

TRUMBULL COUNTY EMERGENCY MANAGEMENT AGENCY
Executive Board Meeting Minutes

Date: September 14, 2023 Time: 9:00 a.m.

Place: EMA Office
640 N. River Rd., N.W. Unit B
Warren, OH 44483

Roll Call:

Mayor Doug Franklin (*Chief Ken Nussle*)
 Commissioner Dennis Malloy (*M. Cantalamessa*)
 Director John E. Hickey (Non-Voting)
 Mayor Ben Kyle
 Trustee Ed Anthony
 Trustee Roger Peterson
 Chief James Pantalone
 Mayor Deidre Petrosky
 Trustee Jeff Tucker
 Sheriff Paul Monroe (*Capt. T. Villanueva*)
 Chief Steve Craiger

Guests: Kevin Kuriatnyk, TCHMRT/ Thomas Domes, TCFIU/ Chief John Lewis, YARS

Chairman Anthony called the meeting to order at 9:00 A.M.

Roll Call Taken

The Pledge of Allegiance recited.

APPROVAL OF PREVIOUS MEETING MINUTES

Chairman Anthony asked if there were any additions or corrections to the minutes from the June 15, 2023 meeting as presented. There being none -

MOTION: Motion made by Trustee J. Tucker to approve the minutes of the June 15, 2023 meeting as presented.

Mayor D. Petrosky seconded the motion.

FOR 10 AGAINST 0 ABSTAINED 0 **MOTION CARRIED**

APPROVAL OF INVOICES/ FINANCIAL REPORT/ FINANCIAL MOTIONS

Director Hickey asked if there were any questions concerning the financial report for July/August 2023. There being none

MOTION: Motion made by Chief J. Pantalone to approve the July/August 2023 financial report

Chief K. Nussle seconded the motion.

FOR 10 AGAINST 0 ABSTAINED 0 **MOTION CARRIED**

APPROVED OCT 12 2023

EMA DIRECTORS OPERATIONAL UPDATE

Director Hickey provided a written report for July/August 2023: (See Attachment)

A brief overview of the director's report was conducted.

- Discussed proposed lighting upgrades for EMA/EOC classroom & vehicle bays.
- Provided update concerning the updated county mass causality trailer that has been placed in service.
- Discussed placement of old, out of service trailer that has been placed at Trumbull Regional Medical Center to hold the portable morgue shelving.
- Provided update on current FY2022 EMPG Operational Grant for the EMA.
- Provided update on upcoming training classes that will be held at the TCEMA.
- Discussed multiple incidents where the county drone was requested for assistance.

HAZMAT

- Written report submitted, see attached.
- Attended Champion Township Fire Departments Open House
- Held (1) training / meeting night
- Responded to (4) calls for service. (Niles, Newton Falls, Champion & Warren City)
- Scheduling fall HazMat Refresher class for members
- Conducted one training/Meeting night.

FIRE INVESTIGATIVE UNIT

- Investigated (2) structure fires since June 2023 meeting.
- Still waiting on NFPA 1321 to finalize team SOP updates.
- Investigator Cantola will be going to K9 recertification school October 16-October 20, 2023. Hotel reservation will cost \$660.00.
- Next meeting/training will be held Thursday September 14, 2023

LEPC

- Final roster for the 2023/2024 TCLEPC committee membership roster completed, approved by TC Commissioners and sent to the Ohio SERC for approval. New members (2) year term will begin at the October 10, 2023 meeting.
- Received Ohio LEPC Grant for 2023 in the amount of \$ 28,411.00

OLD BUSINESS

- Discussion concerning the status of the EMA Mobile Command Post. Director Hickey has sent the draft specification request for proposal package to the Trumbull County Prosecutors office for review and comments. Goal is to have the advertised package to the commissioners NLT the 1st week of October in order for it to receive approval to go out to bid.
- Director Hickey discussed the need to rewrite the county emergency operations plan. He has been requested to attend a meeting with the Ohio EMA Plans section on September 25, 2023 in Columbus to discuss putting together an action plan to update the county plan.

- Director Hickey provided an update on the proposed TC Hazardous Materials Response Team stipend program. He will make an appointment with the TC Prosecutors office to review the proposal, and have the program ready for approval at the October 2023 EMA Executive Board Meeting. * The prosecutors opinion was not received in time for the September board meeting.

NEW BUSINESS

- Director Hickey submitted a proposal on the recommendation of the Trumbull County Maintenance Department, from Keeling Brothers Electric to replace all fluorescent light bulbs in the EMA facility, with LED bulbs to increase the lighting in all areas of the facility. This project will be submitted through the EMPG grant program, for 50% reimbursement, and funded out of account 505506 (Building Repairs and Maintenance)

MOTION: Motion made by Mayor B. Kyle to approve the submitted quote by Keeling Brothers Electric of Lake Milton, OH. in the amount of \$ 3,130.00 for the replacement of all fluorescent light tubes currently in the EMA complex, with 4100K LED lamp tubes. Bulbs and installation are included in the price of the quote.

Chief J. Pantalone seconded the motion.

FOR 10 AGAINST 0 ABSTAINED 0 MOTION CARRIED

MOTION: Motion made by Chief K. Nussle to transfer \$3,000.00 from account 505419 (Land and Site Improvement) into account 505506 (Building Repairs and Maintenance) to cover costs of LED lighting upgrades to the EMA complex.

Mayor D. Petrosky seconded the motion.

FOR 10 AGAINST 0 ABSTAINED 0 MOTION CARRIED

MOTION: Motion made by Commissioner M. Cantalamessa to transfer \$3,000.00 from account 505703 (Seminars and Training) into account 505301(Vehicle Maintenance) to cover increase costs of EMA trailer maintenance.

Trustee J. Tucker seconded the motion.

FOR 10 AGAINST 0 ABSTAINED 0 MOTION CARRIED

- Director Hickey discussed the proposed per-capita increase for funding of the TCEMA. He stated that multiple meetings were held over the last year where the increase in funding was discussed, the last was on September 13, 2023 at the TCEMA Advisory Board meeting. Discussion followed Director Hickey's presentation.

MOTION: Motion made by Trustee R. Peterson to approve the increase of per-capita payments by Trumbull County cities, villages, townships, and the Trumbull County Commissioners from the current rate of \$.21 per resident to \$.30 per resident. This increase will be effective for the 2024 fiscal year. The proposed increase will provide an additional \$36,355.86 based on the 2020 Census for Trumbull County.

Mayor D. Petrosky seconded the motion.

FOR 10 AGAINST 0 ABSTAINED 0 MOTION CARRIED

- Director Hickey was asked to step out of the meeting at 9:50 A.M., in order for the board to discuss and evaluate the performance of the director. He was asked to rejoin the board meeting at 10:05 A.M.

MOTION: Motion made by Maj. Tony Villanueva to allocate and approve a \$7,000.00 increase to the salary of Director John E. Hickey, effective September 14, 2023. The increase will set the directors annual salary at \$77,850.00

- Commissioner M. Cantalamessa seconded the motion.

▪ FOR 10 AGAINST 0 ABSTAINED 0 MOTION CARRIED

ANNOUNCEMENTS

The next regularly scheduled meeting will be on October 12, 2023 at 9:00 A.M. at the EMA Office located at 640 N. River Road N.W., Warren, OH 44483.

ADJOURN

MOTION: Chief J. Pantalone made a motion to adjourn.
Commissioner M. Cantalamessa seconded the motion.
Meeting adjourned at 10:12 A.M.

FOR 10 AGAINST 0 ABSTAINED 0 MOTION CARRIED