

**CITY OF MASON
COUNCIL WORKSESSION
October 24 2005**

Mayor Beck called the meeting to order at 6:20 p.m. Those present recited the pledge of allegiance.

ATTENDANCE

The following Councilmembers were present: Victor Kidd, Tony Bradburn, Tom Grossmann, John McCurley, Charlene Pelfrey and Peter Beck. Steve Osborne was absent.

APPROVAL OF MINUTES

A motion to approve the minutes of the October 3, 2005 Council worksession was made by Councilmember McCurley, seconded by Councilmember Kidd. VOTE: ALL YEAS

A motion to approve the minutes of the October 10, 2005 Council meeting was made by Councilmember Kidd, seconded by Vice Mayor Pelfrey. VOTE: ALL YEAS

RECOGNITION OF FIRE SAFETY POSTER WINNER JEFFREY HUANG

Chief Fletcher introduced the winner of the poster contest, Jeffrey Huang. Mayor Beck presented a Proclamation to him congratulating him for his award.

RECOGNITION OF POLICE CANINE ZICCO AND OFFICER MATT HAYES

Chief Ferrell introduced Zicco, the canine on the police force, and Officer Matt Hayes. Chief Ferrell also noted the success of the Scout Day.

SWEARING IN OF OFFICER BRIAN LAHMAN

Chief Ferrell introduced new Officer Brian Lahman who replaced retiring officer Matt Conner. Mayor Beck swore Officer Lahman into duty as a City of Mason Police Officer.

RECOGNITION OF VISITORS

Don Dominic of 3706 Woodburn Drive addressed Council and said he wanted to make Council aware of the poor condition of the retention pond in his subdivision. He said there is mold and a large amount of algae growth. He said he has been told Drees did not build them deep enough. He stated he wants the City to be aware of the problem and he would like to see them corrected before next spring. He also stated the developer has turned it over to the Homeowners Association. Richard Fair stated the Warren County Health Department has looked at the ponds and determined they are not a health hazard. He said they are designed as a retention basin and there is no maintenance required. He added they operate as they are suppose to. He said the

City is working with Miami University to analysis ponds and develop a maintenance manual to give to homeowner association. Don Dominic stated the ponds were turned over to the homeowners in bad shape. Richard Fair said the City does not have any standards on the depth of ponds. He added this year they have adopted the requirement they must have a minimum depth of 6 feet. Ken Schneider stated if you have received something other than what was promised, you have a private claim. Councilmember Bradburn stated Drees is to visit the site this week. He asked who owns the lake? He said the property lines are shown into the lake. He stated the City needs enforcement in the code to insure retention basins are in adequate condition. Councilmember Grossmann stated many lakes have had problem with algae this summer and aeration can help with that problem. Don Dominic suggested the City adopt standards on depth, degree of slope and fountains or aeration. Vice Mayor Palfrey asked Richard Fair to see what other communities are doing on this matter. She asked for a reply within the next week or two. She added if we are requiring retention ponds, we need to provide more direction to protect property owners.

RESOLUTION 2005-17 CELEBRATING OCTOBER 23-31, 2005 AS NATIONAL RED RIBBON WEEK

Eric Hansen read the Resolution.

Officer Jamie Van Wagner addressed Council and thanked them for their support with this program.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Grossmann, seconded by Councilmember Kidd. VOTE: ALL YEAS

A motion to adopt Resolution was made by Councilmember Grossmann, seconded by Vice Mayor Pelfrey. VOTE: ALL YEAS

ORDINANCE 2005-126 AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT OF EASEMENT TO THE CINCINNATI GAS AND ELECTRIC COMPANY TO EXTEND A NEW GAS MAIN ACROSS PROPERTY OF THE CITY'S NEW WATER RECLAMATION PLANT

A motion to read by title only was made by Councilmember McCurley, seconded by Councilmember Kidd. VOTE: ALL YEAS

