

**Miami Valley Fire / EMS Alliance**  
**Annual Report**  
**2016**

*“Serving those who serve.”*



April 19, 2017

Dear Chair Sexton,

I am pleased to present the 2016 Miami Valley Fire/EMS Alliance Annual Report. Throughout our 23-year history, the Alliance has demonstrated that it was a good idea when we began and is an even better idea today. While the economy has improved, doing more with less is still the standard for fire and EMS departments and the Alliance. Cooperation between local governments, counties, and state governments has proven to be very advantageous. The Alliance has exemplified the regional cooperation concept, best practices, and economy of scale since the beginning in 1995. In today's economic and political climate to ensure viability, regional cooperation is a must; best practice ensures safety and continuity, and economy of scale makes the best use of tax payers' money.

The 2016 Annual Report highlights many of the ***Alliance Advantages***; with our members being the true ***Alliance Advantage***. I want to thank the Board of Directors, the Executive Committee, the Training and Communications Committees, the Alliance Staff, the CPAT Proctors, the Special Projects Coordinator, the Assessors, the Hazmat and R3RST Advisory Boards, and the Hazmat and R3RST Coordinators for their hard work and dedication.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline A. Leland". The signature is written in a cursive style.

Jacqueline A. Leland  
Executive Director  
Miami Valley Fire/EMS Alliance

## **Executive Summary**

### **2016: A year of transition for the Alliance Team.**

- Jacqueline Leland, Executive Director working a part-time schedule; working no less than 24 hours a week. Because of her new status, the contract does not allow for accrual of vacation or sick leave and she would not be covered under the Alliance health insurance program as other full time employees.
- Valerie Tate, Administrative Assistant, moved to a full-time position. Valerie and Jackie have been working on a consistent basis to develop and use, in training, an Operations Continuity Manual. We worked very hard to implement the transition in a smooth and efficient way to *pass the torch*.
- CPAT Administrator Rob Hogeland was hired to coordinate the CPAT exams, schedules and training for new Proctors.
- Frank Clay continued working with members and non-members on their Assessment Center needs and ISO support. As a paid contractor, he conducted three days of Assessment Center Candidate training, and assisted with ISO guidance.
- The CPAT Proctors are well-trained guides for candidates seeking employment; not only with Alliance member fire departments, but many departments in Ohio, Michigan, Kentucky and as far away as Connecticut.

### **2016: A strong financial year.**

The Alliance financial position is strong. The FY 2014-15 Annual A-133 Audit results were very good, because of the diligence of the staff who carefully and accurately managed public funds. At the end of the fiscal year for FY 2015-16, the Alliance financials were in a positive position.

Comparing calendar year 2015 to 2016:

- Entry Level Testing income dropped from \$2,614.37 to \$2,006.60; and
- Assessment Centers dropped from \$4,500 to \$2,485.00. More assessments have been scheduled in 2017.
- CPAT Income increased in 2016 to a high of \$24,365.00 from \$22,225.00 in 2015. The Alliance has proctored several CPAT exams for the City of Dayton. Per our agreement, in lieu of paying for Dayton candidates, the Alliance proctors the exam to acquire the CPAT equipment. At this printing, the Alliance has 180 more CPAT exams to go to complete the agreement. CPAT expenses were nominal at \$590.41 for equipment repairs and maintenance, and the purchase of water, and office supplies.

### **2016: A year of increased firefighter hiring.**

National Testing Network entry level testing is not only for firefighters, but also law enforcement, call taker/dispatchers, and promotions. Tests were scheduled on a regular basis to provide candidates for members. While not all Alliance members use CPAT and the National Testing Network for their hiring process, all members received numerous spreadsheets with contact information, certifications, and scores. Vacancies for firefighter positions has stayed high throughout the regional in 2016.

## **MIAMI VALLEY FIRE/EMS ALLIANCE**

The Miami Valley Fire/EMS Alliance, a Regional Council of Government, was established under the Ohio Revised Code 167 with the Board of Directors as the governing body. The Miami Valley Fire/EMS Alliance, or as it is referred to "The Alliance" was founded in March 1995. Twenty-two years later, the vision, mission, and philosophy of business have evolved making the Alliance a premier organization that is truly unique.

### **Vision Statement:**

High quality, cost effective Fire and EMS Services throughout the Miami Valley.

### **Vision Proclamation:**

The Alliance will be the premier organization that others will emulate. The Alliance will offer core products and provide added-value services to our increasing membership throughout the region and state. We will be THE location for testing new recruits and promotions throughout the region. These offerings will be technically advanced and offer many clear-cut advantages and improvements.

### **Mission Statement:**

The Alliance assists members in enhancing their Fire and EMS Services through optimal resource utilization, operational efficiencies, information sharing, and regional cooperation while striving to maximize cost effectiveness.

### **Philosophy of Business:**

The Alliance is committed to the safety and well-being of the citizens of the Miami Valley. The primary responsibility of the member departments is to provide an outstanding level of protection and service to its citizens. The Alliance Supports these efforts by promoting regional cooperation and efficient use of public funds. The Alliance recognizes and respects the local identity and control of member departments while striving toward a vision of high quality, cost effective Fire and EMS services throughout the Miami Valley.

## **MIAMI VALLEY FIRE / EMS ALLIANCE BOARD OF DIRECTORS - Highlights**

In 2016, The Miami Valley Fire/EMS Alliance (Alliance) Board of Directors had four regularly scheduled meetings: January 20, 2016, April 20, 2016, \*July 20, 2016, and October 19, 2016.

The Chair of the Board of Directors for 2016 was Chief Matthew Queen and the Vice-Chair was Chief Stephen Milliken.

