

## **MEDINA COUNTY EMERGENCY MANAGEMENT AGENCY**

The Executive Committee of the Medina County Emergency Management Agency met in regular session on November 19, 2025, commencing at 8:30 a.m., at the Medina County Sheriff's Office, 555 Independence Drive, Medina, Ohio, 44256.

Commissioner Hambley moved for the adoption of the following resolution:

### **RESOLUTION NO. 2025-14**

#### **A RESOLUTION TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE MEDINA COUNTY SHERIFF'S OFFICE AND THE MEDINA COUNTY EMERGENCY MANAGEMENT AGENCY FOR THE SHARED RESPONSIBILITIES OF THE MEDINA COUNTY EMERGENCY MANAGEMENT AGENCY DEPUTY DIRECTOR**

WHEREAS, the Medina County Sheriff's Office provides law enforcement services in Medina County; and

WHEREAS, Medina County EMA was formed pursuant to Ohio Revised Code Section 5502.26 as a local government agency that provides support and coordination assistance to first responders for county-wide emergency and disaster planning, education, warning, response, and recovery activities; and

WHEREAS, there are multiple overlapping functions that require participation of personnel from both EMA and MCSO; and

WHEREAS, it is the desire and intent of EMA and MCSO to collaborate in the employment of an individual able to carry out some of these overlapping functions for both agencies; and

WHEREAS, EMA currently employs a full-time, salaried Deputy Director who has recently completed all requirements to become a sworn deputy as part of MCSO, enabling said Deputy Director to carry out specific law enforcement functions on behalf of MCSO; and

WHEREAS, EMA and MCSO will proportionally share in the payment of the Deputy Director's salary; and

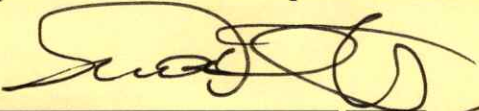


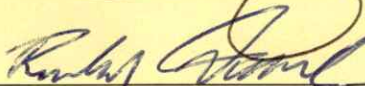

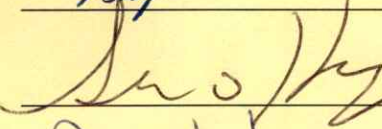
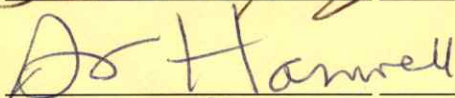
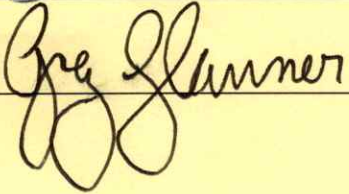
WHEREAS, EMA and MCSO desire to enter into an Agreement to set forth the terms and conditions upon which they will utilize and share in the services provided by the EMA Deputy Director; and

WHEREAS, the EMA Executive Committee wishes to approve the Memorandum of Understanding between EMA and MCSO for the shared responsibilities of the EMA Deputy Director.

NOW, THEREFORE, BE IT RESOLVED that the EMA Executive Committee hereby approves the Memorandum of Understanding between EMA and MCSO which is attached hereto as Exhibit 1 and incorporated herein by reference.

MR. DEFOREST seconded the motion.

Upon roll call on the adoption of the Resolution, the vote resulted as follows:

		_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as the "MOU") is made and entered into on this 19 day of November, 2025, by and between the Medina County Emergency Management Agency (hereinafter referred to as "EMA"), whose address is 5834 Heatherhedge Drive, Chippewa Lake, Ohio, 44215, and the Medina County Sheriff's Office (hereinafter referred to as "MCSO"), whose address is 555 Independence Drive, Medina, Ohio, 44256.

WHEREAS, the Medina County Sheriff's Office provides law enforcement services in Medina County; and

WHEREAS, Medina County EMA was formed pursuant to Ohio Revised Code Section 5502.26 as a local government agency that provides support and coordination assistance to first responders for county-wide emergency and disaster planning, education, warning, response, and recovery activities; and

WHEREAS, there are multiple overlapping functions that require participation of personnel from both EMA and MCSO; and

WHEREAS, it is the desire and intent of EMA and MCSO to collaborate in the employment of an individual able to carry out some of these overlapping functions for both agencies; and

WHEREAS, EMA currently employs a full-time, salaried Deputy Director who has recently completed all requirements to become a sworn deputy as part of MCSO, enabling said Deputy Director to carry out specific law enforcement functions on behalf of MCSO; and

WHEREAS, EMA and MCSO will proportionally share in the payment of the Deputy Director's salary; and

WHEREAS, EMA and MCSO desire to enter into this Agreement to set forth the terms and conditions upon which they will utilize and share in the services provided by the EMA Deputy Director;

NOW, THEREFORE, it is hereby mutually understood and agreed as follows:


- I. TERM AND TERMINATION. The term of this MOU shall be one year, from January 1, 2026 through December 31, 2026. This MOU may be renewed annually upon a mutual review by the parties.

