

RESOLUTION AUTHORIZING THE FILING OF A GRANT APPLICATION AND APPROVING AGREEMENT WITH THE ASHTABULA COUNTY SAFETY COUNCIL FOR SAFETY EQUIPMENT, ACDES

WHEREAS, Doug Starkey, Director of ACDES, has prepared a grant application and agreement for the approval of the Board, to-wit:

Grantee: Ashtabula County Safety Council, c/o A-Tech
Attn: Andrew Kelner, 1565 SR 167, Jefferson, OH 44047

Grant Period: Award of grant is August 27, 2021

Purpose: To purchase traffic cones, traffic vests, gloves and hardhats to add additional safety for ACDES field staff.

Amount: Total equipment cost of \$1,950.50, (\$1,000 from grant and \$950.50 from ACDES)

WHEREAS, the application has been reviewed and it is found that such a grant is necessary; and

WHEREAS, the grant agreement, included in the application, is hereby approved; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio that the grant application is authorized to be filed and the grant agreement approved with a copy of said application and agreement on file in this office.

BE IT FURTHER RESOLVED that the Vice-President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2021-21SEWA

June 15, 2021

**RESOLUTION AUTHORIZING THE FILING OF A GRANT APPLICATION AND
APPROVING AGREEMENT WITH THE ASHTABULA COUNTY SAFETY COUNCIL
FOR SAFETY EQUIPMENT, ACDES**

Upon the motion of Casey R. Kozlowski, seconded by J.P. Ducro IV.

VOTE:

**Kathryn L. Whittington
J.P. Ducro IV
Casey R. Kozlowski**

**Absent
Aye
Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio



Ashtabula County Safety Council 2021 Grant Application

Ashtabula County Safety Council Grant Program

PURPOSE: The purpose of the Safety Council Grant Program is to provide funds for safety interventions and to share those interventions with the Ashtabula County Safety Council (ACSC) member employers. Available to any ACSC member in good standing, the program assists grantees with the purchase of equipment that will substantially reduce or eliminate injuries and illnesses associated with a particular task or operation. Grantees are expected to partner with ACSC to establish safety intervention best practices for accident and injury prevention.

Grant Period:

Applications to be accepted up to June 25, 2021 and the grant will be awarded by August 27, 2021.

Amount: Up to \$1,000.00 will be awarded in 2020 by ACSC.

Eligibility requirements

To be eligible for a safety intervention grant, you must:

- Be an active ACSC member company in good standing.
- Demonstrate the need for safety intervention.

Program requirements

If selected as a grant recipient:

- The company will be expected to provide ACSC Grant Committee with documentation that may include but is not limited to original paid itemized invoices, proof of payment, employer contribution and canceled checks that demonstrates you spent and applied all funds issued by ACSC toward the purchase of ergonomic, safety and/or industrial hygiene equipment, based upon the application details.
- Provide information on the effectiveness of the intervention.
- ACSC encourages grant recipients to provide a short presentation at a monthly council meeting to highlight your grant project.
- Provide authority to ACSC to publish safety intervention grant results, including but not limited to data, videos, specifications, and/or photos for the purposes of illustrating, educating, and training employers and employees.
NOTE: ACSC recommends you keep copies of all documentation.

Use of grant funds

- **Approved purchases:** The safety intervention grant shall be used only for the purchase of ergonomic, safety and/or industrial hygiene equipment or training materials to substantially reduce or eliminate workplace injuries and illnesses. The company/organization receiving the grant are responsible for using the funds in the intended manner based on ACSC grant guidelines. Failure to follow ACSC guidelines may result in administrative, civil or criminal action.

ACSC reserves the right to approve or deny any application based upon research needs, program needs and/or intervention effectiveness. The board committee reserves the right to deny any and all applications.

