

# Sylvania TOWNSHIP

## 2021 ANNUAL REPORT TO CITIZENS



4927 N. Holland-Sylvania Road  
Sylvania, Ohio 43560

(419) 882-0031  
[www.sylvaniatownship.com](http://www.sylvaniatownship.com)

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# Township Information

## Contacts

### **Elected Officials**

<u>Name</u>	<u>Position</u>	<u>Telephone</u>	<u>E-Mail</u>
John Crandall	Trustee	(419) 882-0031	jcrandall@sylvaniatownship.com
John Jennewine	Trustee	(419) 882-0031	jjennewine@sylvaniatownship.com
Neal Mahoney	Trustee	(419) 882-0031	nmahoney@sylvaniatownship.com
David Simko	Fiscal Officer	(419) 882-0031	dsimko@sylvaniatownship.com

### **Administration**

Oliver Turner	Administrator	(419) 882-0031	oturner@sylvaniatownship.com
Lula Jiamachello	Human Resource Officer	(419) 882-0031	ljiamachello@sylvaniatownship.com
Samantha Didion	Executive Assistant	(419) 882-0031	sdidion@sylvaniatownship.com
Imran Mirza	Accounting & Budget Supervisor	(419) 882-0031	imirza@sylvaniatownship.com
Vicki Alspach	Fiscal Coordinator/ Analyst	(419) 882-0031	valspach@sylvaniatownship.com

### **Planning & Zoning Department**

Daryl Graus	Planning & Zoning Manager	(419) 885-5276	dgraus@sylvaniatownship.com
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### **Road & Service Department**

Rob Nash	Road Superintendent	(419) 882-0031	rnash@sylvaniatownship.com
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### **Safety Services**

Fire & Police Emergency		Dial 9-1-1	
Paul Long	Chief of Police	(419) 885-4962	plong@sylvaniatownshipfire.com
Jim Rettig	Deputy Chief	(419) 720-3008	jrettig@sylvaniatownshipfire.com
Mike Ramm	Chief of Fire	(419) 882-7676	mramm@sylvaniatownshipfire.com
Chris Nye	Assistant Chief	(419) 882-7676	cnye@sylvaniatownshipfire.com

## Meeting Schedules

### **Trustees**

Regular Meetings: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays of the Month at 5:00 PM  
Special Meetings: Subject to call with 24-hour notice on the webpage at [www.sylvaniatownship.com](http://www.sylvaniatownship.com)

**Zoning Commission** 2<sup>nd</sup> Wednesday of the Month at 6:00 PM

**Zoning Board of Appeals** 1<sup>st</sup> Monday of the Month at 5:00 PM

## **2021 Summary**

Sylvania Township experienced steady growth in 2021 and provided the level of service and efficiency expected by businesses and the residents of this community.

The following is a department-specific report on events and accomplishments through the past year. The reports were prepared by each Sylvania Township department head.

Some of the highlights pointed out in the reports were initiated quietly and without a lot of fanfare last year.

The township strives for a quiet efficiency, but also stresses transparency. Township trustees, with the township fiscal officer, meet twice monthly, and the Sylvania Township Zoning Commission and the Sylvania Township Board of Zoning Appeals each have monthly meetings scheduled.

Residents are encouraged to attend all meetings (in person or virtually) and to stay informed by visiting [www.sylvaniatownship.com](http://www.sylvaniatownship.com) or visiting Township social media pages.

The site can inform visitors of actions taken in prior meetings and what may be on agendas for upcoming sessions.

The site also offers news stories and information concerning activities such as household goods pickup, leaf-collection dates, and other township services.

This report was coordinated and compiled by Mike Jones, Public Information Officer, and Samantha Didion, Executive Assistant, as well as department heads.

Sylvania Township government is proud of this community and works to maintain and enhance the assets which contribute to the benefits residents enjoy.



## **Administration**

The administrative staff of Sylvania Township is led by the township administrator. The administrator is charged with the oversight of all township operations at the direction of the three-member Board of Trustees and the Fiscal Officer.

Additionally, the administrator supervises and directs the activities and affairs of the various departments, recommends measures for adoption by the Board, and keeps the Board up to date on overall financial conditions as well as day-to-day operations of the township.

In addition to the administrator, the administrative team consists of a human resources officer, an executive assistant, a part-time administrative assistant, a fiscal analyst, a payroll specialist, a part-time accounts payable specialist and a part-time accounting/budget supervisor.

The township contracts with a public information officer whose duties include writing and disseminating information to the public.

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### ***Administration***

Sylvania Township Administration worked to advance the quality of life for its citizens and stakeholders during 2021 through a variety of initiatives. This work is completed with the approval of and oversight by the Sylvania Township Board of Trustees and the Sylvania Township Fiscal Officer. Following is a summary of significant examples.

#### **ANNEXATION AGREEMENT**

In February 2021, the Sylvania Township Trustees and the Sylvania City Council agreed upon an historic annexation agreement. The agreement provides a framework to promote community cooperation, fairly resolve issues involving annexation, encourage future economic development, maintain the fiscal strength of the Township, and preserve Township services. The initial term of the structure will last through December 31, 2031.

#### **AMERICAN RESCUE PLAN**

Sylvania Township Administration has previously coordinated the use of over \$1,400,000 in Coronavirus Relief Funds and is actively coordinating the use of over \$3,100,000 in American Rescue Plan Act funds. These funds have been authorized by the Federal government to assist the Township in responding to the COVID-19 pandemic. The diligence of the Fiscal Department and Departments Heads in the administration of the funds assures their use benefits the community.