Scot Lahrmer explained to Council, the City is presently constructing a new 8.67 MGD Water Reclamation Plant (WRP) on Mason-Morrow-Millgrove Road. Construction has been underway since early 2004, with completion scheduled in early 2006. The new WRP will require a supply of natural gas for both heating of buildings and for processing of sludge. The nearest Cinergy gas main is located on US 42 at the intersection of Mason-Morrow-Millgrove Road. He added in March 2005, Council adopted Ordinance 2005-25 authorizing an agreement with Cinergy for a Gas Main Extension. Cinergy is presently constructing approximately 2,800 feet of 6-inch gas main along Mason-Morrow-Millgrove Road from US 42 to the service tap for the new WRP. The agreement resulted from lengthy negotiations between the City, the Construction Manager,

and Cinergy, and represents a cost-effective means to provide for conveyance of the natural gas necessary for heating of buildings and to operate the WRP's sludge drying system. Scot stated most of the gas main extension is within the existing Mason-Morrow-Millgrove right-of-way. However, Cinergy has recently notified the City that it requires a Grant of Easement from the City for a portion of the gas main extension that will lie on new WRP property, in return for compensation of \$1.00. This will ensure Cinergy's ability to access the gas main extension for purposes of maintenance or repair.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Grossmann, seconded by Vice Mayor Pelfrey. VOTE: ALL YEAS

A motion to adopt Ordinance 2005-126 was made by Councilmember Grossmann, seconded by Councilmember Kidd. VOTE: ALL YEAS

ORDINANCE 2005-127 APPROVAL OF FINAL PLAT FOR EVERYBODY'S FARM SUBDIVISION SECTION 1

A motion to read by title only was made by Councilmember Kidd, seconded by Vice Mayor Pelfrey. VOTE: ALL YEAS

Richard Fair explained to Council the applicant is requesting approval of the final plats for Section 1 and Section 2 of Everybody's Farm Subdivision. He said this refers to both Ordinances 2005-127 and 128. The lots are located along the west side of Snider Road extension, just south of the newly installed culvert. Richard said the Section 1 plat will create a 1.5032-acre lot necessary for a proposed chiropractor facility while the Section 2 plat creates a 2.0661-acre lot. He added Planning Commission recommends approval of the final plat contingent on the following:

1. Include missing Book and Page numbers for adjacent lots and easements prior to submitting for signatures.
2. Provide subdivider's contracts and performance bonds.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Kidd, seconded by Councilmember McCurley. VOTE: ALL YEAS

A motion to adopt Ordinance 2005-127 was made by Vice Mayor Pelfrey, seconded by Councilmember McCurley. VOTE: ALL YEAS

ORDINANCE 2005-128 APPROVAL OF FINAL PLAT FOR EVERYBODY'S FARM SUBDIVISION SECTION 2

A motion to read by title only was made by Councilmember Kidd, seconded by Vice Mayor Pelfrey. VOTE: ALL YEAS

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember McCurley, seconded by Councilmember Kidd. VOTE: ALL YEAS

A motion to adopt Ordinance 2005-128 was made by Councilmember McCurley, seconded by Councilmember Grossmann. VOTE: ALL YEAS

ORDINANCE 2005-129 APPROVING THE PRELIMINARY PLAT OF THE ESTATES OF MASON SUBDIVISION

A motion to read by title only was made by Councilmember Kidd, seconded by Councilmember Pelfrey. VOTE: ALL YEAS

Richard Fair explained to Council, Mr. Roger Wright with Grand Horizons is requesting preliminary plat approval for a 4.01-acre residential development located south of Quailwood Farms Subdivision and north of Sherwood Green Condominiums. He stated the property is zoned R-3 single family residential. The plat proposes the creation of six (6) buildable lots ranging in size from approximately 21,638 square feet to 31,000 square feet. With the dedication and extension of Cox-Smith Road (60' right of way) thru the development, the plat satisfies the requirements of the City of Mason Thoroughfare Plan. Richard stated upon review, Planning Commission and staff recommend approval of the revised preliminary plat contingent on the following items:

1. A 50'-0" landscape buffer easement is required along Cox-Smith Road which will need to be dedicated for continued maintenance.
2. Since Cox-Smith road is a collector road, access drives will be limited to three.
3. A detention/retention facility will be required.
4. Construction of the Cox-Smith Road connection with all necessary utilities is required.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Bradburn, seconded by Councilmember Grossmann. VOTE: ALL YEAS

A motion to adopt Ordinance 2005-129 was made by Vice Mayor Pelfrey, seconded by Councilmember Grossmann. VOTE: ALL YEAS

ORDINANCE 2005-130 APPROVING THE PRELIMINARY PLAT OF THE SADDLEBACK ESTATES AT CHESTNUT HILLS SUBDIVISION

A motion to read by title only was made by Councilmember Kidd, seconded by Vice Mayor Pelfrey. VOTE: ALL YEAS

Richard Fair explained to Council, Mr. Jim Kiefer representing Great Traditions is requesting preliminary plat approval for a 62.496 acre residential development located at 3174 Mason Montgomery Road (Former Batsche property). He stated the property has been recently rezoned to R-2 single family residential. The project is proposed with 81 lots ranging in size from 20,350 square feet to 48,316 square feet. The preliminary plat shows the construction of a collector road on the north side of the site meeting the City of Mason Thoroughfare Plan. The property also

gains access from a road connecting to Chestnut Hill in Deerfield Township. Richard stated upon review, Planning Commission and staff recommend approval of the revised preliminary plat contingent on the following items:

1. The applicant is requesting a variance from the zoning code, which only permits a cul-de-sac with a length of 800 feet or less. With the configuration of the development and its low density, staff recommends approval of the request to allow for the proposed cul-de-sac length.
2. Please note on the plan that bike paths are to be a minimum of 10 feet in width and medians 12 feet in width. Please adjust the right-of-way width or provide an easement for the path.
3. A note on the plan indicates that the improvements to Mason-Montgomery Road are to be completed before the release of the performance bond. These improvements must be completed before the record plat is recorded.
4. Clear up discrepancy around lots 80 and 81 as to whether they are included with the preliminary plat. Also, shift the proposed access drive to the west to provide for an adequate left turn from Traditions Boulevard.
5. Dedication of right of way for all of Mason-Montgomery Road and proposed collector road.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember McCurley, seconded by Councilmember Kidd. VOTE: ALL YEAS

A motion to adopt Ordinance 2005-130 was made by Councilmember Grossmann, seconded by Councilmember McCurley. VOTE: ALL YEAS

ORDINANCE 2005-131 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CARGILL, INC., FOR THE PURCHASE OF ICE AND SNOW REMOVAL SALT

A motion to read by title only was made by Councilmember Kidd, seconded by Councilmember Bradburn. VOTE: ALL YEAS

Eric Hansen explained to Council the cooperative purchasing group, Southwest Ohio Purchasers for Government (SWOP4G) requested bids for rock salt for the 2005-06 season. Cargill Inc. provided the lowest and best bid. Cargill's price is \$41.18 per ton, which is 24% higher than the \$33.33 per ton paid last year. He stated the cost of the salt itself is relatively stable; transportation costs is what drives the price fluctuation.

Eric said this legislation is authorizing a contract to purchase 3,500 tons, more or less, of rock salt at a per ton price of \$41.18. He added we are not required to purchase the entire amount, but only that which we request. The cost, if 3,500 tons were purchased, is \$144,130. Approximately 3,400 tons were purchased during the 2004-2005-winter season. He also said the City currently has no salt storage facilities following the removal of the collapsed salt barn last year.

A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember McCurley, seconded by Councilmember Kidd. VOTE: ALL YEAS

A motion to adopt Ordinance 2005-131 was made by Councilmember Grossmann, seconded by Councilmember Kidd. VOTE: ALL YEAS

ORDINANCE 2005-132 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH AUGUST GROH & SONS, INC. FOR THE MUNICIPAL CENTER JANITORIAL CLEANING SERVICES

A motion to read by title only was made by Councilmember Kidd, seconded by Councilmember Bradburn. VOTE: ALL YEAS

