



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

(513) 261-1250

(513) 925-1250

(937) 425-1250

Facsimile (513) 695-2054

TOM ARISS

PAT ARNOLD SOUTH

DAVID G. YOUNG

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

MINUTES: Regular Session -- January 8, 2013

The Board met in regular session pursuant to adjournment of the January 3, 2013, meeting.

David G. Young - present

Pat Arnold South - present

Tom Ariss - present

Tina Davis, Clerk - present

Minutes of the January 3, 2013 meetings were read and approved.

13-0016 A resolution was adopted to approve end of 180-day Probationary Period and approve a Pay Increase for David Nolen, Carpenter I, within the Facilities Management Department. Vote: Unanimous

13-0017 A resolution was adopted to approve Permanent Employment for Natalie Bookbinder as Eligibility Referral Specialist II within the Job and Family Services, Human Services Division. Vote: Unanimous

13-0018 A resolution was adopted to hire James Cottongim Bolen as LEPC/Grants Coordinator, within the Warren County Emergency Services Department. Vote: Unanimous

13-0019 A resolution was adopted to hire Philip D. Coffman as Service Worker I within the Warren County Facilities Management Department. Vote: Unanimous

13-0020 A resolution was adopted to hire Donald R. Brewer, Jr as Control Systems Technician within the Warren County Water and Sewer Department. Vote: Unanimous

- 13-0021 A resolution was adopted to approve 2013 Budget correction by approving Appropriation Decreases in Sheriff's LOEB Grant Fund #267, Lower Little Miami WWTP Fund #574 and BODD Self Insurance Fund #635.
Vote: Unanimous
- 13-0022 A resolution was adopted to acknowledge receipt of December 2012 Financial Statement. Vote: Unanimous
- 13-0023 A resolution was adopted to affirm "Then and Now" requests pursuant to Ohio Revised Code 5705.41(D) (1). Vote: Unanimous
- 13-0024 A resolution was adopted to approve Amendment to Agreement for Police Protection with the Village of South Lebanon, on behalf of the Warren County Sheriff's Office. Vote: Unanimous
- 13-0025 A resolution was adopted to approve and authorize the President of the Board of County Commissioners to enter into a Professional Service Agreement by and between Environmental Educators Inc. and the Board of Warren County Commissioners relevant to the Warren County Water and Sewer Departments Source Water Protection Program. Vote: Unanimous
- 13-0026 A resolution was adopted to approve and authorize the President of the Board of County Commissioners to enter into a Professional Service Agreement by and between Environmental Educators Inc. and the Board of Warren County Commissioners relevant to the Warren County Solid Waste Management District's Educational Program. Vote: Unanimous
- 13-0027 A resolution was adopted to approve a Street and Appurtenances Bond Release for VWC Holding, Ltd for completion of improvements in the Villages of Winding Creek, Turning Leaf situated in Clearcreek Township.
Vote: Unanimous
- 13-0028 A resolution was adopted to approve a Sidewalk Bond Release for VWC Holdings, Ltd. for completion of improvements in the Villages of Winding Creek, Turning Leaf situated in Clearcreek Township. Vote: Unanimous
- 13-0029 A resolution was adopted to approve Aspen Brook Court and Oak Brook Drive in the Villages of Winding Creek, Turning Leaf for public maintenance by Clearcreek Township. Vote: Unanimous
- 13-0030 A resolution was adopted to approve a Street and Appurtenances Bond Release (including Sidewalks) for VWC Holding, Ltd for completion of improvements in Turning Leaf at Winding Creek, the Villages of Winding Creek, Section Two situated in Clearcreek Township. Vote: Unanimous

