



# ROSS TOWNSHIP RESOLUTION NUMBER 2017-040

## RESOLUTION AMENDING VARIOUS SECTIONS OF THE ROSS TOWNSHIP PERSONNEL POLICY TO ALLOW FOR FULL-TIME EMPLOYMENT IN THE FIRE DEPARTMENT

WHEREAS, at Resolution 11-39, the Ross Township Board of Trustees adopted comprehensive Personnel Policies to assist Ross Township employees in answering questions they may have regarding Township operations; and

WHEREAS, various Resolutions adopted over time by the Ross Township Board of Trustees amend these comprehensive Personnel Policies regarding Township operations; and

WHEREAS, in order that the Township create of a new full-time Fire Fighter/Paramedic position within the Fire Department.

BE IT RESOLVED, by the Trustees of Ross Township, Butler County, Ohio, as follows:

### **SECTION 1-A:**

That the Board of Trustees hereby amends the Ross Township Personnel Policy as follows: creation of a new full-time Fire Fighter/Paramedic description within the Fire Department to be placed in Section A.02,05 – Job Description; creation a new Authorized Leave section entitled Overtime (“Kelly”) Leave; and amends the Authorized Leave sections as they pertain to: Holiday Leave, Personal Leave, Vacation Leave, and Bereavement Leave as attached hereto as Exhibits “A”.

### **SECTION 2:**

This resolution shall take effect on August 17, 2017, following the filing of this resolution with the Ross Township Fiscal Officer.

### **SECTION 3:**

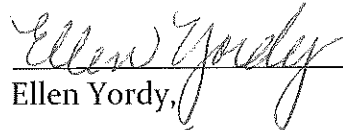
It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

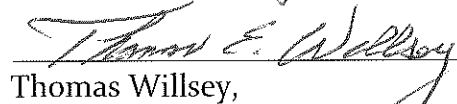
**INTRODUCTION AND VOTE RECORD:**

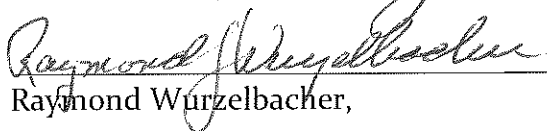
Trustee Yordy introduced the foregoing Resolution and moved its adoption, Trustee Wurzelbacher seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustee Willsey AYE Wurzelbacher AYE Yordy AYE

Adopted at the meeting of the Ross Township Board of Trustees this 17<sup>th</sup> day of August, 2017.

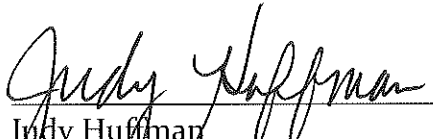
  
\_\_\_\_\_  
Ellen Yordy, President

  
\_\_\_\_\_  
Thomas Willsey, Vice President

  
\_\_\_\_\_  
Raymond Wurzelbacher, Trustee

**AUTHENTICATION**

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 17<sup>th</sup> day of August, 2017.

  
\_\_\_\_\_  
Judy Huffman  
Ross Township Fiscal Officer

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**Appendix A - Job Description**  
**A.02.05 Full Time Firefighter/Paramedic**

Revised: February 2, 2002

General Nature of Work: Protect life, property, and the environment by performing fire suppression, rescue, emergency care, hazardous materials, and fire prevention duties. Firefighters are directly responsible to a Lieutenant. They receive general direction and guidance in their performance of duties from Lieutenants and Captains. Firefighters consult with their Lieutenant/Captain regarding day-to-day operations, emergency operations, apparatus, equipment, etc. Firefighters may also consult with their lieutenants regarding station policy issues and other aspects of normal station operation. Firefighters do not directly supervise any other members of the department, although in the absence of an officer the senior member may supervise until a ranked officer is present.

POSITION FACTS:

Type	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal
Classification	<input type="checkbox"/> Salaried/Exempt	<input checked="" type="checkbox"/> Hourly/Non-Exempt	<input type="checkbox"/> Contractual
Weekend work required	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Possibly required
Shift work required	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Possibly required
Overtime	<input type="checkbox"/> Required	<input type="checkbox"/> Not required	<input checked="" type="checkbox"/> Possibly required

Equipment and Job Location: Firefighters live and work in a fire station. This work environment includes many of the same amenities of home, including kitchens, showers, beds, etc. In this environment perform day-to-day activities such as training, meeting with supervisors, etc. Outside of the fire house firefighters perform job functions in all types of weather, and under extreme emergency conditions. Work sites include the Ross Township Fire Department facilities located on Ross Millville and Cincinnati Brookville Roads, other township buildings, as well as areas inside and outside of Ross Township.

