

COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD AUGUST 22, 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
Dennis Stapleton, Vice President
Gary Merrell, Commissioner

RESOLUTION NO. 13-858

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD AUGUST 19, 2013:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on August 19, 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 Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 13-859

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0821, MEMO TRANSFERS IN BATCH NUMBERS MTAPR0821 AND PROCUREMENT CARD PAYMENTS IN BATCH NUMBER PCAPR0821:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0821, memo transfers in batch numbers MTAPR0821, Procurement Card Payments in batch number PCAPR0821 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO' Increase DATA	Job and Family Client Transportation	22411601-5355	\$ 7,500.00
Number	Vendor Name	Line Description	Line Account Amount
EMERGENCY MEDICAL SERVICES – SERVICE AND CHARGES			
R1305145	PREMIER HEALTH CARE SERVICES INC	MEDICAL DIRECTORSHIP -- DR. THAI	10011303-5301 \$10,000.00
ENVIRONMENTAL– SERVICE AND CHARGES			
R1305166	NEFF PAVING & CONCRETE LLC	INSTALL CONCRETE SIDEWALKS AT MAXTOWN PUMP STATION	66211904-5328 \$6,060.00

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

RESOLUTION NO. 13-860

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

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

The Board of Commissioners is requesting that Seiji Kille attend an AGA Professional Development Conference in Columbus, Ohio from October 9-10, 2013 at the cost of \$382.00 (fund number 10011101).

The Board of Commissioners is requesting that Seiji Kille attend a GFOA Annual Conference in Columbus, Ohio from September 11-13, 2013 at the cost of \$310.40 (fund number 10011101).

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

**COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD AUGUST 22, 2013**

RESOLUTION NO. 13-861**IN THE MATTER OF APPROVING BID DOCUMENTS AND SETTING THE BID AND OPENING DATE FOR THE PROJECT KNOWN AS VILLAGE OF GALENA PUBLIC REHABILITATION:**

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

WHEREAS, the Delaware County Board of Commissioners (the "Board") approved Community Development Block Grant (CDBG) activity funding, per Resolutions 12-1361(CDBG Grant Agreement B-F-12-1AT-1 with the Ohio Development Services Agency) and 12-605 (authorizing use of Revolving Loan Funds), for Ashley street improvements (Grant Activity 1), Ostrander sidewalk improvements (Grant Activity 2), Shawnee Hills sidewalk improvements (Grant Activity 3), Galena public rehabilitation (Grant Activity 4), county-wide home repair (Grant Activity 5), and fair housing (Grant Activity 6); and

WHEREAS, the Delaware County Economic Development Director and the Ohio Regional Development Corporation ("Grant Consultant") have prepared all necessary bid documents for the project known as the Village of Galena Public Rehabilitation (Grant Activity 4); and

WHEREAS, the Village of Galena's project engineer estimates the project cost is \$50,410.36. Grant Agreement B-F-12-1AT-1, Grant Activity 4, authorizes Delaware County to fund \$34,200; and the Revolving Loan Fund to fund \$11,700; and the Village of Galena to fund \$11,400 ; total funds available are \$59,300; and

WHEREAS, the Environmental Release of Funds acknowledgement from the Ohio Development Services Agency (ODSA) authorizing funding of Grant Activity 4 was approved by ODSA on June 3, 2013; and

WHEREAS, the Delaware County Economic Development Director and the Grant Consultant jointly recommend approving the bid documents and advertising for bids for the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

Section 1: The bid documents for the project known as Village of Galena Public Rehabilitation are hereby approved.

Section 2: The Delaware County Economic Development Director and Grant Consultant are authorized to advertise for (published on August 23 and 30; and placed on the County's website) and receive bids on behalf of the Board in accordance with the following Notice to Contractors:

NOTICE TO CONTRACTORS

Sealed proposals for the Galena Village Hall East Entrance Renovations will be received by the Delaware County Commissioners at 101 North Sandusky Street, Delaware, OH 43015 until 11:00 a.m., Sept 10, 2013 and then at 11:00 a.m. at said office opened and read aloud.

