

Minutes of October 27, 2020

Record of Proceedings

Due to Covid-19 this regularly scheduled meeting of the Washington Township Board of Trustees was conducted remotely via <http://global.gotomeeting.com/join/147176629> from the Washington Township Administration Building, 6200 Eiterman Road, Dublin, Ohio, on October 27, 2020, at 6:00 p.m. Meeting was called to order by Ms. Denise Franz King, Chair.

Ms. King reviewed the process of the remote meeting.

Roll call – Ms. Denise Franz King, Chair – Present
 Mr. Jan Rozanski, Vice Chair - Present
 Mr. Charles Kranstuber, Trustee – Present

Presentation:

Mr. Dave Reutter with Franklin County Soil and Water Conservation District and also Mr. Nathan Ralph with Franklin County Public Health, were both present to give updates and presentations. The information they provided is appended to the meeting minutes and available upon request. Append #001

Resolution to Hire:

Ms. King introduced and moved the adoption of the following Resolution:

RESOLUTION TO HIRE SETH A. KOVACH AS A PART-TIME PROBATIONARY FIREFIGHTER / PARAMEDIC

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents, and

WHEREAS, a need to fill a vacancy in the position of part-time firefighter, and

WHEREAS, to adequately provide services, it is necessary to fill the vacancy in the position, and

WHEREAS, the appointment is being recommended by the township administrator, human resource manager, and fire chief;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

SECTION 1: The Board approves the hiring of:

Name: Seth A. Kovach
 Position: Probationary Firefighter / Paramedic
 Classification: Uniformed Part-Time Non-Exempt
 Hourly Rate: \$13.95
 Effective date: October 29, 2020

SECTION 2: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution shall take effect and be in force at the earliest time permitted by law.

Mr. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted. #2020.10.27.001

Append #002

Resolution to Hire:

Ms. King introduced and moved the adoption of the following Resolution:

RESOLUTION TO HIRE SCOTT J. MEYER AS A PART-TIME PROBATIONARY FIREFIGHTER / PARAMEDIC

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents, and

WHEREAS, a need to fill a vacancy in the position of part-time firefighter, and

WHEREAS, to adequately provide services, it is necessary to fill the vacancy in the position, and

WHEREAS, the appointment is being recommended by the township administrator, human resource manager, and fire chief;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF

WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

SECTION 1: The Board approves the hiring of:

Name: Scott J. Meyer
 Position: Probationary Firefighter / Paramedic
 Classification: Uniformed Part-Time Non-Exempt
 Hourly Rate: \$13.95
 Effective date: October 29, 2020

SECTION 2: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution shall take effect and be in force at the earliest time permitted by law.

Mr. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2020.10.27.002

Append #003

Resolution to Hire:

Ms. King introduced and moved the adoption of the following Resolution:

RESOLUTION TO HIRE THOMAS J. SMALLSREED AS A PART-TIME PROBATIONARY FIREFIGHTER / PARAMEDIC

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents, and

WHEREAS, a need to fill a vacancy in the position of part-time firefighter, and

WHEREAS, to adequately provide services, it is necessary to fill the vacancy in the position, and

WHEREAS, the appointment is being recommended by the township administrator, human resource manager, and fire chief;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

SECTION 1: The Board approves the hiring of:

Name: Thomas J. Smallsreed
 Position: Probationary Firefighter / Paramedic
 Classification: Uniformed Part-Time Non-Exempt
 Hourly Rate: \$13.95
 Effective date: October 29, 2020

SECTION 2: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution shall take effect and be in force at the earliest time permitted by law.

Mr. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2020.10.27.003

Append #004

Compensation of Uniformed and Non-Uniformed Employees:

The Township's current Uniformed and Non-Uniformed Compensation Resolutions expire on December 11, 2020. These Resolutions summarize compensation for Township employees. The Employee Communications Committee gathered compensation information from Cities of Dublin, Westerville, Upper Arlington, and the Townships of Norwich, Mifflin and Jackson (those comparable identified in the Township's 2018 compensation study completed by Fishel Downey Albrecht & Riepenhoff LLP). Based on the study's findings, the Employee Communications Committee ask the Board to consider:

Uniformed Personnel:

3.5% increase in base salaries for both 2021 and 2022;

Eliminate two (2) compensation steps for Part-Time Firefighters and include 3 more steps* for Full-Time Firefighter EMT-B, I;
 Include Full-time Firefighter starting compensation chart for those firefighters having prior service in the Ohio Police and Fire Pension Fund;
 Document Out-of-Class Pay for Fire Inspectors;
 Eliminate grandfathered verbiage in Attendance Bonus, and;
 Memorialize Administration Leave and outline how the leave is paid.
 *Temporary grade and steps due to COVID-19 pandemic and the closing / postponing of Paramedic programs.

