

**BEAVERCREEK TOWNSHIP
AGENDA PACKET
REGULAR TRUSTEES' MEETING
MONDAY SEPTEMBER 14, 2015
1:00 P.M.**



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Administrator: Pages 4-15

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- Hutchison Farm Agreement Pages 8-9
- Greene County Sheriff's Office Report Pages 10-15

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- Seasonal On-Call Job Description Page 25 (Job Description Pages 27-29)
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Agenda

Regular Trustees' Meeting

Monday, September 14, 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 September 14, 2015, Meeting
- Approve the September 16, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$

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

Old Business:

- Discussion regarding process improvement initiatives that have been researched and/or implemented to reduce township expenditures for man hours, mileage reimbursement and postage expense in the Finance Office.
- Update on final cost for Finance Office relocation.
- Business hours of the Township for all Administrative Departments and lunch hour coverage.
- Safe Routes to Schools Committee - Nominations for Chair.
- Update from Finance Office on tax reporting obligations for employees that drive township vehicles to and from work as part of their daily commute. Finance Office recommendations for 2015 and prior years.
- Calculation of projected "uninvested " cash reserves available for immediate investment on or before Oct 1, 2015, including methodology used for calculation/projection.
- Update from Investment Advisory Committee.

New Business:

- Request Certification from Auditors Office:
 - Back payment to the firefighters was the correct amount
 - Calculating FLSA overtime correctly
- Records Retention Committee meeting request, topics and invitees
- Employee Recognition nominations

Administrator:

- Controlled Bow Hunting
- 2015 Strategic Goals Update
- Hutchison Farm Agreement
- Request to Schedule Special Meeting to discuss:
 - Updated Policy Manual
- Greene County Sheriff's Office Report

Finance:

- Biweekly Report

Human Resources:

- Biweekly Report

Zoning:

- Biweekly Report

Information Technology:

- Biweekly Report

Road:

- Seasonal On-Call Job Description
- Purchase Request for an Excavator
- Purchase Request for Tires for Ladder 61
- Purchase Request for Ladder Cables for Ladder 61

(continued on reverse)

- Purchase Request for Tree Removal at Station 64
- Biweekly Report

Fire:

- Biweekly Report

Legal Advisor:

Trustees:

Fiscal Officer:

Legal Invoices

Executive Session:

- Ohio Revised Code Section 121.22(G)(1) To consider the discipline of a public employee or the investigation of charges or complaints against a public employee.
- Ohio Revised Code Section 121.22(G)(1) To consider compensation of a public employee.
- Ohio Revised Code Section 121.22(G)(2) to consider the purchase of property for public purposes.

Adjourn

2015 Strategic Goals for TA
Beavercreek Township

Project Lead: TA
Project Start Date: 1/21/2015 (Wednesday)
Today's Date: 9/10/2015 (Thursday)

WBS	Task	Lead	Start	End	Work Days	% Done	Cal Days	Days Done	Days Left	Color	2015 Jun	2015 Feb	2015 Mar	2015 Apr	2015 May	2015 Jun	2015 Jul	2015 Aug	2015 Sep	2015 Oct	2015 Nov	2015 Dec	2016 Jan
TA	Goals	TA	Wed 1/21/15	Thu 12/31/15	240	65%	345	222	123														
4 & 5	Convert TA to Full Time & align all Admin functions under TA		Wed 1/21/15	Tue 3/31/15	1	100%	70	1	69														
11 & HR	Clarify HR Responsibilities & Authority		Wed 1/21/15	Tue 3/31/15	1	100%	70	1	69														
16	Develop & Implement IT Staffing Plan		Wed 1/21/15	Wed 1/21/15	1	100%	1	1	0														
6	Create & Fill Finance Director Position under TA in place of Asst. to FO		Wed 1/21/15	Tue 3/31/15	1	100%	70	1	69														
7	Consolidate Admin Functions to Orchard Lane		Wed 1/21/15	Sun 5/31/15	1	100%	131	1	130														
7	Terminate Temp Admin Staff in FO		Wed 1/21/15	Tue 3/31/15	1	100%	70	1	69														
7	Convert FO Bldg to Park District Office & Records Storage		Wed 1/21/15	Sun 5/31/15	1	100%	131	1	130														
13 & HR (e)	Develop & Implement Formal Records Retention Policy		Wed 1/21/15	Sat 10/31/15	1	50%	284	0	284														
14 & HR (e)	Consolidate All Personnel Records to TA		Wed 1/21/15	Sat 10/31/15	1		284	0	284														
28 & HR	Review FD Operating Policies vs. Employee Handbook for compliance		Wed 1/21/15	Sat 10/31/15	1	80%	284	0	284														
HR (b)	Review, Update & Implement HR Policy & Procedures		Wed 1/21/15	Sat 10/31/15	1	80%	284	0	284														
HR (c)	Review, Update HR Forms & Documentation		Wed 1/21/15	Sat 10/31/15	1	80%	284	0	284														
HR (d)	Review, Update State & Fed HR Compliance Items		Wed 1/21/15	Sat 10/31/15	1	80%	284	0	284														
HR (a)	Review, Update & Redistribute Employee Handbook		Wed 1/21/15	Sat 10/31/15	1	80%	284	0	284														
17	Develop & Implement Updated Zoning Fee Schedule		Wed 1/21/15	Tue 3/31/15	1	100%	70	1	69														
HR (f)	Develop & Implement Employee Evaluation Program		Wed 1/21/15	Sat 10/31/15	1	100%	284	1	283														

WBS	Task	Lead	Start	End	Work Days	% Done	Cal Days	Days Done	Days Left	Color	2015 Jan	2015 Feb	2015 Mar	2015 Apr	2015 May	2015 Jun	2015 Jul	2015 Aug	2015 Sep	2015 Oct	2015 Nov	2015 Dec	2016 Jan
19, 20, 21 & 23	Develop & Implement Township Wide Cost Accounting & Cost Allocation Plan		Wed 1/21/15	Wed 9/30/15	1	50%	253	0	253		█	█	█	█	█	█	█	█	█				
	Evaluate & Present 3rd Party Solution Alternatives to UAN		Wed 1/21/15	Sat 10/31/15	1	50%	284	0	284		█	█	█	█	█	█	█	█	█	█			
	Evaluate & Present 3rd Party Automated Time & Attendance Systems		Wed 1/21/15	Tue 6/30/15		100%	161	0	161		█	█	█	█	█								
	Evaluate & Present 3rd Party Payroll Software Solutions		Wed 1/21/15	Tue 6/30/15	1	100%	161	1	160		█	█	█	█	█								
10 & HR	Develop & Implement Internal Communication Plan		Wed 1/21/15	Sat 10/31/15	1	30%	284	0	284		█	█	█	█	█	█	█	█	█	█			
12 & HR	Develop & Implement Employee Relations Program		Wed 1/21/15	Thu 12/31/15	1	30%	345	0	345		█	█	█	█	█	█	█	█	█	█	█		
2 & 8	Develop / Update & Implement Budget Development Policy		Wed 1/21/15	Sat 10/31/15	1	75%	284	0	284		█	█	█	█	█	█	█	█	█	█			
	Incl. Development & Implementation of a Purchase Justification Process		Wed 1/21/15	Sat 10/31/15	1	75%	284	0	284		█	█	█	█	█	█	█	█	█	█			
HR 9 (g)	Develop / Expand & Implement Succession Planning Program - All Depts		Wed 1/21/15	Thu 12/31/15	1	10%	345	0	345		█	█	█	█	█	█	█	█	█	█	█		
	Cross Training Program		Wed 1/21/15	Thu 12/31/15	1	10%	345	0	345		█	█	█	█	█	█	█	█	█	█	█		
	Leadership Training Program		Wed 1/21/15	Thu 12/31/15	1	10%	345	0	345		█	█	█	█	█	█	█	█	█	█	█		
	Management Development Program		Wed 1/21/15	Thu 12/31/15	1	10%	345	0	345		█	█	█	█	█	█	█	█	█	█	█		
	Continuous Education Program		Wed 1/21/15	Thu 12/31/15	1	10%	345	0	345		█	█	█	█	█	█	█	█	█	█	█		
23	Deploy & Implement Firehouse as Township Wide Asset Management Program		Wed 1/21/15	Wed 9/30/15	1	75%	253	0	253		█	█	█	█	█	█	█	█	█	█			

