

**Miami Township Trustees**  
Minutes of February 3, 2025  
*\*see acronym glossary following minutes*

**Call to Order**

The meeting was called to order by Chairperson Mucher, with Trustee Moir and Trustee Hollister present.

Acting Assistant Fire Chief Nate Ayers, Fiscal Officer Jeanna GunderKline, Zoning Administrator Bryan Lucas, Road Department employee Dan Gochenouer, and Recorder Cyndi Pauwels were in attendance.

MTFR firefighters Dan Bryan, Charles Kline, Payton Cooper, and Casey Flora; Shadrick Adams, Director Environmental Health Services, Greene County Public Health Department; and residents Fred Stockwell, Kay LeVesconte, and Jenifer Adams were also present.

**Trustee Mucher:** “Before we move on with the business, I’d like to make a couple of comments. I would like to say how sad and disappointed I was to learn a week or so ago that one of our employees filed a formal complaint against another employee. And as Board chair, I was also sad and disappointed to find out that I was not apprised of this move, I was not consulted with this move, and I don’t believe this is the way a political subdivision of the State of Ohio should operate. And I’m very disappointed in everyone who was involved with it. The matter was immediately handed over to our legal department, without any consultation, for a full investigation. I had no idea what was going on, and it just got me crazy.

“Consequently, I will not be participating in any of the proceedings that will arise from this – I mean, not the proceedings, but any of the votes that might arise from this because I have no background information. And I know there’s tons of background information out there, and it might come out in the investigation, it might not, but I’m not sure I would be convinced that it was complete. So we will see how things go. On with the meeting...”

**Trustee Moir:** “May I comment? There is no background information. There’s simply a complaint. The proper procedure is that somebody can bring a complaint without it being taken directly to the person that they’re grieving against and somewhat tipping them off. Therefore, I felt it necessary – I couldn’t guarantee that wouldn’t happen because it’s happened three times in the past, so I therefore protected the employee by taking it directly to counsel.”

**Trustee Mucher:** “Thank you very much. You are wrong on all counts. Don, did you have anything to add?”

**Trustee Hollister:** “Well, the minutes of our special meeting on January 28, which we haven’t voted on yet, that would be my answer.”

**Trustee Mucher:** “All right, we’ll let the minutes stand for themselves.”

### **Adoption of Minutes**

Trustee Moir **moved to adopt the minutes** of January 22, 2025, as presented. Trustee Hollister **seconded**, and the **motion carried unanimously**.

Trustee Hollister **moved to adopt the minutes** of the special meeting held January 28, 2025, as presented. Trustee Moir **seconded**, and the **motion carried 2-1**.

### **Payment of Accounts**

Trustee Hollister **moved** and Trustee Moir **seconded to pay bills** in the amount of **\$62,088.25**:

- General Fund – \$7,398.80
- Cemetery – \$3,321.77
- Fire Fund – \$45,020.09
- Road – \$6,347.59
  - 2021 – \$2,368.52
  - 2031 – \$3,979.07

**The motion carried unanimously.**

### **Correspondence**

Trustee Hollister shared an email received from the **US Department of the Treasury re: the funding pause** imposed by the Trump administration, and Trustee Moir noted the injunction filed against it. The pause currently does not affect Township finances.

Trustee Mucher noted the contract received from the **Village of Clifton for snow removal** services, etc., will be discussed under the Road report.

### **Public Comment on Agenda Items**

No comments

### **Fire Department Report**

Acting Assistant Fire Chief Ayers reported **12 EMS runs** and **5 fire calls** since last meeting. This included **mutual aid response** for 1 fire call.

**Tanker 82** remains out of service.

**Floor scrubber 81** is back in service.

The **washing machine** (for department linens, etc.) is starting to give out “again.” He will get quotes for a replacement.

A lengthy discussion was held re: an **amended MTFR staffing model and pay scale** as proposed by Consultant Fred Kauser, read into the record in large part by Trustee Mucher (see attached). Subsequent actions were taken as follows:

Trustee Hollister **moved to abolish all fire and rescue full-time classification compensation rates in place, and all MTRF personnel in acting positions, effective retroactively to December 27, 2024** (see attached item #1 for a complete explanation). This was discussed with MTRF personnel in advance of any action. Trustee Moir **seconded**, and **the motion carried unanimously**.

