

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 7:30 pm – Safety and Human Resources Committee	23 4:30 pm – Civil Service Commission	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 6:15 pm – Technology Committee 7:00 pm – City Council	2	3	4	5	6
7	8 6:15 pm – Electric Committee Board of Public Affairs 7:00 pm – Water/Sewer Committee 7:30 pm – Municipal Properties ED Committee	9 4:30 pm – Board of Zoning Appeals 5:00 pm – Planning Commission	10	11	12	13
14 Daylight Saving Begins	15 6:00 pm – Tree Commission 6:00 pm – Parks Rec Committee 7:00 pm – City Council	16	17	18	19	20
21	22 6:30 pm – Finance and Budget Committee 7:30 pm – Safety and Human Resources Committee	23 4:30 pm – Civil Service Commission	24	25	26	27
28	29	30	31 6:30 pm – Parks & Rec Board			

City of Napoleon, Ohio

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

Monday, February 22, 2021 at 7:30 pm

Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio
the WebEx link to the meeting is posted at www.napoleonohio.com

- 1) Approval of Minutes: September 28, 2020 (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) Review of EMS Costs and Revenues
- 3) Any other matters currently assigned to the Committee
- 4) Adjournment.



Roxanne Dietrich ~ Clerk of Council

City of Napoleon, Ohio
SAFETY AND HUMAN RESOURCES COMMITTEE
MEETING MINUTES

Monday, September 28, 2020 at 7:30 pm

PRESENT

Committee Members	Daniel L. Baer-Chair, Jeff Comadoll, Molly Knepley
City Manager	Joel L. Mazur
City Staff via WebEx	Kelly O'Boyle-Finance Director, Lanie Lambert-HR Director
Clerk of Council	Roxanne Dietrich
Others	News Media on WebEx

ABSENT

CALL TO ORDER

the Safety and Human Resources Committee meeting was called to order by Chairman Baer at 7:37 pm.

APPROVAL OF MINUTES

The minutes from the February 24, 2020 Special Safety and Human Resources Committee meeting were approved as presented.

REVIEW OF EMPLOYMENT POLICY MANUAL

Mazur reported we are updating and modernizing our policies in the Employment Policy Manual as they have not been updated since 2014. The two sections being presented tonight that have been updated using the latest best practices are the Drug Free Work Environment and the policy formerly known as sexual harassment.

Summary of changes for drug free workplace.

Lambert reiterated the policies have not been updated since 2014 and the laws have changed with human resources and personnel policies. Our goal is to make sure the policies are compliant with the laws. A lot of the policies were descriptive and specific on what we would have to do and we do not want that much detail. That does not mean we will not do the same steps in an investigation, it does not need to be step-by-step in the policy.

Provided to the committee were the new policies, the old policies and a red line version showing the changes. Lambert said some sections were wordy and we condensed them so the employees will be more likely to read them.

Regarding the drug free policy, medical marijuana is now legal in Ohio for medical purposes and is not exempt from our policy. A section on CBD oils being against our policy was also added. The language for program awareness was removed. Chief Mack will meet with each new employee to go over the policy. The HR Director is the chief's designee to go over paperwork. The random testing section was changed as we do not currently random test safety sensitive positions. Mazur added we are not changing the drug testing policy internally, just how we implement it and updated the policy to give it the flexibility we need. Lambert said it's more restrictive to follow the laws that have been set. Added in post-accident testing was when an employee would be subject to testing following an accident. A section was added on CDL holders, we already do random testing for CDL drivers as that is federally required. Added at the recommendation of the Law Director was stand-alone section on Discipline. More details were added if refuse to undergo testing. Harmon also recommended adding an ADA

2021 CONTRACT FOR FIRE/EMS

**2021 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES
USING - 2020 ACTUAL EXPENSES & REVENUES & 2021 BUDGETED EXPENSES & REVENUES**

Working Draft

<u>FUND</u>	<u>DEPT</u>	<u>ACCT</u>		<u>2020</u> <u>ACTUAL</u> <u>EXPENSES</u>	<u>2021</u> <u>APPROVED</u> <u>BUDGET</u>
			<u>No/CO = No Prior Year Carryover In Totals-></u>		
			<u>2200 FIRE & EMS/SAFETY SERVICES</u>		
			<u>Personal Services:</u>		
100.	2200.	51100	Salary-Non Bargaining	115,693.63	158,252.55
100.	2200.	51101	Salary-Non Bargaining-Overtime	0.00	0.00
100.	2200.	51400	Salary-Fire Fulltime	215,372.58	466,159.37
100.	2200.	51401	Salary-Fire Fulltime-Overtime	6,520.39	9,556.44
100.	2200.	51410	Salary-Fire Parttime	106,637.53	159,244.75
100.	2200.	51412	Salary -Adjunct	3,583.89	9,000.00
100.	2200.	51413	SALARY - FIRE PARTTIME-OVERTIM - Fire Part Time	220.50	0.00
100.	2200.	51500	PERS	3,465.05	0.00
100.	2200.	51540	Fire Pension-Current Liability (Net \$, See 291 Fund)	62,044.35	104,846.81
100.	2200.	51560	Social Security	9,755.39	10,003.67
100.	2200.	51600	Worker's Compensation	(11,468.69)	15,860.21
100.	2200.	51700	Medicare-City Share	7,202.67	11,498.65
100.	2200.	51710	Hospitalization Insurance	113,049.32	169,611.00
100.	2200.	51750	Life Insurance	426.60	540.00
100.	2200.	51900	Unemployment Compensation	252.41	0.00
291.	2200.	51540	Fire Pension-Current Liability (Net \$, See 100 Fund)	44,496.18	45,097.00
			Total Personal Services	677,251.80	1,159,670.47
			<u>Other:</u>		
100.	2200.	52000	Travel, Training and Education	4,226.88	12,500.00
100.	2200.	52010	Memberships and Dues	580.00	730.00
100.	2200.	53110	Utilities-Electric	19,983.74	22,500.00
100.	2200.	53111	Utilities-Natural Gas	1,034.17	1,000.00
100.	2200.	53113	Utilities-Water and Sewer	6,076.68	6,760.00
100.	2200.	53114	Utilities-Telephone	5,658.55	6,040.00
100.	2200.	53115	Utilities-Cable Modem	1,101.23	1,200.00
100.	2200.	53200	Service Contracts-Communications	4,260.15	8,500.00
100.	2200.	53300	Service Fees-Professional	12,035.39	22,100.00
100.	2200.	53510	Contract Maintenance-Vehicles	2,985.00	5,500.00
100.	2200.	53520	Contract Maintenance-Equipment	6,661.31	10,500.00
100.	2200.	53610	Contract Maintenance-Buildings & Structures	5,018.56	10,700.00
100.	2200.	53700	Insurance and Bonding	15,266.42	15,725.01
100.	2200.	53710	Insurance Claims-Deductible	0.00	1,000.00
100.	2200.	54100	Supplies-Office	759.35	1,500.00
100.	2200.	54110	Supplies-Postage and Delivery Charges	40.47	200.00
100.	2200.	54200	Supplies-Operating Materials	972.40	3,500.00
100.	2200.	54220	Supplies-Fire Prevention	2,554.46	3,500.00
100.	2200.	54230	Supplies-Gasoline & Deisel Fuels	12,192.02	15,000.00
100.	2200.	54240	Supplies-Chemicals	3,971.89	5,500.00
100.	2200.	54300	Supplies-Vehicle Parts & Supplies	7,886.47	5,000.00
100.	2200.	54500	Supplies-Other Equipment	975.82	2,000.00
100.	2200.	54700	Supplies-Small Tools	2,292.39	2,500.00
100.	2200.	54800	Supplies-Uniforms	6,482.99	11,280.00
210.	2200.	52000	Travel, Training and Education	9,542.28	15,000.00
210.	2200.	53300	Service Fees-Professional	47,217.17	54,100.00
210.	2200.	53430	Contracts-Townships EMS Revenues	64,966.10	55,000.00
210.	2200.	53510	Contract Maintenance-Vehicles	2,047.50	5,000.00
210.	2200.	53520	Contract Maintenance-Equipment	10,383.89	13,200.00
210.	2200.	54200	Supplies-Operating	35,296.40	38,000.00
210.	2200.	54225	Supplies-EMS Durrable Equipment	1,814.66	5,200.00
210.	2200.	54300	Supplies-Vehicle Parts & Supplies	2,124.42	4,000.00
210.	2200.	59000	Refunds- Miscellaneous	1,138.30	3,000.00
100.	9800.	59130	Reimburse-Shared Expense (Township Contracts)	10,000.00	10,000.00
			Sub-Total Other	307,547.06	377,235.01
			Total Operating Expenses	984,798.86	1,536,905.48