WBS	Task	Lead	Start	End	Work Days	% Done	Cal Days	Days Done	Days Left	Color	2015 Jan	2015 Feb	2015 Mar	2015 Apr	2015 May	2015 Jun	2015 Jul	2015 Aug	2015 Sep	2015 Oct	2015 Nov	2015 Dec	2016 Jan
Fire	Goals	FC	Wed 1/21/15	Thu 12/31/15	240	65%	345	222	123	r													
31	Develop & Implement Alarm Registration Program & False Alarm Fee Schedule		Wed 1/21/15	Tue 3/31/15	1	100%	70	1	69	r													
36	Review, Update & Implement EMS Billing & Collections Policy		Wed 1/21/15	Tue 3/31/15	1	100%	70	1	69	r													
35	Develop Inter & Cross Department Training Program on FIREHOUSE Software		Wed 1/21/15	Wed 9/30/15	1	10%	253	0	253	r													
29	Develop Accurate Response Time Tracking System & Audit Plan		Wed 1/21/15	Thu 12/31/15	1	50%	345	0	345	r													
32	Develop /Update Fleet Condition Evaluation & Replacement Plan - Fire > All Depts		Wed 1/21/15	Sat 1/31/15	1	100%	11	1	10	r													
27	Review Status of Fitness for Duty & Respirator Use Examinations for FF's		Wed 1/21/15	Tue 3/31/15	1	100%	70	1	69	r													
30	Develop & Implement Standards of Coverage Management Plan		Wed 1/21/15	Thu 12/31/15	1	25%	345	0	345	r													
34	Develop & Implement Workload & Performance Measurement Tracking Plan		Wed 1/21/15	Thu 12/31/15	1	10%	345	0	345	r													
37 & HR	Develop / Update Comprehensive Training Program		Wed 1/21/15	Wed 11/11/15	1	90%	295	0	295	r													

WBS	Task	Lead	Start	End	Work Days	% Done	Cal Days	Days Done	Days Left	Color	2015 Jan	2015 Feb	2015 Mar	2015 Apr	2015 May	2015 Jun	2015 Jul	2015 Aug	2015 Sep	2015 Oct	2015 Nov	2015 Dec	2016 Jan
TA	Goals	TA	Wed 1/21/15	Sun 5/31/15	91	75%	131	97	34	g													
3	Develop & Implement Compensation Policy		Wed 1/21/15	Mon 11/09/15	1	75%	293	0	293	g													
TA	Goals	TA	Wed 1/21/15	Wed 9/30/15	178	73%	253	183	70	g													
	Economic Development Strategy		Wed 1/21/15	Sat 10/31/15	1	45%	284	0	284														
	Incl. Highway Overlay District		Wed 1/21/15	Sat 10/31/15	1	75%	284	0	284														
	Local Match Funding Strategy for 2015 TRAC Meeting on US 35 Project		Wed 1/21/15	Wed 9/30/15	1	100%	253	1	252														
	Valley Springs Farms Econ. Development Strategy		Wed 1/21/15	Sat 10/31/15	1	70%	284	0	284														
TA	Goals	TA	Wed 1/21/15	Wed 9/30/15	178	28%	253	69	184	y													
22 & 25	Develop 3rd Party, Shared Service Agreements to reduce and/or offset General Fund Expenditure		Wed 1/21/15	Mon 11/30/15	1	10%	314	0	314	y													
	Fuel Purchase Agreement with City of Beavercreek		Wed 1/21/15	Mon 11/30/15	1	100%	314	1	313	y													
	3rd Party & Shared Service Fleet Maintenance Agreements		Wed 1/21/15	Mon 11/30/15	1		314	0	314	y													
	Roads Departments		Wed 1/21/15	Mon 11/30/15	1		314	0	314	y													

AGREEMENT

This is an Agreement by and between the Board of Trustees of Beaver Creek Township, Greene County, Ohio, 851 Orchard Lane, Beaver Creek, Ohio ("Trustees") and Barbara Hutchison ("Tenant").

WHEREAS, the Trustees are the owners of 15.847 acres of land located at Fairground (aka Fairground Rd.), which property is known as the "Pershing' Neatherton' Park"; and,

WHEREAS, the Tenant desires to grow crops on approximately ten (10) acres, located at the upper portion of the property which currently is not being utilized by Beaver Creek Township for any specific Township purpose; and,

WHEREAS, Ohio Revised Code Section 505.11 permits a board of township trustees to lease real property owned by a township upon such terms as may be agreed upon by the Board; and,

WHEREAS, the Trustees and Tenant will enter into a mutually beneficial relationship where the Tenant will make a beneficial use of the property while maintaining the property for the Trustees during the terms of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Trustees and the Tenant hereby agree as follows:

1. The Trustees hereby lease to the Tenant ten (10) acres of property located at Fairground (aka Fairground Rd.), which property is also known as the "Pershing' Neatherton' Park" for a period of 12 months commencing on the 14th day of September, 2015. Said lease shall automatically renew each year for a period of ten (10) years unless the Trustees give written notice to Tenant by October 1st that the lease is to terminate on the 31st day of December in the year in which said notice is given. At the end of the ten (10) year period, the lease shall be deemed to have expired.

2. Said property may be used by the Tenant exclusively for the production and harvesting of corn, wheat or soybeans. The Tenant may not use or permit said property to be used for any type of animal husbandry. Nor shall said property be used for the storage of any vehicles, equipment, debris or any other item of any type or nature.

