

## BAZETTA TOWNSHIP TRUSTEES REGULAR MEETING MINUTES

Date: May 18, 2015 at 7:00pm  
Bazetta Township Administration Building  
3372 State Route 5  
Cortland, Ohio 44410

Present:  
Vice Chairman Trustee Paul Hovis  
Trustee Frank Parke  
Chairman Trustee Ted Webb  
Fiscal Officer Rita K. Drew

- Trustee Hovis reminded the assemblage of the Public Comment procedures

**154-15** To accept the minutes from the April 20 Regular and April 29 Emergency Meetings.

**Motion:** Trustee Parke  
**Second:** Trustee Hovis  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Webb - Yes

**155-15** To authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

**Motion:** Trustee Hovis  
**Second:** Trustee Parke  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Webb - Yes

**156-15** To approve the attached *Bazetta Township Social Media Policy*.

**Motion:** Trustee Parke  
**Second:** Trustee Hovis  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Webb - Yes

### **Correspondence (Copies available upon request):**

- Letter from Time Warner Cable stating that they are no longer merging with Comcast

### **Administration:**

- Trustee Parke stated that a tree had been pulled and mulch put down in the park
- Trustee Webb said no one would be attending the Trumbull Township Association Dinner

### **Fire Department:**

- See Attached Agenda & Report

**157-15** To table the resolution to approve an expenditure not to exceed \$2,000.00 to National Hose Test Specialists for testing more than 6,000 ft. of fire hose, to be paid from the Fire Fund.

**Motion:** Trustee Parke  
**Second:** Trustee Hovis  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Webb - Yes

**158-15** To approve an expenditure not to exceed \$1,000.00 to Groves Excavating to drop trees and remove stumps at 2996 Warren Meadville Road, to be paid from the Fire Fund.

**Motion:** Trustee Parke  
**Second:** Trustee Hovis  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Webb - Yes

**Police Department:**

- See Attached Agenda & List of Accomplishments
- Chief Hovis said Safety Day will be Saturday, June 13 from 11am-2pm at the Mosquito Lake Marina
- Trustee Webb asked where the money came from for the cruisers
  - Chief Hovis said it came from drug seizures and the impound lot

**159-15** To approve an expenditure not to exceed \$1,685.00 and \$40.00 per month to Ricoh for the attached maintenance agreement, to be paid from the Police Equipment Fund.

**Motion:** Trustee Parke  
**Second:** Trustee Hovis  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Webb - Yes

**160-15** To authorize Chief Hovis to trade in the attached list of equipment to Standard Law, with the proceeds to go towards the purchase of two (2) bullet proof vests.

**Motion:** Trustee Parke  
**Second:** Trustee Hovis  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Webb - Yes

**161-15** To accept a grant from the U.S. Army Corps of Engineers for Law Enforcement Patrols at Mosquito Lake, beginning May 15, 2015, at an amount not to exceed \$7,000.00.

**Motion:** Trustee Parke  
**Second:** Trustee Hovis  
**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Webb - Yes

**Road Department:**

- Superintendent Parke reported the following
  - Tire grant reimbursement of \$952.20 will be coming from Geauga Trumbull Waste Management
  - Most graves have been leveled and seeded for Memorial Day
  - Millenium Road project has gone out for bids (69% Grant - 31% General Fund)
  - McCleary Jacoby Road project has not gone out yet (66% Grant - 34% General Fund)

**Planning Director, Zoning Inspector & Code Enforcement Officer:**

- Inspector Mills reported as follows
  - 9 properties are currently being mowed, down from 15 last year
  - Started proceedings on a few more
  - Working on other nuisance properties, especially junk vehicles
  - Stopped an ongoing yard sale
  - Apologized to Trustees about demolition, thought it was going to be done today not last week
  - Going to be attending a couple of seminars
  - New businesses looking to come into the township
- Trustee Parke asked about Menard's
  - Inspector Mills replied as follows
    - Getting conflicting stories
    - Had to do some construction revisions inside the building
    - Thinks they will probably open around July 4th, but not sure
    - Recommended people contact the corporate number

- Working on getting the name of the private drive changed
- Thanked the Police Department for constantly checking on the property

**Zoning Commission, Zoning Board of Appeals & Code Enforcement Board of Appeals:**

- Trustee Webb said the next Quarterly Meeting would be July 1 at 7pm at the Administration Building
- Inspector Mills stated that they were going to begin working on a few things
  - Language for mobile home tie downs
  - Changing zoning on some commercial properties to residential
  - Changing some residential to manufactured homes

**Parks & Recreation Board:**

- Trustee Webb reported the following
  - A pine tree was taken down
  - A resident donated money for the mulch and trees that were recently done

**Safety Committee:**

- Nothing to report

**Health Insurance Committee:**

- Nothing to report

**Asked to be placed on the Agenda:**

- None

**Public Comment:**

- Trustee Webb stated the following with regard to the defeat of the township's General Fund Levy
  - Trustees and Department Heads are going to implement an aggressive educational campaign about what General Fund money is used for
    - Road Paving
      - Road & Bridge Fund pays for repairs, but General Fund pays for paving
      - Paving grants require a local match
      - Without General Fund monies, no road paving can be done
    - Township Park
      - May have to cut back on maintenance and improvements
    - Cemetery
      - May have to cut back on maintenance and mowing
    - Zoning
      - May have to cut back on enforcement of all programs
    - Administration
      - Trustee and Fiscal Officer salaries are set by the State of Ohio
      - If there is no administration, there will be no one to sign checks, i.e. pay bills and pay employees
      - If there is a fiscal emergency, residents of Bazetta could become part of Champion or Cortland
  - Department Heads are working compiling list of cost savings in the past 5 years
  - Everyone needs to get behind this and understand how important the General Fund is
- Jane Lewis of Durst Clagg Road
  - Trustees did not do anything to sell the levy that last two times
    - Residents don't know if Trustees don't tell them
    - Need to educate people if things are to get done

- Superintendent Parke opened her eyes about road paving and repairs
  - New resolution regarding tree removal is late since trees have already been removed
    - Trustee Webb said the previous demolition resolution was just for the house and this resolution was just for the trees
  - Was the Social Media Policy drawn up by an attorney?
    - Trustee Webb said it was and fees were paid from the General Fund
  - Why are resolutions not discussed in the meeting before they are passed?
    - Trustee Webb stated that Trustees meet in caucus at 5pm before each meeting to sign checks and discuss issues with Department Heads
    - Trustee Webb further stated that the public are welcome to sit in on this
  - Why isn't the caucus advertised?
    - Trustee Hovis said the Trustees have no control over what the Tribune prints
    - Fiscal Officer Drew said does it appear in the Cortland News and on the website
- Jim Wrightsman asked what levies are coming up
  - Fiscal Officer Drew replies as follows
    - Police 1.8 mill Renewal
    - Police Equipment 0.6 mill Renewal
    - Fire 0.8 mill Renewal
    - Road & Bridge 0.6 mill Renewal
    - General 1.5 mill Additional
    - Township has 3 opportunities to pass each of the renewal levies (November 2015, May 2016, and November 2016)
    - It is up to the Trustees to decide which levies will go on which ballots as it would be unwise to run them all together
- Doug Hofmeister of Warren Meadville Road, neighbor of the new fire station property
  - Ashamed that no Trustees showed up to let them know when demolition was happening
  - Glass scattered through the playground at the day care at his home
  - Fence was damaged
    - Trustee Parke said the demolition company will fix the fence
  - Concern that there has been no communication between Trustees and residents
  - Concern that the garage was demolished when they were told it would not be
    - Inspector Mills said the plan was to keep the garage
    - Trustee Parke said the garage was insufficient for storing fire equipment
  - Concern that a fence may be going up
  - Concern that Inspector Mills apologized to the Trustees, but not to the homeowners
    - Inspector Mills again took responsibility for not knowing the project date
  - Asked if there were time limits on when the contractors can work
    - Trustee Parke said there were not
  - Asked who was the lead on the project
    - Trustee Webb said it was all the Trustees, but that Baker Bednar & Snyder and Lynn Kittinger & Noble were involved in the project
  - Asked about cleaning up the glass since raking will only push the shards deeper
  - Asked why there was no hose present for asbestos and debris
    - Trustee Parke said the building was tested for asbestos
    - Inspector Mills said the results came back 0%
    - Trustee Parke said a study was done before the building could be demolished
  - Asked where the access road was going
    - Chief Lewis and Inspector Mills believed it would be roughly 60 ft. from the building and 84 ft. from the property line

