Original Approval May 2022

BYLAWS OF THE
TRUMBULL COUNTY EMERGENCY MANAGEMENT AGENCY
FORMED UNDER 5502.26

WHEREAS, there is an existing and increased possibility of the occurrence of destruction resulting from enemy attack, or from natural or man-made disaster, and it is necessary to insure that preparation of this County will be adequate to deal with such disasters and generally to provide for the common defense, and to protect the public peace, health, safety and general welfare, and to preserve the lives and property of Trumbull County; and

WHEREAS, the County and each local subdivision may need to call on the County of Trumbull, other subdivisions within the County, and/or subdivisions, local governments, State and Federal resources outside of the local community to mitigate, prepare for, respond to, or recover from said emergency, disaster, enemy attack or unusual occurrence; and

WHEREAS, the coordination of civil defense activities within the area of Trumbull County is of paramount importance to all of the subdivisions required by law to establish an Emergency Management Agency therein; and

WHEREAS, the County of Trumbull desires to effect such necessary coordination by entering into an agreement, in the manner provided by law, Ohio Revised Code, Section 5502.26, as amended, with the various municipal corporations and townships, hereinafter referred to as the political subdivisions; and

WHEREAS, in accordance with Section 5502.26 of the Ohio Revised Code, as amended, a legal basis exists for the establishment of a countywide Emergency Management Agency with the power to coordinate and unify the civil defense activities of the participants thereof; and

WHEREAS, it is further declared to be the purpose of these Bylaws and the policy of the County of Trumbull that all civil defense functions of the County be coordinated to the maximum extent with comparable functions of the State of Ohio and of the Federal Government, including their various departments and agencies, and other states and localities, and of private agencies of every type, to the end that most effective preparation and use can be made of the County's manpower, resources and facilities for dealing with any disaster of emergency that may occur; and

WHEREAS, it is hereby found and declared to be necessary to create a countywide Emergency Management Agency to be known as the Trumbull County Emergency Management Agency; to confer upon the Executive Committee and the Director of the Emergency Management Agency certain emergency powers provided herein; and to provide for the rendering of cooperation and mutual aid, of necessary, to surrounding and contiguous political subdivisions of the State and adjoining states;

NOW, THEREFORE BE IT RESOLVED,

1. That an organization to be known as the Trumbull County Emergency Management Agency be formed to perform the services of coordinating the civil defense activities of the County of Trumbull and the political subdivisions therein, entering into an agreement, in accordance with the provisions hereinafter set forth and that this Board enter into such an agreement.

2. The Trumbull County Emergency Management Agency hereby is authorized, to render the services of coordinating the civil defense activities of each party hereto and to exercise for and on behalf of each party hereto such power and authority incident thereto as it may lawfully do, consistent with State statutes and such regulations as have been or shall be promulgated by the Governor of the State, the provisions of these by-laws as hereinafter set forth, and the power of the parties hereto authorized in coordinating such civil defense activities with and within Trumbull County.

3. There shall be established, pursuant to this agreement, a countywide Advisory Group for Emergency Management, composed of a representative from each political subdivision entering into the agreement. This representative will be selected by the political subdivision's chief executive.

    a. The Advisory Group's purpose is to appoint the Executive Committee and to advise said committee on matters pertaining to countywide emergency management, The Advisory Group shall meet at the call of the Executive Committee or when a majority of the members determine it necessary.

    b. A member of the Advisory Group shall serve at the pleasure of the Chief Executive of his/her political subdivision for a term of two (2) years. Group members may serve additional two-year term at the pleasure of their political subdivision's Chief Executive.

4. There shall also be established an Emergency Management Executive Committee which is appointed by the Advisory Group. The Committee shall be composed of at least the following members:

    One (1) County Commissioner representing the Board of County Commissioners entering into the agreement.
    One (1) Chief Executive of the largest county municipality.
    Two (2) Chief Executives representing the municipal corporations.
    Three (3) Chief Executives representing the townships.
    One (1) non-elected representative.
    One (1) Representative of the Trumbull County Fire Chiefs Association.
    Trumbull County Sheriff.

