

## In the Community

### Birthdays

#### July

James Helton  
Dave Spitznagel  
Bonita Wiechman  
Greg Dzikowski  
Ovetta Leary  
Diana Supe  
John Kleeman  
Dylan Adams

#### August

Mark Jackson  
Blaine Gilmore  
Gail Jones  
John Michel  
Annie Smith  
Sandy Brown  
Anthony Lindsay  
David Stetter  
Susan Bauer  
Palmer McGhee



#### September

Robert Thomas  
Michael Florimonte  
John Roellig  
Bill Obermeyer

### Years of Service

#### Five

Doug Bruce  
Ron Maydak

#### Twenty

Bill Stautberg

#### Twenty-Five

Joe Merkt  
John Toll  
Karl Miller  
Sandy Brown

### Retirements



Howard Seal, Senior Building Manager  
July 30, 2010

### Announcements

- Joe Merkt has been promoted to Senior Building Manager, and will be managing at the Justice Center
- Don't forget to visit our updated website:  
[www.hamiltoncountyohio.gov/facilities/](http://www.hamiltoncountyohio.gov/facilities/)
- Michelle Ray was re-classified to IS Manager.

## WEBN Fireworks!

Labor Day signifies the end of summer and WEBN likes to end it with a bang.

The annual Toyota/WEBN fireworks are a celebration of our river heritage. Each year the event becomes larger, which means more congestion for spectators. Last year's attendance was more than 400,000, and that was with poor weather. While competing with nearly half a million people, finding a desirable seat can be difficult.

Knowing where to park, what to bring and where to sit can make the spectacle enjoyable. The best way to get a good seat is to arrive early. The fireworks don't start until 9:05 p.m., but there will be events taking place all day for Riverfest. It's a good idea to arrive early to get a desirable seat.

One of the most popular places to watch the fireworks from Northern Kentucky is Devou Park. The hill-top offers a great view of the fireworks and the Cincinnati skyline. Other popular spots are the Newport Riverfront, the Covington Floodwall and the Serpentine Wall in Cincinnati.

Other events at Riverfest include live music at Sawyer Point, where bands play on two stages all day. Those are just some of the reasons that thousands of tri-staters will gather once again to be on or near the river, to have some fun and to anticipate a very large boom.

Riverfest and the Toyota-WEBN Fireworks have become a tradition in this river city. It has become such a smoothly run, almost taken-for-granted event.

It all started when an irreverent rock station wanted to throw a party for itself. In 1977, WEBN owner Frank "Bo" Wood - a

confessed pyromaniac - celebrated the first decade of his station by shooting off some fireworks.

Even Wood was surprised when tens of thousands of people showed up that first year. And he perhaps never realized his idea of a rock-based soundtrack to accompany the fireworks was the first of its kind in the country. That initial effort was such a spectacular promotion that it has since been copied by dozens of radio stations around the land. The Toyota-WEBN fireworks may not be the biggest fireworks show in the country, but it is generally recognized as the most dense display - with 7,500 shells totaling 50,000 pounds going off in 30 minutes to the synchronized soundtrack.

#### THE FIREWORKS.

The first few years WEBN attempted to coordinate a music soundtrack with a fireworks show; it was hardly a high-tech production.

"We started a tape, we started the fireworks and everyone prayed," said Jay Gilbert, one of the few WEBN staffers still around who remembers the first 1977 show. "Judging by what we have been able to do in recent years, I'd say the first synchronization was a total failure."

"We now have the ability to break the show down and synchronize it to music to the tenth of a second. We have pinpoint cues," said Joel Moss, WEBN's creative services director.

- [www.fireworks.com](http://www.fireworks.com)



## Letter from the Director

We have started the process of preparing our Department General Fund Budget for 2011 and we are going in with the smallest reduction in spending for the last three years. Yes, there is a reduction to our budget; it is in the 2.8% to 3% range. It appears that revenues have turned the corner, now we have to deal with the increase costs of supplies and service contracts with a reduced budget. We have found solutions in the past and we will look at all possible approaches to this.