- **Purchases:** You may not use Safety Grants for salaries, wages, internal labor or the cost of preparing the application. You must complete purchases within three months of receipt of grant award.
- **Multiple grants:** You may apply for grant money each year.
- **Prior purchases:** You may not use grant money for safety interventions you have already purchased. This includes any or all of the following: ordered equipment, received equipment or paid equipment. If you make the purchase/payment prior to receipt of the grant check, ACSC will consider the purchase retroactive and it will request return of the funds.
- **Testing equipment:** Employers may test equipment before applying for a safety grant. ACSC grant funds will not be used to cover the cost of testing. Therefore, the agreement for the testing period is between the employer and the vendor. If the employer decides to test equipment and applies for grant funds to purchase the equipment, the baseline data must be the two-year period prior to the test period.



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- **External consultants:** You may not use the grant money for external consultant fees.

use the grant money for external

Time of performance

- **Making the purchase:** Employers must make equipment purchases within three months of ACSC issuing the grant check. ACSC will consider allowing additional time, up to a maximum of an additional three months, upon the request of the employer. You must make the extension request within the initial three-month period.
- **When to purchase:** You may not make the purchase and then request reimbursement. If approved, ACSC will issue the check approximately three weeks after approval. Upon receipt of your grant check, you may make your purchase. You cannot order or purchase approved safety intervention equipment prior to receipt of the grant check.

Disqualification

- **Disqualification from program:** If for any reason the employer participating in the safety intervention grant program fails to satisfy one or more of the criteria established in the application and instructions, ACSC may disqualify the employer from the program. Disqualification will result in termination of ACSC's obligations under this agreement, and ACSC reserves the right to recover grant monies by a variety of methods.

Grant review process

- After ACSC receives the completed application it will be reviewed to ensure you have addressed all questions and completed all forms. ACSC then sends the application to the Board Committee for review.
- The committee evaluates the applications individually, approving or denying the applications based upon their merit. If approved, you will be notified and a check will be issued. If denied, ACSC will notify you by letter. You may re-apply for grant money more than once.
- **Conflict of interest:** If any board committee member works for a company that has applied for grant money, they will excuse themselves from the evaluation process for that decision period.
- **Signature on application and agreement:** Member company representatives are required to sign the application and agreement, signifying that they are either the owner, chief executive officer, chief financial officer, plant manager or other person having fiduciary responsibilities with the employer.

Steps to apply

Complete the application that follows providing all the information requested. Employers applying for a safety intervention safety grant must answer all questions, and complete the agreement. All signatures must be original.

DEADLINE: Applications must be received by June 25, 2021.

Mail the completed application to: **Ashtabula County Safety Council**
C/O: A-Tech
Attention: Andrew Kelner, Manager
1565 State Route 167
Jefferson, Ohio 44047

If you have questions, contact us: acsc@atech.edu or 440-576-5547

Instructions

Please type or print clearly. Sections I-VI, are required for a complete application.
Please arrange your application in the order of the sections.

**Section I: Employer information**

Name of employer: ASHTABULA COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICES (ACDES)
Address: 36 WEST WALNUT ST / PO BOX 520
City: JEFFERSON State: OH ZIP code: 44047
Employer BWC – Safety Council policy number: 30400001-0-04-14
Employer contact name: DOUG STARKEY Title: DIRECTOR
Telephone number: 440-576-3725 Fax number: _____
E-mail address: DGSTARKEY@ASHTABULACOUNTY.US

Section II: Description of the problem *SEE ATTACHMENT*

1. Provide a brief explanation of your organization and a description of the current situation, e.g. tasks involved and process.
2. Safety Need – Quantify the loss experience or need for the area affected by your proposal. Supporting information may include:
 - Injury/illness incidence rates;
 - Injury/illness severity rates;
 - Monetary impact of injuries/illnesses;
 - Types of injuries/illnesses.

