# BEAVERCREEK TOWNSHIP
# AGENDA PACKET
# REGULAR TRUSTEES' MEETING
# MONDAY AUGUST 17, 2015
# 1:00 P.M.

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- Fuel Services Agreement Pages 12-15
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- Biweekly Report

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- Purchase Request for Additional Paving Page 50
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**Agenda**
**Regular Trustees' Meeting**
**Monday, August 17, 2015, at 1:00 p.m.**
**Community Room Lower Level of Fire Station #61, 2195 Dayton-Xenia Road, Beavercreek, OH 45434**

**Regular Trustees Meeting:**

**Pledge of Allegiance - Moment of Silence**

- Approve Agenda for the August 17, 2015, Meeting
- Approve the August 19, 2015, Payroll in the amount of $
- Approval of Bills in the amount of $
- Approval of Minutes:
  - Regular Meeting held August 3, 2015

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

**Old Business:** None.

**New Business:** None.

**Administrator:**

- Controlled Bow Hunting Program
- Fuel Services Agreement
- Employee Evaluation Program
- Childhood Cancer Awareness Month Resolution
- Greene County Sheriff's Office Report

**Finance:**

- Biweekly Report

**Human Resources:**

- Biweekly Report

**Zoning:**

- Biweekly Report

**Information Technology:**

- Biweekly Report

**Road:**

- Re-Appropriation of Funds
- Purchase Request for Additional Paving
- Purchase Request for Asphalt
- Resignation of Employee
- Request to Fill Full-Time Position
- Request to Advertise for Winter Seasons Positions
- Biweekly Report

**Fire:**

- Request for a Proclamation Recognizing Lt. Rob Young's Career
- Request for a Special Meeting to Hire and Promote
- Purchase Request for SCBA Repairs
- Biweekly Report

**Legal Advisor:**

**Trustees:**

**Fiscal Officer:**

**Legal Invoices**

**Executive Session:**
Ohio Revised Code Section 121.22(G) (2) To consider the purchase of property for public purposes.



**Adjourn**

BEAVERCREEK TOWNSHIP
851 Orchard Lane, Beavercreek, Ohio 45434
Ph: (937) 429-4472

# Controlled Bow Hunting Program
# Rules and Regulations 2015-2016

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**FAILURE TO FOLLOW ALL BEAVERCREEK TOWNSHIP CONTROLLED BOW HUNTING RULES MAY RESULT IN REMOVAL FROM THE PROGRAM, INELGIBILITY FOR FUTURE PROGRAMS, OR CITATION BY THE OHIO DIVISION OF WILDLIFE FOR HUNTING WITHOUT PERMISSION.**

**A background check may be conducted on applicants for fish and wildlife violations in Ohio or any other state.**

**All applicable Ohio Division of Wildlife rules and regulations apply to hunting in the Beavercreek Township program. The Beavercreek Township controlled bow hunting program is NOT an Ohio Division of Wildlife controlled hunt.**

## Hunter Education

All hunters must have successfully completed a State of Ohio hunter education program. This program is offered free of charge year-round with the Ohio Department of Natural Resources (ODNR). Contact the Division of Wildlife at 1-800-WILDLIFE (945-3543) for a schedule of courses. All hunters must provide Beavercreek Township with documentation of the successful completion of the ODNR hunter education program.

## Equipment

It is unlawful for any person to use a rifle, pistol, revolver, shotgun or other firearm at any time on any land, controlled or administered by Beavercreek Township.

All hunters must use either a Longbow or Crossbow and may be required to demonstrate knowledge in the correct use of the equipment.

> **Longbow** – min. draw weight 40 lbs., includes compound and recurve bows. The arrow tip shall have a minimum of two cutting edges which may be exposed or unexposed minimum 3/4 inch width. Expandable and mechanical broadheads are legal. Poisoned or explosive arrows are illegal.
>
> **Crossbow** – draw weight no less than 75 lbs. The arrow tip shall have a minimum of two cutting edges which may be exposed or unexposed minimum 3/4 inch width. Expandable and mechanical broadheads are legal. Poisoned or explosive arrows are illegal.

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## Selection

Each year hunters will submit an application to the Beavercreek Township Zoning Department. To be selected, the applicant must be a resident of the City of Beavercreek or Beavercreek Township. The last day to submit an application will be September 14th at 1:00 p.m.

Each Trustee will select one hunter, for each location, to participate in the program. Please do not call the office to check on the status of an application. Selected hunters will be notified by phone. Those who are selected will receive maps and permit information via e-mail.

## Scouting

Scouting is allowed only in the area that the hunter is selected for and only during designated dates. Scouting outside this time and location will result in removal from the program. Hunters who are not selected are prohibited from scouting. Hunters who are selected are prohibited from scouting during months in which they are not hunting.

## Hunting Months

Each hunter is given access to the property. The hunters will coordinate with each other to limit the amount of hunters on the property at any one time. There is specific start and end times which do not correspond to the calendar month (Note: These times differ from legal hunting hours. Check Ohio Division of Wildlife regulations for legal hunting hours).

DO NOT ENTER UNTIL THE DESIGNATED START DATE AND TIME. ANY ATTEMPT TO ENTER PRIOR TO THE DESIGNATED DATE AND TIME WILL RESULT IN REMOVAL FROM THE PROGRAM.

All stands and equipment must be removed by the end date and time listed below. At the end of the season the area will be checked. Any equipment left on site will be removed by Beavercreek Township staff. Hunters must then contact the Township to make arrangements to retrieve the equipment. Failure to remove stands and equipment by the deadline below will result in ineligibility for the next year's program.

| Months | Start Date and Time | End Date and Time |
|---|---|---|
| September 26th–February 7th | 09/26/2014 6:00 a.m. | 02/07/2015 8:00 p.m. |

## Hunting Area

The permitted hunting areas are located at 1101 Fairground Road on the 44.195 acres of land known as Pershing 'Neatherton' Park, and at 1940 Indian Ripple Road on the 66.57 acres of land known as McCalmont Park. Stands can be placed anywhere within this area. Stands located near the edges of the hunting area must face toward the interior of the area and all shots must be directed toward the interior of the area.

Do not set a stand outside the hunting area or leave the hunting area for any reason. It is each hunter's responsibility to make sure that they are within the hunting area. Failure to follow this rule will result in immediate removal from the program.

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## Wounded Deer

If a hunter determines a deer was hit (blood or missing arrow) and does not locate the deer within one (1) hour of searching, contact a Greene County Park Ranger through Xenia-Greene Central Dispatch at 937-376-5111 or an Ohio Division of Wildlife officer for assistance. This is especially important if the blood trail leaves the hunting area. If a deer falls on private property, the hunter must contact the property owner and request permission to retrieve the deer.

**Failure to report a wounded deer will result in removal from the program.**

## Harvest Procedures and Compliance

All harvested deer must be checked according to State of Ohio procedures. Bow hunters may be checked periodically by Ohio Division of Wildlife officers or rangers to ensure compliance. Selected hunters must have a copy of the Beavercreek Township-issued permit on their person while hunting. Failure to obey controlled bow hunting rules may result in prosecution for hunting without permission.

**No field dressing shall be allowed within one hundred feet of private property.**

## Blaze Orange Requirements

The Ohio Division of Wildlife requires archery hunters to wear blaze orange during the youth gun season, gun season, and muzzleloader season. Check the Ohio Division of Wildlife website for specific dates and size requirements.

## Transporting Weapons to Stand

Bows are not to have an arrow nocked and crossbows must be uncocked with no bolt in the rail when moving from the parking area to a stand or blind, or upon returning to the parking area.

## Donation of Deer

Donation of harvested deer is not available through Beavercreek Township. If the hunter wishes to donate a harvested deer, contact the Ohio Division of Wildlife for donation options.

## Disposal Issues

Hunters are responsible for disposing of deer entrails and/or recovered carcasses that have spoiled. Entrails are not to be placed near trails, parking areas, or in any other place easily visible by other users.

## Truck/ATV/Snowmobile Use

Hunters must park in designated areas only. Failure to follow this rule will result in removal from the program. No motorized vehicles are allowed in these areas. A human-powered cart or aid from another individual is allowed. If another individual helps to remove a deer, they must stay with the permitted hunter and the deer at all times.

## Videotaping

Videotaping a deer harvest in Beavercreek Township is prohibited. Still pictures after the hunt are allowed, as well as video of live deer.

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## Non-Hunting Minors

Non-hunting minors may accompany a permitted hunter but they may not carry a weapon or participate in the hunt. They must remain with the permitted hunter at all times.

## Tree Stands

Tree stand and safety harnesses are required. Limit is 2 stands (or combination of stands and blinds, if permitted) per hunter per area. All shots must be downward into an earth backstop. A harness must be worn while hunting. Failure to do so will result in loss of hunting privileges. Climbing, ladder, and tripod stands are all allowed. Hunters are encouraged to lock stands or remove them at the end of each day.

Only limited clearing of shooting lanes is allowed. Cutting of sticks, branches, or bushes larger that ½" is prohibited. Amur Honeysuckle and Autumn Olive may be removed regardless of size.

It is unlawful to construct, place or use a permanent-type tree stand, or to place spikes, nails, wires or other metal objects into a tree to act as steps or to hold a tree stand on Beavercreek Township property.

Hunters are required to place a durable name tag on stands or blinds left in the field and encouraged to lock stands or remove them daily after hunting. Stands or blinds without name tags will be confiscated.

## Hunting Hours

Archery season hours are one half hour before sunrise to one half hour after sunset. The official times for sunrise and sunset are found in the Ohio Division of Wildlife regulations. Be sure to use the times for Western Ohio.

## Number of Deer Allowed

All applicable Ohio Division of Wildlife rules and regulations apply to hunting on Beavercreek Township property.

- The Beavercreek Township controlled bowhunting program is NOT an Ohio Division of Wildlife controlled hunt.

## Deer Tag Requirements

For the total number of deer which may be harvested per hunter, refer to the Ohio Division of Wildlife harvest limits.

## Bait

Bait is allowed. Both scattered bait and automatic feeders are allowed. Only one bait site per hunter is permitted. Any feeders must be marked with name of the hunter.

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**Reporting violations**

Contact a Greene County Park Ranger through Xenia-Greene Central Dispatch at 937-376-5111with the location, time, and type of violation observed.

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# Attention
# Bow Hunters!
# Volunteers Needed
# for Deer Management

Beavercreek Township is seeking qualified bow hunters to help control the deer population at Pershing 'Neatherton' Park (44+ acres) located at 1101 Fairground Road, and at McCalmont Park (66.57 acres) located at 1940 Indian Ripple Road. Three (3) hunters will be selected for each area by the Board of Township Trustees. Applicants must be a City of Beavercreek or Beavercreek Township resident and will be required to show proof of the following:

- Completion of an approved Ohio hunter education course
- Possessing all required Ohio hunting licenses and permits

Please do not call the office to check on the status of an application. Selected hunters will be notified by phone.

## To apply, send attached Application Form to:

Beavercreek Township Zoning Department
ATTN: Controlled Bow Hunt
851 Orchard Rd.
Beavercreek, Ohio 45434

**Completed applications must be received by no later than 1:00 p.m. on September 14, 2015.**

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

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

# Bow Hunting Permit Application

Name:_____
First Name M.I. Last Name

Address:_____

City:_____ State:_____ Zip Code:_____

Date of Birth:_____ Phone Number:_____

Drivers License #:_____ State Issued:____

A photocopy of the applicant's archery license and valid deer tag shall be attached to the application.

The applicant agrees to abide by all state statutes and ODNR regulations pertaining to bow hunting. Additionally, the applicant agrees to abide by all Township rules and regulations pertaining to bow hunting in Beavercreek Township.

