

**YORK TOWNSHIP TRUSTEES**

Colene Conley  
Regular Meeting

Richard Monroe

William Pavlick  
April 23, 2015

The regular meeting was called to order by Chairman Colene Conley at 6:30 p.m. She led the pledge of allegiance.

**RESOLUTION #15-04-08 – Approval of Minutes**

**Moved** by Monroe, second by Pavlick to approve the minutes of the March 26, 2015 regular meeting and April 8 & 9, 2015 special meetings. Roll: Monroe, yes; Pavlick, yes; Conley, yes.

**Fiscal Officer:**

**RESOLUTION #15-04-09 – Approve Financial Reports**

**Moved** by Pavlick, second by Monroe to approve financial reports as presented for March – fund summary, revenue status and appropriation status and bank statement. Roll: Pavlick, yes; Monroe, yes; Conley, yes.

**RESOLUTION #15-04-10 – Approve Appropriation Amendments**

**Moved** by Monroe, second by Pavlick to amend appropriations as follows:

Cemetery Fund:

Purchased Services

\$7,050.00

Roll: Monroe, yes; Pavlick, yes; Conley, yes.

**RESOLUTION #15-04-11 – Approve 2016 Workers Comp Group Rating Plan Fee**

**Moved** by Pavlick, second by Monroe to approve the 2016 Workers Comp Group Rating Plan Fee of \$1,265.00 with CareWorks Comp. Roll: Pavlick, yes; Monroe, yes; Conley, yes.

**Correspondence:**

Auditor of State – Affordable Care Act Bulletin  
Medina Chamber of Commerce – New Member Meeting  
Medina Co. Solid Waste Management – Draft Plan Update Meeting  
Ohio Dept. of Transportation – Public Involvement Open House Meeting  
OTARMA – Insurance Renewal Paperwork  
CareWorks Comp – 2016 Workers Comp Group Rating Info  
Medina Co. Planning Services – FY2015 Applications for CDBG (e-mail)  
Ohiocheckbook.com – Begin a Partnership (e-mail)  
Ohio Atty. General – Spring Newsletter  
Medina Co. Auditor – SB 243 Local Innovations  
OTARMA Spring Training eBlast – Training Info (e-mail)  
Treasurer of Ohio – OhioCheckbook.com  
Sustainable Medina County – Medina Community Bill of Rights

**RESOLUTION #15-04-12 – Approve PO's, BC's, Payment of Bills and Payroll**

**Moved** by Monroe, second by Pavlick to approve the purchase orders, payment of the payroll and bills (Item A attached). Roll: Monroe, yes; Pavlick, yes; Conley, yes.

**FYI:**

- Records Retention RC-2 approval – This is the updated form to make disposal of records more streamlined.

**RESOLUTION #15-04-13 – Approve Records Retention RC-2 Form**

**Moved** by Monroe, second by Pavlick to approve the Records Retention RC-2 Form. Roll: Monroe, yes; Pavlick, yes; Conley, yes.

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- Gas rate change from .526/ccf to .421/ccf and from Volunteer Energy to Quake Energy for delivery with Columbia Gas

### Visitors:

- Norm Hinman was present to make sure the trustees were aware of the trucker that is having problems turning around in his drive and the safety issues that may happen on Stone Road.

### Reports:

#### Fire Department:

- Chief Barrett was absent due to the FDIC Conference in Indianapolis. Asst. Chief Guy Roach gave the report.
- Guy gave the trustees the last month's run report.
- Everyone from Erhart that were in the Firefighter II class has passed. We also have two new Firefighter I's.
- We've had SCBA training at Career Center and Hospital training.
- The fire prevention guys will be at the Family Affair this Saturday at the fairgrounds.
- We received a resignation letter from Justin Lanham.

#### **RESOLUTION #15-04-14 – Accept Resignation of Justin Lanham**

**Moved** by Monroe, second by Pavlick to accept the resignation of Justin Lanham effective April 30, 2015. Roll: Monroe, yes; Pavlick, yes; Conley, yes.

- 56-1 is still in for repairs. It will probably be another month before completed.
- The pre-prom program is this coming Wednesday at the HS at 9:00 a.m.
- We have a new updated Mutual Aid Agreement for the County that needs approving.

#### **RESOLUTION #15-04-15 – Approve Mutual Aid Agreement**

**Moved** by Monroe, second by Pavlick to approve the updated Mutual Aid Agreement for the County. (Item B attached.) Roll: Monroe, yes; Pavlick, yes; Conley, yes.

