

SCSORT Executive Board Meeting Minutes

January 22, 2019

Board Members:

Tommy Smoot
David O'Neal
Brett Reinbolt
Steve Leslie

Staff/Guests:

Andy Miller
Tim Gemind
Rob Keener
Dustin
Jeff Funai
Scott Duber

Board Members Absent:

Dennis Ragins

This meeting of the Summit County Special Operations Response Team (SCSORT) Executive Board was called to order by David O'Neal on Tuesday, January 22, 2019 at 10:09 a.m. in the EOC, 166 S. High St., Basement, Akron, Ohio 44308.

- **Approval of minutes – December 10, 2018**

Brett Reinbolt motioned for the approval of the minutes, with Steve Leslie as the second. The motion carried by voice vote.

- **Chairperson's Comments/Correspondence**

David O'Neal reviewed and spoke on the correspondence and passed around.

- One electronic vote to increase CE training hours to 24
- Box Truck was sold at auction for \$1525
- Reimbursement for Gilcrest Rd train derailment 11/19/18

- **SORT DISPATCH**

None

- **INSTRUCTOR TECH**

None

- **BRANCH DIRECTOR'S REPORT**

- **HAZMAT**
 - Paul Amonett reported they had 2 responses. Hazmat radios have been rolled over.
- **WATER**
 - Scott Duber sent in his report. Water trained January 3, 4, 5 on GPS. They are working on collecting training hours. Sonar is back in service at Station 10.
- **TROT**
 - Richard Smith reported there were no call outs. Richard has sent out the total training hours for the County for the year minus the Field Force Extraction class. All the SABA bottles have been hydrostatic tested. At the last zone meeting, Portage County asked to continue to train with Summit County. The Portage County EMA will reach out to Tommy Smoot.
- **IMAT**

- Jeff Funai did Situational Awareness training in December. Jeff Funai presented the board with the IMAT team manual for consideration as their standard operating guidelines. This would include training, documentation of practical demonstration and credentialing with having the zone coordinators sign off on. The goal is to train to a type 3 team. Jeff Funai also presented a list of applications for IMAT members to be considered for the next meeting.

- **REGION V**

None

- **SPECIAL TEAMS PLANNER**

Tim Gemind reported that Lori Pesci has been evaluating the budget and it will be on a new budget. The carry over to 2019 will be approximately \$20,000. Tim Gemind discussed the purchase sheet. On the sheet was the annual preventive maintenance on the trailers and Tim Gemind inquired to the Board if they wanted to continue to do every year or every other year as long as the normal inspections are being done. The Board decided to do every other year. The SORT Board discussed the purchase of the mobile radios. A motion was made to approve the purchase sheet minus the trailer preventive maintenance by Brett Reinbolt and seconded by Steve Leslie. The motion was carried by voice vote.

- **OLD BUSINESS**

Lori Pesci stated Faylin Thurn is currently putting the SOG together and adding in the forms provided by Richard Smith. She will also be adding in the IMAT information.

Dave O'Neal discussed the vehicle preventative maintenance form. Need to add a signature line. Board discussed that if the form does not get completed, the Board will send a letter to that Chief looking for follow-up.

Chief Leslie inquired if there is an MOU when a department houses a vehicle. There is a MOU for the ATV in Hudson. Lori Pesci will have the Law Department look at this.

Paul Amonett discussed the blood sample issue. The options were to move it, retest it or dispose of. Someone more qualified must make that decision. There is one option to move it to and it is Akron General Hospital. Dave O'Neal will see Dr. McHugh an email to discuss the options.

- **NEW BUSINESS**

Lori Pesci inquired with Hazmat about their request for a Radeye through the special projects grant. Paul Amonett stated he would want to do more research before he signed off on accepting the same type of Radeye as the Bomb Squad request. Lori Pesci will send him an email.

Tim Gemind stated on the Twinsburg call there was an issue with the dispatch having the proper forms. Paul Amonett will follow up with Steve Bosso. We will resend the forms out to the PSAPs.

Chief O'Neal stated the training hour requirement is now 24 hours.

Chief O'Neal stated the Marsh Rd building will be having a spring clean up day in May so we are ready to move when that decision is made.

Tommy Smoot stated we are on the 2nd bid for the new Hazmat replacement vehicle. We received 2 grants for SAR water for \$6,000 and \$7,250 for Search & Rescue that need to be spent by June 30, 2019. We also accept the BWC Grant for the diverter to be installed in Stow Station 1.

Judy Kelly asked all BP cards be returned to the EMA office. We will be moving to using WEX cards.

- **GOOD OF THE ORDER**

None

- **NEXT MEETING**

February 11, 2019 @ 8:30 in the EMA Conference Room

- **MEETING ADJOURNED**

David O'Neal made a motion to role out into executive session for the purpose of compensation of a public employee with Brett Reinbolt as the second. The motion was carried by voice vote.

- **EXECUTIVE SESSION**

A roll call was taken of the members present and the motion passed unanimously by voice vote.

The executive session was adjourned, and the meeting continued in open session.

During open session, a motion was made by Chief Leslie to terminate the contracts with the University of Akron for Instructor Tech and adopt the recommendations provided by the Summit County Internal Audit Report with regard to the duties and responsibilities under the Instructor Tech contracts. Which are as follows:

Training

1. SORT Board sets training schedule
2. Branch Director/or SORT Board designee selects the trainer
3. Trainer invoices us with a copy of materials and sign-in sheet. This information will go to Tim.
4. We pay invoice (need w-9 and PEDAKN from each trainer – no pay in to benefits or retirement)

5. Anyone that assists with training "setup" can not exceed a charge of 2 hours and will not be compensated until all training information is received.

Vehicle Maintenance

1. Determine a "rent" amount that is fair and approved by SORT
2. Intergovernmental agreement with municipality to pay "rent" to them to house/maintain equip.
 - a. include requirement that it be kept response ready
 - b. what about who pays for perishables that may be in the unit
 - c. have procedure for major maintenance items

The motion was seconded by Chief Reinbolt. Motion passed unanimously by voice vote.

O'Neal – things the Board need to consider:

- Hourly rate for training.
- Work with our finance department of "rent" costs.