

MEDINA COUNTY OFFICE OF EMERGENCY MANAGEMENT AGENCY & HOMELAND SECURITY
EXECUTIVE COMMITTEE REGULAR MEETING MINUTES
August 23, 2023

Members Present

Brian Guccion
Matt Hiscock
Carl Deforest
Kevin Ross

Aaron Harrison
Colleen Swedyk
Larry Walters
Marty Warchola

Personnel

Christina Fozio
Ben Nau
Chuck Stiver
Matt Sturgeon

Guests

Carol Carter
Michael Lyons

Chairman Carl Deforest called the meeting to order at 8:30 AM.

Roll Call: Brian Guccion- present, Matt Hiscock- present, Carl Deforest- present, Kevin Ross- present, Aaron Harrison- present, Colleen Swedyk- present, Larry Walters- present, Marty Warchola- present.

An opportunity for public comments was given and there were none.

Brian Guccion motioned to approve the minutes from the July 26, 2023, meeting, seconded by Marty Warchola, and approved with Matt Hiscock abstaining.

Colleen Swedyk motioned to approve the minutes from the August 2nd, 2023, meeting, seconded by Brian Guccion, and approved by all.

Bills Resolution 2023-018 was reviewed. Mr. Deforest called everyone's attention to the contract repair cost for the Director's Ford F-150 for a new starter and cam phasers for \$3575.00. Aaron Harrison asked if the amount listed for Stefanic Iosue & Assoc. is final, and Christina Fozio affirmed that it is. Mr. Harrison motioned to approve Resolution 2023-08, seconded by Marty Warchola, and approved by all.

Department Updates

Chuck Stiver presented a Resolution of The All-Hazards Advisory Committee to Recommend Purchases to the EMA Executive Board, dated August 10, 2023, for the purchase of eight Team Wendy helmets and headlamp adaptors. This was a budgeted item for the Structural Collapse team this year. Three quotes were gathered, and we will purchase the items directly from Team Wendy. Carl Deforest motioned to approve the purchase of Team Wendy helmets not to exceed \$4,689.00 with shipping, seconded by Larry Walters, and approved by all.

Mr. Stiver distributed the All-Hazards SOG Number 22-001 Team Membership with the Team Member Performance Review form attached that will be filled out in Aladtec. Each team member will receive an evaluation this year. He distributed All-Hazards SOG Number 23-001

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Team Lead Responsibilities that also included a Team Lead Evaluation form to be filled out in Aladtec. Mr. Stiver will complete these evaluations near the end of the year, and Director Fozio will fill out his Team Leader Evaluation.

He said that review forms were rolled out to the All-Hazards Team Leaders at their meeting on Monday evening, August 21, 2023. The agenda for that meeting was distributed for everyone's information. They went over the 2024 team budgets at the meeting. The team's final budget will be ready for the next EMA Executive Committee meeting. The team leads discussed attaching dispatch logs to All-Hazards reports in Aladtec, and attaching photos to reports in Aladtec. The team wants to make our Aladtec database a one-stop-shop for public records with digital copies of the originals. They also added a log for public records requests. Mr. Stiver said that they had to develop a separate system for the Fire Investigation Unit, in which their records are stored on thumb drives since they take an expansive number of photographs.

Mr. Stiver also reported that All-Hazards Team members are encouraged to attend two upcoming community events, the Medina FD Open-house on October 14th, and the Hinckley Touch-a-Truck on October 1st.

Mr. Stiver distributed a Training Request for Approval form that team members will use to request training from AHAC electronically. This form puts approvals from Chiefs, Team Leads, and the All-Hazards Coordinator in one place and captures administrative information for enrollment.

Mr. Stiver had the DeepTracker UAV displayed, and he offered the committee members a closer look after the meeting. Mr. Stiver recognized the City of Brunswick for funding the unit's navigation system. The water team is planning on training with it at the team's next meeting.

Last, Mr. Stiver reported that he is working with Chief Cavanaugh of Lafayette FD. Chief Cavanaugh would like to enhance the department's water capability by docking a boat on Chippewa Lake. On Mr. Stiver's recommendation for that, they are presently doing an online boater education course. He will deliver a water rescue awareness class to them next month because rescuers must be certified to an operations level and have PPE to work from a boat. As a mutual benefit, the department is willing to add eight people to the water team to receive the necessary training and PPE. They will be the primary response for Chippewa Lake, and we will put the boat, presently at the All-Hazards Station, back in Chippewa Lake. Chuck is attending the department's drill night this evening to help their members register for the All-Hazards Team. Additionally, Mr. Stiver discussed with Chief Cavanaugh that new team members who live local to the All-Hazards Station will be able to help respond with equipment for all the teams. Mr. Deforest asked if we will attend the Brunswick Home Depot Safety Day, and Mr. Stiver answered that we would.

