



Special Meeting of the Board of Trustees - March 10

March 10, 2020

- 1. Opening of Meeting**
- 2. New Business**
 - a. Policy Book Discussion
- 3. Old Business**
- 4. Adjournment**

COLERAIN

NEW BUSINESS

Department: Board of Trustees

Department Head: Jeff Weckbach, Assistant Township Administrator

Policy Book Discussion

Discussion and direction on updates to the Township Policy Book.

Rationale:

Staff strives to manage to policy, as adopted by the Board of Trustees. The adopted Policy Book serves as a foundation for day to day management of the organization. A policy book for Colerain Township that compiled all existing policies and consolidated practices across departments was first adopted in 2019. Throughout the past year, staff has cataloged various policy issues and questions that require clarification. These issues and other policies for potential inclusion have been highlighted in the attached memo. Draft policies have also been included for Department specific items that may need to be formally adopted as a manner of best practice or as part of an accreditation or similar process.

Staff is also prepared to perform any research on relevant or current policies, at the discretion of the Trustees.

To view the entire policy book, as currently adopted please use the below link:

<https://www.colerain.org/DocumentCenter/View/2079/Policy-Book---Modified-7-23-19>

The current finance policies, as currently adopted can be found at the below links:

<https://www.colerain.org/DocumentCenter/View/1771/21-Purchasing-Card-Policy>

<https://www.colerain.org/DocumentCenter/View/1939/22-Purchasing-Policy>



MEMORANDUM

To: Board of Trustees
CC: Jeff Weckbach, Assistant Township Administrator
From: Geoff Milz, Township Administrator
Subject: Policy Manual Changes & Clarifications
Date: February 17, 2020

BACKGROUND

Throughout 2019, Township Administration and Department Heads have managed to the policy that was formally adopted on 01/22/2019. This policy book has helped to serve as a guide to internal decision-making and practices. As always with any living document, circumstances will arise that require additional consideration and explanation. This document helps to outline and highlight various policy questions that may need to be considered for adoption.

POLICY QUESTIONS

Below is a listing of policy questions and areas that have been identified by staff as requiring clarification or modification.

- 1.3 Employment Process Policy
 - o Should part time, seasonal workers be required to re-apply every year? If not, what threshold of evaluation or score should be required to hire them again?
- 1.5 Work Hours & Pay Schedule Policy
 - o This policy should clearly identify that non-exempt employees are not allowed to work unless scheduled as it would be an FLSA violation (this includes responding to emails).
- 1.6 Employee Evaluation Policy
 - o Should part time and temporary employees be evaluated on a quarterly and annual basis?
- 1.9 Paid Time Off Policy

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Trustees: Matthew Wahlert, Raj Rajagopal, Daniel Unger
Fiscal Officer: Heather E. Harlow
Administrator: Geoff Milz

- The yearly bands associated with vacation time are not mutually exclusive. Therefore, the upper band will need to be adjusted. ORC guidance suggests the upper band to be 26+ years.
 - Should years of service credit extend to time served in the military or federal government? Should these credits only be limited to Ohio, Kentucky, and Indiana?
 - Should part-time years of service count toward the years of service credit?
 - Should unused personal days be paid out on termination?
 - There is a nuance involving newly hired police officers that will need to be addressed for vacation time purposes to match the collective bargaining agreement and intent.
- 1.10 Other Leave of Absence Policy
 - Should disability leave start at three days or five days?
 - If an employee fails to qualify for FMLA, should their time off be converted from sick time to other personal time?
- 1.13 Unlawful Harassment Policy
 - Should this policy explicitly extend to all volunteers, appointees, and officials?
 - Public humiliation is listed but not defined. For example, would gossip or rumors qualify or should the requirement be liable/slander?
- 1.14 Employee Discipline Policy
 - Should Fraud be explicitly listed as a Level 1 Offense?
- 1.15 Drug and Alcohol Free Workplace Policy
 - There is no requirement that an employees notify their supervisor of prescription drugs that may impair their abilities. Should there be a disclosure requirement?
 - There is no clarification that abuse of a prescription drug is prohibited and may also result in disciplinary action.
- 1.17 Dangerous Weapons Policy
 - State law has changed since adoption of the policy to allow weapons to be stored in a locked trunk if the individual has a concealed carry license. Should the policy be changed to allow for this update in state law?
- 1.20 Layoff/Termination Policy
 - Should there be a minimum number of weeks of notification of retirement or termination in order to have terminated in good standing? If an employee does not provide advance notice, would that impact their final payout?
 - What should our policy state in regards to an employees ability to use time off before departure and how would this affect “leaving in good standing?”
- 1.23 Cyber Liability Policy
 - Language that prohibits employees from using personal account passwords for Colerain specific network passwords would enhance IT security. Should this be implemented with

the failure to do so a disciplinable offense?

