

The Board of Trustees of Harris Township, Ottawa County, met in regular session on Monday, November 5, 2018, with the following members present: Trustees Beverly Haar, Jerry Haar, Carol Baker and Fiscal Officer Laura Hazel. Chairman Beverly Haar called the meeting to order at 6:30 pm.

Employees in attendance:

Present for bid opening: HEFD members Wilburn, Berkel, M. McGinnis, Murray, Richards, Nowak, Parlette, N. Overmyer, J. Overmyer, Shank, G. Sasscer, C. Behlmer, Pocino, Kochan, Cutchall, D. Berkel, Sandwisch. (left at 7:10 pm)

Mike McGinnis, Assistant EMS Chief (entered at 7:44 pm, left at 8:35 pm), Brian Richards, Building Maintenance (entered at 8:40, left at 8:55 pm), Chief Jim Wilburn, Assistant Chief Jeff Berkel, and Captain Michael Murray (entered at 8:55 pm, left at 9:45 pm)

The Trustees solicited and accepted the following bids, as stipulated in the solicitation documents, which were opened and read by Chief James Wilburn:

Project – Self-Contained Breathing Apparatus:

1. Howell Rescue Systems \$114,590.00 base bid

Project – Extrication Tools, Rev. 10/23/18:

1. Finley Fire \$51,260.00 Hurst base bid
2. Herb Fire Equipment \$56,100.00 Holmatro base bid
3. Howell Rescue \$45,045.00 Genesis base bid

All bids were examined and determined to be compliant with the requirements of the solicitation documents. After lengthy review and discussion, Chief Wilburn, Asst. Chief Berkel, and Captain Murray presented their request to Trustees to accept and award both bids, along with request for extra equipment, to Howell Rescue Systems.

FEMA award contribution for 2017 Assistance to Firefighters Grant was \$169,800.00. As a condition of the award, Harris Township is required to cost match in the amount of \$8,085.00 of non-Federal funds, or 5 percent of the Federal contribution of \$161,715.00. That being said, HEFD is requesting approval to encumber an additional \$5,285.00 for additional equipment.

After lengthy discussion,

Mr. Jerald Haar moved for the adoption of the following **Resolution**:

WHEREAS: Harris Township, Harris-Elmore Volunteer Fire Department, was awarded \$169,800 from FEMA for the Fiscal Year 2017 Assistance for Firefighters Grant for equipment, specifically referred to as Extrication Tools and Self-Contained Breathing Apparatus projects.

AND WHEREAS: A Request for Bids was published for two weeks in the Suburban Press. Bids were solicited, accepted, and read, as stipulated in the solicitation documents;

AND WHEREAS: The Harris-Elmore Volunteer Fire Department (HEVFD) recommended to the Harris Township Trustees to award the bids from Howell Rescue Systems for specified equipment at a shared cost of \$159,635.00;

AND WHEREAS: The HEVFD requested the purchase of additional equipment, namely (1) Genesis 15C Combi Tool, (2) Genesis E Force Ram Accessory Kits, and (4) Quick change charging adapter for fill station whip, at a total cost of \$13,950.00;

AND WHEREAS: The bids from Howell Rescue Systems were less than the amounts awarded, and additional equipment is permitted to be purchased with the use of the grant funds, \$8,665.00 would be applied to this purchase from said excess grant funds, with an additional expenditure to the Township of \$5,285.00;

AND WHEREAS: Gifts and donations to the HEVFD have been received by donors to Harris Township, and the Trustees and HEVFD agree that the purchase of this equipment would be a desirable use of these funds;

THEREFORE, be it RESOLVED by the Board of Trustees of Harris Township, Ottawa County, Ohio, THAT the bid award and purchase of the following be secured to Howell Rescue Systems:

Self-Contained Breathing Apparatus equipment, along with extras:
award to Howell Rescue Systems:
21-Drager PSS7000 w Sentinel 7000 @ \$4,340.00 ea = \$91,140.00
21-Drager HP 45 min clear cylinder clear coat @ \$ 690.00 ea = \$14,490.00
14-Spare Facemask w HUD and FPSCOM 5000 @ \$ 640.00 ea = \$ 8,960.00

TOTAL *\$114,590.00*

Rescue Tool and High Pressure Airbag equipment, along with extras:
award to Howell Rescue Systems:
1-Genesis "E-Force" S44-SL Battery Powered Spreader
 With 3 Bay Charger \$10,300.00
1-Genesis "E-Force" Battery Powered C165 Cutter \$ 9,850.00
2-Genesis "E-Force" 2.0 Battery Powered 21"-36" Rams @\$7,925 ea \$15,850.00
1-Kodiak Stabilization Kit with 2 Lifting Devices \$ 4,650.00
2-Genesis E Force Ram Accessory Kits @ \$1,295.00 ea. \$ 2,590.00
1-Genesis 15C Combination Tool \$ 9,300.00
1-Howell Rescue Systems Airbag Control Kit
 With Joystick Controller 109SK and
 3-28 ton 22" x 22" 145 psi Airbags \$ 4,395.00
4-Quick change charging adapter for fill station whip @ \$515.00 ea \$ 2,060.00

TOTAL *\$58,995.00*

A motion to second the adoption of the resolution was made by Beverly Haar.