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Colleen Swedyk confirmed to Christina Fozio that the Commissioners rejected the bids for the building renovation which were almost double the estimated cost at around \$1.4 million. She said Chris Jakab is talking to the architect about reducing the scope and going out to bid by September 5th for a bid opening on September 28th.

Christina Fozio said that she met with Chris Jakab and Clete Miller last week and they discussed their strategy to advertise for bids. Commissioner Harrison asked if the scope was being changed from a phased approach with staff working from the building during construction to an un-phased approach in which the EMA staff relocates to the Professional Building. Ms. Fozio discussed that Mr. Miller thinks the project will be more desirable if EMA staff relocates during the project. EMA staff will move to the professional building, mobile command and the boat will go to Lafayette Fire Department, and we will get everything else out of the way. Commissioner Swedyk questioned if this would be enough to get us to our number. Mr. Harrison said the hope is that with less parameters maybe more people will bid.

Ms. Fozio also reported that Clete Miller recommended the bids should close on Thursday afternoon not Friday afternoon because traditionally, less people will turn out on a Friday. Mr. Hiscock asked how many bidders there were, and Ms. Fozio answered two. Mr. Hiscock asked if the bids were broken down to see if there was something in the bids that was more. Mr. Harrison answered that there were optional features in the scope, and only those were broken out. He said they don't give that level of detail for the purpose of an opening bid.

Mr. Guccion asked what the estimated cost was, and Commissioner Swedyk said the target number was \$760,000. Mr. Guccion said then you can only go over by \$80,000, maybe less. Commissioner Swedyk suggested that maybe we should be proactive and reach out to a few builders for bids since only two companies even took bid packets. Ms. Fozio reflected that she discussed that with Mr. Jakab and Mr. Miller.

Ms. Fozio said, interestingly, the three optional extra items that were the paving, the fiber-reinforced plastic panels in the new building, and painting were not terribly far off, and some were under the estimate.

Mr. Hiscock asked where the job was advertised, and Ms. Fozio answered it was advertised on the Cleveland Builders Exchange and the County website. Ms. Fozio said that she will post the new advertisement on EMA's website also.

Mr. Deforest asked if the Commissioners are reviewing the scope. Commissioner Harrison said "No." He doesn't think they will between September 5th and this point.

Ms. Fozio said Mr. Jakab had Mr. Miller go back and look at numbers to make sure prices are still the same. Commissioner Swedyk said that it was pretty far for the architect to be off in his

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estimate at almost double. Mr. Hiscock agreed that it was really far off as if there was something wrong within the packet or they're using materials that they need to find substitutes for. Mr. Warchola asked if anyone said why the bid was high and who the bidder was. Ms. Fozio answered that the architect believes that the bid was just high and the bidder was Cavanaugh. Commissioner Swedyk added that only two people took packets and only one turned in a bid. She thinks we need to be more proactive in reaching out to local builders, but it's a big ask to go out and not reduce the scope significantly. Mr. Guccion said he's surprised Cavanaugh came back with \$1.4 million because he knows the rules, he knew it would be disqualified. Mr. Guccion thinks that they gave a high bid for us to re-evaluate our number. Mr. Guccion suspects what they're thinking is the number needs to come up to \$1.2 million. If we're not going to change our tasks, he gave us our number. Mr. Harrison said he hates to do that based on one bid. He would like to see what the numbers are if they get a little more activity. Mr. Guccion and Mr. Harrison agreed that these guys are busy. Mr. Guccion said if they have time, they'll bid it. Ms. Fozio said that Mr. Miller asked to add an additional week for bids to be returned since builders are so busy.

Mr. Guccion asked when we want to bid it again. Commissioner Swedyk said Chris is targeting September 5th with a deadline of Sept 25th. Mr. Guccion said if we get somebody new to pull the drawings today, it's not enough time. He described that if someone pulls the drawing today, they will have to check on permits and the subs, then it will take a week for them to get their number. Mr. Lyons and Commissioner Swedyk clarified that it will be advertised on the 5th and bids are due on the 25th with opening on the 28th. Mr. Guccion said that's ok. Mr. Lyons said that some of the townships have received high bids also because there's so much work. Matt Hiscock suggested advertising south of our location because there are some jobs finishing in the Ashland, Wayne, and Holmes County area. You also get more competitive costs from contractors down that way and this project might be more in their wheelhouse. Mr. Hiscock also agrees with Mr. Guccion, Cavanaugh threw a number at us. Commissioner Swedyk suggests that we spend a day calling builders after the advertisement is out. The group discussed that there may also be more laborers available south of this location.

