

**LIBERTY TOWNSHIP TRUSTEES
REGULAR SESSION – DECEMBER 10, 2025 @ 6:00 P.M.
MINUTES**

CALL TO ORDER:

Vice-Chairman Gene Stump called the meeting to order.

OFFICIALS ATTENDING:

Gene Stump, Ken Clark, Shawn McFarland and Gene Cole. Chairman Evan Stump absent due to work commitment.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

Mr. Clark moved to accept the minutes of the November 10, 2025 Regular Session Meeting. Mr. Gene Stump seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

Mr. Clark moved to accept the minutes of the December 8, 2025 Special Session Budget Meeting. Mr. Gene Stump seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

ZONING INSPECTOR'S REPORT:

Gene Cole presented the Trustees with his monthly report (see attached).

Mr. Cole stated that he may have a zoning amendment at the beginning of the year. An individual would like to put some storage units up behind The Lighthouse.

Mr. Clark stated that he spoke to Brian Malachowsky at the Ohio Attorney General's Office regarding Sunshine Laws and that he was told that the new "yellow book" will be sent out after March 2026.

GUEST ATTENDING:

No guests present.

FIRE CHIEFS REPORT:

Chief Morton emailed his report to the Trustees prior to the meeting for discussion at this meeting.

Mr. Clark made a motion to amend the motion from November 10, 2025 for Nationwide First Responder Grants to include brush truck with the engine for a total of two thousand dollars. Mr. Gene Stump seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

Mr. Gene Stump made a motion to suspend Nathan Dunbar's driving privileges for 60 days from November 13, 2025 and also be required to take an EVOC class during the 60 days either online or in person, and if not complete, he is still suspended from driving until class completed. Mr. Clark seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

Mr. Clark made a motion to purchase annual T-shirts for the members of the fire department as it is part of the required uniform. Mr. Gene Stump seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

Mr. Clark made a motion to pay for the recognition plaques for the Fire Department banquet. Mr. Gene Stump seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

Mr. Clark said that he has no problem recognizing the firefighters for their hard work, but proposed that

starting next year the members possibly do a potluck to help save money and make it more personal.

Mr. Gene Stump made a motion to pay for the recognition dinner for the Fire Department banquet. Mr. Clark seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

COMMITTEE REPORTS

None

COMMUNICATIONS:

Oral Communications:

Mr. Clark would like to meet with Mr. Cole and F.O. McFarland separately to go over procedures as he will possibly be Chairman in 2026.

Mr. Gene Stump said that he was approached by Mrs. Morgan on TR 94 regarding speed limit. Recommended placing the portable speed limit sign up there for 15 days going east and 15 days going west.

Mr. Cole had a conversation with someone from the AEP laydown yard. Increased traffic for utility poles will be coming out of that area.

Chief Morton said that capping wells from the gas drilling around Buzzards Roost. Heavy gas odor out there recently.

Mr. Gene Stump had a voicemail from Bud Rahm regarding his mailbox. Gene left Bud a message but has not yet heard back.

Written Communications:

Mr. Gene Stump said that he received an email from Chris Keller from Hancock County Economic Development and would like to attend the January meeting.

Mr. McFarland said that he received the change order from Shelly Company for resurfacing.

Mr. McFarland received revenue sharing statement from the county with no charge.

Mr. McFarland received an email from Mr. Cramer from Metronet about wanting to quote us prices on internet service (details passed around).

Mr. McFarland received written notification from Fifth Third Bank about bank fees increasing to up to \$9 per month.

Mr. McFarland still has not heard from Justing Kahle from County Prosecutor's Office.

Mr. McFarland received finalization documents for the recent annexations.

OLD BUSINESS:

Mr. Cole presented the Trustees with the current Mailbox Policy Resolution. After discussion, decision was made to increase the cost of mailbox replacement and bring updated resolution to the January 2026 Trustees meeting for review and possible adoption.

Mr. Cole said that leaf collection is done. The Ford F250 is in service and has been used for plowing.

NEW BUSINESS:

Mr. Clark would like to see and be a part of the grant writing process.

