

**Minutes of the Urbana Board of Trustees Meeting
held Monday, February 21, 2022**

The Board of Urbana Township Trustees met on this date with Paul Wright, Roger Koerner, and Blair Stinson present. The minutes of the February 07, 2022 meeting were reviewed and accepted as presented. The Financial Status Reports were reviewed and accepted as presented.

Guests Present:

Brad Johnson
Alana Hull
Sean Tullis
Dean Ortlieb, Urbana Fire Chief

Trustees

Dean Ortlieb – Urbana Fire Chief

(see attached packet) – 4th quarter report, number of runs, copy of contract. Please read it over and let me know if you have any questions at the next meeting.

Inflation has hit us bad, and we had to get a new fire truck and medic. It needs to be something that you guys look at for the next contract. It costs about \$186 per person to cover our \$3 million dollar budget. Sooner or later, we are going to have to review this. Before we do anything, I wanted to give you the numbers.

We had an old Ford fleet number that was under the township rather than the city. We did put in our contract for \$100 a day past 400 days, but some of the vendors are looking at 600 days.

How would you like to go about working through the contract?

Mr. Wright – you said something about an open work meeting session.

Chief – I would like you to bring any questions that you may have to the work session. If this makes any sense, \$186 a person. You have to look at it as insurance. When you look at it from the 3 million dollar range, it is actually a pretty good deal. Volunteers and part timers are pretty hard to get. I think a county department is the best way to go about it, but you have to get someone who wants to do that.

Mr. Wright – you were about to make a comment, Roger.

Mr. Koerner – I guess I am a little confused. The work session is how we can give you some more money.

Chief – Each year our costs are going to go up. To me we have a great calculator. We don't have to talk about vehicles any more. I am not saying you are going up to \$186, but what

justifies you guys at \$82 and the city people at \$186. If I could provide it for free, I would provide it for free. But what I wanted to do was to get it solved before we get to December?

Mr. Koerner – do you still cover Salem?

Chief – up to 296 we cover EMS and Fire. We take just over 8 runs a day, 7 EMS runs, and 1 is a fire or rescue run. EMS we need 2 people, fire we need about 3. With a rescue run, we need about 5 people. We sometimes have 3-4 runs in progress. What's tough right now is we can't talk about increasing manpower when we are trying to meet the basics. The medic life span is 5 years and the Engine is 20 years. The early estimate on the ladder for next year is 1.6 million. The medic is \$550. The power cot system is \$52,000.

Mr. Koerner – on the home down on 68, Vancrest, what percentage goes there?

Chief – most of your runs are at Vancrest.

Mr. Stinson – these are township totals?

Chief – everything is down there.

Chief – I get what you are saying Roger, but I can't change the fact that Vancrest is in the township. Ultimately, we need to come up with a fair price for 16,000 people. It is a tough nut to crack. I am not trying to take advantage of anybody, I just want to create a fair environment. The problem is a huge disparity in what they pay.

Mr. Stinson – does Sandi need to be there?

Fiscal Officer – I can be if you would like me to be.

Chief – it's an open meeting.

Fiscal Officer – does the city have a fire levy?

Chief – the city has a .4 levy.

Richard McCain – you guys get your 1% and you get all of the 4 tenths.

Chief – there are a lot of people who say that the .4 was voted on strictly for police and fire.

Richard McCain – The last time they tried to vote on a levy, you guys tried to get more. For 40 years I dealt with the budget and you guys always got the most. If they didn't clear the roads, you guys wouldn't get there.

Chief – I agree with you. 80% goes to police and fire. The only thing they have to provide is a fire department. What I am trying to tell you is that that is what council does, they decide where the money goes. 24/7 law enforcement, 24/7 fire.

Richard McCain – You are talking as a fireman, and a lot of people thought that your percentage went down when you got the 4%, and you didn't, you guys got more.

Chief – and what I am saying is that is a decision of the Mayor and Council.

Chief – townships and counties do levies, cities do income tax.

Richard McCain – I won't come to your meeting. I will leave you alone.

Chief – all I am saying is that it comes at a cost, nothing more than that.

Chief – so work session, you guys talk about it, and let's get something set.

Mr. Koerner – sounds good.

Brad Johnson / Alana Hull

Mr. Johnson – I came in June of 2019. We bought our house on South Dugan, the stretch between 29 and 36. We moved into our house in 2014, in the summer of 2016, Lew Terry came over and said the drainage was blocked and it drains in to my back yard. The house was built in 1971. The pipe goes down to by where Sheila Hoffman lives. In 2016 after Lew Terry cleaned out the pipe, our yard flooded about 4 feet of water. It's a lot of water. Gary Lantz and I were working together to try to come to an agreement. I came here in 2019, and Gary Lantz and I came to an agreement. Sheila talked to her lawyer, who talked to Bill Edwards, who said there is no way that she should permit that. We don't know where the water goes, but in the summertime, it goes away in about a week.