- 13-0031 A resolution was adopted to approve Oak Brook Drive in Turning Leaf at Winding Creek, the Villages of Winding Creek, Section Two for public maintenance by Clearcreek Township. Vote: Unanimous
- 13-0032 A resolution was adopted to approve a Street and Appurtenances Bond Release for Traditions Investments-Deerfield, Ltd for completion of improvements in Chestnut Hill, Phase Two, Block "F" situated in Deerfield Township. Vote: Unanimous
- 13-0033 A resolution was adopted to approve a Sidewalk Bond Release for Traditions Investments-Deerfield, Ltd for completion of improvements Chestnut Hill, Phase Two, Block "F" situated in Deerfield Township
- 13-0034 A resolution was adopted to approve Homestretch Lane in Chestnut Hill, Phase Two, Block "F" for public maintenance by Deerfield Township. Vote: Unanimous
- 13-0035 A resolution was adopted to approve a Street and Appurtenances Bond Release for Cypress Ridge, LLC for completion of improvements in Cypress Ridge, Phase VI situated in Clearcreek Township. Vote: Unanimous
- 13-0036 A resolution was adopted to approve Waynesboro Way, Buckeye Court, and Iris Trail in Cypress Ridge, Phase VI for public maintenance by Clearcreek Township. Vote: Unanimous
- 13-0037 A resolution was adopted to approve Operational Transfer from Commissioners Fund #101 into Transit Fund #299. Vote: Unanimous
- 13-0038 A resolution was adopted to approve an Operational Transfer from Commissioners Fund #101-1112 into Crime Victim/Witness Fund #245. Vote: Unanimous
- 13-0039 A resolution was adopted to approve Operational Transfer from County Commissioners' Fund #101-1112 into Mary Haven Youth Treatment Center Fund #270. Vote: Unanimous
- 13-0040 A resolution was adopted to approve Operational Transfer from Commissioners Fund #101-1112 into Children Services Fund #273. Vote: Unanimous
- 13-0041 A resolution was adopted to approve Operational Transfer from County Commissioners' Fund #101-1112 into Emergency Services Fund #264. Vote: Unanimous

- 13-0042 A resolution was adopted to approve Operational Transfer from County Commissioners' Fund #101-1112 into Emergency Services Fund #290. Vote: Unanimous
- 13-0043 A resolution was adopted to approve Supplemental Appropriations into Courts Building Fund #494 and Juvenile Detention Addition and Renovation Fund #496. Vote: Unanimous
- 13-0044 A resolution was adopted to approve Supplemental Appropriations into Grants Administration Fund #265. Vote: Unanimous
- 13-0045 A resolution was adopted to approve Appropriation Adjustment from Commissioners General Fund #101-1110 into Treasurer's Fund #101-1130. Vote: Unanimous
- 13-0046 A resolution was adopted to approve Appropriation Adjustments from Commissioners' General Fund #101-1110 into Building Regulation Department Fund #101-2300. Vote: Unanimous
- 13-0047 A resolution was adopted to authorize payment of Bills. Vote: Unanimous
- 13-0048 A resolution was adopted to determine that the Vacation of Park Terrace Drive will not be for the public convenience or welfare and Deny the Vacation of Park Terrace Drive in Deerfield Township. Vote: Unanimous
- 13-0049 A resolution was adopted to Amend Resolution #12-1589 to Cancel regularly scheduled Commissioners' Meetings. Vote: Unanimous

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

Mike Bunner, Emergency Services Director, was present along with staff and representatives from the Soil and Water Conservation District, for the Board to honor Kenneth Weiss, Turtlecreek Township resident, for his hard work, dedication and commitment in restoring the private dam on his property.

The Board presented Mr. Weiss a proclamation honoring him for receiving the "Best Maintained Dam Award" for the private Sector from the Ohio Dam Safety Organization.

PUBLIC HEARING

CONSIDER THE VACATION OF PARK TERRACE DRIVE IN DEERFIELD TOWNSHIP

The public hearing to consider the vacation of Park Terrace Drive in Deerfield Township was convened this 8th day of January 2013, in the Commissioners' Meeting Room.

Bob Fox, Tax Map Director, stated that Mr. Justin Null, property owner within the vacation request area, has initiated the process and he has reviewed the legal matters as it relates to property reversion.

Justin Null, stated he has initiated this request for several reasons. He stated his opinion that it is a burden on the Township to maintain this roadway and that he is the only user of this road right of way for his driveway. He stated that the road right-of way prevents him from constructing a room addition on his house. He then stated that he has consulted with an attorney and has a private easement agreement drafted to allow a portion of the vacated property to become a private drive for access purposed for his and the Askari property.