**FAILURE TO FOLLOW ALL BEAVERCREEK TOWNSHIP CONTROLLED BOWHUNTING RULES MAY RESULT IN REMOVAL FROM THE PROGRAM, INELGIBILITY FOR FUTURE PROGRAMS, OR CITATION BY THE OHIO DIVISION OF WILDLIFE FOR HUNTING WITHOUT PERMISSION.**

**All applicable Ohio Division of Wildlife rules and regulations apply to hunting in Beavercreek Township. The Beavercreek Township controlled bow hunting program is NOT an Ohio Division of Wildlife controlled hunt.**

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief. I have received and understand the Rules and Regulations of the Controlled Bow hunting Program.

Signature:_____

DRAFT

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

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

# Bow Hunting Application

DRAFT

Name: _____
First Name M.I. Last Name

Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Phone Number: _____

# FUEL PURCHASE AGREEMENT

This is an Agreement by and between the City of Beavercreek, Ohio ("City"), 1368 Research Park Drive, Beavercreek, Ohio and Beavercreek Township ("Township"), 851 Orchard Lane, Beavercreek, Ohio, entered into on the date of the final approval of this Agreement by both parties.

WHEREAS, the Board of Township Trustees desire to utilize the City's fueling facility for providing fuel for Township equipment; and,

WHEREAS, the City currently operates a fueling facility which provides fuel to City vehicles and is willing to provide fuel for the Township equipment, and,

WHEREAS, the Township has determined that it is in the best interest of the Township to utilize the City's fueling facilities to meet their fueling needs.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the Township and the City hereby agree as follows:

**1.** The City will provide fuel services for the Township's equipment which will be accessible twenty-four hours a day for each day of this Agreement. Service will include, but not be limited to, providing unleaded gasoline and diesel fuel, obtaining spot prices for the fuel on the day of purchases where the City will utilize the largest order possible to obtain the most advantageous discount, the tracking and recording of fuel utilized, providing a monthly invoice and summary of transactions, and provide any monthly reports available from the system to assist the Township in analyzing current and past fuel consumption.

**2.** The Township will reimburse the City for the initial set-up expenditures related to the expansion of the City's fuel island to allow for the services noted above. These initial cost are identified on Exhibit "A". The fobs/control cards shall remain the property of the Township. The fobs/control cards and gate openers may be added to, removed, maintained or replaced by the Township at any time during the term of this Agreement at its sole cost and expense. Upon the termination of this Agreement, the City would have the right to purchase the fobs/control cards and gate openers at the depreciated value from the Township should the City desire.

**3.** In regard to the fuel facilities (pumps, canopy, fire suppression system, cameras, computer, and computer software (Equipment), the Township and City agree that:

**a.** The City will ensure that the hardware and software utilized as part of the fuel facility (Equipment) will be maintained and will meet all federal state and local requirements for the safety, monitoring of fuel leakage, security of the facility and to ensure accurate monitoring and recording of fuel purchased and pumped;

**b.** The City will be responsible for all compliance with Federal, State and local laws concerning licensing and required inspections of the fuel facilities.

**c.** Minor repairs and maintenance items will be the responsibility of the City. However, should repairs be required for damage or negligence directly attributable to Township personnel, the Township will be billed for such repairs at actual cost of repairs (i.e. Township vehicle strikes a pump that requires repairs).

**d.** In the event that the City determines that an extraordinary capital or operational expense is necessary that expense will be shared by the City and Township based on percentage of fuel used in the previous calendar year. The Township shall not be responsible for the expense unless the expense is approved by the Township in advance of such upgrades being undertaken; approval will be authorized by the City Manager and the Township Administrator. The City will itemize these costs separately on a monthly invoice for service.

**e.** The City and Township agree to make personnel available to train on the usage and safety features of the facilities. The Township and City will identify a point of contact to serve as the lead for implementation and build out as well as operational challenges that occur during the term of the agreement. Training shall be done at a time to be agreed upon by the City and Township. The Township shall not be responsible for the payment of any overtime expense which may be incurred by servicing the facilities after normal working hours or for any problems experienced at the facility. The City will provide contacts and emergency numbers of personnel assigned to respond to any facility problems that could occur after hours.

**4.** For the services to be provided under this Agreement, the City will generate and invoice with supporting documentation of the monthly fuel usage by vehicle, employee, and department or as determined by the Township within the parameters of the software. The invoice will include the actual fuel purchase price, fuel usage and will include a ($.10) ten cent per gallon administrative charge for the services provided. The Township agrees to pay to the City by the 15th of the following month.

**5.** The City will use its best effort to provide sufficient fuel to meet the needs of the Township, but in no way shall it be inferred as a condition of this Agreement that the City insures or guarantees that fuel sufficient to meet the needs and demands of the Township will always be available. The City shall not be responsible for any damages that may be caused by a shortage of fuel.

**6.** Effective date of this Agreement shall be October 1, 2015. This Agreement will automatically renew every fourth year on January 1, unless written notice by the party intending to cancel is given to the other party at least 90 days prior to the proposed termination date.

**7.** This Agreement is a full integration of any and all discussions and agreements between the parties pertaining to the City fuel facilities and the Township. This Agreement may only be amended in writing after approval by the Township Administrator and the City Manager.

**IN WITNESS THEREOF,** the parties have set their hands as of the day and year adjacent to their respective signatures, and by their signatures agree to be bound by the promises, obligations, covenants and duties contained herein.

_____ _____

**Michael A. Cornell**
**Beavercreek City Manager** **Date**

_____ _____

**Alex Zaharieff**
**Beavercreek Township Administrator** **Date**

DRAFT

# Exhibit A

One time System Enhancement Required to Enable the Township to Utilize the City of Beavercreek's Fuel Facilities and fuel fobs.

| | |
|---|---|
| 1 – Continuous statistical leak detection software enhancement module: | $1,867.00 |
| 2 – Mitare THG fobs/control cards (10 per box) | $80.16 |
| 3- Gate openers (each) | $29 |

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**BEAVERCREEK TOWNSHIP, GREENE COUNTY, OHIO**
**POLICY MANUAL**

| | | | |
|---|---|---|---|
| **Policy Title:** | **Employee Evaulations** | **Approved:** | **X/X/2015** |
| **Section:** | **X** | **Revised:** | **N/A** |
| **Number:** | **XXX** | **Reviewed:** | **N/A** |

PURPOSE: The purpose of this policy is to ensure that each employee of the Township is aware of their own personal work performance. The Township believes that this knowledge is important in fostering individual growth which lends to the advancement of the Township.

The process outlined within this policy is designed to allow employees to grow within their current position. This evaluation is not intended to cause decisive action such as termination of an employee; or to suggest a promotion or demotion in rank. This evaluation, rather, is intended to be a reflection of how an employee is performing; in addition to allowing the employee to have their own input into their performance and position with the Township. The purpose of this process is to provide a benchmark for an employee's progress as well as growth from the utilization of goals set within the evaluation process.

APPLICATION: This policy contains specific guidelines applicable to all Beavercreek Township employees.

REFERENCE(S): Beavercreek Township Policy Manual; IAFF Local 2857 Collective Bargaining Agreement; Beavercreek Township Road Department Agreement; Beavercreek Township Performance Evaluation forms.

RELATED POLICY(S): N/A

DEFINITIONS: **Department Head**- an individual, as defined by their job description, who oversees the daily operations of one of the Township's departments

**Employee -** all individuals except independent contractors and elected officials, whose compensation is paid by the Township and who have been hired via Township Resolution.

**Employee, Exempt (salary)** - an Employee not covered by the Fair Labor Standards Act (FLSA) overtime provisions and who does not receive either pay or compensatory time in lieu of overtime pay.

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**Employee, Non-Exempt (hourly)** – an Employee who is covered by the Fair Labor Standards Act (FLSA) overtime provisions and can receive pay or compensatory time in lieu of overtime pay.

**Township Administrator** – an Employee of the Board of Trustees who acts as the designee of the Board and manages all day to day operations of the Township, and whose duties are defined within the Ohio Revised Code.

**Supervisor** - an individual who has been authorized by the Township Administrator or Board of Trustees to oversee and direct the work of other Employees on a daily basis.

POLICY:

The evaluation process will be completed annually based on the employee's date of hire and will be administered by their departmental Supervisor, Department Head or Township Administrator. It will be a one-on-one process between the Supervisor and their subordinate. The Supervisor must have supervised the employee for at least six months or the evaluation must be completed by the employee's previous supervisor.

Prior to the commencement of the evaluation, the employee will be given notice of the meeting and will be provided an opportunity to review their employment file. During the evaluation meeting, the Supervisor will review the completed evaluation with the employee.

The evaluation has two parts: the performance section and the goals section. The performance section will be completed by the Supervisor prior to the one-on-one review session. The goals section will be completed with the employee during the review.

The performance section of the evaluation has two parts: job performance and personal performance.

The job performance section provides an opportunity for the Supervisor to evaluate the employee based on an objective presentation of their job. This is designed to measure how effectively someone is completing his or her assigned duties.

The personal performance section will provide an opportunity for the supervisor to evaluate the employee's character. This section will allow a subjective evaluation of the different traits pertaining to their interaction with other employees, members of the public and the mission of the Township.

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The Goals section of the evaluation contains three areas which include a development, feedback and a list of future goals. This section of the evaluation is for planning and development and allows the employee, with the guidance of their supervisor, an opportunity to map out a direction of their future progress while keeping in mind the specifics contained within their job description as well as the needs of their department. Through this process the employee has an opportunity to respond to the evaluation, as well as well as to commit to a developmental plan, if needed. Last, the employee, through this section, is given an opportunity to set goals that will be benchmarked on the form and will be looked at annually for adjustments and/or improvement.

After the employee's initial evaluation and every year after, along with any goal setting, there will be a review of goals attained and any improvement accomplished. Because of this, the evaluation will be in two parts and filed in a separate manner so that before the evaluation is completed the previous year's goals can be reviewed.

A copy of the completed evaluation will be provided to the employee as well as being placed in the employee's personnel file.

All probationary employees will be evaluated within six months of their hire or promotion date.

COMPLETION OF THE FORMS:

1. Performance Section
   Part A, Page 1

(Identifying Information)

Fill in requested information and mark what type of evaluation is needed.

(Measurement Scale)

Supervisors must read each definition carefully as it relates to each number. Throughout the evaluation a score with (**3 =Competent)** is the baseline reflecting behavior that is competent and adequate. This is the point from where behavior can be judged above or below standard. <u>It is also required that any score above or below a (3) must be accompanied by comments under each trait in the space provided.</u> This explanation will validate the process.

(Section 1 – Job Performance)

This section relates specifically to how the employee performs in their job. Each Supervisor must read each trait and its definition in order to apply

these descriptions to their employee. The Supervisor will then score the employee according to how they meet that definition. After scoring each trait in relation to the employee, the Supervisor must total the scores and divide that number by how many traits were scored. This number must then be recorded in the box next to "Average Score". Any additional comments can be made in the space provided on the form.

Part A, Page 4

(Section 2 – Personal Performance)

This section relates specifically to how the employee interacts personally. This Section should be completed the same as outlined above. It is understood that scoring in this area is subjective and could vary from Supervisor to Supervisor; with that said, this part of the evaluation will still provide valuable feedback on a employee's behavior in the work place.

Part A, Page 6

(Section 3 – Personal Improvement)

This section allows the Supervisor to score how well the employee met his or her professional growth plan and how many goals were achieved. This section is designed to keep the employee focused on moving forward within their predetermined limits. <u>This section does not apply to the first evaluation of an employee because at that evaluation goals have not been established.</u> Supervisors should score the employee on how well they adhered to their professional growth plan, in addition to the accomplishment of developmental goals.