#### **JOINT ECONOMIC DEVELOPMENT DISTRICT**

The Sylvania Township – City of Sylvania Joint Economic Development District was authorized during 2020 and the 2021 calendar year marks the first full year during which the Joint Economic Development District was active and during which revenues were generated. Sylvania Township and the City of Sylvania continue to collaborate in considering other properties that may wish to voluntarily join the Joint Economic Development District.

#### **POLICY DEVELOPMENT**

During 2021, Sylvania Township developed and/or updated existing Township policies and procedures involving matters such as Non-Discrimination, Family Medical and Military Family Leave, and Telecommuting. Over 15 policies / practices were developed or updated. Administration is continuing this effort during 2022 and welcomes any input about possible updates to its policies, practices, and procedures.

## PUBLIC ENGAGEMENT

During the COVID-19 pandemic, the Sylvania Township Board of Trustees conducted numerous meetings on the virtual platform GoToMeeting. During 2021, Sylvania Township permanently implemented the use of GoToMeeting to ensure that citizens who wish to participate in meetings have an additional opportunity to do so virtually. Ongoing investments in the meeting technology continue to be reviewed to optimize the user experience.

## ***Administration –HR***

### RECRUITMENT AND STAFFING: As of 12/31/2021

Sylvania Township recognizes that team members are one of our greatest assets. Sylvania Township has a track record of low turnover and long-term employment with an average of 12.5 years of seniority. In 2021, fifty-three (53) active team members had 20 or more years of service with Sylvania Township across various departments. This represents 34% of Sylvania Township team members. We value the great team and appreciate the hard work that goes into serving the residents and stakeholders of Sylvania Township.

Full-Time	151	<b>Years of Service</b>	<b>0 - 4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 +</b>
Part-Time	7		48	22	21	14	36	17
<b>Total</b>	<b>158</b>							

The following is an overview of staffing changes in 2021.

<b>Department</b>	<b>Internal Promotions</b>	<b>New Hires</b>	<b>New Positions</b>
Administration	----	----	----
Fire	3FT	10FT	----
Police	1FT	5FT	----
Road & Service	----	1FT	----

New Hires:

Sylvania Township welcomed sixteen (16) new team members in 2021, as follows:

<b>Department</b>	<b>Name</b>	<b>Position</b>
Fire	Ryan Bastien	Firefighter/Paramedic
	Andrew Belcik	Firefighter/Paramedic
	Eric Burns	Firefighter/Paramedic
	Anthony Cruz	Firefighter/Paramedic
	Julie Dowling	Administrative Assistant
	George Jacques III	Firefighter/Paramedic
	Christopher King	Firefighter/Paramedic
	Riley Nelson	Firefighter/Paramedic
	Matthew Schlueter	Firefighter/Paramedic
	Lucas Wareham	Firefighter/Paramedic

Department	Name	Position
Police	Benjamin Bostater	Police Officer
	Glenn Chambers	Police Officer
	Devin Lafferty	Police Officer
	Jacob Perry	Police Officer
	Noelle Trumbull	Dispatcher

Department	Name	Position
Road & Service	Teagen Pinkelman	Utility Worker

Promotions and Position Changes:

Sylvania Township had three (3) promotions and one position change in 2021, as follows:

Department	Name	Promoted Position
Fire	Jeffrey Bennett	Captain
	Jeremy Gillen	Lieutenant
	Justin Weldon	Lieutenant

Department	Name	Position Change
Police	Monica Slomka	Confidential Assistant

Retirements:

Six (6) team members retired from Sylvania Township in 2021, as follows:

Name	Department	Ending Position	Years of Service
Nancy Beckmann	Police	Confidential Assistant	13 years, 7 months
William Hunt	Police	Detective	23 years, 7 months
David Jankowski	Police	Sergeant	23 years, 3 months
Michael Motter	Fire	Firefighter/Paramedic	19 years
Thomas Smeed	Fire	Firefighter/Paramedic	25 years
Robert Snow	Police	Police Officer	22 years, 10 months

#### LEARNING AND DEVELOPMENT

In August, two trainings were conducted Township wide with all levels of the team participating. The Township partnered with local providers for in-person training on “Creating a Respectful Workplace: Harassment Awareness and Prevention” and “Trauma/PTSD/Stress with First Responders.” Each training was adapted to suit each department and their responsibilities.

Along with the Township wide trainings, Management attended additional training in leadership and supervision with an emphasis in the public sector.

#### HEALTH AND WELLNESS:

Effective January 1, 2022, Sylvania Township, with collaboration between the Healthcare Committee and the Board of Trustees, expanded the Benefit Group Health Plan to include Autism Coverage and True Codes. The program True Codes will ensure our team members and covered dependents are receiving quality care at an optimize cost for specialty services.



The Township actively promotes health and wellness to all team members. Along with the Benefit Group Health Plan and the Wellness Program, the Township held an onsite Flu-Clinic for employees on October 14<sup>th</sup>.

This year, the Wellness Committee had 130 team members actively participate in various wellness events throughout the year. The most participated events to date were topics on Compassion Fatigue & Financial Planning, Healthy Food Truck Day, Metroparks Challenge, and the Border Battle Food Drive.

**WORKERS' COMPENSATION:**

To save premium, Sylvania Township actively participates in eligible BWC premium rebate, discount, and grant programs.

In total, Sylvania Township received payment in the form of premium rebates and dividends in 2021 amounting to \$20,565.08.

