



**BELLBROOK CITY COUNCIL AGENDA**  
**February 24, 2020**

City of Bellbrook  
15 E. Franklin Street  
Bellbrook, Ohio 45305

T (937) 848-4666  
F (937) 848-5190

[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

**7:00 pm-Regular Meeting**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of Regular Meeting Minutes of February 10, 2020
5. Mayor's Announcements/Special Guests
  - Dr. Doug Cozad
  - Fire Department Annual Report – Chief Neidhard
6. Public Hearing of Ordinances
  - **Ordinance 2020-1 An Ordinance Amending Section 412.06 “Parades and Assemblages” of the City of Bellbrook Municipal Code (Edwards)**
  - **Ordinance 2020-2 “An Ordinance Repealing Old Section 856.03 and Enacting New Section 856.03 “License Application and Requirements” of the City of Bellbrook Municipal Code (Havens)**
7. Introduction of Ordinances - none
8. Resolutions
  - **Resolution 2020-D A Resolution Declaring Specific Equipment No Longer Needed By the City of Bellbrook as Surplus Property and Authorizing the City Manager to Dispose of Said Property (Van Veldhuizen)**
  - **Resolution 2020-E A Resolution to Seek Membership in the AARP Network of Age-Friendly Communities (Middlestetter)**
9. City Manager Report
10. Committee Reports
  - A. Service
  - B. Safety
  - C. Finance/Audit
  - D. Community Affairs – Update on open board seats – VRB and BZA/PRC
11. Old Business
12. New Business
13. Open Discussion
14. Adjourn



**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Meeting  
February 10, 2020

**PRESENT:** Ernie Havens  
Dave Van Veldhuizen  
Nick Edwards  
Elaine Middlestetter  
Mayor Mike Schweller

**ABSENT:** Forrest Greenwood

**ALSO PRESENT:** City Manager Melissa Dodd

Mayor Schweller called the meeting to order at 7:00 pm.

**ROLL CALL**

Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mayor Schweller, yes.

Mr. Edwards made a motion to excuse Mr. Greenwood from the meeting. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mrs. Middlestetter, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mayor Schweller, yes. The motion passed 5-0.

**FORMAL APPROVAL OF MINUTES**

After polling members of City Council, as there were no other corrections or additions to the executive and regular meeting minutes of January 27, 2020 Mayor Schweller declared the minutes approved as written.

**MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST**

- Mayor Schweller announced the resignation of Council Member Tim Taylor. Mr. Taylor resigned from Council on January 28, 2020 due to a conflict with his disability pension. Mayor Schweller expressed his sorrow at the news and how he appreciated Mr. Taylor's desire to serve. The other Council members echoed those thoughts and best wishes for Mr. Taylor.

Pamela Timmons, Clerk of Council explained the process for filling the vacancy on Council. The Charter requires a new member be appointed within 60 days. Interested residents may submit a letter of interest and resume to the Clerk through Monday, February 24. Applicants will be interviewed by Council. Council will vote and announce their decision on Monday March 23.

- Oath of Office of Museum Board of Trustee Dan Tieman. Mayor Schweller swore in new trustee Dan Tieman.
- Police Department Annual Report

Chief Doug Doherty presented the annual report. 2019 was a tumultuous year including the loss of Sgt. Brian Meade, the Memorial Day tornados, and the situation following the Oregon District shooting. Three new officers and an administrative assistant joined the department filling vacancies that occurred during the year. Two officers were promoted to Sergeant, Jim Burns and Tony Vetter.

# RECORD OF PROCEEDINGS

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The Chief explained how the Bellbrook Police Department continues to develop new community-oriented ideas while maintaining the past ideas that have strengthened the ties with our residents. Some of the ideas included: Cones for Kids, Neighborhood walks, greeting the children at Stephen Bell and BCI, passing out candy on Halloween, National Night Out BBQ. In addition, we are involved in such programs as our “Anti-Bullying” presentation at the Academy. Officers raised money for Breast Cancer Awareness by wearing pink t-shirts and officers participated in “No Shave November” which raised \$500 for The Maple Tree Organization that helps cancer patients.

Highlights of the year include:

- Decrease in Traffic Enforcement Incidents (-8.3%) due mainly to issuing verbal warnings for minor infractions instead of citations.
- Most all other incident types showed decreases in activity. Overall, calls for service totals decreased 19.6% - this is due in part to more focused and accurate reporting principles, documenting only those calls for service which were actually of police concern. Calls where no possible offense or criminal intent is warranted will no longer generate a police report, and thus, a reduction in the number of calls for service.
- Some categories of incidents show significant percentage increases or decreases (Sex Offenses / Assault / Robbery) however, this can be attributed to the low number of calls for that type of incident - a very modest increase can result in a large percentage change.
- The very low numbers of “Part – I” Crimes, those being Homicide (none), Rape, Robbery (none), Burglary, Larceny (Thefts) and Assault indicate the City of Bellbrook is a safe and secure place to live and work.
- An additional bike patrol officer in 2020 is planned. The addition will allow continued community policing outreach during dayshift and maintain a presence in the neighborhoods after dark.
- The Attorney General for the State of Ohio determined there would be no continuing education standard for 2020. However, the Bellbrook Police Department will strive to match the previous year’s standard in training hours and attend any and all appropriate trainings/seminars that will improve our abilities.

**PUBLIC HEARING OF ORDINANCES** - none

**INTRODUCTION OF ORDINANCES**

Mr. Edwards read **Ordinance 2020-1 An Ordinance Amending Section 412.06 “Parades and Assemblages” of the City of Bellbrook Municipal Code.**

Mrs. Dodd explained that the changes in Section 412.06 are due to the changes created when the Special Events ordinance and permit was enacted. Mr. Havens asked if the blocking of sidewalks should be added to the items that require a permit. Staff will make that change before the public hearing of the ordinance. Council agreed to making the change.

Mr. Edwards made a motion to introduce **Ordinance 2020-1 An Ordinance Amending Section 412.06 “Parades and Assemblages” of the City of Bellbrook Municipal Code** including the addition of

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“sidewalks” to the items that cannot be blocked without a permit. Mr. Havens seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 5-0.

Mr. Havens read **Ordinance 2020-2 An Ordinance Repealing Old Section 856.03 and Enacting New Section 856.03 “License Application and Requirements” of the City of Bellbrook Municipal Code.**

Mrs. Dodd explained that this ordinance limits the number of solicitors that can be added to a permit to five. There was previously no limit. In the past some businesses would register 30 or more people under one permit. Council requested that the ordinance be amended to clarify that the permit fee was nonrefundable.

Mr. Havens made a motion to introduce **Ordinance 2020-2 An Ordinance Repealing Old Section 856.03 and Enacting New Section 856.03 “License Application and Requirements” of the City of Bellbrook Municipal Code** with the addition of the word “nonrefundable fee”. Dr. Van Veldhuizen seconded the motion. The Clerk called the roll. Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 5-0.

**RESOLUTIONS** - none

**CITY MANAGER REPORT**

Mrs. Dodd reported that the Fire Department will present their annual report at the February 24 Council meeting, and the Service Department at the March 9 meeting.

Mrs. Dodd was pleased to report that the Greene County Commissioners presented checks to the county’s local governments to be used in a manner that brings a strong return on the investment. Last year Bellbrook received \$11,000. The commissioners changed the formula for distributing the funds this year and it is now based on population. Bellbrook received \$30,000 this year. The Mayor and Council thanked the Commissioners and are pleased in the change.

Mrs. Dodd received an email from an AARP newsletter about community grants being given to age-friendly communities. She requests that Council consider becoming a member of the network. This would offer our commitment to identifying community needs and creating an action plan over the course of three years. This membership is free and will simply provide resources in order to continue the work we are doing to meet the needs and create the most accessible community for all.

The City Manager updated Council on the gate separating Kensington and Sable Ridge that has been having electrical issues and is currently inoperable and so has been left open. A previous City Manager agreed that the City would be responsible for this gate. The quote to repair the gate is either \$8,000 or \$12,000 depending on the option selected. She expressed her opinion that Council should discuss this as it is quite an expense for the City to be responsible for. She added that only one email and one email complaint have been received about the gate being open.

# RECORD OF PROCEEDINGS

## Minutes of Bellbrook City Council Meeting

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A video was created by Cory Weaver of Full Frame Photography as a submission to an HGTV Contest called Hometown Takeover. Mr. Weaver graciously donated his time and talent to shoot, edit and create the video. She offered her thanks for his generosity and creativity.

As a follow up, Mrs. Dodd asked if Council would support another short video simply highlighting the community and its positive qualities for use as a marketing tool to attract businesses downtown. Mr. Weaver has offered to do this for between \$300 and \$500. The city would pay for his services. The Council members expressed their desire to proceed with this project especially since these kinds of marketing videos would normally cost \$3,000 to \$5,000. Mayor Schweller added that the city could allow local businesses sponsor the video.

