Review Meeting

The Commissioners met at 9:00 a.m. at 210 E. Main St., Lancaster, OH. Commissioner Fix called the meeting to order, and the following Commissioners were present: Jeff Fix, Steve Davis, and David Levacy. County employees present: County Administrator, Aundrea Cordle; Deputy County Administrator, Jeff Porter; Clerk to the Board of Commissioners, Rochelle Menningen; Communications & Information Coordinator, Bennett Niceswanger; Budget Director, Bart Hampson; JFS Director, Corey Clark; IT Director, Dan Neeley; Facilities & EMA Director, Jon Kochis; Economic & Workforce Development Director, Rick Szabrak; Utilities Director, Tony Vogel; Assistant Prosecuting Attorney, Amy Brown-Thompson; Auditor, Dr. Carri Brown; Clerk of Courts, Branden Meyer; Engineer, Jeremiah Upp; Recorder, Lisa McKenzie; DD Superintendent, Dr. David Uhl; FCFC Manager, Tiffany Wilson; Planner, Josh Hillberry; Deputy Director Protective Services, Sarah Fortner; Human Resources Coordinator; Ashley Fahner; and Sheriff's Deputy, Gary Hummel. Also in attendance: Melissa Hoover, Sherry Pymer, and Lyne Kennedy-Starner.

Virtual attendees: Virtual attendees: Shelby Hunt, Tony Vogel, Park Russell, Michael Orland, Colleen Cook, Jennifer Morgan, Michael Kaper, Baylie Blevins, Jessica Murphy, Barb Martin, Belinda Nebbergall, Shannon, Amberly Hannum, Nick, Deborah, Jeff Barron, Marcy Fields, Greg Forquer, Britney Lee, Ashley Arter, BGM, Joe Ebel, Jeanie Wears, Josh Horacek, Jane Harf, Stacy Hicks, Vince Carpico, Tiffany Daniels, Andy Boystel, and Bev Hoskinson.

Welcome

Commissioner Fix opened the meeting by welcoming everyone in attendance.

Public Meeting to Rehire Retiree, Aundrea Cordle

Commissioner Fix stated that during the public meeting there would be time for people to support the impending February 1, 2025, rehire of Ms. Cordle, as well as time to state reasons against or provide comments.

Auditor Brown encouraged the Commissioners to vote favorably in their decision to rehire Ms. Cordle as County Administrator. She recalled the promotion of Ms. Cordle to the position of Deputy County Administrator and subsequent move to County Administrator, and stated she believes it is in the best interest of the Commissioners to rehire Ms. Cordle.

Engineer Upp seconded the sentiments of Auditor Brown.

Clerk of Courts Meyer stated that he had signed the letter to support the rehiring of Ms. Cordle and added that Ms. Cordle has been very helpful to him over the years, especially when he first assumed the duties of the office of the Clerk of Courts.

Commissioner Davis stated that he is supportive of the rehiring of Ms. Cordle and added that the Commissioners are very fortunate to have her as the County Administrator.

Commissioner Levacy stated that Ms. Cordle has done a wonderful job since stepping into the role of County Administrator over three years ago.

Commissioner Fix spoke about a conversation with former congressman Steve Stiver who said that Fairfield County has an amazing team. Commissioner Fix added that the county has been fortunate to have a great team for several years including the leadership of the previous County Administrator, Dr. Carri Brown.

Commissioner Fix closed the public hearing at 9:08 a.m.

Public Comments

Melisaa Hoover of Walnut Township stated that 12 out of 13 townships have asked the commissioners to oppose the Eastern Cottontail project. She read a piece of the OPSB staff report. She stated she would have liked for the Commissioners' opposition to have been voiced in the staff repot but it is not too late as the hearing is yet to occur and asked for the Commissioners' support.

Legal Update

Amy Brown-Thompson and Commissioner Fix spoke about leaving the section for a Legal Update on the Agenda.

County Administration Update

- The County Administration Update was provided by County Administrator, Aundrea Cordle, unless otherwise noted.

Week in Review

Governor DeWine signs the County Omnibus Bill, will take effect in April

On Wednesday, Governor DeWine signed <u>House Bill 497</u> (Representatives Brian Stewart and Roy Klopfenstein). The language in HB 497 will become effective 90 days after the Governor's signature, which places the bill's effective date on April 8, 2025.

A full list of the bill's provisions can be found in last week's <u>Statehouse Report</u>. Some of them include:

Approval of plans for courthouse or jail projects

The bill adds a \$75,000 threshold for boards of commissioners to approve courthouse or jail renovation/repair projects without the approval of the clerk of the court of common pleas, the sheriff, the probate judge, and the appointee of the judge of the court of common pleas. The board of commissioners may seek the advice of these elected officials. If the project exceeds the \$75,000 threshold, the current approval process in R.C. 153.36 remains in effect.

Contracts submitted to the prosecuting attorney

The bill increases the dollar threshold for contracts the board of commissioners must submit to the county prosecutor for approval to \$20,000. This statute was last updated in 1953.

County contract terms and conditions

The bill makes certain terms and conditions unenforceable if they are included in county contracts, including an indemnity clause, a requirement for binding arbitration, and the naming of a court or venue for legal action outside of the county. The language is based on an existing law that applies to state contracts.

Electronic notice requirements

The bill modifies notice requirements for county competitive bidding to allow publication in a newspaper, a newspaper's website, the state public notice website, or the county's

website and social media account.

Children services caseworker educational requirements

The bill provides more flexible educational requirements upon hiring a children services caseworker and gives a PCSA director the permissive authority to waive the requirement that an employee in good standing obtain a job-related bachelor's degree within five years of employment.

CCAO will release a County Advisory Bulletin (CAB) on the bill prior to its effective date. Additionally, the policy team will release CABs on other bills passed and enacted during the 135th General Assembly Lame Duck Session.

February 4, 2025, Commissioners' Review and Regular Meeting

The February 4th Commissioners' Meeting will be our first evening meeting for 2025. The meeting will be held in the Commissioners' Hearing Room at 7:00 p.m.

Highlights of Resolutions

Administrative Approvals

The review packet contains a list of administrative approvals.

Resolution Review

There are 33 resolutions on the agenda for the Regular voting meeting.

Resolutions of note:

- The first resolution on the agenda is regarding our 9:00 a.m. public meeting. I will be retiring on January 31st and would like the Commissioners to consider my rehire.
- We have two resolutions appointing members to the Fairfield County Board of Developmental Disabilities. Jason Boothe for a four-year term, expiring December 31, 2028. And Becky Schaade will be filling an unexpired term which ends December 31, 2025. Both appointees were interviewed at the Commissioners' January 14th meeting along with two additional candidates. All four candidates were highly qualified.
- We have a resolution declaring the necessity to place a renewal of the existing levy on the May 6th primary/special election ballot.
 - Dr. David Uhl offered his enthusiasm for the two new Board of DD appointments and thanked the Commissioners for taking the time to interview such strong applicants.
- Economic Development has a resolution to amend the agreement with Hicks Partners for grant writing services. This amendment will continue the service contract through December 31, 2025.
- A resolution from EMA to approve the 2025 Emergency Operations plan and the signing of the Promulgation Statement.

- A resolution from the Engineer's Office to approve weight reductions on eleven county and township roads.
- There are two resolutions from Regional Planning regarding Heron Crossing in Violet Township. The first resolution is to approve a development agreement with MI Homes, and the second is to approve the final plat.
- We have several financial resolutions today, including four resolutions from Utilities regarding debt service bond transfers.

Budget Review

There was no Budget Update.

Calendar Review/Invitations Received

Items Requiring Response

Informational Items

- Family and Children First Council Meeting, January 16, 2025, 8:30 a.m., Fairfield County Agricultural Center, 831 College Ave., Lancaster
- Lancaster Fairfield Community Action Agency, Board of Director's Meeting, Recycling Center, 1761 E. Main St., Lancaster
- Decorative Arts Center of Ohio, Member Reception, "The Nearest Faraway Place Ohio's Painters, Makers & Their Mentors", January 24, 2025, 5:30 p.m. – 8:00 p.m., DACO at the Reese-Peters House, 145 E. Main St., Lancaster

Correspondence

- Letter of Support for the Rehiring of Aundrea Cordle as County Administrator, January 2, 2025
- Press Release, Fairfield County Health Department, January 10, 2025, "The Fairfield County Health Department Announces the 2024 Public Health Guardian Award"
- Fairfield County Prosecuting Attorney, R. Kyle Witt, Furtherance of Justice Report, January 1, 2024 December 31, 2024
- Fairfield County Recorder, Lisa Mckenzie, Letter Regarding Filing Fees for Zoning Resolutions, January 8, 2025
- Correspondence from the Office of the County Auditor
- Correspondence Regarding Industrial Solar Projects

Updates from Elected Officials and Department Heads

Engineer Upp stated the salt barn is near completion and will have a big impact on the services provided by his office. He also spoke about the importance of properly storing salt.

Auditor Brown spoke about the November sales tax, the update on the website of the Tax Estimator tool, and the mailing of the CAUV applications. She also thanked the Treasurer's Office for their work on the Tax Estimator tool, and added that during the Auditor's Office retreat, NACO graduates were recognized, as well as Kayla Speakman for completing the Leadership Academy.

Regular Meeting #2 - 2025 - January 14, 2025

Commissioner Fix stated that he attended the BOR Reorganization Meeting and added that the county's BOR is another example of how Fairfield County continues to lead.

Mr. Szabrak spoke about a grant that the City of Lancaster received for a feasibility study to improve traffic through the downtown corridor.

Commissioner Fix spoke about the family of Jack Sawyer and added he was thrilled about his performance in the Cotton Bowl and wished the entire team the best of luck in competing for the National Championship.

Mr. Kochis spoke about the impending new conference center at the Sheridan Center.

Mr. Neeley stated he attended the AI leadership program and that the IT team will look at implementing AI policies.

Mr. Clark provided a brief update on the end of SNAP benefit replacements due to theft and reported Fairfield County has replaced \$180,000 which is about \$10,000 a month.

Mr. Porter thinks it is important to mention Aunie has 35 years of public service experience. This is something from the perspective of Fairfield County that is not unique because there are many employees that have dedicated their lives to public service in Fairfield County. He also reminded everyone to obtain your dog licenses before January 31st.

Old Business

Commissioner Levacy stated the first meeting for the Fairfield County Veterans Hall of Fame would take place later that day.

Commissioner Fix was interviewed by MORPC about the land use plan and how to assist other counties with their plans. He met with Jeff LaRe to discuss daycare in the county. Daycare is a current barrier to work for many people. He added that Marie Ward has an idea for a program to train students in childcare at Eastland Fairfield Career Center. The Commissioner read an email response into the record that was sent to a constituent regarding industrial solar. The email will be included in the minutes packet.

Commissioner Levacy stated that daycare is a priority topic for the Governor's Workforce Transformation Board.

New Business

Commissioner Levacy stated January 20th will be a wonderful day with the inauguration, remembering Martin Luther King Jr., and the OSU Buckeyes playing for the championship.

Commissioner Fix stated he is meeting with MORPC regarding infrastructure needs and added he will be attending a roundtable meeting with the Ohio Business Gateway.

Regular (Voting) Meeting

The Commissioners continued to their Regular Meeting and Commissioner Fix called the meeting to order with the following Commissioners present: Jeff Fix, Steve Davis, and David Levacy. County employees present: County Administrator, Aundrea Cordle; Deputy County Administrator, Jeff Porter; Clerk to the Board of Commissioners, Rochelle Menningen; Communications & Information Coordinator, Bennett Niceswanger; Budget Director, Bart Hampson; JFS Director, Corey Clark; IT Director, Dan Neeley; Facilities & EMA Director, Jon Kochis; Economic & Workforce Development Director, Rick Szabrak; Utilities Director, Tony Vogel; Assistant Prosecuting Attorney, Amy Brown-Thompson; Auditor, Dr. Carri Brown; Clerk of Courts, Branden Meyer; Engineer, Jeremiah Upp; Recorder, Lisa McKenzie; DD Superintendent, Dr. David Uhl; FCFC Manager, Tiffany Wilson; Planner, Josh Hillberry; Deputy Director Protective Services, Sarah Fortner; Human Resources Coordinator; Ashley Fahner; and Sheriff's Deputy, Gary Hummel. Also in attendance: Melissa Hoover, Sherry Pymer, and Lyne Kennedy-Starner.

Virtual attendees: Virtual attendees: Shelby Hunt, Tony Vogel, Park Russell, Michael Orland, Colleen Cook, Jennifer Morgan, Michael Kaper, Baylie Blevins, Jessica Murphy, Barb Martin, Belinda Nebbergall, Shannon, Amberly Hannum, Nick, Deborah, Jeff Barron, Marcy Fields, Greg Forquer, Britney Lee, Ashley Arter, BGM, Joe Ebel, Jeanie Wears, Josh Horacek, Jane Harf, Stacy Hicks, Vince Carpico, Tiffany Daniels, Andy Boystel, and Bev Hoskinson.

Announcements

Ms. Menningen announced that the voting agenda had been updated from the agenda published at 5:00 p.m. on January 13, 2025.

Approval of Reorganization Minutes for January 7, 2025

On the motion of Steve Davis and the second of David Levacy, the Board of Commissioners voted to approve the Reorganization Minutes for the Tuesday, January 7, 2025, meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, David Levacy, and Jeff Fix

Approval of Minutes for January 7, 2025

On the motion of Steve Davis and the second of David Levacy, the Board of Commissioners voted to approve the Minutes for the Tuesday, January 7, 2025, meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, David Levacy, and Jeff Fix

Approval of Resolutions from the Fairfield County Commissioners

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Commissioners:

2025-01.14.a

A Resolution to Approve the Rehiring of Aundrea Cordle as County Administrator

Commissioners Davis and Fix reiterated their support for the rehiring of County Administrator, Aundrea Cordle.

Regular Meeting #2 - 2025 - January 14, 2025

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Commissioners:

2025-01.14.b	A resolution approving the appointment of Mr. Jason Boothe to the Fairfield County Board of Developmental Disabilities
2025-01.14.c	A resolution approving the appointment of Ms. Becky Schaade to the Fairfield County Board of Developmental Disabilities
2025-01.14.d	A Resolution Declaring it Necessary to Levy a Tax Outside the Ten-Mill Limitation and Further Stating the Intent to Proceed to Place a Renewal of an Existing Levy on the May 6, 2025, Primary/Special Election Ballot on Behalf of Fairfield County DD Board
2025-01.14.e	A resolution approving to appropriate from unappropriated in a major expenditure object category relating to the American Rescue Plan (ARP) Fiscal Recovery Fund# 2876
2025-01.14.f	A resolution authorizing fund to fund transfers for intergovernmental agencies for 2025 Allocations
2025-01.14.g	A resolution to appropriate from unappropriated, memo transactions, and repayment of an advance for Fund# 3034, FY2023 ODOT Grant, sub fund# 8320
2025-01.14.h	A resolution authorizing a fund to fund transfer to the Fairfield County Family Adult Children First Council for Multi-Youth Committee, 1st payment for the 2025 Allocation
2025-01.14.i	A resolution authorizing fund to fund transfers for Fairfield County Job and Family Services, 1st Quarter 2025 Allocation
2025-01.14.j	A resolution authorizing a fund to fund transfer for the 1st Quarter 2025 Allocation for the Multi County Juvenile Detention Center
2025-01.14.k	A resolution authorizing fund to fund transfers for intergovernmental agencies for the 1st half 2025 Allocations
2025-01.14.1	A resolution to approve a Memo Receipt & Expense for reimbursement for salt supplied to County Facilities from the County Engineer.

The Commissioners stated that they are in a very fortunate position to have such strong candidates apply for these boards.

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of a Resolution from Fairfield County Economic & Workforce Development

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from Fairfield County Economic & Workforce Development:

2025-01.14.m A resolution to authorize an amendment to the agreement for grant writing services

Commissioner Levacy stated that Hicks Partners provides a great service to entities in the county.

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from the Fairfield County Emergency Management Agency

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Emergency Management Agency:

2025-01.14.n A resolution authorizing an account to account transfer for EMA Fund `
2890 HMEP Grant 2024/2025

A resolution to approve the 2025 Fairfield County Emergency Operations
Plan and signing of the Promulgation Statement.

Administrator Cordle offered her appreciation for EMA staff who always step up to do what needs to be done.

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from the Fairfield County Engineer

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Engineer:

2025-01.14.p	A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for vacation time payout
2025-01.14.q	A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle to engineering consulting services.
2025-01.14.r	A Resolution to Allow Weight Reductions on County and Township Roads for 2025.

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of a Resolution from the Fairfield County Family and Children First Council

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Family and Children First Council:

2025-01.14.s

A resolution to approve a memo exp./ memo receipt for the costs of Check Deposited from Nationwide Children's Hospital paid to Fairfield County Board of Developmental Disabilities as a memo expenditure for fund# 7521 Family Children First Council

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from Fairfield County Job and Family Services

On the motion of David Levacy and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolutions from Fairfield County Job and Family Services:

2025-01.14.t	A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018
2025-01.14.u	A Resolution to Approve a Reimbursement for Share of Costs for Postage as a Memo Expenditure for Fund# 2018
2025-01.14.v	A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services
2025-01.14.w	A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services
2025-01.14.x	A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018
2025-01.14.y	A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2599 reimbursing Fund

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Jeff Fix, and Steve Davis

Approval of Resolutions from the Fairfield County Regional Planning Commission

On the motion of David Levacy and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Regional Planning Commission:

2025-01.14.z	A resolution to approve a Development Agreement for the Heron Crossing South subdivision
2025-01.14.aa	A resolution to approve the Heron Crossing South, Final Plat

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Jeff Fix, and Steve Davis

Approval of a Resolution from the Fairfield County Sheriff

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Sheriff:

2025-01.14.bb A resolution approving an account-to-account transfer into a major expenditure object category.

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from Fairfield County Utilities

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from Fairfield County Utilities:

2025-01.14.cc	A resolution authorizing fund to fund transfer from the Greenfield Water Fund #5841 to #5846 Debt Service Payments for 2025
2025-01.14.dd	A resolution authorizing a fund to fund transfer from Greenfield Sewer Fund #5842 to #5847 Debt Service Payments for 2025
2025-01.14.ee	A resolution authorizing fund to fund transfers from the Sewer Fund #5044 to: #5533, #5554, #5776, #5817, #5823 Debt Service Payments for 2025
2025-01.14.ff	A resolution authorizing fund to fund transfers from the Water Fund #5046 to: #5534, #5556, #5776, #5818, #5823, #5849 Debt Service Payments for 2025

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of the Payment of Bills

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution for the Payment of Bills:

A resolution authorizing the approval of payments of the vouchers without appropriate carry-over purchase orders and the cash disbursement for all departments that are approved by the Commissioners

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Adjournment

With no further business, On the motion of Levacy and the second of Steve Davis, the Board of Commissioners voted to adjourn at 9:55 a.m.

Roll call vote of the motion resulted as follows: Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

The next Regular Meeting is scheduled for 9:00 a.m. on Tuesday, January 21, 2025, in the Commissioners' Hearing Room, 210 E. Main St., Lancaster, OH.

Motion by: David Levacy

Seconded by: Steve Davis

that the January 14, 2025, minutes were approved by the following vote:

YEAS: David Levacy, Steve Davis, and Jeff Fix

ABSTENTIONS:

NAYS: None

*Approved on January 21, 2025

Jeff Fix Commissioner Steve Davis Commissioner

Dayid Levacy Commissioner

Rochelle Menningen, Clerk

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REVIEW AGENDA

BOARD OF COMMISSIONERS

Commissioners: Steven A. Davis Jeffrey M. Fix David L. Levacy

Tuesday, January 14, 2025 9:00 a.m.

County Administrator
Aundrea N. Cordle

Deputy County AdministratorJeffrey D. Porter

1. Review

Purpose of Review Meeting: To prepare for formal actions of county business, such as Commission resolutions; and to provide time for county leadership to connect about matters of county business.

Clerk Rochelle Menningen

2. Welcome

3. Public Meeting to Rehire Retiree, Aundrea Cordle, 9:00 a.m.

4. Public Comments

Purpose of Public Comments: This is a time for voters and taxpayers (members of the public) to provide comments. There is a time limit of 3 minutes. While this is a time for comments to be provided, it is not a time for questions and answers. The Commission has a full agenda of county business.

5. Legal Update

6. County Administration Update

- a. Week in Review
- b. Highlights of Resolutions
- c. Budget Review
- d. Calendar Review/ Invitations Received
 - i. Family and Children First Council Meeting, January 16, 2025, 8:30 a.m., Fairfield County Agricultural Center, 831 College Ave., Lancaster
 - ii. Lancaster Fairfield Community Action Agency, Board of Director's Meeting, Recycling Center, 1761 E. Main St., Lancaster
 - iii. Decorative Arts Center of Ohio, Member Reception, "The Nearest Faraway Place Ohio's Painters, Makers & Their Mentors", January 24, 2025, 5:30 p.m. 8:00 p.m., DACO at the Reese-Peters House, 145 E. Main St., Lancaster

e. Correspondence

- i. Letter of Support for the Rehiring of Aundrea Cordle as County Administrator, January 2, 2025
- ii. Press Release, Fairfield County Health Department, January 10, 2025, "The Fairfield County Health Department Announces the 2024 Public Health Guardian Award"
- iii. Fairfield County Prosecuting Attorney, R. Kyle Witt, Furtherance of Justice Report, January 1, 2024 December 31, 2024

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AGENDA BOARD OF COMMISSIONERS

Commissioners:

County Administrator Aundrea N. Cordle

Deputy County Administrator Jeffrey D. Porter

> Clerk Rochelle Menningen

Steven A. Davis Jeffrey M. Fix David L. Levacy

Filing Fees for Zoning Resolutions, January 8, 2025 v. Correspondence from the Office of the County Auditor

iv. Fairfield County Recorder, Lisa Mckenzie, Letter Regarding

- vi. Correspondence Regarding Industrial Solar Projects
- 7. Updates from Elected Officials and Department Heads
- **Old Business**
- 9. New Business
- 10. Regular (Voting) Meeting
- 11. Adjourn

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From the \$30,606,902.00 received as the first and second tranche of fiscal recovery funds. \$30,606,902.00 has been appropriated, \$27,277,347.72 expended, \$3,145,546.35 encumbered or

obligated.				
Project/Category		As of 1/10/25 Appropriations	As of 1/10/25	As of 1/10/25 Obligation
Public Health		Appropriations	Expenditure	Obligation
R15a	Public Health, PPE	199.90	199.90	0.00
R16a	Public Health, Medical Expenses	206,838.33	206,838.33	0.00
R16b	Public Health, COVID Medial Costs County Benefits Program	399,949.66	399,949.66	0.00
R17a	Public Health, Vaccination Clinic and Related Expenses	66,362.57	66,362.57	0.00
R17b	Public Health, Capital Investments and Public Facilities of the County	3,426,059.58	3,422,579.58	3,480.00
R17c	Public Health, Capital Investment for Air Quality Improvements	56,674.00	56,674.00	0.00
R17d	Public Health, Capital Investment for Health Equipment, Mobile Morgue	49,498.87	49,498.87	0.00
R17e	Public Health, Capital Investment for Sheriff Cruiser to Respond to Increased Violence	54,250.98	54,250.98	0.00
R18a	Professional Communications on Behalf of the Board of Health	34,577.94	34,577.94	0.00
R18b	Public Health, Creation of a Community Health Assessment (CHA)	48,943.10	48,943.10	0.00
R19a	Public Safety Payroll Support	1,545,884.42	1,545,884.42	0.00
R19b	Public Health Payroll Support	185,406.39	185,406.39	0.00
R19c	Other Public Sector Payroll Support	275,236.47	275,236.47	0.00
R110a	Mental and Behavioral Health	0.00	0.00	0.00
Subtotal Public Health		6,349,882.21	6,346,402.21	3,480.00
Negative Economic Impacts				
R210a	Emergency Assistance for Non- Profit Organizations, a Subgrant to the City of Lancaster	0.00	0.00	0.00
R210b	Emergency Assistance for Non- Profits, Subgrant The Lighthouse	120,000.00	120,000.00	0.00
R210c	Salvation Army	500,000.00	500,000.00	0.00
R210d	Habitat for Humanity	610,000.00	610,000.00	0.00

From the \$30,606,902.00 received as the first and second tranche of fiscal recovery funds. \$30,606,902.00 has been appropriated, \$27,277,347.72 expended, \$3,145,546.35 encumbered or

Project/Category		As of 1/10/254 Appropriations	As of 1/10/25 Expenditure	As of 1/10/25 Obligation
		Appropriations	Experialtare	Obligation
R210e	ADAMH/LSS Housing Projects	3,000,000.00	800,564.01	2,199,435.99
R210f	Harcum House	100,000.00	100,000.00	0.00
R210g	Fairhope Hospice	100,000.00	100,000.00	0.00
R210h	Housing Project	700,000.00	700,000.00	0.00
R210i	Lancaster Festival	100,000.00	100,000.00	0.00
R211a	Subgrant for Tourism, Support for the Fairfield County Fair	499,996.00	499,996.00	0.00
R211b	Aid to Tourism, Travel, Hospitality	18,278.01	18,278.01	0.00
R29a	Emergency Assistance Business Planning	146,829.87	146,829.87	0.00
R213a	Support for Agriculture and the Growing Community	35,000.00	35,000.00	0.00
R213b	Technical Assistance for Townships & Others	399,354.84	399,354.84	0.00
R213c	Contracts for Services to Support Residents Suffering Effects of the Pandemic	96,700.00	96,700.00	0.00
Subtotal Negative Economic Impacts		6,426,158.72	4,226,722.73	2,199,435.99
R310a	Housing Support, Affordable Housing Strategic Plan	39,554.00	39,554.00	0.00
Subtotal Services Disproportionately Impacted Communities		39,554.00	39,554.00	0.00
Premium Pay		09,004.00	00,004.00	0.00
R41a	Premium Pay, Premium Pay for Emergency Management Agency Workers	27,907.72	27,907.72	0.00
Subtotal Premium Pay		27,907.72	27,907.72	0.00

From the \$30,606,902.00 received as the first and second tranche of fiscal recovery funds. \$30,606,902.00 has been appropriated, \$27,277,347.72 expended, \$3,145,546.35 encumbered or

obligated.				
Project/Category		As of 1/10/25 Appropriations	As of 1/10/25 Expenditure	As of 1/10/25 Obligation
Infrastructure		7.55.05		- Julyanon
R52a	Clean Water: Centralized Collection and Conveyance, Airport	550,210.54	550,210.54	0.00
R52b	Clean Water: Centralized Collection and Conveyance, Walnut Creek Sewer District	750,000.00	750,000.00	0.00
R52c	Clean Water: Centralized Collection and Conveyance, Regional Lift Station	2,761,835.85	2,448,140.26	313,695.59
R56a	Clean Water, Stormwater	539,895.00	539,895.00	0.00
R511a	Drinking Water: Transmission/Distribution, Grant Hampton	800,318.61	800,318.61	0.00
R511b	Drinking Water: Transmission/Distribution, Airport	100,805.00	100,805.00	0.00
R511c	Drinking Water: Transmission/Distribution, Greenfield	221,535.69	0.00	221,535.69
R511d	Drinking Water: Transmission/Distribution, Baltimore	613,000.00	613,000.00	0.00
R511e	Drinking Water: Transmission/Distribution, Pleasantville	834,000.00	731,947.53	102,052.47
R516a	Broadband, "Last Mile" Projects	0.00	0.00	0.00
Subtotal Infrastructure		7,171,600.69	6,534,316.94	637,283.75
Revenue Loss				
R61a	SaaS and Technological Equipment	369,959.32	369,959.32	0.00
R61b	Recorder Document Scanning	337,984.72	337,984.72	0.00
R61c	Clerk of Courts Case Management	375,000.00	375,000.00	0.00
R61d	MARCS Tower Project	566,210.00	566,210.00	0.00

From the \$30,606,902.00 received as the first and second tranche of fiscal recovery funds. \$30,606,902.00 has been appropriated, \$27,277,347.72 expended, \$3,145,546.35 encumbered or

obligated.				
Project/Category		As of 1/10/25 Appropriations	As of 1/10/25 Expenditure	As of 1/10/25 Obligation
		- 		3
R61e	Dispatch Consoles	543,820.85	543,820.85	0.00
R61f				
	Fairfield Center Purchase	2,708,752.85	2,708,752.85	0.00
R61g				
	Fairfield Center Renovation	3,344,528.02	3,153,440.42	191,087.60
R61h	Community School Attendance Program	501,137.00	501,137.00	0.00
DO4:	rogiam	331,131.33	331,131.33	0.00
R61i	Workforce Center Expansion	0.00	0.00	0.00
R61j				
Noti	Smart Growth	197,657.97	197,657.97	0.00
R61k	United Way and Dolly Parton's			
	Imagination Library	25,000.00	25,000.00	0.00
R61I	Auditor Historical Records Scanning	0.00	0.00	0.00
R61m	Engineer's Radios	80,000.00	80,000.00	0.00
R61n	Auditor Printers	4,357.66	4,357.66	0.00
R61o	Auditor Copiers	11,983.30	11,983.30	0.00
R61p	Bremen ADA Ramps	26,954.00	26,954.00	0.00
R61q	Transportation School Education	·		
·	Vehicles	38,357.90	38,357.90	0.00
R61r	Safety and Security	454,622.00	431,430.94	23,231.06
R61s	MAPSYS Custom Taxing Authority Management Application	52,433.00	43,000.00	9,433.00
R61t	County Radios	61,537.50	0.00	61,537.50
R61u	Transportation	243,000.00	243,000.00	0.00
R61v	Transportation Rebranding	,		
	·	20,057.45	0.00	20,057.45
R517a	Beavers Field Utilities	36,606.46	36,606.46	0.00
Revenue Loss		10,000,000.00	9,694,653.39	305,346.61

From the \$30,606,902.00 received as the first and second tranche of fiscal recovery funds. \$30,606,902.00 has been appropriated, \$27,277,347.72 expended, \$3,145,546.35 encumbered or

Project/Category		As of 1/10/25 Appropriations	As of 1/10/25 Expenditure	As of 1/10/25 Obligation
Administration				
R71a	Administrative Expenses	591,798.66	407,790.73	0.00
Subtotal Administration		591,798.66	407,790.73	0.00
Grand Total		\$30,606,902.00	\$27,277,347.72	\$3,145,546.35

ADMINISTRATIVE AUTHORITY ITEMS FAIRFIELD COUNTY COMMISSIONERS' OFFICE JANUARY 06, 2025 TO January 12, 2025

Fairfield County Auditor- Finance

	3
AA.01.09-2025.d	An Administrative Approval approving an agreement between Krile Communications and the Fairfield County Auditor's Office. [Auditor- Finance]
	Fairfield County Commissioners
AA.01.07-2025.a	An Administrative Approval for the payment(s) of the United Health Care (UHC) invoice for the Fairfield County Self-Funded Health Benefits Program – Fairfield County Board of Commissioners [Commissioners]
AA.01.09-2025.a	An Administrative Approval for the payment of invoices for departments that need Board of Commissioners' approval and have bills presented that are not more than \$77,250 per invoice. [Commissioners]
	Fairfield County Coroner
AA.01.10-2025.c	An Administrative Approval Regarding a Contract for Investigator Services Between Fairfield County and Paul Burleigh. [Coroner]
AA.01.10-2025.d	An Administrative Approval Regarding a Contract for Investigator Services Between Fairfield County and John R. Charles. [Coroner]
	Fairfield County Domestic Relations Court
AA.01.09-2025.e	An Administrative Approval of the Memorandum of Understanding for the 2025 Justice for Families Program Grant Application [Domestic Relations Court]
	Fairfield County Economic & Workforce Development
AA.01.09-2025.c	An Administrative Approval for an agreement between Lancaster-Fairfield Public Transit System (LFPT) and the Fairfield County Workforce Center. [Economic & Workforce Development]
	Fairfield County Sheriff
AA.01.10-2025.a	An Administrative Approval authorizing the purchase of two used 2018 Ford Police Interceptor vehicles from The Ohio State University Department of Public Safety for the Fairfield County Sheriff. [Sheriff]
AA.01.10-2025.b	An Administrative Approval authorizing an agreement between Kommander Software, LLC (Software-as-a-Service) SaaS platform, also known as Detail Kommander, and The Fairfield County Sheriff's Office. [Sheriff]
	Fairfield County Utilities Department
AA.01.09-2025.b	An administrative approval of a bank transfer for the County Utilities Department [Utilities]

Fairfield County Commissioners 210 E. Main Street, 3rd Floor Lancaster, Ohio 43130

Re: Letter of Support for the Rehiring of Aundrea Cordle as County Administrator

Dear Commissioners Davis, Fix, and Levacy:

Please allow this letter to serve as an acknowledgement of the support of the undersigned for the rehiring of Aundrea Cordle as Fairfield County Administrator. Ms. Cordle has over 35 years of experience in public service, all of which has been with Fairfield County. This allows her to bring a unique perspective to the role of County Administrator. During her time with Fairfield County, she has served in various roles- HR Director, JFS Director, Deputy County Administrator, and as County Administrator since 2021.

As County Administrator, Ms. Cordle has exhibited a cooperative and collaborative style which is focused on seeking solutions and accomplishing the mission of Fairfield County to serve, connect and protect the citizens of Fairfield County. During her time as County Administrator, she has worked with various stakeholders on a variety of projects to bring better government service to the citizens of Fairfield County. She oversaw the renovation and opening of the Fairfield Center to improve services to citizens in the northwest area of Fairfield County. She worked with various stakeholders to improve transit services with the transfer of transit operations to Fairfield County from the City of Lancaster. She has also worked to improve the Fairfield County workforce with her involvement with the Fairfield County Workforce Center. Her list of accomplishments is long and varied.

In addition to her professional accomplishments, Ms. Cordle is an active participant in community service having served on the boards of the YMCA, the Fairfield County Foundation, and the Lancaster Festival. Her community involvement is exemplary.

For these reasons and many more, we the undersigned believe that the Commissioners should rehire Aundrea Cordle as County Administrator after her retirement to allow her to continue the collaborative and cooperative leadership she has brought to the role. She is a credit to the Commissioners and to the citizens she serves.



Branden Meyer, Fairfield County Clerk of Courts



Don McDaniel, Mayor, City of Lancaster

11/1/

Jeremiah Upp, Fairfield County Engineer



Jeff Porter, Fairfield County Deputy County Administrator

MisaMcKinzie

Lisa McKenzie, Fairfield County Recorder

GBAL

Corey Clark, Fairfield County Director of Job and Family Services

D. Kulo Mith. Fairfield Country Buses auton

R. Kyle Witt, Fairfield County Prosecutor

Rit Ban

Rick Szabrak, Fairfield County Economic and Workforce Development Director

Alex Lape, Fairfield County Sheriff

Bart Hampson, Fairfield County Finance Director

Jama Bahnson

Daniel Neeley, Fairfield County IT Director

James Bahnsen, Fairfield County Treaurer



Tony Vogel, Fairfield County Utilities Director



Amy Brown-Thompson, Civil Division Chief, Fairfield County Prosecutor's Office



Jon Kochis, Fairfield County EMA and Facilities Director



Angela Krile, Lancaster Festival Board and Fairfield Medical Center Board Member



Deb Connell, Executive Director, Lancaster Festival





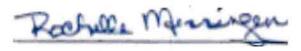
Jason Boothe, CEO, YMCA of Lancaster and Fairfield County



Stephanie Taylor, Director of Community Engagement for Habitat for Humanity of Southeast Ohio and Incoming President of Rotary Club of Lancaster, Ohio



Amy Eyman, CEO, Fairfield County Foundation



Rochelle Menningen, Clerk to the Board of Fairfield County Commissioners

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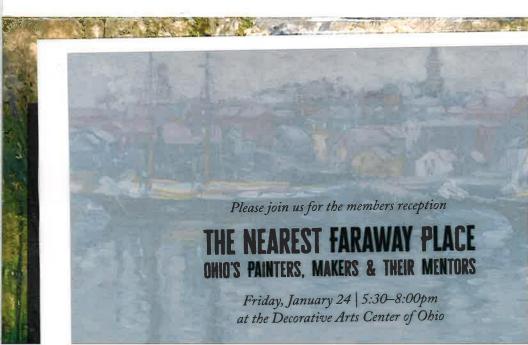


*************AUTO**5-DIGIT 43130

T4 P1 FAIRFIELD COUNTY COMMISIONERS

OR CURRENT RESIDENT 210 E MAIN ST RM 301 LANCASTER OH 43130-3854

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Serving Fairfield County Since 1893

2024 Public Health Guardian
Toni Ashton, MSEd, LSW, OCPC



Pictured (l to r): FCHD Board President, Brian Oliver, Toni Ashton, and Joe Ebel, Fairfield County Health Commissioner

Press Release 1/10/2025

For Immediate Release

For More Information Contact:

Fairfield County Health Department

Baylie Blevins, Public Information Officer

740.652.2835

Baylie.blevins@fairfieldcountyohio.gov

The Fairfield County Health Department Announces the 2024 Public Health Guardian Award

[Lancaster, OH] - The Fairfield County Board of Health named Toni Ashton, MSEd, LSW, OCPC, the 2024 recipient of the **Public Health Guardian Award**. The award recognizes an organization, program, or individual that has made a significant contribution to public health in Fairfield County.

Toni Ashton serves as the Prevention Coordinator for the Fairfield County ADAMH Board, where she provides leadership and direction for the Fairfield County Suicide Prevention Coalition and the Fairfield County P.A.R.T. (Prevention, Advocacy, Recovery, Treatment) coalition. Her expertise and dedication extend to co-facilitating Crisis Intervention Team (CIT) training for law enforcement officers and serving as a certified trainer for Mental Health First Aid, Trauma-Informed Care, QPR (Question, Persuade, Refer), and the Parent Project.

Toni Ashton has been a long-time advocate for public and mental health in Fairfield County, making a meaningful impact on countless lives through her leadership, expertise, and unwavering commitment to improving mental health and wellness. Toni has been a key figure in public health, dedicating her career to fostering collaborative efforts and strengthening support systems to address critical health challenges.

The Fairfield County Board of Health is proud to honor Toni Ashton as the 2024 Public Health Guardian in recognition of her outstanding contributions to the health and well-being of Fairfield County residents.

###



1550 Sheridan Dr., Suite 100

Lancaster, OH 43130

(740) 652-2800









The Fairfield County Health Department serves more than 150,000 residents with a commitment to helping you stay healthy by preventing disease, protecting the environment, and promoting

healthy lifestyles.

Fairfield County Health Department | 1550 Sheridan Drive Suite 100 7406522805 | Lancaster, OH 43130-1303 US

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R. KYLE WITT FAIRFIELD COUNTY PROSECUTING ATTORNEY

January 6, 2025

Carri L. Brown Fairfield County Auditor 108 North High Street Lancaster, Ohio 43130

Re: Furtherance of Justice Fund Report

dated January 1, 2024 to December 31, 2024

Dear Auditor Brown:

Pursuant to Ohio Revised Code Section 325.12, enclosed please find an original and one copy of my final Furtherance of Justice Fund Report. Please return a file-stamped copy of the Report to this office for our records.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

R. Kyle Witt

Fairfield County Prosecuting Attorney

Enclosures

cc:

Board of County Commissioners





R. KYLE WITT

FAIRFIELD COUNTY PROSECUTING ATTORNEY

2024 FURTHERANCE OF JUSTICE FUND

- STATEMENT FOR 1/1/2024 TO 12/31/2024 -

State of Ohio
County of Fairfield, ss:

The undersigned, R. Kyle Witt, Prosecuting Attorney of Fairfield County, Ohio, hereby certifies that the following is an accounting of the deposits and expenses of the Furtherance of Justice Fund pursuant to Section 325.12 of the Ohio Revised Code from January 1, 2024 to December 31, 2024.

	The Method Code Methodinadity 1, 2024 to December 31, 2024.		
1/1/2024	Opening balance	\$	4.69
1/25/2024	Deposit of FOJ Allowance - Fairfield County Auditor	\$	76,691.00
10/2/2024	Deposit from Vorys Sater Seymour and Pease LLP, reimbursement for public records request copies made by Fairfield County Treasurer \$2.20; Fairfield County Engineer \$22.55; and reimbursement for postage to the Fairfield County Prosecutor's Office \$18.40 (Check No. 7467 made payable to Fairfield County Engineer \$22.55; and Check No. 7469 made payable to Fairfield County Treasurer \$2.20 balance of funds \$18.40 remained in account for payment made to Quadient Finance USA Inc. for postage.) See Exhibit A attached.	\$	43.15
Monthly	Interest earned from 12/01/2023 to 11/30/2024	\$	357.92
		\$	77,096.76
2024 Expendi	tures (See <u>Exhibit B</u> Check Registry and <u>Exhibit C</u> Bank Statements attached)	\$ \$	29,969.15 47,127.61

As of 12/31/2024 there is a balance of \$,47,127.61 remaining in the Fairfield County Prosecutor's Office Further of Justice Fund which shall be returned to the Treasurer of Fairfield County, Ohio.

R. Kyle Witt

Fairfield County Prosecuting Attorney

Exhibit A - Deposit made 10-02-2024

Exhibit B - Check Registry Quicken Report

Exhibit C - Park National Bank monthly bank statements



Sworn to before me and subscribed in my presence this _

day of January, 2025.

Lynette K. Barnhart

Notary Public - State of Ohio

My commission expires: 06/13/2029

Exhibit A - Deposit made 10-02-2024

Exhibit B - Check Registry Quicken Report

Exhibit C - Park National Bank monthly bank statements



January 8, 2025

To Fairfield County Board of Commissioners:

Section 317.081of the Ohio Revised Code states the County Recorder shall keep county and township zoning resolutions, including text, maps and amendments in his or her office and make all these documents available for public inspection during normal business hours. By the **fifteenth** day of **January each year**, the County Recorder shall notify the Board of County Commissioners and the Board of Township Trustees of each township within the county of that board's duty under Sec. 303.11, 303.12, 519.11 or 519.12 of the Ohio Revised Code to file zoning resolutions and amendments in the office of the County Recorder.

Effective September 23, 2008, the fee for filing zoning resolutions, including text and maps in the office of the Fairfield County Recorder as required under Sec. 303.11 and 519.11 of the Revised Code, a base fee of \$25.00 and a State of Ohio Housing Trust Fund fee of \$25.00, regardless of the size or length of resolutions. The filing of zoning amendments, including text and maps in the office of the Fairfield County Recorder as required under Sec. 303.12 and 519.12 of the Revised Code, a base fee of \$10.00 and a State of Ohio Housing Trust Fund fee of \$10.00, regardless of the size or length of the amendments.

This bill became law effective January 1, 1992. However, it is much more economical for townships to file with Regional Planning since there is no charge to file there. At the same time, the zoning resolutions and amendments still become public record. In addition, because the Planning Commission deals with zoning on a daily basis, they are far more capable of answering questions concerning zoning issues.

Thank you for your attention in this matter. If you have any questions, please give me a call at 740-652-7100.

Very truly yours,

Lisa McKenzie

Fairfield County Recorder





County Auditor Carri L. Brown, PhD, MBA, CGFM carri.brown@fairfieldcountyohio.gov

FOR IMMEDIATE RELEASE Thursday, January 9, 2025

Fairfield County Auditor Completes Artificial Intelligence Leadership Academy



Lancaster, Ohio – On December 20, 2024, Fairfield County Auditor Dr. Carri Brown completed the National Association of Counties Artificial Intelligence Leadership Academy. This six-week, intensive program is an innovative, online leadership course created to equip county government leaders with the knowledge and tools they need to understand and utilize AI to create higher levels of operational efficiency, organizational effectiveness, and value.

The course provided lessons and insights from highly effective government leaders, proven industry executives, researchers, and professors from top universities and subject

matter experts. These professionals, along with an online leadership coach, addressed pressing issues facing county leaders today.

Dr. Brown stated, "The work of local government leaders has never been more challenging. This program helped to addresses the challenge of building confidence in AI for good governance. We are now using AI to gather and examine data to identify hotel/motel lodging and new construction."

The course helped to improve knowledge in understanding the power of AI, mitigating the risk of AI, and navigating the complexity of cascading change occurring because of AI.

Dr. Brown added, "There will certainly be new applications in the future. I was thrilled to see that several other local government leaders from Fairfield County were also participating in this leadership academy."

For more information visit https://www.naco.org/page/naco-artificial-intelligence-ai-leadership-academy.

###

SERVE • CONNECT • PROTECT

From: Elsea, Rachel A To: Elsea, Rachel A

Subject: Fairfield County Auditor"s Strategic Plan Updated

Date: Thursday, January 9, 2025 3:02:31 PM

Attachments: Strategic Plan - County Auditor January 2025.pdf

image001.png image002.png image003.png image004.png image005.png image006.png image007.png image008.png image009.png image010.png image011.png image013.png image016.png

The Fairfield County Auditor's Office has updated our Strategic Plan. The most recent version is attached. Updates to the plan can be found on our website at https://www.co.fairfield.oh.us/auditor/Strategic-Plan.html.

The Strategic Plan is updated month to reflect new information obtain and activities conducted. As always, input and feedback is appreciated.



Rachel A. Elsea

Communications Officer • Auditor's Office

- **1** (740) 652-7091 [.] (740) 215-5998
- https://www.co.fairfield.oh.us/auditor/
- 108 N. High St., Room 108, Lancaster, Ohio 43130











To: Fairfield County Commissioners & Staff

From: Dr. Carri Brown, County Auditor

Date: January 9, 2025

Subject: Annual Retreat and Strategic Plan Update

Annual Retreat Update

The fourth annual County Auditor Retreat was held on January 6, 2025, virtually, with a capstone assignment on January 13, 2025, planned during our regular team meeting.

During the retreat, all staff followed up on assignments about our mission, core values, and code of conduct. We discussed leadership principles with a communication lens, and we updated ourselves on the concepts relating to organizational health. Organizational health is more than culture or employee engagement. It is a measure of an organization's ability to align around a common vision, execute against that vision effectively, and renew itself through innovation and creative thinking. We assessed aspects of organizational health and reviewed our 2024 Year in Review Fact Sheet and celebrated team goals that have been accomplished. We updated the strategic plan through 2030.

A list of training options was presented. Throughout the year, all employees are offered training as part of supervisory support. We conducted Ethics training with the Ohio Ethics Commission. Ethics is a broad topic, which we recognized, and Ethics law in Ohio centers on contracting. We all viewed online video about unlawful harassment that is posted on the county website, and we reviewed CORSA materials and scenarios, including a case study from the Case Western Reserve University.

We discussed the Wins of the Week activities, which was suggested at the 2023 retreat, and we decided to continue that activity, as it was encouraging to staff. We also discussed the benefits of the traveling trophy for recognition. Bev Hoskinson received the traveling trophy of the year.

We decided to maintain standing agenda items about policy, ethics, fraud, and other open items to keep lines of communication open. The scheduled one on one communications with the County Auditor will begin in January again.

Deliverables of the Retreat were:

- Mission Clarity
- Affirmation of Values
- Organizational Learning
- Reference Materials
- Teambuilding
- Mindfulness skills
- Review of Leadership Principles
- Increased Understanding about Ethics and Unlawful Harassment

The County Auditor's Strategic plan through 2030 is found here:

https://www.co.fairfield.oh.us/auditor/Strategic-Plan.html

CONTACT US!

Your Fairfield County Auditor's Office: WINS OF THE WEEK



January 9, 2025

Our brains are wired to respond to rewards. Celebrating the completion of small accomplishments leads to the completion of larger goals. And there is evidence in research to support this...According to research by Teresa Amabile from Harvard Business School, tracking small achievements enhances motivation for larger goals...

We received notes of thanks from Athens County (for our help with their year-end financial processing) and from Logan County (for our help in providing templates for the Board of Revision regulations and rules). Thanks to all team members for supporting our colleagues.

We held our fourth annual retreat virtually on January 6, 2025, allowing for access to training through January 13, 2025. Thanks to the team for the enthusiastic participation and for the planned capstone assignment review on January 13, 2025.

Deliverables of the Retreat were:

- Mission Clarity
- Affirmation of Values
- Organizational Learning
- Reference Materials
- Teambuilding
- Mindfulness skills
- Review of Leadership Principles
- Increased Understanding about Ethics and Unlawful Harassment

The County Auditor's strategic plan has been updated for 2025-2030. It can be found here:

https://www.co.fairfield.oh.us/auditor/Strategic-Plan.html

Your Fairfield County Auditor's Office: WINS OF THE WEEK



We are celebrating NACo and Chamber leadership graduations. We celebrate the graduation from the NACo leadership academy for Clayton Finley, Mesina Clark, Michele Poston, Kayla Speakman, and Amanda Rollins.

We celebrate the second **NACo Leading on Purpose course graduation for Rachel Elsea and Michelle Wright.**

We celebrate the graduation of Kayla Speakman from the Chamber's leadership academy. Robin Balthaser and Crystal Walker are attending that academy this year.

Thanks to team members for attending *various reorganizational meetings for 2025*. Thanks to *Linda O'Toole for organizing updates about BOR cases.*

Thanks to *Amanda Rollins and Angel Horn for planning for Budget Commission processes*. This week, libraries received their request for survey information. We received information from the state library. The process this year should be very efficient.

On Tuesday, Carri attended an *AGA webinar title Bridging Workforce Gaps*. She shared information with the team. This particular webinar came at no charge, and it was content-rich. The content supported our planned strategic actions.

We celebrated *law enforcement appreciation day on January 9th* with communication to Sheriff Lape and with several social media posts.

Bev Hoskinson led the first ERP governance committee meeting of 2025 on January 9th. Thanks to Bev for her vision and leadership in support of multiple departments and agencies connected with enterprise resource planning. Thanks to the participants for their input and feedback.

Your Fairfield County Auditor's Office: WINS OF THE WEEK



This week, Carri provided a presentation to DD leaders about the importance of *organizational culture and organizational health*. Recent research findings were shared.

Carri also visited *the Fairfield Center to provide services to issue a dog tag for a dangerous dog.* This is the only request we have had for this to be done in Pickerington, yet it was an action that made things convenient for the resident.

Thanks to Kayla Speakman for joining Jessica Ferguson, Stacy Knight, and Michelle Wright as a culture champion for 2025.

Thanks for the coordination and collaboration that occurred for the year-end close and for the process to establish tax rates and reports.

We are deeply appreciative of the coordination and collaboration with the Treasurer's Office. Thanks to Josh Harper and Noel Sodders for working after hours on January 7th so that operations were not interrupted. Thanks for the quality assurance activities conducted.

Thanks to everyone who worked remotely on January 6 to keep processes on track.

Thanks to Meagen Bowland for participating in the webinars hosted by the Ohio Public Defender's Office.

Jess Ferguson received a nice note of thanks from a former employee who was thrilled with her customer service.



115 ½ W. Market St., Baltimore, OH 43105

January 6, 2025

Jeff Fix Fairfield County Commissioner 210 E. Main Street Lancaster, OH 43130

RE: Notice of application to the Ohio Power Siting Board and upcoming public and evidentiary hearings for the Eastern Cottontail Solar Project

Dear Commissioner Fix,

Please find enclosed a notice, which provides information about the Eastern Cottontail Solar Project ("Project"), the Project's pending application with the Ohio Power Siting Board, and the upcoming public and adjudicatory hearings for the Project. These hearings are a standard part of the Board's application process for solar projects over 50 megawatts (MW).

The Eastern Cottontail Solar Project is a proposed up to 220 MW solar energy project located in Walnut Township in Fairfield County. The Project will be sited on up to 1,550 acres of private land. The general purpose of the Project is to maximize energy production from solar resources to deliver electricity to the regional transmission system to serve the needs of electric utilities and their customers. The Project is being developed by Eastern Cottontail Solar LLC, a subsidiary of EDF Renewables. Construction of the Project may begin as early as 2025 and commercial operations may begin as early as 2026. A map showing the location and general layout of the Project is provided in the attached notice.

If you have any questions, please visit the Project website for more information at https://www.edf-re.com/project/eastern-cottontail-solar-project/. You can reach us by emailing info@easterncottontailsolar.com or calling us at (740) 467-6162.

Sincerely,

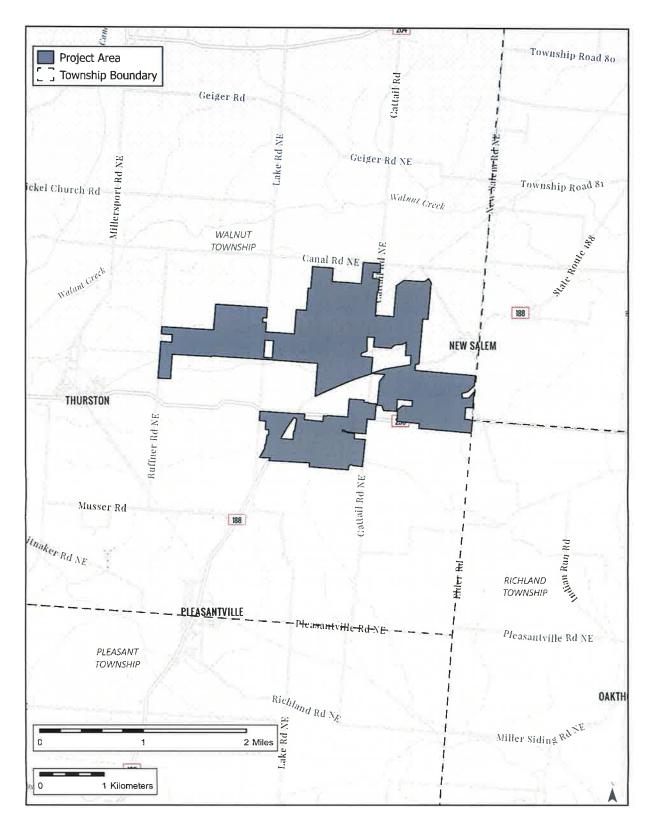
Nicholas Lucania Senior Project Developer

EDF Renewables

Enclosure

NOTICE OF PROPOSED MAJOR UTILITY FACILITY

Eastern Cottontail Solar LLC ("Eastern Cottontail" or "Applicant"), a subsidiary of EDF Renewables, is proposing the Eastern Cottontail Solar Project (the "Project"), a solar-powered electric generation facility to be located in Walnut Township in Fairfield County, Ohio (see map showing the location and general layout of the Project). The facility will be sited on up to 1,550 acres of private land and have a maximum total project generating capacity of up to 220 megawatts. The general purpose of the Project is to maximize energy production from solar resources to deliver electricity to the regional transmission system to serve the needs of electric utilities and their customers. The Project will generally consist of the solar facility, photovoltaic panel arrays, electrical collection lines, inverters, transformers, access roads, facility substation, a short generation interconnection line which will connect the facility substation to the utility switching station, an operations and maintenance building, and laydown yards. Construction may begin as early as 2025 and commercial operations may begin as early as 2026.



Eastern Cottontail has filed an application for a Certificate of Environmental Compatibility and Public Need (the "Application") to construct, operate, and maintain the Project in Case No. 24-0495-EL-BGN. The application is now pending before the Ohio Power Siting Board (the "Board"). The first public notice required by the Board's rules for the Project and the public and adjudicatory hearings was published in The Lancaster Eagle-Gazette, a newspaper of general circulation in Fairfield County, Ohio, on November 21, 2024 and titled as "Notice of

Proposed Major Utility Facility." A notice pursuant to R.C. 4906.06(C) was also published in The Lancaster Eagle-Gazette on October 13, 2024.

The public will be given an opportunity to comment on the proposed Project. The public hearing for Case No. 24-0495-EL-BGN shall consist of two parts and will be conducted in-person:

- 1. A local public hearing, pursuant to R.C. 4906.08(C), where the Board shall accept written or oral testimony from any person, commencing on January 27, 2025, at 5:00 p.m., at Pleasantville Elementary School, 300 W. Columbus St., Pleasantville, Ohio 43148; and
- 2. An adjudicatory hearing commencing on March 4, 2025, at 10:00 a.m., Hearing Room 11-A, at the offices of the Public Utilities Commission of Ohio, 180 E. Broad St., Columbus, Ohio 43215. The purpose of the adjudicatory hearing is for Applicant, Staff, and any intervenors to provide evidence regarding the Application.

For those individuals interested in testifying at the local public hearing on January 27, 2025, a sign-in sheet will be available at the venue and witnesses will be taken in the order in which they sign up to testify. Testimony should be limited to three minutes in duration. If individuals wish to supplement their testimony with an exhibit for the Board's consideration, a copy of the document should be provided to the Administrative Law Judge before the end of the local public hearing.

From: Fix, Jeffrey Michael

To: jeff williamsen.net; Contact Web; Davis, Steven A; Levacy, David L

Cc: OPSB Comments; Troy Balderson; Tim Schaffer; Jeff LaRe; Rep69@ohiohouse.gov;

dougleith@walnuttownship.com; billyates@walnuttownship.com

Subject: RE: [E] Request for Letter of Opposition to Eastern Cottontail #24-0495-EL-BGN

Date: Saturday, January 4, 2025 11:44:38 AM

Jeff,

Thanks for your note – though I have to say I don't appreciate the tone. Lacking courage, hiding, not doing a good job taking care of the county. Those are pretty serious things to throw around and while I can't speak for my fellow Commissioners I can tell you that I find those phrases offensive.

We take our responsibility to be good stewards of the county and its resources very seriously. And we take our responsibility to our constituents – every one of them – very seriously as well. The math you present is slanted, as if every resident of all those Townships and Villages are anti-solar or at least against the Eastern Cottontail project. I'm willing to bet anything you like that no where near 69% of the population of Fairfield County even knows what the Eastern Cottontail project is, much less lined up against it.

Again, not speaking for my colleagues, just for myself – here are the reasons that I have decided NOT to write a letter opposing Eastern Cottontail:

- 1. As Commissioner Davis has explained, on numerous occasions, we've not heard all the evidence yet. He likens what you're asking us to do to a judge saying something along the lines of "well I know he's guilty but let's have a trial." The people who own the land and have signed leases with the Eastern Cottontail project are constituents as well. Anything we do will have an impact on all of them as well as all of their neighbors. I'm sure you wouldn't appreciate me taking some action on the land that you own without your having an opportunity to have your say.
- 2. I personally feel that we owe it to Commissioner Davis, who will be representing the County to the Power Siting Board, to NOT put him in a position where the County's position is already "baked in." For two-plus years now he has worked really hard to stay neutral in all of this specifically so he could participate in those meetings in a way that would allow him to hear the evidence and make a decision based on ALL of the evidence that is presented to the Board.
- 3. The "advice of counsel" thing is real. If we were to oppose this project prior to the Power Siting Board's hearing, we have been lead to believe that there is a high likelihood that the county would then become involved in a lawsuit; one that we would very likely lose. To me that would be an egregious waste of taxpayer money, as well as a significant time-suck.
- 4. Toward that end any energy, time, or financial resources that we put against this takes away from some of the very significant issues facing our county. I know that you are aware of the efforts that the three of us and our staff and other elected officials have put into creating good-paying jobs, a work-force development center that can get people ready to fill those jobs, a transportation system that will get those trained people to those jobs, work-force housing that will allow those people to have a place to live that they can actually afford, infrastructure improvements that will make it easier for ALL of us to get to work, and a day-care system that will make it financially

reasonable for people to go to work, instead of staying home because they can't afford to go to work. Now, I'm just guessing here but I'd be willing to bet that if you asked ALL the residents of Fairfield County, not just the 85 that own property around this project of the 1,288 that live within a mile of it – if you asked EVERYONE if the Commissioners should spend their time, energy and resources fighting a lawsuit over a solar field or should they focus on this list of projects designed to get people to work – I guess I know how that would turn out.

