



HAMILTON TOWNSHIP

HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Board Chair*

Joseph Rozzi – *Vice Chair*

Mark Sousa – *Trustee*

Leah Elliott - *Fiscal Officer*

7780 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-8520

Township Administrator

Jeff Wright
(513) 683-8520

Police Department

Scott Hughes – Police Chief
Phone: (513) 683-0538

Fire and Emergency Services

Jason Jewett– Fire Chief
7684 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-1622

Public Works

Don Pelfrey– Director
Phone: (513) 683-5320

Assist. Fiscal Officer

Ellen Horman
Phone: (513) 239-2377

Human Resources

Cheryl Allgeyer
Phone: (513) 239-2384

Zoning Administrator

Cathy Walton
Phone: (513) 683-8520

Parks and Recreation

Nicole Earley
(513) 683-5360

TRUSTEE MEETING AGENDA 4/03/2024

6:00 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk’s Journal and Accept the audio/video recording as the Official Minutes of the March 20th Board of Trustees regular meeting.
- Bills before the Board

Public Comments

New Business

Resolutions

- Resolution No. 2024-0403A – Authorizing Reappropriation from the EMS Fund to EMS Contracted Services
- Resolution No. 2024-0403B – Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Motion – Purchase of a Cemetery Deed

Human Resources

Motion

- Motion to approve the amendment of the Hamilton Township roster as presented.

Public Comments

Fiscal Officer’s Report

Administrator’s Report

Trustee Comments

Adjournment

The agenda is to give an idea of the various discussions before the Board. The time and order of Agenda items is subject to change in order to maintain efficiency and timeliness of the meetings. Citizens may address the Board under the Public Comment section of the agenda.

The following guidelines protect your rights as well as those of others:

1. Speakers must state their name and full address for the record.
2. The Board Chair will recognize each speaker, and only one person may speak at a time.
3. Speakers will address any and all comments to the Board of Trustees and Fiscal Officer. The Board may request further information from staff at their discretion.
4. Anyone who willfully disrupts a Board meeting may be barred from speaking further or may be removed from the meeting and detained by officers of the Hamilton Township Police Department. (ORC 505.09; ORC 2917.12)

Hamilton Township Trustee Meeting

March 20, 2024

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:00 p.m. Mr. Rozzi, Mr. Sousa and Mr. Cordrey were present.

Roll call as follows:

Darryl Cordrey	Yes
Joe Rozzi	Yes
Mark Sousa	Yes

The *Pledge of Allegiance* was recited by all.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the clerk's journal, and accept the audio/video recording as the Official Meeting Minutes of the March 6, 2024, regular Trustee Meeting.

Roll call as follows:

Joe Rozzi	Yes
Mark Sousa	Yes
Darryl Cordrey	Yes

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the bills as presented before the Board.

Roll call as follows:

Mark Sousa	Yes
Darryl Cordrey	Yes
Joe Rozzi	Yes

Proclamation

Mr. Cordrey presented a Proclamation to Kurt Weber for faithfully serving the residents and business owners of Hamilton Township as a Trustee from January 1, 2010, through November 2, 2016, and then as the Fiscal Officer from April 1, 2020 through March 31, 2024. Kurt has been an invaluable asset to Hamilton Township as a consistent compass, logical decision maker and contributor and above all, genuine friend to everyone with whom he served. Kurt will continue to serve the residents of Hamilton Township and all of Warren County in the near future as the Warren County Engineer. Hamilton Township expresses its deepest gratitude to Kurt Weber for his selfless and dedicated service and commitment to his community. Kurt's positive impact will be reflected for multiple generations of residents.

Kurt Weber: First and foremost, he thanked the Township residents, they have been outstanding, and he has loved serving them since 2009. It was a pleasure working with the Trustees, he really appreciates the camaraderie and cooperation through the years. It has been a pleasure to get to know Mr. Jeff Wright as the Administrator. It was great working with Ben Yoder and Brodi Conover as the legal directors. Mr. Weber reflected on hiring Chief Hughes when he was a Trustee and what a great time it has been working with him. He thanked the Administration staff, especially Ellen Horman who is the Assistant Fiscal Officer and Finance Coordinator. He stated there's no way he could do this job if it weren't for Ellen, she takes care of the day-to-day operations, the financial reports, and certainly has been a pleasure to work with. He thanked his family for their support, courage, and patience over the years. Lastly, he thanked his Lord and savior Jesus Christ.

Swearing in Ceremony

Fire Department: Chief Jason Jewett swore in the following:

Austin Parker- Full-time and Medic

Austin has been in the fire service for 2 years now, a medic since October 2023, and employed with the HTFR since September 2023. He previously served full-time with Turtlecreek Township Fire Department. Austin was joined tonight by his father and stepmother, Ryan and Megan Parker.

Austin's stepmother pinned him with the full-time HTFR Firefighter and Medic badge.

Philip Cruz- Full-time Firefighter and EMT

Philip Cruz is 2017 alumni of Dayton Christian High School. In 2019, he obtained his EMT-B certification at the Warren County Career Center. He worked for a private ambulance company for 3 years as an EMT at the start of his career. In 2020, Philip furthered his education by receiving his Fire Level I and II certifications. He started working part time as an FF/EMT at Hamilton Township Fire & Rescue in June of 2023, and is excited to continue his career as a full-time member of the township. He has plans to attend paramedic school beginning in September to expand his knowledge and level of care to his community. Philip is married to Skylar, and together they have two boys, Harlan (4), and Miller (5 months). He feels honored to be a part of the fire service and he is looking forward to growing as a firefighter throughout his career.

Philip's wife Skylar pinned him with the full-time HTFR Firefighter and EMT badge.

Robert Webster – Lieutenant

Robert has been in the fire service for 3 years and with Hamilton Township Fire Rescue from day one. He was hired part time on 03/01/2021 and transitioned to full time in June of 2022. Robert currently oversees the maintenance of fire tools and is a mentor for new employees. Robert is one of the driving forces in the growth and cultural change in HTFR and he is an instructor in our recruitment classes. Robert was awarded the 2023 Firefighter of the year award. Robert finished 1st in a very competitive promotional process.

Robert was pinned Lieutenant by his wife Grace and daughter Allie.

Brian Webb – Captain

Brian has been in the fire service for nearly 10 years, beginning his career with the Loveland-Symmes Fire Dept in 2014 before taking a full-time position with Hamilton Township Fire Rescue in the fall of 2017 as a firefighter/paramedic. In May of 2022, Brian was promoted to Lieutenant where he spent considerable time as the acting shift Captain. In December of 2023, Brian put this experience to use and was promoted to his current rank of Captain of Unit 2.

Since joining the fire service, Brian has earned his associate degree in fire science, and has received the Medal of Valor along with several Fire Chief Commendations. He is most proud, however, of the small role he has played in the growth and cultural change of the department. Brian assists in managing an ever-growing EMS division and facilitates the department's hiring process with the scheduling and administering of interviews, physical agility testing, and EMS assessments for applicants.

