

RECORD OF PROCEEDINGS

Minutes of Meeting

Plain Township Board of Trustee Meeting

The Plain Township Board of Trustees met in regular session at 7:00 p.m. at the Fire Station, 9500 Johnstown Road, New Albany, OH 43054.

Mr. Ferguson called the meeting to order. Mr. Ferguson led the Trustees in the Pledge of Allegiance to the flag.

Roll Call: Members Present: Dave Ferguson, Kerri Mollard, and Jill Beckett-Hill. Others present: Bud Zappitelli, Fiscal Officer, Ben Collins, Chief Rupp, Assistant Chief Connor, Battalion Chief Eceleberry, Lieutenant Herren, Firefighter Pershing, Bob Pharris, Mike Durik, Deputy Upton, and Courtney Rogers.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Mr. Ferguson requested an Executive Session at the end of the meeting for employment and compensation.

Chief Rupp added Resolution 220907F6 to the agenda.

APPROVAL OF MINUTES

Ms. Mollard made a motion to approve the August 24, 2022 Board of Trustees Meeting minutes with corrections. Ms. Beckett-Hill seconded the motion. Vote: All Aye. (Resolution 22090701)

The bottom of page 3 was cut off. Ms. Rogers will make the necessary edit.

PAYMENT OF THE BILLS

Mr. Ferguson made a motion to pay the pending warrants in the amount of \$132,394.49. Ms. Beckett-Hill seconded the motion. Vote: All Aye. (Resolution 22090702)

Ms. Mollard inquired about the OSU Wellness bill and what service it provides. Mr. Collins explained they manage our wellness activities and provide training to the Fire Department twice per month for each unit.

CITY LIASION – MIKE DURIK

Mr. Durik reported that the New Albany Parks and Recreation Department presented the plans for the proposed new Fieldhouse at the New Albany City Council meeting. All the Council

members were pleased with the design and that it is community-focused, not solely for sports. The Council members also discussed the levy for the fieldhouse. City Council approved the OneOhio Opioid Settlement as well as the final phase of Nottingham Trace, the Pulte Homes development. Mr. Durik reported that the Intel groundbreaking ceremony will be this Friday by invitation only. President Biden will be in attendance. The New Albany Police Department is adding a third Resource Officer at the schools by the end of October.

ANNUAL STORMWATER PRESENTATION

David Reutter of Franklin Soil and Water Conservation District and Nathan Ralph of Franklin County Public Health led the annual stormwater presentation. Mr. Ferguson expressed concern over the Blacklick Creek flooding at Clouse Road. He noted that storm water repairs are needed because of drainage problems and would like others, such as the county, to get involved in deciphering the cause of the extreme flooding and how it can be mitigated. Mr. Reutter explained we have had three years of record rainfall and the intense localized storms are at issue. The high levels of ground water and the large amounts of rainfall that take debris down causing log jams are also factors.

Mr. Reutter noted that the new Intel property is located just north of Duncan Run. Intel and subsequent developments will increase the rate that water flows through those channels causing more flooding. Chief Rupp inquired about the retention design. Mr. Reutter explained that storm water is handled by shaving the peaks, meaning the volume is spread out over a length of time. These maintenance flows cause bank erosion, not the flooding events. Mr. Collins noted that the city of Columbus recently updated its storm water manual and precipitation data, and Mr. Reutter said the county is presently working on its updates.

Mr. Ralph left flyers about sewage and requested anyone who sees sewage to call the health department. Mr. Reutter also advised free IDDE (Illicit Discharge and Detection Elimination) training is available.

ADMINISTRATOR

Mr. Collins reported that the Intel groundbreaking ceremony takes place this Friday, September 9th, at 10:45 a.m. and traffic could be impacted. Other meetings taking place are the Chamber of Commerce Community Update on September 15th, the Franklin County Township Association on September 15th, and the annual Franklin County Soil and Water Conservation District on September 22nd.

Mr. Collins and Ms. Reife are compiling the end of season pool report. Records were set for membership sales and daily gate admissions. Paint and a pool heater have been ordered for pool repairs. A post season review with SwimSafe is upcoming and they already advised that chlorine costs have increased by 20% and lifeguard hourly rates are expected to increase to \$15 next year.

Mr. Collins advised the annual health insurance survey will begin in October. Mr. Ferguson asked what the fire department employees think about our current insurance. Chief Rupp said that there have not been many complaints and noted that Ms. Fee has been very helpful with the few issues that have arisen. Mr. Collins said there is a learning curve for new employees and Ms. Fee can help in this regard as well. The dental coverage increased from \$1500 to \$2500 and the cost to the township was negligible.