Jeff – I hate that we have to have this conversation. I hate the SB 52 put all of us in this position. I hate that there's not some type of required disclosure when a solar company starts this process so we're not all two years behind when we find out what's going on. I hate that this solar question pits neighbors against each other, and has respectable people like you saying the things you've said in your email. Our county, our state, our country – we need lots of energy. We will soon be running short. We need an "all of the above" attitude within our Federal, State, and local governments. Nobody wants to live in the middle of a solar field – I get it. There is no good answer here.

Jeff you also know that I'm willing and happy to visit with anyone at their home to discuss any concern they have. You and I have done that. Suggesting that next time you want to send an email like this that perhaps instead you give me a call. You're highly unlikely to get what you want from any of the three of us when you start out being offensive. I know you're smart, passionate and willing to put time and effort into your community. I respect that. Asking for the same in return.

Happy New Year Jeff.

Jeffrey Fix Commissioner Fairfield County 614-668-3881

REGULAR MEETING #2 - 2025 FAIRFIELD COUNTY COMMISSIONERS' OFFICE JANUARY 14, 2025

AGENDA FOR TUESDAY, JANUARY 14, 2025

9:00 AM	Review
	Regular Meeting
	Pledge of Allegiance
	Announcements
	Approval of Reorganization Meeting Minutes for January 7, 2025
	Approval of Review and Regular Meeting Minutes for January 7, 2025
	Commissioners
2025-01.14.a	A Resolution to Approve the Rehiring of Aundrea Cordle as County Administrator [Commissioners]
2025-01.14.b	A resolution approving the appointment of Mr. Jason Boothe to the Fairfield County Board of Developmental Disabilities. [Commissioners]
2025-01.14.c	A resolution approving the appointment of Ms. Becky Schaade to the Fairfield County Board of Developmental Disabilities. [Commissioners]
2025-01.14.d	RESOLUTION DECLARING IT NECESSARY TO LEVY A TAX OUTSIDE THE TEN-MILL LIMITATION AND FURTHER STATING THE INTENT TO PROCEED TO PLACE A RENEWAL OF AN EXISTING LEVY ON THE MAY 6, 2025, PRIMARY/SPECIAL ELECTION BALLOT ON BEHALF OF FAIRFIELD COUNTY DD BOARD [Commissioners]
2025-01.14.e	A resolution approving to appropriate from unappropriated in a major expenditure object category relating to the American Rescue Plan (ARP) Fiscal Recovery Fund# 2876 [Commissioners]
2025-01.14.f	A resolution authorizing fund to fund transfers for intergovernmental agencies for 2025 Allocations. [Commissioners]
2025-01.14.g	A resolution to appropriate from unappropriated, memo transactions, and repayment of an advance for Fund# 3034, FY2023 ODOT Grant, subfund# 8320. [Commissioners]
2025-01.14.h	A resolution authorizing a fund to fund transfer to the Fairfield County Family Adult Children First Council for Multi-Youth Committee, 1st payment for the 2025 Allocation [Commissioners]
2025-01.14.i	A resolution authorizing fund to fund transfers for Fairfield County Job and Family Services (JFS), 1st Quarter 2025 Allocation. [Commissioners]

2025-01.14.j	A resolution authorizing a fund to fund transfer for the 1st Quarter 2025 Allocation for the Multi County Juvenile Detention Center (MCJDC). [Commissioners]
2025-01.14.k	A resolution authorizing fund to fund transfers for intergovernmental agencies for the 1st half 2025 Allocations. [Commissioners]
2025-01.14.1	A resolution to approve a Memo Receipt & Expense for reimbursement for salt supplied to County Facilities from the County Engineer. [Commissioners]
	Fairfield County Economic & Workforce Development
2025-01.14.m	A resolution to authorize an amendment to the agreement for grant writing services [Economic & Workforce Development]
	Fairfield County Emergency Management Agency
2025-01.14.n	A resolution authorizing an account to account transfer for EMA Fund 2890 HMEP Grant 2024/2025 [EMA]
2025-01.14.0	A resolution to approve the 2025 Fairfield County Emergency Operations Plan and signing of the Promulgation Statement. [EMA]
	Fairfield County Engineer
2025-01.14.p	A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for vacation time payout [Engineer]
2025-01.14.q	A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle to engineering consulting services. [Engineer]
2025-01.14.r	A Resolution to Allow Weight Reductions on County and Township Roads for 2025. [Engineer]
	Fairfield County Family and Children First Council
2025-01.14.s	A resolution to approve a memo exp./ memo receipt for the costs of Check Deposited from Nationwide Children's Hospital paid to Fairfield County Board of Developmental Disabilities as a memo expenditure for fund# 7521 Family Children First Council [Family and Children First Council]
	Fairfield County Job and Family Services
2025-01.14.t	A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS]
2025-01.14.u	A Resolution to Approve a Reimbursement for Share of Costs for Postage as a Memo Expenditure for Fund# 2018 [JFS]
2025-01.14.v	A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services [JFS]

2025-01.14.w	A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services [JFS]
2025-01.14.x	A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS]
2025-01.14.y	A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2599 reimbursing Fund 2018 [JFS]
	Fairfield County Regional Planning Commission
2025-01.14.z	A resolution to approve a Development Agreement for the Heron Crossing South subdivision [Regional Planning] [Regional Planning Commission]
2025-01.14.aa	A resolution to approve the Heron Crossing South, Final Plat [Regional Planning] [Regional Planning Commission]
	Fairfield County Sheriff
2025-01.14.bb	A resolution approving an account-to-account transfer into a major expenditure object category. [Sheriff]
	Fairfield County Utilities Department
2025-01.14.cc	A resolution authorizing fund to fund transfer from the Greenfield Water Fund #5841 to #5846 Debt Service Payments for 2025 - Utilities [Utilities]
2025-01.14.dd	A resolution authorizing a fund to fund transfer from Greenfield Sewer Fund #5842 to #5847 Debt Service Payments for 2025 - Utilities [Utilities]
2025-01.14.ee	A resolution authorizing fund to fund transfers from the Sewer Fund #5044 to: #5533, #5554, #5776, #5817, #5823 Debt Service Payments for 2025 - Utilities [Utilities]
2025-01.14.ff	A resolution authorizing fund to fund transfers from the Water Fund #5046 to: #5534, #5556, #5776, #5818, #5823, #5849 Debt Service Payments for 2025 - Utilities [Utilities]
	Payment of Bills
2025-01.14.gg	A resolution authorizing the approval of payments of the vouchers without appropriate carry-over purchase orders and the cash disbursement for all departments that are approved by the Commissioners. [Commissioners]
	The next Regular Meeting is scheduled for January 21, 2025, 9:00 a.m.
	Adjourn

Reorganization Meeting - 2025 Fairfield County Commissioners' Office January 7, 2025

Reorganization Meeting

The Commissioners met at 8:45 a.m. in the Commissioners' Hearing Room located at 210 E. Main St., Lancaster, OH. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Jeff Fix. Also present: County Administrator Aundrea Cordle; Deputy County Administrator Jeff Porter; Commissioners' Clerk Rochelle Menningen; Communications & Information Coordinator, Bennett Niceswanger; Budget Director, Bart Hampson; Auditor, Dr. Carri Brown; Treasurer, Jim Bahnsen; Assistant Prosecuting Attorney, Amy Brown-Thompson; Utilities Director, Tony Vogel; Facilities & EMA Director, Jon Kochis; IT Director, Dan Neeley; JFS Director, Corey Clark; DD Superintendent, Dr. David Uhl; FCFC Manager, Tiffany Wilson; and Sheriff's Deputy, Kevin Romine. Also in attendance: Frank Martin, Barb Martin, Jo Price, Bruce Price, and Melissa Connor.

Virtual attendees: None

Welcome

Commissioner Levacy opened the meeting by welcoming everyone in attendance.

Announcements

None.

Pledge of Allegiance

The Commissioners asked everyone to rise as able and Commissioner Levacy led the Pledge of Allegiance.

Approval of Resolutions from the Board of Commissioners

On the motion of Steve Davis and the second of David Levacy, the Board of Commissioners voted to approve the following resolution from the Board of Commissioners:

2025-01.07.a A Resolution to Approve the Appointment of the President of the Fairfield County Board of Commissioners for 2025

Commissioner Fix expressed his appreciation for his colleague's confidence in his ability to serve as President of the Board of Commissioners for 2025.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, David Levacy, and Jeff Fix

On the motion of David Levacy and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from the Board of Commissioners:

2025-01.07.b A Resolution to Approve the Appointment of Vice President of the Fairfield County Board of Commissioners for 2025

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Jeff Fix, and Steve Davis

Reorganization Meeting - 2025 Fairfield County Commissioners' Office January 7, 2025

On the motion of Steve Davis, and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from the Board of Commissioners:

2025-01.07.c A Resolution to Designate the Official Representative and Alternate

Representative for the Purpose of Voting at the Annual Meeting of the

County Commissioners Association of Ohio in 2025

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Jeff Fix, and David Levacy

Adjournment

With no further reorganizational business, on the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to adjourn at 8:48 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and David Levacy

The First Regular Meeting of 2025 is scheduled for 9:00 a.m., following the Reorganizational Meeting; and to be held in the Commissioners' Hearing Room located at 210 E. Main St., Lancaster, OH.

Motion by: David Levacy Seconded by: Steve Davis

that the January 7, 2025, Reorganization Meeting minutes were approved by the following vote:

YEAS: David Levacy, Steve Davis, and Jeff Fix

ABSTENTIONS: None

*Approved January 14, 2025

Jeff FixSteve DavisDavid LevacyCommissionerCommissionerCommissioner

Dashalla Manningan

Rochelle Menningen

Clerk to the Board of Commissioners

NAYS: None

Review Meeting

The Commissioners met at 9:00 a.m. at 210 E. Main St., Lancaster, OH. Commissioner Fix called the meeting to order, and the following Commissioners were present: Jeff Fix, Steve Davis, and David Levacy. County employees present: County Administrator, Aundrea Cordle; Deputy County Administrator, Jeff Porter; Clerk to the Board of Commissioners, Rochelle Menningen; Communications & Information Coordinator, Bennett Niceswanger; Budget Director, Bart Hampson; Facilities & EMA Director, Jon Kochis; IT Director, Dan Neeley; Economic & Workforce Development Director, Rick Szabrak; Utilities Director, Tony Vogel; Assistant Prosecuting Attorney, Amy Brown-Thompson; DD Superintendent, Dr. David Uhl; Clerk of Courts, Branden Meyer; JFS Director, Corey Clark; Economic Development Specialist, Anthony Iachini; Treasurer, Jim Bahnsen; FCFC Manager, Tiffany Wilson; Planner, Josh Hillberry; and Sheriff's Deputy, Kevin Romine. Also in attendance: Sue Mazzarini, Jo Price, Butch Price, Lisa Thomas, Julie Hoover, Sherry Pymer, Frank Martin, Barb Martin, Jim Candy, Bill George, Jeff Schwartzer, Chuck Reedy, Karen Reedy, Judy Zollinger, Angela Centofanti, Randy Lowe, Bryan Everitt, Bob Slater II, Becky Schaade, Selina McCord, James Uhl, Krystel Ortman, Sandy Uhl, Randall Hunt, Eric Royer, Allison Barrick, Greg Butcher, Randall Lowe, Michael Connor, Jerry Starner, Scott Donaldson, Kirk Washburn, and Melissa Hoover.

Virtual attendees: Colleen Cook, Beth Cottrell, Shannon, Toni Ashton, Vince Carpico, Jessica Murphy, Tiffany Daniels, Jeanie Wears, Greg Forquer, Deborah, Shelby Hunt, Bill, Jennifer Morgan, Jeff Barron, Park Russell, Nathan Painter, Lynette Barnhart, Ashley Arter, SXH2, Brandy Marshall, Nicole S., Tony Vogel, Brian Wolfe, Karshner, Josh Horacek, and Joe Ebel.

Welcome

Commissioner Fix opened the meeting by welcoming everyone in attendance.

Interview for Board of Developmental Disabilities, Angela Centofanti

Ms. Centofanti explained her interest in serving on the Board of Developmental Disabilities. Ms. Centofanti has a law degree and has been involved with fundraising and advocacy in the Autism community.

Commissioner Fix asked if she could commit to the time requirements.

Ms. Centofanti replied that she is busy but believes that busy people get things done. Her children are older, allowing her to have more available time. She added that she chose to live in Fairfield County because of the community and resources here.

Interview for Board of Developmental Disabilities, Becky Schaade

Ms. Schaade stated that she is interested in serving on the Board of Developmental Disabilities (DD) largely because of the partnership between the Library and DD. She would like to help expand those partnerships.

Commissioner Davis asked Becky if she is currently serving on other boards.

Ms. Schaade stated she also serves on the United Way of Fairfield County and the Rotary of Lancaster boards. She has several boards and organizations she is no longer committed to, allowing more time to commit to the DD board.

Commissioner Davis stated that he and Ms. Schaade both serve on the United Way board, but he does not foresee that becoming a conflict of interest.

Commissioner Levacy asked Ms. Schaade to state an asset that she would bring to the Board of DD.

Becky stated she is very community minded and understands the intricacies of levy funded organizations.

Commissioner Fix asked if there would be a conflict between the boards she serves on currently if she were to be appointed to the Board of DD.

Ms. Schaade replied that she does not think it would ever become an issue but understands that she would need to abstain herself if that became the case.

Interview for Board of Developmental Disabilities, Scott Donaldson

Mr. Donaldson stated that he moved to Lancaster in 2010 and is a registered nurse. He works in hospice care with patients and families at the most delicate part of their life. He wishes to serve people with disabilities and has a child who attends Forest Rose School and a family member with developmental disabilities.

Commissioner Davis recalled how the Commission once had to persuade people to serve on a board, but now have a competitive process.

Mr. Donaldson stated that he believes that people who want to serve should not see the process as a competition but rather a mutual desire to make an impact on their community.

Commissioner Levacy asked Mr. Donaldson to speak about his strengths.

Mr. Donaldson replied that he works within a budget, provides quality services to people, and does what he says he is going to do.

Commissioner Fix stated his appreciation for Mr. Donaldson's service as a hospice nurse.

Interview for Board of Developmental Disabilities, Jason Booth

Mr. Boothe stated that he is the CEO of the YMCA and has been in Lancaster since 2022. He enjoys impacting people's lives through the YMCA and wishes to impact lives in other ways. He added that he has the time to dedicate to the Board of DD.

Commissioner Davis stated he has served on many boards and the commonality is that boards and directors have a relationship based on who runs the agency. He asked for Mr. Booth's opinion on the matter.

Mr. Booth replied that staff should handle the day to day and drive the mission, and the board should be there in an advisory capacity to step in when needed. He thinks he would provide an outside perspective to the Board of DD.

Commissioner Levacy stated he believes Mr. Booth has done a wonderful job with the YMCA and thanked him for his willingness to serve.

Commissioner Fix asked if Mr. Booth could foresee any conflicts with partnerships at the YMCA and the Board of DD.

Mr. Booth stated he does not but would recuse himself if that ever became the case.

Commissioner Fix recalled a previous meeting where applicants were interviewed and stated that today's applicants were very similar in that he was very moved by their diverse backgrounds and interest in serving.

Public Comments

Melisaa Connor asked all those in opposition of the Eastern Cottontail solar project to stand.

Sue Mazzarini spoke of an interaction she had with the Board of Elections regarding how they handle non-resident voters. She stated that her inquiries led to her being dismissed as a poll worker and added that she has notified the Secretary of State.

Selina McCord of Millersport asked that the Commissioners be in unison with the Citizens for Fair Fields in their fight against solar energy farms. She wishes urban areas would stay urban and thinks the development of solar energy farms disrupts the farming community. She does not believe this is the type of growth the county needs.

Krystel Ortman of Thornville stated that she does not want solar energy projects to come to Fairfield County.

Bill Yates, a Walnut Township Trustee, stated he has been working on zoning with the county. He was originally going to serve on the Power Siting Board as an Ad Hoc member but has asked someone else to serve so that he can speak out against it. He stated his concern regarding the loss of jobs and students in his community.

Sherry Pymer spoke in opposition to the Eastern Cottontail solar project and provided an article which is available in the minutes.

Pastor Jim Condry of Millersport does not believe solar projects will benefit the county since the energy is to be exported. He would like to see more people move to the community and is concerned about the future of the area if the projects are approved.

Commissioner Davis stated that he wishes he could take a stance but cannot until the hearing proceedings are conducted. He listens to and understands the frustration of those opposed to the proposed solar project.

Legal Update

Amy Brown-Thompson stated that the civil team would be taking monthly shifts at the Commissioners' meetings due to workload and staffing. She added that the Prosecutor's Office is very busy.

Commissioner Davis is aware of how hard the civil team works and gave his deep appreciation for all they do.

County Administration Update

- The County Administration Update was provided by County Administrator, Aundrea Cordle, unless otherwise noted.

Week in Review

Severe Winter Weather Event

Thank you to the County Facilities, Utilities, and Engineer's offices for their outstanding work in clearing the roads and county properties. In addition, thank you to all essential personnel, especially the Sheriff's Office for their commitment to serving the public during the hazardous weather.

Type II Expedited Annexation

On the agenda is a Type II Expedited Annexation of 151.9 +/- Acres from Violet Township to the City of Pickerington with the Agent for the Petitioner, Nathan Painter of Painter & Associates. Assistant Prosecutor, Amy Brown Thompson, has some outstanding questions regarding the annexation and add added that she would pose those questions to Mr. Painter who is joining the meeting on-line.

Ms. Brown-Thompson stated that she had some concerns about the proposed annexation due to some outstanding corrections that had not been made during the review process. She added that there had been correspondence between the firm and county departments that had conducted a review of the petition. The biggest thing the county had noted was that there was a property owner listed on the petition that was not listed as an adjacent property owner. The county had also requested an updated legal description and had not received it.

Nathan Painter of Painter & Associates stated that the firm had sent the corrected items. He added that a Homeowners Association was not part of the petition even though they had once been a property owner.

Ms. Brown-Thompson stated that it was necessary to address the issues brought up by the GIS department and the Engineer before formally approving the annexation.

Clerk Menningen stated that she had received the updated signatures but had not received an updated legal description from the surveyor as Painter and Associate indicated would occur.

Commissioner Fix asked Ms. Brown-Thompson if she was comfortable approving the annexation considering everything they had discussed.

Ms. Brown-Thompson was satisfied with the answers provided by Painter & Associates.

Mr. Painter stated he would instruct his office to send over the updated survey.

Threshold for Competitive Bidding and Administrative Approvals

Competitive Bidding and Administrative Approval Thresholds increased 3% on January 1, 2025, from \$75,000.00 to \$77,250.00. Fairfield County resolutions 2023-10.10.a and 2021-11.23.b confer contracting and financial authority to the County Administrator as allowed by R.C. 305.30; and R.C. 9.17 addresses the threshold for competitive bidding.

Public Records Request

The Fairfield County Commissioners' Office received and processed 88 Public Records Requests in 2024. The average response time for records retained by the Commissioners' office was just under half a day.

Fairfield Area Humane Society (FAHS) Request for Funding

Humane Society Director, Corey Schoonover, reached back out after his July presentation to the Board to request consideration of providing funding for his expansion project. Specifically with costs related to site development for the project. Mr. Schoonover stated that he generally does not ask for help with expansion, but with this being a new site rather than an add on to the existing building there were additional costs not required in our previous projects. He provided a list of costs, along with the original estimates, and his request for your consideration. He also stated that although there have been some cost increases, he is sticking with his original request.

Total site development costs are \$123,416. FAHS is requesting consideration in assisting with site development costs in the amount of \$61,708. All other improvements to the site, with any overages on estimates above, will be covered by FAHS. Total project budget is currently estimated at \$375,000.

Commissioner Davis stated he believes the county has provided sufficient funding to FAHS in the budget related to other activities.

Commissioners Fix and Levacy concurred.

Highlights of Resolutions

Administrative Approvals

The review packet contains a list of administrative approvals.

Resolution Review

There are 39 resolutions on the Regular Agenda for the voting meeting. There will also be a resolution walked on from the floor for your consideration. The 40th resolution is for invoices which are more than the Administrative Approval threshold. We typically have this resolution on the agenda, but due to the level 3 Snow Emergency, the Auditor's office was unable to prepare the invoice list for the resolution. Also, there were 3 Resolutions on the Reorganization Meeting Agenda, and due to resolution numbering, the resolutions on the regular agenda will begin with 2025-01.07.d.

Resolutions of note:

- We have a resolution to appoint Shawn Rinehart as the county's apiarist for 2025.
- We have a resolution for the 2025 agreement with Krile Communications.

- We have a resolution amending resolution 2024.12.10.c. The December resolution incorrectly listed the fiscal agent for one of the Meals on Wheels grant recipients.
- A resolution rescinding resolution 2024-12.10.n. The resolution approved a contract with Steed Hammond Paul, and the contract needs some additional items before being approved.
- A resolution of necessity for the 2025 DD levy renewal.
- A resolution authorizing an allocation for the 2025 Fairfield County Area Humane Society and for the Municipal Court.
- A resolution authorizing the County Administrator to approve agreements and documents for the PY2024 CDBG grants.
- There are 5 Permission to Travel resolutions from the Auditor, the Clerk of Courts, the Engineer, the Recorder, and the Treasurer. These resolutions grant the elected officials and their staff permission to travel to attend conventions and meetings pursuant to R.C. 325.20.
- There is a resolution from Economic Development to approve a Community Reinvestment Area agreement with Basil Western Logistics, LLC.
- A resolution from the Engineer's Office to establish a "no parking zone" at the Hill Road and Waterloo Road intersection. Cars that are parked along the southeast and southwest corners of this intersection are creating traffic issues for northbound drivers on Waterloo Road.
- Another resolution from the Engineer's Office is for a change order for the Refugee Road Intersection Safety Improvements project. This is the fourth change order and accounts for increased quantities of items being used.
- A resolution from facilities for an agreement with McDaniels Construction for a security barrier at the Sheriff's Office and jail.
- A resolution from Regional Planning for a change order for the Otte Park CDBG PY2022 project in Pleasantville. This change order will allow for a new completion date and for the purchase of the additional materials needed.
- A resolution from the Sheriff's Office to approve an agreement with Trinity Services Group for food services for inmates at the jail.
- Community Action has submitted two resolutions. One for the 2025 CFLP contract for recycling services and education and one to authorize a Community Housing and Preservation Program mortgage for Genna Miller.

Randall Hunt stated that the Home Rehab is ready to go to construction, and three others are close to construction.

Budget Review

Deputy County Administrator, Jeff Porter stated that 2024 ended with he Fairfield County Health Benefit plan in a healthy position. Plan design and employee co-pay changes resulted in the plan in a break-even position in the self-funded insurance account at the end of 2024. He also indicated that the internal stop-loss fund ended 2024 in a positive position.

Commissioner Davis stated he had not seen the final investment revenue number.

Auditor Brown stated it was over 9.1 million and was higher than the estimate by over \$400,000.

Commissioner Davis asked if that was due to the county buying down the debt. Treasurer Bahnsen stated that it was due to the bond swap.

Calendar Review/Invitations Received

Items Requiring Response

Informational Items

- Regional Planning Commission Meeting, January 7, 2025, 6:00 p.m., Fairfield County Records Center, 138 W. Chestnut St., Lancaster
- Board of Revision's Reorganizational Meeting, January 13, 2025, 9:00 a.m., Auditor's Building, 108 N. High St., Lancaster
- Records Commission's Reorganizational Meeting, January 14, 2025, 8:35 a.m., Commissioners' Hearing Room, 210 E. Main St., Lancaster

Correspondence

- Expedited Type II Annexation, 5.08 +/- Acres from Pleasant Township to the City of Lancaster, David Hodge Agent for the Petitioner
- Google 2024 Impact Study
- Lancaster Eagle Gazette, Jeff Baron, December 12, 2024, "Fairfield County Commissioners Pass \$68.5 Million 2025 General Fund Budget"
- Fairfield County Municipal Court Criminal/Traffic Division Fee Report, November 2024
- Letter from the United States Department of Agriculture Regarding Hunter's Run Conservancy District, December 11, 2024
- Letter from the Mid-Ohio Food Collective Regarding Donations
- Letter from the Lancaster Festival, Regarding Donation, December 15, 2024
- Letter from TC Energy Regarding Landowner Notification for Parcel 0538500340
- Press Release, Office of the County Auditor, December 16, 2024, "Real Estate Tax Relief for Seniors and 100% Disabled Veterans Available through County Auditor"
- Fairfield County Auditor's "Wins of the Week", December 12, 2024
- Fairfield County Auditor's "Wins of the Week", December 19, 2024
- Fairfield County Auditor's "Wins of the Week", December 26, 2024
- Fairfield County Auditor's "Wins of the Week", January 2, 2025
- Memo, Dr. Carri Brown, County Auditor, January 2, 2025, Subject: 2024 Year in Review; Public Records Requests; Customer Service Standards; and the Homestead Program Update
- Fairfield County Auditor's "Word to the Wise Proper Public Purpose", December 18, 2024

- Fairfield County Auditor's "Word to the Wise Redirect and Phishing Schemes", December 24, 2024
- Correspondence Regarding Industrial Solar Projects
- Letter from Legal Aid of Southeast Ohio Regarding Donations
- Letter from CCAO Research & Educational Foundation Regarding Scholarships, December 23, 2024
- The ADAMH Star, an E-newsletter of the Fairfield County ADAMH Board, Volume 4, Issue 3
- Fairfield DD's IMAGINE, Fairfield County Board of Developmental Disabilities, December 2024
- Auditor's Ledger: News from the County Auditor's Office, December 2024
- Fairfield County E-News Updates, December 2024

Old Business

None.

New Business

Commissioner Davis stated his excitement for the upcoming Ohio State Buckeyes game.

Commissioner Levacy spoke about working with Michael Crites at the Veterans Service Commission to discuss a planned Fairfield County Veterans Hall of Fame and asked that his colleagues be supportive. He added that it would be a nonprofit and that he was not asking for financial support but rather support with logistics.

Commissioner Fix is excited for 2025 and added that each year the Commissioners have improved operations.

Treasurer Bahnsen thanked county staff for keeping the roads clear and safe, and for the communications from the county to the employees about the closures. He added that his office is working with the Auditor to prepare the tax bills.

Recorder McKenzie spoke about some great prospects to improve her offices services through third-party vendors. She also was thankful for the communication from administration and the sheriff regarding the snow emergency.

Commissioner Fix stated that Administrator Cordle had been preparing for the closure since the Thursday before.

Commissioner Davis stated there was a briefing Sunday to discuss closing and thinks the county handled it well.

Clerk of Courts Meyer is in the final stages of establishing credit card e-filing services.

Auditor Brown wishes to make sure the estimated revenues are accurate.

Director Kochis stated that the road crews did a wonderful job with the snow emergency.

Commissioner Fix stated he was working from home and saw there was another similar event scheduled for this weekend with heavy snow.

Regular Meeting #1 - 2025 – January 7, 2025

Director Clark spoke on the continued theft of SNAP benefits and added that he just received an email from the state where they indicted someone from New York who was defrauding people of their SNAP benefits.

Commissioner Fix asked what the dollar figure was regarding the SNAP benefit thefts.

Director Clark would work to get Commissioner Fix an accurate number, but the amount is enormous. They have been slow to stop it because there are so many ways to steal it.

Deputy Administrator Porter stated there are plenty of dogs available at the dog shelter for adoption. The shelter continues to experience high occupancy numbers.

Commissioner Fix stated he feels good about the work the county does as a team.

Regular (Voting) Meeting

The Commissioners continued to their Regular Meeting and Commissioner Fix called the meeting to order with the following Commissioners present: Jeff Fix, Steve Davis, and David Levacy. County employees present: County Administrator, Aundrea Cordle; Deputy County Administrator, Jeff Porter; Clerk to the Board of Commissioners, Rochelle Menningen; Communications & Information Coordinator, Bennett Niceswanger; Budget Director, Bart Hampson; Facilities & EMA Director, Jon Kochis; IT Director, Dan Neeley; Economic & Workforce Development Director, Rick Szabrak; Utilities Director, Tony Vogel; Assistant Prosecuting Attorney, Amy Brown-Thompson; DD Superintendent, Dr. David Uhl; Clerk of Courts, Branden Meyer; JFS Director, Corey Clark; Economic Development Specialist, Anthony Iachini; Treasurer, Jim Bahnsen; FCFC Manager, Tiffany Wilson; Planner, Josh Hillberry; and Sheriff's Deputy, Kevin Romine. Also in attendance: Sue Mazzarini, Jo Price, Butch Price, Lisa Thomas, Julie Hoover, Sherry Pymer, Frank Martin, Barb Martin, Jim Candy, Bill George, Jeff Schwartzer, Chuck Reedy, Karen Reedy, Judy Zollinger, Angela Centofanti, Randy Lowe, Bryan Everitt, Bob Slater II, Becky Schaade, Selina McCord, James Uhl, Krystel Ortman, Sandy Uhl, Randall Hunt, Eric Royer, Allison Barrick, Greg Butcher, Randall Lowe, Michael Connor, Jerry Starner, Scott Donaldson, Kirk Washburn, and Melissa Hoover.

Virtual attendees: Colleen Cook, Beth Cottrell, Shannon, Toni Ashton, Vince Carpico, Tiffany Daniels, Greg Forquer, Deborah, Shelby Hunt, Bill, Nathan Painter, Ashley Arter, SXH2, Brandy Marshall, Tony Vogel, Brian Wolfe, Josh Horacek, and Joe Ebel.

Announcements

Ms. Menningen stated that there were two resolutions that would be added to the agenda for the Commissioners consideration. The first would be to authorize the payment of invoices over the threshold of what can be approved by the County Administrator, and the other resolution would be to appoint the County Administrator to the Special Improvement District and Destination Downtown Lancaster boards. Ms. Menningen also stated that she had just received an email with a corrected property description from Painter and Associates for the Type II Expedited Annexation that was discussed during the Review portion of the meeting and is on the day's agenda.

Approval of Minutes for December 10, 2024

On the motion of Steve Davis and the second of David Levacy, the Board of Commissioners voted to approve the Minutes for the Tuesday, December 10, 2024, meeting.

Roll call vote of the motion resulted as follows: Voting aye thereon: Steve Davis, David Levacy, and Jeff Fix

Approval of Resolutions from the Fairfield County Commissioners

On the motion of Steve Davis and the second of David Levacy, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Commissioners:

2025-01.07.d	A Resolution to Approve the Appointment of an Apiary Inspector for Fairfield County for 2025
2025-01.07.e	A Resolution to Approve an Agreement Between Krile Communications and the Fairfield County Commissioners
2025-01.07.f	A Resolution to Approve the Expedited Type II Annexation of 151.9 +/-Acres from Violet Township to the City of Pickerington, Pursuant to Ohio Revised Code (R.C.) 709.023, Agent for the Petitioners, Nathan Painter
2025-01.07.g	A Resolution Amending Resolution 2024-12.10.c
2025-01.07.h	A resolution to approve to rescind resolution 2024-12.10.n, a resolution to approve a contract between Steed Hammond Paul, Inc., d/b/a SHP Architects, Inc., and the Fairfield County Commissioners.
2025-01.07.i	A resolution to appropriate from unappropriated funds in a major expense object category for the State Grant Energy Fund# 3904
2025-01.07.j	A resolution to approve a memo expense for interest allocation reimbursements for Fairfield Department of Health, Fairfield County Parks, & Fairfield County Port Authority – Fund #7012, #7321, #7308, & #7865.
2025-01.07.k	A resolution authorizing fund to fund transfer from the General Fund # 1001 to Fund# 4832 LGIF debt – Fairfield County Commissioners
2025-01.07.1	A resolution declaring it necessary to levy a tax in excess of the ten mill limitation for a renewal of an existing levy for the May 6, 2025, primary/special election on behalf of the Fairfield County DD Board.
2025-01.07.m	A resolution to appropriate from unappropriated into a major expenditure category for fund# 4550 Bond Retirement MRDD FAC ULTRAC & to approve a fund to fund transfer to the General Fund 1001 for allowable transfers of residual equity – Fairfield County Commissioners
2025-01.07.n	A resolution authorizing 2025 Allocations for Fairfield Area Humane Society & Fairfield County Municipal Court.
2025-01.07.o	A resolution to authorize the County Administrator to approve any agreements and other documents related to the PY2024 CDBG grants.

Ms. Brown-Thompson stated that the corrected annexation petition was also sent to Violet Township and the landowners.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, David Levacy, and Jeff Fix

Approval of Resolution from the Fairfield County Auditor - Finance

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Auditor - Finance:

2025-01.07.p A Resolution Granting Dr. Carri L. Brown, County Auditor, and Staff

Permission to Attend (Travel)

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from the Fairfield County Board of Developmental Disabilities

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Board of Developmental Disabilities:

2025-01.07.q A resolution to approve a memo exp./ memo receipt for the cost of

transportation for individuals paid to Lancaster-Fairfield Public Transit as

a memo expenditure for fund# 2060 - Fairfield County Board of

Developmental Disabilities

2025-01.07.r A resolution to approve a reimbursement for share of costs for Ethernet

Services paid to AT&T as a memo expenditure for fund# 2060 - Fairfield

County Board of Developmental Disabilities

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of a Resolution from the Fairfield County Clerk of Courts - Legal Division

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Clerk of Courts – Legal Division:

2025-01.07.s A resolution granting Branden Meyer, the Fairfield County Clerk of

Courts, and Staff, Permission to Attend (Travel)

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from Fairfield County Economic & Workforce Development

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from Fairfield County Economic & Workforce Development:

2025-01.07.t A resolution to approve a Community Reinvestment Area Agreement with

Basil Western Logistics, LLC, a Kentucky limited liability company

2025-01.07.u A resolution authorizing the reduction appropriations in major expenditure object categories for Fund# 3897.

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of a Resolution from the Fairfield County Emergency Management Agency

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Emergency Management Agency:

2025-01.07.v A resolution authorizing the approval of an advance from the general fund to EMA – Fund 2890 (Sub fund 8349) Hazardous Materials Emergency Planning Grant (HMEP)

Director Kochis stated that this is for the EMA training program for 2025.

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from the Fairfield County Engineer

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Engineer:

2025-01.07.w	A resolution granting Jeremiah Upp, County Engineer, and staff permission to attend.
2025-01.07.x	A resolution to establish a "NO PARKING ZONE" along Hill Road (CR18).
2025-01.07.y	A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for contractual services.
2025-01.07.z	A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for contractual services
2025-01.07.aa	A Resolution to Authorize the Use of Force Account by the Fairfield County Engineer.
2025-01.07.bb	A resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 2050 for annual inspections in various subdivisions as of 12/27/2024.
2025-01.07.cc	A resolution of increasing appropriations, appropriate from unappropriated, account to account and fund to fund transfer for Intersection Improvements

2025-01.07.dd A resolution to appropriate from unappropriated in a major expenditure

object category SA-Ditch 2050 Subdivision for West Buckeye

Lake/Ballard Lane expenses

2025-01.07.ee A resolution to approve a Change Order for the FAI-CR7-1.94 Refugee

Road Intersection Safety Improvements

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from Fairfield County Facilities

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from Fairfield County Facilities:

2025-01.07.ff A Resolution Authorizing the Approval of Lease Amendment No. 1 with

Congressman Troy Balderson at the Fairfield Center

2025-01.07.gg A Resolution Authorizing the Approval of an Agreement for the

construction of a security barrier at the Sheriff's Office and Jail with

McDaniels Construction Inc

Director Kochis is happy to continue the relationship with Congressman Balderson at the Fairfield Center.

Commissioner Fix thanked Clerk of Courts Meyer for working with Congressman Balderson.

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of a Resolution from the Fairfield County Health Department

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Health Department:

2025-01.07.hh A resolution to authorize the establishment of a Budget Stabilization Fund

for the Fairfield County Health Department

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of a Resolution from the Fairfield County Recorder

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Recorder:

2025-01.07.ii A resolution granting Lisa McKenzie, Fairfield County Recorder, and

Staff, Permission to Attend

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from the Fairfield County Regional Planning Commission

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Regional Planning Commission:

2025-01.07.jj A Resolution to Approve a Change Order #1 for the CDBG PY2022

Village of Pleasantville – Otte Park Concessions + Restroom Pavillion

Project.

2025-01.07.kk A resolution to approve Conditional Acceptance of Chesapeake Section 2

& Section 3 Subdivision

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from the Fairfield County Sheriff

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Sheriff:

2025-01.07.11 A Resolution to Appropriate from Unappropriated in a Major Expenditure

Object Category for Sheriff's Office; Fund 2711, Continuous Professional

Training

2025-01.07.mm A resolution authorizing the approval of renewing an agreement with the

Fairfield County Sheriff's Office and Trinity Services Group, Inc.

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of a Resolution from the Fairfield County Treasurer

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Treasurer:

2025-01.07.nn A Resolution Granting the Fairfield County Treasurer, James N. Bahnsen,

and Treasurer's Staff, Permission to Travel and Attend During 2025

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of Resolutions from the Lancaster-Fairfield Community Action Agency

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Lancaster-Fairfield Community Action Agency:

2025-01.07.00 A resolution to enter into a contract between Fairfield County and the

Lancaster-Fairfield Community Action Agency for Recycling and

Education Services for 2025.

2025-01.07.pp CHIP Mortgage Lien for Genna Miller

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Regular Meeting #1 - 2025 – January 7, 2025

Approval of the Payment of Bills

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution for the Payment of Bills:

2025-01.07.qq A Resolution Authorizing the Approval of Payment of Invoices for

Departments that Need Board of Commissioners' Approval

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Approval of a Resolution from the Fairfield County Commissioners

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Commissioners:

2025-01.07.rr A resolution approving the appointment of the Fairfield County

Administrator to the Downtown Lancaster Special Improvement District

Board and the Destination Downtown Lancaster Board.

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

Adjournment

With no further business, On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to adjourn at 10:44 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis, and Jeff Fix

The next Regular Meeting is scheduled for 9:00 a.m. on Tuesday, January 14, 2025, in the Commissioners' Hearing Room, 210 E. Main St., Lancaster, OH.

Motion by: Jeff Fix that the January 7, 2025, min	Seconded by: Steve Doutes were approved by the following v	
YEAS: David Levacy, Steve ABSTENTIONS:	Davis, and Jeff Fix	NAYS: None
*Approved on January 14, 20	025	
Dave Levacy Commissioner	Jeff Fix Commissioner	Steve Davis Commissione
Rochelle Menningen, Clerk		

A Resolution to Approve the Rehiring of Aundrea Cordle as County Administrator

WHEREAS, Aundrea Cordle will be retiring from her position as County Administrator on January 31, 2025;

WHEREAS, the Board of County Commissioners desires to re-hire Ms. Aundrea Cordle to the position of County Administrator due to her outstanding leadership and organizational and management skills;

WHEREAS, according to ORC 145.381 the Fairfield County Board of Commissioners must take necessary steps to re-employ a retiring employee;

WHEREAS, the Fairfield County Board of Commissioners provided public notice on November 22, 2024, that Ms. Cordle was seeking reemployment with Fairfield County and that a public meeting would be held on January 14, 2025, at 9:00 a.m. in the Fairfield County Board of Commissioners' Hearing Room;

WHEREAS, the Fairfield County Board of Commissioners held the aforementioned public meeting on January 14, 2025, regarding the rehiring of Aundrea Cordle to the position of County Administrator.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Board of Commissioners hereby rehires Aundrea Cordle and appoints her to the unclassified position of Fairfield County Administrator, effective February 1, 2025, with the rate of pay negotiated (at her current rate of pay) with the Board of Commissioners President so long as the rate is within the range specified with the compensation schedule of Fairfield County.

Section 2. That the Ohio Public Employees Retirement System be notified of this rehiring. OPERS will implement a two-month penalty of retirement income based on the continued service with no break.

Aundrea N. Cordle
410 N. Cherry Street
Lancaster, OH 43130
Aundrea.Cordle@FairfieldCountyOhio.gov
740.652,7890

November 12, 2024

The Honorable Steven A. Davis, Jeffrey M. Fix, and David L. Levacy Fairfield County Board of Commissioners 210 E. Main Street Lancaster, OH 43130

Dear Commissioners,

After much thought and consideration, I am writing to inform you of my intention to retire from my position as County Administrator, effective January 31, 2025.

That said, I would like to request the possibility of being rehired into my current position immediately following my retirement. I am fully committed to continuing to contribute my skills, knowledge, and experience to the County, and I believe I can continue to add significant value in the same capacity.

If this arrangement is feasible, I would be happy to discuss the logistics of a "retire/rehire" process for individuals who are employed by a board. I am confident that my continued involvement in the same role would be mutually beneficial, and I look forward to your feedback.

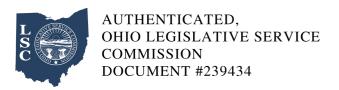
I have greatly valued my 35 years at Fairfield County and am proud of the work we've accomplished together. I believe we have more to accomplish and appreciate your consideration of my rehire.

Thank you for the support you have provided throughout my career. It has been a true honor to work with the outstanding professionals here at the County. I look forward to your response and to any potential next steps.

Sincerely,

Aundrea N. Cordle County Administrator

SundualIndle



Ohio Revised Code Section 145.381 Re-employing retirant.

Effective: September 26, 2003

Legislation: House Bill 95 - 125th General Assembly

- (A) This section applies in the case of a person who is or most recently has been employed by a public employer in a position that is customarily filled by a vote of members of a board or commission or by the legislative authority of a county, municipal corporation, or township.
- (B) A board, commission, or legislative authority that proposes to continue the employment as a reemployed retirant or rehire as a reemployed retirant to the same position an individual described in division (A) of this section shall do both of the following in accordance with rules adopted under division (C) of this section:
- (1) Not less than sixty days before the employment as a reemployed retirant is to begin, give public notice that the person is or will be retired and is seeking employment with the public employer;
- (2) Between fifteen and thirty days before the employment as a reemployed retirant is to begin and after complying with division (B)(1) of this section, hold a public meeting on the issue of the person being employed by the public employer.

The notice regarding division (B)(1) of this section shall include the time, date, and location at which the public meeting is to take place.

(C) The public employees retirement board shall adopt rules as necessary to implement this section.

Fairfield County Commissioners 210 E. Main Street, 3rd Floor Lancaster, Ohio 43130

Re: Letter of Support for the Rehiring of Aundrea Cordle as County Administrator

Dear Commissioners Davis, Fix, and Levacy:

Please allow this letter to serve as an acknowledgement of the support of the undersigned for the rehiring of Aundrea Cordle as Fairfield County Administrator. Ms. Cordle has over 35 years of experience in public service, all of which has been with Fairfield County. This allows her to bring a unique perspective to the role of County Administrator. During her time with Fairfield County, she has served in various roles- HR Director, JFS Director, Deputy County Administrator, and as County Administrator since 2021.

As County Administrator, Ms. Cordle has exhibited a cooperative and collaborative style which is focused on seeking solutions and accomplishing the mission of Fairfield County to serve, connect and protect the citizens of Fairfield County. During her time as County Administrator, she has worked with various stakeholders on a variety of projects to bring better government service to the citizens of Fairfield County. She oversaw the renovation and opening of the Fairfield Center to improve services to citizens in the northwest area of Fairfield County. She worked with various stakeholders to improve transit services with the transfer of transit operations to Fairfield County from the City of Lancaster. She has also worked to improve the Fairfield County workforce with her involvement with the Fairfield County Workforce Center. Her list of accomplishments is long and varied.

In addition to her professional accomplishments, Ms. Cordle is an active participant in community service having served on the boards of the YMCA, the Fairfield County Foundation, and the Lancaster Festival. Her community involvement is exemplary.

For these reasons and many more, we the undersigned believe that the Commissioners should rehire Aundrea Cordle as County Administrator after her retirement to allow her to continue the collaborative and cooperative leadership she has brought to the role. She is a credit to the Commissioners and to the citizens she serves.



Branden Meyer, Fairfield County Clerk of Courts



Don McDaniel, Mayor, City of Lancaster

11/1/

Jeremiah Upp, Fairfield County Engineer



Jeff Porter, Fairfield County Deputy County Administrator

MisaMcKinzie

Lisa McKenzie, Fairfield County Recorder

GBAL

Corey Clark, Fairfield County Director of Job and Family Services

D. Kulo Mith. Fairfield Country Proposed to

R. Kyle Witt, Fairfield County Prosecutor

Rit Ban

Rick Szabrak, Fairfield County Economic and Workforce Development Director

Alex Lape, Fairfield County Sheriff

Bart Hampson, Fairfield County Finance Director

Jama Bahnson

Daniel Neeley, Fairfield County IT Director

James Bahnsen, Fairfield County Treaurer



Tony Vogel, Fairfield County Utilities Director



Amy Brown-Thompson, Civil Division Chief, Fairfield County Prosecutor's Office



Jon Kochis, Fairfield County EMA and Facilities Director



Angela Krile, Lancaster Festival Board and Fairfield Medical Center Board Member



Deb Connell, Executive Director, Lancaster Festival





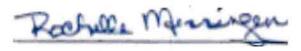
Jason Boothe, CEO, YMCA of Lancaster and Fairfield County



Stephanie Taylor, Director of Community Engagement for Habitat for Humanity of Southeast Ohio and Incoming President of Rotary Club of Lancaster, Ohio



Amy Eyman, CEO, Fairfield County Foundation



Rochelle Menningen, Clerk to the Board of Fairfield County Commissioners



Order Confirmation

Not an Invoice

Date:	11/13/2024
Order Number:	10770955
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	24.0000
Height in Inches:	0.0000

Account Number:	1049862
Customer Name:	Fairfield County Commissioners
Customer Address:	Fairfield County Commissioners 210 E Main St Accounts Payable *Legal Ads* Lancaster OH 43130-3854
Contact Name:	Bennett Joseph Niceswanger
Contact Phone:	
Contact Email:	bennett.niceswanger@fairfieldcounty
PO Number:	Public Mtg Jan 14

1

Print Product

#Insertions

Start - End

Category

LEG Lancaster Eagle-Gazette 1

11/22/2024 - 11/22/2024

Govt Public Notices

LEG

lancastereaglegazette.com

11/22/2024 - 11/22/2024

Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$67.92
Tax Amount	\$0.00
Service Fee 3.99%	\$2.7 1
Cash/Check/ACH Discount	-\$2.71
Payment Amount by Cash/Check/ACH	\$67.92
Payment Amount by Credit Card	\$70.63

Order	Confirmation Amount
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Ad Preview

Legal Notice Notice of public meeting for the Rehiring of a Public Employee, Pursuant to R.C. 145.381. The Fairfield County Board of Commissioners, Fairfield County, Ohio, wish to announce that Aundrea N. Cordle is seeking reemployment with Fairfield County, with break in public no service; following retirement with the Ohio Public Employees Retirement System. A public meeting on this matter will be held on Tuesday, January 14, 2025, at 9:00 a.m., Administrative Courthouse, Commissioners' Hearing Room, 210 E. Main St., Lancaster, Ohio. Direct questions to the Commissioners' Office at 740-652-7090. Publish 11/22/24; #10770955

Prosecutor's Approval Page

Resolution No.

A Resolution to Approve the Rehiring of Aundrea Cordle as County Administrator (Fairfield County Commissioners)

Approved as to form on 11/26/2024 11:27:25 AM by Amy Brown-Thompson,

Amy Brown-Thompson Prosecutor's Office

Amy Brown Manpson

Fairfield County, Ohio

Resolution No. 2025-01.14.a

A Resolution to Approve the Rehiring of Aundrea Cordle as County Administrator (Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution approving the appointment of Mr. Jason Boothe to the Fairfield County Board of Developmental Disabilities.

WHEREAS, there is currently a vacancy on the Fairfield County Board of Developmental Disabilities; and

WHEREAS, the Board of Commissioners is authorized to fill vacancies on the Board of Developmental Disabilities by appointment of qualified individuals; and

WHEREAS, Mr. Jason Boothe has expressed an interest and willingness to serve on the board; and

WHEREAS, Mr. Boothe has exceptional education and work experience.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Board of Commissioners hereby appoints Mr. Jason Boothe to serve a four-year term on the Fairfield County Board of Developmental Disabilities.

Section 2. That this appointment is effective January 14, 2025, expiring December 31, 2028.

Prepared by: Bennett Niceswanger

Cc: Fairfield County Board of Developmental Disabilities

Resolution No. 2025-01.14.b

A resolution approving the appointment of Mr. Jason Boothe to the Fairfield County Board of Developmental Disabilities.

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution approving the appointment of Ms. Becky Schaade to the Fairfield County Board of Developmental Disabilities.

WHEREAS, there is currently a vacancy for the unexpired term of Sharon Scruggs on the Fairfield County Board of Developmental Disabilities; and

WHEREAS, the Board of Commissioners is authorized to fill vacancies on the Board of Developmental Disabilities by appointment of qualified individuals; and

WHEREAS, Ms. Becky Schaade has expressed an interest and willingness to serve on the board and is eligible to fill the remainder of an unexpired term on the board; and

WHEREAS, Ms. Schaade has exceptional education and work experience.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Board of Commissioners hereby appoints Ms. Becky Schaade to serve the remainder of an unexpired term on the Fairfield County Board of Developmental Disabilities.

Section 2. That this appointment is effective January 14, 2025, expiring December 31, 2025.

Prepared by: Bennett Niceswanger

Cc: Fairfield County Board of Developmental Disabilities

Resolution No. 2025-01.14.c

A resolution approving the appointment of Ms. Becky Schaade to the Fairfield County Board of Developmental Disabilities.

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

RESOLUTION DECLARING IT NECESSARY TO LEVY A TAX OUTSIDE THE TEN-MILL 2025-01.14.d LIMITATION AND FURTHER STATING THE INTENT TO PROCEED TO PLACE A RENEWAL OF AN EXISTING LEVY ON THE MAY 6, 2025, PRIMARY/SPECIAL ELECTION BALLOT ON BEHALF OF FAIRFIELD COUNTY DD BOARD

WHEREAS, on January 7, 2025, the Fairfield County Board of Commissioners, Fairfield County, Ohio, passed Resolution No. 2025-01.07.l declaring the necessity for a renewal of a levy outside, and in excess of, the ten-mill limitation for the purposes to providing operating community programs and services authorized by county boards of developmental disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes by the Fairfield County DD Board,; as provided by Ohio Revised Code Section 5705.222(A) at a rate not exceeding 1.85 mills for each one dollar of valuation, which amounts to \$40 for each \$100,000 of the county auditor's appraised value, for a period of ten (5) years, commencing on January 1, 2025, first due in calendar year 2026; and

WHEREAS, the Fairfield County Auditor has certified to the Fairfield County Board of Commissioners, Fairfield County, Ohio that the dollar amount of tax revenue that would be produced by such renewal levy during the first year of collection is \$7,608,000 based on the current assessed tax valuation of Fairfield County, Ohio of \$6,089,393,070.

NOW THEREFORE, be it resolved by the Fairfield County Board of Commissioners, Fairfield County, Ohio at least two-thirds of all members concurring, in accordance with Revised Code Section 5705.222 and 5705.25, as follows:

Section 1: That the amount of taxes that may be raised within the ten-mill limitation will be insufficient for the purpose of providing operating community programs and services authorized by county boards of developmental disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes by the Fairfield County DD Board, pursuant to R.C. 5705.19 and 5705.222...

Section 2: That the Board shall proceed with submission of a RENEWAL TAX LEVY at a rate not exceeding 1.85 mills for each one dollar of valuation, which amounts to \$40 for each \$100,000 of the county auditor's appraised value.

Section 3: That said RENEWAL TAX LEVY shall be for a period of five (5) years, commencing on January 1, 2025, first due in calendar year 2026.

Section 4: That the question of such RENEWAL TAX LEVY shall be submitted to the electors of the entire territory of Fairfield County, Ohio at the general election to be held therein on May 6, 2025.

Section 5: That the Clerk of the Commissioners, or her designee, is hereby directed to certify, not later than February 5, 2025, at 4:00 pm, to the Board of Elections, Fairfield County, Ohio, a copy

of Resolution No. 2025-01.07.l and a copy of this resolution together with the Certification of the Fairfield County Auditor, and notify the Board of Elections to cause notice of election on the question of levying the tax to be given as required by law.

Section 6: That the form of the ballot to be voted on for said levy shall be as follows:

PROPOSED TAX LEVY (RENEWAL) FAIRFIELD COUNTY, OHIO

A majority affirmative vote is necessary for passage

A renewal of an existing tax for the benefit of Fairfield County Board of Developmental Disabilities, and for the purposes to providing operating community programs and services authorized by county boards of developmental disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes, that the county auditor estimates will collect \$\$7,608,000 annually, at a rate not exceeding 1.85 mills for each \$1 of taxable value, which amounts to \$40 for each \$100,000 of the county auditor's appraised value, for 5 years.

FOR THE LEVY
 AGAINST THE LEVY

Certificate of Estimated Property Tax Revenue

DTE 140R Rev. 01/23 R.C. 5705.01, 5705.03

Use this form when a taxing authority certifies a millage rate and requests the revenue produced by that rate.

Fairfield

The county auditor of	County, Ohio, does hereby certify the following:	
1. On January 7 2025	, the taxing authority of the	lopmental Disabilities
	copy of its resolution or ordinance adopted <u>January 7</u>	
requesting the county auditor to certify t	the current taxable value of the subdivision and the amou	nt of revenue that would
	a tax outside the 10-mill limitation for operation	
Revised Code §5705.19 & 5705.222, to	be placed on the ballot at the <u>May 6</u> , <u>2025</u>	, election. The levy
type is Renewal		
constant throughout the life of the levy,	duced by the stated millage, assuming the taxable value of is calculated to be \$	
3. The total taxable value of the subdivision	n used in calculating the estimated property tax revenue is	\$ 6,089,393,070
	.85) mills per \$1 of taxable value, which amounts to \$_	
Call Brown	1-9-2025	
Auditor's signature	Date	

Instructions

- 1. "Total taxable value" includes the taxable value of all real property in the subdivision as indicated on the tax list most recently certified for collection and estimates of the taxable value of public utility personal property for the first year the levy will be collected as set forth on the worksheets prescribed in conjunction with this form. If the subdivision is located in more than one county, the home county auditor (where the greatest taxable value of the subdivision is located) shall obtain the assistance of the other county auditors to establish the total tax valuation of the subdivision.
- 2. For purposes of this certification, "subdivision" includes any agency, board, commission or other authority authorized to request a taxing authority to submit a tax levy on its behalf. See R.C. 5705.01(A) & (C).
- 3. "Levy type" includes the following: (1) additional, (2) renewal, (3) renewal with an increase, (4) renewal with a decrease, (5) replacement, (6) replacement with an increase and (7) replacement with a decrease levies.
- 4. In completing Lines 1 and 4 of this form, mills should be identified in whole numbers, i.e., 5 mills, rather than as a fraction of a dollar, i.e., \$0.005. This expression is consistent with the prior practice of identifying mills in whole numbers per \$1 of valuation.
- 5. "The county auditor's appraised value" means the true value in money of real property. R.C. 5705.01(P).
- 6. For any levy or portion of a levy, an estimate of the levy's annual collections, rounded to the nearest one thousand dollars, which shall be calculated assuming that the amount of the tax list of the taxing authority remains throughout the life of the levy the same as the amount of the tax list for the current year, and if this is not determined, the estimated amount submitted by the auditor to the county budget commission. R.C. 5705.03(B).
- 7. Please file this certificate with the subdivision as soon as possible, so the taxing authority can pass a resolution to proceed not later than 90 days before the election.

Resolution No. 2025-01.14.d

RESOLUTION DECLARING IT NECESSARY TO LEVY A TAX OUTSIDE THE TEN-MILL LIMITATION AND FURTHER STATING THE INTENT TO PROCEED TO PLACE A RENEWAL OF AN EXISTING LEVY ON THE MAY 6, 2025, PRIMARY/SPECIAL ELECTION BALLOT ON BEHALF OF FAIRFIELD COUNTY DD BOARD

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution approving to appropriate from unappropriated in a major expenditure object category relating to the American Rescue Plan (ARP) Fiscal Recovery Fund# 2876

WHEREAS, appropriations were approved in resolution 2021-07.13.f; and

WHEREAS, appropriate from unappropriated funds will allow the budget to increase in the major category expense for Personal.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. The Fairfield County Board of Commissioners appropriate from unappropriated into the following category:

\$3,578.54 - 12287600 Personal Services

For County Auditor Use Only:

Section 1. Update the following appropriations: \$3,578.54 *12287600 511010 R71a – Personal Services*

Resolution No. 2025-01.14.e

A resolution approving to appropriate from unappropriated in a major expenditure object category relating to the American Rescue Plan (ARP) Fiscal Recovery Fund# 2876

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing fund to fund transfers for intergovernmental agencies for 2025 Allocations.

WHEREAS, the Board of Commissioners approved the 2025 Allocations for various intergovernmental agencies; and

WHEREAS, it is necessary to transfer the cash to meet obligations.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Auditor process the following fund to fund transfers for various intergovernmental agencies:

a.	\$229,000	From: 12100148 700207 GRF transfers out To: 12209035 439100 EMA transfers in
b.	\$30,000	From: 12100148 700210 GRF transfers out To: 90771000 439100 Fairfield 33 transfers in
c.	\$86,600	From: 12100149 700307 GRF transfers out To: 20285900 439100 Probate Guardianship transfers in
d.	\$88,600	From: 12100149 700120 GRF Transfers out (TID) To: 16202401 439100 Engineer Transfer in
e.	\$175,000	From: 12100149 700025 GRF Transfer out To: 12290800 439100 PT000 Public Transit In

Prepared by: Staci Knisley

Resolution No. 2025-01.14.f

A resolution authorizing fund to fund transfers for intergovernmental agencies for 2025 Allocations.

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution to appropriate from unappropriated, memo transactions, and repayment of an advance for Fund# 3034, FY2023 ODOT Grant, subfund# 8320.

WHEREAS, Fund# 3034, subfund# 8320 FY2023 ODOT grant fund received match monies of \$40,850 from the General Fund# 1001; and

WHEREAS, the grant project expended less than awarded and the project is completed; and

WHEREAS, final reimbursement from ODOT has been received; and

WHEREAS, memo transactions need to be completed for the unused grant match monies of \$9,750 needs to be returned to the general fund and to reimburse the Airport Fund for expenses of \$6,250, and

WHEREAS, appropriations from unappropriated and repayment of advance need completed.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1.

\$6,250 12303423 capital outlay

\$9,750 12303423 other

Section 2. That the Fairfield County Auditor reflect the following memo receipt:

00100110 438000 other receipts \$9,750

This amount represents monies owed to the general fund due to the matching monies not used.

