

**Minutes of the Safety Committee  
City of Sheffield Lake, Ohio  
January 3, 2024**

The regular meeting of the Safety Committee was held Wednesday January 3, 2024. Chairwoman Stark called the meeting to order at 7:01 PM.

**ROLL CALL OF MEMBERS:**

Present: Stark, Gee, Kovach, Mayor Radeff, Chief Novak, Chief Kory.

Excused: None.

Attending: President Rosso, Ward 4 Councilman DeBottis.

**MINUTES:**

\*Motion by Gee/Second by Kovach to accept the minutes of the December 6, 2023 meeting with any noted corrections. Yeas All.

**CORRESPONDENCE:** None.

**PRESENTATIONS:** President Rosso says I have some questions. They are not accusations and I am not saying anyone did anything wrong. I am trying to understand because I have gotten crossed signals. I read the minutes from last month's meeting and the section where you talked about animal control and how Kelsey was helpful during that time, I'm trying to understand a couple things. We passed that ordinance about animal control and Kelsey doing that, but the very next day I was told that went on hold because there became an issue between the union and paying one person two different jobs at the same time. It came to they have to clock in and clock out and they said never mind, we aren't going to do it. My question to you chief, is who instructed you that when you got a dog complaint, it was ok to call Kelsey and send her out? Chief Kory replies she got it approved by her immediate supervisor as far as I know, which would be I think Tammy is considered her supervisor. Or she would get ahold of the prior mayor and ask him as far as I know. President Rosso asks so you reached out to Kelsey and then Kelsey got permission from either Tammy or Dennis? Chief Kory replies I'm pretty sure every time she did it, she took her lunch break so she would be off/on lunch. President Rosso asks so every time she went out it was less than an hour? Is that what they get Rocky? Mayor Radeff replies 45 minutes. Chief Kory replies to the best of my knowledge. Mayor Radeff says I'm under the impression the finance director is the direct supervisor and that's what I need to find out. President Rosso says I thought she reported to David. How many times do you think you utilized Kelsey's time last year? It does mention here that there were 8-10. Chief Kory responds I would ballpark it around a dozen. President Rosso says according to the ordinance that was passed January of last year, every time they were called out, they were supposed to provide you with a written report of what happened. I'm assuming you didn't get a single report, so we could count reports and say it was 10 or 12? Chief Kory replies we have call logs, but every time Kelsey helped, no, we don't have a report of that. President Rosso states so that wasn't enforced. All of that changes if the memorandum of understanding changes which I'm not really planning on talking about here. Did Kelsey ever bring a dog back to the city and an owner came and picked it up? Chief

Kory replies yeah, a few times. President Rosso says the way I read this, there should have been a \$10 fee that those residents paid to pick up their dogs. So, was the fee paid and if so, where did the money go? We are talking a max of \$120, nothing major. I just want to get the process in place, documented and how it's going to follow. The original ordinance talked about 15 hours a week, 30 hours a bi-weekly pay period and I don't see where we ever hit that. Those are all my questions, how many times, length of time, were reports filed and were fees collected. Chief Kory replies I know Kelsey keeps meticulous reports on her end so anything we need; I just have to ask.

### ***Reports from Safety Forces:***

***Police Chief's report*** – Chief Kory reports we ended the year with 511 cases and 9,272 calls for service. We ended the year with 1 ticket less than the prior year, 551. There are four cars that need oil changes. 720 is not fully outfitted because we had more engine problems, same as last year. Two cars have slight transmission issues and need looked at. We have a meeting with Enterprise to look into leasing vehicles, but are waiting to see projections. Mayor Radeff says with Enterprise they would look at the entire city fleet, not just police cars. They look for a minimum of 20 cars. What they do is look at the cars and give you a life expectancy. After the life expectancy ends, they sell the car for you and that goes back into what you are going to spend on the next car. You are continuously rotating all your vehicles out. That includes the Explorer and truck in the fire station, any smaller trucks Pat uses, etc. I told them put together a projection. It wouldn't be us getting all new cars tomorrow. Chief Kory says I like the plan. Typically, we run a car for about 5 years and after that we typically hit 100-120,000 miles. That's about the life expectancy of a car here. Being a lease, we pay less up front. Long term we are saving quite a bit of money. From the looks of it, I think it's a good opportunity for us to get more vehicles and replace them at a predetermined rate and have better cars and save money. Chairwoman Stark asks this would then replace where we are buying a car every so many years and selling one? We are now looking at a lease deal and replace what we were doing previously? Chief Kory replies yes. We are putting less money into the cars too since we won't technically own them. They said any positive equity we have when they sell them, goes back into the program, so we save additional money there as well. Mayor Radeff says if that is something we are looking to go into, I explained they would need to come to council and give the breakdown, etc. Member Gee says in the past, not all of the cars have been maintained nicely inside, has that been discussed or taken into consideration? Would that change our rate or change how they work with us? Chief Kory replies they seem well aware that public safety is turbulent and often unpredictable and our cars are our work space. They don't have high expectations of having them look a pristine civilian car at the time of turn in. Mayor Radeff says we haven't seen any of the numbers yet, but they are ready to meet. Chief Kory says in my report I mentioned a desire to bring back captain positions. I put in the new job descriptions for captains and the old job descriptions. Right now, you have me in charge of basically everything. It is very hard to manage everything from road operations to making sure I try to find new projects, write grants, bring in money, etc. In 2011, we had two captain positions and five sergeants that helped with all those duties and now it's me and three sergeants. I would like to refill these positions. We did it before and I think we can do it again. Chief