Essential Functions/Examples of Duties:

1. Perform duties in accordance with the Ross Township Fire Department Standard Operation Procedures.
2. Perform firefighting activities including, laying hose, and performing fire containment and extinguishment, under the supervision of an officer.
3. Perform rescue activities including the removal of victims from hazardous locations.
4. Perform emergency aid activities including emergency medical aid, basic or paramedic skills based on level of certification.
5. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
6. Positions and climbs ladders to gain access to upper levels of buildings to assist individuals from hazardous locations.
7. Creates openings in buildings for ventilation or entrance using appropriate and available tools.
8. Participates in the maintenance of incident accountability
9. Wears appropriate personnel protective equipment, including self-contained breathing apparatus.
10. Ability to communicate using two-way radio.
11. Maintains competence in firefighter skills and knowledge, emergency medical care, and other required competencies

Additional Examples of Work Performed:

1. Participate in fire trainings, attends class in firefighting, rescue, emergency medical care, hazardous material, and related subjects.

2. Attends regular training sessions to maintain and upgrade firefighting and emergency medical care skills.
3. Participates in the inspections of buildings, hydrants, and other fire prevention programs.
4. Maintains fire equipment, apparatus, and facilities.
5. Maintains EMS equipment, apparatus and facilities.
6. Performs minor repairs to departmental equipment.
7. Performs general maintenance work in the upkeep of fire facilities and equipment.
8. Presents programs to the community on safety and fire prevention topics.
9. Other duties assigned by ranking officer.

Desirable Knowledge, Skills, and Abilities:

1. Must be knowledgeable in emergency medical services, report writing, record keeping and the functions of a paramedic
2. Must be familiar with the location of area hospitals, streets, and routes to hospitals
3. Must be well versed in basic firefighting skills
4. Must have necessary manual skills to carry out emergency medical duties
5. Must have skill in dealing with persons under adverse conditions
6. Must have excellent interpersonal skills
7. Must be knowledgeable of safety codes
8. Must be able to read and understand building plans, blueprints and construction specifications
9. Knowledge of firefighting techniques and procedures
10. Knowledge of fire and emergency medical service equipment and maintenance
11. Neat appearance and good physical condition

Desirable Training and Experience: High School diploma or its equivalent; hold, and maintain, valid driver's license required; valid State of Ohio firefighter II, State of Ohio Paramedic, Fire Safety Inspector, ACLS and CPR certifications required. Graduation from an accredited college or university with a baccalaureate degree in fire science or a related field preferred.

### **5.03 Authorized Leave**

#### **Holiday Leave**

Full time firefighters working a 24/48 schedule will be paid a holiday check on December 31<sup>st</sup> of each year. This check will consist of eight (8) hours pay at the employee's current pay rate for each of the 10 holidays. If a full time firefighter is called in to work on an unscheduled holiday, the employee's hours will be paid at one and one half (1½) times the employee's current pay rate.

#### **Personal Leave**

Each full-time employee is authorized two personal days per year. A reason for this type of leave is not required. Supervisors, in the same manner as vacation leave, will authorize personal leave. Personal leave will not accumulate from year to year and can only be taken by employees who have completed their probationary period. Employees must, when requesting a personal day, submit a written request to their Supervisor in advance for approval. These hours may not be accrued.

#### **Vacation Leave**

In order to earn vacation time, an employee must have completed one year of service with the Township. The vacation accrual schedule is as follows:

- One (1) year of continuous service 2 weeks
- Eight (8) years of continuous service 3 weeks
- Fifteen (15) years of continuous service 4 weeks
- Twenty five (25) years of continuous service or more 5 weeks

Full time firefighters working a 24/48 schedule will be eligible for vacation after one year of employment and as follows:

**Resolution Number 2017-040**

**Exhibit "A"**

- |  |           |
|--|-----------|
| • One (1) year of continuous service   | 72 hours  |
| • Two (2) years of continuous service  | 120 hours |
| • Nine (9) years of continuous service | 168 hours |

**Bereavement Leave**

Regular full time employees are permitted to use up to three days of bereavement leave whenever there is a death in the family. Full time firefighters working a 24/48 schedule will be eligible to take up to two (2) 24 hour days per calendar year for the purpose of attending the funeral of a member of the employee's immediate family.

**Overtime ("Kelly") Leave**

Full a time firefighter is scheduled to work ten-24 hour days in a 28 day cycle that fire fighter will be eligible for a paid ("Kelly") day off (on the 10<sup>th</sup> scheduled day). This will amount to three or four Kelly days per year depending on each employee's schedule.