

# THE BLUE LETTER

## OFFICE OF THE CITY MANAGER



333 James E. Bohanan Drive • Vandalia, OH 45377 • (937) 898-5891

February 5, 2021

Honorable Mayor & City Councilmembers:

Thank you for the opportunity to work in service of the residents, businesses, and anyone who visits the City of Vandalia. This week, our staff went above and beyond to help me onboard. Again, I would like to thank Chief Althouse, Assistant City Manager Holloway, and Mrs. Pruszyński for their leadership and guidance during the transition. As of today, I have participated in one-to-one meetings with each of you. Thank you for carving out time to share your aspirations about where we are moving as an organization.

At your convenience, please consider reviewing these brief updates and enclosed attachments. Please contact me directly with comments and questions.

1. **Employee Service Awards:** This event will be held on **Friday, March 26, 2021** from 11:30am – 1pm at the Senior Center. Please plan to attend if you are able. The event will be streamed live online as attendance will be limited to our public servants who are being recognized, one family member, department directors, and City Council. Human Resources Manager Dewberry among other leaders in our organization will be meeting to discuss ongoing employee recognition opportunities.
2. **Commercial Vehicle Traffic Enforcement:** This week the Vandalia Police Division (VPD) reinstated concentrated commercial vehicle enforcement. VPD conducted three stops, which resulted in two written warnings and one verbal warning.
3. **Minimum Wage:**
  - a. Effective January 1, 2021, Ohio's minimum wage increased from \$8.70 to \$8.80. The City appropriated \$204,725 and incorporated this increase into its 2021 Operating Budget for its part-time ranks. On January 20, 2021, President Biden announced an outline of the "American Rescue Plan." This plan proposes raising the minimum wage to \$15 per hour. If City staffing were held constant with neither force reductions nor event cancellations, the 70.45% minimum wage increase would result in an estimated \$144,238 in additional expenditures for part-time staff wages. This estimate excludes normative actions that the City may consider with regard to resulting wage compression between certain employee groups and their supervisors. Please note that if such an increase were imposed during 2021, a supplemental appropriation would be required to maintain current service levels.
  - b. In addition, a \$15 per hour minimum wage increase may catalyze the City's reconsideration and revision of its policies and practices relating to economic development incentives with

key performance indicators that are normally tied to job creation and average wage thresholds.

4. **Teamsters Grievance Arbitration:** The employer engaged in grievance arbitration with the Teamsters Union regarding the scheduling of overtime for nonemergent services (i.e., preplanned large item and debris drop off). A decision from the arbitrator is expected in late March or early April 2021.
5. **Super 8 Motel:** An officer on patrol recently observed two separate stolen cars in the lot of the Super 8 motel. Officers detained individuals who were involved and detectives obtained one count each of Receiving Stolen Property and Possession of Criminal Tools on the drivers of the vehicles (a 37-year-old male and a 29-year-old male from Harrison Township).
6. **Crocs Distribution Center:** The Dayton Daily News reported today that Crocs is planning to break ground on a 760,000 ft.<sup>2</sup> distribution center on Dog Leg Road in the next 4 – 6 weeks. The City will continue to pursue options for mitigating truck traffic in town.
7. **Golf Division Retirement:** Ms. Kelley Huston submitted her official letter of retirement from her part-time role at the golf course. Ms. Huston retired from full-time employment in early 2019. We wish nothing but the best for Kelley in her retirement.
8. **Snow Removal:** Crews conducted snow and ice operations during much of last week including 29 hours over the weekend. Crews covered 3,765 miles while applying 500 tons of salt and 4,100 gallons of magnesium chloride. The snow and ice events resulted in 279 hours of overtime.
9. **Warming Centers:** Subzero temperatures are anticipated in the 10-day forecast. Chief Follick has advised me that he has activated the Warming Center Standard Operating Guideline (SOG) that is contained in the City's Emergency Operations Plan. The SOG is included as an attachment in this correspondence. At the request of residents in need, the Senior Center and/or Recreation Center will be made available for an 8 to 12-hour operating period.

Very Respectfully,



Dan Wendt 2/5/21

City Manager

**Attachments:**

1. ACM Information Update – Assistant City Manager Holloway – February 4, 2021;
2. HR Information Update – Human Resources Manager Dewberry – February 5, 2021;
3. Monthly Fire Statistics – Chief Follick – February 4, 2021;
4. Police Information Update – Chief Althouse – February 4, 2021;
5. Parks Information Update – Director Clark – February 4, 2021;
6. DES & Public Works Information Update – Director Cron – February 4, 2021; and
7. Emergency Operations Plan Standard Operating Guideline on Warming and Cooling Shelters – April 1, 2019.