Mrs. Dodd updated Council that staff are working to provide drafts of zoning code updates to the Planning Board based on previous meetings. This includes article 14 (old village) and 18 (signs) which are the central articles that need to be reviewed.

On the 28th of January Mrs. Dodd and several staff members attended a panel presentation by the City of Beavercreek on the lessons learned from the Memorial Day tornados. It was an informative session and she plans to share the information to Council soon. She commented that the meeting was not well attended by others. Seven of the 13 people in the audience were from Bellbrook. Mrs. Dodd added that updating the Emergency Operations Procedures is a 2020 goal. Mrs. Middlestetter added that our area doesn't have these kinds of disasters everyday and that it is good to share the lessons learned.

### **COMMITTEE REPORTS**

**Service:** none

**Safety:**

**Finance/Audit:** Mr. Edwards and Mrs. Dodd announced that the 4th Quarter Financials were ready to be submitted. The year ended with revenues up approximately 15% from the previous year and expenditures coming in 5% below budget for the year. The audit company Bellbrook uses allows for a quick turnaround time.

Mr. Edwards made a motion to approve the 4<sup>th</sup> quarter financials. Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Edwards

**Community Affairs:** Mrs. Middlestetter reported that applications were still being accepted through the 14<sup>th</sup> for openings on the Village Review Board and Board of Zoning Appeals/Property Review Commission.

### **OLD BUSINESS**

- Little Sugarcreek Road

Mrs. Dodd explained that Channel Maintenance Systems was referred to the city by Barry Tiffany Administrator of Sugarcreek Township and Luke Trubee Greene County Engineer.

Ron Wine of Channel Maintenance Systems made a presentation to City Council on his company and their solution to the erosion problem along Little Sugarcreek Road. The company has been around since

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1984. The company is getting busier due to more floods. He and his business partner Bill Holdren originally worked together for ODNR and came back together four or five years ago. He stated that they have worked on approximately 30 projects and saved about 30 million dollars of infrastructure like roads and bridges.

The process involves studying the creek, then they use natural elements along the water along with anchors and tethering to hold a base. Then future floods material is deposited in that area which over time shores up the banks. He showed examples of how this system works. They do remove log jams and gravel bars. The process doesn't require expensive engineering studies and drawings.

Mr. Wine shared examples from area projects. He offered to take the City Manager and any other Council Members or staff to view a nearby project. He shared his assurance that they could save the area of Little Sugarcreek Road from more damage. Over the course of a few years the problems area wouldn't even be visible. He cautions Council that work should be started soon and the steepness is an issue. It will also require cooperation from the property owners on the other side of the creek. Mr. Wine explained that this system is ecofriendly and very cost competitive. The EPA and Corps of Engineers like the process because nothing is added or taken away from the waterway. It requires know-how and labor.

Mayor Schweller asked if Mr. Wine had looked at the report created by LJB Engineering. Mr. Wine answered that he believes that the problems with the road are caused by erosion by the creek under the bedrock. He added that this would be a good first option.

Mrs. Middlestetter expressed her approval of the natural approach.

Mr. Havens, as an engineer, asked if the City had been grooming the stream over the years if the problem could have been avoided. Mr. Wine said this could be true. Mr. Havens also asked how to correct with the steep bank because the creek will never rise high enough to deposit material there. Mr. Wine answered that they might need to do some anchoring and add more natural material. They will start at the base. The recent high volume rain amounts have had a detrimental effect.

Mr. Edwards asked about the impact on the properties on the east side of the creek. Mr. Wine said that they looked at it and some of the trees might need to be moved to improve the creek's capacity. The stream channel might need to be moved 10 to 15 feet. That's why his company works on the creek over several years as part of a maintenance agreement so as not to over correct.

Mr. Wine added that the total cost would be under a million dollars which is drastically less than the \$7 million dollar concrete wall will cost.

**NEW BUSINESS** - none

**OPEN DISCUSSION**

Mr. Havens expressed his disappointment on Mr. Taylor's resignation and wished him well. He thanked Mr. Tieman for his service to the Museum Trustees. He added that he supports having the video created for the City.

Dr. Van Veldhuizen also wished Mr. Taylor well. He is looking forward to looking into the creek project.

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Mrs. Middlestetter also expressed her best wishes to Mr. Taylor.

Karen McGill, 3846 W Franklin Street introduced herself as a substitute teacher and member of the Village Review Board. She was disturbed by an opinion given by Mr. Havens at the last Council meeting that the VRB was “stifling progress” in the business community. She recounted that after looking through all of the cases that the VRB has seen since she joined two years ago she does not see evidence that they stifled progress. She asked Mr. Havens to give examples. Mayor Schweller reminded Mrs. McGill that the public comment portion of the meeting was not a question and answer period but that if Mr. Havens cared to respond he could.

Mr. Havens responded that he was repeating what had been said by a member of the Planning Board and that he agrees with that opinion. His experience talking to residents and business owners was that nothing positive has come from that board. He gave the example of the case for the sign request from Bella Realty when a VRB member stated that they didn’t like the sign and thought it was “tacky”. Mrs. McGill said that was not all of the conversation on that sign but allowed that the comment had been made. She said she would take her question before the Planning Board.

**ADJOURN**

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 8:40 PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



# Bellbrook Fire Department

2019 Annual Report





# Bellbrook

To the Mayor, Council, and Bellbrook community,

On behalf of all the members of the Bellbrook Fire Department, I am pleased to present to you the Fire Department's 2019 annual report.

In 2019, the Department continued to implement changes to improve the fire and emergency service delivery to the citizens of Bellbrook. These improvements are the result of the staff's dedication and commitment to making the Bellbrook Fire Department one of the best Departments in the area.

Last year, Department members continued work to complete a key project. The Department's air packs were becoming outdated and soon would not meet industry standards. In 2019, we were able to continue this three-year replacement program to update all of our current units. These new packs are state of the art and will enhance the safety and survival of firefighters while working in fire conditions and toxic atmospheres.

Additionally, the Department was able to maintain its fleet by replacing a 2008 staff car with a new Chevy Tahoe. This new vehicle was assigned to the Deputy Chief and reduced the rising maintenance cost of our previous vehicle.

In the last two years, we were able to expand our staffing by adding a Deputy Chief, a Lieutenant, and two Firefighters. The addition of these positions has allowed us to respond to simultaneous requests for service without the necessity of using mutual aid responders. However, this expanded staffing exceeded the capacity of our sleeping quarters. In 2019 we were able to reconfigure the living space to allow for the fourth firefighter on each of the three shifts.

I would like to again thank the Mayor, council, and the community for your support during this past year. In addition, I'd like to thank all the dedicated, exceptional, Fire Department professionals who made these improvements possible and continue to be committed to making the Bellbrook Fire Department an outstanding fire service organization.

Sincerely,

James E. Neidhard

Fire Chief



## Year 2019 General Information

The Bellbrook Fire Department is a combination department with 8 full-time employees, 12 part-time employees, and 3 resource members

The fire services provided to the citizens of Bellbrook has a Class 2 Public Protection Classification (PPC), placing the community in the top 3 percent of those evaluated throughout the nation.

The department operates 2 Engines; 1 Ladder Truck; 3 Ambulances; and 3 Staff Vehicles.

The Department has 9 Paramedics, 11 Emergency Medical Technicians, 1 Medical Director.

Firefighter Leach was promoted to Lieutenant Leach. Firefighter Simmons was hired full time to fill a vacancy. The Department hired 4 part-time Firefighter/EMTs to fill openings.