Plans, Specifications, and bid forms may be secured from the Ohio Regional Development Corporation, 120 ½ S. 4th Street, Coshocton, OH 43812 (740) 622-0529. A nonrefundable fee of \$25.00 dollars will be required for each set of plans and specifications, checks made payable to Ohio Regional Development Corporation.

The project Work consists of selective demolition of the existing east stairs entry and adjacent walkway for the purpose providing a new access for all entry to the basement or lower level of the Galena Village Hall building located at 109 West Harrison Street. . The work includes new entry doors and concrete steps with limited interior renovation of the area impacted by new construction. Site work includes selective demolition and grade modification for the installation of new concrete sidewalks. The work includes but is not limited to the following; Site and infrastructure, General Trades, limited Plumbing, Electrical and Electronic Safety and Security.

Engineer's Estimate: \$50,410.36

Each bid must be accompanied by either a bid bond in an amount of 100% of the bid amount with a surety satisfactory to the aforesaid Delaware County or by certified check, cashiers- check, or letter of credit upon a solvent bank in the amount of not less than 10% of the bid amount in favor of the aforesaid Delaware County. Bid Bonds shall be accompanied by Proof of Authority of the official or agent signing the bond.

Bids shall be sealed and marked as Bid for Galena Village Hall East Entrance Renovations and mailed or delivered to:

Delaware County Commissioners
101 North Sandusky St
Delaware, OH 43015

A pre-bid meeting will be held on September 4, 2013 at 11:00 am at the Delaware County Commissioners Conference Room, 101 N. Sandusky St, Delaware, OH. Potential bidders are encouraged but not required to

**COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD AUGUST 22, 2013**

attend.

Publish Aug 23, 2013 & Aug 30, 2013

The County reserves the right to waive any informality or to reject any or all bids. Attention of bidders is called to all of the requirements contained in this bid packet, particularly to the Federal Labor Standards Provisions and Davis-Bacon Wages, various insurance requirements, various equal opportunity provisions, and the requirement for a payment bond and performance bond for 100% of the contract price. No bidder may withdraw his bid within thirty (30) days after the actual date of the opening thereof.

Section 3. This resolution shall take effect and be in force immediately after its passage.

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

RESOLUTION NO. 13-862

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

The Director of Job and Family Services recommends the promotion of Mindy D' Amore from an Income Maintenance Worker III to a Social Service Worker III Ongoing; effective September 16, 2013.

Therefore Be it Resolved the Board of Commissioners approve the promotion of Mindy D' Amore to a Social Service Worker III; effective September 16, 2013.

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

RESOLUTION NO. 13-863

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE DIRECTOR / CHIEF OF EMERGENCY MEDICAL SERVICES FOR THE EMERGENCY MEDICAL SERVICES DEPARTMENT:

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

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends approving the job description for the Director / Chief of Emergency Medical Services For the Emergency Medical Services Department;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Director / Chief of Emergency Medical Services for Emergency Services Department.

Job Title:	Director / Chief of Emergency Medical Services	Posting Dates:	
Department/Address :	Emergency Medical Services 10 Court Street Delaware, OH 43015	Position Type:	Full Time
Typical Work Schedule:	Varies	Pay Range:	\$70,290-94,196
Contact Information:	740/833-2120	FLSA:	Exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		
Objectives			
Individual provides direction to staff personnel and the Emergency Medical Services Department. Individual is responsible for supervising staff personnel involved in administering emergency medical care to citizens and oversees the activities to include program and policy compliance, budgeting and coordinating collaborative county wide emergency medical services activities. Individual reports to the County Administrator.			
Job Standards			
Bachelor's Degree in Business Administration, Public Administration, or related field combined with a minimum of five (5) years relevant work experience; or a high school diploma combined with ten (10) years relevant work experience. Must demonstrate competency in effective leadership and management principles within an emergency services position that includes a minimum of three (3) years experience effectively managing and leading subordinate			

**COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD AUGUST 22, 2013**

personnel. Must be certified as Paramedic in the State of Ohio. Must have a valid Ohio driver's license, and an acceptable driving record. Other required certifications include: ACLS, CPR, EMS Instructor, Haz-MAT, and a certification in the National Incident Management System. All required licenses and certifications must be maintained as a continued condition of employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Consistently demonstrates ability to apply progressive management principles; plan and implement department goals and objectives;
- Accurately projects requirements and control expenditures within budgeting guidelines;
- Instructs and counsels staff and clients.
- Reviews the condition of EMS stations, vehicles, and equipment and tracks equipment at each station and at area hospitals;
- Prepares and recommends the annual department budget for submission to the County Administrator;
- Responsible for planning and recommending purchases of all departmental needs, such as equipment, office equipment and supplies, and service contracts;
- Interprets and implements Federal and State regulations;
- Recommends, administers and enforces, in a consistent manner, departmental policies and procedures, including, but not limited to adherence to medical protocols;
- Establishes and maintains working relationships with all other emergency response entities;
- Supports EMS and other departmental programs by working with local agencies to include recommending and monitoring contracts, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- Oversees and insures the efficient operation of Delaware County's EMS programs;
- Responds immediately to emergency calls when the situation requires supervisor assistance and decision-making authority;
- Supervises staff involved with the EMS program to include, but not limited to, assigning work, planning and estimating project completions, monitoring performance, training employees, interviewing staff, conducting annual evaluations and resolving problems, grievances and personnel situations;
- Plans, schedules, organizes, and supervises the work of the Assistant Chief and EMS Captains, including, but not limited to, review and approval of bi-weekly payroll;
- Plans and coordinates departmental training of EMS personnel;
- Prepares correspondence, completing forms and developing reports associated with EMS programs;
- Handles client complaints and public inquiries regarding programs; and
- Other duties as assigned by the County Administrator

NON-ESSENTIAL JOB FUNCTIONS:

- Performs related Essential/Non-Essential functions as required.

JOB REQUIREMENTS:

Equipment: Ability to operate a variety of equipment such as computer, copier, typewriter, telephone, calculator, FAX machine, VCR, backboards, extrication equipment, radios, battery chargers, glucose machine, cardiac monitor, suction equipment, defibrillator, Doppler stethoscope, laryngoscope, intravenous pump, oxygen regulators and bottles, restraining devices, medical supplies, and fire extinguishers. Individual uses the following safety equipment; rubber gloves, respirator, face shields, hard hats, biological hazard bags, infection control gowns, and other equipment necessary to perform duties. Ability to safely and effectively operate a motor vehicle is required.

Critical Skills/Expertise:

- Maintain a comprehensive and professional knowledge of public safety; emergency management policies and procedures; and emergency medical services;
- Thorough knowledge of paramedic skills, equipment used and medical protocols;

**COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD AUGUST 22, 2013**

- Knowledge of mutual aid techniques, radio operations, vehicles and their safe operations;
- Thorough knowledge of and the ability to apply rules, regulations and guidelines associated with emergency medical care;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Thorough knowledge of recruiting, interviewing, and counseling;
- Thorough knowledge of and ability to apply effective supervisory skills to direct, motivate and manage subordinate personnel;
- Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- Ability to communicate effectively, both orally and in writing;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work independently, under pressure, and to set and achieve goals;
- Ability to motivate and counsel staff and customers;
- Ability to organize and maintain large volumes of information and paperwork; and
- Ability to effectively program plan independently and in collaboration with other staff units and outside agencies.

DIFFICULTY OF WORK:

The Director / Chief of Emergency Medical Services is required to direct highly complex activities that are broad in scope with a number of major program responsibilities. Function generally requires the resolution of involved or controversial problems and decision-making within the scope of his/her authority. Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individual is required to provide technical assistance to staff personnel on programs, policies, and the interrelationship of programs, the computer system and the application of these programs under extremely complex and difficult situations. The individual is required to remain abreast of any and all changes in the emergency medical field and demonstrate the ability to impart this information on to subordinates. Procedures must be developed for implementing changes at the local level.