Without the continued direction and support of the Board of Directors, the Alliance would not be the organization it is today. The Board of Directors is the governing body of the Alliance. Full memberships may come from the eight contiguous counties: Butler, Clark, Darke, Greene, Miami, Montgomery, Preble, and Warren. Each county has a Delegate and Alternate with full voting rights. (The current Delegate, Alternate, and Representative list is attached – see pages 5 and 6.)

In addition to the Miami Valley Fire/EMS Board of Directors general overview and direction, in 2016 they acted on specific issues such as:

- Motion to nominate Sexton as the new Interim Executive Committee Member as of January 1, 2016. **January 20, 2016**
- Motion to approve the resolution (renewal) of Security National Bank as Depository for the Alliance Funds. **January 20, 2016**
- Motion to approve the FY2014-2015 A-133 Single Audit for Miami Valley Fire/EMS Corporation; Miami Valley Fire/EMS Alliance; and Ohio Task Force 1. Dayton Regional Hazardous Materials Team and Region 3 Rescue Strike Team Audits were approved by their boards. **January 20, 2016**
- Motion to approve Jacqueline Leland, Executive Director's contract for December 1, 2015 to November 30, 2016. This includes her hours to be reduced to three days a week, more if needed. **January 20, 2016**
- Motion, under the Alliance sponsorship, to re-hire Evan Schumann as Program Manager of Ohio Task Force 1. **January 20, 2016**
- Motion to approve the Proposed Miami Valley Fire/EMS Alliance Budget FY 2015-2016. **January 20, 2016**
- Motion to re-elect Garver to the Executive Committee. **January 20, 2016**
- Motion to elect the Chair and Vice-Chair for the Board of Directors and the Executive Committee. Chair Matthew Queen and Vice-Chair Stephen Milliken both accepted another year on both boards. **January 20, 2016**
- Motion to approve the Year-end Financial Statements for Miami Valley Fire/EMS Alliance, Miami Valley Fire/EMS Corporation, and Ohio Task Force 1. **January 20, 2016**
- Motion to approve membership of Southwest Ohio Health Care Affiliates (SOCHA). **April 20, 2016**
- The 2015 Outstanding Customer Service Award was presented to Chief Tracy Young of Wright-Patterson Air Force Base Fire Department with the Award for Outstanding Organization. Gaylynn Jordan, Dayton Fire Department, and Andy Harp, Miami Valley Joint Fire District were presented the Outstanding Individual awards for going above and beyond for CPAT. The entire CPAT Proctor Team was presented Certificates of Appreciation. **April 20, 2016**
- Motion to approve the Annual Report for 2015. **October 19, 2016**
- Motion to approve the Proposed Miami Valley Fire/EMS Alliance Budget FY 2016-2017. **October 19, 2016**

\* July 20, 2016 – Quorum not met.

\*\* Dates listed after the motions are the date of the meeting.

**MIAMI VALLEY FIRE / EMS ALLIANCE BOARD OF DIRECTORS – Highlights Continued**

The Alliance hosted several guest speakers during the 2016 Board of Directors meetings.

- Mike Roseberry from Intalere, formerly Amerinet, Inc. – Intalere’s mission focuses on elevating the operational health of America’s healthcare providers by designing tailored, smart solutions that deliver optimal cost, quality, and clinical outcomes.
- Chief Matthew Simmons from Troy, Ohio Fire Department – Chief Simmons talked about Miami Counties “Mental Health & Addictions Treatment & Counseling Resources.” He provided a brochure for the Miami County Opiate Intervention Quick Response Team to issue to friends and families of opiate users.
- Jodi Long from Montgomery County Alcohol and Drug and Mental Health Services and Public Health/Dayton and Montgomery County discussed the “Front Door-Grow Team” which is a quick response team. Jodi provided a list of resources available in the Montgomery County area and what their individual specialties are (male, female, pregnant, family, etc.) She said Montgomery County is currently providing specialized training for fire and law enforcement personnel.

**MIAMI VALLEY FIRE / EMS ALLIANCE  
Board of Directors  
2016**

JURISDICTION	DELEGATE	ALTERNATE
<b>MEMBERS</b>		
BROOKVILLE	Chief Ron Fletcher	City Manager Gary Burkholder
CLAYTON	Chief Brian Garver	City Manager Rick Rose
DAYTON	Assistant Chief Michael Caudill	Chief Jeffrey Payne
ENGLEWOOD	Chief E.D. “Bud” Bergman	Chief Ron Fletcher
GERMANTOWN	Chief Dan Alldred	Interim City Manager Judy Gilleland
HARRISON TOWNSHIP	Chief Mark Lynch	Administrator Kris McClintick
HUBER HEIGHTS	Chief Mark Ashworth	Battalion Chief Keith Knisley
JACKSON TOWNSHIP	Chief Tom Wallace	Assistant Chief Jeff Erismann
JEFFERSON TOWNSHIP	Chief Larry Sexton	Administrator Len Roberts
KETTERING	Chief Thomas Butts	Assistant Chief Mitch Robbins
MIAMI VALLEY FIRE DISTRICT	Chief Matthew Queen	Battalion Chief Andy Harp
MORAINÉ	Chief David Cooper	Deputy Chief Jeff Eitel
NEW LEBANON	Chief George Markus	Fire Captain John Keyser
OAKWOOD PUBLIC SAFETY	Captain Alan Hill	Chief Alex Bebris
PHILLIPSBURG	Chief Matthew Rhoades	
TROTWOOD	Chief Steve Milliken	Battalion Chief Brandon Barnett
WASHINGTON TOWNSHIP	Chief William Gaul	Administrator Jesse Lightle
WRIGHT-PATTERSON AFB	Chief Jacob King	Deputy Chief Tracy Young

