



Perry Township Board of Trustees

3025 Johnsville-Brookville Road, Brookville, Montgomery County, Ohio 45309
Office: 937-833-3045 | 937-833-6491 • Fax: 937-833-5219

BOARD OF TRUSTEES SPECIAL MEETING MINUTES

June 27, 2025 @ 9:00 a.m.

Location: Administrative Building

3025 Johnsville Brookville Rd, Brookville, OH 45309

Meeting was called to order by President Trustee Music @ 9:00 a.m.

Pledge of Allegiance

Fiscal Officer Roll Call:

Vote:	Yes	No	Abstain	Absent
Trustee Music	X			
Trustee Warner	X			
Trustee Johnston	X			

Attendance was as follows:

Zachariah Music	President Trustee
Boyd Warner	Trustee
Hayes Johnston	Trustee
Jamie Evans	Fiscal Officer

Topics:

- **Spending Policy**

- **Trustee Music** stated he just checked his emails this morning and has not received an update. He said he made one change to the draft from last week to add that only the Board of Trustees can enter into contracts.
- **Trustee Johnston** asked where it was added.
- **Trustee Music** stated he added it to Section Vendor Selection and he put Contracts and Competitive Pricing. He said he added that only the Board of Trustees can enter into contracts and that the Fiscal Officer should keep record of all contracts and should be reviewed annually by the Board of Trustees. He said those were the 2 changes he made to it based off of the history of Department Heads entering into contracts that no one knew anything about. He said as soon as he hears something, he will copy everyone in to make sure we are up to date.

- **Internet Issues**

- **Trustee Music** stated we are having internet issues this morning.
- **Trustee Johnston** stated his proposal is to put a Spectrum Business account in for the meeting room and administrative side to run the computers and printers off of it so that we have access to the modem. He said we could quit using the Police Department's modem and should get more reliability out of it because he will have it directly wired to all of those.
- **Trustee Music** stated so it would be accessible. He said he is okay with it. He asked Trustee Johnston to give them a call.
- **Trustee Johnston** stated his understanding is that there are so many cables going in the back room, when the Police Department goes in there and messes with their cables, it unplugged the internet.
- **Fiscal Officer Evans** stated it was the router.
- **Trustee Music** stated right now we are running off of his hot spot.
- **Trustee Johnston** said year, and that shouldn't happen. He said we have had problems with it for years and it is time to fix it. He stated it would be paid for, he assumes, out of the General Fund and the Trash Fund.



- **Fiscal Officer Evans** said yes, if it is on this side it would be General and Refuse Funds.
- **Trustee Johnston** said he will make the proposal at the next meeting.
- **Trustee Music** asked if he was going to call and get the prices.
- **Trustee Johnston** said yes, and we can do a resolution for spending and shifting funds.
- **Fiscal Officer Evans** said the current internet bill is split half and half between the General and the Police Department, so we would have to make a separate resolution to start paying that out of the Police Department. She stated she will get Trustee Johnston the contact information for our current account.
- **Trustee Music** stated it may just be something that they can set up a different line with a different router.
- **Theft of Township Property**
 - **Trustee Johnston** stated the mower and trailer were stolen. He stated he doesn't have a copy of the police report.
 - **Fiscal Officer Evans** stated she put it in Caleb's drawer.
 - **Trustee Johnston** stated he doesn't remember what day it was.
 - **Fiscal Officer Evans** said it was on Friday.
 - **Trustee Warner** asked if there is still an investigation going on.
 - **Fiscal Officer Evans** stated yes. She said she was on the phone with a resident who is a friend of hers and when her spouse got home he had told her that the garage door at Eversole looked like it was bowed out. She said she went over there and looked and it was so she contacted dispatch and the Sheriff's Department met her out there. She said she contacted Caleb and the Board. She said it was the John Deere and the Cox mower (**correction – it was the John Deere mower and the Cox trailer**). She stated she went home and got the information so they could put it in the LEADS system because they needed the serial number and the year of the equipment.
 - **Trustee Warner** asked Fiscal Officer Evans if she had called the Chief.
 - **Fiscal Officer Evans** stated no, she was off and it has to go through dispatch anyway, but we didn't have anyone on duty so that's why the County had to come out. She said that Deputy Madrid with the Sheriff's Department came out and he said that they will investigate but they will probably end up sending it back to Perry Township since it happened here so that they can continue with the investigation. She stated he did take fingerprints.
 - **Trustee Warner** said he is probably the evidence tech.
 - **Fiscal Officer Evans** stated he is.
 - **Trustee Warner** asked if we have reached out to OTARMA on this.
 - **Fiscal Officer Evans** said that question has been up in the air. She said she sent out an email asking who was going to take care of it.
 - **Trustee Johnston** stated he sent an email to Caleb and told him to take the lead on it because it is his department and if he needs assistance to get with Jamie. He said the last time we filed a claim when he had his accident, he filed a claim and Jamie filed a claim and then OTARMA had to cancel out one so he wanted to resolve that and put it back in Caleb's court.
 - **Trustee Music** said and Jamie can support it.
 - **Trustee Johnston** said and Jamie can support it as she would always do, just so that we are not duplicating work.
 - **Trustee Johnston** said thank you to Brian for securing the building for us. Caleb was on vacation and instead of having him come in, Brian took care of that.
 - **Trustee Warner** said Caleb actually sent an email to all of us thanking them for taking care of that. He said he was very appreciative.
 - **Fiscal Officer Evans** said Caleb had sent her a text as well.
 - **Trustee Johnston** stated he authorized Brian to do the temporary repairs so it is not in conflict of there were any costs incurred.
 - **Trustee Music** asked if there were any costs incurred.
 - **Resident Brian Johnson** stated he did not.
 - **Trustee Johnston** stated if he did, he would make a proposal to reimburse him. He stated the other thing Brian told him about is the garage door is going to have to be replaced so that is one of the other things that Caleb is

going to have to figure out. He said that the garage door had John Deere green paint so somebody pulled it out with a tractor.

- **Fiscal Officer Evans** stated she thinks it's the John Deere paint from the mower. She said the way Caleb explained it to her, in order to get that trailer and the mower in there he has to deflate the tires. She said she doesn't remember if he said it was the trailer or the mower tires. She said when they pulled it out, that's what happened to the garage door. She stated when they took it out, they hit the mower on the garage door.
 - **Trustee Johnston** asked so they didn't grab it with a tractor?
 - **Fiscal Officer Evans** said no.
 - **Trustee Music** said it looked to him like they hooked a chain to it and yanked the garage door out.
 - **Fiscal Officer Evans** said no, she thinks the garage door wasn't all the way up when they went out and it dragged.
 - **Trustee Music** asked if it looked like they kicked in the man door.
 - **Fiscal Officer Evans** said no, the door that is on the back of the building, or the window that is covered with boards, they ripped that off first is what it looks like and then they came in and unlocked the service door because the service door is just a knob that you turn from the inside to unlock it so that's how they got in that door.
 - **Trustee Johnston** asked about the cut padlock.
 - **Fiscal Officer Evans** stated that is from the garage door she believes. She asked Resident Brian Johnson isn't it?
 - **Resident Brian Johnson** said it is from the garage door.
 - **Fiscal Officer Evans** said that padlock was on the inside of the garage door and the Evidence Technician took that. She stated the building was secure.
 - **Trustee Music** said if they want in, they're going to get in.
 - **Trustee Warner** said he's had some thought about that too. He said we've got stuff at Perry B and outside of that. He said to Zach's point, if somebody wants to get in, they're going to get in. He asked do we need to put cameras up on some of these buildings or motion lights? He said who knows when this happened.
 - **Trustee Music** said if you see the social media with the driving through Brookville, there's cameras everywhere. He said they don't care about the cameras.
 - **Fiscal Officer Evans** stated the resident who saw it said the building was secure that morning. She said this happened during the day, so if they were there with a truck the neighbors may have thought they were just picking up the mower.
 - **Trustee Music** asked is that the best place to keep it. He said obviously our maintenance building is way more secured.
 - **Trustee Johnston** stated he was told that the only thing they kept in that building was a trailer. He said he didn't know a mower was on it.
 - **Trustee Music** said he knew the trailer was there as well but he thinks during the season, the mower stays there. He said it's not a good situation any way around but he thinks going forward he doesn't think it should be in there,
 - **Trustee Warner** said he doesn't think it should be in there.
 - **Trustee Johnston** said there is enough space for it over in the maintenance building.
 - **Trustee Music** said that raises another question, do we need these buildings? He said that one needs work, Perry B needs work, do we need to have these buildings out away from everything to even store anything in them? He said we are insuring these buildings so do we really need to be insuring these buildings if we are not going to use them?
 - **Trustee Music** said hopefully we will have an update by the next meeting.
 - **Trustee Johnston** said that hopefully we will know by the next meeting how much everything is costing.
- **OTARMA IT Risk Assessment and Statement of Action Taken**
 - **Trustee Johnston** stated he gave everybody a copy. He said we received an email, which he wasn't on, Jamie had to forward it to him. He said he didn't know that we had anything due.
 - **Trustee Music** said this is what we're working on, right?