Scot Lahrmer explained to Council the cleaning of the Mason Municipal Center is a contractual service and was bid in 2002. The current 3-year contract is expiring and it is necessary to rebid the service. He stated specifications were prepared and bids solicited with an opening on October 13. Seven janitorial companies participated in the mandatory tour and pre-bid meeting, held on October 4. However, only two companies submitted a bid. Scot said over the course of the three-year contract, the City will save \$53,910 by awarding the contract to August Groh & Sons, Inc. instead of the second bidder. A motion to suspend the rule and allow for adoption after the first reading was made by Councilmember Grossmann, seconded by Councilmember Kidd. VOTE: ALL YEAS

A motion to adopt Ordinance 2005-132 was made by Councilmember Grossmann, seconded by Vice Mayor Pelfrey. VOTE: ALL YEAS

ORDINANCE 2005-133 AMENDING THE CODE OF ORDINANCES OF THE CITY OF MASON TO AMEND IN PART ZONING CODE AND SUBDIVISION REGULATIONS CHAPTERS 1109, 1162, AND 1145

A motion to read by title only was made by Councilmember Kidd, seconded by Vice Mayor Pelfrey. VOTE: ALL YEAS

Scot Lahrmer stated a public hearing on this legislation will take place on November 14, 2005 at approximately 7:05 p.m.

ORDINANCE 2005-134 AMENDING THE ZONING CODE AND ZONING MAP OF THE CITY OF MASON, OHIO, TO PROVIDE FOR THE REZONING OF APPROXIMATELY 24.5 ACRES FROM R-6 TO INDUSTRIAL PUD AND APPROXIMATELY 77.9 ACRES FROM I-1 TO INDUSTRIAL PUD WITH APPROVAL OF THE CONCEPT PLANNED UNIT DEVELOPMENT PLAN LOCATED SOUTH OF WESTERN ROW ROAD AND EAST OF THE OAKWOOD LAKES SUBDIVISION (HEALTH ALLIANCE)

A motion to read by title only was made by Councilmember McCurley, seconded by Vice Mayor Pelfrey. VOTE: ALL YEAS

Scot Lahrmer stated a public hearing on this legislation will take place on November 28, 2005 at approximately 7:20 p.m.

ORDINANCE 2005-135 AMENDING THE ZONING CODE AND ZONING MAP OF THE CITY OF MASON, OHIO, TO PROVIDE FOR THE REZONING OF APPROXIMATELY 12.1 ACRES AND APPROXIMATELY 5.5 ACRES LOCATED ON THE SOUTH SIDE OF WESTERN ROW ROAD AT THE CINTAS BLVD AND WESTERN ROW ROAD INTERSECTION FROM I-1 TO HT-1 (DUKE/HBA PROPERTY)

A motion to read by title only was made by Councilmember Kidd, seconded by Councilmember McCurley. VOTE: ALL YEAS

Scot Lahrmer stated a public hearing on this legislation will take place on November 28, 2005 at approximately 7:25 p.m.

CITY MANAGER'S REPORT

Scot Lahrmer reported on the following items:

◆ In the past, City Council has authorized the purchase of a ham, turkey, or a gift certificate for full-time City employees during the holidays. If you would like to offer this again, a motion to this effect needs to be passed. Councilmember Bradburn moved to continue the gift to employees this year. Councilmember Grossmann seconded the motion. VOTE: ALL YEAS

◆ Halloween Trick or Treat will be celebrated on Monday, October 31 from 6:00 to 8:00 p.m.

◆ The City's segment of the project was finished this summer, which included the bridge over Muddy Creek and 400 feet of Snider Road. The owner and the developer of the property, Everybody's Farm, is responsible to finish the remaining portion of Snider Road including all utilities, pavement, bike path, and sidewalks. Bunnell Construction, contractor for Everybody's Farm, is currently working on underground utilities. Their plan is to lay curb and gutter the week of October 24, pave the base course of asphalt the following week, and upgrade the traffic signal at Tylersville Road by the middle part of November. Representatives from Bunnell Construction are reporting they will have the road open by the end of November; however, the top course of asphalt, and streetlights, will not be finished until the spring of 2006. The City has no control over when Everybody's Farm will finish Snider Road; however, because several lots have been sold to clients, they appear to be committed to provide access for these new businesses.

