

COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD JULY 25, 2013

THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

**Present:**  
**Ken O'Brien, President**  
**Gary Merrell, Commissioner**

**Dennis Stapleton, Vice President**  
(Starting From Resolution 13-767)

**RESOLUTION NO. 13-764**

**IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JULY 22, 2013:**

It was moved by Mr. Merrell, seconded by Mr. O'Brien to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on July 22, 2013; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.12 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the previous meeting.

Vote on Motion Mr. Merrell Aye Mr. Stapleton Absent Mr. O'Brien Aye

**PUBLIC COMMENT**

**ELECTED OFFICIAL COMMENT**

**RESOLUTION NO. 13-766**

**IN THE MATTER OF AMENDING RESOLUTION NO. 13-765, AS PRESENTED, TO APPROVE PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0724, (MINUS THE PAYMENTS TO GUS COMSTOCK FROM 21011116 IN THE TOTAL AMOUNT OF \$82.75), AND MEMO TRANSFERS IN BATCH NUMBERS MTAPR0724:**

It was moved by Mr. O'Brien, seconded by Mr. Merrell to amend Resolution No. 13-765, as presented, to approve purchase orders, then and now certificates, and payment of warrants in batch numbers CMAPR0724, (minus the payments to Gus Comstock from 21011116 in the total amount of \$82.75), and memo transfers in batch numbers MTAPR0724.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Absent

**RESOLUTION NO. 13-765**

**IN THE MATTER OF APPROVING, AS AMENDED WITH RESOLUTION 13-766, PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0724, (MINUS THE PAYMENTS TO GUS COMSTOCK FROM 21011116 IN THE TOTAL AMOUNT OF \$82.75), AND MEMO TRANSFERS IN BATCH NUMBERS MTAPR0724:**

It was moved by Mr. Merrell, seconded by Mr. O'Brien to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0724, (minus the payments to Gus Comstock from 21011116 in the total amount of \$82.75), and memo transfers in batch numbers MTAPR0724 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
<b>PO' Increase</b>			
ENA DBA NECCO CENTER	Residential Treatment	22511607-5342	\$ 60,000.00
Family Children's First	Community Enhancement	10011102-5602	\$ 10,000.00
<b>Memo Transfer</b>			
<b>From</b>	<b>To:</b>		
10011102-5602	70161606-4560		\$10,000.00
Commissioners/ Community	Family Children's First/Grants		

Vote on Motion Mr. Stapleton Absent Mr. Merrell Aye Mr. O'Brien Aye

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**RESOLUTION NO. 13-767**

**IN THE MATTER OF APPROVING PERSONNEL ACTIONS:**

It was moved by Mr. Merrell, seconded by Mr. O'Brien to approve the following:

The Director of Environmental Services recommends accepting the retirement resignation of Terry Mossbarger from the Sewer District; effective date July 31, 2013;

Therefore Be It Resolved, the Board of Commissioners accept the retirement resignation of Terry Mossbarger from the Sewer District; effective date July 31, 2013.

The Director of Child Support Enforcement Agency recommends hiring Emily Mas-Zollner as a Case Manager for CSEA; effective August 12, 2013.

Therefore Be It Resolved the Board of Commissioners approve hiring Emily Mas-Zollner as a Case Manager for CSEA; effective August 12, 2013.

The Emergency Communication Center recommends approving the resignation of Amanda Peters from 911 Communications; effective July 12, 2013.

Therefore Be It Resolved the Board of Commissioners accept the resignation of Amanda Peters from the 911 Communication; effective July 12, 2013.

The Emergency Communication Center recommends approving the resignation of Jeffery Newman from 911 Communications; effective July 6, 2013.