(Scoring Comparison)

Supervisors must list all three scores and have them available for any future comparisons. This will provide a quick visual reference on an employee's performance with each evaluation.

Signatures and the date of completion are required by where indicated by both the employee and the Supervisor completing form.

GOALS SECTION:

Part B, Page 1

(Section 4 – Development)

This is area is to be filled out by the supervisor and is designed to help give direction to each employee. Supervisors are to provide a constructive list of areas in which the employee can improve. Comments listed in this section are to be framed within a 1-year period. This section will vary greatly from employee to employee as it is dependent on the individual's own drive and focus.

Part B, Page 2

(Section 5 – Feedback)

This section is to be completed by the employee and will provide an opportunity to describe planned professional growth as well as improvements in job performance. This allows the employee to have input into their career path. The employee also has the opportunity to respond to the results of their evaluation in this section.

Part B, Page 3 and 4

(Section 6 – Goals)

The goals (a maximum of five) need to be set at the beginning of the process. This is to be completed by the employee with input from his or her Supervisor. The goal setting process should have a collective approach so that the goals set are aligned with the Township's and/or Departmental mission. Each goal description should include a desired end result. It should include specific processes and any measures such as percentages, time frames, quantities, etc. At the end of the year when the goals are reviewed (and Section 3 of Part A is completed) any year-end comments can be recorded.

FORMS: Performance Evaluation Forms A & B

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# Beavercreek Township Fire Department

## Performance Evaluation Form

Name: Job Title:

Immediate Supervisor: Date:

**Purpose of Review:**

☐ Probation ☐ Annual Performance ☐ Other

*Measurement Scale*

**Score the performance in each job factor as follows:**

**5 = Outstanding:** consistently exceeds expectations and is recognized by peers and/or supervisors as a leader and positive example for others.
**4 = Proficient:** results are very good, significant contribution to objectives of the department.
**3 = Competent:** results are good, performance meets expectations.
**2 = Developing:** occasionally fails to meet expectations; may lack experience but has the capacity to improve.
**1 = Unacceptable:** performance does not meet expectations and a performance improvement plan is required.

| Section 1 – Job Performance | Score |
|---|---|
| **Overall job knowledge – regarding fire duties** (Competence in demonstrating hands-on skills related to firefighting activities along with complete knowledge of firefighting equipment. To be protective of the public's property and to be mindful of safe working practices including safety for fellow crew members.) | **Undetermined** |
| **Comments:** | |
| **Overall job knowledge – regarding EMS duties** (The ability to care for patients with respect by developing a good patient repoire. To maintain competency in local protocols and the use of medical equipment along with thorough report-writing skills.) | **Undetermined** |
| **Comments:** | |

## Section 1 – Job Performance

**Score**

**Overall job knowledge – as an apparatus operator** **Undetermined**
(The ability to drive and operate assigned apparatus safely and responsibly with due regard for the public and fellow crew members; to efficiently use the equipment and systems assigned to each apparatus; and to have a working knowledge of streets and structures in a district.)

**Comments:**

**Overall job knowledge – regarding firehouse duties** **Undetermined**
(The understanding of required daily, weekly, and monthly duties that is necessary to maintain fire and EMS apparatus; as well as, proper station care and maintenance.)

**Comments:**

**Overall job knowledge – as a manager** ***(supervisors only)*** **Undetermined**
(The ability to be an effective leader by guiding individuals towards the department's goals and promote active and positive participation in moving the organization forward - to be a good decision-maker and handle conflict well.)

**Comments:**

**Performance on emergency scenes – handling stress** **Undetermined**
(During the normal course of fire and EMS duties, the ability to stay in control and show competence in assigned tasks under stressful situations.)

**Comments:**

**Dealing with the community and other agencies – customer service** **Undetermined**
(The basic understanding of city and township government organizations, local law enforcement, other county agencies, and local hospitals with the means to contact these resources to assist the public. Also, to remain professional and respectful to the community with the understanding that all of these outside entities are customers.)

**Comments:**

**Displaying a professional image – proper uniform and appearance** **Undetermined**
(Reporting for duty in a well pressed properly worn uniform as defined in G.O. 3. This includes being well-groomed and maintaining proper personal hygiene as defined in G.O. 55.)

**Comments:**

## Section 1 – Job Performance | Score

**Completing assigned tasks – accomplishing assignments positively** **Undetermined**
(The consistent ability to complete assigned tasks and complete them well. When asked - the job gets done. This includes accepting tasks willingly and completing them with a positive attitude.)

**Comments:**

**Completing assigned training – being responsible for recertification** **Undetermined**
(To participate willingly in all available training; to participate in a way that helps others learn. The mindset to pursue any available training and to realize the importance of obtaining the proper amount of CEU's for necessary recertifications.)

**Comments:**

**Average Score** *(total the scores, and then divide by how many scores)* **Undetermined**

**Additional Comments:**

## Section 2 – Personal Performance | Score

**Integrity** **Undetermined**
(Modeling through actions and attitude the importance of meeting expectations and following established rules; being trustworthy and honest towards members of this organization and the Beavercreek Community.)

**Comments:**

**Motivation** **Undetermined**
(To exceed expectations through initiative by asking for additional responsibility and having the desire to move ahead within the department; a go-getter.)

**Comments:**

**Safety** **Undetermined**
(Having a complete understanding of all risks involved in firefighting and acting in a safe and responsible manner at all times; the ability to anticipate hazards.)

**Comments:**

**Teamwork:** **Undetermined**
(Cooperating and being supportive of peers while accomplishing organizational tasks; working together in a positive way.)

**Comments:**

| **Section 2 – Personal Performance** | **Score** |
|---|---|
| **Versatility**<br>(The acceptance of other's uniqueness along with the willingness to adapt to different outcomes; being fair and open-minded.) | **Undetermined** |

**Comments:**

**Average Score** *(total the scores, and then divide by how many scores)* **Undetermined**

**Additional Comments:**

| **Section 2 – Personal Improvement** | **Score** |
|---|---|
| (Not applicable on initial evaluation) | |
| Professional growth | **Undetermined** |
| Developmental goals accomplishment | **Undetermined** |

**Average Score** *(total the scores, and then divide by how many scores)* **Undetermined**

**Comments:**

## Average Scores

***Section 1*** **Undetermined** ***Section 2*** **Undetermined** ***Section 3*** **Undetermined**

Employee's Signature _____Date_____
(This report has been discussed with me. I understand that my signature does not necessarily indicate agreement.)

Supervisor _____Date _____

# Beavercreek Township Fire Department

## Performance Evaluation Form

Name: Job Title:

Immediate Supervisor: Date:

## Section 4 – Development

**(To be filled out by the supervisor)**

**Identify key developmental areas that the employee should focus on over the next year.**

Supervisor _____Date _____

## Section 5 – Feedback

**(To be filled out by the employee)**

**Along with any response to the evaluation, please provide details on your future development plan; describe where you see yourself in the next year.**

Employee's Signature _____Date _____

# Section 6 – Goals

**For Year:**

For each goal, describe the end result and include any specific measures that will help reach the end result. Each goal should fit into and support the department's strategy.

**Goals should be set annually and developed through mutual agreement between employee, supervisor, and fire administration.**

**Goal 1**
Description:

Year-end comments:

**Goal 2**
Description:

Year-end comments:

## Section 6 – Goals

**For Year:**

**Goal 3**
Description:

Year-end comments:

**Goal 4**
Description:

Year-end comments:

Employee's Signature _____Date _____

Supervisor _____Date _____

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

Trustees - Carol Graff
Dan Paxson
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

# BEAVERCREEK TOWNSHIP TRUSTEES
# GREENE COUNTY, OHIO

## RESOLUTION NUMBER: _____
## ADOPTION DATE: AUGUST 17, 2015

**WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in nearly 15,000 of our country's young people each and every year; and**

**WHEREAS, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and**

**WHEREAS, founded over twenty years ago by Steven Firestein, a member of the philanthropic Max Factor cosmetics family, the American Cancer Fund for Children, Inc. and Kids Cancer Connection, Inc. are dedicated to helping these children and their families; and**

**WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Nationwide Children's Hospital in Columbus, Cincinnati Children's Hospital Medical Center, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and**

**WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection also sponsor Courageous Kid Recognition Award presentations, community get well cards and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.**

**NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio hereby establish September as Childhood Cancer Awareness Month in Beavercreek Township.**

DRAFT

**APPROVED BY:**

THE VOTE WAS AS FOLLOWS:

Carol Graff ____
Tom Kretz ____
Daniel K. Paxson ____

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES

_____
Tom Kretz, Chair

_____
Daniel K. Paxson, Vice Chair

_____
Carol Graff, Trustee

ATTESTED BY:

_____

Christy L. Ahrens
Fiscal Officer

DRAFT

**Greene County Sheriff's Office**

**Incident Analysis - Beavercreek Twp**

| Incident Type | Incident Number | Incident Date And Time |
|---|---|---|
| Abandoned/Junk Vehicle | 2015-00023027 | 07/26/2015 18:07:05 |
| | Type Totals: 1 | |
| Alarm - Business/Bank | 2015-00022742 | 07/23/2015 14:12:33 |
| Alarm - Business/Bank | 2015-00022904 | 07/25/2015 10:22:07 |
| Alarm - Business/Bank | 2015-00023046 | 07/26/2015 22:10:15 |
| Alarm - Business/Bank | 2015-00023850 | 08/03/2015 04:07:02 |
| Alarm - Business/Bank | 2015-00023922 | 08/03/2015 16:20:16 |
| Alarm - Business/Bank | 2015-00024506 | 08/09/2015 11:19:29 |
| Alarm - Business/Bank | 2015-00024712 | 08/11/2015 23:12:50 |
| | Type Totals: 7 | |
| Alarm - Residential | 2015-00022799 | 07/24/2015 08:38:00 |
| Alarm - Residential | 2015-00023020 | 07/26/2015 16:14:04 |
| Alarm - Residential | 2015-00023329 | 07/29/2015 07:43:23 |
| Alarm - Residential | 2015-00023986 | 08/04/2015 06:20:46 |
| Alarm - Residential | 2015-00024032 | 08/04/2015 13:50:11 |
| Alarm - Residential | 2015-00024238 | 08/06/2015 14:56:15 |
| Alarm - Residential | 2015-00024362 | 08/07/2015 16:41:40 |
| | Type Totals: 7 | |
| Animal Complaint | 2015-00023316 | 07/29/2015 02:16:37 |
| | Type Totals: 1 | |
| Assist | 2015-00022796 | 07/24/2015 08:11:41 |
| Assist | 2015-00022957 | 07/25/2015 16:52:00 |
| Assist | 2015-00023288 | 07/28/2015 20:04:13 |
| Assist | 2015-00024137 | 08/05/2015 18:38:01 |
| Assist | 2015-00024177 | 08/06/2015 00:35:14 |
| Assist | 2015-00024242 | 08/06/2015 16:12:54 |
| Assist | 2015-00024247 | 08/06/2015 18:13:37 |
| Assist | 2015-00024427 | 08/08/2015 06:21:51 |
| | Type Totals: 8 | |
| Burglary | 2015-00023791 | 08/02/2015 03:05:29 |
| | Type Totals: 1 | |
| Business Check | 2015-00022595 | 07/22/2015 01:36:01 |
| Business Check | 2015-00022598 | 07/22/2015 02:01:01 |
| Business Check | 2015-00022604 | 07/22/2015 03:44:08 |
| Business Check | 2015-00022723 | 07/23/2015 09:56:06 |
| Business Check | 2015-00022725 | 07/23/2015 10:20:56 |
| Business Check | 2015-00022729 | 07/23/2015 11:00:02 |
| Business Check | 2015-00022867 | 07/24/2015 23:05:45 |
| Business Check | 2015-00022870 | 07/24/2015 23:17:20 |
| Business Check | 2015-00022871 | 07/24/2015 23:20:47 |
| Business Check | 2015-00022872 | 07/24/2015 23:21:32 |
| Business Check | 2015-00022967 | 07/25/2015 19:16:44 |
| Business Check | 2015-00022968 | 07/25/2015 20:31:31 |
| Business Check | 2015-00022973 | 07/25/2015 22:13:40 |