    See Appendix A for the current Trumbull County Emergency Management Executive Committee members.

a. An Executive Committee member shall serve a two (2) year term, or until he/she no longer serves as a political subdivision's representative. Appointing a replacement member to fill an unexpired term shall be at the pleasure of the Advisory Group, and shall take place no more than 60 days after the vacancy. The Executive Committee shall select its own Chairman.

b. An appointed Executive Committee member shall have the ability to serve two (2) consecutive two-year terms, totaling four (4) years, after which they shall be term limited. They will not be eligible for nomination or appointment again for a two-year period.

c. If a committee member is limited to reappointment due to term limits, and there is no other member nominated to fill his or her position, the advisory board can nominate and elect such member to once again fill a new two-year term. This appointment will be considered an initial appointment and could be reappointed for an additional 2-year term.

d. Attendance of fifty (50) percent plus one voting member of the Executive Committee or their alternatives shall constitute a quorum of said committee. The Executive Committee shall meet on the call of the Chairman or upon the request of the Trumbull County Director of Emergency Management.

e. A member of the Executive Committee can request that a representative sit in and provide a proxy vote in the member's absence. A proxy letter shall be presented to the board at the beginning of the member's term, and shall be In force for the member's entire two-year term, or until revoked by the elected or appointed member.

5. The Emergency Management Executive Committee shall appoint a Director who shall serve at the pleasure of said committee and whose duties shall be such as are prescribed in ORC 5502.26, and shall not be inconsistent with the Governor's Rules. The Primary duty of the agency director shall be coordinating, organizing, administering, operating emergency management and emergency operations plan preparation, subject to the direction and control of the executive committee. The Director shall be compensated at the rate based on experience, expertise, and commensurate with compensation of full-time directors in counties contiguous to Trumbull County. Staff rates of compensation will be set by the Director of Emergency Management, with the approval of the Executive Committee. Compensation requests for the Director and his/her staff shall be approved each fiscal year by the action of the Executive Committee.

6. The Compensation of the Director and his/her staff shall be paid from the Trumbull County Emergency Management Fund. The Director shall have such additional authority, duties and responsibilities as are authorized by this agreement or as may from time to time be established by the Executive Committee.

7. The Director shall prepare and submit, for review and approval, an annual budget, to the Executive Committee. The Executive Committee shall set the annual rate of contribution to the Trumbull County Emergency Management Agency Fund, by the political subdivisions.

    a. The funds received from whatever source, or by whatever means, for Emergency Management, shall be paid to the Treasurer of Trumbull County for inclusion into said fund. The monies within this fund shall be for the exclusive use of the Trumbull County Emergency Management Agency, and all signatories agree and acknowledge that the Executive Committee shall be the only body with the authority to control all said funds.

8. The Director shall have the authority, with the consent of the Chairman or contactable ranking member of the Executive Committee, during a time of disaster/emergency, to enter into contracts and incur obligations necessary to alleviate the effects of such disaster/emergency, protect the lives and safety of persons and property and to coordinate the emergency assistance to the victims of that disaster/emergency.

9. The Executive Committee shall have general direction of the Trumbull County Emergency Management Agency, and shall be responsible for carrying out the provisions of the collective agreement through the Director. Day to day operations of the agency shall be made at the discretion of the Director. In performing duties pursuant to this agreement, the Director is authorized to cooperate with the other political subdivisions, with the State of Ohio, with other States, with the Federal Government through appropriate channels, and with private agencies/organizations/businesses, in all matters pertaining to Emergency Management/Civil Defense activities of the County, State and Nation.

10. Each participating political subdivision hereto agrees to pay the Trumbull County Emergency Management Agency Fund, the annual amount set forth by the Executive Committee, for service performed as herein before provided, and to do and perform all and singular, the obligations herby assumed. (Ref. ORC 5502.31 and ORC 5502.26) The current rate/fee set forth on 09/14/2023 is .30 per- capita.

