

***LITTLE MIAMI JOINT FIRE & RESCUE DISTRICT***

***BOARD OF TRUSTEES MEETING AGENDA***

***Meeting Location: Village of Golf Manor  
6450 Wiehe Rd. Golf Manor, OH 45237***

***6:00 PM  
October 20, 2021***

**Call Meeting to Order**

**Roll Call of Trustees**

**Approval of Minutes of Previous Meeting:** September 15, 2021

**Communications**

**Clerk's Report**

- Year – to – Date Financial Reports – thru September 2021

**Old Business**

- Chief Hiring Process Update

**New Business**

- Resolution R7-2021 Providing for the Employment of an Additional Full-Time Firefighter Pursuant to R.C. 505.38
- Resolution R8-2021 Accepting the Amounts and Rates as Determined by the Budget Commission & Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor
- Resolution R9-2021 Authorizing the Board President to Enter into a Service Agreement for the Conduct of Employee Background Checks

**Fire Chief's Report**

- Monthly Emergency Activity Report – September 2021

**Board of Trustees Discussion**

**Open Discussion / Audience Participation**

**Adjournment**

**LITTLE MIAMI JOINT FIRE & RESCUE DISTRICT**  
**Board Meeting Minutes**  
**September 15, 2021**  
Meeting held in Village of Fairfax Council Chambers

Mr. Shelton called the meeting to order at 6:00 PM. The roll call was read and the following Board Members were present: Mr. Hudson, Mr. Lamar, Mr. Lanser, Mr. Shelton, Ms. Taylor and Mr. Van Harn. Also present were Acting chief Timmers and FF David Jollis. Mrs. Kaminer and Mr. Abes were absent.

Mr. Shelton asked for a motion for the board to approve Mr. Rob Doppes to take the meeting minutes in Mrs. Kaminer's absence. Mr. Van Harn made a motion to approve, seconded by Mr. Lamar. All Board Members concurred with the motion. The motion carried.

Mr. Shelton asked for approval of the August 18, 2021 board minutes. Mr. Lamar made a motion to approve, seconded by Mr. Van Harn. All Board Members concurred with the motion. The August 2021 meeting minutes were approved.

**COMMUNICATIONS**

None

**CLERK'S REPORT**

Mr. Shelton noted the financial reports provided by Mrs. Kaminer. If the Board has any questions, they can ask specifics of Mrs. Kaminer at next month's meeting. Mrs. Kaminer wrote a report as follows: The cash balance at the end of August 2021 was \$1,722,288.34. The District received the 2<sup>nd</sup> half real estate settlement in August which has increased our balance. The District also received real estate rollback receipts from the State of Ohio in the amount of \$88,136.57. Expenses for the month included 2 payrolls – the YTD percentage spent on payroll is still on budget. The September reports may start to reflect an increase of part-time pay due to recent increases. Although there has been much overtime paid out due to full-time staff departures and the time it takes to fill those positions, full time pay is currently on track for YTD percentage spent at 68% in the General Fund and 54% in the Fire/EMS Fund. Some of this is due to budgeting for a new chief for 9 months but the position not yet being filled. The 2<sup>nd</sup> loan installment was paid to the Village of Fairfax in August. The third installment will be paid by the beginning of October.

**OLD BUSINESS**

Chief Hiring Process: Mr. Shelton announced the hiring process has begun. Agenbroad Consulting Services is currently performing the search for the District. Resumes will be accepted until Friday September 24<sup>th</sup>. Mr. Shelton stated that a committee is to be formed to review the resumes and put together a list of finalists for interviews. Mr. Shelton suggested that himself, Captain Rob Young, one area acting fire chief and one retired fire chief be on the interview committee. It is possible that the fire chief could be chosen for recommendation by the October board meeting. So far, 10 applications have been submitted including one internal candidate. Agenbroad Consulting is a group of current fire chiefs who also do consulting work. They will review all resumes received and make recommendations to the committee. The plan is to interview the top 3-5 candidates but if there ends up being two very strong

candidates at the end of the first interviews, a second interview may be required. Ms. Taylor stated that all Board members will have the opportunity to meet/engage with the top 1 or 2 finalists that are recommended so they will not have to vote on a candidate they have never met.

Collective Bargaining Agreement: Mr. Shelton stated that a letter has been sent to the Local IAFF stating that representatives of the board are ready to begin contract negotiations. The CBA team members will be Mr. Lanser, Ms. Taylor, Mr. Mike Lemon, Acting Chief Timmers and the new chief depending on when that position is hired. The date to start the negotiations is still to be determined.

## **NEW BUSINESS**

Resolution R6-2021 Providing for the Employment of an Additional Full-Time Firefighter Pursuant to R.C. 505.38. Mr. Shelton made a motion to adopt Resolution R6-2021, seconded by Ms. Taylor. Upon roll call: Mr. Hudson, aye; Mr. Lamar, aye; Mr. Lanser, aye; Mr. Shelton, aye; Ms. Taylor, aye; Mr. Van Horn, aye. Mr. Shelton called upon firefighter David Jollis to step forward and be sworn in as the newest full-time firefighter. The Board congratulated Mr. Jollis.

Defibulator Discussion: Mr. Van Harn stated that the District has 4 defibulators in service and are all outdated and not compliant and recommended they be pulled out of service as soon as possible. Mr. Van Harn spoke with Lexipol to see what possible grant help was available to the District to acquire new defibulators. He was told they are approximately \$60,000 per unit and there is a possible 50% discount with a trade-in. The quickest way to get funding for these would be to go through the Firehouse Subs grant program. The grant program would fund up to \$50,000. Mr. Van Harn stated that would allow the District to pursue at least one new defibulator and look at replacing the others in the near future. The grant process currently costs \$2,000. The deadline to get information together for the grant is October 6 with the actual submission date being October 13. They only accept the first 600 applications which is why we would want all information together by the 6<sup>th</sup>. Information needed for the submission is call data for our stations and 2 or 3 quotes from vendors. Mr. Van Harn mentioned Stryker and Zoll.

Mr. Lanser stated that an updated quote would be needed to see if the price is still \$60,000 per unit. Lt. Thompson asked that they get quotes from Stryker and another vendor, but not to go through Zoll. Acting Chief Timmers stated that he spoke with the District's rep from Stryker regarding the defibulators and he agreed that they are older units, but they have been updated and it isn't necessary to purchase these units immediately, but it is up to the board on how to proceed. Mr. Lanser had correspondence from June 2020 that the parts for these units were no longer being made, which could lead to these units becoming obsolete. Mr. Lanser put a motion forward to the board to apply for a \$50,000 grant through Firehouse Subs, to be used to purchase as many defibulators as possible with the \$50,000. The motion also includes \$2,000 to be spent for the grant. The motion was seconded by Mr. Hudson. All Board Members concurred with the motion. Mr. Van Harn stated we should have an answer on the grant by mid-November. Mr. Thompson stated that he thinks that once you apply for and receive a grant from Firehouse Subs you cannot apply again for 3 years, so if we get the grant we already submitted with Firehouse, we would not be eligible for this grant. Ms. Taylor consulted their website and said it is a minimum of a 2 year wait. Mr. Van Harn will contact Lexipol about the possible wait time and report back to the Board.

Ms. Taylor reviewed/summarized the priorities for the District regarding equipment: 1) radios 2) turnout gear 3) defibrillators. Lt. Thompson confirmed these are the three items they are focusing on right now as top priorities. Next, would be to look at vehicles.

Mr. Lanser commented that the Fire District was not eligible for COVID funding again, which is disappointing since the District involves front line staff fighting COVID. Ms. Taylor commented that Columbia Township would consider a sub-allocation to the Fire District with some of the funds received from the America Rescue Plan.

#### **FIRE CHIEF'S REPORT**

Equipment – Squad 7 ambulance had an airbag problem and has since been repaired and is back in service.

Personnel - The district lost full-time firefighter Eric Lett to the St. Bernard Fire Dept. Acting Chief Timmers would like to replace that position as soon as possible with a person on the eligibility list, but the list has since expired. The Board has the right to extend the list to 2 years, which will take it to January 2022. Mr. Shelton requested a motion to approve extending the hire list for one additional year. Mr. Lanser made a motion, seconded by Mr. Hudson. All Board members concurred with the motion. Mr. Lanser commented that the firefighter who went to St. Bernard, Mr. Lett, was a valued member among the residents of Golf Manor and an outstanding firefighter. The District is very sad to see him go but wish him the best of luck. He is an outstanding person and a real pillar in the community.

A Full-time firefighter injured both of his knees, and he will be off for quite a while.

The Board had asked the Acting Chief Timmers to start the process for the hiring of a full-timer, so he has put out a flier announcing an opening and they will be giving a test September 25<sup>th</sup>.

Since the Board raised the wages for Part-Time employees, they have had 5 applicants. From these applications we have hired 2 EMT's and 1 Medic.

The posters approved by the committee have been passed out to the hospitals.

#### **BOARD OF TRUSTEE'S DISCUSSION**

Mr. Van Harn stated that he wanted to commend Mr. Lamar. He had attended the Columbia Township meeting and Mr. Lamar mentioned that there were a lot of rumors going around regarding the District. Mr. Van Harn has heard a few himself and some were very insulting. He would like to note that there is a lot that people don't understand. He would like to keep everything professional and if anyone has any questions, he would be happy to talk to them. There is a rich, long history in Golf Manor and there are some things being said that are just not true. He and Mr. Lamar had a discussion and agree that is the way to proceed.

## **AUDIENCE PARTICIPATION**

Lt. Thompson wanted to confirm that the Board did approve the hiring of an additional firefighter. The Board confirmed that Acting Chief Timmers should proceed with the hiring process. Mr. Thompson stated that the staffing situation is dire. Mr. Shelton mentioned that if a special meeting was needed to appoint and swear in the new firefighter, he would contact everyone.

There was no other business discussed.

Mr. Lamar made a motion to adjourn the meeting, seconded by Mr. Van Harn. All Board Members concurred with the motion. The meeting was adjourned.

## **TRUSTEES**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**LITTLE MIAMI JOINT FIRE DISTRICT  
YEAR TO DATE FINANCIAL REPORT**

Sep-21

**GENERAL FUND**

**Beginning Balance 1-1-2021**

**\$ 332,948.54**

**BUDGET**

**YTD %**

**RECEIPT**

**RECEIPTS**

|  |                                  |                        |                        |      |
|--|----------------------------------|------------------------|------------------------|------|
| 1000-101-0000                            | Hamilton County Auditor-GF       | \$ 1,811,787.00        | \$ 1,764,484.00        | 103% |
|  | - includes 2.0 levy eff 1-1-2020 |                        |                        |      |
| 1000-201-0000                            | Columbia Township Contract       | \$ 268,333.26          | \$ 405,000.00          | 66%  |
| 1000-701-0000                            | Interest                         |                        |                        |      |
| 1000-891-0000                            | Other Income                     | \$ 20,625.72           | \$ 10,000.00           | 206% |
| 1000-892-0000                            | Payroll Credit                   |                        | \$ -                   |      |
| 1000-891-0000                            | Sale or Auction of Equip.        |                        | \$ -                   |      |
| 1000-535-0000                            | State of Ohio - Rollback         | \$ 142,512.40          | \$ 111,067.00          | 128% |
|  | Grant                            | \$ 784.23              |                        |      |
| <b>Total GF Receipts</b>                 |                                  | <b>\$ 2,244,042.61</b> | <b>\$ 2,290,551.00</b> |      |
| <b>Total General Fund &amp; Beg. Bal</b> |                                  | <b>\$ 2,576,991.15</b> |                        |      |

