

# NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 8:00am Budget Meetings	4 8:00am Budget Meetings
5	6 7:00pm City Council Meeting	7	8	9	10 Closed Veteran's Day	11
12	13	14 8:15am Privacy Committee	15	16	17	18
19	20 6:00pm Parks and Rec Committee 7:00pm City Council Meeting	21	22	23 Closed Thanksgiving	24	25
26	27 7:00pm Safety and Human Resource Committee	28 4:30pm Civil Service Commission	29	30		



# City of Napoleon, Ohio

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## Memorandum

**To:** Mayor and City Council, City Manager, City Law Director, City Finance Director, Department Supervisors, News Media

**From:** Marrisa Flogaus, Clerk of Council

**Date:** November 24, 2023

**Subject:** Finance and Budget Committee – Cancellation

The regularly scheduled meeting of the **FINANCE AND BUDGET COMMITTEE** for Monday, November 27, 2023 at 6:30 pm has been *canceled* due to lack of agenda items.

**SPECIAL MEETING AGENDA**  
for a Joint Meeting of the  
**SAFETY AND HUMAN RESOURCES COMMITTEE**  
with  
**FREEDOM, NAPOLEON & HARRISON TOWNSHIPS**  
**HENRY COUNTY SOUTH JOINT AMBULANCE DISTRICT**  
**AND THE VILLAGE OF FLORIDA**

Thursday, November 27, 2023 at 7:00 pm

Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Approval of Minutes: January 23, 2023 (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) Discussion/Review of Townships EMS Costs and Revenues
- 3) Any other matters currently assigned to the Committee
- 4) Adjournment

  
Marrison Flogaus - Clerk

*City of Napoleon, Ohio*  
**Meeting Minutes of the**  
**SAFETY AND HUMAN RESOURCES COMMITTEE**  
JOINT MEETING WITH  
FREEDOM, NAPOLEON & HARRISON TOWNSHIPS  
HENRY COUNTY SOUTH JOINT AMBULANCE DISTRICT  
AND THE VILLAGE OF FLORIDA

**Monday, August 28, 2023 at 7:00pm**

**PRESENT**

Committee Members	Daniel Baer-Chair, Dr. Dave Cordes, Molly Knepley
City Staff	J. Andrew Small Kevin Garringer- Finance Director David Bowen- Fire Chief David Mack- Police Chief Billy Harmon- City Law Director
Others	News-Media Freedom Township Trustees - Denny Bockelman Harrison Township Trustees - Bradley A. Kinder
Recorder	Marrisa Flogaus

**ABSENT**

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**Call to Order**

Chairman Baer called the Safety and Human Resources Committee meeting to order at 7:00pm.

**Approval of Minutes**

Hearing no objections or corrections, the minutes from the May 22, 2023 Safety and Human Resources Committee meeting were approved as presented.

**Review of EMS Costs and Revenues**

Bowen stated that you were all given a very large packet. It's a little different from the first time. Since then ESO, our reporting system, has gone a different route in how they present reports. They break it down a little further and more detailed. At the top of the packet are our year-to-date numbers as of July 31. In the second column, where it says fire calls those are not simply the number of times a fire engine responds to a call; they're the times when it's dispatched and there is an actual fire whether it's a car, brush or structure fire. That is what we deem our working fire. The last column has calls that we consider a fire call for example, a smoke investigation or a fire alarm and things of that nature. The next page has everything that we've done. On the following page, it says fire incident types would be for the City of Napoleon. If you read further each entity that's represented is covered there and each entity is broken down. The second quarter is also in the packet, which ranges from May 1<sup>st</sup> to July 31<sup>st</sup>. It's broken down the same way total calls, the city and then townships. The third bundle in the