ZONING

Mr. Collins reported that there is a Variance request on Morse Road. He reported that there is no interest or opposition to it thus far.

ROAD/MAINTENANCE

Bob Pharris reported that the new employee, Corey Fleig, is very knowledgeable and happy to be working at Plain Township. Doug Hollis starts next week.

Patterson Pools is waiting on the company that is fabricating the box that goes on the side of the pool. Patterson Pools will call to schedule the work once the box is ready. Mr. Pharris noted that they are keeping water in the pool so they can test the box once it is installed.

Mr. Ferguson drove around the cemetery last week and reported that it looks clean and well-maintained. Ms. Mollard thanked Mr. Pharris for the ride along through the township roads and cemetery.

FIRE DEPARTMENT

Chief Rupp indicated that there have been 35 Fire and 74 EMS runs since the last meeting.

Chief Rupp reported that the International Fire Chiefs' Conference in San Antonio was very informative and tremendous discussions took place on hiring, retaining employees and behavioral health. Captain Dudley finished his chief officer three-year program while at the conference.

Fire prevention has been busy with the new construction and annual inspections. Chief Rupp reported that approximately \$48,000 has been spent on the fire engine this year. He pointed out that the truck has over 100,000 miles so significant repairs can be expected.

There was discussion surrounding Plain Township's role in servicing the area around the new Intel project. The fire chiefs will research and provide specific recommendations about the optimal level of service coverage needed and who is in the best position to deliver it. Chief

Rupp and Assistant Chief Connor expressed the importance of collaboration between governmental agencies regarding the Intel expansion.

Ms. Mollard made a Motion to pass Resolution No. 220907F1.

Be it Resolved, that the Plain Township Board of Trustees hereby amends the Personnel Policy as follows to update the Fire Department promotion language to remove the officer qualifications from the personnel policy:

ARTICLE III - HIRING, PROMOTIONS, TRANSFERS

3.1 Hiring Policy

Plain Township makes every effort to recognize the skills and talents of its employees and will attempt to hire from within whenever possible. However, to ensure that we find the most qualified candidates and improve the capability, professionalism, diversity, and effectiveness of the organization, Plain Township will seek candidates through a variety of channels including, but not limited to, open testing, public notices and recruitment. Applicants may be extended a conditional offer of employment and required to submit to a background check and pre-employment drug screen.

3.2 Rehire Policy

Past employees may be eligible for future employment if recommended by their supervisors and approved by the Board of Trustees.

Unless otherwise determined by the Board of Trustees at time of rehire, all rehired employees shall be considered a new employee for all purposes, unless otherwise stated herein.

3.3 Promotions - fire department personnel

The following guidelines will be used to promote fire department personnel to the rank of lieutenant, captain or battalion chief when a permanent vacancy occurs at that rank. Permanent vacancy refers to the demotion, promotion, resignation, retirement, etc. of a current officer. Please refer to job descriptions for qualifications.

During the interim period from the separation date of any officer to the appointment of a replacement, the chief may appoint an acting officer to the vacated position. Such an appointment will be temporary, until the testing process is completed and an officer is formally appointed. During this interim period, the acting officer will earn pay equivalent to an appointed officer of that rank.

A promotion to any rank will not change an employee's overall seniority as a fulltime firefighter, but will place that employee as least senior among officers of equal rank. When more than one employee is promoted to equal rank (i.e. 2 lieutenant vacancies) at the same time, seniority will be determined by final testing process scores.

Per the Employee Manual, promoted employees will serve a six (6)-month probationary period at their new rank immediately upon appointment.

Qualifications

Lieutenant

Before candidates can sit for the lieutenants' exam they must complete the following:

(Required Qualifications)