**EXPENSES**

**ADMINISTRATIVE**

|              |                                 | <u>PAID</u>   | <u>APPROPRIATION</u> | <u>BALANCE</u> | <u>EXPENDITURE</u> | <b>YTD %</b>        |
|--------------|---------------------------------|---------------|----------------------|----------------|--------------------|---------------------|
| 1000-110-121 | Clerk Salary                    | \$ 12,788.34  | \$ 17,500.00         | \$ 4,711.66    | 73%                |                     |
| 1000-110-141 | Legal Services                  | \$ 17,615.00  | \$ 35,000.00         | \$ 17,385.00   | 50%                |                     |
| 1000-110-211 | OPERS -Clerk Employer Share     | \$ 1,744.11   | \$ 2,432.00          | \$ 687.89      | 72%                |                     |
| 1000-110-213 | Clerk - Medicare Employer       | \$ 185.45     | \$ 254.00            | \$ 68.55       | 73%                |                     |
| 1000-110-221 | Medical Benefits                | \$ 160,167.87 | \$ 272,056.00        | \$ 111,888.13  | 59%                |                     |
| 1000-110-223 | Dental                          | \$ 6,207.08   | \$ 15,309.00         | \$ 9,101.92    | 41%                |                     |
| 1000-110-230 | Workers Compensation            | \$ 18,406.60  | \$ 18,000.00         | \$ (406.60)    | 102%               | incl. true up pymt. |
| 1000-110-259 | Employee Travel Expense         | \$ -          | \$ -                 | \$ -           | 0%                 |                     |
| 1000-110-312 | State Examiner Fees             | \$ 315.70     | \$ 2,000.00          | \$ 1,684.30    | 16%                |                     |
| 1000-110-313 | UAN Fees                        | \$ 2,628.00   | \$ 4,000.00          | \$ 1,372.00    | 66%                |                     |
| 1000-110-314 | Auditor/Treasurer Fees          | \$ 25,319.23  | \$ 30,000.00         | \$ 4,680.77    | 84%                |                     |
| 1000-110-360 | Payroll Service                 | \$ 6,893.13   | \$ 13,000.00         | \$ 6,106.87    | 53%                |                     |
| 1000-110-381 | Insurance - Vehicle & Liability | \$ 23,496.00  | \$ 25,000.00         | \$ 1,504.00    | 94%                |                     |
| 1000-110-519 | Dues/Fees/Subscriptions         | \$ 3,835.26   | \$ 5,000.00          | \$ 1,164.74    | 77%                |                     |
| 1000-110-840 | Bank Charges                    | \$ 7.94       | \$ 50.00             | \$ 42.06       | 16%                |                     |

**DISTRICT BUILDINGS & GROUNDS**

|              |                                 |              |              |              |     |
|--------------|---------------------------------|--------------|--------------|--------------|-----|
|              |                                 |              |              | \$ -         |     |
|              |                                 |              |              | \$ -         |     |
| 1000-120-259 | Reimbursements                  | \$ 165.97    | \$ 200.00    | \$ 34.03     | 83% |
| 1000-120-329 | Building Maintenance & Supplies | \$ 14,878.00 | \$ 27,000.00 | \$ 12,122.00 | 55% |
| 1000-120-341 | Cable Fees                      | \$ 2,623.83  | \$ 4,700.00  | \$ 2,076.17  | 56% |
| 1000-120-351 | Gas/Electric                    | \$ 23,908.66 | \$ 35,000.00 | \$ 11,091.34 | 68% |
| 1000-120-352 | Water                           | \$ 4,497.94  | \$ 7,600.00  | \$ 3,102.06  | 59% |
| 1000-120-341 | Telephone Expenses              | \$ 7,220.26  | \$ 9,000.00  | \$ 1,779.74  | 80% |
| 1000-120-410 | Office Supplies                 | \$ 1,933.46  | \$ 6,000.00  | \$ 4,066.54  | 32% |
| 1000-120-420 | Computer Expenses               | \$ 6,673.46  | \$ 16,000.00 | \$ 9,326.54  | 42% |
| 1000-120-790 | Capital Outlay                  | \$ 4,500.00  | \$ 5,000.00  | \$ 500.00    | 90% |

**FIRE PROTECTION**

|              |                                   |               |               |               |               |      |
|--------------|-----------------------------------|---------------|---------------|---------------|---------------|------|
| 1000-220-190 | Salaries                          | Full Time     | \$ 534,934.99 | \$ 706,253.00 | \$ 185,696.58 | 78%  |
|              |                                   | ODJFS         | \$ 14,378.57  |               |               |      |
|              |                                   | Part Time     | \$ 413,859.92 | \$ 550,000.00 | \$ 136,140.08 | 75%  |
| 1000-220-214 | Volunteer FF Dependents Fund      |               | \$ 150.00     | \$ 150.00     | \$ -          | 100% |
| 1000-220-212 | FICA - Employer                   |               | \$ 25,598.69  | \$ 42,075.00  | \$ 16,476.31  | 61%  |
| 1000-220-213 | Medicare Employer                 |               | \$ 13,900.48  | \$ 18,216.00  | \$ 4,315.52   | 76%  |
| 1000-220-215 | PFDPF Employer Share              |               | \$ 125,929.83 | \$ 169,501.00 | \$ 43,571.17  | 74%  |
| 1000-220-251 | Uniform/Tool/Equipment Reimburse. |               |               | \$ -          |               |      |
| 1000-220-360 | Communications                    |               |               |               |               |      |
|              |                                   | Dispatch Fees | \$ 4,140.00   | \$ 25,700.00  | \$ 18,402.74  | 28%  |

|              |                                  |    |           |    |              |                  |
|--------------|----------------------------------|----|-----------|----|--------------|------------------|
|              | Radio Expense                    | \$ | 3,157.26  |    |              |                  |
| 1000-220-430 | Fire Operations                  |    |           |    |              |                  |
|              | Equipment Maint./Test            | \$ | 3,804.98  | \$ | 40,000.00    | \$ 26,955.44 33% |
|              | Fire Equip. - Upgrade            | \$ | 4,319.03  |    |              |                  |
|              | Hydrant Repair                   |    |           |    |              |                  |
|              | Misc. Fire Equipment             | \$ | 3,245.11  |    |              |                  |
|              | Personal Protect. Equip.         |    |           |    |              |                  |
|              | Training                         | \$ | 1,306.06  |    |              |                  |
|              | Uniforms                         | \$ | 369.38    |    |              |                  |
| 1000-220-490 | Vehicle Repairs/Maintenance/Fuel |    |           |    |              |                  |
|              | Vehicle Repairs                  | \$ | 13,646.22 | \$ | 75,000.00    | \$ 46,411.10 38% |
|              | Fuel                             | \$ | 14,942.68 |    |              |                  |
| 1000-220-590 | Miscellaneous - Other            | \$ | 273.95    | \$ | 2,500.00     | \$ 2,226.05 11%  |
| 1000-910-910 | Fairfax Loan Principal           | \$ | 58,687.86 | \$ | 82,256.76    | 75%              |
|              | Interest                         | \$ | 3,004.71  |    |              |                  |
|              |                                  |    |           | \$ | 2,261,752.76 |                  |

Total Expenses \$ 1,585,661.01

GENERAL FUND BAL AS OF 9/30/2021 \$ 991,330.14

#### AMBULANCE & EMERGENCY MEDICAL SERVICES FUND

Beginning Balance 1-1-2021 \$ 81,329.52

|                                |                             |               |               |               |  | YTD %                              |
|--------------------------------|-----------------------------|---------------|---------------|---------------|--|------------------------------------|
| RECEIPTS                       |                             | RECEIPTS      | BUDGET        | RECEIPTS      |  |                                    |
| 2281-302-0000                  | EMS Collections             | \$ 153,780.19 | \$ 200,000.00 |               |  | 77%                                |
| 2281-101-0000                  | Hamilton County Auditor-SRF | \$ 532,701.11 | \$ 515,862.00 |               |  | 103%                               |
| 2281-535-0000                  | State of Ohio - Rollback    | \$ 33,978.14  | \$ 26,052.00  |               |  | 130%                               |
| Total 2019 Receipts            |                             | \$ 720,459.44 | \$ 741,914.00 |               |  |                                    |
| Total Receipts & Beginning Bal |                             | \$ 801,788.96 |               |               |  |                                    |
| EXPENSES                       |                             |               |               | \$ -          |  |                                    |
| 2281-230-190                   | Salaries                    | \$ 115,285.92 | \$ 200,000.00 | \$ 84,714.08  |  | 58% Chief, 2 FFs                   |
| 2281-230-213                   | Medicare Employer           | \$ 1,671.64   | \$ 2,900.00   | \$ 1,228.36   |  | 58%                                |
| 2281-230-212                   | Auditor & Treas. Fees       | \$ 4,909.86   | \$ 5,000.00   | \$ 90.14      |  | 98%                                |
| 2281-230-215                   | PFDPF                       | \$ 27,668.62  | \$ 48,000.00  | \$ 20,331.38  |  | 58%                                |
| 2281-230-420                   | EMS Supplies                | \$ 16,654.09  | \$ 18,000.00  | \$ 1,345.91   |  | 93% have \$3K credit with Bethesda |
| 2281-230-519                   | EMS Billing Fees            |               |               | \$ -          |  |                                    |
| 2281-230-430                   | BWC Safety Grant            |               | \$ -          | \$ -          |  |                                    |
| 2281-230-810                   | Bond Principal              |               | \$ 270,000.00 | \$ 270,000.00 |  | 0%                                 |
| 2281-230-830                   | Bond Interest               | \$ 171,122.50 | \$ 222,459.00 | \$ 51,336.50  |  | 77%                                |
| Total Expenses                 |                             | \$ 337,312.63 | \$ 766,359.00 |               |  | 44%                                |

AMB. & EMERG. SERVICES BAL AS OF 9/30/2021 \$ 464,476.33

#### DEBT SERVICE

Beginning Balance 1-1-2021 \$ 1,743.08

| RECEIPTS                   |                                     |              |                 |  |  |     |
|----------------------------|-------------------------------------|--------------|-----------------|--|--|-----|
| 3101-911-0000              | Bond Subsidy Payment                | \$ 56,478.98 | \$ 117,263.00   |  |  | 48% |
| Total Receipts & Beg. Bal. |                                     | \$ 58,222.06 | \$ 117,263.00   |  |  | 0%  |
| EXPENSES                   |                                     |              |                 |  |  |     |
| 3101-810-830               | Bond Subsidy - pay towards interest |              | \$ 117,263.00   |  |  | 0%  |
| TOTAL EXPENSES             |                                     | \$ -         | \$ 3,145,374.76 |  |  | 0%  |

DEBT SERV. BALANCE AS OF 9/30/2021 \$ 58,222.06

#### FUND BALANCES

|                       |               |
|-----------------------|---------------|
| General               | \$ 991,330.14 |
| Fire & EMS Fund - SRF | \$ 464,476.33 |
| Debt Service          | \$ 58,222.06  |