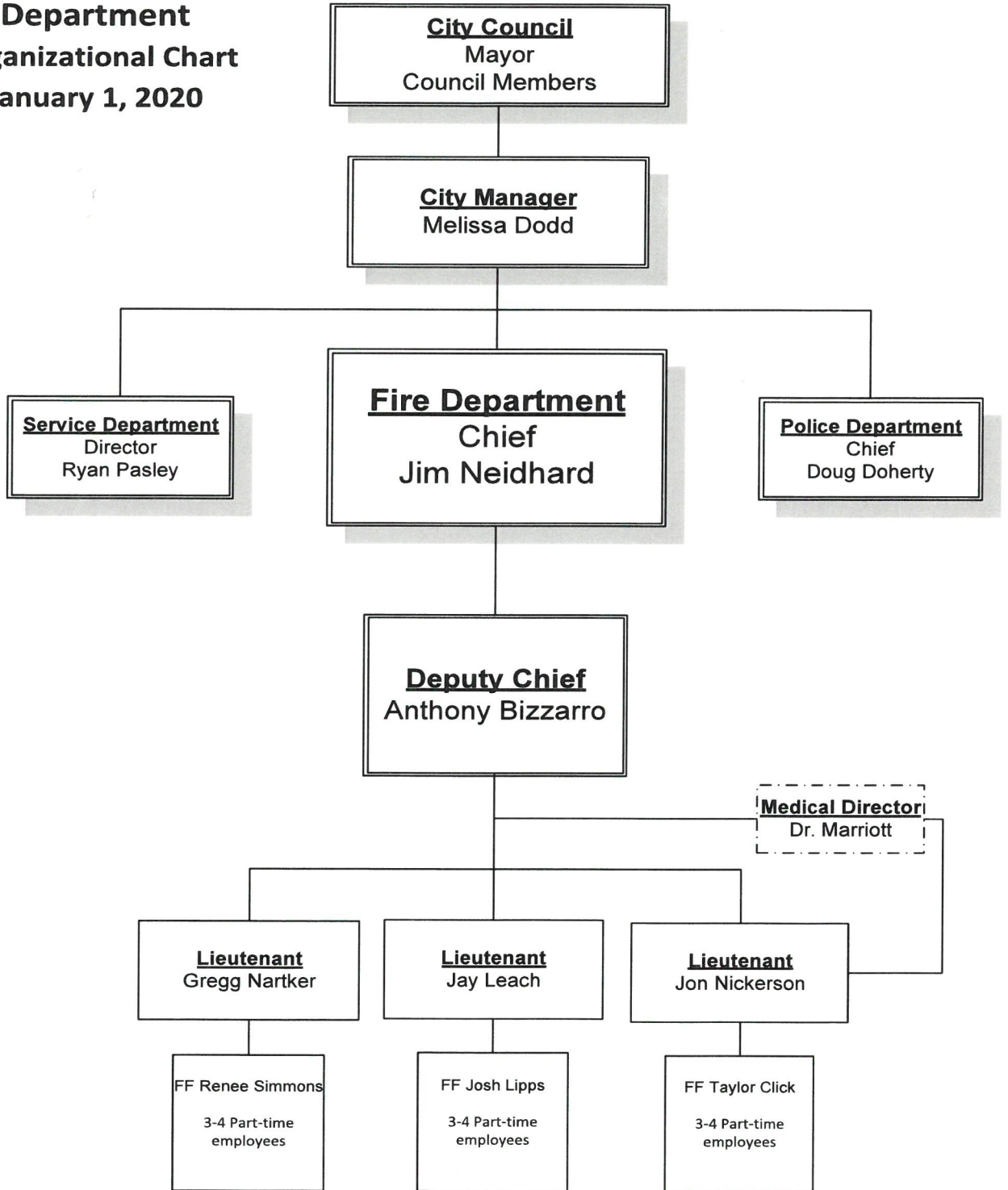
The department continued to purchase 4 new SCBAs as part of the replacement plan. A new staff vehicle was purchased replacing the 2008 SUV. Remodel project at Station 22 was completed, adding a 4<sup>th</sup> bunk room allowing all on-duty members to have a room to sleep in.

*"The entire team was great! Each person that came to help was not only professional but kind and caring. Bellbrook has the best! Thank you"*



# Bellbrook

## Bellbrook Fire Department Organizational Chart January 1, 2020

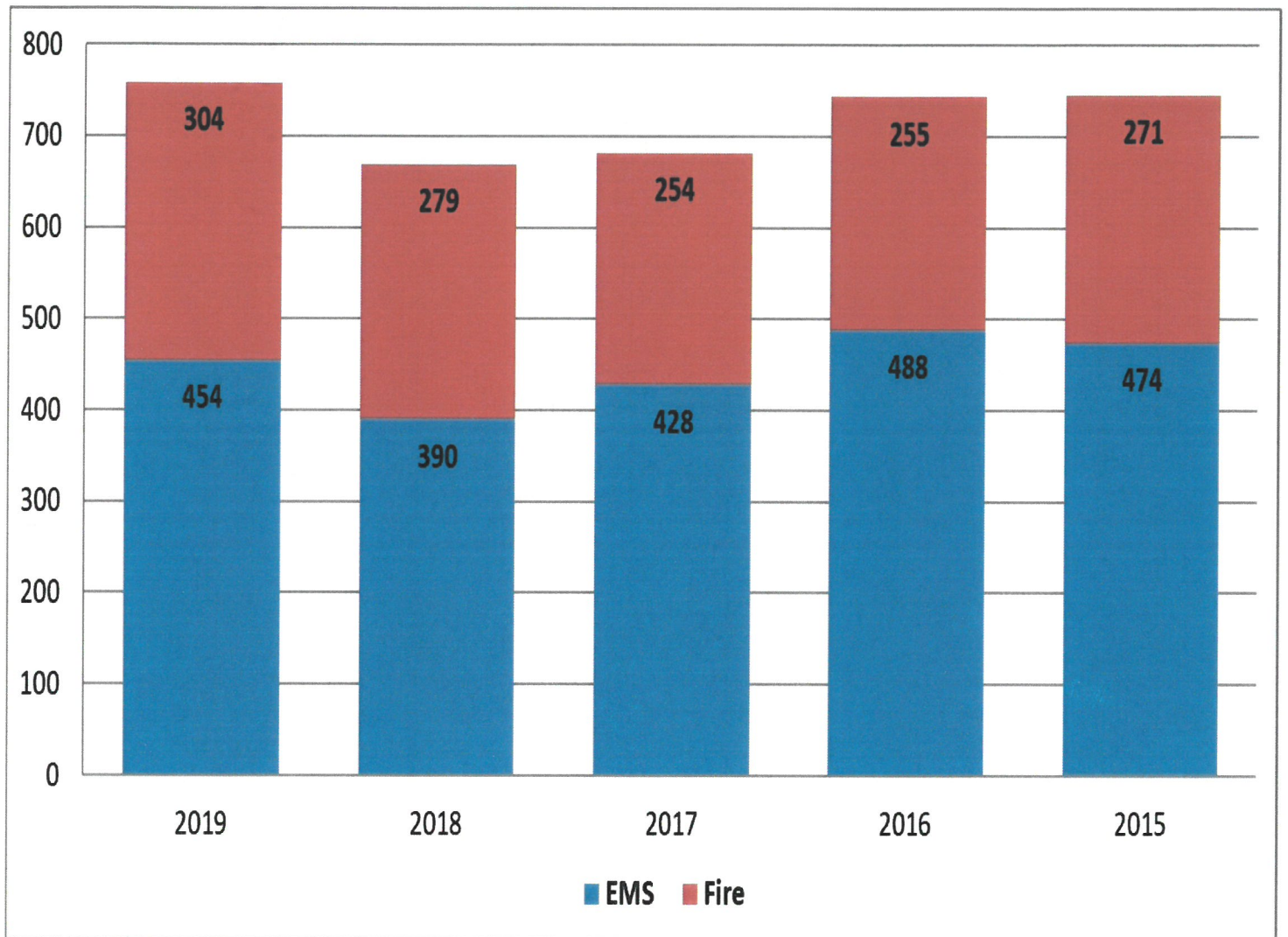


# Statistical Data





## 5-Year Run Analysis

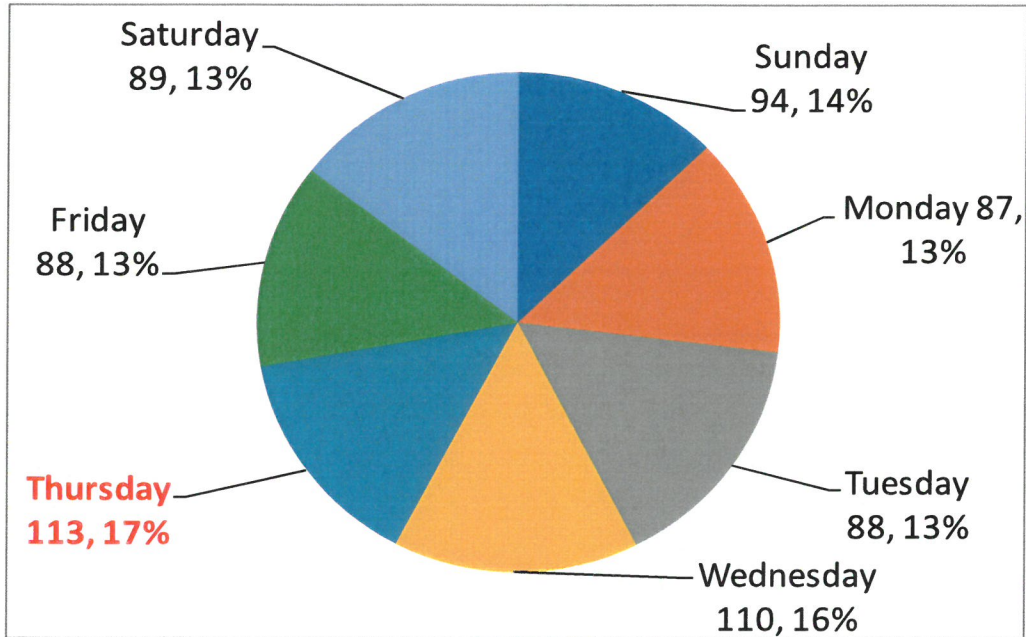


*"I cannot thank the staff enough! The dispatcher was very calming and had the squad out in just a few minutes. The driver helped to "talk me off the ledge" during the ambulance ride when my daughter was seizing. Thank you to all involved for your professionalism."*