Trustee Hollister moved to adopt **Resolution 2025-07 to Establish Fire Department Personnel Classification, Appointments, and Compensation as clarified** (deleting 3 specified items on attachments marked with an asterisk after conferring with Acting Assistant Fire Chief Ayers; see items #2, 4 5, and 7 for complete explanation, noting **“only the Board of Trustees has the authority to determine, revise, and revoke Compensation and Benefits Schedules and related policies”**). Trustee Hollister noted Consultant Kauser “has worked a long time with it...and had considerable communication with others in the fire department,” adding that he “hoped this action would lead to a strong future.” Trustee Moir **seconded**. The **Resolution was adopted unanimously**.

Trustee Mucher asked for a motion to **approve the extension of medical insurance management for part-time firefighter Nicholas Miller-Jacobson through the end of 2025** (see attached item #3 for a complete explanation), noting it is a recommended and appropriate use of Township resources to do so. Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a motion to **authorize the Fire Chief to establish minimum staffing of 3 firefighters per 24-hour shift, one of which is required to be an EMT-Paramedic** (see attached item #6 for a complete explanation). Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Further discussion was held on Acting Assistant Fire Chief Ayers’ requests to **move Casey Flora up to “Step 2” Firefighter/EMT early due to his date of hire and the new classification schedule, and to move Cassady Brewer to \$19.88 “Step 2” Sergeant Firefighter/Paramedic**. Subsequently, Acting Assistant Fire Chief Ayers deferred his additional request for 240 hours vacation time for Cassady Brewer.

Trustee Moir **moved to assign Casey Flora to “Step 2” Firefighter/EMT**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Trustee Moir noted the move to **“Step 2” Sergeant Firefighter/Paramedic for Cassady Brewer** would contradict the qualifications for said position as laid out in the new classification system just passed in Resolution 2025-07, adding that he is not a paramedic. Three firefighters are in the process of paramedic training, with 3 more in line to begin, all after being promoted to EMTs conditionally upon their achieving paramedic certification. **The matter died without a motion**, and will be deferred to another time.

## Cemetery and Road Report

### Cemetery:

Mr. Gochenouer reported **2 burials** at Glen Forest.

Work in the **new pine forest area** will continue as weather permits.

### Roads:

The **new heaters** have been installed.

One of the **junk vehicles** has been removed with the second to be removed soon.

**Tree clean-up** on Houston Road is planned for later in the week.

Mr. Gochenouer presented the **contract with the Village of Clifton for snow removal and street/sign repair at a cost of \$50/hour plus materials**. Trustee Hollister moved to approve the contract, and Trustee Moir seconded. The **motion carried unanimously**. In response to Trustee Hollister's inquiry, Mr. Gochenouer said that rate has been in effect for at least 10 years.

Trustee Hollister asked if there is any known rationale for **how the Greene County Engineer assigns responsibility for county roads**. Trustee Mucher says it is strictly up to them, and is probably based on convenience.

## Fiscal Officer's Report

Ms. GunderKline reported she **swore in two new members of the Zoning Commission**.

The **temporary appropriations** have been sent to the Greene County Auditor.

All **1099s** have been issued.

She met with the **Clifton Cemetery Clerk Linda Parsons** to review the county split, and with **Glen Helen Nature Preserve** to set up auto-pay with EFTs for their monthly rent.

Ms. GunderKline noted the **USDA report** is due at the end of February, and asked the Trustees to let her know what documents she needs to provide.

**US Bank checking balance 1/31/25:** \$134,150.09

**StarOhio investment account balance 12/31/24:** \$1,402,284.83

## Zoning Administrator's Report

Mr. Lucas reported **2 permits** were issued, both for additions.

Updates are being made to the **cell tower on East Enon Road** north of the Village, with no change to the footprint.

The **Zoning Commission** met in January, adding Jayne Brahler and Mark Willis (previous alternates) as new members. Fred Legge was elected Chair, with Brian Corry as Vice Chair. In addition to their continuing work on small-scale solar, the Commission has taken on his suggested task of reformatting the current Zoning Resolution for ease of use.

Mr. Lucas attended the OTA conference with the Trustees and Ms. GunderKline last week, and learned of some **policy procedures to be implemented with the BZA**. He also confirmed the previously discussed **BZA training** with Attorney Jennifer Huber, and she is agreeable.

Trustee Mucher asked for an update on the **potentially non-conforming business** discussed earlier. Mr. Lucas said no report is available at this time, but should be soon.

A brief discussion was held re: the process for **sending new zoning resolutions to the Greene County Recorder**. Given the new Recorder, Mr. Lucas will verify.

Trustee Mucher asked Jenifer Adams, who arrived after the meeting started, if she had anything to discuss re: zoning. She asked for and was given **clarification re: the new Zoning Commission members**, and about **the 2025 change from Zoning Inspector to Zoning Administrator**.