Mr. Gene Stump said that the County Trustees Association released duties for 2026. Liberty Township has to provide the Vice Chairman and they need a name. Mr. Clark volunteered.

Mr. Gene Stump also brought up the 2026 Compensation Chart for Trustees and Fiscal Officer which complies with Temporary Law House Bill 96, Section 701.70 and Ohio Revised Code 505.24 and 507.09.

Mr. Gene Stump stated that at the County Trustees' meeting, Kyle Brooks from OTA was present and gave an overview of the upcoming OTA conference. They are working with some companies to help townships with Cybersecurity policies and Records Retention policies.

Mr. Gene Stump made a motion to have the 2026 Organizational Meeting held at 5pm on January 6, 2026. Mr. Clark seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

Mr. Gene Stump made a motion to hold the Regular Trustees Meeting at 5:45pm on January 6, 2026. Mr. Clark seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

Mr. Gene Stump said that there needs to be some discussion with Chief Morton regarding the intention of the changing of the officers and the terms of those positions. Prior motion was made to start accepting applications at January meeting. Mr. Stump said that Chief Morton wants positions to be Fire Chief, Deputy Chief, Battalion Chiefs, Captains, and Lieutenants. Mr. Clark asked if this is something that would be considered on a yearly basis. Chief Morton would like the Chief Officers be a 4 year commitment and the Captains and Lieutenants be a 2-year commitment. Mr. McFarland asked Chief Morton if he would like all three Trustees to be present to vote on the proposed SOP's, and Chief Morton stated that yes, he would. Mr. Gene Stump asked Chief Morton to clarify that he wanted all three Trustees to be present to vote on the SOP's, to which Chief Morton replied "yes". Mr. Gene Stump said that if we wait, then we would have to alter the dates of when firefighters can apply. Mr. Clark asked Mr. Gene Stump if he would like to wait for Mr. Evan Stump to be present to vote, and Mr. Gene Stump stated that it only takes a majority to pass, and that the meeting date could have been changed.

Mr. Gene Stump made a motion to rescind all prior motions in reference to hiring and terms of fire officers, with Motion for all current appointed fire officers are appointed until April 1, 2026 and at the January 2026 Trustees meeting: Officer positions shall be posted in-house for applications of fire department officer positions and turned in to the Chairman of Liberty Township Trustees prior to the start of the February meeting, and at the February 2026 Trustees meeting the application(s) shall be opened and read aloud for each name and desired position, and at the March trustees meeting interviews and appointment of Fire Chief, Deputy Chief, Battalion Chief(s), shall commence starting April 1, 2026 and immediately assume command positions at that time. Interviews and appointments for Captain(s) and Lieutenant(s) positions shall be appointed under recommendation from the Chief Officer(s) and shall commence starting April 1, 2026, and immediately assume command positions.

All appointments of Fire Chief, deputy Chief, and Battalion Chief(s) shall be for four (4) years beginning April 1, 2026, and Captain(s) and Lieutenant(s) positions shall be for two (2) years beginning April 1, 2026. Each four (4) years the same format shall follow for applications, interviews, and appointments of Fire Chief, Deputy Chief, Battalion Chief(s), each two (2) years the same format shall follow for applications, interviews, and appointments of Captain(s) and Lieutenant(s) positions. There shall be one Chief, one Deputy Chief, two Battalion Chiefs, three Captains, and three Lieutenants. Mr. Clark seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

Chief Morton stated that he met with Kent Appelhans at Hanco. BVH declined the proposal for a secondary building. Mr. Gene Stump said that since Chairman Evan Stump has been dealing with Hanco up to this point and will have him continue to do so.

FINANCIAL BUSINESS:

Mr. McFarland passed around the financial reports to the Trustees.

Mr. McFarland gave an update on year-to-date interest on accounts. Fifth Third Bank has yielded \$3,634.31 and STAR Ohio has yielded \$90,991.44. Mr. Gene Stump thanked Mr. McFarland for deciding to place funds into STAR Ohio as it has been very profitable.

Mr. Clark made a motion to have the Fiscal Officer prepare warrants and pay bills. Mr. Gene Stump seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried.

