

TOWNSHIP TRUSTEES
WORK SESSION AND REGULAR MEETING MINUTES

January 2, 2024

The Board of Guilford Township Trustees, Medina County, Ohio, met for a Fire and EMS work session and regular Trustees meeting on January 2, 2024 at 7:00 P.M. at the Guilford Township Hall. The following Trustees were present: Bob Rohrer, Gene Morris, Jerry Winkler, and Fiscal Officer, Ray Ruprecht.

Also present were Tammy Johnson, Jim Carter, Ron Scuderi, Jeff Kersey, Brian Cyphert, Julie Carr, Andy Liston and Shannon Colonna

Fire-EMS Work Session

- Chief Cyphert presented some information for the Fire & EMS working session. One of the things they have been working on is staffing. He would like to have three people staffed at the Fire Department at all times. This is enough people to respond to a fire, and also leaves one person at the station when the ambulance is transferring someone. He understands that the third person is expensive, but that they are also valuable.
- One idea he has is to do Community Driven Strategic Planning to engage members of the community in planning for the future.
- There was some discussion about levies, and replacement versus renewals. They may not be bringing in as much as they could because property values have increased, and new houses have been built. There is a large number of calls to businesses in the Village of Seville, but he is not sure if they receive any tax money from those businesses. They may be getting abatements as an incentive for bringing business to the Village. Jerry will contact Mayor Carter to discuss this.
- They are spending more than they are taking in. Jerry said that he is worried. They are paying a lot of overtime. They are also paying out for comp time. He does not think they can afford a third person every night, and they need to look at the schedule.
- Tammy Johnson said that when they went full-time, the top pay was \$48,000 and the starting pay was \$38,000. They were giving out \$10,000 raises when employees reached a certification level of FFII / Paramedic and they have a lot of people at the top of the pay scale. She thinks there should have been more, smaller salary increases in between.
- Jerry is hesitant to go back to the community for input now because they just renewed a levy.
- Ray provided some information about the Fire and Ambulance levies. They may be able to update the language of the levies if they want to try to generate more revenue. They would need to ask either the Auditor's office or the Prosecutor's Office about this. They may even be able to put a new levy on this fall and then remove the ambulance levy when that comes up for renewal if the new levy passes.
- Tammy Johnson said that one of the things they hear when they go to new developments is that the response is so fast. They have been told that is one of the reasons some people decided to move to this area.
- Gene has heard that there are a lot of part-time staff who are not showing up for shifts. Chief Cyphert responded that he is working on addressing that, and this was part of the reason there was so much overtime paid last year. Another reason for the increase in overtime was because they had an aggressive training schedule last year. They also had a number of full-timers out on leave last year that contributed to the amount of overtime. He would be willing to make some changes to his own schedule to help save money and ensure there are three people on each shift.

- Tammy said that she was using overtime to fill the third position, and they have stopped doing that.
- Chief Cyphert thinks they also need to look at the pay scale. He does not think someone should come in and make the same amount of money as someone who has been with the department for a long time. He wants to have a culture where people want to stay with the department.
- Ray said that when they see part-timers working a lot, they are actually saving money because they are not paying overtime.
- Tammy noted that they are being used more for mutual aid. There has also been an increase in the number of second or third calls.
- Jim Carter noted that some of the new businesses, such as Sheetz, are increasing the number of calls. There is also a new nursing home facility, and they anticipate that will result in additional calls.
- They have already implemented some changes that should help them save money.
- If one of them who is on salary went back to 24-hour shifts, it would save around \$64,000 a year. If they did that, they would need to look at that person's daily responsibilities and others would have to help.
- They have some problems with people calling off shifts with little notice. It sounds like they may need to update some policies in the manual to address this issue.
- Jerry said that it sounds like they are already taking some steps, and they will not be able to fix this overnight. He suggests that they see how this goes and have another meeting to see how things are going.
- Jerry suggested that they look into the SAFER Grant. He can assist with that.
- Ray noted that they are getting a new ambulance this year, and just got a new truck so they have good equipment.
- Jerry requested rough numbers of the numbers of calls they have made to some of the businesses in the Village for him to discuss with Mayor Carter.