- Asked if it was true that water and sewer lines were going in solely for this building, i.e. that residents could not tie in
  - Trustee Webb stated the following
    - City of Warren provides the water
    - Trumbull County provides the sewer
    - A conditional easement only for the fire station property was given to the township by both parties
    - It was the only way the project could move forward
  - Superintendent Parke said that it would be a whole different project with different types of pipe if residents were able to tie in
  - Trustee Parke said the Trustees have had several meetings about this and it was the only way to make this happen
- Asked what he is getting out of this new fire station - township officials said there would be some insurance savings, but his insurance company said there would not
- Concern that he will be hearing sirens, losing house value, will not get water or sewer, having glass in his yard, receiving more poor communication, and dealing with high grass
- Asked who gets to take stuff that was still on the property when the demolition happened
  - Trustee Hovis and Parke said the following
    - Trees were authorized to be removed
    - No other property was authorized
    - It is up to Groves Excavating to remove all debris
  - Trustee Parke told Mr. Hofmeister that he could go in and cut up the wood
- Asked if the construction would be done by union workers
  - Trustee Webb said prevailing wage is a requirement of all bids
- Questioned why there was discussion about agenda items before they are passed
- Concern that residents can't have input until after a resolution is passed
  - Fiscal Officer Drew explained the following
    - Agendas are posted on the township website on the Friday afternoon before each Monday meeting
    - Contact information for herself and all Trustees is on the website and on the door to the Administration Building
    - Residents can contact Trustees or herself at any time prior to the meeting to discuss issue on the agenda
  - Trustee Parke stated the reason the Trustees were put into office is to make these decisions
  - Trustee Webb replied that residents can have input at these meetings, but Trustees don't have to allow it
  - Zoning Inspector Mills reiterated what Fiscal Officer Drew stated, e.g. that residents have a chance to give input from the time the agenda is published until the meeting begins
  - Trustee Webb said he would contact Baker Bednar & Snyder, as well as Lynn Kittinger & Noble, with Mr. Hofmeister's contact information
- Michelle Zelterquist of Morrow Drive discussed the procedures that must be followed to get water and sewer
  - Can't be obtained without a petition from the residents
  - Won't get them without following the procedures established by Trumbull County
  - Zoning Inspector Mills said the problem with extending the current line is that the State of Ohio owns the other side of the road, so residents would have to pay double because the State would pay \$0

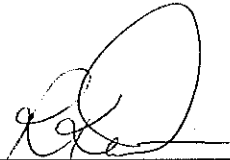
- Doug Hofmeister of Warren Meadville Road asked what is happening with the missing rail line
  - Trustee Hovis said the railroad did that on purpose so no one would use it since it is no longer in service
  
- Jim Wrightsman commented on a letter he had received from the township
  - Working on getting the cars off the property
  - Waiting for the estate of settle
  - Waiting on a completion letter from Probate Court
  - Once he receives that, the cars will be removed

**162-15** To adjourn the meeting at 8:18pm.

**Motion:** Trustee Hovis

**Second:** Trustee Parke

**Vote:** Trustee Hovis – Yes    Trustee Parke - Yes    Trustee Webb - Yes

  
 \_\_\_\_\_  
 Attested by: Fiscal Officer Rita K. Drew

Dated: 5-28-15

  
 \_\_\_\_\_  
 Approved by: Chairman Trustee Ted Webb

Dated: 6-1-15

PENDING WARRANT REPORT  
Bazetta Township [2015]

Warrant Number	Warrant Amount	Voucher Number	Payee	Purpose
1	150.23	VW 1	The Huntington National Bank	Service Charges
24979	132.68	VW24979	Advance Auto Parts	Supplies
24980	98.60	VW24980	Agnew Lawn & Garden	Supplies
24981	121.68	VW24981	Arrowhead Services, Inc.	Supplies
24982	110.00	VW24982	Accord Occupational Health Services	Service
24983	22.77	VW24983	Bortnick Tractor Sales, Inc.	Supplies
24984	145.11	VW24984	Buckeye Welder Sales	Supplies
24985	500.00	VW24985	Bud's Towing & Recovery, LLC	Towing
24986	156.91	VW24986	Beth Barnes	Infant Swing Seat for the
24987	609.00	VW24987	BE Solutions	Mo Admin Fees
24988	951.36	VW24988	BE Solutions	Claims Runs
24989	117.82	VW24989	NAPA Auto Parts	Supplies
24990	9939.23	VW24990	D&T P.M. & Truck Repairs LLC	Repairs/Service
24991	303.03	VW24991	Dominion East Ohio	Service
24992	325.79	VW24992	Network Billing System, LLC	Service
24993	952.20	VW24993	Horodyski Bros & Co	Service
24994	213.27	VW24994	Handyman Supply Inc.	Supplies
24995	50.00	VW24995	Karen Sandrella	Return of Shelter Reservat
24996	111.55	VW24996	Koorsen Fire & Security	Service
24997	152.65	VW24997	Michael Mannella	April Opt-Out
24998	46.75	VW24998	Mark Thomas Ford	Supplies
24999	70.00	VW24999	On Demand Drug Testing & Work Solutions	Service
25000	1113.00	VW25000	Ohio Billing, Inc.	EMS Contracts
25001	227.62	VW25001	Orwell Natural Gas	Service
25002	300.00	VW25002	Northstar Towing, Inc.	Towing
25003	280.00	VW25003	Psycare, Inc.	Service
25004	182.00	VW25004	Proforma	Supplies
25005	177.98	VW25005	Purchase Power	Postage
25006	163.40	VW25006	Parr Public Safety Equipment	Supplies
25007	824.84	VW25007	Southeastern Emergency Equipment	Supplies
25008	400.00	VW25008	Schultz Towing, Inc.	Towing
25009	205.00	VW25009	Stanwade Metal Products, Inc.	Supplies
25010	160.37	VW25010	Sunburst Environmental Service, Inc.	Service
25011	1329.40	VW25011	Trumbull County Engineer	Supplies
25012	230.11	VW25012	Tartan Client Trust Account	Claim
25013	50.00	VW25013	Treasurer, State of Ohio	Service
25014	100.00	VW25014	Trumbull County FIU	Annual Membership Donation
25015	450.90	VW25015	Time Warner Cable-Northeast	Service
25016	222.16	VW25016	Trumbull County Water & Sewer Acct Dept	Service
25017	6417.76	VW25017	Trumbull County 911	911 Service
25018	399.47	VW25018	Verizon Wireless	Service
25019	544.38	VW25019	Walmart Business/SYNCB	Supplies
25020	136.54	VW25020	Western Reserve Farm Co-Op	Supplies
25021	4043.33	VW25021	Wex Bank	Gasoline/Diesel
25022	74.81	VW25022	Middlefield MFG	Supplies
25023	18.00	VW25023	Bortnick Tractor Sales, Inc.	Parts
25024	3846.18	VW25024	BE Solutions	Claims
25025	700.00	VW25025	Attorney Mark S. Finamore	Service
25026	1039.50	VW25026	Sunburst Environmental Service, Inc.	Spring Clean Up
=====				
	38917.38		Total Amount of Pending Warrants	

## Bazetta Township Social Media Policy

1. Purpose:

This Policy sets forth Bazetta Township's policies and procedures for the use of social media by township employees and elected officials.