ADJOURNMENT:

With no further business before the Trustees, Mr. Clark moved to adjourn. Mr. Gene Stump seconded the motion. Vote: G. Stump – yes, K. Clark - yes. Motion carried. Meeting adjourned.

ATTEST:



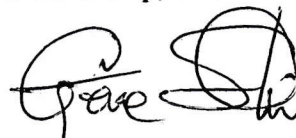
Shawn McFarland, Fiscal Officer



Kenneth Clark, Trustee

ABSENT

Evan Stump, Chairman



Gene Stump, Vice Chairman

Liberty Township Fire Department Report for December 2025

Fire Calls for November: 35

Total Calls to Date: 409

Medicals: 26

Fire Calls: 3

Accidents: 1

Gas Leaks/CO Calls: 1

Weather Related: 0

Other/Investigation: 4

Old Business

- I spoke to National Fire Responder Grants and the cost per grant writing will be \$500 dollars per grant we choose to write for 2026. I have plans to write on a Rescue/Pumper Engine as we did last year. The second Grant would be for SCBA if it is offered. Third grant would be for 50 percent of the department to be offered EMT-B. A cascade compressor if possible. That would be a total of four national Fema grants that we would be in immediate need of currently. Motion Passed
- We had an issue with the parade truck last month. It suffered some damage to the hood, driver mirror due to mechanical failure of the emergency brakes not holding. The emergency brake cable has since been tightened up and it is working as it should. We have implemented that the wheel chocks be placed in the front and back of the rear axles when the truck is parked. I would like permission to get a few quotes to pop the dent out and repaint the hood of the truck to make it match the truck. I would also like to get a quote to switch the truck over to 12 volt versus 6 volt. It would make things a lot easier to replace and find for the truck. I spoke with Cole about helping with getting some quotes because he has history with the truck. The Batteries on the truck are currently not chargeable and the truck must be jump started to run due to the age of them. I would suggest waiting to buy batteries until we switch it over to 12 volt being different batteries. I have also added myself to the committee to assist in ensuring the truck is being worked on and fixed properly for us to continue taking it out to events. The member involved followed our policy by contacting me to report the incident immediately. He was sent out immediately with 503 for a Drug and Alcohol test in which the immediate and third party test has come back negative. The member was ordered to not drive any township apparatus or vehicles until results were returned and he was cleared by the chief.
- We have had no continued issue with 533 this past month.
- We will be removing the dump tank from 511 to outfit the area with SCBA to have better access to them.
- I have announced that the application window for liberty township fire department will open December 1, 2025 and run until January 1, at 4:00 pm.

I have advised all internal personnel wanting to apply to mail or deliver the cover letter and resume to the Trustee Building before the deadline.

- I would like to add another Assistance Chief position in place of the unfilled captain position that was not filled during the last 2 years in 2026. The position will be more of an administration/ Battalion position to help in the assistance of policies, procedures, grants, training, and operations etc.
- We are currently working on what items are nearing expiration in the next two years to provide a list to present to the board next month.
- I have attached the letter from the cleaning and inspection company pertaining to the Tawa conveyor fire gear that has now been condemned due to contaminated oils residual still being able to be extracted from the liners that are against the skin of our members. I am thankful for the board making the right choice to replace the gear for the safety of our members. I will continue staying on top of this matter and we have provided the insurance agent with everything he has requested. I will keep you all informed as we collect more information from them.
- We would like to begin carrying some medications on our medical bags here next month or two. We will have three separate and small EMT-B bags that will have EMT-B scope medications. Captain McFarland will have ASA, Glucose Gel, and is currently working on obtaining adult and pediatric EpiPen Auto-Injectors. These will be logged and tagged and are ONLY to be opened by individuals with EMT-B certification. This is a recommendation from Chief Kent Appelhans from Hanco. Motion Passed
- We have now received our oxygen bottle to complete the medical bag on 595.
- 595 is currently at Atlantic Solutions. They are working on the list of items that we have given to Richard Browne of issues that we have discovered in the last few months of use. They are also installing the Marc radio and Kenwood radio in the cab of the truck. We have removed both radios from 515 and will utilize a portable radio in that apparatus going forward.
- I am currently working to get our truck inspection sheets on our tablets so they can be stored in a file and easily transferred to maintenance.
- We have gathered our quotes for the BWC grant and should be finalizing the grant to be submitted.
- Bryant and Johnson are doing well in their EMT-B course.
- Starcher and Hill are doing well in their Firefighter 1 Transition course.
- I will be setting up a meeting with Apollo Adult Careers to discuss some relief for our members directly for the use of our facilities.
- I have spoken to Cole about the bay floor peeling which will become a 2026 spring issue for repair due to weather and the camera system not showing all of the cameras in the radio room. I would like to gain access to the camera systems versus asking Cole to review the system when we have something we're looking for.

