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- Request to Purchase: MARCS Annual User Fees **Page 18**
- Request to Purchase: Medic Computers **Page 19**
- Approval of External Training Agreement **Page 20, 23-27**
- Approval of Work Rules: Lateral Entry Hiring **Page 21, 28-29**
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Agenda
Regular Trustees' Meeting
Monday, August 3, 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 3, 2015, Meeting
- Approve the August 5, 2015, Payroll in the amount of $
- Approval of Bills in the amount of $44,225.97
- Approval of Minutes:
  - Regular Meeting held July 20, 2015

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

Old Business: None.

New Business: None.

Administrator:

- Greene County Sheriff's Office Report

Finance:

- Biweekly Report

Human Resources:

- No Report

Zoning:

- Biweekly Report

Information Technology:

- Biweekly Report

Road:

- Biweekly Report

Fire:

- Request to Purchase: MARCS Annual User Fees
- Request to Purchase: Medic Computers
- Approval of External Training Agreement
- Approval of Work Rules: Lateral Entry Hiring
- Biweekly Report

Legal Advisor:

Trustees:

Fiscal Officer:

Legal Invoices

Executive Session:

- Ohio Revised Code 121.22(G)(2) to consider the purchase of property for public purposes.

Adjourn

Greene County Sheriff's Office

Incident Analysis - Beavercreek Twp

Incident Type	Incident Date And Time	Incident Address Venue	Incident Address	Incident Number
911 Hang Up	07/08/2015 08:51:50	BEAVERCREEK TWP	530 ORCHARD LN	2015-00021294
				Type Totals: 1
Alarm - Business/Bank	07/09/2015 08:48:44	BEAVERCREEK TWP	679 TREBEIN RD	2015-00021393
Alarm - Business/Bank	07/10/2015 18:28:22	BEAVERCREEK TWP	731 ORCHARD LN	2015-00021541
Alarm - Business/Bank	07/10/2015 19:13:12	BEAVERCREEK TWP	1124 UPPER BELLBROOK RD	2015-00021546
Alarm - Business/Bank	07/10/2015 21:45:48	BEAVERCREEK TWP	2300 HELLER DR	2015-00021558
Alarm - Business/Bank	07/15/2015 21:15:54	BEAVERCREEK TWP	1 CLUB NORTH DR	2015-00021960
Alarm - Business/Bank	07/16/2015 04:42:17	BEAVERCREEK TWP	1300 SHORTHILL DR	2015-00022006
Alarm - Business/Bank	07/19/2015 06:42:49	BEAVERCREEK TWP	799 SPACE DR	2015-00022283
Alarm - Business/Bank	07/21/2015 00:37:27	BEAVERCREEK TWP	1300 SHORTHILL DR	2015-00022469
				Type Totals: 8
Alarm - Residential	07/09/2015 13:38:25	BEAVERCREEK TWP	1811 GRAND PORTAGE TRL	2015-00021421
Alarm - Residential	07/13/2015 12:56:57	BEAVERCREEK TWP	395 DANBURY PL	2015-00021734
Alarm - Residential	07/13/2015 14:52:39	BEAVERCREEK TWP	1878 SPRING MEADOWS DR	2015-00021741
Alarm - Residential	07/14/2015 13:44:00	BEAVERCREEK TWP	2181 ANNANDALE PL	2015-00021812
Alarm - Residential	07/17/2015 13:29:25	BEAVERCREEK TWP	2283 BANDIT TRL	2015-00022148
				Type Totals: 5
Assist	07/11/2015 21:41:35	BEAVERCREEK TWP	1669 KATHY MARIE CT	2015-00021638
Assist	07/14/2015 20:36:33	BEAVERCREEK TWP	39.7008408860000000, -83.9982605570000000	2015-00021850
Assist	07/16/2015 22:56:32	BEAVERCREEK TWP	DAYTON XENIA RD / BEAVER VALLEY RD	2015-00022087
Assist	07/18/2015 15:12:46	BEAVERCREEK TWP	264 S ALPHA BELLBROOK RD	2015-00022239
				Type Totals: 4
Burglary	07/12/2015 22:49:31	BEAVERCREEK TWP	1750 KINGSWAY DR	2015-00021702
				Type Totals: 1
Business Check	07/08/2015 01:12:51	BEAVERCREEK TWP	2220 HELLER DR	2015-00021258
Business Check	07/08/2015 01:15:45	BEAVERCREEK TWP	2110 HELLER DR	2015-00021259
Business Check	07/08/2015 03:11:06	BEAVERCREEK TWP	2446 TREBEIN RD	2015-00021264

Business Check	07/10/2015 19:07:53	BEAVERCREEK TWP	2089 DAYTON XENIA RD	2015-00021544
Business Check	07/10/2015 19:10:26	BEAVERCREEK TWP	2122 DISTRIBUTION DR	2015-00021545
Business Check	07/10/2015 21:05:16	BEAVERCREEK TWP	630 ORCHARD LN	2015-00021552
Business Check	07/10/2015 21:07:39	BEAVERCREEK TWP	610 ORCHARD LN	2015-00021553
Business Check	07/10/2015 23:03:56	BEAVERCREEK TWP	245 N VALLEY RD	2015-00021561
Business Check	07/11/2015 00:16:18	BEAVERCREEK TWP	2356 HELLER DR	2015-00021565
Business Check	07/11/2015 02:37:13	BEAVERCREEK TWP	2292 YELLOW BRICK RD	2015-00021570
Business Check	07/11/2015 04:26:38	BEAVERCREEK TWP	2446 TREBEIN RD	2015-00021573
Business Check	07/11/2015 14:10:24	BEAVERCREEK TWP	1020 BEAVER VALLEY RD	2015-00021620
Business Check	07/11/2015 23:21:09	BEAVERCREEK TWP	2356 HELLER DR	2015-00021644
Business Check	07/11/2015 23:24:11	BEAVERCREEK TWP	2300 HELLER DR	2015-00021645
Business Check	07/11/2015 23:28:53	BEAVERCREEK TWP	630 ORCHARD LN	2015-00021646
Business Check	07/12/2015 04:11:59	BEAVERCREEK TWP	2446 TREBEIN RD	2015-00021666
Business Check	07/15/2015 19:36:57	BEAVERCREEK TWP	245 N VALLEY RD	2015-00021958
Business Check	07/15/2015 23:39:59	BEAVERCREEK TWP	630 ORCHARD LN	2015-00021973
Business Check	07/15/2015 23:42:20	BEAVERCREEK TWP	610 ORCHARD LN	2015-00021974
Business Check	07/16/2015 01:11:07	BEAVERCREEK TWP	2220 HELLER DR	2015-00021984
Business Check	07/16/2015 01:14:10	BEAVERCREEK TWP	2110 HELLER DR	2015-00021985
Business Check	07/16/2015 02:19:14	BEAVERCREEK TWP	3789 PENTAGON BLVD	2015-00021996
Business Check	07/16/2015 02:22:43	BEAVERCREEK TWP	3799 GERMANY LN	2015-00021997
Business Check	07/16/2015 02:46:23	BEAVERCREEK TWP	1124 UPPER BELLBROOK RD	2015-00021999
Business Check	07/16/2015 04:13:19	BEAVERCREEK TWP	2446 TREBEIN RD	2015-00022004
Business Check	07/16/2015 18:45:56	BEAVERCREEK TWP	245 N VALLEY RD	2015-00022066
Business Check	07/16/2015 21:01:33	BEAVERCREEK TWP	280 WALDEN WAY	2015-00022074
Business Check	07/16/2015 21:22:59	BEAVERCREEK TWP	428 SHEPHERD RD	2015-00022079
Business Check	07/17/2015 03:10:34	BEAVERCREEK TWP	610 ORCHARD LN	2015-00022110
Business Check	07/17/2015	BEAVERCREEK	280 WALDEN WAY	2015-