Section 3. That the Fairfield County Board of Commissioners approves the following expenditure of other expenses and requests that the Fairfield

A resolution to appropriate from unappropriated, memo transactions, and repayment of an advance for Fund# 3034, FY2023 ODOT Grant, subfund# 8320.

County Auditor accomplish the transaction as if a regular County Auditor warrant refunding \$9,750 to the General Fund# 1001.

Memo expenditure as referenced below:

Account: 12303423 590300 Amount \$ 9,750

Section 4. That the Fairfield County Auditor reflect the following memo receipt:

80780000 438000 other receipts \$6,250

This amount represents monies owed to the airport fund for the payment to Wild Land Tree/Jonathan Wymer in the amount to 6,250. (Check# 5388094 pd on 11/13/2023 out of fund# 7800)

Section 5. That the Fairfield County Board of Commissioners approves the following expenditure of other expenses and requests that the Fairfield County Auditor accomplish the transaction as if a regular County Auditor warrant refunding \$6,250 to the Airport Fund# 7800,

Memo expenditure as referenced below:

Account: 12303423 570000 Amount \$ 6,250

Section 6. Request that the advance repayment of \$40,850 be approved.

DEBIT: 8320 090001 ODOT FY23 Grant advances out

CREDIT: 1001 223000 General Fund Advances In

A resolution to appropriate from unappropriated, memo transactions, and repayment of an advance for Fund# 3034, FY2023 ODOT Grant, subfund# 8320.

For Auditor's Office Use Only:

Section 1. \$6,250 12303423 570000 \$9,750 12303423 590300

Section 7. Issue an Amended Certificate in the amount \$12,511.98 to increase fund # 3034, subfund# 8320.

Section 8. Request that the Fairfield County Auditor, on behalf of the Budget Commission, update receipt line 12303423 433400 in the amount of \$12,511.98.

Resolution No. 2025-01.14.g

A resolution to appropriate from unappropriated, memo transactions, and repayment of an advance for Fund# 3034, FY2023 ODOT Grant, subfund# 8320.

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing a fund to fund transfer to the Fairfield County Family Adult Children First Council for Multi-Youth Committee, 1st payment for the 2025 Allocation

WHEREAS, the Board of Commissioners approved the 2025 Allocation of \$125,000 to be transferred quarterly; and

WHEREAS, it is necessary to transfer the 1st payment of 2025 to meet obligations.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the transfer of funds in the amount of \$31,250 hereby authorized as follows:

From: 12100149 700109 GRF transfers out To: 60815920 439100 MSY transfers in

Prepared by: Staci Knisley

Resolution No. 2025-01.14.h

A resolution authorizing a fund to fund transfer to the Fairfield County Family Adult Children First Council for Multi-Youth Committee, 1st payment for the 2025 Allocation

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing fund to fund transfers for Fairfield County Job and Family Services (JFS), 1st Quarter 2025 Allocation.

WHEREAS, the Board of Commissioners approved the 2025 Allocations for JFS to be disbursed in quarterly payments,

WHEREAS, it is necessary to transfer the cash to meet obligations.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the transfer of funds in the amount of \$75,188.56 hereby authorized as follows:

From: 12100149 700004 GRF mandated share Public Assist. transfers Out

To: 12201807 439100 Public Assistance Fund transfers in

Section 2. That the transfer of funds in the amount of \$428,783.34 hereby authorized as follows:

From: 12100149 700003 transfers out, CPS

To: 12207207 439100 Children Services Transfers in

Section 3. That the transfer of funds in the amount of \$51,396.42 hereby authorized as follows:

From: 12100149 700005 CSEA transfers out To: 12201507 439100 CSEA transfers in

Section 4. That the transfer of funds in the amount of \$50,981.19 hereby authorized as follows:

From: 12100149 700306 transfers out (DR Court/CPS assigned employee)

To: 12207207 439100 CPS Transfers in

Prepared by: Staci Knisley cc: Job & Family Services

Resolution No. 2025-01.14.i

A resolution authorizing fund to fund transfers for Fairfield County Job and Family Services (JFS), 1st Quarter 2025 Allocation.

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing a fund to fund transfer for the 1st Quarter 2025 Allocation for the Multi County Juvenile Detention Center (MCJDC).

WHEREAS, the Board of Commissioners approved the 2025 Allocation of \$400,000 for MCJDC to be disbursed in quarterly payments, and

WHEREAS, it is necessary to transfer the cash to meet obligations.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the transfer of funds in the amount of \$100,000 hereby authorized as follows:

From: 12100149 700008 GRF transfers out To: 73756401 439100 MCJDC transfers in

Prepared by: Staci Knisley

cc: Commissioners' Office, MCJDC

Resolution No. 2025-01.14.j

A resolution authorizing a fund to fund transfer for the 1st Quarter 2025 Allocation for the Multi County Juvenile Detention Center (MCJDC).

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing fund to fund transfers for intergovernmental agencies for the 1st half 2025 Allocations.

WHEREAS, the Board of Commissioners approved the 2025 Allocations for various agencies to be disbursed in two (2) payments, and

WHEREAS, it is necessary to transfer the cash to meet obligations.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Auditor process the following fund to fund transfers for various intergovernmental agencies:

a. \$100,000 From: 12100148 700201 GRF transfers out To: 74703000 439100 RPC transfers in
 b. \$173,400 From: 12100148 700204 GRF transfers out To: 61702600 439100 Soil & Water transfers in
 c. \$40,000 From: 12100148 700202 GRF transfers out To: 16202401 439100 Engineer transfers in

Prepared by: Staci Knisley cc: Commissioners' Office

Resolution No. 2025-01.14.k

A resolution authorizing fund to fund transfers for intergovernmental agencies for the 1st half 2025 Allocations.

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution to approve a Memo Receipt & Expense for reimbursement for salt supplied to County Facilities from the County Engineer.

WHEREAS, the County Engineer's Office supplied salt in 2024 to the County Facility Department; and

WHEREAS, The General Fund is responsible for the portion of expense that was supplied to the County Facility Department.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1: That the Fairfield County Auditor reflect the following memo receipt:

16202401 438000 Other Receipts \$ 2,193.98

This amount represents monies owed to the Motor Vehicle Fund# 2024 for salt supplies for the Facilities Department, originally paid by the County Engineer's Office, as denoted in the attached documentation.

Section 2: That the Fairfield County Board of Commissioners approves the following expenditure of materials and supplies and requests that the Fairfield County Auditor accomplish the transaction as if a regular County Auditor warrant reimbursing Fund# 2024 for the Facilities share of the costs.

Memo expenditure as referenced in supporting documentation:

Vendor # 2320 Fairfield Co Engineer

Account: 12100114 560000

Amount: \$ 2,193.98

Prepared by: Staci Knisley

cc: Julie Higgins

2024

SALT FOR MAINTENANCE DEPARTMENT

DATE			
DATE	TIME	TRUCK (RED) 2.6 TONS	TRUCK (WHITE) 2.1 TONS
115/24	9:54		X
1/12/24			p
1/19/24	0550		144
1/20/24	0700		111
2/24/24	0815		111
2/24/24	0923		1
12/4/24	1:45 PM		Υ.
			75
			/
٠			69.65 ton
r			
	15 x 21 4	ons = 31 50 tons	
	31.50 tons	ons = 31.50, tons X \$ 69.65 ST =	\$ 2193.98
		. 01.05176 =	9,113.10
	-		
-,1			



INVOICE

Cargill Salt Road Safety A business of CARGILL, INCORPORATED 15407 MCGINTY ROAD WEST WAYZATA MN 55391 USA

Remit To:

Cargill, Incorporated PO Box 415927

Boston MA 02241-5927

USA

Bill-To:

FAIRFIELD COUNTY

FAIRFIELD CO ENG 3026 W FAIR AVE

LANCASTER OH 43130-8993 PO#

USA

Ship-To:

FAIRFIELD COUNTY

FAIRFIELD CO ENG 3026 W FAIR AVE

LANCASTER OH 43130-8993

FCEO JOB #

Sold-To:

FAIRFIELD COUNTY

FAIRFIELD CO ENG

Billing Date:

06/18/2024

Sales Order:

8811986

Inco Terms:

DLD DESTINATION

Reference Date:

06/18/2024

Shipment Date:

06/18/2024

Your Purchase Order:

Min Order

Gross Weight:

647,440.000 LB

Currency:

USD 22,521.20

Payment Terms:

NET 30 DAYS FROM DATE OF INVOICE

Due Amt: **Due Date:**

07/18/2024

(All date format in MM/DD/YYYY)

Product Code	Sales Contract	Product Description	Priced Quantity Shipped Quantity	UoM	Price	Extended Amount
100011135	400370204	DEICER SALT ICE CNTRL BLK DR Net Weight: 48,720.000 LB	24.360 24.360	ST ST	69.65 USD/ST	1,696.67
		Fuel Surcharge/Item Bill of Lading:2AJP00087950			- 0.08 USD/1 ST	-1.95
100011135	400370204	DEICER SALT ICÉ CNTRL BLK DR Net Weight: 50,140.000 LB	25.070 25.070	ST ST	69.65 USD/ST	1,746.13
		Fuel Surcharge/Item Bill of Lading:2AJP00087951 ——			- 0.08 USD/1 ST	-2.01
100011135	400370204	DEICER SALT ICE CNTRL BLK DR Net Weight: 49,060.000 LB	24.530 24.530	ST ST	69.65 USD/ST	1,708.51
		Fuel Surcharge/Item Bill of Lading:2AJP00087952			- 0.08 USD/1 ST	-1.96
100011135	400370204	DEICER SALT ICE CNTRL BLK DR Net Weight: 50,220.000 LB	25.110 25.110	ST ST	69.65 USD/ST	1,748.91
		Fuel Surcharge/Item Bill of Lading:2AJP00087953			- 0.08 USD/1 ST	-2.01

医侧 松花 创造学科学家人的专项的诗者学科的企业的工程例

Inv# 2909659363 CARGILL SALT INC 06/18/2024 # Pages 16

PO# 23007448

\$22521.20

FP16 DOC298S214

Email:

Internet: www.cargillsalt.com

Resolution No. 2025-01.14.I

A resolution to approve a Memo Receipt & Expense for reimbursement for salt supplied to County Facilities from the County Engineer.

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution to authorize an amendment to the agreement for grant writing services

WHEREAS, there has been an identified need from Fairfield County cities, villages, townships, and county agencies for assistance with grant writing services and technical assistance support; and

WHEREAS, Hicks Partners was selected through a competitive bidding process to provide grant writing and technical assistance support for Fairfield County cities, villages, townships, and county agencies through December 31, 2022 at an amount not to exceed \$99,941; and

WHEREAS, Fairfield County and Hicks Partners LLC entered into an agreement on November 2, 2021, Resolution 2021-11.02.d, with a signed Purchase of Service Contract for grant writing services and technical assistance Fairfield County cities, villages, townships, and county agencies; and

WHEREAS, Fairfield County and Hicks Partners entered into an agreement on January 10, 2023, Resolution 2023-01.10.s, with an amended signed Purchase of Service Contract

WHEREAS, Fairfield County and Hicks Partners entered into an agreement on January 16, 2024, Resolution 2024-01.16.j, with an amended signed Purchase of Service Contract

WHEREAS, Fairfield County and Hicks Partners would like to continue the agreement with a 3rd amendment to the Service Contract

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Board of Commissioners resolve to approve the 3rd amendment for continued service and expenses for these services from Hicks Partners LLC.

Prepared by: Vince Carpico

3rd AMENDMENT TO PURCHASE OF SERVICE CONTRACT BETWEEN FAIRFIELD COUNTY BOARD OF COMMISSIONERS AND HICKS PARTNERS, LLC

This Amendment is made and entered into effective upon execution by all parties hereto, by and between Fairfield County Board of Commissioners, a political subdivision of the State of Ohio, ("FCBCC") and Hicks Partners, LLC ("Hicks").

BACKGROUND INFORMATION

- A. FCBCC issued a Request for Proposals (RFP) to solicit a company to provide grant writing services for Fairfield County cities, villages, and townships due to the American Rescue Plan Act (ARPA) funds that the FCBCC received in 2021. As Hicks submitted the best proposal, FCBCC entered into an Agreement for grant writing services with Hicks on November 2, 2021 (the "Agreement"). The Agreement is attached hereto as Exhibit A
- B. The contract period for the underlying Agreement was October 26, 2021 to December 31, 2022. As part of the RFP, the FCBCC retained an option to renew the underlying Agreement.
- C. The parties renewed the underlying Agreement via a written Amendment executed on January 10, 2023 via Resolution No. 2023-01.10.s to extend the term to December 31, 2023.
- D. The parties renewed the underlying Agreement via a written Amendment executed on January 16, 2024 via Resolution No. 2024-01.16.j to extend the term to December 31, 2024.
- E. As both parties desire to extend the term of the Agreement for a third renewal term, the parties hereby amend Section 3 of the Agreement. The updated scope of services is hereby attached as Exhibit B.

STATEMENT OF THE AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the FCBCC and Hicks agree as follows:

A. Section 3 is hereby deleted and rewritten as follows:

- "2. *Contract Period*: This contract shall be effective from January 1, 2025 to December 31, 2025. The contract services amount shall not exceed \$150,000.00. This amount shall be paid in 12 monthly installments of \$12,500.00.
- B. The document titled "**DRAFT SCOPE**" is attached hereto as Exhibit B and is hereby incorporated by reference into the Agreement.
- C. Except as modified herein, all terms, covenants and conditions contained in the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have duly executed this Amendment Between Hicks Partners, LLC, And Fairfield County Board Of Commissioners Agreement as of the last date set forth below.

HICKS PARTNERS, LLC	
By: Brian K. Hicks, President	
Date: 1-7-2025	_
FAIRFIELD COUNTY BOARD OF COUNTY CO	OMMISSIONERS
By:Steve Davis	
Date:	
By:	
Date:	
By:	

Purchase of Service Contract Fairfield County and HICKS PARTNERS LLC

This contract is made and entered into this 10/26/2021, by and between the Fairfield County, and HICKS PARTNERS LLC, 21 £. State Street, Suite 2200, Columbus, OH 43215.

- 1) Purchase of Service(s): Subject to terms and conditions set forth in this contract, FAIRFIELD COUNTY agrees to purchase from, and contractor agrees to furnish to FAIRFIELD COUNTY those specific services detailed in this contract with HICKS PARTNERS. The contractor will provide grant writing services to FAIRFIELD COUNTY cities, villages and townships as specified within this purchase of service contract and as detailed in Attachment A: Grant Writing for Local Townships and Villages proposal.
- 2) Purpose of Contract: The purpose of this agreement provides that Consultant for grant writing services for the Fairfield County cities, villages and townships will provide technical assistance and planning support through a contract for services to help with problem solving for issues that have arisen from the pandemic and its negative effects to the economy.
- **3)** *Contract Period:* This contract shall be effective from 10/26/2021 through 12/31/2022. The contract services shall not exceed\$99.941

4) *Cost of Services:* \$99,941

This Agreement has been entered into on a monthly basis at the rate set forth in the Project Budget. An estimate of the total amount to become due upon said Agreement has been certified in writing to the Fairfield County Auditor's Office and appropriated in accordance with R,C, 5705.41(D)(3). The contract and scope will be reviewed on January 21, 2022 to determine whether the monthly flat fee should continue or whether starting February 1, 2022 the payment criteria and/or scope should change.

- **5)** *Invoicing:* The contractor will within fifteen {15) days after the end of each month submit original customer service invoice to the FAIRFIELD COUNTY. Each invoice **will** contain detailed and accurate information. FAIRFIELD COUNTY will review all invoices for accuracy before making payment within thirty (30) days after receipt of invoice.
- 6} Termination: This contract may be amended at any time by written instrument, agreed to, and signed by all parties. Either party FAIRFIELD COUN1Y, or the contractor, HICKS PARTNERS, upon thirty (30) days written notice given by either party to the other may terminate this contract. Upon providing notice of termination, either party shall be responsible for tendering all due and owing fees to the other party that have been incurred prior to and up to the effective date of termination.
- 7) Conflict of Interest: HICKS PARTNERS agrees that it will not knowingly permit funds to be paid or committed to be paid to any corporation, firm, association, or business in which any of the members of the governing body of the agency, executive personnel, or their immediate families have any direct or indirect financial interest, or in which any of these persons serve as an officer or employee: unless the

HICKS PARTNERS LLC 1

services or goods involved are provided at a competitive cost and under terms favorable to the provider. The contractor shall make written disclosure of any and all financial transactions of the contractor in which a member of the board or his/her immediate family is involved. Contractor agrees to the requirements of rule as applicable in the Ohio Administrative Code.

8) Confidentiality: Contractor agrees to comply with all federal and state laws applicable to FAIRFIELD COUNTY and/or customers of FAIRFIELD COUNTY concerning confidentiality of FAIRFIELD COUNTY customers. The contractor understands that any access to the identities of any FAIRFIELD COUNTY consumers shall be as necessary for the purpose of performing its responsibilities under this contract. The contractor agrees that the use or disclosure of information concerning FAIRFIELD COUNTY customers for any purpose not directly related to the administration of this contract is prohibited.

9) Roles and Responsibilities:

- Program launch
 - o Kick-off Meeting: An in-person project "kick-off" meeting that will also be live streamed to introduce the Hicks Partners team to the Fairfield County stakeholders and the goals of the Grant Writing Support Program.
 - Local Meetings: Contact each township, village, and city to schedule a meeting to discuss needs and opportunities. Hold a minimum of 12 individual meetings by January 31, 2022.
 - o Survey: Develop and conduct an online stakeholder survey to understand stakeholder priorities and needs by December 31, 2021.
 - o Shared Drive and Grants Hub: Develop a central webpage for stakeholders to learn more about the program and access key documents by December 31, 2021.
 - o Implement a password protected shared drive for tracking and accountability system for client, communities, Hicks Partners and sub-contractors to deliver high-quality grant applications and communications on time by December 31, 2021.
 - o Identify a minimum of five projects by January 31, 2022 that will be submitted for grants.
 - Hold at least one webinar for client communities on Grant Readiness.
- Promote Program and Inform Stakeholders
 - o Grant Ready Webinars: Conduct a minimum of two and up to four, "Grant Ready" webinars to assist those stakeholders with limited grant experience.
 - o Communicate with each community stakeholder on quarterly basis.
 - o Assist individual stakeholders that may need assistance with templates required for registrations (e.g. DUNS, SAM, etc.) as well as general project plan to be responsive to notices of funding opportunity.
 - o Regularly participate as an attendee and/or speaker in local meetings such as local trustee and village administrator association, local and/or regional planning, etc. to meet stakeholders, promote the program and identify local projects for grant support.
 - o Grant Search: Monitor state and federal fundingopportunities and/or requests for application to topics related to client's interests.

HICKS PARTNERS LLC 2

o Grant Alerts: Send stakeholders bi-monthly grant alert emails regarding pending funding opportunities.

<Grant Writing

- o Project Management:
 - Facilitate regular project planning meetings, including creating and distributing agendas and post-meeting action lists.
 - Support local in-house technical teams to provide consultation with regard to grant guidelines and/or requirements, project design, etc.
- o Review and Writing:
 - 11 Review client's draft submittals and strengthen narrative.
 - Work with clients to review all required supporting documents, such as budget, etc.
- o Compliance Review and Editing:
 - Provide detailed copy editing for punctuation, grammar, and typographical errors
 - Ensure a uniform voice and style throughout the application optimizing readability and flow.
 - If required, assist in communicating with program officers regarding questions related to RFA/NOFO.
 - Conduct a comprehensive compliance review of all application documents based on the application requirements.

o Submission:

- Format, upload, and submit all final application documents through the funding agency's portal at least three business days before the deadline.
- Ensure successful transmission of submitted application by the deadline.
- Reporting & Report Handoff
 - Assist stakeholders with executing grant contract and realization offunding;
 - o Advise clients on reporting requirements and processes.
 - o Create a grant reporting file online or a hard copy binder for each awarded grant.
- Communication and Reporting
 - o Provide written monthly reports to Fairfield County.
 - o Participate weekly calls with Fairfield County for the first two months, ultimately transitioning to bi-monthly calls.
 - o Meet the week of January 24th, 2022 to review milestones listed above as well as how hours are being allocated by community and adjust contract as needed. Continue to meet quarterly to review.
- 10) Evaluation and Monitoring: FAIRFIELD COUNTY, with cooperation of HICKS PARTNERS will complete periodic monitoring and review activities as deemed necessary by FAIRFIELD COUNTY to ensure

HICKS P1\RTNERS LLC 3

compliance with the terms of the contract. The continuation of the contract shall be contingent upon the achievement of the objectives contained in the contract.

- **11)** Violation or Breach of Contract Terms: HICKS PARTNERS shall not be relieved of liability to FAIRFIELD COUNTY for damages sustained by FAIRFIELD COUNTY by virtue of any breach of the contract by the contractor. FAIRFIELD COUNTY reserves the right to legal, administrative, and contractual remedies for damages sustained by FAIRFIELD COUNTY by virtue of any breach of the contract by the contractor. FAIRFIELD COUNTY may withhold any compensation from the contractor until the amount of damages due FAIRFIELD COUNTY from the contractor is agreed upon or otherwise terminated,
- 12) *Civil Rights:* HICKS PARTNERS agrees that there shall be no discrimination against any customer or any employee because of race, color, sex, religion, disability, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and subsequent amendments. It is further agreed that the contractor will comply with all appropriate federal and state laws regarding such discrimination.
- 13} **Compliance Requirements:** HICKS PARTNERS shall perform its obligations under this contract in conformity with all applicable local, state, and federal rules, laws and regulations. They include but are not limited to the following, when applicable:
 - a) Clean Air Act: requiring compliance with applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act 42 USC 1857(h) Section 508 of the Clean Water Act 33 USC 1368, Executive Order 11738, and Environmental Protection Agency regulations 40 CFR Part 15.
 - b) Debarment and Suspension: requiring compliance with Executive Orders 12549 and 12689.
 - c) Byrd Anti-Lobbying: requiring compliance for anti-lobbying provisions of 31 USC 1352.
 - d) Anti-Kickback Act: requiring compliance with the Copeland Anti-Kickback Act 18 USC 874 as supplemented in Department of Labor regulations 29 CFR Part 3.
 - e) Contract Work Hours and Safety Standard Act: requiring compliance with the Contract Work Hours and Safety Standards Act 40 USC 327-330 as supplemented by Department of Labor regulations 29 CFR Part 5.
 - f) Davis-Bacon Act; requiring compliance with Davis-Bacon Act, 40 USC 276 and 327 to 300 as supplemented by Department of Labor regulations at 29 CFR Part 5.
 - g) Energy Policy and Conservation Act: requiring compliance with the Energy Policy and Conservation Act (PL94-165).
- 14) *Indemnity:* HICKS PARTNERS will indemnify and hold harmless the Fairfield County Commissioners against any loss, penalties, damage, settlements, costs, professional fees, and/or related expense incurred through the provision of services under this contract. Therefore, FAIRFIELD COUNTY will not be able to enter into any agreement that indudes an indemnification clause or other similar language.
- 15) Retention of Records: HICKS PARTNERS shall retain and make available for audit by Fairfield County, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials), and agencies of the United States government all records relating to the service provided under this agreement and supporting documentation for invoices submitted to Fairfield County by HICKS PARTNERS for so long as any of the above entities has the right to audit the books and records of FAIRFIELD COUNTY which, in all events should be no less than a minimum of three (3) years after payment under this

HICKS PARTNERS LLC 4

agreement. If an audit begins during this period, HICKS PARTNERS shall retain such records until the conclusion of the audit and resolution of all related issues.

- 16} **Equal Employment Opportunity:** The provider shall comply with Executive Order 11246, "Equal Employment Opportunity "as amended by Executive Order 11375 and supplemented by Department of Labor Regulations.
- 17) **Child Support Enforcement:** By executing this contract, provider certifies present and future compliance with any court order for the withholding of support; which is issued pursuant to all sections of 3121 of the Ohio Revised Code.
- 18) **Drug Free Workplace:** The parties hereto agree to comply with all applicable federal and state laws regarding drug-free workplace. The parties further agree that they will make good faith effort to ensure that all employees of a government or private entity performing duties or responsibilities under this agreement shall not use illegal substances or abuse alcohol or prescription drugs in any way.
- 19) **Pro-Children Act:** In the event that the Provider activities call for services to minors, the Provider shall comply with the Pro-children Act of 1994: Public Law 1-3-277, Part C environment Tobacco Smoke, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health care services, day care, library services and education to children under the age of 18.
- **20)** *Amendment:* This Agreement may be amended only by the express, written agreement of both parties. Only the County Administrator of FAIRFIELD COUNTY may sign an agreement amendment.
 - a) This Agreement may be terminated in advance of its specified term by either FAIRFIELD COUNTY or the HICKS PARTNERS with or without cause with a thirty day (30) written notice to the other party. Notification may be by certified mail, return receipt requested, or other delivery service with receipt, and is considered effective when received. The notice to FAIRFIELD COUNTY shall be to the Deputy County Administrator, 210 East Main Street, Lancaster, Ohio 43130.
 - b) Notwithstanding paragraph A above, FAIRFIELD COUNTY may terminate this Agreement immediately upon delivery of written notice to HICKS PARTNERS if FAIRFIELD COUNTY discovers conduct on the part of HICKS PARTNERS involving illegal activities or comprising the health, safety, or welfare of a child.
 - c) In the event of termination, HICKS PARTNERS will be entitled to reimbursement, upon submission of an invoice, for the agreed upon services as detailed in, "Service Deliverables and Unit Costs" delivered prior to the effective termination date. FAIRFIELD COUNTY is not liable for costs incurred by HICKS PARTNERS after the effective termination date.
- 21) **Breach or Default:** Upon breach or default of any of the provisions, obligations, or duties embodied in this Agreement, the Parties may exercise any administrative, contractual, equitable, or legal remedies available without limitation. The waiver of any occurrence of breach or default is not a waiver of subsequent occurrences, and the parties retain the right to exercise all remedies hereinabove mentioned,

HICKS PARTNERS LLC 5

Approved by Resolution by th	e Fairfield County Administrator
Assistant Prosecuting Attorney Fairfield County- Electronically approved as to for	Date m
HICKS PARTNERS	
iPrinted Name: Brian K. Hicks	<u> </u>
autho zed olffi cers. Dav L. Levacy President, Fairfield County Commissioner	his Agreement by affixing the signatures of their duty $ 2 / 2 $ ate
laws of the State of Ohio. Any legal action comme jurisdiction in Fairfield County, Ohio.	nced by either party shall be in a court of competent

22) Applicable Law: This Agreement shall be governed, construed, interpreted, and enforced under the

DRAFT SCOPE

General Services:

- Hicks Partners will provide grant writing service to Fairfield County agencies including, but not limited to: Emergency Management, Economic and Workforce Development, Engineer's Office, Health Department, Job and Family Services, Sheriff's Office, Regional Planning, Veterans Services, County Parks, etc.
- Hicks Partners will also be available to assist townships and villages apply for grant funding, with a focus on certain targeted grants where the community can be competitive. Specifically, but not limited to the following:
 - o FEMA AFG Grants
 - o FEMA SAFER Grants
 - o Ohio Dept of Commerce Cemetery Grant
 - o ODNR NatureWorks
 - o ODNR Land & Water Conservation Fund
 - o Leary Firefighters Foundation
 - o Firehouse Subs Foundation can apply four times a year

Roles and Responsibilities:

- Program Launch
 - o Kick-off Meeting: An in-person project "kick-off" meeting that will also be live streamed to introduce the Hicks Partners team to the Fairfield County stakeholders and the goals of the Grant Writing Support Program.
 - o Meetings: Contact County Agencies to schedule a meeting to discuss needs and opportunities. Hold a minimum of 10 individual meetings by February 28, 2023.
 - o Survey: Develop and conduct an online stakeholder survey to understand stakeholder priorities and needs by January 31, 2023. This would include county departments and villages and townships.
 - o Shared Drive and Grants Hub: Expand a central webpage for stakeholders to learn more about the program and access key documents by January 31, 2023.
 - o Hold at least one webinar for County Stakeholders on Grant Readiness.
- · Promote Program and Inform Stakeholders
 - o Communicate with stakeholder on quarterly basis.

- o Assist individual stakeholders that may need assistance with templates required for registrations (e.g. UEI #, SAM, etc.) as well as general project plan to be responsive to notices of funding opportunity.
- o Regularly participate as an attendee and/or speaker in local meetings to meet stakeholders, promote the program and identify local projects for grant support.
- o Grant Search: Monitor state and federal funding opportunities and/or requests for application to topics related to client's interests.
- o Grant Alerts: Send stakeholders bi-monthly grant alert emails regarding pending funding opportunities.

Grant Writing

- o Project Management:
 - Facilitate regular project planning meetings, including creating and distributing agendas and post-meeting action lists.
 - Support local in-house technical teams to provide consultation regarding grant guidelines and/or requirements, project design, etc.
- o Review and Writing:
 - Review client's draft submittals and strengthen narrative.
 - Work with clients to review all required supporting documents, such as budget, etc.
- Compliance Review and Editing:
 - Provide detailed copy editing for punctuation, grammar, and typographical error s.
 - Ensure a uniform voice and style throughout the application optimizing readability and flow.
 - If required, assist in communicating with program officers regarding questions related to RFA/ NOFO.
 - Conduct a comprehensive compliance review of all application documents based on the application requirements.

o Submission:

- Format, upload, and if permitted and/or requested to submit all final application documents through the funding agency's portal at least three business days before the deadline.
- Ensure successful transmission of submitted application by the deadline.

Reporting & Report Handoff

- Assist stakeholders with executing grant contract and realization of funding.
- o Advise clients on reporting requirements and processes.
- Create a grant reporting file online or a hard copy binder for each awarded grant.

· Communication and Reporting

- o Provide written monthly reports to Fairfield County.
- o Participate in bi-monthly calls with county leadership.

o Three months after the engagement commences, Hicks Partners will meet (on or about the week of March 13, 2023) to review milestones listed above as well as how hours are being allocated by community and adjust contract as needed. Continue to meet quarterly to review.

Payment Terms:

• Fairfield County will pay Hicks Partners \$150,000 through 12 monthly installments of \$12,500, beginning in January of 2025 and ending in December of 2025.

AMENDMENT TO PURCHASE OF SERVICE CONTRACT BETWEEN FAIRFIELD COUNTY BOARD OF COMMISSIONERS AND HICKS PARTNERS, LLC

This Amendment is made and entered into effective upon execution by all parties hereto, by and between Fairfield County Board of Commissioners, a political subdivision of the State of Ohio, ("FCBCC") and Hicks Partners, LLC ("Hicks").

BACKGROUND INFORMATION

- A. FCBCC issued a Request for Proposals (RFP) to solicit a company to provide grant writing services for Fairfield County cities, villages, and townships due to the American Rescue Plan Act (ARPA) funds that the FCBCC received in 2021. As Hicks submitted the best proposal, FCBCC entered into an Agreement for grant writing services with Hicks on November 2, 2021 (the "Agreement"). The Agreement is attached hereto as Exhibit A
- B. The contract period for the underlying Agreement was October 26, 2021 to December 31, 2022. As part of the RFP, the FCBCC retained an option to renew the underlying Agreement.
- C. As both parties desire to extend the term of the Agreement, the parties hereby amend Section 3 of the Agreement. The updated scope of services is hereby attached as Exhibit B.

STATEMENT OF THE AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the FCBCC and Hicks agree as follows:

- A. Section 3 is hereby deleted and rewritten as follows:
 - "2. *Contract Period:* This contract shall be effective from January 1, 2023 to December 31, 2023. The contract services amount shall not exceed \$165,000.00. This amount shall be paid in 12 monthly installments of \$13,750.00. This amount includes the cost of the CDBG Neighborhood Revitalization grant application.

- B. The document titled <u>"DRAFT SCOPE"</u> is attached hereto as Exhibit Band is hereby incorporated by reference into the Agreement.
- C. Except as modified herein, all terms, covenants and conditions contained in the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have duly executed this Amendment Between Hicks Partners, LLC, And Fairfield County Board Of Commissioners Agreement as of the last date set forth below.

HICK	S PARTNERS, LLC
Ву:	Bit. Hills
	Brian K. Hicks, President
Date:_	
FAIRI	FIELD COUNTY BOARD OF COUNTY COMMISSIONERS
By:	9-,<::===2 Steve Davis
Date:_	1/10/2023

2023

ROUTING FORM FOR CONTRACTS

The undersigned designee of the County affirms that he/she has reviewed the attached contract to ensure that it complies with County's needs and previous negotiations. The undersigned designee further affirms that the County has complied with the competitive selection process, as prescribed by Ohio Revised Code 9.17, and the applicable sections as outlined on this form, by selecting the applicable boxes below.
A. Goods and/or Services in excess of \$77,250.00—competitively selected via an Invitation to Bid, pursuant to R.C. 307.86-307.92
B. Goods and/or Services in excess of \$77,250.00—competitively selected via a Request for Proposals, pursuant to R.C. 307.862
C. Public Improvement contracts—competitively selected pursuant to R.C. 153.08-153.12
D. Architect/Engineer design services for public improvements—selected through the Request for Qualifications process pursuant to R.C. 153.65-153.72
E. County Road Improvement/Construction—competitively selected pursuant to R.C. 5555.61
F. The subject matter was exempt from competitive selection for the following reason(s):
 Under \$77,250.00 State Term #: (copy of State Term Contract must be attached) ODOT Term #: (See R.C. 5513.01) Professional Services (See the list of exempted occupations/services under R.C. 307.86) Emergency (Follow procedure under ORC 307.86(A)) Sole Source (attach documentation as to why contract is sole source) Other: (cite to authority or explain why matter is exempt from competitive bidding)
G. Agreement not subject to Sections A-F (explain):
H. Compliance with Fairfield County Board of Commissioners Procurement Guidelines
 No County employee, employee's family member, or employee's business associate has an interest in this contract OR such interest has been disclosed and reviewed by the Prosecutor's Office No Finding for Recovery against Vendor as required under R.C. 9.24 (search via "Certified Search" on http://ffr.ohioauditor.gov/) Obtained 3 quotes for purchases under \$77,250.00 (as applicable) Purchase Order is included with Agreement
Signed this day of
Rick Szabrak
Name and Title
* Please note that this checklist only addresses County and statutory requirements. If a contract is paid for
with state and/or federal funds, please consult with the appropriate state and/or federal agency to ensure
your department is complying with any additional requirements. By submitting a request for approval, you are certifying you have addressed County, statutory, and grant requirements.*

Rev. 12-31-24 Eff. 1-1-25 to 12-31-25

ORIGINAL

Carrí L. Brown, PhD, MBA, CGFM

Fiscal Year 2025 Page: 1 of 1 THIS NUMBER MUST APPEAR ON ALL INVOICES,

Fairfield County Auditor 210 East Main Street Lancaster, Ohio 43130

Revisions: 000

Purchase Order #

770 - 00

Purchase Order

Delivery must be made within doors of specified destination.

PACKAGES AND SHIPPING PAPERS.

Expiration Date: 03/15/2026

В L Ē 0

210 E MAIN ST 3RD FLOOR LANCASTER, OH 43130

COUNTY COMMISSIONERS

VENDOR HICKS PARTNERS LLC 10 W BROAD STREET COLUMBUS, OH 43215

I P T 0

COUNTY COMMISSIONERS 210 E MAIN ST 3RD FLOOR LANCASTER, OH 43130

DELIVERY REFERENCE	REQUISITION NUMBER	IDOR FAX NUMBER	UMBER VEN	VENDOR PHONE NUMBER	
	910		614-221-2800 ext 203		
DEPARTMENT/LOCATION	FREIGHT METHOD/TERMS	DATE REQUIRED	VENDOR NUMBER	DATE ORDERED	
COMM-ECONOMIC DEV			16539	01/01/2025	
	TES	NO		01/01/2020	

PO Requisitioner Name : Angela Renee Conrad E mail Address: angel.conrad@fairfieldcountyohio.gov

	and see . angeneemad stanner decembly emerger					
ITEM#	DESCRIPTION / PART #		QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	FAIRFIELD COUNTY CONSULTING SERVICES		1.0	EACH	\$150,000.00	\$150,000.00
	GL Account: 12100101 - 530000 \$150,000.00					
	GL SUMMARY					

12100101 - 530000 \$150,000.00

Invoice Date//	Invoice Amount \$	To Be paid//	Warrant #
COLINTY ALIDITOR'S CERTIFICATE			

It is hereby certified that the amount \$150,000.00 required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated, authorized or directed for such purpose and is in the County Treasury or in process of collection to the credit of the submitted Fund(s) free from any obligation or certification now outstanding.

Date: 01/01/2025

Purchase Order Total \$150,000.00 January 14, 2025 Re: Hicks Partners

The following information was provided by Keith Conroy, Vice President of Hicks Partners, and summarizes the services provided by the firm in 2024 relating to applying for grant opportunities for Fairfield County communities and County agencies.

Funded Projects since inception of contract (October 2021): \$3,407,585

2024 Highlights:

Funded Projects in 2024: \$899,085

60 community and County agency conversations and consultations, resulting in 30 submitted grant applications. As of year-end 2024, the results of 12 of those applications (approximately \$95,000) are pending award notification.

Hicks Partners has worked with the following communities and organizations in Fairfield County since the inception of the service contract:

Amanda

Baltimore

Basil Fire Dept

Berne Fire Dept

Bloom Township

Bremen

Carroll

Carroll Police Dept

Clearcreek Fire Dept

Fairfield County Clerk of Courts

Fairfield County Dog Kennel

Fairfield County Domestic Relations Court

Fairfield County Engineer

Fairfield County EMA

Fairfield County Family, Adult and Children First Council

Fairfield County Health Dept

Fairfield County Land Bank

Fairfield County Park District

Fairfield County Regional Planning

Fairfield County Sheriff's Office

Fairfield County Workforce Center

Fairfield Medical Center Police Dept

Greenfield Township

Greenfield Twp Fire Dept

Hocking Township

Lancaster

Liberty Township

Madison Township

Millersport

Pickerington

Pleasant Township

Pleasant Twp Fire Dept

Pleasantville

Richland Township

Richland Twp Fire Dept

Sugar Grove

Thurston

Violet Township

Violet Twp Fire Dept

Walnut Township

Prosecutor's Approval Page

Resolution No.

A resolution to authorize an amendment to the agreement for grant writing services (Fairfield County Economic & Workforce Development)

Approved as to form on 1/10/2025 1:47:58 PM by Amy Brown-Thompson,

Amy Brown-Thompson Prosecutor's Office

Amy Brown Manpson

Fairfield County, Ohio

Signature Page

Resolution No. 2025-01.14.m

A resolution to authorize an amendment to the agreement for grant writing services (Fairfield County Economic & Workforce Development)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.

A resolution authorizing an account to account transfer for EMA Fund 2890 HMEP Grant 2024/2025 [EMA]

WHEREAS, appropriations are needed to cover expenses for 2025; and

WHEREAS, an account to account transfer will allow for proper classification of major expenditure object categories.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the transfer of appropriations in the amount of \$2,500.00. is hereby authorized as follows:

FROM: 12289024 Materials and Supplies

TO: 12289024 Capital Outlay

Prepared by: Christy Noland

cc: EMA

A resolution authorizing an account to account transfer for EMA Fund 2890 HMEP Grant 2024/2025 [EMA]

Auditor Use Only

Section 1. That the transfer of appropriations in the amount of \$2,500.00. is hereby authorized as follows:

FROM: 12289024 561000 G0008 Office Supplies TO: 12289024 574000 G0008 Equipment

Prepared by: Christy Noland

cc: EMA

Signature Page

Resolution No. 2025-01.14.n

A resolution authorizing an account to account transfer for EMA Fund 2890 HMEP Grant 2024/2025

(Fairfield County Emergency Management Agency)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.

A resolution to approve the 2025 Fairfield County Emergency Operations Plan and signing of the Promulgation Statement.

WHEREAS, the Fairfield County Office of Emergency Management and Homeland Security has developed an all-hazards emergency operations plan that is in accordance with Section 5502.271 of the Ohio Revised Code, the Robert T. Stafford Act, and the 44 Code of Federal Regulations; and

WHEREAS, a signed Promulgation Statement is a requirement of the plan.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Commissioners approve the attached 2024 Emergency Operations Plan.

Section 2. That the Fairfield County Commissioners shall affix their signatures on the designated lines of the Promulgation Statement.

Prepared by: Garrett Blevins

cc: EMA

FAIRFIELD COUNTY

Emergency Operations Plan (EOP)



PREPARED BY:

Fairfield County Emergency Management & Homeland Security

240 Baldwin Drive, Lancaster, Ohio 43130 740-654-4357

www.fairfieldema.com



2025 Emergency Operations Plan

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Director's Letter

Welcome to the 2025 Fairfield County Emergency Operations Plan (EOP). The EOP is a comprehensive plan that assists agencies, departments, and jurisdictions to execute a coordinated response for emergencies and disasters that may occur within the county. The EOP establishes lines of authority and organizational relationships. It also outlines responsibilities and information on available resources to assist with the response. In any emergency, life is the number one priority followed by property and the environment.

The plan is not meant to replace responding agencies' plans and protocols, but to augment them with the inclusion of other departments that may also have a role in the response. This EOP is flexible enough to allow for good judgement and experience in the response.

The agencies listed in this document have had the opportunity to provide input creating an effective and comprehensive plan.

The Fairfield County EOP contains two elements:

- 1. The Base Plan, which outlines the purpose, scope, organization, and operational methods.
- 2. Annexes, which provide a detailed overview of roles and responsibilities during functional and hazard-specific incidents.

This plan is a living document. It will continue to be updated annually as capabilities change, partners grow, needs shift, and as we learn through our experiences.

EMA Director Jon Kochis

January 7th, 2025

Date Signed



Promulgation Statement

Planning for the protection of the community must be a cooperative effort to avert or minimize the effects of natural, technological, or civil disasters. The protection of lives and property depends on the community working together. Elected officials, emergency response and support personnel, and citizens must be aware of potential disasters and be prepared to respond accordingly. Effective response helps the community return to a pre-disaster status quickly and with minimal social and economic disruption.

The plan is a statement of policy regarding emergency management within Fairfield County. It outlines roles and responsibilities of a variety of response agencies during different disasters or pre-planned events.

This plan was developed pursuant to Sections 5504 and 3750 of the Ohio Revised Code and is effective, once approved by the County Commissioners, in January 2024. This Emergency Operation Plan replaces all previous editions for Fairfield County.

Fairfield County Board of Commissioners

David L. Levacy, Commissioner	Date	
Stephen A. Davis, Commissioner	Date	
Leffery M. Fix. Commissioner		

Base Plan

Acknowledgements

Development and maintenance of the Fairfield County Emergency Operations Plan (EOP) requires the time, effort, and cooperation of many agencies, departments, and organizations. The annual review and updating of the EOP is essential to ensure the county's response to a disaster or preplanned event is current and collaborative.

The annual review is conducted by the Fairfield County Emergency Management Agency (EMA) staff with input from various county agencies such as emergency response departments, county departments, and support organizations such as the American Red Cross, Salvation Army, and Amateur Radio Club personnel to name a few.

There are so many organizations and people that participated in the review of this plan that a comprehensive list would run the risk of missing someone. EMA wishes to thank all agencies, departments, and individuals that took their valuable time to review the plan and provide valuable comments, suggestions, and recommendations. This truly is a Fairfield County plan.

Executive Summary

The Emergency Operations Base Plan is an overview of how Fairfield County responds to emergencies. The Base Plan is broad in scope with the flexibility to expand and contract as needed. It is meant to be an all-hazards approach in preserving life and property whether through natural disasters, preplanned events, man-made incidents, or large-scale violent acts.

Functional annexes are included with the base plan and expand on specific topics and response elements. Examples of functional annexes include hazmat, recovery, warning and notification, mass fatality, and more. If any of the annexes are triggered, the Base Plan is activated if not already done so. The Base Plan may be activated without any annexes, depending on the nature of the incident.

There are additional topics covered throughout the Base Plan and annexes. These topics include residents with Access and Functional Needs (AFN), Continuity of Operations (COOP), cybersecurity, and the Public Information Officer (PIO). Rather than having their own annexes, these topics are sprinkled throughout the plans where appropriate.

The data from the Hazard and Identification Risk Assessment (HIRA) and the Natural Hazard Mitigation Plan for Fairfield County shows that risks of natural and man-made disasters are low, however, the risk is not zero. Prevention and mitigation measures are the best way to protect the public and community, but careful planning and preparation beforehand improves the resiliency of Fairfield County.

This document is a product of planning among the many partners and stakeholders that serve Fairfield County.

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Record of EOP Distribution

Record of EOP Distribution

The EOP is a public document. A digital version is sent to jurisdiction leaders, elected officials, fire chiefs, and police chiefs. The plan is also available to the public on the EMA's website www.fairfieldema.com. A printed version is available at the EMA office or the Fairfield County District Library upon request.

Record of Changes

A copy of the current EOP is sent to Fairfield County agencies or stakeholders requesting they review and recommend any changes. All recommended changes are reviewed and added to the new EOP as requested and applicable.

The Record of Change becomes part of the new EOP and is maintained in the front of the document. As with all plans, a blank Record of Change is maintained in front of the office EOP copy so changes can be logged as discovered. Attached is a copy of the changes for the 2025 Emergency Operations Plan.

2025 Record of Changes

Change	Date of	Name	Page	Recommended Change
Number	Change		Number	
1	11/2024	G. Blevins	All	Annual Update
2	11/2024	G. Blevins	Pg. 8	Updated information regarding railroad
				operators.
3	12/2024	N. Drake	Pg. 8,16,18	Added City of Pickerington Parks, Added
				information regarding Dept of Ag Dangerous
				Animal Plan, Added capabilities of the Soil & Water Office
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Introduction

Purpose

The EOP has been developed to provide the agencies, departments, and jurisdictions (also known as stakeholders) a document which addresses the missions, tasks, and organizational responsibilities for carrying out specific actions for planning and response to emergencies that may occur within the county. Agencies work together to respond to these events as needed to share resources, mitigate the threat, and reduce burden.

The plan is considered *all-hazard*, therefore describing the mitigation, preparedness, response, and recovery from all natural and/or man-made disasters. The decision to activate this plan is determined by the Community Elected Officials (CEOs), Incident Commander (IC)/Unified Command (UC) on the scene, and the EMA Director.

As a public document, this EOP also cites the legal basis, objectives, and acknowledges assumptions. The plan addresses how county and local government must function to protect the public and their needs when a disaster or emergency occurs. Other local, regional, state, and federal partners may assist with the response if requested. This plan focuses on the measures that are essential to get the community back to recovery including rapid response, warning, evacuation, sheltering, and timely public information.

This EOP is written to comply with the National Incident Management System (NIMS) and the Incident Command System (ICS) standards and guidance. Fairfield County has adopted NIMS and the ICS systems and implements them during an incident or event. All agencies, departments, and jurisdictions are expected to use this national standard.

The EMA Director is responsible for the development of the EOP as stated in Ohio Revised Code (ORC) 5502.26. The EMA Director has the authority to modify the EOP as needed without resubmitting for approval authority or signatures.

Scope/Scale

The plan applies to Fairfield County and provides guidance to local jurisdictions, the private sector, and the public involved in the management of incidents, emergencies, or disasters. The plan is also applicable to disasters that happen in Fairfield County, but also those that occur outside but still have an impact. With many residents working in other areas and people traveling through, a disaster can spill over jurisdictional lines.

The scale of this plan is flexible and adaptable to meet needs brought by the disaster. In smaller events, not all the resources, responses, and agencies may be needed. In larger events, additional resources and annexes can be activated.

Emergency Preparedness Mission Areas

The National Preparedness Goal states that the entire country will get to security and resilience through five mission areas and 32 capabilities (Department of Homeland Security, 2015). All five mission areas are described below (FEMA, 2020).

Prevention is stopping or avoiding a threat before it can impact life and property.

Protection for people against threats and hazards that prevent them from living a thriving life.

Mitigation includes methods to reduce loss of life and property through actions that lessen the impact of a threat or hazard.

Response is the reaction once a disaster or hazard has occurred. Response tasks include saving lives, protecting property, protecting the environment, and meeting basic needs.

Recovery is the restoration and revitalization of aspects of life such as infrastructure, housing, economy, health, social, cultural, and environmental foundation of communities that were affected by an incident.

Community Lifelines

Community Lifelines are functions that are essential for the health, safety, and economic security of a community, no matter how big or small. Lifelines provide community leaders and responders with focus when prioritizing what functions should be reestablished after a disaster. If affected, lifelines should be stabilized first.

The Emergency Operations Plan considers all eight lifelines in the preparedness mission areas.

















I. Purpose/Situation/Assumption

A. Purpose

The purpose of the Base Plan (BP) is to provide an overview of Fairfield County's approach to emergency operations. The BP provides a narrative on the county in general, addresses the concept of operations, and provides information on testing and maintenance of the plan. The BP also summarizes the results of

hazards identified in the regional Threat and Hazard Identification Risk Assessment (THIRA) and local Hazard Identification Risk Assessment (HIRA).

B. Community Infrastructure

Fairfield County, Ohio has several characteristics that make the county unique in its resilience, response, and recovery from different incidents. Several different characteristics and elements of infrastructure are explored below.

County Overview

The 2022 population estimate for Fairfield County, Ohio was almost 163,000 (US. Census, 2023). The county is located southeast of Columbus, Ohio and covers 505 square miles. The terrain of the county varies from level farmland in the northern part of the county to the rolling foothills of the Appalachian Mountains in the southern portion of the county. The difference in terrain is the result of prehistoric glaciers and where they stopped in the county.

Jurisdictions

There are two cities located in Fairfield County: Lancaster, and Pickerington. Lancaster is in the center of the county and serves as the county seat. Pickerington borders Franklin County in the northwest portion of the county and a small portion of the city is in Franklin County. Small portions of Canal Winchester, Columbus, and Reynoldsburg are in Fairfield County where they cross the Franklin-Fairfield County line. In addition to the larger metropolitan areas, there are thirteen townships, fourteen villages, and fifteen unincorporated communities in Fairfield County.

Farming and Manufacturing

Fairfield County is rich in farming and manufacturing. Some of the important facilities/manufacturers in the county include Oneida Group/Anchor Hocking, Diamond Power, Magna, and Midwest Fabricating. Notable employers in the county include these companies as well as Fairfield County government, Lancaster City Schools, Fairfield Medical

VIOLET TOWNSHIP

LIBERTY TOWNSHIP

BLOOM TOWNSHIP

GREENFIELD TOWNSHIP

PLEASANT TOWNSHIP

RICHLAND TOWNSHIP

HOCKING TOWNSHIP

BERNE TOWNSHIP

MADISON TOWNSHIP

Figure 1: Township Map

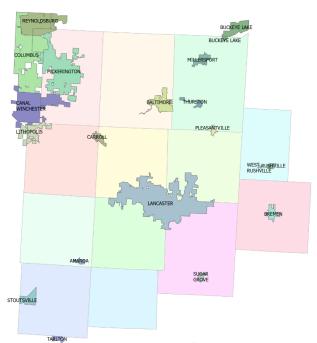


Figure 2: City & Village Map

Center, Pickerington Local Schools, and Kroger. From 2021 U.S. Census data estimates, about 64% of the population 16 years and older is in the work force (U.S. Census Bureau, 2023).

Parks and Recreational Areas

Buckeye Lake is in the northeastern portion of the county and is a popular recreational and residential area. The Lancaster City Parks, Pickerington City Parks, Fairfield County Parks, and Columbus Metro Parks have multiple parks located throughout the County. Ohio Department of Natural Resources (ODNR) has nature preserves. Additionally, there are many privately owned lakes within the county as well as numerous watershed dams under the Hunter's Run, South Licking Watershed, and Rushcreek Conservancy Districts, in addition to dams maintained in partnership with the Ohio Division of Wildlife that serve as recreational areas.

Airport

There is one primary airport in the county. The Fairfield County Airport is located approximately one mile north of the City of Lancaster on County Road 33A (Lancaster-Columbus Road). Both private and corporate aircraft operate from this 5,000-foot field which is open 24/7.

Hospitals/Medical Clinics

Fairfield County has five full service medical centers: Fairfield Medical Center in Lancaster, Fairfield Medical Center River Valley Campus in Lancaster, Diley Ridge Medical Center in Canal Winchester, Mount Carmel Medical Group Reynoldsburg, and OhioHealth Pickerington Methodist Hospital. Pickerington, Canal Winchester, and Lancaster also have several urgent care facilities and retail clinics that are not affiliated with hospitals and serve the public.

Lancaster has a Veterans Affairs (VA) clinic. There are VA hospitals within a short drive in Columbus and Chillicothe. Additionally, there are low-income clinics for those who are uninsured and numerous medical and behavioral health clinics.

Highways

Fairfield County has a large state and interstate route network that runs through it. Interstate 70 runs through the northwest edge of the county. The United States (US) Routes include US Route 33 and US Route 22. There are numerous State Routes that cut through the county as well including 37, 158, 159, 188, 204, 256, 312, 664, and 674. Completed in 2005, the US 33 bypass allows travelers to travel around the City of Lancaster as they are traveling from Columbus towards Hocking County. These roadways are busy routes for commuters and transportation of goods.

Railroad

Two rail lines travel through Fairfield County. The Kanawha River Railroad (KNWA) enters Fairfield County in the Northwest corner of the county near the City of Pickerington. This railway transfers ownership from Northfolk Southern to KNWA at the county line. The KNWA line travels through the county and exits into Perry County near Bremen. The second rail line is the Indiana and Ohio railroad which parallels US Route 33 from Franklin County into Hocking County. The rail lines transport raw materials including hazardous chemicals.

Pipelines

The pipelines that run through Fairfield County have expanded over the past several years. Numerous pipelines pass through Fairfield County carrying liquid or gas such as oil and natural gas. A large natural gas pumping station is located near Sugar Grove and supplies natural gas to the eastern United States.

Public Safety Answering Points (PSAP)

The county's Public Safety Answering Points (PSAP) receive and dispatch the appropriate jurisdictional emergency response organization and equipment. In large disasters, the PSAP dispatches local units or mutual aid departments to assist.

Mutual Aid Agreements (MAA)

Mutual Aid Agreements (MAA) are honored and can be between public and/or private partners. Adjoining political subdivisions coordinate response for mutual benefit and aid. Individual agencies may have their own MAAs and are encouraged to utilize them as needed. Some mutual aid agreements are maintained by the EMA office. Questions regarding doubt of authenticity, ethics, or other concerns for Fairfield County government MAAs can be sent to the County Prosecutor's office for counsel.

Fairfield County Emergency Management Agency (EMA)

Through communication with the EMA Director or designee, the Incident Commander (IC) or Unified Command (UC) determines the need to activate the Emergency Operation Center (EOC) and whether the activation should be in person or virtually. The EMA Director and the IC have the authority to activate the EOC. When additional resources are needed from outside the county, EMA will coordinate with surrounding jurisdictions. All agencies (fire, EMS, law, schools, *etc.*) maintain current notification rosters and their own plans. Copies of these are shared with the EMA.

Continuity of Operations

Some incidents may make agency work sites inoperable due to power outages, destruction, or other issues. Agencies should be prepared for this occurrence by having a Continuity of Operations Plan (COOP) internally that tells agencies the procedures for carrying out services in other alternate or satellite locations. Planning prior to an event makes a seamless transition for staff and lessens the interruption of services for the public.

C. Situation

Fairfield County is at risk of several different types of hazards as identified in the HIRA and 2023 Natural Hazard Mitigation Plan. The broad categories are outlined below.

Natural Hazards

The Federal Emergency Management Agency (FEMA) requires all counties to develop a *Natural Hazard Mitigation Plan* (NHMP). The plan consists of identifying all hazards, assessing risks, setting goals, and selecting mitigation activities for the jurisdictions. Authorities Having Jurisdiction (AHJ) are asked to provide input regarding possible mitigation needs for their jurisdiction as well as adopt the mitigation plan. For a jurisdiction to receive state or federal funds for a mitigation project, all projects must be listed in the NHMP and approved by FEMA.

The regional *Threat and Hazard Identification Risk Assessment* (THIRA) and local *Hazard Identification Risk Assessment* (HIRA) were completed in 2021. These documents examine data and identify the most likely threats and hazards that could affect Fairfield County.

NHMP, THIRA, and HIRA utilize data from National Weather Service (NWS), Ohio Department of Natural Resources (ODNR), and other resources. All three documents show that the most likely hazards to affect Fairfield County are floods, severe winter storms, and severe summer storms followed by tornados. Severe summer storms include strong winds and hail and may be accompanied by tornados. These documents and the data drive discussions for mitigation projects and ways to make the community more resilient.

Dam Failure

Dam failure or breaches are considered man-made since dams are built by humans; however, they are often discussed in mitigation plans due to their potential impacts on the surrounding areas. There are fifteen Class I and sixteen Class II dams in Fairfield County. Failure of these higher-class dams could

result in loss of life or present a serious hazard to public health, damage to homes and high value industrial or commercial properties.

There are three dam conservancy districts in Fairfield County – Hunter's Run Conservancy District, Rush Creek Conservancy District, and the South Licking Watershed Conservancy District. These groups monitor, report failures, and provide maintenance on dams within their districts.

For more information on hazards in Fairfield County, see the Natural Hazard Mitigation Plan.

Hazardous Materials

Most situations with a hazardous chemical release are accidental such as an accident during transport that results in a leak. With hazardous chemicals, there is the possibility of injury, death, or damage.

Fairfield County has a Local Emergency Planning Committee (LEPC) as set forth in ORC 3750.03 which monitors and reports the release and cleanup of hazardous chemicals.

Man-made/Civil Disturbances

Man-made attacks can occur anywhere. These incidents are not discussed with natural events but are important for planning reasons. Chemical, biological, radiological, nuclear, explosives (CBRNE) incidents and other civil disturbances are areas of concern.

Additionally, cyberattacks have been increasing in frequency and damage. These attacks can take up to 18 months to recognize and more time to contain and then clean up the damage. A vast number of critical infrastructures are tied to internet-based platforms which are then held for ransom and stopped from a hack. Not only are essential services stopped, but trust and economic stability can also be lost.

D. Assumptions

When creating a plan for a cohesive response, there are assumptions made. These assumptions help identify capabilities and gaps for specific circumstances. The assumptions made in this plan are outlined below.

- **Each** situation requires different resources, support, and response efforts.
- Planning is done with the worst-case scenario in mind.
- A typical trigger for this plan is a Type 1 or 2 event, maybe a Type 3 event (FEMA, 2021). (See Annex A for more information.)
- > The EOP is scalable, flexible, and adaptable to any preplanned event or hazardous incident.
- Local elected officials make an Emergency Declaration for situations that meet the criteria.
- The activation of an annex automatically activates the BP, if not already done.
- Roles and responsibilities vary depending on the nature of the situation.
- Many organizations with responsibilities in the situation collaborate and coordinate with each other for a cohesive and efficient response.
- > Planning for recovery and demobilization begins at the start of an incident or event.

II. Concept of Operations

A. General

NIMS/ICS

In March 2009, the Fairfield County Commissioners passed Resolution 02-03-29.0 adopting NIMS. This requires all agencies of Fairfield County to utilize NIMS as directed by the State of Ohio and Department of Homeland Security (DHS). NIMS and Incident Command Structure (ICS) are utilized during the response and utilization of the EOP.

