

2020 2nd Quarter Report

DEERFIELD TOWNSHIP



Safety

Training

April	Peds	Engine Ops	Swift Water	April	Peds	Engine Ops
May	Trauma	Portable Ladders	Boat Ops	May	Trauma	Portable Ladders
June	MCI	Multi-Company	Extrication	June	MCI	Multi-Company

We are beginning to get back to our standard training regimen. Crews have returned to the training tower to conduct portable ladder and mutli-company evolutions. Crews concentrated on the 45' portable ladder which is essential for four and five story buildings with no access to the rear for fire apparatus. Crews also had the opportunity to train on auto extrication techniques over the last week of the quarter. We had seven cars at Station 56 to cut on and practice extrication techniques.

We sustained a training injury on May 6th when an employee fell almost 20 feet out of the rear window to our training tower at Station 57. We worked with CMC who manufactured the equipment to see if it was equipment failure or user error. We received their report back and are currently working collaboratively on writing the final report.



Human Resources

Resignations

The following part time Fire Fighters resigned in the 2nd quarter

- Steven Wiederhold – 5/28/20
- Joseph Pope – 5/4/20

Workers Comp

- 4 new claims
- Two claims were same incident-Training incident fall from 20 ft.
 - one resulted in hospitalization & Salary continuation
 - one medical only
- One chainsaw accident
 - medical only
- One accident reporting to fire, slipped on ladder
 - medical only

Human Resources Projects

- BMV record checks
- Prepare for open enrollment
- Provide support during remote work schedules



Road and Bridge Department

Quarter #2 milestones for the Public Works Department are detailed below.

1. Mowing and maintaining Parks.
2. Repaired and installed new sprinkler system for Cottell Park ball fields.
3. Finished tree trimming and mulching at all Parks.
4. Built new garden beds at Carter Park.
5. Built new fence at Carter Park by Pond.
6. Pressure washed tables at Schappacher Park.
7. Made repairs for drainage issues at Schappacher Park.
8. Trimmed Trees along walking trails at Kingswood and Carter Park.
9. Removed weeds and sprayed all guardrail and roads in Township.
10. Repaired wall along Montgomery Road.
11. Worked on building new crosswalk signs for Landen Drive.
12. Helped with funerals at Rose hill .
13. Mowed roadsides.
14. Potholes repaired
15. Trimmed trees along Mason Road.
16. Performed drainage repairs.
17. Chipped brush – 480 yards.
18. Sign Zones checked and completed.
19. Reorganized shop storage bins.
20. Mowed Zoning grass complaints.
21. Installed guardrail and rock wall at shop by new storage barn.
22. Repaired all catch basins in Long Cove.
23. Sign sweep complete 2 times this quarter.



PW Administration

- Street Light Inspections – Staff inspected zones 1 thru 4 for defective street lights. Reported 24 lights to be repaired.
- 2020 Resurfacing Project – Project was awarded to Barrett Paving Materials Inc. A total of 3.92 miles of road was resurfaced in the month of June throughout Long Cove and Crooked Tree subdivisions. Project is complete and closed out.
- 2020-02 Watercrest Dr. Project – Awarded to Rack & Ballauer, project was completed on May 13, 2020 and closed out.
- 2020-03 Landscaping Maintenance Project – Degree Landscaping continues to check and maintain the landscape during their monthly visits.
- Landen Pathway project – Pathway is installed, Pedestrian Crossing System is operable. Thermoplastic crosswalk paint scheduled to be installed on July 20,2020.
- Lily Drive Project – Deerfield Township worked in collaboration with Warren County Engineers to replace the bridge on Lily Drive. Project is complete and in the process of final payment.
- 2020-07 Riverwood Trail & Riverwalk Drive Pipe Cleanout Project - Tele-Vac Environmental has cleaned out the storm sewer located at Riverwood Trail. A sinkhole is forming around the storm sewer located at Riverwalk Dr. Pipe is determined to be 50% full of debris. Staff is looking at options to eliminate the issue.
- 2020-08 Annual Street Marking Project – Project is out for bid. Bid opening is scheduled for July 22, 2020 at 10 am.
- Submitted final application for the Kings Mills Ph. I Improvement Project to OPWC.
- Submitted pre-application for the Kings Mills Ph.II Improvement Project
- Training classes on chainsaw safety (April)
- Accident Reporting, Asbestos Awareness, CDL Prescription Waiver, Auditing with Supervisors – all training classes during Q2



