

# 2020 3rd Quarter Report

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DEERFIELD TOWNSHIP



# Safety

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## Training

<b>April</b>	RFT	Master Streams	Haz-Mat PPE
<b>May</b>	Pharmacology	Standpipes	Low Angle Ropes
<b>June</b>	Cardiology	Forward Stretches	High Angle Ropes

This has been a busy quarter for training as we attempt to get back to some level of normalcy. Crews trained at the District of Deerfield for Standpipe Operations and building familiarization. Surrounding departments were invited to train alongside of our personnel. We also trained on forward stretches off of our engine companies. This will allow us to facilitate quicker stretches for the back-up hand line when pulling second-due. Lastly, crews trained on low and high angle rope rescues. We put in-service new picket plates on Rescue 57 to aid in faster anchor points when none are available.



# Human Resources

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## Resignations

The following part time Fire Fighters resigned in the 3rd quarter

- Logan Cooper – 8/23/20

## Workers Comp

- 3 new claims
- One claim was denied & is being appealed
  - Back injury due to fall
- One knee injury
  - Twisted knee while on duty
  - medical only
- One laceration with sutures
  - Hit with ladder while on duty
  - medical only

## Human Resources Projects

- Insurance Open enrollment
- Property Casualty insurance enrollment
- pay data survey



# Service Department

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**Quarter #3 milestones for the Service Department are detailed below.**

Mowing and maintaining Parks

Chipped Brush on monthly schedule

Provided brush chips to several residents. Delivered multiple loads of chips to Kings Local School District.

Installed 36" and 24" pipe at Kingswood Park

Replaced broken sidewalk and poured new pads for new water fountains and bench

Installed 1 new water fountain

Playground inspections

Mulched Cottell Park

Repaired potholes as needed

Weedeated and sprayed Kingswood

Repaired water lines at Cottell

Repaired and replaced signs

Mowed roadside

Installed 200' of 12" pipe on Irwin Simpson Road

Repaired 5 catch basins

Made 6 zoning sign sweeps

Trimmed trees on walking path behind Coplay

Asphalt repairs in Shadow Ridge

Blacktop Repairs on Miami , Cedar and Ivy Drive

Helped Cemetery with funerals and foundations pads

Touch a truck event



# PW Administration

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- Street Light Inspections – Staff inspected zones 5 thru 8 for defective street lights. Reported 26 lights to be repaired.
- 2020-03 Landscaping Maintenance Project – Degree Landscaping continues to check and maintain the landscape during their monthly visits. Staff has been working with Evans Landscaping to replace the deceased plants from the initial planting. Work is scheduled to take place on October 7, 2020.
- Landen Pathway project – Pathway is installed, Pedestrian Crossing System are operable. Thermoplastic crosswalk paint was installed in July. Punch list work is scheduled to take place within the month of October.
- 2020-08 Annual Street Marking Project – Project was awarded and completed by The Aero-Mark Company. The final invoice is in the process of being paid out and closed.
- 2020-06 Hazard Tree Removal Project – Staff inspected several species of trees within the R.O.W of the Township with a certified Arborist from A-1 Tree Care. A total of 15 trees were identified for removal to improve the safety of the residents. Upon approval from the Board of Trustee's work will be scheduled in late October to early November.
- Continuing to prepare for the Kings Mills Improvement project – October we will have our first utility meeting.
- Training classes for service department
- Continuing to move forward with the Irwin Simpson pathway project. Looking to secure \$750,000.00 from grant funding (OKI) within the next month.



# Deerfield Regional Storm Water District – Administration

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- Staff fielded 24 storm water calls and received 4 Requests for Assistance (RFA) during 2020 Q3.
- Staff managed 8 stormwater related improvements, of which 2 projects were completed with another 6 in various stages of design or construction.
- The Deerfield Township Trustees and Landen Farms CSA are partnering on the construction of a detention basin to be built near Irwin-Simpson Rd. and I-71. Construction is underway and is expected to be complete before the end of the year.
- A storm sewer improvement project to relieve flooding of the Surrey Place cul-de-sac has begun and should be complete by the end of 2020.
- CDM Smith has finalized engineering plans for a storm sewer project along Primrose Dr. and Aster Rd. in Loveland Park. Outreach to property owners in the project area has begun.
- 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

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## **Fire Equipment:**

We have sent out our RFP's for fire equipment for the new engine. This includes equipment, hose, fittings, and brackets. We were able to stay within our budgeted 2020 line-items. The larger priced have been budgeted into our 2021 operating budget and will be ordered after the first of the year. This includes our multi-gas meter and combination tool.