2. Applicability:

This Policy applies to all employees and elected officials, including when said employees and officials are off-duty.

3. Background:

As the technology evolves, this policy will evolve, but in general terms, this policy defines guiding principles for use of social networking technologies by Bazetta Township employees and elected officials. The use of social media technology follows the same standards of professional practice and conduct associated with everything else we, as a township, do. Common sense and sound judgment help avoid the most vexing issues.

4. Definitions.:

"Social media" is an umbrella term that encompasses the various activities that integrate technology, social interaction, and content creation. Social media use many technologies and forms, such as Facebook, Twitter, Instagram, Snap Chat, YouTube, Pinterest, LinkedIn, Four Square blogs, wikis, photo and video sharing, podcasts, social networking, mash-ups, and virtual worlds. "Social media" as used herein applies to, **but is not limited to:** Facebook, Twitter, Instagram, Snap Chat, YouTube, Pinterest, FourSquare, LinkedIn, and other social media and networking sites and activities.

5. Guiding Principles:

- a. You must be of legal age to post any content on any social media site.
- b. Know and follow all Bazetta Township conduct guidelines, including, but not limited to, **the following prohibited actions:**
  - Engaging in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups.
  - Endorsement of commercial products, services, or entities.
  - Endorsement of political parties, candidates, or groups.
  - Violation of local, state, federal or international laws.
  - Transmission of unlawful, disruptive, profane, threatening, abusive, harassing embarrassing, tortious, defamatory, obscene, libelous racist, or other objectionable material as solely determined by the Bazetta Township.
  - Anything that invades another's privacy.



- c. Published content is persistent in the public domain. **Assume your communications are in the public domain, available for publishing or discussion in all forms of media, including inclusion in a public records request response.**
- d. If you discuss Bazetta Township, your employment with the township or other township-related matters, be sure that the information you are transmitting is true and does not violate section a., above. If you do **not** have expertise in the matter or information you are posting about, make sure to clearly state that fact, and that the information posted is merely your opinion. ***When in doubt, don't post.***
- e. If you publish content to any website outside of Bazetta Township's official online presence (this may include Bazetta Township's websites as well as the township's official presence on third party sites) and it has something to do with subjects associated with Bazetta Township, consider a disclaimer such as this: "The postings are my own and do not represent Bazetta Township's positions, strategies or opinions."

**You are prohibited from the use of or reference to your formal position with the township when writing in a non-official capacity.**

- f. Those with leadership responsibilities, by virtue of their position, must consider whether the personal thoughts they publish, even in clearly personal venues, may be misunderstood as expressing Bazetta Township's positions. Always assume that those outside of Bazetta Township employment can and will read what is written.

A blog or social media site is not the place to communicate Bazetta Township policies to other employees.

Assume that all of the thoughts and ideas you post are in the public domain and can be published or discussed in all forms of media.

**You have no expectation of privacy.**

- g. Respect copyright, fair use and financial disclosure laws. Always protect sensitive information, such as personally identifiable information. Do not publish or report on conversations that are meant to be pre-decisional or internal to the township unless given written permission to do so by your supervisor, department head or the board of trustees.
- h. Be aware of your Bazetta Township association in online social networks and similar sites, including all social media. If you identify yourself as a Bazetta Township employee or official, or have a public facing position for which your Bazetta Township association is known to the general public, ensure your profile and related content (*even if it is solely personal and not official in nature*) is consistent with how you wish to present yourself as a Bazetta Township professional, appropriate with the public trust associated with your position. Be sure your social media presence conforms to existing standards regarding employee and official policies.

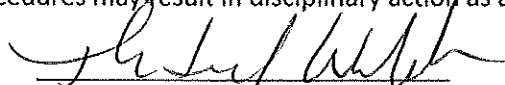
\*BE ADVISED THAT THE ADOPTION OF THIS POLICY REQUIRES THAT ANY AND ALL OBJECTIONABLE, INAPPROPRIATE OR OTHERWISE OFFENSIVE, SUGGESTIVE OR OTHER UNPROFESSIONAL CONTENT, AS DETERMINED BY THE BOARD OF TRUSTEES, SHALL BE REMOVED FROM ANY EMPLOYEE'S AND/OR OFFICIAL'S SOCIAL MEDIA TIMELINES/BLOG POSTS WHEN THAT EMPLOYEE OR OFFICIAL IS KNOWN TO BE A REPRESENTATIVE OF THE TOWNSHIP (I.E. ELECTED, APPOINTED OR OTHERWISE PUBLICLY KNOWN) TO PROTECT THE PUBLIC IMAGE AND REPUTATION OF THE TOWNSHIP.


**Again, you have no expectation of privacy.**

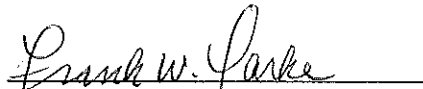
- i. Your use of social media tools should never interfere with your primary duties, with the exception of where it is a primary duty of your position to use these tools to do your job, therefore, there shall be **no personal use** of social media or the Internet **during working hours**, unless your township position requires it.
6. An employee or elected official of the township shall not impersonate any person or entity; transmit any material the employee does not have a legal right to make available under any law, contractual obligation or fiduciary relationship; transmit any unsolicited or unauthorized advertising, promotional materials, junk mail, spam, schemes or any other form of solicitation; transmit any material that contains software viruses, worms, disabling codes, or any other computer code designed to interrupt or destroy any software, hardware or telecommunications equipment; harass another; or collect and/or distribute personal data or share confidential information of any party without their knowledge and consent.
7. The township reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue an employee's or official's access to any social media site while on the township's time, without notice and for any reason as determined by the township.
8. Employee/Official understands and agrees that the township may disclose their communications and activities with the township in response to lawful requests by governmental authorities, including Patriot Act requests, Ohio Public Records Act requests, judicial orders, warrant or subpoenas, or for the protection of the township.  
  
Employee/Official agrees that in the event the township exercises any of its rights hereunder for any reason, the township shall have no liability to employee/official.
9. The township has the irrevocable right to reproduce, distribute, publish and display any employee's or elected official's posting on any social media site for any township purpose.
10. Employee/Official shall indemnify and hold harmless, the township, its other elected officials and employees from and against any and all claims arising from the employee's / official's postings of any content to any social media site which may become a violation of this policy.
11. Employee/Official expressly acknowledges that they assume all responsibility related to the security, privacy and confidentiality risks inherent in sending any type of content over the Internet. When posting any content on an Internet site, the employee should think carefully about their own privacy in disclosing detailed and/or private information about themselves, their family and their employment with the township. Furthermore, the township does not

endorse any product, service, point of view or content the employee may display on any social media site.