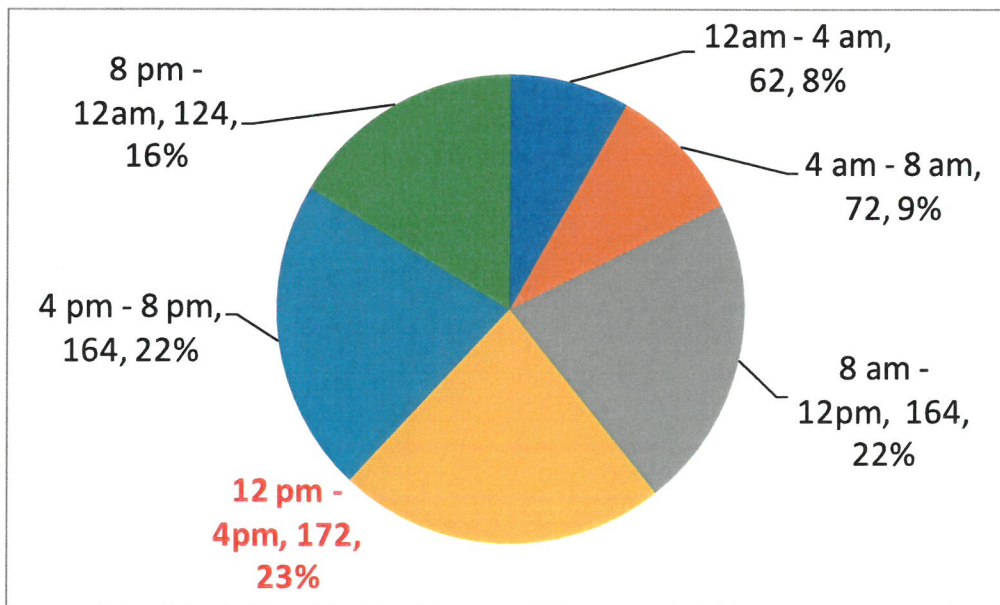


# Bellbrook

## Calls for assistance by Day of the Week



## Calls for assistance by Time of Day

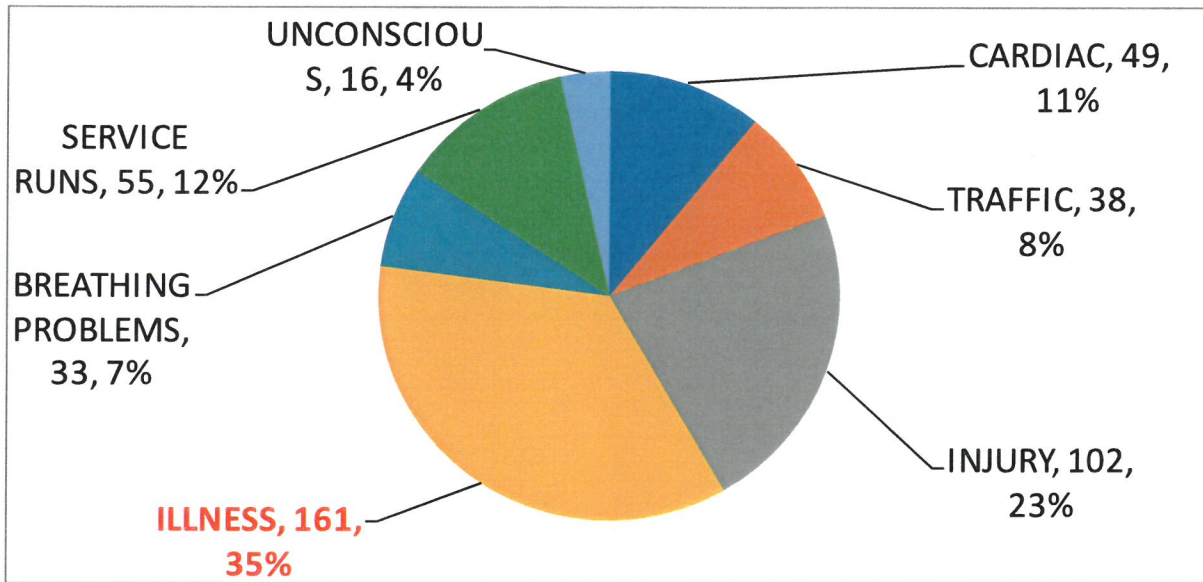


*"The Fire department is wonderful, very caring & understanding. Very professional & prompt!"*

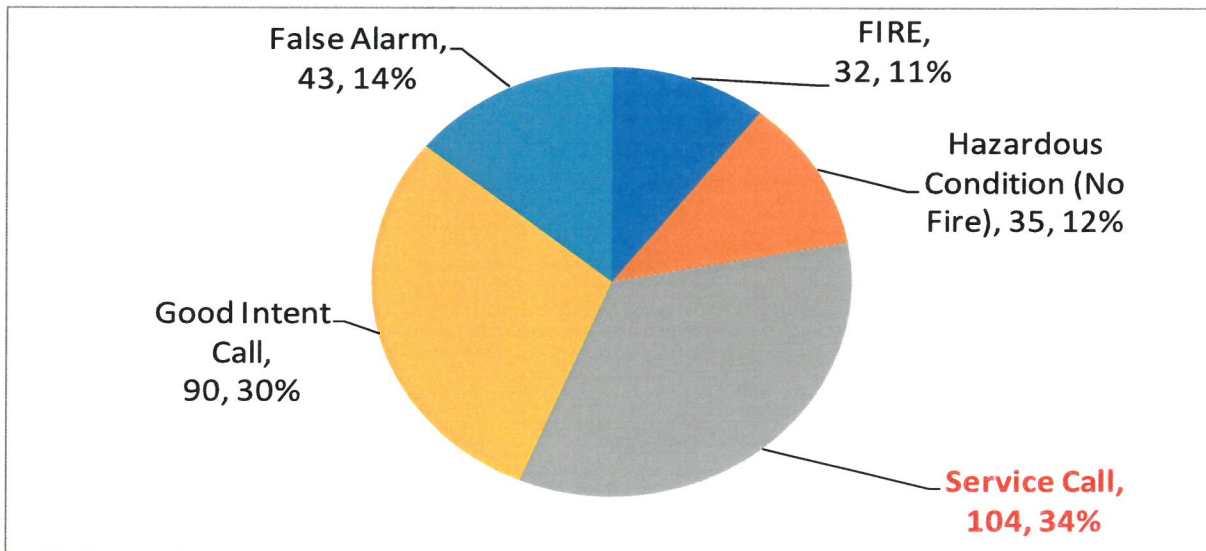


# Bellbrook

**EMS Runs by Incident Type**  
Total EMS Runs 454



**Fire Runs by Incident Type**  
Total Fire Runs 304



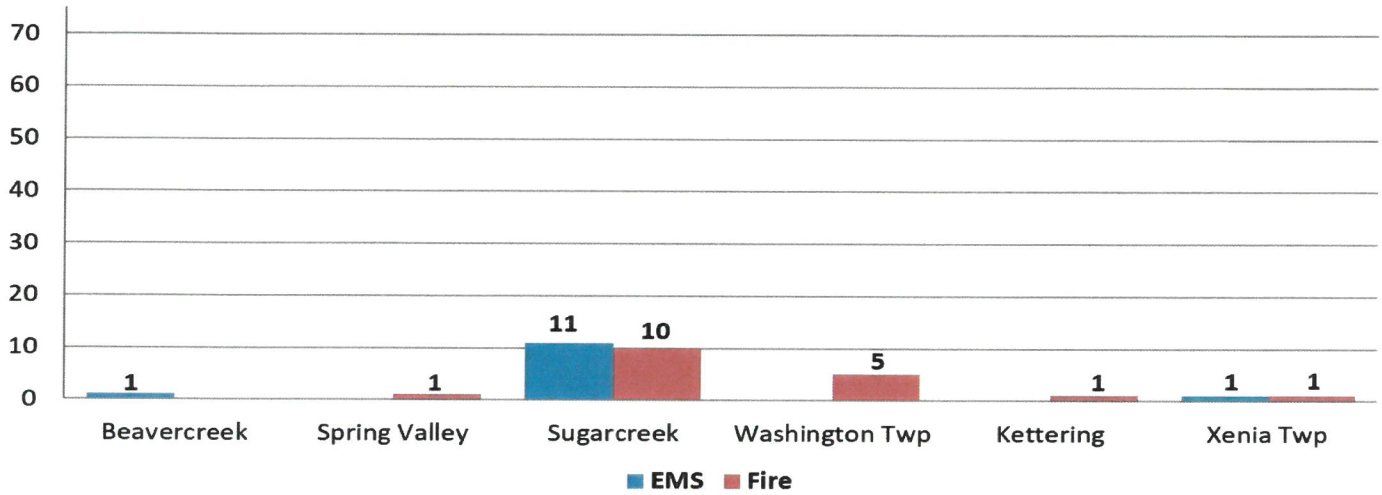
*"They were truly fantastic! Kenny made my 3 y/o daughter feel very comfortable when she was scared. She still talks about him. Thank you for everything you do!"*



