

RUSHCREEK TOWNSHIP TRUSTEES  
SPECIAL BOARD MEETING  
01/29/18

Dave Myers, Chairman called the Special Meeting to order at 9:00 am leading with the Pledge of Allegiance. Those in attendance in addition to Dave were: Chad Ashbaugh, Trustee; Lisa Burnworth, Trustee; Connie Moyer, Fiscal Officer; Doug Hintz, Road Superintendent; and William Duvall, Fire Chief. Dave asked that all cell phones be muted along with all fire radios except the Chief and Road Superintendent.

Visitors

Asst. Chief Brian Irwin, Mary Hoffman

Notice

The following notice was sent to the Eagle Gazette and Website on January 25<sup>th</sup> at 12:03pm. *Rushcreek Township Board of Trustees will hold a Special Meeting on January 29, 2018 at 9 a.m. The meeting will be held at the Township office, 213 Marietta Street. The purpose of the meeting will be to receive information and presentation from our insurer regarding risk assessment, indigent procedure, and consider resolution for firefighter personnel.*

Dave turned the floor over to Kelly Austin from Ohio Township Association Risk Management Authority. Kelly explained the purpose of the risk assessment is to minimize township liability as much as possible. OTARMA has been in existence for 30 years serving over 1,000 of 1,300 Ohio Townships. She stated that OTARMA has not increased insurance rates since 1987. She visits with our Township every three years to evaluate. At the last meeting, a recommendation was to place road signage on the roads where pavement turned to gravel. This would alert drivers that driving conditions were changing and to adjust. Doug and Dave both assured Kelly this has been completed.

Lisa asked if KLA/ Kelly's role is an advisory capacity or if recommendations must be followed in order to maintain ratings or insurance. Kelly stated that their role advisory and their goal is to assist in mitigating risk for various townships including Rushcreek.

Chief Duvall asked about snow and ice responsibilities at the firehouse. Kelly explained that anywhere the public had access is a safety concern. Therefore, it was recommended that the surrounding area outside of the firehouse, to a reasonable degree, should be kept clear to prevent slip & falls.

Chief Duvall asked for direction regarding conceal carry permits. Lisa stated she had concerns with our first responders many times going into unsecured areas if they would be able to carry a weapon with the proper license. Kelly responded that OTARMA does not recommend the Townships allow this except for those who have a police department. She explained that EMS personnel are instructed to never enter the area unless the scene is secure. Police personnel are trained on how to handle the scene and also when to utilize their weapon to the point it becomes second nature. Even then, errors can be made. Fire & EMS personnel are not trained in that area however OTARMA can provide training videos that show other methods of protection. Asst. Chief Irwin requested guidance on procedure for a firefighter that goes directly to a scene and has a conceal carry permit. Kelly responded that OTARMA would recommend securing the weapon in the vehicle prior to assisting at the scene.

Lisa asked about if mercury lights that are placed on the township building out behind the barn are necessary to comply to insurance requirements or if another type of lights be considered that was more friendly to the surrounding private properties in the community This type of lighting goes beyond security by infringing on the surround neighbors. Kelly responded by stating we could consider other options for security lighting. Dave agreed to either adjust the current lighting or consider purchasing other lighting that takes our neighbors into consideration.

The following recommendations were made:

- Employee handbooks should be reviewed annually.
- Sexual harassment training should be offered. OTARMA has videos available.
- A Hold Harmless Agreement should be included in the contracts for the independent contractors that work on premises.
- The fire department should verify that all personnel Hepatitis B vaccines are current.
- The fire department should strive to verify at least ½ of the SOP's annually.

Chad Ashbaugh made a motion to adopt Resolution #2018-11 which appoints Fire Chief Duvall to investigate charges regarding Firefighter Lytle. Findings will be presented at the February 7<sup>th</sup> Rushcreek Township Board Meeting. Dave Myers seconded the adoption of Resolution #2018-11. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Lisa made a motion to adopt Resolution #2018-12 which begins the process for indigent burial on behalf of Rushcreek Township. Dave Myers seconded the adoption of Resolution #2018-12. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Meeting Adjourned: 10:44am.