Leading the Way for Ohio Townships

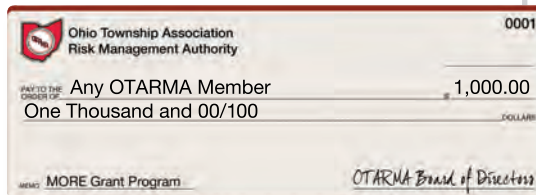**Ohio Township Association Risk Management Authority**

UPDATE

OTARMA's Grant Programs Expanded in 2024!

In addition to providing valuable support from risk management experts, OTARMA offers grant funds to help cover costs towards reducing risk exposures that can lead to liability claims and property losses.

MORE Grant

Introduced by the OTARMA Board of Directors in 2013, the MORE (Managing Ohio Risk Exposures) Grant has benefitted hundreds of Ohio townships, employees, communities, and citizens. Every OTARMA Member of every size may apply for MORE Grant funds.

Effective January 1, 2024, the amount of grant funds every member is eligible to receive per year increased from $500 to $1,000 per member.

> Ohio Township Association
> Risk Management Authority
>
> 0001
>
> PAY TO THE ORDER OF   Any OTARMA Member   1,000.00
> One Thousand and 00/100   DOLLARS
>
> MEMO   MORE Grant Program   OTARMA Board of Directors

In addition, because of the ongoing success of the MORE Grant Program and townships' ever-changing needs, the list of eligible items continues to grow.

Also new this year, the cost for the OTA's "Township Education Subscription" has been included as an eligible expense.

Township Education Subscription

The Township Education Subscription allows townships to make a single payment of $250 to access over 115 webinars during the calendar year. The objective is to make it easier and more affordable to take advantage of one of the best benefits the OTA has to offer – township-focused education.

For more information about the OTA Township Education Subscription, go to https://www.ohiotownships.org/township-education-subscription.

OTARMA Board of Directors

Philip Cox
Chair
Monroe Township, Miami County

Amy Richards
Vice-Chair
Grafton Township, Lorain County

Nick Schwab
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The OTARMA Program is exclusively endorsed by the OTA

Every effort has been made to ensure the accuracy of the information in this newsletter. Professional counsel should be sought before any action is taken or decision is made based on this material.

www.OTARMA.org

Additional examples of items eligible for MORE Grant funds include, but are not limited to:

- Personal Protective Equipment (PPE)
- Turnout gear, body armor, and bulletproof vests
- Road signs, flare kits, safety barrels, barricades, and traffic cones
- Vehicle LED lights
- Playground surface materials
- Tornado siren repair
- Keyless entry pad, security lights, and security cameras
- Water rescue equipment and life jackets
- Rolling safety ladder
- Automated External Defibrillators (AEDs)
- Fire extinguishers, flashlights, lanterns, and helmet lights
- OTA Winter Conference & Trade Show registration

Police & Fire/EMS Grant

In addition to MORE Grant funds, OTARMA Members with their own Police and/or Fire/EMS Departments may also apply for up to $2,000 ($1,000 for Police and $1,000 for Fire) in grant funds per calendar year.

To enhance grant opportunities for members even further, the OTARMA Board of Directors expanded the Police & Fire Grant to allow members running only EMS/ambulance services to apply for the Fire Grant ($1,000/year).

To reflect this enhancement, the grant has been renamed Police & Fire/EMS Grant.

The Police & Fire/EMS Grant assists OTARMA Members with developing or updating policies and procedures, purchasing safety equipment for members' police & fire/EMS departments, and training for police, fire, and EMS personnel.

Examples of safety items eligible for grant funds include, but are not limited to:

- Personal Protective Equipment (PPE)
- Fire extinguishers
- Firefighter boots
- First-aid kits
- Safety harnesses
- Emergency vehicle technician training
- Road signs, flare kits, safety barrels, barricades, and traffic cones
- Flashlights, lanterns, and helmet lights
- Turnout gear
- Self-Contained Breathing Apparatus (SCBA)

What OTARMA Members are Saying

" *The Hartsgrove Township Fire Department would like to express its gratitude to OTARMA for the Police & Fire/EMS Grant which permitted us to purchase a new Bluetooth Multi Gas Monitor and fifteen safety vests to provide a higher degree of safety for our members.* **"**

– Hartsgrove Township Fire Department, Ashtabula County

" *The Board of Yellow Creek Township Trustees, with the fiscal officer and employees, would like to thank OTARMA and the MORE Grant Program for the opportunity to apply again for safety equipment.*

The grant money has been used for items to protect and keep safe our employees.

