

RUSHCREEK TOWNSHIP TRUSTEES  
BOARD MEETING  
08/15/2018

Dave Myers, Chairman called the Rushcreek Township Trustees Board meeting to order at 7:03pm 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  
Earl Lehman

Minutes

The minutes of the August 1<sup>st</sup> meeting were presented to the Trustees for approval. Chad made a motion to dispense with the reading of the minutes because the Trustees had reviewed them prior to the meeting and approve the minutes. Lisa seconded the motion. Roll Call: Chad, yes; Lisa, yes; Dave, aye. Dave reminded everyone that the minutes are available upon request at the Fiscal Officer's office and the website [www.rushcreektwp.org](http://www.rushcreektwp.org).

Treasurer's Report

Purchase Order #26-2018 was presented to the Board for signatures.

EFT #520-2018 and Warrants #41231 - #41247 in the amounts of \$17,430.06 were presented to the Trustees for signatures. As a reminder, this pay period ends at midnight. Dave made a motion to pay the bills and Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye.

Chief Duvall presented the Trustees with a list of expenditures for the next period in the amount of \$2,250.00. Chad made a motion to approve the list of expenses and Dave seconded the motion. Roll Call: Dave, aye; Chad, aye; Lisa, aye. Requested permission to purchase a slide-in unit for the grass truck from Finley Fire in McConnelsville. This unit is transferrable to another vehicle should that time come. In order to purchase, the Chief and Fiscal Officer reviewed the current finances and conclude the follow Appropriation Changes be made: \$5,000 from 2191-220-323-2000 to 2191-220-760-740 and \$2,000 from 2191-220-240 to 2191-220-760-740. After discussion, Chad made a motion to purchase a slide-in unit from Finley Fire in the amount of \$12,165.00 and approve the appropriation change. This is a 200-gallon tank which will allow it to be placed in another vehicle when the time comes. There is a possibility that the old engine might have some value however, the metal will have scrap value. Dave seconded the motion. Roll Call: Chad, aye; Lisa, aye, Dave, aye.

Connie stated she met with the Chief and went over the annual revenue status report. Due to the problem with EMS billing, our revenue for EMS transports is around 40% and should be should be closer to 60%. She advised to proceed with caution as that amount is a substantial asset to the Fire Fund.

Road Superintendent Doug Hintz presented the Trustees with a list of expenditures for the next period in the amount of \$8,000.00 which allows \$2,000 for unknown expenditures during chip/seal. Dave made a motion to approve the list of expenses and Lisa seconded the motion. Roll Call: Dave, aye; Lisa, aye; Chad, aye.

Business

The Board received a letter from Mark Stewart which was read and attached to the minutes. Mr. Stewart provided the following suggestions for improved coverage at the fire department.

- 1) Contact the 9-1-1 dispatcher advising the station will be unstaffed enabling the dispatcher to dispatch the next department.

Lisa stated that she spoke with Mr. Stewart some time ago and advised him that contact was made with the 9-1-1 Director who stated this process could possibly deter the off duty personnel or volunteers from our department from responding because BRFD would not receive the tones at all. Chief Duvall added that when our department is unstaffed, contact is made with mutual aid departments ahead of time. Many

of our personnel are shared with other departments and utilize the Aldatec system. The Chief stated Mutual Aid runs given still outweigh incoming assistance.

2) Encourage stagnant personnel to become active.

The Board along with the Fire Chief have been working diligently for the past several weeks to amend the Standard Operating Procedures requiring minimum hours of work requirements. This will be approved later in the meeting. Again, the public is reminded that staffing a fire department is an ongoing challenge a lot of small departments across the State continually battle. It was also noted that there is a misconception that Portsmouth Ambulance sitting at the One Stop Crossing is waiting to provide service to Rushcreek Township. This is not correct; Portsmouth Ambulance is there to provide back-up to other communities.

3) Requested the Chief include specific details in the Board meeting report.

After discussion, the Board requested the Chief to provide a report at the beginning of each month for mutual aid given and received during the previous month. It was agreed that Trustee Burnworth will respond to Mr. Stewart's letter referring him to the minutes via email

Chief William Duvall reported the following:

- Runs during the last pay period: 15 EMS including 6 transports and 5 fire runs.
- Section 100.13 Rules and Regulations of the Standard Operating Procedures was presented to the Board. This addition to section 100 adds the minimum hours of work requirements for employment to Bremen-Rushcreek Fire Department.

Lisa made a motion to adopt Section 100.13 to the Standard Operating Procedures for the Bremen-Rushcreek Fire Department effective September 1, 2018. Chad seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye. Lisa advised that the new policy will be mailed to each fire department employee. Chief stated he will post the notice at several locations in the firehouse.