Deerfield Regional Storm Water District – Administration

- Staff fielded 64 storm water calls and received 14 Requests for Assistance (RFA) during 2020 Q2.
- Staff managed 16 stormwater related improvements, of which 11 projects were completed with another 5 in various stages of design or construction.
- Staff has received the final design and construction documents for a detention basin to be built near Irwin-Simpson Rd. and I-71 and are preparing to put this project out for bid.
- CDM Smith is finalizing engineering plans and the construction documents for a storm sewer project along Primrose Dr. and Aster Rd. in Loveland Park.
- The District is partnering with the WC Soil & Water Conservation District, the WC Engineer's Office, and Strand Associates to update stormwater, erosion control, and illicit discharge regulations in a consistent and enforceable manner. CDM Smith has begun an update of the Township's stormwater management plan and stormwater pollution prevention plans.



Fire EMS Department

Fire Equipment:

Our fire equipment AOR's has been idle with the COVID-19 response. In the third quarter we will begin to purchase equipment and hose to equip our new engine company

SCBA's:

FF Toth is getting ready to begin SCBA bench testing in the third quarter. We only have one SCBA back for warranty work at this time. All other SCBA's are in-service as well as our face pieces.

eMaint:

We have worked with eMaint staff to work out the issues with their mobile app. We also changed both John's and Randy's accounts to admin accounts. This will make data entry easier on their end. They also have their new desktop computers working which makes using the software easier.



Fire EMS Department

Pre-Incident Plans:

Lt. Brooks has just began to reassign pre-plans and mapping updates to our personnel. Due to our COVID-19 policies, crews have been unable to conduct public pre-plans. We will begin again in the third quarter.

Quarter-Master Program:

Our quarter master program has been revamped and is working well. We are going to “stock” uniforms for part-time personnel. These uniforms will be kept in-stock and only lack the EMS patch and their name. After the employee hits their one-year anniversary, we will purchase them standard uniforms. This will help with the delay in getting uniforms for new-hires as well as losing money if an employee decides to leave within their first year of employment.

FF Bentley is working on fixing the issue with our extractors and station wash machines. Our extractor soap isn't compatible with washing turnout gear per the manufacturer. Also, the dispensing machines for the detergent are going bad. We are working with Stigler Supply on remedies. In the upcoming weeks the systems will be installed on the station washers. This will be liquid soap and will have consistent dispensing which will save us on product.

We have purchased additional Petzl Exo's and 9" Sterling lanyards for all personnel. This is the first time all township employees have been issued these escape devices. These are essential pieces of safety equipment that we are fortunate to be able to issue out to our personnel.

Fire EMS Department Continued

Incident Count through Q2 2020:

Year	EMS	Fire	Total
2018	1,556	704	2,260
2019	1,488	690	2,178
2020	1,419	708	2,127

Growth:

Fire:	-4.6%
EMS	2.6%
Total	-2.3%

Mutual Aid:

- Received – 63
- Given - 187



Fire EMS Department Continued

- Total Incidents by district:
 - District 56 – 274 runs
 - District 57 – 443 runs
 - District 58 – 33 runs
 - District 59 – 36 runs

- Third quarter average response times per district:
 - District 56 – 4:18
 - District 57 – 4:46
 - District 58 – 3:49
 - District 59 – 6:19



Fire EMS Department Continued

COVID-19 Pandemic:

During the second Quarter we transported total of 8 patient that were tested positive for the COVID-19 Virus. Two of the patient transported were repeated transports from Deerfield Spring Retirement Resort. We are remaining the same with our operations, when treating and transporting a positive case of COVID-19.