2021 CONTRACT FOR FIRE/EMS

**2021 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES
USING - 2020 ACTUAL EXPENSES & REVENUES & 2021 BUDGETED EXPENSES & REVENUES**

Working Draft

<u>FUND</u>	<u>DEPT</u>	<u>ACCT</u>		<u>2020 ACTUAL EXPENSES</u>	<u>2021 APPROVED BUDGET</u>
			<u>No/CO = No Prior Year Carryover In Totals-></u>		
			<u>Major Large Equipment Capital Items:</u>		
			<u>(Part of Annual Fixed Allocation):</u>		
242.	2200.	57000	Machinery and Equipment (Major Capital Items)	215,280.05	0.00
242.	2200.	43000	Less: Rev. Offset - Grants, Donations, Etc.	0.00	
			Net Machinery & Equipment Costs-Major Capital Items	<u>215,280.05</u>	<u>0.00</u>
			<u>Other Capital Items-Not Part of Major Large Equipment:</u>		
210.	2200.	57000	Machinery and Equipment	5,250.92	6,700.00
242.	2200.	57000	Machinery and Equipment	10,727.87	39,100.00
242.	2200.	57200	Buildings and Improvements	0.00	10,000.00
400.	2200.	57000	Machinery and Equipment	98,101.29	26,000.00
400.	2200.	57200	Buildings and Improvements	0.00	5,000.00
			Total Capital Imp.(Less Grants on Major Items)	329,360.13	86,800.00
			Total-2200 Fire & EMS/Safety Services (All Operating and Capital Expenditures)	<u>1,314,158.99</u>	<u>1,623,705.48</u>
			<u>EXPENDITURE ADJUSTMENTS:</u>		
242.	2200.	57000	LESS: Net Major Cap.Exp.By Year in 242 Fd.(Large Eq.)	(215,280.05)	0.00
210.	2200.	53430	LESS: Township EMS Revenue Payments	(64,966.10)	(55,000.00)
			LESS: Non-EMS Adjustments		
			ADD: Annualized Capital Fixed Amt.(Large Equip.)	105,000.00	110,000.00
			Sub-Total Expense Adjustments	(175,246.15)	55,000.00
			Net Allocated Expenses Per Contract	<u>1,138,912.84</u>	<u>1,678,705.48</u>
			<u>REVENUE ADJUSTMENTS (Not Previously Listed):</u>		
100.	2200.	44350	LESS: Donations in 100 General Fund	0.00	(200.00)
100.	2200.	44400	LESS: Training Facility Fee -Fire/Safety Services	(3,245.00)	0.00
100.	2200.	47010	LESS: Misc.Fire Revenue in 100 General Fund	(14,835.00)	(8,500.00)
100.	0000.	49650	LESS: Reimb.Fire 180 kWh Tax Fd.to 100 Gen.Fd.	(26,060.42)	(29,260.00)
210.	2200.	43010	LESS: Federal CARES Act Receipts	(15,076.61)	0.00
210.	2200.	43100	LESS: State Grants in 210 EMS Transport Fund	(5,023.99)	(5,000.00)
210.	2200.	44350	LESS: Donations in 210 EMS Transport Fund	0.00	0.00
210.	2200.	45600	LESS: Court-Collections Cost Recovery	(665.61)	0.00
242.	2200.	43100	LESS: State Grants in 242 Fire Equip.Fund	0.00	0.00
242.	2200.	44350	LESS: Donations in 242 Fire Equip.Fund	0.00	0.00
242.	0000.	47200	LESS: Interest Posted to the 242 Fire Equip.Fund	(6,685.96)	(3,000.00)
242.	0000.	49000	LESS: Sale of Assets in the 242 Fire Equip.Fund	0.00	0.00
400.	2200.	43100	LESS: BWC Grant for Power Cots	(40,000.00)	
400.	2200.	44351	LESS: Donations in 400 CIP Fund	0.00	0.00
400.	2200.	47010	LESS: Misc.Fire Revenue in 400 CIP Fund	0.00	0.00
			Sub-Total Revenue Adjustments	(111,592.59)	(45,960.00)
			* NET FIRE & EMS EXPENDITURES for CONTRACT BILLING	<u>1,027,320.25</u>	<u>1,632,745.48</u>

2021 CONTRACT FOR FIRE/EMS

**2021 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES
USING - 2020 ACTUAL EXPENSES & REVENUES & 2021 BUDGETED EXPENSES & REVENUES**

Working Draft

<u>FUND DEPT</u>	<u>ACCT</u>	<u>No/CO = No Prior Year Carryover In Totals-></u>	<u>2020 ACTUAL EXPENSES</u>	<u>2021 APPROVED BUDGET</u>
<u>DIST%</u> ALLOCATED COSTS BY ENTITY				
			<u>44.18%</u>	<u>44.18%</u>
100.00%	FIRE COSTS ALLOCATED AT (44.18%)		453,870.09	721,346.95
75.68%	City of Napoleon		343,488.89	545,915.37
1.68%	Freedom Township		7,625.02	12,118.63
13.15%	Napoleon Township (w/Sec.30 & 31)		59,683.92	94,857.12
9.49%	Harrison Township		43,072.27	68,455.83
			<u>55.82%</u>	<u>55.82%</u>
100.00%	EMS COSTS ALLOCATED AT (55.82%)		573,450.16	911,398.53
77.52%	City of Napoleon		444,538.56	706,516.14
1.41%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)		8,085.65	12,850.72
1.61%	Freedom Township		9,232.55	14,673.52
11.72%	Napoleon Township (w/Sec.30 & 31)		67,208.36	106,815.91
5.72%	Harrison Township		32,801.35	52,132.00
2.02%	Florida Village		11,583.69	18,410.25
	<u>NET - TOTAL SHARED COST OVERALL (100.00%)</u>		1,027,320.25	1,632,745.48
76.7071%	City of Napoleon (Includes Henry Co. Hospital)		<u>788,027.45</u>	<u>1,252,431.51</u>
	Net Shared Costs Allocated to Contracts->		<u>239,292.80</u>	<u>380,313.97</u>
0.7871%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)		8,085.65	12,850.72
1.6409%	Freedom Township		16,857.57	26,792.15
12.3518%	Napoleon Township (w/Sec.30 & 31)		126,892.28	201,673.03
7.3856%	Harrison Township		75,873.62	120,587.83
1.1276%	Florida Village		11,583.69	18,410.25

<u>CAPITAL REVENUE ALLOCATION FOR TOWNSHIPS</u>		(in total payment listed above)	
Total Annual Capital Per Agreement		105,000.00	110,000.00
80.00%	City Share of Annual Capital Per Agreement	84,000.00	88,000.00
20.00%	Net Township Share of Annual Capital Per Agreement	21,000.00	22,000.00
<u>TOWNSHIP ALLOCATION OF NET CAPITAL</u>		21,000.00	22,000.00
<u>(Based on % Of Net Shared Cost to Township)</u>			
3.3800%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	709.80	743.60
7.0400%	Freedom Township	1,478.40	1,548.80
53.0300%	Napoleon Township	11,136.30	11,666.60
31.7100%	Harrison Township	6,659.10	6,976.20
4.8400%	Florida Village	1,016.40	1,064.80
100.00%	(Revenue Amount Allocated to 242 Fire Eq. Fund)	21,000.00	22,000.00

		2021 Projected Quarterly*	2022 Projected Quarterly**
0.7871%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	2,021.41	3,212.68
1.6409%	Freedom Township	4,214.39	6,698.04
12.3518%	Napoleon Township (w/Sec.30 & 31)	31,723.07	50,418.26
7.3856%	Harrison Township	18,968.41	30,146.96
1.1276%	Florida Village	2,895.92	4,602.56