1. Certified by the State of Ohio as a full time Fire Fighter and EMT-P.
2. Experience in training preparations, situations and the demonstration of an advanced knowledge of training and safety.
3. Knowledge of emergency medical treatments and procedures.
4. Knowledge of Hazardous Materials operations and procedures.
5. Knowledge of fire fighting principles, practices and safety procedures.
6. Knowledge of all applicable NFPA, OSHA and other federal, state and local standards or regulations.
7. Ability to define problems, collect data, establish facts, and draw valid conclusions independently.
8. Ability to establish and maintain effective working relationships with trainees, trainers, superiors and other job-related personnel.
9. Ability to instruct, direct and coordinate others.
10. Effective oral and written communication skills.
11. Knowledge of budget and purchasing procedures.
12. Knowledge of bid specification and inventory control procedures.
13. Ability to maintain accurate records.
14. Able to execute department goals and objectives.
15. Able to employ department policies and procedures.
16. Able to implement the Township Employee Handbook.
17. Possess Ohio driver's license and excellent driving record.
18. Have served as a fulltime firefighter with a professional Fire Department for at least three (3) years at the time of the written examination.
19. Have successfully completed:
 - ICS Training: IS-100, IS-200, IS-700, IS-800
 - Fire Officer I Program.
 - Managing Company Tactical Operations Series.

Captain

Before candidates can sit for the captains' exam they must complete the following:

(Required Qualifications)

1. Certified by the State of Ohio as a full time Fire Fighter and EMT-P.
2. Experience in training preparations, situations and the demonstration of an advanced

- knowledge of training and safety.
3. Knowledge of emergency medical treatments and procedures.
 4. Knowledge of Hazardous Materials operations and procedures.
 5. Knowledge of fire fighting principles, practices and safety procedures.
 6. Knowledge of all applicable NFPA, OSHA and other federal, state and local standards or regulations.
 7. Ability to define problems, collect data, establish facts, and draw valid conclusions independently.
 8. Ability to establish and maintain effective working relationships with trainees, trainers, superiors and other job-related personnel.
 9. Ability to instruct, direct and coordinate others.
 10. Effective oral and written communication skills.
 11. Knowledge of budget and purchasing procedures.
 12. Knowledge of bid specification and inventory control procedures.
 13. Ability to maintain accurate records.
 14. Able to execute department goals and objectives.
 15. Able to employ department policies and procedures.
 16. Able to implement the Township Employee Handbook.
 17. Possess Ohio driver's license and excellent driving record.
 18. Have served as lieutenant or equivalent for at least one (1) year at the time of the written examination.
 19. Possess a Fire Safety Inspector Certification.
 20. Possess a Public Safety Service Instructor Certification.
 21. Have successfully completed:
 - ICS Training: IS-100, IS-200, IS-300, IS-700, IS-800
 - Fire Officer I Program.
 - Managing Company Tactical Operations Series.
 - Fire Officer II Program
- (Additional Preferred Qualifications) Certification in the Blue Card Hazard Zone Management Program or equivalent certification.

Battalion Chief

Before candidates are eligible for the battalion chief's exam they must possess the following qualifications:

(Required Qualifications)

1. Certified by the State of Ohio as a full time Fire Fighter and EMT-P.
2. Experience in training preparations, situations and the demonstration of an advanced knowledge of training and safety.
3. Knowledge of emergency medical treatments and procedures.
4. Knowledge of Hazardous Materials operations and procedures.
5. Knowledge of fire fighting principles, practices and safety procedures.

- ~~6. Knowledge of all applicable NFPA, OSHA and other federal, state and local standards or regulations.~~
- ~~7. Ability to define problems, collect data, establish facts, and draw valid conclusions independently.~~
- ~~8. Ability to establish and maintain effective working relationships with trainees, trainers, superiors and other job related personnel.~~
- ~~9. Ability to instruct, direct and coordinate others.~~
- ~~10. Effective oral and written communication skills.~~
- ~~11. Knowledge of budget and purchasing procedures.~~
- ~~12. Knowledge of bid specification and inventory control procedures.~~
- ~~13. Ability to maintain accurate records.~~
- ~~14. Able to execute department goals and objectives.~~
- ~~15. Able to employ department policies and procedures.~~
- ~~16. Able to implement the Township Employee Handbook.~~
- ~~17. Possess Ohio driver's license and excellent driving record.~~
- ~~18. ICS Training. IS 100, IS 200, IS 300, IS 400, IS 700, IS 800~~
- ~~19. Fire Officer I Program~~
- ~~20. Fire Officer II Program~~
- ~~21. Ability to obtain Fire Officer III Program when available, or equivalent certification~~
- ~~22. Certified Fire Safety Inspector by the State of Ohio.~~
- ~~23. Possess a Public Safety Services Instructor Certification.~~
- ~~24. Associate Degree or equivalent in Fire Science or related management degree.~~
- ~~25. Have completed the required NIMS, and Department Command requirements.~~
- ~~26. A minimum of ten years as a fulltime company officer. Must have obtained the rank of Lieutenant and Captain, or equivalent rank, through an established promotional process. Must have been permanently assigned as an engine company and ladder company officer.~~
- ~~27. Successfully completed Managing Company Tactical Operations Series or equivalent training.~~

(Additional Preferred Qualifications)

- ~~28. Certification in the Blue Card Hazard Zone Management Program or equivalent certification.~~

Equivalencies will be evaluated by the Fire Department.