packet would be the 2022 calls with the same snapshots. It doesn't break them down into different codes. It just breaks down to what type of calls were at the bottom and that follows the same trend. This is so you can compare this year to where we were standing last year. Our run numbers are trending downward. The city manager asked me today what I thought, but I don't have an answer to why calls are down. I don't know why calls go up or down. I'd like to say it's because we have an excellent fire prevention program and speak the good word to make sure people pick up their slip, trip and fall hazards. The very last piece you'll see in your packet is the Non-Emergency Transports (NET). I broke it down year-to-date. There have been 26 NETs. If you go to the third page, it will show that there were 87 calls in 2022. The other calls on the side are calls where we get dispatched, but they cancel us before we get there. The second and fourth pages are the quarterly year to date. We're down roughly 200 calls from where we were at this time last year. 60 of those were NETs, but we're still down quite a few calls from last year. One thing I wanted to point out is response times. Today we had a second and third call that really hurt us. We have a lot of overlapping calls. The one today was in Harrison Township. We had an accident on 11C and rd. 12. We were understaffed today with only three people on, so our response was delayed. Normally our ship time, which is from the time our alarm goes off until we're out the door, for first calls is 53 seconds. That's for EMS and fire calls at 2:00 p.m. or 2:00 a.m. Our second run time is 1 minute and 24 seconds, so you're looking at a 30 second difference. That doesn't sound like a lot, but if I ask you to hold your breath for 53 seconds and then 30 seconds more, then let me know the difference. Our third run time is 2 minutes and 31 seconds. It goes up substantially. That's all because of staffing. If I have five people on duty, then that second call drops. The assistant chief and I skew those numbers a bit because we respond to a lot of calls. We're able to fill in where we have voids. Just know that it is an issue because we have a multitude of open shifts across the board. So far this year we've had 125 overlapping calls that are second calls and 10 that are third calls. If you have a hard time holding your breath for 53 seconds try 2 minutes and 31 seconds. It's not apples to apples, but it's real in the world we live in. That's all I have for reports, unless you guys have any questions, comments or concerns. I talked to Scott Budenmeyer today, who was unable to make it. There are packets you can take back to the other trustees. Bockelman stated that we are much more informed now. Bowen replied I'm an open door. The information is easy to obtain. The problem is knowing what you guys want. It's all public record. I can print out whatever you need out in these packets. Anything you need just call. We're your fire department. I know there was a question about nuisance properties. We looked into that. Napoleon Township asked us the same question. There's a lot of gray area. I know Stritz is still looking into it, but I don't know if there's a whole lot we can do especially in Harrison Township because we were not named the fire marshal in that area. Napoleon Township has us named that way, but there's still very little that we can do. Kinder asked how Napoleon would become Harrison Township's fire marshal? Bowen replied that they would just have to name one. It's named in the contract. Harmon stated that it actually just depends. I can look at it. I remember 8-10 years ago, when I was the assistant county prosecutor, nuisance properties were a big push of mine. I think the county could help quite a bit with that. You might have a process spelled out to appoint somebody. Your first stop should be your county's prosecutor's office to see what they could do for you, because the answer is quite a bit. I don't think they've done anything recently, but I'd be more than happy to share some of the stuff I used to do. Bowen

stated if I remember correctly, that the way it's worded for Napoleon Township is that we are named that, but we don't have the obligation to do inspections. For example, we have to visit every commercial property within the City. There's no obligation to do that, but we have the ability to. Anything residential is a lot harder to control. Kinder asked about their township house that they rent out. Can you guys come in and check fire extinguishers and stuff like that? Bowen replied that we can come in and do it as the fire department, but we wouldn't do a full inspection of the building. We wouldn't have that authority to do so, but we could provide a checklist of things we were looking for. Baer asked if the short staffing was due to vacations or are you short staff in general? Bowen replied that we are at full level for full time. We were allotted 9 people and we have 9. The way it's set up is that we're allowed 5 people during the day and 4 overnight. We have three full-time shifts and then supplement the others with part-time members. We have that every part-time member needs to put in 24 hours, but we can't force them to fill certain days. If they don't fulfill their 24 hours then there's disciplinary action up to termination. They have to put that time in 9 out of 12 months, so there is a 75% window there. It's the same thing we do for training. Our levels are down across the board for part-time people. We just hired 8, but it's a drop in the bucket. I know in May we had 792 uncovered hours, which equates to six 24 hour shifts and quite a few 12 hour shifts. We need to have 2 people to make an ambulance go out the door. There's potential for 3 vacancies to be there for 12 hours and 2 overnight. Small stated this is one of the reasons when I took over at the beginning of the year I requested to cut back on our NETs. I was concerned about our staffing levels and the coverage of the City and townships. As he said today we sent three squads out and it was tough. If we would have had a squad in Bryan or Fort Wayne transporting someone we'd have really been in tough shape. That's why our NET numbers are down. I know we're giving up some NET revenue, but to me that was minor compared to the protection of our own covered areas.