### Visitors (cont'd):

- Norm Hinman commented that the lawn mower has not been trimming the sidewalk in front of the school at the Historical Society. Bill will talk to the lawn mower.
  - Liquid manure has been spread on some of our property and it has been EPA approved. It should be done in the next couple of days.

### Zoning:

- Can I get a requisition signed to purchase flags that need replaced? Memorial Day is about a month away. The trustees told Dorothy to order the needed flags.
- Flower box flowers – do we want them? The trustees instructed Dorothy to get them from Boyert's.

#### **RESOLUTION #15-04-16 – Purchase Flower Box Flowers**

**Moved** by Pavlick, second by Monroe to purchase flower box flowers from Boyert's Greenhouse. Roll: Pavlick, yes; Monroe, yes; Conley, yes.

- We have several cemetery items that need to be taken care of with seeding of graves. Rick will get quotes for the work.

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- Donna Mitler brought in paperwork for you to consider Columbariums for cremains. The cost is \$14,500.00.
- Donna Mitler would like to get a lot from the road on the east side of the "some day" gazebo. We are not selling any lots from this section yet. She is only interested in one lot. The trustees were ok with selling her one lot in the section she has requested.
- We didn't have any foundations put in yet. We have some that need done plus some stones that are tipping very badly and need fixed.

### RESOLUTION #15-04-17 – Footer Repairs

**Moved** by Pavlick, second by Conley to repair footers under headstones for the following:

Kenealy - \$500.00	Crislip - \$500.00	Wood - \$400.00
Barco - \$500.00	Martin - \$400.00	Behner - \$400.00
Dingess - \$200.00		

by Croston Construction. Roll: Pavlick, yes; Conley, yes; Monroe, yes.

- Who is responsible to take the flowers off the graves when someone is newly buried? The trustees stated we don't have anyone since Don Weiland quit.
- There is no zoning commission meeting coming up.
- I think we have caught the chipmunk in the Town Hall.
- The front doors to the Town Hall need to be re-finished. Rick thinks he has some of the material leftover and will work on it before Memorial Day. Dorothy offered her and William's help.
- The Parade of Homes will be putting their signs up again, but they do take them down when it is finished.
- Bethel Church has requested their permit fees be returned since we have not charged other churches or the school.

### RESOLUTION #15-04-18 – Refund Bethel Church Zoning Permit Fees

**Moved** by Monroe, second by Pavlick to return the Bethel Church permit fees. Roll: Monroe, yes; Pavlick, yes; Conley, yes.

- Janice Calame has called again asking for a Certificate of Insurance Liability for their Fall Foliage application for the Historical Society. Colene will call Janice to let her know to contact the insurance company for it.
- Dorothy asked about the shed at the park for it to be sealed as well as the park benches. Bill will get the wood guard for the benches and shed.
- The Jaram old school property – he wants to keep the 1.5737 acres that Dollar General had wanted to purchase before selling us the balance. We don't have parameters for frontage. The trustees told Dorothy she could sign the mylar.
- Meadow Preserve – open space issue. A resident of Livia Lane purchased the open space since it was put up for sheriff's sale. I have a call in to Bill Thorne. There is no green space now owned by the HOA. Mr. Karris has asked Dorothy to put in writing to him the question of whether she is able to issue permits at this time. The Prosecutor's Office did try to help the residents out, but were turned down. Colene said the original owner didn't have the open space filed correctly in the beginning.

#### **Trustees:**

##### **Bill Pavlick:**

- I've been in contact with Andy Conrad regarding the Branch Road bridge replacement. It will probably start around June 1<sup>st</sup> and take about 90 days. Scott Tercheck is the

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project engineer. There is a 24"galvanized pipe nearby that will also need replaced. I want to get a price from the contractor to compare with a price from Greg Dobson. It should be done before the project starts. Rick and Colene said we should get Greg to do it now so it done before the project starts.

- Andy said they will video Bachtell Road since it is the detour. ODOT will make the road the same or better when the project is completed.
- Last fall we had 40 trees put in the park. I called Kirk Cekada because there are some issues with seeing the burlap and needing dirt. Kirk also said we need to mulch around all the trees once the topsoil is down. I'll ask Kirk for an estimate of the amount of mulch needed. We also had 4 evergreens die that I'll ask him if he can do anything for us.
- Treemasters completed Wolff Road and Stone Road.
- Circle Lawn Care has completed one round of mowing.