To: Dan Wendt, City Manager  
From: Amber Holloway, Assistant City Manager  
Date: February 4, 2021  
Subject: Information Update



- Rob Cron, Ted Baker, Chad Baughman, David Marlow and I attended our monthly development meeting on Monday, January 25. We discuss upcoming and ongoing development projects in these meetings.
- I attended the joint meeting between the City, Township and School District on 1/25.
- We held our Virtual Visioning Workshop on 1/26 from 6:00 – 8:00 p.m. There was good attendance and lots of fruitful discussion at this workshop. This feedback will inform our rebranding process.
- I attended the Dayton Development Coalition’s 2020 Economic Review. This event, typically a networking luncheon, was held virtually this year.
- I participated in a webinar held by KEI, a branch of Kolar Design, on the topic of “Workplace of the Future: Real Estate Strategies”. This webinar was focused on the current state and future of office space in the COVID pandemic.
- Kurt, Rob, Shannetta, and I attended the Teamsters arbitration hearing on Friday, January 29.
- David Marlow attended the Regional Bikeways meeting on January 29. Brian Housh from Rails to Trails Conservancy shared the Ohio Trails Caucus Legislative Agenda. He also introduced the group to the BUILD Grant Program and how it could help grow our regional trail network. Matt Lindsay with MVRPC discussed the upcoming Miami Valley trail user survey.
- You and I met for an introductory meeting on Monday, February 1.

- On February 3:
  - I attended a virtual meeting for Economic Development professionals in Montgomery County. We shared updates from our respective communities and heard from Montgomery County Workforce Development on their service offerings for our local companies and residents.
  - You and David met to discuss his role as City Planner and Zoning Administrator.
  - You and I met to discuss the Comprehensive Plan.
  
- On February 4:
  - I attended a virtual meeting with the Vandalia-Butler Chamber to discuss planning a fundraising event for the EP937, the young professional's group, and WINGS, Women in Networking Group.
  - David and I held our monthly meeting on 2/4.
  - David met with Culver's to review a preliminary site plan.
  - I participated in a 1-on-1 stakeholder interview with Kolar Design for the City's rebranding process.

#### **Communications Update:**

- Rich is finalizing articles for the Community Connection newsletter for submission on Friday 2/5. The newsletter is set to run sometime in March.
  
- We had our first community feature in the Dayton Daily News on Wednesday, February 3. While these articles were originally set to run the first Thursday of each month, we have been informed that they will run the first Wednesday of each month. We have already received some positive feedback from these articles.

**To:** Dan Wendt, City Manager  
**From:** Shannetta Dewberry, HR Manager  
**Date:** February 5, 2021  
**Subject:** Information Update



## **HUMAN RESOURCES UPDATES**

### **HR Recruiting/Hiring**

- **Office Manager DES** – We are excited to have Rebecca Pelishek joining our team on Monday, 2/8/21. Please feel free to reach out and greet her.
- **Maintenance Tech P&R** – We will be scheduling 2<sup>nd</sup> interviews for several candidates in the next 1-2 weeks.
- **Public Safety Specialist** – Application packets have been reviewed and interviews will take place in the next couple of weeks.
- **Police Lieutenant** – The position is posted and will run until 2/12/21.
- **Police Position**- The position was posted on 2/1/21 and will close on 2/22/21.

### **Employee Service Awards**

- The Employee Service Awards will be held on Friday, March 26, 2021 from 11:30am – 1pm at the Senior Center. Due to COVID restrictions, attendance will be limited to the employee being awarded, one family member, department directors, and Council. However, we will live stream the event for employees to watch.

### **1095-C HR Reporting**

- **Affordable Care Act 1095-C Forms** – This form provides information about the healthcare coverage the City offered, and whether or not you chose to participate. These forms will be distributed within the next two weeks and can be used when filing taxes.

**As always, please continue to stay safe and healthy!!**



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## MONTHLY STATISTICS MEMORANDUM

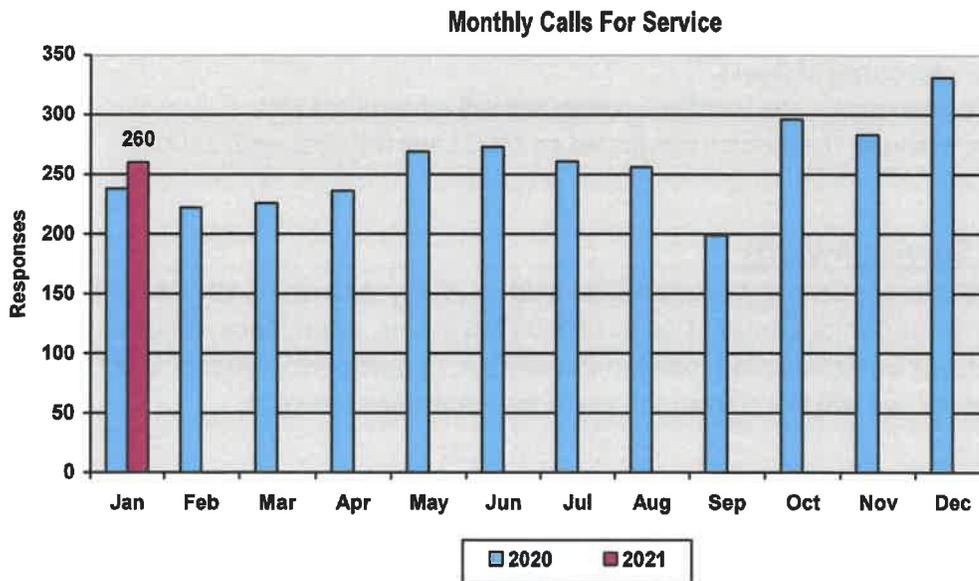
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**TO:** ALL PERSONNEL  
**FROM:** CHAD FOLLICK, FIRE CHIEF  
**SUBJECT:** STATISTICS JANUARY 2021  
**DATE:** 2/4/2021  
**CC:** DAN WENDT, CITY MANAGER

