



**PUTNAM COUNTY  
EMERGENCY MANAGEMENT AGENCY**

245 E. Main Street, Ottawa, Ohio 45875  
Phone (419) 523-3152

*Ord. 231  
Passed 2-3-91*

January 17, 1991

Jerry Hohlbein  
Box 15  
Ottoville, Oh. 45876

Dear Mr. Hohlbein:

Please find enclosed a copy of the resolution authorizing the formation of the Putnam County Emergency Management Agency and a copy of the contract between the Commissioners and each village or township, for Emergency Management. ORC 5915 requires each political subdivision to either have an Emergency Management Agency or contract for Emergency Management services. The past County-wide Agreement was found to be in violation of ORC 5915 by the Ohio Emergency Management Agency because of the inclusion of phrasing from two different manners of forming the Putnam County EMA. Because of this I am submitting for your review the new resolution, which has been reviewed by the prosecutor, and will be submitted to the Commissioners for their approval. You will note the reference, in paragraph four (4) of page one (1), to ORC 307.15 which allows the subdivisions to contract with the Putnam County Commissioners for services. That reference is embodied in the accompanying contract which needs to be approved by each village and township.

I am also mailing each village's legal representative a copy of these documents to become familiar with. My goal is to have the resolution approved by the commissioners within the next week, and have each village or township's contract signed before the end of February.

As mayor of the village, I am asking you to review these documents and give your approval to enter into this contract with the commissioners. If you have any questions, please give me a call at 523-3152.

Thank You!

*Steve*  
Steven J. Odenweller  
EMS/EMA Coordinator

COUNTY EMERGENCY MANAGEMENT

RESOLUTION AUTHORIZING THE FORMATION OF THE PUTNAM COUNTY  
EMERGENCY MANAGEMENT AGENCY

WHEREAS, there is an existing possibility of the occurrence of destruction resulting from enemy attack, or from natural or man-made disaster, and it is necessary to insure that preparations of Putnam County will be adequate to deal with such disasters and generally to provide for the common defense, and to protect the public order, health, safety and general welfare, and to preserve the lives and property of the people of the County; and

WHEREAS, Putnam county and each Local Subdivision may need to call on County Government, other Local Subdivisions within the County, and/or Subdivisions, Local Governments, State and Federal resources outside of the local community to mitigate, prepare for, respond to, or recover from said emergency, disaster, enemy attack or unusual occurrence; and

WHEREAS, the coordination of civil defense activities within the area of Putnam County is of paramount importance to all of the subdivisions required by law (ORC 5915) to establish an Emergency Management Agency therein; and

WHEREAS, the County of Putnam desires to effect said coordination by entering into an agreement, in the manner provided by law (ORC 307.15), with the various municipal corporations and townships, hereinafter referred to as political subdivisions; and

WHEREAS, Section 5915.071 of the Revised Code, as amended, is the legal basis for the establishment of a County Emergency Management Agency with the power to coordinate and unify the civil defense activities of the participants thereof; and

WHEREAS, it is further declared to be the purpose of this Resolution and the policy of the County of Putnam that all civil defense functions of the County coordinated to the maximum extent with comparable functions of the State of Ohio and of the Federal Government including their various departments and agencies, and other states and localities, and of private agencies of every type, to the end that the most effective preparation and use can be made of the County's manpower, resources and facilities for dealing with any disaster or emergency that may occur; and

WHEREAS, it is hereby found and declared to be necessary to create a county Emergency Management Agency to be known as the Putnam County Emergency Management Agency; to confer upon the Executive Committee and the Director of Emergency Management Agency certain emergency powers provided herein; and to provide for the rendering of cooperation and mutual aid, if necessary, to surrounding and contiguous political subdivisions of the State and Adjoining states;

NOW, THEREFORE BE IT RESOLVED,

1. That an organization to be known as the Putnam County Emergency Management be formed to perform the services of coordinating the civil defense activities of the County of Putnam and the political subdivisions therein, enter into and agreement, in accordance with the provisions hereinafter set forth and that this Board enter into such an contract.