**MIAMI VALLEY FIRE / EMS ALLIANCE BOARD OF DIRECTORS – Board of Directors Continued**

<b>JURISDICTION</b>	<b>REPRESENTATIVE</b>
<b>ASSOCIATE MEMBERS</b>	
BELLEFONTAINE	Chief Andy Fissel
BETHEL TOWNSHIP	Chief Jacob King
SIDNEY	Chief Bradley Jones
TROY	Chief Matthew Simmons

<b>JURISDICTION</b>	<b>REPRESENTATIVE</b>
<b>AFFILIATE MEMBERS</b>	
1-800 BOARD UP/A.E. EICKERT	Ken Parks
PAUL DAVIS RESTORATION	Jake Preston
PUROCLEAN	Becky Edgren
SINCLAIR COMMUNITY COLLEGE	Dr. Bob Rice
WELLS FARGO ADVISORS, LLC	Peter Bohrofen

**MIAMI VALLEY FIRE / EMS ALLIANCE EXECUTIVE COMMITTEE – Highlights**

The Miami Valley Fire / EMS Alliance Executive Committee consisted of five members from the Board of Directors. For 2016 they were:

- Chief Matthew Queen – Chair – Miami Valley Fire District
- Chief Stephen Milliken – Vice-Chair – Trotwood Fire Department
- Assistant Chief Michael Caudill – Dayton Fire Department
- Chief Brian Garver, Clayton Fire Department
- Chief Jacob King - Wright-Patterson Air Force Base Fire Department
- Chief Larry Sexton – Jefferson Township Fire Department (Interim Member)

The Executive Committee worked many hours to direct the Alliance and its activities. Twelve regular meetings were scheduled throughout the year with a quorum present at each meeting.

## MIAMI VALLEY FIRE / EMS ALLIANCE EXECUTIVE COMMITTEE – Highlights Continued

The following issues were executed by the Executive Committee in 2016:

- Motion to approve the Customer Service Awards for 2015. The Outstanding Individual Awards went to ALL CPAT Proctors and CPAT Proctors for Orientation – Gaylynn Jordan and Andy Harp. Outstanding Organization went to Wright-Patterson Air Force Base Fire Department. **February 16, 2016**
- “After the Fire” Brochure updated to “Steps to Take After a Flood, Fire, and Other Disasters.” **March 15, 2016**
- Recommendation to the Board of Directors for the approval of the 2015 Annual Report. **March 15, 2016**
- Motion to approve the bids for EMS Supplies and Physical Exams. The EMS Supply bid was awarded to Midwest Medical Supply Company, LLC, and Medwork Occupational Health Care was awarded the bid for physicals. **April 19, 2016**
- Motion to allow the Alliance to maintain the Miami Valley Firefighter Memorial Board minutes and financial records. **April 19, 2016**
- Motion to approve the revised Credit Card Policy 4-2. **May 17, 2016**
- Motion to approve the Investment Policy 4-1. **May 17, 2016**
- Motion to approve the Personnel Performance Policy with the changes: Adding a threshold of \$2,500 and all items must be disposed of on a bidding site (govdeals.com). **June 21, 2016**
- Motion to approve the Equipment Property Management Policy with the following changes: Adding a threshold of \$2,500 and all items must be disposed of on a bidding site (govdeals.com). **June 21, 2016**
- Motion to approve the contract with National Testing Network with changes provided by Portune. **June 21, 2016**
- Motion to approve Policy 4-1 – Accounting Revision. **July 19, 2016**
- Recommendation to the Board of Directors the Proposed Budget FY 2016-2017. **July 19, 2017**
- Motion to approve Policy 4-4 – Audit Policy with corrections. **August 16, 2016**
- Motion to approve Policy 4-5 – Internal controls. **August 16, 2016**
- Approval of renewal for Anthem Blue Cross/Blue Shield with an 8% increase with a \$25 discount for automatic withdrawal. **August 16, 2016**
- Recommendation to the Board of Directors the Proposed Budget FY 2016-2017 with changes. **September 20, 2016**
- Motion to accept B63 Line for the website creation and maintenance. **October 18, 2016**
- Recommendation to the Board of Directors not to renew the MVFEC 501©3 and let it expire. **November 22, 2016**
- Motion to approve the Office Managers Job Description. **December 20, 2017**

\*\* Dates listed after the motions and recommendations are the date of the meeting.



## **ALLIANCE STAFF HIGHLIGHTS**

Alliance events are managed by Jacqueline Leland, Executive Director of the Alliance. Jackie also supports various advisory boards and committees within the eight-county contiguous area. Valerie Tate, MVFEA Administrative Assistant, manages day-to-day operations at the Alliance. Both Jackie and Valerie serve as support staff for the various committees, workgroups, and Advisory Boards. In addition, they manage and maintain all financial records for the Alliance and all entities under the Alliance umbrella. The Executive Director and Administrative Assistant were also the primary contacts for the 2014-2015 annual A-133 Single Audit conducted by the State of Ohio. Executive Director Leland is an Ex-officio member of all committees, workgroups, and advisory boards represented at:

- Montgomery County Office of Emergency Management Technical Advisory Committee
- Montgomery/Greene County Local Emergency Response Team
- The Mayors and Managers Association
- Dayton Regional Hazardous Materials Response Team Advisory Board
- Region 3 Rescue Strike Team Advisory Board and Executive Committee
- Montgomery/Greene County Fire Chiefs Association
- Sinclair Community College Fire Science Technology Advisory Board
- Miami Valley Firefighter Memorial Board

The Alliance staff also consists of several part-time employees: CPAT Administrative Assistant, Robert Hogeland; numerous CPAT Proctors who conduct orientations, practice sessions, and exams; and Frank Clay, as a contractor, supports special projects as needed.

## **FUNDING AND BUDGET**

The Alliance continues to be in a strong financial standing by being good stewards of the public funds. Annual contributions for the Alliance has not changed since 1995 and remains at \$0.24 per capita. Associate and Affiliate contributions remain at \$500 per year, with no plans to increase the price.