When not tending to these responsibilities, Brian can usually be found either on the training ground or in the gym with his crew where they spend a good portion of their days learning from each other, pushing each other, and growing as a shift.

Outside of work, Brian spends his time at the ball fields coaching his sons' sports teams or working on projects around the house. Brian has been married to his wife, Michelle, for 11 years and together have two boys: Graham and Sullivan, with baby boy #3 due in July.

Brian was pinned Captain by his wife Michelle.

Police Department: Chief Scott Hughes swore in the following:

Seth Garrison- Full-time Patrol Officer

Seth Garrison is a 2019 graduate of east-Clinton High School where he played football. After graduating high school, Seth obtained employment with the Hamilton County Sheriff's Office in Cincinnati as a corrections officer. In 2021, Seth enrolled in the Butler Tech Police Academy where he successfully graduated in 2022 and obtained employment with the Clinton County Sheriff's Office.

Seth was pinned as a full-time HT Police Officer by his girlfriend Tess.

Timothy Rector- Captain

Tim Rector began his journey in December 2004, and his dedication earned him the title of Hamilton Township Officer of the Year in 2007. As a Canine Officer from 2005 to 2010, he showcased his exceptional skills and compassion in ensuring the safety of our citizens. Promoted to Sergeant in 2014, he excelled and inspired those around him with his leadership and dedication to justice. He has obtained an associate degree in Criminal Justice and graduated from the prestigious Public Safety Leadership Academy. As Captain, he will oversee the day-to-day operations of our road patrol division, ensuring the safety and security of our community.

Tim was pinned Captain by his wife Ashlee.

Brittany Huelsman- Sergeant

Since joining the HT Police Department in 2017, Brittany has been an invaluable asset to their team. She has constantly demonstrated an unwavering commitment to her work, always going above and beyond to ensure our township is safe and secure. From her work as a Drug Task Force Officer to her recent position as our agency's detective, Brittany has shown exceptional dedication and excellence. Her promotion is a testament to the hard work and investment she has made in herself.

Brittany was pinned Sergeant by her husband Jason.

Daniel Perry- Sergeant

Daniel joined the department in 2020, after serving five years with the Ohio State Highway Patrol. He has made a significant impact in his short time with the Hamilton Township Police Department, demonstrating exceptional leadership, professionalism, and integrity. His promotion reflects the hard work and dedication he has put in.

Daniel was pinned Sergeant by his father Scott.

Public Comments

Mr. Cordrey opened the floor to public comments at 6:42 pm.

Brad Turner: He is a resident and member of the HOA for the Providence subdivision. With the Parking Code resolution being voted on tonight he wants to know if eight hours is a standard duration for semi-trucks and similar parking violations. He also questioned if the semi-truck owners will be given a ticket initially or will they have multiple warnings prior to enforcement?

Chief Hughes: He confirms that eight hours is a standard time limit when it comes to parking complaints and the violators will be given warnings prior to being ticketed. This issue will be complaint driven.

Mr. Cordrey closed the floor to public comments at 6:45 pm.

New Business

-Resolution 24-0320A – Resolution Prohibiting Noisy Animals on Residential Property

Mr. Sousa stated that the items are complaint driven and more so for negligent behavior.

Mr. Rozzi and Mr. Cordrey agree with Mr. Sousa.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-0206A.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

-Resolution No. 2024-0320B – Resolution Prohibiting Unreasonable Noise Generally

The Board requests the following revisions:

Section IV (I.) - time restrictions removed for garbage trucks

Section IV (J.) - change from Federal-recognized to State-recognized fireworks days

Section V (D.) - add fourth violations within one calendar year

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-0320B.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes
	Darryl Cordrey	Yes

-Resolution No. 2024-0320C – Warren County 911 Final Plan

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-0320C.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes

Joe Rozzi Yes

-Resolution No. 2024-0320D- Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-0320D.

Roll call as follows: Mark Sousa Yes

 Darryl Cordrey Yes

 Joe Rozzi Yes

-Motion to revise the Hamilton Township Parking Code.

Mr. Wright proposed the following revisions to the existing Hamilton Township Parking Code regarding Semi-truck Cabs and Semi-trailers:

Revisions to the existing Parking Code:

- State “within dedicated rights of way”, because oftentimes in a new subdivision we will see the rights-of-way dedicated to a public entity and then it could be a few years until all the infrastructure is installed, the County’s Engineers Office has signed off on the inspection, and then actually turned over to Hamilton Township.
- An identifiable standard will have the language “no semi-truck cab and or semi-trailer or a vehicle with a gross vehicle rating of 26,000 or more pounds should be parked in the right of way in the residential district abutting private property”.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the motion to revise the Hamilton Township Parking Code for Semi-truck Cabs and Semi-trailers.

Roll call as follows: Joe Rozzi Yes

 Darryl Cordrey Yes

 Mark Sousa Yes

Human Resources

Motion

-Motion to approve the amendment of the Hamilton Township roster as presented.

Mr. Sousa noted the on-boarding of Part-time Fire Fighters on the presented roster. He believes that not only will the part-timers help the staffing issue but also save money and overtime.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the amendment of the Hamilton Township roster as presented.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

Work Session- Safer Grant

Chief Jewett: Asking for the ability to apply for the Safer Grant. It is a federal grant from FEMA for staffing. It is a three-year grant that will pay 100% of the cost of salaries and benefits for the 9 firefighters, not covering overtime. Last year we spent roughly \$264,000 on overtime, the part timers that are being brought on are designed to reduce that cost, but as the community grows the runs continue to go up, we're finding that gaps in our staffing. This grant will give us the ability to seek funding for 9 firefighters while giving the Fire Department three years to seek alternative funding methods once the grant ends. There's no requirement to keep the firefighters at the end of the three years. Tonight, he is asking for the approval to apply for the grant with the expectation that at the end if we were to get awarded the grant the Board would then make the decision on whether the Township wants to accept the grant.

Mr. Cordrey: I have a problem with at least applying for it. His biggest concern is that takes us about the 2028 levy time, nine fire fighters is roughly \$1,000,000 worth of salary to keep them on afterwards and a consideration the Board will have to discuss if awarded the grant.

Mr. Sousa: similar thought and just to review for folks I wouldn't be this is we'd find out likelihood or grant approval later this year 25 is in kind of a planning and hiring year than the three years of the grants would be 26 through 28 if successful right and we did this and it'd be 2029 likely if a plan move forward that we've have the staff and they'd be our financial responsibility.

Chief Jewett: Yes, the nice thing about this FEMA grant is that they give us 6 months once they award the grant to go through the hiring process. Chief anticipates the period of performance will be very late 2025 to the end of 2028, so it would end in 2029.

Mr. Rozzi: He agrees to apply, giving four to five years to figure out what to do about funding.

The Board agreed to move forward with applying for the \$2.95 million Safer Grant.

Public Comments

Mr. Cordrey opened the floor to the second public comments at 7:07 pm, in which there were none.