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### CALLS FOR SERVICE

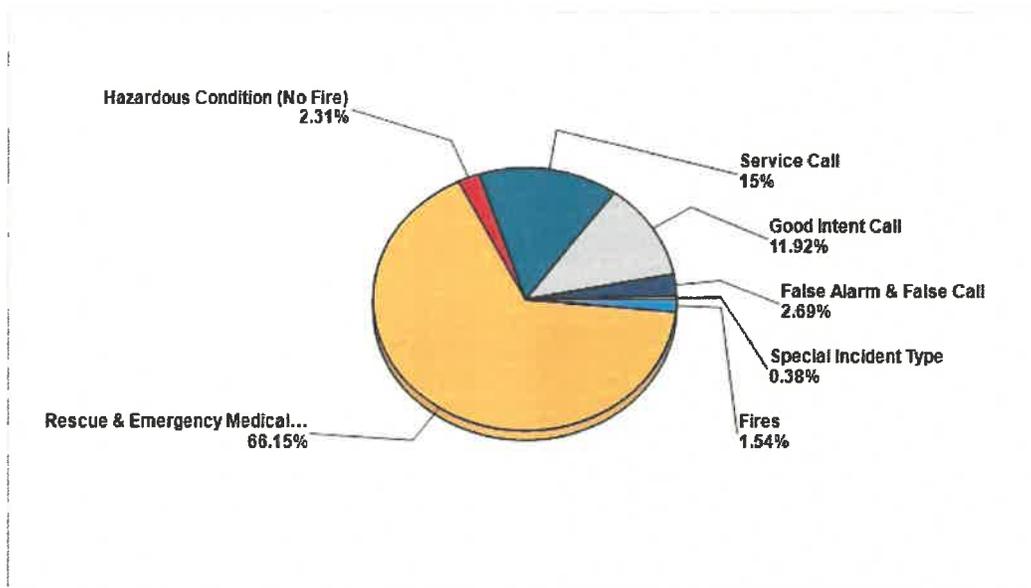
The Division of Fire responded on 260 calls for service in January (172 EMS calls and 88 fire calls). An average of approximately nine 9 calls for service per day.



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A statistic that we can track now is how many of our calls for service overlapped (or occurred simultaneously) during this evaluation period. In January, we had 60 calls for service that overlapped, approximately **25%** of the call volume.

Crews responded to 260 calls for service in January the chart below outlines call types (Report 553):



The Major Incident Types in January were:

1. Rescue & Emergency Medical Calls (66%) - All the Division of Fire Emergency Medical calls including any motor vehicle/pedestrian accident (with/without injuries) and/or any technical rescue response.
2. Customer Service Calls (15%) - These are calls for service where fire crews are directly assisting a customer with a specific issue/problem (i.e., strange odors, smoke detector/CO detector installations and/or battery change outs, etc.).
3. Good Intent Calls (12%) - Smoke scares, steam/fog mistaken for smoke, false alarms not malicious.
4. Fire Alarm Calls (3%) - This type call includes malfunctioning fire alarms, intentional/unintentional false alarms, or calls where someone called to report an issue that turned out to not be an emergency (illegal burning, smells/sight of smoke or fire, or steam confused for smoke).
5. Fires (2%) – Crews responded to (4) structure fires in January. The total dollar loss fire in January was \$39,000.00.



Apartment fire at a three-story apartment building on West Van Lake Drive. Crews arrived to find police evacuating people from the structure and an advancing fire on the second floor. The first arriving fire crew was a two-person crew and in compliance with our 2in/2out policy made an aggressive transitional attack on the fire from the front door. No one was injured, and fire was determined to be accidental.



Structure fire, mutual aid to Butler Twp. Fire. Crews responded to a report of a garage fire and found the fire had spread into the house. No one was injured, and fire is under investigation.



Crews responded to the report of an apartment fire on Continental Court. Crews arrived to find a small fire in the living space of a ground level apartment. Smoke filled the building and all occupants were able to evacuate without incident. An occupant of the apartment did sustain a very minor injury. This fire is still under investigation.



Crews responded to an automatic fire alarm at a commercial building on Scholz Drive. A fire was discovered in a dust collection system within the building. Crews had a small amount of fire and a great deal of smoke to deal with, no one was injured, and the fire is believed to have been caused by a malfunction in the machinery.

6. Hazardous Condition (2%) - These are calls for service where fire crews are responding to natural gas/CO investigations, fuel/oil spills, and/or arcing or downed electrical lines.

**MUTUAL AID/JOINT RESPONSE DATA** (1616 & 1754)

In January, the Division of Fire provided mutual aid on twelve **(12)** occasions and we received mutual aid on **(4)** occasions.

In January, we received a "joint response" from Butler Fire/EMS on **(36)** occasions and we provided Butler with a "joint response" resource on **(30)** occasions.

