

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
MONDAY AUGUST 31, 2015
1:00 P.M.**



Agenda: Pages 2-3

Administrator: Pages 4-37

- Zimmerman Proclamation Page 4
- Employee Evaluation Program Pages 5-17
- Greene County Sheriff's Office Report Pages 18-22

Finance: Pages 23-25

- Biweekly Report

Human Resources: Pages 26-27

- Biweekly Report

Zoning: Pages 28-29

- Biweekly Report

Information Technology: Pages 30-35

- Barracuda Energizer Update Renewal Page 30
- Biweekly Report Pages 30-35

Road: Pages 36-38

- Full-Time Hiring Resolution Page 37
- Biweekly Report Page 38

Fire: Pages 39-42

- Request Promotion of Firefighter Lee Poulos to Lieutenant Page 39
- Request Hiring of Todd Lohse as a Full-Time Firefighter Page 39
- Request Hiring of Daniel Hollatz as a Full-Time Firefighter Page 39
- Purchase Request for Priority Dispatch Annual Renewal Pages 39-40
- Purchase Request for Thermal Imaging Camera Upgrades Page 40
- Biweekly Report Pages 40-42

Agenda
Regular Trustees' Meeting
Monday, August 31, 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 31, 2015, Meeting
- Approve the September 2, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$
- Approval of Minutes:
 - Regular Meeting held August 17, 2015

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

Old Business:

- Wave Communications (beta test)
- Legal Invoice Policy

New Business: None.

Administrator:

- Zimmerman Proclamation
- Employee Evaluation Program
- Greene County Sheriff's Office Report

Finance:

- Biweekly Report

Human Resources:

- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- Barracuda Energizer Update Renewal
- Biweekly Report

Road:

- Full-Time Hiring Resolution
- Biweekly Report

Fire:

- Request Promotion of Firefighter Lee Poulos to Lieutenant
- Request Hiring of Todd Lohse as a Full-Time Firefighter
- Request Hiring of Daniel Hollatz as a Full-Time Firefighter
- Purchase Request for Priority Dispatch Annual Renewal for Extended Service
- Purchase Request for Thermal Imaging Camera Upgrades
- 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.

- Ohio Revised Code section 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance.

Fire Department Promotion and Hiring

Adjourn

PROCLAMATION

Whereas Dr. George Zimmerman, born in 1779 and died in 1818, was not only one of the early settlers of Beaver Creek Township, but was also one of Beaver Creek's early doctors. His children and descendants continued to live in the area and also contributed to the growth and progress of Beaver Creek, and through this proclamation we also honor them.

In 1805, Dr. George Zimmerman with his wife Nancy Durnbaugh Zimmerman traveled from Maryland to Beaver Creek Township and settled on what was then called the Big Road to Dayton, now Dayton-Xenia Road. The original Zimmerman homesite is located on the south side of Dayton-Xenia just to the east of the current Beaver Creek Township Fire Station Number Two. The home still stands today, now with white siding and probable additions, amid open fields. It was there that George and Nancy raised two sons and four daughters.

During the construction of their log cabin family home, the Zimmermans resided with Nancy's sister Francis and her husband Philip Harshman at their home built around 1804 on what is now North Fairfield Road. This is the same Harshman House that is preserved at Wartinger Park in Beaver Creek.

Dr. Zimmerman died at age 39 in 1818 and is buried in a tiny fenced cemetery tucked in behind the Fire Station on Dayton-Xenia Road on the original home site. His wife Nancy died in 1861 at the age of 79, and is buried in that same cemetery along with Philip Harshman and a few others.

History shows that Dr. Zimmerman was a kind and busy man, as his estate paperwork filed after his death showed 152 open unpaid accounts from the local citizenry for his services which totaled \$662.43 and three-fourths cents. The highest amount owed him was \$41.75 by Widow Haney, and the lowest amount shown was 12 and one-half cents owed by Jasper DeVilbiss.

In 1830, Jacob Zimmerman, the second son of George and Nancy, married Mary Shoup the daughter of Solomon Shoup who had built the first flour mill along the Little Beaver Creek in 1805. Following his marriage, Jacob was involved at the mill for many years until his death in 1867.

Jacob and Mary settled on the southeast corner of Dayton-Xenia Road and North Fairfield Road where they opened a store. In 1843, he donated a parcel of land on an opposite side of that intersection to build the first house of worship, and the settlement grew up in that area that took the name Zimmerman. This area continued to be known Zimmerman for many years.

Be it therefore declared that this day, September 19, 2015, in the Township of Beaver Creek, Ohio at the Heritage Day Festival sponsored by the Beaver Creek Historical Society shall be proclaimed

DR. GEORGE ZIMMERMAN DAY

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

Policy Title:	Employee Evaluations	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 leads 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, demotion in rank, or compensation**. 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 Beaver Creek Township employees.

REFERENCE(S): Beaver Creek Township Policy Manual; IAFF Local 2857 Collective Bargaining Agreement; Beaver Creek Township Road Department Agreement; Beaver Creek 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.

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 Human Resources (HR) Manager will be responsible for the management of the Employee Evaluation Program. 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. The HR Manager will notify the employee and their supervisor one month before the evaluation is due to be completed. The HR Manager will monitor the first two evaluations to ensure compliance with the program. 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.

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.

