

MEDINA COUNTY OFFICE OF EMERGENCY MANAGEMENT AGENCY & HOMELAND SECURITY

EXECUTIVE COMMITTEE REGULAR MEETING MINUTES

September 18, 2024

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

Roll Call: Carol Carter – present, Carl Deforest – present, Greg Glauner – absent, Terry Grice – present, Brian Guccion – present, Steve Hambley – present, Dennis Hanwell – absent, Aaron Harrison – present, Matt Hiscock – present, Robin Laubaugh – absent, Jack Swedyk – present, Larry Walters – present

Rick Dumperth arrived after the completion of roll call (8:33 a.m.)

Minutes – Commissioner Harrison moved to approve the minutes from August 21, 2024, seconded by Mr. Swedyk. Voice vote showed the motion passed with Mr. Hiscock and Sheriff Grice abstaining.

Resolutions:

Resolution 2024-19 – Appropriation Transfer – Mr. Nau explained this is for the purpose of allocating funds for the Solon Hazmat Conference Registration fee and the need for funds appropriated for hazmat equipment to be used for additional physicals due to additional team members. Mr. Guccion moved to approve Resolution 2024-19 as presented, seconded by Mr. Deforest. By voice vote, the motion passed unanimously.

Resolution 2024-20 (reviewed later in meeting.)

Purchases:

- Network Cabling – Mr. Nau reviewed a quote in the amount of \$3,509.10 from Koorsen Fire & Security to run network cabling to both offices which would include 7 drops. After discussion regarding pricing concerns, Mr. Deforest moved to expend no more than \$3,509.10 for services reflected in the quote from Koorsen Fire & Security, taking money out of the building support fund, with the understanding that 3 quotes be received; Commissioner Hambley seconded the motion. Mr. Dumperth will provide Mr. Nau with contacts to obtain other quotes. By voice vote, the motion passed unanimously.
- Security System & Cameras – Mr. Nau reported that due to recent break-ins, he obtained quotes from Koorsen Fire & Security for 1) a security system (\$3,933.33 + \$30/mo. monitoring) and 2) a security system with cameras (\$9,538.15 + \$30/mo. Monitoring and \$252 annually). This would also be paid from the building support fund. Mr. Nau recommended both the security system and cameras. This system works with the current door fob system because it would tie to the current panel. After discussion, Commissioner Hambley moved to approve the purchase of a security system with cameras in the amount of \$9,538.15; Mr. Dumperth seconded the motion. Mr. Deforest clarified that the recurring amount would need added to the cost. Commissioner Hambley amended the motion to include the recurring costs with a new total in the amount not to exceed \$10,150.15 for the capital, installation and monitoring. By voice vote, the motion passed unanimously.
- Restroom Renovation – Mr. Nau discussed the need for restroom renovations. The County Facilities Director Steven Bastean brought out two companies to provide quotes for renovating and combining the two restrooms into one, installation of a tankless water heater, and removal of an old gas line. The lowest quote was from Precision Industrial Services in the

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September 18, 2024

amount of \$35,350 – he and Mr. Bastean had agreed that there was no reason to not go with the lowest quote. This would be paid from the All Hazards Capital (50%) and the remaining 50% would move money from EMA salaries. Brief discussion occurred regarding ADA compliance with Mr. Nau noting that Mr. Bastean indicated that space would be a couple of inches short but should not be a problem. Both companies indicated they could begin work in about 60 days and complete the work by the end of the year. After discussion, Commissioner Hambley moved to approve the quote from Precision Industrial Services in the amount of \$35,350 with the EMA Director overseeing construction; Mr. Dumperth seconded the motion. By voice vote, the motion passed unanimously.

Resolution 2024-20 – Appropriation Transfer & Cash Transfer- Mr. Deforest explained that this resolution reflects moving \$20,000 from salaries. Commissioner Harrison moved to approve Resolution 2024-20 for the purposes of paying for the restroom renovation project as presented; Mr. Dumperth seconded the motion. By voice vote, the motion passed unanimously.

