

**MEETING MINUTES OF THE  
GUILFORD TOWNSHIP TRUSTEES  
January 5, 2021**

The Board of Guilford Township Trustees, Medina County, Ohio, met for a regular Trustees meeting at 8:00 P.M. on January 5, 2021 in a Zoom virtual meeting due to the COVID-19 pandemic. The following Trustees were present: Bob Rohrer, Gene Morris, Jerry Winkler, and Fiscal Officer, Ray Ruprecht.

Also present were: Chief Brad Winter, Andy Liston, Michael Colonna, read1955, Curt Lauer, and Shannon Colonna.

**Election of Officers**

Bob Rohrer **moved** to nominate Gene Morris as Chairman of Guilford Township Trustees. Jerry Winkler seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

Bob Rohrer **moved** to nominate Jerry Winkler as Vice Chairman of Guilford Township Trustees. Gene Morris seconded the motion. Roll call: Rohrer – yes, Winkler – yes, Morris – yes.

**Approval of Minutes**

Gene Morris **moved** to approve the year end meeting minutes of December 29, 2020. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Department Reports**

**Fire-EMS Department** (Chief Brad Winter)

**2020 Year End Report**

DECEMBER	
INCIDENT TYPE	# INCIDENTS
EMS	42
FIRE	19
<b>TOTAL</b>	<b>61</b>

2020 INCIDENT COUNT TO DATE	
INCIDENT TYPE	# INCIDENTS
EMS	468
FIRE	213
<b>TOTAL</b>	<b>681</b>

2020 FIRE INSPECTIONS	
DECEMBER	YEAR TO DATE
1	47

**Fire Inspection Notes:**

- Sprinkler Test North Gateway

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**Building/Grounds/Maintenance**

- The staffing crew began painting the meeting room today

**Apparatus/Equipment**

- Leased engine from Lafayette Fire Department is in service and working well
- Four new struts were ordered today 1/5/2021 for 176-2 (Buggy). Steve K will do the install and Whites 57 will do the alignment. Total repair should not exceed \$1,000.00

**Training**

- All training was completed on-line and during staffing hours. Subjects included Smoke Reading, Bloodborne Pathogens and Drivers Training.

**Announcements**

- The Holiday parade with Lafayette and Westfield was a huge success. There were many positive comments, and several residents are hoping they do it next year.
- On 12/24/2020 there was a large outage on the MARCS system. SGFD was able to quickly switch over to the Medina County Phase II system and not experience any interruption in communications with Medina County dispatch.
- Ashley Furniture donated (5) power leather recliners for the fire station day room. Expected delivery will be sometime late February early March. Value of donation is \$3,000.00
- Captain Gross and Lieutenant Rufener successfully completed Fire Officer II
- Steve Kantorik successfully completed Fire Officer III and IV
- The SCBA's were delivered to the station on 12/30/2020

**Review of 2020**

- Despite 2020 being the challenging year that it was, the personnel and leadership team of SGFD have accomplished several milestones. Thank you to the Board of Trustees for your support through a challenging year.
- Staffing: 6 full-time firefighters were hired. Around the clock full-time staffing began on March 23, 2020. The average dispatch to enroute time for fire and EMS calls is 2:42, and average dispatch to arrival on scene time is 7:21.
- Education: Certification classes began in-person. When the Coronavirus began, and schools closed there was a long lapse in time when students were basically in the dark. Despite these challenges all members of SGFD who took a certification course completed it successfully!
  - Sean Fox- Paramedic
  - Matt Neil - FF-II

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- Lindsay Hepner - FF-I and FF-II
  - Steve Kantorik - Fire Instructor, Fire Officer III and Fire Officer IV
  - Heath Bowers - FFA Part 107 Drone Pilot and Medina County All Hazards Team Member
  - Andy Campbell - Incident Safety Officer and Health and Safety Officer
  - Dave Young - Incident Safety Officer and Health and Safety Officer
  - Jeff Hall - Haz-Mat Technician
  - Lieutenant Rufener - EMT-Instructor, Fire Officer II
  - Captain Gross - Fire Officer II
  - Captain Johnson - FFA Part 107 Drone Pilot and Medina County All Hazards Team Member
- Donations to Guilford Township.
    - Westfield Group donated 44 gently used office chairs, 1 conference / multimedia table, 1 mobile white board, several small whiteboard dividers, 15 meeting room tables, 5 LCD TV monitors, 12 workstations, 1 ice machine and a sizable amount of office supplies. Estimated donated value approx. \$25,000.00
    - Fire Association Received a grant from EnBridge that was applied for by Asst..Chief Carter in the amount of \$6,925.00 to purchase a thermal imaging camera.