- 1.24 Telecommunication Policy
 - o After evaluating various roles, staff recommends changing the cell phone stipend level for the missing persons scribe from \$60 to \$35.
 - o The Code Enforcement Specialist is not currently listed on this policy. Should this role be treated separately from the other two Code Enforcement roles?
- 1.27 Ethics Policy
 - o Should this address political activity by employees?
 - o Should this address conflicts of interest and disclosure requirements?
 - o Should this address the concept of educating vs. advocating?
- 4.4 Key Policy
 - o There are various updates needed to the key policy to match the now current practice that coincides with the use of employee badges.
- 4.8 Volunteering Policy
 - o Could there be an incentive in place that allows employees to volunteer in the community during regular work hours?
 - If this is desirable, should it be limited to team building activities?
 - Should it be pre-approved by Department Head, Administrator, or Trustees?

Guidance from the Trustees on these items and suggestions would be helpful in the day-to-day management of policy.

NEW POLICIES

Attached to this memorandum are several additional policies for consideration for the Board of Trustees. Best practice research and current operations guided the drafting of these policies. Staff seeks guidance from the Trustees on these policies, many of which are required as part of the American Public Works Association Accreditation process, Fire Department General Operating Guidelines, and recommended by the Government Financial Officers Association.

Public Services New Policies for Consideration

- Controlled Burn
- Dead Animal Removal
- Graffiti Removal
- Infrastructure Inspection
- Material Conservation
- Media Contract
- Mobilization
- Pavement Cut Restoration
- Pre-Construction
- Roadside Memorial
- Safety

- Sustainability
- Facility Security
- Sign
- Snow Plow Damage
- Special Event Street Closure
- Work Zone Safety

Fire Department New Policies for Consideration

- Thermal Imaging Equipment Deployment
- Post Fire Decontamination
- Emergency Incident Rehabilitation
- Elevator Rescue
- Communications-General
- Hamilton County MCI Plan
- Trench/Excavation Rescue Operation
- QRT Response

Below is a list of needed financial policies. Staff is willing to create a first draft of these policies internally to bring to the Board for discussion at an upcoming meeting. Initial feedback from the Board on these items will help to refine the approach that staff takes in drafting the policies.

- Cash Policy
- Credit Card Acceptance
- Fraud
- Revenue
- Budget Development
- Expenditure
- Investment
- Capital Budgeting
- Operating Budget
- Fund Balance
- Debt Service
- Sponsorships
 - o Do the Trustees have a desire to allow for direct sponsorship of events and other recreational activities?
 - If so, guidelines would likely need to be developed on when it is okay to use the Township's name, logo, and other branding materials in promotional items

Additional policies listed below have been identified by staff that require direction from the Board:

- Emergency Purchasing: Limits, rules, and procedures for necessary emergency purchases during a major disaster that results in the full activation of the Emergency Operations Center
- Smoking Policy
 - o Should all Colerain Facilities be tobacco free?
 - For both residents and staff or staff only?
 - Impact for internal employees that have a smoking addiction?

- Should there be an area limit of no smoking within a certain number of feet?
- Should all employees be restricted from smoking in Township vehicles?
 - ORC limits this for Police
- Should staff be restricted from consuming tobacco while in public view?
 - This is an internal Police Department practice
- Data Policy
 - Outlines data reporting accountability for staff
 - Continuous improvement and internal auditing
 - Data expectations
 - Data security requirements
 - Data sharing and transparency
 - Data communications and reporting expectations
 - Open Data requirements per “What works for cities”
 - Civic Data standards
 - Vendor and contractor data reporting requirements and contract language

RECOMMENDATION

Staff seeks direction from the Board of Trustees on these policy matters.

ATTACHMENTS

Public Services New Policies for Consideration

Fire Department New Policies for Consideration

Budget Book Page 17 and 18 – Financial Policies



COLERAIN TOWNSHIP CONTROLLED BURN POLICY

PURPOSE

For purposes of this policy the terms “Prescribed Burn” and “Controlled Burn” shall be interchangeable.

Controlled burns are essential to wildlife preservation, weed management, and wildfire prevention. A prescribed burn will reduce excess brush, shrubs, trees, invasive species, and weeds. It will also restore rich nutrients to the soil and allow desired plants to grow and prosper. Woodlands, prairies, and wetlands are perfect natural communities for controlled burns.

CONTROLLED BURNS

Heritage Park is the only location in Colerain Township that is ideal for a controlled or prescribed burn. This location is found in Heritage Park. Other locations may be evaluated for a prescribed burn in the future and this policy is not limited to just Heritage Park. A full controlled burn of Heritage Park should be considered every three years.

In order to safely conduct a prescribed burn, several external conditions must be met. If these conditions are not met, then a controlled burn cannot occur on the selected day and must be rescheduled. The date of the burn should feature low winds, a low chance of precipitation, and low humidity. Unless all of the above conditions are met, the burn shall not occur. The individual or vendor responsible for conducting the burn will be required to obtain all necessary and relevant permits from the Fire Department.



COLERAIN TOWNSHIP DEAD ANIMAL REMOVAL POLICY

PURPOSE

The Colerain Township Service department is responsible for the removal of dead animals that are located within the Township right of way limits on all Township maintained roads.