All evaluations will be reviewed by the Department Head, HR Manager and the Township Administrator. 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. It is also required that any score above or below a (3) must be accompanied by

comments under each trait in the space provided. 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. This section does not apply to the first evaluation of an employee because at that evaluation goals have not been established. 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 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

<h2 style="margin: 0;">Beavercreek Township</h2> <h3 style="margin: 0;">Performance Evaluation Form</h3>
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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

(Competence related to all job duties as listed within the job description with complete knowledge of any relevant equipment)

Undetermined

Comments:

Overall job knowledge – regarding EMS duties *(fire department only)*

(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** *(fire and maintenance only)*

(The ability to drive and operate assigned vehicles safely and responsibly with due regard for the public and fellow crew members; to efficiently use the equipment and systems assigned to each vehicle; and to have a working knowledge of streets and structures in a district.)

Undetermined**Comments:****Overall job knowledge – regarding firehouse duties** *(fire department only)*

(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.)

Undetermined**Comments:****Overall job knowledge – as a manager** *(supervisors only)*

(The ability to be an effective leader by guiding individuals towards the township's goals and promote active and positive participation in moving the organization forward - to be a good decision-maker and handle conflict well.)

Undetermined**Comments:****Handling stress**

(During the normal course of daily duties, the ability to stay in control and show competence in assigned tasks under stressful situations or work environment.)

Undetermined**Comments:****Dealing with the community and other agencies – customer service**

(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.)

Undetermined**Comments:****Displaying a professional image – proper attire and appearance**

(Reporting for work in appropriate attire or uniform. This includes being well-groomed and maintaining proper personal hygiene.)

Undetermined**Comments:**

Section 1 – Job Performance**Score**

Completing assigned tasks – accomplishing assignments positively
 (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.)

Undetermined**Comments:**

Completing assigned training
 (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.)

Undetermined**Comments:**

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

Undetermined**Additional Comments:****Section 2 – Personal Performance****Score**

Integrity
 (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.)

Undetermined**Comments:**

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

Undetermined**Comments:**

Safety *(fire and maintenance only)*
 (Having a complete understanding of all potential risks and acting in a safe and responsible manner at all times; the ability to anticipate hazards.)

Undetermined**Comments:**

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

Undetermined**Comments:**

Section 2 – Personal Performance

Score

Versatility

(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 <u>Undetermined</u>	Section 2 <u>Undetermined</u>	Section 3 <u>Undetermined</u>

Employee’s Signature _____ Date _____

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

Supervisor _____ Date _____

Department Head _____ Date _____

Human Resources _____ Date _____

Township Administrator _____ Date _____

<p>Beavercreek Township</p> <p>Performance Evaluation Form</p>
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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 _____

Department Head _____ Date _____

Human Resources _____ Date _____

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

<u>Incident Type</u>	<u>Incident Date And Time</u>	<u>Incident Number</u>
911 Hang Up	08/20/2015 09:09:36	2015-00025567
911 Hang Up	08/25/2015 11:16:35	2015-00026052
		Type Totals: 2
Abandoned/Junk Vehicle	08/25/2015 09:04:58	2015-00026043
		Type Totals: 1
Alarm - Business/Bank	08/14/2015 07:50:03	2015-00024958
Alarm - Business/Bank	08/16/2015 09:32:51	2015-00025173
Alarm - Business/Bank	08/16/2015 11:27:07	2015-00025184
Alarm - Business/Bank	08/20/2015 23:08:20	2015-00025639
Alarm - Business/Bank	08/23/2015 06:27:40	2015-00025877
		Type Totals: 5
Alarm - Residential	08/12/2015 16:55:25	2015-00024805
Alarm - Residential	08/17/2015 12:19:04	2015-00025270
Alarm - Residential	08/18/2015 07:40:07	2015-00025328
		Type Totals: 3
Animal Complaint	08/21/2015 06:15:34	2015-00025656
Animal Complaint	08/21/2015 08:20:45	2015-00025658
		Type Totals: 2
Assist	08/14/2015 14:25:43	2015-00024989
Assist	08/22/2015 21:03:07	2015-00025824
Assist	08/25/2015 14:48:27	2015-00026072
		Type Totals: 3
Burglary	08/19/2015 21:55:14	2015-00025520
		Type Totals: 1
Business Check	08/12/2015 21:20:06	2015-00024814
Business Check	08/12/2015 21:36:36	2015-00024815
Business Check	08/12/2015 22:42:26	2015-00024820
Business Check	08/12/2015 22:43:55	2015-00024822
Business Check	08/13/2015 03:10:50	2015-00024845
Business Check	08/13/2015 22:52:59	2015-00024925
Business Check	08/13/2015 23:17:30	2015-00024926
Business Check	08/13/2015 23:26:19	2015-00024928
Business Check	08/13/2015 23:51:20	2015-00024930
Business Check	08/14/2015 00:55:01	2015-00024937
Business Check	08/16/2015 02:31:43	2015-00025162
Business Check	08/17/2015 09:46:05	2015-00025259
Business Check	08/17/2015 21:06:02	2015-00025289
Business Check	08/17/2015 21:08:24	2015-00025290
Business Check	08/18/2015 01:21:02	2015-00025308
Business Check	08/18/2015 01:23:25	2015-00025309
Business Check	08/18/2015 02:26:19	2015-00025320

