

March 2022

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

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 28, 2022 at 7:30 pm

Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Approval of Minutes: July 26, 2021 (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

City of Napoleon, Ohio
SAFETY AND HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Monday, July 26, 2021 at 7:00 pm

PRESENT

Committee Members	Daniel Baer-Chair, Jeff Comadoll
City Manager	Joel Mazur
City Staff	Lanie Lambert-HR Director
Others	Brian Koeller-NW Signal
Clerk	Roxanne Dietrich

ABSENT

Committee Member	Molly Knepley
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CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes from the May 24, 2021 Special Safety and Human Resources Committee meeting were approved as presented.

LEADERSHIP DEVELOPMENT PROGRAM

Mazur stated things have started to open back up since COVID and people are coming back to work and I have noticed it is a little tougher for people to get connected. We talked about team building exercises for staff and found Wildsparq. The training can be done in a way that is safe if we are still practicing social distancing and feel it fits our needs. One thing in government we do not do a good job of is, we don't train new supervisors. We take the next senior person, promote them and they never receive any formal or on-the-job training. Supervisory is a different role, being a good worker does not translate to being a good supervisor. We have found a training that is specific for supervisors and does team building. Lambert continued with Wildsparq training is every month. The employee will have a 30-40 minute web based lesson to do on their own and then each person is also part of a larger team that meets each month for 45-60 minutes. We get to pick what topics we feel would be most relevant for us with our Wildsparq representative working with us. The solution is to provide improved engagement with each other and employees and building trust with each other. Mazur added this training is to help us align the services we provide. How can we improve, by being good leaders to the people we supervise. Lambert said the training will run from September 2021 through May of 2022. Then, we will take the summer off and restart in September of 2022 going until May of 2023. This will give each person 18 training sessions. Mazur noted we found out about Wildsparq through Energy Authority from a virtual platform used by AMP. If you look on Wildsparq's Facebook page, they use Chick-fil-A as their model of a success story. Why do this? Why spend money on this? Because we do not do a good job providing the necessary training for leaders to succeed and owe it to our customer and service base to provide the best quality service that we can. Our matrix is to provide better service, get more positive feedback by improving the quality of service that people are more likely to respond to change. Lambert added retention rates are better when you engage the employee. Mazur said right now we have 38 people set aside to go through the training. The cost is under \$25,000 so we are not seeking approval but this is something you will see in the 2022 budget. The total cost is \$18,468 for 38 people. The 2022 budget will have \$14,364 in it. We believe this would be an eligible expense for the American Rescue Plan Funds because this stemmed from conversations coming out of COVID and hope it will be easy for that funding. We have \$859,000 set aside for the American Rescue Plan. It is something we need to do, there is a need. For this level of training and this amount of money we feel it is a bargain. Chief O'Brien and Chief Mack have been in our conversations. Those two have a good vision for leadership and

pride in service and both of them have good qualities of good judgement. If we cannot use American Rescue Plan, the cost would be split amongst the enterprise funds depending on employees that are getting training. Comadoll voiced his concern about pulling 35 people off at one time and still run an operation. Mazur said each team will have 4-5 people from different departments. Comadoll reiterated I do not want everyone on the whole list going at one time. Mazur noted we will also have shift workers. Comadoll asked if that will cost us overtime? Mazur said marginal at best and will only affect police and fire. Baer noted so often people go to training for one or two days and cram everything in then you go back and everything is the same. The fact that you are extending this over a period of time seems to be a good idea and will be more productive. Do you anticipate any issues with staff as far as being involved in training like this? As in saying this really is not for me. Mazur replied yes, at some level or another, you will get a variety of I don't want to do this. Once they go through the training they will see value of it. Lambert said they will have the same team each month and should feel more comfortable. Mazur stated it is not just about the training, it is reconnecting with staff members of different departments. We are talking one hour a month. There is still a connection and they are taking in information. The Wildsparq administrator will help us get through some of the challenges. Baer said I do not have any problem with this, I think it is a good idea. Mazur reiterated we are not seeking approval since the cost is under \$25,000. We did not want any surprises during budget time. Baer added it is a way to save money too, when you send people away they are physically out for a couple of days. Mazur agreed we feel it is a bargain.

ADJOURNMENT

Motion: Comadoll
to adjourn the Safety and Human Resources Committee meeting at 7:26 pm.

Second: Baer

Roll call vote on the above motion:

Yea-Baer, Comadoll

Nay-

Yea-2, Nay-0. Motion Passed.

Approved

February 28, 2022

Daniel Baer-Chair
Safety and Human Resources Committee

2022 CONTRACT FOR FIRE/EMS

2022 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES USING - 2021 ACTUAL EXPENSES & REVENUES & 2022 BUDGETED EXPENSES & REVENUES