| | | |
|---|---|---|
| Business Check | 2015-00022978 | 07/25/2015 23:09:24 |
| Business Check | 2015-00022979 | 07/25/2015 23:11:33 |
| Business Check | 2015-00023004 | 07/26/2015 10:27:33 |
| Business Check | 2015-00023031 | 07/26/2015 18:48:47 |
| Business Check | 2015-00023044 | 07/26/2015 22:10:21 |
| Business Check | 2015-00023067 | 07/27/2015 01:34:24 |
| Business Check | 2015-00023089 | 07/27/2015 03:39:52 |
| Business Check | 2015-00023118 | 07/27/2015 13:38:25 |
| Business Check | 2015-00023119 | 07/27/2015 14:10:05 |
| Business Check | 2015-00023243 | 07/28/2015 10:15:17 |
| Business Check | 2015-00023246 | 07/28/2015 10:35:33 |
| Business Check | 2015-00023313 | 07/29/2015 01:19:59 |
| Business Check | 2015-00023384 | 07/29/2015 15:17:34 |
| Business Check | 2015-00023417 | 07/29/2015 23:28:29 |
| Business Check | 2015-00023426 | 07/30/2015 00:29:48 |
| Business Check | 2015-00023427 | 07/30/2015 00:32:49 |
| Business Check | 2015-00023428 | 07/30/2015 00:34:23 |
| Business Check | 2015-00023446 | 07/30/2015 02:33:10 |
| Business Check | 2015-00023449 | 07/30/2015 02:55:00 |
| Business Check | 2015-00023452 | 07/30/2015 04:28:44 |
| Business Check | 2015-00023544 | 07/30/2015 22:30:46 |
| Business Check | 2015-00023545 | 07/30/2015 22:32:48 |
| Business Check | 2015-00023553 | 07/30/2015 23:34:49 |
| Business Check | 2015-00023562 | 07/31/2015 01:11:56 |
| Business Check | 2015-00023600 | 07/31/2015 10:59:47 |
| Business Check | 2015-00023608 | 07/31/2015 13:32:04 |
| Business Check | 2015-00023687 | 08/01/2015 01:46:34 |
| Business Check | 2015-00023721 | 08/01/2015 10:31:30 |
| Business Check | 2015-00023722 | 08/01/2015 10:36:48 |
| Business Check | 2015-00023736 | 08/01/2015 13:47:11 |
| Business Check | 2015-00023937 | 08/03/2015 21:59:03 |
| Business Check | 2015-00023939 | 08/03/2015 23:23:42 |
| Business Check | 2015-00023940 | 08/03/2015 23:25:42 |
| Business Check | 2015-00023953 | 08/04/2015 00:59:56 |
| Business Check | 2015-00023967 | 08/04/2015 02:35:31 |
| Business Check | 2015-00023984 | 08/04/2015 03:43:14 |
| Business Check | 2015-00023988 | 08/04/2015 07:01:49 |
| Business Check | 2015-00023989 | 08/04/2015 07:02:58 |
| Business Check | 2015-00023990 | 08/04/2015 07:03:59 |
| Business Check | 2015-00023991 | 08/04/2015 07:04:55 |
| Business Check | 2015-00023992 | 08/04/2015 07:07:30 |
| Business Check | 2015-00024062 | 08/04/2015 23:23:38 |
| Business Check | 2015-00024071 | 08/05/2015 01:31:59 |
| Business Check | 2015-00024080 | 08/05/2015 03:28:13 |
| Business Check | 2015-00024081 | 08/05/2015 03:30:01 |
| Business Check | 2015-00024105 | 08/05/2015 11:22:15 |
| Business Check | 2015-00024124 | 08/05/2015 14:41:50 |

| | | |
|---|---|---|
| Business Check | 2015-00024125 | 08/05/2015 14:58:35 |
| Business Check | 2015-00024239 | 08/06/2015 15:42:14 |
| Business Check | 2015-00024262 | 08/06/2015 21:08:47 |
| Business Check | 2015-00024369 | 08/07/2015 18:48:06 |
| Business Check | 2015-00024405 | 08/08/2015 01:03:18 |
| Business Check | 2015-00024411 | 08/08/2015 02:25:21 |
| Business Check | 2015-00024475 | 08/08/2015 21:22:33 |
| Business Check | 2015-00024477 | 08/08/2015 21:47:52 |
| Business Check | 2015-00024483 | 08/09/2015 00:29:47 |
| Business Check | 2015-00024484 | 08/09/2015 00:31:39 |
| Business Check | 2015-00024526 | 08/09/2015 22:12:17 |
| Business Check | 2015-00024530 | 08/09/2015 23:10:16 |
| Business Check | 2015-00024532 | 08/10/2015 00:22:12 |
| Business Check | 2015-00024533 | 08/10/2015 00:25:23 |
| Business Check | 2015-00024534 | 08/10/2015 00:47:22 |
| Business Check | 2015-00024535 | 08/10/2015 00:50:09 |
| Business Check | 2015-00024538 | 08/10/2015 01:56:45 |
| Business Check | 2015-00024544 | 08/10/2015 03:32:00 |
| Business Check | 2015-00024714 | 08/11/2015 23:40:06 |
| | Type Totals: 79 | |
| Civil Other | 2015-00022939 | 07/25/2015 14:37:46 |
| Civil Other | 2015-00024265 | 08/06/2015 21:35:32 |
| Civil Other | 2015-00024435 | 08/08/2015 09:06:06 |
| Civil Other | 2015-00024773 | 08/12/2015 09:31:17 |
| | Type Totals: 4 | |
| Crash - Assist Only | 2015-00022605 | 07/22/2015 03:41:26 |
| Crash - Assist Only | 2015-00022891 | 07/25/2015 05:18:16 |
| Crash - Assist Only | 2015-00023099 | 07/27/2015 08:59:07 |
| Crash - Assist Only | 2015-00023281 | 07/28/2015 17:23:03 |
| Crash - Assist Only | 2015-00024408 | 08/08/2015 01:34:39 |
| Crash - Assist Only | 2015-00024658 | 08/11/2015 05:42:01 |
| | Type Totals: 6 | |
| Crash - Hit Skip | 2015-00023528 | 07/30/2015 20:32:17 |
| | Type Totals: 1 | |
| Crash - Personal Injury | 2015-00022760 | 07/23/2015 17:37:52 |
| Crash - Personal Injury | 2015-00023847 | 08/03/2015 02:02:44 |
| | Type Totals: 2 | |
| Crash - Property Damage | 2015-00024406 | 08/08/2015 01:11:09 |
| | Type Totals: 1 | |
| Criminal Damaging | 2015-00023141 | 07/27/2015 18:55:58 |
| Criminal Damaging | 2015-00023397 | 07/29/2015 20:42:07 |
| | Type Totals: 2 | |
| Detail - Other | 2015-00022793 | 07/24/2015 07:52:22 |
| Detail - Other | 2015-00023523 | 07/30/2015 17:10:00 |
| | Type Totals: 2 | |
| Detail - Traffic | 2015-00022708 | 07/23/2015 02:09:57 |
| Detail - Traffic | 2015-00023885 | 08/03/2015 11:14:31 |

| | | |
|---|---|---|
| | Type Totals: 2 | |
| Disabled Vehicle | 2015-00023012 | 07/26/2015 13:46:40 |
| Disabled Vehicle | 2015-00023291 | 07/28/2015 20:31:15 |
| Disabled Vehicle | 2015-00023574 | 07/31/2015 03:36:39 |
| Disabled Vehicle | 2015-00023685 | 08/01/2015 01:38:24 |
| Disabled Vehicle | 2015-00024605 | 08/10/2015 17:33:31 |
| | Type Totals: 5 | |
| Extra Patrol | 2015-00022665 | 07/22/2015 17:01:07 |
| Extra Patrol | 2015-00022692 | 07/23/2015 00:34:01 |
| Extra Patrol | 2015-00022699 | 07/23/2015 01:28:12 |
| Extra Patrol | 2015-00022701 | 07/23/2015 02:00:14 |
| Extra Patrol | 2015-00022754 | 07/23/2015 16:48:37 |
| Extra Patrol | 2015-00022965 | 07/25/2015 18:53:40 |
| Extra Patrol | 2015-00023109 | 07/27/2015 10:48:11 |
| Extra Patrol | 2015-00023137 | 07/27/2015 16:56:35 |
| Extra Patrol | 2015-00023200 | 07/28/2015 02:14:51 |
| Extra Patrol | 2015-00023263 | 07/28/2015 13:41:26 |
| Extra Patrol | 2015-00023308 | 07/29/2015 00:26:48 |
| Extra Patrol | 2015-00023526 | 07/30/2015 19:36:00 |
| Extra Patrol | 2015-00023603 | 07/31/2015 11:24:57 |
| Extra Patrol | 2015-00023613 | 07/31/2015 14:17:37 |
| Extra Patrol | 2015-00023626 | 07/31/2015 17:04:18 |
| Extra Patrol | 2015-00023693 | 08/01/2015 02:21:21 |
| Extra Patrol | 2015-00023711 | 08/01/2015 08:38:28 |
| Extra Patrol | 2015-00023928 | 08/03/2015 20:48:36 |
| Extra Patrol | 2015-00024109 | 08/05/2015 12:25:08 |
| Extra Patrol | 2015-00024133 | 08/05/2015 16:55:17 |
| Extra Patrol | 2015-00024245 | 08/06/2015 17:09:49 |
| Extra Patrol | 2015-00024270 | 08/06/2015 21:55:10 |
| Extra Patrol | 2015-00024471 | 08/08/2015 20:53:14 |
| | Type Totals: 23 | |
| Follow Up | 2015-00022901 | 07/25/2015 10:02:27 |
| Follow Up | 2015-00023338 | 07/29/2015 09:21:19 |
| Follow Up | 2015-00023835 | 08/02/2015 20:29:24 |
| Follow Up | 2015-00024218 | 08/06/2015 10:59:17 |
| | Type Totals: 4 | |
| Found Property | 2015-00024152 | 08/05/2015 20:54:27 |
| | Type Totals: 1 | |
| Fraud/Forgery | 2015-00024252 | 08/06/2015 19:45:31 |
| | Type Totals: 1 | |
| House Check | 2015-00023936 | 08/03/2015 21:43:42 |
| House Check | 2015-00024070 | 08/05/2015 01:19:59 |
| House Check | 2015-00024383 | 08/07/2015 20:40:13 |
| House Check | 2015-00024472 | 08/08/2015 21:13:34 |
| House Check | 2015-00024528 | 08/09/2015 22:24:08 |
| | Type Totals: 5 | |
| Intoxicated Subject | 2015-00023392 | 07/29/2015 19:03:30 |

