

Mitch Rhodus
Mayor

Tim Meyers
Councilmember, At-Large

Matt Davidson
Councilmember, At-Large

Gwen Brill
Councilmember, At-Large

Leslie Besl
Councilmember, 1st Ward

Dale Paullus
Councilmember, 2nd Ward

Debbie Pennington
Councilmember, 3rd Ward

Adam Kraft
Councilmember, 4th Ward



**City of Fairfield City Council
Regular Meeting Agenda
Monday, November 10, 2025 7:00 PM
5350 Pleasant Avenue, Fairfield, OH 45014**

Guidelines for Citizen Comments: Thank you for your interest and participation in city government. Fairfield City Council's Guidelines for Citizen Comments describe the rules for addressing City Council. The guidelines are posted in the Council Chambers.

ADA Notice: The City of Fairfield is pleased to provide accommodations to disabled individuals or groups and encourage full participation in city government. Should special accommodations be required, please contact the Clerk of Council at 867-5383 at least 48 hours in advance of the meeting.

Council-Manager Briefing

5:30 PM - 2026 Operating Budget

Business Meeting Call to Order

Mayor Mitch Rhodus

Prayer/Pledge of Allegiance

Councilmember Tim Meyers

Roll Call

Agenda Modifications

Executive Session Requests

Special Presentations

1. Fire Department Oath of Office
 - Shawn May, Life Safety Inspector

Citizen Comments

Council Reports

Public Hearing(s)

None.

Approval of Minutes

1. Regular Meeting Minutes - October 27, 2025

Old Business

1. Development Services - Councilmember Adam Kraft

a. Ordinance to amend various sections of the Planning and Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

- Motion - Amend
- Legislation - Second Reading (see attached Planning Commission Recommendation)

2. Public Safety - Councilmember Dale Paullus

a. Ordinance to adopt the 2025 Emergency Operations Plan for the City of Fairfield.

- Legislation - Second Reading

New Business - Motion to Read All New Business by Title Only

1. Development Services - Councilmember Adam Kraft

a. Ordinance to authorize the City Manager to submit an application to the Ohio Department of Development's Brownfield Remediation Program for environmental remediation activities at the former Fairfield Cleaners property at 1099 Magie Avenue, and authorizing the City Manager to send a letter documenting local support for the application by the City of Fairfield, Ohio and declaring an emergency.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

b. Ordinance to authorize the City Manager to execute a contract with Tri-State Signs Inc. for the construction and installation of signage for the Town Center.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

2. Public Safety - Councilmember Dale Paullus

a. Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of El Patron Bar & Grill CBPB LLC, El Patron/Fairfield, 20 Donald Drive, Fairfield, OH 45014 (Permit Class D5).

3. Public Utilities - Councilmember Matt Davidson

a. Resolution authorizing the City Manager to execute an agreement with the City of Cincinnati, Ohio for the purchase of water during emergency and non-emergency

events, through existing water system interconnections.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

4. Finance & Budget - Councilmember Tim Meyers

- a. Ordinance to amend Ordinance No. 158-24 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025.”

- Contractual Appropriations: \$204,626 total (\$189,626 Town Center Signage Installation (Development Services); \$15,000 Concrete/Asphalt Repairs (existing contract; Public Utilities))

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

\$15,000 - Water Division - Asphalt and Concrete (existing contract; Public Utilities)

- b. Ordinance to amend Ordinance No. 158-24 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025.”

- Non-Contractual Appropriations: \$224,460 total (see below for description)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

\$48,000 - Wastewater Division — Engineering services for the Gray Road Sewer Main Project (Public Utilities)

\$30,000 - Water Division - Fire Hydrants (Public Utilities)

\$74,900 - Harbin Park Shelter Replacements – Shelters #9 and #11 (Public Works)

\$9,309 - Gilbert Farms Park – Concrete Improvements (Public Works)

\$22,251 - Furfield Dog Park – Sun Shade Replacement (Public Works)

\$40,000 - Wastewater Division - Pump appropriation (Public Utilities)

Meeting Schedule

Executive Session of Council (if Needed)

Adjournment

[MEET_FOOT]

**City of Fairfield Minutes
Regular Meeting of City Council
October 27, 2025**

Council-Manager Briefing

Vice Mayor Kraft called the briefing to order at 5:30 PM. Councilmembers present: Dale Paullus, Debbie Pennington, Adam Kraft, Tim Meyers and Gwen Brill. Staff members present: Scott Timmer, Diana Davenport, Steve Wolterman, Adam Sackenheim, Laurie Murphy, Alisha Wilson, Greg Kathman, Steve Maynard, Tom Lakamp, Mandi Brock, Jason Hunold, Ben Mann and Tami Moore.

City Manager Timmer, Finance Director Davenport and Senior Staff presented the first half of the 2026 Operating Budget summary. See attached slides.

Business Meeting Call to Order

Mayor Rhodus called the Regular Meeting to order at 7:00 PM.

Prayer/Pledge of Allegiance

Councilmember Kraft led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Councilmember, 2nd Ward Dale Paullus
Councilmember, 3rd Ward Debbie Pennington
Councilmember, 4th Ward Adam Kraft
Councilmember, At-Large Tim Meyers
Councilmember, At-Large Gwen Brill

Councilmembers excused included:

Councilmember, 1st Ward Leslie Besl
Councilmember, At-Large Matt Davidson

Councilmember Kraft, seconded by Councilmember Meyers, moved to excuse Councilmembers Besl and Davidson. Motion carried 5-0.

Agenda Modifications

None.

Executive Session Requests

Councilmember Meyers, seconded by Councilmember Brill, moved for Executive Session to discuss confidential information related to requests for economic development assistance and negotiations with other political subdivisions for economic development assistance. Roll call vote. Motion carried 5-0.

Special Presentations

Mike Hogan, Chief Advancement Officer, gave a presentation and overview of the Meals on Wheels program and benefits to Fairfield and the surrounding community. He asked for support of the upcoming Senior Services levy on the November ballot.

Citizen Comments

None.

Council Reports

Councilmember Pennington announced that the City is collecting input on Safe Streets for All planning efforts and residents can submit their feedback via the City website.

Mayor Rhodus stated that he would like thoughts from Council to direct staff on opioid fund disbursement. He proposed creating an endowment with the Community Foundation, which does not earmark for any one group or organization, but the City can pull from interest funds each year. He said he would like to see the money last forever and the city benefit from the interest funds. City Manager Timmer explained a couple of options that the Community Foundation offers. Councilmember Meyers stated that he doesn't have a problem from a process standpoint but would want to see someone from the City Manager's Office involved to bring requests to Council to help administer the program. Councilmember Kraft said he would like to see direct involvement from City leadership. Councilmember Pennington and Paullus stated that Council needs to wait to get input from absent councilmembers before making a decision.

Public Hearing(s)

None.

Approval of Minutes

1. Regular Meeting Minutes - October 14, 2025

The Regular Meeting Minutes of October 14, 2025 were approved as written and submitted.

Old Business

- 1. Development Services - Councilmember Adam Kraft**

- a. Ordinance to amend various sections of the Planning and Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Second reading held pending Planning Commission recommendation.

New Business - Motion to Read All New Business by Title Only

Councilmember Paullus, seconded by Councilmember Kraft, moved to read all New Business by title only. Motion carried 5-0.

- 1. Development Services - Councilmember Adam Kraft**

- a. Ordinance to authorize the City Manager to execute a Community Reinvestment Area

Agreement and a Community Reinvestment Area School Compensation Agreement, which will provide property tax incentives for Image Solutions Apparel, Inc. to include an expansion to its campus by means of renovating and enlarging an existing building on Port Union Road, and declaring an emergency.

Development Specialist Eva Joseph gave a brief overview of the project. Image Solutions is a custom branded apparel and merchandise company headquartered in Long Beach, California, with a local operation currently located on Brate Drive in West Chester Township (Butler County). The company has seen steady growth and proposes to relocate operations to a larger facility in Fairfield. Image Solutions plans to acquire an approximately 50,000 square foot building located on 9.7 acres at 3750 Port Union Road. The company proposes to renovate the building and construct an addition measuring approximately 50,000 square feet, doubling the building footprint.

Should this project proceed, the total building investment is estimated at \$5.9 million. The company also estimates investment of \$117,000 in new machinery, equipment, furniture, and fixtures. Image Solutions will relocate 32 employees from its existing facility in West Chester Township and will create at least 12 new full-time jobs within three years of completion of construction. Anticipated total future payroll is expected to exceed approximately \$2.75 million annually.

Approval of the ordinance would authorize the City Manager to enter into two agreements. The first is a Community Reinvestment Area (CRA) Agreement. The CRA Agreement would provide a 4-year, 100% property tax incentive on the assessed value of the remodeling and expansion. The existing portion of the building cannot be abated per state law, which is the justification for providing the 100% abatement rate for the remodeling and expansion.

The second agreement is a multi-party School Compensation Agreement. Image Solutions has agreed to compensate the Fairfield City School District and Butler Tech annually, in compliance with the City's Tax Incentive Guidelines. The Board of Education of the Fairfield City School District will consider the agreement at its meeting on October 16, 2025. Director of Operations & Company Solutions, Alana Owens, thanked Council for their consideration of the project.

Councilmember Kraft presented the first reading of this ordinance. Councilmember Adam Kraft, seconded by Debbie Pennington, moved to suspend second and third readings. Motion carried Yes 5, No 0, Abstained 0. Councilmember Adam Kraft, seconded by Dale Paullus, moved to adopt. Motion carried Yes 5, No 0, Abstained 0.

ORDINANCE NO. 129-25. APPROVED 5-0.

2. Public Safety - Councilmember Dale Paullus

a. Ordinance to adopt the 2025 Emergency Operations Plan for the City of Fairfield.

The 2025 Emergency Operations Plan revision was a complete overhaul of the previous

edition. This revision better aligns with the emergency management operations plans at the County, State and Federal levels.

Councilmember Paullus presented the first reading of this ordinance.

- b. Ordinance to authorize the City Manager to execute the Firehouse Subs Grant Application and Agreement for a portable fire safety education prop and declaring an emergency

It is necessary for City Council to authorize the City Manager to execute the Firehouse Subs grant application for financial assistance.

This project is estimated at approximately \$7,700 for the purchase of a fire safety inflatable structure. This prop will provide the opportunity to engage the community on various fire safety topics and will be portable in order to attend the many community events within the city.

Councilmember Paullus presented the first reading of this ordinance. Councilmember Dale Paullus, seconded by Tim Meyers, moved to suspend second and third readings. Motion carried Yes 5, No 0, Abstained 0.

- c. Ordinance to authorize the City Manager to execute an agreement for indigent legal representation for 2026 in the Fairfield Municipal Court with the Butler County Public Defender Commission/Butler County Board of Commissioners and declaring an emergency.

The City previously provided legal representation for indigent defendants from its own funds by appointment of attorneys on a case-by-case basis. This new system which was started in 2011 has reduced the overall cost of indigent defense as stated above. The Butler County Public Defender Commission/Butler County Board of Commissioners will provide legal representation for all indigent defendants by providing four (4) public defenders including both felony and misdemeanor representation and state statute and City ordinance violations.

Councilmember Paullus presented the first reading of this ordinance. Councilmember Dale Paullus, seconded by Debbie Pennington, moved to suspend second and third readings. Motion carried Yes 5, No 0, Abstained 0. Councilmember Dale Paullus, seconded by Adam Kraft, moved to adopt. Motion carried Yes 5, No 0, Abstained 0.

ORDINANCE NO. 131-25. APPROVED 5-0.

3. Finance & Budget - Councilmember Tim Meyers

- a. Ordinance to amend Ordinance No. 158-24 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025.”
- Non-Contractual Appropriations: \$36,000 total (see below for description)

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Dale Paullus, moved to suspend second and third readings. Motion carried Yes 5, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Gwen Brill, moved to adopt. Motion carried Yes 5, No 0, Abstained 0.

ORDINANCE NO. 132-25. APPROVED 5-0.

\$36,000 - 2025 Parking Lot Paving Repairs for Community Arts Center (Public Works)

Meeting Schedule

Monday, November 10: Council-Manager Briefing, 5:30 PM; Regular Meeting, 7:00 PM

Monday, November 24: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Monday, December 8: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Clerk Wilson read the meeting schedule.

Executive Session of Council (if Needed)

Council recessed to Executive Session at 7:45 PM.

Adjournment

The Regular Meeting adjourned at 8:32 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved:



2026 Annual Operating Budget

Diana Davenport, Director of Finance

Scott W. Timmer, City Manager

Agenda

- Monday, October 27, 2025

- ✓ Budget Overview
- ✓ Revenue & Expenditures
- ✓ Council / Mayor / Law
- ✓ General Services
- ✓ City Manager's Office
- ✓ Finance
- ✓ Development Services
- ✓ Fire
- ✓ Police

- Monday, November 10, 2025

- ✓ Municipal Court
- ✓ Public Works
- ✓ Parks & Recreation
- ✓ Public Utilities

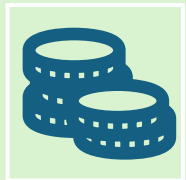
Budget Overview

- Budget Basics
 - ✓ Balanced Budget – estimated revenues are greater than or equal to projected expenditures
 - ✓ Fiscal Year – January to December
 - ✓ Key Terms:
 - Fund: sum of money dedicated for a specific / restricted purpose
 - Fund Reserve: amount of money retained in a fund for an unforeseen emergency or need
 - Expenditure: amount of money spent on a good or service
 - Encumbrance: amount of money reserved for a specific purchase

Structurally Balanced Budget



Total Estimated Revenues - \$118,593,210



Total Estimated Expenses - \$103,311,998

Budget Overview

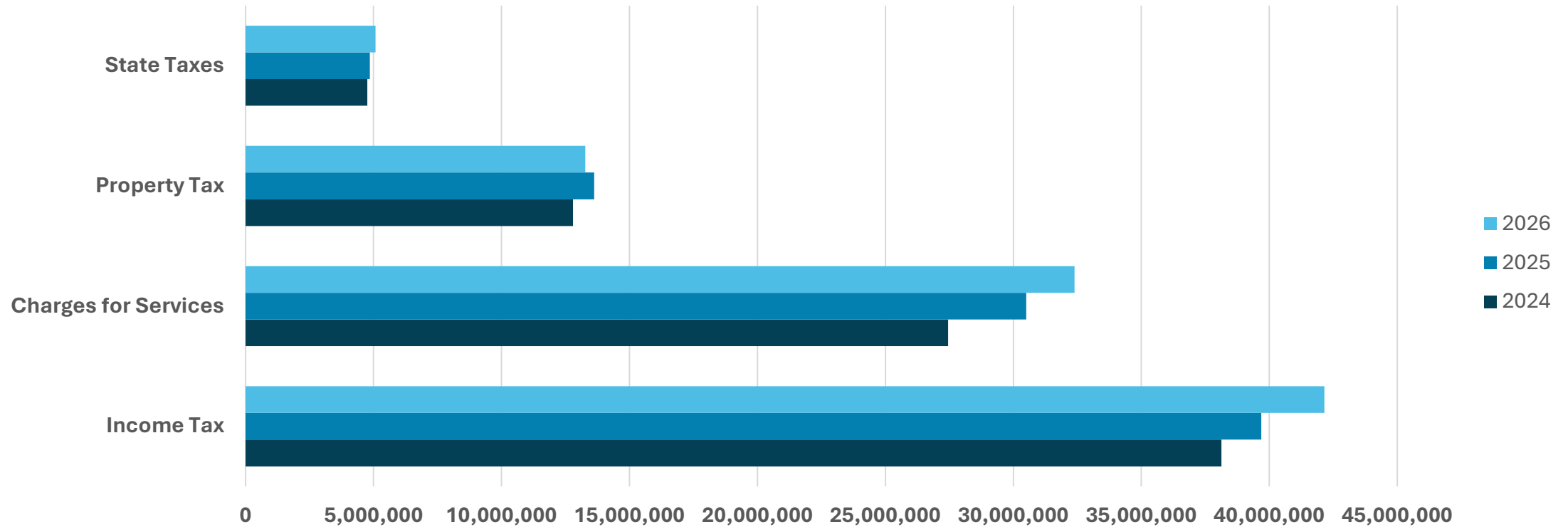
- What impacts the budget?
 - ✓ Economy
 - Income Tax Withholding
 - Business Environment
 - Inflation
 - Interest Rates
 - Property & Casualty Insurance
 - ✓ Fixed Costs
 - Personnel & Labor
 - ✓ State and Federal Mandates
 - Environmental
 - Property Tax Initiatives



Revenue & Expenditures

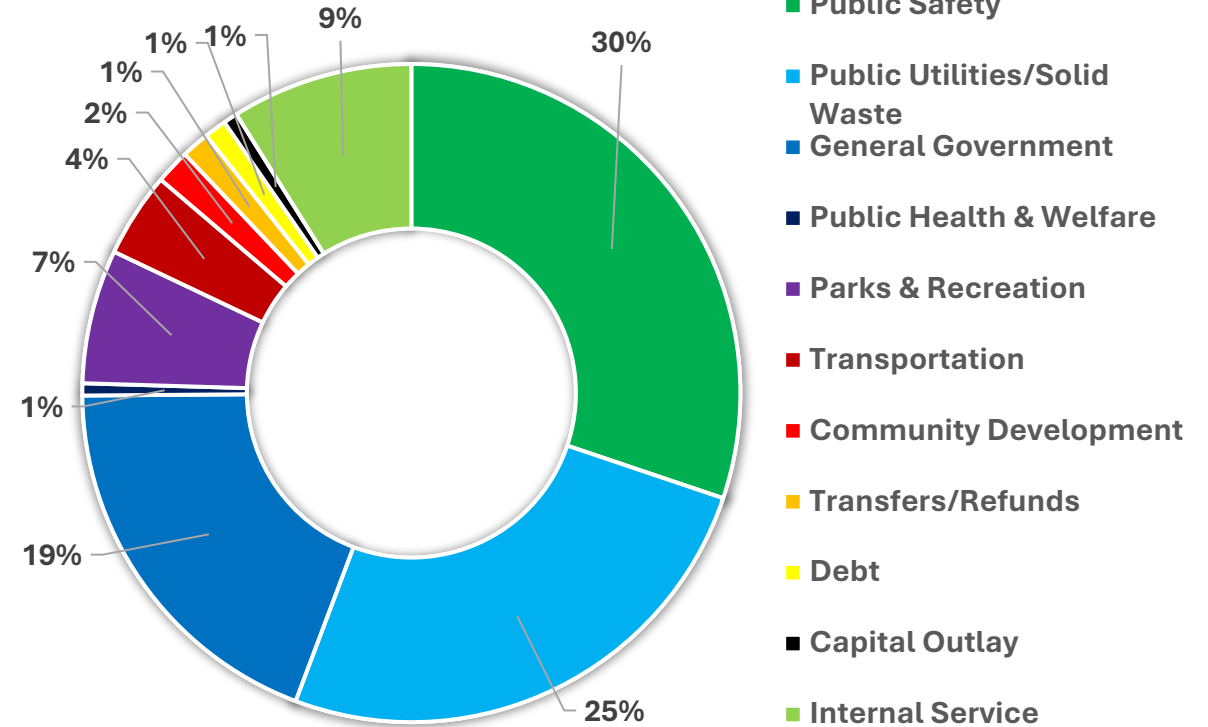
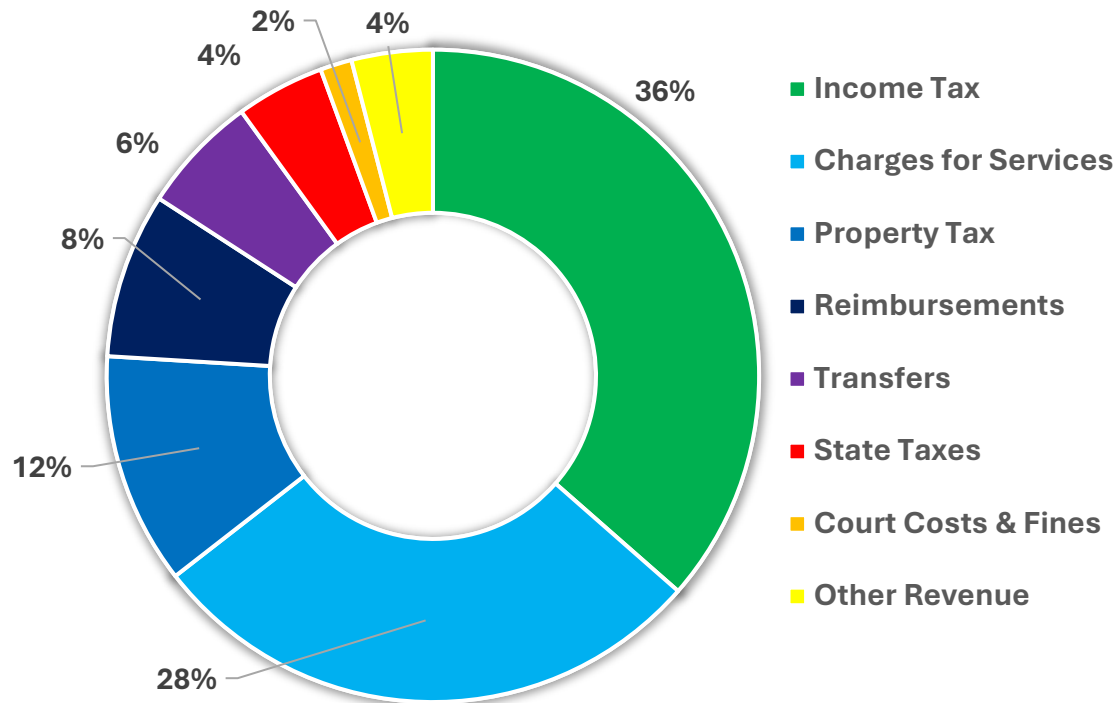
Budget Overview – Estimated Revenue

- Total Estimated Revenue: \$118,593,210 – Up 5.0%
 - ✓ General Fund: \$43,399,860 – Up 5.67%
 - ✓ 78.3% from the following 4 sources (\$92.8 M of \$118.5 M):



Budget Overview – All Funds

Where the money comes from.



Where the money goes.

Budget Overview – Income Tax

- Growth Rates

- ✓ 5-Year Intervals

- 2010-2014 – **2.97%**
 - 2015-2019 – **5.07%**
 - 2020-2024 – **6.38%**

- ✓ 10-Year

- 2015-2024 – **5.29%**

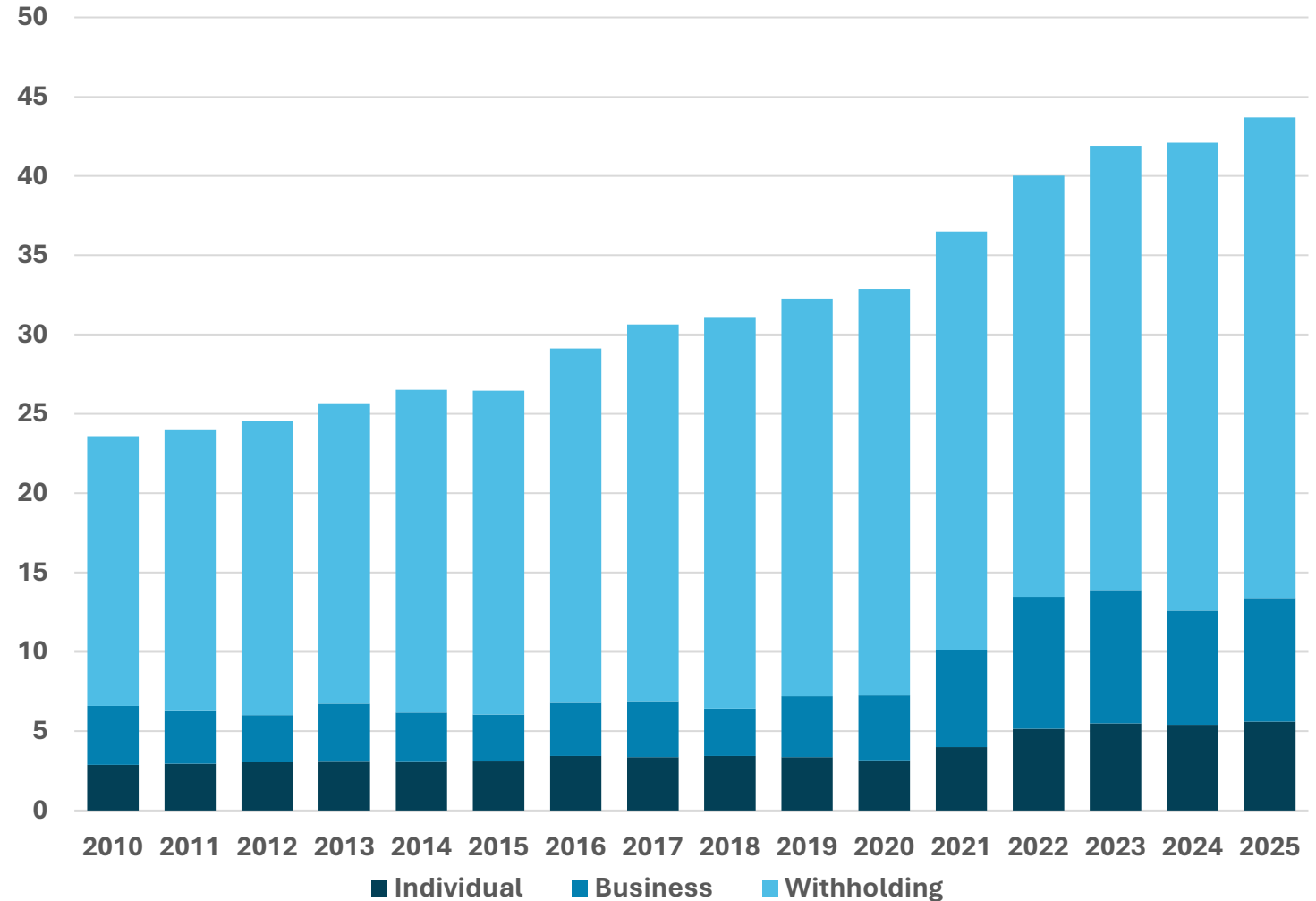
- ✓ 15-Year

- 2010-2024 – **4.50%**

- Type Composition

- ✓ 2010 vs 2025*

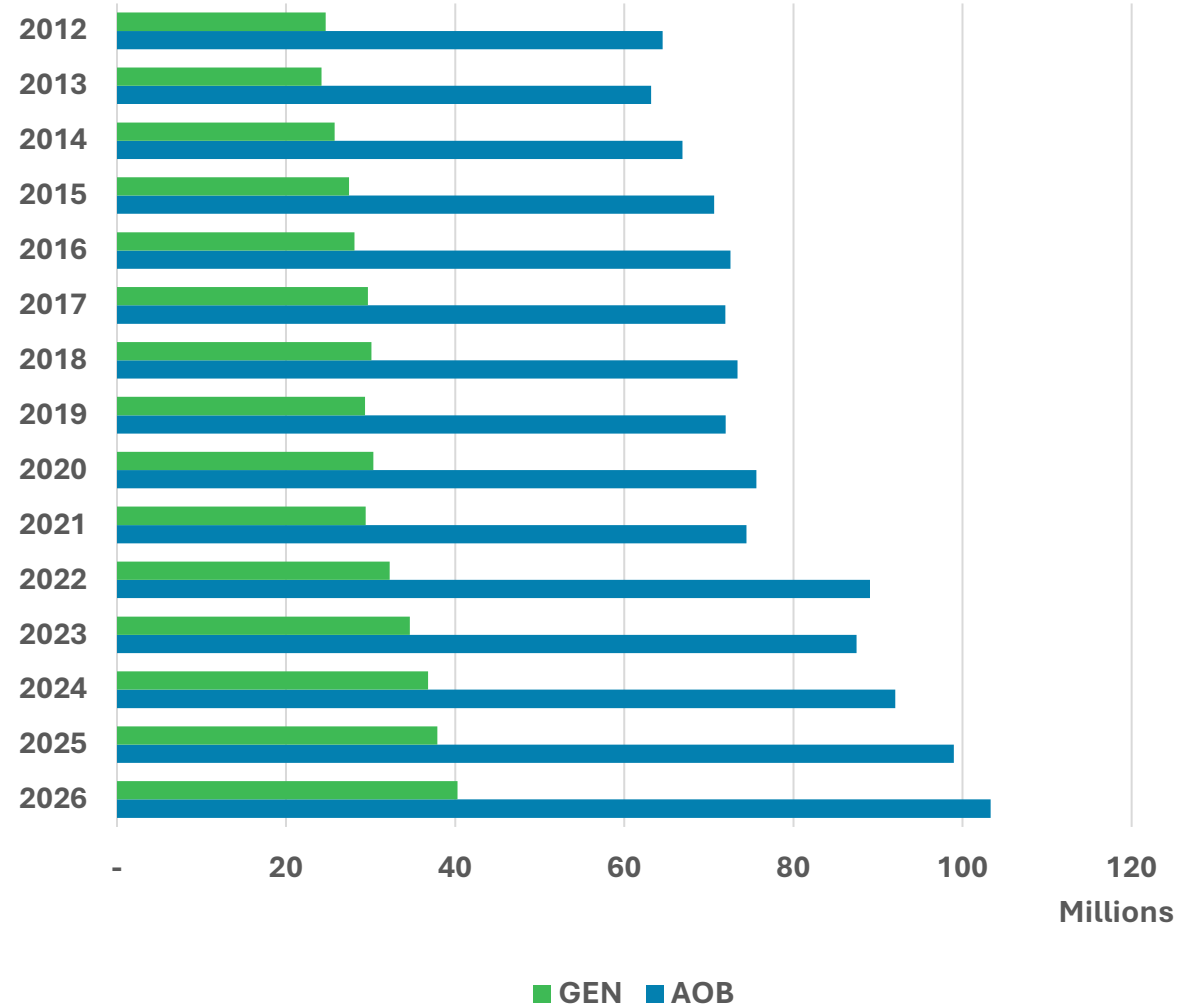
- Ind: 12.16% vs 12.81%
 - Bus: 15.81% vs 17.85%
 - Wth: 72.03% vs 69.34%



Note: 2025 Amount is forecasted for remainder of FY 2025

Budget Overview – Projected Expenditures

- Total Estimated Expenditures: **\$103,331,998**
 - ✓ 2025 Original Budget: **\$98,959,789**
 - ✓ 2024 Original Budget: **\$92,049,377**
 - ✓ 2023 Original Budget: **\$87,464,426**
- General Fund: **\$40,275,133**
 - ✓ 2025 Original Budget: **\$37,906,021**
 - ✓ 2024 Original Budget: **\$36,793,191**
 - ✓ 2023 Original Budget : **\$34,645,662**
- Growth Rates
 - ✓ 15-Year Growth Rate: **3.42%** | **3.57%**
 - ✓ 10-Year Growth Rate: **4.10%** | **3.46%**
 - ✓ 5-Year Growth Rate: **3.78%** | **5.74%**

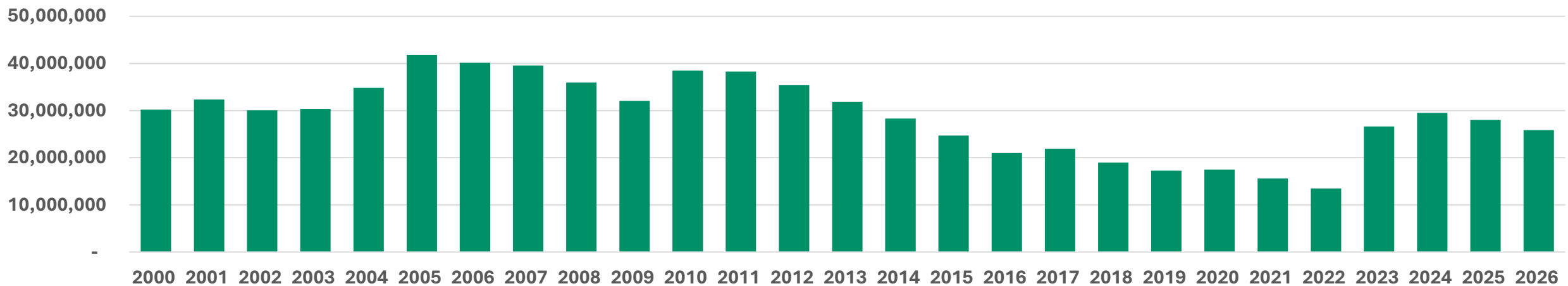


Budget Overview – Debt

- Total Debt Outstanding: **\$28.85 million**
 - ✓ Short-Term Debt: **\$4.76 million**
 - ✓ Long-Term Debt: **\$24.09 million**
- Bond Rating: **Aa1**
- 2026 Activity
 - ✓ Principal payments: **\$2,945,151**
 - ✓ Interest payments: **\$742,742**

- Primary Debt Funding Sources
 - ✓ Street Improvement Fund (401) – **\$2.7 M | 9.4%**
 - ✓ Capital Improvement Fund (402) – **\$1.6 M | 5.4%**
 - ✓ Water Revenue Fund (601) – **\$13.0 M | 45.0%**
 - ✓ Sewer Revenue Fund (620) – **\$11.4 M | 39.6%**
 - ✓ Special Assessments (501) – **\$0.17 M | 0.6%**

Total Debt at Year-End





City Council / Mayor's Office / Law Department

City Council & Mayor

- Funding Source **\$288,322 – 3.4%**
 - ✓ General Fund
- Expenditures
 - ✓ City Council - **\$269,668**
 - Personnel – Up 4.71%
 - Non-Personnel – Up 0.70%
 - ✓ Mayor - **\$18,654**
 - Personnel – Up 25.00%
 - Non-Personnel – Down 50.00%

Law Department

- Funding Source
 - ✓ General Fund
- Expenditures
 - ✓ Personnel – No Change
 - ✓ Non-Personnel – Up 1.0%

\$631,470 – 1.0%



FAIRFIELD

O H I O

General Services

General Services

- Funding Sources
 - ✓ General Fund
- Expenditures
 - ✓ Personnel – Down 11.10%
 - ✓ Non-Personnel – Up 9.18%

\$6,659,280 – 9.0%



FAIRFIELD

O H I O

Administration

Administration

- Funding Source
 - ✓ General Fund

		2026 Dept Proposed	2025 Original	% Δ
100 (GENERAL FUND) - 120 (CITY MANAGER)	Personnel	1,069,375	920,855	16.13%
	Other	55,950	48,450	15.48%
100 (GENERAL FUND) - 145 (HUMAN RESOURCES)	Personnel	418,835	433,605	-3.41%
	Other	115,350	114,900	0.39%
100 (GENERAL FUND) - 213 (INFORMATION TECHNOLOGY)	Personnel	728,848	624,705	16.67%
	Other	103,300	96,700	6.83%
CITY MANAGER'S OFFICE	Personnel	2,217,058	1,979,165	12.02%
	Other	274,600	260,050	5.60%
		2,491,658	2,239,215	11.27%

Administration

- City Manager's Office (120)
 - ✓ **Request:** Communications Manager
 - Murphy Epson Study
- Human Resources (145)
 - ✓ **Request:** 2nd HR Coordinator
 - Society of Human Resources Management (SHRM):1 HR Professional per 100 Employees
- Information Technology (213)
 - ✓ **Request:** 2nd Help Desk Technician
 - Same staffing level since 2005
 - Desktop Workstations: 200 to 392
 - Laptop Devices: <10 to 85
 - iPads: 0 to 90
 - MDTs: <15 to 43
 - Servers: 12 to 37



FAIRFIELD

O H I O

Finance

Finance

- Funding Sources

- ✓ General Fund

- ✓ Enterprise Fund(s)

		2026 Dept Proposed	2025 Original	% Δ
100 (GENERAL FUND) - 210 (FINANCE ADM & ACCOUNTING)	Personnel	606,170	746,935	-18.85%
	Other	34,825	33,645	3.51%
100 (GENERAL FUND) - 211 (INCOME TAX)	Personnel	842,923	755,980	11.50%
	Other	168,750	130,000	29.81%
601 (WATER REVENUE) - 212 (UTILITY COLLECTION)	Personnel	203,993	200,635	1.67%
	Other	211,535	182,100	16.16%
620 (SEWER REVENUE) - 212 (UTILITY COLLECTION)	Personnel	166,902	164,155	1.67%
	Other	3,620,165	3,330,900	8.68%
FINANCE	Personnel	1,819,988	1,867,705	-2.55%
	Other	4,035,275	3,676,645	9.75%
		5,855,263	5,544,350	5.61%

Finance



- Funding Sources
 - Trust & Agency Funds

		2026 Dept Proposed	2025 Original	% Δ
707 (WEST CHESTER TOWNSHIP JEDD I) - 211 (INCOME TAX)	Other	3,628,000	2,536,975	43.00%
708 (FAIRFIELD TOWNSHIP JEDD) – 211 (INCOME TAX)	Other	81,250	14,250	470.18%
606 (WATER GUARANTEED TRUST) - 212 (UTILITY COLLECTION)	Other	65,000	65,000	0.00%
630 (SOLID WASTE MANAGEMENT) - 630 (SOLID WASTE MANAGEMENT)	Other	3,244,000	2,992,220	8.41%



FAIRFIELD

O H I O

Development Services

Development Services

- Funding Source
 - ✓ General Fund

		2026 Dept Proposed	2025 Original	% Δ
100 (GENERAL FUND) - 150 (PLANNING & ECONOMIC DEVL)	Personnel	709,990	704,815	0.73%
	Other	79,500	79,000	0.63%
100 (GENERAL FUND) - 155 (BUILDING AND ZONING INSPECTION)	Personnel	838,368	847,402	-1.07%
	Other	122,784	106,700	15.07%
DEVELOPMENT SERVICES	Personnel	1,548,358	1,552,217	-0.25%
	Other	202,284	185,700	8.93%
		1,750,642	1,737,917	0.73%



FAIRFIELD

FIRE DEPARTMENT

Fire

- Funding Source
 - ✓ Fire Levy Fund (Special Revenue)

		2026 Dept Proposed	2025 Original	% Δ
203 (FIRE LEVY) - 320 (FIRE/EMS OPERATIONS)	Personnel	11,311,330	11,329,510	-0.16%
	Other	1,615,383	1,483,980	8.85%
		12,926,713	12,813,490	0.88%



FAIRFIELD

POLICE DEPARTMENT

Police

- Funding Sources
 - ✓ Special Revenue Funds

		2026 Dept Proposed	2025 Original	% Δ
211 (LAW ENFORCEMENT) - 310 (POLICE)	Other	15,000	21,000	-28.57%
213 (LAW ENFORCEMENT & EDU) - 310 (POLICE)	Other	30,000	30,000	0.00%
215 (LOCAL LAW ENFORCEMENT BLOCK) – 310 (POLICE)	Other	45,000	-	

Police

- Funding Sources
 - ✓ General Fund

		2026 Dept Proposed	2025 Original	% Δ
100 (GENERAL FUND) - 310 (POLICE)	Personnel	15,256,036	14,282,010	6.82%
	Other	1,747,600	1,619,650	7.90%
100 (GENERAL FUND) - 316 (JUSTICE CENTER)	Personnel	-	-	0.00%
	Other	1,208,000	1,213,000	-0.41%
POLICE	Personnel	15,256,036	14,282,010	6.82%
	Other	2,955,600	2,832,650	4.34%
		18,211,636	17,114,660	6.41%

The Challenge: A Reactive & Overburdened Patrol

- The 2025 Workload Assessment reveals our Patrol Division is operating at or beyond its capacity, forcing officers into a purely reactive role.
 - ✓ The 60% Saturation Problem: The ICMA recommends patrol officers spend no more than 60% of their time on non-discretionary calls for service (CFS). Ratios higher than 60% indicate an overburdened and "largely reactive" force.
 - ✓ Fairfield's Reality: The Operations Division is "currently operating above the 60% saturation threshold during multiple hours of the day".
 - ✓ Peak Hour Deficits: As shown in Chart 1, average available manpower falls below the required staffing to maintain the 60% threshold at numerous peak times, including:
 - 10:00 AM, 1:00 PM, 2:00 PM, 5:00 PM, 6:00 PM, 10:00 PM
- This constant demand leaves patrol with "limited discretionary time" for the proactive, preventative policing our community needs.

The Impact: Patrol Covering Specialized Demands

- Due to staffing shortages, the overburdened Patrol Division is forced to absorb specialized workloads, further reducing their availability for proactive engagement.
 - ✓ Absorbing Investigations:
 - Patrol officers investigated 229 cases in 2024.
 - This is an "additional demand" not typically assigned to patrol and consumes significant, un-tracked time for follow-ups, interviews, and evidence processing.
 - ✓ Absorbing Warrants:
 - The Warrants Unit is no longer staffed as of 2025.
 - In 2024, patrol officers served 1,294 warrants, diverting them from neighborhood presence.
 - ✓ Losing Specialists:
 - Specialized officers, including the BURN Task Force Investigator and the DARE officer, were reassigned to patrol to cover basic manpower shortages.
- Critical community-facing work, like addressing neighborhood drug complaints is being sidelined to meet basic call response.

The Solution: A Proactive Directed Patrol Unit

- The workload assessment recommends a new Directed Patrol Unit as the most effective solution to bridge this gap.
- What is a Directed Patrol Unit? It is a dedicated team focused on engagement, prevention, and problem-solving. This unit will:
 - ✓ Work collaboratively with residents, businesses, and schools to solve recurring community issues.
 - ✓ Use data to proactively target emerging problems.
 - ✓ Bridge the gap between reactive patrol response and community outreach.
- How This Solves Our Problem: The unit is specifically designed to:
 - ✓ Reduce the patrol burden by handling drug complaints, neighborhood problems, and other quality-of-life concerns.
 - ✓ Reduce workload during peak hours, freeing patrol officers to handle emergency calls.
 - ✓ Provide operational flexibility to support community initiatives and restore proactive, preventative policing.



FAIRFIELD

O H I O



**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Alisha Wilson, Clerk of Council
Department: Development Services

Subject:

2025 Planning and Zoning Code Modifications

Legislation Title:

Ordinance to amend various sections of the Planning and Zoning Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

- Motion - Amend
- Legislation - Second Reading (see attached Planning Commission Recommendation)

Recommendation:

It is recommended that City Council have a first reading on this ordinance at the September 22, 2025 meeting, set a joint public hearing for October 14 and await the written recommendation from the Planning Commission.

Discussion:

The Planning and Zoning Code is the city's primary tool to guide development throughout the community. It sets standards as to how land can be developed and used, such as building setbacks, landscaping requirements, type of fencing, and design guidelines for new construction and redevelopment. In addition, it addresses procedures to administer the zoning code.

In March, 2024 City Council approved a comprehensive update of the Planning and Zoning Code to address relevant zoning issues in the city as well as deficiencies in the code. This was the first major update since 1984. The revised code has been in effect for approximately 18 months, providing staff an opportunity to identify any errors or omissions, as well as to assess the effectiveness of the new regulations.

Attached is a list of the proposed changes as well as the modified code sections. Strike-through represents text removal and capitalized bold text represents new language.

Financial Impact:

There is no financial impact with this request.

Emergency Provision:

No

Rule Suspension Requested:

No

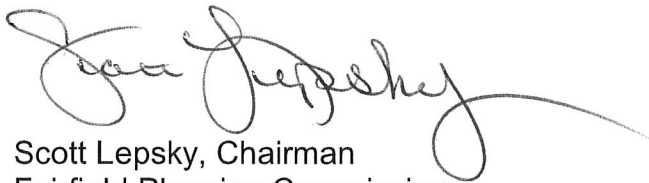
ATTACHMENTS:

1. Code Changes 10.22.25-SL
2. AMEND PLANNING AND ZONING CODE-ORD
3. EXHIBIT A-PLANNING AND ZONING CODE CHANGE
4. EXHIBIT A-1 PLANNING AND ZONING CODE CHANGE

FAIRFIELD
CITY OF OPPORTUNITY
DEPARTMENTAL CORRESPONDENCE

To: Mayor Rhodus and City Councilmembers
From: Scott Lepsky, Planning Commission Chairman
Subject: Planning Commission Recommendation
Date: 10/27/2024

Please be advised that at the Planning Commission meeting held on Wednesday, October 22, 2025, the Planning Commission voted 5-0 in favor of recommending approval of proposed code changes to the Planning and Zoning Code.



Scott Lepsky, Chairman
Fairfield Planning Commission

cc: Scott Timmer, City Manager
Alisha Wilson, Clerk of Council
Steve Wolterman, Law Director

ORDINANCE NO. _____

ORDINANCE TO AMEND VARIOUS SECTIONS OF THE PLANNING AND ZONING CODE OF ORDINANCE NO. 166-84, THE CODIFIED ORDINANCES OF FAIRFIELD, OHIO.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. Various sections of the Planning and Zoning Code of Ordinance No. 166-84, The Codified Ordinances of Fairfield, Ohio, are hereby amended to read as follows:

SEE ATTACHED EXHIBIT "A" WHICH IS INCORPORATED HEREIN BY REFERENCE.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed _____
- _____ Mayor's Approval

Posted _____
-

First Reading _____ Rules Suspended _____
-

Second Reading _____
-

Third Reading _____
-

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

EXHIBIT "A"

1130.05 Industrial Zoning Districts

[NO CHANGES UNTIL PARAGRAPH B.1.]

- B. 1. "M-1" Industrial Park.** It is the purpose of the "M-1" Industrial Park District to promote and protect certain land areas for [~~light industrial development.~~] **INDUSTRIAL USES WITH LIMITED OBJECTIONABLE EXTERNAL EFFECTS. THE INTENT IS TO PERMIT MOST MANUFACTURING, WHOLESALING AND WAREHOUSING ACTIVITIES THAT CAN BE OPERATED IN A CLEAN AND QUIET MANNER, SUBJECT ONLY TO THOSE REGULATIONS NECESSARY TO THE PROTECTION OF ADJACENT RESIDENTIAL AND BUSINESS ACTIVITIES.**
- 2. "M-2" General Industrial.** It is the purpose of the "M-2" General Industrial District to promote and protect certain land areas for [~~general industrial development.~~] **INDUSTRIAL AND OTHER USES THAT BY VIRTUE OF THEIR EXTERNAL EFFECTS, SHOULD BE ISOLATED FROM RESIDENTIAL USES AND COMMERCIAL USES. THESE USES PERFORM ESSENTIAL FUNCTIONS FOR COMMUNITY AND EMPLOYMENT OPPORTUNITIES, AND SHOULD BE PROVIDED FOR IN AREAS THAT ARE BEST SUITED FOR INDUSTRIAL DEVELOPMENT BY REASON OF LOCATION, TOPOGRAPHY, AND THE AVAILABILITY OF ADEQUATE UTILITIES AND TRANSPORTATION SYSTEMS.**

1131.07 Agricultural and Residential Accessory Structure Standards

[NO CHANGES UNTIL PARAGRAPH B.]

- B. Animal Enclosures.** Animal enclosures shall be located in the rear yard and shall be included in the calculation of the accessory use limitation contained with Subsection ~~S~~ 1131.07.A.3. **AND 4.** Animal enclosures, whether permanent or temporary, shall be no greater than eight feet in height from grade to the top of the enclosure.

[NO FURTHER CHANGES TO THIS SECTION.]

1131.10 Non-Residential Districts Use Table and Standards.

[NO CHANGES UNTIL TABLE 1131.10-2]

Table 1131.10-2: Non-Residential Districts – Use Table

SEE ATTACHED EXHIBIT "A-1"

[NO FURTHER CHANGES TO THIS SECTION.]

1131.11 Non-Residential District General Use Regulations

[NO CHANGES UNTIL PARAGRAPH H.]

H. Maximum Size for Primary Structures.

- 1.** Primary structures in the C-1 and C-2 Districts are limited to a maximum of 5,000 square feet of gross floor area, except the following uses are exempt from this requirement:
- ~~[1]~~ **A.** Assisted living, nursing, and rehabilitation facility;
 - ~~[2]~~ **B.** Community and cultural facility;
 - ~~[3]~~ **C.** Education facility;
 - ~~[4]~~ **D.** Essential service;
 - ~~[5]~~ **E.** Government facility; and
 - ~~[6]~~ **F.** Recreation facility, public or private.
- 2. PRIMARY STRUCTURES IN THE M-1 ZONING DISTRICT ARE LIMITED TO A MAXIMUM OF 300,000 SQUARE FEET GROSS FLOOR AREA.**

1131.12 Non-Residential Districts Use Specific Standards

[NO CHANGES UNTIL NEW PARAGRAPH I.-1.]

I.-1. DRIVE-THROUGH CONVENIENCE STORE.

1. **DRIVE-THROUGH CONVENIENCE STORE USES SHALL BE REQUIRED TO MEET THE VEHICLE STACKING SPACE REQUIREMENTS IN SECTION 1151.03.H.**

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH JJ.]

JJ. Stone and Monument Works. Stone and monument work uses [~~that are located in the C-3 and C-3A Districts~~] shall be subject to the following:

1. All cutting and other similar operations shall be conducted within an enclosed structure.
2. No operation shall be constructed, or equipment used which would create excessive noise or dust.
3. The outdoor display of products **IN THE C-3 AND C-3A DISTRICTS** shall comply with Section 1131.13.J.
4. There shall be a minimum setback of 200 feet from any A or R District.

[NO FURTHER CHANGES TO THIS SECTION UNTIL NEW PARAGRAPH OO.]

OO. WAREHOUSE, CROSS-DOCK. WAREHOUSES, CROSS-DOCK ARE SUBJECT TO THE FOLLOWING:

1. **THERE SHALL BE A MINIMUM SETBACK OF 200 FEET FROM ANY A OR R DISTRICT.**
2. **THE SIZE OF ALL ACCESSORY OFF-STREET PARKING FACILITIES AS REQUIRED UNDER SECTION 1151.03 SHALL BE A MAXIMUM OF 100 PERCENT OF THE ENCLOSED AREA OF THE STRUCTURE OR STRUCTURES.**
3. **ANY OUTDOOR STORAGE SHALL COMPLY WITH THE OUTDOOR STORAGE REQUIREMENTS OF SECTION 1131.13.K.**

[NO FURTHER CHANGES TO THIS SECTION]

1131.13 Non-Residential Accessory Uses and Structures

[NO CHANGES UNTIL PARAGRAPH E.]

E. Drive-Through Facility, ACCESSORY. A use that proposes to utilize a drive-through or pick-up window shall be subject to the following:

1. All drive-through areas, including, but not limited to, stacking lanes, trash receptacles, outdoor speakers, drive-up windows, and other objects associated with the drive-through area shall be located in the side or rear yard of a property, and shall not cross, interfere with, or impede any public right-of-way.
2. Drive-through structures shall be subject to the vehicle stacking requirements of Section 1151.03.H.
3. Any canopy structure shall be constructed of the same or complimentary materials used on the principal building.
4. Audible electronic devices such as loudspeakers, automobile service order devices, and similar instruments shall be set back a minimum of 100 feet from any A or R District and shall not be audible beyond the property line.
5. Menu board signage shall comply with Section 1155.06.F.

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH K.]

K. Outdoor Storage, Accessory. Outdoor storage accessory areas, where permitted, shall be paved with a hard durable surface located only in the rear yard, and shall be screened on all sides with an opaque fence or wall **SUBJECT TO THE PROVISIONS OF SECTION 1153.04.B.** that is six feet in height.

[NO FURTHER CHANGES TO THIS SECTION]

1132.01 Planned Unit Developments

[NO CHANGES UNTIL PARAGRAPH L.5.]

- L. 5. **Transparency.** All building elevations that are visible from public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent at the pedestrian level (see Figure 1132-5).

[NO FURTHER CHANGES TO THIS SECTION]

1132.03 Route 4 Corridor Overlay District

[NO CHANGES UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent.

[NO FURTHER CHANGES TO THIS SECTION]

1132.04 Town Center Overlay District

[NO CHANGES UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of a building with interior storage, shelving, boxes, or similar items is not permitted.

[NO FURTHER CHANGES TO THIS SECTION]

1132.05 John Gray/Pleasant Overlay District

[NO CHANGES UNTIL PARAGRAPH C.5.]

- C. 5. ~~[Motor vehicle related businesses, such as]~~ **Motor vehicle fueling [and]/CHARGING, SERVICE AND REPAIR** facilities, and self-storage facilities are not permitted in the overlay district.

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of the building with interior storage, shelving, boxes, or similar items is not permitted.

[NO FURTHER CHANGES TO THIS SECTION]

1132.06 South Gilmore/Mack Overlay District

[NO CHANGES UNTIL PARAGRAPH E.2.]

- E. 2. **Transparency.** All building elevations that face public rights-of-way shall include window openings at regular intervals. The primary front elevation of a building shall be at least ~~[35]~~ **25** percent transparent at the pedestrian level. Blocking the view to the inside of the building with interior storage, shelving, boxes, or similar items is not permitted.

[NO FURTHER CHANGES TO THIS SECTION]

1151.03 Parking Requirements

Table 1151.03-3: Stacking Space Requirements

SEE ATTACHED EXHIBIT "A-1"

[NO FURTHER CHANGES TO THIS SECTION UNTIL PARAGRAPH O.]

O. Parking of Commercial AND CONSTRUCTION Vehicles

1. The parking or storing of any of the following on any property used for residential purposes or on any street in an A or R District for any period exceeding four consecutive hours is prohibited: semi-truck, semi-trailer, box truck, box van, step van, cement truck, stake bed truck, boom truck, food truck, tank truck, tar truck, dump truck, tow truck, wrecker, bus or van capable of carrying more than 10 people, limousine, dump trailer, gooseneck trailer, livestock trailer, trailer with pipe rails and or side walls exceeding 36 inches higher than the trailer bed, and other similar vehicles or trailers. In addition, any other commercial or noncommercial vehicle or trailer that exceeds eight feet in height and/or 22 feet in length shall be prohibited.
2. **THE PARKING OR STORING OF ANY CONSTRUCTION VEHICLE, MACHINE, DEVICE, OR EQUIPMENT ON ANY PROPERTY USED FOR RESIDENTIAL PURPOSES OR ON ANY STREET IN AN A OR R DISTRICT FOR ANY PERIOD EXCEEDING FOUR CONSECUTIVE HOURS IS PROHIBITED. CONSTRUCTION VEHICLES, MACHINERY, DEVICES, AND EQUIPMENT SHALL INCLUDE, BUT NOT BE LIMITED TO, EARTH MOVING EQUIPMENT, SKID STEER LOADER, CEMENT MIXER, HOIST, SCAFFOLDING, SNOW PLOW AND SIMILAR DEVICES, CONSTRUCTION MATERIALS, AND OTHER APPARATUS AND MACHINES USED IN THE CONSTRUCTION OR MAINTENANCE OF BUILDINGS, HOUSES, ROADS, SIDEWALKS, DRIVEWAYS OR LANDSCAPING.**
- [2-] 3. Nothing herein shall prevent the parking **OR STORAGE** of such vehicle, [ø] trailer, **OR EQUIPMENT** in a fully enclosed garage or similar permanent structure, or at any construction project where such vehicles, **TRAILER OR EQUIPMENT ARE ACTIVELY BEING USED FOR AND** are an integral component of such project.
- [3-] 4. The parking or storing of recreational vehicles on any property used for residential purposes shall be in compliance with all regulations of Section 1151.03.N.

[NO FURTHER CHANGES TO THIS SECTION]

1152.08 Parking and Vehicular Use Area Landscaping Requirements

- A. Perimeter Requirements.** When any [~~off-street parking lot~~] **VEHICLE USE AREA** for any multi-family dwelling use, non-residential use, or mixed-use development is proposed to abut a public street, or a property upon which a single family dwelling or two family dwelling exists, a landscape buffer shall be provided that consists of the following:
1. A minimum width of five feet adjacent to the parking lot;
 2. One deciduous tree located every 30 linear feet (a minimum of one tree is required); and
 3. Shrubs planted every three linear feet.

[NO FURTHER CHANGES TO THIS SECTION]

1153.04 Design Regulations

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH B.2.]

- B. 2.** Allowable fence or wall materials include stone **OR BRICK** masonry product, wood, vinyl, aluminum, ornamental iron, and chain link.

[NO FURTHER CHANGES TO THIS SECTION]

1155.06 General Sign Regulations

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH D.2.]

- D. 2.** Electronic message centers shall be **EQUAL OR** subordinate to the principal sign face in size and shall be located below **OR ADJACENT TO** the principal sign face. **NO PORTION**

OF AN ELECTRONIC MESSAGE CENTER IS PERMITTED TO BE LOCATED ABOVE THE PRINCIPAL SIGN FACE.

[NO FURTHER CHANGES TO THIS SECTION]

1170.03 Common Review Requirements

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH B.]

- B. 1.** The fees to be charged for applications and procedures pertaining to the administration and enforcement of this zoning code shall be as follows:

Table [1170.02-2] 1170.03-1: Planning and Zoning Fee Schedule

SEE ATTACHED EXHIBIT "A-1"

- 2.** Until all fees, charges, and expenses have been paid in full, no action shall be taken on any application, appeal, or administrative review and approval.
- 3. THE FEE FOR ALL APPLICATIONS LISTED IN TABLE 1170.03-1 SHALL BE NON-REFUNDABLE.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.04 Zoning Text or Map Amendment

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH E.3.]

- E. 3.** ~~[The fee established by the City Council.]~~ **THE FEE APPLICABLE TO THE FILING OF A ZONING TEXT OR MAP AMENDMENT AS SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.05 Conditional Use

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH E.1.e.]

- E. 1. e.** ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A CONDITIONAL USE APPLICATION AS SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.06 Variances

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH D.1.d.]

- D. 1. d.** ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A VARIANCE APPLICATION AND FOR ANY OTHER SUBMISSION PERTAINING TO THESE REGULATIONS AS SET FORTH IN SECTION 1170.03.B (BOARD OF ZONING APPEALS).**

[NO FURTHER CHANGES TO THIS SECTION]

1170.07 Site Plan Review

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH C.1.c.]

- C. 1. c.** ~~[Payment of a fee as established by the City Council, which shall not be refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A SITE PLAN REVIEW APPLICATION AS SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.08 Residential Infill Review

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH F.1.d.]

- F. 1. d.** ~~[Payment of a fee as established by the City Council, which shall not be~~

~~refundable.]~~ **THE FEE APPLICABLE TO THE FILING OF A RESIDENTIAL INFILL REVIEW APPLICATION AS SET FORTH IN SECTION 1170.03.B.**

[NO FURTHER CHANGES TO THIS SECTION]

1170.12 Appeals of a Decision by an Official

[NO CHANGES TO THIS SECTION UNTIL PARAGRAPH C.4.]

C. 4. ~~[A payment of a fee as established by the City Council, which shall not be refundable.]~~
THE FEE APPLICABLE TO THE FILING OF AN APPEAL OF A DECISION BY AN OFFICIAL AS SET FORTH IN SECTION 1170.03.B (BOARD OF ZONING APPEALS).

D. **[Approval] APPEAL Process**

[NO FURTHER CHANGES TO THIS SECTION]

1171.02 Defined Words

[NO CHANGES TO THIS SECTION UNTIL LETTER D]

D

DATA CENTER. A FACILITY USED PRIMARILY FOR THE STORAGE, MANAGEMENT, PROCESSING, AND TRANSMISSION OF DIGITAL DATA, WHICH HOUSES COMPUTER OR NETWORK EQUIPMENT, SYSTEMS, SERVERS, APPLIANCES, AND OTHER ASSOCIATED COMPONENTS RELATED TO THE DIGITAL STORAGE AND OPERATIONS.

Day Care Center. A place in which supervision, protection, and care is administered to a person or persons, but not including overnight lodging. Such uses may also include educational learning, such as preschool and kindergarten programs, as accessory uses.

Day Care, Home Type A. The permanent residence of the administrator in which childcare is provided for seven to 12 children at one time or a permanent residence of the administrator in which childcare is provided for four to 12 children at one time if four or more children at one time are under two years of age. In counting children for the purpose of this definition, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Day Care, Home Type B. The permanent residence of the administrator in which childcare is provided for one to six children at any one time and in which no more than three children are under two years of age at one time. In counting children for the purposes of this division, any children under six years of age who are related to the administrator or any employee on the premises shall be counted.

Design, Construction, and Materials Specification Handbook. A handbook adopted by City Council containing the official standards for the city governing the design, construction, and materials permitted to be used in all proposed improvements.

Development Services Director. The development services director for the City of Fairfield, Ohio.

District. A portion of the territory of the city within which certain uniform regulations and requirements or various combinations thereof apply under the provisions of the zoning code.

Drainage Plan. A plan for the control of stormwater runoff in accordance with the requirements of Section 1199.03.F.

DRIVE-THROUGH CONVENIENCE STORE. AN ESTABLISHMENT DESIGNED SO A MOTOR VEHICLE ENTERS THE BUILDING AT ONE END AND EXITS AT THE OTHER END, THAT SELLS MERCHANDISE SUCH AS PREPACKED FOOD ITEMS, TOBACCO PRODUCTS, AND BEVERAGES WITHIN THE BUILDING WHILE THE OCCUPANT REMAINS SEATED IN THE MOTOR VEHICLE. THIS DOES NOT INCLUDE DRIVE-THROUGH FACILITY, ACCESSORY.

Drive-Through Facility, ACCESSORY. Any operation by a business establishment where the transfer of goods and services to the customers is accomplished through an opening in the building while the customer remains in their vehicle. **THIS DOES NOT INCLUDE DRIVE-THROUGH CONVENIENCE STORE.**

Drywell. A type of drainage well used for the underground disposal of stormwater runoff from paved areas such as parking lots, streets, residential subdivisions, and building rooftops.

Dumpster, Garbage or Recycling. A container used for the temporary storage of solid waste and garbage or for materials to be recycled pending collection, having a capacity of at least 2 cubic yards. This definition includes compactors and grease dumpsters. Garbage or recycling dumpsters do not include garbage cans which can be moved by a person.

Dumpster, Roll-Off/ Construction. A container used for the temporary collection of large quantities of trash, yard waste, garbage, or building or construction debris, and designed to be delivered and picked up by a truck and which is left on site for a temporary period of time. Roll-off/construction dumpsters do not include dumpsters used by multi-family dwellings or businesses.

Dwelling. Any building or portion thereof designed or used exclusively as the residence or sleeping place of one or more persons, but not including a tent, boarding, or lodging house, motel, hotel, recreational vehicle, or a mobile home, except when it is located in a mobile home park.

Dwelling, Accessory Commercial. A dwelling unit secondary and accessory to a principal commercial use for the purpose of providing essential 24-hour care and security for the commercial business.

Dwelling, Multi-Family Large Scale (5+ units). One or more buildings, or portion of buildings, on a single lot that contains five or more individual dwelling units, where each unit is occupied by one family and provided with an individual entrance to the outdoors or to a common hallway, and regardless of whether the dwelling units are owned or rented.

Dwelling, Multi-Family Small Scale (3-4 units). One or more buildings, or portion of buildings, on a single lot that contains three or four individual dwelling units, where each unit is occupied by one family and provided with an individual entrance to the outdoors or to a common hallway, and regardless of whether the dwelling units are owned or rented.

Dwelling, Single Family Attached. A building designed or arranged for use by a single family consisting of one dwelling unit only, sharing at least one wall with another dwelling unit. Such uses shall have an individual entrance to the outdoors. Each shared wall shall be placed on a property lot line.

Dwelling, Single Family Detached. A building designed or arranged for use by a single family consisting of one dwelling unit only, separated from other dwelling units by open space.