3. The Tenant may apply fertilizer to the property provided said fertilizer is of the type generally utilized for the production of either corn, wheat or soybeans; however, the Tenant may not apply any manure in either liquid or dry form to the property.

4. The Tenant shall be solely responsible for all costs associated with his use of the property and shall be entitled to receive all profits generated from the sale of any crops produced on the property.

5. In lieu of paying rent to the Trustees for the use of the property, the Tenant

shall, at his sole cost and expense, maintain said property by mowing all grass and weeds and removing any trash which may accumulate on the property or in the area adjacent to the roadway which borders the property;

6. Upon the completion of the harvesting of any crop on the property, the Tenant shall return the property to the same or similar condition in which it existed prior to his lease of the property and shall not leave any debris, equipment, vehicles or other items on the property. For purposes of this Agreement, the bi-product resulting from the harvesting of crops grown on the property shall not be considered as "debris".

7. During the period of this Agreement, the Tenant shall maintain a policy of insurance with an insurance company licensed to do business in the State of Ohio which policy provides liability coverage in an amount of no less than \$1 million. Said policy of insurance shall designate the Board of Trustees of Beaver Creek Township, Ohio as an additional insured and shall provide that it cannot be canceled without giving the Trustees at least fifteen (15) days advance notice. A certificate evidencing the existence of said policy shall be deposited with the Fiscal Officer of Beaver Creek Township, Ohio immediately upon the execution of this Agreement by Tenant.

8. Tenant agrees to indemnify and hold Beaver Creek Township, its elected officials, employees, agents and volunteers, harmless from any and all claims, liability, judgments, damages, losses, costs and expenses of any type and nature (including attorney fees and costs) arising out of or because of the terms of this Agreement or in any way related to his use of the property.

9. This Agreement may not be assigned by the Tenant without the written permission of the Trustees.

The parties hereby agree to the terms of this Agreement on this _____ day of _____, 2015.

TENANT

Date

Barbara Hutchison

BEAVERCREEK TOWNSHIP
BOARD OF TRUSTEES

Date

By: Beaver Creek Township Administrator

**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	09/01/2015 10:49:54	2015-00026817
911 Hang Up	09/02/2015 19:11:04	2015-00026983
911 Hang Up	09/04/2015 15:27:27	2015-00027187
		Type Totals: 3
Alarm - Business/Bank	09/05/2015 17:35:08	2015-00027307
		Type Totals: 1
Alarm - Residential	08/27/2015 12:36:49	2015-00026290
Alarm - Residential	08/29/2015 19:13:11	2015-00026560
Alarm - Residential	08/30/2015 11:59:51	2015-00026621
Alarm - Residential	08/30/2015 15:06:20	2015-00026630
Alarm - Residential	09/01/2015 10:18:40	2015-00026809
Alarm - Residential	09/04/2015 11:05:26	2015-00027149
		Type Totals: 6
Assist	08/27/2015 16:59:47	2015-00026320
Assist	08/28/2015 13:12:07	2015-00026395
Assist	08/29/2015 03:36:37	2015-00026499
Assist	09/06/2015 08:02:00	2015-00027358
		Type Totals: 4
Business Check	08/26/2015 06:07:42	2015-00026114
Business Check	08/26/2015 15:13:44	2015-00026158
Business Check	08/26/2015 15:59:45	2015-00026163
Business Check	08/26/2015 19:04:22	2015-00026179
Business Check	08/26/2015 20:28:47	2015-00026186
Business Check	08/26/2015 20:33:29	2015-00026187
Business Check	08/26/2015 21:38:07	2015-00026190
Business Check	08/27/2015 03:25:56	2015-00026234
Business Check	08/27/2015 08:15:40	2015-00026251
Business Check	08/27/2015 09:04:33	2015-00026258
Business Check	08/27/2015 09:12:34	2015-00026260
Business Check	08/27/2015 10:02:58	2015-00026266
Business Check	08/27/2015 11:53:21	2015-00026281
Business Check	08/27/2015 12:01:00	2015-00026284
Business Check	08/27/2015 12:02:29	2015-00026285
Business Check	08/27/2015 19:11:15	2015-00026332
Business Check	08/27/2015 21:21:13	2015-00026339
Business Check	08/27/2015 21:31:41	2015-00026340
Business Check	08/27/2015 22:10:52	2015-00026343
Business Check	08/27/2015 22:17:40	2015-00026344
Business Check	08/28/2015 02:56:07	2015-00026365
Business Check	08/28/2015 16:19:34	2015-00026422
Business Check	08/30/2015 09:52:20	2015-00026608

Business Check	08/30/2015 14:01:07	2015-00026624
Business Check	08/30/2015 14:18:28	2015-00026625
Business Check	08/31/2015 15:39:08	2015-00026739
Business Check	08/31/2015 15:47:48	2015-00026740
Business Check	08/31/2015 22:23:44	2015-00026764
Business Check	08/31/2015 22:27:39	2015-00026766
Business Check	09/01/2015 00:03:55	2015-00026772
Business Check	09/01/2015 02:32:07	2015-00026779
Business Check	09/01/2015 02:34:21	2015-00026780
Business Check	09/01/2015 02:39:28	2015-00026781
Business Check	09/01/2015 11:00:15	2015-00026819
Business Check	09/01/2015 11:04:49	2015-00026820
Business Check	09/01/2015 11:30:17	2015-00026822
Business Check	09/01/2015 22:57:34	2015-00026891
Business Check	09/02/2015 00:30:07	2015-00026901
Business Check	09/02/2015 02:50:07	2015-00026911
Business Check	09/02/2015 04:23:24	2015-00026913
Business Check	09/02/2015 10:57:50	2015-00026942
Business Check	09/02/2015 11:35:55	2015-00026944
Business Check	09/03/2015 02:03:15	2015-00027002
Business Check	09/03/2015 15:29:29	2015-00027070
Business Check	09/04/2015 13:42:55	2015-00027167
Business Check	09/05/2015 09:02:18	2015-00027254
Business Check	09/05/2015 11:08:30	2015-00027279
Business Check	09/05/2015 14:50:36	2015-00027294
Business Check	09/05/2015 15:22:20	2015-00027299
Business Check	09/05/2015 15:43:57	2015-00027300
Business Check	09/05/2015 20:48:52	2015-00027316
Business Check	09/05/2015 21:23:47	2015-00027319
Business Check	09/05/2015 21:34:14	2015-00027321
Business Check	09/06/2015 03:02:54	2015-00027354
Business Check	09/06/2015 06:08:38	2015-00027355
Business Check	09/06/2015 10:23:57	2015-00027374
Business Check	09/06/2015 14:20:16	2015-00027391
Business Check	09/06/2015 14:50:32	2015-00027393
Business Check	09/06/2015 14:59:46	2015-00027395
Business Check	09/06/2015 21:14:59	2015-00027407
Business Check	09/06/2015 21:17:20	2015-00027408
Business Check	09/07/2015 01:19:42	2015-00027415
Business Check	09/07/2015 05:17:35	2015-00027436
Business Check	09/07/2015 10:21:15	2015-00027451
Business Check	09/07/2015 10:38:34	2015-00027453
Business Check	09/07/2015 14:09:07	2015-00027482