Business Check	08/18/2015 03:21:00	2015-00025325
Business Check	08/18/2015 10:09:39	2015-00025339
Business Check	08/18/2015 20:58:21	2015-00025383
Business Check	08/18/2015 21:11:32	2015-00025384
Business Check	08/18/2015 21:29:20	2015-00025387
Business Check	08/18/2015 23:14:50	2015-00025391
Business Check	08/19/2015 04:34:52	2015-00025412
Business Check	08/19/2015 08:58:25	2015-00025433
Business Check	08/19/2015 10:20:24	2015-00025448
Business Check	08/19/2015 10:50:10	2015-00025453
Business Check	08/20/2015 01:57:14	2015-00025545
Business Check	08/20/2015 11:05:03	2015-00025580
Business Check	08/21/2015 21:13:24	2015-00025731
Business Check	08/21/2015 21:34:52	2015-00025736
Business Check	08/21/2015 23:18:29	2015-00025746
Business Check	08/21/2015 23:20:36	2015-00025747
Business Check	08/21/2015 23:50:59	2015-00025749
Business Check	08/22/2015 00:33:05	2015-00025752
Business Check	08/22/2015 03:23:41	2015-00025768
Business Check	08/22/2015 06:10:13	2015-00025770
Business Check	08/22/2015 16:27:05	2015-00025810
Business Check	08/22/2015 17:21:56	2015-00025814
Business Check	08/22/2015 17:23:05	2015-00025815
Business Check	08/22/2015 19:22:34	2015-00025823
Business Check	08/22/2015 21:54:02	2015-00025825
Business Check	08/22/2015 22:00:14	2015-00025826
Business Check	08/23/2015 04:02:57	2015-00025876
Business Check	08/24/2015 00:21:37	2015-00025913
Business Check	08/25/2015 10:21:55	2015-00026048
Business Check	08/25/2015 10:41:11	2015-00026049
Business Check	08/25/2015 11:45:32	2015-00026055
Business Check	08/26/2015 06:07:42	2015-00026114
		Type Totals: 49
Civil Other	08/12/2015 09:31:17	2015-00024773
Civil Other	08/13/2015 08:58:04	2015-00024863
Civil Other	08/18/2015 09:17:51	2015-00025334
Civil Other	08/24/2015 21:11:02	2015-00026001
		Type Totals: 4
Crash - Assist Only	08/15/2015 15:22:58	2015-00025115
		Type Totals: 1
Crash - Personal Injury	08/15/2015 08:46:08	2015-00025084
		Type Totals: 1
Criminal Damaging	08/13/2015 14:36:01	2015-00024892

		Type Totals: 1
Disabled Vehicle	08/24/2015 00:36:57	2015-00025914
Disabled Vehicle	08/25/2015 19:41:31	2015-00026087
		Type Totals: 2
Disturbance	08/22/2015 02:19:18	2015-00025763
		Type Totals: 1
Drug Activity	08/21/2015 17:41:10	2015-00025722
		Type Totals: 1
Extra Patrol	08/12/2015 20:49:05	2015-00024812
Extra Patrol	08/13/2015 19:45:24	2015-00024906
Extra Patrol	08/14/2015 20:14:42	2015-00025013
Extra Patrol	08/16/2015 16:22:03	2015-00025204
Extra Patrol	08/18/2015 13:26:43	2015-00025354
Extra Patrol	08/18/2015 13:27:21	2015-00025355
Extra Patrol	08/18/2015 18:56:57	2015-00025376
Extra Patrol	08/19/2015 12:15:48	2015-00025461
Extra Patrol	08/19/2015 12:35:05	2015-00025465
Extra Patrol	08/19/2015 16:44:50	2015-00025487
Extra Patrol	08/20/2015 08:38:42	2015-00025563
Extra Patrol	08/20/2015 13:35:24	2015-00025594
Extra Patrol	08/20/2015 17:05:02	2015-00025612
Extra Patrol	08/22/2015 19:02:05	2015-00025822
Extra Patrol	08/22/2015 23:44:05	2015-00025841
Extra Patrol	08/24/2015 00:43:16	2015-00025916
Extra Patrol	08/25/2015 14:16:52	2015-00026066
Extra Patrol	08/25/2015 16:47:50	2015-00026080
Extra Patrol	08/26/2015 00:45:09	2015-00026099
		Type Totals: 19
Fireworks	08/21/2015 21:58:42	2015-00025738
		Type Totals: 1
Follow Up	08/25/2015 13:48:52	2015-00026065
		Type Totals: 1
Fraud/Forgery	08/12/2015 12:59:46	2015-00024789
Fraud/Forgery	08/21/2015 09:43:24	2015-00025671
Fraud/Forgery	08/24/2015 17:02:56	2015-00025984
		Type Totals: 3
Harrassment	08/24/2015 19:12:24	2015-00025990
		Type Totals: 1
House Check	08/12/2015 22:27:59	2015-00024817
House Check	08/13/2015 22:25:05	2015-00024922
		Type Totals: 2
Juvenile Complaint	08/18/2015 18:09:32	2015-00025375
		Type Totals: 1