SIGN VISIBILITY

Colerain Township will respond to any request for removal of a dead animal that is located in the right of way on a Township maintained street. It is the goal of the Township to remove these animals as quickly as possible. All staff are required to wear proper safety equipment (gloves, etc.) when handling dead animals.

On receipt of a request for removal of a dead animal, the Department will document the request and deploy the appropriate resources. Depending on the level of decomposition and size of the dead animal, the animal may be treated with a substance that will accelerate the rate of decomposition and reduce the odor.



COLERAIN TOWNSHIP FACILITY SECURITY POLICY

PURPOSE

Colerain Township desires to secure all of its facilities in a manner that prevents vandalism, theft, or other potential risks.

SECURITY LEVELS

In general, employees of Colerain Township will be considered authorized users of Township buildings and facilities. The general public will also be granted limited access to various portions of Township buildings during posted business hours.

All buildings will be locked outside of regular business hours and unavailable to the public. Limited employees will be granted access to these facilities. All buildings contain an access lock system. Employees will be issued ID badges that will provide the employee the ability to gain entry into restricted areas, based on their department and role. These badges will be deactivated on termination.

In addition to the controlled locking systems, fencing and alarms will be used as an additional layer of security to protect Township facilities and assets.



COLERAIN TOWNSHIP GRAFFITI REMOVAL POLICY

PURPOSE

Graffiti can create perceptions of poor safety, increased crime, and has an adverse effect on both property values and individual resident morale.

REMOVAL

The Township will attempt to repair and remove all graffiti in the public right of way within a reasonable timeframe of initial notification. In Ohio, Township are limited in their ability to enforce graffiti resolutions and/or fines. Therefore, any individual caught committing an act of graffiti will be processed to the fullest extent of the law by the Colerain Township Police Department. In the event that the graffiti is recurring or incendiary, the Public Services Department will file a formal request with the Police Department for investigative purposes.



COLERAIN TOWNSHIP INFRASTRUCTURE INSPECTION POLICY

PURPOSE

The Township is responsible for a variety of roadways, culverts, signs, and other critical infrastructure. In general, all of these items should be inspected on a routine basis in order to ensure that they are safe and functioning properly.

FREQUENCY AND TYPES OF INSPECTIONS

Throughout any of the Township's construction projects, a member of the Public Services Department staff will be present to inspect on-going work that is conducted by the contractor. In general, the Public Services Department is on-site if the contractor is on-site. In addition, all residents are required to obtain a right of way permit for work that they are performing on their own sidewalks or driveways. This permit notifies the Public Services Department of the work to be conducted and ensures that a Public Services Department employee will be able to be onsite for a pre and post construction inspection. These two inspections are in place to guarantee that the right of way is return to a condition that is, at a minimum, consistent with the existing conditions prior to construction.

The Township will inspect road conditions, street signs, and storm basins according to internal standard operating procedures.

The County Engineer's Office is responsible for the inspection of all privately built, new roadways. The County Engineer will work in coordination with the Public Services Department to develop a final punch list of items to be completed prior to acceptance by the County and Township.



COLERAIN TOWNSHIP MEDIA CONTACT POLICY

PURPOSE

In order to ensure that accurate information is disseminated to the media, employees should, in general, refrain from direct interaction with media members. Only designated employees, such as Public Information Officers, Department Heads, or their representatives should provide direct comments to the media.



COLERAIN TOWNSHIP MOBILIZATION POLICY

PURPOSE

Townships are generally considered to be an arm of the State of Ohio. For that reason, Colerain Township follows and adheres to the Mobilization Policy outlined in the Ohio Department of Transportation Construction and Materials Specification manual for mobilization in conjunction with any project.



COLERAIN TOWNSHIP PAVEMENT CUT RESTORATION POLICY

PURPOSE

Ensuring all pavement cuts and restorations are done in the same manner and with the same quality of materials is important to a functioning and well-constructed roadway.

REQUIREMENTS

The Township will always, at a minimum, restore the pavement per department developed standard operating procedures. Outside utility companies will be required to restore the roadway to the same or better condition. Microtrenching will be encouraged for all outside vendors. Proper drainage shall be maintained throughout project at all times. All roadways and driveways shall be made passable by end of days' work.



COLERAIN TOWNSHIP PRECONSTRUCTION POLICY

PURPOSE

Preconstruction conferences provide the Township and vendor with an opportunity to outline direct expectations and requirements for major projects. These conferences are not required under every circumstance.

MEETING REQUIREMENTS

The Colerain Township Public Services Department requires preconstruction conferences for all significant construction projects. The Director of Public Service will be responsible for the meeting agenda.



COLERAIN TOWNSHIP ROADSIDE MEMORIAL POLICY

PURPOSE

Residents will sometimes erect a temporary roadside memorial to honor or remember a person who passed away due to a vehicular accident. These are often installed within the right of way along Township, County, or State roads.

MAINTENANCE

Colerain Township does not have any Township erected roadside memorials and will not maintain any memorials that are found within the right of way. The Township will not proactively seek out and remove existing roadside memorials, unless they obstruct or distract from the general vision of motorists or pedestrians. If an individual installs a temporary roadside memorial, the Township will not disturb the memorial, unless there is a complaint. If there is a complaint, then the Township will attempt to contact the individual responsible for the memorial and have the memorial removed.