	11:01:03	TWP		00022138
Business Check	07/18/2015 09:47:11	BEAVERCREEK TWP	620 PHILLIPS DR	2015-00022204
Business Check	07/18/2015 10:20:15	BEAVERCREEK TWP	2700 INDIAN RIPPLE RD	2015-00022211
Business Check	07/18/2015 10:57:01	BEAVERCREEK TWP	280 WALDEN WAY	2015-00022220
Business Check	07/19/2015 00:14:33	BEAVERCREEK TWP	1728 DAYTON XENIA RD	2015-00022272
Business Check	07/19/2015 01:53:25	BEAVERCREEK TWP	2642 INDIAN RIPPLE RD	2015-00022279
Business Check	07/19/2015 09:46:13	BEAVERCREEK TWP	3789 PENTAGON BLVD	2015-00022293
Business Check	07/19/2015 09:56:30	BEAVERCREEK TWP	3799 GERMANY LN	2015-00022294
Business Check	07/20/2015 01:39:15	BEAVERCREEK TWP	2642 INDIAN RIPPLE RD	2015-00022356
Business Check	07/20/2015 21:24:35	BEAVERCREEK TWP	610 ORCHARD LN	2015-00022445
Business Check	07/20/2015 22:09:36	BEAVERCREEK TWP	630 ORCHARD LN	2015-00022447
Business Check	07/21/2015 00:33:03	BEAVERCREEK TWP	2220 HELLER DR	2015-00022462
Business Check	07/21/2015 00:36:16	BEAVERCREEK TWP	2300 HELLER DR	2015-00022464
Business Check	07/21/2015 00:38:22	BEAVERCREEK TWP	2356 HELLER DR	2015-00022468
Business Check	07/21/2015 04:39:21	BEAVERCREEK TWP	2446 TREBEIN RD	2015-00022488
Business Check	07/21/2015 09:35:09	BEAVERCREEK TWP	610 ORCHARD LN	2015-00022506
Business Check	07/21/2015 09:42:43	BEAVERCREEK TWP	630 ORCHARD LN	2015-00022507
Business Check	07/21/2015 21:28:33	BEAVERCREEK TWP	600 ORCHARD LN	2015-00022557
Business Check	07/21/2015 21:40:06	BEAVERCREEK TWP	2220 HELLER DR	2015-00022558
Business Check	07/21/2015 21:42:38	BEAVERCREEK TWP	2110 HELLER DR	2015-00022561
Business Check	07/22/2015 01:36:01	BEAVERCREEK TWP	610 ORCHARD LN	2015-00022595
Business Check	07/22/2015 02:01:01	BEAVERCREEK TWP	245 N VALLEY RD	2015-00022598
Business Check	07/22/2015 03:44:08	BEAVERCREEK TWP	2446 TREBEIN RD	2015-00022604
				Type Totals: 52
Civil Complaint	07/13/2015 14:11:30	BEAVERCREEK TWP	1570 HILLTOP RD	2015-00021738
				Type Totals: 1
Civil Other	07/14/2015 10:06:05	BEAVERCREEK TWP	1570 SCOTTSGATE CT N	2015-00021796
Civil Other	07/15/2015	BEAVERCREEK	620 PHILLIPS DR	2015-

	14:11:33	TWP		00021929
Civil Other	07/20/2015 16:45:55	BEAVERCREEK TWP	480 SIGNATURE DR S	2015-00022435
				Type Totals: 3
Crash - Assist Only	07/08/2015 17:53:23	BEAVERCREEK TWP	39.7008408860000000, -83.9982605570000000	2015-00021335
Crash - Assist Only	07/10/2015 14:29:03	BEAVERCREEK TWP	ANKENEY RD / TREBEIN RD	2015-00021529
Crash - Assist Only	07/14/2015 17:33:04	BEAVERCREEK TWP	889 ANKENEY RD	2015-00021837
Crash - Assist Only	07/22/2015 03:41:26	BEAVERCREEK TWP	UPPER BELLBROOK RD / S VALLEY RD	2015-00022605
				Type Totals: 4
Crash - Hit Skip	07/12/2015 08:49:07	BEAVERCREEK TWP	2078 PACER TRL	2015-00021671
				Type Totals: 1
Detail - Other	07/20/2015 08:58:57	BEAVERCREEK TWP	2230 HELLER DR	2015-00022389
				Type Totals: 1
Detail - Traffic	07/18/2015 12:00:06	BEAVERCREEK TWP	39.7008408860000000, -83.9982605570000000	2015-00022224
				Type Totals: 1
Disabled Vehicle	07/08/2015 20:53:38	BEAVERCREEK TWP	18 I 675 N	2015-00021357
Disabled Vehicle	07/16/2015 00:57:28	BEAVERCREEK TWP	NEW GERMANY TREBEIN RD / BEAVER VALLEY RD	2015-00021982
Disabled Vehicle	07/21/2015 12:35:30	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00022521
				Type Totals: 3
Disturbance	07/10/2015 03:52:40	BEAVERCREEK TWP	4406 BRIDGEPORT DR	2015-00021475
Disturbance	07/10/2015 13:13:02	BEAVERCREEK TWP	366 SPERLING LN	2015-00021523
				Type Totals: 2
Drug Activity	07/13/2015 01:18:35	BEAVERCREEK TWP	1750 KINGSWAY DR	2015-00021706
				Type Totals: 1
Extra Patrol	07/08/2015 19:46:46	BEAVERCREEK TWP	TREBEIN RD / STONEBURY CT	2015-00021350
Extra Patrol	07/08/2015 20:16:45	BEAVERCREEK TWP	NEW GERMANY TREBEIN RD / APRIL LN	2015-00021352
Extra Patrol	07/09/2015 21:10:03	BEAVERCREEK TWP	JAMES RIVER RD / VIRGINIA DR	2015-00021447
Extra Patrol	07/10/2015 00:51:46	BEAVERCREEK TWP	NEW GERMANY TREBEIN RD / APRIL LN	2015-00021458
Extra Patrol	07/10/2015 01:52:35	BEAVERCREEK TWP	ORCHARD LN / YELLOW BRICK RD	2015-00021464
Extra Patrol	07/14/2015 02:15:53	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00021769
Extra Patrol	07/14/2015 02:26:08	BEAVERCREEK TWP	140 N VALLEY RD	2015-00021770

