

**CITY OF DELAWARE  
CIVIL SERVICE COMMISSION  
AGENDA**

**CITY COUNCIL CHAMBERS  
1 SOUTH SANDUSKY STREET  
JULY 13, 2015, 3:00 P.M.**

1. ROLL CALL
2. APPROVAL OF THE JUNE 15, 2015 MOTION SUMMARY AS RECORDED AND TRANSCRIBED.
3. AMEND THE POLICE OFFICER LIST
4. PRESENT THE FIREFIGHTER HIRING PROCESS PROPOSALS
5. PUBLIC COMMENTS
6. COMMITTEE COMMENTS
7. ADJOURNMENT

**MOTION SUMMARY  
CIVIL SERVICE COMMISSION  
JUNE 15, 2015**

**1. ROLL CALL**

Julie William called roll.

Members Present: Jack Hilborn, April Nelson and Michael Robinson  
Jack Hilborn called the meeting to order at 3:00 pm.

Staff Present: City Attorney Darren Shulman, Assistant City Manager Jackie Walker, Human Resource Manager Jessica Feller, Fire Chief John Donahue, Police Chief Bruce Pijanowski, City Council Member Lisa Keller

**2. APPROVAL OF THE MOTION SUMMARIES OF THE REGULAR MEETINGS OF CIVIL SERVICE COMMISSION HELD MAY 6, 2015, AS RECORDED AND TRANSCRIBED.**

**MOTION:** On a motion made by Michael and seconded by April the vote to approve of the motion summaries as presented was unanimously approved by a 3-0 vote.

**3. PRESENT THE FIREFIGHTER HIRING PROCESS PROPOSALS**

Ten proposals are presented by Chief John Donahue. Proposal one includes changes to the qualifications. Proposal two includes changes to the written to the examination/administration. Proposal three includes changes to the scoring. Proposal four includes the use of a rolling list. Proposal five includes changes to the administration of a validated physical agility test. Proposal six includes changes to the City physical agility test. Proposal seven includes changes to the oral panel interview scoring. Proposal seven includes changes to the oral panel interview composition. Proposal eight includes changes to the additional points. Proposal nine includes changes to the certification process. Proposal ten includes the addition of part time firefighter recruitment.

Darren clarifies that the role of the commission is limited to establishing processes based on merit and fitness.

April requests a copy of the PowerPoint as is presented.

Jack inquires of the certification changes as they pertain to the length of time invested to obtain the paramedic certification. Chief Donahue reports the process takes twelve to thirteen months. Jack asks for the amount of working hours that constitute a part time firefighter position. Chief Donahue states less than thirty-five working hours per week. Part time firefighters would work every other shift day. Jack asks if it is typical for other departments to permit practice physical agility. Jessica reports the CPAT and the Firefighter Mile do allow for practice testing. Jack asks about the citizen identification process for developing the interview panel. Chief Donahue states advertising is done on our website for citizen panel members and a training process is provided. Mike asks for information to be provided on total applicant costs as compared to other jurisdictions. Chief Donahue states he will provide that information, and that paramedic training is around \$4000.

Firefighter Joe Murphy speaks on behalf of the Local IAFF that they have some safety concerns however; discussions regarding the proposals will come following the meeting this evening with the Local IAFF

Firefighter/Paramedic Tim Pyle states that his concerns include the statements made that the process mirrors the police process; the cost to the written exam; background investigation processes; what the passing score is and consists of; the rolling list and does it allow a candidate to be passed over just to take someone entering the list; the cost of the agility test; mirroring police in terms of required training vs. not required; justification of passing over candidates; part time- why not mirror police; and the negative consequences of ensuring this doesn't happen for candidates turning down part-time.

Firefighter/Paramedic Blaise Stojkov questions if our current process is or isn't fair, or if we even need to ensure it is a fair process? Fair processes don't always make for the best playing field.

**4. EXTEND THE FIREFIGHTER LIST**

Chief Donahue reports that there are two open positions to be filled currently and asks for one additional month, if the commission is not comfortable certifying the list to continue for the entire two year period.

