

• 11-3-2020

Motion made to correct
TYPES "H" in Healthy
Pg. 2

Requested by: Mayor James Wolf

Date of First Reading 10-6-2020

Waive Rules? Yes No

Final Action Date 10-6-2020

Vote Yes No

Replace:
Patrol Officer
with
Firefighter
Pg. 3

Suspension of Two-Reading Rule		City Council	Vote of Council	
Yes	No		Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Denise Lingo:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>ABSENT</u>	<u>ABSENT</u>	Jennifer Moody:	<u>ABSENT</u>	<u>ABSENT</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Robert Parsons:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Judy Petersen:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Joe Roetting:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kisha Dosa:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cordel George:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>6</u>	<u>0</u>	Totals:	<u>6</u>	<u>0</u>

**CITY OF MOUNT HEALTHY
ORDINANCE NO. 20-1921**

**ORDINANCE ESTABLISHING CIVIL SERVICE RULES FOR EXAMINATIONS AND
GRADING OF MOUNT HEALTHY FIRE DEPARTMENT
FOR FULL-TIME POSITIONS**

WHEREAS, pursuant to the passing of a Fire Protection and Emergency Services Levy ("Levy") in August, 2020, the City of Mount Healthy now needs to take the next step of staffing the full-time firefighter positions created as a result of the passing of the Levy; and

WHEREAS, civil service examinations need to be administered and graded in order to fill original appointments to the aforementioned full-time firefighter positions for the Mount Healthy Fire Department.

NOW, THEREFORE, BE IT ORDAINED by a majority of Council of the City of Mount Healthy, State of Ohio, the following:

- Section 1** That Council hereby adopts, establishes and implements within the City of Mount Healthy, that examinations for original appointments shall be open to all individuals who otherwise qualify for appointment to or employment in a position under the following rules.
- Section 2** Examinations may include an evaluation of such factors as education, training, capacity, knowledge, manual dexterity, and physical or psychological fitness. Examinations may consist of one test or of more than one test in combination. Tests may be written, oral, physical, demonstration of ability to perform essential functions, or an evaluation of training and experience, and shall be designed to fairly test the relative capacity of the persons examined to discharge the particular duties of the position or classification for which appointment is sought. Tests may include structured interviews, assessment centers, work simulations, examination of knowledge, skills, and abilities, and any other acceptable testing methods. Where minimum or maximum requirements are established for any examination, the same shall be specified in the examination announcement. These minimum or maximum requirements may include, but are not limited to, creating a maximum number of applicants who can sit to test for an open or original position(s).
- Section 3** The Civil Service Commission shall prescribe the subjects of each examination(s) and the relative weights to be assigned thereto; provided that any such determination must have been made prior to the date of such examination(s). Notices and Sites for Competitive Examinations will comply with Section 7.07 of the Rules and Regulations of the Civil Service Commission of the City of Mt. Healthy, Ohio.
- Section 4.** Applicants for the full-time firefighter original appointment positions shall have attained the age of ~~twenty one (21)~~ ¹⁸ years on or before the date of the written examination and be subject to physical, psychological, medical, or drug testing as set forth in Section 7.08 of the Rules and Regulations of the Civil Service Commission of the City of Mt. Healthy, Ohio.
- Section 5.** Administration of the examination for the full-time firefighter original appointment positions shall comply with Sections 7.09; 7.10; 7.11; 7.12; 7.13; 7.14; and 7.15; of the Rules and Regulations of the Civil Service Commission of the City of Mt. Healthy, Ohio.
- Section 6.** Grading of the examination for the full-time firefighter original appointment positions shall comply with Sections 8.02 of the Rules and Regulations of the Civil Service Commission of the City of Mt. Healthy, Ohio, and include the following rules for grading examinations and granting extra credit:

- a. Any applicant for original appointment who is a resident of Ohio, who has completed service in the uniformed services as described in R.C. 124.23, who was honorably discharged or transferred to reserve duty with evidence of satisfactory service, and who otherwise meets the qualifications of that section, may file with the Commission a certificate of service or honorable discharge for extra credit for such service. The applicant must submit proof of by the application deadline. The Commission shall grant additional credit of twenty percent (20%) of the total grade given in the regular examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.
- b. Such requests for uniformed service credit must be submitted to the Commission along with the application for examination and must, at that time, be accompanied by proof of uniformed service as described above. Uniformed service credit requested after the final date for test application will not be honored.
- c. Applicants eligible for veterans' credit on original examination shall receive a priority in ranking over non-veterans who obtain an identical grade.
- d. Credit for education: for completion of an associate's degree, ten percent (10%) additional credit shall be added to the total grade attainable in the examination. For completion of a bachelor's degree, twenty percent (20%) additional credit shall be added to the total grade attainable in the examination. The applicant must submit proof of completed degree by the application deadline.
- e. Credit for service as a part-time firefighter with the City of Mt. Healthy: for each of the first five (5) years of service, three percent (3%) additional credit shall be added to the total grade attainable in the examination.
- f. The total amount of combined additional credit for veteran or uniformed service status, education, and/or service as a part-time ~~Patrol Officer~~ ^{FIRE FIGHTER} with the City of Mt. Healthy may not exceed twenty-five percent (25%) of the total grade attainable in the examination.

Section 7. That this Ordinance shall go into effect and become law from and after the earliest period allowed by law.

Section 8: That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

Adopted this 6 day of October, 2020.

Passed this 6 day of ~~July, 2020~~ October 2020

Ron Buttner
President of Council

Attest: Melanie B
Clerk of Council

Approved this 6 day of October, 2020.

Jewell
Mayor

Notice is hereby given that the Mt. Healthy Fire/EMS Department will hold a test process for the purpose of establishing an eligibility list for the position of Full-Time Firefighter Paramedic.

All dates, times, and locations contained within this announcement are subject to change. Any change in the dates, times, or locations contained within this announcement will be communicated in writing to all registered candidates.

REQUEST FOR REASONABLE ACCOMMODATION: City of Mt. Healthy is an Equal Opportunity Employer. If any candidate or prospective candidate requires reasonable accommodation (per the Americans with Disabilities Act) in order to participate in any test phase noted herein, the candidate must advise the City of Mt. Healthy in advance, in writing, and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS: Candidates must be capable of performing the essential job functions of a firefighter/paramedic with or without reasonable accommodations. All phases of the assessment are designed to measure a candidate's ability to perform the essential functions of the job.

JOB DESCRIPTION: A written job description for the position of firefighter paramedic is provided with this announcement.

WORK SCHEDULE: The work schedule consists of a 53-hour work week most of the time. Each firefighter paramedic will work one day (24 hours) and then have two days (48 hours) off, with a Kelly day every Tuesday or Friday. At the discretion of fire chief, firefighter paramedics may also be assigned various other work schedules in accordance with their work assignments.

SALARY AND BENEFITS: Salary (effective January 1, 2021) is between \$57,000 to \$62,000 annually.

Benefits:

- Paid sick leave and vacation,
- Medical and dental insurance,
- Uniforms and most equipment furnished
- Ohio Police and Fire Pension Fund.

The Full-Time Firefighter Paramedic position is *Fair Labor Standards Act* non-exempt

ELIGIBILITY: To be eligible for the Full-Time Firefighter Paramedic employment process, the following are considered minimum requirements: candidate must have a high school diploma or a General Equivalency Diploma (GED), candidate must have at minimum a State of Ohio Firefighter Level II certification, candidate must have a current State of Ohio Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.

NOTE: A successfully hired candidate possessing a State of Ohio Firefighter Level II certificate and currently an EMT – Basic enrolled in an approved paramedic training program must be a Paramedic by the end of the employee’s probation date.

Candidates must possess a valid State issued automobile driver’s license, and must maintain any licensing requirements of the Department; in good medical and physical condition; no criminal record (felony and driving under the influence convictions) at time of hire; four or fewer points assessed against candidate’s motor vehicle report, during the last 36 months, at time of application.

The candidate must successfully complete the fire departments physical agility test.

REGISTRATION: Registration for the Full-Time Firefighter Paramedic hiring process begins at 8 a.m. on _____. Interested candidates must submit a cover letter and resume, specifically focused on one’s qualifications for this position. *The cover letter and resume must not be more than a total of four pages combined.* Resumes and supporting documentation must be submitted to the City of Mt. Healthy Manager’s office, 7700 Perry Street, Mt. Healthy Ohio 45231, no later than 4 p.m. on _____. Resumes received after the time will not be considered.