- II. SCOPE OF SERVICES. The services to be performed by the Deputy Director for the EMA are set forth in the job description established by the EMA Executive Committee, the most recent version of which is attached hereto as Exhibit A, and the services to be performed by the Deputy Director on behalf of the MCSO are set forth in Exhibit B, both of which Exhibits are incorporated herein by reference.
- III. COMPENSATION AND COSTS: The Deputy Director, as a full-time employee of EMA, shall receive his annual salary in the amount approved by the EMA Executive Committee, plus the amount determined by MCSO to compensate the Deputy Director for the part-time services to be performed on behalf of MCSO by the Deputy Director. MCSO shall pay to EMA, in equal monthly payments, the full cost of said part-time salary and benefits (benefits include but are not limited to Ohio Public Employees' Retirement System (OPERS), proportionate share of health insurance and life insurance, along with other required withholdings) for the services provided by the Deputy Director to perform the MCSO functions set forth in Exhibit B.
- IV. MISCELLANEOUS
- A. MODIFICATION/TERMINATION: This MOU is terminable at will by either party.
- B. REVIEW PROCESS: The terms and conditions of this MOU will be reviewed annually prior to budget approval. The Deputy Director's hours worked in the previous year and annual payment by MCSO will be reevaluated annually as part of the renewal of this MOU.

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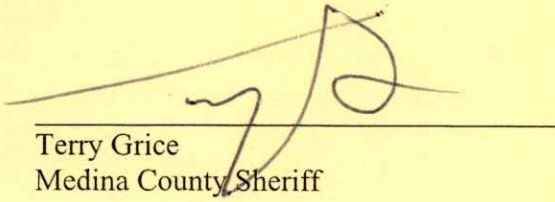
IN WITNESS WHEREOF, the parties to this MOU, through the undersigned individuals acting as their duly authorized representatives, certify that they read, understand, and agree to the terms and conditions of this MOU as set forth herein, and intend to be bound thereby.



Carl DeForest  
EMA Executive Committee

11/19/2025

Date

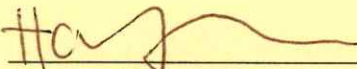


Terry Grice  
Medina County Sheriff

11/19/25

Date

Approved as to form:  
S. Forrest Thompson, Medina County Prosecutor

By:   
Assistant Prosecuting Attorney  
Halle Dreibebis

11/19/2025

Date

**Medina County Emergency Management Agency**

Deputy Director (Full Time, Salaried)

**JOB SUMMARY:**

This position reports to the Director of the Medina County Emergency Management. The Deputy Director will assist in all aspects of Emergency Management. This includes creating & updating plans; coordination of disaster response; function as a liaison between partner agencies; Performs administrative tasks as required; coordinate training for responders; attend various meetings representing the interests of EMA; function as liaison with public and media.

**JOB DUTIES:**

- Assist the Director in coordination with all areas of Mitigation, Preparedness, Prevention, Response and Recovery. This includes support in exercise planning and development, representing or serving as an alternate for the Director at meetings with EMA partners. Develop and maintain relationships with municipalities, county departments, and similar entities to facilitate plan development and response coordination.
- Applies for and administers various EMA related grants as assigned based on grant guidance, spending policies, and applicable laws.
- During periods of disaster the Deputy Director will function as the Director when the EOC is open for a 24-hour period (12-hour shifts) or be responsible for other specific tasks in the EOC such as damage assessment, resource management, volunteer management etc.
- Assists the Emergency Management Specialist and All Hazard Team Coordinator with tasks as needed.
- Manages the LEPC program which includes maintaining required records and plans for the Medina County LEPC. This includes chemical inventories, response plans, spill reports, compliance actions & meeting minutes. Also administers the LEPC and HMEP grants.
- Maintains EMA plans as assigned.
- Assists in the preparation and maintenance of records, reports and other documents required by the Medina County Executive Board, county administration and other local, state and federal regulatory agencies or commissions.
- Assists with the planning for emergency management exercises including the annual Local Emergency Planning Committee exercise. Plans, designs, and facilitates other exercises as required.
- Updates and maintains capabilities of public & responder alerting systems used by EMA.
- Attends all related meetings for the exchange of information, and/or to initiate functions of committees; may assist in the development of policy and activities of committees. Represents the interests of EMA at meetings with EMA partners.
- Performs various routine administrative and clerical duties including but not limited to typing meeting minutes, agendas, and paying bills.
- Demonstrates regular and predictable attendance; may be required to work irregular hours based on meetings and emergency situations. This may include nights & weekends.



