

Minutes  
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES  
Special Meeting  
Wednesday, September 30, 2015

**Meeting called to order:** 3:00 p.m.

**Members Present:** Trustee Lynda Bowers, Trustee Bryon Macron, Trustee Michael Costello, Fiscal Officer Shirley Bailey.

**Ms. Bowers made a motion to recess into executive session at 3:01 p.m. for the purposes of discussing personnel compensation, employment, demotion, and discipline pursuant to section 121.22G. Mr. Costello seconded the motion. All voting in favor.**

Joining executive session are Sheriff Tom Miller, Captain David Centner, Jocelyn Kogler and Administrative Assistant Kim Buell

**Roll call vote: Bowers-yes, Macron-yes, Costello-yes.**

**3:39 p.m. Mr. Macron moved to adjourn executive session and reconvene to the Regular Meeting.**

**Roll Call: Bowers-yes, Costello-yes, Macron-yes**

Mr. Macron confirmed with Captain Centner the fees charged for Sheriff Department security during a town hall rental where alcohol will be present. The fees are as follows: \$30.00 per hour with a four hour minimum not including travel time.

Ms. Bowers confirmed with Prosecutor Bill Thorne that Lafayette Township can sell to another political subdivision in an amount greater than \$2,500.00.

**Lynda Bowers made a motion for Lafayette Township to sell the 2012 Dodge Police Cruiser, duely marked Medina County Sheriff's Department, to the Medina County Sheriff's Department for \$3,500.00. Mr. Macron seconded the motion. All voting in favor.**

Ms. Bailey requests the sheriff's department send her the odometer reading of the 2012 Dodge police cruiser tomorrow.

**Mr. Macron made a motion to give authority for Lynda Bowers to work with Prosecutor Bill Thorne to do all things necessary to re-bid the service department building. Mr. Costello seconded the motion. All voting in favor.**

**At 4:15 p.m. Mr. Macron announced the township has received thirteen RFQ's that have been properly advertised and were to be submitted no later than 4:00 p.m. on September 30, 2015.**

Ms. Bowers announced the proposals received as follows:

**McCall Sharp Architecture (937)323-4300**  
**100 East Main Street**  
**Springfield, Ohio 45502**

**Sixmo Architects/Engineers (216)767-5400**  
**28045 Clemens Road Suite D**  
**Westlake, Ohio 44145**

**Perspectus Architecture (216)752-1800**  
**13212 Shaker Square Suite 204**  
**Cleveland, Ohio 44120**

**BSHM Architects Inc. (330)744-4401**  
**15 Central Square Suite 300**  
**Youngstown, Ohio 44503**

**Daniel Frederick Architects, LLC (419)499-3242**  
**P.O. Box 10**  
**Milan, Ohio 44846**

**MSA Architects (513)241-5666**  
**316 West Fourth Street Floor 6**  
**Cincinnati, Ohio 45202**

**Brandstetter Carroll Inc. (216)241-4480**  
**1220 West 6<sup>th</sup> Street Suite 300**  
**Cleveland, Ohio 44113**

**Richard L. Bowen & Associates (216)491-9300**  
**13000 Shaker Blvd.**  
**Cleveland, Ohio 44120**

**APP Architecture (937)836-8898**  
**615 Woodside Drive**  
**Englewood, Ohio 45322**

**RWL Architects Inc. (440)934-2089**  
**5320 Hoag Drive Suite C**  
**Elyria, Ohio 44035**

**TC Architects (330)867-1093**  
**755 White Pond Drive**  
**Akron, Ohio 44320**

**DS Architecture (330)678-6144**  
**136 North Water Street Suite 208**  
**Kent, Ohio 44240**

**CR Architecture & Design (513)721-8080**  
**600Vine Street Suite 2210**  
**Cincinnati, Ohio 45202**

Ms. Bowers stated there is a copy of each RFQ for every board member and for the Fiscal Officer, Ms. Shirley Bailey. The disks that were received will also go to Ms. Bailey. Ms. Bowers explained the trustees must now review the RFQ's and narrow their selection down to the top five and meet as a board and narrow the selection down to the top three. She said the County Administrator has done a number of these and happens to be a Lafayette resident and feels he may be willing to offer his input as well.

**Ms. Bowers made a motion to accept receipt of the thirteen RFQ's that were received by 4:00 on September 30, 2015. Mr. Macron seconded the motion. All voting in favor.**

**Mr. Macron said the board will review the RFQ's and set a special meeting for October 19, 2015 at 5:00pm for the purpose of reviewing the responses to the Requests of Qualifications.**

Mr. Costello signed the contract with Kramer and Associates for the Fire Department assessment. He has reviewed the proposed timeline and Dr. Kramer said the timeline is flexible and may require changes which may require multiple drafts. Mr. Costello said today is step 2 of the timeline which is the initial meeting with the stakeholders to establish expectations and move through the process as efficiently and effectively as possible. Dr. Kramer reviewed the work and schedule structure of the fire department employees. Dr. Kramer confirmed that Lafayette is envisioning a fire station of approximately 3 million dollars, with the site of the new station yet to be determined. Ms. Bowers mentioned the University of Akron is in close proximity to Lafayette and has a sizeable training bay for fire and rescue that is currently not being utilized along with training rooms. Lafayette has had discussions with the port authority who owns the land around the university. It was discussed that some of the property in the front of the university closest to route 162 potentially could be a good place for a new station/town hall. Having a walkable distance between a fire station and the university would be beneficial in having a "working fire and rescue" allowing students taking classes to enter situations with our equipment and our staff as part of their training. This would also allow for our staff to train in their facility and not have to be sent out of the local area. Dr. Kramer said a building is a good investment for any community having a valuable, tangible asset. Dr. Kramer said some communities must prioritize putting too much money into a new building and equipment versus having the funds for adequate staffing long term.

