



Trumbull County Emergency Management Agency
Executive Board Meeting Minutes

Date: February 12, 2026 **Time:** 9:00 AM **Location:** EMA Office
 640 N. River Rd., N.W.
 Unit B
 Warren, OH 44483

Roll Call:

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

Guests: R. Stelk, TCEMA / T.Domes TCSOG

Director Hickey 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 2/9/26, **but they did not publish the meeting announcement in the agenda section.**

The Pledge of Allegiance recited.

Introduction of new appointed TCEMA Executive Board Members (2026-2028)

Director Hickey advised that a new Executive Board Chairman would need to be selected due to Trustee Ed Anthony's term on the board ending in January. He called to accept nominations from the floor for Chairman of the Trumbull County Executive Board.

- S. Craiger nominated Dan Suttles to serve a two-year term as Executive Board Chairman, J. Holland seconded the nomination.
 - Director Hickey called for any other nominations from the floor, two more times.
 - Mayor Zuppo called for nominations to be closed, and a unanimous ballot be cast for Dan Suttles to serve as the new TCEMA Executive Board Chairman for a two-year term.

MOTION: Motion made by M. Zuppo to approve

D Suttles seconded the motion.

7 FOR

0 AGAINST

1 ABSTAIN
(D.Suttles)

MOTION CARRIED

- Director Hickey turned the meeting over to Chairman D. Suttles

APPROVED MAR 12 2026
 (JEW)

APPROVAL OF PREVIOUS MEETING MINUTES

Chairman Suttles asked if there were any additions or corrections to the minutes of the January 8, 2026 regular meeting as presented. There being none –

MOTION: Motion made by R. Thompson to approve the minutes of the January 8, 2026 regular meeting as presented.

J. Holland seconded the motion.

5 FOR 0 AGAINST 3 ABSTAIN MOTION CARRIED
(M.Zuppo, J. Dale, D.Gladd)

APPROVAL OF INVOICES/FINANCIAL REPORT/FINANCIAL MOTIONS

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

MOTION: Motion made by M. Zuppo to approve the following financial report(s) as presented by the director.

R. Thompson seconded the motion.

8 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

EMA DIRECTOR'S OPERATIONAL UPDATE

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

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

- Provided an updated 2026 Operational budget to reflect the FY2025 EMPG grant award. (See Attachment)
- Provided an update on the TC Mobile Command Post:
 - All radios have been installed and programed, still waiting on MOU's for surrounding counties.
 - All cellular communications and Starlink have been installed and are operational.
 - Touch screen TV/monitor has been installed, and is operational.
 - Still waiting on delivery of (12) multi-band portable radios, and the (12) Chromebooks.

SPECIAL OPERATIONS GROUP

- **Hazardous Materials Response Team**
 - Provided land support for the 2026 Polar Plunge at Mosquito Lake.
- **Fire Investigation Unit**
 - No report
- **Drone Team**
 - Girard FD/PPD requested for missing person, cancelled enroute.
- **Rope Rescue**
 - Conducted team training
- **Water/Dive Rescue**
 - Provided water support for the 2026 Polar Plunge at Mosquito Lake.
- **Mass Casualty Response Team**
 - No Report
- **Incident Management Assistance Team**
 - Conducted 2-hour team training.
- **Mobile Command Post**
 - See EMA Directors Operational Update.

LEPC

- Next regular meeting April 7, 2026 @ noon, at the Trumbull County EMA.
- Planning for full scale chemical exercise on May 16, 2026.

OLD BUSINESS

- Director Hickey advised that the FY2025 EMPG grant funding has been awarded, and Trumbull County received \$ 60,816.00, which was up \$3,175.00 from the FY 2024 award. This is also an increase of \$12,816.00 from what was projected in the 2026 TCEMA Operational Budget.
- Director Hickey advised that the TC Hazard Mitigation Plan is in the last phases of completion. A review meeting will be held at the TCEMA on Tuesday February 24, 2026 at 3:00 P.M. and 6:00 P.M. where stakeholders can review the plan, specific to their community and offer additions or corrections.
- The FY2024 EMPG cash request for October – December 2025 was submitted in the amount of \$ 17,092.83 to the Ohio EMA. The amount was approved and awarded, this will exhaust all funds available in the FY2024 EMPG grant.
- Director Hickey advised that if there are supplemental FY2024 grant monies made available, he will apply for funding to be used for technology at the new Emergency Operations Center.
- Director Hickey provided an update on the pending move of the TCEMA to their new location in Bazetta. On February 11, 2026 the Trumbull County Commissioners approved the hiring of Baker, Bednar, Snyder and Associates to provide professional services and technical specifications for the improvement project at the new location. The cost of \$21,400.00 for the services is being paid by the TC Commissioners.

NEW BUSINESS

- Director Hickey provided an update to a new inventory system that EM Specialist Stelk has developed for the EMA & EOC. The new inventory system will allow the TCEMA to not only track our day-to-day operational assets, but in the event of an emergency or disaster it will be capable of tracking residents, responder personal, and deployable emergency equipment. Some costs will be incurred in order to purchase the supplies, printer, and handheld scanner. All costs will be paid out of a previously set up COVID-19 fund.
- Director Hickey asked the board to consider a motion to increase the Part Time Emergency Management Specialist position from 20 hours a week, to 24 hours a week. There has been an increased workload in the TCEMA office, and the TCEMA received additional funds through the Federal Emergency Preparedness Grant (EMPG), that will allow us to absorb the additional cost. The Salary of the Director and the EM Specialist are reimbursed at 50% back to the TCEMA through the EMPG grant. The cost of the additional 4 hours per week will be \$93.00 per week, or an estimated \$ 4,836.00 per year. Discussion held.

MOTION: Motion by M. Zuppo to approve the increase of the part-time Emergency Management Specialist position from 20 hours per week, to 24 hours per week. The approved increase of hours would take effect with the pay period starting on February 15, 2026.

R. Thompson seconded the motion.

8 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

- Director Hickey advised the new board members to submit a written proxy letter prior to the March 12, 2026 meeting if they wish to have an alternate fill in, and have voting privileges when they are unable to attend.
- Director Hickey reminded all board members that the TC Executive Board meeting minutes dating back to December 2021, can be found on the TCEMA website, and in binders located in the EMA classroom bookcase.

ANNOUNCEMENTS

The next regularly scheduled meeting will be on Thursday March 12, 2026 at 9:00 AM at the EMA Office located at 640 N. River Road N.W., Warren, OH 44483.

ADJOURN

MOTION: J. Dale made a motion to adjourn at 9:50 A.M.

D. Suttles seconded the motion.

8 FOR 0 AGAINST 0 ABSTAIN MOTION CARRIED

J&H 02/13/2026