Additional sources of income are from the National Testing Network's Entry Level Tests (Fire, Law Enforcement, Call-Taker-Dispatcher, and Promotional), CPAT Exams (New and Recertify), Assessment Centers, and funds received from OH-TF 1 and Dayton Hazardous Materials Response Team for administrative support. The Alliance is the sponsoring and fiscal agent for Oh-TF 1, Dayton Regional Hazardous Materials Response Team, Region 3 Rescue Strike Team, and the Miami Valley Fire / EMS Corporation. The Auditor of the State of Ohio performs an annual A-133 Single Audit for all entities.

## **ALLIANCE ADVANTAGE PROGRAMS**

**Alliance Savings Programs:** Several programs the Alliance currently maintains for member's advantage of cost reduction are: Ladder testing, Physical Examinations, and EMS Supplies. All bid information is posted on the website at: [www.mvfea.com](http://www.mvfea.com).

**Alliance Assessment Centers:** Special Projects Coordinator, Frank Clay arranges Assessment Centers for fire officer advancement. The progressions range from lieutenant to fire chief and cost \$500 for members and \$2,500 for non-members. Assessment Centers require many hours of preparation which include working with HR departments and fire service personnel to ensure the assessment agrees with Employment Policies and Procedures. Along with Clay, many well-trained volunteer assessors reduce costs and improves the overall assessment. In 2016, the Alliance hosted one lieutenant assessment center for the City of Troy (December 3, 2016) and two classes on "***Surviving the Assessment Center.***" Both classes were well attended, a one day class in June and a two-day class in September. Feedback from the candidates felt the classes were very well done, based on real world situations and appropriate for each rank. The Future for Spring 2017 calls for four assessment centers. (City of Moraine Lieutenant Assessment Center was completed on January 28, 2017.)

**Testing and IAFF/IAFC CPAT:** The National Testing Network (NTN) is a test vendor from the State of Washington. The Alliance, along with NTN, hosted eight entry level firefighter tests in 2016 which included candidates from the City of Bellefontaine Fire Department, City of Moraine Fire Department, City of Clayton Fire Department, and many others. Along with entry level Fire Team tests, the Alliance can provide testing for Call-Taker/Dispatcher, Promotion, Law Enforcement, and Corrective Officers. Candidates may sign up and submit their payment for tests at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com). The testing process includes human relations, mechanical aptitude, reading, and math. The tests are then scanned and e-mailed to NTN for scoring. The Alliance does not set the hiring practices for members.

At the end of 2011, the Alliance, the City of Kettering, and the City of Dayton reached an agreement for the CPAT facility and the equipment. The first CPAT Exam was not completed until February 11, 2012, and is approved by and developed by the IAFF and IAFC. As a testing center for the Candidate Physical Ability Tests (CPAT), the Alliance is authorized to conduct exams for various departments and individuals. Quarterly Fire Team Tests are scheduled throughout the year, unless otherwise scheduled by individual cities. The Alliance encourages all candidates to familiarize themselves with the course and to practice to obtain the best possible result. The Alliance website, [www.mvfea.com](http://www.mvfea.com), provides information regarding costs, conditions for testing, and a CPAT video. Additional videos may be obtained through YouTube. In the spring of 2016, the Alliance hired Robert Hogeland as the CPAT Administrator. Rob has done a wonderful job in organizing and taking charge of all CPAT needs. In the future, he would like to hold a CPAT Proctor Training to get more people involved with this special hiring tool.

## **COMMITTEE REPORTS**

**Communication Committee:** The Communications Committee was very active in 2016, meeting 9 times. They are scheduled to meet the first Thursday of each month. Mike Stewart, Dayton Fire Department, was the Chair. The fire service, law enforcement, Montgomery County Communications, Montgomery County Office of Emergency Management (MCOEM), and Wright-Patterson Air-Force Base comprised the Communications Committee. Several items of interest are:

- The EMA purchased MARCS Select which is housed at the RDC. If there is a mass casualty, and radios go down, it will automatically be assigned to a MCI channel console level.
- The new template was approved in March 2016.
- Private ambulance services can have a radio if contracted by a city, township, or village.
- Waivers for utility companies was solicited at the FCC so they can use 700 MARCS radios.
- The cut-over to the new MARCS system took place in October 2016.

The MVFEA Communications Committee is very dedicated to regional cooperation through joint effort by many departments and organizations. The Committee has been able to save tax payers money and secure better communication by sharing knowledge and expertise.

**Training Committee:** The Training Committee was scheduled to meet on the second Tuesday of each month. The Committee met seven times in 2016. Because of their effort, the fire services of the region could participate in many exciting training opportunities:

- Survey for part-time firefighters
- Fire and Fire Inspection webinars
- Assessment Centers
- CPAT

**Webinars:** All participants who watch the webinars are encouraged to e-mail the Alliance Office to receive a copy of a certificate for one hour CEU's. All webinars are archived on the Alliance website at [www.mvfea.com](http://www.mvfea.com). By keeping the webinar collection on file, it has been very beneficial for the region to obtain CEU's.