◆ This year's United Way employee campaign ended with a luncheon on Thursday, October 13 at which time it was announced that City employees had contributed over \$13,000. Kendra Taylor of Engineering & Building led a committee including: Rebecca Ryan, Administration; Karen Eve, Police; Amanda Hisey, Finance; Art Oliver, Public Utilities; Angie Gardner, Parks & Recreation; Pam Eickenhorst, Fire; and Patti Workman, Public Works. City employees donated

time, supplies, as well as financial support to ensure this year's campaign was both successful and motivating.

Scot presented the following Fire Report Action Plan to Council:

**10 Point Plan
Action Step Schedule**

This schedule is based on the 10 Point Plan developed to move the City of Mason Fire Department forward as quickly as possible, maintain public confidence in safety services, and prevent erosion of morale among the Fire Department staff. The action steps assume consensus on the 10 Point Plan and regular follow-up with City Council and Council Safety Committee. The Plan implementation and development will also be heavily influenced by input from experts that have already reviewed the Department (Chief Weitzel and Larry Davis) as well as by the anticipated utilization of contracted professional advice or consulting firm. This proposal is subject to review by legal counsel for possible ramifications to the collective bargaining agreement and other considerations.

I. Utilize the Experts

While there will be a need for outside professional support of some type to effect the plan's aggressive schedule, the two experts who have already visited and commented on the Department should, to the extent they are able and willing, utilize the insights they've gained to the Department's continued progress.

Compose and send letter inviting Weitzel and Davis to review and comment on the 10 Point Plan and Action Steps. Gauge their interest in ongoing comment of critical steps.	October 25, 2005
Receive feedback from Weitzel and Davis – modify Action Steps if necessary.	November 2, 2005

II. Training

The need to improve training has not been questioned by anyone associated with the Fire Department or the contracted experts. Everyone has consistently said that a Training Officer must be a priority. The hiring of a Training Officer is recommended. Additionally, it is recommended that the Fire Dept. pursue National Accreditation (see Section 8). This Training Officer could also assume the role of Accreditation Manager of this process.

Place legislation creating position of Training Officer on Council's agenda.	November 14, 2005
Develop job description for Training Officer position.	November 14, 2005
Establish recruiting strategy and deadlines; post the position.	November 17, 2005
Aggressively recruit and hire a Training Officer. It is recommended that recruitment of the Training Officer be conducted for internal and external candidates to the extent possible.	March 1, 2006
Safety Director review Fire Dept. evaluation process, implement any changes needed to emphasize training in evaluations.	March 1, 2006
Identify appropriate administrative training standards for all Fire personnel. Contracted experts will be contacted for	January 1, 2006

recommendations in this area.	
Safety Director oversee outlining of training program goals for Training Officer to develop, to include continuing in-service training and Fire and EMS operations.	February 1, 2006
Training Officer develops comprehensive training program, schedule, and implementation dates. Focus on department operations and multiple department coordination.	May 1, 2006
Chief Fletcher continues and completes Master's Program target date three years.	

III. Staffing Levels

There are two distinct problems to consider--scheduling and staffing levels. Past history has shown that reliance on part-time personnel to fill the bulk of the positions needed is deteriorating. The part-time pool from which to draw from cannot support the demand from area fire departments. Council decided, with the reorganization in 2003, to move toward a more full-time staff to stabilize the schedule. The daily staffing ratio went from less than 10% full-time to what is now 50% full-time personnel. The Part-Time Incentive Plan initiated in 2003 has produced a dependable group of part-time personnel, but only half of what is needed. While the part-time positions play a key role in filling open spots on the schedule (full-time personnel absent due to vacation, Kelly and sick days), a more workable ratio would be 75% full-time personnel.