Neighbor Problem	08/13/2015 13:49:29	2015-00024887
		Type Totals: 1
Radar/Lidar Post	08/20/2015 13:18:15	2015-00025593
Radar/Lidar Post	08/21/2015 11:27:20	2015-00025686
Radar/Lidar Post	08/21/2015 14:34:18	2015-00025711
		Type Totals: 3
Request Officer	08/18/2015 14:42:24	2015-00025364
Request Officer	08/23/2015 09:14:48	2015-00025881
		Type Totals: 2
Street / Road Obstruction	08/16/2015 12:34:49	2015-00025187
		Type Totals: 1
Suicide Attempt / Suicidal Subj	08/20/2015 13:34:01	2015-00025595
		Type Totals: 1
Suspicious Person	08/14/2015 03:43:49	2015-00024948
Suspicious Person	08/15/2015 04:52:14	2015-00025078
Suspicious Person	08/21/2015 02:52:36	2015-00025652
Suspicious Person	08/26/2015 00:24:38	2015-00026098
		Type Totals: 4
Suspicious Vehicle	08/14/2015 21:22:03	2015-00025028
Suspicious Vehicle	08/15/2015 01:48:20	2015-00025049
Suspicious Vehicle	08/15/2015 08:52:55	2015-00025085
Suspicious Vehicle	08/23/2015 03:50:11	2015-00025875
Suspicious Vehicle	08/24/2015 21:40:02	2015-00026003
Suspicious Vehicle	08/24/2015 21:42:47	2015-00026004
		Type Totals: 6
Traffic Complaint	08/24/2015 08:45:58	2015-00025941
Traffic Complaint	08/25/2015 15:01:30	2015-00026073
Traffic Complaint	08/25/2015 16:31:04	2015-00026079
		Type Totals: 3
Traffic Stop	08/13/2015 00:28:18	2015-00024830
Traffic Stop	08/13/2015 00:49:10	2015-00024832
Traffic Stop	08/13/2015 11:58:21	2015-00024882
Traffic Stop	08/13/2015 13:48:38	2015-00024886
Traffic Stop	08/18/2015 00:10:59	2015-00025295
Traffic Stop	08/18/2015 00:43:33	2015-00025298
Traffic Stop	08/18/2015 20:31:39	2015-00025382
Traffic Stop	08/18/2015 23:35:54	2015-00025392
Traffic Stop	08/19/2015 09:57:20	2015-00025444
Traffic Stop	08/19/2015 12:44:49	2015-00025466
Traffic Stop	08/19/2015 14:26:13	2015-00025480
Traffic Stop	08/21/2015 02:34:33	2015-00025650
Traffic Stop	08/21/2015 11:44:53	2015-00025688
Traffic Stop	08/21/2015 12:42:51	2015-00025693

Traffic Stop	08/21/2015 13:21:17	2015-00025700
Traffic Stop	08/21/2015 13:50:53	2015-00025703
Traffic Stop	08/21/2015 14:38:18	2015-00025712
Traffic Stop	08/22/2015 00:50:18	2015-00025754
Traffic Stop	08/22/2015 08:33:06	2015-00025774
Traffic Stop	08/22/2015 09:02:21	2015-00025778
Traffic Stop	08/22/2015 23:26:01	2015-00025838
Traffic Stop	08/23/2015 01:23:30	2015-00025847
Traffic Stop	08/23/2015 14:47:39	2015-00025895
Traffic Stop	08/25/2015 02:15:49	2015-00026031
Traffic Stop	08/25/2015 19:14:58	2015-00026086
		Type Totals: 25
Welfare Check	08/20/2015 02:52:54	2015-00025549
		Type Totals: 1

8/26/2015 9:45:43 AM

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 31, 2015
Activity from August 13 – August 26, 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 31, 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 one day of Vacation during this period.
- The Accounts Payable/Payroll Tech was off three days of Vacation during this period.
- Processed an additional 3 invoices received on August 14 for the August 17, 2015 meeting.
- Mailed 75 checks paying 132 invoices at the August 17, 2015 Trustee Meeting.
- Processed 73 invoices for payment on August 31, 2015.
- Started the process/research of 13 additional invoices not yet ready for payment.
- Reviewed the UAN batch reports for the 73 invoices to be paid on August 31, 2015
- Prepared an account update form to add J. Kelly as a purchaser for Witmer/The Fire Store.
- Phone conversations with vendors regarding payments, credits and terms.
- Sent follow up e-mails for missing or incomplete billing data.
- Processed Regular Payroll for August 17, 2015.
- Distributed August 17, 2015 payroll.
- Processed 2 payroll changes for various employees.
- Last pay payroll changes for two employees leaving employment (stopped insurance & union deductions and verified coverage of all direct deposit authorizations)
- Reconciled and mailed:
 - Ohio Deferred Compensation Statement and Payment.
 - AFLAC Policies monthly statement and payment
 - AFLAC group policies monthly statement and payment
 - VSP monthly statement and payment
- Discussions with our ACA Paycor Representative regarding our account set up for ACA compliance tracking.

BEAVERCREEK TOWNSHIP
FINANCE DEPARTMENT

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 Ph.: (937) 429-4472 Fax: (937) 429-5678



-
- Responded to Ohio Police and Fire's request for a further breakdown of the March 29, 2012 – July 4, 2013 Retro FLSA payment.
 - Prepared Ohio Public Deferred confirmation of employment separation and the Ohio Police and Fire certification of last day of earnings.
 - Prepared Burial Notification form for burial on August 20, 2015.
 - Met with daughter of a deceased grave owner to obtain verification of successor heir/ownership of one grave.
 - Notification of burial form prepared for a burial on August 28, 2015
 - Notification to the Road Department from a grave owner of a dead tree located within the Cemetery.
 - Met with a family and notified the Road Department about two shepherd's hooks that had been there for many years and decorations stolen from their relative's grave.
 - Contacted grave owner regarding a foundation request made by another person. They confirmed this request was from their granddaughter.
 - Discussion with a resident regarding several concerns over two graves in Beaver Cemetery being given to him for free from a friend who will not be using them, but also does not want the monument removed that is on the graves.
 - Sent notifications to vendor's reference Fiscal Officer Relocation via payables. Inserts, formal letters, calls and e-mails.
 - Finalized Agenda for the August 17, 2015 Trustee Meeting.
 - E-Mailed request for Agenda Items for the August 31, 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 15 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.
 - Prepared and processed electronic funds withdrawal from Paycor for payroll.
 - Prepared resolution for re-appropriations.
 - Prepared resolution for Road Department hiring.
 - Continued to work with OSL and Paycor.

Meetings:

- Attended Trustee Meeting held on August 17, 2015
- Met with Ed Amrhein and Laurie Brown on transferring park permits to their office.
- Met with a representative from the Mercer Group on Fire Operations Budget and various questions.

