

December 18, 2012

CALL TO ORDER

PUBLIC HEARING ZA-03-12

CLOSE PUBLIC HEARING & RECESS UNTIL 7:00P.M.

The Board of Trustees of Bethel Township, Miami County met in regular session on December 18, 2012 at the Bethel Township Meeting Room, 8735 South Second Street, Brandt. Members in attendance were Mrs. Vanhaaren, Mr. Hirt and Mr. Wray.

MOMENT OF SILENCE – Newton, Connecticut

Pledge of allegiance was taken.

APPROVAL OF THE MINUTES

A motion to approve the minutes of the November 13, 2012 Regular Business Meeting and December 4, 2012 Workshop Meeting by Trustee Hirt, seconded by Trustee Wray.

STAFF REPORTS

SHERIFF

No Report

FIRE

Emergency Responses:

Runs from November 10, 2012 thru December 15, 2012

EMS- 35

FIRE- 14

Total Runs for 2012

EMS- 422

FIRE- 144

Mutual Aid Responses

11/14/2012 Tanker to New Carlisle- Cancelled

11/19/2012 Medic to Huber Heights

11/22/2012 Tanker to Bethel Clark- House Fire

11/28/2012 Engine to Bethel Clark- Cancelled

12/01/2012 Medic to Bethel Clark

12/04/2012 Medic to Bethel Clark

Training:

EMS: Customer Service

FIRE: Customer Service

ZONING

TRUSTEE MEETING –December 18, 2012

Planning & Zoning Report

Since the last meeting one zoning application has been received one certificate issued.

ZC-30-12 6838 US Route 40 New Single Family Residence

YEAR TO DATE (2012):

Certificates Received this year: 30

Certificates Issued this year: 30

Declarations received this year: 2

Variations received this year: 6
 Conditional Use applied for this year: 2
 Zoning Amendments applied for this year: 2
 Zoning Text Amendments applied for this year: 1

BOARDS & COMMISSIONS:

MIAMI COUNTY PLANNING COMMISSION:

Miami County Planning Commission will be held on December 18, 2012. Bethel Township has no cases for their review.

BETHEL TOWNSHIP ZONING COMMISSION:

The Bethel Township Zoning Commission (ZC) met on November 29, 2012 to hear the Case for Phil and Kerry Jergens on State Route 571. Approved. The Zoning Commission will not meet for the month of December.

BETHEL TOWNSHIP BOARD OF ZONING APPEALS:

The Bethel Township Board of Zoning Appeals (BZA) will not meet for the month of December.

2012 ZONING ENFORCEMENT:

	Junk Cars	High Grass	Construction Related	Health Referrals	Other	Cleared
Current	0	0	0	2	0	0
YTD	6	21	8	51	5	38

ADMINISTRATORS REPORT

On your Agenda tonight:

At times throughout the year there are numerous resolutions that must be approved. So as to be more efficient within the Trustee Meeting there is an accepted practice to put all resolutions on a consent calendar. A consent calendar, sometimes called a

consent agenda, enables the board to group routine items and resolutions under one umbrella. We will be doing that this evening with all but one resolution which will be voted on by itself, due to the fact there was a public hearing.

PUBLIC COMMENT FOR ITEMS ON AGENDA

NONE

ACTION ITEMS

RESOLUTION #12-12-151

A RESOLUTION TO REZONE A 2.536 ACRE TRACT OF LAND FROM A-2 GENERAL AGRICULTURAL TO R-1AAA, SINGLE FAMILY RESIDENCE DISTRICT AND TO REZONE A 6.284 ACRE TRACT OF LAND FROM A-2, GENERAL AGRICULTURE TO A-1, DOMESTIC AGRICULTURE AT THE REQUEST OF PHIL AND KERRY JERGENS.

WHEREAS, PHIL AND KERRY JERGENS INITIATED THE PROCEEDURE TO REZONE THE PROPERTY LOCATED AT 8015 STATE ROUTE 571 BETHEL TOWNSHIP, MIAMI COUNTY AND

WHEREAS, THE PROPERY DETAILS OF THE TRACTS OF LAND ARE NOTED ON EXHIBIT 1, BEING A PLAT OF SURVEY FOR PROPOSED LOT SPLIT COMPLETED BY NORFLEET, BROWN & PETKEWICZ, AND

WHEARAS, THE PLANNING COMMISSION OF MIAMI COUNTY RECOMMEDNED APPROVAL OF THE APPLCICATION ON NOVEMBER 20, 2012, AND

WHEREAS, THE BETHEL TOWNSHIP ZONING COMMISSION RECOMMENDED APPROVAL OF THE APPLICATION ON NOVEMBER 29, 2012 AND

WHEREAS, THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY HELD A PUBLIC HEARING, IN ACCORDANCE WITH SECTION 519.12 OF THE OHIO REVISED CODE ON DECEMBER 11, 2012 , AND THE BOARD OF TRUSTEES ARE REQUIRED TO RENDER A DECISION ON THE APPLICATION NO LATER THAN DECEMBER 31, 2012, AND

WHEREAS, THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY ARE PERMITTED UNDER SECTION 519.12 OF THE OHIO REVISED CODE TO REZONE PROPERTY LOCATED WITHIN THE UNINCORPERATED PORTION OF THE TOWNSHIP, THEREFORE

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP THAT THE APPLICATION SUBMITTED BY PHIL & KERRY JERGENS BE APPROVED

THE ABOVE RESOLUTION WAS MOVED BY MR. HIRT AND SECONDED BY MR. WRAY AND THE VOTE BEING TAKEN AS:

MR. HIRT	YES
MR. WRAY	YES
MRS. VANHAAREN	YES

RESOLUTION # 12-12-152

A RESOLUTION ACCEPTING THE FINAL YEAR END AMENDED CERTIFICATE OF ESTIMATE RESOURCES FROM THE MIAMI COUNTY BUDGET COMMISSION

WHEREAS, the Miami County Budget Commission has presented the Fiscal Officer of Bethel Township-Miami County, a final year end amended certificate of estimated resources for 2012; and

WHEREAS, the Board of Trustees of Bethel Township, Miami County are requested to accept the final year end amended certificate of the estimated resources from the Miami County Budget Commission;

THEREFORE, be it resolved by the Board of Trustees of Bethel Township, Miami County that the amended certificate of estimated resources from the Miami County Budget Commission be accepted.

RESOLUTION #12-12-153

A RESOLUTION AUTHORIZING MEMBERSHIP IN AND THE PAYMENT OF DUES TO THE COALITION of LARGE OHIO URBAN TOWNSHIPS "CLOUT" IN ACCORDANCE WITH SECTION 505.704 OF THE OHIO REVISED CODE AT A COST OF \$200.00

WHEREAS, SECTION 505.704 OF THE OHIO REVISED CODE PERMITS A BOARD OF TRUSTEES OF A TOWNSHIP TO PAY DUES TO A PUBLIC OR PRIVATE ORGANIZATION THAT HAS AS ITS PURPOSE STATE WIDE COOPERATION AND IMPROVEMENT, AND

WHEREAS, THE COALITION of LARGE OHIO URBAN TOWNSHIPS IS AN ORGANIZATION THAT SUPPORTS TOWNSHIP GOVERNMENT IN OHIO, THEREFORE,

BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY THAT THE BOARD OF TRUSTEES AUTHORIZES MEMBERSHIP IN AND THE PAYMENT OF DUES TO THE COALITION of LARGE OHIO URBAN TOWNSHIPS, IN ACCORDANCE WITH SECTION 505.704 OF THE OHIO REVISED CODE AT A COST OF \$500.

RESOLUTION #12-12-154

A RESOLUTION CONTINUING THE EMPLOYMENT JEFF GREEN AS A STUDENT INTERN FOR BETHEL TOWNSHIP FOR THE SPRING SEMESTER OF 2013 AT A STIPEND RATE OF \$1,000.00.

WHEREAS, STUDENT INTERNSHIPS PROVIDE VALUABLE EXPERIENCE TO OUR FUTURE LEADERS AS THEY FURTHER THEIR EDUCATION, AND

WHEREAS, THE BOARD OF TRUSTEES RECOGNIZES THE NEED TO HELP MENTOR AND TRAIN THE LEADERS OF THE FUTURE, AND

WHEREAS, WORK DONE BY STUDENT INTERNS ASSISTS LOCAL GOVERNMENT WITH VARIOUS PROJECTS, AND

WHEREAS, THE BOARD OF TRUSTEES HAS SEVERAL SPECIFIC PROJECTS FOR AN INTERN TO COMPLETE THIS SPRING, AND

WHEREAS, JEFF GREEN WAS APPOINTED THROUGH RESOLUTION 12-09-133 TO SERVE AS A STUDENT INTERN FOR THE FALL SEMESTER OF 2012 AND HAS DONE AN EXCELLENT JOB IN COMPLETING THE 2012 INCOME SURVEY OF THE BRANDT AREA, THEREFORE,

BE IT RESOLVED THAT JEFF GREEN SHALL BE APPOINTED AS A STUDENT INTERN FOR BETHEL TOWNSHIP FOR THE SPRING SEMESTER OF 2013 AT A STIPEND RATE OF \$1,000.00.

