

HUNTINGTON TOWNSHIP REGULAR MEETING
AUGUST 6, 2022

President Gary Hopkins called the August 6, 2022, meeting to order at 9:00A.M. at the Township Garage.

Roll Call:	Gary Hopkins	Present
	John Cottrill	Present
	Larry Kellough	Absent

Motion by John Cottrill, second by Gary Hopkins to approve the July 2022 regular meeting minutes.

Vote:	John Cottrill	Yes
	Gary Hopkins	Yes

Motion by Gary Hopkins, second by John Cottrill to approve payment of the July 2022 bills.

Vote:	Gary Hopkins	Yes
	John Cottrill	Yes

➤ **GUEST:** T J Oyer, Fire Chief, asked the Board to approve the following five (5) purchase requisitions:

1. Amazon (VCNB)	\$69.99	Keyboard for squad computer
2. Vogelpohl Fire	\$405	Cairns for helmets
3. Buckeye Apparatus	\$2393.47	Brake maintenance on #902
4. ESO Solutions	\$2990	Annual fee for fire/ems reporting software
5. Mark Porter Ford	\$2053.19	Maintenance on #917

Motion by John Cottrill, second by Gary Hopkins to approve all five (5) presented purchase requisitions.

Vote:	John Cottrill	Yes
	Gary Hopkins	Yes

➤ Oyer discussed the mutual aid agreement signed with Paxton Township, informing the Board that Paxton would no longer operate EMS, and that Bainbridge would take over EMS. He will take a new agreement to them for signature.

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- Oyer shared that he mailed 5 letters on July 27 to members of the department who had not worked per the SOP, and asked for a response within 30 days of their intention.

- Oyer presented his Command Staff and asked the Board to approve rank pay for each person who holds an office.
 1. Assistant Chief Tyler Wessel \$300
 2. Captain Eric Price \$200 EMS focus
 3. Captain Korey Pauley \$200 Fire focus (no brush fire reports have been submitted to State. Pauley is tasked with catching that up)
 4. Lieutenant & Safety Officer Bill Malone \$100
 5. Lieutenant Robin Pollock \$100 Assist Eric with EMS
 6. Lieutenant Nate Cuckler \$100 Day to day duties
 7. Lieutenant Chris Benson \$100Everyone is dual carded except Chris Benson who is fire only.

Motion by John Cottrill, second by Gary Hopkins to approve the Command Staff noted above and to pay the Rank Pay as listed above each month. (Note: this adds \$1100 a month to expenses, or \$13,200 a year)

Vote: John Cottrill Yes
 Gary Hopkins Yes
(T Wessel requested that FO Snyder not pay his until December.)

- Oyer asked the Board to consider adding Aaron Saunders as a volunteer. He is a fire inspector, and we need a member who is an inspector to inspect daycares, foster homes, etc. We would pay him a stipend per inspection conducted. Previously Rob Grooms and Kevin Fausnaugh filled this role for our Township. Oyer said it would be no more than five times a year.

Motion by Gary Hopkins, second by John Cottrill to approve adding Aaron Saunders as a volunteer, and to act as our Fire Inspector.

Vote: Gary Hopkins Yes
 John Cottrill Yes

- Oyer asked the Board to approve the applications of John Jason Foster FF2/EMT-A (\$12.33) and Jeffrey Scott FF2/EMT-B (\$11.79) to the paid part-time crew.

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Motion by Gary Hopkins, seconded by John Cottrill, to hire Foster and Scott to the paid, part-time crew at the hourly rates noted above.

Vote:	Gary Hopkins	Yes
	John Cottrill	Yes

He then updated the Board of the status of recent new hires - McCay; Fyffe; and Ramey. He also asked the Board to consider hiring Larry Cuckler to the paid part-time crew. President Hopkins said to have Cuckler fill out and submit an application.

The Board and Chief discussed the increasing dependence upon mutual aid, declining EMS collections, and unfilled shifts.

Oyer: Asked about replacing our 2 full-time positions.

Hopkins: Stated that we have to reach a happy medium, that we were not going to shoot ourselves in the foot by going back where we were. We have a business to run, citizens to serve, and we cannot afford all the overtime we were paying before.