Extra Patrol	07/15/2015 01:17:19	BEAVERCREEK TWP	BLACKSMITH LN / BANDIT TRL	2015-00021874
Extra Patrol	07/15/2015 19:21:29	BEAVERCREEK TWP	SPRING MEADOWS DR / AMBROSIA LN E	2015-00021957
Extra Patrol	07/17/2015 10:06:40	BEAVERCREEK TWP	600 ORCHARD LN	2015-00022132
Extra Patrol	07/17/2015 13:49:27	BEAVERCREEK TWP	STONEBURY CT / ASBURY CT	2015-00022150
Extra Patrol	07/18/2015 00:35:16	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00022187
Extra Patrol	07/18/2015 08:46:48	BEAVERCREEK TWP	600 ORCHARD LN	2015-00022201
Extra Patrol	07/18/2015 16:49:37	BEAVERCREEK TWP	600 ORCHARD LN	2015-00022245
Extra Patrol	07/18/2015 23:40:52	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00022267
Extra Patrol	07/19/2015 10:37:55	BEAVERCREEK TWP	600 ORCHARD LN	2015-00022301
Extra Patrol	07/19/2015 20:09:54	BEAVERCREEK TWP	US 35 / ORCHARD LN	2015-00022339
Extra Patrol	07/20/2015 09:40:55	BEAVERCREEK TWP	600 ORCHARD LN	2015-00022392
Extra Patrol	07/20/2015 09:48:02	BEAVERCREEK TWP	600 ORCHARD LN	2015-00022394
Extra Patrol	07/20/2015 09:50:49	BEAVERCREEK TWP	35 and Orchard	2015-00022395
Extra Patrol	07/21/2015 11:27:59	BEAVERCREEK TWP	35	2015-00022516
Extra Patrol	07/21/2015 21:00:18	BEAVERCREEK TWP	Spring Meadows Dr. / Ambrosia Ln.	2015-00022554
Extra Patrol	07/22/2015 17:01:07	BEAVERCREEK TWP	600 ORCHARD LN	2015-00022665
				Type Totals: 23
Follow Up	07/13/2015 20:55:58	BEAVERCREEK TWP	1710 KINGSWAY DR	2015-00021759
Follow Up	07/17/2015 21:28:51	BEAVERCREEK TWP	2285 OLD POST RD	2015-00022174
Follow Up	07/20/2015 19:05:43	BEAVERCREEK TWP	882 SHADY LN	2015-00022439
Follow Up	07/21/2015 08:52:37	BEAVERCREEK TWP	1300 SHORTHILL DR	2015-00022500
Follow Up	07/21/2015 12:08:36	BEAVERCREEK TWP	2285 OLD POST RD	2015-00022518
				Type Totals: 5
Fraud/Forgery	07/17/2015 16:46:03	BEAVERCREEK TWP	2285 OLD POST RD	2015-00022161
				Type Totals: 1
Harrassment	07/12/2015 10:39:05	BEAVERCREEK TWP	1631 ASHMONT CT	2015-00021678
				Type Totals: 1
House Check	07/12/2015 01:53:23	BEAVERCREEK TWP	2654 BRITANNIA CT	2015-00021658

House Check	07/15/2015 21:40:10	BEAVERCREEK TWP	2654 BRITANNIA CT	2015-00021961
House Check	07/16/2015 21:18:36	BEAVERCREEK TWP	2654 BRITANNIA CT	2015-00022077
				Type Totals: 3
Juvenile Complaint	07/21/2015 20:39:08	BEAVERCREEK TWP	1335 SHAW LN	2015-00022552
				Type Totals: 1
Noise Complaint	07/12/2015 02:56:29	BEAVERCREEK TWP	1425 RED BARN WAY	2015-00021660
				Type Totals: 1
Open Door/Window	07/18/2015 01:02:17	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00022189
				Type Totals: 1
Overdose	07/13/2015 23:06:44	BEAVERCREEK TWP	600 ORCHARD LN	2015-00021763
				Type Totals: 1
Panhandling	07/10/2015 00:55:38	BEAVERCREEK TWP	2260 HELLER DR	2015-00021460
				Type Totals: 1
Parking Violation	07/14/2015 14:04:53	BEAVERCREEK TWP	1675 KINGSWAY DR	2015-00021813
Parking Violation	07/20/2015 14:37:38	BEAVERCREEK TWP	882 SHADY LN	2015-00022425
				Type Totals: 2
Radar/Lidar Post	07/20/2015 11:27:57	BEAVERCREEK TWP	beaver valley / old troon	2015-00022409
				Type Totals: 1
Request Officer	07/10/2015 12:29:36	BEAVERCREEK TWP	2015 TREBEIN RD	2015-00021516
Request Officer	07/18/2015 19:23:07	BEAVERCREEK TWP	600 ORCHARD LN	2015-00022255
Request Officer	07/19/2015 15:35:49	BEAVERCREEK TWP	2141 TREBEIN RD	2015-00022326
Request Officer	07/21/2015 10:40:36	BEAVERCREEK TWP	1750 KINGSWAY DR	2015-00022510
				Type Totals: 4
Solicitor	07/16/2015 12:31:16	BEAVERCREEK TWP	1 CLUB NORTH DR	2015-00022051
				Type Totals: 1
Street / Road Obstruction	07/14/2015 14:55:33	BEAVERCREEK TWP	1428 HILLTOP RD	2015-00021819
Street / Road Obstruction	07/14/2015 14:57:33	BEAVERCREEK TWP	FAIRGROUND RD / TREBEIN RD	2015-00021816
Street / Road Obstruction	07/14/2015 15:03:33	BEAVERCREEK TWP	INDIAN RIPPLE RD / SHEPHERD RD	2015-00021821
Street / Road Obstruction	07/14/2015 15:14:38	BEAVERCREEK TWP	488 VAN EATON RD	2015-00021828
Street / Road Obstruction	07/16/2015 20:15:58	BEAVERCREEK TWP	TREBEIN RD / LUDLOW RD	2015-00022071
Street / Road	07/20/2015	BEAVERCREEK	INDIAN RIPPLE RD / FACTORY RD	2015-