- **Fiscal Officer Evans** said this is the IT Risk Assessment.
- **Trustee Warner** said he is working on the policy handbook.
- **Fiscal Officer Evans** said that is the one that Aaron Willis. She asked if any of the Trustees were present for the IT assessment.
- **Trustee Warner** said we all were.
- **Trustee Johnston** stated that he wasn't.
- **Fiscal Officer Evans** said we were here for the regular one.
- **Trustee Johnston** said he came in separate.
- **Trustee Warner** said let's just all take a couple sections and work on it then.
- **Trustee Music** said we already have a records management plan, correct? A records retention plan.
- **Fiscal Officer Evans** said yes, we have a records retention policy. This is talking about the plan will assist employees in the management of records, documents, audio, video or other information stored or preserved in any medium created or received in the conduct of business so our records retention policy doesn't have anything to do with that. She said ours is from when Rhonda Behnken was the Fiscal Officer.
- **Trustee Music** said that is still best practices.
- **Fiscal Officer Evans** said it is, absolutely.
- **Trustee Warner** said they are just wanting a little more.
- **Fiscal Officer Evans** said she thinks something that involves all departments, police records as well. She said she thinks this is more focused on the Police Department. She asked if this is more focused on the PD or on the whole Township.
- **Trustee Music** said this is the whole Township. He said for example, the meeting room computer holds all the meetings that are posted to Facebook, we are relying on Facebook to keep all of our records. He said we should save this computer's records to a flash drive.
- **Fiscal Officer Evans** said the previous meetings were on YouTube.
- **Trustee Music** said making a backup of this computer annual or quarterly would be safe.
- **Fiscal Officer Evans** said it just hit her what he brought up in the meeting that we were all in. She said he was talking about if someone leaves, retaining those records, people working from home, or if someone resigns and they may have records at their home. She said we need to get those records back and if people are working on their personal computers we need to make sure information is kept on a flash drive.
- **Trustee Johnston** said he can work on the record management plan.
- **Trustee Music** said the statement of actions form has everything listed out and we can divide and conquer.
- **Trustee Warner** said look through there and see what may be in your wheel house.
- **Trustee Music** said he will do the cybersecurity training and awareness.
- **Trustee Warner** said he will do the social media. He also said he will do #2
- **Trustee Music** said he will do #3 and #5. He asked Trustee Johnston if he wants to do #6.
- **Trustee Johnston** said sure.
- **Trustee Warner** said they want this back in 30 days.
- **Trustee Johnston** read the list of recommendations from OTARMA: #1 develop and implement a records management plan, #2 implement password less authentication and strong passwords with MFA, #3 develop and implement a recovery plan, business continuity plan and incident response plan with cyber, #4 provide cybersecurity training and awareness to all employees, #5 develop and implement an acceptable use policy, #6 develop and implement a general and shared account policy, #7 develop and implement a social media policy. He said at the end of 30 days, we will bring those in and vote on them, send them over to legal.
- **Trustee Warner** asked if want to use the same process and let them look at it first like we did on the policy handbook.
- **Trustee Music** said we need to send them to OTARMA first.
- **Trustee Johnston** said at the time we get these in, we need to send him an interim response to let him know we have worked on them and are sending them to legal. He said we should respond to this.

- **Trustee Music** asked if he wanted to respond to the email to let him know we are working on it.
- **Trustee Johnston** said he will, and he will have him add his name.
- **Policy Handbook Update**
 - **Trustee Warner** stated he emailed everyone a copy of the approved policy updates for the driving policy, sexual harassment policy, and bullying policy. He said he sent them to OTARMA first and they recommended some updates and changes. He said he made those updates and changes and sent them to our legal department. He said they had 2 people review them. He said they just had a couple of inputs. He said he implemented those and sent them back and got the stamp of approval. He stated these are now ready to be voted on.
 - **Trustee Johnston** said we can do a resolution for those at our next meeting.
 - **Trustee Music** said we can vote on them now, correct?
 - **Fiscal Officer Evans** said yes.
 - **Trustee Music** asked Fiscal Officer Evans what resolution we are at.
 - **Fiscal Officer Evans** answered 25:30.
 - **Trustee Music** made a motion to approve Resolution 25:30 to implement Perry Township Sexual Harassment Policy, Perry Township Driving Policy, and Perry Township Anti-bullying policy; motion seconded by **Trustee Johnston**; motion passed.

Vote:	Yes	No	Abstain	Absent
Trustee Music	X			
Trustee Warner	X			
Trustee Johnston	X			

- **Trustee Music** stated he will put these documents on Perry Township letterhead before he leaves today and print them out.
- **Trustee Johnston** said we need to put the updated page record change.
- **Trustee Music** said an addendum at the front stating the change.
- **Trustee Johnston** said yes, and that will have to be signed off on by the Trustees before implementing putting those in the book.
- **Trustee Music** said that's what this is.
- **Fiscal Officer Evans** said she can just add the Resolution. She asked since it is an addendum to the policy, do you want a signature page of receipt for all employees and officials?
- **Trustee Warner** said there is an acknowledgement page with all of these. He said each department head will get a copy, the Fiscal Officer will get a copy and the Trustees will get a copy.
- **Trustee Music** said once he gets them in the right format, he will send out a memorandum email to all employees to read, acknowledge, print, and sign.
- **Nuisance Properties for Mowing**
 - **Trustee Warner** said we need to do the same thing on the 2 on the corner there that Al did for the other one because those now need to be taken care of. He said he has talked to Al and he is going to take the necessary steps to notify the owner of the corner one and the middle one, the owner is deceased, so he is on top of that to do what needs to be done.
 - **Trustee Johnston** asked where are these properties?
 - **Trustee Warner** said in Pymont.
 - **Trustee Johnston** asked if it is the same ones.
 - **Trustee Warner** answered yes.
 - **Trustee Music** said there is a next of kin, a son, that lived there. He asked if we know where he went? He asked what was her name?
 - **Trustee Warner** said Lois Crowe.
 - **Trustee Music** said Lois Crowe passed away, the son lived there with her, when she passed away, he left.
 - **Trustee Warner** said there is no forwarding address; he can't find anything.
 - **Trustee Music** said we can post a notice at the property and that is all we can do.

- **Zoning Administrator Acker** said legally that was never transferred to the son and that's the way the land bank approached it to do the demolition on it. He said based on that, we can post it as a nuisance just like we did the other property, if nobody replies then go ahead and take action. He said 15011 is a little different because there is a person of record but there are just some documents and that may take a little longer, maybe closer to 14 days before we can do anything with it.
- **Zoning Administrator Acker** asked if a motion is needed to do the one property or does he just go ahead based of this conversation.
- **Trustee Johnston** said we need a motion because it costs money.
- **Trustee Music** made a motion to allow AI to move forward with the nuisance notification process; motion seconded by **Trustee Warner**; motion passed.