Therefore Be It Resolved the Board of Commissioners accept the resignation of Jeffery Newman from the 911 Communication; effective July 6, 2013.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

**A PROPOSED RESOLUTION, APPROVING A CHARITABLE AGENCY COMMITTEE FOR THE CHARITABLE AGENCIES SUPPORT POLICY, WAS MOVED BY MR. MERRELL, BUT DIED FOR LACK OF A SECOND.**

**RESOLUTION NO. 13-768 WAS NOT UTILIZED**

**RESOLUTION NO. 13-769**

**IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE EMERGENCY COMMUNICATIONS COORDINATOR FOR EMERGENCY COMMUNICATIONS:**

It was moved by Mr. Merrell, seconded by Mr. O'Brien to approve the following:

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends approving the job description for the Emergency Communications Coordinator for Emergency Communications;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Emergency Communications Coordinator for Emergency Communications:

<b>Job Title:</b>	Emergency Communications Coordinator	<b>Posting Dates:</b>	
<b>Department/ Group:</b>	Emergency Communications 10 Court Street, Delaware 43015	<b>Position Type:</b>	Full Time
<b>Typical Work Schedule:</b>	M-F; 8 am - 5 pm* 40 hours per week	<b>Pay Range:</b>	\$15.85-21.24/hour
<b>Contact Information:</b>	740/833-2180	<b>FLSA:</b>	Hourly, non-exempt
<b>How to apply:</b>	<a href="http://www.co.delaware.oh.us/hr/index.asp">http://www.co.delaware.oh.us/hr/index.asp</a>		
* May change upon Delaware County Emergency Communications Center operational needs. Will also perform outreach functions that may take place outside of a normal workweek.			
<b>Objectives</b>			
Individual provides administrative, office, outreach, and backup telecommunicator support to County Emergency Communications. Individual reports to the Director of Emergency Communications.			

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Job Standards
<p><b>Individual must have a high school diploma or GED, proficient with computers and Microsoft computer applications, and keyboarding experience with a minimum rate of 30 wpm. Individual must possess a valid Ohio driver's license, have an acceptable driving record. Individual must meet and maintain qualifications for driving on county business at all times. As a condition of continued employment, within one year of hire date, individual must successfully complete and maintain certification in CPR/AED, all the current MPDS required disciplines, NIMS certifications, and any other required standards. Individual must meet and maintain all required licenses and certifications as a continued condition of employment.</b></p>
Job Description
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Develops an effective internal and external emergency communications program through the use of the webpage; annual reports; brochures; newsletters; online communications; displays for public events including, fire dept. open houses, school visits, or other venues; etc. as directed by the Director working with the County Communications and Employee Relations manager;</li> <li>• Coordinates 911 activities for public events to include fire dept. open houses, school visits, or other venues as directed by the 911 Director working with the County Communications and Employee Relations manager;</li> <li>• Performs accounting functions, including purchase orders and payroll for Emergency Communications;</li> <li>• Prepares and types correspondence, memos, reports, minutes, operational plans, etc.;</li> <li>• Maintains office and administrative files;</li> <li>• Projects necessary expenditures and recommends input to the annual budget for Emergency Communications;</li> <li>• Provide backup response as a telecommunicator in time of need and works as a telecommunicator several hours weekly to keep skills and abilities honed;</li> <li>• Handles or directs public inquiries regarding Emergency Communications programs to the appropriate office;</li> <li>• Attends administrative staff and other meetings as required;</li> <li>• Answers telephone, screens calls, makes referrals, and gives and receives information;</li> <li>• Schedules meetings and coordinates with management calendars;</li> <li>• Provides security access to Emergency Communications Center, EMS, EMA and administrative areas during normal duty hours to include routine coverage for the Commissioners' front desk position;</li> <li>• Responds to the Delaware County EOC, Emergency Communications Center, or other location during an emergency activation; and</li> <li>• Any other assigned job duties within the scope of the position.</li> </ul> <p><b>NON-ESSENTIAL JOB FUNCTIONS:</b> Performs related Essential/Non-Essential functions as required.</p> <p><b>JOB REQUIREMENTS</b></p> <p><b><u>Equipment:</u></b> Ability to operate a variety of office equipment such as computer, copier, typewriter, telephone, calculator, FAX machine, and other equipment necessary to perform duties. For the capability to work as a Telecommunicator, must have the ability to operate an electronic touch screen emergency telephone system with standardized call processing procedures, an 800 MHz radio system, wireless headsets, a Computer Aided Dispatch and mapping program, the Telecommunications Device for the Deaf (TDD) system, the back-up systems, the Federal Emergency Alert System, the NOAA weather radio alert system, the Northwest Area Strike Team paging system, the MARCS system, the Emergency Alert Notification systems (i.e. the Communicator, Code Red), the push-to-talk two-way system, the alpha-numeric paging system, the AED device, the LEADS system and other law enforcement databases, the security system, the instant retrieval recording system, equipment battery chargers, a variety of office equipment, and any other equipment necessary to perform duties. Ability to safely operate a motor vehicle is required</p> <p><b><u>Critical Skills/Expertise:</u></b></p> <ul style="list-style-type: none"> <li>• Ability to accurately complete and maintain records, reports and forms;</li> <li>• Ability to organize and maintain large volumes of information and paperwork;</li> <li>• Ability to effectively program and plan independently and in collaboration with other staff units and outside agencies;</li> <li>• Thorough knowledge of County policies and procedures;</li> <li>• Ability to create effective internal and external emergency communications;</li> </ul>