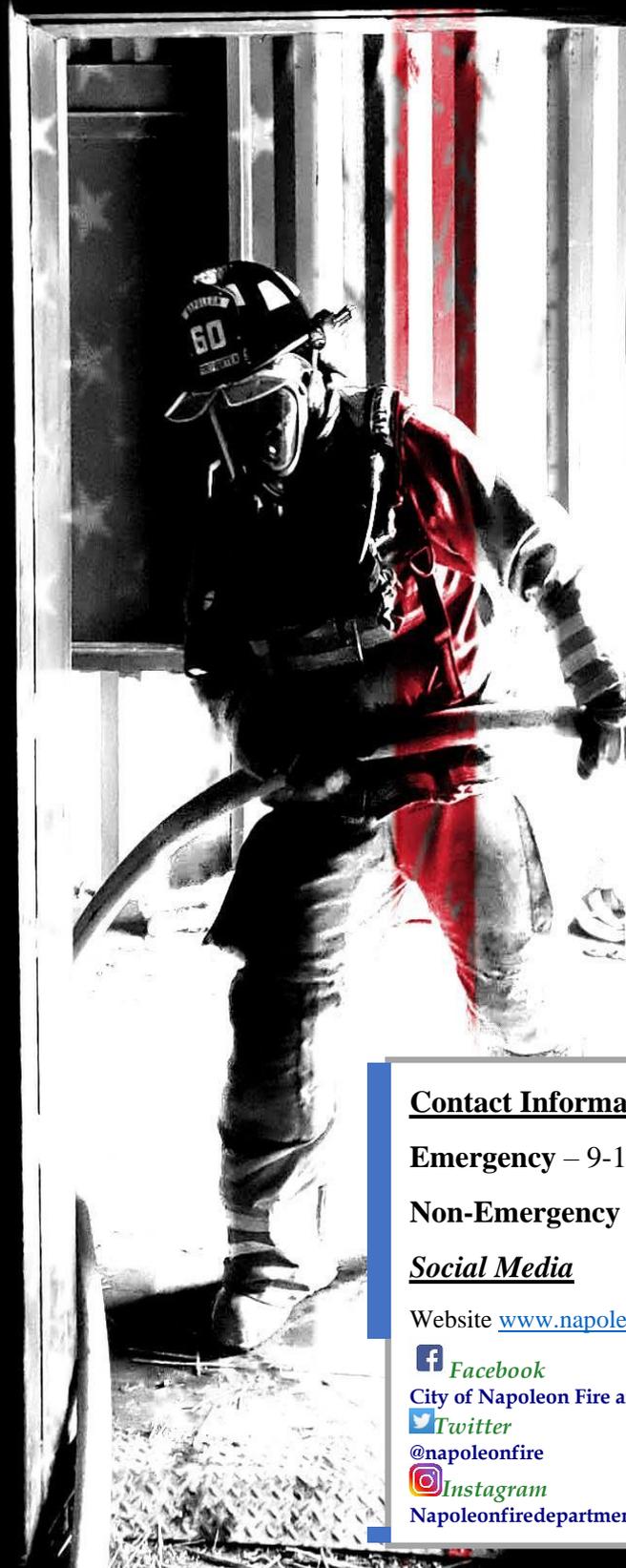
***Used 2020 Actual for 2021 Projected**
**** Used 2021 Budget for 2022 Projected**

NOTE: 2021 is less than projected last year due to CARES Act Funding - at this point no further CARES Act funding in 2021



2020 Annual Report





Contact Information

Emergency – 9-1-1

Non-Emergency line – (419)-592-0441

Social Media

Website www.napoleonfire.com

 *Facebook*

City of Napoleon Fire and Rescue

 *Twitter*

@napoleonfire

 *Instagram*

Napoleonfiredepartment

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Fire Prevention Bureau



Mission Statement:

The goal of the Napoleon Fire-Rescue Department is to provide the highest level of life and property safety possible, through the extension of public education, emergency medical, fire prevention and fire suppression services in accordance with local and nationally accepted standards operating guidelines and procedures.



Jason Maassel
Mayor



Joel Mazur
City Manager



Members of Council

President – Joe Bialorucki

President Pro-Tem – Dan Baer

Councilmember – Jeff Comadoll

Councilmember – Ken Haase

Councilmember – Lori Sinclair

Councilmember – Molly Knepley

Councilmember – Ross Durham

Fire Chief's Message

I am pleased to present the 2020 annual report for Napoleon Fire and Rescue Department. COVID-19 was at the forefront, but it did not affect the mission of our department. The members of the Napoleon Fire and Rescue department accepted the challenge and went to work. Our response collectively as a city showed our members the value they have and hold.



2020 was another record setting year. The department responded to 1,745 calls for service, which equates to an increase of 6% compared to 2019 and a 64% increase compared to 2010. We are grateful for all the support from the city manager, mayor, and members of council for the passing of the reciprocity tax for staffing at the department. Their support proves to the members of the fire department as well as the citizens of Napoleon their commitment to their safety.

As apparatus and equipment cost increase year after year, we continue to look for ways to save the taxpayers money. The department's two 2004 ambulances were remounted in 2020. We were able to take advantage of the well-maintained boxes of the ambulances by putting them on new 2020 Ford E-450 chassis while appreciating an estimated savings of \$125,000 per truck. These remounts were completed by Braun Industries in Van Wert Ohio.

Additionally, in 2020 the department received a \$40,000 grant to purchase a power cot and load system and a hydraulic spreader/cutter tool for the newly remounted ambulances. This grant was awarded to Napoleon Fire and Rescue through the Ohio Bureau of Workers Compensation (BWC). This grant made it possible for all three of our ambulances to have the power cot and power load system. These upgrades are critical to our operation. With these improvements it makes it possible to perform the necessary lifting of patients with are limited number of staff.

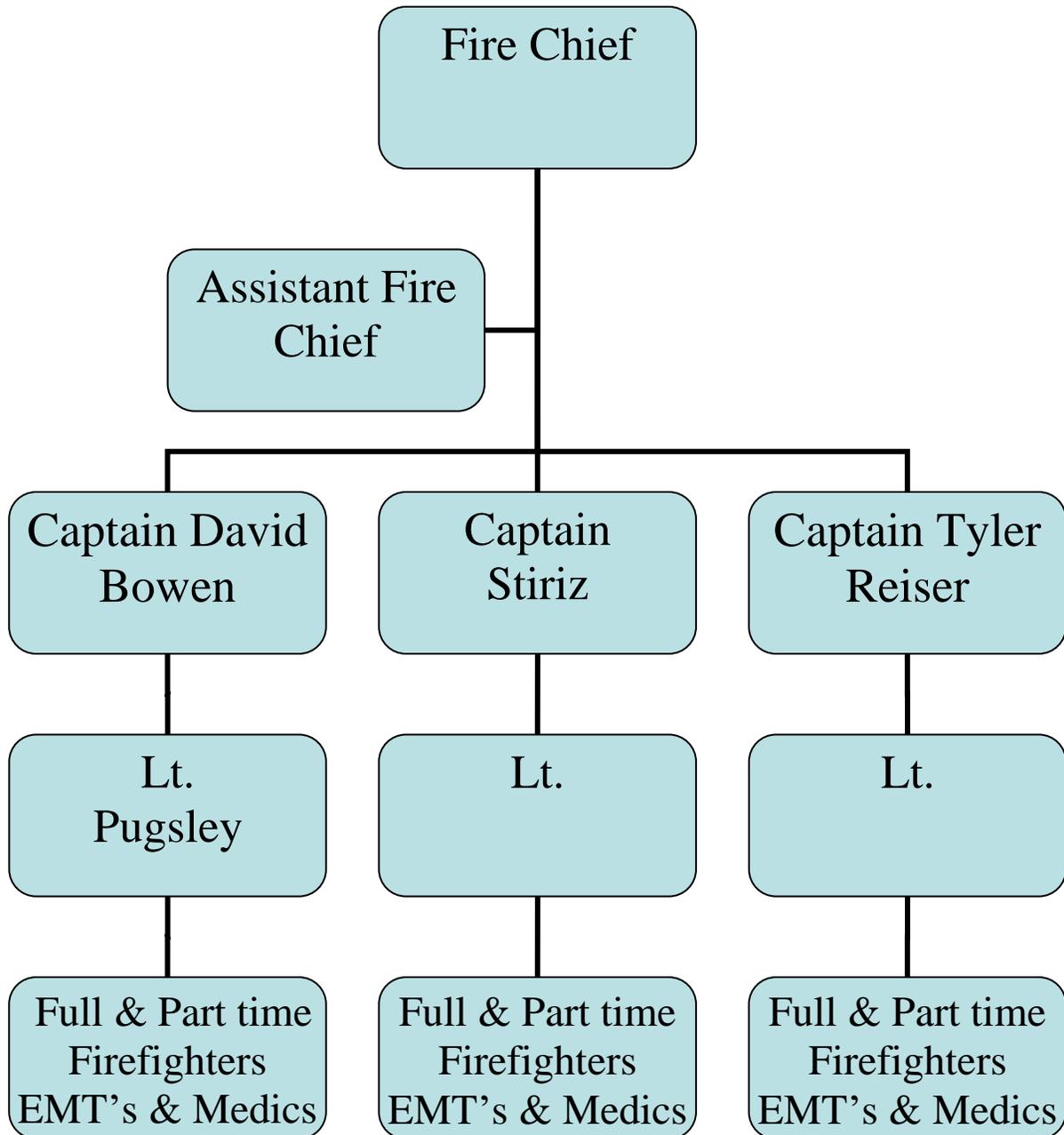
Napoleon Fire and Rescue is proud to serve the community in a capacity larger than just emergency services. Through valued partnerships the department has been able to assist other community groups and city departments in the COVID-19 response. These relationships benefit all parties involved. We all experienced new challenges in 2020 therefore, without these relationships the battle against COVID-19 would have been harder than it was.