The following supporting documents and information are requirements that must be submitted with the resume packet by each candidate:

- An official hardcopy of his or her academic transcripts (i.e., high school or college or university).
- If the candidate is a U.S. military veteran, he or she must submit proof of an “honorable” discharge or under honorable conditions or other proof of satisfactory service (Form DD214).
- Each candidate must ensure that the Department is provided with his or her most current personal information such as legal name, address, telephone or cell number and e-mail address.

MILITARY LEAVE ACCOMMODATION: The noted deadlines for registration and completion of registration related documentation are subject to modification on an individual basis, based on an eligible candidate’s Military Leave status, as may be required to ensure

compliance with the Re-Employment Rights Act of 1994.

TEST DATE AND TIME: The written test will be administered on _____

The written test WILL begin promptly at 7:00 p.m. Candidates must arrive at least 15-minutes prior to the start time. **LATE ARRIVALS WILL NOT BE ADMITTED!**

LENGTH OF THE TEST: Candidates should plan on spending a minimum of two- hours to complete the written test.

WRITTEN TEST LOCATION: The written test will be administered at _____

WRITTEN TEST: A written test will be administered by the City's Civil Service Commission to candidates meeting the eligibility requirements by means of a paper test.

ORAL INTERVIEW: An oral interview will be administered to the Candidates that pass the written test. Oral interviews will be administered on the following date(s): _____ at the Mt. Healthy City Hall, 7700 Perry Street, Mt. Healthy Ohio 45231.

TOTAL SCORE AND ELIGIBILITY LIST: The total employment eligibility list score will be the sum of the points earned from the written test; the City's Civil Service Commission will provide the fire chief with the top ten candidates. These top ten candidates will sit for an oral interview.

It is the policy of the City of Mt. Healthy that no person will be discriminated against based on race, color, religion, national origin, ancestry, sex, age, disability, veteran status, or any other unlawful factor.

STARTING SALARY AND REQUIRED CERTIFICATIONS:

Firefighter/Paramedic: \$57,000

Firefighter/Paramedic/Fire Safety Inspector: \$58,500

Firefighter/Paramedic/Instructor: \$60,500

Firefighter/Paramedic/Fire Safety Inspector/Instructor: \$62,000

A new employee with the minimum requirement of firefighter/paramedic will start at \$57,000

If the new employee has their fire safety inspector's certification, they will start at \$58,500. You have one year to pass and obtain your fire inspector certification.

If the new employee has an instructor's certification (fire or EMS or both) the new employee will start at \$60,500. The new employee is required to obtain a fire and EMS instructor certification within the first 6

years of employment.

If the new employee has all requirements (firefighter/paramedic/fire safety inspector and fire and EMS instructor), the employee will start at \$62,000.

The new employee must be a pump operator within the first year of employment.

Failure of the employee to meet any of these requirements within their listed timeline will result in termination.

CITY OF MT. HEALTHY

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POSITION DESCRIPTION

Employee Name:		Position Title:	Firefighter/Paramedic
Dept./Div.:	Fire Department	Employment Status:	Full-time
Reports to:	Fire Lieutenant	FLSA Status; Pay:	Nonexempt
Normal Hours:	Varies	Civil Service Status:	Classified

GENERAL DESCRIPTION:

Under general supervision, the Firefighter/Paramedic controls and extinguishes fires, responds to emergency situations where life, property, or the environment is at risk; fire prevention, public education, emergency medical service, hazardous material response, search and rescue, disaster assistance, continual job related training, and equipment maintenance.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); successful completion of the State Firefighter II Certification and Paramedic Certification; must meet physical and psychological requirements for firefighter, and/or Paramedic; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid driver's license. Must remain insurable under the City's vehicle insurance policy. Must possess Ohio State Career Firefighter II Certification. Must be issued a certificate to practice as a Paramedic.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Fire suppression, rescue, and other emergency services tools and equipment such as fire engines, four wheel drive patrols, fire trucks, aerial ladder trucks, utility vehicles, boats, hoses, nozzles, ladders, pick-axes, chain saws, crowbars, hydraulic rescue tools, and sledgehammers and other EMT equipment, and firefighting tools; cell phone, two-way radios and other communication devices; computers, telephone, fax machines, copiers, scanners, and other standard office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