COLERAIN TOWNSHIP SAFETY POLICY

PURPOSE

Safety is the highest priority for the Township and its residents and employees. The Township will provide safe working conditions, meaningful instruction on necessary equipment and procedures, and proper personal protective equipment (PPPE) to all employees. The intent is to reduce or eliminate personnel losses, property losses and legal liabilities.

RESPONSIBILITY

All supervisors will conduct regular hazard assessments within their area of responsibility and will take corrective action, make recommendation and implement safety-related policies as procedures as necessary.

Employees should immediately report unsafe equipment or conditions and should not partake in any activity in which their safety is questioned. Employees should perform their duties in a manner aimed at preventing injuries and equipment or property damage. This includes proper tools, PPE and training.

All new employees will receive proper safety trainings related to their department and position upon hire. All employees will receive required training on new equipment and new or revised processes.

All personnel will be supplied with the required personal protective equipment to perform their duties. It is expected and required that this equipment will be worn at all times.

INJURY & ACCIDENT INVESTIGATIONS

Injuries, accidents and damage to equipment, vehicles and property should immediately reported to the supervisor. Injuries, accidents and damage will be investigated by each department for learning, training or process improvement opportunities. Plans may be created for minimizing or eliminating repeat occurrences.

DEPARTMENT PERFORMANCE

Departments may enact specific protocols over and above those in this policy related to process, training, equipment, PPE, facilities, programs, etc. as related to their responsibilities.

Failure to comply and/or disregard for safety may be subject to disciplinary action.



COLERAIN TOWNSHIP SIGN POLICY

PURPOSE

Colerain Township understands the importance of providing visible signage for traveling motorists and pedestrians. It is the intent of the Township to ensure that all signs are maintained in a manner to provide maximum visibility.

SIGN VISIBILITY

In general, the Township will trim all tree branches and vegetation that directly obstructs the view of signs found in the right of way on Township maintained streets. If a tree is found to consistently obstruct a sign, the Public Services Department will consider removal of the tree that is within the right of way.

Adjacent property owners are expected to maintain the portion of right of way that directly abuts their property in order to ensure that signage is visible. This may include and is not limited to, mowing and trimming of branches.

SPECIAL REQUESTS FOR SIGNAGE

It is the policy of Colerain Township to deny any request for special signage. The Manual on Uniform Traffic Control Devices establishes the criteria for sign placement and types of signs that Colerain should maintain and place.

Special sign requests, such as no parking, handicap parking, deaf child at play, and other signs are not installed by Colerain Township. Installing these signs would potentially create a false sense of security and a situation that could not be enforced by the Township. The Township is not equipped to create these types of signs. The Township will remove any of these signs once noticed by Public Services staff.



COLERAIN TOWNSHIP SNOW PLOW DAMAGE POLICY

PURPOSE

Colerain Township takes great care and pride in provide quality snow removal services on Township maintained streets. While the Township ensures that all staff receive proper training and tools available to perform snow removal, there is a possibility that an individual employee may accidentally create some form of property damage, such as damage to a mailbox.

SIGN VISIBILITY

It is the responsibility of the individual driver who damages personal property to report the damage to the Supervisor Foreman or Director of Public Service. If the damage is reported by a resident, the Public Services Department will investigate the complaint to verify that the damage was a direct result of a Township employee.

The Public Services Department will require the employee responsible for the route on which the property is damaged to replace or repair the damaged item. For mailboxes, the department will initially provide a temporary mailbox replacement. Then, once the weather breaks, the employee responsible for the damage will install a replacement mailbox or perform any necessary repairs. This accountability helps to reduce the total number of snow plow related incidents and damages on an annual basis.

For snow plow related damage found on a county or state Road, residents will be directed to contact those offices directly as their policies and procedures may vary. This policy applies only to roads plowed by employees of the Public Services Department.



COLERAIN TOWNSHIP SPECIAL EVENT STREET CLOSURE POLICY

PURPOSE

Colerain Township recognizes that there are circumstances and community events that may require a street to be closed to through traffic for a temporary period of time.

STREET CLOSURES

Any individual or group that wishes to have a street temporarily closed for a special event or parade must first contact the Colerain Police Department. The Police Department will then forward the request to both the Fire Department and Public Services Department for consideration. In order for a street to be considered for temporary closure, the request must demonstrate that:

- The temporary closure of the street is generally supported by the residents of the street;
- The temporary closure of the street does not pose an imminent threat to public safety; and
- Appropriate access can be granted for public safety personnel and vehicles in order to ensure a quick response for life safety concerns.

If the above criteria are met and the closure of the street is determined to be in the best interests of the Township, then the street closure will be granted. The Colerain Township Police Department will coordinate the closure of the street and all associated external communication. The Township will install temporary signage and barricades where appropriate in order to close the street for the duration of the special event.