TOTAL FUND BALANCES 9/30/2021 \$ 1,514,028.53

Register: Bank

From 09/01/2021 through 09/30/2021

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                   | Account               | Memo              | Payment   | C | Deposit | Balance      |
|------------|--------|-------------------------|-----------------------|-------------------|-----------|---|---------|--------------|
| 09/01/2021 | DEP    | PNC Bank                | EMS Reimbursements    | Deposit           |           | X | 379.93  | 1,722,668.27 |
| 09/01/2021 | EFT    | Ohio Bureau Of Wor...   | Workers' Compensation | Policy 39315...   | 930.46    | X |         | 1,721,737.81 |
| 09/01/2021 | EFT    | House Fund              | -split-               | 8/11/2021         | 10.00     | X |         | 1,721,727.81 |
| 09/01/2021 | EFT    | Anthem Blue Cross ...   | -split-               | Sept 2021         | 16,263.98 | X |         | 1,705,463.83 |
| 09/01/2021 | EFT    | Navia                   | Medical               |                   | 675.61    | X |         | 1,704,788.22 |
| 09/02/2021 | DEP    | PNC Bank                | EMS Reimbursements    | Deposit           |           | X | 181.60  | 1,704,969.82 |
| 09/02/2021 | EFT    | Navia                   | Medical               |                   | 897.40    | X |         | 1,704,072.42 |
| 09/03/2021 | DEP    | PNC Bank                | EMS Reimbursements    | Deposit           |           | X | 374.45  | 1,704,446.87 |
| 09/06/2021 | 19817  | Wright Brothers, Inc.   | -split-               | PO 245-2021       | 240.50    | X |         | 1,704,206.37 |
| 09/06/2021 | 19818  | Verizon Wireless        | -split-               | PO 246-2021       | 551.91    | X |         | 1,703,654.46 |
| 09/06/2021 | 19819  | Ambulance Maintena...   | -split-               | PO 247-2021       | 530.33    | X |         | 1,703,124.13 |
| 09/06/2021 | 19820  | Dinsmore & Shohl        | -split-               | PO 248-2021       | 5,175.00  | X |         | 1,697,949.13 |
| 09/06/2021 | 19821  | Bound Tree Medical      | -split-               | PO 249-2021       | 662.84    | X |         | 1,697,286.29 |
| 09/06/2021 | 19822  | Aladtec, Inc.           | -split-               | PO 250-2021       | 1,861.00  |   |         | 1,695,425.29 |
| 09/06/2021 | 19823  | Board of County Co...   | -split-               | PO 251-2021       | 460.00    | X |         | 1,694,965.29 |
| 09/06/2021 | 19824  | 911 Fleet and Fire E... | Vehicle Maint.        | PO 252-2021       | 139.42    | X |         | 1,694,825.87 |
| 09/06/2021 | 19825  | PNC Bank                | Bldg. Maint.          | PO 253-2021       | 117.95    | X |         | 1,694,707.92 |
| 09/06/2021 | 19826  | Enquirer Media          | -split-               | PO 254-2021       | 151.96    | X |         | 1,694,555.96 |
| 09/06/2021 | 19827  | Spectrum                | -split-               | PO 255-2021       | 316.96    | X |         | 1,694,239.00 |
| 09/06/2021 | 19828  | Rumpke                  | Bldg. Maint.          | PO 256-2021       | 7.50      | X |         | 1,694,231.50 |
| 09/06/2021 | 19829  | superior Janitor Supply | -split-               | PO 257-2021       | 395.72    | X |         | 1,693,835.78 |
| 09/06/2021 | 19830  | Scherzinger Pest Con... | Bldg. Maint.          | PO 203-2021       | 37.00     | X |         | 1,693,798.78 |
| 09/06/2021 | 19831  | Bethesda Healthcare,... | -split-               | PO 259-2021       | 584.00    | X |         | 1,693,214.78 |
| 09/06/2021 | 19832  | Mobilcomm               | Radio Maint.          | PO 260-2021       | 160.00    |   |         | 1,693,054.78 |
| 09/06/2021 | 19833  | Cincinnati Water Wo...  | Utilities             | PO 261-2021       | 318.03    | X |         | 1,692,736.75 |
| 09/06/2021 | 19834  | The Standard            | -split-               | PO 261-2021       | 42.30     | X |         | 1,692,694.45 |
| 09/06/2021 | 19835  | Cintas Fire 636525      | Equipment Testing     | PO 262-2021       | 350.99    | X |         | 1,692,343.46 |
| 09/06/2021 | 19836  | Duke Energy             | -split-               | PO 263-2021       | 1,172.30  | X |         | 1,691,171.16 |
| 09/06/2021 | 19837  | Great America Finan...  | -split-               | PO 213-2021       | 145.00    | X |         | 1,691,026.16 |
| 09/06/2021 | 19838  | Schindler Elevator C... | Bldg. Maint.          | PO 264-2021       | 125.99    | X |         | 1,690,900.17 |
| 09/06/2021 | 19839  | Cincinnati Door and ... | -split-               | PO 265-2021       | 450.00    | X |         | 1,690,450.17 |
| 09/06/2021 | 19840  | AFLAC                   | -split-               | Acct. DUS42 ...   | 496.34    | X |         | 1,689,953.83 |
| 09/06/2021 | 19841  | Ace Hardware            | Bldg. Maint.          | PO 267-2021       | 25.47     | X |         | 1,689,928.36 |
| 09/06/2021 | 19842  | CFS Inspections         | -split-               | PO 267-2021       | 257.60    | X |         | 1,689,670.76 |
| 09/06/2021 | 19843  | monroe Mechanical       | -split-               | PO 268-2021       | 381.75    | X |         | 1,689,289.01 |
| 09/07/2021 | DEP    | PNC Bank                | EMS Reimbursements    | Deposit           |           | X | 372.61  | 1,689,661.62 |
| 09/07/2021 | EFT    | Fuelman                 | Fuel Expense          | online pay PO ... | 1,772.40  | X |         | 1,687,889.22 |
| 09/07/2021 | EFT    | Navia                   | Medical               |                   | 25.00     | X |         | 1,687,864.22 |
| 09/08/2021 | EFT    | House Fund              | Payroll Expense       | 9/8/2021          | 120.76    | X |         | 1,687,743.46 |
| 09/08/2021 | EFT    | AXA Equitable           | -split-               | 9/8/2021          | 711.00    | X |         | 1,687,032.46 |

Register: Bank

From 09/01/2021 through 09/30/2021

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                    | Account            | Memo              | Payment   | C | Deposit  | Balance      |
|------------|--------|--------------------------|--------------------|-------------------|-----------|---|----------|--------------|
| 09/08/2021 | EFT    | Navia                    | Medical            |                   | 14.57     | X |          | 1,687,017.89 |
| 09/08/2021 | EFT    | Paycor                   | Payroll Service    |                   | 413.52    | X |          | 1,686,604.37 |
| 09/08/2021 | Memo   | Net Payroll 9/8/2021     | Payroll Expense    |                   | 42,894.69 | X |          | 1,643,709.68 |
| 09/08/2021 | EFT19  | 941 Electronic Funds...  | -split-            |                   | 13,436.00 | X |          | 1,630,273.68 |
| 09/08/2021 | 19844  | SBG-VAA                  | -split-            | ID 0060009505     | 150.00    | X |          | 1,630,123.68 |
| 09/08/2021 | 19845  | Little Miami Professi... | Payroll Expense    | 9/8/2021          | 280.00    |   |          | 1,629,843.68 |
| 09/09/2021 | DEP18  | PNC Bank                 | -split-            | PO 253-2021       |           | X | 22.43    | 1,629,866.11 |
| 09/09/2021 | EFT    | Navia                    | Medical            |                   | 323.15    | X |          | 1,629,542.96 |
| 09/10/2021 | DEP    | PNC Bank                 | EMS Reimbursements | Deposit           |           | X | 329.55   | 1,629,872.51 |
| 09/10/2021 | 19846  | Dinsmore & Shohl         | Legal Expense      | PO 270-2021       | 1,100.00  | X |          | 1,628,772.51 |
| 09/10/2021 | 19847  | CBTS                     | Telephone          | PO 271-2021       | 3.93      | X |          | 1,628,768.58 |
| 09/10/2021 | 19848  | CINCINNATI BELL...       | Telephone          | PO 272-2021       | 295.86    | X |          | 1,628,472.72 |
| 09/10/2021 | 19849  | Millennium Business...   | -split-            | PO 273-2021       | 28.46     |   |          | 1,628,444.26 |
| 09/10/2021 | 19850  | Scherzinger Pest Con...  | Bldg. Maint.       | PO 274-2021       | 37.00     | X |          | 1,628,407.26 |
| 09/10/2021 | 19851  | PNC Bank                 | Bldg. Maint.       | PO 275-2021       | 30.50     | X |          | 1,628,376.76 |
| 09/14/2021 | DEP    | PNC Bank                 | EMS Reimbursements | Deposit           |           | X | 321.61   | 1,628,698.37 |
| 09/15/2021 | EFT    | Navia                    | Medical            |                   | 112.84    | X |          | 1,628,585.53 |
| 09/16/2021 | DEP    | PNC Bank                 | EMS Reimbursements | Deposit           |           | X | 442.80   | 1,629,028.33 |
| 09/16/2021 | DEP    | PNC Bank                 | EMS Reimbursements | Deposit           |           | X | 679.58   | 1,629,707.91 |
| 09/16/2021 | DEP19  | PNC Bank                 | HC Auditor         | PO 275-2021       |           | X | 300.59   | 1,630,008.50 |
| 09/16/2021 | EFT    | Navia                    | Medical            |                   | 65.14     | X |          | 1,629,943.36 |
| 09/20/2021 | EFT    | Dental Care Plus         | -split-            | PO 226-2021 ...   | 442.06    | X |          | 1,629,501.30 |
| 09/20/2021 | EFT    | Keith Faber, Ohio A...   | UAN Fees           | IPA Quality Re... | 876.00    | X |          | 1,628,625.30 |
| 09/21/2021 | DEP    | PNC Bank                 | EMS Reimbursements | Deposit           |           | X | 309.41   | 1,628,934.71 |
| 09/21/2021 | DEP    | PNC Bank                 | Payroll Expense    | Deposit           |           | X | 2,405.13 | 1,631,339.84 |
| 09/21/2021 | EFT    | Police & Firemen's D...  | -split-            |                   | 23,755.86 | X |          | 1,607,583.98 |
| 09/21/2021 | EFT    | OPERS                    | -split-            |                   | 323.07    | X |          | 1,607,260.91 |
| 09/22/2021 | EFT    | House Fund               | Payroll Expense    | 9/22/2021         | 126.26    | X |          | 1,607,134.65 |
| 09/22/2021 | EFT    | AXA Equitable            | -split-            | 9/22/2021         | 712.75    | X |          | 1,606,421.90 |
| 09/22/2021 | EFT    | Navia                    | Medical            |                   | 299.06    | X |          | 1,606,122.84 |
| 09/22/2021 | EFT    | Paycor                   | Payroll Service    |                   | 218.44    | X |          | 1,605,904.40 |
| 09/22/2021 | Memo   | Net Payroll 9/22/2021    | Payroll Expense    |                   | 49,704.98 | X |          | 1,556,199.42 |
| 09/22/2021 | EFT20  | 941 Electronic Funds...  | -split-            |                   | 16,440.86 | X |          | 1,539,758.56 |
| 09/22/2021 | 19852  | Little Miami Professi... | Payroll Expense    | 9/22/2021         | 280.00    |   |          | 1,539,478.56 |
| 09/22/2021 | 19853  | SBG-VAA                  | -split-            | ID 0060009505     | 150.00    | X |          | 1,539,328.56 |
| 09/22/2021 | 19854  | Ohio Deferred Comp...    | Payroll Expense    |                   | 50.00     |   |          | 1,539,278.56 |
| 09/22/2021 | 19855  | Verizon Wireless         | -split-            | PO 276-2021       | 29.16     | X |          | 1,539,249.40 |
| 09/22/2021 | 19856  | Village of Golf Manor    | -split-            | PO 277-2021       | 1,443.51  | X |          | 1,537,805.89 |
| 09/22/2021 | 19857  | Specialty Truck Repair   | -split-            | PO 278-2021       | 1,191.34  |   |          | 1,536,614.55 |
| 09/22/2021 | 19858  | Dinsmore & Shohl         | Legal Expense      | PO 278-2021       | 2,880.00  | X |          | 1,533,734.55 |