Business Check

	09/08/2015 13:47:02	2015-00027575
Business Check	09/08/2015 13:55:27	2015-00027577
		Type Totals: 68
Civil Other	08/26/2015 11:09:06	2015-00026134
Civil Other	08/27/2015 13:08:48	2015-00026292
Civil Other	08/28/2015 20:36:07	2015-00026447
Civil Other	08/29/2015 10:02:55	2015-00026517
Civil Other	08/30/2015 15:53:30	2015-00026633
		Type Totals: 5
Crash - Assist Only	08/28/2015 17:03:26	2015-00026426
Crash - Assist Only	09/06/2015 21:23:27	2015-00027410
		Type Totals: 2
Crash - Property Damage	09/08/2015 23:08:30	2015-00027623
		Type Totals: 1
Detail - Other	08/28/2015 10:34:09	2015-00026382
Detail - Other	09/05/2015 08:03:34	2015-00027245
Detail - Other	09/06/2015 07:33:16	2015-00027356
Detail - Other	09/07/2015 07:56:50	2015-00027438
Detail - Other	09/07/2015 08:04:31	2015-00027440
		Type Totals: 5
Detail - Traffic	09/06/2015 08:35:27	2015-00027360
		Type Totals: 1
Disabled Vehicle	09/02/2015 19:06:50	2015-00026982
Disabled Vehicle	09/02/2015 22:59:07	2015-00026996
Disabled Vehicle	09/05/2015 23:29:35	2015-00027329
		Type Totals: 3
Disturbance	09/07/2015 01:21:59	2015-00027416
		Type Totals: 1
Drug Activity	09/01/2015 02:43:21	2015-00026782
		Type Totals: 1
Escort	08/28/2015 13:35:03	2015-00026397
		Type Totals: 1
Extra Patrol	08/26/2015 00:45:09	2015-00026099
Extra Patrol	08/26/2015 09:06:02	2015-00026123
Extra Patrol	08/26/2015 11:25:06	2015-00026137
Extra Patrol	08/26/2015 18:40:05	2015-00026178
Extra Patrol	08/26/2015 20:11:52	2015-00026183
Extra Patrol	08/27/2015 00:36:53	2015-00026213
Extra Patrol	08/27/2015 12:08:29	2015-00026287
Extra Patrol	08/27/2015 18:24:31	2015-00026327
Extra Patrol	08/27/2015 18:40:58	2015-00026329
Extra Patrol	08/28/2015 09:01:25	2015-00026379
Extra Patrol	08/28/2015 11:33:26	2015-00026389

Extra Patrol	08/28/2015 16:41:26	2015-00026425
Extra Patrol	08/30/2015 10:45:46	2015-00026615
Extra Patrol	08/30/2015 16:54:38	2015-00026637
Extra Patrol	08/31/2015 10:22:22	2015-00026704
Extra Patrol	09/01/2015 00:19:23	2015-00026775
Extra Patrol	09/02/2015 08:44:47	2015-00026928
Extra Patrol	09/02/2015 16:50:04	2015-00026975
Extra Patrol	09/03/2015 09:02:47	2015-00027036
Extra Patrol	09/03/2015 11:09:37	2015-00027050
Extra Patrol	09/03/2015 16:55:31	2015-00027077
Extra Patrol	09/04/2015 02:03:30	2015-00027110
Extra Patrol	09/05/2015 19:24:57	2015-00027313
Extra Patrol	09/05/2015 21:02:55	2015-00027318
Extra Patrol	09/07/2015 13:13:21	2015-00027472
Extra Patrol	09/07/2015 13:35:12	2015-00027479
Extra Patrol	09/07/2015 16:57:03	2015-00027495
Extra Patrol	09/08/2015 13:01:51	2015-00027569
Extra Patrol	09/08/2015 13:16:21	2015-00027572
Extra Patrol	09/08/2015 16:48:58	2015-00027602
		Type Totals: 30
Fight	08/29/2015 18:16:19	2015-00026558
		Type Totals: 1
Follow Up	09/01/2015 19:24:26	2015-00026864
Follow Up	09/04/2015 11:02:20	2015-00027148
		Type Totals: 2
Found Property	09/05/2015 15:45:46	2015-00027303
		Type Totals: 1
Fraud/Forgery	09/03/2015 13:46:24	2015-00027062
		Type Totals: 1
House Check	08/27/2015 19:01:04	2015-00026330
House Check	08/28/2015 16:08:42	2015-00026420
House Check	09/05/2015 22:05:22	2015-00027324
House Check	09/07/2015 03:33:08	2015-00027425
House Check	09/07/2015 14:27:01	2015-00027483
		Type Totals: 5
K9 Request	09/06/2015 09:40:11	2015-00027371
		Type Totals: 1
Parking Violation	08/26/2015 18:20:38	2015-00026175
		Type Totals: 1
Peace Officer	09/02/2015 14:28:11	2015-00026958
Peace Officer	09/03/2015 18:59:44	2015-00027081
		Type Totals: 2
Pedestrian/Hitch Hiker	08/28/2015 20:50:55	2015-00026450

		Type Totals: 1
Radar/Lidar Post	08/27/2015 13:47:59	2015-00026298
Radar/Lidar Post	08/27/2015 14:02:35	2015-00026303
Radar/Lidar Post	08/28/2015 08:32:36	2015-00026378
Radar/Lidar Post	08/28/2015 15:43:12	2015-00026413
Radar/Lidar Post	08/31/2015 07:42:58	2015-00026689
Radar/Lidar Post	08/31/2015 14:00:42	2015-00026732
Radar/Lidar Post	09/01/2015 09:20:48	2015-00026801
Radar/Lidar Post	09/02/2015 08:28:16	2015-00026923
Radar/Lidar Post	09/03/2015 08:21:20	2015-00027028
Radar/Lidar Post	09/04/2015 13:58:18	2015-00027170
Radar/Lidar Post	09/07/2015 15:03:49	2015-00027487
Radar/Lidar Post	09/08/2015 14:38:56	2015-00027583
Radar/Lidar Post	09/09/2015 08:21:25	2015-00027653
		Type Totals: 13
Request Officer	08/31/2015 11:37:56	2015-00026719
Request Officer	09/01/2015 20:01:53	2015-00026872
Request Officer	09/04/2015 16:33:24	2015-00027192
Request Officer	09/05/2015 16:18:13	2015-00027304
		Type Totals: 4
School Bus Violation	08/27/2015 07:30:52	2015-00026238
		Type Totals: 1
Solicitor	08/26/2015 16:15:17	2015-00026165
		Type Totals: 1
Speed Trailer	09/06/2015 08:45:16	2015-00027362
		Type Totals: 1
Street / Road Obstruction	08/28/2015 07:33:16	2015-00026374
		Type Totals: 1
Suspicious Person	08/26/2015 00:24:38	2015-00026098
Suspicious Person	08/31/2015 11:04:29	2015-00026714
Suspicious Person	09/01/2015 20:57:50	2015-00026873
Suspicious Person	09/03/2015 16:12:23	2015-00027074
Suspicious Person	09/05/2015 18:44:31	2015-00027310
		Type Totals: 5
Suspicious Vehicle	08/27/2015 03:53:58	2015-00026235
Suspicious Vehicle	09/01/2015 18:07:58	2015-00026860
Suspicious Vehicle	09/02/2015 20:33:29	2015-00026987
Suspicious Vehicle	09/05/2015 18:25:52	2015-00027308
Suspicious Vehicle	09/06/2015 21:20:27	2015-00027409
		Type Totals: 5
Traffic Complaint	08/28/2015 17:37:32	2015-00026430
		Type Totals: 1
Traffic Stop	08/26/2015 21:55:07	2015-00026191