- Maintenance has installed a proper drain at our request for the extractor to drain in thank you.
- I have sent a pager to Raylecomm for repair. The side button and front buttons have stopped working on it.
- I would like to open discussion about our 2026 Fire Department Appreciation Banquet. I would like to ask that the township provides the meal, 10 recognition awards and annual department duty T-shirt as you have in the past. I believe this small event is a great way for the township to give back for the time the members give to us responding to the calls, training, and keeping up with the state mandates for our community. Tabled
- We have begun our annual Practicals for 2025. I have decided to switch this year to an agility evaluation. I felt this would be a great opportunity to see how receptive our members have been to this year's training we have performed. We will collaborate the data to see how well we are doing and potentially implement this annually, to ensure we are staying in shape for firefighting ready condition physically, and mentally for our community.
- We will be starting fire department member evaluation in December.
- I visited Dollar General again to check on the knox box situation and left my contact information for the manager due to them still not providing a master key to be placed in the knox box. I am looking into the ORC and planning to talk to the Wood County inspectors office to see if there is a requirement for commercial business to have a knox box. We should probably add this to our zoning for existing and new construction commercial businesses coming into the township.
- Cornerstone Church now has a Knox Box installed
- Do we have any more information when the city is taking over 2800 south main street.
- Tim Hackworth requested in person to be approved to take an EMT-B course in January 2026. Motion Passed.

New Business

- I discussed last month the suggestion for adding a position to the command staff in 2026 to assist in the administration duties. Due to the department growth, call volume, and state mandates we have come to have to follow as a requirement. I have attached a rough draft to the end of the report to review tonight and put it in place at the January meeting.
- Firefighter Dunbar was involved in an incident while driving unit 534 on November 13, 2025 at approximately 7:30 pm. Dunbar and Firefighter Brown were performing an apparatus inspection on 534 when Capt. McFarland arrived in his personal vehicle and parked near 534 on the Northwest side of the station near the building. Dunbar acknowledged McFarland as he exited his personal vehicle with the knowledge he had

parked near unit 534. When the inspection portion of equipment was done Dunbar got into the driver seat and put the unit in reverse and struck McFarland's Jeep on the front passenger side in between the door and fender portion of the vehicle. The strike created damage to the Jeep and unit 534. I took photos of the incident and notified a Board member of the incident. Dunbar was sent out to Well at Work the next morning for a drug and alcohol sample. We do not have a profile setup at Blanchard Valley Hospital currently. The result was negative for both specimens. I order Dunbar to not drive any township owned vehicles until further notice from the board of trustees. My recommendation is a 60 day driving suspension from all Liberty Township owned vehicles and the completion of an Emergency Vehicle Operation Course which every comes first. I recommend the course to be paid for by Dunbar or we can pay and withhold the run portion of course cost per signed letter by Dunbar.