We also cleaned out our fire equipment storage closet and disposed of broken equipment. We have placed all stock equipment for the new engine in the mezzanine at Station 57. We also have a dedicated hose rack for the current hose as well as new hose we are ordering.

Crews completed our annual hose testing during this last month. We only lost two sections of 5" hose which will be cut down into smaller sections. Our annual testing for our hydraulic tools also took place this month. All tools passed without issue. Ladder and Pump testing are scheduled for the first week of October.

## **SCBA's:**

Our three SCBA technicians have bench tested all SCBA's and masks. This consists of fifty SCBA's, five RIT packs, four confined space packs, and over 100 face masks. We also have packs ready to go for Station 59 apparatus.

## **eMaint:**

Our eMaint account is working extremely well. All data entry for work orders is now being entered by Mechanic Hess and Hacker. We are finalizing our report summaries with eMaint so we can extract the appropriate data for our annual report.



# Fire EMS Department

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## Pre-Incident Plans:

Lt. Brooks is continuing to manage our pre-incident planning program. Maps are now being updated through the new CAD and any issues that arise are forwarded on. Also, all pre-incident plans are entered into the new CAD as well as Active 911.

## Quarter-Master Program:

Our quarter master program is working well. We have received our stock uniforms for new part-time hires. We also organized the turnout gear room at 58 by size. Once our new part-time hires start in October, we should have them totally outfitted. We further received our 2020 turn-out gear order. This was eighteen sets of turnout gear and twenty helmets.

Our Cintas and Stigler Supply orders have also been working as designed. FF Bentley has the extractor at 58's outfitted with the new detergent system. We also have each station washer outfitted with liquid soap dispensers. This will proportion the soap and save us annually on our usage.

# Fire EMS Department Continued

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## Incident Count through Q3 2020:

Year	EMS	Fire	Total
2018	2,357	1,068	3,425
2019	2,362	1,104	3,466
2020	2,132	1,065	3,197

## Growth:

Fire:	-9.7%
EMS	-3.5%
<b>Total</b>	<b>-7.8%</b>

## Mutual Aid:

- Received – 85
- Given - 208



# Fire EMS Department Continued

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- Total Incidents by district:
  - District 56 – 337 runs
  - District 57 – 436 runs
  - District 58 – 43 runs
  - District 59 – 41 runs
  
- Third quarter average response times per district:
  - District 56 – 4:26
  - District 57 – 4:47
  - District 58 – 3:23
  - District 59 – 5:37



# Fire EMS Department Continued

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## Unit Two Significant Incidents:

On July 4th crew's responded mutual-aid into Hamilton Township on Harker's Run for a garage fire. Deerfield crews arrived first and began fire attack. Crews operated for an extended period of time prior to being released by Chief 76.

On August 8th crews responded to a tree into the house on Catalpa. Crews found a large tree that had fallen across the roadway into a house. Public Works and Duke Energy responded and worked together to remove the tree and secure the structure. Crews operated for over three hours at this incident.

On August 22nd units responded to 2400 block of Poppy for a deck fire that had extended into the attic of the residence. Crews made a quick stop on the attic fire and attached deck fire.

On September 17th Rescue 57 and Battalion 56 responded to a van fire in the drive through of Burger King on Loveland Madeira road. Crews had a fully involved commercial van with extension to the building. Battalion 56 was assigned "Charlie" and Rescue 57 aided in fire attack.

On September 27th crews responded to Butler-Warren Road for an auto accident with entrapment. Deerfield, Mason, and Liberty Twp. Crews worked for thirty minutes to free the driver who sustained serious injuries. The accident was on the property of the future Station 59.



# Fire EMS Department Continued

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## **New Medic Units:**

During the third quarter, Deerfield Township Fire/Rescue took delivery of the two new medic units from Horton Emergency. One of the latest features with these units is the ADU-136 Lumalier (ultraviolet lighting) in the patient compartment area. The ultraviolet lighting assists with the disinfection process of the patient compartment area on each medic unit. We plan to have the new medic units in service within the next two weeks. Once the new medic units are in service, our current fleet will be sent to Horton to have the ADU-136 Lumalier retrofitted into each medic unit.