Traffic Stop	08/26/2015 22:18:29	2015-00026193
Traffic Stop	08/27/2015 02:16:47	2015-00026226
Traffic Stop	08/27/2015 07:38:56	2015-00026240
Traffic Stop	08/27/2015 08:01:58	2015-00026248
Traffic Stop	08/27/2015 14:18:34	2015-00026304
Traffic Stop	08/27/2015 17:14:43	2015-00026321
Traffic Stop	08/27/2015 23:52:34	2015-00026349
Traffic Stop	08/31/2015 10:25:10	2015-00026705
Traffic Stop	08/31/2015 14:11:03	2015-00026733
Traffic Stop	09/01/2015 00:37:19	2015-00026777
Traffic Stop	09/01/2015 12:22:19	2015-00026829
Traffic Stop	09/01/2015 14:13:30	2015-00026838
Traffic Stop	09/01/2015 14:39:41	2015-00026845
Traffic Stop	09/01/2015 21:12:59	2015-00026875
Traffic Stop	09/02/2015 01:23:08	2015-00026904
Traffic Stop	09/03/2015 03:30:37	2015-00027012
Traffic Stop	09/03/2015 09:13:29	2015-00027037
Traffic Stop	09/03/2015 09:38:54	2015-00027039
Traffic Stop	09/03/2015 21:31:16	2015-00027091
Traffic Stop	09/04/2015 09:49:26	2015-00027140
Traffic Stop	09/04/2015 10:55:40	2015-00027145
Traffic Stop	09/04/2015 13:23:15	2015-00027165
Traffic Stop	09/04/2015 14:10:01	2015-00027174
Traffic Stop	09/04/2015 15:46:29	2015-00027189
Traffic Stop	09/05/2015 01:35:35	2015-00027230
Traffic Stop	09/05/2015 02:59:21	2015-00027234
Traffic Stop	09/05/2015 03:20:05	2015-00027237
Traffic Stop	09/05/2015 13:32:56	2015-00027287
Traffic Stop	09/05/2015 15:19:20	2015-00027298
Traffic Stop	09/06/2015 11:56:35	2015-00027383
Traffic Stop	09/06/2015 13:45:35	2015-00027389
Traffic Stop	09/07/2015 01:39:33	2015-00027418
Traffic Stop	09/07/2015 20:46:36	2015-00027516
Traffic Stop	09/08/2015 22:23:45	2015-00027621
Traffic Stop	09/09/2015 07:56:35	2015-00027645
		Type Totals: 36
Vehicle Maintenance	09/03/2015 10:46:07	2015-00027046
		Type Totals: 1
Welfare Check	08/31/2015 17:46:38	2015-00026748
Welfare Check	09/07/2015 22:38:30	2015-00027519
		Type Totals: 2

9/9/2015 9:38:25 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 September 14, 2015
Activity from August 27 – September 9, 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 September 14, 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.
- Mailed 40 checks paying 66 invoices at the August 31, 2015 Trustee Meeting.
- Processed 129 invoices for payment on September 14, 2015.
- Started the process/research of 10 additional invoices not yet ready for payment.
- Reviewed the UAN batch reports for the 129 invoices to be paid on September 14, 2015
- Phone conversations with vendors regarding payments, credits and terms.
- Sent follow up e-mails for missing or incomplete billing data.
- Processed Regular Payroll for September 2, 2015.
- Distributed September 2, 2015 payroll.
- Reviewed September 2, 2015 Payroll Reports
- Terminated 4 employees from Payroll
- Processed 4 payroll changes for various employees.
- Review of deductions and direct deposit coverage Re: C. Phelps last payroll
- Met with T. Lohse regarding new hire payroll forms.
- Reconciled and mailed:
 - Ohio Deferred Compensation Statement and Payment.
 - OPERS monthly report
 - OP&F Monthly Reports
- Discussions with our ACA Paycor Representative regarding our account set up for ACA compliance tracking. Conference call scheduled for September 11, 2015
- Prepared and mailed OP&F employer accounting for member compensation for R. Young.
- Completed remaining burial forms for burial on August 28, 2015
- Meeting with resident concerning mothers grave site
- Phone calls regarding various questions.
- Finalized Agenda for the August 31, 2015 Trustee Meeting.



BEAVERCREEK TOWNSHIP

FINANCE DEPARTMENT

851 Orchard Lane Suite C, Beavercreek, Ohio 45434-7220

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

- E-Mailed request for Agenda Items for the September 14, 2015 Trustee Meeting.
- Processed and balanced leave for all employees.
- Processed and balanced time sheets for all employees.
- Processed 19 Receipts and made 4 trips to PNC Bank.
- Prepared and processed Cafeteria reimbursements.
- Prepared and processed electronic funds deposits from Med3000 for ambulance billing.
- Prepared and processed electronic funds withdrawal from Paycor for payroll.
- Processed, prepared and balanced the August 2015 Bank Reconciliations for all accounts within Beavercreek Township. This includes 2 checking accounts, 4 investment accounts and one cemetery CD.
- Prepared resolutions for Promotion and hiring in the Fire Department
- Prepared resolution for Road Department hiring.
- Continued to work with OSL and Paycor.

Meetings:

- Attended Trustee Meeting held on August 31, 2015
- Attended Wellness Incentive Training on September 3, 2015

Challenges:

The lack of Manpower in the Fiscal Office continues to be a challenge.

**BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT**

851 Orchard Lane, Beavercreek, 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. Prepare part time job description for the maintenance department
5. Work with Broker and UHC on wellness incentive and extensive billing issue
6. Review grievance; schedule meetings on same
7. Work on fire department specific wellness program through new provider
8. Draft management proposals for Xenia Twp
9. Calls from employees on wellness initiative
10. Work on SERB comparables
11. Work on hiring
12. Work on handbook
13. Work on employee issue

BEAVERCREEK TOWNSHIP
HUMAN RESOURCES DEPARTMENT

851 Orchard Lane, Beavercreek, 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 Dr Romano, Dr Robertson, Chief VandenBos and Alex on grievance
Attend Staff meeting
Attend promotion and hiring ceremony
Attend collective bargaining at Xenia Township
Attend wellness trainings
Meeting with labor attorney on pending grievance
Attend labor management meeting
Meet with employee on pending FMLA
Meeting with Tim Parks on hiring
Meeting to discuss promotional list

Collective bargaining in Xenia Township:

Our first meeting between labor and management happened on Tuesday, September 8th. We managed to TA six articles, which was definitely a surprise. I have been able to successfully recommend language changes, specific contract articles as well as over all guidance on the collective bargaining process to the management team.