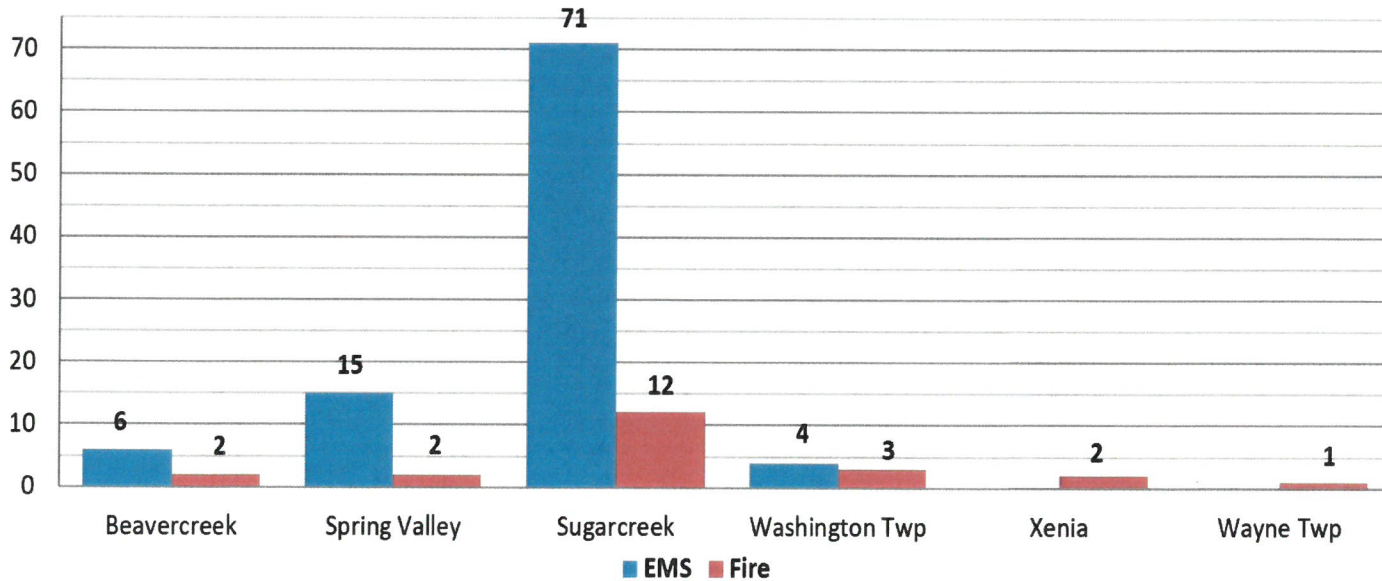


# Bellbrook

### Mutual Aid Received 31 Times



### Mutual Aid Given 118 Times

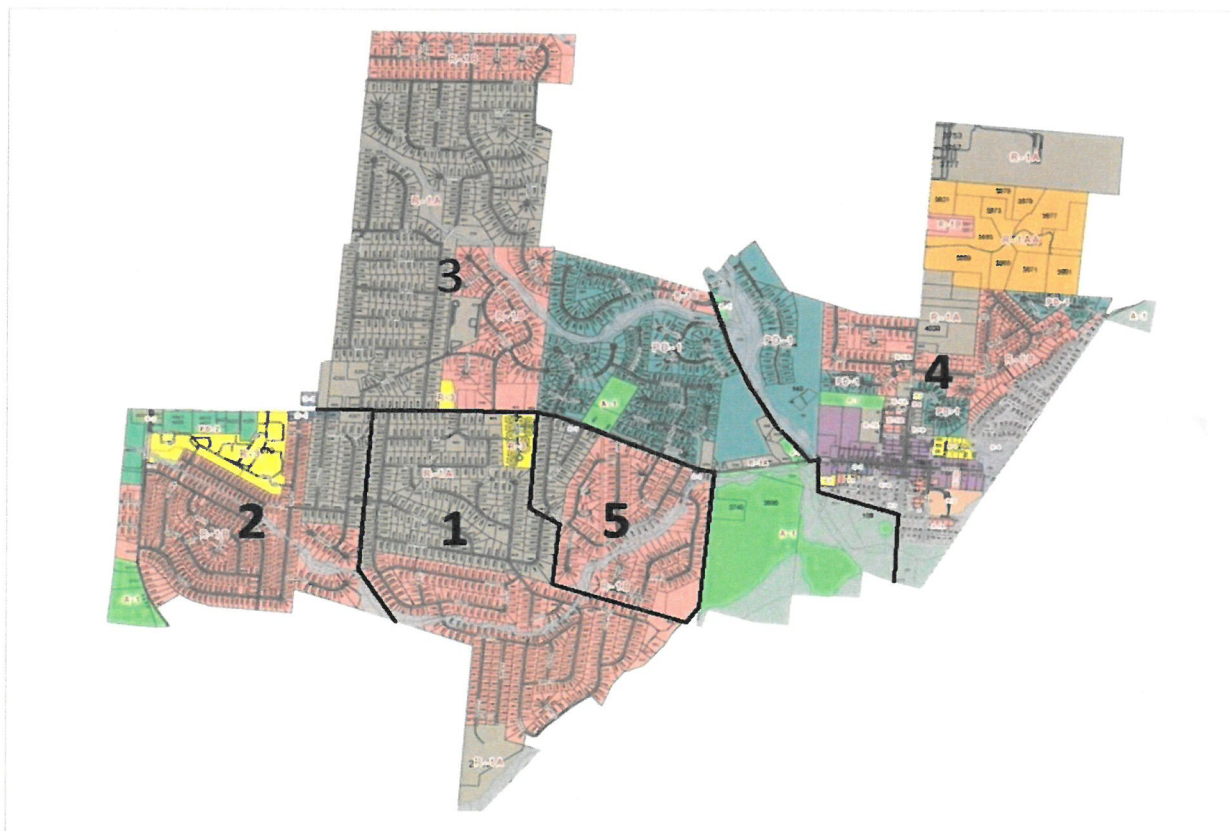
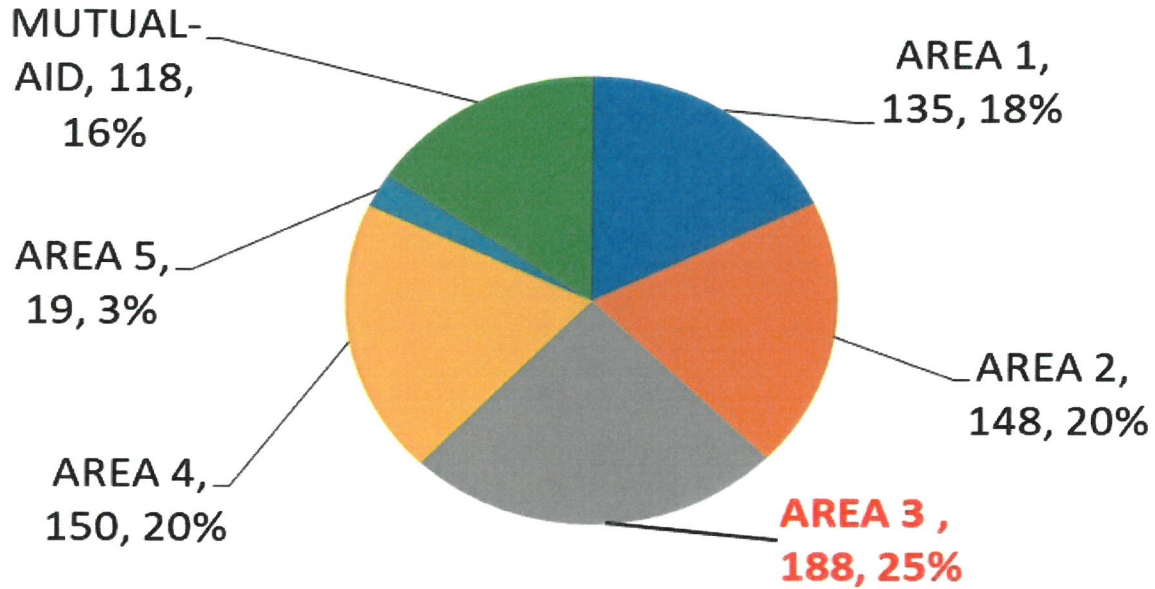