Working Draft

<u>FUND</u>	<u>DEPT</u>	<u>ACCT</u>		<u>2021</u> <u>ACTUAL</u> <u>EXPENSES</u>	<u>2022</u> <u>APPROVED</u> <u>BUDGET</u>
<u>No/CO = No Prior Year Carryover In Totals-></u>					
2200 FIRE & EMS/SAFETY SERVICES					
Personal Services:					
100.	2200.	51100	Salary-Non Bargaining	158,728.64	159,960.00
100.	2200.	51101	Salary-Non Bargaining-Overtime	0.00	0.00
100.	2200.	51400	Salary-Fire Fulltime	447,988.34	514,390.00
100.	2200.	51401	Salary-Fire Fulltime-Overtime	23,036.99	22,000.00
100.	2200.	51410	Salary-Fire Parttime	194,790.10	277,610.00
100.	2200.	51412	Salary -Adjunct	2,722.23	5,110.00
100.	2200.	51413	SALARY - FIRE PARTTIME-OVERTIM - Fire Part Time	999.12	0.00
100.	2200.	51500	PERS	2,670.50	720.00
100.	2200.	51540	Fire Pension-Current Liability (Net \$, See 291 Fund)	144,160.64	122,575.00
100.	2200.	51560	Social Security	11,189.03	17,210.00
100.	2200.	51600	Worker's Compensation	10,002.97	19,570.00
100.	2200.	51700	Medicare-City Share	11,672.51	13,570.00
100.	2200.	51710	Hospitalization Insurance	137,785.72	194,800.00
100.	2200.	51750	Life Insurance	374.31	590.00
100.	2200.	51900	Unemployment Compensation	0.00	0.00
291.	2200.	51540	Fire Pension-Current Liability (Net \$, See 100 Fund)	52,584.42	44,555.00
Total Personal Services				1,198,705.52	1,392,660.00
Other:					
100.	2200.	52000	Travel, Training and Education	3,882.01	17,000.00
100.	2200.	52010	Memberships and Dues	715.00	580.00
100.	2200.	53110	Utilities-Electric	19,893.11	22,950.00
100.	2200.	53111	Utilities-Natural Gas	1,252.74	1,200.00
100.	2200.	53113	Utilities-Water and Sewer	6,330.54	6,690.00
100.	2200.	53114	Utilities-Telephone	5,602.66	6,040.00
100.	2200.	53115	Utilities-Cable Modem	1,120.34	1,200.00
100.	2200.	53200	Service Contracts-Communications	6,436.75	8,500.00
100.	2200.	53300	Service Fees-Professional	3,460.72	19,000.00
100.	2200.	53510	Contract Maintenance-Vehicles	830.00	7,000.00
100.	2200.	53520	Contract Maintenance-Equipment	1,847.29	10,500.00
100.	2200.	53610	Contract Maintenance-Buildings & Structures	4,178.41	11,645.00
100.	2200.	53700	Insurance and Bonding	18,118.18	15,527.00
100.	2200.	53710	Insurance Claims-Deductible	0.00	1,000.00
100.	2200.	54100	Supplies-Office	1,022.32	1,500.00
100.	2200.	54110	Supplies-Postage and Delivery Charges	345.54	200.00
100.	2200.	54200	Supplies-Operating Materials	2,002.21	3,500.00
100.	2200.	54220	Supplies-Fire Prevention	2,091.40	3,000.00
100.	2200.	54230	Supplies-Gasoline & Deisel Fuels	14,296.52	15,000.00
100.	2200.	54240	Supplies-Chemicals	7,975.45	9,000.00
100.	2200.	54300	Supplies-Vehicle Parts & Supplies	7,307.57	5,000.00
100.	2200.	54500	Supplies-Other Equipment	1,339.01	2,000.00
100.	2200.	54700	Supplies-Small Tools	885.16	2,500.00
100.	2200.	54800	Supplies-Uniforms	5,974.17	12,000.00
210.	2200.	52000	Travel, Training and Education	9,542.28	14,700.00
210.	2200.	53300	Service Fees-Professional	47,217.17	54,250.00
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	39,500.00
210.	2200.	54225	Supplies-EMS Durrable Equipment	1,814.66	7,100.00
210.	2200.	54300	Supplies-Vehicle Parts & Supplies	2,124.42	4,000.00
210.	2200.	59000	Refunds- Miscellaneous	1,138.30	2,000.00
100.	9800.	59130	Reimburse-Shared Expense (Township Contracts)	10,000.00	10,000.00
Sub-Total Other				301,437.82	387,282.00
Total Operating Expenses				1,500,143.34	1,779,942.00

2022 CONTRACT FOR FIRE/EMS

2022 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES USING - 2021 ACTUAL EXPENSES & REVENUES & 2022 BUDGETED EXPENSES & REVENUES

Working Draft

<u>FUND</u>	<u>DEPT</u>	<u>ACCT</u>		<u>2021 ACTUAL EXPENSES</u>	<u>2022 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)	144,085.37	0.00
242.	2200.	43000	Less: Rev.Offset - Grants, Donations, Etc.	0.00	
			Net Machinery & Equipment Costs-Major Capital Items	144,085.37	0.00
<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	12,842.96	59,900.00
242.	2200.	57200	Buildings and Improvements	0.00	5,000.00
400.	2200.	57000	Machinery and Equipment	24,834.81	14,000.00
400.	2200.	57200	Buildings and Improvements	4,500.00	0.00
Total Capital Imp.(Less Grants on Major Items)				191,514.06	85,600.00
Total-2200 Fire & EMS/Safety Services (All Operating and Capital Expenditures)				1,691,657.40	1,865,542.00
<u>EXPENDITURE ADJUSTMENTS:</u>					
242.	2200.	57000	LESS: Net Major Cap.Exp.By Year in 242 Fd.(Large Eq.)	(144,085.37)	0.00
210.	2200.	53430	LESS: Township EMS Revenue Payments	(55,563.03)	(55,000.00)
			LESS: Non-EMS Adjustments		
			ADD: Annualized Capital Fixed Amt.(Large Equip.)	105,000.00	110,000.00
Sub-Total Expense Adjustments				(94,648.40)	55,000.00
Net Allocated Expenses Per Contract				1,597,009.00	1,920,542.00
<u>REVENUE ADJUSTMENTS (Not Previously Listed):</u>					
100.	2200.	44350	LESS: Donations in 100 General Fund	(1,250.00)	(300.00)
100.	2200.	44400	LESS: Training Facility Fee -Fire/Safety Services	(4,130.00)	(3,000.00)
100.	2200.	47010	LESS: Misc.Fire Revenue in 100 General Fund	(6,436.58)	(8,500.00)
100.	0000.	49650	LESS: Reimb.Fire 180 kWh Tax Fd.to 100 Gen.Fd.	(66,374.16)	(79,000.00)
210.	2200.	43010	LESS: Federal CARES Act Receipts	0.00	0.00
210.	2200.	43100	LESS: State Grants in 210 EMS Transport Fund	0.00	(5,000.00)
210.	2200.	44350	LESS: Donations in 210 EMS Transport Fund	(482.00)	0.00
210.	2200.	45600	LESS: Court-Collections Cost Recovery	(207.00)	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	(2,846.24)	(2,200.00)
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	0.00	0.00
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				(81,725.98)	(98,000.00)
* NET FIRE & EMS EXPENDITURES for CONTRACT BILLING				1,515,283.02	1,822,542.00