Dr. Kramer asked if Lafayette Township is under obligation to keep the Chippewa Lake station and Ms. Bowers said the financial ramifications of closing it down are huge. Ms. Bowers said a concern is where equipment will be "housed" and where staff could operate out of during construction. Dr. Kramer gave suggestions for that type situation. Dr. Kramer will provide computerized time distance responses from different locations. Mr. Macron informed Dr. Kramer that station 1 has septic whereas the university has sewer and water. Dr. Kramer has requested seeing the University Center and asked if they have a fire science or paramedic program. Chief

Hall believes it is offered through Akron University, just not at this location. Ms. Bowers said that is part of the reason the university originally built the big bay, but it never came to fruition. Mr. Costello reported there is rumor there are issues with the Medina County Career Center regarding credentials and many of the firefighters in the area attend the Career Center for EMT certification. He believes an issue that makes it tougher to obtain certifications in Medina County is the limited number of places to train, requiring travel outside the county.

Dr. Kramer recommends having the Fire Department continue putting on fire prevention activities for the community and said there are grant monies available for those types of activities. Ms. Bowers stated we obtained a safety trailer and a UTV through grant money. Dr. Kramer feels Lafayette Township is more advanced in some of these particular areas.

Chief Hall believes approximately ninety percent of the Fire Department staff are crossed trained between ambulance and fire. Discussion was held regarding staff training and staffing hours.

Dr. Kramer said under the topic “Current and Future plans for Community Growth” discusses issues to consider when choosing where to place a new station, taking into consideration for future growth of the township. Assistant Chief Winters will forward a breakdown of information regarding the future land use plan that he received when submitting for funding for the UTV. Ms. Bowers stated in the next ten years, residential development plans Lafayette is aware of, is an additional 500 units and there may be even more we are not aware of. Mr. Costello said Chippewa Lake Park may be another potential future development area.

Dr. Kramer will objectively review the fire department budget and expenditures to see if Lafayette is getting appropriate value with a good balance between apparatus and personnel. Dr. Kramer said he strives to provide a third party neutral prospective which can be valuable.

Dr. Kramer said he will evaluate existing leadership capabilities and all the qualifications of the chief and assistant chief and offer any suggestions for improvement if necessary. Dr. Kramer pointed out that currently the American dollar versus the Canadian dollar, could save as much as a \$100,000.00 per ambulance or fire truck by purchasing across the border. That’s a decision the board would have to make between being patriotic and or fiscally responsible. Ms. Bowers said she wasn’t sure if the residents would feel more strongly about the savings or buying American.

Dr. Kramer discussed balancing the rights of HIPPA laws which respects the privacy of individuals during calls versus the right to disclose an exposed staff member who may have been in contact with patients with a particular contagious diagnosis. Lafayette’s current policy will be reviewed and any pertinent suggestions made. Mr. Costello said this topic was discussed at the Mobile Integrated Healthcare Conference he had attended and was advised to be sure staff has HIPPA forms on file for each participant in the Community Paramedicine Program.

Dr. Kramer was pleased to learn Lafayette has a safety house and Gator ambulance which were acquired using grant revenue and feels there is additional grants that are tailored to smaller townships such as Lafayette.

Dr. Kramer requested business cards from all who were present so he can maintain an open line of communication.

Dr. Kramer reviewed the work plan noting the current plan is to get the majority of the work done in October and November 2015. Mr. Macron requested that both Chief Hall and Assistant Chief Winter meet all accommodations and requests from Dr. Kramer and be present as necessary. Dr. Kramer will be in town for a visit, tour of the stations and would like to attend the County Fire Chiefs meeting on October 13<sup>th</sup> and 14<sup>th</sup>. He will send a list of requested reports and information he will need prepared prior to his visit. He would eventually like to tour the dispatch center as well and document how calls are handled in regard to response times. Dr. Kramer explained there are many factors that contribute to response times from call taking, call processing, turnout time and other factors. Ms. Bowers said the county would probably would appreciate the feedback as well.

Chief Hall questioned Dr. Kramer about the deployment options: Automatic and Mutual Aid and asked if he reviews ISO.

Mr. Macron and Ms. Bowers asked if Dr. Kramer will consider the financial, viability and benefits of full time staff, part time and volunteers and whether there would be enough of a benefit to the community to try and strive for full time. Mr. Costello said he believes we would initially be looking to have a few 40 hour employees. Dr. Kramer said Lafayette is currently doing the least expensive way because we can have two and a half staff for the cost of one full time (including the mandatory state pension contributions and health care benefits, etc. of a single fulltime). Dr. Kramer has done extensive research on fulltime versus part time staff and will provide the pros and cons of each. He will be able to provide the township with a more objective and accurate cost benefit analysis for the options once he gets a tour of system and meet the current staff. Dr. Kramer gave an approximate estimate of \$60,000.00 to hire a single fulltime staff member. To provide 24 hour coverage would require hiring 16 full time which would enable covering vacation, training etc.

Mr. Costello requested Dr. Kramer review department member's participation in training, on call, number of calls they make per year and determine where and why some of the staff have lower numbers and what can be done to increase the numbers.

Mr. Costello moved to adjourn, seconded by Ms. Bowers

Meeting adjourned 5:32 p.m.

Approved: \_\_\_\_\_

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Lynda Bowers, Trustee

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Bryon Macron, Trustee

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Michael Costello, Trustee

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Shirley Bailey, Fiscal Officer