Upon calling the roll, the vote is:

Trustee Carol Baker: Yes
Trustee Jerald Haar: Yes
Trustee Beverly Haar: Yes

The motion is hereby adopted, November 5, 2018.

The Fiscal Officer recommended issuance of the following supplemental appropriations:

Supplemental appropriation of \$3,785.00 from 2282-220-430-0000, Small Tools and Minor Equipment, to 2282-760-790-0000, Other-Capital Outlay, to reallocate funds for purchase of additional extrication tools from Howell Rescue Systems.

A motion was made by Beverly Haar and seconded by Carol Baker to approve the supplemental appropriation. Upon calling the roll, the motion was **unanimously approved**.

Following the Bid Opening, the minutes of the last regular meeting held on October 22, 2018, were read and approved on a motion made by Carol Baker and seconded by Beverly Haar. **Motion carried.**

The Fiscal Officer presented the September and October bank reconciliations and financial reports. After review, a motion to approve the September and October bank reconciliations and financial reports was made by Carol Baker and seconded by Jerry Haar. **Motion carried.**

The following expenses were reviewed: (\$6,017.55)

#29395	\$ 11.70	Emilio Chavez: volunteer payroll Fire for September
29396	11.70	Cole Cutchall: volunteer payroll Fire for September
29397	75.00	Harris Elmore Public Library: contribution for OCTA speaker
29398	92.31	Verizon Wireless: EMS modems, EMS/Fire cells
29399	734.57	Village of Elmore: electric/water/sewage at station, garage, cemetery
29400	398.00	Automatic Fire Protection Systems: annual fire extinguisher service
29401	1,177.33	Bound Tree: EMS supplies and drugs
29402	434.33	Buckeye Sanitation: junk disposal & landfill fees 10/25
29403	27.45	Carol Baker: reimbursement for Twp Association meeting exp.
29404	525.00	Chefsbest Catering: catering for Twp Association meeting
29405	192.54	Columbia Gas: natural gas at station and maint garage
29406	521.86	DPM automotive: EMS #449 brake lights
29407	10.18	Genoa NAPA: EMS #449 repair supplies
29408	602.84	Great Lakes Billing: EMS service billing for October
29409	117.99	Martin Marietta: 1884 berming stone for roads
29410	198.90	Shelly Materials: cold mix for Hessville/Graytown Roads
29411	283.50	Suburban Press: notice of bid Fire SCBA/Tools 10/15, 10/22/ 10/29
29412	209.93	Time Warner Cable: internet and phones at station
29413	27.42	Toledo Edison: civil service siren electricity
29414	365.00	Wonderly Carpet Care: station meeting room carpet cleaning 10/19

EFT monthly payroll for Fire/EMS Volunteers, September activity, paid 10/20/2018: (\$5,122.88)

Craig Behlmer	\$128.76 Fire	Derrick Berkel	\$187.28 Fire
Jeff Berkel	286.79 Fire	Laura Hazel	23.41 EMS
Krista Hellwig	82.25 Fire	Ryan Herrig	
Rob Kochan Jr.	164.18 Fire	Debra Little	46.83 EMS
Amanda McGinnis	147.19 EMS	Mike McGinnis	320.84 Fire/EMS
Tammy Meek	11.70 EMS	Mike Murray	181.44 Fire
Sam Nowak	76.08 Fire	Jared Overmyer	152.17 Fire
Nathan Overmyer	140.47 Fire	Josh Parlette	229.15 Fire/EMS
Deb Pocino	383.53 Fire/EMS	Brian Richards Jr	502.55 Fire/EMS
Brandon Rizzo	129.56 Fire/EMS	David Rogers	134.61 Fire
Glenn Sasscer Jr	520.00 Fire/EMS	Karli Sasscer	63.02 EMS
Kirk Shank	58.53 Fire	Tim Simpson	300.43 Fire/EMS
Brandon Uher	93.64 Fire	James Wilburn	676.22 Fire/EMS
Trey Yarger	82.25 Fire		

EFT payroll Bi-Weekly hourly, 10/7/18 through 10/20/18, paid 10/25/2018: (\$7256.16)

\$1,126.89	Jason Bickley: roads/cemetery/junk	\$ 229.27	Ed Magsig: cemetery
1,078.60	Joel Memmer: cemetery/roads/junk	43.25	Jason Adkins: EMS
468.98	Brittany Gottfried: EMS	378.90	Rudy Hanzel: EMS
405.01	Michael Heider: EMS	731.22	Jeff Herman: EMS
94.17	Brad Krotzer: EMS	429.46	Lisa Lemmon: EMS
412.92	Deb Little: EMS	340.37	Amanda McGinnis: EMS
138.30	Michael McGinnis: EMS	548.82	Tammy Meek: EMS
205.08	Chris Nelson: EMS	624.92	Deb Pocino: EMS

EFT Monthly salaried payroll for October, paid 10/31/2018: (\$4236.55)

\$732.92 Carol Baker: Trustee	\$ 733.93 Beverly Haar: Trustee
824.92 Jerald Haar: Trustee	1,364.27 Laura Hazel: Fiscal Officer
321.78 Dan Laity: Zoning Inspector	258.73 Brian Richards: Station maintenance

Voucher #801-2018	\$1,729.73 BWC: October monthly premium installment
Voucher #826-2018	73.00 Huntington: service fees on September statement
Voucher #827-2018	9.30 Great Lakes Billing: credit card fees on September stmt.
Voucher #828-2018	86.00 Huntington: service fees on October statement
Voucher #829-2018	55.08 Great Lakes Billing: credit card fees on Oct. stmt.