12. Employee/Official agrees that any claim or dispute arising from or relating to their posting of any content on a social media site on the Internet shall be construed in accordance with the laws of the State of Ohio, without regard to its conflict of laws provisions and employee agrees to be bound and shall be subject to the exclusive jurisdiction of the local, state or federal courts located in Trumbull County, Ohio.
13. While performing assigned duties, employee may not provide any content to a social media site that contains product or service endorsements, or any content that may be construed to be political lobbying, solicitations or contributions, or use any social media site to link to any sites of political candidates or political parties.
14. This policy may be updated at any time without notice. Each time an employee accesses a social media site, the new policy will govern such usage, effective upon posting of said update in accordance with other township posting procedures. For an employee to be in compliance with this policy, the township suggests that all employees review this policy at regularly scheduled intervals. By continuing to post any content after any new terms are posted to the policy, the employee accepts and agrees to any and all modifications of the policy.
15. Employees and elected officials are prohibited from posting any content that contains personal health information, including images, on any social media site.
16. As an employee or elected official of the township, all employees and officials must adhere to this policy, as well as other policies and procedures established by the township. Failure to adhere to township policies and procedures may result in disciplinary action as applicable.

  
Township Trustee

  
Township Trustee

  
Township Trustee

Received by: \_\_\_\_\_  
Employee signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed name

# BAZETTA TWP. FIRE/EMS

*Chief Dennis Lewis*

Chief's Office

## INTEROFFICE MEMORANDUM

Date: 5/18/2015  
To: Trustees  
From: Chief Dennis Lewis  
Re: May 18, 2015 Trustee's  
Cc: File, Fiscal Officer

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Trustee Hovis – Trustee Parke – Trustee Webb

1. Attached is the April 2015 Fire Department monthly report.
2. Attached is a request from Captain Mannella for expenditure not to exceed \$2000 to have all the fire department hose tested by an outside company. I have asked the fiscal officer to put this on the agenda for your approval. Captain Mannella has provided two quotes for your review and has made the recommendation that we use National Hose Testing Specialists Inc. If you have any questions please contact me.

Professionally,  
Dennis Lewis  
Fire Chief



## BAZETTA TOWNSHIP FIRE DEPARTMENT

773 Everett Hull Rd  
Cortland, OH 44410-9534  
(330) 637-4136  
fire@bazettatwp.org  
Chief: Dennis Lewis

Chief D. Lewis,

I am writing you this letter and recommending for this year's hose testing to be done differently this year. I feel as the A-shift Captain and who is in-charge of hose testing for it to be conducted by a hose testing company. In this letter I have two quotes from two different companies. FIRE-CATT precision service testing and NATION HOSE TESTING SPECIALTIES Inc. According to NFPA 1962, 2013 Edition Standard for hose testing the Bazetta Twp Fire Department has about 6000 feet of hose that needs to be tested annually. The procedure that we conduct now with hose testing is that we have to call the neighboring fire dept.(Howland Fire Department) and borrow their hose tester. Then I make up a sheet with a sign up list with dates in which we can test hose which usually takes about 12 hrs or two shift days on a weekend. The duty-shift and usually 4 or 5 off-duty personnel (Captains and Firefighters) have to unload, test, reload all hose on Ladder-11, Rescue-11 and Red Ready Rack while answering all calls on shift. This year I am suggesting that we spend \$1500.00 not to exceed \$2000.00 on a company in which both have a patented method that incorporates computerized technology and a software program designed to incorporate the testing standards and guidelines of NFPA 1962.

Attached to this letter are my two quotes from, *Fire-Catt* who has a quote of \$0.29 a foot any size hose, and the other company, *NHTS* gives a quote of \$0.25 a foot any size hose. My suggestion is to go with *NHTS* with a quote of \$0.25 a foot.

If you have any questions for the Chief or me you may feel free to contact me at any time.

Professionally;

A-shift Captain, Mike Mannella

Bazetta Twp. Fire Department  
773 Everett Hull Rd.  
Cortland, Ohio 44410  
330-637-4136 Office  
330-638-4193 Fax  
330-240-9985 Cell  
[MMannella@Bazettatwp.org](mailto:MMannella@Bazettatwp.org)



PROPOSAL  
For  
Annual Fire Hose & Ground Ladder Testing Aerial Testing  
Departments Serving Trumbull County OH  
**National Hose Testing Specialties Inc.**

Professional Qualifications: *National Hose Testing Specialties Inc.* has been testing fire hose since 1989. Over those years the company has developed tools and equipment specifically for the testing of fire hose and ground ladders. Our Div. Managers and Crew leaders are experienced and have tested millions of feet of hose over the numerous years they have been employed by us. We test to NFPA 1962 standards and are the largest fire hose and ground ladder testing company on the West coast. We test over 5.5 million feet of fire hose per year and have served many of our clients for numerous years. *National Hose Testing of the great lakes* has tested over 1.8 million feet in 2013. We have created the tools, equipment and techniques to do the job safely and efficiently. Late in 2014 we added yet another service. We have acquired the equipment, personnel, experience and knowledge from what was known as NDT and then TUV Rheinland for testing Aerial apparatus. We now offer three services for your convenience, fire hose testing, ground ladder testing and Aerial apparatus testing.

*National Hose Testing Specialties Inc.* uses policies and procedures, otherwise known as SOGs, like a fire house would. Our safety procedures are unmatched by any third party hose testing company and our documentation is the most accurate in the fire service. Our hose and ladder technicians are trained fire fighters and former US military that get a minimum of 80 hours of hose and ladder testing training before they go to a job site. Our specialized equipment is designed for three dimensional views of your hose. The days of stretching your hose 300 feet to test is not needed with *National Hose Testing equipment*.

Proposed Work Plan: NHTS would send a crew of 4 to the test site and begin testing at 0800. The *National Hose Testing Specialties Inc.* crews will diagram hose loads prior to unloading to ensure correct reloading. All hose will be removed and visually inspected for obvious defects. Using our specially designed equipment all hose would then be tested to NFPA 1962 standards. Your trailer has a back flow preventers on board, so that any contaminates that maybe in any hose that we test does not get paced in the municipal water supply.

Discounting any delays due to availability of apparatus the process will be completed in minimum of 1 working day per department under 12000ft . Our crew leader will be in contact with the designated department contact throughout the process to ensure that any issues are dealt with during the process.

NHTS has been the trusted source for third-party testing since 1989. Our equipment, tools, and techniques are all designed specifically for testing hose and ladders to current NFPA standards in a safe, efficient, and cost effective manner.

### NHTS Procedure

- Provide you with a testing agreement to be signed and returned outlining the responsibilities of both parties.
- Once we have received the service agreement we will contact you and establish a testing date.
- Our crew of 4 will be sent to your location to begin the testing process.
- Your department will provide us a paved area that is a minimum of 150 feet long and 50 feet wide with a water source.
- Our crew will log all hose loads on the apparatus.
- We will unload all hose from the apparatus.
- Check all Couplings/Lubricate as needed.
- Visually inspect all hose.
- Number all hose.
- Pressure test all hose using specially designed and built equipment.
- Drain and roll all hose prior to placing back on the apparatus.
- Reload apparatus.
- Hose records will be sent on completion of billing.
- Both tests will meet the standards set in NFPA 1962 and 1932.
- All ladders will be removed from the apparatus, tested and reloaded during the hose testing process.
- Horizontal bend test.
- Hardware test.
- Visual inspection.
- Replace heat sensors.
- Clean and lube all moving parts.
- Aerial Ladder Testing
- 1 hour drift test
- Torque and visually inspect bolts
- Time and operational tests
- Waterway/ Pressure Test
- Load test on ladder
- Take hydraulic oil sample for spectral analysis
- Visual on all welds and hydraulic components
- Take hardness readings if necessary

We at NHTS would again like to thank you for considering our company to test your hose and ladders. We take pride in servicing our customers. Our customers are very important to us due to the fact that our customers are always right. Our customers will never be a

number; they are brothers in the fire service. We think of our customers as equals that serve and protect the communities where we live.

