The Village of Indian Hill 2016 Annual Report

City Council
Administration
Finance
Public Works / Water Works
Rangers
Fire Department
Overview

The City of the Village of Indian Hill

Our Mission...

An organization partnership dedicated to high level service, excellence and preserving the character of the Village.

Our Vision...

The Village of Indian Hill workforce functions as a team of professionals who trust and help each other build and maintain the strong and cohesive partnership which forms the core of the mission statement.

Our Core Values...

A strong commitment to public relations and customer service which places our residents as the first priority.
The paramount importance of conducting ourselves with the highest degree of integrity and ethical standards with a total commitment to our individual and collective responsibilities.
A safe and secure work environment for the benefit of all employees, residents and visitors of the City of the Village of Indian Hill.
Decision-making based on shared trust and teamwork and a commitment to organizational unity and dedication to public service.
A commitment to organizational values which exhibits pride in shared achievements and the quality of services provided while also respecting the contributions and importance of every employee.
The importance of empowering employees to perform and contribute at a high level, assuming leadership roles in the organization and fostering employee development through training, mentoring and educational opportunities.
Cost containment and financial accountability in all public spending.
History of the Village

The single most compelling quality of Indian Hill is its Village atmosphere. With a population of approximately 5,800 people, it is technically a City but its lifestyle over the years has remained constant. It is a residential community of dedicated citizens trying to preserve the country atmosphere and the gifts nature has bestowed upon it. Its verdant terrain has a magnetism that attracts citizens who are willing to do something about the quality of their "at home" existence. This state of mind is vestigial of the Village's earliest days.

The nearly 20 square miles, now known as Indian Hill, was first eyed by the Indian tribes of the Shawnee, Miami and Delaware. From their villages at Pickaway and Chillicothe, they came to hunt the wooded slopes and fish the clear streams. Some of the main thoroughfares of the Village follow the early Indian trails.

In 1787, Major Benjamin Stites, a veteran of the Revolutionary War, was with a surveying party coming down the Ohio River, when he was impressed by the strategic value as well as the beauty of the area between the two Miami Rivers. He returned east and interested Judge John Symmes in its purchase. When Symmes bought close to a million acres from the United States Government, he sold the 10,000 acres adjacent to the Ohio and Little Miami Rivers to Stites for $.66 an acre. This parcel of land encompassed Indian Hill. Newtown was among the first settlements and it was not long before some of the families moved from that settlement up the hillside to make their homes. In the early pioneer days, there were many encounters with the Indians.

Legend of the Village

One such encounter involved the Indians stealing three horses from the settlement at Nelson's Station (Madisonville). The settlers pursued them. During the pursuit, the settlers shot the one Indian who was unfortunate enough to have selected a lame horse. Years later, his body was found on a farm on a hill above Madisonville, giving the name Indian Hill to our rural community.

By the early 1800's after the Indians had moved westward, the settlers were able to farm, run their grist, saw and paper mills, build comfortable homes, and organize the community around them. Three schools were built, all of which are still standing. The first church, Armstrong Chapel, was built on property given by Nathaniel Armstrong, a prosperous mill operator. The men of the community formed the bricks from clay on the property, cut the beams, and forged the hardware. The cemetery predates the church. Soldiers from nearly every U.S. war, including the Revolutionary War, are buried there.

By the end of the 19th century, the area was a farming community of about 500 residents, many of who were descendants of the early pioneer families.

In the early part of the 1900's, in order to escape the heat of the city, a few Cincinnatians began to come for the summer. They purchased farms or visited relatives. The virginal beauty of its hillsides attracted more and more Cincinnatians. By the late 1920's, it began to develop into a suburban, residential community. By the late 1930's, its citizens became concerned about protecting the handsome woodlands from the discordant elements that were beginning to plague the outskirts of major cities. Thus, it was incorporated in 1941. With tight zoning, imaginative leadership, and suburban planning, created and guided by the personal efforts of its residents, the Village has been able to meet the pressing demands for housing that began after World
War II and yet maintain its rural atmosphere.

The Village is governed by an elected council of seven and a professional city manager. It has:

- Quality education, both public and private
- Its own water supply
- Exceptional and exemplary police and fire protection
- Varied and well patronized recreational facilities
- Its own road maintenance, waste disposal and recycling services
- Three churches, boy scouts, girl scouts, an active historical society, and numerous cultural and garden clubs

The Village has an affinity for open space and green area preservation as stated in the 1941 charter:

“It is the purpose and intent of the people of Indian Hill that the character and uses of the area within the Village may not be changed, and that it shall continue to be a rural neighborhood of home and farms”

This legislative mandate voted on and approved by Village residents is manifested in the Green Areas Trust program, which, through purchase and gifts, has created an almost unbroken arc of over 3,000 acres of greenery around and through the Village.

Life in Indian Hill is full of the blessings of nature and the large and small kindnesses that make a community human.
Village Information and Profile

INCORPORATED AS A VILLAGE: 1941
CHARTER ADOPTED: December 16, 1941
PROCLAIMED A "CITY": 1970
AREA: 20 Square miles
POPULATIONS: 5,802
(2014 Census American Community Survey)
RESIDENTIAL HOUSEHOLDS: 2,301
PAVED STREETS: Centerline Miles 80 miles
PARK AND GREEN AREA LAND: 3,000 acres
BRIDLE TRAILS: 150 lane miles
WATER PLANT OPENED: November 25, 1949
WATER ACCOUNTS: 5,498
PROPERTY TAX VALUATION (2012): $818,960,000
PROPERTY TAX INSIDE 10 MILL LEVY: 0.96
INCOME TAX RATE: 0.575%

The City of the Village of Indian Hill was incorporated under the laws of the State of Ohio as a home rule charter form of government in 1941. This means that the Village adopted a charter that provides the basic framework for how the Village will be governed, as opposed to following specific state statutes for municipal entities. Indian Hill gained city status with the 1970 census of approximately 5,651 residents.

The Village operates under a Council-Manager form of government. Council consists of seven members elected at large and serving two (2) year terms. The Mayor and Vice Mayor are chosen by Council from among its members. The Council establishes municipal policy, creates annual goals for staff implementation and ensures the Charter and Code of Ordinances are upheld.

The Village is located in Hamilton County, Ohio, which is approximately ten (10) miles northeast of Cincinnati and encompasses nearly twenty (20) square miles. Although the Village is technically a city, families who live in the Village still value its rural atmosphere, its reputation for safety, its strong sense of history and community, its firm administration of zoning ordinances, and its proximity to the cultural life of a large city. The quality of life in Indian Hill is supported by low taxes, quality education (public and private), and its own water supply. The Indian Hill Rangers provide a service which is beyond what one might expect to receive from a police department. Fire protection is provided by first class care from the Madeira and Indian...
Hill Joint Fire District. The Public Works Department maintains over eighty (80) miles of roadways, provides waste and recycling disposal, maintains numerous parks, and ensures bridle trails and green spaces are preserved to make the Village unique and a benchmark among neighboring communities.
The City of the Village of Indian Hill operates under a Council–Manager form of government with seven elected City Council members working with a City Manager appointed by City Council with the support of a clerk of council and a solicitor.

All City Council members are elected at large by a popular vote of City residents for two-year terms. Elections occur in November of odd-numbered years. Once seated, City Council members select the Mayor and Vice Mayor who serves in that position for a two-year term.

City Council is responsible for establishing policies, creating annual goals for staff implementation, ensuring the Charter and Code of Ordinances are upheld, and enacting legislation necessary for municipal operations. City Council also oversees a $14.6 million Operating and Capital budget, $6.6 million Water Works Fund and various other funds. By Charter, the City Manager serves as the City’s chief executive, administrative and law enforcement officer. The City Manager is responsible for the day to day municipal operations by working closely with department managers, ensures Council policies are implemented, creates a cost conscious yet service-oriented annual budget for Council approval and is appointed by

In January 2016, Council established its annual goals for staff with the top priorities including, but not limited to the following:

1. *Work collaboratively with the Madeira and Indian Hill Joint Fire District and the City of Madeira to ensure the fire station construction process abides by the Capital Funding Agreement and remains financially efficient while producing high quality and effective emergency services facilities.*

2. *Renegotiate personnel contracts with Police and Public Works Department*

3. *Prepare and present benchmarking analysis which compares Village services and costs among similar communities.*

4. *Evaluate specific Village amenities (e.g. Shooting Club, Camp Jim B and Bridle Trails) to determine their overall benefit to the community and present options on how to improve upon the benefit as well as to become more financially self-sufficient.*

5. *Complete personnel transitions with anticipated retirements in Police Department (one (1) Lieutenant and one (1) Assistant Chief/Captain) and Administration (City Engineer/Project Manager).*

6. *Review overall Village human resource functions*

7. *Update the Rowe Arboretum Master Plan and create a succession plan for 2017 retirement of Rowe Arboretum Manager.*

8. *Complete participation in the State’s voluntary Ohio Online Checkbook program.*

9. *Create a Master Review Schedule for various Village master plans, policies and other items as needed.*

10. *Determine specific capital projects and prioritize significant needs. Recommend whether such needs can be funded internally or whether the need exists for potential fundraising efforts (e.g. Grand Valley, Bridle Trails, Rowe Arboretum, Camp Dennison, Whitaker Park, etc.)*

11. *Create a Parks Plan which recommends specific projects to improve the usability and aesthetics of certain Village Parks.*

City Council also held its biennial New Resident Reception on May 22, 2016. This reception gave residents that moved into the Village within the last two (2) years an opportunity to meet the Mayor, City Council, staff, school officials and other members of the Indian Hill community and ask questions about their new surroundings. This unique and treasured event had approximately 120 residents in attendance.

Throughout the year, City Council adopted eleven (11) Ordinances and twenty (20) Resolutions. The
following are a few highlights of such legislative actions:

**RESOLUTIONS**

- Appreciation to Lt. Paul R. White, Indian Hill Ranger, for his twenty-seven years of service to the Village
- Appreciation to Mr. George Kipp, Project Manager, for his eighteen years of service to the Village
- Accepting the 2016 Appropriations for the Madeira and Indian Hill Joint Fire District
- Re-appointing Mr. Paul Madden as a member of the Planning Commission
- Authorizing the City Manager to accept 16.8256 acres of 2015 Green Area gifts
- Authorizing the City Manager to employ an engineer to prepare plans, specifications, advertise for bids, and award contracts related to the following projects and equipment: 1) road resurfacing; 2) Grand Valley entrance enhancements; 3) Camargo Road and Demar Road pier wall improvements; 4) vehicle purchases; 5) Blome Road water main, 6) water plant high service pump improvements; and 7) rock salt for water softening
- Re-appointment of Mr. John Kruse and Mr. Paul Riordan and the appointment of Mr. Michael Sewell to the Board of Review
- Assessing the costs of the property tax duplicate for the nuisance abatement and securance of the property located at 7450 Drake Road
- Approve the applications of Mary Elizabeth Mitsui, Three Wells LLC and Robert Gray Edminston Tr., to renew the designation of 230.41 acres on Given Road as Agricultural District
- Appreciation to Assistant Chief/Captain of Patrol Timothy M. Oliverio, for his thirty-three years of service to the Village
- Authorizing the City Manager to enter into a Memorandum of Understanding and contract with the Hamilton County General Health District for public health services
- Adopting the 2017 Tentative Tax Budget
- Authorizing the City Manager to execute a compensation agreement with Donald L. Crain and Frost Brown Todd LLC for legal services related to the position of City Solicitor
- Accepting the amounts and rates as set for the City of the Village of Indian Hill by the Budget Commission, authorizing necessary tax levies and certifying them to the County Auditor
- Authorizing the City Manager to enter into a gas main extension agreement with Duke Energy to extend a gas main along Indian Hill Road, Ivyfarm Road, Stonebarn Road, Voorhees Drive, Willow Hills Lane, Old Indian Hill Road
ordinances

• Designating the position of Assistant Chief/Captain of Investigations of the Police Department in the non-classified service and to exempt from provisions of the Merit System Ordinance of 1970
• Authorizing the City Manager to convey the Bright and Drake Park property to the Madeira and Indian Hill Joint Fire District in exchange for an easement agreement
• Changing the rates to be charged for water supplied to customers by amending Section 51.55 of the Code of Ordinances
• Amending Ordinance 09-15 and making appropriations for the expenses of the City of the Village of Indian Hill for Fiscal year 2016
• Enacting and adopting a supplement to the Code of Ordinance’s for the City of the Village of Indian Hill, Ohio
• Authorizing the City Manager to convey an easement in order to allow Duke Energy to supply and maintain overhead electric facilities to water well numbers 10 and 11
• Amending Chapter 93 of the Code of Ordinances regarding municipal income tax – reduced income tax rate from 0.575% to 0.55% commencing January 1, 2017
• Establishing salary ranges for Police Department for 2017
• Establishing salary ranges for Water Works and Public Work Department for 2017
• Establishing salary ranges for Administration Department and non-contract personnel for 2017
• Approving appropriations for 2017 budget

Council members are quite active and involved throughout the year. Not only do they attend monthly council meetings, each council member also resides on at least three council committees, which all meet on a monthly basis.
In addition, council members act as Village liaisons to the Green Areas Advisory Committee, OKI, Madeira and Indian Hill Joint Fire District, Recreation Commission and Planning Commission.

Council members also devote their time attending several community events such as the Armstrong Church Memorial Day Remembrance, 4th of July parade and festival, National Day of Prayer, Veterans Day Memorial, Community Dialogue, New Resident Receptions, Community Forums, Village employee receptions, and many others. The genuine amount of time, intellect and valued input all council members provide to the City of the Village of Indian Hill represents the true and genuine meaning of “giving back”.

![Image of council members]
The Administration department provides professional leadership in the execution of City Council goals and legislative policies in addition to the overall management of the Village. The department is responsible for overseeing the coordination and direction of all Village services. It provides key support to all departments within the Village by managing all human resource functions, risk management, planning/zoning, project/contract management, storm water and septic regulations, customer service, recreational opportunities, informational technology needs, various Village memberships, certain regulatory requirements, and other specific areas of support.