### **Tactical Team**

Baer stated that this is a return of an item that was brought up back in May. Small stated I know it's been a few months. After our last meeting, I mulled it over and had some discussions with the chief. I was concerned about the additional work load that it was going to bring to our department and how heavily burdened they are at the department. At the same time, the Chief has looked into other avenues for achieving somewhat the same goal of having a tactical team in the area. I will allow him to speak further on that, but at this time I would recommend not to move forward with the tactical team as administered by the City of Napoleon. Mack stated just for clarification we still have our small tactical unit within our own agency. I don't know if there's still going to be a regional tactical team. I've yet to have that conversation. The city manager and I spoke a couple of weeks ago. I haven't had the opportunity to talk to all the other chiefs and sheriffs in person. They are aware of our decision going forward. I have spoken to Sheriff Bodenbender to see if we could combine with them. I stand by the fact that it's better to have a team effort with multiple jurisdictions going forward. It's getting very difficult to stay fully staffed and maintain increased capabilities. The world is getting to be a little more different than it was 20 years ago when we started our small team. We need more capabilities and that's definitely the right avenue, but we're going to continue to explore what that looks like. Is that a regional team that encompasses multiple counties where someone else takes on

the role we were asked? Is there something in house locally that we join Henry or Fulton County? Those conversations are still ongoing. I really don't have anything to report back other than Sheriff Bodenbender and I talked rather informally about it and he was open to conversations. Small stated I don't want to discount the fact that Chief Mack put a ton of time into the development of the tactical team, but at this time it just wasn't something that I was comfortable with. Mack stated that we'll maintain our team as it is now. I'll look at what our options are going forward. First, I would like to know if there's another jurisdiction that's going to step up in the roll they asked us to be in before we go too deep into conversations. Baer asked if this would be similar to the MAN Unit? Mack replied that was the concept that they wanted. When I got asked to manage this they were using the same model that the drug unit operates on. The same jurisdictions, minus Paulding and Putnam County. Putnam County has their own team and Paulding was way out there, so they weren't sure. Defiance, Fulton, Henry and Williams County were looking into combining efforts into one regional for the last year or so. That helps out with grants and everything else down the road. I don't know if any of those jurisdictions are going to want to pick up where we left off. A lot of the core work has already been done it's just a matter of moving it to a different jurisdiction and changing headers. I'm hoping to know in the upcoming months after further conversations. Baer asked if we needed to do anything with this item? Small replied no. At this point it's just going to be put on hold until further notice. If we decide to move forward with something or to come involved with another jurisdiction we would come back to you at that time.

### **Fire Department Rates**

Small stated this is something the chief approached me about. I've actually been working with other department heads on looking closely at their rates to make sure our cost our covered. In many cases they weren't. They haven't been addressed in several years. As we all know inflation has taken its toll. He's taken a look at the fee schedule and I will allow him to speak towards it, but there are several changes that he would like to make. Bowen stated in the very back of your packet there should be a three page document that has some highlighted stuff on it. First and foremost the last time this was updated was December of 2017. This was one of the things I wanted to do when I took over. There was a couple things in there that I was admit about changing when I was still a captain, but it never made it this far.

Education- CPR/First aid/AED.

Currently we offer CPR to high school students and lay people for \$45 a person. There's also an area in there where we can teach first aid as well, which we're already doing. It about doubles the class room time and effort by our members, but were still only charging the \$45. Now a 1.5-2 hour class is taking 3.5-4 hours and we're only seeing the one compensated time. For our members time we want to add it in there to charge \$75 per person if they're doing the CPR, First aid and AED. There's three different items there getting and it's not a full doubling of the costs. There are entities out there that are doing double cost or charging a little bit more to cover supplies. We're going to be in the middle of the road.

Education- Training Facility- Outside of Henry County

Currently, if someone uses our training facility for anything other than burn time it costs \$50 an hour. We're very lucky to have something of that magnitude in our city for our department. We rely heavily on outside departments when we need them whether it's a fire or something else. I

would like to not charge our county departments for when they want to use it and kind of promote the ability for them to come in to drag hose, or do search techniques in the building and not have to worry about how they are going to pay for it. We would still have a safety officer out there. Usually a lot of our guys will go out there and do their shift training the same day. It's sometime hard to train with three people when you have to worry about calls, but now we can float one at a time with another company that comes in. I would like to afford that to our county fire departments. This wouldn't include live fire. Obviously, with fire there would come a charge, but if they just want to come in and do search techniques or smoke up the building with the fog machine or pull some hose around corners because they don't have the ability to do that other than the bay floor or their training rooms in the fire stations which usually aren't very big. I think it would benefit us when we need them as well. Moving down the third one to add is what we call an ignition officer. When we do live fire training at the facility right now the only mandated thing we have to have is a safety officer. We were allowing anybody that had a 14-03 instructor card, which meant they were allowed to teach live fires, light live fires in our building. I know we have a controlled environment in there, but fire is very dynamic. Fire will act different today than last week due to all the humidity. If you get wind out of a different direction it would act differently. If you get somebody that comes into the building that never burned in that building before they stand a chance of getting somebody hurt. I would like it to be mandatory if someone wants to have a live fire they have to have an ignition officer who is tending the fire and making the fire behaves the way they want it too because their comfortable with that building and the burn room. This would be a charge of \$50 an hour, which mirrors the safety officer.

