathing air source between two persons ("buddy breathing") is strictly prohibited. This does not prohibit the use of an independent rescue breathing air supply that does not include breathing air from an SCBA worn by another firefighter.

#### 3.1.2. SCBA Maintenance

- a) Each SCBA component will be checked for good operating condition daily and immediately prior to and following use in a hazardous environment. These checks will be documented in the department's RMS. Deficiencies will be documented in the department's RMS and equipment placed out of service and reported as necessary.
- b) SCBA maintenance will be performed by personnel trained or certified as necessary for the work to be completed.
- c) Firefighters will be trained on the proper use, inspection, and maintenance of SCBA during their employment orientation period and when equipment is changed, added or removed.
- d) The breathing air compressor and fill station will be inspected, maintained and tested in accordance with NIOSH/MSHA and the manufacturer. These maintenance events will be documented in the department's RMS.
- e) Facepieces will be calibrated annually, or as required by use, repair or manufacturer's recommendations and documented in the department's RMS.
- f) Breathing Air Cylinders will be hydrostatically tested as required by NIOSH/MSHA/DOT, or as required by use, repair or manufacturer's recommendations and documented in the department's RMS.

#### 3.1.3. Medical Certification

All firefighters will be medically certified by a physician annually. The department may obtain medical certification by either medical examination or medical questionnaire (as referenced in CFR 1910.134, Appendix C). Medical certification will be documented in the department's RMS.

#### 3.1.4. Facepiece Testing

Firefighters will complete a mask fit test annually, and whenever issued a new type of facepiece, to verify seal capability. Firefighters will complete an initial fit test prior to using SCBA in a hazardous environment.

### **Section 4.0: Forms**

- 1) All required documentation will be completed in the department's RMS.

### **Section 5.0: References**

Section 5.1: Internal References

Section 5.2: External References

5.2.1. OAC 4123:1-21-02(P): Respiratory Protection

5.2.2. CFR 1910.134 (Appendix C)

### **Section 6.0: History**

Section 6.1: Effective: 2015-06-12

**PROPOSED RESPIRATORY PROTECTION POLICY  
[ATTACHMENT 01.00]**

6.1.1. Created: 2015-06-04

6.1.2. Union notified: 2015-06-09

6.1.3. Board approved: yyyy-mm-dd (resolution #)

Section 6.2: Modifications: n/a

Section 6.3: Termination: n/a

**PROPOSED FIRE ALARM REDUCTION POLICY  
[ATTACHMENT 02.00]**

**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

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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:

**4.2.3 After responding to a false fire alarm and finding the alarm is not registered, the responding crews will educate the property owner/occupant on the process and assist them with the process if possible.**

**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.

**The FPB will follow this letter with a direct phone call to the listed property owner.**

**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.

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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

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

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SECTION 6.2: EXTERNAL REFERENCES

- 2) 1999 Unified Fire Code
- 3) National Fire Incident Reporting System v. 5.0
- 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