The Administration Department is comprised of the following personnel:

City Manager
Assistant City Manager
City Engineer/Project Manager
Information Technology Manager
Rowe Arboretum Manager
Part Time Recreation Coordinator
Part Time Septic Inspector
Part Time Shooting Club Manager
Part Time Grand Valley Nature Preserve Manager
Part Time Grand Valley Nature Preserve Rangers
Part Time Receptionist/Secretary

During 2016, the Village of Indian Hill Administration personnel achieved both Council and internal goals while also being formally recognized for a number of achievements. Highlights include the following:

- During its annual tax rate review process, Council approved a decrease to the income tax rate from 0.575% to 0.55% beginning January 1, 2017 with the filing of the 2016 tax returns. Unanticipated revenue increases in 2015 and 2016, less than projected expenditures, continued market improvements and strong year-end balances were the rationale for the tax decrease.

- Celebrated the grand opening of the newly constructed Madeira fire station with the Madeira and Indian Hill Joint Fire District and the City of Madeira. This was followed up by a groundbreaking of the Indian Hill fire station. All of this was made possible by the extreme generosity and graciousness of Mr. and Mrs. Harold Thomas.

- Assisted with the Indian Hill fire station construction by transferring two parcels,
adjacent to the construction area, to the Madeira & Indian Hill Joint Fire District.

- Approved two new union contracts with OPBA (Rangers) and AFSCME (Public Works).

- With the retirement of Lt. Rich White and Assistant Chief/Captain Tim Oliverio, Lt. Steve Makin was promoted to Assistant Chief/Captain and Rangers Carl Watts and Frank Cogliano were promoted to Lieutenants. Rangers Mike Lang and Cody Meyer were hired upon the completion of these promotions.

- With the retirement of Mr. George Kipp, Mrs. Kathy Wade-Dorman was hired as the new City Engineer/Project Manager.

- Commenced the Rowe Arboretum Master Plan at the end of the year and will continue into 2017.

- Mr. Dick Steuerwald and Mrs. Kathy Wade-Dorman commenced renovations to the Indian Hill Shooting Range clubhouse.

- Mr. Jon West commenced the construction of a new Ranger Station at the Grand Valley Nature Preserve.

- The Public Works Department provided upgraded enhancements to the Grand Valley entrance which included landscaping and paving.

- Fourteen (14) new homes were under construction or completed with 241 permits issued for other construction-related activities and tent events.

- Planning Commission heard eighteen (18) cases ranging from special exceptions to variances to approving concept plans.

- Due to changes in state regulations, the Village entered into a Memorandum of Understanding with the Hamilton County Health District to clarify the transition process for septic inspections and compliance.

- Inspected over 650 septic systems, oversaw six installations of new systems and worked on 475 re-inspections.
• **Employee years of service milestones:**

35 Years  Paul Riordan  Clerk-Comptroller

25 Years  Jerry Hensley  Parks Foreman
           Mike Rankin  Service Worker
           David Smith  Service Worker
           Eric Weiss  Service Worker
           Chuck Willenbrink  Service Worker

20 Years  Mark Feldhues  Service Worker
           Ken Irwin  Water Plant Operator
           Mark Milliron  Dispatcher
           Richard Seibert  Service Worker
           Ron Wilmoth  Service Worker

15 Years  Pat Gruber  Service Worker
           Ernie Hudson  Ranger
           Billy McNichols  Service Worker
           Mike Profitt  Water Works Foreman
           David Yeager  Collections Foreman
           Kari Zenni  Administrative Assistant

10 Years  Rachel Lefker  Dispatcher
           Art Speer  System Maintenance

5 Years  John Burton  Grand Valley
         Rick Robinson  Septic Inspector

In addition to these achievements, the Village was able to accomplish many other projects due to the generosity and kindness of Indian Hill residents and organizations:

• **The Oliver Family graciously donated $25,000 for the care and maintenance of Rowe Arboretum.**
• The Bridle Trail Fund received over $4,000 in donations to honor the lives of Bud and Suzanne Rogers.

• Planting of various bulbs throughout the Village with a donation from the Indian Hill Garden Club.

• Bridle trail maintenance was assisted greatly due to a $2,500 donation and volunteer efforts from the Indian Hill Equestrian Club.

• Several trees donated to the Village parks, including Grand Valley, by Mrs. Helen Black and several others in and near the community.

• Mr. and Mrs. Eppa Rixey and Mr. and Mrs. Greg Morris donated bridle trail easements to protect and preserve the bridle trail between their respective properties.

• Mr. Pat Wynne donated an asphalt trail connector at Rheinstrom Park.

• Ten (10) pavers purchased to honor family members and residents at the Veterans Memorial.

• A new bench was donated to honor Mr. and Mrs. Linnemann at Grand Valley Nature Preserve.

• Several Green Areas Trust monetary donations provided by residents and staff throughout the year.

• The Green Areas Trust received 1.5302 acres of donated land to assist with the Village’s mission of rural preservation.
The Finance Department’s mission is to adhere to the financial policies established by the Village Council, develop administrative policies that maintain the integrity of the Village’s financial system and to support both internal employees and external customers by providing excellent customer service. Services include budget preparation, ensuring timely and effective accounts payable and receivable procedures, administering and overseeing the Village’s income tax code, assisting in the administration of the Village’s Water Works operations, maintaining records of all Village financial transactions and coordinating the annual audit procedures. The Department also provides general financial and clerical support to all Village Departments.

The Finance Department is comprised of the following personnel:

- Finance Director/Tax Commissioner
- Administrative Assistants (3)
- Part Time Receptionist/Secretary

Other accomplishments within the Finance Department included:

- Received confirmation from Standard and Poor’s that the Village’s “AAA” rating had been renewed. The “AAA” rating is the highest rating applicable to public sector bonds.

- Established the Village’s portal on the Ohio Online Checkbook program. This program is part of the Ohio Treasurer’s initiative to increase transparency regarding public funds. While Village expenditure information has always been available to the public, this website provides another mechanism to retrieve the information. Expenditures from 2011-2016 are available and will be periodically updated with new data as the year progresses.

- The Village once again received the “Auditor of State Award.” This award was presented to the Village for having “exemplary financial reporting in accordance with Generally Accepted Accounting Principles (GAAP)” upon completion of the 2015 financial audit.

- Scott Gully achieved his Certified Public Finance Officer (CPFO) designation with the Government Finance Officers Association (GFOA). To earn the CPFO designation, candidates must pass a series of five examinations covering the major disciplines of public finance. To date, there are 670 individuals who have achieved the CPFO designation nationwide, and only 15 in the state of Ohio.
The following charts represent the Village’s financial status as of December 31, 2016.

**Total Revenue** = $15,191,040

**Total Operating Expenditure** = $13,060,366

**Total Water Works Revenue** = $5,250,127

**Total Water Works Expenditure** = $5,805,179
February 16, 2016 – Item (1): A special exception request by the Cincinnati Country Day School at 6905 Given Road was conditionally approved under the continuing jurisdiction of the Planning Commission. The request was for the construction of an outdoor amphitheater located in the lawn between the school and the north driveway.

Item (2): A special exception request by the Cincinnati Country Day School at 6905 Given Road was conditionally approved under the continuing jurisdiction of the Planning Commission. The approval was for Phase One of the Leonard Athletic Center (LAC) renovation, which includes the following improvements and modifications:

- Replacing the existing deteriorating pool with a new stainless steel pool;
- Replacing the spectator balcony;
- Improving the spectator experience with new material finishes and built in seating on the pool deck;
- Installing acoustic treatments to control noise;
- Renovating the current offices to create a meeting and gathering space termed the “wet classroom”;<br/>
- Expanding the pool equipment space with a new subsurface room;
- Demolition of the current entry and stair;
- Limited openings in the Natatorium walls for new windows and a temporary construction entrance;
- Demolition of interior partitions and equipment of the existing locker rooms, training rooms, and storage for replacement in the next phase; and
- Staff review and approval for interior finish permits associated with the demo/renovation of Phase 1 consistent with the plans submitted.

March 15, 2016 – A special exception request by the Greenacres Foundation at 8500 Spooky Hollow Road was approved under the continuing jurisdiction of the Planning Commission. The request was for the conversion of an existing pond into a wetland, construct viewing docks and boardwalks, and a walking path in support of Greenacres mission related activities of education.
April 19, 2016 – A variance request by Sue Mills at 7765 Graves Road was approved by the Planning Commission. The request was for the expansion of the front entry of a non-conforming home and to construct additions to the rear of the home on a non-conforming lot of record.

May 17, 2016 – Item (1): A variance request by Roger and Pat Fry at 7920 Brill Road was approved by the Planning Commission. The variance request was for a front yard setback, for a small laundry room addition on the west side of the home on a non-conforming lot.

Item (2): A variance request by Jeffrey Seeley at 8100 Indian Hill Road was conditionally approved by the Planning Commission. The request was for the construction of an in-ground pool on the west side of the home. The applicant requested a variance to the front yard setback, which was a modification to a previously approved front yard setback variance for a pool on a non-conforming lot.

June 14, 2016 – Item (1): A variance request by Dennis and Tammy Shuler at 8120 Shawnee Run Road was approved by the Planning Commission. The variance request was for a front yard setback, for a front portico addition on a non-conforming home. The Planning Commission also approved a 3 car attached garage addition meeting the required setbacks.

Item (2): A re-subdivision request by Timothy and Grace Kerr for Lot 17, Burley Hills Subdivision, was conditionally approved by the Planning Commission. The request was to expand the lot by adding 0.7247 acres of land from the adjacent property located at 7871 Indian Hill Road.

July 19, 2016 – A special exception request by the Cincinnati Country Day School at 6905 Given Road was conditionally approved under the continuing jurisdiction of the Planning Commission. The approval was for the construction of the Leonard Athletic Center (LAC) Phase 2 improvements and the final documentation for the CCDS north campus site improvements.

August 16, 2016 – Item (1): A special exception request by the Turner Farm, Inc. at 7400 Given Road was conditionally approved. The approval is to utilize the entire 200 plus acre Turner Farm property and designated buildings for places of “Public Assembly”, allowing participants to engage in programs and activities in furtherance of the mission of Turner Farm.

Item (2): A variance request by John and Mary Chadwick at 7705 Indian Hill Road was approved by the Planning Commission. The variance request was for the conversion of the existing carport into a completely enclosed garage on a non-conforming home located on a non-conforming lot.

September 20, 2016 – Item (1): A re-subdivision request by Breezy Hill Estates, LLC, to increase the size of Lot 4 by adding a portion of land from the adjacent Lot 5 in the Voorhees Vineyard Estates Subdivision, was approved by the Planning Commission.

Item (2): A request for authorization to build a new single family residence on a non-conforming lot of record by Artisan Estates Homes, LLC, was tabled by the Planning Commission. The property is located at
9845 Cunningham Road.

Item (3): A request for authorization to build a new single family residence on a non-conforming lot of record by Classic Living Homes, was conditionally approved by the Planning Commission. The property is located at 7945 Graves Road.

October 18, 2016 – Item (1): A request for authorization to build a new single family residence on a non-conforming lot of record by Artisan Estates Homes, LLC, was approved by the Planning Commission. The property is located at 9845 Cunningham Road.

Item (2): A request for a Special Exception to install new wireless equipment and antenna on two former Cincinnati Bell Telephone micro-cell poles for wireless communication services by Verizon Wireless was conditionally approved by the Planning Commission. The poles are located at 5535A and 4662A Miami Road.

November 15, 2016 – A variance request and authorization to expand a non-conforming home on a non-conforming lot by Jared and Bridget Davis at 7727 Shawnee Run Road was approved by the Planning Commission. The variance request was to construct an addition to the rear of the existing non-conforming home.

December 20, 2016 – A special exception request by the Greenacres Foundation at 8300 Spooky Hollow Road was approved under the continuing jurisdiction of the Planning Commission. The request was for the conversion of the Nippert house into offices and programming space for Greenacres mission related activities.
10 YEAR TREND
10 YEAR HISTORY OF BUILDING PERMITS & NEW HOME CONSTRUCTION

* A total of 241 building permits were issued in 2016 which includes 14 new homes.

** A total of 159 new homes have been constructed over the past 10 years at an average rate of 16 new homes per year.
## 2016 HSTS INSPECTION REPORT

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Total amount of Routine inspections and re-inspections completed to date

Estimated number of HSTS | 1322 | Mechanical | 1167 | Non-mechanical | 155

New systems installed - 7
Systems replaced due to failure - 1
Systems to be replaced due to failure - 3
HSTS tied into MSD - 2
HSTS to be tie into MSD - 1
NPDES Permits on file - 16
Semi-Public Systems on file - 22
HCPH Open Permits issued to install - 3
YTD Inspections does not include with Hamilton County Public Health Department - 54

Rick Robinson ~ Inspector
Indian Hill Inspection Division
2016
GREEN AREA GIFT SUMMARY

Hari and Rekha Budev
9185 Camargo Road
1.5302 acres – 629-0240-0046

2016 Total Acres Donated to Green Areas Trust = 1.5302 acres
The Public Works Department infrastructure is organized into three major divisions with varying responsibilities. The three divisions that make up our department are Streets, Parks, and Collections.

Each of these three divisions is managed by its own supervisor under the direction of the Public Works Department Superintendent. The following is a breakdown of the basic responsibilities held by each individual division.

**Streets**
Road repair, maintenance of all Village rights-of-way, snow and ice removal, drainage and drainage structures, and emergency services.

**Collections**
Household waste collection, recycling collection, yard waste removal, and special pickup program.

**Parks**
Park and athletic field maintenance, Green Areas program, bridle trail maintenance, and building and grounds maintenance.

These divisions make up a department with 31 full-time and 3 permanent part-time employees dedicated to providing Village residents with a prompt and courteous response to a wide range of service requests.
STREET REPAIR AND ROAD MAINTENANCE

There are 11 employees who are responsible for maintenance of all roads, rights-of-way, drainage systems, emergency services, and miscellaneous problems. The Street Repair and Maintenance Fund is the largest budget within the Public Works Department (not including Capital Improvement and Annual Resurfacing). The Municipal Garage and mechanics are also included within this budget. There is a Chief Mechanic and one Assistant Mechanic who are responsible for the repair and maintenance of all Village owned equipment and vehicles. Listed below is a summary, highlighting each area of maintenance for 2016.