2022 CONTRACT FOR FIRE/EMS

2022 FIRE & EMS PROJECTED SERVICE CONTRACT COSTS WITH CONTRACTED ENTITIES USING - 2021 ACTUAL EXPENSES & REVENUES & 2022 BUDGETED EXPENSES & REVENUES

Working Draft

FUND DEPT	ACCT	2021 ACTUAL EXPENSES	2022 APPROVED BUDGET
		No/CO = No Prior Year Carryover in Totals->	
DIST%	ALLOCATED COSTS BY ENTITY		
100.00%	FIRE COSTS ALLOCATED AT (44.18%)	44.18% 669,452.04	44.18% 805,199.06
75.68%	City of Napoleon	506,641.31	609,374.65
1.68%	Freedom Township	11,246.79	13,527.34
13.15%	Napoleon Township (w/Sec.30 & 31)	88,032.94	105,883.68
9.49%	Harrison Township	63,531.00	76,413.39
100.00%	EMS COSTS ALLOCATED AT (55.82%)	55.82% 845,830.98	55.82% 1,017,342.94
77.52%	City of Napoleon	655,688.18	788,644.25
1.41%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	11,926.22	14,344.54
1.61%	Freedom Township	13,617.88	16,379.22
11.72%	Napoleon Township (w/Sec.30 & 31)	99,131.39	119,232.59
5.72%	Harrison Township	48,381.53	58,192.02
2.02%	Florida Village	17,085.79	20,550.33
	NET - TOTAL SHARED COST OVERALL (100.00%)	1,515,283.02	1,822,542.00
76.7071%	City of Napoleon (Includes Henry Co. Hospital)	1,162,329.49	1,398,018.90
	Net Shared Costs Allocated to Contracts->	352,953.53	424,523.10
0.7871%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	11,926.22	14,344.54
1.6409%	Freedom Township	24,864.67	29,906.56
12.3518%	Napoleon Township (w/Sec.30 & 31)	187,164.33	225,116.27
7.3856%	Harrison Township	111,912.53	134,605.41
1.1276%	Florida Village	17,085.79	20,550.33

CAPITAL REVENUE ALLOCATION FOR TOWNSHIPS		(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
	TOWNSHIP ALLOCATION OF NET CAPITAL	21,000.00	22,000.00
	(Based on % Of Net Shared Cost to Township)		
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

		2022 Projected Quarterly*	2023 Projected Quarterly**
0.7871%	Henry Co.South Amb.Dist. (Frmly.Flatrock Twn.)	2,981.56	3,586.14
1.6409%	Freedom Township	6,216.17	7,476.64
12.3518%	Napoleon Township (w/Sec.30 & 31)	46,791.08	56,279.07
7.3856%	Harrison Township	27,978.13	33,651.35
1.1276%	Florida Village	4,271.45	5,137.58

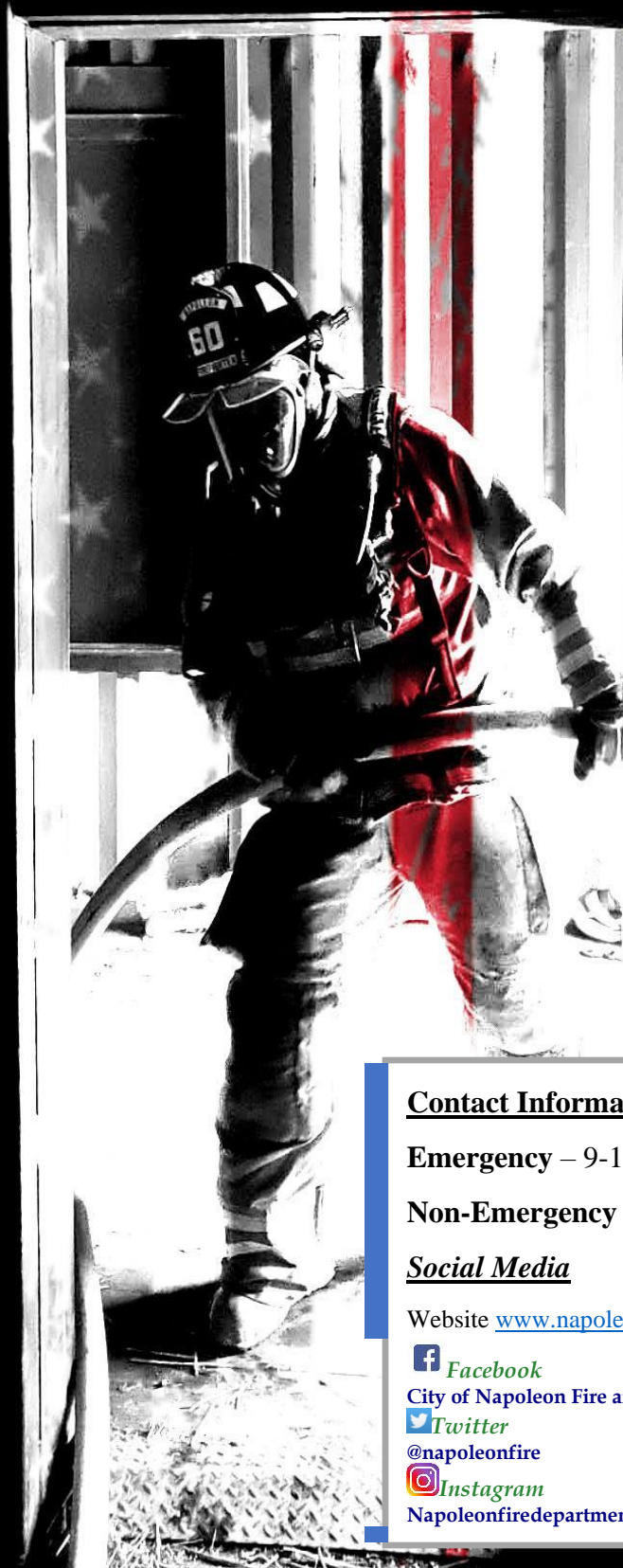
*Used 2021 Actual for 2022 Projected

** Used 2022 Budget for 2023 Projected



2021 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 – Dr. Dave Cordes

Councilmember – Ken Haase

Councilmember – Lori Sinclair

Councilmember – Molly Knepley

Councilmember – Ross Durham

Fire Chief's Message

I am pleased to present the 2021 annual report for Napoleon Fire and Rescue Department. As I look back over the course of the year, I recall all the great accomplishments of our department. We held our first annual safety services awards ceremony, started our community driven strategic plan, and our department was the recipient of the two largest donations the city has ever received. All these great accomplishments happened all while we set a record for the most calls for service in the history of our department.