# Fire EMS Department Continued

## Deerfield Twp Fire Rescue Third Quarter EMS Stats Reports Entered In ECPR

	Total		
Abdominal Pain / Injury	16	Illness Not Listed Here	3
Allergic Reaction	11	Injury Not Listed Here	111
Appliance Fire	1	Lifting Assistance	12
Assault/Fight/Rape	4	Medical Alarm	15
Back Pain / Injury	10	Nature Unknown	1
Bike Accident	1	Non Breather	20
Breathing Problems	44	Obstetric Emergency	3
Burns	1	Overdose	12
Chest Pain	8	Poisoning / Ingestion	1
Dead Body	1	Seizures / Convulsions	4
Diabetic Problems	8	Stabbing	39
Emotionally Disturbed Person	10	Stroke / CVA / TIA	2
Falls	97	Structure Fire	1
Fracture / Sprain	6	Suicide / Attempted Suicide	29
Gun Shot	1	Unconscious / Unresponsive	1
Head Pain / Injury	3	Unknown Medical Problem	26
Heart Problems	36	Unknown Type Accident	1
Hemorrhage / Lacerations	18	Vehicle Accident with Injury	44
	<b>Total</b>		<b>564</b>



# Fire EMS Department Continued

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## 3rd Quarter Expenditures:

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

- Teleflex LLC (EZ IO Equipment): \$1,500.00
- Bound Tree Medical (EMS Supplies and Equipment): \$8,182.30
- J&B Medical Supplies (EMS Supplies and Equipment): \$1,938.42
- Zoll Medical (Cardiac Monitor Equipment and Supplies): \$2,027.70
- West Chester Hospital Pharmacy (Drug Bag Exchange): \$960.00
- Horton Emergency (Retrofit Medic Units with ADU-136 Lumalier): \$19,200.00

**Total: \$33,808.42**



# Fire EMS Department Continued

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## 3rd Quarter Fire Prevention Activities:

- Annual Fire Inspections - 256
- Reinspections - 59
- Building Department Inspections - 27
- Plan Review - 32



# Warren County Sheriff

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- Dakota Tuck was selected to be Deerfield's first K9 Deputy.
- After an extensive search, K9 Mako , a German Shepard from Hungry was purchased from Vohn Kicke Kennels in Indiana.
- Deputy Tuck and Mako began training in the 3rd quarter and should be ready for the street during the first of December.
- Sheriff's Office detectives obtained a conviction against a man who supplied drugs to his friend who was found deceased of his overdose in the township. A jury returned the rare verdict in late September.
- Despite all the covid restrictions, SRO Deputy K. Barnes continues to work with each school to get the DARE message out to the kids.



# Planning and Zoning Department

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## **PUD Modifications**

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

## **Zoning Certificates**

Staff issued 240 zoning certificates (198 residential and 42 commercial). It should be noted approvals include new homes, accessory structures, signage, additions and interior/exterior modifications.

## **Inspections**

Staff has performed final inspections on 34 residential properties and 1 commercial properties for zoning compliance with approved plans.

## **Zoning Complaints & Violations**

Staff received 21 formal complaints and investigated 16 in the 3rd Quarter which resulted in 7 violation notices being issued to property owners. It should be noted 12 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

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## BOARDS

### **BZA**

The Board of Zoning Appeals reviewed three cases. Two of the variances were for the location and setback of detached accessory structures on residential properties and third variance was for expansion of a legal nonconforming single-family dwelling due to setbacks.

### **Zoning Commission**

The Zoning Commission reviewed 3 cases. The most significant project in the 3rd Quarter was approving Stage 2, Final PUD Plan for the Deerfield Township Fire Station 59.



# Planning and Zoning Continued

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## Commercial-New Construction

- Landen Self-Storage (2611 Route 22 & 3); Under construction
- Mini-Storage Depot (9720 Wilkens Boulevard); Under construction

## Commercial – New Businesses/Relocations

- Spirit Halloween (New retail use at 5175 Deerfield Boulevard)
- King Authur's Court (New retail use at 5555 Deerfield Boulevard)



# Planning and Zoning Continued

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## Residential (Housing Starts)

There were a total of 118 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 3rd Quarter. The breakdown of certificates issued for new residential dwellings is as follows:

- Hudson Hills – 16 zoning certificates issued
- Legacy at Elliot Farms – 34 zoning certificates issued
- Cross Creek – 2 zoning certificates issued
- Kensington – 8 zoning certificates issued
- Kerrisdale – 31 zoning certificates issued
- Watercrest – 16 zoning certificates issued
- Afton Falls – 1 zoning certificate issued
- Meadowbrook Estates – 1 zoning certificate issued
- Rosemont – 1 zoning certificate issued
- Vintage Oaks – 2 zoning certificates issued
- Long Cove – 5 zoning certificates issued
- Kings Meadows – 1 zoning certificate