Obstruction	09:53:40	TWP		00022396
Street / Road Obstruction	07/20/2015 10:24:22	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00022400
				Type Totals: 7
Suspicious Person	07/08/2015 23:41:14	BEAVERCREEK TWP	635 ORCHARD LN	2015-00021374
Suspicious Person	07/19/2015 02:25:14	BEAVERCREEK TWP	610 ORCHARD LN	2015-00022281
				Type Totals: 2
Suspicious Vehicle	07/12/2015 15:22:26	BEAVERCREEK TWP	DAYTON XENIA RD / ANKENEY RD	2015-00021694
Suspicious Vehicle	07/16/2015 14:41:58	BEAVERCREEK TWP	1671 GRAND PORTAGE TRL	2015-00022061
				Type Totals: 2
Theft	07/08/2015 12:11:10	BEAVERCREEK TWP	2699 BEAVER VALLEY RD	2015-00021318
Theft	07/15/2015 10:37:06	BEAVERCREEK TWP	280 WALDEN WAY	2015-00021915
Theft	07/15/2015 16:01:10	BEAVERCREEK TWP	LANCASHIRE DR / DERBY DR	2015-00021946
Theft	07/17/2015 15:47:23	BEAVERCREEK TWP	1195 UPPER BELLBROOK RD	2015-00022157
Theft	07/17/2015 21:45:29	BEAVERCREEK TWP	280 WALDEN WAY	2015-00022176
Theft	07/21/2015 16:44:30	BEAVERCREEK TWP	1410 DAYTON XENIA RD	2015-00022544
Theft	07/22/2015 08:11:00	BEAVERCREEK TWP	417 HYDE PARK PL	2015-00022611
Theft	07/22/2015 08:35:24	BEAVERCREEK TWP	30 INNISBROOK CLOSE	2015-00022616
				Type Totals: 8
Traffic Stop	07/08/2015 21:37:55	BEAVERCREEK TWP	TREBEIN RD / DAYTON XENIA RD	2015-00021366
Traffic Stop	07/09/2015 00:19:25	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00021376
Traffic Stop	07/11/2015 02:27:05	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00021569
Traffic Stop	07/11/2015 09:50:41	BEAVERCREEK TWP	US 35 / ALPHA RD	2015-00021593
Traffic Stop	07/14/2015 09:08:40	BEAVERCREEK TWP	1940 TREBEIN RD	2015-00021791
Traffic Stop	07/14/2015 14:22:37	BEAVERCREEK TWP	DEER HOLLOW TRL / FAIRGROUND RD	2015-00021814
Traffic Stop	07/16/2015 22:37:58	BEAVERCREEK TWP	2074 BEAVER VALLEY RD	2015-00022084
Traffic Stop	07/17/2015 03:37:59	BEAVERCREEK TWP	39.7008408860000000, -83.9982605570000000	2015-00022113
Traffic Stop	07/20/2015 00:52:32	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00022353
Traffic Stop	07/20/2015 09:42:55	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00022393
Traffic Stop	07/20/2015	BEAVERCREEK	39.7064265250000000, -	2015-

	13:32:01	TWP	84.0196749519999000	00022420
Traffic Stop	07/21/2015 11:05:56	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00022513
Traffic Stop	07/21/2015 13:51:06	BEAVERCREEK TWP	39.7064265250000000, -84.0196749519999000	2015-00022527
Traffic Stop	07/21/2015 14:41:12	BEAVERCREEK TWP	BANDIT TRL / BEAVER VALLEY RD	2015-00022535
				Type Totals: 14
Warrant	07/18/2015 01:32:19	BEAVERCREEK TWP	2220 HELLER DR	2015-00022192
Warrant	07/20/2015 15:12:04	BEAVERCREEK TWP	3744 STUTSMAN RD	2015-00022427
				Type Totals: 2
Welfare Check	07/14/2015 13:30:50	BEAVERCREEK TWP	1973 SPRING RIDGE DR	2015-00021811
				Type Totals: 1

7/29/2015 9:53:30 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 July 20, 2015
Activity from July 16 – July 29, 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 3, 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 Department spent three days this period packing, organizing and relocating the Finance Department to 851 Orchard Lane Suite C
- Mailed 68 checks paying 118 invoices at the July 20, 2015 Trustee Meeting, including written notification of the Fiscal Office relocation.
- Processed an additional 20 invoices received July 15 – July 17, 2015 for the July 20, 2015 meeting.
- Processed 68 invoices for payment on August 3, 2015, including written notification of the Fiscal Office relocation.
- Started the process/research of 15 additional invoices not yet ready for payment
- Phone conversations with vendors regarding payments, credits and terms.
- Sent follow up e-mails for missing or incomplete billing data.
- Processed Regular Payroll for July 22, 2015 using OSL and found several inaccuracies still exist, including input errors and uploading errors from OSL. Corrected the data manually and contacted OSL for correction.
- Distributed July 22, 2015 payroll.
- Processed 4 payroll changes for various employees.
- Finalized and mailed June OP&F Monthly Report and Summary Report along with checks.
- Reconciled and mailed:
    - Ohio Deferred Compensation Statement and Payment.
    - VSP monthly invoice and payment
    - AFLAC (individual) policies invoice and payment
    - AFLAC group policies invoice and payment
- Prepared Transfer of Deed to transfer 3 Graves
- Prepared Burial Notification forms for burials on July 18 and July 24
- Prepared Notification of Burial Form for July 30, 2015 burial
- Handled several phone calls regarding upcoming burials and various other questions.
- Processed 5 park reservations for various parks.

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

- Phone call to Jim Hamilton regarding 6 park reservations for community park campsites.
- Sent 34 notifications to vendor's reference Fiscal Officer Relocation via payables inserts, formal letters, calls and e-mails.
- Processed and balanced leave for all employees
- Processed and prepared agenda for Trustee Meeting
- Processed 19 Receipts and made 7 trips to PNC Bank
- Prepared and processed Cafeteria reimbursements
- Continued to work with OSL and Paycor.
- Coordinated information with State Treasures office regarding Ohio Checkbook

Meetings:

- Attended Trustee Meeting held on July 20, 2015

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.

BI-WEEKLY REPORT

FOR THE TRUSTEES MEETING OF MONDAY, AUGUST 03, 2015

ACTIVITY FROM THURSDAY, JULY 16 THROUGH WEDNESDAY, JULY 29, 2015

PERMITS: Four permits for single-family dwellings were issued in this period. Other Zoning Permits issued included one fence permit, one Right of Way work permit, two deck permits and one exemption certificate. To date, single-family dwelling permits are up 150%, and total permits are up 45% compared to 2014.

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

	2014	2015
Single family dwellings/driveways	25/25	55/54
Additions	7	2
Fences	15	7
Pools (including fence)	3	3
Signs	4	5
Rights of Way	2	2
Accessory Decks & Covered Patio	5	7
Accessory Structures	9	5
Commercial Structures	0	0
Commercial Addition	1	1
Commercial Accessory Structures	2	2
Temporary Tents (permits/ # of tents)	6/11	6/10
Exemption Certificates	1	4
Use Compliance Certificates	1	2
Cell Tower Co-location	0	0
Temporary Use Permits (Real Estate Sales)	0	0
Political Signs	1	0
Total (including driveways)	107	155

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

MEETINGS/OTHER ACTIVITIES:

1. Consulted with Twp. Administrator and Legal Counsel re: proposed Zoning Resolution text amendment.
2. Received, printed and distributed new Zoning District Map as required by Twp. Zoning Resolution Article 4.02.
3. Continued work on Highway Business District Overlay; several discussions with Township Administrator, follow-up to Stakeholders' meeting of Jul. 8.
4. Responded to follow-up inquiries re: Ohio University/Russ Research Center strategic planning effort. Assembled packet for OU consulting team.
5. Inspected placement of three single-family dwellings for compliance with permits.
6. Established and prepared for Special Meeting of Trustees to discuss text amendment.
7. Spent training time with Township intern regarding introduction to zoning topics in Beavercreek Township.
8. Assumed responsibilities as Acting Township Administrator.
9. Began formal training of Zoning Assistant for assumption of new duties (Novak recommendation).
10. Attended RPCC Staff Review meeting regarding Bexley Hill Section 3B 07-16-15.
11. Met with property owner regarding construction of a second residence on property in a residential PUD district 07-17-15.
12. Attended Trustees' Regular Meeting 07-20-15.
13. Attended RPCC Executive Committee meeting (Bexley 3B) 07-21-15.
14. Attended MVRPC Technical Advisory Committee (TAC) meeting 07-23-15.
15. Attended meeting of Partners for the Environment, Wetlands Special Interest Group meeting 07-28-15.
16. Attended RPCC full Commission meeting 07-28-15.
17. Attended GC Sanitary Engineering Water/Wastewater Advisory Committee meeting 07-29-15

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

- Attended meetings (3) and participated in development of policy regarding Emergency Access to residential sub-divisions.
- Investigated possible code violations (9), conferred with complainants.
- Developed code complaint tracking form (Novak recommendation), cleared process with legal counsel.
- Wrote and sent "Notice of Violation" letters (5).
- Attended meeting, assisted with revisions to Zoning District Map.

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

Bi-Weekly Report
August 3, 2015
(Report period 20 Jul – 03 Aug 15)

Trustees,

The following is a brief synopsis of the past two weeks in the IT department. I will be present to answer any questions or concerns you may have.

IT Projects/Management:

- Research and deploy video conferencing between all Fire Stations (in-work)
  - Having problems with the video feed and GoToMeeting. Working with Citrix technical support to resolve issue or find a work around
    - Did not get time to work on this during this period
- Upgrade Citrix environment (in-work)
  - Performed Server Hotfixes and performed required updates to VMs after the update.
- Equipment Inventory, Surplus (Gov Deals) and Repurpose IT equipment (hold)
  - Decommission old mail server and domain controller (all 2003 servers)
    - In-Work
- Hot/Warm site planning, station 64(hold)
  - Move equipment (old SAN and Citrix Host Servers)

Network Administration:

- OSL Maintenance
  - Working with OSL working out bugs in Time and Attendance software—on going
    - Imported files to/from database
- Patched /Rebooted physical servers
- Social Media—Website, Facebook, Twitter, YouTube
  - Website—Updated TWP and Fire websites to latest version of Drupal
  - YouTube—Posted 20 July Trustees meetings
  - Facebook/Twitter—Links posted
- Unlocked/Reset network accounts—Extended OSL support password.
- Verified Backups are current and running.
- Reviewed Span/Web filters
  - Deleted/Whitelisted domains as appropriate

Meetings:

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

- None this period

Training:

- Citrix Master Class (Xen Desktops)

Miscellaneous / Outages:

- 851 Orchard Ln. Remodel
  - Installed surveillance monitors in UAN and finance officers office
  - Setup IT equipment
  - Waiting on Windstream to move FAX line from 1981 D-X to 851Orchard Ln. (have temp device in old building to receive incoming FAX)
- Exchange server went down a couple of times for short periods on 29 Jul after preforming Hotfixes on Citrix environment.
- Storage Array Hard Drive failure. Parts on order. System still functioning
- Phone System Voicemail
  - In discussion with departments on required mailboxes and split appropriations. Should have information on the 3 Aug meeting
  - Chief Hiester on paternity leave, will resume discussion upon his return
  - Voice Mail has been rebooted twice this period
- iPad Replacement
  - New devices are on order. Verizon is having some issues grandfathering our old data plan to the new devises.
  - I am going to try and have them available for distribution on Monday's meeting
  - We did receive one device and it is currently being tested.

Purchases:

- Network Cat 6 cables
- TCG phone programing for finance department move
- WYSE thin wireless thin client for 80" LED

I look forward to meeting with you at the 3 August meeting and answering any questions/concerns you may have on the preceding information. In the meantime, if you have any questions you can contact me via email or my cell @ 937.212.1379

Jeff Terry | Information Technology
Beavercreek Township
937.306.5049

BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

July 30, 2015

Calls for Service:

- Burial- 6 Hours

Accomplishment/Information:

- Continued working on Rotary Park agreement with City of Beavercreek-
- Continued working with International on warranty issue
- Moved Finance office
- Meeting with resident on water issue in Windmere sub-division
- Inspected work on Valley Springs
- Continued working with vendor on uniforms and pricing
- Inspected work on Heller sewer line installation
- Reviewed several driveway permits
- Meeting with vendor on engine modifications
- Checking on developments-
  - Bexley Hills 3A- checking on erosion control issues
  - Spring Ridge 3A- no activity
  - Wood Ridge section 1- on hold awaiting final approval , checking erosion control issue
  - Clairborne Greens 2A- began installing storm, finished road widening on Trebien
  - Clairborne Greens 2B- began rough grading
- Continued mowing of Township Facilities
- Right- of- way spraying completed
- All properties sprayed for weeds
- Final inspection trip for new medic
- Began asphalt repair in Stonehill
- 1 burials- 21 for the year
- Contracted with trapper to remove beavers from Koogler property-1 beaver removed to date
- Continued working on replacement for bucket truck- working on rental options- waiting on City rental option and checking if any other jurisdiction is interested in cost sharing- **as time permit**
- Updated pricing for water line- awaiting results and additional pricing- will continue to get additional pricing- **Project on hold till late 3 quarter**

Awareness Items:

Weather is causing delays in projects and day to day operations

To: **Ed Amrhein, Interim Township Administrator**
From: **David VandenBos**
Date: **2015-07-16**
Re: **Agenda Items for 20 July 2015 Trustees' Meeting**

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

1) **Request to purchase: MARCS Annual User Feess**
2) **Request to purchase: Medic computers**
3) **Approval of External Training Agreement**
4) **Approval of work rules: Lateral Entry Hiring**
5) **Bi-weekly department activity report**

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1) **Request to purchase: MARCS Annual User Fees**
   - **1.1)** Purchase Requests #08456, #08457, #08458
   - **1.2)** This request accounts for radio subscription fees for Ohio multi-agency radio communications system (MARCS) for FY 2016 (July 1, 2015 thru June 30, 2016). This arrives as one bill to the entire township and is split by the number of subscriptions in each township department.
   - **1.3)** Due to the Partnership between Greene County Commissioners and the state of Ohio, 70% of the public safety radio subscriptions are paid for by a credit received to Greene County Commissioners which has been passed on to public safety agencies in Greene County. This credit will last for 5 more years and will end after FY 21 (June 30, 2022).
     - **1.3.1.** Ohio DAS bills for actual working radios, so some Harris radios not yet live on the radio system (township maintenance and fire) are not billed at this time.
     - **1.3.2.** Based on the credits received, the township has been billed for 51 Radios. They are broken down as follows:

1.3.2.1.	1 – Township Fiscal office mobile	$240.00
1.3.2.2.	14 – Township Maintenance Department	$3,360.00
1.3.2.3.	3 – Sheriff substation radios (2 mobiles, 1 base)	$720.00
1.3.2.4.	35 - Fire Department:	
1.3.2.4.1.	26 – Operations	$6,240.00
1.3.2.4.2.	5 – Interoperability	$1,200.00
1.3.2.4.3.	2 – Dispatch Consoles (EOC)	$960.00

   - **1.4)** Program Area 5320 (Communications), Object 360 (Contracted Services), 2015 Budget Goal #3; Program Area 5340 (Interoperability), Object 360 (Contracted Services); Program Area 5350 (CAD/Dispatch), Object 360 (Contracted Services)
   - **1.5)** n/a, sole source provider
   - **1.6)** n/a
   - **1.7)** This request is for 12 months of service.
   - **1.8)** n/a
   - **1.9)** Vendor is sole source provider.
   - **1.10)** This service is provided by the State.
   - **1.11)** n/a
   - **1.12)** Due to State secured contracts, this cost will remain constant through FY 2021.

