

# HARRIS TOWNSHIP BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

**Date:** Monday, September 16, 2024

**Location:** 321 Rice Street, Elmore

**Time:** 7:30 pm

### In Attendance

#### Board Members:

Beverly Haar, Jerald Haar, DJ Greenhill (in at 7:52 pm)

*Fiscal Officer, Laura Hazel, was absent, but present through audio*

#### Employees/Visitors:

John Fletcher, Sugar Creek JEDD (left at 7:58 pm)

Chris Singerling, Ottawa County Economic Development Director (left at 7:58 pm)

Paul Perry, Zoning Inspector (left at 8:02 pm)

Mike McGinnis, HEFD Asst. Chief/EMS (left at 7:53 pm)

Kenan Mylander, Mid-County EMS Chief (left at 7:53 pm)

Jim Wilburn, HEFD Chief (left at 9:50 pm)

Chairman Bev Haar opened the meeting with the Pledge of Allegiance.

### Approval of Minutes

The minutes of the regular meeting, held September 3, 2024, were read by Chairman B. Haar. Greenhill made a motion to accept the minutes, and J. Haar seconded that the minutes be approved. **Motion carried.**

### Finance

Trustees reviewed invoices, signed vouchers, reviewed and initialed payroll, and reviewed and signed purchase orders as applicable.

A motion was made by B. Haar and seconded by J. Haar that the attached list of billings be approved as the lawful obligations of Harris Township and that the Fiscal Officer be permitted to issue warrants in favor of the same. **Motion carried.**

## Department Reports

### Budget/Administrative – Fiscal Officer report (Laura Hazel)

- Last reminder for Ohio Auditor Fraud training due by 9/28.
- QSEHRA changes for 2025 can still be updated/changed with special approval from supervisor Michella D. at BASE.
- Trustees approved request for ACH payment to Workplace Health to replace a lost check.
- Open credit account approved to be set up with Amazon.

### Zoning – Inspector's report (Paul Perry)

- Zoning permits were issued to:
  - #753 Kathy Buhrow/Janice Bench, remodeling addition, \$35
  - #754 Northrup, barn addition for livestock, Exempt
  - #755 Narra, fence, \$20
- Perry updated Trustees on a discussion he had with the County Engineer regarding Materion's request to install a sign and/or barrier down the centerline of roadway as a safety warning. The county was not in favor of this and Paul notified Materion.

### Cemetery – Sexton's report (Andy Rodriguez)

- Another leak was detected and repaired.

### Roads – Superintendent's report (Cary Johnson)

- Ottawa County permit #24-123 for a driveway on 900 S Graytown Rd. was reviewed by Trustees.

### Fire – Chief's report (Jim Wilburn)

- Wilburn reported to Trustees that our AFG/FEMA grant for new tanker to replace Engine #446 was not awarded for a third time. The committee responded to grant writer on 9/13 that they did not wish to resubmit. Trustees agreed with this decision.
  - Committee will meet to discuss refurbishing
  - The grant request needs to be removed from FEMA.gov
    - Fiscal Officer requested closeout docs for last grant in order to close purchase order.
- Trustees accepted resignation of fire fighter Kirk Shank dated 9/12, stating he has two active children that are requiring more of his time.

- Wilburn requested approval for purchase of \$3,120 of promotional materials, specifically for children's event at schools. Trustees approved, pending coordination with Fiscal Officer for purchase order.

#### EMS – Assistant Chief's report (Mike McGinnis)

- Chief Mylander from Mid-County EMS spoke to Trustees about the Ohio EMS Chiefs Association and their support of EMS departments taking advantage of the federal funding that is available through the Medicaid program. The Public Consulting Group (PCG) contracts with departments to obtain funding, assisting the departments with quarterly data collection and submission. There is an up-front cost for contracting with them, based on the volume of runs for the department Chief Mylander estimates this would be around \$3,000 to \$4,000, as well as a percentage (15% max) from the revenues collected; however, they do not collect payment until we collect payment. Another consideration is to discuss exemption with our EMS billing company on these additional revenues collected from Medicaid.

Should we choose to pursue collection of additional revenues from Medicaid, we would simply express interest to PCG, who would generate a contract for Harris Elmore EMS.

- Mylander also spoke about the Medicare data collection report Harris Township had to submit. Per the Ohio EMS Chiefs Association, they are hoping this will enable collections on emergency calls and not just transport billings. However, if the Legacy Bill does not get extended at the end of 2024, Medicare payments may drop significantly.
- McGinnis discussed contracting with Oak Harbor dispatch for 9-1-1 dispatching. Benefits to our department would be better timekeeping and multiple call routing. Conversations with the Sheriff's Department indicate no future plans for improvement to their system for outlying areas in these areas. Under Oak Harbor dispatching, 9-1-1 calls would be routed to Oak Harbor dispatch for dispatching to HEFD. Cost to make this switch would include a 3-year pricing contract of \$9,000 for 2025, \$9,500 for 2026, and \$10,000 for 2027, and would also require purchase and installation of a MARCS radio at Oak Harbor for a combined quoted cost of \$10,766. Allocation of expense could be appropriated to Fire/EMS. Carroll Township and Mid-County are currently using Oak Harbor for dispatching services.
- McGinnis presented his monthly report for August to Trustees. Discussions included a new monthly run record of 43 calls, increased coverage of hours with two full-time employees now on the schedule, and multiple calls and multiple patients on a call.
- AED repairs have been completed and approved for payment.
- Uniform replacements have been ordered for the year.
- Trustees accepted resignation of J. Hauden effective the end of September; he has become busier at Toledo Fire.

