

RECORD OF PROCEEDINGS

Minutes of MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

April 10, 2023

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The Miami Township Board of Trustees met in a work session on Monday, April 10, 2023, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Tracy called the meeting to order and led the Pledge of Allegiance.

Mr. Ferry called the roll. Attending were Mark Schulte, Ken Tracy, and Mary Makley Wolff.

Mr. Wright recommended the following actions for personnel:

Service Department

Make a final offer of employment to Dave Martin for a part-time maintenance worker at \$16.07 per hour starting April 11, 2023.

Accept the resignation of Keith Downs, part-time maintenance worker effective March 29, 2023.

Fire Department

Accept the resignation of Trent Estes, full-time Firefighter/Paramedic effective March 23, 2023.

Accept the resignation of Beatrice Hernandez, part-time Paramedic effective March 29, 2023.

Recreation

Accept the retirement notice from Krystin Thibodeau effective March 31, 2023 and thank her for her dedicated service to our community for the past 21 years.

Make a final offer of employment to Ryan Himes for the full-time Recreation Director position with an annual salary of \$78,500 contingent on successful completion of a background check and drug screen. His scheduled start date is April 17, 2023.

Administration

Make an offer of employment to Will Cates for the full-time Behavioral Health Support Specialist position with an annual salary of \$99,832 contingent on successful completion of a background check and drug screen.

Ms. Wolff made a motion to accept the personnel recommendations as stated, seconded by Mr. Schulte and all voted "AYE."

Chief Mills presented bids for pistol lights and holsters for all sworn officers. This is quickly becoming an industry standard due to after-action reports in critical incidents pointing at how much more efficient and effective they are versus holding a flashlight and a pistol. The mounted lights will help officers positively identify targets in low-light conditions.

We collected competing bids for both the Streamlight TLR-1HL LED Weaponlight and Safariland Level III Retention duty holsters. The competing bids for 50 pistol lights are: Kiesler \$6,866.00, Amazon \$6,912.00, Range USA \$7,749.50, and Galls \$8,161.50. The competing bids for light compatible duty holsters are: Kiesler \$4,619.45, Safariland \$6,545.00 and Galls \$7,255.50.

Mr. Wright presented a \$25,900 quote from Choice One Engineering for design services related to the improvement of pedestrian and bicyclist safety as well as handicapped accessibility to and from the Little Miami Bike Trail in the Miamiville neighborhood. The project, funded by a Community Development Block Grant, would involve

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constructing a five feet wide concrete sidewalk on the south side of SR 126 between Main Street and the Little Miami Bike Trail and on the north side of Loveland-Miamiville Road from the Bike Trail to where a path for a future subdivision is proposed.

Chief Kelly is requesting approval to purchase two (2) additional laptop computers through Lenovo for the new Deputy Chief of Administration and Division Chief of Community Risk Reduction. We would be adding these two devices to our network and would allow both positions to use them remotely with the remote desktop server. InTrust has approved the purchase and addition of these devices to our account.

We are recommending purchase through Lenovo online like we have done with the last three laptop computer purchases after consulting with InTrust. The government pricing that we can realize through Lenovo directly is better than the pricing that InTrust can offer us as a "pass through" purchase. The quote obtained through Lenovo is attached for your review but includes the warranty and accessories that InTrust recommended. We are seeking approval to spend up to \$3,711.40 for both devices, warranties, and accessories. This purchase was accounted for in our 2023 operating budget.

Chief Mills noted that the Clermont County SWAT Team Lieutenant informed him that five of our eight ballistic vests are expiring this year. They have sought bids and the team managed by the Clermont County Sheriff's Office has chosen Vance's Law Enforcement. The five ballistic vests will cost no more than \$15,572.35. This was not budgeted in our capital expenses; however, it's an item that would sideline five of our SWAT officers if they don't have the new vests.

Chief Kelly is requesting approval to replace the majority of the existing headset communication devices in our existing fire apparatus due to age, wear and tear, and the cost of maintenance. This project was budgeted as a capital expense for 2023 since we knew we wanted to make these replacements in all the vehicles at once for uniformity across the fleet. Most of our existing wired headsets are well over ten years old at this point and are starting to require complete replacement.