Regular Meeting

Approval of December 28, 2024 Minutes

Jerry Winkler **moved** to approve the meeting minutes of December 28, 2024. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

Department Reports

Fire-EMS Department (Brian Cyphert)

2023 INCIDENT COUNT YEAR TO DATE	
Type	# Incidents
EMS	510
Fire/Other	286
TOTAL	796

Year to date:	
FIRE INSPECTIONS	130

- 130 total inspection activity including: Annual, Re-Inspections, with Private Company Fire Protection inspection, Pre-Plan/Plan Review, Complaints, SFM/ MCBF and New Business
- Staffing and planning were discussed in a working session tonight:
 - Open shift on C shift (Capt. Johnsons vacated spot)
 - FTO program
 - Step Program for new employees
 - Vacation Pay out for administrative employees.
 - Community driven strategic plan

Road Supervisor (Andy Liston)

- Continue to work on equipment in the shop.
- Fix hydraulic cylinders on plow.
- Service excavator
- Received quote on materials for building expansion. This gives them an idea of what the materials will cost but can also be used if this goes out to bid to establish a standard of what products are used.
- Ray provided information about a Chloride Reduction Grant that they received today. Andy looked at this, and they have already done most of this. The only thing they don't already do is the brine, and he doesn't think the grant would cover all of the cost.

Zoning Secretary (Shannon Colonna)

- **BZA:** There is a BZA hearing scheduled for February 1.
- **Zoning Commission:** The next zoning commission meeting is next Thursday.
- Shannon is going to be working on the request from the Auditor's office for copies of all zoning permits issued last year.

Zoning Inspector (Julie Carr)

- There were 5 total applications for December for a total of \$370.00.
- Julie has been looking into a complaint about a property on Guilford Road. There is a camper in the backyard, so she can't do anything about that. There is a junk car on a trailer in the back yard, but she doesn't think they are in violation of any zoning code. She will share pictures of the property, and asked the Trustees to provide input if they feel this needs to be addressed.
- There is a lot split on Hubbard Valley.
- Julie would like the Zoning Commission to review two suggested changes: if 'excluding road right-of-way' should be removed from the minimum lot area and if the site plan review could be updated to state that the Zoning Commission review is required for permitted uses.
- There is an accessory structure going up at the Buddhist Temple. Supposedly they got a zoning certificate from Curt, and she is trying to find that. They are still working on getting the site plan.
- Julie had a Zoom meeting with Seville Gardens. They have a lot of plans for the property. She has recommended that they submit a Site Plan Review.

River Styx Cemetery/Mound Hill Cemetery (Jeff Kersey)

- They are working on getting the mowers ready for spring.
- The roof is on the chapel, and gutter guards will be installed next Tuesday.
- There was one burial.

Township Hall (Ron Scuderi)

- Ron is expecting a call from Medina Fiber this month to reschedule the meeting.

Trustees Reports

Bob Rohrer

- Bob has not received any calls.

Gene Morris

- Gene has been reviewing information about the fire department.
- Gene spoke with Julie about the property on Seville Road.

Jerry Winkler

- Jerry spoke with Julie about the baseball club on Rawiga.
- Jerry contacted Mike Lyons with questions about the bid process and has not received a response.
- Jerry reviewed the building quote.
- Jerry spoke with Julie about a complaint about a raffle.

Trustee Action Items

- Cost Recovery agreement and Prosecutor's comments – Jerry will follow up with Mike Lyons.
- Fire & EMS planning
- Township garage addition
- Employee handbook

Comments from the Public

- There are no comments from the public.

Old Business

- There was an email today that went out about the OTA Township Education Subscription.
- Gene signed into the Ohio Plan training and was not able to access any training. Chief Cyphert said that he had the same issue. Ray will look into this.

New Business

- Approval of 2024 Fire & EMS pay rates.

