

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
MEETING MINUTES

Monday, August 24, 2020 at 6:30 pm

PRESENT

Committee Members	Joseph D. Bialorucki-Chair, Jeff Comadoll, Ken Haase, Mayor Jason Maassel
City Manager	Joel L. Mazur
City Staff	Kelly O'Boyle-City Finance Director via WebEx
Clerk of Council	Roxanne Dietrich
Others	News Media on WebEx

ABSENT

CALL TO ORDER

the Finance and Budget Committee meeting was called to order by Chairperson Bialorucki at 7:03 pm.

APPROVAL OF MINUTES

The Finance and Budget Committee Special Meeting Minutes from June 15, 2020 were approved as presented.

PROPOSED 2021 BUDGET CALENDAR

O'Boyle reviewed the proposed 2021 Budget Timeline.

September 16, 2020 the appropriation request letter will be sent out to the Departments and Divisions. The budget forms have been modified to make them more user friendly.

September 28, 2020 is the next Finance and Budget Committee meeting and we will review the Miscellaneous Appropriations for 2021. These will be available for Council to review on the shared drive. I modified these to make it into one document instead of having fifty separate documents. These are the items that we budget for and don't have much control over the amounts like debt payments, etc.

September 30, 2020 the budget requests will be due from the Departments and Divisions.

October 1 – 12, 2020 the City Manager will meet with the Departments Heads to review their requests. The Finance Director will sit in when available. During that time, I will be preparing the 2021 Revenue Estimate, including the initial income tax projections.

October 14-23, 2020 the City Manager and Finance Director will review the requests and provide recommendations to Council. Those will be available for Council to review on the shared drive prior to the budget hearings with Council.

October 26, 2020 at the Finance and Budget Committee meeting, we will review the 2021 Revenue Estimates and Initial Income Tax projections.

The Council budget meetings will be on Friday, November 6, 2020 and the morning of Saturday, November 7, 2020.

November 16, 2020 will be the First Reading of the Budget and when the Mayor presents the 2021 Budget to Council.

December 7 will be the Second Reading of the 2021 Budget.

December 21, 2020 is when hopefully we can pass the 2021 Budget prior to the end of the year.

Maassel asked how easy is it to get the shared drive when you are not on the system? O'Boyle said that would be a question for IT. We can put the information on a flash drive for you. Mazur said a flash drive would be the easiest. That way we don't have to get a VPN for everyone plus flash drives work easier and are less of a risk for ID theft. Maassel asked are the miscellaneous appropriations on September 28th what are known as the *crippy crap funds*? O'Boyle-yes.

REVIEW DRAFT 2021 DEBT SCHEDULE

O'Boyle stated these are the principal payments that are due for 2021 and will be updated as needed. I will go over possible refunding next. That would save us some money if Council chooses to do so, then that would be updated too. The Wastewater Treatment Improvement loan payback will be added once we get more information, Mazur is working with the state and the USDA. We will also have to add the VanHying design and if that project goes forward, that loan payment. In November we will have to decide if we are going to note in 2021 the water note that we have or if we will take it to bond. Then, we will either have the note payment we would have to pay; otherwise we would have a debt amortization schedule. Mazur noted when moving forward with the Wastewater Treatment Plant, OWDA is a 20-year loan and usually has a lower interest rate under 1%. Rural Development Funds from USDA are for 40 years with interest a little over 1%. When you factor in how much interest you are paying it is a little over 1% how much of a difference is it to go 20 years and have a large payment and have it paid off in 20 years or, to have a lower annual payment, pay more interest overall during that timeframe. Will the 1% match the inflationary or investment costs? What would be better?

Maassel commented he would want to see the numbers showing the differences to see how much savings you would have if you were to pay it off in 20 years versus 40 years. To pay the loan off in 20 years with interest less than 1% makes sense to me but, I want to see the math and the differences. Mazur said he will send something and will make sure full council gets a copy too in one of the packets. This was something we were going to talk about in the Water and Sewer Committee but, if this is something we want to talk about in another committee or this committee at some point, we could do that too. We will have to weigh out whatever you want to do. Bialorucki said if we did 40 years, can we pay it off in 30 years? Mazur was not sure if there is an early payoff for that or not. The USDA is an exploratory thing, there are grant funds attached to it. OWDA is not going to be able to provide any grant funds. Are we going to be able to get some of this grant funded? If so, the answer would be pretty logical. I've already been told we will not get grant funds from the OhioEPA on this project. This is the biggest project that we have. Maassel referred to special assessments general obligation bonds. The top line shows \$144,000 total principal paid, and zero due at the end of 2020. O'Boyle confirmed that will be paid at the end of 2020. Maassel asked how much was the 2020 payment? O'Boyle said she thought \$11,000; but, will double check. Maassel said it is nice to see zeros in the 2021 Principal Due, I just wish I knew how much we paid in 2020 to be able to say there is potentially some more dollars there. O'Boyle said that was from the special assessments so those are people paying for those improvements. That is out of the bond special assessment fund so there would not be any money available for other projects. Maassel said what I'm trying to get at is, it would be nice to see what the last principal payment was. Maybe a note can be added on the side saying *the note paid was this much*. O'Boyle confirmed the principal payment made in 2020 was \$11,000. The total principal due for 2021 without the notes is \$1,474,761. The remaining principal at the end of 2021 will be \$25,857,023 that excludes the short term notes we have. For water, that amount is \$2,352,000. In 2021 we will either have to roll the note and pay some down probably around the \$70,000 mark otherwise we could go to bond. If we go to bond for the pool project, we can combine them like we did for the note and realize more savings at that point. The pool note will be added to this as well once we have the information about note or bond.

