

2021 3rd Quarter Report

DEERFIELD TOWNSHIP



Safety

Training

July -	MCU/Triage	Standpipe Operations (T)	Trench
August -	RTF	Master Streams	Ropes II (T)
September -	Airway Skills	Live Fire Training (T)	Haz-Mat Leak Control

We have continued with our aggressive training regimen in the third quarter. We had also run another part-time recruit class that ran forty-hours. We further were afforded the opportunity to train in an acquired structure on Irwin-Simpson due to the good will of a local resident. Crews conducted first-due engine company operations and ongoing training on initial fire ground communications.

We also continued looking into the feasibility of a joint training tower venture with Hamilton Township. This would be a great venture between the two organizations and would undoubtedly increase our ability to train our personnel as well as hold our own recruit style classes for non-certified individuals.



Human Resources

New Hires

- 1 Full Time Service Crew
 - Trevor Brandt – 9/13/2021
- 10 Part Time Fire Fighter EMT's
 - Jesse Campbell - 8/23/21
 - Zackary Dapper - 8/23/21
 - Ayden Egelston - 8/23/21
 - Trevor Fluehr - 8/23/21
 - Glenn Hansen - 8/23/21
 - Brandon Hitzeman - 8/23/21
 - Michael Kessen - 8/23/21
 - Maxwell Kohls - 8/23/21
 - Samuel Queen - 8/23/21
 - Jacob Schock - 8/23/21

Workers Comp

- 2 new claims
 - Finger Laceration – Medical only
 - Laceration Forearm – Medical only

Human Resources Projects

- Open Enrollment – Health\Dental\Vision Insurance

Resignations

- Service Crew
 - Richard Carman – 7/27/21
- Part Time Fire
 - Chad Evans – 7/7/2021
 - Michelle Bubemyre – 7/27/21
 - Charles Glazerman – 7/31/21
 - Jacob Hanselman – 8/3/21
 - Trevor Myers – 8/20/21
 - Seth Irwin – 8/24/21
 - Alex Mckay – 9/21/21
 - Brandon Hitzeman – 9/23/21
- Camp Counselors
 - Emma Brockwell – 8/22/21
 - Clare Haenni – 8/22/21
 - Beth Ellen Johnson – 8/22/21
 - Abigail Stephenson – 8/22/21
 - Sara Black – 8/22/21
 - Sydney Keuffer – 8/22/21
 - Emma Bischoff – 8/22/21
 - Julia Mattingley – 8/22/21
 - Lindsay Pratt – 8/22/21



Service Department

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

Parks

- Commenced monthly mowing and weed removal operations at all township parks during the 3rd quarter.
- Touched 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.
- Crews removed and treated weeds at Kingswood
- Staffed multiple weekend events for the Township.
- Staff installed park benches at Kingswood Park.
- Crew members helped cemetery with foundations and funerals.
- Performed fall care on baseball diamonds and repaired windscreens.
- Staff regraded Carter Park parking lot and repaired ditches in Carter Park.
- Service crew installed handrail on steps at Carter Park.



Road and Bridge Department

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

Road Work

- Commenced monthly mowing and weed removal operations along all township roads during the 3rd quarter.
- Crews sprayed all Township roads for weeds in the ROW for winter.
- Inspected and made necessary repairs/replacements in Sign Zones (7-9).
- Repaired/rebuilt 16 catch basins throughout Deerfield Township.
- Staff performed seven (4) sweeps of all zoning signs throughout the 3rd quarter.
- 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.
- Staffed weekend Township events throughout quarter three.
- Removed and chipped 260 yards of brush for residents.
- Crews cleaned and removed debris, trees and opened up the twin pipes in Woodfield.
- Staff hauled 200 yards of brush chips to Landen Park to be used for trails.
- Completed several for pothole repairs throughout the Township.
- Staff has sign zones 7-8 work completed, working on zone 9 signs.