The following list of 2016 webinars are archived on the Alliance website for easy viewing access:

- Fire Suppression Systems • Robert Chambers • January 14, 2016
- Building Construction and Firefighter Issues for Historic Buildings • John Flynn • 01/14/16
- Fire Code Enforcement • Mike Long and Craig Rauch • 01/10/2016
- Emergency Responders In Need (ERIN) • Robert Hogeland • 02/17/2016
- Hazards of Ammonium Nitrate Fertilizer, Combustible Dust, and Nitrogen Gas • Robert Chambers • 3/09/2016
- Updates on Regional Initiatives • David Gerstner • 03/16/2016
- Fire Inspection of Fire Rated Opening Protectives • Bob Treiber • 04/12/2016
- PIO (July 2012) • Scott Hall • 04/20/2016
- Common Fire Hazards • Duane Stitzel • 05/11/2016
- Surviving The Assessment Center • Frank Clay • 05/18/2016
- Snap Shor Of The Current Inspector Course • Duane Stitzel • 10/12/2016

- Master's Thesis • Laura Walker • 10/19/2016
- Tips For Testifying As A Fire Inspector • Elizabeth Orlando • 11/09/2016
- Yoga – Health and Wellness • Katie Farley Marshall • 11/16/2016
- Certifying As An Expert Witness • Elizabeth Orlando • 12/14/2016
- Eating Healthy During The Holidays • Sinclair Dietetics Chair • 12/21/2016

The Training Committee also provides additional opportunities to the fire services of Miami Valley, they are: The Mayday Trailer and the Confined Space Trailer. The Confined Space Trailer can be towed by a pickup truck and the Mayday Trailer can be transported to a fire station location by a towing company.

### **ALLIANCE SPONSORING AGENCY AFFILIATIONS**

The Miami Valley Fire / EMS Alliance serves as the sponsoring agency for three entities. Under the Alliance sponsorship are: **Dayton Regional Hazardous Materials Response Team**, the **Region 3 Rescue Strike Team**, and the **Ohio Task Force 1**. As the sponsoring agency, the Alliance employs all full and part-time employees and is responsible for financial management which includes funds from local, State of Ohio, and/ or Federal Cooperative Agreement funds. The Alliance maintains all financial documents, creates financial statements and reports, performs budget management, makes payments of Federal, State, and local taxes, maintains all records required by law, and facilitates the annual Single A-133 Audit.

The Alliance is also affiliated with the **Miami Valley Firefighters EMS Memorial Association**. MVFEA helps to promote and encourage the memorial.

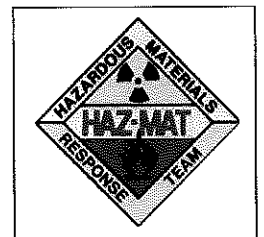
The **Miami Valley Fire / EMS Corporation** is also affiliated with the Alliance. The purpose of the corporation is to support fire services in the region. In December 2016, the MVFEC Board of Directors voted to disband the Miami Valley Fire / EMS Corporation. The remaining balance in the checking account was deposited into the Alliance checking account and the account was closed.

**Dayton Regional Hazardous Materials Response Team:** The mission of the Dayton Regional Hazardous Materials Response Team (Hazmat) is to provide assistance in bringing all incidents to a safe conclusion with the smallest negative impact on the environment and property. The team, under the guidance of Coordinator Dennis Bristow, assists Fire Departments located in Greene and Montgomery Counties. The Dayton Fire Department provides the core group of the Hazmat team, along with members from both Greene and Montgomery Counties, and a select group of agents from private industry. The Hazmat Team also has contracts with Tipp City and Monroe Township for services.



The Coordinator's office is located with the Miami Valley Fire / EMS Alliance at 444 West Third Street, Suite 20-231, Dayton, Ohio 45402-1460. Bristow's coordinator position also includes being the Community Emergency Coordinator for the Local Emergency Planning Committee (MGLERC).

The new Alliance website is currently under construction. Plans are for the Hazmat Team to have a page of their own which will allow them to have information posted, such as applications, descriptions of the Hazmat Team, current events, etc. The site will also have certain areas that will be password protected.



The Hazmat Advisory Board, under the direction of Chair Larry Sexton and Vice-Chair Michael Caudill, had a very active year, meeting four times in 2016. The Board approved the

Final A-133 Audit FY 2014-2015, noting there were no adverse findings and are still considered a low risk audit. The budget FY 2016-2017 was approved with minor changes under expenses which allows the purchase of equipment (DRONE) and for people to attend conferences. Hazmat Policy 8-1 – Internal and External Communications had several changes with the Coordinator’s approval.

Greene and Montgomery Counties communities are available for information and discussions regarding the handling, storage, and use of Hazardous Materials within their boundaries. Coordinator Bristow is always willing to meet with agencies for site pre-plans and familiarization with specific fixed facilities and transport companies in their jurisdiction.

The Hazmat Team reports to the Fire Chief of the jurisdiction where the emergency exists and for this reason, the fire department should request a consultation or any other type of assistance needed at the scene. At the emergency scene, the Team Coordinator should be contacted first for a consultation, if he/she is not available, the Duty Officer at Dayton Fire Department, Station 11 should be contacted.

Highlights for 2016 are listed below:

- Statewide Hazmat Technical Advisory Committee meets or has conference calls monthly.
- The Annual mandated SERC exercise was held at Sugarcreek Packaging in Dayton on May 19, 2016. All eight objectives that were evaluated received passing grades.
- PUCO grant fund procedures changed due to the current Grants Administrator retired and the new person is planning on altering several items.
- Approval and receipt for two LCD 3.3 WMD/TIC detectors to replace the APD 2000 CWA Detectors. A big thank you to MCOEM!
- Ohio Hazmat TAC adopted an additional required certification for Typed Hazmat Teams. To maintain the Type 1 status, the team conducted the Ohio Fire Academy’s Hazmat Officer and Hazmat Safety Officer classes in 2017.
- A new tower computer and a solid state hard drive for Hazmat 1 was purchased, which includes two 27 inch monitors and a replacement printer. A tablet was also purchased which will be used to run programs on the scene.
- The purchase of a DRONE and equipment.
- Funds for the new Rigaku Agent detector for unknown liquids and solids was approved. Also requested was a grounding and bonding kit and dome clamps.

The Hazmat Team not only responds to incidents, but also educates and trains individuals, businesses, law enforcement, and fire personnel from many municipalities to be better prepared if and when a hazmat incident occurs. Contact Denny Bristow at (937) 501-5112, if you would like a presentation for your department or staff.