**Asphalt Repairs**

In 2016, the Public Works Department made repairs to areas in which the blacktop base had failed. Repairs were made on Cunningham Road, Demar Road, Druwood Lane, Given Road, Indian Ridge Lane, Kugler Mill Road, Marblehead Drive, Taft Place Lane and Whitegate Lane. Base repairs are completed by digging out the blacktop and base material. Once a solid area is found, blacktop is installed. With the purchase of a blacktop grinder, we were also able to perform additional repairs on Beacon Hill Road, Brokensound Lane, Loveland Madeira Road, Shawnee Pines Drive, Sleepy Hollow Road, Whispering Hills Drive and Willow Run Court. These repairs were completed by using 52.8 tons of #301 base blacktop and 158.4 tons of #448 top coat.

The Public Works Department also cold patched several potholes on Village roadways. This process is simply putting cold mix blacktop in holes on the roadways that may damage vehicle rims and tires. A total of 8.65 tons of cold patch was used for this purpose.

Total Man Hours: 1,588.0  
Total Tons of Asphalt: 219.85

In 2016, the Public Works Department continued with the crack seal program. This process seals cracks in the blacktop to prevent moisture penetrating the streets and causing the blacktop to deteriorate prematurely. Strawser Construction was hired to do the work and used 12,254 lbs. of crack sealer. This material was used on Drake Road.

In 2016, the Public Works Department continued with the concrete curb replacement program. Adleta Construction replaced 1,428 lineal feet of deteriorated concrete curb on South Clippenger Drive, Shadyglen Road and Chinquapin Lane.

**Berm Maintenance**

The Public Works Department maintains all roadside berm in Village rights-of-way. Reasons for repair include erosion from heavy rains, rutting, accidents, and road widening projects. Proper maintenance protects roadway edges and enhances the appearance of the berm. Material typically used in this maintenance includes topsoil, solid fill, crushed stone, recycled concrete, and blacktop.

In 2016, repairs were made on Camargo Road, Eagle Ridge Drive, Given Road, Kugler Mill Road, Marblehead Drive, Old Indian Hill Road, Park Road, Remington Road and Varner Road.

Total Man Hours: 584  
Material used in 2016:  
2” – 4” Rip Rap- 6 Tons
STREET REPAIR AND ROAD MAINTENANCE

- 4” – 8” Rip Rap – 14 Tons
- Topsoil – 30 yards
- Recycled concrete – 34 tons
- Concrete washout – 175 tons
- Clay – 25 tons

**Right-of-Way Maintenance**

This consists of cleaning up small trees, limbs, and other debris along the roadways in the Village. Sweeping debris off the roadways and bike paths also falls into this category.

Total Man Hours: 840

**Guardrail Repairs**

The Public Works Department installed or repaired guardrail and posts as a result of auto accidents, new installations, fallen trees, and routine replacement. In 2016, the department installed 18 new posts, straightened or reset several posts and installed 22 j-bolts/nuts. There were also several areas throughout the Village in which the department tightened guardrail cables.

Total Man Hours: 840
STREET REPAIR AND ROAD MAINTENANCE

**Tree Maintenance and Removal**

The Public Works Department removed numerous dead trees along the roadways in 2016. The trees that were in close proximity to the utility lines were removed by the utility companies at no charge. We also continued to trim low hanging limbs from over the roadways to increase sight distance and to eliminate the potential of limbs hitting vehicles. Many of the dangerous limbs were reported to us by the bus drivers from the Indian Hill Schools Transportation Department.

Total Man Hours: 2,607

**Roadside Mowing and Brush Trimming**

This detail is accomplished using two tractors. One mows the grass and the other cuts back the brush or honeysuckle growing into the rights-of-way. We continued to aggressively trim the honeysuckle in an attempt to increase the space along the road edge.

Total Man Hours: 1,224

**Roadside Weed Control (guardrail and signs)**

Total Man Hours: 262

**Street Signs and Pavement Markings**

This department was responsible for erecting 4 stop signs, 7 speed limit signs, 30 street name blades, 35 miscellaneous signs, 30 new sign posts, 94 temporary signs, 192 reflective markers, 281 made up signs and 3 sign post reflectors.

Total Man Hours: 624

**Annual Painting Program**

The street painting program consists of painting edge lines, center lines, directional arrows, cross walks, and railroad crossings in the Village. The 2016 project was completed by A & A Safety at a cost of $16,642.67

**Miscellaneous Work and Repairs**

This includes work details under one man hour and preventative maintenance.

Total Man Hours: 1,299

**Garage Activities**

Garage activities include the service and repair of all Village owned vehicles and equipment including Police, Water Works, Health, and Public Works.

Total Man Hours: 3,894

**Drainage Projects and Maintenance**

This category covers roadside ditch lines, pipes (inlets, outlets, and structural integrity), and catch basins that are cleaned and checked regularly to maintain proper flow of storm water and prevent water issues on the roadways. Other tasks included in this category are re-defining ditches, lining ditches with type D rip rap for erosion control, and installing pipes and catch basins, when necessary.

In 2016, many of the ditch lines were cleaned out to allow for better water flow. The material removed from the ditch lines included silt, rock, debris, and leaves. Some of the affected areas were along Camargo Road, Councilrock Lane, Druwood Lane, Graves Road, Indian Hill Road, Indian Ridge Road, Kugler Mill Road, Miami Road and Spooky Hollow Road. A total of 424 yards of material was removed from these ditch lines. We installed 8 tons of 4”-8” channel lining and 21 tons of #2 rip rap in some of these areas.
STREET REPAIR AND ROAD MAINTENANCE

Routine maintenance of catch basins and culvert pipes was performed along all Village roadways before and after storms to keep the pipes and grates free of debris to allow for proper drainage. In 2016, 909 man hours were needed to perform this task.

Pipe repairs and installations were also made on several roadways. Installed two crossover pipes on Camargo Road. We used 40’ of 24” smooth bore plastic at each location. We also installed, 1 ton of 6”-8” channel linings at the outlets of these pipes. We replaced 33’ of 12” smooth bore plastic pipe on Kugler Mill Road along with using 7yards of flashfill. Installed an additional 20’ of 15” smooth bore plastic pipe at Peterloon, on Hopewell Road, and used 20 tons of washout, 3 tons of sand and 15 yards of misc. materials to finish project. Added 40’ of 18” smooth bore plastic pipe on Spooky Hollow Road using 5 tons of 304 gravel and 1 ton of 4”-8” channel linings. We replaced 55’ of 18” smooth bore plastic pipe at 8255 Spooky Hollow Road that had deteriorated from age and used 16 tons recycled concrete and 8 tons of clay. Installed 70’ of 4” French drain pipe on Whitegate Lane to control underground water from seeping through the blacktop. 7 tons of 1” washed stone was needed for this project also.

2016 Budget Summary

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<th>Budgeted</th>
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Total Amount Budgeted | $1,722,220
Total Expenditures    | $1,615,007
Balance                | $107,213
SNOW & ICE CONTROL

In January, 7 snow events brought a total of 6.25 inches of snow. 1,349.9 gallons of brine and 438 tons of salt were used to keep the roads clear during January. The February storms gave us 8 inches of snow from 8 events. The roadways were treated with 1,518.0 gallons of brine and 485.38 tons of salt. The month of March had no events. In December we had 5 events with 0.75 inches of snow but also some freezing of the roadways from rain during the day and cold temperatures at night. We used 3,476.9 gallons of brine and 236.4 tons of salt for the events. In total, 15 inches of snow fell in the Village requiring this department to use 1,159.77 tons of salt and 6,344.8 gallons of brine. 280 regular man hours and 615.5 overtime hours were necessary for the snow removal process.

### 2016 Budget Summary

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**Total Amount Budgeted** $203,330  
**Total Expenditures** $119,625  
**Balance** $83,705

SALT USAGE

![Salt Usage Graph](image_url)
The maintenance of State Route 126 requires asphalt repairs, berm maintenance, guardrail maintenance, mowing, and litter control. The State Highway Fund was established for the maintenance of this area.

### 2016 Budget Summary

<table>
<thead>
<tr>
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**Total Amount Budgeted**: $8,565  
**Total Expenditures**: $4,663  
**Balance**: $3,902
In 2016, the Waste Department collected 2,551 tons of solid waste. This is a decrease of about 56 tons from 2015.

The Special Pickup Program provided 984 pickups for Village residents and generated $28,560.
RECYCLING PROGRAM

In 2016, the Recycling Division collected 881 tons of material through the household pickup and scrap metal recycling programs. Based on the actual tonnage of all solid waste materials collected, our effective recycling rate was 25.13%. This number excludes yard waste. On average, each household in the Village recycled approximately 801 pounds of material.

Total Tonnage: 881 tons

% based on Tonnage of Solid Waste Recycled – 25.13%

Total Man Hours: 6240

RECYCLING COLLECTED

2016 Collections Budget Summary

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Total Amount Budgeted $1,299,455
Total Expenditures $1,198,074
Balance $101,381
YARD WASTE

Yard waste totals for 2016 were slightly higher than the previous year. Yard waste disposal is still at a high rate due to the removal of dead ash trees and honeysuckle eradication projects being done by homeowners throughout the Village.

The Public Works Department completed 803 brush pickups raising $25,226 in revenue for the Village.

The following is a breakdown of yard waste collected:

Christmas Trees 103 cubic yards
Grass and Leaf Bags 227 cubic yards
Brush 4,309 cubic yards
Total Yard Waste 4,639 cubic yards
The Public Works Department is responsible for maintaining 10 parks throughout the year. The maintenance in these areas includes landscaping, planting and pruning of trees and shrubs, and leaf cleanup. Also included is the preservation of playgrounds, buildings, restrooms, and walking paths. In addition, the parks division manages 10 soccer fields, nine baseball/softball fields, and six lacrosse fields. The following is a summary or highlight of work completed at each park in 2016:

**Bird Sanctuary:**
Edged and mulched beds, trimmed trees and bushes, cleaned birdbath fountain, watered and mulched newly planted flowers, and fertilized the yard.

**Whitaere Park:**
Honeysuckle was cleared from the park. Trimmed and removed dead trees and brush. Cleaned out pipes on path and mowed the field.

**Radio Tower Park:**
Trimmed and watered trees, mowed the grass and maintained the wildflower plantings.

**Drake Field:**
Trimmed trees and removed brush, mulched around the building, fertilized, painted lines for recreational sports and renovated the baseball fields.

**Stephan Field:**
Inspected and repaired playground equipment, trimmed trees and brush, drag and lined baseball/softball fields, removed hazardous trees, planted trees, and mulched all beds around the park.

**Rheinstrom Park:**
Removed numerous dead trees, planted and watered trees, cleared brush and undergrowth, pruned trees, cleared walking path of debris.

**Grand Valley:**
Trimmed and mowed the perimeter, removed brush and installed plantings at the entrance.

**Livingston Lodge Field:**
Marked and installed field layout tags, removed dead trees, planted trees, overlaid the walking path, cleaned out various clogged drainage pipes, aerated, slice seeded, fertilized and installed new dirt and seed in soccer areas and repaired split-rail fencing.

**Camp Dennison Memorial Park:**
Aerated, seeded, fertilized and installed new dirt on lacrosse areas, replaced worn nets on some goals, removed fallen trees and brush from walking paths, planted trees, set up, pinned and painted lacrosse fields, drag and lined ball fields. Bleacher pads were installed at baseball fields #1 and #2.

**Kugler Mill Fields:**
Fields were aerated, seeded, and dirt was added to the goal areas. Nets were installed and fields were pinned and painted for soccer. Trees were watered and honeysuckle was removed.

Total Man Hours: 5,480
## 2016 Budget Summary

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**Total Amount Budgeted**  $660,055.00  
**Total Expenditures**  $600,745.79  
**Balance**  $59,300.21
BUILDING & GROUNDS

The Public Works Department is responsible for the general maintenance of seven primary facilities. These facilities are provided with routine mowing, landscaping, and building repairs from the fund for buildings and grounds. In 2016, needed repairs were performed on some of our primary facilities. The work performed is listed below with the exception of our routine maintenance.

**Administration Building and Grounds:**
- Removed and trimmed trees and shrubs, planted and watered trees, installed new plants and landscaping, installed dirt, seed and fertilized grounds, cleaned and repaired lighting, roof, gutters, and drains.

**Bonnell House:**
- Removed hazardous trees and limbs, trimmed shrubs, fertilized grounds and sealed the deck. Mowed the grass, removed honeysuckle and piped the downspouts.

**Red Schoolhouse:**
- The lawn was mowed, the building was painted and the shutters were repaired.

**Livingston Lodge:**
- The lawn was mowed, aerated and fertilized. New doors were installed and the exterior of the building was painted.

**Shooting Range:**
- Unloaded and stored the shooting targets. Other tasks included trimming back brush, spraying RoundUp and removing hazardous trees from behind and around the buildings, cut and split firewood and regrade the driveway.

**Public Works Department:**
- Prepped equipment for auction, continued catch basin mapping, cleaned and maintenance facility and equipment, repaired lighting and other electrical issues, and repaired garage doors.

**Phinney House:**
- Hazardous tree removal, planted trees, trimmed plants and trees, mulched and edged beds, sprayed herbicide, fertilized grounds.

Total Man Hours: 2,659
## BUILDING & GROUNDS

### 2016 Budget Summary

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**Total Amount Budgeted**: $304,815.00  
**Total Expenditures**: $277,293.95  
**Balance**: $27,521.05
GREEN AREAS PROGRAM

The Public Works Department provides maintenance to over 2,700 acres of Green Area. This includes tree removal and planting, watering, mulching, clearing of undesirable brush, and various other projects.

In 2016, the Public Works Department stayed busy with the large amount of hazardous trees or growth that needed to be removed or trimmed. Some of the affected Green Areas included: Taft Place, Given Road, Humphrey Street (Symmes Township) and Indian Hill Road. In all, there were seventy-two Green Area trees taken down in 2016.

Other Green Areas maintenance included the restoration of the driveway and brush removal at Clippinger Field, the planting of 2,700 daffodil bulbs and wildflowers along Cunningham Road near Buckingham Road. The removal or cutting of fallen trees in the creeks throughout the Village.