Triggers

Triggers to activate the EOP are identified by key personnel such as the EMA Director, AHJ, Incident Commander, law enforcement officers, and fire department personnel. The EMA Director (or designee) or IC has the authority to activate the EOP.

Establishing Operations

The following operations are established early in the incident based on size, scope, and need.

- Incident Command on the scene is established and a size-up is conducted. This allows the Incident Commander (IC) / Unified Command (UC) to understand the incident and anticipate what resources are needed.
- If the IC/UC determines that the Emergency Operations Center (EOC) is needed, notification is sent to the EMA Director.
- The EMA Director / EOC Manager coordinates with the AHJ, law enforcement, and fire to establish an effective line of communication and collaboration. This cooperation is maintained throughout the incident.
- Depending on the size and scope of the emergency, the CEO may make an emergency declaration. This declaration is required if resources or assistance are needed from outside the affected jurisdiction(s).

Maintaining Operations

- The Fairfield County Prosecutor's Office is used for all legal issues or questions during an event or exercise.
- Each jurisdiction should monitor, repair, or replace deployed resources following usage. If equipment cannot be repaired or replaced, it should be documented in the resource database. This information may need to be sent to the Logistics Chief in the EOC.
- Response efforts continue until the IC and/or EMA Director feels the emergency is contained or until the recovery phase is complete. Once it is determined the response can stop, demobilization of resources and personnel begins to return to a pre-disaster posture.
- The response phase may be faster, but depending on the damage and effects, recovery may take a long time.

Demobilization

Demobilization is planned from the beginning of the event. This is when personnel, supplies, and equipment can be sent back to their originating location. This is particularly important for personnel and equipment that was sent from a resource request.

As resources are no longer needed, there must be certainty between Operations and Logistics that they are not needed in another area of the response. If they are indeed no longer needed, the demobilization process starts. ICS-221 form may be completed for each resource demobilized.

Each functional annex has more information on the demobilization process.

Prior to demobilization, the EOC Manager conducts a hotwash to gather information from participants of what went well, areas for improvement, and any suggestions. This information is then used to write an After-Action Report (AAR). See <u>Plan Development and Maintenance</u> section for more information.

Information Collection, Analysis, & Dissemination

During a disaster, there is a lot of information needed and circulating as different roles complete their missions and tasks. Each role may receive critical information and is responsible for then making sure the information is shared.

The Planning Section Chief is responsible for collecting all the critical information that is circulating in the EOC and with external partners such as the jurisdiction's fusion center. Once obtained, information is collated into a usable format and then disseminated via the Incident Action Plan, maps, charts, etc. This information then becomes the Essential Elements of Information (EEI). EEI is critical because it is the information that decisions are based on and the foundation of the critical event. If the EEIs are not correct, there will be confusion and progress in the wrong direction.

EEI are those details that describe what has happened and the results of the incident such as injuries, death, damage, life safety and immediate needs, etc. The community lifeline icons can display their status on the outer ring of the icon. Each color signifies impact or an unknown status. Blue rings are just a display with no impact on lifelines (such as those in the beginning of the Base Plan). The lifelines can be displayed on a screen or whiteboard in the EOC. They can also be displayed in the virtual EOC platform.

A form to collect the EEI is in the EOC Planning Section files. Additional information on collection, analysis, and dissemination of critical information can be found in the CPG 101 v3 (Federal Emergency Management Agency, 2021).

Any information that should be shared with the public will be disseminated through the JIC or mass notification system. The method used is determined by the desired reaction. If the public should act urgently, a mass notification system is likely the method used.

Collaboration with different community liaisons is essential when ensuring that information is accessible to the whole community. Liaisons can assist public safety with how to reach their groups. If messaging is specific to a sector, geo-mapping can assist in making sure the message goes to the correct area.

New & Emerging Threats

Fairfield County is monitoring for new and emerging threats and their potential impacts. Surveillance and monitoring are done in collaboration with local, regional, state, and federal partners, both public and private. The EOP will be updated with information and response plans as needed.

Cybersecurity

Cyber threats and events are increasingly common. They are disruptive and can cause damage to systems, infrastructure, reputation, and lives depending on what they intercept. This implies intentional infiltration into cyber systems. There are accidental causes for the interruption of cyber systems as well. These could be a power glitch, clicking on a phishing email link, or a system failing.

Cyber systems are utilized in a multitude of ways such as power generation, transportation systems, traffic control, communication systems, water purification and delivery, banking, access control, and more.

Monitoring and surveillance are essential to pick up suspicious activity early before much damage can be done. Continual education for users is also important to stay vigilant and understand what they are looking at when using cyber systems.

B. Operational Needs

The EOP is designed to be an "all hazard" response plan. While many elements are the same such as NIMS response structure, language, and communication, there are differences between responses as well. Nuances may result in different needs and tasks. Examples of needs that may be present in one incident and not in another include, but are not limited to:

- Debris Management
- Door-to-Door Welfare Checks
- Mass Casualty
- Mass Fatality
- Points of Distribution/Dispensing (POD)
- Reunification
- Sheltering

The resource database contains many agencies, equipment, and support that can be called upon if there is a need. This log is maintained by the EMA office. Local resources must be utilized and exhausted before requesting resources outside of the county. Requests for resources are sent to the Logistics Chief through the EOC or the EMA Director if the EOC is not activated. Resource requests are documented on an ICS213-RR form.

C. Access & Functional Needs (AFN)

Part of the "whole community" includes members of the community with access and functional needs (AFN). The definition of AFN is broad and includes, but is not limited to, people with disabilities, older adults, limited access to transportation, limited access to financial resources, people with limited English proficiency (Federal Emergency Management Agency, 2021). Many people with AFN are protected through the Federal civil rights laws and nondiscrimination policy.

This includes people with physical, developmental, or intellectual limitations, chronic conditions, limited English proficiency, pregnant women, older adults, and infants and children to name a few. As implied by the list of people here, those needing assistance may change. Children grow up, someone gets a cast off and can walk again, a woman has her child, etc.

These individuals do not all have the same needs, and their needs may change based on what is asked of them. There may be different resources and logistics needed to evacuate, transport, shelter, and communicate with. It is best to ask a person how they can be helped. Resources can then be requested based on this information.

For those residents and visitors that need information in a language other than English, the Health Information Translations site (https://www.healthinfotranslations.org/) can be used for printed material. The site has different topics of information including safety, disaster preparedness, general information, and many other topics. The site was a project of Central Ohio hospitals.

III. Organization of Responsibilities

Below are the primary agencies that would be involved in the response and recovery efforts. Primary agencies are the core group to respond to disasters. Secondary agencies are those that may be notified that assistance is needed from their respective organizations. All agencies are expected to follow their SOP/SOGs.

Primary

Community Elected Officials (CEOs)

- Keeping the citizens and their property safe and protected is the primary task.
- Submit an *Emergency Declaration* to the local EMA if warranted. (See Appendix C). (A county-wide declaration made by the County Commissioners covers the entire county.)
- Gather and report damage assessments to the EMA office within 12 hours.

- Maintain communication with other stakeholders, responding agencies, and the public. Effective communication must be established and maintained from the jurisdiction's CEO to the County EOC.
- Coordinate with Finance Section Chief to maintain receipts, purchase orders, bidding history, photographs, or any other documentation relating to the disaster and recovery.

Emergency Management Agency (EMA)

- The Emergency Management Director is responsible for coordination, resources, and messaging during a disaster.
- The Director advises the CEOs to ensure proper emergency actions are taken in a timely manner.
- Immediately following a disaster, the EMA Director coordinates with the elected officials of the
 affected jurisdictions to size-up the situation and damages. The EMA staff may conduct visits to
 the affected jurisdictions, assist with the initial damage assessment paperwork and emergency
 declaration.
- Notify Ohio EMA Watch Desk of the incident including damage, injuries, deaths, and number of emergency declarations.
- Activate the Emergency Operation Plan, if needed.
- Open the EOC, if needed. This may be a physical site or virtual.
- Receive assessment information and collaborate with IC to determine necessary protective actions and next steps.
- Work with all local jurisdictional agencies, boards, responders, and elected officials to promote cooperation and information sharing to mitigate threats and hazards.
- Develop and maintain the resource database which includes contact rosters, Mutual Aid Agreements, and a current listing of all available resources.
- Coordination of emergency/disaster planning as well as development and maintenance of the county EOP. This includes both short-term and long-term planning necessary to decrease possible cascading effects on the community during a disaster.
- Maintaining a positive training posture with all jurisdictions within the county. This may be in the form of classes or exercises.

Fire Departments and Emergency Medical Services (EMS)

In Fairfield County, fire and EMS personnel are in the same department. Many are cross trained to perform both roles.

- Provide recommendations such as shelter-in-place or evacuation.
- Provide mutual aid when necessary.
- Establish ICS to provide scene direction and control. The first ranking officer from a fire department assumes the Incident Commander role until another qualified individual relieves the first person.
- Communicate the assessment to the Incident Commander, or supervisor.
- Triage, stabilize, treat, and transport the injured.
- In case of hazardous materials, follow the Safety Data Sheets (SDS) guidance or Emergency Response Guidebook (ERG) directions for specific substances.
- Assist with evacuations and transportation, when necessary.
- Coordinate with private sector utilities companies, such as power and gas companies, when a service needs shutdown or restored.

Law Enforcement Agencies

- Maintain law and order before, during, and after a disaster.
- Utilize crowd control methods to keep citizens away from dangerous situations or clear of an area so that responders can work.
- Enforce a shelter-in-place or evacuation when ordered.
- Traffic control and area security.
- Declaration and enforcement of snow emergency for the county (Sheriff's Office).
- Lead agency in conducting and controlling evacuations.
- Work within jurisdictional laws and assist other jurisdictions when needed.
- Assess and analyze a situation to determine the potential harm to other first responders.
- Communicate the assessment to the Incident Commander, or supervisor.

Public Information Officers (PIO)

- The EMA Director activates the opening of the Joint Information Center (JIC).
- The PIO is the lead of the JIC and collaborates with leadership and command staff on messaging.
- The JIC gathers updated, accurate information, briefs the EOC and all media, prepares and provides emergency public information releases.
- Obtains approval before from EMA Director and Incident Command / Unified Command before releasing statements or any information.
- Monitors social media for rumors and assists with rumor control.
- Maintain a chronological record of all public / media releases, written and verbal.

For more information on the PIO, see the EOC/JIC SOG.

Public Safety Answering Point (PSAP) Centers

- Responsible for management of emergency communications systems for their jurisdiction.
- Dispatches all county sheriff, fire, and EMS units.
- Coordinate emergency communications, warning frequencies, and procedures locally and with neighboring communities.
- Ensures the communication network with regional support and State EMA is effective.
- Assigns and sets procedures that are compatible to the countywide emergency communications system.
- Works with impacted jurisdictions to ensure communications have 24-hour capability.

Secondary

Below are secondary agencies that may be called in if their services are needed due to the nature of the disaster.

Alcohol, Drug Addiction, & Mental Health (ADAMH) Board

- Plan, fund, monitor and evaluate the mental health and substance use services in the county.
- Coordinate mental health and substance use services, such as crisis care and post-traumatic stress disorder counseling.

Amateur Radio Club

- Provide communications support during emergencies or to assist with exercises.
- The members use their own equipment to support the county.
- Members can assist hospitals, clinics, volunteer reception centers, and donations management activities with communications.

American Red Cross (ARC)

- Provides mass care, feeding, sheltering, and bulk distribution of emergency supplies.
- Conducts damage assessment and shares results with EMA and ARC.
- Provides individual family assistance after floods, fires, and other disasters.
- Identify and vet shelter sites prior to a disaster.
- Training and designation of shelter managers and mass care facility managers as staffing allows.
- Coordinate with the health department when opening a shelter.

Animal Control

- Includes Dog Warden, Humane Society, ODNR Division of Wildlife Officer, veterinary offices, and animal hospitals.
- Coordinates pre-disaster preparedness activities with public sector groups and organizations to improve emergency response.
- Coordinates and plans resources to secure and relocate pets and livestock such as trailers, trucks, cages, etc.
- Coordinates the rescue and care of injured or endangered animals.
- Notify and activate the Ohio Department of Agriculture's Dangerous Wild Animal Program.
- Works to reunite all lost animals with their owner's post disaster.
- Provide support to Red Cross shelters in the handling of pets brought by evacuated families.
- Communicate with EOC to coordinate and resolve animal problems identified by the Incident Commander or EMA Director.
- Providing animal control measures as needed for shelter locations.

Coroner

- Information concerning fatalities is controlled and released by the Coroner. Information to be released will be given to the PIO.
- When there are mass fatalities, conduct investigations, establish temporary morgue areas, establish a Family Assistance Center (FAC).
- Request assistance with appropriate outside agencies as needed by the event (Disaster Mortuary Operational Response Teams (DMORT)).

Engineers and Public Works

- Close and open roads as safe and necessary.
- Inspect bridges, roads, or other structures impacted by the disaster. Verify if safe or if repair is needed.
- Provide personnel, vehicles, signage, and heavy equipment as able to assist with traffic control, detours, and roadblocks.

Fairfield County Health Department

- Coordination of the Strategic National Stockpile (SNS).
- Conduct epidemiological investigations of reportable infectious diseases and contaminants.
- Issue health and medical advisories to the public on matters like infectious disease, water condition and supplies, waste disposal, mass feeding services, vectors, immunizations, etc.
- Coordinate with medical and mental health services with ADAMH and other providers.
- Provide guidance on safety and health protection measures for first responders and workers onscene.
- Inspect shelters.
- Conduct food inspections for any licensed kitchens.

- Address concerns regarding sewage and water.
- Participate in the JIC.

Fairfield County Information Technology

- Monitor county government cyber threats.
- Continue protective and prevention measures.
- Provide surveillance information, as appropriate, for the five mission areas.
- Participate in the EOC if requested during activation.
- Participate in the ICP if necessary for the type of event.

Fairfield County Prosecutor's Office

- Provides legal counsel to Fairfield County offices and Fairfield County townships, including but not limited to, Fairfield County Emergency Management Agency and the Fairfield County Board of Commissioners.
- Agencies that have their own legal counsel should utilize their own counsel's services, as applicable.

Hospitals

- Handle the medical needs required of the emergency.
- Communicate with the Health Incident Liaison (HIL) and other area hospitals to handle overflow or diversion plans.
- Continuously advise the appropriate hospital health and medical representative assigned to the EOC of the hospital's status.
- Have hospital PIO engaged with JIC.
- Establish and staff a reception/support center at the hospital for those seeking care and their support persons.

Job and Family Services

- Provide emergency assistance to qualified applicants.
- Administer Temporary Assistance for Needy Families (TANF) program for qualified applicants.
- Administer Supplemental Nutrition Assistance Program (SNAP) and Medicaid benefits to qualifying individuals.
- Assist families in applying for aid and addressing needs/concerns.

Salvation Army

- Coordinate with EMA for services needed after a disaster.
- Provide food and needed necessities during displacement for affected citizens.
- Coordinate with the ARC to ensure community needs are addressed.

Schools

- Protect and evacuate students as required by the emergency.
- When directed by the proper authority and approved by school leadership, schools may be used for mass care facilities, an operation center for fire or law enforcement, or a location for damage assessments teams to work.
- Coordinates the use of school buses and school bus drivers as needed for evacuation or relocation.

Soil & Water

- Provide technical assistance with flood control, erosion, farm conservation, and prevention of pollution to streams from the agricultural industry.
- Advise and assist county agencies on agriculture response.
- Assist with conducting exercises involving agriculture and product security including farming chemicals.
- Assist with potential locations of drainage infrastructure.

Special Operation Teams (SOT)

- Respond to calls for chemical hazards or water rescue team operations.
- Assist in identifying issues for responder safety and health.
- Conduct decontamination procedures if required.
- Assist in determining when it is safe for evacuees to return to their homes or discontinue shelter-in-place after an event. (This is done by working closely with EMA and the IC.)

Utilities Department

- Provide expertise on utilities if there are questions.
- Assist with water/sewer needs such as shutting off or restoring water/wastewater.
- Coordinate with private sector utilities and contractors, if necessary.

Transportation Coalition

- Provide day-to-day and emergency transportation as able and requested.
- Provide information on types of transportation units available to the EOC.
- Maintain MOU with EMA and 211 for transportation.
- Provide a liaison in the EOC who can share information and make decisions.

Volunteer Organizations

Volunteer organizations are extremely helpful to augment staffing. Local volunteer groups include Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC).

Some activities local volunteers can assist with include:

- Volunteer Reception Center
- Donations Management
- Family Assistance Center
- Sheltering assistance
- Damage assessment

CERT must be requested and approved by the EMA Director or County Commissioners in his/her absence. The MRC is managed through the Fairfield County Health Department.

Self-deployment (without a request from EMA or the EOC) is not appreciated or allowed.

Additional volunteer organizations can be called up through Ohio Voluntary Organizations Active in Disaster (VOAD). These volunteer organizations specialize in different tasks such as meals, debris, mass care, donations management, housing, communications, and more.

IV. Direction and Control

During an emergency, direction and control allow the local jurisdiction to assess and analyze the situation and decide how to respond effectively and skillfully. Coordination and use of resources are utilized in an efficient manner.

The response to an event is led by the Incident Commander or a Unified Command. CEOs and other leadership provide jurisdictional oversight and provide emergency declarations if needed. The EOC is directed by the EMA Director or designee.

Each functional annex outlines specific direction and control areas and roles.

V. Administrative/Logistics/Finance

A. Administrative

All records regarding the disaster including, but not limited to, message logs, resource requests, receipts, media releases, actions taken, challenges and successes, are maintained for the historical record and documentation. All written materials are provided to the EMA office prior to demobilizing and releasing staff.

B. Logistics

The requests for operations, logistical, and administrative support for response personnel is coordinated with the CEO of the affected jurisdiction and the County EMA Director. Requests, once approved, are given to the Logistics Chief.

Resources recorded in the resource database are constantly changing, therefore data may be outdated.

C. Finance

The first line of funding comes from the affected jurisdiction since disasters start and end locally. If the disaster is countywide or the County Commissioners issue the disaster declaration, the EMA Director presents the financial expenditures report to the County Commissioners for their approval or denial. If the expenditure is denied, it is up to the legislative authorities in the affected jurisdiction to approve or deny the request.

The Finance Manager maintains a roster of all expenditures including mutual aid agreements utilized, resources requested, receipts, and the number of manhours used in response and recovery efforts. Strict recordkeeping is maintained to improve the chance of having expenses reimbursed.

Training and Exercise

A. Training

Each agency lead is responsible to train their personnel on the NIMS process and for possible assignment in the EOC. Elected officials of all agencies are informed of NIMS and ICS programs and requirements.

Training elements for each area are described in their respective annexes or internal agency procedures.

Fairfield County EMA conducts periodic EOC training to keep skills fresh or bring in additional staff.

B. Exercise

Ohio Revised Code (ORC) 5502.26 and 5502.27 require the county EMA to conduct a test of the County EOP (Ohio Legislative Service Commission, 2002). ORC Chapter 3750 requires an annual test of the hazmat plan. Exercises increase responder's knowledge on specific topics, train EOC participants in their roles and responsibilities, and assist in identifying challenging areas. Exercises test the plan and procedures, not the person or the role.

A critique (hotwash) follows directly after completion of the exercise or real-world event. This should address all activities of the exercise, both successful and challenging. All participants in the exercise should be part of this debriefing and provide feedback.

An After-Action Report (AAR) / Improvement Plan (IP) is created after the event to summarize the activities of the event and capture successes and areas for improvement. Lessons learned are documented in the AAR for future planning efforts.

Plan Development and Maintenance

The Fairfield County EOP is reviewed and updated annually as required by ORC 5502.26, .27, .271 and OAC 4501:3-6-01 (Ohio Legislative Service Commission, 2002; 2016). OCR 5502.26 specifically, requires an annual test of the county EOP. Lessons learned from exercise and real-world AAR are utilized to update plans. This information improves plans by making them more effective and more comprehensive after seeing plans in action.

The resulting plans are shared with contiguous counties. Fairfield County's EOP coincides with plans from neighboring counties. The public can view the EOP through the EMA website (www.fairfieldema.com), requesting a hard copy at the EMA office, or stopping by the local library.

Appendices

- Appendix A References
- Appendix B Abbreviations
- Appendix C Declaration of Emergency
- Appendix D Department Roles and Responsibility of a Disaster Chart
- Appendix E Authority & References
- Appendix F Definitions of Terms

Appendix A – Document References

Fairfield County EMA. (2023). Fairfield County EOC SOG.

Fairfield County EMA. (2023). Fairfield County Natural Hazard Mitigation Plan.

Fairfield County EMA. (2023). NIMS Implementation Policy.

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- Ohio Emergency Management Agency. (rev 2022). *The Ohio Hazardous Materials Planning and Exercise Guidance Booklet*. https://epa.ohio.gov/static/Portals/27/serc/Ohio-PlanningandExercise-Guide.pdf
- Ohio Legislative Service Commission. (2002, May 15). Section 5502.26 Ohio Revised Code | Ohio Laws. Codes.ohio.gov. https://codes.ohio.gov/ohio-revised-code/section-5502.26
- Ohio Legislative Service Commission. (2016, October 1). Rule 4501:3-6-01 Ohio Administrative Code. Codes.ohio.gov. https://codes.ohio.gov/ohio-administrative-code/rule-4501:3-6-01#:~:text=(A)%20Each%20local%20emergency%20management
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- U.S. Census Bureau. (2023). Quick Facts Fairfield County, Ohio. https://www.census.gov/quickfacts/fairfieldcountyohio
- U.S. Department of Homeland Security. (2015). National Preparedness Goal. 2nd edition. https://www.fema.gov/sites/default/files/2020-06/national_preparedness_goal_2nd_edition.pdf

Appendix B – Abbreviations

Acronym	Definition
211	Information & Referral
213RR	ICS Form, Resource Request
AAR	After-Action Report
ADA	Americans with Disabilities Act
ADAMH	Alcohol, Drug Addiction & Mental Health
AFN	Access & Functional Needs
AHJ	Authority Having Jurisdiction
ALD	Assistive Listening Devices
ALS	Advanced Life Support
AMBER	America's Missing: Broadcast Emergency Response
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ASAP	As Soon as Possible
ASPR	Assistant Secretary for Preparedness & Response
ATF	Alcohol, Tobacco & Firearms
BLS	Basic Life Support
ВР	Base Plan
BWC	Bureau of Workers Compensation
CAMEO	Computer-Aided Management of Emergency Operations
CAS	Chemical Abstract Service (number)
CBRNE	Chemical, Biological, Radiological, Nuclear & Explosives
CCTA	Complex Coordinated Terrorist Attacks
CEO	Community Elected Official
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CIKR	Critical Infrastructure & Key Resources
CIMS	Contact & Information Management System
CISM	Critical Incident Stress Management
Cmd23	Mobile Command Unit (RV)
CONT	Continued
СООР	Continuity of Operations Plan
СОР	Common Operating Picture
COTS	Central Ohio Trauma System

Acronym	Definition
CPG	Comprehensive Preparedness Guide
CST	Civil Support Team
CTG	County Transportation Group
DHHS	Department of Health & Human Services
DHS	Department of Homeland Security
DMORT	Disaster Mortuary Response Team
DMV	Department of Motor Vehicles
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DPS	Department of Public Safety
EAS	Emergency Alert System
ECL	Emergency Condition Levels
EEM	Exercise & Evaluation Manual
EHS	Extremely Hazardous Substances
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPD	Electronic Personal Dosimeter
ERG	Emergency Response Guidebook
FAA	Federal Aviation Administration
FAC	Family Assistance Center
FAO	Fire Alarm Office
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCHD	Fairfield County Health Department
FCOEMHS	Fairfield County Office of Emergency Management & Homeland Security
FEC	Facility Emergency Coordinator
FEMA	Federal Emergency Management Agency
FMC	Fairfield Medical Center
FRA	Federal Railroad Administration

Acronym	Definition
FSMA	Food Safety Modernization Act
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HAZWOPER	Hazardous Waste Operations & Emergency Response
HIRA	Hazard Identification Risk Assessment
HR	Hour
HSGP	Homeland Security Grant Program
HSPD-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
ILO	Intelligence Liaison Officer
IMT	Incident Management Team
IPAWS	Integrated Public Alert & Warning System
IT	Information Technology
JIC	Joint Information Center
JITT	Just In Time Training
K-9	Canine
LEADS	Law Enforcement Automated Data System
LEERP	Law Enforcement Emergency Response Plan
LEHD	Longitudinal Employer-Household Dynamics
LEPC	Local Emergency Planning Committee
LODES	LEHD Origin-Destination Employment Statistics
MAA	Mutual Aid Agreement
MARCS	Multi Agency Radio Communication System
MCJDC	Multi-County Juvenile Detention Center
MCU	Major Crimes Unit
MECC	Metropolitan Emergency Communications Center
MORPC	Mid-Ohio Regional Planning Commission
MOU	Memorandum of Understanding
MR	Millirems
MRC	Medical Reserve Corps
MSDS	Material Safety Data Sheets

Acronym	Definition
NAWAS	National Warning System
NBC	Nuclear, Biological, Chemical
NFIP	National Flood Insurance Program
NHMP	Natural Hazard Mitigation Plan
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Agency
NOVA	National Organization for Victim Assistance
NRC	National Response Center
NRT	National Response Team
NTAS	National Terrorism Advisory System
NWS	National Weather Service
OAC	Ohio Administrative Code
OCRT	Ohio Crisis Response Team
ODA	Ohio Department of Agriculture
ODD	Ohio Department of Development
ODH	Ohio Department of Health
ODNR	Ohio Department of Natural Resources
ODOT	Ohio Department of Transportation
OEMA	Ohio Emergency Management Agency
OEPA	Ohio Environmental Protection Agency
OFC	Ohio Fusion Center
ОНМ	Ohio Hazardous Materials
OHM-EEM	Ohio Hazardous Materials Exercise & Evaluation Manual
OIC	Officer in Charge
OMORT	Ohio Mortuary Operational Response Team
ONG	Ohio National Guard
ОРНА	Ohio Public Health Association
OPHCS	Ohio Public Health Communications System
OPWC	Ohio Public Works Commission
ORC	Ohio Revised Code
OSC	On-Scene Coordinator
OSHP	Ohio State Highway Patrol
OSU	Ohio State University
OWS	Outdoor Warning Sirens

Acronym	Definition
PIO	Public Information Officer
PL	Public Law
POC	Point of Contact
POD	Point of Dispensing
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PSAP	Public Safety Answering Points
PTSD	Post-Traumatic Stress Disorder
Pu	Plutonium
PUCO	Public Utilities Commission of Ohio
R	Roentgen
RP	Responsible Party
RPP	Radiological Protection Program
RQ	Reportable Quantities
RR	Resource Request
SARA	Superfund Amendments & Reauthorization Act
SBA	Small Business Administration
SCBA	Self-Contained Breathing Apparatus
SCI	Southeastern Correctional Institute
SERC	State Emergency Response Commission
SITREP	Situation Report
SLGCP	State & Local Government Coordination and Preparedness
SNAP	Supplemental Nutrition Assistance Program
SNS	Strategic National Stockpile
SO	Sheriff's Office
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedure
SOT	Special Operations Team
TANF	Temporary Assistance for Needy Families
TDSRS	Temporary Debris Storage and Reduction Sites
THIRA	Threat & Hazard Identification & Risk Assessment
U	Uranium
UAV	Unmanned Aerial Vehicle
UC/UAC	Unified Command/Unified Area Command

Acronym	Definition
UCS	Unified Command System
UHF	Ultra-High Frequency
US&R	Urban Search & Rescue
USDA	United States Department of Agriculture
VA	Veterans Affairs
VOAD	Volunteer Organization Active in Disaster
VRC	Volunteer Reception Center
WEA	Wireless Emergency Alerts
WMD	Weapons of Mass Destruction

Appendix C - Declaration of Emergency

A local state of emergency is declared when existing circumstances are found to be beyond the capabilities of the local response system. A declaration of emergency can be completed by any jurisdiction in Fairfield County. A declaration from the Board of Commissioners of Fairfield County is a request for all jurisdictions.

The Declaration Process:

- Local CEOs may decide to declare an emergency before the system becomes overwhelmed or at a point that the system has reached capacity.
- Fairfield County EMA provides declaration documentation and technical assistance to any jurisdiction, if requested.
- After the completion of a situational assessment, Fairfield County EMA may recommend an emergency declaration be issued for affected jurisdictions.
- Any jurisdiction declaring states of emergency must forward the appropriate documents to EMA with photos and/or documentation for the declaration packet.
- Once approved and signed, the resolution is forwarded to Ohio EMA by the Fairfield County EMA Director.

Once Declaration is received to Ohio EMA

- Ohio EMA assesses the situation.
- Reguest a Governor's declaration if needed.
- Identify and mobilize additional resources.
- Upon request of the Governor, prepare a Presidential request for disaster declaration through FEMA.

Resolution Number:

Sample of County Commission Emergency Declaration

Date of Request:

RESOLUTION TO DECLARE AN EMERGENCY IN FAIRFIELD COUNTY (of local jurisdiction) OHIO DUE TO (insert circumstances of disaster and date of occurrence).

WHEREAS, Fairfield County Emergency Management and Homeland Security has determined that Fairfield County has been severely impacted by (insert the incident and date) and

WHERAS, THE (insert event) resulted in (list the impacts to the county); and

WHEREAS, THE (insert event) caused (list the impact to services) and

WHEREAS, the affected citizens and jurisdictions in Fairfield County may need financial assistance for (list the need-debris management, access to food, repairs to property) to protect life and property; and

WHEREAS, some of these services may not be covered by existing programs, insurance, or other funding services; and

WHEREAS, this declaration of emergency shall expire in 30 days from the date enacted unless cancelled or extended by formal resolution, therefore,

BE IT RESOLVED BY (Iocal CEO) FAIRFIELD COUNTY, OHIO

That the (*local CEO*) pursuant to the provisions of the Ohio Revised Code and Federal Statues, declares a state of emergency within Fairfield County. Ohio due to (*insert event and date*) and hereby authorizes the preparation of requests for State and Federal, public, and individual assistance for affected communities and residents.

PREPARED BY:

Appendix D - Department Roles and Responsibility of a Disaster Chart

Roles and Responsibilities - First 24 Hours of a Disaster

C - Coordinate			Ħ		<u>8</u>	ii				0
L – Lead Agency	Fire Dept	EMS	Law Enforcement (PSAP)	EMA	Elected Officials	Engineer & Public Works	Health Dept	Coroner	Red Cross	Amateur Radio
P - Primary	ire		Enforce (PSAP)	Ē	ted	Wo	ealth	Corc	Sed (ateu
S – Support	_		Law		Elec	Engir	Ĭ		•	Am
Emergency Notifications and Response	Р	Р	Р	S						
Emergency Declarations				С	Р					
Establish Incident Command	Р	S	Р	С						S
Population Protective Actions (Evacuation, Shelter in Place)	Р	S	Р	С	S				S	S
Open Shelters				С					Р	
Notify OEMA. Request Field Liaison personnel				Р	С					
Activate Wireless Emergency Alert (WEA)			Р	Р						
Establish EOC and JIC			S	Р						S
Consult with Elected Officials				Р						
Joint Information Center/ Press Briefings				Р	S					
Resource Support	S	S	S	P/C		S				S
SNS: POD Site Security & Traffic Control			Р				С			
Emergency Communications			Р	Р						Р
Control Access to Area	S	S	Р	С		S				
Traffic Control			Р			S				
Fire Suppression & other tasks	Р	S	S				S			
Commence Preliminary Damage Assessments				С	Р				S	
Activate Volunteer Centers and Donations Management				Р					S	

C - Coordinate L - Lead Agency P - Primary S - Support	Fire Dept	EMS	Law Enforcement- (PSAP)	EMA	Elected Officials	Engineer & Public Works	Health Dept	Coroner	Red Cross	Amateur Radio
Establish Shelter Operations				С					P/L	
Coordinate Transportation			S	С						
Hazmat Response and Decontamination	Р	S	S			S				S
Mass Casualty/Fatality Actions	S	Р		S				Р	S	
EMS - Establish Triage	S	Р	S				S			
Search and Rescue	S	S	Р	С						
K-9 Search Teams	S	S	Р	P/C						
Make public announcements for Health Advisories				С			Р			

Roles and Responsibilities - After the First 24 Hours of a Disaster

C - Coordinate						0	ns				
L - Lead Agency	pt		ement	ncy	ficials	Public S	ulatioı	ept	SS	Sadio	ociety
P - Primary	Fire Dept	EMS	orc	rgei	<u>6</u>	eer & P Works	3eg	d H:	Cr	ı.	e Sc
S - Support	Fire	ш	Law Enforcement	Emergency Management	Elected Officials	Engineer & Public Works	Building Regulations	Health Dept	Red Cross	Amateur Radio	Humane Society
Continue EOC Operations	S	S	S	L	Р	S		S	S	S	
Consult w/Elected Officials regarding recovery actions				Р							
Continue Joint Information Center Ops				L	S						
Continue traffic control, access to sites			Р	С							
Est Unified Command in case of Terrorist Incidents			Р	С	S						
SNS: POD Site Security & Traffic Control			Р					С			
Est Large Staging Areas in event of major Incidents	Р			С	S	S					
Complete Damage & Assessment Reports – Sent to County EMA				C/S	Р				S		
FEMA Community Meetings 3-5 days after disaster	S	S	S	С	Р	S	S	S	S	S	
Establish Curfews as needed			S	С	Р						
Continue Search and Rescue as necessary	S	S	Р	С							
Continue Debris Removal & Collection Points			S	С	Р	S	S	S			
Conduct Resource Support				Р							
Request OSHP or ONG Support for Scene Security			S	С	Р						
Request OHVOAD Assistance				С	S						
Establish Price Controls if necessary				С	Р						

C - Coordinate L - Lead Agency P - Primary S - Support	Fire Dept.	EMS	Law Enforcement	EMA	Elected Officials	Engineering & Public Works	Building Regulations	Health Dept	Red Cross	Amateur Radio	Human Society
Employ Donations Management Teams				Р					S		
Est Long Term Recovery Comma with FEMA/OHVOAD Assist				С				S	S		
Develop/Distribute lists of Licensed Contractors				С			Р				
Develop Pet Shelter				С							Р
Inspection – condemn buildings	S			С	S		Р				
Conduct Daily Assessment Meetings & Press Media Briefings	S		S	С	Р	S	S	S	S		S

Appendix E – Authorities and References

Authorities and references that support emergency preparedness and response efforts include:

Federal

- Americans with Disabilities Act of 1990, as amended in 2008
- FEMA, Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG), Version 3.0, September 2021
- FEMA, Hazard Mitigation Assistance Program and Policy Guide, version 1.1, 2023
- FEMA, National Incident Management System (NIMS) 3rd ed., October 2017
- FEMA, National Response Framework, 4th ed. October 2019
- FEMA, Public Assistance Debris Monitoring Guide, March 2021
- Homeland Security Act of 2002
- Homeland Security, Local and Tribal NIMS Integration, Version 1.0, n.d.
- Homeland Security Exercise and Evaluation Program (HSEEP), January 2020
- Homeland Security Presidential Directive 5, 2003
- Homeland Security, Target Capabilities List, September 2007
- National Response Team, Hazardous Materials Emergency Planning Guide, rev 2001
- NFPA 1561: Standard for Emergency Services Incident Management System and Command Safety, 2020
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288
- Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006
- Presidential Policy Directive / PPD-8: National Preparedness, March 2011
- Public Law 93-288: Disaster Relief Act of 1974
- Public Law 920: The Federal Civil Defense Act of 1950
- U.S. Census Bureau, Quick Facts for Fairfield County, Ohio, 2023

State

- Ohio EMA, Emergency Alert System (EAS) Plan, December 2018
- Ohio EMA, Hazard Identification & Risk Assessment (HIRA) State of Ohio, 2023
- Ohio EMA, ODH, Ohio State Coroners Association, Ohio Acute Mass Fatality Management Plan County Guidance, January 2015
- Ohio EMA, Plan Development and Review Guidance for Local EOP, May 2021
- Ohio EMA, Public Assistance Applicant's Handbook, July 2019
- Ohio EMA, State of Ohio 2019 Mitigation Plan, 2019
- Ohio Legislative Service Commission: Ohio Revised Codes (ORC)
 - o 161 Emergency Interim Government (Continuity of Government)
 - o 311 County Sheriff
 - 313 County Coroner
 - o 315 County Engineer
 - o 3709 Health Districts
 - o 3750 Emergency Planning
 - o 4905 Public Utilities
 - o 5101 Job & Family Services
 - 5502 Department of Public Safety
 - o 5502.27, 5502.271 Program for Emergency Management

- Ohio Statewide Communication Interoperable Plan, November 2018
- State of Ohio Constitution, Article II, Section 42 Continuity of government operations in emergencies caused by enemy attack, effective 1961
- State of Ohio Emergency Operations Plan, 2018

Local

- Fairfield County Commissioners Office Resolution 02-03-29.0, adopting NIMS
- Fairfield County EMA. (2023). Fairfield County EOC/JIC SOG.
- Fairfield County EMA. (2023). Fairfield County Natural Hazard Mitigation Plan
- Fairfield County EMA. (2023). NIMS Implementation Policy

Appendix F – Definition of Terms

Agency – A business or organization that provides a particular service.

<u>Agency Representative</u> – A person delegated by agency leadership to represent the agency who can make decisions and act on the agency's behalf during an incident or event.

<u>Assessment</u> – The evaluation and interpretation of measurements and other information that provides a basis for decision-making.

<u>Assisting Agency</u> – An agency or organization providing personnel, services, or other resources to assist a primary agency responsible for the incident. May also be called a "supporting agency".

<u>Chain of Command</u> – A series of command, control, executive or management positions in order of authority.

<u>Command</u> – The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

<u>Command Staff</u> – In ICS structure, the Command Staff consists of the Incident Commander and staff positions of Public Information Officer, Safety Officer, Liaison Officer, who report directly to the Incident Commander.

Damage Assessment – The appraisal of the damage resulting from man-made or natural disasters.

<u>Demobilization</u> – Process of releasing assets and personnel back to their originating agency or location when they are no longer needed.

<u>Disaster Mortuary Operational Response Teams (DMORT)</u> – Teams organized to provide emergency assistance for disaster mortuary response and support to communities in the event of a mass fatality incident.

<u>Emergency Alert System (EAS)</u> – Broadcast stations and interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during a time of emergency to deliver warning to the public or target populations.

<u>Emergency Management Assistance Compact (EMAC)</u> – A national mutual aid program, established in 1996 (Public Law 104-321) that provides state-to-state assistance during governor-declared emergencies.

<u>Emergency Operations Centers (EOC)</u> – A location, physical or virtual, where the coordination of information and resources to support the on-scene incident management activities can take place.

<u>Emergency Operations Plan (EOP)</u> – An all-hazards plan held by jurisdictions that outlines how agencies collaborate to establish a cohesive response to an incident. The plan outlines roles and responsibilities as well as actions to take and helpful information to execute a response.

Event – A planned, non-emergency activity.

<u>General Staff</u> – Personnel in an ICS-like structure organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and the Finance/Administration Chief.

<u>Hazard</u> – A potential danger or risk that presents a threat to life and property. There are several types of hazards such as natural, human-caused, and technological.

<u>Incident</u> – An unplanned occurrence or emergency, natural or human caused, that requires an emergency response to protect life or property.

<u>Incident Action Plan (IAP)</u> – Document for the incident containing goals, objectives, and strategies to manage the incident.

<u>Incident Command Post (ICP)</u> – The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP is normally identified by a green rotating or flashing light.

<u>Incident Command System (ICS)</u> – A standardized approach to managing an incident through command, control, and coordination so that many agencies can work together and be able to communicate and be effective.

<u>Incident Commander (IC)</u> – The person responsible for all on-scene incident activities, including the development of strategies and tactics and the ordering and the release of resources.

<u>Incident Objectives</u> – Statements of what will be accomplished at the incident that then drive the strategies and tactics. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. They must be achievable and measurable and yet flexible enough to allow strategic and tactical alternatives.

<u>Joint Information Center (JIC)</u> – A facility (physical or virtual) established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officers (PIO) from all participating agencies should co-locate at the JIC.

<u>Joint Information System (JIS)</u> –System for integrating incident and public information into a cohesive organization designated to provide consistent, coordinated, timely information during crisis or incident operations.

<u>Jurisdiction</u> – An extent of power to make legal decisions and judgements.

<u>Liaison</u> – A person that serves as a representative between groups and maintains communication to establish mutual aid and cooperation.

<u>Logistics</u> – Identification, coordination, and ordering of resources for a complex incident to meet objectives. Often requires people, facilities, equipment, and supplies. Implemented by the Logistics Section.

<u>Mitigation</u> – Activities designed to reduce or eliminate the impact of hazards on people, property, and the environment.

<u>Mobilization</u> – The process and procedures used by all organizations for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

<u>Mutual Aid Agreement</u> – Written agreement between agencies and/or jurisdictions that they assist one another upon request by furnishing personnel, equipment and/or expertise in a specified manner.

<u>National Incident Management System (NIMS)</u> – A system mandated by HSPD-5 that provides a national framework for agencies of all backgrounds to work effectively and efficiently together to prepare for, respond to, and recover from an incident, regardless of cause, size, or complexity.

<u>National Response Plan (NRP)</u> – A guide for how the nation responds to all types of disasters and incidents while considering the whole community, business continuity, building capabilities, and stabilizing community lifelines.

<u>Operational Period</u> – The time block for executing a given set of operation actions, as specified in the Incident Action plan (IAP).

Operations Section – The section responsible for tactical incident operations.

<u>Planning Section</u> – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation of documentation. This section maintains information on the current and forecasted situation.

<u>Preparedness</u> – A state of readiness. This can be accomplished through implementing tasks and activities to build, sustain, and improve the ability to prevent, protect against, respond to, and recover from disastrous incidents.

<u>Prevention</u> – Actions to stop an incident from occurring.

<u>Public Information Officer (PIO)</u> – A member of the Command Staff responsible for interfacing and creating timely and accurate messaging for the media, public, and responders.

<u>Recovery Plan</u> – A plan to restore an affected area and get the jurisdiction back to a state of predisaster, or as close as possible, condition. Recovery is often viewed in short-term and long-term phases.

<u>Resources</u> – Personnel, equipment, supplies, and facilities available or needed for a response or recovery after an emergency.

<u>Response</u> – Activities that deal with stopping the threat and handling any immediate effects from the threat. Response actions usually include saving lives, protecting property and the environment, and meeting basic human needs.

<u>Staging Area (SA)</u> – Location(s) established where resources can be placed while awaiting a tactical mission assignment.

<u>Strategic National Stockpile</u> – A national program in the medical response infrastructure that can supplement medical countermeasures and supplies when needed for public health or large medical emergencies.

<u>Threat</u> – An indication or intention of possible violence, harm, or danger.

<u>Unified Command (UC)</u> – An authority structure in ICS where more than one agency shares the role of Incident Commander.

<u>Unity of Command</u> – Concept in ICS where each person within the organization or chain of command reports to a single supervisor to streamline communication and efficiency.

Annex A: EMERGENCY OPERATIONS

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Community Lifelines

















Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- County Elected Officials
- Fairfield County Commissioners and designated staff
- Jurisdictional Leadership
- > Fairfield County EMA Director and staff
- > Fairfield County Dispatchers
- > Law Enforcement and Fire Chiefs
- Any agency that may have a role in the Emergency Operations Center (EOC) or Incident Command Post (ICP)

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to provide an overview of how jurisdictions direct and control activities that are essential to saving lives, protecting property, and restoring day-to-day functions during and after emergency situations. Emergency operation activities in this context refer to off-scene activities conducted through the Emergency Operations Center (EOC) that support activities conducted on-scene. The EOC may not be opened if the scale of the incident is smaller and there are adequate resources to handle the response. Plans are written with the flexibility to expand or contract to the response as needed.

B. Situation

The EOC can be activated for a planned event or for an emergency or disaster. The EOC assists by coordinating off-scene activities, public messaging, documentation, and resource requests. Incidents vary in complexity including the type of hazard, damage, complicating factors, and resources needed. Type 1 events are characterized by significant impacts, damage, and long recovery (FEMA, 2021). An example of a Type 1 event is an EF5 tornado that destroys a city. Type 5 events are much smaller and may only take an hour or two. An example of a Type 5 event is a structure fire without any complicated factors. Type 1 or 2 events typically trigger the activation of the EOC. Type 3 events may prompt the EOC to open as well depending on the needs.

The graphic below is a visual representation of the typed events.

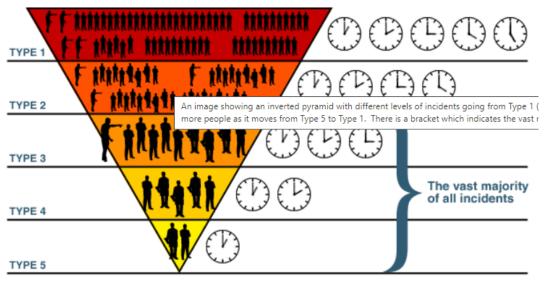


Figure 1: Incident Complexity, FEMA, n.d.

Triggers

Triggers to activate the EOC include, but are not limited to:

- A Type 1 or 2, possible Type 3 event (FEMA, 2021).
- Support functions are needed or requested to support on-scene response.
- Resource needs outweigh resources readily available.
- An incident that requires coordination between multiple agencies.

Messaging between agencies needs to be coordinated.

The Incident Commander (IC), elected officials, or EMA Director can make the request to activate the EOC. The EMA Director, or designee, officially does the activation by declaring which site or virtual activation and level of activation. If the situation is severe, the EMA Director or designee automatically opens the EOC and communicates with the IC and CEOs of the status. When the EOC is activated, a notification is sent by the EMA Director, or designee, to all EMA staff members and appropriate support organizations requesting their presence. Volunteers may be contacted to support the EOC.

The primary purpose of the EOC is to provide support to the IC and the on-scene operations by centralizing off-scene emergency operations and coordinating requested assistance. In some circumstances, it is necessary to have a virtual EOC. This is particularly helpful in situations that require distancing (infectious disease) or where staff are not able to make it to one location (severe winter weather or roads blocked by debris).

C. Assumptions

The following assumptions are made for planning purposes:

- Response follows NIMS and ICS standards as mandated by the State of Ohio and the Fairfield County Commissioners.
- Planning is done with the worst-case scenario in mind.
- Planning is done with consideration for the whole community, especially with consideration for resources, communication, and requested actions.
- The EMA Director, or designee, activates and oversees the EOC in accordance with the EOC Standard Operating Guideline (SOG).
- The EOC remains active until the recovery mode is completed or recovery operations can be conducted during daily operations.

Refer to the Emergency Operation Center SOG for more information.

II. Concept of Operations

A. General

Incident Command Post (ICP)

The Incident Command Post (ICP) is established on-scene first. The Ohio Revised Code (ORC) states that the first leading fire official is the Incident Commander (IC). If a more qualified fire official arrives later, command can be transferred to that individual. There are some incidents that law enforcement is the IC such as one involving a plane crash or criminal act. A Unified Command (UC) may be established where fire, law enforcement, and any other lead agency carry command together.

The scene is sized-up and potential needs and resources are identified. If the incident is larger in scale, the IC/UC may request the EOC be activated to support on-scene operations. A member of EMA and a Public Information Officer (PIO) may be assigned to the ICP for support and to coordinate with the EOC.

The staff in the ICP are concerned with what is taking place now and what operations must be done for life safety and property preservation. If they need support, they request an EOC.

Emergency Operations Center (EOC)

The EOC is designed to support on-scene functions such as resource requests and tracking, communications, and anticipate future needs. The EOC also starts the planning for the recovery phase. In the EOC, briefings are done to keep staff on the same page and avoid confusion or duplication. Meetings to discuss objectives and tactics are conducted after the ICP has their meetings to ensure the ICP and EOC are working toward the same goals efficiently and effectively.

Functions of the EOC include:

- Provide a central location for coordination.
- Facilitating and directing recovery functions and clean up.
- Collect, analyze, and disseminate information to stakeholders, those responding to the incident, and the public.
- Coordinate and oversee other functions that are not part of the incident scene such as a Family Assistance Center, volunteer management, shelters, donations, etc.
- Collect resource requests, process, and request or procure needs.
- Track resources from the time they are requested to the time they are returned home or reach their final disposition.
- Conduct damage assessments with trained reviewers of the affected areas.
- Maintain documentation for future review and potential reimbursement including rosters, receipts, purchase orders, resource requests and tracking, and ICS forms.

Specific information on the structure, timing, and processes of the EOC can be found in the EOC SOG.

EOC Structure

- The EOC follows an Incident Command System (ICS) type structure (see Figure 2).
- The EOC is led by the EOC Director who maintains communication with the community elected officials (CEO) and Incident Commander.
- The Command Staff is made up of EOC Safety/Security, Incident Command Liaison, and Public Information Officer (PIO).
- The General Staff include Operations, Planning, Logistics, and Admin/Finance Coordination Section Chief.

This structure is with potential agencies incorporated. Some agencies may be shifted depending on the incident. For example, one agency may be under operations if they have subject matter expertise (SME) during one type of incident. In another incident, they may have more of a logistics role.

The structure of the EOC is scalable to the incident. Not every agency is called out each time the EOC is opened. An EOC with the structure shown in Figure 2 would be for an extremely large and complex incident.

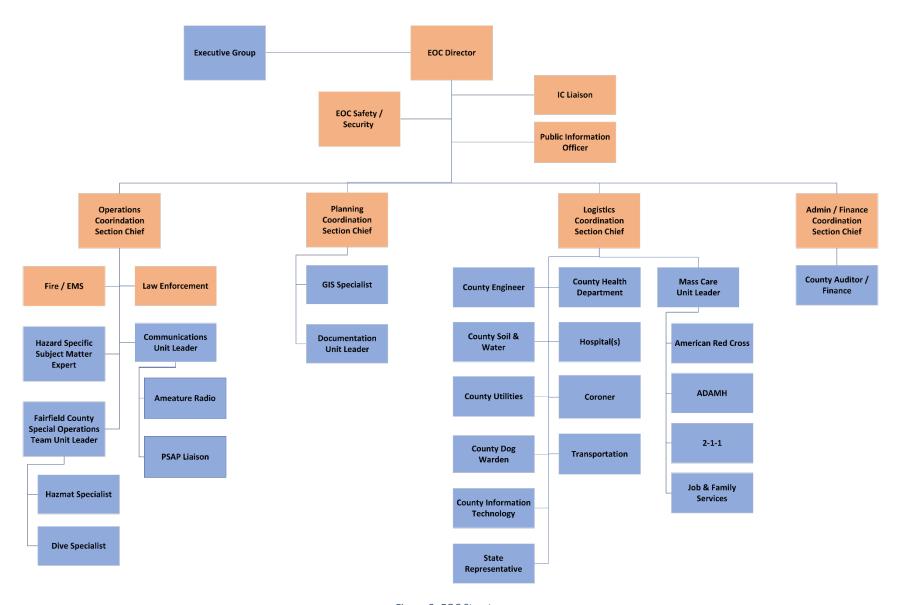


Figure 2: EOC Structure

Joint Information Center (JIC)

The JIC is the primary information/notification center during an incident. Information must be collected, analyzed, and verified before disseminating to those responding to the incident, stakeholders, and the public. Characteristics of the JIC include:

- Activated by the EMA Director, or designee.
- Lead by the EMA Director, or designee, and the Lead PIO.
- Can be located with the EOC or in another location that has room for media to come to briefings without interfering in EOC operations.
- Staffed with PIOs from different agencies so that the same messaging is coming from all participating organizations.
- Coordinate press briefings for the media and send out media notices.
- Collect information and verify accuracy.
- Monitor for rumors.
- Write media pieces that appointed spokespersons speak to.
- Get approval from EOC Manager/EMA Director and Incident Commander prior to releasing any information.
- Maintains communication until the functions are either absorbed in daily operations or recovery is complete.

B. Operational Needs

The EOC has operational needs to ensure that staff working can be effective. Those needs include:

- Primary and secondary location with enough space for agency representatives, office
 equipment, and amenities water, access to food, restrooms, ample parking, accessible
 location, and is secure.
- A virtual EOC option is available using Microsoft Teams. Teams is used in daily operations as well, so extending to disaster operations is a smooth adjustment.
- Security presence at the EOC and JIC. Verify people coming in are supposed to be there.
- Equipment to work such as computers, phones, internet access, electric, cell phone reception, desks or tables, chairs, whiteboards or projector and screens, office supplies, etc.
- A schedule or battle rhythm should be established including hours of operation (ex. 24 hours a
 day) and an operational period (ex. 12-hour shifts). This helps agencies called to the EOC
 understand how to staff.
- Agency representatives sent to the EOC should have knowledge of the agency's capabilities and be empowered to make decisions. Decisions must be made quickly and cannot wait extended periods for an answer.
- Agencies should bring their own computers to be able to access important files, systems, and agency cell phones to be able to conduct business. Procedures and processes should be accessible for reference during a disaster.
- There is a list of likely agencies that may be called to support the EOC. Agencies called depend on the incident and the scale of damage or complexities.
- The resource database is a local database with memorandums of understanding (MOU), agreements, rosters, and local resources identified that may be called upon during an incident. Information in the log is constantly changing so information should be updated if it is discovered an update is needed.

Some jurisdictions may open an EOC in their area such as a library, community center, or town hall. This allows them to be closer to their residents and make local decisions.

It is reasonable to anticipate some agencies may be affected by the threat or hazard. If the agencies have critical or essential functions that must be operational less than 12 hours after an incident, they may need to implement their Continuity of Operations (COOP) Plan. These plans identify the equipment, systems, personnel, and requirements that must be operational for critical functions. The other aspect of the COOP is the location that staff will work from. This should be identified in the agency's COOP Plan, even if the plan is that some staff are virtual.

C. Access & Functional Needs

There are two populations of individuals with access and functional needs (AFN) considered in disasters. The first group are those who are responding to the emergency that may have AFN. The second are community members affected by the disaster. In both cases, planning is required to ensure individuals have access to basic life needs. Being involved, making a kit, planning with friends and family, and checking on neighbors are all things that can be done to build a resilient community and increase access for everyone.

If residents need assistance, questions are to be asked regarding what type. The agency partners in the EOC can help make connections or coordinate resources to support residents.

III. Organization of Responsibilities

A. Primary

Incident Command

The Incident Command Post manages the scene and should maintain communication with the EOC. This communication ensures that the goals and objectives are in line with each other and compliment. The following are responsibilities of the Incident Command Post:

- Can request the activation of the EOC.
- Request CMD23 if needed for a command post.
- Maintain communication with the EOC to ensure goals and objectives are in line with each other and compliment.
- Include EMA Director in briefings so that information can be relayed back to the EOC.
- Send resource requests to the EOC.
- Receive resources and provide an assignment to them.
- As the incident grows, the IC requests additional personnel to assist with tasks such as establishing a staging area for equipment, setting up a triage area for injured, break areas for first responders, etc.
- If an incident is determined by the IC to be a criminal activity such as a terrorist attack or active aggressor, law enforcement is contacted, if not already present, and assumes role as IC or becomes part of a Unified Command (UC).

EMA

- Inform the Commissioners and CEOs of the situation and response activities taking place.
- Set up and maintain the EOC as needed with the activation level.

- Determine which EOC location is the most appropriate depending on the coordination with the IC.
- Once activated, the EMA Director informs the County Commissioners, LEPC members (if applicable), Ohio EMA Watch Desk, and neighboring counties of the incident.
- The EMA Director, or designee, sends a notification to agencies needed to report to the EOC.
- Throughout a response, the EMA Director conducts initial and periodic briefings for all EOC personnel.
- Essential Elements of Information (EEI) are collected by all members in the EOC. The Planning Section collects the information and creates documents that allows everyone to stay focused on goals, objectives, and tactics.
- Significant events that should be viewed immediately such as road closures, number of causalities, or fatalities are posted in the EOC using a message board and Microsoft Teams.
- All internal operational procedures in the EOC are the responsibility of the EMA Director, or his designee.
- Additionally, information the EOC receives is shared in the form of a situational awareness report (SITREP) to all CEOs and all other agencies affected by the situation. These are distributed at the end of an operational period.
- The EMA Director, or designee, keeps all officials who are not present in the EOC current on the
 evolution of the disaster. In conjunction with the timed EOC briefings, elected officials are
 contacted.
- Ensure all EOC staff members understand their roles and responsibilities.
- Ensure that from activation to de-activation, the EOC staff maintains all necessary administrative paperwork.
- Collect damage assessments reports and consolidate them into a package to forward to Ohio EMA within the required timeframe.
- Apply for disaster assistance if necessary.
- Oversee the JIC and its functions.

JIC

- Write press briefings for CEOs and spokespeople to read.
- Obtain approval for any materials and statements that are dispersed.
- Prepare CEO for media interactions.
- Coordinate press briefings and release media advisories.
- Control and disseminate information to the public and media as detailed in the *JIC SOG* and Annex C of the *EOP*, Public Notification and Information.
- Communicate with the IC and EOC to gather specific, real-time information of the emergency.
- Monitor for rumors and provide clarifying statements if necessary.

B. Secondary

Ohio Emergency Management Agency (OEMA)

- OEMA may send a liaison to the EOC to streamline communication and collaboration.
- Assist with filling resource requests.
- Process the disaster declaration.

IV. Direction and Control

The Incident Command Post is controlled by the IC or UC. The IC/UC controls the scene of the incident.

The EOC is controlled by the EMA Director or designee. The EMA Director oversees the JIC and the EOC operations.

Coordination must happen between the IC/UC and EMA Director so that objectives, strategies, and tasks are complimentary and working toward the same goals.

V. Administration/Logistics/Finance

A. Administration

- EMA maintains the EOC and the systems utilized within:
 - MOUs with neighboring counties and support organizations
 - Reporting and information systems
 - Log of resources
 - County and local plans
 - Contact rosters of various types
 - Checklists
 - o ICS forms
 - o Equipment such as radio caches
 - Damage assessment tools
 - And more
- All documents related to the incident must be kept for reimbursement and historical purposes. This includes receipts, messages, notes, invoices, rosters, etc.
- The Situational Awareness log in Microsoft Teams is used to describe and track location, events, declarations, and all pertinent information of an event.
- EOC Staff members must maintain records of all activities and events that took place during the disaster and concerns of their agency, department, or organization. These comments are maintained on Staff Position Logs (ICS form 214).
- Each agency is responsible for scheduling their staff shifts in the EOC.
- Once their replacement arrives, the staff member must brief the replacement on the events of the disaster and any other information necessary to function.
- EOC staffing shifts for a 24-hour operation are conducted using 12-hour shifts per staff member unless otherwise stated by the EMA Director, or designee. This benefits all EOC workers if the EOC must remain active for several days.

Specific procedures and information on how the EOC and JIC operate can be found in the EOC Standard Operating Guidelines (SOG).