Dwelling, Two Family. A building consisting of two dwelling units arranged, intended, or designed to be occupied by two families only. Such uses may be arranged with one dwelling unit on the first floor and the other dwelling unit on the second floor, or with the two dwelling units located adjacent to each other, on the same lot or parcel, with a shared wall. Such uses shall have an individual entrance to the outdoors.
[NO FURTHER CHANGES TO THIS SECTION UNTIL LETTER M]

M

Major Redevelopment. Any project that meets one of the following conditions:

- A. The construction of one or more buildings or improvements on a site where all or part of a building or improvement has been previously demolished;
- B. The renovation, rehabilitation, addition to, or re-purpose of existing buildings or improvements on a site where the cost of work performed exceeds 50 percent of the pre-renovation market value of the building or improvements as determined by the county auditor;
- C. The demolition and reconstruction of a building or structure; or
- D. Any addition that exceeds 50 percent of the square footage of the existing building or structure.

Major redevelopment does not include activities associated with routine maintenance and/or remodeling of occupied properties.

Manufacturing, Artisan. An establishment or business where an artist, artisan, or craftsperson teaches, makes, or fabricates crafts or products by hand or with minimal automation, and which may include direct sales to consumers. This definition includes uses such as small-scale fabrication, manufacturing, and other industrial uses and processes such as small-scale welding and sculpting. This use includes fabrication implements that are more industrial than that of an art studio and includes coopering, and crafting of cabinetry, furniture, and other similar small-scale manufacturing.

Manufacturing, Heavy. The manufacturing of products from raw or unprocessed materials, including recycling processes. This category shall also include any establishment or facility using large outdoor structures or storage that cannot be integrated into the building design. Any industrial use that generates noise, odor, vibration, illumination, or particulate that may be offensive or obnoxious to adjacent land uses, or requires a significant amount of on-site hazardous chemical storage shall be classified under this land use. Examples include, but are not limited to, the production of the following: lumber, milling, and planning facilities; aggregate, concrete, and asphalt plants; foundries; forge shops, open air welding, and any other intensive metal and plastic fabrication facilities; and chemical manufacturing.

Manufacturing, Light. Product assembling or mixing, where previously processed components or manufactured parts produced off-site are fitted together into a machine or blended or blown or extruded to form a non-combustible and non-explosive product. Product packaging, including bottling, canning, packing, wrapping, and boxing of products assembled. Laboratories for testing of non-hazardous materials. The assembling or packaging shall not produce noise, vibration, hazardous waste materials, or particulate that create significant negative impacts to adjacent land uses. Odors produced on-site shall not negatively affect other businesses or properties in the area. Examples of assembling include but are

not limited to the production of the following: clothes, including screen printing; furniture (where wood is milled off-site); pharmaceuticals; hardware; toys; musical instruments; mechanical components; electric or electronic components and appliances; small vehicle assembly; and computer software. Examples of packaging include, but not limited to, facilities for bottling beverages, canning, and wrapping of foos, and boxing electronic components.

Marijuana. The following terms shall have the same meaning as defined in Section 3780.01 of the ORC:

- Adult Use Cannabis
- Cannabis
- Marijuana
- Medical Marijuana
- Adult Use Cannabis Operator
- Adult Use Cultivator
- Adult Use Dispensary
- Adult Use Processor
- Adult Use Testing Laboratory (also including Laboratory Testing of Medical Marijuana)
- Cultivate
- Cultivation Area
- Cultivation Facility
- Dispensary
- Level I Adult Use Cultivator
- Level II Adult Use Cultivator
- Level III Adult Use Cultivator
- Level I Cultivator
- Level II Cultivator
- Processor

Media Studio. Studio spaces for the creation of and broadcasting of radio, television, internet, or other media programs.

Medical Office (High Intensity). A place used for the care, diagnosis, and treatment of more than 40 sick, ailing, infirm and injured persons/patients per day, but who are not provided with board or room or kept overnight on the premises. This use includes medical care, dental care, urgent care, and outpatient care centers.

Medical Office (Low Intensity). A place used for the care, diagnosis, and treatment of up to 40 sick, ailing, infirm, and injured persons/patients per day, but who are not provided with board or room or kept overnight on the premises. This use includes medical care, dental care, urgent care, and outpatient care centers.

Micro-Fulfillment Center. A small-scale facility, including a stand-alone facility or a facility operated in conjunction with a retail space open to the public, used for the purpose of receiving, transferring, storing, and packaging retail and other similar goods for delivery to or pick-up by customers.

Mixed Use. A building, lot, or development that contains a mixture of uses including residential, commercial, and/or industrial uses. Such uses may be mixed within one building (either horizontally or vertically) or within an overall development. Mixed use buildings shall only include uses that are permitted in the zoning district where the building is located.

Mobile Home. A transportable structure, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to required utilities, and contains a living, sleeping, and eating quarters. This definition includes a mobile home as defined in Chapter 4501 of the ORC. This definition does not include recreational vehicles.

Mobile Home Park. Any lot or part thereof which is used or offered as a location for two or more mobile homes used for residential purposes.

Motor Vehicle. A machine designed or intended to travel over land, sea, or air by self-propulsion or while attached to any self-propelled vehicle such as a camper, trailer, or travel trailer.

Motor Vehicle Fueling/Charging Facility. A place where gasoline, other motor vehicle fuel, or alternative power/energy is sold at retail to the public via direct transmission from a pump or charger to the motor vehicles and where no other motor vehicle service is performed. The sale of gasoline or other motor vehicle fuel or alternative power/energy under this definition shall be the primary use. Other retail sales, including the sale of convenience goods such as groceries, packaged food, newspapers, and household items are permitted within a wholly enclosed building as an accessory use. Outdoor retail displays shall not exceed five percent of the gross floor area of the principal permitted structure. This definition does not include facilities designed for the fueling or charging of semi-trailer trucks.

Motor Vehicle Repair. Any establishment or place of business which is maintained and operated for the primary purpose of making general repair, rebuilding or reconstruction of engines or making general repair to motor vehicle quarter panels, doors, fenders, bumpers, other parts of auto body, frames or other exterior surfaces or providing collision services including but not limited to painting, frame straightening or frame dissecting. This definition does not include any establishment, place of business or property upon which 10 or more unlicensed, partially disassembled, wrecked, or inoperable motor vehicles are kept or stored.

Motor Vehicle Sales/Rental Area. Any establishment, place of business, property or open area used for the display of new or used motor vehicles that are for sale, lease, or rent and in operable condition.

Motor Vehicle Service. Any establishment or place of business which is maintained and operated for the primary purpose of performing routine maintenance of **OPERABLE** motor vehicles such as removal and replacement of lubricants, tires, and batteries for the public and which may include retail sales of [fuels,] lubricants, **AND** air [and/or for washing operable motor vehicles]. This definition does not include any establishment, place of business or property upon which storage or repair of any unlicensed, partially dismantled, or inoperable motor vehicles takes place.

Motor Vehicle Storage. Any establishment, place of business, property or open area used for the storage of new or used motor vehicles that are in operable condition. This definition does not include the storage of delivery trucks, tractor-trailers and associated semi- trailers, or shipping containers.

Motor Vehicle Tow Yard. Any establishment, place of business, or property used by a tow company or wrecker service for temporary storage of operable motor vehicles or inoperable motor vehicles designated to be transported to a motor vehicle repair garage or junkyard. This definition does not include any establishment, place of business, or property upon which 10 or more unlicensed, partially disassembled, wrecked, or inoperable motor vehicles are kept or stored.

Motor Vehicle Washing Facility. A facility for washing, cleaning, drying, and waxing of passenger vehicles, motorcycles, and trucks of one ton rating or less, which may be self-service or full-service.

Mulching. The application of suitable materials on the soil surface to conserve moisture, reduce weed growth, hold soil in place, and aid in establishing plant cover.

Museum. See Cultural Facility.

[NO FURTHER CHANGES TO THIS SECTION UNTIL LETTER W]

W

Wall. An architectural partition with a height and length greater than its thickness; used to divide or enclose an area or to support another structure.

Wall, Retaining. A structure that holds back soil or rock from a building, structure or area. Retaining walls prevent downslope movement or erosion and provide support for vertical or near-vertical grade changes.

Warehouse. An enclosed structure used for the storage and/or distribution of goods of any type by or on behalf of the owner of the goods when 80 percent or more of the enclosed structure is designed or used for storage space. This definition includes distribution and fulfillment facilities, **BUT DOES NOT INCLUDE WAREHOUSE, CROSS-DOCKS.**

Warehouse, Accessory. A secondary and subordinate use to an industrial or commercial use where raw materials, parts, or finished manufactured goods may be stored before their export or distribution. Such storage shall be within a building.

WAREHOUSE, CROSS-DOCK. AN ENCLOSED STRUCTURE WITH LOADING DOCKS LOCATED ON OPPOSITE SIDES OF THE STRUCTURE USED FOR THE STORAGE AND/OR DISTRIBUTION OF GOODS OF ANY TYPE BY OR ON BEHALF OF THE OWNER OF THE GOODS WHEN 80 PERCENT OR MORE OF THE ENCLOSED STRUCTURE IS DESIGNED OR USED FOR STORAGE SPACE. THIS DEFINITION INCLUDES DISTRIBUTION AND FULFILLMENT FACILITIES WHICH HAVE DOCKS LOCATED ON OPPOSITE SIDES OF THE STRUCTURES.

Waste Area. An area approved by the engineer for the disposal of waste material and restricted from the building of any structure and delineated by the requirements of Section 1159.05.

Waste Material. Any material that is not approved “fill material” but approved for disposal in an approved waste area site by the Public Works Director.

Watercourse. A permanent stream, intermittent stream, river, brook, channel, creek, or ditch for water whether natural or man-made.

Wind Farm. Commercial wind power installations that consist of wind turbines and associated facilities.

Wind Turbine. A device that converts the wind’s kinetic energy into electrical energy.

[NO FURTHER CHANGES TO THIS SECTION]

Exhibit "A-1"

1131.10 Non-Residential Districts Use Table and Standards.
Table 1131.10-2: Non-Residential Districts – Use Table

	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Public/Institutional Uses											
Public Recreation Facility, Outdoor		P	P	P			P	P			
Religious Facility	C	C	C	C	C	C	C	C	C	C	
Wireless Communication			C	C					PS	PS	1131.15
Commercial Uses											
Animal Boarding/ Kennel		C	C	C					C	C	1131.12.A
Animal Day Care		C	C	C					C	C	1131.12.B
Animal Hospital, Veterinary Clinic	PS	PS	PS	PS		PS	PS	PS			1131.12.C
Art Studio	P	P	P	P	P	P		P			
Assisted Living Facility		C	P	P			P	C			
Bar/Night Club		C	C	C		C		C			
Brewery, Distillery, Winery, Cidery (Macro)			C	C		C			C	C	1131.12.D
Brewery, Distillery, Winery, Cidery (Micro)		C	C	C		C		C	C	C	1131.12.D
Building and Related Trade Shop		C	P	P					P	P	
Check Cashing, Short Term Loan			PS	PS		PS					1131.12.E
Club/Lodge, Private	C	C	C	C	C	C	C	C			
Commercial Kitchen			C	C					C		
Day Care Center	C	C	PS	PS	C	PS	PS	C			1131.12.I
DRIVE-THROUGH CONVENIENCE STORE		C	PS	PS		PS					1331.12.I.1
Entertainment Venue			C	C		P					
Event Center			C	C		P					1131.12.K

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.
Table 1131.10-2: Non-Residential Districts – Use Table

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Commercial Uses											
Financial Establishment	C	PS	PS	PS	C	PS	PS	PS	C		1131.12.L
Fitness/Dance Studio	P	P	P	P	P	P		P			
Flea Market			C	C							1131.12.M
Funeral Home	C	P	P	P				C			
Greenhouse, Wholesale									C	C	
Hospital		C	C	C			PS				1131.12.N
Hotel, Motel		C	P	P		P					
Landscaping Retail Facility		PS	PS	PS		PS		PS			1131.12.P
Landscaping Service Facility			C	C					PS	PS	1131.12.Q
Laundry, Commercial			P	P		P		P			
Marijuana: Adult Use Dispensary and Dispensary (Medical)			PS	PS		PS					1131.12.S.1
Media Studio	PS	PS	PS	PS		PS		PS			1131.12.T
Medical Office (High Intensity)		C	C	C		C	P	C	C	C	1131.12.U
Medical Office (Low Intensity)	P	P	P	P	P	P	P	P	C		
Micro-Fulfillment Center	PS	PS	PS	PS		PS		PS			1131.12.V
Mixed Use			C	C				C			
Motor Vehicle Fueling/ Charging		C	PS	PS				G			1131.12.X
Motor Vehicle Repair			C	C					C	C	1131.12.Y

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use
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EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.
Table 1131.10-2: Non-Residential Districts – Use Table

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Commercial Uses											
Motor Vehicle Sale/ Rental Area			C	C							1131.12.Z
Motor Vehicle Service		C	C	C		C		C	C	C	1131.12.AA
Motor Vehicle Washing Facility		C	PS	PS		PS					1131.12.DD
Nursing and Rehabilitation Facility		C	P	P			P	C			
Office, General	P	P	P	P	P	P	P	P	C		
Outdoor Amusement Ride and Entrainment Display						P					
Personal Service	P	P	P	P	P	P	P	P			
Recreational Facility, Indoor	C	C	P	P		P	C	C	C	C	
Recreational Facility, Outdoor	C	C	C	C		P	C	C			
Restaurant, Full Service	C	P	P	P		P		P	C		
Restaurant, Quick Service	C	PS	PS	PS		PS		PS	C		1131.12.GG
Retail	P	P	P	P	P	P		P	C		
Self-Storage Facility			C	C						C	1131.12.HH
Sexually Oriented Business			C	C							1131.12.II
Showroom	C	P	P	P				P			
Storage Shed, Barn, Carpport, or Play Structure Sales Area			C	C							1131.12.KK
Teen Club		C	C	C				C			
Theater, Cinema		C	P	P		P		C			

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EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.
Table 1131.10-2: Non-Residential Districts – Use Table

Table 1131.10-2: Non-Residential Districts - Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Commercial Uses											
Tobacco/Vape Store			PS	PS		PS					1131.12.LL
Industrial Uses											
Building Material Yard										C	1131.12.E
Construction and Large Equipment Rental, Sale, and Service										C	1131.12.G
Contractor Yard										C	1131.12.H
Crematorium										C	
DATA CENTER									C		
Food Processing									C	P	
Junkyard										C	1131.12.O
Laundry, Industrial									C	P	
Manufacturing, Artisan			C	C					P	P	
Manufacturing, Light									PS	PS	1131.12.S
Manufacturing, Heavy										C	1131.12.R
Marijuana: Adult Use Cultivator										P	
Marijuana: Adult Use Processor										P	
Marijuana: Adult Use Testing Laboratory										P	
Marijuana: Cultivation Facility										P	
Marijuana: Level I Adult Use Cultivator										P	
Marijuana: Level II Adult Use Cultivator										P	

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1131.10 Non-Residential Districts Use Table and Standards.

Table 1131.10-2: Non-Residential Districts – Use Table

Use	C-1	C-2	C-3	C-3A	C-4	SE	B-1	D-1	M-1	M-2	Section
Industrial Uses											
Marijuana: Level III Adult Use Cultivator										P	
Marijuana: Level I Cultivator										P	
Marijuana: Level II Cultivator										P	
Marijuana: Processor (Medical)										P	
Motor Vehicle Storage										C	1131.12. BB
Motor Vehicle Tow Yard										C	1131.12. CC
Renewable Energy Facility										C	1131.12. EE
Research, Development, Laboratory Facility			C	C			PS		C	C	1131.12. FF
Stone and Monument Works			C	C					P C	PS	1131.12. JJ
Trucking or Logistics Terminal										C	1131.12. MM
Warehouse			C	C					PS	PS	1131.12. NN
WAREHOUSE, CROSS-DOCK										PS	1131.12.OO
Accessory Uses											
Accessory Structure	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. A
Accessory Use	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. B
Automated Teller Machine (ATM)	PS	PS	PS	PS	PS	PS	PS	PS	PS		1131.13. C
Charitable Drop-Off Receptacle	PS	PS	PS	PS	PS	PS	PS	PS			1131.13. D
Drive-Through Facility, ACCESSORY		C	PS	PS	C	PS		C	C		1131.13. E
Dumpster, Garbage and Recycling	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	1131.13. E

P = Permitted Use PS = Permitted Use with Standards C = Conditional Use

EXHIBIT "A-1"

1151.03 Parking Requirements

Table 1151.03-3: Stacking Space Requirements

Activity	Minimum Number of Stacking Spaces	Measured From
Drive-Through Convenience Store	5 for a single lane	Entrance to the building
Food and Beverage Use with Drive-Through Window	12 for a single lane or 6 per lane for 2 or more lanes	The order point
Food and Beverage Use with Pick Up Window Only	5 for a single lane	Pick-up window
Financial Institution	4 per lane for an ATM, 2 per lane for a teller or window	Teller or ATM
Motor Vehicle Fueling/Charging Facility	1 per fuel pump	Pump island
Pharmacy	5 for a single lane or 3 per lane for 2 or more lanes	Pick-up window
Motor Vehicle Washing, Automatic	4 for a single lane or 2 per lane for 2 or more lanes	Entrance to washing bay
Other	As determined by the Development Services Director or their designee	

EXHIBIT "A-1"

1170.03 Common Review Requirements Table
1170.0[2-2]3-1: Planning and Zoning Fee Schedule

Application	Fee (\$)
Board of Zoning Appeals	
Board of Zoning Appeals - Residential	100
Board of Zoning Appeals - Nonresidential	200
Planning Commission	
Rezoning Zoning Text or Map Amendment	500
PUD - Concept Development Plan	500
PUD - Final Development Plan	500
PUD - Minor Modification (residential)	50
PUD - Minor Modification (nonresidential)	200
Conditional Use	250
Preliminary Plat	500
Final Plat	300
Replat	100
Overlay District Review	200
Residential Infill Review	50
All other Planning Commission Requests	100
Administrative	
Minor Subdivision - Lot Split	50
Minor Subdivision - Lot Combination	50
Site Plan Review - Expansion	100
Site Plan Review - New Development	200
Cell Tower	250
Cell Tower - Biennial Registration Renewal	100
Curb Cut Permit - Residential	25
Curb Cut Permit - Nonresidential	50

EXHIBIT "A-1"

1170.03 Common Review Requirements
Table 1170.03-1: Planning and Zoning Fee Schedule

Application	Fee (\$)
Administrative	
Minor Subdivision - Lot Split	50
Minor Subdivision - Lot Combination	50
Site Plan Review - Expansion	100
Site Plan Review - New Development	200
Cell Tower	250
Cell Tower - Biennial Registration Renewal	100
Curb Cut Permit - Residential	25
Curb Cut Permit - Nonresidential	50
Floodplain Development Permit	200
Zoning Verification Letter	50



**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Alisha Wilson, Clerk of Council
Department: Fire

Subject:

Ordinance to adopt the 2025 Emergency Operations Plan

Legislation Title:

Ordinance to adopt the 2025 Emergency Operations Plan for the City of Fairfield.

- Legislation - Second Reading

Recommendation:

It is recommended that Council adopt the 2025 Emergency Operations Plan for the City of Fairfield.

Discussion:

The 2025 Emergency Operations Plan revision was a complete overhaul of the previous edition. This revision better aligns with the emergency management operations plans at the County, State and Federal levels.

Financial Impact:

None

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. City of Fairfield - Annex-A-Transportation-Function-ESF 1 - 2025
2. City of Fairfield - Annex-B-Communication-Function-ESF 2 - 2025
3. City of Fairfield - Annex-C-Engineering-and-Public-Works-Function-ESF 3 2025
4. City of Fairfield - Annex-D-Fire-and-EMS-Function-ESF 4 2025
5. City of Fairfield - Annex-E-Information-and-Planning-Function-ESF 5 - 2025
6. City of Fairfield - Annex-F-Mass-Care-Function-ESF6 - 2025
7. City of Fairfield - Annex-G-Resource-Support-Function-ESF7 2025
8. City of Fairfield - Annex-H-Health-and-Medical-Function-ESF 8-2025
9. City of Fairfield - Annex-I-Search-and-Rescue-Function-ESF9-2025

10. City of Fairfield - Annex-J-Hazardous-Materials-Function-ESF10-2025
11. City of Fairfield - Annex-K-Animals-and-Agriculture-Function-ESF11-2025
12. City of Fairfield - Annex-L-Energy-Function-ESF12-2025
13. City of Fairfield - Annex-M-Law-Enforcement-Function -ESF13- 2025
14. City of Fairfield - Annex-N-Disaster-Recovery-Function-ESF14-2025
15. City of Fairfield - Annex-O-Public-Information-Function-ESF15-2025
16. City of Fairfield-Base-Plan-2025
17. City of Fairfield-Tab-1-Emergency-Proclamation-Example-2025
18. City of Fairfield-Tab-2-Threat-and-Hazard-Ranking-2025
19. City of Fairfield-Tab-3-Public Works Appendix-2025
20. City of Fairfield-Tab-4-Public Utilities Appendix-2025
21. City of Fairfield-Tab-5-Development Services Appendix-2025
22. City of Fairfield-Tab-6-Finance Appendix-2025
23. City of Fairfield-Tab-7-IT Appendix-2025
24. City of Fairfield-Tab-8-Damage Assessment Appendix-2025
25. City of Fairfield-Tab-9-Volunteer and Donations Appendix-2025
26. City of Fairfield-Tab-10-Evacuation Appendix-2025
27. City of Fairfield-Tab-11-Parks & Recreation Appendix-2025
28. PDA-Field-Guide
29. EMERGENCY OPERATIONS PLAN-ORD

ANNEX A — TRANSPORTATION FUNCTION (ESF #1)

Transportation Function Representative: Fairfield Public Works

I. Introduction

Transportation functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #1 – Transportation. The Transportation Function at the local level addresses the following areas of concern during emergencies:

- Assess damage to, restore, and maintain land, air, and water transportation routes during emergencies in coordination with governmental and private organizations as required.
- Transport personnel, materials, goods, and services to emergency sites.
- Support evacuation and reentry operations for threatened areas.

II. Situation

- Hazards that affect the City of Fairfield may damage transportation infrastructure and can hamper the movement of emergency personnel and delay the delivery of vital resources.
- Disasters will reduce the availability of many local resources and require the transportation of outside resources to the affected areas.
- During an emergency incident when resources are scarce, Incident Command may need to prioritize which transportation routes are cleared or repaired to support incident goals.
- Emergency evacuation activities are usually conducted by local response organizations. The County and State may coordinate these activities as needed.
- Most state transportation resources cannot be committed off of the state highway system without a declaration of emergency by the Governor. Contact the Butler County Emergency Management Agency (EMA) to begin the process for a county or state declaration.

III. Assumptions

- Disaster response for transportation systems may be difficult to coordinate immediately following an emergency since routes may be blocked by traffic, debris, and/or damage.
- Repairs to transportation systems will be prioritized based upon benefit to disaster survivors and affected neighborhoods.
- Repair of access routes will permit a sustained flow of emergency relief although localized distribution patterns may be disrupted for a significant period.
- Transportation surges during the response phase may exceed the availability of local resources for traffic control.
- Butler County EMA or the Butler County EOC, if activated, is available for assistance and support during emergencies. Transportation needs can be supplemented by contacting Hamilton County EMA or the EOC.

IV. Concept of Operations

1. The Transportation Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Public Works
 - b. Law Enforcement
 - c. Fire Department
 - d. Local School District (Transportation Coordinator)
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate support organizations to answer the needs of the affected community. These needs may include the following:
 - a. Damage assessment of transportation infrastructure.
 - b. Identification of transportation routes including routes for evacuation and response resources.
 - c. Ensure transportation route repair activities include bridges and culverts.
 - d. Debris clearance from transportation routes.
 - e. Hauling materials.
 - f. Transportation resource management.
 - g. Technical assistance.
 - h. Interfacing with railroads, airports, port authorities and related transportation providers/facilitators.

V. Organization and Assignment of Responsibility

Organization

1. All Transportation Function organizations are responsible for the development of internal SOPs/SOGs that support the Transportation Function and EOC operations.
2. Transportation Function resources will be alerted and activated by the Transportation Function Representative for assessment, response, and recovery operations based on the needs of the emergency. These resources may include but are not limited to:
 - School buses
 - Church buses
 - Charter buses
 - Private ambulances
 - Street department vehicles
 - Fire department vehicles
 - Law enforcement vehicles
3. The Butler County Regional Transit Authority (BCRTA) should be coordinated through the County EOC.

Assignment of Responsibility

The City of Fairfield Public Works Department has been identified as the organization who will fill the role of the Transportation Function Representative and will lead this Function.

Transportation Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate available resources for transportation activities.
3. Identify evacuation and reentry routes in coordination with the Incident Commander.
4. Identify response resource transportation routes and potential staging areas.
5. Coordinate with supporting agencies, including those listed below, to maintain an accurate overview of transportation activities.
6. Coordinate with transportation resources to develop and prioritize missions for local, county, state and federal Emergency Support Function #1 personnel.
7. Coordinate with the County's ESF #1, if activated.
8. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

City of Fairfield Public Works / City Engineer will:

1. Conduct damage assessments and determine the types of damage to and repairs needed for transportation infrastructure. Report damage assessment information to the local Damage Assessment Coordinator and provide support in completing documentation of transportation damage.
2. Provide debris clearance of roadways to ensure transportation assets can complete their missions. More information about debris removal may be found in Annex C – Engineering and Public Works Function.
3. Assist the agencies supporting emergency transportation response and recovery activities by providing fuel and maintenance for local vehicles.
4. Support the transportation of emergency personnel, goods, and services to the site of the disaster.
5. Coordinate with transportation resources to develop and prioritize missions for local, county, state and federal Emergency Support Function #1 personnel.
6. Provide on-going internal communications and coordination.
7. Maintain an overview of Transportation Function activities for briefing purposes.
8. Coordinate and/or ensure bridge and roadway repair on transportation routes.

9. Coordinate with public and private transportation providers for emergency information and assistance as appropriate.
10. Procure equipment and services from private contractors as needed during emergencies in coordination with City of Fairfield Finance Department.
11. Coordinate with transportation organizations in the affected area in order to obtain information on the transportation infrastructure and assist local organizations in emergency repairs to transportation infrastructure.
12. Provide reports to county and state agencies on the status of transportation routes at the site of the emergency.
13. Coordinate transportation support with other Functions as required.

Fairfield Local School District will:

1. Coordinate with local jurisdiction school boards for use of transportation assets to support disaster response operations, as needed.
2. Provide transportation support if able and requested.

City of Fairfield Police Department will:

1. Provide traffic control, enforcement, coordination, support, and related services on roads and other traffic routes during emergencies as directed.
2. Assist in emergency evacuation, relocation, and reentry operations.
3. Support assessment of damage to transportation infrastructure.

Butler County EMA / Butler County EOC will:

1. Assist in the coordination of transportation capabilities to fill unmet transportation requirements.
2. Coordinate with Ohio EMA/State EOC for support as needed.

VI. Resource Requirements

Transportation Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

ANNEX B — COMMUNICATION FUNCTION (ESF #2)

Communication Function Representative: City of Fairfield Information Technology

I. Introduction

Communication functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #2 – Communication. The Communication Function at the local level addresses the following areas of concern during emergencies:

- Damage assessment of communication infrastructure
- Communication repair activities
- Technical assistance
- Modes of communication
- Liaison with communication/telecommunication agencies
- Support of local communication activities

II. Situation

Disasters affect the ability to communicate by damaging and overloading systems and equipment, overwhelming staff, and creating conditions that prevent the expedient repair of existing communications systems or transport of new equipment into the affected area. Communications in the City of Fairfield are vital to protect life and property and restore the affected area to pre-disaster conditions.

- Landline/Non-wireless Capabilities:
 - Telephonic capabilities for the City of Fairfield.
- Wireless Capabilities:
 - Wireless or radio capabilities for the City of Fairfield include cell phone systems and the Butler County fire and police radio systems.
- Data:
 - Facility data communications For the City of Fairfield is maintained by the Information Technology Division.
 - Internal data service is provided through servers that provide for the routing and distribution of information for day-to-day and emergency activities. This includes the capability for local agencies to access their servers from the City of Fairfield EOC during emergencies.

III. Assumptions

- During a disaster, communications capabilities will be non-existent or strained at best.
- Outside agencies will assist the City of Fairfield in accomplishing as much restoration and reconstruction of telecommunications infrastructure as conditions permit.
- The Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Communication needs can be supplemented by contacting the Butler County EMA or the County EOC.

IV. Concept of Operations

1. The Communication Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Dispatch
 - b. Information Technology
 - c. Public Works
 - d. Public Utilities
 - e. Fire Department
 - f. Police Department
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community. These needs may include the following:
 - a. Damage assessment of communication infrastructure.
 - b. Ensure communication repair activities to the City of Fairfield's EOC.
 - c. Technical assistance.
 - d. Interfacing with communications providers, neighboring dispatch centers/Public Safety Answering Points (PSAPs).
3. These responsibilities may fall to the Communications Officer within an ICS system.

V. Organization and Assignment of Responsibility

Organization

1. All Communication Function organizations are responsible for the development of internal SOPs/SOGs that support the Communication Function and EOC operations.
2. Communication organizations will be alerted and activated by the Communication Function Representative for assessment, response, and recovery operations based on the needs of the emergency. These resources may include but are not limited to:

- a. City of Fairfield Information Technology
- b. City of Fairfield Communications Center/Butler County Communications Center
- c. Duke Energy
- d. ALTAFIBER

Assignment of Responsibility

City of Fairfield Information Technology has been identified as the organization who will fill the role of the Communication Function Representative and will lead this Function.

Communication Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate with supporting agencies, including those listed below, to maintain an accurate overview of communication activities.
3. Coordinate with the County's ESF #2, if activated.
4. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.
5. Provide briefings in the City of Fairfield EOC on communications operations.

City of Fairfield Information Technology will:

1. Manage and maintain communications capabilities within the City of Fairfield EOC.
2. Coordinate requests for mobile communications as needed during emergencies.
3. Provide technical assistance and support for system restorations.
4. Establish and maintain the communication capabilities, data communication links, and computer systems needed for EOC operations.
5. Provide ongoing maintenance and restoration of the City of Fairfield owned communication systems.
6. Deploy and install transportable communications systems to include radio base stations, satellite links and portable communications equipment.
7. Provide staffing of and/or support to the City of Fairfield EOC during emergencies.
8. Maintain data communications to law enforcement and fire agencies.

City of Fairfield Public Works Department will:

1. Provide technical assistance for the restoration of communications systems.
2. Assess communications infrastructure following a disaster and prioritize assistance based on the assessments.
3. Act as a liaison with local communications/telecommunications companies.
4. Maintain and monitor City's central traffic system (CCTV cameras; traffic signal monitoring; etc)

City of Fairfield Public Information Officer will:

1. Gather and retain audiovisual materials of the disaster (i.e., video recordings and drone images) for documentation purposes, if available.
2. Coordinate public messages with the County's Joint Information Center, if activated.

City of Fairfield Finance Department will:

1. Obtain communications resources by contract as needed.

City of Fairfield Police Department will:

1. Request radio operators, as needed, to support the City of Fairfield's EOC operations during emergencies.
2. Request activation of the Integrated Public Alert & Warning System (IPAWS) and/or the Emergency Alert System (EAS) as needed for emergency notification.

City of Fairfield Fire Department will:

1. Request activation of the Integrated Public Alert & Warning System (IPAWS) and/or the Emergency Alert System (EAS) as needed for emergency notification.

Butler County EMA / Butler County EOC will:

1. Assist in the coordination of communications capabilities to fill unmet communication requirements.
2. Coordinate with the Ohio EMA / State EOC for support, as needed.
3. Activate the IPAWS and/or the EAS as needed for emergency notification.

VI. Resource Requirements

Communication Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX C — ENGINEERING AND PUBLIC WORKS FUNCTION (ESF #3)

Engineering and Public Works Function Representative: City of Fairfield Public Works

I. Introduction

Engineering and public works functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #3 – Engineering and Public Works. The Engineering and Public Works Function at the local level address the following areas of concern during emergencies:

- Damage assessment
- Provision of technical advice
- Debris removal
- Demolition and stabilization projects
- Inspections
- Evaluations of public infrastructure
- Contracting
- Reconnaissance
- Emergency repairs
- Temporary and permanent construction

II. Situation

- There is no single local department/organization that has oversight over all varieties of public works/engineering assistance that may be required following a disaster.
- Disasters often cause property damage to homes, public buildings and other facilities. Those structures may require reinforcement, demolition or isolation to ensure safety. Public utilities may be partially or fully inoperable following disasters.
- Equipment in the immediate disaster area may be damaged or inaccessible. Local government may have to deploy resources from outside the affected area in order to ensure a quick, effective response.
- Deactivation of the Engineering and Public Works Function can be a long-term process, extending deep into the recovery phase since public works and engineering projects may require many months to complete.

III. Assumptions

- The Engineering and Public Works Function will prioritize local emergency missions by addressing life-safety and human health issues first.
- Rapid damage assessment of the disaster area will be necessary to determine the need for additional resources, assistance, or local declaration of a disaster.
- Emergency environmental waivers and legal clearance will be needed for disposal of materials from debris clearance and demolition activities.
- Consumer protection programs will be in place to protect citizens.
- The Engineering and Public Works Function support services for the disaster area will be provided, to some degree, by contractors from outside the disaster area.

- Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Engineering and Public Works needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concepts of Operations

1. In general, the City of Fairfield Public Works Department addresses most engineering concerns; therefore, they serve as the lead for this Function. All supporting agencies may be required to report individually on their emergency missions when activated in the City of Fairfield's EOC or at the site of the disaster.
2. The Public Works Director will notify elements of the Engineering and Public Works Function when public works and engineering capabilities are required for local damage assessment, response, and recovery activities during emergencies.
3. Engineering and Public Works Function organizations are prepared to staff and/or support the City of Fairfield's EOC and provide personnel and equipment as applicable for emergency response and recovery activities at the disaster site.
4. Additional public works and engineering services and equipment may be contracted on an emergency basis when required for response and recovery operations.
5. Close coordination is maintained between Engineering and Public Works Function organizations during emergencies to:
 - a. Prioritize response and recovery missions.
 - b. Share and update information.
 - c. Ensure expedient response and recovery actions.
 - d. Avoid redundant activities.
 - e. Ensure a unified effort when working with local, county, state, federal, and private organizations.
 - f. Provide accurate intelligence to other organizations in the EOC and at the site of the emergency.
6. Each Engineering and Public Works Function department/agency is responsible for providing logistical support to their personnel in addition to tracking and maintaining equipment and supplies.
7. The Engineering and Public Works Function will coordinate with the Information and Planning Function (Annex E) and the Resource Support Function (Annex G), when establishing staging areas for public works and engineering personnel, equipment and supplies. This will ensure that the best sites are identified and established and that site locations, contact numbers and capabilities are distributed to personnel needing this information.
8. The Engineering and Public Works Function will coordinate with the Disaster Recovery Function, to support conducting damage assessments. More details about the damage assessment process are located in Annex N - Disaster Recovery Function.

V. Organization and Assignment of Responsibility

Organization

All Engineering and Public Works Function organizations are responsible for the development of internal SOPs/SOGs that support the Engineering and Public Works Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Public Works Department has been identified as the organization who will fill the role of the Engineering and Public Works Function Representative and will lead this Function.

Engineering and Public Works Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate with support agencies, including those listed below, to maintain an accurate overview of engineering and public works activities.
3. Coordinate with the County's ESF #3, if activated.
4. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

The City of Fairfield Building and Zoning Division will:

1. Provide building inspectors as needed at the site of the emergency.
2. Provide information to the City of Fairfield EOC personnel on industries affected by the disaster.
3. Provide personnel and equipment for the following engineering emergency activities:
 - a. Damage assessment

City of Fairfield Public Works Department will:

1. Provide personnel and equipment for the following public works emergency activities:
 - a. Debris removal
 - b. Damage assessment
 - c. Engineering reconnaissance
 - d. Demolition and/or emergency repairs or stabilization of unsafe public structures
 - b. Assist with emergency drainage problems
 - c. Ensure emergency access to all areas
 - d. Deliver potable water as directed
 - e. Restore structural integrity of damaged public property as directed

- f. Inspection of dikes, levies, dams and related structures
 - g. Maintain city fuel supply
 - h. Contact private organizations as necessary to support the Engineering and Public Works Function assessment, response, and recovery activities
2. Provide technical recommendations as requested by the Engineering and Public Works Function organizations during emergencies.
3. Provide equipment and personnel for the Engineering and Public Works Function operations.

Local Public Utilities Companies will:

1. Provide emergency coordination information to the City of Fairfield EOC as needed during a disaster.
2. Provide intelligence on local water resources
3. Support evaluation and repair of public utility systems following a disaster.

Butler County EMA / Butler County EOC will:

1. Assist in the coordination of engineer and public works capabilities to fill unmet engineering and public works requirements.
2. Coordinate with the Ohio EMA/State EOC for support, as needed.

VI. Resource Requirements

Engineering and Public Works Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX D — FIRE AND EMS FUNCTION (ESF – 4)

Fire and EMS Function Representative: City of Fairfield Fire Department

I. Introduction

Fire and Emergency Medical Services (EMS) functions at the county level are addressed in Emergency Support Function (ESF) #4 – Fire & EMS and at the state and federal levels in ESF #4 – Firefighting and ESF #8 – Public Health and Medical Services. The Fire and EMS Function at the local level addresses the following areas of concern during emergencies:

- Initial damage assessment
- Incident Command
- Mutual aid fire and EMS mobilization
- Hazardous materials event recognition and identification
- Pre-hospital medical care resulting from or occurring with an emergency or disaster
- Medical transport
- Fire suppression and rescue activities

II. Situation

- Fire is one of the primary hazards facing the City of Fairfield. It has the possibility of generating the secondary hazards of hazardous materials incidents and utility outages. Fire may also be the secondary hazard of a larger incident but will still need to be addressed quickly.
- The City of Fairfield is vulnerable to multiple hazards that could result in serious health risks and situations that adversely affect the population and overwhelm EMS and healthcare systems.
- All of the City of Fairfield is provided with fire and EMS protection through the following agencies or departments:
 - City of Fairfield Fire Department
- Fire, always a danger, could become more lethal during a natural or human-caused disaster that impacts the City. Fire, flood, aircraft crashes, train accidents, hazardous materials incidents and numerous other causes occasionally create situations which require mobilization of firefighting/EMS equipment beyond that which is normal.
- The City of Fairfield is serviced by fire hydrants. In the event of a long-term water outage, a water contingency plan will have to be identified.
- The risks associated with a fire emergency are mainly to lives, property, utilities, and infrastructure.
- If necessary, specialized teams or response organizations from local jurisdictions and Butler and Hamilton County may be brought in to assist on scene in the suppression of the fire or containment of the emergency.

- Requests for assistance will be forwarded from the Incident Commander or their designee through the Fairfield Dispatch Center or the City of Fairfield EOC to the Butler County Emergency Management (EMA) or the Butler County Emergency Operations Center (EOC), if activated.
- All Fire and EMS departments in Butler County are part of a mutual aid agreement that is designed to dispatch fire and medical units to an incident from multiple jurisdictions based upon different factors. Large scale incidents that max out an individual fire department's resources will receive additional responses from neighboring departments to handle the size of the incident.
- The Ohio Fire Chiefs' Association's Ohio Fire Service Emergency Response System (ERS) provides local fire chiefs with easy access to large quantities of fire service resources (HazMat, water rescue, fire response resources, emergency medical services, incident management assistance, etc.) that may be needed to respond to a major fire, mass casualty incident (MCI), or other disaster. The ERS provides for rapid activation and response of fire/EMS resources in quantities beyond the means of a single fire/EMS department and local mutual aid.
 - The ERS is activated by local Incident Commander(s) or the dispatch center through a central dispatch point. The Fire and EMS Function Representative may be responsible for activating the ERS, if requested by the Incident Commander (IC).

III. Assumptions

- Wheeled-vehicle access may be hampered by such occurrences as falling trees and power lines, bridge failures, and landslides, making conventional travel to the fire location extremely difficult or impossible.
- Planning for every firefighting or EMS contingency is beyond the scope of this Function, but it will outline broad objectives that will provide the greatest protection of life and property that can be achieved with the resources available.
- In large scale disasters multiple incident commanders may be present. The City of Fairfield EOC will coordinate resource requests.
- In most situations, individual department personnel and equipment, in conjunction with personnel and equipment provided through preexisting mutual aid agreements, the ERS, and the Intrastate Mutual Aid Compact (IMAC) should be adequate for responding to any disaster.
- Once the City of Fairfield has exhausted all its resources, including mutual aid, a local emergency will be declared so that state and federal resources may be made available.
- Butler County EMA or the County EOC, if activated, is available for assistance and support during emergencies. Firefighting/EMS support needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. The Fire and EMS Function will be assigned a representative. Representatives may be called upon from the Fairfield Fire Department.
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate support organizations to answer the needs of the City of Fairfield. These needs may include the following:

- a. Casualty and fatality estimates
 - b. Initial damage assessment including scope and severity of incident
 - c. Mutual aid mobilization for additional fire and EMS resources
 - d. Emergency public notification if protective actions need to be taken, including evacuation routes, for hazardous materials incidents
 - e. Assist the Incident Commander and/or the Transportation Officer in determining medical facilities for patient transport
 - f. Resource attainment and allocation
 - g. Technical assistance for fire suppression and rescue activities
3. The first arriving apparatus will establish command, following the Incident Command System, and alert other responders regarding the status of the situation. The IC will then be responsible for advising decision-makers about the risks associated with the threat and recommending methods for incident stabilization.
 4. The Fire and EMS Function manages and coordinates firefighting and EMS activities by mobilizing resources of multiple firefighting/EMS agencies. This Function will also likely be a direct link from the City of Fairfield EOC to the Incident Command Post (ICP).
 5. The Fire and EMS Function Representative may be at either the local EOC or the ICP based on the incident.
 6. The Fire and EMS Representative will coordinate with the IC at the site of the disaster and work with Fire and EMS Function support organizations to provide resources.
 7. In the event of an emergency that requires the activation of the Fire and EMS Function there will also be a need for large numbers of resources to coordinate such things as emergency sheltering, feeding sites, and other duties not previously assigned. Many of these activities will be coordinated under the Mass Care Function (Annex F).
 8. When Fire and EMS resource requests exceed the local, county and established mutual aid resources, the State of Ohio ERS shall be activated. This plan was developed to bring large quantities of fire and EMS resources to an area in a timely manner.

V. Organization and Assignment of Responsibility

Organization

The Fairfield Fire Department is responsible for the development of internal SOPs/SOGs that support the Fire and EMS Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Fire Department has been identified as the organization who will fill the role of the Fire and EMS Function Representative and will lead this Function.

Fire/EMS Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate with support agencies, including those listed below, to maintain an accurate overview of Fire and EMS activities.
3. Coordinate with the County's ESF #4, if activated.
4. Disseminate information that may be of value to other local Function Representatives, including incident related activities. This information sharing contributes to the response and recovery during an emergency/disaster of any type.
5. Report to or supplement staffing in the City of Fairfield's EOC upon its activation. The Representative will report on the risks and activities related to the incident, including coordination of fire and EMS activities within affected disaster area(s).
6. Coordinate with the on-scene IC to assess the fire rescue situation, including a determination of the functional needs on scene.
7. Coordinate with the on-scene IC to assess the EMS situation, including a determination of incident type, number of casualties and resource needs.
8. Obtain from the IC or dispatch whether they have executed the State ERS and if their capabilities (including mutual aid) will meet the needs of the incident.
9. In conjunction with the IC, begin planning for the acquisition of additional equipment and personnel that may be required to effectively respond to the emergency.
10. Coordinate with the Water Department to maintain pressure to the hydrant system and address disruptions to the water supply, as needed.
11. Begin developing secondary water supply contingencies, if appropriate.
12. Review, and if directed by the IC, initiate plans for evacuation of risk areas. Designate exit routes for threatened populations and entrance routes for emergency services. This is done in coordination with the Transportation Function (Annex A), Information and Planning Function (Annex E), Law Enforcement Function (Annex M), and Public Information Function (Annex O).
13. Receive and share reports pertaining to casualties, injuries, damage observations, evacuation status, radiation levels, chemical exposures, and potential needs.

City of Fairfield Public Works will:

1. Assist in maintaining access to arterial roadway corridors for fire/EMS equipment.
2. Provide equipment such as trucks, backhoes, loaders, earth-moving equipment, etc. if requested and able.

City of Fairfield Public Utilities will:

1. Maintain pressure to the hydrant system and address disruptions to the water supply.
2. Assist in obtaining additional water resources, as needed.

City of Fairfield Police will:

1. Provide traffic control and direction during evacuation.
2. Maintain scene security for firefighting and EMS operations, as needed.

Butler County EMA / Butler County EOC will:

1. Assist in coordinating resource support for the Fire and EMS Function response, as needed.
2. Coordinate with Ohio EMA/EOC for support, as needed.

VI. Resource Requirements

The Fire Department will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. These organizations will also be responsible for providing necessary support to their personnel for food, water, fuel and emergency power. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX E — INFORMATION AND PLANNING FUNCTION (ESF #5)

Information and Planning Function Representative: City Manager's Office/Administration

I. Introduction

Information and planning functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #5 – Information and Planning. The Information and Planning Function at the local level addresses the following areas during emergencies:

- Manage the collection, processing, and analysis of information for dissemination to operational elements and for inclusion in various reports.
- Coordinate development of overall incident situational awareness, including status of operations and impacts.
- Support the identification of overall priorities for local-level emergency activities by gathering information from within and outside of the Emergency Operations Center (EOC), displaying/disseminating information, routinely briefing EOC personnel, and creating Situation Reports/Incident Action Plans.

II. Situation

- An incident that would require the activation of the City of Fairfield's EOC would trigger activation of the Information and Planning Function.
- Information and Planning Function personnel are initially taken from different departments of local government and may be supplemented by personnel from other organizations as the emergency increases in scope and duration. Oftentimes the Information and Planning Function becomes overwhelmed by the large amount of information coming into the EOC and will need to supplement staffing.
- The receipt, analysis, and dissemination of timely and accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.
- The collection and organization of the incident status, situation information and the evaluation, analysis and display of that information for use by the EOC will be critical for decision-making in the disaster response and recovery process.

III. Assumptions

- If an emergency increases in duration and scope the demands for information support will be immediate and continuous.
- Local personnel in the field will be the best source of vital information regarding damage assessments, needs assessments, geographical, logistical, and other necessary site information.
- Early in most incidents little information will be available and initial information received may be vague or inaccurate.
- The ability to initially report may be delayed due to incident impacts to communication systems.

- The Butler County Emergency Management Agency (EMA) or the County EOC, if activated, is available for assistance and support during emergencies. Information and Planning needs can be supplemented by contacting the Butler County EMA or the County EOC.

IV. Concept of Operations

1. The Information and Planning Function will typically be one of the first Functions activated and will begin monitoring/documenting events as they are reported.
2. The Information and Planning Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Administration
 - b. Fire Department
 - c. Finance Department
 - d. Law Enforcement
 - e. Public Works
3. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community. These needs may include the following:
 - a. Collecting information
 - b. Analyzing information for elements that impact decision making and operations
 - c. Sharing and updating information
 - d. Displaying crucial information in the EOC
 - e. Disseminating information to partners outside of the EOC
4. Situation Reports are developed in cooperation with each organization represented based on briefing information and meetings. Charts, spreadsheets, database graphs, maps, automated tracking systems, and other items illustrating information contained in the Situation Report may be attached at the end of the report.
5. The Incident Action Plan (IAP) is a written plan that sets forth incident objectives and reflects the tactics necessary to manage an incident during an operational period. The IAP provides essential information regarding incident organization, work assignments, resources, and safety. This plan does not replace the IAP developed by the Incident Commander. This plan is developed to identify current conditions and anticipate future overall needs for the disaster. The IAP includes goals, alternate strategies for achieving goals and mentioning what work has been done. This plan can be spoken or written. If the incident is large or complex, chances are that the IAP will be written. This can include maps, ICS forms, rosters of EOC staff, weather forecasts, lists of goals, and/or lists of personnel on scene.

V. Organization and Assignment of Responsibility

Organization

All Information and Planning organizations are responsible for the development of internal SOPs/SOGs that support the Information and Planning Function and EOC operations.

Assignment of Responsibility

The City Manager's Office (CMO) has been identified as the organization who will fill the role of the Information and Planning Function Representative and will lead this Function.

Information and Planning Function Representative will:

1. Assist in the development of a Situation Report for the jurisdiction that provides an overview of emergency activities.
2. Assist in the development of the IAP for the local level.
3. Assist in the development of computer graphics, briefing summaries and various other displays used in the City of Fairfield EOC.
4. Supervise development of the Mission Tracking Chart, which provides a listing of local missions and their status. This chart is developed, updated, and maintained throughout response and recovery.
5. Coordinate with the County's ESF #5, if activated.
6. Compile damage assessment information and send to Butler County EMA or the County EOC, if activated.
7. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.
8. Assist in the development of the After-Action Report, as appropriate. The After-Action Report is a detailed, written analysis of the strengths and weaknesses of emergency response and recovery activities based upon extensive research of the event and interviews with participating assessment, response, and recovery personnel.

Administration/Human Resources will:

1. Assist with providing personnel and equipment for EOC support as needed.
2. Assist in coordinating resource support for the Incident Commander, Information and Planning Function, and the City of Fairfield EOC.

All other activated agencies of local government will:

1. Support the Information and Planning Function operations at the City of Fairfield EOC as required.

Butler County EMA / Butler County EOC will:

1. Provide coordination and information to the Information and Planning Function for planning purposes.
2. Coordinate with Ohio EMA/State EOC for support, as needed.

VI. Resource Requirements

Information and Planning Function organizations will maintain organizational SOPs, SOGs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX F — MASS CARE FUNCTION (ESF #6)

Mass Care Function Representative: City of Fairfield Parks Department

I. Introduction

Mass care functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #6 – Mass Care. The Mass Care Function at the local level addresses, coordinates, and reports on the following areas of concern during emergencies:

- Emergency sheltering
- Feeding activities for disaster survivors and responders
- Distribution of emergency relief items
- Counseling and mental health services
- Provision of first aid
- Short-term housing support
- Family reunification
- Social services and welfare activities required to assist survivors

II. Situation

- Disasters can occur with little or no warning. Mass care shelters, points of distribution, first aid, and feeding sites may have to be set up with little or no advanced notice.
- Many people displaced by a disaster will stay with family or friends, rather than seek public shelter. Although many people may initially be self-sufficient, as the duration of displacement continues, more people will seek assistance. Depending on the event and area(s) affected, it is estimated nationally that between 15-25% of dislocated populations may seek public shelter.
- A primary reason individuals and households may not evacuate is if they feel they cannot bring their pets with them or if their pets are not taken care of in some way.
- Some individuals and households may choose to evacuate an affected area, even though an evacuation order has not been given.
- If the County's ESF #6 – Mass Care is activated and mass care shelters are being opened, individual jurisdictions may choose to:
 1. Operate their own shelter(s).
 2. Participate in county-level sheltering operations.

III. Assumptions

- Mass care shelters will be opened with consideration to areas that have the greatest need following a disaster. Long-term mass care may be required following some disasters.
- Individuals and households who do not evacuate to a community sheltering location may still need mass care assistance in the form of feeding or emergency supplies.
- Disasters and evacuations may cause family members to become separated and unable to locate each other, which may result in minors who are unaccompanied and may require assistance reunifying with their family.
- A significant influx of mass care workers could strain resources in the impacted area. Therefore, local-level mass care personnel must be prepared to support their own logistical needs when assigned to the site of a disaster.
- Mass Care Function personnel should work closely with county, state, and federal personnel throughout response and recovery to ensure coordinated and consistent service to the affected population.
- Law enforcement may be required at mass care facilities for crowd control and security.
- The Butler County Emergency Management Agency (EMA) or the County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies.

IV. Concept of Operations

1. The Mass Care Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Non-profit Organization
 - b. Administration
 - c. Police Department
 - d. Fire Department
 - e. Parks and Recreation
 - f. Religious Organization
 - g. Community and Economic Development
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community. These needs may include the following:
 - a. Sheltering
 - b. Sheltering-in-place
 - c. Feeding
 - d. Hydration
 - e. First aid care
 - f. Transportation
 - g. Counseling and mental health services
 - h. Storage and distribution of supplies and equipment
3. Each Mass Care Function supporting agency has internal plans and procedures that detail how it will address responsibilities during emergencies. Supporting agencies are not required to address any emergency responsibilities that are contrary to the laws or policies that govern their organizations.

Emergency Shelters vs. Reception Centers

1. Emergency Shelters are established shelters that address some of the more complex and long-term needs of displaced individuals and households. Emergency shelters should include a secure location in which displaced individuals and households can sleep, eat meals, receive disaster health and mental health services, work to reconnect with separated family members, receive information about the incident and the status of their property, and access information about disaster-related resources within the City of Fairfield.
2. Reception Centers are locations where displaced individuals and households can seek immediate shelter from the elements. It can be any designated location where individuals and households have a roof over their head, heating or air conditioning, and restrooms. Light refreshments (not meals) and an opportunity to charge portable electronic devices may also be available.
 - a. Reception Centers can be used as a temporary location people can congregate until an emergency shelter is established or as a warming/cooling center that is a temporary location for displaced individuals to seek refuge.
3. The City of Fairfield has identified multiple locations that may be suitable shelters. See the Emergency Shelters Locations sheet attached to this annex for a list of preidentified shelter locations (See last page of this annex).

V. Organization and Assignment of Responsibility

Organization

1. All Mass Care Function organizations are responsible for the development of internal SOPs/SOGs that support the Mass Care Function and EOC operations.
2. The following organizations have specific responsibilities for mass care and maintain close coordination with each other throughout the emergency. All organizations maintain their own internal command and control structures during emergency operations.

Assignments of Responsibility

The City of Fairfield Parks Department has been identified as the organization who will fill the role of the Mass Care Function Representative and will lead this Function.

Mass Care Function Representative will:

1. Coordinate with all Mass Care Function supporting agencies to maintain an accurate overview of mass care activities.
2. Monitor and report on mass care activities throughout the response and recovery phases.
3. Identify unmet needs within the community.
4. Coordinate with the County's ESF #6 to provide county-level services (e.g., welfare/employee assistance) to the community.
5. Provide listings of schools, churches, or other facilities that can be used for shelters or to support shelter activities when requested.
6. Coordinate with law enforcement for security at shelter locations.

7. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Fairfield Board of Education may:

1. Provide listings of schools that can be used for shelters or to support shelter activities when requested.
2. Assist in the coordination of school transportation assets as required.

City of Fairfield Police Department will:

1. Provide traffic control assistance for movement of resources into mass care staging areas.
2. Assist in the coordination of security at shelter sites as required.

City of Fairfield Department of Economic Development will:

1. Identify and provide listings of available housing in communities affected by emergencies and provide referrals to disaster survivors.
2. Maintain support to people in emergency shelters and temporary housing.

Butler County Health Department will:

1. Provide required health certifications for shelter(s).
2. Certify food safety at mass feeding sites.

American Red Cross of Central and Southern Ohio may:

1. Provide fixed feeding, mobile feeding, and snacks to disaster survivors and responders.
2. Provide first aid and related health services.
3. Distribute appropriate bulk materials for disaster relief.
4. Provide Family Welfare Information (FWI) services when requested.
5. Aid disaster survivors by providing needed, accurate recovery information, listings, referrals, items, and financial assistance.

Butler County EMA / Butler County EOC will:

1. Coordinate with Ohio EMA/State EOC for support as needed and FEMA on the Temporary Housing Program.
2. Assist in the coordination of mass care operations and resources to fill unmet mass care requirements.

VI. Resource Requirements

Each Mass Care Function organization maintains internal SOPs, SOGs, MOUs, and Resource Listings that detail the logistical and administrative support arrangements internal to its organization. Additional support needs during an emergency may be requested through the City of Fairfield EOC to the Resource Support Function.

VII. Attachment: Emergency Shelter Locations

See next page.

VII. Attachment: Emergency Shelter Locations

City of Fairfield Emergency Shelter Locations

All identified shelter locations should be reported to the Butler County Mass Care Coordinator
Email this page to:

Name of Building	Community Art Center
Building Address	411 Wessel Drive, Fairfield, OH 45014
Point of Contact Name	Amanda Brock
Phone Number	513-867-5348
Alternate Phone / After Hours Number	513-600-5007
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

Name of Building	South Trace Golf Course
Building Address	2200 John Gray Rd, Fairfield, OH 45014
Point of Contact Name	Chris Rossi
Phone Number	513-858-7750
Alternate Phone / After Hours Number	513-889-8117
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

Name of Building	Fairfield YMCA
Building Address	5220 Bibury Rd.
Point of Contact Name	
Phone Number	513-829-3091
Alternate Phone / After Hours Number	
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	Yes, with the Red Cross.

Name of Building	
Building Address	
Point of Contact Name	
Phone Number	
Alternate Phone / After Hours Number	
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

ANNEX G — RESOURCE SUPPORT FUNCTION (ESF 7)

Resource Support Function Representative: City of Fairfield Public Utilities

I. Introduction

Resource support functions at the county and state levels are addressed in Emergency Support Function (ESF) #7 – Resource Support and the federal level in ESF #7 – Logistics. The Resource Support Function at the local level addresses the following areas of concern during emergencies:

- Pre-incident preparation and resource planning
- Receiving local resource requests
- Identifying/acquiring resources
- Tracking resources
- Prioritizing resource requests
- Obtaining resources for the EOC
- Resource demobilization
- Establishing staging areas and supporting resource transportation

II. Situation

- Disasters have an immediate impact on local resources resulting in shortages of critical supplies.
- Local resources should be utilized first, then mutual aid or other existing agreements.
- If necessary, resources may be requested from the county, state, or federal levels.
- Expedient identification, procurement, and allocation of resources are vital to ensure effective local emergency operations.
- Specialized equipment and services may be required to save lives and protect/restore property during response and recovery operations.

III. Assumptions

- Resource Support Function organizations will work within their existing plans and partnership agreements to meet the identified resource needs of disasters. This may include utilizing internal jurisdiction resources, mutual aid agreements, established contractual service agreements, memorandums of understanding, or other agreements that provide resources.
- During a large-scale incident, local resources may be quickly overwhelmed, requiring requests for outside resources.
- Any disaster situation is beyond the scope of a routine response and will likely require additional resources and the activation of local staging areas in order to expedite the delivery of resources to the site of the emergency.
- Some resources may not be available due to being damaged by the hazard or may not be able to be transported to the impacted site due to debris and damage from the hazard.
- During a large-scale disaster, it is likely there will be several resource requests. Resource requests will be prioritized based on the priorities of the incident.

- The Butler County Emergency Management (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies.

IV. Concept of Operations

1. Resource Support Function personnel will coordinate with supporting agencies to obtain needed emergency equipment, supplies, and services.
2. A request will be made through the Resource Support Function that emergency purchasing rules be enacted during an emergency as outlined in Fairfield City Policy 3-15 – Purchasing 15.9 Emergency Purchase Orders – Procedures (12-14-04)
3. The Resource Support Function representative and the City of Fairfield Finance Department will establish funding for the disaster.
4. The Resource Support Function will review resource requests to determine the most effective sources of supply and funding.
5. The Resource Support Function will coordinate with other agencies for the following resource support concerns:
 - a. Resources available through charitable/volunteer organizations.
 - b. Services available from the local, county or state level for disaster survivors.
 - c. Services available from the local, county or state level for transportation and logistical support.
 - d. Local, county, and/or state funding available for resource support.
6. Resource support from county and state levels of government is requested through Butler County EMA or the County's ESF #7, if activated.

V. Organization and Assignment of Responsibilities

Organization

All Resource Support Function organizations are responsible for the development of internal SOPs/SOGs that support the Resource Support Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Public Utilities Department has been identified as the organization who will fill the role of the Resource Support Function Representative and will lead this Function.

Resource Support Function Representative will:

1. Provide for procurement of services and a listing(s) of buildings and facilities that may be used for different resource need(s).
2. Research and identify providers of required resources.
3. Identify the most effective and attainable resources for response and recovery efforts.
4. Coordinate with the City of Fairfield's EOC Director to review resource requests from local emergency responders and identify local, county, state, private, or volunteer providers.
5. Track all requested local resources from the initial request through demobilization by documenting the request, maintaining situational awareness on the status of all resources, and documenting the status of each resource.
6. Coordinate with the County's ESF #7 to provide volunteer resources. These resources may include:
 - a. Support from non-profit organizations like the American Red Cross and Salvation Army
 - b. Inmate provided labor
 - c. Spontaneous unaffiliated volunteers
7. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.
8. Provide additional local personnel as needed to support emergency operations in the City of Fairfield's EOC.
9. As requested, support the distribution of resources to responders including establishing a centralized distribution location when appropriate.
10. Ensure all resources requested through the EOC are checked out and assist with the demobilization process as requested.
11. Coordinate with the Finance Department to:
 - a. Identify funding lines and requests for threshold increases as needed.
 - b. Identify possible vendors, obtain guidance on purchasing procedures, and procure needed resources.
12. Coordinate with supporting agencies including those listed below to maintain an accurate overview of transportation activities.

The City of Fairfield Finance Department will:

1. Coordinate with the Resource Support Function Representative and the City of Fairfield EOC Director in the development of emergency funding lines to increase spending threshold levels and for related budgetary and fiscal needs.
2. Request suspension of purchasing and contracting requirements as defined by local ordinance.

The City of Fairfield Public Works will:

1. Transport local resources to the site of the emergency.
2. Identify local-level staging areas and support their operations.
3. Identify local facilities that can be used to house responders and/or equipment related to disaster response.

The City of Fairfield Police Department will:

1. Provide traffic control activities for the movement of local resources into local staging areas and at the site of the emergency.
2. Provide security for resources at local staging areas.
3. Assist in the delivery of emergency resources when required.

Butler County EMA / Butler County EOC will:

1. Assist in the coordination of resource support capabilities to supplement unmet resource needs.
2. Assist in the development and submittal of necessary paperwork.
3. Identify county, local, and private volunteer providers.
4. Identify county, state, and federal funding lines.
5. Coordinate support for county-level staging area operations.
6. Interface with county departments and local governments to assist local Resource Support Function personnel in County resource tracking.
7. Coordinate with Ohio EMA/State EOC for support, as needed.

V. Resource Requirements

Resource Support Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

ANNEX H — HEALTH AND MEDICAL FUNCTION (ESF 8)

Health and Medical Function Representative: City of Fairfield Fire Department

I. Introduction

Health and medical functions at the county level are addressed in Emergency Support Function (ESF) #8 – Public Health and Healthcare Providers and at the state and federal levels in ESF #8 – Public Health and Medical Services. The Health and Medical Function at the local level monitors and addresses the following areas of concern during emergencies:

- Assessment of health/medical needs
- Fatality management
- Laboratory testing and analysis
- Prevention and control practices
- Mass prophylaxis/vaccination
- Public information/notification
- Environmental concerns – drinking water and waste management
- Vector control
- Worker health and safety
- Mental health care
- Patient evacuation
- Health/medical equipment and supplies
- Health surveillance/epidemiological investigation

II. Situation

- Disasters typically impact community health and require a medical response. Wastewater, solid waste, potable water, and health services are commonly affected. This necessitates health advisories and interventions including disease control management.
- Natural disasters may lead to secondary events such as the release of chemical, biological, or radiological materials that could seriously impact communities and overwhelm state, county, and local health response organizations.
- Butler County General Health District (BCGHD) provides coordination of public health issues for the majority of the County. BCGHD has the responsibility for response to public health-related emergency issues in the City of Fairfield.