Vote:	Yes	No	Abstain	Absent
Trustee Music	X			
Trustee Warner	X			
Trustee Johnston	X			

- **Trustee Johnston** asked if that needed to be a resolution.
- **Trustee Warner** said no because it's the same process we did on the other one.
- **Trustee Music** said no because we are just allowing him to move forward in the process. He said if there are any costs accrued in that, we are making sure that Caleb is keeping track of time and assessing that to the taxes next year.
- **Zoning Administrator Acker** said he believes that with the other property, once they mowed it, he believes Caleb is giving you what those costs are.
- **Trustee Johnston** said he hasn't provided us any of the costs yet.
- **Trustee Music** said we give him a nudge to provide it.
- **Trustee Warner** said that one is coming back up for tax sale.
- **Zoning Administrator Acker** said he checked this morning; they are not on there yet up through August 8th.
- **Trustee Warner** said the Treasurer's Office is pushing to get the other 2 fast-tracked so we don't have to wait another year.
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● **OTARMA Grant – AED Quotes**

- **Fiscal Officer Evans** stated CalMed offers a recertified Phillips HeartStart onsite AED business package that is \$825.00 for a refurbished unit with a 4-year warranty. This comes with adult electrode pads. She stated that some companies are pushing that their competitors only have adult-sized pads, but there are not many kids that come in here. She said it comes with a lithium battery, an alarmed cabinet, AED signs, premium first response kit, and a maintenance program. She said Cintas sent her a quote for their rental program that comes with their trauma bag purchased outright and the AED is \$135 per month. Fiscal Officer Evans asked if the maintenance building has an eyewash station.
- **Trustee Music** said he doesn't want to say.
- **Trustee Johnston** said he knows that they have a parts washer.
- **Trustee Music** said that by OSHA standards they have to have one.
- **Fiscal Officer Evans** said she thought Cintas could work their magic over there. She said AED One-stop Shop has the top-of-the-line AED for \$2,552. She said California Medical Equipment has the best deal. She said they didn't have the one in stock that she asked for a quote for, so they sent her a quote for a refurbished lifeline with a 4-year warranty and all the same bells and whistles for \$600. She said we could get one for here and one for the maintenance building. She said she noticed on the police inventory that they do have one. She said she thought that was awesome that the police department has one, then we could have one for this building and the maintenance building.
- **Trustee Music** said he likes the rental but the other has a 4-year warranty.
- **Fiscal Officer Evans** said she does too, but we don't necessarily want to use the grant for it every year.

- **Trustee Warner** made a motion to allow Fiscal Officer Evans to submit the MORE Grant with the CalMed AEDs; motion seconded by **Trustee Johnston**; motion passed.

Vote:	Yes	No	Abstain	Absent
Trustee Music	X			
Trustee Warner	X			
Trustee Johnston	X			

- **Administrative Assistant**

- **Trustee Warner** said we have offered the position to a young lady pending a background check which she had one on June 9th. He said we still haven't gotten it back yet. He said he called the BMV where she had it done, they directed him to Web Check. He talked to the representative there and it was processed and mailed out on Monday, the 23rd, so it should be here. He said he has asked Jamie and the Chief to be on the lookout. He said it is addressed to the Police Department. He said he doesn't know how to move forward. He asked do we have her start?
- **Trustee Music** said her background was what?
- **Trustee Warner** said she had worked in a legal department. He said he doesn't anticipate anything.
- **Trustee Music** said she is on a probationary period anyway.
- **Trustee Johnston** said if it comes back and its derogatory we just let the employee go.
- **Trustee Music** said we would probationary release them.
- **Trustee Warner** said the reason he said that is because Al and Jamie have really stepped up and he doesn't want to wear them out.
- **Trustee Johnston** said her credentials were very good and to work as long as she did in the legal industry and working for judges, they get a lot of scrutiny.
- **Trustee Warner** said she had to have them done periodically working there.
- **Trustee Music** made a motion to approve her hire at \$17.00 per hour for 20 hours per week starting Monday, June 30th, 2025.
- **Fiscal Officer Evans** asked for her name.
- **Trustee Warner** answered Jessica Starnes.
- **Trustee Warner** seconded Trustee Music's motion; motion passed.

Vote:	Yes	No	Abstain	Absent
Trustee Music	X			
Trustee Warner	X			
Trustee Johnston	X			

- **Trustee Warner** said he will call her and she can start Monday.
- **Trustee Johnston** advised she goes by Jess.
- **Fiscal Officer Evans** said she will make a note of that.

- **Trustee Music** stated with the week he has had, he forgot to put something on this and he apologizes for that. He asked if we could have a meeting Monday at 9:00 AM to make a decision on his hiring.
- **Fiscal Officer Evans** said she has an appointment at 10:30 so she might have to excuse herself early.
- **Trustee Johnston** said he has medical appointments on Monday, but no appointments on Tuesday.
- **Trustee Warner** said he is pretty flexible on Tuesday.
- **Trustee Music** stated Tuesday at 9:00 AM. He apologized for the inconvenience again.
- **Trustee Johnston** asked if we have a background check and everything that we will be able to look at?
- **Trustee Warner** said yes, he has already looked at it. He said he recommends that Trustee Johnston get with Chief. He said she has everything and he has already looked at everything. He said he has already made some calls.
- **Trustee Music** said give me one second here, I just got an email and I believe this can go under...bear with me here, I want to process this real quick and see if it's something I want to bring up.
- **Trustee Johnston** said this is a Special Session.

- **Trustee Music** said he is going to go ahead and bring this up under Policy Handbook Update. He said we had a former employee call about something in their personnel file that they wanted removed. He asked if everybody was aware of this with Detective Waymire.
- **Trustee Warner** said yes.
- **Trustee Johnston** said he knows that she had put in a public records request.
- **Trustee Music** said there was a letter that was placed in her personnel file and she is asking for it to be removed. He said what she is asking here, is there any place other than personnel files to place things like that, that wouldn't go into a personnel file but maybe a supervisory file that maybe the supervisor can keep that wouldn't necessarily fall under personnel files. He asked does that make sense?
- **Fiscal Officer Evans** stated it does, but I think you're getting off topic of the agenda.
- **Trustee Music** said do you think so? He said what I'm going to ask here is should we, as far as policy handbook, add something as far as supervisory files. He stated he thinks he's walking a gray line on that and he will get more information from her on whether or not there can be something else and if there is does it still fall under personnel files. He said we'll just table that for now.
- **Trustee Johnston** said along those lines, we take a look at what can or cannot be in those files.
- **Trustee Music** said in the personnel files.
- **Trustee Johnston** said correct. He said he will look that up.
- **Fiscal Officer Evans** said she suggests looking at the ORC. She said she can forward some things that have been forwarded to her because she has been threatened to be sued because personnel files should be in the possession of the Fiscal Officer. She said that is all she will say.

Motion to Adjourn:

Moved by: President Trustee Music Second: Trustee Warner

Roll Call:

Vote:	Yes	No		Abstain	Absent
Trustee Music	X				
Trustee Warner	X				
Trustee Johnston	X				

Motion Passed
Time: 10:02 a.m.



Jamie Evans, Fiscal Officer



Zachariah Music, President Trustee

SPECIAL MEETING SIGN-IN SHEET

Date: June 27, 2025 @ 9:00 A.M.

Name

Address[illegible]

Perry Township Driving Policy

1. Purpose

The purpose of this policy is to ensure that all employees who operate township vehicles do so safely and in compliance with applicable laws. This policy establishes driver acceptability standards, outlines personal use of township vehicles, and specifies take-home vehicle guidelines.

2. Driver Acceptability Standards

All employees who drive on behalf of Perry Township must meet the following standards:

a. Valid Driver's License

Employees must maintain a valid driver's license for the class of vehicle they operate. The license must be free of restrictions that would prevent safe operation of township vehicles.

b. Driving Record

Employees are required to submit their driving record to Fiscal Officer and Board of Trustees at the time of employment and annually thereafter. Acceptability will be determined based on the following:

- **No more than one moving violation in the past 12 months.**
- **No DUI or DWI offenses in the past five years.**
- **No major violations, including reckless driving or vehicular manslaughter, on record.**
- Employees with a suspended, revoked, or expired license are not permitted to drive township vehicles.

c. Medical Fitness

Employees must be physically fit to operate township vehicles. Any condition that impairs driving ability (e.g., vision impairment, medical condition affecting motor skills) must be reported immediately to the Fiscal Office and Board of Trustees.

d. Drug and Alcohol Policy

Employees must adhere to the township's drug and alcohol policy, which prohibits the use of alcohol or controlled substances while

operating township vehicles. Random drug testing may be conducted, and employees are expected to comply with all testing requests.

e. Training and Certification

Employees must complete any required driver safety training programs, and may be required to undergo additional certification based on the vehicle type (e.g., large trucks, emergency vehicles).