SAFETY & HUMAN RESOURCES COMMITTEE

SPECIAL JOINT MEETING MINUTES

with

Freedom, Napoleon & Harrison Townships
Henry County South Joint Ambulance District
and the Village of Florida

Monday, February 24, 2020 at 7:30 PM

PRESENT

Committee Members
Finance Director
Asst. Fire Chief
Clerk of Council
Others

Dan Baer-Chairman, Jeff Comadoll
Kelly O'Boyle
Joel Frey
Roxanne Dietrich
Denny Bockelman (Freedom Twp.), Vernon Oberhaus, Brad Kinder (Harrison Twp.), Kevin Gerken (Napoleon Twp.), Scott Buddelmeyer (HCSJAD);
Brian Koeller-NW Signal, Jeff Mires

ABSENT

Call to Order

Chairman Baer called the Safety and Human Resources Committee meeting to order at 7:30 pm.

Approval of Minutes

Hearing no objections or corrections, the minutes from the January 27, 2020 meeting stand approved as presented.

Review of EMS Costs and Revenues

Asst. Fire Chief Frey handed out information packets to each entity that included previous and upcoming costs, an expense report, run data on each area, fire equipment fund information and the 2019 annual report. He then explained the memorandum from Chief O'Brien that showed (1) the 2019 contract price minus the revenue that was brought in for each entity and then expensed out as a reimbursement for the actual cost for service, (2) the 2019 approved budget and actual expenses, there was a savings to each township from what we could have spent, and (3) the 2020 approved budget. In 2019 the new radio system went into effect. We implemented a new patient care recording system in March, the monthly reports have been difficult as we are running data split between two different systems. The monthly reports are completely different and we are trying to piecemeal them together. The reporting system has been a great asset to our department in saving time. Our members say they see a decrease of about 20 minutes per call. The new software inputs dispatch information directly and saves time plus it is a very robust EMS system. We are still working on learning to run the reporting. We have a new 2020 Ford Explorer, it is our fire prevention vehicle and doubles as a chase vehicle. Typically, this is my vehicle during the day if I'm out on an inspection or doing public education, then if we get a call I can respond directly. Asst. Chief Frey showed a set of turnout gear that is worn. With maintenance, the gear is holding up for about eight years. It is a sturdy set of gear. For 2020, we will be remounting both Braun ambulances. The box will be taken off of the ambulances and a new chassis will be put on. The cost savings is about \$75,000 per truck, the total cost to

have both remounted is \$250,000. Most ambulances cost that much just to purchase one. We will send the first ambulance in June to be remounted and once that is back we will send the second one. We finalized the BWC grant for a power load system and power cot system to be installed in one of the remounted trucks. It has two strong arm extrication tools. Our ambulance responds to any car accident before the fire truck does and also responds to house fires. If there is a car accident and the door needs to be broke open, they will be able to get the driver out with the extrication device, it is better than a crow bar.