1.13) n/a

1.14) I make a motion to approve the following:
Purchase Request #08456 to Ohio DAS/Treasurer of State for MARCS radio services
in the amount of $960.00
and to authorize the Township Administrator to sign for the Board.

I make a motion to approve the following:
Purchase Request #08457 to Ohio DAS/Treasurer of State for MARCS radio services
in the amount of $1200.00
and to authorize the Township Administrator to sign for the Board.

I make a motion to approve the following:
Purchase Request #08458 to Ohio DAS/Treasurer of State for MARCS radio services
in the amount of $6,240.00
and to authorize the Township Administrator to sign for the Board.

2) Request to purchase: Medic computers

2.1) Purchase Requests #08454 and #08455

2.2) This request seeks to purchase 4 tablet computers and associated accessories to be used by fire department staff as mobile computers for the purpose of mobile computer aided dispatch (CAD) as well as patient care and incident reporting.
This request will allow existing computers in current front line medic units to be moved to reserve and specialty apparatus rather than placing new computers in reserve apparatus as budgeted. An equipment transfer matrix is also attached to this document to show the equipment distribution.

2.3) This request seeks to replace computers on front line medic units with not only a newer machine, but also a different style of equipment. This request will replace a vehicle mounted computer with a tablet device to allow for greater efficiency during the report writing phase of an incident.
A tablet device will allow fire department staff to remove the computer from the medic unit and take it into the EMS workroom to write the required patient care and incident report. This space is designed as a report writing room and includes desks, adequate seating, and adequate lighting providing a more conducive environment to complete this task. All hospitals are equipped with a similar space provided for this purpose.
Currently, fire department staff writes a hand written patient care report and leave a copy at the hospital to become part of the patient care record. Staff then return to the fire station and enter portions of their report into the township's electronic records system (Firehouse software), then scan the handwritten report and attach it to the electronic record along with other supporting documentation.
The computer mounted inside the medic becomes a hindrance when writing reports as the space is designed to provide patient care and is not as conducive to completing documentation as the EMS report room, causing inefficiency. Additionally, duplication of work (handwritten report along with electronic entry) could be streamlined into one process to increase efficiency as well. This purchase includes a multi-function printer/scanner for each front line medic unit,

allowing staff to attach important documentation directly to the electronic report such as cardiac EKG, Medication lists, and other doctors records encountered during patient care. The fire department budget included placing computers for mobile CAD into reserve and specialty apparatus to provide for the proper dispatch information to support incident response. This request will use those funds as well as place the newest equipment into front line use, while allowing the older equipment to see a longer life by functioning in a reduced usage environment.

EMS incident accounted for 70.9% of our total incident volume in 2014 and crashes accounted for an additional 5.5% of total incidents in the same year. With over 70% of total call volume requiring the completion of a patient care report in 2014, these tablets will be utilized on the majority of calls once implemented.

2.4) Program Area 5310 (Technology), Object 740 (Capital Equipment)
This implementation will also partially address the 2014 Performance Audit Recommendations #29, to ensure the accuracy of response time data and track progress toward meeting NFPA response time standards, #34, establish workload and performance measures and track them on an ongoing basis.

2.5) Quotes have been received by MNJ Technologies and P&R Communications.

2.6) Specifications sheets are on file.

2.7) The expected primary use life span for the purchased equipment will be 3 to 5 years.

2.8) n/a

2.9) Two quotes were received for the capital equipment, from the Township's established vendors. The prices were both GSA. The lowest price, based upon shipping costs, was selected. Installation quotes were requested by 3 vendors, but only one responded. The equipment selected is all State Term Schedule.

2.10) All equipment is either GSA or STS.

2.11) n/a

2.12) n/a

2.13) n/a

2.14) I make a motion to approve the following:
Purchase Request #08454 to MNJ Technologies for mobile computers and accessories
in the amount of $9744.44
and to authorize the Township Administrator to sign for the Board.

I make a motion to approve the following:
Purchase Request #08455 to P&R Communications for equipment and installation services
in the amount of $845.00
and to authorize the Township Administrator to sign for the Board.

3) Approval of External Training Agreement [Attachment #03.00]

The fire department is requesting approval of an agreement to be used between the Township and EMS education programs. The Beavercreek Township Fire Department has been asked by EMS Education programs for many years to allow students to receive clinical hours in the field with our service. We have had students run with us in the past without any type of a signed agreement and in the recent past we have worked very closely with Sinclair's program in establishing preceptor lists and even completed a training provided by Sinclair. We have also been approached by other schools to do the same. In 2013,

Sinclair wanted to enter into an agreement that would allow Sinclair Community EMS students the ability to come to Beavercreek Township Fire Department to complete clinical hours. However, the contract did not meet the requirements in our attorney's opinion. It was suggested at that time to create a generic agreement that any education program could use with Beavercreek Township and that is the reason for this resolution. The agreement attached is approved by our attorney.
The agreement covers not only the educational component, but also dress code, safety and health, and HIPAA compliance. Once this agreement is completed, a student may call the department directly and request time to ride on a medic to achieve skills and required hours.

4) Approval of work rules: Lateral Entry Hiring [Attachment #04.00]

The fire department is requesting permission to modify the existing Lateral Entry Hiring policy, #5130.001. This change will clarify permission for the fire department to pay for required, pre-employment medical exams as required in §3.2.1(f)(2). As discussed previously, lateral entry hires wouldn't be required to receive a pension physical prior to employment (since they're already in the OP&F system).
This NFPA 1582 physical requirement effectively replaces the no-longer required pension physical. Historically, the fire department has paid for required pension physicals for all part-time (this was the physical standard, although the employees weren't eligible for the pension system due to their part-time employment status) and full-time members at their times of hire.

5) Bi-weekly department activity report

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

This information is unavailable due to poor data connections.

a) **Activity Summary (previous 2 weeks)**
This information is unavailable due to poor data connection.

