

**RECORD OF PROCEEDINGS
MINUTES OF SPECIAL MEETING
JUNE 2ND, 2008**

The Medina Township Board of Trustees met in special session at the Medina Township Hall on June 2nd, 2008, to conduct the business of the Township. President Todd called the meeting to order at 7:10 pm with the following Trustees in attendance: Michael D. Todd and Mead Wilkins.

The following officials were also in attendance:

Medina City: Mayor Jane Leaver, Finance Director Keith Dirham, Councilmen Dennie Simpson, Mark Kolesar and John Wetzal, Councilwoman-at-Large Linda Hoffmann and Fire Chief Bob Painter.

Montville Township: Trustee Jeff Brandon.

York Township: Trustees Colene Conley, William Pavlick and Richard Monroe.

Medina Life Support Team Director Gene Salzner.

Lafayette Township: Trustees Lee Kehoe and Lynda Bowers and Fire Chief James Sheppard.

Medina Township: Fire Chief Mark Crumley and the general public.

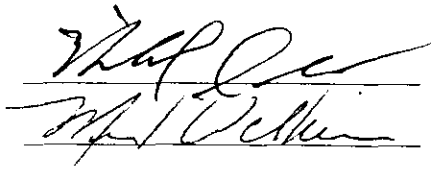
Mr. Todd explained that the purpose of this meeting was to decide if the political entities were going to go forth with the study for a Fire District. There is a grant that can be applied for that would help pay for the study. The deadline to apply for the grant is July 29, 2008. A price quote is needed before a decision is made by the City and Townships. A scope of work will be done with a representative from each political subdivision who is interested in this project. The officials from the City and Townships will bring this information back to their constituents and a decision will then be made at the next meeting. The next meeting will be June 25, 2008, at 7:00 pm at Medina Township.

Mr. Todd motioned to adjourn the meeting. Mr. Wilkins seconded the motion. Voting aye thereon: Mr. Todd and Mr. Wilkins.

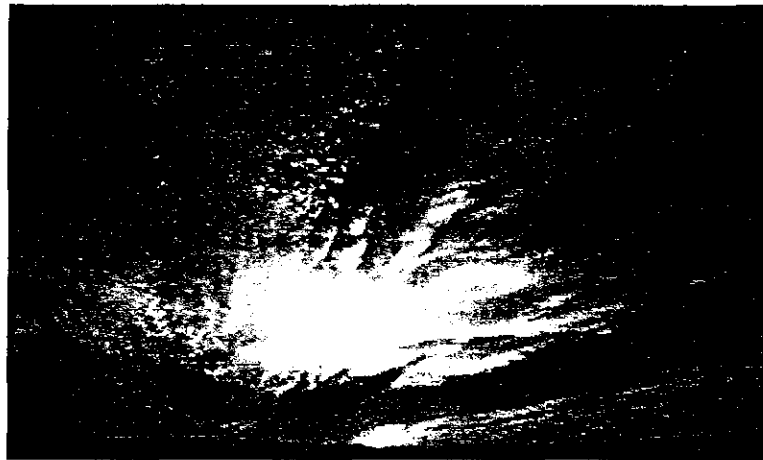
There being no further business to come before the Board the meeting was adjourned at 8:28 pm.



Medina Township Fiscal Officer



Medina Township Board of Trustees



PROPOSAL
FIRE-EMS SERVICE BLENDING STUDY
FOR
MEDINA, MEDINA, MONTVILLE, & YORK
TOWNSHIPS, OHIO
MAY, 2008

JOHN D. PREUER & ASSOCIATES, INC.
FIRE & EMS CONSULTING SERVICES

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FIRE-EMS SERVICE BLENDING STUDY
FOR
MEDINA, MEDINA, MONTVILLE, & YORK TWPS., OHIO

MAY, 2008

PROPOSAL OUTLINE
EXPANDED ACTION POINTS

COMPARE PRESENT SEPARATE FIRE DEPARTMENT SYSTEMS VS. A
BLENDED/MERGED FIRE- EMS SERVICE.

Hold sessions to identify concerns and desired goals and best approach to resolving this issue.