There have been many studies to evaluate the ideal staffing levels for fire apparatus. Currently, the staffing levels for each quint is at three. NFPA 1710 standard states that fire apparatus performing engine or truck duties should be staffed with four on-duty personnel. While it has been the practice to utilize the medic units to supplement the staffing of the quints, this is not always reliable due to EMS responses eliminating that support. Increasing the staffing for each fire apparatus to four would provide a more dependable and safer fire ground operation. Currently, the tower apparatus is unstaffed. The department relies on mutual aide for an aerial response to fires. This also is somewhat unreliable as the mutual aide department may not be available causing a delay in response from a more distant department. Staffing the tower would provide a more reliable response, as well as provide personnel for a third medic response when needed or more critical positions if needed. At the time of the reorganization, expanded staffing of the Quints and staffing the tower was discussed but the Committee opted to wait.

Place legislation replacing part-time shifts with full-time positions on Council's agenda. Option A. 75% Full-time Coverage 9FT replace 18PT shifts- cost of transition \$18,000 each or \$162,000. Option B. 100% Full-time Coverage 18 FT replace 36 PT shifts- cost of transition \$18,000 each or \$324,000.	November 14, 2005
Place legislation authorizing coverage of Ladder Truck with PT shifts. Maintains PT program; use ladder staffing to fill any holes in Quint staffing. Additional cost for four part-time personnel \$402,300.	November 14, 2005

Place legislation to increase staffing on quints from three to four, meeting NFPA 1710 Standard using PT personnel – additional cost 2 positions/12 hour shift \$198,700.	November 14, 2005
Develop a Recruiting Team and consider outside technical support options to assist with recruiting.	December 2, 2005
Safety Director and HR review recruiting process and consider options to streamline without compromising thoroughness.	December 5, 2005
Develop recruiting strategy, post positions and move forward with hiring process.	December 9, 2005
Revisit plan prior to making hiring offers, based on input of professional consultant.	January 2, 2006
Fill all full-time shifts-complete	June 30, 2006

2nd Deputy Chief

Prior to the reorganization of the Fire Department, there was a 2nd Deputy Chief position. In fact, the history of the 2nd Deputy Chief position goes back to the Joint Fire District. The City's 2nd Deputy Chief position had been vacant for two years prior to its elimination to shift funds to improving full-time coverage. It is recommended a 2nd Deputy Chief for Fire Operations position be created and an active recruitment process initiated. The advertisement and recruitment process should begin immediately, and the actual hiring will be revisited based on input from the contracted experts. The Deputy Chief selection process will include input from the contracted experts prior to final hiring.

Place legislation creating 2 nd Deputy Chief position on Council's agenda.	November 28, 2005
Job Description.	November 28, 2005
Recruiting strategy and hiring.	November 28, 2005
Consider impact on union contract.	November 28, 2005

Outside Professional Advice

Implementing these recommendations will require considerable work of a department whose resources are already stretched thin. Consideration should be given to identifying a fire professional on a contract or temporary employment basis to assist the Fire Chief and the Safety Director in aggressively implementing all facets of this plan for improvement.

There has been a great deal of discussion of what form of outside consultation may be needed as we proceed forward. One option is the utilization of a professional consulting firm. Typically, their recommendations are based upon a brief but thorough analysis of all aspects of the Fire Department including staffing, equipment, and building location. Their final product is generally in the form of recommendations of how a city should proceed in those key areas with an emphasis on a strategic plan for the future.

Another alternative is to use outside experts for operational assessment contracted for a specific period of time. This alternative will provide assistance for the aggressive planning and implementation noted in this 10-point plan including major projects like a comprehensive training plan and the accreditation process. Action steps and deadlines will be dependent upon which option is selected, if any.

