

Trustees & Fiscal Officer  
(513) 722-3400

Zoning  
(513) 722-3400

Service Department  
(513) 722-4600



[www.goshen-oh.gov](http://www.goshen-oh.gov)

Police  
(513) 722-3200

Fire & E.M.S.  
(513) 722-3473  
or  
(513) 722-3500

**Special Meeting – Goshen Township  
Board of Trustees  
Monday, December 1, 2014  
4:00 PM**

**Budget Discussion**

**Meeting Minutes**

**Opening**

Roll Call

Fiscal Officer Cheryl Allgeyer

Trustee Corcoran called the meeting to order at 4:00 PM and roll was taken.

Trustee Lisa Allen – Present

Trustee Claire Corcoran – Present

Trustee Lois Pappas Swift - Present

In Attendance: Fiscal Officer Cheryl Allgeyer, Service Director Bob Seyfried, and Fire / EMS Chief Pegram

**Adoption of Agenda**

**454-2014** Trustee Allen motioned to adopt the agenda. Trustee Swift seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

**New Business**

Fire / EMS department budget draft

Fire / EMS Chief Pegram presented the Fire / EMS department's 2015 budget draft, copy is attached for reference.

Chief Pegram stated that 2015 Fire Fund revenue is inflated due to the insurance check which the Township will receive for the fire truck replacement of the truck which was totaled in 2014.

Chief Pegram stated that EMS billing has increased each year and that they practice what is called soft billing, which means that everyone is billed; if you are a Goshen resident whatever is not paid by insurance is written off because a resident pays taxes. Chief Pegram stated for non-resident billing that whatever insurance does not pay an invoice is sent to the non-resident for remaining balance is due. Trustee Swift inquired who does the EMS billing; Chief Pegram stated Medicount.

Chief Pegram stated that operating expenses have been moved to new Fire/EMS levy fund 2193 and that salaries are in Fire Fund 2111, Ambulance Fund 2191 and Safety Service Fund 2192.

Chief Pegram stated that when Safety Service levy was passed in 2002, residents were told that if they passed the levy, that 4 full time police officers would be hired, 3 full time firefighters / paramedics and 1 part time firefighter; this would allow for 2 police officers per shift and 5 – 7 firefighters per shift. The levy passed and employees were hired; for several years the firefighters which had been hired based on the levy passage were paid from other funds and not the Safety Service fund which depleted the Fire and EMS revenue funds. Chief Pegram recommended getting away from the current percentage split of the Safety Service Fund revenue and suggested to calculate the actual expenses of the employees which were hired from the levy passed by the voters. Chief Pegram stated he had worked with Captain Bob Rose and together they calculated the actual expenses for the 4 full time police officers and 3 full time firefighters hired with the passage of the levy and these amounts are reflected in the budget draft presented today. Chief Pegram recommended that this fund should be used for the salary expense of the employees which were hired from the passage of this levy and then if any revenue remains this could be looked at using for other operating expenses and Board of Trustees could then decide how to use any remaining revenue. Trustee Allen cautioned Board that all revenue should not be spent in this fund to allow for salary increases.

Chief Pegram stated that he had moved all operating expenses to the new Fire/EMS levy fund 2193 and that remaining salaries are in this fund. Chief Pegram stated that all Fire/EMS funds unencumbered balances are increasing by different increments, but that this is a good sign that they are putting some money back and his hope is to continue to increase unencumbered in that no advance is needed from the General fund during 1<sup>st</sup> quarter of new year and would also like to start saving for capital improvements.

Chief Pegram stated all radios have been received and delivered which were purchased through the Regional radio grant received in 2014 and this saved Goshen Township about \$70,000.00 with the radios that Goshen Township received through this grant. Chief Pegram stated that he and Darrell Roberts were in the process of applying for a grant in order to purchase another fire truck. SCBS's are near the end of their life cycle and have written grants for the replacement of these.

Trustee Corcoran inquired if Chief Pegram had budgeted for health care increase; Chief Pegram stated he had but that he was still awaiting the final increase amount which the Township has not received from our broker to date. Trustee Allen inquired

if grant matching funds had been included in this budget draft; Chief Pegram replied match funds were included.

Chief Pegram stated that Fire fund 2111 included salaries and the new fire truck with operating expenses moved to Fire/EMS levy fund 2193.

Chief Pegram stated that Ambulance fund 2191 revenue should increase in 2015 due to more medic runs and that an increase in rates had been put in place. Trustee Swift inquired the amount we billed; Chief Pegram replied that they bill about \$750.00 - \$1,300.00 per emergency run and that insurance pays about one-third of the cost. Chief Pegram stated operating expenses for Ambulance fund had been moved to Fire/EMS levy fund 2193.

