

**Minutes of the Urbana Board of Trustees Meeting  
held Monday, February 20, 2023**

The Board of Urbana Township Trustees met on this date with Trustee Paul Wright, Trustee Roger Koerner, and Trustee Blair Stinson present. The minutes of the February 06, 2023 meeting were reviewed and accepted as presented. The Financial Status Reports were reviewed and accepted as presented.

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**Guests:**

Dean Ortlieb, City of Urbana Fire Chief

**Trustees**

Trustee Wright – Ok Richard do you want to give an update on your end?

**Richard McCain – Road Supervisor**

So far through the first of the months it's not supposed to snow. I have just been doing a lot of cleaning in the shop. We checked the roads for painting and chip and seal.

Mr. Wright – Yeah I have all of that and I want to go over that. Also, you and I need to go get that sprayer at Rural King.

Mr. Stinson – they have our tax exempt at Rural King.

Mr. McCain – yes they have that already and we have one with the credit card. We have to go and get that sprayer this week.

Mr. Wright– Sean do you have a zoning for us?

**Sean Tullis – Zoning Inspector**

I've written three zoning permits. While I was away you guys took care of the funeral.

Mr. Wright – one of those wasn't for the right amount, Cassie.

Mr. Tullis – I will call her. So just some zoning questions, and people wanting to do things that unfortunately they can't do.

Mr. Wright – the only thing I didn't know about, was there was someone who called out here and asked the price for something?

Mr. McCain – yes she was asking about cremations.

Mr. Tullis – I talked to someone about their parents, and they just wanted basic information. So everything is getting sorted out.

Mr. Wright - ok I am glad to hear that. Alright, Chief, do you want to go next?

Chief Dean Ortlieb – I just wanted to make sure I got you the annual report. This is the report for the township but it's in with the city's report. The item probably pertaining to you is on the last page, which is the stats of the townships that we cover. (See attached)

Mr. Stinson – This is high. Is this the highest you have seen?

Chief Ortlieb – yeah it is. I think it is mutual aid and recurring addresses that play a major factor.

Ms. Perry – so the community paramedic hasn't brought things down.

Chief Ortlieb – it has, but it is whether people want to listen to her.

Mr. Stinson – looking at this there is a 50% increase in fire runs.

Chief Ortlieb – we have a robust fire run report.

We also do car seat installations. Children's Hospital provides free car seats and you would be surprised about the number of people who make appointments on how to do correct installations and then don't show.

Mr. Wright – ok, well thank you Chief.

Ok, so, we need to talk about the road work that we need to do. (see attached)

Mr. Stinson – I want to talk about dura-patch.

Mr. McCain – that is just putting tar down and then gravel on it.

Mr. Stinson – is dura-patch tar or asphalt?

Mr. McCain – it patching. Same as chip and seal, but it is just patching.

Mr. Stinson – they will do that at their convenience then, the county?

Mr. Wright – we have to go in there and ask them.

Mr. Stinson – none of this should require road control?

Mr. Wright – no.

Mr. McCain – you have to have this to the county by the 28<sup>th</sup>.

Mr. Wright – I am going to make an appointment to go talk to them if either of you want to go.

Mr. Stinson - absolutely I would.

Mr. Wright - this I am not sure if it is going through Steve McCall, to have the lines painted. We need lines painted through the township except for the roads we did last year. So we will see what Steve says and go from there.

Mr. Stinson – this is a good list. You guys did a good job.

Mr. Wright – we had to go back out but we got it done.

This whole thing from Steve McCall on chip and seal we have to just go in there and meet with them and get an estimate. So that is where we are at.

I don't have anything concrete, but we will pick up on that then. The next thing on my list is trash pickup.

Mr. Stinson – we did get a phone call from a 4H adviser, a Ms. Huffman, who is interested in doing some trash pickup. I've called but haven't gotten a response.

Ms. Perry – I will reach out to Mr. Russell at Urbana High School and see if the DECA students are willing to help.

Mr. Tullis – there is one other thing. Logan Turner wants to rezone 4 acres on South Dugan so that he can put self storage units in. I have never done this, but I have talked to Aaron at LUC about it. In order to do that, because it is marked agricultural, is to be rezoned as an M2.

Aaron asked me if I wrote it for Troy Thomas. I said no, Jim did that. I said it needs to go before the zoning committee, and it will cost \$3,000 to find out.

Mr. Wright – Richard when do you want to have a goal of starting trash pickup?  
When do we normally do?

Mr. McCain – in Spring around first of April.

Mr. Wright – ok the only other thing is what are we going to do with the extra mulch?

Mr. Stinson – it is up to you guys. There is some more needed at the cemetery. Do you want to try and sell this?

Mr. Wright – I believe we will need the brown eventually so we should keep that, but we can sell the rest.

Mr. Stinson – there are 70 bags per pallet and we have 4.

My goal is for Richard to just be able to mow straight through there. And not worry about picking up mulch.