Because of the commitment of the people who make up the Hazmat Team and the support of the Fire Departments, and the communities in Greene and Montgomery Counties, this Team can function with a high level of expertise.



**Region 3 Rescue Strike Team:** The Region 3 Rescue Strike Team (R3RST) is a group of volunteers serving Ohio's Region 3. R3RST provides equipment, resources, training, and personnel for specialized rescue incidents within the eight-county contiguous area. The counties are Champaign, Clark, Darke, Greene, Miami, Montgomery, Preble, and Shelby. The specialized disciplines are: confined space, high-angle rescue, surface swift water, lost person search and structural and trench collapse.

The R3RST Advisory Board is scheduled to meet once a year on the third Thursday in January. The Advisory Board is comprised of two representatives from each of the eight contiguous counties in Ohio's Region 3, the Alliance Director, and the Team Coordinator. The Executive Committee is scheduled to meet on the third Thursday in May, August, and November. Motions were made to retain Colin Altman as Chair and Lisa D'Allessandris as Vice-Chair.

In April 2014, Michael Guadagno became the Coordinator for R3RST. Since becoming the Coordinator, he has accomplished many things.

Highlights for 2016 are listed below:

- Six new members added with 80 members total
- Equipment
  - Technical Rescue Response Unit located at Washington Township Station 42
  - Collapse Rescue Unit located at Greenville Fire Department
  - Englewood Collapse and Trench POD located at Englewood City Maintenance Building
  - Water Rescue Response Unit located at Piqua Fire Department
- Additional Resources
  - Beavercreek Township Rescue
  - Beavercreek Communications Vehicle
  - Dayton Fire Department Rescue Apparatus
  - Enron Fire Department Dive Team
  - Greene County Fare Rescue Unit
  - Washington Township Rescue / Engine 45
  - Wright-Patterson Air Force Base Technical Rescue Team
    - All Hazard Team with associated equipment
    - Dive Team
- Finance – No major expenditures in 2016
- 2017 Budget submitted
- Team receives no state funding to operate with and no future funding projected
- Annual Expenses are supported by two county chief's organizations and two EMA's
- Approximately 45% of the funding received goes to insurance and the balance is prioritized
- Competitive Ohio Homeland Security Training Grant for \$34,600 (2016 & 2017)
  - Structural Collapse Operations (SCO)
  - Trench Level II
  - Rope Level I
    - Thank you to Montgomery County EMA and Dave Neiderman for spearheading and administering the grant

- Three Full Team Call-Outs
  - Trench
    - Huber Heights
  - Trench Rescue / Recovery
    - Washington Township
  - Structural Collapse
    - Semi through farm house in Drake County / Greeneville
- Three Notifications / Assists
  - Rope in Miami Township – Greene County
  - LPS in Franklin – Warren County
  - Water / Dive – Trotwood – Montgomery County
- 2016 Team Activities
  - January Team Training
    - Equipment and Administration Review
  - April Team Training
    - Shoring at the rubble pile
  - July Team Training
    - Breaching and Breaking
- 2017 Projected Team Activities
  - Quarterly Team Training
    - February 23 & 24, 2017
    - May 4 & 5, 2017
    - August 24 & 25, 2017
    - November 2 & 3, 2017
  - Grant Training – SCO, Trench and Rope
    - Spring / Fall
  - Confined Space through Cleveland State
    - Unscheduled
  - Expanding Role
    - Training Site
      - Team will begin to offer Technical Rescue Specific Continuing Education to any jurisdiction in the region
      - Courses are non-certification and generally will be 1-3 hours
- State Technical Advisory Committee (ITAC) Chair for Collapse Search and Rescue is updating the equipment cache list so all major equipment purchases are on hold



# OH-TF1 Section of MVFEA 2016 Annual Report



## Ohio Task Force 1 Urban Search and Rescue Team

Ohio Task Force One (OH-TF1) is a State of Ohio Urban Search and Rescue (US&R) Task Force and is also one of 28 task forces that comprise the FEMA US&R System. The Alliance is the sponsoring agency for OH-TF1. The Task Force is managed day-to-day by a staff of four full-time and 15 part-time personnel. Full-time staffing consists of Program and Grants Managers, Personnel Officer, and Administrative Assistant. Part-time staffing consists of 14 logistics personnel maintaining the Task Force's extensive cache, fleet, and facilities, and a manager of the Task Force's canine team. All part-time positions range from a few hours per week to half-time.

### Task Force Funding

State of Ohio and FEMA funding for 2016 was approximately \$1.3M; \$1.23M from FEMA and \$53,000 from the State of Ohio. This funding was basically flat as compared to funding in 2015; a slight increase in FEMA funding and decrease in State funding.

Expenditures for OH-TF1 in 2016 were \$1,985,188:

Administration	\$774,628
Training	\$119,132
Equipment	\$176,639
Storage/Maintenance	\$132,325
Hurricane Matthew Deployment	\$787,148

Note, total expenditures in 2015 were \$1,226,374. The approximate \$789,000 increase in expenditures in 2016 represent the inclusion of \$787,148 in costs associated with the eight day, Type I deployment of OH-TF1 by FEMA to Hurricane Matthew. Thus, our funding and expenditures year over year for 2015 and 2016 were nearly equal.

### Capital Projects

Calendar year 2016 was the third year of a four-year period of extensive capital improvements. In 2014 the Task Force spent approximately \$300,000 on expanding the communications cache to include 1-VSAT, 2-BGAN, and 4-MSAT satellite devices and the associated hardware and software to link all these devices to existing laptop computers and printers in a Wi-Fi environment.

In 2015 the capital improvement effort transitioned to a fleet modernization effort. At the start of 2015, the predominance of OH-TF1's fleet consisted of prime movers (tractor trailers) and smaller tactical vehicles (pick-ups, vans, SUVs) all dating before 2005 and most before 2000.



