

## Hinckley Township Trustee Work Session

### Minutes for February 13, 2018

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Present: Trustee Schulte, Trustee Lutzko, Chief Kalavsky, Chief Morgan, Fiscal Officer Catherwood, Mr. Newcomer, Ms. Peterlin and Mr. Wilson

Excused absence: Trustee Burns

Other/Residents: M. Palik and B. Schneider

Vice-Chairman Lutzko opened the work session at 5:32 pm and welcomed those in attendance. Reports were offered in random order.

**Service:** Road Superintendent Darren Newcomer reported on the following:

- **Request for Travel/Educational Appropriations for forklift certification**
  - Online course through Certifyme.com
  - At a cost of \$59.95 per person for a total cost of \$179.85 for three attendees (Newcomer, Hamlett and Walendzik)
  - Certification is OSHA compliant and supports the worker's comp requirements
  - Trustee Lutzko requested that an OSHA Compliant folder be created and certificates filed accordingly
  - All in agreement
- **Request approval and appropriations to hire BECCO Excavating to install drainage pipe and catch basins at Kobak fields**
  - Labor costs \$4,120.00 only
  - Total cost for project is estimated at \$8,074.08 (materials will be purchased by Township, as Township can purchase at a much lower bulk rate with a savings of approximately \$3,000.00)
  - All in agreement
- **Request for Appropriations to purchase pipe and materials for both 2018 road culvert pipe project and Kobak fields drainage project**
  - Drainage materials to be purchased through Haviland Drainage
  - Cost for roads = \$1,657.80
  - Cost for Kobak fields = \$2,663.40
  - Kobak field drainage has been a persistent problem for several years
  - Recommendation by the Engineer's office, the existing 9 foot depth drainage will be abandoned and the new pipe will be installed at a depth of 5 to 6 feet
  - All piping will be purchased with one order and catch basins will be ordered at a later date
  - Invoices for BECCO, and piping for roads and Kobak Fields will be submitted separately
  - All in agreement
  - Fiscal Officer Catherwood added that money will be pulled from the improvement of site line and is in line with budget projections
  - Mr. Newcomer added that the quote is good for 60 days
- Service Department attended the Road Preservation Seminar
  - Mr. Newcomer stated that it was a worthwhile seminar and very informative
  - Added that he learned about an overlay product used on asphalt roads verses using chip and seal grindings. The overlay also minimizes grinding the road before chip and seal added. The overlay product can last upwards to 10 years. There is also an overlay for concrete roads. ODOT uses this technique on a lot of state roads
  - Trustee Lutzko asked if there were any county engineers present and Mr. Newcomer responded that he did not see any engineers, but there were many Townships with representation there
  - Trustee Schulte added that this seminar was an extended version of what is offered at the OTA Conference where the Conference is well attended by the County engineers

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#### **Police:** Chief Kalavsky reported on the following:

- Monthly Report will be presented at the next Trustee meeting
- Letter of Resignation submitted on his behalf – retiring after 9 years of service with the Township with over 40 years in Law Enforcement. Effective March 23, 2018
  - Trustee Lutzko thanked him for his services and agreeing to assist with the search process to find his replacement. Chief Kalavsky stated he has participated in assessments of candidates for other positions within the area
  - Discussion of the process that was followed when Chief Kalavsky was hired – Fiscal Officer Catherwood stated that there is a folder in the records room to reference. If information not in folder Chief Kalavsky has copy on hand and will forward to Ms. Peterlin and Trustee Lutzko
  - Additional discussion ensued. Chief Kalavsky will forward information to the Medina Association. Ms. Peterlin will forward advertisements to local papers (i.e. Plain Dealer, Akron Beacon Journal and Medina Gazette and Hinckley Record if it meets the deadline for publication.) Locations to target are Cuyahoga, Medina and Summit counties.
  - Need to determine time lines and deadlines and start interview process as soon as possible
  - Chief Kalavsky commented that the job description or qualifications should include supervisory skills.
  - The Trustees and Chief Kalavsky will be involved in the hiring process, possibly along with other Chiefs and/or Hinckley residents
  - Determine costs for advertising and obtain contact information

