



Trumbull County Emergency Management Agency Executive Board Meeting Minutes

Date: September 11, 2025 **Time:** 9:00 AM **Location:** EMA Office
640 N. River Rd., N.W.
Unit B
Warren, OH 44483

Roll Call:

X	Mayor Doug Franklin (K.Nussle)	X	Chief Jay Holland
	Commissioner Dennis Malloy	X	Mayor Deidre Petrosky (D. Rea)
X	Director John E. Hickey (Non-Voting)	X	Trustee Dan Suttles
X	Mayor Ben Kyle		Sheriff Mike Wilson
X	Trustee Ed Anthony	X	Chief Steve Craiger
	Trustee Roger Peterson		

Guests: R. Stelk, TCEMA / K.Kuriatnyk, TCHMRT / T.Domes TCFIU

Chairman Anthony called the meeting to order at 09:06 A.M.

Roll Call / Quorum Present (7 Members) * **Director Hickey advised the Tribune did NOT advertise the meeting as requested via email, but the meeting was advertised on the EMA website.**

The Pledge of Allegiance recited.

APPROVAL OF PREVIOUS MEETING MINUTES

Chairman Anthony asked if there were any additions or corrections to the minutes of the June 5, 2025 Regular Meeting as presented. There being none –

MOTION: Motion made by D. Suttles to approve the minutes of the June 5, 2025 Regular Meeting as presented.

K. Nussle seconded the motion.

7 FOR 0 AGAINST ABSTAIN MOTION CARRIED

Chairman Anthony asked if there were any additions or corrections to the minutes of the August 5, Special Meeting as presented. There being none –

MOTION: Motion made by D. Rea to approve the minutes of the August 5, 2025 Special Meeting as presented.

D. Suttles seconded the motion.

7 FOR 0 AGAINST ABSTAIN MOTION CARRIED

APPROVED OCT 09 2025

APPROVAL OF INVOICES/FINANCIAL REPORT/FINANCIAL MOTIONS

Director Hickey asked if there were any questions concerning the financial report for the month(s) of June, July & August 2025 as presented. There being none –

MOTION: Motion made by B. Kyle to approve the June/July/August financial report(s) as presented.

D. Rea seconded the motion.

7 FOR 0 AGAINST ABSTAIN MOTION CARRIED

EMA DIRECTOR'S OPERATIONAL UPDATE

Director Hickey provided a written report(s) for June/July/August 2025:
(See Attachment)

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

- Randy continues to work on the TC Resource Manual.
- Received Q1 & Q2 EMPG cash requests reimbursements in the amount of \$ 23,772.32.
- Attended multiple public relations events including the Trumbull County Fair, Bristol Township, McDonald Village, and Newton Falls Village.
- New drone in service for the TCHMRT.
- Randy Stelk completed 1 year of service, and his evaluation was completed with no issues being noted.
- Cancelled HM Tech Class and returned funding to the State of Ohio due to no use of garage space at EMA to hold the class.

SPECIAL OPERATIONS GROUP

- **Hazardous Materials Response Team**
 - Responded to aircraft crash in Howland Township, multiple team trainings. New drone received and placed in service.
- **Fire Investigation Unit**
 - 4 responses for service.
- **Drone Team**
 - Responses to Champion Township and Newton Township Multiple Trainings. Howland plane crash deployment.
- **Rope Rescue**
 - Conducted meeting with Director Hickey
- **Water/Dive Rescue**
 - Conducted multiple water trainings. Set up new account with the TC Auditors Office.
- **Mass Casualty Response Team**
 - Nothing to Report
- **Incident Management Assistance Team**
 - Leadership meeting held

LEPC

- Received the FY24 LEPC Grant in the amount of \$ 30,566.00.
- New 2 year term for committee members started in August.
- Next meeting will be October 7, 2025 at Noon.

OLD BUSINESS

- EM Specialist Stelk continues to work on the Trumbull County Resource Manual.
- Preliminary work continues the county Hazard Mitigation Plan Update. The initial planning meeting with the contractor will take place on Wednesday September 17, 2025 at 1000 at the EMA office. All board members are invited to the meeting.
- Director Hickey provided an update to work being done with the potential relocation of the TCEMA offices to the former Bazetta Fire Station located at 773 Everett Hull Rd. He advised the executive board that he has ceased all work and coordination with contractors and engineering firms. He has reached out to the board of commissioners multiple times to seek updates or directions on what to do with the project, with no response from any of the commissioners. Until there is direction from the commissioners, he will not initiate any further work at the facility.
- Director Hickey will move forward with submitting the quotes for the 12 multi-band portables and 12 chrome books computers for the Mobile Command Post.
- Director Hickey is working with 911 Director Bond, TC IT and ID Networks on the programming and network items needed to ramp up the computers for the 911 dispatchers that will operate out of the Mobile Command Post in the event of an emergency.

NEW BUSINESS

- Director Hickey advised that despite his objection, he has moved the Mobile Command Post into the east bay of the current EMA garage. He still has real concerns about the smell due to the coroner's office being located in the garage, at this point they have no choice but to place it in the garage to get it out of the elements and into an area that it can properly charge and remain secure and safe. The TC maintenance staff will be installing a 50 amp plug in the bay so the unit and the axillary equipment can properly charge.
- Discussion was held concerning the Polaris units and the fit tester that EMA purchased and continues to maintain. Director Hickey has advised that it is his intent not to purchase these items in the future once their end of service has been reached. Board members recommended creating a "lender responsibility" document where the department that uses the equipment would be responsible for replacing or fixing anything that is broken during use.

Motion to enter into executive session for the purpose of discussion of the full-time employment of the EMA Director, with no action to be taken.

MOTION: D. Suttles made a motion to enter into executive session at 9:47 A.M. for the purpose of discussion of the full-time employment of the TCEMA Director, with no action to be taken.

B. Kyle seconded the motion.

7 FOR 0 AGAINST ABSTAIN MOTION CARRIED

Motion to reconvene back into regular session from the executive session.

MOTION: B. Kyle made a motion to reconvene back into regular session from the executive session at 10:04 A.M. No action taken.

J. Holland seconded the motion.

7 FOR 0 AGAINST ABSTAIN MOTION CARRIED

ANNOUNCEMENTS

The next regularly scheduled meeting will be on October 9 ,2025 at 9:00 AM at the EMA Office located at 640 N. River Road N.W., Warren, OH 44483.

ADJOURN

MOTION: D. Suttles made a motion to adjourn at 10:06 A.M.

D. Rea seconded the motion.

7 FOR 0 AGAINST ABSTAIN MOTION CARRIED

***JES* 09/11/2025**