Respectfully,

A handwritten signature in black ink, appearing to read "Clayton K. O'Brien".

Clayton K. O'Brien

Organizational Chart



Personnel



Newly Promoted Captain Jonah Stiriz



Incident Summary



Fire Calls
296



Average Response time
1:11 (all calls)



EMS Calls
1,449



Busiest time / Day / Shift.
11a -4p Friday C

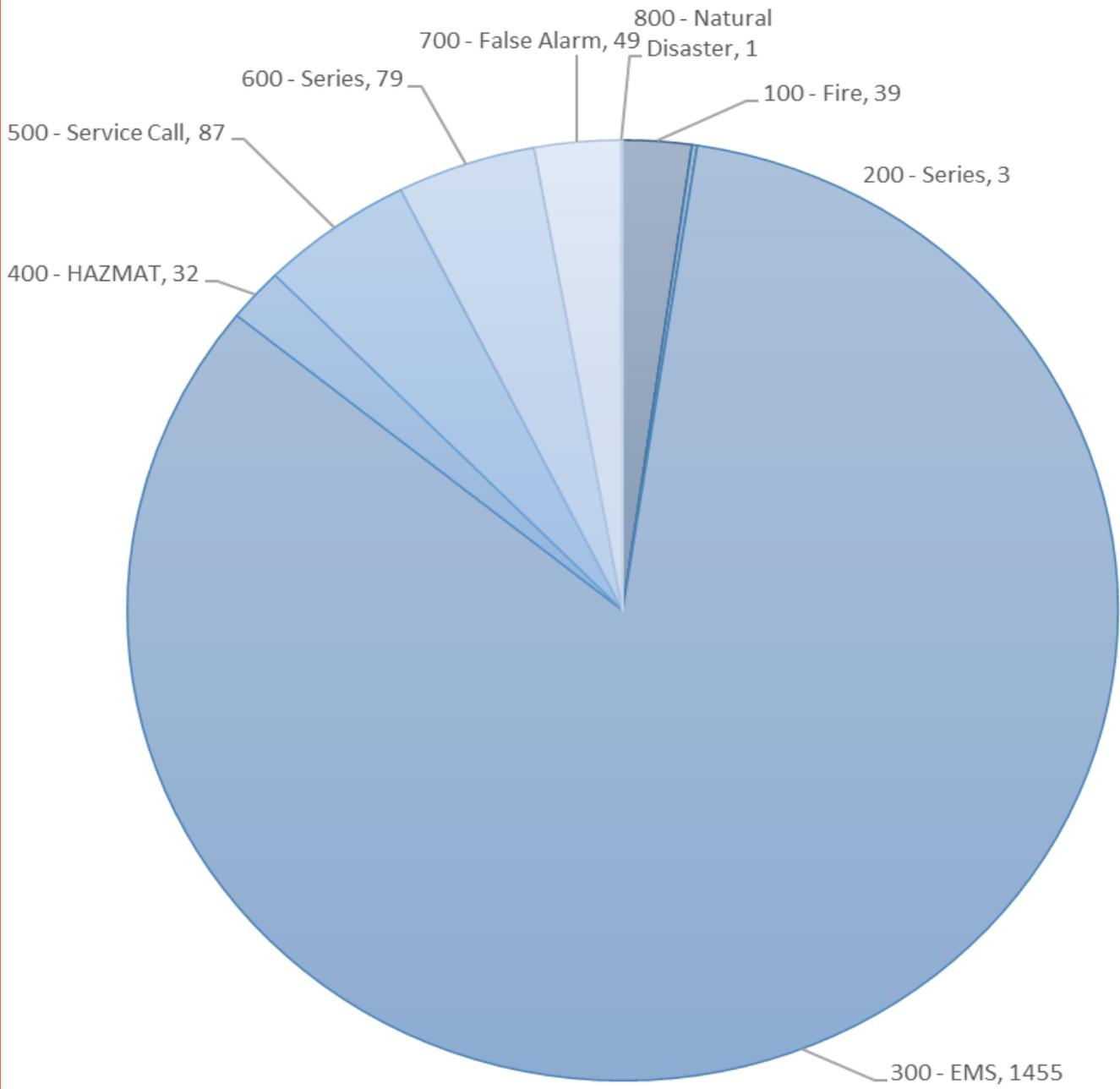


<u>Year</u>	<u>Calls for Service.</u>
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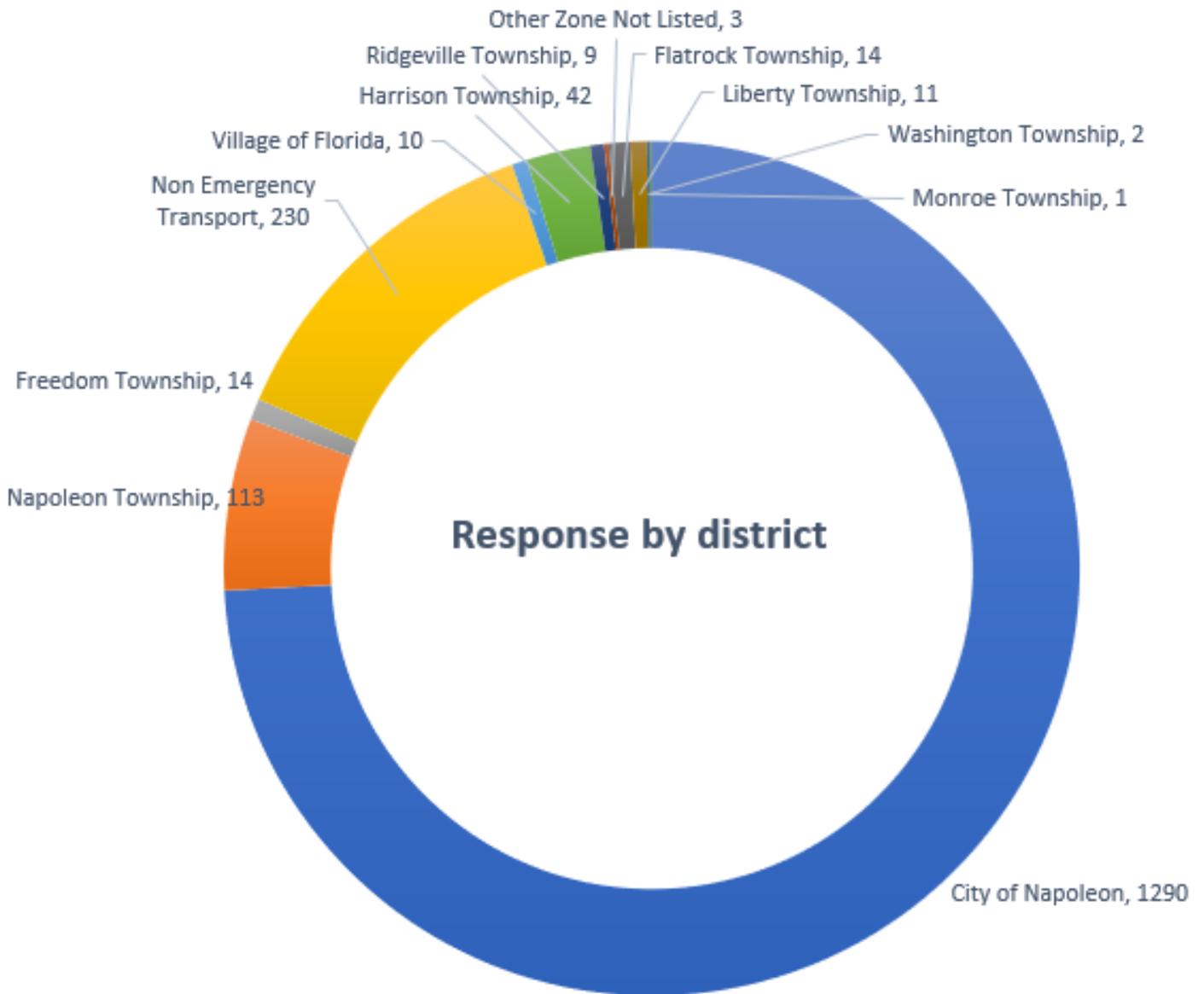
2010	1063
2011	1174
2012	1370
2013	1381
2014	1384
2015	1464
2016	1518
2017	1595
2018	1609
2019	1646
2020	1,745