Chief Pegram recommended to Board of Trustees that Safety Service fund 2192 should be budgeted based on the employees hired from that levy, which were 4 full time Police Officers and 3 full time Firefighters/medics. Chief Pegram stated the 2015 Fire Department budget draft for Safety Service fund is for 3 full time employees and request that the Police Department budget for 4 full time employees. Trustee Allen inquired if the School Resource Officer revenue is going into the same account as the salary expense; Fiscal Officer Allgeyer replied the School Resource Officer revenue is posted to Police District fund 2081. Trustee Allen would like for the salary expense and revenue for the School Resource Officer to come in and out of the same account. Trustee Swift inquired how long the Safety Service levy was good for; Chief Pegram replied that the Safety Service levy continues unless you ask for an increase or change. Trustee Allen stated that all levies excluding the new Fire/EMS levy are continuous levies. Chief Pegram stated that if the Board of Trustees adopted the approach of using the Safety Service fund for the employees hired, the Fire Department cost of the 3 employees is \$329,000.00 and he budgeted for \$329,000.00, the Police Department cost for 4 employees is \$371,890.00 which would leave a surplus of revenue in this fund of \$127,055.00 and it would be up to the Trustees to determine how to budget this remaining amount. Chief Pegram recommends that the balance be used for the Police Department. Chief Pegram recommended to Trustees that the Safety Service fund 2192 should not be split by percentages but budget instead by the employees hired from the levy and the actual expenses for these employees.

Trustee Corcoran inquired if the Fire / EMS budget draft presented today included all expenses for potential new hires; Chief Pegram stated this budget draft did include all expenses for all new employment postings and new hires at the highest rate of pay in 2015.

Chief Pegram stated that the new Fire / EMS levy fund 2193 is a 5 year levy and his intention at the end of the 5 years is to present a renewal to the voters that the levy is a renewal and it will not raise taxes, but in order to do this Fire / EMS cost must be controlled over the next 5 years. Chief Pegram stated that most of the Fire / EMS operating expenses have been moved to this fund. Chief Pegram stated he had increased the training services because he would like to initiate a paramedic apprentice training program and employees eligible would sign a contract that they would work for the Township for a certain amount of time. Chief Pegram

recommended this program to incentivize employees to attend paramedic school and to keep these employees in Goshen due to the current turnover rate of part time employees. Trustee Allen stated she is in support of the Paramedic Training program but would like for Chief Pegram to look into grants available to individuals for schooling which would lower the cost to the Township. Chief Pegram stated the Telephone expense line item is high due to it includes fiber optics, voicemail, cell phones in ambulances, modems for laptops, fax, etc. Chief Pegram stated operating supplies line item is mostly EMS supplies and small tools line item was budgeted to outfit the new fire truck & brush truck with the necessary equipment and tools. Chief Pegram stated the motor vehicle line item had been budgeted for adoption of Township finance purchase of ambulances over 3-4 years.

Chief Pegram inquired of Board of Trustees if they had any questions regarding the Fire / EMS budget presented today and if they were comfortable with the numbers should they have to vote on the budget while he was out of town; Trustee Allen stated she was comfortable with the Fire / EMS budget as presented.

Trustee Corcoran inquired about the grant process for converting Administration building downstairs to an emergency shelter and Police evidence room; Chief Pegram stated the Township was not awarded the grant applied for but stated that he was willing to work on applying for additional grants for conversion of space. Trustee Allen inquired if the Building Fund unencumbered be used for building expenses; Fiscal Officer Allgeyer stated there was estimated \$25,000.00 in this fund.

Chief Pegram stated that several employees would be hired and promoted starting in January 2015 and recommended to Trustees to set a Special Meeting for the purpose of Trustee voting and approval along with swearing in of these employees.

**455-2014** Trustee Swift motioned to reallocate \$686.66 from Zoning Fund 2181 line item 2181-130-323-0000 (Repairs / Maint) to line item 2181-130-221-0000 (Medical/Hospitalization). Trustee Allen seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

## **Adjournment**

**456-2014** Trustee Swift motioned to adjourn the Special Meeting of the Board of Trustees at 5:32 PM. Trustee Allen seconds the motion; motion carries.

Trustee Allen – Yes

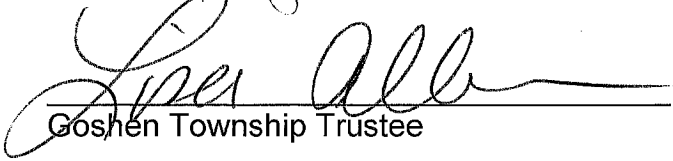
Trustee Corcoran – Yes

Trustee Swift – Yes

Respectfully Submitted by:



Cheryl Allgeyer, Fiscal Officer



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