III. Assumptions

- Local hospitals and Butler County General Health District will coordinate the status of communicable disease emergencies and the need for assistance with public health issues.
- Although a disaster may not initially be a public health emergency, secondary events stemming from the initial incident may cause a public health emergency to develop.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for injury and the spread of disease.
- Catastrophic events may require the establishment of temporary medical facilities.
- The Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Health and medical needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. The public health and medical issues will typically be addressed by fire and EMS personnel who will coordinate with the on-scene Incident Commander to assess the situation, including the number of injured/ill, number of fatalities, estimated damage, and resource needs.
2. All requests for county, state, and/or federal assistance will be submitted to Butler County EMHSA or the County EOC. These may include resource requests from the Strategic National Stockpile (SNS) or for disaster response team assets from the National Disaster Medical System (NDMS).
3. Points of Dispensing (PODs) are specific locations pre-screened and identified by an agency that can be utilized for distributing medications or vaccines to a large number of people in the event of a public health emergency.
4. The preidentified POD locations and signed agreements for the City of Fairfield can be found in the *Point of Dispensing Locations* sheet attached to this annex (see last page of this annex).

V. Organization and Assignment of Responsibility

Organization

All Health and Medical Function organizations are responsible for development of internal SOPs/SOGs that support the Health and Medical Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Fire Department has been identified as the organization who will fill the role of the Health and Medical Function Representative and will lead this Function.

Health and Medical Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate with supporting agencies, including those listed below, to maintain an accurate overview of health and medical activities.
3. Assist with coordinating the acquisition and distribution of medical supplies and equipment (e.g., resources from the Strategic National Stockpile).
4. Coordinate with the County's ESF #8, if activated.
5. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Butler County General Health District (BCGHD) will:

1. Have a representative located at the County EOC, if activated.
2. Conduct and coordinate public health assessments of conditions in the communities affected by the emergency and, when possible, determine where health problems are most likely to occur.
3. Maintain ongoing public health surveillance of affected communities in order to rapidly identify and address health-related problems.

4. Conduct and coordinate health, food, and safety inspections.
5. Provide and coordinate consultation for household sewage disposal, housing sanitation, vector control, and public health nuisances.
6. Assess and coordinate public health concerns regarding mass fatality efforts in affected communities.
7. Coordinate response actions and guide decision making if isolation and/or quarantine of individuals is necessary.
8. Be available to assist with coordinating the acquisition and distribution of medical supplies and equipment.
9. Provide prophylaxis, including antibiotics, antivirals, vaccinations, and testing as needed during the emergency. Activities will be coordinated with local fire and/or law enforcement.
10. Coordinate with the Public Information Function and the County's ESF #15 – Emergency Public Information, if activated, for the inclusion of appropriate information for public dissemination including public health and medical advisories.
11. Coordinate with local cemetery owners to determine public health concerns for grave sites/cemeteries that are impacted by the disaster.
12. Coordinate alternative sources for human waste disposal.

The Health Collaborative will:

1. Have a representative located at the County EOC, if activated.
2. Assist in the identification and delivery of needed medicines, medical supplies and services during emergencies.
3. Coordinate local hospital requirements.
4. Coordinate the assessment of medical needs of the affected communities.

American Red Cross of Central and Southern Ohio may:

1. Have a representative located at the County EOC, if activated.
2. Receive health and welfare inquiries from the public.
3. Provide disaster mental health and spiritual care services for survivors and emergency workers.
4. Coordinate with local agencies for health-related and mental health-related issues in shelters.

Butler County Coroner will:

1. Have a representative located at the County EOC, if activated.
2. Coordinate internally and with external response groups to supply personnel and materials to support mass fatality response and expanded mortuary services.
3. Identify the remains of disaster-related fatalities.

4. Assist with the coordination for the disposition of human remains due to the disaster.

The City of Fairfield Police Department will:

1. Provide site security and access restrictions to areas upon request.
2. Provide traffic control as needed.

Butler County EMA / Butler County EOC will:

1. Assist in the coordination of health and medical activities to supplement unmet health and medical requirements.
2. Coordinate with Ohio EMA/State EOC for support, as needed.
3. Request activation of the SNS.

Local Hospitals will:

1. Provide health services and support EMS by providing medical related services and supplies.
2. Provide assistance and support for mass fatality and triage sites.
3. Maintain ongoing medical surveillance to rapidly identify and address emergency medical-related problems in coordination with BCGHD.
4. Notify the local health department and the Health Collaborative of the status of local health emergencies and the need for assistance.

Ohio Environmental Protection Agency may:

1. Coordinate drinking water, waste disposal and environmental safety information.

VI. Resource Requirements

Health and Medical Function organizations at the county level maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document the equipment, supplies, and services available to them during emergencies. These organizations will also be responsible for providing necessary support to their personnel for food, water, fuel, and emergency power. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

VII. Attachment: Point of Dispensing Locations

City of Fairfield Point of Dispensing Locations

Name of Building	Community Art Center
Building Address	411 Wessel Drive
Point of Contact Name	Amanda Brock
Phone Number	513-867-5348
Alternate Phone / After Hours Number	513-600-5007
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	N/A City owned facility

Name of Building	South Trace Golf Course
Building Address	2200 John Gray Road
Point of Contact Name	Chris Rossi
Phone Number	513-858-7750
Alternate Phone / After Hours Number	513-889-8117
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	N/A City owned facility

Name of Building	
Building Address	
Point of Contact Name	
Phone Number	
Alternate Phone / After Hours Number	
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

Name of Building	
Building Address	
Point of Contact Name	
Phone Number	
Alternate Phone / After Hours Number	
Is there an existing Memorandum of Understanding to use the facility? If so, attach to this annex.	

ANNEX I — SEARCH AND RESCUE FUNCTION (ESF 9)

Search and Rescue Function Representative: City of Fairfield Fire Department

I. Introduction

Search and rescue (SAR) functions at the county, state and federal levels are addressed in Emergency Support Function (ESF) #9 – Search and Rescue. The Search and Rescue Function at the local level address the following areas of concern during emergencies:

- Locating victims
- Extraction and recovery of victims (including decedent remains)
- Scope of damage
- Resource needs of responders and survivors
- Presence of hazardous materials or conditions
- Impacts to infrastructure, including road conditions and structural integrity of buildings and other infrastructure
- Fatality estimates

II. Situation

- The City of Fairfield may be tasked to initiate a SAR mission that requires the utilization of air, ground, and/or water rescue operations to preserve life. The City of Fairfield Fire Department is the lead agency for these types of incidents.
- Agencies that conduct preplanning for SAR missions must consider hazards such as fire, confined spaces, high-rise structures, urban and suburban areas, trenches, subsurface, recreational areas/facilities, waterways, and chemical, biological, radiological, nuclear, & explosive (CBRNE) contamination.
- Responders may face added difficulties or hindrances after a disaster because of extensive damage to local infrastructure. Such damage may then create environmental safety and health hazards such as downed power lines, unstable foundations or structures, rapidly rising waters, exposure to biohazards, toxins, blood-borne pathogens, and explosive environments.
- Responders must take into consideration when their safety and the safety of the victims are being impacted by severe weather conditions such as temperature extremes, snow, rain, high winds, and flooding.

III. Assumptions

- A major disaster or emergency situation may result in large numbers of displaced, stranded, lost, or trapped individuals needing prompt rescue and medical attention.
- The need for SAR operations may be experienced by any community.
- If a SAR incident overwhelms local capabilities, the Butler County Emergency Operations Center (EOC) will be activated.

- Especially in a localized incident, spontaneous unaffiliated volunteers often want to assist with SAR mission(s). These volunteers must be directed to volunteer reception centers or established volunteer organizations to prevent their personal injury, contamination of the search area, and to provide accountability.
- Access to the areas impacted by the disaster may be limited or restricted. Initially some areas may only be accessible to aviation, maritime assets or by foot.
- Support such as helicopters, tracking dogs, and external SAR groups may be required from adjoining political subdivisions or from state resources to ensure maximum SAR effectiveness.
- A survival window for many victims occurs within the first 48 hours of an incident. A concentration of efforts should be directed towards locations where the greatest potential for survivors exists and begin immediately.
- The search for, and recovery of, bodies will be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by SAR personnel.
- Personnel with foreign language and/or special needs communications skills may be necessary.
- The Butler County Emergency Management Agency (EMA) or the County EOC, if activated, is available for assistance and support during emergencies. SAR needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. The City of Fairfield Fire Department is the lead agency for the Search and Rescue Function.
2. When it is determined that the scope of the incident will or has overwhelmed local resources, including mutual aid, Butler County EMA or the County EOC will be contacted to request state and/or federal resources.
3. The Search and Rescue Function will begin to acquire the resources necessary to sustain the mission(s) and to meet the needs of the responders. Examples of such resources may include shelter, food supplies, fuel, and sanitation facilities.
4. In search mission(s) the media can be a valuable resource. Coordinate with the Public Information Function (Annex O) to determine the best location for the media to set up their operations.
5. Additional SAR support may be provided by the Butler County Technical Rescue Team (BCTRT) and the Hamilton County Urban Search and Rescue (HCUSAR) Task Force. Requests for the BCTRT shall be made through West Chester Dispatch (7COM: 513-777-2231) and requests for the HCUSAR Task Force must go through the Hamilton County Communications Center (513-825-2280).
6. Water-based SAR efforts may be supplemented by requesting:
 - a. Hamilton Fire (9-Com): 513-785-1300 (Swiftwater)
 - b. Colerain Fire (HCCC): 513-825-2280 (Swiftwater)
 - c. Monroe Fire (9-Com): 513-785-1300 (Swiftwater)
 - d. Middletown Fire (9-Com): 513-785-1300 (Swiftwater)
 - e. Hamilton County USAR: 513-825-2280 (Flat Water)
 - f. Ohio Homeland Security Region 6 Task Force 1 (the local water-based SAR team) through the HCCC 513-825-2280 (Dive Capable)

V. Organization and Assignment of Responsibilities

Organization

1. All Search and Rescue Function organizations are responsible for the development of internal SOPs/SOGs that support the Search and Rescue Function and EOC operations.
2. Search and Rescue Function organizations will be activated by the City of Fairfield Fire Department for assessment, response, and recovery operations based on the needs of the emergency.

Assignment of Responsibility

Search and Rescue Function Representative will:

1. Coordinate SAR activities.
2. Provide information about SAR needs to the City of Fairfield EOC.
3. Coordinate with the County's ESF #9, if activated.
4. Coordinate with the City of Fairfield Police Department, Engineer's Office and/or Public Works in the determination of routes and control points for evacuation operations.
5. Coordinate with the Fire and EMS Function (Annex D) to receive medical assistance and transportation for victims.
6. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

City of Fairfield Police Department will:

1. Provide site security and access restrictions to areas upon request.
2. Ensure evidence collection is provided once a deceased person(s) is found.

City of Fairfield Public Works Department will:

1. Provide vehicles and crews to assist in debris removal and access to the SAR mission area(s).

Butler County EMA / Butler County EOC will:

1. Activate the County EOC as the central coordinating location for all county, state and federal agencies/resources involved in the SAR mission(s) when needed.
2. Coordinate with Ohio EMA/State EOC for support, as needed.

Butler County Technical Rescue Team and Hamilton County Urban Search & Rescue Task Force will:

1. Operate as an all-hazards search and rescue team capable of providing resources for the first operational period, when requested.

VI. Resource Requirements

The Search and Rescue Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. These organizations will also be responsible for providing necessary support to their personnel for food, water, fuel, and emergency power. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield's EOC.

ANNEX J — HAZARDOUS MATERIALS FUNCTION (ESF 10)

Hazardous Materials Function Representative: City of Fairfield Fire Department

I. Introduction

Hazardous materials (HazMat) functions at the county, state and federal levels are addressed in Emergency Support Function (ESF) #10 – Hazardous Materials. The Hazardous Materials Function at the local level addresses the following areas of concern during emergencies:

- HazMat substance identification
- Plume modeling
- Containment of HazMat release or spill
- Environmental impact remediation
- Decontamination
- Shelter-in-place and evacuation
- Re-entry operations

II. Situation

- A HazMat release is one of the likely hazards facing the City of Fairfield.
- While a HazMat release may be the larger incident, it is also possible for a release to be a secondary incident that is a consequence of the larger incident. Regardless of whether the hazardous material is released as an accident, as an intentional action, or as a consequence of another incident, appropriate response and recovery actions need to be taken to ensure the public's safety.
- The City of Fairfield has numerous identified sites that contain extremely hazardous and hazardous substances that are required to report type and quantity to the City of Fairfield Fire Department annually. There may be additional unknown sites within the jurisdiction that are not reporting and are unknown to first responders.
- The City of Fairfield has multiple roads and railways upon which hazardous materials may be transported.
- Both fixed facility sites and transportation routes are potential locations for a HazMat release.
- Specialized HazMat response teams may be dispatched at the request of the Incident Commander through the local Public Safety Answering Point (PSAP)/dispatch center (7-Com).
- Public protective measures such as shelter-in-place and evacuation are usually conducted by local response organizations. The County and State may support and assist in coordinating these activities as needed.

III. Assumptions

- HazMat releases can occur with little to no warning and can be released from a variety of sources.
- The release of hazardous materials may have short and/or long-term health, environmental and economic effects depending upon the type of product.
- Victims of a HazMat incident may require unique or special medical treatment.

- The City of Fairfield utilizes the process, guides, protocols and procedures prescribed in the National Incident Management System (NIMS)/Incident Command System (ICS) at the scene of emergencies.
- All responding agencies will be trained in accordance with OSHA 1910.120 – Hazardous Waste Operations and Emergency Response Standard, which describes minimum levels of emergency responder skills, knowledge, and functional levels to meet health and safety requirements for response to a HazMat incident. Additionally, first responders will follow the guidance provided in National Fire Protection Association (NFPA) 472, which defines competencies for personnel responding to hazardous materials emergencies. Training is available through a variety of sources and managed by the individual teams.
- First responders (e.g., HazMat Teams, EMS, law enforcement, as well as other local agencies with hazardous materials support responsibilities such as public works departments) will maintain procedures, protocols and guidelines specifying the appropriate specialized personnel protective equipment requirements and response actions for incidents involving HazMat.
- Specialized HazMat response teams will be dispatched as needed and will lead the technical response.
- Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. HazMat needs can be supplemented by contacting Butler County EMA or the EOC.
- In major incidents, state and federal resources will be available to assist jurisdictions in augmenting local and regional capabilities, but their availability may not be immediate.

IV. Concept of Operations

1. The City of Fairfield Fire Department is the lead agency for the Hazardous Materials Function. A representative from the fire department will staff/support the City of Fairfield EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community. These needs may include the following:
 - a. Interfacing with the specialized HazMat response team(s).
 - b. Supporting public protective actions (evacuation, shelter-in-place, and reentry)
2. The Ohio Revised Code gives township and municipal police and fire departments and the County Sheriff the power to protect the lives and property of the citizens in their jurisdictions. The Butler County Sheriff and the municipal fire and police chiefs are empowered to determine the need for and order public protective measures during emergencies.
3. It is usually the Incident Commander's responsibility to decide if an evacuation or shelter-in-place order is necessary and to define that area requiring the public protective measure. The Incident Commander is the ranking fire official. Once the decision has been made to evacuate or shelter-in-place, law enforcement is responsible for carrying out the task. Communication to residents about public protective actions that need to be taken will be coordinated through the Public Information Function (Annex O).
4. Public protective measures that need to be taken will vary by incident. Several factors must be considered when deciding to evacuate an area or have an area shelter-in-place. These factors also aid in determining the number of people to be evacuated or sheltered, the time constraints, and the travel distance. These factors include:

- a. Incident Type
 - b. Incident Magnitude
 - c. Speed of onset
 - d. Incident duration
 - e. Demographic impact
5. The Butler County Hazardous Materials Response Team is the specialized team that provides the technical response for HazMat incidents in the City of Fairfield.

V. Organization and Assignment of Responsibility

Organization

All Hazardous Materials Function organizations are responsible for the development of internal SOPs/SOGs that support the Hazardous Materials Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Fire Department has been identified as the organization who will fill the role of the Hazardous Materials Function Representative and will lead this Function.

Hazardous Materials Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate available resources for HazMat response and public protective activities.
3. Establish and maintain operational awareness of HazMat activities through direct communication links with HazMat units in the field.
4. Coordinate with supporting agencies including those listed below to maintain an accurate overview of HazMat response and public protective activities.
5. Coordinate with facility sites and transportation operators upon the request of Incident Command.
6. Coordinate with the County's ESF #10, if activated.
7. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Butler County HAZMAT Response Team will:

1. Respond to the release site and lead the HazMat response (substance identification, containment, decontamination, remediation, etc.).
2. Coordinate with HazMat responders to develop and prioritize missions for local, county, state, and federal ESF #10 personnel.
3. Provide on-going internal communications and coordination.

4. Maintain an overview of the HazMat response for briefing purposes.
5. Provide reports to local, county and state agencies on the status of the HazMat response.

City of Fairfield Public Works Department may:

1. Provide equipment such as trucks, backhoes, loaders etc. on an as needed bases in support of the HazMat release response operations.

City of Fairfield Police Department will:

1. Provide security for the HazMat spill site.
2. Provide traffic control, enforcement, coordination, and support during emergencies as directed.
3. Assist with emergency evacuation relocation and reentry operations.

Butler County EMA / Butler County EOC will:

1. Assist in coordinating resource support for the Hazardous Materials Function response, as needed.
2. Coordinate with Ohio EMA/State EOC for support as needed.

VI. Resource Requirements

Hazardous Materials Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Resource Support Function in the City of Fairfield EOC.

ANNEX K — ANIMALS AND AGRICULTURE FUNCTION (ESF 11)

Animals and Agriculture Function Representative: City of Fairfield Animal Control

I. Introduction

Animals and agriculture functions at the county and state levels are addressed in Emergency Support Function (ESF) #11 – Animals and Agriculture and the federal level in ESF #11 – Agriculture and Natural Resources. The Animals and Agriculture Function at the local level addresses the following areas of concern during emergencies:

- Safety of domesticated animals, including livestock
- Economically significant losses to livestock and/or crops
- Coordination of services to animals
- Agricultural needs in affected areas
- Livestock disease management
- Animal reunification with owners

II. Situation

- Disasters occurring in the City of Fairfield have the potential to impact domesticated as well as non-domesticated animals.
- For the purposes of this annex, the term "domesticated animals" includes household pets and livestock but does not include any dangerous wild animals and snakes as defined by the Ohio Revised Code Chapter 935: Possession of Wild Animals and Snakes.
- Domestic and non-domestic animals, including livestock that are lost, strayed, incapable of being cared for by their owners, or are a danger to themselves or the public will be the responsibility of the City of Fairfield Animal Control Officer. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be processed in accordance with established procedures.
- Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are a danger either to themselves or the public will be the responsibility of the Ohio Department of Natural Resources, Division of Wildlife.
- Livestock that are loose or in need of assistance due to the emergency or absence of their owners, will be referred to the City of Fairfield Animal Control Officer.
- County, state and federal assistance is typically required for animals and agriculture following disasters.
- Agricultural emergencies can have significant economic impacts requiring long-term local, state, and federal assistance recovery programs.

III. Assumptions

- Disasters have the potential to affect domestic and non-domestic animals, crops, livestock, and food supplies.
- The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
- The sheltering and protection of domestic and non-domestic animals (including livestock) is the responsibility of their owners.
- Disasters may create natural resource issues such as potential contamination of the water and/or soil, as well as plants and animal life.
- Veterinary hospitals in the immediate and surrounding areas will serve as primary medical facilities.
- Each animal shelter will identify resources for potable water, food, medical, cleaning, and shelter supplies in advance of an emergency.
- Successful management of animal care during an emergency improves citizen cooperation with evacuation directives and lessens the chance of disease transmission to humans.
- The Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Animals and agricultural needs may be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. The Animals and Agriculture Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Animal Resource Officer
 - b. Parks and Recreation Department
 - c. Agricultural Representative
 - d. Local Veterinarian
 - e. Law Enforcement
2. This representative will staff/support the City of Fairfield's EOC and coordinate with appropriate supporting organizations to answer the needs of the affected community.

V. Organization and Assignment of Responsibility

Organization

All Animals and Agriculture Function organizations are responsible for the development of internal SOPs/SOGs that support the Animals and Agriculture Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Animal Control Officer has been identified as the organization who will fill the role of the Animals and Agriculture Function Representative and will lead this Function.

Animals and Agriculture Function Representative will:

1. Coordinate with supporting agencies including those listed below to maintain an accurate overview of animal and agriculture related activities.
2. Determine if animal shelters have been established.
3. Provide information and support for assessment, response and recovery operations that may impact the farming communities, both animal and agricultural, in the jurisdiction during disasters.
4. Identify supporting agencies available to assist with animal and agricultural issues and request subject-matter expertise to assist in the response and recovery operations.
5. Support the efforts to test and/or dispose of contaminated food, livestock and agricultural products.
6. Coordinate with appropriate organizations for emergency food inspections and distribution.
7. Coordinate with the County's ESF #11, if activated.
8. Maintain ongoing agriculture surveillance in affected areas to rapidly identify and address agricultural problems.
9. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Butler County General Health District will:

1. Coordinate with the Animals and Agriculture Function, as needed, for food inspections, investigations and advisories.
2. Assist in the investigation of animal bites with regard to rabies quarantine, and provision of post-exposure rabies prophylaxis to rescue personnel, if not available through regular medical services.
3. Conduct disease surveillance in animals to monitor for indications of a biological outbreak.
4. Provide subject matter expertise for a response involving a vector-borne or zoonotic disease outbreak.
5. Consult with the appropriate state agencies in order to test and/or coordinate disposal of contaminated food, livestock and agricultural products.
6. Coordinate with the Ohio Department of Health to provide health and medical advisories, recalls, and news releases as well as health and medical-related information to the public as it relates to the consumption of food.

Local Veterinarians may:

1. Assist in administering livestock disease prevention and assistance programs.
2. Assist in livestock surveillance of affected areas.
3. Assist with animals that have been injured in the disaster.

Animal Friends Humane Society may:

1. Provide personnel, equipment, and resources for animal issues.
2. Oversee animal reunification operations.
3. Ensure all appropriate protocols are followed in established emergency animal shelters.
4. Assist in identifying and setting up emergency animal sheltering locations.
5. Work with emergency animal shelters to identify and track domesticated animals.

VI. Resource Requirements

Animals and Agriculture Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

ANNEX L — ENERGY FUNCTION (ESF 12)

Energy Function Representative: City of Fairfield Public Utilities Department

I. Introduction

Energy functions at the county, state and federal levels are addressed in Emergency Support Function (ESF) #12 – Energy. The Energy Function at the local level addresses the following areas of concern during emergencies:

- Fuel shortages
- Power outages
- Capacity shortages
- Coordination with utility providers
- Transmission/distribution problems
- Alternate power sources
- Restoration of power
- Assessment of damage to energy systems and estimation of resulting impacts

II. Situation

- The Energy Function will collect, evaluate and share information on energy system damage and estimations on the impact of energy system outages within the affected area(s).
- Restoration of normal operations at energy facilities is the responsibility of the facility owners.
- The primary energy providers in the City of Fairfield include:
 - Duke Energy electric and gas
 - Butler Rural Electric Cooperative, Inc.
- Energy shortages may be caused by generation capacity shortfalls (demand for energy is higher than the supply) or interruptions in supply of natural gas, petroleum fuels, propane, and/or coal. Either may be the result of natural disasters or extreme weather conditions.
- During disasters, energy generating capacity, and the ability to transmit, distribute and transport energy and fuel may fall below customer demands.
- Fuel may be hoarded if the public perceives prolonged energy scarcities are to occur.

III. Assumptions

- Energy utilities and fuel providers will provide accurate and timely reporting of utility customer outages, fuel shortages and repair time estimates.
- Hazardous conditions may delay energy system restorations.
- Communications and traffic signals may be impacted by power failures, affecting public health and safety services and overall response to the disaster site.
- Water pressure systems requiring electricity may be low or zero, affecting facilities essential to health and safety.
- Damaged areas may not be readily accessible.

- All major utilities will have service outages.
- In the first hours after a disaster, all available portable generators will be committed, and additional resources will be needed. These additional resources will need to be prioritized and possibly shared between agencies.
- Butler County Emergency Management Agency (EMA) or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Energy needs can be supplemented by contacting Butler County EMA or the EOC.

IV. Concept of Operations

1. The Energy Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:

a. Engineering	d. Law Enforcement
b. Public Works	e. Fire Department
c. Administration	f. Community and Economic Development
2. The Energy Function Representative will begin communicating with local utilities and notifying additional personnel for situation monitoring and staging of resources/personnel.
3. Each agency/department will assist the Public Information Officer (PIO) with providing the public information regarding energy conservation advisories, outages, and other issues. Information will be disseminated utilizing all available means.
4. When necessary, the Energy Function will establish contact and maintain on-going communications with energy suppliers, transporters, and related organizations in order to obtain information about damage assessment, repair problems, repair schedules and response activities with respect to energy in the disaster area(s).
5. The Energy Function will identify any unmet needs that could be provided by County agencies to facilitate recovery, including energy-related programs, logistical support, resource support, and coordination.
6. The Energy Function will document and inform the other EOC Functions of energy-related problems and requests for aid that have been received from energy suppliers and distributors.
7. The Energy Function will forecast energy needs based on current and future recovery activities.

V. Organizations and Assignment of Responsibilities

Organization

All Energy Function organizations are responsible for the development of internal SOPs/SOGs that support the Energy Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Public Utilities Department has been identified as the organization who will fill the role of the Energy Function Representative and will lead this Function.

Energy Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Act as the point of contact with the energy industry for information sharing and requests for assistance from private- and public-sector owners and operators.
3. Act as the point of contact for energy information for the City of Fairfield during disasters. This includes information concerning the energy restoration process such as projected schedules, restoration completion percentage, and geographic information on restoration.
4. Coordinate emergency utility services by contacting energy utilities and related governmental and private organizations to provide information for assessment, response and recovery operations related to fuel shortages, power outages, transmission/distribution problems, and capacity shortages impacting the jurisdiction.
5. Provide information available on the transportation of fuel, sources for the provision of emergency power to support immediate response operations, and the restoration of normal energy supplies to energy-affected areas.
6. Liaise with councils and associations representing energy providers to assess energy system damage, energy supply, energy demand, and restoration needs of investor-owned energy systems.
7. Identify energy needs for emergency operations with businesses that provide/offer such products.
8. Provide conservation guidance to the PIO and the Information and Planning Function (Annex E).
9. Coordinate with supporting agencies including those listed below to maintain an accurate overview of energy activities.
10. Coordinate with the County's ESF #12, if activated.
11. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

City of Fairfield Public Works Department will:

1. Provide crews to clear debris from roads and provide traffic control while roads are being cleared.
2. Assist in the transportation of fuel sources for the provision of emergency power.
3. Provide a coordinated overview of energy issues, emergency activities, energy needs, and repair status during emergency response and recovery operations.
4. Interface with the County's ESF #12, as required during emergencies.

City of Fairfield Police Department will:

1. Assist in providing security at energy utility sites as requested.
2. Provide site security and access restrictions to areas upon request.

Butler County EMA / Butler County EOC will:

1. Coordinate with local energy suppliers for energy status updates and projected repair completion.
2. Assist in allocating emergency power generation equipment, as needed.
3. Assist in locating a list of portable generators.
4. Coordinate with Ohio EMA/State EOC for support, as needed.

Public Utilities Companies will:

1. Monitor operational status of water related systems essential to health and safety.
2. Work in conjunction with the Energy Function Representative to restore utility services.
3. Provide outage and repair information to the City of Fairfield's EOC.
4. Maintain a current emergency contact list for Duke Energy and other utility providers.
5. Provide crews to clear debris from roads and provide traffic control while roads are being cleared.

VI. Resource Requirements

Energy Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield 's EOC to the Resource Support Function.

ANNEX M — LAW ENFORCEMENT FUNCTION (ESF 13)

Law Enforcement Function Representative: City of Fairfield Police Department

I. Introduction

Law enforcement functions at the county and state levels are addressed in Emergency Support Function (ESF) #13 – Law Enforcement and the federal level in ESF #13 – Public Safety and Security. The Law Enforcement Function at the local level address the following areas of concern during emergencies:

- Traffic control
- Law and order
- Site/scene security
- Public notification
- Criminal investigations
- Evacuation and relocation of general population and institutionalized individuals

II. Situation

- The City of Fairfield Police Department is responsible for law enforcement activities within the City of Fairfield. The Police Chief, or their designee, will serve as the Law Enforcement Function Representative in the City of Fairfield’s Emergency Operations Center (EOC) during emergencies.
- The City of Fairfield Police Department has a 24-hour responsibility for law enforcement on all local roadways, properties, and facilities. Requests for law enforcement support during a disaster will be coordinated and prioritized through the City of Fairfield EOC.
- Law Enforcement Function capabilities support incident management requirements including, but not limited to critical infrastructure protection, security planning, and technical assistance.
- The City of Fairfield Law Director will review, and/or ensure the enforcement of the jurisdiction’s laws.
- Ohio’s Law Enforcement Response Plan (LERP) is a tool for local law enforcement agencies to acquire large quantities of law enforcement resources in response to a domestic terrorist attack, a major disaster, or other emergencies. When the LERP is activated, a Law Enforcement Automated Data System (LEADS) resource request alert is sent to appropriate agencies. The LERP system can only be activated through a Sheriff’s request (under ORC 311.07) or through a Chief’s request under the Intrastate Mutual Aid Compact (ORC 5502.41).

III. Assumptions

- Activities of local, county, and state law enforcement agencies will significantly increase during emergency operations.
- Large-scale disasters will necessitate the coordination of all law-enforcement assets in order to expedite assistance to government agencies and departments in the affected areas.

- Even in cases of large-scale disasters, local law enforcement agencies will have the primary authority and responsibility for law enforcement activities in their jurisdiction.
- The City of Fairfield Police Department will utilize the process, guides, protocols and procedures prescribed in the National Incident Management System (NIMS)/Incident Command System (ICS).
- Each local, state, and federal law enforcement organization has an established chain of command prepared to integrate and coordinate law enforcement activities within and among organizations during an emergency.
- Additional law enforcement support will be needed for the maintenance, control and support of evacuation traffic control patterns, community reception and care facilities, and for institutions such as hospitals, prisons, and mental institutions.
- The Butler County Emergency Management Agency (EMA) or County EOC, if activated, is available for assistance and support during emergencies. Law enforcement support needs can be supplemented by contacting Butler County EMA or the County EOC.

IV. Concept of Operations

1. Human-caused incidents are more law enforcement focused because of the criminal nature tied to the incident. Therefore, during human-caused incidents, law enforcement will take a greater role in the EOC.
2. Each Law Enforcement Function supporting agency has internal plans and procedures that detail how it will address responsibilities during emergencies. Supporting agencies are not required to address any emergency responsibilities that are contrary to the laws or policies that govern their organizations.
3. Within their own jurisdictions, law enforcement agencies shall provide security for, and limit access to, the local EOC and/or Incident Command Post (ICP), key governmental facilities, and locations of the emergency. All law enforcement agencies will operate in accordance with their own SOPs/SOGs.
4. Additional resources, including personnel and equipment, should be obtained through the activation of mutual aid and assistance agreements with neighboring localities and/or state authorities, with incident operations managed through the ICS.
5. When local resources including mutual aid have been exhausted, additional resources may be requested through the County EOC.

V. Organization and Assignment of Responsibilities

Organization

All Law Enforcement Function organizations are responsible for the development of internal SOPs/SOGs that support the Law Enforcement Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Police Department has been identified as the organization who will fill the role of the Law Enforcement Function Representative and will lead this Function.

Law Enforcement Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate law enforcement activities from the City of Fairfield EOC or ICP as needed to manage resources and personnel.
3. Furnish status reports on casualty estimations, damage observations, and law enforcement activities to the City of Fairfield EOC on a timely basis.
4. Coordinate with supporting agencies including those listed below to maintain an accurate overview of law enforcement activities.
5. Assist in the dissemination of alerts, warnings, and notifications.
6. Support the relocation and temporary detention of persons confined to institutions.
7. Assist in the provision of law enforcement support in a phased return to evacuated areas.
8. Coordinate with agencies responsible for the protection of vital private sector sites, as directed.
9. Release personnel and equipment acquired under mutual aid agreements.
10. Coordinate with the County's ESF #13, if activated.
11. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

The City of Fairfield Police Department may:

1. Request the activation of the Emergency Alert System (EAS) and/or the Integrated Public Alert & Warning System (IPAWS).
2. Provide liaison support to local ICPs/EOCs as required.
3. Maintain routine law enforcement operations, including protection of life and property, enforcement of laws, criminal investigations, and related tasks throughout the duration of the emergency.
4. Provide traffic control, including evacuation/relocation assistance and the movement of essential supplies.
5. Prepare to staff roadblocks, traffic control points and other sites when required. This includes both evacuation/relocation support and logistical efforts.
6. Support recovery operations at the site of the disaster.
7. Provide law enforcement support (to include security) for local facilities, institutions, services, officials, and resources.
8. Support the following actions based upon the availability of resources and training:
 - a. Search and rescue operations
 - b. Forensic laboratory support

c. Victim identification

The City of Fairfield Law Director will:

1. Advise and assist the City of Fairfield Council and other department/agency heads regarding legal questions arising from emergency response and recovery operations.
2. Draft and disseminate emergency declarations and related legal documents that support emergency response and recovery operations.
3. Provide interpretations of law as needed during emergencies.
4. Review results of investigations with regard to potential criminal allegations related to emergency response and recovery activities, and then decide whether to prosecute.
5. Take appropriate action against public and/or private entities on behalf of the City of Fairfield for damages or claims, which might arise from emergency response and recovery activities.

VI. Resource Requirements

Law Enforcement Function organizations maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document the equipment, supplies, and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

ANNEX N — DISASTER RECOVERY FUNCTION (ESF 14)

Disaster Recovery Function Representative: City of Fairfield Public Utilities

I. Introduction

Disaster recovery functions at the county level are addressed in the *Butler County Disaster Recovery Framework*. The State of Ohio addresses recovery in Emergency Support Function (ESF) #14 – Recovery and Mitigation. The Disaster Recovery Function at the local level addresses the following areas of concern during emergencies:

- Damage assessments
- Coordination of needs assessments
- Damage restoration
- Information gathering for disaster recovery fund applications
- Development of disaster-specific recovery plans
- Temporary housing beyond basic sheltering
- Debris removal
- Heating assistance programs
- Provision of potable water
- Support for aging and institutionalized populations
- Disaster related mental health assistance programs
- Medical assistance programs

II. Situation

- Recovery activities begin in the City of Fairfield's Emergency Operations Center (EOC) when the immediate threats to life and property have been addressed and restoration activities, identified through damage assessments, begin.
- A pre-disaster recovery planning process is necessary to enable local governments to predetermine local recovery functions, roles, structures, and funding for post-disaster recovery efforts to expedite the recovery process.
- The County's short-term recovery activities will be coordinated by multiple ESFs in the County EOC. The County will address long-term recovery activities through a coordinated effort involving all the affected jurisdictions within Butler County.
- Recovery efforts will frequently overlap with the response phase.
- The public could be displaced, requiring sheltering and social services. Sheltering activities could be short or long-term depending on the severity of the incident.
- Critical infrastructure, including public and private utilities (e.g., potable water supplies, electrical power, natural gas, and sewer services), could be compromised. Restoration of critical infrastructure/key resources may last well into the recovery phase.
- Disaster Recovery Function personnel will coordinate with the Mass Care Function (Annex F) to coordinate necessary short and long-term recovery activities related to temporary housing, potable water, and assistance programs.

- Recovery activities are dependent upon rapid, thorough and accurate damage assessments, conducted in coordination with the Butler County Emergency Management Agency (EMA) and local officials in affected areas specifically the Damage Assessment Coordinator (Development Services Director) and local Damage Assessment Teams.
- The City of Fairfield has a Damage Assessment Coordinator and a Damage Assessment Team that has attended the Butler County Damage Assessment Training.
- Comprehensive damage assessment evaluation is necessary to support requests for recovery programs offered at the state and federal levels. An accurate damage assessment will also support post-disaster mitigation efforts that result in building codes and land-use regulations that could reduce much of the structural damage that often result from disasters.

III. Assumptions

- Butler County EMA or the Butler County EOC, if activated, is available for assistance and support during emergencies. Disaster recovery needs can be addressed by contacting Butler County EMA or the County EOC.
- Supplemental state and/or federal assistance will be necessary for short and long-term recovery.
- Response activities and short/long-term recovery activities will occur concurrently at different rates, which may result in high demand for limited resources. This will be exacerbated when there are secondary hazards (e.g., aftershocks to an earthquake) and/or inadequate processes for prioritizing needs.
- Short and long-term recovery priorities will be constantly evolving as the incident progresses.
- The City of Fairfield will document response and recovery costs for possible reimbursement.

IV. Concept of Operations

1. The Disaster Recovery Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Public Utilities
 - b. Public Works
 - c. Finance
 - d. Development Services
 - e. Administration
2. The Disaster Recovery Function assists in processing damage assessment information, requests for county, state, and federal assistance, and in the administration of the Individual and Public Assistance Programs.
3. Within Butler County, the process of recovery occurs in two phases, short-term recovery and long-term recovery.
 - a. Short-Term Recovery: Occurs during the days to weeks following a disaster and overlaps with response. The priority during short-term recovery is providing for the immediate needs of impacted individuals and the community. Actions taken during this phase may only be

temporary in nature. Activities may include restoration of critical functions and vital resources, damage assessment, debris removal, power restoration, and temporary housing.

- b. Long-Term Recovery: In the months to years following a disaster, short-term recovery transitions to long-term recovery. This phase focuses on transitioning from short-term recovery solutions to more permanent solutions for communities and individuals. It makes efforts to restore and make improvements to the community to encourage new development and opportunities. This phase focuses on restoring economic activity and rebuilding the community.
4. The information collected during Damage Assessments will be critical for determining the availability of state and federal funding as part of the recovery process. There are two types of funding that may be available following a disaster, Individual Assistance and Public Assistance.
 - a. Individual Assistance: Funding or direct assistance to individuals, families, and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help with critical expenses that cannot be covered in other ways.
 - b. Public Assistance: Reimbursement and emergency assistance provided to local governments and certain types of private non-profit (PNP) entities from the state and federal governments. Public Assistance provides supplemental disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain PNP organizations.

Local Damage Assessment

1. Local damage assessment is a response operation conducted by the City of Fairfield EOC, by on-scene personnel. If the City of Fairfield EOC is activated, all local damage assessments should be complete before deactivation.
2. Butler County EMA will receive compiled damage assessment data from the local Damage Assessment Coordinator or the Damage Assessment Unit in the County EOC, if activated, and determine if the damages warrant a request by the Board of County Commissioners for state assistance. If so, Butler County EMA will provide assistance to prepare the appropriate request for the Commissioners' signatures. If state assistance is granted by the governor, the state may ask for a federal declaration. If this is the case, members of the state and federal governments may complete a joint preliminary damage assessment.
3. Damage Assessment has multiple phases including initial assessment, windshield survey, detailed survey, and state and federal validation.
 - a. Initial Assessment: Completed during the first few hours of a disaster and is provided by first responders, Public Safety Answering Points (PSAPs), the local media, and the general public. Critical information that should be included is the number and locations of injuries or deaths, the location, type and extent of known damages, the initial impact to critical infrastructure, and types of assistance needed. As incident information is received at the local level, it should be communicated with the Butler County EOC's Damage Assessment Unit in the Planning Coordination Section. If the County EOC is not activated, damage assessment information should be shared with Butler County EMA through the Butler County Communications Center.

- b. Windshield Surveys: Conducted by local first responders on scene and focus on the number of dwellings, businesses, public buildings, and infrastructure that has been damaged or destroyed. First responders should report the information to the City of Fairfield Damage Assessment Coordinator. Upon receiving notification of damage within the jurisdiction, the Damage Assessment Coordinator should begin reaching out to local first responders for additional information.
- c. Detailed Surveys: Detailed walk-through assessments of the damaged areas conducted by Damage Assessments Teams (DATs). DATs document the damage by completing the Ohio EMA Individual Assistance Street Sheet (see last page of this Annex) and taking photos. These surveys are coordinated by the Damage Assessment Coordinator and conducted by the City of Fairfield DAT. When local resources are exhausted, other local DATs within Butler County may supplement their efforts. All documentation from the detailed surveys is submitted to the City of Fairfield Damage Assessment Coordinator. The data from the detailed survey will be sent to Butler County EMA or the County EOC within 24 hours of incident stabilization (i.e., after the end of the initial response operations).

Consider using unmanned aerial systems (UAS) to assist in conducting damage assessments.

- d. State and Federal Validation: This step may be taken if the area has received a state or federal declaration. State or federal assessment teams identify and validate damaged property and public infrastructure, define the scope of repairs, and determine appropriate repair or replacement costs.
4. A Presidential Disaster Declaration may be justified based on aerial reconnaissance flyovers and reports from on scene. If a disaster necessitates immediate federal and state assistance, damage assessments will be conducted later to serve as tools to guide the recovery effort, but initial damage assessments will be waived.
 5. Exit interviews with Butler County EMA and local officials may be conducted after local assessments have been made to discuss the results of the assessment and the need for support from the county, state, or federal governments.

V. Organization and Assignment of Responsibilities

Organization

All organizations involved in disaster recovery are responsible for the development of internal SOPs/SOGs that support the Disaster Recovery Function and EOC operations.

Assignment of Responsibility

The City of Fairfield Public Utilities Department has been identified as the organization who will fill the role of the Disaster Recovery Function Representative and will lead this Function.

Disaster Recovery Function Representative will:

1. Participate in county-wide recovery efforts through Butler County EMA or the County EOC if activated.
2. Coordinate with the Mass Care Function (Annex F) to facilitate disaster assistance programs, including designating a point of contact for questions about available disaster assistance programs.
3. Make recommendations to the Fairfield City Council concerning requests for disaster declarations and County assistance.

4. Coordinate the dissemination of information on state and federal disaster assistance available to public and private agencies, organizations, individuals, and families.
5. Provide regular updates to the City of Fairfield Public Information Officer (PIO) and the Information and Planning Function (Annex E) for use in the development of information packets, briefing information, displays, news releases, etc.
6. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Damage Assessment Coordinator will:

1. Identify and train local Damage Assessment Team members in coordination with Butler County EMA.
2. Gather preliminary information about most critically impacted areas.
3. Coordinate the DATs deployment.
4. Coordinate with Butler County EMA for additional DATs after local resources become exhausted.
5. Review and verify damage assessment and assistance information.
6. Compile Damage Assessment information from the DATs into an Excel spreadsheet provided by Butler County EMA.
7. Share all damage assessment information with Butler County EMA.
8. Provide regular updates to the PIO and the Information and Planning Function (Annex E) for use in the development of information packets, briefings, displays, news releases, etc.
9. Coordinate the documentation of all costs and expenses related to the disaster that affect the public sector or eligible private non-profit organizations for possible Public Assistance Grant submission.

Damage Assessment Teams will:

1. Complete the Damage Assessment training provided by Butler County EMA.
2. Conduct damage assessments of residential and business properties for possible submission for Individual Assistance and publicly owned properties for possible submission for Public Assistance.
3. Submit damage assessment documentation to the Damage Assessment Coordinator.

American Red Cross of Central and Southern Ohio may:

1. Provide information releases to the City of Fairfield PIO, and the Information and Planning Function (Annex E) at the City of Fairfield EOC.
2. Assist with damage assessment of residential structures.
3. Provide assistance to disaster survivors to include accurate recovery information, referrals, items, and financial assistance if available.

City of Fairfield City Manager's Office will:

1. Coordinate with Butler County EMA for long-term recovery assistance for individuals, businesses, and organizations in the impacted areas.
2. Assist Butler County EMA in the coordination and administration of applicable state/federal disaster assistance programs.

City of Fairfield Board of Education may:

1. Assist the Butler County EMA or the local Damage Assessment Coordinator with the dissemination of information to public and private educational institutions impacted by the disaster.
2. Provide listings of the educational institutions located in the jurisdiction that are eligible for assistance under the Public Law 93-288, as amended, to the Butler County EMA or local Damage Assessment Coordinator.
3. Assist school districts, in coordination with the local Damage Assessment Coordinator and Butler County EMA, in filing applications for disaster assistance.
4. Develop and implement a policy for reopening or temporarily relocating schools after an emergency.
5. Promote disaster preparedness planning and training in educational institutions.

City of Fairfield Historical Society may:

1. Provide technical advice to impacted jurisdictions concerning historical properties/artifacts destroyed or harmed during emergencies.
2. Provide personnel to serve on DATs with respect to losses and repairs for public historical sites and artifacts.

The Fairfield Lane Library will:

1. Provide technical advice to affected jurisdictions concerning book/document restoration/preservation for articles affected by a hazard and restoration/repair of damaged library structures.
2. Provide assessments and evaluations for damaged libraries.

City of Fairfield Law Director will:

1. Conduct or assist in the investigation of potential/reported fraud associated with disaster assistance.
2. Conduct appropriate action designed to ensure effective consumer protection during emergency response and recovery.

Butler County EMA / Butler County EOC will:

1. Provide technical assistance to local Damage Assessment Coordinators.
2. Compile damage assessments from all jurisdictions impacted by the disaster.
3. As appropriate, facilitate exit interviews with local officials to discuss the results of the damage assessment and the need for support.

4. Assist in the coordination of recovery capabilities to fill unmet recovery needs.
5. Coordinate with Ohio EMA/State EOC for support as needed.

VI. Resource Requirements

Disaster Recovery Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.

VII. Attachment: Individual Assistance Street Sheet

See next page.

INDIVIDUAL ASSISTANCE STREET SHEET

County	Jurisdiction Name		Date		Assessor's Name/Phone Number						
Butler	City of Fairfield										
Location (Street Address, Apt/Condo, Complex, MH Park)		Type of Structure	Status	Area	Depth of Water	Insurance	Local Preliminary Determination				State Use Only
							D	Maj	Min	A	
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
				First Floor	__ ft __ in	Homeowners ____					
				Crawl Space	__ ft __ in	Renters ____					
						Sewer B/U Rider ____					
Comments:											
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
				First Floor	__ ft __ in	Homeowners ____					
				Crawl Space	__ ft __ in	Renters ____					
						Sewer B/U Rider ____					
Comments:											
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
				First Floor	__ ft __ in	Homeowners ____					
				Crawl Space	__ ft __ in	Renters ____					
						Sewer B/U Rider ____					
Comments:											
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
				First Floor	__ ft __ in	Homeowners ____					
				Crawl Space	__ ft __ in	Renters ____					
						Sewer B/U Rider ____					
Comments:											
		SF ____ MH ____ Apt ____ Condo ____ Business ____	Own ____ Rent ____	Basement	__ ft __ in	Flood ____					
				First Floor	__ ft __ in	Homeowners ____					
				Crawl Space	__ ft __ in	Renters ____					
						Sewer B/U Rider ____					
Comments:											
Comments:							Total for page:				

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ANNEX O — PUBLIC INFORMATION FUNCTION (ESF 15)

Public Information Function Representative: City of Fairfield City Manager's Office

I. Introduction

Public information functions at the county level are addressed in Emergency Support Function (ESF) #15 – Emergency Public Information and at the state and federal levels in ESF #15 – Emergency Public Information and External Affairs. The Public Information Function at the local level addresses the following areas of concern during emergencies:

- Gathering and analyzing information
- Timely release of incident-related information to the public and media
- Accessible information for those with disabilities and other access and functional needs
- Coordinated, unified messaging
- Verifying accuracy of information
- Communicating with individuals with limited English proficiency

II. Situation

- Due to the overlapping responsibilities, the Public Information Function Representative will likely be the Public Information Officer (PIO) for the jurisdiction during the incident. Initially, there may be a designated person on scene to serve as the PIO. Once the incident escalates, the Public Information Function Representative would be utilized. The person/organization serving as the Public Information Function Representative may be different from the initially designated PIO on scene. Please note the Function Representative/PIO does not have to be the individual acting as the spokesperson during the incident. Conducting media interviews and making public statements may be the responsibility of elected officials, administrators, public safety officials or other leadership positions.
- There will be a strong need for the public to get disaster-specific information before, during, and after the emergency. The timely dissemination of accurate, well-coordinated emergency public information will reduce the impact to life and property, help to maintain public trust and confidence, and help the residents find information and resources they need to recover from the disaster.
- Many disasters can occur rapidly, hampering the ability of response organizations and local government to provide comprehensive information to everyone impacted at the onset. For this reason, it is important to ensure the public is aware of potential hazards and knows the appropriate protective and preparedness efforts before a disaster occurs.
- Following a disaster, information from some sources may often be vague, erroneous or contradictory. Rumors or misinformation may be spread before, during, and after a disaster. This can cause unnecessary distress among the public, provoke counter-productive public actions, and impede response and recovery efforts.
- A disaster may have negative impacts on the existing communication infrastructure or systems requiring the use of alternative methods to provide information to the public.
- Disasters may impact individuals' abilities to receive public information due to displacement, or limited access to television, phone, newspaper, the internet, social networks, etc.

- For some slowly developing emergency situations (i.e., flooding, winter storms, or wildland fires) there may be several days for authorities and the media to provide detailed information about the hazard and what residents should do.
- The interest generated by a disaster may lead to requests for information or visits from a variety of public officials, dignitaries, or VIPs. Such requests will require coordination and resources.
- Once other levels of government are involved local, county, state, and federal public information personnel will work in cooperation and coordination with one another by establishing a Joint Information System (JIS) to ensure that precise, correct, and verified emergency public information (EPI) is released to the public and media representatives. These actions will help to ensure public confidence and reduce public concern.
- The Emergency Alert System (EAS) and the Integrated Public Alert and Warning System (IPAWS) can be used to widely disseminate EPI. The EAS and IPAWS are activated through Butler County Emergency Management (EMA).

III. Assumptions

- During a disaster, the means of dispersing EPI to survivors of the disaster and the surrounding community may be severely affected by overwhelming demand and/or damage to media infrastructure. County and/or State assistance may be required to supply critical information to survivors, responders, recovery personnel and members of the media.
- All local EPI will be coordinated by the City of Fairfield Public Information Officer (PIO) for approval before release.
- To the maximum extent possible, local organizations involved in emergency response and recovery operations will coordinate EPI and related information with the City of Fairfield PIO or their designee before release.
- The City of Fairfield PIO maintains listings of media contacts and relies on those contacts for the dissemination of EPI.
- Social media platforms will be utilized as a platform to disseminate EPI as well as a tool to maintain situational awareness.
- Once a Joint Information Center (JIC) is established, all EPI will be coordinated with the JIC.
- Butler County EMA or the Butler County Emergency Operations Center (EOC), if activated, is available for assistance and support during emergencies. Public information needs can be addressed by contacting Butler County EMA or the County EOC if activated.

IV. Concept of Operations

1. Public information officers engaged in the incident effort will collect and document relevant information in order for accurate information to be efficiently communicated to the public. Such relevant information may include, but is not limited to:
 - a. Information from Incident Command
 - b. Weather updates
 - c. Damage reports
 - d. Persons injured or affected
 - e. Threats to public safety

- f. Road closures
 - g. Closure of government offices for employees and/or the public
 - h. Potential rumors and misinformation
2. Information will be collected from a wide range of sources including response agencies, traditional and social media, calls from public and elected officials, technical specialists, and other emergency management partners such as utility companies or the National Weather Service.
 3. Depending upon the severity of the emergency, PIO personnel from other departments may also be requested to provide support during local emergency operations.
 4. The City of Fairfield PIO is responsible for ensuring that coordinated public information services are provided throughout a local emergency from assessment through response and recovery and that these services are provided in a cooperative manner with local, state, and federal PIOs as applicable.
 5. The Public Information Function will work to verify the accuracy of information and dispel rumors.
 6. The Fairfield City Council or their appointed designees operating as part of the City of Fairfield's EOC Executive Group during local emergencies have ultimate control over the release of local EPI. Coordination is maintained through ongoing Executive Group briefings in the City of Fairfield EOC and submission of all EPI and related news releases to the Executive Group for approval.
 7. After EPI and media releases have been approved, copies will be given to the Information and Planning Function (Annex E) for distribution to local personnel in the EOC and in the field as needed.
 8. The Joint Information Center (JIC) is a physical location designed to support the gathering, verification, coordination, and dissemination of accurate, accessible, and timely information. A single location for the JIC is preferable, but the system is flexible enough to accommodate virtual or multiple JIC locations. As the disaster escalates, the use of the County JIC is recommended and the City of Fairfield PIO will coordinate EPI with it.

V. Organization and Assignment of Responsibility

Organization

All Public Information Function organizations are responsible for the development of internal SOPs/SOGs that support the Public Information Function and EOC operations.

For smaller incidents, the public information function would be handled by the designated spokesperson of the appropriate responding department. The spokesperson would provide situational updates to the media in accordance with the department's standard operating procedures.

Assignment of Responsibility

The City of Fairfield Public Information Group has been identified as the organization/position that will fill the role of the Public Information Function Representative/PIO and will lead this Function.

Public Information Function Representative / PIO will:

1. Staff and manage PIO activities during local assessment, response, and recovery operations.

2. Coordinate the collection and dissemination of public information during the assessment, response, and recovery phases of an incident.
3. Provide coordinated briefings for media representatives and receive inquiries from the media and the public concerning an emergency and respond with official information or relay inquiries to the appropriate Function.
4. Release EPI as directed by the Executive Group and in coordination with other localities, the county, state and federal PIOs.
5. Ensure approval of news releases and related information by the Executive Group before issuing to media representatives.
6. Advise the Incident Commander on all public information matters relating to the management of an incident, as needed.
7. Ensure coordination of all news releases through the County JIC.
8. Review media reporting for accuracy, content, and adjustment to ensure that accurate public information is being disseminated to the media and citizens.
9. Monitor social media outlets such as news websites, blogs, Facebook and Twitter to ensure accuracy and detect information trends.
10. Provide required reports of activities to the Information and Planning Function for inclusion in Situation Reports.
11. Provide hazard specific EPI for preparedness, response, and recovery activities as needed.
12. Be prepared to accompany personnel going to the site of the disaster if needed.
13. Coordinate visual documentation of the incident or event.
14. Disseminate information that may be of value to other local Function Representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

The City of Fairfield's Public Information Group will:

1. Assist in providing updated information from the Information and Planning Function to the PIO for inclusion in media releases.
2. Maintain copies of all press releases issued during the incident at the Emergency Operations Center.
3. Directly supervise the selection and orientation of persons to assist the Public Information Officer during the event.
4. Log all incoming and outgoing public information requests.
5. Establish a procedure for the dissemination of information via electronic media.
6. In cooperation with Incident Command establish a schedule for conducting routine briefings during the incident.

All Organizations of Local Government will:

1. During local emergencies, submit for approval news releases, interviews with media, etc. to the City of Fairfield PIO.

VI. RESOURCE REQUIREMENTS

Public Information Function organizations will maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the City of Fairfield's EOC to the Resource Support Function.



**The City of Fairfield
EMERGENCY OPERATIONS PLAN
BASE PLAN**

December 2025

APPROVAL & IMPLEMENTATION PAGE

This Emergency Operations Plan (EOP) addresses the City of Fairfield's planned response to extraordinary disaster situations associated with all hazards such as natural disasters, technological accidents and human-caused incidents. It is the principal guide for ensuring the protection of health, safety, and property of the public and aiding in short-term recovery operations for the City of Fairfield. It is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly among local, state, and federal agencies in emergency management, and establish a framework for an effective system of comprehensive emergency management.

This plan was developed using generally accepted emergency management principles and practices. Incorporated are planning elements derived from Federal Emergency Management Agency and Ohio Emergency Management Agency planning documents. Additionally, this plan was developed to be consistent with the Butler County EOP. Modifications to this plan may be made under the direction of the City of Fairfield City Manager. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption.

This plan is approved and endorsed by the City Manager of the City of Fairfield.

This plan supersedes any previous versions.

_____ Mitch Rhodus, Mayor	_____ Date
_____ Scott Timmer, City Manager	_____ Date
_____ Steve Maynard, Chief of Police	_____ Date
_____ Thomas Lakamp, Fire Chief	_____ Date

PROMULGATION

Ohio Administrative Code (4501:3-6-01) requires each political subdivision to maintain a current Emergency Operations Plan (EOP) and ensure its consistency with the Butler County EOP. This plan lists the responsibilities and authority of the City of Fairfield as it pertains to the actions taken to adequately prepare for, respond to, and recover from emergencies and disasters.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to organizations within or providing services to the City of Fairfield. It is developed pursuant to Section 5502 and 3750 of the Ohio Revised Code and 4501 of the Ohio Administrative Code. Additionally, it conforms to the National Incident Management System (NIMS) and all applicable Homeland Security Presidential Directives.

In order to execute this plan effectively, all organizations having roles and authorities are expected to partake in plan maintenance activities, trainings, and exercises. Additionally, they will develop standard operating procedures/standard operating guidelines (SOPs/SOGs) based on the provisions of this plan. This will ensure all implementing personnel have a familiarity with the procedures set forth in this plan.

The primary responsibility of elected and appointed officials is to ensure the welfare of those who reside or work in the City of Fairfield. This EOP directly supports that responsibility with the goal of ensuring a timely and organized management of the consequences arising from emergencies to save lives, protect property and preserve the environment.

_____	_____
Tim Meyers, Councilmember At-Large	Date
_____	_____
Gwen Brill, Councilmember At-Large	Date
_____	_____
Matthew Davidson, Councilmember At-Large	Date
_____	_____
Leslie Besl, Councilmember 1 st Ward	Date
_____	_____
Dale Paullus, Councilmember 2 nd Ward	Date
_____	_____
Debbie Pennington, Councilmember 3 rd Ward	Date
_____	_____
Adam Kraft, Councilmember 4 th Ward	Date

RECORD OF CHANGES

Change Number	Date of Change	Section Changed	Description of Change	Made By
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

RECORD OF DISTRIBUTION

Upon adoption of the plan by the Mayor and City Council an electronic and a hard copy of the final plan will be distributed to the Mayor, City Manager, Police Chief, and all entities with responsibilities within this plan. A copy of the finalized plan will also be sent to the Butler County Emergency Management (EMA).

Change Number	Name	Title	Organization	Date Distributed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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I. PURPOSE

1. The purpose of this plan is to:
 - a. Establish a concept of operations spanning the emergency from initial monitoring through disaster response and finally disaster recovery.
 - b. Define interagency and intergovernmental coordination to facilitate delivery of local response and recovery forces.
 - c. Assign specific functional responsibilities to appropriate local departments, private sector groups, and volunteer organizations.
2. The intent of this plan is to:
 - a. Ensure prompt and efficient emergency response and recovery.
 - b. Effectively utilize systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.
 - c. Provide for the rapid and orderly restoration and recovery of persons and property affected by emergencies.

II. SCOPE

Effective emergency management requires trust and close working relationships among all levels of government, non-governmental organizations, the private sector, and the general public. Each of these groups within the City of Fairfield are affected by this plan and all emergency management activities. Additionally, the organizations explicitly having responsibilities outlined in this plan are involved in emergency and disaster preparedness, response, and recovery efforts. The City of Fairfield's EOP addresses preparedness, response, and recovery activities for events that exceed normal operating response capabilities within the jurisdiction and are so complex they require assistance from outside resources or capabilities, and/or are expected to last for an extended period of time.

III. SITUATIONAL OVERVIEW

The City of Fairfield is a densely populated city situated in the southwest portion of Butler County, Ohio with an estimated population of 45,000. Nine hazards are likely to affect the City of Fairfield and lead to emergency/disaster declarations. A complete list can be found in Tab #2 – Threat and Hazard Ranking. Full analyses of these hazards and delineation of risks are addressed in the *2023 Butler County Multi-Hazard Mitigation Plan*.

IV. PLANNING ASSUMPTIONS

- A hazard may occur with little or no warning and may escalate quicker than the ability of any single local response organization to handle.
- Disasters or incidents will occur that exhaust local response forces and there will be a need to receive county, state or federal level assistance.

- Hazards may extend beyond the borders of the City of Fairfield and may require a coordinated response and recovery effort between multiple jurisdictions at the local, county, or even state level.
- Hazards may have cascading effects that require their own unique approaches for response and recovery.
- Hazards may overwhelm the response and recovery capabilities of the City of Fairfield.
- Response and recovery may include prolonged, sustained incident management activities.
- Response support from outside the City of Fairfield that extends beyond their day-to-day limited assistance from surrounding communities may not arrive immediately. Even after outside support arrives, there may be a scarcity of resources available.
- Communications capabilities are adequate to provide a coordinated local response.

V. CONCEPT OF OPERATIONS

It is the responsibility of local government to reasonably protect life, property, and the environment from the effects of disasters. Most emergencies are handled by the local jurisdiction; however, supplemental assistance and coordination can be called upon whenever the consequences of a disaster exceed local capabilities. Butler County can be requested to provide assistance in a disaster. Assistance may take the form of coordinating County resources, gathering and disseminating incident information, or requesting additional assistance from the State of Ohio. Additionally, local and county entities may proactively take certain measures to prepare for pre-planned events.

Generally, to receive County and/or State assistance, information on the impact of the disaster and a request for specific assistance must be communicated to the Butler County Emergency Management (EMA) or the Butler County EOC, located at the Butler County Emergency Management Office, by the local jurisdiction. A declaration of a State of Emergency from the elected governing body of the City of Fairfield will aid in facilitating the process of obtaining additional assistance.

This Emergency Operations Plan (EOP) serves to provide guidance and should not be rigidly applied to every disaster or pre-planned event. Every situation will present different and unique challenges, complexities, and requirements. The specific tasks, assignments, and provisions contained within this plan may need to be modified to effectively deal with the situation at hand.

Overall Plan Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

1. Life Safety:
 - a. Save or rescue human lives.
 - b. Treat the injured.
 - c. Warn the public to avoid further casualties.
 - d. Evacuate people from the effects of the emergency.

- e. Search for human lives.
 - f. Shelter and care for those evacuated.
2. Incident Stabilization:
 - a. Secure the impacted area.
 - b. Contain the source of the hazard.
 - c. Mitigate cascading effects.
 3. Property Conservation:
 - a. Save property from destruction.
 - b. Take action to prevent property damage.
 - c. Provide security for property (e.g., evacuated or destroyed areas).
 4. Community Recovery:
 - a. Reestablish essential services.
 - b. Repair community infrastructure.
 - c. Restore economic base of the community.

Emergency Operations Center

1. The City of Fairfield's EOC is the physical location at which all appropriate entities involved in the response effort coordinate, develop a common operating picture, and share information with executives who have the authority to make decisions in support of incident response.
2. The City of Fairfield's EOC is made up of an Executive Group (including their support staff), the EOC Director, and 15 Functions. Not all of the 15 Functions may be needed in all disasters and they are scalable based on the need. Detailed procedures covering EOC operations and coordination are addressed in the Emergency Operations Center Standard Operating Procedures/Guidelines (EOC-SOPs/SOGs).
3. The City of Fairfield's EOC is located at 5230 Pleasant Ave – Police Training Room. The 24-hour emergency number for the EOC is 513-858-2397. In the event this structure has sustained damage or otherwise unavailable, the alternate EOC will be located at the Fairfield Public Works facility on North Gilmore Road.
4. The City Manager or their designee, will activate the EOC. Activation of the EOC may occur at the request of the Incident Commander, fire chief, police chief, or chief elected official. Once the EOC is activated, appropriate entities will be requested to respond to the EOC by the EOC Director, or their designee. The EOC Director will evaluate the status of the EOC including whether or not to maintain current operations, increase operations, or demobilize.
5. The notification system found in the Alert & Notification Section (below) will be used to notify organizations when the City of Fairfield's EOC is activated. After initial notification, the EOC Director is responsible for ensuring proper staffing of the EOC and notification of additional Functions needed.