**Attn: Departments Severing Trumbull County OH.**

We strived to make hose, Ground ladder & Aerial testing costs affordable in a geographical areas such as yours. The more feet of hose we do in one area makes it affordable for all departments in your county.

The following information is valid throughout 2014. Once the information is received and the department chooses to use the services of National Hose Testing Specialties, Inc. will schedule your test dates.

NHTS will come to your location, record the hose loads of each apparatus, remove the hose, inspect it, pressure test it and reload it all to NFPA 1962 standards. Records will be prepared and sent to you in a CD format as well as a summary report provided on a hard copy. No additional fees or billing will be assessed to the costs below.

5000 to 25,000 of hose @ .25 cents per ft. Per County Department  
25,001 to 35,000 of hose @ .24 cents per ft. Per County Department  
35,001 to 50,000 of hose @ .24 cents per ft. Per County Department  
50,001 to 75,000 of hose @ .23 cents per ft. Per County Department  
75,001 to 100,000 Plus of hose @ .23cents per ft. Per County Department

\*Actual cost will be adjusted to the actual footage of hose tested in your county.

\*Aerial Apparatus @\$550.00  
? ft. of ground ladders @ \$1.75 per ft.

\*Actual cost will be adjusted to the actual footage of hose tested.

\*An additional fee of \$2.50 per heat sensor will be added if needed and supplied by NHTS.

We look forward to working with you and welcome the opportunity to provide any additional information you may desire.

**We will not be undersold by our competitor and our service is unmatched!!!**

---

Troy M. Smith  
Great Lakes Division Manger  
5612 South Division  
Grand Rapids MI, 49548  
616-554-6487  
[troy@nhts.com](mailto:troy@nhts.com)





May 4, 2015

Mike Mannella  
Captain  
Bazetta Fire Department  
773 Everett Hull Rd.  
Cortland, OH 44410

Captain Mannella:

**As we discussed, we are pleased to submit this proposal for your annual fire hose and ground ladder testing.**

### **Background**

FireCatt is proud to have revolutionized the fire hose testing industry. FireCatt is the single source supplier and owner of a patented method that incorporates computerized technology and a software program designed to incorporate the testing standards and guidelines of NFPA 1962.

FireCatt is now testing over 4 million feet of fire hose per year in 32 States. We have been testing fire hose for more than 8 years. Customers that have come to rely on FireCatt's precision testing service include: fire departments; oil refineries; nuclear power plants; and industrial operations.

We trust you will take the time to understand the value FireCatt creates by using the best technology, people and processes available to provide your critical annual services testing. FireCatt will save you manpower time, reduce liability and injuries, and create repeatable, valid test results with advanced technology and professional service.

Our testing team is structured with a team leader, an assistant leader and four hose technicians, all formally trained by FireCatt. We believe in a professionally run hose testing process starting with pre-test planning, meticulous attention to detail during the testing process and documented repacking of your equipment to the standard you require.

### **Testing Scope**

FireCatt will provide annual service pressure testing per the **NFPA 1962, 2013 Edition Standard** for Hose and **NFPA 1932, 2010 Edition Standard** for Ladders using patented technology test equipment designed for safety, accuracy and efficiency.

**FireCatt is the first and only company in the nation to offer a patented hose testing method with the following features**

- ✓ Computerized equipment and custom software will be used to control an advanced technological system, all designed to meet NFPA 1962.
- ✓ Electronic and computerized pressure transducers are used to monitor and regulate pressures, eliminating subjective "needle bounce" of analog gauges.
- ✓ Air actuated and computer controlled valves are used to eliminate manual control of all valves at high pressure and provide emergency automated shut-off/shut-down capability. The use of FireCatt's valves creates 100% repeatable and that does not expose personnel to unnecessary risk of injury.
- ✓ Ten manifolds will be used, each with its own computerized pressure transducer and valve so that ten separate pressures can be tested simultaneously.
- ✓ Hydrant pressure will be monitored through the use of electronic and computerized pressure transducers. Hydrant pressure will be regulated to meet the NFPA requirement of 45 PSI at the beginning of the test cycle.
- ✓ Air relief valves will be used at the end of each hose lay per manifold, and at the elbow at mobile test lab, allowing for all air to be removed from hose lines.
- ✓ An amber warning beacon will be illuminated at all times when a hose is pressurizing or at high pressure, adding another layer of safety.
- ✓ Custom software ensures pressurization does not exceed 15 psi/sec., allowing for longer life of hose due to controlled expansion of the hose.
- ✓ FireCatt's system automatically boosts pressures back to specified test levels after stabilization period, ensuring hose is tested as prescribed by the NFPA standard.
- ✓ Pressure release at the end of each test will be accomplished through air actuated and computer controlled valves operated remotely. This eliminates the need to release pressure at the end of each hose and eliminates the risk associated with exposing personnel to potential catastrophic failure while any hose is fully pressurized.
- ✓ Computerized timing of tests will be used to eliminate subjective timing devices such as manual stop watches prone to operator error.
- ✓ Up to 3,000 feet of hose will be tested per test cycle.

**NFPA Fire Hose Testing Standards**

1. Each length of hose will be assigned an Identification Number using a barcode label on each coupling. That I.D. number shall also be recorded on the hose jacket at each end of the hose using a permanent ink marker.
2. Each length of hose will be inspected, both the outer jacket and inner liner.
3. All couplings and threads will be inspected.
4. All gaskets will be inspected, defective gaskets will be replaced at no extra cost.
5. FireCatt will supply hose manufacturer approved lubricant for coupling lubrication.
6. All defective hose will be tagged and removed from service and the defect location on the hose will be marked using permanent marker. The tag will be distinctive and state the reason for removal from service, date, and hose I.D. number. This information will also be contained within the test report.

7. FireCatt will supply "Never Seize" lubricant for lubricating all apparatus connection points so as to reduce galvanic reaction associated with dissimilar metal contact.
8. FireCatt will accurately record all data that will be contained in the final report which will include, Department I.D., Station or Apparatus I.D., FireCatt hose I.D., Fire Department hose I.D., Manufacturer, Date of Manufacture, Date in Service, Size, Length, Pressure, Pass/Fail, Reason for Failure, and Tread Type.
9. FireCatt will provide a hard copy of the Test Report within 1 week of test completion. The Hose Test Report is documented on a per Department basis. If you require your hose documentation broken down per apparatus or station, this service is available and must be pre-arranged.
10. FireCatt will provide internet web access to your electronic test record and protect this information using a unique login and password within 1 week of test completion. Access to the test records will be for a minimum of 7 years from date of the most recent test.
11. FireCatt will be licensed and insured to meet the State, City and Department requirements.

**Pricing**

Option(s)	Quantity in Feet	Price per Foot	TOTAL
<b>1</b> FireCatt Provides all Labor	4,000 (approximate)	<b>\$0.33</b>	<b>\$1,320.00</b>
		<b>\$0.29</b>	<b>\$1,160.00*</b>
<b>2</b> Fire Department Provides Labor to reload apparatus only.	4,000 (approximate)	<b>\$0.26</b>	<b>\$1,040.00</b>
		<b>\$0.23</b>	<b>\$920.00*</b>
<b>3</b> Fire Department provides all labor	4,000 (approximate)	<b>\$0.21</b>	<b>\$840.00</b>
		<b>\$0.195</b>	<b>\$780.00*</b>
<b>4</b> Ground Ladder Testing all FireCatt labor	TBD	<b>\$1.50</b>	<b>\$TBD</b>

**Option 1** - FireCatt will provide ALL labor to unload apparatus, lay out test, couple/uncouple, roll hose and reload apparatus. The Fire Department will provide labor only to drive apparatus to and from test site.