3. Personal Use of Township Vehicles

Perry Township vehicles are primarily for official township business. However, employees may be permitted limited personal use under the following conditions:

a. Authorization Required

Employees must receive written approval from the Board of Trustees for any personal use of a township vehicle.

b. Limitations on Personal Use

- Personal use is restricted to off-duty hours and should not interfere with the performance of official duties.
- Township vehicles are not to be used for any personal activities that conflict with the township's interests, including but not limited to: commercial activities, personal business, or any unlawful activities.

c. Personal Use Restrictions

Employees are prohibited from using township vehicles for:

- Personal errands or travel unrelated to township business.
- Towing personal trailers or vehicles.
- Transporting non-township employees or passengers, unless authorized by the Board of Trustees.

Any misuse of township vehicles for personal reasons may result in disciplinary action.

4. Take-Home Vehicle Policy

Take-home vehicles are assigned to certain employees based on the

needs of their job function. This policy sets forth the guidelines for employees who are authorized to take township vehicles home:

a. Eligibility

Employees eligible for take-home vehicles include those who:

- Are on-call or have responsibilities requiring regular use of the vehicle after hours (e.g., emergency responders, maintenance supervisors).
- Have job functions that necessitate travel to multiple locations during non-work hours.

b. Conditions for Take-Home Use

- Employees must ensure that township vehicles are maintained in good working condition, clean, and free of personal items.
- Vehicles must be driven only for work-related purposes when off duty (unless specifically authorized for personal use).
- Personal use of take-home vehicles is subject to the guidelines set forth under the **Personal Use of Township Vehicles** section.

c. Vehicle Maintenance and Reporting

Employees must ensure that the vehicle is properly maintained, including checking fluid levels, tire pressure, and any other routine upkeep. Any vehicle issues must be reported to the appropriate department for resolution.

d. Vehicle Security

Employees are responsible for securing the vehicle at all times when not in use. Vehicles should be parked in a secure, designated area, and keys should not be left in the vehicle overnight.

e. Tax Implications

Employees who take vehicles home may be subject to taxes related to the personal use of a township vehicle. Perry Township will comply with applicable federal and state tax regulations. Employees will be informed of any tax-related obligations, and the township will ensure proper reporting.

5. Violations and Disciplinary Actions

Employees who violate this policy may be subject to disciplinary action, including but not limited to:

- Suspension or revocation of driving privileges.
- Suspension or termination of employment.
- Reimbursement for any damage caused by improper use of township vehicles.

Violations may include, but are not limited to:

- Driving under the influence of alcohol or drugs.
- Using township vehicles for unauthorized personal use.
- Failing to report accidents, damage, or violations promptly.

6. Accident Reporting and Procedure

In the event of an accident, employees must:

1. Notify their supervisor and Board of Trustees immediately.
2. Report the accident to the appropriate law enforcement authorities if required.
3. Complete all necessary paperwork, including accident reports and vehicle damage documentation.
4. Cooperate with insurance investigations.

Failure to follow accident reporting procedures may result in disciplinary action.

7. Policy Review and Amendments

Perry Township reserves the right to periodically review and amend this policy to ensure it meets operational needs and complies with changes in applicable laws and regulations.

Acknowledgment

I have read and understand the Perry Township Driving Policy, including the sections on Driver Acceptability Standards, Personal Use, and Take-Home Vehicle Guidelines. I agree to comply with all provisions outlined in this policy.

Employee Name: _____

Signature: _____

Date: _____

Perry Township Anti-Bullying Policy

Policy Number: [Insert Number]

Effective Date: [Insert Date]

Supersedes: [If applicable, insert previous policy number or date]

I. Purpose

Perry Township is committed to fostering a safe, respectful, and inclusive environment for all employees, residents, students, and visitors. Bullying, whether occurring in the workplace, township-sponsored events, public spaces, or during township-related activities, will not be tolerated. The purpose of this policy is to define bullying, outline how to report it, and describe the steps Perry Township will take to address and prevent bullying.

II. Scope

This policy applies to all individuals involved in Perry Township activities, including:

- Township employees
- Elected officials
- Volunteers
- Students (in township-operated schools or programs)
- Residents and visitors attending township events or engaging in township-related activities

III. Definition of Bullying

For purposes of this policy, **bullying** is defined as repeated, intentional, harmful behavior directed at an individual or group that creates a hostile, intimidating, or offensive environment. Bullying may include verbal, physical, emotional, or psychological abuse. Examples of bullying include, but are not limited to:

- **Verbal Bullying:** Name-calling, teasing, spreading rumors, making threats or derogatory comments

- **Physical Bullying:** Hitting, pushing, shoving, tripping, or any other physical aggression
 - **Social Bullying:** Excluding someone from activities, spreading rumors, or encouraging others to exclude an individual
 - **Cyberbullying:** Using electronic communication (social media, text messages, etc.) to send hurtful or harmful messages
 - **Relational Bullying:** Deliberately undermining someone's relationships, status, or group membership
 - **Workplace Bullying:** Undermining or sabotaging a person's work or causing undue stress or anxiety related to work tasks
-

IV. Responsibilities

- **Employees and Officials:** All employees, elected officials, volunteers, and contractors are responsible for contributing to a respectful, professional environment and for not engaging in or tolerating bullying.
 - **Supervisors and Managers:** Supervisors and managers are specifically responsible for ensuring a bully-free environment within their departments, promptly addressing any complaints, and taking corrective actions if bullying occurs.
 - **Students and Residents:** All students and residents participating in township programs, events, or activities are responsible for maintaining a positive, respectful atmosphere and for adhering to this policy.
-

V. Reporting Procedures

Any individual who believes they have been subjected to bullying or has witnessed bullying should report the incident as soon as possible. Perry Township will address all complaints promptly and with care. The reporting process includes the following steps:

1. Immediate Reporting:

- If you are comfortable, speak directly with the individual involved and request that the behavior stops.

- Report the incident to your immediate supervisor or department head.
 - 2. **Reporting to Township Board of Trustees:**
 - If the bullying involves an employee, or if a supervisor is not able to address the issue, the matter should be reported to the Township Board of Trustees.
 - 3. You always have an option of filing a charge of discrimination with the EEOC to complain about the harassment. There are specific time limits for filing a charge (180 or 300 days, depending on where you work), so contact EEOC promptly. See EEOC's How to File a Charge of Employment Discrimination. You can also meet with EEOC to discuss your situation and your options. This conversation is confidential. Note: federal employees and job applicants have a different complaint process and different time limits.
 - 4. **Township Attorney:** If the alleged offender is the **Trustee** or another **elected official**, employees should report the behavior in writing to the Township Attorney, who will then refer the matter to
-

VI. Investigation and Resolution

Once a complaint is received, Perry Township will take the following steps:

1. **Investigation:**
 - An impartial investigation will be conducted promptly. This may involve interviews with the complainant, the accused individual, and witnesses, as well as a review of any relevant documentation or communications.
2. **Confidentiality:**
 - To the extent possible under the law, all reports and investigations will remain confidential. However, full confidentiality cannot always be guaranteed, particularly when disclosure is necessary to conduct an investigation to

take corrective action or respond to a properly make public records request.

3. Corrective Action:

- Following the investigation, appropriate disciplinary action will be taken based on the severity and nature of the bullying. This may range from counseling or training to suspension or termination of employment, expulsion from school, or removal from township programs or events.

4. Retaliation:

- Retaliation against anyone who files a bullying report, participates in an investigation, or witnesses bullying behavior is strictly prohibited. Any individual found to be retaliating against a complainant will face disciplinary action.