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, SEPTEMBER 14, 2015

ACTIVITY FROM THU. AUGUST 27 THROUGH WED. SEPTEMBER 9, 2015

PERMITS: Five permits for single-family dwellings were issued in this period. Other Zoning Actions included one pool/fence permit, three political campaign sign permits, one deck permit and one exemption certificate. To date, single-family dwelling permits are up 117%, and total permits are up 54% compared to 2014.

The following chart compares Permits issued **through September 9** this year and last:

	<u>2014</u>	<u>2015</u>
Single family dwellings/driveways	29/28	63/62
Additions	10	2
Fences	16	9
Pools (including fence)	3	6
Signs	5	6
Rights of Way	2	3
Accessory Decks & Covered Patio	6	8
Accessory Structures	10	5
Commercial Structures	0	0
Commercial Addition	1	1
Commercial Accessory Structures	2	2
Temporary Tents (permits/ # of tents)	9/14	6/10
Exemption Certificate s	1	5
Use Compliance Certificates	1	2
Cell Tower Co-location	2	0
Temporary Use Permits (Real Estate Sales)	0	0
Political Signs	1	3
Parks Permits		11
Total (including driveways)	126	194

PENDING: Two single-family dwelling permit revisions, one development access agreement, one record plan, one re-plat and one preliminary construction plan.

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. Responded to follow-up inquiries re: Ohio University/Russ Research Center strategic planning effort. Had extensive conversations with OU planning consultants.
3. Consulted with Real Estate Buyer's Agent concerning an available parcel, re-zoning process, site planning etc.
4. Consulted with engineer re: revised Record Plan for Bexley Hills 3B.
5. Advised contractor re: Flood Plain Development Permit.
6. Consulted with contractor and HOA representative re: incidental modifications to residential accessory site plan.
7. Consulted with property owner re: new barn, demolition and possible salvaging of existing barn; met with contractor on site.
8. Consulted with GC Auditor to develop revenue projection tool. Interactive spread sheet delivered 09-08-15. Full report will be in packet for next Trustees Meeting.
9. Consulted with GC airport operations manager re: construction of new maintenance hangar.
10. Consulted with property owner re: disposition of property with possible development potential.
11. Assisted two applicants with Park Permits.
12. Continued formal training of Zoning Assistant for assumption of new duties (Novak recommendation).
13. Consulted with merchant re: nuisance tree removal.
14. Consulted with ODOT Dist. 8 staff and MVRPC staff re: strengthening the Rt. 35 TRAC application. Sent additional requested documentation.
15. Attended Trustees' Regular Meeting 08-31-15.
16. Met with Valley Springs Farm owners re: short- and long-range development plans, economic development plan, and support for U.S. Rt.35 project 09-02-15.
17. Met with resident re: Conditional Use, food prep permits at residence 09-03-15.
18. Arranged for all-day training workshops for Microsoft Word 2010 – Oct. 23 and Adobe Acrobat Pro XI – Sept. 17.

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

- Assumed responsibility for updating and printing the Beavercreek Township Directory
- Investigated new possible code violations (4), conferred with complainants.
- Issued 2 Zoning Permits.
- Extensive property research and data collection & collation for economic development project; conveyed same to TA and Legal Counsel.
- Assisted in preparation of bi-weekly Departmental Activity Report.
- Issued 8 Park Permits

BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT

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



Bi-Weekly Report
September 14, 2015
(Report period 1 – 13 Sep 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:

- Upgrade Citrix environment (in-work)
 - Created new storage LUNs to stage all servers and VDIs for migration.
 - Brought domain down on 7 Sep to migrate all virtual servers to new farm.
 - Configured servers with new Citrix Tools and Virtual Desktop agents.
 - Will need one more day of down time to move all workstations to new farm
 - Configuring desktop policies and ini files for virtual desktops as well as testing configurations.
 - We will be experiencing a little latency with applications from time to time until we are completely on new farm.
 - Configured backup servers to correspond to new configuration
- Research and deploy video conferencing between all Fire Stations (on hold for Citrix Migration)
- 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
 - Uploaded backup file to FTP site per Mr. Schubert's request

BEAVERCREEK TOWNSHIP INFORMATION TECHNOLOGY DEPARTMENT

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



- Patched /Rebooted 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 31 Aug Trustees Meeting
 - Facebook/Twitter—Links posted
- Unlocked/Reset network accounts.
- Latency issue in regards to the Townships public connection (Outside Web Traffic) has been resolved.
 - Isolated problem down to a faulty DSL card on Datayard's router
 - After replacement we are averaging 9.5MBs down and 4 MBs up, which is what we are currently paying for.
- 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:

Awareness Items:

- Having difficulty with Windstream moving lines from 1981 Dayton-Xenia to Orchard Ln.
 - Have not had any response from Windstream on the status of moving our fax line to the new finance office.
 - Have spoke to them numerous times and even sent an email to the company CEO.
 - Will be working with ATT and see if we can consolidate all of our Windstream business under them.

**BEAVERCREEK TOWNSHIP
INFORMATION TECHNOLOGY DEPARTMENT**

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



Purchases:

- Trusted domain certificate for Beaver Creek Township (3 years)
- Barracuda Energizer Updates/Service renewal

I look forward to meeting with you at the 14 September meeting and answering any questions/concerns you may have on the preceding information. In the meantime, if you have any questions you can contact me via email or my cell @ 937.212.1379

Jeff Terry | Information Technology
Beaver Creek Township
937.306.5049

To: Alex Zaharieff
From: Tim Parks
Date: September 10, 2015
Reference: September 14 Trustees Meeting

Alex:

On Monday September 14 I will be bringing the following:

- I will be recommending the approval of the Seasonal On Call Maintenance Worker job description. This is a new type of position for the maintenance department and none of the approved job descriptions really fit the type of position we were looking for. I have worked with the Human Resource Manager to create the attached description for approval. We have been unable to advertise for this position due to no job description.

I make a motion to approve the Seasonal On Call Maintenance Worker job description as presented.

