Trumbull County Emergency Management Agency

Executive Board Meeting Minutes

Date: October 8, 2026 **Time:** 9:00 AM **Location:** EMA Office
773 Everett Hull Rd.
Cortland, OH. 44410

Roll Call:

	Mayor Doug Franklin ***(K. Nussle)***	X	Chief Jay Holland
	Commissioner Dennis Malloy	X	Mayor Mark Zuppo ***(J. Petruzzi)***
X	Director John E. Hickey (Non-Voting)	X	Trustee Dan Suttles
X	Mayor Ben Kyle		Sheriff Mike Wilson
X	Trustee John Dale	X	Chief Steve Craiger
X	Trustee Dan Gladd		

Guests: K. Kuriatnyk TCSOG ; Randy Stelk TCEMA; James Williamson, TCFCA;

Chairman Suttles called the meeting to order at 09:00 A.M.

Roll Call / Quorum Present (7 voting members present)

The meeting was advertised on the TCEMA website and the meeting announcement was also published on 10/7/2026 in the Tribune Chronicle

The Pledge of Allegiance recited.

APPROVAL OF PREVIOUS MEETING MINUTES

- Director Hickey asked if there were any additions or corrections to the minutes of the June 11, 2026, regular meeting as presented. There being none –

MOTION: **Motion made by D. Gladd to approve the minutes of the June 11, 2026 regular meeting as presented.**

J. Petruzzi seconded the motion.

7 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

APPROVED NOV 12 2026 JEH

APPROVAL OF INVOICES/FINANCIAL REPORT/FINANCIAL MOTIONS

- Director Hickey asked if there were any questions concerning the financial report for the months of June, July, August & September 2026, There being none –

MOTION: Motion made by B. Kyle to approve the financial report(s) as presented by the director.

J. Petruzzi seconded the motion.

7 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

EMA DIRECTOR'S OPERATIONAL UPDATE

Director Hickey provided a written activity report for June, July, August & Sept. 2026 **(See Attachments)**
A brief overview of the director's report was conducted for September.

- Attended the newly formed Trumbull County Administrative Safety Meeting.
- Met with TC 911 on page out issues with the Special Operations Group.
- Attended multiple construction meetings at the new EMA.
- All furniture moved from North River to Everett Hull by Bearded Brothers Moving Company.
- Completed request for EMPG Grant reimbursement for quarter 2.
- Completed the FEMA SPR and NIMS survey for Trumbull County.

SPECIAL OPERATIONS GROUP

- **Hazardous Materials Response Team** ***(Report Attached)***
  - Multiple responses for service
  - Replaced Batteries in HM77 and o2 sensor in the PID monitor
  - 8 Hr.HM Tech Refresher is scheduled for November 7, 2026
- **Fire Investigation Unit**
  - Nothing to Report (Operations Suspended)
- **Drone Team**
  - Responded to Warren City for a missing Juvenile & Conducted 1 training.
- **Rope Rescue**
  - Nothing to Report
- **Water/Dive Rescue**
  - Conducted team rescue training at Mosquito Lake
- **Mass Casualty Response Team**
  - Nothing to Report
- **Incident Management Assistance Team**
  - Next Training 10/22
- **Mobile Command Post**
  - Attended multiple public events

LEPC

- Next meeting will be Tuesday October 13, 2026 at the new EMA location.
- Received HMEP grant reimbursement for confined space rescue class $8,500.00

OLD BUSINESS

- Director Hickey provided the following update to the final work being completed at the new EMA office in Bazetta. Discussion about forthcoming change order for the project that will go to the commissioners.
- Advised that a dedication and open house will be conducted on Thursday October 29th, starting at 2:00 P.M.
- The App for the Trumbull County Resource Manual is approx. 90% complete.
- There are still municipalities that have NOT adopted the 2026 Hazard Mitigation plan. They have been advised of the consequences of not adopting the plan if they seek any FEMA funds for projects.

NEW BUSINESS

- Chairman Suttles opened the floor to Asst. Commander Doug Johnson of the Trumbull County Fire Investigative Unit to explain why he would like to keep the TCFIU in operation. Asst. Commander Johnson advised he would like to take over as commander and reorganize what is left of the team. Asst. Director Johnson was asked to excuse himself so the board could discuss the future of the team. A long discussion was held, and multiple board members spoke to the status of the team, and that they did not see a path forward for the team to continue due to financial commitments to meet all of the new NFPA standards and liabilities for the team.

- Motion to consider the permanent disbandment of the Trumbull County Fire Investigative Unit as a functioning unit under the Trumbull County EMA Special Operations Group effective October 8, 2026. All current funds and equipment of the team will resort back to the Trumbull County Emergency Management Agency.

MOTION: **Motion made by J. Holland to permanently disband the Trumbull County Fire Investigative Unit as part of the Trumbull County Special Operations Group effective October 8, 2026, with all funds and equipment resorting back to the Trumbull County EMA.**

B. Kyle seconded the motion.

7 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

- **Motion to approve the purchase of (6) 60" flip top tables, (2) flip top half round tables, and 14 mesh black nesting chairs that will be placed in the executive conference room on the second floor of the new EMA facility. The total cost of the request is $ 7,606.06, and will be covered under the 2025 EMPG Grant, with reimbursement being paid out in January 2027 for the October-December 2026 quarter. Discussion Followed**

MOTION: **Motion made by J. Dale to approve the purchase of (6) 60" flip top tables, (2) half round flip top tables, and (14) mesh nesting chairs from National Business Furniture in the amount of $7,606.06. Funds will be used from the remaining FY2025 EMPG grant funds.**

B. Kyle seconded the motion.

7 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

MOTION: Motion made by B. Kyle to enter into executive session in accordance with section 121.22 of the Ohio Revised code to discuss the employment/promotion of personnel.

J. Dale seconded the motion. (Entered Exec. Session at 10:20 A.M.

7 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

MOTION: Motion made by J. Dale to enter back into regular session in accordance with section 121.22 of the Ohio Revised code.

B. Kyle seconded the motion. (Entered back into Reg. Session at 10:32 A.M.

7 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

MOTION: Motion made by B. Kyle per the recommendation of EMA Director Hickey to promote Randy Stelk from Part Time Emergency Management Specialist to the position of Part Time Trumbull County EMA Deputy Director with a schedule of 48 hours per two week pay period and an hourly rate of $26.26 Per Hour/Annually $32,760.00. Mr. Stelk will receive no county benefits as a part-time employee. The promotion and pay raise will be effective October 11, 2026.

J. Petruzzi seconded the motion.

7 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

ANNOUNCEMENTS

The next regularly scheduled meeting will be on Thursday November 12, 2026 at 9:00 AM at the EMA Office located at 773 Everett Hull Road, Cortland, OH. 44410

ADJOURN

MOTION: B. Kyle made a motion to adjourn at 10:35 A.M.

J. Petruzzi seconded the motion.

7 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

JEH 10/12/2026