VII. Preventative Measures

Perry Township is committed to preventing bullying through education, awareness, and proactive measures. These may include:

- **Education and Training:**
 - Annual training for employees, volunteers, and officials on identifying and addressing bullying.
 - Workshops and educational campaigns for residents and students on respect, kindness, and inclusivity.
 - **Clear Expectations:**
 - Clear communication of the anti-bullying policy during onboarding, orientation, and community events.
 - **Support Resources:**
 - Providing support services to individuals affected by bullying, including counseling and conflict resolution resources.
 - **Community Engagement:**
 - Encouraging residents and students to participate in township-sponsored programs promoting respect and inclusion.
-

VIII. Consequences for Violations

Any individual found to have engaged in bullying, either directly or indirectly, will be subject to appropriate disciplinary action, which may include:

- **Counseling:** Providing education or conflict mediation to address the behavior.
- **Verbal or Written Warnings:** Issuing formal warnings regarding the inappropriate behavior.
- **Suspension or Removal:** Temporary suspension or removal from township programs, activities, or events.
- **Termination or Expulsion:** In cases of severe or repeated bullying, termination of employment or expulsion from school or other township services may be necessary.

IX. Acknowledgment

All employees, volunteers, contractors, and residents are required to acknowledge receipt and understanding of this policy by signing the attached form. Acknowledgments should be submitted to the Department Head, Board of Trustees and Fiscal Officer.

Signed,

[Name]

[Title]

Perry Township

Date: [Insert Date]

Perry Township Anti-Bullying Policy Acknowledgment Form
Employee/Volunteer/Resident/Student Name:

Department/Program/School:

Date: _____

Acknowledgment of Receipt and Understanding

I, the undersigned, acknowledge that I have received, read, and understood the Perry Township Anti-Bullying Policy. I understand that Perry Township is committed to providing a safe and respectful environment free from bullying, harassment, and discrimination in all township-related activities, including work, programs, public events, and community interactions.

By signing below, I agree to the following:

1. **I will adhere to the guidelines** set forth in the Anti-Bullying Policy to promote a respectful and supportive environment for all individuals.
2. **I will report** any observed or experienced bullying or harassment in accordance with the reporting procedures outlined in the policy.
3. **I will refrain from engaging in bullying behavior**, whether verbal, physical, emotional, or cyberbullying, in any township-related context or activity.
4. **I understand that retaliation** against anyone who reports bullying or participates in an investigation is prohibited and that such actions may result in disciplinary action.
5. **I understand that failure to comply with the Anti-Bullying Policy** may result in disciplinary action, which could include counseling, warnings, suspension, or termination, depending on the severity of the behavior.

Signature of Acknowledgment

By signing below, I confirm that I have received and read the Perry Township Sexual Harassment Policy, and I have been given the opportunity to ask any questions regarding the policy. I understand my responsibilities under the policy and agree to follow it.

Signature: _____

Printed Name: _____

Date: _____

For Township Use Only

Received by: _____

Title/Department: _____

Date Received: _____

Perry Township Sexual Harassment Policy

Policy Number: [Insert Number]

Effective Date: [Insert Date]

Supersedes: Personnel Policies & Procedures Manual - revised
04/02/2001

I. Purpose

Perry Township is committed to maintaining a workplace and community environment free from sexual harassment. Sexual harassment, whether occurring in the workplace, during township-sponsored events, or in any other context related to township activities, is strictly prohibited. The purpose of this policy is to provide clear guidance on the definition of sexual harassment, how it will be addressed, and the procedures for reporting and investigating complaints.

II. Scope

This policy applies to all employees, elected officials, contractors, volunteers, and residents participating in activities or events organized by Perry Township. It covers all interactions that occur in any context related to the township's work or activities, including but not limited to:

- Township offices and facilities
- Public meetings and events
- Online or virtual environments (e.g., emails, social media)
- Any township-sponsored gatherings or outreach programs

III. Definition of Sexual Harassment

Sexual harassment is defined as unwelcome, inappropriate, or offensive behavior of a sexual nature that creates an intimidating, hostile, or offensive environment. It includes, but is not limited to, the following types of conduct:

- Unwanted sexual advances or requests for sexual favors

- Verbal or written comments of a sexual nature, including jokes or derogatory comments
- Physical conduct of a sexual nature, including touching or other inappropriate physical contact
- Display of sexually explicit material or inappropriate gestures
- Any other conduct of a sexual nature that interferes with an individual's ability to work, participate in township activities, or feel comfortable in the community

IV. Responsibilities

- **Township Employees and Officials:** All employees, elected officials, and contractors are responsible for maintaining a respectful, professional environment and for refraining from engaging in or tolerating sexual harassment.
- **Supervisors and Managers:** Supervisors and managers are responsible for ensuring that this policy is upheld within their departments and for promptly addressing any complaints or concerns raised by employees or residents.
- **Township Residents and Visitors:** All residents and visitors participating in township programs or activities should conduct themselves in a manner that promotes a safe and respectful environment.

V. Reporting Procedures

Any individual who believes they have been subjected to sexual harassment or even a witness to sexual harassment should report the incident as soon as possible. The following procedures should be followed:

1. **Report to Supervisor or Department Head:** If you feel comfortable, immediately report the incident to your direct supervisor or manager.
2. **Report to Township Board of Trustees:** If you are not comfortable reporting the matter to your supervisor or if the supervisor is

involved in the harassment, report the matter directly to the Perry Township Board of Trustees.

3. You always have an option of filing a charge of discrimination with the EEOC to complain about the harassment. There are specific time limits for filing a charge (180 or 300 days, depending on where you work), so contact EEOC promptly. See EEOC's How to File a Charge of Employment Discrimination. You can also meet with EEOC to discuss your situation and your options. This conversation is confidential. Note: federal employees and job applicants have a different complaint process and different time limits.
4. **Township Attorney:** If the alleged offender is the **Trustee** or another **elected official**, employees should report the behavior in writing to the Township Attorney, who then will refer the matter to another elected official to investigate.

VI. Investigation and Resolution

All reported complaints of sexual harassment will be taken seriously and investigated promptly. Perry Township will ensure confidentiality to the extent possible under the law during the investigation process, while also providing transparency and fairness. Investigations may become subject to Ohio's Public Records law and be required to be released.

1. **Investigation:** Once a complaint is received, an impartial investigation will be conducted, which may include interviews, document reviews, and other relevant actions to gather information.
2. **Resolution:** Upon completion of the investigation, Perry Township will take appropriate action based on the findings, which may include disciplinary action up to and including termination, depending on the severity of the harassment.
3. **Retaliation:** Retaliation against any individual for reporting sexual harassment or for participating in an investigation is strictly

prohibited. Any such retaliation will be treated as a violation of this policy and may result in disciplinary action.

VII. Preventative Measures

Perry Township will take steps to prevent sexual harassment, including:

- **Education and Training:**
 - Annual training for employees, volunteers, and officials on identifying and addressing sexual harassment.
 - Creating and distributing educational materials on sexual harassment and how to report it.
- **Clear Expectations:**
 - Clear communication of the sexual harassment policy during onboarding, orientation, and community events.
- **Support Resources:**
 - Providing support services to individuals affected by sexual harassment, including counseling and conflict resolution resources.
- **Community Engagement:**
 - Ensuring that this policy is easily accessible and well communicated to all township staff and residents.

VIII. Consequences for Violations

Any employee, contractor, or volunteer who violates this policy will be subject to appropriate disciplinary action, which may include counseling, written warnings, suspension, termination, or other action as deemed necessary based on the nature of the violation.

IX. Acknowledgment

All employees, volunteers, contractors, and officials are required to acknowledge their receipt and understanding of this policy upon employment or engagement with Perry Township. Acknowledgment should be provided by signing the attached form and returning it to the Department Head, Board of Trustees and the Fiscal Officer.

Signed,

[Name]

[Title]

Township of [Township Name]

Date: [Insert Date]

Perry Township Sexual Harassment Policy Acknowledgment Form
Employee/Volunteer/Resident/Student Name:

Department/Program/School: _____

Date: _____

Acknowledgment of Receipt and Understanding

I, the undersigned, acknowledge that I have received, read, and understood the Perry Township Sexual Harassment Policy. I understand that Perry Township is committed to providing a workplace and community environment free from sexual harassment, where individuals are treated with dignity and respect.