In 2016 the balance of the fleet upgrade and disposal of older vehicles was predominately complete. OH-TF1 purchased a 2016 Sprinter Van for the canine vehicle and disposed of most of the balance of the older ones. Additional fleet upgrades were delayed due to FEMA's delay in publishing a standardized task force fleet configuration for all 28 task forces. The new directive did not come out until December 2016. By the end of the year, OH-TF1's deployment fleet consisted of:

- 3 – 2004 Freightliner 24 ft. Box Trucks
- 2004 Volvo Tractor
- 2008 Volvo Tractor
- 2009 Volvo Tractor
- 4 – 2014 Kubota RTVs
- 4 – 2015 Chevrolet Silverado 3500
- 2 – 2015 Chevrolet Tahoe's
- 1 – 2016 Ford Sprinter Van
- MCI 1994 Passenger Coach
- Plus, associated trailers, boats, motors, forklifts, and smaller support vehicles.



It should be noted that all replaced vehicles were sold resulting in approximately \$161,000 in total sales over the two-year period. Proceeds were applied towards the purchase of the new vehicles per federal guidelines on vehicle replacement using federal funds.

Depending on funding in 2017 and 2018, two additional Sprinter Vans and a drop deck trailer are proposed for purchase. We will dispose of the 1977 MCI passenger coach. Additional capital projects proposed include the upgrade of the Task Force's website and a sound attenuation curtain in the training/briefing area of the warehouse.

### **Task Force Personnel**

OH-TF1 continues to have a broad, inclusive representation of team members with 221 rostered and 173 deployable team members coming from 71 participating agencies and 48 independent team members. The Task Force also saw seven team members resign and 18 new team members join the Task Force.

While calendar year 2015 was active for the Task Force with a total of 99 days and 12,865 hours of team member contact time (Task Force and US&R System trainings, exercises, and meetings), team member contact time was down for the third year in a row. Leadership entered calendar year 2016 with an aggressive effort to reverse the three-year trend. A survey of team members was completed near the end of 2015 to determine the predominant reasons for the decline in engagement and other recommendations to make team membership easier and better attended.

Results of the survey indicated work and family conflicts were the primary reasons for lack of engagement. This was not unexpected. The survey also indicated a need for better communication for scheduling of events, more exciting or involved trainings and exercises, cross training opportunities between teams within the Task Force, and consideration of family oriented events.

To meet the expectations that the Task Force could influence – influencing family time and the ability to get off work for Task Force engagement were considered beyond the Task Force’s control – leadership made a concerted effort at changing training and improving communications. Projects that were completed included a continuous 24-hour Rescue Team exercise that had medical, planning, and safety team participation. A family day event was organized in August that focused on the spouses and children of family members to experience what it was like to be on deployment – sleeping tents were set up, MRE tasting tables were put out, canine and other team demonstrations were done, cache viewing, and a video and Q/A session were done. Additionally, a team wide email distribution group was created and a quarterly Task Force newsletter was published.

Frustratingly, even with the focus put on improved communication, team trainings, team and US&R System awareness, and opportunities to serve in US&R System leadership positions, a turn-around in team member engagement with the Task Force was not fully achieved. Calendar year 2016 resulted in 135-days (37% of the calendar year) of Task Force contact time, an increase from 99-days in 2015. However, overall team member contact hours in 2016 were 11,812 hours, a decline of 1,053 hours from the 12,865 hours in 2015. The positive take away is the decrease in hours between 2015 and 2016 was less than the decrease in hours between 2014 and 2015.



**FEMA ARE Site Visit**

Calendar year 2016 was a scheduled year for FEMA to perform an Administrative Readiness Evaluation (ARE) site visit. The site visit occurred in June. The ARE team composed of FEMA US&R Branch Office staff and peers from other task forces in the System identified OH-TF1 as fully mission capable and exceeding or maximizing all evaluation criteria involved in the site visit. Below is the site visit team’s evaluation of OH-TF1 (including the first ever perfect score of 100% in Operations for a FEMA task force):

**Task Force Rating/Administrative Readiness Evaluation Scoring Overall Unit Rating**

- Fully Operational
- Conditional (see comments below)
- Non-Operational (see comments below)

**Overall Readiness Totals:**

<b>Operations Readiness – Factors</b>	<b>2015 Self-Eval</b>	<b>ARE Team %</b>	<b>Max (%)</b>
Complement of rostered TF Members	15	15	15
Complement of trained TF Members	15	15	15
Complement of deployable TF Members	27	30	30
Complement of TF members participating in annual training and exercises	20	30	30
Complement of deployable Canine Search Teams	9.5	10	10
<b>Total Operational Readiness</b>	<b>86.5</b>	<b>100</b>	<b>100</b>

<b>Logistics Readiness – Factors</b>			
Complement of cache equipment	45	45	50
Adequacy of transportation resources	15	15	15
Cache mobilization in training and exercises	15	15	15
Adequate cache management inventory system	10	10	10
Adequate warehouse resources	10	10	10
<b>Total Logistics Readiness</b>	<b>95</b>	<b>95</b>	<b>100</b>