| | | |
|---|---|---|
| | Type Totals: 1 | |
| Juvenile Complaint | 2015-00023121 | 07/27/2015 14:31:40 |
| | Type Totals: 1 | |
| K9 Request | 2015-00023904 | 08/03/2015 13:36:13 |
| | Type Totals: 1 | |
| Miscellaneous | 2015-00022962 | 07/25/2015 18:06:37 |
| | Type Totals: 1 | |
| Noise Complaint | 2015-00024481 | 08/08/2015 22:57:34 |
| | Type Totals: 1 | |
| Open Door/Window | 2015-00023641 | 07/31/2015 19:57:54 |
| Open Door/Window | 2015-00024393 | 08/07/2015 22:02:46 |
| | Type Totals: 2 | |
| Pedestrian/Hitch Hiker | 2015-00023048 | 07/26/2015 22:42:03 |
| | Type Totals: 1 | |
| Radar/Lidar Post | 2015-00022909 | 07/25/2015 11:05:43 |
| Radar/Lidar Post | 2015-00023372 | 07/29/2015 13:06:23 |
| Radar/Lidar Post | 2015-00023900 | 08/03/2015 13:15:03 |
| Radar/Lidar Post | 2015-00024130 | 08/05/2015 16:04:20 |
| | Type Totals: 4 | |
| Request Officer | 2015-00023279 | 07/28/2015 17:08:02 |
| Request Officer | 2015-00023407 | 07/29/2015 22:14:16 |
| Request Officer | 2015-00023876 | 08/03/2015 10:38:25 |
| Request Officer | 2015-00024213 | 08/06/2015 10:34:40 |
| Request Officer | 2015-00024519 | 08/09/2015 19:13:16 |
| Request Officer | 2015-00024603 | 08/10/2015 16:33:32 |
| Request Officer | 2015-00024682 | 08/11/2015 18:27:58 |
| | Type Totals: 7 | |
| Solicitor | 2015-00024606 | 08/10/2015 16:42:40 |
| | Type Totals: 1 | |
| Street / Road Obstruction | 2015-00023923 | 08/03/2015 16:18:06 |
| Street / Road Obstruction | 2015-00024444 | 08/08/2015 11:12:07 |
| | Type Totals: 2 | |
| Suicide Attempt / Suicidal Subj | 2015-00023790 | 08/02/2015 02:48:15 |
| | Type Totals: 1 | |
| Suspicious Person | 2015-00022787 | 07/24/2015 05:50:32 |
| Suspicious Person | 2015-00024073 | 08/05/2015 01:36:20 |
| Suspicious Person | 2015-00024662 | 08/11/2015 07:59:17 |
| | Type Totals: 3 | |
| Suspicious Vehicle | 2015-00022790 | 07/24/2015 07:16:23 |
| Suspicious Vehicle | 2015-00022982 | 07/25/2015 23:38:42 |
| Suspicious Vehicle | 2015-00023062 | 07/27/2015 00:28:25 |
| Suspicious Vehicle | 2015-00023159 | 07/27/2015 20:40:56 |
| Suspicious Vehicle | 2015-00023270 | 07/28/2015 14:55:06 |
| Suspicious Vehicle | 2015-00023747 | 08/01/2015 18:32:22 |
| Suspicious Vehicle | 2015-00023825 | 08/02/2015 18:19:40 |
| Suspicious Vehicle | 2015-00024069 | 08/05/2015 01:02:43 |
| Suspicious Vehicle | 2015-00024371 | 08/07/2015 19:03:11 |

| | | |
|---|---|---|
| Suspicious Vehicle | 2015-00024402 | 08/08/2015 00:22:26 |
| Suspicious Vehicle | 2015-00024410 | 08/08/2015 02:08:10 |
| | Type Totals: 11 | |
| Theft | 2015-00022611 | 07/22/2015 08:11:00 |
| Theft | 2015-00022616 | 07/22/2015 08:35:24 |
| Theft | 2015-00022831 | 07/24/2015 13:46:18 |
| Theft | 2015-00023636 | 07/31/2015 19:44:50 |
| Theft | 2015-00024200 | 08/06/2015 08:02:35 |
| Theft | 2015-00024446 | 08/08/2015 11:15:11 |
| | Type Totals: 6 | |
| Traffic Complaint | 2015-00023126 | 07/27/2015 15:12:14 |
| Traffic Complaint | 2015-00023594 | 07/31/2015 09:51:46 |
| Traffic Complaint | 2015-00023732 | 08/01/2015 12:55:57 |
| Traffic Complaint | 2015-00024054 | 08/04/2015 19:04:28 |
| Traffic Complaint | 2015-00024457 | 08/08/2015 14:32:42 |
| | Type Totals: 5 | |
| Traffic Stop | 2015-00022885 | 07/25/2015 01:35:25 |
| Traffic Stop | 2015-00022919 | 07/25/2015 12:52:55 |
| Traffic Stop | 2015-00022930 | 07/25/2015 13:38:21 |
| Traffic Stop | 2015-00022936 | 07/25/2015 14:28:29 |
| Traffic Stop | 2015-00022937 | 07/25/2015 14:28:52 |
| Traffic Stop | 2015-00022941 | 07/25/2015 14:46:07 |
| Traffic Stop | 2015-00022945 | 07/25/2015 14:56:49 |
| Traffic Stop | 2015-00023001 | 07/26/2015 10:05:53 |
| Traffic Stop | 2015-00023085 | 07/27/2015 03:16:18 |
| Traffic Stop | 2015-00023187 | 07/27/2015 23:20:49 |
| Traffic Stop | 2015-00023285 | 07/28/2015 19:00:26 |
| Traffic Stop | 2015-00023487 | 07/30/2015 10:52:33 |
| Traffic Stop | 2015-00023513 | 07/30/2015 15:01:07 |
| Traffic Stop | 2015-00023557 | 07/30/2015 23:54:04 |
| Traffic Stop | 2015-00023646 | 07/31/2015 20:52:43 |
| Traffic Stop | 2015-00023748 | 08/01/2015 19:38:20 |
| Traffic Stop | 2015-00023751 | 08/01/2015 20:15:44 |
| Traffic Stop | 2015-00023756 | 08/01/2015 21:19:52 |
| Traffic Stop | 2015-00023879 | 08/03/2015 10:43:44 |
| Traffic Stop | 2015-00023890 | 08/03/2015 12:13:33 |
| Traffic Stop | 2015-00023907 | 08/03/2015 13:52:55 |
| Traffic Stop | 2015-00023920 | 08/03/2015 16:19:42 |
| Traffic Stop | 2015-00023963 | 08/04/2015 01:42:19 |
| Traffic Stop | 2015-00023968 | 08/04/2015 02:37:45 |
| Traffic Stop | 2015-00023970 | 08/04/2015 02:57:55 |
| Traffic Stop | 2015-00023993 | 08/04/2015 07:11:30 |
| Traffic Stop | 2015-00024012 | 08/04/2015 09:41:11 |
| Traffic Stop | 2015-00024026 | 08/04/2015 13:10:46 |
| Traffic Stop | 2015-00024036 | 08/04/2015 14:17:35 |
| Traffic Stop | 2015-00024042 | 08/04/2015 14:47:57 |
| Traffic Stop | 2015-00024055 | 08/04/2015 19:23:59 |

| | | |
|---|---|---|
| Traffic Stop | 2015-00024067 | 08/05/2015 00:35:39 |
| Traffic Stop | 2015-00024075 | 08/05/2015 02:16:37 |
| Traffic Stop | 2015-00024192 | 08/06/2015 05:08:04 |
| Traffic Stop | 2015-00024267 | 08/06/2015 21:44:31 |
| Traffic Stop | 2015-00024292 | 08/07/2015 01:53:24 |
| Traffic Stop | 2015-00024332 | 08/07/2015 10:49:43 |
| Traffic Stop | 2015-00024394 | 08/07/2015 22:16:07 |
| Traffic Stop | 2015-00024412 | 08/08/2015 02:38:09 |
| Traffic Stop | 2015-00024423 | 08/08/2015 04:24:46 |
| Traffic Stop | 2015-00024487 | 08/09/2015 01:06:48 |
| Traffic Stop | 2015-00024521 | 08/09/2015 21:23:29 |
| Traffic Stop | 2015-00024691 | 08/11/2015 19:33:01 |
| | Type Totals: 43 | |
| Unwanted Subject | 2015-00024512 | 08/09/2015 13:33:00 |
| | Type Totals: 1 | |
| Welfare Check | 2015-00024510 | 08/09/2015 12:53:39 |
| Welfare Check | 2015-00024707 | 08/11/2015 21:37:48 |
| | Type Totals: 2 | |

8/12/2015 1:24:20 PM

BEAVERCREEK TOWNSHIP
FINANCE DEPARTMENT
851 Orchard Lane Suite C, Beavercreek, Ohio 45434-7220
Ph.: (937) 429-4472 Fax: (937) 429-5678

**Bi-Weekly Report**
**For the Trustees Meeting held on Monday August 17, 2015**
**Activity from July 30 – August 12, 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 August 17, 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:**

- The Finance Director was off for four days of Vacation during this period.
- Processed an additional 6 invoices received on July 30 for the August 3, 2015 meeting.
- Mailed 52 checks paying 74 invoices at the August 3, 2015 Trustee Meeting, including written notification of the Fiscal Office relocation.
- Processed 129 invoices for payment on August 17, 2015, including written notification of the Fiscal Office relocation.
- Started the process/research of 5 additional invoices not yet ready for payment.
- Reviewed the UAN batch reports for the 129 invoices to be paid on August 17, 2015
- Phone conversations with vendors regarding payments, credits and terms.
- Sent follow up e-mails for missing or incomplete billing data.
- Processed Regular Payroll by hand due to connectivity problems with OSL.
- Contacted OSL regarding connectivity problems.
- Distributed August 5, 2015 payroll.
- Processed 4 payroll changes for various employees.
- Phone call to OPERS Re: Notification of employee profile changes.
- Reconciled and added FLSA adjustment earnings category for future annual bonuses within Paycor.
- Reconciled retro FLSA longevity payment for three employees.
- Reconciled and adjusted mid pay period step increases for two employees.
- Preliminary payroll prep for upcoming retirement and resignations.
- Reconciled and mailed:
    - Ohio Deferred Compensation Statement and Payment.
    - July OP&F monthly report
    - July OPERS monthly report
- Responded to OP&F's request for a further breakdown of the March 29, 2012 – July 4, 2013 Retro FLSA

BEAVERCREEK TOWNSHIP
FINANCE DEPARTMENT
851 Orchard Lane Suite C, Beavercreek, Ohio 45434-7220
Ph.: (937) 429-4472 Fax: (937) 429-5678

- Prepared Burial Notification form for burial on July 30, 2015.
- Prepared Notification of Burial Form for August 20, 2015 burial.
- Handled several phone calls regarding upcoming burials and various other questions.
- Processed 2 park reservations for various parks.
- Phone call to Jim Hamilton regarding park reservations for community park campsites.
- Sent notifications to vendor's reference Fiscal Officer Relocation via payables. inserts, formal letters, calls and e-mails.
- Finalized Agenda for the August 3, 2015 Trustee Meeting.
- E-Mailed request for Agenda Items for the August 17, 2015 Trustee Meeting.
- Electronically submitted Savin Copier number of copies made for billing purposes.
- Processed and balanced leave for all employees.
- Processed and balanced time sheets for all employees.
- Processed 25 Receipts and made 6 trips to PNC Bank.
- Prepared and processed Cafeteria reimbursements.
- Prepared and processed electronic funds deposit from the Greene County Auditor's Office.
- Prepared and processed electronic funds deposits from Med3000 for ambulance billing.
- Processed, prepared and balanced the July Bank Reconciliations for all accounts within Beavercreek Township. This includes 2 checking accounts, 4 investment accounts and one cemetery CD.
- Continued to work with OSL and Paycor.
- Processed preliminary letters designating depositories.

**Meetings:**

- Attended Trustee Meeting held on August 3, 2015
- Attended staff meeting on August 12, 2015 conducted by Administrator/Public Safety Director Alex Zaharieff.

