

2021 2nd Quarter Report

DEERFIELD TOWNSHIP



Safety

Training

April -	OB Emergencies	Ladder Ops (T)	Joint Mason Training (T)
May -	Trauma Scenarios	Portable Ladders (T)	Structural Collapse
June -	LZ Safety	Multi-Company Ops (T)	Haz-Mat PPE

We have been extremely busy with department trainings over the second quarter. We have conducted joint training with Mason on equipment familiarization for both engine and ladder companies. We have also completed the joint BERT refresher with our surrounding departments which was a huge success. We also had the opportunity to train in two acquired structures: one on Columbia and the other on Snider. We also participated in a joint acquired structure live-burn in Hamilton Township.

Mark Miller went to the National Fire Academy and participated in the first pilot program for the new Hazardous Materials Incident Command and Safety Officer. This class was a great addition to past Haz-Mat IC courses and is going to be the new standard in Hazardous Materials responses across the country.

We are in the initial steps of looking into the feasibility of a joint training tower venture with Hamilton Township. Once we get a building that will be jointly acceptable, we will begin the process to secure funding. Currently, no timeline has been established for this project.



Human Resources

New Hires

- 1 Full Time FF-Medics
 - Christopher Adkins - 4/7/2021
- 1 Full Time Service Crew Member
 - Richard Carman - 6/21/21
- 7 Seasonal Employees
 - Hayden Coleman –Service 4/12/21
 - Emma Bischoff – Camp Counselor 5/31/21
 - Sara Black – Camp Counselor 5/31/21
 - Sydney Keuffer – Camp Counselor 5/31/21
 - Julie Mattingley – Camp Counselor 5/31/21
 - Lindsay Pratt – Camp Counselor 5/31/21
 - Abigail Stephenson – Camp Counselor 5/31/21
 - Emma Brockwell – 5/31/21
 - Clare Haenni – 5/31/21
- 9 Part Time Fire Fighter EMT's
 - Jacob Carlier – 5/24/21
 - Jeremy Daugherty – 5/24/21
 - Chad Evans – 5/24/21
 - Scott Harley – 5/24/21
 - Logan Ryan – 5/24/21
 - Sarah Markey – 5/24/21
 - Alex McKay – 5/24/21
 - Trevor Myers – 5/24/21
 - Joel Wuerdeman – 5/24/21

Resignations

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

- Seth Gauby - 4/2/21
- John Grooms - 4/10/21
- Daniel Turner - 5/6/21
- Logan Howell - 5/10/21
- Elijah Williams - 5/16/21
- Kenneth Peddicord - 5/23/21
- Benjamin Lause - 5/27/21

Workers Comp

- 0 new claims

Human Resources Projects

- Open Enrollment – Health\dental\vision Insurance
- Renewal Property Casualty Insurance
- Logging Assets
- Creating/documenting Policies



Service Department

Quarter #2 milestones for the Service Department are detailed below.

Parks

- Commenced monthly mowing and weed removal operations at all township parks during the 2nd quarter.
- Touch up all landscaping beds (weed removal, mulch, pruning) as needed mulching throughout all Parks.
- Maintained trimming of trees and bushes to ensure the safe use of pathways and parking lots at all township parks.
- Regular maintenance checks and repairs as needed on all pond fountains.
- Performed weekly inspections on playground equipment and made repairs as needed.
- Repaired drainage issues at Fleckenstein Park, including asphalt pathway work.
- Staff removed all trash cans and cleaned them at each park to ensure cleanliness.
- Repaired drains at Cottell Park.
- Staff inspected our parks and all pathways on a weekly basis. Made repairs to pathways at Kingswood, Fleckenstein's, and Cottell.
- Pressure washed shelters at Cottell and Schappacher Park.
- Staffed multiple weekend events for the Township.



Road and Bridge Department

Quarter #2 milestones for the Service Department are detailed below.

Road Work

- Commenced monthly mowing and weed removal operations along all township roads during the 2nd quarter.
- Crews sprayed all Township roads for weeds in the ROW.
- Inspected and made necessary repairs/replacements in Sign Zones (4-6).
- Repaired/rebuilt 32 catch basins throughout Deerfield Township.
- Completed tree trimming along township roads for our annual paving plan.
- Completed 260 LF of pipe installation on Mason Rd. and Old Irwin Simpson.
- Staff performed seven (4) sweeps of all zoning signs throughout the 2nd quarter.
- Completed the clean up of property on McClelland Ave..
- Service Crew members assisted our cemetery with pouring foundations, also assisted with several Funerals.
- Completed our guardrail inspection, staff made all necessary repairs.
- Responded to all drainage issues, potholes, and other miscellaneous calls from residents.
- Mowed multiple high grass complaints.
- Staffed weekend Township events throughout Q2.
- Removed and chipped brush monthly.