Fire EMS Department Continued

Unit Two Significant Incidents:

On May 22nd Rescue 57 and Battalion 56 responded mutual-aid into Symmes Township for a basement fire. Crews assisted in the initial attack on the fire which was contained to the basement. No injuries were sustained.

On May 28th crews responded mutual-aid into Hamilton Township for a reported commercial building fire. The fire went for two alarms bringing all three Deerfield fire stations to the scene. Crews worked for hours in high temperatures to combat the fire with multiple departments.

On June 5th crews responded to a report of a missing person to assist the Sheriff's department. Our crews located the child in a retention pond off of Snider Road. Despite all efforts, the subject unfortunately passed away at the hospital.

On June 5th crews responded to a person struck on 22&3. The subject was severely injured and taken to UC West Chester by our medic unit. He later was flown to UC Base where he passed away the following week.

On June 21st we were experiencing a large water outage in the township. Tankers from Turtle Creek and Harlan Township were requested to fill Station 57. The tankers were in the township for over 4 hours assisting.



Fire EMS Department Continued

Second Quarter Expenditures:

During the second quarter the B/C James and FF/Medic Crowthers attended the preconstruction of the two new medic units at Horton Emergency Vehicle. Both vehicles are currently on the production line, with a delivery date during the Third Quarter. One of the newest features with these units is the ADU-136 Lumalier (ultraviolet lighting) in the patient compartment area to assist with disinfecting the patient compartment area after each detail. Once we receive the new units, our current fleet will be sent to Horton to have the ADU-136 Lumalier retrofitted in each unit.



Fire EMS Department Continued

Deerfield Twp Fire Rescue First Quarter EMS Stats Reports Entered In ECPR

	Total		Total
Abdominal Pain / Injury	13	Hemorrhage / Lacerations	17
Allergic Reaction	6	Lifting Assistance	3
Appliance Fire	1	Medical Alarm	111
Assault/Fight/Rape	8	Non Breather	12
Back Pain / Injury	4	Overdose	15
Bike Accident	1	Poisoning / Ingestion	1
Breathing Problems	45	Seizures / Convulsions	20
Choking	2	Stabbing	3
Diabetic Problems	14	Stroke / CVA / TIA	12
Emergency Button	1	Structure Fire	1
Emotionally Disturbed Person	17	Suicide / Attempted Suicide	4
Falls	64	Unconscious / Unresponsive	39
Fracture / Sprain	8	Unknown Medical Problem	2
Gun Shot	2	Unknown Type Rescue	1
Head Pain / Injury	6	Vehicle Accident with Injury	29
Heart Problems	49	Water Rescue	1
Heat Stroke	4		
	Total		516



Fire EMS Department Continued

2nd Quarter Expenditures:

Listed below are the second quarter's expenditures for EMS supplies and medications.

- Airgas (Oxygen Refills): **\$333.29**
- Teleflex LLC (EZ IO Equipment): **\$600.00**
- Bethesda Arrow Springs (Medications): **\$12.26**
- Bound Tree Medical (EMS Supplies and Equipment): **\$7,720.49**
- J&B Medical Supplies (EMS Supplies and Equipment): **\$290.40**
- Zoll Medical (Cardiac Monitor Equipment and Supplies): **\$2,224.25**
- West Chester Hospital Pharmacy (Drug Bag Exchange): **\$540.00**
- Cintas Corporation (Touchless Thermometers for Township Building, Fire Department): **\$3,560.00**

Total: \$15,280.00



Warren County Sheriff

- We continue to train new deputies here in Deerfield as part of our Field Training Officer Program. Four different newly hired deputies trained during the 2nd quarter.
- Katie Barnes will be the new DARE/Crime Prevention Deputy. With the Covid pandemic, Katie has been working hard to prepare for the 2020-2021 school year.
- We have several new deputies here in Deerfield. Brent Whatley, Kenny Palmer and Dakota Tuck started at the end of the 2nd quarter. They switched with other deputies who will now work out of our County Road office.