B. Logistics

- Resource requests are sent in from the scene or impacted areas.
- Equipment and resources requested are procured and assigned to impacted jurisdictions as needed. Jurisdictions receiving the resources are responsible for its use, maintenance, cost, and security until the resource is returned to its originating location.
- During an emergency, resources are acquired by using the county resource database. Once local resources are depleted, requests can be made to the region and state.
- Procurement policy requirements must be adhered to by all local, state, and federal agencies.

C. Finance

- Complete and accurate accountability for all items and resources used is required for cost recovery.
- All records must be accurately maintained from activation to recovery by all agencies.
- Fairfield County participates in the National Flood Insurance Program (NFIP).
- All documentation for finance and the incident as a whole must be provided to EMA prior to staff leaving their shift or demobilizing.

VI. Training and Exercise

A. Training

Training in the EOC is conducted periodically to familiarize staff that may be called. EMA encourages agencies to send a few staff to these training courses to cover multiple shifts, because staff may be affected by the incident and not available, and because of staff changes.

The information assists them when they take part in scheduled exercises or become a part of the EOC during activations.

The county has developed and accepted the NIMS platform; therefore, it is the responsibility of all responders to be currently trained in the NIMS concepts. Tracking of this requirement falls on the supervisors of all first responders. Recommended courses include FEMA IS-100, 200, 700, and 800 to understand the basic NIMS concepts. Additional courses are encouraged.

B. Exercise

EMA attempts to hold EOC exercises once a year, however, there are options for exercises throughout the year with different entities. Exercises such as those conducted by local hospitals can teach responders how to utilize other agency SOPs and rules while responding to their own emergency.

A hotwash is conducted following each exercise. This is an opportunity for those who participated in the exercise to discuss what went well, areas for improvement, and recommendations. The information is collated into an After-Action Report (AAR)/Improvement Plan (IP).

VII. Plan Development and Maintenance

The EMA Director and staff are responsible for updating and maintaining the plan. The EOP and all its annexes are reviewed annually. Feedback gathered from exercise or real-world experiences AARs are incorporated into the next plan update to make the plans more accurate and pertinent to the community served.

VIII. Appendices

Appendix A – Primary Emergency Operation Center Diagram

IX. References

Fairfield County EMA (2023). Emergency Operation Center (EOC) SOG

Fairfield County EMA. (2023). Natural Hazard Mitigation Plan (NHMP)

Fairfield County EMA. (2023). NIMS Implementation Policy.

Fairfield County EMA. (2021) Hazard Identification & Risk Assessment

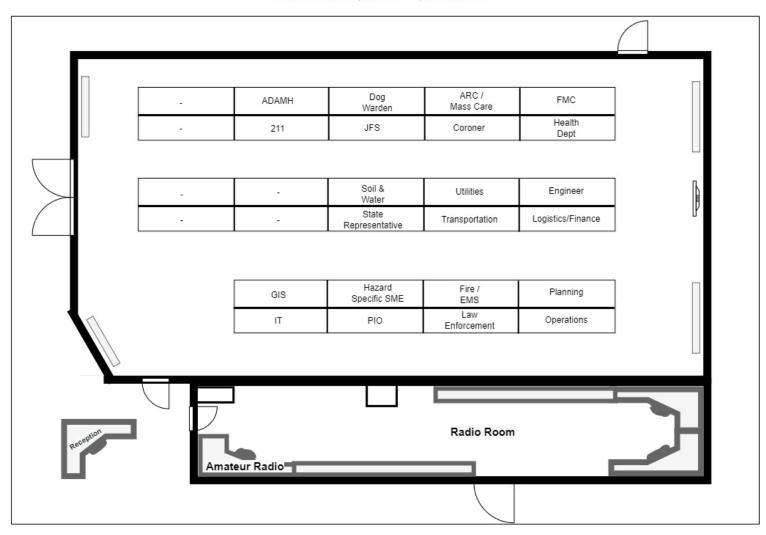
FEMA. (2021). *National Incident Management System Incident Complexity Guide Planning, Preparedness and Training*. https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf.

FEMA EMI. (n.d.). Lesson 6: ICS Organization. https://emilms.fema.gov/is_0200c/groups/471.html

Appendix A – Primary Emergency Operations Center Diagram

Fairfield County Emergency Operations Center

240 Baldwin Dr, Lancaster, Ohio 43130



Annex B: Communications

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Community Lifelines



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- ➤ Law Enforcement and Fire Chiefs
- > Amateur Radio Club

January 2025

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to outline primary and backup communications capabilities and procedures to be employed in the event of a major emergency or disaster in Fairfield County. It describes the procedures of communications between the on-scene Incident Command (IC), the appropriate 911/Public Safety Answering Point (PSAP), EMA, and if activated, the Emergency Operations Center (EOC).

This annex is scalable and adaptable to the situation and needs of responders, stakeholders, and the community.

B. Situation

In any situation, communication is always identified as mission critical and something that can always be improved. This is also true during an emergency or disaster where there is chaos, confusion, complexities, and many responses needed at once.

The Communications Annex to the EOP can be used for any disaster or activation as communication will be utilized in all incidents and events. This annex outlines how communications are used during a disaster. If this annex is activated, the Base Plan of the EOP is automatically activated.

Triggers

Triggers to activating this annex include but are not limited to:

- Incident requiring multiple operational periods, agencies, and personnel.
- A situation with complexities, likely a Type 1, 2, or 3 event (FEMA, 2021).
- Communication systems in place are impacted and redundant systems are needed.
- Communication assistance is needed at different sites related to the incident so that all sites can communicate together.
- A complex incident is taking place and the Incident Commander (IC) and/or EMA Director feel that this annex needs to be activated.

C. Assumption

Planning assumptions in this annex are as follows:

- Planning is done with the worst-case scenario in mind.
- The EOC is in full activation after a disaster causing widespread significant damage.
- Communication needs are present at various locations because of the disaster.
- Redundancy in communication systems is present and interoperable.
- In the event of a major loss of communication capabilities, regional and state resources are available to support emergency operations.

II. Concept of Operations

A. General

Public Safety Answering Points (PSAP)

There are three primary and one secondary Public Safety Answering Points (PSAP) for Fairfield County, and all operate 24/7. Each PSAP handles their jurisdiction, however, if one station becomes overloaded or is out of service, incoming calls can 'roll-over' to the other two primary PSAPs. All PSAPs have emergency back-up power sources and the ability to call in additional dispatch personnel if necessary.

In the event of a disaster, PSAP is likely the first to find out from public calls for help. PSAP dispatches the appropriate first responders to the scene. Once first responders assess the situation, they notify the PSAP if EMA, Special Operations, or any other resources are needed.

If the EMA or EOC are not activated, the PSAP is responsible for requesting and dispatching resources as requested by the Incident Commander. If the EOC is requested, PSAP will call EMA and advise them.

Public Safety Radio System

All public safety agencies in Fairfield County utilize the Multi-Agency Radio Communication System (MARCS). The fire departments, except for the City of Lancaster and Violet Township, operate on shared talkgroups. Violet Township fire is a member of the Metropolitan Emergency Communications Center (MECC).

All law enforcement agencies, apart from the City of Lancaster and Pickerington Police Department, also operate on shared talkgroups. Lancaster and Pickerington have their own dedicated talkgroups.

While some departments operate on separate talkgroups within the county, all can have interoperable communications with each other within the MARCS system. This interoperability allows for streamlined communications and efficiency.

The Amateur Radio Club

The Amateur Radio Club or "ham radio" operators are an important communications supporter and provider in Fairfield County. The club members are an important part of the EOCs overall communication plan and can provide mobile communications assets in the event of an emergency.

Amateur Radio Club members can provide communications in places such as:

- Shelters
- Hospitals and Clinics
- Emergency Operations Center (EOC)
- Incident Command Post (ICP)
- Family Assistance Centers
- Volunteer Reception Centers
- And more....

Requests to activate the Amateur Radio Club should be sent to the EOC.

B. Operational Needs

With communications, the largest needs are equipment, people, and information. Mobile communication support is available by requesting the mobile incident command vehicle CMD23. (Information specific to mobile command can be found in *CMD23 SOP*.)

Two-way radio caches are available to responders through EMA or Ohio MARCS. These radios must be signed out and returned. If the radios are coming from Ohio MARCS, there may be a delay in getting them. Other communication resources include a cell on wheels (COW) and satellite phone.

Staffing needs are highly likely. There is always a possibility staff could be affected by the disaster decreasing the initial power starting out. In long responses, burnout and fatigue are inevitable. Shifts are needed to allow staff to rest and recharge.

In large and complicated situations, financial support is needed for resources including personnel.

It is realistic that agencies assisting with the response have also been impacted. This could be through personnel, property, structure, economically, etc. Agencies should have a Continuity of Operations (COOP) Plan that outlines how agencies will continue essential functions in the event they have been affected by the disaster. This also applies to communication methods.

One potential hazard that can affect communications is a cyber incident. Many communications rely on an internet connection to be able to talk between devices and even systems. In communications, and particularly with cyber-related incidents, Information Technology (IT) and communication experts should be available in the EOC and/or ICP. EMA and the EOC can support IT through resource requests, coordination, and messaging.

In situations where no communication methods are working, utilize a runner.

C. Access & Functional Needs

Communication is critical when sharing information with residents, particularly when there is an action they should take. The definition of Access and Functional Needs (AFN) population can be found in the Base Plan. They all have unique needs. Some individuals with AFN may require alternative means or assistance in receiving communication. Assistance may come in the form of equipment (Pocketalk, amplifiers, assistive listening devices (ALD), TTY lines, *etc.*) or alternative methods (written, different languages, reading level, audible). Using multiple different types of communication methods is more effective when reaching people. Knowing the population receiving the message can also guide communication tactics that would be most beneficial.

AlertFairfield is the mass notification system used locally. When individuals sign up to receive alerts, they can designate themselves as needing additional assistance during a disaster.

II. Organization of Responsibilities

A. Primary

Amateur Radio Club

- If able, activate upon request.
- Provide communications networks as requested and as defined in the Amateur Radio SOP.

• Radio club members may be assigned to provide personnel and/or mobile units to support the EOC or ICS operations, at shelters, with law enforcement and more.

EMA

- Activate emergency public information as requested. (Defined in Annex C.)
- The EMA Director and the EOC Communications Officer obtain initial contact and periodic reports from the IC at the scene of the incident or the Incident Command Post (ICP).
- The EMA Director, or designee, notifies OEMA liaison of the event, actions taken, and any updates.
- Upon request, activates the Amateur Radio Club leadership, who then activates their team.

Emergency Operations Center

- EOC staff coordinate support for the on-scene IC and response.
- Receives resources requests and attempts to procure or purchase to fill the needs starting with local resources first.
- If traditional communication methods are inoperable, the EOC will attempt to establish communications with critical sites first (hospitals, incident scene, OEMA, and mission critical agencies).

Incident Command (IC)

- The IC maintains communication with the PSAP Dispatcher(s) and the EOC.
- If there is identification of a communication issue, advises the EOC.

Information Technology (IT)

- Provide expertise and access to systems necessary.
- Send a liaison to the EOC for cyber-related communications and knowledge.

Public Safety Answering Point (PSAP)

- Receive and dispatch calls for service.
- Maintain electronic records of emergencies.
- When the EOC is open, PSAP continues to handle those areas which they alone are the designated lead agency, i.e., notification of response organizations, mutual aid, etc.).
- PSAPs provide communication support to the emergency response agencies on a 24-hour basis.
- May send a dispatcher to the EOC if troubleshooting or decision-making is needed.

B. Secondary

Private Communication Companies

- Private companies that work in communications such as Spectrum, FirstNet, Verizon, AT&T, etc.
- Coordinate with the EOC for issues with communication, troubleshooting, and service issues.
- Communicate on the local level unless pushed higher due to the incident.
- Provide deployable assets to bring systems back online (i.e., tower on wheels (TOW)).

Ohio Cyber Reserve

- Ohio Cyber Reserve is a resource available through the Ohio National Guard.
- Trained civilians established to assist eligible municipalities with cybersecurity issues and vulnerabilities, provide recommendations, and create cyber resiliency.

Assistance must be requested.

Ohio Emergency Management Agency

• Provide support as requested.

III. Direction and Control

PSAPs follow their SOP/SOGs for communication, resources, documentation, etc. Once the EOC is open, additional communication resources become available. The EMA Director, or designee, oversees the operations in the EOC.

The Incident Command Post (ICP) and EOC maintain communications with each other to ensure objectives, strategies, and tasks align.

IV. Administration/Logistics/Finance

A. Administration

If activated, the EOC maintains the record keeping for the incident. This includes receipts, communications, media releases, etc. Call logs with the PSAP are maintained in their system.

B. Logistics

Resource requests usually start with the PSAP and then move to the EOC once the EOC is activated. Local resources are listed in the resource database, however, this information changes quickly. Once local resources are exhausted, regional, and state resources can be requested. Resources may be procured (borrowed) or purchased.

C. Finance

Finance pays the bills related to the event. This section also keeps the documentation justifying and verifying the expense for potential reimbursement. It is better to collect more documentation in the beginning than to not have it later. All agencies involved should keep records of expenses. This includes staff rosters and time as well as volunteer hours.

V. Training and Exercise

A. Training

Agencies involved in any EOC operations should be knowledgeable of communication standards and methods. Protocols may be held in the EOC or within individual agency protocols. Training in procedures should be done at onboarding with employing agencies. Just-in-time training (JITT) is conducted at the beginning of an incident when other agencies and staff are requested. JITT is done at the EOC and at the ICP.

Training and coordination of the PSAPs is the responsibility of the assigned supervisors.

The Amateur Radio Club must become familiar with the protocols of the organization. Their operators should train according to the SOP/SOG whenever possible. Likewise, other agencies associated with the EOC should include the Amateur Radio Operators in their department training to enable a better understanding of their requirements during an emergency.

B. Exercise

Communications are a critical part of all emergency responses and is a major function during all exercises. Communication drills/exercises are conducted on a regular basis to test all notification

systems within the emergency response community. These drills help to familiarize personnel with methods and the systems. It is good practice to incorporate a communication drill into an exercise. Utilizing communications in all exercises assists in testing and fine-tuning communication assets.

The IC or EMA Director conducts a hot wash at the end of each exercise or real-world event to capture participants' immediate thoughts. This information is compiled into an After-Action Report (AAR) that is used for plan review and future efforts to improve community response and resiliency.

VII. Plan Development and Maintenance

The PSAPs are responsible for developing their own policies and procedures. Amateur Radio maintains their own plans.

EMA is responsible for the development and maintenance of the EOP and this annex annually. During review, past AARs are utilized to incorporate lessons learned to improve the plan and the response efforts.

VIII. References

Fairfield County EMA. (2023). CMD23 SOP

Fairfield County EMA. (2025). Emergency Operations Plan (EOP), Base Plan

Fairfield County EMA. (2023). NIMS Implementation Policy

FEMA. (2021). *National Incident Management System Incident Complexity Guide Planning, Preparedness and Training*. https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf

Fire Department Communications Manual

Ohio Emergency Management Agency. (rev 2022). *The Ohio Hazardous Materials Planning and Exercise Guidance Booklet*. https://epa.ohio.gov/static/Portals/27/serc/Ohio-PlanningandExercise-Guide.pdf

State Emergency Response Commission (SERC). (rev 2020). *Ohio Hazardous Materials Exercise and Evaluation Manual (OHM-EEM)*. https://epa.ohio.gov/static/Portals/27/serc/OHM-EEM-2022.pdf.

Annex C: PUBLIC NOTIFICATION & WARNING

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1	11/2023	T. Nash	All	Annual Review
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Community Lifelines



Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- County Elected Officials
- > Fairfield County Commissioners and designated staff
- > Jurisdictional Leadership
- Fairfield County EMA Director and staff
- > Fairfield County Dispatchers
- ➤ Law Enforcement and Fire Chiefs
- ➤ Fairfield County Sheriff's Office
- Public Information Officers

I. Purpose/Situation/Assumption

A. Purpose

This annex provides for the development and distribution of coordinated, timely, and lifesaving information for the public regarding an incident, or threat, and the rapid dissemination of warning information to emergency response organizations, critical facilities, elected officials, and the public throughout Fairfield County.

This annex is the framework for notification and warning. Operational procedures can be found in the Fairfield County Warning & Notification SOG.

B. Situation

There are many situations that can trigger the need for notification and warning messaging to the public. Severe weather is the most common instance to push safety messaging out to the public. Common messages include evacuation, shelter-in-place, seek shelter, and areas to avoid. Common reasons that these messages would be pushed include severe weather, hazardous chemical, active threat, or damage to infrastructure.

Notification and warning can be activated prior to the hazard coming if there is warning so that residents take action to keep them safe. Depending on the threat that arrives, there may not be significant damage. The incident scene and Emergency Operations Center (EOC) may not be needed either.

Hazard and Risk Assessment

During emergencies, the heavy use of cell phones could render some cell phone networks incapacitated, crippling notifications. Some events, such as hazardous materials incidents and terrorist attacks, occur without warning. Other events such as slow-moving weather fronts can be detected early, allowing time to notify the public and prepare for the event. Using the emergency notification system, it may be necessary to communicate the pending risk to the public. Advanced notice gives citizens time to prepare, reduces the impact of the threat or hazard, and increases community resiliency.

Triggers

The following triggers activate this annex.

- An emergency is happening or is imminent requiring public messaging.
- A response or action from the public is needed to protect life safety.
- Follow-up messaging is needed to update the public and provide information.

C. Assumptions

The following assumptions are made for the planning process.

- Planning is done with the worst-case scenario in mind.
- An event with potential harm is imminent or is currently taking place.
- Mass notification for the public is needed for safety and information.
- Infrastructure in place for messaging is functional with backup redundancies.

II. Concept of Operations

A. General

Emergency messaging must be communicated to the public in a clear, concise, and candid manner. Having multiple platforms and partners to push messaging is necessary for maximum reach. Fairfield County has many media sources such as phone, Short Message Service (SMS) text, radio, social media, streaming service, and cable. These methods can be used to disseminate Wireless Emergency Alerts (WEA) warnings, emergency notifications, as well as information to negate rumors, receive assistance, and emergency public information releases.

When a large emergency or disaster occurs, the county EMA Director activates the Emergency Operations Center (EOC). As part of that operation the Joint Information Center (JIC) may also be activated to provide situational and informational briefings to the media, elected officials, and citizens. The JIC helps ensure that all partners are using the same messaging to prevent confusion.

There are several platforms to push out messaging and approved users to send the messaging. A WEA can be sent out by Fairfield County EMA. Outdoor Warning Sirens can be activated through software based on the National Weather Service (NWS) issued warnings. The software takes the NWS warning polygons and activates the sirens that cover the area in the polygon. EMA and the Fairfield County Sheriff's office can also activate the outdoor warning sirens as needed.

Public messaging is coordinated through the EMA or JIC depending on activation. Public Information Officers (PIO) create and disseminate timely, accurate information according to the *EOC SOG*. All messaging must be approved prior to dissemination for clarity and effectiveness. Partner agencies can share information through their social media, listservs, and other networks. Fairfield County 211 can establish a hotline and assist with information dissemination.

Public Service Answering Points (PSAP), first responders, PIO, and Amateur Radio Emergency Service (ARES) may push out messaging to other partners, stakeholders, and the public. All messages should be recorded and documented for the event. PIOs must maintain a record of all calls/messaging made or received for historical purposes.

More information on forms, messaging, and specifics can be found in the *Notification & Warning SOG* and the *EOC SOG*.

B. Operational Needs

Short-Term

Immediate messaging and information may be often in the beginning of an incident. Early on is where most information must be shared for safety and to answer immediate questions. Short-term needs for warning and notification operations include infrastructure and systems to be able to push out messaging and then for residents and partners to receive messages. This includes working internet, telephone service, towers, and any other connectivity. In addition, platforms to push mass notifications such as software, social media platforms that are online, and any other hardware.

In addition, approved users that are connected and available to send messaging. Hazards impact people as well as infrastructure. Having trained and approved users two or three deep helps in the event some staff are directly impacted by the disaster and are not available.

Long-Term

In the long-term, operations for public notification and warning will likely slow down. The immediate hazard has passed, and recovery efforts are likely underway at this point. Infrastructure and approved users are still necessary.

If any infrastructure or systems were impacted by the disaster, rebuilding and restoration should be done if it was not feasible before. Working infrastructure systems are critical for the community lifelines and getting back to daily operations. If the damage was significant, restoration may be long-term.

C. Access and Functional Needs

Warnings give residents critical information that enables them to make informed decisions regarding their safety. All residents must be able to receive and understand notifications and warnings. Weather radios have attachments that can shake the pillow for people who are deaf or hard of hearing. There are also strobe lights that can be attached to weather radios. Current notification systems are Americans with Disabilities Act (ADA) accessible.

For residents whose first language is something other than English, the Health Information Translations website (https://www.healthinfotranslations.org/) is helpful in providing information on many topics including disasters and safety in 15 different languages (Health Information Translations, 2023).

Additional methods include those listed earlier in the annex on the different systems used. Liaisons for particular groups are also used if time allows to help push messaging and information to their communities.

III. Organization of Responsibilities

A. Primary

Fairfield County Emergency Management Agency (EMA)

- Activate the mass notification systems (Alert Fairfield / Hyper Reach) upon request.
- Activate the outdoor warning sirens when necessary.
- Activate the EOC and JIC. a
- Coordinate a public education campaign on disaster preparedness for the public including those with AFN.
- Alerts National Weather Service (NWS) of any severe weather or damage after a severe weather incident.

Fairfield County Health Department (FCHD)

- Provide relevant public health information about the specific disaster at hand.
- Support jurisdictional mass care operations, medical surge operations, and jurisdictional volunteer management operations that support the public health agency's response.
- Collaborate with other local departments and stakeholders on disaster response and recovery as necessary.

Fairfield County Sheriff's Office

- Issue snow level emergencies.
- Activation of the outdoor warning sirens (backup to EMA).
- Activation of the Wireless Emergency Alert (WEA) (backup to EMA).

- Assist with resident notifications.
- Assist with partner and stakeholder notifications:
 - County EMA Director and staff
 - o Agency, department, and organization officials as appropriate
 - o County, city, and village law enforcement agencies
 - Fire departments and the Special Operation Teams (SOT)
 - o Fairfield Medical Center (FMC) and other medical facilities
 - County agencies as necessary (Health, Engineer, Utilities, etc.)

First Responder Organizations

- Assess the scene for the threat and safety hazards.
- Communicate any safety recommendations to organizations that can push out warnings to the public, partners, and stakeholders.
- Conduct door-to-door notifications as necessary to alert residents of the danger.

Joint Information Center (JIC)

- Location where PIOs work on collecting, vetting, and disseminating information.
- Communicate messaging with media, public, stakeholders, and partners.
- Coordinate with other agencies to further push messaging such as 211.

B. Secondary

Community Elected Officials (CEO)

- Coordinate with responding agencies and EMA.
- Assist with pushing messages to their constituents if affected by the disaster or is necessary for these residents to receive notices.
- Fund alerting systems, if applicable.

National Weather Service (NWS)

• Issue severe weather warnings, watches, and advisories for areas based off weather modeling, experience, and knowledge.

Ohio Emergency Management Agency (OEMA)

- Responsible for operating the state-level portion of the National Warning System (NAWAS).
- May provide communication templates, fact sheets, or briefings for locals to use or disseminate.

IV. Direction and Control

The EMA and Sheriff's office are the primary and backup users for local notification systems. The authority to activate the systems can come from NWS warning polygons, local authorities, and Incident Commanders (IC) on the scene of a hazard.

V. Administration/Logistics/Finance

A. Administration

The OWS are the responsibility of the jurisdiction. Maintenance is conducted by EMA except for the sirens in the City of Lancaster. Other warning and notification systems are the responsibility of the jurisdiction or the agency that maintains them.

Documentation should be kept of the notifications and any messaging that is sent out. This is typically maintained through software systems such as Hyper Reach or siren software. The PSAPs also maintain any documentation of orders and actions taken.

B. Logistics

With notification systems, logistics are typically managed by the agency responsible for or handling maintenance. If any logistical assistance is needed outside responsible agencies, the EMA or EOC may be accessed, and a request for support sent.

C. Finance

County Commissioners and EMA are currently funding all public notification and warning activities except sirens. Sirens are the responsibility of the jurisdiction in which they reside.

VI. Training and Exercise

A. Training

Staff that utilize the communication systems listed above should be trained in system application and any procedures. New staff and regular refresher training is encouraged. Training is the responsibility of the agency maintaining the system.

B. Exercise

Communication systems are exercised regularly to ensure they are working. The exercise schedule is as follows:

- The OWS (outdoor warning sirens) are tested weekly on Wednesdays at noon.
- IPAWS testing occurs monthly.
- ActiveAlert messages are occasionally sent by EMA or the Special Operations Team Chiefs to the specific teams to create familiarity with the program.

Public information and warning are core capabilities through FEMA that should be exercised regularly. Elements to evaluate include clear, consistent, accessible, and culturally and linguistically appropriate methods and messaging. Evaluating the actions taken based on the messaging is another way to ensure message templates meet system requirements but also result in the desired safety action.

VII. Plan Development and Maintenance

Fairfield County EMA is responsible for yearly maintenance of this annex and the EOP. During the annual review, updates are gathered from partners and agencies responsible for communication and the notification systems. These updates are incorporated into the annex along with any lessons learned from prior activations.

VIII. References

Fairfield County EMA. (2023). EOC SOG.

Fairfield County EMA. (2023). NIMS Implementation Policy.

Fairfield County. (2023). Warning and Notification SOG.

FEMA. (2021a). Comprehensive Preparedness Guide 101, Version 3.

January 2025

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 Preparedness and Training. https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf.
- Health Information Translations. (2023). Health Information Translations Quality health education resources for diverse populations. https://www.healthinfotranslations.org/.

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January 2025

Annex D: LAW ENFORCEMENT

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2025 Record of Changes

Change	Date of	Name	Page	Recommended Change
Number	Change		Number	
1	11/2025	G. Blevins	All	Annual Review
2	11/2025	N. Snyder	7	Added advanced capabilities/resources that can be provided from the Lancaster Police Department
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Community Lifelines



Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- > Fairfield County EMA Director and staff
- > Fairfield County Dispatchers
- > Law Enforcement Agencies in Fairfield County

January 2025

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to present the law enforcement organizations within Fairfield County and to outline their capabilities and functions during an event or incident creating a disaster. This annex provides descriptions of the execution of assigned emergency tasks through the coordination of the various law enforcement and other emergency response organizations. The focus is law enforcement specific functions, but it is understood that law enforcement capabilities touch almost every capability related to a disaster.

B. Situation

Law enforcement officials respond to emergencies every day. This plan and the implementation of the EOP relates to large disasters that call for additional support and resources beyond what is locally available. The cause of these incidents can be anything including natural, accidental, or human caused hazards.

The incident can vary in size. This annex and the EOP are flexible and scalable to meet the needs of the response.

Triggers

- A complex incident such as a Type 1 or 2 event. Possibly a Type 3 event (FEMA, 2021).
- Request for law enforcement capabilities during an all-hazards event.
- Support and resources needed for law enforcement on-scene and in the EOC.

C. Assumptions

The following are assumptions made for planning processes:

- Planning is done with the worst-case scenario in mind.
- NIMS ICS standards are utilized as ordered by the Fairfield County Commissioners and the Governor of Ohio.
- A disaster has occurred locally causing disruption in normal daily operations and a threat to life, property, and the environment.
- Resources are needed beyond local capabilities.
- The Emergency Operations Center (EOC) is open to support the scene.

II. Concept of Operations

A. General

Within Fairfield County there are twelve established law enforcement agencies. Departments follow their established procedures when responding. Dispatching these law enforcement agencies is handled through four different Public Service Answering Points (PSAP). (See *EOP Annex B – Communications* for more information.)

Law enforcement (LE) may be part of Incident Command, depending on the incident and response needs. If they are in command with other agencies such as the fire department, they will likely be a Unified Command (UC). Regardless of the structure, law enforcement should be in communication with any other responding departments.

If the EOC is open, a representative from the LE department with jurisdiction should be present. This should be knowledgeable of the department's capabilities and procedures and have authority to make decisions. The EOC representative is the liaison between LE in the field and provides valuable information to the EOC for support functions such as communications, messaging, response, and resource needs.

Whenever a situation requires additional staffing for the response, law enforcement leaders activate their mutual aid agreements. In an emergency that is of the scale to activate the EOP, staffing will likely need augmented to complete response actions. State and federal support may be requested through the Ohio Emergency Management Agency (OEMA), but only after local resources have been expended or deployed.

B. Operational Needs

Law enforcement officials have means to get resources and support through their mutual aid, networks, and standing agreements.

Short Term

- Law enforcement activities associated with traffic and access control may need to be supplemented by engineer and road workers.
- Police and sheriff departments can activate their correction officers or trained volunteer forces
 to assist in traffic control, security, and other appropriate tasks. This would free officers to
 resolve more complex situations.
- Specialty agencies may be needed for support, resources, or specialized tasks. This may include forensics, intelligence, cyber investigation, analysis, etc.

Long Term

 Additional law enforcement officers may be needed in a long-term disaster. Mutual aid resources are arranged by the EOC using existing local and state agreements or contacts.

III. Organization of Responsibilities

A. Primary

All law enforcement agencies are primary in this annex. The following roles speak broadly to law enforcement.

Enforcement of Laws

• Law enforcement agencies continue normal day-to-day operations as much as possible in emergency situations. Non-life threating issues may need to be re-prioritized during this time.

Evacuation

- The decision to evacuate an area is generally made by the ranking fire department official, who
 is serving as the IC. If the decision to evacuate an area is made, law enforcement can implement
 evacuation procedures as previously trained and directed.
- When law enforcement encounter citizens who refuse to evacuate their homes, they do not
 forcibly remove the resident, but only recommend the resident reconsider by restating the
 emergency at hand. If the citizen still refuses to evacuate, law enforcement documents and
 communicate to other first responders.

Investigation

- Law enforcement conduct investigations as their protocols dictate.
- Evidence preservation is maintained, secured, and collected for analysis.

Reporting Information

- First arriving deputies or officers report the situation to their PSAP. Additional information concerning damage assessment, evacuation status, and so on is forwarded to the dispatcher at the Communication Center.
- Once the EOC is activated, this information is forwarded to appropriate law enforcement liaison in the EOC.

Search and Rescue

- When it is determined that there is a need to conduct search and rescue, the law enforcement agency having jurisdiction oversees the operation.
- Escaped prisoners of the Fairfield County Jail are the responsibility of the Fairfield County Sheriff's Office. Other law enforcement agencies may be called upon to assist.
- The Sheriff's personnel can organize the search and rescue utilizing available law enforcement officers, trained volunteer response groups, and specialized units.
- Searches are discontinued by the organizer when the subject or item has been found, searchers need to be rotated out or replaced, or the weather interferes with an effective search.
- The Special Operations Team's (SOT) Dive Team unit is available to assist in water rescue and/or recovery.
- Different fire departments in the county have confined space equipment.

Security

- When available, law enforcement provides security at the scene of the incident, EOC, and JIC.
- If additional support sites are established, security is utilized there as well. Support sites include reception centers, shelters, warehousing of assets (Strategic National Stockpile or SNS) and feeding facilities as resources permit.
- Use of resources is prioritized based on the situation and availability.
- Volunteer groups affiliated with law enforcement, School Resource Officers (SRO), or Corrections Officers may be considered for security detail.
- Mutual aid from adjoining counties may be needed.
- Security is also utilized for patrol of evacuated areas to protect home and business owners from looters.

Terrorist Incidents

According to Fairfield County Sheriff's Office Directive 3.42 dated Jun 2015, the Sheriff's Office
assumes operational control of man-made disaster scenes that result from civil disobedience,
civil disorder, and terrorist activity that do not involve chemical, biological, or explosive
weapons. See Annex L Terrorism for more information.

Traffic Control

Traffic control can be a serious problem in an emergency and must be managed as quickly as
possible. Rerouting traffic around a dangerous area or the "hot zone" can be life saving for
citizens.

- When evacuation routes are established, they must be marked and patrolled. Traffic control
 points may be established along these routes to assist evacuees and maintain a continuous flow
 of traffic.
- Traffic control at shelters, reception centers or feeding/water stations may be necessary.

B. Fairfield County Sheriff's Office

The Fairfield County Sheriff's Office has a few roles that are unique.

Jail Operations

- Prisoners are kept in the county jail system operated by the Sheriff's Office. Prisoners are transported to court, for medical treatment, to surrounding jurisdictions or other facilities as outlined in plans and procedures on file with the County Sheriff.
- In the event an emergency near a prisoner's containment area occurs and the inmates cannot be safely moved, the Sheriff or Police Chief initiate protective actions to insulate the prisoners from the effects of a hazard.
- If prisoners must be relocated due to a disaster, each prison/jail follows their established evacuation SOP. Notifications may go to local law enforcement and the EOC for assistance of communication, security, and transportation may occur.

Snow Emergencies

• The Fairfield County Sheriff has the authority to declare snow emergencies (Levels 1, 2, and 3). Additional information is available on the Sheriff's Office website.

Unmanned Aerial Vehicle

• The Unmanned Aerial Vehicle (UAV) unit supports all law enforcement needs such as terrorism attacks, search and rescue, and accident and traffic documentation. The UAV is available 24/7 to assist other county assets in situations such as natural disasters, documenting fires, auto accidents, and damage assessment.

C. Ohio State Highway Patrol

The Fairfield County Patrol Post also has some unique roles.

- The Lancaster Post of the Ohio State Highway Patrol (OSHP) is responsible for Fairfield and Perry Counties
- In the event of an aeronautical crash or incident, the State Highway Patrol is the lead agency.

D. Lancaster Police Department

- The Lancaster Police Department has several advanced capabilities that can be made available upon request. These include:
 - An advanced drone operations team that includes the capabilities of prolonged outdoor search, as well as specialty indoor drones with breaking capabilities.
 - Armored vehicle with Long Range Acoustic Device (LRAD), that can be used to address large crowds and provide protective movement to law enforcement during critical incidents.
 - Trained explosive breaching technicians that can be utilized to gain access to fortified positions or reinforced areas of a building.

E. Secondary

Cybersecurity & Infrastructure Security Agency (CISA) Region 5

- Provides several services including cybersecurity, infrastructure protection, chemical security inspectors, and emergency communication on a regional level.
- Available for incident expertise and support upon request which may be beneficial for some investigations.

County Engineer, City, Village and Township Public Works

These agencies and departments can assist law enforcement in handling emergency and disaster situations by:

- Providing personnel when requested to install and staff barricades at incident sites, evacuated areas and/or other locations.
- Utilizing resources to assist law enforcement and other emergency response organizations, upon request (*i.e.*, personnel, equipment, and supplies).
- Utilize communications equipment (radios) to assist with the coordination of the various tasks.

Information Technology (IT)

- Local IT experts are needed in incidents that are cyber in nature or have a cyber component.
- IT agency used likely depends on jurisdiction or area affected.
- Use knowledge and expertise to identify, analyze, and preserve evidence in an investigation.
- Conduct other activities as per protocol with cyber incidents.

Ohio 52nd Civil Support Team (52nd CST)

Support agency housed under the Ohio Adjutant General that can identify and respond to
incidents involving chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE)
agents.

Ohio Cyber Reserve (OhCR)

• Housed under Ohio Adjutant General, the OhCR is a civilian volunteer force that can assist with cybersecurity vulnerabilities and provide recommendations.

Statewide Terrorism Analysis & Crime Center (STACC)

- Fusion center for Central Ohio.
- Available for intelligence and analysis.

IV. Direction and Control

The Fairfield County Sheriff's Office is responsible for coordinating emergency law enforcement activities within the county. Police agencies have the authority and responsibility within their respective jurisdictions.

Auxiliary and volunteer forces work under the supervision of the chief law enforcement official in the jurisdiction to which they are sent or activated. Supporting military forces (*i.e.*, Ohio National Guard) work under the direct supervision of their superiors and assist the law enforcement official of the jurisdiction to which they are sent.

V. Administration/Logistics/Finance

A. Administration

Local law enforcement agencies and their PSAP maintain documentation for calls and activities. This includes sensitive information that is part of any investigation.

Records related to the incident overall are kept at the EOC for potential reimbursement.

B. Logistics

LE agencies responding to an incident should request resources and assets as part of their normal process. If additional resources are needed, beyond current agreements or procedures, submit requests to the Logistics Section Chief per the *EOC SOG*. These requests will be sent to Ohio EMA to reach regional and state assets.

C. Finance

Law Enforcement agencies are encouraged to track time and resources expended during a disaster. These costs are eligible for reimbursement if an emergency declaration is awarded but must have justification. Appropriate documentation may include timesheets with disaster time noted, rosters, activated agreements, receipts, invoices, etc. See EOP Annex J - Resources for additional information.

VI. Training and Exercise

A. Training

Law enforcement leadership ensures all deputies, officers, corrections officers, and volunteers meet the training requirements for their specific level in accordance with the State of Ohio training doctrine. Training for specialized units and personnel is scheduled and conducted as needed. Training in weapons, specialized equipment, communications, SOP/SOGs, and newly introduced equipment is the responsibility of leadership and is conducted annually or as needed.

Appropriate levels of National Incident Management System (NIMS) and Incident Command System (ICS) training are coordinated through EMA. Training is posted as available. Some courses are available online through FEMA Emergency Management Institute (EMI). These courses include ICS-100, 200, 700, and 800. It is recommended to renew courses after five years or a significant curriculum update.

B. Exercise

The various LE agencies participate in exercises as developed by the Sheriff's Office, police departments, EMA, and/or the county LEPC. Additional local agencies may have exercises and request LE to play such as schools and medical facilities.

All exercises include the principles of the NIMS and ICS. Internal drills and exercises are conducted as needed to train on interaction of teams, test and validate procedures, conduct equipment training, and exercise plans.

Post exercise reviews capture the perspectives and make note of anything that went well or areas for improvement. These comments are documented in After-Action Reports (AAR) and will be utilized in future maintenance.

VII. Plan Development and Maintenance

LE agencies are responsible for developing their jurisdictional SOP/SOGs. Emergency plans pertaining to the county are developed and maintained by EMA.

The EMA office is responsible for updating this annex to reflect updates from law enforcement partners and any updates needed from AARs.

VIII. References

Fairfield County EMA. (2025). EOP Annex B – Communications

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Annex E: FIRE/RESCUE/EMS

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Community Lifelines



Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- > Fairfield County EMA Director and staff
- > Fairfield County Dispatchers
- > Fire/EMS Departments

January 2025

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to provide an overview of the organization, capabilities, and operations of the thirteen (13) fire departments within Fairfield County during an event or incident creating a disaster. This annex explains their concept of operations, department responsibilities, and how they communicate to accomplish their mission. The focus is fire and EMS specific functions, but it is understood that their capabilities touch almost every capability related to a disaster.

B. Situation

Fire departments respond to emergencies every day. This plan and the implementation of the EOP relates to large disasters that call for additional support and resources beyond what is locally available. The cause of these incidents can be anything including natural, accidental, or human caused hazards.

The incident can vary in size. This annex and the EOP are flexible and scalable to meet the needs of the response.

Triggers

- A complex incident such as a Type 1 or 2 event. Possibly a Type 3 event (FEMA, 2021).
- Support and resources needed for law enforcement on-scene and in the EOC.

C. Assumptions

The following are assumptions made for planning processes:

- Planning is done with the worst-case scenario in mind.
- NIMS ICS standards are utilized as ordered by the Fairfield County Commissioners and the Governor of Ohio.
- A disaster has occurred locally causing disruption in normal daily operations and a threat to life, property, and the environment.
- Resources are needed beyond local capabilities.
- The Emergency Operations Center (EOC) is open to support the scene.

II. Concept of Operations

A. General

In Fairfield County, fire and EMS work together in the fire departments, under the direction of the Fire Chief. A large percentage of the fire and EMS personnel are cross trained. Fire departments follow their SOP/SOG for daily and elevated emergency situations. Responses are dispatched through the department's Public Service Answering Point (PSAP). Once on scene, the lead fire official assumes the Incident Commander role until relieved by a more experienced or senior officer. The Incident Commander (IC) establishes an Incident Command Post (ICP) per protocol in a safe location.

Emergency Declaration

If there is a need to declare a state of emergency, the IC contacts the EMA Director, or his designee. The local elected officials should be updated on the need for a declaration. Coordination and communication among all parties is essential. A declaration opens additional funding and resources. The elected official for the jurisdiction has the authority to declare an emergency. If it is a widespread, county emergency,

the Fairfield County Commissioners issue the declaration. The EMA office sends the declaration to Ohio EMA.

Communications

Communications such as two-way radios are utilized for communication. If additional communication resources are needed, they are requested from the PSAP. If resources are needed such as the EOC, EMA is notified. The ICP establishes and maintains communications between the on-scene emergency response forces, the off-scene communication centers, and the EOC. Emergency communication frequencies are utilized in accordance with existing countywide plans.

The Amateur Radio Club is available to provide personnel and radio equipment to assist in the response. They can be requested and deployed to the EOC and IC to help with communications.

Resources

A size-up of the scene is performed where the IC determines what is needed for the response. If at any point, the IC determines that the incident may overwhelm available resources or the response may last longer than originally determined, the IC may request the Emergency Operations Center (EOC) be activated to support. The EOC can support the IC with resource procurement, messaging, documentation, and any other response or recovery needs. A representative from the fire department should be in the EOC to maintain communications between the ICP and EOC. This should be a person that has authority to make decisions and is knowledgeable of department practices.

The IC may also request the mobile command vehicle, CMD23, to be utilized as the Incident Command Post (ICP).

For more information on the EOC, see Annex A Emergency Operations or the EOC SOG.

Response Support

The safety of the public is the first priority. Based on several characteristics such as weather, the incident, and location, the IC may decide to issue an evacuation or shelter-in-place. EMA is notified and assists with messaging to the geographic area affected. If door-to-door notification is needed, responders will conduct this if it is safe for them to do so.

The Fairfield County Dive Team and Hazmat Team are available for response assistance. They can be requested through the Fairfield County Sheriff's Office PSAP. Both teams are made up of volunteers and can take some time to respond.

Other resources include K-9s that are trained in different areas. They can also be requested through the Fairfield County Sheriff's Office.

In chemical, biological, radiological, nuclear, or explosives (CBRNE), the 52nd Civil Support Team (CST) is available through the National Guard. The Columbus Bomb Squad is also a resource.

Response protocols, including hazard-specific protocols, can be found in agency SOGs and the hazard-specific SOGs at EMA.

B. Operational Needs

The following are operational needs for fire/EMS for response and command:

- Appropriate location for the ICP close enough to command but not in the hot zone.
- Effective communications with the dispatcher, EOC, on-scene teams, and all off-scene responders.
- Resource support such as personnel, equipment, and supplies.
- Mutual aid, standing agreements, and other pre-established support from other departments and agencies. This may be in the form of the Ohio Fire Chief's Association, Ohio Intrastate Mutual Aid Compact (IMAC), or the Emergency Management Assistance Compact (EMAC).
- Law enforcement may be requested to support. They can aid in securing scenes, traffic control, evidence collection, being part of a Unified Command (UC) structure, etc. In situations where it is believed that there is terrorism or a criminal element, they may take the lead or be part of a UC.
- Administrative support is needed in the ICP. A scribe is necessary to maintain a timeline and a log of events. All information is supplied to the EOC for their documentation as well.

III. Organization of Responsibilities

A. Primary

Elected Officials

- Maintain communications with IC, EOC, and other officials.
- Issue an emergency declaration if necessary.
- Conduct damage assessments or contact EMA for damage assessment information.

Emergency Management Agency (EMA)

- Receive resource requests, coordination, and messaging support for the ICP.
- Open EOC if necessary.
- Submit emergency declarations and damage documentation to Ohio EMA.
- Contact support agencies as needed for response and recovery tactics.
- Coordinate recovery efforts through EOC in large-scale incidents.
- May not be able to help fire/EMS with direct response but can request assistance through regional and state partners if necessary.

Fire Departments

- All duties assigned by law and jurisdictional SOP/SOG.
- Trained in hazmat situations to include identification of chemicals spilled, leaked, or released.
 Knowledge of when and whom to contact such as Ohio Environmental Protection Agency
 (OEPA), CHEMTREC, the National Response Team (NRT), or the 52nd Civil Support Team (CST).
- In a man-made event, work with authority having jurisdiction (AHJ) to investigate and resolved the incident.
- If it is necessary to declare a state of emergency, the IC contacts the EMA Director or jurisdictional leaders.
- Throughout the incident, the IC and staff are responsible for the accountability of all response team members.
- Utilize the Statewide Peer Support team to work with responders as needed. All responders
 react differently to the extreme danger and demands of a crisis; counseling assists all
 responders in coping with their stress. ADAMH is also available for support.

- Operations such as water rescue, and heavy equipment utilize specially trained personnel and proper equipment to conduct stabilizing operations. The personnel and/or teams operate in accordance with developed procedures.
- Departments support each other with mutual aid. Various departments in the county have confined space equipment.
- Coordinate radiological response with Ohio Department of Health (ODH) and Ohio EMA with Fairfield County Health Department (FCHD) and EMA as liaisons respectively.
- If the incident is nuclear, radiological, or unknown chemical or biologic, the 52nd CST should be notified.

Law Enforcement

- If the incident has the potential to be a crime or is considered a crime, law enforcement is notified.
- Conduct operations as outlined in standing procedures.

B. Secondary

Engineering, Street Department, Village Maintenance

- Assist with road closures and detour signs.
- Assist with barricades.
- Inspect roads and bridges damaged in the incident for structural integrity.
- Close roads and bridges for repair.

IV. Direction and Control

Fire department chiefs are responsible for operations within their department and jurisdiction. IC/UC are responsible for emergency response activities on-scene. All operations are conducted in accordance with departmental procedures and NIMS ICS guidelines.

V. Administration/Logistics/Finance

A. Administration

MAA between fire and related organizations are kept on file by the respective fire department and at the EMA office. The related PSAP maintains call records and timelines for the responding fire department(s) on each call. Additional documentation for the incident is collected at the EOC and maintained through the EMA for historical purposes.

B. Logistics

Each fire and rescue organization is responsible for providing necessary support to their response personnel such as providing food, water, fuel, and emergency power. Responding departments are encouraged to utilize their resource methods until they are exhausted or unavailable. Requests for additional support, including regional and state assets, may be requested through the EOC.

C. Finance

Resources are inventoried continuously to include personnel, equipment, and supplies. Assessments of capabilities and shortfalls are ongoing throughout the county and are applied to the plan as needed. The administrator or scribe for the IC also maintains a staff roster, log of MAA agencies contacted,

equipment requested, and the number of personnel used. Each team leader (safety, hazmat, chemical) is asked to maintain a list of resources used in their response. All used resources are reported to the EOC during and after the incident. Rosters, receipts, purchase orders, photos, and any justifying documentation should be sent as well.

VI. Training and Exercise

A. Training

Individual agencies are responsible for ensuring their staff are trained in agency protocols, response operations, and the EOC. Training is conducted as needed internally with fire departments or at the beginning of events with Just in Time Training (JITT).

Additionally, the Federal Emergency Management Agency (FEMA) offers online courses on NIMS ICS. Recommended courses include ICS-100, 200, 700, and 800. Commanding officers are also recommended to take ICS-300 and 400 which may be offered virtually or in-person.

B. Exercise

Exercises are one way to test the annex and give staff the ability to use hands-on training. At the county level, EMA and the Local Emergency Planning Committee (LEPC) are required to schedule and conduct exercises annually. Additional exercises are conducted through community exercises in healthcare organizations and schools.

After an exercise or real-world event, a hotwash is conducted to gather lessons learned, what went well, and opportunities for improvement. This information is documented in an After-Action Report (AAR) for future planning and improving community response.

VII. Plan Development and Maintenance

The annex is reviewed and updated annually or as needed following emergencies, disasters, or exercises. Information gleaned from the AAR or updates from community partners is used to improve the plan during the next revision. The EMA office is responsible for updating this annex with input from fire/EMS partners and other involved stakeholders.

VIII. Appendices

Appendix A – Incident Command – Fire Personnel Assignments

IX. References

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Emergency Operations Plan Annex E: Fire/Rescue/EMS

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Appendix A – Incident Command – Personnel Assignments

On-scene personnel assignments are the responsibility of the Incident Commander (IC). In a chemical situation, there are certain actions which must be handled quickly and assignment of on-scene personnel to assist the IC is a top priority. To assist the IC, firefighters may be assigned to one or more of the key tasks listed below. Normally, the assignments are made as the IC assesses the situation and determines exactly what is needed. Incidents differ from one another, and plans have the flexibility to expand and contract with the details of the situation. All these positions may be needed or only some of them. The following are general descriptions of the various assignments.

On-scene Commander

• The senior officer or firefighter of the responding fire department is the IC until properly relieved by a senior fire officer or firefighter from that department.

Operations Officer

A senior firefighter or a fire officer with experience in direction and control serves as the
manager for all tactical activities at an incident. This position works directly with the IC to make
decisions on how to battle the incident.

Safety Officer

The IC appoints a Safety Officer upon arrival at the scene. The Safety Officer's responsibilities include:

- Utilizing guidance from the IC, the Safety Officer establishes hazard zones.
- Establishment of movement control for personnel and equipment from zone to zone. Clearly mark lanes and control points in accordance with department SOPs.
- Establishment of communication between the Safety Officer with the IC, Hazmat Team, EMS staging areas, and others as needed. Communications are essential and include briefings of the various section/team leaders, incoming personnel, and departments.
- Ensure team personnel have proper medical checks, appropriate level of protection, and proper equipment, are fully aware of the safety measures, and have workable communications equipment for safety and reporting purposes.
- Decontamination station must be established prior to the entry team being permitted to enter the hot zone. See that all personnel leaving the hot zone are properly decontaminated.
- Ensure back-up personnel, also with appropriate level of protection clothing, are ready in the event they are needed to rescue personnel working in the hot zone.
- Continuously monitor personnel in the "hot zone".
- Monitor exposure times and limits of the personnel in SCBA and personal protective equipment (PPE).
- Ensure all personnel in warm and hot zones are accounted for.
- Monitor actions of personnel to ensure compliance with all safety procedures.
- Maintain continual contact with IC. Advise IC of safety precautions taken, unsafe acts observed, unsafe conditions noted, and safety procedures ordered.

Staging Officer

 Responsible to utilize an area on the perimeter of the incident area, as designated by the IC, to assemble and deploy personnel and equipment.

- Maintains communications with IC, responding departments, ICP/EOC and Agencies. Keeps IC advised of personnel and equipment arriving at the staging area and maintains records of the resources contacted, reported, and utilized.
- Briefs incoming personnel and agencies of the current situation and passes on orders from the IC as required.

Communications Officer

• In large incidents, the IC may wish to designate a Communications Officer who is responsible for maintaining communications with dispatch, EOC, and others as necessary. The communications personnel are responsible for maintaining the official log of the incident for the IC.

Decontamination Officer

In some incidents, there may be a need to establish decontamination stations to provide
decontamination of the emergency responders or citizens that may have been exposed to a
chemical or biological agent. In larger incidents, there may be a need for several
decontamination stations.

Public Information Officer (PIO)

• In larger incidents the IC may need to designate a firefighter or another individual to handle media personnel at the incident site. This individual should establish a briefing area in the safe zone and provide the media and local government updates on the event. Whenever the EOC is activated, this individual should defer to the County PIO and coordinate on-scene information with the Joint Information Center (JIC) PIO.

Emergency Medical Services (EMS)

- EMS at the incident site are responsible for triage, treatment, and transport. They provide medical support to the emergency responders and residents on scene by quickly establishing triage and initial treatment for those injured.
- EMS provide pre- and post-entry medical examinations as well as care and treatment as needed.
- All safety and medical personnel monitor the first responders' mental health. In severe disasters
 such as mass fatality event, a first responder may think their coping abilities are intact when in
 fact their emotions may be impacted.
- EMS are responsible to replenish supplies used during the event. All ambulances and other medical equipment must be returned to its original state.

Annex F: HEALTH & MEDICAL

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Community Lifelines



Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- > Fairfield County Coroner's Office
- > Fairfield County Dispatchers
- > Fairfield County EMA Director and staff
- > Fairfield County Health Department
- Local Hospitals
- ➤ Other Responding Medical Agencies

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to discuss the availability of public health, medical, and coroner services in Fairfield County during emergency situations including mass casualty and mass fatality incidents. Health, medical, and coroner services provide the mechanism for a coordinated response to various health needs. This annex is an all-hazards approach to health hazards and needed action.

B. Situation

There are many events that can result in a health emergency, casualties and/or fatalities. These may be events that immediately cause impacts to health and life, or they could be events that have a delay in those impacts. Most may see impacts immediately and for some time afterward.

Events such as intentional violent acts, disease, and natural disasters impact the health and wellbeing of residents. In the event of a human infectious disease emergency, the primary goal is to coordinate efforts to mitigate and eliminate the spread of the infectious disease. In human caused or severe weather, the incident itself as well as resulting damage and debris can cause harm or death.

The events that trigger the use of this annex vary in size and scope. This means the response may also vary in size and scope. This annex is scalable to meet the needs of the response while utilizing resources effectively and efficiently.

Triggers

Triggers to activate this annex include, but are not limited to:

- A Type 1 or 2, possible Type 3 event (FEMA, 2021).
- Support functions are needed or requested to support on-scene response.
- Resource needs outweigh resources readily available.
- An incident that requires coordination between multiple agencies.
- Messaging between agencies needs to be coordinated.

C. Assumptions

Assumptions are made for planning purposes. The following are assumptions made in this annex.

- Planning is done with the worst care scenario in mind.
- An on-scene response is taking place after a large-scale disaster.
- The Emergency Operations Center (EOC) is open to support on-scene response.
- Agencies and organizations follow their standard protocols when responding.
- Agencies maintain their mutual aid agreements (MAA).
- Additional resources can be requested through the EOC when local resources have been exhausted or do not exist.
- Responding agencies may have staff affected by the disaster.
- The Joint Information Center (JIC) is opened for coordinated messaging between responding agencies.

II. Concept of Operations

A. General

Notification/Communication

- EMA assists with continual communication between the coroner, hospitals, Fairfield County Health Department (FCHD), and the Incident Commander (IC).
- Notification will be made between the agencies for situational awareness and needs.
- COTS Health Incident Liaison (HIL) should be notified of the incident to assist with regional medical capabilities. This may include bed availability, equipment, and supplies. Notification information is available through the Fairfield County Healthcare Coalition and the primary Public Service Answering Points (PSAP).
- If the EOC is open, a representative of the involved agencies will be requested to come to the EOC. This helps with communication and coordination efforts. Departments may have their own department operations center (DOC) open as well.

Mass Casualty Events

- In a mass casualty event, responders and receiving facilities may be overwhelmed and in critical need of support.
- Patients may be transported to hospitals all over the Central and Southeastern region for care.
- COTS can assist with messaging to healthcare facilities throughout the region.

Mass Casualty Incident (MCI) Trailer

- The MCI Trailer is available for large incidents needing supplies or medic resupply. It is
 maintained by EMA and was most recently stocked through donations from several
 departments including Basil Joint Fire District, Violet Township Fire Department, Fairfield
 Medical Center, Fairfield County Health Department, COTS, and the Fairfield County Healthcare
 Coalition.
- The trailer may be pre-staged for large, planned events.
- Contains supplies to assist with triage, treatment, and transfer at a large mass casualty event.
- May remain at its staging location and restock medics as they transport patients.
- If transported in response to an event, will need to be picked up and transported by EMA or a responding fire department. This is not a rapid deployment tool and may take some time.
- The MCI Trailer is stocked with backboards, thermal blankets, some airway tools, triage tracking
 and color systems, dressings, splints, packing, tourniquets, etc. It does not contain medication.
 These are more tools for immediate triage, field dressings, and stabilization.

For more information on the trailer including a supply list, refer to the Mass Casualty Trailer SOP.

Mass Fatality

- The County Coroner, or designee, will respond to accident scenes, medical facilities, and other locations where fatalities have occurred to determine the identity of the victim, the time, and cause of death.
- Additional resources may be needed for proper and respectful cataloguing of personal effects and transfer and storage of bodies.

Public Information

• The Public Information Officer (PIO) releases detailed information regarding the disaster, its effects on the community, and the number of injured and deceased.

Family Assistance Center (FAC)

- Provide information to the public resulting from the disaster (i.e., what to watch for, next steps, signs or symptoms of related illness, mental health resources, etc.).
- May be established to help provide the public information regarding loved ones, reunification, and assistance opportunities.
- Mental health crisis services may be offered with support from hospitals and ADAMH.
- Information will be announced to the public regarding services, times, location, and other details.
- Transportation assistance may be needed and should be considered. Plan FAC locations close to bus loops and hospitals but not in a location that interferes with care.

Public Health

Public Health and Medical Service concerns during disasters may include:

- Coordination with local, state, and federal partners.
- Coordinate state lab testing of certain substances.
 - o labs may refuse specimens without coordination.
- Provision of public health and medical services, supplies, and personnel.
- Disease surveillance and investigation.
- Public information and education.
- Research and consultation on potential health hazards, safety, and health concerns.
- Environmental sampling and analysis, as applicable.
- Consultation for water and wastewater for private systems.
- Assistance and support for mass casualty and mass fatality incidents.

Demobilization

The planning for demobilization starts from the beginning of the incident when there are medical needs and leadership determines resources are needed to meet patient need. When resources for medical and public health responses are no longer needed, an assessment should be done to see if they are needed elsewhere. If they are, resources should be transferred to that site. If no longer needed, and Command and the EOC agree they are no longer needed, resources are sent back to their originating location. The Logistics Section completes the proper documentation.

B. Operational Needs

The following needs are for short- and long-term events. Usually, the response is shorter, and the recovery can be a much longer process.

Short-Term Needs

- Medical staff to handle a surge in patients.
 - Some staff may be affected by the disaster which decreases available staffing numbers immediately.
 - Hospitals for acute care.

- Urgent Cares
- Secondary medical sites that take patients to make room for more acute ones (i.e., long term care sites, skilled nursing facilities, etc.)
- Medical sites to transport or accept patients.
 - EMS transport
 - Urgent cares
 - Medical diversion
 - Regional support
 - COTS
- Fatality services
 - o County Coroner, investigators, and administrative staff.
 - Appropriate storage for bodies while processing.
 - Fairfield County owns a refrigerated mobile morgue trailer.
 - o Identification, personal effects, and family reunification processes.
 - Depending on the size of the event, may need additional providers such as Ohio Mortuary Operational Response Team (OMORT) or Disaster Mortuary Operational Response Teams (DMORT).
- Medical supplies and equipment
 - o It is recommended that hospitals have enough supplies to handle two trauma patients at the same time.
 - o Additional supplies should be stocked and available per emergency planning.
- Communications between agencies.
 - o Hospitals, urgent cares, public health, EMA, and responders.
 - o Standard communication channels.
 - o Regular conference calls coordinated through EOC/EMA.
- Consultation with agencies on safety measures for staff and patients both at work and at home if appropriate.
 - o Disease surveillance whether primary or secondary effect of event.
 - Environmental safety.
 - Personal protective equipment (PPE).
 - o Responder safety and health.
 - o Mental health and crisis need counseling for responders, workers, and residents.
 - Social work consults.
- Public education on when to seek medical care and where.
 - Signs and symptoms to watch for.
 - Sites
 - Hotline for questions and concerns
 - Way to filter and take medical questions.
 - Other general questions and concerns (211).
- Assistance Center
 - Whether Family Assistance Center (FAC) or Community Reception Center (CRC) depending on incident and needs afterward.