Once again, we applaud OTARMA for giving back to the community. **"**

– Yellow Creek Township, Columbiana County

OTARMA would love to see, in photos, how grant funds have benefited your township!

Email your photos to the OTARMA Service Center at wfrench@bfgroup.com. You may include the before and after of an improvement; newly purchased items; how the funds prevented a loss or claim; township personnel using their new safety items; or employees holding a training certificate. Your photos could be used in OTARMA marketing pieces, with your permission.

For more details about OTARMA's Grant Programs, including easy-to-complete applications, please visit www.OTARMA.org or contact your OTARMA Representative at (800) 748-0554.

MITIGATING RISKS THROUGH EVENT LOG MONITORING, SYSTEM REPLACEMENT, AND SUPPLY CHAIN MANAGEMENT

In today's interconnected world, cybersecurity is paramount. Townships face a myriad of threats that can compromise their sensitive data, disrupt operations, and damage reputations. To counter these threats, cybersecurity professionals deploy a range of mitigation controls. We will explore three critical aspects of cyber mitigation: **monitoring event logs, replacing end-of-life systems, and managing supply chain risks**.

Monitoring Event Logs

Event log monitoring is a cornerstone of cybersecurity. It involves the systematic tracking and analysis of events on a network or system. This process enables the early detection of anomalies, which could indicate a security breach or other issues. Effective event log monitoring can save a township from devastating cyberattacks and data breaches.

Key steps in event log monitoring include:

1. **Collection:** Logs from various sources, such as servers, firewalls, and endpoints, are collected and centralized in a secure location.

2. **Analysis:** Advanced tools and algorithms analyze these logs in real-time, searching for patterns or irregularities.

3. **Alerting:** When suspicious activities are detected, automated alerts are triggered, enabling swift responses.

4. **Response:** Security teams investigate alerts, identify the root cause, and take necessary action to mitigate the threat.

MONITORING EVENT LOGS

REPLACING END-OF-LIFE SYSTEMS

MANAGING SUPPLY CHAIN RISKS

Replacing End-of-Life Systems

Outdated or end-of-life systems are major cybersecurity vulnerabilities. Unsupported systems no longer receive security patches and updates, leaving them exposed to known vulnerabilities. Hackers often exploit these weaknesses, making system replacement a critical mitigation control.

Key considerations for replacing end-of-life systems:

1. **Inventory:** Townships should maintain an up-to-date inventory of their systems, including information about their life cycles.

2. **Budgeting:** Allocate funds for system replacement in advance to ensure a smooth transition.

3. **Planning:** Develop a migration plan that includes testing, data transfer, and user training.

4. **Security:** Prioritize security by configuring the new systems with the latest security features and best practices.

Managing Supply Chain Risks

Supply chain risks have gained prominence in recent years due to the increasing complexity of global business operations. Cyberattacks on suppliers can cascade through the supply chain, affecting organizations far removed from the initial breach. To mitigate these risks, a proactive approach is essential.

Key strategies for managing supply chain risks:

1. **Vendor Assessment:** Assess the cybersecurity practices of all suppliers, and ensure they adhere to industry standards and best practices.

2. **Contractual Obligations:** Embed cybersecurity requirements in contracts, including reporting breaches and maintaining a certain level of security.

3. **Continuous Monitoring:** Continuously monitor supplier security and implement incident response plans for supply chain disruptions.

4. **Diversification:** Reduce dependency on a single supplier by diversifying your supply chain sources.

Mitigating cyber risks is an ongoing process that requires vigilance and adaptability. Event log monitoring, system replacement, and supply chain risk management are fundamental elements of a robust cybersecurity strategy. By implementing these controls, townships can enhance their resilience against cyber threats and protect their valuable assets, data, and reputation. In today's digital age, these measures are not optional; they are a necessity for safeguarding the future of any township. OTARMA Members can contact OTARMA's Cyber IT Risk Consultant, Aaron Willis, at aaron.willis@persopool.com or call (614) 290-9398.

This is the second article in a series on protecting your township's property.

In the event of a utility interruption, emergency generators are often relied upon to provide critical backup power. To help ensure your emergency generator is ready when it is needed, it is important to complete required maintenance.

Overlooking this required maintenance could limit your ability to maintain business continuity and critical support systems during a utility interruption.

The following guidelines are recommended to help ensure proper emergency generator operations.