Kory gives a brief history of police dept. I noted in payroll that the finance director still had captains on the books, so in my opinion those positions are still here. I would ask civil service to run a test for those positions. Chairwoman Stark asks were you looking for one or two captains? Chief Kory replies I think I could make due with one. Chairwoman Stark asks do you have people already interested in taking the test within the dept.? Chief Kory replies yes. Short discussion about staff/budget/upcoming training needed. Chief Kory says training is probably one of the most important things here. Member Kovach says if we open the two captain's positions back up, it used to be you would fill the captain's positions and then there would be another test to fill the sergeant's position and then you have open positions for patrol people. If you get 1-2 captains, then you have to get at least 1-2 patrolmen. Chief Kory responds back in the day, we ran 12 full-time officers with 2 captains and 5 sergeants. There were comments that we were top heavy back then, but we had 10 part-timers here at that time. With those 10 part-timers, we filled the shifts and ran 2-3 man shifts just like we do today with our 12 full-timers, but we had the part-timers. The administrative staff was also responsible for managing those part-timers, the road, their training, etc. and they had to manage the dispatchers. Structure is very important for a police dept. Short discussion about how to go about promoting captains/hiring patrolman. Member Gee asks how often do our guys not pass the test? Is there going to be better studying for those tests? Chief Kory replies I can't speak to the study capabilities of the people in the rank and file. Member Gee says on a lot of the tests, if they don't pass it, we don't get reimbursed the money and we will have to pay for someone else to take it. Chief Kory replies there are study materials the city could get and there are other types of tests (oral) that can be given, but that is something civil service has to talk about. Member Gee says since we have veterans on the force, I had suggested to you to reach out to the Veteran's Services Office and see if they could help with any training. Chief Kory replies that is something we will look into. Chairwoman Stark asks about length of service for current officers and Chief Kory gives a short report. Chairwoman Stark asks how many are looking at retirement soon? Chief Kory responds there are two that can leave anytime and two that can leave in two years. I plan on looking at grants soon to get some money in. We will probably have to extend our hiring test again. We had a handful of applicants, but not enough to fill the four missing voids. Member Gee asks who is authorized to let someone leave during shift? Chief Kory asks in what regard? Member Gee replies I understood by rumor that one of the dispatchers was able to authorize one of the patrolmen to leave early. Chief Kory replies no. Member Gee asks that didn't happen? Chief Kory responds no. Member Gee asks how often are kids in the dispatch room? Chief Kory replies maybe once or twice a year.

**Fire Chief's report** – Chief Novak reports last month the fire dept. did 79 EMS calls, 9 public assists, 3 fire calls, 4 carbon monoxide alarms, 1 odor investigation and 4 motor vehicle accidents. We ended the year with a total run number of 1,315. That's an increase of 15-20 from last year. The guys did the community CPR class at the community center and had 40 people attend. They will be assisting the Sheffield Village Fire Dept. with the teachers at Brookside to help them recertify their CPR cards as well. With the jet skis, we got the oil changed in them and they are at the fire dept. in a ready state. Squad 71 got a ceramic coating on the outside to protect it and it won't need to be waxed, etc. We bought a forceful entry prop to help our guys be sharp at forcing doors. We also bought an ice maker. The 3 we have

don't make enough ice for the cooler every day. On Dec. 4<sup>th</sup>, the insurance service office came in and did an audit. They look at your water system, flow rates, testing of ladders, pumps, hose, they look at training, etc. They give you a rating and we are currently rated a 4, which is good. The concern was for some of our fires we showed up with 3 guys and 2 guys and they dinged us on that. He said once I get the report, if I could just write something that we are working on staffing issues, etc. so they don't raise the insurance rating. We do need to increase our staffing. I was looking at a grant that opens on Jan. 29<sup>th</sup> and I would like to apply for it to get 3 firefighters. I think they will fund them for 3 years. Jan. 17<sup>th</sup> at 7pm, we will have another meeting for businesses at the community center for the solar eclipse. On the new squad, I was told the production of the chassis will be done the second quarter. So, we might see the new ambulance late 2024/early 25. That cost us \$330,769. Chairwoman Stark asks with the insurance, can you explain how it affects homeowners? Chief Novak replies they want to make sure that you are going to have enough manpower to show up. I think we have a pretty strong case to get this grant. Chairwoman Stark asks with the grant, are there matching funds? Chief Novak replies I don't believe there is. I'll have a breakdown for the next meeting. President Rosso asks I thought it was a state fire regulation that when they go to a fire, they can not enter a building without four men, 2 in and 2 out? Chief Novak replies it is 2 in and 2 out, but if someone is in there and trapped, they are going to go in. President Rosso replies but this ISO person is saying if I don't have four Sheffield Lake who are the first responders, technically they should not be entering that building. They can fight the fire from the outside, but they can not enter a building, which would raise your homeowner's rate.

