**Special Beavercreek Trustee's Meeting**

**Tuesday, September 25, 2012**

Mr. Glaser called the Special Trustee Meeting to order at 1:02 P.M. Those present were Trustees: Robert Glaser, Carol Graff and Dan Paxson. Fiscal Officer, Christy Ahrens and Legal Assistant Dawn Frick were also present. Staff present: Township Administrator Alex Zaharieff, Assistant to the Fiscal Officer James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, Zoning Administrator/Inspector Victoria Long, and HR Manager Trish Gustafson. Firefighter Tyson Dean was also present.

The purpose of this Special Meeting is to meet in Open Session to discuss possible revisions to the Beavercreek Township Personnel Policy Manual, flu vaccinations for Beavercreek Township employees, medic bay door at Fire Station 62 and a proposed controlled bow hunting program.

Mr. Glaser began the meeting with the Station 62 medic bay door issue. Township Administrator Alex Zaharieff stated that Fire Chief VandenBos had a report and pictures of the accident for the Board. Mr. Zaharieff was asked when he was notified of this incident and he replied, "Not until Ms. Ahrens sent her email." Chief VandenBos passed out the Safety Committee Accident Report for this incident which occurred on September 18, 2012. The Chief summarized what happened: crews responded to a call, the medic pulled out and as it was pulling out, a firefighter in the fire engine, also responding to the call, pressed the remote for the medic bay door and the medic struck the door. Chief VandenBos stated that he didn't know if it was a design decision not to have sensors placed on Station 62 and 64 doors, but that it might have been due to false positive alarms.
Discussion occurred regarding: who the officer on duty was that day and who the accident report was sent to as these items are missing from the Safety Committee Accident Report; and the chain of command who knew about the incident. Mr. Zaharieff stated that he took action against the Chief; he has been disciplined and told to report these types on incidents to the Administrator immediately. General discussion occurred and questions were asked. Chief VandenBos stated that, "He did not notify the Township Administrator because he did not have the final accident report."
Mr. Glaser said that he was disappointed. We have talked about the need for communication and it still isn't happening. The eye for the medic door was never installed. He questioned whether they needed to be installed at both Station 62 and Station 64. Discussion occurred regarding the Township drug and alcohol testing policy. The Trustees would like to know how much damage was done to the door.

Mr. Glaser then discussed the flu shots and the fact that on Share Point it was advertised that not only employees were eligible to receive flu shots but immediate family members were as well. Mr. Glaser stated that there was no mention of family members receiving this benefit, employees only. Chief VandenBos stated that it has been a long standing policy (2006) that family members as well as employees receive flu shots to keep the whole family healthy so no one takes time off.
Mr. Glaser stated that, "What we use to do, doesn't fly anymore. We follow what the Trustees approve only." Ms. Graff stated that she let Chief VandenBos know that the Share Point advertisement for family flu shots was being questioned so he could handle the situation and change it on Share Point. Mr. Glaser said that this is another issue where the Trustees are not being kept in the loop of what is going on in the Township. Mr. Paxson stated that the Township should not be paying for family members flu shots with taxpayer dollars. Human Resource Manager Trish Gustafson questioned Mr. Glaser regarding the $2500 spending limit needing Trustee authority and stated that in the past this bill would have been less than $2500 and not brought before the Board of Trustees. Mr. Glaser stated that, "this

is not a problem with the amount of the purchase. What you (Ms. Gustafson) presented is not what went out on Share Point." Ms. Graff agreed with Mr. Paxson that the Township should not be paying for family members, at this time. Ms. Gustafson argued that she was not involved with asking for the Fire Department's approval for flu shots. Mr. Glaser read a verbatim transcript from the Regular Trustee Meeting of September 17, 2012 stating this is what you (Ms. Gustafson) said, "Real quick, I have a purchase request for the Fire Department for their flu shots and for the Township employees." Mr. Glaser later questioned in that previous meeting the two purchase requests, clarifying that one was for the Township employees and the other one for the Fire Department employees. Ms. Gustafson said, yes. There was argumentative discussion.

Mr. Glaser moved on to discussion of the possible Bow Hunting policy. Discussion occurred regarding a letter that Legal Advisor Bob Surdyk sent to the Trustees regarding rules. Mr. Glaser stated that he agreed with all of the rules but did not like the lottery system for determining who could hunt on Township property. Mr. Glaser suggested that the Trustees agree to all the rules Mr. Surdyk presented, but instead of the lottery, each Trustee name one individual to hunt on Township property per season. Mr. Glaser feels that it is good public relations and it keeps personal contact with that person which provides more control for the Trustees. He also felt that the person each Trustee picked must live in the Township. Ms. Graff did not have any objections; she did still want applicants to have to fill out an application form. Mr. Zaharieff stated that the current contract provides for four individuals for a period of one month. Mr. Glaser stated that he feels it should be three people who get the privilege for the entire season. Mr. Zaharieff stated that there is no designated parking area and that there is a locked gate that blocks access to the property. Discussion occurred regarding concerns such as: parking; two deer rule – antlers and antlerless; do we inspect; how to obtain access; having all three individuals have each other's information so they can talk to each other; and finally that the parking is fine the way it is.

**2012-331** Ms. Graff made a motion to approve **Resolution 2012-331**, Controlled Bow Hunting Program Rules and Regulations 2012-2013, and the process for selecting individuals as presented above. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.
The Trustees then moved on to the Township Personnel Policy Manual for discussion and review.