Section III: Proposed intervention *SEE ATTACHMENT*

1. **Description** – Provide a description of the intervention. A thorough description should include:
 - A description of how the intervention works. Supporting materials could include diagrams, photographs, videos, brochures and links to Web sites.
 - Training requirements.
 - Does the proposed intervention create any additional risks/hazards to the task or operation? If yes, how will these hazards be addressed?
2. **Safety** - Describe specifically, how the intervention will eliminate or substantially reduce the risk of injury.
3. **Productivity/quality** – Describe the impact, in quantitative terms that your proposed intervention will have on productivity and quality of the operation.
4. **Cost effectiveness** – Describe how cost-effective the proposed solution will be. Supporting materials could include a cost/benefit analysis or return on investment calculation. This analysis should include injury prevention.

Section IV: Implementation, measurement and reporting

1. **Implementation plan** – Describe your plan to implement the solution. Please include:
 - The person responsible for the implementation;

- The timetable for completion. timeline or Gant chart.



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Supporting materials could include a

Section V: Budget *SEE ATTACHMENT*

Step 1: Please provide the proposed budget for the project.

Note: You may only use Safety Grants to purchase ergonomic, safety and/or industrial hygiene equipment. You may not use Safety Grant for recouping the cost of any prior and/or ongoing interventions or for rented or leased equipment. In addition, you may not use Safety Grants to pay for salaries, wages, internal labor, or any costs associated with preparing the application. You must make all grant purchases after the award date.

Step 2: To determine the total project cost:

Total amount of project: \$ 1,950.50

Total amount requested by ACSC, (up to a maximum of \$1,000.00): \$ 1,000.00

Total amount supplied by the employer: \$ 950.50

By my signature, I agree to fully comply with the terms and conditions of the program and to use all monies solely for the purposes intended. I further understand I may be subject to civil, criminal and/or administrative penalties as the result of any false, fictitious and/or, misleading or fraudulent statements made and/or if funds are not used, or are misused, misapplied, or misappropriated in any way and/or are used for purchases and/or services not associated with the approved budget and/or itemized proposal submitted.

Name of duly authorized representative (please print):

J.P. Ducro IV

Signature of duly authorized representative:

J.P. Ducro IV

Title: vice President

Date: 6/15/2021



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AGREEMENT

Section VI.

This is an AGREEMENT between Ashtabula County Safety Council (hereinafter, ACSC) and

(Employer) Ashtabula County with its principal place of business located in

Jefferson Ohio and ACSC, having offices at A-Tech, Jefferson, OH, entered into the day,

month and year set out below.

Distribution of grant monies — Subject to the conditions precedent in this agreement and subject to available ACSC resources, the employer and ACSC mutually understand and agree that the total sum of the grant to be issued by ACSC shall not exceed \$2,500.00 per grant project. If the employer has not received the maximum amount of money available through the Safety Grant program, the employer may reapply and have its application approved to enter into another agreement.

Employer responsibilities — The employer participating in the safety intervention grant program, in consideration of a grant given to it, promises to fully comply with the program requirements as outlined in the Application and Instructions and OAC 4123-17-56, all of which are fully incorporated herein by reference. *The employer will be responsible for using the awarded grant in the manner for which it is intended, and will be required to provide ACSC with documentation. This documentation may include, but is not limited to, copies of invoices, canceled checks, credit card statements, and/or other type of receipts to confirm that all funds were spent and applied toward the approved intervention.* The employer understands that approved safety intervention equipment may not be rented or leased. The employer agrees to allow an ACSC safety consultant to conduct a comprehensive safety evaluation of their overall safety practices. Further, the employer agrees not to eliminate jobs due to participation in the safety intervention grant program. All interventions must receive approval prior to purchase in order to qualify for the grant, and any proposed changes must be agreed to by ACSC prior to making the change. The employer agrees to allow ACSC to publish safety intervention grant results including, but not limited to, data, videos, specifications, and/or photos for the purposes of illustrating, educating, and training employers and employees.