Augusta Askari, property owner, stated that her father bought this land in the 1920's and they have used this property for picnics and family gatherings. She stated that they have paid taxes on this land for almost 100 years and having the dedicated street there is a value to her. She stated her opposition to the vacation of the right of way and stated she has no interest in signing a private drive agreement with Mr. Null.

Fred Askari, son of Mrs. Askari, property owner, stated that the roadways are paper streets and no township money is being spent to maintain these roadways. He then explained that the elevation prevents access from Chestnut Drive. He stated he is not trying to prevent Mr. Null from constructing an addition on his home and that he can receive a zoning variance in order to do so. He then stated that his family is not interested in a private agreement with the Null's.

Bruce McGary, Assistant Prosecutor, stated that any roadway vacation must serve the public convenience and welfare according to the law. He then explained how a private legal accesses easement works.

Mr. Askari stated he understands the accesses easement and his family desire to have the road right of way left the way it is and not vacated.

Bill Becker, Deerfield Township Trustee, stated that the Township desires to remain neutral in this matter.

Commissioner Ariss and Commissioner South stated that if the property owners cannot agree on a private access easement, they have no desire to vacate the roadway.

Commissioner Young stated that property owner rights prevail in his opinion and therefore, they cannot approve the vacation.

On motion, upon unanimous call of the roll, the Board resolved (Resolution #13-0048) to determine that the Vacation of Park Terrace Drive will not be for the public convenience or welfare and Deny the Vacation of Park Terrace Drive in Deerfield Township.

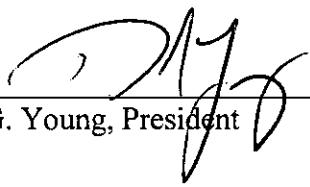
Mike Bunner, Emergency Services Director, was present for a work session and discussed the following matters:

1. Warren County will conduct a full scale exercise to assess and test the county's emergency response assets and capabilities on the weekend of March 15 – 16. This exercise is intended to be as realistic as possible to provide the best possible training to the county's first responders and support personnel.
2. Needed increase in assessment to per capita fee for Emergency Management from \$.16 to \$.21—Warren County receives a grant that pays for 50% of the Emergency Management Operation. The remaining 50% is supposed to be paid 25% from Warren County and 25% from local municipalities. Warren County currently pays 35% rather than 25%. He stated that with the increase, it would bring into proportion the cost. The Board agreed to increase the per capita fee.
3. There was discussion relative to the need to hire a consultant to inspect and complete a chemical inventory of facilities within Warren County. Commissioner Young stated his desire to work with the local fire departments to provide this service as they are conducting fire inspections on these facilities on a regular basis. He stated that Warren County would provide training to the departments and Warren County personnel could take the information and create the database it is statutorily required to have.

4. Communication Center Business Report (2012)—Mr. Bunner presented the Warren County Emergency Services- Communications Center business Report (attached hereto and made a part hereof). There was discussion relative to staffing as it relates to retirements and the next generation 9-1-1. Commissioner South stated she would consider adding one new position to current staffing levels.
5. Wireless 9-1-1 Funds—Mr. Bunner stated the need for updated appointments to the 9-1-1 Committee in order to discuss the distribution of funds. Mr. Bunner reviewed the statutory make-up of the Board:
 - a. A County Commissioner
 - b. Representative from the largest city
 - c. Representative from the largest township or second largest city
 - d. Representative from the Municipal League
 - e. Representative from the Township Association

Mr. Bunner stated the need for the appointments to be confirmed as soon as possible.

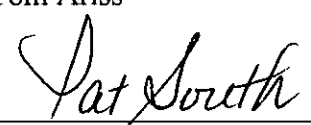
Upon motion the meeting was adjourned.



David G. Young, President




Tom Ariss



Pat Arnold South

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on January 8, 2013, in compliance with Section 121.22 O.R.C.