*“EMS was soo professional and kind. Im extremely grateful for helping me and my family get through a chaotic situation. 911 operator was awesome and calming also. Thank you all so very much!!”*



# Bellbrook

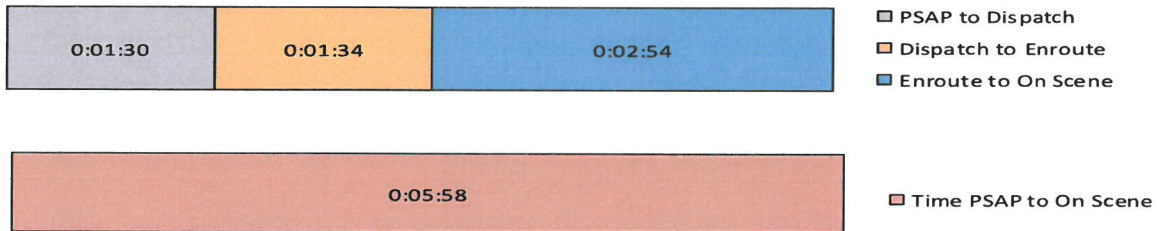
## 2019 Run Analysis by Area





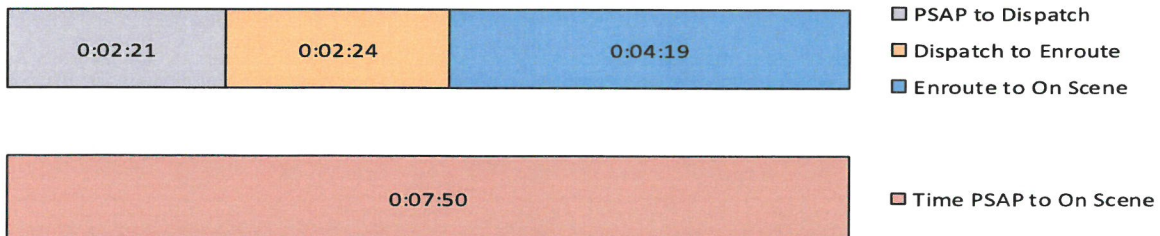
## 2019 Average Response Times by Area

AREA	1	2	3	4	5
PSAP to Dispatch	0:01:26	0:01:40	0:01:30	0:01:22	0:01:17
Dispatch to Enroute	0:01:33	0:01:36	0:01:37	0:01:29	0:01:21
Enroute to On Scene	0:02:50	0:02:54	0:02:42	0:03:12	0:02:44
Time PSAP to On Scene	0:05:49	0:06:10	0:05:49	0:06:03	0:05:22



## 2019 90<sup>th</sup> Percentile Response Times by Area

AREA	1	2	3	4	5
PSAP to Dispatch	0:02:11	0:02:44	0:02:13	0:02:20	0:01:49
Dispatch to Enroute	0:02:16	0:02:29	0:02:27	0:02:12	0:01:31
Enroute to On Scene	0:04:09	0:04:27	0:03:59	0:04:23	0:03:53
Time PSAP to On Scene	0:07:27	0:08:00	0:07:39	0:08:15	0:06:23



*"They got here in minutes! Knowledgeable, helpful, kind and courteous. Thank you!"*

# Operations





# Bellbrook

## **FIRE OPERATIONS**

Hydraulic tools are an integral piece of equipment that we carry on our fire apparatus. Each apparatus is equipped with a hydraulic pump, hoses, spreader, cutter, and hydraulic ram. These tools allow our crews to access subjects that are entrapped in vehicles and begin potentially lifesaving care in a timely manner. We conducted multiple trainings on these tools in 2019, including the live auto extrication demonstration at our open house event in October. They are operated and checked for any potential mechanical issues on a weekly basis. The Bellbrook Fire department strives to maintain and exceed the standards set forth by the NFPA (National Fire Protection Association), daily.

This year we also partnered with the State of Ohio Fire Academy. We were able to acquire the Mobile Search and Rescue Lab for an entire week. This training is crucial to ensuring that we remain proficient in searching for victims in a dark and smoke-filled environment. Crews were able to refine their skills in search and rescue. During this week, our crews also participated in drills involving rescuing a disoriented firefighter, along with incident command during such event. Sugar Creek Township Fire Department was also invited to participate in this training exercise, which helps promote a great working relationship with our closest neighbors.



*“I was very satisfied with the efficiency and care that was used when responding to my call. It is a relief to know that if my family ever were to need your assistance that we would feel safe knowing we have an excellent Fire Dept. Thank you!”*



## EMS Operations

The delivery of Emergency Medical Service to the citizens of the City of Bellbrook continues to be one of the Fire Department's highest priorities. Comprising of more than 60 percent of all requests for emergency service in our community, our personnel work hard each day to provide the remarkable and professional care the public has grown to expect of the department. Despite the growing training requirements, our membership continues to remain dedicated to the patients they serve. Our goal is to treat each member in the community as if they were one of our own family members. Our crews responded to 454 EMS requests for service in 2019.

The Bellbrook Fire Department is a member of the Greater Miami Valley EMS Council allowing members to operate under "state of the art" protocols. The benefit of this partnership is instrumental in the cohesive relationship with the State of Ohio requirements. The goal of the Council is to see that every person in the Greater Miami Valley area who is in need of emergency medical pre-hospital services receives quality care delivered by well-trained and dedicated professionals.

Our quality improvement program continues to evaluate how crews performed during EMS calls and help with improving future incidents. We added more to our trauma equipment by purchasing vacuum splint style cervical collars and pelvic splint binders. The Bellbrook Fire Department continues to provide the best service possible while keeping up with today's technological demands.



*"As an RN I was very nervous but as soon as the EMS arrived I felt safe and I knew they were taking excellent care of my loved one!"*



## **TRAINING OPERATIONS**

In 2019, the Bellbrook Fire Department strived to provide substantial continuing education to all its members. During the year, we were able to provide 34 trainings covering a wide array of topics for both EMS and Fire. The Bellbrook Fire Department partnered with surrounding hospitals, providing congruency to better long-term care. Between Premier Health, Kettering Health Network, and Dayton Children's, the department was able to gain the continuing education required to maintain our member's certification levels. The training schedule for 2019 also provided an ample amount of time dedicated to hands on fire training that is necessary to maintain fire certifications. This year we were able to provide our members with the certification of Haz-mat Operations, complete a surgical cricothyrotomy lab, have the Dayton Regional Bomb Squad visit, as well as many other trainings required to maintain certification levels. The goals that were set forth prior to the start of the year were, to provide a means to obtain continuing education hours required to maintain EMS and Fire Certification in the State of Ohio. We were able to achieve that in 2019 and look forward to building our knowledge and skills through our training in 2020.



*"These young men were very professional. When you need help, you couldn't ask for any better team."*



# Bellbrook

## SPECIAL OPERATIONS

The Bellbrook Fire Department Special Operations Platoon continues to undertake the responsibilities of the Inspection Bureau, the Fire Investigation Unit, Bellbrook TV, prevention, education and charities. The mission of the Inspection Bureau is to assure a safe environment for both businesses and citizens of our community. The bureau consists of eleven state certified inspectors. The Bureau performed commercial and business inspections along with follow-ups throughout the year. During the inspection process, we can meet and maintain a positive relationship with business owners within our district. We had no reported commercial fire dollar loss in 2019. This year our Insurance Service Office (ISO) rating remains at a class 2, which is an outstanding accomplishment for our small department. This year we welcomed at least eight (8) new businesses to our area by working with Greene County Building.

The Bellbrook Fire Department Investigation Unit's duty is to determine the origin and cause of fires. This year we had three (3) residential fire incidents within the city that had a total dollar loss of \$118,500. Two of the fires we were able to investigate ourselves. The other fire we had assistance from the Ohio State Fire Marshall's Office. The department also responded to three (3) auto fires with an approximant loss of \$2,000.

### **"Not Every Hero Wears a Cape. Plan and Practice Your Escape!"**

That was the theme for this year's Fire Prevention Week which ran from October 6 – 12.

The campaign recognized the everyday people who motivate their households to develop and practice a home fire escape plan; these seemingly basic behaviors can have life-saving impact. It also focused on what a home escape plan entails and the value of practicing it. These messages are more important than ever, particularly because today's homes burn faster than ever. The synthetic fibers used in modern home furnishings, along with the fact that newer homes tend to be built with more



open spaces and unprotected lightweight construction, are contributing factors to the increased burn rate. A home escape plan includes working smoke alarms on every level of the home, in every bedroom, and near all sleeping areas. It also includes two ways out of every room, usually a door and a window, with a clear path to an outside meeting place (like a tree, light pole or mailbox) that's a safe distance from the home. Home escape plans should be practiced twice a year by all members of the household.