**Challenges:**

- With the termination of Manpower effective June 26, 2015, this has posed a huge challenge for the Finance Department moving forward processing as many transactions that the Department does and absorbing the duties that position performed.
- The Novak Report did not indicate or recommend terminating this position; actually it was quite the opposite. This position was recommended to be absorbed within the Township and made to be a full time position.
- Over the years, the Finance Department has continually reorganized which has caused the loss of one Full Time 40 hour per week position. This has made it difficult to maintain the work load.

BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT
851 Orchard Lane, Beavercreek, Ohio 45434
Ph: (937) 426-1213 Fax: (937) 306-5150

**BI-WEEKLY ACTIVITY REPORT**

**August 17, 2015**

**JOB TASKS:**

1. 5 Workers' Compensation claims for 2015
   3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Work on BWC claim
5. Work on hiring
6. Work with Broker on upcoming wellness incentive
7. Calls to former employees on lateral transfer policy
8. Add FMLA usage into OSL
9. Work on Xenia Township CB
10. Draft Employee Evaulation policy
11. Work with Intern

**MEETINGS AND OTHER ACTIVITIES:**

Meet with the TA on multiple issues
Meet with Chief VandenBos on multiple issues
Meeting with Alan Stock and TA
Attend staff meeting

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HUMAN RESOURCES DEPARTMENT
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**FLSA changes have been proposed by the DOL:**

Our Township Administrator mentioned that there were many questions at the last Board meeting regarding the proposed changes to the FLSA. If passed, these could be significant to the Township. It is anticipated that the draft document will undergo several revisions, even if it is ultimately approved. At this point in time, the Township should not take any action until the final document is produced. In the meantime, I will discuss with our TA, as well as our Department Heads, the potential impact to budgets in order to better prepare for our end of year budget process.

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

**BI-WEEKLY REPORT**

**FOR THE TRUSTEES MEETING OF MONDAY, AUGUST 17, 2015**

**ACTIVITY FROM THURSDAY, JULY 30 THROUGH WEDNESDAY, AUGUST 12, 2015**

**NOTE – ACTIVITIES LIMITED BY VACATION SCHEDULE**

**PERMITS:** Two permits for single-family dwellings were issued in this period. Other Zoning Permits issued included two fence permits, one Right of Way work permit, two pool/fence permits, and one sign permit. To date, single-family dwelling permits are up 119%, and total permits are up 47% compared to 2014.

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

| | 2014 | 2015 |
|---|---|---|
| Single family dwellings/driveways | 26/26 | 57/56 |
| Additions | 8 | 2 |
| Fences | 15 | 9 |
| Pools (including fence) | 3 | 5 |
| Signs | 5 | 6 |
| Rights of Way | 2 | 3 |
| Accessory Decks & Covered Patio | 5 | 7 |
| Accessory Structures | 9 | 5 |
| Commercial Structures | 0 | 0 |
| Commercial Addition | 1 | 1 |
| Commercial Accessory Structures | 2 | 2 |
| Temporary Tents (permits/ # of tents) | 6/11 | 6/10 |
| Exemption Certificates | 1 | 4 |
| Use Compliance Certificates | 1 | 2 |
| Cell Tower Co-location | 1 | 0 |
| Temporary Use Permits (Real Estate Sales) | 0 | 0 |
| Political Signs | 1 | 0 |
| Total (including driveways) | 112 | 165 |

**PENDING:** One Construction Plan review, one Record Plan review, one re-plat.

BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT
851 Orchard Lane, Beavercreek, Ohio 45434
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**MEETINGS/OTHER ACTIVITIES:**

1. Consulted with Twp. Administrator and Legal Counsel re: proposed Zoning Resolution text amendment.
2. Continued work on Highway Business District Overlay; several discussions with Township Administrator, follow-up to Stakeholders' meeting of Jul. 8.
3. Responded to follow-up inquiries re: Ohio University/Russ Research Center strategic planning effort. Sent packet for OU consulting team.
4. Consulted with a developer's representative concerning available properties in BT; conducted tour.
5. Consulted with Real Estate Buyer's Agent concerning an available parcel, re-zoning process, site planning etc.
6. Advised Twp. property owner in dispute with City of Fairborn.
7. Inspected placement of two single-family dwellings for compliance with permits.
8. Continued responsibilities as Acting Township Administrator through 8-4-15.
9. Continued formal training of Zoning Assistant for assumption of new duties (Novak recommendation).
10. Attended Trustee's Special meeting 08-03-15
11. Attended Trustees' Regular Meeting 08-03-15
12. Attended quarterly meeting of the Dayton Homebuilders' Association 08-05-15..

**Following are some highlights of additional Zoning tasks performed by Laurie Brown, Zoning Assistant** (tasks outside her job description):

- Investigated new possible code violations (3), conferred with complainants.
- Refined and implemented code complaint tracking form (Novak recommendation).
- Wrote and sent "Notice of Violation" letters (?).
- Wrote and sent "friendly reminder" letters (3).
- Closed out 8 zoning actions, 2 of which resulted in new Zoning Permits.
- Assisted in preparation of bi-weekly Departmental Activity Report.

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT
851 Orchard Lane, Beavercreek, Ohio 45434
Ph: (937) 306.5049 Fax: (937) 426-8780

**Bi-Weekly Report**
**August 17, 2015**
**(Report period 03 – 17 Aug 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
    - Did not get time to work on this during this period
- Upgrade Citrix environment (in-work)
  - Performed Server Hotfixes and performed required updates to VMs after the update.
- Equipment Inventory, Surplus (Gov Deals) and Repurpose IT equipment (hold)
  - Decommission old mail server and domain controller (all 2003 servers)
    - In-Work
- Hot/Warm site planning, station 64(hold)
  - Move equipment (old SAN and Citrix Host Servers)

**Network Administration:**

- Citrix Updates and Hotfixes.
  - There were several hotfixes and updates on the virtual environment this period
- OSL Maintenance
  - Working with OSL working out bugs in Time and Attendance software—on going
    - Imported files to/from database
- Patched /Rebooted physical servers
- Social Media—Website, Facebook, Twitter, YouTube
  - Website—Updated TWP and Fire websites to latest version of Drupal
  - YouTube—Posted 3 Aug Trustees and Special meetings
  - Facebook/Twitter—Links posted
- Unlocked/Reset network accounts.

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT
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- Still working latency issues with Datayard. We are only getting about half the throughput we should be.
- Verified Backups are current and running.
- Reviewed Span/Web filters
    - Deleted/Whitelisted domains as appropriate

**Meetings:**

- Department Heads meeting

**Training:**

- None this period

**Miscellaneous / Outages**:

- 851 Orchard Ln. Remodel
    - Still waiting on Windstream to move FAX line from 1981 D/X to Orchard Ln. Making threats to look for service elsewhere does not seem to have any affect on their responsiveness to our needs.
    - Mission is not completely degraded as we do have an analog line in place for the FAX and postage machine. (configured postage meter to dial 9 in order to reach USPS)
- Phone System Voicemail
    - TCG performed firmware/software upgrades on telephone switch
        - Hopefully this will have a positive affect on the voicemail system, at least to get us through to next year.
    - Voice Mail has been rebooted once this period
- iPad Replacement
    - New devices have been received, configured and ready for deployment.
        - I would like to swap them out at the end of the 17 Aug meeting.
    - Timing on the purchase couldn't have been better. Not only did we get the standard $100 government reduction, we also received and additional $100 off thru a Verizon promotion. Total cost w/cases was $800 whereas the iPads would have cost $2985 to replace.
- Installed and Configured Samsung 50" LED in Zoning office.

**Awareness Items:**

- May have to replace an aging layer 3 switch and increase storage before end of budgeted year

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INFORMATION TECHNOLOGY DEPARTMENT
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- Although money not budgeted for it is available as the Citrix NetScaler was several thousand less than quoted.

**Purchases:**

- Mobile Device Management contract with Fiberlink (MaaS360) renewed and license count increase for new devices (Galaxy Tab4s)

I look forward to meeting with you at the 17 August meeting and answering any questions/concerns you may have on the preceding information. In the meantime, if you have any questions you can contact me via email or my cell @ 937.212.1379

Jeff Terry | Information Technology
Beavercreek Township
937.306.5049

To: Alex Zaharieff
From: Tim Parks
Date: August 13, 2015
Reference: August 17 Trustees Meeting

Alex:

On Monday August 17, I will be bringing the following:

- I will be bringing a re-appropriation resolution to move money from contingencies to contracted services for paving and a purchase request for additional funds for this years paving program. As you are aware we came in under budget for this years paving program and we added an additional street and part of another, however after staff replace the defective catch basins and repaired bad asphalt section on North Scottsgate it would be beneficial and more cost effective to due the overlay while the crew is there, rather than put it off. This addition will bring are paving program to a total of 5,243 linear feet for 2015. I have attached a map of the proposed resurfacing.

**Resolution**

**I make a motion to approve purchase request (00350) to John R Jurgensen for additional paving per the Greene County co-operative bid in the amount of $30,000; and authorize the Township Administrator to sign for the Board.**

- I will be bringing a purchase request for additional asphalt for repairs thru- out the Township, the current PO is out of money and additional repairs are needed as time permits.

**I make a motion to approve the purchase request ( 00351) to Valley Asphalt for 448 asphalt for pavement repairs in the amount of $10,000; and to authorize the Township Administrator to sign for the board.**

- On August 4 Service Worker one Casey Phelps submitted his resignation effective August 28, 2015. I will be asking for a motion to accept his resignation and a motion to work with the Human Resource Manager to fill the open position.

**I move to accept with regret the resignation of Service Worker One, Casey Phelps as of August 28, 2015.**

**I make a motion to approve the Road Superintendent and Human Resource Manager to begin the process of filling the vacant Service Worker One position as soon as possible.**

- I will be asking to advertise to fill the winter seasonal positions (700 hours) on a on call basis as presented in the 2015 appropriation budget, on the Townships web site and social media.

**I make a motion to approve the Road Superintendent and Human Resource Manager to advertise on the Township's website and social media to fill the winter seasonal positions.**

- **Bi-weekly activity report**

# BEAVERCREEK TOWNSHIP TRUSTEES
# GREENE COUNTY, OHIO

## RESOLUTION NUMBER: _____
## ADOPTION DATE: AUGUST 17, 2015

**WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved for approval of the following:**

**WHEREAS, to re-appropriate from Account 2031-930-930-0000 Contingencies – Road and Bridge Fund, to Account 2031-330-360-4800 – Contracted Services – Paving – Road and Bridge Fund in the amount of $35,000.00**

**NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution.**

**THE VOTE WAS AS FOLLOWS:**

| | |
|---|---|
| **Tom Kretz** | _____ |
| **Daniel K. Paxson** | _____ |
| **Carol Graff** | _____ |

**APPROVED BY:**

**BEAVERCREEK TOWNSHIP TRUSTEES**

_____
**Tom Kretz, Chair**

_____
**Daniel K. Paxson, Vice-Chair**

_____
**Carol Graff, Trustee**

**ATTESTED BY:**

_____
**Christy L. Ahrens**
**Fiscal Officer**

0.05
0
Scottsgate Ct S
Shorthill Dr
Homestead Dr
Scottsgate Ct N
Abbey Park Pl
Turtland Blvd N
Turtland Blvd S
Fairtrail West
Huntland Ct S
Ashmont Ct
Prestonwood Ct N
Runnymeade Way

August 4, 2015

Beavercreek Township
1981 Dayton-Xenia Road
Beavercreek, Ohio 45434

Mr. Parks,

Please accept this letter as my formal resignation from Beavercreek Township as a Service Worker, effective August 28, 2015. I want to express my gratitude for the opportunity you provided me and for all of the experience you have allowed me to obtain over the past year. This decision was not an easy one; however, I am confident that this new position represents a positive move towards fulfilling my career goals.