Recommended Protection Devices for Emergency Generators

- Voltage-restrained overcurrent relay, one per phase, to provide overcurrent protection
- Reverse power relay to prevent backflow of electricity into generator
- Overspeed trip
- Low oil pressure trip
- High oil temperature alarm and trip
- High exhaust temperature alarm and trip
- High jacket temperature trip
- Bollards added if located near vehicle access

Preventive and Predictive Maintenance

Emergency generators are expected to transition from a cold start to full load in a matter of seconds. This type of operation can be physically demanding for any type of equipment. Establishing a formal preventive and predictive maintenance program can help identify potential problems and reduce the risk of a generator breakdown.

The following practices should be included in your regular maintenance program. Only a qualified operator or technician should perform these tasks. For further guidance, consult the original equipment manufacturer.

- Visual inspections should include, but are not limited to, the following:
  - Inspect the physical integrity of the housing, foundation, and mounting bolts, and verify the equipment is secured in place.
  - While the equipment is running, listen for sounds that could indicate there are internal problems, such as grinding or excessive vibrations.
  - Visually inspect for physical signs of animal or rodent activity such as droppings, food, nesting or if chewing on wires.
  - Inspect moving parts for abnormal conditions, such as wear, dirt, debris, improper lubrication, and fluid leaks.
  - Inspect common wear items, such as hoses, belts, filters, gaskets, and seals.
  - Verify proper fluid levels, such as oil and coolant.
  - Inspect starting batteries and cables for damage and terminal connections for corrosion buildup.
  - Inspect fuel supply lines, connections, and supporting equipment for physical integrity, leaks, and corrosion.
- Grease and lubricate bearings and other moving parts according to manufacturer guidelines.
- Engine oil and filter replacement should be scheduled according to manufacturer guidelines.
- Since emergency generators don't run continuously, an oil sampling and analysis program should be established. This can help assess the internal condition of the engine and the remaining oil life.
- Establish an engine coolant testing and treatment program. Engine coolant that is not properly treated can contribute to corrosion within the engine and growth of microbes, both of which can inhibit adequate heat transfer and lead to engine damage. It is a best practice to periodically test coolant quality and apply treatment as recommended by the equipment manufacturer.
- Engine run tests and load tests should be performed as part of regular maintenance program. This can help

OHIO TOWNSHIP ASSOCIATION WINTER CONFERENCE & TRADE SHOW 2024 – A SUCCESS!

Attendees gathered at the Greater Columbus Convention Center, February 7-9, for the Annual Ohio Township Association (OTA) Winter Conference & Trade Show.

The theme "Level Up!" reflected numerous opportunities for attendees to reach a higher level of professional knowledge and education by attending a variety of workshops, networking events, and one of the largest trade shows for townships in Ohio.

The conference welcomed township trustees, fiscal officers, employees, administrators, road and cemetery superintendents, zoning officials, and legal counsel, as well as companies and organizations serving Ohio townships.
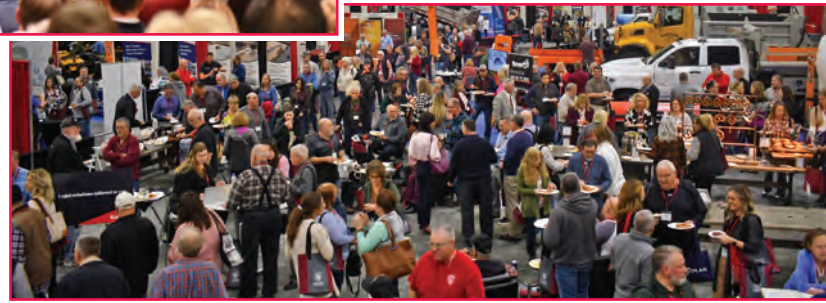
Special highlights included:

• OTA Executive Director Heidi M. Fought welcomed Scott Fabian as the incoming OTA President. Scott replaces Tim Lynch, who served as OTA President since 2020 and, prior to this role, served as Insurance Committee Chair.

• Newbie Reception for first-time conference attendees provided an opportunity to learn about the benefits of OTA membership.

• Famed sportscaster Marty Brennaman, best known as the former voice of the Cincinnati Reds baseball team, was the speaker at the luncheon.

• Judson Laipply, known for his viral video, "The Evolution of Dance," entertained the crowd at the General Session.

Thank you to the OTA for organizing another exceptional conference! The amount of work and coordination involved to successfully host a statewide gathering of this magnitude deserves our acknowledgement and gratitude.

