

-January

2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 6:15 pm Tech & Comm Committee - canceled 7:00 pm City Council	6	7	8	9	10
11	12 5:30 Finance & Budget 7:00 pm Water and Sewer Comm with BOPA 7:30 pm Muni Prop. Comm with BOPA	13	14	15	16	17
18	19 6:00 pm Tree Commission. 7:00 pm City Council	20	21	22	23	24
25	26 6:30 Finance & Budget Comm.-canceled 7:00 Safety & Human Resources Comm.	27 4:30 pm Civil Service - canceled 5:00 pm Planning Commission- canceled	28 6:30 pm Parks & Rec Board -canceled	29	30	31



City of Napoleon, Ohio

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www.napoleonohio.com*

Memorandum

To: Finance and Budget Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: January 23, 2026
Subject: Finance & Budget-Canceled

The regularly scheduled meeting of the Finance & Budget Committee for Monday, January 26, 2026, at 6:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Civil Service Commission
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: January 23, 2026
Subject: Civil Service Commission -Canceled

The regularly scheduled meeting of the Civil Service Commission for Tuesday, January 27, 2026, at 4:30 pm has been **CANCELED** due to lack of agenda items.



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Memorandum

To: Planning Commission
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk of Council
Date: January 23, 2026
Subject: Planning Commission-Cancelation

The regularly scheduled meeting of the Planning Commission for Tuesday, January 27, 2026, at 5:00 pm has been **CANCELED** and will be rescheduled to a later date.



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Memorandum

To: Parks and Recreation Board
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: January 23, 2026
Subject: Parks and Recreation Board-Canceled

The regularly scheduled meeting of the Parks and Recreation Board for Wednesday, January 28, 2026, at 6:30 pm has been **CANCELED** due to lack of agenda items.

City of Napoleon, Ohio
Safety and Human Resources Committee
With
Freedom, Napoleon & Harrison Townships
Henry County South Joint Ambulance District
And the Village of Florida
Special Joint Meeting Agenda
Monday, January 26, 2026, at 7:00 PM

Location: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Approval of Minutes: November 24, 2025 (in the absence of any objections or corrections, the minutes shall stand approved).
- 2) Review of EMS Rates and Revenues
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment



Ann Harper, Clerk

City of Napoleon, Ohio
Safety & Human Resources Committee
Monday, November 24, 2025, at 6:00 pm

Present

Council Members	Jordan McBride-Chair, Robert Weitzel, Brittany Schwab
City Manager	Lori Siclair
Clerk of Council	Ann Harper
City Staff	Brittany Roof – HR Director, David Bowen – Fire Chief, Kevin Garringer – Finance Director
Others	News Media
Absent	

Call to Order

McBride called the Safety and Human Resources Committee meeting to order at 6:00 pm.

Approval of Minutes

In the absence of any objections or corrections, the minutes from the October 27, 2025, meeting were approved as presented.

Review of the 2025 Expenses

Bowen said in front of you there are a bunch of papers with a bunch of numbers. These are informational it just goes over the incidents from January 1st through October 31st and then there's the snapshot from the same time frame just like I give you guys every month. Then it breaks down where those calls are at, busiest times of the day, busiest days of the week. As you can see middle of the week seems to be our busiest time with a time frame of seven to seven more or less. Just some information there on where our calls are and how we're comparing it up to the same time frame from last year. We are down a little bit, but as you can see on that first page in the graph you can have a short month and then you can have a big month and then they can go right back up. We plan on being right around that same 1700 – 1800 calls this year just like we did last year. We'll start off with Expenses and Approved Budget for 2025 and then we'll go into 2026 that will be this paperwork here. The 100 Account is all our fire expenses. We have made some changes throughout this. Throughout the year I've met with Garringer multiple times and through the process of purchasing that new engine we were going to take it from all the contract entities, but there are entities that contract us for EMS services and didn't feel that the firetruck should be purchased out of that money, which I agree with. But in going through everything we did notice some spots where a call from the Fire side is eating 100% of the cost and the EMS side is not eating any of that. So, for instance, like funeral expenses, this all comes out of the 100 side and none of it was coming out of that 210 side. When you pay your percentages, you're paying off the 100 and the 210 side. First off, Scott Brugemeyer is no longer with the South Joint Ambulance District so his replacement here, I'll have him stand up and introduce himself. My name is John Parson I took over for Scott as of December 1st. I've worked for the district for a few years, but I've also been working full time in the area. I've been on a lot of committees I'm just starting to realize how many there are. I know a few of the departments but this is my first time sitting for this, so thanks for the invite. Bowen said the important part of this one is the part of Flat Rock Township that you cover north of the river, it is a long haul and that's why we ended up in this agreement to begin with. That percentage that your entity pays along with the Village of Florida just comes out of this fund, EMS expense. And going through that we realize that fuel's a big expense, so we got Crist involved who works under Garringer and she runs all our fuel expenses, so she's able to break down what those ambulances use for fuel. So, it's not going to be the entire fleet's fuel that you're paying a percentage on, it's just