**MOTION:** On a motion made by Mike and seconded by April the extension of the firefighter certified list was unanimously approved for extension to September 18, 2015 by a 3-0 vote.

**5. AMEND THE POLICE OFFICER LIST**

One candidate took another position. Another candidate withdrew due to personal reasons.

**MOTION:** On a motion made by April and seconded by Mike the amendment of the police officer list was unanimously approved by a 3-0 vote.

**6. PUBLIC COMMENT**

There was no additional public comment.

**7. COMMISSION MEMBERS COMMENT**

April asked for some clarification regarding the reinstatement of Jared Wood reflected in the February 4, 2015 meeting minutes.

The next Civil Service meeting is agreed to be moved from Tuesday, July 1 to Monday, July 13, 2015.

**8. MEETING ADJOURNMENT**

Chairman Hilborn adjourned the meeting at 4:05 p.m.

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Jack Hilborn, Chairman

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Julie Williams, Secretary

## Julie Williams

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**From:** Bruce Pijanowski  
**Sent:** Tuesday, July 07, 2015 7:59 AM  
**To:** Julie Williams  
**Subject:** FW: Removal from list request

Regarding Okine...

Bruce Pijanowski, CLEE  
Chief of Police  
Delaware Police Department  
70 N. Union St.  
Delaware, OH 43015  
(740) 203-1101

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**From:** Austin Barnthouse  
**Sent:** Monday, July 06, 2015 11:53 PM  
**To:** Bruce Pijanowski  
**Subject:** Fwd: Removal from list request

Please see below.

Sent from my iPhone

Begin forwarded message:

**From:** Kenny <[kennyokine@hotmail.com](mailto:kennyokine@hotmail.com)>  
**Date:** July 6, 2015 at 22:36:35 EDT  
**To:** "[abarnthouse@delawareohio.net](mailto:abarnthouse@delawareohio.net)" <[abarnthouse@delawareohio.net](mailto:abarnthouse@delawareohio.net)>  
**Subject:** Removal from list request

Good Evening Officer Barnthouse,

I hope all is well. I spoke with Chief Pijanowski this afternoon and have decided that it is best for my family to be removed from the list of candidates because the residential academy for 16 weeks would be too disruptive for our family at this time. Chief Pijanowski directed me to email and ask that you forward it to him. Below is my official request for removal:

July 6, 2015

Re: Request for removal from candidate list

Chief Pijanowski,

It was a pleasure speaking with you last week and on today regarding my aspirations of becoming a police officer with Delaware City Police. I am sincerely appreciative of the time you have invested in me and the opportunity you gave me to be considered a candidate in the upcoming recruitment class. My conversations and background investigation with Officer Barnthouse clearly showed me that your Department would have been a great fit at this juncture in my life. The time and thorough nature of the investigation by Officer Barnthouse was no less than exceptional. I truly regret this request to be removed from the list of candidates. At your recommendation, my wife and I gave one final consideration into the reality of my being away from my family for 16 weeks, as well as the unpredictability and length of shift work and being on patrol. As much as the idea of embarking on the opportunity to enter into the career of my dreams excites me, as you and Officer Barnthouse have stated, the family has to be equally committed to the journey in order for the citizens of Delaware, your department, and my family to equally benefit under the circumstances. The residential academy continues to be the area where we feel will be most overwhelming for our family at this time. I appreciate your confirmation that I am eligible to reapply if circumstances indeed change.

Again, thank you for your consideration and guidance during this hiring process.

Respectfully,

Kenneth Okine

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This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.

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This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.



CITY OF DELAWARE

To: City Manager R Thomas Homan  
From: Chief Bruce Pijanowski  
CC: Darren Shulman, Jessica Feller  
Date: July 6, 2015  
Re: Disqualification of Civil Service Candidate

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In accordance with the City of Delaware Civil Service Commission Rules and Regulations, revised June 9, 2014, I am forwarding for your approval a list of candidates recommended for disqualification to be forwarded to the City of Delaware Civil Service Commission.

The below listed candidates are recommended for disqualification according to the established disqualifiers under Rule V(H)(4) of the Civil Service Rules. If approved by you, I am recommending that these names be forwarded to the City of Delaware Civil Service Commission to have the listed candidate removed from the current list.