<b>Type</b>	<b>Name</b>	<b>Amount</b>
Discount	Early Payment Discount	\$2,825.08
Rebate	Go Green Rebate	\$1,550.00
Bonus	Lapse Free Bonus	\$1,550.00
Bonus	Transitional Work Bonus	\$13,361.00
Grant	Substance Use Recovery & Workplace Safety Grant	\$1,279.00

The Wellness and Safety of our team members is of the utmost importance to Sylvania Township. Our team members are dedicated to on-the-job safety practices which are exercised each day. Our partnerships with the Ohio BWC and various local, state, and national safety councils provide the Township with invaluable resources, in which our team actively participates.

***Administration - Finance***

The Sylvania Township fiscal office is responsible for keeping township budget figures up to date and conferring with department heads when they notice a trend which could lead to problems.



That practice is beneficial in achieving the under-budget numbers achieved by all four major budget groups in 2021.

David Simko, Sylvania Township Fiscal Officer, has stated that although the basics in the office are based on accounting, a strong asset of the employees is in communicating and consulting with other departments.

According to Fiscal Officer Simko, credit for keeping spending under budget should go to all department heads and employees, but a share of it also goes to the fiscal department which keeps an eye on expenses on a day-to-day, week-to-week basis.

Expenditures for 2021 by the general fund were \$1,725,255, or 87 percent of what had been budgeted; the road and bridge fund expended \$1,927,400; or 77.2 percent of its budget; the police



fund spent \$7,750,859 or 91.2 percent of its budget and the fire fund spent \$10,044,419, or 90.7 percent of its budget.

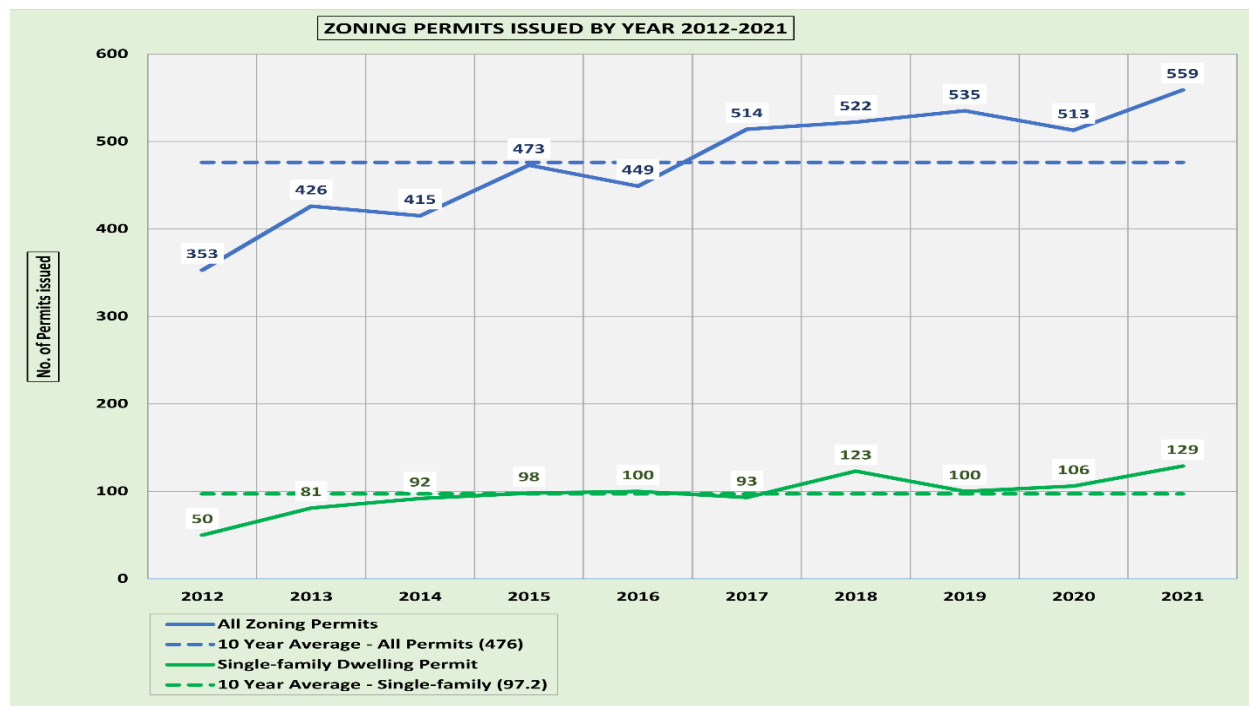
## Planning & Zoning Department

### PERMITS

The past year was a busy one for the Sylvania Township Zoning Department. The department issued 559 zoning permits in 2021. This is the most permits issued in a single year since 2005 (709 permits), and the fifth year in a row of more than 500 permits issued.



Of the above 559 permits, 129 were for new single-family dwellings. This represents the most of this type of permit since 2006 (134 permits). The estimated value (not selling price) of the new homes was \$313,864. Approximately 57% of the new homes built in the Township were in just three subdivisions: *Quarry Ridge*, *Waterside Sylvania*, and *Eagle Creek*.



Select commercial zoning permits issued in 2021 include the following...

- **Jonathon Khoi Nail Spa** - 6819 W. Central Avenue - \$15k commercial interior renovation.
- **My Salon Suites** - 5115 Monroe Street - \$385k commercial interior renovation for new beauty salon.
- **Fickwood Plumbing** - 3754 Herr Road - \$850k new construction of 10,000 square foot building for plumbing business.
- **Verizon Retail Store** - 6710 W. Central Avenue - \$330k commercial interior renovation.
- **Lock It Up Storage** - 7950 W. Sylvania Avenue - \$774k new construction of two self-storage buildings (10,400 square feet and 13,000 square feet).
- **National Exposure Testing** - 3211 N. Centennial Road - \$385k new addition to industrial building.