PW Administration

- Street Light Inspections – Staff inspected zones 5 thru 8 for defective street lights. 28 streetlights were reported to be repaired.
- 2021 Resurfacing Project –Barrett Paving has completed curb and sidewalk work, as well as roadway patching in various areas throughout the Township. Resurfacing to take place in Crooked Tree, Cherry Brook and Heritage Pointe subdivisions in early July.
- 2019-03 Kings Mills Improvement Project, Phase I – Project was bid on June 21st and has not been awarded due to all bidders exceeding 10% of engineers estimate. Project is set to rebid on July 19th.
- 2021-02 Landscaping Maintenance Project –Degree Landscaping continues to check and maintain landscaped medians during their monthly visits.
- Staff continues to train Service Department personnel towards achieving their Commercial Drivers License.
- 2021-09 Sidewalk Replacement Program – Staff has been fielding and compiling a list of complaints regarding sidewalks that are in disrepair.
- Submitted documents for Phase II and Phase III of the Kings Mills Project for the OPWC grant.
- Continuing to prepare for the Kings Mills Improvement project Phase I – meetings and onsite visits with Warren County and project Engineer.
- Continuing to collaborate with WCTID for the future construction of the pathway on Irwin Simpson, Western Row Safety Improvement and Columbia Rd. roundabouts.
- Completed safety training monthly for all service personnel.
- Completed the purchase with eight (8) surrounding communities on an maintenance agreement for the purchase of a new Salt Conveyor. Held a training class for all communities at service garage.
- Completed training for OPWC online portal, and fundamentals for non-engineers.



Deerfield Regional Storm Water District – Administration

- Staff fielded 78 storm water calls and received 14 Requests for Assistance (RFA) during 2021 Q2.
- Staff managed 19 stormwater related improvements, of which 4 projects were completed with another 15 in various stages of design or construction.
- The Township applied to Ohio EPA and received a new 5 year stormwater discharge permit. The Deerfield Regional Storm Water District will incorporate any new permit requirements into the stormwater management program and plan.
- The Deerfield Township Trustees adopted stormwater management program regulations as required by the Ohio EPA stormwater discharge permit. These were developed in conjunction with Warren County and other cooperating jurisdictions to ensure the regulations are enacted County wide in a consistent and enforceable manner. These regulations went into affect on June 1st, 2021.
- The District has agreed to partner with the Township on the Kings Mills Improvement Project – Phase I. Construction is anticipated to start in the fall of 2021.



Fire EMS Department

Fire Equipment:

We are continuing to experience issues with the front-end suspension on the new engine. We are anticipating a fix within the coming week. To date, the unit has been OOS for three weeks for pulling to the right during extreme braking.

We received all new orange 1 ¾" fire hose. Our front bumper loads are now 150' of Orange and 200' of Yellow. This will allow us to quickly deploy back-up lines when taking the second-due engine assignment.

We have totally outfitted Engine 59. Engine 57 will be the ready spare but will have a more in-depth switchover list due to the shortage of equipment. With Station 59's items coming out of our tool line-item, we will need to re-appropriate funds to the line-item prior to completing this.

We are currently working with UASI to return the MCI unit from Station 58. We have housed this unit since 2008 and it will be re-assigned to another organization in our UASI region.

SCBA's:

All cascade cylinders from Rescue 57 and Station 58 have received their hydro-testing and are returned back in-service. The cascade cylinders from Station 57's compressor are lifetime due to their construction and do not require testing.

We currently have one SCBA at Interspiro for warranty repairs. We have also replaced all SCBA batteries. Lastly, all SCBA's that will be assigned to Engine 59 and Medic 59 have been re-programmed and are placed on the appropriate unit.



Fire EMS Department

Quarter-Master Program:

We have completed the install of Stigler supplies dispensers at Stations 56, 58, and 59. Station 57 is finishing up the last of our Cintas supplies and then will be switched over shortly. Our Cintas contract has been cancelled effective July 1, 2021. We are also finishing up our extractor soap installation. This should also be accomplished within the next month.