Total Man Hours: 1,145

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BRIDLE TRAILS

The Village of Indian Hill Public Works Department maintains over 150 miles of bridle trails throughout the year. Maintenance on the trails includes activities such as mowing, tree trimming, and weed eating. Occasionally, some trails need to be re-routed or a new trail installed due to unpredictable circumstances. Culvert repairs and replacements along with sign installation and drainage projects are also part of the department’s occasional tasks due to storm damage, erosion, and other weather related conditions.

For 2016, the Public Works removed undesirable growth and cleaned out drain pipes, ditches, and rebuilt several jumps.

Total Man/Hours: 808

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**Total Amount Budgeted** $34,540.00
**Total Expenditures** $19,843.62
**Balance** $14,696.38
CAPITAL IMPROVEMENT PROJECTS (CIP)

Project Management

PUBLIC WORKS

Street Resurfacing Program: Resurfaced 8 existing streets/locations consisting of over 4.8 miles of asphalt pavement and installed 1800 linear feet of concrete curb (Amount: $821,175). The expenditures were budgeted under the Capital Improvement Reserve Fund (CIRF) – Street Resurfacing Account.

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<th>Streets Resurfaced</th>
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<td>Surreyhill Lane (Miami Road to Terminus)</td>
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<td>Rockhill Lane (Miami Road to Terminus)</td>
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<td>Hopewell Road (E. Corp Line to Weil Road)</td>
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<td>Kugler Mill Road (Given Road to East Corp Line)</td>
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<td>Grind, Pave, Stripe</td>
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<tr>
<td>Shawnee Run Road (Drake Road to Druwood Lane)</td>
<td>Base Only</td>
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25,709 (4.88 miles)

Administration Building Parking Lot 3,443 Base, Pave, Stripe
Grand Valley Entrance (St. Rt. 126 to South Boat Ramp) 19,500 Base, Grind, Pave
22,993 sq. yds.

Contractor: John R. Jurgensen Co.
Contract Amount: $821,175

Type of Work Performed

Full Depth Asphalt Base Repair
Asphalt Pavement Planing (Grind)
Asphalt Concrete Surface Course 448 - Type 1 (PG 64-22)
Asphalt Curb (Various Locations)
Concrete Curb (Various Locations)
Water Valve Chamber / Water Valve Box Adjusted To Grade
Pavement Markings (Type 644 ~ Thermoplastic)
Raised Pavement Markers (RPM) ~ Blue

### Crack Sealing

Abbtong Ridge, Brill Road, Brillwood Lane, Buckingham Road, Burley Hills Drive, Calderwood Lane, Cayuga Drive, Lakewood Lane, Sanderson Place, Spiritwood Court, Stone Snail Drive, Varner Road and Walton Creek Road.

Contractor: Strawser Construction Inc.
Amount: $29,078 ($4,078 came from Public Works Street Maintenance account)

### Concrete Curb Replacement

Replaced 1403 linear feet of concrete curb on South Clippinger Drive.
Contractor: Adleta Construction
Contract amount: $49,105

### Road Improvements:

Road Improvements: Three landslide projects were completed in 2016. The expenditures were budgeted under the Capital Improvement Reserve Fund (CIRF) ~Landslide Contingency Account.

Weil Road Pier Walls: Plans were prepared, bid and contract was awarded for four pier walls along Weil Road between Hopewell Road and Fawn Meadow Lane. Construction was completed in May 2016.

Contractor: Smith Construction
Contract Amount: $238,831.00
CAPITAL IMPROVEMENT PROJECTS (CIP)

**Camargo Road Pier Wall:** Plans were prepared, bid and contract was awarded for a pier wall along Camargo Road east of Given Road. Construction was completed in September 2016.

Contractor: W.E. Smith Construction  
Contract Amount: $87,453.35

**Demar Road Pier Walls:** Plans were prepared, bid and contract was awarded for three pier walls along Demar Road between Camargo Road and Sentinel Ridge Lane. Construction was substantial completed in December 2016.

Contractor: W.E. Smith Construction  
Contract Amount: $178,803.00

**Shawnee Run Road Culvert:** Staff worked with ODNR to assistance in the repairs to the culvert just downstream of the Village Corporation limits. Detailed inspections of the culvert with in the Village were completed and an application for Municipal Road Funds (MRF) was submitted to the Hamilton County Engineer’s office requesting funding in 2017. The expenditures were taken from the Capital Improvement Reserve Fund (CIRF) ~ Culvert Contingency Account.

Engineering Firm: KZF Design, Inc.  
Contract Amount: $19,000.00

GRAND VALLEY NATURE PRESERVE

**Entrance Enhancement:** The Public Works staff completed the entrance enhancement at Grand Valley. The project included removing existing asphalt to better define the entrance, landscaping, drainage improvements and paving the entrance drive from SR 126 to the drive of the south boat ramp.

**Ranger Station:** Completed the construction of the Grand Valley Ranger Station. The new 24’x24’ building will house the Grand Valley Preserve Manager as well as the part-time rangers. The new building was constructed to replace the temporary trailer. Architect and resident, Tim Sharp donated his time for the building design and resident Barry Bucher donated the funds to cover the cost to construct the Ranger Station.

**Fish Population Study:** Jones Fish Lake Management performed a fish population study on August 1st to monitor the fish population in the 130-acre main lake. The data collected analyzed species composition, relative abundance of each species, relative growth of species and general health of fish populations. The study revealed that the overall population of fish were good and recommended stocking bait fish (Golden
CAPITAL IMPROVEMENT PROJECTS (CIP)

Shiners) two times a year to increase gamefish growth rates, promote reproductive success and maintain healthy fish populations. The study also recommended adding fish shelter areas around the lake.

ROWE ARBORETUM

Master Plan and Collections Policy Update: The Rowe Arboretum Advisory Committee advertised and received Requests for Qualifications from consulting firms for the preparation of the Rowe Arboretum Master Plan and Collections Policy Update. Four firms were interviewed for the project and the Advisory Committee has selected MKSK out of Columbus, Ohio.

Plant Labels: 200 new plant labels were made and installed to identify the species of plants that had either not been labeled or to replace damaged or broken plant labels.

Collections List: The Collections List was updated to reflect the current plants on the grounds of the Rowe Arboretum. There is a total of 1352 different woody species located within the Arboretum.

CAMP ROSS SHOOTING RANGE

Club House Updates: Work on the Camp Ross Shooting Range Club House included interior demolition of the second story in preparation for new electrical, HVAC, windows, insulation and drywall. Hamilton County Board of Health inspected the existing septic system for the Club House and all required maintenance was completed.

WATER WORKS

Blome Road Water Main Improvements: Plans were prepared, bid and contract was awarded for 5,100 linear feet of 12-inch water main, including other related appurtenances and miscellaneous work. Construction was completed in December 2016.

Contractor: GM Pipeline, Inc.
Contract Amount: $771,438.74

PLANNING & ZONING

BUDGET ALLOCATIONS

PUBLIC WORKS $4,276,040

- PARKS & REC
- BRIDLE TRAILS
- STREET R&M
- SNOW & ICE
- BLDGS. & GRNDS
- COLLECTIONS
- GREEN AREAS
- STATE HWY FUND
The Indian Hill Water Works (IHWW) was created in 1949 to assume the responsibilities of water purveyance from the Cincinnati Water Works. The Village developed wells and built a treatment facility adjacent to the Little Miami Buried Aquifer. The Water Treatment Plant is located at 7100 Glendale Milford Road. Four separate buildings contain treatment, pumping, storage, laboratory, and office facilities. The Billing Office is located within the Administration Building at 6525 Drake Road.

Indian Hill obtains water from deep wells in the Little Miami Buried Aquifer. The Water Treatment Plant is a 6 MGD (million gallons per day) ion exchange facility that softens the well water, as well as, fluoridates and chlorinates the water to meet Ohio EPA requirements. Zinc orthophosphate is added to inhibit copper corrosion. Table 1 contains a flow diagram of the treatment and distribution facilities.

The Water Distribution System includes most of incorporated Indian Hill, all of Terrace Park and Camp Dennison, a major portion of Madeira, and small areas within Montgomery, Milford, Columbia Township, and Symmes Township. The Village owns one elevated storage tank, located on Miami Road. In 1988, the American Water Works Association designated the Indian Hill Water Tower as an American Water Landmark.
PERSONNEL

The Indian Hill Water Works is comprised of eleven full-time positions, one part-time position, and one seasonal position. The Superintendent is responsible for the overall management of the department. The Distribution Foreman’s responsibilities include overseeing distribution system repairs, reviewing plans for new construction or system upgrades, providing inspection services during construction, ordering needed system supplies, and maintaining the Water Works inventory. The Chief Operator manages the daily operation and maintenance of the Water Treatment Plant including mandatory water quality testing and EPA reporting, production monitoring, and publication of the annual consumer water quality report. Plant Operators perform plant operations and maintenance, read meters, and provide customer service. The System Maintenance Workers maintain the distribution system, provide customer service, and assist in plant maintenance. The Clerk prepares bills and schedules work orders. The Finance Director provides part-time supervision of the billing office. A seasonal employee assists the operations and maintenance personnel.

The State of Ohio requires all water systems to be staffed by certified personnel. The Indian Hill Water Works system is classified as a Class III facility, requiring the person in responsible charge to have a minimum of Class III Water Supply certification. Jason Adkins, Ken Allen, Frank Bell, Ken Irwin, and Mike Saikaly currently possess Class III certification; Jason Wright has a Class II certification; Art Speer has a Class I certification. Mike Profitt holds a Class II Water Distribution certification. In addition, Frank Bell, and six of our employees are certified laboratory technicians.

DEPARTMENT ACTIVITIES

Water quality continued to meet all EPA primary drinking water standards in 2016. Our 2015 Water Quality Report was mailed to our customers in early 2016, outlining all parameters that are sampled and the test results for each parameter. The 2016 Water Quality Report was distributed to our customers in early 2017.

In 2016, we produced 762 million gallons of water. The average daily demand was 2.080 MGD. This is somewhat higher than the previous ten-year daily average of 1.959 MGD, with the maximum day production of 4.003 MGD, occurring on July 25th.

The distribution crew repaired 68 main breaks in 2016. June was the busiest month with
11 breaks followed by May with 10. Water main breaks during the winter months are typically caused by ground shifts due to freezing and thawing of the ground. Main breaks in the summer months are usually caused by ground shifts or high pressure situations resulting from dry conditions.

The Water Department added 12 new water service connections and six water service upgrades in 2016. Of the 18, 10 where installed by our distribution crew with the remaining eight located in new subdivisions and installed by private contractors. Our specifications for new subdivisions require developers to provide water taps for each lot.

**CAPITAL IMPROVEMENTS**

**Source Water Protection**

In 2016, the Water Works continued taking steps to ensure safe drinking water for our customers. This year, our Source Water Protection Plan focused on “Potential Contaminant Source Risk Reduction Using Protection Strategies”. With that in mind, Water Works staff met with the consulting firm Amec Foster Wheeler Environment & Infrastructure and Indian Hill Shooting Club staff to discuss the possible risk of lead contamination and to develop a plan to reduce that risk. Concerns identified were lead bullets containment, preventing migration into the water surface, strategies to remove lead, and proper Range documentation. Once all concerns were identified, the group reviewed the Shooting Clubs Best Management Practices (BMP) surrounding the items identified and provided recommendations that could be added to future BMPs. Listed below are the BMPs that are already in place to help reduce the possibility of lead contamination, along with future recommendations.
**Existing BMP’s:**

- **Bullet Containment:** The shooting club utilizes earthen berms for bullet containment.
- **Vegetative Cover:** The club and range are grass-covered, which reduces potential for transport of lead via storm water runoff.
- **Range Orientation:** The ranges are oriented so as to direct shooting away from surface water bodies.
- **Physical Setting:** The shooting club is located within a depression with vegetation on most sides, which helps to reduce transport of lead via runoff or erosion.
- **Monitoring:** An early warning monitoring well (MW-3) is located on the south side of the property, and is sampled on a semi-annual basis.

**Future Recommendations for BMP’s:**

1. Lead Reclamation
2. Bullet and Shot Containment (Supplement to Existing)
3. Soil Stabilization
4. Engineered Runoff Controls
5. Addition of two Monitoring Wells

**Water Treatment Plant Improvements**

In 2016, the Water Works began construction on the necessary Water Treatment Plant improvements that were identified in the 2014 analysis. The improvements consisted of a new high service pump, electrical upgrades, and the concrete slab repairs in the Water Treatment Plant. These improvements were broken out into two phases. The first phase focused on the concrete slab repairs in the Water Treatment Plant and the electrical switch board upgrade in the High Service Pump Building. The second phase of these improvements would focus on the installation of a sixth high service pump.

Phase one improvements went out to bid in December of 2015. The Village received four sealed bids. DER Development was awarded the bid at a total cost of $124,351.40. Construction for this phase began in January of 2016 and ended in June. The final cost for the concrete slab repairs and electrical upgrades was $116,581.66.
In February of 2016, Arcadis began the design phase of our high service pump addition. The project would consist of the furnishing and installation of an additional high service pump and the relocation of the stairs in the High Service Pump building. This process was completed in May and the project went out to bid in June. DER Development was the only bidder for this project at a total cost of $385,000. Due to the long lead time for the new high service pump, this project will not be completed until spring of 2017. DER Development was able to remove and replace the stair portion of this project before the end of 2016. The anticipated time of completion for this project is May of 2017.

**Water Treatment Plant Power Distribution Study**

In early 2016, the Village hired Fishbeck, Thompson, Carr, & Huber Inc. (FTC&H) to perform a power distribution study at the Water Treatment Facility. The study evaluated existing electrical system components and developed a list of potential electrical improvements that would allow the electrical system to operate on a more consistent basis. The engineers evaluated the incoming power (Duke), backup power supply (generator), and all the point of use facilities and equipment.

Once FTC&H completed the evaluation, they provided a short list of recommendations. On top of this list would be the replacement of the control system on the generator that provides backup power. The generator has been constantly unreliable throughout the years and replacing the control system would rectify the issues. The new control system would include a new generator main breaker, master control cubical with operator interface, and a new battery charger. The second item identified as a possible issue was grounding issues at the well-house pump buildings. During the design phase, additional research and testing is scheduled and items addressed as needed.