Fiscal Report

Kurt Weber: Leah Elliott is going to do great job taking over April 1st, as we got a certificate of transition that's required by the state auditor's office by the ORC. A copy will be given to Mr. Wright and Ms. Horman. He thanked Ms. Horman once again for the preparation of financial reports throughout the years.

Mr. Weber gave the Financial Report for February:

Through the end of February, we have \$16.6 million budgeted anticipated revenue. The final appropriations/expense budget was \$19.5 million, we spent a little over \$2.7 million which is 13.6%. The total cash balance overall is \$17.3 million and the unencumbered fund balance is \$4 million. Some of the higher fund balances consist of General Funds at \$400,000, Road & Bridge at \$1.2 million, Police Department \$1.9 million, and Fire/EMS at \$1.6 million.

Mr. Cordrey: It's been absolute honor serving with Kurt the last four years, for him Kurt has always been a mentor, somebody he's looked up to as a Trustee he wanted to model. Kurt has always provided wise counsel to the board, many times he has reached out and it's been invaluable. He is excited for Mr. Weber in his new role but will be missed here. Finally, it has been great to work with a fellow believer, somebody he has leaned on at times and really appreciates it throughout the years.

Mr. Sousa: Kurt is an exceptional man, not just modeling how you conduct yourself as a trustee during some stressful times for the Township but having you as a sounding board during executive session. The Township is coming up in the future, and it's great to know we are in good hands knowing the County Engineer.

Mr. Rozzi: Thanked Mr. Weber for his advice, it's been truly valuable having him as a former trustee to guide us new trustees, especially through some rather difficult times. He congratulates Mr. Weber on his win for Warren County Engineer, and it's good knowing that he is a resident of the Township, and the Board can call on him if needed.

Administrator's Report

Jeff Wright: Thanked Mr. Weber for his time as the Township Fiscal Officer and appreciates the professional friendship they have developed. Mr. Webber is a great example of a public servant in part because of the grace and gratitude that he always projects, making him such a good role model to all.

Following are updates for the Administrator Report:

- Town Center Blvd. and Grandin Rd. projects that were awarded a few months ago are going well.
- Ellen Horman has done a great job working with various banks and other financial institutions, as well as our property casualty insurer, on obtaining the bonds that are required for Fiscal Officer Elect, Ms. Elliott.
- Chief Jewett has purchased dashboard cameras that are going to be installed incrementally, first the ambulances, engines, and Fire Department staff vehicles.

Sometime next year when the replacement ladder truck arrives that will be receiving one as well.

- Thanked Nicole Earley, Officer Molly Hayslip, the Public Works Department, various administrative staff, fire crews, and other departments for their parts in the Hop into Spring event that took place on March 16th. It was great to hear how positive the event was from the residents in the community.

Trustee Comments

Mr. Rozzi: Unfortunately, he missed the Hop into Spring event this past weekend but understood everything went well. Reminder Opening Day is next Thursday, March 28th.

Mr. Sousa: Himself and his wife graduated the Citizen Police Academy along with two other dozen residents of Hamilton Township. The course exceeded his expectations, and he is glad to know that the class is growing. Congratulated the election winners that we had locally in the county. Lastly, he attended an open house meeting that was held about the next phase of the State Route 48 widening that occurred last week. The meeting covered the plan schematics of various bridge options as you go up 48 into South Lebanon and intersection options at Stonebrook and TPC. A virtual open house has been shared to the Hamilton Township Facebook page for residents to view.

Mr. Cordrey: He gave thanks and appreciation to the staff for the Hop into Spring event. Unfortunately, he was not able to attend but heard it went well and the changes made it a positive experience for everybody. Reminder the next event will be Fishing with the 5-Os at Mounts Park on May 18th.

Adjournment

With no further business to discuss, Mr. Cordrey made a motion, with a second from Mr. Rozzi, to adjourn at 7:22 pm.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Hamilton Township Fire Rescue

Memo



To: Jeff Wright, Administrator

Cc: Trustees

From: Jason Jewett, Fire Chief

Date: April 1, 2024

Re: Emergency Services Consulting International (ESCI)

Jeff,

I am recommending Emergency Services Consulting International (ESCI) be approved as the consulting firm for the Fire Rescue department. ESCI has been in business since 1976 and has significant experience in completing standards of cover, agency evaluations, staffing, and organizational studies. ESCI will be completing a Community Risk Assessment and Standards of Cover. This study will address the following items:

- HTFR performance Strength and weaknesses
- Clearly and succinctly prioritize work needed to align HTFR with current industry best practices and Elected Officials direction.
- Clearly articulate the relationship between workload and community, service demand, resource needs, and response time capabilities.

We chose ESCI as they were the lowest and best bid at a cost of \$50,118.00 and are nationally known for supplying quality services to their customers. I would be glad to answer any questions you may have. Thank you.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on April 3, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joseph Rozzi – Trustee, *Vice Chair*
Mark Sousa – Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0403A**

**A RESOLUTION AUTHORIZING AND APPROVING CERTAIN ADJUSTMENTS IN
TOWNSHIP APPROPRIATIONS IN THE EMS BILLING FUND FOR CALENDAR
YEAR 2024.**

WHEREAS, the Board of Township Trustees to authorize and approve certain changes in appropriations in order for consulting fees in the EMS Billing fund; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Hamilton Township, Warren County, Ohio:

SECTION 1. The Hamilton Township Fiscal Officer is hereby authorized and directed to increase the EMS Billing Fund Line Item 2284-230-3600000 in the amount of \$51,000.00.

SECTION 2. The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount reflected in Section 1 of this Resolution.

SECTION 3. This Resolution shall take effect on the earliest date allowed by law.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Darryl Cordrey –	Aye _____	Nay _____
Joseph Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 3rd day of April, 2024.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Leah M. Elliott, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on April 3, 2024.

Date: _____

Leah M. Elliott, *Fiscal Officer*



PROJECT PROPOSAL

Prepared by:



**EMERGENCY SERVICES
CONSULTING INTERNATIONAL**

4795 Meadow Wood Lane Suite 110 Chantilly, Virginia 20151

 1-800-757-3724

 info@esci.us

 www.esci.us



COMMUNITY RISK ASSESSMENT & STANDARD OF COVER

Hamilton Township Fire Department



COVER LETTER

Chief Jewett,

Emergency Services Consulting International (ESCI) is pleased to submit our proposal for the Community Risk Assessment & Standard of Cover for the Hamilton Township Fire Department. ESCI is well-positioned to assist you with this critical project. ESCI has worked with many communities across the country; our project team has significant experience in the development and delivery of Cultural Studies, Expansion Studies, Community Risk Assessments, Standards of Cover, Strategic Plans, Agency Evaluations, Master Plans, Staffing and Organizational Studies, Fire Station Assessments, and similar planning studies and reports.