We are looking at ways of meeting our target for 2011 without having to do layoffs, but there are no guarantees. With the current State law, we do have the option to do furloughs in the first half of 2011, if needed. That is not my desire, but an option that I have to consider.

During the first half of 2010, the back log of Work Requests has continued to increase, and in many cases the PM work has not been done at all. Management staff will continue to determine which ones need to be done to ensure the on going operation of the facilities. As a result of this, our service levels and response times will continue at levels below what we have provided in the past until revenues are greater than the expenses in the General Fund. It will take us several years before we return to the service levels of 2007 and it will be done with a smaller staff.

Our control of expenses has continued to show good results. As a result, we did not have to do furloughs in the first half of 2010 and that is the same plan for the second half of 2010.

There will be a Department wide meeting in August or September after I present the impact of the 2011 proposed budget on the operations of the Department to the BOCC. At that time I will share some more thoughts on where our Department is headed during this state-wide budget crisis and do my best to answer any questions you may have.

- Ralph

## Holiday Schedule for 2010 Third Quarter

Labor Day Monday, September 6, 2010

## Reminders Inventory

Per Facilities Procedure 2.20, the first week in July is the start of the Facilities Department annual inventory audit. Building Managers, Trade Foremen and the Administrative Assistant will be using hand-held PDA's with scanners attached to scan labels

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on inventoried items. After each person has scanned their items, the PDA will then sync with Archibus. Any information that may have changed since the previous audit will be updated. This is the first inventory audit to be performed after the new barcode labels were placed on items last year. Our goal in placing the new labels on items and using the PDA's is to make the inventory process go smooth, be more accurate and take less time to perform.

### Training Certificates

Don't forget to turn a copy of your training certificates in to Inger, each time you receive one. These are being tracked in Archibus.

## Welcome to the Department of County Facilities!



Dylan Adams  
Maintenance Repair  
Worker II



Stephen Keeney  
Custodial Worker II

### Practice Makes Perfect: Responding Effectively to an Emergency Requires Planning and Practice

By Rodney Lofland

When I was a young boy playing baseball, I can remember my coach putting my team through endless drills during the pre-season. We drilled on the fundamentals including fielding, pitcher form and mechanics, and swing techniques. We also worked on executing pick off moves; reading a pitcher's pick off moves; run downs; bunt defense; and 1st and 3rd situations. These drills at times were not much fun on those hot, sunny days; but when the season began, it all paid off in real game situations. Through planning and practice, many of our plays had become routine. We knew exactly how to react to make the right play at the right time - sometimes almost without thinking. Planning for emergencies in Hamilton County buildings should be undertaken in the same way.

Like baseball, planning for emergencies requires determining what situations are likely to occur, and developing action plans to effectively respond.

What happens if a fire were to occur? What do we do and where do we go? What do the alarms sound like? What about severe weather, bomb threats, or medical emergencies? Who assumes leadership and provides direction in an emergency event? The plans we develop should outline these items and become



the playbook containing the proper plays for the given emergency situation. Additionally, if we are going to execute these plays properly, we need to practice. Our "emergency plays" need to be a matter of routine.

Several Federal, State, and local codes require the development of emergency action plans and practice drills. These include OSHA 29 CFR 1910:38 (Emergency Action Plans); Ohio Fire Code, Rule 4 (Ohio Administrative Code 1301:7-7-04); and Title XII Cincinnati Fire Prevention Code. These codes require us to prepare written emergency procedures for each facility, provide training, and conduct evacuation drills. The Cincinnati Fire Code says that drills are to be held with "sufficient frequency to familiarize all occupants with the drill procedures, and to have the conduct of the drill a matter of established routine." Similar language is found in the other codes. To satisfy these code requirements, the Hamilton County Risk Management Policy calls for at least two (2) drills per year - one to be unannounced.

The most significant reason, however, for emergency planning is life safety.