going to be off of those three ambulances. We feel that's a fairer way to do it. Radios was another one. Radios are becoming more and more expensive and 100% of that money came from that 100 Account and none of it was coming out of that 210 Account. So, we took what radios we had in those units, and we basically made that a 70/30 split between the fire and EMS side. So, there are some changes here and that's why you'll see on the bottom right hand corner that the fire side did drop quite a bit. But we also decreased our fuel cost quite a bit and we decreased our radio cost by a substantial amount by splitting that up. So, on the flip side of the 210 side you're going to see that went up quite a bit more. But that's for a couple of reasons. One I'll speak about in a little bit when we start talking about that fire truck account. But with this one we did add \$12,860.00 in that account with a portion of the radios and there's another \$7,000.00 I was going to add that in for the fuel for those ambulances. This did not increase the overall amount. So, for you folks that pay into both expenses, we didn't increase anything, we just took a portion out of that top line and brought it down to that bottom line. So, there's not an increase in the total amount. Our fuel cost we trended and brought those down a little bit again this year. As you can see, fire side dropped and EMS side obviously went up. One of the big places it went up was the 53520 Account which is part of our Services and Fees Account and the main reason for that is the stuff we pulled out of that 242 Account. We talked about that all of 2024 and we're going to process to try and purchase that engine and things that were coming out of that account that we could probably put in other areas and not come out of that Equipment Account. Next page goes into that 242 Account. Now you see that it's a large number there for 2025, \$627,155.00. Originally, we budgeted \$250,000.00 for the down payment on that engine. Through these means we decided to put another \$100,000.00 on to that to make it \$350,000.00 for the downpayment to make everybody's payments smaller. This is added to what you folks already put in, so \$184,000.00 that you guys put in of your payment upfront went into part of that as well. I'll explain that more in a little bit, so you have a better understanding of that. But that's why that number's so high from where we started in the year, because this does exceed that \$184,000.00 that you guys collected and put it in towards that. Next line is the 400 Capital Improvement. So, through the process of the budget side this is the only big ask we're going for this year is that additional \$37,500.00 which is to replace that HVAC unit on top of the station. That unit is from 1996 when it was installed. We finally found the information on it, and we found the serial number, and it states it is a 1996 model. So, when that's put in remember when there was one solid room and since then it's been divided down into four rooms with a thermostat in the hallway. Problem being the captain's room catches all of the summer sun so that room is always super-hot, so they dial it way down and everybody else freezes. So, this is to put a mini split up there which is one unit, but each room would have its own thermostat and control their own HVAC for that room. I think it will be a lot more cost effective because you're not trying to heat and cool and open and close doors. And we just had an efficiency study done last week and they're going to come back with maybe some more recommendations but that was the quote we got for putting in the mini split in that area. Now with the 242, we talked about not spending much money there. You do see that in the 242 the \$82,000.00 for the payment of the engine, which comes out of our portion of what we input into that account. That \$30,554.00 that is just a placeholder. We applied for the Marks Radio Grant this year. I have budgeted on both the Fire and EMS side but it's a reimbursement grant they pay a portion of it, so we'd have to buy the radios outright and they'd reimburse us. The money set in there would be to purchase the radios, it's basically an in and out, and then we would refund that money right back there. But we have to have it budgeted otherwise it stays a lot more difficult to do a budget adjustment should we get the grant. If we don't get the grant, we won't be purchasing radios this year. So, the next operating budget that just breaks it down, the 100 210 400. I sometimes keep the 242 out

