

## **KINGSVILLE TOWNSHIP TRUSTEES REGULAR MEETING December 13, 2023**

The December 13, 2023 regular meeting of the Kingsville Township Trustees was called to order by Vice Chairman Jim Branch, followed by the Pledge of Allegiance. Karl Brunell was unable to attend. Mike made a motion to waive the reading of the November 8, 2023 meeting minutes and approve them as presented. The motion was seconded by Jim. Motion carried. Copies of the minutes were available.

**FINANCIALS:** Sharon reported that the bills are current. There were no transfers. Sharon reported that she transferred the last CD we have with US Bank with a balance of \$11,158.07 to Star Ohio. She reported that the Star Ohio Statement current balance of \$806,900.47. Sharon reported that our current interest rate is 5.57%. Sharon said the KIRC Fund is now active and we received our first donation of \$300.00. Lastly, Sharon reported that the Suit Kote invoice for the work approved for Academy, School, and Sheldon Streets on September 27<sup>th</sup> by the trustees is \$405.00 higher than the amount approved. We approved \$2,475 and the invoice is for \$2,880. The Board will need to do a second motion to approve the additional amount. Jim made a motion to pay the bills, seconded by Mike. Motion carried.

**CORRESPONDENCE:** 1) Sharon emailed the Trustees about Issue 2, pertaining to HB 86. The Trustees have no comments at this time. 2) Jim reported that the Conneaut Creek Advisory Council along with ODNR have resources available to do clean ups along the Creek and cited a possible tire dump located behind the Mill House on Mill Street. He said they are looking for larger dump areas for clean up work.

**DEPARTMENT REPORTS: KIRC:** Fred Pierce Ruhland discussed the sewer project at length with the Trustees and County Commissioner J.P. Ducro. **Road Dept:** Not much to report, however Mike said he appreciated the work spent on storing the banners. He said we may have to move them to the second floor, but we will discuss it later. **Fire Dept:** Runs year to date Total 810, EMS 680, Mutual Aid 195. Mike advised the Board that we will have to address the Fire Chief position as he has accepted a full-time position with Millcreek Township. Jim brought up the proposed fire station renovation that the estimate came under the \$75,000 threshold, so we can now put it out for quotes. He wondered if we could have Chris serve as general contractor. **Zoning:** Nothing to report. Jim made a motion to attach the Department reports to the minutes as an addendum. Second by Mike. Motion carried.

**OLD BUSINESS:** 1) Jim brought up the OTARMA Statement of Action. Since we don't have reports on it from the Department heads, we should remind them and request their reports for the next meeting on December 27<sup>th</sup>.

**NEW BUSINESS:** 1) Mike made a motion to approve a change of status for Mikayla Arcaro from dependable to part-time to include the reduction in pay. Seconded by Jim. Motion carried. 2) Mike asked Sharon what Dave's pay rate is. She advised that it is \$1,653.60 per pay. Mike made a motion to approve a change of status for Dave West from full time to part time/interim fire chief at a rate of \$22.00 per hour. Jim seconded the motion. Mike explained that with his schedule at Mill Creek, he would have time to do his job here and fulfill some administrative duties. He would come off of OP&F and the health insurance. The Trustees will look into the employee handbook to determine if he gets a payout for sick time and vacation. Motion carried. 3) Jim made a motion to approve paying Suit Kote an additional \$405.00 for the Fogging of township streets. Second by Mike. Motion carried. 4) Jim made a motion to approve paying Countryside \$7,117.78 for the repairs to Engine 611. Second by Mike. It is for a Power Steering Pump and an Electronic Pump Governor plus labor. Motion carried. 5) Sharon advised the Trustees that the fire department employees are

not consistently using the time clock to clock in or out. The Trustees asked Sharon to remind Dave to have employees use the time clock.

**PUBLIC COMMENTS/CONCERNS:** None

Mike made a motion to adjourn the December 13, 2023 regular meeting of the Kingsville Township Trustees. Jim seconded the motion. Motion carried.

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Jim Branch, Vice Chairman

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Sharon Huey, Fiscal Officer



## Kingsville Township Fire Department Meeting Report 12/13/2023

### Departmental Updates:

- Runs to date (12/13/2023): +43 = 810
  - EMS - +38=680
  - Mutual Aid Provided-
    - Conneaut- +1= 33
    - North Kingsville- =19
    - Monroe - +4=75
    - Sheffield - +5=58
    - Plymouth - +1=16
    - Pierpont - =
    - Ashtabula Township - =1
    - Ashtabula city - =
    - Albion PA - =1
  - Total Mutual aid provided:+10=195
- Fire Station-
  - Cleaned and organized day room
  - Cleaned out the fridges and freezers.
  - Internal remodel - Plans were dropped off to the Engineers Dept for estimate.
    - See reference email about internal remodel from Engineers office. .
- Fire Inspections-
  - Inspected New Apostolic Church - All issues fixed without incident, knox ordered
  - Ameridoor/two tees in a pod - Knox Boxes ordered.
  - Ashtabula County Board of DD - addition of a fire alarm system.
- Employee Matters-
  - Mikayla Searles- Due to babysitting issues and daycare she has elected to drop her dependable position and just pick up shifts per the normal employee scheduling procedure.



- Please remove the +.50 dependable pay effective today.
  - Camden Lee- will be issued a written reprimand for insubordination
    - Not following orders to clean bays prior to Boosters breakfast.
- Schedule (Current)
  - Schedule 92% full with eight days BLS for 16 hours.
  
  - Next shift sign ups have been sent out for January.
  