If a temporary closure of a street poses little to no impact or disruption, then the request for temporary closure will be forwarded to the Board of Township Trustees for a final decision. In general, closure small streets, including cul-de-sac streets is preferred. This policy only applies to Township roads/streets. Individuals should also be aware that any street closures that require enforcement by the Police Department will be subject to detail costs associated with having an officer onsite for enforcement.



COLERAIN TOWNSHIP SUSTAINABILITY POLICY

PURPOSE

In order to be fiscally and environmentally prudent, the Township will ensure that there are appropriate measures in place to conserve materials, attempt to reduce waste and find efficiency in operational units in an effort to reduce the negative impacts to the environment.

CONSERVATION OF MATERIALS

Sustainable management of Township facilities and assets is a priority. It includes infrastructure needs, programs and practices, including energy conservation, waste management and recycling efforts.

The Township will look for opportunities to reduce travel by video/tele conferencing, webinars and ride sharing. Idling vehicles will be kept to a minimum, and trips will be combined when possible.

The Township will look to reuse and recycle materials, as well as use materials that are repurposed or contain recycled content.

The Township will continue to evaluate facility energy use, energy conservation and energy conservation practices within facilities.

The Township's programs and events will promote recycling initiatives, when possible.

The Township will use best practices for inventorying and tracking materials, so as to reduce waste.



COLERAIN TOWNSHIP WORK ZONE SAFETY POLICY

PURPOSE

Minimum work zone safety standards are essential to ensure the welfare and wellbeing of all Township employees, other motorists, and residents.

SAFETY

Safety is of the utmost importance to Colerain Township and should be the primary focus of all employees. In order to ensure that all members of the Public Services Department are provided with adequate safety while in a work zone, employees should:

- Wear reflective safety vests
- Wear all required personal protective equipment
- Follow the standards of the Manual of Uniform Traffic Control Devices and the Public Employment Risk Reduction Program for the deployment of work zone signage, cones, and other temporary barricades to provide an additional layer of protection

This policy applies to any situation where employees are working in or near traffic or other dangerous situations. If necessary, the Police or Fire Department can assist with traffic control.

In addition, the Colerain Township Service Department requires all agencies responsible for construction projects in the public right-of-way to file an "Application for Work Performed in Township Public Right-of-Way". This application includes all the guidelines and specifications for permitting work in the right-of-way, administration of traffic control plans and for maintaining smooth traffic flow.



COLERAIN TOWNSHIP COMMUNICATIONS POLICY

PURPOSE

Good communications are a vital necessity for the efficient operation of a Fire Department. Adequate communications equipment and radio procedures will assist us in saving lives and property.

POLICY

It shall be the policy of the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) to maintain a portable and mobile based radio system for regional emergency and non-emergency communications between emergency service providers (e.g., fire, emergency medical, police units, ect.) and the Hamilton County Communications Center (HCCC).

COLERAIN TOWNSHIP ELEVATOR RESCUE POLICY

PURPOSE

The purpose of this policy is to establish parameters for a Standard Operating Guideline (SOG) to provide Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) personnel information on the tactics and operations involved with responding to elevators that have stalled or mechanically failed.

This developed SOG will apply to all Colerain Fire & EMS personnel.

POLICY

The Fire Department may be called to provide rescue to passengers trapped inside elevator cars. The reason for an elevator becoming stuck or inoperable is usually one of the following:

1. Electrical power failure
2. Malfunction of a mechanical component
3. Activation of safety devices

Although the cause of an inoperable elevator car may vary, generally passengers are in no immediate danger and there is no reason to endanger the lives of rescuers or the trapped passengers. When possible, it is often best to wait for an elevator service company who can correct the problem and release the passengers in a short time with undue risk to personnel.

Emergency situations involving elevators could include passengers stuck in an elevator:

1. Who are experiencing a medical emergency
2. During a smoke or fire condition
3. Who are injured from an elevator car "free fall" in the shaft

If the problem is suspected to be a power outage and power can be restored, or will be restored in a short period of time, it is best NOT to attempt to remove trapped passengers by rescue operations. Power restoration will typically allow elevators to return to normal, safe operation.

If conditions require passengers be removed from the car before the arrival of elevator service personnel, removal should be performed with extreme caution. Because safety is the prime consideration, Colerain Fire & EMS personnel must be trained in elevator rescue procedures and must be familiar with the operation of the particular elevator system. It is the responsibility of each company to stay familiar with elevators in their first-due areas and maintain an awareness of their operation.



COLERAIN TOWNSHIP

EMERGENCY INCIDENT REHABILITATION POLICY

PURPOSE

The purpose of this policy is to provide a framework for the establishment and operation of a Rehabilitation (Rehab) Group to support the physiological needs of firefighters and other responders engaged in emergency operations, extended duration incidents, and training exercises.

This policy will lead to the establishment of a guideline that identifies situations where the establishment of a Rehab Group is appropriate. It will provide information on the operation of a Rehab Group, the tasks and procedures that are to be followed by those managing and those using a Rehab Group, and the equipment and staffing needs of these operations.