Everyone needs to know what to do if an actual emergency event, such as fire, bomb threat, or severe weather were to occur. The Hamilton County Department of Facilities is currently working with the Risk Manager to update or develop new emergency action plans, and prepare for future fire drills. For very practical reasons, each department



and floor in each individual building will need to develop their own emergency plan. Planning materials are being placed on the HCNet (County Intranet) to help departments create their own action plans. The Emergency Manual link will contain helpful materials including plan templates, evacuation floor plans, and a planning checklist. Training and support can also be provided by Facilities Safety and/or the County Risk Manager.

Because there is no pre-season when it comes to emergencies, we must begin to plan now for the unexpected; and the complexity of Hamilton County's numerous facilities will require the full support of its various Departments and staff to successfully implement an overall Emergency Preparedness Program. As my coach used to say, "Practice makes perfect." This old saying rings true, and when it comes to emergency preparedness, it needs to be a matter of routine.

### IT Security:

- Email and Internet Tips  
By Greg Dzikowski

Have you ever wondered "Where did this email come from?" Or gotten an email from your bank and thought "I never signed up for this?" You might be the victim of spyware/phishing scam. The following steps can be taken to prevent future problems like this.

#### Email

Never send personal information through an email account. Email is sent unencrypted so anyone can read it if they

can get to the message. A good example of this is sending a postcard in the mail.

If you do not recognize the sender of an email it is a good rule of thumb to not open any attachments or click on any links. There is no one who wants to get \$100,000,000 out of their country or offer you free prescription drugs.

You may ask why there is so much spam still being sent when most people know not to open and reply to them. Well according to the latest information [http://news.cnet.com/8301-1009\\_3-10249172-83.html](http://news.cnet.com/8301-1009_3-10249172-83.html) 90% of all email is spam and 4% have opened and replied to these emails [http://news.cnet.com/8301-13846\\_3-10471019-62.html](http://news.cnet.com/8301-13846_3-10471019-62.html).

#### Web Security

Make sure you type any webpage into the address bar. If you just Google an address you can be redirected to a phishing scam. As an addition to this if you are searching for an address, make sure that the address you click on is the correct one. For example if you are looking for news on the flooding in the Midwest, it should be ok to click on a link to ABC or CNN, but a website like [www.helptheflooding.com](http://www.helptheflooding.com) might be a phishing site.

Some problems can come not from the main site but the ads on the side of the page. The Red Cross had this problem earlier this year with one of the banner ads on their website spreading spyware. Going forward into the future the best way to protect against harmful software on your computer is to know what links you are clicking on and what websites you are visiting.

### Project Management LEED-EB Certification in Sight

By Bert Watts

In the spring of 2010 the Department of County Facilities conducted a series of meetings with the County's Professional Design Partners and their LEED Accredited Professionals (LEED-AP) certified by the US Department of Green Building Council (USGBC). This is in an effort to comply with

the Hamilton County Board of County Commissioners' Green Building Policy with implementing more sustainable ways of conducting construction projects and the operation of County owned buildings managed by this Department. The meetings were held to discuss the possibility of obtaining a LEED Existing Building Certification (LEED-EB) from the US Department of Green Building Council for any of the County's multiple buildings managed by the Department of County Facilities. After comparing these buildings with guidelines of the LEED-EB Certification Project Checklist, it was found that 800 Broadway was the building most qualified and closest to obtaining this award.

At the beginning of the year ThermalTech Engineering assisted the Department of County Facilities with obtaining an Energy Star Award for the 800 Broadway building. The Energy Star Award alone qualified the County for 18 points of the LEED-EB Certification in the category of Energy & Atmosphere. This is 18 of the 40 LEED points needed to achieve the certified status. To use this award to qualify for the LEED points, the Department of County Facilities uses a LEED Certification application. This information will need to be submitted to the USGBC before the end of the year. The LEED-EB guidelines require an applicant to provide 12 months of documentation from all different aspects of operating a facility, such as energy usage, water usage, purchasing of sustainable materials, and indoor air quality. The County's Professional Design Partners LEED-AP employees are currently putting together a proposal to apply for the LEED-EB certification for the 800 Broadway Building.