Promotion and Selection Process

The following process will be used to promote to the ranks of lieutenant, captain, and battalion chief. Upon completion of this process, an eligibility list will be established for each rank and maintained for one year with the Trustees having the right to extend the list for up to one additional year.

When the chief announces, in writing, the intent to test for any position, all interested employees with the appropriate qualifications must submit a letter of intent to take the test. This letter must be submitted to the chief within fourteen (14) calendar days of the

announcement date.

Those who submit letters of intent and who meet the position qualifications will then continue through the following evaluation steps in order. The weight of each step is noted:

- 30% 1. A written examination, written and administered by a testing agency. The written examination must be passed with a minimum score of 70.0%. Scores in excess of 70% will be the weighted component. (75% = 5 points; 90% = 20 points) Written components for Lieutenant, Captain, and Battalion Chief will be selected by the Fire Chief (or designee) and posted within the time limits required for testing.**

- 30% 2. A skills assessment including an evaluation and oral review panel defined by the fire chief (or designee). The assessment will be designed to identify communication, management, and leadership capacity.**

- 40% 3. A structured interview with the Fire Chief, Assistant Fire Chief and Township Administrator;**

A recommendation from the applicant's direct supervisor evaluating the individual's capacity for leadership and supervisory skills.

The Fire Chief, Assistant Chief and Township Administrator will recommend the top 5 qualified candidates to the Board of Trustees for consideration based on the testing and interview process. Final selection will be made by the Board of Trustees based on the recommendation of the Fire Chief, Assistant Chief and Township Administrator and the Board's interview of the recommended applicants.

Employees taking the written examination will have five (5) business days from the date of the examination to contest any question that they feel is in error. This is the only portion of the testing process that an employee may contest. The written examinations will not be graded until the 5-day contesting period has passed. If any question is contested, the written examinations will not be graded until the contest is resolved.

Employees who turn in a letter of intent to test for an officer's position will be issued a list of study materials from which the test will be written. This list will be issued at least ninety (90) days prior to the date of the written examination to provide ample study time.

Ms. Beckett-Hill seconded the Motion. Vote: All Aye.

Mr. Ferguson requested some clarification on Resolution No. 220907F1 prior to the vote. Mr. Collins noted the removal of the language from the personnel handbook avoids having the list of qualifications in two different sources. Assistant Chief Connor added that the job descriptions can be altered or updated more easily to reflect changes in the industry. Ms. Mollard

recommended the addition of sentence, "Please refer to job descriptions for qualifications," to make the changes clear. Mr. Ferguson would still like to be involved in the interview process of the higher officers.

Ms. Beckett-Hill made a Motion to pass Resolution No. 220907F2. Be it Resolved, that the Board of Trustees hereby adopts the revised job description for the position of Fire Captain. Mr. Ferguson seconded the Motion. Vote: All Aye.

Mr. Ferguson made a Motion to pass Resolution No. 220907F3. Whereas, the Board of Trustees previously authorized the creation of a peak-time Firefighter Paramedic position in 2016 to provide additional staffing Monday through Friday; and

Whereas, the community's service needs and department run volume have changed in the past six years;

Be it Resolved, that the Board of Trustees authorizes elimination of the peak-time assignment and authorizes an additional full-time Firefighter Paramedic assignment for each unit, resulting in thirteen assigned positions.

Ms. Mollard seconded the Motion. Vote: All Aye.

Ms. Mollard made a Motion to pass Resolution No. 220907F4. Be it resolved to offer conditional employment as a part-time Firefighter, pending results of a background check, to the following firefighters: Madison Farrell, Scott Hyer, Will Newton, Austin Gootie, Kennedy Gerren, James Herring, Stephanie Lambert, and Gabe Shuman.

Ms. Beckett-Hill seconded the Motion. Vote: All Aye.

Prior to the vote on Resolution No. 220907F4, Mr. Ferguson asked what is the optimal part-time work force. Assistant Chief Connor answered nine part-time firefighters, two per day, to offset mandated overtime and to provide more exposure to the part-time firefighters who may eventually become full-time with the Township. He noted the bunk rooms may need to be expanded. Assistant Chief Connor acknowledged Battalion Chiefs Ecleberry, Sponaugle, and Dudley for their hard work behind the scenes.

