



Trumbull County Emergency Management Agency  
**Executive Board Meeting Minutes**

**Date:** March 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 ( <i>J. Petruzzi</i> )
X	Director John E. Hickey (Non-Voting)		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: R. Stelk, TCEMA / T.Domes TCSOG / K.Kuriatnyk TCSOG

Director Hickey called the meeting to order at 09:00 A.M. **Director Hickey will chair the meeting due to the absence of Chairman Suttles, and Vice Chairman Kyle.**

Roll Call / Quorum Present (6 voting members present)

The meeting was advertised on the TCEMA website and was sent via email to the Tribune on 3/9/26, **but they did not publish the meeting announcement in the agenda section.**

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

**MOTION: Motion made by S. Craiger to approve the minutes of the February 12, 2026 regular meeting as presented.**

**D. Gladd seconded the motion.**

**6 FOR                      0 AGAINST                      0 ABSTAIN                      MOTION CARRIED**

**APPROVED APR 09 2026**

## APPROVAL OF INVOICES/FINANCIAL REPORT/FINANCIAL MOTIONS

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

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

**J. Petruzzi seconded the motion.**

**6 FOR                    0 AGAINST                    0 ABSTAIN                    MOTION CARRIED**

## EMA DIRECTOR'S OPERATIONAL UPDATE

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

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

- Conducted multiple walkthroughs of the future EMA facility with architects and engineers that are working on the plans/prints for the building.
- Participated in the Trumbull County Combined Health District point of distribution (POD) tabletop exercise.
- Secured property at the fairgrounds for the future parking area for all the TCEMA trailers.
- Met with TC Maintenance Supervisor concerning the new facility generator. Requested a complete service of the unit prior to us moving into the new location.
- Received our EMPG payment for October-December 2025 in the amount of \$ 17,092.93
- New tires were placed on the F-150, and oil change completed.

## SPECIAL OPERATIONS GROUP

- **Hazardous Materials Response Team**
  - Received the Go Green grant through the Geauga Trumbull Waste District in order to purchase leak patching equipment for the TCHMRT.
- **Fire Investigation Unit**
  - Nothing to Report
- **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**
  - Nothing to Report
- **Water/Dive Rescue**
  - Conducted multiple trainings in February.
- **Mass Casualty Response Team**
  - Nothing to Report
- **Incident Management Assistance Team**
  - Conducted team training
- **Mobile Command Post**
  - Responded to Liberty for missing female.

## 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

- Yankee Lake Village paid their Per-Capita, all communities have now paid for 2026.
- The relocation project is moving along very fast, the architect has completed the engineering drawings and is preparing the bid package.
- The timeline of the bid process is as follows:
  - Bid packages are available starting on March 16<sup>th</sup>.
  - Contractor mandatory walkthrough at the new facility will be April 2<sup>nd</sup>.
  - Bids are due to the commissioners on April 20<sup>th</sup> at noon.
- Additional items in progress with the relocation project
  - Technology relocation plan completed and ready for quotes.
  - Secured property north of the facility for the parking area for our trailers.
  - Finalized plan for what cabinets and other office items will be moved to the new facility.
  - Working on securing quotes for the fencing around the new parking area for the trailers.

## NEW BUSINESS

- Review of the updated 2026 TCEMA Executive Board By-Laws and accept a motion to approve. Only updates were to the appendix listing the current board roster for 2026.

**MOTION:** Motion by J. Petruzzi to approve the current TCEMA Executive Board by-laws with updates for 2026 due to the change in board members.

J. Dale seconded the motion.

6 FOR                      0 AGAINST                      0 ABSTAIN                      MOTION CARRIED

## ANNOUNCEMENTS

The next regularly scheduled meeting will be on Thursday April 9, 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 9:42 A.M.

D. Masirovits seconded the motion.

6 FOR                      0 AGAINST                      0 ABSTAIN                      MOTION CARRIED

*JEH 4/6/2026*