Time of performance — Employers must make equipment purchases within three months of ACSC issuing the grant check. ACSC will consider allowing additional time, up to a maximum of three months, upon the request of the employer. However, the extension must be made within the initial three-month period. Within 30 days of the three-month purchase period, the employer will be required to provide ACSC with a check for all unused grant monies, a copy of the approved budget and itemized expense report, copies of paid invoices/receipts pertaining to all equipment and/or services purchases, and copies of all cancelled checks to support that all invoices associated with the project were paid in full.

Disqualification — If for any reason the employer participating in the safety intervention grant program fails to satisfy one or more of the criteria established in the Application and Instructions, OAC 4123-17-56, and this agreement, including, but not limited to, the requirement of maintaining active membership, and the obligations described in the Employer Responsibilities and Time for Performance sections, the employer may be disqualified from the program. *Disqualification will result in the termination of ACSC's obligations under this agreement. ACSC reserves the right to recover grant monies by a variety of methods.*

Disclaimer — If implemented correctly by the employer, the goal of the safety intervention grant program is to substantially reduce or eliminate injury and illness in the workplace and, hence, claims associated with the affected processes. ACSC does not guarantee or warrant that the implementation of such a plan will result in a substantial reduction or elimination of injuries and illnesses in the workplace. In the event of an injury or occupational disease arising from the implementation of the program, the employer and the employee's sole and exclusive remedy shall be pursuant to workers' compensation laws of the appropriate jurisdiction. In no event, shall ACSC be liable for any damages in contract or in tort.

Ohio elections law: Grantee hereby certifies that no applicable party listed in Divisions (I), (J), (Y) and (Z) of O.R.C. Section 3517.13 has made contributions in excess of the limitations specified under Divisions (I), (J), (Y) and (Z) of O.R.C. Section 3517.13

Conflicts of interest and ethics compliance certification: Grantee affirms that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict, in any manner or degree, with the performance of services which are required to be performed under any resulting Contract. In addition, Grantee affirms that a person who is or may become an agent of Grantee, not having such interest upon execution of this Contract shall likewise advise ACSC in the event it acquires such interest during the course of this Contract.

Grantee agrees to adhere to all ethics laws contained in Chapters 102 and 2921 of the Ohio Revised Code governing ethical behavior, understands that such provisions apply to persons doing or seeking to do business with ACSC, and agrees to act in accordance with the requirements of such provisions; and warrants that it has not paid and will not pay, has not given and will not give, any remuneration or thing of value directly or indirectly to ACSC or any of its board members, officers, employees, or agents, or any third party in any of the engagements of this Agreement or otherwise, including, but not limited to a finder's fee, cash solicitation fee, or a fee for consulting, lobbying or otherwise.



Non-Discrimination and Equal Employment Opportunity: The employment opportunity and fair labor and employment related Executive Orders.

Grantee will comply with all state and federal laws regarding equal practices, including Ohio Revised Code Section 125.111 and all

Authority —The person signing below for the employer states that he or she is either the owner, chief executive officer, chief financial officer, plant manager or other person having fiduciary responsibilities with the employer; and the employer agrees that that the signer or his, or her successor, will have the authority to oversee the carrying out the employer's responsibilities after ACCSC issues the grant check. The signer's authority shall continue until the employer notifies ACSC of the name of the successor.

By initialing this box, the employer agrees that prior purchases have not been made. The employer also confirms understanding that any changes to the original intervention requested must receive prior ACSC approval.

Initials

Provide authority to ACSC to publish safety intervention grant results, including but not limited to data, videos, specifications, and/or photos for the purposes of illustrating, educating, and training employers and employees.

By my signature, I agree to fully comply with the terms and conditions of this agreement and the program and to use all monies solely for the purposes intended. I further understand I may be subject to civil, criminal and/or administrative penalties as the result of any false, fictitious and misleading or fraudulent statements made and/or if funds are not used, or are misused, misapplied, or misappropriated in any way and/or are used for purchases and/or services not associated with the approved budget and/or itemized proposal submitted.