### Rick Monroe:

- The dump on SR 18 – the gas company graveled the road all the way back so we don't have to worry about getting stuck.
- Has anyone spoke to Bill Chargino about being an alternate on zoning? Rick will invite him to a meeting.
- Karvo Paving is the contractor for the round-about. Scott Tercheck is the project manager from ODOT.
- The Medina Co. Township Association met with some of the fire chief's regarding the Technical Rescue Team. I'd like for us to not make any decisions until we have the May 21<sup>st</sup> meeting which will begin at 7:00 p.m.
- The generator has not been serviced since 2011 – no oil change, coolant flushing, etc. I would like to at least get the oil/filter changed and a service by Generator Connection for \$235.00. The battery has not been changed either and costs approximately \$125.00

### RESOLUTION #15-04-19 – Approve Generac Generator Service Call

**Moved** by Monroe, second by Pavlick to have Generator Connection do an oil change/service and change the battery at a cost of \$360.00. Roll: Monroe, yes; Pavlick, yes; Conley, yes.

- With tornado season upon us, the county is divided down the center. When the National Weather Service says there is a tornado in Lorain Co., they will set off the siren in whichever zone direction it is headed in.

### Colene Conley:

- I need to have 3 different areas on Wolff Road repaired between Abbeyville and Columbia. I have a quote from Greg Dobson for \$1,500 to repair those three plus a spot on Spieth Road.

### RESOLUTION #15-04-20 – Approve Greg Dobson to Make Repairs on Wolff and Spieth

**Moved** by Conley, second by Pavlick to have Greg Dobson repair 4 spots – 3 on Wolff Road and one on Spieth Road. Roll: Conley, yes; Pavlick, yes; Monroe, yes.

- I have Bill Thorne contacting Rob Henwood regarding the CBCG funds. The approved grants have not been put out to bid yet. Rob has promised Bill that it will get out within the next week.

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- I asked Fred Boreman to ride along with us when we go out with Granger Paving to look at the repair spots last fall that need to be fixed.
- Fred is working on a drawing to fix the water pooling at the east door of the station to drain the water to the catch basin.
- We've had people parking here in our lot more than usual. Bill Thorne has sent me a letter with the code sections for us to post signage to prohibit parking. We should pick a reasonable time frame. It was decided to use Midnight to 6:00 a.m.
- I'll be meeting with Bill Thorne and a gentleman from OTARMA regarding the playground issues next week.
- Dorothy sent us pictures from Hamilton and Gayer from trucks making the turns. I will also talk with the County sign department for signage here.
- I went to the Planning Commission for the meeting on grants. I asked about last year's funds. We would need to work with Amy from the Sanitary Engineer for grant money to help with the sewer.
- There will be a pond school at Wolf Creek on May 27<sup>th</sup>. There was one here last year.
- I called and e-mailed Alan Beal. The sidewalk across from Buckeye needs to be put back in. Alan has been out sick.
- I would like to request a change of our May meeting since I will be out of town. The meeting will be changed to Tuesday, May 19<sup>th</sup> at 6:30 p.m.