**New Business**

Trustee Mucher reported on the OTA Conference attended last week, noting **an 8-minute online fraud training that is required for all elected officials and staff** every four years. The Fiscal Officer is required to maintain a file of certificates showing that training has been completed.

**Old Business**

No Old Business

**Adjournment**

The meeting was adjourned at 6:04 p.m., with the next meeting scheduled for **Wednesday February 19, 2025**, at 5 p.m.

**Chairperson** \_\_\_\_\_ **Attest** \_\_\_\_\_

**\*Acronyms:**

- MTFR: Miami Township Fire & Rescue
- MVRPC: Miami Valley Regional Planning Commission
- OTA: Ohio Township Association
- RPC: Greene County Regional Planning & Coordinating Commission
- YSDC: Yellow Springs Development Corporation
- GFNB: Glen Forest Natural Burial Committee

/clp

**Suggested actions from Consultant Kauser:**

*Motion YES*  
Action 1: Abolish all Fire and Rescue Full-Time Classifications, Compensation Rates, and Ranks and Place All Fire Department Personnel in Acting-Positions effective (retroactively) to December 27, 2024. *x: YES*

Explanation 1: This action abolishes both the 36-hour and 48-hour full-time positions, all ranks and all related appointments, and compensation rates retroactive back to December 27th, 2024.

*Resolution YES*  
Action 2: Establish the New Classifications, Reappoint all Fire Department Personnel, Establish Compensation, and Establish Ranks effective December 28, 2024. (Use the Reclassification Schedule provided)

Explanation 2: This action establishes the new 56-hour classifications, new ranks, new compensation rates, and activates each full-time and part-time employee into their new classifications and ranks.

*Motion YES*  
Action 3: Approve the extension of medical insurance benefits for one part-time firefighter, Nicholas Miller-Jacobson, through the end of the 2025-2026 coverage period.

Explanation 3: Nicholas was not interested in a career sergeant position and therefore is no longer eligible to hold the rank or receive medical benefits. In consideration of his service to the Township, it is recommended and appropriate use of Township resources, to provide medical coverage for the next full year coverage period.

*Resolution YES*  
Action 4: Approve the 2025 Reclassification Compensation (Pay) Schedule.

Explanation 4: The provided compensation schedule has been updated to include hourly rates for part time firefighters, corrects language in the accrual and carryover of vacation, establishes that the probationary period is 12 months, and limits the vacation payout upon retirement to 200 hours unless otherwise agreed.

*Resolution YES*  
Action 5: Establish Authorized Strength for the Fire and Rescue Department.

- Career positions: 1 Fire Chief, 1 Captain, 2 Lieutenants, 3 Sergeants, 3 Firefighters
- Part-time Firefighters: up to 12
- Volunteer Firefighters (active) - any amount

Explanation 5: This is a common action taken by elected bodies to establish the maximum number of staff that may be rostered at any given time. This count, combined with compensation and benefits costs anchors the budget in predictable ways.

*Motion Yes*  
Action 6: Authorize the Fire Chief to Establish Minimum Staffing of 3 Firefighters/Officer per 24-hour shift, 1 of which is required to be an EMT-P.

Explanation 6: This authorization allows the Fire Chief to schedule staffing to meet minimum staffing requirements. Minimum staffing requirements for a fire suppression company are 3 whereas an EMS company can be as few as two. This staffing level assures the community that sufficient resources are on duty each shift to respond to their emergency and perform lifesaving tasks.

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*Resolution Yes*  
Action 7: Establish that only the Board of Trustees has the Authority to Determine, Revise, and Revoke Compensation and Benefits Schedules and related Policies. Further, that all actions outside of published and approved policies requiring a modification, advancement, or reduction of pay or benefits requires Board of Trustee approval during a regular meeting.

Explanation 7: It is apparent that the Township lacks clarity on who and how compensation and benefits are awarded to Fire and Rescue Staff. The statutory responsibility to establish these schedules is placed on the Board of Trustees. The practice at Miami Township presently permits the Fire Chief and Fiscal Officer to make adjustments to pay rates and accrual levels. This action prevents this from continuing.

Again, please call me with any questions or concerns.

Frederick

Frederick L. Kauser, PhD.

[Redacted signature]

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**From:** Kauser, Frederick L. [Redacted]  
**Sent:** Friday, January 31, 2025 21:30  
**To:** Trustees <trustees@miamitownship.net>  
**Cc:** Jeanna GunderKline <jgunderkline@miamitownship.net>; nayers@mtfr.org <nayers@mtfr.org>  
**Subject:** Mondays Board Meeting

Good evening,

Attached are two important documents for the meeting on Monday.

Tomorrow I will send the Chair, Chris instructions on how to process these.