6. Organization of Emergency Operations Center: See EOC SOPs/SOGs

Declaration of a State of Emergency

Declaration of a State of Emergency may be made when a disaster has reached a level where additional resources will be needed, or it is anticipated that the scale of the disaster shall exceed the capabilities of the City of Fairfield.

1. Declaring a State of Emergency will facilitate the process of obtaining County assistance, and possibly state or federal assets. Additionally, declaring a State of Emergency grants special powers that are outlined in state and local law.
 - a. Fairfield City Charter: Article V, 5.02 Powers and Duties: (D) The Mayor shall be the head of the City government for all military purposes in time of war, national emergency, riot or insurrection, or other emergency threatening the safety of life or property within the City; and as such head shall have all the powers, duties and functions granted by the Constitution and laws of Ohio to mayors or other chief executives of municipal corporations, or as granted to the Mayor by ordinances or resolutions adopted by the Council.
2. A State of Emergency may be declared through adoption of a resolution by the Fairfield City Council, upon finding that a disaster has occurred, or the threat of a disaster within the jurisdiction is imminent.
3. When County-level capabilities, including mutual aid are not sufficient to address the disaster, the Butler County Board of County Commissioners may declare an emergency for the County and request state assistance through Butler County EMA or the County EOC, if activated.

Alert & Notification

Public notification is accomplished through the use of mass notification systems and broadcast media. Based upon resident location and activity, there may be some individuals who do not receive warning due to limitations of existing systems. To mitigate this, residents are encouraged to have multiple methods of receiving alerts and warnings. As technology continues to advance, new means of public notification will be explored.

1. The City of Fairfield utilizes the Code Red public notification system. The Code Red system requires the public to subscribe to the system using an address and a phone number to receive alerts. Subscribers control the types of alerts they wish to receive. Code Red activation can be authorized by the following:
 - a. City Manager
 - b. Assistant City Manager
 - c. Police Chief
 - d. Fire Chief
 - e. Deputy Fire Chief

The Code Red system can be activated by Fairfield Dispatch or from any computer with the proper access codes. The Assistant City Manager serves as the administrator for the Code Red system.

2. Butler County uses "Alert Butler County (Alert BC)" through RAVE Mobile Safety as the mass notification system used to notify opted-in subscribers about emergencies and other important information throughout Butler County. The public chooses to sign up for the alerts and warnings they would like to receive and designates the methods (email, text, or voice call) for how they will receive them.
 - a. Butler County EMA manages Alert BC and can send alerts and warnings.

- b. Alerts can be requested by public safety officials through the Butler County Dispatch Center.
- 3. The Integrated Public Alert and Warning System (IPAWS) is an internet-based capability that federal, state, territorial, tribal, and local authorities can use to issue critical public alerts and warnings. Warning systems included in IPAWS are: Emergency Alert System (EAS), National Warning System (NAWAS), and Wireless Emergency Alerts (WEA). EAS messages appear as the scrolling messages across the television screen and over the radio. NAWAS is an automated telephone system used to convey warnings to federal, state, and local governments as well as the general public. WEA is an alerting network designed to disseminate emergency alerts to mobile devices located within a specific geographic area that has been designated to be at risk by a life-safety critical hazard.
 - a. Butler County is an alerting authority for IPAWS and may send alerts to the public including people within the City of Fairfield
 - b. Activation of IPAWS in the City of Fairfield is requested through Butler County EMA.
 - c. Alerts can be requested by public safety officials through the Butler County Dispatch Center.
- 4. The National Weather Service (NWS) is the government agency responsible for the declaration and dissemination of "Severe Weather Watches and Warnings." The NWS Office in Wilmington, Ohio serves as the warning center for all jurisdictions within Butler County.
- 5. There is a system of outdoor warning sirens within the City of Fairfield. These sirens are operated and activated by the Fairfield Communications Center. The sirens will be activated under one of the following criteria:
 - a. The NWS issues a Tornado Warning for all or part of Butler County or northern Hamilton County
 - b. A tornado is reported by a local public safety official to the NWS or The Fairfield Communications Center.
 - c. Locations of the 10 outdoor warning sirens:
 - 1. Tylersville Road/Seward Road
 - 2. Seward Road/Port Union Road
 - 3. Mack Road/Crestview Drive
 - 4. Mack Road/Boymel Drive
 - 5. Good Neighbor's Park – Walter Avenue
 - 6. River Road/Muskopf Drive
 - 7. Lake Manor Drive
 - 8. Nilles Road/Winton Road
 - 9. Gilmore Road – Fairfield High School
 - 10. Hunter Road/Pleasant Avenue
- 6. The use of mobile public address systems and/or door-to-door notification by emergency response personnel may be required when a quick onset emergency occurs necessitating an evacuation. At no time should the safety of personnel be compromised to complete door-to-door notifications.

Public Protective Action Notifications

Notifications to the public will need to be made when a community is faced with an evacuation or shelter-in-place order.

1. Shelter-in-place is a process for taking immediate shelter in a location readily accessible to the affected individual(s) by sealing off a single area (such as a room or building) from outside contaminants and shutting off all HVAC systems. This process is designed for situations when it is safer to remain in a building than to evacuate. Shelter-in-place incidents usually last a few hours, not days or weeks.
2. An evacuation is the process of relocating a segment of the population from a threatened location to a safe location during an emergency. Evacuation commonly takes place in the event of an impending natural disaster, transportation or industrial accident that releases hazardous materials; or other emergency situations, such as a bomb threat.
 - a. There are many populated areas within the City of Fairfield that are or could be in close proximity to hazardous materials production/storage facilities. The residents in these areas may have to be evacuated or ordered to shelter-in-place in the event of a hazardous materials incident. Maps of these locations are maintained by the City of Fairfield
 - b. There are flood plains in the City of Fairfield that affect populated areas.
 - c. During emergencies which require evacuations, residents will be directed along routes identified by the City of Fairfield officials.
 - d. The Ohio Revised Code grants township and municipal police and fire departments and the county sheriff the power to protect the lives and property of the citizens in their jurisdictions. Therefore, the sheriff and the chiefs of these organizations, or their designees, may determine the need for and order evacuations during emergencies. When time allows, all evacuation orders will be coordinated with the City of Fairfield City Manager before they are released to the public.
 - e. The City of Fairfield is responsible for notifying other jurisdictions that may be affected.
 - f. Within any evacuation area, it is likely that certain facilities will require special consideration. These facilities include schools, nursing homes, day-care centers, shopping centers, theaters, and facilities that can be characterized as having large numbers of people clustered in a small geographic area with varying degrees of availability for transportation.
 - g. If the evacuation involves more than one jurisdiction, consider coordinating with County officials to evacuate by sectors or county-wide.
 - h. Law enforcement personnel will control evacuation routes.

Emergency Management Partner Notification

1. The City of Fairfield Communications Center will receive warnings and information regarding weather and other emergencies affecting the City of Fairfield. The dispatch center(s) will notify:
 - a. Law enforcement officers (Notify by radio and notify command staff via cell phone message)
 - b. Fire department personnel (Notify by radio and notify command staff via cell phone message)

- c. City Council
 - d. City Manager
 - e. Assistant City Managers
 - f. Public Works personnel
 - g. Public Utilities personnel
2. Once the notifications are made by dispatch, all subsequent notifications for those staffing positions in the EOC will be completed by the departments or agencies contacted (each department or agency will be responsible for maintaining phone trees for these notifications).
- a. Emergency Management Point of Contact Notifies:
 - i. Butler County EMA
 - b. The City Manager's Office Notifies:
 - i. Mayor and Council
 - ii. Confirms notification of department heads (police, fire, public works, etc.)
 - iii. Clerical support staff
 - c. Police Department Notifies:
 - i. Officers needed for increased operations
 - ii. Clerical support staff
 - d. Fire Department Notifies:
 - i. Fire/EMS units
 - ii. Firefighters needed for increased operations
 - e. Public Information Officer (PIO) Notifies:
 - i. Radio and TV stations
 - ii. Newspapers
 - iii. Social Media
 - f. Public Works Notifies:
 - i. Clerical support staff
 - ii. Staff needed for increased operations
 - g. Public Utilities (Water/Sewer)
 - i. Clerical support staff
 - ii. Staff needed for increased operations
3. Depending on the scale and scope of the event, Butler County EMA may also share information with partners within the City of Fairfield including the Mayor, the City Manager, the fire chief, and the police chief. Each of these department heads are responsible for disseminating the information to the appropriate individuals within their departments.

Requesting Additional Assistance

1. An EOC has a critical role in acquiring, allocating and tracking resources, managing and distributing information, and setting response priorities. Requesting resources using the City of Fairfield's EOC allows for greater accountability and will ensure situational awareness is maintained. Each level of

government may request additional resources from the next highest level of government. Local, county, state, and federal EOCs are used to communicate and process these requests.

2. When local capabilities, including mutual aid are not sufficient to address the disaster, requests for outside assistance may be made to the County. All requests for outside resources will be coordinated through Butler County EMA or the Butler County EOC, if activated. Butler County EMA will forward the requests to the appropriate agency or organization. If the resource request is outside of county-level capabilities, Butler County EMA will send the request to the Ohio Emergency Management Agency (EMA). Ohio EMA will then forward the requests to the appropriate agency or organization.
 - a. The City of Fairfield should request County assistance by contacting the Butler County EMA Duty Officer through the Butler County Dispatch Center.
 - b. If the Butler County EOC is activated:
 - o The EOC may be contacted directly at (513) 785-5810.
 - o Incident specific phones numbers for contacting EOC personnel will be shared in WebEOC or disseminated using other methods as appropriate.
 - o The City of Fairfield EOC Functions may be communicating directly with the corresponding County Emergency Support Functions.

Whole Community

The City of Fairfield recognizes that a government-centric approach to emergency management is not enough to meet the challenges posed by all hazards. As such, the City of Fairfield will make every effort to incorporate all of the resources within the community. This incorporates engaging the private and non-profit sectors, including businesses, faith-based and disability organizations, and the public.

VI. Organization & Assignment of Responsibility

Organization

Responsibilities for response operations are primarily an extension of services that are provided on a daily basis by most departments. During an emergency it is possible that the situation will require services of most City of Fairfield employees. This could mean that many would assist in the public safety response efforts, which would require working outside the scope of their day-to-day responsibilities. Additionally, during an emergency, some day-to-day operations that do not directly contribute to the emergency response efforts may be delayed while the incident is being managed.

Assignment of Responsibility

Comprehensive Responsibilities:

The following list of responsibilities is applicable to all entities, organizations, and individuals who have a defined role outlined in this EOP. This includes but is not limited to elected officials, the emergency management point of contact, the EOC Executive Group and all other organizations with a functional role.

1. Incorporate operational priorities into response activities.
2. Designate sufficient representatives to support/staff operations at the City of Fairfield's EOC/Incident Command Post (ICP) and maintain listings of these personnel, 24-hour contact information, and directions for contacting them in the event of communication outages.

3. Develop, maintain and implement internal emergency operations procedures including relevant SOPs/SOGs.
4. Develop and regularly update internal resource listings of personnel, equipment, supplies, and services that would be used by the jurisdiction during emergencies. Ensure emergency resources are operational and available.
5. Participate in Butler County's comprehensive training and exercise program.

Elected Officials – Fairfield City Council:

Elected officials are important stakeholders that represent the interests of those who elected them to office. They play an important role prior to, during, and after an emergency occurs. However, as stakeholders they may have a limited role in the EOC in order to avoid potential conflicts due to response priorities and allocation of limited resources. To support disaster operations, elected officials should:

1. Be present at a designated location during the initial 12 to 24 hours of the event, in case emergency legislation needs to be passed.
2. Approve emergency expenditures.
3. Maintain situational awareness.
4. Consult with senior public safety officials and determine if declaring a State of Emergency is necessary.
5. Understand the federal declaration process and what funding may be available to assist with recovery.
6. Understand the resource request process and work within the system to avoid competing or conflicting requests.
7. Coordinate public messages with the Public Information Function Representative/PIO and County PIO, if the disaster impacts more than one jurisdiction, to ensure a coordinated message.
8. Suspend non-essential daily operations of the government that do not contribute directly to emergency operations, when applicable.

Mayor:

Under Ohio Law and Section 5.02 of the Fairfield Charter, the ultimate responsibility for emergency management in the City belongs to the Mayor. Under him/her, in an established line of succession, are the responsibilities of the fire, police and service departments. During emergencies, these departments will follow the Standard Operating Procedures and actions as outlined under Ohio Law. To support disaster operations, the Mayor could do the following based on the nature and scope of the incident:

1. Issues a proclamation declaring that an emergency or disaster exists, based on information provided by the City Manager.
2. Requests a presidential disaster or emergency declaration from the Governor, based on information provided by the City Manager.
3. Delegates management of the EOC to the Fire Chief.
4. Manages City Council meetings

City Manager:

1. Responsible for notification of city officials of Emergency Declaration. Using email, text messaging, or dispatch will contact City Council members individually or collectively to deploy them to a designated site.
2. Provides liaison with elected officials; keeps the City Council informed in an emergency.

3. Requests appropriations and authorizes expenditure of funds, approves contracts and authorizes distribution of equipment, materials and supplies for disaster purposes.
4. Authorizes deployment of city resources beyond the scope of normal operations.
5. An integral part of the Unified Command System (UCS) and will be based in the EOC.
6. Provides liaison with other city managers, township managers, and county administrators.
7. Performs liaison activities between the City Council and the Emergency Operations Center.
8. Initiates action for request for disaster declaration to the Governor, based on information provided by the Fairfield Emergency Management.
9. Ensure that the line of succession is implemented, if warranted.

Emergency Manager:

In the City of Fairfield, the Fire Chief serves as the Emergency Manager and will oversee most disaster situations. With the concurrence of the City Manager, the Fire Chief will oversee the operations of the Emergency Operations Center and will coordinate the functions of the various city departments. In the event the incident dictates the presence of the Fire Chief at the incident scene, the overall management of the EOC will be transferred to the Police Chief or designee with the concurrence of the City Manager.

Emergency Management Point of Contact:

The emergency management point of contact coordinates and is knowledgeable about all the emergency responsibilities for the City of Fairfield. The responsibilities of the emergency management point of contact include:

1. Communicate with Butler County EMA or the County EOC, if activated, regarding the incident status and impact, including: the number of fatalities and casualties, the estimated number of affected buildings, road closures, facility closings (schools and businesses), and/or utility outages.
2. Ensure all past, active, and future mitigation projects are tracked.
3. Be aware of all emergency management responsibilities for the jurisdiction and ensure they are performed.

EOC Executive Group:

The EOC Executive Group provides support to all the activities of the City of Fairfield EOC. The EOC Executive Group shall be comprised of experienced and/or authorized individuals including, but not limited to the Mayor and City Council, the City Manager and Assistant City Managers, police chief, fire chief, and high-level subject matter experts. The EOC Executive Group may have the authority or information necessary to expedite response actions. Due to a limited number of personnel, individuals in the EOC may serve in multiple roles including the Executive Group and Function Representatives. Responsibilities for the EOC Executive Group may include:

1. Provide operational guidance during an emergency.
2. Adopt policy that relates to the incident or disaster.
3. Authorize additional fiscal resources required for the response.
4. Maintain on-going communications with the Board of County Commissioners and neighboring executives.
5. Serve as spokesperson for the EOC if requested by the PIO.

6. Resolve potential conflicts that may arise if there is a scarcity of resources.

EOC Positions:

The roles and responsibilities for all EOC positions are detailed in the EOC SOPs/SOGs.

Functional Groups:

The fifteen (15) EOC Functions identify and group government and certain private-sector entities by their capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed in a disaster. This plan is based off of the Emergency Support Functions (ESFs) format used federally, by the State of Ohio, and Butler County. Functions may directly communicate and coordinate with the corresponding ESFs at the county, state, and federal level. The Functional Annexes to this EOP describe the actions, roles, and responsibilities of each Function. One or multiple City of Fairfield departments/organizations may fulfill the capabilities identified in the Function. Similarly, one department/organization may be fulfilling the roles of multiple Functions. Some individuals serving as Function Representatives may be present in the EOC or fulfilling responsibilities while in the field. Below is a table identifying the organization/department/agency that will staff the position of the Function Representative. The Function Representative is the entity responsible for coordinating each Function’s activities.

Functional Annexes		
Function	Annex	Organization(s)/Department(s)
Transportation Function	A	Fairfield Public Works
Communication Function	B	Fairfield Information Technology
Engineering and Public Works Function	C	Fairfield Public Works
Fire and EMS Function	D	Fairfield Fire Department
Information and Planning Function	E	Fairfield City Manager’s Office/Administration
Mass Care Function	F	Fairfield Parks Department
Resource Support Function	G	Fairfield Public Utilities
Health and Medical Function	H	Fairfield Fire Department
Search and Rescue Function	I	Fairfield Fire Department
Hazardous Materials Function	J	Fairfield Fire Department
Animals and Agriculture Function	K	Fairfield Animal Control
Energy Function	L	Fairfield Public Utilities
Law Enforcement Function	M	Fairfield Police Department
Disaster Recovery Function	N	Fairfield Public Utilities
Public Information Function	O	Fairfield City Manager’s Office/Administration

VII. DIRECTION AND CONTROL

The City of Fairfield utilizes the processes, guides, protocols and procedures prescribed in the National Incident Management System (NIMS). NIMS standardizes incident management for all hazards, regardless of the scale or requirements of the incident, across all levels of government. The Incident Command System (ICS) has been established by NIMS as the standardized incident organizational structure for the management of all incidents.

The ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications within a common organizational structure. The ICS is a nationally used, standardized on-scene emergency management concept. The ICS, with a well-located command post and ICS positions filled as needed, will provide command and control to coordinate emergency response during disasters.

The first response agency on the scene will establish command, following the ICS, and alert other responders regarding the status of the situation. The Incident Commander will then be responsible for advising decision makers about the risks associated with the threat and recommending response actions. During the incident, the Incident Commander maintains command and control of all response and recovery operations regardless of what level of government provides resource support.

During a disaster or emergency, resource support for the Incident Commander is provided by the City of Fairfield EOC which will in turn contact the County EOC, if activated, for any additional resource support that is needed. When conflicts arise for resource needs, the City of Fairfield EOC Director and the City of Fairfield EOC Executive Group manage and coordinate the distribution of additional emergency response and recovery resources. The EOC should be viewed as an extension of the ICS and the two components should be fully integrated. Functions within the EOC exist to support Incident Command. Different Functions have unique responsibilities that support and supplement the Administration/Finance, Logistics, Operations, and Planning sections. These sections may exist in the field as part of the ICS, at the EOC, or a combination of the two.

Few, if any, jurisdictions have an adequate number of personnel to fully staff all ICS and EOC positions separately. Whenever possible, a single Function operating from either the ICS or the EOC, should provide service to the entire emergency operation. For example, the Resource Management Function may be established in the EOC and performed by a representative from the fire department. This person would be tracking resources involved in the response, obtaining additional resources, and supporting the demobilization of resources. Similarly, a Logistics Section Chief may be established in the field to manage a staging area and order additional resources to support the response effort. In both examples, the representative would be performing logistics duties for both the ICS and the EOC, regardless of their location.

In cases where the same or similar Functions are required on-scene and at the EOC, these Functions should be in close communication with one another. For example, an incident may require a Transportation Officer in the field. The EOC may also have a Transportation Function Representative. These two Functions should communicate with one another, although their missions may not be identical.

VIII. ADMINISTRATION, FINANCE, AND LOGISTICS

Emergency response actions will generate increased costs for the City of Fairfield. These costs will primarily result from the deployment of personnel and equipment in support of emergency operations. While some personnel and equipment costs may be recoverable from state and federal agencies, it is unlikely that all costs will be reimbursed. To ensure reimbursement, the City of Fairfield must document all costs associated with an incident.

1. Documentation:

Responding agencies should keep documentation of actions taken using the ICS Activity Log (ICS Form 214) or another suitable log. All personnel in the City of Fairfield's EOC are required to use **ICS FORMS and WEBEOC** for documentation. Any forms used prior to an incident being created in WebEOC can be scanned and uploaded onto the Incident Documentation Board or by posting in the Activity Log. The Information and Planning Function will track information and document activities through situation reports, common operating pictures, and WebEOC, if applicable.

2. Finance:

Costs will be documented by the Finance/Administration Section located either in the EOC or ICP. If the Finance/Administration Section is not activated, documentation of cost will be the responsibility of the entity that makes the request. This request shall be submitted to the Incident Commander or the City of Fairfield's EOC, if activated.

3. Logistics and Resources:

Resource management is conducted in the EOC by the Resource Support Function. Resources include personnel, teams, facilities, equipment, and supplies. The Resource Support Function's primary mission is to provide logistical and resource support to local agencies or departments involved in emergency response and recovery. More detailed information about logistics and resources is found in Annex G – Resource Support Function.

In order to obtain federal reimbursement for a disaster, the incident must be declared an emergency by the federal government. After a local declaration is made, the process is initiated through Butler County. This is consistent with the requirements as outlined in the Robert T. Stafford Act (P.L. 100-707). Reimbursement may be obtained from the State of Ohio without a declared emergency through Individual Assistance or Public Assistance Programs.

IX. PLAN MAINTENANCE

Every five year(s) the City of Fairfield's EOP will undergo a comprehensive review. Additionally, the plan will undergo review after an incident and after exercises. The plan will be formally adopted by the City of Fairfield Council.

Major revisions, those which significantly alter or establish new policy, must be approved by the Mayor, City Manager, Police Chief and Fire Chief and adopted by the City of Fairfield Council. The plan will be redistributed as per the Record of Distribution. Minor revisions may be made by the City Manager as needed and will not require redistribution. All revisions will be recorded in the Record of Changes Table at the front of the plan.

X. AUTHORITIES & REFERENCES

Authorities

1. Federal
 - a. Federal Disaster Assistance, 44 CFR § 206 (1990).
<https://www.ecfr.gov/current/title-44/chapter-I/subchapter-D/part-206>
 - b. Homeland Security Presidential Directive 5
 - c. Presidential Policy Directive 8 – National Preparedness
 - d. Public Law 99-499 – Emergency Planning and Community Right-to-Know Act of 1986
 - e. Public Law 100-707 – Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - f. Public Law 106-390 – Disaster Mitigation Act of 2000
 - g. Public Law 107-296 – Homeland Security Act of 2002
 - h. Public Law 109-295 – Title VI – Post-Katrina Emergency Management Reform Act of 2006
 - i. Public Law 109-308 – Pets Evacuation and Transportation Standards Act of 2006

2. State

- a. Ohio Administrative Code 1301:7-7-01(D)(11) – Authority at Fires and Other Emergencies
- b. Ohio Administrative Code 3750-20 – Emergency Planning
- c. Ohio Administrative Code 4123:1-21-07 – Fire Department Occupational Safety and Health
- d. Ohio Administrative Code 4501:3 – Emergency Management Agency
- e. Ohio Revised Code 149.433 – Exempting Security and Infrastructure Records
- f. Ohio Revised Code 161 – Emergency Interim Government
- g. Ohio Revised Code 311.07 – General Powers and Duties of Sheriff
- h. Ohio Revised Code 737.11- General Duties of Police and Fire Departments
- i. Ohio Revised Code 733.03 – General Powers of Mayor in Cities
- j. Ohio Revised Code 935 – Possession of Wild Animals and Snakes
- k. Ohio Revised Code 3701 – Department of Health
- l. Ohio Revised Code 3750 – Emergency Planning
- m. Ohio Revised Code 5502 – Department of Public Safety

3. County

- a. Butler County Resolution dated May 4, 2006 – Resolution Authorizing the Enactment of County Emergency Management Agreements #06-05-0786

4. Local

- a. City of Fairfield Resolution No. 1-05; National Incident Management System Adoption – January 24, 2005

References

1. Federal

- a. Federal Emergency Management Agency. (2010). *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101*. Version 2.0. Retrieved from <https://www.fema.gov/media-library/assets/documents/25975>
- b. Federal Emergency Management Agency. (2010). *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*. Retrieved from https://www.fema.gov/pdf/about/odc/fnss_guidance.pdf
- c. Federal Emergency Management Agency. (2017). *National Incident Management System, Third Edition*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf
- d. U.S. Department of Homeland Security. (2011). *National Preparedness System*. Retrieved from <http://www.fema.gov/national-preparedness-system>
- e. U.S. Department of Homeland Security. (2013). *Homeland Security Exercise and Evaluation Program (HSEEP)*. Retrieved from <https://www.fema.gov/media-library/assets/documents/32326>
- f. U.S. Department of Homeland Security. (2015). *National Preparedness Goal, Second Edition*. Retrieved from <http://www.fema.gov/media-library/assets/documents/25959>
- g. U.S. Department of Homeland Security. (2016). *National Response Framework, Third Edition*. Retrieved from <http://www.fema.gov/media-library/assets/documents/117791>
- h. U.S. Department of Homeland Security. (2016). *National Disaster Recovery Framework, Second Edition*. Retrieved from https://www.fema.gov/sites/default/files/2020-06/national_disaster_recovery_framework_2nd.pdf

2. State

- a. Ohio Emergency Management Agency. (2014). *State of Ohio Emergency Operations Plan*. Retrieved from http://ema.ohio.gov/EOP_Detail.aspx
- b. Ohio Emergency Management Agency. (2015). *2015 State of Ohio Threat and Hazard Identification and Risk Assessment*.
- c. Ohio Emergency Management Agency. (2015). *Plan Development and Review Guidance for Local Emergency Operations Plans*.

3. County

- a. Butler County Emergency Management Agency. (2023). *Butler County All-Hazards Mitigation Plan*.
- b. Butler County Emergency Management Agency. (2020). *Butler County Emergency Operations Plan*.
- c. Butler County Local Emergency Planning Committee. (2023). *Butler County Hazardous Materials Response Plan*.

4. Local

- a. City of Fairfield EOC Operations Manual

XI. Acronyms and Glossary

Acronyms

BCGHD – Butler County General Health District

CART – County Animal Response Team

CBRNE – Chemical, Biological, Radiological, Nuclear, and Explosive

COAD – Community Organizations Active in Disasters

DA – Damage Assessment

DAT – Disaster Assistance Team

EAL – Emergency Action Level

EAS – Emergency Alert System

EMA – Emergency Management Agency

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

EPI – Emergency Public Information

EPA – Environmental Protection Agency

ERP – Emergency Response Plan

ERS – Emergency Response System

ESF – Emergency Support Function

FCC – Federal Communications Commission

FEMA – Federal Emergency Management Agency

FWI – Family Welfare Information

HazMat – Hazardous Materials

IA – Individual Assistance

IAP – Incident Action Plan

IC – Incident Commander

ICP – Incident Command Post

ICS – Incident Command System

IPAWS – Integrated Public Alert and Warning System

JIC – Joint Information Center

JIS – Joint Information System

LEADS – Law Enforcement Automated Data System

LERP – Law Enforcement Response Plan

MOA – Memorandum of Agreement

MOU – Memorandum of Understanding

NAWAS – National Warning System

NDMS – National Disaster Medical System

NFPA – National Fire Protection Association

NIMS – National Incident Management System

NWS – National Weather Service

OAC – Ohio Administrative Code

ODNR – Ohio Department of Natural Resources

OFCA – Ohio Fire Chief's Association

Ohio EMA – Ohio Emergency Management Agency
OKI – Ohio-Kentucky-Indiana Regional Council of Government
ONG – Ohio National Guard
ORC – Ohio Revised Code
OSHA – Occupational Safety and Health Administration
OSP/OSHP – Ohio State Patrol/Ohio State Highway Patrol

PA – Public Assistance
PIO – Public Information Officer
POD – Point of Dispensing
PSAP – Public-safety Answering Point

SAR – Search and Rescue
SNS – Strategic National Stockpile
SOG – Standard Operating Guidelines
SOP – Standard Operating Procedure
SORTA – Southwest Ohio Regional Transit Authority
SOSINK – Southwestern Ohio, Southeastern Indiana, Northern Kentucky

USAR – Urban Search and Rescue

WMD – Weapons of Mass Destruction

Glossary

Annex: A functional specific portion in an EOP.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Coordinate: To advance systematically an analysis and exchange of information among principals who need to know certain information to carry out specific incident management responsibilities.

Damage Assessment: A process to determine the severity and magnitude of a disaster or other emergency on the public and private sectors.

Disaster: An event in which a community undergoes severe danger and incurs, or is threatened to incur, such losses to persons and/or property that the resources available within the community are exceeded. In disasters, resources from beyond the local jurisdiction, that is state or federal level, are required to meet the disaster demands.

Emergency: An unexpected event which places life and/or property in danger and requires an immediate response through the use of routine community resources and procedures. Emergencies occur daily within Butler County and can usually be addressed by the resources of the local jurisdiction. Though the impact to individuals may be great, emergencies are not necessarily a disaster.

Emergency Alert System: The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service providers, and direct broadcast satellite providers to provide the communications capability to the President to address the American public during a national emergency. The system also may be used by state and local authorities to deliver important emergency information, such as AMBER alerts and weather information targeted to specific areas.

Emergency Activation Levels: Emergencies that occur in Butler County may require the immediate activation of the entire EOP and Emergency Operation Center (EOC) or may require merely monitoring by emergency management personnel.

The following are the stages of activation:

Monitoring

The Emergency Management Agency notifies the Executive Committee of the current situation as well as begin the process of coordinating with affected jurisdictions. Emergency Management personnel report to the EOC for monitoring duties and assessment. Information is continuously gathered from locally affected agencies. Depending on the event, the situation is either ended or upgraded to the next activation level.

Partial

An Emergency Management Agency representative is sent to the emergency or disaster site to further evaluate the situation, provide information concerning the on-going incident and/or assess the needs of the jurisdiction(s). Emergency Management Agency personnel notify the Ohio Emergency Management Agency that state involvement or assistance may be required. Resources deemed necessary by the Incident Commander(s) will be notified and pre-positioned.

The following personnel will report to the EOC:

- Emergency Management Director
- Available members of the Butler County Incident Management Team (IMT)
- Other necessary EOC staff

The EOC will activate on 12-hour shifts until the event is either ended or upgraded to the next level of activation.

Full

24-hour activation of the EOC occurs. Emergency declarations are passed by the Board of County Commissioners and state assistance will be requested.

The following personnel will report to the EOC

- All personnel named in the partial EOC activation section
- All Emergency Support Functions (ESF) positions, as needed

Emergency Operations Centers: The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central, permanently established facility, perhaps at a higher level of organization within a jurisdiction.

Emergency Operations Plan: Emergency Operations Plans (EOPs) describe who will do what, as well as when, with what resources, and by what authority—before, during, and immediately after a disaster. EOPs provide for as much generally applicable capability as possible without reference to any particular hazard. Unique aspects of individual disasters are addressed in hazard-specific appendices.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides direct actions required to be taken by the general public.

Emergency Support Function: Emergency Support Functions (ESFs) is the grouping of governmental and certain private sector/nongovernmental organization capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help disaster survivors and communities return to normal following disasters.

Evacuation: The temporary, organized movement of people away from an area in imminent or present danger.

Event: A planned, non-emergency activity such as parades, concerts, or sporting events.

Function: In Butler County, Function refers to the local jurisdiction's capability of fulfilling the Emergency Support Functions.

Butler County Communications Center: The Butler County Communications Center (BCCC) is a 24-hour, 7-day a week public safety communications system that provides emergency dispatch services and 9-1-1 call answering for 29 jurisdictions in Butler County. Additionally, BCCC coordinates communications for 27 police, fire and EMS departments.

Hazard: A Hazard is a natural, technological or social phenomenon that poses a threat to people and their surroundings (in terms of both the natural and built environment) that may cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation.

Hazards Identification/Analysis: Hazard identification is part of the process used to evaluate if any particular situation, place, thing, etc. may have the potential to cause harm. Hazard analysis is the process of recognizing hazards that may arise from a system or its environment, documenting their negative consequences and analyzing their potential causes.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident Command System: The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

Incident Commander: The incident commander is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.

Individual Assistance: Refers to certain state and federal programs that may be available to provide assistance or funding to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance.

Joint Information Center: The Joint Information Center (JIC) is a central location that facilitates operation of the Joint Information System. A location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.

Joint Information System: The Joint Information System (JIS) provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector.

Local Jurisdiction: In Butler County, local jurisdiction refers to cities, villages and townships that are a part of Butler County. Disasters begin and end at the local level. Local jurisdictions must plan and prepare for disasters in the same way Butler County, the State of Ohio, and the federal government do. While they may not have the resources that the county, state, or federal government have, local jurisdictions will still be the first provider of emergency services.

Mitigation: The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.

Memorandum of Agreement/Understanding: A memorandum of agreement/understanding (MOA/MOU) is a written document describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective. An MOA serves as a legal document and describes the terms and details of the partnership agreement.

Mutual Aid: In emergency services, mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire. Mutual aid may be ad hoc, requested only when such an emergency occurs. It may also be a formal standing agreement for cooperative emergency management on a continuing basis, such as ensuring that resources are dispatched from the nearest fire station, regardless of which side of the jurisdictional boundary the incident is on.

National Disaster Medical System: The National Disaster Medical System (NDMS) is a federally coordinated healthcare system and partnership of the Departments of Health and Human Services, Homeland Security, Defense, and Veterans Affairs. The purpose of the NDMS is to support state, local, tribal and territorial authorities following disasters and emergencies by supplementing health and medical systems and response capabilities.

National Incident Management System: The National Incident Management System (NIMS) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment. The NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.

Nongovernmental Organization: A non-governmental organization (NGO) is an organization that is formed independently from any governmental structure. NGOs are typically nonprofit entities and many of them are active in humanitarianism or the social services sector.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector is made up of households, businesses, and organizations, spanning jobs in a variety of fields, such as retail, construction, and manufacturing. Most private sector organizations are run with the intention of making a profit, differentiating it from an NGO.

Public Assistance: Refers to certain state and federal programs that may be available to provide supplemental disaster grant assistance to local governments and certain types of nonprofit organizations for response and recovery activities.

Public Protective Actions: Those emergency measures taken to protect the population from the effects of a hazard. These may include shelter-in-place, evacuation and re-entry.

Staging Area: An area designated by the Incident Commander for the temporary assignment of equipment or personnel that could be used during an incident.

Standard Operating Procedures/Guidelines: Standard Operating Procedures/Standard Operating Guidelines (SOPs/SOGs) are a checklist or set of procedures that instruct the user of the document on how to accomplish a given task, such as decontaminating personnel and equipment. SOPs are generally written in step-by-step formats.

Strategic National Stockpile: The Strategic National Stockpile (SNS), managed by the Centers for Disease Control and Prevention, is the nation's largest supply of potentially life-saving pharmaceuticals and medical supplies for use in a public health emergency severe enough to cause local supplies to run out.

Threat and Hazard Identification and Risk Assessment: The Threat and Hazard Identification and Risk Assessment (THIRA) is a three-step risk assessment process that helps communities understand the threats and hazards that can affect the community, the potential impacts from the identified threats and hazards if they were to occur, and the capabilities the community should have to address the identified impacts. The THIRA helps communities understand their risks and determine the level of capability they need in order to address those risks.

Tri-State Community Organizations Active in Disaster: A nonprofit, nonpartisan, membership-based organization that serves as the forum where organizations from the Southeast Indiana-Northern Kentucky-Southwest Ohio Region share knowledge and resources throughout the disaster cycle—preparation, response and recovery—to help disaster survivors and their communities.

Volunteer Reception Center: A volunteer reception center is the location where spontaneous volunteers can be registered and assigned to work with an established non-governmental organization to aid the disaster response effort.

WebEOC: Butler County utilizes WebEOC which is a web-based information management system that provides a single access point for the collection and dissemination of disaster or event-related information.

Tab #1 Emergency Proclamation Example

EMERGENCY PROCLAMATION

City of Fairfield, Ohio
_____, 20__

AUTHORITY

WHEREAS, the City of Fairfield, Ohio has been or is imminently threatened by a natural/human-caused/technological hazard and/or nuclear or conventional attack, and;

WHEREAS, a State of Emergency has been declared by the Council of the City of Fairfield.

NOW, THEREFORE, we, the City of Fairfield Council declare that a State of Emergency exists in the City of Fairfield and that we hereby invoke and declare those portions of the Ohio Revised Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the City of Fairfield in order to exercise all necessary emergency authorities for protection of the lives and property of the people of the City of Fairfield and the restoration of local government with minimal interruption.

This declaration of a State of Emergency shall activate the response and recovery aspects of any and all local disaster emergency plans which are applicable to the City of Fairfield, Ohio and shall initiate the rendering of aid and assistance thereunder as needed.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Section 5502.21 – 5502.99 of the Ohio Revised Code.

All public offices and employees of the City of Fairfield are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives, both state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operations plans, and to obey and comply with the lawful direction of properly identified officers.

All operating forces will direct their communications and requests for assistance and new operations directly to the City of Fairfield Emergency Operations Center.

In witness, whereof, we have hereunto set our hand this _____ day of _____, 20__ A.D.

<NAME, TITLE>
City of Fairfield

Tab #2 Threat and Hazard Ranking

Butler County Threat and Hazard Rankings

The table below is from the *2023 Butler County Hazard Mitigation Plan*. Since the City of Fairfield is a jurisdiction within Butler County, all the hazards listed below may occur within the City of Fairfield. Additional information about the specific hazards impacting the City of Fairfield can be found in the *2023 Butler County Hazard Mitigation Plan*, Section 5 – Mitigation Strategies: Butler County and All Participating Jurisdictions.

BUTLER COUNTY RISK FACTOR HAZARDS

Natural Hazards		Probability		Impact		Spatial Extent		Warning Time		Duration		RF Rating
1	Severe Thunderstorms	4	1.2	2	0.6	2	0.4	2	0.2	1	0.1	2.5
2	Extreme Temperatures	3	0.9	1	0.3	4	0.8	2	0.2	3	0.3	2.5
3	Severe Winter Storms	2	0.6	1	0.3	4	0.8	2	0.2	3	0.3	2.2
4	Drought	2	0.6	1	0.3	4	0.8	1	0.1	4	0.4	2.2
5	Earthquakes	1	0.3	1	0.3	4	0.8	4	0.4	4	0.4	2.2
6	Tornadoes	3	0.9	2	0.6	1	0.2	2	0.2	1	0.1	2.0
7	Dam/Levee Failure	1	0.3	1	0.3	2	0.4	3	0.3	4	0.4	1.7
8	Flooding	3	0.9	1	0.3	1	0.2	1	0.1	2	0.2	1.7
9	Health Related Emergencies	2	0.6	1	0.3	1	0.2	2	0.2	3	0.3	1.6
Man-Made Hazards		Probability		Impact		Spatial Extent		Warning Time		Duration		RF Rating
1	Hazardous Materials Incidents	4	1.2	2	0.6	1	0.2	4	0.4	1	0.1	2.5

Ranking of Risk Factor Hazards from the 2023 Butler County Hazard Mitigation Plan

TAB #3 — PUBLIC WORKS APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Public Works Department in the event of an emergency or disaster.

II. General Information

The Public Works Department is comprised of the following Divisions:

i. Street Division

In this Division, the drainage crew regularly inspects and cleans catch basins, drywells and other structural components of the public storm sewer system, making necessary repairs to the system and removing log-jams from city streams. They also inspect major creek segments on a regular basis and in response to reported problems or emergencies. Log jams and other major obstructions are removed from the Pleasant Run Creek as part of the city's annual creek maintenance program.

ii. Fleet Division

iii. Building Maintenance Division

iv. Administrative Division, which includes Construction Services

III. Areas of Responsibility

Street Division

- Repair and maintenance of roads & bridges
- Repair of street signs and traffic lights
- Clearing streets and sidewalks of debris and snow
- Signage for evacuation
- Emergency removal of debris from waterways
- Removal of debris and blockage to gain immediate access to affected areas
- Ongoing removal of debris during recovery efforts, including removal and disposal of debris staged by residents
- Debris Disposal.
- Stormwater cleanup and facility repair and improvement.
- Maintenance and repair of drainage ditches and culverts.
- Right-of-way permits and inspections - assist the Police Department in securing evacuation routes.
- Removing logjams from city streams.
- Inspect major creek segments on an annual basis and respond to reported problems or emergencies.

Fleet Division

- Maintaining city fuel supply.
- Maintaining city's heavy equipment.
- Repair of city vehicles.

Building Maintenance Division

- Maintains the physical operations of the EOC.
- Supplies security equipment.
- Maintain physical operations of Municipal Building, Annex Building, Library, and Public Works Facility.

Construction Services

- Construction bidding, inspection and management of capital improvement projects to include repair of roads, and bridges.
- Preparation of contract specifications for new and reconstruction of public infrastructure within the city owned right of way.

IV. Existing Infrastructure

Dams

There are two flood control dams located within the city limits. Dam Site A (Henesy Lane and Monica Drive) and Dam Site C (Resor Road adjacent to Winton Road). In the event of high water behind either dam, first on scene should notify dispatch. These sites are monitored for water and flow by Public Utilities-Water Division through telemetry devices.

Storm Water System

Fairfield has a storm drainage system which is comprised of both open and closed segments.

The open sections are drainage swales/ditches which are utilized to carry storm waters away from homes and businesses to drainage areas, such as creeks.

The closed system is comprised of storm water inlets and piping which carries the water from streets and developments to drainage areas or drywells. Drywells allow the storm water to percolate into the underlying sand and gravel which exist in certain sections of Fairfield.

A digital map of the public storm sewer system, using geographic information system (GIS) software, contains basic information about all components of the public storm sewer system.

Public Works flood response could have a significant impact on the city's sewer and stormwater systems. Public Works needs to coordinate its activities with Public Utilities to determine if any sewer or stormwater systems are present in the flood impact area, and what measures are required to protect these systems. Any floodwaters that exit the banks of waterways in the city is also a critical issue for Public Utilities.

Through this coordination, Public Works will know how to handle debris at chokepoints. For example,

some or a11 of the debris may require emergency removal, if the city's sewer or stormwater system is nearby. This is the case at the Happy Valley Bridge, where a debris-caused overflow could infiltrate the city's sewer system which is located 20 ft. from the bridge on the south side. At this site, floodwaters should not be prevented from overflowing the bank.

Wellhead Protection Program

Under City Ordinance 1192, portions of Fairfield have been delineated into a set of districts, collectively referred to as the "wellhead protection area." Development within these districts is regulated for the protection of groundwater resources. These regulations include restrictions on new businesses with high pollution risk potential, registration of existing facilities and requirements for spill control plans. This ordinance provides storm water quality benefits because it addresses a number of potential pollution sources (hazardous material spills, industrial operations involving hazardous materials, etc.) and provides authority to assess penalties for non-compliance. The Hamilton to New Baltimore Groundwater Consortium maintains the most recent mapping data related to sensitive areas of the aquifer.

V. Administration and Logistics

I. Administration

- a. Reports and records of public works activities during an emergency/disaster will be collected on a NIMS Form 214 and turned into the EOC (if activated) and also maintained at the Public Works Facility. Protection of these and other records deemed essential for continuing function and conduct of emergency operations is the responsibility of the Public Works Director.
- b. Record keeping is initiated at the beginning of an emergency or disaster and continues during the incident. A thorough accounting, including complete cost accountability is maintained.
- c. These records will separately identify disaster-related expenditures and obligations from general program and activities. All final reports and documentation will be maintained in each department with a copy to the Finance Director.
- d. All appropriate information collected will be analyzed and evaluated and made available to EOC staff, Butler County Emergency Management (EMA), and state and federal organizations, as needed. Methods of dissemination will be through EOC displays, situation reports, Internet postings and email, EOC briefings, and public information outlets as JIC representatives, media sources.
- e. Each city department will collect and maintain logs, journals, and reports needed to establish a historical record, and to substantiate post-emergency claims.
- f. Each city department will maintain notification rosters with 24-hour telephone numbers, lists of supplies and equipment, and a file of maps and charts.
- g. Each city department will contribute to the disaster After Action Report.
- h. Mutual-Aid Agreements between outside agencies and the city are kept on file at the Public Works Facility. Mutual Aid will be activated in accordance with the procedures set forth in the Mutual Aid Agreements.
- i. Public Works will keep logs of actions taken, information received, supplies purchased and used, and personnel overtime.

II. Logistics & Resources

- a. Emergency expenditures occur within each department as long as they involve funds appropriated in their operating budget. In the event it will require the appropriation of additional funds, it will be necessary for City Council to convene and pass emergency financial legislation.
- b. Each Department maintains a resource list and is responsible for obtaining needed resources before, during, and after the disaster. Any resource need requiring special purchase orders should go through Emergency Operations Center to the City's Finance Director, who will likely be the Logistics person in Incident Command.
- c. The Emergency Operations Center financial liaison will review special resource requests to

make sure that the needed equipment or supplies cannot be met by other departments. A copy of these purchase orders will be retained by the EM financial liaison and will become part of the damage figure documentation for potential Federal reimbursement order FEMA/State Public Assistance Program. Each Department should keep records of resources purchased and equipment used.

- d. Public Works maintains an up-to-date internal personnel notification and recall rosters, including communications to implement can down for personnel assigned to the EOC, dispatch centers and response teams.
- e. Standard Operating Procedures includes specific methods for assigning personnel during an emergency, and detail assigned responsibilities, which support this planning document.
- f. Public Works is responsible for providing necessary support to their response personnel for food, water, fuel and emergency power. Requests and support for necessary items may be coordinated through the EOC.
- g. All Public Works resources will be inventoried at least annually to include personnel, equipment, supplies, and needs.
- h. Public Works will prepare all plans, specifications, details, estimates of cost, and submit forms of contracts for the construction, maintenance, and repair of all bridges, culverts, roads, drains, and ditches.

VI. Plan Development and Maintenance

- a. The Public Works Director is responsible for developing and annually updating the SOPs to be performed during emergencies.
- b. The Public Works Director is responsible for annually reviewing and updating this Tab.

TAB #4 — PUBLIC UTILITIES APPENDIX

I. Introduction

This Appendix provides supplemental information for the City of Fairfield Public Utilities Department in the event of an emergency or disaster and when the City's Emergency Operation Plan (EOP) is activated. The Public Utilities Department is responsible for Annex's G, L and N as outlined in the City's EOP.

II. General Information

The City's Public Utilities Department provides water and wastewater services for the residents and business owners of the city. Each division is licensed by the Ohio Environmental Protection Agency (OEPA) and are regulatory obligated to maintain individual emergency operation and contingency plans. This Tab of the EOP establishes the roles of the Water and Wastewater Division during Public Utility related emergency events within the City of Fairfield, Ohio.

Water Division

The Water Division has the primary responsibility to provide drinking water service to the residents and business owners of the City of Fairfield. This includes water for human consumption, for meeting sanitary needs and for fire-fighting capabilities. Water is treated at a treatment plant at 5021 Groh Lane and distributed throughout the city through a network of primary and secondary distribution mains.

The City of Fairfield's source of water is the Great Miami Buried Valley Aquifer (GMVBA). The City of Fairfield currently operates six deep production wells that are ~175 feet deep. Each well has the capacity to pump between 1,500 to 2,800 gallons per minute, pumping raw from the GMBVA to the Water Treatment Plant.

To ensure water quality and source water protection, the aquifer is monitored by the Hamilton to New Baltimore Groundwater Consortium. The Wellhead Protection Program was developed in conjunction with the City of Hamilton, the City of Cincinnati and other local water districts to further safeguard the GMBVA.

The City of Fairfield Water Treatment Plant is located at 5021 Groh Lane. The Plant has a rated treatment capacity of 9.1 Million Gallons a Day (MGD) with an average production of ~6 MGD. The facility is staff twenty-four (24) hours per day and serves as a call center for Public Utilities Department related emergencies, particularly during late night hours when the Wastewater Treatment Plant is not staffed.

Wastewater Division

The Wastewater Division has the primary responsibility to provide sanitary sewer service to the residents and business owners of the city. Water is collected through a network of primary and secondary collector lines and conveyed to the Wastewater Treatment Plant for treatment and ultimate release into the Lower Great Miami River (LGMR).

The Wastewater Treatment Plant is located at 4799 Groh Lane. The Plant has a rated treatment capacity of 10 MGD with average treatment being ~5 MGD. The plant is staffed with two (2), eight- hour (8 hr) shifts per day, seven (7) days per week, from 7:00 a.m. to 11:00 p.m.

III. Areas of Responsibility

Public Utilities has primary responsibility in the following areas:

- Water treatment and distribution
- Wastewater collection and treatment
- Stormwater management (in a supporting capacity of the Public Works Department) monitoring level status at City dam sites

IV. Existing Infrastructure

Water Division infrastructure includes the water treatment plant, six (6) raw water production wells, approximately 180 miles of water distribution mains, three (3) booster pump stations, two (2) pressure reducing stations, and five (6) water storage tanks.

Water storage tanks:

- Hunter Road Tank - 3 MG
- Mack Road Tank - .5 MG
- Seward Road Tanks, (2) - .5 MG, 1.5 MG
- Winton Road Tank- 1.5 million gallons
- Port Union Road Tank – 1.25 MG

Booster Pump Stations:

- Kay Dr. Booster Station
- Muskopf Rd. Booster Station – standby generator
- Route 4 Water Booster Station – standby generator

Pressure Reducing Stations

- Resor & Pleasant Ave.
- Crestwood & Pleasant Ave.
- Kay Drive

Alternate water supply connections:

For the purposes of providing back-up water or supplemental water for emergency events, the Public Utilities Department maintains mutual aid interconnection agreements with Greater Cincinnati Water Works (GCWW), Butler County and the City of Hamilton.

- Hamilton Pump Station Interconnection
- Ross Road GCWW Interconnection
- Winton Road GCWW Interconnection
- South Gilmore Road GCWW Interconnection
- Tylersville at Seward Butler County Interconnection

These interconnections can only be opened and placed into service by designated personnel from the Fairfield Water Division with mutual aid approval.

Wastewater Division infrastructure includes a treatment plant, approximately 180 miles of collector and interceptor sanitary sewers, twelve (12) lifts stations, a wet weather relief system, four (4) miles of wet weather relief collector sewers, five (5) miles of wet weather force mains. Located on the western boundary of the city and adjacent to the LGMR.

Sanitary Sewer Lift Stations:

- Route 4 Underpass – storm water lift station – standby generator
- Crystal Drive- sanitary lift station
- Seward Road No. 1 - sanitary lift station – standby generator
- Seward Road No. 2 - sanitary lift station – standby generator
- Sugarland - sanitary lift station – standby generator
- Fairfield Village Green - sanitary lift station – standby generator
- Lake Manor Drive - sanitary lift station – standby generator
- Homeward Way Drive - sanitary lift station – standby generator
- Gilmore Road - sanitary lift station
- Village Green Drive – sanitary lift station – standby generator
- Lakeside Manor Drive – sanitary lift station – standby generator
- Broadview Drive – wet weather relief sewer lift station- standby generator

Duke Energy provides electricity to the City of Fairfield's River Circle 41 and River Road 5751 feeders which provide power to each treatment plant. Contact information for all municipal accounts can be found in the Water Divisions Contingency Plan. Each treatment plant has been equipped with an emergency standby power generator in the case of emergency events and/or loss of power.

- Water Plant: Cummins Bridgeway 1MW
- Wastewater Plant: Volvo 1.2MW
- Production Well 7: Supplemental power supplied by WW Plant Generator

V. City of Fairfield Ohio PWS OH 0900715 – Critical Water Users

A top priority of the City of Fairfield Public Utilities Department is the protection of public health. As such, the Department makes every effort to provide a continuous supply of quality drinking water to all domestic, commercial, and industrial customers in our service area. In the event of planned and unexpected water service interruptions, the Public Utilities Department will attempt to notify such health care providers and residents as quickly as possible as conditions allow. Registered Critical Water Users:

Facility Name	Attn:	Address	City, State ZIP
Cincinnati Children’s Hospital Medical Center		3050 Mack Rd	Fairfield, OH 45014
Davita Dialysis-Fairfield	Christine Helton, Facility Administrator	1210 Hicks Blvd	Fairfield, OH 45014
Fairfield Medical Group		741 Wessel Dr	Fairfield, OH 45014
Fairfield Pavilion	Dan Schwiegeraht, Maintenance Sup.	5251 Dixie Hwy	Fairfield, OH 45014
Fairfield Place	Mike Brune	2357 Mack Rd	Fairfield, OH 45014
Fresenius Medical Care of Fairfield	Carrie Land or Sharad Singh	3000 Mack Rd	Fairfield, OH 45013
Fresenius Medical Care of Fairfield	Carrie Land or Sharad Singh	4750 Dixie Hwy	Fairfield, OH 45014
Heartland of Woodridge		3801 Woodridge Blvd	Fairfield, OH 45014
Mercy Ambulatory Surgery Center		2990 Mack Rd	Fairfield, OH 45014
Mercy Health Fairfield Hospital	David Oelker, Plant Operations	3000 Mack Rd	Fairfield, OH 45014
Parkside Nursing & Rehab Center		908 Symmes Rd	Fairfield, OH 45014
Takoda Trails		350 Kolb Dr	Fairfield, OH 45014
Tri-County Care Center	Richard Barasch, Administrator	5200 Camelot Dr	Fairfield, OH 45014
Waterford at Fairfield	John B. Hoenemeyer	1460 Corydale Dr	Fairfield, OH 45014

VI. Administration and Logistics

Administration

- The Public Utilities Department administer Annex's G, L, and N, as outlined in the City's EOP.
- The Public Utilities Department will provide a representative to the Emergency Operations Center (EOC) to coordinate emergency events accordingly.
- The EOC Representative will communicate directly with their own field forces, and in turn, will keep Emergency Manager informed of appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) during emergency operations. Internal resources of all operating departments will be managed by individual departmental procedures and policies.
- Reports and records of public utilities activities during an emergency/disaster will be collected and turned into the EOC per policy. Protection of these and other records deemed essential for continuing function and conduct of emergency operations is the responsibility of the Public Utilities Director.
- Record keeping is initiated at the beginning of an emergency or disaster and continues during the incident. A thorough accounting, including complete cost accountability is maintained.
- These records will separately identify disaster-related expenditures and obligations from general program and activities. All final reports and documentation will be maintained in each department with a copy to the Finance Director.
- All appropriate information collected will be analyzed and evaluated and made available to EOC staff, Butler County Emergency Management (EMA), and state and federal organizations, as needed. Methods of dissemination will be through EOC displays, situation reports, Internet postings and email, EOC briefings, and public information outlets as JIC representatives, media sources.
- Mutual-Aid Agreements between outside agencies and the City are kept on file at the Public Works/Utilities facilities. Mutual Aid will be activated in accordance with the procedures set forth in the Mutual Aid Agreements.
- Public Utilities will keep logs of actions taken, information received, supplies purchased and used, and personnel overtime.

Logistics & Resources

- The Public Utilities Department maintains current contact information for all resource suppliers including but not limited to, chemicals, electric, natural gas and treatment and field supplies and equipment
- Emergency expenditures occur within the Public Utilities Department as long as they involve funds appropriated in their operating budget. In the event it requires the appropriation of additional funds, it will be necessary for the City Council to convene and pass emergency financial legislation.
- The Public Utilities Department maintains a resource list and is responsible for obtaining needed resources before, during, and after a disaster. Any resource need requiring special purchase orders should go through the EOC to the City's Finance Director, who will likely be the logistics person in Incident Command.
- The EOC financial liaison will review special resource requests to make sure that the equipment needed or supplies cannot be met by other departments. A copy of these purchase orders will be retained by the EM financial liaison and will become part of the damage figure documentation for potential Federal reimbursement order FEMA/State Public Assistance Program.
- The Public Utilities Department maintains an up-to-date internal personnel notification and recall rosters, including communications to implement can down for personnel assigned to the EOC, dispatch centers and response teams.

- The Public Utilities Department is responsible for providing necessary support to their response personnel for food, water, fuel and emergency power. Requests and support for necessary items may be coordinated through the EOC.
- All Public Utilities resources will be inventoried at least annually to include personnel, equipment, supplies, and needs.

VII. Plan Development and Maintenance

- The Public Utilities develops and maintains SOP's MOU's and EOP's to address needs specific to the operations and maintenance of the Water Treatment Plant, Water Distribution System, the Wastewater Treatment Plant, and Sanitary Sewer Collection System. These plans are considered complementary and supplemental to broader EOP maintained by the city.
- The Public Utilities Director is responsible for annually reviewing and updating this Tab.

TAB #5 — DEVELOPMENT SERVICES APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Development Services Department in the event of an emergency or disaster.

II. General Information

- The Development Services Department is the City of Fairfield's department for planning, economic development and the building services. Development Services includes the Planning Division, Office of Economic Development, Building and Zoning Division. The work of this Division is augmented by the Fairfield Planning Commission.

III. Areas of Responsibility

Should an incident occur resulting in damage to property and structures, the Director of Development Services will be assigned to the position of Damage Assessment Coordinator and will manage the damage assessment process under the direction of the Disaster Recovery Function representative.

Building and Zoning Division

The purpose of the Building and Zoning Division is to protect the health, safety and welfare of the citizens of Fairfield, as they relate to new construction, additions, remodeling and existing buildings. The Building and Zoning Division's primary day to day function is code enforcement pertaining to state and local building codes and zoning ordinances specific to the City of Fairfield.

In the event of an incident the Building and Zoning Division would be a resource to complete inspections of damaged structures and to assist in completing damage assessments for the city. Typical tasks would be:

- Aid in damage assessment.
- Assess whether evacuation of a structure is necessary.
- Provide safe re-occupancy.
- Submit damage estimates and reports to the Damage Assessment Coordinator.

During the recovery stage following an incident this division would assist residents by providing services such as:

- Expediting the issuance of building permit applications.
- Reviewing and approving plans and specifications for repairs.
- In conjunction with the State of Ohio verifying licensing of contractors completing the work or applying for permits.
- Providing required inspections for projects until completion and occupancy.

- Offering guidance and helpful information to residents on how to proceed with repairing their property.

Planning Division

The Planning Division serves the public by providing information to elected and other city officials to assist them in making decisions about growth and development of the city. The division is responsible for enforcing land use regulations, developing long-range plans to meet future citywide needs and guiding physical development in the city. The activities of this division serve an important function to mitigate future disasters.

The Planning Division performs the following duties:

- Manage rezoning and Planned Unit Development (PUD) requests, conditional use permits and subdivision applications.
- Coordinate all development plan reviews via a Staff Technical Review Committee that is comprised of staff from various city departments.
- Update the zoning ordinance.
- Prepare and maintain the land use plan, thoroughfare plan and comprehensive plan.
- Provide support staff to Planning Commission and Design Review Committee.
- Apply design guidelines to the D-1 Downtown Zoning District.
- Prepare long-range and area plans.
- Develop long-range growth strategies.
- Provide geographic information systems (GIS) support.

During an incident the Planning Division will curtail their operations to the extent possible to support the Damage Assessment Coordinator and Building and Zoning Division. Personnel assigned to this division may be reassigned to the EOC to assist the Damage Assessment Coordinator as deemed necessary.

V. Administration

I. Administration

- a. Reports and records of development services activities during an emergency/disaster will be collected on NIMS Form 214 and turned into the EOC (if activated) and also maintained at the Public Utilities Facility. Protection of these and other records deemed essential for continuing function and conduct of emergency operations is the responsibility of the Public Utilities Director.
- b. Record keeping is initiated at the beginning of an emergency or disaster and continues during the incident. A thorough accounting, including complete cost accountability is maintained.
- c. These records will separately identify disaster-related expenditures and obligations from general program and activities. All final reports and documentation will be maintained in each department with a copy to the Finance Director.
- d. All appropriate information collected will be analyzed and evaluated and made available to

EOC staff, Butler County Emergency Management (EMA), and state and federal organizations, as needed. Methods of dissemination will be through EOC displays, situation reports, Internet postings and email, EOC briefings, and public information outlets as JIC representatives, media sources.

- e. Each city department will collect and maintain logs, journals, and reports needed to establish a historical record, and to substantiate post-emergency claims.
- f. Each city department will maintain notification rosters with 24-hour telephone numbers, lists of supplies and equipment, and a file of maps and charts.
- g. Each city department will contribute to the disaster After Action Report.
- h. Mutual-Aid Agreements between outside agencies and the city are kept on file at the Public Works Facility. Mutual Aid will be activated in accordance with the procedures set forth in the Mutual Aid Agreements.
- i. Development Services will keep logs of actions taken, information received, supplies purchased and used, and personnel overtime.

VI. Plan Development and Maintenance

- a. The Development Services Director is responsible for developing and annually updating the SOPs to be performed during emergencies.
- b. The Development Services Director is responsible for annually reviewing and updating this Tab.

TAB #6 — FINANCE APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Finance Department in the event of an emergency or disaster.

II. General Information

This appendix describes the standard operating procedures for financial appropriation, disbursement, and management during a disaster. Emergencies and disasters would require unanticipated obligations and expenditures. The City of Fairfield will incur disaster-related obligations and expenditures in accordance with the provisions of applicable City and State statutes.

When the EOC is activated the Finance Section will work with the Resource Function representative.

III. Areas of Responsibility

- Tracks and reports grants sources and expenditures associated with disaster funding.
- Assist Departments/Divisions in the procurement of goods and services necessary in emergency situations.
- Prepares and submits for reimbursement of disaster funding in accordance with federal and state laws.
- Responsible for the payment and reporting of payroll.
- Ensuring the continuation of revenue collections within the city.

The role of the Mayor, City Manager, City Council and Incident Commander is to authorize any action necessary to secure disaster relief funding in accordance with federal and state laws.

IV. Administration and Logistics

I. Administration

- a. During a declared emergency, it is the responsibility of the responding Department Head/Division Manager to approve emergency expenditures and resources.
- b. After the Division Supervisor or Front-Line Supervisor determines that an emergency exists, he/she shall proceed to acquire the materials and/or services necessary to initiate action. If, however, the emergency requires an outlay in excess of \$1,000.00, the Department Director must be contacted for approval. In an emergency, the informal bids procedures of City Policy 3-158 are waived.
- c. The department should enter the requisition into the Accounting System as soon as possible with a note that the purchase is/was for an "EMERGENCY." The Accounting Division should be notified that an emergency requisition is pending approval. The Accounting Division will promptly process the requisition, and a purchase order number will be assigned.
- d. Upon receipt of notification of an emergency and the activation of the EOC, the Finance Director or designee will, when requested, report to the EOC.
- e. Upon receipt of requirements, either verbally or in writing, the financial liaison in the EOC will order the required supplies or services and provide the vendor with a purchase order number for confirmation later. The vendor will provide the item ordered and make billing against the purchase order number assigned at the time the order was placed.
- f. If an emergency occurs during regular City business hours, and procurement personnel have not been directed to report to the EOC, the organization or agency or EOC personnel (if activated) should immediately contact the Finance Director, by phone to outline the emergency.

requirement. The Finance Director will provide immediate and appropriate direction to acquire the required supplies, equipment or services.

- g. If an emergency occurs outside of business hours and the EOC is not activated, and the Finance Director is not available to authorize the required emergency purchase, then the department or agency head may authorize the required purchase.
- h. Requisition and delivery record for emergency purchases must be documented to explain the necessity of the emergency purchase and to provide accurate data to the Accounting Division.
- i. When circumstances dictate an immediate resolution to the situation and it is not possible to have a purchase order processed prior to the obligation, a purchase order and resolution shall be prepared as soon thereafter as possible, by the department or agency head who authorized the purchase, and submitted to the Finance Director for approval.