Register: Bank

From 09/01/2021 through 09/30/2021

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                  | Account               | Memo               | Payment   | C | Deposit  | Balance      |
|------------|--------|------------------------|-----------------------|--------------------|-----------|---|----------|--------------|
| 09/22/2021 | 19859  | Bound Tree Medical     | -split-               | PO 279-2021        | 589.97    | X |          | 1,533,144.58 |
| 09/24/2021 | EFT    | Eye Med                | -split-               | Thru Oct 2021      | 300.66    | X |          | 1,532,843.92 |
| 09/27/2021 | DEP    | PNC Bank               | EMS Reimbursements    | Deposit            |           | X | 1,018.06 | 1,533,861.98 |
| 09/27/2021 | EFT    | Ohio Bureau Of Wor...  | Workers' Compensation | Policy 39315...    | 930.46    | X |          | 1,532,931.52 |
| 09/29/2021 | DEP    | PNC Bank               | EMS Reimbursements    | Deposit            |           | X | 792.84   | 1,533,724.36 |
| 09/29/2021 | EFT    | Navia                  | Medical               |                    | 81.68     | X |          | 1,533,642.68 |
| 09/30/2021 | DEP    | PNC Bank               | EMS Reimbursements    | Deposit            |           | X | 675.31   | 1,534,317.99 |
| 09/30/2021 | DEP    | PNC Bank               | EMS Reimbursements    | Deposit            |           | X | 182.00   | 1,534,499.99 |
| 09/30/2021 | DEP    | Blue Ash Business A... | -split-               | void/reverse ck... |           | X | 225.00   | 1,534,724.99 |
| 09/30/2021 | EFT    | Navia                  | Medical               |                    | 132.27    | X |          | 1,534,592.72 |
| 09/30/2021 | 19860  | Village of Fairfax     | -split-               | Loan payment ...   | 20,564.19 |   |          | 1,514,028.53 |



# Little Miami Joint Fire & Rescue District

## House Fund Report

| September 1-30 | Description              | Withdrawal | Deposits  | Balance  |
|----------------|--------------------------|------------|-----------|----------|
| 9/1/2021       | Beginning Balance        |            |           | \$450.03 |
| 9/1/2021       | Service charge           | \$ 5.00    |           | \$445.03 |
| 9/2/2021       | House fund from district |            | \$ 117.79 | \$562.82 |
| 9/2/2021       | House fund from district |            | \$ 10.00  | \$572.82 |
| 9/7/2021       | SAMs                     | \$ 31.68   |           | \$541.14 |
| 9/7/2021       | SAMs                     | \$ 31.68   |           | \$509.46 |
| 9/21/2021      | Wal-Mart                 | \$ 112.80  |           | \$396.66 |
| 9/23/2021      | House fund from district |            | \$ 120.76 | \$517.42 |
| 9/23/2021      | House fund from district |            | \$ 126.26 | \$643.68 |
| 9/23/2021      | SAMs                     | \$ 134.54  |           | \$509.14 |
|                |                          |            |           |          |
|                | Ending Balance           |            |           | \$509.14 |
|                |                          |            |           |          |
|                |                          |            |           |          |
|                |                          |            |           |          |
|                |                          |            |           |          |

## RESOLUTION R7-2021

### PROVIDING FOR THE EMPLOYMENT OF AN ADDITIONAL FULL-TIME FIREFIGHTER PURSUANT TO R.C. 505.38

**WHEREAS**, the Board of Fire District Trustees (the "Board") of the Little Miami Joint Fire and Rescue District (the "District") has the power to make the appointment set forth below pursuant to R.C. 505.38; and

**WHEREAS**, the District has an immediate need for an additional full-time firefighter; and

**WHEREAS**, in accordance with the District's regular procedures, the Acting Fire Chief recommended the appointment of Troy Mirick to the position of Firefighter/Paramedic; and

**WHEREAS**, Mr. Mirick is qualified for such position under R.C. 505.38, and the Board concurs in his appointment;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Little Miami Joint Fire and Rescue District, State of Ohio that:

**SECTION I:** Troy Mirick is hereby appointed to the position of Firefighter/Paramedic.

**SECTION II:** Compensation for Mr. Mirick shall be as otherwise set forth by the Board for the applicable full-time position, including as specifically set forth in the operable Collective Bargaining Agreement (the "CBA") between the District and Little Miami Professional Fire Fighters IAFF 4380.

**SECTION III:** This Resolution does not preclude any change in employment status or rank for Mr. Mirick consistent with the CBA or Ohio law. Mr. Mirick shall be subject to the probationary period for a new hire set forth in Article XVII of the current CBA.

Passed this 20th day of October, 2021.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Clerk

### **CERTIFICATE**

I hereby certify this to be a true and correct copy of Resolution R7-2021 passed at a meeting of the Board of Trustees of the Little Miami Joint Fire and Rescue District on this 20th day of October, 2021.

\_\_\_\_\_  
Clerk

RES. RD-2021

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY  
THE BUDGET COMMISSION & AUTHORIZING THE NECESSARY TAX LEVIES  
AND CERTIFYING THEM TO THE COUNTY AUDITOR

Board of Trustees  
Rev. Code, Secs. 5705.34

The Board of Trustees of the LITTLE MIAMI JOINT FIRE & RESCUE DIST., Hamilton County, Ohio,  
met in REGULAR session on the 20<sup>th</sup> day of OCTOBER, 2021,  
at the office of VILLAGE OF GOLF MAJOR

with the following members present:

TRUSTEE:

MR. HUDSON

Trustee:

MR. LAMAR

Trustee:

MR. LANSEER

Trustee:

MR. SHELTON

Trustee:

MS. TAYLOR

Trustee:

MR. VAN HORN

Trustee \_\_\_\_\_ moved the adoption of the following Resolution:

**WHERE AS**, This Board of Trustees of \_\_\_\_\_ in accordance with  
the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year  
commencing January 1<sup>st</sup>, 20 21; and

**WHERE AS**, The Budget Commission of Hamilton County, Ohio, has certified its action  
thereon to this Board together with an estimate by the County Auditor of the rate of each tax  
necessary to be levied by this Board and what part thereof is without, and what part within the  
ten-mill limitation; therefore be it

**RESOLVED**, By the Board of Trustees of LITTLE MIAMI JOINT FIRE & RESCUE DISTRICT  
Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in  
its certification, be and the same are hereby accepted; and be it further

**RESOLVED**, That there be and is hereby levied on the tax duplicate of said Joint  
District the rate of each tax necessary to be levied within and without the ten mill limitation as  
follows:

**SCHEDULE A**  
**SUMMARY OF THE AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION**  
**AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

|  | Amount Approved<br>by Budget Com-<br>mission Inside<br>10M Limitation | Amount to be<br>Derived from<br>Levies Outside<br>10M Limitation | Tangible P.P.<br>& P.U.P.P<br>State<br>Reimbursements | Gross<br>Levy<br>Proceeds | County Auditor's Estimate of the<br>Tax Rate to be Levied |             |              |
|--|---|--|---|---------------------------|---|-------------|--------------|
|  |   |  |   |                           | Outside   | Inside      | TOTAL        |
| GENERAL FUND                           | 0   | 1,945,989  | 0   | 1,945,989                 | 14.05   | 0.00        | 14.05        |
| Special Revenue (Debt Service)         | 0   | 339,934  |   |                           | 0.00  | 0.00        | 0.00         |
| XXXX                                   | 0   | 0  |   |                           | 0.00  | 0.00        | 0.00         |
| Special Revenue (Debt Service)-Newtown |   | 158,560  |   |                           |   |             |              |
| <b>TOTAL</b>                           | <b>0</b>  | <b>2,444,483</b>   | <b>0</b>  | <b>1,945,989</b>          | <b>14.05</b>  | <b>0.00</b> | <b>14.05</b> |

**SCHEDULE B**  
**LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

| CURRENT EXPENSE LEVIES  |                  | PERIOD OF TIME | Mills | Fiscal Year |
|-------------------------|------------------|----------------|-------|-------------|
| Authorized on:          | November 6, 2001 | Continuing     | 2.50  | 353,115     |
|                         | May 2, 2006      | Continuing     | 7.25  | 1,199,523   |
|                         | November 3, 2009 | Continuing     | 2.30  | 380,538     |
|                         | May 7, 2019      | Continuing     | 2.00  | 352,748     |
| 0                       |                  | 0              | 0.00  | 0           |
| Transfer - Debt Service |                  | 0              | 0.00  | -339,934    |
| 0                       |                  | 0              | 0.00  | 0           |
| 0                       |                  | 0              | 0.00  | 0           |
| January 0, 1900         |                  | 0              | 0.00  | 0           |
| TOTAL                   |                  |                | 14.05 | 1,945,989   |
| XXXX                    |                  |                |       |             |
| Authorized on:          | 0                | 0              | 0.00  | 0           |
|                         | 0                | 0              | 0.00  | 0           |
|                         | 0                | 0              | 0.00  | 0           |
|                         | 0                | 0              | 0.00  | 0           |
|                         | 0                | 0              | 0.00  | 0           |
|                         | 0                | 0              | 0.00  | 0           |
|                         | 0                | 0              | 0.00  | 0           |
|                         | 0                | 0              | 0.00  | 0           |
| Enter Date of Election  |                  | 0              | 0.00  | 0           |
| TOTAL                   |                  |                | 0.00  | 0           |
| Authorized on:          |                  |                |       |             |
| TOTAL                   |                  |                | 0.00  | 0           |
| Authorized on:          |                  |                |       |             |
| TOTAL                   |                  |                | 0.00  | 0           |
| Authorized on:          |                  |                |       |             |
| TOTAL                   |                  |                | 0.00  | 0           |

LITTLE MIAMI JOINT FIRE & RESCUE DISTRICT

September 14, 2021

-Acceptance of Rates

and be it further

**RESOLVED**, That the Clerk of this Board be, and is hereby directed to certify a copy of this Resolution to the County Auditor of Hamilton County.

Trustee \_\_\_\_\_ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

|         |               |  |
|---------|---------------|--|
| TRUSTEE | MR. HUDSON    |  |
| Trustee | MR. LAMAR     |  |
| Trustee | MR. LANSEER   |  |
| Trustee | MR. SHELTON   |  |
| Trustee | MS. TAYLOR    |  |
| Trustee | MR. VAN HAREN |  |

Adopted the 20<sup>th</sup> day of OCTOBER, 2021

Attest:

\_\_\_\_\_  
Clerk of the Board of Trustees of

LITTLE MIAMI JOINT FIRE & RESCUE DISTRICT  
Hamilton County, Ohio

CERTIFICATE TO COPY

ORIGINAL ON FILE

**THE STATE OF OHIO, HAMILTON COUNTY,**

I, JENNIFER KAMMER, Clerk of the Board of Trustees of

LITTLE MIAMI JOINT FIRE  
& RESERVE DISTRICT within and for said County, and in whose custody the files and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original RES. RB -2021

now on file, with said Board, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

**WITNESS** my signature, this 20<sup>th</sup> day of OCTOBER, 20 21

\_\_\_\_\_  
Clerk of the Board of Trustees of

\_\_\_\_\_  
Hamilton County, Ohio

1. A copy of this resolution must be certified to the County Auditor before the first day of October, or at such later date as may be approved by the Board of Tax Appeals.

Receipt \_\_\_\_\_ Adopted \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Filed \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Dusty Rhodes, Hamilton County Auditor

\_\_\_\_\_  
By: Deputy

**RESOLUTION NO. 9-2021**

**AUTHORIZING THE BOARD PRESIDENT TO ENTER INTO A SERVICE AGREEMENT  
FOR THE CONDUCT OF EMPLOYEE BACKGROUND CHECKS**

**WHEREAS**, the Little Miami Joint Fire & Rescue District ("District"), a safety service agency, needs to conduct employee background checks to protect the safety and welfare of the District's residents, and to protect District assets; and

**WHEREAS**, complying with the law pertaining to the conduct of background checks, and obtaining reliable information from such background checks, requires significant expertise; and

**WHEREAS**, the District, therefore, agreed in principle to retain Human Resource ProFile, Inc. ("HRP"), a local company specializing in the conduct of employee background checks and compliance with the law relating to the same; and

**WHEREAS**, for the reasons specified above, it is necessary to have that agreement in place promptly;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Little Miami Joint Fire and Rescue District that:

**SECTION I:** The President of the Board of the District is hereby authorized to enter into the Service Agreement attached hereto, subject to any non-material changes made necessary by further review or discussion.