of there because if you look at the budget as a whole and look at what we spent last year on the purchase of that truck and try to compare that to this year, it looks like our budget has dropped substantially. That 242 is basically a savings account, I don't really count that in, you can see it below what that adds up to. It shows that we would have had almost a 37% reduction in our budget. When really the operating budget was at a 9.85% increase. So, as you can see there the very last thing compared to last year is about a \$59,000.00/\$60,000.00 increase in the budget, but with that being said we moved a lot of stuff a lot out of that 242 and put into the normal operating budget so our budget is actually really close to where we were last year. I'll explain that in little more on the next page. That 242 restructured. We talked a lot about that in 2024. There's a couple of different spots where there was some redundancy. In that account there's \$16,000.00 allotted for equipment, \$23,500.00 allotted per year. If you go in the 400 Account, or the Capital Replacement Account, there's another \$10,000.00 for equipment, \$25,000.00 per year. So, between the two accounts there's \$74,500.00 there. We removed it out of 242, kept it in the 400 and added a little bit to it. So, we were spending \$35,000.00 out of that 400. Of that \$74,500.00 of what we combined we dropped that to \$50,000.00 just for general replacement of equipment in a year. I think we're at a good spot right now to where we have people we have never had an incompliant year. Our full-time members are starting to cycle through the second set just because they do work 24-hour shifts. If they catch a fire or nasty accident at the beginning of their shift, they will have to wear that gear for the duration of their shift and have a backup set. We're getting on a five-year cycle, they're good for ten. Every five years we replace their gear that way they will always have a compliant set to fall back on. So, by doing that we ended up taking a 32% almost a 33% reduction just in equipment and turn out gear. That additional \$15,000.00 now shows up as part of our overall increase of the year. The next line was for Pagers. There was \$10,000.00 coming out of the 242 for that. We split that between the Fire and EMS side and we're only doing \$8,250.00 so we reduced it down to kind of offset some of the hit that's going to that account. The next one, so we were up to replace our LUCAS devices which are our automated CPR devices this year. In the process of doing that the company we do it through they identify that we had low systems that needed replaced, we had cots that needed replaced, we had stair chairs that were end of service life. So, we entered into a service plan, a contract with them. It's a five-year plan and they take those costs and break them down over that time frame. We had \$48,000.00 budgeted for 2025 to replace those LUCAS's. Our initial payment for entering that service fund was only \$29,000.00 but the flip side to that the next four years that's \$59,000.00 a year. So that comes out of that 242, where it was taken out of, we're now taking that out of the 210 account or the EMS account. That's why you see such a large increase in that 210 because of that service fee. Overall, if we were to buy each one of those items individually, what we saved by doing this is right around \$70,000.00 at the end of the day. If you add all that up there's \$109,000.00 coming out of that 242 basically on an annual basis to replace all of that stuff. We were able to switch it into the other accounts, cut it back and make that impact of \$63,000.00 is the increase to the Fire and EMS accounts. That's a difference of \$45,000.00 or over 40% reduction. So, we see a \$6,500.00 increase in the 100 side, a \$42,000.00 increase on the EMS side and \$15,000.00 on the Capital side with a total of \$62,000.00. Overall, in the 100 side we saved \$25,000.00 compared to 2025 and 2026's budget. \$6,500.00 of that is what we added to the 242 so in all reality we cut \$32,000.00 out of the Fire side budget this year. Now, that's not an overall savings because we did move some of that stuff, okay, so don't think it's going to be that much less, it's just on that side for moving things that was our overall deduction or reduction in the Fire side of it. The 210 seen a \$43,000.00 increase. \$42,000.00 of that was initially from that 242 that we put in there. So, we really only seen a \$1,600.00 increase for the year for the budget in 2026 or just shy of 3/4 of a percent. Where we saw on the very last

