

RECORD OF PROCEEDINGS

**MINUTES OF THE XENIA TOWNSHIP TRUSTEES:
HELD ON: MARCH 15, 2012**

**WORK SESSION
6:00 PM**

NOTE: These minutes are a summary of the work session discussion and are not a word for word account of the discussions. The proceedings were electronically recorded. The meeting place was the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio.

Chairman Jim Reed called the work session to order at 6:05 pm, those present included Trustees Reed and Miller, Fiscal Officer Barbara Miller; Fire Chief Daryl Meyers; and Tim Spradlin.

Discussion about filling positions at the Township.

Discussion about Dragon Speaking software that is supposed to record and type directly into the computer.

Reed asked Chief Meyers for clarification about CSU fire service. If Xenia Township gets the CSU contract, the Chief would like to staff 2 or 3 at each of the XT stations 24 hours a day. Under that 2 & 2 or 3 & 2, the Chief has in the budget to hire 2 full-time people. His comment was to make 1 of those--3 part time, a full time, or 4 part time, however you crunch the numbers. Reed said current staffing is 2 people 24 hours a day, 7 days a week—660 hours. This new plan would double this. Miller said CSU will match what they are doing today—this benefits the Township. Reed said that was not in the contract we were proposing. Either pay for service we are providing today and CSU keeps their house as it is today or pay \$175,000, CSU shuts down their fire service, XTFD takes over service out of this fire house. Miller said Reed is mixing everything up. Miller said we would not staff the CSU house whatsoever, we would staff from XT 2 stations based on hours they are today. This would benefit the Township to be 24/7 on both station and that would be our goal. But for a contract, match what they are doing today. Reed said Township has not doubled in size so why double work force. Having trouble filling 660 hours we have now. Miller said these shifts are filled. Reed said whatever was promised to taxpayers at levy we need to do. The Chief said every effort is made to have a Paramedic 24/7. He asked Spradlin if he had a Paramedic on every shift. Spradlin replied yes. Chief Meyers said he did not as the Shift Commanders were not Paramedics. Spradlin said EMS billing revenue is down 20% since cutting off relations with the City. The Chief corrected this that Xenia Township did not cut off these relations. Spradlin said to fund full time positions you must be prepared for consistent funding for 2-5 years. Chief Meyers said this has been in his budget. Reed commented he does not want to dip into budget to supplement. He doesn't see a reason to create 2 departments that need staffed 24/7. Chief said it is not 2 departments. Spradlin commented. Reed asked why we don't have volunteers. The letter to CSU is on hold. Reed called Amy Lewis to ask about CSU issue. Discussions. She will get back with the Trustees on this.

Barb Miller said there needs to be documentation showing the contract between Trustees and Fire Chief so it can cover her when she gives him a pay check. She will also need these for Captain Fox, Captain Baker, Captain Beegle and Captain Devoe. Fire Department Captains did not get paid the last pay period. Reed advised the Chief to prepare a job description for each Captain and give it to Fiscal Officer Barbara Miller to have back-up for paying each one. Reed wants to see contract showing amount of hours each Captain is expected to work. Barb Miller wants Trustees to approve this. Reed will not approve anything that does not state minimum hours. He was told by others that once someone is put on salary, there is no reason for someone to show up. Barb Miller said employees would be punching a time clock in the future. The Chief asked how the firefighters would come to the fire station and punch a time clock before responding to a call. Miller answered they can write in the time they start on the card. The supervisor can document it is accurate. Part of the purpose is legibility as she cannot read the time sheets.

He spoke with Stephanie Hayden to see if they can have an action item Trustee's meeting every week if the Trustees want.

Reed asked Meyers to go over the Miami Valley Fire/EMS Alliance again. Miller said this was passed at the last Trustees' meeting of March 8, 2012 (Resolution 2012-055). Miller wanted this question to be asked at another time so they could continue on with other items. Reed wanted to rescind his vote for the Alliance.

Reed asked for input on office administrator job description from Miller. Miller does not have a copy of it.

Reed said he will not agree to Rhonda Painter's payout. Miller said John Faulkner gave the figures to the Trustees. Reed argued he never saw the amount of Painter's vacation. He wants documentation.

This concluded the work session. Reed moved and Miller seconded to adjourn. The meeting adjourned at 7:00 p.m.

Jim Reed, Chairman

Amy Lewis

Scott Miller

ATTEST:

Barbara Miller, Fiscal Officer