**Option 2** - FireCatt will provide labor to unload apparatus, lay out test, couple/uncouple, and roll hose. The Fire Department will provide labor to reload apparatus. Note: If you choose Option 2 we suggest utilizing two fire department crews/companies to reload. The crew who's apparatus is being reloaded and the crew who's apparatus is next to be unloaded.

**Option 3** - FireCatt will provide a technician to operate the FireCatt mobile testing lab and collect the test data. The Fire Department will provide ALL labor to unload apparatus, lay out test, couple/uncouple, roll hose and reload apparatus.

**Option 4** - FireCatt will provide all labor to perform precision ground ladder testing via digital load cell technology that will meet NFPA1932, 2010 edition standards.

### **Contract Term**

Pricing in BLACK is for a 1 year contract. \*Pricing in RED is for a 3 year contract and represents over a 10% discount, and the price will remain the same - guaranteed for all 3 years.

### **Completion**

Testing will take approximately 3 day(s) annually (weather, total feet, & test site dependent).

Based upon our discussions, I believe we agreed that the issues of safety, time, technology and tracking are the most important to you and your department. Our patented method, and the unique features listed above allow for the NFPA 1962 Standards to be met in the most "objective" manner possible. In comparison, other testing companies will provide you with "subjective" test results. We have designed our testing and reporting technology to meet the requirements and future needs of the industry.

Our issued and pending patents are strong evidence of the exclusive nature of our solutions. In short, we believe that no other company in the nation can match or exceed the accuracy or safety of the fire hose testing services that FireCatt can provide to your department. We have yet to encounter another hose testing company in the nation deploying a similar state-of-the-art computerized testing technology.

We are pleased to offer our services to your department and believe the investment in FireCatt generates the peace of mind for everyone that we are all creating the safest environment for the firefighter and citizens of your community.

We look forward to creating a mutually beneficial and successful long term relationship, and believe in 100% customer satisfaction. If you have any questions or comments, feel free to contact us at any time.

Respectfully submitted,

Lynn Trout  
Customer Representative  
248-643-7200 ext.16

**BAZETTA**

**Incident Type Report (Summary)**

Alarm Date Between {04/01/2015} And {04/30/2015}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
112 Fires in structure other than in a building	1	0.99%	\$0	0.00%
	1	0.99%	\$0	0.00%
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
321 EMS call, excluding vehicle accident with	65	64.35%	\$0	0.00%
322 Motor vehicle accident with injuries	8	7.92%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	3	2.97%	\$0	0.00%
361 Swimming/recreational water areas rescue	1	0.99%	\$0	0.00%
	77	76.23%	\$0	0.00%
<b>4 Hazardous Condition (No Fire)</b>				
413 Oil or other combustible liquid spill	1	0.99%	\$0	0.00%
444 Power line down	1	0.99%	\$0	0.00%
	2	1.98%	\$0	0.00%
<b>5 Service Call</b>				
553 Public service	4	3.96%	\$0	0.00%
554 Assist invalid	2	1.98%	\$0	0.00%
561 Unauthorized burning	4	3.96%	\$0	0.00%
	10	9.90%	\$0	0.00%
<b>6 Good Intent Call</b>				
611E Dispatched & cancelled en route (EMS /	2	1.98%	\$0	0.00%
611F Dispatched & cancelled en route (Fire /	1	0.99%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	0.99%	\$0	0.00%
	4	3.96%	\$0	0.00%
<b>7 False Alarm &amp; False Call</b>				
735 Alarm system sounded due to malfunction	2	1.98%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.99%	\$0	0.00%
744 Detector activation, no fire -	2	1.98%	\$0	0.00%
745 Alarm system activation, no fire -	1	0.99%	\$0	0.00%
	6	5.94%	\$0	0.00%
<b>8 Severe Weather &amp; Natural Disaster</b>				

BAZETTA

Incident Type Report (Summary)

Alarm Date Between {04/01/2015} And {04/30/2015}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
8 Severe Weather & Natural Disaster				
800 Severe weather or natural disaster, Other	1	0.99%	\$0	0.00%
	1	0.99%	\$0	0.00%

Total Incident Count: 101

Total Est Loss: \$0

BAZETTA

Incidents by District (Summary)

Alarm Date Between {04/01/2015} And {04/30/2015}  
and District = "11 "

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District		Count	Pct of Incidents	Est Losses	Pct of Losses
11	STATION	28	100.00 %	\$0	0.00 %
Total Incident Count:		28		Total Est Losses:	\$0

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BAZETTA

Incidents by District (Summary)

Alarm Date Between {04/01/2015} And {04/30/2015}  
and District = "11 " and Alarm Time Between  
"1200" And "2000"

District	Count	Pct of Incidents	Est Losses	Pct of Losses
11 STATION	15	100.00 %	\$0	0.00 %
Total Incident Count:	15	Total Est Losses:	\$0	



BAZETTA

Incidents by District (Summary)

Alarm Date Between {04/01/2015} And {04/30/2015}  
and District = "11 " and Alarm Time Not Between  
"1200" And "2000"

---

District	Count	Pct of Incidents	Est Losses	Pct of Losses
11 STATION	13	100.00 %	\$0	0.00 %
Total Incident Count:	13	Total Est Losses:	\$0	

BAZETTA

Incidents by District (Summary)

Alarm Date Between {04/01/2015} And {04/30/2015}  
and District = "13 "

District	Count	Pct of Incidents	Est Losses	Pct of Losses
13 STATION	68	100.00 %	\$0	0.00 %
Total Incident Count:	68	Total Est Losses:	\$0	

BAZETTA

Incidents by District (Summary)

Alarm Date Between {04/01/2015} And {04/30/2015}  
and District = "13 " and Alarm Time Between  
"1200" And "2000"

District	Count	Pct of Incidents	Est Losses	Pct of Losses
13 STATION	35	100.00 %	\$0	0.00 %
Total Incident Count:	35	Total Est Losses:	\$0	

BAZETTA

Incidents by District (Summary)

Alarm Date Between {04/01/2015} And {04/30/2015}  
and District = "13 " and Alarm Time Not Between  
"1200" And "2000"

District	Count	Pct of Incidents	Est Losses	Pct of Losses
13 STATION	33	100.00 %	\$0	0.00 %
Total Incident Count:	33		Total Est Losses:	\$0

BAZETTA

Aid Responses by Department

Alarm Date Between {04/01/2015} And {04/30/2015}

Incident	Notified	Type of Aid		Fire	EMS	Resc	Other
<b>STA. 12 CORTLAND FIRE DEPARTMENT FDID 78200</b>							
15-0000345	04/13/2015	1 Mutual aid received	#Personnel	0	0	0	0
Their Inci	463	Response Time: 00:17:08	#Appartus	0	0	0	0
15-0000350	04/14/2015	1 Mutual aid received	#Personnel	0	2	0	0
Their Inci	15-0450	Response Time: 00:08:08	#Appartus	0	1	0	0
15-0000360	04/18/2015	1 Mutual aid received	#Personnel	0	1	0	0
Their Inci	15-0489	Response Time: 00:06:43	#Appartus	0	1	0	0
15-0000368	04/21/2015	3 Mutual aid given	#Personnel	0	2	0	0
Their Inci	478	Response Time: 00:09:29	#Appartus	0	1	0	0
<b>Subtotal Responses: 4</b>				<b>Average Response Time for Dept: 00:10:22</b>			