Established in 1976, ESCI specializes in high-quality, professional consulting services to public safety and emergency management organizations throughout the United States and Canada. Considered the nation's leader in public safety consulting, the ESCI team brings first-hand experience and subject matter experts in emergency planning, mitigation, response, and recovery, with active involvement in highly visible and responsible leadership positions. ESCI operates on the principles of honesty, integrity, and service. You can count on us to understand your issues, challenges, and responsibilities and to provide proven, community-driven solutions and best practices designed to meet your specific needs on time and within budget.

We thank you for the opportunity to present this proposal, and we look forward to working with you on this critical project. Should you have any questions, please do not hesitate to contact me at joe.powers@esci.us.

Sincerely,



Joe Powers, Managing Director
Emergency Services Consulting International
esci.us | 503.570.7778 | Joe.Powers@esci.us



Since 2008, ESCI has been the consulting firm of the International Association of Fire Chiefs.



ESCI OVERVIEW



Since 1976, ESCI's strength has been its commitment to customer satisfaction, innovation, and quality services. We are a vision-driven organization that is growing and changing to meet the dynamic challenges and opportunities for public safety services worldwide. ESCI approaches its mission in a manner that results in scalable, sustainable, and defensible solutions for all types and sizes of public safety organizations.

Our formula is simple. We utilize the best and brightest consultants, professionals, strategic partners, and subject matter experts. These amazing men and women provide validated and proven analysis of current and future conditions, compare findings against industry best practices and community standards and provide innovative, sustainable, and customized solutions for the future.

We take the time to develop meaningful relationships with our clients and partners, provide recognition of the essential and vital work of public safety agencies, and demonstrate unwavering respect for the men and women providing public safety services worldwide.

ESCI is thinking differently about public safety consulting to help change the world, one community at a time. I encourage you to read through this prospectus and learn all we offer. We'd love to work with you and your community.



We accomplish this by providing the highest value of consulting services and educational programs.



The mission of ESCI is to provide expertise and guidance that enhances community safety.



THE ESCI ADVANTAGE

ESCI's advantage begins with our technical expertise and capability, extends to our experienced and highly qualified staff, and concludes with a product that will enable your organization to meet the challenges of emergency services into the future.

ESCI's team has first-hand experience in the process of analyzing emergency service providers and recommending an array of opportunities that are economically, culturally, and operationally feasible. Each team member is a specialist in fire, rescue, law enforcement, EMS, or related fields. The team will work collaboratively to create the best possible strategies and options for your organization.

The ESCI Advantage includes:

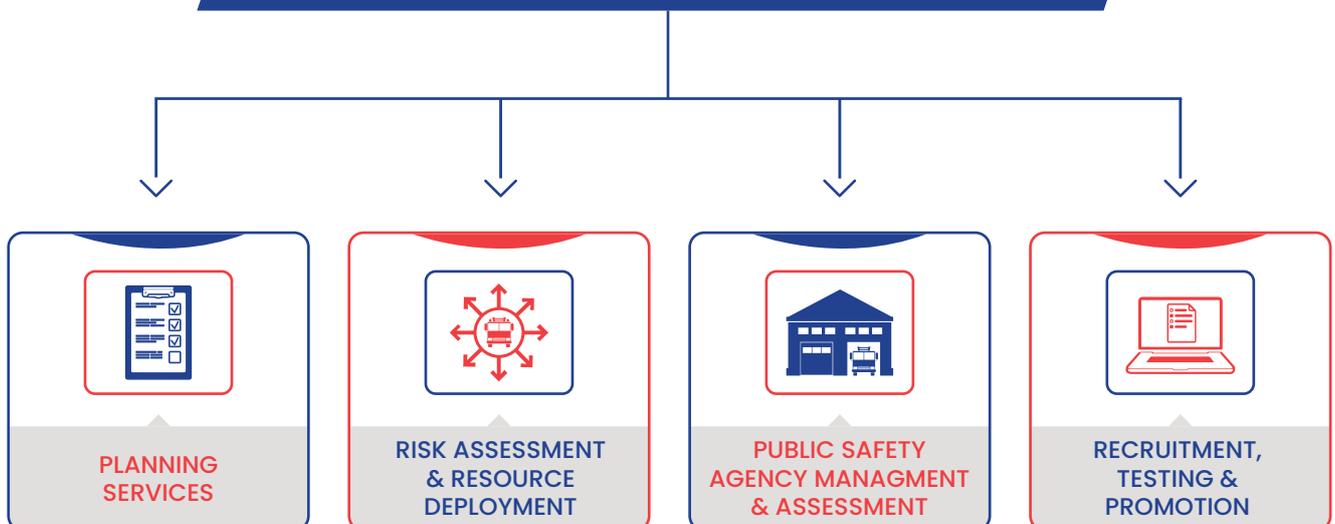
- A clear understanding and appreciation of the complexity of the local and regional environment.
- Over 40 years of public safety consulting experience; the successful completion of hundreds of consulting engagements.
- The ability to deliver a high-quality product on time, and with organizational support and endorsement.
- Knowledge of contemporary issues associated with the delivery of emergency services.
- Experience with a variety of jurisdictions including municipalities, counties, and state governments.
- A highly skilled and knowledgeable team of professionals with skill-sets necessary to meet your