### CAFM Corner

ARCHIBUS Conference Highlights  
By Michelle Ray

The 2010 Archibus End Users Conference was full of information this year. Archibus, Inc. is releasing version 19, and their new product called the "Smart Client". The Smart Client is web based, and incorporates the ease and access of the web with the functionality and strength of the Windows based application. Businesses that currently own and maintain subscription for Archibus will get the new product as part of the upgrade to the system! Locally, there were some awards announced at the conference.



#### Distinguished User Award

This award is presented to organizations or individuals who have provided sustained leadership in TIFM and IWMS automation practices and implementation. Their hallmark is Excellence by Example and they serve as innovative role models who will raise both the level of professionalism in our field and our recognition as strategic players in the creation of more cost-effective management policies.

Michelle Ray, IS Manager, Hamilton County, OH  
Andy Porter, University of Cincinnati, OH

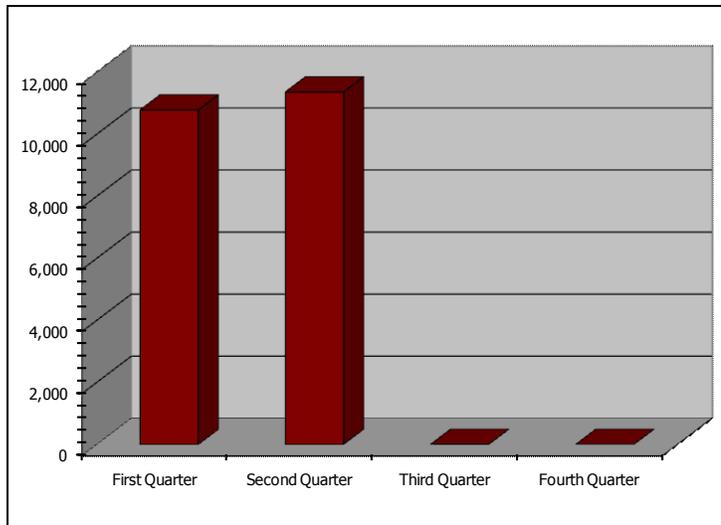
#### Users' Group Educational Excellence Award

Presented to the ARCHIBUS Users' Group (or Chairperson) that has experienced exceptional participation due to quality educational offerings and programs. The group consistently presents outstanding programs designed to meet the needs of the professional members.

Dan Bloemker, Great American Insurance Co. - Tri-State Archibus Users' Group

## Work Requests Completed by Problem Type Second Quarter 2010

First Quarter	10,783
Second Quarter	11,362
Third Quarter	
Fourth Quarter	
Year-To-Date	22,145



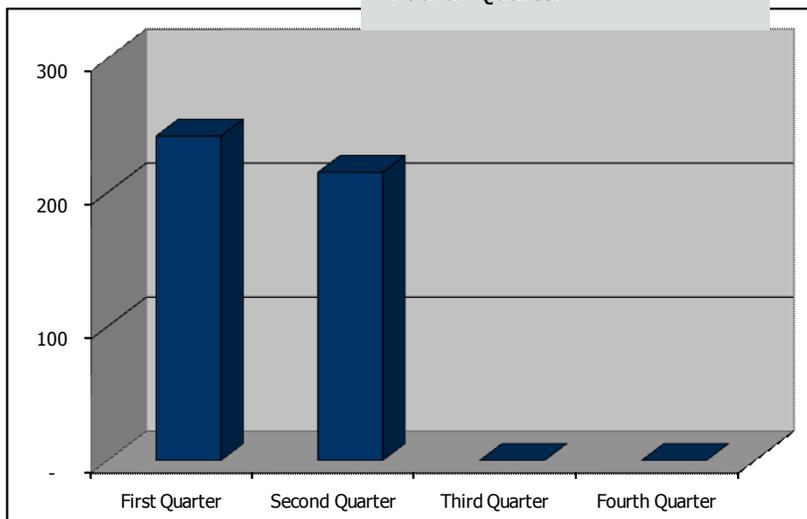
American Corrections Association	12
Americans with Disabilities Act	0
Audio Visual	6
Blinds	16
Replacement of damaged ceiling tiles	61
Cleaning	800
Compliance Management Inc.	34
Computer	18
Conference room configuration	21
Custodial Services	478
Deliveries for other dept w/in your bldg.	166
Doors	337
Drywall patching/replacement	21