Long-Term Needs

- Supplies
 - Continued supplies and equipment to facilities caring for patients, particularly as supplies become exhausted.
 - Medical supplies, equipment, medication, blood products, PPE, etc.
- Mental health and crisis need.
 - o For responders, residents, and workers.
- Continued medical care.
 - Second injury
 - Case management for those severely affected.
 - Social work consults
- Communication
 - Ongoing communication is needed with the public and workers.
 - Easy for people to feel like when the event is long that information falls off after a while.

C. Access & Functional Needs

Hazards can affect anyone. Those affected may also include residents with Access and Functional Needs (AFN). Refer to the Base Plan for a definition of the AFN population.

In situations that bring up health elements after a disaster, residents may need assistance with transportation, medication, durable medical equipment (DME), residents relying on electricity for lifesaving therapies (emPOWER), and more.

III. Organization of Responsibilities

All agencies related to the medical services are required to have SOP/SOGs for daily and emergency operations. It is understood they will follow their SOP/SOG and send a liaison to the EOC as requested for coordination, collaboration, and communication.

A. Primary

Alcohol, Drug Addiction & Mental Health (ADAMH) Board

- ADAMH plans, funds, and monitors mental health and substance use services in the county.
- Coordinate mental health and substance use services, such as crisis care and post-traumatic stress disorder counseling.

Coroner

- Maintains jurisdiction over deceased persons, their effects, and investigation.
- Collects, processes, and releases bodies back to families.
- May order an autopsy if needed.

Emergency Management Agency (EMA)

- Activate the Emergency Operations Center (EOC) when necessary.
- Oversee the EOC and Joint Information Center (JIC).
- Coordinate between agencies, submit resource requests, and push out warning notifications and messaging,

Fire / Emergency Medical Services (EMS)

- Conduct triage, treatment, and transport as dictated in their standard processes.
- Send patients that need to be seen to a medical provider. For those who may have been
 exposed but do not need medical care, collect information and provide to public health for
 follow-up.

See Annex E of the EOP for more information on fire/EMS capabilities.

Health Department

- Fairfield County Health Department (FCHD) is the lead agency for health and medical during an incident.
- Conduct public health capabilities including:
 - Investigate reportable infectious diseases.
 - Private water and septic inspections.
 - Conduct immunizations.
 - Recommendations for safety measures for responders and the public including advisories.
 - Receipt and dispersal of state and federal health assets including the Strategic National Stockpile (SNS).
 - Points of Dispensing (POD) sites
 - o Facilitate testing of special specimens with state labs.
 - Create lists of exposed individuals for follow-up.
 - o Coordinate and open a Community Reception Center (CRC) if indicated.

Hospitals

Local hospitals in Fairfield County include Fairfield Medical Center (FMC), Fairfield Medical Center River Valley Campus, Diley Ridge Medical Center, OhioHealth Pickerington Medical Campus, and OhioHealth Emergency Care Reynoldsburg. There are also numerous urgent cares and freestanding sites.

- Provide acute care for victims of trauma or disease.
- Provide messaging to the public on what to watch for and when to see a medical provider.
- Conduct decontamination practices as appropriate.
- Collaborate with the EOC for the need of an FAC.
- Provide mental health and crisis services as needed.
- Stock supplies in preparation for a disaster. Restock afterward.

Law Enforcement

- Conduct any investigations, if needed including evidence collection and processing.
- Security for incident scene.
- Traffic control for incident, special clinics, or POD sites.

B. Secondary

Additional secondary agencies may be added based on the need for health and medical services.

American Red Cross (ARC)

- The ARC develops and maintains shelter information for the county.
- Identify and vet potential shelter sites.

- Coordinate needs identified in the shelters (i.e., food, cots, blankets, etc.)
- Coordinate with public health and partners for staffing, inspection, and health needs.

COTS

COTS is a regional healthcare resource partner covering Central, South, and Southeast Ohio. Participating agencies include healthcare, emergency response, public health, government, and private organizations.

- Someone alerts COTS of the incident, current, and anticipated needs. This could be the Co-Chair of the Fairfield County Healthcare Coalition, local hospitals, or the PSAP.
- Send out an alert to local hospitals and medical facilities to log their bed availability so it can be viewed
- Provide messaging regarding the incident to local and regional partners. This assists with diversion and staging resources.

Disaster Mortuary Response Team (DMORT)

- A national resource to support the coroner that can provide emergency assistance for mortuary response and support to communities in the event of a major disaster involving fatalities.
- Able to provide a wide range of services including documentation, information collection, processing, and technical assistance.

Fairfield County Hazmat Team

- Type II team credentialed through the Ohio Department of Commerce.
- Available for technical assistance and guidance on hazardous chemicals such as:
 - Health and safety information.
 - o Protective equipment.
 - Mitigation methods.
- Can stop the threat from the hazardous chemical.
- Has decontamination capabilities.
- Not responsible for cleaning up the chemical or accident.
 - o Cleanup is the responsibility of the spiller.

Fairfield County Water Rescue Team

- Capabilities include:
 - Swift water rescue.
 - o Rescue and recovery diving.

Ohio Mortuary Operational Response Team (OMORT)

- State resource available to support coroners in a mass fatality response team.
- Can assist in several areas such as processing decedents, identification, documentation, and more.

IV. Direction and Control

Fairfield County follows the National Incident Management System (NIMS) Incident Command System (ICS). Command, control, and coordination follow this structure. The Incident Command (IC) or Unified Health, medical, and fatality activities are included in county and state conducted exercises whenever

possible. Consideration of training for a specific incident such as an airplane crash is important. The requirements for the first responders arriving on scene of a downed aircraft are different compared to other incidents. It is important to train EMA staff, the EMA volunteer teams, and all first responders to include fire, EMS, and law enforcement, on specific requirements when responding to a mass casualty incident.

Command (UC), depending on the situation, leads the operations at the scene.

Fairfield County Health Department (FCHD) is the lead agency for health-related incidents and may be asked to be part of Unified Command.

The EMA Director activates the EOC when necessary and directs the operations in the EOC.

V. Administration/Logistics/Finance

A. Administration

All medical and behavioral facilities maintain medical records, rosters, and recall rosters. The EOC maintains significant event logs, communication logs, and any other documentation for the event. This includes photos. Jurisdictions and agencies should keep records of equipment, personnel hours, and any other costs along with justification.

Refer to specific agency procedures for additional information.

B. Logistics

Logistics for health and medical aspects of an incident may occur in a few locations. First, the EOC Logistics Section handles requests for resources including supplies, personnel, and equipment over and above what local agencies can acquire through their sources. This includes regional, state, and federal resources.

Secondly, local agencies such as hospitals have methods to obtain supplies through vendors and other procurement avenues.

For more information, see the Fairfield County Logistics SOG.

C. Finance

All responders and medical agencies should coordinate with the EOC regarding resources used, purchased, rented, damaged, or destroyed during a response. Documentation and justification must be kept for potential reimbursement. Documentation should be turned in to the EOC Finance Section Chief or the EMA office.

VI. Training and Exercise

A. Training

Individual agencies are responsible for training their staff for daily and emergency operations. Additional training is available through local, state, and federal partners.

Fairfield County EMA coordinates training on the local level. Training may include ICS and FEMA endorsed courses, training for local EOC operations, and response level. Opportunities are published as they become available.

Recommended FEMA ICS courses include IS-100, 200, 700, and 800. ICS-300 and 400 may be in-person or virtual and are for those who held leadership and decision-making positions in an ICP or EOC.

B. Exercise

Exercises are conducted to put policy to practice and identify gaps or changes needed. Exercises focus on responses, policies, capabilities, and gaps – not on individual performance. When possible, medical surge, public health, mass casualty, and fatality elements are exercised.

After an exercise, a hotwash is conducted to gather participant thoughts on what went well and areas for opportunities. Suggestions are also welcomed. An After-Action Report (AAR) is generated to document the exercise, thoughts, and lessons learned. Plans are updated utilizing the information from the AAR to guide necessary changes.

VII. Plan Development and Maintenance

This plan is reviewed and updated annually or as necessary. Information obtained from the AARs, exercises, or real-world scenarios are incorporated into the next revision to strengthen the plan and make it functional. Once updated, stakeholders of this annex have an opportunity to review and provide any edits.

VIII. References

Central Ohio Trauma System Statement of Service 01/01/2019.

Fairfield County EMA. (2021). Mass Fatality SOP

Fairfield County EMA. (2023). NIMS Implementation Policy.

- FEMA. (2010). Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters. https://www.fema.gov/pdf/about/odic/fnss guidance.pdf.
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- Ohio Crisis Response Team. (2021). The Ohio Crisis Response Team: Responding to communities in the aftermath of traumatic events. https://ohiocrisisresponseteam.com/.
- Ohio Funeral Directors Association. (2023). Ohio Mortuary Operational Response Team (OMORT). https://www.ofdaonline.org/aws/OFDA/pt/sp/omort

Annex G: EVACUATION / SHELTER / MASS CARE

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1	10/2024	G. Blevins	All	Annual Review
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Community Lifelines



Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- > County Elected Officials & Jurisdictional Leadership
- ➤ Fairfield County Commissioners and designated staff
- > Fairfield County EMA Director and staff
- > Fairfield County Dispatchers
- Law Enforcement and
- > Fire Departments / Emergency Medical Services
- > Fairfield County Health Department

Supporting Agencies

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to outline roles and responsibilities evacuation, sheltering, and mass care of people affected by an emergency in Fairfield County. Protection and safety of residents and affected persons is the priority. This plan is an all-hazards plan. It allows for flexibility and adaptability based on the incident, cascading effects, and needs of the community.

B. Situation

Many incidents can trigger this annex to be activated. Activation of the base plan and annex is done by the Incident Commander (IC), Unified Command (UC), or EMA Director. Examples of events that would trigger this annex to be operational include tornados, explosions, fires, hazardous chemical releases, flooding, *etc*. These events can cause evacuation, orders to shelter-in-place, displacement, and residents needing care.

Triggers

The following are triggers to activating the annex:

- A Type 1 or 2, possibly Type 3 incident (FEMA, 2021).
- The release of a hazardous chemical or substance prompting orders for evacuation or shelter-inplace.
- Mass feeding, sheltering, or care of residents.
- A disaster that displaces people.

C. Assumptions

The following assumptions are made for planning purposes.

- Planning is done with the worst-case scenario in mind to identify capabilities and gaps.
- Activation of this annex automatically activates the Base Plan if not already done.
- First responders are actively working at the incident scene.
- The Emergency Operations Center (EOC) is fully activated.
- Mass notification systems are functional and utilized to warn residents of the threat and actions to take.
- Organizations activate their emergency plans and establish communications with the EOC, Incident Command Post (ICP), and/or EMA.
- Agencies with potential roles send a liaison to the EOC when requested.
- Residents are encouraged to prepare for disasters at home, work, and in the car.

II. Concept of Operations

A. General

It takes many organizations to implement mass care services. Not all services or responses listed below are needed in each situation. This plan is scalable to meet the nuances of the emergency and needs of the community.

There may be secondary impacts from the disaster that affect resources needed as well as services and locations available. Impacts may include power outages, disruption in utilities, internet or server outage, structure damage, blocked roads, and more.

The following subsections identify tasks or responses that can be taken in evacuation, sheltering, and mass care.

Communication

Communication is essential in a disaster and covers different methods, audiences, and messages. It creates information sharing and efficiencies between responding agencies. It also informs the public of warnings and alerts of coming threats (i.e., severe weather events) and actions they should take to stay safe (i.e., seeking shelter or avoiding a hazardous area).

See Annex C: Public Notification or Warning and Notification Standard Operating Guideline (SOG) for more information.

Once the EOC and Joint Information Center (JIC) are activated, the Public Information Officers can begin collecting information, drafting public service announcements, and working with the media. Information disseminated to the public should include the situation, shelter details, transportation updates, where to receive help, locating loved ones, etc. Information released is approved by the EMA Director or EOC Manager, Incident Commander, and any other stakeholders such as elected officials as stated in the beginning of the incident.

There are many different communication methods used in emergencies. Redundancies are built in the event some systems fail from the impacts of the disaster. Communication methods for responders, stakeholders, and those working the incident include two-way radios, Hyper Reach, Active911, cell phones, email, fax, text, and runners if other methods fail. Communication methods to reach the public include Alert Fairfield (the mass notification system), radio, television, wireless emergency alerts (WEA), tornado sirens (tornados warnings only), and social media.

Shelter-in-Place

Sheltering recommendations are considered before evacuation due to safety of residents, logistics, and an attempt to minimize disruption as much as possible. A shelter-in-place is where residents remain in their homes, school, or wherever they were at the time of the order. This is to protect them from the threat outside. This is common in active aggressor threats, Level 3 snow emergency, or a hazardous chemical release that can cause harm or injury.

Sheltering orders or recommendations are made by the IC / UC based on conditions and details at the scene, subject matter experts (SME), experience, policies, and laws.

Evacuation

Even though sheltering is the preferred option, there are incidents where evacuation is the best action for residents than staying. Examples of disasters where evacuation is better including severe flooding or rising water levels, destruction of buildings, or a large fire with potential to spread to other buildings. Only those areas that are affected or could be potentially impacted are given evacuation orders if that is the best course of action. Evacuations are disruptive to people, require logistics such as travel routes, coordination of mass transportation needs, and ensuring those who need assistance can get it.

The earlier the evacuation order is given, the better for people to get out. This is particularly true with congregate care settings like long-term care, skilled nursing facilities, corrections, and people with access and functional needs (AFN). It is also true for hospitals, childcare settings, schools, etc.

If possible, most residents will use their own vehicles to evacuate. This should be allowed if safe to do so as it will free up mass transportation resources to help those who do not have means to evacuate via personal vehicle. If the area to be evacuated is very large, traffic is likely to back up.

Once orders are given for an evacuation, the EOC is notified to assist with transportation, sheltering needs, and other logistics. Actions may include:

- Alerts sent to residents of the affected area utilizing several different communication methods and potentially door-to-door notification.
- Notification sent to Lancaster-Fairfield Public Transit for busing.
- Contact 211 for support with hotlines and donations.
- Alert American Red Cross (ARC) of evacuation orders to discuss potential needs like a sheltering and possible feeding of residents.

The longer the evacuation lasts, the more logistics are needed for housing, feeding, animals, medications, etc. Once it is safe for residents to return, the evacuation order is lifted. This is communicated the same way that the evacuation order was disseminated.

Sheltering

The sheltering of residents is time and resource intensive. There may be short-term shelters such as warming and cooling centers, which are not typically operated overnight. Warming and cooling centers are opened during extreme cold or heat for residents. They may use these locations if they are unhoused or do not have electricity because of the disaster.

- ARC opens pre-selected and pre-approved shelters to facilitate evacuees. Shelters should be
 able to facilitate individual and family needs, individuals with AFN, service pets, children, and
 caregivers. Shelters are marked according to ARC plans and standard operating procedures
 (SOP).
- Specific shelter locations open their doors to citizens with household pets. The location of these shelters is announced over social media and by the Fairfield County Public Information Officer (PIO).
- Shelter workers are aware of the potential decontaminates, based on the type of disaster, that some evacuees may have been exposed. Verify decontamination procedures have occurred prior to residents entering the shelters.
- The American Red Cross volunteers in the shelters provide (if possible) telephone service to the evacuees so family members can be contacted. It is very important for individuals in shelters to be able to connect with their families and loved ones who are not in the shelter.
- Establishing communication throughout the shelter assists in keeping the evacuees informed of what is taking place such as mealtimes, activities for the families, and information regarding reentry to their homes.

Mass Care

Mass care is providing sheltering, feeding, emergency supplies, and reunifying families. Many organizations may be involved in fulfilling mass care needs in the community following a disaster.

The needs vary based on the type of incident, impacts, and any other cascading events that take place. Needs are also determined by the safety actions residents are asked to take. For example, evacuation of people could call for shelter. An overnight shelter has different needs than a shelter needed for an afternoon.

The nuances of the disaster, impacts, weather, and safety of people along with the Community Lifelines help decision-makers determine what is needed.

Animals

The care of animals during and after a disaster is tricky. Service animals, pets, and livestock must be considered and handled differently.

EMA attempts to work with different animal interest groups, veterinarians, and agencies for the safety and wellbeing of animals during and after a disaster. Pre-disaster MOUs are sought for sheltering and feeding animals if necessary.

The South/Southeastern Region has supplies from the Disaster Animal Response Team (DART). Supplies such as kennels and Zumro tents may be requested. There is no guarantee that a team of personnel will be available to come with the supplies.

More information can be found in Annex H to the EOP and the Fairfield County Animal Rescuing and Sheltering SOP.

B. Operational Needs

Transportation / Evacuation

There are several needs for transportation and evacuation of residents:

- Law enforcement assistance with traffic flow and enforcement.
- Engineering / Street / Maintenance Department assistance with signage if detours are needed to get around hazards and debris.
- Transportation resources must be coordinated. Preplanning with MOUs assists in having resources ready.
- Transportation assets include Lancaster-Fairfield Public Transit (LFPT) and school buses in affected areas.
- Having multiple transportation resources available provides redundancy if some assets are impacted by the disaster.
- If animals are evacuated, special transportation will be needed such as animal trailers, kennels, and buses for animals.
- For residents with specific transportation needs, consider agencies that regularly meet these transportation needs such as Olivedale, Meals on Wheels, Center for Independence, Board of Developmental Disabilities, and private ambulettes.

Sheltering

- If there is not a lot of people needing sheltering, American Red Cross (ARC) will usually opt to put people in a hotel. This is a short-term solution but is less resource intensive than opening a community shelter.
- If an overnight shelter is opened, residents will need cots, bedding, food, etc.
- Security may be needed at shelters.
- The health department inspects shelters upon opening.
- Staff are needed to run and oversee the shelter(s) including intake, management, triage, etc.
- Mental health services may be needed for those displaced and those working the incident.
- Shelter coordinators assist in tracking individuals once they enter a shelter and if they are relocated to an alternate shelter. This information is shared with the EOC and assists in reunification purposes.
- Access to medication and durable medical equipment (DME) during the evacuation may be needed. This is particularly important for residents that need insulin, oxygen, and other lifesaving measures.

Mass Care

Mass care needs may overlap with other tasks such as sheltering. Below are some needs specific to mass care.

- Security is needed for mass care when it comes to staging supplies. Depending on the incident, community moral, and quantity of supplies, looting and aggression may be a problem.
- Mental health and crisis support may be needed for residents.
- Decontamination services may be needed depending on the incident.
- Potential for supplies, potable water, and shelf stable meals may be distributed through a Community Point of Distribution (C-POD), shelters, or other locations residents can get to.
- Resources may be requested for hot meals through non-profits and volunteer organizations.

C. Access and Functional Needs

Residents with Access and Functional Needs (AFN) may need different resources and assistance. The formal definition of AFN population is found in the Base Plan under the same heading. Because the definition is so broad on the composition of residents with AFN, responders and stakeholders should ask these residents what is needed rather than assuming.

III. Organization of Responsibilities

It is expected that the agencies listed below, whether in primary or secondary responsibilities, will follow their own standard procedures and guidelines.

A. Primary

The following agencies have primary responsibilities in a disaster for evacuation, sheltering, and mass care services.

American Red Cross (ARC)

- The ARC is responsible for establishing, vetting, and maintaining shelter agreements.
- Maintains a stockpile of resources for shelters.

- Collaborates and coordinates with EMA and local responders to assist with meeting the needs of residents.
- Assists with locating resources to feed people in a shelter.
- May put people in a hotel after evacuation if unsafe to go home and the population evacuated is not too large.

Emergency Management Agency (EMA)

- The EMA Director or designee opens the Emergency Operations Center (EOC) if needed. In a situation like this, the EOC may very well be needed.
- EMA maintains communication with the elected officials of the affected jurisdiction(s), Ohio EMA, other stakeholders, and Incident/Unified Command.
- Coordinates with ARC and any other local partners for transportation and mass care needs.
- Pushes public notification and warning messaging as requested and necessary. These
 notifications alert residents of the issue, what to do, and areas to avoid.
- Oversees the EOC including the Joint Information Center (JIC).
- Receives, processes, and procures/borrows resources as requested.

Fairfield County Health Department (FCHD)

- FCHD is the lead for health and medical incidents.
- Maintain coordination with the Ohio Department of Health (ODH) for support.
- Has public health nursing and epidemiology staff available.
- Environmental Health staff can help with inspections of food establishments and other impacted environmental hazards.
- Can provide safety information for residents and responders.
- May follow up with residents affected, depending on the hazard.
- May coordinate medical and mental health services with those that can provide direct care.

Refer to the Public Health Nurses' Role in Emergency/Disaster Shelters, OPHA, July 2017.

Incident Commander (IC) / Unified Command (UC)

- Command is at the scene of the incident and oversees the activities and makes decisions.
- Based on the elements of the incident including weather, location, hazard, etc., Command can make the decision to evacuate or shelter-in-place.
- Command maintains communication with the EOC / EMA Director to request resources, approve messaging, and other needs.

Lancaster-Fairfield Public Transit (LFPT)

- Provide busing as requested to move residents.
- May be asked to hold residents on a bus if it is thought the evacuation duration will be short or until a shelter is set up.
- Buses do have a wheelchair ramp but do not have other specialized equipment.
- May be willing to move some animals with their owners. It is up to the discretion of LFPT leadership.

Law Enforcement

• Assist with evacuation, traffic control, and security as requested.

• May patrol evacuated areas, if safe to do so, to keep people out until it is safe to return. If the area is not safe, law enforcement may stage at the perimeter of the incident and monitor.

School Districts

- If there are schools in the area affected, the Superintendents or other leadership may be asked to assist in staging areas, reception centers, or C-PODs.
- May be asked to provide busing in their areas to move people according to current MOUs with the schools.

Sheriff's Department

- The Fairfield County Sheriff's Office has access to notification and warning systems and may issue an alert to residents or anyone in the geographical area of the incident.
- The Sheriff's Department does have the authorization to issue an evacuation order in lieu of the IC or EMA Director.

B. Secondary

The secondary agencies below are just as important as the primary agencies. They may or may not be needed after the incident but should be ready in the event they are needed.

Amateur Radio Teams

- Amateur Radio Teams may be activated to provide radio communications between response locations, particularly if other means of communication are down or inadequate.
- They may be positioned at reunification centers, shelters, the hospitals, EOC, etc.

Community Emergency Response Team (CERT)

- Community Emergency Response Team (CERT) is a trained volunteer group managed by EMA.
- CERT volunteers may be utilized to assist in different areas including:
 - o Donation Center
 - Volunteer Reception Center
 - Family Reunification Center
 - Light search and rescue
 - Field triage
 - Assisting in the EOC as needed

Refer to the Community Emergency Response Team SOG through EMA.

Ohio Emergency Management Agency (OEMA)

- Maintains communication with Fairfield County EMA.
- Receives resource requests from FC EMA.
- Sends information to the Governor's office as needed.

IV. Direction and Control

Fairfield County follows the ICS structure for emergency incidents. Direction for on-scene coordination and operations falls to the IC / UC. The EMA Director or EOC Manager leads the EOC operations. Health and medical responses are led by the Fairfield County Health Department. Sheltering activities in this annex are led by the ARC.

V. Administration/Logistics/Finance

A. Administration

Documentation of all persons received at the mass care facility(ies) are essential for follow up and accountability purposes. Accurate records must be maintained from the opening of the mass care shelters till the time they close. For accurate documentation, these records should be catalogued regularly. Copies of the records should be submitted to the EOC for review by ARC and EMA Director.

MAAs are on file and updated regularly. Interstate and intrastate MAAs may be called upon if the scope of the emergency is extremely large and additional resources are required.

B. Logistics

The county resource database contains listings of all the county's resources such as MAAs, shelters, long-term care facilities, and points of contact. Requests for staff and resources should be entered on a 213RR form and sent to the Logistics Section Chief at the EOC. The 213RR form can be found on EMA's OneDrive or hardcopies in the EOC and Cmd23.

Identification badges and/or company apparel must be worn by employees, volunteers, and any other staff working in the EOC or on-scene. Individuals who need access to sensitive areas to complete a task must be able to identify themselves. Most scenes are guarded during the response and recovery periods and workers must be able to identify themselves.

C. Finance

Jurisdictions must report the use and expenditures of MAAs to the EOC as soon as feasible. Organizations should track all cost regardless of in-kind or fee. Any expenditures or invoices which occurred in the response or recovery of the incident should be documented and given to the Finance Section Chief in the EOC.

VI. Training and Exercise

A. Training

Training is continuous for individual agencies and the community working together. Opportunities for training include sheltering by ARC, CERT training, Stop the Bleed® and internal training days for agencies. When possible, training should include multiple agencies working together in a mock scenario for practice and to find opportunities for improvement.

Additional training through FEMA is available for free. It is strongly encouraged that responders and support agencies take Independent Study (IS) 100, 200, 700, and 800. Leadership roles that are decision-makers are also encouraged to take 300 and 400.

B. Exercise

Exercises are important to practice training and find opportunities for improvement. Exercises for evacuation, sheltering, and mass care should include components such as transportation for all residents, family, and service animals, and sheltering logistics. Evacuation and sheltering should include elements for residents who meet the need of individuals with AFN including the elderly, childcare settings, limited mobility, limited English proficiency, and more.

An After-Action Report (AAR) should be completed after each exercise and real-world response. The AAR captures what went well, what did not go well, and opportunities for improvement. These elements are then incorporated into the next revision of the plan so that the plan is more relevant to the scenario and response activities.

VII. Plan Development and Maintenance

The EOP and this annex are updated annually or as needed. Updates include lessons learned from training, exercises, and real-world events. The information from the AAR as well as any updates from community partners is used to improve this plan.

VIII. Authorities & References

American Red Cross: Find Open Shelters. Redcross.org.

FEMA Policy 104-009-18, Version 3: FEMA Emergency Non-Congregate Sheltering during the COVID-19 Public Health Emergency (Interim)

State of Ohio Emergency Operations Plan, Emergency Support Function #6 Mass Care

IX. References

Fairfield County EMA. (2021). Animal Rescue and Sheltering SOP

Fairfield County EMA. (2023). Community Emergency Response Team SOG

Fairfield County (2023). Logistics SOG

Fairfield County EMA. (2023). Warning and Notification SOG.

FEMA (2021). Comprehensive Preparedness Guide (CPG) 101, Version 3.0

FEMA Emergency Support Function #6 – Mass Care, Emergency Assistance, Temporary Housing and Human Services Annex

Ohio Public Health Association (OPHA) *Public Health Nurses' Role in Emergency/Disaster Shelters: A Guidance White Paper.* July 21, 2017.

Annex H: AGRICULTURAL & ANIMAL CONTROL

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1	11/2024	G. Blevins	All	Annual Update
2	12/2024	N. Drake	7	Corrected Access and Function Needs Section
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Community Lifelines



Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- County Elected Officials
- > Fairfield County Commissioners and designated staff
- > Jurisdictional Leadership
- ➤ Fairfield County EMA Director and staff
- Humane Society
- OSU Extension Office
- > Fairfield County Dog Warden

I. Purpose/Situation/Assumption

A. Purpose

This annex addresses agriculture and animal care during and after a disaster. Agriculture and animal husbandry is a major industry in the county. Many individuals have household pets and service animals as well. People are passionate about their animals and crops, and they require special consideration during and after a disaster. This annex covers several topics including considerations for evacuations, isolation, disease surveillance, and agrosecurity. This plan is scalable and adaptable to the needs of the incident.

B. Situation

There are several situations that can trigger this annex. First, any disaster, man-made or natural, could impact crops and animals. Fairfield County has agricultural acreage for crops and livestock all over the county. Natural incidents that put farmland at risk include flooding, drought, strong wind damage (straight-line winds), tornados, and other severe storm events. Intentional events, such as food adulteration can lead to illness and destruction. Accidental incidents such as a chemical release may also impact water supplies, crops, and disease leading to widespread impacts.

The evacuation and sheltering of animals may be required. Similar situations that can affect crops also affect animals regardless of their classification.

The probability of hazards is low based on the Fairfield County *Hazard Identification & Risk Assessment (HIRA)*. The HIRA shows that the entire county is equally at risk.

Triggers

Triggers to activate the EOC include, but are not limited to:

- A Type 1 or 2, possibly Type 3 event (FEMA, 2021).
- Support functions are needed or requested to support on-scene response.
- Response or recovery actions to save or preserve crops is needed.
- Evacuation, transportation, and/or sheltering of animals are needed.

C. Assumptions

The following assumptions are made for planning purposes:

- Planning is done with the worst-case scenario in mind.
- Fairfield County follows the National Incident Management System (NIMS) Incident Command System (ICS) when managing an event.
- The Emergency Operations Center (EOC) is activated and operational.
- The Joint Information Center (JIC) is activated and operational.
- Agencies with roles in the response follow their standard operating guidelines and procedures.
- Agencies communicate and collaborate within the ICS NIMS structure in the field and EOC for effective and efficient implementation.

II. Concept of Operations

A. General

Prevention

Not all hazards can be prevented, but the impact can be decreased through preventative measures. This includes proper storage of hazardous chemicals to prevent accidental or intentional tampering and release. Putting crops and animals outside of flood plains prevent damage or death in flooding situations. Additionally, sturdy shelters for animals can help protect them from debris and the weather. These actions may not always be feasible but decrease the impact of hazardous situations.

Assistance

The size and scope of the incident determines the actions and number of resources needed outside the affected jurisdiction. Mutual aid and requesting resources may be needed if the affected jurisdiction does not have enough resources to contain and mitigate the risk. Many farmers have associations and networks they can call personally to help with moving livestock.

Local agencies that can help with other animals such as pets may be requested to help gather and shelter displaced animals.

Formal resource requests will go through the EOC as with other scenarios and needs.

Evacuation

Evacuation of livestock from affected farms may be necessary. Approval from state or federal agricultural agencies may be required prior to moving livestock. Another consideration in moving livestock are any potential diseases they can carry or be exposed to, chemical exposures, or injury.

Farm evacuations are better coordinated with friends, neighbors, livestock associations and clubs, and county extension educators (Animals in Disaster). Neighbors and clubs should plan prior to incidents on transportation arrangements.

Due to the economic value of livestock and other working animals, responders should not move the animals. Those that own or manage the animals should be the ones to move them due to liability and worth.

Sheltering

Service animals are to remain with their owners, including in human shelters. The definition of a service animal is a dog individually trained to do specific work or tasks for people with disabilities. There is a provision for miniature horses under Americans with Disabilities Act (ADA) regulations at 28 CFR 35.136(i).

If the resident says the animal is a service animal and provides a service to them, the animal must be allowed in the shelter. The only exceptions include if the animal is aggressive or if there are hygiene issues.

Consideration must be given to people in shelters who are allergic to animals. It will be necessary to have areas for those with service animals and those allergic to make sure all are accommodated.

Sheltering pets is a different issue and can be emotional. Hurricane Katrina showed that people will not evacuate from a potential disaster if they cannot bring their pets. The definition of a pet is much

broader and not legally defined which can lead to many different types and sizes of pets. Accommodation must be made for all – to an extent.

Options for sheltering include putting people in one building and animals in kennels in another building. The supplies from the DART Team can assist with putting kennels in Zumro tents if a building is not available close to the human shelter. If the existing shelters are not damaged and are available, requests can be made to use those facilities. Lastly, if there are available resources, there may be a human shelter without animals and another shelter for humans with their pets in the same location.

Kenneling animals during evacuation and sheltering is necessary. Animals will be stressed and agitated during disasters, just like people. When animals are stressed, they can bite, scratch, or attack if they feel provoked. The goal is to keep all safe – animals and humans – and try to reduce the stress already present.

Sheltering of animals also includes feeding. Agreements will be needed with pet supplies stores, feed mills, and veterinarian offices to get food to feed the animals sheltered. As with everything in a disaster, all receipts and agreements must be kept for potential reimbursement.

Infection Control

The possibility of disease infecting the livestock and farmland is another concern. The isolation of sick animals from healthy is necessary to contain the illness and keep it from spreading. At this point, state agencies that regulate crops and livestock would become involved and likely make the decision on next steps.

Infection in animals can result in the destruction of mass amounts of animals which is also a large economic impact to farmers and industry.

If testing is needed for suspicious conditions or a cluster of illness, contact the Fairfield County Health Department to organize testing through Ohio Department of Health or Ohio Department of Agriculture.

Waste Removal

Animal waste (i.e., manure, etc.) should be property disposed of to avoid pollution to bodies of water and water sources. The USDA has a Nutrient Management Conservation Practice Standard (590) with regulations and requirements to reduce excess nutrients and pathogens from manure (2023).

Reunification

It is possible that after a disaster, humans are separated from their animals. There should be a process by which people can be reunited with their animals. A process for verifying ownership will also need to be established. This may be easier with pets that are microchipped.

Information Sharing

Information sharing is a critical component of safety and recovery. Sending out warnings and alerts helps residents decide what actions to take, including how to protect their animals.

After the hazard has passed, information can help residents know what the next steps are, where to go, and what to do. Regarding animals, information should alert residents where to take their pets or how to be reunited with pets.

In situations where people feel vulnerable and out of control, getting information helps prevent or stop rumors and helps people start to heal. If information does not come from reputable sources, people will go wherever they can to get information, even if the information is not credible or verified.

In these situations, the Joint Information Center (JIC) should be the group gathering, verifying, and disseminating information so that all agencies participating in the response are sharing the same message.

B. Operational Needs

Short-Term

The movement of livestock and animals is resource intensive depending on the number of animals. Animal trailers, kennels, leads, ropes, and shelter locations are needed to move them. Once they are temporarily housed, animals need to be fed, watered, and someone to look after them. There may be animals that need medical care and require veterinarian services including regular medications.

Supplies to clean up after and care for animals will also be needed such as waste cleanup, disinfectants, straw, bedding, and other supplies. Conservation standards in line with the USDA 590 Standard must also be considered (2023). This includes where manure should be disposed of and how far back animals should be placed from water sources.

Reunification processes and location for animals and pets will be needed. A microchip reader is needed to verify ownership of pets that are chipped.

Long-Term

If the evacuation or sheltering of animals is anticipated to be long-term, different accommodations may be needed. The temporary sheltering location may be needed for other reasons.

If the disaster resulted in many human fatalities, there may be animals that are not claimed after the disaster. These animals will need to be cared for until they can be rehomed.

Livestock owners may find other farms to put their animals which decreases the need to shelter them.

C. Access and Functional Needs

Some members of the population may have Access and Functional Needs (AFN) and require assistance. The formal definition of residents with AFN can be found in the Base Plan of the EOP. Assumptions cannot be made regarding assistance needed. Responders and those helping should ask the resident how they can help.

In relation to this annex, there may be animals that have needs and require specialized assistance. If the owner or handler is present, ask them the best way to care for the animals. If the owner/handler is able, allow them to manage the animal if there are specialized needs.

III. Organization of Responsibilities

The following agencies have primary or secondary roles in agriculture and animal response.

A. Primary

Dog Warden

- Provide animal control measures, as needed, for impacted areas including the apprehension and impoundment of stray dogs, the enforcement of quarantine orders, and work to notify and reunite families with their lost or evacuated pets.
- Coordinate units or teams to search for dogs in need of rescue, removal, transport, and assist with continued care of dogs going into temporary shelter, in need of veterinary care, or needing disposal because of the disaster.
- During periods of emergency evacuation and sheltering the Dog Warden's office works with ARC and other voluntary agencies by coordinating the care and support of household and service animals.

Emergency Management Agency (EMA)

- EMA coordinates emergency response planning with the OSU Extension Office, Humane Society,
 Dog Warden, and any special interest groups. Together they provide guidance and planning
 regarding emergency care of family pets, service animals, and livestock during and following
 emergency periods.
- Oversees the EOC and JIC operations.
- Pushes warning and notification alerts to affected groups and residents.
- Facilitates coordination and collaboration between agencies.
- Assists with the disaster assistance process including damage assessments, sending reports to Ohio EMA, and sharing information with stakeholders and residents.

Fairfield County Health Department (FCHD)

- Provides guidance on health and safety measures.
- Can check private well water for contaminants.
- Conducts epidemiological investigation of disease risk or exposure.
- Can facilitate testing of biological samples with Ohio Department of Health (ODH) or other state entities
- Notify state authorities (such as ODH or ODA) of suspicious animal or plant diseases.

Other Animal Service Groups

As other animal groups such as the Humane Society or veterinary groups become involved, their support will be expanded. Potential areas of assistance may include:

- Assist in the logistics of evacuation and sheltering of pet animals.
- Assist in feeding, medication, and medical services of animals impacted by the disaster.
- Provide staff assistance with animal shelter oversight and maintenance.
- Extend food, medication, and medical care to service animals sheltered with their handlers.

B. Secondary

Ohio Department of Agriculture (ODA)

- The Ohio Department of Agriculture tests and recommend disposal of any contaminated foods, livestock, and agriculture products. They issue embargoes or set quarantine orders as needed.
- Provide guidance to locals regarding animals and livestock.

Ohio Department of Health (ODH)

- Provide guidance on disease or health risk and animals or humans exposed to disease or hazards.
- Facilitate testing of biological specimens. (Must be coordinated through FCHD and ODH must approve prior to sending specimens.)

United States Department of Agriculture (USDA)

- The local USDA Farm Service Agency and Natural Resources Conservation Service makes recommendations to the USDA after a local disaster affecting crops.
- Funding may be available to local producers for lost crops due to disaster.

IV. Direction and Control

The Incident Commander (IC) controls the activities at the scene of the incident. The EMA Director or EOC Manager oversees EOC Operations and promotes communication and coordination between the sites and agencies.

Multiple agencies are required for response and recovery to an incident. Each agency is responsible for the area it has jurisdiction over (health, natural resources, rescue, security, *etc.*) but must coordinate with other responding agencies. This promotes efficiency and effectiveness.

Response actions should be prioritized to focus on emergency conditions that threaten lives and the wellbeing of both the citizens as well as their animals and livestock.

V. Administration/Logistics/Finance

A. Administration

The EOC maintains the administrative functions of the incident to relieve the burden from those working on the scene. All paperwork, records, rosters, receipts, messages, etc. are maintained at the EOC for documentation and historical purposes. Staff working in the EOC must leave their documentation at the end of their shift or when demobilized and no longer needed.

B. Logistics

Resource requests, including staff to help with animals, reunification, sheltering, etc. are sent to the EOC. An ICS form called the 213-RR (Resource Request) is completed by the requesting entity and sent to the Logistics Section of the EOC. The Logistics Section checks the requests for completeness and sends them up for procurement or borrowing.

C. Finance

The agency or jurisdiction requesting the resource is financially responsible for the asset. The hope in a large enough disaster needing such resources that financial assistance and reimbursement will be sent.

The Finance Section keeps track of the costs in the disaster, providing information for elected officials and jurisdiction leaders to get an update on how much is being spent.

VI. Training and Exercise

A. Training

Training for animal and agricultural incidents is conducted by the agencies who respond to such incidents or whose daily role involves agricultural and animal activities.

Formal training in the EOC is conducted by the EMA office. Agencies who would have a role in the EOC are invited to participate in the training to practice tasks in the EOC and become familiar with the interface.

B. Exercise

Exercises are a chance to put plans into practice. This helps people work through the plan and identify any gaps, challenges, and potential ways to make plans better. Exercises involving agriculture and the management of animals should be conducted and responding agencies invited. Animals may be an element of a larger exercise such as a hazardous chemical exercise.

After an exercise, a hotwash is conducted for participants to vocalize their thoughts. An After-Action Report (AAR) is written after the exercise or a real-world incident to collect and formally document the event.

VII. Plan Development and Maintenance

EMA is responsible for the updating and maintenance of the EOP and this annex. The EOP is reviewed annually and updated with any policy or process changes and capabilities. Information from the AAR is also used to update the plan and improve the response and resiliency.

VIII. References

Emergency Management Assistance Compact (EMAC). The All-Hazards National Mutual Aid System. PL 104-321.

EPA. (2021). <u>Tier II reporting for agricultural dusts and agricultural products handled in powdered form (i.e. combustible dust).</u>

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USDA. (2023). Nutrient Management (Ac.) (590) Conservation Practice Standard | Natural Resources Conservation Service. Www.nrcs.usda.gov. https://www.nrcs.usda.gov/resources/guides-and-instructions/nutrient-management-ac-590-conservation-practice-standard.

Annex I: PUBLIC WORKS & UTILITIES

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Emergency Operations Plan Annex I: Public Works & Utilities

Community Lifelines



Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- ➤ Fairfield County EMA Director and staff
- County Engineer
- ➤ Municipalities & Townships
- County Utilities
- Public Works Agencies
- Local Maintenance or Street Departments

I. Purpose/Situation/Assumption

A. Purpose

Public works is infrastructure paid for and constructed by the government for the community. Utilities include water, wastewater, electric, and gas sources. When these systems are impacted from a disaster, it can be detrimental for the workers trying to respond and the public. The purpose of this annex is to address public works and utilities affected by a disaster and the roles and responsibilities of agencies that may respond.

B. Situation

Natural and man-made disasters may directly impact utilities and public works. Secondary or cascading events may also affect these systems causing interruptions in services or making transportation and rescue extremely difficult.

Triggers

The following may trigger the activation of this annex:

- A Type 1, 2, or possibly Type 3 event (FEMA, 2021).
- Any event that has an impact on infrastructure causing a need to respond and work to restore service.
- Coordination between multiple agencies is needed to respond and restore service.

C. Assumptions

The following assumptions are made for planning purposes:

- Fairfield County follows the National Incident Management System (NIMS) Incident Command System (ICS) structure for responding to an event.
- Planning is done with the worst-case scenario in mind.
- The Emergency Operations Center (EOC) is already activated and fully operational.
- The Joint Information Center (JIC) is open and operational.
- Both utilities and public works are impacted by a disaster and need services or access restored.
- Agencies participating in the response and recovery follow their standard procedures or guidelines.
- Agencies or sectors assisting in the response and recovery have a liaison in the EOC to make communication and actions efficient.

II. Concept of Operations

A. General

Public works and utilities are specialized departments. When it comes to safety, access, and restoring services, these agencies shoulder most of the work. First responders at a scene may be the first to notify utilities or public works that their services are needed.

An assessment of the impacted area, resulting damage, and outages helps the Incident Commander / Unified Command identify what agencies should be called. 24/7 access phone numbers should be used to report the disaster and interruption.

If the incident is widespread, representatives should be in the EOC and can help maintain communication with teams in the field trying to restore widespread outages and access.

Road crews are needed to clear any debris so that roads are passable. This can be for responders answering life safety calls or for residents trying to get out of the area. Inspections of roads, bridges, culverts, and other infrastructure may also be needed.

The priority of interventions is life safety, then property and environmental preservation. The Community Lifelines assist in prioritizing resources and services.

B. Operational Needs

Short-Term

Depending on the service interruptions, responding agencies may need to activate their Continuity if Operations (COOP) Plan. Agencies working in the response and recovery from the disaster must still be able to provide critical services, even if their office, power, or daily routine is interrupted.

Damage assessments must be submitted to EMA within the first 12 hours after a disaster. EMA compiles the data and sends a report to Ohio EMA within 36 hours of the event.

See the Damage Assessment SOG for additional information.

If short-term interruptions in service impact residents' quality of life, a temporary shelter may be opened. This may be necessary for residents who rely on electricity for life-saving measures such as oxygen, dialysis, or ventilators.

Refer to Logistics SOG or Annex G for more information on sheltering.

If the electrical grid is interrupted, responders must find a way to get fuel to respond.

Long-Term

In situations where service interruptions may be long-term, the previously identified needs are still present along with additional considerations. These considerations include housing/sheltering, business operations, and additional agency staff to restore service.

C. Access & Functional Needs (AFN)

The definition of the population with AFN can be found in the Base Plan. Residents may rely on electricity for lifesaving measures or need transportation to critical appointments such as dialysis. Others may need help clearing debris from their property such as a garage or driveway. Assistance may be required from faith-based organizations or other organizations to assist this population with utilities, service connections, or debris.

III. Organization of Responsibilities

The following primary and secondary agencies have responsibilities in a situation that impacts public works and utilities. It is assumed these agencies will follow their own standard procedures or guidelines but participate in EOC and scene operations.

A. Primary

County Engineer

- The County Engineer quickly responds to an event by clearing and repairing county roads, bridges and culverts, water lines, and sewer lines.
- They are the overall coordinators for engineering and public work task teams in the county.
- When it is necessary to close roads due to flooding, power line damage, or sewage backups, the Incident Command (IC) and Emergency Operation Center (EOC) must be informed so the information can be communicated to the public and responders.

County Utilities

- County Utilities is responsible for water treatment facilities and wastewater facilities three public water plants and five wastewater treatment facilities.
- Responsible for wellhead protection areas.
 - Utilities are notified of hazardous material releases within respective wellhead protection areas.
- In the event of an emergency, all department personnel respond to assist the operators on site. In major events, mutual aid from surrounding jurisdictions or counties may be needed.

Elected Officials

- Conduct a preliminary damage assessment of affected areas within jurisdiction or coordinate with EMA to have an assessment done within 12 hours of the disaster.
- Notify jurisdictional roads departments to respond to an incident.
- Maintain communication with constituents and the EOC.

Emergency Management Agency (EMA)

- Opens the EOC upon request or identified need. Oversees the EOC and the JIC.
- Notifies the Ohio EMA Watch Office of a disaster, even if to have them on standby.
- Push out warning and notification messaging through mass communication system to those affected or potentially affected.
- Maintain coordination between the EOC and on-scene efforts.

Fairfield County Department of Transportation (DOT)

- Responsible for care and maintenance of all state and federal highways, bridges, and culverts in Fairfield County.
- Communicate road closures to the EOC and IC.
- Place signage regarding detours and closures.

Fairfield County Health Department (FCHD)

- Able to test private well water for contamination.
- Provide expertise regarding safety during an incident for the public and responders.
- May issue in-home boil alerts.

Private Utilities

- There are utilities that are owned and maintained by private companies such as American Electric Power (AEP), South Central Power, pipeline operators, and others.
- If services need shut off or restored, the company that owns the service must be called.
- All activities are reported to the IC and EOC to assist with planning and next steps.

B. Secondary

The secondary departments below are called upon if a need is identified. The ones listed below are state entities, but they are not always state level resources.

Ohio Department of Transportation (ODOT)

- May be needed to help with state roads and assist with cleanup and recovery.
- May need to issue permits for oversize/overweight vehicles for normal infrastructure travel.
- May have resources for local response including personnel and equipment.

Ohio Department of Insurance

- Regulates insurance industry which could play a significant role in rebuilding infrastructure.
- Assist consumers, businesses, and governments to navigate private insurance claims.

Ohio Department of Natural Resources (ODNR)

• Can provide technical assistance to enforce floodplain regulations.

Ohio Emergency Management Agency (OEMA)

- Receive and process resource requests from the EOC.
- Serve as liaison between State and Federal authorities and local EMA.
- Receive and process local disaster declaration.

Ohio Environmental Protection Agency (OEPA)

• Provides technical assistance with waste streams, regulatory requirements, and assists with cleanup activities as necessary.

Ohio Public Works Commission (OPWC)

• Maintains emergency funding for areas that have no alternative way of addressing the project through local funding or resources.

Public Utilities Commission of Ohio (PUCO)

- Regulates providers of utility services.
- Can authorize spending for infrastructure replacement.

IV. Direction and Control

The Incident Commander (IC) controls the activities at the scene of the incident. The EMA Director or EOC Manager run EOC Operations and promote communication and coordination between the sites and agencies.

Multiple agencies are required for response and recovery to an incident. Each agency is responsible for the area it has jurisdiction over (health, natural resources, rescue, security, *etc.*) but must coordinate with other responding agencies. This promotes efficiency and effectiveness.

V. Administration/Logistics/Finance

A. Administration

Reports from all agencies and jurisdictions must be done accurately and in a timely manner. For a declared disaster, all documents must be maintained for justification and historical purposes. This includes damage assessment forms, notes, messages, receipts, rosters, etc.

Documentation is maintained at the EOC and later the EMA office. Departments with their own specialized response may keep copies at their office (such as Utilities, Engineer, or Health Department).

B. Logistics

Mutual aid and additional resources may be needed to mitigate threat to utilities and public works and then restore service. Mutual aid may be requested per systems already in place. Resource requests should be submitted to the EOC on a 213-RR (Resource Request) form.

C. Finance

When resources are being requested, a question is asked regarding who is paying for the resource. Payment is usually the responsibility of the jurisdiction or agency requesting. An approved disaster declaration opens funding opportunities and the potential for reimbursement.

The Finance Section in the EOC maintains all receipts, invoices, and any justification documents. Agencies that have documentation should submit copies to the EOC/EMA. EMA is the liaison with the state for reimbursements and documentation.

VI. Training and Exercise

A. Training

Training personnel in emergency functions can be accomplished by individual departments through internal training sessions.

The EMA hosts training sessions on EOC operations. These trainings sessions allow those who have a role in the EOC to use the interface, forms, and become familiar with the systems prior to a disaster. EOC trainings are announced to participating agencies.

B. Exercise

Exercises and drills are a good way to practice and test plans. Exercises allow a hands-on experience to identify if plans are sufficient, where gaps are, and means to fill gaps. The staff that complete tasks in a plan may have ideas on better ways to execute a task which then updates the plan.

Immediate feedback is obtained in a hot wash after the exercise. Lessons learned from exercises and the hot wash are compiled in an After-Action Report (AAR).

VII. Plan Development and Maintenance

The EMA Director and staff are responsible for updating and maintaining this annex. The review schedule is annually or as needed. The information from the AAR is incorporated into the appropriate plans to make them stronger and pertinent to the community.

VIII. References

Fairfield County EMA. (2023). Damage Assessment SOG

Fairfield County EMA. (2023). NIMS Implementation Policy

Public Utilities Commission of Ohio. (2023). Utilities. Ohio Public Utilities Commission.

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Annex J: RESOURCES

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Community Lifelines













Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- > Fairfield County Elected Officials
- > Jurisdictional Leadership
- > Fairfield County EMA Director and Staff
- ➤ Logistics Section Staff in the EOC

January 2025

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to provide a prompt and effective means of requesting and receiving resources necessary to expedite response and recovery efforts in Fairfield County during a disaster. Fairfield County EMA is the primary coordinator for resources, submitting requests for resources out of the jurisdiction, and receiving allocations of resources from other jurisdictions. This annex describes the process of requesting, receiving, and documenting resources for a disaster event.

B. Situation

Any event that causes the need for additional resources beyond local capabilities can trigger this annex. This includes a wide range of situations that overwhelm the availability of local resources locally to respond and get the community to recovery.

Triggers

Situations that can be managed by local resources and potentially mutual aid may not be enough to trigger this annex. The following triggers could activate this annex.

- A Type 1 or 2, possibly Type 3 event (FEMA, 2021).
- Resources are needed or requested beyond local capabilities and standing mutual aid agreements (MAA).
- Resource requests, distribution, and tracking are needed.

C. Assumptions

The following assumptions are made for planning purposes:

- Planning is done with the worst-case scenario in mind.
- Response and recovery follow the NIMS ICS standards as mandated by the State of Ohio and the Fairfield County Commissioner's Office.
- A disaster has occurred locally requiring additional resources than what is available through local capabilities and standing agreements.
- Resources and needs are considered for the whole community.
- The Emergency Operations Center (EOC) and Joint Information Center (JIC) are open.

II. Concept of Operations

A. General

In a major emergency or disaster, the county EMA Director activates the Emergency Operation Center (EOC) and utilizes the Logistic Section to facilitate resource requests.

The EOC staff works with the Incident Commander (IC) to identify resources needed and locate the best supplier. Local jurisdictions must procure resources in accordance with local, state, and federal policies and procedures in case public assistance funding is made available.

Emergency resource management and planning include the following elements:

- Determining the resource needs based on the mission and equipment requirements.
- Locating and obtaining needed equipment and supplies in a timely manner.
- Organizing the distribution of supplies to the affected jurisdiction.

- Maintaining financial and legal accountability. This includes documentation of all requests, procurement actions taken and an accurate listing of vendors, items, and costs.
- Funding is always a prime consideration. The county may use an emergency declaration to release the necessary funds. For any resource request, EMA Logistics will ask who is paying for the resource. The requesting jurisdiction is typically responsible unless other arrangements have been made.
- Plan how resources will be demobilized from the beginning of the incident or request.

Resource database

A list of resources is maintained by EMA including equipment, personnel, and supplies. Additionally, companies that have expressed an interest in helping during and after a disaster are also listed.

The contact information for resources is constantly changing. The availability of equipment changes with use, maintenance, repair, and replacement. Information is updated annually or as information is received by the EMA office. However, not all updates are shared so content may be out of date.

If information is learned during a disaster when resources are explored and requested, a moment should be taken to update the Resource database. Unfortunately, it is a reality to update the Log during a disaster.

Analyzing Resource Needs

The first steps in an organization's procurement of resources are:

- Identifying priority tasks to support life, property, and environmental safety.
- Analyze essential needs based on the mission, equipment available, repair or upgrading priorities and equipment shortfalls.
- Identify if resources are available locally or through mutual aid.
 - o Do neighboring counties have the resources?
 - o Do private agencies have the resources and will enter into an agreement?
 - o If not, submit a resource request (form 213-RR) to the EOC.

If local organizational or jurisdictional funds are available, county emergency funds may not be needed.

For more information on formal resource requests and the process, see the Fairfield County Logistics SOG.

Resource Tracking

Resources should be tracked from the time they are requested to the time they arrive back to their originating source. The Logistics Section tracks resources and maintains an Excel spreadsheet in the EOC.

Disposable resources (or one-time use resources) are tracked until expended. Resources such as equipment, staff, and other resources are tracked until they reach their owner or originating location. Fairfield County is still responsible during transit back. Personnel should be given the opportunity to eat and rest prior to traveling home.

Written Language Materials

For residents that need information in another language, the Health Information Translations website has content in over 15 languages. Hospitals in the Central Ohio Region contributed to this valuable resource. The website is https://www.healthinfotranslations.org/. Many topics are available including safety, disaster preparedness, stress and coping, and medical information.

B. Operational Needs

Short-Term

Access to the Resource database is necessary if research needs to be done on available assets. The Log is currently electronic due to its size and complexity. Having the Log electronic also makes it easy to search for assets.

In addition to accessing the Log, a person from the Logistics Section should be dedicated to updating information or advise any Logistics staff doing research to update information as they come across changes.

Long-Term

In addition to the short-term needs above, the following are additional needs in a long-term response.

- Staffing to manage long-term response with multiple areas to fill. This also prevents burnout and expands the response.
- Continuity of Operations (COOP) for agencies that need to operate outside normal operations such as:
 - Office space is not functional or safe.
 - o Connectivity to internet, phones, etc., not operational or need alternate means.
 - Non-essential operations are not feasible due to the disaster response or available resources.
- Long-term financial support due to the disaster to pay for the response, resources, and staffing.
- Documentation and record keeping for the long-term that allows items to be searchable when needed.

C. Access & Functional Needs

Equipment or resources may be needed for residents with access and functional needs (AFN). (The formal definition of AFN can be found in the Base Plan.) Residents are not charged for resources per the Americans with Disabilities Act (ADA) of 1990. Examples of resources may include, but are not limited to, wheelchairs, buses with lifts, crutches, hearing assistant devices, materials printed in different languages, or interpreter services.

III. Organization of Responsibilities

A. Primary

Elected Officials

- Assess the situation and provide updated details to the County Elected Officials (CEO) and EMA Director.
- Make an emergency declaration if the disaster is larger than the local resources available to respond. The declaration allows emergency funding to become available.
- Maintain communication with EOC and other partners during the response.
- Communicate with constituents through the JIC.

EMA Director & Staff

- Notify the OEMA Watch Office regarding the situation.
- EMA Director activates the EOC and JIC.

- Maintain the Resource database.
- Contact vendors, suppliers, OEMA, and others as needed to procure the resources necessary in support of the ongoing emergency and recovery needs.
- Contacting agencies and verifying their information.

Emergency Operations Center (EOC)

- Serve as the hub to support the scene including messaging, resource procurement, documentation, and any other support needed during the incident.
- Maintain communication and collaboration between those responding on the scene of the disaster, elected officials, stakeholders, and other response elements.
- Keep records regarding the incident as well as any receipts, rosters, supporting documentation, reports, etc.

B. Secondary

Ohio Emergency Management Agency (OEMA)

- OEMA acts as the state resource coordinator.
- Maintain communication with Fairfield County EMA for resources and other support.

IV. Direction and Control

The EOC is responsible for receiving resource requests, working to fill them, and tracking assets. The EOC is led by the EOC Manager which is usually the EMA Director or designee.

V. Administration/Logistics/Finance

A. Administration

Requested resources should have information including who is responsible for payment, location to be delivered, point of contact (POC), if an operator is needed, and other information to help the Logistics Section complete the requests. The POC will be contacted for any clarification needed.

Sign-in sheets and other documentation that may be at the staging site should be kept and sent to the EOC.

After the incident, the resources must be demobilized. Utilize ICS Form 221 for equipment or personnel demobilization. All actions are documented for financial and historical reasons.

B. Logistics

Resource ordering, receipt, tracking, and demobilization are conducted through the Logistics Section in the EOC.

Procurement policies must be adhered to when responding to and recovering from a disaster. The most stringent rules should be followed from local, state, and federal rules to ensure reimbursement is allowable.

C. Finance

As with any aspect of the disaster, if the EOC is open, the EOC maintains financial records of the disaster. For any records created and maintained by local jurisdictions or agencies, copies should be sent to the EOC. If reimbursement is available, the EMA will submit one packet with all expenses and justifying documentation.

Depending on the cost, policies for purchasing and emergency purchasing must be followed. This includes procurement policies, sealed bids, and competitive proposals that need to be followed. Emergency or exigent circumstances may be considered regarding procurement policies. Use caution so that these methods do not impact the eligibility of reimbursement in declared emergencies.

VI. Training and Exercise

A. Training

Training for Logistics staff on how to request, order, procure, track, and demobilize requests is conducted through the EMA. Training is announced as available.

Any specialized training for an agency is conducted by the agency itself.

B. Exercise

The resource management component of an incident should be included in exercises. Exercises allow a hands-on approach to practice the policy and identify any gaps or methods to make the plans and protocols better.

Immediate feedback is obtained in a hotwash after the exercise. Lessons learned from exercises and real-world situations are compiled in an After-Action Report (AAR).

VII. Plan Development and Maintenance

Reviews and updates to the Resource database and the EOP and annexes are the responsibility of the EMA office. Updates may include lessons learned from the AAR, policy and process updates, and updated capabilities. Regular review and updates provide stronger plans and responses to benefit the community.

VIII. References

Fairfield County EMA (2023). Emergency Operation Center (EOC) SOG.

Fairfield County EMA (2023). NIMS Implementation Policy.