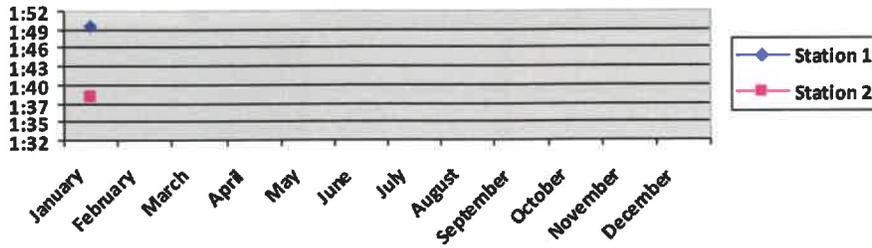
Department	Mutual Aid Received (1616)	Mutual Aid Provided (1754)	Joint Response Received	Joint Response Provided
Butler Fire (57-101)			<b>36</b>	<b>30</b>
Brookville (57-003)		1		
Clayton Fire (57-121)				
Dayton Fire (57-011)				
Dayton Airport (57-002)				
Englewood (57-001)	3			
Harrison Fire (57-107)	1	1		
Huber Fire (57-125)	4	6		
*Riverside Fire (57-115)				
Union Fire/EMS (57-122)				
Trotwood Fire (57-113)				
Tipp Fire/EMS (55-027)	1	5		
<b>Totals</b>	<b>9</b>	<b>13</b>		

## RESPONSE TIMES

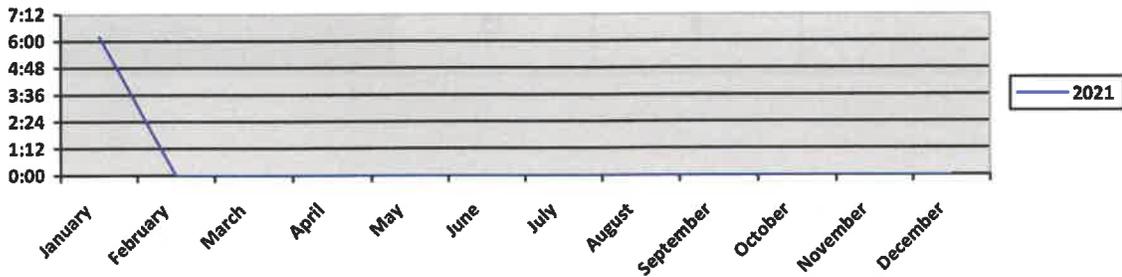
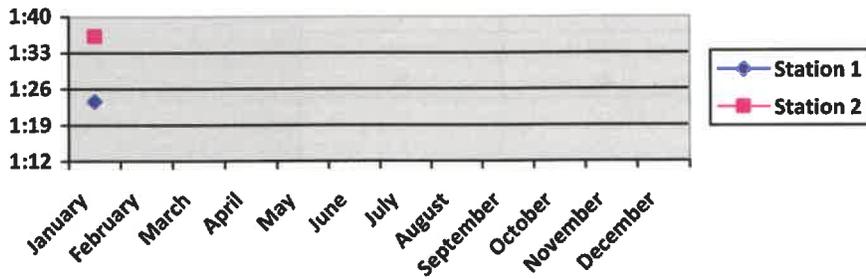
The average turnout time in January was 1:39 and the average response time in January was 6:13.

We continue to analyze turnout and response times and to implement improvements that we hope can get us into a response time that is more consistent with our goal of five minutes.

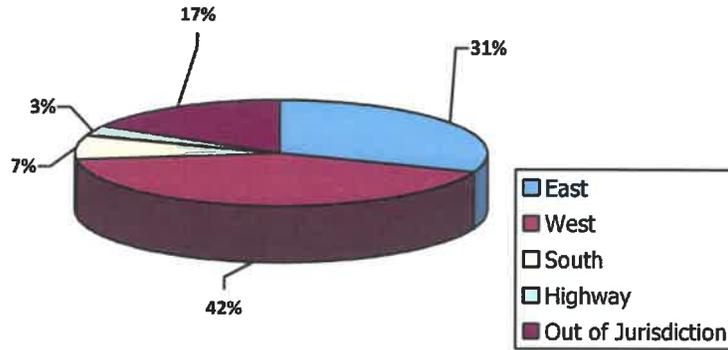
### Turnout Times EMS Calls For Service By Fire Stations



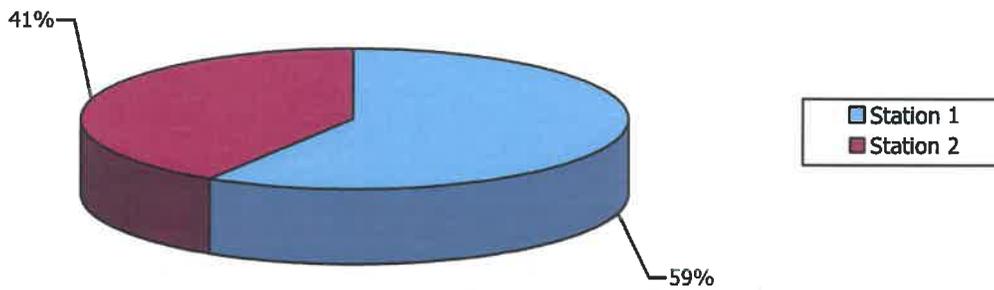
### Turnout Times Fire Calls For Service By Fire Stations