ESCI AT A GLANCE

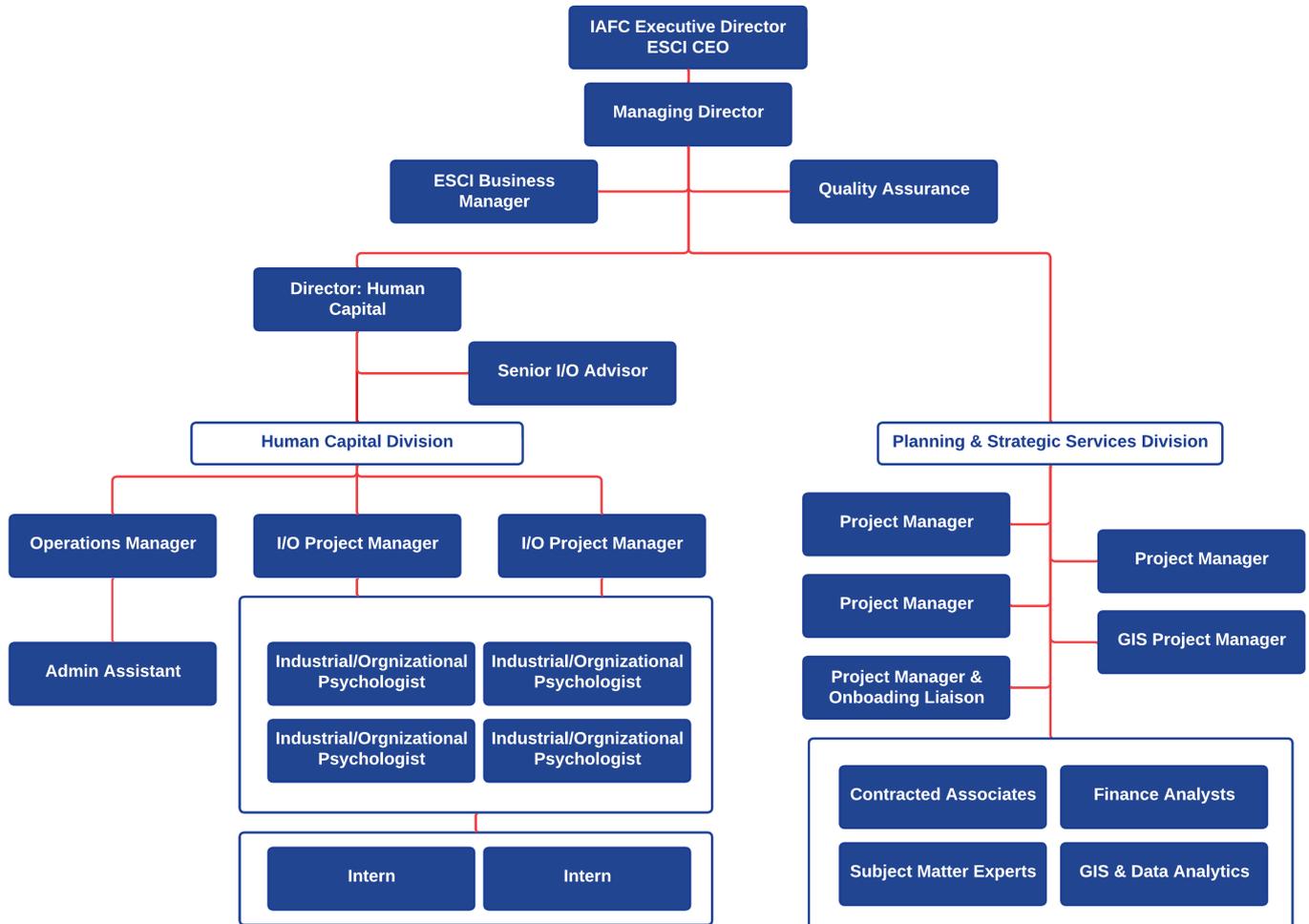
As the consulting firm of the International Association of Fire Chiefs, Emergency Services Consulting International has reliably met the needs of emergency services agencies for over nearly fifty years. With our international presence, ESCI has the ability to draw upon a international network of resources to assist with fire, EMS, law enforcement and homeland security agencies to plan and adapt to future needs.

COMMUNITY SAFETY



RELATIONSHIPS. RECOGNITION. RESPECT

ESCI ORGANIZATIONAL CHART



COMMUNITY RISK ASSESSMENT & STANDARDS OF COVER

HAMILTON TOWNSHIP FIRE DEPARTMENT

PROJECT UNDERSTANDING

Hamilton Township, OH, is seeking a qualified professional consulting firm to conduct a Community Risk Assessment (CRA)/Standards of Cover (SOC) analysis, which will guide the Hamilton Township Fire Department (HTFD) in the equitable provision of modern fire and emergency services. The analysis will develop recommendations for appropriate staffing and deployment of fire, rescue, and emergency medical service (EMS) resources consistent with state and national best practices and industry standards. Specific emphasis will be placed on the following:

Project deliverables will include, but are not limited to:

- A review of core business practices and functions
- A full workload assessment
- Progress summaries and a preliminary draft report
- A final report summarizing findings and recommendations
- A high-level written summary for the Hamilton Township

The final report will:

- Identify HTFD performance strengths and weaknesses
- Clearly and succinctly prioritize work needed to align HTFD with current industry best practices and Elected Officials direction
- Clearly articulate the relationship between workload and community risk, service demand, resource needs, and response time capabilities

ESCI will produce a Community Risk Assessment/Standards of Cover (CRA/SOC) document and tools compliant with industry best practices in deployment analysis. Further discussion between the ESCI team and the HTFD project team during the project initiation phase will ensure that any additional issues not previously identified but relevant to this study will be fully discussed and included in the project. This evaluation and data analysis will be based on nationally recognized guidelines and criteria, including the National Fire Protection

Association (NFPA) standards, Insurance Services Office (ISO) schedules, any federal and state mandates relative to fire and emergency services, and generally accepted best practices within emergency services. All methodology used in this Community Risk Assessment: Standards of Cover analysis of the Hamilton Township Fire Department will follow the most recent guidance published by the Commission on Fire Accreditation International (CFAI).

SCOPE OF WORK

Phase I: Project Initiation and Site Visit

Task 1–A: Project Initiation & Work Plan Development

ESCI will develop a project work plan based on the scope of work and correspond with the Hamilton Township Fire Department project team to comprehensively understand the project's background, goals, and expectations. This work plan will include:

- Primary tasks to be performed
- Person(s) responsible for each task
- Timetable for each task to be completed
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This process will establish working relationships, make logistical arrangements, determine lines of communication, and finalize contractual arrangements. Other agenda items will include data collection, an interview plan, a tentative schedule, interim milestones, meetings, deliverables and relevant reports, and background material transfer.

Task 1–B: Acquisition & Review of Background Information

ESCI will request pertinent information and data from the HTFD project manager. This data will be used extensively in the analysis and development of the CRA/SOC document. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current studies, research, or reports
- Community Comprehensive Plan documents, including current and future land use information
- Local census and demographic data
- Zoning maps and zoning code

- Department administrative policies and procedures
- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets
- Facility and apparatus inventories
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data for the preceding five years
- Computer–Aided Dispatch (CAD) incident records for the preceding five years
- Local Geographic Information Systems (GIS) data, where available

Task 1–C: Site Visit & Stakeholder Input

The ESCI project team will perform a site visit to gather information about the department and community and to conduct interviews with key personnel, including:

- Elected or appointed officials
- Fire department chief officers, managers, and other key staff
- Community planning staff
- Human Resources Director
- Labor leaders
- Other external fire agencies adjacent to the County
- Medical facilities, EMS medical director
- Others that may contribute to the project

The project team will interview key stakeholders who can contribute to this study. At a minimum, members of the project team will interview appropriate community officials and citizens, business owners, fire department officials, and others that the project team deems necessary. This may be done through in–person interviews and/or electronic surveying.

Phase II: Standards of Cover Development

ESCI will conduct an organizational analysis of the department based on the elements outlined in the following tasks. This evaluation assesses HTFD operations in comparison to industry standards and best practices and creates benchmarks against which to compare future improvements.

Task 2–A: Organizational Overview

An overview of the organization and community will be developed by discussing:

- Service area population and demographics
- History, formation, and general description of the HTFD
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Foundational policy documents
- Organizational design

Task 2–B: Review of Services Provided

The services currently provided by the HTFD will be evaluated. Areas to be considered include:

- Review of emergency response services by type
- Review and evaluate operational staffing levels, distribution, and assignment
- Review staff allocation to various emergency functions
- Review staff scheduling methodology

Task 2–C: Capital Facilities and Equipment

ESCI will review the status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of those assets while taking into consideration their viability for continued use in future service delivery, including:

Facilities

Review and make observations in areas related to station efficiency and functionality. Items to be contained in the report include:

- Design
- Code Compliance
- Construction
- Staff Facilities
- Safety
- Efficiency
- Environmental Issues
- Future Viability

Apparatus/Vehicles

Review and make observations regarding the inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Maintenance
- Regulatory compliance
- Future needs

Task 2–D: Community Risk Assessment

ESCI will conduct an analysis of community risks, growth projections, and land uses and interpret their impact on emergency service planning and delivery. Land use, zoning classifications, parcel data, ISO fire flow data, economic value, building footprint densities, occupancy data, and demographic information may be used, along with specific target hazard information, to analyze and classify community fire protection risk by geography and type.