WHEREAS, Beavercreek Township operates the Beavercreek Township Fire Department which provides fire and emergency medical services to the incorporated and unincorporated areas of Beavercreek Township; and,

WHEREAS, the Beavercreek Township Fire Department is occasionally asked by Schools or Organizations licensed under the authority of the Ohio Department of Education, State Board of Career Colleges and Schools, and the Ohio Department of Public Safety to place students with the Township to provide an additional learning opportunity by observing members of the Township's Fire Department providing emergency medical services ("Externship"); and,

WHEREAS, an agreement between the Township and School or Organization is required before said "Externship" can commence;

NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio hereby adopt the attached agreement to be utilized for all said "Externships" ; and,

FURTHER BE IT RESOLVED THAT, the Township Administrator will have the authority to enter into and sign all agreements for said "Externships" for the Township.

Attachment A

AGREEMENT TO ALLOW TRAINING OPPORTUNITIES FOR EMERGENCY MEDICAL TECHNICIANS AND PARAMEDICS

This is an Agreement by and between the Board of Trustees of Beavercreek Township, Greene County, Ohio, 851 Orchard Lane, Beavercreek, Ohio 45434 ("Township") and _____ ("School").

WHEREAS, the Township operates the Beavercreek Township Fire Department which provides fire and emergency medical services to the incorporated and unincorporated areas of Beavercreek Township; and,

WHEREAS, the School is licensed under the authority of the Ohio Department of Education State Board of Career Colleges and Schools and the Ohio Department of Public Safety to provide training to students seeking to qualify as emergency medical technicians (EMT's) and paramedics; and,

WHEREAS, the School seeks to place its students with the Township to provide students an additional learning opportunity by observing members of the Township's Fire Department provide emergency medical services ("Externship"); and,

WHEREAS, the Township is willing to allow student observers accompany members of its fire department in accordance with the terms of this Agreement;

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

I. TERM - This Agreement shall commence on the date last approved by the parties to this Agreement and shall be in effect for a period of twelve (12) months unless otherwise terminated in accordance with the terms of this Agreement. The Agreement will renew on the anniversary of its commencement date for an additional one (1) year period during which year the Agreement may be terminated in accordance with the terms of this Agreement.

II. TERMINATION - This Agreement may be terminated by either party, for any reason or no reason upon giving thirty (30) days written notice to the other party. Any student assigned to the Township at the time of termination will be given the opportunity to complete their respective clinical program at the Township provided such completion period does not exceed six (6) months and the Township has no objection to a particular student completing said program at the Township.

III. RESPONSIBILITIES OF SCHOOL

A. Externship

1. Establishment. The School shall provide the plan for the externship including the expected length of hours and types of duties to be performed, as well as the objectives to be achieved as a result of this education experience.

2. Assignment of Students. he School shall ensure that all students who are designated to participate in the externship have the appropriate prerequisite courses. Only students enrolled and in good standing in an accredited training program at the School are eligible for placement with the Township.

3. Student Information. The School shall provide the Township with the name, telephone number, and academic information including level of training and previous externship-type experience for each student participating in the externship.

4. Externship Preceptors. The School shall regard all persons assigned by the Township to supervise students participating in the externship program as "Preceptors." These "Preceptors" shall be employees of the Township with rights and privileges as defined by the Township. Preceptors will be oriented to the externship process and will be provided with curriculum information including a syllabus for the course with assigned clinical objectives and evaluation tools to be used for the rotation.

5. Academic/Externship Coordinators. The School will designate a program faculty member to work with the Township to coordinate the externship. The program faculty member shall perform evaluations of students with input from the Externship Preceptor(s).

6. Externship Preceptor Development. The School will take responsibility for the development of Externship Preceptors in their supervisory role including the assessment of the effectiveness of Externship Preceptors as educators and provide workshops, seminars and mentorship programs to address deficiencies or expand skill levels.

7. Health Clearance. Upon request, the School agrees to provide the Township with health clearance for students assigned to the Township. If requested, proof of health clearance shall also be provided including, but not limited to, a TB tine test and/or PPD (and chest x-ray, if positive), rubella, proof of Hepatitis B vaccination (or signed waiver/declination).

8. HIPAA. All faculty and students shall abide by the guidelines set forth by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regarding the privacy and security of the Township's patient health information.

9. Withdrawal of Student by School. The School may withdraw any student from the externship whose progress or adjustment does not appear to justify his/her continuing with the externship. Wherever possible, such withdrawal may be planned cooperatively by the School and the Township.

IV. RESPONSIBILITIES OF TOWNSHIP

A. Externship Program. The Township agrees to work with the School to establish a planned, supervised program of externship education based on objectives compatible with and agreed upon by the School.

1. Supervision. The Township shall ensure that the care provided by the students during the externship is monitored and meets all local, state and federal regulations. The Externship Preceptors shall demonstrate clinical expertise in their area of practice and the capacity to perform as effective externship teachers. They shall be positive role models for students by demonstrating past and current involvement in clinical practice or work, in-service or continuing education activities, advanced study and/or previous teaching experience (classroom, clinical, in-service and/or continuing education). The Township will provide upon request the resumé/curriculum vitae and credentials of the Preceptor.

2. Safety. The Township is responsible for maintaining appropriate policies and procedures to ensure the safety of students, program faculty, and members of the public during the externship. These safety considerations include, but are not limited to, safety of persons when dealing with body substances and hazardous materials, security and evacuation procedures, access to emergency services, and safety in the use of equipment.

a. Blood-borne, pathogen exposure. In the event a student experiences blood-borne, pathogen exposure, the Township shall provide or arrange for emergency care, the expense for which the School shall be responsible. Each student, prior to the externship rotation, must show proof of medical clearance.

b. Accident. In the event the student is injured while at the Township, the Township shall provide emergency care, but is not responsible for bills incurred as a result of emergency treatment.

3. Responsibility for OSHA. All faculty and students shall abide by the guidelines set forth by OSHA for blood and blood-borne exposure.

4. Orientation. The Township will provide an orientation to the students that will include instruction on the policies and procedures of the Township, health and safety precautions, HIPAA regulations, and confidentiality concerning patients and patient records.

5. Changes. The Township agrees to inform the School of any changes in resources that might affect the educational experience or safety and wellbeing of students participating in the externship.

6. Student Evaluations. The Township will use its best efforts to inform the School of the student's level of clinical growth and competence during the externship and to complete such student evaluation reports provided by the School at intervals required by the School.

7. The Township retains the right to determine the number of students to be assigned by the School to the Township. Once assigned, the Township will exert its best effort to ensure that each student is given equal opportunity to accompany members of its fire department when responding to calls for emergency medical services.

8. The Township reserves the right to exclude a student from the externship program when, in the opinion of the Chief of the Beavercreek Township Fire Department, the student's conduct, work or health status had or may have an adverse impact on the Township's patients, staff or ability to provide emergency medical services or the student fails to abide by or does not comply with the terms of this Agreement.

9. The Township reserves the right to suspend a student for a period of no more than five (5) business days from the externship program when, in the opinion of the officer in charge of the Squad to which the student may be assigned, is of the opinion that the student's conduct, work or health status had or may have an adverse impact on the Township's patients, staff or ability to provide emergency medical services.