#### **Fire:** Chief Morgan reported on the following:

- Request to hire personnel – Zak Penko as a probationary fire fighter
  - No prior experience, just passed EMT
  - Hinckley resident
  - All in agreement
  - Trustee Lutzko asked to update the website to post current openings on it. Chief Morgan said that the Department had been working on doing so, but had not completed that project.
- Request for Appropriations for annual maintenance and semi-annual air flow test on SCBA tanks
  - Includes supplies
  - Through Breathing Air Systems - at cost of \$735.70
  - Trustee Lutzko asked if this company has been used in the past and Chief Morgan responded yes, most cost effective and complies with the required standards
  - All in agreement
- Request for Appropriations Assist Now through Employee Assistance Program (EAP) Division of Recovery Resources
  - Total for both Fire and Police is 48 employees (Police already has in place) = \$1,450.00
  - Chief Morgan stated that the first responders are exposed to many sensitive situations triggered through Medical Alerts – the first responders are the community support to assist individuals who need help
  - Fiscal Officer Catherwood stated that all Township employees should be included which would take the numbers to 53
  - Westshore will come to Township and provide a seminar
  - All in agreement
- Request to amend (revoke) motion regarding the emergency repairs to the mast will-burt light tower on Engine 31 by Will-burt. Fallsway will be billing for the repair to the mast as well as the repairs to the generator
  - After further discussion, Chief Morgan explained that Fallsway Equipment Company will be billing for all the repairs, as Will-Burt works through them.
  - Costs for the light tower = \$3,183.82 and the generator = \$2,848.23) for a total cost of \$6,032.05
  - All in agreement

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- **Request for Appropriations for the repair to Engine 31-2**
  - Chief Morgan reported that Engine 31-2 had a coolant leak, and called Fallsway to come out to repair it. They removed the heat exchanger, which Chief Morgan took to Richfield Radiator, who fixed it at no charge. Fallsway then reinstalled. Total cost charged by Fallsway - \$629.06
  - All in a agreement.
- Discussion on required physicals – cost of a physical is \$300.00
  - Chief Morgan provided Trustee Lutzko with a copy of ORC Sec. 505.38 (Appointment of Firefighting Personnel) and asked whether, under it, Hinckley could hire firefighters only after having completed a drug screen and then have the physical performed after hiring, within the first 60 days of employment.
  - Trustee Lutzko will follow up with the Prosecutor's Office to determine this practice would be acceptable.
- Trustee Lutzko had requested records regarding a recent incident and Fire and Police reports were provided as requested
  - Chief Morgan provided the Fire EMS reports and audio tapes and Chief Kalavsky provided the 911 logs
- Discussion regarding dispatch with all Chiefs (Kalavsky, Morgan and Strause)
  - There is a three year contract which has not been honored in its entirety
  - There is a multi-agency CAD system that is still not in place and in violation of the contract – this CAD system is to support and manage multiple agencies
  - There are to be quarterly meetings held, which have not been scheduled
  - Has been working with Ann Marie Jones, the Dispatch Coordinator at Brunswick
  - There are some issues to iron out and Brunswick City Dispatch currently is the only one who has ability to auto populate information (the system improves / streamlines the manual processes)
  - Certain tones on locations – not performing at a technological level
  - Trustee Lutzko asked Chief Morgan to obtain a timeline when these issues will be resolved and Chief Morgan stated he will do so
- Administrative Assistant – would like to begin interviewing the candidates and a schedule will be determined