Electrical issue	638
Building Automation System, Repairs / Mint	26
Electronic Security System	5
Electronic Lock	75
Repair TV's, Remote's, Amp's, DVD/VCR	4
Elevator Repairs/Maintenance	67
Escort Non-badge Persons	26
Escort LEADS	7
Escort Non-LEADS	7
Drills, Fire Drs/Smoke Evac./Dialer Tests, etc.	24
Fire Suppression System	8
Fire System Repair/Maintenance	55
Fleet Management issue	251
Flooring Repair	47
Furniture/Furnishing issue	398
Grounds/Landscape	190
Hillcrest Hygiene Supply Kit	0
New installation	227
Purchase Supplies, Stock Inv, Distribute	129
Jared's Law	0
Make/change keys	153
Appliance Repair, Food Cart Repairs	63
Kitchen Failure	21
Kitchen Inspection	29
Laundry Services	192
Leaking problem	142
Light bulb	1,249
Mechanical problem	643
Move a piece of equipment and/or furniture	319
Non Electronic Lock	64
Paint as required	103
Public Emp. Risk Reduction Prog.	14
Pest control activities	129
Phone Problems	20
Plumbing problem	2,022
Police the grounds, restrooms, etc	3
Pre-Bag Filters	14
Preventative Maintenance	11,881
Project (Fac Mgmt only)	26
Quality Assurance Inspections	0
2-Way Radio, Repeater, Tests/Repairs, etc.	98
Move, Inv, Store, Transport, Destroy Records	24
Roof	15
Safety	156
Safety Services (CMCuse only)	2
Security Fixture Repairs	145
Signage	58
Special event setup	63
Store rooms - Maint. and Building Services	27
Stocking paper supplies in Tenant Areas	58
Stocking Trades Shops	0
Telecommunications - JC Visitor phones	1
Temperature is too cold	85
Temperature is too hot	107
Towing	1
Transporting	23
Waste Exposure	29
Window or glass problem	12
<b>Total</b>	<b>22,145</b>