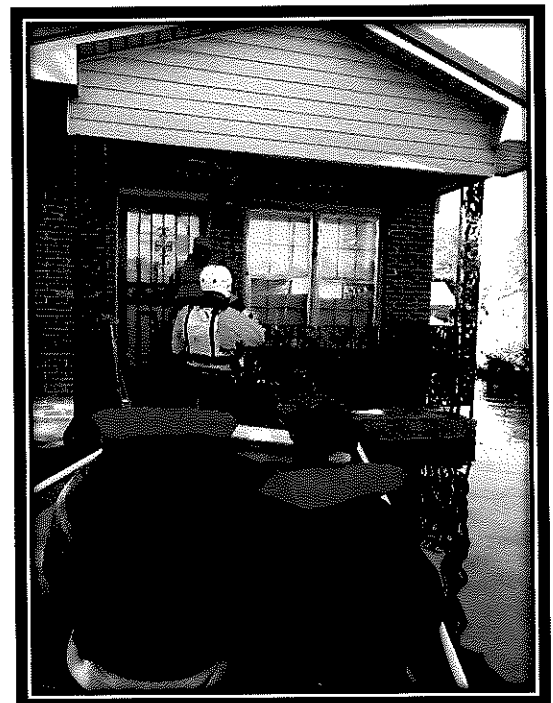
<b>Management Readiness – Factors</b>			
Complement of Cooperative Agreement Staffing	20	20	20
Cooperative Agreement reporting	20	20	20
Cooperative Agreement Plans-Memoranda Agreements	16	16	20
Financial and Accounting Processes, Records, Reports	16	16	20
Sponsoring Agency Support Functions	20	20	20
<b>Total Management Readiness</b>	<b>92</b>	<b>92</b>	<b>100</b>
<b>Task Force Total Scores:</b>	<b>91</b>	<b>96</b>	<b>100</b>

## Task Force Activities 2016

Beyond the ARE site visit, the Task Force has a lot to be proud of for its accomplishments in 2016. Examples include the annual Go-Green training (211 team members completed), several team members supported planning efforts for the RNC, and team members filling ICS C&GS positions for Ohio National Guard exercises. Also, the Task Force completed 47 monthly or bi-monthly team trainings. The Haz-Mat team members completed two-days of mandatory FEMA training to update them on the US&R System's CBRNE response SOGs and new cache items. We also hosted a two-day meeting of the 10 task forces in the East Division of the National US&R System that included more than 100 attendees and was supported by the Columbus Division of Fire. Also hosted was a three-day class of documentation training for transportation of hazardous materials. Additionally, Task Force personnel attended 34 national and regional FEMA meetings, trainings, and evaluations. The associated personnel costs of OH-TF1's activities were approximately \$637,848.

Calendar year 2016 also saw the first deployment of the Task Force in four years. On October 6, OH-TF1 was activated by FEMA to deploy a Type I (80 person) team to Hurricane Matthew. This deployment was the first deployment for 37 team members and involved 44 of OH-TF1's participating agencies. The many achievements of this deployment, including the first deployment that OH-TF1 engaged in rescue of citizens in imminent danger of death, were provided during the daily updates I sent throughout the deployment.

Having failed to achieve a turnaround in team member participation, we will exam the continuing challenges and see if actions by the Task Force can produce more team member engagement in 2017. We have created a lot of energy with our efforts this past year and will keep that energy with activities planned for 2017. First up in February, OH-TF1 is conducting our next Task Force Orientation Day followed by our hosting the five-day ICS All Hazards Logistics Section Chief course. On March 3 and 4 is the annual Go-Green training. Over April and May, the Task Force will be conducting the swift water training days necessary to meet the new FEMA US&R System's Swift Water mission; previously we were only officially classified as surface water capable. Also in May, the Task Force is supporting a full-scale field exercise by the Ohio Department of Health and then the Ohio National Guard at our training center. In May, we are also sending a 20-person Rescue Team to Virginia to compete in the Rescue Challenge against similar elements from other task forces. In June, we are hosting a US&R System canine evaluation and in August will be our second Task Force Family Day. In September is the next Task Force Orientation Day, the three-day class on documentation training for transportation of hazardous materials, and on the last weekend is our next deployment exercise (DepEx). OH-TF1 is participating in the largest multi-task force exercise ever undertaken by the National US&R System to include seven Type I Task Forces, an international Type I Task Force, and a federal incident management team. And finally, to complete the year, OH-TF1 will host the four day US&R System HERS course in November.



## Reflection from the Executive Director

I have served the Alliance since 2002. During this time, I have worked for several Executive Directors; Michael Caudill, Randy Staley, Charles Wiltrout, Scott Anding, Howard Giles, and David Kimbler. Each brought his own point of view, their history of service from their hometown communities, and a vision of the future for the Alliance.

The Alliance financial position is strong. The joint efforts of Executive Committee and staff has paid off in a strong financial bottom line. In 2016 the Alliance increased its presence in regional CPAT, completed more Assessment Centers, and widened disciplines for regional testing.

In 2016, I started the next phase of my winding down my employment with the Alliance and looking forward to retirement May 1, 2017. We have a strong team. I want to thank everyone for their support of the Alliance. Valerie was promoted to Office Manager and Frank Clay was selected as the new Executive Director. Rob Hogeland as the CPAT Coordinator worked hard to make sure our CPAT exam process is the best in the region.

Frank Clay is a competent leader for the Assessment Centers and he will be for the Alliance. He has instructed the Assessors about their role and duties, and has educated HR personnel and community leaders on the value of the Alliance Assessment Centers. He is currently working with the Assessors to review the entire process to look for possible ways of continued improvement. Frank also hosted two "How to Survive an Assessment Center" workshops with great feedback from participants. In addition, Frank is well versed in ISO guidance. I believe the Alliance will see growth in membership in the coming years under Frank's leadership.

Valerie Tate, a full-time Office Manager has taken on more responsibly gracefully. She is kind, willing to help and learn, and is very professional. The Alliance is fortunate to employ her.

Our CPAT Proctors are fantastic. I must confess; I love to see the faces of the candidates when they pass because in most cases a CPAT certificate means a full-time firefighter position and a bright future.

We will face new challenges in 2017. We still need firefighters! Working together, you are the Alliance Advantage. I believe there is nothing you can't solve.

I wish you all the best in 2017 and beyond.

Your greatest fan, *Jacqueline Leland*