11. Acceptance of this agreement will constitute a mutual aid agreement between Trumbull County and its political subdivisions, and between all political subdivisions that are a party to the agreement adopted by the Advisory Group. This mutual aid will include: fire service, police services, road and street departments, engineering departments, electrical departments, water and sewer departments, and all other departments and agencies of local government, not already specified above.

12. Political subdivisions not joining the original countywide agreement, may elect to become a party to the agreement in another calendar year by action of their legislative authority and service of written notice thereof on the Executive Committee. The acceptance or rejection of that additional subdivision shall rest with the Executive Board. The new subdivision will be required to pay the amount prescribed within the agreement plus any additional amount if determined necessary by the Executive Committee.

13. Annual invoices for dues assessment will be sent to each political subdivision each November for the following fiscal year. Payment will be made directly to the Trumbull County Emergency Management Agency. In no case, shall a member whose contributions are in arrears be permitted any voting privilege. Furthermore, nonpayment shall be considered as withdrawal from the agreement, and said political subdivision shall bear full responsibility for meeting the requirements of the Ohio Revised Code Section 5502.271 and the Governor's Rules, as an independent entity.

14. The failure of the Executive Board to fund the agency at a level necessary to sustain its day-to-day effective operations, shall be considered as a termination of the agreement. If such termination occurs, the agency shall revert to a county agency under the sole direction of the Trumbull County Board of Commissioners. The Executive Committee shall then disperse all remaining funds based on an equitable formula. All facilities, equipment, and supplies shall remain the property of the agency.

15. This agreement may be amended or altered at any time by a majority decision by the Advisory Group, and an affirmative vote of the Executive Committee.

    This agreement shall be in force and effect when no less than a majority of the political subdivisions of Trumbull County shall have subscribed to the agreement by adopting a like resolution or passing a like ordinance and shall continue in full force and effect thereafter unless and until terminated by any party at the end of calendar year by action of its legislative authority and service of written notice thereof on the Board of County Commissioners of Trumbull County and the Executive Committee not less than ninety (90) days prior to the end of said calendar year. The agreement may also be terminated as specified by Articles fourteen (14) and fifteen (15) as listed above.

Dan Suttles — 4.9.2026

Dan Suttles, Chairman
Trumbull County EMA Executive Committee

John E. Hickey — 4/9/2026

John E. Hickey, Director
Trumbull County Emergency Management Agency

Appendix A — Current TCEMA Executive Board Members (2026)

Dennis Malloy (County Commissioners)	Automatic Appointment
John E. Hickey, TCEMA Director	Automatic Appointment
Michael Wilson, Trumbull County Sheriff	Automatic Appointment
Douglas Franklin, City of Warren Mayor	Automatic Appointment
Steve Craiger, TCFCA Representative	Automatic Appointment
Dan Gladd, Mecca Township Trustee	Term Expires January 2028
Dan Suttles, Brookfield Township Trustee	Term Expires January 2027
John Dale, Farmington Township Trustee	Term Expires January 2028
Ben Kyle, City of Hubbard Mayor	Term Expires January 2027
Mark Zuppo, City of Girard Mayor	Term Expires January 2028
Jay Holland (Non-Elected Official)	Term Expires January 2027

Appendix B — Chronological By-law Updates After Initial Approval

03/10/2023	Update of Board Members for 2023
03/14/2024	Update of Board Members for 2024 Update date of bylaws to "original approval 2022" Under section 4 eliminate FY date, just leave as "current appointments" Under section 4, add Trumbull County Drone Team Under section 5, add "and shall take place no more than 60 days after the vacancy" Under section 5, add wording for appointed member term limits. Under section 5, change process for submitting proxy vote letters Under section 11, update per-capita approval date and amount.
3/13/2025	Update of Board Members for 2025 Under section 4 eliminate technical advisor section of bylaws. Under section 4c add language for members being reappointed if they are term limited, due to no other members being nominated at the advisory board meeting. Under Section 4e, add wording until revoked by the elected official or appointed member. Add letters to subcategories within the document. Created appendix A & B for annual changes to members and updates.
3/12/2026	Update of Board Members for 2026