**Funding Requests**

- Chief Winter requests Board of Trustees approval to pay cost of tuition for Lieutenant Brittany Rufener and Steve Kantorik to attend the hybrid State Certified Fire Inspector course at Akron University. Total Cost of tuition and books not to exceed \$1,500.00 (cost of tuition is reimbursable from the Ohio Fire Marshalls training grant). He estimates this will cover about 2/3 of the cost. These classes will be online.
- Chief Winter requests Board of Trustees approval for \$500.00 in additional funds for the meeting room updates. The cost of quality flooring exceeds the association's budget for the project. The flooring will be a permanent improvement to the building. This will be for laminate, water resistant flooring to be installed by the department.

**Approval to Pay Tuition for Lieutenant Rufener and Steve Kantorik**

Jerry Winkler **moved** to approve cost of tuition and books for Lieutenant Brittany Rufener and Steve Kantorik to attend the hybrid State Certified Fire Inspector course at Akron University, cost not to exceed \$1,500.00. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Approval to Contribute an Additional \$500.00 to Meeting Room Project**

Gene Morris **moved** to approve contributing an additional \$500.00 towards meeting room improvements at the Fire Station. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Road Supervisor** (Andy Liston)

- The road department has been plowing and salting as needed. Everything is working great.

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- They are continuing to update the shop and get things cleaned up.
- They are getting the mowers ready for spring.
- Fire extinguishers have been inspected.
- There were three burials.
- The garage door company completed the repairs on the door. Every truck now has a four button remote that can open any of the doors.
- Gene asked if Andy had any guesses about when they would be needing a new truck. Andy said the trucks are running fine now. He tries to monitor how long it will take to get a new truck and will let them know when he thinks they need to start thinking about this.

**Zoning Inspector** (Curt Lauer)

- Curt received an email from Ray Ruprecht from a township resident that submitted a variance request. He explained the variance process, fee and hearing process, and the resident is going to reconsider. He may be able to put the building behind his house.
- Curt received a request for a zoning certificate for a commercial building where Harris Fleet is. They want to put in a new building for all of their trucks in the back.
- Curt issued a zoning permit for a storage shed.
- Curt issued a lot split for a property on Blake Road.
- Gene asked if anyone has been by Tower Road to see if there has been any activity. Jerry said he drove past and did not notice any activity. Bob has not noticed any activity. Gene thinks they probably need better weather to get a driveway in to start demolition of the house.

**Zoning Secretary** (Shannon Colonna)

- There will be a BZA hearing tomorrow on a variance request and an appeal. Text changes were mailed to BZA members with the hearing notice.

**River Styx Cemetery/Mound Hill Cemetery**

- Bob Rohrer ran into John Hewit, and he said the battery is bad on one of the mowers. John can get a battery and install for less than a repair shop, so Bob told him to go ahead with that.
- There was some discussion about hiring an assistant cemetery sexton for Mound Hill and River Styx. Gene suggested that they reach out to other Townships to find out if another sexton would be able to help if needed. Jerry will look into this.
- Appoint trustee to cemetery.

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**Appointment of Trustee to Cemetery**

Bob Rohrer **moved** to nominate Jerry Winkler as trustee appointed to the cemetery. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Trustees Reports**

**Gene Morris**

- Gene signed papers at the town hall.

**Jerry Winkler**

- Jerry signed papers at the town hall.
- Jerry attended the funeral for former Fire Chief Nafzger.

**Bob Rohrer**

- Bob signed papers at the town hall.
- Bob noticed the recycle bins have been full and made another call to the company. They are going to request that these be emptied three times a week.
- Bob stopped in the shop and said it looks good, and the storage area over the office looks nice.
- Bob attended the event at the Fire Station for former Fire Chief Nafzger.

**Comments from the Public**

- There are no comments from the public.

**Old Business**

- The Township has received a request to install ‘Pass 3 Feet’ signs at five additional sites from Bike Medina County. They have asked for confirmation of the proposed sites by the end of February for the number of signs. Ray said that the signs were paid for by Bike Medina County, but the Township is responsible for purchasing the stakes and installing them.

**Decline Additional Bike Signs**

Bob Rohrer **moved** to not install any more ‘Pass 3 Feet’ signs in Guilford Township. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**New Business**

- Approval of Blanket Certificates 1-2021 – 124-2021 and Purchase Orders 1-2021 – 25-2021

**Approval of 2021 Blanket Certificates and Purchase Orders**

Jerry Winkler **moved** to approve of Blanket Certificates 1-2021 – 124-2021 and Purchase Orders 1-2021 – 25-2021. Gene Morris seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

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- Ray Ruprecht presents the individual pay rates for Fire & EMS department employees that have been approved by the Trustees.