PW Administration

- Street Light Inspections – Staff inspected zones 8 thru 3 for defective street lights. 35 streetlights were reported to be repaired.
- 2021 Resurfacing Project –Barrett Paving resurfaced 3.59 miles of roadway in Crooked Tree, Cherry Brook and Heritage Pointe subdivisions. Reclamite and Street Marking are to follow.
- 2019-03 Kings Mills Improvement Project, Phase I – Project was rebid on July 19, 2021 and awarded to Barrett Paving Materials Inc. Project is set to begin on October 25, 2021.
- 2021-02 Landscaping Maintenance Project –Degree Landscaping continues to check and maintain landscaped medians during their monthly visits. Russian Sage plants were pruned On State Route 22 & 3 in July due to site distance concerns.
- 2021-08 Hazard Tree Removal Project – Project was awarded to A-1 Tree Care at the September 7th Board of Trustee Meeting. Work is schedule to take place during the 4th quarter.
- 2021-09 Sidewalk Replacement Program – Staff has been fielding and compiling a list of complaints regarding sidewalks that are in disrepair. Project bid opening is scheduled for October 12, 2021 at 10:00 a.m.
- 2021-10 Annual Street Marking Project – Sealed bids were opened on August 31, 2021 and awarded to The Aero-Mark Co. LLC. Aero-Mark successfully completed this project in the month of September. Project has been closed and paid out.
- Staff is beginning to prepare Phase III and Phase IV 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 IBI Group and the awarded contractor (Barrett).
- 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 (July, August, September).
- Staff has prepared the 2022 budget ready for review.
- Staff has worked to streamline the ten year budget on major purchases between Parks and Roads Departments.
- Staff prepared new snow routes, updated books and GIS system.
- Service department snow safety and in house roadeo completed in preparation for the PWOSO roadeo in October.
- Staff is continuing to prepare for submittal for the ODOT – Township Stimulus program for November.



Deerfield Regional Storm Water District – Administration

Quarter #3 milestones for the Deerfield Regional Stormwater District are detailed below.

- Staff fielded 71 storm water calls and received 7 Requests for Assistance (RFA) during 2021 Q3.
- Staff managed 26 stormwater related improvements, of which 9 projects were completed with another 17 in various stages of design or construction. The two projects were advertised for public bid were:
 - 2020-32 High Trail Court Stormwater Improvements – an approximately \$41,000 project to replace 140' of failing storm sewer.
 - 2019-25 Paul's Pointe Area Drainage Improvements – a nearly \$60,000 project installing 460' of storm sewer to alleviate flooding due to public water.
- The second round of street sweeping was undertaken during the month of September.
- Review has begun of the Stormwater Management Plan and Stormwater Pollution Prevention Plan to ensure they meet the requirements found in the new Ohio EPA stormwater permit.



Fire EMS Department

Fire Equipment:

We have returned the MSA TIC off of R-57 to MSA for repairs. They were unable to send the correct parts and requested we send it back to them.

We have finished labeling and painting all hand tools associated with each station. This allows us to readily identify equipment on-scene and ensure it gets put back on the appropriate apparatus.

We are still 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. The unit will be going to Liberty Township once the title is changed over from the City of Cincinnati.

SCBA's:

We are getting ready to bench test all SCBA's in the fourth quarter. Our FIT and bench testers came back from calibration and are back in-service. Crews continued with PM of SCBA issues. Additionally, crews are purchasing the required stock to get us through the first of the year to ensure we are able to keep our SCBA's in-service.

We will be hosting another SCBA technician course in October. We will train three more SCBA technicians to give us a total of two per shift. With staffing and station assignments, it isn't always possible for personnel to get to Station 57 to repair SCBA's. This class should help close that gap as all three are permanently assigned to Station 57.



Fire EMS Department

Quarter-Master Program:

We have completed our Stigler changeover with our station supplies and extractor dispensers. All four stations and the shop are now up and running. FF Bentley has spearheaded this project for the fire department and remains the main contact point for Stigler.

We have begun sending our turnout gear out for inspection. We are doing all sets between three and ten years, ninety-two in total. This project should be completed by mid-October.

Preemption:

We have put together our final proposal for the 2021 preemption project. In all, we have 46 intersections that will receive preemption on their signal and 55 vehicles between the Sheriff and Fire Departments. Installation will take several months and if approved, we hope to up and running fully by the end of the first quarter in 2022.