- Medic 541 is out of service. Fleetmaster is waiting for parts to repair.
- On November 15<sup>th</sup> Bremen-Rushcreek Fire Department will be hosting a fire training session that is sponsored by the Fairfield County Firefighters Association. This will be one of three classes given at the following locations: Rushcreek, Amanda, and Greenfield. Ken Taylor will be the instructor.

Lisa asked that all of our personnel be encouraged to attend one of the classes.

Road Superintendent Doug Hintz reported the following:

- Chipped limbs and brush on Lecrone Road from a tree removal on 8-1.
- Pavement Ends signs were removed from Heyd, Holiday, and Marietta Roads with one installed on Fairview Rd.
- Patching on Bethel Road is halfway complete.
- The final culvert before the chip/seal project was replaced on Bethel Rd.
- Two culverts were replaced on Graffis Rd.
- Weed spraying is halfway complete however this will be delayed until the patching for chip/seal is complete.
- Force Account paperwork was turned into the County for the culvert reimbursements and the chip/seal project.
- Chip/Seal is still anticipated to start the week of August 27<sup>th</sup>. Six miles of chip/seal is scheduled and should there be extra emulsion it will be used on some spot patching. The Trustees requested Doug to prepare a list of roads that will be chip/sealed to post on the website.

Connie reported the following:

- August Grassroots Clippings was distributed.
- All Board members attended the 2019 Budget Hearing with the Fairfield County Budget Commission on August 6<sup>th</sup> with the Commission approving Rushcreek Township's 2019 Budget.
- OTARMA has hired as a service to members a property appraisal company, CBIZ Valuation Group, to complete an on-site appraisal of buildings. CBIZ will be contacting us to schedule the appraisal at a date and time convenient to us and our staff.

- The County Auditor sent notice that the second half real estate taxes are in transit. Revenue from the real estate taxes are in order.
- A contract has been prepared between The Auditor of State, Rushcreek Township, and BMH, CPA Group for the Audit of January 1, 2017 thru December 31, 2018 and January 1, 2019 thru December 31, 2020 at a cost of \$4,000.00 per audit. This cost is based on a full audit however if we are eligible, a reduced amount for an Agreed Upon Procedure will amend the fee. The AUP is determined by the Auditor prior to audit beginning. Dave made a motion to approve the agreement between BMH, CPA Group, Rushcreek Township, and The State Auditor as discussed above. Lisa seconded the motion. Roll Call: Chad, aye; Lisa, aye; Dave, aye. Connie advised she will sign the proper papers and distribute as necessary.

#### Trustee Reports

Dave –

- Helped road crew on various projects

Chad –

- The following permit was issued since the last meeting: Jacob Craig, 1997-1998 Blackfoot Court, new build.

Lisa –

- Nothing to report.

Meeting Adjourned: 7:57pm.

Hello,

I am hoping that this letter can be read and entered into the minutes at the upcoming Trustee meeting on 15 Aug 2018.

**In the past, members of our family, have had to wait for outside departments to respond for medical help. This has happened several times. One such time, an EMT from our department responded to our house to begin treatment while another department responded. She stated that the medic on duty left for a dentist appointment. Luckily, our need wasn't terribly life threatening.**

**Lately, I have noticed an increase for mutual aide calls. I realize that funding plays a major part in securing and retaining qualified staff. However, until that day comes, I feel that the Chief and his subordinates, should explore administrative options to minimize unfilled shifts and delays in calling for mutual aide. At present, I believe the 911 dispatcher waits two minutes for a response from the on duty crew before paging mutual aid from another department during daytime hours. At night, I believe it is five minutes. I could be incorrect on the exact times, if so, the Chief can advise.**

**Last November, I had a discussion with the 911 director, about the possibility of the last scheduled PAID crew, notifying the dispatcher and informing them that the station will be unstaffed and for how long. This way, the dispatcher can immediately call out the next station, saving valuable time. The dispatcher, could also page our station unilaterally, in case a crew was on station, close by or could respond in their POV, to take the run and cancel the outside department.**

**During my conversation with the 911 Director, he stated that doing something like this, is possible and he was willing to help in any way to implement such a plan.**

**I also know, that we have members on our department, that no longer take shifts, attend meetings or respond to calls. I appreciate their past service, but a stagnant member costs the department money and places a burden on our primary mission, which is to provide the best Fire and EMS our Township residents deserve. Hopefully, these members can become motivated, if not, then maybe it's time for them to move on.**

**I would also like to see Chief Duvall, as part of his Departments report to the Trustees, include data, that shows how many shifts were not staffed each month, which members whom fail to meet a certain number of paid shifts or runs responded too and how many calls for mutual aide, resulted from these unfilled shifts. In addition, maybe a committee can be formed to explore other ways we can reduce or eliminate open shifts. This will also prevent other departments leaving their residents without a quick response, because their bailing us out. It's scary, waiting for what feels like hours, for another department to come and help.**

**Thank you for your time. Rest assured, I am and always have been, proud of our department.**

**Regards,**

**Mark Stewart**