

TRUMBULL COUNTY EMERGENCY MANAGEMENT AGENCY  
Executive Board Meeting Minutes

Date: March 14, 2024 Time: 9:00 a.m.

Place: Warren Township Fire Dept. (49)  
750 North River Rd.  
Warren, OH 44485

Roll Call:

- Mayor Doug Franklin (*Chief Ken Nussle*)
- Commissioner Dennis Malloy
- Director John E. Hickey (Non-Voting)
- Mayor Ben Kyle
- Trustee Ed Anthony
- Trustee Roger Peterson

- Chief James Pantalone (*Chief Ray Pace*)
- Mayor Deidre Petrosky (*Chief David Rea*)
- Trustee Jeff Tucker
- Sheriff Paul Monroe
- Chief Steve Craiger

**Guests:** Thomas Domes, TCFIU/ Kristen Gallagher, American Red Cross / John Brown, Warren City Council Member.

Chairman Anthony called the meeting to order at 9:00 A.M.

Roll Call Taken

The Pledge of Allegiance recited.

**APPROVAL OF PREVIOUS MEETING MINUTES**

Chairman Anthony asked if there were any additions or corrections to the minutes from the January 11, 2024 meeting as presented. There being none -

**MOTION:** *Motion made by Sheriff P. Monroe to approve the minutes of the January 11, 2024 meeting as presented.*

*Mayor B. Kyle seconded the motion.*

**FOR 9            AGAINST 0            ABSTAINED 0            MOTION CARRIED**

**APPROVAL OF INVOICES/ FINANCIAL REPORT/ FINANCIAL MOTIONS**

Director Hickey asked if there were any questions concerning the financial report for January 1, 2024 – February 29, 2024. There being none

**MOTION:** *Motion made by Chief K.Nussle to approve the financial report, as submitted by Director Hickey.*

*Chief D. Rea seconded the motion.*

**FOR 9            AGAINST 0            ABSTAINED 0            MOTION CARRIED**

**APPROVED MAY 02, 2024**

## **EMA DIRECTORS OPERATIONAL UPDATE**

Director Hickey provided a written report for January & February 2024: (See Attachment)

A brief overview of the director's report was conducted.

- Conference Tables and chairs that were purchased with excess FY22 EMPG grant funds arrived, and have been placed in service
- Additional cleaning supplies cabinet purchased with excess funds from the same grant.
- Provided brief overview of actions being taken by the TCEMA office concerning the April 8, 2024 eclipse.
- Provided briefing of current Emergency Operations Center activation by Federal Law Enforcement, to include highlighting how all of the upgrades of the last year and a half are being put to use with their operation.
- Advised that the EMA will be collaborating with the TCCHD at the 2024 Trumbull County Fair. Cost sharing of the tent, utilities, and daily informational programs, are among some of the things we will be working together on.
- Provided brief drone team update.

### **HAZMAT**

- Written report submitted, see attached.
- Conducted two training nights
- Response to Gustavus and Hubbard for emergencies.
- Conducted one phone consult with Weathersfield Fire
- Attended Homeland Security Threats Briefing at EMA.
- Moving forward with getting re-typed as a Hazardous Materials Response Team

### **FIRE INVESTIGATIVE UNIT**

- Written report submitted, see attached.
- Conducted two cause and origin fires, one in Bristol and one in Brookfield.
- Last training postponed due to current occupancy at the EMA office.
- Next scheduled training will be on Thursday May 9, 2024 at 6:30 P.M.

### **LEPC**

- Working with the Mahoning Valley Sanitary District on scheduling our LEPC functional exercise during the month of May.
- Next meeting will be held on Tuesday April 9, 2024 at noon.

### **OLD BUSINESS**

- Director Hickey provided additional information he obtained from the Trumbull County Human Resources Office concerning what overall costs of a part time employee would be for the EMA. For an employee with a salary of \$25,000.00 per year, total costs with PERS, BWC, and Medicare would be \$29,200.90. Director Hickey asked the board to allow him to move forward with creating a package that will include a job description, application, and pay scale that would be used in advertising the position. After the board approves the package at the next executive board meeting in April, then we will officially move forward with advertising the position for perspective candidates.

- Trustee R. Peterson raised concerns about hiring a part time employee vs. the need to have a full time employee that could be part of the succession plan for the EMA. While everyone was in complete agreement, it was pointed out that the current EMA operational budget would not support the salary & benefits of a full time employee. Director Hickey will continue to seek out any avenues that may be available to fund a full time position that will be a necessity moving forward.
- Director Hickey asked the board if there were any questions or corrections to the bylaw changes that were emailed to them in February. Director Hickey advised that Mayor Petrosky submitted a few recommendations to the verbiage in the document, and changes were made. With no additions or corrections being made:

**MOTION:** *Motion made by Chief D. Rea to approve the updated bylaws dated March 14, 2024.*

*Mayor B. Kyle seconded the motion.*

**FOR 9 AGAINST 0 ABSTAINED 0 MOTION CARRIED**

**NEW BUSINESS**

- Chief Kuriatnyk proposed the following applicant for membership on the Trumbull County Hazardous Materials Response Team. David King of the Warren Township Fire Department has met the necessary qualifications to be placed on the team.

**MOTION:** *Motion made by Sheriff P. Monroe to approve David King's membership to the Trumbull County Hazardous Materials Response Team.*

*Trustee J. Tucker seconded the motion.*

**FOR 9 AGAINST 0 ABSTAINED 0 MOTION CARRIED**

- Director Hickey advised that he was meeting with Auditor Yoder on Friday March 15, 2024 to discuss the status of the mobile command post. He advised that he was hoping to secure additional funding to assist with the purchase, this way we would not need to use all the ARPA monies, but that funding did not transpire. He advised that it would be the top priority now, to get the specifications completed and advertised for bids.
- Discussion was held concerning the 2024 per capita payments. All entities have made payment, with the exception of Vienna Township. The board agreed to send an additional reminder, then monitor the current financial situation that the township is currently dealing with.
- Sheriff P. Monroe discussed software that is available for use with the drones, which will allow vetted users full visual access to drone operations within the EMA, Sheriff, or even the county engineer. Director Hickey advised the board that he actually made a verbal commitment to Lake County to share the cost of the software (Drone Sense) with Lake, Geauga, Ashtabula and Cuyahoga counties. He will provide more information on when we can get the software online.

- Director Hickey stated that he would like to discuss the move from Verizon to AT&T for EMA cell service at the April meeting.
- Director Hickey thanked Chairman Ed Anthony, and the Warren Township Fire Department for the use of their facility for today's meeting.

**ANNOUNCEMENTS**

**The next regularly scheduled meeting will be on April 11, 2024 at 9:00 A.M. at the EMA Office located at 640 N. River Road N.W., Warren, OH 44483.**

**ADJOURN**

**MOTION: Mayor B. Kyle made a motion to adjourn.  
Trustee J. Tucker seconded the motion.  
Meeting adjourned at 9:40 A.M.**

**FOR 9 AGAINST 0 ABSTAINED 0 MOTION CARRIED**

***J&H* 3/14/2024**