RESPONSIBILITY:

Decisions and activities of this position have a direct and significant impact on a major segment of the economy, the public, and the management of Delaware County Government. Errors in judgment, inaction, diminished proficiency in emergency services administration issues and solutions, and inattentiveness to County interests could be devastating to the public health, safety, and welfare and interests of the County. Decisions are made based upon laws and regulations and policies of the Board of Commissioners. Authority, unless established by statute, is delegated by the Board of Commissioners through the County Administrator. Individual supervises subordinates, assigning projects, checking on progress of work and evaluating results. Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the County. Individual operates independent of supervision in handling staffing and daily operations, normally receiving supervisor's input when needed. 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 life.

PERSONAL WORK RELATIONSHIPS:

The Director / Chief has daily and frequent contact with co-workers, public officials, employees from other public and private sector organizations, and the general public. The purpose of these contacts is to guide and direct, review and assure progress of work assigned, coordinate services, manage job development and referrals, and handle questions about the department, programs and client concerns. Individual must assure that the Board of Commissioners through the County Administrator, is fully aware of all matters affecting the department, actions of the department, and issues that impact the Board's ability to oversee the department.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical Requirements: The individual in this position must demonstrate the ability to lift a patient up to 200 pounds on a one-person cot.

COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD AUGUST 22, 2013

Physical Activity: The position requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, manual dexterity, grasping, feeling, talking, hearing, and repetitive motions.

Visual Activity: The position requires the individual to see information close to the eyes, at or within arm's reach and the visual activity to safely operate vehicles.

Job Location: Work is performed both inside and outside with exposure to weather temperatures ranging from below 32 degrees to above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, physical hazards, and oil. Individual is exposed to fumes, odors, dusts, mists, gases and poor ventilation.

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. O'Brien Aye Mr. Merrell Aye Mr. Stapleton Aye

RESOLUTION NO. 13-864

IN THE MATTER OF APPROVING SUPPLEMENTAL APPROPRIATIONS FOR SETTLEMENT FEES:

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

Supplemental Appropriations
50411121-5375 BR RD IMP US23 Lewis Center Rd/Election & Settlement Services 420.00

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

RESOLUTION NO. 13-865

IN THE MATTER OF APPROVING ADVANCE OF FUNDS FOR ADULT COURT SERVICES:

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

Advance of Funds

From	To	
10011102-8500	23322310-8400	
Commissioners	Re-Entry Task Force/Advances In	\$ 5,300.00
General/Advances Out		

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

COMMISSIONERS' COMMITTEES REPORTS

Commissioner Merrell
-Attended The Mental Health Docket Graduation; Very Impressed With The Process

Commissioner Stapleton
No Reports

Commissioner O'Brien
-Attended And Participated In The Regional Planning Executive Meeting

Mayor Of Galena Tom Hopper,
-Thanked The Board For Support Of Resolution No. 13-861 (The Project Known As Village Of Galena Public Rehabilitation)
-Invited The Board To Stop By The Village Of Galena Summerfest At The Village Square & Ruffner Park On August 24, 2013 (11:00AM-11:00PM)

RESOLUTION NO. 13-866

**COMMISSIONERS JOURNAL NO. 59 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD AUGUST 22, 2013**

**IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF
EMPLOYMENT; DISMISSAL; DISCIPLINE OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL:**

It was moved by Mr. Merrell, seconded by Mr. Stapleton to adjourn into Executive Session at 9:38AM.

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

RESOLUTION NO. 13-867

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Merrell, seconded by Mr. Stapleton to adjourn out of Executive Session at 9:57AM.

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

There being no further business, the meeting adjourned.

Gary Merrell

Ken O'Brien

Dennis Stapleton

Jennifer Walraven, Clerk to the Commissioners