#### Hazardous Materials Responses

Currently anything with a reportable quantity of 25 gallons or more is deemed available for cost recovery. In doing research with the EMA I found that anytime it involves a waterway it needs to be reported to the EPA. Therefore if we have to report it to the EPA I think we should be able to cost recover for that because then it's technically considered a hazmat incident. For car accidents if fluids get in the water way then we put booms in and we can bill for the cost recovery in that. A couple of Saturdays ago we had a car roll over into a ditch and catch fire. All the run off was in that ditch. It caused a sheen on the waterway, so obviously there was some sort of fluid in that ditch. We were able to put boom in to keep it from going any further and we're able to cost recover. It didn't spill 25 gallons, but we were able to do that through the EMA. Currently all of our billing cost recovery is done through the EMA. I have yet to find out why it's done that way, but with revamping this I talked to Garringer very briefly and I'm going to talk to him more tomorrow at staff about doing this in house. We have it set up, so we should just do it. I have a form that we would use, with Garringer's approval. Moving onto the last page you'll see a bunch of highlighted stuff; the engine/pumper, ladder truck, tender, trailer and support vehicles. We upped the rates of all of those. We want to up those to reflect what the EMA is currently charging. We're charging less then what we are paying our staff for the incident commander, operations officer and support staff. The goal here isn't to make money. We're trying to recoup money where we can and this is an area where we can do that. The burn building is the same way. We're not trying to make money we're trying to recoup money, so that we can repaint the building, or replace the siding when it gets warped. Its self-funding. We're not having to tap into the City's budget for that. It's just going to be self-funded.



Nay-

**Yea-3, Nay-0. Motion Passed**

**Adjournment**

Motion: Knepley

Second: Cordes

To adjourn the Safety and Human Resource Committee meeting at 7:34 pm

Roll call vote on the above motion:

Yea- Baer, Cordes, Knepley

Nay-

**Yea-3, Nay-0. Motion Passed**

**Approved**

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*Dan Baer- Chair*

DRAFT

**Safety and Human Resources Committee Roll Call  
May 22 2023**

1. Molly
2. Dan
3. Dr. Dave

DRAFT

*City of Napoleon, Ohio*

**CIVIL SERVICE COMMISSION**  
**MEETING AGENDA**

Tuesday, November 28, 2023 at 4:30 pm

Council Chambers, 255 West Riverview Avenue, Napoleon, OH

1. Call to Order
2. Approval of Minutes - (in the absence of any objections or corrections, the minutes shall stand approved) October 24, 2023.
3. Approve Applicants for the Position of Firefighter/ Paramedic
4. Certify List for the Position of Firefighter/ Paramedic
5. Any Other Matters to Come Before the Commission
6. Executive Session (Personnel)
7. Adjournment.



MARRISA FLOGAUS - Clerk of Council

City of Napoleon, Ohio  
**CIVIL SERVICE COMMISSION**  
Meeting Minutes  
Tuesday, October 24, 2023 at 4:30pm

**PRESENT**

Commission Members Bill Finnegan-Chair, Megan Lytle-Steele, Amy Bains  
City Staff Brittney Roof- Human Resource Director  
David Mack- Chief of Police  
Ed Legg- Assistant Chief of Police  
Greg Smith- Police Lieutenant  
James Augustine- Police Detective  
J. Andrew Small- City Manager  
David Bowen- Fire Chief  
Jonah Stiriz- Assistant Fire Chief  
Bradley Strickland- Police Officer  
News- Media  
Recorder Marrisa Flogaus

**ABSENT**

Commission Member

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**CALL TO ORDER**

The meeting of the Civil Service Commission was called to order by Chair Finnegan at 4:29pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the Civil Service Commission meeting on October 11, 2023 were approved as presented.

