

Sandusky County Commissioners - 622 Croghan Street, Fremont, OH 43420

MEETING 2018

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 3/13/18

Time: 8:00 AM - 11:30AM

Present: Commissioners: Scott Miller, V-President; Charles Schwochow

Present: Theresa Garcia, County Administrator

Not Present - Kay E Reiter, President (attending EDC Incentive meeting)

Others Present:

(*action items)

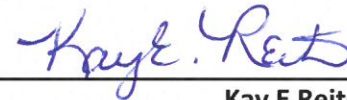
AGENDA ITEMS	BRIEF DESCRIPTION / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION/VOTE:
Call to Order Pledge of Allegiance (8:00am)	Commissioner Reiter was not in session in the morning. She is attending the EDC Incentive Review meeting.	Scott Miller, Vice President		
*Review & Approval of Commissioner Meeting Minutes, In-coming Mail Review & External Meeting Notices	The Board reviewed incoming office mail and external meeting notices.	Scott Miller, Charles Schwochow,		
Review of External board/Meetings Attended by Commissioners	Commissioner Schwochow attended the Regional Planning Commission meeting on Monday 3/12/18. The record report was reviewed. John Willey, Regional Planning Director, talked about the census reports. He would like to have monthly meetings with different townships to go over updates that need to be done to complete the census. New business - John had computer upgrades in mind. His computer is running slow and he needs to put together some numbers for a new one. The flood zone mapping has been updated and sent out.			
	Commissioner Miller attended the Erie Basin meeting in Norwalk on 3/9/18. The organization offers loans for up to \$15,000.00 used primarily for natural resource use, development or protection. Michael Woolsey was the speaker and he talked about some of the funding available and the funding he received and how he used the funding. The annual report was presented and discussed. There were several county's represented.			

	Commissioner Miller attended the Health Department advisory meeting on Monday 3/2/18. They reviewed their financial report. Rick Geyer was appointed as chairman and Commissioner Miller was appointed as secretary. 3/18/2019 is the next meeting. They had a discussion regarding a levy. They took a vote to present the levy request to the Commissioners to put on the ballot in the fall. They have many challenges at this point. If it is put on the ballot and it fails they will have two more try's.			
	Commissioner Miller attended the Green Creek Township meeting on 3/12/18. They had their typical business meeting. They also talked about the possibility of a levy. Not much of a discussion but thought they should think about a levy.			
Safety Awards (8:30am)	Jaime Wolfe - HR Specialist. Jaime welcomed all attending to the safety award program. It was tough year last year with everyone being spread out. See attachment A for awards agenda.	Jaime Wolfe - HR Specialist		
*Then and now certificates	One certificate was presented by the Engineers Office. They did not know when the membership dues was coming up and there was not a PO in place. One invoice makes up this certificate. Sam's Club - \$45.00		\$45.00	*Motion: Move to Approve Moved by: Charles Schwochow 2nd: Scott Miller Yes - 2 (Commissioner Reiter was absent)
*Personnel	None at this time			
*Travel Requests	None at this time			
Commissioner and Administrators Discussion	Commissioner Reiter asked that the minutes reflect the time entering and exiting executive sessions. There was a public record request made for vendors used in water and waste water contracts. Steve Shiets, Sanitary Engineer, responded to the request. Another public request was presented to the Treasurer requesting employer/employee information. The Administrator is going to send the request to the Prosecutors office for review. The resolutions passed last Thursday for the two year CDBG grants were adjusted to split the amount of the grants half this year and the other half next year. If we need to use more in 2018 the Auditor will adjust the certification and we can appropriate the money if needed.			