Planning and Zoning Department

PUD Modifications

Staff reviewed and approved 2 minor PUD modifications (2 commercial).

Zoning Certificates

Staff issued 188 zoning certificates (147 residential and 41 commercial). It should be noted approvals include new homes, accessory structures, signage, additions and interior/exterior modifications.

Inspections

Staff has performed final inspections on 31 residential properties and 2 commercial properties for zoning compliance with approved plans.

Zoning Complaints & Violations

Staff received and investigated a total of 27 formal complaints in the 2nd Quarter which resulted in 22 violation notices being issued to property owners. It should be noted 2 of the formal complaints received were either cleared prior to notices being issued, no zoning violation was found and/or not zoning related and could not be addressed by the Planning & Zoning Department.



Planning and Zoning Continued

BOARDS

BZA

The Board of Zoning Appeals reviewed two cases. The most significant project in the 2nd Quarter was approving an area variance to allow McCluskey Chevrolet to expand its display inventory on an adjacent lot.



Planning and Zoning Continued

Commercial-New Construction

- Landen Self-Storage (2611 Route 22 & 3); Under construction
- Deerfield Springs (3664 Route 22 & 3) – Independent Living Facility with 130 units; Under construction
- Mini-Storage Depot (9720 Wilkens Boulevard); Under construction

Commercial – New Businesses/Relocations

- Spectrum (New retail use at 9863 Waterstone Boulevard)
- Alternative Health Solutions (New medical office use at 4700 Duke Drive)
- Ferrara (New office use at 5181 Natorp Boulevard)
- Kings Plumbing (New office use at 3880 Route 22 & 3)
- West Point Optical (New medical office use at 4680 Parkway Drive)
- Premier Martial Arts (New indoor recreation use at 5518 Irwin-Simpson Road)



Planning and Zoning Continued

Residential (Housing Starts)

There were a total of 69 zoning certificates issued to construct new residential dwellings (single-family). This figure is included in the total number of residential zoning certificates issued in the 2nd Quarter. The breakdown of certificates issued for new residential dwellings is as follows:

- Hudson Hills – 11 zoning certificates issued
- Legacy at Elliot Farms – 9 zoning certificates issued
- Cross Creek – 5 zoning certificates issued
- Kensington – 4 zoning certificates issued
- Kerrisdale – 12 zoning certificates issued
- Sherman Terrace – 1 zoning certificate issued
- Watercrest – 22 zoning certificates issued
- Robert's Park – 1 zoning certificate issued
- Loveland Park – 1 zoning certificate issued
- Afton Falls – 2 zoning certificates issued
- Meadowbrook Estates – 1 zoning certificate issued



Planning and Zoning Continued

Residential (Subdivision Pipeline)

- Watercrest Subdivision (formerly known as Hampstead Green) at 7630 Columbia Road (Cincinnati Golf Center); 85 single-family residential dwellings; Under construction.
- Afton Falls Section 5; 13 single-family residential dwellings (Subdivision plat recorded on February 12, 2018).
- Foxview Lakes (aka Deerfield Village); 132 single-family dwelling units (Stage 1 – Preliminary PUD Plan approved by the Township Board of Trustees).
- District at Deerfield (One Deerfield Place); 242 multi-family units at buildout; Under construction.



Planning and Zoning Continued

GIS/IT

Major projects for the 2nd Quarter include the following:

- Adobe Support/Credit
- 30 IT Support Request
- Culvert Inspection Report
- Canon Installation – Service Dept
- Phone System – Variety of requests
- Parks Dept Computer Warranty Support/Return
- Stormwater Web Additions and Domain Renewal
- Maintenance Dept Computers
- SCBA Computer
- Accounts Maintenance
- User Account Access Support
- WCSO Phone Support
- Invasive Species Project
- Fire Response Time Dashboard
- TIF Termination Exhibit B Review
- Firewall Replacement
- Zoning Commission
 - Case 2020-280 CBE Development
 - Case 2020-282 Kings Mansion
 - Case 2020-292 Station 59