<b>STA. 30 HOWLAND FDID 78121</b>							
15-0000330	04/10/2015	1 Mutual aid received	#Personnel	0	0	0	0
Their Inci	15-0926	Response Time: 00:11:17	#Appartus	0	0	0	0
<b>Subtotal Responses: 1</b>				<b>Average Response Time for Dept: 00:11:17</b>			

<b>STA. 32 HOWLAND FDID 78121</b>							
15-0000301	04/02/2015	2 Automatic aid received	#Personnel	0	0	0	1
Their Inci	15-0400	Response Time: 00:03:00	#Appartus	0	0	0	1
15-0000304	04/02/2015	3 Mutual aid given	#Personnel	0	2	0	0
Their Inci	15-0839	Response Time: 00:07:00	#Appartus	0	1	0	0
<b>Subtotal Responses: 2</b>				<b>Average Response Time for Dept: 00:05:00</b>			

<b>STA. 77 TRUMBULL COUNTY HAZ MAT TEAM</b>							
15-0000305	04/02/2015	1 Mutual aid received	#Personnel	0	0	0	2
Their Inci	15-200	Response Time: 00:07:00	#Appartus	0	0	0	2
<b>Subtotal Responses: 1</b>				<b>Average Response Time for Dept: 00:07:00</b>			

Response time calculated from time notified to arrival.

BAZETTA

Inspections by Type

Date Completed Between {04/01/2015} And  
{04/30/2015}

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - General				
04/14/2015	13:08	AMER02 Ameriprise Financial 3010 STATE ROUTE 5 /A	0.04	
04/14/2015	12:56	ARMY01 ARMY CORP OF ENGINEERS 2961 WARREN MEADVILLE RD NE/B	0.15	
04/08/2015	13:58	BAZE10 BAZETTA POLICE DEPARTMENT 2671 MCCLEARY JACOBY RD NE	0.10	
04/14/2015	12:30	BKMA01 B & K MARKET 2396 ELM RD NE	0.06	
04/08/2015	12:03	CART03 CARTER PLUMBING 2169 ELM RD NE	0.24	
04/14/2015	12:46	PLAS01 PLASTIC AND RECONSTRUCTIVE SURGERY 2662 ELM RD NE	0.11	
04/14/2015	13:16	ALLS04 Allstate 3018 STATE ROUTE 5 /Unit A	0.09	
04/14/2015	13:22	BELL01 BELL FAMILY CHIROPRACTIC 3030 STATE ROUTE 5 NE	0.02	
04/08/2015	12:24	EATN01 EAT ' N PARK RESTAURANT 2057 WALMART DR NE	0.14	
04/08/2015	13:14	GREAT CLIPS GREAT CLIPS 2170 MILLENNIUM BLVD /F	0.03	
04/08/2015	12:20	JOFO01 JO FOR THE ROAD 2059 WALMART DR NE/WARREN, OH 44483	0.05	
04/08/2015	12:47	MCDO01 McDONALD'S RESTAURANT 2171 MILLENNIUM BLVD	0.09	
04/08/2015	12:37	PERK01 PERKINS RESTAURANT 3870 ELM RD NE	0.14	
04/08/2015	12:58	QUAK01 Quaker Steak & Lube 2191 MILLENNIUM BLVD NE	0.07	
04/08/2015	13:19	VER VERIZON WIRELESS 2170 MILLENNIUM BLVD /S	0.04	
04/21/2015		ANOT01 Bradley's Professional Pressure Wash 2332 CADWALLADER SONK RD NE	0.00	
04/21/2015		BAZE11 BAZETTA TOWNSHIP ADMINISTRATION 3372 STATE ROUTE 5	0.00	
04/22/2015		TRUM03 TRUMBULL COUNTY CONSERVATION LEAGUE 2535 MCCLEARY JACOBY RD NE	0.00	
04/22/2015		WARRO2 WARREN HARLEY DAVIDSON 2102 ELM RD NE	0.00	

BAZETTA

Inspections by Type

Date Completed Between {04/01/2015} And  
{04/30/2015}

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - General				
04/22/2015		WEND01 WENDY'S RESTAURANT 2033 WALMART DR NE	0.00	
04/14/2015	12:20	BAZE10 BAZETTA POLICE DEPARTMENT 2671 MCCLEARY JACOBY RD NE	0.04	
Total Activities for Type: 21			1.41	

Grand Total Activities: 21

Grand Totals: 1.41 0.00

Police Department Agenda for Trustee Meeting Monday May 18, 2015

Thu 5/14/2015 11:36 AM

**From:** Michael Hovis

**To:** rdrew@bazettatwp.org

**Cc:** fparke@bazettatwp.org



Rita,

Here is the agenda for the police department for Monday May 18, 2015 meeting:

1. Purchase a Ricoh copier that is a color/scan/print /fax at a cost not to exceed \$1,685.00 and to enter into a maintenance agreement of \$40.00 per month for 5000 BW images and overage charges of B/W@ .006 and color @.058
2. To trade into Standard Law the list of attached forfeited or seized items from evidence to offset the cost of two (2) bullet proof vests from Standard Law. Cost saving of (\$350.00).

This is all and I thank you for your time in advance!!!

*Michael J. Hovis, Chief of Police*

*Bazetta Township Police Department*

*2671 McCleary Jacoby Rd.*

*Cortland, Ohio 44410*

*PH:330-638-5503*

*Fax: 330-638-9927*

*[mhovis@bazettatwp.org](mailto:mhovis@bazettatwp.org)*

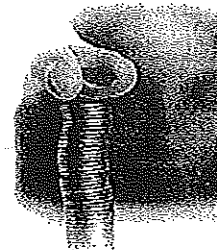


# Financial Considerations

## Investment Details

### Pricing Components

- Installation
- Operator training
- Service performed by Ricoh customer service technicians (*you will incur no additional charges for parts or labor*)
- Toner included with service



### Financial Considerations

#### \*Purchase Option

MPC305SPF : \$1,685.00

#### Color/Scan/Print/Fax

#### Maintenance:

\*Gold Package – Maintenance/Toner included.

\*Waived Installation Fee

\*Base Rate: \$40.00 – 5000 B/W images included

Overages: B/W @ .006

Color @ .058

\*Overages Billed Quarterly\*

Proposal Terms Valid Until: 05/15/15

**RICOH**  
imagine. change.

Michael J. Hovis, Chief of Police  
Bazetta Township Police  
2671 McCleary-Jacoby Road  
Cortland, OH 44410  
Phone: (330) 638-5503  
Fax: (330) 638-9927



# Memo

Chief Hovis,

05/11/2015

In reference to the weapons which are being transferred over to Standard Law, below is the make, model (if known), caliber/gauge, and serial numbers.

<u>Make</u>	<u>Model</u>	<u>Caliber/Gauge</u>	<u>Serial Number</u>
Taurus	Millennium	40 cal	SET71102
Bersa	Firestorm	380 ACP	B53316

The above weapons were forfeited to the Police Department per an order from the Central District Court.

Remington	870 Express Mag	12 Gauge	A167744M
Springfield	Unknown	12 Gauge Dbl Brl	T29514

The above weapons have been released by the Central District Court, Cortland for department disposal/forfeiture.

