

**MEDINA COUNTY OFFICE OF EMERGENCY MANAGEMENT AGENCY & HOMELAND SECURITY**  
**EXECUTIVE COMMITTEE REGULAR MEETING MINUTES**  
**June 28, 2023**

Members Present

Conrad Sarnowski  
Brian Guccion  
Carl Deforest  
Matt Hiscock  
Marty Warchola

Personnel

Kevin Ross  
Aaron Harrison  
Colleen Swedyk  
Larry Walters

Christina Fozio  
Ben Nau  
Chuck Stiver  
Matt Sturgeon

Guests

Steve Hambley  
J.F. Thompson  
Michael Lyons

Chairman Conrad Sarnowski called the meeting to order at 8:31 AM.

Carl Deforest motioned to approve the minutes from the May 24, 2023, meeting as presented, seconded by Marty Warchola, and approved with Colleen Swedyk abstaining.

Carl Deforest motioned to approve the monthly operating bills as Resolution 2023-015, seconded by Commissioner Harrison, and approved by all.

Carl Deforest motioned to approve an appropriation increase for hazmat team member physicals as Resolution 2023-012, as seconded by Larry Walters, and approved by all.

Carl Deforest motioned to approve an appropriation transfer for the cost of truck bed repairs as Resolution 2023-013, as seconded by Larry Walters, and approved by all.

Carl Deforest motioned to approve an appropriation transfer for the cost of legal services and mass notification services as Resolution 2023-014, as seconded by Brian Guccion, and approved by all.

Clete Miller of Weber Murphy Fox presented the most current building project plans. Mr. Miller recently worked with EMA staff and Mr. Sarnowski to reduce the estimated cost through omitting the dumpster enclosure, omitting painting and certain finish materials, and using less expensive fixtures. Site improvements were reduced by eliminating the underwater storm water tie-in and paving. No zoning variance will be needed, and we will need to include landscape screening to the adjacent properties to the west and south. Colleen Swedyk motioned to approve the project for \$803,709.00 including a 15% estimate for overhead and profit and to move forward to present the project to the Board of Commissioners, as seconded by Brian Guccion, and approved by all.

Matt Sturgeon presented the new service contract for mass notification service for the next three years. Mr. Sturgeon followed Ohio EMA's grant procurement process for this so it will be reimbursable by our Emergency Management Performance Grant. Three quotes were gathered, and our current vendor, Inspiron Logistics (WENS), gave the lowest cost of \$35,417.00 over three years. This is the same rate as our previous agreement. Mr. Deforest motioned to approve the service contract with WENS for \$35,417.00 for the next three years, as seconded by Matt Hiscock, and approved by all.

Christina Fozio presented an activation procedure for how EMA is to be activated. It says the formal way to contact EMA, and it will be distributed to every police department, fire department and dispatch center. Commissioner Harrison motioned to approve the procedure as presented, as seconded by Marty Warchola, and approved by all.

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Chuck Stiver said the team leader evaluations have been completed and they will go to AHAC in July for approval. Region 5 Search & Rescue is currently offering operations-level training classes. The underwater ROV was received and has been sent back to the manufacturer for the navigation upgrades. Mr. Stiver would like to seek grant funding to add a magnetometer next. The ROV is a unique piece of equipment for the area, but Mr. Stiver doesn't anticipate that we will allow the ROV to deploy out of state.

Carl Deforest motioned to enter executive session to discuss personnel issues, as seconded by Marty Warchola.

Roll Call: Carl Deforest – yes; Brian Guccion – yes; Aaron Harrison – yes; Matt Hiscock – yes; Kevin Ross – yes; Colleen Swedyk – yes; Conrad Sarnowski – yes; Larry Walters – yes; Marty Warchola.

Executive Session began at 9:32 AM

Executive Session ended at 11:05 AM – *Mr. Guccion, Mr. Deforest, & Mr. Hiscock departed during executive session.*

Commissioner Harrison motioned to schedule a special meeting for the date to be determined during the week of July 10<sup>th</sup>, as seconded by Marty Warchola, and approved by all.

Mr. Warchola motioned to adjourn the meeting at 11:07 AM, as seconded by Commissioner Swedyk, and approved by all.