**SECTION II:** This Resolution was adopted in open session with a majority of the District Trustees concurring thereto.

Passed this \_\_\_\_ day of October, 2021.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Clerk

CERTIFICATE

I hereby certify this to be a true and correct copy of Resolution R9-2021 passed at a meeting of the Board of Trustees of the Little Miami Joint Fire and Rescue District on this 9 day of October, 2021.

---

Clerk



## WELCOME LETTER

October 14, 2021

I would like to welcome you as a new client to our growing list of happy customers. I'm sure you will find that you have made a wise choice... *"When Insight is Better than Hindsight."*

To assist you in communicating with us, your assigned account number will be: **MIAFD-001**. Please use this number when contacting our Client Services Department.

Enclosed, please find our Welcome Aboard Kit, which includes a **Service Agreement**, a **Questionnaire for Clients Requesting Credit or Employment Checks**, a **Customer Credit Report Subscriber Agreement**, our **Background Check Forms**, and Federal and State **Required Notices**. Also enclosed is a **Document Receipt** acknowledging that you have received the above documents. *Please take a moment to sign and return this **Document Receipt** to HR ProFile along with your signed **Service Agreement, Questionnaire for Clients Requesting Credit Checks, and Customer Credit or Employment Report Subscriber Agreement**.*

A copy of the Background Check Employment ProFile form, FCRA (Federal and State) Important Disclosure forms, and Arbitration Agreement must be given to all prospective employees at the time of application or prior to a background check (either in paper form or electronically, whichever you prefer).

- The Important Disclosures, as required by the FCRA and certain States to be signed by your applicant, is an acknowledgment of the applicant's notification that the prospective employer intends to perform and use background checks in its employment decision process.
- The Arbitration Agreement must be signed by your company, HRP, and the Applicant, and requires as a condition for the HRP background check that all claims for alleged violations of the FCRA or other federal, state, or local law governing background checks and their use for employment purposes, and any other disputes arising from the background check initially be arbitrated on "an individual basis" and not on a "class action basis."
- We recommend keeping all Important Disclosure and Employment ProFile forms and fully executed Arbitration Agreements on file for 7 years if the applicant is hired, 5 years if the applicant is not hired.

Invoices are posted to our secure website with email notification twice monthly and are due upon receipt. Invoices outstanding for over thirty days are subject to a 1.5% per month past due fee. Any price changes will be submitted in writing thirty days prior to effective date. Any additional charges (i.e., court fees, employment verification, education, state fees, telephone information charges, etc.) incurred by HR ProFile on client's behalf will be passed on to client with regular statement.

It is our pleasure to serve you! Please let me know if you have any questions, or if I may be of any further assistance, by calling me at: 1-800-969-4300.

Sincerely,  
John Kidwell  
Account Representative

**Human Resource ProFile, Inc.**

8506 Beechmont Avenue \* Cincinnati, OH 45255-4708 \* 800/969-4300 \* 513/388-4300 \* Fax 513/388-4320



## DOCUMENT RECEIPT

**I acknowledge that on behalf of Little Miami Joint Fire & Rescue District, I have received the following documents from Human Resource ProFile, Inc.:**

- (1) a Welcome Letter**
- (2) a Service Agreement (with Exhibits A-Arbitration Agreement and B-Price List)**
- (3) a Questionnaire for Clients Requesting Credit or Employment Checks along with a Customer Credit or Employment Report Subscriber Agreement**
- (4) HR ProFile Background Check Forms, under separate cover**
  - (a.) an "Employment ProFile" Form (the Authorization form)
  - (b.) an "Important Disclosure" Form (the F.C.R.A. required notice)
  - (c.) State FCRA Disclosure Forms (the CA, NY, and VT required notices)
- (5) the Federal and State Required Documents packet, containing:**
  - (a.) "F.C.R.A. Adverse Action Information Kit," including "A Summary of Your Rights under the Fair Credit Reporting Act" (Attachment B)
  - (b.) "Notice to Client Users of Consumer Reports" - Obligations under the FCRA
  - (c.) "California Consumer Rights" under the State of California Consumer Law
  - (d.) "New York Correction Law Article 23-A" under the State of N.Y. Consumer Law
  - (e.) "Notice to Client Users of Consumer Reports" - Obligations under the State of Vermont Consumer Law - Act9 V.S.A. § 2480e (1999)

Please return the signed copy of this **Document Receipt** along with the signed copy of the **Service Agreement, Questionnaire for Clients Requesting Credit/Employment Checks and the Customer Credit Report Subscriber Agreement** to:

HR ProFile, Inc.  
Attn: Client Services  
8506 Beechmont Ave.  
Cincinnati, OH 45255  
Ph: 800-969-4300  
Fax: 513-388-4333

**I understand that Human Resource ProFile will provide consumer reports and/or investigative consumer reports only if Little Miami Joint Fire & Rescue District has received the above documents and if the Arbitration Agreement has been fully executed by the Applicant/Employee, your company, and Human Resource ProFile.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Little Miami Joint Fire & Rescue District

**Human Resource ProFile, Inc.**

8506 Beechmont Avenue \* Cincinnati, OH 45255-4708 \* 800/969-4300 \* Fax 513/388-4320

## SERVICE AGREEMENT

THIS SERVICE AGREEMENT ("Agreement") is made as of \_\_\_\_\_ (date) by and between **Human Resource ProFile, Incorporated**, an Ohio corporation ("HRP"), and **Little Miami Joint Fire & Rescue District ("Client")**.

### WITNESSETH:

WHEREAS, HRP is in the business of providing the occupational services required (the "Services"); and

WHEREAS, Client desires to utilize, and HRP desires to provide to Client, the Services under the terms set forth in this Agreement;

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained hereinafter, the parties hereby agree as follows:

1. Services. HRP shall perform or arrange for the performance of the specific Services requested by Client from time to time.

2. Authorization Form. Client shall have each individual to be checked and/or tested by HRP execute the following standard forms provided by HRP: HRP's background screening applicant "Pre-Employment Form", "Authorization Release Form", "Important Disclosure Form", "Pre-Adverse Action Notification", and Post-Adverse Action Notification (together, the "Standard Forms," provided herewith). By signing this Agreement below, Client acknowledges receipt of, and certifies that it has reviewed, fully understands, has been advised to seek independent legal advice on the contents and effects of, such Standard Forms as they relate to the Client, HRP and the Consumer; and Client fully understands that they are standard forms that were neither drafted specifically for the client, nor on the Client's behalf. Client also acknowledges and certifies that it authorizes the use of HRP's standard Disclosure and Authorization Forms with its Consumers via HRP's On-Line Background Check Application; Client agrees to give its Consumers the Pre-Adverse and Post-Adverse Action Notifications when applicable; and Client agrees and authorizes the use of HRP's default MVR forms when applicable.

If Client wishes to use its own independently drafted disclosures, authorizations and notifications, Client must notify HRP in writing and secure HRP's approval and permission to use same prior to the use thereof in connection with HRP's Services under this Agreement. Client further certifies that it is solely liable for any modifications it makes to HRP's Standard Forms. Client understands and agrees that HRP's review and approval process should not be construed as legal advice, and Client must seek independent legal counsel regarding compliance as it relates to Client's modifications and use of such forms.

3. Authorization. Client agrees that when background information with respect to an individual is provided to HRP by telephone, modem or other electronic means, or when an individual's specimens are provided to HRP or its contractors for drug testing, the provision of such information or specimens shall constitute a representation by Client that the individual executed an Authorization Form. Notwithstanding the foregoing, Client shall provide HRP with a copy of any individual's executed Authorization Form upon HRP's request.

4. Client's Representations, Warranties and Covenants. Client represents and warrants to HRP that in the event that HRP performs any background checks under this Agreement, Client has clearly and conspicuously disclosed in writing to each individual checked by HRP that an investigative and/or consumer report may be obtained for employment purposes on that individual, that the individual has authorized the procurement of an investigative and/or consumer report in writing, and that such individual, the Client and HRP have executed the Arbitration Agreement referred to in Paragraph 5 hereof, all prior to the performance of the background check.

Client further represents and warrants that the information contained in any investigative and/or consumer report will not be used in violation of any state and/or federal FCRA, equal employment opportunity laws, or other applicable laws. Where Client requires HRP to perform Employment Credit Reports for employment purposes, Client certifies to HRP that Client has signed and agrees to all terms and conditions of the separate "Customer Credit Subscriber Agreement", and expressly agrees that when Client requests and receives an Employment Credit Report from HRP, the contents of that report will not be shared with anyone other than the subject of the report. Client will not base any adverse action in whole or part on the information contained in the investigative and/or consumer report before providing the individual [pre- and post-] adverse action letters, a copy of the report, and a summary of the individual's rights under the Fair Credit Reporting Act and other applicable laws. By submitting a request for HRP to perform a background check on an individual, Client represents, warrants and covenants that it has complied and will comply with the Fair Credit Reporting Act's requirements, as well as any respective state laws. Client further covenants that any drug testing provided for under this Agreement shall be used solely for Client's business purposes and shall in no way be used for personal and/or diagnostic use. The drug testing and any information contained in the results

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thereof shall not be used in violation of the Americans with Disabilities Act or any other applicable laws. Client shall not bill or seek compensation from Medicare, Medicaid or any other governmental payor for the Services provided herein.

5. Arbitration Agreement. Client hereby authorizes HRP to sign on its behalf, and Client shall require all Applicants/Employees for employment, who will be the subject of a HRP background check for employment purposes, to sign the Arbitration Agreement with the Client and HRP, which is attached and made a part hereof as Exhibit A. Such Arbitration Agreement requires that any claim or dispute (1) arising under the FCRA and/or federal, state or local law governing background checks for employment purposes, and/or other dispute of the Parties in any way related to a HRP background check on the Applicant/Employee, be arbitrated as set forth in the Federal Arbitration Act "on an individual basis" and not "on a class action basis." Such Arbitration Agreement further provides that the validity thereof shall be determined solely by the arbitrator(s).

6. Limitation of HRP's Liability. Client acknowledges that while HRP's business is to collect information, HRP shall not be liable to Client for any misinformation or errors that are not caused by the negligent, reckless or intentionally wrongful actions of HRP. Client has the sole responsibility to make all decisions related to information obtained from the Services. HRP'S AGGREGATE AND CUMULATIVE LIABILITY FOR DAMAGES HEREUNDER SHALL IN NO EVENT EXCEED THE AMOUNT OF FEES PAID BY CLIENT UNDER THIS AGREEMENT WITH RESPECT TO THE CONTRACT YEAR IN WHICH THE CAUSE OF ACTION ACCRUED.

7. Term. HRP and Client shall each have the right to cancel the relationship established under this Agreement with out further liability to the other party upon thirty (30) days prior written notice to the other party.

8. Fees. Client agrees to pay HRP for each individual processed or tested, the appropriate fee per the then current fee schedule provided by HRP and according to the terms contained in this Agreement. The prices listed on the fee schedule attached hereto as Exhibit B shall be applicable after execution of this Agreement and shall continue in effect thereafter unless changed by HRP, in its sole discretion, and submitted to Client in writing thirty days prior to effective date of such change. Any additional charges (agency, court, State/Federal Government, product-specific or 3rd-party information fees) incurred by HRP on Client's behalf will be passed on to Client with regular statement. On the 15th day of each calendar month, and at the end of each calendar month, Client will receive an invoice for the fees incurred during such period. All invoices are due within thirty (30) calendar days of receipt and are subject to an over thirty (30) day late fee of 1.5% per month, plus any reasonable costs of collection, including, without limitation, attorneys' fees. In the event that Client requests that any drug testing be performed at a laboratory other than the laboratory designated by HRP in writing, additional fees may apply. Any such request must be made in writing.