# Planning and Zoning Continued

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## 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

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## GIS/IT

Major projects for the 3rd Quarter include the following:

- IT Account Management & Mailbox Account Review
- Computer Installations & Upgrades (7)
- Service Provider Contract Planning
- GIS Map Request & data updates (Location Analytics & several map requests)
- BZA Cases 2020-446, 2020-444, 2020-365
- BOT Cases 2020-282, 2020-282
- 20 IT Support Requests
- Message Hygiene Platform Migration
- AV, Server, & SAN Renewals
- Budget Planning
- Hotel Data
- Phone System Maintenance/Fixes
- Web Maintenance & CMS editing platform error
- DNS Updates
- TIF Termination Follow-up
- Cemetery Database Management
- Exchange Online Migration Planning
- ESRI Maintenance



# Economic Development/PR

## Social Media

Community Size	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Change Over Previous Qtr
Twitter	1,968	2,000	2,032	2,093	2,117	2,153	2,207	2,253	2.08%
Facebook*	3,786	3,874	4,034	4,165	4,246	4,320	4,422	4,569	3.32%
LinkedIn	137	150	156	175	189	193	198	202	2.02%
Instagram	72	139	173	223	288	329	342	381	11.40%
	7	7	7	7	8	7	9	9	0.00%
Total Community	5,945	6,163	6,395	6,656	6,840	6,995	7,169	7,405	3.29%
Percent Change	3.21%	3.67%	3.76%	4.08%	2.76%	2.27%	2.49%	3.29%	

Impressions	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Change Over Previous Qtr
Twitter	134,900	32,521	20,763	13,359	18,158	10,535	4,009	2,323	-42.06%
Facebook*	169,593	133,907	159,294	158,419	92,912	70,438	84,712	130,814	54.42%
LinkedIn	3,627	1,273	1,156	1,496	3,497	226	30	564	1780.00%
Instagram	143	3,370	3,561	4,141	2,040	1,649	3,231	1,771	-45.19%
	675	594	299	212	91	64	171	279	63.16%
Total Community	308,263	171,071	185,073	177,627	116,698	82,912	92,153	135,751	47.31%
Percent Change	36.46%	-44.50%	8.18%	-4.02%	-34.30%	-28.95%	11.15%	47.31%	

Engagements*	Q4 2018	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Change Over Previous Qtr
Twitter	755	651	312	245	244	312	57	19	-66.67%
Facebook*	9,200	5,068	6,041	5,390	2,598	2,683	3,792	4,598	21.26%
LinkedIn	226	42	65	98	239	183	0	27	2700.00%
Instagram	31	150	165	183	92	58	109	59	-45.87%
	171	133	83	56	51	34	43	44	2.33%
Total Community	7,639	6,611	6,666	5,972	3,224	3,270	4,001	4,747	18.65%
Percent Change	2.19%	-13.46%	0.83%	-10.41%	-46.01%	1.43%	22.35%	18.65%	



# Cemetery Department

## Quarterly Metrics

Activity	Quantity	Amount
Opening/Closing	42	\$36,450.00
Disinterment	-	-
Grave Sales: Resident	12	\$24,000.00
Grave Sales: Non-Resident	13	\$28,600.00
Grave Sales: Cremation	8	\$2,400.00
Foundations	37	\$12,407.50
Grave Buy Back	-	-
Surplus Equipment Sale	3	\$1,500.00
Cemetery Total:		<b>\$105,357.50</b>

## Online Burial Search

- 0 data submissions from the public received

# Service Department - Parks

## Completed in July

- Kingswood North Invasive Plant Removal on 3.2 acres
- Kingswood Crosswalk Project
- Tennis Court Repairs and Pickleball Lines at Cottell and Fleckenstein Park.

## Completed in August

- Carter Park Stairs Renovation
- Community Meeting for Kingswood Pollinator Pathway & Prairie Project

## Completed in September

- Phase 1 of Kingswood Pollinator Pathway & Prairie Project
- Memorial Bench donation installed at Cottell Park

## In-Progress

- Roberts Park Parking Lot & Rain Garden Project
- Fire Station 59 Construction Project



# Service Department - Recreation

- Implemented new Parks Projects webpages on DeerfieldRec.com to broaden communication channels with the community
- Secured StoryWalk copyright permissions update for 7 books due to publishing company acquisition and policy changes
- 37 Cemetery Deeds processed and approved by the Board of Trustees
- Professional Development: Stephanie Gebele completed NRPA Marketing & Communications Certificate

## Programming Administration



- 42 Park Pop-Up activities provided during July and August in parks across all quadrants of the Township
- 2 in-car movies were held in partnership with North Cincinnati Community Church; 57 vehicles/families attended
- Monthly Carter Park StoryWalks provided for the community; 3 books rotated
- Partnered with the Deerfield Towne Center to offer the Spy-A-Truck drive-thru event to over 1,200 attendees.