Technically there is no way for us to deal with this water. The water from the whole neighborhood and Dugan goes to our back yard.

At this point, even if we were to get Sheila to go forward.

When it gets full, we either have to wait for it to dry up or pump it out.

This is covering about 80% of our leach bed. Eventually something is going to break.

Trustee Wright – Obviously we can't do anything right now, but we can go talk to the Prosecuting Attorney.

Mr. Johnson – you are listening to us right now, which is more than we got the last time. I can leave my phone number 937-508-7997, and we will also be back at the next few meetings.

Mr. Koerner – there is no guarantee that we can do anything either.

EmployeesMr. McCain

Load grit on / throw grit off. I want to thank Blair for all of his help. He took a couple of my places and did them for me and we got done 5 minutes apart.

The ton truck is going to have to have its oil changed. I will wait until we get through this next spell. We used all of the cold mix today, so we are going to need to get more.

With the weather the way it is supposed to be, let's wait until the first of the week.

Mr. Stinson – I want to take the salt box off.

Mr. McCain – we got all of the bad stuff that we could find. That is really about it.

Trustee Wright

The Trustees met with Jim Ward about his inappropriate behavior at the February 7, 2022 meeting toward the fiscal officer, and accepted his resignation as Zoning Inspector on February 9, 2022.

The trustees discussed hiring a replacement for the zoning inspector position. Mr. Koerner moved, seconded by Mr. Stinson, to hire Sean Tullis as the Zoning Inspector at a salary of \$1,000.00 per month. Mr. Tullis will receive half salary of \$500 for February, and \$1,000 per month for 2 months for time spent training.

The fiscal officer shall transfer \$3,000 from fund 1000-110-121-0000 to fund 1000-130-150-0000 to cover the zoning inspector salary during temporary appropriations.

Roll call was as follows: Mr. Koerner, yes, Mr. Wright, yes, Mr. Stinson, yes.

Mr. Stinson – I spoke to Rick Vogel about considering being on the Zoning Commission. He is going to let me know.

Mr. Wright – talking about zoning and the two boards, we should recommend that they convene and have an organizational meeting.

Mr. Stinson – They are supposed to meet once a year.

Mr. Wright – I think that all it amounts to is calling Nancy Lokai or Dan Rooney to call a meeting.

Mr. Wright – since you are officially on and have been to the meeting with Vernon's, do you have any questions.

Zoning Inspector Tullis – Yes, I do.

The Trustees and Zoning Inspector Tullis proceeded to discuss the Zoning Manual. The Trustees recommended that Inspector Tullis speak to Brad Bodenmiller of LUC with the questions that he has.

Zoning Inspector Tullis - It concerns me of all the broken communication lines. I have 20 questions and I have a meeting on Friday.

The fiscal officer emailed Brad Bodenmiller of LUC and Zoning Inspector Tullis, letting Brad know that Mr. Tullis will be calling him.

Mr. Wright – I got an email from Tyler Bumbalough at the city. What is happening is that they are going to do striping on Children’s Home Road and Dugan Road. Steve McCall called and forewarned me that this was going to start and the city is going to try to get the township to pay for part of those upgrades. Mr. Bumbalough is saying that in his statement “when the next pavement treatment will need to happen and what that should be”. What they are saying is that they are going to want us to pay for some hot mix.

Mr. Koerner – with my experience, the more you give them, the more they want.

Mr. Wright – there is nothing going on there now, it is only food for thought.

Fiscal Officer

I received notice from Perry & Associates, CPA’s, that they would be conducting our audit this year. I will be meeting with them over the next month to get all of the documentation to them that they need for our audit. As part of the audit, they requested our Public Record Request training certificates. I have mine from 2019, but I am looking for yours. I don’t believe that Lew went to that training, and I believe Ruth attended as a proxy for Roger.

I received the Amended Official Certificate of Estimate Resources from the Auditor. I will begin working on the final appropriations for approval at the next meeting. They will likely be similar to last year.

I spoke to Susan Helterbran who is going to get me a tentative number for the May 25th meeting for catering purposes.

I spoke to Ruth Rooney and requested she contact Verizon. Ruth called me back and indicated that she canceled the account.

I reached out to OTA again requesting the training session videos. They do not have them available yet and will notify me when they do.

The following bills were presented for payment:

Check No.	Date	Payee	Total Amount
19563	02/21/2022	AIM Media	\$93.30
19564	02/21/2022	Champaign County Engineer	\$2,144.00



Urbana EMS and Fire District in Urbana Township Annual Service Fee Calculation

November 1, 2021

To the honorable Trustees of Urbana Township,

The Urbana EMS and Fire District service agreement with Urbana Township calls for an annual update of the service agreement fee calculation as it relates to Township population estimates in September of each year. After the update, a new township fee structure shall be developed by the City and provided to the township, and the new service fee calculation shall go into effect on January 1.