Snyder: Payroll has dropped from \$13,500 to less than \$9,000 a month. She made the point that our payroll savings were greater than the decline in EMS receipts, but noted that we needed better coverage at the Fire House. She asked "Where is the middle? The sweet spot?"

Oyer: Asked about creating an applicant pool of people interested in full-time positions so that when it was time, we could quickly move forward. (When it is time is directly tied to the two levies on the ballot this fall)

The Board agreed that developing an applicant pool is the right step to take. It was stated that we would make wiser use of OT the next time, and that we would come back better than before. The plan is to post the positions in September, and create a selection committee. Then in October conduct interviews and physicals. It was suggested that Oyer could ask Nate Cuckler about the process of full time hiring, such as agility tests, etc.

Motion by Gary Hopkins, second by John Cottrill to proceed with creating an applicant pool for full-time positions, and following the schedule laid out above: September post positions and create a selection committee; October conduct interviews and physicals. The contingency is if the voters approve the additional 1 mill levy.

Vote:	Gary Hopkins	Yes
	John Cottrill	Yes

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The Board and Chief discussed the SAFER grant application that we submitted by Vickers Consulting, as well as the next SAFER Grant period and AFG grants.

Oyer: At this point there has been no movement on the SAFER Grant, which is usually bad news. He asked the Board to consider contracting with Mickey Smith of Ohio First Responders Grants, LLC to submit three applications:

- 1) Assistance to Firefighters Grant (AFFG) -12 SCBAs. Noted that we purchased 7 with CARES funding, and bought used ones from Preble Township. Fee - \$150/hr up to \$2500 total fee + 5% successful award bonus.
- 2) AFFG - AMKUS rescue tools. Recently purchased a main valve body, but the entire tool needs replaced. \$1500 fee + 5% successful award bonus.
- 3) SAFER Grant – rewrite and reapply. \$150/hr not to exceed \$2500. The successful award bonus would require a bonus of 3% of the award. (for our last SAFER grant that would have totaled \$5,000. (Oyer said that the \$2500 fee would be refunded if the award were successful, but that clause was not noted in the contract.)

Motion by Gary Hopkins, second by John Cottrill to send the contracts to Prosecutor Marks for review, with intent to contract as discussed above pending Marks’ opinion. Snyder will drop off the contracts to the Prosecutor’s office.

Vote:	Gary Hopkins	Yes
	John Cottrill	Yes

- Oyer asked the Board to accept the resignation of Michael Grooms that was submitted with a date of 4.14.2022, but the Board had not been informed.

Motion by John Cottrill, second by Gary Hopkins to accept Michael Grooms’ resignation.

Vote:	John Cottrill	Yes
	Gary Hopkins	Yes

- **Guest: Bob Newland:** Rescinding his offer to volunteer his services to assist with submitting runs to our 3rd party biller and reviewing our EMS billing. The Board thanked him for being willing to serve. Newland then commented to Snyder that he could not find the time of the meeting on the website, and that new meeting minutes had not been uploaded since May.
- **Guest: Resident of Seelig Lane:** Requested that the Board install “Slow, Children at Play” signs in the vicinity of Seelig and St Rt 772. Said he has a 6 year old son, and had called the Sheriff regarding drug dealers, and people driving too fast. The trooper said they could not do anything because the legal speed there is 55mph. Cottrill stated that while we could install signs on Seelig, we could not on St Rt 772, but the County could get them installed.

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Other Business

- The Township and BWC have received a settlement offer of \$10,000 in the case of Kevin Stuebs as communicated by Prosecutor Jeff Marks.

Motion by John Cottrill, second by Gary Hopkins to accept the settlement offer of \$10,000 in the case of Kevin Stuebs.

Vote:	John Cottrill	Yes
	Gary Hopkins	Yes

- FO Snyder asked the Board to approve requesting an advance on 2nd half property taxes.

Motion by Gary Hopkins, second by John Cottrill to request an advance from the Ross County Auditor of 2nd half property taxes. Snyder will compose the letter and send it to the Auditor's office..