Tina Davis, Clerk
Board of County Commissioners
Warren County, Ohio



WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES

Communication Center Business Report (2012)

500 JUSTICE DRIVE

LEBANON, OHIO 45036

WARREN COUNTY COMMUNICATIONS CENTER BUSINESS REPORT

Department Overview

Vision Statement

The Warren County Communications Center is dedicated to providing the finest and most professional Public Safety Communications services. We strive to provide these services in the most accurate, expeditious and technologically efficient manner possible. We are the first link in the chain between the public and emergency public safety services and willingly accept that responsibility.

We understand the uniqueness of the communities that we serve and strive to meet the needs of each of them. We value diversity among our staff and encourage each employee to take responsibility and make contributions to improve our services. It is this commitment that drives us to serve with integrity, excellence, compassion, and professionalism.

What We Do

The Warren County Communications Center provides countywide 911 emergency call-taking services as well as dispatching and centralized communications services for the Warren County Sheriff's Department and 14 local police agencies. Additionally we provide communications and dispatching services to 15 local fire and EMS agencies in 13 political jurisdictions providing access to public safety services to over 220,000 residents.

Core Functions

- Receive and process emergency 9-1-1 telephone calls and non-emergency calls for Police, Fire, and Emergency Medical Service
- Dispatch and coordinate by radio delivery of Police, Fire & Emergency Medical Service

Performance Measures

We have adopted two primary statistics with which we will measure performance in the Communications of Public Safety personnel including average call answering time and average call handling time as compared to accepted national standards.

The National Fire Protection Association (NFPA) standard requires 95% of 9-1-1 calls to be answered in 15 seconds or less and 99% of 9-1-1 calls answered in 40 seconds or less. The National Emergency Number Association (NENA) standard requires that 90% of 9-1-1 calls should be answered within 10 seconds during the busiest hour of the day and 95% of all 9-1-1 calls should be answered within 20 seconds.

- Call handling time is measured as the time between a call is answered until the time the first unit is dispatched. The Communication Center objective is to dispatch all EMS calls within a call handling time of 90 seconds or less. The data below shows that EMS calls are being dispatched consistently with a 2011 average call handling time of 73 seconds well within the stated objective of 90 seconds or less.

The goal of the Warren County Communications Center is to answer all 9-1-1 calls in an average of 10 seconds or less. The data below shows that 9-1-1 calls are being consistently answered within an average of 5.5 seconds. This falls well within the times established by national standards.

Our average time from creating an EMS incident in the CAD system until the incident has been dispatched ranges from 65-68 seconds over the past three years.

Time to Answer 9-1-1	2010	2011	2012
Total 9-1-1 Calls	54,802	55,498	69,892 (projected)
Average ring time	5.5 seconds	5.0 seconds	5.8 seconds

Organizational Staffing Levels

Warren County Communications Center has an authorized staffing level of 37 employees. This includes 32 Emergency Communications Operators, 4 Emergency Communications Supervisors, and a Communications Operations Manager. The Communications Center is funded 100% by General Funds and Grants.

Financial Plan

Financial Description

The Communications Center estimated 2013 projected funding percentages include the following sources:

- Cities and villages
- Townships
- Warren County Departments
- County General Fund Supplement
- 9-1-1 Wireless Grant

Current Budget and Trends

The 2012 Communication Center budget is \$2,842,665.00. The budget is projected to increase at a rate of about 3 percent annually. Phase II wireless legislation created additional revenue scheduled to be in place until the end of 2012 and was recently amended to remove the “sunset” and the department responsible for over. This funding source resulted in additional revenue of approximately \$240,000.00 in 2012 which reduced the need for the general fund supplement. Projected 2013 of approximately \$500,000 due to the revision of the county’s “Final Plan”.

Operational Costs		2010	2011	2012
General Fund	Beginning Approp.	2,451,025.00	2,484,355.00	2,484,355.00
	Used	2,341,140.36	2,291,365.27	1,881,967.86 as of Oct. 31 st
Wireless 9-1-1 Grant	Beginning Approp.	576,000.00	576,000.00	654,117.00
	Salaries & Benefits Used	114,644.60	205,657.14	325,352.67 as of Nov 23 rd
Total Operating Costs	Total Spent:	2,455,784.96	2,497,022.41	2,207,320.53

Budgetary Issues

Wage costs will increase in 2013, 27 of the 32 Emergency Communications Operators have reached the top pay level for their job classification. This creates a challenge to the leadership of the Department to push dispatchers to improve their skills or increase job performance if there is not a promotion in sight. The Warren County Dispatch Association Bargaining Agreement approved in 2011 provides wage increase in 2013 of 2%.

