

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING OF FEBRUARY 17, 2015**

---

The Ravenna Township Board of Trustees met in Regular Session at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on February 17, 2015. Trustee Hank Gibson called the meeting to order at 7:00 P.M. Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson; Fiscal Officer Gail Pittman; Department Heads Zoning Inspector/Liaison Jim DiPaola, Fire Chief Mark Kozak, and Assistant Fiscal Officer Jon Summers. Trustee Pat Artz and Road Supervisor Darrell Stephens were not present. Audience members were Chris Knapp from LifeForce, Shalon Shackelford from CTMS and Fire Captain James Collins.

A motion by Vince Coia seconded by Hank Gibson to approve the minutes of the Regular Board Meeting of February 3, 2015. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to approve the minutes of the Emergency Board Meeting of February 12, 2015. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Trustee Hank T. Gibson announced the correspondence book was present and available for public viewing.

A motion by Vince Coia, seconded by Hank Gibson to approve payroll warrants for February 20, 2015 in the amount of \$45,667.45 and other warrants in the amount of \$16,380.18 with warrants over \$1,000.00 to be read aloud. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Financial reports were reviewed from the meeting of February 3, 2015 and the month of January, 2015 found to be in good order. A motion by Hank Gibson, seconded by Vince Coia to accept the financial reports as presented. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**OLD BUSINESS:**  
**TRUSTEES**

Chris Knapp from LifeForce reviewed utilizing the Attorney General as a Collection agency for the Township EMS and also reviewed the billing for non-transport and for crash cost recovery. She noted that our current collection company, Capital Recovery, wasn't performing very well and went over the details of signing up to use the Attorney General.

**RES #15-030** A motion by Vince Coia, seconded by Hank Gibson to start utilizing the Attorney General's office for collection of delinquent EMS billings. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**RES #15-031** A RESOLUTION ESTABLISHING AND IMPLEMENTING A PROGRAM TO RECOVER COSTS FOR THE DELIVERY OF EMERGENCY FIRE DEPARTMENT SERVICES INCLUDING BUT NOT LIMITED TO VEHICULAR CRASH RESPONSE, STRUCTURE FIRES, CAR FIRES, SEARCH AND RESCUE, FALSE ALARMS ETC.

**WHEREAS**, Emergency Fire Departments service run activity to various incidents relating to negligence continues to increase each year; new Home Security regulations, such as biological training and equipment, etc., creates increased demands on all operational areas of the Fire Department's services; and,

**WHEREAS**, the Fire Department has investigated different methods to maintain a high level of quality Fire Department emergency services throughout times of constantly increasing service demands, where maintaining an effective response by the Fire Department decreases the insurance companies liability costs by saving lives and minimizing vehicular damage by fire; and,

**WHEREAS**, raising the real property tax to meet the increase in service demands would not be fair to the property owners, when a majority of the Motor Vehicular Accidents (MVA) involve individuals not owning property or paying property taxes in the jurisdiction of the Fire Department; and the ability of the Fire Department to effectively respond decreases the liability of the insurance companies by saving lives and minimizing injuries and vehicular damage by fire; and,

**WHEREAS**, the Board of Trustees desires to implement a fair and equitable procedure by which to collect said costs and shall establish a cost recovery system in accordance with State and Federal laws, regulations and guidelines.

**NOW THEREFORE:**

**BE IT RESOLVED by the Ravenna Township Trustees that:**

**SECTION 1.** The Ravenna Township shall initiate a cost recovery for the delivery of Emergency Fire Department Services rendered by the Ravenna Township Fire Department. The rate of the cost shall be that which is usual, customary and reasonable (UCR) for the services, and may fluctuate accordingly.

**SECTION 2.** The service costs shall be charged to the negligent party, initially filed to their insurance, representing an add-on-cost of the claim for negligent damages of the vehicles, property and/or injuries. In the event the insurance company chooses to decline payment or the negligent party is uninsured, the negligent party will be held financially responsible.