Lastly, in an attempt to wrap up all of the Water Treatment Plant facility electrical improvements into one project, design of the transformer upgrade for the high service pumps is included. This recommendation is a carryover from a previous study performed by Arcadis in 2014. The estimated
cost for the design and construction of this project is $1,247,500. The estimated date of completion for this project is summer of 2018.

Blome Road Water Main Improvements

This project was designed by Evans Civil Pro in 2015 at an estimated cost of $801,150. The project consisted of an 8” water main that met its useful life expectancy. The replacement design included a 12” water main and the upsize was required in order to increase the volume of water to our northern service area.

On July 15, 2016, the Village received eight sealed bids. The project consisted of furnishing and installation of 5,100 linear feet of water main, including other related appurtenances and miscellaneous work. The contract awarded to GM Pipeline was bid at a total cost of $778,411.50. Construction began in August and GM completed the project in December. The final project cost came in under budget at $771,438.74, even as the contractor completed the installation and continuously maintained one lane of traffic during the construction work hours.

Key projects planned for 2017:
- Engineer and Construct Electrical Transformer Replacement and Generator Repairs at the Water Treatment Plant
- Installation of Sixth High Service Pump
- Well five and Well 10 programmed for rehabilitation as part of our preventative maintenance program
Water Works

Highlights of the Five Year Capital Improvement Program include:

- Water main replacements on Ahwenasa Lane, Algonquin Drive, Cunningham Road, Fox Hollow, Main Street, Miami Road, and Remington Road
- Replacement of Brine Storage Tanks at Water Treatment Plant

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Indian Hill Water Works Flow Diagram

Water is pumped from the wells located on the Little Miami Buried Aquifer. Wells No. 3 through 8 are located on the west side of the Little Miami River, and Wells No. 9, 10, and 11 are located on the east side of the river. The wells vary in capacity from 350 gpm (gallons per minute) to 800 gpm. The wells pump the untreated water through the ion exchange softeners into the clear well.

There are twelve softeners, each of which is backwashed with salt brine to regenerate the media contained within. The backwash effluent is discharged to the Little Miami River east of the treatment plant.

Chlorine is added to the water to maintain disinfection throughout the distribution system. Fluoride is added for dental purposes, according to state standards. Zinc orthophosphate is injected to prevent copper pipe corrosion throughout the distribution system and within the customers’ homes.

The treated water is pumped by the high service pumps, of which there are five, each rated at 1400 gpm, simultaneously to the distribution system and to the ground storage tanks located at the water tower site. The two booster pumps rated at 1500 gpm each pump the water from the ground storage tanks up into the tower. The water tower provides additional pressure and storage for the entire distribution system.
## WATER TREATMENT PLANT PRODUCTION AND WATER QUALITY - 2016

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TOTAL PLANT PRODUCTION (MG)</th>
<th>AVERAGE DAILY PRODUCTION (MGD)</th>
<th>MAXIMUM DAILY PRODUCTION (MGD)</th>
<th>AVERAGE DAILY pH (S.U.)</th>
<th>AVERAGE DAILY ALKALINITY (mg/l)</th>
<th>AVERAGE DAILY HARDNESS (mg/l)</th>
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*TOTAL PLANT PRODUCTION* denotes the total plant production for the month in million gallons (MG).

*AVERAGE DAILY PRODUCTION* denotes the average plant production per day in million gallons per day (MGD).

*MAXIMUM DAILY PRODUCTION* denotes the maximum plant production in one day in million gallons per day (MGD).

*AVERAGE DAILY pH* denotes the average pH of the treated water in standard units (S.U.).

*AVERAGE DAILY ALKALINITY* denotes the average alkalinity of the treated water in milligrams per liter (mg/l).

*AVERAGE DAILY HARDNESS* denotes the average hardness of the treated water in milligrams per liter (mg/l).
## CUSTOMER SERVICE 2016

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<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
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<td>60</td>
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### CURRENT NUMBER OF ACTIVE ACCOUNTS - BY AREA

**12/31/2016**

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<th>Area</th>
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<td>MADEIRA</td>
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<td>TERRACE PARK</td>
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<tr>
<td>CAMP DENNISON</td>
<td>181</td>
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<td>MONTGOMERY</td>
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<td>REMINGTON</td>
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<td>MILFORD</td>
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<td>CINCINNATI</td>
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<td>COLUMBIA TOWNSHIP</td>
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<td><strong>TOTAL ACCOUNTS</strong></td>
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### TOP TEN WATER USERS

**2016**

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<tr>
<th>Account</th>
<th>Address</th>
<th>Usage (HCF)</th>
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<tbody>
<tr>
<td>1. Camargo Club</td>
<td>8605 Shawnee Run Road</td>
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<tr>
<td>2. Ernst Concrete</td>
<td>8155 Glendale Milford</td>
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<tr>
<td>3. Indian Hill Middle School</td>
<td>6845 Drake Rd</td>
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<tr>
<td>4. Premier Health Care Mgmt.</td>
<td>6940 Stieglar</td>
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<tr>
<td>5. Cincinnati Country Day-Main</td>
<td>6905 Given Rd</td>
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<tr>
<td>6. Indian Hill High School</td>
<td>6865 Drake Rd</td>
<td>3143</td>
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<tr>
<td>7. Indian Hill Swim Club</td>
<td>7585 Shawnee Run Rd</td>
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<td>8. Greenacres Foundation</td>
<td>8400 Bloome Rd</td>
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<td>9. Anne Lawrence</td>
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<td>10. Craig Sumrel</td>
<td>8200 Kroger Farm Rd</td>
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The Village of Indian Hill
Police Department

2016 Annual Report

Col. Chuck W. Schlie
Chief of Police
**ENFORCEMENT: UNITS OF CORRECTION**

Units of correction indicate a personal contact between a uniformed officer and a violator. These contacts result in an arrest, a citation, or a written warning. Field Interview Reports (FIR) are non-traffic reports related to contacts that an officer may have with individuals of interest, such as warnings for trespassing, suspicious persons, residential alarm drops and any other incident where it may be necessary to have that person’s contact information for future reference.

### CORRECTIVE UNITS

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<td>Felony Arrests</td>
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<td>462</td>
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<td>Traffic Violation Warnings</td>
<td>2239</td>
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<td>1719</td>
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<tr>
<td>Non-Traffic FIR Contacts</td>
<td>186</td>
<td>165</td>
<td>158</td>
<td>158</td>
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<td>TOTAL CORRECTIVE UNITS</td>
<td>2788</td>
<td>2471</td>
<td>2365</td>
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### AUTO ACCIDENT INVESTIGATIONS

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<tr>
<td>Total Accidents Investigated</td>
<td>134</td>
<td>114</td>
<td>121</td>
<td>118</td>
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<tr>
<td>Injury Related Accidents</td>
<td>19</td>
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<td>21</td>
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<tr>
<td>Reported Injuries</td>
<td>24</td>
<td>28</td>
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### ALARM RESPONSES

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<tr>
<td>Burglary</td>
<td>1165</td>
<td>1215</td>
<td>1012</td>
<td>912</td>
<td>-4.12%</td>
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<tr>
<td>Fire</td>
<td>140</td>
<td>202</td>
<td>184</td>
<td>163</td>
<td>-30.69%</td>
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<tr>
<td>Panic</td>
<td>25</td>
<td>16</td>
<td>15</td>
<td>12</td>
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<tr>
<td>Other</td>
<td>49</td>
<td>67</td>
<td>58</td>
<td>44</td>
<td>-26.87%</td>
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<td>Burglar Alarms</td>
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<td>Fire Alarms</td>
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## INVESTIGATIONS

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<td>a. Natural / Accidental</td>
<td>12</td>
<td>7</td>
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<td>b. Suicide or Attempt</td>
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<td>0</td>
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<tr>
<td>c. Other [Refused to Prosecute]</td>
<td>0</td>
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<td>9</td>
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<td>1</td>
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<td>d. Other [Refused To Prosecute]</td>
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<td>d. Unfounded</td>
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<td>c. Cleared: Other</td>
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<td>d. Attempt-No actual loss</td>
<td>46</td>
<td>46</td>
<td>33</td>
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<td>*Non-Jurisdictional (IRS Fraud)</td>
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<td>46</td>
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<td>1</td>
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## INVESTIGATIONS

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<td>49</td>
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<td>0</td>
<td>0.00%</td>
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<td>e Driving Under Suspension</td>
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<td>54</td>
<td>38</td>
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<td>#VALUE!</td>
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THE RANGERS

The Indian Hill Police Department, known as “The Rangers”, is a twenty-five-person department that serves the Village of Indian Hill. The Village is twenty square miles in area with a population of about 5,900. It is located in eastern Hamilton County Ohio, approximately eight miles from downtown Cincinnati.

The department employs 20 sworn officers, four communication officers and a civilian administrative assistant. The distribution among the ranks is: 12 patrolman, 1 detective, 4 lieutenants, 2 captains and the chief of police. The patrol officers are separated into four squads of three, along with one dispatcher and a lieutenant as a first line supervisor.

OTHER DEPARTMENT FUNCTIONS

TRAINING:

Training is a continuous process within the police department. To meet the ever-changing demands of the police profession, the Department provides training for officers at the highest quality of police training both inside and outside Ohio. In addition to providing training from outside schools, the police department also conducts intra-departmental training. This training addresses current issues in law enforcement and is usually achieved through the use of job related training videos or training that is provided by state certified instructors. Training issues requiring immediate dissemination of information are conducted at roll call training immediately before each scheduled work shift.

Courses listed below were those attended by officers during 2016:

ALICE Instructor Training
Ohio Automated Rx Reporting System for Law Enforcement
Broken Performance Evaluation System
Ohio Attorney General’s Law Enforcement Training Conference
Policing in the 21st Century
Human Trafficking Update
Temporary Holding Facility Refresher
Gracie Survival Techniques Level One
Master Evidence Technician Certification
First Line Supervision
Officer Involved – Aftermath of Officer Involved Shootings
Procedural Justice & Police Legitimacy
Companion Animal Encounters
Core Criminal Investigations – OPOTA
Judgmental Firearms Simulator
Judgmental Driving Simulator
Colt 45 Armorer Certification
AR15/M16/M4 Armorer Certification
Basic Evidence Technician
Homicide and Crime Scene Management
Reid Interview Techniques
On-Star Public Safety Training
Ohio Law Enforcement Gateway Security Video
Monthly Law Enforcement Legal Update
Officer Safety/Street Survival
Mid-Ohio Advanced Emergency Vehicle Operations
FBI National Academy Re-trainer
Communication Officers Monthly Training Exercises
Taser Recertification
Response to Sexual Assault Module 1
Mental Health 1st Aid
911 Call Analysis
CRIMINAL INVESTIGATION SECTION:

In 2016, the Criminal Investigation Section saw a few changes. Capt. Mike Dressell left the CIS unit and replaced retired Captain Tim Oliverio as the Assistant Chief of Police and Patrol Captain. Lt. Steve Makin was promoted to the rank of Captain and named the Assistant Chief of Police, supervising the CIS unit. Det. Shawn Perdue remained the primary investigator.

The investigative unit’s goals are simple: aggressive and thorough investigation of all reported crime that occurs in the Village. The heroin epidemic continues to remain at the forefront for both local and federal law enforcement. While the focus remains on the tremendous number of heroin overdoses, its’ effect on the increase of criminal activity is almost immeasurable. The majority of property crimes (Burglary & Theft) are perpetrated by heroin users to fund their addiction. Law enforcement also faces the daunting task of living up to the crime drama portrayed on television. Many victims of crime often wonder why it is taking so long to investigate their case when they have seen an entire murder solved in 45 minutes. Current day media has painted an unrealistic portrait for the crime victim, and made the job of the police officer much more difficult. The reality is that criminal investigation is a slow and methodical process, often hindered by factors completely out of the control of the investigator. While there have been many technological advances in crime scene processing, surveillance equipment, and other fields, many of the investigative methods remain simple and unchanged due to their proven positive outcomes.

Another primary goal of the CIS unit is to maintain an open line of communication with victims of crime, and keep them apprised of the status and outcomes of their criminal cases. This dialogue ensures that any questions or concerns of the victim can be addressed in a timely manner. The Rangers remain committed to protecting our residents, and strive to provide the highest level of police service.

PUBLIC APPEARANCES AND LECTURES:

An ongoing goal of the police administration is to maintain contact with the members of the community. The department strives to be accessible to all members of the community and to be receptive to their concerns and issues. One of the ways the police department maintains contact with community leaders is through the Dialogue group. Three times a year the Rangers organize meetings with local community leaders; representatives from area churches, schools, Village Officials and other citizen groups meet to openly discuss issues and concerns that are pertinent to their organizations as well as the community at large. The information gathered from these meetings permits us to adapt and prioritize our police services to best address those issues and concerns.

Another way the Rangers stay in contact with members of the community is by maintaining a level of visibility and accessibility through public appearances by both officers and police department staff. This environment of accessibility and open communication has led to an increased responsiveness by the police department to the needs of the community. In 2016, the Ranger staff and officers made several public appearances and speaking engagements. The Rangers continue to solicit opportunities to speak to civic organizations, parents’ groups, and within the schools.
The police department continues to work with the Indian Hill School District and Cincinnati Country Day School to train staff and students in the School Critical Incident Plan. The Critical Incident Plan was developed with the assistance of the school administrators to facilitate police response to emergencies and potential life threatening situations within the schools.

During 2016, the department continued its school liaison program. Officers are assigned as school liaisons to maintain an open line of communication. During 2016, the middle/high school liaison officer participated in drug awareness presentations and career opportunities events at IHHS and the middle school. They also partnered with a local FBI agent in conducting the CSI Experience demonstration during Indian Hill’s Spring Fling carnival.