Napoleon Fire and Rescue responded to 1,936 calls for service this equates to an increase of 9% compared to 2020 and a 61% increase compared to 2011.

The operations of the police and fire department are not possible without the great men and women who carry out the mission. In May of 2021 the Chief of Police and myself came together to host our first annual combined Safety Services Awards Ceremony. This ceremony was a chance for us to highlight the great work our members displayed throughout the year.

Another joint effort between the Chief of Police and myself is the community driven strategic plan. This combined safety services strategic plan began in the fall of 2021 and continues today. The group of nineteen (19) internal and external stakeholders have been meeting monthly and working on a variety of topics. The group completed a S.W.O.T analysis and has created new mission and vision statements for the fire department. They helped us identify our core values and are currently creating strategic objectives that our department will work toward over the coming years.

Napoleon Fire and Rescue was the recipient of the two (2) largest donations the City of Napoleon has ever received. First, the ag community came together and raised enough money for the purchase and construction of a 29' grain bin, grain leg simulator, and grain engulfment simulator. These items will be placed at our training grounds. Secondly, Napoleon Township trustees donated four (4) tough books and dispatch upgrades to allow our department to institute priority-based dispatching. With the increase in run volume and overlapping calls this upgrade will assist in making sure the paramedics are utilized in the most efficient and effective way possible.

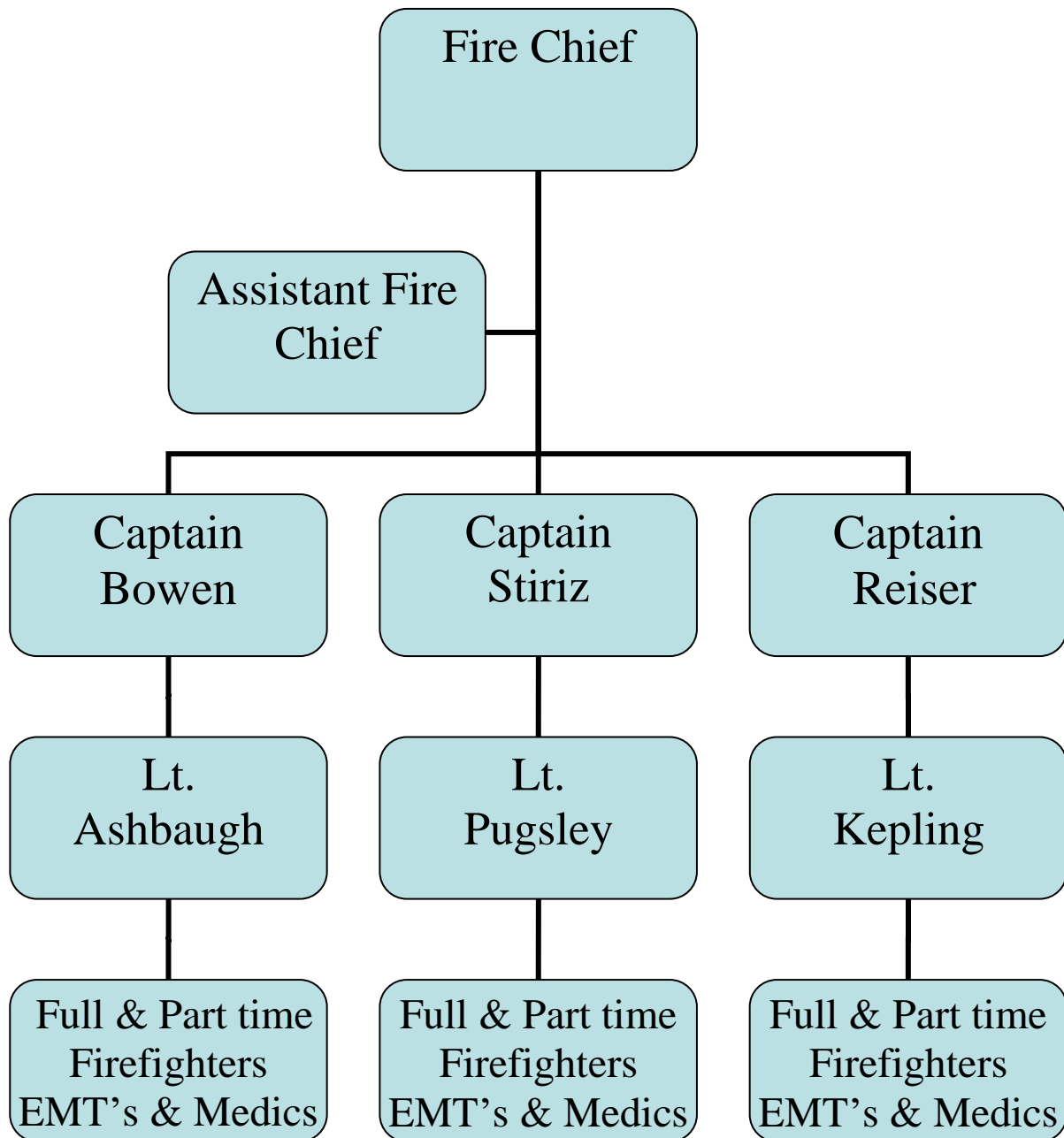
2021 was a year of firsts. First time our department answered over 1,900 calls, first combined safety services awards ceremony, first combined strategic plan, first of its size in donations. These things are only possible through the hard work of our men and women and our community partners. Thank you for all your support and dedication to our department and I look forward to building upon our 2021 success in 2022.