- 5203 Monroe St., suite 100-A (**former Pier 1 Imports**) - \$310k interior renovation to commercial building.
- **GPRS** - 3454 Silica Road - \$1.8 million, 15,865 sq. ft. interior renovation to industrial building.
- **Skylight Financial** - 7150 W. Central Avenue - \$90k interior renovation to commercial building.
- **QC Kinetix** - 3130 Central Park West, suite B - \$100k interior renovation to commercial building.

#### PLAN REVIEW

An above normal number of applications for Project Plan Review were also received (PPR is the site plan review process for new commercial and multifamily projects). A few noteworthy ones include:

- **Gerber Autobody Repair** - 7625 & 7641 W. Central Avenue - new auto body business.
- **WOW! Sylvania Gas Station** - 5410 W. Alexis Road - new gas station.
- **Romius Urology** - 3355 Meijer Drive - new medical office building.
- **DriveTime Automotive Group** - 6448 W. Central Avenue - new used car dealership.

#### ZONING BOARDS

In addition to issuing zoning permits and reviewing plans for new projects in the Township, the Zoning Department supports each of the Township's two zoning boards: the Board of Zoning Appeals (BZA) and the Zoning Commission and provides expertise on zoning matters to the Board of Township Trustees.

The Zoning Department also saw an above average number of applications for *Zone Change* (heard by the Zoning Commission and the Board of Trustees), and *Conditional Use* (heard by the Board of Zoning Appeals). One conditional use worth noting is for a recreational use in order to establish a *Goldfish Swim School* franchise in the former *Family Video* store at 4959 N. Holland-Sylvania Road. This is an indoor aquatic facility that teaches swimming and water safety to children aged four months up to twelve years.

#### ZONING COMPLAINTS/VIOLATIONS

The Sylvania Township Zoning Compliance Officer investigated 229 zoning complaints/violations in 2021. This was slightly more than the historic average. Almost half of these complaints were for high grass or debris on a property. Additionally, the Compliance Officer continued, as time allowed, to conduct township-wide sweeps addressing zoning violations that had not previously been brought to the department's attention through resident complaints.

#### ZONING RESOLUTION (LAWS)

The Sylvania Township Zoning Resolution (STZR) is the compilation of zoning laws governing the Township's zoning matters. Much of this document had not been updated since the Twentieth century. The project of updating the STZR began in late 2019, and in April 2021, the Board of Trustees approved the updated and modernized STZR. Some of the major changes include:

- A reduction in the number of residential zone districts from eight to five in order to eliminate overlapping standards and confusion.
- A new Mixed-Use District designation. This district will encourage a mix of residential with appropriately scaled commercial/office uses on the same lot.
- A new permissible use table and a new development standards table. These will enhance the "user-friendly" component of the resolution.

- Updates to the Parking, Landscape, and Supplemental regulations.
- An updated Definitions section to include elimination of outdated definitions, inclusion of best practices, and a reduction in the number of definitions to reduce redundancy.
- Improvements to the formatting of the text and inclusion of graphics to make the resolution more user-friendly.

#### PROPERTY MAINTENANCE CODE

In addition to the update to the STZR, the Zoning Department began looking into the possibility of the Township adopting a Property Maintenance Code. The Ohio Revised Code (ORC) authorizes limited home-rule townships, such as Sylvania Township, to adopt property maintenance standards, including the International Property Maintenance Code. Approximately 75% of the thirty urban home-rule townships in Ohio have adopted some level of property maintenance standards.

The purpose of the proposed PMC is to serve as an additional tool for the Township's Zoning Department to utilize in the pursuit of minimum standards of property maintenance to ensure public health, safety, and welfare; to preserve nearby property values; and to promote the overall aesthetic character of the surrounding neighborhood.

The Zoning Department researched the property maintenance codes of other large townships in the State in order to create one applicable to Sylvania Township's needs. This code is based upon select sections of the International Property Maintenance Code and would address maintenance issues on only the exterior of properties within the Township.



## Road & Service Department

The Sylvania Township Road and Service Department provides a variety of services to the Sylvania community. The department consists of the Superintendent, Service Manager, three Mechanics, Road Foreman, eight Utility workers, and one facilities maintenance employee.

The Road Department maintains over 133 miles of Townships roads and infrastructure. Maintenance of effort in 2021 included 4.58 miles of roads resurfaced, 4.06 miles of roads crack sealed, 353 linear feet of curb replacement, 300 linear feet of storm sewer improvements, 69 catch basin repairs. Road crews distributed 43,000 gallons of Salt Brine, and 1,400 tons of salt to ensure safe roads and facilities during the winter months. In addition to 133 miles of Township Roads there are 30 miles of County roads and 10 miles of state roads the Road Department provides services to. These services include our annual Household pick up that collected 134.67 tons of material, spring brush and leaf cleanup, Fall brush and leaf pickup, street sweeping, road side mowing, tree trimming and removals, obnoxious weed control, and dead animal recoveries.

Several county projects were also completed in 2021 with in the Township, including Brint Road, Whiteford Road, and Centennial, Crissy, & King Road improvements. Additionally, hundreds of feet of water main lines were installed or replaced by the Lucas County Sanitary Engineers. These projects along with Township led projects ensure our transportation and utilities infrastructure meet the demand and needs of our residents and those who work, shop or travel through our community.

In 2021 the department purchased a new front end loader, plow truck and service vehicle. These investments along with plans to hire two additional road workers in 2022 will allow us to continue providing premium services while the Township grows on our western border.