II. Logistics & Resources

- a. Emergency expenditures occur within each department if they involve funds appropriated in their operating budget. In the event it requires the appropriation of additional funds, it will be necessary for the City Council to convene and pass emergency financial legislation.
- b. Records will be kept by all participating organizations/agencies; and these records will separately identify disaster-related expenditures and obligations from general program and activities.
- c. Each Department maintains a resource list and is responsible for obtaining needed resources before, during, and after the disaster. Any resource need requiring special purchase orders should go through Emergency Operations Center to the City's Finance Director.
- d. The Emergency Operations Center financial liaison will review special resource requests to make sure that the needed equipment or supplies cannot be met by other departments. A copy of these purchase orders will be retained by the EM financial liaison and will become part of the damage figure documentation for potential Federal reimbursement order FEMA/State Public Assistance Program. Each Department should keep records of resources purchased and equipment used.

VI. Plan Development and Maintenance

Each department or individual having responsibilities outlined in this emergency operations plan will develop and implement standard operating procedures to support this plan and make appropriate changes and revisions, based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure and local requirements.

TAB #7 — INFORMATION TECHNOLOGY (IT) APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Information Technology Division in the event of an emergency or disaster.

II. General Information

This appendix describes the support functions and responsibilities of the Information Technology Division during an emergency. The Information Technology Division's primary responsibilities are maintaining the functionality of the City's Server, the City's Website, the GIS System, and the Telecommunications System.

When the EOC is activated the Finance Section will work with the Communication Function representative.

III. Areas of Responsibility

- Establish both computer and telecommunication capabilities in the Emergency Operations Center upon activation.
- Provide GIS support in the form of maps, diagrams, and other information as requested.
- Establish an incident specific link on the City website for the purpose of disseminating information related to the incident.
- Assign a liaison to the Emergency Operations Center upon request of Emergency Manager.
- Assist in the dissemination of information electronically and visually for the purpose of briefing personnel assigned to the Emergency Operations Center.

IV. Administration and Logistics

I. Administration

- a. The Information Technology Manager shall establish an annual budget for the maintenance and upgrade of computers, peripheral equipment, and communications equipment necessary to support the operations of the Emergency Operations Center.
- b. The Information Technology Manager will be responsible to develop and implement procedures by which the inventory of equipment necessary to support the Emergency Operations Center is inspected on a routine basis and tested not less than once every six months.

II. Logistics & Resources

- a. It will be the direct responsibility of the Information Technology Manager, in conjunction with the Police Chief, to requisition and maintain the necessary computers, peripheral equipment, and communications equipment necessary to support the operations of the Emergency Operations Center. Records will be kept by all participating organizations/agencies; and these records will separately identify disaster-related expenditures and obligations from general program and activities.

VI. Plan Development and Maintenance

Each department or individual having responsibilities outlined in this emergency operations plan will develop and implement standard operating procedures to support this plan and make appropriate changes and revisions, based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure and local requirements.

TAB #8 — DAMAGE ASSESSMENT APPENDIX

I. Introduction

- This Appendix provides supplemental information to assess damage from natural or man-made disasters or other major incidents.

II. General Information

A preliminary damage assessment determines the severity and magnitude of an emergency on the public and private sectors of the city. Damage assessment will determine response requirements and capabilities, effectiveness of initial response operations, and requirements for supplemental assistance.

When the EOC is activated the Damage Assessment Coordinator (Development Services Director) will work with the Disaster Recovery Function representative.

III. Areas of Responsibility

- The Director of Development Services will serve as the Damage Assessment Coordinator.
- The Damage Assessment Coordinator will:
 - Notify Butler County EMA when damage has occurred in the city immediately following the event.
 - Identify impacted areas in the city and oversee the deployment/assignment of the City's damage assessment teams immediately following the event.
- Each city department will be responsible for assessing damage to their facilities and preparing reports.
 - Public Utilities
 - a. Report damages to water and waste water facilities, substations, or other facilities under their jurisdiction. Provides dollar and time estimates for repairing temporary and/or permanent water control facilities.
 - Public Works
 - a. Report damages to public works facilities under their jurisdiction.
 - b. Provides cost estimates for damaged or destroyed infrastructure, bridges and roadways; estimates the impact of the loss of such transportation assets.
 - c. Identifies areas in the City that are isolated because of bridge or roadway damage; exchanges such data with the Butler County Engineers Office.
 - d. Provides cost estimates for debris removal.
 - Parks & Recreation Department
 - a. Reports damages to parks and recreation facilities under their jurisdiction.
- The Damage assessment coordinator will compile information for all reporting departments and forward to the Disaster Recovery Function representative. The Disaster Recovery Function representative will then review these reports and with the concurrence of the City Manager, forward them to Butler Co. EMA.

Initial or "Windshield" Survey - An initial or "windshield" damage report should be prepared within 12 hours after the incident. It is a rough estimate of a community's needs after a disaster and assessment of the capability of the local government in meeting these needs. The report should indicate whether

the situation is likely to escalate to the point that state or federal aid may be required for complete recovery.

Detailed Surveys - This is a more specific and refined report, using verified and additional data, indicating public and private needs and the impact on the community. The detailed surveys are completed within the first 36 hours of an incident.

Damage assessment (detailed) reports include:

- Area--rural, urban, or combination.
- Debris--the cost of removing it, does it pose a health hazard, prevent access to homes, businesses, or **block** roads.
- Damage to roads, bridges.
- Damage to water-control facilities.
- Damage to utilities (public and private, non-profit).
- Damage to public buildings.
- Emergency work performed.
- Damage to parks and recreational areas.
- Death/Injury.
- Budget information.
- Nature of threat.
- Personal Property--estimate of losses.
- Businesses--estimate of losses and unemployment.
- Estimate of insurance coverage.
- Agricultural--crops, livestock, equipment.

IV. Administration and Logistics

- **Administration**

- Damage assessment for the city will be coordinated and compiled by the Damage Assessment Coordinator. When the EOC is activated, the Emergency Manager will oversee the activities of the Damage Assessment Coordinator in the EOC.
- Damage information will be plotted and posted in the EOC. The EOC will recommend priorities for the repair of public facilities, giving precedence to those critical to emergency response.
- Damage assessment teams will be staffed by building and zoning division personnel, fire personnel, public works personnel, public utilities personnel and if necessary, private sector personnel from engineering, building trades, property assessment, and other related fields
- Damage assessment teams will be trained to provide fast and accurate information to the EOC so that effective response and recovery efforts may be utilized.
- Damage Assessment Teams may need to conduct a door-to-door verification of private sector losses, as is sometimes required when requesting federal assistance. Members of the Damage Assessment Teams should be in uniform and always carry appropriate identification.

- **Logistics & Resources**

- Damage assessment teams (DAT's) will be assembled and deployed to the affected area of the city. The DAT's will be comprised of city employees from the Fire, Development Services, Public Works and Public Utilities Departments.
- The EMA Preliminary Damage Assessment Field Guide will be utilized and located at the end of this appendix.

VI. Plan Development and Maintenance

Each department or individual having responsibilities outlined in this emergency operations plan will develop and implement standard operating procedures to support this plan and make appropriate changes and revisions, based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure and local requirements.

TAB #9 —VOLUNTEERS AND DONATIONS APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the coordination of volunteers and donations in the event of an emergency or disaster.

II. General Information

This appendix describes the duties of the Volunteer Coordinator during an emergency.

Offers of assistance and the number of volunteers wanting to assist will be directly proportionate to the severity of the incident. It should be expected that organizations and individuals are likely to "self-deploy" and arrive at the incident without knowledge of the Incident Commander, the E.O.C. or the City of Fairfield.

During long term incidents, spontaneous donations of food are likely to arrive at public facilities from local businesses and individuals. Spontaneous donations of food often present a potential health hazard to emergency personnel due to the lack of refrigeration and the time food was left unattended. Care must be taken to ensure the safety of all personnel.

Incidents involving the loss of housing and the displacement of individuals often result in spontaneous donations of clothing which should be discouraged. Donations of clothing routinely become an unused resource due to the time necessary to assure the clothing is in proper condition and is a burden in terms of accepting and storing such donated clothing.

The American Red Cross shall be the primary agency for providing food, clothing and shelter for those impacted by the event as well as emergency services personnel.

III. Areas of Responsibility

- The Volunteer Coordinator shall be assigned the responsibility to coordinate the use of volunteers currently working with the City of Fairfield, the fielding of calls from individuals and organizations offering assistance, and spontaneous donations of food, clothing, and money.
- The Volunteer Coordinator should quickly obtain the following information:
 - Contact person,
 - Telephone number
 - Service is being offered.
- The Volunteer Coordinator shall inform the volunteer that their information will be forwarded to the Emergency Operations Center for review.
- Individuals, groups or organizations having the resources or skills deemed beneficial to handling the incident will be assigned on an "as needed" basis.
- The Volunteer Coordinator in conjunction with Human Resources and the Fairfield Police Department shall complete a quick background check verifying the individual's name, primary place of residence, and a quick criminal history. Individuals found misrepresenting personal information or who may have a criminal background will be disqualified from the process.

IV. Administration and Logistics

I. Administration

- Unauthorized organizations or individuals shall not be permitted to enter an area or initiate any activities unless approved by the Incident Commander.
- Organizations and individuals arriving at the scene shall be redirected to the location of the Volunteer Coordinator.

- Volunteers currently working with the City of Fairfield and approved by the Volunteer Coordinator will provide a considerable asset to the City of Fairfield during an incident. A list of the names and contact numbers shall be maintained by the Volunteer Coordinator and a call list shall be established in the Code Red system for immediate notification.
- Since volunteers may be assigned a variety of duties and responsibilities it is necessary that some form of visual identification be provided. The credentialing of volunteers should be the joint responsibility of the Volunteer Coordinator, Human Resources and the Fairfield Police Department. If possible, the visual identification should be color coded, indicating what area the individual has been assigned to. Access to areas such as the Emergency Operations Center and the Incident Command Post should be subject to a higher level of review than general administrative duties.

II. Logistics & Resources

- Upon notification from the Volunteer Coordinator, these individuals should report to a location designated by the Volunteer Coordinator and will be assigned duties and responsibilities as requested by the Incident Commander or the Emergency Operations Center.

VI. Plan Development and Maintenance

Each department or individual having responsibilities outlined in this emergency operations plan will develop and implement standard operating procedures to support this plan and make appropriate changes and revisions, based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure and local requirements.

TAB #10 — EVACUATION APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the duties and responsibilities of the various agencies in the event an evacuation is deemed necessary to reduce the potential for injury or loss of life.

II. General Information

- An evacuation may be ordered by the following:
 1. City Manager
 2. Fire Chief
 3. Police Chief
 4. Senior law enforcement officer, Fire Officer or other appropriate city official at the scene of an emergency incident
- During a natural disaster such as a tornado the area to be evacuated is often clearly defined by the damage left behind. The purpose for initiating an evacuation is to reduce the potential for injury or loss of life from individuals attempting to search for victims, recover personal property, or provide security for their property. The search and rescue of the injured and the recovery of victims should be assigned to trained emergency response personnel. Civilian participation in such activities is strongly discouraged.
- Situations involving flooding, potential release of a hazardous substance, or an act of violence that may endanger those in the immediate area are much harder to define in terms of the area that may be impacted by the event. Since evacuations are time-consuming and often not totally effective, consideration should also be given to sheltering in place as opposed to exposing individuals to a greater threat while attempting to leave the area. If an incident can be stabilized faster than it would take to evacuate an area and if it is determined individuals can safely remain inside a structure, then sheltering in place must be a consideration.
- Should it be determined that an evacuation is necessary, the city officials ordering the evacuation are encouraged to define an area well outside of the predicted threat as not to be faced with the need to initiate a second evacuation order. Secondary evacuations are often presented with a compressed time frame and a greater threat than was originally present during the first evacuation.
- Should shelter in place or evacuation order be issued, the use of the Code Red System and/or the Wireless Emergency Alert (WEA) is recommended. The ability to deliver information to many people in a limited time frame is invaluable. The ability to determine who received the information eliminates the need to initiate a door-to-door notification which is time-consuming and heavily dependent on personnel. Emergency personnel should only be sent to those locations where it is clearly indicated the information was not received by the occupant.
- Evacuation orders will be initiated based on the assumption that individuals can provide their own transportation and will leave the area without requiring assistance. However, it is recommended the Code Red message contain instructions for the elderly, handicapped, or disabled how and where to call to advise emergency personnel of their need for assistance.

III. Areas of Responsibility

Police Department

- The Fairfield Police Department has the primary responsibility to manage an evacuation
- The Fairfield Police Department will coordinate and support the request from the Incident Commander to evacuate areas deemed unsafe or considered potentially hazardous.

- Under no circumstances shall emergency personnel be placed in environments considered immediately dangerous to life and health in the process of initiating an evacuation or disseminating information.

V. Administration and Logistics

I. Administration

- Should the Code Red System be utilized the message should be clear, concise and contain specific information as to the hazard and the potential risk involved. The message should also direct citizens where to report and the safest route of travel.
- Should an evacuation be initiated, the designation of a community collection point should be considered. In designating a community collection point it is recommended that a city owned facility be used to assure access to the facility. Residents being ordered to leave their homes should be directed to respond to a predetermined location for the purpose of gathering specific information such as the names of family members, the address of their primary residence, contact number(s), and where they anticipate temporarily relocating. It should be anticipated that most residents will not require temporary housing due to the availability of friends or family members living outside of the affected area. It should be anticipated that approximately 20% of those displaced will require some form of housing assistance.
- Should temporary housing or shelter facilities be required a request for assistance should be directed to the Butler County EOC. If the Butler County EOC is not activated, then contact the American Red Cross with specific instructions to send a response team to the designated community collection point. Temporary housing and/or the activation of a shelter facility will remain the responsibility of the American Red Cross who has trained personnel to manage such operations.
- Special Occupancy Considerations:
 - Health Care Facilities –

Evacuation areas containing health care facilities will require extensive planning and coordination if it has been determined unsafe to shelter-in-place. Since the process will take hours to complete, evacuation of such a facility should be done only if the structure has been determined unsafe to occupy or if the incident will extend into several hours, days, or weeks.

Should it be determined that an evacuation is necessary, a separate Division under the Incident Command System shall be established at each facility. A precise plan must be developed in cooperation with the health care facility that includes prenotification of area hospitals through activation of the Hospital Disaster Network, patient triage, staging of sufficient ALS and BLS emergency medical units, and tracking of patients being relocated. It should be expected that non-critical patients may be relocated to hospitals well outside of the City of Fairfield.

- Manufacturing and Processing Facilities

Manufacturing and processing facilities routinely do not have a large number of employees to be relocated, and transportation should not be an issue. However, depending on the type of occupancy, consideration must be given to the time needed to discontinue production, the need to secure the facility against theft, vandalism, or loss of materials that may be potentially hazardous if accidentally released into the atmosphere. Once evacuated, occupancies of this type may require additional security details assigned to them.

- Day Care and Educational Facilities

Day Care and Educational facilities represent a significant challenge due to the need to relocate many people, most of which will be dependent on transportation. Although the number of children in a day care will be considerably less than an educational facility, day cares often have a limited number of infants less than one year of age that will require accessory items such as infant car seats to safely transport them. Most day cares will have some form of transportation such as a small van, but they will not have sufficient transportation to move all their students at one time. The need for assistance should be anticipated by the Incident Commander.

Educational facilities will have several hundred students, most of which were transported by bus or private automobile to the school. Although the relocation of the students is best handled by the school authorities, determining how long it would take to totally evacuate a school will be dependent on the time necessary to mobilize the bus fleet. Staffing the buses with qualified drivers may take a considerable amount of time. The use of sheltering in place must be considered as an option if the event can be stabilized or the hazard removed in less time.

Evacuations of day care and educational facilities will present a considerable demand on the incident in terms of the dissemination of information. Concerned parents may try to enter the evacuation area or clog the dispatch center with phone calls seeking information as to the welfare of their children. It is recommended that the school utilizes its electronic communication system to give specific directions to parents regarding the reunification process.

II. Logistics & Resources

- Upon evacuating an area security must be addressed by the Incident Commander. The perimeter must be secured to reduce the potential for re-entry and possible looting of the vacated structures
- During recovery efforts utility company personnel, city workers, police and fire personnel entering and leaving the affected area must be monitored and recorded. It is recommended that an accountability system be established to document information such as the date, time of entry, location where the work is being performed, names of personnel, and the time individuals leave the area.
- Management of the return of evacuees will be the responsibility of the Fairfield Police Department once the area has been designated safe by the Incident Commander. It is imperative that the identity of the evacuees be validated as well as the location of their residence or place of business.

TAB #11 — PARKS & RECREATION APPENDIX

I. Introduction

- This Appendix provides supplemental information regarding the Fairfield Parks & Recreation Department in the event of an emergency or disaster.

II. General Information

The Parks & Recreation Department is comprised of the following Divisions:

- i. Golf & Aquatic Center
Responsible for operations at two golf courses (North Trace [9-holes] and South Trace [18 holes]) and community aquatic center (including swimming pool and splashpad).
- ii. Programming and Community Events
Responsible for providing recreational programming (fitness, senior, education, arts) and community events throughout the year.
- iii. Theater Operations
Responsible for providing productions and shows at the CAC and outdoor venues.

III. Existing Facilities, Amenities and Equipment

Buildings

- i. Community Arts Center includes 237-seat theater, conference rooms, classroom, balcony, art studio, offices, programming space, art gallery, bathrooms, basement, dressing rooms, scenery shop, kitchen, walk-in refrigerator.
- ii. South Trace Clubhouse includes pro-shop, rental space, changing rooms / bathrooms, kitchen, conference rooms, concessions area, office, walk-in freezer.
- iii. North Trace Clubhouse includes pro shop, offices, bathrooms, concessions kitchen, walk-in refrigerator, walk-in freezer
- iv. Golf Maintenance buildings
- v. Elisha Morgan Mansion includes small meeting / event rooms, changing rooms, bathrooms, serving kitchen.
- vi. Fairfield Aquatic Center includes check-in area, changing rooms, office and mechanical room.

Vehicles

- i. Three (3) Pickup Trucks
- ii. Two (2) Work Vans (Rodney, Jason)
- iii. One (1) 15 Passenger Van
- iv. Two (2) Cars / Minivans
- v. One (1) Skid Steer
- vi. Ninety-Nine (99) Golf Carts
- vii. Four (4) Utility Vehicles

Fuel Storage

- i. South Trace - gasoline
- ii. Golf Maintenance – gasoline and diesel

Other

- i. Tables and chairs
- ii. Bollards and portable barriers
- iii. A-Frame signs

Park Amenities

See map and grid here: <https://www.fairfield-city.org/DocumentCenter/View/11367/facility-guide-for-web>

IV. Local Community Resources

- Butler County Mental Health Addiction & Family Crisis – call / text: 1-844-427-4747
- Butler County Children’s Services: 513-887-4055
- United Way: 2-1-1
- Butler County Transit Authority: 513-785-5237
- Bulter Metro Housing Authority: 513-896-4411
- Family Promise of Butler County (Shelter) 513-444-2033
- Have House (Shelter): 513-863-8866
- Bulter County Health District: 513-863-1770
- Shared Harvest Food Bank: 513-881-9024
- Greater Cincinnati Red Cross: 513-579-3000
- Salvation Army (Hamilton) 513-863-1445
- Lane Library: 513-858-3238

V. Reporting

I. Administration

- a. Reports and records of Parks and Recreation activities during an emergency/disaster will be collected on a NIMS Form 214 and turned into the EOC (if activated) and also maintained at the Parks and Recreation Office. Protection of these and other records deemed essential for continuing function and conduct of emergency operations is the responsibility of the Parks & Recreation Director.
- b. Record keeping is initiated at the beginning of an emergency or disaster and continues during the incident. A thorough accounting, including complete cost accountability is maintained.
- c. These records will separately identify disaster-related expenditures and obligations from general program and activities. All final reports and documentation will be maintained in each department with a copy to the Finance Director.
- d. All appropriate information collected will be analyzed and evaluated and made available to EOC staff, Butler County Emergency Management (EMA), and state and federal organizations, as needed. Methods of dissemination will be through EOC displays, situation reports, Internet postings and email, EOC briefings, and public information outlets as JIC representatives, media sources.
- e. Each city department will collect and maintain logs, journals, and reports needed to establish a historical record, and to substantiate post-emergency claims.
- f. Each city department will maintain notification rosters with 24-hour telephone numbers, lists of supplies and equipment, and a file of maps and charts.
- g. Each city department will contribute to the disaster After Action Report.
- h. Parks and Recreation will keep logs of actions taken, information received, supplies purchased and used, and personnel overtime.

II. Logistics & Resources

- a. Emergency expenditures occur within each department as long as they involve funds appropriated in their operating budget. In the event it will require the appropriation of additional funds, it will be necessary for City Council to convene and pass emergency financial legislation.
- b. Each Department maintains a resource list and is responsible for obtaining needed resources before, during, and after the disaster. Any resource need requiring special purchase orders should go through Emergency Operations Center to the City's Finance Director, who will likely be the Logistics person in Incident Command.

- c. The Emergency Operations Center financial liaison will review special resource requests to make sure that the needed equipment or supplies cannot be met by other departments. A copy of these purchase orders will be retained by the EM financial liaison and will become part of the damage figure documentation for potential Federal reimbursement order FEMA/State Public Assistance Program. Each Department should keep records of resources purchased and equipment used.
- d. Standard Operating Procedures includes specific methods for assigning personnel during an emergency, and detail assigned responsibilities, which support this planning document.
- e. Parks and Recreation is responsible for providing necessary support to their response personnel for food, water, fuel and emergency power. Requests and support for necessary items may be coordinated through the EOC.
- f. All Parks and Recreation resources will be inventoried at least annually to include personnel, equipment, supplies, and needs.

VI. Plan Development and Maintenance

- a. The Parks and Recreation Director is responsible for developing and annually updating the SOPs to be performed during emergencies.
- b. The Parks and Recreation Director is responsible for annually reviewing and updating this Tab.



EMA

Preliminary Damage Assessment

FIELD GUIDE

**INTENTIONALLY
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The Purpose of This Preliminary Damage Assessment Field Guide

This field guide has been designed to serve as a quick reference tool to be utilized by local officials and others, conducting local damage assessment for homes and businesses.

Inside you will find listed the *4 Degrees of Damage*; the State's criteria for seeking an Individual Assistance Declaration and tips—things to do, things to remember. In addition illustrations have been provided and offer examples of the different degrees of damage for both wind and flood.

Why Do Damage Assessment?

Conducting a local damage assessment enables local officials to:

- determine the severity and magnitude of the event
- quantify homes and businesses impacted by the disaster
- determine whether local resources will be sufficient to effectively respond and recover from the event.

***Local Damage Assessment
Must Be Rapid, Detailed
and Accurate.***

- It should be completed and submitted to the State within 36 hours of the event.
- The data collected will then be analyzed to determine if supplemental assistance will be needed from the State and/or Federal agencies.
- If necessary, the State will request a joint preliminary damage assessment with the Federal Emergency Management Agency (FEMA) and/or the Small Business Administration (SBA).
- Delay in completing the assessment may delay supplemental disaster assistance to those most in need.

There are 4 degrees of damage:

- Destroyed
- Major
- Minor
- Affected

State's criteria for requesting Individual Assistance from FEMA or SBA, or to seek to be added on to an existing FEMA IA declaration:

There must be a minimum of twenty-five (25) homes and /or businesses with 40% uninsured damages.

Note: Generally, structures with either “*Destroyed*” or “*Major*” degree of damage will meet “40% uninsured damages” criteria.

DO's

Conduct visual inspection to verify damages.

Be sensitive when discussing damages with property owner.

Determine extent of insurance coverage (i.e. homeowner's policy vs. flood insurance).

Include impact to businesses in your survey.

Current assessment reports should be as accurate as possible. Exaggerating the amount of damage will be detrimental during a joint PDA.

Provide detailed assessment to the Ohio EMA within 36 hours of the event.

REMEMBER

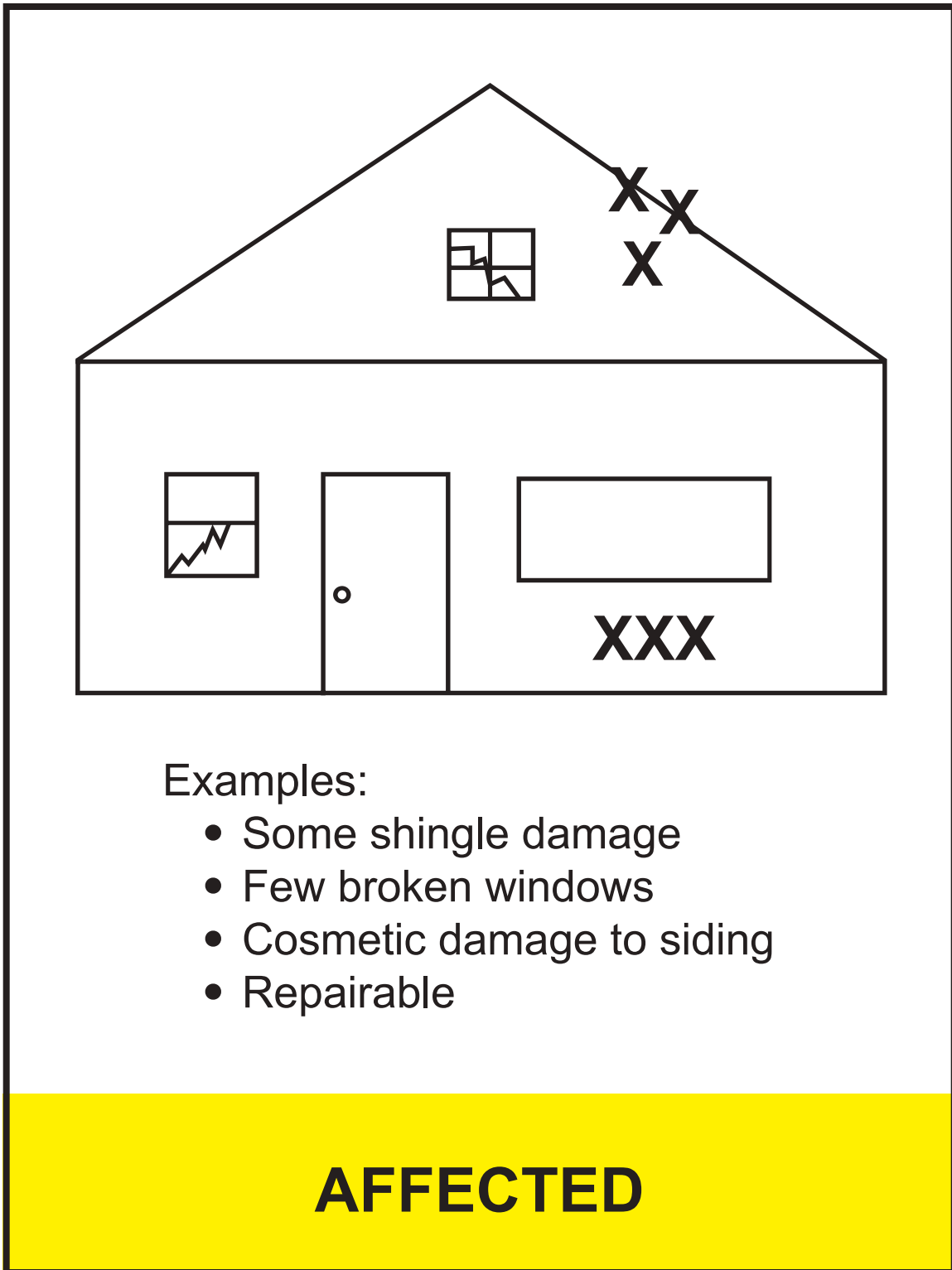
Focus on degrees of damage and habitability. Do not become preoccupied with property value.

Look for waterline or debris line to determine depth of water.

Only report disaster-related damages. Deferred maintenance and/or pre-existing damage should not be included in your assessment.

Based on criteria, make a judgment call.

WIND DAMAGE: SINGLE FAMILY DWELLING

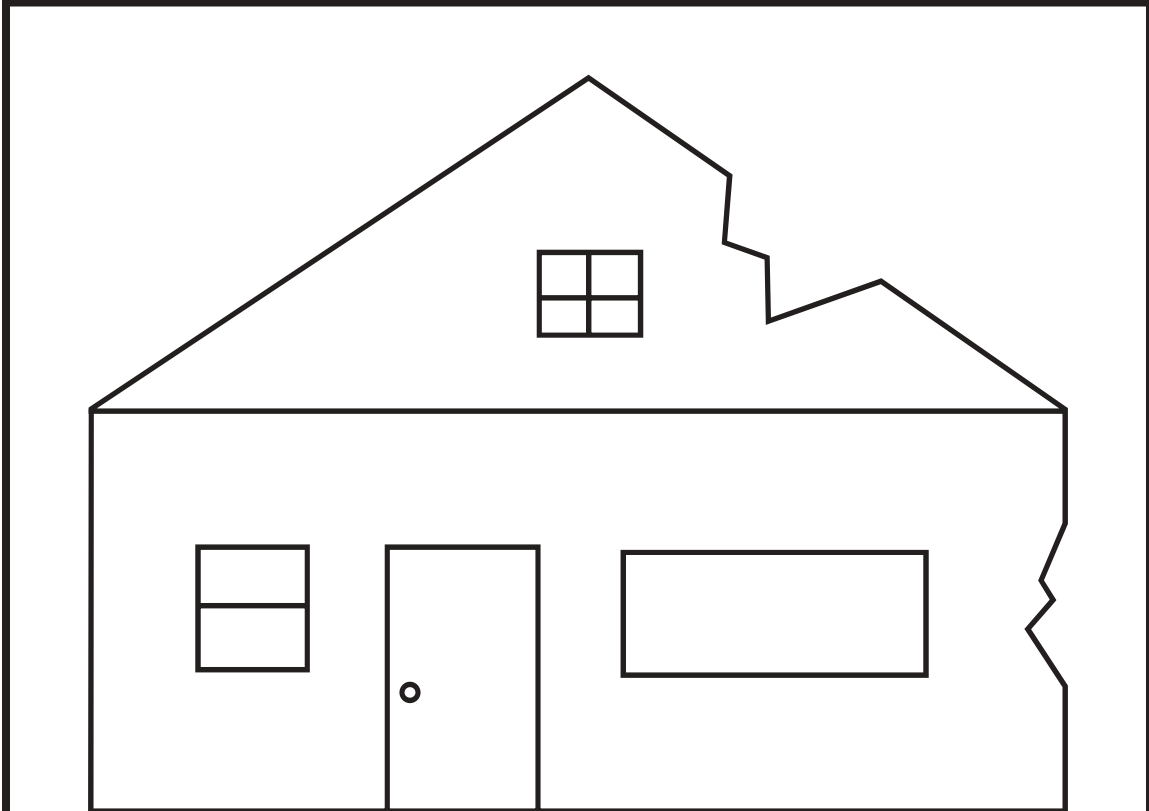


Examples:

- Some shingle damage
- Few broken windows
- Cosmetic damage to siding
- Repairable

AFFECTED

WIND DAMAGE: SINGLE FAMILY DWELLING

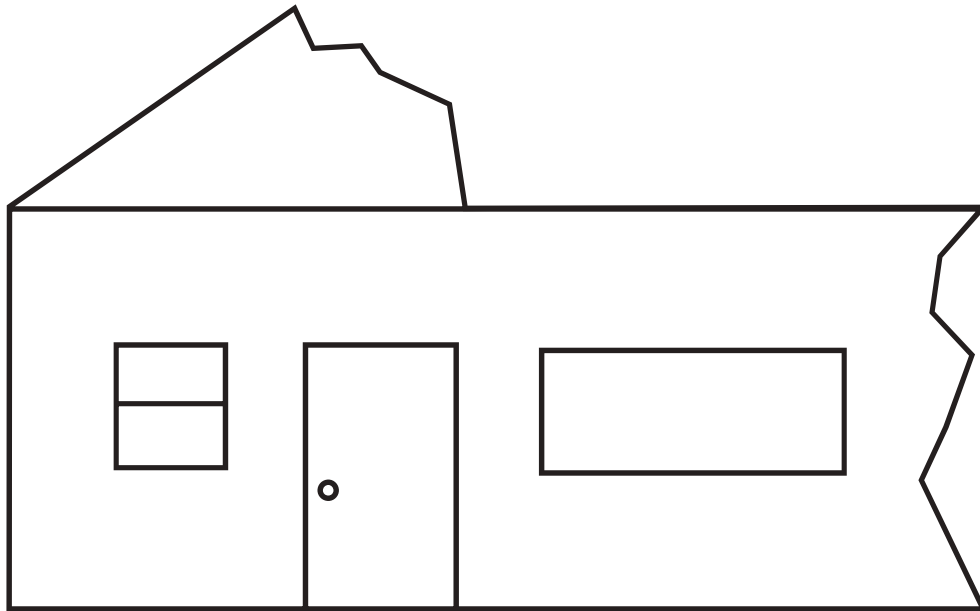


Examples:

- One (1) wall damaged
- Section of roof missing or damaged
- Repairable

MINOR

WIND DAMAGE: SINGLE FAMILY DWELLING

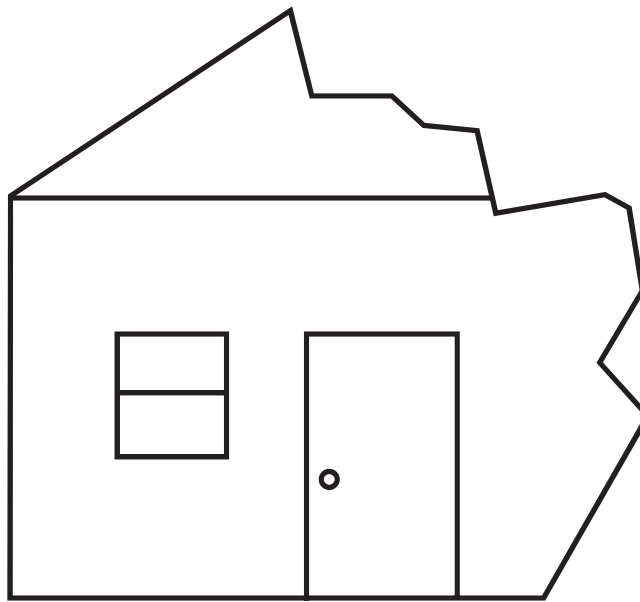


Examples:

- Substantial structural damage to walls, roof, etc.
- Repairable

MAJOR

WIND DAMAGE: SINGLE FAMILY DWELLING

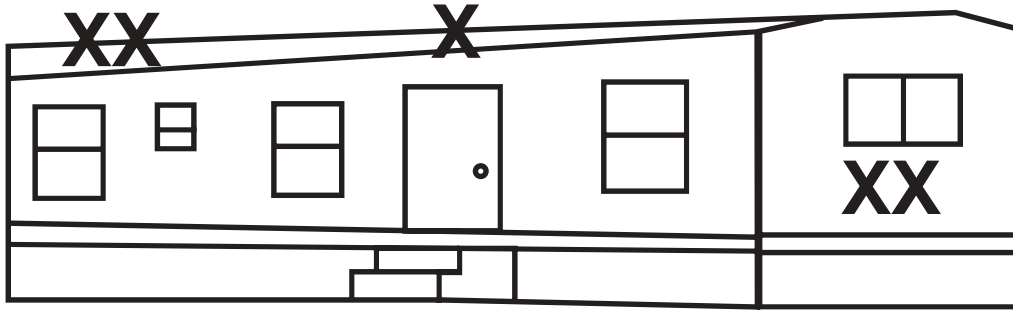


Examples:

- Total Loss
- Structure is compromised
- Not repairable

DESTROYED

WIND DAMAGE: MOBILE HOME

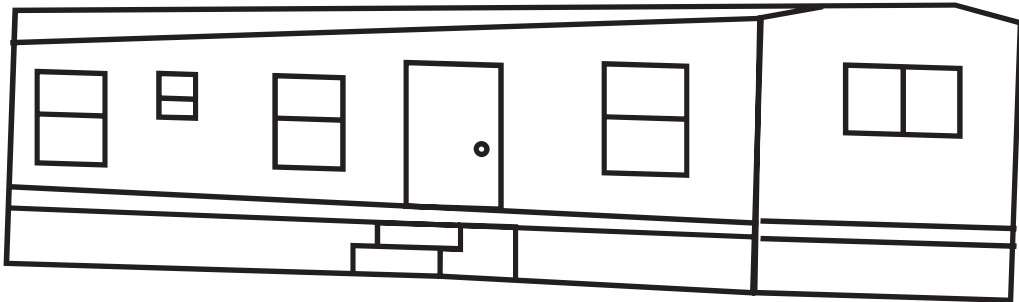


Examples:

- Minor dents to roof or siding

AFFECTED

WIND DAMAGE: MOBILE HOME

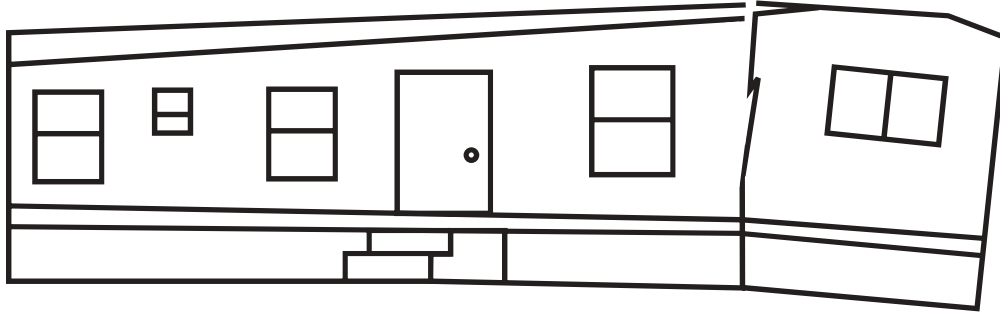


Examples:

- Utility connections broken
- Slight movement on piers/
foundation

MINOR

WIND DAMAGE: MOBILE HOME

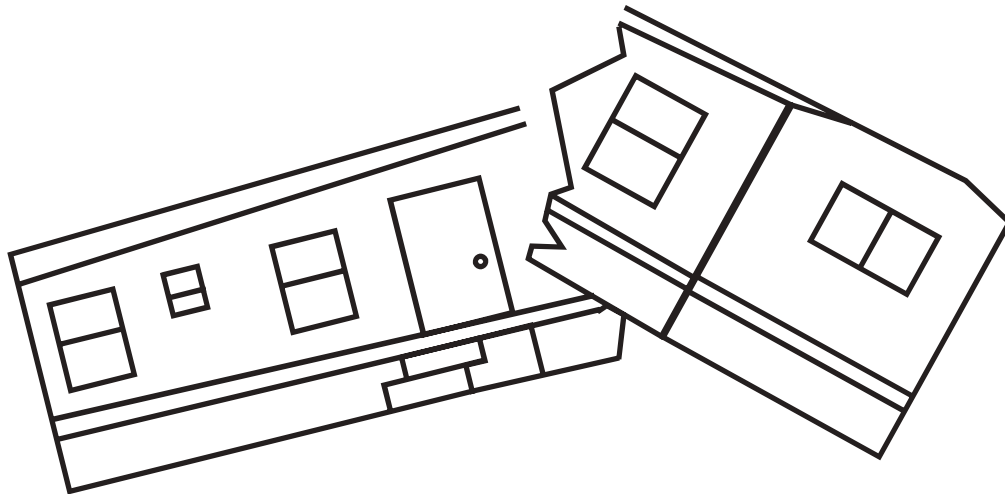


Examples:

- Wall and roof damage
- Shifted on piers/foundation

MAJOR

WIND DAMAGE: MOBILE HOME

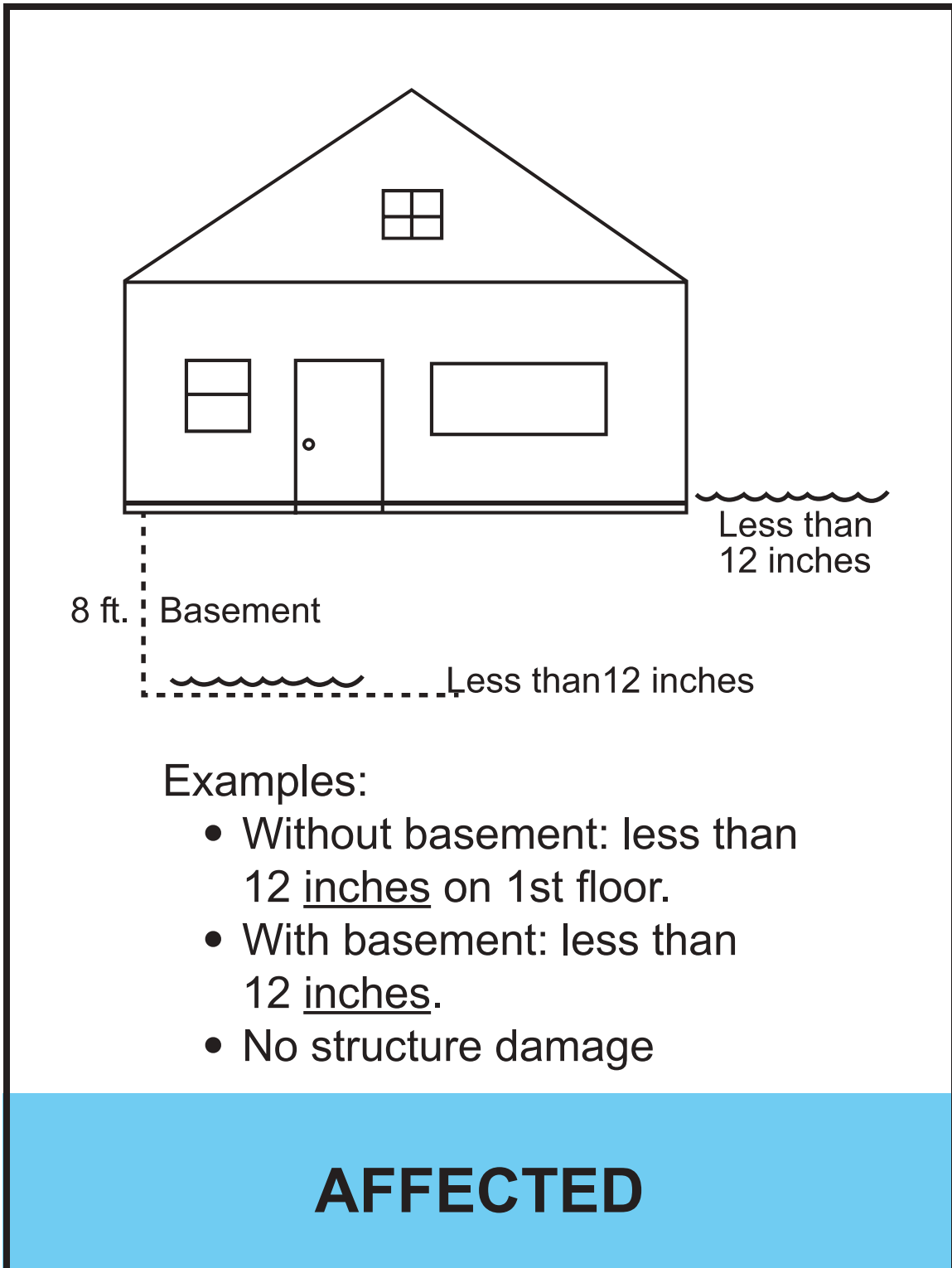


Examples:

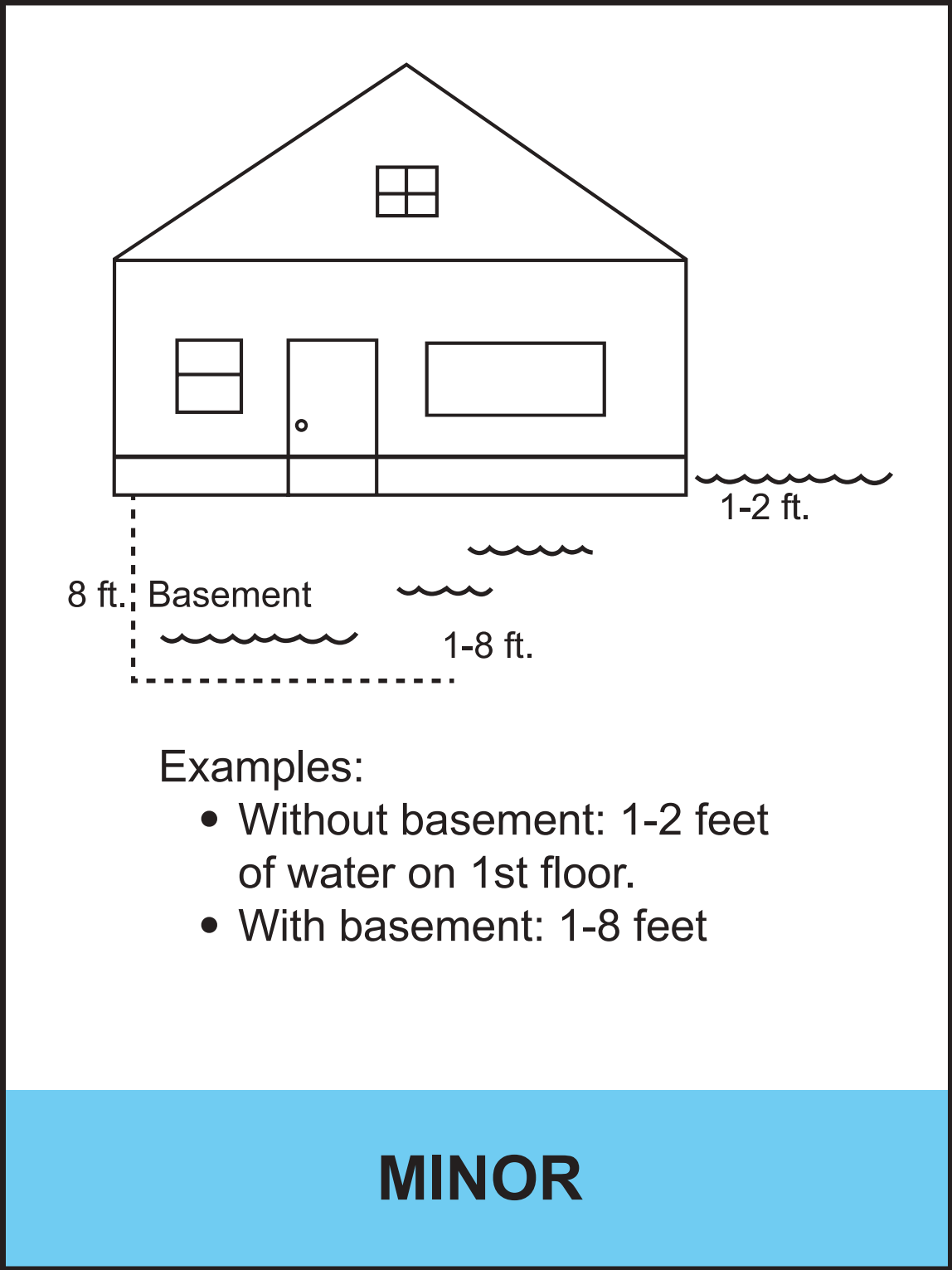
- Total Loss
- Bent Frame
- Buckled walls, roof

DESTROYED

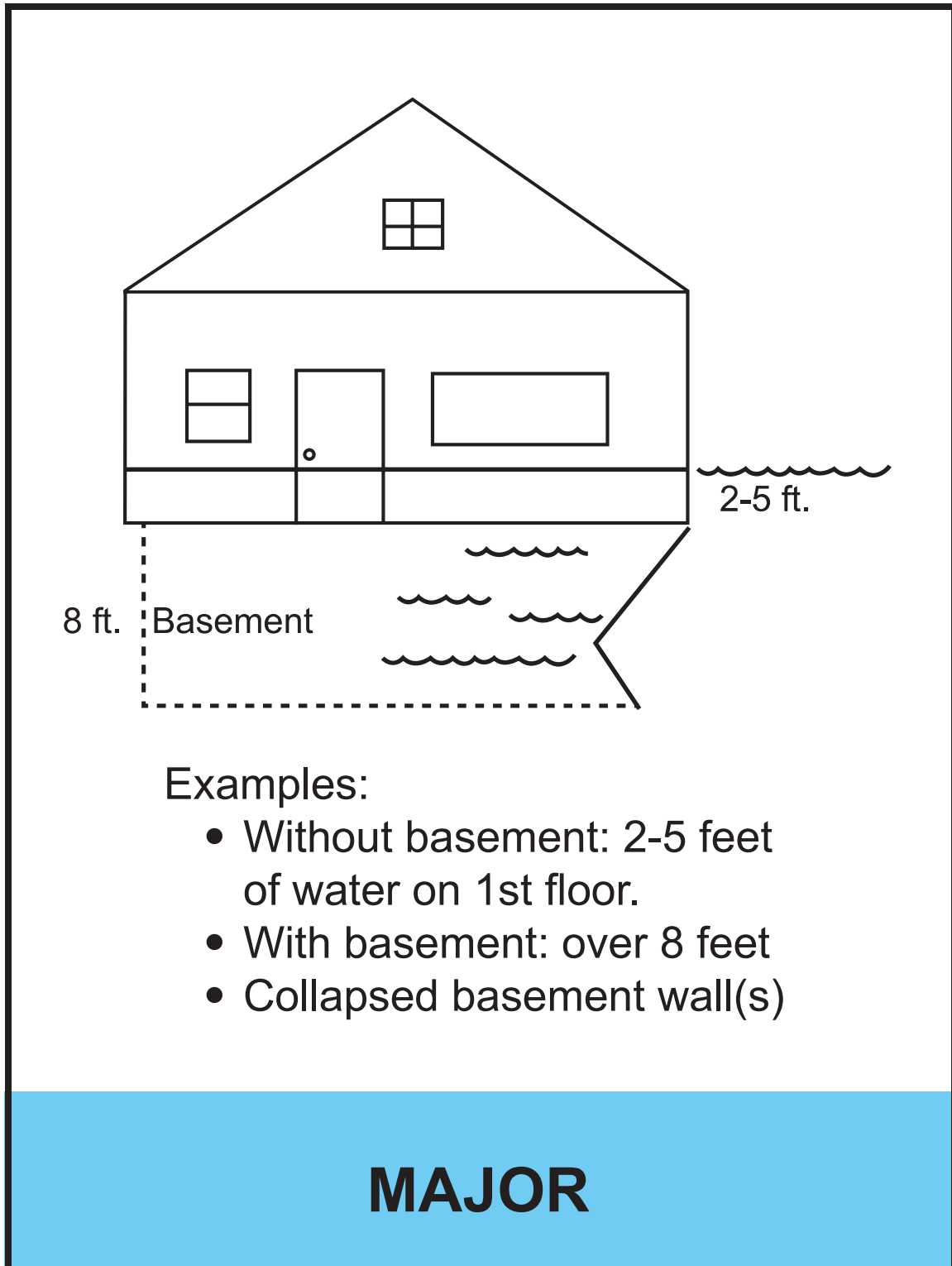
FLOOD DAMAGE: SINGLE FAMILY DWELLING



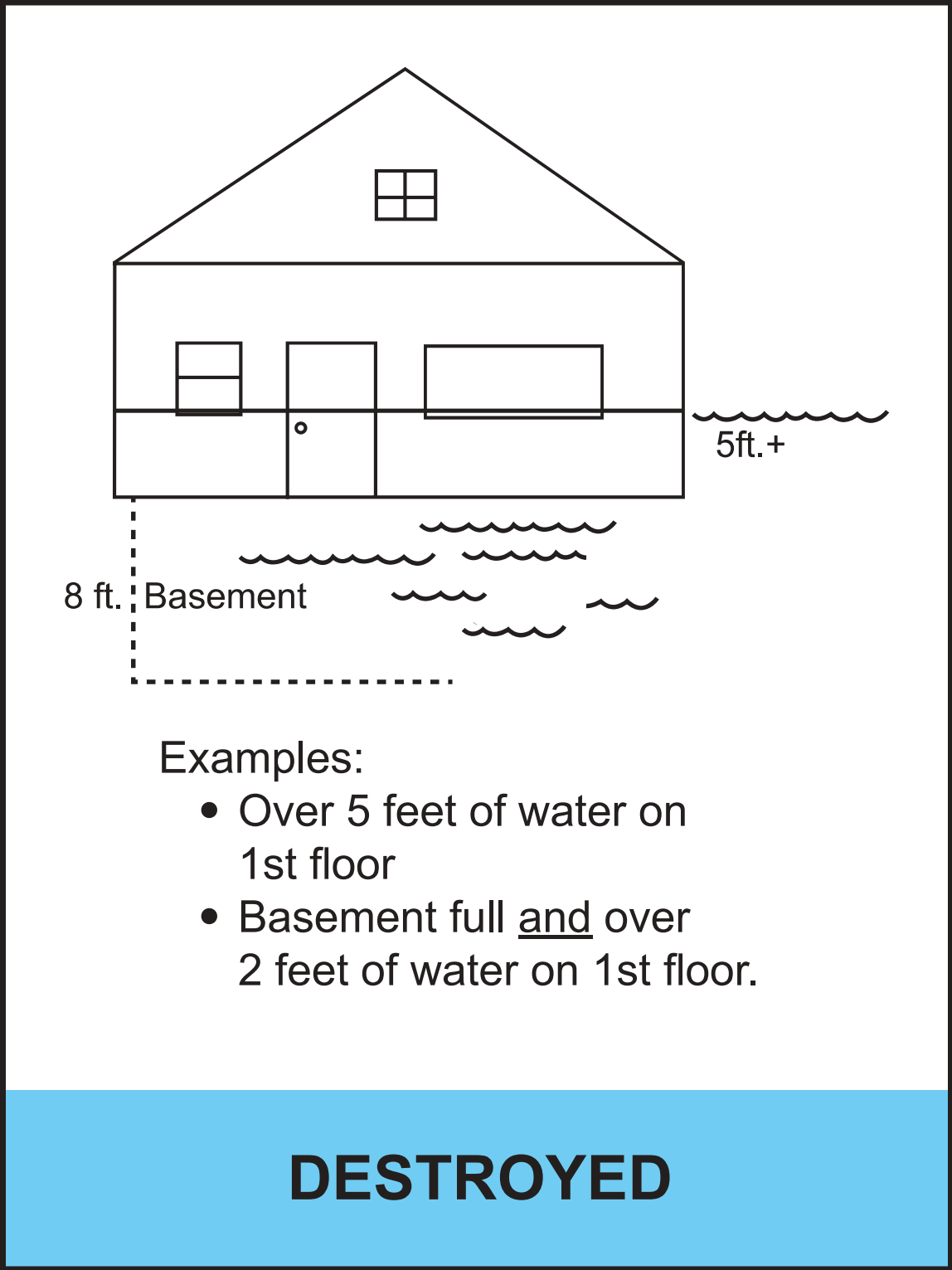
FLOOD DAMAGE: SINGLE FAMILY DWELLING



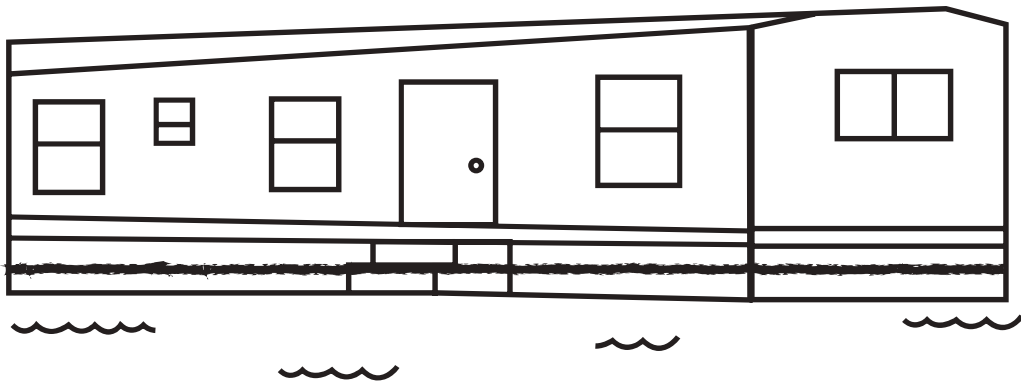
FLOOD DAMAGE: SINGLE FAMILY DWELLING



FLOOD DAMAGE: SINGLE FAMILY DWELLING



FLOOD DAMAGE: MOBILE HOME

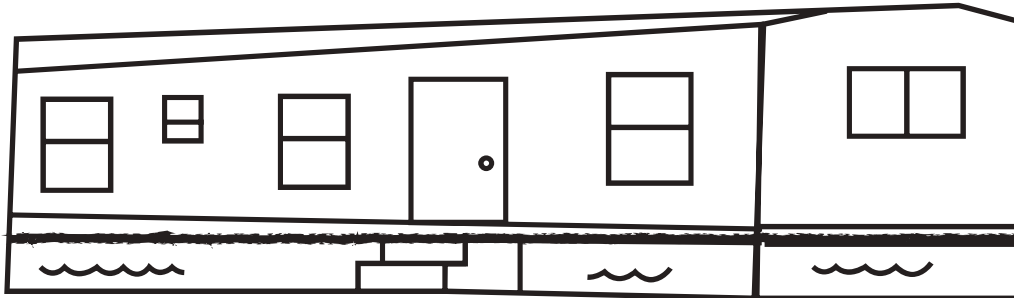


Examples:

- Water standing under or around mobile home, but not touching the bottom board.
- Indication of water being around a mobile home, but not touching the bottom board following a flash flood.

AFFECTED

FLOOD DAMAGE: MOBILE HOME

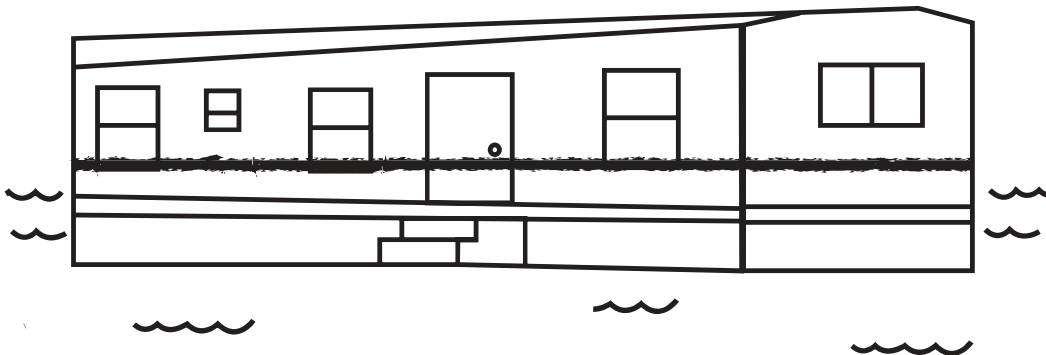


Examples:

- Utilities flooded
- Piers/foundation shifted
- Water touched or soaked at the bottom board, but did not enter the primary living area.

MINOR

FLOOD DAMAGE: MOBILE HOME

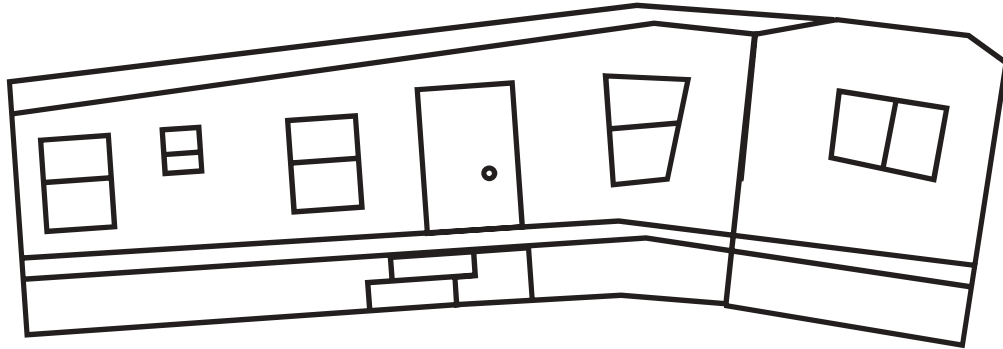


Examples:

- Water soaked bottom board and the primary living area.
- Piers/foundation washed out or away.

MAJOR

FLOOD DAMAGE: MOBILE HOME



Examples:

- Washed off piers/foundation
- Frame bent or twisted.
- Mobile home has turned over on its side/top.
- 4 feet + water above floor level.

DESTROYED

TALLY WORKSHEET

DESTROYED:	
SF	_____
MH	_____
BUS	_____
TOTAL:	_____ INS: _____
MAJOR:	
SF	_____
MH	_____
BUS	_____
TOTAL:	_____ INS: _____
MINOR:	
SF	_____
MH	_____
BUS	_____
TOTAL:	_____ INS: _____
AFFECTED:	
SF	_____
MH	_____
BUS	_____
TOTAL:	_____ INS: _____

SF-Single family
MH-Mobile Home

BUS-Business
INS-insurance

EMA 0009 1/06

www.ema.ohio.gov

Ohio Emergency Management Agency
2855 West Dublin-Granville Road
Columbus, OH 43235



ORDINANCE NO. _____

ORDINANCE TO ADOPT THE 2025 EMERGENCY OPERATIONS PLAN FOR THE CITY OF FAIRFIELD.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Council hereby adopts the 2025 Emergency Operations Plan for the City of Fairfield in accordance with the plan on file in the office of the City Manager.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed _____ Mayor's Approval _____

Posted _____

First Reading _____ Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council



City Council Communication
Regular Meeting - November 10, 2025

Submitted by: Nathaniel Kaelin, Economic Development Manager
 Department: Development Services

Subject:

Fairfield Cleaners Brownfield Remediation Project

Legislation Title:

Ordinance to authorize the City Manager to submit an application to the Ohio Department of Development's Brownfield Remediation Program for environmental remediation activities at the former Fairfield Cleaners property at 1099 Magie Avenue, and authorizing the City Manager to send a letter documenting local support for the application by the City of Fairfield, Ohio and declaring an emergency.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this ordinance and pass as an emergency.

Discussion:

Ohio House Bill 96, the 2026-27 State Biennium Budget, reauthorized the Brownfield Remediation Grant Program to assist in the remediation of hazardous substances at brownfield properties. Brownfields are defined as abandoned, idled, or under-used industrial, commercial, or institutional properties where expansion or redevelopment is complicated by known or potential releases of hazardous substances or petroleum. The grant program is administered by the Ohio Department of Development ("ODOD") and funds will be disturbed during competitive statewide application rounds. Applications for the next funding round are due December 5, 2025.

In 2021, City staff was approached by the Hicks Manor Realty Company, Inc. ("Hicks"), the property owner of the former Fairfield Cleaners property located at 1099 Magie Avenue. Fairfield Cleaners was a retail dry cleaners that operated for more than 50 years at the site. Dry cleaners use chemicals such as tetrachloroethylene (known as "PCE") to clean textiles. Hicks engaged environmental consultants that analyzed the property and determined that the dry cleaning operations resulted in levels of PCE and other related chemicals in the soils beneath the site. The presence of these chemicals limit the ability to reoccupy the building and/or redevelop the property.