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

Clayton K. O'Brien

Organizational Chart



Promotions



Lieutenant Cuyler Kepling



Lieutenant Trevor Ashbaugh



Incident Summary



Fire Calls
362



Average Response time
1:20 (all calls)



EMS Calls
1,574



Busiest time / Day / Shift.
8am-8pm Thursday C



Year

Calls for Service.

2011	1174
2012	1370
2013	1381
2014	1384
2015	1464
2016	1518
2017	1595
2018	1609
2019	1646
2020	1,745

2021	1,936
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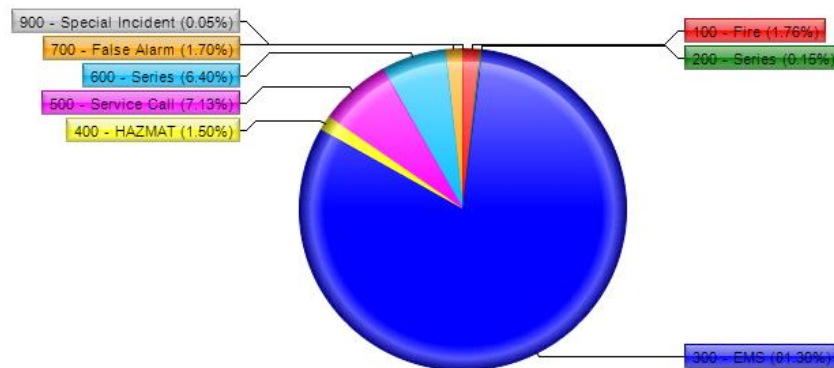
61%
Increase since
2011

Response Statistics

Fire Incident Type Breakdown

Incident Type Group	
100 - Fire	34
200 - Series	3
300 - EMS	1574
400 - HAZMAT	29
500 - Service Call	138
600 - Series	124
700 - False Alarm	33
900 - Special Incident	1

1936

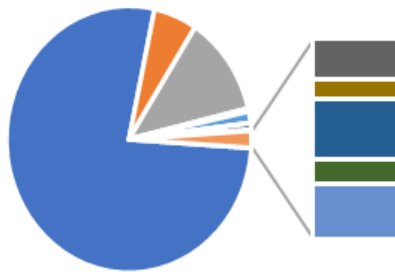


Response Statistics

Total Calls by District

District	Total
City of Napoleon	1497
Napoleon Township	111
Non-Emergency Transport	236
Other Zone Not Listed	7
Harrison Township	27
Defiance Township	1
Freedom Township	15
Washington Township	2
Village of Florida	8
Monroe Township	4
Liberty Township	12
Ridgeville Township	5
Flatrock Township	11
Total	1936