**SECTION 3.** The Board of Trustees or their designees are hereby authorized to execute any and all documents and/or implement any and all procedures necessary to effectuate the collection of costs in order to enhance services by the Ravenna Township Fire Department.

A motion by Vince Coia, seconded by Hank Gibson to adopt the foregoing Resolution for billing of non-residents. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Chris said the contract for the crash cost recovery would be different from the current contract the Township has with LifeForce. She will send it to Gail so the Township may review it with Chris Meduri. The target date to start the crash cost recovery billing is March 1, 2015.

Chris also noted that LifeForce will no longer charge Ravenna Township for postage which will save the Township about \$1,000.00 annually. Hank Gibson expressed his gratitude for that.

The Trustees reviewed the thank you letter for the Village of Hiram and, because of the extended period needed to repair our fire vehicle, wanted to pay for insuring the Hiram truck while in our possession.

A motion by Hank Gibson, seconded by Vince Coia agreeing to insure the Hiram pumper truck. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to send the thank you letter notifying Hiram of our intent to cover the cost of the insurance. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**FISCAL OFFICER**

Gail presented the updated cash needs analysis for the Fire Department.

Financial reports have been distributed to the Trustees and department heads in Excel spreadsheets.

**DEPARTMENTAL REPORTS****ROAD DEPARTMENT**

*Road Supervisor Darrell Stephens was absent and Jim DiPaola reported the following for him:*

Repairs to the Bobcat excavator from Leppo will be about \$300.00.

The PO for the repair of the Case backhoe for Robeck is on the list.

Leaf bags for the fall cleanup will cost \$706 per skid (1650 bags) from the City of Ravenna.

A motion by Vince Coia, seconded by Hank Gibson to order 1 skid of leaf bags at \$706.00 from the City of Ravenna to distribute to the seniors for fall leaf cleanup. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**ZONING DEPARTMENT**

*Zoning Inspector/Liaison Jim DiPaola was present and reported the following:*

Jim said the zoning activity is very quiet. There is one permit for an accessory building on Hodgson.

The BZA meeting regarding the Circle K sign was tabled due to the lack of any ODOT representation. They are waiting for ODOT to respond.

The Friends of the Flag Pole have submitted their project to a group in Cleveland for an award.

Jim's been busy working with Chief Kozak. The traffic light pre-empting devices are here but we will probably have to wait until summer to have the City of Ravenna's mechanic install them.

In searching for information on a vehicle for the Zoning Department, Jim said the prices he is finding for a used truck with more than 100,000 miles is between \$8,000 and \$9,000. New 2014 vehicles are about \$34,000 and the State bid for these 2015 vehicles are \$22,000. He said he has no problem sharing a vehicle with the Road Department.

**FIRE DEPARTMENT**

*Fire Chief Mark Kozak was present and reported the following:*

The Chief presented his monthly operating report for January and a draft of his 5 year plan.

Chief Kozak was able to locate about half of the pagers and is handling terminating the SPOK pager contract.

The Firehouse software is working better and is sending the necessary reports.

The proposed Memorandum of Understanding for Hazmat Response Team from the County Commissioners was presented to the Trustees. They will review it and discuss it again at the next meeting.

A motion by Hank Gibson, seconded by Vince Coia to authorize Fire Chief Kozak to apply for any and all non-matching grants that can be obtained through any source. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Vehicle #2414 will hopefully be back in two weeks. Ohio CAT will be out and inspect vehicle #2413 and give an estimate of repairs. The Trustees need to figure out how much they are willing to invest into the 27 year old vehicle. Hank Gibson said he would have to see what the estimate is and what the extended life of the vehicle will be. The Chief suggested that if their decision is to get rid of the old vehicle, that they may have a better return by parting out the truck on

GovDeals.com rather than scrapping it. He suggested that the Township opens an account with GovDeals.com anyways to dispose of the old surplus equipment.

Teresa, the Chief's wife, has offered to fix the Fire page on our website free of charge.

### **NEW BUSINESS** **TRUSTEES**

Shalon Shackelford from CTMS gave a presentation of her IT company proposal. CTMS will be performing a free network assessment and present a range of different suggestions and options for the Township.