Board Members

Deforest: Mr. Deforest reported that the former EMA office at MCSO was cleaned out last week. The items were moved to the front bay of the All-Hazards Station.

Mr. Deforest said Mayor Carol Carter was present to replace Conrad Sarnowski as the village representative. Mr. Deforest said that under the current EMA agreement, she will need to reach out to each of the village mayors and get their consent by letter or email to be put on record, submit those to the Executive Committee to confirm her appointment, and she will be sworn in. Mr. Lyons described that the formality of swearing people in is helpful for the certainty of who is a member. Mayor Carter will remain as a guest until she's sworn in, and in January we will transition to the new process.

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Commissioner Harrison asked if Sally Albrecht is a member of the committee. Ms. Fozio said that she's an alternate under the current agreement. Mr. Harrison doesn't think we have alternates. He would rather have this discussion now to avoid an awkward situation. Mr. Lyons said alternates are not called for in the statute and therefore not allowed. It is not permissible. We will take Ms. Albrecht off the list. Mr. Hiscock asked if he and Chief Walters could still vote because they are alternates. Mr. Harrison discussed that they are there on behalf of the mayors. Mr. Lyons said he thinks we need to continue with the current membership. We're operating under the existing agreement, and he doesn't agree that we should be concerned about that issue.

Guccion: Mr. Guccion reported that the Farm Bureau is offering training for fire and entrapment in grain bins on Saturday in Wayne County. They got very little sign-ups. Chief Walters said they got the email, but the All-Hazards Team has had that same training. Mr. Guccion said they're using a fully integrated grain bin for the training. Jessica Gerspacher is heading it. Information was sent to all the fire chiefs. The training is being funded by Centerra. Mr. Guccion said they would cover rope, confined space, fire, and hazmat. Chief Walters said he's waiting for that program to catch up since they're new at entering bins and conducting rescues. Medina County has their rope and confined space team perfected. We have our own rescue plan for grain bins, and the team's operated hands-on training. Mr. Guccion said it's more related to combustibles.

Harrison: Commissioner Harrison updated the group that the City of Wadsworth approved the new agreement last week. Brunswick Hills reached out to him for a sample resolution this week, but presumably they will approve. We're waiting for an approved agreement from five more municipalities, but we are past the threshold. The agreement says the meeting of the Advisory Group will happen in January to be called by the Commissioners or at another time as called for by the Commissioners and the Executive Committee. Mr. Harrison suggested that we set up a meeting between now and the end of the year, such as in November, and the new committee can begin in January. If the committee would like to do this, we should identify a date that works, and the Commissioner's office should communicate with the subdivisions that we don't have signed agreements from with a little more vigor. We haven't set a deadline, but those without signed agreements would not be able to vote. We don't want that to happen inadvertently. Mr. Deforest thinks it's a wise idea. It will give us a chance to get trained up, transition, and answer questions about the agreement. Mr. Guccion would have the meeting before Thanksgiving. No vote was necessary, but the Executive Committee needs to approve holding the meeting before January. The Commissioners will discuss the dates and times, and Commissioner Harrison will bring a variety of options for a meeting date to the next meeting, and we can decide. Commissioner Harrison listed the five remaining subdivisions as: Lafayette Township, Homer Township, Litchfield Township, Lodi & Spencer.

Swedyk: Commissioner Swedyk provided employee manuals to Ms. Fozio, and Ms. Fozio already located the evaluation forms online. There is an acknowledgement for each employee to sign

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once they've read it for their personnel files. She also gave approval forms for vacation, sick, personal, jury and comp time. Ms. Fozio will sign off for her three employees, and Mr. Deforest or Chief Walters will sign hers. She said they can be done retroactively as long as they know through an email.

Walters: Chief Walters reported that Medina FD had a fire in Montville in which there was a small evacuation. One of the things they learned is in order for our notification system to be effective we need participation from the people who live in our communities. An after action was held and Mr. Nau and Ms. Fozio participated. He shared that his department is going to do a public service announcement to community members to sign up for WENS. EMA has a link on the website for people to sign up. By signing up that way, people can attach an address to their phone number. Presently, there are only about 2000 people in Montville signed up for alerts. Chief Walters said it will help our agencies when we must conduct an evacuation. He is planning on looking to Wadsworth since they've been much more proactive over the years. Medina City Police made a Facebook post for it yesterday. This is like Reverse 911. The system also has warnings that are issued by the National Weather Service that you can opt into by signing up online and you can pick what communities you can receive it in. The City of Brunswick uses Code Red. Ms. Fozio said that Chief Cyphert would like to promote the service in Seville's BOPA bills.