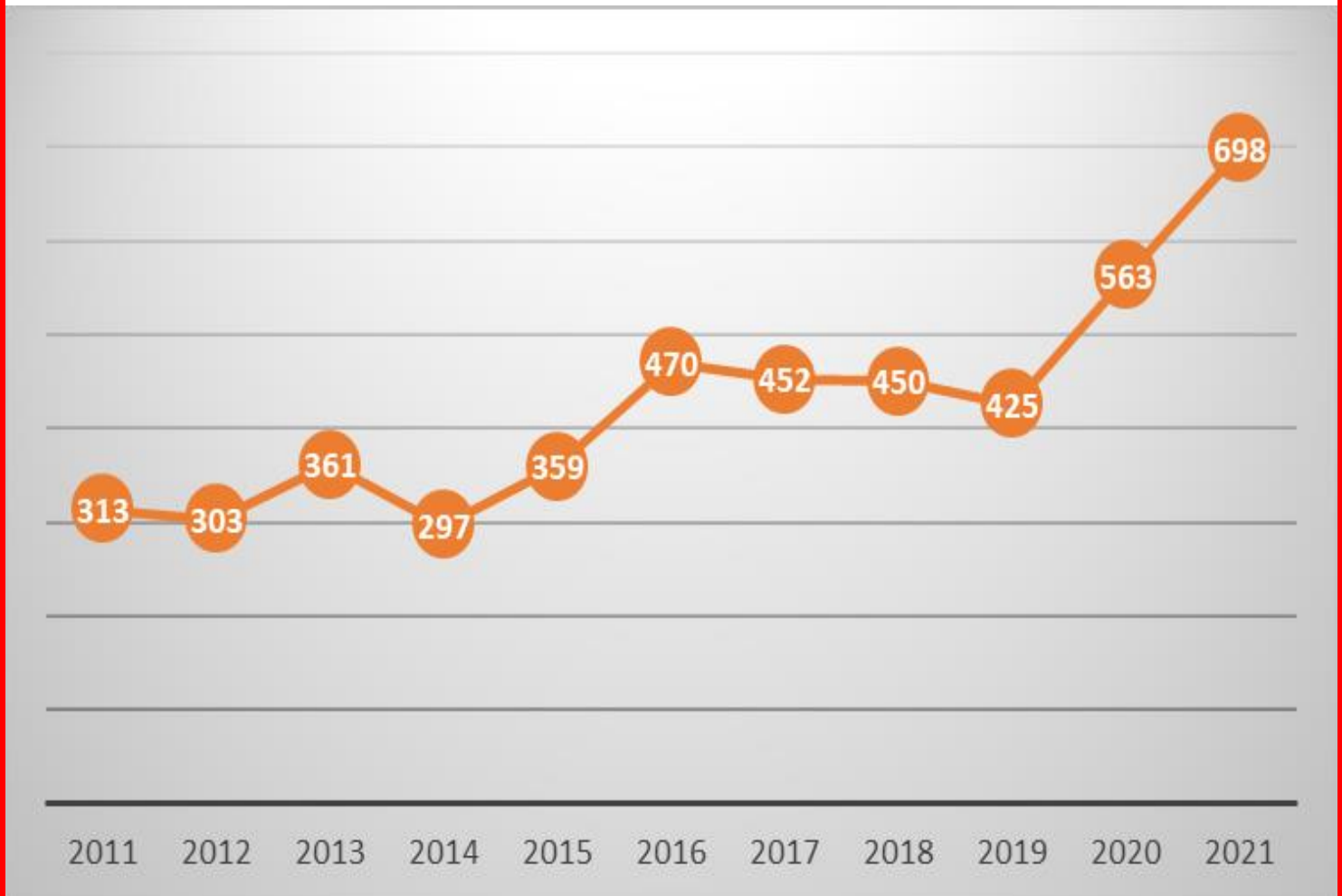
Response By District



- City of Napoleon
- Napoleon Township
- Non Emergency Transport
- Other Zone Not Listed
- Harrison Township
- Defiance Township
- Freedom Township
- Washington Township
- Village of Florida
- Monroe Township
- Liberty Township
- Ridgeville Township
- Flatrock Township

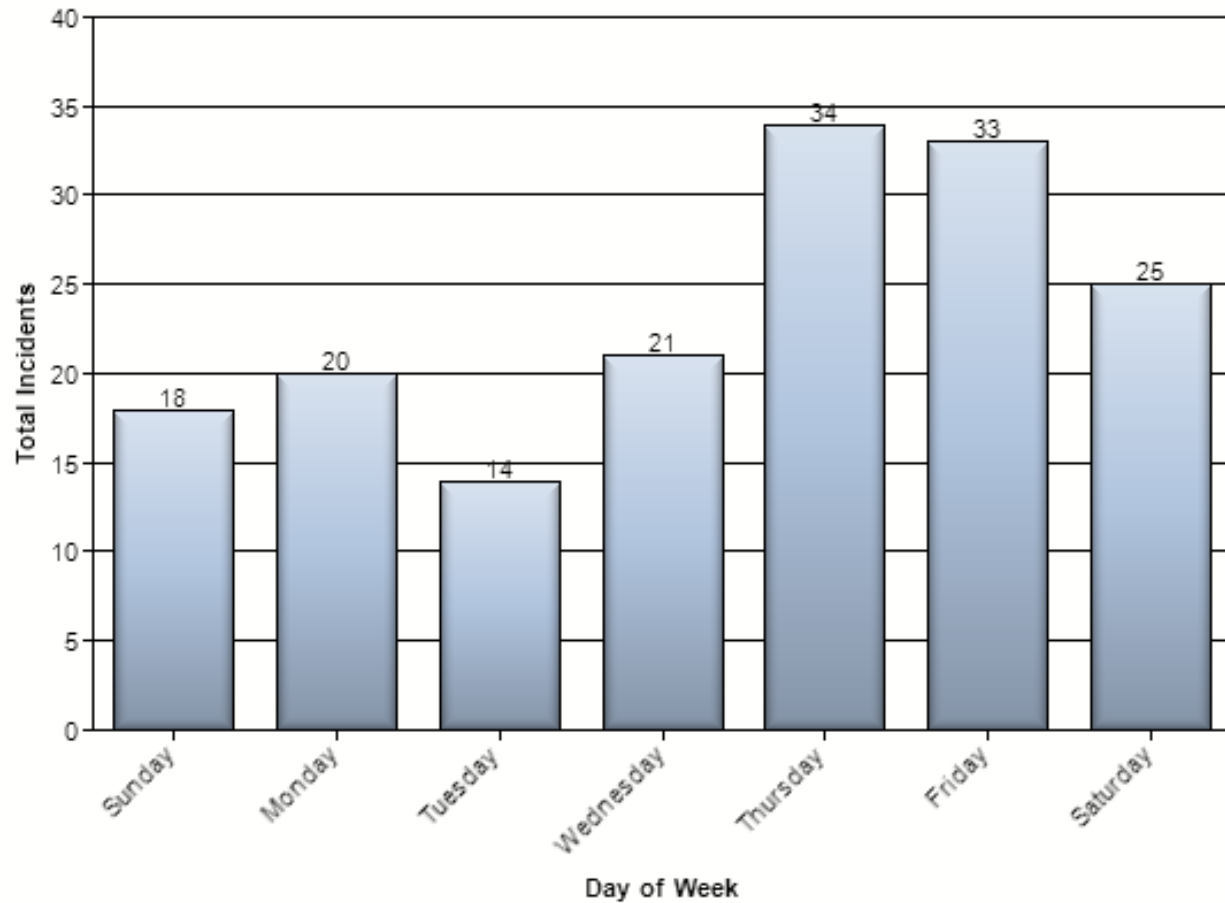
Response Statistics

Overlapping incidents



Response Statistics

Breakdown of Incidents



1st annual Combined Safety Services Awards Ceremony



EMS PROVIDER OF THE YEAR



Anna Pugsley



FIREFIGHTER OF THE YEAR



Captain David Bowen



MEMBER OF THE YEAR



Brandon Klingshirn



CHIEF EXCELLENCE



Captain Tyler Reiser



Life Saving Award



Fire Captain – Tyler Reiser
Officer – Ryan Vondeylen
Officer – Tyler Murry



Betty Ward (42 years of service)
Received the "Key" to the city







Frank Foss Award

The Frank Foss Award was awarded to Napoleon Fire and Rescue on behalf of the efforts of FF/Paramedic Tobias Westhoven and former FF/Paramedic Nick Lishewski. Their life saving actions earned them this award through the nomination process of the Mercy Life Flight crew.



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 continuing education requirements of a firefighter as well as their respective EMS certification. Most training is conducted in house by our own fire and EMS instructors. Continuing education hours are obtained by members through in-person lectures, hands on, or online classes. EMS and Fire classes for new hires are obtained through Four County Career Center, Bryan Fire Training Center, Owens Community College, Rhodes College, and the Ohio Fire Academy.