By signing below, I agree to the following:

1. **I will adhere to the guidelines** set forth in the Sexual Harassment Policy to ensure that I contribute to a safe and respectful environment for all employees, residents, students, volunteers, and visitors.
2. **I will report** any observed or experienced incidents of sexual harassment as outlined in the policy using the reporting procedures provided.
3. **I will refrain from engaging in any form of sexual harassment**, whether verbal, physical, or visual, in any township-related context or activity.
4. **I understand that retaliation** against anyone who reports sexual harassment or participates in an investigation is strictly prohibited, and such retaliation will result in disciplinary action.
5. **I understand that failure to comply with the Sexual Harassment Policy** may result in disciplinary actions, which may include counseling, written warnings, suspension, or termination of employment, depending on the severity of the incident.

Signature of Acknowledgment

By signing below, I confirm that I have received and read the Perry Township Sexual Harassment Policy, and I have been given the opportunity to ask any questions regarding the policy. I understand my responsibilities under the policy and agree to follow it.

Signature: _____

Printed Name: _____

Date: _____

For Township Use Only

Received by: _____

Title/Department: _____

Date Received: _____

DRAFT

PERRY TOWNSHIP SPENDING POLICY

Montgomery County, Ohio

Adopted: [Insert Date]

Resolution No.: [Insert Number]

Section 1 – Purpose

The purpose of this policy is to define and regulate the expenditure of Perry Township funds in accordance with the Ohio Revised Code (ORC), promote financial accountability, and establish procedures that ensure all spending is appropriate, legal, and in the best interest of the public.

Section 2 – Statutory Authority

This policy is enacted under the authority of the Ohio Revised Code, including but not limited to:

- ORC §505.262 – Contracting authority of township trustees
- ORC §505.60 through §505.605 – Employee benefits and reimbursements
- ORC §507.11 – Fiscal Officer duties
- ORC §5705.41(D) – Certificate of availability of funds
- ORC §9.21 – Limitations on the use of public funds
- Auditor of State Bulletins and guidance

Section 3 – General Provisions

1. Public Purpose Requirement

All expenditures must serve a proper public purpose directly related to the functions and duties of Perry Township. Use of Township funds for personal gain or non-public purposes is strictly prohibited.

2. Budget Compliance

All spending must be in accordance with the Township's approved annual appropriations and be supported by available funds.

3. Authorized Expenditures

- Operational needs and services
- Equipment and materials

- Infrastructure improvements
- Emergency services
- Employee training and legal compliance
- Other purposes approved by the Board of Trustees

Section 4 – Purchase Order Requirement

In compliance with ORC §5705.41(D):

1. Purchase Order Required Before Obligation

No contract, order, or obligation involving the expenditure of money shall be made unless a certificate of the Fiscal Officer is attached indicating that funds have been lawfully appropriated and are available.

2. Blanket and Then-and-Now Certificates

- Blanket Certificates may be used for recurring operational expenses.
- "Then-and-Now" Certificates may only be issued in strict compliance with the Ohio Revised Code, subject to approval by resolution of the Board of Trustees if exceeding \$3,000.

3. No Payment Without Certification

The Township shall not pay any invoice or bill that was incurred without a valid purchase order unless it qualifies under the limited exceptions provided by law.

Section 5 – Credit Card Use Policy

1. Use Authorization

Township credit cards may only be used for Township business purposes, including emergency or essential purchases when no viable alternative exists.

2. Limitations

- No personal purchases are permitted under any circumstance.
- All credit card expenditures must be supported by a certified purchase order.
- Receipts and justification must be submitted to the Fiscal Officer within two business days of the transaction.

3. Oversight and Controls

The Fiscal Officer shall maintain oversight of credit card usage and provide monthly reconciliations for Board review. Cards must be secured when not in use.

Section 6 – Emergency Expenditures

In case of an emergency that requires immediate action:

1. A verbal authorization may be given by at least one Trustee and the Fiscal Officer (or their designee).
2. A confirming purchase order and documentation must be submitted as soon as practicable following the emergency.
3. Emergency expenditures must be reported to the Board at the next regular meeting.

Section 7 – Vendor Selection and Competitive Pricing

1. Township employees and officials must exercise sound judgment and stewardship in vendor selection.
2. For purchases exceeding thresholds outlined in the ORC, competitive bidding or quotation processes must be followed.
3. Trustees may adopt additional procurement thresholds by resolution.

Section 8 – Violations and Accountability

Any person found to have willfully violated this policy may be subject to disciplinary action, reimbursement of unauthorized expenditures, and potential referral to the Auditor of State or law enforcement authorities.

Section 9 – Annual Review and Amendments

This policy shall be reviewed annually by the Fiscal Officer and Board of Trustees and may be amended by resolution of the Board as needed to remain compliant with Ohio law and Township priorities.

Adopted by the Perry Township Board of Trustees this [Insert Date].

ATTEST:

Fiscal Officer

BOARD OF TRUSTEES:

Trustee

Trustee

Trustee

j.evans@perrytownship-mcoh.org

6/24/2025 10:18 AM

FW: Follow-up Letter - OTARMA IT Risk Control Visit

To h.johnston@perrytownship-mcoh.org

From: Willis, Aaron <aaron.willis@persopool.com>

Sent: Tuesday, June 24, 2025 9:24 AM

To: J.evans@perrytownship-mcoh.org; Boyd Warner <b.warner@perrytownship-mcoh.org>; Zach' <zach.music@perrytownship-mcoh.org>

Cc: Wendy French <wfrench@acrisure.com>; Dustin Gillis <dgillis@acrisure.com>

Subject: Follow-up Letter - OTARMA IT Risk Control Visit



Dear Jamie, Boyd, and Zach,

I have not received a reply from you since the 4/3/25 IT risk control visit regarding the IT recommendations that were submitted. The IT recommendations that were issued are attached for your review along with a Statement of Action Taken Form.

I would appreciate it if you would indicate the actions taken to address these IT recommendations on the attached Statement of Action Taken form, and then return it to me within 30 days. If you have any questions or need additional assistance, please do not hesitate to contact me.

Respectfully,

Aaron Willis | Cyber Risk Services Advisor

Sedgwick Polling

Ohio - OTARMA

DIRECT: 614.290.9398

EMAIL: aaron.willis@persopool.com

sedgwick

Any personal data acquired, processed or shared by us will be lawfully processed in line with applicable data protection legislation. If you have any questions regarding how we process personal data refer to our [Privacy Notice](#). Any communication including this email and files/attachments transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If this message has been sent to you in error, you must not copy, distribute or disclose of the information it contains and you must notify us immediately (contact is within the privacy policy) and delete the message from your system.

- Perry Township - Montgomery County IT Recs.docx (110 KB)
- Perry Township - Montgomery County SOAT.docx (102 KB)
- image001.png (33 KB)
- image002.png (7 KB)



Ohio Township Association Risk Management Authority

MEMBER NAME:	Perry	
COUNTY:	Montgomery County	
MEMBER NUMBER:	542	
DATE OF VISIT:	3/25/2025	

RECOMMENDATIONS

01: 4/3/25: Develop and implement a Records Management plan.

It is suggested that a records management plan be developed with retention schedules created to control records from a potential liability into an asset. The plan will assist employees in the management of records, documents, audio, video, or other information, stored or preserved in any medium created and received in the conduct of business. These schedules should include, but are not limited to:

- Establish record series retention schedules that identify records and indicate how long to retain them. Conduct an inventory of what records are stored in active and inactive office space;
- Document information about the records including the title, the time span the record encompasses, physical description, and location of the records. Records should not be stored on personal equipment or stored at a personal residence;
- Schedule the records based on how long to keep each record series. Name a record series, state its retention period, document the reason for its retention, and state its final disposition;
- Review on an annual basis. Records scheduled for destruction should be destroyed and documented. Retain a copy of the destruction confirmation document if a third-party is used;
- Establish and document a protocol to be utilized when an open records request is received that includes legal review prior to the release of the records.

02: 4/3/25: Implement password-less authentication or strong passwords with MFA.