We have received two quotes for our bi-annual turn-out gear inspection. We will begin sending out turn-out gear that is greater than 36 months old within the next couple of weeks. We have received the new Morning Pride turn-out gear for our six new hires. This has been distributed and will be the new turn-out gear specification moving forward.

Fire EMS Department Continued

Incident Count (Quarter Total):

Year	Total
2020	985
2021	1,084

Growth:

Total +10.01%

Mutual Aid (this quarter):

- Received – 105
- Given - 172



Fire EMS Department Continued

- Total Incidents by district (this quarter):
 - District 56 – 346 runs
 - District 57 – 470 runs
 - District 58 – 39 runs
 - District 59 – 64 runs

- Quarterly average response times per district:
 - District 56 – 4:23
 - District 57 – 4:15
 - District 58 – 3:23
 - District 5901 – 7:17
 - District 5902 – 6:58
 - District 5903 – 5:45



Fire EMS Department Continued

Unit Two Significant Incidents:

April 20, 2021 crews responded to Carter Park to remove one female subject that had fallen down by the river. Crews worked for over an hour to extricate the patient to include two rope systems to Hamilton Townships ATV to bring her to the parking lot.

May 25, 2021 crews responded to US 22&3 for a car that left the roadway and entered Mc Donald's parking lot on its side. Crews worked for a hour to extricate the driver and her son from the vehicle. Both were transported with injuries to local trauma centers.



Fire EMS Department Continued

EMS:

The overall total of EMS detail generated into the EPCR system for the second quarter has increased by 86 calls from last year. There were only 9 overdose and unconscious, unresponsive, and non-breather details where the patients received Narcan administration during the second quarter by our personnel.



Fire EMS Department Continued

Deerfield Twp Fire Rescue Quarterly EPCR Stats

	Total		
Abdominal Pain / Injury	37	Mass Casualty Incident	1
Allergic Reaction	11	Medical Alarm	2
Assault/Fight/Rape	7	Nature Unknown	5
Back Pain / Injury	16	Non Breather	12
Breathing Problems	44	Obstetric Emergency	5
Burns	2	Overdose	12
Chest Pain	41	Poisoning / Ingestion	6
Choking	7	Property Damage Accident	1
Diabetic Problems	13	Seizures / Convulsions	24
Emotionally Disturbed Person	9	Stabbing	1
Eye Problem	1	Stroke / CVA / TIA	10
Falls	85	Suicide / Attempted Suicide	3
Fracture / Sprain	6	Train Accident / Derail	1
Head Pain / Injury	3	Unconscious / Unresponsive	49
Heart Problems	10	Unknown Medical Problem	74
Hemorrhage / Lacerations	20	Unknown Type Accident	1
Illness Not Listed Here	36	Vehicle Accident with Injury	42
Injury Not Listed Here	5		
		Total	602



Fire EMS Department Continued

Quarterly Expenditures:

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

- Teleflex LLC (EZ IO Equipment): **\$59.50**
- Bound Tree Medical (EMS Supplies and Equipment): **\$16,877.57**
- Zoll Medical (Cardiac Monitor Equipment and Supplies): **\$2,545.46**

Total: \$ 19,482.53



Fire EMS Department Continued

Quarterly Fire Prevention Activities:

- Annual Inspections – 5
- Reinspections – 2
- Building Department - 13
- Plan Review - 16
- Company Annual – 0
- Company Reinspections – 0
- DT Fire Investigations – 2
 - April – Car fire on Cosmos
 - May- (Carrabba's small fire in trash can in women's restroom)
- Warren County Investigations - 0

Covid-19 Pandemic:

As vaccinations for COVID have become readily available to everyone, we have seen a significant decrease in EMS calls related to COVID. Also, we have made some changes to our level of PPE (Personal Protective Equipment). Our department is now utilizing a level II protection. This consist of the EMS crews utilizing a surgical mask instead of the N95 mask for all EMS details that are not related to COVID. Crew will only be in level III protection which consist of N95, disposable gown and safety eye wear responding to a patients who are tested positive for COVID or suspected of having COVID with related symptoms.



Warren County Sheriff

- Detective Barger replaced Detective Behymer
- The man accused of shooting at Deerfield Deputy Sara Vaught was sentenced to 18 years in prison
- All deputies have been scheduled for annual in service training and fall range
- The man who scammed a Deerfield Township woman out of over \$1 million dollars was arrested by deputies and federal agents.



Planning and Zoning Department

PUD Modifications

Staff reviewed and approved 2 minor PUD modifications (1 residential and 1 commercial).

