

**Advisory Group**  
**Medina County Emergency Management Agency**

**Organizational Meeting**

**Minutes of January 29<sup>th</sup>, 2025**

**6:30-7:00pm**

**Attendance:**

**Voting members in attendance:**

- The Commissioners – Commissioner Hambley
- City of Medina – Mayor Hanwell
- City of Wadsworth – Mayor Laubaugh
- City of Brunswick – City Manager Carl DeForest
- Village of Lodi – Mayor Geissman
- Village of Seville – Mayor Carter
- Village of Spencer – Mayor Kiouis
- Township of Chatham – Cindy Engleman
- Township of Granger – John Ginley
- Township of Guilford – Jerry Winkler
- Township of Harrisville – Mike Gray
- Township of Hinckley – Cindy Engleman
- Township of Liverpool – Paul Schaefer
- Township of Medina – Bruce Christopher
- Township of Montville – Sally Albrecht
- Township of Sharon – Brian Guccion
- Township of Westfield – Mike Schimidt
- Township of York – Jason Creamer, Fire Chief

**Voting Members Absent:**

- Village of Chippewa Lake
- Gloria Glens Park Village
- Village of Westfield Center
- Township of Brunswick Hills
- Township of Homer
- Township of Lafayette
- Township of Litchfield
- Township of Spencer
- Township of Spencer
- Township of Wadsworth

**Meeting Facilitator:**

- Commissioner Aaron Harrison

**Guests:**

- Sheriff Terry Grice
- Ben Nau
- Noah Eddy
- Matt Hiscock

**I. Call to Order**

- a. Commissioner Harrison called the meeting to order at 6:03pm and opened with the Pledge of Allegiance. The meeting was conducted in the multipurpose room at the Medina County Sheriff's office, located at 555 Independence Drive, Medina, Ohio.

**II. Roll Call**

- a. Noah Eddy, Emergency Management Specialist for MCEMA, conducted roll call. Quorum was confirmed and representatives of each subdivision were identified.

**III. Approval of November 15<sup>th</sup>, 2023, Advisory Group meeting minutes**

- a. Mr. DeForest made a motion to approve November 15<sup>th</sup>, 2023, Advisory Group meeting minutes. This motion was seconded by Mrs. Albrecht. By voice vote, the motion passed unanimously, with Mrs. Engleman abstaining.

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**IV. Discussion of Annual Report & Budget**

- a. Mr. Nau presented both the annual report and the 2025 EMA budget for Medina County EMA.
- b. Homeland Security Region Assignment
  - i. Mr. Nau reported that an issue with Medina County being reassigned to region 2 has been resolved with the state, and that Medina County will remain in Homeland Security region 5.
- c. Mitigation Survey Handout
  - i. Mr. Eddy handed out a survey to each municipality regarding updating the mitigation plan. This survey lists their actions regarding the ongoing update of the MCEMA Mitigation plan. Mr. Eddy explained the survey and what each municipality must do to fill out the survey to meet the plan requirements.

**V. Review of Executive Committee Makeup & Function**

- a. Commissioner Harrison explained that as noted paragraph 3 of the Amended Agreement, a representative from each political subdivision entering into the Agreement selected by the subdivision's chief executive shall constitute a countywide advisory group for purposes of appointing an Executive Committee under O.R.C. 5502.26, and that Advisory Group shall meet in January of each year at a time and place determined by the county commissioners, or at the call of the Executive Committee when a majority of the Executive Committee members deem it necessary. The purpose of this meeting is to appoint members to the Executive Committee of EMA. From that point forward, the Executive Committee will continue to operate pursuant to this Agreement in the same way it has operated up to this point.