- I would like to revisit the Banquet conversation from last month. I would like to open discussion about our 2026 Fire Department Appreciation Banquet. I had the opportunity to speak with Tom from Tony's restaurant and he stated that the cost would be around \$1,900 give or take \$30 dollars. I discussed we were very pleased with the meal last year and that we could keep it the same. I would like to ask that the township provides the meal, 10 recognition awards and annual department duty T-shirt as you have in the past. I believe this small event is a great way for the township to give back for the time the members give to us responding to the calls, training, and keeping up with the state mandates for our community. Motion
- Firefighter Tennant has decided to go inactive with the fire department due to accepting a new position at his place of employment that has demanded more of his time.
- I turned in a set of Globe boots that was damaged. We have received the warranty replacements for that already.
- We have been awarded the MARCS grant from the department of Commerce in the sum of \$30,481.00.
- I purchased two batteries for Marcs radios that were dead due to battery failure. Still waiting on Rayle Comm to get them to us. The Pager that was sent out for repairs is fixable and they quoted us \$250 to fix it so I approved the repair because they cost \$850 to replace.
- I purchased a vector lift to support the boat from the rafters in the bays to create more floor space within the bay area.
- Firefighter Bryant and Johnson have passed their Apollo final and are eligible to take their national registry for the EMT-B .
- Asst. Chief Starcher and firefighter Hill are doing very well in the Fire One Transition Course; they are both scheduled to take the state final in mid January.
- Spoke with National first responder grants and Ryan advised me that we are able to apply for two apparatus for the 2025 year if that is something the

trustees would like to do? I believe it would be beneficial to write for an engine rescue, Brush Truck, AED, and Cascade compressor if possible. The price will be different then previously discussed and approved if we decide to write on a brush apparatus. The cost would be \$2500.00. I have attached the contract at the bottom of this report to read over prior to the meeting. I will have hard copies for the board at the meeting. Motion

- I have two contracts from Asst. Starcher and firefighter Hill to be signed tonight.
- We will need to set up an account with Blanchard Valley Hospital in order to send members out after an incident where damage has occurred. Is that something the board would like me to do?
- During the first Practical we had one member who completed the practical and was experiencing some chest pains. I requested a squad to take him to the hospital to be evaluated to ensure he would be safe. They kept him for evaluation overnight and he was released the next day.

Application For New Members

- None

Upcoming Training

- Fire Business Meeting: December 4, 2025 at 7:00 pm
- Truck Checks: December 11, 2025 at 7:00 pm
- Fire Training: December 18, 2025 at 7:00 pm (Scene Size up & Mapping)
- Officer Meeting: December 23, 2025 at 7:00 pm
- Medical Training: None

Other events

- Annual vehicle inspection Arlington Fire Department December 11, 2025 at 6:00 pm.
- Liberty is hosting an Awareness Course on December 13, 2025 from 8:00 am to 5:00 pm
- Apollo will be offering a Fire and Emergency Services Instructor 1 and 2 course in January if anyone is interested go to their website to enroll.
- 2026 Fire Department Appreciation Banquet is January 18, 2025 at 6:00 pm.

Chief Month

- 11/03/25 McConkey 595 Training
- 11/03/25 Department Chiefs Phone Conference
- 11/06/25 Fire Department Business Meeting
- 11/08/25 Superior Photo Station Event
- 11/08/25 Township Trustee Meeting
- 11/09/25 McConkey 595 Training
- 11/09/25 Department Chiefs Phone Conference
- 11/10/25 Township Trustee Meeting
- 11/11/25 County Fire Association Meeting in Allen Twp Fire
- 11/12/25 McConkey 595 Training
- 11/12/25 Station Work on Apparatus with 502
- 11/13/25 Fire Department Truck/ Equipment Inspection
- 11/16/25 Department Chiefs Phone Conference
- 11/18/25 Meet with Kent from Hanco EMS
- 11/18/25 Department Chiefs Budgeting meeting
- 11/18/25 Adams 595 Training
- 11/19/25 Adams 595 Training
- 11/20/25 Adams 595 Training
- 11/20/25 First 2025 Annual Practical setup
- 11/21/25 Adams 595 Training
- 11/23/25 Department Chiefs Phone Conference
- 11/25/25 Fire Department Officers Meeting
- 11/26/25 McConkey 595 Training
- 11/30/25 Department Chiefs Phone Conference

Trustee Papers

- Trustee Agenda, Rough Draft for Officers, (2) Contracts, Incident Statement, National Grants Contract.