Upon the execution of this Agreement Client shall provide its valid credit card information to HRP. Client is solely responsible for ensuring that such credit card information is complete and accurate at all times. In the event that any fees invoiced still remain unpaid after 60 calendar days, HRP will automatically charge such credit card at that time for the amount 60 calendar days past due, the amount of any other invoices then past due, and for all amounts invoiced that become due for each of the next four invoice periods. Client agrees to execute all documents required from time to time during any term of this Agreement by the Client's financial institution and/or credit card company to authorize the automatic payments as set forth in this Agreement.

9. Relationship Between the Parties. HRP is an independent contractor; nothing in this Agreement shall be construed to create a relationship of partnership, joint venture, employment, franchise, or agency between the parties.

10. Force Majeure. HRP shall not be liable for any delays or non-performance of any of its obligations arising out of causes not within HRP's reasonable control, including, without limitation, actions or decrees of governmental authorities, criminal acts of third parties, natural disasters, war, acts of God, fire, inability to obtain necessary assistance from third parties, failure of communications equipment and Client's failure to provide required information in a timely manner.

11. Governing Law. This Agreement and all matters arising out of or relating to this Agreement shall be governed by the laws of the State of Ohio, excluding its conflict of law provisions. The courts located in Hamilton County, Ohio shall have exclusive jurisdiction and venue over any dispute arising out of or relating to this Agreement.

12. No Assignment. Neither this Agreement nor any rights granted hereunder may be assigned, or otherwise transferred in whole or in part by Client, and any attempted assignment shall be void and of no effect. All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties hereto, and their successors, legal representatives, and permitted assigns.

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THIS AGREEMENT, TOGETHER WITH THE AUTHORIZATION FORMS, CUSTOMER CREDIT SUBSCRIBER AGREEMENT AND EXHIBIT(S), WHICH ARE HEREBY INCORPORATED BY REFERENCE, CONTAINS THE ENTIRE AGREEMENT BETWEEN CLIENT AND HRP WITH RESPECT TO THE SUBJECT MATTER HEREOF AND MAY NOT BE AMENDED EXCEPT IN WRITING SIGNED BY BOTH PARTIES (EXCEPT AS PROVIDED IN SECTION 8 HEREOF). THE SIGNATURES APPEARING BELOW SIGNIFY MUTUAL ACCEPTANCE OF THE TERMS AND CONDITIONS HEREIN.

Little Miami Joint Fire & Rescue District

Human Resource ProFile, Incorporated

**Signature:** \_\_\_\_\_

Signature: \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

Printed Name: Mark Owens

**Title:** \_\_\_\_\_

Title: President

**Date:** \_\_\_\_\_

Date: \_\_\_\_\_

**Human Resource ProFile, Inc.**

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ARBITRATION AGREEMENT

**(This Agreement cannot be altered, or else it is rendered null and void)**

John Q. Public is an applicant/employee (the "Applicant/Employee") for employment with ABC Company (the "Prospective Employer/Employer") and understands that the Prospective Employer/Employer will request that a Background Check be performed on him/her by Human Resource ProFile, Incorporated ("HRP") as a condition of employment.

For good and valuable consideration, including prospective or continued employment, the sufficiency of which is hereby acknowledged, the Applicant/Employee, Prospective Employer/Employer and HRP ( hereinafter referred to individually as a "Party" and collectively as the "Parties") hereby agree that any and all claims or causes of action against a Party(ies) by another Party(ies) under the Fair Credit Reporting Act ("FCRA") or any other applicable federal or state law, whether based in tort, contract or other basis, which arises in any way from the Background Check Report, disclosures required under the FCRA or state law, any adverse action taken by the Prospective Employer/Employer or by HRP on behalf of the Prospective Employer/Employer, or any other alleged violations of federal, state or local law, shall be arbitrated by the Parties in accordance with the Federal Arbitration Act ("FAA"). Such arbitration shall take place in the county in which the Prospective Employer/Employer is located or where the prospective employment was to take place or employment took place.

The arbitration required above shall be brought "on an individual basis only" and not "on a classaction basis." The Applicant/Employee, Prospective Employer/Employer and HRP further agree that the validity of this Arbitration Agreement shall be determined solely by the arbitrator(s). HRP is executing this Agreement on behalf of itself and in its capacity as a duly authorized agent of the Prospective Employer/Employer as per the HRP Service Agreement therewith. This Agreement may be executed using electronic and/or facsimile signatures, and such signatures shall have the same force and effect as if they were original signatures, and shall be effective as of the date that it is fully executed. If any provision hereof is declared to be unenforceable, the remainder hereof shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have signed this Agreement as of the date set forth opposite their respective signatures.

John Q. Public April 1, 2020  
Applicant/Employee's Signature Date

ABC Company  
(Print Name of Prospective Employer/Employer) Human Resource ProFile, Incorporated

By: [Signature] By: [Signature]

HRP as its duly authorized Agent

Print Name: Mark Owens Print Name: Mark Owens

Title: President Title: President

Date: May 1, 2020 Date: May 1, 2020

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**2021 Domestic  
Pricing Information**

*Also serving Internationally; call for more information*

**HR ProFile Criminal Conviction History:**

(Up to 3 counties searched within the last seven years) ..... **\$30.00 + court fees (\*)**

The HR ProFile brand criminal check is a Multiple County hand-search of County Seat court records. All records will include Felony and Misdemeanor Convictions. This search includes Name, Address, Social Security Number verification and a national search for previous residence to discover any addresses not mentioned on the application. One to three counties are checked based on the state(s) and county(ies) of residence. Additional counties beyond the first three will be an additional \$10.00 per county.

*Additional \$10.00 per name search (i.e. maiden name/aliases). Please note that some county courts may charge court fees. These are additional pass-through charges that are not included in the county search price.*

*NOTE: All New York Counties will be run as a Statewide Records search, as maintained by the NY Administrative Office of the Courts.*

**Single County Criminal Records Check:.....\$10.50 + court fees fees (\*)**

The HR ProFile brand criminal check is a single county hand-search of County Seat court records. All records will include Felony and Misdemeanor Convictions. This search includes Name and Address search. One county is checked based on the county of residence. Additional counties beyond the first will be an additional \$10.50 per county.

*Additional \$10.00 per name search (i.e. maiden name/aliases). Please note that some county courts may charge court fees. These are additional pass-through charges and not included in the county search price.*

*NOTE: All New York Counties will be run as a Statewide Records search, as maintained by the NY Administrative Office of the Courts.*

**National Criminal Database Check: (charged per Name)..... \$ 5.00**

A proprietary database compiled from a variety of sources including local and state court information, department of correction information, and other lists and/or registries. Any derogatory information found on the National Database must be confirmed at the County level, to remain compliant with the FCRA. These additional Counties will be \$10.00 per County.

**Statewide Criminal Records Check: (charged per State)..... \$10.00 + State fee**

A search of the official State Repositories for both regulated and non-regulated industries. There are a select number of states that allow an alternative "all-county" statewide search, available upon request.

*Additional \$10.00 per name search (i.e. maiden name/aliases).*

**Federal District Court Search: (charged per State) ..... \$ 5.00**

All districts searched within a single state for violations of Federal laws prosecuted by the U.S. Attorney's Office including bank robbery, kidnapping, and credit card, bank or wire fraud.

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## 2021 Domestic Pricing Information {continued}

### **Moving Violation Report (MVR):** (charged per State) ..... **\$ 5.00 + State fee**

A state-wide MVR from the Bureau of Motor Vehicles. State fees will be passed through where applicable. CDL verification can be added at no additional charge.

### **Employment History Package:** (last three employers) ..... **\$30.00 (\*)**

Client provides full names, addresses, and phone numbers of the employers to be contacted. Verification includes many details beyond basic name and timeframe of employment.

*Additional employers beyond the three will be an additional \$10.00 per employer. An additional charge may apply when a third party resource (The Work Number, etc.) is required to complete the search.*

### **Education Verification:** (last/highest degree earned) ..... **\$15.00 (\*)**

Client provides full/maiden names, name of school, type of degree earned, and year earned to verify highest degree unless specified otherwise by client. Some schools require a wet signature instead of electronic.

*An additional charge may apply when a third party resource (the National Student Clearinghouse, Degree Check, etc.) is required to complete the search.*

### **Professional License Check:** (charged per License) ..... **\$10.00 (\*)**

Verifies any work-related license (Nurse, Insurance Agent, etc.).

### **Workers' Compensation History:** (charged per State) ..... **\$10.00 (\*)**

State fees will be passed through where applicable. (Request restrictions vary by State).

### **Credit History:** ..... **\$10.00**

HR ProFile will simplify the original employment credit report into categories of all accounts by collections, positive, negative, unrated, and the totals of all accounts making the information easier to read and understand.

### **Violent Sex Offender Search:** (charged per Name) ..... **\$ 3.00**

The US DOJ search of the National, State and Tribal public Violent Sex Offender Registries.

*Additional \$1.00 per name searched (i.e. maiden name, aliases).*

### **Federal Exclusions (OIG/GSA/OFAC package price):** (charged per Name) ..... **\$ 3.00**

A search of persons or entities barred or fined for Medicare/Medicaid and/or government contracts, plus known or suspected terrorists. Patriot/Global Search, FDA, and others available upon request.

*Additional \$1.00 per name searched (i.e. maiden name, aliases).*

### **FACIS Search:**

**Level 1** - conducts a search of the sanction information as taken by the OIG, the GSA and other federal agencies. The information reported in this level meets the government's minimum requirements for sanction screening as set forth in the OIG's Compliance Program Guidance. .... **\$ 3.00**

**Level 2** - combines the Level 1 search of the federal agencies with disciplinary action information from multiple agencies and one state of choice. .... **\$ 6.50**

**Level 3** - is the most robust search option, allowing you to conduct a search of disciplinary actions taken by federal agencies as well as those taken by licensing and certification agencies in all 50 states. This is the most comprehensive search method available. .... **\$12.50**

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**2021 Domestic Pricing Information**  
**{continued}**

**E-Verify & I-9 Verification: ..... \$ 6.75**

We will confirm the employment eligibility of all newly hired employees following completion of the Employment Eligibility Verification Form (I-9). (Must be completed within three days of date of hire.)

**Adverse Action:**

Adverse Action letters can be automatically generated and sent to applicant by HR ProFile.  
(Overnight shipments will be at an additional charge.)

Mail Notification ..... \$ 4.00 per Letter  
Certified Mail Notification ..... \$10.00 per Letter

**Drug Testing:**

Standard urine, lab-based drug test with collection (in network) and review by our Medical Review Officer for temperature, dilutants, creatinines, and adulterants. Third party collection will be an additional charge. Special specimen collection available upon request, pricing varies.

**Drug Testing, 5-Panel Standard Non-DOT** (Urine based in-network collection) ..... \$30.00

**Drug Testing, 6-Panel Standard DOT** (Urine based in-network collection) ..... \$33.00

**Drug Testing, 9-Panel Standard** (Urine based in-network collection) ..... \$35.00

**Drug Testing, 12-Panel HRP Custom<sup>‡</sup>** (Urine based in-network collection) ..... \$45.00

**Authorized 3<sup>rd</sup> party collection fees** (Urine based collection) ..... \$17.00

**Medical Review Officer** (Performed on ALL TESTS, positive & negative) ..... **Included**

<sup>‡</sup> The HRP Custom 12-Panel includes **Expanded Opioids** and most-abused **Painkillers**.