64%
Increase since
2010

Response Statistics

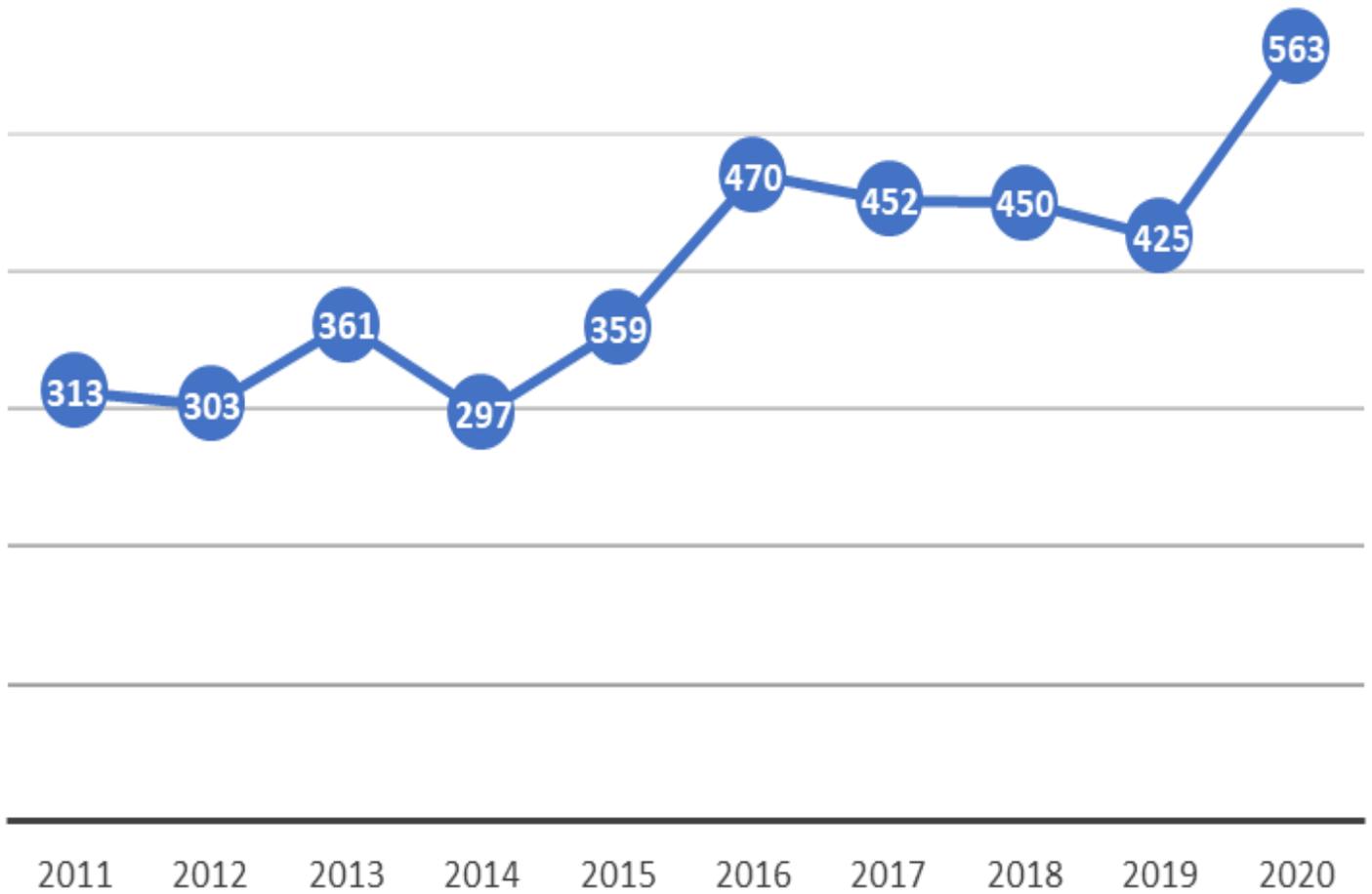


Response Statistics

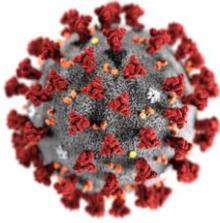


Response Statistics

Overlapping incidents



COVID – 19 Response



Due to COVID-19 our department had to take a step back and look at all aspects of our operations, response, and disinfecting procedures. On March 16th, 2020, the fire department opened an emergency operations center in conjunction with other city departments. From that point forward the emergency operations team brainstormed and executed plans to safeguard the citizens, employees, and city operations from COVID-19. The #1 goal of the EOC team was to be able to maintain services while providing a safe work environment.

During this time, the fire department expanded its footprint by opening a second station. The second station housed an EMS crew giving the department the ability to keep the staff separated. We are grateful for the support of the local community and St. Paul Lutheran Church for helping make this happen.

Personal Protective Equipment (PPE) was very limited at the beginning of the COVID-19 pandemic. This shortage forced us to find alternatives in preserving or reusing our PPE. The department received a donation from the Rotary Club to obtain a UV-C light. This light was used to sterilize the N-95 masks to reuse. In addition to the UV-C light the N-95 masks were sent to Battelle for sterilizing. This was made possible through the Ohio State Patrol. Their team was gracious enough to transport our mask to and from Columbus for sterilization.

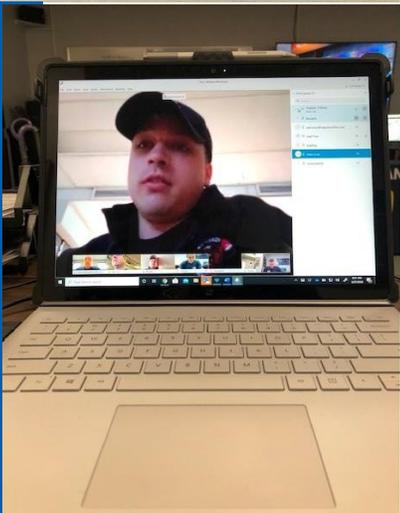
Although disinfection has always taken place it had to be re looked at. The standard way we have done it for years simply was not good enough moving forward in a pandemic. With the help of a donation from a local community member the department purchased a paint spray gun and retrofitted it to spray the disinfectant the department had on hand.





**WEAR A MASK,
SAVE A LIFE**

HENRY COUNTY HOSPITAL



I WEAR ONE FOR MY COMMUNITY.