2. The Putnam County Emergency Management Agency is authorized



to render the services of coordinating the civil defense activities of each party hereto and to exercise for and on behalf of each party hereto such power and authority incident thereto as it may lawfully do, consistent with State statutes and such regulations as have been or shall be promulgated by the Governor of the State, the provisions of this Resolution as hereinafter set forth, and the power of the parties hereto authorized, in coordinating such civil defense activities with and within Putnam County.

3. There shall be established, pursuant to this contract, a Advisory Group for Emergency Management, composed of thirteen representatives, one from each of the following: Putnam County Health Department, Putnam County Emergency Medical Services Board, Trustees Association, Mayors Association, Putnam County Fire Association, Putnam County Sheriffs Department, American Red Cross, Putnam County Community Improvement Corporation, the Fifth (5th) district Representative of the State of Ohio, a representative of one of the county newspapers or radio station, and a representative of the Manufacturing Community which is subject to ORC 3750. Also to include the Putnam County Extension Agent, and EMA Director/Coordinator.

The advisory Group shall advise the Board of Commissioners on matters pertaining to emergency management. The Group shall select its own Chairman. The Group shall meet at the call of the Board of Commissioners or at the request of the Emergency Management Director/Coordinator. A quorum will consist of a majority of the Advisory Group.

4. The Board of Putnam County Commissioners shall appoint a Director/Coordinator who shall serve at the pleasure of said Commissioners and who shall pursue a professional development training program in accordance with rules adopted under section 5915.05 of the Ohio Revised Code. The Director/Coordinator duties include without limitation development of an emergency operations plan and shall be responsible for coordinating, organizing, administering, and operating emergency management in accordance with the political subdivision's program established under this section, subject to the direction and control of the chief executive.

The compensation of the Director/Coordinator and staff, shall be paid from the Putnam County Emergency Management fund. The Director/Coordinator shall have such additional authority, duties and responsibilities as are authorized by this contract or as may from time to time be established by the Putnam County Commissioners.

5. The Director/Coordinator shall prepare and submit for review and approval, a budget annually to the Putnam County Commissioners. The funds received from whatever source, or by whatever means, for Emergency Management by the Putnam County Emergency Management Agency, shall be paid to the Treasurer of Putnam County into a special fund and shall be known as the Putnam County Emergency Management Fund.

6. The Board of Commissioners shall have general direction of the Putnam County Emergency Management Agency, and shall be responsible for carrying out the provisions of the contract through the Director/Coordinator. In performing duties pursuant to this contract, the board of Commissioners is authorized to cooperate with other political subdivisions, with the State of Ohio, with other states and the Federal Government through appropriate channels, and with private agencies in all matters pertaining to emergency preparedness/civil defense activities of the County, State and Nation.

7. The Director/Coordinator shall have the authority and consent of the Board of County Commissioners during time of "disaster" or "emergency", to enter into contracts and incur obligations necessary to alleviate the effects of such disaster

or emergency, protect the lives and safety of persons and property and to coordinate the emergency assistance to the victims of said disaster.

8. Each participating political subdivision that receives equipment will compensate the "Putnam County Emergency Management Fund" on a matching basis of 50% for eligible equipment and 100% of ineligible equipment to be used by said subdivision payable on demand and invoice thereof.

9. This contract may be amended or altered at any time by mutual agreement of the Board of Commissioners and the political subdivision.

This contract shall be in force and effect when signed by both parties, and both parties have adopted a like resolution or passing a like ordinance, and shall continue in full force and effect thereafter unless and until terminated by either party thereto. This contract may be terminated at any time by mutual agreement of the parties hereto, and may be terminated by any party at the end of any calendar year by action of its legislative authority and service of written notice thereof on the Board of County Commissioners of Putnam County, not less than ninety (90) days prior to the end of said calendar year.

The reasons stated in the preamble hereto, which is hereby made a part hereof, this Resolution is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage by the Commissioners of Putnam County, and its adoption by the respective legislative bodies of the majority of the other political subdivisions.

BOARD OF COUNTY COMMISSIONERS  
PUTNAM COUNTY, OHIO

Richard Ricker  
CHAIRMAN

Dennis A. Ellerbrook

Alvin F. Schroeder

Dated January 23, 1991