Sincerely,

Casey Phelps

# BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

**August 13, 2015**

**Calls for Service:**

**Accomplishment/Information:**

- Continued working on Rotary Park agreement with City of Beavercreek-
- Continued working with International on warranty issue
- Attended staff meeting
- Meeting with Administrator on multiple issue
- Continued to work with OSL to correct payroll issues
- Summer seasonal employees last day is August 14
- Issued keys and lease agreement to the Park Board
- Inspected work on Valley Springs
- Finished uniforms project
- Reviewed several driveway permits
- Meeting with vendor on engine modifications
- Reviewed final plans for Clairborne 2A and approve emergency access design
- Checking on developments-
    - Bexley Hills 3A- checking on erosion control issues- letter on violations issued by Greene County Soil and Water- for erosion control issues
    - Spring Ridge 3A- no activity
    - Wood Ridge section 1- began installation of water lines and detention ponds , checking erosion control issue
    - Clairborne Greens 2A- finished installing storm, began preparation for proof roll
    - Clairborne Greens 2B- began rough grading
- Continued mowing of Township Facilities
- Right- of- way spraying completed
- All properties sprayed for weeds
- Final inspection trip for new medic
- Finished asphalt repair in Stonehill
- Full depth asphalt repair on Windsor drive
- Replaced signs that did not pass reflectivity inspection in Spring
- Contracted with trapper to remove beavers from Koogler property-1 beaver removed to date
- Inspected used bucket truck and worked with Administrator on purchase – see additional information in packet
- 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:**

Lack of manpower is going to be a challenge in the coming weeks

To: Alex Zaharieff

Date: August 13, 2015

From: Tim Parks

Reference: Bucket truck replacement

Alex,

Staff has been looking for a used bucket truck since we removed ours from service in August of 2014. At the request of the Board, we have investigated several options from rental of a unit, to cost sharing with another Township or Municipality for a vehicle or borrowing a unit on a at needs basis. This has been a very lengthy process the outcomes of the options are listed below.

1. Rental- Art's rental
    a. Cost $340 a day or $1,190 a week, the unit is only available Monday thru Friday 07:00 to 16:30 and on Saturdays from 08:00 until 15:00. No after hours or emergency availability.
    b. Advance notice need to make sure a unit is available
    c. Special insurance rider needed.
2. Cost sharing- we approached several Township about this option and none seemed interested. The Municipalities we approached all stated they use theirs on a regular basis and where not interested. In our conversation with the City Of Beavercreek they proposed we could purchase a small unit and if needed when we need a larger vehicle we could borrow theirs and if they needed a smaller unit we could reciprocate. This option seems to be the best one available at this time.

In September of 2014 staff did find a unit to meet our needs however while waiting Board approve we lost the vehicle to another buyer. At that time the Board authorized with your approval (Resolution 2014-368) a blanket purchase order for the purchase if another unit was found for the budgeted $30,000. In the months that have followed staff has had to rent a lift on 4 occasions at a cost of just under $2,000 or has improvised with ladders or other equipment not designed for the tasks.

Staff has continued to look for another unit to replace the one sold on GovDeals as time has allowed. During the week of July 27 a unit became available that looked to fit our needs keeping in mind the equipment share option discussed with the City. On July 31 staff inspected a 2006 Ford F550 that was in good condition and had all of the current certifications in place; the unit was listed for $34,500. The Township purchased the unit for including temp tag and title work for $30,000 with you approval. I have enclosed pictures of the vehicle taken during inspection. The unit should be delivered in the next few weeks. The purchase of this unit will allow staff to preform jobs in a timely and safe manner.

VERSALIFT
DANGER

VERSALIFT
weather guard
weather guard
DANGER

VERSALIFT

57 of 66

VERMEER

# FIRE DEPARTMENT AGENDA

To: **Alex Zaharieff, Township Administrator**
From: **David VandenBos**
Date: **2015-07-13**
Re: **Agenda Items for 17 August 2015 Trustees' Meeting**

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

1) **Request for a Proclamation recognizing Lt. Rob Young's career**
2) **Request for a Special Meeting to hire and promote**
3) **Purchase Request for SCBA repairs**
4) **Bi-weekly department activity report**

---

**1) Proclamation recognizing Lt. Rob Young's career**

Lieutenant Rob Young is retiring after a nearly 35 year career with the Beavercreek Township Fire Department. The fire department is requesting that the Board pass a proclamation recognizing Lt. Young's contributions to the fire department and service to the community over his career.

**2) Request for a Special Meeting to hire and promote**

Lt. Young's retirement creates a promotional opportunity, and by extension a hiring opportunity. The fire department is requesting a special meeting for the purpose of promoting and hiring. The preferred timer period for the meeting is the week of August 31.

**3) Purchase Request for SCBA repairs (prepared by Lt. Arndt/BC Young)**

**3.1)** Purchase Request #08415

**3.2)** This purchase is a purchase to accomplish a number of goals for the SCBA program. First is to continue the SCBA mask replacement that we started last year. We are replacing the SCBA masks due to the fact that we have reached the end of life expectancy for our current masks and repair costs are exceeding the cost of replacement. We are also continuing the voice vector replacement program. The voice vector replacement was started 2 years ago and is also being replaced due to end of life expectancy. The last part of the purchase is to purchase a number of SCBA repair items to bring our SCBA's back up to their original NFPA specifications. Over the past 9 years of use straps and parts of the harnesses have begun to fail, and the heads-up display wiring has broken. The cost for replacing these items prior to this year was not significant due to the fact that the packs were still under warranty until 2014. Now that the packs are out of warranty we are responsible for the costs to replace items that wear out. Due to the age of the packs some of the parts that receive frequent use are starting to wear out. I

| Qty | Manufacturer / Part Number | Description | Cost Each | Total |
|---|---|---|---|---|
| 1 | Scott / 804335-11 | Test Hose Assembly For QD | $83.00 | $83.00 |
| 1 | Scott / 201146-01 | Test Hose Assembly | $80.00 | $80.00 |
| 20 | Scott / 201275-01 | EPIC III Voice Amp (single unit) | $375.00 | $7,500.00 |
| 50 | Scott / 201215-05 | AV3000 HT Facepiece w/ R Side Bracket | $235.50 | $11,775.00 |
| 5 | Scott / 804428-01 | AP50 Shoulder Harness | $292.50 | $1,462.50 |
| 10 | Scott / 804481-01 | AP50 Belt, Waist To Shoulder | $108.50 | $1,085.00 |
| 10 | Scott / 804426-01 | AP50 Waist Belt Assembly (female) | $53.00 | $530.00 |
| 10 | Scott / 804427-01 | AP50 Waist Belt Assembly (male) | $50.00 | $500.00 |
| 5 | Scott / 200449-01 | HUD Regulator Hose, QD | $290.25 | $1,451.25 |
| 10 | Scott / 200450-03 | HUD Hose Assembly QD AP50 | $387.50 | $3,875.00 |
| 15 | Scott / 200951-01 | HUD Wire Repair Kit For AP50 | $46.00 | $690.00 |
| 5 | Scott / 10007881 | Diaphram Retaining Ring | $5.50 | $27.50 |
| 10 | Scott / 804471-01 | Waist Pad Assembly | $234.75 | $2,347.50 |
| 50 | SM Smith / MB2-201 | Mask Bag, Red Square Canvas w/ Black Fleece Liner, Velcro closure, Opening Tab | $19.00 | $950.00 |

would estimate that about 25 of our packs have a strap that needs to be replaced due to use. This purchase will allow us to replace these parts as we come across them. I project that we have about 25 of our 70 packs that will need to have the heads-up display repaired. In the past the decision was made not to repair the heads-up display due to cost $387 per repair and availability of parts. Since then SCOTT has created a repair kit that costs $46. This will allow us to repair this item and keep our SCBA's NFPA compliant. If the heads-up display is not functioning our packs do not meet NFPA compliance standards.

**3.3) Definitions:**

SCBA or pack – The equipment worn by firefighters to provide breathing air when in an IDLH atmosphere. Parts include back frame, back and waist straps, hoses and regulators.

SCBA Mask or facepiece – The portion of the equipment that is worn to protect face and distribute breathing air to firefighters when worn.

SCBA Voice Vector or voice amp – This attaches to the SBCA mask to take the users voice and amplify it so that it can be heard and understood by other firefighters or to make radio communications legible.

Self-Contained Breathing Apparatus (SCBA) is one of the most important items of personal protective equipment used by firefighters and rescue personnel. SCBA allow firefighters to enter hazardous environments to perform essential interior operations including offensive fire attack, victim search, rescue and removal, ventilation, and overhaul. They are also used at non-fire incidents involving hazardous materials and confined spaces where there is a threat of toxic fumes or an oxygen-deficient atmosphere.

We are requesting to purchase 50 new masks this year. The rubber parts of our SCBA masks are having a life cycle of about 8 years. After that amount of time the rubber is degrading to the point that it breaks when the mask is tightened to create the seal on the users face. Our current masks were purchased in 2006.

There are a number of reasons that a mask would need repair. Currently our mask need repair due to the rubber seals needing replaced. Over time the rubber seal degrade due to repeated exposure to high heat environments and the degrading of rubber over time. The lenses are another thing that need replaced. A lens can need replaced due to being exposed to high heat or also multiple heat cycles over time causing it to develop spider cracks in the lens. Head straps are another thing that need replaced over time. The straps are made of Kevlar interwoven with elastic. Over time and repeated applications the elastic will wear out and not allow the user to tighten the mask properly to obtain the seal needed to protect them in a hazardous atmosphere.

We are recommending replacement over repair for these masks due to the cost of the parts to replace them. A replacement lens costs $125 a replacement seal costs $135. The cost of a new mask is $230. If we repair a mask we will still be dealing with a mask that has parts that nearing the end of their life cycle.

The new masks also have some upgraded advantages to them. The new masks have an advantage of a high temperature face shield and a redesigned nose cone that helps reduce fogging of the mask. The high temperature face shield will provide a higher level of protection in case the user is caught in an adverse atmosphere. The new nose cone is designed to prevent fogging of the lens which is a common problem with our current masks. This will allow our crews to operate with better visibility of their surroundings.

This purchase will complete our long term replacement plan to replace all the current masks that was started 3 years ago. These new masks are also compatible with the all new Scott SCBA systems that are currently on the market.

We are also in the process of replacing our old voice amplifiers for our SCBA. Over the past couple years we have started to replace a portion of them each year. Of the voice vectors that were purchased in 2006 we have seen about 40% (approximately 20 out of 50) of them fail and

once they fail are not able to be repaired. They are failing because the plastic housing that holds the batteries on the voice vector is breaking. Once the battery compartment breaks we are no longer able to repair the unit and it has to be removed from service. They have made some significant improvements to the voice vector since our original purchase in 2006. These new voice amplifiers also have significant improvements not only in design but also function. The issue that we are having with our 2006 voice vectors is no longer a concern with the new design. The new voice amps now have a higher standard of voice recognition per the NFPA 2013 standard. They now eliminate background noise so that the user's voice is much more understandable and communication between firefighters is much better. They have also increase the flame and heat rating so that they stand up much better to the high heat environments that they are used in. The new amplifiers are also intrinsically safe which means that they can be used in a hazardous atmosphere without the risk of creating an ignition source.

The last part of the purchase is for a number of items that need replaced due to age and use of the SCBA. A number of the straps have begun to fray and stitching has started to come apart. Also a number of the cables that work with the heads up display (HUD) need repaired due to repeated movement. This has caused small breaks in the wire leading to the HUD not working. In order to keep the SCBA within NFPA compliance we need to replace these straps and repair these wires. We are using manufacture provided requirements as the determination on if a piece needs to be replaced.