Lyons: In considering the meeting to appoint members, Mr. Lyons suggests that each segment do some groundwork in preparation for the meeting so there's an idea of who we will appoint. The townships and villages are the main ones who will need to choose from among themselves who they will nominate at the meeting. That committee also chooses one of the Commissioners, so the Commissioners will have to think about who they want. Commissioner Harrison described that when that meeting convenes, each subdivision with a signed agreement is a voting participant of the advisory group. For example, if all the Lafayette trustees showed up, they would have one vote for Lafayette. Commissioner Harrison said we'll have to make sure that we have a mechanism for each subdivision to vote. Mr. Lyons suggested we call roll by subdivision, and each has one vote. Commissioner Harrison wants to publicize that the meeting will be before the end of the year. Mr. Guccion and Mr. Warchola will bring this to the September Township Trustee Association meeting.

Mr. Lyons and Mayor Carter discussed that the villages do not have a mayor's association. Mr. Harrison said the village could select their nominee at that meeting. Mayor Carter asked if it had to be another Mayor. Mr. Lyons answered the statute says an elected chief executive. Mr. Warchola asked to have a quorum, do we count one member from each township representing the townships? Mr. Lyons clarified one member from each township. It's very important that one member from every entity shows up. All village mayors need to be in attendance, every entity needs to send a representative.

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Commissioner Harrison said if there is a quorum issue, that's all the reason to do it in the fall in case we need to reassess. Mr. Guccion suggested determining the date sooner than later and using the Commissioners big room. Commissioner Harrison added that the meeting is public, so it's not limited to 26, there's just 26 voting members.

Mr. Lyons suggests using it as an opportunity to give an annual report. Ms. Fozio said she can have it ready if it's in November. Mr. Guccion asked if we can do it via GoToMeeting or Zoom. Commissioner Swedyk said that hasn't been approved. Commissioner Harrison pointed out that all the Health Department's votes are taken in person at their meeting, so practically speaking it can be done.

Mr. Guccion asked, out of 17 townships, how many do we need for a quorum? Mr. Lyons explained that we need 14 communities not 14 townships. The 17 townships, 3 cities and six villages each get one vote. There are not separate quorums for townships, it is all the communities.

Mr. Warchola asked who would speak on behalf of the township? Commissioner Swedyk said a township trustee. Commissioner Harrison reassured everyone that we should already have an idea of who will be nominated. The President of the Board of Commissioners will chair the first meeting.

Mr. Deforest suggested Wednesday or Thursday night on the first or second week in November in case we need to take a mulligan and schedule something else. Chief Walters confirmed that our new goal is to come up with a meeting date prior to the next EMA Executive Committee meeting. Commissioner Harrison said since it's before the first of the year, it has to be called by both the Commissioners and EMA. He said perhaps what we'll do is weigh in some dates by email and defer action to the next meeting.

Commissioner Swedyk asked if the group really thought we could get better attendance at 7:30 AM. Matt Hiscock said "No." Mr. Deforest suggested 6:30 to 7:00 PM. The Health Department does it at 6:00 PM, which works well if subdivisions hold their meetings at 7:00 PM. Commissioner Harrison will target some dates and circulate some emails to get everyone in sight.

Commissioner Swedyk said the Commissioners decided to close all non-emergency buildings on April 8th. She was told by Krista Wasowski that there was a community forum for this. Ms. Fozio said we're waiting for Ohio EMA to put out something finalized. Ms. Fozio will email Krista Wasowski about that.

Chuck Stiver talked about the recent chlorine gas release incident in Hinckley. It was mostly confined to a room in a facility. It was probably the most lethal environment our hazmat team has dealt with. The chlorine gas in the room dissolved the copper wiring disabling the

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equipment in the room. Five hazmat team members were present. Ben Nau was present for LEPC and Mr. Stiver was present as the team coordinator. The hazmat team made a safe entry and stopped the leak, which was done over about a two-hour period. Nobody was injured. The hazmat suits used for entry are destroyed along with some other equipment, and they will be replaced in cost recovery. Chief Walters ran a debrief at Medina FD Station 1. What went well and areas that need improvement were discussed, a summary was developed with actionable items, and the team lead discussed the incident with the AHAC also.

Chief Walters added that they did risk-benefit analysis. They recently received a calculation that the chlorine would have leaked for 18 hours if they had not stopped it, and it would have certainly left the building, which would be a bigger problem for the community. Ms. Fozio said we are applying to SERC for exercise credit for the incident.

Mr. Guccion motioned to adjourn the meeting at 9:54 AM, seconded by Commissioner Harrison, and approved by all.