2022 Township fee Structure

Year	*Township Population	Service Agreement Fee Multiplier	Annual Fee (Rounded)	Quarterly Installment Fee (Rounded)
2020	3013	\$81.00	\$244,053	\$61,013
2021	3040	\$81.50	\$247,760	\$61,960
2022	3040	\$82.00	\$249,280	\$62,320

*From the latest State of Ohio research office Population Estimates: Cities, Villages and Townships by County

For reference, below is section 6 of the service agreement that calls for the annual update:

- Service Agreement Fee Calculation Update: For subsequent contract years, 2021 and 2022 the Service Agreement Fee Multiplier shall increase by \$0.50 in each year.

The Annual Service Agreement Fee Calculation shall be updated each September with the latest Township population estimates from the State of Ohio Population Estimates: Cities, Villages and Townships by County.

After the update, a new township fee structure shall be developed by the City and provided to the township, and the new service fee calculation shall go into effect on January 1 after the service agreement fee calculation update in September.

Signed this 20th day of ~~November~~ ^{December}, 2021

City of Urbana: Urbana Township Trustees
 Champaign County, Ohio

ATTEST;



Dean Ortlieb; Fire Chief

BY: Lewis Teng Candice B. Perry

Bonjour
Paul Wright
 Urbana Township Fiscal Officer

URBANA

Incident Analysis Total by Date Range by District

Alarm Date Between {01/01/2021} And {12/31/2021}
and District = "D5 "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	3	0.63%	\$125,000	88.65%
151 Outside rubbish, trash or waste fire	2	0.42%	\$0	0.00%
161 Outside storage fire	1	0.21%	\$16,000	11.34%
	6	1.27%	\$141,000	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	1	0.21%	\$0	0.00%
3111 Medical assist, assist community paramedic	8	1.70%	\$0	0.00%
321 EMS call, excluding vehicle accident with	375	79.78%	\$0	0.00%
3211 Medical alert false alarm	1	0.21%	\$0	0.00%
322 Motor vehicle accident with injuries	26	5.53%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	5	1.06%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.21%	\$0	0.00%
	417	88.72%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	4	0.85%	\$0	0.00%
413 Oil or other combustible liquid spill	1	0.21%	\$0	0.00%
424 Carbon monoxide incident	1	0.21%	\$0	0.00%
442 Overheated motor	1	0.21%	\$0	0.00%
444 Power line down	1	0.21%	\$0	0.00%
	8	1.70%	\$0	0.00%
5 Service Call				
531 Smoke or odor removal	1	0.21%	\$0	0.00%
551 Assist police or other governmental agency	1	0.21%	\$0	0.00%
553 Public service	1	0.21%	\$0	0.00%
	3	0.63%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	1	0.21%	\$0	0.00%
611 Dispatched & cancelled en route	8	1.70%	\$0	0.00%
6111 Mutual Aid received- UFD unable to respond	1	0.21%	\$0	0.00%
6115 False alarm, cancelled prior to arrival	3	0.63%	\$0	0.00%
622 No Incident found on arrival at dispatch	8	1.70%	\$0	0.00%
6221 Medical alert false alarm	1	0.21%	\$0	0.00%



The Urbana Fire Division 2021 Annual Report

The Urbana Fire Division is a 24/7/365 organization that fights fires and saves lives under the direction of the fire chief. At full manpower, the on-duty staff consists of one captain (shift officer) and six firefighters. The shift officer is responsible for the daily operations of their crew. The Fire Division's minimum manpower is five a day and in addition to serving the City of Urbana the division is contracted to provide services to Urbana Township and parts of Concord and Salem Townships. It is estimated that the division serves 16,000 people and covers 91 square miles of territory.

Mission

The Urbana Fire Division's mission is to develop a scalable framework that promotes excellence in fighting fires and saving lives, ensures the cultivation of intellectual and organizational profitability, maximizes performance, and promotes continual growth in a way that eliminates any signal points of failure. The division works to meet its mission through five dimensions of risk reduction, which include economic impact, public education, emergency operations, safe engineering practices, and code enforcement. These reduction plans have produced an Insurance Service Office (ISO) rating of 3 out of 9. ISO rates fire agencies through data and analytics, with lower scores correlating with an agency's ability to better manage property and casualty risks. Insurance agencies use these scores to set residential and commercial insurance premiums. The biggest single factor in lowering the Division's ISO rating further is the lack of manpower available on a fire scene within 10 minutes of a call to service.