We are looking at ways to increase our staffing. Our call volume has increased 60% over the last ten years. If we do increase our staffing the increased costs to Napoleon Township would be \$17,978.75, Harrison Township would be \$10,750.16, Freedom Township's increase would be \$2,388.46, HCSJAD would be \$1,145.61 and the Village of Florida would increase \$1,641.24 this is only if we get an increase in staffing approved. O'Boyle said the 2020 contracts are based on the 2019 actuals. Asst. Chief Frey continued we are in need of staffing that is why we are getting tools on the ambulance so two guys can get it done. We are trying to maximize what we do with the staff that we currently have. Gerken commented you cannot get people to volunteer anymore. What do you contribute that to? Frey answered a report was put out on that. We are contributing that to the economic development of the area and also the increased age population in Napoleon. The call volume has sky rocketed in the 50-80 age group. Baer requested that a copy of the report be given to the townships. The question was asked if the transport numbers are included in the increase? Buddelmeyer noted the calls for service had a 59% increase that's not 59% last year, it has been since 2008, that's the way it has been interpreted in the way it has been presented. Frey said the increase has been over the last ten years and continues to climb. Buddelmeyer asked if that includes transport for services and if you charge for those. Frey-yes. Buddelmeyer-your calls for service are increasing but your 9-1-1 calls are not necessarily increasing. Frey-over the last few years our NET (non-emergency transport) numbers have declined. Buddelmeyer-in 2018 you had 1,609 and in 2019 you had 1,646. Frey-we had less emergency transport calls in 2019 than in 2018. Buddelmeyer-you are increasing your non-emergency transport calls for service. Frey stated he will get the exact breakdown on NET compared to 9-1-1 calls. Buddelmeyer-you've been doing the non-emergency calls for a couple of years. Frey-we have been doing them for five years, since 2016. Buddelmeyer-my point is, you are making money on those calls, it is important to point out my board sees this as you are bringing this upon yourself, it has nothing to do with our contract, that is the frustration I get from my board when they hear you want to hire more people. I get you need more people we all need more people. Your numbers are going up and that is self-inflicted in essence by the non-emergency calls. Frey-I can get that report to you, I do know the NET numbers are down. Buddelmeyer-I think I asked this last year, on the non-emergency calls that revenue is taken off, credited, right? Frey right. Buddelmeyer-that's what I'm saying, your calls for service went up but you got paid for those. Did that come off the bottom line for us, the cost? You had to hire more people to do that but you make money off of that. Does that reflect in our portion? Oberhaus asked the NET fee is part of

the department, if you make \$100,000 at the end of the year does that come off your expenditures, do we get credit for that? Buddelmeyer-you hired more people to do that and that is an expense we are sharing with you but you are making money off that, are we seeing that return on the investment? If you did not do the NET would you still need increased staff? When this started you hired people with the premise you were going to be able to pay for that by doing the non-emergency transports. My argument back when you started that was we are sharing the cost of personnel for you to make money how is that reflected back to us? That is the question. Baer-I would like the report to Council on increases and general information on the NET be given to the townships. Oberhaus asked where are the transfers from? Frey-Emergency Room to Emergency Room or Emergency Room to hospital. We do not go to homes or doctor offices, it's usually people that need that next level of care at a larger hospital. Buddelmeyer-it is a community service you are getting paid for and you are generating revenue from it. We want to make sure we are not paying for you to make that revenue. It has never been solid on how that expense for additional personnel is reflected back on us. Oberhaus-who can run a transfer a firefighter, a paramedic? Frey-we have two part-time members in each day. It can be a basic EMT or paramedic. It can be a full-time or part-time person. To us it is a service. It could be on a paramedic level transfer or basic level transfer whatever comes in on the call. Oberhaus-how many do you have on the roster. Frey-about 30. All are cross trained or are in school to become cross trained. I will clarify numbers to you in an email. Oberhaus asked what is burnout contributed to? Frey-I would say the majority of it is the constant go-go-go on calls and not so much the training. Training is hard for volunteers to get but we require the basic minimum training that the state requires to be recertified. It is hard for the volunteers to get hours. The full-time turnover is due to inadequate staffing. If we do get a structure fire it is going to be me and one other person and you may have to make a decision to go in alone. Where you can go to Sylvania and you might have a crew of three going in with you and a backup team. We utilize our local responders to be that backup team for us. Burnout might be from call volume and stress in making decisions. Oberhaus asked about requirements for basic firefighter. Frey-it's 54 hours for basic recertification. EMT is between 30 and 60 hours. That doesn't sound like a lot but it is. We pay them for the hours they come in for training. We are trying to make it easier for volunteers and the local responders to get on-line training. Fire is more hands on training, that is why we do in-house training. We have opened up fire training so anyone in the department can come down to the daily training and have more opportunities to get the hours without the time constraint of three days in one week. Gerken-local responders that are not Henry County born, that are out of Toledo, Sylvania we hear a lot of complaints when they get out around Ridgeville and Napoleon Township way they don't know where they are going and make wrong turns. If you could somehow train them on that response time. That's the only complaint I'm getting. Frey-I know there's been talk about that prior, I will make note. The majority of full-timers have been on staff for quite a while now. Oberhaus-you mentioned having this meeting once a year instead of twice my preference is quarterly. There is a lot of information to digest and with possibly changing personnel. Frey-you can call Chief O'Brien anytime with