RESOLUTION #12-12-155

A RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ADVERTISE FOR REQUESTS FOR PROPOSAL FOR A CONCRETE RESTROOM FACILITY FOR THE DOUGLAS D. FREY MEMORIAL FRIENDSHIP PARK SHOULD COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING BE APPROVED

WHEREAS, With the completion and operation of the Miami County Brandt Sanitary Sewer System, and

WHEREAS, A sewer tap has been placed for the Township owned and operated Douglas D. Frey Memorial Park for the Brandt Sanitary Sewer System, and

WHEREAS, The Bethel Township Board of Trustees has been assessed by the Miami County Commissioners for said sanitary sewer system, and

WHEREAS, There is a need for a functioning securable restroom facility within the park and a need for a restroom facility that can be hooked into said sanitary sewer system, and

WHEREAS, Township staff has identified potential grant money to pay for all or part of said restroom facility via the 2013 Miami County Community Block Grant Funding program, and

WHEREAS, as per the Ohio Revised Code, a Request for Proposal needs to be advertised for the competitive bidding process to take place, **THEREFORE**

BE IT RESOLVED, that the Bethel Township Board of Trustees authorizes the Township Administrator to advertise for a Request for Proposal for a restroom facility for the Douglas D. Frey Memorial Friendship Park should CDBG funding be awarded for this project.

RESOLUTION #12-12-156

A RESOLUTION ENTERING INTO A CONTRACT FOR PART-TIME AS NEEDED SNOW PLOWING ASSISTANCE FOR THE BETHEL TOWNSHIP ROAD DEPARTMENT WITH JAY ZIMMERMAN, JOSH SCHIEBREL, JIM AKE, TYLER HORTEN, TYLER BEVER AND CHRIS JOHNSON AT A COST OF \$10.00 PER HOUR

WHEREAS, the Board of Trustees of Bethel Township, Miami County has determined it is in the best interest of the Township to employ part-time as needed snow plowing assistance for the Bethel Township Road Department on a contract basis; and

WHEREAS, the Board of Trustees of Bethel Township, Miami County already employee Robert Yocum, David Force, Kurtis Green, Andy Ehrhart and Mike Gebhart to assist in maintaining the roadways of the Township, and

WHEREAS, it has been determined by the Township Administrator of Bethel Township, Miami County that JAY ZIMMERMAN, JOSH SCHIEBREL, JIM AKE, TYLER HORTEN, TYLER BEVER AND CHRIS JOHNSON meet the needs of the Township,

THEREFORE, be it resolved, by the Board of Trustees of Bethel Township, Miami County that:

SECTION 1. JAY ZIMMERMAN, JOSH SCHIEBREL, JIM AKE, TYLER HORTEN, TYLER BEVER AND CHRIS JOHNSON shall be paid \$10.00 on a contractual basis for part-time as needed snow plowing assistance for the Bethel Township Road Department.

SECTION 2. JAY ZIMMERMAN, JOSH SCHIEBREL, JIM AKE, TYLER HORTEN, TYLER BEVER and CHRIS JOHNSON schedule will be established by the Road Superintendent and the Township Administrator, as the representative for the Board of Trustee.

SECTION 3. It is the desire of the Board of Trustees that all employees assisting with maintaining roads of the Township study for and pass the State of Ohio DVM CDL exam as soon as possible.

SECTION 4. The Road Superintendent will establish and train the above noted individuals in the proper operations of equipment used for snow plowing.

SECTION 5. The Fiscal Officer is hereby directed to take funds from the Township's Road and or general Fund(s) for the payment of this Resolution.

RESOLUTION #12-12-157

A RESOLUTION AUTHORIZING AN AMENDMENT REQUEST TO THE PREVIOUSLY AWARD ASSISTANCE TO FIREFIGHTERS GRANT FOR FISCAL YEAR 2012 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

WHEREAS, the Bethel Township Fire Department applied for and was awarded a 2012 Assistance to Firefighters Grant (AFG) from the Federal Emergency Management Agency (FEMA), and

WHEREAS, The Bethel Township Board of Trustees through Resolution 12-02-047 accepted the AFG grant, and

WHEREAS, all grant money must be spent and supporting documentation for reimbursement submitted by February 18, 2013, and

WHEREAS, the Township Administrator/Public Safety Director and his Fire Department Command Staff has assessed the AFG grant and determined that an amendment to the AFG grant is needed to request reallocation of grant money, and

WHEREAS, the FEMA allows for amendment requests to reallocate grant funding; THEREFORE

BE IT RESOLVED by the Township Trustees of Bethel, Miami County, State of Ohio that:

Section 1: The Township Administrator/Public Safety Director is authorized to complete necessary documentation to amend the 2012 FEMA AFG grant.

Section 2: That the amendment to the award grant will be for the acquisition of additional radio equipment, protective firefighting gear and hose.

Section 3: That the Bethel Township Board of Trustees has the necessary 5% matching funds as required to satisfactorily complete the proposed purchases, and become eligible under the terms and conditions of the grant program.

RESOLUTION #12-12-158

A RESOLUTION APPROVING AN UPDATE TO THE BETHEL TOWNSHIP FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

WHEREAS, THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP THROUGH RESOLUTION #11-06-086 AUTHORIZED TOWNSHIP STAFF TO UPDATE AND RECOMMEND CHANGES TO THE STANDARD OPERATING GUIDELINES FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT, AND

WHEREAS, THE TOWNSHIP ADMINISTRATOR/PUBLIC SAFETY DIRECTOR RECOMMENDS THE ADOPTION OF THE FOLLOWING CHANGES TO THE STANDARD OPERATING GUIDELINES:

GENERAL ORDER: 104	SECTION: Administration
SUBJECT: Organizational Structure	EFFECTS: All Personnel
ADOPTED: 02/28/2012	SUPERSEDES: None
REVISED: 12/11/2012	PAGE: 2 Total Pages

PURPOSE:

- A. To provide personnel with a description and understanding of the Bethel Township Fire Department's formal organizational structure.
- B. To provide personnel with an understanding of the various relationships and functions of the Bethel Township Fire Department.

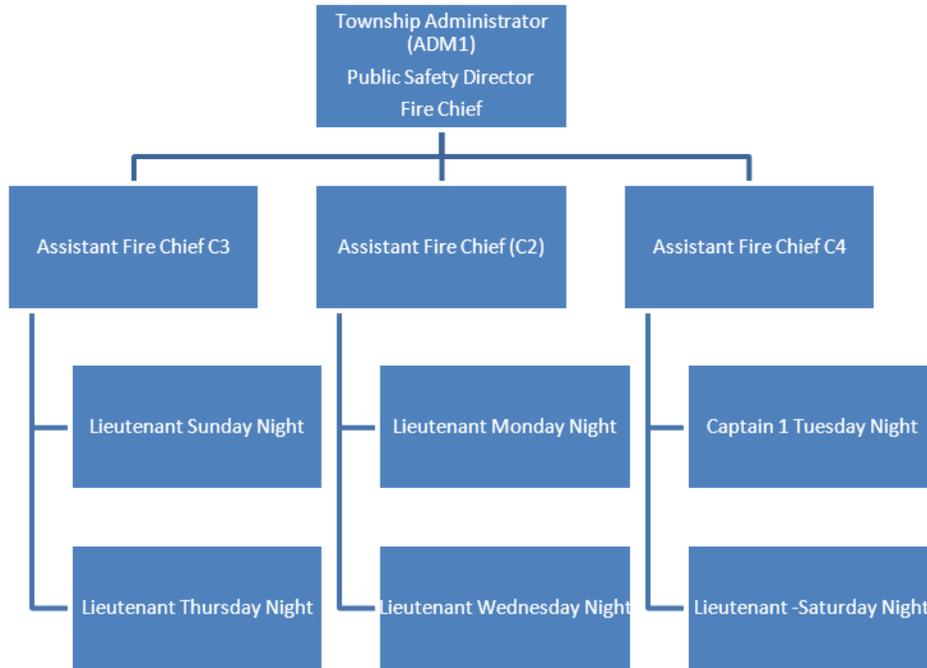
RESPONSIBILITY:

- All personnel have the responsibility to adequately learn and follow this general order.
- All supervisors/officers are responsible for training all personnel and for ensuring proper compliance with this general order.