Modifications: The parties may, in writing and by mutual agreement, amend, modify, supplement or rescind the terms of this agreement.

In witness whereof, the parties hereunto affix their signatures this day of 6 15, 2021.
Month Day

Employer's full legal name: Ashtabula County

Federal tax I.D.: 34-6000 128

Name (please print): J.P. Ducro IV

Title: Vice President

Signature:

Ashtabula County Safety Council

Name (please print): _____

Title: _____

Signature: _____

ACSC

2021 Grant Application

Section 1: Employer Information

Name: Ashtabula County Department of Environmental Services (ACDES)

36 West Walnut Street

PO Box 520

Jefferson, OH 44047

BWC # 30400001-0-04-14

POC: Doug Starkey, Director ACDES

Phone: 440-576-3725

Email: dgstarkey@ashtabulacounty.us

Section 2: Description of the Problem

The ACDES is a government operated department through the Ashtabula County Board of Commissioners. We oversee the water distribution and wastewater collection and treatment throughout different areas of Ashtabula County. Our operations include operating in roadways with active traffic, dealing with untreated and treated water and sewer, working during all hours of day and night, and overseeing repairs and installation of water and sewer lines to name some of our duties. The last five years we have had four workers compensation claims, which included head laceration, needle stick to name a few. Our on-going concern is site safety for our staff including visibility of workers in the roadway, identifying the work area and safety from contact with what may be in the lines or at the plants. The ongoing of training and providing necessary safety equipment continues to be a challenge while still meeting the needs and demands of our customers.

Section 3: Proposed Intervention

Our team at ACDES believes that providing proper and updated traffic cones, traffic vests, gloves and hardhats to our staff will add additional safety for our staff doing the work in the field and in several different conditions. These include traffic, weather and dark of night to name a few. Our request of fifty (50) traffic cones with proper reflective collars, seventeen (17) high visibility breakaway mesh vests, seventeen (17) high visibility hard hats, and four (4) cases of nitrile gloves will update our safety needs for our staff.

We believe the cost effectiveness will be a reduction in any lost time and by updating high visibility items will help to prevent vehicle incidents, head injuries from equipment on site and added protection from contamination transfer from touching and being in different conditions.

Training will also be provided to make our staff aware of the need to wear protective gear and traffic awareness.

Section 4: Implementation, Measurement and Reporting

Our Assistant Superintendents on both the water and wastewater sides of ACDES will oversee providing training to our staff and lead by example in the field by wearing equipment when they are on site. They also will be directing and coaching our staff when found not wearing or implementing safety equipment.

They will provide proper sizing of vests, hardhats and gloves to ensure the proper fit. The Assistant Superintendents will provide updates at our staff meetings to help measure the impacts of the equipment and propose any policy changes needed. Also, they will report/present at an ACSC meeting upon request.

We plan to place our order ASAP and begin training regarding the products immediately so our staff has the tools needed to help with the individual safety and overall significance to use the issued safety equipment. We believe this can be completed in sixty (60) days.

Section 5: Budget

28" traffic cones with 4" and 6" reflective collars	50	@\$17.95 each	\$897.50
High visibility vests with breakaway mesh	17	@\$7.50 each	\$127.50
High visibility hard hats	17	@\$7.50 each	\$127.50
Nitrile gloves (by the case)	4	@\$199.95 each	<u>\$798.00</u>
		Total Project Cost	\$1,950.50
		ACDES input	(\$950.50)
		Total ACSC Grant Request	<u>(\$1,000.00)</u>
		Balance	\$0.00



 Doug Starkey, Director ACDES

6-11-21

 Date



 Kathryn Whittington
 JP DUCRO IV
 Ashtabula County Board of Commissioners, President

6/15/2021

 Date