Planning and Zoning Continued

GIS Major Projects Continued

- Hotel Run Data
- Updated Printing Cost Policy
- Township Owned Properties
- Windows Client Access Licenses
- ArcGIS Patches

Economic Development/PR

Social Media

Community Size	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Change Over Previous Qtr
Twitter	1,931	1,968	2,000	2,032	2,093	2,117	2,153	2,207	2.51%
Facebook*	3,692	3,786	3,874	4,034	4,165	4,246	4,320	4,422	2.36%
LinkedIn	137	137	150	156	175	189	193	198	2.59%
Instagram		72	139	173	223	288	329	342	3.95%
Total Community	5,760	5,945	6,163	6,395	6,656	6,840	6,995	7,169	2.49%
Percent Change	2.67%	3.21%	3.67%	3.76%	4.08%	2.76%	2.27%	2.49%	
Impressions	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Change Over Previous Qtr
Twitter	56,400	134,900	32,521	20,763	13,359	18,158	10,535	4,009	-61.95%
Facebook*	155,894	169,593	133,907	159,294	158,419	92,912	70,438	84,712	20.26%
LinkedIn	6,622	3,627	1,273	1,156	1,496	3,497	226	30	-86.73%
Instagram		143	3,370	3,561	4,141	2,040	1,649	3,231	95.94%
Total Community	225,908	308,263	171,071	184,774	177,415	116,607	82,848	91,982	11.03%
Percent Change	26.20%	36.46%	-44.50%	8.01%	-3.98%	-34.27%	-28.95%	11.03%	
Engagements*	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Change Over Previous Qtr
Twitter	1,162	755	651	312	245	244	312	57	-81.73%
Facebook*	6,080	9,200	5,068	6,041	5,390	2,598	2,683	3,792	41.33%
LinkedIn	96	226	42	65	98	239	183	0	-100.00%
Instagram		31	150	165	183	92	58	109	87.93%
Total Community	7,475	7,639	6,611	6,583	5,916	3,173	3,236	3,958	22.31%
Percent Change	-23.62%	2.19%	-13.46%	-0.42%	-10.13%	-46.37%	1.99%	22.31%	

* - Past Facebook analytics were reviewed corrected to ensure consistent fields were being used for reporting purposes



Cemetery Department

Quarterly Metrics

Activity	Quantity	Amount
Opening/Closing	35	\$32,400
Disinterment	-	-
Grave Sales: Resident	9	\$18,000
Grave Sales: Non-Resident	15	\$33,000
Grave Sales: Cremation	5	\$3,000
Foundations	27	\$10,192
Grave Buy Back	-	-
Cemetery Total:		\$96,592

Online Burial Search

- 3 data submissions from the public received

Service Department - Parks

Special Projects

- Processed 528 summer camp registration cancellations, consolidated refunds by household, and submitted 163 refund requests to Finance.
- Deerfield Farmers Market held at the Kingswood Community Pavilion
- Roberts Park Parking Lot bids received and proposal approved by the Board of Trustees
- Tennis Court Repair proposal approved by the Board of Trustees
- Kingswood Crosswalk Project proposal approved by Board of Trustees
- Kingswood Pollinator Pathway and Invasive Plant Removal Project presented and approved by Board of Trustees
- Kingswood North Invasive Plant Removal work began June 22nd
- Developed Snyder House COVID-19 Safety Plan, obtained approval from Warren County Health District
- Developed Trustee Meeting Room COVID-19 Safety Plan and submitted to Warren County Health District for approval

Donations

- CancerFree KIDS purchased a bench for placement at Cottell Park. (The bench falls under a standard Donation List item.)