#### **Zoning:** Trustee Schulte reported on the following:

- Review of **Zoning Fee Schedule**
  - Last time fee structure reviewed and updated was in 2013 with an additional change in 2014
  - Zoning Department (Tom and Suzanne) provided feedback with Suzanne reformatting the schedule
  - Gave an explanation of proposed changes with the intent to cover fixed zoning expenses (i.e. Zoning Boards, legal notices and mailings, zoning staff involvement and administrative costs)
  - Compared fee structures of Montville and Brunswick Townships
  - After review, the proposal to increase the continuation fee to \$250.00 was changed to \$200.00 as the fixed zoning board schedule should reflect compensation of \$30.00, not \$35.00. Ms. Peterlin stated she will update the schedule by the next Trustee meeting.
- Boy Scout Troop 520 Overnight Campout request at Bronger's Park for Buzzard Day Event
  - Trustee Schulte noted he spoke with prosecutor's office, and Mr. Richter commented that the group must show proof of liability insurance and all participants must sign waiver form. If procedures are followed, there should be no liability issues to the Township.
  - Trustee Schulte spoke with Jim Zuccaro, OTARMA insurance representative from Summit Insurance noting: any land owner that allows use of land without charge, no liability to the land owner per the recreation user statute. Township Insurer would provide defense coverage. Ask for Liability of Insurance from the organization to be additionally insured for liability. Hinckley Liability release form has been created by Brian Richter (Medina County Prosecutor) to be used for this circumstance. (There are no issues as long as waivers are signed.) (non-profit organizations are not charged a fee (as noted on the Rental Agreement form in line with the Trustee Organizational Minutes)) He also stated that

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the differences of a group vs an individual requesting the overnight. (i.e. a resident to request an overnight, verses an organization with liability insurance)

- Trustee Lutzko commented positively on the request, noting that she would like to permit the scouts to use the park for overnight camping as long as all liability issues are addressed.

**Schulte:** Trustee Schulte offered the following:

- Received several applications for each open Zoning position – need to determine dates for interview process; Trustees will forward their availability
- Township Association – May 17<sup>th</sup> meeting will be held here at the Town Hall
  - Will provide a schedule of the upcoming seminars (State Auditor and Mike Kovacs will be guest speakers)

**Lutzko:** Trustee Lutzko offered the following:

- Fire Wages – Chief Morgan had previously made wage increase proposals outlining a 10 percent increase in Department member wages.
  - Discussion of wages included, and not limited to the following:
    - Solicited other Townships to compare wages (Brunswick Hills, Granger, Seville, Guilford, City of Medina, City of Wadsworth, Litchfield, Village of Richfield and Sharon)
    - Hinckley's current fire wages appear to fall somewhere in the middle of those paid by other nearby communities, particularly other townships in Medina County. Trustee Lutzko is concerned about increasing wages to the extent Chief Morgan has requested for several reasons, including the following: we have been discussing extending shifts in accordance with the levy campaign representations, which will increase staffing hours and the costs associated with the same. We need to stay within our budget, and to do so, additional staffing hours is a competing concern with wage increases; the levy amount was based on a budget anticipating a 2 % wage increase; the police, service department, and administrative staffs all received a 2% increase, and we need to be concerned with parity; 2% is greater than COLA; the pay decrease in 2012 was based on an agreement with Department members to address and build up equipment needs; wages have not been stagnant since that time, as the Trustees did increase hourly wages in June 2016.
    - Extended shifts will increase staffing hours
    - Looking at what was budgeted as 2% when levy was approved to what is now being proposed
    - Comparing wages with Police and Service Departments
    - 2% is better than COLA
    - Back in 2012 the department was restructured dropping the base salary to build up
    - Salaries increased in 2016
  - Chief Morgan gave a breakdown of his current staffing – 8/10 basic, 18 medics and 1 intermediate
  - Premium pay for all non-staffed hours was discussed - \$15.00 per person per call Friday until 11:00 pm
  - Chief Morgan would like to reword 'premium pay' to include all non-staffed hours. Trustee Lutzko clarified that this request would add premium pay for calls from 6:00 p.m. to 11:00 p.m., when individuals are not currently assigned a shift. Currently, when firefighters are called in in the evening, they are not entitled to premium pay, but when they are called in at night, they are entitled to premium pay. Trustee Lutzko noted that Chief Morgan's proposed wording would not make a difference, in practice, if we added more staffing hours / shifts. She asked whether, based on current staffing levels, the Department could actually cover increased staffing hours/shifts?
  - In response to Trustee Lutzko's question about the proper hours to target if we are increasing staffing, and whether there are standard times that firefighters who work full time for other departments complete their shifts and whether that would affect the Chief's response, Chief Morgan stated that 8:00 a.m. to 8:00 a.m. is the most common shift that other departments schedule firefighters.
    - Next step is to start staffing until 11:00 pm