- Employee policy book approval needs to be completed, as well as a discussion on calculation of sick time for new full-time EMS employees. Recommendations from OTA to be forwarded to M. Ish for her thoughts and changes to policy book.
- Discussions on Ambulance Impacted Industry Grant disbursements to employees are being critical, as due date for expenditures is Sept. 30. Trustees unanimously approve including employer taxes in the grant allocations, per recommendation from Fiscal Officer, based on guidance received from OBM.
- Pocino released to full duty from BWC doctor; however, any future injuries would go back on original claim.
- Trustees approved request for tuition reimbursement from Treat for failing to make required participation in EMS. McGinnis drafting letter.
- Discussion on functional vs operational job descriptions. It was decided to keep them separate for job description handbook being written by Michelle Ish.

#### Building & Grounds – Maintenance report (Wilburn)

- Wilburn reported that pest control has been done and should take care of our spider problems.
- Follow up needed with Yackee on the repair parts for the Co-Ray Vac heating system in fire bays.

#### **Old Business**

- B. Haar moved at 10:00 pm to enter into executive session to discuss the purchase of property for public purpose (per ORC 121.22). J. Haar seconded the motion. Upon roll call, all voted “yes”.

At 10:55 pm, B. Haar moved to return to regular session. J Haar seconded the motion. Upon roll call, all voted “yes.” No action was taken.

#### **New Business**

- John Fletcher and Chris Singerling presented an update to the Board from the last Sugar Creek JEDD meeting on August 1, 2024. The JEDD was developed in 2014 and will subject to renewal in 2034, after 20 years. The JEDD board has been reviewing their records retention policy and schedules. There have been many expansions to our west, including Wood County and Genoa, providing new jobs to northwest Ohio and investment opportunities. There is a possibility of an expansion opportunity for the JEDD, with a possible revenue source coming from an income tax for infrastructure improvements. Trustee Greenhill inquired about potential park district

development in addition to the demand for business attraction within the JEDD, as there are also grants available.

## **Announcements, Communications, Other**

- Davis-Besse car show

## **Next Meeting**

Monday, October 7, 2024 | 7:30 pm, Harris Township Fire Station

There being no further business, a motion to adjourn was made by Greenhill and seconded by J. Haar. Chairman B. Haar declared the meeting duly adjourned at 11:00 pm.

Respectfully submitted,



Beverly Haar, Chairman



Laura Hazel, Fiscal Officer

Attached: Expenditure listing

The following expenditures were reviewed and approved for payment:

Number	Date	Amount	Purpose	Payee
1183-2024	9/14/24	\$876.00	UAN fees	TREASURER STATE OF OHIO
32024	9/16/24	\$100.00	Website management	DwHostit
32025	9/16/24	\$600.00	junk hauling 8/12	Elliott Scrapping LLC
32026	9/16/24	\$904.90	fuel/gas: fire/EMS	GPM Investments, LLC
32027	9/16/24	\$156.25	Email consulting 8/28	Link Computer Corporation
32028	9/16/24	\$333.15	Fuel, off-road diesel dyed 8/19	LUCKEY FARMERS, INC.
32029	9/15/24	\$1,700.00	EAP (July 2024-June 2025)	Memorial Professional Services, Ltd
32030	9/16/24	\$261.00	overhead door rpr cables/hinges	NORTHWOOD DOOR
32031	9/16/24	\$102.46	medical O2 8/21	O.E. MEYER CO.
32032	9/16/24	\$755.00	Physical/resp test: JBabcock, CPopielarczyk	Occupational Health Centers of Ohio, P.A., Co
32033	9/16/24	\$1,794.63	Monitor mount (2) & frt	Penn Care
32034	9/16/24	\$298.00	EMS uniforms: EFrance	Phoenix Safety Outfitters
			Durapatcher-temp gauge, heater blanket sp, shipping 8/15	
32035	9/16/24	\$1,117.48	Durapatcher-air solenoid, shipping 8/20	The McLean Company
			Fire Inst class: S Jones 7/15/24	
32036	9/16/24	\$825.00	VFF Tuition/books: LWolph 5/20	VANGUARD SENTINEL J.V.S.D.
32037	9/16/24	\$65.00	FBI/BCI: JBabcock	Village of Elmore, Police Dept.
32038	9/16/24	\$6,818.50	443-446-444 LOF	W. W. Williams
32039	9/16/24	\$326.12	landfill fees 8/12	Wood County Landfill
32040	9/16/24	\$144.72	Mileage reimbursement to deliver to Braun	Michael McGinnis
32041	9/19/24	\$475.30	operating supplies for EMS	BOUND TREE MEDICAL, LLC.
32042	9/19/24	\$286.88	DEF	Gary Schumaker LLC
32043	9/19/24	\$777.32	Contract ambulance billing & credit card fees	GREAT LAKES BILLING ASSOCIATES, INC.
32044	9/19/24	\$925.00	Programming mobiles/portables with Sandusky	P & R Communications Service, Inc.
32045	9/19/24	\$328.90	EMS uniforms: AMcGinnis	Phoenix Safety Outfitters
32046	9/19/24	\$1,345.50	EMS supplies: needle sets	Teleflex LLC
32047	9/19/24	\$43.41	civil defense siren electricity	TOLEDO EDISON
32048	9/19/24	\$780.00	Q1/Q2-2024 MARCS radio service	TREASURER STATE OF OHIO
32048	9/19/24	\$780.00	Q1/Q2-2024 MARCS radio service	TREASURER STATE OF OHIO
32049	9/20/24	\$125.00	Fall pest control	Delving Company
32050	9/20/24	\$376.49	Fuel, off-road diesel dyed 9/10	LUCKEY FARMERS, INC.
32051	9/20/24	\$488.83	Fuel, off-road diesel dyed 6/12	LUCKEY FARMERS, INC.
		<b>\$23,910.84</b>		