page then, it breaks everything down. Anywhere we see an increase on anyone of those line items it shows it here. And it shows us how we absorb that cost before we came up with the reason for that cost. So, a lot of services and stuff I just took our monthly average and added a few percentage points to it going into 2026. Vehicle maintenance is one where we did, we are having an engine fleet. We all know that, so we added a little bit to the repair and maintenance with that, same with the station. Insurance and bonding, that went up quite a bit. This is done by Finance; this goes off of the replacement value of our fleet. What we figured out through the process of making a purchase of an engine it costs a heck of a lot more to replace things than what we have in the past. Garringer made contact with them and they recommended that we increase that. Garringer said our insurance replaces 100% of the true value, so if the EMS gets in an accident, it's not like we get a reduced value of a truck, like you would if you or I car got damaged, it's gets replaced 100% of that replacement value. Bowen said yeah, so like our 811 which is a 2007 vehicle, we paid \$365,000.00 for that, if it were to get in an accident and totaled, we would get a replacement of \$1.1 million. EMS explanation on the increases as you can see it has gas and Marks fees in there. And then again it reiterates that was submitted for the Marks grant for that 242 Account and then machinery and equipment from that 400 fund has an explanation there. Any questions over that? I know it's a lot to digest. If you have questions, think about it and ask them now. If you think of something down the road, you all know how to get ahold of me. Someone asked in that 400 Account with that increase of 40% can you explain that a little bit. Bowen said that's because of the increase of the HVAC unit. So, generally we increase, we have \$5,000.00 put in there for station improvements and now we're adding \$32,500.00 for the cost of that HVAC unit. That's the big one. It was the smallest of the ones we wanted to replace the apron this year but with the Operations Department going to remove our fuel tanks out front, we didn't want to replace the apron and then take the chance of them getting torn up when they do that. It came down to between that and re-paving the parking lot and I'd rather the guys to be comfortable, we can live with the parking lot for a few more years. I'd rather them be comfortable and when it's time for them to get some rest. Someone said I hope it's more than one mini split, is there not that much just for each room. Bowen said yes there will be four total, it's one unit but they can run up to four off of it. Someone said that's a lot of money for one. Bowen said yes, it is but in the grand scheme of things when you're talking about replacing an entire HVAC system I know that's what the court did and it's worth \$160,000.00 estimated cost, so I felt this would be a lot more energy efficient because if one person is hot and another person is cold, they can set it. It seems like a lot of information but if you guys need help with any of it you can let me know, you can let Garringer know, and if we don't have the answer for you right away which we should. I know I've looked at numbers a lot for the last couple months, but our overall increase was right around 9%, 9.85% in that Operating budget. Someone said so do you anticipate each township payments will be this year. These numbers here are figured for today, I ran all these today. What you run into the questionable stuff is anything that I have encumbered for a purchase order right now I use it as an expense. It doesn't mean we're going to spend 100%. So, since you guys are built off of the previous years expenses, we won't have that until the next meeting when the books are closed because we still have some pretty large PO's out there. Some of them we'll use some of them we won't. There's some items that will be going back to the 242 as well because we did budget for the year out of there this year. We're going to put roughly \$21,706.00 will go back in there, we'll close those PO's out. One thing I will say for this year we have had some unexpected costs that we had to do zero budget adjustments to where we had to go to council and ask for more on the operating side. We had one of the main cylinders go out on the ladder. I was able to move some money around within the budget. I took that into consideration when we were doing this. I'm not saying next year's going

to be the same because there's not as much fluff built in there. On our training side we cut some if we're not using it, and I cut it back a little bit, but we did see some increases on the maintenance side of it because of that. The ladder did get a pump testing last week but it's a primer issue, it's not a pump issue. I just got word on that late this afternoon. I have a guy coming tomorrow that's going to diagnose the problem with the primer. It's not the pump itself, it's just the priming unit for drafting and it should be a minimal fix. Won't be anything like the 811 last year where we had a budget adjustment over \$30,000.00 for the transfers case, which went up again. Someone asked, so, have you folks had your runs have they gone up in price too, per run or how are you doing that? Bowen said that's set with our billing company. I will say that our revenue is much higher, I shouldn't say much higher but we're collecting more per run by using this company. It's not that we're billing more they're doing a better job of collecting from people. I think when I looked today off those numbers, we're right around the 470 some mark for EMS revenue for this year, and I would compare that to years we were running 150 – 200 lines of transports. Someone said just do it for your frequent flyers though. Bowen said oh for sure, yeah. Someone asked how will you get rid of that? Bowen said you won't, and our transports are actually down as well. So, I had a meeting with the hospital a couple weeks ago and the number of transports were actually going down so that tells me the billing accountant is doing a very good job with our revenues are exceeding what they have. Someone asked if you guys see a portion of that. Is that a percentage of collections? Garringer said I would say yes, the collection agency that we use does a very good job of going after people and we've also been turning things over to the Attorney General. The Attorney General has the ability to collect off of people. One of the ways they're able to do it is through tax returns. That's been a very major plus for us in that when somebody gets a large return it gets taken from the AG and then we get paid back from that. So that's been a great move for us. We used to use a company by Weltman and we still use them but using the AG has helped our collection. You're still going to have people that can't, but if they get a tax refund the State of Ohio, it's Federal, it will be removed. And the Attorney General is able to do that. Bowen said yeah \$465,000.00 was the report I ran today. Garringer said and last year's 2024 receipts was \$464,000.00 so we've got another month yet. So, we'll surpass last year's with potentially you can see there what 48 runs less our transports are down because we do have a lot of lift assist. But some of those do take up time and the manpower to do it obviously. I think that's a good thing. Someone asked if the runs down a little bit? Bowen said the runs are down by 48, it's the same point last year but our revenue is higher in the same point last year. Someone asked if there is a dollar increase that would make up for that. Bowen said I have not heard of a dollar increase, but I have not heard of a per run increase. Someone said it's probably the percentage of collections. Bowen said I would know for sure if we went back, I don't even know if that would tell what we paid down because we pay them a percentage of off of what we collect but if we're collecting. I can find that information out, I can call Claudia and see if there were any major changes. Someone asked if you have any dialogue about charging for fire? Bowen said, no, not right now after it being not a popular topic what I've been doing is going through data collection mode. So, when we go out and figure out who these people are, if they're residents or non-residents things like that and they can compile that a little bit better and then we can go off more recent stuff and say in 2025 we could have done this or the first quarter of 2026 we could have potentially generated this kind of revenue. I think that it will be a lot better than trying to pull it along just see if it sticks. I think anytime you can prove it with data it's going to go a lot better. And I know there are places doing it but we have collected a lot more and the guys have been a lot more diligent about any time we put any sort of absorbent down on any spill, it's technically anytime a drop hits the ground its considered HAZMAT so we have been billing from that side of that and we have collected a little bit. We've