Mr. McCain – what he did made a world of difference.

Mr. Stinson – so we will go \$2 a bag.

**Fiscal Officer**

Ms. Perry - I received the amended certificate from the county auditor. Our 2<sup>nd</sup> CD is due March 1-11, 2023, held at F&M. The prior rate was .5%. I went to F&M on Saturday, and there was no one there who could give me the preferred rate for the CD for government. They gave me a card for someone to reach out to. I left there and went to Peoples. Brian Nichol was in and he offered the rate of 3.75%.

I then went home and sent an email to Nick Redavide at F&M. I likely won't receive a response today since they are closed.

The following bills were presented for payment:

Check No.	Date	Payee	Total Amount
	02/20/2023	US Treasury	\$1,830.28
	02/20/2023	Ohio Dept of Taxation	\$215.47
19964	02/20/2023	Ward Excavating	\$200.00
19965	02/20/2023	Heritage	\$934.32
19966	02/20/2023	County Engineer	\$1,092.70
19967	02/20/2023	AIM Media	\$69.50
19968	02/20/2023	Sean Tullis	\$25.00
19969	02/20/2023	Richard McCain	\$25.00
19970	02/20/2023	Paul Wright	\$425.00
19971	02/20/2023	Roger Koerner	\$425.00
19972	02/20/2023	Blair Stinson	\$304.86
19973	02/20/2023	Sandi Perry	\$208.49
19974	02/20/2023	Pioneer	\$148.64
19975	02/20/2023	Roger Koerner	\$720.93
19976	02/20/2023	Richard McCain	\$2,112.88
19977	02/20/2023	Sandra Perry	\$1,103.52
19978	02/20/2023	Blair Stinson	\$814.73
19979	02/20/2023	Sean M. Tullis	\$878.08
19980	02/20/2023	Paul L. Wright	864.73
19981	02/20/2023	McKeevers	\$287.50
19982	02/20/2023	City of Urbana	\$91.40
19983	02/20/2023	OPERS	\$2,265.38
19984	02/20/2023	TMP Insurance	\$987.20
<b>Total</b>			<b>\$16,030.61</b>

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

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Mr. Wright – does anyone have any other business?

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

Paul F. Wright Trustee Wright, President

Sandra B. Perry Sandi Perry, Fiscal Officer

## Urbana Twp Road Maintenance

Woodburn east of RR to 68 Strip Seal edge road

Woodburn west of RR to Mad River Twp line Chip Seal Full width

Cedar Creek Paint center and edge lines, Crack seal

Springbrook Chip seal Full width

Boogles Run Crack seal, Springfield – Urbana Pike to Springbrook

East Dallas Crack Seal, Paint center and Edge lines

County Line Paint center & Edge lines, Buck Creek To Moorfield Twp line  
(Top of hill East of Middle Urbana road)

Sloan Rd Dura Patch in woods between 2400 – 2450, Paint center & edge lines

South Dugan Short Cut to 36. Paint center & edge lines

North Dugan 36 To Salem Twp. Line, Paint center & edge lines

Children's Home Paint center & edge lines

Camp Ground Paint center & edge lines

Terrace Dr/Circle Crack Seal



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## 2022 Annual Report

### Fire Division

#### Chief Dean Ortlieb

The Urbana Fire Division is a 24-hour organization that responds to EMS, fire, and rescue emergencies. It is led by a fire chief and staffed by one captain and six firefighters. The captain is in charge of the crew's daily operations. The Fire Division serves the city of Urbana and surrounding areas, including all of Urbana Township and parts of Concord and Salem Townships. It is responsible for protecting a population of approximately 16,000 people and covering 91 square miles. At minimum manpower, the division maintains a staff of five people per day.

#### **Mission**

The mission of the Urbana Fire Division is to establish a scalable framework that encourages excellence in fighting fires and saving lives, promotes the cultivation of intellectual and organizational profitability, maximizes individual and organizational performance, and supports continual individual and organizational growth to meet the needs of the community. The division aims to fulfill its mission through five dimensions of risk reduction, including economic impact, public education, emergency operations, safe engineering practices, and code enforcement. These efforts have resulted in an Insurance Service Office (ISO) rating of 3 out of 9, with 1 being the highest rating. ISO uses data and analytics to evaluate fire agencies, with lower scores indicating a higher ability to manage property and casualty risks. Insurance companies may use these scores to determine insurance premiums for residential and commercial properties. One of the main obstacles to further improving the Division's ISO rating is the limited availability of personnel to respond to calls within 10 minutes.