- I will be requesting approval of purchase request to Ohio Cat Rental for the rental of a excavator to rework the outlet of the box culvert at the Greene County Waste Water Treatment Plant and to remove a large log jam south of the plant on LMI property per the 5 year agreement. The outlet relocation is a joint project between Greene County Sanitary and the Township to allow for more storage capacity and an improved outlet to the creek. The Township will be supplying the excavator and labor to do the relocation, with the County supplying the Rip Rap stone to limit erosion. We attempted to get three quotes for the project however Beaver Creek Rental was unable to supply a machine of comparable size for the project. We anticipate this project with the log jam removal to take approximately 2 weeks. We will be recommending to rent the machine for a 4 week period due to the fact if we do not get the project accomplished in the two week time frame due to any unforeseen emergency's, this would be the cheaper option .
 - Ohio Cat Rental
 - Weekly rental - \$2,480
 - Monthly -\$5,735
 - Art's Rental
 - Weekly rental- \$3,263
 - Monthly- \$7,418
 - Beaver Creek Rental
 - No compatible machines

I make a motion to approve the purchase request (00352) to Ohio Cat Rental Store for a CAT 324 excavator, in the amount not to exceed \$6,000; and authorize the Township Administrator to sign for the Board.

- I will be requesting approve of purchase request to Carrol Wuertz for the replacement of four rear tires for Ladder 61. These are the other four tires on the rear tandem that the tread is

starting to spate form the casings, we spoke about them approximately a month ago when we replaced the front tandem tires. **State Bid**

I make a motion to approve purchase request (00353) to Carrol Wuertz for four (4) rear tires for Ladder 61, in the amount not to exceed \$3,400; and to authorize the Township Administrator to sign for the Board.

- I will be requesting the approval of a purchase request to All-American Fire Equipment for the replacement of the bed section ladder cables for the aerial. During ladder testing this year it was noted that the cables where starting to show wear and need inspected by a factory authorized dealer before to see if the cables where within factory specifications before the aerial could be certified. Upon inspection the factory certified inspector recommended the cables for the bed section be replaced due to the fraying. The unit has been placed OOS on the side of cation until the repairs can be made. **Authorized Dealer for Ohio**

I make a motion to approve purchase request (00354) to All-American Fire Equipment for the replacement of the aerial bed section cables, in the amount of not to exceed \$ 4,500; and to authorize the Township Administrator to sign for the Board.

- I will be requesting approval of a purchase request to remove 4 dead ash trees from behind Station 64. A resident behind Station 64 brought the trees to our attention due to the fact they where concerned with the trees impacting the power lines along the property line. We received three quotes for the removal of four (4) trees and the grinding on two stumps. We will be recommending MRB out of Beavercreek for the work.
 - Paul's Tree Service out of Xenia - \$5,200
 - F&F Tree Service out of Dayton- \$2,500
 - MRB Tree Service out of Beavercreek- \$2,500

I make a motion to approve purchase request (00355) to MRB Tree Service to remove four (4) dead trees at Station 64, in the amount of \$2,500; and to authorize the Township Administrator to sign for the Board.

- **Bi-weekly activity report**

Position Title: Seasonal On Call Maintenance Worker
Division: Beavercreek Township Maintenance Department
Reports to: Road Superintendent/Foreman

Definition:

Assists in the duties related to the removal of ice and snow from Township roadways..

Status:

Non-Exempt

Work Schedule:

This employee works on an as needed basis to be determined by the Road Superintendent.

Time, as-needed, on-call basis.,

Essential Functions of the Position:

Assits under the supervisor of the Road Superintendent or Forman in the removal of ice and snow from Township roadways, pre-trip inspections, gas and/or diesel pump operations, plow operations, radio operations, operates light and heavy trucks, performs such other duties as assigned by Road Superintendent and/or Foreman.

Qualifications and Abilities:

This individual must demonstrate experience in decision-making and assigned responsibilities requiring initiative.

This person must meet the following minimum qualifications:

- High School Education with some knowledge of road equipment, power and hand tools.
- Must be at least 18 years of age.
- Must be willing to work long hours in different weather conditions.

This person must have the ability to:

- Handle stressful situations that may arise in day-to-day operations
- Work well with co-workers and the public

September 14,2015

- Deal with co-workers effectively and professionally.
- Work as a team player.
- Present a clean, professional appearance at all times
- Establish and maintain effective working relationships with other employees and the public.
- Understand and follow oral and written instructions.
- Communicate effectively verbally and in writing.
- Stand, sit, walk, talk or hear, climb, balance, bend, crouch, kneel, reach at all levels, handle and use Maintenance equipment, and possess good hand-eye coordination.
- Lift, carry, push, pull, and/or otherwise move objects weighing up to 10 lbs and occasionally lift and/or move up to 50 lbs.; ascend or descend ladders; walk, stand, crouch on narrow or slippery surfaces.
- Physical strength and agility to perform the essential functions of the job.
- Operate maintenance vehicles without assistance (valid Ohio driver's license required)
- Must have a valid class B license.
- Remain free from any physical and/or mental impairment that would affect the activities required for this position.

Incumbents may perform any combination of the essential functions shown above. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

September 14,2015

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

September 10, 2015

Calls for Service:

- Closed Valley Road due to accident- 6 hours

Accomplishment/Information:

- Continued working on Rotary Park agreement with City of Beavercreek-
- Continued working with International on warranty issue
- Attended Staff meeting
- Meeting with Fiscal Officer candidate
- Meeting with senior Fire Department staff on engine modification
- Meeting with Greene County Sanitary and NRCS on Factory Road issues
- Meeting with Park Board Manager on issues in their parks
- Met with resident on Abby Lane on water issue
- Reviewed several driveway permits
- Meeting with Greene County on drainage issue on Sun Rise Way
- Began planning for Factory Road box culvert outlet relocation
- 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, water line extension began on Indian Ripple
 - Clairborne Greens 2A- installed curb, placed base and intermediate course of asphalt
 - Clairborne Greens 2B- on hold
- Milled Steeple Chase and StoneHill development for re-surfacing
- Continued mowing of Township Facilities
- Began round four (4) of right-of-way mowing
- Began catch basin repair and curb repair on Shepard Road
- 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:

- Paving to begin week on September 14
- Possible funding request or manpower request for creek blockage

BIWEEKLY ACTIVITY REPORT

To: **Alex Zaharieff, Township Administrator**
 From: **David VandenBos**
 Date: **2015-09-10**
 Re: **Agenda Items for 14 September 2015 Trustees' Meeting**