**BEAVERCREEK TOWNSHIP
FINANCE DEPARTMENT**

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



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



BI-WEEKLY ACTIVITY REPORT

August 31, 2015

JOB TASKS:

1. 5 Workers' Compensation claims for 2015
3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Schedule interviews
5. Write interview questions
6. Attend interviews
7. Work with Broker on upcoming wellness incentive
8. Schedule physicals, polygraph and background checks for fire and maintenance candidates;
review same
9. Review resignations and terminate insurance
10. Work on insurance billing and coverage issues
11. Assist Fairborn HR with BFD comparables
12. Work on Xenia Township CB
13. Review SERB comparables
14. Contact candidates
15. Work on Employee Evaluation policy
16. Work with Intern



**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

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

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

WELLNESS INITIATIVE:

Meetings have been scheduled for September 3rd, 4th and 8th from 1:00 to 2:00 p.m. in order to roll out this addition to our health insurance. Both LA Fitness locations within Beaver Creek have been added to our program. I am still working with UHC to add several other local gyms.

**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 31, 2015

ACTIVITY FROM THURSDAY, AUGUST 13 THROUGH WEDNESDAY, AUGUST 26, 2015

NOTE – ACTIVITIES LIMITED BY VACATION SCHEDULE

PERMITS: One permit for a single-family dwelling was issued in this period. No other Zoning Permits were issued. To date, single-family dwelling permits are up 123%, and total permits are up 44% compared to 2014.

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

	<u>2014</u>	<u>2015</u>
Single family dwellings/driveways	26/26	58/57
Additions	9	2
Fences	15	9
Pools (including fence)	3	5
Signs	5	6
Rights of Way	2	3
Accessory Decks & Covered Patio	6	7
Accessory Structures	9	5
Commercial Structures	0	0
Commercial Addition	1	1
Commercial Accessory Structures	2	2
Temporary Tents (permits/ # of tents)	7/12	6/10
Exemption Certificate s	1	4
Use Compliance Certificates	1	2
Cell Tower Co-location	2	0
Temporary Use Permits (Real Estate Sales)	0	0
Political Signs	1	0
Parks Permits		3
Total (including driveways)	116	170

PENDING: Two single-family dwelling permit applications, one development access agreement, one record plan, one re-plat.

BEAVERCREEK TOWNSHIP
ZONING DEPARTMENT

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



MEETINGS/OTHER ACTIVITIES:

1. Continued work on Highway Business District Overlay; several discussions with Township Administrator, follow-up to Stakeholders' meeting of Jul. 8.
2. Zoning Dept. assumed responsibilities for issuing Park Permits; met with Finance Dept. staff to transfer process and records.
3. Responded to follow-up inquiries re: Ohio University/Russ Research Center strategic planning effort.
4. Consulted with Real Estate Buyer's Agent concerning an available parcel, re-zoning process, site planning etc.
5. Reviewed and approved re-plat (for drainage infrastructure) in Spring Ridge Section 1
6. Reviewed and approved final construction drawings for Spring Ridge section 3A.
7. Consulted with engineer re: revised Record Plan for Bexley Hills 3B.
8. Advised contractor re: Flood Plain Development Permit.
9. Met with resident re: incidental modifications to single-family dwelling site plan.
10. Inspected placement of three single-family dwellings for compliance with permits.
11. Continued formal training of Zoning Assistant for assumption of new duties (Novak recommendation).
12. Consulted with resident re: Conditional Use, food prep permits at residence.
13. Attended Trustees' Regular Meeting 08-17-15.
14. Attended all-day training workshop for Microsoft Excel 08-20-15.
15. Attended GC Development Director's meeting re: Rt. 35 Highway Corridor branding/marketing 08-24-15.
16. Attended RPCC full Commission mtg. 08-25-15.
17. Attended RPCC Zoning Inspectors' mtg. 08-26-15.

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

- Investigated new possible code violations (2), conferred with complainants.
- Wrote and sent "Notice of Violation" letters (2).
- Assisted in preparation of bi-weekly Departmental Activity Report.
- Assumed Park Permit responsibility.
- Consulted with Parks Supt. and IT Dept. to develop electronic Park Permit tracking system for ease of staff use and to allow electronic submission of applications.

Challenges: With more Dept. Head time being spent on Planning activities, Zoning Clerk has (enthusiastically) assumed duties outside the job description, and Township Administrator is more involved in Zoning Dept. operations. We are considering a proposal for staffing help.

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



Bi-Weekly Report
August 31, 2015
(Report period 17 – 31 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.

Purchase Request:

Board, it is time once again to renew the Energizer Updates for our Barracuda devices (Mail Archiver, Spam and Web filters). This provides the Township to receive all patches and updates to the devices as well as 24/7 telephone support.

I have attached the quote from our reseller (MNJ Technologies) as well as the PR at the end of my report.

I will be happy to address any further questions you may have on the functionality and or usefulness of these appliances.

MOTION

I make a motion to approve purchase request # 07733 to MNJ Technologies for the renewal of the Energizer Updates for the Barracuda Mail Archiver, Spam and web filter devices, in the amount of \$2,860.29; and authorize the Township Administrator to sign for the Board.

IT Projects/Management:

The 2015 projects have gotten off to a very slow start, in part to the large amount of updates/hotfixes to the virtual environment as well as the additional projects and day to day maintenance/monitoring of the network.

There have been many changes done, some apparent and some not. I do not see any reason the forecasted projects will not be completed by years end.

- Upgrade Citrix environment (in-work)
 - Performed Server Hotfixes and performed required updates to VMs after the update.
 - Created new storage LUNs to stage all servers and VDIs for migration.