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- Fiscal Officer Catherwood commented that the 5 year revenue from the levy budgeted 8:00 am to 11:00 pm, 2019-2022, with increased staffing hours and a 2 percent wage increase."
- Fiscal Officer Catherwood commented that Granger Fire, per Trustee Rich Pace, does on-call shifts, compensated at \$30.00 per on-call shift, regardless of whether there are any calls, and that this may be an option as opposed to staffing the station additional hours or paying premium pay for night time calls."
- Chief Morgan stated that poses a concern with response time and would like to see staffing the station
- Fiscal Officer Catherwood asked what the current staffed hours are and Trustee Lutzko responded, Sun thru Thurs, 8:00 am to 6:00 pm, and Fri. and Sat. 8:00am to 11:00pm. Chief Morgan said he would forward additional information to Fiscal Officer Catherwood and Trustee Lutzko so they could put together and review various staffing and on-call options, as well Chief Morgan's request for holiday pay premiums for 9 holidays throughout the year, and the costs associated with all of the same.
- Fiscal Officer Catherwood commented on the maximum number of hours allowed to work per month and asked Chief Morgan to keep an eye on those hours as there are a few staff members that are creeping up to 30 hours before the end of the month which may have an effect on staffing the station. She added that Hinckley Township is considered a small employer group with 50 full time employees of full time equivalence. The Affordable Care Act and hours worked was discussed due to how the township may be classified and her concern of how the township structure could be interpreted based on full time equivalent's (FTEs) and that the hours should be monitored. The Township would not be able to sustain full time benefits for the Volunteer Fire Department.
- Further discussion ensued regarding the "on call" option and subject to number crunching Fiscal Officer would agree that that option would be in line with the budget. Chief Morgan added there are other factors to consider and would give it some thought for next week's agenda or following week. It was noted that recent Holiday payout was \$1,000.00. He will review previous emails regarding holiday pay.
- Trustee Lutzko will propose to amend the Organizational Minutes at the next Trustee Meeting to reflect the new 2 percent wage increases previously discussed, and possibly a stipend for on-call hours. Chief Morgan will consider the on-call stipend issue and get back to Trustee Lutzko about whether to move ahead with this or to continue discussing it along with the other staffing-related issues.
- Trustee Lutzko requested by motion to adjourn into executive session for the purpose of preparing for, conducting or reviewing negotiations or bargaining sessions with public employees from the police department concerning their compensation or other terms and conditions of their employment.  
Trustee Schulte seconded Roll: Schulte – yes / Lutzko – yes

**Burns:** Trustee Burns excused absence:

**Fiscal Officer:** Ms. Catherwood reported on the following:  
See comments under Fire Department report

**Administration:** Ms. Peterlin reported on the following:

- No report given

**Cemetery:** Ms. Peterlin reported on the following:

- Cemetery 4<sup>th</sup> Quarter report to be presented at next Trustee Meeting
- Annual Cemetery report to be presented at next Trustee Meeting

**Floor:** No Comments

With no further business, the Board of Trustees moved into Executive Session at 7:28 p.m. The Board of Trustees moved back to Trustee Work Session and adjourned at 7:50 p.m.