Convention and Visitors Bureau (9:00am)	<p>Peggy Courtney - Visitors Bureau. The awards banquet last month went well and those who won the awards were very thankful. Commissioner Miller informed Peggy that he felt the event was very nice and well attended. All thought that this could grow from year to year. Many people were surprised about how much they didn't know about the tourism in the County. Peggy felt they really were able to get the message of tourism out to those that attended. Melinda Huntley was very apologetic about not being able to attend the session with the Commissioners that day. She does want to reschedule the meeting. They are now diving in to the Fishing Festival. They have full page ads running to promote the festival. They have nailed down a lot of their vendors. They have several demos and trainings that are in place. They are hoping to a radio remote, they have food trucks, music and many other things planned. Peggy updated the Commissioners on the electronic sign that they use from the Dog Wardens. They are looking at doing a billing for profit or non-profit to help the Dog Warden defer maintenance costs. The Administrator talked about the CCAO-CEAO summer meeting. Sandusky County will hosting the meeting and would like the Visitors Bureau to help set up the event. Peggy aske for a couple of dates that we could meet to plan the event.</p>	Peggy Courtney-Visitors Bureau		
Regional Airport Authority (9:30am)	<p>Dave Wadsworth - Airport Operations. Dave presented February Management report and a fuel graph and flight graphs. They would like to send these graphs out on a monthly basis. See attachment B. It has been slow at the beginning of the year so far. Life Flight has not been off the ground as much but once the weather breaks they tend to get busier. They are working more on the marketing. They have got approval to do some updating on the web page. They are looking forward to the runway rehab project. The engineering and scheduling are completed and hope to have the project done late summer. They will have to close the airport down for three weeks during the rehab. They are also going to look into using some of the grant money to seal the parking lot and update the road just off of the airport. Dave discussed the contracts they have with Promedica and life flight for the helicopter hangars. There was discussion about the invoice from the audit company that assisted in doing the GAP report. The airport did not request the audit the County Auditor requested the report. Commissioner Miller suggested that Dave speak with the County Auditor about the invoice.</p>	Dave Wadsworth - Airport Operations		
*Resolutions (10:00am)	2018 – 95 APPROVING SUPPLEMENTAL APPROPRIATION FOR SHERIFF DONATION FUND (\$4,900.00) OTHER EXPENSES AND APPROPRIATION TRANSFER (\$9,000.00) FROM SUPPLIES TO OTHER EXPENSES FOR NEW K-9 UNIT		\$4,900.00	*Motion: Move to Approve Moved by: Charles Schwochow 2nd: Scot Miller Yes - 2 (Commissioner Reiter

Dog Kennel (10:30am)**at the Dog Kennel	Commissioners Miller and Schwochow along with the Administrator went out to the Dog Kennel to be present during a presentation from Invisible fence. Kelly Askins, Dog Warden, worked with invisible fence to receive pet oxygen kits for the fire departments and EMS in the County. These kits have three different size oxygen masks for dogs and cats. This is a free donation from Invisible Fence to assure the safety of family pets when they are involved in a fire or accident situation. Several Fire Departments and the EMS Chief were present to accept the kits and thank Invisible Fence for the donation. They all appreciated the effort of Kelly Askins in obtaining the kits.			
Public Open Session	Citizens Attendees - none Attendees - none Officials - none	Media Elected		
*Adjournment (11:30am)	With business completed for the day the meeting was adjourned.			*Motion: Move to Approve Moved by: Charles Schwochow 2nd: Scot Miller Yes - 2 (Commissioner Reiter was absent)

Signature of:



Kay E Reiter, President



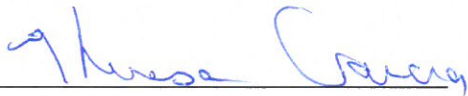
Scott Miller, Vice President



Charles Schwochow

Board of County Commissioners, Sandusky County, Ohio

Attest:



Clerk to the Board / County Administrator

I, the undersigned, Clerk of the Board of Commissioners, Sandusky County, Ohio, do hereby certify that the foregoing is a true and correct copy from the official record of said Board of County Commissioners as recorded in its Journal.