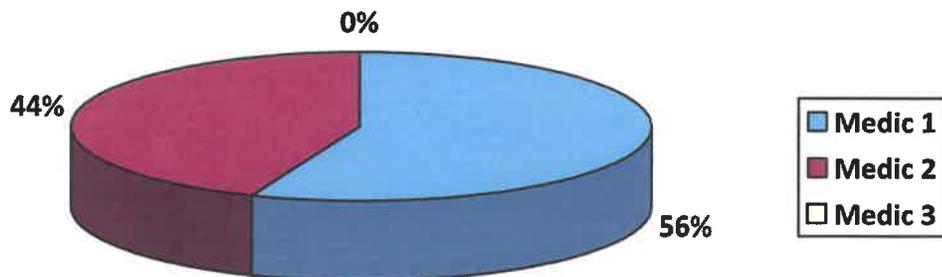
**CALLS FOR SERVICE BY DISTRICT (Report 972)**



**CALLS FOR SERVICE BY FIRE STATION (Report 1180)**



**TRANSPORTS BY MEDIC UNIT/MONTH (1645)**



**TRAINING** (Reports 1623)

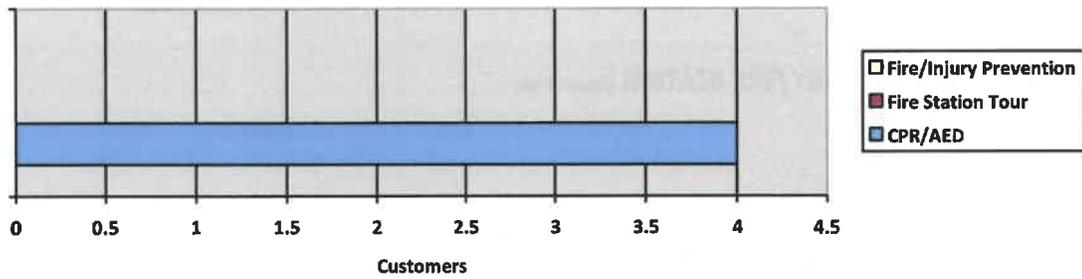
Fire/EMS crews participated in 44 hours of training in January, topics included:

1. Fire Topics- Fire Alarms/Sprinkler Review, Pump Review, & Forcible Entry (22 hours)
2. EMS Topics-Advanced Cardiac Life Support Recertification (22 Hours)

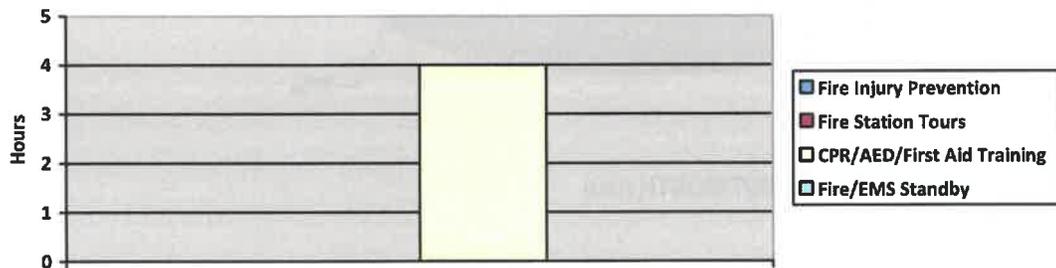
**OUTREACH ACTIVITY**

We are starting to schedule outreach activities to report in January.

Customer Contacts



Man, Hours Involved in Outreach



# Information Update



To: Dan Wendt  
City Manager

From: Kurt E. Althouse  
Chief of Police

Date: February 4, 2021

Subject: Information Update Ending February 5, 2021

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1. Starting Feb. 1, the department reinstated concentrated commercial vehicle enforcement. During the past couple of days, a VPD officers made 3 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in 2 written warnings and 1 verbal warning while working 4 additional enforcement hours.
2. CPO Andrew Wehner provided a security survey for a local business after they fell victim to an attempted vehicle theft. Project Smile donated two large boxes of stuffed animals for officers to give to children who have experienced a traumatic event. The Explorer Program completed the annual renewal with the Boy Scouts of America. The Senior Center is looking to coordinate dates for 2021 presentations from the CPO position. CPO Wehner provided assistance in a marked cruiser to detectives and a local task force who executed a search warrant within the city.
3. VPD welcomes you to the City as our new city manager and looks forward to working under your leadership in the upcoming years.
4. Police administration, members of CIS, and the Fire Department initiated the first quarterly meeting with Vandalia Hotel/Motel businesses to help build a better working relationship and address reoccurring crime trends. All three hotel establishments were present. The next quarter's meeting will occur in April.
5. On January 26, the property custodian and her supervisor emptied the RX drop off box in the police department lobby. 19.98 pounds of discarded prescription narcotics were collected and will be turned over the DEA.
6. Detectives charged a 36-year-old Huber Heights man with felonious assault. The man was begging at a local gas station, where he was told to go away by the victim. The man became enraged and chased the victim down with his car. He rammed the victim's car and the victim left when he exited his vehicle.
7. An officer on patrol spotted two separate stolen cars in the lot of the Super 8 motel. The officer, with assistance of other officers, detained all the individuals involved. Detectives obtained one count each of Receiving Stolen Property and Possession of Criminal Tools on the drivers of the vehicles (a 37-year-old male and a 29-year-old male from Harrison Township).