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verify proper startup operations, functionality of electrical transfer sequence, and confirm the generator can assume the required load.

– Run tests without load are recommended monthly.

– Load tests assuming required load are recommended at least annually.

– When performing a load test, verify that proper electrical transfer sequence occurs, such as transfer switches, breaker operations, and correct electrical lineup.

– In addition to regular load tests, the generator should be load bank tested at least annually. Load bank testing is performed at full kilowatt output rating to help verify that the generator can actually produce the horsepower that may be required while maintaining proper temperature and pressure required for continued operations.

• Safety devices should be routinely tested and calibrated, as recommended by the manufacturer. These tests can help identify faulty or out-of-calibration safeguards and controls that can increase the risk of equipment failure.

• Generator winding resistance testing, as recommended by the manufacturer.

With the many different configurations and features of emergency generators, each system can have different parameters for required maintenance. Most equipment manufactures offer service contracts to perform regular scheduled maintenance. Consult the equipment manufacturer or a certified third-party contractor when establishing a preventive and predictive maintenance program. If you have safety and risk control questions, please contact your Risk Control Representative, KLA Risk Consulting, Inc., at (614) 451-4199.

QUESTIONS ANSWERED ABOUT OHIO'S NEW MARIJUANA LAW

Ohio voters elected to authorize the adult use, possession, and distribution of marijuana effective December 7, 2023. Although there may be future amendments to the existing ordinance, Ohio townships should consider how the new law that is in effect now impacts other governmental policies. To help guide OTARMA Members, attorneys Greg Beck and Megan Haynam, of Baker Dublikar, answered some of the most pressing questions on township officials' minds as they relate to employment policies, police investigations, and zoning.

1 Should employment polices be updated based on the new legislation?

Yes. If there is no drug-free workplace policy in effect, such a policy should be adopted as soon as possible. If a drug-free workplace policy already exists, make sure the policy references marijuana use. There should also be a resolution by the township specifically referencing the change in law and the township's incorporation of the new legal regulations as applicable to the existing policy. Moreover, it is vital to share all policy changes with employees and to document when, with whom, and how the new policy is shared to enhance compliance.

2 Can a township continue to maintain a drug-free workplace, including such requirements on any employee with a commercial driver's license (CDL)?

Yes. The township's existing or new drug-free workplace policy is not altered by this new law, and prohibitions against marijuana use in the policy remain enforceable and lawful.

3 Are any restrictions or prohibitions against the use of medical marijuana changed because of the new law?

No. All restrictions with respect to the use or non-use of medical marijuana are not changed by the new legislation. Thus, if currently the township does not accommodate the use of medical marijuana, then the new legislation does not require the employer to now authorize the use.

4 Should townships as public employers continue to test for marijuana pre-employment?

Yes. Again, the law does not require an employer to hire or retain any prospective or current employee who tests positive for marijuana if in violation of a drug-free workplace policy.

5 Should townships modify post-accident or random drug testing to mitigate against the possibility that an employee may test positive for marijuana without clear evidence of impairment?

Not at this stage. While it is generally acknowledged that drug testing for marijuana may reveal consumption days before the test – which may not indicate impairment – the better policy to avoid inconsistencies is to enforce the policy regardless of proof of impairment. For instance, on a random drug test for alcohol, if the test was positive, but less than the legal limit for presumed impairment, the employee would still be subject to discipline.

6 What changes exist for police officers investigating possible illegal use of marijuana?

Police officers must have independent evidence or reasonable suspicion of impairment before conducting field sobriety tests on an individual suspected of consuming marijuana to the point of impairment. For instance, consumption of marijuana while driving or in a vehicle is prohibited. An officer stopping a motorist for a traffic violation who smells or sees marijuana in or about the vehicle may have reasonable suspicion to conduct field tests and later request a blood test.

7 Can zoning ordinances prohibit the use or distribution of marijuana?

Yes. First, the use of marijuana in public or on public property is prohibited. Second, ordinances may prohibit dispensary businesses from operation within the township, but such regulation should be through specific ordinances directed at marijuana use and distribution rather than rely on existing zoning ordinances. There are some exceptions to the limitation of dispensaries, so any township should consult their legal counsel to ensure all intended protections are in place.

COLORS OF SAFETY

Did you know that there are colors of safety? Safety colors on signs and placards may be seen in different places, especially the workplace. They communicate different hazards. The American National Standards Institute (ANSI) issues requirements to indicate what colors should be used to communicate hazards. Take the brief quiz below to see if you know your safety colors. The answers are on the back page.