  - Recall / All Call - Unremarkable.
  - Overnight Shifts
    - Unremarkable.
  - After hours / AUX / Second out calls:
    - 2 total calls : x2 handled by Sheffield/Monroe
    - Provided M/A : 0
    - Needed M/A(only one responder from KFD or HBOA) : 0
    - 2nd out calls: 0
    - 2nd out calls HBOA:0
- Budget - 2023
  - Total EMS revenue: see attached(2023 EMS revenue)
    - Payment summary
- Computer Aided Dispatch / MARCS
  - Unremarkable.
- OTARMA
  - Unremarkable.
- Emergency Reporting System/Health EMS/Apps
  - The Ohio state Fire Marshal's Office pushed out a new OFIRS(fire reports) operating system which is to include truck checks, incident reports, resource tracking and more. Demo on 11/09.
  - Demo viewed and account created.
- Turnout Gear / Gear / apparel



- Apparel order 95% complete. - still awaiting job shirts
- Squad 619(First out)
  - Discovered an issue with the on board charging system with it not working we had to order new batteries again
    - EVT has replaced the on board charger and we have had zero issues since.
- Engine 621
  - Will need to be sent out for service of the air brake system due to leak.(PENDING)
- Engine 611
  - See action item.
- Squad 609(Reserve)
  - Ordered new chrome wheel covers for front tires.
    - Upon the arrival of the covers they were the wrong ones. Will send back and reference Ford for correct chrome covers.
- Brush Truck 604
  - Unremarkable.
  
- EMS supplies -
  - UH provided us new SPO2 probes for both lifepacks.
- Medical oxygen -
  - Unremarkable.
- Knox Boxes -
  - Added elevator keys to the First Baptist Church Knox Box.
  
- Monthly Trainings-
  - 12/19 - UH EMS training.
- ★ Departmental update-
  - I will be creating new hiring posters for part time in efforts to hire at least 1-2 more part time employees
    - We are having instances where we are only filling shifts with one person, especially holidays coming up.
    - To try and alleviate that my goal is to hire ideally two more part time employees.
  - UH Conneaut is offering a spring EMT course
  - Reviewed and updated contacts with the County Building Department for changes/additions to building plans.



#### **ACTION NEEDED-**

- **Engine 611 - This unit was sent to CountrySide Truck service for review and repairs**
  - **Power steering pump & labor - \$2982.78**
  - **Hale electronic pump governor - \$4135.00**
  - **Total for repairs will be \$7,117.78 - taken out of fire levy fund 2191-220-323-0011 vehicle maint.**
  
- **Due to my new career position with the Millcreek Fire Department I am asking the board of trustees to consider changing my full time Fire Chiefs position to a part time position in lieu of the Northeast Fire District hiring a Fire Chief. I will absolutely continue to pick up shifts on my off days as I have been and ensure the momentum of our efforts at Kingsville Township be met to the best of my abilities in a part time capacity. I have already taken steps to ensure the smooth running of day to day operations and keep in constant communication with the crews that are on shift. Should you decide to fill my full time position I will be more than willing and happy to ensure a smooth transition between department heads.**
- **Internal remodel- Due to the reference form the engineers dept I would like to start the process contacting companies for quotes.**

report ending 12/9/23 Road Department



**Chris Bradek** <chris.bradek@kingsvilletwp.org>

to Karl, me, Mike, Fiscal

Tue, Dec 12, 2023, 4:52 PM

Good afternoon,

In the last 5 weeks, I have used 16 vacation hrs, 16 sick hrs, and 13.5 comp hrs. My comp balance will be 62.64 hrs. We've had 3 holidays. We each worked 1 hr OT plowing snow.

I will have about 100 hrs of sick time to cash out at 25%, if we are doing that this year.

Voting booths were set up and taken down.

Work in the cemeteries and park has pretty well finished for the season. Jim mulched leaves up until the week of Thanksgiving. I received a call about a non-conforming headstone. I advised Veterans Services that we would allow it, only because it is for a veteran. I quoted a cost to install of \$75, to be prepaid.

The sign in the park was not working on 11/7. I reset the power supply and that fixed it. The Christmas tree was delivered to the park, and the flower pots were picked up. The rest of the street banners were taken down. We made a rack to hang them on and most are in storage now.

We plowed snow/salted on 11/28-30. We had 1 hr OT, each, on the 28th. We used about 14 tons of salt. I cleaned a short ditch on Fox Rd with Sheffield's help. I helped him for 3 hrs on another day. Dominion Gas did a dig/line replacement on Cemetery Rd. They had the road closed for a day. The sidewalks on Priest St are on hold until spring. The contractor said he would honor the price, as long as concrete doesn't take a big jump.

The F550 was found to have a bad injector. Greg Sweet made the repairs. Truck #16 was greased. We replaced two broken cutting edge bolts on the Cat loader. We put the tire chains on the grader and have the chains ready for the loader. Antifreeze was checked and tested in all of the equipment. Plow trucks were emptied and washed. The loader was washed. The old roadside mower and all associated parts were picked up. It has been removed from inventory and the insurance policy.

I've been researching excavators. I've met with multiple salesmen. I've got over a half dozen quotes. I've been to look at two machines.

The standby generator is supposed to be fixed. I still need to test it to be sure.

Upstairs, the plumber is finishing up. We are still waiting on one of the kitchen cabinets. After that, there are just some details to wrap up and get final inspections.

Yard waste was emptied 12 times.

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Thank you,  
Chris Bradek  
Superintendent  
Road, Park, and Cemetery Depts.  
440-224-2377

# **Kingsville Township Zoning Department**

**Zoning Report  
November 8, 2023 - December 12, 2023**

**Permits Issued:**

- None

**Warnings / Inquiries/Violations:**

- None