DC Jetter was able to solicit two quotes on the Firecomm headsets, which is the brand that we currently use and have had great success with over the years. The vehicles already have the infrastructure in place to make the switch with relative ease, but we are requesting to update our cadre of headsets to realize the benefits of going wireless through Bluetooth connections. You will note in the two quotes that the total cost reflects the installation of the wireless core and charging stations, all programming, and the headsets themselves. The ability to go wireless will hopefully save on the wear and tear that corded headsets experience with broken wires and it will allow us to utilize the headsets outside of the vehicle, generally in the range of 90 – 300 ft. This will allow the apparatus operator to wear one while operating outside of the vehicle to maintain radio communication with the crew, as well as for vehicle backing operations when split-second communication with the driver can be critical.

The two quotes are as follows:

- Mobilcomm = \$30,490.90
- Parr Public Safety Equipment = \$36,243.00

Mr. Musselman presented information from the bid opening conducted on April 4, 2023, at 2:00 pm for the 2023 Miami Riverview Park Resurfacing Project. We received the following bids:

Engineers Estimate	Base Bid	\$208,656.45
Barrett Paving	Base Bid:	\$186,055.50

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Rack & Ballauer	Base Bid:	\$182,596.25
Roberts Paving	Base Bid:	\$163,879.00

Roberts Paving submitted the lowest bid. Roberts Paving has not worked for us in the past but they do perform a great deal of paving successfully for ODNR parks. This is for information only and he will bring this back to the April 18th Business Meeting with a recommendation to award.

Chief Mills presented information on the purchase of an in-stock vehicle from Beechmont Ford. The order for a Ford F-150 was put in July 2022 and still does not have a build date and may be cancelled as many fleet vehicle orders have been put to the back of the line for production. In July, the Board approved the purchase of the F-150 at a total cost of \$47,185.00. With the price increase over the last nine months for a similarly equipped vehicle, the cost of the vehicle is now \$49,250. A cost increase of \$2,065.

Mr. Wright presented some revisions to the Township Personnel Policies and Procedures Manual that are being proposed for adoption. These revisions were recommended by our Property and Casualty Insurance Provider, Travelers. They were revised by Julie Hopkins with Strauss Troy and reviewed by Law Director Braun.

Safety of Minors Policy

The Township is dedicated to providing an environment that is safe for minors. The Township will provide its Employees and program volunteers with guidelines and information that informs them about how to conduct their work and volunteer activities in a manner that protects minors, and appropriately manages the risks that may arise when working with or around minors. This includes providing information about behaviors that are prohibited, and how to recognize and report any concerns about suspected or observed child abuse to the appropriate authorities, as required by state law. The new Safety of Minors Policy will be added to the Personnel Policies and Procedures Manual.

Operation of Township and Personal Vehicles

To improve the current safety program and help reduce potential losses the Operation of Township and Personal Vehicles policy has several updates shown in the redlined version of the policy. The changes will include the addition of an annual MRV check for all regular drivers as well as providing definitions and consequences of Poor Driving History and Unacceptable Driving Records.

The Board discussed the updates and tabled the discussion to the Business meeting.

Mr. Wright reminded the Board that in April of 2022 the Township moved its property and casualty insurance coverage from the Tokio Marine HCC Public Risk plan to Travelers through local broker Marsh & McLennan. Our current plan will expire on April 19th.

Our brokers Andy Watson and Joe Woods from the local Marsh & McLennan office were in attendance. We have generally had lower claims than similarly sized organizations and for the past few years we typically saw very small increases to our premium. Recently, though, we have experienced an increase locally and regionally in the frequencies of tornadoes and other serious weather events that cause large losses for the insurance industry.

The Board discussed the updates and tabled the matter until the Business Meeting.

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There being no other business the meeting adjourned at 7:54 p.m.

ATTEST:


Eric Ferry, Fiscal Officer


Ken Tracy, Chairperson