GENERAL ORDER:

- A. **The Township Administrator serves as the Director of Public Safety/Fire Chief for the fire department.** ~~The administrative head of the fire department is the Township Administrator/Director of Public Safety.~~
- B. The fire department is dedicated to the preservation of life and property through fire prevention, fire suppression, hazardous materials response and emergency medical services.
- C. The fire department provides a full range of services to the citizens of the community including, but not limited to:
 - 1) Life safety and preservation
 - 2) Fire safety & public education
 - 3) Fire control and extinguishment
 - 4) Pre-fire planning and familiarization
 - 5) Emergency Medical Services and transportation
 - 6) Emergency response to various incidents and requests

- 7) Plan code review and fire inspections
- D. The fire department participates with neighboring jurisdictions in automatic aid and mutual aid agreements for fire and emergency medical services.
 - E. The fire suppression and emergency medical functions are commanded by three (3) Assistant Chiefs, **who reports to Fire Chief**. Each Assistant Chief is in charge of various operations.
 - F. The Township Administrator/Director of Public Safety/**Fire Chief** reports to the Township Trustees and is responsible for the administration, expenditures of funds, efficient functioning in the prevention and control of fires, and all functions of the overall operation of the fire department.
 - G. An Assistant Chief is assigned to various operations, reports to the Township Administrator/Director of Public Safety and is responsible for supervising day to day operations and personnel.
 - H. A Lieutenant is assigned to each shift and is responsible for supervising day to day operations and personnel under their direction and supervision of the Assistant Chief(s).
 - I. Personnel carry out numerous activities and functions, including fire suppression, rescue, public assistance, fire/ems training, pre-fire planning, fire inspections, public education, fire hydrant testing and simple maintenance, maintenance of fire department apparatus, equipment and facilities and other duties as assigned.
 - J. Organizational Chart



<p>GENERAL ORDER: 109</p> <p>SUBJECT: Employee Payroll Record</p> <p>ADOPTED: 02/28/2012</p> <p>REVISED: <i>12/11/2012</i></p>	<p>SECTION: Administration</p> <p>EFFECTS: All Personnel</p> <p>SUPERSEDES: None</p> <p>PAGE: 2 Pages Total</p>
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- *Shift will be filled on preference to Certification level and Seniority*
- *Trades and Drops*
 - *They will be posted on W2W*
 - *Employee requesting to work the shift will use W2W*
 - *Employee will notify there Officer of the post*
 - *Shift will be approved by Chief officer in charge of scheduling*
 - *Shift will be filled on preference to Certification level and Seniority*
 - *Shift officer will be advised of personnel change*
- *Schedules will be posted on the 25th of the previous month the schedule is for*

Nightshift shifted personnel clocking in and out

- *Use badge issued by the Fire Department*
 - *Use paper time sheet error form in case of time clock failure*

Nightshift shift and response pay

Nightshift

- *Nightshift consists of 4 cross trained personnel with 1 being an Captain or Lieutenant*
- *Hours are 1800-0600*
- *Pay is based off certification level*
 - *Firefighter Paramedic \$50.00 per shift*
 - *Firefighter EMT-Advanced \$40.00 per shift*
 - *Firefighter EMT-Basic \$30.00 per shift*
 - *Firefighter \$20.00 per shift*
 - *Firefighter only if no 4 other personnel on shift are EMS certified*
- *Use badge issued by Fire Department for clocking in and out*

Response pay

- *Personnel will be paid hourly for calls they respond on and for time on that call*
 - *Payroll will be generated using the records software*
- *Calls that are dispatched then canceled will be paid out at half the hourly rate*

GENERAL ORDER: 112	SECTION: Administration
SUBJECT: Protective Clothing	EFFECTS: All Personnel
ADOPTED: 02/28/2012	SUPERSEDES:
REVISED: 12/11/2012	PAGES: 4 total pages

A. WEAR AND USE OF PROTECTIVE CLOTHING:

Full protective clothing shall be defined as the following items:

- **Helmet with goggles, face shield or safety glasses**
- **Bunker Coat with appropriate liner**

- Bunker Pants with appropriate liner and suspenders
- Firefighting boots
- Firefighting gloves
- Firefighting hood (Nomex, PBI, etc.)
- **Safety Vest (An ANSI Class 2 or 3 retro-reflective safety vest is required for all fire department personnel working on or adjacent to the roadway, including paved shoulder or the highway right of way, regardless of the distance.)**

THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY TO AUTHORIZE THESE UPDATES TO THE BETHEL TOWNSHIP FIRE DEPARTMENTS STANDARD OPERATING GUIDELINES ARE EFFECTIVE AS OF DECEMBER 11, 2012.

RESOLUTION #12-12-159

A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR ARTICLE VII – PAID TIME OFF AND APPENDICIES OF THE BETHEL TOWNSHIP PERSONNEL POLICIES AND PROCEDURES MANUAL EFFECTIVE DECEMBER 11, 2012

WHEREAS, THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP THROUGH RESOLUTION #180-04, ADOPTED THEIR CURRENT PERSONNEL POLICIES AND PROCEDURES MANUAL, AND

WHEREAS, THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY FINDS IT NECESSARY TO MAKE AN AMENDMENT TO SAID MANUAL, THEREFORE

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY TO AMEND THE PERSONNEL POLICIES AND PROCEDURES-MANUAL ARTICLE VII PAID TIME OFF AND APPENDICIES SECTION OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL TO READ AS FOLLOWS:

7.2.4 Personal Leave{xe "Personal Leave"}

Each full-time employee is authorized two personal days per year; each part-time employee is authorized one personal days per year. Full-time employees hired between January and June are authorized two personal days for the rest of the calendar year. Full-time employees hired between June and December are authorized one personal days for the rest of the calendar year. Part-time employees are granted personal days at the

rate of one-half those granted a full-time employee. A reason for this type of leave is not required. Department Heads, in the same manner as vacation leave, will authorize personal leave. Personal leave will not accumulate from year to year and can only be taken by employees who have completed their probationary period. Employees who are hired by an employment agreement/contract, i.e., seasonal employees, do not receive any paid personal time unless their individual contract specifically states they are to be paid for personal leave.

Employees must, when requesting a personal day, submit a written request in advance. (Am. 10.26.04, Res. 230-2004)

7.3 Vacation Leave{x "Vacation Leave"}

In order to use vacation time, a full-time or part-time employee must have completed one year of service with the Township. The vacation accrual schedule for full time employees is as follows:

One (1) year of service	80 hours or 10 days
Ten (10) years of service	120 hours or 15 days
Twenty (20) years of service	160 hours or 20 days

Part-time employees will accrue one day of vacation time (8 hours), for every 208 hours worked. Part-time employees will accrue one day of vacation time (8 hours) for every 156 hours worked after ten (10) years of service. Part-time employees will accrue one day of vacation time (8 hours) for every 104 hours worked after twenty (20) years of service.

Full-time employees may not elect to work while drawing vacation leave pay with the exception found in Section 7.3.1 of this manual.

Employees covered under employment agreement or contract does not receive paid vacation unless their employment agreement or contract specifically calls for vacation pay.

Employees may not carry over more than twenty days of accrued vacation time from one calendar year to the next calendar year. Employees may only schedule vacations in low demand periods of time, unless approved by the Board of Trustees or the Township Administrator on behalf of the Board of Trustees of Bethel Township, Miami County.

PERSONNEL POLICIES AND PROCEDURES-APPENDICIES

APPENDIX C:

Position Title: Assistant Fire Chief 2

Department: Fire

December 2012

Employment Status: Part-time

GENERAL NATURE OF WORK: *This is highly-skilled, supervisory work in Bethel Township's command structure of the fire department. An employee in this class is responsible for the fire operations of all fire department and emergency medical service functions and those in command. Duties are performed under the direction of the Township Administrator/Public Safety Director in the capacity of Fire Chief of Bethel Township.*

EQUIPMENT & JOB LOCATION: *Equipment used includes a variety of both firefighting and emergency medical equipment as well as standard office equipment, including fire vehicles, saws, fans, hoses, ladders, generators, rescue equipment, self-contained breathing apparatus, hand tools, and computers. The primary work site is the Township Administration Building and Township Fire Station, and includes a variety of areas throughout Bethel Township and may require occasional travel throughout Ohio.*

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- *Carries out all duties assigned to them by the Public Safety Director, which include the following:*
 - *Fire Operations: pump testing/hose testing, Q.A./Q.I. of Fire Reports, Fire Supplies and Explorers' Program.*
 - *Fire Investigations*
 - *Plan Review and Inspections: Company Inspection Program, Permit Inspections, Permit Reviews.*
 - *Maintenance: Equipment and Tools*
- *In the absence of the Township Administrator/Public Safety Director, issues orders that must be obeyed as if issued by the Public Safety Director.*
- *Makes every effort to respond to all emergency calls.*