Ms. Beckett-Hill made a Motion to pass Resolution No. 220907F5. Be it resolved to offer conditional employment to Kevin Snyder as a full-time Firefighter Paramedic through a lateral transfer at an enhanced pay of step 3 for 16 years of service pending results of a background check. Ms. Mollard seconded the Motion. Vote: All Aye.

Chief Rupp advised that Mr. Snyder was unable to attend the meeting but wished to thank everyone for the opportunity to work for Plain Township. His background check and drug screen are still pending, and he will give Mifflin Township two weeks' notice. Mr. Collins noted that

we had 6 full-time candidates apply for the position and some of those accepted part-time positions.

Mr. Ferguson made a Motion to pass Resolution No. 220907F6. Be it resolved pay Coughlin Ford, 9800 Worthington Road, \$8,194.53 for repairs to E/R 121, 2010 Sutphen Engine out of 2111-220-58024 (Fire-Repairs-Non-Routine). Ms. Beckett-Hill seconded the Motion. Vote: All Aye.

FISCAL OFFICE

Ms. Mollard made a Motion to pass Resolution No. 220907B1. Be It Resolved, to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor for the next succeeding fiscal year commencing January 1, 2023. Ms. Beckett-Hill seconded the Motion. Roll Call Vote: All Aye.

Mr. Ferguson made a Motion to pass Resolution No. 220907B2. Be it Resolved: To transfer \$118,483.10 from 1000-110-59010 (General - Transfers-Out) to 3101-000-49031 (General Bond Retirement - Pool - Transfers-In).

And be it resolved: To pay Chase a total of \$118,483.10 for the General Bond Retirement-Pool payment. To be paid in the amount of \$109,000.00 out of 3101-610-56010 (General Bond Retirement-Pool-Principal Pool) and \$ 9,483.10 out of 3101-610-56030 (General Bond Retirement-Pool-Interest). Ms. Mollard seconded the Motion. Vote: All Aye.

Ms. Beckett-Hill made a Motion to pass Resolution No. 220907B3. Be it resolved: To increase Finance Officer Courtney Rogers' pay rate by \$2.00 per hour beginning September 3, 2022. Ms. Mollard seconded the Motion. Vote: All Aye.

OLD BUSINESS

Mr. Collins forwarded the Pickleball plans to the Trustees. The estimated cost came in much higher than the original cost. Mr. Durik explained that all costs are coming in higher than expected. The City of New Albany currently has 2 parks under construction and the playground structures are 30% more than originally budgeted.

The shingles on the fire station roof have been installed. The roof project is nearing completion.

NEW BUSINESS

Mr. Ferguson stated that the Trustees have to update the responsibilities of the Trustees and their committee assignments. He requested Mr. Collins to provide a comprehensive list of the committee assignments to the Trustees to review.

Mr. Ferguson made a motion to appoint Kerri Mollard as Vice Chair of the Plain Township Board of Trustees. Ms. Beckett-Hill seconded the motion. Vote: All Aye. A resolution will be presented at the next meeting.

EXECUTIVE SESSION

Mr. Ferguson made a motion to adjourn into executive session at 8:04 p.m. pursuant to Ohio Revised Code 121.22 (G)(1) for employment and compensation. Ms. Mollard seconded the motion. Vote: All Aye

Mr. Zappitelli attended the Executive Session.

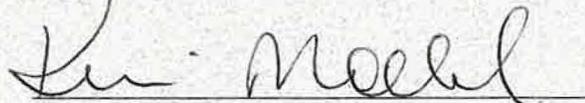
Mr. Ferguson made a motion to close out of executive session at 8:37 p.m. Ms. Mollard seconded the motion. Vote: All Aye

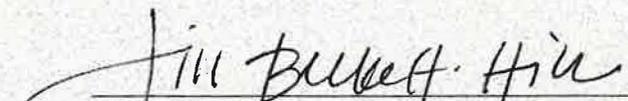
ADJOURNMENT

Mr. Ferguson made a motion to adjourn the meeting at 8:38 p.m. Ms. Mollard seconded the motion. Vote: All Aye

BOARD OF TRUSTEES:


David Ferguson, Trustee


Kerri Mollard, Trustee


Jill Beckett-Hill, Trustee


Bud Zappitelli, Fiscal Officer