Training Bureau





Training Bureau

Firefighters, EMTs, and Paramedics require an extensive amount of training every year. 90% of the Napoleon Fire and Rescue department is cross trained requiring them to meet the requirements of a firefighter as well as their respective EMS certification. Most training is conducted in house by our own fire and EMS instructors. Due the COVID -19 pandemic outside training classes were very little. EMS and Fire classes for new hires still took place with Four County Career center. Those students were able to attend the lectures via video conferencing. This year was challenging for the members pertaining to training. However, all precautions were taken to continue in house training. Training is a very important aspect of our job; therefore, a small break can be absorbed but not an entire year. In January of 2020, the department began using an online training platform called Fire Rescue 1 Academy. This allowed the members to conduct the lecture portions while at home online. The skills portion monthly was then conducted at the station with a limited number of members at a time.

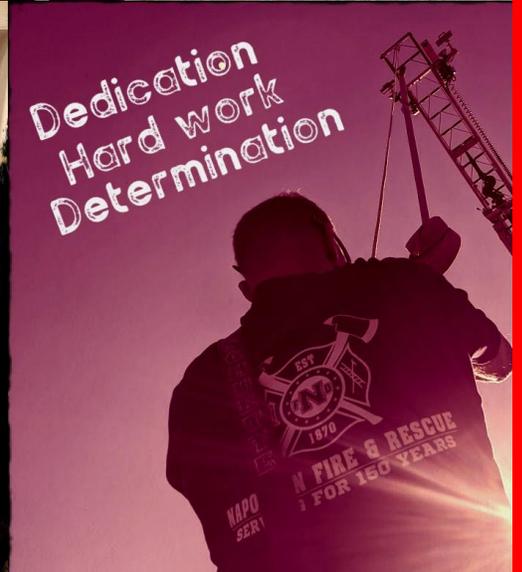
In 2020 members of the fire department participated in a total of 2,040-man hours of training. This training included firefighting, emergency medical care and special hazardous.





Fire Training:

The fire training program is under the direction of Captain David Bowen. Firefighters are required to participate in 56 hours of continuing education every 3 years. The goal of the fire training program is to provide realistic training to the members. This training is crucial in their survival on the fire ground. Topics of focus for 2020 included firefighter safety, fire ground operations, and communications. There was several other topics covered throughout the year.





EMS Training:

The EMS training program is under the direction of Captain Tyler Reiser. EMT's are required to have 40 hours of continuing education every 3 years and paramedics are required to have 86 hours every 3 years. Topics of interest included protocol review, equipment refresher and documentation. Again, there was many other topics covered throughout the year.





Special Operations Training:

The Special Operations training program is under the direction of Captain Jonah Stiriz and assisted by FF/Paramedic Tobias Westhoven. In addition to fire and EMS training the department trains on special operations. Special operations training includes training in hazardous materials, water rescue, rope rescue, grain rescue and confined space.



Fire Prevention Bureau



The Fire Prevention Bureau which also includes public education is under the direction of Assistant Chief Joel Frey. The Fire Prevention Bureau's primary task is conducting fire inspections and providing public education to the citizens of Napoleon.

Inspections are conducted throughout the city by Assistant Chief Frey. The 2017 Ohio Fire Code is followed during these

inspections. The purpose of the fire prevention bureau is to provide fire safety inspections and public education in the city of Napoleon to guard against hazards of fire and explosion arising from the storage, handling, or use of structures, materials, or devices. There are many different conditions that Assistant Chief Frey looks for that are hazardous to life, property or public welfare in the occupancy of structures or premises. Fire hazards, building alterations, change of use, or removal of fire alarm or suppression are all topics of interest when it comes to fire prevention.



Fire Prevention Bureau



Fire Prevention Bureau



EDUCATING OUR FUTURE

PARENTS
LEADERS
WORKERS





Fireworks

In addition to fire inspections the fire prevention bureau works directly with the fireworks display personnel. The permit for the fireworks display is completed by the fire prevention bureau. This process ensures the citizens of Napoleon can enjoy a safe firework display each year. Unfortunately, due the COVID-19 impact the fireworks display did not take place.

Plans Review

The fire prevention bureau performs plans reviews for all incoming business. The plans review section reviews construction plans and other related documents of all structures proposed for construction to assure fire safety codes are followed. During the plans review process the fire department ensures the new business will be properly protected based on the site plan, hydrant location, and fire department connection. The fire department works directly with Wood County Building Department for all new incoming projects.





Statistics



Inspections – 87



Public Education – 224



Plans reviews – 14

History –Napoleon Fire Rescue est. 1870



HONORED - Ten Napoleon Fire Department members were honored by Napoleon Chief Scott Highley and City Council last night at the City Building. They include, from front left, Mike Mohring, Peter Celani, Robert Burditt and Leonard Talmager; back, Dennis Toujes, Tony Drabot, Jerry Toujes, Rick Durham and Ray Goodman. Paul How was also honored but unable to attend. Photo by Mark Hutchins.

Firemen honored during Council session

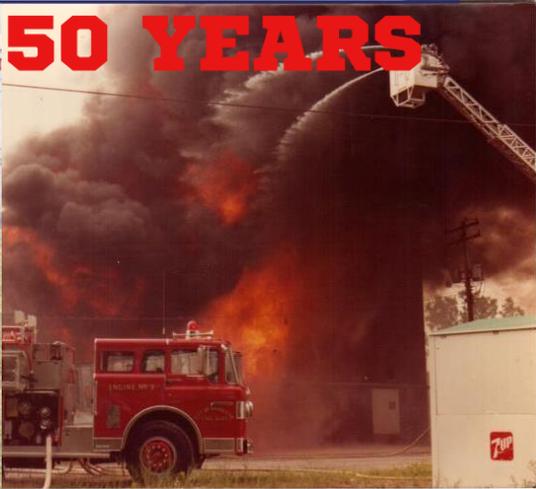
NAPOLEON - Napoleon Fire Department members were recognized during City Council's regular session last night. Ten officers from the Napoleon Fire Department were honored by Napoleon Fire Chief Scott Highley and the City for their performance during the New Wellington Hotel fire in January. Highley presented letters of commendation to the firefighters. Seven of the 10 also received plaques for distinguished service recognizing their heroic acts during the fire. Mayor Steve Lankman presented the Key to the City to the department.



The day after . . .

...ermenting fire, smoke and scattered debris, all was un-
 at 720 North Perry Street. Six area fire departments
 a fire that caused damage to the second and third floors
 Napoleon building. Napoleon Fire Department's Tom Berg-
 say if arson is suspected. Turn to page 3 for full photo
 night's blaze. Photo by Jamie Kuser.

NAPOLEON FIRE & RESCUE SERVING FOR 150 YEARS



Thank you for your continued support.

The success of the fire department only goes as far as the support it has from the Citizens, Mayor, City Council, City Manager, Business Owners, and Department Members.

Thank You!!



Clayton O'Brien
Fire Chief



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

Memorandum

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

From: Roxanne Dietrich, Clerk of Council

Date: February 19, 2021

Subject: Finance and Budget Committee – Cancellation

The regularly scheduled meeting of the **FINANCE AND BUDGET COMMITTEE** for Monday, February 22, 2021 at 6:30 pm has been *cancelled* due to lack of agenda items.

City of Napoleon, Ohio

AGENDA

CIVIL SERVICE COMMISSION MEETING

Tuesday, February 23, 2021 at 4:30 pm

Council Chambers, 255 West Riverview Avenue, Napoleon, OH
The WebEx link to the meeting will be posted on the City's website: www.napoleonohio.com

1. Call to Order
2. Organization/Election of Chairman for 2021
3. Approval of Minutes: November 24, 2020 (in the absence of any objections or corrections, the minutes shall stand approved)
4. Set a Date for Receiving Applications through the National Testing Network for Firefighter/Paramedic
5. Determination of Credits and How the Credits are to be Applied for Firefighter/Paramedic
6. Any Other Matters to Come Before the Commission
7. Adjournment

Roxanne Dietrich

Roxanne Dietrich ~ Clerk of Council

City of Napoleon, Ohio
CIVIL SERVICE COMMISSION
MEETING MINUTES

Tuesday, November 24, 2020 at 4:30 pm

PRESENT

Commission Members Amy Bains-Acting Chair, Megan Lytle-Steele
City Staff Lanie Lambert, HR Director
Clerk of Council Roxanne Dietrich

ABSENT

Commission Member Bill Finnegan

CALL TO ORDER

Acting Chair Bains called the Civil Service Commission meeting to order at 4:32 pm.