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POSITION DESCRIPTION

Employee Name:		Position Title:	Firefighter/Paramedic
Dept./Div.:	Fire Department	Employment Status:	Full-time
Reports to:	Fire Lieutenant	FLSA Status; Pay:	Nonexempt
Normal Hours:	Varies	Civil Service Status:	Classified

objects to the feet; participants in medical and first aid activities; exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Performs fire prevention, suppression, and rescue activities; responds to fire alarms; makes openings in burning buildings for ventilation and entry; lays and connects hose lines; operates nozzles directing water streams; operates portable chemical fire extinguisher, axes, claw tools, and other equipment; performs salvage operations at fire scenes (e.g., covering furniture, mopping floors, cleaning debris, etc.); drives and operates all vehicles (e.g., pump and ladder trucks, aerial bucket truck, automobiles, etc.); operates fire suppression equipment; raises and climbs ladders; prevents the spread of fire and protects property from water damage; tests fire hydrants for flow, pressure, condition, accessibility, and location; communicates with dispatcher and safety personnel in person and via two-way radio.
2. Performs emergency or other medical care functions; responds to rescue calls; operates ambulance and provides emergency medical treatment to injured and ill persons (e.g., provides bandaging, administers oxygen and CPR); immobilizes fractures and administers other first aid procedures; removes persons from emergency situations; administers IVs; administers paralytics, performs surgical airway management, assists in childbirth; utilizes blood pressure cuff, stethoscope, IV kit, backboards, and other related equipment; monitors and interprets EKGs; defibrillates cardiac patients; inserts EOA and ET tubes; administers medication; monitors cardiac telemetry; maintains radio communication with hospital; performs all duties according to certification standards as set forth by the State of Ohio.
3. Maintains fire equipment, apparatus, and facilities; ensures proper operation of life support equipment, instruments, and supplies; inventories and restocks medical supplies; inspects, cleans, and performs minor maintenance on vehicles; performs general maintenance work in the upkeep of fire facilities and equipment; maintains cleanliness and orderliness of EMS units and squad bays; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes,

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POSITION DESCRIPTION

Employee Name:		Position Title:	Firefighter/Paramedic
Dept./Div.:	Fire Department	Employment Status:	Full-time
Reports to:	Fire Lieutenant	FLSA Status; Pay:	Nonexempt
Normal Hours:	Varies	Civil Service Status:	Classified

hangs and dries hose; washes, cleans, polishes, maintains, and tests apparatus and equipment; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

4. Prepares and submits run reports (e.g., record of treatment, nature of problem, victim identification information); communicates with victim, victims' families, law officers, fire fighters, MDs, and general public.
5. Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.
6. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City goals and objectives;* City policies and procedures;* emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; medical technology; medical terminology; local geographic area; fire suppression and prevention techniques; fire/emergency rescue techniques; fire investigation and arson detection technique; fire preventions laws, codes, rules, and regulations; tools and equipment utilized in firefighting operations; two-way radio operations; geographic layout of jurisdictions; safety practices and procedures; English grammar and spelling.

Skill in: use of modern office equipment; computer operation; computer programs (e.g., Microsoft Office); motor vehicle operation; standard firefighting equipment operation.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; respond to routine inquiries from public and/or officials; communicate effectively; demonstrate physical endurance; demonstrate physical agility; perform heavy manual labor for extended periods of time and often adverse conditions; travel to and gain access to worksite; move quickly and effectively from one task to

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POSITION DESCRIPTION

Employee Name:		Position Title:	Firefighter/Paramedic
Dept./Div.:	Fire Department	Employment Status:	Full-time
Reports to:	Fire Lieutenant	FLSA Status; Pay:	Nonexempt
Normal Hours:	Varies	Civil Service Status:	Classified

the other; lift, position, and move individuals according to establish procedure; operate fire equipment; maintain fitness standards; develop and maintain effective working relationships.

POSITIONS DIRECTLY SUPERVISED: None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent and is subject to change. This position description does not constitute an employment agreement between the Employer and employee. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

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Date Adopted:

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