At the request of Hicks, the City submitted a Brownfield Remediation Program grant application for Fairfield Cleaners in 2022. ODOD awarded the project with a grant of \$1,050,000. Substantial remediation activities have been undertaken, removing more than 90% of environmental contaminants from the site. Additional scope has been identified to complete the remediation work and the administrative steps required to comply with Ohio Environmental Protection Agency (“OEPA”) standards. OEPA and ODOD advised Hicks and the City to pursue additional funding in the upcoming funding round.

If awarded funding in the next round, the funds will complete the required remediation work and allow for the preparation of a No Further Action (“NFA”) letter from a certified professional which will result in a Covenant Not to Sue (“CNS”) from OEPA. Receipt of a CNS provides comfort to future owners or occupants that a property is safe for reuse. Applications will be competitively evaluated by ODOD using a scoring system to evaluate economic merit, project readiness, and documented local support.

Approval of the ordinance will 1) authorize submission of a Brownfield Remediation Program application for Fairfield Cleaners and 2) authorize the City Manager to send a letter documenting local support for the application by the City of Fairfield.

Financial Impact:

The grant funding and property owner will bear the costs of the brownfield remediation activities. The city is only expected to incur minor administrative costs and will benefit long-term through the productive reuse of the property, resulting in future property and income tax revenues.

Emergency Provision:

Yes - Emergency approval is requested to ensure the application is submitted prior to state deadlines.

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. Brownfield Remediation Program Guidelines_2025
2. BROWNFIELD REMEDIATION-ORD



Brownfield Remediation Program

Fiscal Year 2026 Program Guidelines

The Brownfield Remediation Program awards grants for the remediation of brownfield sites throughout Ohio and priority investment area eligible projects, to assist in the remediation of hazardous substances or petroleum at industrial, commercial, or institutional properties. Remediation includes acquisition of a brownfield, demolition performed at a brownfield, and the installation or upgrade of the minimum amount of infrastructure necessary to make a brownfield site operational for economic development activity. Remediation also includes demolition and infrastructure development costs at the brownfield project site.

These program guidelines expand on statutory terms and requirements included in Ohio Revised Code (ORC) 122.6511 and 122.6512, as amended by House Bill 96 (HB96).

Availability of Funding

HB96 authorized an additional \$200 million in funds through the state biennium budget bill for Fiscal Years (FY) 2026-2027.

For FY 2026, \$88 million will be available, with \$1 million reserved for applicants in each of Ohio's 88 counties. If the \$1 million county reserved funds are not obligated by June 30, 2026, these unclaimed funds will become available to eligible projects anywhere in the state in the FY 27 funding round. In FY 2027, approximately \$109 million will become available for eligible projects. Development anticipates opening the FY 2027 statewide application in the spring of 2026 with awards anticipated after July 1, 2026.

Development will utilize a merit-based selection process that takes the following criteria into consideration:

1. Economic merit of the project to the county, surrounding counties, and state.
2. Ensuring that projects are awarded in different regions of the state.
3. Readiness of the project to begin upon notification of award.
4. Local support of the proposed project.

Development will utilize 2.5% of total funding for administrative purposes.

Key Dates

Application Date

Fiscal Year 2026 applications will open at 10 a.m. Nov. 12. Applications must be submitted by 5 p.m. Dec. 5.

Grant Performance Periods

FY 2026: July 1, 2025

FY 2027: July 1, 2026

Grant agreements will expire one year after announcement date.

Eligible Applicants

Only a Lead Entity, as defined herein and in Ohio Revised Code Section 122.6511(A)(2), may be eligible to receive funding through the Brownfield Remediation Program.

“Lead Entity” (aka an applicant) includes a county, township, municipal corporation, port authority, conservancy district, park district or other similar park authority, county land reutilization corporation, or organization for profit.

Entities that caused or contributed to the contamination of the property cannot be an applicant or eligible partner. If the entity that caused or contributed to the contamination is the property owner, a purchase agreement transferring the property to the applicant or non-liaible third party must be included in the application. Property transfer must occur within 60 days of grant award. Failure to do so may result in forfeiture of grant award.

Subrecipient Agreement

The applicant must enter into a subrecipient agreement with any known entities that may carry out activities supported by the grant award and will have responsibility for programmatic decision making. A subrecipient agreement is required to be submitted with the application if the applicant intends to work with other recipients that will receive grant money through the applicant.

The subrecipient agreement must include, at a minimum, the following: provisions for adherence to program guidelines, a statement of work, records and reports, budget (including budget justification) and balances, compliance with federal and state laws, and suspension and termination provisions.

Eligible Properties

Properties are only eligible if they meet the definition of a brownfield or are a Priority Investment Area eligible project.

Brownfield

A "brownfield" is defined as an abandoned, idled, or under-used industrial, commercial, or institutional property where expansion or redevelopment is complicated by known or potential releases of hazardous substances or petroleum. The contamination to be remediated is required at the subsurface level, unless remediation is needed to gain access to the subsurface contamination (i.e. building demolition) in order to contain the contaminant (i.e. asbestos abatement). If no known or potential releases of hazardous substances or petroleum are identified by a Phase I property assessment, but a building or structure with documented asbestos is present, the property is eligible to prevent a future release during planned demolition or renovation activities.

The applicant must specify which applicable remediation program they intend to comply with/achieve i.e. Voluntary Action Program (VAP), Bureau of Underground Storage Tank Removal (BUSTR), Resource Conservation and Recovery Act (RCRA).

Properties that contain more than one parcel are eligible to apply as one property. The parcels must be contiguous. Parcels separated only by a street, alley or railroad track are considered contiguous. Additional parcels must meet the eligibility criteria outlined above.

All project sites must be fully assessed for all contamination prior to application. An asbestos survey needs to be completed and included in an application if any demolition is intended to occur on the property.

The applicant must demonstrate that it possesses all necessary legal access to the property to complete the project. If the property or any portions of the property are subject to a lease agreement, the application must include a copy of the lease agreement or other agreement that provides the applicant with legal access to complete the project. In order to be considered an eligible property, applicants must submit documentation evidencing ownership or access to the property at the time of application submission.

Priority Investment Area

A site designated as a Priority Investment Area, pursuant to Ohio Revised Code Section 122.161, is eligible to apply.

Please note further details can be found at the [Priority Investment Area webpage](#).

Grant Categories

Applicants may apply for funds for “Assessment” or for “Remediation”.

“Assessment” is defined as a phase I and phase II property assessment BUSTR TIER I/II assessments, RCRA assessments, and an asbestos abatement survey conducted in accordance with applicable remedial program laws and regulations. The maximum award available for assessment costs is \$300,000.

“Remediation” is defined as any action to contain, remove, or dispose of hazardous substances or petroleum at a brownfield. This includes the acquisition (limited to 10% of the total request, not to exceed the county auditor property value) of a brownfield, demolition performed at a brownfield and the installation or upgrade of the minimum amount of infrastructure that is necessary to make a brownfield operational for economic development activity. "Remediation" also includes demolition and infrastructure development costs at the brownfield site. The maximum award available for remediation costs is \$1 million in FY 2026.

Eligible Costs

Cost Category	
General Administrative Costs	<ul style="list-style-type: none"> • General Management and Oversight of Program • Technical Support Services • Contractor pre-qualification • Spec-writing and bid preparation • Contract preparation • Evaluation and Monitoring • Invoice processing/payment • Preparation of Program Disbursement Requests • Report Preparation • State Audit(s) • Other expenses approved on a case-by-case basis by Development
Assessments (Eligible costs for assessment grants only. Assessment costs may only be used as match for remediation projects.)	<ul style="list-style-type: none"> • Environmental assessments, including a Phase I or Phase II, BUSTR TIER I/II assessments, RCRA assessments, and an asbestos abatement survey conducted in accordance with applicable remedial program laws and regulations • Contract preparation and review by third-parties • Architectural/engineering fees, including cost estimates, bid specifications, and job progress inspections • Bid advertisements for vendors

	<ul style="list-style-type: none"> • Other expenses approved on a case-by-case basis by Development
Acquisition	<ul style="list-style-type: none"> • No more than 10% of the total request, not to exceed the county auditor property value.
Demolition	<ul style="list-style-type: none"> • Removal and disposal of asbestos • Removal and disposal of other hazardous materials • Demolition of buildings including disposal, backfill, compaction • Clearance of structures and improvements (trees, shrubs, poles, porch piers, patios, fireplaces, fences, barriers, walls, driveways, aprons, service walks, parking lots, light poles, smokestacks, signage, etc.) • Equipment purchases or rentals, such as safety fencing, erosion control silt socks, portlets, etc. • Demolition and Infrastructure development costs • Regulatory permit and inspection fees • Documented, labor, material, or equipment costs • Other expenses approved on a case-by-case basis by Development
Infrastructure	<ul style="list-style-type: none"> • Minimum amount of on-site infrastructure necessary to make a brownfield operational for economic development activity. • Demolition and infrastructure development costs • Infrastructure can include, but is not limited to, costs related to: <ul style="list-style-type: none"> • Water • Sewer • Electric • Gas • Broadband
Remediation	<ul style="list-style-type: none"> • Costs related to the remediation or cleanup on a brownfield site • Engineering controls. For projects that use engineering controls as the sole remedy, justification is required. OAC 3745-300-01. (3) "Engineering control" is any structure, system, or barrier, which is protective of human health, safety, and the environment, that effectively and reliably eliminates or mitigates human or important ecological resource exposure to hazardous substances or petroleum on, underlying, or emanating from a property.

	<ul style="list-style-type: none"> • Costs associated with the crafting and submittal of a “No Further Action Letter,” or fee for a “Covenant Not to Sue,” or other submittal for regulatory review. • Equipment purchases or rentals, such as safety fencing, erosion control silt socks, portlets, etc.
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- For Priority Investment Area Projects, please see Section 122.6511(A)(6) of the Revised Code.
- Administrative costs shall not exceed a maximum of 10% of the total request; Administrative costs must adhere to all uniform cost guidance.
- Costs related to employing a certified professional are eligible. Applicants will comply with the provisions of ORC Sections 4115.03 to 4115.16, inclusive, as applicable, with respect to the payment of state prevailing wages for all mechanics and laborers employed in construction work financed with grant funds. For questions on Ohio’s Prevailing Wage Law, applicants must consult the Department of Commerce’s Bureau of Wage and Hour Administration to receive a determination.

Total project awards are determined at Development’s discretion.

Ineligible Costs

- Administrative costs related to application preparation and legal counsel related to the application or project implementation.
- Costs incurred prior to the grant agreement begin date.
- Costs related to site clearance (i.e. clearing, grubbing, removing solid waste).
- Payment of delinquent utility costs.

Matching Funds

For all awards made in the FY 2026 program year, match is not required. The availability and utilization of match on a project may result in a more favorable project for funding. Ineligible costs cannot be used as match funds.

Sources of Match

Acceptable sources of match funds may include local government, state government, federal government and for-profit or nonprofit entities.

For the purposes of this program, future in-kind costs can be considered as an eligible expense for match. For FY 2026, eligible expenses that were incurred on or after July 1, 2023, may be used as match. For FY 2027, eligible expenses that were incurred on or after July 1, 2024 may be used as match.

Application Evaluation Criteria

For FY 2026 and FY 2027 Development will utilize a merit-based selection process in the Brownfield Remediation Program. The economic impact of the project to the applicant's county, region and Ohio will be reviewed to ensure geographic distribution of projects across the state. A project's readiness will be evaluated to determine the project's merit as well. This will entail review of the project plans, zoning, permitting and other pre-site work documentation that will demonstrate the maturity of the project. Local support for the proposed project is important and will be evaluated as well. In determining an award, Development will prioritize projects that will yield the best return on investment for the state.

Additionally, applications that do not provide the following information will be considered incomplete and not eligible for funding.

Applications must provide the following information:

1. Proof of access and site control.
2. Project site environmental assessment.
3. Applicant has clean hands and did not contribute to the contamination of the site.
4. Remediation plan.
5. Specific clean up standard identified.

Applicants shall submit one application per project site. Upon submission of a complete application, the applicant will receive an email from Development confirming that the application has been received. Submission of an application does not ensure the applicant will be awarded funds.

Economic merit of the project to the county, surrounding counties, and state

This criterion evaluates the extent to which the proposed project will generate measurable economic benefits, including employment impacts, leveraged private investment, and increased tax revenues. Proposals should demonstrate how the project will stimulate growth beyond the immediate site, positively impacting the surrounding counties and contributing to the state's broader economic goals. Supporting documentation may include economic impact analyses, market studies, executed development agreements, and projected fiscal benefits.

Ensuring that projects are awarded in different regions of the state

To promote equitable economic development, this criterion ensures geographic diversity in project selection. HB96 provides for \$1 million in reserved funds for each of Ohio’s 88 counties. If the \$1 million county reserved funds are not obligated by July 1, 2026, these unclaimed funds will become available to all eligible projects anywhere in the state in the FY 2027 funding round. In FY 2027 approximately \$109 million will become available for eligible statewide projects.

Applicants should identify the location of the project and highlight how it addresses specific regional needs.

Readiness of the project to begin upon notification of award

This criterion assesses the project’s readiness to commence work immediately following an award. Applicants should provide evidence such as completed planning, secured site control, approved permits, and/or matched financing. Projects demonstrating “shovel-ready” status are prioritized to ensure timely expenditure of funds and quicker realization of economic benefits. A clearly defined timeline and list of pre-development milestones, including funding commitments to meet total development costs, and signed project contracts are all metrics that will be used to determine the readiness of projects to proceed upon notification of award.

Local support of the proposed project

This criterion measures the level of commitment from local governments, community organizations, economic development entities, and residents. Letters of support, public meeting summaries, and local resolutions should be included to illustrate broad-based backing. Evidence of partnerships or local matching funds can further demonstrate alignment with community priorities and readiness for implementation.

Application Process

Each of Ohio’s 88 counties will have \$1 million in reserved funding through June 30, 2026. An application must be received in order to claim these funds. If an application to fully claim a county’s set-aside funding is not received in the initial application period, or is incomplete, additional time may be requested to complete an application in order to claim set-aside funding prior to the FY 2027 application period.

Lead Entities must submit an application for each project.

Awards will be given until funds are depleted. Awarded projects should commence activities within the quarter of receiving a fully executed agreement. Funds may be reallocated for projects that cannot comply.

To access the application, individuals will be required to login using an existing OH|ID or create a new OH|ID, which provides users with secure access to state of Ohio services and programs. For more information on creating an OH|ID, please click [here](#). Please note that Chrome is the preferred web browser when making the online application submission.

Applicants will be asked a series of eligibility-based questions on the first page of the application. Any applicant that cannot provide an eligible project will not be able to apply for funding and will not be able to continue to the remaining portions of the application.

Project award selection is at the discretion of Development.

Eligible applicants will be required to provide the following on each application:

- Federal Employer Identification Number (FEIN)
- Application type: assessment or cleanup/remediation
- Applicant contact information (indicate a primary contact and authorized signatory role)
- Project name
- Name of property owner (if not applicant)
- Project address
- County(ies) to be served
 - If more than one county, indicate primary county
- Priority Investment Area Status
- Confirmation that applicant has access to the property
- Description of current ownership access
- Indicate if the Median Household Income for the area is less than the state-wide average
- Indicate if the community unemployment rate is greater than the current state-wide average
- Indicate any other economically distressed criteria impacting the community served
- Project history
- Verification of site as a brownfield
- Confirmation applicant did not cause or contribute to contamination on the site
- Confirmation of full site assessment if applying for remediation funding
- Number of vacant structures
- Number of occupied structures
- Current conditions of structures
- Description of known or potential project impediments including VAP program eligibility.
- Identification of previous Brownfield Remediation Program awards for the site
- Information on property boundaries
 - Identify if property boundaries are governed by a regulatory program other than VAP
- Description of demolition and/or cleanup activities proposed
- Project readiness including start and end date and project timeline
- Description of the redevelopment activities planned
 - Specify which applicable remediation program(s) the project intends to comply with/achieve
- Property acreage
- Economic development benefits to the community

- Number of anticipated new jobs
- Number of anticipated jobs retained
- Total project costs
- Total requested amount
- Required Documentation
 - Supporting resolution, ordinance, or letter of support
 - Photos of the site
 - Survey or plat map
 - Priority Investment Area resolution or ordinance
 - Relevant approval verification of these documents from Development
 - Access or purchase agreement
 - Subrecipient agreements
 - Clean hands affidavit
 - Environmental assessment reports (Phase I, Phase II, Asbestos assessments, etc.)
 - Project match documentation
 - Remediation plans that must detail the planned activities for cleanup. This must include cost estimates provided by a Certified Professional or engineer and must match the PACE. Please provide cost estimates or point out where they are in the application.
 - Engineering or planning documents
 - Project Assumption and Cost Estimate (PACE)
 - Match documentation
- Additional Supporting Documentation
 - Reports and analysis substantiating economic merit of the project
 - Economic Impact Analysis
 - Investment Commitment Letters
 - Pro Forma Financials
 - Market Impact Study
 - Letters of Intent from future business tenants
 - Housing Development
 - Housing Needs and Community Impact Analysis
 - Environmental Impact Statement

Reimbursement Requests

Upon execution of a grant agreement, Development will provide access to a disbursement request portal. An Ohio Supplier ID is required for disbursement. If the eligible applicant does not currently have an Ohio Supplier ID, the entity will be required to register for an Ohio Supplier ID at OhioPays.ohio.gov. Lead Entities will only be able to receive an award once a valid Ohio Supplier ID matching the FEIN/SSN provided in the application has been obtained and is verified by Development. Lead Entities that need assistance obtaining an Ohio Supplier ID or need to make changes to an existing Ohio Supplier ID should visit OhioPays.ohio.gov.

Lead Entities may submit one reimbursement request per month through the Reimbursement Request Tool for the Brownfield Remediation Program grant. In no event shall a request for payment be submitted to obtain funds for activities until the applicable grant conditions, if any, have been satisfied. Failure to comply with this provision and the procedures as outlined in the reimbursement manual, the grant agreement, or all applicable laws, may result in delayed payments or the suspension of the applicable award. Such an action will be rescinded upon satisfactory proof that the conditions and procedures are satisfied. Supporting documentation must be provided to receive a reimbursement of funds. Supporting documentation may include contracts, invoices, proof of proper disposal of waste and asbestos containing materials, timesheets, etc. Development may request additional documentation in support of the reasonable and necessary costs.

If the entity is requesting funds for costs not yet paid, a rationale must be provided for the upfront payment. Documentation demonstrating the amount of the requested costs (i.e., signed contract) must be provided before Development will determine if those costs can be reimbursed. Approval of upfront payments may be limited to 20% of the total grant amount. Grantees will be required to show proof payment for expenses paid with the advance of grant funds within 60 days of the advance payment by Development.

Please ensure all submitted invoices are dated.

Reporting

If awarded, grantees must submit quarterly progress reports and a final performance report. Quarterly report due dates:

- Quarter 1 is due April 21
- Quarter 2 is due July 21
- Quarter 3 is Oct. 21
- Quarter 4 is due Jan. 21 of the next calendar year

Final Performance Report and Project Deliverables

If a project is awarded a grant, certain project deliverables are required before closeout. Documentation of these deliverables depends on the type of award and project scope; therefore, grantees may not be required to provide everything listed below. Development may request additional documentation as is reasonable and necessary to demonstrate project completion. These deliverables should be included in the final report as applicable.

Assessment Grants:

- a) Asbestos Survey
- b) VAP Phase I/II
- c) BUSTR Tier I/II
- d) RCRA assessments
- e) Other applicable standards documentation as approved by Development.

Remediation Grants:

- a) VAP No Further Action Letter (NFA)
- b) Covenant Not to Sue
- c) Updated Phase II with confirmation sampling
- d) RCRA corrective action
- e) Asbestos Compliance Form
- f) Other applicable standards documentation as approved by Development.

Updates to Program Guidelines

Changes and/or corrections to any part of the program guidelines may be made at any time and will be provided by Development to awarded grantees and/or posted on Development's website. Development reserves the right to make exceptions to these guidelines on a case-by-case basis for any reason.

Indemnification

Unless otherwise exempted by law, any Lead Entity and subrecipient shall indemnify and hold harmless the State of Ohio and the Ohio Department of Development, including its agents, officers, and employees against any and all claims, liabilities, and costs for any personal injury or property damage, or other damages that may arise out of or in connection with the Lead Entity's or subrecipient's performance of a contract.

Definitions

"Assessment" is defined as a phase I and phase II property assessment BUSTR TIER I/II assessments, RCRA assessments, and an asbestos abatement survey conducted in accordance with applicable remedial program laws and regulations. The maximum award available for assessment costs is \$300,000.

"Remediation" is defined as any action to contain, remove, or dispose of hazardous substances or petroleum at a brownfield. This includes the acquisition (limited to 10% of the total request, not to exceed the county auditor property value) of a brownfield, demolition performed at a brownfield and the installation or upgrade of the minimum amount of infrastructure that is necessary to make a brownfield operational for economic development activity. Remediation also includes demolition and infrastructure development costs. The maximum award available for cleanup/remediation costs is \$10 million.

The term "brownfield" means an abandoned, idled, or under-used industrial, commercial, or institutional property where expansion or redevelopment is complicated by known or potential releases of hazardous substances or petroleum.

"Lead Entity" means a county, township, municipal corporation, port authority, conservancy district, park district or other similar park authority, county land reutilization corporation, or organization for profit.

"County land reutilization corporation" has the same meaning as in section 1724.01 of the Revised Code.

"Priority investment area eligible project" means some or all of the following activities necessary or conducive for generating, transporting, storing, or transmitting electricity at the site of a brownfield or former coal mine located in a priority investment area designated under section 122.161 of the Revised Code:

- (a) Environmental or cultural resource site assessments;
- (b) The monitoring, remediation, cleanup, or containment of land to remove any condition or substance regulated by state or federal environmental laws or regulations, including hazardous substances, hazardous wastes, solid wastes, or petroleum;
- (c) The demolition and removal of existing structures, grading, or other site work necessary to make a site or certain real property that includes a brownfield or former coal mine usable for economic development;
- (d) The development of a remediation and reuse plan;
- (e) The development or operation of a site for energy generation or battery storage

ORDINANCE NO. _____

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO SUBMIT AN APPLICATION TO THE OHIO DEPARTMENT OF DEVELOPMENT'S BROWNFIELD REMEDIATION PROGRAM FOR ENVIRONMENTAL REMEDIATION ACTIVITIES AT FORMER FAIRFIELD CLEANERS PROPERTY AT 1099 MAGIE AVENUE, AND AUTHORIZING THE CITY MANAGER TO SEND A LETTER DOCUMENTING LOCAL SUPPORT FOR THE APPLICATION BY THE CITY OF FAIRFIELD, OHIO AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to submit an application to the Ohio Department of Development's Brownfield Remediation Program for environmental remediation activities at former Fairfield Cleaners property at 1099 Magie Avenue, and authorizing the City Manager to send a letter documenting local support for the application by the City of Fairfield, Ohio in accordance with the application on file in the office of the City Manager.

Section 2. This Ordinance is hereby declared to be an emergency measure necessary for the urgent benefit and protection of the City and its inhabitants for the reason that the application must be submitted prior to state deadlines; wherefore, this ordinance shall take effect immediately upon its passage.

Passed	_____	_____
	-	-
		Mayor's Approval
Posted	_____	
	-	
First Reading	_____	Rules Suspended _____
	-	-
Second Reading	_____	Emergency _____
	-	-
Third Reading	_____	
	-	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

ACTIVE CLIENTS\CITY OF FAIRFIELD\ORDINANCES\2025\BROWNFIELD REMEDIATION-ORD

Clerk of Council



City Council Communication
Regular Meeting - November 10, 2025

Submitted by: Nathaniel Kaelin, Economic Development Manager
 Department: Development Services

Subject:

Town Center Signage Installation

Legislation Title:

Ordinance to authorize the City Manager to execute a contract with Tri-State Signs Inc. for the construction and installation of signage for the Town Center.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this ordinance.

Discussion:

Fairfield's Town Center area, the cluster of business and civic uses surrounding the crossroads of Pleasant Avenue and Nilles Road, has been a development focus for several decades. In 1993, Fairfield City Council adopted the Town Center Development Plan which outlined strategies to develop a unique "sense of place" through streetscaping, landscaping, design guidelines, and zoning. Subsequent private development, public investment, and planning efforts have continued to build upon these strategies resulting in quality redevelopment and new additions such as the Village Green Park area.

Despite these efforts, staff has recognized that the Town Center area is not consistently recognized by name or function within the community. In 2020, the City released new branding including a new Fairfield logo and brand colors. As staff explored the need to update signage throughout the Town Center to reflect the new branding, it became apparent that a larger review of signage and branding within the Town Center was necessary.

In December 2023, Fairfield City Council authorized the Fairfield Town Center Placemaking Strategy project. Designing Local, a Columbus planning firm, was engaged to lead the work, which involved development of strategies to enhance the vibrancy of the Town Center through wayfinding and signage, connectivity improvements, placemaking elements, infill development, and other strategies.

The Placemaking Strategy was completed in 2024 and staff began working with Designing Local to complete the design work necessary to begin implementation of several of the signage recommendations. Designing Local developed conceptual designs for an initial signage package which includes gateway signs at the entrances to the Town Center, monument signs at municipal facilities, and replacement wayfinding signs. The designs were presented to Fairfield City Council during a briefing in May 2025.

Staff released an RFP this summer for companies to respond with interest to provide shop drawings, construction, and installation of the signs. Final construction drawings and estimates were then completed by Tri-State Signs, a vendor that has worked with the city on previous projects including the Riegert Square Revitalization Project.

Approval of this ordinance authorizes a contract with Tri-State Signs to construct and install the Town Center Sign Package. The package includes the following signs:

- Four (4) gateway signs:
 1. Pleasant Avenue (south) – near Municipal Building
 2. Pleasant Avenue (north) – near Pleasant Run Creek
 3. Nilles Road (east) – near Pleasant Run Creek
 4. Nilles Road (west) – near River Road intersection

- Two (2) monument signs
 1. Municipal Building
 2. Municipal Annex

- Three (3) wayfinding signs
 1. Pleasant Avenue at Wessel (southbound)
 2. Pleasant Avenue at Wessel (northbound)
 3. Wessel Drive at police/courts driveway

The new signage is consistent with the City’s Town Center Revitalization Strategic Initiative, which seeks to enhance the vitality of Fairfield’s Town Center as a resident destination and desirable business location through investment in public assets, strategic properties and/or business investments, and quality programming.

Financial Impact:

The City budgeted for Town Center Placemaking within the 2025 CIP budget. The total quoted price from Tri-State Signs is \$189,626. Staff proposes to use \$100,000 from the North Town Center TIF and \$89,626 from the Transformative Economic Development (TED) Fund.

Emergency Provision:

No

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. Town Center Signage Cost Break-Down
2. Town Center Signage Design
3. TRI-STATE SIGNS-ORD

Tri-State Signs Unlimited
 9077 Sutton Place
 Hamilton, OH 45011
 5139427446
 stevew@tri-statesigns.com

Quote



ADDRESS
City of Fairfield, Oh 5350 Pleasant Ave Fairfield, Ohio 45014

SHIP TO
City of Fairfield, Oh 5350 Pleasant Ave Fairfield, Ohio 45014

QUOTE #	DATE	EXPIRATION DATE
103213	10/22/2025	11/24/2025

CONTACT
 Nathaniel Kaelin

DESCRIPTION	QTY	RATE	AMOUNT
EXCAVATION/CONCRETE	1		\$48,813.96
LABOR TO BUILD	1		\$54,401.84
MATERIALS	1		\$67,630.56
INSTALLATION LABOR	1		\$16,819.64
Engineering Cost	1	1,460.00	1,460.00
Administrative / Cost per permit application / Qty (1) shown in column to right.	1	500.00	500.00

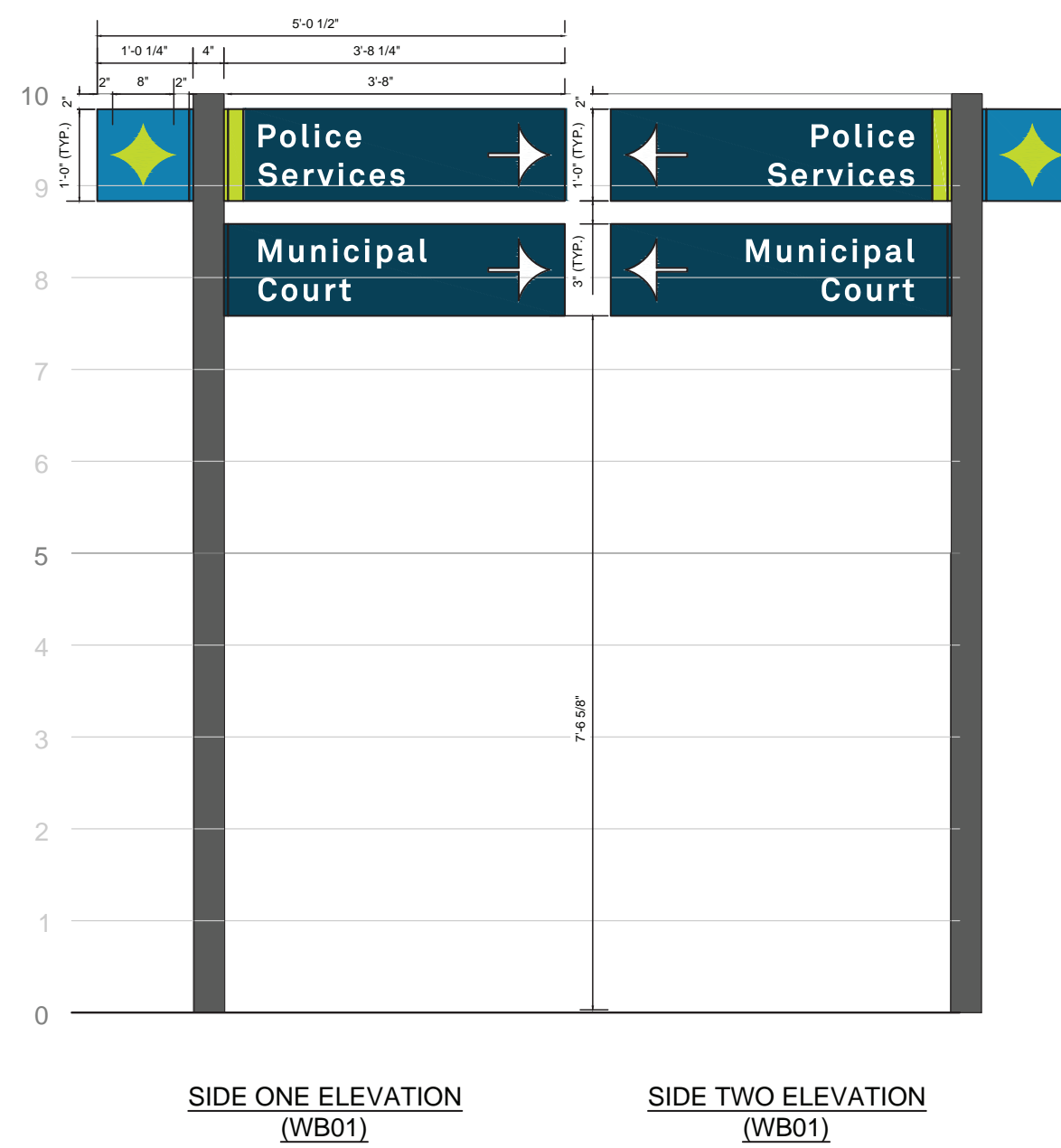
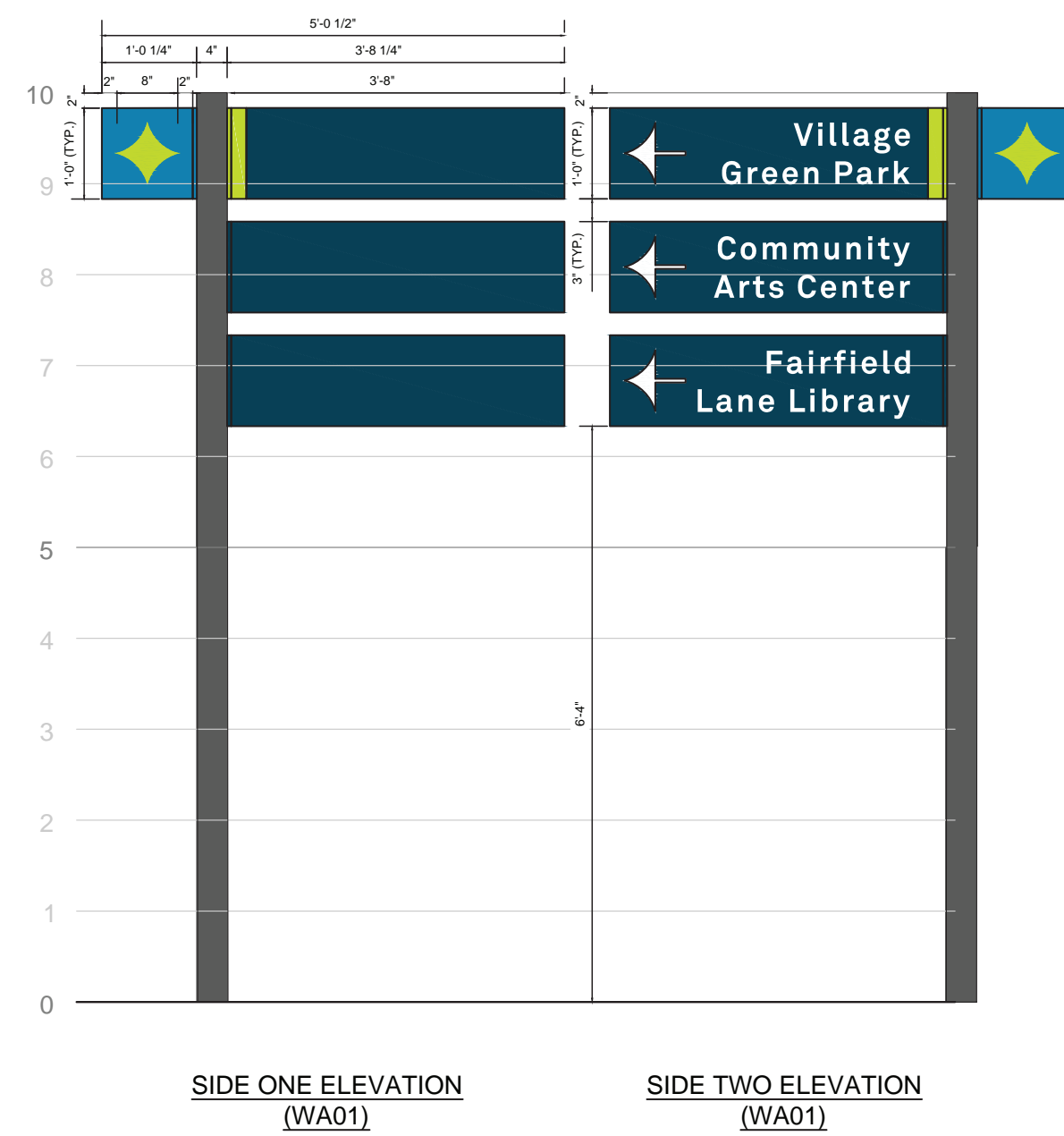
TERMS & CONDITIONS
 All signs are manufactured w/120 V components unless noted otherwise on drawings.
 The quoted price does not include sales tax, sign permits, engineering drawing, electrical permits and inspections. The aforementioned will be invoiced at cost plus a procurement fee and shall be paid by the buyer.
PLEASE SEE DRAWINGS FOR ADD'L SPECIFICATIONS.
 Tri-State Signs provides a 1 year labor warranty on and electrical components excluding lamps.
 A 50% Non-Refundable deposit is required on all projects before starting job and balance due upon installation of sign.
 All signs remain the property of Tri-State Signs until all monies have been paid in full. We accept cash, checks and most major credit cards. A 3% convenience fee will apply to all credit card transactions.
 Our installation date is an estimate only. We cannot be held liable for circumstances beyond our control.
 The electric must be to sign and to code for Tri-State Signs to make final connection.

SUBTOTAL	189,626.00
TAX (6.5%)	0.00
TOTAL	\$189,626.00

Accepted By

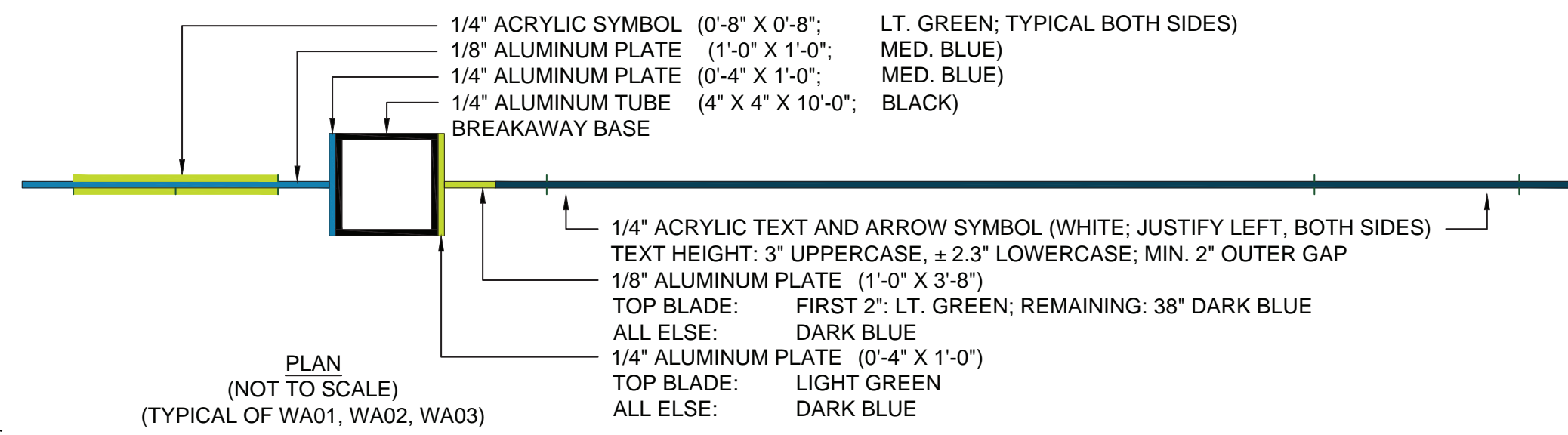
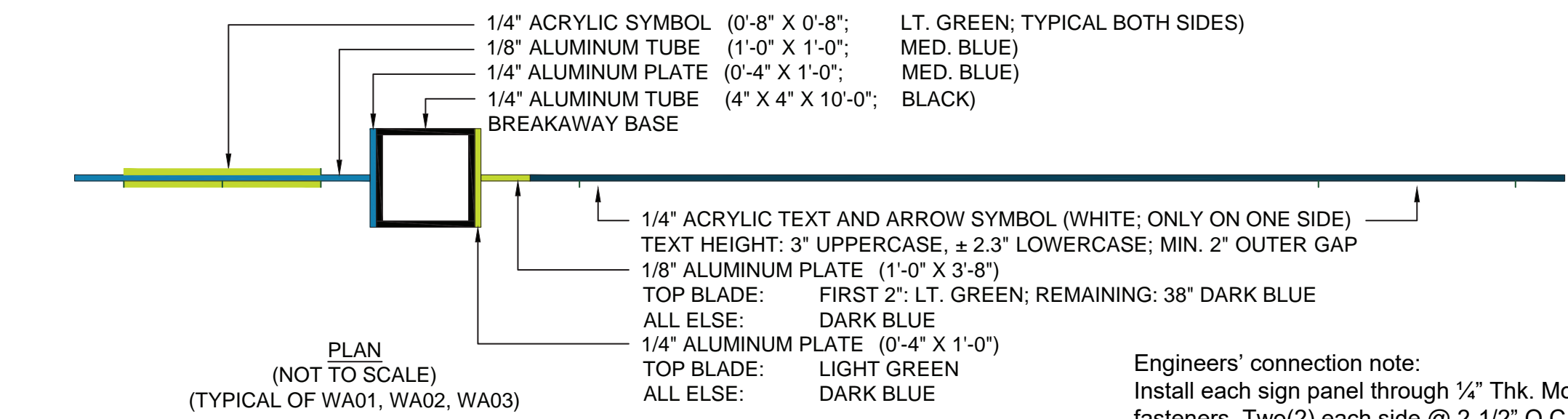
Accepted Date

ANY REVISIONS TO ESTIMATE WILL REQUIRE TRI-STATE TO SUBMIT A NEW ESTIMATE WITH CORRECTED PRICING AND INFORMATION FOR YOUR SIGNATURE.



COLOR 1: DARK BLUE	COLOR 2: MED. BLUE	COLOR 3: LT. BLUE	COLOR 4: DARK GREEN	COLOR 5: MED. GREEN	COLOR 6: LT. GREEN	COLOR 7: WHITE	COLOR 8: BLACK
RED: 3	RED: 3	RED: 78	RED: 3	RED: 62	RED: 191	RED: 255	RED: 0
GREEN: 64	GREEN: 128	GREEN: 189	GREEN: 131	GREEN: 186	GREEN: 255	GREEN: 255	GREEN: 0
BLUE: 86	BLUE: 176	BLUE: 226	BLUE: 38	BLUE: 85	BLUE: 51	BLUE: 255	BLUE: 0

2 COLOR SCHEME NTS

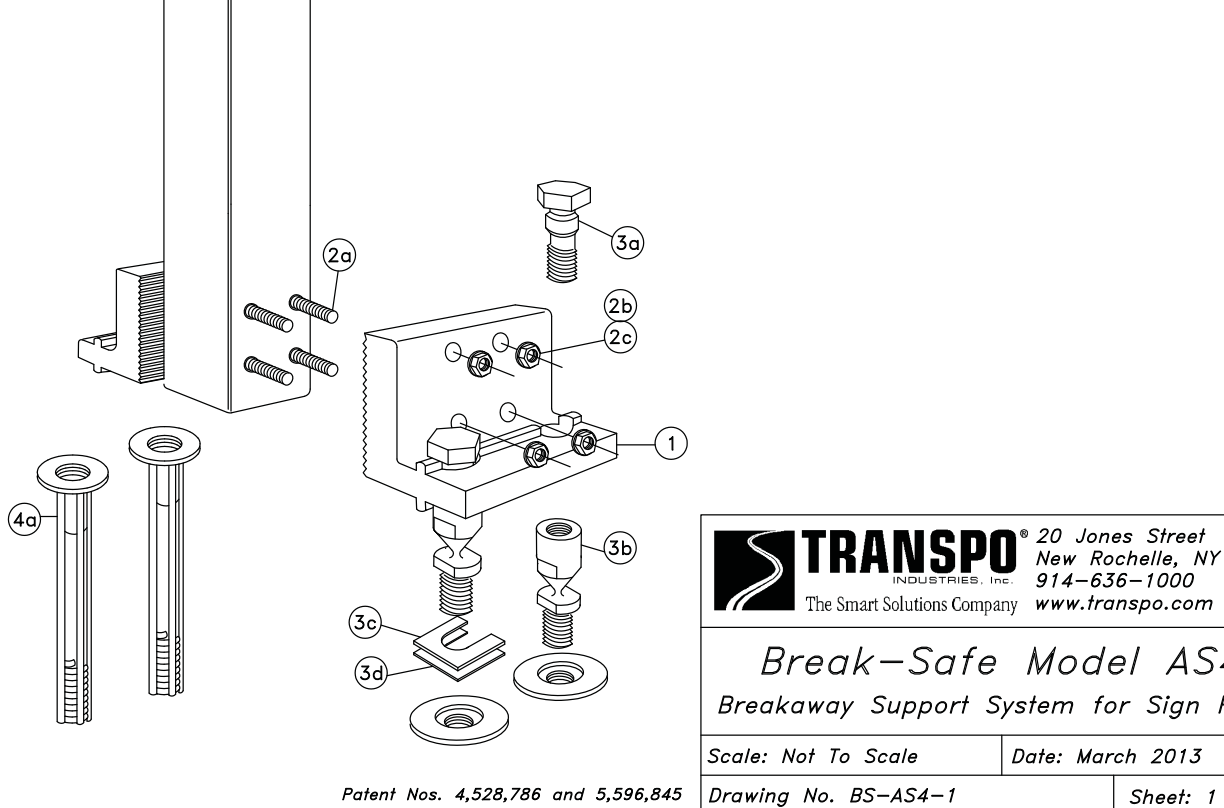


1 WAYFINDING SIGNS (WA01; WA02; WA03; WB04) NOT TO SCALE

ITEM	DESCRIPTION	SIZE/SPECIFICATIONS	QTY/POST	PART NUMBER
1	Bracket, Type AS4	6061-T6 Aluminum	2	SBMAS4*
2	Bracket Hardware Assembly, Type AS4, Includes:		1	
2a	Bolt	12.7mm(1/2")-13UNC, 13mm(1/2")-13UNC, Hex Head, ASTM A485, Galv. ASTM A153	4	
2b	LockWasher	12.7mm(1/2"), ANSI B18-21-1, Galv. ASTM A153	4	
2c	Nut	12.7mm(1/2")-13UNC, Heavy Hex, ASTM A563 Gr. DH, Galv. ASTM A153	4	
3	Coupling & Special Bolt Assembly, Type A, Includes:		1	SB-CALP
3a	Special Bolt	15.9mm(5/8")-11UNC, ASTM A485, Galv. ASTM A153/8895	4	
3b	Coupling	15.9mm(5/8")-11UNC, LF, AMS 63780, Galv. ASTM A153, Polyester Coat	4	
3c	Shim	15.9mm(5/8") Horseshoe, 14 Gauge, Galv. Steel Sheet	2	
3d	Shim	15.9mm(5/8") Horseshoe, 18 Gauge, Galv. Steel Sheet	2	
4	Anchor Assembly, Type A, Includes:		1	SBAAPK
4a	Anchor	15.9mm(5/8")-11UNC, 304 S.S. Ferrule, AISI 1038 Rod, AISI 1008 Coll	4	

GENERAL NOTES:

- Break-Safe meets all requirements of "AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals."
- Break-Safe Model AS4 is designed to fit 89 mm (3-1/2") and 102 mm (4") steel or aluminum square tube signposts.
- All hardware items are American Standard sizes, galvanized in accordance with ASTM A153 (not dipped) or ASTM 8895 (mechanically applied).
- Fasteners, except for special bolt and couplings, are installed with lockwashers, and do not have specific torque requirements. Fasteners should be secured as tight as possible with conventional wrenches, unless noted otherwise.
- Square-up and level individual components, particularly Anchors to minimize the need for shimming between the Couplings and Anchors.
- No more than two shims shall be placed under any one coupling. No more than three shims underneath any post or couplings.
- Refer to other side of page for complete installation instructions.



TRANSPO 20 Jones Street
New Rochelle, NY 10801
914-636-1000
www.transpo.com

Break-Safe Model AS4
Breakaway Support System for Sign Posts

Scale: Not To Scale Date: March 2013
Drawing No. BS-AS4-1 Sheet: 1 of 2

INSTALLATION INSTRUCTIONS

ANCHOR ASSEMBLY:
Note: Precise positioning of the anchors is critical to proper assembly of the system. It is recommended that actual posts be used to locate the correct position of the anchors.

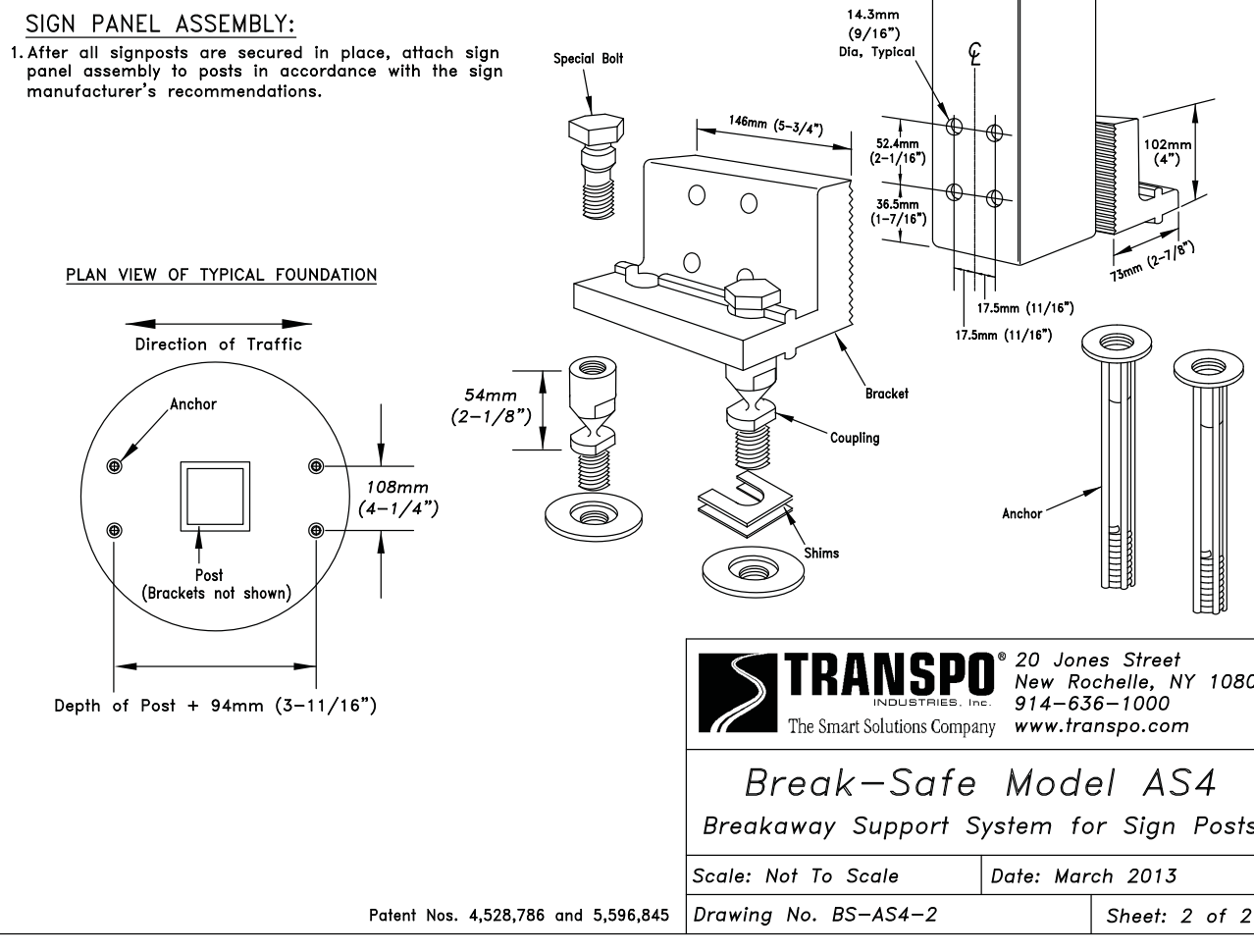
- Fabricate a flat, rigid template with four (4) 16mm (5/8") diameter holes located to match the specified anchor pattern of the Break-Safe Brackets attached to the signpost. See diagram below.
- Attach four (4) Transpo Type A Female Anchors to the template using four (4) 16mm (5/8") diameter bolts. Ensure that each Anchor Washer is snug against the bottom of the template.
- Lower Anchor Assembly into fresh concrete foundation, and vibrate into position such that the tops of the Anchor Washers are flush with the finished top surface of the foundation. Support the template such that all Anchors are level and in their proper locations.
- Allow concrete to cure, and then remove the bolts and template from the top of the foundation.

BRACKET ASSEMBLY:

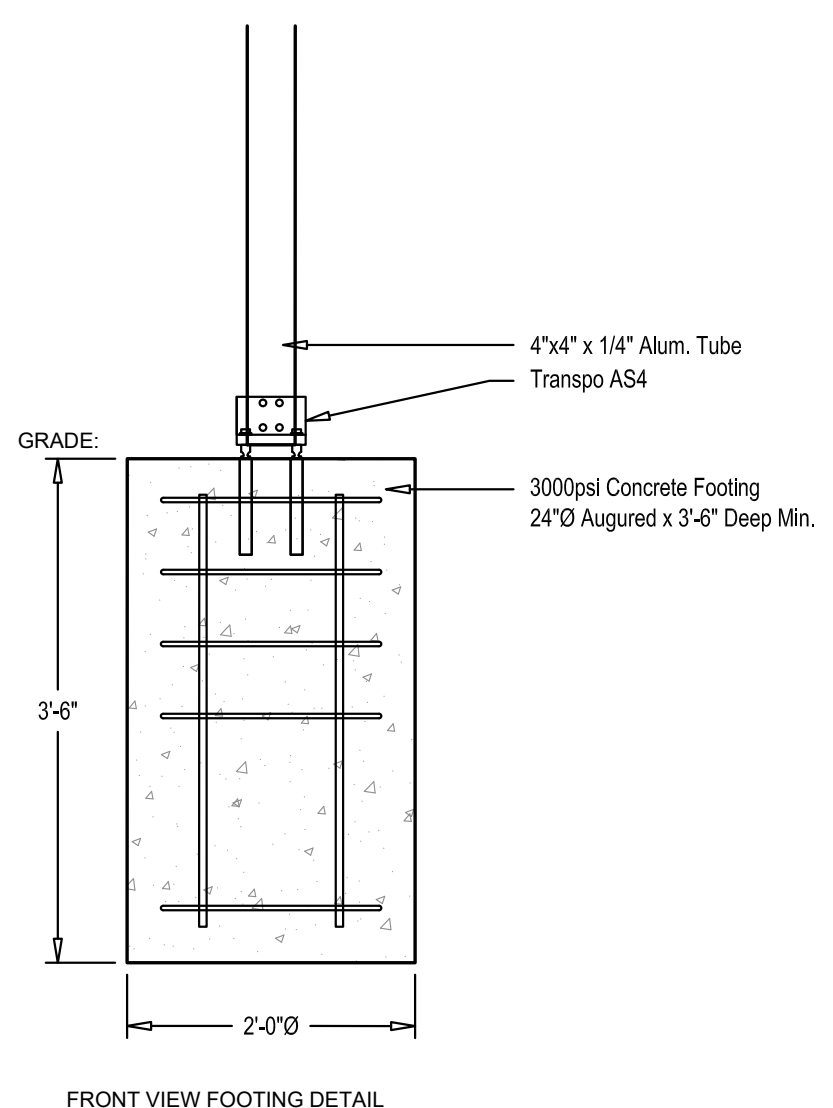
- Drill eight (8) 14.3mm (9/16") diameter holes in the bottom end of the post section as shown.
- Place Brackets squarely on outer surface of the post, and secure with bolts, lock washers, and nuts. Then, tighten all 1/2 turn beyond snug.

COUPLING ASSEMBLY:

- Thread four (4) Break-Safe Couplings into Anchors. Do not tighten.
- Suspend post assembly over foundation, insert Special Bolts through holes in the Brackets, and thread them snug into the Couplings.
- If post is not plumb, insert Shims (14g and/or 18g) between the Couplings and Anchors, where needed.
- Use lower wrench flats to tighten Couplings into Anchors as tight as possible using a conventional wrench. Do not use a pipe wrench. Couplings must be seated squarely.
- Tighten Special Bolts while holding Couplings by the upper wrench flats with an additional wrench to prevent an induced torque stress across the necked portion of the Coupling. All Special Bolts shall also be tightened as tight as possible using conventional wrenches.



Engineers Notes: (WA01, WA02, WA03 and WB01)
One(1) 4"x4"x 1/4" Alum. Tube with
Transpo Break-Safe Model Series AS4 installed per/manufacturer into
One(1) 24"Ø x 3'-6" Deep augured footing with rebar cage of
Four(4) #5 verticals inside #3RB Stirrups in 18"Ø Pattern @ 6" O.C. top 24" then @ 16" O.C. to bottom of footing.



DESIGN SPECIFICATIONS	
IBC 2021	with OH amendments
ASCE 7-16	2024 Ohio Building Code
ACI 318-19	Minimum Design Loads for Buildings & Other Structures
ANSI/AISC 360-16	Specification for Structural Steel Buildings

DESIGN LOADS	
Wind	V = 110 mph
Exposure	C
Risk Cat.	II
Grnd. Snow	Pg = 20 psf

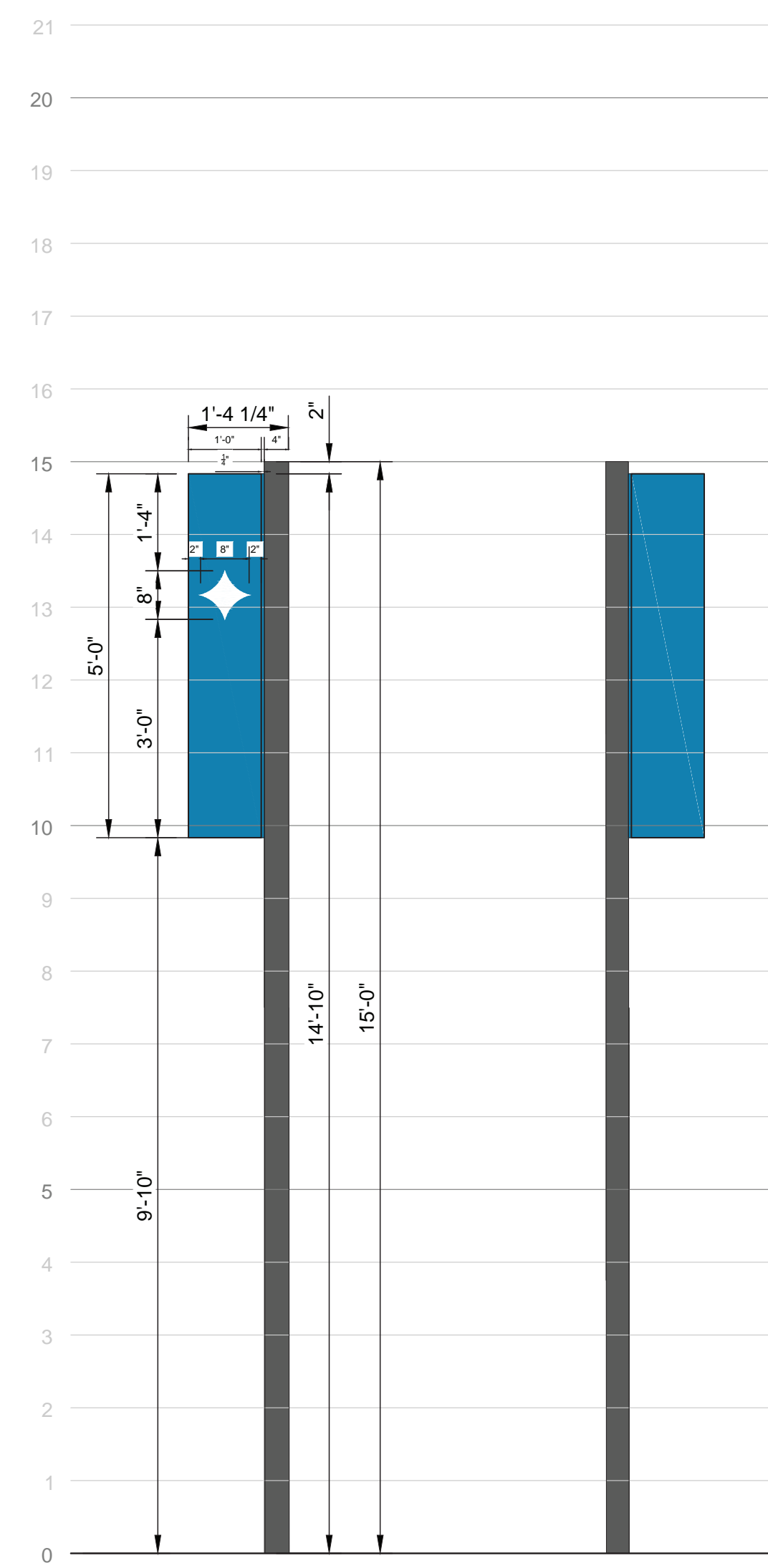
2399 N.34, A-2
MANSQUAN, NJ 08879
(973) 623-5149

MURDOCH
JERE MURDOCH
Professional Engineer
OH PE Lic. # PE.76569
Exp. 12/31/2025

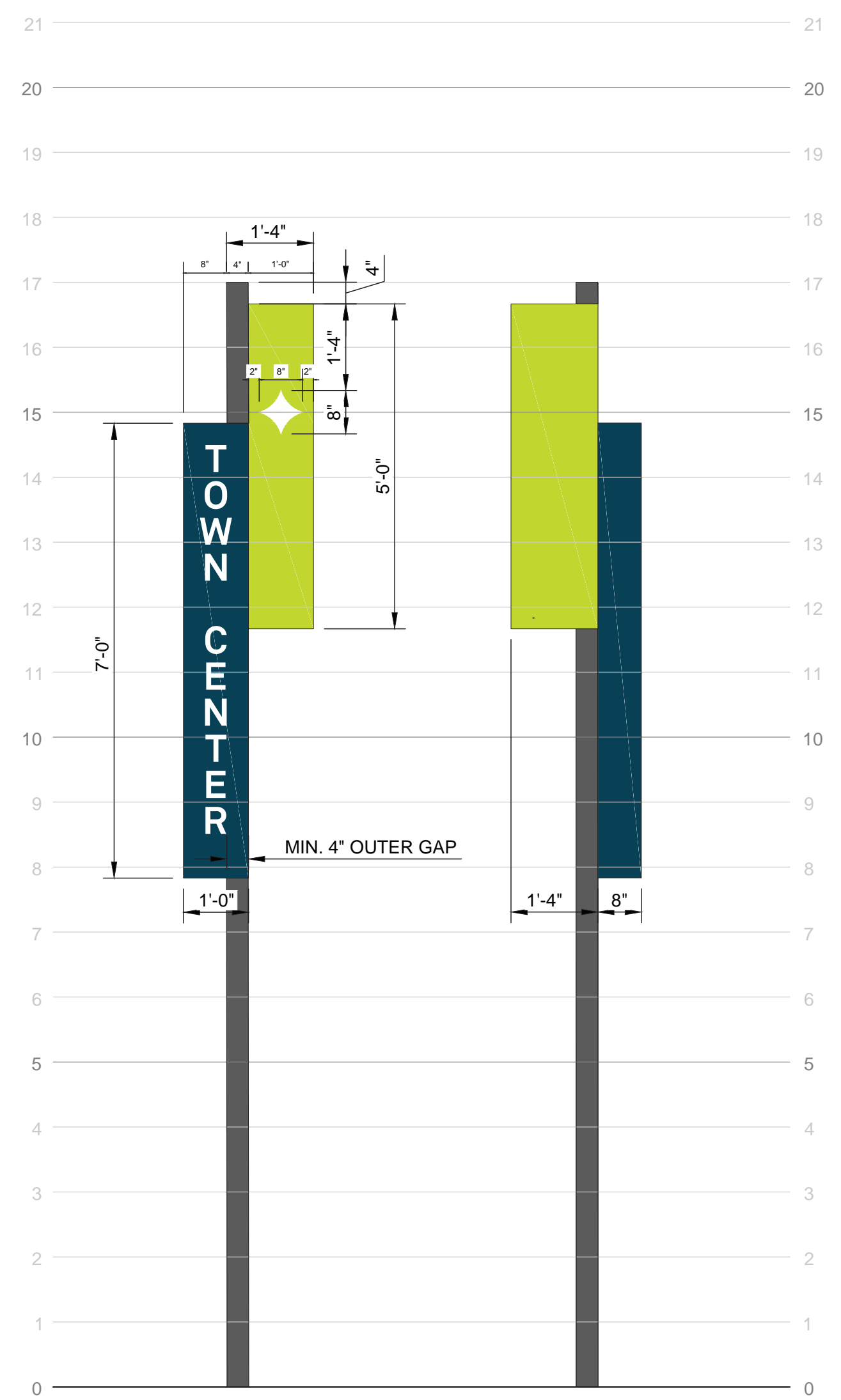
REGISTERED PROFESSIONAL ENGINEER

OHIO811.org
Before You Dig

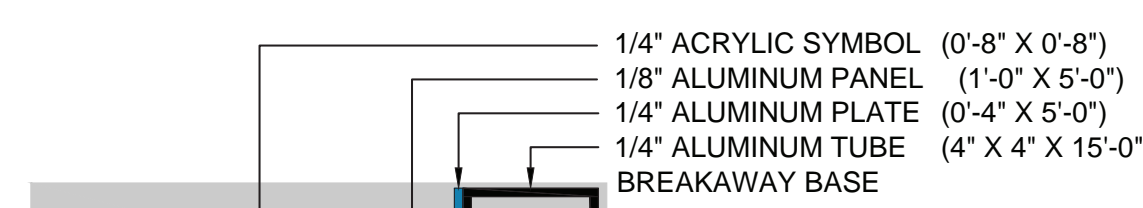
DESIGNING LOCAL LANDSCAPE ARCHITECTURE
OWNER: 30 EAST BROAD ST. COLUMBUS, OH 43215 614.883.7178



SIDE ONE ELEVATION
(ONLY USED IN GA01) SIDE TWO ELEVATION
(ONLY USED IN GA01)

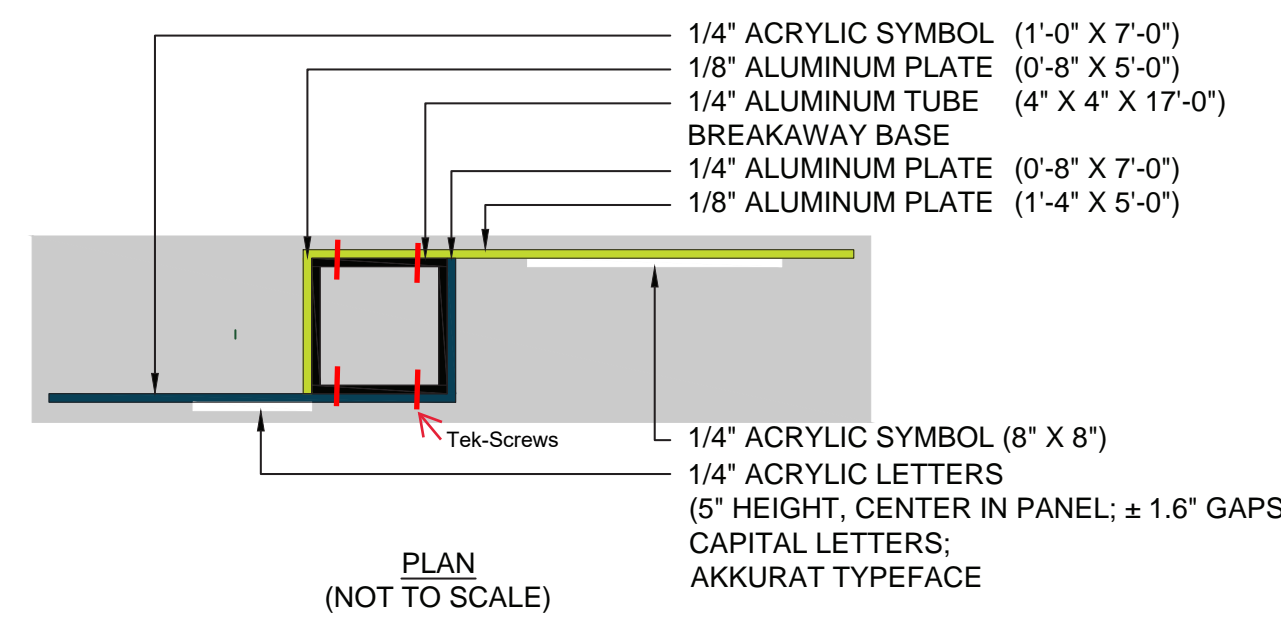


SIDE ONE ELEVATION
GB04 SIDE TWO ELEVATION



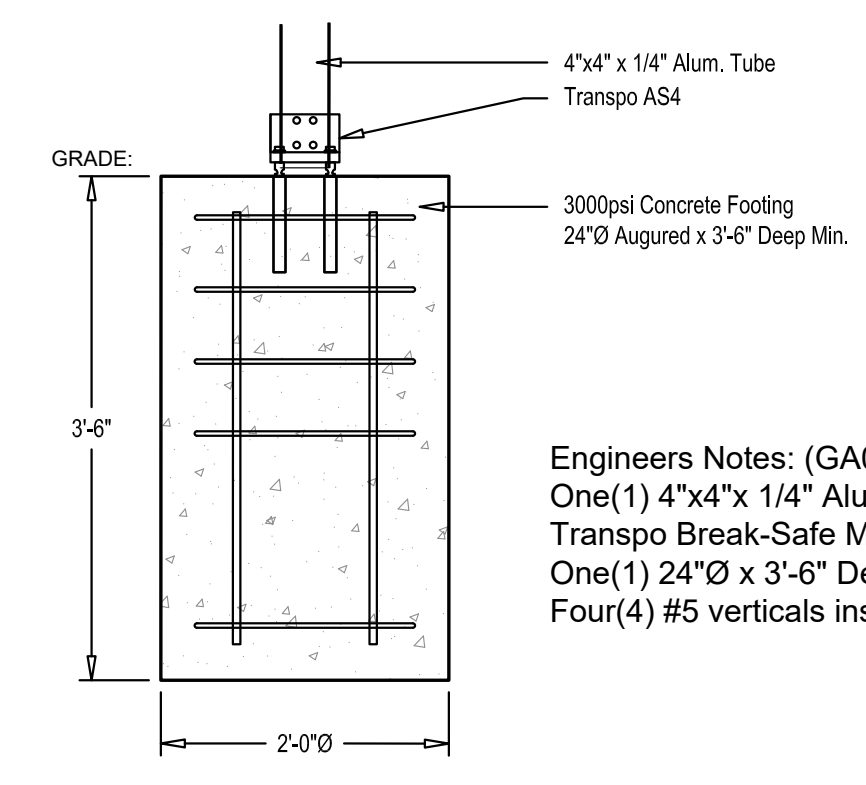
PLAN
(NOT TO SCALE)
(ONLY USED IN GA01)

Engineers' connection note:
* Sign GA01:
Install sign panel through 1/4" Thk. Mounting plate 4"x60" with Six(6) 1/4-20 DeWALT Alum-Flex fasteners. Three(3) each side @ 2-1/2" O.C. horizontal spacing into aluminum tube with full thread diameter embedment installed per/tec-guide. 1/8" Alum. Panels welded to 1/4" Thk. Mounting plates.
* Sign GB04:
Install sign panels through 1/8" panel front and back with Six(6) 1/4-20 DeWALT Alum-Flex fasteners. Three(3) each side @ 2-1/2" O.C. horizontal spacing into aluminum tube with full thread diameter embedment installed per/tec-guide. 1/8" Alum.