A letter from the Portage County General Health District regarding the property at 6655 Henderson Rd was reviewed. Jim DiPaola said we'd never received a complaint on this property, it went straight to the Health Department and they have their own procedural path that they follow on complaints.

Vince Coia spoke with Debrah Manzoenc of Portage County Solid Waste Management. She said we needed to expand on the phrasing in our choice to continue using their services.

A motion by Vince Coia, seconded by Hank Gibson to continue with the services of Portage County Solid Waste Management using the drop off bins as we have in the past. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Pursuant to R.C 121.22(g) Executive Session was requested to discuss the employment contract with Fire Chief Kozak and other employee discipline issues.

A motion by Hank Gibson, seconded by Vince Coia to suspend Regular session at 9:08 p.m. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to enter into Executive session at 9:08 p.m. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, and Assistant Fiscal Officer Jon Summers.

A motion by Hank Gibson, seconded by Vince Coia to close Executive session at 8:52 pm. R/C: Mr. Coia, yes and Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to re-enter into Regular session at 8:53 pm. R/C: Mr. Coia, yes and Mr. Gibson, yes. Motion Passed.

Roll call showed the following present: Trustees Vince Coia, Hank T. Gibson, Fiscal Officer Gail Pittman, Fire Chief Mark Kozak, Zoning Inspector Jim DiPaola, and Assistant Fiscal Officer Jon Summers.

The purpose of the Executive Session was to discuss the Fire Chief employment contract and other employee discipline issues. No action was taken.

### **FISCAL OFFICER**

**RES #15-032** A motion by Hank Gibson, seconded by Vince Coia to approve the following PO's:

- a. PO #75-2015 in the amount of \$1,500.00 to Robeck Fluid Power Co. for hydraulic repair on the backhoe from Road Fund #2031-330-323-0000

- b. PO #76-2015 in the amount of \$25,000 to Ohio CAT form the repairs to unit 2414 from the Fire Fund #2111-760-750-0000
- c. PO #77-2015 in the amount of \$1,200.00 to Fire Force, Inc. for gloves and fire hoods from Fire Fund #2111-220-251-0000
- d. PO #78-2015 in the amount of \$1,000.00 to Robinson Med Center One for physicals for new fire employees from Fire Fund #2281-230-360-0000
- e. PO #79-2015 in the amount of \$300.00 to SPOK Inc. for pager costs from Fire Fund #2281-230-420-0000
- f. PO #80-2015 in the amount of \$3000.00 to Penny’s Auto Body Inc. to paint body work on the Chief vehicle from Fire Fund #2281-760-750-0000
- g. PO#81-2015 in the amount of \$800.00 to Marchese Communications for lights and electric for the Chief vehicle from Fire Fund #2111-220-323-0000
- h. PO#82-2015 in the amount of \$2,500.00 to Sarchione Ford for squad maintenance to include wheel alignments and oil changes.

R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

PO #74-2015 in the amount of \$950.00 to Coia Implement for the roadside mower repair from the Road Fund was tabled until the next meeting.

Gail presented a Legislative Alert flyer from the Ohio Township Association regarding healthcare reimbursements and the Affordable Care Act.

Chris Meduri concurred with Gary Alger’s opinion regarding clarification of the capital fund. Gail will send information to Chris so that he can petition the court to clear up the matter.

A motion by Hank Gibson, seconded by Vince Coia to approve and accept the January 31, 2015 bank reconciliation report as presented. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

A motion by Hank Gibson, seconded by Vince Coia to permit Chief Kozak use of a township vehicle for Fire Dept. use. R/C: Mr. Coia, yes; Mr. Gibson, yes. Motion Passed.

**AUDIENCE**

There were no additional comments from the audience.

**ADJOURNMENT**

A motion by Hank Gibson, seconded by Vince Coia to adjourn the meeting at 9:35 p.m. R/C: Mr. Coia, yes and Mr. Gibson, yes. Motion Passed.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
TRUSTEE