

Mr. Seemann called the regular scheduled Bristol Township Trustee meeting to order on Tuesday, June 21, 2016 with the following Trustees present and answering roll call:

Mr. Seemann, present  
Mr. French, present  
Mr. Webb, present

#### Pledge of Allegiance

Mr. French moved to approve the minutes of June 7, 2016. Mr. Webb seconded the motion.

Motion Carried	Roll Call	Mr. Seemann, yes
#100-2016		Mr. French, yes
		Mr. Webb, yes

#### Guests

Chuck McMonagle, Carol Bowlin, Mike Raymond, and Matt Lynn all observing.

Ken Weeks Zoning Commission Chairman reported a public hearing would be held at 6:30 pm on July 20 in the administration building and the quarterly meeting would be at 7:00 PM.

Ellen Gordon Zoning Inspector reports she attended a Zoning Seminar in Chardon, Ohio.

Greg Maraczi Township Supervisor reported the weed control has been completed on the south side of town. Kagy Cemetery drive has been chip & sealed, along with the west driveway in Evergreen Cemetery. Weed control will begin this week on the north side of town.

Steve Craiger Assistant Fire Chief reported the Squad is still having issues and it was taken to a ford dealer to reset the computer. It was found to have some issues with the sensor units and Barbe's garage is replacing them.

Steve Papalas from the Engineers office relayed to the trustee board that they are in the process of getting a cost estimate to bring water lines to Bristol from the Water tower in Champion.

#### Old Business

Trustee Webb is seeking a quote from Radio Active Electronics for a sound system for use during the Memorial Day services.

Ohio Check Book is being researched at this time for consideration in the future.

#### New Business

Trustee Seemann read the current clothing allowance policy for seasonal help and suggested making a change in the way it reads.

Mr. Seemann moved to change the current clothing allowance policy for seasonal employees to the following:

Seasonal employees shall be given an allowance of \$80.00 for the purchase of personal clothing. IE: jeans, boots, gloves. The seasonal employee must have completed 30 days of employment to be eligible for reimbursement. Mr. French seconded the motion.

Motion Carried	Roll Call	Mr. Seemann, yes
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#101-2016

Mr. French, yes

Mr. Webb, yes

Trustee's entered into discussion concerning the motion from the last meeting to pursue a 1 mill levy for the fire department. Trustee Webb read an informational proposal of options to the Fire Department Financial plan for the future and requested thoughts from the guests at the meeting. It was recommended the motion for the 1 mill levy be rescinded.

Mr. Webb moved to rescind motion # 097-2016 and Mr. Seemann seconded the motion.

Motion Carried

Roll Call

Mr. Seemann, yes

#102-2016

Mr. French, yes

Mr. Webb, yes

### Bristol Fire Department Financial Report

Over the last few years it has become clear that the budget for the fire department was not keeping pace with costs. During this period we have done a renewal for the EMS service, which comes up again in 2017, and a temporary equipment levy to fill the shortfall. These have helped to maintain the status quo but have not improved the long term solvency of the department. I believe we have come to a crossroads for Bristol Township. The simple question is whether the residents want to have an independent functioning department which is based within the township or would rather be part of some type of larger geographical protection district that may be less expensive to operate. The remainder of this document has been prepared in an attempt to understand the current situation and the options available.

#### FD Options

1. Keep independent Bristol fire department.

##### Option 1 Detail

The FD would continue to operate as it does now with 2 firefighter/medics on staff at all times. Tax from Bristol residents, EMS billing, and EMS contracts would fund the department. The fire department would serve the township of Bristol and any other departments (Bloomfield EMS) that would help fund the service by contracting with Bristol to run calls from the Bristol Fire station, both EMS and Fire. This option would require changes to the current levy structure including a permanent increase.

2. Contract EMS service with another agency

##### Option 2 detail

This option would contract with another service (private or public) to run EMS service in Bristol. The fire personnel (any remaining volunteers and part time paid officers) would be maintained to run fire calls but would only be a supporting role for EMS calls. Depending on cost the EMS contract, this may be too expensive to make this option viable. Additionally these types of contracts will most likely mean that an ambulance will not always be stationed in Bristol and may respond from a nearby area.

3. Participate in and form a Fire/EMS joint district

### Option 3 detail

This option would consolidate 2 or more fire departments through a ballot referendum. This option would reset all levies for the effected departments which means tax costs could be reduced, stay the same, or increase. The fire district would place manpower and equipment in the most strategic geographic location. Crews may or may not be stationed at the fire department on S.R. 88 either part or full time.

#### Additional financial concerns

Over the last five years we have been unable to take steps to replace the aging fire apparatus. Additionally we have only managed to replace an aging ambulance with a pre-owned unit. Much like a lease on a personal vehicle, a budget line item must be maintained yearly to properly plan the management of EMS and Fire vehicle fleet. Below are the price breakdowns of how the fleet should be managed to assure that there is always reliable vehicles in service that do not require major maintenance investments.

Fire apparatus cost estimate is \$400,000. The reliable life expectancy of a fire apparatus is about 15 years, then this unit would be able to be retained as a second reserve truck for 15 additional years, or sold if second truck is not needed.

The \$400,000, 15 year life span of fire apparatus, represents a \$26,666 per year payment.

Ambulance cost is \$120,000. The reliable life expectancy of an ambulance is about 8 years, then this unit would be able to be retained as a second or reserve ambulance for the next 8 years.

The \$120,000, 8 year life span, represents a \$15,000 per year payment.