**Mayor's report-** Mayor Radeff reports Friday, Chief Kory and I are meeting with the Sheffield Village police chief to make sure we are developing good relationships with them and see how we can mutually benefit each other. I have also reached out to Mayor Markovich and we both agree we want to have a good relationship and are able to see both cities thrive. Chief Novak says the five fire depts. of Avon Lake, Avon, Sheffield Lake, Sheffield Village and North Ridgeville are getting a taskforce put together for the solar eclipse. They will have a command center at the Avon Fire Dept. We are planning to up our staffing. There will be 63 firefighters in the five cities that day. Mayor Radeff says tomorrow Chief Kory and I are meeting with the highway patrol to see if there is anyway, we can maybe benefit them as well. I know in the past; they really haven't patrolled this area. We want to discuss possible options maybe if they want to be here on Lake Rd. for speeding, etc. and they could be here for mutual aid. One of the first emails I got after the election was people asking about speeders on Lake Rd. With the solar eclipse, we are continuing to meet and do what we need to do. Short discussion on ideas, vendors, RV parking, etc. with following key points. Member Gee asks porta potties, are you guys working on that? Chief Novak replies Pat has been on it. Member Gee asks is there a possibility of renting an empty tank and letting places know? Mayor Radeff replies I'll follow up with Pat. Chairwoman Stark asks will we be updating the city webpage with all this? Chief Novak replies yes. Mayor Radeff says I have talked to Pat about whatever literature we put out, maybe we can put in the water bill. The property manager of the shopping center was at the last meeting and they aren't concrete, but they are planning on hiring their own security, porta potties, etc.

**NEW BUSINESS:** None.

**OLD BUSINESS:** See Mayor's report above for solar eclipse.

**CITIZENS COMMENTARY:** Tammy Asire, 648 Maplewood Ave. says I heard the police chief say the most recent hire was three years ago. So, correct me if I am wrong, I assume the officers you bring in as part-timers, like the three we swore in a few months ago, don't count in that? Chief Kory replies I was talking about full-time. We hired three full-time officers in January of last year. The ones left are just Officer Watkins who I skipped originally, and I had forgotten about Office McCoy. Ms. Asire says I don't think anybody in the city disagrees that we need to hire police officers. Almost every department out there is having trouble hiring and retaining officers. We know we need more officers. I believe the police officers are paid on a contract and I believe there is still a year or two to go on that current contract. What plans or thoughts do we have to entice officers to come here? Chief Kory responds I am open to suggestions. We are going to work on it. I know Lorain just gave their guys I think a 15% raise. Elyria is looking at giving their guys a 15% raise outside of contract. The village is talking about giving their guys an out of contract raise. Avon and Avon Lake already pay more than us. We become a training ground basically and people leave. Ms. Asire says it seems to me we bring people in, put \$2,000 to give the civil service exam, buy their equipment, invest thousands into their training and 5 months later they are gone somewhere else. Are we better off going that way or are we better off looking for full-time staff even though they are paid benefits, but do we end up in the long run, balancing out and being better off having fewer part-time? Chief Kory replies I agree with you. I think full-time is a better investment. The problem is keeping them here. Ms. Asire says I wasn't sure if someone was already thinking about some form of enticement. Chief Novak says I think too that if you put stipulations on people, like if you are here for 5 months and you decide to leave, you have to pay back all those costs. You're not going to get people to come take the tests. For some reason, people don't want to be in public safety anymore. Mayor Radeff states we have discussed going to less part-time. With full-time we can be better at having more consistent schedules, etc. Short discussion about options, other cities, etc. Ms. Asire says I would like copies of the reports given to council tonight. Chief Kory replies ok.

**MEETING ADJOURNED:** With no further business before this committee, \*Motion by Kovach/Second by Gee to adjourn at 8:10 PM. Yeas All.

**CLERK OF COMMITTEE AFFIRMATION:** This meeting of the City Committee of Governing The Sunshine Laws of the State of Ohio as they may apply. All meetings are recorded and available in Council's Offices.

---

CLERK OF COUNCIL

*Brandy Randolph*

---

CHAIRWOMAN

*Leanna Stark*

I, Brandy Randolph, duly appointed Clerk Of Committee Of Sheffield Lake DO HEREBY CERTIFY that this is a True and exact copy of the minutes of the Safety Committee of Jan. 3, 2024.

---

PRESIDENT OF COUNCIL

*Rick Rosso*