

**MEDINA COUNTY EMERGENCY MANAGEMENT AGENCY
EXECUTIVE BOARD REGULAR MEETING MINUTES**

May 5, 2021

Conducted in person and remotely via Zoom, Meeting ID 919 1348 3354

Members Present:	Personnel:	Guests:
Mike Costello	Conrad Sarnowski	Christina Fozio
Matt Hiscock	Colleen Swedyk	Ben Nau
Brian Guccion	Larry Walters	Matt Sturgeon

Conrad Sarnowski called the meeting to order at 8:38 AM.

Colleen Swedyk motioned to approve the minutes from the March 24, 2021 regular meeting and the April 9, 2021 special meeting, as seconded by Matt Hiscock, and approved by all.

Matt Hiscock motioned to approve the bills as Resolution 2021-008 with the addition of bills from Pro-Am Safety Inc. - \$3,600.00 for SCBA bottles, Medina County Commissioners - \$4,584.65 for insurance, and Frontier - \$27.66 for fax line, as seconded Colleen Swedyk, and approved by all.

Matt Sturgeon presented a request to purchase twenty-four galvanized wire pallet rack decks. The decks will allow for a wider variety of pallet sizes and conditions to be securely placed on the racks. The lowest quote collected from Shelving Inc. for \$880.53 was provided. Matt Sturgeon requested a budget of \$1,200.00. **Mike Costello motioned to approve the purchase as presented for up to \$1,200.00, as seconded by Matt Hiscock, and approved by all.**

Christina Fozio presented the final draft job description for the All-Hazards Team Coordinator and requested the Board's approval to adopt the document. The job description was vetted by the EMA staff, the All-Hazards Advisory Committee, as well as the All-Hazards team leaders. **Matt Hiscock motioned to approve the All-Hazards Team Coordinator job description, as seconded by Colleen Swedyk, and approved by all.**

The Board received one Request for Qualifications reply, which was from TC Architects, Akron, OH. Christina will contact the Medina County Prosecutor's Office to determine how to proceed.

Director's Report

Hazmat Trailer – 358-1 can no longer be housed at the Medina County Transit Garage. There has been concern that there is not enough space, and hazmat team members have reported being partially blocked in. The unit is presently parked outside at Medina Fire Station #1. Christina Fozio has a pending request to the Medina Township Trustees to park the trailer at the old Medina Township fire station.



Mass Casualty/ Mass Fatality Plan - The Final Draft of the Mass Casualty/ Mass Fatality Plan is being developed by the planning contractor. EMA staff reviewed the entire document last week, and we are expecting a final product by the end of this month.

Mass Casualty/ Mass Fatality Exercise – A vendor has been approved for the Mass Casualty/ Mass Fatality Exercise. We are waiting on a purchase order from Summit County before the project may begin. In addition to the emergency response full-scale exercise, replacement mass casualty supplies and triage tags are included in the project budget. Christina said that we will try to use and replace expired supplies from the MCI trailers for the exercise.

Christina requested the Board consider wage increased for 2021. She stated that per Scott Miller, the increase for Commissioners' departments began at 2.5% and was based off of merit and performance.

Matt Hiscock motioned to enter executive session to discuss wages at 8:58 AM, as seconded by Mike Costello, and approved by all.

Executive Session 8:58 AM- 9:11 AM

Matt Hiscock motioned to exit executive session at 9:11 AM, as seconded by Mike Costello. A roll call was made, all votes yes.

Colleen Swedyk made a motion to approve a 3% wage increase for all EMA staff retroactive to the first pay period of the year, as seconded by Matt Hiscock, and approved by all.

Commissioner Swedyk requested for Christina Fozio do a wage study of other EMA's in the state for future increases, so the board knows if the current pay compares to others in the state or if we are being underpaid. The board would like to set the agency up the same way the county increases now which is towards year end. Christina said for some reason EMA always waited until around April because the board waited to see what the county was doing for increases in the first quarter of every year. Christina said Stark County is currently working on a wage study and she will provide that near the end of the year for 2022 increase considerations.

Brian Guccion motioned to adjourn the meeting at 9:14 AM, as seconded by Colleen Swedyk, and approved by all.