Other apparatus to be included in a yearly vehicle payment plan are brush unit, pickup truck, chief vehicle.

#### Vehicle total breakdown

Fire Truck \$400,000 divided by 15 years = \$26,666 per year

Ambulance \$120,000 divided by 8 years = \$15,000 per year

Brush unit \$10,000 divided by 10 years = \$1,000 per year

Pickup Truck \$22,000 divided by 15 years = \$1,500 per year

Chief vehicle (used) \$8,000 divided by 8 years = \$1,000 per year

Total Annual vehicle payments needed to be included into the Fire budget is \$45,166.

What this means is the budget must contain appropriations of \$45,166 annually to maintain and properly replace the fleet. This has not been possible in recent years with the current financial situation.

As seen on the financials page at the end of this document, beginning in 2017 we will experience a shortfall of \$12,304. Beginning in 2018 this shortfall is expected to climb to around \$62,304. This doesn't include addressing the annual vehicle payment needs, so combined, by 2018 the shortfall will be \$107,470. If this is not remedied we will have to continue to postpone equipment replacement and most likely begin to leave scheduling holes where the department is not staffed

and rely on mutual aid. This will further reduce the funding from billing, thereby making the situation worse.

Levy proposal detail

Implement a permanent levy for 6 mills. This would generate around \$300,000. Passage of this levy would mean that all other fire and EMS levies seen below would be cancelled:

- The 2002 2 mill EMS
- The 1978 ½ mill fire
- The 1983 ½ mill fire
- The 1984 2.5 mill fire
- The 2015 1 mill equipment-final year

6.5 Mill total reduction

The end result would be ½ mill reduction from the current 2016 millage.

However, passing the levy above would reset the mills to current levels thereby resulting in an increase of about of about \$60 per \$100,000 valuation from the current 2016 tax burden.

The Board of Trustees propose this levy to addresses these issues and maintain an independent Bristol Fire Department. If rejected by the residents we would then understand that contract EMS or a Fire District is preferred and we could begin to move our efforts in that direction.

The ballot issue is the only way we feel that we can poll the entire voting population of the township to understand what direction the Board of Trustees should take.

Current Financial state with anticipated and needed events

Current FD Revenue	
Tax Levies(2015)	\$222,731.80
EMS billing(2015)	\$145,311.72
<b>Total Annual Revenue(2015)</b>	<b>\$368,043.52</b>
Labor Expenses	
Labor(2015)	
Salaries	<b>\$198,069.10</b>
Social Security - Medicare	<b>\$15,170.85</b>
Worker compensation	<b>\$4,352.61</b>
Worker compensation service fee	<b>\$1,154.00</b>
Bureau of Unemployment	<b>\$3,759.20</b>
<b>Total labor costs</b>	<b>\$222,505.76</b>
Utilities	
Natural Gas	<b>\$2,138.89</b>
Phone(cell and land), cable, internet	<b>\$7,043.83</b>
Electricity	<b>\$8,733.35</b>
Garbage	<b>\$540.00</b>

Total Utility Costs	\$18,456.07
Operating expenses	
Vehicle Fuel	<b>\$6,595.42</b>
Vehicle Repair/maintenance	<b>\$30,315.56</b>
Administrative-building supplies	<b>\$11,897.20</b>
EMS supplies	<b>\$3,947.62</b>
Total Operating expenses	\$52,755.80
Fees, insurance, and contracts	
All insurances	<b>\$10,741.00</b>
County Auditor	<b>\$3,717.64</b>
Yearly contracts and fees	<b>\$8,671.96</b>
Total yearly contracts and fees	\$23,130.60
Overall expenses 2015	\$316,848.23
Total Annual Revenue(2015)	\$368,043.52
2018 revenue reduction-expiration of 3 yr levy	-\$50,000.00
2017 reduction of billing revenue to Farmington	-\$56,000.00
2018 expected revenue	<b>\$262,043.52</b>
Total Expenses	-\$316,848.23
additional vehicle payment annual commitment	-\$45,166.00
Additional labor cost inflation for 2016	-\$7,500.00
<b>Total available funds(anticipated shortfall jan-2018)</b>	<b>-\$107,470.71</b>
Proposed Levy impact	
Revenue	
Levy change tax revenue	\$300,000.00
EMS billing revenue estimate	\$90,000.00
Total estimated annual revenue with new levy structure	<b>\$390,000.00</b>
Expenses	
Total estimated annual expenses	-\$316,848.23
additional vehicle payment annual commitment	-\$45,166.00
Additional labor cost inflation for 2016	-\$7,500.00
Annual balance surplus expected	
<b>Overall yearly inflation protection</b>	<b>\$20,485.77</b>

It is the plan of the Trustees to inform the residents of Bristol as well as possible so that they can utilize their voting privilege.

Mr. Weeks complimented the Trustees on the work that they have done to come up with this plan for the future of our fire department.

Mr. French moved to pay all outstanding invoices incurred and approve all warrants issued. Mr. Webb seconded the motion.

Motion Carried  
#103-2016

Roll Call

Mr. Seemann, yes  
Mr. French, yes  
Mr. Webb, yes

Mr. French moved to adjourn at 7:58 PM with no other business to come before the board. Mr. Webb seconded the motion.

Motion Carried  
#104-2016

Roll Call

Mr. Seemann, yes  
Mr. French, yes  
Mr. Webb, yes

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Douglas S. Seemann, Chairman

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Ramon W. French, Trustee

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Mark J. Webb, Trustee

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ATTEST: Ida Dolly Mansfield, Fiscal Officer