- 1) Tyler Brewer
- 2) Ryan Sutphin

Approved Date: Sept. 3, 2014

**City of Delaware  
Police Officer Certified List (2014)**

Expiration Date: Continuous

Original List Order	Current List Order	Candidate	COMBINED SCORE	Military Points	Edu. Points	Certified Status Points	OVERALL SCORE (for CSC eligibility list)	Date Placed on Certified List	Roll-off Date (1 yr from date placed on list unless extended)	Candidate Status as of Feb. 2, 2015 CSC Meeting	Candidate Status as of May 6, 2015 CSC Meeting	Candidate Status as of June 15, 2015 CSC Meeting	Candidate Status as of July 13, 2015 CSC Meeting
2	1	Lance McDaniel	85.17	1	3		89.17	9/3/2014	9/3/2015	passed over 2 times			
3	2	Braden Peters	84.50		2		86.50	9/3/2014	9/3/2015	passed over 2 times			
	3	John Young	82.34		2	2	86.34	5/6/2015	5/6/2016		added to list		
4	4	John Chiriac	82.28		2	2	86.28	9/3/2014	9/3/2015	passed over 2 times			
	5	Michael Barnes	83.21	1	2		86.21	5/6/2015	5/6/2016		added to list		
7	1	Anthony Pizzi	80.35		2	2	84.35	9/3/2014	9/3/2015	passed over			
	2	Alison Castrilla	79.92		2	2	83.92	5/6/2015	5/6/2016		added to list		
	3	Jeffrey Ford	81.58			2	83.58	5/6/2015	5/6/2016		added to list		
10	4	Chris Willis	79.45		2	2	83.45	9/3/2014	9/3/2015				
	5	Jason Carroll	79.38		2	2	83.38	5/6/2016	5/6/2016		added to list		
	1	Alex Yarnell	80.91			2	82.91	5/6/2015	5/6/2016		added to list		
	2	Garret Lotz	82.71				82.71	5/6/2015	5/6/2016		added to list		
	3	Timothy Pike	79.55		2	1	82.55	5/6/2015	5/6/2016		added to list		
	4	Joseph Miller	80.99	1			81.99	5/6/2015	5/6/2016		added to list		
12	5	Jeff Hoffman	80.45	1			81.45	9/3/2014	9/3/2015				
	6	Roman Sena	80.29	1			81.29	5/6/2015	5/6/2016		added to list		
	7	Steven Croushore	80.19			1	81.19	5/6/2015	5/6/2016		added to list		
	8	Jordan Cornwell	78.89		2		80.89	5/6/2015	5/6/2016		added to list		
13	9	Max Muir	80.68				80.68	9/3/2014	9/3/2015				
14	10	Kevin Kline	80.39				80.39	9/3/2014	9/3/2015				
15	11	David Evinsky	77.45		2		79.45	9/3/2014	9/3/2015				
16	12	Elise Smith	78.05				78.05	9/3/2014	9/3/2015				
<b>Hired/Removed from List/Disqualified</b>													
1		Joshua Curtis	86.825	1	2		89.83	9/3/2014		accepted position elsewhere			
6		Jacob Smith	82.82			2	84.82	9/3/2014		accepted position elsewhere			

**City of Delaware  
Police Officer Certified List (2014)**

5	Michael Adams	83.895	1		1	85.90	9/3/2014		hired; 2-18-15			
9	Benjamin Sholl	81.26	1	2		84.26	9/3/2014		hired 1-14-15			
8	Dana Jagger	80.265		2	2	84.27	9/3/2014		recommended for removal from list			
11	Chris Schofield	81.02	1			82.02	9/3/2014		recommended for removal from list			
8	Matthew Rahde	81.19		2	2	85.19	5/6/2015	5/6/2016		added to list	withdrew from process	withdrew from process
12	Allen Salyers	80.55	1		2	83.55	5/6/2015	5/6/2016		added to list	withdrew from process	withdrew from process
7	Kenneth Okine	82.26			3	85.26	5/6/2015	5/6/2016		added to list		withdrew from process
13	Tyler Brewer	80.05		1	2	83.05	5/6/2015	5/6/2016		added to list		recommended for removal from list
6	Ryan Sutphin	81.66	1	2	1	85.66	5/6/2015	5/6/2016		added to list		recommended for removal from list

