SERVICE-SAFETY COMMITTEE MEETING

FEBRUARY 24, 2014

The meeting was called to order at 5:00 p.m. by Chairman Jim Matuszak. Committee members present were John Kevern, Jim Matuszak and Barry VanHoozen. Also present were Bridgette Kabat, City Administrator, Mathew Beredo, Law Director, Jon Eckel, Public Service Director, Rick Toepfer, Deputy Public Service Director and Doug Dariano, City Engineer.

PERMISSION TO HIRE APPRAISING FIRM FOR FORT MEIGS ROAD

Mr. Dariano stated that we are in the design phase of a project to widen Fort Meigs Road between Roachton and Five Point Road. This project requires 27 parcels and because we will be receiving Federal highway dollars, we have to hire a preapproved appraisal firm. Proposals were received from three firms, with the lowest proposal submitted by West Erie Realty Solutions, Inc. Mr. Dariano said we have worked successfully with West Erie on other roadway projects. He said that West Erie's proposal is for $188,800 and there was $213,000 budgeted in 2013 which was carried over to 2014. The Committee agreed 3-0 to recommend approval of a contract with West Erie Solutions.

PERMISSION TO RENEW MAINTENANCE AND SUPPORT AGREEMENT WITH PROPHOENIX CORP. FOR THE POLICE RECORDS MANAGEMENT SOFTWARE SYSTEM

Chief Paez requested permission to renew the annual maintenance and support agreement with ProPhoenix. The amount of the contract is $28,922.55 which represents a three percent increase over last year. Chief Paez said that he has discussed this with IT Manager Gary Kleinfelter, and he agrees that this is a necessary and essential support agreement. It covers the computerized dispatch, police records management system including the wireless data system that goes out to the patrol cars, the records management system that the officers do their reports on, and property and evidence management. As part of this agreement, anytime Microsoft makes a change, ProPhoenix updates the program. If we let this agreement lapse, it would be very costly to go back in and rebuild the system to make it compatible. ProPhoenix is currently working on integrating the Fire module into the system. They are also working on an interface to transition away from Uniform Crime Reporting to the Incident Based Reporting System as required by the Federal Government. Mr. VanHoozen asked if Chief Paez is happy with the program. Chief Paez said that he is, and it would be very costly to convert to another program so he feels it is best to stay with ProPhoenix. Mr. Kevern asked if this is in the budget. Chief Paez said it is included in the Police EDP line item. The Committee agreed 3-0 to recommend approval of the maintenance and support agreement.

PERMISSION TO PURCHASE NEW HOLLAND TRACTOR, DITCH MOWING DECK & REAR FLAILING MOWER DECK

Mr. Eckel said that last year the City spent over $21,000 for a single mowing of the ditches within the City. In the past there were not a lot of ditches within the City, but as we have expanded to the south and west the number of ditches has grown. Mr. Eckel

requested permission to purchase a New Holland Tractor with an Alamo rear flail mower through the Ohio State Purchasing Program. The purchase price would be $75,487 which would provide a return on our investment in less than four years. Mr. Eckel said that he has spoken to Gary Britten and his staff from Wood County, and they have worked out an agreement where we take responsibility for mowing some of Wood County's ditches that are adjacent to City ditches. In return, they will use their articulated mower which has an arm that can reach up and over to do the opposite side of ditches and behind guardrails within the City. Mr. Matuszak asked about the expected useful life and how much was budgeted for this purchase. Mr. Eckel said that it should last at least 25 to 30 years, and $80,000 was budgeted. Mr. Matuszak asked if the tractor could be used for other purposes. Mr. Eckel said that it probably could be, but because it is a specialized piece of equipment with counterbalances, he does not plan to use it for any other reason. The Committee agreed 3-0 to recommend approval of this purchase.

PERMISSION TO PURCHASE NEW CRACK SEALING MACHINE AND APPURTENANCES

Mr. Toepfer stated that the City currently owns a 1997 crack seal machine which has become unreliable and inefficient. Cracks in the pavement are filled to help prevent water penetration which can result in potholes and base failures. Before the cracks are sealed, they must be cleaned with an air compressor. With our present machine, cleaning out the cracks requires a separate compressor, pulled with a separate truck and a two man crew, while a crew of three fills the cracks. Mr. Toepfer requested permission to purchase a Crafco Crack Seal Machine through the State Purchasing Program for an amount not to exceed $45,000. The new machine has its own air compressor mounted on the machine which eliminates the need for a separate crew to perform this task. Also, the current machine can only be used when temperatures exceed 45 or 50 degrees. The new machine has a heated wand that actually heats the pavement, enabling it to be used when the temperature is as low as 25 degrees. This item is included in the 2014 budget. The Committee agreed 3-0 to recommend approval of this purchase.

There being no further business, the meeting adjourned at 5:19 p.m.

Respectfully submitted,

Jim Matuszak, Chairman
Service-Safety Committee

Next meeting: Monday, March 24, 2014 at 5:00 p.m.