Personnel

This past year a forty-hour fire prevention position and an administrative assistant to the division were created, both will help to better serve our community. The division also was briefly at full manpower when it filled two vacancies during the year, however one of the probationary firefighters left the division in November. The division is in the process of replacing the recruit and plans to sponsor a new firefighter test in early 2022 for anticipated vacancies during the year. Training continues to be a top priority for the division with 12,063 logged training hours in 2021, compared to 12,836 in 2020. Additionally, the following certification courses were provided to all firefighters:

- Basic Life Support
- Advanced Life Support
- Pediatric Advanced Life Support

The following personnel added individual certifications to help the division:

- Firefighters De Cola and Drake: Fire Instructor
- Firefighter Jones: Peer Fitness Instructor
- Firefighter Stevens: CPR Instructor
- Firefighters Vondenhuevel & Wagner: Car Seat Installer

The division is working towards having a car seat installer and CPR instructor for the public on each of the three shifts. Finally, the Division's Firefighter of the Year for 2021 was Firefighter Chris Jones.



Table 2 2021 Division Incident Summary

<u>Incident Type</u>	<u>Total Incidents</u>		<u>Percent of Total</u>		<u>Daily Average</u>	
	2020	2021	2020	2021	2020	2021
EMS	2,408	2554	83%	86%	6.58	7.00
Rescue	130	190	4%	6%	.36	.66
Fire	357	240	12%	85%	.98	.52
Total Incidents	2895	2984			7.91	8.18
Multiple Incidents in Progress	556	596	19%	20%	1.38	1.63

Townships

The division has contracts with multiple township agencies. The division has a service fee calculator (SFC) that is easily understood, along with being applied fairly and consistently to each township requesting service. The 2022 SFC fee for EMS and Fire service is \$82.00 per township resident being served, if a township would only want one of the services, we provide the fee is cut in half. For 2022, the estimated population of Concord Township (EMS only) being served 331, Salem Township 331 (EMS only) & 845 (EMS & Fire) 526, and Urbana Township (EMS & Fire) 3,040, Table 3 represents the 2020 operational summary for the townships covered by the division.

Table 3 2021 Township Incident Summary

<u>Incident Type</u>	<u>Urbana Township</u>		<u>Salem Township</u>		<u>Concord Township</u>		<u>Total Townships</u>	
	2020	2021	2020	2021	2020	2021	2020	2021
EMS	401	385	80	52	25	22	506	459
Rescue	46	40	7	17	3	2	56	59
Fire	68	45	13	10	N/A	N/A	81	55
Total Incidents	515	470	100	79	28	24	643	573

EMS and Fire Prevention (Risk Reduction)

Many of the Urbana Fire Division take on extra duties in EMS and fire prevention and education to help keep the community safe. Additionally, the division has partnered through a grant with Mercy Urbana to help run a community paramedic program. Table 4 breaks down EMS and Fire prevention activities in 2021.

Table 4 2021 Summary of EMS and Fire Prevention Activities

<u>Activity</u>	<u>Type</u>	<u>Amount</u>
CPR Cards Issues	EMS	54
Car Seats Installed	EMS	24
Community Paramedic Referrals	EMS	102
Safety Inspection	Fire	388
Key Box Inspection	Fire	189
Occupancy Permit Inspection	Fire	171











19565	02/21/2022	Heritage Cooperative	\$886.29
19566	02/21/2022	Williams Hardware	\$47.10
19567	02/21/2022	Ward Excavating	\$400.00
19568	02/21/2022	Pioneer	\$185.19
19569	02/21/2022	K.E. Rose	\$215.50
19570	02/21/2022	Autozone	\$13.79
19571	02/21/2022	Blair Stinson	\$253.54
19572	02/21/2022	Paul Wright	\$400.00
19573	02/21/2022	Roger Koerner	\$400.00
19574	02/21/2022	Sandi Perry	\$167.17
19575	02/21/2022	TPM Life Insurance	\$987.20
19576	02/21/2022	Roger Koerner	\$706.28
19577	02/21/2022	Richard McCain	\$2,516.56
19578	02/21/2022	Sandi Perry	\$1,578.87
19579	02/21/2022	Blair Stinson	\$799.80
19580	02/21/2022	James Ward	\$1,266.87
19581	02/21/2022	Paul Wright	\$849.80
19582	02/21/2022	Sean Tullis	\$1,310.11
Total			\$15,221.37

Mr. Stinson moved, seconded by Mr. Koerner that the bills were approved.
Roll call was as follows: Mr. Koerner, yes, Mr. Wright, yes, Mr. Stinson, yes.

Being no further business, Mr. Koerner moved to adjourn the meeting seconded by Mr. Stinson.

Paul Wright Trustee Paul Wright, President

Sandi Perry Sandi Perry, Fiscal Officer