Vote:	Gary Hopkins	Yes
	John Cottrill	Yes

- The Board discussed moving future meetings back to the Fire Station. It was mentioned that the meeting room needs to be quiet, and people should not speak out of turn. If they wish to address the Board, they should stand up and approach the Board.

Motion by John Cottrill, second by Gary Hopkins to move all future Board meetings to the Fire House beginning with the September 13, 2022 Board Meeting.

Vote:	John Cottrill	Yes
	Gary Hopkins	Yes

- The Board and Chief clarified the ARPA premium pay schedule. Oyer had asked that 2021 hours be paid out in August, and then 2022 hours to date shortly after that, then from then on monthly. Snyder said 2021 hours would be paid 8/19/2022, then 2022 hours would be through the pay period end 9/4/2022. Once that is paid, then on a monthly basis the extra \$3/hr in ARPA premium pay would be paid out until an employee reaches a total of \$25,000 or the period of the funding expires.

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Motion by Gary Hopkins, second by John Cottrill to pay ARPA premium pay as laid out above.

Vote:	Gary Hopkins	Yes
	John Cottrill	Yes

The Board then discussed Fuel Cards vs maintaining our tanks. Our tanks are problematic and will need moved. Discussed moving the fuel shed by where the county stores their tractors/mowers. A distance of more than 25' from the building. Oyer is concerned about running out of fuel at night when the local gas stations are closed. He stated that for #902 it takes 1/8th of a tank to get to Chillicothe and back. He feels that accountability is good. He mentioned updating the fuel form. If we go with the cards we could keep a small reserve of

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diesel in a storage tank for an emergency reserve. Snyder was asked to find out if there would still be a tax free portion, and if there is a monthly fee charged for the convenience of the fuel cards. She will find out.

➤ **Snyder requested that the following certifications and appropriations be approved:**

ARPA

- Certify ARPA Funding of \$327,602.22 into 2273.511.0000 Federal Funds
- Appropriate as follows to cover premium pay:
 - \$58,500 into 2273.230.190 Other-Salaries – FD
 - \$2,500 into 2273.230.215 OP&F
 - \$150 into 2273.230.211 OPERS (Cassie)
 - \$3,000 into 2273.230.212 Social Security
 - \$1,000 into 2273.230.213 Medicare
 - \$23,400 into 2273.290.190 Other-Salaries – Road Crew
 - \$3,300 into 2273.290.211 OPERS
 - \$340 into 2273.290.213 Medicare
 - \$15,000 into 2273.230.420 Operating Supplies
 - \$15,000 into 2273.230.323 Repair and Maint

Fire Fund

- Certify Opioid Settlement of \$571.32 into 2111.539.0000 Other State Receipts
- Appropriate into 2111.230.420 Operating Supplies

Road & Bridge Fund

- Certify \$4,750 from sale of trailer into 2031.892.0000 Other-Misc Non-Operating
- Appropriate into 2031.760.740 Machinery, Equipment, Furniture

Cemetery Fund

- Certify \$5,000 grant from the David Meade Massie Grant into 2041.892.0000 Other Misc Non-Operating
- Appropriate into 2041.760.730 Improvement of Site

Motion by John Cottrill, second by Gary Hopkins to approve all certifications and appropriations listed above.

Vote:	John Cottrill	Yes
	Gary Hopkins	Yes

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General items under discussion:

- July calls: 103 calls of which 90 were EMS and 13 fire. We needed mutual aid 35 times.
- Snyder asked Oyer how the updated SOP was coming along. He said they hope to submit it to the Board for approval soon, but they were starting over since the original SOP document could not be located on a computer.
- Oyer’s VCNB credit card was received by Snyder. She provided him with the Twp Credit Card policy to review and sign.
- Billed July mutual aid runs into Twin Twp - \$1200
- Snyder shared that both levies had been successfully submitted to the Ross County Board of Elections

Motion by Gary Hopkins, second by John Cottrill to adjourn the meeting at 11:10 A.M.

Vote:	Gary Hopkins	Yes
	John Cottrill	Yes

ATTESTED:

President

Vice President

Member

Fiscal Officer