The Service Department performs maintenance, inspections, and timely repairs to over 150 Township vehicles and pieces of equipment. The service department responded to 516 Service Request. These included, biannual inspections and services, annual Department Of Transportation Inspections and the National Fire Protection Agency Annual Pump and Aerial Inspections. We have Master Automotive Service Excellence certified mechanics and Master Emergency Vehicle Technicians on staff that keep our equipment in safe operational condition.

The facilities maintenance for Administration, Police and Road is accomplished by one maintenance employee. A wide range of duties are performed by this position to include, minor HVAC and boiler repairs, lawn care, light construction, general cleaning and maintenance, snow and ice control and providing department heads with estimates for major repairs and projects. Retiring the Police Dispatch room and remodeling it was a major project this year. Working at two locations in 5 facilities is a challenge throughout the year.

The Road and Service Department is grateful to serve the community and looks forward to a productive 2022.



## **Police Department**

The budget for the police department was approved at the end of 2021. The purchase of two new undercover vehicles is expected in 2022, with the addition of two vehicles purchased in 2021 that will be added to the fleet this year.

In order to fill vacancies created by retirements, the department hired three new officers in 2021. Two have completed training and are now full-time road officers. The third attended the Owens Police Academy, funded by the police department, and began training shortly after graduation in December.

With vaccinations readily available for COVID-19 in 2021, the majority of the staff has been vaccinated and the Department has moved back to business as usual. Federal funds are still covering the costs of COVID-19 related equipment and supplies, and many local companies have donated PPE equipment to the department.

After a year of restrictions, the Community Affairs officers were more than ready to get back into the schools and engage with the children! Due to the cancellation of Safety Town in 2020, there were two sessions held this year- morning and afternoon. This allowed the incoming classes to attend, as well as the children who did not get to attend last year. The time and effort put into coordinating the two groups resulted in a fun and informative experience! Community Affairs officers also participated in the Fall Festival, attended job fairs and school events, and even adopted a family for Christmas from each of the four local elementary schools.

There has continued to be an increasing demand for the use of body cameras. Department officers will all be outfitted with these devices in 2022. The body cameras will record all interactions with the public and will also be synced with new in-car cameras. The officers will be trained on these devices and we are expecting to begin using the cameras in the first quarter of 2022.

At the end of 2020, it was decided that Sylvania Township would join The Ohio Collaborative Community-Police Advisory Board (Ohio Collaborative). Established in 2015, the goal is to oversee the implementation of recommendations from the Ohio Task Force on Community-Police Relations. The Ohio Collaborative established, for the first time, standards for law enforcement agencies in the

state. In September 2020, we started the certification process, which included application and submission of documentation, provisional certification and an on-site assessment. In March 2021 we received final certification in the following categories:

- Group 1: Use of Force / Recruitment and Hiring
  - Group 2: Community Engagement / Telecommunicator Training
  - Group 3: Bias-Free Policing / Investigation of Employee Misconduct
  - Group 4: Vehicular Pursuits
- Executive Order: Safe Policing for Safe Communities

Consolidation of dispatch was completed in the fourth quarter of 2021 and all dispatchers are now employed by the Lucas County 911 Regional Council of Governments. This consolidation was quite a change to the daily operations of the department, but all employees have handled the transition well and we have not seen any disturbance to the public in the way that calls are handled. We believe that the professionalism of our officers and transparency from the department have eased the transition. We expect, as time goes on, to see even better results from consolidation- including significant cost savings for our department.

The dispatch center received 15,466 calls for service in 2021, an increase from 2020. While there was an increase in calls for service, crime reports decreased by 20 with 2,930 reports in 2021. Property crimes were also down in 2021, with the exceptions of identity theft and theft from vehicles. 2021 did see a significant increase in crash reports from 2020.

There was one officer involved shooting in 2021. This incident was independently investigated by the Ohio Bureau of Criminal Investigation (BCI), presented to the Lucas County Grand Jury and found to be appropriate and within legal guidelines. The officer was not injured in the incident.

There was one homicide in the last week of 2021, with the suspect deceased at the scene from a self-inflicted gunshot wound.

Police Department Mission Statement: *We are committed to excellence in providing effective high-quality service to our community in a professional and courteous manner. We work in partnership with the community to improve our quality of life. We protect everyone's rights and property and treat each person we encounter with the respect and dignity they deserve.*



## **Fire Department**

The Sylvania Fire-EMS is administered by the Trustees of Sylvania Township. The Fire Department services both Sylvania Township and Sylvania City with an area of 28.6 sq. miles and a population of approximately 50,000 residents. Our department has an administrative staff of 1 Fire Chief, 1 Assistant Chief, 3 Battalion Chiefs, 3 Administrative Assistants, 1 Captain, 1 Fire Marshal, 2 part time-Fire Inspectors, 12 Lieutenants, and 65 career firefighter/paramedics working 24-hour shifts from 4-fire stations

located throughout the City and Township. We strive to always provide the best in professional emergency services, community risk reduction and public education services, from our highly trained and skilled firefighter/paramedics.

2021 has had a huge impact on all at the Fire department. With the resurgence of the COVID 19 virus and a steady increase in incidents it has put pressure on the crews to meet the needs of the community. We all thought that there could not be a year like 2020 but we found out that we were in for just as trying a year in 2021. Our crews answered the calls for service with a new fervor and excitement that has not been seen around here for many years. The challenge of workforce loss for a total of 15,617.75 hours has been handled with rotating of personnel and tight scheduling.

The STFD went live with the Lucas County (Regional Council of Governments) RCOG regional dispatching center on October 1st. The transition did encounter minor hiccups that were handled, and the community did not experience any delays or missed incidents.

Battalion Chief Mike Szafarowicz was given the position of Liaison for the fire department for dispatch consolidation and has been involved in lots of decisions with the dispatching of the STFD. B/C Szafarowicz was instrumental in helping with the completion of the first Operating Manual for the dispatch center.