ESCI will use local planning/zoning data combined with available Geographic Information System (GIS) data to evaluate the physical risks within the community, including:

- Overall geospatial characteristics, including political and growth boundaries, construction, and infrastructure limitations
- Topography, including response barriers, elevation extremes, and open space/interface areas
- Transportation networks, including roads, rail lines, airports, and waterways
- Evaluation of physical assets protected

An interpretation of available census and community development data will be provided, indicating the following:

- Population history
- Census-based population and demographic information
- Community planning-based population information
- Transient population and demographic information (to the extent data is available)
- Population density
- Community land use regulations
- Occupancy types by land use designation
- Hazardous substances and processes
- Non-structural risk categorization

ESCI will evaluate the current workload of the HTFD and relate that analysis to the previously described community risk:

- A Service Demand study will analyze and geographically display current service demand by incident type and temporal variation.

An analysis will be completed, and a matrix will be developed for the community's common and predictable risk types to identify staffing and resource needs. The matrix will be developed with consideration given to:

- Risk-specific staffing levels necessary to meet the critical tasking analysis for the identified risks
- Apparatus assignments to accommodate the anticipated fire flow and other critical functions of the identified risks

Task 2–E: Review of Historical System Performance

ESCI will review and make observations in areas specifically involved in, or affecting, service levels and performance of the HTFD. Areas to be reviewed shall include, but not necessarily be limited to:

- Resource Distribution Study
 - Overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems software, to identify service gaps and redundancies.
- Resource Concentration Review
 - Analysis of geographic display of the response time necessary to achieve full effective response force arrival in the study area using the existing distribution of all organizational resources
 - Analysis of company and staff distribution as related to effective response force assembly
- Response Reliability Study
 - Analysis of current workload, including unit hour utilization (to the extent data is complete)
 - Review of actual or estimated failure rates of individual companies (to the extent data is complete and available)
 - Analysis of call concurrency and impact on effective response force assembly (resource drawdown)
 - Analysis of call concurrency and its impact on resource exhaustion
- Response Performance Analysis
 - Analysis of actual system response time performance, analyzed by individual companies (to the extent data is complete and available)
- Mutual and Automatic Aid Systems

ESCI will also review and consider any current or draft HTFD performance goals, objectives, and measures in place to determine recommended levels of service.

Phase III: Establishment of Performance Objectives

Task 3–A: Recommended Response Goals and Targets

The establishment of fire and EMS response time standards and targets is a primary responsibility of the Hamilton Township, which sets policy based on community risk, citizen expectations, and the HTFD's capabilities. ESCI will provide data analysis and comparison against industry standards and will recommend response performance goals.

ESCI will identify the current level of emergency services provided by HTFD and compare the department's performance against industry standards and best practices, such as the benchmarks described by the Insurance Services Office (ISO), consensus standards from the National Fire Protection Association (NFPA), recommended practices from the Commission on Fire Accreditation International (CFAI), and other pertinent resources.

A review and discussion of existing response performance goals (if in place) or a discussion of existing response performance (if goals are not in place) will be provided, matching the nature and type of risks identified in the previous report sections. ESCI will then recommend response performance goals as follows:

- Response Time Performance – Each timed element of the response system, from receipt of call to first unit arrival
- Resource Distribution – Initial attack (first due) resources for risk-specific intervention
- Resource Concentration – Effective response force assembly (apparatus and personnel), of the initial resources necessary to stop the escalation of the emergency for each risk type

Task 3–B: Overview of Compliance Methodology

ESCI will work with the HTFD's management team to develop a methodology that will allow the department to continually measure future performance. This methodology will include, but not necessarily be limited to:

- Records Management Systems (RMS) usage policies
- Assignment of oversight responsibilities
- Schedule of assessments
- Review requirements

Phase IV: Development, Review, and Delivery of the Community Risk Assessment/Standards of Cover Report

Task 4–A: Overall Evaluation, Conclusions, and Recommendations to Policymakers

ESCI will develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the optimum levels of service identified at the most efficient cost. Recommendations will be provided identifying the best long–range strategy for service delivery and the impact of initiating such a strategy.

ESCI will develop one or more long–range options for resource deployment that will improve HTFD’s level of service toward the identified performance objectives and targets. This may include, but is not necessarily limited to, specific recommendations regarding:

- Any relocation of existing facilities
- General locations of future necessary fire stations
- Selection and deployment of apparatus by type
- Deployment of operations personnel
- Deployment of special units or resources

ESCI will evaluate and present in a graphical and descriptive format the deployment option(s), including:

- Degree of benefit to be gained through its implementation
- The extent to which it achieves established performance targets
- Potential negative consequences

Task 4–B: Develop and Review the Draft Project Report

ESCI will develop and produce an electronic draft version of the written report for review by the HTFD project team. Client feedback is a critical part of this project, and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. A review of the draft will be performed through web–based video conferencing. The report will include:

- Narrative analysis of each report component structured in easy–to–read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and cataloged as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis as necessary
- Appendices, exhibits, and attachments, as necessary

Task 4–C: Delivery and Presentation of Final CRA/SOC Report

ESCI will complete any necessary revisions of the draft and produce five publication–quality bound, final versions of the written report along with an electronic copy in PDF file format. A formal presentation of the project report will be made by ESCI project team member(s) to staff, elected officials, and/or the public, as necessary, and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audio–visual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the client at the conclusion of the presentation(s)

Community Risk Assessment/Standards of Coverage Timelines

ESCI offers the following maximum project timeline, which is subject to change based upon the mutual agreement of the Hamilton Township Fire Department and ESCI. The timeline will not begin until ESCI is provided with all information and data necessary for the project's successful completion. ESCI estimates a timeline of 180 days from the completion of fieldwork.

Project Phase	-1 Month	Month 1	Month 2	Month 3	Month 4
Onboarding: Data & Document Collection					
Phase I: Project Initiation					
Phase II: Standards of Cover Development					
Phase III: Establishment of Performance Objectives					
Phase IV: Development, Review, & Delivery of the Report					

Community Risk Assessment/Standards of Cover Study Proposed Fee

Emergency Services Consulting International is pleased to present the following formal cost proposal for the project outlined in the Scope of Work. The fee ESCI is proposing to perform this study is inclusive of expenses as follows:

Project Phase	Consulting Fees	Expenses	Total
Phase I: Project Initiation	\$13,357	\$4,506	\$17,863
Phase II: Standards of Cover Development	\$19,919	\$0	\$19,919
Phase III: Establishment of Performance Objectives	\$3,025	\$0	\$3,025
Phase IV: Development, Review, & Delivery of the Report	\$7,581	\$1,730	\$9,311
Total Cost (Not to exceed):			\$50,118

Pricing is valid for six months from the proposal submission date.