The Trustees began on Section III – Personnel Procedures,
11. Vacation. There were no changes to this section; however, discussion occurred regarding the last sentence of the last paragraph in the section. The Trustees decided to leave the sentence as it is.

13. Service Of A Subpoena and Jury Duty – Discussion occurred and the first sentence shall read, "An Employee called for jury duty, or service of a subpoena to testify in a litigation matter, <u>on behalf of the Township</u>, shall suffer no loss of regular straight time earning for time necessarily lost due to these services."

Mr. Glaser stated that 14. Funeral and Beavement Leave had already been discussed; but that the numbers were changed to reflect two and five consecutive shifts/<u>workdays</u>, not three and seven.

16. Family and Medical Leave
Third paragraph, second sentence, "Paid leave is defined as sick leave, comp time and/or vacation leave" is deleted.

**Special Beavercreek Trustee's Meeting**

**Tuesday, September 25, 2012**

Sixth paragraph, second sentence stays as submitted by legal, "Employees are required to pay for any fees charged by medical providers for completing this paperwork."

17. Non-Work Related Disability
Second paragraph, second sentence, "An employee may request additional time off, even though not disabled by requesting sick leave, vacation or unpaid leave the same as for any other personal reason" shall be deleted. General discussion occurred regarding: Leave of Absence versus Part Time Leave. It was generally accepted to change Leave of Absence Leave to Part Time Fire Department Leave.

Section V – Benefits
1. Educational Reimbursement – General discussion occurred regarding the Trustees needing to be involved in the approval process. This is not an appropriations item; this benefit shall be based on an individual basis. The employee shall come before the Board to ask for this benefit and the Board approves or disapproves the benefit.
First paragraph, make this sentence be the last sentence in the paragraph, "All Educational Reimbursements must be pre-approved by the Trustees."

The last paragraph, last sentence shall read, "If an employee voluntarily separates from Beavercreek Township's employment within two years of the last educational assistance payment, the employee will be required to repay fifty percent of the original educational assistance payment."

2. Delete "OPERS & OPFDPF" and make it Pension Contributions.
First paragraph, second sentence shall read in full, "The Township is also required to make required contributions on behalf of the employee."

3. Compensatory Time
General discussion occurred. Have the ratios for time be consistent, i.e. 1:1 and 1:1.5.
First paragraph, second sentence, "Compensatory time applies to non-exempt employees who are defined in Section 1" shall be deleted.

6. Cash In Lieu
General discussion occurred. Mr. Paxson stated that he does not like this policy. Mr. Glaser stated that the Trustees should delete this whole policy because financially it does not work for us, the Township. Discussion occurred regarding: Part-time firefighters taking this benefit; Mr. Glaser being against this policy from the beginning and is still against it; and that it was controversial to start.

**2012-332** Mr. Paxson made a motion to delete the entire section 6. Cash In Lieu from the Township Personnel Policy Manual, effective December 31, 2012. Mr. Glaser seconded. Roll Call: Mr. Paxson, yes; Mr. Glaser, yes; and Ms. Graff, abstain.

Section VI Miscellaneous
3. Outside Employment – Discussion occurred regarding the last sentence of the first paragraph. The last sentence of the first paragraph shall read, "Full-Time employees are expected to respond to emergencies that may arise during off-duty hours. Part-Time employees may be asked to respond."
4. Personnel Data Changes
Discussion occurred regarding the PERS 004 form indicated in the manual. There is no PERS 004 form. Discussion occurred that the Pay Rate form with employee's name on it should be used to make any data changes as well.

**Special Beavercreek Trustee's Meeting**

**Tuesday, September 25, 2012**

8. Home Based Work
General discussion occurred. Mr. Zaharieff stated that it should be left to the discretion of the Township Administrator if an employee should work from home. Discussion occurred regarding timesheets. The Administrator will indicate on an employee's time sheet the hours that an employee worked from home and initial it to show that he approved it.
The entire Home Based Work section was deleted.

19. Firearms
General discussion occurred regarding: concealed versus open view laws regarding guns. This section is placed on hold – subject to clarification and revision by Legal Advisor Bob Surdyk.

21. Drug and Alcohol Free Workplace
"The Township is committed to protecting the safety, health and wellbeing of all Employees and other individuals in our workplace. It recognizes that alcohol abuse and drug use pose a significant threat to our goals. It has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. Every Employee is expected to cooperate fully, to resist and correct any actual or threatened drug program and/or alcohol problem. The Township is committed to reducing the problems created by drugs and alcohol in the workplace. For that reason, substance abuse of any kind will not be tolerated. This policy applies to all full-time and part-time employees excluding elected officials."

21.5 Drug Testing
The first paragraph, first sentence shall read, "The Township requires a drug test of every safety sensitive applicant for Township employment and may require any other test or inquiry reasonable directed to the goal of combating any actual or threatened drug problems." Mr. Paxson questioned and general discussion occurred regarding the definition of "threatened" drug problems.

21.9 Drug Dependency Treatment
First paragraph, second sentence shall read, "If an Employee advises the Employer of a drug/alcohol problem, the Employee will be urged to receive counseling and, if necessary, may be permitted to take a leave of absence to receive the recommended treatment."

21.8.2 Pre-Employment
This section is deleted entirely.

The Trustees finished reviewing Section 21 with no further changes.
A Special Trustee Meeting is scheduled for Thursday, October 18, 2012 at 1:00 P.M. to finish reviewing the Township Personnel Policy Manual.
**2012-333** Ms. Graff made a motion to Adjourn at 4:00 P.M. Mr. Paxson seconded.
Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____