8. The police department reviewed and made changes to their portion of the city website. All of our information is up to date.
9. The police department purchased a FLIR thermal handheld monocular. The monocular gives the officers the ability to see in total darkness, enhancing mission effectiveness, maximizing operational capabilities, and increasing officer safety.
10. Vandalia detectives charged a 21-year-old female with aggravated menacing and criminal damaging after a road rage altercation. The female exited her vehicle and struck the victim's vehicle with a shovel and made threats of having a firearm and not being afraid to use it before fleeing the scene.
11. Vandalia detectives charged a 59-year-old Vandalia female with theft from a disabled person and misuse of a credit card. Over the last several years, the female, who was the power of attorney and payee for the disabled victim, had been using his social security deposits and his credit card to pay for her own personal purchases, finances, and gains.
12. Lt. Swafford and Officer Wehner recently received certification as "Train the Trainers" for a new program between the police department and Vandalia-Butler Schools. The "Handle with Care" program allows officers to notify designated school officials of traumatic events a student may have encountered while off school premises. This is a state-wide program just being initiated in Montgomery County.



## Department of Parks & Recreation Information Update

**To:** Dan Wendt, City Manager  
**From:** Steve Clark, Director of Parks & Recreation  
**Date:** 2/4/2021  
**Re:** Information Update – Period ending February 4, 2021

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### RECREATION/ATHLETICS DIVISION

- Amber Holloway, Jeff Kreill and I met with the three Wright State MPA Capstone Project students on January 21 to review and discuss the Cassel Hills Pool Survey. The meeting was very productive and we are anticipating an updated survey in the coming days. The group is also working to determine the best methods for distributing the survey to as many residents as possible.
- We have received confirmation that Christy's Family Pizza will be returning to operate the concession stand this summer at Cassel Hills Swimming Pool. A big thank you goes out to Christy's owner Steve Dent.
- Butler United Soccer has requested permission to research solutions to the drainage issues we have in the southwest corner of Helke Park, specifically the location of spring soccer fields used by the organization. They will share any information obtained to assist in developing a plan to address the drainage issues.
- Spring sports registrations are underway. Youth Baseball/Softball registrations are currently a little slow but it is still early in the registration period. Adult Softball League registration is also underway. Staff is working on several social media posts to promote these programs in the coming days and weeks.

### GOLF DIVISION

- We have taken delivery of the 53 new golf carts at the golf course. The GPS feature for the carts will be installed in the coming weeks. Staff will receive an orientation on use of the new system once installed.
- 3-N-1 Professional Tree Services has been selected for the golf course wellfield power line clearing project. 3-N-1 submitted the overall best proposal of the five proposals received. We are working to get all required paperwork in place and will then schedule the work to be completed in February.
- Kelley Huston has submitted her official letter of retirement from her part time role at the golf course. Kelley retired from full time employment in early 2019 and returned in a part time role several months later. We wish nothing but the best for Kelley in her retirement.
- The golf course beverage cart, stored under the patio area at the Clubhouse, was stolen on January 27. Police discovered the cart next to the railroad tracks, stuck in the mud. The cart was towed back to the golf course by Sandy's Towing. Building Maintenance staff is investigating ways to better secure the storage area, installing a stronger chain as a temporary solution.

### RECREATION CENTER

- Group Fitness classes for the month of January averaged 15 participants per class for a total of 2,128 participants. Attendance is down compared to January 2020, which had 3,555 participants. Senior Fitness classes averaged 11 participants per class in January for a total of 904 for the month. This number is down from 1,244 participants in January 2020. We are beginning to see an uptick in fitness class attendance but COVID-19 remains a major factor in our drop in attendance over the past 10 months.

- Recreation Manager for Fitness Sarah Lavy is working with Tivity Health to determine if offering virtual fitness classes is permissible for reimbursement purposes through the Insurance Based Membership program. She is also working with Darren Davey to determine the technology details in setting up virtual classes that would allow tracking for reimbursement purposes.
- Recreation Manager for Programs Aaron Messenger organized a program entitled “Spreading the Love Community Letter” that was held on January 27 at the VRC. A total of 10 kids participated in the activity which included writing letters to various groups in the city (Fire, Police, Health Care, etc.) expressing their thanks and appreciation for the work they perform.
- The COVID-19 Membership Special Campaign has concluded with a busy last weekend of sales. Total sales for the reporting period were \$62,633. Gift Card sales during the promotion totaled \$6,131. We will have final numbers from the promotional special in an upcoming update report.
- As part of our partnership with Premier Health the next Health Talk Seminar will be held on Tuesday, February 16 at 9:30 a.m. in the Special Events Room at the VRC. Dr. Travis Perry, a Comprehensive Burn and Wound Specialist, will be presenting information on Common Wounds and Burns. Register by emailing Alicia McCracken at [amccracken@vandaliaohio.org](mailto:amccracken@vandaliaohio.org).