- *Directly supervises the Wednesday and Friday night lieutenants' positions.*
- *Shall report all maintenance problems that occur to any and all equipment and facility, and after proper authorization coordinate the repair or replacement of said problem.*
- *Provides strategic and tactical leadership in areas concerning personal health and safety.*
- *Works closely with the Public Safety Director and Township Fiscal Officer to oversee the budget line items associated with equipment and facility maintenance and repair.*
- *Must notify the Public Safety Director when absence from the Township will exceed more than a few days.*
- *Reports all neglect of duty and violations of rules by any officer or member of the department.*
- *Responds to the public with a professional and helpful attitude, maintains a neat appearance, and works in harmony with all members.*
- *Prepares all post incident reports which this position had on scene command of within 30 days of the incident. This report will sent to the Director of Public Safety for review and discussion with the Bethel Township Board of Trustees.*

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- *Assists the Public Safety Director with administration of personnel functions associated with this position.*
- *Delivers public education programs.*
- *Prepares reports as necessary and required.*
- *Ability to conduct training as necessary, and as qualified to do so.*
- *Attends officer meetings and other meetings as otherwise required.*
- *Represents the department at community functions and conducts public education programs as necessary.*
- *Performs other duties as assigned.*

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- *Ability to establish and maintain effective working relationships with township officials, fellow employees, other township employees, and the general public.*

- *Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.*
- *Skill in dealing firmly, tactfully, and courteously with the general public and township employees.*
- *Ability to operate equipment necessary to fulfill the essential functions of the position.*
- *Ability to understand and execute oral and written directions.*
- *Ability to handle confidential information, including but not limited to employment applications, payroll information, medical records of staff and victims, and information shared from the Miami County Sheriff's office.*
- *Ability to work under the limited direction of the Public Safety Director.*

DESIRABLE TRAINING AND EXPERIENCE:

- *Graduation from a standard high school, or the equivalent; supplemented by considerable, progressively responsible supervisory experience in firefighting, fire suppression, and fire safety; or any combination of training and experience which provides the desired knowledge, skills, and abilities.*

NECESSARY SPECIAL REQUIREMENTS:

- *Possession of, or ability to obtain promptly, a valid Ohio Driver's License.*
- *Possession of, or ability to obtain promptly, a valid Certified Emergency Vehicle Operations (CEVO) Driver Certification.*
- *Possession of, or ability to obtain promptly, a valid Firefighter Level 1 Certification (minimum).*
- *Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or Bethel Township.*
- *Ability to work other than normal working hours.*

Position Title: Assistant Fire Chief 3

Department: Fire

December 2012

Employment Status: Part-time

GENERAL NATURE OF WORK: This is highly-skilled, supervisory work in Bethel Township's command structure of the fire department. An employee in this class is responsible for the fire operations of all fire department and emergency medical service functions and those in command. Duties are performed under the direction of the Township Administrator/Public Safety Director in the capacity of Fire Chief of Bethel Township.

EQUIPMENT & JOB LOCATION: Equipment used includes a variety of both firefighting and emergency medical equipment as well as standard office equipment, including fire vehicles, saws, fans, hoses, ladders, generators, rescue equipment, self-contained breathing apparatus, hand tools, and computers. The primary work site is the Township Building and Township Fire Station, and includes a variety of areas throughout Bethel Township and may require occasional travel throughout Ohio.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- *Carries out all duties assigned to them by the Public Safety Director, which include the following:*
 - *Payroll*
 - *Grant writing and compliance*
 - *Dispatch Protocols/Issues*
 - *Reports and Data Entry-Fire & EMS*
- *In the absence of the Public Safety Director, issues orders that must be obeyed as if issued by the Public Safety Director.*
- *Makes every effort to respond to all emergency calls.*
- *Directly supervises the Sunday and Thursday night lieutenants' positions.*
- *Shall report all maintenance problems that occur to any and all equipment and facility, and after proper authorization coordinate the repair or replacement of said problem.*
- *Provides strategic and tactical leadership in areas concerning personal health and safety.*
- *Work closely with the Public Safety Director and Township Fiscal Officer to oversee the budget line items associated with this position.*

- *Must notify the Public Safety Director when absence from the Township will exceed more than a few days.*
- *Reports all neglect of duty and violations of rules by any officer or member of the department.*
- *Responds to the public with a professional and helpful attitude, maintains a neat appearance, and works in harmony with all members.*
- *Prepares all post incident reports which this position had on scene command of within 30 days of the incident. This report will sent to the Director of Public Safety for review and discussion with the Bethel Township Board of Trustees.*

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- *Assists the Public Safety Director with administration of personnel functions associated with this position.*
- *Delivers public education programs.*
- *Prepares reports as necessary and required.*
- *Ability to conduct training as necessary, and as qualified to do so.*
- *Attends officer meetings and other meetings as otherwise required.*
- *Represents the department at community functions and conducts public education programs as necessary.*
- *Performs other duties as assigned.*

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- *Ability to establish and maintain effective working relationships with township officials, fellow employees, other township employees, and the general public.*
- *Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.*
- *Skill in dealing firmly, tactfully, and courteously with the general public and township employees.*
- *Ability to operate equipment necessary to fulfill the essential functions of the position.*
- *Ability to understand and execute oral and written directions.*
- *Ability to handle confidential information, including but not limited to employment applications, payroll information, medical records of staff and victims, and information shared from the Miami County Sheriff's office.*
- *Ability to work under the limited direction of the Public Safety Director.*

DESIRABLE TRAINING AND EXPERIENCE:

- *Graduation from a standard high school, or the equivalent; supplemented by considerable, progressively responsible supervisory experience in firefighting, fire suppression, and fire safety; or any combination of training and experience which provides the desired knowledge, skills, and abilities.*

NECESSARY SPECIAL REQUIREMENTS:

- *Possession of, or ability to obtain promptly, a valid Ohio Driver's License.*
- *Possession of, or ability to obtain promptly, a valid Certified Emergency Vehicle Operations (CEVO) Driver Certification.*
- *Possession of, or ability to obtain promptly, a valid Firefighter Level 1 Certification (minimum).*
- *Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or Bethel Township.*
- *Ability to work other than normal working hours.*

Position Title: Assistant Fire Chief 4

Department: Fire

December 2012

Employment Status: Part-time

GENERAL NATURE OF WORK: *This is highly-skilled, supervisory work in Bethel Township's command structure of the fire department. An employee in this class is responsible for the fire operations of all fire department and emergency medical service functions and those in command. Duties are performed under the direction of the Township Administrator/Public Safety Director in the capacity of Fire Chief of Bethel Township.*

EQUIPMENT & JOB LOCATION: *Equipment used includes a variety of both firefighting and emergency medical equipment as well as standard office equipment, including fire vehicles, saws, fans, hoses, ladders, generators, rescue equipment, self-contained breathing apparatus, hand tools, and computers. The primary work site is the*

Township Building and Township Fire Station, and includes a variety of areas throughout Bethel Township and may require occasional travel throughout Ohio.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- *Carries out all duties assigned to them by the Public Safety Director, which include the following:*
 - *Training-Fire and EMS*
 - *New Employee Training*
 - *Employee Evaluation Program: Part-time and volunteer.*
 - *Quartermaster*
 - *Information Technology (I.T.)*
 - *Safety/Health and Wellness: Immunizations/Annual TB Screening, Safety Team Rep*
- *In the absence of the Public Safety Director, issues orders that must be obeyed as if issued by the Public Safety Director.*
- *Makes every effort to respond to all emergency calls.*
- *Directly supervises the Tuesday and Saturday night lieutenants' positions.*
- *Shall report all maintenance problems that occur to any and all equipment and facility, and after proper authorization coordinate the repair or replacement of said problem.*
- *Provides strategic and tactical leadership in areas concerning personal health and safety.*
- *Work closely with the Public Safety Director and Township Fiscal Officer to oversee the budget line items associated with this position.*
- *Must notify the Public Safety Director when absence from the Township will exceed more than a few days.*
- *Reports all neglect of duty and violations of rules by any officer or member of the department.*
- *Responds to the public with a professional and helpful attitude, maintains a neat appearance, and works in harmony with all members.*
- *Prepares all post incident reports which this position had on scene command of within 30 days of the incident. This report will sent to the Director of Public Safety for review and discussion with the Bethel Township Board of Trustees.*

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- *Assists the Public Safety Director with administration of personnel functions associated with this position.*
- *Delivers public education programs.*
- *Prepares reports as necessary and required.*
- *Ability to conduct training as necessary, and as qualified to do so.*
- *Attends officer meetings and other meetings as otherwise required.*
- *Represents the department at community functions and conducts public education programs as necessary.*
- *Performs other duties as assigned.*