Approval of 2024 Fire & EMS Pay Rates

Bob Rohrer **moved** to approve the 2024 Fire & EMS pay rates. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

2024 Pay Matrix

Basic Firefighter Or EMT \$14.40 *Single Certification	Firefighter I or EMT-A \$15.49 *Single Certification	Firefighter II \$16.58 Paramedic \$18.48 *Single Certification	No Certification Minimum Wage Officer Pay (Additional) Lieutenant \$0.70 per hour Captain \$0.85 per hour Assistant Chief \$1.10 per hour
Basic FF / EMT \$15.49 * Dual Certification	Basic FF / Adv. EMT \$16.85 * Dual Certification	Basic FF / Paramedic \$20.11 * Dual Certification	
Firefighter I / EMT \$16.58 * Dual Certification	Firefighter I / Adv. EMT \$17.94 * Dual Certification	Firefighter I / Paramedic \$21.20 * Dual Certification	<u>Training Pay Compensated at certification hourly pay rate.</u> <u>Field Training Officer Hourly \$.30 per hour Maintenance Officer \$1.00 per hour</u>
Firefighter II / EMT \$17.66 * Dual Certification	Firefighter II / Adv. EMT \$19.02 * Dual Certification	Firefighter II / Paramedic \$22.28 * Dual Certification	On Call Pay (part-time only) \$2.00 per hour regardless of rank or certification

Name	Certification	2024 Pay Rate	
Cyphert	Fire Chief	\$76,090 per year	
Johnson	FF-II/Medic Executive Captain	\$68,000 per year	
Bakita	FF-11/ Medic	\$22.28	
Banks	FF-II / Medic Lieutenant	\$22.98	Officer rate of \$.70/hour
Behumin	FF-I / EMT	\$16.58	
Black	FF-II / Medic	\$22.28	
Bowers	FF-I / EMT	\$16.58	
Burson	Field Training Officer FF-II / Medic	\$22.58	Training officer rate of \$.30 per hour??
Carter	FF-II / Medic Assistants Chief	\$23.38	Officer rate of \$1.10 / hour
Clement	FF-I / EMT	\$16.58	
Covey	FF-II / Medic	\$22.28	
Detorakis	FF-II / Medic	\$22.28	
Dylag	FF-II / Medic	\$22.28	
Fox	FF-II / Medic	\$22.28	
Grega	FF-II / Medic	\$22.28	
Hall	FF-II / Medic	\$22.28	
Kantorik	FF-II / EMT Lieutenant/Maintenance	\$19.36	Maintenance rate \$1.00 / hour Officer rate of \$.70/hour
Larsen	FF-I	\$15.49	
Loparo	FF-II / Medic	\$22.28	
Marshall	FF-II / EMT	\$17.66	
Neil	FF-II / EMT	\$17.66	
Nichols	FF-II / EMT	\$17.66	
Simeone	FF-11 / EMT	\$17.66	
Simon	FF-II / Medic	\$22.28	
Smith	FF-II / Medic	\$22.28	
Sulzener	FF-I	\$15.49	
Zimmerly	FF-II / Medic	\$22.28	

Signing of the Warrants

Jerry Winkler **moved** to pay the warrants, payroll/accounting EFTs of \$93,096.38. Gene Morris seconded the motion. Roll call: Morris –yes, Rohrer – yes, Winkler – yes.

Executive Session

Gene Morris **moved** to go into executive session at 8:56 P.M. to discuss the compensation of public employees and invited Ray Ruprecht. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

Gene Morris **moved** to come out of the executive session at 9:05 P.M. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Morris - yes, Winkler - yes.

No action was taken by the trustees after coming out of executive session.

Adjournment

Gene Morris **moved** to adjourn the meeting. Jerry Winkler seconded the motion. Roll call: Rohrer - yes, Winkler - yes, Morris - yes. The meeting was adjourned at 9:05 P.M.

Bob Rohrer

Gene Morris

Jerry Winkler

Ray Ruprecht