

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

JUNE 30

19

**Work Session/Meeting**  
**To Discuss Turtlecreek Township Fire/EMS Department**

A work session was held on June 30, 2019 at 12:30 PM. at the Lebanon Conference & Banquet Center with the following persons present:

- TRUSTEE: James VanDeGrift, Daniel F. Jones, and Jonathan D. Sams
- FISCAL OFFICER: Amanda K. Childers
- ADMINISTRATOR: Tammy Boggs
- FIRE CHIEF: Steve Flint
- ASST FIRE CHIEF: Mike Jameson
- CAPTAINS: Jon Campbell, JP Campbell, Gideon Conger, Brian Elleman, Frank Tone, and Brent Wright

The purpose of this work session was to discuss growth of the township and what effect this has on the Fire/EMS Department.

An update on the construction of Station 33 was provided to all present. The township is anticipating signing the contract for the Design Build contractors on July 11, 2019.

The growth of the township and demands that this growth places on the department was addressed. How does the department handle the growth and how do we implement the needs into the current department was discussed?

Communications is essential to any department. It was discussed what the best form of communications is for our department and how to follow up on action items with our employees.

It was discussed with the Captains what their roles are and how they function between the paid/volunteer Captains.

What are the current reaction times for Fire/Ems and how do we improve upon the times? What the township’s crews look like now and in the future were discussed.

Accountability of all employees is a necessary requirement for a department to function efficiently and how do we handle the accountability with our department.

SOP’s were handed out and discussed. The Captains have until July 8, 2019 to respond with any questions or concerns. The SOP’s will be emailed to all employees on July 12, 2019 and we will require an acknowledgement returned by all employees by September 1, 2019 when the SOP’s will be implemented.

Reporting of injuries or accidents within 24 hours was discussed with all present as well as how to address any infractions of the SOP’s or safety issues.

It was addressed that the Personnel Policy Manual is in place and must be enforced by all management personnel.

Session adjourned at 4:30 PM

Signed: \_\_\_\_\_ Chairperson

Attest: \_\_\_\_\_ Administrative Assistant