Fire EMS Department Continued

Incident Count (Quarter Total):

Year	Total
2020	1,070
2021	1,328

Growth:

Total +24.11%

Mutual Aid (this quarter):

- Received – 231
- Given - 518



Fire EMS Department Continued

- Total Incidents by district (this quarter):
 - District 56 – 356 runs
 - District 57 – 579 runs
 - District 58 – 59 runs
 - District 59 – 54 runs

- Quarterly average response times per district:
 - District 56 – 4:06
 - District 57 – 4:26
 - District 58 – 3:20
 - District 5901 – 6:19
 - District 5902 – 5:24
 - District 5903 – 5:45



Fire EMS Department Continued

Unit Two Significant Incidents:

July 17, 2021 crews responded to a well involved structure fire in Morrow. Crews worked for an extensive amount of time with other Warren County departments to mitigate the situation.

August 14, 2021 crews responded to a large house fire in Lebanon. Crews worked for several hours to aid in extinguishment during high heat and humidity.

August 28, 2021 crews responded to a well involved structure fire in Hamilton Township. Crews operated for several hours to bring the fire under control.

September 17, 2021 crews responded Loveland for a house fire. Crews worked for several hours alongside of mutual-aid units for a well involved garage and attic fire.



Fire EMS Department Continued

EMS:

The overall total of EMS calls entered into the EPCR system for the third quarter has increased by 5 calls from last year. There were only 6 overdose and unconscious, unresponsive, and non-breather details where the patients received Narcan administration during the third quarter.

During the third quarter, we have seen a slight increase in EMS calls related to COVID so far for 2021. The Fire Department personnel are still utilizing the level II protection, which 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.



Fire EMS Department Continued

Deerfield Twp Fire Rescue Quarterly EPCR Stats

	Total		
Abdominal Pain / Injury	16	Illness Not Listed Here	6
Allergic Reaction	11	Injury Not Listed Here	3
Appliance Fire	1	Lifting Assistance	2
Assault/Fight/Rape	4	Medical Alarm	66
Back Pain / Injury	10	Nature Unknown	1
Bike Accident	1	Non Breather	13
Breathing Problems	44	Obstetric Emergency	2
Burns	1	Overdose	18
Chest Pain	8	Poisoning / Ingestion	4
Dead Body	1	Seizures / Convulsions	14
Diabetic Problems	8	Stabbing	1
Emotionally Disturbed Person	10	Stroke / CVA / TIA	24
Falls	100	Structure Fire	7
Fracture / Sprain	6	Suicide / Attempted Suicide	6
Gun Shot	1	Unconscious / Unresponsive	49
Head Pain / Injury	3	Unknown Medical Problem	26
Heart Problems	36	Unknown Type Accident	1
Heat Stroke	3	Vehicle Accident with Injury	44
Hemorrhage / Lacerations	18	Total	569



Fire EMS Department Continued

Quarterly Expenditures:

Listed below are the quarterly expenditures for EMS supplies and medications.

- Air Gas (Oxygen): **\$800.00**
- Teleflex LLC (EZ IO Equipment): **\$1,115.50**
- Bound Tree Medical (EMS Supplies and Equipment): **\$13,254.80**
- Zoll Medical (Cardiac Monitor Equipment and Supplies): **\$1,276.56**
- West Chester Hospital Pharmacy (Drug Bag Exchange Renewal): **\$2,400.00**

Total: \$ 18,846.86



Fire EMS Department Continued

Quarterly Fire Prevention Activities:

- Annual Inspections – 245
- Reinspections – 21
- Building Department - 14
- Plan Review - 38
- Company Annual – 0
- Company Reinspections – 0
- DT Fire Investigations – 2
 - Drury Inn Arson Car Fire
 - Small Kitchen Fire
- Warren County Investigations - 2



Warren County Sheriff

- Det. Barger is the new detective in Deerfield.
- Deputy Sara Vaught will be receiving the Buckeye Sheriff's Office Courage award for the shooting incident earlier this year.
- Charges will be filed against subjects who were stealing cars over the last couple of months. These cases were very public. These cases are for the incidents which occurred in Deerfield.
- Dep. Wagner left our office which leaves our current staffing level without a deputy.