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Annex K: DISASTER RECOVERY

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Community Lifelines













Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- County Elected Officials
- > Fairfield County Commissioners and designated staff
- Jurisdictional Leadership
- > Fairfield County EMA Director and staff
- > Damage Assessment Teams
- > American Red Cross
- Supporting Agencies

I. Purpose/Situation/Assumption

A. Purpose

This annex addresses the recovery operations following a disaster when considerable damage and economic loss has occurred to private and public property. Recovery efforts can take a significant amount of time depending on the impact of the disaster.

B. Situation

Fairfield County is susceptible to many types of hazards which can create property damage as well as human causalities and fatalities. Disasters include natural and man-made disasters (accidental and intentional). Historically, disasters in Fairfield County are usually caused by natural events such as flooding, straight-line winds, and severe storms.

Some disasters may be localized such as a tornado in a specific village. Other scenarios can be widespread and affect the entire county. Disasters that cause significant damage can cause a long recovery period as people are getting back to daily operations, housing, and economic recovery.

Triggers

The triggers to activate this annex are as described below. Additional triggers may be identified than what is listed.

- A Type 1 or 2, possibly Type 3 event (FEMA, 2021).
- A long-term recovery is anticipated requiring resources and support.
- The Incident Commander (IC), Unified Command (UC), and/or EMA Director request the activation of this annex.

C. Assumptions

The following assumptions have been made for planning purposes.

- Planning is done with the worst-case scenario in mind.
- A major disaster has taken place in Fairfield County such as a Type 1 or Type 2, possibly a Type 3 event.
- The incident response is wrapping up leaving recovery functions.
- The Emergency Operations Center (EOC) is fully activated.
- Elected officials and jurisdictional leaders have made an Emergency Disaster Declaration locally.

II. Concept of Operations

A. General

In large disasters, an emergency disaster declaration should have been declared early in the incident. The declaration opens funding opportunities as well as resources.

Recovery planning and implementation starts as soon as the response to the incident occurs. Recovery is the end goal and efforts are made to get the community affected there from the beginning. Once the immediate threat of the disaster is over and the incident scene is clear, the operations turn completely to recovery. Recovery operations are coordinated through the EOC.

Recovery efforts can include activities such as:

- Damage assessments of public and private property.
- Temporary or long-term housing.
- Citizens allowed back in homes that are safe for habitation.
- Individual and Public Assistance.
- Small Business Administration (SBA) loans.
- Debris cleanup and removal.
- Restoration of roads, bridges, culverts, and other transportation infrastructure.
- Reunification of families and pets.
- Restoration of connectivity such as the internet, phone lines, electricity, etc.
- Water and wastewater treatment services are operational.
- Economic recovery for businesses and government offices.
- Getting the community back to daily operations as much as possible.

For more information on specific tasks and operations, see the Debris Management Plan and Damage Assessment SOG.

Community Resilience

Resilient communities feel the impact of disasters less than communities that are not as resilient. To be a resilient community, people have more resources for home and business. This means that people can get through the situation quicker than having to request resources and wait for them to arrive and be distributed. To achieve this, people must take accountability personally to be prepared for a potential disaster and businesses must be able to continue essential functions. This also includes flood insurance for those who may be affected by flooding and loss. Elected officials, responders, and other stakeholders must get the Community Lifelines back up as quickly as possible.

Donations Management

Donations may come in from public and private groups. If there is a lot of media attention for a disaster, large amounts of donations may come in by the semi-trailer load. Donations management is critical for appropriate distribution and accounting. The public and groups are providing donations from a gesture of caring and goodwill. Mismanaged donations will cause outrage and bad publicity. This goes for physical good and monetary donations.

Fairfield County 211 manages donations for the county. Monetary donations may be managed by 211 or the Fairfield County Auditor's Office.

Donated goods may be distributed in small, affected areas through handing them out or through a Community Point of Distribution (C-POD).

For more information on donations management, see the Fairfield County Logistics SOG.

Damage Assessment

Damage assessments are critical to emergency declarations and assistance. The amount of damage can directly affect the assistance available for businesses and individuals. Assessments must be conducted within 12 hours of the event. The information must then be forwarded to EMA. All assessments are gathered and collated into a single report to get to OEMA within 36 hours. Each jurisdiction affected is responsible for conducting and coordinating the damage assessment. These initial assessments are called windshield assessments and are simply done by going through the affected area and taking initial

stock in what is damaged and to what degree. More in-depth assessments are conducted by the American Red Cross and/or the Damage Assessment Team coordinated by EMA.

For more information on damage assessments, see the Fairfield County Damage Assessment SOG.

Debris Management

Debris management is the collection and disposal of debris after a disaster. There are many rules and regulations around debris management to make sure that vendors are not taking advantage of people affected and that payments are fair and justified.

Jurisdictions should identify a Debris Manager to assist with the documentation and activities including cost, vehicles used, weight, locations of disposal and collection, and messaging for residents who need to take debris somewhere from private property. Debris Managers oversee collection sites and operations and then report information to the EOC.

Jurisdictions should also identify Temporary Debris Storage and Reduction Sites (TDSRS) to ensure they are properly used.

More information on debris management can be found in the Fairfield County Debris Management Plan and FEMA resources such as the Public Assistance Debris Monitoring Guide 2021.

B. Operational Needs

Long-Term Recovery Planning

To plan for a significant long-term recovery, a coalition or workgroup is needed to discuss potential recovery issues, gaps, and current capabilities. It works best to plan for recovery before the disaster happens than trying to create plans while trying to recover. The coalition should include personnel from EMA, AFN groups, housing, economic development, public and private business, schools, local government, first responders, healthcare, public health, and many others. The more diversity and representation, the better the planning and future resilience.

Short-Term Needs

Immediate needs for recovery after a disaster include funds to pay for the response and recovery efforts. Emergency Declarations are the first step is trying to secure relief funds and resources.

Additional short-term needs include staff to continue through the recovery phase and prevent burnout. The recovery phase is often much longer than the response phase mitigating the threat and saving people and property. This is particularly true when the disaster is significant and causes an extreme amount of damage.

Other short-term needs include resources such as supplies and equipment. Equipment is often needed to do heavy lifting and cleaning up. Other resources to clean like buckets, mops, cleaner, and shovels in large quantities are also needed to help residents get their homes and property cleaned up. Some supplies may come in the form of donations. Others may come from private sources including box stores that have supplies.

If homes are impacted, housing will be needed temporarily. Depending on the number of people affected, this may be opening a shelter, or the American Red Cross assisting people with hotel rooms.

Shelters are resource-intensive, and it may be easier to get people hotel rooms. History has shown that in Fairfield County, most people that need shelter will stay with family or friends.

A large location to handle donations is necessary to receive, sort, store, and distribute goods to affected residents. Depending on the media presence and impact, donations could be received from across the country and globally. Locations should be chosen that allow semi-trailers in and out of the parking lot and where a few semi-trailers can be stored. Staffing and volunteers are needed to maintain operations with 211 leading the initiative.

Long-Term Needs

Long-term needs are often an extension of short-term needs. Money, resources, locations, and staff will continue to be needed.

In dire situations, long-term housing may be an issue. Fairfield County does not have a lot of available and affordable housing, which would be a concern.

C. Access & Functional Needs (AFN)

The whole community is considered during the response and recovery. The AFN population is defined in the Base Plan. The long-term recovery workgroup should include members of the AFN population, or at least liaisons that can represent their needs and interests.

Considerations for the AFN population include, but are not limited to, materials in their native language, accessibility, medical and mental health needs, and transportation. Messaging should be tailored to methods and language that people can access and understand to get assistance after the disaster.

In addition to understanding materials to get help, assistance should be accessible as well. This includes getting to or being remembered for meals, supplies, information packets, vaccines, medication, etc.

III. Organization of Responsibilities

A. Primary

211

- Donations management lead.
- Information dissemination.
- Hotline and call center function.
- Partner coordination including with food pantries and other community partners.
- Administrative and intake functions.

American Red Cross (ARC)

- Conduct damage assessments and provide a copy to the EMA Director.
- Provide information on assistance to impacted citizens.

Damage Assessment Team

- EMA oversees the Damage Assessment Team.
- Members include assessors from the Fairfield County Auditor's Office, Engineer's Office, EMA, and Community Emergency Response Team (CERT) volunteer members.
- Conduct assessments including interviews and photography with described in the *Damage* Assessment SOG.

Emergency Management Agency (EMA)

- Provide guidance and assistance with the preparation and submission of emergency declarations.
- Open and manage the EOC, if necessary.
- Assist the response with coordination, messaging, and resources.
- Facilitate local recovery efforts.
- Conduct and oversee damage assessments and collate the reports to send to the OEMA.
- Conduct county-level training on procedures, forms, documentation, and actions for response, recovery, and outside assistance.
- Obtain and assist with local Mutual Aid Agreements (MAA) in debris management and other resources.
- Maintain documentation for the incident including reports, rosters, receipts, ICS forms, Situation Reports (SITREP), Incident Action Plans (IAP), and After-Action Reports (AAR).

Jurisdictional Leaders

- Report incident and maintain communication with EMA/EOC.
- Conduct initial/windshield damage assessments. Turn information in to EMA within 12 hours of the disaster.
- Identify possible unsafe facilities and arrange for qualified inspectors to determine their safety based on building codes and land-use regulations.
- Assess government buildings and critical infrastructure for damage such as water, wastewater, streets, bridges, culverts, first responder facilities, etc.
- Issue an emergency declaration if damages and needs exceed the jurisdiction's capabilities and it is determined that outside assistance is needed. (If the disaster is widespread, the County Commissioner's Office may make a declaration for Fairfield County.)
- Jurisdictions should monitor local cemeteries to ensure there is no damage such as unearthed
 coffins or damaged stones. Churches or private organizations, owners of the cemeteries, should
 be contacted to report any noted damage.
- Report unhoused residents to the EOC if first responders have not already done so.
- Jurisdictional leaders may need to activate their MAA/MOU to begin recovery efforts in impacted areas.
- Coordinate with the Joint Information Center (JIC) so that messaging from all partners and stakeholders is the same.

B. Secondary

Ohio Emergency Management Agency (OEMA)

- Receive and process damage assessments and declarations.
- Update the Governor's office on all emergency declarations made.
- Coordinate with state agencies to provide the assistance needed to the affected jurisdictions when the event qualifies for assistance.
- Check damage assessments and ensure they are completed within FEMA compliance standards.
- Recovery Branch staff may be on site to help coordinate aid and ensure documentation from the jurisdictions is done correctly.
- Contact federal agencies to request federal disaster assistance programs.
- Maintain communication with EMA/EOC for situational updates.

Ohio Environmental Protection Agency (OEPA)

- Provide regulatory guidance to assist local jurisdictions with recovery efforts following a disaster. Their efforts may include:
 - Assistance with low interest loans through the Division of Environmental and Financial Assistance.
 - Coordinate and assist with cleanup activities that are necessary for communities to move forward with rebuilding and redeveloping.
 - Provide subject matter expertise (SME) on any hazardous materials, cleanup, and environmental impacts.

Small Business Administration (SBA)

- May have recovery resources available for small businesses.
- Resources may include:
 - Recovery planning
 - Funding opportunities
 - Counseling, training, technical assistance
 - o Resiliency resources

IV. Direction and Control

Jurisdictional leaders and Community Elected Officials (CEO) are responsible for the recovery process of their jurisdictions. Technical assistance (TA) or resource requests can be sent to the local EMA office.

Monetary donations sent to the EMA are under the control of the County Auditor or Treasurer.

V. Administration/Logistics/Finance

A. Administration

Documentation of actions taken is essential for potential reimbursement, transparency, and tracking of recovery efforts. Documents are collected through the EOC and housed at EMA for historical and reporting purposes. *Refer to the Damage Assessment SOG and Logistics SOG.*

There are two damage assessment forms which must be completed. The two forms are:

- The "12 Hour Event Overview" form must be submitted to the County EMA office by all affected areas not more than 12 hours after the disaster.
- The "Damage and Needs Assessment" form is a consolidation done by the EMA office of all
 impacted areas. This report needs to be at State EMA within 36 hours of the event. This form
 lists categories for private damages and business or industry damages. Damage sustained by
 private businesses and individuals is estimated when completing the form.

B. Logistics

The Logistics Section receives resources requests and helps to fulfill them. Requests for resources should be sent to the Logistics Section Chief at the EOC or the EMA Director if the EOC is not open. Requests should be completed on the ICS 213-RR form. Include what task needs to be completed in the event the specific item requested is not available. This helps identify other items that are available that can complete the task.

C. Finance

Jurisdictions and agencies that are responding or affected should keep track of all documentation for potential reimbursement and assistance. This includes rosters of staff and volunteers, receipts, purchase orders, invoices, quotes, etc. Photographs are also helpful, particularly with damage. The cost of donations and equipment should also be tracked.

Volunteer hours may count as "match". Sign-in and sign-out sheets are beneficial for keeping track of time for volunteers or scheduling software such as Sign-Up Genius or other platforms.

VI. Training and Exercise

A. Training

Fairfield County EMA coordinates training periodically for applicable groups in damage assessment, cost recovery, debris management, and other courses. These training courses may be conducted by EMA or may be sponsored by FEMA or another such agency.

B. Exercise

Damage Assessment operations are frequently added to disaster exercises. Recovery exercises are more difficult to conduct although recovery is frequently discussed. After exercises, a hotwash is conducted to capture what went well and opportunities for improvement. Capabilities tested and outcomes are documented in an After-Action Report (AAR).

VII. Plan Development and Maintenance

The EOP and this annex are reviewed annually. Any information or updates from previous real-world scenarios, updated policies, and AARs are incorporated into the review process to create a more effective plan.

VIII. References

Fairfield County EMA. (2023). Damage Assessment SOG.

Fairfield County EMA. (2021). Debris Management Plan.

Fairfield County EMA (2023). Emergency Operation Center (EOC) SOG

Fairfield County EMA. (2023). Logistics SOG.

Fairfield County EMA. (2023). Natural Hazard Mitigation Plan (NHMP)

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January 2025

Emergency Operations Plan Annex K: Disaster Recovery

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Annex L: TERRORISM

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Emergency Operations Plan Annex L: Terrorism

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Community Lifelines

















Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- > Fairfield County EMA
- > Law Enforcement Agencies

January 2025

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to coordinate, develop, and sustain a comprehensive and integrated approach to respond to a terrorist incident, whether domestic or international. The information is designed to safeguard the health, safety, and property of all residents in the county.

This annex is only a high-level overview to protect sensitive information.

B. Situation

Intentional acts meant to intimidate or harm civilians for political goals is the definition of terrorism. No area is immune from the potential of such an act but the risk in Fairfield County is relatively low. These incidents may be executed by one person or a group of people acting together. Damage, destruction, death, and injury is often the result of such attacks.

Triggers

Triggers to activate this annex include, but are not limited to:

- An incident occurs where terrorism is known or suspected.
- The Incident Commander (IC) or Unified Command (UC) request activation of this annex.
- A mass casualty incident occurs requiring investigation.
- Suspicious health trends are noticed in the community without apparent cause.

NOTE: Not all of these triggers means that the incident is definitely caused by a terrorist, but may lead responders to activate the annex for additional support and resources in case.

C. Assumptions

Several assumptions are made in the planning process. Those assumptions include:

- The response and recovery follow the NIMS and ICS standards.
- Planning is done with the worst-case scenario in mind.
- Law enforcement officials having jurisdiction oversee the incident, especially for investigative functions.
- Investigation of criminal act(s) is expected.
- Coordination and communication are necessary between multiple agencies and jurisdictions.
- Human lives are impacted whether through death or injury.
- Damage and destruction to critical infrastructure or points of interest occurs.

II. Concept of Operations

A. General

Response

Operations after a terrorist act are law enforcement operations such as eliminating the threat, securing the scene, and collecting evidence. Other agencies with immediate responsibilities include medical interventions for those injured.

Responding agencies should follow their standard operating procedures (SOP) or guidelines (SOG) when responding to such an incident. Additional agencies such as Emergency Management, the Coroner, local hospitals, and others may be activated assist.

Triage/Treatment

EMS personnel follow their procedures for triage, treatment, and transport to medical facilities. Field triage may be necessary depending on the number of casualties.

For more information, see the Mass Casualty SOG.

Investigation

The scene must be investigated in accordance with SOPs. Jurisdictions having authority (JHA) conduct the investigation including evidence collection, interviewing, and any other tasks. The details are often protected to maintain the integrity of the investigation.

Recovery

Recovery after a terrorism event can be lengthy and painful. Some recovery operations may be short-term to get back to operations while others may take a while and be long-term. Recovery functions are managed by the EOC. If recovery tasks can be maintained in day-to-day operations of other agencies or departments, the EOC may be closed, and those functions continue in daily operations. Recovery needs may include rebuilding, public or individual assistance, counseling availability, housing, and more.

Not only is there potential damage and devastation, but there is an emotional aspect as well. Any buildings, infrastructure, or property impacted will need a conversation on what is rebuilt or redesigned. With property damage, there may be economic impact as well. Businesses may be affected, major transportation routes, and business functions can impact the local economy.

Those who were directly impacted, witnesses, and those further removed may feel emotional trauma. Trauma and distress of this magnitude are not resolved immediately and can take years to overcome. Some individuals may be severely impacted and have an altered quality of life. Others may need support but are okay to function.

First responders may also need assistance with trauma, post-traumatic stress, or post-traumatic stress disorder. Critical incident stress management (CISM) may be necessary to help responders process the event and get the help they need.

Any uptick in media, anniversaries, or trials can trigger individuals to need more assistance, even a year or more later.

B. Operational Needs

Responders may be dealing with one or more scenes. Coordination between scenes and agencies should be established whether that is an Incident Command, Unified Command, or Unified Area Command. Sharing objectives, common operating pictures, and needs can streamline resources between sites and make a more effective and efficient response.

Medical management and triage are likely needed at these events. Victims, bystanders, and responders may need medical care. The Mass Casualty Trailer is available if needed.

See the Mass Casualty Trailer SOP for more information.

There may also be many fatalities with these incidents. Mass fatality resources may be requested by the coroner or designee.

Communications between all groups responding is necessary for effective response. These events may happen with little or no warning so having communication methods ready to respond is critical. Often, these scenes can be chaotic. Having organization from the beginning with clear communication can decrease confusion between responders and the public.

Communications can be implemented through two-way radio, cell phones, Microsoft Teams, and the Amateur Radio Club. Redundancy in communication methods is critical if some communications systems are taken out or inoperable. In worst-case scenarios, a runner may be utilized to deliver messages between groups.

Documentation is also critical. Most documentation resources are electronic. However, many departments have redundant documentation methods including paper and pen.

C. Access & Functional Needs (AFN)

Residents with Access and Functional Needs (AFN) must be considered when triaging, transporting, and providing care. They must also be remembered if there is a need to evacuate an area that contains residents with AFN. There may be residents living independently in a neighborhood that need assistance leaving. There may also be congregate care settings such as long-term care and skilled nursing facilities that additional resources. May of these locations know the needs of their residents and already have resources in place with sister facilities.

Additional resources may be needed such as public transit or mass transportation, private ambulances, and agencies that have equipment such as lifts, stretchers, wheelchairs, etc.

III. Organization of Responsibilities

A. Primary

Emergency Management Agency (EMA)

- EMA opens and oversees the EOC when requested.
- Maintains communications with Ohio EMA (OEMA).
- Send out public notifications and warnings to residents with safety messages.
- Maintain communication and coordination between partner agencies and stakeholders.

Fairfield County Health Department

- Coordinates with ADAMH and mental health providers for crisis and mental health services.
- Provides information to residents and responders for health and what to look for if exposed to any harmful substances.
- Assumes the lead for health and/or medical response and recovery.

Fire/EMS Departments

- Conducts operations as stated in their SOP/SOG.
- Conduct triage, treatment, and transport for affected residents that need medical care.
- Assumes Incident Command role unless it is determined that it is a terrorism incident then control is handed over to law enforcement.
- May run a Unified Command with law enforcement.

Law Enforcement Agencies

- Law enforcement agencies having jurisdiction are responsible for scene security, crime scene preservation, traffic control, provide services for evacuations and protection of critical facilities.
- Once established as a man-made disaster, law enforcement assumes operational control. If a suspected or verified terror incident occurs, federal law enforcement likely leads or is part of the IC/UC.

Public Information Officers

- Work out of the JIC. PIOs may be stationed in different locations for effectiveness in gathering information.
- Gather and verify information, monitor for rumors, write press releases, write informational briefs for residents, and coordinate with the media, public officials, and others.

For more information, see the EOC SOP.

B. Secondary

American Red Cross (ARC)

- ARC can be called for sheltering, canteen, and providing resources to residents affected.
- Can conduct damage assessments when needed.
- Alert them of an incident, even if they are not needed yet, so that they can start preparing staff and resources.

Fairfield County IT

- The County Information Technology (IT) is responsible for protecting, analyzing, and monitoring county cyber systems.
- Train staff on how to protect themselves from cyber-attacks.
- Investigate any cyber attacks on county facilities and systems.
- Provide access control of county facilities.

Ohio Emergency Management Agency (OEMA)

- Is the liaison between the locals, state, and federal departments through Fairfield County EMA.
- Receives and sends disaster declaration requests to the Governor.
- Process resource requests from the locals and region.

Ohio State Highway Patrol (OSHP)

- Ensure interstates and state routes remain open for effective movement of first responders into the disaster as well as ensuring victims are able to evacuate the location if necessary.
- Provide support to other state and local law enforcement agencies when needed.
- The Highway Patrol is the lead state agency for any terrorist incidents.
- OSHP investigates all plane crashes which occur in the county. The Highway Patrol and fire IC
 may be released or convert to a UC once the Federal Aviation Administration (FAA) Investigators
 arrive on scene.

IV. Direction and Control

On-scene activities are directed and controlled by the IC/UC. Agencies with jurisdictional responsibility for the specific type of incident are in control unless otherwise identified.

Support functions are handled by EMA or EOC staff. These activities are overseen by the EMA Director.

V. Administration/Logistics/Finance

A. Administration

Administration activities in the EOC are handled by the EOC staff. Records of equipment, messages, personnel hours, volunteer hours are tracked by agency leaders and CEOs of the jurisdictions affected. There may be reimbursement available after an event and documentation is required to justify the reimbursement.

All documents (sign-in sheets, receipts, message logs, event logs, etc.) become a permanent record for the event.

B. Logistics

Mutual aid resources may be called in by responders. Local assets and connections should be utilized first before sending resource requests to the State. Law enforcement have networks for support and resources that can be tapped.

The resource database is a listing of resources available in and around the county. It is developed and maintained by EMA staff. Resources are updated annually or as needed. During an incident, this log can assist responders with a quick guide to needed resources. The information in the log is constantly changing, so if new information is obtained, the log should be updated.

C. Finance

All disaster-related expenses are monitored by the Finance Section Chief. Agency leads, CEOs, and responding organizations heads are responsible for tracking staff hours, volunteer hours, equipment use, *etc.* for possible reimbursement.

VI. Training and Exercise

A. Training

Law enforcement entities and other first responders train on their response tactics and procedures. Training courses are coordinated by their agencies and published as available.

National Incident Management System (NIMS) and Incident Command System (ICS) training educate on standardized language, processes, and coordination. Recommended training for those working in an incident include IS-100, 200, 700, and 800. Leadership positions should also take ICS-300 and 400. The IS courses are Independent Studies and can be done virtually at one's own pace. The 300 and 400 courses are offered virtually or in-person. They are coordinated by EMA and published as available.

B. Exercise

Exercises assist the county with testing the established plans and procedures, practicing with the equipment on hand, and increase the reactions of the first responders. Fairfield County conducts a minimum of two exercises per year. The Local Emergency Planning Committee (LEPC) develops and conducts a hazardous materials exercise. The county EMA conducts an exercise annually with a varying theme which may include terrorist incidents. Even if the scenario is not a terrorist incident, many of the skills and concepts overlap and can be useful.

Immediately after an exercise, a hotwash is conducted to capture participants' feelings on what went well, areas for improvement, recommendations, and lessons learned. This information is documented in an After-Action Report (AAR). Areas for improvement are followed for progress.

VII. Plan Development and Maintenance

This annex is part of the Fairfield County Emergency Operations Plan (EOP). The entire plan is reviewed annually. Updates are made based on policy changes, capabilities, and lessons learned from previous exercises.

VIII. References

Department of Homeland Security. (2018). Planning Considerations: Complex Coordinated Terrorist Attacks.

Fairfield County EMA. (2023). Mass Casualty Incident SOG.

Fairfield County EMA. (2023). Mass Casualty Trailer SOG.

Fairfield County EMA. (2023). NIMS Implementation Policy.

FEMA. (2021). Comprehensive Preparedness Guide (CPG) 101 version 3.0. https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf.

FEMA. (2021a). *National Incident Management System Incident Complexity Guide Planning, Preparedness and Training*. https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf.

Annex M: HAZARDOUS MATERIALS

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2025 Record of Changes

Change	Date of	Name	Page	Recommended Change
Number	Change		Number	
1	11/2024	G. Blevins	All	Annual Review
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Community Lifelines

















Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- ➤ Local Emergency Planning Committee (LEPC)
- > Fire Departments
- Hazmat Team
- Local Jurisdictions
- County Commissioners
- ➤ Hazardous Materials Facilities
- ➤ Law Enforcement Officials

I. Purpose/Situation/Assumption

A. Purpose

This annex provides an overview of the response and responsibilities of an incident that involves hazardous chemicals. The annex can be activated by Community Elected Officials (CEO), Incident Commander, or EMA Director if a scenario warrants hazmat operation. The plan has the flexibility to be scaled up or down to the needs of the incident.

The annex exists as a framework to respond to a hazardous materials incident. Due to the sensitive nature of the information, this annex is only a high-level overview.

Operational procedures can be found in the HAZMAT Team SOG.

B. Situation

There are a few ways that hazardous chemicals can be released. The most common two are accidental spills within a facility that stores or handles these chemicals and a vehicular accident that causes the spill of gasoline, oil, or any harmful substances that are being transported at the time of the accident.

There are other ways that chemicals can be released such as through destruction of a container like in a fire or damage from severe weather. Intentional releases are also a mechanism that hazardous chemicals can be released. Intentional releases are extremely rare, but not outside the realm of possibility.

Triggers

The following points are triggers that may activate this annex.

- Request for the activation by the Incident Commander (IC), jurisdictional leaders, or the EMA Director.
- The release, whether accidental or intentional, of a hazardous chemical requiring a response to contain and mitigate the threat.
- Any release or spill that falls under the Emergency Planning and Community Right-to-Know Act (EPCRA) law (US EPA, 2013).

C. Assumptions

Planning requires assumptions to be made. The following are assumptions made when planning for the response and recovery from a hazardous chemical release.

- Planning is done with the worst-case scenarios in mind.
- An incident has occurred where a large amount of hazardous chemical(s) has been released in Fairfield County.
- An on-scene response is taking place.
- The Emergency Operations Center (EOC) is open with full activation.
- The HAZMAT Team has been requested and is on-scene.

Additional considerations include the time of year, day of the week, and time of day. The weather also plays a role in the impact of chemicals and necessary response.

II. Concept of Operations

A. General

A hazardous materials incident can happen anywhere in Fairfield County and involve any of several dangerous substances. The Fairfield County Local Emergency Planning Committee (LEPC) collects annual reports from local facilities indicating chemicals maintained at their facilities. Commodity flow studies are periodically conducted to get a snapshot of materials transported through the county. This information is only as good as the information provided by the facilities.

Information supports countywide planning to protect first responders and residents as well as help local businesses and facilities mitigate serious damage. A strong hazardous material plan saves lives and property by preparing, equipping, and training response personnel to respond to and recover from chemical releases whether caused by an act of terrorism, human error, or technological error.

Reporting

Once a spill or release is noticed, the facility or transporter immediately notifies his business contact. They, in turn, contact the local fire department, Ohio Environmental Protection Agency (OEPA), and the Fairfield County EMA Director/LEPC Emergency Coordinator. Reporting is required to be conducted immediately and verbally within the requirements of CFR Title 40 (National Archives, 2023). Follow-up reporting is due from the responsible agency later in a written format.

If the incident is large and has the potential to encompass additional jurisdictions, the IC or EMA Director contacts those jurisdictions to advise them of the situations. This includes extension into neighboring counties.

Response

Once a situation is reported, first responders go to the scene and assess the situation. Efforts are made to contain the chemicals and keep them from causing more damage. The HAZMAT Team may be called in for support and technical assistance (TA).

Law enforcement personnel support the scene if needed through evacuation assistance, traffic control, and scene security.

The EPA is notified of the incident and may come out to do an assessment. The ground, air, and water sources nearby are assessed for contamination. Recommendations are provided if follow-up action is needed.

Based on the impact of the release, additional support may be requested such as the American Red Cross (ARC), medical community, public health, etc.

Safety

Safety is the first priority for residents and responders. Depending on the nature of the chemicals, life safety measures for residents may be needed such as evacuation, shelter-in-place, decontamination, and medical care. Safety measures are communicated to residents in the affected area through Wireless Emergency Alerts (WEA), social media, and other mass notification methods. In most cases, the area of concern is relatively small.

Responders must be monitored throughout the disaster for fatigue, effects from chemicals, extreme heat, stress, and exposure to the elements/weather. When personnel exit a contaminated area, they

must be decontaminated (if necessary) and monitored before release from the site. These individuals should also monitor themselves for any negative signs for several days. Decontamination and monitoring processes are conducted as outlined in department SOGs.

Documentation

Responding departments must document items, staff, and resources used to mitigate the hazard. Documentation forms and processes are described in the *Cost Recovery SOG*. The forms and documentation are turned in to the EMA office.

Clean-Up

The clean-up after a release event is the responsibility of the entity that spilled the chemical. This may mean that the agency calls a clean-up company that they have a relationship with. Local companies can be provided to the entity upon request. Fairfield County, responder agencies, etc. do not promote specific agencies. The list is only for clean-up entities available. The Ohio EPA has a list of certified Professionals in the clean-up field. The list can be found here.

If an evacuation was previously ordered, the area must be cleared before residents are allowed back in their homes. Clearance is a collaborative effort between the Incident Command staff (including fire/EMS and law enforcement), public health officials, and any other subject matter experts that are needed. Once the area is deemed safe for residents to return, a mass notification will be issued again providing that information.

B. Operational Needs

To respond and mitigate the hazard, supplies and resources are needed such as:

- staffing with expertise
- personal protective equipment (PPE)
- reference documents such as facility plans, Emergency Response Guidebook (ERG), etc.
- containment supplies
- communication devices
- modeling software (for plumes)
- supplies to close off a scene
- air monitoring equipment
- documentation
- weather modeling

Operational needs to deal with evacuation, sheltering, and mass care can be found in Annex G of the EOP.

C. Access & Functional Needs

First responders and supporting agencies must be sensitive to residents with Access and Functional Needs (AFN). The definition of a resident with AFN is explained in the Base Plan. Considerations for residents with AFN in a HAZMAT situation include any evacuations or transportation needs, respiratory challenges, language barriers, etc.

III. Organization of Responsibilities

A. Primary

The following are general responsibilities of agencies, departments, and organizations.

Emergency Management Agency (EMA)

- Coordinate the off-scene support activities to assist the Incident Commander.
- Provide administrative support to the HAZMAT Team and LEPC.
- The EMA Director, or designee, coordinates with OEMA and provides updates as needed.
- The EMA Director activates the EOC and Joint Information Center (JIC) if necessary.
- If the incident has the potential of encompassing additional jurisdictions, the EMA Director contacts the CEO of those jurisdictions to advise them of the situation.
- Compiles a document of all facility Tier II reports and sends the information to first responders for planning and response purposes. This information is confidential.

Facility/Tier II Leadership

- Provides Tier II reports and facility-specific safety information to the local first responders and FMA
- Once a spill or release is found, the responsible party should contact the following: local fire department, Ohio Environmental Protection Agency (EPA), and the County EMA Director/LEPC Emergency Coordinator, National Spill Response Center (NSRC).
- The facility must make notifications to the authorities above within 30 minutes per ORC and EPCRA.
- Facility Emergency Coordinators (FEC) are encouraged to participate in planning elements, exercises, and collaborative efforts with the LEPC, first responders, and EMA.

Fairfield County HAZMAT Team

- Work with EMA, LEPC, and fire departments to develop mitigation and preparedness plans focusing on chemical hazards known to our county.
- Provides assessment and response information to the IC.
- Helps in containing the spill and providing technical assistance.
- The HAZMAT Team <u>does not</u> clean up the spill.

Fairfield County Health Department

- May be asked to facilitate substance testing with state laboratories.
- The health department develops, records, issues reports, and acts on situations involving the hazard.
- FCHD works with the IC and medical representatives to communicate any health concerns or awareness to the citizens returning to their homes and businesses.

Fire/EMS Departments

- Assume Incident Command as outlined in NIMS/ICS protocol.
- The IC identifies what chemical has been spilled or released. Once determined, the OEPA, CHEMTREC, and National Response Team are notified.
- Conduct operations as outlined in department procedures.
- Issue orders to keep residents safe such as shelter-in-place or evacuation considering the many nuances of the situation.

• Maintain documentation of actions taken, communications, etc.

Law Enforcement

- Work with the Incident Commander and EOC as needed for traffic control, scene security, and any other operational requests.
- Serve in a Unified Command (UC) if requested.
- Perform operational duties are outlined in agency procedures.
- Maintain documentation of actions taken, communications, etc. (May be done by PSAP.)

Local Emergency Planning Committee/State Emergency Response Commission

- The Local Emergency Planning Committee (LEPC) does not have response responsibility or authority as they are a planning committee only.
- Develop and maintain a standalone County Hazardous Materials Emergency Preparedness and Response Plan in accordance with Chapter 3750 of the Ohio Revised Code.
- Establish and maintain a compliance program to ensure all facilities that use, produce, or store chemicals submit annual chemical inventory reports as required by ORC 3750.
- Promote public awareness, training, presentation, and preparedness about hazardous chemicals.

Medical Facilities

- Follow mass casualty and medical surge operations as outlined in internal policy and procedures.
- Conduct any decontamination operations, if necessary, based on the chemical.
- Provide a representative to the EOC if opened.

B. Secondary

Ohio Environmental Protection Agency (OEPA)

- Responsible for state hazardous materials incidents response.
- May come to the scene to do an assessment or coordinate with EMA or the fire department to gather information on the scene.
- May oversee the containment, cleanup, and disposal operations at the scene or delegate someone to do so.
- OEPA assists in determining if the environment is safe for the population to return to their homes.

IV. Direction and Control

Fairfield County utilizes the National Incident Management System (NIMS) Incident Command System (ICS) for standardization. This is required for the Fairfield County Board of Commissioners and the Ohio Governor. More information can be found in the *NIMS Implementation Policy* for Fairfield County (2023).

On-scene operations are managed by the Incident Commander (IC). This role is the senior fire official first on the scene. This role may be transferred to a more experienced or senior fire official as they arrive.

If a criminal element is involved in the HAZMAT investigation, law enforcement is given authority over that piece. A Unified Command (UC) may be established for effective coordination between responsible agencies.

If the EOC is activated, it is managed by the EMA Director or designee.

V. Administration/Logistics/Finance

A. Administration

The response timeline is maintained and managed by the Public Service Answering Point (PSAP) that covers that jurisdiction. The EOC maintains any additional documentation for the incident including receipts, rosters, memos, communications such as alerts or with partners, resource requests, and documentation of the incident itself.

All documentation becomes a permanent part of the historical file for the incident.

EMA is the administrative agent for the HAZMAT Team.

B. Logistics

The LEPC/EMA receive annual Tier II reports of chemicals stored, used, or transported by agencies in Fairfield County. This is a requirement through EPCRA. The LEPC conducts inspections annually of facilities as well. A report is created from this information for first responders to respond more effectively to a situation.

Resource requests can be handled through the IC at the scene. If the EOC is open, the Logistics Section can support the scene with receiving and processing resource requests.

C. Finance

The LEPC and EMA maintain funding through grant appropriations to procure necessary equipment and supplies for a HAZMAT response.

The party responsible for the spill is also legally responsible for the financial aspect. The documentation maintained on the incident is collected by the EMA office. Preferably, one invoice is submitted to the responsible party by EMA representing all agencies that assisted in the incident. EMA will then disperse the appropriate funds to those departments.

More information on the documentation and invoicing can be found in the Cost Recovery SOG.

VI. Training and Exercise

A. Training

Training requirements are established by local departments, state, and federal regulations. Fire department personnel and the members of the HAZMAT Team attend additional, specialized training on hazardous substances. Training opportunities are published by the EMA office and partners of the fire departments as available. Departments maintain training records for their staff.

Courses through FEMA are offered virtually or in-person depending on the course. It is recommended that all responders take IS-100, 200, 700, and 800 which are independent studies. Those in leadership roles are also recommended to take ICS-300 and 400. Additional courses are available on a variety of subjects through the Emergency Management Institute (EMI).

B. Exercise

Exercises provide a way for responders, supporting agencies, and Tier II facilities to put plans into action and identify gaps, capabilities, and what is working well. A HAZMAT exercise is required to be held annually by EPCRA and ORC 3750. This could be a full scale, tabletop, or a functional exercise. Requirements for these exercises is outlined by the State Emergency Response Commission (SERC).

After an exercise or real-world event, a hotwash is conducted to get immediate reactions from the participants. The hotwash gathers information on what went well, areas for improvement, and lessons learned. All agencies and participants involved should be included in this process, including the Tier II facilities playing in the exercise. The exercise and hotwash information is documented in the an After-Action Report (AAR). Areas for improvement are monitored for progress.

VII. Plan Development and Maintenance

The EMA Director and staff are responsible for the maintenance and implementation of this annex. Review and updates are conducted annually. Information from AARs is considered for plan updates as well as any process changes, updated capabilities, and partnerships.

VIII. Appendices

Appendix A - References

Appendix B – Legal Authority, References & Agreements

Appendix A – References

Fairfield County EMA. (2023). Cost Recovery Policy.

Fairfield County EMA. (2023). NIMS Implementation Policy.

Fairfield County HAZMAT. (2023). HAZMAT Team SOG

Fairfield County EMA. (2023). Radiological Incident SOG.

- FEMA. (2021). Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101 v3. https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf.
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- FEMA. (2021). National Incident Management System Incident Complexity Guide.
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- Ohio Emergency Management Agency. (2022). The Ohio Hazardous Materials Planning and Exercise Guidance Booklet. Epa.gov. https://epa.ohio.gov/static/Portals/27/serc/Ohio-PlanningandExercise-Guide.pdf.
- Ohio EPA. (2023). Certified Professional. Cleanup & Investigation. https://epa.ohio.gov/divisions-and-offices/environmental-response-revitalization/cleanup-and-investigation.
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- SERC. (rev 2017). Ohio Hazardous Materials Exercise and Evaluation Manual (OHM-EEM).
- US Department of Health & Human Services. Public Health Emergency. ASPR CBRNE Science.
- US EPA. (2013, July 24). What is EPCRA? https://www.epcra#">https://www.epcra#">https://www.epcra#">https://www.epcra#">https://www.epcra#">https://www.epcra#">https://www.epcra#">https://www.epcra#">https://www.epcra#">https://www.epcra#">htt

Appendix B – Legal Authority & Agreements

Legislation and Regulations

Federal

- Civil Defense Act of 1950
- Clean Water Act/Federal Water Pollution Control Act, 33 U.S.C. 1251-1387
- Code of Federal Regulation Title 29, Subtitle B, Chapter XVII, Part 1910.120 Hazardous Waste
 Operations & Emergency Response (HAZWOPER), as amended 11/29/2023
- Code of Federal Regulations, Title 40, last amended 11/30/2023
- Code of Federal Regulations, Title 44, Part 302, 1983
- Code of Federal Regulations, Title 49, Part 300, last Amended 11/27/2023
- Code of Federal Regulations, Title 49, Part 355, last Updated 11/30/2023
- Comprehensive Environmental Response Compensation Liability Act (CERCLA) of 1980, amended by Superfund Amendments & Reauthorization Act on 10/17/1986
- Disaster Relief Act of 1974. Public Law 93-288 (Amended by Stafford Act)
- Emergency Management Assistance Compact of 1996
- Federal Hazardous Substances Act of 1960, as amended 2008
- Hazardous Materials Transportation Act (HMTA) of 1975, PL93-633
- Memorandum of Understanding between FEMA and the ARC October 2010, Renewed 2020
- National Incident Management System (NIMS), 3rd edition, October 2017
- National Response Framework, 4th edition, October 2019
- Occupational Safety & Health Administration (OSHA) Standards
- Robert. P Stafford Disaster Relief & Emergency Assistance Act of 1988, as amended through P.L.
 177-328. Enacted December 29, 2022
- Solid Waste Disposal Act of 1965, as amended 2021
- Superfund Amendments & Reauthorization Act (SARA) of 1986
- Volunteer Protection Act of 1997

State

- Ohio Revised Code 3750 Emergency Planning
- Ohio Revised Code 3737.80 Chief of fire department responsible for primary coordination in emergency situation (Incident Command)
- Ohio Revised Code 3745.13 Cost of dealing with unauthorized spill, release, or discharge
- Ohio Revised Code 5502.38 Emergency response provisions not affected by emergency planning provisions
- Ohio Revised Code 5919 Ohio National Guard
- Ohio Emergency Operations Plan 2018
- ORC 2305.232 Immunity of person assisting in clean-up of hazardous material

Local

No local legislations and regulations exist on the local level. As stated above, agencies and organizations are requested to advise the County EMA office of any existing and/or proposed legislation. The community may choose to enact legislation in support of its plan.

Agreements

- Emergency Management Agreements between Fairfield County and these adjoining Counties:
 - o Franklin County August 2006
 - Hocking County August 2006
 - o Licking County July 18, 2006
 - o Perry County July 18, 2006
 - o Pickaway County August 2006
- Ongoing Mutual Aid Agreements:
 - All Fairfield County Fire Departments
 - Ohio Fire Chiefs Response Plan
 - o Fairfield County Schools Mutual Aid for Bus resources
- Between Commissioners of Fairfield County and Fairfield County EMA regarding emergency communications.
- Between EMA and the Lancaster/Fairfield County Amateur Radio Club for emergency communications.

• Buckeye Sheriffs Mutual Aid Pact

Promulgation Statement

Planning for the protection of the community must be a cooperative effort to avert or minimize the effects of natural, technological, or civil disasters. The protection of lives and property depends on the community working together. Elected officials, emergency response and support personnel, and citizens must be aware of potential disasters and be prepared to respond accordingly. Effective response helps the community return to a pre-disaster status quickly and with minimal social and economic disruption.

The plan is a statement of policy regarding emergency management within Fairfield County. It outlines roles and responsibilities of a variety of response agencies during different disasters or pre-planned events.

This plan was developed pursuant to Sections 5504 and 3750 of the Ohio Revised Code and is effective, once approved by the County Commissioners, in January 2024. This Emergency Operation Plan replaces all previous editions for Fairfield County.

Fairfield County Board of Commissioners

David L. Levacy, Commissioner Stephen A. Davis, Commissioner	Date	
Stephen A. Davis, Commissioner	Date	
Leffery M. Fix. Commissioner		

Signature Page

Resolution No. 2025-01.14.o

A resolution to approve the 2025 Fairfield County Emergency Operations Plan and signing of the Promulgation Statement.

(Fairfield County Emergency Management Agency)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.

A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for vacation time payout

WHEREAS, additional appropriations are needed in the major expenditure object category for 2024 Motor Vehicle and

WHEREAS, appropriate from unappropriated will allow proper accounting in the major expenditure object category.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. The Fairfield County Board of Commissioners appropriate from unappropriated into the following category:

\$4,000.00 16202401-Personal Services

Prepared by: Julie Huggins

cc: Engineer

A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for vacation time payout

For Auditor's Office Use Only:

16202401-514010 \$4,000.00

Prepared by: Julie Huggins

cc: Engineer

Signature Page

Resolution No. 2025-01.14.p

A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for vacation time payout

(Fairfield County Engineer)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.

A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle to engineering consulting services.

WHEREAS, additional appropriations are needed in the major expenditure object category for 2024 Motor Vehicle and

WHEREAS, appropriate from unappropriated will allow proper accounting in the major expenditure object category.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. The Fairfield County Board of Commissioners appropriate from unappropriated into the following category:

\$225,000.00 16202405-Contractual Services

Prepared by: Julie Huggins

cc: Engineer

A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle to engineering consulting services.

For Auditor's Office Use Only:

16202405-530020 \$225,000.00

Prepared by: Julie Huggins

cc: Engineer

Signature Page

Resolution No. 2025-01.14.q

A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle to engineering consulting services.

(Fairfield County Engineer)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.

A Resolution to Allow Weight Reductions on County and Township Roads for 2025.

WHEREAS, the Ohio Revised Code, Section 5577.07 provides for the reduction of the weight limits when thaws or excessive moisture render roads insufficient to bear normal traffic, and

WHEREAS, the County Engineer is requesting this Board of Commissioners authorize the Fairfield County Engineer to post weight reduction signs for the maximum allowable weight reduction of 50% weight limit, effective February 2, 2025, on the County Roads deemed necessary by the said Engineer as listed on Attachment A, and

WHEREAS, the County Engineer recognizes that the reduction of weight limits on Township Roads is also advisable and requests the Board of Commissioners to authorize the Township Trustee Boards to post maximum allowable 50% weight reduction signs, effective February 2, 2025, on all Township Roads deemed necessary by said Township Boards.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

SECTION 1: that effective February 2, 2025, this Board of Commissioners resolves to, and does hereby, authorize signs to be posted for the maximum allowable weight reduction of 50% on the County Roads deemed necessary by the County Engineer as listed on Attachment A until the announced time when damage to roads from freezing and thawing is no longer a problem, as determined by the Fairfield County Engineer.

SECTION 2: that this Board of Commissioners resolves to, and does hereby, authorize signs to be posted for the maximum allowable weight reduction of 50% on all Township Roads deemed necessary by said Township Boards, effective February 2, 2025, until the announced time when damage to roads from freezing and thawing is no longer a problem, as determined by the Fairfield County Engineer.

SECTION 3: that the Clerk of this Board furnish a signed copy of this Resolution to the Fairfield County Engineer for further processing.

Prepared by: Cheryl Downour

cc: Engineering Office

50 % Weight Reduction

RD.#	ROAD NAME	FROM	то			
6	Cedar Hill Road	Royalton Road (CR 45)	Marcy Road (CR 41)			
8	Justus Road	Oakland - Stoutsville Road (CR 75)	Wyandotte Road (CR 8)			
8	Wyandotte Road	Justus Road (CR 8)	Sixteenth Road (CR 12)			
42	Snyder Church Road	SR 256 Reynoldsburg-Baltimore Rd	SR 204 Blacklick-Eastern Road			
44	Election House Road	Carroll - Eastern Road (CR 21)	Pleasantville Road (CR 17)			
60	Lake Road	Richland Road (CR 19)	Pleasantville Road (CR 17)			
91	Heigle Rd	SR 159 Chillicothe-Lancaster Rd	Julian Rd (CR 71)			

25 % Weight Reduction

RD. #	ROAD NAME	FROM	то			
12	Sixteenth Road	Oakland - Stoutsville Rd (CR75)	US22 Lancaster-Circleville Rd			
41	Marcy Road	SR674 Winchester-Southern Road	Amanda Northern Road (CR16)			
41	Marcy Road	Amanda Northern Road (CR16)	Rock Mill Road (CR32)			
66	West Rushville Road	SR 37 Lancaster-New Lexington Rd	US22 Lancaster-Circleville Rd			

Signature Page

Resolution No. 2025-01.14.r

A Resolution to Allow Weight Reductions on County and Township Roads for 2025.

(Fairfield County Engineer)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.

A resolution to approve a memo exp./ memo receipt for the costs of Check Deposited from Nationwide Children's Hospital paid to Fairfield County Board of Developmental Disabilities as a memo expenditure for fund# 7521 Family Children First Council

WHEREAS, FCFC is responsible for paying the Board of Developmental Disabilities for a check that was deposited into FCFC; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1: That the Fairfield County Auditor reflect the following memo receipt:

52156041-438007 Prior Year Expense - \$200.00

This amount represents monies owed to the Board of Developmental Disabilities for a check that was deposited into FCFC in the attached documentation.

Section 2: That the Fairfield County Board of Commissioners approves the following expenditure of other expenses and requests that the Fairfield County Auditor accomplish the transaction as if a regular County Auditor warrant reimbursing the Board of Disabilities for a check that was deposited into FCFC.

Memo expenditure as referenced in supporting documentation:

Vendor # 680 Fairfield County Board of Development Disabilities

Account: 60752100-530000 Contractual Services

Amount: \$200.00

Prepared by: Morgan Fox, Fiscal Officer

cc: Beth Seifert, Fairfield County Board of Development Disabilities

Signature Page

Resolution No. 2025-01.14.s

A resolution to approve a memo exp./ memo receipt for the costs of Check Deposited from Nationwide Children's Hospital paid to Fairfield County Board of Developmental Disabilities as a memo expenditure for fund# 7521 Family Children First Council

(Fairfield County Family and Children First Council)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.

A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018

WHEREAS, Fairfield County Job & Family Services and the Fairfield County Child Support Enforcement Agency merged operations January 1, 2000, and

WHEREAS, Fairfield County Job & Family Services has been expending funds from the public assistance fund for costs attributable to the Child Support Enforcement Agency (CSEA) division, and

WHEREAS, the CSEA has received funds to cover these costs and such funds have been deposited in the CSEA fund (2015) as required, and

WHEREAS, it is necessary for the public assistance fund (2018) to recover the costs from the CSEA fund (2015), and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1: That the Fairfield County Auditor reflect the following memo receipt, for costs owed to the PA fund:

12201807-434008 (Reimbursement from the CSEA) \$41,543.90

Section 2. That the Fairfield County Board of Commissioners approves the following expenditure of shared costs and requests that the Fairfield County Auditor accomplish the transaction as if a regular County Auditor warrant, reimbursing the public assistance fund for costs incurred by the CSEA.

Memo expenditure as referenced in supporting documentation:

Vendor: 06396 Job and Family Services

Account: 12201507 900000 Reimburse Public Assistance

Amount: \$41,543.90

Subject to final quarterly reconciliation from ODJFS

Prepared by: Morgan Fox, Fiscal Officer

cc: JFS Finance

CSEA to PA Shared	Ow	ed to PA Fund	Pai	d to PA Fund	Balance	Notes
					2024	
Jan-24	\$	16,073.67	\$	52,331.76	\$ 16,077.69	Resolutions 2024-01.09.dd and 2024-01.23.o
Feb-24	\$	16,549.44	\$	16,073.67	\$ 16,553.46	Resolution 2024-02.27.h
Mar-24	\$	16,928.74	\$	16,549.44	\$ 16,932.76	Resolution 2024-04.02.n
Apr-24	\$	18,334.63	\$	16,928.74	\$ 18,338.65	Resolution 2024-04.16.m
May-24	\$	25,318.37	\$	43,657.02	\$ -	Resolution 2024-06.11.cc
Jun-24	\$	18,308.01	\$	18,308.01	\$ -	Resolution 2024-07.23.h
Jul-24	\$	18,426.88	\$	18,426.88	\$ -	Resolution 2024-08.20.k
Aug-24	\$	15,124.34	\$	-	\$ 15,124.34	
Sep-24	\$	17,211.40	\$	-	\$ 32,335.74	
Oct-24	\$	13,790.13	\$	46,125.87	\$ -	Resolution 2024-12.10.s
Nov-24	\$	24,753.50	\$	-	\$ 24,753.50	
Dec-24	\$	16,790.40	\$	-	\$ 41,543.90	
Total	\$	217,609.51	\$	228,401.39	N/A	Totals

Signature Page

Resolution No. 2025-01.14.t

A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018

(Fairfield County Job and Family Services)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.

A Resolution to Approve a Reimbursement for Share of Costs for Postage as a Memo Expenditure for Fund# 2018

WHEREAS, the Board of Commissioners pay postage costs for Fairfield County Job and Family Services; and

WHEREAS, Fairfield County Job and Family Services is responsible for reimbursing the General Fund for their share of costs; and

WHEREAS, Fairfield County Job and Family Services needs to reimburse the General Fund by using 00100110 438017, Postage Reimbursement.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1: That the Fairfield County Auditor reflect the following memo receipt:

00100110 438017, Postage Reimbursement: \$17,632.55

This amount represents monies owed to the General Fund for Fairfield County Job and Family Service's share of postage costs originally paid by the Board of Commissioners as denoted in the attached documentation.

Section 2: That the Fairfield County Board of Commissioners approves the following expenditure and requests that the Fairfield County Auditor accomplish the transaction as if a regular County Auditor warrant reimbursing the General Fund for Fairfield County Job and Family Service's share of costs.

Memo expenditure as referenced in supporting documentation:

Vendor # 2280 Fairfield County Commissioners

12201807 561010 Postage: \$17,632.55

Prepared by: Morgan Fox, Fiscal Officer



INVOICE

December 18, 2024

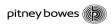
Fairfield County Commissioners 210 E. Main Street, Room 301 Lancaster, Ohio 43130 Bill To

Fairfield County JFS 239 W Main St Lancaster, OH 43130

	Description				Amount	
2 nd Quarter 2024	Postage – 4/1	/2024 - 6/30/2024			\$7654.	54
Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due	
						\$7654.54

Make all checks payable to Fairfield County Commissioners

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Account Summary Report

Date Range: Jan 01 2024 to Sep 19 2024

Meter Group: Custom

Meter 1W00-1402449 at Pitney Bowes, Danbury

Account Summary

Account	Sub Account	Sub Sub Account	Pieces	Total Charged
BOE	_	-	33,099	\$23,068.640
-		Sub Total	33,099	\$23,068.640
		Total Amount	33,099	\$23,068.640
BOE COVID 19	-	-	27	\$19.170
		Sub Total	27	\$19.170
		Total Amount	27	\$19.170
CLERK OF COURTS	-	-	38,853	\$76,279.120
		Sub Total	38,853	\$76,279.120
		Total Amount	38,853	\$76,279.120
Engineers	-	-	191	\$222.280
		Sub Total	191	\$222.280
		Total Amount	191	\$222.280
FACF	-	-	1	\$0.630
		Sub Total	1	\$0.630
		Total Amount	1	\$0.630
JFS	<u> </u>	-	40,794	\$31,363.620
		Sub Total	40,794	\$31,363.620
		Total Amount	40,794	\$31,363.620
MISC	-	-	70,154	\$44,408.360
		Sub Total	70,154	\$44,408.360
		Total Amount	70,154	\$44,408.360
PUBLIC TRANSIT	-	-	2	\$12.540
		Sub Total	2	\$12.540
		Total Amount	2	\$12.540
REGIONAL PLANNING	-	-	9	\$78.830
		Sub Total	9	\$78.830
		Total Amount	9	\$78.830
UTILITIES	-	-	877	\$591.310
		Sub Total	877	\$591.310
		Total Amount	877	\$591.310
		Grand Total	184,007	\$176,044.500

Departments	Billed	January	February	March	April	May	June	July	August	September	October	November	December	Yearly
33 ALLIANCE														\$ -
BOE		\$ 1,707.85	\$ 2,287.59	\$ 994.95	\$ 1,200.25	\$ 720.56	\$ 714.45	\$ 1,245.84	\$ 2,454.76	\$11,742.39	\$ 3,866.79	\$ 91.23		\$ 27,026.66
BOE COVID 19		\$ 19.17												
coc		\$ 8,802.25	\$ 7,927.57	\$ 8,778.21	\$ 8,067.56	\$ 8,786.99	\$ 8,505.86	\$ 8,791.05	\$ 9,906.96	\$ 6,712.67	\$ 9,652.26	\$ 8,870.46		\$ 94,801.84
ENTERP ZONE	Yrly													\$ -
HEALTH DEPT														
FACF		\$ 0.63												\$ 0.63
JFS	QTR	\$ 3,162.85	\$ 3,480.92	\$ 3,487.30	\$ 4,010.19	\$ 4,061.66	\$ 3,182.69	\$ 4,111.17	\$ 3,760.26	\$ 2,106.58	\$ 3,792.99	\$ 3,227.08		\$ 38,383.69
MISC		\$ 8,741.44	\$ 6,875.52	\$ 6,170.22	\$ 2,936.99	\$ 4,502.78	\$ 3,559.50	\$ 3,559.29	\$ 5,016.55	\$ 3,046.07	\$ 2,903.25	\$ 4,381.75	25. 118	\$ 51,693.36
REGIONAL PLANNING		\$ 65.28		\$ 13.55										\$ 78.83
REAL ESTATE*	Bulk													\$ -
UTILITIES	Yrly	\$ 25.96	\$ 38.40	\$ 51.31	\$ 55.92	\$ 82.75	\$ 31.60	\$ 122.07	\$ 148.24	\$ 35.06	\$ 90.82	\$ 74.67		\$ 756.80
ENGINEER	QTR	\$ 32.02	\$ 39.86	\$ 9.20	\$ 20.96	\$ 54.25	\$ 7.07	\$ 21.94	\$11,742.39	\$ 13.11	\$ 6.32	\$ 20.02		\$ 11,967.14
ADAMH	QTR													
TRANSIT	QTR									\$ 12.54				
TOTALS														\$ -



NVOICE

December 18, 2024

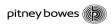
Fairfield County Commissioners 210 E. Main Street, Room 301 Lancaster, Ohio 43130 Bill To

Fairfield County JFS 239 W Main St Lancaster, OH 43130

Date	Description				Amount	
3rd Quarter 2024	Postage – 7/1	/2024 — 9/30/2024			\$9978.0)1
			104.00.0			
Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due	
						\$9978.01

Make all checks payable to Fairfield County Commissioners

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Account Summary Report

Date Range: Jan 01 2024 to Sep 19 2024

Meter Group: Custom

Meter 1W00-1402449 at Pitney Bowes, Danbury

Account Summary

Account	Sub Account	Sub Sub Account	Pieces	Total Charged
BOE	-	-	33,099	\$23,068.640
		Sub Total	33,099	\$23,068.640
		Total Amount	33,099	\$23,068.640
BOE COVID 19	-	-	27	\$19.170
		Sub Total	27	\$19.170
		Total Amount	27	\$19.170
CLERK OF COURTS	-	-	38,853	\$76,279.120
		Sub Total	38,853	\$76,279.120
		Total Amount	38,853	\$76,279.120
Engineers	-	-	191	\$222.280
		Sub Total	191	\$222.280
		Total Amount	191	\$222.280
FACF	-	-	1	\$0.630
		Sub Total	1	\$0.630
		Total Amount	1	\$0.630
JFS	-	-	40,794	\$31,363.620
		Sub Total	40,794	\$31,363.620
		Total Amount	40,794	\$31,363.620
MISC	-	-	70,154	\$44,408.360
		Sub Total	70,154	\$44,408.360
		Total Amount	70,154	\$44,408.360
PUBLIC TRANSIT	-	-	2	\$12.540
		Sub Total	2	\$12.540
		Total Amount	2	\$12.540
REGIONAL PLANNING	-	-	9	\$78.830
		Sub Total	9	\$78.830
		Total Amount	9	\$78.830
UTILITIES	-	-	877	\$591.310
		Sub Total	877	\$591.310
		Total Amount	877	\$591.310
		Grand Total	184,007	\$176,044.500



Account Summary Report

Date Range: Sep 01 2024 to Sep 30 2024

Meter Group: Custom

Meter 1W00-1402449 at Pitney Bowes, Danbury

Account Summary

	ACCOU	ını Sunnıaı y		
Account	Sub Account	Sub Sub Account	Pieces	Total Charged
BOE	-	-	15,590	\$11,742.390
		Sub Total	15,590	\$11,742.390
		Total Amount	15,590	\$11,742.390
CLERK OF COURTS	-	-	2,776	\$6,712.670
		Sub Total	2,776	\$6,712.670
		Total Amount	2,776	\$6,712.670
Engineers	-	-	19	\$13.110
		Sub Total	19	\$13.110
		Total Amount	19	\$13.110
JFS	-	-	<mark>2,434</mark>	\$2,106.580
		Sub Total	2,434	\$2,106.580
		Total Amount	2,434	\$2,106.580
MISC	-	-	4,833	\$3,046.070
		Sub Total	4,833	\$3,046.070
		Total Amount	4,833	\$3,046.070
PUBLIC TRANSIT	-	-	2	\$12.540
		Sub Total	2	\$12.540
		Total Amount	2	\$12.540
UTILITIES	-	-	50	\$35.060
		Sub Total	50	\$35.060
		Total Amount	50	\$35.060
		Grand Total	25,704	\$23,668.420

Departments	Billed	January	February	March	April	May	June	July	August	September	October	November	December	Yearly
33 ALLIANCE														\$ -
BOE		\$ 1,707.85	\$ 2,287.59	\$ 994.95	\$ 1,200.25	\$ 720.56	\$ 714.45	\$ 1,245.84	\$ 2,454.76	\$11,742.39	\$ 3,866.79	\$ 91.23		\$ 27,026.66
BOE COVID 19		\$ 19.17												
coc		\$ 8,802.25	\$ 7,927.57	\$ 8,778.21	\$ 8,067.56	\$ 8,786.99	\$ 8,505.86	\$ 8,791.05	\$ 9,906.96	\$ 6,712.67	\$ 9,652.26	\$ 8,870.46		\$ 94,801.84
ENTERP ZONE	Yrly													\$ -
HEALTH DEPT														
FACF		\$ 0.63												\$ 0.63
JFS	QTR	\$ 3,162.85	\$ 3,480.92	\$ 3,487.30	\$ 4,010.19	\$ 4,061.66	\$ 3,182.69	\$ 4,111.17	\$ 3,760.26	\$ 2,106.58	\$ 3,792.99	\$ 3,227.08		\$ 38,383.69
MISC		\$ 8,741.44	\$ 6,875.52	\$ 6,170.22	\$ 2,936.99	\$ 4,502.78	\$ 3,559.50	\$ 3,559.29	\$ 5,016.55	\$ 3,046.07	\$ 2,903.25	\$ 4,381.75	25. 118	\$ 51,693.36
REGIONAL PLANNING		\$ 65.28		\$ 13.55										\$ 78.83
REAL ESTATE*	Bulk													\$ -
UTILITIES	Yrly	\$ 25.96	\$ 38.40	\$ 51.31	\$ 55.92	\$ 82.75	\$ 31.60	\$ 122.07	\$ 148.24	\$ 35.06	\$ 90.82	\$ 74.67		\$ 756.80
ENGINEER	QTR	\$ 32.02	\$ 39.86	\$ 9.20	\$ 20.96	\$ 54.25	\$ 7.07	\$ 21.94	\$11,742.39	\$ 13.11	\$ 6.32	\$ 20.02		\$ 11,967.14
ADAMH	QTR													
TRANSIT	QTR									\$ 12.54				
TOTALS	-					50								\$ -

Resolution No. 2025-01.14.u

A Resolution to Approve a Reimbursement for Share of Costs for Postage as a Memo Expenditure for Fund# 2018

(Fairfield County Job and Family Services)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services

WHEREAS, FCJFS is responsible for paying the Health Department for their Birth Certificate costs; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1: That the Fairfield County Auditor reflect the following memo receipt:

71700300- 434410 Reimbursement - \$96.00

This amount represents monies owed to the Health Department for FCJFS's costs paid to the Health Department as denoted in the attached documentation.