In 2021 members of the fire department participated in a total of 1,657-man hours of training. This training included firefighting, emergency medical care, and special hazards.

Firefighters and EMS professionals are trained and held to a high standard at Napoleon Fire and Rescue, and we live by this motto.

“Quality over Quantity”

-Clayton O'Brien
Fire Chief

**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 to maintain their State of Ohio Certification. 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 2021 included firefighter safety, fire ground operations, and communications. There was several other topics covered throughout the year. In addition to our monthly fire training firefighters train daily on a variety of different topics. The captain of the shift is responsible for ensuring daily training happens with their crew. The daily trainings are used for the captain to work on specific trainings he believes his crew needs.

Captain Bowen works with our local representative from the Ohio EPA and local tow truck companies. His work with the EPA is to ensure all regulations are being met when conducting live burns at the training facility. This includes our annual burn permits, and the tracking of the number of pallets and straw that is being burnt each year. He also works with the tow truck companies to coordinate vehicles for live car fire training as well as vehicle extrication training.







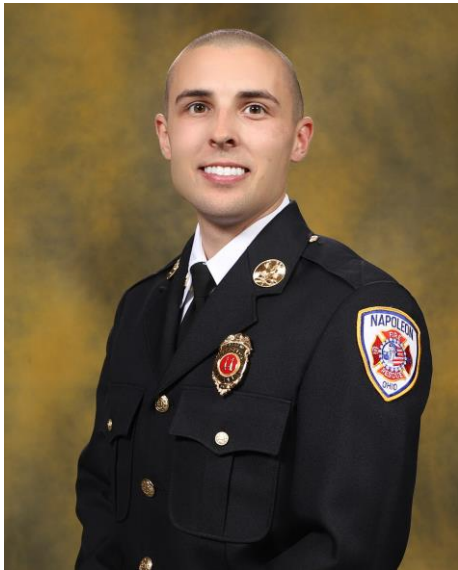
EMS Training:

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. This is the minimum education needed for EMS providers to renew their State of Ohio EMS certification. Many of the EMT's and Paramedics are national registered in their specific level of certification as well. Topics of interest included protocol review, equipment refresher and

documentation. There were many other topics covered throughout the year. Just like fire training EMS training is conducted on regular basis with the crews. Captains work on specific areas identified by them that need improvement on their shift.

Captain Reiser works with our Medical Director group and their educators to ensure proper and effective training is being delivered to the members. He is responsible for planning the paramedic refresher and all monthly trainings. He is responsible for tracking the completed hours by the members. In addition, Captain Reiser is responsible for maintaining our State of Ohio EMS continuing education site certification. This certification allows our department to issue continuing education credits for EMS providers.





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.



Groundbreaking

Napoleon Fire and Rescue received a donation of a 29' grain bin, grain leg simulator, and grain engulfment trailer. This donation was estimated at \$52,000. Work continues and the project is expected to be completed in 2022. Thank you to our donors!!

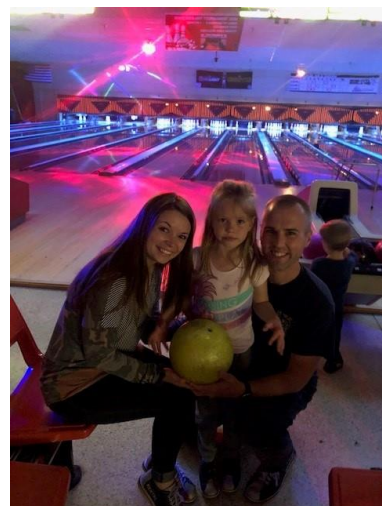
1. Gerald Grain Center, Gerald, OH
2. Farmers Elevator Grain and Supply, Columbus Grove, OH
3. Edon Farmers Co-op, Edon OH
4. Jewell Grain Co., Jewell, OH
5. Legacy Farmers Cooperative, Findlay, OH
6. CHS Insurance, Inver Grove Heights, MN
7. Mercer Landmark, Celina, OH
8. Custom Agri Systems, Napoleon, OH