As part of the emphasis on interacting with the community, monthly articles are placed in the Indian Hill Bulletin titled, Ranger Chat". The purposes of these articles are to address current safety concerns and to disseminate timely information such as weather alerts and crime prevention. In addition, they inform residents of updates in the department, such as retirements, promotions and officers’ bios. They are also used to advertise the availability of home security surveys, which are conducted by our crime prevention officer, Dean Ramsey. The surveys evaluate the home’s exterior and interior, including its doors, windows, locks and security system. The survey provides Officer Ramsey the ability to answer any question a resident may have concerning home security and the opportunity to offer advice on making any necessary improvements.

INTER-AGENCY PARTICIPATION

Another one of our long-term departmental goals is to raise the profile of the Indian Hill Rangers within the police community. We believe that we have been successfully achieving this goal in several ways: the Rangers continue to sponsor a representative, retired Ranger Nan Bongiani, in the police rock band "Most Wanted". The band makes numerous appearances throughout the Hamilton County area and teaches a "Just Say No to Drugs" message to kids. During 2016, the band performed the majority of its 15 shows primarily for school systems throughout the Cincinnati area. This program has proven to be an excellent medium to attract and maintain the attention of the school students as well as parents (not to mention the teachers). The feedback that the Rangers receive from the schools’ staffs and students continues to be very positive.

The department continues to support the Hamilton County Police Association’s Special Weapons and Tactics team (SWAT) by assigning an officer to the team. Assignment to SWAT is an individual responsibility for the officer in addition to his assigned regular duties. During 2016, the officer assigned to the team continued to be responsible for attending monthly tactical training and was involved in numerous police responses by the SWAT team. This participation with the SWAT team allows our officer, who is the department’s firearms/defensive tactic training instructor, the opportunity to receive the best training and experience available, and to bring that tactical training back to the department and provide our officers training in the latest tactics.

Officer Brian Dearborn, a member of the Rangers’ Colour Guard, is also a member of the countywide Hamilton County Police Association’s Honor Guard which performs ceremonial duties at functions such as funerals of police officers, parades and dignitary visits.

The department is proud to have an elected member of the executive board of the Hamilton County Police Association. In 2016, Capt. Mike Dressell completed his seventeenth year serving on the board, and is
Rangers currently the President of the H.C.P.A. The association is a countywide organization that began in 1937 to bring about cooperation between local, state, and federal law enforcement. Its membership includes more than 65 local, state, federal and private law enforcement organizations. It provides the citizens of Hamilton County with a multi-agency SWAT team, underwater search & recovery unit, an honor guard and other specialized law enforcement operational arms. It is the only law enforcement entity of its kind in the United States.

The Rangers also maintain continuous liaison with the local offices of all federal law enforcement agencies to include the Federal Bureau of Investigation, The Drug Enforcement Agency, The Department of Homeland Security, The United States Secret Service, as well as others. Indian Hill officers receive dignitary protection training that allows us to work in cooperation with these agencies when they are escorting a visiting dignitary to a Village function. This type of training is critical due to the number of distinguished visitors we receive each year.

TRANSITIONS:

Two veteran officers retired in 2016; Lt. Rich White retired in February, after 27 years with the Rangers and Assistant Chief, Capt. Tim Oliverio retired in April with 33 years of service to the Rangers. Due to the vacancies, the Rangers hired veteran officer, Mike Lang, in February and Officer Cody Meyer in May to fill the vacancies. Officer Lang previously served with the Cincinnati Police Department, and the Norwood Police Department. Officer Meyer previously worked for the Mt. Healthy Police Department.

With the retirements of Lt. White and Capt. Oliverio, it enabled the promotion of new supervisors. Lt. Steve Makin was promoted to the rank of Captain/Asst. Chief of Investigations. Officer Carl Watts was promoted to Lieutenant in January, and Officer Frank Cogliano was promoted to Lieutenant in May. The past two years have yielded one of the largest turnovers of personnel in the Rangers’ history.

SUMMARY:

2016 was a year of transition for the Indian Hill Rangers with the loss of two long-time officers retiring. In the past two years, four new patrol officers were hired, comprising one-fourth of the patrol compliment. Change can sometimes be worrisome, but due to the unique opportunities offered by the Village, the police department is able to attract candidates that will only raise the level of service to our citizens. These new Rangers, while well-trained police officers, are challenged to absorb the many nuances that make the Indian Hill Rangers a one-of-a-kind organization.

The Ranger staff is committed to providing a safe environment for its residents, visitors, and employees, and working in partnership with the community to continue our proud tradition and motto:

Dedicated to Service
Committed to Excellence
Madeira & Indian Hill
Joint Fire District

Annual Report

2016
3 March 2017

Board of Trustees
Madeira & Indian Hill Joint Fire District
Mr. Robert Gehring, President

Dear Mr. Gehring,

With this letter I present to you the Annual Report for the Fire District for Calendar Year 2016. Key aspects of the effort of the members of the department to provide fire suppression/prevention, emergency medical and other related services to the citizens of Madeira and Indian Hill for 2016 are detailed herein. This past year was again "groundbreaking", as we began the second of our two fire station construction projects. It is never enough to again thank Mr. and Mrs. Harold Thomas for this opportunity to provide fire stations for the JFD for the next 50+ years.

Run volumes for 2016 were lower than experienced in 2015, but not significantly different than a ten-year view. The ten-year experience of the department shows a cyclic nature of run volumes and the year 2016 is certainly within the experience curve.

Run volumes are only one indicator of department activity. Our members participate in 35+ programs to support our emergency response and the effort produced very good results again in 2016. Department fitness activity in the year continues to produce good results. Inspection activity for our commercial, industrial, educational and institutional occupancies is good. In response to many changes in the science connected to our industry, training hours have us well prepared for our primary mission of fire suppression and emergency medical services.

I extend my gratitude to Captain Smith and the Officers and members of the department for their effort this past year. Our responsibility as public servants, to meet or exceed public expectations for a fire department, continues in the right direction! We continue to nurture a path of "quality improvement" that has truly become "continuous"—THANKS to All!!

I extend my sincere thanks to Dianne Donlan, the District Clerk, Sara Jacob, my Administrative Assistant and Dr. Phil Oblinger, our Medical Director for their support. To the members of the Board of Trustees, City Managers Tom Moeller and Dina Minneci and Officials of Madeira and Indian Hill, THANK YOU for your support and assistance. I look forward a very busy 2017!

Respectfully,

Stephen M. Ashbrock
Fire Chief
Madeira & Indian Hill Joint Fire District Fire Fighters & EMS Personnel
2016

Officers
Stephen Ashbrock, Chief (Paramedic) 2000
Clarence Smith, Captain 1973
Francisco Caceres, Lieutenant (Paramedic) 2001
Kevin Scheuerman, Lieutenant (Paramedic) 2002
John Lynch, Lieutenant (Paramedic) 2011

Members
Michael Benedic 1987
Doug Bingaman (Paramedic) 2007
Casey Boyd (Paramedic) 2008
Ryan Case (Paramedic) 2014
Carrie Cayse (Paramedic) 1997
Drew Foppe 1976
Jeff Glassmeyer (Paramedic) 2008
Dan Graham (Paramedic) 2010
Nick Guilkey (Paramedic) 2012
Joe Hansen 2015
Taylor Hester (Paramedic) 2015
Chris Higgins (Paramedic) 2006
Michael Hoving (Paramedic) 2012
Greg Lang (Paramedic) 1996
Tyler Lang 2016
Matt Lebhar (Paramedic) 2014
Brandon Linne (Paramedic) 2014
Daniel Lohbeck (Paramedic) 2014
Drew Marston 2005
Pat McCall (Paramedic) 2010
Sean Mesley (Paramedic) 2014
Daniel Moeller (Paramedic) 2015
Dave Mohr (Paramedic) 1980
John Myers (Paramedic) 2015
Charlie Nurre (Paramedic) 2014
Dennis Parry 2002
Toney Sanders (Paramedic) 2010
John Stager (Paramedic) 2006
Nick Stiens (Paramedic) 2015
Brian Timmers (Paramedic) 2015
Andrew Wickerham (Paramedic) 2014
Brian Willing (Paramedic) 1994
Ty Zimmerman (Paramedic) 2008

Dr. Phil Oblinger, Medical Advisor 1984

Total years of service with the Fire Department include:
Explorer, Junior Firefighter, Volunteer, Part time and Career time
Fire Department Administration

Personnel

In 2016, multiple personnel changes were encountered by the department.

FF-P’s Jeff Glassmeyer and Ty Zimmerman resigned to transfer their full time employment from MIHJFD to the Cincinnati Fire Department. During 2016, Cincinnati Fire Department hired 80 persons and took new employees from many area fire departments.

Part-time employee Ryan Case resigned to take a full-time FF-P position with the St. Bernard FD. The transition from part-time to full-time theme continued as John Myers resigned to take a full-time position with Norwood Fire Department and Daniel Lohbeck and Daniel Moeller took a leaves of absence to begin full-time positions with Miami Township Clermont County FD.

To fill the numerous vacancies in the part-time employment pool, we added the services of Tyler Lang, Jonathan Furbush and Luke Palmer.

These transitions resulted in a lower than “normal” roster, especially in the last six months of the year. We issued mandatory overtime orders for full-time coverage and ran shorter than we would have liked as we conducted a hiring process for full-time FF-Paramedics and looked for part-time employees that meet department expectations and standards. The part-time employment pool, once rich with qualified applicants, is noticeably decreasing.

Our authorized strength per shift is a total of eight. Our goal is to staff with eight. We obtain such staffing with a combination of Career and part-time employees.

We did not replace a department Captain as the station project continued. Once we are back to two stations, the addition/promotion of the Captain position, one for each station will be needed.

Safety in the Department -- Personnel

The department takes safety in the workplace seriously. Both stations are designed for focused fitness activity. With the new stations, this capability will be enhanced.

We participate in WORKPLACE SAFETY programs with the Bureau of Worker’s Compensation. We track workplace injuries.
During 2016, four workplace-related injury or illness incidents were encountered: a firefighter suffered a shoulder injury, with loss of time, performing station duties. Two firefighters sustained minor burns in fighting a structure fire with person trapped. There was minimal lost time with these burns. One firefighter suffered a back strain in fitness activities. There was no lost time with this strain.

**Safety in the Department -- Equipment**

In 2016, we recorded eight incidents of vehicle damage.

In February, a department vehicle came in contact with a guy wire and with a garage door, with minor damage.

In June, two incidents occurred. The quint was scratched causing minor damage, and a staff car plastic bumper was found to have a crack, the cause of which was unknown.

In August, an ambulance scraped a wall in exiting an emergency scene, scratching the paint.

In September, the Quint came in contact with the water fill apparatus at the IHWW while leaving an emergency scene, damaging the Indian Hill equipment and the Quint.

In November, an ambulance was backed into a resident’s mailbox exiting an emergency scene, requiring replacement of the mailbox.

In December, an ambulance sunk into a road culvert on an emergency run, with minor damage.

These eight incidents are above an average of similar incidents over a long-term period. All involved very minor damages and no injuries.

**Budget**

Overall spending for 2016 was 1.4% UNDER our operating budget. Salary and benefits savings were the most significant contributor with a 3.2% savings. Income was essentially as anticipated. Several factors influenced these facts. Temporary reduction in full-time personnel, stable health care insurance expenses and reduction in fuel costs were all “plusses”. From a long-term perspective, these savings do not represent a trend.

On the income side of the ledger, interest income, remains low. EMS user fees were down some, in proportion to run volume and always subject to collection/payment cycles of our principal payer—Medicare.
Our union career employees received a 2% increase in hourly rates of pay in 2016, to close the third year of the three-year term collective bargaining agreement.

Fuel costs were more stable and actually decreased for a period in 2016 and averaged just above $2.50 per gallon.

Operating the JFD out of one station resulted in utility savings. Utility costs will be in flux and we are watching them closely to determine a new baseline of utility costs in the two new stations.

Capital purchases for 2016 included SCBA and radio equipment. Both of these items were planned in the Capital Budget and both came in as expected. Radios were priced below market value at time of original projection and the savings will be maintained to cover the anticipated replacement of MDC equipment. Our 2003 Ford ambulance continued with but minor service demands, so we delayed its replacement until 2017.

At the current demand for capital items, we are projecting that capital needs can be financed beyond the Year 2020 at the current funding rate.

**Training**

Effective training is a key element in the success of any fire department. In 2016, the employees of the joint district amassed nearly 1900 hours of Fire and EMS training during the year. This training hour total was a reduced number of hours as the department was engaged in the consolidation of operations from two to one new station, requiring staff attention to those logistics.

In 2016, our personnel continued to train on various aspects of the ten essential firefighting skills (ESS) used on various emergency scenes in the joint fire district. This training improves the firefighter’s efficiency and provides an annual means of demonstrating ongoing capabilities of our current or incumbent employees. This training brings together functional firefighting skills and physical fitness.

In 2016, this training was accomplished late and in an adjusted manner to accommodate the station consolidation and move. In 2017, we will review and update the ESS process as our new station facilities have been designed with training elements.

For the ninth year, the Fire District partnered with CentreLearn, an online training and information management system. This system provides continuing education training in the areas of Fire, EMS, management and occupational safety and health. During the year district personnel completed 624 hours of continuing education using this format, which is becoming a well-accepted approach to refreshing knowledge and introducing new materials to firefighters in an efficient manner. In 2016, the district used CentreLearn to communicate changes in procedure and policy.

As the year 2016 ended, the department had purchased updated Self-Contained Breathing Apparatus (SCBA) units. As SCBA plays a critical role in fire fighter safety equipment and personnel protective equipment, we
pursued a rigorous training program before placing the units in service. Included in this training was the use of the SCBA situation maze, borrowed from the Union Township Clermont County Fire Department.

During the year, the Fire Department was able to train in an “Acquired Structure”. The house was slated for demolition and the owner enabled fire department access for search and rescue, hose lays, overhaul, ventilation and other activities in “real life” construction. We shared this opportunity with our neighbors at Montgomery and Sycamore Township.

In 2016, MIHJFD partnered with the East Group in conducting live burn training at the Cincinnati Fire Department’s training center. Over three days of exercises, crews worked in live fire environments, working together with real-life problems to overcome.

Addressing the need for certified instructors, two employees began the course of instruction to become Ohio certified Fire/EMS instructors during 2016.