Non-Uniformed Personnel

3.5% increase in base salaries for both 2021 and 2022;
 Eliminate grandfathered verbiage in Attendance Bonus, and;
 Memorialize Administration Leave and outline how the leave is paid.

Discussion was held:

The Board of Trustees held a discussion regarding the pay increases and due to the COVID-19 and the economy the Board decided to only approve the pay increases for 2021.

Resolution to Approve Compensation Increases for Uniformed Personnel:

Ms. King introduced and moved the adoption of the following Resolution:

RESOLUTION TO APPROVE COMPENSATION INCREASES FOR UNIFORMED PERSONNEL, EFFECTIVE DECEMBER 12, 2020

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents; and

WHEREAS, under R.C. 505.38, Township Board of Trustees shall provide for the employment of firefighters as it considers best and shall fix their compensation, and;

WHEREAS, the current Compensation Resolution for Uniformed Personnel expires on December 11, 2020; and

WHEREAS, similar jurisdictions' compensation and benefits were benchmarked and compared to Washington Township Uniformed Personnel. Using this data and information, the Township Administrator, Human Resource Manager, and Fire Chief recommend the following changes to the Township's 2021 Uniformed Personnel Compensation.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

SECTION 1: The base pay rate for all Uniform Personnel shall be increased 3.5%, effective December 12, 2020.

SECTION 2: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution shall take effect and be in force at the earliest time permitted by law.

Mr. Kranstuber seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2020.10.27.004

Append #005

Resolution to Approve Compensation Increases for Non-Uniformed Personnel:

Ms. King introduced and moved the adoption of the following Resolution:

RESOLUTION TO APPROVE COMPENSATION INCREASES FOR NON-UNIFORMED PERSONNEL, EFFECTIVE DECEMBER 12, 2020

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents; and

WHEREAS, under the R.C. 511.10, the Board of Trustees may appoint such superintendents, architects, clerks, laborers, and other employees as are necessary and fix their compensation; and;

WHEREAS, Washington Township currently employs non-uniformed personnel to support administrative functions for the Township's Fire Department; and

WHEREAS, the current Compensation Resolution for Non-Uniformed Personnel expires on December 11, 2020; and

WHEREAS, similar jurisdictions' compensation and benefits were benchmarked and compared to Washington Township Non-Uniformed Personnel. Using this data and information, the Township Administrator, Human Resource Manager, and Fire Chief recommend the following changes to the Township's 2021 Non-Uniformed Personnel Compensation.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

SECTION 1: The base pay rate for all Non-Uniform Personnel shall be increased 3.5%, effective December 12, 2020.

SECTION 2: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution shall take effect and be in force at the earliest time permitted by law.

Mr. Rozanski seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2020.10.27.005

Append #006

Audit of All Township Inventory:

A 2020 goal was established to review the detailed Township Inventory lists and insure all items are currently in possession of the township and appropriately categorized by location and/or room number. Chris Veeck, Administrative Assistant, was assigned this responsibility and he conducted a very thorough audit of the complete inventory. Mr. Richter commend him for his efforts on this project.

Findings

- 207 items were found to be misidentified by room number/location and were corrected on the inventory list.
- 7 items had already been auctioned or disposed of, but had not been removed from the inventory list after reviewing records from previous GovDeals auction reports. These items were deleted from the inventory list.
- 17 items could not be located, and we could not find records to prove the items were auctioned and/or disposed of. The age of the items noted, and associated useful life, leads us to believe that the items were previously disposed of but not removed from the inventory list. The original acquisition costs noted on the list for these items totals \$6,556, however due to their age the items would have fully depreciated by now. These items have been deleted from the inventory list.

The Trustees were appreciative of the efforts of staff.

Motion Approving 2020 Inventory:

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to approve the 2020 inventory list and binder, including additions and deletions as presented and recommended. Motion passed.

#2020.10.27.006

Append #007

Dispatching Service Agreement:

Mr. Jay Somerville with the City of Dublin was present to answer any questions the Board might have regarding the Dispatching Service Agreement.

The Washington Township Fire Department has a great relationship with the City of Dublin Police Department and the Northwest Regional Emergency Communication Center (NRECC). NRECC has provided 911 dispatching for the Township for many years. The Township's current agreement with NRECC expires on December 31, 2020. Historically, the previous agreements have had a 5% increase year-over-year for dispatching and radio programming services. Due to

NRECC onboarding additional fire departments, such as Norwich Township and the cities of Upper Arlington and Worthington, the cost-sharing model has led to a reduction in the percentage of increase for Washington Township. The proposed agreement, which will begin January 01, 2021 and expire on December 31, 2025, will align with the Township five-year levy

cycle and include a 3.5% year-over-year increase. This equates to a 1.5% reduction in cost per year. The Township's legal counsel has reviewed the agreement.