BEAVERCREEK TOWNSHIP INFORMATION TECHNOLOGY DEPARTMENT

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



- It can take up to 5 hours to move one virtual server to a staging point
 - Had to get Citrix tech support involved to resolve issue of attaching storage repositories to old pool for staging purposes
- Testing connections from thin/zero clients to new pool
- Creating backup servers for redundancy
- 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
- 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:

- OSL Maintenance
 - Working with OSL working out bugs in Time and Attendance software—on going
 - Repaired several email addresses copied to database incorrectly.
- Patched /Rebooted physical servers
- Social Media—Website, Facebook, Twitter, YouTube
 - Website
 - Updated TWP and Fire websites to latest version of Drupal
 - Updated Calendar and posted requested news/information items
 - YouTube—Posted 17 Aug Trustees
 - Facebook/Twitter—Links posted
- Unlocked/Reset network accounts.
- Still working latency issues with Datayard.

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



- Have a tentative onsite scheduled with Datayard on Friday to replace DSL circuit on their firewall
 - This will hopefully alleviate the problem we have been having with Blue Card training as well as latency issues with browsing/streaming audio/videos.
- Verified Backups are current and running.
- Reviewed Span/Web filters
 - Deleted/Whitelisted domains as appropriate

Meetings:

- None this period

Training:

- Citrix Desktop deployment and monitoring.
 - Had a demonstration from eG innovations on an end to end monitoring program (web based) that would be very useful in our environment. Going to download the 14 day trial and test it in our virtual environment.

Miscellaneous / Outages:

- Installed and Configured Samsung 50" LED in Zoning office.
 - Deployed and configured a dedicated thin client to the LED

Awareness Items:

- Will need to schedule some off hours time for final push of Citrix Migration. Getting as much as we can staged in order to have minimum downtime.

Purchases:

- None this period

I look forward to meeting with you at the 31 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
 Beaver Creek Township
 937.306.5049



MNJ TECH PUBLIC SECTOR LLC
1027 E BUSCH PARKWAY
Buffalo Grove, IL 60089
(877) 665-4681

P.O.:
PRINTED: Aug 18, 2015 7:17 am
ORDERED BY: JEFF TERRY

SALESPERSON:	Kevin Cowan
EMAIL:	kcowan@mnjtech.com
PHONE NO:	(847) 876-8838 EXT: 8338

BILL TO: (00-5004088)
Beavercreek Township
Attn: Accounts Payable
851 Orchard Lane - Suite C
Beavercreek, OH 45434

SHIP TO: (9999)
Beavercreek Township
851 Orchard Lane
Dayton, OH 45434

ATTN:

ATTN: JEFF TERRY
Phn: 9374276565
Email: jterry@beavercreektownship.org

barracuda

LN	PRODUCT	QTY ORD	DESCRIPTION	PRICE (\$)	AMOUNT (\$)
1	MNJ92849	1	Barracuda Energize Updates - 1 Year - Service - 8 x 5 - Technical - Electronic Service	636.00	636.00
			MFG PART NO: BSF300a-e1		
			JEFF TERRY BEAVERCREEK TOWNSHIP 1981 DAYTON XENIA RD DAYTON OH 454347158 USA	jterry@beavercreektownship.org Phone: 9374276565 License: BAR-SF-382594	
2	MNJ430809	1	Barracuda Energize Updates - 1 Year - Service - 8 x 5 - Technical - Electronic Service	1,160.00	1,160.00
			MFG PART NO: BMA350A-E1		
			JEFF TERRY BEAVERCREEK TOWNSHIP 1981 DAYTON XENIA RD DAYTON OH 454347158 USA	jterry@beavercreektownship.org Phone: 9374276565 License: BAR-MA-164958	
3	MNJ104300	1	Barracuda Energize Updates - 1 Year - Service - 8 x 5 - Technical - Electronic Service	1,064.29	1,064.29
			MFG PART NO: BYF410A-E1		



**BEAVERCREEK TOWNSHIP
PURCHASE REQUEST**

35 of 42

N^o 07733
Budget Line Item

1 0 0 0 7 1 0 3 6 0 3 0 0 0

Purchase Order/Blanket Certificate

PO

PURCHASE DETAILS

Purchaser: JERR TERRY

Date: 31 AUG 15

Item(s) Requested: BARRACUDA ENERGIZER UPDATE RENEWAL

Item(s) Cost: \$ 2,860.29

Vendor: M.N.J TECHNOLOGIES

Vendor Address: ON FILE

APPROPRIATION INFORMATION

Starting Balance: \$ 2,860.29

Current Balance: 2,860.29

Requested Amount: 2,860.29

New Balance: \$ 0

PURCHASE APPROVALS

Department Approval: [Signature]

Trustee: _____

Trustee: _____

Fiscal Officer: _____

PAYMENT INFORMATION

Adjustments: _____

Check Date: _____

Check Number: _____

Check Amount: _____

Goldenrod: Originator Pink: Department Head Yellow: Township A/P White: Township File

To: Alex Zaharieff
From: Tim Parks
Date: August 27, 2015
Reference: August 17 Trustees Meeting

Alex:

On Monday August 31 I will be bringing the following:

- I will be recommending Michael P. Murphy to be hired fulltime to the position of Service Worker One. Mr. Murphy was in the top three candidates when we filled the last open position in February; he currently has his CDL permit and does have experience in equipment operations. Mr. Murphy is a life long resident of Beavercreek and comes with good recommendations from members of the community. I believe will be a great addition to the staff.