**APPROVAL TO OPEN THE CAPTAINS POSITION IN THE FIRE DEPARTMENT**

Roof stated we talked about this process in a previous meeting and we are now ready to move forward. Each qualified person was given the opportunity to work in an acting role for two months. Due to the candidates being prepared we would like to drop the time of this posting from 30 days to 2 weeks.

Motion: Lytle-Steele Second: Bains  
to approve the one time rule change to drop the time posting from 30 days to 14 day

Roll call vote on the above motion:

Yea-Finnegan, Lytle-Steele, Bains

Nay-

**Yea-3, Nay-0. Motion Passed.**

**SET DATE FOR CAPTAINS POSITION ASSESSMENT**

Roof stated we would like to set the date for the Captions position assessment for December 8, 2023 from 8:00am until 2:00pm. The Commission doesn't need to attend the assessment. This assessment will be similar to the sergeant's assessment.

Motion: Bains Second: Lytle-Steele

To Set the Date for the Captains Assessment for December 8, 2023 from 8:00am to 2:00pm

Roll call vote on the above motion:

Yea-Finnegan, Lytle-Steele, Bains

Nay-

**Yea-3, Nay-0. Motion Passed.**

**APPROVAL TO OPEN POLICE CHIEF POSITION INTERNALLY**

Roof stated we are going to open up the Chief of Police position internally. I would ask that the Commission approve the following one time rule changes.

1. One time rule change to Section 9 for promotions. The new verbiage for a qualified candidate: "Person shall possess at least a two (2) year degree and/or a combination of education and experience, and of the experience, the individual must possess ten (10) years of full-time law enforcement experience with at least five (5) years being in a supervisory role in the law enforcement field."
2. One time rule change to all the position to be opened to any and all applicants internally regardless of internal position, but they must meet the qualifications laid out in the one-time rule change listed above.

With these changes, this will allow any individual in the police department, regardless of rank or position, to apply for the Chief of Police position. The position will open up tomorrow, October 25, 2023, and close on November 8, 2023. After the closing date the City Manager will choose the qualified candidates to interview for the position. The interviews will be conducted between November 15 through November 22. Bains stated I have one question. As for the timeline if no one is offered the position internally or they turn it down what's the timeline for an external candidate? Small replied further out. Obviously overlap with Chief Mack being here would be best, but we have strong enough leadership in the department to carry us through that time.

Motion: Bains                      Second: Lytle-Steele

To approve the One time rule change to Section 9 for promotions. New verbiage on a qualified candidate: "Person shall possess at least a two (2) year degree and/or a combination of education and experience, and of the experience, the individual must possess ten (10) years of full-time law enforcement experience with at least five (5) years being in a supervisory role in the law enforcement field" and the One time rule change to open the position to any and all applicants internally regardless of internal position, but they must meet the qualifications laid out in the one-time rule change listed above.

Roll call vote on the above motion:

Yea-Finnegan, Lytle-Steele, Bains

Nay-

**Yea-3, Nay-0. Motion Passed.**

**ANY OTHER MATTERS TO COME BEFORE THE COMMISSION**

Roof stated I have two things. We need to set up a date for the November meeting. It's scheduled for November 28, 2023 at 4:30pm as long as that works for everyone. The second thing we need to do is set a date for the December meeting. As of now it's scheduled for December 26, 2023 at 4:30pm, but that's not going to work. As long as everyone's okay with it I would like to schedule it for December 19, 2023 at 4:30pm. Finnegan stated I would like to thank everyone in the crowd for what you do for the City of Napoleon. Usually, we're sitting here looking at an empty room. It's a great too see all of you.

**ADJOURNMENT**

Motion: Bains                      Second: Lytle-Steele

to adjourn the Special Civil Service Commission meeting at 4:38pm.

Roll call vote on the above motion:

Yea-Finnegan, Lytle-Steele, Bains

Nay-

**Yea-3, Nay-0. Motion Passed.**

Approved

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Bill Finnegan, Chair

DRAFT



# *City of Napoleon, Ohio*

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## *Memorandum*

**To:** Parks and Recreation Board  
**cc:** Mayor and City Council, City Manager,  
City Finance Director, Law Director,  
Department Supervisors, News Media  
**From:** Marrisa Flogaus, Clerk of Council  
**Date:** November 24, 2023  
**Subject:** Parks and Recreation Board

The regularly scheduled meeting of the **PARKS AND RECREATION BOARD** for Wednesday, November 29, 2023 at 6:30 pm has been CANCELLED due to lack of agenda items.