Zoning Certificates

Staff issued 166 zoning certificates (146 residential and 20 commercial). It should be noted approvals include new homes, accessory structures, signage, additions and interior/exterior modifications.

Inspections

Staff has performed final inspections on 19 residential properties and 1 commercial property for zoning compliance with approved plans.

Zoning Complaints & Violations

Staff received 23 formal complaints and investigated 19 in the 2nd Quarter which resulted in 18 violation notices being issued to property owners. It should be noted 5 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 one case in the 2nd Quarter approving an area variance to allow the applicant to install a covered porch which encroached in the minimum front yard setback.

ZONING COMMISSION

The Zoning Commission reviewed two cases in the 2nd Quarter. The most significant is review of a proposed map amendment rezoning 17.588 acres of land, along Tylersville Road, from Residential Single-Family (R-SF) to Neighborhood Business Planned Unit Development (N-B PUD).



Planning and Zoning Continued

Commercial-New Construction

- Mini-Storage Depot (9720 Wilkens Boulevard); Under construction

Commercial – New Businesses/Relocations

- Landen Trading Post (New office use at 2321 Route 22 & 3)



Planning and Zoning Continued

Residential (Housing Starts)

There were a total of 55 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 – 8 zoning certificates issued
- Legacy at Elliot Farms – 10 zoning certificates issued
- Cross Creek – 2 zoning certificate issued
- Kensington – 10 zoning certificates issued
- Kerrisdale – 11 zoning certificates issued
- Afton Falls – 2 zoning certificates issued
- Snidercrest – 1 zoning certificate issued
- Long Cove – 3 zoning certificate issued
- Vintage Oaks – 5 zoning certificate issued
- Candlestone – 1 zoning certificate issued
- Enclave at Long Cove – 2 zoning certificates issued



Planning and Zoning Continued

Residential (Subdivision Pipeline)

- 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).
- Candlestone; 36 single-family dwelling units (Preliminary Plan approved by Warren County)
- Brookwood; 20 single-family dwelling units (Preliminary Plan approved by Warren County)



Cemetery Department

Quarterly Metrics

Activity	Quantity	Amount
Opening/Closing	39	\$28,900
Disinterment	-	-
Grave Sales: Resident	15	\$30,000
Grave Sales: Non-Resident	11	\$24,200
Grave Sales: Cremation	8	\$2,400
Foundations	32	\$9,164
Grave Buy Backs	-	-
Surplus Equipment Sale	-	-
Cemetery Total:		\$94,664

Online Burial Search

- 0 data submissions from the public received

Service Department - Parks

Completed Projects

- Cottell Baseball Field Backstop Maintenance: Replaced the existing chain link fence and overhangs on the 5 baseball fields. These backstops were installed in 2005 and were in need of replacement due to normal wear and tear.
- Park Cameras: Installed at Schappacher Park in June.
- Proclamation for the Mayors Monarch Pledge approved at the April 6, 2021 Board Meeting.
- Kingswood Pollinator Pathway & Prairie Project: Prairie installed on north side of Kingswood.
- Wind screens installed at Cottell Park tennis and basketball courts
- Pond fountain installed at Altmaier property
- Kingswood Park site improvements completed with JK Meurer
- Entrance signs cleaned and painted
- Duke Energy installed lights at Cottell and Schappacher Park

Projects In-Progress

- Roberts Park Educational Signage for Rain Garden
- Kingswood Pathway Connections & Wayfinding: Installation of asphalt pathway connections on north side begun
- Kingswood North Side Parking Lot Addition: Pending construction timeline
- Kingswood Invasive Plant Removal: Fall volunteer dates scheduled
- Kingswood Activity Center: Board discussed project at June 15 meeting; design and interior renovations underway
- Jeremiah Morrow Barn Renovations: Interior renovations started
- Schappacher Park tree removal
- Schappacher Park paint shelters and stain restroom building
- Gale Roberts tree donation in progress

Service Department - Recreation

- Hiring of 9 Seasonal Camp Counselors approved by the Board of Trustees
- 3 Liquor Permits for The Arts Alliance approved by the Board of Trustees for annual Performing Arts Series
- 6 Park Project webpages created and 1 updated to improve/increase communication with the community
- Camp Director training completed
- 16 Cemetery Deeds processed and approved by the Board of Trustees
- Process documentation and policies review and development continued
- Stephanie Gebele completed Professional Development courses, Cost Recovery Master Class I & II

Programming Administration



- 12 Egg Sighting winners announced and prize buckets awarded during April
- Little Free Library installed at Kingswood Park in April
- Carter Park StoryWalk books displayed and rotated monthly.
- Deerfield Summer Camp Counselor Pre-Camp Training completed; camp season started on June 14th
- Park Pop-Ups kicked off on June 4th in 7 parks across Township with the community chalk the park event
- Community Vote held for 2021 season of Movies in the Park; first movie of the season held June 25th at Cottell Park
- Mason Public Library outdoor Story Times kicked off in June at Cottell Park and Fleckenstein Park
- Ohio River Foundation spring volunteer events for invasive plant removal at Kingswood held in April and May.