Clerk, Board of County Commissioners, Sandusky County, Ohio

Sandusky County Safety Awards 2017

The incentive program contains seven categories. All seven categories are safety and risk management practices, which have been in place for the past several years. Any department complying with five of the seven categories will be presented with a safety award.

- 1) **Departments must have a representative attend six (6) safety committee meetings throughout the year.**
18 Departments completed this category.
- 2) **Fire extinguisher training must have 80% attendance from department;**
Out of 34 departments, 26 departments participated in fire extinguisher training.
- 3) **Defensive Driving attendance guideline recommendations followed;**
18 departments participated
- 4) **Fire drill or tornado drill conducted and / or review of emergency action plan presented to all employees;**
26 departments participated in a drill or reviewed emergency action plans.
- 5) **Conducted safety training for department (ex: proper lifting, blood born pathogens, etc.)**
14 departments complete trainings within their department. This is a growing number every year which is great and helps decrease safety risks and hazards.

The following departments conducted safety training;

Adult Probation	EMS
Auditor	Board of DD
Dog Warden	DJFS
Health Department	EMA
Facility Mgt	Sheriff
Sanitary Engineers	OSS
JJC	Parks

6) **Self-Inspections completed**

No major issues with any of the self-inspections or the safety committee inspections that we received back

2017 safety awards

We had 20 departments in 2017 complete five out of the seven Safety Incentive categories that will be receiving the certificate of recognition today.

This year the department receiving the risk manager award is the Sanitary Engineers office. The Sanitary Engineer office does an amazing job of completing trainings within the department. Monthly the office participates in a different training. These trainings also help to keep their injuries to a minimum. Last year a few examples of the monthly trainings consisted of:

- *Climb on to Ladder Safety and Don't Dog into Trouble
- *Medical and First Aid
- * Emergency Plan which involves reviewing their evacuation, weather and fire procedures
- * Energy Control
- * Confined Space Training

A memo went out yesterday on Severe Weather Week with is March 18-24th and the State Wide Tornado drill will be March 21st at 9:50am. Please take the time to participate in the drill and review your department's severe weather plan.

**Just a reminder that this does count for the March meeting so if you did not sign in please do so over on the table in Diane's office so we can make sure you get credit for March.

**Next meeting is April 18th at 8:30.

Attachment B

SANDUSKY COUNTY REGIONAL AIRPORT
February 2018 Management Report

Fuel on Hand February 1, 2018

100 LL 5698 gallons

Jet A 3792 gallons

Fuel on Hand March 1, 2018

100LL 4962 gallons. Fuel pumped in February/736

Included in 100 LL pumped:

General Aviation 554 gallons

Highway Patrol 83 gallons

Walk ins 48 gallons

Jet A 6187 gallons. Fuel pumped in February/5197

Included in Jet A pumped:

ProMedica 1194 gallons

LifeFlight 507gallons

General Aviation (business)1344 gallons

Hi Line Helicopter 2152 gallons

Fuel Purchased

No 100LL purchased in February

7592 gallons Jet A purchased in February

Maintenance

Annual fire extinguisher checks complied with.

GMC plow truck transmission rebuilt.

Yellow plow is no longer usable.

Going through John Deere and batwing mower. Replacing gearbox seals and hydraulic system seals and gaskets

#1 Hangar heat failed. Frozen gas regulator. Made appropriate repairs.

Removed and had repaired front tire on New Holland.

Serviced brakes on forklift.

Repaired all lighting in the portico. Only one fixture was working.

Financial

January financials attached

Holland has advised that the Hinkle System financial report is due at 150 days from the end of the fiscal year rather than the 60 days that I computed.

Marketing/Website

Website development has begun. I'll advise when the website is usable, probably 4 to 6 weeks. Targeted mailings are going out week of March 4. The mailing will focus on commercial helicopter operators who might use our airport as their remote base of operations for specific projects

General Notes/Projects

All personnel are training on-line, either initial or upgraded line service through NATA/Phillips 66 certified programs.

Respectfully Submitted,

Dave Wadsworth 03/05/18