### **RESOLUTION #15-04-21 – Adjourn**

**Moved** by Monroe, second by Pavlick to adjourn the meeting at 8:07 p.m. Roll: Monroe, yes; Pavlick, yes; Conley, yes.

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Colene Conley, Chairman

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Beverly Fry, Fiscal Officer

**YORK TOWNSHIP TRUSTEES**Colene Conley  
Regular Meeting

Richard Monroe

William Pavlick  
April 23, 2015**ITEM A**

YORK TOWNSHIP, MEDINA COUNTY

4/30/2015 11:53:41 AM

**Payment Listing**

UAN v2015.3

April 2015

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
115-2015	04/02/2015	04/02/2015	CH	UMB HSA Corp	\$213.87	O
116-2015	04/07/2015	04/07/2015	CH	UMB HSA Corp	\$15.00	O
117-2015	04/08/2015	04/08/2015	CH	Verizon Wireless	\$91.37	O
118-2015	04/13/2015	04/15/2015	CH	UMB HSA Corp	\$44.49	O
119-2015	04/14/2015	04/15/2015	CH	Columbia Gas	\$232.55	O
120-2015	04/14/2015	04/15/2015	CH	Lorain-Medina Rural Electric Coop, Inc.	\$12.47	O
121-2015	04/14/2015	04/15/2015	CH	UMB HSA Corp	\$43.51	O
122-2015	04/23/2015	04/20/2015	EP	Michelle T Antonacci	\$36.75	O
123-2015	04/23/2015	04/20/2015	EP	Kenneth Barrett	\$1,336.05	O
124-2015	04/23/2015	04/20/2015	EP	Patrick K Barrett	\$604.69	O
125-2015	04/23/2015	04/20/2015	EP	Matthew M Behner	\$1,362.46	O
126-2015	04/23/2015	04/20/2015	EP	Christopher A Blair	\$412.62	O
127-2015	04/23/2015	04/20/2015	EP	Colene S Conley	\$817.06	O
128-2015	04/23/2015	04/20/2015	EP	Jason D Creamer	\$1,274.66	O
129-2015	04/23/2015	04/20/2015	EP	John Dean Creamer	\$598.56	O
130-2015	04/23/2015	04/20/2015	EP	Dorothy A Crouch	\$2,436.87	O
131-2015	04/23/2015	04/20/2015	EP	William J Crouch	\$273.11	O
132-2015	04/23/2015	04/20/2015	EP	Floyd E Echle	\$637.84	O
133-2015	04/23/2015	04/20/2015	EP	Hannah Marie Echle	\$617.99	O
134-2015	04/23/2015	04/20/2015	EP	Ronald Michael Eckart	\$662.84	O
135-2015	04/23/2015	04/20/2015	EP	Christina Lynn Fozio	\$340.50	O
136-2015	04/23/2015	04/20/2015	EP	Beverly E Fry	\$1,133.78	O
137-2015	04/23/2015	04/20/2015	EP	Philip N Geneaux	\$385.17	O
138-2015	04/23/2015	04/20/2015	EP	Garrett Steven Koketko	\$13.85	O
139-2015	04/23/2015	04/20/2015	EP	John Kollar	\$346.02	O
140-2015	04/23/2015	04/20/2015	EP	Justin Keith Lanham	\$343.78	O
141-2015	04/23/2015	04/20/2015	EP	Mary E Lenarth	\$483.83	O
142-2015	04/23/2015	04/20/2015	EP	Monica D Lenarth	\$55.06	O
143-2015	04/23/2015	04/20/2015	EP	Ryan J McDonnell	\$1,172.44	O
144-2015	04/23/2015	04/20/2015	EP	Richard M Monroe	\$817.06	O
145-2015	04/23/2015	04/20/2015	EP	William Edward Pavlick	\$817.06	O
146-2015	04/23/2015	04/20/2015	EP	Kristen Ann Piatt	\$1,572.78	O
147-2015	04/23/2015	04/20/2015	EP	Alan Pratt	\$73.40	O
148-2015	04/23/2015	04/20/2015	EP	Guy M Roach	\$1,651.64	O
149-2015	04/23/2015	04/20/2015	EP	Cory J Shaffer	\$661.89	O
150-2015	04/23/2015	04/20/2015	EP	Daniel C Sparks	\$678.58	O
151-2015	04/23/2015	04/20/2015	EP	Kevin J Swantek	\$324.68	O
152-2015	04/23/2015	04/20/2015	EP	Edward S Szoke	\$687.09	O
153-2015	04/23/2015	04/20/2015	EP	Patrick J Villeneuve	\$642.05	O
154-2015	04/23/2015	04/20/2015	EP	Jesse R Yount	\$315.03	O
156-2015	04/23/2015	04/20/2015	EW	FirstMerit Bank	\$3,995.44	O
157-2015	04/23/2015	04/20/2015	EW	Ohio Department of Taxation	\$313.82	O
158-2015	04/23/2015	04/20/2015	EW	Public Employers Retirement System	\$312.60	O
159-2015	04/23/2015	04/20/2015	EW	Public Employers Retirement System	\$2,299.56	O
160-2015	04/23/2015	04/20/2015	EP	Jason D Creamer	\$179.90	O
162-2015	04/23/2015	04/20/2015	EW	FirstMerit Bank	\$5.92	O

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YORK TOWNSHIP, MEDINA COUNTY