It is suggested that to consider moving towards a password-less authentication technology to enable users to verify their identity without relying on a manually entered password, instead,

DISCLAIMER

This report is not intended to identify every possible hazardous situation, risk deficiency, code/legal violation, potential area of liability or violation of safe practices and no party shall rely upon this report as being a comprehensive identifier of each and every potential liability situation or assurance of compliance with any applicable law.



using authentication through the possession of a device, biometric data, or a one-time code sent through an authenticator application. If this cannot be achieved, a strong, complex, manual password of, at minimum, includes 14-16 characters, multi-factor authentication (MFA), changed twice per year, and never reused be implemented that's never written down or stored electronically unencrypted. Password-less authentication solutions should, at minimum, include;

- Biometric, smart card, or mobile app password-less authentication;
- Security auditing and reporting and/or access policies;
- End user activity reporting and team management;
- Integration with identity access management (IAM);
- Single sign-on (SSO) and multi-factor authentication (MFA).

03: 4/3/25: Develop and implement a disaster recovery plan, business continuity plan, and incident response plan with cyber.

It is suggested that a written disaster recovery plan, including cyber security risks and business protocol if a natural disaster or system breach were to occur be developed and implemented. Procedural documentation should be stored at more than one location so that it is readily available if a disaster were to occur. The documentation should include, but not be limited to:

- Identification of cyber risks, natural disasters, critical records, and business processes;
- Master list of personnel with emergency phone numbers, hardware, and software;
- Maintain immutable, scheduled, encrypted, and tested regular data back-ups with one copy disconnected off-site;
- Relocation and re-establishment of critical records and business processes with generator;
- Template notification letters to notify insurance company, employees, consultants, suppliers, etc. of the breach.

04: 4/3/25: Provide cybersecurity training and awareness to all employees.

It is suggested that security awareness training be provided to all employees to ensure employees will be aware of cyber-attack methods and less likely to breach information data security. These methods can help employees have a solid understanding of company security policy, procedure, and best practices. Topics for training may include anti-fraud, social engineering, e-mail phishing, email compromise, fraudulent transactions, browsing safety, mobile device security, passwords, encryption, data security/destruction, working remotely, insider threats, physical security, hacking, payment card security, fund transfers, and protecting personally identifiable information. Security Awareness Training initiatives should include, but are not limited to:

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- Monthly or more frequent sessions;
- Interactive and on-demand videos and quizzes;
- Benign phishing campaigns for end users;
- Enables a strategy and policy development;
- Helpful hints via website, e-mail and/or posters.

05: 4/3/25: Develop and implement an Acceptable Use Policy.

It is suggested that a policy be developed and require all employees using the equipment to read, review, and sign an acknowledgement of receipt. The acceptable use policy should provide the employees a list of the expected guidelines for computer/mobile device usage, data privacy, and protocol for reporting an incident, including:

- Hardware, software, and mobile device theft prevention guidelines;
- Internet safety requirements should include a reference to accessing unauthorized websites, downloading software, flash drives, CDs, and utilizing business owned equipment for personal use;
- Privacy policies should include best practices for handling and sharing personally identifiable information;
- Disciplinary actions for violation of policy.

06: 4/3/25: Develop and implement a General/Shared Account Policy.

It is suggested that general/shared user ID accounts not be utilized, or a general/shared account policy be established for all employees who use a general/shared user accounts to protect their network and systems from the associated risk. Each employee should have their own user account that identifies the user who is logged in to the operating system such as "jdoe," for example. The general/shared account policy requirements should include:

- Purpose and scope outlining the use of general/shared accounts;
- Application and approval for a general/shared account;
- Determining permissions and who has access;
- Coincide with the password policy requirements;
- Acknowledgement of Receipt signature(s) for employees using general/shared accounts.

07: 4/3/25: Develop and implement a Social Media Policy.

It is suggested that a formal social media policy be developed and implemented to set clear guidelines for the acceptable use of social media channels. It is suggested that a social media policy be established for all employees to prevent the compromise of data confidentiality and

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integrity when creating, organizing, commenting, editing comments, combining, or sharing content. The social media policy requirements should include:

- Educating employees about social media. Reminding employees of blurred personal and professional lines;
- Presenting views in a professional manner. Respecting professional boundaries;
- Clarifying whose opinion is expressed. Representing an employer across all platforms;
- Keeping workplace issues or conflicts confidential. Non-disclosing confidential or proprietary information;
- Acknowledgement of Receipt signatures from all employees.

DISCLAIMER

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OTARMA – STATEMENT OF ACTION TAKEN FORM

MEMBER NAME: Perry Township

COUNTY: Montgomery

MEMBER NUMBER: 542

**RECOMMENDATIONS
ISSUED:** 7

**COMPLIANCE WITH
RECOMMENDATIONS:**

Please indicate the action taken with each recommendation below.

Example:

01: 03/21/22 Develop and implement disaster recovery plan.	Disaster recovery plan has been created.
--	--

Recommendation No:	Comments	
01: 4/3/25: Develop and implement a Records Management plan.		
02: 4/3/25: Implement password-less authentication or strong passwords with MFA.		
03: 4/3/25: Develop and implement a disaster recovery plan, business continuity plan, and incident response plan with cyber.		
04: 4/3/25: Provide cybersecurity training and awareness to all employees.		
05: 4/3/25: Develop and implement an Acceptable Use Policy.		
06: 4/3/25: Develop and implement a General/Shared Account Policy.		
07: 4/3/25: Develop and implement a Social Media Policy.		

Hayes

Boyd

Zach

Zach

Zach

Hayes

Boyd

Upon completion of the OTARMA Statement of Action Taken form, please e-mail it to
or mail it to 6500 Taylor Rd, Blacklick, OH 43004



Completed by: _____

Title: _____

Signature: _____

Date: _____

Upon completion of the OTARMA Statement of Action Taken form, please e-mail it to
or mail it to **6500 Taylor Rd, Blacklick, OH 43004**

2025 OTARMA MORE Grant Program

(Managing Ohio Risk Exposures)

OTARMA Invests in the Safety of its Members

Available to every OTARMA Member for up to \$1,000 annually, the MORE Grant assists members in preventing or reducing risk exposures that can lead to liability claims and property losses.

Program Details

The **MORE** Grant Program is only available to OTARMA Members. All members are encouraged to participate and apply for a grant during the application period of January 1 - December 31, 2025. Applications that are incomplete or are not submitted within the required time frame may be deemed ineligible. Each applicant must be an OTARMA Member both at the time of submission and issuance of the grant funds. Approved funds will be issued once membership is verified.


Only qualified expenses will be considered for **MORE** Grant funds, these include but are not limited to:

- Safety equipment purchases
 - Playground surface materials
 - Safety signage
 - Safety cones or other hazard warning items
 - Automated External Defibrillators
 - Fire extinguishers
 - Life jackets
 - Hand sanitizers, masks, gloves
- OTA Annual Conference registration fees
- OTA Township Education Subscription
- Costs associated with fulfilling risk control recommendations
- Risk management training or education fees.

The primary purpose of the purchase is the prevention or reduction of liability claims or property losses.

The funds are available for purchases or expenses incurred during the application period.

The **MORE** Grant Program has a brief online application on the OTARMA website www.OTARMA.org or use the form on the other side of this flyer.

	Ohio Township Association Risk Management Authority	0001
		2025
PAY TO THE ORDER OF	Any OTARMA Member	\$ 1,000
One Thousand Dollars and 00/100		DOLLARS
MEMO MORE Grant Program		OTARMA Board of Directors



Leading the Way
for Ohio Townships

CALIFORNIA MEDICAL EQUIPMENT

1891 N Gaffey St Ste E
San Pedro, CA 90731 US
calmedequipment@gmail.com
www.calmedequipment.com



Estimate

ADDRESS
Jamie Evans

SHIP TO
Jamie Evans

ESTIMATE
DATE

5129
06/05/2025

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Services			
	– Refurbished LifeLine AED (4 Year Warranty)—BioMed Certified	1	675.00	675.00
	– Adult Electrode Pads			
	– Battery Pack			
	– Alarm Cabinet			
	– Free 3D Sign (CM-337)			
	– Free Premium First Response kit (CM-375)			
	– CalMed 'Building is Equipped with AED' Decal Sticker (CM-37)			
	– Free CalMed Inspection tag (CM-48)			
	– CalMed Maintenance Program			
	– Training video tutorial link			
	– Free expert consultation			
	– Free UPS ground shipping			

SUBTOTAL	675.00
DISCOUNT	-75.00
TAX	0.00
TOTAL	122 \$600.00

122
1000.00

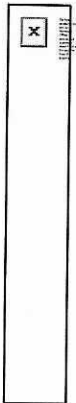
Accepted By

Accepted Date

J.evans@perrytownship-mcoh.org

From: CALIFORNIA MEDICAL EQUIPMENT <quickbooks@notification.intuit.com>
Sent: Thursday, June 5, 2025 1:08 PM
To: j.evans@perrytownship-mcoh.org
Subject: Estimate 5129 from CALIFORNIA MEDICAL EQUIPMENT
Attachments: Estimate_5129_from_CALIFORNIA_MEDICAL_EQUIPMENT.pdf

ESTIMATE 5129 DETAILS



CALIFORNIA MEDICAL EQUIPMENT

\$600.00

Review and approve

Powered by QuickBooks

Dear Jamie Evans,

Please review the estimate below. Feel free to contact us if you have any questions.