Make contact with at least two Consulting Firms	Accomplished
Compile list of potential professionals that could be contracted with for a year PT service	December 1, 2005
Develop scope of work for both options	December 1, 2005
Solicit pricing options	December 1, 2005
Review professional references	December 15, 2005
Finalize scope of work, pricing and alternatives	January 1, 2006
Place Deadline for final report of either option	TBD

Future Firehouse

Since the beginning of the CMFD in 1998, it has been known that the needs of a growing community will require an increased number of fire stations. The Insurance Service Office, Inc. (ISO) recommends that all built-upon land should be serviced by a fire apparatus within a 1.5 mile response distance. The NFPA 1710 standard recommends an initial response time of four minutes or less. In order to meet these standards, the department has collected data from several sources to provide ideal locations for additional fire stations. Deerfield Township shares this same challenge and this subject has been discussed by the two Fire Chiefs. Both departments have a need to provide increased coverage in the north district as well as the east side, most recently to the City with existing and planned developments. The expense to build a new fire station is significant, however, it is a one-time expense and minimal compared to the annual expense of staffing a new station. For Council's consideration there are two options submitted with costs comparison. The joint-staffing option will allow each department to retain its own identity but still provide the needed coverage at a reduced cost to each.

Compile existing research.	January 2, 2006
Meet with Safety Committee of Council.	January 2, 2006
Include with #5's report.	
<p>Option A: Build third fire station to cover north district staff with six personnel—2 on third squad and 4 on third engine. Building costs - \$1,500,000. Staffing costs annually—4 FT, 2 PT (75% FT) - \$901,600</p> <p>Build fourth fire station to cover east district containing PKI, Great Wolf, and the Beach. Staff with six personnel—2/squad, 4/engine. Building costs - \$1,500,000 Staffing costs annually— 4 FT, 2PT (75% FT) - \$901,600</p> <p>Option B: Pursue Deerfield Township for possible interest in building third fire station to cover north district joint staff with Deerfield-Mason supplies 4 crew engine, Deerfield supplies 2 crew squad. Building costs - \$1,500,000 Staffing costs for Mason 3 FT, 1 PT (75% FT) - \$552,500</p> <p>Joint staff existing Deerfield Station 58, Mason supplies 2-crew squad, Deerfield supplies 4-crew engine. Building costs -\$0</p>	

Staffing costs – 1 FT, 1 PT - \$275,000	
TOTAL OPTION A - \$4,803,200 TOTAL OPTION B - \$2,327,000	
Continue contacts with Deerfield and develop more detailed options for co-locating/staffing of future fire stations.	

Future Staff and Equipment

A comprehensive evaluation should be conducted on current and future staffing and equipment needs to be included as a component of the report noted in recommendation 5.

Re-evaluate and update department's 5, 10, and 20-year capital improvement plan.	TBD
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Accreditation

The Commission on Fire Accreditation International, Inc. (CFAI) was created to promote excellence in fire service. Similar to the police CALEA, the CFAI grants accreditation to fire and emergency service agencies upon the successful completion of an in-depth self-assessment and on-site evaluation. The process to achieve accreditation will take two years worth of data collection, self-assessment in 10 categories and preparation of the 400+ page document submitted for the application. To date, there are only 106 accredited agencies worldwide. Recently, Miami Township FD Clermont became the fourth agency in Ohio to be accredited. The City's Fire Department has made contact with Miami Township's accreditation officer, who is now a peer assessor and has agreed to assist our department with guidance in the process. Similar to the Police Department accreditation, the CFAI also has a Chief Fire Officer Designation (CFOD) program. With 483 designees worldwide, this will provide a prestigious standard for the chief officers in the City Fire Department to strive to achieve.

Chief Fletcher pursues Chief Fire Officer Designation through the Commission on Fire Accreditation International, Inc. Target date three years.	Ongoing
Initiate steps to pursue Fire Accreditation International Certification—utilize newly accredited local department for assistance and guidance (Miami Township-Clermont is one of four departments accredited in Ohio).	Accomplished
Request accreditation information packet and application.	Accomplished
Enter into self-assessment phase.	January 1, 2006
Initiate review by outside accreditation peer assessors.	March 1, 2006
Have a successful onsite and receive accreditation status (see Training Officer selection in Section 2).	June 1, 2008
City of Mason Fire Department is a member of Southwest Ohio Fire Benchmarking Project with 15 other departments for data comparison. Initiate quarterly meetings with these departments for group thinking in department assessments.	January 1, 2006
Additional chief officers pursue Chief Fire Officer Designation.	Begin January, 2006

Evaluation Process

The Fire Department has existing evaluation processes for all employees to include part-time firefighters. There have been complaints of the timeliness of evaluations. A review of the current system should be initiated by the Safety Director and Fire Chief, then reviewed by contracted experts for recommendations.