The Rehab Group provides firefighters and other emergency responders with fluids and food, shelter from the elements, and a medical evaluation and treatment to assure that the responder is ready to return to work in a safe and managed manner.

POLICY

Firefighting and tasks associated with firefighting are among the most physiologically taxing activities that can be performed by humans. During the course of their work, firefighters are exposed to physiological stresses in the form of strenuous physical work. This work is most often performed within the confines of heavy structural firefighting personal protective clothing which further stresses the firefighter. The work is time-sensitive and often is performed under the psychological stressors of danger to the firefighter and others, the desire to do a good job, and the desire on the part of the firefighter to make an individual contribution to the work effort.

Proper implementation of this policy will ensure that personnel who may be suffering the effects of metabolic heat buildup, dehydration, loss of situational awareness, physical exertion or extreme weather (hot or cold) receive evaluation and rehabilitation during emergency and nonemergency operations.

Most heat and cold emergencies and injuries are entirely preventable. Rehab assists the Incident Commander with monitoring the health of firefighters and controlling the work and rest cycle to prevent environmental injuries.

The Rehab Group may be staffed by fire company personnel, emergency medical responders or responders specifically tasked with this function.



COLERAIN TOWNSHIP MASS CASUALTY INCIDENT PLAN POLICY

PURPOSE

The purpose of this Mass Casualty Incident Management Plan is to provide structure and guidance to public safety personnel of the Hamilton County, Ohio when responding to incidents where the number of injured persons exceeds day to day operating capabilities requiring additional resources and/or distribution of patients to multiple hospitals. The ultimate goal on any incident is to provide the highest level of care, for the most people, in the shortest amount of time. Incident organization is based on the National Incident Management System (NIMS) and the Simple Triage and Rapid Treatment (START) method of triage.

POLICY

The National Incident Management System (NIMS) is designed to be a flexible management system designed to fit the specific needs of any incident. The NIMS organizational structure builds from the top down and expands as needed depending of the size of the incident and the resources available with responsibility and performance placed initially with the Incident Commander. The Incident Commander has the responsibility for the coordination of all public and private resources committed to the incident. In addition, the IC or his/her designee is responsible for notifying appropriate authorities, requesting resources and developing incident objectives and strategies.

Depending on the size and duration of the incident, the IC may directly supervise EMS operations or may delegate this responsibility to another resource. The IC may delegate specific tasks, functions, or geographic area to maintain an effective span of control.

Colerain Township will follow all best practices as identified by the NIMS system.



COLERAIN TOWNSHIP POST FIRE DECONTAMINATION POLICY

PURPOSE

This policy shall establish the parameters for a Standard Operating Guideline (SOG) to provide Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) personnel with a systematic procedure for decontamination of personal protective equipment (PPE), firefighting equipment and themselves after fire details.

POLICY

This policy is to be followed by all Colerain Fire & EMS personnel to ensure that proper decontamination is completed to reduce the risk of exposure to products of combustion after a fire and other contaminants. All department personnel shall take all measures necessary to protect themselves and others from the products of combustion or other contaminants. The Battalion Chief and/or Acting Battalion Chief shall ensure all Officers and Acting Company Officers direct personnel to follow these decontamination procedures as soon as possible to prevent exposure. This policy will support an SOG that will be enforced for all the following situations when crews operate in the hot or hazard zone:

1. Structure Fires
2. Training Fires (Live fire training, flashover)
3. Hazmat Runs
4. Vehicle Fires*
5. Dumpster Fires*
6. Vegetation and Wildland Fires*
7. Technical Rescue Emergency*
8. Vehicle Extrication*
9. Other runs where it is determined decontamination is needed

* The Battalion Chief or Company Officer will determine if post fire decontamination is needed for these runs based upon the exposure to the products of combustions or other contaminants.

All personnel who enter the hot zone with the potential of coming in contact with the products of combustion will wear a Self-Contained Breathing Apparatus (SCBA). This includes the following:

1. Structure Fires
2. Electrical Fires
3. Appliance Fires
4. Vehicle Fires
5. Dumpster Fires
6. Open Burns (if possible exposure to the products of combustion could occur during extinguishment of the fire)

7. Vehicle Extrication (if manning a hose line)
8. Training Fires (Live fire training, flashover)

Any time personnel will be exposed to long periods of sun they should use sun block on uncovered skin.



COLERAIN TOWNSHIP TACTICAL QRT POLICY

PURPOSE

TACMED: Tactical Medic. Colerain Township Department of Fire and Emergency Medical Services (EMS) paramedic, trained to provide life safety response in a critical incident, hazardous environment. Paramedics serving as a TACMED do so, in partnership with security team consisting of a group of sworn law enforcement officers or police officers.

QRT: Quick Response Team. Colerain Township Department of Fire and Emergency Medical Services (EMS) paramedic, trained to provide proactive life safety response in a variety of settings and environments. Paramedics serving as a QRT member do so, in partnership with a sworn police officer partner from the Colerain Police Department.