Recreation Services, Events, & Programs



- COVID-19 Safety Plans for Sports Venues, Snyder House, and Trustee Meeting Room retired, website updated, and applicable parties notified
- Deerfield Summer Camp increased to full capacity and 2021 Health & Wellness Addendum updated; associated website updates and parent/guardians notified
- Data provided for Park Levy presentation
- Assisted GIS with Carter Park Trails wayfinding project to develop options for trail identification and trail markings
- Researched options for Pontem reporting to support Cemetery fees process changes; demo of integrated FI software option scheduled for July

Special Projects



Service Department – Parks & Recreation

DeerfieldRec.com

121 New Accounts
(53 Res, 68 NR)

Online Registration

319 Registrations
(223 Res, 96 NR)

Recreation Programming

59 Events/ Programs Held
1 Program Cancelled

Volunteerism

19 Events / 61 Volunteers
211 Volunteer Hours

Snyder House

0 Private Rentals
18 Local Non-Profit

Special Event Permits

11 Applications
9 Approved / 2 Pending

Field Use Permits

9 Permits Issued
4 Requests Cancelled

Memorials

1 Tree Donation

Finance Department

Investment Summary

Company Name	Total Investment	Y-T-D Interest Income
Star Ohio	19,708,824.46	9,169.53
Star Ohio Plus	-	-
RedTree Investment Group	23,744,847.13	129,778.50

Finance Department

Supplemental Appropriations

Park Fund

- 212-0500-5411 - Consultants/Special Projects - \$15,000
- 212-0500-5420 - Uniforms - \$2,300
- 212-0500-5411 - Consultants/Special Projects - \$137,000

ED/PR

- 100-0105-5510 - Supplies (DORA) - \$15,000

Fire Fund

- 220-0305-5419 - Contract Services - \$14,000

Road Fund

- 204-0200-5419 - Maintenance Materials/Supplies - \$6,000
- 204-0200-5419 - Maintenance Materials/Supplies - \$58,000
- 204-0200-5411 - Consultants/Special Projects - \$2,000
- 204-0200-5420 - Uniforms - \$4,500
- 204-0200-5650 - Vehicles and Mowing Equipment - \$9,000
- 204-0200-5419 - Maintenance Materials/Supplies - \$6,000

Performance Indicators

<u>Fund</u>	<u>Adopted Budget</u>	<u>Budget Amendments</u>	<u>Amended Budget</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Budget % Used</u>
General Fund	8,493,953	3,778,877	12,272,830	9,061,386	2,095,942	91%
Road and Bridge Fund	3,593,501	1,120,924	4,714,425	2,224,607	1,297,592	85%
Cemetery Fund	303,119	15,644	318,763	146,581	61,174	65%
WCSO Fund	4,277,841	223,982	4,501,823	2,413,861	273,823	60%
Park Fund	1,471,135	235,544	1,706,679	746,159	463,561	71%
Fire/EMS Fund	9,539,206	420,537	9,959,743	4,211,663	924,344	63%



Deerfield Township Fixed Cost Tracking

	Percentage	Current Year Appropriations	2021 Y-T-D Activity	2020 Y-T-D Activity	Encumbered Balance
Salary	50%	11,367,231	5,048,119	4,822,986	0
Benefits	15%	3,412,880	1,573,677	1,347,611	710,094
Purchase Service	27%	6,141,183	3,338,746	1,093,984	2,192,865
Supplies	5%	1,053,171	466,288	399,283	340,520
Miscellaneous	3%	612,898	400,378	403,669	111,156
Total Operating Budget	100%	22,587,363	10,827,208	8,067,533	3,354,635
Debt Payment		0	0	0	0
Transfers/Advances		5,000,000	5,000,000	0	0
Note Refunding		0	0	0	0
Equipment		5,194,461	2,926,164	278,166	746,749
TOTAL EXPENSES		32,781,824	18,753,372	8,345,699	4,101,384

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