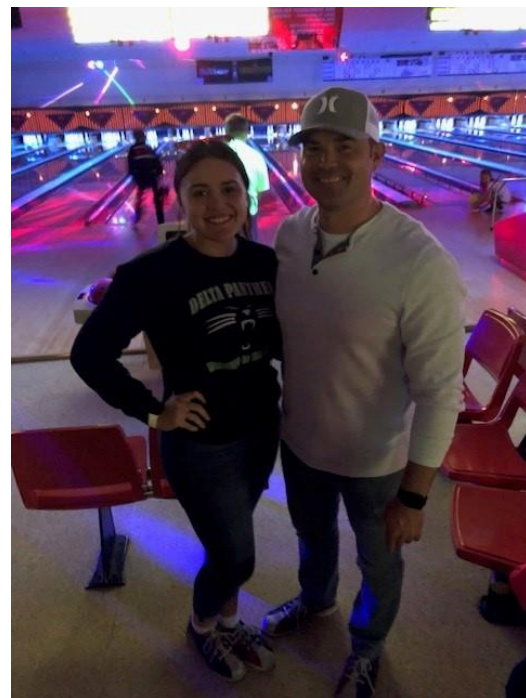
Groundbreaking



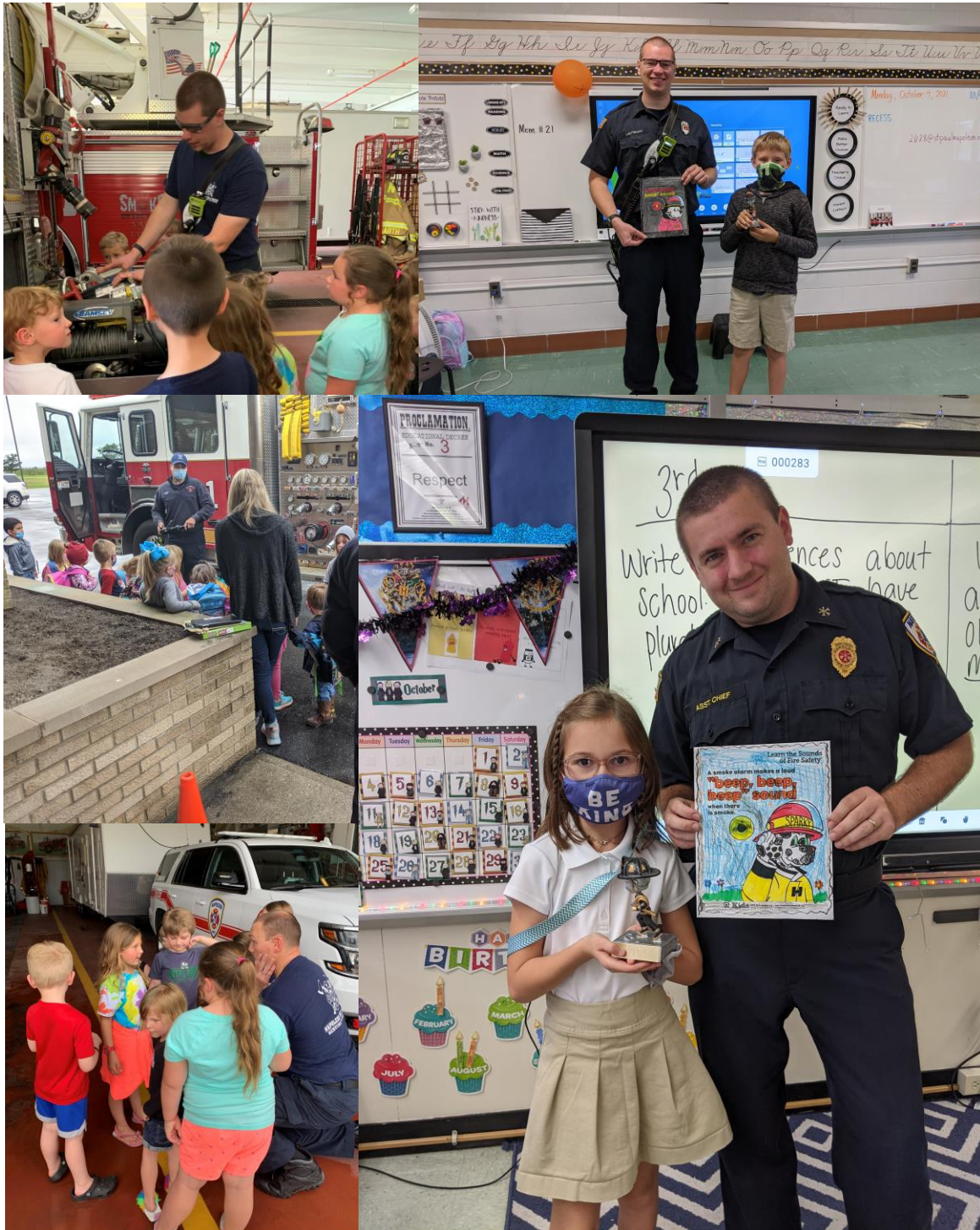
Family Fun Night



Family Fun Night



Fire Prevention Bureau





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. 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. Inspections are conducted throughout the city by Assistant Chief Joel Frey. Chief Frey follows the 2017 Ohio Fire Code during those inspections. 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. These inspections are mutually beneficial for the fire department and the business owner. Fire safety inspections allow a little facetime with the owners of the local businesses and provides an opportunity for fire safety education. Just as the fire safety inspector is educating the business owner the fire safety inspector and firefighters are educating themselves on the layout of the building, the closest hydrants, and the best approach to the building in the event there was ever a fire. Fire pre-plans allow firefighters to see the building under normal operations which is extremely beneficial in the event they ever had to return for a fire or any other incident.

In addition to the fire safety inspections the fire prevention bureau is responsible for public education activities. The activities include station tours, kids' day at the fair, and public CPR or fire extinguisher training. All local businesses are encouraged to contact Chief Frey for fire extinguisher, CPR or AED training.

The fire prevention bureau is also responsible for plan reviews on all new and altered buildings. The plan review process ensures fire department connections (FDC) are in the correct places, fire lines are installed properly, and the fire suppression system

follows the fire code and use group. Additionally, the plan review process gives the fire department the opportunity to gather contact information and to establish a good working relationship from the start with the business owner.

Lastly, the fire prevention bureau works with the City of Napoleon parks and recreation department and its fireworks contractor each year. Fireworks vendors are required to have a permit prior to the fireworks display. This process ensures the citizens of Napoleon can enjoy a safe firework display each year. Chief Frey performs the necessary inspections of the fireworks along with the set up before issuing the permit to have the display.



Strategic Planning

Napoleon Fire and Rescue along with Napoleon Police Department began a community driven strategic plan. The strategic plan team consists of nineteen internal and external stakeholders. This 5-year plan will establish goals for our department and provide strategies to achieve those goals. Each organization will develop new mission and vision statements. The team has made some great progress and the completion is expected in the summer of 2022.



Community Partner



History –Napoleon Fire Rescue est. 1870



HONORED - Ten Napoleon Fire Department members were honored by Napoleon Fire 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 Talmage; back, Dennis Tonjes, Tony Druhot, Jerry Tonjes, Rick Durham and Ray Goodman. Paul Howe was also honored but unable to attend. Photo by Mark Hutchins.

Firemen honored during Council session

NAPOLEON - Napoleon Fire Department personnel 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 Lankenau presented the Key to the City to the department.

Councilman Bob Heft praised Highley for his role in fighting the fire, which claimed three lives and consumed the entire building.

After the awards presentation, all firefighters involved in the operation received a standing ovation from those present at the meeting.



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

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Memorandum

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

From: Roxanne Dietrich, Clerk

Date: February 25, 2022

Subject: Finance and Budget Committee – Cancellation

The regularly scheduled meeting of the **FINANCE AND BUDGET COMMITTEE** for Monday, February 28, 2022 at 6:30 pm has been *canceled* due to lack of agenda items.