Your Sylvania Fire-EMS has been involved in trying to replace vehicles that were in need of replacement however, the delivery dates of both a new Fire Engine and a new Transport unit (Ambulance) has been pushed back to late 2022 from late 2021. With the crisis in automobile parts, it has also entered into the Fire Service Vehicles as well causing some unexpected delays in build and delivery times. What used to take approx. 12 months for a new Fire Engine is now taking as much as 24 months. The same is being found with the Transport vehicles as well. A new Ambulance that used to take less than 12 months is now taking between 18 – 24 months. With these delays the department will be working to move up the replacement dates on other vehicles in the fleet that need replaced as well to stay in front of the need.

In 2021 the Department replaced sixteen (16) portable radios at a cost of \$55,312.00 prior to a December 1, 2021, deadline. These same sixteen (16) radios would cost the department \$79,864.96 if purchased after the December 1, 2021. **That's a savings of \$24,552.96.**

In 2022 we had planned to replace eleven (11) mobile radios at a cost of \$61,518.60 and six (6) portable radios at a cost of \$29,949.36. The radios were purchased before December 1, 2021, at a cost \$42,746.00 and \$21,282.00 respectively. **That's a savings of \$27,439.96.**

In 2023 we had planned to replace seventeen (17) mobile radios at an estimated cost of \$89,099.38 and three (3) mobile radios at an estimated cost of \$17,616.69. The radios were purchased before December 1, 2021, at a cost \$58,769.00 and \$11,658.00 respectively. **That's a savings of \$36,289.07.**

**COMMUNITY EVENTS:** The Covid-19 pandemic has affected our Public Relations and the ability to interact with the community. However, the department continues to participate in many Community and Downtown Sylvania Events. This year we had a booth at the Fall Festival & also the Sylvania Business Expo and handed out fire prevention materials and candy. Our crews attended several “trunk or treat” events this fall.

The Five Lakes Church “First Responder of the Month” was awarded to:

February- Lt. Jim Mueller  
September- Lt. Shawn Wittkop  
December- Lt. Jeremy Fritz

Thank you for your service!

**COMMUNITY RISK REDUCTION:** Fire Marshal Shane Hillard provided safety and fire extinguisher training for employees at area nursing homes & Sylvania area businesses.

Fire Marshal Shane Hillard provided Safety Training for the Resident Advisor's at Lourdes University at the beginning of the school year; and Fire Marshal Hillard, Fire Safety Inspector Wambo, and Fire Safety Inspector Eisel completed all local school inspections in the district.

The addition of our two fire safety inspectors continues to significantly reduce the strain put on our fire crews to complete inspections. Fire Marshal Hillard, along with Inspectors Pat Wambo and Tom Eisel, now conduct our agencies Inspections.

Fire Marshal Hillard, with the help of the rest of the administrative staff, continues to prepare and implement our new ESO reporting software. This new software will significantly improve the way in which the Department captures our property and occupancy information.

In the fall of 2020, the department purchased the KNOX KeySecure System. This system was researched and recommended previously by former Deputy Chief Froelich prior to his retirement. This system works off of the cloud making programming easier. The new system also is more secure and provides better safety to our business owners. The new KNOX KeySecure System has been placed in all fire department response vehicles. Implementation of this new system will start in March of 2022. All new KNOX box customers will have this new updated feature. All current KNOX box customers will have until June 1, 2024, to switch over to the new system.

In 2021 the following inspections were completed.

General Inspections – 1093	Fire Prevention Consultations – 39
Complaint Inspections – 9	County Occupancy Finals – 24
Fire Alarm/Sprinkler – 58	Home (Adoption, Foster) – 11
License Inspections – 29	State Inspections - 50
Re-Inspections – 761	Total Inspections 2021 - 2074
Plan Review – 134	

**TRAINING:** During 2021, employees completed over 11610.0 hours of Fire and EMS training. The training consisted of organized sessions both on and off-duty, in-person and as assigned through on-line resources.

Additional cleanup was done at the Training facility, including disposal of files from the training room, the removal of scrap materials from the grounds, and the painting of the Roof Simulator Prop.

Training drills focused on various topics including fire attack, search and rescue, forcible entry, hazardous materials, and driver's training. Several training sessions were attended by crew members



off-site, and that information was brought back to be shared throughout the rest of the department. We also had hazardous materials instructors come to our department, as part of a grant from Cleveland State University, to provide us a refresher course and a class on Alternative Fuel Vehicles. We will continue to pursue opportunities to bring in outside instructors in 2022. This will save money by not having to send multiple people outside and will help bring consistency of training into the department.

**GRANTS:** The fire department received a reimbursing grant from the State of Ohio Division of EMS in the amount of \$1,200.00. The funds from the grant were used to purchase Adult Intubation Kit Bags and Thermometers.

**RETIREMENTS:**

FF/P Thomas Smeed- 3/15/2021 (25 years of service)

FF/P Mike Motter- 4/1/2021 (19 years of service)

**COMMUNITY PARAMEDICINE:** With the changing face of healthcare in the United States, medical care delivery has shifted from inpatient settings to the outpatient setting, or community. This shift in care delivery has resulted in significant increases in call volumes for 911 systems. The Sylvania Fire and EMS department saw a need to work towards lasting solutions for this continued increase in call volume. The concept of Mobile Integrated Health or Community Paramedicine is another step seen nationwide aimed at providing the right care for our community members, the right resources and education, and assistance in maintaining a plateau of health while remaining in their residential environment.