- A. Each community governing body.
- B. With each Fire Chief.
- C. With each command staff.
- D. With each department personnel group.
- E. Other identified stakeholders.

Determine how the present system is working and identify areas for improvement.

Review various blended and merged consolidations of service models and approaches; then design a merged system that will most effectively serve the communities while drawing upon accepted service standards and the best practices of the existing departments,

Provide a comprehensive report including recommendations that will incorporate action steps, phase-in strategies, timelines, and cost projections.

Develop a recommendation matrix that consolidates recommendations, implementation responsibility, timelines, cost projections, main action points and the interrelationship between recommendations and improvements to the fire insurance classification study.

AREAS TO BE EVALUATED IN THIS STUDY INCLUDE:

1.1) SURVEY ALL FACETS OF FIRE/EMS SERVICE DELIVERY SYSTEMS

Review past/present/anticipated incident activities; including a complete analysis of the call types, severity, frequency, location and risk categories.

Evaluate Fire & EMS apparatus, equipment, and operations.

Determine current and apply acceptable staffing and operational performance standards to specific call types and risk categories.

Explore current approaches to handle specialized rescue and haz-mat incidents.

Study current station staffing systems and provide recommendations of various approaches to accomplish desired personnel response levels.

Review current emergency operations Standard Operating Procedures for each Department. Provide a combined set designed to serve in a blended operations setting

Review most recent Insurance Services Office Inspection reports. Correlate the recommended improvements, wherever possible, to assist in lowering of the Fire Insurance Classification ranking for the city.

1.2) EVALUATE MUTUAL AID AND AUTOMATIC AID PROGRAMS

Analyze mutual-aid/automatic response programs currently in use within each Department.

Explore alternative programs and recommend enhanced approaches that will best serve the communities.

1.3) ANALYZE DISPATCH SERVICES

Review current Dispatch systems that are used by participating Departments.

Evaluate operational and technological enhancements that will coincide with other recommended improvements.

1.4) EVALUATE STATIONS, APPARATUS & EQUIPMENT

Survey the functionality of current stations.

Study current apparatus and equipment; evaluate the operational capability and functionality.

1.5) REVIEW FINANCIAL SOURCES.

Study each Fire Department current fiscal operations and projected revenue capabilities.

Evaluate current analysis of costs, including costs per resident, for current delivery systems and projected service models.

1.6) SURVEY CURRENT FIRE DEPARTMENT TRAINING PROGRAMS

Meet with Training Officer(s) to review activities and programs and obtain their goals and recommendations.

Study present training systems and provide recommendations to increase/strengthen the student performance capabilities.

Evaluate current programs to meet State of Ohio recertification requirements.

1.7) PROVIDE A COMPUTERIZED APPARATUS RESPONSE/STATION LOCATION STUDY

Create a computerized response survey incorporating all present fire station/apparatus locations. This study incorporates all streets, response time criteria, and staff variables. Detailed maps are provided that clearly illustrates those areas inside/outside developed response criteria. Further, by using this study, the opportunity is provided to visually see the impact that apparatus/staffing/program/station realignment may have on the level of protection provided.

Incorporate current station locations of neighboring agencies, into the station/apparatus location study patterns so as to evaluate automatic response programs.

POSSIBLE STUDY AREAS THAT COULD BE INCORPORATED:

2.1) STUDY FIRE PREVENTION, INVESTIGATION & PUBLIC EDUCATION ACTIVITIES

Meet persons charged with Fire Prevention Bureau and Public Education activities to review programs and obtain their goals and recommendations.

Recommend new and alternative approaches to insure that areas of concern addressing fire prevention, public education and fire investigation services are addressed.

2.2) SURVEY ADMINISTRATION

Review the current Administration including duties, staff, and areas of responsibility.

Study the present rank and command structure.

Determine areas of blending/merging to obtain improved performance and better utilization of personnel.

2.3) ANALYZE FINANCIAL AND INCOME PROGRAMS.

Study all Fire Department current fiscal and funding operations.

Survey the present and projected each communities revenue capabilities and limitations

Review EMS billing procedures and provide recommendations.

Explore alternative funding programs.

