

**RECORD OF PROCEEDINGS  
MINUTES OF SPECIAL MEETING  
SEPTEMBER 10<sup>TH</sup>, 2018  
7:00 PM**

The Medina Township Board of Trustees met in special session at the Medina Township Hall on September 10<sup>th</sup>, 2018, to conduct the business of the Township. Chairman DeMichael called the meeting to order at 7:00 pm with the following Trustees in attendance: Ken DeMichael, Mike Stopa and Mark Radice. Also in attendance were Fiscal Officer Ventura and the general public.

**Roll Call**

Mr. DeMichael asked for a roll call of all members present. Trustees present were Mr. DeMichael, Mr. Stopa and Mr. Radice.

**Pledge**

Mr. DeMichael led the Pledge of Allegiance.

**Moment of Silence**

Mr. DeMichael asked for a moment of silence for our military both home and abroad as well as the people after that hurricane coming up the coast.

**Executive Session for Employee Discipline**

Mr. Stopa motioned to go into Executive Session for employee discipline with the three Trustees, Fiscal Officer and Matt Schley. Mr. DeMichael seconded the motion. Voting aye thereon: Mr. Stopa, Mr. DeMichael and Mr. Radice. The Board entered into Executive Session at 7:02 pm. The Board reconvened at 8:38 pm where they discussed employee discipline.

**Recommendation of Corrective Action Regarding Time Sheets**

Mr. Stopa said it was brought to the Trustees attention of some inaccuracies with time sheets as it relates to hours outside of the work place along with overtime hours. Mr. Stopa said some of the inaccuracies may have been brought on by us the Trustees as to not giving specific enough direction on documentation of work related items done outside the normal work hours. Discipline going forward will be a verbal reprimand to the employee per the employee handbook and recommendation from the Prosecutor's Office. Corrective action going forward will be put in place including but not limited to standardization of all Township time sheets, clarification and documentation of work done after hours including overtime and a spot audit of past time sheets will be conducted of all employees.

Mr. Radice motioned to adopt Mike's recommendation. Mr. DeMichael seconded that motion. Mr. DeMichael asked if the discipline would be a verbal warning to this particular employee and that is such because these discrepancies weren't major. He asked why it was just a verbal because it says in the handbook we can do from a verbal on down to a dismissal. So in this particular instance you are suggesting a verbal? Mr. DeMichael would like clarification as to why. Mr. Stopa said due to the discussion of the inaccuracies and clarification as to how we want documentation written on time sheets and how we want work documented outside normal business hours a verbal warning was warranted at this time. Mr. Stopa feels it wasn't anything that was done out of harm and it was an oversight thing because we didn't give clarification how we wanted to go forward. Mr. Stopa said there are no standard time sheets for Medina Township so going forward they are going to make a standardized time sheet for the entire Township. Voting aye thereon: Mr. Radice, Mr. DeMichael and Mr. Stopa.

**Security Video Public Records Request**

Mr. Radice said there was a public records request for security video to be released. Mr. Radice motioned not to release the security video by recommendation of the Prosecutor's Office. Mr. Stopa seconded the motion. Mr. Radice said the Prosecutor alluded to anything that could jeopardize the security of a public office is not considered public record. Mr. DeMichael asked who got the information from the Prosecutor's Office. Mrs. Ventura said she did and there is an ORC Code that corresponds to that. Voting aye thereon: Mr. Radice, Mr. Stopa and Mr. DeMichael.

TM9/10/18

LST Call

Mr. Radice said a request was sent to him to look into a call last week and why the Fire Department didn't respond to the call. This letter explains it (see attached). Mr. Stopa said the letter stated they were in another district and wasn't something specified in the contract that they would have people at Montville and Medina City 1 during the day and after 4pm to midnight it would be Medina City 1 and Station staffed. Mr. Radice said staffing doesn't mean they are going to be there. Mr. Stopa asked why they needed 2 fire trucks for the detail. Mr. Radice said to ask Chief Painter. This only applied to this specific call and that address has been removed because of HIPPA.

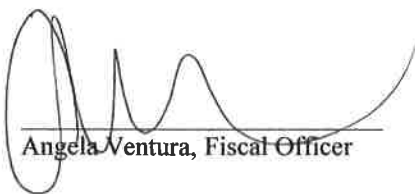
**PUBLIC COMMENT**

Mr. DeMichael motioned to open the floor for public comment. Mr. Radice seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Radice and Mr. Stopa.


There were no public comments.

Mr. DeMichael motioned to close the floor for public comment. Mr. Radice seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Radice and Mr. Stopa.

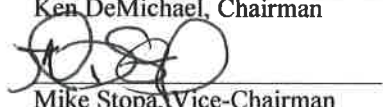
Mr. DeMichael motioned to adjourn. Mr. Radice seconded the motion. Voting aye thereon: Mr. DeMichael, Mr. Radice and Mr. Stopa. There being no further business to come before the Board the meeting was adjourned at 8:48 pm.




Angela Ventura, Fiscal Officer



Ken DeMichael, Chairman



Mike Stopa, Vice-Chairman



Mark Radice, Trustee



**ROBERT L. PAINTER**  
**FIRE CHIEF**



**COPY**

Medina Fire Department  
300 West Reagan Pkwy  
Medina, Ohio 44256-1896  
Phone: 330-725-1772  
Fax: 330-723-5806  
www.medinaoh.org

To whom this may concern,

September 10, 2018

This call came in on 9/6/18 at 13:17 and was dispatched through cad as a  
The Fire Department did not respond because they were in  
Montville doing hydrants. While on details where equipment would have to be  
left, the Fire Department only responds per LST request.

Per LST there were 3 paramedics on scene. They  
stated there was no need for additional personnel. They did not request the Fire  
Department or a backup squad as they were not needed per the crew. Had the  
Fire Department been requested we would have been diverted to a fire alarm  
on the West side of the City. Fire calls are the Number 1 priority of the Fire  
Department. Should there be any more concerns please do not hesitate to  
contact me.

A handwritten signature in black ink that reads "Steve Ingersol".

**Steve Ingersol**

**Operations Captain**

**Medina Fire Department**

**330-725-1772**

**singersol@Medinaoh.org**

Preserving the Past. Forging the Future.