### **FACILITY MAINTENANCE DIVISION**

- Practical Assessment scores for the vacant Maintenance Technician position have been compiled with three candidates advancing on to the final round of interviews. We do have one additional assessment scheduled for this Friday as a result of a candidate postponing due to a COVID positive test. Should this candidate score well enough to advance, they will be added to the final round interviews.
- Over 150 trees are being recycled as part of our annual Christmas Tree Recycling Drop Off program located at the Sports Complex. This is our highest total in years as we typically average 125 trees/year.
- Park Maintenance staff is clearing honeysuckle growth along the south property line of Poplar Hills Cemetery. This project will continue as weather and time permit. Areas that have been cleared will be grass seeded and maintained into the future.
- Landscape maintenance work continues at various locations, including the Sports Complex and Recreation Center. Select shrubs are being rejuvenated, ornamental grasses and other perennials are being cut back in preparation for spring.
- Facilities Superintendent Rudy Wells met with a plumbing company to inspect various issues in the Recreation Center pool pump pit. Strainer baskets and other plumbing fixtures associated with pool pump operations have been determined to be in various stages of failure and will need attention in the near future.
- Maintenance staff have been performing snow and ice removal functions on a daily basis over the past week. Kudos to our staff for keeping the parking lots, walkways and entrances to city facilities in great shape for the public and staff to enter.

### **SENIOR CITIZENS CENTER**

- The Van Tran Senior Transportation program served 14 different riders in January with 94 one-way rides. Drivers volunteered 59.6 hours in January, which Montgomery County Jobs and Family Services values at \$715. Montgomery County Jobs and Family Services is now administering the levy funds that partially support the Van Tran program.
- The Senior Center Super Sewers group donated lap quilts to Crossroads Rehab for distribution to residents of the facility. This is the second donation in the past few months by this group.
- Donna McAdams from Hearth and Home visited Toni to discuss a new project idea. Hearth and Home is interested starting a program in which they deliver lunches to community seniors in need. Toni provided information to assist with the possible start-up of the program.



## **Public Works & DES Information Update**

**To:** Dan Wendt, City Manager  
**From:** Rob Cron, Director of Public Service  
**Date:** February 4, 2021  
**Re:** **Information Update for January 23 – February 5, 2021**

Welcome to our team here at the City of Vandalia. It was nice to meet with you this week, and we look forward to working with you.

### **Development & Engineering Services**

The contractor for the Traffic Signal installation near Kroger has been in to install some of the underground electrical conduits, and the material has been delivered for foundations in preparation for the new signal.

The contractor continues with the watermain relocation on the US40 Widening project.

We have received preliminary scoring from the Ohio Public Works Commission for this year's projects. Unfortunately, it appears that we will not be receiving funding for our Gabriel Street Reconstruction project. I have included this as a discussion item on the next Council Study Session agenda to discuss if we would still like to proceed with the project without the funding. In total there are 22 projects scheduled to receive funding in our district with Montgomery County having 10 of those 22 projects.

We have reached out to the contractor regarding the construction of a new residence on Farrell Road. Construction had stopped for an extended period of time. They were informed that due to lack of progress the City could void their building permit per the building code. As a result of this notification, construction has resumed, foundation walls have been poured. We will continue to monitor their progress.

We have had several property maintenance issues recently. At 870 Continental Court, we have condemned apartments 5 and 6 due to unsanitary conditions. We have also cleaned up debris around the entire property and boarded up the windows at apartment 6.

We have also condemned the property at 115 Clay Street due to unsanitary conditions.

A violation letter has been sent and posted at a vacant property at 841 Spartan Avenue to have the property secured and windows boarded up.

### **Public Works**

Crews were very busy this past week on snow and ice operations including 29 hours over the past weekend. In total they covered 3,765 miles, used 500 tons of salt and 4,100 gallons of magnesium chloride. 279 hours of overtime were worked during the events.

The snow event over the past weekend produced a very heavy snow. In plowing the heavy snow several mailboxes were damaged, and we have been out making repairs to the mailboxes.

We performed three burials at Poplar Hill Cemetery during this period.

Crews continue to be out filling several potholes and one watermain break hole with cold patch throughout the City.

We have been assisting the contractor to locate our existing utilities at the new Chipotle site as they begin the relocation of the watermain and sanitary sewer main. They have the new watermain installed and have begun on the sanitary sewer work that requires the closure of one lane on National Road as they make the connection to the existing manhole.

We assisted Butler High School by installing their new school banners on Dixie Drive.

Made some electrical repairs in the Inverness water tower.

We have also been performing some building maintenance around the Public Works facility.

Steve Nickels and I attended the monthly NAWA Technical Committee meeting on February 3rd.



## EMERGENCY OPERATIONS PLAN Standard Operating Guideline

### GUIDE 4- Warming & Cooling Center Operations

#### A. Purpose

A Warming or Cooling Center is a temporary facility that is made available to Vandalia and/or Butler Township residents during extreme temperature conditions when normal coping mechanisms in the home are ineffective or unavailable.

One example of the need for a Warming or Cooling center would be during a wide-spread power outage, a center could be opened to provide relief from the extreme temperature, provide public information, provide charging stations for electronic devices, and/or to provide electricity to power medical equipment.

Centers are **NOT** overnight shelters or homeless shelters. They are open for a limited number of hours, a limited number of days, and are designed to provide a limited number of services. Centers are not day care for children, the elderly, or others who cannot care for themselves. It is assumed that individuals who use the Centers can return to their homes when the Centers are closed.

#### B. Outreach and Education

As a part of the planning steps outlined in the City's Emergency Operations Plan (EOP) the City will educate our employees and citizens as to the seriousness and dangers of the extreme weather condition that can prompt the activation of Warming/Cooling Centers.