## Recreation Services, Events, & Programs



- Developed Sports Venue COVID-19 Safety Plan and obtained approval from Warren County Health District; modified permit processes to incorporate new requirements.
- Collaborated with Cincinnati Nature Center to create self-guided tour and corresponding online survey for Kingswood Pollinator Pathway & Prairie Project; published summary of feedback on DeerfieldRec.com
- Submitted 2 grant applications for funding to support park projects

## Special Projects



# Service Department – Parks & Recreation

## **DeerfieldRec.com**

99 New Accounts  
(48 Res, 51 NR)

## **Online Registration**

125 Registrations  
(68 Res, 57 NR)

## **Recreation Programming**

45 Events/ Programs Held

## **COVID-19 Cancellations**

36 Events / Programs  
2 Volunteer Opportunities

## **Snyder House**

2 Private Rentals  
17 Local Non-Profit

## **Special Event Permits**

4 Approved  
1 Pending

## **Field Use Permits**

6 New Approved  
21 Modified Versions

## **Memorials**

4 Tree Donations

# Finance Department

## Long Term Obligation

Tax Increment Revenue Notes-Series 2007 and 2011

	<b>Beginning Balance</b>	<b>Principal Due</b>	<b>Interest Due</b>	<b>Total P&amp;I Due</b>
2020	12,810,000	1,545,000	618,356	2,163,356

## Investment Summary

<b>Company Name</b>	<b>Total Investment</b>	<b>Y-T-D Interest Income</b>
Star Ohio	9,195,240.99	61,688.62
Star Ohio Plus	-	-
RedTree Investment Group	15,567,625.37	240,561.38

# Finance Department

## Third Quarter Supplemental Appropriations

- **General Fund**
  - 100-0106-5411 - Contract/Special Projects - \$28,000
  - 100-0100-5411 - Contract/Special Projects - \$6,100
  - 100-0100-5411 - Contract/Special Projects - \$25,000
- **Road and Bridge**
  - 204-0200-5411 - Contract/Special Projects - \$7,000
- **Parks Fund**
  - 212-0500-5610 - Improvement of Site - \$60,485
  - 212-0500-5610 - Improvement of Site - \$17,100

# Performance Indicators

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<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>
<b>General Fund</b>	3,553,446	4,371,872	7,925,318	3,092,329	3,994,773	99%
<b>Road and Bridge Fund</b>	2,624,848	109,997	2,734,845	2,013,460	353,232	80%
<b>Cemetery Fund</b>	338,979	16,430	355,409	225,599	32,615	73%
<b>WCSO Fund</b>	4,322,274	204,510	4,526,784	3,171,609	436,713	80%
<b>Park Fund</b>	1,302,676	203,140	1,505,816	918,173	337,077	83%
<b>Fire/EMS Fund</b>	9,244,251	755,628	9,999,879	7,023,697	709,220	79%



# Deerfield Township Fixed Cost Tracking

	Percentage	Current Year Appropriations	2020 Y-T-D Activity	2019 Y-T-D Activity	Encumbered Balance
Salary	51%	10,347,738	7,791,846	7,434,345	0
Benefits	14%	2,923,486	2,065,986	2,039,312	490,193
Purchase Service	27%	5,552,370	3,695,109	1,954,356	929,090
Supplies	5%	993,082	456,439	505,381	349,572
Miscellaneous	3%	644,964	524,799	549,704	99,956
<b>Total Operating Budget</b>	<b>100%</b>	<b>20,461,640</b>	<b>14,534,179</b>	<b>12,483,098</b>	<b>1,868,811</b>
Debt Payment		0	0	0	0
Transfers/Advances		2,500	0	0	0
Note Refunding		0	0	0	0
Equipment		5,015,133	1,276,527	484,379	386,551
<b>TOTAL EXPENSES</b>		<b>25,479,273</b>	<b>15,810,706</b>	<b>12,967,477</b>	<b>2,255,362</b>

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