The contract is effective through December 31, 2014.

Critical Issues and Key Initiatives Facing Department

Staffing

This department fully understands the immense responsibilities that we assume and the associated life threatening consequences of any errors that might be made. It is with the recognition that inherent in the nature of the work and responsibilities that are performed by this department, there is an uncompromising expectation that above average performance is always the expected norm. Through this commitment to outstanding service, we have endeavored to provide the finest public safety communications services possible and aspire to achieve National Accreditation.

We anticipate an almost 20% reduction within our staff inside the next five years due to retirement. Below is a list of the dispatchers who will be eligible to retire within three years:

- Denna Hart 5/2014
- Liz Hollon 6/2016
- Nancy Machulskiy 8/2016
- Jan Thomas 9/2016
- Bob Anson 10/2016
- Rob Ramby 11/2016

Since our current staffing level only provides us with minimum coverage, this will present a hardship for the department. Basic dispatcher training takes 12 months to complete, even though the new employee will continue to polish their skills for an additional year as they encounter new situations. For each new trainee, another dispatcher is designated as a trainer. This person is responsible to monitor the trainee for months, making them unavailable as a radio operator. With the eligibility of six dispatchers able to retire, two of those positions in supervisory positions, we could experience a tremendous exodus of talent and a considerable shortage over all of the shifts.

We should not wait until a year out to try to fill those five slots at once. The training requirements and disruption that this takes on the center will be a lot to handle at once. Couple this with the NG 9-1-1 initiative, which could see the PSAP's consolidate to one per a county and once again add to the work load, we could be looking at a shortage of 15-20 dispatchers by 2018.

With the growth in population over the last 6 years in the county, the Communication Center has experienced a 15.78% increase in call volume. With Warren County ranking 32nd in the nation and 2nd in the state in growth rate, we can only assume that these numbers will continue to rise. Additionally, we can expect the call volume to increase due to the development along the I-75 corridor and fully expect the call volume to increase with the development of the Racino.

Next Generation 9-1-1 and Voice over Internet Protocol (VoIP)

Trends in telecommunications mobility and convergence have put the 9-1-1 system at a crossroads. The growing use of both cellular and Voice-over-Internet-Protocol (VoIP) telephony underscore the limitations of the current 9-1-1 infrastructure. Our current 9-1-1 infrastructure cannot handle the text, data, images, and video that are increasingly common in personal communications devices. The growing consensus in the 9-1-1 community is the need for a new, more capable system surrounding emergency call delivery and response. This new technology is currently being studied by a work group at the State level and Warren County should expect the findings by early 2013.

Director Bunner has been assigned to a sub-committee to address statewide operational needs of Ohio's PSAPs as we move into the NG 9-1-1 world. This should keep us well abreast of the changes and able to anticipate these future changes.

3-1-1 Customer Service Response Number

First used in 1996, 3-1-1 is intended to connect citizens to a call center where they can report public service problems and issues such as nuisance animals, traffic signal problems, debris in the roadway, and utility problems without overloading the 9-1-1 system. This number is already in use by several cities including Columbus, Akron, and Louisville. The calls to 3-1-1 are assigned a secondary priority to all 9-1-1 calls.

The use of 3-1-1 would help us to avoid situations like the one we experienced on June 29, 2012 during the windstorm, and ease the strain of a heavy call volume on the 9-1-1 lines. Some of the first cities that developed the 3-1-1 system were able to see a dramatic reduction in their 9-1-1 call volume as citizens began to utilize 3-1-1 instead. Residents as well as visitors to the area want three components when they have a problem to report: an easy number to remember; the ability to be helped by the first person who answers their call, and; 24-hour access.