

**MEDINA COUNTY OFFICE OF EMERGENCY MANAGEMENT AGENCY & HOMELAND SECURITY**  
**EXECUTIVE COMMITTEE REGULAR MEETING MINUTES**  
**DECEMBER 20, 2023**

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

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

Minutes: Commissioner Harrison motioned to approve the minutes from the November 17, 2023, meeting, seconded by Mr. Guccion, and approved by all.

Bills: Mr. Deforest motioned to approve Resolution 2023-031 Monthly Operating Bills – December 2023, seconded by Chief Walters. Mr. Guccion expressed his concern about the fiscal responsibility for the cost spent on professional services from Weber Murphy Fox. 6 votes yes, 1 vote no.

Mr. Deforest motioned to approve Resolution 2023-032 Appropriation Adjustment, seconded by Chief Walters, and approved by all.

Mr. Deforest motioned to approve Resolution 2023-033 Excess Property, seconded by Commissioner Harrison, and approved by all.

Mr. Stiver described a Resolution of the All-Hazards Advisory Committee to Recommend Purchases to the EMA Executive Board for a 36-month contract for Aladtec services. The benefit of the 36-month contract is that it costs less than our current year-to-year basis. The expenditure will be approved annually. Commissioner Harrison motioned to approve the contract, seconded by Chief Walters, and approved by all.

Mr. Nau requested approval to expend \$4,000.00 for Active Shooter-Rescue Task Force train-the-trainer training from Cuyahoga County from the Emergency Services Conference Fund. This program has been discussed by the Fire Chief's Association and the Police Chief's Association, and it will train about 15 firefighters and 15 law enforcement officers. Mr. Guccion motioned to approve the expenditure, seconded by Commissioner Harrison, and approved by all.

Mr. Nau requested approval to spend \$375.00 to attend the Maxwell Leadership Program hosted at the Seville-Guilford Fire Department. Chief Walters motioned to approve the expenditure, seconded by Commissioners Swedyk, and approved by all.

Building Project Update: A Bid Tabulation Summary from the December 12<sup>th</sup>, 2023 bid opening, a revised Preliminary Schedule from Cavanaugh Building Corp. dated December 19, 2023, and a Preliminary Schedule from Knoch Corp. dated December 18, 2023, were reviewed. Cavanaugh Building Corp submitted the lowest bid however their preliminary schedule was beyond the timeframe stated in the bid specification. Knoch was the second lowest bid, and their schedule was within the required timeframe. Mr. Guccion expressed his concern about the project cost. Mr. Deforest motioned to recommend to the commissioners to enter into a contract with Knoch Corp. not to exceed \$784,000.00 seconded by Brian Guccion, and approved by all.

Mr. Nau reported that EMA is now using Kronos for a cost of \$245.00 per year.

Mr. Nau discussed that we have been gathering information for the Solar Eclipse. It has been discussed that the population in the path of totality could double, although more recent guidance from Ohio EMA

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places less emphasis on overwhelming populations throughout the path of totality. EMA staff established contact with Jefferson County, MO EMA for information about their experience with the 2017 eclipse, and we will continue planning.

Resolutions from the Police Chiefs' Association and the Fire Chiefs' Association for annual All Hazards Advisory Committee membership nominations were reviewed. The Police Chiefs' Association nominated Chief Matt Neil, and the Fire Chiefs' Association nominated Chief Brian Cavanaugh, Asst. Chief Jim Carter, and Chief Jestin Grossenbaugh. Mr. Deforest motioned to approve the nominations, seconded by Mr. Guccion, and approved by all.

Mr. Nau reported that we considered snow removal options for this winter, and we will do it ourselves instead of entering a contract given that the construction project will begin soon.

Mr. Nau reported that we will have an unpaid intern from the University of Akron named Samuel Boscaljon. He will begin in January for the spring semester.

Mr. Nau asked if the committee would consider a meeting day change. EMA is unable to attend Police Chiefs' meetings since our Executive Committee meetings fall on the same day. He believes it's important for our partnership with the police chiefs., and Sheriff Grice shares the same scheduling conflict. Mr. Deforest motioned to change the regular meeting day to the third Wednesday of each month at 8:30 AM at the Sheriff's Office, seconded by Commissioner Harrison, and approved by all.

Mr. Nau shared an EMA Quarterly Report for October-December with was also shared at the Commissioners meeting yesterday. He briefly reviewed the highlights. The group talked about the need to increase AHAC membership.

Carl Deforest motioned to enter executive session to discuss hiring personnel and compensation of public employees, inviting in Commissioner Hambley, Mayor Carter, Mr. Dumperth, and Mr. Nau, seconded by Mr. Guccion.

Roll: Brian Guccion – yes, Carl Deforest – yes, Kevin Ross – yes, Aaron Harrison – yes, Colleen Swedyk – yes, Larry Walters – yes

Executive session began at 9:56 AM.

Executive Session ended at 10:32 AM.

Commissioner Swedyk motioned to increase Mr. Stiver's hourly wage to \$25.00 per hour with a maximum of 18 hours per week with flexibility to makeup hours as needed beginning January 1, 2024, seconded by Mr. Guccion, and approved by all.

The group discussed that the new committee would appoint up to three additional members at the January meeting. Jack Swedyk, Matt Hiscock, and Krista Wasowski have already expressed interest.

Mr. Deforest described that for the hiring process human resources is going to coalesce two different EMA Director job descriptions and send it to the committee within the next 3-4 days. Once the group approves, the listing will be posted and will close January 31<sup>st</sup>. The Committee will discuss establishing a

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group for the hiring process at the January 17<sup>th</sup> meeting. They will conduct interviews in February with final interviews no later than mid-March with a goal to have a final candidate by April 1<sup>st</sup>.

Mr. Deforest thanked Captain Ross and Commissioner Swedyk for their participation on the Committee since this is their last meeting.

Mr. Deforest motioned to adjourn the meeting at 10:39 AM, seconded by Commissioner Harrison, and approved by all.

A handwritten signature in black ink, appearing to be "S. Deforest", written in a cursive style.

1/17/2024