MIHJFD has been a leader in the development of a formal “after-action” review process. Whenever a significant fire occurs to which we respond, all units involved in the response, MIHJFD or neighboring, are sent a set of focused questions right after the incident to collect the comments of those responding. MIHJFD had only one such reviewed incident during 2016. This process has been very effective in increasing operational cooperation between and among our neighbors, on whom we rely regularly.

Many of the district’s personnel attended regional and national conferences and seminars, Advanced Cardiac Life Support (ACLS) classes, and paramedic refresher courses throughout the year.

**EMS Billing**

In 2016, we completed our 11th full year of EMS billing. Begun in June of 2005, amounts collected were originally credited to the city in which the EMS run originated. By agreement between the two cities, beginning in 2015, EMS revenues derived from runs to the two cities are equally credited, 50/50.

EMS Billing Policy for the Fire District follows national trends and credits RESIDENTS of the DISTRICT for the taxes they pay, billing for insured-amounts only for these residents.

In 2016, we collected approximately $183,000 in EMS revenues. This amount is approximately $50,000 less than in the previous year. This full amount was used to reduce the contract costs to Madeira and Indian Hill as direct savings to the general funds of both cities. The decrease in dollars collected is proportional to the decrease (or changes plus or minus) in EMS transports. Additionally, a software glitch went two months without detection, whereby billable amounts remained without processing. Receipts from this glitch are not lost, but deferred.

In terms of city budgets for the JFD, EMS revenues represent a recoup of roughly 8% of costs for Fire and EMS services for each city.
Fire Department Operations

Responses of the department are categorized under the major headings of “Fire” or “Emergency Medical Services”, labeled “EMS”.

Activity levels and a categorization of incident type under the major headings are included in this report in chart or graph format. The activity level of the department for the past ten years is presented in graph format.

Overall --- there was a decrease in total run activity for the department in 2016. We made 1532 Fire and EMS runs in 2016, 479 Fire Runs and 1053 EMS Runs. (The combined total of Fire and EMS runs for the JFD in 2015 was 1625, 542 Fire Runs and 1083 EMS Runs.)

This variation is a “downturn”, but certainly within the expected range of activity for the last decade. Variations in the runs made to long-term care facilitates as well as the District in general, cyclic in nature over the years, is one identifiable factor. During 2016, Indian Hill implemented an updated version of the “direct to Ranger” alarms in the village. The technologies and new equipment of this system may well be reducing the incidence of FALSE alarms. As one other factor, 2016 was without a significant storm event, another generator of run volume. Alterations in the automatic response to our neighbors for fire runs, made after review of incident history and situation, have been an additional factor in number of fire responses.

A listing of the fire incidents where the loss was greater than $1000 is included. The number of such incidents occurring each year remains relatively low. This year, 2016, is an example as the number of such incidents was only two, one a vehicle and the other, unfortunately, being a fatal residential fire in Madeira.

Standard of Cover

This term is used to describe the usual or average daily staffing of a department, or to answer the question, “how many persons will be available to respond to the fire incident”.

Since July 2006, we have been authorized to staff at eight per shift. At the same time, we added the services of a “part-time” class of employees and altered our rules and procedures for coverage by those employees formerly called “paid-on-call”, now “Class III” employees. With all of these changes, it was our intent to strengthen on-duty staffing. Over the subsequent years, this has been achieved.

The significance of this background is that we schedule Class I (full-time) employees but provide for them paid-time-off that reduces their on-duty coverage. For Class II employees, we regularly schedule these employees for a 12 hour every-third-day, or a 24 hour every-sixth-day rotation. Our Class III employees work on an “availability” basis.

The Staffing in 2016 was more variable during the year. We had experienced flux in our full-time ranks as we
lost three employees to the Cincinnati Fire Department. Cincinnati hired 80 new employees during the year and most of them came from suburban departments like MIHJFD. Hiring in neighboring departments also took its toll on our part-time ranks as we also lost five part-time employees to full-time departments in the area. AS the year closed, we are engaged in a full-time hiring process that will conclude early in 2017 and hopefully reduce staffing variability.

Average Turnout per incident

We have used the capabilities of the Computer-Assisted Dispatch (CAD) system of the County Communication Center to automatically dispatch additional resources from our neighbors. Our neighbors are utilizing the same capability for the same reason, so you may have noted an increase in mutual aid received in recent years. Our orchestrated cooperation, coordination and collaboration with our neighbors serves as a “staff-multiplier” for all with rarely realized risk. See additional remarks under “Mutual Aid”.

National Standards describe the “full first-alarm response” for a working structure fire as being composed of 15 on-scene firefighters, arriving within eight minutes of dispatch for structures 2,500 sq. ft. in size and less. At the present time, with full staff, we only deliver about 50% of this number from on-duty MIHJFD staff.

The capability of the CAD system and internal procedures are in place to address this shortcoming. Even though the firefighters needed to meet the national standard are coming from a farther distance, they are being dispatched at the same time we receive the run, thanks to the capabilities of the CAD and dispatch procedures.

National standards increase the first-alarm response to 24 on-scene firefighters within eight minutes of dispatch for structures in excess of 2500 sq. ft. This is a very common structure size in the JFD.

Our response to structure fires in 2016, in which there was active fire to fight and significant structural damage, showed a first-alarm response of an average of 29 firefighters to the involved incidents.

Concurrent Runs

Concurrent or simultaneous runs are an important indicator of demand for service. Analysis of such data helps focus discussion on resources and procedures. We have been tracking simultaneous runs since 2000.

Concurrent runs can involve any combination of Fire and EMS-type runs.

Technical data processing difficulties prohibit the accurate “automatic” calculation of overlapping or “concurrent” runs in the JFD for 2016.
There is data that indicates that such experience in 2016 is similar to previous years, with between 10-14% incidence of concurrent runs. Our best estimate for 2016 is about 11%.

We have maintained this section of our annual report, despite that shortcoming, so as not to lose this very important aspect of our design, operations, planning and cooperation with our neighbors, by design.

**Mutual Aid**

Madeira & Indian Hill Joint Fire District participates with all area fire departments in a mutual aid agreement. Our experience with mutual aid is presented in an accompanying graph in this report.

The 2016 experience shows a continuing trend in the importance of mutual aid for us and our neighbors with whom we exchange such services. This trend is clearly explainable by the effective implementation of the Computer-Assisted Dispatch (CAD) system of the Hamilton County Communications Center. The CAD facilitates automatic dispatch of neighboring companies for defined situations. This capability benefits Madeira & Indian Hill JFD as much as it causes our increased response to neighboring communities.

Analysis of our 2016 experience with mutual aid offers the following observations: our FIRE mutual aid given to Sycamore Township remains at a “decreased” level from previous years and our mutual aid received from Deer Park-Silverton and Montgomery has remained essentially stable. There was a very good balance of mutual aid given and received with both of these communities. Overall, for Fire, we received less mutual aid than we provided in 2016 --- principally explained by our reduced number of fire incidents during the year. For EMS, mutual aid given was higher than mutual aid received for the first time in many years. We continue to monitor mutual aid, acknowledging the fact that we need to both give to and receive assistance from our neighbors.

**EMS Operations**

Response to EMS runs occupies a larger percentage of time and accounts for the greater number of emergency response incidents in all fire departments across the nation today. Madeira & Indian Hill Joint Fire District is no exception. In comparison to fire incident response—when often we find a “false” alarm” — in EMS responses, nearly 100% of the time, we are met with a sick or injured person.

For the greater part of 2016, all responses were being made from the Madeira Station of the JFD (Station 65). This change in operations was necessitated by the construction of the new fire station in Indian Hill. This change resulted in a return toward “normal” average response times to areas in Madeira and a resultant increase in average response time to EMS runs in Indian Hill. During 2017, this phenomenon will “reverse” as we reconstruct and occupy the new station on the Station 64 (Indian Hill) site.

The response of four persons, is the intended response level on all but prescribed EMS responses. Attention to
patient care is not compromised by this level of response and logistical problems presented by the situation (moving furniture, moving the patient, taking care of worried family members, etc.) can be handled quickly by the crew of four.

When operations return to both stations in mid-2017, the EMS first response in Indian Hill is made in a pick-up style truck to improve efficiency, effectiveness and economy, when staffing is full at both stations. This approach generates best efficiency in costs and response times.

An important element of our EMS operations is the review of our performance and documentation through routine run review strategies. “QA” for adherence to medical protocols for treatment, documentation of procedures and drug administration, monitoring response times, etc. are all hallmarks of a quality EMS delivery system. A concentrated effort to conduct a QA review of ALL patient care reports has been formally in effect since 2012. Runs were evaluated for compliance to treatment protocols and for documentation of such. This approach far exceeds our requirements for QA under Academy of Medicine guidelines. As 2016 ended, a new element of EMS QA had been introduced to further refine our analysis of EMS performance.

In 2016, about 69% of our EMS runs result in a patient transport by EMS. The vast majority of our patients are transported to either Jewish (40%) or Bethesda North (38%). EMS run activity occurs around the clock, with a peak between 1000 and 1800 hrs, (51%).

Overall, the number of EMS runs in 2016 was down about 30 runs.

Medical Direction and Oversight

Madeira and Indian Hill Joint Fire District’s EMS operates under the auspices of our Medical Director, Phil Oblinger, MD, who is also a resident of the district. We utilize the medical treatment protocols of the Cincinnati Academy of Medicine.

The Academy of Medicine periodically visits those units for which it has granted permission to operate under the protocol for the county. We are such a unit and have been since our initial use of advanced life support (paramedic level) protocols in the early 1980’s. We received our most recent Academy of Medicine approval on November 18, 2013. This site-visit assessment is made by an Academy of Medicine team every five years.

Pre-Planning

The District actively engages our environment by pre-planning approaches to emergencies and collecting pertinent data that may mitigate the impact should one occur. This has traditionally been done for years in commercial and industrial occupancies, where the interface with the occupant is initiated at the time of fire inspection. Recently, we have reached out to the owner/occupant of private residences, with positive response.
Originally done on paper and stored in our vehicles in binders, computers in our apparatus have moved our ability to update and make available these “pre-plans” with more efficiency. A few years ago we made advances in standardizing the format and information contained in these pre-plans through a software purchase and in 2015, we cleaned up some problems in inconsistent versions of pre-plans in the various reference sources. We now have information on over 200 occupancies in the JFD.

Water Supply Strategies

The Fire District continues to work with the water providers --- Indian Hill or Cincinnati to improve available fire flows whenever possible. Our initial goal has been to eliminate any fire flow situations that provide less than 500 gallons per minute available. After a formal review of water supply strategies---operations changes, hose laying policies, mutual aid, firefighting foam, etc. we are engaged in efforts to make changes to maximize all resources we can to improve our water for firefighting situations.

In 2010 important upgrades were made to the water system in Indian Hill. Large diameter water main was installed in Shawnee Run Road from Given to Drake. Larger diameter water main was installed in Drake road south from Shawnee Run Road to Summerhouse. Larger diameter water main was installed across Graves west from Drake to Miami. Water main replacement occurred in Demar, Pamlico and Sanderson Place. The impact (in increased available fire flow) was evaluated with flow testing conducted in the Spring of 2011. There was improvement noted in many areas such that the incidence of “less than 500 gallons per minute” hydrants was reduced to but a handful in the JFD. This is a marked move toward a goal of having no hydrants with less than 500 gallons per minute available for firefighting. Fire Flow testing has become routine to monitor condition of the water system.

The district maintains over 1460 hydrants on a biannual basis. This is an increase in installed hydrants that occurred as a result of the water main work described above. Summer maintenance includes lubrication and functionality, while the fall maintenance focus on the hydrant being pumped out to prevent freezing in the winter.

Operations Charts and Graphs

Additional information is contained in subsequent charts and graphs:

- 10 Year History: Fire Responses per year
- 10 Year History: EMS responses per year
- Fire Incident, by location, 2016
- EMS Incident, by location, 2016
- Mutual Aid Given and Received, by city, for FIRE incident
- Mutual Aid Given and Received, by city, for EMS incident
Madeira & Indian Hill Joint Fire District
2016 Fire and EMS Statistics

10 Year Fire Runs
2016: 479 runs

10 Year EMS Runs
2016: 1053 runs

2016 Fire, by location

2016 EMS, by location
## Mutual Aid

### 2016 & (2015)

<table>
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<th>Department</th>
<th>Received</th>
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<td>Amberly</td>
<td>0(0)</td>
</tr>
<tr>
<td>6(2)</td>
<td>Blue Ash</td>
<td>0(0)</td>
</tr>
<tr>
<td>15(1)</td>
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<td>6(2)</td>
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<td>3(0)</td>
<td>Golf Manor</td>
<td>0(1)</td>
</tr>
<tr>
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<td>Loveland Symmes</td>
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</tr>
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<td>Marlemont</td>
<td>6(2)</td>
</tr>
<tr>
<td>1(0)</td>
<td>Miami Twp</td>
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<tr>
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<td>Milford</td>
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<tr>
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<td>17(5)</td>
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<tr>
<td>26(11)</td>
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Mutual Aid 2016 & (2015)

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<tr>
<td>0</td>
<td>Blue Ash</td>
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<tr>
<td>0</td>
<td>Cincinnati</td>
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<td>18</td>
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<td>Golf Manor</td>
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<tr>
<td>8</td>
<td>Little Miamij FD</td>
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</tr>
<tr>
<td>1</td>
<td>Loveland Symmes</td>
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</tr>
<tr>
<td>9</td>
<td>Mariemont</td>
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<tr>
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<tr>
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<td>17</td>
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<tr>
<td>0</td>
<td>Other</td>
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Includes AUTOMATIC RESPONSE situations...
Fire Prevention / Public Education

Inspections

Inspections are done by shift personnel throughout the year. The District has enjoyed very good cooperation by our corporate and business citizens in our inspection program.

Inspections are an important aspect of fire prevention and one of the effective ways that our personnel become familiar with the occupancies in our response district.

In 2016, nearly 100% of our 374 occupancies were inspected. Our goal is to inspect each “eligible” (non-single-family-residential occupancies) each year. Overall, there were 436 occupancy inspection activities for the department in 2016.

The most common violations found during our inspections are exit lights out, emergency lighting defects, extension cord abuse and fire extinguishers out of test date.