The week prior to Fire Prevention, Bellbrook Fire Firefighters visited over 1,400 students from pre-school to fifth grade spreading the word about fire safety. We taught students the importance of calling 911; STOP, DROP & ROLL; crawling under smoke; not playing with matches or lighters; testing your smoke detector monthly; replacing batteries at least once a year; practicing home fire drills; knowing two ways out of each room and where your meeting place is.

*"This was an extremely scary time in my life. What the people did to and for me was Really appreciated!"*



# Department Programs





# Bellbrook



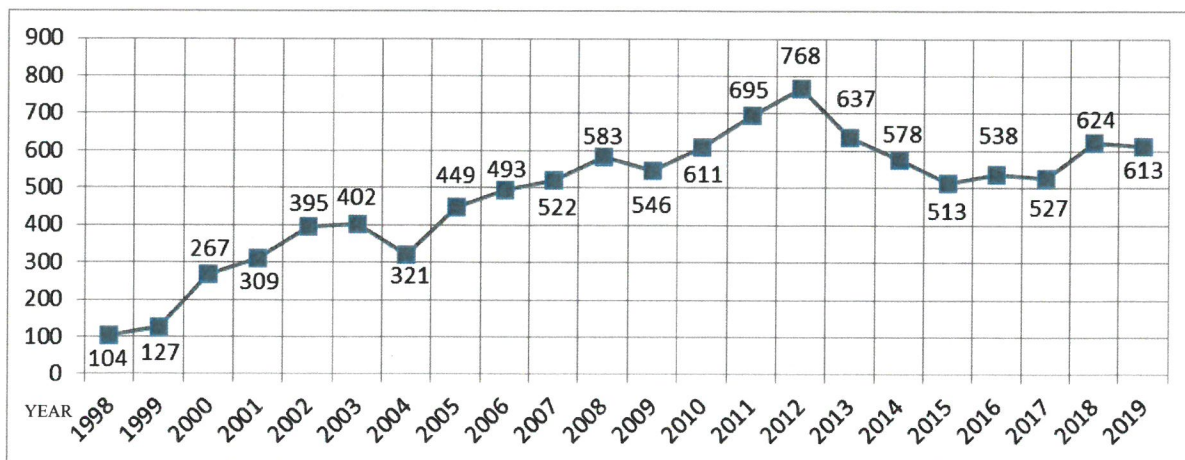
The Bellbrook Fire Department takes great pride in our involvement with local charitable organizations. Our members donate a lot of time and effort to supporting these great causes. Over Labor Day weekend, when most people are enjoying the holiday with family, the members of the Bellbrook Fire Department hit the street for MDA. Since 1995 our members have been giving up their holiday weekend to pound the pavement in front of Station 22 for such a worthy cause. This year we were able to raise \$3,705.00 in our boots. This raised our total monies donated to MDA over the last 25 years to the sum of \$104,005.

## Bellbrook may be a small community, but it has a large heart.

The Bellbrook Community TV project continues to be a great way to get information out to the community. Programs that we broadcast this year included: Rebroadcast of Council Meetings, Fire Prevention & Safety Messages, Public Service Announcements, and the Sugar Maple Festival Parade. Technical difficulties did not allow us to record the Lions' Club Parade this year, but we are in the process of purchasing new equipment to remedy this problem.

The number of requests to have information placed on the Community Bulletin Board decreased slightly to 613 this year. There are many organizations that use the bulletin board to get their message out to the community besides the City. They include area churches, BARC, Lions Club, Greene County Recycling, the Chamber of Commerce, Sugarcreek Township, and the Bellbrook/Sugarcreek Schools. The Bellbrook Winter's Library and the Bellbrook/Sugarcreek Park District continue to be our highest users.

The chart below reflects the number of slides placed on the Community Bulletin Board since we started doing the Community Access Channel in 1998:





# Bellbrook

In May of this year the Fire Department became able to safely and effectively install and inspect installations of car seats. Citizens of our community and surrounding areas can call in and set a time that works best for the parent or guardian to ensure their child is safe. This program is available thanks to Safe Kids Worldwide and Dayton Children's.

In 2019 we were able to assist with 42 car seat installations, checking for proper placement, tightness and fitting. Surprisingly only 14 of these appointments have been for Bellbrook residents. This program has also been able to help residents of Kettering, Centerville and Lebanon. The goal of 2020 is to ensure as many children as possible are riding in a properly secured car seat. Already this year, several of the appointments came from recommendations of people who had come in the past.

The Bellbrook Fire Department partnering with Dayton Children's has been able to refer people and assist them in getting car seats when they are not able to on their own. Car seats can get expensive and it is our privilege to be able to help in all aspects of the job.

Many parents, especially the first-time parent, come into the appointment nervous and not fully aware of how to even work their child safety seat. This service brings peace of mind, ensuring parents have one less thing to worry about, and best of all, knowledge of not only how to install the car seat but also how to use all the basic functions. Overall this service has been a great success to everyone who has utilized it and I look forward to seeing what 2020 has to offer.

**SAFE  
K:IDS  
WORLDWIDE®**



*"Renee was an excellent instructor! Spent time making sure we knew how to properly install car seat and was willing to answer all of our questions! Highly recommended!"*

# Apparatus





# Bellbrook

## **BELLBROOK FIRE DEPARTMENT INVENTORY OF EQUIPMENT (2019)**

### **STAFF VEHICLES**



COMMAND VEHICLE  
2014 Ford Expedition



COMMAND VEHICLE  
2019 Chevy Tahoe

### **SUPPORT VEHICLE**



SUPPORT STAFF VEHICLE  
2016 GMC 1500



# Bellbrook

## FIRE APPARATUS



ENGINE 22  
2012 International / KME



ENGINE 21  
2003 International / KME



LADDER 22  
1995 International/Smeal 75' Aerial



# Bellbrook

## EMERGENCY MEDICAL SERVICE



MEDIC 22  
2015 Ford McCoy/Miller



MEDIC 21  
2012 Chevy McCoy/Miller



MEDIC 23  
2000 Ford McCoy/Miller





# RECORD OF ORDINANCES

Ordinance No. 2020-1

February 24, 2020

## City of Bellbrook

### Ordinance No. 2020-1

#### **An Ordinance Amending Section 412.06 “Parades and Assemblages” of the City of Bellbrook Municipal Code.**

WHEREAS, the City of Bellbrook has added Section 412.07 “Special Events” to its Codified Ordinances with the adoption of Ordinance 2019-16; and

WHEREAS, Section 412.06 “Parades and Assemblages” needs to be amended to coincide with the aforementioned addition to the Municipal Code for the City of Bellbrook.

#### **Now, Therefore, The City of Bellbrook Hereby Ordains:**

Section 1. That the following amendment of Section 412.06 “Parades and Assemblages” of the City of Bellbrook Municipal Code be approved with deletions shown by strikethrough and additions shown by italics and underlined:

Sec. 412.06. - Parades and assemblages.

No person shall conduct or participate in any parade, procession or assemblage upon any street or highway, or block off any *sidewalk*, street or highway area, without first obtaining a *special event permit outlined in section 412.07* ~~from the Chief of Police.~~

~~Applications for such permits shall be made on such forms as may be prescribed and shall contain such information as is reasonably necessary for a fair determination of whether a permit should be issued. Applications shall be filed not less than five days before the time intended for such parade, procession or assemblage.~~

~~The permit may be refused or cancelled if the resultant conditions would unreasonably hinder the movement of traffic or would require the diversion of such number of police officers or firemen as to deprive the Municipality of normal police and fire protection, or would be reasonably likely to provoke disorderly conduct or create a disturbance.~~

~~The permit or any order accompanying it may limit or prescribe reasonable conditions, including the hours, the places of assembly and dispersal, the route of march or travel and the streets, highways or portions thereof which may be used or occupied.~~

~~Activities that create or result in conditions that are unsafe for either the parade participants or parade spectators are expressly prohibited. These include, but are not limited to, the throwing of candy or other items from vehicles or other units in the parade or procession.~~

# RECORD OF ORDINANCES

Ordinance No. 2020-1

February 24, 2020

Section 2. This ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2020.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:  
Stephen M. McHugh, Municipal Attorney

# RECORD OF ORDINANCES

Ordinance No. 2020-2

February 24, 2020

## City of Bellbrook

### Ordinance No. 2020-2

#### **An Ordinance Repealing Old Section 856.03 and Enacting New Section 856.03 “License Application and Requirements” of the City of Bellbrook Municipal Code.**

WHEREAS, the City of Bellbrook outlines the requirements necessary in obtaining a permit for soliciting in the City of Bellbrook in Section 856.03 “License Application and Requirements” of the Municipal Code; and

WHEREAS, Section 856.03 (c) currently has no limit on the number of individuals an organization may obtain a permit for the application fee of twenty dollars; and

WHEREAS, the current application fee does not adequately cover the staff time involved in performing the background checks of numerous individuals to obtain said permit; and

WHEREAS, Section 856.03 needs to be repealed and replaced in order to limit the number of individuals per organization to five per application fee.