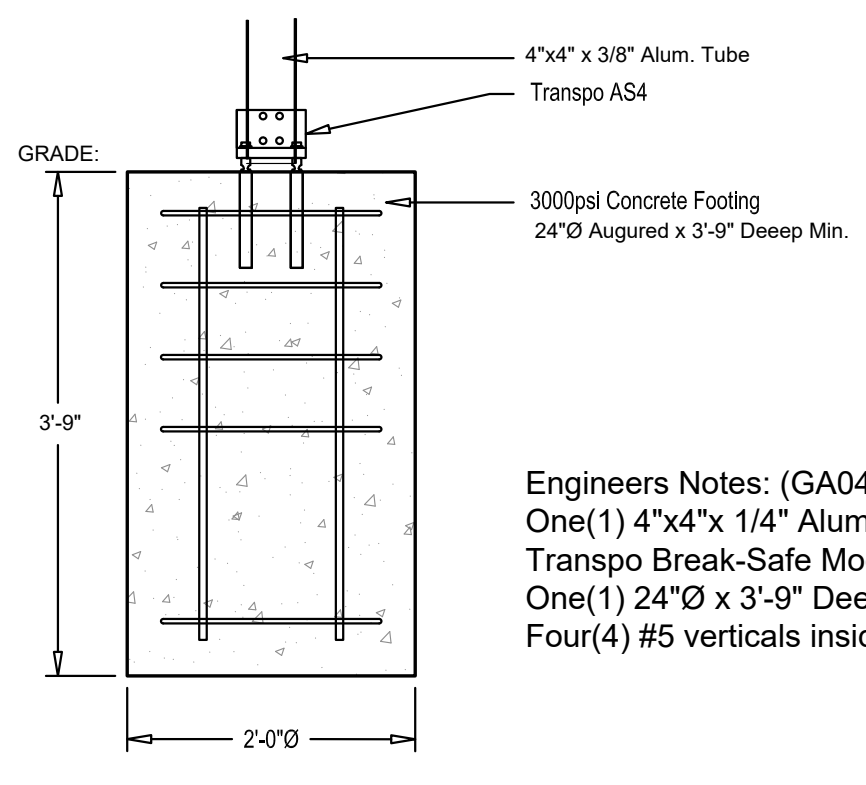
PLAN
(NOT TO SCALE)

1 MAJOR/MINOR GATEWAY CLUSTERS (GA01; GB04)
NOT TO SCALE



GA01 FRONT VIEW FOOTING DETAIL

Engineers Notes: (GA01)
One(1) 4"x4"x 1/4" Alum. Tube with Transpo Break-Safe Model Series AS4 (Ref: page 1) installed per/manufacture into
One(1) 24"Ø x 3'-6" Deep augured footing with rebar cage of
Four(4) #5 verticals inside #3RB Stirrups in 18"Ø Pattern @ 6" O.C. top 24" then @ 16" O.C. to bottom of footing.



GA04 FRONT VIEW FOOTING DETAIL

Engineers Notes: (GA04)
One(1) 4"x4"x 1/4" Alum. Tube with Transpo Break-Safe Model Series AS4 (Ref: page 1) installed per/manufacture into
One(1) 24"Ø x 3'-9" Deep augured footing with rebar cage of
Four(4) #5 verticals inside #3RB Stirrups in 18"Ø Pattern @ 6" O.C. top 24" then @ 16" O.C. to bottom of footing.

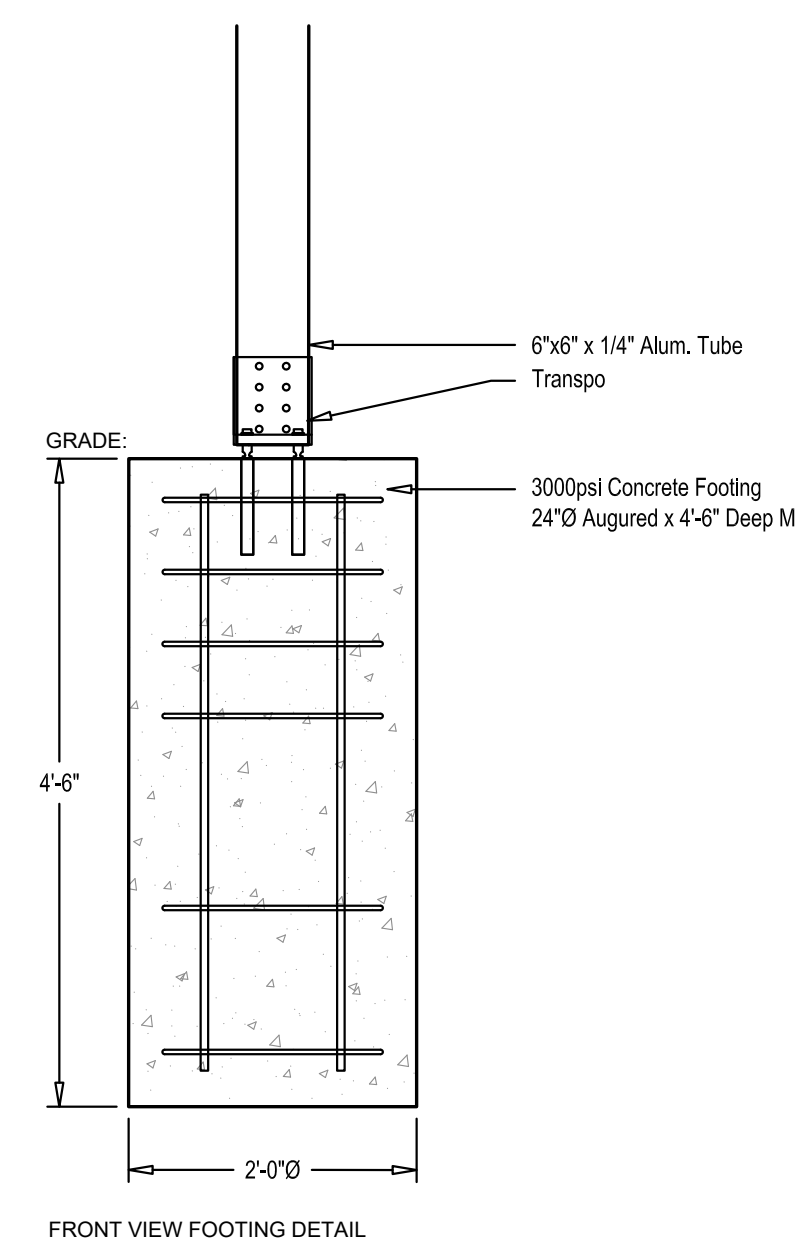
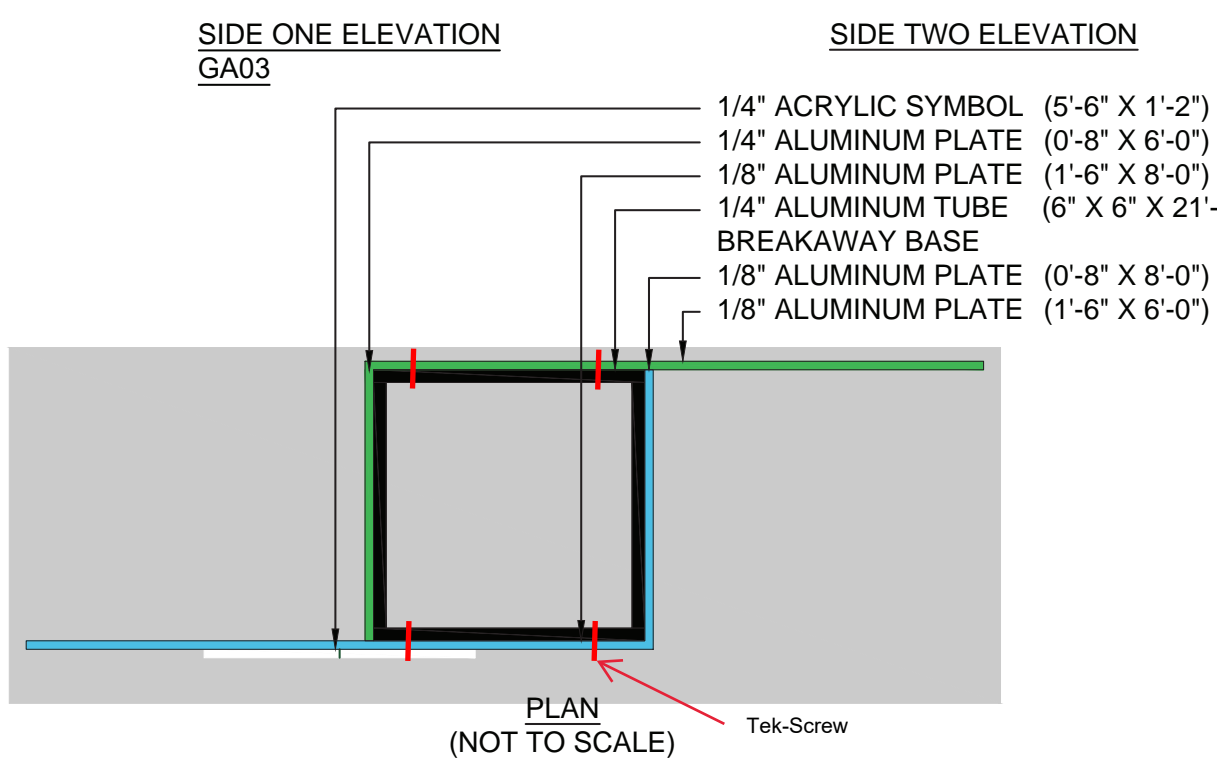
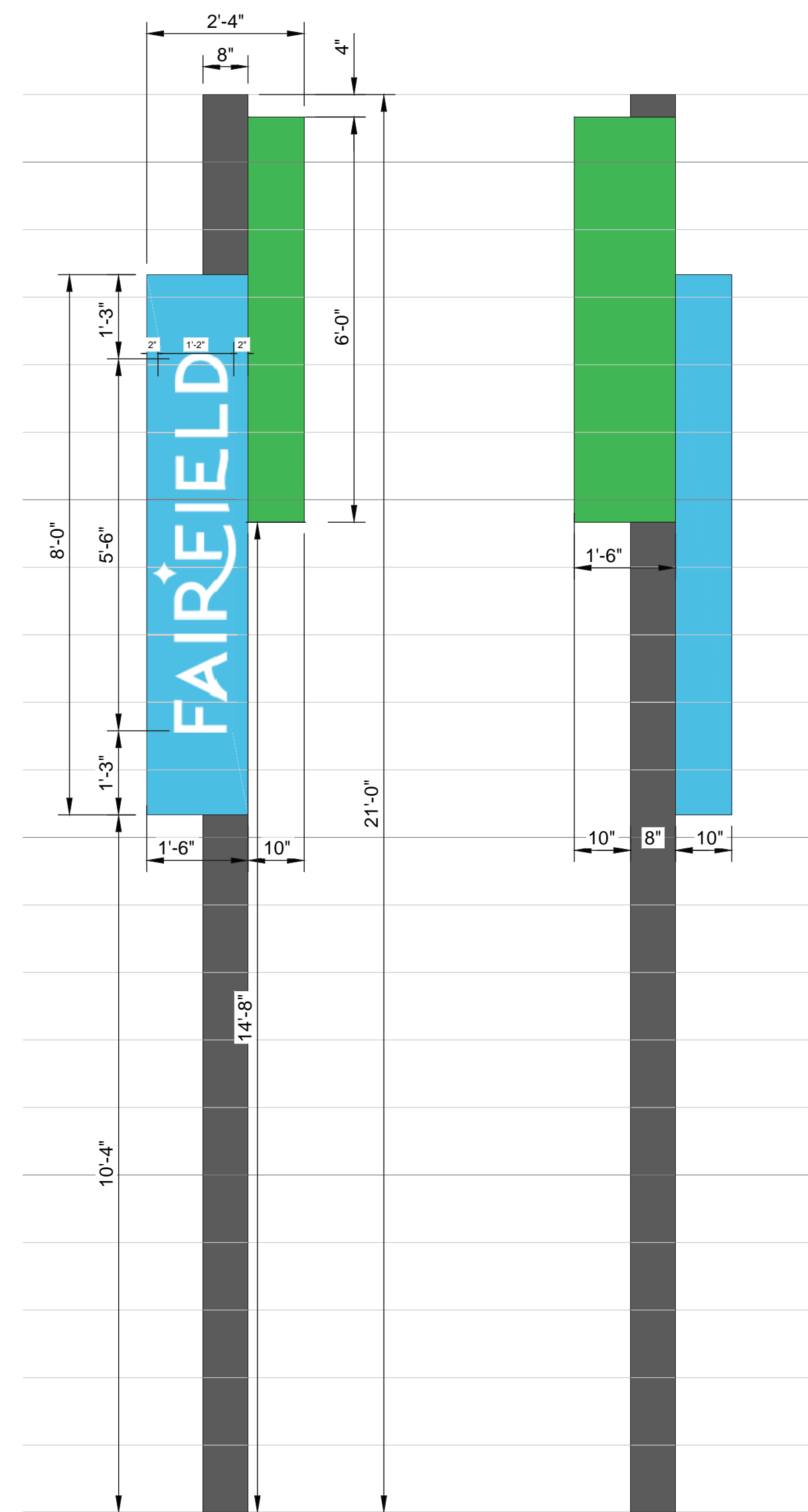
DESIGN SPECIFICATIONS	
IBC	2021 with OH amendments
2024 Ohio Building Code	
ASCE	7-16 Minimum Design Loads for Buildings & Other Structures
ACI	318-19 Building Code Requirements for Structural Concrete
ANSI/AISC	360-16 Specification for Structural Steel Buildings
DESIGN LOADS	
Wind	V = 110 mph
Exposure	C
Risk Cat.	II
Grnd. Snow	Pg = 20 psf

2399 N.34, A-2
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JERE MURDOCH
10/12/2025
Jere Murdoch, PE
Professional Engineer
OH Lic. # PE.76569
Exp. 12/31/2025

STATE OF OHIO
REGISTERED PROFESSIONAL ENGINEER
JERE MURDOCH
E-76569

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DESIGNING LOCAL LANDSCAPE ARCHITECTURE
OWNER: 30 EAST BROAD ST. COLUMBUS, OH 43215 614.893.7178



Engineers Notes: (GA03)
 One(1) 6"x6"x 1/4" Alum. Tube with
 Transpo Break-Safe Model Series B525 installed per/manufacturer into
 One(1) 24"Ø x 4'-6" Deep augured footing with rebar cage of
 Four(4) #5 verticals inside #3RB Stirrups in 18"Ø Pattern @ 6" O.C. top 24" then @ 16" O.C. to bottom of footing.

1 MAJOR/MINOR GATEWAY CLUSTERS (GB03)
 NOT TO SCALE

* Engineers connection Note: Sign GB03:
 Install sign panel 6'-0" Tall through 1/8" panel front and back with Six(6) 1/4-20 DeWALT Alum-Flex fasteners. Three(3) each side @ 4" O.C. horizontal spacing into aluminum tube with full thread diameter embedment installed per/tec-guides. 1/8" Alum. 8'-0" Tall panel provide Eight(4), Four(4) each side.

TRANSPO 20 Jones Street
 New Rochelle, NY 10801
 914-636-1000
 www.transpo.com

Break-Safe Model B525
 Breakaway Support System for Sign Posts
 5" & 6" Square Tube, Single Post

Scale: Not to Scale Date: March 2013
 Drawing No. BS-8525-STSP Sheet: 1 of 2

PARTS LIST

ITEM	DESCRIPTION	SIZE/SPECIFICATIONS	QTY/POST	PART NUMBER
1	Bracket, Type B525	6061-T6 Aluminum (see Bracket Selection Table for --Number)	2	SBM525 -1,-2,A-3*
2 Bracket Hardware Assembly, Type B525, Includes:				
2a	Bolt	12.7mm(1/2")-13UNCx3.5mm(2-1/2"), Hex Head, ASTM A325, Galv. ASTM A153	1	
2b	Bolt	12.7mm(1/2")-13UNCx9.5mm(2-3/4"), Hex Head, ASTM A325, Galv. ASTM A153	4	
2c	Bolt	12.7mm(1/2")-13UNCx7.5mm(2-1/4"), Hex Head, ASTM A325, Galv. ASTM A153	4	
2d	Cap Screw	12.7mm(1/2")-13UNCx3.7mm(1-1/4"), Hex Head, ASTM A307, Galv. ASTM A153	4	
2e	Lockwasher	12.7mm(1/2"), ANS1 918-21-1, Galv. ASTM A153	16	
2f	Nut	12.7mm(1/2")-13UNC, Heavy Hex, ASTM A563 Gr. 5B, Galv. ASTM A153	12	
3 Coupling & Special Bolt Assembly, Type B, Includes:				
3a	Special Bolt	25.4mm(1")-BUNC, ASTM A443, Galv. ASTM A153/B695	1	SB-CBLP
3b	Coupling	25.4mm(1")-BUNC, LP, AMS 43780, Galv. ASTM A153, Polyester Coat	4	
3c	Shim	25.4mm(1") Horseshoe, 14 Gauge, Galv. Steel Sheet	2	
3d	Shim	25.4mm(1") Horseshoe, 18 Gauge, Galv. Steel Sheet	2	
4 Anchor Assembly, Type B, Includes:				
4a	Anchor	25.4mm(1")-BUNC, 304 S.S. Ferrule, AISI 1038 Rod, AISI 1008 Coil	4	SBABPK

*Complete assembly includes line items 1-3

BRACKET SELECTION TABLE

Select correct Break-Safe bracket number from table, using 'L' value from the longest post. Use figure to the left to determine 'L'.

POST SIZE	BRACKET No. 1		BRACKET No. 2		BRACKET No. 3	
	Min. 'L'	Max. 'L'	Min. 'L'	Max. 'L'	Min. 'L'	Max. 'L'
127mm (5")	3.4m(11')	8.8m(29')	2.4m(8')	3.4m(11')	0	2.4m(8')
152mm (6")	3.6m(12')	8.8m(29')	2.7m(9')	3.6m(12')	0	2.7m(9')

GENERAL NOTES:

- Break-Safe meets all requirements of "ASTM D10 Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals".
- Break-Safe Model B525 is designed to fit 127mm (5") and 152mm (6") Square Tube sign posts.
- Select proper Bracket Number by referring to Bracket Selection Table.
- All hardware items are American Standard sizes, galvanized in accordance with ASTM A153 (hot dipped) or ASTM B695 (mechanically applied).
- Fasteners, except for special bolt and coupling, are installed with lockwashers, and do not have specific torque requirements. Fasteners should be secured as tight as possible with conventional wrenches, unless noted otherwise.
- Square-up and level individual components, particularly Anchors to minimize the need for shimming between the Couplings and Anchors.
- No more than three shims underneath any pair of couplings.
- No more than two shims shall be placed under any one coupling.
- Refer to other side of page for complete installation instructions.

PLAN VIEW OF TYPICAL FOUNDATION

Direction of Traffic

Anchor

Post (Brackets not shown)

A = 76mm (3")

B (Bracket No. 1) = Depth of Post + 202mm (8")
 B (Bracket No. 2) = Depth of Post + 202mm (8") + 1/8"
 B (Bracket No. 3) = Depth of Post + 207mm (8-3/16")

TRANSPO 20 Jones Street
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 914-636-1000
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Break-Safe Model B525
 5" & 6" Square Tube, Single Post

Scale: Not to Scale Date: March 2013
 Drawing No. BS-8525-STSP Sheet: 2 of 2

INSTALLATION INSTRUCTIONS

ANCHOR ASSEMBLY:

Note: Precise positioning of the anchors is critical to proper assembly of the system. It is recommended that actual posts be used to locate the correct position of the anchors.

- Determine proper Break-Safe Bracket Number from the Bracket Selection Table. All posts within a sign structure shall use the same Bracket Number, determined by the length of the longest post.
- Fabricate a flat, rigid template with four (4) 25mm (1") diameter holes located to match the specified anchor pattern of the Break-Safe Brackets attached to the signpost. See diagram below.
- Attach four (4) Transpo Type B Female Anchors to the template using four (4) 25mm (1") diameter bolts. Ensure that each Anchor Washer is flush against the bottom of the template.
- Lower anchor assembly into fresh concrete foundation, and vibrate into position such that the tops of the Anchor Washers are flush with the finished top surface of the foundation. Support the template such that all Anchors are level and in their proper locations.
- Allow concrete to cure, and then remove the bolts and template from the top of the foundation.

BRACKET ASSEMBLY:

- Drill sixteen (16) 14.3mm (9/16") diameter holes in the front & back of the bottom end of post section as shown.
- Place Brackets securely on outer surface of the post, and secure with bolts, lock washers, nuts, and cap screws. Then, tighten all 1/2 turn beyond snug.

COUPLING ASSEMBLY:

- Thread four (4) Break-Safe Couplings into Anchors. Do not tighten.
- Suspend post assembly over foundation, insert Special Bolts through holes in the Brackets, and thread them snug into the Couplings.
- If post is not plumb, insert Shims (14g and/or 18g) between the Couplings and Anchors, where needed.
- Use lower wrench flats to tighten Couplings into Anchors as tight as possible using a conventional wrench. Do not use a pipe wrench. Couplings must be seated squarely.
- Tighten Special Bolts while holding Couplings by the upper wrench flats with an additional wrench to prevent increased torque applied to the necked portion of the Coupling. All Special Bolts shall also be tightened as tight as possible using conventional wrenches.

SIGN PANEL ASSEMBLY:

Sign panels are secured in place, attach sign panel assembly to posts in accordance with the sign manufacturer's recommendations.

PLAN VIEW OF TYPICAL FOUNDATION

Direction of Traffic

Anchor

Post (Brackets not shown)

A = 76mm (3")

B (Bracket No. 1) = Depth of Post + 202mm (8")
 B (Bracket No. 2) = Depth of Post + 202mm (8") + 1/8"
 B (Bracket No. 3) = Depth of Post + 207mm (8-3/16")

GENERAL:

- ALL MATERIALS AND WORK SHALL CONFORM TO THE REQUIREMENTS OF THE APPLICABLE INTERNATIONAL BUILDING CODE (IBC).
- CONSTRUCTION METHODS AND PROJECT SAFETY: DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE AND DO NOT INDICATE METHODS, PROCEDURES, OR SEQUENCE OF CONSTRUCTION. TAKE NECESSARY PRECAUTIONS TO MAINTAIN AND ENSURE THE INTEGRITY OF THE STRUCTURE DURING CONSTRUCTION. THE EOR WILL NOT ENFORCE SAFETY MEASURES OR REGULATIONS. THE CONTRACTOR SHALL DESIGN, CONSTRUCT, AND MAINTAIN ALL SAFETY DEVICES AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE, AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS, AND REGULATIONS.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS AND SITE CONDITIONS PRIOR TO THE START OF CONSTRUCTION AND NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES OR INCONSISTENCIES THAT ARE FOUND. NOTED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. DO NOT SCALE DRAWINGS.
- ALL OMISSIONS AND/OR CONFLICTS BETWEEN THE VARIOUS ELEMENTS OF THE WORKING DRAWINGS AND SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER AND FIELD INSPECTOR. THE ENGINEER SHALL PROVIDE A SOLUTION PRIOR TO PROCEEDING WITH ANY WORK AFFECTED BY THE CONFLICT OR OMISSION.
- WHERE NO CONSTRUCTION DETAILS ARE SHOWN OR NOTED FOR ANY PART OF THE WORK, CONSTRUCT IN ACCORDANCE WITH THE STEEL CONSTRUCTION MANUAL, 14TH EDITION OR 2010 ALUMINUM DESIGN MANUAL.
- WHEN A DETAIL IS IDENTIFIED AS TYPICAL, THE CONTRACTOR IS TO APPLY THIS DETAIL IN ESTIMATING AND CONSTRUCTION TO EVERY LIKE CONDITION WHETHER OR NOT THE REFERENCE IS REPEATED IN EVERY INSTANCE.
- ANY CHANGE TO THE DESIGN AS SHOWN ON THE DRAWINGS REQUIRES PRIOR WRITTEN APPROVAL FROM DESIGN ENGINEER OR RECORD BEFORE CONSTRUCTION.
- WORK PERFORMED IN CONFLICT WITH THE STRUCTURAL DRAWINGS OR APPLICABLE BUILDING CODE REQUIREMENTS SHALL BE CORRECTED AT THE EXPENSE OF THE CONTRACTOR.
- VERIFICATION: VERIFY ALL DIMENSIONS, ELEVATIONS, AND SITE CONDITIONS BEFORE STARTING WORK. NOTIFY THE EOR IMMEDIATELY OF ANY DISCREPANCIES.

EXISTING CONDITIONS:

- IF EXISTING CONDITIONS ARE NOT AS DETAILED IN THIS DESIGN, THE INSTALLER SHALL CEASE WORK AND NOTIFY MURDOCH ENGINEERING IMMEDIATELY.
- MURDOCH ENGINEERING WILL NOT BE PERFORMING ON-SITE INSPECTIONS OR VERIFICATIONS. IT IS THE RESPONSIBILITY OF THE INSTALLER, STRUCTURE OWNER, AND PROPERTY OWNER TO IDENTIFY EXISTING CONDITIONS AND CONTACT MURDOCH ENGINEERING WITH ANY DISCREPANCIES OR CONCERNS.
- INSTALLER SHALL CONFIRM THE DIAMETERS AND THICKNESS OF EXISTING MEMBERS AND NOTIFY MURDOCH ENGINEERING OF ANY DISCREPANCIES.
- INSTALLER SHALL INSPECT AND CONFIRM THE QUALITY OF EXISTING STRUCTURE AS "IN GOOD REPAIR". IF THERE ARE ANY INDICATIONS THAT THIS IS NOT THE CASE, INSTALLER SHALL CEASE WORK IMMEDIATELY AND NOTIFY MURDOCH ENGINEERING.
- ANY EXISTING INFORMATION HAS BEEN FURNISHED BY THE PERSON(S) OR COMPANY THIS DOCUMENT WAS PREPARED FOR. [SEE TITLE BLOCK]. MURDOCH ENGINEERING IN NO WAY CERTIFIES THIS INFORMATION AS "AS-BUILT". IF THERE IS ANY REASON TO BELIEVE THE EXISTING CONDITIONS DETAILED HEREIN ARE NOT ACCURATE, MURDOCH ENGINEERING SHALL BE NOTIFIED IMMEDIATELY.

STEEL:

- STEEL SHAPES SHALL CONFORM TO THE FOLLOWING:

ROUND HSS	ASTM A500, GR B	Fy=42 KSI MIN.
SQUARE/RECT HSS	ASTM A500, GR B	Fy=46 KSI MIN.
THREADED ROD	ASTM A36	Fy=46 KSI MIN.
STEEL PLATE	ASTM A36 ASTM A53, GR B	Fy=36 KSI MIN.
STD. PIPE		Fy=35 KSI MIN.
- BOLTS SHALL CONFORM TO ASTM A307 UNF.
- BOLTS AND THREADED ROD SHALL BE HOT-DIP GALVANIZED PER ASTM F2329 UNF.
- ANCHOR BOLTS SHALL CONFORM TO ASTM F1554 UNF.
- NUTS SHALL CONFORM TO ASTM A563.
- WASHERS SHALL CONFORM TO ASTM F844.
- STEEL HARDWARE SHALL BE HOT-DIP GALVANIZED PER ASTM A153 UNF.
- WELDING:
 - WELD STRUCTURAL STEEL IN COMPLIANCE WITH ANSI/AWS D1.1 AND AISC SPECIFICATION, CHAPTER 1. WELDERS SHALL BE CERTIFIED AS REQUIRED BY GOVERNING CODE AUTHORITY. WELDING SHALL BE DONE BY ELECTRIC ARC PROCESS USING LOW-HYDROGEN ELECTRODES WITH SPECIFIED TENSILE STRENGTH NOT LESS THAN 70 KSI UNLESS NOTED OTHERWISE.
 - ALL SHOP AND FIELD WELDS SHALL BE PERFORMED BY AN AWS OR ICC CERTIFIED WELDER WITH ACTIVE STATUS AT TIME OF WELDING.
 - UNLESS A LARGER WELD SIZE IS INDICATED, PROVIDE MINIMUM WELD SIZES PER AISC SPECIFICATION, SECTION 12, TABLE 12.4.
 - BASE PLATES SHALL BE WELDED ON TOP AND BOTTOM WITH CONTINUOUS WELDS OF AT LEAST 1/4" (IF PLATE IS CUT TO FIT TUBE INTO PLATE)

CONCRETE & REINFORCEMENT

- MINIMUM 28-DAY COMPRESSIVE STRENGTH (f'c) SHALL BE 3,000 PSI. THE MINIMUM WATER TO CEMENT RATIO SHALL BE 0.45 BY WEIGHT. A MINIMUM OF 5-3/4 BAGS OF CEMENT SHALL BE USED PER CUBIC YARD WITH A SLUMP OF 4" +/- 1.
- REINFORCEMENT TO BE ASTM A615 GR 60, Fy=60 KSI UNF.
- CALCIUM CHLORIDE OR ACCELERATED CURE IS NOT PERMITTED.
- VIBRATION: ALL REINFORCED CONCRETE SHALL BE COMPACTED WITH MECHANICAL VIBRATORS.
- CONCRETE CONSTRUCTION SHALL BE IN ACCORDANCE WITH ACI 318-11.
- PROVIDE A MINIMUM OF 2-1/2" COVER OF ALL EMBEDDED STEEL REBAR AND A MINIMUM OF 6 INCHES OF COVER FOR DIRECT BURIED PIPE OR TUBE MEMBERS.

FOUNDATIONS

- CONCRETE POURED INTO CONSTRAINED EARTH EXCAVATIONS MUST CURE UNDER PROPER CONDITIONS FOR A MINIMUM OF 7 DAYS PRIOR TO SIGN BOX INSTALLATION. (EXCEPTION: IF THE OVERALL HEIGHT OF THE SIGN IS LESS THAN 20 FEET AND THE SIGN IS ADEQUATELY BRACED AGAINST WIND LOADS FOR A MINIMUM OF 4 DAYS, THE BOX MAY BE INSTALLED THE SAME DAY AS THE FOOTING IS POURED).
- FOOTINGS MUST BE POURED AGAINST UNDISTURBED EARTH. SOIL BACKFILL IS UNACCEPTABLE. WHEN A SONOTUBE IS USED AS THE FORM, CONCRETE SHALL BE USED TO BACKFILL THE SPACE BETWEEN THE SONOTUBE AND UNDISTURBED EARTH.
- COLD WEATHER PLACEMENT: PROTECT CONCRETE WORK FROM PHYSICAL DAMAGE OR REDUCED STRENGTH THAT COULD BE CAUSED BY FROST, FREEZING ACTIONS OR LOW TEMPERATURES. DO NOT POUR CONCRETE DURING OR WHEN FREEZING TEMPERATURES ARE ANTICIPATED WITHIN 3 DAYS OF POUR. POURING TO BE INSTALLED AT OR BELOW FROST LINE.
- REINFORCEMENT IS NOT REQUIRED FOR DIRECT BURIAL TYPE SIGN FOOTINGS FOR SIGNS OF 25 FEET OR LESS HEIGHT OR LESS, DIRECT BURIED STEEL SHALL EXTEND TO 6 INCHES FROM BOTTOM OF FOOTING.
- FOR ANCHOR BOLT/ BASE PLATE - SQUARE FOOTINGS, PROVIDE A MINIMUM OF #5 VERTICAL REBAR @ 12" O.C., 4" OFFSET FROM PERIMETER, TOP AND BOTTOM OF FOOTING. PROVIDE #3 HORIZONTAL TIES @ 12" O.C. UNLESS OTHERWISE NOTED.
- FOR ANCHOR BOLT/ BASE PLATE - ROUND FOOTINGS, PROVIDE A MINIMUM OF SIX (6) VERTICAL #5 REBARS, EVENLY SPACED, 4" OFFSET FROM FOOTING PERIMETER & #3 HORIZONTAL TIES, 12" O.C. UNLESS OTHERWISE NOTED.
- ANCHOR BOLTS SHALL BE TIED TO REBAR CAGE AT A MINIMUM OF TWO LOCATIONS PER ANCHOR BOLT.
- FOOTING DESIGN ASSUMES FOOTING SHALL BE EXCAVATED AND POURED IN UNDISTURBED NATURAL MATERIAL, CAPABLE OF WITHSTANDING A MINIMUM 1,500 PSF VERTICAL DESIGN BEARING PRESSURE AND 200 PSF/FT OF DEPTH OF LATERAL BEARING PRESSURE.
- IF CLAY, SILTY CLAY, ORGANIC OR FILL SOIL IS ENCOUNTERED UPON EXCAVATION, CONTACT MURDOCH ENGINEERING FOR FOOTING DESIGN MODIFICATION PRIOR TO CONSTRUCTION.
- PORTION OF STEEL SUPPORT EMBEDDED INTO CONCRETE SHALL NOT BE PAINTED. IT SHALL BE CLEAN BARE METAL FOR PROPER ADHESION TO CONCRETE.

SCOPE OF WORK:

LIMITS OF LIABILITY TO EXTEND ONLY TO THE QUANTITY INDICATED. ATTEMPTS IN PART OR IN WHOLE TO INSTALL GREATER QUANTITIES THAN THOSE SPECIFIED WITHOUT CONSULTING MURDOCH ENGINEERING SHALL VOID ALL PROFESSIONAL LIABILITY AND COVERAGE.

DESIGN SPECIFICATIONS

IBC	2021 with OH amendments
ASCE	7-16 Minimum Design Loads for Buildings & Other Structures
ACI	318-19 Building Code Requirements for Structural Concrete
ANSI/AISC	360-16 Specification for Structural Steel Buildings

DESIGN LOADS

Wind	V = 110 mph
Exposure	C
Risk Cat.	II
Gndl. Snow	Pg = 20 psf

2399 N. 34, A-2
 MANASSAS, VA 02078
 (973) 578-8215 x0

MURDOCH ENGINEERING
 JERE MURDOCH
 E-76509
 10/6/2025
 REGISTERED PROFESSIONAL ENGINEER

OHIO811.org
 Before You Dig

DESIGNING
ba
 LANDSCAPE ARCHITECTURE

LANDSCAPE ARCHITECT OF RECORD
 LANDSCAPE ARCHITECTURE
 30 EAST BROAD ST.
 COLUMBUS, OH 43216
 614.893.7178

ISSUE DATE
 Sign Schedule and
 Dimensional Documents
 September 16, 2025

TOWN CENTER
 SIGN STANDARDS

FAIRFIELD
 OHIO

CITY OF FAIRFIELD
 DEVELOPMENT SERVICES
 5300 PLEASANT AVENUE
 FAIRFIELD, OH 45014

SHEET TITLE
 GATEWAY CLUSTER SIGNS

SHEET NUMBER
 3 OF 3

ORDINANCE NO. _____

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH TRI-STATE SIGNS, INC. FOR THE CONSTRUCTION AND INSTALLATION OF SIGNAGE FOR THE TOWN CENTER.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to enter into a contract with Tri-State Signs, Inc. for the construction and installation of signage for the Town Center in accordance with the quote on file in the office of the City Manager.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed _____

Mayor's Approval _____

Posted _____

First Reading _____

Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council



City Council Communication
Regular Meeting - November 10, 2025

Submitted by: Alisha Wilson, Clerk of Council
Department: Clerk's Office

Subject:

El Patron Liquor Permit

Legislation Title:

Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of El Patron Bar & Grill CBPB LLC, El Patron/Fairfield, 20 Donald Drive, Fairfield, OH 45014 (Permit Class D5).

Recommendation:

It is recommended that City Council request, by simple motion, that no hearing be held on the liquor permit application in the name of El Patron Bar & Grill CBPB LLC, El Patron/Fairfield, 20 Donald Drive, Fairfield, OH 45014 (Permit Class D5).

Discussion:

The City of Fairfield is in receipt of an application from the Ohio Division of Liquor Control for a D5 permit for the above liquor permit applicant. Background checks from the Building and Zoning Division and Police Department are attached for Council and staff's review.

Financial Impact:

None

Emergency Provision:

NA

Rule Suspension Requested:

NA

ATTACHMENTS:

1. ElPatronLiquorPermit

**DEPARTMENTAL
CORRESPONDENCE**



TO: Steve Maynard, Police Chief

Greg Kathman, Development Services Director

FROM: Alisha Wilson, Clerk of Council

DATE: October 7, 2025

SUBJECT: REQUEST FOR BACKGROUND CHECK – LIQUOR PERMIT

Attached is a liquor permit application in the name of El Patron Bar & Grill CBPB LLC, El Patron/Fairfield, 20 Donald Drive, Fairfield, OH 45011 (Permit Classes: D5).

Please complete the necessary background check and submit your findings to me **no later than 11:00 AM on Monday, October 20** for the item to be added to Council's Regular Meeting agenda of Monday, October 27, 2025. If you are unable to meet this deadline, please let me know as soon as possible so I can request an extension.

Thank you for your assistance.

c: Scott Timmer, City Manager
File



NOTICE TO LEGISLATIVE AUTHORITY

TO

10008141-1 PERMIT NUMBER	NEW TYPE	EL PATRON BAR & GRILL CBPB LLC EL PATRON/ FAIRFIELD 20 DONALD DRIVE FAIRFIELD OH 45014 Muni/Village/Twp: Fairfield
ISSUE DATE		
8/29/2025 FILING DATE		
D-5 PERMIT CLASSES		
09011 TAX DISTRICT	JUN RECEIPT NO	

FROM 9/30/2025

PERMIT NUMBER	TYPE	
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	RECEIPT NO	

MAILED 9/30/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN 10/31/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN NEW 10008141-1 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [] IN OUR COUNTY SEAT [] IN COLUMBUS

WE DO NOT REQUEST A HEARING []

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)	(Title) - [] Clerk of County Commissioner [] Clerk of City Council [] Township Fiscal Officer	(Date)
-------------	--	--------

(Printed Name)	(Email Address)	(Telephone No.)
----------------	-----------------	-----------------

CLERK OF FAIRFIELD CITY COUNCIL
5350 PLEASANT AV
FAIRFIELD OH 45014



Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

FAX: (614) 644 – 3166
EMAIL: Liquordocs@com.ohio.gov
MAIL: Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit com.ohio.gov/liquorinfo. Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at com.ohio.gov/govhelp. Never miss out on when renewal objections are due! Sign-up for our emails at com.ohio.gov/stayinformed.

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 2.12.25)



DEPARTMENTAL CORRESPONDENCE

Date: 10/9/25

To: Alisha Wilson, Clerk of Council

From: Greg Kathman, Development Services Director

A handwritten signature in black ink, appearing to be "GK", is written over the name "Greg Kathman" in the "From" line.

Subject: Liquor Permit Application

The business located at 20 Donald Drive, in name El Patron Bar & Grill CBPB LLC, El Patron/Fairfield, 20 Donald Drive, Fairfield, OH 45014 is in the C-3, General Business District and is a permitted use as a restaurant. Should the applicant wish to operate this facility as a bar, lounge, tavern, entertainment venue, solely or in conjunction with the restaurant, Conditional Use approval must be secured through the Planning Commission.

20 Donald Dr.





October 28, 2025

Ohio Division of Liquor Control
6606 Tussing Road
PO Box 4005
Reynoldsburg, OH 43068-9005

RE: Liquor Permit No. 10008141-1

Dear Sir/Madam:

I am writing to request an extension on this liquor permit application. Background checks for this permit are still in process and we are unable to meet the October 31, 2025 deadline. Please let me know if you have any questions.

Sincerely,


Alisha Wilson
Clerk of Council

*Office of Mayor and City Council
5350 Pleasant Avenue, Fairfield, OH 45014
Phone: (513) 867-5383 Fax: (513) 867-5329
www.fairfield-city.org*

NAME OF ESTABLISHMENT El Patron Bar & Grill CBPB LLC
 ADDRESS dba El Patron Fairfield
20 Donald Drive
Fairfield, OH 45014

- | | YES | NO |
|---|--------------------------|-------------------------------------|
| 1. Is there a conviction record of the applicant, any partner, member, officer director, manager or any shareholder owning 5% or more of the capital stock, for felonies or other crimes relating to his ability to operate a liquor establishment? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Is there a prior unfavorable enforcement record of applicant and/or operation in disregard for laws, regulations or local ordinances? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Is there misrepresentation of material fact by applicant in making application to the Department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Is there an inability of law enforcement authorities and of authorized agents of the Department to gain ready entrance to the permit premise; or location of permit premise at such distance from the road or street as to be isolated from police or other observation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Will the place substantially and adversely interfere with the public decency, sobriety, peace, or good order of the neighborhood in which it is located? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Will the place substantially and adversely interfere with the normal orderly conduct of a church, library, public playground, school or township park? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will the granting or transferring of a permit substantially interfere with the morals, safety, or welfare of the public? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Will there be adverse effects of saturation of the area in relation to the number of existing permits, and will there be any adverse conditions in the area? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

REMARKS:


 Stephen B. Maynard
 Chief of Police

HEARING REQUESTED: Yes No

Date: October 22, 2025



City Council Communication
Regular Meeting - November 10, 2025

Submitted by: Adam Sackenheim, Assistant City Manager COO
 Department: Public Utilities

Subject:

Public Water Service Agreement with Cincinnati, Ohio

Legislation Title:

Resolution authorizing the City Manager to execute an agreement with the City of Cincinnati, Ohio for the purchase of water during emergency and non-emergency events, through existing water system interconnections.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

It is recommended that City Council pass a resolution authorizing the City Manager to execute an agreement with the City of Cincinnati, Ohio for the purchase of water during emergency and non-emergency events, through existing water system interconnections.

Discussion:

The City of Fairfield maintains public water supply interconnections with several neighboring public water systems that can be activated in the event of an emergency - such as a major water main break or major structure fire. Interconnections are one of the most essential components of a public water system for the purposes of system resiliency and redundancy. Interconnections can also be activated in non-emergency situations when authorized.

The City maintains two (2) water system interconnections with the Greater Cincinnati Water Works (GCWW). These interconnections have been in place for decades and remain critical to ensuring operational resiliency for the City's water utility. The City of Fairfield and the City of Cincinnati entered into an existing surplus water supply agreement in 2000, and that agreement expires December 31, 2025. Both parties are in agreement to enter into a new water supply agreement now - to extend the agreement for another twenty-five (25) years.

The attached 'Water Service Agreement' formalizes the authorized use of the water system interconnections by and between the City of Fairfield and the City of Cincinnati, and provides mechanisms to address notifications, water metering, water billing, and water quality.

Financial Impact:

Any charges associated with water use under this agreement will be paid from the Public Utilities Department operating budget.

Emergency Provision:

NO.

Rule Suspension Requested:

Yes.

ATTACHMENTS:

1. GCWW-Fairfield standby water contract 2025
2. CITY OF CINCINNATI-RES

WATER SERVICE AGREEMENT
(standby service to City of Fairfield)

This *Water Service Agreement* (“**Agreement**”) is made and entered into as of the Effective Date (defined on the signature page hereof) between the CITY OF CINCINNATI, an Ohio municipal corporation, the address of which for the purposes of this Agreement is 4747 Spring Grove Avenue, Cincinnati, Ohio, 45232 (“**Cincinnati**”) and the CITY OF FAIRFIELD, an Ohio municipal corporation, the address of which is 5350 Pleasant Avenue, Fairfield, Ohio 45014 (“**Fairfield**”).

RECITALS

- A. Cincinnati owns and operates the Greater Cincinnati Water Works (“**GCWW**”), a municipal water utility that supplies water to its inhabitants, and is empowered pursuant to Ohio Constitution Article XVIII, Section 6 and Cincinnati City Charter Article IV, Section 9 to sell and deliver surplus water outside of the Cincinnati city limits as may be authorized by Cincinnati City council.
- B. Fairfield owns and operates the Fairfield Water Works, a municipal water utility that supplies water to its inhabitants and is empowered pursuant to Ohio Constitution Article XVIII, Section 4 to contract to purchase water to be supplied to its inhabitants.
- C. GCWW provides standby surplus water to Fairfield pursuant to a certain *Agreement* between the parties dated October 10, 2000, (“**2000 Agreement**”), which will expire on December 31, 2025.
- D. GCWW delivers surplus water to Fairfield through two existing connections located at Kenn-Ross Road (at the Fairfield/Cincinnati city limits) and Winton-South Gilmore Road (at Meijer Drive) (including any subsequently added connections “**Connections**”).
- E. The parties desire to enter into this Agreement for Cincinnati to continue to provide standby emergency water service to Fairfield arising from fire, flood, storm, water main break or other malfunction resulting in inadequate water supply or water quality, or a similar condition causing an immediate threat to the life, health, property or normal business of the customers served by the water system experiencing the emergency (“**Emergency**”) and to provide the option for temporary non-emergency service on the terms and conditions provided herein.
- F. This Agreement is authorized by Fairfield City Council Ordinance no. _____ dated _____ and Cincinnati City Council Ordinance no. _____ dated _____.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements contained herein, Cincinnati and Fairfield do hereby agree as follows:

1. **TERM.** The term of this Agreement shall commence on the Effective Date and continue until December 31, 2050. This Agreement may be terminated by either party upon one hundred and eighty (180) days prior written Notice to the other party per Section 5 below. The 2000 Agreement shall terminate as of the Effective Date.

2. **STANDBY WATER SERVICE**

A. Surplus Water. The parties agree that Cincinnati may supply standby water service to Fairfield only when Cincinnati has available surplus water beyond the water service needs of customers within the City of Cincinnati. Notwithstanding anything to the contrary in this Agreement, Cincinnati will not provide standby water if it is experiencing an exigency or emergency such as in the case of main breaks, serious damage to reservoirs or pumping equipment, or other emergencies or necessities (in which case the water may be shut off without notice). Fairfield further agrees and understands that since the location of the Connections are not within the corporate limits of Cincinnati, that service to Fairfield, or any other areas on a standby basis, is at all times dependent upon the availability of sufficient water to the Connections.

B. Service from Cincinnati to Fairfield.

i. Non-Emergency Service. From time to time, Fairfield may request, in writing, standby water service on a temporary basis. Cincinnati may approve, in writing, standby water service provided that GCWW has available surplus water per Section 2(A) above. If approved, Cincinnati will use reasonable efforts to furnish standby water service to Fairfield through the Connections.

ii. Emergency. From time to time, Fairfield may request standby water service during an Emergency, provided that GCWW has available surplus water per Section 2(A). Fairfield shall obtain prior verbal approval from GCWW Distribution Dispatch at (513) 591-7700 (which is available 24 hours a day) to access Emergency standby water. Within 24 hours after GCWW's verbal approval, Fairfield shall provide written Notice, per Section 5 below to the GCWW Director of the reason for and extent of use of Emergency standby water. Fairfield understands and agrees that inadequate water supply due to inadequate facilities and/or high seasonal demand shall not be considered an emergency.

iii. Exclusivity. When Fairfield is using GCWW's standby water service, Fairfield shall not resell GCWW's standby water service to other third-party water utilities. Cincinnati is providing Fairfield with standby water service for Fairfield's inhabitants and business customers located in or doing business in Fairfield.

- C. No Priority; Guarantee. Cincinnati shall have the right to prioritize water service to the residents of the City of Cincinnati over all other customers. Cincinnati shall have sole discretion to adjust the prioritization and allocation of water service among non-Cincinnati customers. Cincinnati does not guarantee the ability to furnish water or minimum pressure to Fairfield.
- D. Connections. Cincinnati shall own and be responsible for maintaining and replacing the master meter at the Connections. Fairfield shall own and be responsible for the maintenance, repair, operation, replacement, and testing of the meter pit and Connections, including the pressure regulator valves, surge valve, backflow preventer, gate valves, piping and other related appurtenances. Fairfield shall not operate the Connection unless it receives the required approvals from Cincinnati under Section 2(B). Fairfield may add or upgrade the Connections at its own cost and in accordance with plans approved by Cincinnati. Upon termination or expiration of this Agreement, Fairfield shall remove and plug the Connections subject to the inspection and approval of GCWW. Any and all work performed by Fairfield pursuant to this Agreement shall conform in all respects to the GCWW's Rules and Regulations and standards and will be subject to GCWW inspection and approval.

3. COMPENSATION.

- A. Fairfield shall pay for standby water used for Emergency and non-emergency purposes at rates fixed from time to time by ordinance of the Council of Cincinnati for water used by political subdivisions (currently Cincinnati Municipal Code 401-81). The "Political Subdivision Rates" for 2025 and 2026 are:

Period	2025	2026
Jan 1 -- Apr 30, Nov 1 – Dec 31,	\$3.84/ccf	\$4.06/ccf
May 1 -- Oct 31,	\$4.58/ccf	\$4.83/ccf

- B. Payment. Cincinnati will send Fairfield a bill for the water furnished to Fairfield. Fairfield shall pay all bills within 30 days of the date on the water service bill. Fairfield agrees that its payments are only for the purchase of water and water service. Nothing in this Agreement will be interpreted to be for the purchase of any portion of GCWW or other Cincinnati-owned property used in providing water and/or water service.

4. EXCLUSIONS OF DAMAGES; LIMITATIONS OF LIABILITY. Except with respect to (i) a breach or inaccuracy of any representations or warranties hereunder, (ii) a breach of obligations to follow applicable laws and regulations; or (iii) a party's gross negligence, willful misconduct or fraud, neither party shall be liable for any damages. Notwithstanding the foregoing: (x) neither party shall be liable, for any indirect, incidental, special or consequential damages suffered by the other party hereto as a result of any breach of this agreement, even if the other party has been advised of the possibility of such damages, and (y) nothing in this Agreement shall be construed to make Cincinnati in any way responsible for the Fairfield Water Works, including but

not limited to its improvement, maintenance, repair or the quality of the water beyond the connection, and (z) Cincinnati shall not have any liability for damages regarding supply of water or minimum pressure.

5. NOTICES

All notices required under this Agreement shall be personally served or sent by first class U.S. mail, postage prepaid, addressed to the parties as follows, or to such other addresses as a party may designate in writing for such purpose:

To Cincinnati:

City of Cincinnati
Greater Cincinnati Water Works
Attention: Director's Office
4747 Spring Grove Ave
Cincinnati, Ohio 45232

To Fairfield:

City of Fairfield
Attn: Water Works
5350 Pleasant Ave.
Fairfield, Ohio 45014

However, if Fairfield sends a notice to Cincinnati alleging that it is in default under this Agreement it shall simultaneously send a copy of such notice by U.S. certified mail to: City Solicitor, City of Cincinnati, 801 Plum Street, Room 214, and Cincinnati, OH 45202.

6. GENERAL PROVISIONS

- A. No Third Party Rights. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Cincinnati or Fairfield.
- B. Waiver. This Agreement shall be construed in a manner that a waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other breach of such provision or of any other provisions, nor shall any failure to enforce any provision hereof operate as a waiver of such provision or of any other provision.
- C. Entirety; Conflict. This Agreement contains the entire contract between the parties as to the matters contained herein. Any oral representations or modifications concerning this Agreement shall be of no force and effect.
- D. Severability. In the event that any provision of this Agreement is declared to be unlawful, invalid, or unconstitutional, such declaration shall not affect, in any manner, the legality of

the remaining provisions. Each provision of this Agreement will be and is deemed to be separate and separable from each other provision.

- E. Choice of Law; Joint Preparation. This Agreement is entered into and is to be performed in the State of Ohio. Cincinnati and Fairfield agree that the laws of the State of Ohio shall govern the rights, obligations, duties and liabilities of the parties under and related to this Agreement and shall govern the interpretation of this Agreement without regard to choice of law and conflicts of law principles. This Agreement has been jointly prepared by the parties hereto and shall not be construed more strictly against either party.
- F. Forum Selection. The parties, their successors and assigns acknowledge and agree that all state courts of record sitting in Hamilton County, Ohio, shall be the exclusive forum for the filing, initiation, and prosecution of any suit or proceeding arising from or out of, or relating to, this Agreement, or any amendment or attachment thereto, including any duty owed by Cincinnati to Fairfield in connection therewith. However, in the event that any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the parties agree that the exclusive venue for such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Ohio.
- G. Electronic, Counterpart and PDF Signatures. This Agreement may be executed in counterparts, and an electronic, facsimile or PDF signature shall be deemed to be, and shall have the same force and effect as, an original signature.
- H. Official Capacity. None of those representations, warranties, covenants, agreements or obligations shall be deemed to be a representation, warranty, covenant, agreement or obligation of any present or future officer, agent, employee or attorney of Cincinnati in other than his or her official capacity.
- I. Amendment. This Agreement may be modified or amended only by a written instrument duly executed by the parties hereto.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates reflected below, effective as of the later of such dates (“**Effective Date**”).

CITY OF FAIRFIELD

By: _____
Scott W. Timmer, City Manager

Date: _____

APPROVED AS TO FORM BY:

City Law Director

[CITY OF CINCINNATI SIGNATURE PAGES FOLLOW]

CITY OF CINCINNATI

By: _____
Sheryl M.M. Long, City Manager

Date: _____, 2025

RECOMMENDED BY:

Andrea Yang, Interim Executive Director
Greater Cincinnati Water Works

APPROVED AS TO FORM BY:

Assistant City Solicitor

**APPROVED BY DEPARTMENT OF ECONOMIC
INCLUSION:**

Lydgia Sartor, Interim Director

CITY PURCHASING APPROVAL:

Laura Castillo, Interim Chief Procurement Officer

CERTIFICATION OF FUNDS:

Date: _____

Funding: _____

Amount: _____

Steve Webb, Finance Director

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE CITY OF CINCINNATI, OHIO FOR THE PURCHASE OF WATER DURING EMERGENCY AND NON-EMERGENCY EVENTS, THROUGH EXISTING WATER SYSTEM INTERCONNECTIONS.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to execute an agreement with the City of Cincinnati, Ohio for the purchase of water during emergency and non-emergency events, through existing water system interconnections in accordance with the agreement on file in the office of the City Manager.

Section 2. This Resolution shall take effect at the earliest period allowed by law.

Passed _____
Mayor's Approval _____

Posted _____

First Reading _____ Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

This is to certify that this Resolution has been duly published by posting and summary publication as provided by Charter.

Clerk of Council



**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Alisha Wilson, Clerk of Council
Department: Clerk's Office

Subject:

Contractual Appropriations

Legislation Title:

Ordinance to amend Ordinance No. 158-24 entitled "An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025."

- Contractual Appropriations: \$204,626 total (\$189,626 Town Center Signage Installation (Development Services); \$15,000 Concrete/Asphalt Repairs (existing contract; Public Utilities))

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed.

Discussion:

Please refer to specific Council Communications for full description of these items.

Financial Impact:

\$204,626 from noted funding source.

Emergency Provision:

No

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. CONTRACTUAL 11-10-ORD

ORDINANCE NO. _____

ORDINANCE TO AMEND ORDINANCE NO. 158-24 ENTITLED "AN ORDINANCE TO MAKE ESTIMATED APPROPRIATIONS FOR THE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF FAIRFIELD, OHIO, DURING A PERIOD BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025."

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. Ordinance No. 158-24, the 2025 Appropriation Ordinance, is hereby amended in the following respects:

FROM: UNAPPROPRIATED NORTH TOWN CENTER TIF FUND \$100,000
To: 22016025-252000 Improvements other than Building \$100,000
(Town Center Signage Installation 5PW03)

FROM: UNAPPROPRIATED TRANSFORMATIVE ECONOMIC DEVELOPMENT FUND \$89,626
To: 41416025-252000 Improvements other than Building \$89,626
(Town Center Signage Installation 5DV03)

FROM: UNAPPROPRIATED WATER SURPLUS FUND \$15,000
To: 60516025-252000 Improvements other than Building \$15,000
(Concrete/Asphalt Repairs 5WT14)

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed _____

Mayor's Approval

Posted _____

First Reading _____

Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

ACTIVE CLIENTS\CITY OF FAIRFIELD\ORDINANCES\2025\CONTRACTUAL 11-10-ORD



**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Matt Young, Field Superintendent
Department: Public Utilities

Subject:

Appropriation for Asphalt and Concrete Repairs

Legislation Title:

\$15,000 - Water Division - Asphalt and Concrete (existing contract; Public Utilities)

Recommendation:

It is recommended that City Council authorize an appropriation in the amount of \$15,000.00 for concrete and asphalt improvements at Water Division facilities and for pavement repairs following water system repair work.

Discussion:

The request is for appropriations necessary to pay for permanent concrete and asphalt repairs to roads, curbs, sidewalks, and driveway aprons following excavations performed by Public Utilities Department staff associated with the repair/replacement of buried water infrastructure. The request is also for appropriations necessary to pay for other miscellaneous concrete improvement projects at Public Utilities Department facilities.