In January 2020, after 2 years of development, Project HERO was launched as a joint venture between Sylvania Township Fire Department and Springfield Township Fire Department. HERO stands for Health education, resources, and outreach to serve those in the communities we serve. The primary focus is to work in collaboration with our residents, medical practitioners, community resources, and other agencies for real and lasting solutions for our residents. Services offered can include health maintenance education and evaluation, medication education and review, referrals to basic human need services, fall prevention, population risk monitoring, care coordination, and home safety checks. Community paramedicine is the EMS prevention of today in like manner to the fire prevention initiatives dating back nearly 100 years ago. Project HERO will accept referrals from first response EMS crews and other healthcare providers who identify need, or a gap, from a community member. The team of two community paramedics will establish a relationship with the affected community member and work with them for lasting solutions.

*Fire Department Mission Statement: Our Mission is to prevent and minimize the loss of life and property damage from fire to our citizens and visitors; to provide high-quality emergency medical services; to mitigate the consequences of natural and man-made disasters; and to provide non-emergency support services within our realm of expertise through highly skilled, trained, and dedicated personnel. We will accomplish this mission through fire suppression, emergency medical response, care and transport, rescue, code enforcement, public education, fire investigation, and professional development training.*

*Our Firefighters:*

*\*may risk their lives to save a life*

*\*may put themselves at moderate risk to save property*

*\*will risk nothing to save life or property that is already lost or destroyed*

<b>Pinning Ceremonies in 2021 (Promotions)</b>	<b>New Employees in 2021</b>
<i>AC Christopher Nye- promotion</i>	<i>FF/P George Jacques III 10/4/21</i>
<i>BC Mike Szafarowicz- promotion</i>	<i>FF/P Ryan Bastin 10/4/21</i>
<i>BC Chad Morris- promotion</i>	<i>FF/P Riley Nelson 3/15/21</i>
<i>BC Steven Kahan- promotion</i>	<i>FF/P Andrew Belcik 3/15/21</i>
<i>Capt. Jeff Bennett- promotion</i>	<i>FF/P Christopher King 3/15/21</i>
<i>Lt. Ian Kelsey- promotion</i>	<i>FF/P Eric Burns 3/15/21</i>
<i>Lt Mike Cook- promotion</i>	<i>FF/P Anthony Cruz 3/15/21</i>
<i>Lt. Ryan Sedlock- promotion</i>	<i>FF/P Lucas Wareham 3/15/21</i>
<i>Lt. Jeremy Gillen- promotion</i>	<i>FF/P Matthew Schlueter 3/15/21</i>
<i>FF/P Nicholas Lishewski- Full time FF/P</i>	<i>Admin Assist Julie Dowling 4/26/21</i>
<i>FF/P Alyeska Sturt- Full time FF/P</i>	
<i>FF/P Andrew Douglas- Full time FF/P</i>	
<i>FF/P Scott Ball- Full time FF/P</i>	
<i>FF/P Andrea Henck- Full time FF/P</i>	
<i>FF/P Dillion Young- Full time FF/P</i>	

# APPENDIX

## Sylvania Township by the Numbers

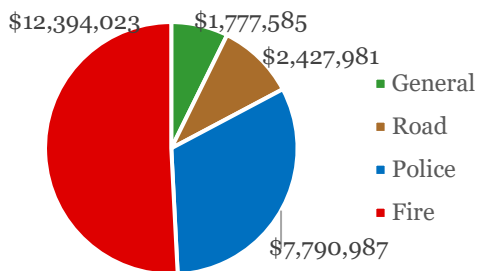
### Township Hall Staff (Holland-Sylvania Rd.)

<u>Employees</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Management/HR/Support	3	3	4	4
Planning & Zoning	3	3	3	3
Finance	4	4	4	4
Total	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>
Vehicles	2	2	2	2

## Finance Department

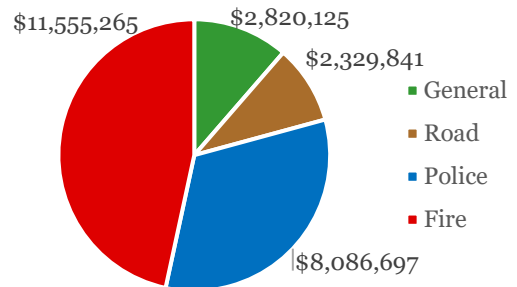
### 2021

Revenue



Total: \$24.390 Million

Expenditures

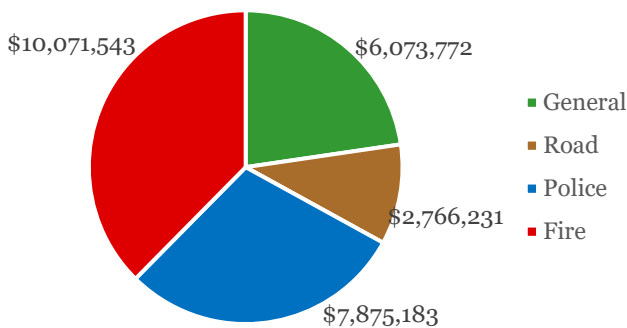


Total: \$24.791 Million

General revenue is down because last year a transfer of 3.7 million was made from general capital fund. In addition, \$300,000 less was received in interest and \$500,000 less from BWC for COVID.