Plan Review

Plan reviews are conducted by fire inspectors for any remodeling or new construction in commercial buildings. During plan reviews, means of egress, emergency lighting and general life safety issues are examined. Plan review activity in 2016 was slightly higher than in 2015, as an increase in building activity has been noticed in the JFD.

Such plan reviews are an important way in which the fire department assures compliance with fire codes in building projects. It is perhaps more importantly an opportunity for the fire department to provide input on discretionary features of buildings that improve access, evacuation etc.

Tank Inspections

The Fire District conducted (24) inspections involving combustible or flammable liquid storage tanks in 2016. The distribution of these inspections was as follows: thirteen underground oil, six underground propane, three above ground propane and two above ground heating oil installations or removals were inspected and permits issued.

In general, home heating oil tanks are being removed. Trend is toward propane for home heating where natural gas is not an option in the Fire District.
These tank inspections are regulated by the “Ohio Fire Code” and the locally adopted “Southwest Ohio Fire Safety Council Unified Fire Code”.

**Public Education**

Programs to improve fire and life safety awareness and knowledge for our citizens were held throughout the year at area nursing homes, schools, day care facilities and at “public” locations. Fire prevention and injury prevention have evolved to become intrinsic to the fire department mission.

We have continued to target public information relative to “access” for emergency response. We promote the use of 911 for emergency access – it is taught countrywide to all ages. We market and install the reflective address signs. We promote removing overhead obstructions and narrow gateways that prohibit access for fire trucks and ambulances. An increasing number of gated properties have installed FD access switches.

In 2016, we conducted 5 CPR / Automatic External Defibrillator (AED) classes for citizens and employees working in the JFD. Included were groups from Madeira PD. There are 42 known AED’s in the Joint Fire District and periodic training for sites with an AED is included in our CPR/AED effort.

We conducted numerous fire house tours for various community groups—often including focused safety information—especially for the school groups that visited. Thirty-three safety talk opportunities included neighborhood block parties, babysitter, library, Scout merit badge and citizenship activities, a Hospice Community activity and the Madeira Safety Camp, held each summer.

Our audiences included students, scout leaders, city employees, teachers, nursing home staff and employees of child care centers, industrial facilities and country clubs.

Neighborhood “block parties” have become a popular event in the area and the Fire Department frequently receives an invitation to attend. We take the opportunity to speak with residents about our operations, equipment and fire safety topics.

The inspection of car safety seats for children has become an issue in the child safety industry. Activity of this type is consistent with the department mission of injury prevention. The department has members trained in evaluation and inspection of child safety seat installations and provides consulting services and inspections for parents on an appointment basis. In the year 2016, 104 such inspections were done—an increase in such activity compared with recent years. Seventy-four (74%) percent of the citizens for whom this service was done are residents of the Joint Fire District.

Since the inception of this program in 2000, over 1900 car seat “inspections” / installations have been done by MIHJFD personnel. We currently have five employees specifically trained for this community service and injury prevention activity. The program continues to provide the citizens of Madeira and Indian Hill with full support for child safety in the proper use, installation of, and education of car safety seats.
Address Sign Program

The department has facilitated the installation of reflective address markings for several years. The purpose of the program is to quicken response by clear identification of street addresses from a distance.

Begun in 1997, the department has made signs for over 2100 addresses in the district. Most of the signs have been installed by department personnel. In 2016, 67 new address signs were either made and installed or made and sold to property owners outside the JFD. The program has been very successful and has been duplicated by fire departments in other areas of the county, especially where long driveways and no street lighting exist. The decrease is such activity suggests that those desiring the signs have them. We continue to encourage such signs for those that do not have them. Finding addresses at night in the rain is made easier with the address signs.

Related to the value of address signs, the department has marked three fire hydrants as “tanker refill” sites for our water supply contingency pre-planning. In 2014, we marked “drop points” along private drives on Cunningham Road to cover that section of Cunningham that had previously been termed “Shillito Place”, Shawnee Run and Hopewell Road. The drop points will assist in establishing a water supply by relay pumping. In 2016, we added additional long lay situations to this marking program.

Madeira Citizens Academy

The department participated with all of the Madeira city departments in a “Citizens Academy” program held during the month of March 2016. The program is designed to familiarize citizens in the complexities and innuendo of local government.

We are also a regular participant in a community leader’s forum that includes city, school and church officials and meets several times each year to discuss issues common to our various roles in the City of Madeira.

Indian Hill Citizen Forum

In the Spring, the department participated with all the Indian Hill departments in what has become an annual citizen forum, intended to facilitate a dialogue between citizens and local government. We also participate in the “Dialogue Group” forum of the village.

New Station Open House

With the opening of the new Madeira Station, the department held a public OPEN HOUSE on July 16 and 17. The event attracted much attention and over the weekend, we were visited by between 400 and 500 interested citizens.
Logistics

Facilities

The District facilities were in a dramatic flux during 2016. We had demolished the 1962 Madeira Station in May 2015 and had consolidated all operations to the Indian Hill Station. In late June 2016, we occupied a new station built on our existing lot in Madeira. By August, we had demolished the 1994 version of the Indian Hill Station and had consolidated all operations to Madeira.

This ambitious construction project was the one deficiency of the District’s Capital Plan that otherwise was well poised to fund the JFD into the year 2020 and beyond at the funding level set in 2008. The funding for these stations has come from the generosity of the Thomas Family.

As 2016 closed, we were operating the JFD out of the Madeira Station. The “punch list” for the new construction problems was shrinking. Site prep, masonry and steel structures were underway on the Indian Hill site.

A special and continuing THANKS to Mr. and Mrs. Harold Thomas, whose significant donation has funded this project!

Apparatus Maintenance Summary

Management of the maintenance of the nine Fire Department vehicles is being accomplished by a team, on which each of the three department units has at least one member.

Though some of our repairs to our equipment are accomplished in house, increasing complexity of electrical control systems and inaccessibility of the serviceable components have begun to dictate referrals for service to authorized dealers.

Maintenance costs were increased in 2016 by 23%. Our Aerial/Quint was the most expensive to operate and repair in 2016. The Quint sustained a major oil and exhaust leak leading to increased annual costs. Engine 2 also contributed to the increase as it was due for 6 new tires and was in need of new brakes which accounted for 2/3rd of its annual cost.

All vehicles received normal preventative maintenance (oil changes, chassis lubrication and inspections) according to established schedules.

All pumping apparatus was subjected to annual pump testing with positive results. In addition, all department ladders were inspected and tested in accordance with standards and state occupational requirements.

The following is a brief description of major and significant repairs for the past year, paraphrased from the complete maintenance report for each vehicle.
2016 Maintenance cost was $28,782.47 ($6,516.50 increase).

**E1 (2003 Boise)** Ladder testing, pump testing

**E2 (2013 Pierce)** Ladder testing, pump testing, 6 new tires, and front brakes.

**T1 (2009 Pierce)** Preventative maintenance, ladder testing, pump testing, costly oil leak.

**Squad 1 (2010 Ford)** installed an inverter for charging equipment, brakes, and routine oil changes.

**Squad 2 (2003 Ford)** ABS module replaced, and routine oil changes.

**Car 1 (2008 Dodge)** Received a new radiator, oxygen sensor and routine oil changes.

**Car 2 (2004 Ford)** 4 new tires, new axel, ball joints, and routine oil changes.

**Car 3 (2011 Chevy)** Received a new rear bumper and routine oil changes

**Car 4 (2008 Dodge)** Received 4 new tires and routine oil changes.

Out of Service time is noted in the following table and is estimated based on repairs made.

<table>
<thead>
<tr>
<th>APPARATUS</th>
<th>MILES</th>
<th>DOWN TIME</th>
<th>PARTS</th>
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<td>ENGINE 2</td>
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$28,782.51
Computers/MIS

Many aspects of fire department work today involve computers and the software packages they run. The district street reference map, reporting requirements to the State of Ohio for Fire and EMS activities, monitoring of department performance, pre-planning information management, hydrant, hose and inventory records and many more aspects of operating a modern fire department require data entry and analysis, and hence, computers.

Our last upgrade of MIS system components was in 2013. The system has remained stable through 2016 and meets most needs of the department in a supportable manner. The only change made was a transition to an internet based telephone system. Presently, we are using the internet system of Cincinnati Bell telephone, with leased handsets as we transition from one station to another and then back to two, in 2017.

Our Mobile Data Computers (MDC), mounted in emergency response vehicles permit transmission of incident data for emergency response and comes from the County Dispatch Center. We are already on second and third generation replacement of the original equipment. Though we have replaced the original Panasonic Toughbook CPUs with less expensive tablet style CPUs as MDCs, there is no clear direction on this important aspect of emergency response ---either in software or hardware components. The department remains active in advocating a direction, but most of the control of this matter lies with Hamilton County.

The direction that MIS seems to be going for us is to “the cloud”. When our software is fully located together on the cloud server of our software vendor, we are hopeful that data integration will fully return to our benefit.

Fire Hydrants / Water Supply

There are over 1460 fire hydrants in the Fire District. One hundred seventy-six (176) of these are “private”. These hydrants are visited twice each year by fire department employees and caps and valve nuts lubricated, brush cleared away and the hydrant pumped dry of water for winter. Hydrant servicing requires about 60 days of department activity each year.

We continue private hydrant marking and mapping to improve our working knowledge of the many private hydrants that are essential in the district. Private hydrants are now marked with identifying numbers and color-coded bands of reflectorized material indicating their available fire flow in gallons per minute. The rate of private hydrant installation has slowed since our “catch up” efforts of several years ago and in the face of slower development growth.

The department implemented the “long-lay” relay system marking plan in 2013, first for those residents of Cunningham on the private “Shillito Place”, then the Peterloon Estate and several other location have since been so marked. This effort continued through 2016 and is on-going, as we continue to implement this important aspect of our “water supply strategy”.

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SCBA / Personal Protective Clothing

Regular repair of firefighting personal protective equipment is scheduled and in keeping with safety recommendations, personnel are instructed to wash gear on a regular basis. Excluding the SCBA, a firefighting ensemble of PPE costs about $3000 per set of coat, pants, helmet, gloves, boots, hood and flashlight. We have saved approximately $130 dollars per set of gear by switching from Morning Pride to Lion. In doing so we are still maintaining maximum thermal protection but have gained more mobility and faster drying time from internal and external moisture elements resulting in faster donning and doffing times.

Testing of air produced for firefighter breathing air by our in-house compressor and storage system was accomplished and the air quality continues to exceed federal standards for purity. Tested quarterly, we are producing Grade E breathing air, the highest quality air defined in federal regulations. Annual fit testing of all employees utilizing irritant smoke and department SCBA mask was accomplished.

As 2016 closed, we had evaluated, bid, ordered, received and placed in service, new SCBA. The new units are MSA G1 devices with a host of additional safety features. This expenditure was funded, as planned, in the Fire District Capital Plan.

Dispatch Costs

In 2016, the rate per dispatch was again examined by the County dispatch during the year. We will continue to monitor the fairness of this system and its application to MIHJFD.

Health & Wellness Program

With the closing of 2016, the Fire District completed its twelfth year of the Health and Wellness Program. The Health and Wellness Program is the product of much research and planning to improve the health and performance of Fire District employees.

We continue a trend of “logging” over 1000 hours of “organized” fitness hours in recent successive years. The hours actually spent in fitness activity is much greater. “Above average” is the overall fitness level of our personnel and the participation of a broader group of employees in fitness activities both on and off duty is a result of a marked change in department attitude and culture.

Units continued to build fitness into training scenarios using real scenarios from the Essential Skill Set (ESS) as the basis, integrating physical activity with actual tools, equipment and scenarios. This activity is being recorded as TRAINING rather than FITNESS. For this reason, the actual activities of the department that promote fitness are more than are being recorded as such for record-keeping purposes. Our goal remains the same---to achieve and maintain a fitness level commensurate with the essential job functions of the employee.

The ESS consists of ten successive physical routines that might be used / needed for successful operations at a
structure fire. Each year, firefighters complete the ESS exercises to demonstrate fitness for duty.

As we move into our new facilities, we will revisit the various components of the ESS and adjust them to reflect the increased work capacity of the staff and the opportunities to demonstrate this afforded by the new facilities with training and fitness as elements of designs.

**Knox Box Program**

Nearly all commercial, industrial, institutional and place of public assembly structures in the District are affixed with a Knox Box for FD emergency access. This program is now about 25 years old, and acceptance of the program is considered routine.

Currently there are four important aspects to the Knox Program, as follows:

- **Commercial installations**

  We have approximately eighty commercial Knox boxes in the district. The Knox box contains keys, alarm system information, and contact information. These boxes are checked on an annual basis during fire inspections. In 2016 two new commercial boxes were installed.

- **Residential loaned boxes**

  The District obtained 3 residential loaner boxes, increasing our total to 22. Residential loaner boxes are intended for short term needs when the occupant may have special needs that may keep them from answering the door during an emergency. In 2016 18 boxes were on loan. We have received donations from Madeira and Indian Hill community groups to fund this program. It is very popular.

- **Residential gate access key switches**

  In 2016 we added 3 residential gate access key switches to the district. It is required that all residence with gates be equipped with a Knox key switch override for Fire access. The Knox system allows for immediate access without a gate code. Gate access to properties has shown the area of greatest growth in the past couple years. We have received good cooperation on this matter.

- **Key secure retention system**

  This system retains the Knox key in the vehicles and keys can only be released by individual PIN numbers. Every sixty days an audit trail is run on all retention boxes for record keeping.
In 2016 the fire district purchased Medvaults. The Medvault system allows for the secure storing of dangerous drugs. A main vault was purchased for Station 65 to secure our inventory. Each Medic unit has a smaller version installed to secure the drugs. Each user has an individual pin assigned to them. Every sixty days an audit trail is run on the Medvaults for record keeping.

New Equipment

The year 2016 was lean, as planned and anticipated.

We changed out our ambulance cots to powered versions, manufactured by Ferno. This initiative was funded by an injury prevention grant from the Ohio BWC and a generous donation by resident El Bourgraf.

We also added an additional ice rescue suit to our armamentarium.

Going, going, going...GONE!