Provide solutions with various cost and funding alternatives

2.4) EVALUATE APPARATUS, VEHICLE & FACILITY MAINTENANCE, SUPPLIES: ACQUISITION & DISPENSING.

Review existing Capital Replacement Programs. Create a consolidated Apparatus Operations/Capital Replacement Program.

Review current practices relative to facility and vehicle maintenance.

Evaluate programs and services in order to improve the quality of service and operate in the most economical manner.

Study the present methods for the acquisition and dispensing of supplies.

Explore the feasibility to purchase supplies and equipment in a cooperative manner.

2.5) ANALYZE EMERGENCY/DISASTER MANAGEMENT PLANS

Review current disaster and emergency operations plans and procedures.

2.6) SURVEY COMMUNITY DEMOGRAPHICS

Review the demographics of each community with respect to current and projected population, land use, and street networks. Combine these factors along with incident analysis performed in section 1 to forecast what will be the Fire/EMS service needs of the communities.

2.7) PROVIDE A COMPREHENSIVE GIS PACKAGE TO SUPPORT DISPATCH, OPERATIONS, AND ADMINISTRATIVE FUNCTIONS

Qualitative analysis of overall technology architecture and systems integration compatibility with a focus on cost reduction techniques.

Identify current and future use of mapping in Dispatch and in the command vehicle(s) and other vehicles on the ground.

Assess vertical integration capacity with State and Fed agencies to provide interrelationship with the U.S. National Grid & the Ohio Location Based Response System (LBRS).

Assess horizontal integration capacity of candidates to incorporate Critical Infrastructure information of the participants.

FIRE-EMS SERVICE STUDY – EVALUATION OPTIONS

- **CONSULTATIVE APPROACH**

JDP TEAM MEETS WITH DEPARTMENT & GOVERNMENT STAKEHOLDERS, EVALUATES SYSTEMS/SERVICES, & ANALYZES DATA. EXPLORES AND RECOMMENDS SOLUTIONS THAT BEST ADDRESS THE COMMUNITIES NEEDS.

- Department supplies core information and requested data
- JDP Staff performs the data collection

- **COMMUNITY PARTICIPATION ALTERNATIVE**

In addition to the steps associated with the consultative approach – Selected community stakeholders, identified by the Communities, would meet with JDP Team & Government/Department leaders to review the recommendations developed through this study.

This group submits their views relative to the acceptance of this approach of providing fire-EMS service to the communities.

JOHN D. PREUER & ASSOCIATES, INC FIRE/EMS CONSULTING SERVICES

PERSONNEL & EXPERIENCE SUMMARY

The Fire-EMS Consulting Services, a Division of John D. Preuer & Associates, Inc. brings together a number of highly trained and carefully selected fire & public service professionals that collectively have the education, expertise and practical experience necessary to solve today's pressing emergency service issues. The 150+ cumulative years of service coupled with their "real life" experiences provides a truly unique team, each with a particular area of expertise, who will thoroughly analyze your situation and provide you with practical, useable recommendations, including implementation strategies.

As an Ohio based group our team has the in depth knowledge of the Ohio fire service; including the systems, standards, trends, and inter-workings that can only be gained through years of collective experience and networking connections. JDP does not just provide the report and leave; we incorporate into our proposal, on site staff time, to assist your organization to fully understand and to assist with instituting our recommendations – our primary goal is your success.

The associates that have been selected to work on your study will include:

John D. Preuer began his fire service experience as a volunteer, then career and advanced through the ranks to complete 40 years in the fire service, including 25 years as Fire Chief. The last 18 years of his career he served as Fire Chief for the city of Mentor, which was one of Ohio's fastest growing cities. During his time as Chief, Mentor completed the first Fire Protection Master Plan in the state. This Plan was used to guide the expansion and transformation of the Department which ultimately resulted in lowering the community's fire insurance rating from a class 6 to a class 2. During his career he served as Fire Training Coordinator for the State Department of Education at the Ohio State University, where he directed fire training and served as head of the State Fire School.