Resolution

- **Bi-weekly activity report**

**BEAVERCREEK TOWNSHIP TRUSTEES
GREENE COUNTY, OHIO**

**RESOLUTION NUMBER: _____
ADOPTION DATE: AUGUST 31, 2015**

WHEREAS, the Board of Trustees of Beaver creek Township, Greene County, State of Ohio, moved to approve the hiring of Michael P. Murphy as a Career Full Time Service Worker I Employee in the Beaver creek Township Road Department at a starting rate of \$14.41 per hour which represents Grade 1 Step 1 effective September 14, 2015.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beaver creek 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

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

August 27, 2015

Calls for Service:

Accomplishment/Information:

- Continued working on Rotary Park agreement with City of Beavercreek-
- Continued working with International on warranty issue
- Meet with vendor on uniform fittings
- Interviewed new hirer
- Meeting with HR on new hirer
- Worked on job description for winter seasonal positions
- Reviewed several driveway permits
- Meeting with City of Beavercreek and Wetlands Association on creek blockage near Beavercreek Station
- Meeting with resident on drainage issue on Sun Rise Way
- Worked on quotes to re-letter administration building
- Box culvert on Factory at GCWWP began on August 27
- Reviewed final plans for Wood Ridge Section 2
- Checking on developments-
 - Bexley Hills 3A- checking on erosion control issues erosion control issues
 - Spring Ridge 3A- no activity
 - Wood Ridge section 1- continued installation of water lines, detention ponds and pond structures , checking erosion control issue
 - Clairborne Greens 2A- proof rolled- passed, installed underdrain, began emergency access drive
 - Clairborne Greens 2B- on hold
- Continued mowing of Township Facilities
- Repaired catch basin on Enterprise Drive and Station 61
- 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
- Paving to begin week on August 31
- Possible funding request or manpower request for creek blockage

FIRE DEPARTMENT AGENDA

To: **Alex Zaharieff, Township Administrator**
 From: **David VandenBos**
 Date: **2015-07-27**
 Re: **Agenda Items for 31 August 2015 Trustees' Meeting**

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

- 1) **Request promotion of Firefighter Lee Poulos to Lieutenant**
 - 2) **Request hiring of Todd Lohse to Full-time Firefighter**
 - 3) **Request hiring of Daniel Hollatz to Full-time Firefighter**
 - 4) **Purchase Request for Priority Dispatch Annual Renewal for Extended Service**
 - 5) **Purchase Request for Thermal Imaging Camera upgrades**
 - 6) **Bi-weekly department activity report**
-

1) Request promotion of Firefighter Lee Poulos to Lieutenant

The fire department is recommending the Board of Township Trustees promote Firefighter Lee Poulos to the rank of Lieutenant. This will fill the vacancy created by the retirement of veteran Lieutenant Rob Young. FF Poulos has been an excellent employee for the Township since 2003 and was hired full-time in 2006. He scored highest in the promotional test held last October and has been gaining valuable experience while working as an Officer-in-Charge since that time.

2) Request hiring of Todd Lohse to Full-time Firefighter

The fire department is recommending the Board of Township Trustees hire Todd Lohse as a full-time firefighter. This will fill the vacancy created by the promotion of Firefighter Poulos to the rank of Lieutenant. Mr. Lohse was a part-time firefighter from 2010 to 2013, when he left as a member in good standing to take a full-time position in the City of Springfield. Mr. Lohse was the top scoring candidate of six who responded to the Township's solicitation of 30 former members for interest in a lateral entry firefighter position. Mr. Lohse has successfully completed all hiring requirements and is eligible for lateral entry hire per the Township's policy.

3) Request hiring of Daniel Hollatz to Full-time Firefighter

The fire department is recommending the Board of Township Trustees hire Daniel Hollatz as a full-time firefighter. This will fill the vacancy created by the resignation of Firefighter Surls. Mr. Hollatz was a part-time firefighter from 2012 to 2013, when he left as a member in good standing to take a full-time position in the City of Piqua. Mr. Hollatz was the second highest scoring candidate of six who responded to the Township's solicitation of 30 former members for interest in a lateral entry firefighter position. Mr. Hollatz has successfully completed all hiring requirements and is eligible for lateral entry hire per the Township's policy.

4) Purchase Request for Priority Dispatch Annual Renewal for Extended Service

4.1) Purchase Request #07318

4.2) The fire department is requesting approval to purchase continuing annual maintenance on the fire department's Priority Dispatch (ProQ/A) software. This is a planned expense in the 2015 fire department budget.

4.3) This agreement provides 24-hour technical support and software updates, including one site visit for training or support as needed. This agreement has been maintained since the implementation of the software in 2012. A required system upgrade is scheduled for 2015.

FIRE DEPARTMENT AGENDA ITEMS

The upgrade is dependent upon a CAD (New World) interface, and is scheduled for September or October of this year. This agreement was used during refresher training for dispatchers in 2014.

4.4) Program Area 5350 (Dispatch), Object 360 (Contracted Services), 2015 Budget Goal #2.

4.5) N/A, sole source vendor

4.6) N/A

4.7) This is an annual renewal for service work.

4.8) N/A, sole source vendor

4.9) This is a sole source vendor, due to the proprietary nature of the software package.

4.10) N/A

4.11) N/A

4.12) The annually renewing cost is approximately \$3,615, and renews in September of each year.

4.13) N/A

4.14) I make a motion to approve the following:

Purchase Request #07318 to Priority Dispatch for Annual Renewal for Extended Service in the amount of \$3,615.00

and to authorized the Township Administrator to sign for the Board.

5) Purchase Request for Thermal Imaging Camera upgrades

5.1) Purchase Request #07444

5.2) The fire department is requesting approval to purchase the upgrade of two Thermal Imaging Cameras (TICs). This is a modification of a planned expense in the 2015 fire department budget.