We look forward to working with you.

Thank you for your business!

Please note that estimates are only valid for 60 days.

CALIFORNIA MEDICAL EQUIPMENT
1891 N Gaffey St Ste E

San Pedro, CA 90731
www.CalMedEquipment.com
Office: 1(888)912-2563 EXT 2
Fax: 1(310)464-8935

Address	Jamie Evans
Ship to	Jamie Evans

Services	\$675.00
----------	----------

- Refurbished LifeLine AED (4 Year Warranty)-BioMed Certified
- Adult Electrode Pads
- Battery Pack
- Alarm Cabinet
- Free 3D Sign (CM-337)
- Free Premium First Response kit (CM-375)
- CalMed 'Building is Equipped with AED' Decal Sticker (CM-37)
- Free CalMed Inspection tag (CM-48)
- CalMed Maintenance Program
- Training video tutorial link
- Free expert consultation
- Free UPS ground shipping

1 X \$675.00

Subtotal	\$675.00
Discount	\$ -75.00
Tax	\$0.00
Total	\$600.00

Review and approve

CALIFORNIA MEDICAL EQUIPMENT

1891 N Gaffey St Ste E San Pedro, CA 90731 US

calmedequipment@gmail.com

www.calmedequipment.com

If you receive an email that seems fraudulent, please check with the business owner before paying.



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MENU



CUSTOMER SUPPORT: 1-888-912-2563

Recertified Philips Heartstart Onsite AED Business Package

HOME / AED PACKAGES / BUSINESS REFURBISHED



\$825.00

Starting at \$52/mo or 0% APR with **affirm**. Check your purchasing power

<https://www.calmedequipment.com/product/refurbished-philips-onsite-business-package/>

CONTACT US

By CalMedEquipment Recertified AED

ADD TO CART To See Sale Price

Select AED management (Optional):

Select an option

PRODUCT PRICE: \$825.00

TOTAL OPTIONS: \$0.00

ORDER TOTAL: \$825.00

-1+

ADD TO CART

REQUEST A QUOTE FOR DISCOUNT

SKU: CM-55757

Categories: Business Refurbished, Refurbished Philips AEDs Packages

Tags: AED, aed business package, philips aed, recertified aed, refurbsihed aed, work aed

DESCRIPTION

What's Included

- Refurbished Philips Onsite AED (4 year warranty)–BioMed Certified
- Adult Electrode pads
- Lithium battery
- Alarmed Cabinet
- FREE 3D AED SIGN
- Free Premium First Response kit (CM-375)
- CalMed 'Building is Equipped with AED' Decal Sticker (CM-37)
- Free CalMed Inspection tag (CM-48)
- CalMed Maintenance Program

- Training video tutorial link
- Free expert consultation
- Free UPS ground shipping

Recertified Philips Heartstart Onsite AED Business Package:

BioMed Tested. 10 point inspection. It's the only defibrillator on the market that's available for personal use without the prescription of a physician. The Philips HeartStart OnSite AED is designed to be intuitive for use by both laypeople and experienced rescuers alike. This **Recertified AED** Featuring innovative technologies that make it easy to set up and successfully use, the HeartStart's portability—it weighs just 3.3 lbs.— allows quick access and mobility. The HeartStart Onsite AED with ready pack features a clear, audible, and natural voice that guides the user through simple step-by-step instructions.

Adult Electrode Pads:

The Philips HeartStart OnSite Adult SMART pads come in a cartridge that attach to the HeartStart OnSite AED. The cartridge can be easily snapped into the AED when replacing the pads. The Pull-handle allows the rescuer to quickly and easily tear open the pads by just pulling down on marked cartridge handle.

Philips Healthcare recommends have a spare adult SMART pad cartridge stored with the Philips HeartStart OnSite AED. Note: The pad cartridge has a 2-Year shelf life, and need to be replaced if ever used in a rescue.

Lithium Battery:

The low maintenance Philips HeartStart OnSite/FRx battery has a 5 year shelf life (outside of the AED) and 4 Year Guarantee (stand by mode inside the AED) from Philips Healthcare. This battery was specifically designed for the the Philips HeartStart OnSite, as well as the Philips HeartStart FRx AEDs. Philips recommends to always have a fully charged spare battery stored with the AED.

Alarmed Cabinet:

Basic large defibrillator wall cabinet with window and alarm; measures 16"L x 14 5/8"H x 8 3/8"W.

3D Sign:

Transforming wall sign that can be used in three different configurations (flat, corner, triangular). Each panel measures 6 1/8" wide by 9" high. Total measurements at 14 7/8" wide by 9" high.

Free Premium First Response kit:

Red-Includes items typically needed in a cardiac arrest event. The nylon, zippered pouch contains (1) pair of nitrile gloves, a pocket CPR mask, scissors, razor, and (2) towelettes.

CalMed 'Building is Equipped with AED' Decal Sticker:

Put the sticker on the window of the cabinet for visible awareness of the AED.

<https://www.calmedequipment.com/product/refurbished-philips-onsite-business-package/>

Free CalMed Inspection tag:

AED Inspection Documentation Tag. Check the AED monthly to ensure the battery and pads are in-date.

Training video tutorial link: [click here](#)

Free expert consultation:

Help with AED, any questions and over sight of the AED call (888) 912-2563. Monday-Friday 9am-5pm PST

Free UPS ground shipping:

With all US orders.

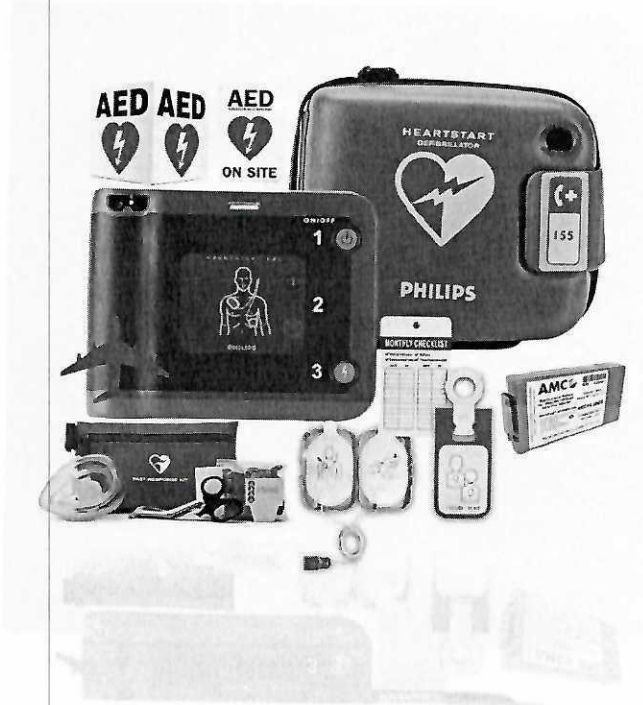
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 1891 N Gaffey Street Suite E, San Pedro CA 90731

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AUTHORIZED BY :

PAYMENT & SHIPPING :

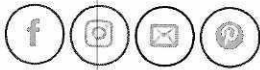
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Prompt Delivery

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Our newsletter informs you of our ongoing sales and discounts, as well as educational information on heart health & well-being.

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