Concrete repairs will be performed by a qualified contractor under a City contract administered by Fairfield's Public Works Department – at contract-specified unit pricing. Asphalt repairs will be performed by Fairfield's Public Works Department.

Financial Impact:

Funding for this project was included in the approved 2025-2025 Capital Improvement Program (CIP) under project 5WT14 (Asphalt/Concrete Replacement). \$15,000.00 is requested from 5WT14. The funding source is #605 - the Water Surplus Fund.

Emergency Provision:

No

Rule Suspension Requested:

Yes

ATTACHMENTS:

None



City Council Communication
Regular Meeting - November 10, 2025

Submitted by: Alisha Wilson, Clerk of Council
Department: Finance

Subject:

Non-Contractual Appropriations

Legislation Title:

Ordinance to amend Ordinance No. 158-24 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2025, and ending December 31, 2025.”

- Non-Contractual Appropriations: \$224,460 total (see below for description)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed.

Discussion:

Please refer to specific Council Communications for full description of these items.

Financial Impact:

\$224,460 from noted funding source.

Emergency Provision:

No

Rule Suspension Requested:

Yes

ATTACHMENTS:

1. NONCONTRACTUAL 11-10-ORD

ORDINANCE NO. _____

ORDINANCE TO AMEND ORDINANCE NO. 158-24 ENTITLED "AN ORDINANCE TO MAKE ESTIMATED APPROPRIATIONS FOR THE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF FAIRFIELD, OHIO, DURING A PERIOD BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025."

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. Ordinance No. 158-24, the 2025 Appropriation Ordinance, is hereby amended in the following respects:

FROM: UNAPPROPRIATED CAPITAL IMPROVEMENT FUND \$14,934
40216025-252000 Improvements Other Than
To: Building \$14,934
(Harbin Park Shelter Replacements - Shelters #9 and #11 5PW32 [\$5,625]) (Gilbert Farms Park - Concrete Improvements 5PW51 [\$9,309])

FROM: UNAPPROPRIATED PARK DEVELOPMENT FUND \$91,526
41316025-252000 Improvements Other Than
To: Building \$91,526
(Harbin Park Shelter Replacements - Shelters #9 and #11 5PW33 [\$69,275]) (Fairfield Dog Park - Sun Shade Replacement 5PW31 [\$22,251])

FROM: UNAPPROPRIATED WATER SURPLUS FUND \$30,000
60516025-252000 Improvements Other Than Bldg.
To: \$30,000
(Fire Hydrant Replacement 5WT20)

FROM: UNAPPROPRIATED SEWER REPLACEMENT & IMPROVEMENT FUND \$8,000
62316023-233300 Engineering Services \$8,000
(Design services for Gray Road Sewer Main Project 5WW08)

FROM: UNAPPROPRIATED SEWER SURPLUS FUND \$80,000
62416023-233300 Engineering Services \$40,000
(Design services for Gray Road Sewer Main Project 5WW09 [\$15,000]) (Design services for Gray Road Sewer Main Project 5WW14 [\$25,000])

To: 62416025-252000 Improvements Other Than \$40,000
Building
(Seward 1 Pump Station 5WW06)

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
		_____ Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	_____
Third Reading	_____	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council



**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Matt Young, Field Superintendent
Department: Public Utilities

Subject:

Design services for the Gray Road Sewer Main project

Legislation Title:

\$48,000 - Wastewater Division — Engineering services for the Gray Road Sewer Main Project (Public Utilities)

Recommendation:

It is recommended that City Council approve funding engineering services needed for design of the Gray Road Sewer Main Project.

Discussion:

Due to commercial expansion in the area of Gray Road between River Circle and Lakeside Drive, the Public Utilities Department plans to design and install a new sanitary sewer to service this commercial expansion, and also provide sanitary sewer service to several homes in the area currently on septic systems. The engineering work is in addition to survey work already underway. This sewer could potentially be constructed in 2027.

Financial Impact:

An appropriation in the amount of \$48,000.00 (Task 2 of the attached proposal) is being requested for additional design services related to the River Road sewer extension project. Initial funding for this project is included in the approved 2025-2029 Capital Improvement Program under project number 5WW12, Sanitary Sewer Modeling. Additional funding for the project should be re-directed from 5WW09 (Video and Sewer Cleaning Equipment), 5WW14 (Automatic Meter Reading), and 5WW08 (Pavement Repairs and Replacement). The funding sources are the Sewer Surplus fund, 624 and the Sewer Replacement and Improvement Fund, 623.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. River Road Sewer Extension_Proposal



September 23, 2025

Mr. Matt Young, Underground Utilities Director
City of Fairfield
5021 Groh Lane
Fairfield, OH 45014

Re: Engineering Services
River Road Sanitary Sewer Extension

Dear Mr. Young:

This Proposal presents Strand Associates, Inc.®'s (ENGINEER) anticipated **Scope of Services** and associated **Compensation** for providing engineering services to the City of Fairfield, Ohio (OWNER) for the River Road Sanitary Sewer Extension.

Scope of Services

Proposed services can be described as follows.

Task No. 1: Topographic Survey and Preliminary Engineering Services

1. Participate in a project kickoff meeting with OWNER to review project scope and schedule. Gather OWNER-provided drawings for existing sanitary sewer and adjacent utilities along with OWNER-provided front end documents and technical specifications. Develop and distribute meeting minutes to attendees.
2. Review existing documentation provided by OWNER in the project study area, which is the northern portion of River Road south to the western portion of Lakeside Drive, generally bounded by 6119 River Road and 5647 Lakeside Drive.
3. Perform topographic survey along River Road commencing at approximately 6119 River Road, extending for approximately 1,615 feet along River Road and then continuing for approximately 450 feet on Lakeside Drive. Correspond with utility marking company to locate buried utilities prior to topographic survey.
 - a. Locate property pins for parcels along the survey corridor.
 - b. Collect topographic survey data of private utilities at 6119 River Road.
 - c. Collect topographic survey data for existing home sewage treatment system locations for parcels along the eastern and western sides of River Road within the survey corridor.
 - d. Site survey control will be established using North American Datum of 1983 and North American Vertical Datum of 1988.
4. Perform a utility survey of surface features and appurtenances and field marking from Ohio Utilities Protection Service, and review mapping from utilities and OWNER.
5. Prepare a preliminary alignment of the potential sanitary sewer and review sewer capacity based on OWNER-provided sanitary sewer flow estimates. Provide sewer alignment drawing to OWNER.

Mr. Matt Young, Underground Utilities Director
 City of Fairfield, Ohio
 Page 2
 September 23, 2025

Task No. 2: Design Services

1. Provide OWNER with support services, as follows, for the acquisition of up to three easements.
 - a. Collect recorded deeds, surveys, and tax maps for affected parcels from the appropriate Butler County governmental agency.
 - b. Establish existing easements and property lines based on property pins located during the topographic survey and collected property deeds.
 - c. Prepare legal descriptions and easement exhibits.
2. Provide an exhibit of the sanitary sewer alignment and general project area to OWNER for purposes of OWNER's geotechnical consultant in evaluating subsurface soil conditions.
3. Prepare design drawings including a title sheet, general notes, and plan and profiles. OWNER shall provide standard details to be incorporated into the Contract Documents, as appropriate, and ENGINEER will provide appropriate supplemental details not supplied by OWNER. Design drawings will be accompanied by an opinion of probable construction cost and a review of OWNER-provided technical specifications. Provide design drawings electronically to OWNER at 50, 90, and 100 percent design.
4. Distribute 50 and 90 percent design drawings to utility companies and regulatory authorities for review and comment. Copy OWNER on correspondence. Utilities shall review and resolve all conflicts with the proposed design. Conflict resolution by the utility companies that causes design changes shall be considered additional services.
5. Review OWNER-provided front end documents and technical specifications and provide feedback to OWNER.
6. Participate in project progress and review meetings following 50 and 90 percent design.
7. Review and address comments from OWNER, as appropriate, following each of the meetings.
8. Prepare regulatory permit applications including the Ohio Environmental Protection Agency Permit-to-Install.

Service Elements Not Included

The following services are not included in this Proposal. If such services are required, they shall be provided through an amendment to this Proposal or through a separate Proposal with OWNER.

1. Additional Site Visits and/or Meetings: Additional OWNER-required site visits or meetings.
2. Archaeological or Botanical Investigations: ENGINEER will assist OWNER in engaging the services of an archaeologist or botanist, if required, to perform the field investigations necessary for agency review.
3. Bidding Alternatives and Bid Phasing: Any services involved in providing bidding alternatives or bidding phases.
4. Bidding- and Construction-Related Services: Any services involved in performing bidding- and construction-related services.

Mr. Matt Young, Underground Utilities Director
City of Fairfield, Ohio
Page 3
September 23, 2025

5. Flood Studies: Any services involved in performing flood and floodway studies.
6. Geotechnical Engineering: Geotechnical engineering information, including a soils report and recommendations, will be provided through OWNER and OWNER's geotechnical consultant. ENGINEER will assist OWNER with defining initial scope of geotechnical information that is required to allow OWNER to procure geotechnical engineering services.
7. Land and Easement Surveys/Procurement: Services of this type including, but not limited to, a record search, field work, boundary survey, and/or assistance to OWNER for negotiating and securing land rights necessary for the project.
8. Preparation for and/or Appearance in Litigation on Behalf of OWNER: Any services related to litigation.
9. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed.
10. Services Related to Buried Wastes and Contamination: Should buried solid, liquid, or potentially hazardous wastes or subsurface or soil contamination be uncovered at the site, follow-up investigations may be required to identify the nature and extent of such wastes or subsurface soil or groundwater contamination and to determine appropriate methods for managing of such wastes or contamination and for follow-up monitoring.

Compensation

OWNER shall compensate ENGINEER for Services.

Task 1 - Topographic Survey and Preliminary Engineering Services a Lump Sum of \$15,000.

Task 2 - Design Services a Lump Sum of \$48,000.

Total Fee a Lump Sum of \$63,000.

Only sales taxes or other taxes on Services that are in effect at the time this Proposal is submitted are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Proposal, this Proposal will be adjusted to reflect the net change.

The lump sum for the Services is based on wage scale/hourly billing rates, adjusted annually on July 1, that anticipates the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the lump sum that reflects any wage scale adjustments made.

The lump sum will not be exceeded without prior notice to and agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustments will be negotiated based on ENGINEER's increase or decrease in costs caused by delays, extensions, amendments, or changes.

Schedule

Services will begin upon receipt of a purchase order, which is anticipated the week of October 13, 2025. Services are scheduled for completion on May 15, 2026.

Mr. Matt Young, Underground Utilities Director
City of Fairfield, Ohio
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September 23, 2025

Standard of Care

The Standard of Care for all Services performed or furnished by ENGINEER under this Proposal will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Proposal or otherwise, in connection with ENGINEER's Services.

OWNER's Responsibilities

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Proposal, data prepared by or services of others obtained or prepared by OWNER relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Proposal.
3. Provide the location and depths of private sanitary infrastructure located at 6119 River Road, 6111 River Road, and 6131 River Road.
4. Locate private utilities on the properties at 6119 River Road, 6111 River Road, and 6131 River Road prior to ENGINEER's topographic survey.
5. Complete easement negotiations and acquisitions, as needed.
6. Provide access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Services under this Proposal.
7. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay ENGINEER's performance.
8. Provide all legal services as may be required for the development of this project.
9. Retain the services of a soils consultant to provide any necessary geotechnical evaluation and recommendations. OWNER's soils consultant shall provide all necessary geotechnical testing during construction.
10. Provide the front end documents that require the contractor to name ENGINEER as an additional insured on contractor's General Liability and Automobile Liability insurance policies and to indemnify ENGINEER to the same extent that the contractor insures and indemnifies OWNER.
11. Pay all permit and plan review fees payable to regulatory agencies.

Opinion of Probable Cost

Any opinions of probable cost prepared by ENGINEER are supplied for OWNER's general guidance only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER. If OWNER requires more than general guidance, then OWNER agrees to obtain an independent cost estimate by others.

Mr. Matt Young, Underground Utilities Director
City of Fairfield, Ohio
Page 5
September 23, 2025

Changes

1. OWNER may make changes within the general scope of this Proposal in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Proposal, an equitable adjustment will be made and this Proposal will be modified in writing accordingly.
2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.
3. If there is a modification of Agency requirements relating to the Services to be performed under this Proposal subsequent to the date of execution of this Proposal, the increased or decreased cost of performance of the Services provided for in this Proposal will be reflected in an appropriate modification of this Proposal.

Extension of Services

This Proposal may be extended for additional Services upon OWNER's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

Payment

OWNER shall make monthly payments to ENGINEER for Services performed in the preceding month based upon monthly invoices. Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to OWNER. ENGINEER will have no liability to OWNER, and OWNER agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Proposal by OWNER. Upon receipt of payment in full of all outstanding sums due from OWNER, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

Failure to make payments to ENGINEER is cause for termination upon two-week notice to OWNER.

Termination

This Proposal may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

Data Provided by Others

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in acquisition or development of any such data where such data is provided by or through OWNER, contractor, or others to ENGINEER and where ENGINEER's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

Mr. Matt Young, Underground Utilities Director
City of Fairfield, Ohio
Page 6
September 23, 2025

Third-Party Beneficiaries

Nothing contained in this Proposal creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's services under this Proposal are being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Proposal or the performance or nonperformance of services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this project to carry out the intent of this provision.

Dispute Resolution

Except as may be otherwise provided in this Proposal, all claims, counterclaims, disputes, and other matters in question between OWNER and ENGINEER arising out of or relating to this Proposal or the breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Ohio.

Remedies

Neither ENGINEER nor OWNER shall be liable to the other for special, indirect, punitive, or consequential damages for claims, disputes, or other matters in question arising out of this or relating to this Proposal. This mutual waiver is applicable, without limitation, due to either party's termination of this Proposal.


Terms and Conditions

The terms and conditions of this Proposal will apply to the Services defined in the **Scope of Services** and represent the entire Proposal and supersede any prior proposals, Requests for Qualifications, or Agreements. OWNER-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to these Services.

We thank you for the opportunity to provide our services for this project. If you have any comments or questions, please call me at your convenience at 513-861-5600 extension 5231.

Sincerely,

STRAND ASSOCIATES, INC.®



Justin M. Kuhbander, P.E.



**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Matt Young, Field Superintendent
Department: Public Utilities

Subject:

Purchase of Fire Hydrants

Legislation Title:

\$30,000 - Water Division - Fire Hydrants (Public Utilities)

Recommendation:

It is recommended that City Council approve the purchase of 8 fire hydrants from Core and Main provided the lowest and best bid.

Discussion:

This project is designed to replace fire hydrants that are older and/or hydrants that are difficult to repair due to obsolete replacement parts. Older hydrants are identified via routine asset evaluations, and/or when roadway or other capital improvement projects are performed. A number of fire hydrants are also replaced as needed due to traffic accidents.

Staff received pricing from 3 vendors - Core and Main, Ferguson Waterworks, and EJ Prescott with Core and Main providing the lowest and best quote.

Financial Impact:

An appropriation in the amount of \$30,000.00 is being requested for the purchase of 8 hydrants for the Water Division. Funding for this project was included in the approved 2025-2029 Capital Improvement Program (CIP) under project 5WT09, Replace Fire Hydrants. Supplemental funding for this project should be re-directed from 5WT20 - Automatic Meter Reading. The funding source is the Water Surplus Fund - 605. Additional supplemental funding will be utilized from the operating budget to purchase a total of 8 fire hydrants.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. Fall 2025 Hydrant Quotes



Bid Proposal for FIRE HYDRANT BID 2025

FAIRFIELD CITY - WATER DEPT
Job Location: FAIRFIELD, OH
Bid Date: 10/28/2025
Core & Main Bid #: 4536586

Core & Main
3165 Production Dr
Fairfield, OH 45014
Phone: 5139421395
Fax: 5139421396

Table with 6 columns: Seq#, Qty, Description, Units, Price, Ext Price. Row 1: 10, 7, A423 5-1/4VO 4'6" FAIRFIELD OH HYD 6MJ OL 3W (2) 2-5/8 HN, EA, 3,828.00, 26,796.00. Row 2: 20, W/STORZ. Summary: Sub Total 26,796.00, Tax 0.00, Total 26,796.00.

Branch Terms:

- Restocking fee applied for clean, undamaged, whole stocking materials returned to the branch by the customer (10%) or via Core & Main truck/s (15%)
- Dirty, weathered, and/or damaged materials in unsalable condition will not be credited. Materials missing components will not be credited. Core & Main will notify the customer that they have 30 days to pick up the material before it is scrapped by the branch.
- Credit for special order or non-stock items will be determined upon inspection/acceptance by the vendor. Any restock/reconditioning charges from the vendor will be passed along to customer. These charges may vary from 10% up to 50% or more. Freight charges will apply as well.
- No material will be credited after 6 months.

*Some restock scenarios are subject to review/negotiation. Please contact your local Core & Main branch or salesperson with any questions or concerns regarding our new restock policy.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/terms-of-sale/

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

Matt Young

From: kyle.plvan@ferguson.com
Sent: Wednesday, October 29, 2025 8:40 AM
To: Matt Young
Subject: FW: Email Bid# B602481



This email comes from outside the organization.

Do not click links or open attachments unless it is an email you expected to receive.

Matt
Please see quote below on the AFC hydrants.

Thank you sir
Kyle

From: Mark Plvan - 528 OHIO_WV_WATERWORKS <mark.plvan@ferguson.com>
Sent: Wednesday, October 29, 2025 8:24 AM
To: Kyle Plvan <kyle.plvan@ferguson.com>
Subject: Email Bid# B602481

Price Quotation # B602481

FEL-CINCINNATI, OH WW (F528)

11860 MOSTELLER ROAD
CINCINNATI, OH 45241-1525

Phone : 513-942-2525
Fax : 513-942-2533

Bid No.....: B602481
Bid Date...: 10/28/25
Quoted By: MKP
Customer.: CITY OF FAIRFIELD
5021 GROH LANE
FAIRFIELD, OH 45014

Cust Phone: 513-867-5300
Terms.....: NET 10TH PROX
Ship To.....: CITY OF FAIRFIELD
5021 GROH LANE
FAIRFIELD, OH 45014

Cust PO#..: QUOTE

Job Name.: HYDRANTS

Item	Description	Quantity	Net Price	UM	Total
AFCB84BLAOLRFAIRSZ	5-1/4 VO B84B HYD 4'6 OL L/A FRFDST	7	3957.850	EA	27704.95

Subtotal: \$27704.95
Inbound Freight: \$0.00
Tax: \$0.00
Order Total: \$27704.95

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>. Govt Buyers: All items quoted are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Enter the following link to complete a survey about your bids:
<https://survey.medallia.com/?bidsorder&fc=528&on=15755>

BID FOR CITY OF FAIRFIELD

Date: 10/27/2025

Bid #5581081 Information



EJP Number	Product	Unit of Measure	Quantity	Unit Price	Extended Price
Non Stock Item	CITY OF FAIRFIELD HYDRANT	EA	7	\$ 4,161.69	\$ 29,131.83
	SUBTOTAL				\$ 29,131.83
5-1/4" B-84-B, 2 HOSE NOZZLES,					
1- 5" STORZ, 4'6" BURY, 6" MJ					
BASE L/ACC					
	TOTAL				\$ 29,131.83



**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Ben Mann, Public Works Director
Department: Public Works

Subject:

Harbin Park Shelter Replacements – Shelters #9 and #11

Legislation Title:

\$74,900 - Harbin Park Shelter Replacements – Shelters #9 and #11 (Public Works)

Recommendation:

It is recommended that City Council authorize an appropriation of \$74,900.00 from the Parks Development Fund and Capital Improvement Fund for the replacement of two shelters at Harbin Park.

Discussion:

This appropriation is for replacing shelters #9 and #11 at the lower section of Harbin Park.

Public Works crews will remove the existing shelters and concrete. HB Contractor Services will construct two shelters in the same general location. Shelter #9 will be moved away from the existing wet, wooded area to make for a more user-friendly environment. Shelter #11 will be moved closer to the existing parking lot. Shelter #10 will be removed and not replaced.

The shelters will be renumbered upon completion.

The existing shelters were built in the late 1970's and are at the end of their useful life. These two are in poor condition and this will complete the replacement of all the shelters in lower Harbin by spring of 2026.

The existing shelters have 567 square feet (SF) of concrete area for a total of 1,134 SF of rentable space. The new shelters will be two different sizes with a 24' x 42' pad and a 24' x 32' pad for a total of 1,776 SF of rentable space (approximately 50% more than existing).

Shelters #7 and #8 were recently completed and open for rental by the end of July. Shelters #5 and #6 have been removed and will be reconstructed in November/December.

The project is programmed in the 2025-2029 Capital Improvement Program as 5PW33 Harbin Park Renovations (\$69,275) and 5PW32 Parks Various Trails and Shelter Rehabs (\$5,625).

Financial Impact:

\$5,625.00 from Capital Improvement Fund and \$69,275.00 from the Parks Development Fund.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. Harbin Shelter #9 and #11 Estimate



4210 Tylersville Road
 West Chester, Ohio 45011
 www.hb-contractor.com
 513.290.8966

Estimate

Date	Estimate #
10/29/2025	1778

Name / Address
City of Fairfield - Harbin Park 1300 Hunter Road Fairfield, OH 45014

Description	Total
◇20' x 40' SHELTER AT HARBIN PARK: #9 -This estimate is for a 20' wide by 40' long open shelter -The new structure will be free standing -All necessary permits will be pulled by HB Contractor Services LLC ◇FLATWORK: -Eight, 16" wide x 32" deep, round concrete piles will be dug to support the new shelter -Compacted gravel will be installed under the slab of concrete -A new 24' x 42' pad of concrete will be poured -Class C with Fiber mesh -The holes for the posts will also be filled during the pour ◇CONSTRUCTION OF SHELTER: -The structure will be supported by eight 6x6 posts, attached to the concrete with metal post-to-concrete connectors -The new structure will be supported by two 3 1/4" x 9 1/4" LVL boards sandwiched together, attached to the 6x6 posts with metal beam-to-post connectors -The new roof will have a 5/12 roof pitch -The rafters will consist of 2" x 6" boards spaced every 16" and then sheeted with 1/2" plywood -15lb. roof felt, aluminum drip edge, a ridge vent and three dimensional shingles will be installed -The gable ends will be sheathed with T1-11 plywood ◇STONE PILLARS: -New stone pillars will be installed around each posts -I will be using Allen Block Courtyard Collection with a Rockcast cap -The eight stone pillars will have a dimension of 22.5" wide x 22.5" long x 38.5" tall ◇PAINTING: -The posts, beams, gable ends, gutter boards and the underside of the shelter will be painted the color of your choice ◇ESTIMATE TOTAL	42,950.00
◇20' x 30' SHELTER AT HARBIN PARK: #11 -This estimate is for a 20' wide by 30' long open shelter -The new structure will be free standing -All necessary permits will be pulled by HB Contractor Services LLC ◇FLATWORK: -Six, 16" wide x 32" deep, round concrete piles will be dug to support the new shelter -Compacted gravel will be installed under the slab of concrete -A new 24' x 32' pad of concrete will be poured -Class C with Fiber mesh -The holes for the posts will also be filled during the pour	
Thank you for your interest in HB Contractor Services.	Total



4210 Tylersville Road
 West Chester, Ohio 45011
 www.hb-contractor.com
 513.290.8966

Estimate

Date	Estimate #
10/29/2025	1778

Name / Address
City of Fairfield - Harbin Park 1300 Hunter Road Fairfield, OH 45014

Description	Total
◊ CONSTRUCTION OF SHELTER: -The structure will be supported by eight 6x6 posts, attached to the concrete with metal post-to-concrete connectors -The new structure will be supported by two 3 1/4" x 11 1/4" LVL boards sandwiched together, attached to the 6x6 posts with metal beam-to-post connectors -The new roof will have a 5/12 roof pitch -The rafters will consist of 2" x 6" boards spaced every 16" and then sheathed with 1/2" plywood -15lb. roof felt, aluminum drip edge, a ridge vent and three dimensional shingles will be installed -The gable ends will be sheathed with T1-11 plywood ◊ STONE PILLARS: -New stone pillars will be installed around each posts -I will be using Allen Block Courtyard Collection with a Rockcast cap -The eight stone pillars will have a dimension of 22.5" wide x 22.5" long x 38.5" tall ◊ PAINTING: -The posts, beams, gable ends, gutter boards and the underside of the shelter will be painted the color of your choice ◊ ESTIMATE TOTAL	31,950.00
Thank you for your interest in HB Contractor Services.	Total \$74,900.00

- Estimate valid for 30 days
- Any additional work / changes outside of this estimate will be done at an additional charge
- HB Contractor Services LLC is not responsible for any costs due to unforeseen conditions
- One year workmanship warranty included



**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Ben Mann, Public Works Director
Department: Public Works

Subject:

Gilbert Farms Park – Concrete Improvements

Legislation Title:

\$9,309 - Gilbert Farms Park – Concrete Improvements (Public Works)

Recommendation:

It is recommended that City Council authorize an appropriation for the amount indicated in the financial impact section.

Discussion:

This appropriation is for labor, equipment, and materials to replace the pavers leading to the Elisha Morgan house from the parking lot with concrete. By installing concrete, the public will be able to better access the house for events. It will help users exit towards the parking lot safely and be more universally user friendly.

Staff believe this will make the park more inviting to park patrons and add some additional safety.

Concrete work will be done under the existing City contract with Prus Construction.

Public Works will manage these improvements and do additional work with our own forces if needed.

The request for funding is through funds already programmed in the 2025-2029 Capital Improvement Program as 5PW51 Gilbert Farms Park Enhancements.

Financial Impact:

\$9,309 from the Capital Fund.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

None



**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Ben Mann, Public Works Director
Department: Public Works

Subject:

Furfield Dog Park – Sun Shade Replacement

Legislation Title:

\$22,251 - Furfield Dog Park – Sun Shade Replacement (Public Works)

Recommendation:

It is recommended that City Council authorize an appropriation for the amount indicated in the financial impact section.

Discussion:

This appropriation is for materials to replace the shade system at the entrance to the Furfield Dog Park. The existing shade is nearing the end of its useful life. It will be replaced with a darker color that will not show dirt and staining as much as the existing lighter colored sails.

Staff believe this will make the park more inviting to park patrons and make the vertical element that the shade system provides more aesthetically pleasing.

Public Works will manage these improvements and do additional work with our own forces if needed.

The request for funding is through funds already programmed in the 2025-2029 Capital Improvement Program as 5PW31 Various Parks Court Rehabilitations. This is additional funding remaining from a project at completion and staff believes this to be an appropriate redirection of funding within the parks system.

Financial Impact:

\$22,251.00 from the Park Development Fund.

Emergency Provision:

No

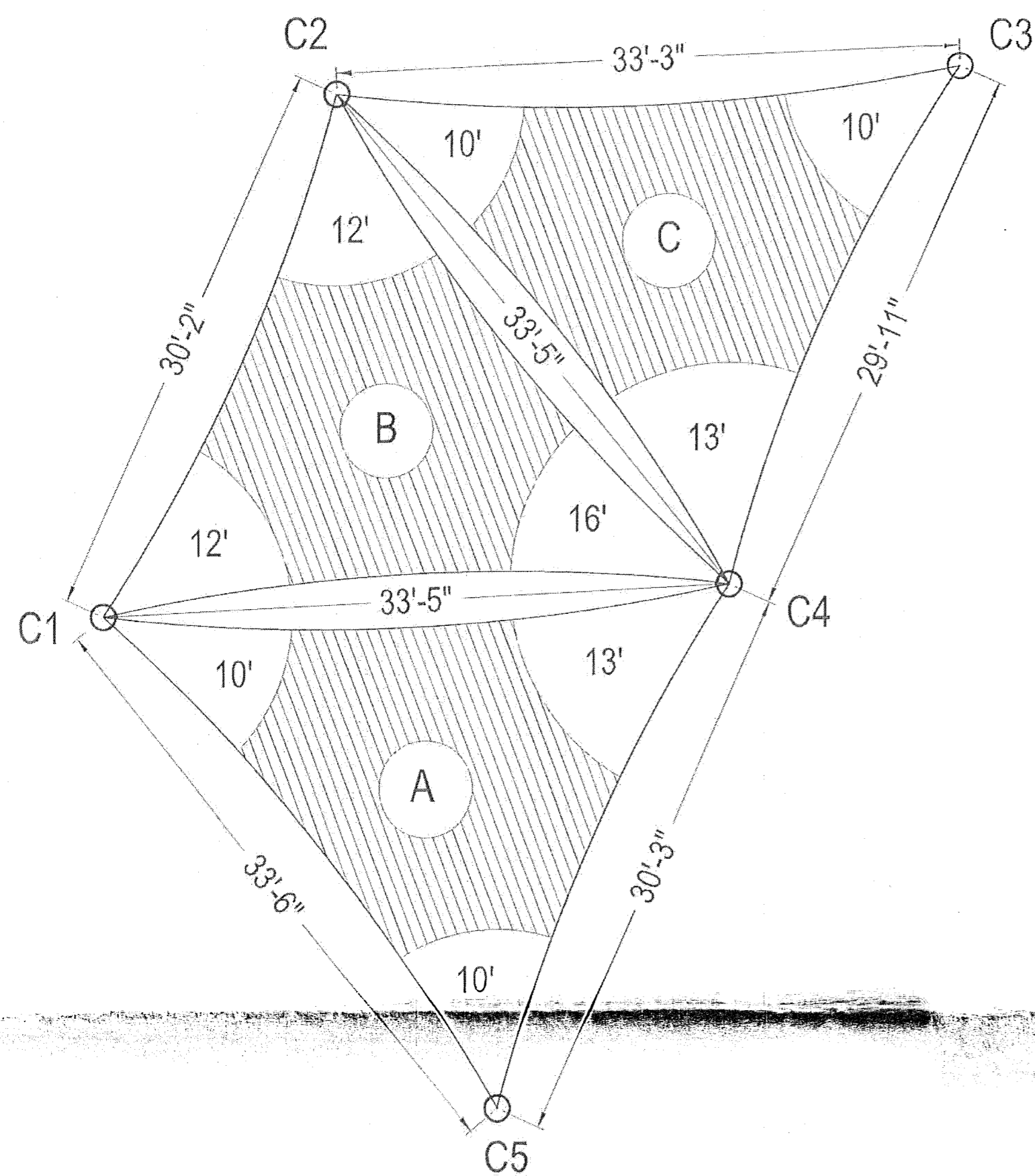
Rule Suspension Requested:

No

ATTACHMENTS:

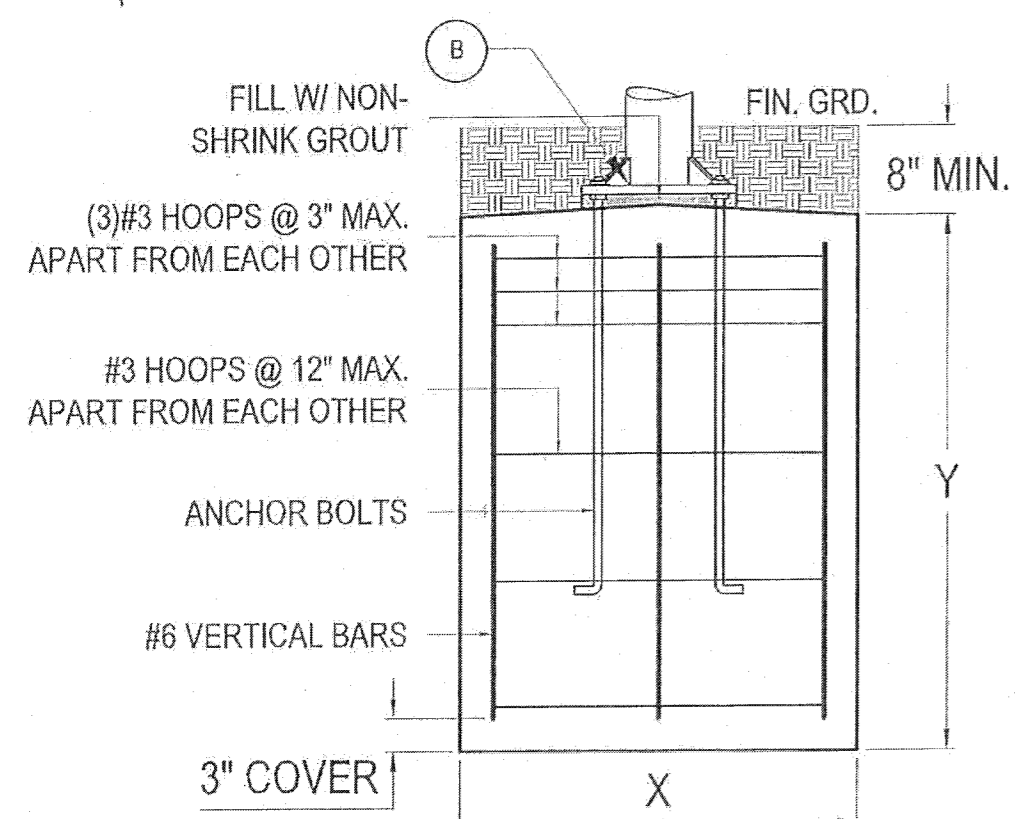
1. Shade System Structure

2. 2025 Dog Park - Sun Shade Replacement email quote



5/16" DIA. STAINLESS STEEL CABLE AROUND PERIMETER OF MATERIAL

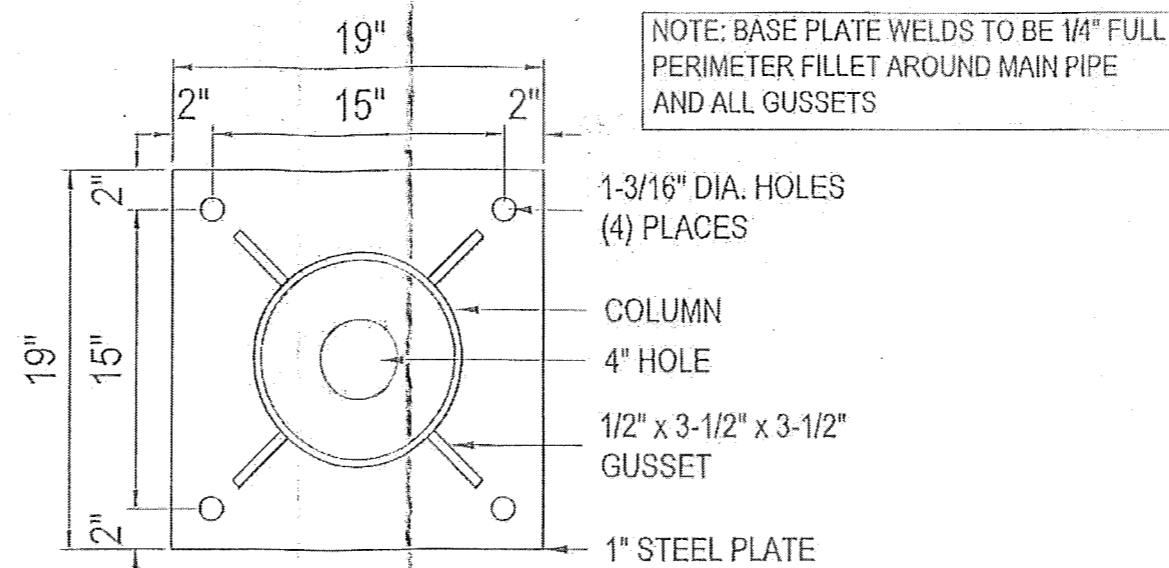
1 PLAN VIEW NOTE: NUMBERS IN CORNERS OF FABRIC INDICATE SAIL ATTACHMENT POINT HEIGHTS



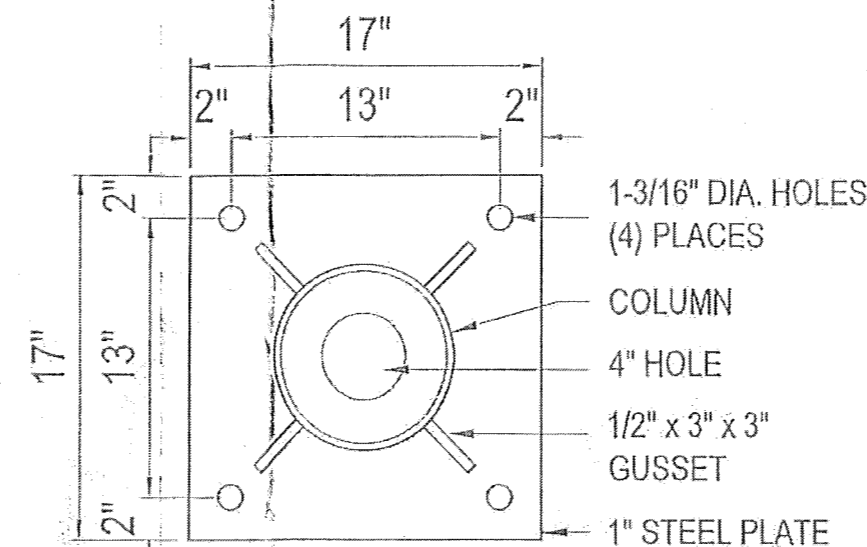
2 FOOTING DETAIL

NOTE: GROUT, HOOPS, REBARS & ANCHOR BOLTS NOT SUPPLIED BY FACTORY

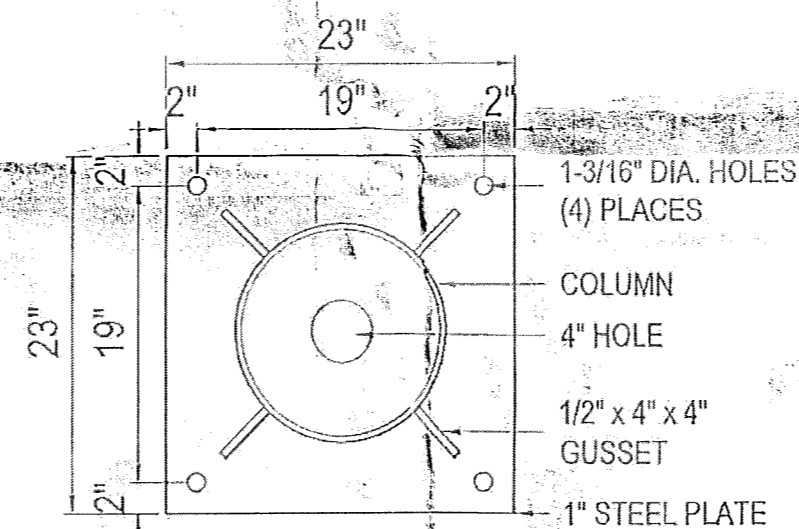
	STEEL COLUMN	FOOTER		ANCHOR BOLT SIZE	ANCHOR BOLT LENGTH	NUMBER OF VERTICAL BARS
		X	Y			
C1	10-3/4" DIA. X .365" WALL	48" Ø	90"	1"Ø	36	21
C2	10-3/4" DIA. X .365" WALL	48" Ø	90"	1"Ø	36	21
C3	8-5/8" DIA. X .322" WALL	36" Ø	72"	1"Ø	36	12
C4	14" DIA. X .375" WALL	48" Ø	120"	1"Ø	36	21
C5	8-5/8" DIA. X .322" WALL	36" Ø	72"	1"Ø	36	12



B BASE PLATE C1/C2 DETAIL



B BASE PLATE C3/C5 DETAIL



B BASE PLATE C4 DETAIL

GENERAL NOTES

1- THE SHADE SYSTEMS, INC.™ STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE 2012 IBC CODES ALONG WITH ANY ADOPTED STATE BUILDING CODES AND ASCE 7 TO THE FOLLOWING DESIGN CRITERIA:

CATEGORY	STRUCTURE WITH FABRIC CANOPY REMOVED
EXPOSURE	C
BASIC WIND SPEED	165 MPH

2- THE FOUNDATION ASSUMES A MINIMUM SOIL BEARING CAPACITY OF 1700 PSF.

3- ALL FASTENERS SHALL BE STAINLESS STEEL.

4- THE FABRIC SYSTEM IS DESIGNED TO WITHSTAND WINDS UP TO 155 MPH WITH THE FABRIC ATTACHED. HOWEVER THE FABRIC MAY NOT WITHSTAND WINDS IN EXCESS OF 90 MPH AND THEREFORE RELEASE.

STEEL:

1- STEEL PIPES SHALL HAVE A MINIMUM YIELD STRENGTH OF 45 KSI. STEEL PLATES SHALL CONFORM TO ASTM A36

2- ALL PARTS SHALL BE FACTORY-WELDED TO AMERICAN WELDING SOCIETY (AWS) SPECIFICATIONS AND SHALL UTILIZE E70-S6 AND HAVE THE HIGHEST STANDARDS OF QUALITY WORKMANSHIP.

3- ALL WELDS SHALL BE FILLET WELDS WITH MAXIMUM PERMISSIBLE THROAT THICKNESS OR FULL PENETRATION GROOVE WELDS.

CONCRETE:

1- ALL CONCRETE SHALL BE MIXED AND PLACED IN ACCORDANCE WITH THE LATEST EDITION OF ACI 301 AND 318.

2- CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH (f'c) OF 3000 PSL. A CONCRETE MIX HAVING A LISTED STRENGTH OF AT LEAST 3000 PSI THAT IS MIXED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS IS ACCEPTABLE FOR USE.

3- REINFORCING STEEL SHALL BE ASTM A-615 GRADE 60 WITH A MINIMUM YIELD STRENGTH (fy) OF 60 KSI

4- UNLESS OTHERWISE SHOWN, CONCRETE COVER SHALL BE 3" (MIN)

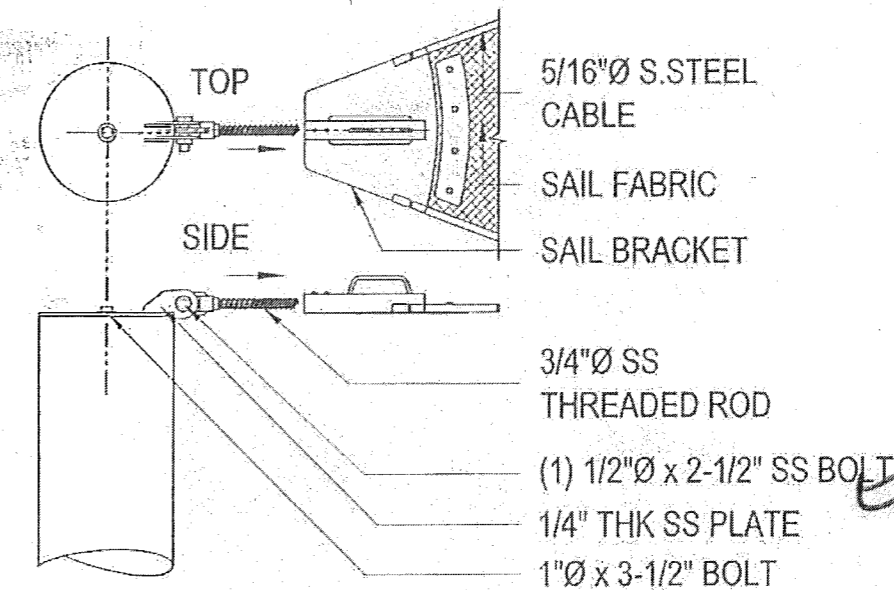
FABRIC:

1- KNITTED HOPE FABRIC HAS A SIEVE FACTOR OF 64%

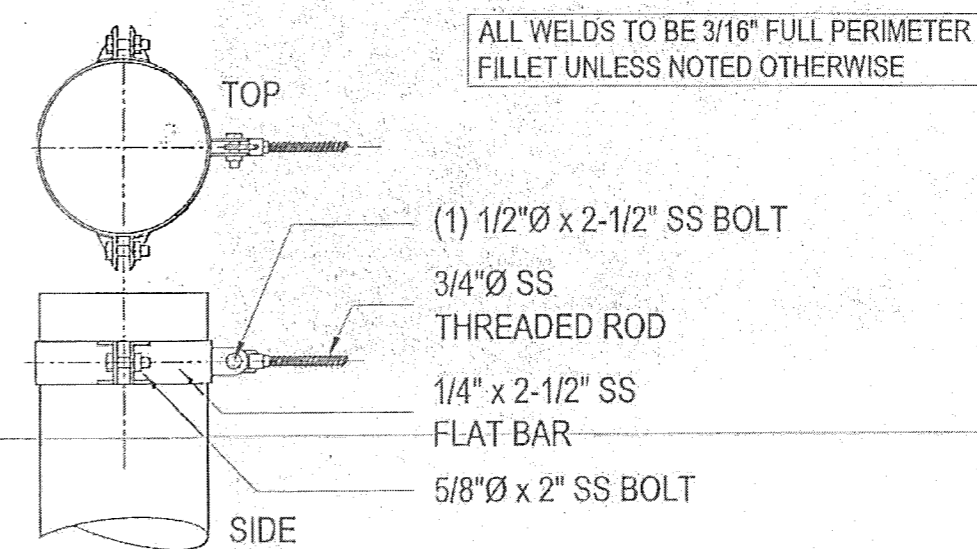
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NOTE TO OWNER:
OWNER ACCEPTS FULL RESPONSIBILITY FOR REMOVING THE FABRIC SHADE MATERIAL FROM THE STEEL FRAME WHEN SEVERE WEATHER CONDITIONS ARE PREDICTED. SUCH CONDITIONS INCLUDE PREDICTED WIND SPEEDS IN EXCESS OF 90 MPH. ALSO, AS STRUCTURE IS NOT DESIGNED FOR ANY SNOW LOAD, IT IS RECOMMENDED THAT CANOPY BE REMOVED WHEN SNOWFALL IS EXPECTED.



3 SAIL TOP CORNER DETAIL



4 SAIL BRACKET DETAIL

Firm Name and Address
Shade systems
4150 S.W. 19 Street
Ocala, FL 34474
Tel.: 1-800-609-6066

Fairfield Dog Park
River Road
Fairfield, OH 45014

Approved:



Model Name:

CUSTOM SAIL SHADE SYSTEM STRUCTURE

Model No.:

SAIL

Revisions

REP:

REP QTE. NO.

00000000

Approved: JRB

Job:

Checked: MG

6412

Drawn: AB

Date: 01/18/2019

Sheets: 1 OF 1

NOT TO SCALE

**CITY OF FAIRFIELD, OHIO
CITY COUNCIL MEETING COMMUNICATION**

ITEM NO. _____

DATE: 11/10/2025

ITEM:

Furfield Dog Park – Sun Shade Replacement

FINANCIAL IMPACT:

\$22,250.50 from the Capital Fund.

SYNOPSIS:

This appropriation is for materials to replace the shade system at the entrance to the Furfield Dog Park. The existing shade is nearing the end of its useful life. It will be replaced with a darker color that will not show dirt and staining as much as the existing lighter colored sails.

Staff believe this will make the park more inviting to park patrons and make the vertical element that the shade system provides more aesthetically pleasing.

Public Works will manage these improvements and do additional work with our own forces if needed.

The request for funding is through funds already programmed in the 2025-2029 Capital Improvement Program as 5PW31 Various Parks Court Rehabilitations. This is additional funding remaining from a project at completion and staff believes this to be an appropriate redirection of funding within the parks system.

STAFF RECOMMENDATION:

It is recommended that City Council authorize an appropriation for the amount indicated in the financial impact section.

From: Alex Grizzle
Sent: Thursday, September 11, 2025 1:14 PM
To: Clint Emmons <cemmons@fairfield-city.org>
Subject: RE: Shade Systems Inquiry: Replacement Fabrics Dog Park - Fairfield, OH 6412

Good afternoon Clint,

The quote is for all three sails as a set for the entire system.

Sail A – \$7,209.00
Sail B – \$6,615.00
Sail C - \$7,060.50
Shipping of (3) Sails - \$ 1,366.00
Material Cost Total - \$22,250.50

Respectfully,

Alex Grizzle

From: Clint Emmons <cemmons@fairfield-city.org>
Sent: Thursday, September 11, 2025 12:23 PM
To: Alex Grizzle <alex@shadesystemsinc.com>
Subject: RE: Shade Systems Inquiry: Replacement Fabrics Dog Park - Fairfield, OH 6412

Alex,

Can you send me one quote that has all three shades on it. Is there a price difference between the big sail and the 2 smaller ones?

Thanks,

Clint Emmons
Streets & Grounds Superintendent
City of Fairfield, Ohio
8870 North Gilmore Road
513-867-4242



www.fairfieldoh.gov



From: Alex Grizzle <alex@shadesystemsinc.com>
Sent: Thursday, September 11, 2025 11:58 AM
To: Clint Emmons <cemmons@fairfield-city.org>
Subject: Shade Systems Inquiry: Replacement Fabrics Dog Park - Fairfield, OH 6412

This email comes from outside the organization.

Do not click links or open attachments unless it is an email you expected to receive.

Good morning Clint,

Thank you for taking my call.

All of our products are custom built to order. Our current lead time is 8-10 weeks.

Below are some of the important reasons why Shade Systems is the number one choice for shade at public spaces:

Many design ideas – We offer a wide range of shade products, including our Mega Spans, Cantilevers, Single Posts, Sails, Multi-Level Sails, and the Tornado®. We have a shade solution for practically ANY application, including playgrounds, picnic areas, sports fields, pools, waterparks, and vehicle parking. And we can custom design to suit your particular needs.

Turn-N-Slide™ easy fastening system – Makes it easy for your maintenance staff to remove and re-attach the fabric canopy for the winter season or in the event of hurricane. Comes standard on all our frame-supported structures, still the one with the longest track record, and the only such patented system with a 10 year warranty. See the Turn-N-Slide page here and watch the brief video:

<http://shadesystemsinc.com/turnslide/>

One-point ‘Sail’ fastening system – Features a stainless steel bracket and single point attachment per canopy corner with stainless steel cables permanently concealed in the fabric’s hem, making our Sails the easiest to attach and remove when necessary. Watch our Sail video here: <http://shadesystemsinc.com/sails/sails-video/>

Below are some budget pricing (materials, shipping, only - NO engineered drawings and calcs included install.) We do not offer install, but usually a local GC in your area can install for you.

Option #1: Replacement Fabrics for a Custom Sail Shade System – Per the attached drawing dated 5/3/2019 – Includes New Stainless Corner Plates	
Model	Replacement Sails with New Stainless Corner Plates
Quantity	1
Price Each	\$20,884.50
Price Total	\$20,884.50
Shipping and Handling to Fairfield, OH 45014	\$1,366.00
Material Only Package Total	\$22,250.50

Thank you again for contacting Shade Systems for your shade needs. We look forward to hearing back from you and working together on your project.

If you should have any questions, please do not hesitate to contact me.

Respectfully,

Alex Grizzle

Alex Grizzle

Bid Specialist

Shade Systems, Inc.

4150 SW 19th Street | Ocala, FL 34474

Office: 1-800-609-6066 ext.124 | Fax: 1-352-237-2256

www.shadesystemsinc.com



the coolest solutions under the sun[®]



From: Clint Emmons <cemmons@fairfield-city.org>

Sent: Thursday, September 11, 2025 7:15:24 AM

To: info <info@shadesystemsinc.com>

Subject: Contact from website visitor

Good morning,

I'm Clint Emmons and I work for the City of Fairfield Ohio Public Works Department. I believe our Parks Department had ordered some sunshades from you in 2019 or around that timeframe for our dog park. We need to replace the shades, and we have 3 of them down there. I was wondering if you had anything on file as to what they ordered from you the last time.

Thanks,

Clint Emmons

Streets & Grounds Superintendent

City of Fairfield, Ohio

8870 North Gilmore Road

513-867-4242





**City Council Communication
Regular Meeting - November 10, 2025**

Submitted by: Matt Young, Field Superintendent
Department: Public Utilities

Subject:

Seward 1 Pump Station - Pump appropriation

Legislation Title:

\$40,000 - Wastewater Division - Pump appropriation (Public Utilities)

Recommendation:

It is recommended that council approve funding for the purchase of Vaughn Submersible Chopper Pump - and required freight - for the Seward 1 Lift Station.

Discussion:

The City of Fairfield's sewage collection system contains eleven (11) sanitary pump stations. Pumping stations are designed to handle raw sewage fed from underground gravity pipelines. Sewage is fed into, and stored in an underground pit, or wet well. The well is equipped with electrical instrumentation to detect the level of sewage present. When the sewage level rises to a predetermined point, a pump will be started to lift the sewage upward through a pressurized pipe system called a sewer force main. The sewage is transported through the force main which ultimately discharges into a nearby gravity manhole where it can again flow by gravity.

The pump being purchased will be used to replace an existing pump, which has recently been inspected and determined to be in need of replacement in the near future. Staff performed a cost analysis for rebuild vs. replacement and determined it is more economical to replace the pump. Two proposals are attached for review. Given the limited number of vendors who can supply this style of proprietary pump, a third quote was not able to be secured.

Financial Impact:

An appropriation in the amount of \$40,000.00 is being requested from the Sewer Surplus Fund for the purchase of a replacement pump from JGM. 2025 funding for this project was included in the approved 2025 - 2029 Capital Improvement Program (CIP) under project number 5WW06, Pump Overhaul/Replacement Program. The funding source is the Sewer Surplus Fund, 624.

Emergency Provision:

No

Rule Suspension Requested:

No

ATTACHMENTS:

1. SKM_C301i25102909561
2. Estimate_3991_from_Beckman_Environmental_Services



1155 Welch Road – Suite D
Commerce, Michigan 48390
Phone: 248-926-6200 / Fax: 248-926-6290

Project: Seward Road Pump Station
Similar to Sales Order No. 123470

Quote Number: **Q57130**

10/29/25

Page 1 of 3

*DUE TO CONTINUED PRICING INSTABILITIES IN MOTORS, METALS AND CASTINGS
ALL PRICING BEYOND 30 DAYS MUST BE VERIFIED PRIOR TO PLACING AN ORDER.*

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
------	-----	------	-------------	------------	-------

1 1 ea. Vaughan Model SE6W3-460V-115

Submersible Chopper Pump consisting of:

Casing and Backplate, cast ductile iron, with 6" ANSI CL 125 discharge flange.

Impeller, Cutter Bar, Cutter Nut and Upper Cutter, cast steel, heat treated to minimum Rockwell C60.

Shaft, heat treated steel.

Elastomers, Buna-N.

Drive, 25 HP, 1160 RPM, 460-volt FINAL, 3 phase, 60 Hz, 1.00 SF (inverter duty rated NP), Explosion Proof (Class 1, Group C & D) 15 minute in air duty submersible motor with tandem mechanical seals, moisture sensors, internal thermostats, and 50 feet of power and control cable, manufactured by ABB/Baldor.

Pump Finish: Solvent wash and coat with Tnemec Perma-Shield PL Series 431 epoxy. (Except Motor).

Pump Performance: 1200 GPM @ 43 FT. TDH

Application: Pump Station

Industry: Municipal

Note: pump and motor only - item #1 does not include guiderail assembly items or VPMR.

TOTAL NET PRICE:

\$37,167

*Freight quotes are for informational purposes only and is not a guarantee of the final shipping charge.
Shipping charges are not finalized until the equipment leaves Vaughan's warehouse.*

Submittals:	Submittal time is 4 - 6 weeks after receipt of order.
Production Time:	Estimated 20 to 22 weeks after receipt of approved submittals, released to production and executed purchase order. Estimated ship dates are subject to change dependent on motor availability. Vaughan Co. will arrange shipment upon the receipt of approved factory tests, if applicable.
FOB:	Montesano, Washington via best way. PLUS FREIGHT
Terms:	Contingent on credit approval.
Expiration:	Quotation valid for 60 days.

JMV

"Solids Handling Specialists"



1155 Welch Road – Suite D
 Commerce, Michigan 48390
 Phone: 248-926-6200 / Fax: 248-926-6290

Project: Seward Road Pump Station
 Similar to Sales Order No. 123470

Quote Number: **Q57130**

10/29/25

Page 2 of 3

*DUE TO CONTINUED PRICING INSTABILITIES IN MOTORS, METALS AND CASTINGS
 ALL PRICING BEYOND 30 DAYS MUST BE VERIFIED PRIOR TO PLACING AN ORDER.*

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
------	-----	------	-------------	------------	-------

NOTE:

THE FOLLOWING OPTIONAL ITEMS ARE NOT INCLUDED IN THIS QUOTATION. IF REQUIRED, PLEASE CONTACT YOUR LOCAL VAUGHAN REPRESENTATIVE FOR PRICING AND AVAILABILITY: UNLESS NOTED OTHERWISE, VAUGHAN'S STANDARD WARRANTY APPLIES.

- GAUGES, SWITCHES, VALVES AND OTHER SPECIALTIES NOT SPECIFICALLY CALLED OUT HEREIN.
- SPECIAL COATINGS OTHER THAN THOSE QUOTED.
- FACTORY PERFORMANCE, HYDRO, VIBRATION AND NOISE TESTS.
- EQUIPMENT, LABOR, MATERIAL AND PERSONNEL REQUIRED TO PERFORM FIELD TESTING OF PUMPS.
- ENGINEERING SUBMITTALS.
- SPECIAL MOTOR SPECIFICATIONS INCLUDING HIGH EFFICIENCY, MILL AND CHEM DUTY, INTERNAL SPACE HEATERS, ETC.
- FACTORY MOTOR TESTS.
- INTRINSICALLY SAFE FEATURES.
- STARTUP BY MANUFACTURER'S REPRESENTATIVE.
- LEVEL CONTROLS OR CONTROL PANELS.
- SPARE PARTS.
- ADDITIONAL LUBRICANTS OTHER THAN THOSE CONTAINED WITHIN THE PUMP.
- ANCHOR BOLTS.
- ACCESS HATCH COVERS OR HOISTS.
- 2 INCH PIPE RAILS FOR GUIDERAILS.
- LIFTING CABLES AND SAFETY HOOKS.

Submittals:	Submittal time is 4 - 6 weeks after receipt of order.
Production Time:	Estimated 20 to 22 weeks after receipt of approved submittals, released to production and executed purchase order. Estimated ship dates are subject to change dependent on motor availability. Vaughan Co. will arrange shipment upon the receipt of approved factory tests, if applicable.
FOB:	Montesano, Washington via best way. PLUS FREIGHT
Terms:	Contingent on credit approval.
Expiration:	Quotation valid for 60 days.

JMV

"Solids Handling Specialists"



VAUGHAN CO., INC. PRODUCT WARRANTY

Vaughan Company, Inc. (Vaughan Co.) warrants to the original purchaser/end user (Purchaser) all pumps and pump parts manufactured by Vaughan Co. to be free from defects in workmanship or material for a period of one (1) year from date of startup or eighteen (18) months from the date of shipment from Vaughan Co., whichever occurs sooner. Startup data must be submitted to Vaughan Co. within 30 days of startup. If Purchaser fails to submit startup data within 30 days of startup, then Vaughan, in its sole discretion, may elect to void this warranty at any time. Purchaser must contact Vaughan Co. prior to commencing any repair attempts, or removing pump or parts from service. If Purchaser fails to contact Vaughan Co. prior to commencing any repair attempts or removing pumps or parts from service, then Vaughan, in its sole discretion, may elect to void this warranty at any time.

If during said warranty period, any pump or pump parts manufactured by Vaughan Co. prove to be defective in workmanship or material under normal use and service, and if such pump or pump parts are returned to Vaughan Co.'s factory at Montesano, WA, or to a Vaughan authorized Service Facility, as directed by Vaughan Co., transportation charges prepaid, and if the pump or pump parts are found to be defective in workmanship or material, they will be replaced or repaired by Vaughan Co. free of charge. Products repaired or replaced from the Vaughan Co. factory or a Vaughan authorized Service Facility under this warranty will be returned freight prepaid. Vaughan Co. shall not be responsible for the cost of pump or part removal and/or re-installation.

All warranty claims must be submitted in writing to Vaughan Co. not later than thirty (30) days after warranty breach occurrence. The original warranty length shall not be extended with respect to pumps or parts repaired or replaced by Vaughan Co. under this Warranty. This Warranty is voided as to pumps or parts repaired/replaced by other than Vaughan Co. or its duly authorized representatives.

Vaughan Co. shall not be liable for consequential damages of any kind, including, but not limited to, claims for property damage, personal injury, attorneys' fees, lost profits, loss of use, liability of Purchaser to customers, loss of goodwill, interest on money withheld by customers, damages related to third party claims, travel expenses, rented equipment, third party contractor's fees, or unauthorized repair service or parts. The Purchaser, by acceptance of delivery, assumes all liability for the consequences of the use or misuse of Vaughan Co. products by the Purchaser, its employees or others.

Equipment and accessories purchased by Vaughan Co. from outside sources which are incorporated into any Vaughan pump or any pump part are warranted only to the extent of and by the original manufacturer's warranty or guarantee, if any, which warranty, if appropriate, will be assigned by Vaughan Co. to the Purchaser. It is Purchaser's responsibility to consult the applicable product documentation for specific warranty information. Specific product documentation is available upon request. Any warranty shall be void if the total contract amount is not paid in full.

Vaughan Co. neither assumes, nor authorizes any person or company to assume for it, any other obligation in connection with the sale of its equipment with the exception of a valid Vaughan "Performance Guarantee" or "Extended Warranty," if applicable. Any other enlargement or modification of this warranty by a representative or other selling agent shall not be legally binding on Vaughan Co.

Warranty eligibility determination is at Vaughan Co.'s sole discretion.

Warranty Limitations:

This warranty shall not apply to any pump or pump part which has been subjected to or been damaged by any of the following non-exclusive list of causes:

- Misuse
- Abuse
- Accident
- Negligence
- Operated in the dashed portion of the published pump curves
- Used in a manner contrary to Vaughan's printed instructions
- Defective power supply
- Improper electrical protection
- Faulty installation, maintenance, or repair
- Wear caused by pumping abrasive or corrosive fluids or by cavitation
- Dissatisfaction due to buyer's remorse
- Damages incurred during transportation
- Damages incurred during installation or maintenance

THIS IS VAUGHAN CO.'S SOLE WARRANTY AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, WHICH ARE HEREBY EXCLUDED INCLUDING IN PARTICULAR ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Beckman Environmental Services

4259 Armstrong Blvd
 Batavia, OH 45103
 513-752-3570
 sales@bescosales.com



ADDRESS	SHIP TO	SHIP VIA	best way	ESTIMATE	3991
CITY OF FAIRFIELD	CITY OF FAIRFIELD			DATE	03/25/2022
5350 PLEASANT AVENUE	4799 GROH LANE				
FAIRFIELD, OH 45015	FAIRFIELD, OH 45014				

QTY	DATE	DESCRIPTION	RATE	AMOUNT
1		VAUGHAN MODEL SE6W3 -460-115 SUBMERSIBLE CHOPPER PUMP : 6" ANSI CL 125 DISCH FLANGE IMPLLER , CUTTER BAR, CUTTER NUT, AND UPPER CUTTER, CASING AND BACKPLATE, SJAFT , ELASTOMERS, 25HP MOTOR 1160 RPM INVERTER DUTY RAQTED NP EXPLOSIO PROOF CLASS 1 GROUP C&D CABLE 50 FEET POWER & SENSOR, 1200 GPM @ 43 FT TDH. PUMP ONLY	41,500.00	41,500.00T
1		Freight to be prepay & add. Freight is estimated	1,200.00	1,200.00T
			SUBTOTAL	42,700.00
			TAX	0.00
			TOTAL	\$42,700.00

Accepted By

Accepted Date