



## Trumbull County Emergency Management Agency Executive Board Meeting Minutes

**Date:** April 9, 2026

**Time:** 9:00 AM

**Location:** EMA Office  
640 N. River Rd., N.W.  
Unit B  
Warren, OH 44483

**Roll Call:**

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

**Guests:** T.Domes TCSOG / J. Williamson TCFCA

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

Roll Call / Quorum Present (8 voting members present)

The meeting was advertised on the TCEMA website and was sent via email to the Tribune on 3/9/26, the meeting announcement was published on 4/8/2026 in the Tribune.

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 March 12, 2026 regular meeting as presented. There being none –

**MOTION:** Motion made by J. Petruzzi to approve the minutes of the March 12, 2026 regular meeting as presented.

D. Gladd seconded the motion.

8 FOR

0 AGAINST

0 ABSTAIN

MOTION CARRIED

APPROVED MAY 14 2026  
*JEM*

## APPROVAL OF INVOICES/FINANCIAL REPORT/FINANCIAL MOTIONS

- Director Hickey asked if there were any questions concerning the financial report for the month of March 2026 as presented. There being none –

**MOTION: Motion made by J. Holland to approve the following financial report(s) as presented by the director.**

**J. Dale seconded the motion.**

**8 FOR                    0 AGAINST                    0 ABSTAIN                    MOTION CARRIED**

## EMA DIRECTOR'S OPERATIONAL UPDATE

Director Hickey provided a written activity report for March 2026 (See Attachment)

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

- Conducted multiple walkthroughs of the future EMA facility with Contractors and Engineers preparing for the bids to go out.
- Completed the demolition of all areas of the new EMA in preparation for the mandatory contractor walkthrough of the facility.
- Assisted Kinsman Township with drone footage of chronic flooding areas in the township.
- Met with Warren City Safety Service Director Colbert, concerning the Trumbull County Hazard Mitigation Plan.
- Attended a meeting with the Trumbull County Fair Board President, and AT&T concerning the placement of a permanent tower that they will be placing at the fairgrounds year-round.

## SPECIAL OPERATIONS GROUP

- **Hazardous Materials Response Team**
  - Conducted one training.
- **Fire Investigation Unit**
  - Appointed John Bizub team commander, and Doug Johnson assistant team commander.
- **Drone Team**
  - Responses to Lordstown and Cortland cancelled prior to response. Assisted Liberty PD in searching for a missing female involved in an MVC.
- **Rope Rescue**
  - Members attended a Rope Rescue Tech class.
- **Water/Dive Rescue**
  - Conducted one training, and one team meeting.
- **Mass Casualty Response Team**
  - Nothing to Report
- **Incident Management Assistance Team**
  - Monthly training class cancelled due to threat of severe weather on the evening of the class.
- **Mobile Command Post**
  - Nothing to Report

## LEPC

- Next regular meeting May 5, 2026 @ noon, at the Trumbull County EMA.
- The full scale chemical exercise that was planned for May 16, 2026 has been cancelled and moved until the spring of 2027. A tabletop exercise will now be conducted with the MVSD that will meet the annual requirement of Ohio SERC.
- Submitted the 2026 HMEP grant to conduct a HazMat Technician Class at the EMA.

## OLD BUSINESS

- Director Hickey provided the following update to work being completed at the future EMA office in Bazetta.
  - Received quotes from 3 vendors for fencing that will be placed around the new trailer parking area at the EMA.
  - Received quote from the Trumbull County Engineer to perform site prep and finishing of the new trailer parking area at the new EMA.
  - We are seeking quotes from moving companies to move all furniture from our current office to the new one when we move.
  - Will work on securing quotes for moving ALL technology from the current office and installing it at the new office.
  - All bids are due on April 20<sup>th</sup> at noon, and we hope to have them reviewed and ready to award by April 29<sup>th</sup>.
- Command Post is almost complete, awaiting portable radios, and looking to purchase a weather station and air monitoring system for the unit.

## NEW BUSINESS

- January – March 2026 EMPG grant cash request ready for submission.
- All items for the new inventory system have arrived, just awaiting TC IT to install the software program on EMA computers.
- S. Craiger had a question concerning the costs of the dumpsters used to complete the demo at the new EMA. Director Hickey advised that the EMA will be reimbursed from the commissioners for the costs of renting the dumpsters for the project.

## ANNOUNCEMENTS

The next regularly scheduled meeting will be on Thursday May 14, 2026 at 9:00 AM at the EMA Office located at 640 N. River Road N.W., Warren, OH 44483.

## ADJOURN

**MOTION: J. Petruzzi made a motion to adjourn at 9:27 A.M.**

**J. Holland seconded the motion.**

**8 FOR**

**0 AGAINST**

**0 ABSTAIN**

**MOTION CARRIED**

*JEH 4/10/2026*