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- *Ability to establish and maintain effective working relationships with township officials, fellow employees, other township employees, and the general public.*
- *Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.*
- *Skill in dealing firmly, tactfully, and courteously with the general public and township employees.*
- *Ability to operate equipment necessary to fulfill the essential functions of the position.*
- *Ability to understand and execute oral and written directions.*
- *Ability to handle confidential information, including but not limited to employment applications, payroll information, medical records of staff and victims, and information shared from the Miami County Sheriff's office.*
- *Ability to work under the limited direction of the Public Safety Director.*

DESIRABLE TRAINING AND EXPERIENCE:

- *Graduation from a standard high school, or the equivalent; supplemented by considerable, progressively responsible supervisory experience in firefighting, fire suppression, and fire safety; or any combination of training and experience which provides the desired knowledge, skills, and abilities.*

NECESSARY SPECIAL REQUIREMENTS:

- *Possession of, or ability to obtain promptly, a valid Ohio Driver's License.*

- *Possession of, or ability to obtain promptly, a valid Certified Emergency Vehicle Operations (CEVO) Driver Certification.*
- *Possession of, or ability to obtain promptly, a valid Firefighter Level 1 Certification (minimum).*
- *Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or Bethel Township.*
- *Ability to work other than normal working hours.*

RESOLUTION #12-12-160

A RESOLUTION TERMINATING FIREFIGHTER ANTHONY CASCIO FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT

WHEREAS, ANTHONY CASCIO WAS APPOINTED TO THE BETHEL TOWNSHIP FIRE DEPARTMENT THROUGH RESOLUTION 11-07-098, AND

WHEREAS, FIREFIGHTER CASCIO HAS SERVED IN A VOLUNTEER FIREFIGHTER FOR THE PAST 16 MONTHS IN A NON-STIPEND POSITION AS PART OF THE SATURDAY NIGHT CREW, AND

WHEREAS, FIREFIGHTER CASCIO HAS RECENTLY TAKEN A POSITION WITH THE STATE OF OHIO DEPARTMENT OF CORRECTIONS AND WILL NO LONGER BE ABLE TO COMMIT TIME TO A SPECIFIC SHIFT NIGHT, AND

WHEREAS, IT IS RECOMMENDED BY THE TOWNSHIP ADMINISTRATOR/PUBLIC SAFETY DIRECTOR THAT ANTHONY CASCIO BE REMOVED FROM THE FIRE DEPARTMENT, THEREFORE

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY THAT:

THE BOARD OF TRUSTEES REMOVES ANTHONY CASCIO FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT TERMINATING HIS EMPLOYMENT WITH THE TOWNSHIP.

RESOLUTION #12-12-161

**A RESOLUTION APPROVING A REQUEST FOR A LEAVE OF ABSENCE
FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT FOR BRANDI
BOSMA FOR A PERIOD OF 90 DAYS BEGINNING DECEMBER 3, 2012.**

WHEREAS, THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY THROUGH RESOLUTION #10-09-130, HIRED BRANDI BOSMA TO SERVE AS A VOLUNTEER MEMBER OF THE BETHEL TOWNSHIP FIRE DEPARTMENT, AND

WHEREAS, SECTION 7.4 OF THE BETHEL TOWNSHIP POLICY PERSONNEL AND PROCEDURES MANUAL ALLOWS FOR A VOLUNTEER MEMBER OF THE FIRE DEPARTMENT TO REQUEST A LEAVE OF ABSENCE FROM THE DEPARTMENT FOR PERSONAL REASONS, AND

WHEREAS, THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY MUST APPROVE BY RESOLUTION ANY LEAVE OF ABSENCE BY A TOWNSHIP EMPLOYEE AND/OR VOLUNTEER, THEREFORE

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY TO:

SECTION 1: TO GRANT FIREFIGHTER/EMT BOSMA A PERSONAL LEAVE OF ABSENCE EFFECTIVE DECEMBER 3, 2012.

SECTION 2: LEAVE OF ABSENCE SHALL BE 90 DAYS AS REQUESTED

RESOLUTION #12-12-162

**A RESOLUTION ACCEPTING THE RESIGNATION OF MOLLY ROOCK FROM THE
BETHEL TOWNSHIP FIRE DEPARTMENT**

WHEREAS, Molly Roock has submitted her resignation from the Fire Department, THEREFORE,

Be it resolved by the Board of Trustees of Bethel Township, Miami County that:

Section 1: The Board of Trustees accepts the resignation of Molly Roock from the Bethel Township Fire Department.

Section 2: The Board of Trustees thanks Molly for her service to the community and wishes her the best in her future endeavors

RESOLUTION #12-12-163

A RESOLUTION RENEWING THE PART-TIME STIPEND EMPLOYMENT CONTRACT FOR JAY ZIMMERMAN AS AN ASSISTANT FIRE CHIEF FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT FOR FISCAL YEAR 2013

WHEREAS, In 2010, Resolution 10-07-105 established a new organizational chart for the Bethel Township Fire Department; and

WHEREAS, the organizational chart for the Bethel Township Fire Department was amended through Resolution 11-12-156 with the three (3) Assistant Chiefs of the Bethel Township Fire Department reporting directly to the Township Administrator as the Public Safety Director/Fire Chief, and

WHEREAS, this amended reorganization of the Fire Department established ten (10) Part-Time Stipend Officer positions with each position being a one (1) year contract renewable upon the recommendation of the Township Administrator, acting as the Public Safety Director/Fire Chief of the Township, by the Board of Township Trustees;

THEREFORE, BE IT RESOLVED, that the contract of Assistant Fire Chief Jay Zimmerman be renewed for Fiscal Year 2013 covering the period of January 1 through December 31, 2013 at a pay rate of \$6,500.00.

RESOLUTION #12-12-164

A RESOLUTION RENEWING THE PART-TIME STIPEND EMPLOYMENT CONTRACT FOR JOSH SCHIEBRELL AS AN ASSISTANT FIRE CHIEF FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT FOR FISCAL YEAR 2013

WHEREAS, in 2010, Resolution 10-07-105 established a new organizational chart for the Bethel Township Fire Department; and

WHEREAS, the organizational chart for the Bethel Township Fire Department was amended through Resolution 11-12-156 with the three (3) Assistant Chiefs of the Bethel

Township Fire Department reporting directly to the Township Administrator as the Public Safety Director/Fire Chief, and

WHEREAS, this amended reorganization of the Fire Department established ten (10) Part-Time Stipend Officer positions with each position being a one (1) year contract renewable upon the recommendation of the Township Administrator, acting as the Public Safety Director/Fire Chief of the Township, by the Board of Township Trustees;

THEREFORE, BE IT RESOLVED, that the contract of Assistant Fire Chief JOSH SCHIEBREL be renewed for Fiscal Year 2013 covering the period of January 1 through December 31, 2013 at a pay rate of \$6,500.00.

RESOLUTION #12-12-165

A RESOLUTION RENEWING THE PART-TIME STIPEND EMPLOYMENT CONTRACT FOR ANDY EHRHART AS AN ASSISTANT FIRE CHIEF FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT FOR FISCAL YEAR 2013

WHEREAS, in 2010, Resolution 10-07-105 established a new organizational chart for the Bethel Township Fire Department; and

WHEREAS, the organizational chart for the Bethel Township Fire Department was amended through Resolution 11-12-156 with the three (3) Assistant Chiefs of the Bethel Township Fire Department reporting directly to the Township Administrator as the Public Safety Director/Fire Chief, and

WHEREAS, this amended reorganization of the Fire Department established ten (10) Part-Time Stipend Officer positions with each position being a one (1) year contract renewable upon the recommendation of the Township Administrator, acting as the Public Safety Director/Fire Chief of the Township, by the Board of Township Trustees;

THEREFORE, BE IT RESOLVED, that the contract of Assistant Fire Chief ANDY EHRHART be renewed for Fiscal Year 2013 covering the period of January 1 through December 31, 2013 at a pay rate of \$6,500.00.

RESOLUTION #12-12-166

A RESOLUTION RENEWING THE PART-TIME STIPEND EMPLOYMENT CONTRACT FOR TERRY WELDON AS A CAPTAIN FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT FOR FISCAL YEAR 2013

WHEREAS, in 2010, Resolution 10-07-105 established a new organizational chart for the Bethel Township Fire Department; and

WHEREAS, the organizational chart for the Bethel Township Fire Department was amended through Resolution 11-12-156 with one (1) Captain of the Bethel Township Fire Department reporting directly to the Assistant Chief 3, and

WHEREAS, this amended reorganization of the Fire Department established ten (10) Part-Time Stipend Officer positions with each position being a one (1) year contract renewable upon the recommendation of the Township Administrator, acting as the Public Safety Director/Fire Chief of the Township, by the Board of Township Trustees;

THEREFORE, BE IT RESOLVED, that the contract of Captain TERRY WELDON be renewed for Fiscal Year 2013 covering the period of January 1 through December 31, 2013 at a pay rate of \$4,500.00.