<b>No Certification</b>  Minimum Wage	<b>Basic Firefighter or EMT</b>  \$12.75  <i>*Single Certification</i>	<b>Firefighter I or EMT-A</b>  \$13.75  <i>*Single Certification</i>	<b>Firefighter II or Paramedic</b>  \$14.75 Firefighter II  \$16.50 Paramedic  <i>*Single Certification</i>
<b>Basic FF / EMT</b>  \$13.75  <i>* Dual Certification</i>	<b>Basic FF / Adv. EMT</b>  \$14.75  <i>* Dual Certification</i>	<b>Basic FF / Paramedic</b>  \$17.50  <i>* Dual Certification</i>	<b>Officer Pay</b>  Lieutenant <b>\$0.60</b> per hour additional to hourly pay rate  Captain <b>\$0.75</b> per hour additional to hourly pay rate  Assistant Chief <b>\$1.00</b> per hour additional to hourly pay rate
<b>Firefighter I / EMT</b>  \$14.75  <i>* Dual Certification</i>	<b>Firefighter I / Adv. EMT</b>  \$15.75  <i>* Dual Certification</i>	<b>Firefighter I / Paramedic</b>  \$18.50  <i>* Dual Certification</i>	<b>On Call Pay (<i>part-time only</i>)</b>  <b>\$2.00</b> per hour regardless of rank or certification
<b>Firefighter II / EMT</b>  \$15.75  <i>* Dual Certification</i>	<b>Firefighter II / Adv. EMT</b>  \$16.75  <i>* Dual Certification</i>	<b>Firefighter II / Paramedic</b>  \$19.50  <i>* Dual Certification</i>	<b>Training Pay</b>  Compensated at certification hourly pay rate.

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2021 Fire & EMS Personnel Pay Rates

<b>Certification</b>	<b>Name</b>	<b>Hourly Pay Rate</b>	<b>Category</b>	<b>On-Call Pay Rate</b>
FF I	Atsma, Tom	\$13.75	Res.Part-Time	\$2.00 Per Hour
FF I / EMT-B	Behunin, Cody	\$14.75	Res.Part-Time	
FF I / EMT-B	Bowers, Heath	\$14.75	Res.Part-Time	
FF II / Medic	Burns, Steve	\$19.50	Reg.Part-Time	
FF II / Medic	Campbell, Andy	\$19.50	Full-Time	
FF II / Medic / Asst. Chief	Carter, Jim	\$20.50	Reg.Part-Time	
FF I / EMT-B	Clement, James	\$14.75	Res.Part-Time	
FF-II / Medic	Fox, Sean	\$19.50	Full-Time	
FF II / Medic / Captain	Gross, Tom	\$20.25	Reg.Part-Time	
FF-II / EMT-B	Hall, Jeff	\$15.75	Full-Time	
FF II / EMT-B	Hepner, Lindsay	\$15.75	Reg.Part-Time	
FF II / Medic / Captain	Johnson, Tammy	\$20.25	Full-Time	
FF II / EMT-I	Kantorik, Joe	\$16.75	Res.Part-Time	
FF II / EMT-B	Kantorik, Steve	\$15.75	Full-Time	
FF I	Larsen, Derrel	\$13.75	Res.Part-Time	
FF II / EMT-B	Loparo, Danny	\$15.75	Full-Time	
FF-II / EMT-B	Neil, Matt	\$15.75	Res.Part-Time	
FF II / Medic / Lieutenant	Rufener, Brittany	\$20.10	Full-Time	
EMT-P	Sesock, JR	\$16.50	Res.Part-Time	
VFF / EMT-B	Sulzener, Matt	\$12.75	Res.Part-Time	
FF II / Medic	Winter, Brad	Salary	Full-Time	
FF I / EMT-I	Young, Dave	\$15.75	Res. Part-Time	

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Current 2021 pay rates

Brad Winter (Fire Chief	\$64,872.52 per year
Andy Liston (Road Supervisor	\$21.69 per hour
Shannon Colonna (Zoning Secretary	\$612.00 per month
Shannon Colonna (Secretary	\$15.00 per hour
Anita Winkler (River Styx Cemetery Sexton	\$75.00 per funeral and \$50.00 per foundation
Anita Winkler (Mound Hill Cemetery	\$550.00 per month
John Hewit (Mound Hill Cemetery	\$13.75 per hour
Tod Ady (Mound Hill Cemetery)	\$12.25 per hour
Jeff Kersey (Mound Hill Cemetery)	\$12.25 per hour
Chris Mathews (Twp. Hall Custodian)	\$16.32 per hour

- Ray Ruprecht asked about adding Christmas Eve Day as an additional national holiday. Jerry noted that he does not think the state has declared this a holiday, and they should look at what the employee manual says about holidays.

**Signing of the Warrants**

Bob Rohrer **moved** to pay the warrants, payroll/accounting EFT's of \$46,773.20. Jerry Winkler seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes.

**Adjournment**

Gene Morris **moved** to adjourn the meeting. Bob Rohrer seconded the motion. Roll call: Morris – yes, Rohrer – yes, Winkler – yes. The meeting adjourned at 8:48 P.M.

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Bob Rohrer

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Gene Morris

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Jerry Winkler

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Ray Ruprecht