#### **Personnel**

The division is in the process of replacing two personnel who have left recently. An entry-level test was given in January 2023 and it is expected that the selection process will be finished by April. Training remains a high priority for the division, with 14,251 logged training hours in 2022. In addition, the following person has obtained individual certifications to help improve the division:

- Firefighter De Cola: Live Fire Instructor
- Firefighter Chris Jones: Fire Safety Inspector
- Firefighter Schrader: Fire Safety Inspector
- Firefighter Stevens: Rope Rescue Technician
- Firefighter Wagner: Fire Officer I

Firefighter Kyle Schrader was named the Division's Firefighter of the Year for 2022. Captain Croker and Firefighters DeCola, Flora, Nitchman, & Wolf were awarded the State Star of Life for their role in saving a young person from a drowning incident. Additionally, Firefighters Drake, Flora, Logan, and Stevens received recognition from Mercy Health for highlighting their successful management of cardiac patients.



## Equipment

In January of 2022, the division put a new Sutphen pumper into service. The division has also ordered a new medic from Life Line, which is expected to be received in late 2023. The division received grants from the State of Ohio to update radio equipment in the tanker and provide video intubation tools for airway management in EMS. The Division also replaced rope and water rescue tools that were more than 20 years old.

## Operations

The division divides its operations into three main categories and assigns each shift officer to oversee one of these areas. Captain Croker is responsible for EMS, Captain Beverly is responsible for the rescue, and Captain Countryman is responsible for fire operations. On average, all three operational sectors take over 30 minutes per incident. However, some incidents may take several hours, while others may last a few minutes. To manage these incidents effectively, the division maintains minimum staffing levels of one shift officer in a command vehicle, two firefighters on EMS, and three firefighters on a fire apparatus.

In 2022, the Division responded to 9% more incidents than in 2021 and 78% more incidents than in 1992, the last time the division increased its manpower. Table 1 shows a summary of the division’s operations since 1992. The population of the community served by the division remained relatively constant over this period. In 2022, the fire division requested and received mutual aid 95 times and provided mutual aid 165 times.

**Table 1 Historic Operational Summary for the Urbana Fire Division**

<u>Incident Type</u>	<u>1992</u>	<u>2000</u>	<u>2010</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
EMS	1431	1564	1885	2408	2554	2703
Rescue	N/A	145	148	130	190	231
Fire	396	418	515	357	240	325
<b>Total Incidents</b>	<b>1827</b>	<b>2127</b>	<b>2548</b>	<b>2895</b>	<b>2984</b>	<b>3259</b>

Table 2 compares division EMS, rescue, and fire incidents from 2021 to 2022. In 2022, of the 2,703 EMS incidents, 1,944 were transports, representing over a 71% transport rate.

**Table 2 2021 to 2022 Division Incident Summary**

<u>Incident Type</u>	<u>Total Incidents</u>		<u>Percent of Total</u>		<u>Daily Average</u>	
<u>Year Comparison</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>
EMS	2554	2703	86%	83%	7.00	7.41
Rescue	190	231	6%	7%	.52	.63
Fire	240	325	8%	10%	.66	.89
<b>Total Incidents</b>	<b>2984</b>	<b>3259</b>			<b>8.18</b>	<b>8.93</b>
Multiple Incidents in Progress	596	667	20%	20%	1.63	1.83





## Townships

The division has contracts with several township agencies to provide services to these communities. It uses a service fee calculator (SFC) to calculate fees fairly and consistently. If a township only requests one of the services offered, the SFC is reduced by half. These contracts with the township agencies roughly increase the population served by the division by approximately 5,000 people and account for about 23% of all division incidents. Table 3 compares the number of incidents in the townships from 2021 to 2022.

**Table 3 2021 to 2022 Township Incident Summary**

<u>Incident Type</u>	<u>Urbana Township</u>		<u>Salem Township</u>		<u>Concord Township</u>		<u>Total Townships</u>	
	2021	2022	2021	2022	2021	2022	2021	2022
EMS	385	487	52	73	22	38	459	598
Rescue	40	61	17	10	2	0	59	71
Fire	45	63	10	13	N/A	N/A	55	76
<b>Total Incidents</b>	<b>470</b>	<b>611</b>	<b>79</b>	<b>96</b>	<b>24</b>	<b>38</b>	<b>573</b>	<b>745</b>

## Risk Reduction

The division employs various EMS and fire risk reduction measures to ensure the safety of our community. Some of these measures can be quantified and are listed in Table 4.

**Table 4 2022 Summary of EMS and Fire Risk Reduction Activities**

<u>Activity</u>	<u>Type</u>	<u>Amount</u>
CPR Cards Issues	EMS	86
Car Seats Installed	EMS	7
Community Paramedic Referrals	EMS	31
Safety Inspection	Fire	419

## Sharing Our Vision for 2023 and Beyond

In 2023, the division plans to promote three personnel to fire lieutenant as part of our succession plan and to improve the management span of control during incidents. Further, the division plans to work on a federal grant to replace our 25-year-old ladder truck.

Our vision for our personnel is to create a positive work environment where they can be proud of their work and strive to exceed community expectations in their efforts to fight fires and save lives. Additionally, we aim to always have the capacity to respond to a second emergency, regardless of the type of incident. We will continue to work toward these goals in the coming months and years.