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- b. Mr. Harrison explained that there are two branches of appointees to the Executive Committee:
  - i. A group of 7 that is selected pursuant to the statute (Statutory 7)
  - ii. Additional seats
- c. The focus of this meeting is appointing the statutory seven seats

**VI. Identification and Appointments to Executive Committee made prior to meeting**

- a. “Statutory 7” – Statutorily Prescribed Members
  - i. Brunswick City Representative - Carl DeForest, City Manager
  - ii. Medina City Representative - Dennis Hanwell, Mayor
  - iii. Wadsworth City Representative - Robin Laubaugh, Mayor
- b. Additional Seats
  - i. Commissioner Additional Appointment- Steve Hambley, Medina County Commissioner
  - ii. Village Representative- Mayor Carol Carter
  - iii. Sheriff Representative- Terry Grice, Medina County Sheriff

**VII. Advisory Group Selections**

- a. One Medina County Commissioner
  - i. Nominations were received prior to the meeting from the Board of Commissioners. Aaron Harrison, Medina County Commissioner, was nominated. No other nominations were proposed. Mr. DeForest moved to appoint Commissioner Harrison to serve as the commissioner representative; Commissioner Hambley seconded the motion. There was no discussion. By voice vote, everyone voted AYE; the motion carried unanimously.
- b. Two Township Trustees
  - i. Nominations were received prior to the meeting from the Medina County Township Association. Brian Guccion and Rick Dumperth were

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nominated by the association. Mayor Hambley moved to appoint Mr. Guccion and Mr. Dumperth as the two township trustees. Mr. Winkler seconded the motion. There was no discussion. By voice vote, everyone voted AYE; the motion carried unanimously.

c. Additional non-elected person

- i. Commissioner Harrison moved to nominate Chief Larry Walters; the nomination was seconded by Mr. DeForest. Mayor Kiouis made a motion to approve the nomination of Chief Walters. Mr. Guccion seconded the motion, by voice vote the motion passed unanimously

**VIII. Confirmation of Preliminary Executive Committee Roster**

a. Statutory 7

i. Prescribed Appointees:

- 1. Brunswick City Representative - Carl DeForest, City Manager
- 2. Medina City Representative - Dennis Hanwell, Mayor
- 3. Wadsworth City Representative- Robin Laubaugh, Mayor

ii. Selected by the Advisory Group:

- 1. Medina County Commissioner – Aaron Harrison
- 2. Township Trustee #1- Brian Guccion
- 3. Township Trustee #2- Rick Dumperth
- 4. Non-elected Member- Larry Walters

b. Additional Seats

- i. Commissioner Additional Appointment - Steve Hambley, Medina County Commissioner
- ii. Village Representative - Carol Carter, Mayor of Seville
- iii. Sheriff Representative - Terry Grice, Medina County Sheriff

c. Executive Committee Appointees

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- i. As pre-determined to the Annual Advisory meeting, three executive committee appointees were made in the January 15<sup>th</sup> Executive Board meeting. These appointees are as follows:
  - 1. Greg Glauner – Brunswick
  - 2. Matt Hiscock – Director of Public Safety, City of Wadsworth
  - 3. Jack Swedyk – Hinckley Township Trustee
- d. Next Executive Committee Meeting
  - i. The next Executive Committee Meeting will be held Wednesday February 19<sup>th</sup>, 2025

**IX. Future Meeting Date**

- Mr. Harrison noted that this group is required to meet annually in January. The next Annual Advisory Group meeting will be tentatively January 28, 2026. With the date yet to be confirmed.

**X. Consideration of Further Action/Other New Business**

- a. Vacancies
  - i. Discussions occurred regarding potential vacancies that may occur on the Executive Committee during the year. Commissioner Harrison mentioned that last year this group took action to authorize the executive committee to fill the 4 seats that were just voted on. The alternative option would be for this group to meet again to fill the vacancy, his recommendation was to pass the motion again this year.
  - ii. Mr. Winkler made a motion to:
    - 1. Allow the executive committee to fill the 4 seats that were just appointed if a vacancy occurs during the year. Mr. Ginley seconded the motion. There was no discussion. By voice vote, everyone voted AYE; the motion carried unanimously.
  - iii. Terms of appointment

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1. Commissioner Harrison stated that the terms of the EMA Executive Committee will commence in January 2025 and will serve until the new Executive Committee is selected at the next annual meeting of the Countywide Advisory Group.

**XI. Adjournment**

- a. Mr. DeForest motioned to adjourn the meeting; Mrs. Albrecht seconded the motion. By voice vote, the motion passed unanimously. The meeting was adjourned at 6:32.