Old Business:

- All Hazards SOG 24-001 Discipline – Mr. Nau presented a final draft, which is closely based on the County’s policy and has been reviewed by the prosecutor’s office with minor modifications being made. Executive Committee members reviewed and discussed the policy. Mr. Nau reviewed the purpose of the proposed policy. Mr. Hiscock stated that the policy is not required to be in place. Mr. Nau explained that this was recommended by the County’s Human Resources Director. After discussion, Mr. Deforest moved to adopt the All Hazards SOG 24-001 Discipline Policy; Mr. Guccion seconded the motion. By voice vote, the motions passed unanimously.
- Outdoor Warning Sirens – Mr. Nau stated that Litchfield has opted to remove their tornado sirens based on costs as they do not have funds to maintain or replace the sirens. He attended their meeting at the invitation of the trustees to discuss different ways to receive warnings such as County emergency alerts, apps, etc. There were no questions or opposition from audience members. He noted that Homerville and Chippewa recently received grants to build new sirens.

New Business:

- EMA Advisory Group Meeting – Commissioner Harrison stated that the annual Advisory Committee meeting is tentatively being scheduled for the evening of January 30 pursuant to the recently adopted countywide agreement. Formal notification will follow at a later date.
- Kaitlyn’s Email – Mr. Nau reviewed the email rescinding her acceptance of the position and explained the circumstances. Mr. Deforest indicated that no formal action needed to be taken by the board.
- Expense Report – An expense report for August 2024 was presented. Mr. Nau noted that the approval date has been added to items over \$2,000.
- EMA Activities Report – Mr. Nau reported that they began dive training last week and is going well. Mr. Stiver provided details regarding the training. Mr. Nau noted that they have been

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EXECUTIVE COMMITTEE REGULAR MEETING MINUTES

September 18, 2024

working with the Board of Elections related to election security. They are working on a confined space exercise that will take place at the Liverpool Wastewater Treatment Plant in October. The All Hazards budget was completed and approved at the last AHAC meeting – this is about 1/3 of the EMA budget. Seville had some storm damage and he worked with Chief Cyphert on some damage assessments as there were a couple of houses that had substantial damage. There was a Hazmat incident due to a chemical reaction at the County's Solid Waste Facility in the residential drop-off area. Mr. Nau then reviewed the grants noting that he is applying for some extensions due to not being able to draw down the payroll component.

Board Members:

- Carter – Mayor Carter noted a planned burn event at the end of the month in Seville. Mr. Nau stated that they won't be at the event as it's mainly for the surrounding mutual aid. The mayor stated that there is concern that it could be cancelled if we don't get some rain.
- Hambley – Commissioner Hambley confirmed that Mr. Nau is working on an annual report. He mentioned that the Solid Waste Plan is being updated and briefly discussed recent fire events at the facility due to the changing waste characterization. As the Plan is updated, consideration needs to be given to educating people on how to dispose of hazardous household waste.
- Guccion – Mr. Guccion mentioned a Sharon resident that he tried to recruit for EMA. She is going to be assigned to a destroyer out of Hawaii in the Pacific. She recommended one of the new hires.
- Grice – Sheriff Grice stated that the radio tower in Seville was approved. He and Ben are working on that with Chris Jakab and Matt Springer.

Executive Session – Mr. Deforest moved to enter executive session to discuss the employment and compensation of a public employee, seconded by Mr. Dumperth. Roll call vote showed everyone voting yes; the motion carried. The committee went into Executive Session at 9:57 AM.

Executive Session ended 10:21 AM and the meeting resumed at that time.

Mr. Deforest moved to make a conditional offer of employment to Michael Schulte and to offer him the position of Deputy Director starting at an annual salary of \$65,000, his conditional offer will be reflective of the previous offers made regarding the probationary period, Commissioner Harrison seconded the motion. By voice vote, the motion passed unanimously.

Mr. Deforest moved to change the compensation for Director Ben Nau effective September 30, 2024 moving his salary to \$78,000 annually, and terminating his probationary period effective on that date, seconded by Chief Walters. By voice vote, the motion passed unanimously. The committee members congratulated Mr. Nau on a job well done.

Adjournment – Mr. Deforest motioned to adjourn the meeting at 10:24 AM, seconded by Chief Walters. By voice vote, the motion passed unanimously.