***\*NOTES:***

*All information is subject to availability. Any additional charges (i.e., agency, court, State/Federal Government, product-specific or 3<sup>rd</sup>-party information fees) incurred by HRP on client's behalf will be passed on to client with regular statement.*

**Ordering Options available via Phone, Fax, or Online:**

- *A 10% surcharge is added for all orders received and returned via Fax*
- *A 5% surcharge is added for all orders submitted via Fax but returned via the web*
- *A 50% surcharge is added for Rush Orders (A rush puts your request at the top of the list and makes your order an immediate priority. A Rush request is our best effort to return results as soon as possible but please note we cannot guarantee when we will receive information from 3<sup>rd</sup> parties such as employers, educational institutions, state repositories, etc.)*

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## QUESTIONNAIRE

### For CLIENTS REQUESTING CREDIT or EMPLOYMENT CHECKS

**Company Name:** Little Miami Joint Fire & Rescue District dba \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Company Main Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
Street City State County Zip

**Billing Address** (if different): \_\_\_\_\_  
Street/PO Box City State County Zip

**Nature of Business:** \_\_\_\_\_ **Date Established:** \_\_\_\_\_

1. Is the business engaged in the underwriting of insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Is the company licensed or providing service as an attorney or detective/investigative agency? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, indicate which: \_\_\_\_\_
3. Does the company intend to resell or release information from the consumer credit report to a third party? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Will the company, or does the company provide credit repair or credit counseling services for a fee? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Do you have a website? If yes, what is the WEB address: \_\_\_\_\_
6. Do you have at least two business references? Company name, Contact name, and phone number?

|              |              |       |
|--------------|--------------|-------|
| Company Name | Contact Name | Phone |
|--------------|--------------|-------|

|              |              |       |
|--------------|--------------|-------|
| Company Name | Contact Name | Phone |
|--------------|--------------|-------|

7. Do you have a business checking account? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, what is the bank name, account number, and phone number?

|           |                |       |
|-----------|----------------|-------|
| Bank Name | Account Number | Phone |
|-----------|----------------|-------|

8. Do you have a permissible purpose for obtaining a consumer report? \_\_\_\_\_

(Circle One) Employment Tenancy Extension of Credit

9. Are there any specific facilities that will not be permitted to receive credit? If yes, list facility ID's \_\_\_\_\_

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**Complete** only for: Sole Proprietor or Partnership (Circle which):

Owner #1 Name: \_\_\_\_\_

Resident Address: \_\_\_\_\_  
Street City State County Zip

Social Security # : \_\_\_\_\_ Signature: \_\_\_\_\_

Owner #2 Name: \_\_\_\_\_

Resident Address: \_\_\_\_\_  
Street City State County Zip

Social Security # : \_\_\_\_\_ Signature: \_\_\_\_\_

**or**

**Complete** for Corporation (or Partnership possessing a Federal Tax ID#):

Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_

Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_

Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_

Federal Tax ID # : \_\_\_\_\_

I certify that the information provided on this application is true. I understand by the signature below, that you have my permission to pull a personal credit report on owners of this company in connection with approval of this application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company Name:** Little Miami Joint Fire & Rescue District

**FOR INTERNAL HRP USE ONLY**

**SALESPEOPLE QUESTIONNAIRE**

1. Have you verified client's business phone number by checking phone directory, internet yellow pages, other phone records, or Internet? Yes\_\_\_ No\_\_\_  
What are they? \_\_\_\_\_ Are they compatible with client's purported business? Yes\_\_\_ No\_\_\_
2. Have you verified at least two business references? Yes\_\_\_ No\_\_\_  
(Is the information attached?) \_\_\_\_\_
3. Have you called to verify the business checking account? Yes\_\_\_ No\_\_\_  
(Is the information attached?) \_\_\_\_\_

**HR PROFILE/CUSTOMER CREDIT or EMPLOYMENT REPORT**  
**SUBSCRIBER AGREEMENT**

HR ProFile has access to consumer reports from one or more consumer credit reporting agencies.

**Little Miami Joint Fire & Rescue District** ("Subscriber/customer") is in the business of \_\_\_\_\_ and has a need for consumer credit information in connection with the evaluation of individuals for employment, promotion, reassignment or retention as an employee ("Consumer Report for Employment Purposes").

Subscriber/customer shall request a Consumer Report for Employment Purposes pursuant to procedures proscribed by HR ProFile from time to time only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purpose.

Subscriber/customer certifies that it will not request a consumer report for employment purposes unless:

A clear and conspicuous disclosure is first made in writing to the consumer before the report is obtained, in a document that consists solely of the disclosure, stating that a consumer report may be obtained for employment purposes;  
The consumer has authorized in writing the procurement of the report; and  
Information from the consumer report for employment purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

Subscriber/customer further certifies that before taking adverse action in whole or in part based on the consumer report for employment purposes, it will provide the consumer:

A copy of the consumer report **for employment purposes**,  
A copy of the consumer's rights, in the format approved by the Consumer Financial Protection Bureau (CFPB), which notice shall be supplied to Subscriber/customer by HR ProFile, and  
Any other documents required for compliance, now and in the future, by federal and/or state agencies, as relates to consumer reporting issues.

Subscriber/customer shall use consumer report for employment purposes only for a one-time use, and shall hold the report in strict confidence, and not disclose it to any third parties not involved in the current employment decision.

Subscriber/customer will maintain copies of all written authorizations for a minimum of five years from the date of inquiry.

With just cause, such as delinquency or violation of the terms of this contract or a legal requirement, or a material change in existing legal requirements that adversely affects this Agreement, HR ProFile may, upon its election, discontinue serving Subscriber/customer and cancel this agreement immediately.

Subscriber/customer will provide HR ProFile with two business references prior to requesting a consumer report, which will allow HR ProFile to make sure the subscriber has clientele.

Finally, Subscriber/Customer will provide HR ProFile with the name, address and phone number of a bank that subscriber uses, which will allow HR ProFile to make sure subscriber has a business checking account.

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IN WITNESS WHEREOF, the parties, intending to be legally bound, have caused this Agreement to be executed by their duly authorized representatives as of the date and year set forth below. The parties hereto agree that a facsimile transmission of this fully executed Agreement shall constitute an original and legally binding document.

### Statement of Intent

- **Nature of your business:** \_\_\_\_\_
- **Intended use of the credit reports:** \_\_\_\_\_
- **Anticipated monthly volume:** \_\_\_\_\_
- Anticipated user group with access to reports primarily will be **(circle one)**: Local, Regional, or National

**SUBSCRIBER/CUSTOMER**  
**Little Miami Joint Fire & Rescue District**

**HR PROFILE, INC.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

Mark Owens  
**Print Name**

\_\_\_\_\_  
**Title**

President  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

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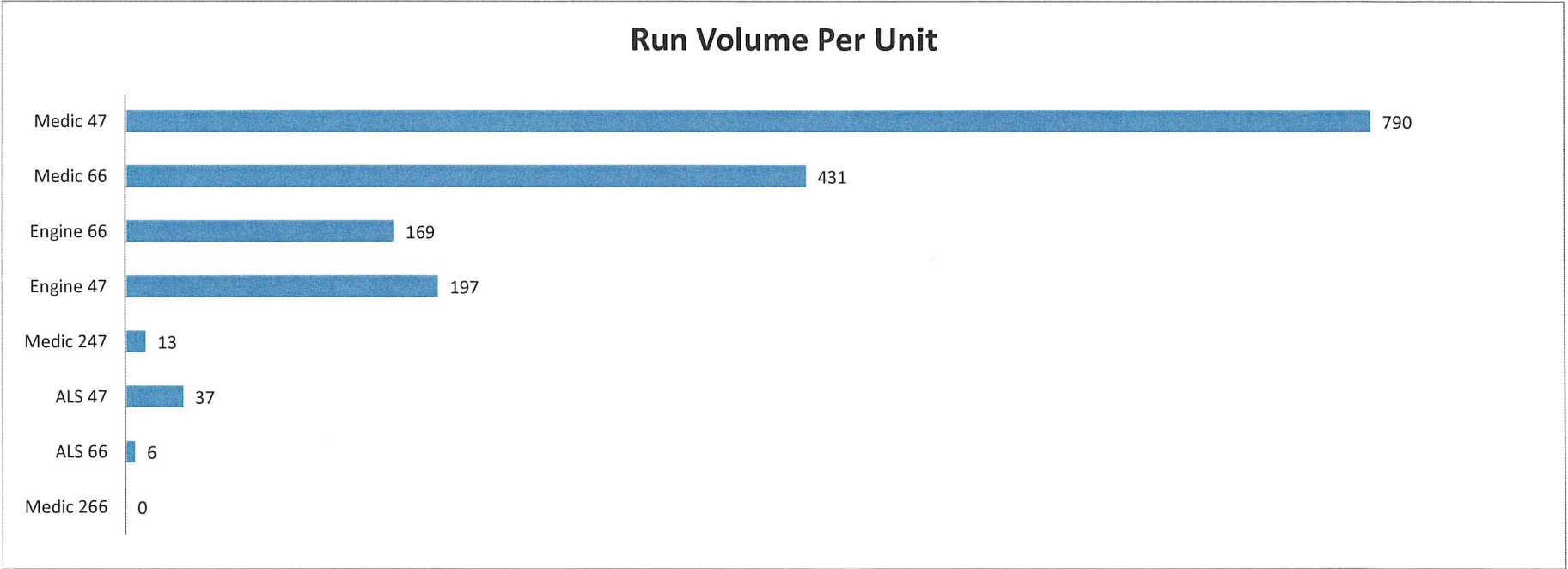
## Little Miami Fire District 2021



| Unit                       | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|----------------------------|-----|-----|-----|-------|-----|------|------|-----|------|-----|-----|-----|-------|
| M47                        | 89  | 84  | 89  | 83    | 87  | 80   | 99   | 89  | 90   |     |     |     | 790   |
| M247                       | 2   | 2   | 6   | 0     | 2   | 1    | 0    | 0   | 0    |     |     |     | 13    |
| ALS47                      | 9   | 4   | 3   | 3     | 1   | 3    | 8    | 6   | 0    |     |     |     | 37    |
| M66                        | 47  | 51  | 44  | 48    | 60  | 57   | 39   | 42  | 43   |     |     |     | 431   |
| M266                       | 0   | 0   | 0   | 0     | 0   | 0    | 0    | 0   | 0    |     |     |     | 0     |
| ALS66                      | 0   | 1   | 1   | 0     | 3   | 1    | 0    | 0   | 0    |     |     |     | 6     |
| Total                      | 147 | 142 | 143 | 134   | 153 | 142  | 146  | 137 | 133  |     |     |     | 1277  |
| <b>Station</b>             |     |     |     |       |     |      |      |     |      |     |     |     |       |
| 47                         | 100 | 90  | 98  | 86    | 90  | 84   | 107  | 95  | 90   |     |     |     | 840   |
| 66                         | 47  | 52  | 45  | 48    | 63  | 58   | 39   | 42  | 43   |     |     |     | 437   |
|                            | 147 | 142 | 143 | 134   | 153 | 142  | 146  | 137 | 133  |     |     |     | 1277  |
| <b>Mutual Aid Given</b>    |     |     |     |       |     |      |      |     |      |     |     |     |       |
| 47                         | 10  | 7   | 11  | 6     | 10  | 7    | 10   | 8   | 16   |     |     |     | 85    |
| 66                         | 3   | 4   | 1   | 5     | 11  | 5    | 3    | 3   | 7    |     |     |     | 42    |
| Total                      | 13  | 11  | 12  | 11    | 21  | 12   | 13   | 11  | 23   |     |     |     | 127   |
| <b>Mutual Aid Received</b> |     |     |     |       |     |      |      |     |      |     |     |     |       |
| 47                         | 5   | 6   | 8   | 3     | 1   | 1    | 8    | 8   | 0    |     |     |     | 40    |
| 66                         | 0   | 0   | 2   | 0     | 3   | 1    | 0    | 0   | 0    |     |     |     | 6     |
| Total                      | 5   | 6   | 10  | 3     | 4   | 2    | 8    | 8   | 0    |     |     |     | 46    |