Planning and Zoning Department

PUD Modifications

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

Zoning Certificates

Staff issued 136 zoning certificates (108 residential and 28 commercial). It should be noted approvals include new homes, accessory structures, signage, additions and interior/exterior modifications.

Inspections

Staff has performed final inspections on 21 residential properties and 1 commercial property for zoning compliance with approved plans.

Zoning Complaints & Violations

Staff received 21 formal complaints and investigated 20 in the 3rd Quarter which resulted in 16 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 three cases. The most significant project in the 3rd Quarter was approving an area variance to allow the applicant (Abiding Word Evangelical Lutheran Church) to replace an existing legal nonconforming sign with a modern sign equipped with an electronic message display.

ZONING COMMISSION

The Zoning Commission reviewed one case in the 3rd 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

- No new commercial-new construction

Commercial – New Businesses/Relocations

- Apple RX (New service commercial use at 2321 Route 22 & 3)
- Sherwin Williams Paints (New retail use at 2176 Kings Mills Road)
- First Financial (New financial institute at 9660 Mason-Montgomery Road)



Planning and Zoning Continued

Residential (Housing Starts)

There were a total of 13 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 – 1 zoning certificate issued
- Legacy at Elliot Farms – 7 zoning certificates issued
- Columbia Woods – 1 zoning certificate issued
- Kensington – 1 zoning certificate issued
- Miami Park – 1 zoning certificate issued
- Loveland Park – 1 zoning certificate issued
- Robert's Park – 1 zoning certificate 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 (Phase 1 subdivision plat recorded on March 1, 2021)
- Brookwood; 20 single-family dwelling units (Preliminary Plan approved by Warren County)



Planning and Zoning Continued

GIS/IT

Major projects for the 3rd Quarter include the following:

- IT Support Request - 33
- Trustee Meeting Room AV
- Station 59 IT Hardware/Network Installation and Phone Setups
- CDII
- Account Maintenance & Licensing Management
- Renewals (VMs, SAN, AV, Adobe)
- Website Maintenance & Updates
- Canon Installation for 59
- Stormwater RFA Process Workflow and deliverable
- Internet Solution for Cyclocross
- GIS Maps
 - Handmade Market
 - ODOT Stimulus Map
 - Variance Hearing Case 415
 - Variance Hearing Case 340
 - 3 Minor Mapping Request
- Operations Dashboard for Service Department
- Fire Department Map Request and Deliverable
- Snow Routes
- IT Surplus Equipment
- Budget Effort



Cemetery Department

Quarterly Metrics

Activity	Quantity	Amount
Opening/Closing	55	\$48,400
Disinterment	-	-
Grave Sales: Resident	8	\$16,000
Grave Sales: Non-Resident	25	\$55,000
Grave Sales: Cremation	6	\$1,800
Foundations	35	\$11,480
Grave Buy Backs	-	-
Surplus Equipment Sale	-	-
Cemetery Total:		\$132,680

Online Burial Search

- 0 data submissions from the public received

Service Department - Parks

- Monthly playground inspections done
- Mowed parks weekly
- Installed park benches at Kingswood
- Sprayed all flower beds at Cottell again
- Trimmed trees along Carter Park trails
- Pulled weeds at Kingswood Park
- Helped Cemetery with foundations and funerals
- Worked on baseball fields
- Worked on wind screens at Fleckenstein Park
- Ditch work at Carter Park
- Regraded Carter Park parking lot
- Installed handrail on steps at Carter Park

Maintenance

- General Snyder House Repairs started in September
- Kingswood Pathways Wayfinding and Educational Signage: approval to be requested from the Board of Trustees at the October meeting.
- Invasive Species Removal: Ohio River Foundation continues work at Kingswood.
- Kingwood Activity Center: Project is out to bid, will receive bids by end of October
- Kingswood Parking Lots: Project is out to bid, will receive bids by the end of October
- Schappacher shelters and tables being painted, restroom building stained
- Morrow Barn preliminary drawings complete, in process of meeting neighbors to discuss plans
- Station 59 substantially complete, waiting on backordered items and warranty items to be complete. Additional pre-remedial assessment work completed the week of September 29th. Lab data should be back early the week of 10/11.