V. ADDITIONAL RESPONSIBILITIES OF THE SCHOOL AND THE TOWNSHIP

A. Meetings. The School and Township staff will meet and/or consult prior to the beginning of each clinical training period to determine the period of assignment and number of students during each period. The School and Township staff will meet at least once each year for the purpose of evaluating and improving the externship.

B. Status of School's Students. In the performance of the work duties and obligations under this Agreement, it is mutually understood and agreed that the students shall not be considered employees of either the School or the Township for any purpose including coverage for liability insurance or Worker's Compensation. The student participants are only to be considered as students of the School engaged in externship experiences as part of the curriculum of the School. Such students shall be required to have professional liability (malpractice) insurance prior to their assignment to the Township.

C. Insurance. The Township shall provide, at its own expense, adequate liability insurance coverage for its officers, employees, agents, volunteers, and representatives. The Township shall deliver a

certificate of insurance to the School prior to the execution of this Agreement. To the extent of such insurance coverage and only to the extent of the limits of liability for that coverage, the Township will defend, indemnify, and hold harmless, the School, its officers, agents, and employees from any and all covered claims for loss or damage to property or injury or death to persons, including costs, expense, and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of the Township, its officers, employees, agents, representatives or volunteers.

The School shall provide, at its own expense, adequate liability insurance coverage for its students, officers, employees, agents, volunteers, and representatives. The liability insurance of the School shall be an occurrence-based form and the School shall deliver a certificate of insurance to the Township prior to the execution of this Agreement. To the extent of any applicable insurance coverage and only to the extent of the limits of liability for that coverage, the School will defend, indemnify, and hold harmless the Township, its officers, governing board, agents and employees from any and all covered claims for loss or damage to property or injury or death to persons, including costs, expense and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of the School, its officers, employees and agents.

D. Notification of Liability. Each party agrees that it shall give the other party prompt notice of any claim, threatened or made or suit instituted against it that could result in a claim for indemnification as above. Failure to give such notice shall be a waiver of a party's right to indemnification from the other.

VI. MISCELLANEOUS TERMS

A. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of those within its control.

B. The delay or failure of performance by either party shall not constitute default under terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

C. Both parties agree to act in a nondiscriminatory manner regarding this Agreement and the participation of any student in the Clinical Program shall not be based on race, color, religion, sex, national origin, age, veteran status and/or handicap, all as required to law.

D. This Agreement constitutes the entire agreement between the parties hereto, and supercedes all prior agreements or understanding with respect to the subject matter hereof. This Agreement may not be modified or amended except by written agreement signed by each party hereto.

E. The students shall not be considered employees or agents of the Township and shall not represent themselves as an employee or agent of the Township. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the Township and any student participating in the externship program.

F. The student, if eighteen (18) years old or older, or if the student is not 18 years old, the student's parent or guardian, shall sign a waiver of liability which shall be on file with the Township before the student may accompany any employee of the Township.

G. The student may not operate any motor vehicle belonging to the Township.

H. As part of their training, a student may perform specific assigned tasks under the direction of a Preceptor. The performance of any such task shall not result in the student being considered an agent or employee of the township.

I. The student shall comply with all state and federal regulations prohibiting the disclosure of protected health information.

J. The student will, when instructed, wear any protective clothing provided by the Township.

K. The student shall immediately report to his or her Teacher any conduct of any Township employee which may be considered to be sexual harassment or any form of discrimination based upon race, color, religion, national origin, age, disability or sex.

L. The student may not engage in any conduct which may be considered to be sexual harassment or any form of discrimination based upon race, color, religion, national origin, age, disability or sex.

M. The Township retains ultimate authority for all patient care rendered by it. The parties understand and acknowledge that all educational efforts and learning experiences shall be subordinate to the sufficient delivery of quality patient care and that all such efforts and experiences shall not interfere with the same.

Signed by each party on the date indicated:

Section 1.0: Purpose and Scope

Section 1.1: Purpose

This Standard Operating Guideline (SOG) establishes the fire department's policy for hiring by lateral transfer. This process will attempt to attract former employees of BTFD and reclaim some of the developmental resources that the Township had previously invested in those employees.

In the event there are no qualified former BTFD employees, the process will attempt to identify highly qualified applicants who can be recruited and introduced to BTFD with a minimum start-up investment in training or testing.

Section 1.2: Scope

This SOG applies to fire department administration and Township human resources during the process of hiring employees by lateral entry.

Section 1.3: Organizational Origin

Human Resources

Section 2.0: Definitions

BTFD: standard abbreviation for Beavercreek Township Fire Department.

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

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

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

Contract: the labor-management agreement currently in effect between the Township and IAFF Local 2857.

Handbook: the Township's Personnel Policy Manual currently in effect.

Lateral Entry: the process of hiring firefighters who are currently employed as career firefighters with another fire department and enrolled in the Ohio Police and Fire Pension Fund.

Section 3.0: Policy

Section 3.1: General

When hiring firefighters to fill vacant positions in the authorized staffing resolution, BTFD will solicit full-time firefighters from other departments to be hired through lateral entry.

3.1.1. Beavercreek Preference

BTFD will attempt to recruit former Beavercreek employees, who are eligible for rehire and meet the minimum qualifications, to fill vacant positions.

If there are no interested or eligible former members, BTFD may solicit for other full-time firefighters who are eligible for lateral entry.

Section 3.2: Minimum Qualifications

3.2.1. The following requirements must be met at the time of a conditional offer of employment from BTFD:

a) Current BTFD application on file

b) High School Diploma

c) Ohio Drivers License

d) Ohio Firefighter II Certification

e) Ohio EMT-Paramedic Certification

f) Medical Certification

1) Current CPAT; and

2) Fit for Duty result from an NFPA 1582 compliant physical within one year of Beavercreek Township Fire Department conditional offer.
This test may be paid for by the fire department, if the employee does not have one from their current employer.

g) Currently employed as a full-time firefighter

h) Currently enrolled member in the Ohio Police & Fire Pension fund

Section 4.0: Procedure(s)

Section 4.1: Selection Process

4.1.1. Ranking

a) The pool of qualified applicants will be ranked following an interview, conducted by a panel consisting of the Township's Human Resources Manager, a BTFD Chief Officer and a BTFD firefighter. The applicants will be evaluated based upon BTFD previously identified, preferred behavioral characteristics and traits.

4.1.2. Final Selection

a) The fire chief may select the best qualified of the top three candidates on the list. In the event the number of eligible candidates on the list drops below three (3), the Chief may request that more applicants be solicited, or another form of selection be used.

Section 5.0: Forms

1) Beavercreek Township Employment Application (BTPERS-001)

Section 6.0: References

Section 6.1: Internal References

Section 6.2: External References

6.2.1. Township Handbook (2012-446)

6.2.2. Contract (2014 ed.), Article 31

6.2.3. NFPA 1582, current edition

Section 7.0: History

Section 7.1: Effective: 2015-02-06

7.1.1. Created: 2015-01-15

7.1.2. Union notified: 2015-02-02

7.1.3. Board approved: 2015-02-02 (Resolution 2015-052)

Section 7.2: Modifications: n/a

Section 7.3: Termination: n/a