Proposed Payment Schedule

- 10% payment due upon signing of the contract.
- Monthly invoicing thereafter as work progresses.

ESCI Hourly Rates

Senior Level Project Oversight, Senior Data Engineer/SME	\$260/hr.
Project Manager, Senior Consultant.....	\$230/hr.
Consultant	\$200/hr.
Data Analyst.....	\$150/hr.
Admin Support.....	\$90/hr.



Consulting Services for Public Organizations

Product Specifics

Emergency Services Consulting International (ESCI)

is a consulting firm providing specialized, professional Fire EMS, Law Enforcement and Communications consulting services throughout the United States and Internationally. Some services on contract include:

- Strategic Planning and Long-Range Master Planning
- Feasibility Studies for Cooperative Efforts
- ISO Benchmarking/Pre-evaluation Studies
- Executive Recruitment for Fire Chiefs, Police Chiefs, and Other Public Safety Professionals
- Selection Testing for Entry-level Firefighter and Police Officers
- Promotional Testing/Assessment for Fire and Law Enforcement
- Physical Abilities Tests/CPAT Validation
- Supervisory and Leadership Training

Pricing Details

Members receive discounted pricing on these products. For pricing and product details, log in to nppgov.com.

Contract Details

- Log into nppgov.com
- Forms, legal documentation, price lists and other information can be found on the ESCI vendor page
- Sign the Intergovernmental Agreement (IGA) and keep for your records
- Provide your NPPGov member number on the purchase order



Lead Public Agency: League of Oregon Cities
RFP #2035

Contract Number: PS20365

CONTRACT TERM

Effective Date: 05/27/2020

Initial expiration: 05/27/2023

Possible extensions through: 05/27/2026

NPPGov

NPPGov is a national cooperative procurement organization based in Seattle, WA offering publicly solicited contracts to government entities nationwide. Our contracts are created through a public solicitation by a Lead Public Agency. Access to our cooperative contracts is free and there are no purchasing obligations.

Benefits of cooperative contracts:

- Competitively bid, no additional RFP necessary
- Saves time and money in your procurement process
- Live contract support



nppgov.com

customerservice@nppgov.com

877.329.8847



FREQUENTLY ASKED QUESTIONS



Q What is NPPGov?

A NPPGov is a national cooperative procurement organization based in Seattle, WA offering publicly solicited contracts to government entities nationwide. Our contracts are created through a public solicitation and award process by a Lead Public Agency. Membership is free and there are no minimum purchasing obligations. NPPGov provides live contract support five days a week with a team dedicated to assisting members through all stages of the procurement process.

Q How does the program work?

A NPPGov uses a Lead Public Agency to publicly solicit and award contracts through a Request for Proposal (RFP) process. Our members are eligible to access these contracts by signing an intergovernmental agreement (IGA) with the Lead Public Agency, thereby eliminating the need to complete their own RFP process. NPPGov staff and legal counsel facilitate this process and provide necessary documentation and support.

Q Do I have to be a member?

A Yes, membership is required. As a cooperative procurement organization we rely on the strength of our membership to develop competitive contracts. Membership is free and joining is easy.

Eligible organizations include:

- **Government:** State and local, tax districts, K-12 public schools, higher education, etc
- **FireRescue GPO:** Fire agencies, districts, and departments, volunteer, EMS/Ambulance, etc
- **Law Enforcement GPO:** Police/sheriff departments, correctional facilities, emergency management.
- **Non-Profit:** All 501(c) 1-28 organizations that do not receive Medicaid funding.

To become an NPPGov Member:

1. Visit our website: nppgov.com
2. Click "Join Now"
3. Complete the registration form and submit.
4. You will receive a welcome call and e-mail confirming your membership within 24-48 hours (usually the same day). The welcome email will include your username, password, and NPPGov member number. Vendor discount information can be accessed using your login credentials to log into nppgov.com.

Q Can my entity purchase through NPPGov?

A Your state and local procurement laws and policies dictate the ability to use contracts available through NPPGov. In the vast majority of jurisdictions the answer is "yes!" NPPGov staff are available to answer questions about how our contracts are established to help determine eligibility. Virtually all 50 states have statutes in place that specifically allow the use of publicly solicited contracts even if the contract was created in another state. More information about state statutes can be found on our website (www.nppgov.com/procurement-solutions/state-legal-statutes). The only other requirement is you must be a member of NPPGov.

Q What contracts are available through NPPGov?

A We have an extensive portfolio including contracts for office supplies and equipment, firefighting and rescue equipment, wireless and data communications, playground equipment, furniture, fire apparatus, tires, agricultural and construction equipment, law enforcement equipment, electric and lighting equipment, medical supplies, unmanned vehicles, safety equipment, MRO products, and more. A complete list of contracts and pricing is available on nppgov.com. After registering and logging into the website, click on the "Our Vendors" tab.

Q I have to conduct an RFP process or at least have three quotes. How does NPPGov satisfy this requirement?

A NPPGov contracts were created through an RFP process meeting the requirements of all lower and upper purchasing threshold requirements. The process includes local and national print advertising as well as online internet services to post RFP solicitations. By piggybacking off the contract you are eliminating the need to conduct your own solicitation or collect three quotes. It is still your responsibility to verify our contracts meet your state and local requirements but our legal counsel is available for consultation during your analysis.

Q Where do I find information on the products and price quotes offered through NPPGov contracts?

A Our website has a full list of all vendors/contracts as well as products and pricing. Vendors will provide quotes for the items of interest. Some information is only available to members who have logged in to the website: www.nppgov.com

[more FAQs](#)

Q What is the difference between NPPGov and other cooperatives?

A We can't speak to how other cooperatives conduct business but we know our members appreciate:

- Responsive customer service, including communications with our legal counsel.
- Our use of separate Lead Public Agencies to conduct RFPs on behalf of our members, which keeps the process fair and unbiased.
- Readily available access to all necessary RFP and contract documentation.
- Our revenue supports our non-profit hospital owners, funding critical healthcare initiatives such as autoimmune disease research.
- Fire/Rescue specific revenue supports the fire service through a revenue sharing program with fire chiefs associations nationwide.

Q What process validated the product and services offered?

A NPPGov serves as a nationwide channel providing publicly awarded agreements to government entities. Our publicly solicited agreements have been awarded through an RFP issued by a Lead Public Agency. The agency is an independent government entity that carries out the advertising and solicitation procedures required by public contracting law.

NPPGov's contracts are established through the following process:

1. The Lead Public Agency prepares an RFP, incorporating the required cooperative purchasing (piggybacking) language that allows public entities across the nation to utilize the contract.
2. Suppliers respond to the RFP and the Lead Public Agency evaluates and awards the Master Price Agreement(s).
3. Contract documents are posted on our website under the "Our Vendors" tab. NPPGov members can review all documents online and access contract pricing by signing the Intergovernmental Cooperative Purchasing Agreement (IGA).
4. Our public solicitation process is consistent with FEMA/AFG guidelines.

