

RECORD OF PROCEEDINGS

Minutes of Meeting

Plain Township Board of Trustee Meeting

The Plain Township Board of Trustees met in special session at 6:30 p.m. at the Fire Station, 9500 Johnstown Road, New Albany, OH 43054.

Ms. Mollard called the meeting to order. Ms. Mollard led the Trustees in the Pledge of Allegiance to the flag.

Roll Call: Members Present: Kerri Mollard, Dave Ferguson, and Jill Beckett-Hill. Others present: Chief Connor, Assistant Chief Ecleberry, Fiscal Officer Bud Zappitelli, Administrator Ben Collins, Firefighter Cantrell, and Finance Officer Courtney Rogers. Visitors present: Mark Wilson and Debra Lowery

ADDITIONS OR CORRECTIONS TO THE AGENDA

Ms. Mollard moved Resolution F1 to the top of the agenda.

FIRE DEPARTMENT

Ms. Mollard made a Motion to pass Resolution No. 240213F1. Be it resolved to appoint Battalion Chief Kevin Sponaugle to the 40-hour position of Fire Marshal at the base pay rate of \$53.68 per hour, plus \$1.75 medic pay, beginning with the pay period starting on April 13, 2024. This position is overtime exempt. Ms. Beckett-Hill seconded the Motion. Vote: All Aye.

FIRE DEPARTMENT STRATEGIC PLANNING WORKSHOP

The Trustees, Fire Chief, and Administrator discussed at length the Strategic Plan priorities and how to achieve and implement them.

Plain Township Fire Department Strategic Plan 2024 Priorities

Priority 1: Save Lives

Goal: To respond quickly with highly trained professionals and state-of-the-art equipment.

Dispatch, turnout, and response times optimized

- Upgrade dispatch technology
 - Tyler Technology CAD system operational by Q2 2024

- Emergency 911 calls processed within 2 min and 8 sec 90% of incidents – Chief Connor would like to see processing times be less than 90 seconds. He explained that 911 calls go to Franklin County Sheriff before they are transferred to the MECC.
- Turnout time for fire rescue calls within 1 min 51 sec 90% of incidents
- Chief Connor explained that with Tyler Technologies, dispatchers will be able to see live trucks and will be able to dispatch the closest unit.

Health and wellness of PTFD employees ensured.

- Recognize achievements and promotions
 - Feasibility of hosting an annual awards banquet assessed by Q4 2024 – Chief Connor asked about using an outside venue for the banquet and the Trustees seemed amenable. It was decided to look at dates before the holidays.

Emergency equipment purchased and maintained.

- Maintain capital equipment replacement schedule
 - Adopt maintenance agreement with City of NA by Q3 2024 – The City of New Albany is currently servicing the staff vehicles. Chief Connor hopes to be able to have the City do regular maintenance on the larger trucks by year end.

Priority 3: Prepare for Growth

Goal: To meet the fire and EMS needs of a larger population within Plain Township and contracted service areas. – Chief Ecleberry presented a PowerPoint presentation. See attached. The New Albany-Plain Local Cooperative Strategies Plan was also reviewed for the future planned developments.

- Future station location(s) analyzed and future fire levy needs assessed.
 - Assess viability and cost of future locations by Q2 2024
 - Secure option or agreement for land in potential location(s) in 2024 – it was agreed that the Trustees are not ready to incur any cost to purchase land right now but would like to have discussions with the City of New Albany and the New Albany Company to “hold” land for future station locations. The Fire Chiefs think that the North side of the township, around Bevelhymer Road and Walnut Street, is the priority for a second station location.
- Current station maintenance needs assessed.
 - Repair and maintenance list created by Q1 2024 – bathroom renovations, landscaping, and interior and exterior painting.

Priority 4: Work Effectively

Goal: To manage tax dollars efficiently and operate with transparency.

- Systems, policies, and procedures assessed and improved.
 - Consolidate and train on new RMS systems by Q1 2024 – in process
 - Implement new time sheet process by Q2 2024

- Review and update all policies and procedures every two years – Battalion Chief Dudley is working on this.
- Other revenue sources increased.
 - Evaluate EMS billing rates by Q2 2024 – The Township can adjust our billing rates. EMS billing revenue was up \$100,000 in 2023. The Township was notified that Change Healthcare will be dropping the Township as of May 31, 2024. The Fire Department is looking for a new vendor.
 - Assess feasibility of additional TIF revenue by Q1 2024 – Mr. Collins will be meeting with the City of New Albany
- Organizational culture strengthened.
 - Provide training and development for all personnel regularly – Assistant Chief Ecleberry reported that the Battalion Chiefs, Captains, and Lieutenants are doing a much better job of this.
 - Use mission, vision, and values in personnel training.
 - Survey all staff annually to measure culture and morale by Q2 2024
 - Conduct annual performance reviews for all employees by Q4 2024

Priority 5: Engage Community

Goal: To provide community service and to celebrate community traditions and achievements.

- Effective communication tools implemented.
 - Assess current communications duties, roles, and processes by Q1 2024 – Chief Connor discussed the Township hiring a Media/Communications person. Ms. Mollard would like a dedicated communications manager. Mr. Collins reported that an average salary is \$65,000 plus benefits.
- Community access maintained.
 - Determine new event or program to broaden access by Q4 2024 - look for opportunities to engage with the community; such as, the Special Olympics, Polar Plunge, and ribbon cuttings.

Mr. Ferguson inquired as to what the Township's next steps are. Chief Connor said that he has had conversations with Joe Stefanov and Mr. Stefanov is aware of the land needs of the Township. Ms. Mollard has also had conversations with Tom Rubey about land options. Ms. Mollard will follow up with Tom Rubey.

REVENUE AND EXPENSES

Mr. Ferguson wanted to discuss the 2023 revenue and expenses. Mr. Ferguson is concerned that expenses went up \$2 Million dollars over 2022, while revenue only increased by \$500,000. Mr. Collins explained that when the Township requests a levy, revenue exceeds expenses for a period

of years before expenses start to exceed revenue. Assistant Chief Ecleberry worked on the 2015 levy and explained that it was only supposed to be a 5-year operating levy that has lasted 9 years, due in some part to the new development and growth of the community. Mr. Ferguson would like an annual financial statement that can be provided to the community and taxpayers.

ADJOURNMENT

Ms. Mollard made a motion to adjourn the meeting at 8:30 p.m. Ms. Beckett-Hill seconded the motion. Vote: All Aye

BOARD OF TRUSTEES:



David Ferguson, Trustee



Kerri Mollard, Trustee



Jill Beckett-Hill, Trustee



Bud Zappitelli, Fiscal Officer