5.3) The current fire department budget has \$10,000 planned for the replacement of a single TIC. However, while researching the replacement, an upgrade program was discovered that provides upgrades to existing devices for less than half the cost a new TIC. This changed the life cycle management plan from a complete replacement cycle over 7-years to an upgrade cycle in half the time.

5.4) Program Area 5710 (Suppression), Object 740 (Capital Equipment), 2015 Budget Goal #1

5.5) The fire department has a quote for each TIC [on file](#).

5.6) The fire department has specification sheet [on file](#).

5.7) The fire department estimates that the upgraded TICs will have a 1-year warranty and 6-8 year working lifespan after the upgrades.

5.8) N/A

5.9) This is a sole source upgrade. ISG is the only company authorized to upgrade ISG equipment.

5.10) N/A

5.11) The fire department has prosecutor approval [on file](#).

5.12) The average, annual maintenance cost for all TICs is approximately \$200.

5.13) N/A

5.14) I make a motion to approve the following:

Purchase Request #07444 to ISG for two Thermal Imaging Camera upgrades in the amount of \$10,050.00

and to authorized the Township Administrator to sign for the Board.

BIWEEKLY ACTIVITY REPORT**6) Bi-weekly department activity report**

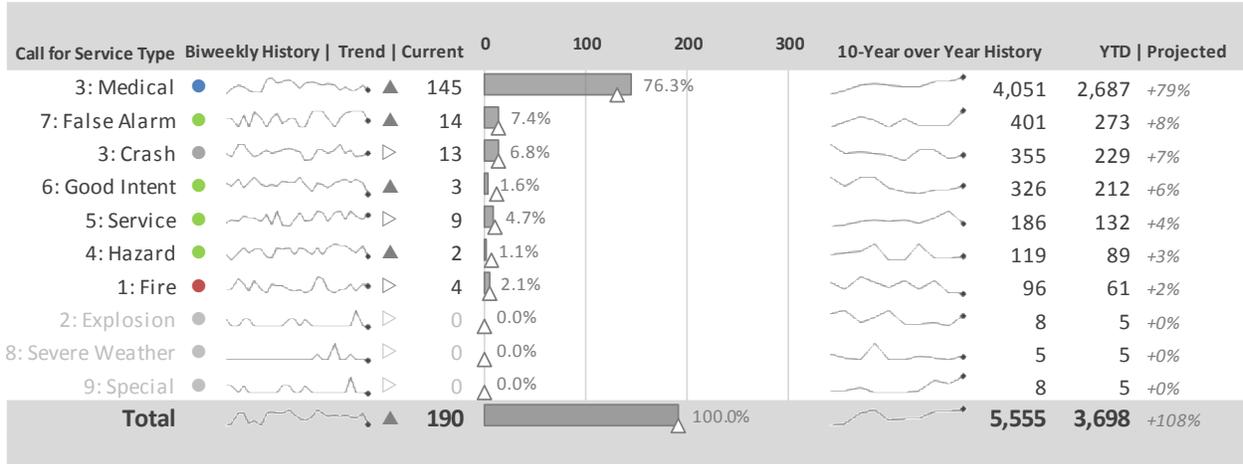
Provided is a summary of fire department business, challenges, accomplishments, needs and concerns for the previous four weeks:

- 6.1) Labor-Management Mediation:** Fire Administration and the Union met with a SERB mediator in an attempt to settle a grievance. No settlement was reached, and the Union has the option to appeal management's decision to the Board of Trustees.
- 6.2) Mercer Consultants:** Fire administration, fire department staff and crews met with the City's consultants with the Mercer Group, as requested by the Board at the Joint Township/City meeting. Information was provided to them on-site, station and community tours were provided and additional information was requested to be provided in the next week.
- 6.3) Wave Communications (beta test):** As mentioned in the previous biweekly report: 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.
- 6.4) Voice Vector Replacements** (provided by Lt. Arndt): In reference to our discussion this afternoon, the voice amps that we are purchasing now have been redesigned to address the failures that we have been seeing. The voice amps that we have been having failures with are the first generation voice amps that Scott Health and Safety designed and we purchased in 2006 with the SCBA's. Most of the failures that we have been experiencing have been with the battery compartment covers. Over time the screws will sheer off inside of the bracket and once that happens they are no longer able to be repaired. Since then Scott has gone through 3 design revisions of the voice amp. With these revisions they have changed the battery compartment design and also made the voice amp more streamline so that it receives less abuse. We already own some of the new style voice vectors and have not seen any of the issues that we have experienced with the old style voice amps. My plan for the program is over the next 2 years to completely phase out the 1st generation voice amps and migrate over the department over to the EPIC 3 which is the unit that was redesigned to address the failures we have seen.
- 6.5) Auxiliary: The Auxiliary sponsored Battle of the Badges blood drive was held. This second** annual event was coordinated by Auxiliary member Pat Cochran and resulted in over 100 donors giving blood. The fire department won the Battle for the second year in a row. Bob Evans also held a fundraiser for the Auxiliary last week, with a portion of all sales going the support Auxiliary operations.
- 6.6) Service Project:** A local high school student approached the fire department and will be performing a service project as part of his National Honor Society process. The project will be data entry of pre-plan information into CAD, making it available to responding apparatus on their mobile computers.
- 6.7) Public Outreach:** Over the past four weeks, the crews have participated in the following activities:
- Station 63: Primrose School Grand Opening
 - Station 61: Moose Lodge Picnic
 - CPR & First Aid: Heartsaver CPR

BIWEEKLY ACTIVITY REPORT

7) Activity Summary (previous 2 weeks)

Biweekly Incident Activity Report



Biweekly Training Activity Report