Supervisor: All officers who are the rank of sergeant, employed by the Colerain Police Department or Lieutenant and employed by the Colerain Township Department of Fire and EMS or any ranking officers with a rank above and deemed to be supervisors. In the absence of a supervisor working a tour of duty, the designated officer-in-charge or the senior officer on duty will act as the supervisor.

POLICY

Firefighters and paramedics have no legal authority to use force against another human being. Firefighter/medics do have the legal right to defend themselves or a police officer against an immediate threat of harm.

The Colerain Township Department of Fire and EMS does not authorize the use or carrying of firearms in its service to the community.

Chokeholds/neck restraints are not authorized as a method of response to aggressive behavior. In the event that a firefighter/medic, in the defense of him/herself or a police officer, has exhausted all available methods of controlling a subject, AND the firefighter/medic and/or police officer is in jeopardy of suffering serious physical harm or death, the firefighter/medic may use whatever reasonable means to stop the aggressive behavior of the subject.

COLERAIN TOWNSHIP

THERMAL IMAGING EQUIPMENT POLICY

PURPOSE

The purpose of this policy is to facilitate the most effective method for deploying thermal imaging equipment in a way that provides the most protection for our personnel and citizens. This guideline is also intended to provide a reference document to be used for the training of Colerain Fire & EMS personnel in the uses, deployment, limitations, operation, care, and maintenance of this equipment. This is not intended to be a comprehensive training document on the use and care of the thermal imaging equipment, each department employee must read the manuals provided by the manufacturer and become familiar with them prior to utilizing the equipment.

POLICY

This policy should be followed by all personnel of the Fire Department. Thermal imagers, also known as Thermal Imaging Cameras (TIC) shall be utilized in every structure fire and any other situation as identified where it will enhance the safety of fire department personnel and the citizens we serve. The camera is a tool to make our jobs safer and complete searches more effectively. However, they are not to supersede department firefighting SOGs. They should be used in such a manner as to enhance those guidelines.

Use of a TIC during emergency operations will provide the means for locating victims and fire in a more expeditious manner. This will greatly enhance the safety of personnel by limiting time spent in a hazardous area searching for victims and the seat of fire. It must be remembered that a TIC is a tool to be utilized by firefighters and will be used to augment sound strategy, tactics and time tested interior structural firefighting and rescue procedures.

It must be remembered that the TIC is not designed to be intrinsically safe. Personnel need to consider the possibility of potentially explosive atmospheres before placing the unit in service.

THERMAL IMAGING CAMERA USES

These cameras:

1. Provide safer navigation in a space where there is diminished visibility due to smoke;
2. Allows personnel to "see" in a diminished visibility environment, which is a very useful addition to traditional search and rescue techniques. Utilizing a TIC can substantially reduce the time necessary for completing a primary search;
3. Enables suppression crews to execute a faster, more effective interior attack. The shortest route to the fire, holes in the floor and obstacles in the structure can be determined and located efficiently;

4. Reduces fatigue of interior crews because efficiency in performing searches and suppression is increased;
5. Allows Rapid Assistance Teams to quickly and efficiently locate downed firefighters;
6. May be used to determine fluid level within a container, which may be useful during an incident involving a hazardous material;
7. May be used as a search tool to locate lost persons in open wilderness areas.

THERMAL IMAGING CAMERA LIMITATIONS

The TIC allows a two dimensional view of a smoke filled environment. Depth perception is limited. Firefighters operating the camera should remain low to the ground, scanning the entire area before them. When scanning an area with the TIC, begin at the ceiling and conclude at the floor area immediately in front of them. Walking with the TIC is discouraged as trip hazards may be overlooked.

Thermal energy does not travel directly through walls. A TIC does not allow an area to be viewed that is behind a wall. If fire is present inside a wall, the camera will only be able to see it if the fire has increased the temperature of the wall itself. Fire inside wooden clad walls will be picked up much faster than fire on the other side of a more significant barrier such as concrete. Normal overhaul procedures must be utilized in order to locate fire extension.

A human being will not provide sufficient thermal energy to penetrate most standard construction materials or solid items such as furniture. Therefore, it is reinforced that while conducting a search, rescuers must look under and around beds, sofas and other objects and in closets where victims may have hidden to escape fire.

Water, plastic and glass are all effective barriers for the TIC and may cause a reflective image. The team operating the camera must remember that the image present on the TICs' screen could be a mirror image of themselves or fire behind them being reflected off of glass, plastic or water. To test suspicious images, the company or team should wave their arms and determine whether they are seeing their own image.

Also, firefighters and occupants, who are wet from hose line operations, could be masked from the camera's view during a search because there is a momentary balance of thermal signatures.

The TIC must be used with the understanding that it is only a mechanical device and it can fail. Firefighters must plan for this possibility by carrying flashlights, maintaining contact with the wall, a hose line, employing a tag line or other routine methods for remaining oriented to location and the position of exits in a diminished visibility environment. Companies and teams should continue to employ standard firefighting practices.

Be aware that if the controls on the TIC are bumped the unit could become deactivated.

The image displayed by the TIC may decrease in quality as soot builds up on the lens and screen while operating on the fire ground. A soft cloth or a gloved hand should be used to clean the lens and screen periodically while operating the camera.