We encourage our citizens to "Be prepared, to have a plan" and to be ready to shelter in-place or evacuate a moment's notice and for an extended period of time. We will include access to Warming/Cooling Centers into our public outreach and education campaigns.

#### C. Coordination of Warming/Cooling Centers with Emergency Management Agency

The opening and operation of Warming/Cooling Centers, especially during large-scale emergencies and disasters, should be coordinated thru the City of Vandalia's Emergency Operations Center (EOC). The Vandalia EOC will coordinate efforts with Montgomery County Emergency Management duty-officer when the County EOC is not open, and then thru the County's EOC when the EOC is open.

Coordination through an EOC helps to ensure that:

1. The Center is meeting all applicable laws and regulations;
2. Avoid duplicating efforts of other agencies/organizations;
3. Obtain support from a broader system if public needs exceed the operator's capabilities (e.g., transition to an overnight shelter, access to social services, additional staffing); and
4. Maintain situational awareness (knowing what is going on with all aspects of the emergency) so that operators can make informed decisions.

Communicating the opening and the closing of Warming/Cooling Centers will be coordinated thru the City of Vandalia's Public Information Officer (PIO).

#### D. Services Provided in Warming/Cooling Centers

Prior to opening Centers, the City's Emergency Manager's will determine the services that the public will need and the operator's ability to meet those needs.

A standard activation of the City's Warming/Cooling Center will necessitate the center to have tables and chairs, television, charging stations (or areas that can be used to charge electronics), and information updates regarding the incident.

In situations where there is a prolonged or particularly severe temperature conditions it might require expanded services (i.e. a power outage or an activation of the City's Emergency Operations Plan). The activation of the Warming/Cooling Center may require additional services or resources (i.e. food, water, ice, counseling and/or medical services).

Staff should be aware of how they can support individuals with functional needs.

Pets will NOT be permitted in the Warming/Cooling Center, with the exception of a service animal, as defined by the City of Vandalia's EOP. Service animals will be permitted to remain with their human throughout their stay in the Warming/Cooling Center.

#### E. Staffing of Centers

During normal operations, the City's experience has been that the typical day time staffing of the City's designated Warming/Cooling Centers is sufficient.

The City should be ready to re-inforce the standard day time staffing with staff from other City services/locations and/or with volunteers.

The City staff at locations where Warming/Cooling Centers may be implemented should be briefed on the implementation of this SOG, and a Job Aid, which defines what a Warming/Cooling Center is, the basic operations, how they should greet guests to the centers, the importance of signing these guests in and providing them with the Centers information sheet.

#### F. When to Open a Center

The existence of several factors could lead to the opening of Centers:

1. A "Wind Chill Advisory" or a "Heat Advisory" should prompt the City's Emergency Management Team to start planning in the anticipation of the activation of a Warming/Cooling Center. It is important to note that an extended (any time over 12 hours) "Advisory" period may result in the activation of a Warming/Cooling Center.
2. Anytime that the National Weather Service (NWS) issues a "Wind Chill Warning" that will extend beyond a 24-hour operating period, a Warming Center will be activated.
3. Anytime that the National Weather Service (NWS) issues an "Excessive Heat Watch or Warning" that will extend beyond a 24-hour operating period, a Cooling Center will be activated.
4. A Warming/Cooling Center(s) will be activated anytime that a wide-spread power outage, that renders a customer's heating or cooling system inoperable, for an operating period beyond 24 hours.

Warming/Cooling Centers will typically operate during the normal operating hours of the facility they are located within; however, it may be decided by the City's Emergency Manager's that the Centers normal operating hours need to be extended. When that is the case a Center should never be operated for more than a 12-hour operating period.

If services are needed beyond the extend operating hours of a Warming/Cooling Center, the City should consider transitioning Warming/Cooling Centers to Emergency Shelter(s).

G. Transitioning to a Shelter

Under this plan the City's Warming/Cooling Centers are not designed for continuous 24/7 operations.

If a heat or cold-related emergency persists or is predicted to persist beyond the normal (or extended) operational hours of the Warming/Cooling Center (typically an 8-12 hour operating period), and it is not safe for individuals to return to their homes, an Emergency Shelter might need to be opened.

The City of Vandalia has a Field Operations Guide (FOG) in the Emergency Operations Plan that should be used to "stand-up" Emergency Shelters.

Shelters that can reasonably be expected to be needed for more than a 12-hour operating period should be initially set-up by the City of Vandalia, and the Emergency Operations Center should be reaching out to the American Red Cross (ARC) for assistance with the long-term operation of an Emergency Shelter.

H. Transportation to Warming/Cooling Center

When requested, the City of Vandalia will provide transportation to and from a Warming/Cooling Center for residents of Vandalia/Butler Township who are unable to transport themselves.

In the event that a larger number of residents require transportation to and from a Warming/Cooling Center, the City of Vandalia's EOP will be activated and the applicable sections of (and/or the resources in) Standard Operating Guideline (SOG) 10- Evacuation will be implemented to affect the evacuation and transport of these evacuees to a Warming/Cooling Center.

I. Designated Warming/Cooling Centers

The City of Vandalia has designated the following City owned/operated as our primary Warming/Cooling Centers:

1. City of Vandalia Recreation Center, 1111 Stonequarry Road, Vandalia, Ohio 45414
2. City of Vandalia Seniors Center, 21 Tionda Drive, Vandalia, Ohio 45377