NRECC Emergency Dispatching 5 Year-Agreement

Year	Expenditure
2021	\$426,361.00
2022	\$441,284.00
2023	\$456,279.00
2024	\$472,249.00
2025	\$488,778.00

Motion to Approve Dispatch Service Agreement:

Motion by Mr. Kranstuber, seconded by M. Rozanski, to authorize the Township Administrator on behalf of the Washington Township Board of Trustees, to enter into a five-year agreement with the City of Dublin for emergency dispatching services through the Northwest Regional Emergency Communication Center (NRECC) as presented and as recommended. Motion passed.

#2020.10.27.007

Append #008

Training Opportunity:

Recently Mr. Dana McDaniel, Dublin City Manager, reached out to the department regarding a possible training opportunity on the boarded up structures located on Monterey Drive. The city identified these structures as a hazard/eye sore and has worked with the property owner to have them demolished. In an effort to expedite the process, the city agreed to incur a considerable amount of the cost to remove the properties while also providing training opportunities for both the Dublin Police Department and the WTFD. In the process of completing the necessary safety inspection, an excessive amount of asbestos was located in each of the structures. Unfortunately, the asbestos removal and demolition estimates far exceeded the city's initial budgeted amount, jumping from \$75,000 to approximately \$130,000.

This training opportunity will allow all members of the department to gain practical experience advancing hose lines, search and rescue, ventilation and structural collapse techniques. Due to Covid 19, the department has experienced limited external training during 2020, in an effort to keep our safety force healthy and ready to respond. The limited training opportunities have allowed us to maintain a reserve in our training budget for this year, currently in excess of \$39,000.

Throughout this process, at no point has the city asked the township to contribute towards the cost of the asbestos removal or removal of the structures. In an effort to maintain a positive working relationship with the City of Dublin and address a potential hazard within the community, I would like the board to consider reimbursing the City of Dublin up to twenty thousand dollars towards the costs incurred removing the asbestos and structures, while providing WTFD this training opportunity. Sending members to practical training outside of the organization is typically very expensive. This opportunity will allow us to train all members at a reasonable cost within the community, and without paying overtime. Also, the videographer we recently contracted with plans to film significant amounts of WTFD operational footage for use in educational videos that will be produced in the future.

Motion to Approve Training Opportunity:

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to authorize a payment to the City of Dublin, not to exceed twenty thousand dollars, to assist with asbestos remediation and debris removal costs of the six hazardous structures on Monterey drive, and to provide a training opportunity for Washington Township firefighters and new fire department recruits. Motion passed.

#2020.10.27.008

Appended #009

Approval of the Minutes:

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to approve the meeting minutes as presented for October 13, 2020. Motion passed. #2020.10.27.009

Approval of Bills, Payroll and Transfers:

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to approve and ratify the Bills for October 13, 2020, in the amount of \$96,886.46. Motion passed. #2020.10.27.010

Append #010

Motion by Mr. Kranstuber, seconded by Mr. Rozanski, to approve and ratify the Bi-Weekly Payroll Reports for October 16, 2020, in the amount of \$436,986.10. Motion passed. #2020.10.27.011

Append #011

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to approve the Financial Reports as presented for August and September 2020. Motion passed. #2020.10.27.012

Append #012

Round Table Discussion:

Updated reports were given by Department Heads and Trustees.

Chief Alec O'Connell updated the Board on an accident with Engine #95. No one was hurt but damage was done to the Engine.

Executive Session for Personnel Matters:

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, to adjourn into executive session for the discussion of Personnel Matters, and to discuss the Performance Evaluation, Pay and Compensation of the Township Administrator, per the request of the Board of Trustees and per the Ohio Revised Code Section #121.22 (G)(1) at 7:00 p.m. The roll was called on and all members of the Washington Township Board of Trustees voted aye. Motion passed. #2020.10.27.013

Reconvened:

The Board of Trustees Reconvened the Meeting at 7:29 p.m.

Motion:

Motion by Mr. Rozanski, seconded by Mr. Kranstuber, in keeping with Washington Township's Annual Performance Bonus Program for the Township Administrator, Mr. Eric Richter, the Board of Trustees approved the 2020 Performance Bonus of 2.25%. Motion passed.

#2020.10.27.014

Append #013

Adjourn Meeting:

Meeting of October 27, 2020, adjourned at approximately 7:30 p.m.

Ms. Denise Franz King, Chair

Ms. Joyce E. Robinson, Fiscal Officer