RESOLUTION #12-12-167

A RESOLUTION RENEWING THE EMPLOYMENT CONTRACTS FOR THE PART-TIME STIPEND FIRE LIEUTENANTS FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT FOR FISCAL YEAR 2013

WHEREAS, Resolution 10-07-105 established a new organizational chart for the Bethel Township Fire Department; and

WHEREAS, Fire Department currently has six (6) Part-Time Stipend Lieutenant positions with each position being a one (1) year contract renewable upon the recommendation of the Township Administrator/Public Safety Director/Fire Chief by the Board of Township Trustees; and

WHEREAS, Resolution 11-12-152 renewed all stipend officer contracts for Fiscal Year 2012:

THEREFORE, BE IT RESOLVED, that the contracts of Lieutenants Mike Arnold, Nick Carpenter, Shawn Cline, Richard Morrett, David Force and James Sebastian be renewed for Fiscal Year 2013 covering the period of January 1 through December 31, 2013.

RESOLUTION #12-12-168

**A RESOLUTION NAMING LUCAS PYLES THE ROOKIE OF THE YEAR FOR THE
BETHEL TOWNSHIP FIRE DEPARTMENT**

WHEREAS, the **ROOKIE OF THE YEAR** award is an annual award of the Bethel Township-Miami County Fire Association and the Bethel Township, Miami County Board of Trustees; and

WHEREAS, this award recognizes an individual who exemplifies a strong sense of dedication to serve and protect the residents of Bethel Township, Miami County; and

WHEREAS, the active members of the Bethel Township, Miami County Fire Association have forwarded their nomination for **ROOKIE OF THE YEAR** to the Public Safety Director/Fire Chief of Bethel Township-Miami County for his review; and

WHEREAS, the Township Administrator is pleased to recommend to the Bethel Township-Miami County Board of Trustees that **LUCAS PYLES** be named as the **ROOKIE OF THE YEAR** recognizing his contributions, service and dedication to the residents of our community; and

WHEREAS, **LUCAS PYLES** has served the residents of Bethel Township, Miami County for more than a year and has honorably demonstrated his commitment to our community;

THEREFORE, BE IT RESOLVED, that the Bethel Township, Miami County Board of Trustees wish to acknowledge the loyal and dedicated service of **LUCAS PYLES** to the Bethel Township, Miami County community and wish to congratulate him for the receipt of this award.

RESOLUTION #12-12-169

**A RESOLUTION NAMING ANDREW MOORE THE FIREFIGHTER OF THE YEAR FOR
THE BETHEL TOWNSHIP FIRE DEPARTMENT**

WHEREAS, the **FIREFIGHTER OF THE YEAR** award is an annual award of the Bethel Township-Miami County Fire Association and the Bethel Township, Miami County Board of Trustees; and

WHEREAS, this award recognizes an individual who exemplifies a strong sense of dedication to serve and protect the residents of Bethel Township, Miami County; and

WHEREAS, the active members of the Bethel Township, Miami County Fire Association have forwarded their nomination for **FIREFIGHTER OF THE YEAR** to the Public Safety Director/Fire Chief of Bethel Township-Miami County for his review; and

WHEREAS, the Township Administrator is pleased to recommend to the Bethel Township-Miami County Board of Trustees that **ANDREW MOORE** be named as the **FIREFIGHTER OF THE YEAR** recognizing his contributions, service and dedication to the residents of our community; and

WHEREAS, **ANDREW MOORE** has served the residents of Bethel Township, Miami County for more than three years and has honorably demonstrated his commitment to our community;

THEREFORE, BE IT RESOLVED, that the Bethel Township, Miami County Board of Trustees wish to acknowledge the loyal and dedicated service of **ANDREW MOORE** to the Bethel Township, Miami County community and wish to congratulate him

RESOLUTION #12-12-170

A RESOLUTION NAMING RICHARD MORRETT THE EMT OF THE YEAR FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT

WHEREAS, the **EMT OF THE YEAR** award is an annual award of the Bethel Township-Miami County Fire Association and the Bethel Township, Miami County Board of Trustees; and

WHEREAS, this award recognizes an individual who exemplifies a strong sense of dedication to serve and protect the residents of Bethel Township, Miami County; and

WHEREAS, the active members of the Bethel Township, Miami County Fire Association have forwarded their nomination for **EMT OF THE YEAR** to the Public Safety Director/Fire Chief of Bethel Township-Miami County for his review; and

WHEREAS, the Township Administrator is pleased to recommend to the Bethel Township-Miami County Board of Trustees that **RICHARD MORRETT** be named as the **EMT OF THE YEAR** recognizing his contributions, service and dedication to the residents of our community; and

WHEREAS, **RICHARD MORRETT** has served the residents of Bethel Township, Miami County for more than two years and has honorably demonstrated his commitment to our community;

THEREFORE, BE IT RESOLVED, that the Bethel Township, Miami County Board of Trustees wish to acknowledge the loyal and dedicated service of **RICHARD MORRETT** to the Bethel Township, Miami County community and wish to congratulate him for the receipt of this award.

RESOLUTION #12-12-171

A RESOLUTION NAMING JAY ZIMMERMAN THE OFFICER OF THE YEAR FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT

WHEREAS, the **OFFICER OF THE YEAR** award is an annual award of the Bethel Township-Miami County Fire Association and the Bethel Township, Miami County Board of Trustees; and

WHEREAS, this award recognizes an individual who exemplifies a strong sense of dedication to serve and protect the residents of Bethel Township, Miami County; and

WHEREAS, the active members of the Bethel Township, Miami County Fire Association have forwarded their nomination for **OFFICER OF THE YEAR** to the Public Safety Director/Fire Chief of Bethel Township-Miami County for his review; and

WHEREAS, the Township Administrator is pleased to recommend to the Bethel Township-Miami County Board of Trustees that **JAY ZIMMERMAN** be named as the **OFFICER OF THE YEAR** recognizing his contributions, service and dedication to the residents of our community; and

WHEREAS, **JAY ZIMMERMAN** has served the residents of Bethel Township, Miami County for more than a decade and has honorably demonstrated his commitment to our community;

THEREFORE, BE IT RESOLVED, that the Bethel Township, Miami County Board of Trustees wish to acknowledge the loyal and dedicated service of **JAY ZIMMERMAN** to the Bethel Township, Miami County community and wish to congratulate him for the receipt of this award.

RESOLUTION #12-12-172

A RESOLUTION RECOGNIZING AND EXPRESSING GRATITUDE TO JEFF POETTINGER – ENGINEER TRAFFIC TECHNICIAN FOR MIAMI COUNTY UPON HIS RETIREMENT FOR HIS SERVICE TO THE BETHEL TOWNSHIP-MIAMI COUNTY COMMUNITY

WHEREAS, THE BOARD OF TRUSTEES HAS FOR YEARS CALLED UPON THE MIAMI COUNTY ENGINEERS OFFICE TO PROVIDE THE GUIDANCE AND EXPERTISE THAT HAS BEEN A HALLMARK OF THE MIAMI COUNTY ENGINEERS OFFICE FOR DECADES,

WHEREAS, JEFF POETTINGER – ENGINEER TRAFFIC TECHNICIAN HAS ADVISED AND HELPED GUIDE THE TOWNSHIP FOR OVER THREE AND A HALF DECADES, AND

WHEREAS, JEFF POETTINGER SHOULD BE APPLAUDED FOR HIS HIGH DEGREE OF PROFESSIONALISM IN SERVICE TO THE BETHEL TOWNSHIP-MIAMI COUNTY COMMUNITY,

THEREFORE, BE IT RESOLVED, THAT THE BETHEL TOWNSHIP BOARD OF TRUSTEES HEREBY HONORS JEFF POETTINGER FOR HIS DEDICATED SERVICE TO MIAMI

COUNTY AND THE RESIDENTS OF BETHEL TOWNSHIP AND WISHES HIM THE VERY BEST IN HIS RETIREMENT AND FUTURE PLANS.

BETH van HAAREN

CLIFF WRAY

JEROME L. HIRT

CERTIFICATE OF RECORDING OFFICER

I, DEBORAH A. WATSON, HEREBY CERTIFY THAT THE FORGOING IS A TRUE AND CORRECT COPY OF RESOLUTION #12-12-172 ADOPTED BY THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY HELD ON THE 18TH DAY OF DECEMBER, 2012, AND THAT I AM DULY AUTHORIZED TO EXECUTE THIS CERTIFICATE.