- Maintain readiness of the Emergency Operations Center (EOC) and staffs the EOC when it is opened to support an incident or planned event.
- Responds to emergency scenes as required and represents EMA and provides assistance to Incident Command and the All Hazards Team. Responds to hazardous materials incidents and coordinates with the EPA and obtains required hazmat release documentation.
- Maintain general accessibility outside of work hours via EMA issued cell phone.
- Assist in management of EMA volunteer programs.
- Completes cost recoveries following hazardous materials incidents in accordance with ORC 3745.13.
- Attends ongoing training, conferences, seminars related to Emergency Management.
- Assist with general facility upkeep.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's Degree with coursework in emergency management, disaster management, public safety or related field or equivalent combination of education and experience. (Not required, but preferred).
- EMA or public safety experience: 5 years (Not required, but preferred)

### **LICENSURE/CERTIFICATION/TRAINING REQUIREMENTS**

- Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.
- ICS 100, 200, 300, 400, 700, 800 (within 6 months of employment).
- FEMA Professional Development Series (within 6 months of employment).
- FEMA Advanced Professional Series (within 2 years of employment).
- Obtain Certification under FAA Part 107 Remote Drone Pilot (within 1 year of employment).
- Training in GIS systems (preferred).
- Obtains additional training as required by the Director.

### **COMPETENCIES, FUNCTIONS AND SKILLS:**

- Thorough knowledge of county, state and federal laws, rules and guidelines as it relates to Emergency Management.
- Consistently works to build rapport across the organization by establishing collaborative relationships to achieve agency objectives.
- Ability to respond to work during emergency situations or inclement weather.
- Follows instructions, responds to management direction with limited oversight.
- Exercises independent judgment and discretion.
- Ability to speak distinctly and deal courteously with partners and the public under stressful conditions.
- Ability to communicate effectively, both orally and written.

- Ability to maintain and establish effective working relationships with other employees and the general public.
- Proficient in the use of computers including Microsoft Office.
- Ability to use hand tools.
- Ability to work in adverse conditions including weather and uneven terrain.
- Ability to analyze and exercise good judgment and professional knowledge as a representative of the Medina County Emergency Management Agency.
- Ability to present classroom instruction and conduct seminars and facilitate meetings effectively.
- Meets attendance and punctuality policies.
- Seeks direction and assistance when needed.

**Job Type:** Full-time, Salaried

**Acknowledgment**

I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I understand the responsibilities and expectations and have been given an opportunity to seek clarification if and when I do not understand.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Supervisor/Department Head:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## MEDINA COUNTY SHERIFF'S OFFICE

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### **Part-Time Deputy Sheriff – Fire Investigation & CART Response**

**Department:** Medina County Sheriff's Office

**Reports To:** Detective Bureau Sergeant

**FLSA Status:** Exempt

**Schedule:** Part-Time / On-Call, Including Nights, Weekends, and Holidays

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### **Position Summary:**

This part-time deputy sheriff position will primarily be assigned to **Fire Investigation and CART (Child Abduction Response Team) Response**. This position is responsible for conducting and/or assisting in arson-related criminal cases and supporting responses involving child abductions and missing persons. This position involves fieldwork, investigative duties, coordination with local, state, and federal agencies, and community outreach related to fire investigations and missing persons, including children.

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### **Key Duties and Responsibilities:**

#### **Fire Investigation Duties:**

- Respond to and investigate fires to determine origin and cause.
- Collect and preserve evidence in accordance with state and federal standards.
- Interview witnesses, victims, and suspects in fire-related incidents.
- Prepare detailed investigative and technical reports for use in criminal and civil proceedings.
- Work collaboratively with local fire departments, local police departments, insurance investigators, and the State Fire Marshal's Office.
- Present investigation findings to the Medina County Prosecutor's Office for possible criminal charges

**CART (Child Abduction Response Team) Duties:**

- Coordinate and provide training to team members.
- Develop procedures and processes for CART responses.
- Coordinate team responses to child abduction incidents and other missing persons as part of the county's CART Team.
- Coordinate with local, regional, state, and federal partners.
- Coordinate and assist in searches, evidence processing, and data management during CART activations.
- Coordinate and participate in training exercises and community awareness programs related to child safety.

**General Law Enforcement Duties:**

- Enforce local, state, and federal laws.
- Maintain knowledge of criminal codes, investigative techniques, and emergency response procedures.
- Complete required reports, documentation, and records management tasks promptly and accurately.
- Maintain confidentiality and integrity of all investigations.

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**Working Conditions:**

- Work performed indoors and outdoors, sometimes in hazardous environments (e.g., fire scenes, crime scenes).
  - May involve exposure to smoke, debris, hazardous materials, and extreme weather conditions.
  - Required to work flexible hours, including weekends and holidays.
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