MEDINA COUNTY EMERGENCY MANAGEMENT AGENCY
EXECUTIVE BOARD REGULAR MEETING MINUTES
November 17, 2021

<u>Members Present</u>   <u>Personnel</u>
Ralph Copley   Colleen Swedyk   Christina Fozio
Brian Guccion   Larry Walters   Matt Sturgeon
Conrad Sarnowski   Ben Nau

Conrad Sarnowski called the meeting to order at 8:30 AM.

Colleen Swedyk motioned to accept the minutes from the September 29, 2021 meeting as presented; seconded by Larry Walters; and approved by all with Brian Guccion abstaining.

Colleen Swedyk motioned to approve the bills as resolutions 2021-017 & 2021-018; as seconded by Larry Walters; and approved by all.

2022 Draft Budget Approval – Christina Fozio reported that the budget includes a payroll increase of 5.9% to stay in line with cost-of-living increases; increases will be discussed in December when the wage study is presented. Brian Guccion motioned to approve the 2022 budget as presented; as seconded by Ralph Copley; and approved by all.

Architectural Services Agreement – Christina reported that Mike Lyons is presently reviewing the Letter of Agreement with WMF. He will report back when completed.

Records Retention Issue/Damaged files – Christina passed around pictures of the damaged files in the mobile command garage. Our records retention policy is that we will retain LEPC records indefinitely, which we will be removed from our policy since it is not required of the SERC or necessary for local needs. Mike Lyons provided guidance for how to proceed with the damaged records and update of the agency policy.

Sanitary Sewer – The Sanitary Engineer's Office is currently inspecting the sewer line on the west side of the building for relocation. A dye test was done on November 12th.

Building Subcommittee – Conrad brought up the need for a building search sub-committee as mentioned by Christina in her recent email: Conrad Sarnowski, Ralph Copley, Christina Fozio, Carl Deforest, & Matt Hiscock will be on the subcommittee.

Conrad motioned to adjourn the meeting at 10:15 AM; as seconded by Colleen Swedyk; and approved by all.