Section 2: That the Fairfield County Board of Commissioners approves the following expenditure of other expenses and requests that the Fairfield County Auditor accomplish the transaction as if a regular County Auditor warrant reimbursing the Health Department for FCJFS's Birth Certificate costs

Memo expenditure as referenced in supporting documentation:

Vendor # 7482 Fairfield County Health Department

Account: 12207207-533000 Other Professional Services

Amount: \$96.00

Prepared by: Morgan Fox, Fiscal Officer

cc: Jamie Ehorn, Fairfield County Health Department

Resolution No. 2025-01.14.v

A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services

(Fairfield County Job and Family Services)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services

WHEREAS, FCJFS is responsible for paying the Health Department for their Birth Certificate costs; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1: That the Fairfield County Auditor reflect the following memo receipt:

71700300- 434410 Reimbursement - \$32.00

This amount represents monies owed to the Health Department for FCJFS's costs paid to the Health Department as denoted in the attached documentation.

Section 2: That the Fairfield County Board of Commissioners approves the following expenditure of other expenses and requests that the Fairfield County Auditor accomplish the transaction as if a regular County Auditor warrant reimbursing the Health Department for FCJFS's Birth Certificate costs

Memo expenditure as referenced in supporting documentation:

Vendor # 7482 Fairfield County Health Department

Account: 12207207-533000 Other Professional Services

Amount: \$32.00

Prepared by: Morgan Fox, Fiscal Officer

cc: Jamie Ehorn, Fairfield County Health Department

Resolution No. 2025-01.14.w

A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services

(Fairfield County Job and Family Services)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018

WHEREAS, Fairfield County Job & Family Services and the Fairfield County Children Services Agency merged operations effective October 1, 1995, and

WHEREAS, Fairfield County Job & Family Services expended funds and expects to expend funds from the public assistance fund for costs attributable to the Children Services division of Job and Family Services, and

WHEREAS, the Children Services division has received funds to cover these costs and such funds have been deposited in the children services fund (2072) as required, and

WHEREAS, it is necessary for the public assistance fund (2018) to recover costs from the children services fund (2072),

NOW THEREFORE,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Auditor reflect the following memo receipt:

12201807-434007 REIMCS (Reimbursement from Children Services)

\$1,581,816.16

This amount represents costs owed to the PA fund.

Section 2. That the Fairfield County Board of Commissioners approves the following expenditure of shared costs and requests that the Fairfield County Auditor accomplish the transaction as if a regular County Auditor warrant, reimbursing the public assistance fund for costs incurred by the Children Services division.

A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018

Memo expenditure as referenced in supporting documentation:

Vendor: 06396 Job and Family Services

Account: 12207207 900000 reimburse Public Assistance

Amount: \$1,581,816.16

Subject to final quarterly reconciliation from ODJFS

Prepared by: Morgan Fox, Fiscal Officer

Cc: JFS Finance

CPS to PA Shared	Owed to PA Fund	Soc Serv Op 1	Total Owed to PA	Paid to PA Fund	Balance	Notes	Title XX Transfer	Title XX Base
				202	24			
						Resolutions 2024-01.09.cc and		
Jan-24	\$ 490,881.02	\$	490,881.02	\$ 1,267,617.09	\$ 244,639.85	2024-01.23.n		
Feb-24	\$ 492,883.94	\$	492,883.94	\$ 485,615.13		2024-02.27.i		
Mar-24	\$ 260,053.65	\$	260,053.65	\$ 492,883.94		2024-04.02.m	\$ 161,605.50	\$ 85,589.84
Apr-24	\$ 523,001.99	\$	523,001.99	\$ 260,053.65	\$ 282,026.71	2024-04.16.v		
May-24	\$ 858,648.74	\$	858,648.74	\$ 1,140,675.45	\$ -	2024-07.09.ff		
Jun-24	\$ 522,826.84	\$	522,826.84	\$ 522,826.84	\$ -	2024-08.20.1	\$ 82,158.83	\$ 38,000.00
Jul-24	\$ 560,770.96	\$	560,770.96	\$ -	\$ 560,770.96			
Aug-24	\$ 563,687.03	\$	563,687.03	\$ 1,124,457.99	\$ -	2024-09.24.s		
Sep-24	\$ 89,904.37	\$	89,904.37	\$ -	\$ 89,904.37		\$ 165,991.00	\$ 46,699.00
Oct-24	\$ 591,156.57	\$	591,156.57	\$ 675,335.25	\$ 5,725.69	2024-12.10.x		
Nov-24	\$ 947,153.28	\$	947,153.28	\$ -	\$ 952,878.97			
Dec-24	\$ 628,937.19	\$	628,937.19	\$ -	\$ 1,581,816.16		\$ 161,605.50	\$ 77,256.50
Total	\$ 6,529,905.58	\$ - \$	6,529,905.58	\$ 5,969,465.34	N/A	Totals	\$ 571,360.83	\$ 247,545.34

Resolution No. 2025-01.14.x

A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018

(Fairfield County Job and Family Services)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2599 reimbursing Fund 2018

WHEREAS, Resolution 04.06.29.ff authorized the establishment of a Workforce Investment Act Fund, #2599, and

WHEREAS, costs attributed to the WIA fund have been expended from the PA fund, #2018, and

WHEREAS, the WIA fund has received funds to cover these costs and such funds have been deposited in the WIA fund as required, and

WHEREAS, it is necessary for the public assistance fund (2018) to recover the costs from the WIA fund (2599).

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1: That the Fairfield County Auditor reflect the following memo receipt, for costs owed to the PA fund:

12201807-434009 (Reimbursement from WIOA) \$214,010.70 (June 2024 through Nov 2024)

Section 2. That the Fairfield County Board of Commissioners approves the following expenditure of shared costs and requests that the Fairfield County Auditor accomplish the transaction as if a regular County Auditor warrant, reimbursing the public assistance fund for costs incurred by WIOA.

Memo expenditure as referenced in supporting documentation:

Vendor: 06396 Job and Family Services

Account: 12259907 900000 Reimburse public assistance

Amount: \$214,010.70

Subject to final quarterly reconciliation from ODJFS

Prepared by Morgan Fox, Fiscal Officer

									ССМЕР	CCMEP YOUTH	CCMEP YOUTH		
	WIOA to PA Shared	Owed to PA Fund	Paid to PA Fund	Balance	Notes		ADULT	DW	YOUTH IN	OUT	OUT WORK EXP	RESEA	TOTAL OWED
			2024			2024							
	Jan-24	\$ 9,024.87	\$ 32,985.94	\$ 19,630.46	Resolution 01.30.k	\$9,024.87	\$2,255.20			\$1,129.63		\$5,640.04	\$2,255.20
	Feb-24	\$ 9,119.31		\$ 28,749.77	-	\$9,119.31	\$2,278.80			\$1,141.44		\$5,699.07	\$2,278.80
Reimb w/out March numbers													
(Dec, Jan, Feb)	Mar-24	\$ 9,634.16	\$ -	\$ 38,383.93	0	\$9,634.16	\$2,407.46			\$1,205.89		\$6,020.81	\$2,407.46
	Apr-24	\$ 19,588.94	\$ 31,075.31	\$ 26,897.56	Resolution 2024-04.09.l	\$19,588.94	\$4,899.40	\$0.00	\$2,447.54	\$6,121.00	\$0.00	\$6,121.00	\$7,346.94
	May-24	\$ 28,489.49		\$ 55,387.05		\$28,489.49	\$7,125.52	\$0.00	\$3,559.61	\$8,902.18	\$0.00	\$8,902.18	\$10,685.13
Reimb w/out June numbers (Mar,													
Apr, May)	Jun-24	\$ -	\$ 57,712.59	\$ (2,325.54)	Resolution 2024-06.11.dd	\$19,954.38	\$4,990.80	\$0.00	\$2,493.20	\$6,235.19	\$0.00	\$6,235.19	\$7,484.00
	Jul-24	\$ -		\$ (2,325.54)		\$33,494.04	\$7,729.71	\$1,289.68	\$1,289.68	\$10,304.89		\$12,880.08	\$10,309.07
	Aug-24	\$ -		\$ (2,325.54)		\$33,962.61	\$7,837.85	\$1,307.71	\$1,307.71	\$10,449.06		\$13,060.28	\$10,453.27
Reimb w/out Sep numbers (June,													
Jul, Aug)	Sep-24	\$ -	\$ 87,411.03	\$ (89,736.57)	0	\$33,343.78	\$7,695.02	\$1,283.90	\$1,283.90	\$10,258.67		\$12,822.29	\$10,262.82
	Oct-24	\$ -		\$ (89,736.57)		\$36,150.89	\$2,494.77	\$3,740.05		\$7,480.07		\$22,436.00	\$6,234.82
	Nov-24	\$ -		\$ (89,736.57)		\$57,105.00	\$3,940.81	\$5,907.87		\$11,815.76		\$35,440.56	\$9,848.68
Reimb w/out Dec numbers (Sep,													
Oct, Nov)	Dec-24	\$ -	\$ 126,599.67	\$ (216,336.24)		\$37,028.40	\$2,555.33	\$3,830.83		\$7,661.64		\$22,980.60	\$6,386.16
	Total	\$ 75,856.77	\$ 335,784.54	N/A	Totals	\$326,895.87	\$56,210.67	\$17,360.04	\$12,381.64	\$82,705.42		\$158,238.10	\$85,952.35

Resolution No. 2025-01.14.y

A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2599 reimbursing Fund 2018

(Fairfield County Job and Family Services)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution to approve a Development Agreement for the Heron Crossing South subdivision [Regional Planning]

WHEREAS, the developer of Heron Crossing South has submitted the required inspection fee deposit and has executed the required development agreement for said subdivision.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That this Board hereby approves and authorizes itself to execute said development agreement attached as Exhibit A for the Heron Crossing South subdivision.

Prepared by: Joshua Hillberry

cc: Regional Planning

DEVELOPMENT AGREEMENT

This Agreement entered into this	day of	, by an	id betwe	en <u>M/I Homes</u>
of Central Ohio, LLC; (hereinafter called the	"Owner") and	the Bo	ard of	Commissioners
of Fairfield County, Ohio (hereinafter called the	"County").			

WITNESS WHEREAS, the Owner wishes to develop approximately <u>15.035</u> acres in Violet Township; <u>Heron Crossing South</u> (hereinafter called the "Project"), and

WHEREAS, "The Fairfield County Water, Drainage and Sewage Regulations," "The Fairfield County Construction and Material Specifications," and "The Fairfield County Subdivision Regulations" in force on the date of this agreement (hereinafter called the "County Regulations") state the requirements for developing within the County.

NOW THEREFORE, the Owner and the County, in consideration of the mutual covenants set forth herein, agree that:

- I. OWNER RESPONSIBILITIES: The Owner will:
 - Develop or cause the development of the Project in accordance with the County Regulations and the construction drawings approved by the County.
 - 1.2 Unless specifically stated otherwise, be responsible for the entire cost associated with developing the Project, including providing the real estate, engineering, construction, fees and deposits.
 - 1.3 Provide the County with construction drawings, specifications and supporting data describing the improvements contained in the Project. The improvements to be provided will include:
 - a. Roads and parking areas, graded full width and paved including drainage structures and other improvements all as shown on the County Standard Drawings and required for this project;
 - b. Monuments, stakes and all survey control required;
 - c. All other improvements shown on the construction drawings as approved by the County. (Such as grading and seeding).
 - 1.4 Await the County's approval of the construction drawings and specifications before beginning any construction work.
 - 1.5 Guarantee that the labor, material and equipment used to develop the Project meets the County requirements by providing at least one of the following:

- a. A performance bond equal to the estimated construction cost of the public improvements; or
- b. An irrevocable bank letter of credit payable to the County equal to one hundred percent (100%) of the estimated construction cost of the public improvements; or
- c. Subject to the approval of the County of Fairfield a certification to the County by the institution, person or corporation financing the construction of the public improvements stipulating that the funds in the amount of the estimated construction cost are available and set aside from all other funds solely for the purpose of financing the construction of the public improvements.

That these funds will not be released to the Owner or used for any purpose unless a release is signed by the County.

That such release by the County only certifies that as best the County can determine, the construction was satisfactorily completed and such release does not relieve the Owner of the responsibility to meet the requirements of the County Regulations or the County maintenance guarantee requirements;

- 1.6 Give the County at least three days notice prior to beginning any construction work and will keep the County advised of the work schedule throughout the development of the Project.
- 1.7 Prior to conditional acceptance of the Project by the County, guarantee all labor, material and equipment incorporated in the improvements that will become public against defects and deficiencies, for at least five years, by providing at least one of the following:
 - a. A maintenance bond equal to ten percent (10%) of the construction cost of the public improvements
 - b. A certification to the County by a financial institution or corporation acceptable to the County Prosecutor;

That funds equal to ten percent (10%) of the estimated construction cost for public improvements have been set aside in an escrow account;

That these funds cannot be released without a release by the County;

That the institution or corporation holding the funds shall release to the County and or all of the funds so escrowed for the purpose enumerated herein; and

That the escrow account will not be closed out without the approval of the County with the final acceptance of the public improvements by the County constituting release of the escrow account lacking any formal release by the County; or

- c. A bank irrevocable letter of credit payable to the County equal to ten percent (10%) of the construction cost for the public improvements.
- 1.8 Provide any additional maintenance guarantees necessary to protect existing roads in the subdivision being used as access for the proposed phase(s). The County Inspector shall determine the adequacy of this additional guarantee.
- 1.9 Provide a written request for the maintenance guarantee release upon completion of at least three years maintenance period during which the public improvements are maintained in a satisfactory condition and all expenses incurred by the County pursuant to this Project have been paid in full.
- 1.10 Cause the work described in the approved construction drawings, specifications and supporting data, as required herein, to be completed within a year of the approval of the construction plans unless approved otherwise by the County.
- 1.11 Remove or cause to be removed such dirt, debris, and foreign matter from all public rights-of-way, improvements and/or easements as were deposited, left or resulted from the construction of improvements or any nature within the development, within twenty-four (24) hours after being notified by the County that such work is required. Such removal shall be done to the satisfaction of the County Engineer.
- 1.12 Prior to acceptance or conditional acceptance of the Project by the County, provide the County the original signed construction drawings, with four sets of prints annotated to reflect the "as-constructed" conditions, and the original recorded plat.

II GENERAL TERMS:

- When there appears to be, or there is in fact, a conflict between this Agreement and the County Regulations the County Regulations shall govern.
- 2.2 No conveyance shall be made of any lot or parcel smaller in frontage or area than indicated on the plat except for the purpose of increasing the area of another lot.

- 2.3 The Owner shall indemnify and hold the County free and harmless from any and all claims for damage of every nature arising or growing out of the construction of improvements or resulting from improvements and shall defend, at their own cost and expense, any suit or action brought against the County.
- 2.4 By signing this Agreement the Owner acknowledges possession of copies of the:
 - a. Fairfield County Water, Drainage and Sewage Regulations.
 - b. Fairfield County Construction and Material Specifications.

and that the procedures described in these County Regulations will be followed during the development, acceptance and maintenance period for this project.

- 2.5 Upon violation of, or failure to comply with, any of the terms of this Agreement by the Owner, the County may take any of the following actions:
 - a. Stop all work on the Project forthwith;
 - b. Continue any unfinished work or replace any unaccepted work to a point that any public improvements do not appear to create a health or safety hazard or create maintenance or repair expense to the County because of their state of completion by:
 - 1. Holding the bonding company responsible,
 - 2. Using the certified check or proceeds thereof,
 - 3. Using the funds in the escrow account, or
 - 4. Draw on the letters of credit.
 - c. Take necessary action to eliminate apparent or actual safety or health hazards of an emergency nature when notification of the Owner does not cause a timely and satisfactory response or an immediate response is required. The cost of using county labor material or equipment shall be a cost to the owner to be paid thirty (30) days after being billed. Failure to pay may result in the County taking actions provided in 2.5(a) or 2.5(b) herein.
- 2.6 This Agreement represents the entire and integrated agreement between the Owner and the County for the Project and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instruction signed by both Owner and County.

- The Owner and County each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the Owner nor the County shall assign, sublet, or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the Owner and the County.
- 2.8 Notices: Any notice required by the Agreement shall be conclusively presumed to have been received if in writing and if delivered personally or sent by registered or certified mail, postage prepaid, to the party to be notified at the party's last address on file with the party sending the notice.
- 2.9 Legal Interpretation: This Agreement shall be construed and interpreted in accordance with the laws of the State of Ohio.

IN CONSIDERATION WHEREOF, the County hereby grants the Owner the right and privilege to make the improvements stipulated herein.

IN WITNESS WHEREOF, the parties hereto have set their hand and seals, and have executed this agreement on the day and year first above written.

	Jugan Francis MIT Homes of Central Ohi
APPROVED:	
	FAIRFIELD COUNTY BOARD OF COMMISSIONERS
	Date:

Fairfield County Commissioners

Steven A. Davis

Fairfield County Auditor

Fairfield County Recorder

Lisa McKenzie,

HERON CROSSING SOUTH

Situated in the State of Ohio, County of Fairfield, Township of Violet, and in Section 26, Township 16, Range 20, Refugee Lands, containing 15.035 acres of land, more or less, said 15.035 acres being all of that tract of land conveyed to M/I HOMES OF CENTRAL OHIO, LLC by deed of record in Instrument Number 202400001455, Recorder's Office, Fairfield County, Ohio.

We, the undersigned, being all the owners and lien holders of the land platted herein, do voluntarily consent to the execution of said plat, and dedicate the streets hereon, comprising of a total of 1.749 acres, to the public use forever.

UTILITY EASEMENTS (UE): Utility easements shown on this plat are for the construction, operation, maintenance, repair, replacement, or removal of utility lines and services, and for the express privilege of removing any and all trees or other obstructions to the free use of said utilities and for providing ingress and egress to the property for said purposes and are to be maintained as such forever.

SANITARY SEWER EASEMENTS (SSE): Easements designated as Sanitary Sewer Easements on this plat are for the construction, operation, maintenance, repair, replacement, or removal of sanitary sewer lines and services, and for the express privilege of removing any and all trees or other obstructions to the free use of said sewers and for providing ingress and egress to the property for said purposes and are to be maintained as such forever. No other utilities are to be placed or constructed in designated Sanitary Sewer Easements.

DRAINAGE EASEMENTS (DE): An easement is hereby granted for the purpose of construction, operation, reconstruction, usage, and maintenance of storm drainage swales, ditches and underground piping and appurtenant works on any part of easement areas designated "Drainage Easement" hereon including the right to construct, clean, repair, keep unobstructed, and care for said sewers, swales, ditches, piping and appurtenant structures, together with the right of access to the said areas for said purpose. No above grade structures, dams, or other obstructions to the flow of storm water runoff are permitted within the drainage easement areas as delineated on this plat, except those shown on the approved construction drawings.

DRAINAGE MAINTENANCE DISTRICT: A maintenance agreement for drainage facilities is a part of the improvement plans of the above real estate (Heron Crossing South) and the obligation to pay the maintenance fees shall pass with the title to the property. There shall be inserted in each deed passing title to any of the land herein by the owner or developer the words:

"Title to the fee includes the obligation to pay the drainage maintenance fee assessed, or to be assessed, by the County, pursuant to the Ohio Revised Code 6137 and following sections. This includes the obligation to pay such portion of the drainage maintenance fee assessment, or to be assessed, to the public corporation(s) as established in the original schedule, as amended from time to time."

All lots in the subdivision shall be part of a drainage district for the maintenance, repair and replacement of the drainage/storm sewer system serving the subdivision. Each lot shall be assessed in accordance with the rules and regulations governing such district for the inspections, maintenance, repair and replacement of such drainage/storm sewer system.

The owner or owners of the fee simple title to each of the lots and lands shown hereon that has within it a portion of the area designated hereon as "Drainage Easement" or "Drainage and Sanitary Sewer Easement" shall care for, maintain, and keep open and unobstructed the major storm drainage swale within said portion of the drainage easement or drainage and sanitary sewer easement area.

The easement for storm sewer, storm drainage swales, and where applicable sanitary sewer, and appurtenant works is hereby granted to the Board of Fairfield County Commissioners and its assigns, for use at such time as it is determined that for reasons of public health, safety, and welfare it is necessary to construct, reconstruct, maintain, and keep open and unobstructed the major storm drainage swales within said drainage easement area or drainage and sanitary sewer easement area, and that the costs thereof, both direct and incidental thereto, shall be paid for by the owner or owners of the fee simple title to the lots and land upon which such maintenance is performed, unless paid by a drainage maintenance district established for the subdivision.

Monuments shown on the plat as not in place at the time of recording shall be placed prior to acceptance of the streets.

A property owners association is required as a condition of this plat. All property owners shall be members of said association, and shall be responsible for items identified in the document establishing said association.

In Witness Whereof, TIMOTHY C. HALL JR., Area President of M/I HOMES OF CENTRAL OHIO, LLC, has hereunto set his hand this 21 day of November 20 24

Signed and Acknowledged In the presence of:

MA HOMES OF CENTRAL OHIO, LLC

Witness

TIMOVHY C. HALL JR., Area President

STATE OF OHIO COUNTY OF FRANKLIN ss:

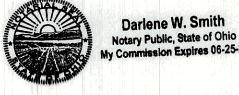
Before me, a Notary Public in and for said State, personally appeared TIMOTHY C. HALL JR., Area President of M/I HOMES OF CENTRAL OHIO, LLC, who acknowledged the signing of the foregoing instrument to be his voluntary act and deed for the uses and purposes expressed herein.

In Witness Thereof, I have hereunto set my hand and affixed my official seal this day of _______, 20 ______,

My commission expires 6/25/29

Notary Public,

State of Ohi



M/I Homes of Central Ohio, LLC 3 Easton Oval #336, Columbus, Ohio 43219

Jeff Fix David L. Levacy This plat is hereby approved as of 20 , however, streets are not accepted until inspected and approved. This plat is hereby approved as of 2024 however, sanitary sewers and waterlines are not Fairfield County Sanitary Engineer accepted until inspected and approved. I hereby certify that this plat was approved by the Fairfield County Regional Planning Commission on This Director, Fairfield County Regional Planning Commission approval becomes void unless this plat is filed for recording within one hundred eighty (180) days of the above approval. This plat is consistent with the current Violet Township Zoning Resolution. Violet Township Zoning Inspector I hereby certify that the land described by this plat was transferred on Carri L. Brown,

Approved and accepted this

for the County of Fairfield, Ohio.

The streets, roads, etc. herein dedicated to public use are hereby accepted as such

Deed Restrictions Recorded in Official Record 1724, Page 2337

plat records of

am-pm and that it was

I hereby certify that this plat was filed for

recording on

recorded on

EOF

MATTHEWA

S-7865

, in Plat Cabinet

Fairfield County, Ohio

SURVEYED & PLATTED
BY

Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
5500 New Albany Road, Columbus, OH 43054
Phone: 614.775.4500 Toll Free: 888.775.3648

emht.com

I hereby certify that this plat represents a true and complete survey made by me or under my supervision in June, 2023, and that all markers and monuments indicated are in place or will be in place by the time of street acceptance and are correctly shown as to materials, locations, and meets the latest provision of the Ohio Administrative Code Chapter 4733-37-Minimum Standards for boundary surveys in the State of Ohio. Dimensions are in feet and decimal parts thereof.

= Iron Pin Found

= Iron Pin (See Survey Data)

= MAG Nail to be set

By Wather a. Nich
Professional Surveyor No. 7865

21 Nov 24 Date

- No dumping or burning of refuse.
- No hunting or trapping.
- Natural resources of the zones shall remain undisturbed and no topsoil, sand, gravel, or rock shall be excavated, removed
- 4. Nothing shall be permitted to occur within the Stream Preservation Zone which would contribute to the erosion of the land and no trees shall be cut or removed, except for the removal of such dead diseased, noxious, or decayed trees or vegetation which may be required for conservation or scenic purposes, or for reasons of public safety. Notwithstanding the foregoing, the following improvements and activities shall be permitted within the parks and easements may be reserved in favor of the developer and future property owners for the following:
 - Storm water detention or retention ponds and related underground storm water management infrastructure;
 - Underground utility lines and underground storm water management infrastructure;
 - One or more paved leisure trails in locations which are approved as part of a final development plan for this subarea;
 - Planting and maintenance of trees, bushes, and other landscaping.
 - Benches, pedestrian trash receptacles, and wayfinding signage; and
 - Preservation and maintenance of wooded and forested areas in keeping with good forestry management practices, including, but not necessarily limited to, the removal of dead, diseased, or decaying trees and the treatment or removal of noxious or invasive plant species.

Any and all alterations to the Stream Preservation Zone require the approval of the Fairfield County Regional Planning Commission, the Ohio EPA, and the US Army Corps of Engineers, as applicable.

See US Army Corps of Engineers permit file number LRH-2023-522-SCR-Unnamed Tributary (UNT) to Sycamore Creek for approved impacts to the stream made during construction of Heron Crossing South.

NOTE "B": The purpose of this plat is to show certain property, rights of way, and easement boundaries as of the time of platting. At the request of zoning and planning authorities at the time of platting, this plat shows some of the limitations and requirements of the zoning code in effect on the date of filing this plat for reference only. The limitations and requirements may change from time to time and should be reviewed to determine the then current applicable use and development limitations of the zoning code as adopted by the government authority having jurisdiction. The then applicable zoning code shall control over conflicting limitations and requirements that may be shown as on this plat. This plat should not be construed as creating plat or subdivision restrictions, private use restrictions, covenants running with the land or title encumbrances of any nature, except to the extent specifically identified as such.

NOTE "C" - ACREAGE BREAKDOWN:

HOLE C HERENGE BREAKBOWN.	
Total Acreage	15.035 Ac.
Acreage in Lots	7.939 Ac.
Acreage in Reserve	5.347 Ac.
Acreage in Sanctuary Drive	0.554 Ac.
Acreage in Tybee Way	0.235 Ac.
Acreage in Tybee Court	0.960 Ac.

NOTE "D" - ACREAGE BREAKDOWN: Heron Crossing South is comprised of all of the following Fairfield County Auditor's Parcel Number:

036-00910-20 15.035 Ac

HERON CROSSING SOUTH

Situated in the State of Ohio, County of Fairfield, Township of Violet, in Section 26, Township 16, Range 20, Refugee Lands, being all of that 15.035 acre tract of land conveyed to M/I Homes of Central Ohio, LLC by deed of record in Instrument Number 202400001455 (all references are to the records of the Recorder's Office, Fairfield County, Ohio) and more particularly bounded and described as follows:

BEGINNING at a 3/4 inch iron pipe with cap stamped "WATCON" found at the southeasterly corner of the subdivision entitled "Heron Crossing West Section 2", of record in Plat Cabinet 3, Slot 88, the northeasterly corner of said 15.035 acre tract, in the westerly line of the subdivision entitled "Heron Crossing Section 2", of record in Plat

Thence South 03° 47' 14" West, with said westerly line (passing iron pins set at 169.74' and 219.77'), a distance of 791.97 feet to an iron pin set at the northeasterly corner of the remainder of that 24.059 acre tract conveyed to Ricketts Family Fairfield Farms, Ltd. by deed of record in Official Record 1760, Page 3860;

Thence with the boundary of said 24.059 acre tract the following courses and distances:

North 86° 12' 01" West, a distance of 154.53 feet to an iron pin set;

South 43° 58' 09" West, a distance of 402.51 feet to an iron pin set;

South 30° 13' 13" West, a distance of 92.87 feet to an iron pin set; and

North 86° 11' 58" West, a distance of 202.44 feet to an iron pin set in the easterly line of that 45.581 acre tract conveyed as Parcel 1 to Olga M. Hesch, Trustee of The Hesch Bauernhof Trust by deed of record in Official Record 1647, Page 3716;

Thence North 03° 47' 14" East, with said easterly line (passing iron pins set at 329.89', 448.43', 503.43', 563.43', 623.43', 678.43', 738.43', 798.43', 853.43', 908.43', 963.43', 1018.43', 1073.43' and 1128.43'), a distance of 1183.62 feet to an iron pin set in the southerly line of the subdivision entitled "Heron Crossing West Section 3", of record in Plat Cabinet 3, Slot 94;

Thence South 86° 07' 17" East, with said southerly line and with the southerly line of said "Heron Crossing West Section 2" (passing iron pins set at 121.03', 171.03', 251.02', 306.02', 371.02' 433.02', 488.02', 543.02' and 598.02'), a distance of 658.02 feet to the POINT OF BEGINNING, containing 15.035 acres of land, more or less.

NOTE "E" - RESERVE "A": Reserve "A", as designated and delineated hereon, shall be owned, maintained, managed and governed by the Heron Crossing Homeowners' Association, Inc. an Ohio not-for-profit corporation, and an association comprised of the owners of the fee simple titles to the lots in Heron Crossing South, Heron Crossing West and Heron Crossing for the purpose of passive recreation, open space and storm water management. All amenities located on and within all Open Space areas including trees, ponds, landscaping, landscape structures, multi-use paths, fencing, signage and/or other similar recreational installations or amenities constructed by the Developer for the owners within Heron Crossing South, Heron Crossing West and Heron Crossing Subdivision shall be owned and maintained by said association. Landscaping improvements must be approved by the Fairfield County Engineer's Office prior to installation. All of said Reserve "A" is also designated as a Drainage Easement (see sheet 1).

CURVE TABLE

LENGTH

17.45

65.46'

107.00

19.20'

15.71

35.10

56.59'

26.01

9.54

58.94

12.03

60.78

37.93

15.03

39.31'

40.49'

40.49

40.49

RADIUS

250.00

250.00

2000.00

250.00

250.00

275.00

225.00

275.00

275.00

275.00

50.00

50.00

75.00

75.00

75.00

75.00

75.00'

75.00

75.00

75.00

CHORD

BEARING

S 01'47'14" V

S 87°09'02" I

S 08°28'27" E

S 01°47'14" W

N 01°47'14" E

S 00°07'52" W

S 09°25'14" E

S 18'01'33" E

N 15'16'18" W

N 23°57'35" E

S 53°08'03" W

S 25°19'30" W

S 12°22'44" E

S 32'36'23" E

S 53°21'45" E

S 83'50'42" E

N 65°13'22" E

N 34°17'27" E

17.45' S 88'12'46" E

17.45' S 01°47'14" W

CURVE

C2

C5

C6

C7

C8

C10

C11

C12

C13

C14

C15

C16

C17

C18

C19

DELTA

4°00'00"

4'00'00"

1°52'31"

4°00'00"

24°31'21

4°00'00"

4°00'00"

7°18'43"

11'47'29

5°25'09'

10°55'37

67°32'10"

9°11'15"

46°25'52'

28°58'36'

11'28'42"

30°02'01'

30°55'55

30'55'55'

30°55'55'

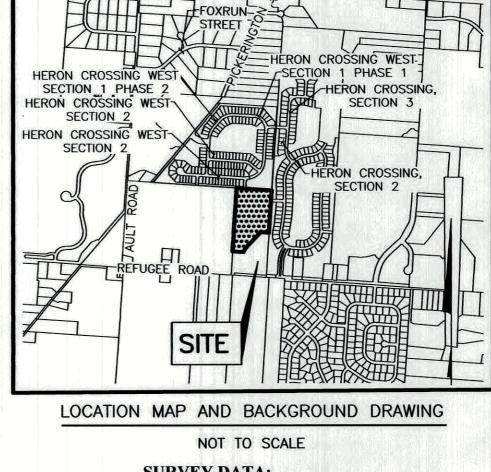
Homeowners' Association, Inc. (HOA). This area shall not allow permanent structures such as decks and/or patios, drives, walks, buildings and outbuildings, sheds, swimming pools, satellite dish antennae and basketball courts, but shall allow trees, bushes, and other landscape materials to be planted. Fences are not permitted in the Drainage Easement portion of the "No Build Zone" unless otherwise approved by the Fairfield County Engineer's Office. As a part of the development infrastructure, the developer reserves the right to do grading within the Utility and Drainage Easement pertions of the "No Build Zone" for the installation of utility structures /connections and lines, as well as storm water areas designated as Wetland Buffer Zone shall be structures/drainage, all of which are permitted in the "No Build Zone" within their designate easement. Behind Lots 1-14, there will be 1 tree per home and three-rail fence, which will be owned and maintained by the HOA. No trees and no fences will be permitted in the Drainage Easement portion unless otherwise approved by the Fairfield County Engineer's Office.

CURVE TABLE

NOTE "F": Areas designated as "Perimeter No Build Zone"

shown hereon will be maintained by the Heron Crossing

CHORD DISTANCE	CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
17.45	C21	32°32'56"	75.00'	42.61	N 02°33'01" E	42.04
17.45	C22	7*00'41"	75.00'	9.18	N 17°13'47" W	9.17
65.46'	C23	9*11'52"	225.00'	36.12	S 16'08'11" E	36.08
17.45	C24	15°19'28"	225.00'	60.18'	S 03*52'30" E	60.00
106.18	C25	2*08'18"	275.00'	10.26	N 02°43'04" E	10.26
19.19	C26	1*51'42"	275.00'	8.93'	N 00°43'04" E	8.93
15.70'	C27	90°00'00"	20.00'	31.42	S 44°47'14" W	28.28
35.07'	C28	3*14'10"	225.00'	12.71	S 88°35'41" E	12.71
56.49'	C29	0°45'50"	225.00'	3.00'	S 86°35'41" E	3.00
26.00'	C30	0°42'32"	2025.00'	25.06	S 86°34'03" E	25.06
9.52'	C31	1*09'59"	2025.00'	41.22	S 87°30′18″ E	41.22
55.58'	C32	1°41'37"	1975.00'	58.38'	S 87°14'29" E	58.37
12.01	C33	0°10'54"	1975.00'	6.27	S 86°18'14" E	6.27
59.13'	C34	4°00'00"	275.00'	19.20'	N 88°12'46" W	19.19
37.53'	C35	90°00'00"	20.00'	31.42'	S 45°12'46" E	28.28
15.00'	C36	4*00'00"	225.00'	15.71	S 01°47′14" W	15.70
38.87	C37	46°07'19"	25.00'	20.12	S 44°22'29" E	19.59
40.00'	C38	128*28'38"	25.00'	56.06	S 34°05'09" W	45.03
40.00'	C39	107'37'46"	25.08'	47.12'	N 27°43'57" W	40.49
40.00'	C40	92°54'07"	25.00'	40.54	N 30°55'28" E	36.24



SURVEY DATA:

NOTE "G" - WETLAND BUFFER ZONE: The

accomplishment of the purpose or intent of

preserving the existing wetland areas is expressly

L30 S58*50'03"W

24.50'

prohibited.

S01°07'24"W

87.63

BASIS OF BEARINGS: The bearings shown on this plat are based on the Ohio State Plane Coordinate System, South Zone, NAD 83 (2011). Said bearings originated from a field traverse which was tied (referenced) to said coordinate system by positional solutions derived by the National Geodetic Survey's Online Positioning Users Service software using GPS observations of selected CORS base stations in the National Spatial Reference System.

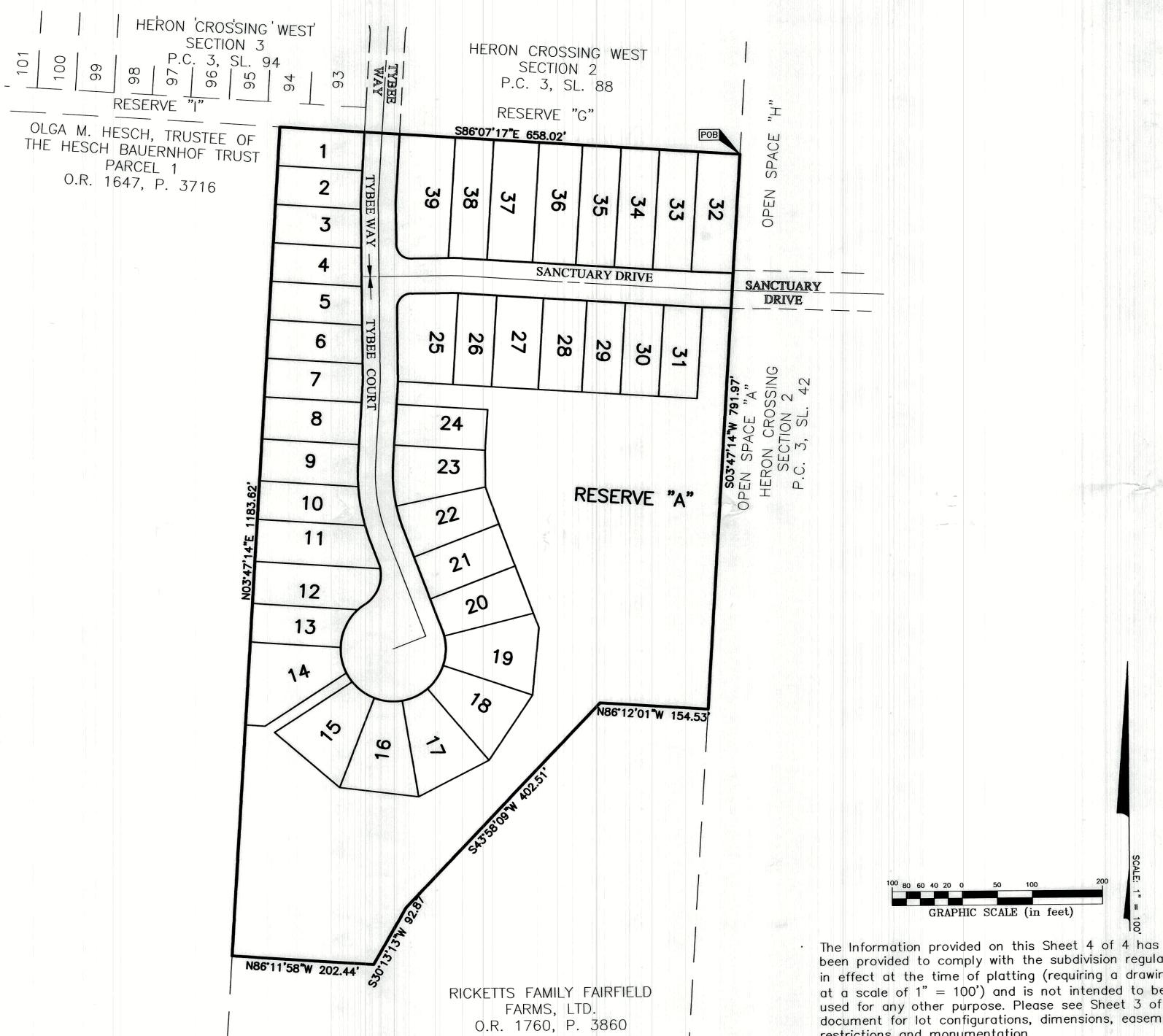
SOURCE OF DATA: The sources of recorded survey data referenced in the plan and text of this plat are the records of the Fairfield County, Ohio, Recorder.

IRON PINS: Iron pins, where indicated hereon, unless otherwise noted, are to be set and are iron pipes, thirteen-sixteenths inch inside diameter, thirty inches long maintained in their natural state and are deemed to with a plastic plug placed in the top end bearing the initials be no-build zones, and as such, such zones shall EMHT INC.

forever be restricted from development of PERMANENT MARKERS: Permanent markers, where improvements or related uses of any kind, except indicated hereon, are to be one-inch diameter, thirty-inch those improvements shown on the approved long, solid iron pins enclosed in six-inch diameter, thirty-inch construction drawings. There shall be no dumping long concrete surrounds and are to be set to monument the points indicated hereon. Once installed, the top of the pin within the Wetland or Wetland Buffer Zone. Any shall be marked (punched) to record the actual location of the activity or use which would, as a natural consequence, impede or make more difficult the

	LINE TABLE			LINE TABL	E		LINE TABLE	E Transfer		LINE TABLE	
LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L1	S85°35'03"E	100.08	L16	S25°21'33"E	42.80'	L31	S42°45'30"W	31.46'	L46	S02°22'48"W	62.85
L2	S03°31'43"W	53.46'	L17	S26°33'48"E	25.70'	L32	S45°00'00"W	27.08'	L47	S06°41'02"W	32.53
L3	S42°23'53"E	6.33'	L18	S21°14'04"E	24.64	L33	S59°27'38"W	23.39'	L48	S06°41'02"W	67.00
L4	S15°15'18"E	13.98'	L19	S45°00'00"E	6.90'	L34	S18°25'56"W	14.36'	L49	S05'07'20"W	54.16
L5	S25°54'23"E	14.77'	L20	S08°21'54"E	20.51'	L35	S39°08'39"W	19.01'	L50	S02°00'32"W	39.40'
L6	S36°52'15"E	13.89	L21	S53°58'19"E	18.86'	L36	S47°47'46"W	77.48'	L51	S02°17'05"E	58.33'
L7	S08°07'48"E	14.47'	L22	S13°27'55"E	9.46'	L37	S43°17'43"W	74.27	L52	S67°26'08"E	20.91
L8	S45°00'00"E	12.31'	L23	S33°57'24"E	6.95'	L38	S34°28'20"W	54.21'	L53	S21°18'49"E	32.48'
L9	S15°38'34"E	8.07'	L24	S07°36'04"E	62.02'	L39	S26°21'43"W	41.70'	L54	S30°09'10"E	59.61
L10	S72°38'51"E	11.89'	L25	S05'28'09"E	56.73'	L40	S22°09'02"W	27.44'	L55	N81°40'32"W	49.05
L11	S13°27'55"E	40.38'	L26	S01°07'24"W	75.89'	L41	S03°47'14"W	5.00'	L56	N32*29'22"W	56.36
L12	S33°57'24"E	12.29'	L27	S18°36'52"W	28.70'	L42	S00°18'16"E	42.43'	L57	N15'31'35"W	22.74
L13	S07*36'04"E	87.29'	L28	S29°36'31"W	30.82	L43	S04°24'28"W	87.56'			
L14	S05°28'09"E	64.35	L29	S35°36'50"W	12.77'	L44	S04°38'21"W	64.26			

L45 S06°52'11"W 63.51'



been provided to comply with the subdivision regulation in effect at the time of platting (requiring a drawing at a scale of 1" = 100) and is not intended to be used for any other purpose. Please see Sheet 3 of this document for lot configurations, dimensions, easements, restrictions and monumentation.

Resolution No. 2025-01.14.z

A resolution to approve a Development Agreement for the Heron Crossing South subdivision [Regional Planning]

(Fairfield County Regional Planning Commission)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution to approve the Heron Crossing South, Final Plat [Regional Planning]

WHEREAS, the Heron Crossing South, subdivision located in Violet Township, was approved by the Regional Planning Commission on September 4, 2024; and

WHEREAS the developer has submitted a final plat as required by Fairfield County Regional Planning Commission; and

WHEREAS the developer has submitted a development agreement as required by the Fairfield County Subdivision Regulations; and

WHEREAS the developer has furnished all required fees.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That this Board hereby approves and authorizes itself to execute the final plat for the Heron Crossing South, subdivision.

Prepared by: Joshua Hillberry

cc: Regional Planning

Resolution No. 2025-01.14.aa

A resolution to approve the Heron Crossing South, Final Plat [Regional Planning] (Fairfield County Regional Planning Commission)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution approving an account-to-account transfer into a major expenditure object category.

WHEREAS, appropriations are needed to cover expenses for 2025; and

WHEREAS, an account-to-account transfer will allow proper classification of major expenditure object categories.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the transfer of appropriations are hereby authorized as follows:

From: 23100101 Contractual Services

To: 23100101 Capital Outlay 96,598.25

Prepared by: Mendi Rarey

cc: Sheriff

Account-to-Account Transfer For Auditor's Office Use Only:

Total Transfer of Appropriations \$96,598.25

From: 23100101 530000; Contract Services

To: 23100101 573500; Infrastructure \$96,598.25

Resolution No. 2025-01.14.bb

A resolution approving an account-to-account transfer into a major expenditure object category.

(Fairfield County Sheriff)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing fund to fund transfer from the Greenfield Water Fund #5841 to #5846 Debt Service Payments for 2025 - Utilities

WHEREAS, the Water Fund is responsible for payments of debt service; and

WHEREAS, it is necessary to transfer the cash to meet obligations; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Board of Commissioners approves the following fund to fund transfers:

Amount	From		То	
\$6,661.50	12584123	700000	12584600	600060
\$33,425.02	12584123	700000	12584600	600020
\$10,733.84	12584123	700000	12584600	600030
\$50,820.36	TOTAL			

Prepared by: Tony Vogel

cc: Utilities

A resolution authorizing fund to fund transfer from the Greenfield Water Fund #5841 to #5846 Debt Service Payments for 2025 - Utilities

For Auditor's Office Use Only:

Amount	From		То	
\$6,661.50	12584123	700000	12584600	600060
\$33,425.02	12584123	700000	12584600	600020
\$10,733.84	12584123	700000	12584600	600030
\$50,820.36	TOTAL			

Prepared by: Tony Vogel

cc: Utilities

Resolution No. 2025-01.14.cc

A resolution authorizing fund to fund transfer from the Greenfield Water Fund #5841 to #5846 Debt Service Payments for 2025 - Utilities

(Fairfield County Utilities Department)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing a fund to fund transfer from Greenfield Sewer Fund #5842 to #5847 Debt Service Payments for 2025 -Utilities

WHEREAS, the Sewer Fund is responsible for payments of debt service; and

WHEREAS, it is necessary to transfer the cash to meet obligations; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Board of Commissioners approves the following fund to fund transfers:

Amount	From		То	
\$89,744.82	12584229	700000	12584700	600020
\$10,399.02	12584229	700000	12584700	600030
\$100,143.84	TOTAL			

Prepared by: Tony Vogel

cc: Utilities

A resolution authorizing a fund to fund transfer from Greenfield Sewer Fund #5842 to #5847 Debt Service Payments for 2025 -Utilities

For Auditor's Office Use Only:

Amount	Fro	om	Те	o
\$89,744.82	12584229	584229 700000		600020
\$10,399.02	12584229	700000	12584700	600030
\$100,143.84	TOTAL			

Prepared by: Tony Vogel

Resolution No. 2025-01.14.dd

A resolution authorizing a fund to fund transfer from Greenfield Sewer Fund #5842 to #5847 Debt Service Payments for 2025 - Utilities

(Fairfield County Utilities Department)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing fund to fund transfers from the Sewer Fund #5044 to: #5533, #5554, #5776, #5817, #5823 Debt Service Payments for 2019 - Utilities

WHEREAS, the Sewer Fund is responsible for payments of debt service; and

WHEREAS, it is necessary to transfer the cash to meet obligations; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Board of Commissioners approves the following fund to fund transfers:

Amount	From		То		
\$83,000.00	12504429	700000	12553333	600020	
\$913.00	12504429	700000	12553333	600030	
\$406,000.00	12504429	700000	12555433	600020	
\$4,466.00	12504429	700000	12555433	600030	
\$55,000.00	12504429	700000	12577626	600020	
\$22,656.25	12504429	700000	12577626	600030	
\$80,000.00	12504429	700000	12581700	600020	
\$36,856.26	12504429	700000	12581700	600030	
\$50,000.00	12504429	700000	12582300	600020	
\$22,956.25	12504429	700000	12582300	600030	
\$761,847.76	TOTAL				

Prepared by: Tony Vogel

A resolution authorizing fund to fund transfers from the Sewer Fund #5044 to: #5533, #5554, #5776, #5817, #5823 Debt Service Payments for 2025 - Utilities

For Auditor's Office Use Only:

Amount	From		To)
\$83,000.00	12504429	700000	12553333	600020
\$913.00	12504429	700000	12553333	600030
\$406,000.00	12504429	700000	12555433	600020
\$4,466.00	12504429	700000	12555433	600030
\$55,000.00	12504429	700000	12577626	600020
\$22,656.25	12504429	700000	12577626	600030
\$80,000.00	12504429	700000	12581700	600020
\$36,856.26	12504429	700000	12581700	600030
\$50,000.00	12504429	700000	12582300	600020
\$22,956.25	12504429	700000	12582300	600030
\$761,847.76	TOTAL			

Prepared by: Tony Vogel

Resolution No. 2025-01.14.ee

A resolution authorizing fund to fund transfers from the Sewer Fund #5044 to: #5533, #5554, #5776, #5817, #5823 Debt Service Payments for 2025 - Utilities

(Fairfield County Utilities Department)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing fund to fund transfers from the Water Fund #5046 to: #5534, #5556, #5776, #5818, #5823, #5849 Debt Service Payments for 2025 - Utilities

WHEREAS, the Water Fund is responsible for payments of debt service; and

WHEREAS, it is necessary to transfer the cash to meet obligations; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Board of Commissioners approves the following fund to fund transfers:

Amount	From		То	
\$220,000.00	12504623	700000	12553426	600020
\$2,420.00	12504623	700000	12553426	600030
\$55,000.00	12504623	700000	12577626	600020
\$22,656.25	12504623	700000	12577626	600030
\$35,000.00	12504623	700000	12581800	600020
\$16,112.50	12504623	700000	12581800	600030
\$50,000.00	12504429	700000	12582300	600020
\$22,956.25	12504429	700000	12582300	600030
\$39,347.04	12504623	700000	12584926	600061
463,492.04	TOTAL			

Prepared by: Tony Vogel

A resolution authorizing fund to fund transfers from the Water Fund #5046 to: #5534, #5556, #5776, #5818, #5823, #5849 Debt Service Payments for 2025 - Utilities

For Auditor's Office Use Only:

Amount	From	1	То	
\$220,000.00	12504623	700000	12553426	600020
\$2,420.00	12504623	700000	12553426	600030
\$55,000.00	12504623	700000	12577626	600020
\$22,656.25	12504623	700000	12577626	600030
\$35,000.00	12504623	700000	12581800	600020
\$16,112.50	12504623	700000	12581800	600030
\$50,000.00	12504429	700000	12582300	600020
\$22,956.25	12504429	700000	12582300	600030
\$39,347.04	12504623	700000	12584926	600061
\$1,042,482.43	TOTAL			

Prepared by: Tony Vogel

Resolution No. 2025-01.14.ff

A resolution authorizing fund to fund transfers from the Water Fund #5046 to: #5534, #5556, #5776, #5818, #5823, #5849 Debt Service Payments for 2025 - Utilities

(Fairfield County Utilities Department)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK

A resolution authorizing the approval of payments of the vouchers without appropriate carry-over purchase orders and the cash disbursement for all departments that are approved by the Commissioners.

Whereas, 2024 carry-over purchase orders for obligations were not requested; and

Whereas, a then and now certification is not possible; and

Whereas, the Commissioners approve the payments of the obligations outside of the normal budgetary process and the Cash Disbursement Journal; and

Whereas, the County Auditor should consider this in lieu of a then and now certificate;

Whereas, the State Auditor has stated that no exception would be taken to the bills provided the Commissioners approve the payments on a separate resolution; and

Whereas, carry-over purchase orders were missed because purchase orders cannot be carried over when cash or purchase orders have been exhausted.

WHEREAS, departments that need the Board of Commissioners' approval for payment of their invoices that are \$77,250.01 and over and other miscellaneous invoices, have submitted their invoices to the County Auditor; and

WHEREAS, the County Auditor has submitted the cash disbursement journal for payment of invoices for the check date of January 16, 2025.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:

Section 1. That the Fairfield County Board of County Commissioners approves the attached cash disbursement journal totaling \$1,059,728.11 which also includes the then and now invoices of more than \$77,250.00 (See attached - Excel/PDF spreadsheet with detail entries)

Departmer	nt								
Check #	Check Date	Vendor#	^t Vendor Name	Invoice #	Invoice Date	PO#	Warrant	Line Item Description	Amount
1010	AUD-FINANO Fund: 1	_	ENERAL FUND						
5417782	01/16/2025	1370	TYLER TECHNOLOGIES INC	045-493791	01/01/2025	583	C0114	2025 CONTRACT	362,558.00
								TOTAL: AUD-FINANCE	362 558 00

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Department Check #		Vendor #	Vendor Name	Invoice #	Invoice Date	PO#	Warrant	Line Item Description	Amount
1200	COMMISSIO Fund:	_	OMIN ENERAL FUND						
5417787	01/16/2025	88890	CITY OF LANCASTER	1/2025	01/01/2025	641	C0114	2025 contract for criminal prosecution 2025/2026	207,513.36
	Fund:	2876 - FI	SCAL RECOVERY (ARP)						
5417785	01/16/2025	11744	THE RIGHTER CO INC	6	12/11/2024	24004047	C0114	Junction Chamber 12/11/24	69,512.80
5417785	01/16/2025	11744	THE RIGHTER CO INC	5	12/11/2024	24004047	C0114	Junction Chamber 12/11/24	56,957.20
5417786	01/16/2025	12841	LAW GENERAL CONTRACTTING INC	7	11/30/2024	24004048	C0114	Valley Force Main 11/30-12/31/24	85,245.53
5417786	01/16/2025	12841	LAW GENERAL CONTRACTTING INC	6	11/01/2024	24004048	C0114	Valley Force Main 11/1-11/30/24	114,695.72
							TOTAL	: COMMISSIONERS ADMIN	533,924.61

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Departmer	nt								
Check #	Check Date	Vendor #	Vendor Name	Invoice #	Invoice Date	PO#	Warrant	Line Item Description	Amount
1246	PUBLIC TRA	_	JBLIC TRANSIT						_
5417784	01/16/2025	6640	FF CTR FOR DISAB & CEREBRAL PALS	BILITIES FCDD Nov 2024 SY	11/01/2024	702	C0114	Purchased Transportation Nov 2024	85,212.50
								TOTAL: PUBLIC TRANSIT	85,212.50

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Departmer Check #		Vendor#	Vendor Name	Invoice #	Invoice Date	PO#	Warrant	Line Item Description	Amount
2100	PROSECUTO		N DJ-PROSECUTOR ALLOV	VANCE					
5417783	01/16/2025	5611	FAIRFIELD COUNTY PROSECUTOR	2025 FOJ Allowance	01/02/2025	553	C0114	PROSECUTOR FOJ ALLOWANCE 2025	78,033.00
							тот	AL: PROSECUTOR-ADMIN	78,033.00

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epartmer neck #	Check Date Vendor # Vendor Name	Invoice #	Invoice Date	PO#	Warrant Line Item Description	Amoun
					Summary Total for this report:	\$1,059,728.11
Comn	nissioner Steven A. Davis					
Comn	nissioner Jeffrey M. Fix					
Comn	nissioner David L. Levacy			Date		

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						PURCHASE	
Ven#	VENDOR NAME	AMOUNT	ORG	OBJECT	PROJECT	ORDER	DESCRIPTION
6640	FF CTR FOR DISABILITIES & CEREBRAL PALSY	\$ 85,212.50	12290800	530032		702	Purchased Transportation
5611	FAIRFIELD COUNTY PROSECUTOR	\$ 78,033.00	21105000	590100		553	PROSECUTOR FOJ ALLOWANCE 2025

\$ 163,245.50

Resolution No. 2025-01.14.gg

A resolution authorizing the approval of payments of the vouchers without appropriate carry-over purchase orders and the cash disbursement for all departments that are approved by the Commissioners.

(Fairfield County Commissioners)

This resolution has not yet been voted on.

CERTIFICATE OF CLERK