APPROVAL OF MINUTES

Motion: Lytle-Steele Second: Bains
to approve the minutes from the October 27, 2020 Civil Service Commission meeting

Roll call vote on the above motion:

Yea-Bains, Lytle-Steele

Nay-

Yea-2, Nay-0. Motion Passed.

CERTIFY LIST FOR FIREFIGHTER/PARAMEDIC

Lambert reported scores were received from nine (9) candidates through the National Testing Network. Two of the candidates did not turn in a city application, one candidate was not a Basic EMT so they cannot be on the list and two did not fill out the required personal history questionnaire. The four (4) eligible candidates we are requesting be certified to the Entry Level Firefighter/Paramedic list are:

<u>Name</u>	<u>Total Grade</u>
Jeffrey Ralston	97.80
Bradley McKee	93.96
Jacob Przeniczny	90.02
Nathan Hossler	88.74

Motion: Lytle-Steele Second: Bains
to approve and certify the above named individuals to the Eligible Certified List for Firefighter/Paramedic

Roll call vote on the above motion:

Yea-Bains, Lytle-Steele

Nay-

Yea-2, Nay-0. Motion Passed.

ADJOURNMENT

Motion: Lytle-Steele Second: Bains
to adjourn the Civil Service Commission meeting at 4:35 pm

Roll call vote on the above motion:

Yea-Bains, Lytle-Steele

Nay-

Yea-2, Nay-0. Motion Passed.

Approved

February 23, 2021

Chair

DRAFT



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: Parks and Recreation Board
cc: Mayor and City Council, City Law Director,
City Manager, Finance Director, Department
Supervisors, News Media
From: Roxanne Dietrich, Clerk of Council
Date: February 19, 2021
Subject: Parks and Recreation Board Cancellation

Due to lack of agenda items, the **PARKS AND RECREATION BOARD** meeting scheduled for Wednesday, February 24, 2021 at 6:30 pm has been **CANCELED**.

AMP Update for Feb. 12, 2021

American Municipal Power, Inc. <webmaster@amppartners.org>

Fri 2/12/2021 4:51 PM

To: Roxanne Dietrich <rdietrich@napoleonohio.com>

Having trouble viewing this email? [Click here to view web page version](#)



Feb. 12, 2021

Sue Kelly named to NERC Board

By Jolene Thompson - President/CEO

On Feb. 4, Sue Kelly was named to the North American Electric Reliability Corporation (NERC) Board of Trustees. Kelly, a widely recognized and respected energy attorney, served as the president and CEO of the American Public Power Association (APPA) from 2014 to 2019 where she was a strong advocate for public power. As a member of the NERC Board of Trustees, she will serve on the Compliance, Finance and Audit, Nominating, and Technology and Security Committees. See the full announcement [here](#).



NERC is a not-for-profit international regulatory authority that is governed by a 12-member independent Board of Trustees. Its mission is to assure the effective and efficient reduction of risks to the reliability and security of the grid, which it does by developing and enforcing Reliability Standards; annually assessing seasonal and long-term reliability; monitoring the bulk power system through system awareness; and educating, training and certifying industry personnel. NERC's area of responsibility spans the continental United States, Canada and the northern portion of Baja California, Mexico.

Please join us in congratulating Sue on her new role.

SEPA Connect Virtual Roundtable for AMP members held Feb. 10

By Erin Miller - assistant vice president of energy policy and sustainability

AMP members attended an exclusive Smart Electric Power Alliance (SEPA) Connect Virtual Discussion on Feb. 10. The discussion was led by Chris Monacelli, member of AMP's Board of Trustees, chair of Focus Forward Committee and Advisory Council and electric utility manager for the City of Westerville; Bill Bottiggi, general manager for the Braintree (Mass.) Electric Light Department; Skip Dise, vice president of

product management for Clean Power Research; and Garrett Fitzgerald, principal of electrification for SEPA.

Speakers discussed growth projections of electric vehicle (EV) deployments and the importance of getting ahead of it to control peak demand impacts and educating customers about EVs to establish the utility as a trusted leader.

Bottiggi shared lessons learned from their residential EV charging program, including migration from rebating smart Level 2 connected chargers controlled by the utility and the *Bring Your Own Charger Program* where they offer \$8 per month incentives for customers to program their cars to charge during off-peak hours. The utility then monitors the AMI data for compliance.

Fitzgerald shared the SEPA EV Starter Kit, which includes five reports for utilities to prepare for an EV future. The Kit can be downloaded for free [here](#).

If you are interested in learning more about EVs or other developing topics, visit www.sepapower.org/membership/benefits/ or view AMP's EV materials on the [Member Extranet](#) (login required).

Five tips for cold weather safety

By Lee Doyle - director of corporate health and safety

As we endure the coldest part of the year, it is important to practice safety when working in the elements. Here are five tips to help keep warm, comfortable and healthy when working outdoors this winter:

- Wear layers - wearing multiple layers can help to trap more of your body heat
- Wear hats and gloves - most of your body heat is lost through your head and hands
- Stay dry - cold moisture speeds up heat loss, so take a break if you get wet
- Take breaks in warm areas - try to find a dry, warm shelter to help raise your body temperature
- Eat warm, high-calorie food - your body burns more energy to keep warm, so you should increase your caloric intake

If you have questions or concerns about working outdoors this winter, please feel free to contact me at rdoyle@amppartners.org.

FOCUS FORWARD 2021 WEBINAR SERIES

Register by clicking this [schedule](#) or contact Erin Miller, assistant vice president of energy policy and sustainability at 614.540.1019 or by email at emiller@amppartners.org.



- March 25, 2-3 p.m.
Educating and Engaging Customers
- May 13, 10-11 a.m.
Data Analytics and Rate Design
- July 15, 2-3 p.m.
Electric Vehicles: Incentives and Managed Charging
- September, TBD
What do Customers Want? Using Design Thinking for Program Development
- November 9, 2-3 p.m.
Community Solar 101 and Models

The Focus Forward Advisory Council has identified these topics to help educate and inform AMP's members about emerging industry trends and to prepare for further integration of distributed energy resources.



Save the date for the 2021 Virtual Technical Services Conference

By Jennifer Flockertzie - manager of technical services logistics

Members are encouraged to save the date for the 2021 Virtual Technical Services Conference, April 13-14. The Technical Services Conference is a premier opportunity for members to increase technical understanding, learn about new products and hear updates and best practices from other AMP members and AMP staff. The event traditionally offers a variety of informative sessions, and electric utility managers, superintendents and technical staff are invited and encouraged to attend.

Schedule and registration details for the conference will be provided as it becomes available. Keep an eye on future editions of *Update* for more information. If you have any questions, please contact me at 614.540.0853 or jflockerzie@amppartners.org.

AMP holds virtual safety training course

By Steven Mutchler - safety/OSHA compliance coordinator

On Feb. 9, AMP conducted the virtual training course *Hand and Power Tools Safety*. In this session, participants learned about the danger of using tools in a way that the manufacturer design did not intend, along with recent accident and fatality data.

If you were unable to attend, a video recording will soon be posted to the [Member Extranet](#) (login required) and the AMP YouTube channel (links available to members upon request). If you have any questions, need assistance accessing the Member Extranet or would like the YouTube link, please contact Jennifer Flockerzie at jflockerzie@amppartners.org or 614.540.0853.

AMP TECHNICAL AND SAFETY TRAINING WEBINAR SCHEDULE

In an effort to continue providing members with high-quality training opportunities, AMP has temporarily transitioned trainings to a webinar format. Please see the below schedule - we will continue to update the schedule as needed. We are in this together.

Feb. 16, 9 a.m.
Dealing with Cold Emergencies
Instructor: Darren Westenberger

Feb. 23, 9 a.m.
Responding to Severe Wound Trauma
Instructor: Kyle Weygandt



For more information on the AMP Training Program or to access the virtual training webinars, please contact Jennifer Flockerzie, AMP's manager of technical services logistics, at jflockerzie@amppartners.org.