These SCBA are going to be supported by SCOTT until 2021, meaning we will be able to purchase parts for them until that time. With a new SCBA costing about $8000 each ($400,000.00 for total replacement), I believe that the money used to bring these up to compliance is a wise investment in a product that will last us for at least another 6 years.

**3.4)** Program Area 5714 (SCBA), Object 430 (Minor Equipment), 2015 Budget Goals #1, #2, #3

**3.5)** Quotes were received by two vendors, Findley Fire and Warrant Fire, and are on file.

**3.6)** Specification sheets for the SCBA Masks and Voice Amplifiers are on file.

**3.7)** The current life span for the SCBA masks is 8 years due to the degradation of the rubber over time. With the changes they have made to the mask they have increased the warranty on the to a 10 year warranty. If any part on the mask fails prior to the 10 year mark we can get that part replaced under warranty. This should increase our mask life span to 10 years.

The current life span of our original purchased voice vectors is 8 years. Our current failure is due to the plastic housing. When it fails due to design it is unable to be repaired. They have significantly redesigned the voice vectors so that the failure we are seeing is no longer an issue. I expect these changes will allow us to see a life expectancy of at least 10 years for these units.

The life span of the other SBCA replacement parts is dependent on use and conditions they are exposed to. I would expect with current use to see another 8 years or more depending on use of replacement parts that we are purchasing.

These SCBA are going to be supported by SCOTT until 2021, meaning we are guaranteed the availability of parts for them until that time. We will be able to use our current packs after the 2012 date but as they break we are not guaranteed the ability to get parts. In reality due to the popularity of these packs I believe we will be able to get parts for them after the 2021 date. After the 2021 date we are going to have to assess the cost of repair versus replacement. With a new SCBA costing about $8000 each ($400,000.00 for total replacement), I believe that the

money used to bring these up to compliance is a wise investment in a product that will last us for at least another 6 years.

**3.8)** We could send the SCBA out to an authorized repair center for the repairs but then we would have to pay labor on top of the parts cost. With this purchase we are just paying for the parts, labor is completed in house by our SCOTT certified repair technician.

**3.9)** Vendor select is restricted by policy. Per NFPA all replacement parts for the SCBA must be purchased from an approved supplier. SCOTT has specified that their products must be purchased from an approved vendor in the state of residence to be considered an authorized replacement. SCOTT has only two approved vendors for the state of Ohio, Warren Fire and Findley Fire. Any repair parts purchased outside of these two vendors would mean we purchased from an unapproved vendor and would void the NFPA certification on the SCBA. I have included quotes from both approved vendors in Ohio. I compared the prices from the quote that I submitted for purchase with other online and non-approved vendors and the prices I submitted from Findley Fire were cheaper than other online pricing.

**3.10)** These items are not available on STS or GSA.

**3.11)** The prosecutor has approved these items.

**3.12)** n/a

**3.13)** I plan on providing a detailed inventory to be surplused once we have received the new products. When someone receives a new mask or voice amp I will then take their current one and add it to the list to be surplused. Once all the old items have been collected and logged I will provide a detailed list of items to be surplused.

**3.14)** I make a motion to approve the following:
Purchase Request #08415 to Finley Fire for SCBA replacement masks, voice amplifiers and parts in the amount of $32,356.75
and to authorize the Township Administrator to sign for the Board.

**4) Bi-weekly department activity report**

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

**4.1) Senior Staff Meeting:** Senior staff met to discuss items of interest and concern for the fire department, including: IT issues affecting operations, staff vehicle configuration, hose bed project update, OSL issues, and new hire orientation.

**4.2) Labor-Management Meeting:** The August meeting has been cancelled due to numerous scheduling conflicts.

**4.3) Auxiliary:** The Auxiliary has prepared information to be used by Greene County EMA to solicit grant funds for a replacement vehicle. Total vehicle cost is estimated to be $200,000. The Auxiliary also completed their quarterly deployment training at Station 64.

**4.4) Wave Communications (beta test):** Senior staff, fire prevention and auxiliary personnel are participating in a 60 day beta test for wave communications software. This provides radio over IP communications between smart phones (and iPhones) and the MARCS radio system. Initial testing is very promising for the technology and potential uses.

**4.5) Washington Township FLSA:** The fire chief and administrator met with Washington Township to provide information on the proper calculation and payment of FLSA overtime.

**4.6) Incident Critique:** The Heather Glenn fire was reviewed for quality control & improvement. Items for improvement included the timely request for a "second alarm".

**4.7) Other Duties:** Firefighters helped support the Finance Department's move to 851 Orchard Lane.

**4.8) Resignation:** Firefighter Surls submitted a letter of resignation and two-week notice. He's accepted a career firefighter position in another area fire department. This creates a second vacancy that HR is working to fill for the fire department.

**4.9) Preplanned Events:** The fire department provided annual medic support to the Greene County Fair. The fire department also provided command support at a Unified Command Post, as well as pre-staged crews and apparatus, at the one-year anniversary events related to the shooting at Walmart.

**4.10) Public Outreach:** Over the past four weeks, the crews have participated in the following activities:

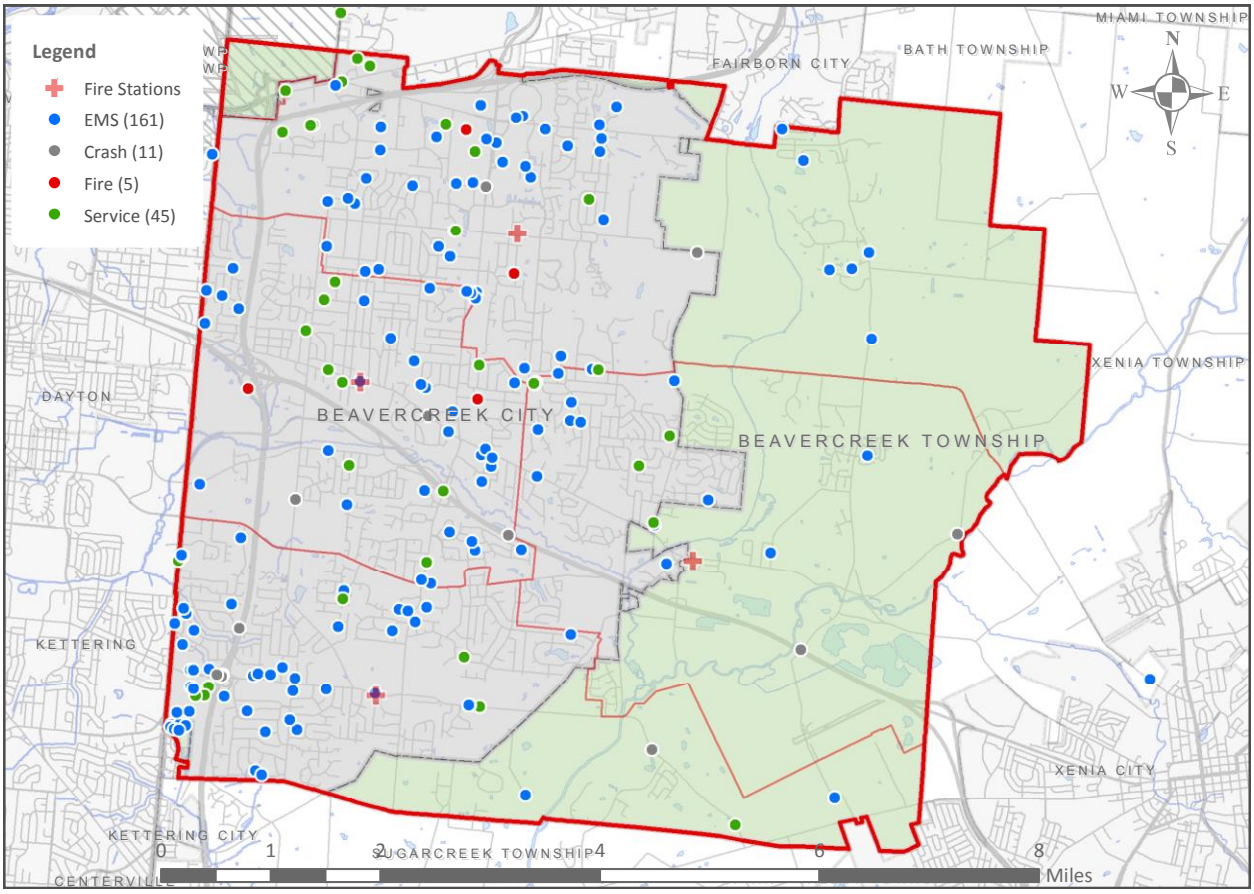
Station 62: Beavercreek Baptist Church (classic car show judging)
Station 61: Birthday party (static display)
Station 62: CI Beaver (babysitting class safety talk)
Station 64: Chicago Gyros (static display)
Station 62: Dairy Queen (miracle treat day)
Honor Guard: Present colors at Cincinnati Reds Stadium
Station 62: Station Tour (Moms & Kids)
Station 61: Trebein Elementary (read to summer school)
Station 63: Rainbow Childcare (summer social)
Station 62: Caddy's Tap House (fund raiser, static display)
Station 64: Station Tour (Petty family)
CPR & First Aid: Heartsaver (x2), Unison

## 5) Activity Summary (previous 2 weeks)

### Biweekly Incident Activity Report

*Incident activity during the past two weeks was as projected, due in part to 2 more incidents than projected. If the current incident rate of over 16 incidents per day is sustained, it could result in a 9% annual increase over last year.*

| Call for Service Type | Biweekly History \| Trend \| Current | 0 100 200 300 | 10-Year over Year History | YTD \| Projected | |
|---|---|---|---|---|---|
| 3: Medical | 162 | 72.3% | 4,043 | 2,539 | +79% |
| 7: False Alarm | 20 | 8.9% | 409 | 259 | +8% |
| 3: Crash | 11 | 4.9% | 348 | 216 | +7% |
| 6: Good Intent | 14 | 6.3% | 331 | 209 | +6% |
| 5: Service | 5 | 2.2% | 177 | 122 | +4% |
| 4: Hazard | 7 | 3.1% | 123 | 87 | +3% |
| 1: Fire | 5 | 2.2% | 99 | 57 | +2% |
| 2: Explosion | 0 | 0.0% | 8 | 5 | +0% |
| 8: Severe Weather | 0 | 0.0% | 6 | 5 | +0% |
| 9: Special | 0 | 0.0% | 9 | 5 | +0% |
| **Total** | **224** | 100.0% | **5,553** | **3,504** | +109% |



## Biweekly Training Activity Report

| Training Type | iweekly History \| Trend \| Curre | 0 250 500 750 1,000 | 10-Year over Year History | YTD \| Projected | |
|---|---|---|---|---|---|
| Firefighting | 63 | 25.0% | 1,739 | 1,063 | -29% |
| EMS | 28 | 10.9% | 2,805 | 1,950 | +8% |
| Driver/Operator | 11 | 4.4% | 983 | 376 | -72% |
| Rescue | 33 | 13.1% | 2,020 | 807 | -47% |
| Officers | 15 | 5.9% | 882 | 609 | -15% |
| Daily Drills | 46 | 18.3% | 1,036 | 486 | -53% |
| Haz-Mat | 0 | 0.0% | 802 | 140 | -62% |
| Fire Prevention | 7 | 2.8% | 223 | 106 | -26% |
| Instructors | 0 | 0.0% | 208 | 153 | +108% |
| NIMS | 50 | 19.7% | 331 | 330 | ######## |
| Dispatch | 0 | 0.0% | 135 | 33 | -42% |
| **Total** | **252** | 100.0% | **11,163** | **6,052** | -29% |