1) **What color of sign indicates "No immediate hazard"?**

ORANGE	WHITE	BLUE	GREEN

2) **What color is a "caution" sign?**

ORANGE	GREEN	BLUE	YELLOW

3) **Safety information is on what color of sign?**

BLUE	RED	GREEN	YELLOW

4) **What color designates first-aid equipment such as emergency eyewash stations?**

RED	YELLOW	GREEN	WHITE

5) **What color represents poison or toxic?**

GREEN	ORANGE	YELLOW	WHITE

6) **What color marks the dangerous parts of machines or energized equipment?**

YELLOW	RED	ORANGE	GREEN

7) **When a worker sees a red sign, what could it mean?**
   A. Combustible materials
   B. High risk of injury or death
   C. Fire protection equipment
   D. All of the above

OTARMA CELEBRATES 10 YEARS OF CALENDARS FEATURING ITS MEMBERSHIP

Since the launch of OTARMA's annual calendar nearly ten years ago, OTARMA has relied on its members to provide photos showcasing their townships. Every year, a favorite image is selected for the prominent front cover position.

OTARMA is pleased to recognize members whose photos appeared on the covers.

2024

2015

2024 - Marseilles Township, Wyandot County

2023 - Danbury Township, Ottawa County

2022 - Rootstown Township, Portage County

2021 - Jefferson Township, Clinton County

2020 - Olmsted Township, Cuyahoga County

2019 - Pike Township, Fulton County

2018 - Greenville Township, Darke County

2017 - Jackson Township, Stark County

2016 - Plymouth Township, Ashtabula County
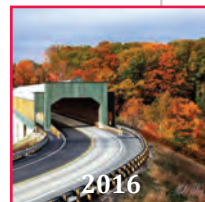
2015 - Montville Township, Medina County

2023

2016

OTARMA Members' photos highlight what makes Ohio townships special – large and small, urban and rural – in every county and corner of the state.

Throughout the year, OTARMA encourages members to submit photos of special events, parks and conservation areas, historic sites, scenic views, township employees, volunteers, and citizens.

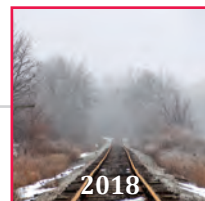For submission guidelines, go to OTARMA.org, select Member Services.

2022

2021

2020

2019

2018

2017

If your contact information needs to be updated, please contact the OTARMA Service Center at (800) 748-0554, ext. 3136. Newsletters are available for viewing and printing at www.OTARMA.org.

OTARMA WELCOMES NEW MEMBERS!

Granville Township, Licking County

Granville Township is a charming community nestled in Licking County, Ohio. With rolling hills, meandering creeks, and picturesque landscapes, it exudes a blend of Midwestern charm and New England character.

From the quiet serenity of established subdivisions to the burgeoning energy of newer developments, Granville Township caters to a wide range of lifestyles. Residents enjoy opportunities for outdoor recreation, with parks, trails, and natural preserves for hiking, biking, and exploring the township's natural beauty.

Granville Township joined OTARMA for increased coverage.

Monday Creek Township, Perry County

Monday Creek Township is one of the 14 townships of Perry County, Ohio. It was organized in 1823 and named after Monday Creek, a tributary of the Hocking River.

The rural and scenic township has a strong sense of community and is described as a peaceful place to raise a family or retire to.

Monday Creek Township joined OTARMA for the program's coverage and expertise in serving Ohio townships.

Upper Township, Lawrence County

Upper Township is in the southernmost part of Lawrence County, along the Ohio River, bordered by Kentucky to the southwest. The township is rural with a mix of farmland, forests, and residential areas. The township is also home to several industries.

The township offers opportunities to relax and enjoy the local area, such as Ironton Iron Furnace, a National Historic Landmark; Buckeye Trail State Park; Lawrence County Museum; and Symmes Creek Park.

Upper Township joined OTARMA for improved coverage.

Contact OTARMA to Learn More

To learn more about OTARMA, call (800) 748-0554 to speak with an OTARMA Representative or visit www.OTARMA.org. We welcome the opportunity to discuss how OTARMA can serve you!

Answers from page 7, "Colors of Safety"

1) BLUE	2) YELLOW	3) GREEN	4) GREEN	5) WHITE	6) ORANGE	7) D