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- Ability to coordinate activities for public events;
- Ability to expertly operate an electronic emergency telephone system and a computer aided dispatch/mapping program in order to efficiently receive and process telephone calls;
- Knowledge of the FCC rules, regulations, and guidelines that govern telephone and radio communications including the requirements of their application and demonstrate the ability to apply them reliably;
- Ability to understand responder requirements as they relate to call processing techniques and can efficiently and effectively query callers achieving maximum benefits for responder usage;
- Ability to expertly operate an 800 MHz radio system to process public safety responder radio traffic;
- Proficient with computers and Microsoft computer applications, keyboarding experience with a minimum typing rate of 30 wpm;
- Proficiently maintains composure, reassuring callers, and processing accurate information during crisis situations in a quick and effective manner to render assistance throughout an emergency;
- Ability to work independently remaining focused regardless of stress level;
- Ability to define and solve problems, collect data, establish facts, and draw valid conclusions using judgment and analytical abilities;
- Ability to understand and apply unique emergency communication terminology to facilitate response, identify resources, employ applications and procedures in fire, medical, emergency management, and law enforcement situations and correlate to CAD usage;
- Must possess a working geographic knowledge of Delaware County and surrounding areas;
- Acquires and maintains certification in all required programs and/or equipment operations necessary to perform the job skills;
- Ability to operate a telecommunications device for the deaf system expertly and seamlessly in conjunction with both the administrative and the electronic emergency telephone systems to communicate with the hearing impaired;
- Ability to efficiently utilize the Language Line emergency interpretation/translation system to communicate with non-English speaking callers;
- Demonstrates an effective oral and written command of the English language, ensuring all information input into databases, on forms, on the telephone, on the radio, or in person, is spelled correctly, legible, accurate, grammatically acceptable, complete, audible, and able to be understood by the receiver of the information;
- Effective working knowledge of the LEADS system, NCIC, CJIS, NLETS, and other law enforcement databases, and an understanding of their associated codes, laws, rules, regulations, and governing guidelines;
- Ability to work effectively with callers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors; and
- Ability to work professionally with a diverse range of responder dispositions, remaining calm and focused, assisting the responders in achieving the desired result.

**DIFFICULTY OF WORK**

Work consists of, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individual is required to provide technical assistance to operational and staff personnel on programs, policies, and the interrelationship of programs. It requires the individual to be continually aware of changes occurring which must be learned and passed on to personnel. Procedures must be developed for implementing changes at the local County level. Assigned job duties require technical competence and a high degree of trust, confidence, reliance, integrity and fidelity. Work is complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, policies, and procedures. Individual must be able to function under high stress levels and extremely complex, time sensitive, complicated situations working with mobility constraints.