## Open Work Requests at the Beginning of the Quarter Second Quarter 2010

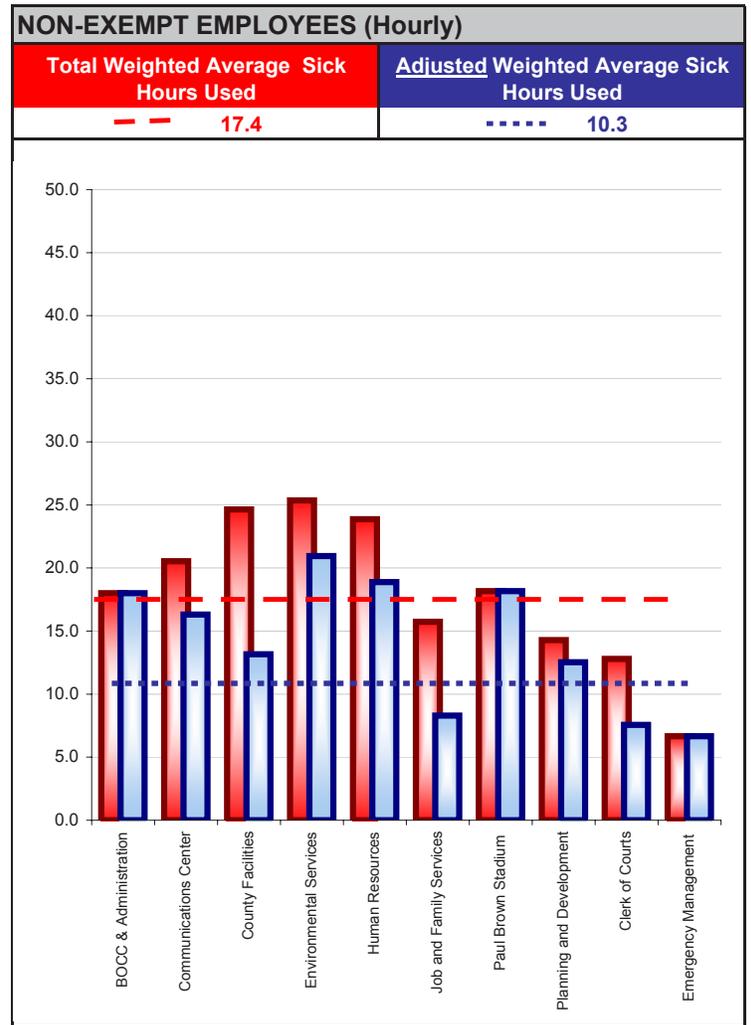
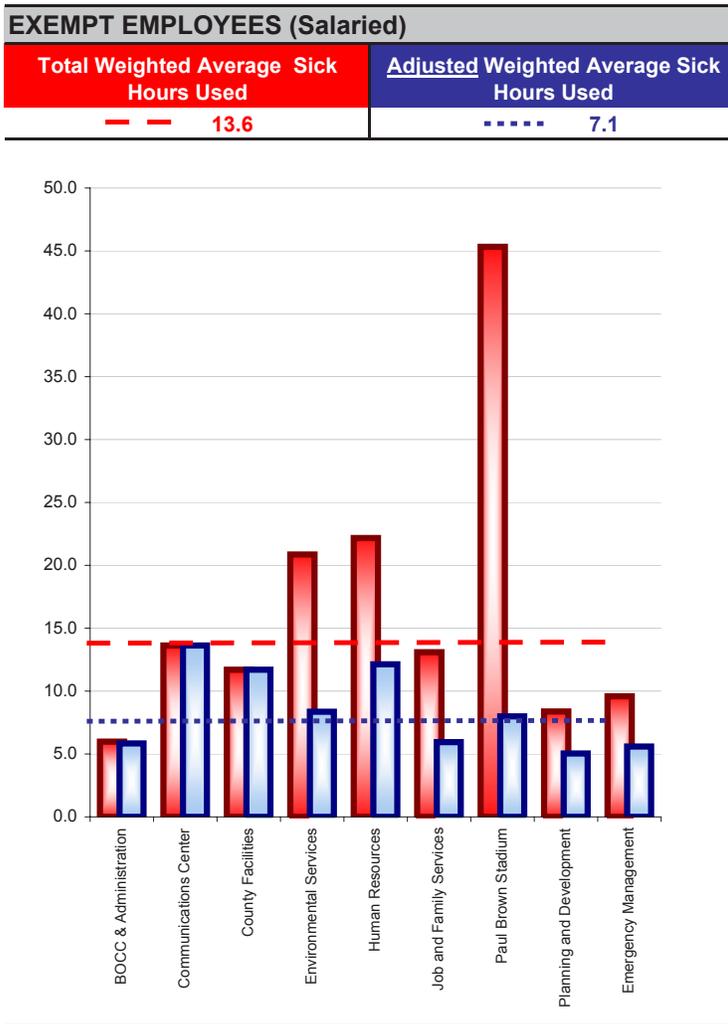
At the Beginning of:

First Quarter	242
Second Quarter	215
Third Quarter	
Fourth Quarter	



# Hamilton County Board of County Commissioners: Quarterly Sick Leave Report

Weighted Average Sick Leave Usage per Employee:  
County Facilities Trend Report



These charts show the weighted average quarterly sick leave usage for our department in comparison to the BOCC average for each quarter. This chart provides a snapshot of our department's average sick leave usage over time, it should help you to identify any trends in usage. Additionally, it provides a snapshot of our department's average sick leave usage compared to the average BOCC employee's usage. From this chart you will be able to tell whether our department's average sick leave usage is higher or lower than the average BOCC employee's usage.