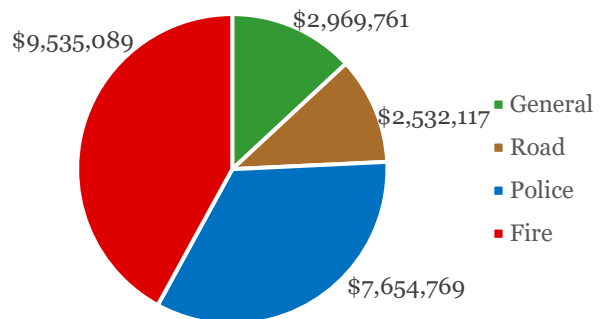
### 2020

Revenue



Total: \$26.786 Million

Expenditures



Total: \$22.018 Million

## Planning & Zoning Department

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Single-Family Permits	123	100	106	129
Total Zoning Permits	519	537	513	559
All Permit Values (Annual)	\$49,751,628	\$68,463,193	\$51,677,273	\$54,226,302
Zoning Enforcement	250	229	203	229
Zoning Commission Meetings	7	3	4	5
Zoning Board of Appeal Mtgs.	7	8	9	10

## Road & Service Department

(Holland-Sylvania Road)

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Road Resurfaced (miles)	2.84	3.16	5.56	4.38	4.58
Roads Micro Sealed	0	0	.23	0	0
Roads Crack Seal	11.6	8.97	7.30	7.40	4.06
Spray Patch (gal)	550	690	330	500	0
Road Patch (tons)	42	24	40	35	30
Concrete (ADA & Sidewalk)	1,936 ft <sup>2</sup>	1,865 ft <sup>2</sup>	1,987 ft <sup>2</sup>	1,544 ft <sup>2</sup>	1,600 ft <sup>2</sup>
Concrete Curb	705 LF.	4,289 LF.	3,505.5 LF.	815 LF.	353 LF.
Storm Sewer Improvement	300 LF.	460 LF.	2,824 LF.	1,742 LF.	300 LF.
Ditch Clean Out (# locations)	3	5	4	3	3
Catch Basin Repairs	93	212	105	103	69
Ice & Snow Control (O.T. Hrs.)	349.15	525.40	588.44	113.34	284.5
Salt Use (tons)	1,600	1,400	1,600	1,300	1,400
Brine Use (gallons)	35,600	32,800	39,500	24,400	43,000
Leaf Collection (yd <sup>3</sup> )	16,250	17,178	23,554	21,521	23,680
Brush & Tree Collection (yd <sup>3</sup> )	5,200	2,064	2,119	1,930	2,652
Household Pickup (tons)	135.18	144.77	213.52	279.04	206
Major Rd Equipment (#)	58	59	59	59	60
Heavy & Medium Duty Trucks (#)	12	12	12	13	13
Light Duty Trucks and Vehicles (#)	9/2	9/2	9/2	11/2	11/2
Employees (#)	14	14	15	15	15
Ave. Training Per Worker (hrs.)	30	50	32	24	5
Cemetery Burials (#)	0	2	1	1	0
Ohio Utilities & Protection Service Marking	675	811	801	729	1,561
Service Request for repairs					516

**Police Department**  
**(4420 King Road)**  
**Annual Activity Summary**

	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b><u>Calls for Police Service</u></b>	<b>14,586</b>	<b>16,662</b>	<b>14,050</b>	<b>15,466</b>
 <b><u>Citations</u></b>				
Total ORC Citations	1,324	1,755	1,159	1,231
Crash related Citations	456	518	402	483
 <b><u>Crash Reports</u></b>				
Injury and Property Damage	759	825	677	809
Fatalities	0	0	3	4
 <b><u>Offense Reports</u></b>				
Burglary Breaking & Entering	59	56	46	27
Theft from Motor Vehicles	61	49	37	52
Retail Theft	280	339	309	298
Identity Theft	59	36	62	81
Homicide	0	0	1	1
Aggravated / Felonious Assault	8	10	12	8
Robbery	6	10	12	4
Rape	3	6	6	9
Domestic Violence	90	125	135	113
Domestic Disputes	73	80	90	89
Assault/Menacing	135	189	200	203
OVI Arrests	133	219	104	121
<b>Total reports taken</b>	<b>2,213</b>	<b>2,782</b>	<b>2,950</b>	<b>2,930</b>

## Fire Department

**4 Firehouses (Monroe St./McCord Rd./Whiteford Rd./Sylvania Ave.)**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Fire Calls	1,623	1,833	1,889	2,182
EMS Calls	<u>4,281</u>	<u>4,567</u>	<u>4,216</u>	<u>5,017</u>
<b>Total</b>	<b>5,904</b>	<b>6,603</b>	<b>6,105</b>	<b>7,199</b>
Overlapping Calls	2,871 (48.63%)	3,480 (54.55%)	3,352 (54.91%)	4,321 (60.02%)
Transports	1,225	2,340	2,075	2,568
Fire Inspections	1,569	1,175	586	2,074
Plan Reviews	135	140	115	134
Mutual Aid Assistance	73	65	85	101
Assistance from Others	79	51	37	69
Employees	73	70	72	74
Major Equipment & Vehicles	18	18	18	19
Mutual Aid Agreements **	12	12	12	12
Automatic Aid Agreement***	1	2	2	2

\*\*We have mutual aid contracts with all Fire Departments in Lucas County

\*\*\* We have one automatic aid contract with Springfield TWP Fire & Richfield TWP Fire

### TOTAL STATION RESPONSES

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Station #1	2,012	1,842	2,247
Station #1 Life Squad 6	4,059	4,359	4,306
Station #2	1,970	1,935	2,103
Station #2 w/ Battalion Chief			2,809
Station #3	1,686	1,553	2,037
Station #4	4,098	3,870	4,394
Administration (Chiefs, Safety Officer, Fire Prevention)	432	610	434
<b>TOTAL</b>	<b>12,247</b>	<b>14,169</b>	<b>18,330</b>