Ptl Shawn Rentz  
Property Room Custodian

**FORM B  
PROPERTY RECORD**

1. STATUS  
 EVIDENCE     FOUND     RECOVERED

2. INCIDENT NO.

3. INVENTORY NO.

4. STATION:  
 Bazetta Township Police Department

5. FOUND OR RECOVERED FROM:  AT  DATE  TIME

6. REPORTING OFFICER  BADGE NO.  7. CUSTODIAL/RECEIVING OFFICER  DATE  TIME

8. ITEMS	VALUE
1. 102 each 6mm reloading brass	
2. 97 each 5 mm reloading brass	
3. Black pistol case with 5 ea magazines (2 ea 45 cal, 2 ea 9mm, 1 ea 25 auto)	
4. 7 ea 410 ga 4 shot	
5. 4 ea 410 ga slug	
6. 2 ea 12 ga 000 Buck 3 in mag	
7. 15 ea 12 ga steelshot 6	
8. 24 ea 12 ga 6 shot	
9. 17 ea 20 ga 8 shot	
10. 18 ea 30 30 soft point	
11. 320+ 22 cal	
12. 10 ea 9mm Gold Top	
13. 4 ea 9mm Lead Ball	
14. 18 ea 9mm FMJ RN	

(REVERSE FOR ADDITIONAL ITEMS)

9. PROPERTY IN	10. DATE OUT	11. ITEM NOS.	12. OFFICERS RANK AND SIGNATURE	13. PURPOSE

14. OWNERS NAME  ADDRESS

I HEREBY CERTIFY THAT I AM THE OWNER OF ABOVE PROPERTY (OR AUTHORIZED AGENT TO RECEIVE SAME) AND PROMISE TO PAY CHARGES ACCURED THROUGH ITS RECOVERY

15. CLAIMANT'S SIGNATURE  16. DATE

17. ADDRESS

<b>FORM B PROPERTY RECORD</b>	1. STATUS <input type="checkbox"/> EVIDENCE <input type="checkbox"/> FOUND <input type="checkbox"/> RECOVERED	2. INCIDENT NO. <input type="text"/>	3. INVENTORY NO. <input type="text"/>
	4. STATION: Bazetta Township Police Department		

5. FOUND OR RECOVERED FROM: Bazetta Police Department Evidence Room	AT 2671 McCleary Jacoby Road	DATE <input type="text"/>	TIME <input type="text"/>
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6. REPORTING OFFICER Ptl S Rentz	BADGE NO. 1322	7. CUSTODIAL/RECEIVING OFFICER <input type="text"/>	DATE <input type="text"/>	TIME <input type="text"/>
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8. ITEMS	VALUE
1. 14 ea 9mm HP	
2. 52 ea 25 auto	
3. 5 ea 32 cal Lead Ball	
4. 5 ea 380 cal Wad Cutter	
5. 1 ea 380 cal HP	
6. 4 ea 9X18 MAK FMJ RN	
7. 4 ea 44 SPL Lead Ball	
8. 16 ea 38 SPL Lead Ball	
9. 4 ea 38 SPL HP	
10. 38 ea 357 Mag Soft Point	
11. 46 ea 357 Mag HP	
12. 45 ea 45 ACP FMJ RN	
13. 39 ea 45 ACP HP	
14. <input type="text"/>	

(REVERSE FOR ADDITIONAL ITEMS)

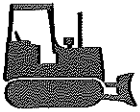
9. PROPERTY IN	10. DATE OUT	11. ITEM NOS.	12. OFFICERS RANK AND SIGNATURE	13. PURPOSE

14. OWNERS NAME STUART SARKISIAN	ADDRESS 4920 E 345 <sup>th</sup> ST, WILLOUGHBY OH, 44094
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I HEREBY CERTIFY THAT I AM THE OWNER OF ABOVE PROPERTY (OR AUTHORIZED AGENT TO RECEIVE SAME) AND PROMISE TO PAY CHARGES ACCURED THROUGH ITS RECOVERY	15. CLAIMANT'S SIGNATURE <input type="text"/>	16. DATE <input type="text"/>
	17. ADDRESS <input type="text"/>	

## Police Department accomplishments since January 1, 2013

1. Hired two (2) additional full-time officers
2. Implemented a senior watch program that currently has 17 enrolled.
3. Informed the residents that patrols would be increased and we did.
4. Purchased two (2) new cruisers and had one donated by Mark Tomas Ford and they are fully equipped with all new equipment except light bar and we have purchased three (3) used cruisers and all paid for!
5. Purchased and paid for 5 MDT's and all mounts in cruisers. We purchased the mounts and used less than \$600 came from tax dollars for MDT's.  $\$15 \leftarrow 5.90$
6. Purchased and implemented a patrol rifle program with rifles being purchased with evidence room traded equipment.
7. Reduced the cost of garbage disposal at a cost saving of nearly \$360.00 per year.
8. Eliminated the cleaning service at the police department at a saving of nearly \$3500 annually in cleaning and supplies.
9. Reestablished free natural gas at the police department to a cost savings of nearly \$3500 annually.
10. Replaced two (2) furnaces at the police department to increase proficiency and save on repair costs.
11. Restructured the impound lot fencing to insure that more cars could be impounded to alleviate state cuts.
12. We established and wrote a public records retention policy approved by township legal counsel, Ohio Attorney General and the Ohio Historical Society to eliminate records from as far back as 1969.
13. We purchased \$3327 worth of ammunition all from seized and forfeited monies from the evidence room at no cost to tax payers.
14. We purchased and installed video surveillance at the police department and it was paid for by a Wal-Mart grant. We spent just over \$100 of tax money for this project.
15. Created a social media outlet on face book to inform the public of events and to solve crimes that had occurred.
16. Replaced all digital cameras for officers on patrol and our Detectives camera for crime scene photography all from Wal-Mart grant. .



**GROVES EXCAVATING**  
 4997 Warren Rd. NE  
 CORTLAND, OH 44410

# JOB ESTIMATE

Ph/Fax (330) 638-4978

PHONE

DATE

5-14-15

JOB NAME/LOCATION

2996 WARREN MENDEVILLE RD

TO BAZETTA TOWNSHIP

JOB DESCRIPTION:

> PUSH OVER TREES, dig out stumps and drag trees  
 out in field where they can be cut up.

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE.  
 IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL  
 PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH  
 MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE  
 WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED JOB COST 1000.00

ESTIMATED BY

*James Brown*

TEID

328492

<b>Statement</b>		DATE 5-7-15	TERMS Completion
TO BAZETTA Township			
2996 Warren Mendonville 330 760517			
Cortland Ohio 44410			
IN ACCOUNT WITH Tanglewood Tree Service			
Rich 330 240 7897			
Greg 330 539 4906			
Tree work:			
Remove marked Trees on property			
Cut Trees Flush with ground			
Chip branches & dump on property			
Leave firewood in handling lengths			
Stump work: grind out stumps			
6 to 12" below ground level &			
leave grindings			
Tree work			\$ 3800.00
Stump work			\$ 1000.00
CURRENT	OVER 30 DAYS	OVER 60 DAYS	TOTAL AMOUNT

# WORK ORDER/ESTIMATE Bob's Tree Service & Stump Removal

## CRANE SERVICE

Fully Insured For Your Protection  
1052 North River Rd. • Warren, Ohio 44483  
Phone: 394-8516 • 800-333-3333



Date 5-14-15

Name: Bazetta Twp

Address: At. Frank Park

Phone No.: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

<u>Tree removal @ new fire station</u>	<u>3600.00</u>
<u>Stump removal 15 stump</u>	<u>1800.00</u>

In the removal of trees there is always some yard damage.  
Not responsible for damage to walks or driveways from equipment.  
Not responsible for damage to underground utilities and drains. All Jobs Subject to Sales Tax

- Stump Removal  YES  NO
- Rake Yard  YES  NO
- Chip Limbs  YES  NO
- Haul Wood  YES  NO
- Leave Wood  YES  NO
- Haul Stump Grindings  YES  NO



SUBTOTAL  
TAX  
TOTAL 5400.00

Date \_\_\_\_\_

Customer's Signature \_\_\_\_\_

Bob's Tree Service \_\_\_\_\_