If the picture displayed on the screen suddenly becomes distorted or dark:

1. Check to insure the carrying strap is not in front of the lens;
2. Make sure the "thermal throttle" is not shut.

The TIC has not been determined to be intrinsically safe as an ignition source. This device is not to be used in a potentially explosive atmosphere.

COLERAIN TOWNSHIP TRENCH EXCAVATION RESCUE POLICY

PURPOSE

This policy will require the establishment of a guideline that shall provide Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) with a systematic response to Trench/Excavation Emergencies. The guideline will identify the standard operations that will normally be performed by engine, ladder, rescue and emergency medical companies. These basic functions shall provide the framework for incident operations for those companies.

The primary goal is to provide education and awareness regarding the extreme dangers associated with these responses in order to prevent injury to Colerain Fire & EMS personnel, other first-responders, civilians, and minimize further injury of those trapped.

POLICY

It shall be the policy of the Colerain Fire Department that no personnel shall be allowed into an unsafe trench or excavation site.

The established Standard Operating Guideline is to be followed by Colerain Fire & EMS personnel to ensure the fire, rescue and emergency medical companies, which they are assigned, are able to perform the various functions designated for that company or unit as well as maintain the level of flexibility to perform other functions as required.

Trench collapses generally occur due to unstable soil conditions combined with improper or inadequate shoring. The potential for additional collapse is considered a primary hazard to personnel. Removing soil or debris, adding weight near the edge of an open cut, vibration (such as vehicle movement), rain, or simply the passage of time, may cause additional collapse at any time during the rescue phase.

DEFINITIONS

1. Excavation: Any man-cut, cavity, or hole in the earth's surface formed by earth soil removal which is greater than 4' in depth.
2. Fissure: A narrow opening or crack of considerable length and depth in the earth.
3. Lip: Is the area 360 degrees around the opening of the trench and extending down 2 feet.
4. Spoil Pile: Earth removed from trench, usually piled near the trench edge.

Basis of Budgeting

The Township's financial statements follow the accounting basis the Auditor of State prescribes or permits based on the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is a modified cash basis of accounting similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Colerain Township also uses a modified cash basis as the basis for budgeting and mirrors the basis of accounting.

Financial Policies

In October of 2018, the Colerain Township Board of Trustees established a Financial Advisory Committee (FAC) to review - and in some cases draft - the Financial Policies for the Township. The first meeting of the FAC was held on December 18, 2018. They will meet as necessary to discuss and advise the Township Administrator on these important policies.

Throughout 2019, the FAC drafted the following financial policies:

- Purchasing Card Policy (Attachment E)
- Purchasing Policy (Attachment F)

The remaining policies which are still under consideration by the FAC are listed below. While the Township does not have a formally adopted policy for most of these items, a brief description of the high level goals and standards for each policy area is enumerated.

- Cash Policy – Colerain Township currently accepts cash transactions. All cash handling should be limited and cash drawers should be balanced, reconciled, and deposited on a daily basis.
- Credit Card Acceptance Policy – Colerain Township currently accepts credit cards for various online and in person transactions. A credit card fee may be passed along as part of the transaction. Credit card transactions should be reconciled prior to

Financial Policies *(continued)*

month end for accounting purposes.

- Fraud Policy – Colerain Township employees will comply with all state and federal regulations regarding fraud reporting. All fraud will be reported to the State Auditor for investigation. If an employee suspects that an activity may be fraudulent, they should call the State Auditor's Office for clarification.
- Revenue Policy – All revenues must be processed and posted to the appropriate fund.
- Budget Development Policy – The budget should be developed according to the policy direction provided by the Board of Trustees. The Budget will be developed in three phases: Tax Budget, Temporary Appropriations, and Final Appropriations.
- Expenditure Policy – All expenditures must follow the Township's purchasing policy. Expenses should be made from the appropriation funds and comply with all restrictions for the fund.
- Investment Policy – Colerain Township will invest any available cash that is not needed to meet current obligations in order to earn as much as possible in interest earnings. Cash should be invested safely and in a relatively liquid state.
- Capital Budgeting Policy – Instead of having a set dollar threshold, any item that is tangible and will likely have a resale value at the end of its useful life should be considered a capital item. All capital purchases should be approved by the Board of Trustees.
- Operating Budget Policy – An operating budget shall be adopted by the Trustees annually. Only the Board of Trustees may increase or decrease fund level appropriations. Individual line items can be adjusted by the Finance Department, as long as the total appropriations for the fund is not increased or decreased. The Township should strive to have a balanced long term general fund operating budget. For this to occur, general fund expenses must be at or below revenues for the five year forecast. Colerain Township will strategically use available fund balance for capital and other one-time projects as necessary.
- Fund Balance Policy – Colerain Township will seek to maintain a minimum of three months of general fund expenses as a general fund reserve.
- Debt Service Policy – Colerain Township will evaluate the issuance of debt on a case by case basis. The Township will adhere to all statutorily imposed debt limitations.

All policies, once drafted will ideally be reviewed by the FAC every five years.