4/30/2015 11:53:41 AM

### Payment Listing

UAN v2015.3

April 2015

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
163-2015	04/23/2015	04/20/2015	EW	Ohio Department of Taxation	\$0.74	O
164-2015	04/23/2015	04/20/2015	EW	Public Employers Retirement System	\$48.96	O
165-2015	04/14/2015	04/21/2015	CH	FirstMerit Bank	\$33.10	O
166-2015	04/21/2015	04/21/2015	CH	Ohio Edison Co.	\$1,530.69	O
167-2015	04/21/2015	04/21/2015	CH	UMB HSA Corp	\$95.55	O
168-2015	04/23/2015	04/23/2015	CH	UMB HSA Corp	\$15.34	O
169-2015	04/28/2015	04/29/2015	CH	Armstrong	\$105.93	O
170-2015	04/28/2015	04/29/2015	CH	UMB HSA Corp	\$53.63	O
171-2015	04/29/2015	04/29/2015	CH	Columbia Gas	\$55.08	O
172-2015	04/29/2015	04/29/2015	CH	Frontier (Verizon North)	\$212.73	O
18299	04/23/2015	04/22/2015	AW	Action Septic Service, Inc.	\$125.00	O
18300	04/23/2015	04/22/2015	AW	Aetna Insurance	\$4,465.36	O
18301	04/23/2015	04/22/2015	AW	Albright Security	\$204.98	O
18302	04/23/2015	04/22/2015	AW	Burnham & Flower Insurance Group	\$75.00	O
18303	04/23/2015	04/22/2015	AW	C. Martin Trucking	\$106.26	O
18304	04/23/2015	04/22/2015	AW	CareWorksComp	\$1,265.00	O
18305	04/23/2015	04/22/2015	AW	Consumer's Life Insurance Co.	\$30.00	O
18306	04/23/2015	04/22/2015	AW	Croston, Tom DBA	\$450.00	O
18307	04/23/2015	04/22/2015	AW	Delta Dental of Ohio	\$225.36	O
18308	04/23/2015	04/22/2015	AW	Diamond Business Machines	\$235.86	O
18309	04/23/2015	04/22/2015	AW	Dicar Corporation	\$1,036.00	O
18310	04/23/2015	04/22/2015	AW	Fabrizi Trucking & Paving Co., Inc.	\$1,043.00	O
18311	04/23/2015	04/22/2015	AW	FirstMerit Bank	\$26.03	O
18312	04/23/2015	04/22/2015	AW	Great Lakes Portables, LLC	\$361.34	O
18313	04/23/2015	04/22/2015	AW	Home Depot Credit Services	\$35.76	O
18314	04/23/2015	04/22/2015	AW	Jackson National Life Insurance Co.	\$156.00	O
18315	04/23/2015	04/22/2015	AW	Lawn Enforcement	\$100.00	O
18316	04/23/2015	04/22/2015	AW	Medina Co. Engineer	\$2,856.67	O
18317	04/23/2015	04/22/2015	AW	Medina Co. Sanitary Engineer	\$47.80	O
18318	04/23/2015	04/22/2015	AW	NAPA	\$41.31	O
18319	04/23/2015	04/22/2015	AW	Ohio CAT	\$986.91	O
18320	04/23/2015	04/22/2015	AW	Staples	\$27.99	O
18321	04/23/2015	04/22/2015	AW	Stop'n Go	\$179.04	O
18322	04/23/2015	04/22/2015	AW	The Gazette	\$113.10	O
18323	04/23/2015	04/22/2015	AW	Treasurer, State of Ohio	\$726.00	O
18324	04/23/2015	04/22/2015	AW	Tractor Supply Co. #311	\$419.99	O
18325	04/23/2015	04/22/2015	AW	United States Postmaster	\$98.00	O
18326	04/23/2015	04/22/2015	AW	Warren Fire Equipment	\$1,294.00	O
18327	04/23/2015	04/22/2015	RW	Associated Properties	\$100.00	O
18328	04/23/2015	04/22/2015	RW	Carol Hellmers	\$100.00	O
18329	04/23/2015	04/22/2015	RW	Bob Petz	\$100.00	O
18330	04/23/2015	04/22/2015	RW	Rodney Reese	\$100.00	O
18331	04/23/2015	04/23/2015	AW	Life Force Management, Inc.	\$502.49	O
18332	04/23/2015	04/23/2015	AW	Treemasters Tree Service, Inc.	\$10,099.00	O
18333	04/23/2015	04/23/2015	RW	LeeAnn Pavlovicz	\$100.00	O
Total Payments:					\$61,332.69	

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**Payment Listing**

UAN v2015.3

April 2015

Total Conversion Vouchers:	\$0.00
Total Less Conversion Vouchers:	<u>\$61,332.69</u>

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

\* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

**YORK TOWNSHIP TRUSTEES**

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**ITEM B**

**Agreement for County - Wide Fire and EMS Mutual Aid Assistance  
Medina County, Ohio**

This Agreement is made by and between York Township, a political subdivision of the State of Ohio, in the County of Medina, pursuant to the provisions of Section 9.60, 2305.233 and 505.44 of the Ohio Revised Code and Liverpool Township, Brunswick Hills Township, Litchfield Township, Hinckley Township, Medina City, Granger Township, Spencer Township, Chatham Township, , Sharon Township, Lafayette Township, Village of Lodi, Westfield, Seville, Wadsworth, Brunswick City, Medina Township, Rittman, Town and Country and/or private Fire/EMS companies within Medina County.