Please consult your legal counsel for confirmation in your jurisdiction, or contact our legal counsel for further information at 877.329.8847

Q Where can I obtain copies of the legal documentation associated with each publicly solicited contract?

A Contracting documents including the RFP, Master Price Agreement, Intergovernmental Agreement (IGA), and Synopsis are available on our website under the vendor page and may be accessed by logging onto the website, nppgov.com

Q What are the terms of the contracts?

A Contract length varies by the public entity that conducted the solicitation but the initial term is typically between two to four years with the option of multi-year extensions.

Q Do the contracts offer products to meet my organization's specific needs?

A Most contracts offer a full product line and many provide for various options and customized products. Review the specific contract you are interested in for further details. Both the vendor and our staff are available for consultation.

Q What does it cost to join NPPGov?

A There are no membership fees, no purchasing obligations and no minimum purchasing requirements.

Q How is NPPGov funded and where does the revenue go?

A We negotiate a small administrative fee with our vendors, which allows us to provide our service free of charge to our members. Revenue from our program goes to our non-profit hospital owners to fund critical healthcare initiatives such as autoimmune disease research.

Q Where do I send the payments?

A Invoices and payments go directly through the vendor you are working with for the products of interest. NPPGov does not collect any payments from our members for products or services.

Q How do I learn more about NPPGov?

A For more information about our program please visit our website: nppgov.com. If you need more information or would rather speak to someone please call or email: 877.329.8847/customer-service@nppgov.com

NPPGov Programs:



FireRescue GPO is a national cooperative purchasing program offering publicly solicited contracts to fire departments nationwide. Our contracts were created through a public RFP process by a Lead Public Agency.

Membership is free with no purchasing obligations. Negotiated contracts are available for below threshold purchases and individual firefighter discounts. In addition to saving you money, the program generates revenue for the fire chiefs association where the purchase was made including the IAFC, IAFC Division Association and State Chief Associations.

Those eligible for this program include: fire/rescue and EMS departments along with their members (including city, county, districts, state and federal).



Law Enforcement GPO was created as a program of NPPGov to meet the procurement needs of the law enforcement community. Members have access to a broad range of publicly solicited contracts with discounted pricing and a customer service department that is dedicated to assist through all stages of the purchasing process.

Those eligible for this program include: law enforcement agencies, sheriff departments, correctional facilities, emergency communications, and emergency management agencies and their employees.



Office of Chief of Police
04/3/24 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Chief of Police

MOTION TO APPROVE RESOLUTION 24-0403B- RESOLUTION AUTHORIZING PRIVATE SALE OF UNNEEDED AND UNFIT-FOR-USE PROPERTY IN THE POLICE DEPARTMENT

This property involves vehicles, which were recently impounded, and their titles signed over to the police department. Most of these vehicles were ‘totaled’ in car crashes, and/or the value of the vehicle exceeds the tow bill.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on April 3, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey– Trustee, *Chair*
Joseph P. Rozzi – Trustee, *Vice Chair*
Mark Sousa – Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-0403B**

**A RESOLUTION AUTHORIZING PRIVATE SALE OF UNNEEDED AND UNFIT-FOR-
USE PROPERTY IN THE POLICE DEPARTMENT**

WHEREAS, the Board of Trustees has certain property in its Police Department, which is no longer needed for public use, is obsolete, or is unfit for the use for which it was acquired;

WHEREAS, the property which the Board of Trustees has determined to no longer be needed for public use or to be obsolete or unfit for the use for which it was acquired is as follows:

Year	Make	Model	VIN:
2014	Chevrolet	Silverado	1GCVKREC4EZ224947
2005	Toyota	Avalon	4T1FA38P35U055709

WHEREAS, the Board of Trustees has determined that the fair market value of the above listed items is not in excess of two thousand five hundred dollars (\$2,500.00);

WHEREAS, due to the determination of the value of the above-listed property, Section 505.10(A)(2)(a) of the Ohio Revised Code authorizes the Board of Trustees to sell the property by private sale, without advertisement or public notification;

WHEREAS, the Board of Trustees has determined that due to the nature of the above-listed items, disposal of that property by private sale is desirable.

NOW THEREFORE BE IT RESOLVED, that the above-listed property shall be sold, by private sale, without advertisement or public notification.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Joseph P. Rozzi –	Aye _____	Nay _____
Mark Sousa	Aye _____	Nay _____
Darryl Cordrey	Aye _____	Nay _____

Resolution adopted this 3rd day of April 2024.

Attest:

Leah M. Elliott, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Leah M. Elliott, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on April 3rd, 2024

Date: _____

Leah M. Elliott, Fiscal Officer



**Office of Public Works
4/3/2024 Trustee Meeting**

The following motion is requested by the Board of Hamilton Township Trustees from the Public Works Department:

Motion to approve the purchase of a cemetery deed as presented to the board.

- Cemetery Deed –
 - Blanca Vera purchased Niche, (s) 51 in Maineville Addition, deed number 2024-3

Budget Impact: N/A

Deed For Cemetery Lot

Rev. Code, Sects. 517.07,.14; 759.12,31

Deed Number. # 2024-3

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned Trustees of Hamilton Township, Mark Sousa, Joe Rozzi, Darryl Cordrey, in the County of Warren and State of Ohio, for and in consideration of the sum of \$ 600.00Dollars, to us paid by Blanca Vera Current Address: 310 Dakota Run Maineville, Oh 45039, the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said: **Blanca Vera**

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in **Maineville Addition : Niche (s) 51** as described upon the plat of said Cemetery, on file in the office of the Administration of said TO HAVE AND TO HOLD the same to the said

Blanca Vera

and HIS/HER/THEIR heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules an regulations of the officers having control of said Cemetery.

In Witness Whereof, We have hereunto set our hands on this 3rd day of April A.D. 2024

Signed and Acknowledged in presence of

in Warren County, Ohio.

**** The State of Ohio, Warren County, ss.**

Be It Remembered, That on this 3rd day of April A.D. 2024 before me, the subscriber, a **Notary Public** in and for said County, personally came the above named Trustees of Hamilton Township in Warren County, State of Ohio, and as such officers, acknowledged the signed and sealing of the foregoing conveyance to be their voluntary act and deed, for the uses and purposes therein mentioned.

In Testimony Whereof, I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.



Office of Human Resources
04/03/2024 Trustee Meeting

The following motion(s) is/are requested to the Board of Hamilton Township Trustees from the Human Resources Manager:

Motion to approve the amendment of the Hamilton Township roster as presented.

- On roll Alexis Manning as full time Police Patrol Officer effective April 15, 2024; starting pay rate determined by collective bargaining agreement.
- In recognition of Justin Thompson's temporary long-term department lead role in Public Works, authorize a \$560 additional one-time payroll compensation payment.