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

1) Bi-weekly department activity report

1) Bi-weekly department activity report

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

- 1.1) Open Department Meeting:** The fire department's monthly open meeting was held. In addition the normal business, there was an open discussion of possible improvements in staffing distribution and apparatus responses. Crews in attendance also made several recommendations regarding reporting quality control processes.
- 1.2) Performance Audit:** The fire department continued work on the items assigned by the Board in response the audit. Updated timelines were submitted to the Township Administrator.
- 1.3) Mercer Group:** Fire Administration is continuing to prepare the information requested by the Mercer Group. This should be completed and sent by early next week.
- 1.4) Mutual Aid Reporting:** A new section has been added to the fire department's biweekly report. This section addresses the impact of mutual aid responses, both requested and provided. The format is similar to the other areas. The section addresses the following:
 - 1.4.1. Prior Year History:** 26 previous biweekly counts of aid requested and provided.
 - 1.4.2. Trend:** projection of next biweekly period's aid (increase, decrease, stay the same)
 - 1.4.3. Current:** current biweekly aid requests and incidents
 - 1.4.4. Percentage:** percentage biweekly incidents of mutual aid, given or received.
 - 1.4.5. 10-Year History:** 10 year (year-over-year) history of mutual aid requests, including YOY total.
 - 1.4.6. Year-To-Date:** actual YTD aid requests and provisions.
 - 1.4.7. Difference:** A summary of the difference with values between aid requested and provided.
- 1.5) Hose Bed Modifications:** The Fire Chief and Road Superintendent met with the Operations, Suppression and Logistics Chief to discuss planned alterations to the Rosenbauer hosebeds. Permanent modification of reserve engine 65 was approved to replace the old rescue.
- 1.6) 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.
 Since the mediation, the Union has appealed this grievance to the Board and per the contract, the issue will be discussed at this meeting. Fire Administration has held several meetings to prepare for this appeal.
- 1.7) Labor-Management Meeting:** Fire Administration and the Union met to discuss issues of common interest and concern. These include the assignment and tracking of overtime- especially in regards to special events and trainings, rehab policy, discipline form changes,

reporting QC processes, SOG posting and announcement of changes, and extension of the current promotional list.

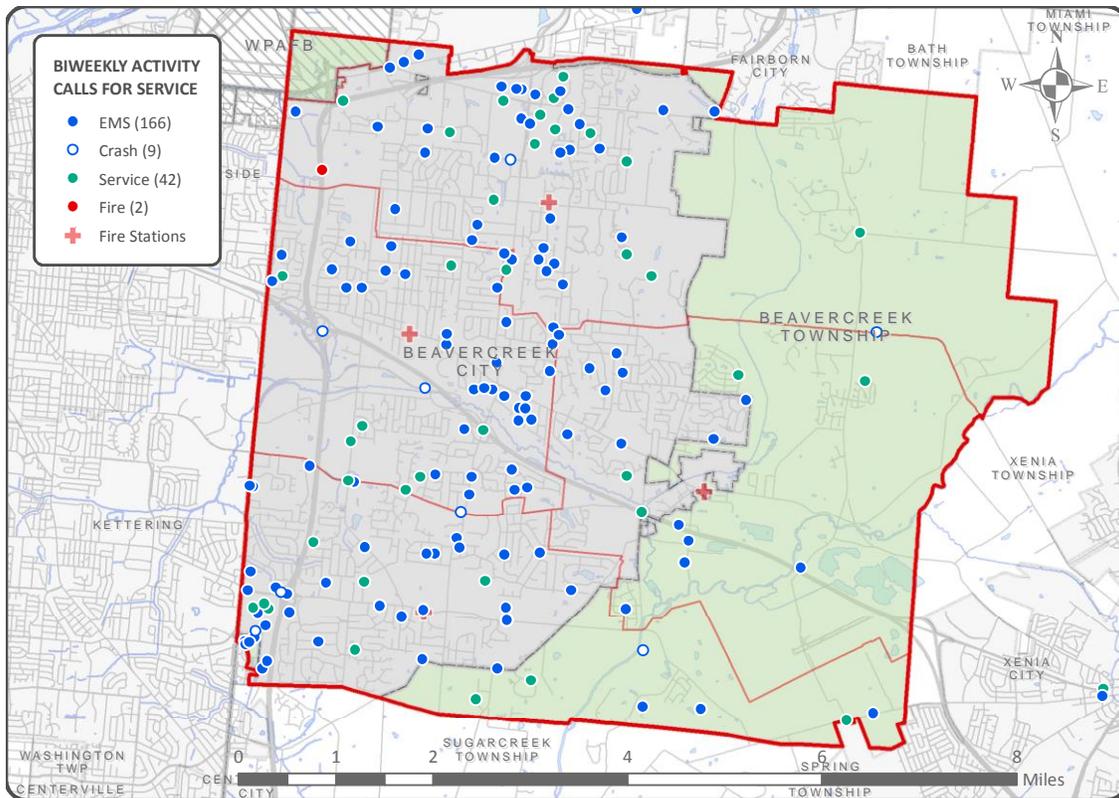
- 1.8) PSISN Board Meeting:** The Township Administrator and Fire Chief attended a PSISN Board meeting to discuss issues related to the execution of a new contract with New World Systems. This contract will lead to the planned upgrade of the current CAD system to a newer version. It also includes the termination of the original (2008) contract, except for specifically identified undelivered deliverables. The Board also discussed mobile licensing needs for member departments.
- 1.9) Greene County Airport:** The Fire Chief, Operations Chief and Fire Prevention Specialist met with Greene County Airport to discuss the possible construction of a new hanger. The airport's FBO proposed improved access arrangements to address fire department concerns with the hanger's proposed location.
- 1.10) Popcorn Festival:** The Incident Action Plan (IAP) for the Popcorn Festival was completed, and necessary preparation is being conducted through the end of the week to ensure a safe and educational experience for the community and its guests.
- 1.11) 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
 - Station 61: Ankeney Soccer Fields, medic standby
 - CPR & First Aid: Heartsaver CPR

BIWEEKLY ACTIVITY REPORT

2) Activity Summary (previous 2 weeks)

Biweekly Incident Activity Report

Call for Service Type	Biweekly History Trend Current	0	100	200	300	10-Year over Year History	YTD Projected
3: Medical	▼ 167						4,087 2,851
7: False Alarm	▷ 18	8.2%					403 291
3: Crash	▲ 9	4.1%					352 238
6: Good Intent	▲ 10	4.6%					322 222
5: Service	▲ 5	2.3%					187 137
4: Hazard	▼ 8	3.7%					124 97
1: Fire	▲ 2	0.9%					95 63
2: Explosion	▷ 0	0.0%					7 5
8: Severe Weather	▷ 0	0.0%					5 5
9: Special	▷ 0	0.0%					7 5
Total	▼ 219				100.0%		5,589 3,914



Biweekly Mutual Aid Report

Aid Type	Biweekly History Trend Current	0%	50%	100%	10-Year over Year History	YTD Projected
Requested	▲ 10					184 158
Provided	▲ 3					141 96
Difference	▷ 7					43 62

BIWEEKLY ACTIVITY REPORT

Biweekly Training Activity Report

Training Type	Biweekly History Trend Current	0	250	500	750	1,000	10-Year over Year History	YTD Projected
Firefighting	59	65						1,678 1,142
EMS	56	105						2,717 2,056
Driver/Operator	3	35						905 414
Rescue	48	73						1,904 905
Officers	46	34						873 656
Daily Drills	32	33						866 554
Haz-Mat	0	30						770 144
Fire Prevention	1	6						161 120
Instructors	0	8						208 153
NIMS	27	15						401 400
Dispatch	0	5						135 33
Total	270	408						10,617 6,577