WHEREAS, all of the parties hereto have an interest in the control of fire, providing emergency medical services, hazardous materials control, technical rescue assistance and/or other support functions and:

WHEREAS, each of the parties owns and maintains equipment and retains personnel who are trained to provide various levels of service in the control of fire, emergency medical care, hazardous materials control, technical rescue assistance and other support functions and;

WHEREAS, in the event of a fire, disaster or other emergency, the parties may require the assistance and support of the other parties to this Agreement to provide supplemental services and support and;

WHEREAS, each of the parties may have the equipment and personnel available to provide such supplemental services and support to the other parties to this Agreement and:

WHEREAS, the facilities of each party are located in such a manner as to enable them to render mutual assistance to the others and;

WHEREAS, each of the parties to this Agreement have determined that it is in the best interests of all to set forth guidelines for providing mutual assistance to each other in the case of a fire, disaster or other emergency;

Now therefore, the Parties Agree to the Following:

1. **Purpose** - The stated purpose of Agreement for County-Wide Fire and EMS Mutual Aid Assistance Agreement in Medina County, Ohio is to provide mutual assistance to all other parties for the control of fire, fire prevention, emergency medical services, hazardous materials control, technical rescue assistance or other support functions in the event of a fire, disaster or other emergency.
2. **Request for Assistance** - The Incident Commander (IC) of the requesting Party at the scene of an emergency within the boundaries of that Party's political subdivision's geographical jurisdiction, also known as the Authority Having Jurisdiction (AHJ) is authorized to request assistance from the other parties to this Agreement, when confronted with an emergency where there is a need for equipment or personnel in excess of that available from local resources.

The Incident Commander of the requesting Party shall be in command of the operations under which the equipment and personnel sent by the responding mutual aid Party or Parties shall operate providing that the responding equipment and personnel shall be under the immediate supervision of the Officer-In-Charge of the responding apparatus. Command responsibilities shall include conformance to the Incident Command structure and full accountability of all resources and personnel operating at the scene.

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Should the Incident Commander specifically request a Senior Officer of a responding Party to assume command, then the Incident Commander shall not, by relinquishing command, be relieved of the responsibility of the operations.

Should a responding mutual aid Party arrive at the incident prior to the arrival of the Party having jurisdiction, the Officer in Charge of the mutual aid unit will assume command until an officer of the Party having jurisdiction arrives and assumes command which will be done as soon as possible after arrival.

3. **Duty to Respond** – Each party to this Agreement will respond with such Fire and EMS equipment and manpower as is requested by the Officer in Charge of the Agency of any other party to this Agreement; provided, however, that such response will only be to the extent that, in the judgment of the Officer in Charge of the Agency receiving the request, such request would not impede the proper protection of the receiving Agency's own territory.
4. **Response to Request** - Upon receipt of a request, the Officer In Charge of the Party receiving the request shall:
  - a. Determine if the Party has the equipment and sufficient personnel available to respond to the request. Suggested staffing is that all personnel be certified to a Firefighter I level. Recommended vehicle staffing shall be:
    - i. Engine Companies – No less than three (3) Firefighters
    - ii. Tenders – No less than two (2) Firefighters.
    - iii. EMS Units – No less than two (2) with one Paramedic or Advanced EMT preferred.
    - iv. Rescues – Staffing per vehicle capability. (i.e. two man cab limits personnel)
  - b. Notify the requesting Party of their ability to respond and the number of personnel responding.
  - c. In the event the requested equipment is not available or there are insufficient personnel to properly staff the apparatus, then the Officer – In – Charge will notify the requesting Party that they are unavailable.
5. **Limitation on Response** – In the event that the Officer in Charge of the Agency which receives the request determines that all of the equipment and manpower as requested cannot be provided consistent with the proper protection of his/her own territory, said Party shall provide as much equipment and manpower as he/her deems advisable under the circumstances.
6. **Automatic Aid** - The Mutual Aid Box Alarm System (MABAS) pre-determines the response of equipment and personnel to areas of high hazard. This agreement allows for all parties to automatically request aid from the other Parties through the MABAS system upon receipt of an alarm and prior to the establishment of command.