Trustee Cliff Wray moved a motion to approve resolutions 12-12-152 through 12-12-172 as a consent agenda.

Trustee Jerry Hirt seconded.

The Vote Being Taken As:

MR. HIRT	YES
MR. WRAY	YES
MRS. VANHAAREN	YES

Trustee Jerry Hirt moved a motion to approve the consent agenda, seconded by Trustee Cliff Wray and vote being taken as:

MR. HIRT	YES
MR. WRAY	YES
MRS. VANHAAREN	YES

ANNOUNCEMENTS

December 18-Trustee Workshop Meeting, Township Meeting Room, 8:30AM
 December 25-Board of Trustee Meeting Cancelled-Christmas Holiday
 December 27-Board of Zoning Appeals Meeting, Township Meeting Room, 6:00PM (if needed)
 December 27-Zoning Commission Meeting, Township Meeting Room, 7:30PM (if needed)

An *indicates a meeting will be held only if needed.

PUBLIC COMMENTS ON ANY TOPIC

None

MOTION TO RECORD PAYMENT OF WARRANTS

**RESOLUTION 12-12-172
 A RESOLUTION TO RECORD WARRANTS
 45978 TO 45956**

BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY THAT THE PAYMENT OF WARRANTS NO. 45978 THROUGH NO. 45956 BE RECORDED THROUGH THE REQUEST OF THE FISCAL OFFICER.

THE ABOVE RESOLUTION WAS MOVED BY MR. HIRT AND SECONDED BY MR. WRAY AND THE VOTE BEING TAKEN AS:

MR. HIRT	YES
MR. WRAY	YES
MRS. VANHAAREN	YES

PAYMENTS

wrnt_num	wrnt_date	wrnt_pyee	wrnt_amnt
45798	11/19/12	MIAMI VALLEY INTERNATIONAL TRUCKS	\$2,265.23
45799	11/19/12	KOENING EQUIPMENT CO	\$16.00
45800	11/19/12	MIAMI COUNTY TRANSFER STATION	\$60.69
45801	11/19/12	UNITED HEALTH CARE-INSURANCE COMPANY	\$9,723.16
45802	11/19/12	US HEALTH WORKS MEDICAL GRP OH, INCQ	\$195.00

45803	11/19/12	MIAMI COUNTY-SHERIFFS DEPT	\$25,373.15
45804	11/19/12	AUTOZONE,INC	\$225.48
45805	11/19/12	AT&T	\$354.55
45806	11/19/12	WARREN FIRE EQUIPMENT, INC	\$1,537.00
45807	11/19/12	TREASURER OF STATE	\$164.00
45808	11/19/12	PHYSIO-CONTROL, INC	\$2,127.00
45809	11/19/12	MIAMI COUNTY TOWNSHIP ASSOCIATION	\$126.00
45810	11/19/12	HUBER HEIGHTS CITY SCHOOLS	\$80.00
45811	11/19/12	CREATIVE PRODUCT SOURCE	\$186.92
45812	11/19/12	STAPLES CREDIT PLAN	\$30.00
45813	11/19/12	SAMS CLUB	\$56.95
45814	11/19/12	HANLEY BUSINESS FORMS	\$205.17
45815	11/19/12	MIAMI COUNTY TOWNSHIP ASSOCIATION	\$240.00
45816	11/19/12	AQUA FALLS BOTTLED WATER	\$9.85
45817	11/19/12	COMDOC.INC. CORPORATE HEADQUARTERS	\$29.76
45818	11/19/12	TIME WARNER CABLE	\$84.90
45819	11/19/12	MIAMI COUNTY ENGINEER	\$934.97
45820	11/19/12	MBI SOLUTIONS, INC.	\$562.00
45821	11/19/12	WEILER WELDING CO INC	\$86.80
45822	11/19/12	DAYTON POWER & LIGHT CO	\$970.69
45823	11/19/12	DURST BROS. EXCAVATING CO.	\$600.00
45824	11/19/12	CROUCH	\$406.60
45825	11/19/12	STAPLES ADVANTAGE	\$295.04
45826	11/19/12	DELTA DENTAL	\$25.89
45827	11/21/12	JAMES J. AKE - AKE	\$0.00
45828	11/21/12	BEN ALLEN - ALLENB	\$128.84
45829	11/21/12	MICHAEL ARNOLD JR - ARNOLD	\$481.97
45830	11/21/12	BRANDEN L. BOSMA - BOSMAB	\$52.71
45831	11/21/12	NICHOLAS R. CARPENTER - CARPENTERN	\$164.38
45832	11/21/12	SHAWN C. CLINE - CLINE	\$279.25
45833	11/21/12	LISA A. CORNWELL - CORNWELLL	\$21.46
45834	11/21/12	JASON M. DAVIS - DAVIS	\$547.11
45835	11/21/12	JAMES ANDREW EHRHART - EHRHARTJ	\$437.35
45836	11/21/12	JAMES ANDREW EHRHART - EHRHARTJ	\$1,224.02
45837	11/21/12	DAVID L. FORCE - FORCED	\$389.22
45838	11/21/12	MICHAEL E. GEBHART - GEBHART	\$1,630.90
45839	11/21/12	SHAWN M. GEISEL - GEISELS	\$308.59
45840	11/21/12	KURTIS A. GREEN - GREENC	\$124.19
45841	11/21/12	TRICIA HOKE - HOKET	\$232.05
45842	11/21/12	JAMES A. MOORE - MOOREJ	\$643.53
45843	11/21/12	RICHARD A. MORRETT - MORRETTTR	\$752.94
45844	11/21/12	JOSHUA SCHIEBREL - SCHIEBREL	\$458.63
45845	11/21/12	JAMES R. SEBASTIAN - SEBASTIAN	\$72.57
45846	11/21/12	JOHN A. SZANTO - SZANTOJ	\$147.15
45847	11/21/12	TERRENCE W. WELDON, JR. - WELDON	\$713.47

45848	11/21/12	ROBERT JAY YOCUM	- YOCUM	\$766.28
45849	11/21/12	JAY T. ZIMMERMAN	- ZIMMERMAN	\$592.73
45850	11/21/12	JAMES J. AKE	- AKE	\$0.00
45851	11/21/12	BEN ALLEN	- ALLENB	\$128.84
45852	11/21/12	MICHAEL ARNOLD JR	- ARNOLD	\$481.97
45853	11/21/12	BRANDEN L. BOSMA	- BOSMAB	\$52.71
45854	11/21/12	NICHOLAS R. CARPENTER	- CARPENTERN	\$164.38
45855	11/21/12	SHAWN C. CLINE	- CLINE	\$279.25
45856	11/21/12	LISA A. CORNWELL	- CORNWELLL	\$21.46
45857	11/21/12	JASON M. DAVIS	- DAVIS	\$547.11
45858	11/21/12	JAMES ANDREW EHRHART	- EHRHARTJ	\$437.35
45859	11/21/12	JAMES ANDREW EHRHART	- EHRHARTJ	\$1,224.02
45860	11/21/12	DAVID L. FORCE	- FORCED	\$389.22
45861	11/21/12	MICHAEL E. GEBHART	- GEBHART	\$1,630.90
45862	11/21/12	SHAWN M. GEISEL	- GEISELS	\$308.59
45863	11/21/12	KURTIS A. GREEN	- GREENC	\$124.19
45864	11/21/12	TRICIA HOKE	- HOKET	\$232.05
45865	11/21/12	JAMES A. MOORE	- MOOREJ	\$643.53
45866	11/21/12	RICHARD A. MORRETT	- MORRETTTR	\$752.94
45867	11/21/12	JOSHUA SCHIEBREL	- SCHIEBREL	\$458.63
45868	11/21/12	JAMES R. SEBASTIAN	- SEBASTIAN	\$72.57
45869	11/21/12	JOHN A. SZANTO	- SZANTOJ	\$147.15
45870	11/21/12	TERRENCE W. WELDON, JR.	- WELDON	\$713.47
45871	11/21/12	ROBERT JAY YOCUM	- YOCUM	\$766.28
45872	11/21/12	JAY T. ZIMMERMAN	- ZIMMERMAN	\$592.73
45873	11/21/12	Skipped Warrants 45873 to 45873		\$0.00
45874	11/27/12	OHIO CHILD SUPPORT PAYMENT CENTER OHIO PUBLIC EMPLOYEES DEFERRED		\$430.81
45875	11/27/12	COMPENSAT		\$100.00
45876	11/28/12	VISION SERVICE PLAN UNITY NATIONAL BANK/CARD MEMBER SERVICES		\$17.39
45877	11/28/12			\$328.34
45878	12/1/12	JEROME L. HIRT,SR.	- HIRT	\$837.39
45879	12/1/12	HELEN E. VANHAAREN	- VANHAAREN	\$892.24
45880	12/1/12	DEBORAH A. WATSON	- WATSON	\$1,264.05
45881	12/1/12	CLIFFORD E. WRAY	- WRAY	\$799.30
45882	11/30/12	JEROME L. HIRT, SR.		\$99.90
45883	11/30/12	POSTER COMPLIANCE CENTER		\$158.00
45884	11/30/12	FORWARD MEDIA GROUP		\$40.00
45885	11/30/12	MIAMI COUNTY COMMISSIONER		\$33.00
45886	11/30/12	VERIZON		\$205.50
45887	11/30/12	WASTE MANAGEMENT OF OHIO INC		\$258.95
45888	11/30/12	DUNCAN OIL CO		\$991.69
45889	11/30/12	BARNEY RENTALS, INC.		\$144.95
45890	11/30/12	SAUNDERS TOWING & RECOVERY LLC		\$234.00