#### **Now, Therefore, The City of Bellbrook Hereby Ordains:**

Section 1. That Section 856.03 “License Application and Requirement” of the City of Bellbrook Municipal Code be and is hereby repealed.

Section 2. A new Section 856.03 “License Application and Requirement” of the City of Bellbrook Municipal Code be enacted to be read as set forth with deletions shown by strikethrough and additions shown by italics and underlined:

#### **Sec. 856.03. - License application and requirements.**

(a) Applications for a license to peddle or solicit within the Municipality shall be filed with the City Manager or the Manager's designee on a form to be furnished by the Manager or the Manager's designee. An application shall require, at a minimum, the information set forth below. An application filed on behalf of any entity or organization shall provide the following information for each and every individual desiring to peddle or solicit on behalf of such entity or organization:

- (1) The name of the applicant;
- (2) A physical description of the applicant;
- (3) The applicant's social security number;
- (4) The applicant's driver's license number with state of issue;

# RECORD OF ORDINANCES

Ordinance No. 2020-2

February 24, 2020

(5) The name and address of the person or entity, if any, on whose behalf the applicant will be peddling or soliciting and the length of the applicant's service with such person or entity;

(6) All places of residence of the applicant and all employment during the preceding year;

(7) A description of the goods to be sold or services to be furnished by the applicant or the purpose for which funds are being solicited; and

(8) The names of other municipalities in which the applicant has conducted peddling or soliciting activities within the past calendar year.

(b) Applicant shall furnish a photograph of himself or herself taken within one year of the date of the application.

(c) At the time of the submission of a completed application, the applicant shall pay a nonrefundable application fee of twenty dollars (\$20.00) per day or fifty dollars (\$50.00) per six months. If the applicant is an entity or organization, said fee shall be a payment on behalf of ~~all~~ up to five (5) individuals identified in the application who seek to peddle or solicit on behalf of such entity or organization. If an entity or organization wishes to seek a permit for more than five (5) individuals, a separate application and fee must be made.

(d) Any license issued shall be valid for its respective term from the date of its issuance.

(e) If the City Manager or the Manager's designee determines that all information and items required under divisions (a) and (b) of this section have been submitted and is correct and that the applicant proposes to engage in activity permitted by this chapter, he or she shall issue a license to the applicant within five business days of the submission of the application and required fee. This time period shall not commence to run until the required application fee is paid and the application and all required information have been submitted.

(f) Upon receipt of a completed application, the City Police Department will conduct a background check for each individual set forth in the application. Any applicant may be denied a license pursuant to the City's License Disqualification Standards, which are available for review upon request to the City Manager.

Section 3. This ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2020.

# RECORD OF ORDINANCES

Ordinance No. 2020-2

February 24, 2020

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:  
Stephen M. McHugh, Municipal Attorney



# RECORD OF RESOLUTIONS

Resolution No. 2020-D

February 24, 2020

## City of Bellbrook

### Resolution No. 2020-D

#### **A Resolution Declaring Specific Equipment No Longer Needed By the City of Bellbrook as Surplus Property and Authorizing the City Manager to Dispose of Said Surplus Property.**

WHEREAS, the City of Bellbrook desires to maintain adequate equipment to be used by its personnel; and

WHEREAS, equipment no longer needed for use by City personnel may be declared as surplus property per Chapter 230 of the Bellbrook Municipal Code.

#### **Now, Therefore, the City of Bellbrook Hereby Resolves:**

Section 1. That the following equipment is hereby declared as surplus property:

1996 Ford L8000 (VIN 1FDYK82E6TVA31440)

2006 Ford F 250 (VIN 1FTSX21566ED70956)

2005 Top Brand Top Rail Trailer (VIN 5HLUT12175FO54142)

Section 2. That the City Manager is hereby authorized and directed to dispose of said property in accordance with Chapter 230 of the Bellbrook Municipal Code.

Section 3. That this resolution shall take effect and be in force forthwith.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council

# RECORD OF RESOLUTIONS

Resolution No. 2020-E

February 24, 2020

## City of Bellbrook

### Resolution No. 2020-E

#### **A Resolution to Seek Membership in the AARP Network of Age-Friendly Communities.**

WHEREAS, the health and safety of residents of all ages is of highest concern to the citizens of Bellbrook; and

WHEREAS, as the U.S. population ages and people stay healthy and active longer, communities must adapt; and

WHEREAS, planning processes including community revitalization and economic development plans should include the needs of all people regardless of age, income, physical ability, race, and other factors of older adults; and

WHEREAS, community decisions on land-use, housing and transportation should be consistent with the comprehensive plan that has been developed with public input; and

WHEREAS, members of the AARP Network of Age-Friendly Communities become part of a global network of communities that are committed to giving their older residents the opportunity to live rewarding, productive and safe lives; and

WHEREAS, membership in the Network of Age-Friendly Communities includes access to financial assistance and technical expertise; and

NOW, THEREFORE, BE IT RESOLVED

#### **Now, Therefore, the City of Bellbrook Hereby Resolves:**

Section 1. That in order to ensure The City of Bellbrook is a well-designed, livable community that promotes health and sustained economic growth for residents of all ages, the City of Bellbrook supports the planning process and requests participation in the Network of Age-Friendly Communities.

Section 2. That this resolution shall take effect and be in force forthwith.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



**To:** Mayor & City Council  
**From:** Melissa Dodd, City Manager  
**Date:** February 21, 2020  
**Subject:** February 24<sup>th</sup> City Council Meeting

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- **Mayor’s Announcements and Special Guests**
  - Chief Neidhard will be providing the Fire Department’s Annual Report from 2019
- **Introduction of Ordinances - None**
- **Public Hearing of Ordinances**
  - **Ordinance 2020-1 Amending Section 412.06 Parades and Assemblages** – This is a change to incorporate and reference the adoption of the special event ordinance which is actually the following section of code – section 412.07. The majority of this ordinance is being deleted but the section being kept to just tie the two together. It should also be noted that the addition of sidewalks was added to the areas that cannot be blocked. We cannot prevent assemblages on a sidewalk so long as they are not blocking them.
  - **Ordinance 2020-2 Amending Section 856.03 License Application Requirements for Solicitors Permits** – This is adding a limit to the number of people that one permit and fee can cover. We have had an issue with companies coming in and permitting dozens of individuals. The money in staff time to run the backgrounds was far exceeding the \$20 permit. The cap will be 5 people per fee to bring that more in line. The Chief estimates approximately 15-20 of these permits are issued per year.
- **Resolutions**
  - **2020-D Authorization to Dispose of Surplus Equipment** – The 1996 Ford L8000 and the 2006 Ford F-250 were both replaced with vehicle purchases as part of the 2019 and 2020 capital improvement plans and these are no longer of use to the Service Department. The covered trailer was given to the Service Department by the Fire Department and has been unused for several years and just stored without a good use being found for it.
  - **2020-E Seeking Membership in the AARP Network of Age Friendly Communities** – This resolution seeks membership in the network of age friendly communities as part of the AARP. This provides a roadmap to intentionally incorporate the perspectives of the older population in our community by gathering information on their needs. This will in

turn, enable us to use that information in our planning and policy development as we move forward. This will also give us access to grants and other resources for community improvements.

- **Old Business**
- **New Business**
- **Updates**
  - **Little Sugarcreek Road** – After the presentation at the last meeting I have continued my research into similar options and companies. With this potentially being such a large expense, due diligence is key in this regard. I will keep Council updated as my research proceeds.
  - **Ordinance Change Requested** – It has been discovered that the City has a “low volume” garbage collection program that was implemented by ordinance in 2011. In researching this, we realized that we are unable to administer this program as it was outlined in the guidelines created at that time in the ordinance. Upon adoption of the program, the City was under contract with Allied Waste. The following year the City switched to Rumpke as the garbage service provider. The low volume program was never incorporated into the contract. We had a conversation with Rumpke and at this point, this is not a service that they are able to provide us until the contract is renewed due to the discounted rate not being in the contract and the ability to pick up every other week is not something that they are able to do. Rumpke has their own low volume program that operates differently and we could incorporate into the next contract. My request is that this program is discontinued until this contract expires at the end of 2022. If Council supports this I can bring legislation to the next meeting.
  - **Request to hire part-time Senior Secretary** – I would like for Council to consider the addition of a part time senior secretary to assist the administrative unit. Currently we do not have anyone who can assist with the main phone line and basic clerical duties that we all generate. This person would receive work from the Clerk of Council, the Planning and Zoning Assistant, Administrative Assistant for Finance and myself. We as a staff are confident that we could keep this person busy and help ease some of the workload so that the larger tasks and responsibilities can receive more attention.