Special Projects

Service Department - Recreation

- Deerfield Summer Camp ODJFS Audit completed in July with no issues noted.
- Deerfield Summer Camp awarded \$1,500 sponsorship from Cincinnati Children's Hospital Medical Center
- Deactivation of 9 Seasonal Camp Counselors approved by the Board of Trustees
- 1 Liquor Permit for Cincinnati Cyclocross approved by the Board of Trustees
- 30 Cemetery Deeds processed and approved by the Board of Trustees
- 2022 Budget Planning completed and submitted to Parks Director

Programming Administration



- 12 outdoor Deerfield Summer Camps provided for 374 campers at Cottell Park during Q3
- Park Pop-Ups continued in 7 parks across Township, which included community participation in the Fairy/Gnome Home Trails for Parks & Rec Month
- 5 Outdoor Performing Arts Series held in partnership with The Arts Alliance; an estimated combined total of 1,060 people attended
- Mason Public Library outdoor Story Times continued at Cottell Park and Fleckenstein Park; a combined total of 734 people attended Story Times during Q3
- Annual Touch-A-Truck event held in partnership with the Deerfield Towne Center with an estimated 2,250 people in attendance

Recreation Services, Events, & Programs



- Park Master Plan Action Item for improving evaluation of programs began; developed and distributed participant surveys for Deerfield Summer Camp, Third-Party Independent Contractor Summer Camps, and Community Gardens.
- DeerfieldRec configuration for Kingswood Activity Center and Shelter Rentals completed; go-live pending policy approval, development of internal procedures to support new processes, and staff training
- Assisted with review of Cemetery Software for integrated FI software

Special Projects



Service Department – Parks & Recreation

DeerfieldRec.com

79 New Accounts
(32 Res, 47 NR)

Online Registration

127 Registrations
(78 Res, 49 NR)

Recreation Programming

100 Events/ Programs
4,960 Participants*

Volunteerism

4 Events / 24 Volunteers
94 Volunteer Hours

Snyder House

2 Private Rentals
14 Local Non-Profit

Special Event Permits

7 Applications
7 Approved / 0 Pending

Field Use Permits

16 Requests Submitted
11 Permits Issued

Memorials

2 Tree Donations
1 Bench Donation

*Participant total does not include the Fall Deerfield Handmade Market. Data unavailable at the time of this report.

Finance Department

Investment Summary

Company Name	Total Investment	Y-T-D Interest Income
Star Ohio	19,708,824.46	12,976.79
Star Ohio Plus	-	-
RedTree Investment Group	23,744,847.13	175,640.02

Finance Department

Supplemental Appropriations

Fire Fund

- 220-0305-5411 - Contract Services - \$15,000
- 220-0305-5411 - Contract Services - \$10,000

Road Fund

- 204-0200-5411 - Consultants/Special Projects - \$870,000

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	3,913,398	12,407,351	10,461,524	1,058,447	100%
Road and Bridge Fund	3,593,501	2,145,048	5,738,549	3,178,796	2,078,298	95%
Cemetery Fund	303,119	34,416	337,535	232,858	35,779	80%
WCSO Fund	4,277,841	256,751	4,534,592	3,432,783	145,421	79%
Park Fund	1,471,135	282,001	1,753,136	1,159,790	264,843	81%
Fire/EMS Fund	9,539,206	1,779,348	11,318,554	6,621,010	528,314	70%



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	5,348,119	5,122,986	0
Benefits	15%	3,412,880	1,873,677	1,647,611	710,094
Purchase Service	27%	6,141,183	3,638,746	1,123,984	2,192,865
Supplies	5%	1,053,171	616,288	549,283	340,520
Miscellaneous	3%	612,898	500,378	503,669	111,156
Total Operating Budget	100%	22,587,363	11,977,208	8,947,533	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	3,326,164	428,166	746,749
TOTAL EXPENSES		32,781,824	20,303,372	9,375,699	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)