Safety Director review entire process.	December 1, 2005
Safety Director oversees updating of process with Fire Chief, HR and new Training Officer to ensure emphasis on training.	June 30, 2006
Contact experts for input.	TBD
Safety Director annually audit process.	December 31, 2006

Experts

Any adopted plan for improvement of the Fire Department should be forwarded to Mr. Weitzel and Mr. Davis for their recommendations and comments.

Safety Director maintain contact with Weitzel and Davis via e-mail, conference calls, and mail.	November 15, 2005
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Mayor Beck stated this should be coordinated through the Safety Committee for adoption and implementation. He also said he would like to see a training facility included that others could also utilize. Councilmember McCurley stated he felt this plan is very complete and he also supports the inclusion of a training facility. He moved to adopt this plan tonight. Vice Mayor Pelfrey stated she would be in favor of the Safety Committee reviewing this plan and staying involved in this process. Mayor Beck said the City Manager stated he would like Safety Committee's input in this process. Councilmember Bradburn moved to refer the matter back to Safety Committee. Vice Mayor Pelfrey seconded the motion. VOTE: ALL YEAS

COMMITTEE REPORTS

Vice Mayor Pelfrey reported the Safety Committee met to discuss the future purchase of equipment.

COUNCIL OLD AND NEW BUSINESS

Vice Mayor Pelfrey reported on November 11, 2005 at 11:00 a.m. Veteran's Day will be recognized at the Veteran's Memorial. She stated she has worked with the American Legion to coordinate this event and she requested the City have the site cleaned, set up a podium with a microphone, if possible have the fifty flags flying and she asked though employees to not park in the employee parking lot on that day. She said the program would last approximately 30 minutes.

Councilmember Kidd stated he has been saddened by the rumors he has heard that have been spread about him during this campaign. He said he has confronted the individuals that he heard had spread this rumor and had handled it this way but he still doesn't understand why some people find it necessary to do this. He stated he had asked the Chair of the Warren County Republican Committee if he would support anyone who would act this way. He reported he said no. He asked Council if they agree with that comment and would not support anyone who

operates under those conditions. Everyone from Council gave an affirmative answer. Councilmember Grossmann stated he is the Chair of the Warren County Republican Party and he agrees candidates should stick to the issues.

Mayor Beck reported on the ground breaking over the Western Row Chiropractic, the One Restaurant, Make a Difference Day and Meet the Candidate Night at Cedar Village. He also reported on a meeting with Deerfield Township Trustee Randy Kuvin to discuss the Skate Park. He stated they are looking at the possibility of the township participating on this project.

Councilmember Grossmann also stated he would like to revisit the sewer rate schedule. He said he would like to compare the average usage to the maximum month usage, which is currently part of the rate calculation.

Councilmember McCurley stated this is the third time he has requested a report on the donations made to the Veteran's Memorial. He stated the public needs to know the status of this. Mayor Beck stated there is a balance of \$176,000 in the fund. He also said a detail report has been requested from Fifth Third. He added this should be complete within a couple of weeks.

RECOGNITION OF VISITORS

Kevin Jones addressed Council to discuss the density of the property regarding Ordinance 2005-130. He questioned whether the density approved at the rezoning request was less than what was approved tonight.

EXECUTIVE SESSION: PERSONNEL AND LITIGATION

A motion to adjourn into executive session for the purpose of discussing personnel and litigation was made by Councilmember McCurley, seconded by Councilmember Grossmann. VOTE: ALL YEAS

A motion to reconvene into regular session was made by Councilmember McCurley, seconded by Councilmember Kidd. VOTE: ALL YEAS

ADJOURN

A motion to adjourn was made by Councilmember McCurley, seconded by Councilmember Kidd. VOTE: ALL YEAS

TIME: 10:45 p.m.



Clerk of Council



Mayor