**RESPONSIBILITY**

Individual must demonstrate superior multi-tasking skills. Individual makes choices or decisions without supervisory input on most daily activities, such as administrative functions, establishing priorities, making referrals to other agencies, developing contacts with businesses and agencies, and forming collaborative relationships with other service providers in the County. Individual must adhere to departmental rules and procedures regarding confidentiality due to the nature of information that is accessed. Director does provide general guidance, but allows the individual the ability to plan the procedures and methods to accomplish objectives. Individual must perform as a team player. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, and may cause loss of efficiency of response of emergency services, and possible loss of property and life.

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**PERSONAL WORK RELATIONSHIPS**

Contact is with co-workers, personnel from public and private sector organizations, and the public. The purpose of these contacts is to screen incoming calls, gather appropriate information, determine effective course of action, disseminate results in a timely manner, guide and direct, check on progress of work assigned, coordinate services, and handle questions about Department, programs and visitors' concerns.

**PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** The physical requirements of the position are identified sedentary work that may require the lifting of up to fifty (50) pounds.

**Physical Activity:** The physical activity of the position is fingering, talking, hearing (including specialized hearing acuity), reaching, and walking. Any or all activity may be experienced for extended periods of time.

**Visual Activity:** The minimum visual activity of the seeing job is close to the eye and requires viewing computer terminals for extended periods of time.

**Job Location:** The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Vote on Motion Mr. Stapleton Aye Mr. O'Brien Aye Mr. Merrell Aye

**DISCUSSION:**

**IN THE MATTER OF ESTABLISHING DOG REGISTRATION FEES FOR DELAWARE COUNTY:**

*WHEREAS, on March 31, 2003, the Delaware County Board of Commissioners (the "Board") adopted Resolution No. 03-423, increasing the dog license fee to Ten Dollars (\$10.00) for each individual dog license; and*

*WHEREAS, sections 955.01 and 955.14 of the Revised Code, as recently amended by 2013 HB59, effective on July 1, 2013, now permit dog owners to obtain three-year or permanent dog registrations; and*

*WHEREAS, a three-year dog registration shall be charged a fee equal to three times the annual dog registration fee; and*

*WHEREAS, a permanent dog registration shall be charged a fee equal to ten times the annual dog registration fee;*

*NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio:*

*Section 1. The Board, having estimated that the fees established in this Resolution are needed to pay all expenses for the administration of Chapter 955 of the Revised Code and to pay claims allowed for animals injured or destroyed by dogs, hereby establishes the following dog registration fees for Delaware County:*

<i>Registration Period</i>	<i>Fee</i>
<i>One year registration</i>	
<i>Three year registration</i>	
<i>Permanent registration</i>	

*Section 2. The dog registration fees established herein shall be effective on December 1, 2013.*

**RESOLUTION NO. 13-770**

**IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR ADULT COURT SERVICES:**

It was moved by Mr. Stapleton, seconded by Mr. Merrell to approve the following:

**Transfer of Appropriations**

<b>From</b>	<b>To</b>	
25522309-5201	25522309-5332	240.00
Drug Court Docket/General Supplies	Drug Court Docket/Cell Phone Allowance	

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Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

**COMMISSIONERS' COMMITTEES REPORTS**

**Commissioner Merrell**  
**-No Reports**

**Commissioner Stapleton**  
**-No Reports**

**Commissioner O'Brien**  
**-Tonight, Regional Planning Meeting**

**RESOLUTION NO. 13-771**

**IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF  
EMPLOYMENT; PROMOTION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL AND FOR  
PENDING OR IMMINENT LITIGATION:**

It was moved by Mr. Merrell, seconded by Mr. Stapleton to adjourn into Executive Session at 9:47AM.

Vote on Motion Mr. Merrell Aye Mr. Stapleton Aye Mr. O'Brien Aye

**RESOLUTION NO. 13-772**

**IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:**

It was moved by Mr. Stapleton, seconded by Mr. Merrell to adjourn out of Executive Session at 12:32PM.

Vote on Motion Mr. Stapleton Aye Mr. Merrell Aye Mr. O'Brien Aye

There being no further business, the meeting adjourned.

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Gary Merrell

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Ken O'Brien

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Dennis Stapleton

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Jennifer Walraven, Clerk to the Commissioners