



Operations

Operations Committee Meeting

Tuesday, May 24, 2016

*(Meeting Held at the Village of Richfield Town hall,
Finance Department Conference Room)*

In Attendance:

Committee Chairperson, Mr. Bill Taylor
Committee Members: Ms. Kelly Clark, Mr. Rich Fleming
RJRJ Administrator, Mrs. Debbie Bluso Rogers

Mr. Taylor began the meeting promptly at 4:30 p.m. and noted for the record that all committee members were present.

Discussion & update on Security Cameras:

Committee is working on various alternatives regarding security cameras to obtain a very broad working knowledge of security cameras. There are physical challenges currently due to lack of electrical power in all sections; security cameras need electricity. It was the understanding that a sign needs to be placed stating that there are cameras on the public property. Overall security objectives need to be determined then phase in approach. Policy and logistics need to be outlined going forward. The condition of the structures, buildings and lakes are very attractive for vandalism. Committee is reviewing current need for security versus an overall plan once demolition begins and implementation of the master plan.

Discussion on Security and Keys:

It was reported that various buildings and windows have been opened after security checks have taken place. On May 7, 2016 every building was open. Buildings and windows were secured after the Derby Days, but unsecured instances continue to be found without rhyme or reason or in conjunction with a special use application. There is no occupancy permits and the Operations and the Services Committees are aware of volunteer activities and associated building access. This will continue to be monitored. Briefly discussed the need to exchange keys due to change in chair positions and revision to policy.

Discussion & Update on Portable Toilets and Latrine Plan:

Portable facilities will be in place this week. Committee Members are in consensus to “de-commission” the pit latrines. This activity would not interfere with any master plan implementation and EDG approved of the plan. The pits would need to be crushed, hole filled with gravel and inspected by SCHD. A company like DynaAmerica could do the job. Obtaining proposal information will be pursued by the Administrator.

Discussion & Update on electrical Power for Kirby Gate:

A meeting was held with First Energy to determine the cost and plan to get power to only the Kirby Gate for the BTA. This entire area may be energized depending if there are fuses in the transformer that powers this section. First Energy advised that without knowing the current electrical systems in the buildings and anywhere else the electricity is fed, requires a stamped and approved electrical plan and any area not up to commercial code would either need to be brought up to code or abandoned in place to ensure electrical safety.

There was discussion to add a transformer to existing poles to bring in power. The nearest pole is a telephone pole and is not tall enough to install a transformer. There are regulations as to the distance between electrical power and telephone lines. To avoid that scenario, First Energy could place a new pole north of the existing telephone pole with a transformer and a meter base to operate the gate only. RJRD would be responsible for 50% of the cost. The approximate estimate is \$3K. RJRD would need to hire a licensed electrician to meet with First Energy to discuss the installation. Permits and inspections by the County would still apply. This information was communicated to EDG due to the master plan work and it was not recommended by EDG to pursue electrical power at this time.

Update on Equipment Logs, Maintenance & Mutual Aid Agreement:

The Committee will develop a mowing schedule and anyone, including Trustees, can volunteer to mow. Safety is a concern so the Committee discussed full disclosure of the schedule and who is mowing. The volunteer waiver form needs to be signed by all volunteers including Trustees. Operations and Services will work together to develop a schedule and seek volunteers.

For insurance purposes, training on the equipment will be required along with proof or evidence of the "user or volunteer" understands how to operate. A copy of all user manuals need to be in the administration files. The Administrator will pursue either downloading the manuals or requesting copies.

Along with the operation of the equipment, there was concern regarding need for oil changes, tune up and the like. Operations will obtain that status and this will be included in the training and a written policy. The Chair provided examples and a draft policy will be written by the Administrator.

The objective is to eventually transition from a "top-heavy" volunteer model by decreasing mowing areas due to the master plan, hiring a contractor for more dangerous areas [upper lake hill] or engaging in a mutual aid agreement with the Village to do some of this work; including once a year maintenance. The Administrator will notify the Village to set up a meeting to discuss this as well as contacting Baker Vehicle for the cost associated for annual maintenance.

Agenda Items for Next Meeting Tuesday, June 28, 2016

None Stated.

Additional Items:

At the last meeting, the Administrator was tasked to contact WRLC regarding tree planting in the Clean Ohio area. Sarah Kitson responded, "*The Clean Ohio specifically says, "Grantor reserves the right to plant anywhere on the Protected Property a diversity of native or non-invasive species of trees, shrubs, and herbaceous plant materials."*" "

May 24, 2016

Respectfully submitted,



Debbie Bluso Rogers, Administrator to RJRD Board



Richfield Joint Recreation District, OPERATIONS COMMITTEE
Chairperson