A motion was made by Jerry Haar and seconded by Carol Baker that the preceding list of bills totaling \$24,586.25 be approved as the lawful obligations of Harris Township and that the Fiscal Officer be permitted to issue warrants in favor of the same. Upon calling the roll, the motion was unanimously approved. **Motion carried.**

REPORTS:

Cemetery:

1. Nothing to report.

Roads:

1. Salt order has been secured from Holcomb Materials, 50 ton delivered price \$119/ton, for a total of \$5,950.
2. Fiscal Officer Hazel relayed update on repairs from Jason Bickley, Road Superintendent. John Deere ditch mower broke a fuel line and is out for repair; new Boss plow has been installed; fuel tank has been fixed on dump truck. Road and sign checks are being completed and ditches will be mowed as weather permits.

Fire & EMS:

1. McGinnis presented EMS items:
 - a. McGinnis recommended Kimberly Curtis for EMT candidate status. She has signed up for EMT-B class that begins on Nov. 10, but understands she is responsible for her tuition. Once she successfully passes her EMT certification, the Township will reimburse for 75% of tuition, with the remaining 25% reimbursed after one year of service with our department. Carol Baker moved to accept Kim Curtis to HEFD candidate status; Beverly Haar seconded the motion. **Motion carried.**
 - b. Applications for volunteer paramedics Dan Gillingham and Candice Hansen are still under review.
 - c. Firefighters Rob Koshen and Brandon Rizzo have signed up for EMT course we are offering. Hazel suggested contacting new employee, Joel Memmer, to see if he would be interested in obtaining certification for EMT and/or fire. Additional day coverage would be a benefit to the township, especially during the 2020 bridge work. If interested, his tuition would be a township expense. This was agreeable by Trustees and McGinnis; Bev Haar will contact Joel.
 - d. Application received for Andrew Johnson for part-time medic; he has passed both BMV and BCI checks. Recommendation to hire as part-time medic. Carol Baker moved to offer Andrew Johnson a part-time position with our EMS; Beverly Haar seconded the motion. **Motion carried.**
 - e. Door springs were just replaced on bay door for SUV #447. This door, along with fire bay door openers, are all original and should be budgeted for replacement.

- f. Department would like to purchase an I-pad for use in SUV #447. This purchase would be fully funded as part of annual grant expenditures. It will be used for charting, I am Responding, and as a trial for Tuff Books replacement. Request approval from Trustees for addition of modem services for unit #447 of approximately \$30/month. Beverly Haar moved to purchase I-pad, with request for grant reimbursement, and to add an additional modem for unit #447; Carol Baker seconded the motion. **Motion carried.**
 - g. Tuition Reimbursement Contract accepted and signed for Andrew Kashmer for EMT candidate status. Upon receiving his EMT certification, McGinnis recommends him for Probationer status for 1 year. Beverly Haar moved to accept recommendation for Andrew Kashmer to promote to Probationer upon EMT certification; Carol Baker seconded the motion. **Motion carried.**
 - h. Trustees reviewed and accepted the EMS Medical Director Agreement with Premier Physician Services, Inc. for calendar years 2019 through 2022, including a tiered payment agreement: \$1,780.00 for 2019, \$2,170.00 for 2020, and \$2,560.00 for years 2021 and 2022. Baker moved for Michael McGinnis to proceed with contract as stated; Beverly Haar seconded the motion. **Motion carried.**
2. Discussion held regarding volunteers outside of township responding to calls.

Zoning:

1. Application #646 for accessory building (shed) and Application #647 for remodeling were reviewed and approved.

Other:

1. Fiscal Officer reported that UAN hardware surcharge fee of \$50 resumes with November billing.
2. Trustees received and reviewed the following: GLBA October reports; OTA Winter Conference registration; *Grassroots Clippings November 2018, Ohio Township News, Nov/Dec 2018*; Joyful Connections request for support.
3. Trustees discussed need for a more experienced building maintenance person, as repairs are lacking due to unresponsiveness from outside vendors. Jim Wilburn had applied for the position before and has notified Trustees he is still interested, has the experience needed, as well as pride in the station. After discussing with Richards, Beverly Haar moved to terminate the appointment of Brian Richards effective November 15, and offer the position to Wilburn; Carol Baker seconded the motion. **Motion carried.**

There being no further business, a motion to adjourn was made by Carol Baker and seconded by Jerry Haar. Chairman Beverly Haar declared the meeting duly adjourned at 9:50 pm.

Respectfully submitted,

Beverly Haar, Chairman

Laura J. Hazel, Fiscal Officer