45891	11/30/12	DURST BROS. EXCAVATING CO.	\$300.00
45892	11/30/12	LAVY ENTERPRISES	\$17.65
45893	11/30/12	MIAMI VALLEY INTERNATIONAL TRUCKS	\$10.45
45894	11/30/12	AQUA FALLS BOTTLED WATER	\$64.30
45895	11/30/12	DAYTON LEGAL BLANK	\$138.00
45896	11/30/12	A.E. DAVID COMPANY	\$185.85
45897	11/30/12	AILERON	\$1,000.00
45898	11/30/12	FINLEY FIRE EQUIPMENT CO.,INC.	\$3,281.26
45899	12/7/12	JAMES J. AKE - AKE	\$59.84
45900	12/7/12	BEN ALLEN - ALLENB	\$338.16
45901	12/7/12	MICHAEL ARNOLD JR - ARNOLD	\$417.30
45902	12/7/12	TYLER M. BEVER - BEVERT	\$108.24
45903	12/7/12	BRANDEN L. BOSMA - BOSMAB	\$221.06
45904	12/7/12	NICHOLAS R. CARPENTER - CARPENTERN	\$1,177.52
45905	12/7/12	SHAWN C. CLINE - CLINE	\$223.85
45906	12/7/12	LISA A. CORNWELL - CORNWELLL	\$337.20
45907	12/7/12	JASON M. DAVIS - DAVIS	\$967.38
45908	12/7/12	JAMES ANDREW EHRHART - EHRHARTJ	\$294.89
45909	12/7/12	DAVID L. FORCE - FORCED	\$220.84
45910	12/7/12	MICHAEL E. GEBHART - GEBHART	\$1,665.18
45911	12/7/12	SHAWN M. GEISEL - GEISELS	\$118.84
45912	12/7/12	KURTIS A. GREEN - GREENC	\$214.81
45913	12/7/12	NICHOLAS M. HALTER - HALTERN	\$134.35
45914	12/7/12	TRICIA HOKE - HOKET	\$190.96
45915	12/7/12	TYLER A. HORTON - HORTONT	\$147.42
45916	12/7/12	RACHELLE M. HOUSER - HOUSERR	\$46.23
45917	12/7/12	CHRIS L. JOHNSON - JOHNSONC	\$141.82
45918	12/7/12	BRANDON L. LAVY - LAVYB	\$233.92
45919	12/7/12	LUCAS T. PYLES - LUCASP	\$136.35
45920	12/7/12	NICHOLAS A. MAGATEAUX - MAGATEAUXN	\$111.34
45921	12/7/12	NATHAN S. MERZ - MERZN	\$367.49
45922	12/7/12	JOHN MEYER - MEYER	\$0.16
45923	12/7/12	JOHN D. MILLER - MILLERJ	\$83.87
45924	12/7/12	JAMES A. MOORE - MOOREJ	\$168.86
45925	12/7/12	RICHARD A. MORRETT - MORRETTTR	\$702.27
45926	12/7/12	MOLLY R. ROOCK - ROOCKM	\$46.23
45927	12/7/12	KENNETH RUST - RUSTK	\$138.81
45928	12/7/12	JOSHUA SCHIEBREL - SCHIEBREL	\$568.18
45929	12/7/12	JAMES R. SEBASTIAN - SEBASTIAN	\$600.89
45930	12/7/12	SELINDA L. SIZEMORE - SIZEMORES	\$210.93
45931	12/7/12	BRITTNEY R. STUBNAR - STUBNARB	\$127.88
45932	12/7/12	DEBORAH A. WATSON - WATSON	\$64.04
45933	12/7/12	TERRENCE W. WELDON, JR. - WELDON	\$729.12
45934	12/7/12	ROBERT JAY YOCUM - YOCUM	\$788.42
45935	12/7/12	JAY T. ZIMMERMAN - ZIMMERMAN	\$610.81

45936	11/30/12	JEFFERY N GREEN	\$500.00
45937	12/7/12	JAMES ANDREW EHRHART - EHRHARTJ	\$1,246.16
45938	12/7/12	KURTIS A. GREEN - GREENC	\$257.19
45939	12/7/12	DAVID L. FORCE - FORCED	\$276.69
45940	12/7/12	LUCAS T. PYLES - LUCASP	\$347.09
45942	11/30/12	Misprinted Warrants 45941 to 45942	\$0.00
45943	12/7/12	SHAWN M. GEISEL - GEISELS	\$56.23
45944	12/7/12	TERRENCE W. WELDON, JR. - WELDON	\$242.30
45945	12/7/12	TREASURER OF STATE OF OHIO	\$540.89
45946	12/7/12	TREASURER OF STATE OF OHIO	\$465.62
45947	12/7/12	DELTA DENTAL	\$211.76
45948	12/7/12	VISION SERVICE PLAN- (OH)	\$58.27
45949	12/7/12	AFLAC	\$290.98
45950	12/7/12	OHIO CHILD SUPPORT PAYMENT CENTER OHIO PUBLIC EMPLOYEES DEFERRED	\$484.44
45951	12/7/12	COMPENSAT	\$50.00
45952	12/7/12	DELTA DENTAL	\$47.53
45953	12/7/12	VISION SERVICE PLAN- (OH)	\$7.83
45954	12/7/12	JAMES R. SEBASTIAN - SEBASTIAN	\$252.97
45955	12/12/12	CASH	\$190.80
45956	12/12/12	R&H SIGNS UNLIMITED INC.	\$143.60

RECEIPTS

rcpt_num	rcpt_date	acct_name	rcpt_amnt
384	11/1/12	Other - Other Financing Sources	\$100.00
385	11/1/12	Other - Other Financing Sources	\$199.95
386	11/1/12	Gasoline Tax	\$4,813.27
387	11/1/12	Other - Miscellaneous Non-Operating Contracts for Emergency Medical	\$105.84
388	11/1/12	Services Contracts for Emergency Medical	\$673.22
389	11/15/12	Services	\$168.49
390	11/15/12	Local Government Distribution	\$2,148.00
391	11/15/12	Fees	\$50.00
392	11/15/12	Fees	\$200.00
393	11/15/12	Fees Contracts for Emergency Medical	\$450.00
394	11/19/12	Services	\$499.85
395	11/19/12	Fees	\$450.00
396	11/21/12	Fees	\$50.00
397	11/21/12	Permissive MVL Tax - Township Levied	\$3,060.00
398	11/21/12	Gasoline Tax	\$2,202.62
399	11/21/12	Motor Vehicle License Tax - State Levied	\$801.93

400	11/6/12	Fines	\$1,020.00
401	11/6/12	Liquor Permit Fees	\$35.00
402	11/6/12	Contracts for Emergency Medical Services	\$1,089.81
403	11/30/12	Fees	\$450.00
404	11/30/12	Other - Miscellaneous Non-Operating Contracts for Emergency Medical Services	\$52.81
405	11/30/12	Interest	\$183.19
406	11/30/12	Interest	\$4.87
407	11/30/12	Interest	\$7.87
408	11/30/12	Interest	\$40.17
409	11/30/12	Interest	\$7.95
410	11/30/12	Interest	\$25.11
411	11/30/12	Interest	\$19.48
412	11/30/12	Interest	\$64.24
413	11/30/12	Interest	\$241.64
414	11/30/12	Interest	\$355.21
415	11/30/12	Contracts for Emergency Medical Services	\$9,484.20

Meeting Adjourned 7:35pm

Beth Vanhaaren- Chair

Cliff Wray, Vice Chair

Jerome Hirt- Trustee

Mrs. Deborah Watson, Fiscal Officer