While serving as President of the Ohio Fire Chiefs Association, Chief Preuer was instrumental in the passage of the state's Trauma legislation, development of the Ohio Fire Executive training program, the Fire Chiefs Emergency Response Plan, and the creation of the Governor's Ohio Task Force on Fire Emergency Response Training; to which he was appointed. John holds the distinction of receiving both the Ohio Fire Chiefs Association Distinguished Service Award and being inducted into the State of Ohio Fire Service Hall of Fame.

Throughout his career he has served on a number of boards and commissions and has held a variety of elected positions. Most recently, he served as the first State Coordinator of the Ohio Fire Chiefs Emergency Response Plan. Under his guidance this plan grew from an idea to being a state mutual aid system that is recognized as a national model and is utilized by State agencies for Ohio disasters. As a nationally recognized authority on mutual aid, he serves as a technical expert on the International Association of Fire Chiefs FEMA funded project, to create a national network of state mutual aid systems.

John is Vice President of John D. Preuer & Associates, which is a multi faceted organization that provides services and support to Ohio's fire and EMS services. He will serve as the principal guiding your project.

George Brown began his fire service career with the Howland Fire Department in 1972 as a volunteer; he became a career firefighter in 1984 and was appointed Chief of the department in 1987. He served as President of the Ohio Fire Chiefs' Association in 2006-2007. Past President of the Ohio State Firefighters' Association from 1987-1991. Chief Brown also serves as the Director of the Howland Fire & EMS Training Center. He is Director of Client Support Services for VFIS of Ohio of Maineville, Ohio.

He has served as a Vice President, Northeast Director, Sergeant of Arms, Chaired the Fire Code Committee and Legislative Committee for the Ohio Fire Chiefs' Association. He also served the Ohio State Firefighters' Association as a two term President and Committee Chairman. George has served in many positions in the Trumbull County, some of which include currently, the Executive Committee/Vice Chair of the Trumbull Chapter American Red Cross, Executive Committee Joint Committee of Emergency Medical Services, and Executive Board Homeland Security/Emergency Management Agency. In 2003, he graduated from the Ohio Fire Executive Program. George remains an active member of the Ohio Fire Service, working on committees and projects to helping to improve the fire service.

In 2006, he was inducted into the Trumbull County Red Cross Chapter's Hall of Fame and in 2007 received the Al Koran Shrine "Firefighter of the Year" for Leadership. Chief Brown has been awarded the Ohio Fire Chiefs Association Distinguished Service Award.

William J. Shaw started his fire service career in 1984. During his 24 year career, Chief Shaw has served as a part time firefighter, full time firefighter, Captain, Fire Chief of Willoughby Hills, and currently serves as Chief of the Solon Fire Department. Chief Shaw has a Bachelor's Degree in Business Administration from Bowling Green State University; an Associate's Degree in Fire Science Technology from Lakeland Community College and is a graduate of the National Fire Academy's Executive Fire Officer Program. Chief Shaw has been a part time instructor for the Fire Science program at Lakeland Community College for 16 years and is an adjunct instructor for the National Fire Academy and the Ohio Fire Academy. Chief Shaw is an active member of the Ohio Fire Chiefs Association currently serving as the Northeast District Director, the Region 2 Coordinator for the Ohio Fire Chiefs Emergency Response Plan, and President of the Cuyahoga County Fire Chiefs Association.

Frederick Kauser, a 24 year veteran of the fire service, is currently the Deputy Fire Chief of the Mifflin Township (Gahanna) Division of Fire, a rapidly expanding central Ohio suburban community of 38,000 residents. Fred has risen through the ranks of this career agency and has considerable experience in the collaboration of regional emergency services, master planning, strategic human resource policy development, alternative fire service funding and others.

Fred has been an active researcher, trainer/educator, and consultant to public and private enterprise for over fifteen years. He played a key role in the development and expansion of the Metropolitan Emergency Communications Consortium (MECC), a six agency fire-based 9-1-1 center located within central Ohio. He is called upon frequently to assist State and local agencies, professional associations, and legislators to assess and offer solutions to Ohio's fire service challenges. Fred's research and works have been published and presented at state, national and international level conferences.

Fred has a Bachelors degree in Fire Science from the University of Cincinnati and a Masters degree in Labor and Human Resources Management from The Ohio State University. He has taken steps and has plans to pursue a Doctorate at The Ohio State University.