Little Miami Fire District  
2021

| Unit                | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|---------------------|-----|-----|-----|-------|-----|------|------|-----|------|-----|-----|-----|-------|
| E47                 | 19  | 10  | 21  | 23    | 20  | 37   | 25   | 21  | 21   |     |     |     | 197   |
| E66                 | 10  | 14  | 14  | 18    | 16  | 30   | 10   | 30  | 27   |     |     |     | 169   |
| Total               | 29  | 24  | 35  | 41    | 36  | 67   | 35   | 51  | 48   |     |     |     | 366   |
| Mutual Aid Given    |     |     |     |       |     |      |      |     |      |     |     |     |       |
| 47                  | 1   | 2   | 2   | 4     | 5   | 5    | 0    | 6   | 5    |     |     |     | 30    |
| 66                  | 2   | 4   | 2   | 6     | 7   | 9    | 3    | 12  | 9    |     |     |     | 54    |
| Total               | 3   | 6   | 4   | 10    | 12  | 14   | 3    | 18  | 14   |     |     |     | 84    |
| Mutual Aid Received |     |     |     |       |     |      |      |     |      |     |     |     |       |
| 47                  | 4   | 0   | 5   | 6     | 3   | 5    | 3    | 8   | 2    |     |     |     | 36    |
| 66                  | 3   | 3   | 3   | 0     | 2   | 3    | 0    | 3   | 8    |     |     |     | 25    |
| Total               | 7   | 3   | 8   | 6     | 5   | 8    | 3    | 11  | 10   |     |     |     | 61    |



**Little Miami Fire District  
2021**

| <b>EMS</b>                   | <b>Jan</b> | <b>Feb</b> | <b>Mar</b> | <b>April</b> | <b>May</b> | <b>June</b> | <b>July</b> | <b>Aug</b> | <b>Sept</b> | <b>Oct</b> | <b>Nov</b> | <b>Dec</b> | <b>Total</b> |
|------------------------------|------------|------------|------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|--------------|
| Station 47                   | 100        | 90         | 98         | 86           | 90         | 84          | 107         | 95         | 90          |            |            |            | 840          |
| Station 66                   | 47         | 52         | 45         | 48           | 63         | 58          | 39          | 42         | 43          |            |            |            | 437          |
| <b>Total</b>                 | <b>147</b> | <b>142</b> | <b>143</b> | <b>134</b>   | <b>153</b> | <b>142</b>  | <b>146</b>  | <b>137</b> | <b>133</b>  |            |            |            | <b>1277</b>  |
| <b>Fire</b>                  |            |            |            |              |            |             |             |            |             |            |            |            |              |
| Station 47                   | 19         | 10         | 21         | 23           | 20         | 37          | 25          | 21         | 21          |            |            |            | 197          |
| Station 66                   | 10         | 14         | 14         | 18           | 16         | 30          | 10          | 30         | 27          |            |            |            | 169          |
| <b>Total</b>                 | <b>29</b>  | <b>24</b>  | <b>35</b>  | <b>41</b>    | <b>36</b>  | <b>67</b>   | <b>35</b>   | <b>51</b>  | <b>48</b>   |            |            |            | <b>366</b>   |
| <b>Mutual Aid Given</b>      |            |            |            |              |            |             |             |            |             |            |            |            |              |
| Station 47                   | 11         | 9          | 13         | 10           | 15         | 12          | 10          | 14         | 21          |            |            |            | 115          |
| Station 66                   | 5          | 8          | 3          | 11           | 18         | 14          | 6           | 15         | 16          |            |            |            | 96           |
| <b>Total</b>                 | <b>16</b>  | <b>17</b>  | <b>16</b>  | <b>21</b>    | <b>33</b>  | <b>26</b>   | <b>16</b>   | <b>29</b>  | <b>37</b>   |            |            |            | <b>211</b>   |
| <b>Mutual Aid Received</b>   |            |            |            |              |            |             |             |            |             |            |            |            |              |
| Station 47                   | 9          | 6          | 13         | 9            | 4          | 6           | 11          | 16         | 2           |            |            |            | 76           |
| Station 66                   | 3          | 3          | 5          | 0            | 5          | 4           | 0           | 3          | 8           |            |            |            | 31           |
| <b>Total</b>                 | <b>12</b>  | <b>9</b>   | <b>18</b>  | <b>9</b>     | <b>9</b>   | <b>10</b>   | <b>11</b>   | <b>19</b>  | <b>10</b>   |            |            |            | <b>107</b>   |
|                              |            |            |            |              |            |             |             |            |             |            |            |            |              |
| <b>Station 47 Total Runs</b> | <b>119</b> | <b>100</b> | <b>119</b> | <b>109</b>   | <b>110</b> | <b>121</b>  | <b>132</b>  | <b>116</b> | <b>111</b>  |            |            |            | <b>1037</b>  |
| <b>Station 66 Total Runs</b> | <b>57</b>  | <b>66</b>  | <b>59</b>  | <b>66</b>    | <b>79</b>  | <b>98</b>   | <b>49</b>   | <b>72</b>  | <b>70</b>   |            |            |            | <b>616</b>   |
| <b>LMFR Total Runs</b>       | <b>176</b> | <b>166</b> | <b>178</b> | <b>175</b>   | <b>189</b> | <b>219</b>  | <b>181</b>  | <b>188</b> | <b>181</b>  |            |            |            | <b>1653</b>  |

**TOTAL RUNS**

**Little Miami Fire District  
2021**

| EMS                     | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Amberley Village        | 1   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 1   |     |     |     | 3     |
| Anderson TWP            | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   |     |     |     | 1     |
| Cincinnati              | 1   | 1   | 0   | 1   | 4   | 2   | 0   | 0   | 4   |     |     |     | 13    |
| Colum Twp-Madison Place | 7   | 16  | 15  | 26  | 24  | 24  | 13  | 16  | 11  |     |     |     | 152   |
| Colum Twp- Ridge        | 38  | 29  | 34  | 29  | 30  | 33  | 32  | 37  | 22  |     |     |     | 284   |
| Colum Twp- DP/Silverton | 1   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 1   |     |     |     | 3     |
| Elmwood Place           | 4   | 3   | 2   | 3   | 3   | 0   | 3   | 4   | 3   |     |     |     | 25    |
| Fairfax                 | 31  | 29  | 23  | 15  | 25  | 21  | 20  | 19  | 22  |     |     |     | 205   |
| Golf Manor              | 57  | 57  | 59  | 53  | 53  | 51  | 68  | 54  | 54  |     |     |     | 506   |
| Maderia/Indian Hill     | 1   | 1   | 0   | 0   | 0   | 1   | 2   | 1   | 0   |     |     |     | 6     |
| Mariemont               | 2   | 1   | 0   | 3   | 6   | 1   | 2   | 2   | 3   |     |     |     | 20    |
| Newtown                 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   |     |     |     | 1     |
| Norwood                 | 0   | 3   | 8   | 2   | 5   | 5   | 4   | 2   | 8   |     |     |     | 37    |
| Reading                 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     | 0     |
| St. Bernard             | 2   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 1   |     |     |     | 4     |
| Silverton/Deer Park     | 2   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   |     |     |     | 3     |
| Springfield Township    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   |     |     |     | 1     |
| Sycamore Township       | 0   | 2   | 0   | 2   | 2   | 2   | 1   | 1   | 2   |     |     |     | 12    |
| Wyoming                 | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   |     |     |     | 1     |
|                         | 147 | 142 | 143 | 134 | 153 | 142 | 146 | 137 | 133 |     |     |     | 1277  |

RUNS PER DISTRICT

**Little Miami Fire District  
2021**

| Fire                    | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Amberley Village        | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   |     |     |     | 1     |
| Anderson TWP            | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   |     |     |     | 1     |
| Cincinnati              | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     | 1     |
| Colum Twp-Madison Place | 2   | 3   | 6   | 6   | 3   | 11  | 3   | 4   | 6   |     |     |     | 44    |
| Colum Twp- Ridge        | 6   | 4   | 10  | 6   | 5   | 21  | 15  | 11  | 11  |     |     |     | 89    |
| Colum Twp- DP/Silverton | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     | 0     |
| Elmwood Place           | 0   | 0   | 1   | 1   | 1   | 0   | 0   | 1   | 1   |     |     |     | 5     |
| Fairfax                 | 6   | 6   | 4   | 6   | 6   | 8   | 2   | 11  | 9   |     |     |     | 58    |
| Golf Manor              | 12  | 5   | 11  | 13  | 10  | 13  | 12  | 8   | 8   |     |     |     | 92    |
| Lockland                | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   |     |     |     | 1     |
| Maderia/Indian Hill     | 1   | 2   | 0   | 1   | 0   | 2   | 1   | 1   | 0   |     |     |     | 8     |
| Mariemont               | 0   | 1   | 1   | 5   | 5   | 7   | 2   | 10  | 9   |     |     |     | 40    |
| Newtown                 | 0   | 0   | 1   | 0   | 1   | 0   | 0   | 0   | 0   |     |     |     | 2     |
| Norwood                 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     | 0     |
| Reading                 | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   |     |     |     | 1     |
| St. Bernard             | 0   | 1   | 0   | 0   | 0   | 2   | 0   | 2   | 4   |     |     |     | 9     |
| Silverton/Deer Park     | 1   | 1   | 1   | 0   | 2   | 0   | 0   | 2   | 0   |     |     |     | 7     |
| Springfield Township    | 0   | 0   | 0   | 0   | 0   | 2   | 0   | 0   | 0   |     |     |     | 2     |
| Sycamore Township       | 0   | 0   | 0   | 2   | 1   | 0   | 0   | 0   | 0   |     |     |     | 3     |
| Terrace Park            | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0   | 0   |     |     |     | 1     |
| Woodlawn                | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |     |     |     | 1     |
| Wyoming                 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 0   |     |     |     | 1     |
|                         | 29  | 24  | 35  | 41  | 36  | 67  | 35  | 51  | 48  |     |     |     | 366   |

RUNS PER DISTRICT

**Little Miami Fire District  
2021**

| Total Volume Per DIST   |      |        |
|-------------------------|------|--------|
| Amberley Village        | 4    | 0.24%  |
| Anderson TWP            | 2    | 0.12%  |
| Cincinnati              | 14   | 0.85%  |
| Colum Twp-Madison Place | 196  | 11.94% |
| Colum Twp- Ridge        | 373  | 22.73% |
| Colum Twp- DP/Silverton | 3    | 0.18%  |
| Elmwood Place           | 30   | 1.83%  |
| Fairfax                 | 263  | 16.03% |
| Golf Manor              | 598  | 36.44% |
| Lockland                | 0    | 0.00%  |
| Maderia                 | 14   | 0.85%  |
| Mariemont               | 60   | 3.66%  |
| Newtown                 | 3    | 0.18%  |
| Norwood                 | 37   | 2.25%  |
| Reading                 | 1    | 0.06%  |
| St. Bernard             | 13   | 0.79%  |
| Silverton/Deer Park     | 10   | 0.61%  |
| Springfield Township    | 3    | 0.18%  |
| Sycamore Township       | 15   | 0.91%  |
| Terrace Park            | 1    | 0.06%  |
| Woodlawn                | 1    |        |
| Wyoming                 | 0    | 0.00%  |
|                         | 1641 |        |

RUNS PER DISTRICT