Service Department - Parks

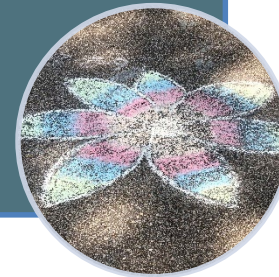
- Conducted Camp Parent Survey; analyzed requirements/needs for operating during COVID-19; provided alternatives and recommendations regarding 2020 summer programming
- Evaluated community needs and designed alternate summer programming (Park Pop-Ups) to engage residents in active outdoor activities across all quadrants of the Township
- Consulted with legal for new COVID-19 Assumption of Risk Waiver; implemented for Field Use and Special Event Permits
- Submitted The Arts Alliance temporary liquor permit requests (4) for the summer concert series to the Board; approved by Board

Recreation Programming



- Community Gardens currently at 97% of capacity, with one (1) plot available at Carter Park for the 2020 season
- Monthly Carter Park StoryWalks were continued as scheduled; three (3) books were rotated
- Engaged community through new programs designed for social distancing; 28 Park Pop-Up activities provided during June in parks across all quadrants of the Township
- Partnered with North Cincinnati Community Church to utilize their parking lot for an in-car movie to comply with current restrictions. 37 families were issued winning raffle tickets; 19 vehicles attended

Recreation Services, Events, & Programs



Service Department - Parks

DeerfieldRec.com

54 New Accounts
(25 Res, 28 NR)

Online Registration

59 Registrations
(40 Res, 19 NR)

Recreation Programming

29 Events/ Programs Held

COVID-19 Cancellations

27 Events / Programs
3 Volunteerism Events

Volunteerism

2 Events
7 Volunteers

Snyder House

14 Cancellations

Special Event Permits

3 Approved
10 Cancelled

Field Use Permits

6 Approved
5 Pending

Finance Department

Long Term Obligation

Tax Increment Revenue Notes-Series 2007 and 2011

	Beginning Balance	Principal Due	Interest Due	Total P&I Due
2020	12,810,000	1,545,000	618,356	2,163,356

Investment Summary

Company Name	Total Investment	Y-T-D Interest Income
Star Ohio	9,187,692.89	54,140.52
Star Ohio Plus	-	-
RedTree Investment Group	15,411,665.66	150,481.07

Performance Indicators

<u>Fund</u>	<u>Adopted Budget</u>	<u>Budget Amendments</u>	<u>Amended Budget</u>	<u>Expense 2019</u>	<u>Encumbrances</u>	<u>Budget % Used</u>
General Fund	3,553,446	4,251,872	7,805,318	1,803,236	1,446,182	68%
Road and Bridge Fund	2,624,848	68,586	2,693,434	1,369,259	687,616	64%
Cemetery Fund	338,979	16,430	355,409	142,094	69,792	60%
WCSO Fund	4,322,274	153,345	4,475,619	2,072,010	456,874	57%
Park Fund	1,302,676	183,103	1,485,779	595,162	373,460	65%
Fire/EMS Fund	9,244,251	379,670	9,623,921	4,321,433	1,615,241	68%



Deerfield Township Fixed Cost Tracking

	Percentage	Current Year Appropriations	2020 Y-T-D Activity	2019 Y-T-D Activity	Encumbered Balance
Salary	51%	10,345,789	5,652,466	4,822,986	0
Benefits	14%	2,920,986	1,663,446	1,463,672	982,235
Purchase Service	27%	5,465,750	2,750,728	1,021,680	2,126,746
Supplies	5%	992,702	473,643	485,707	470,991
Miscellaneous	3%	625,015	386,936	273,488	183,256
Total Operating Budget	100%	20,350,242	10,927,219	8,067,533	3,763,228
Debt Payment		0	0	0	0
Transfers/Advances		2,500	0	0	0
Note Refunding		0	0	0	0
Equipment		1,719,872	386,899	278,166	596,986
TOTAL EXPENSES		22,072,614	11,314,118	8,345,699	4,360,214

* Report represents the total of all funds (General Fund, Road and Bridge Fund, Fire/EMS Fund, WCSO Fund, Park Fund, and Cemetery Fund)