Timothy Thomas began his fire service career in 1986 as a volunteer firefighter with the Howland Fire Department, Trumbull County Ohio. He became a career Firefighter/Paramedic then transferred to the Fire Prevention Bureau where served as an Inspector and was promoted to Captain. Currently as the Assistant Fire Chief he assists with operation of a combination department serving a community of over 18,000 residents operating three stations and responding to over 2500 calls a year.

He is active in a number of area and state organizations and has served as the Secretary Treasurer of the Ohio State Firefighters Association. Currently, Tim is the Treasurer of the Trumbull County Fire Chiefs and Vice Chair of Trumbull County WMD Committee.

Chief Thomas is a graduate of the Ohio Fire Chiefs Executive Leadership Program and is the author of the North East Ohio Unified Fire Code. He is also an instructor for VFIS of Ohio.

Nathan Preuer has 18 years in the fire service and currently serves as a Firefighter/Paramedic for the Cleveland Heights Fire Department. Additionally he functions as a part-time Firefighter/Paramedic for the Concord Township Fire Department, Lake County, Ohio and has served as an adjunct instructor at the Cuyahoga Community College Fire Academy. He holds an Associates Degree in Fire Science Technology from the University of Akron.

Matthew Preuer has 17 years in the fire service and currently serves as a career Firefighter/Paramedic for the Lakewood Fire Department. He functions as a technician and instructor on the West Shore Hazardous Materials and Technical Rescue Team and also the Cleveland Regional Urban Search & Rescue Team. Further he is a part-time Firefighter/Paramedic for Willoughby Hills. He is a certified through the International Association of Firefighters Peer Fitness Trainer program to assist in establishing physical fitness programs. He holds an Associates Degree in Fire Science Technology from Lakeland Community College and is working towards a Bachelor's Degree in Public Administration at Cleveland State University.

Richard J. Kotapish a senior GIS Project Manager with 20 years of experience implementing GIS for local government and nonprofit organizations. He has served as the GIS Director for Lake County, Ohio since 1994. Dick's previous experience includes serving as the GIS Director for Geauga County and as Assistant City Engineer for Cleveland, Ohio. He holds BA degrees from Cleveland State University Cleveland, Ohio in Urban Studies and Political Science (double major) and John Knox Center for International Reform Geneva, Switzerland in International Business and Political Science. Additionally, he holds 6 levels of NIMS-IS (ICS) certifications and serves on the State of Ohio Type-3 All Hazards Incident Management Team. For the past 7 years Dick has served as President of the Northern Ohio GIS User Group.

The work current and accomplished by our members includes:

Fire Protection Master Plan for Avon Lake, Ohio. A complete analysis of all fire department programs and services.

Contact: Chief William Morris, (440) 933-8305

Fire – EMS Study for Bristol Township Township, Ohio. An analysis of all fire department programs and services.

Contact: Trustee Ramon French, (330) 296-9694

Nordonia Hills Cooperative Fire Service Enhancement Study for the communities of Boston Heights, Macedonia, Northfield Center, Northfield Village, and Sagamore Hills, Ohio. This study addressed 1) the functional blending of 4 fire departments to provide a single united delivery system while retaining individual autonomy and 2) merging three dispatch functions into a single combined public safety dispatch operation.

Contact: Macedonia Mayor Donald Kuchta, (330) 468-1300

Standard Operating Procedures Update for Macedonia, Ohio. An update and expansion of all fire department standard operating guidelines.

Contact: Chief Tim Black, (330)468-1300

Fire Protection Master Plan for Copley Township, Ohio. A complete analysis of all fire department programs and services.

Contact: Retired Chief Joseph Ezzie, (330) 620-7168

Fire Protection Master Plan for Madison Fire District, Lake County, Ohio. A complete analysis of all fire department programs and services.

Contact: Chief Walter Zilke (440) 428-1522

Additionally each Chief Officer of your team has directed major programs within their respective Departments such as Master Planning, Strategic Analysis, Station Construction & Remodeling Projects, Staff Blending and Program/Service Initiation.