JANUARY OPERATIONS DATA		
	January 2021	January 2020
Fremont Capacity Factor	74%	47%
Prairie State Capacity Factor	103%	79%
Meldahl Capacity Factor	62%	42%
Cannelton Capacity Factor	61%	28%
Smithland Capacity Factor	59%	0%
Greenup Capacity Factor	51%	25%
Willow Island Capacity Factor	61%	62%
Belleville Capacity Factor	85%	68%
Blue Creek Wind Capacity Factor	21%	36%
JV6 Wind Capacity Factor	14%	21%
Front Royal Solar Capacity Factor	14%	14%
Bowling Green Solar Capacity Factor	8%	8%
Avg. A/D Hub On-Peak Rate	\$27/MWh	\$25/MWh
* Fremont capacity factor based on 675 MW rating. * PS capacity factor based on 1,582 MW rating. * Meldahl capacity factor based on 105 MW rating. * Cannelton capacity factor based on 87.6 MW rating. * Smithland capacity factor based on 76.2 MW rating. * Greenup capacity factor based on 70 MW rating. * Willow Island capacity factor based on 44.2 MW rating. * Belleville capacity factor based on 42 MW rating. * Front Royal Solar capacity factor based on 2.5 MW rating. * BG Solar capacity factor based on 20 MW rating.		

Energy market update

By Jerry Willman - assistant vice president of energy marketing

The March 2021 natural gas contract decreased \$0.043/MMBTU to close at \$2.868 yesterday. The EIA reported a withdraw of 171 Bcf for the week ending Feb. 5, which was below industry estimates of -180 Bcf. The year-ago draw was 121 Bcf and the five-year average was -125 Bcf. Storage is now 2,518 Bcf, 0.4 percent below a year ago and 6.4 percent above the five-year average.

On-peak power prices for 2022 at AD Hub closed yesterday at \$31.60/MWh, which was \$0.35/MWh lower for the week.

On Peak (16 hour) prices into AEP/Dayton hub

Week ending Feb. 12

MON	TUE	WED	THU	FRI
\$39.20	\$33.88	\$39.13	\$36.28	\$53.66

Week ending Feb. 5

MON	TUE	WED	THU	FRI
\$27.52	\$31.20	\$35.83	\$27.88	\$28.29

AEP/Dayton 2022 5x16 price as of Feb. 11 — \$31.60

AEP/Dayton 2021 5x16 price as of Feb. 4 — \$31.95

AFEC weekly update

By Jerry Willman

The AMP Fremont Energy Center (AFEC) plant was in 2x1 configuration for the week. PJM cleared the plant offline last Friday for off-peak hours and for the day on Saturday based on day-ahead economics but the plant remained online for the week. Duct firing operated for 41 hours this week. For the week, the plant generated at a 77 percent capacity factor (based on 675 MW rating).

Security tip - Top four COVID-19 scams to watch out for

By Jared Price - vice president of information technology and CTO



From the desk of Michael Aliperti, MS-ISAC Chair

The ability to leverage current events is a dream scenario for modern-day cybercriminals. These criminals use events, such as the COVID-19 pandemic, to fuel their malicious intent.

With the global pandemic comes the desire to stay updated with the most current information. However, it can be difficult for internet users to navigate this information and separate fact from fiction. It is also difficult to ensure that links and resources are reliable. The reality is that malicious activity comes through just about every communication channel: email, social media, text and phone messages, and of course, misleading and malicious websites.

Here are some common examples of what you need to be on the lookout for in the months to come:

1. Malicious websites

Throughout the COVID-19 pandemic, cyberthreat actors have consistently capitalized on global interest surrounding the latest information on the virus. These threat actors take advantage of internet users by registering website domains related to COVID-19. Fake websites and applications typically claim to share news, testing results or other resources; however, they only want your credentials, bank account information or to infect your devices with malware.

With many organizations and employees continuing to work from home, users may let their guard down and be more susceptible to emails from unverified senders. Never give out your personal information, including banking information, Social Security Number or other personally identifiable information (PII) over the phone or email.

2. Phishing emails

Expect phishing emails to be on the rise. Cyberthreat actors will use COVID-19 phishing emails in an attempt to convince the recipient to either reveal sensitive information (i.e. bank account information), or simply try to convince the recipient to open a malicious link or attachment, allowing them to potentially access your system.

COVID-19 vaccine-themed phishing emails may include subject lines such as the following:

- Vaccine registration
- Information about your vaccine coverage
- Locations you can receive the vaccine
- Ways you can reserve a vaccine
- Vaccine requirements

While some phishing emails might be easy for you to detect, never get complacent when reviewing your emails. Expect to receive well-composed phishing attempts that are impersonating well-known and trusted entities, such as government agencies, healthcare providers or pharmaceutical companies. Never open any link or attachment from a source that you cannot clearly identify as being legitimate!

For instance, email phishing campaigns in the past have targeted state-level agencies impersonating the Centers for Disease Control and Prevention (CDC). These emails have requested recipients to click on links in order to view a secured message pertaining to COVID-19 vaccine information. Links such as these could easily direct the user to a webpage that attempts to collect PII including name, address, date of birth, driver's license number, phone number and email address.

Here are some notable indications an email, text or phone call may be a phishing attempt:

- Inspiring a sense of urgency to click a link or provide information
- Is overly formal or written in an overly complicated manner
- Requests sensitive information or that you review a link or attachment
- Asks users to follow a non-standard process, or a process you might find odd

3. Fraudulent charities

For as long as the pandemic is around there will always be consistent attempts by threat actors to create fraudulent charities seeking donations for illegitimate or non-existent organizations. Fake charity and donation websites will try to take advantage of one's good will, especially during such hard times. Always do your research before donating and providing any information.

4. Unemployment scams

As tax season is quickly approaching, be wary of identity theft scams involving fraudulent claims, especially surrounding unemployment benefits. This scam has especially skyrocketed during the COVID-19 pandemic as unemployment claims in general have been on the rise. The most typical scams to be on the lookout for (but are not limited to) include telling recipients that they've won contests, a cash prize or are eligible for an award for applying for unemployment.

Recommendations

Phishing remains a prominent attack vector for almost all cyber threat actors. Your cybersecurity best practices will always be your first line of defense against phishing. Here are some recommendations you can take to shield yourself from these threats:

- Establish a properly-configured firewall
- Ensure your internet-connected devices are not connected to any public internet
- Report any suspicious emails to your organization's IT department
- Enable strong authentication tools, such as Multi-Factor Authentication (MFA).
 - To learn how to activate MFA on your accounts, head to [Stop.Think.Connect](#)
 - [Lock Down Your Login](#) provides instructions and resources on how to lock down your login by turning on strong authentication on popular websites and services
- Continuously update your passwords and update any default unsecure settings
- Ensure backup protocols are in place with your devices
- Never give out your personal information, including banking information, Social Security Number or PII over the phone or email
- Always verify a charity's authenticity before making donations. For assistance with verification, utilize the Federal Trade Commission's (FTC) page on charity scams. This information can be found here: <https://www.consumer.ftc.gov/articles/0074-giving-charity>

If you suspect you've been impacted by a scam or attempted fraud involving COVID-19, you can file a report with the Cybercrime Support Network. More information can be found

here: <https://cybercrimesupport.org/covid-19-scam-alerts/>

New content from the Smart Electric Power Alliance

By Brad Benton - senior manager of membership, SEPA

As a member of the Smart Electric Power Alliance (SEPA), you have unlimited access to all SEPA content. From webinars to research reports to participating in working groups, it is all included in your membership. You can access all of these resources and more at www.sepapower.org.



**Smart Electric
Power Alliance**

Attend: Grid Evolution Midwest Virtual Conference - Feb. 22-23, 2021

Join SEPA for 5+ hours of education and networking diving into the challenges of the Midwest energy transition. See all the details and register [here](#).

Read: SEPA EV Report

Regulatory Roadmap for Vehicle-Grid Integration

This report highlights what vehicle-grid integration (VGI) is and why it is important, why regulators are key to unlocking VGI and the goals of a VGI roadmap and how to develop one. Download [here](#).

Watch: On-Demand Content

IDP - The "Can't-Skip" Step for Carbon Reduction

Join SEPA and SCE as they demystify integrated distribution planning for utilities and their stakeholders using SEPA's four-phased approach that helps utilities transition from traditional to integrated distribution planning. Download [here](#).

Watch: SEPA TV

Check out SEPA's online TV series about the top-of-mind issues in the electric power sector. Watch [here](#).

As always, do not hesitate to contact Spencer Schecht on the SEPA Membership Team to learn more about your benefits. He can be reached at sschecht@sepapower.org or 202.350.4671.