got quite a few out right now that I know of for sure because I handed some in a week or so ago. But we're over \$9,000.00 with that right now. Someone said typically like on an accident like that say there's a couple trucks that bill from Napoleon Fire and Rescue that would go to the trucking company's insurance and it's not coming out of resident and if there's injuries that would come out of medical. Bowen said correct. Someone said so no one is paying for it except for the insurance company. Bowen said correct. And we already have that set with our hazardous material response. That's currently in the city charter now we can bill so much per person that's out there we can bill so much per apparatus that's out there, and replacement cost of any consumables that we use and then any damaged equipment. And that's worked very well for us. The only time I know that we really did anything outside of that is when we went to Triple Diamond in Liberty when they had a fire and they had a bunch of guys had their gear in hydraulic oil and we submitted that claim to their insurance and we got paid for that to replace the gear. Now, me being the not so bright guy I was at the time I depreciated gear before I sent it and didn't do a replacement cost so we didn't see 100% of that back but I learned a quick lesson on that. So, we're trying to exhaust any avenue we can to be a little more self-efficient and not be such a draw. Someone said okay. Is there any more talk on how the city is going to pay for there share. Bowen said so if you look on this page, and Garringer can speak a little more on this, but in the 242 there's a 2200 59650 so that is a separate account that it is set for the payment of the truck. Someone asked but will they still put their share in the 242 account. Bowen said so this will come out of the shared and it will go into the 242 and it will be our portion that goes in so let's say we're putting \$100,000.00 in it will be \$1000,000.00 less the payment of the engine, correct? Garringer so there's also additional coming out of our Capital Fund, so our 400 Fund goes into the payment of the fund that we set up for the payment of the truck. So that's where we can keep it separate too. The Capital Fund is out of a different revenue source, so it doesn't get mixed into what you guys are paying. Someone said but you guys are still putting your fair share into the 242 account. Garringer said that is correct, yes so the payment portion, most of that goes out of the 400 Fund. Because our payments, I just added them up is around \$81,000.00 /\$82,000.00 a year so we make sure that we pay our portion of that because what you guys have already paid then that way it's ours to pay. Bowen asked if anyone had any questions on that one. Last paper is just that 242 account so it's filled out through 2046 for a replacement schedule. None of this is set in stone, none of it is gospel, it is just as we're set right now trying to get us into a more definitive rotation. We used to be a rotation where we'd replace fire engines every eleven years. This backs it off a little bit. This has everything that you're going to need here at some point in time. As you can see after 2026 that \$30,554.00 if we don't get the grant that doesn't get used but if it gets used it gets put back in there with the money that's budgeted. But all those ancillary items have been removed. Now in my research that I have been doing over that account, back in January of 2014 under Dr. Bischer and Chief Bennet that's around the time that stuff got linked to that account. So, like air packs and bunker gear. Those were impacted. Just so you guys know some of that other stuff I can't find anything of when that was put in. But I do know that bunker gear and air packs were put in their back in January of 2014 because he talked about the replacement cycle of them. And they even talked about something major having to happen before 2027 or the ladders were slated to be replaced. If you guys want a copy of the meeting minutes I can email them to you. McBride said any other questions, we good Chief? Bowen said I'm good I was just giving them time to digest it and see if they had any questions. McBride said I don't want to rush it. Very thorough, I appreciate that. Bowen said like I said from day one, everything I do is a public record I try putting as much out there as I can and if anybody has any questions, I will gladly entertain them and get the answer you need.

Adjournment

Motion: Weitzel

Second: Schwab

To adjourn the Safety and Human Resources Committee meeting at 6:33 pm

Roll call on vote on the above motion:

Yea- McBride, Schwab, Weitzel

Nay-

Yeas- 3, Nays- 0. Motion passed.

Approved

Jordan McBride - Chair

DRAFT