**List Certified on the 13th day of July, 2015, by the Civil Service Commission.**

\_\_\_\_\_  
Jack Hilborn  
Chairman, Civil Service Commission

1 Addition of 17 names on May 6, 2015.



# Firefighter Hiring Process

## Purpose

- Update the Firefighter Hiring Process
- Discuss multiple proposals
- Utilize similar process approved for the Police Department

## Proposal # 1 - Qualifications

- EMT Certification will remain as part of the hiring process. We will increase the points awarded due to the value of the Paramedic Certification – (Note Change)
- Justification: Current FF-EMTs are sent to paramedic school that lasts over 1-year. During this period of time, Firefighter attends class, hospital clinical time and field experience while earning full salary (and sometimes overtime). Making this change will save the city approximately \$80,000 per firefighter, based on the cost of the class, salary, and benefits for the period they are in school. An additional costs for Overtime can range from an additional \$5-10,000. While this may reduce the pool of eligible candidates, this change will ensure that new hires can start work soon after they start.

## **Proposal # 2 – Written Examination-Administration**

- Test still provided by third party; third party also administers the test.
  - Applicants pay a fee to take the test.
  - Vendor has hardship grant.
  - Applicants take the test once and can choose which participating agencies to send their score to.
  - Provider can provide test scores to the City continuously.
  - Test is offered at multiple times and locations.
- Justification: This change mirrors process adopted in police recruitment.
  - *More convenient for applicants, who can apply to multiple agencies.*
  - *More opportunities to take the test.*
  - *Widens our pool.*
  - *Cost savings to city: \$931 representing staff time preparing and administering written test and cost of written test.*

# Choose Your Departments

Your first choice is included in the price of your test. Choose additional department jobs for only \$7.00 each.

- Review department benefits and requirements before you chose.
- Your application and scores will be available to each department you choose.
- **You can add more departments before your test date but once your test is complete, you will only be allowed to add departments that are new to NTN.**
- NTN requires 6 months between written tests.

## Filter Your Results [-]

Job Class

Region

State

New Jobs Only?  Opened in the last 30 days

**Update**

Currently Selected (0)

Positions you wish to apply for

# 18 Results for FIREFIGHTER Positions

To add a job to your selection simply select the checkbox to the right of the position. Clicking on the name will show you the approximate location of the position and give you a link to the job details.

**OHIO**
[-]

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**FOSTORIA, CITY OF**  
FIREFIGHTER/PARAMEDIC NEW

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**MARYSVILLE, CITY OF**  
PART-TIME FIREFIGHTER/PARAMEDIC

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**MIAMI VALLEY FIRE/EMS ALLIANCE**  
FIREFIGHTER - 20 DEPARTMENT CONSORTIUM

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**PERRYSBURG, CITY OF, FIRE DEPARTMENT**  
ENTRY LEVEL FIREFIGHTER/PARAMEDIC

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**SANDUSKY, CITY OF, FIRE DEPARTMENT**  
FIREFIGHTER NEW

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**SCIOTO TOWNSHIP FIRE DEPARTMENT**  
PART-TIME FIREFIGHTER/EMT OR FIREFIGHTER/PARAMEDIC

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**VIOLET TOWNSHIP FIRE DEPARTMENT**  
VOLUNTEER/PART-TIME FIREFIGHTER

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**WESTERVILLE OHIO, CITY OF, DIVISION OF FIRE**  
PART-TIME FIRE TECHNICIAN NEW

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**JEFFERSON TOWNSHIP FIRE DEPARTMENT**  
FULL AND PART-TIME FIREFIGHTER-PARAMEDIC

**OHIO**
[-]

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**MIFFLIN TOWNSHIP DIVISION OF FIRE**  
BY DEPARTMENT INVITATION

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**MORaine, CITY OF**  
FIREFIGHTER/PARAMEDIC

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**PIQUA CITY OF**  
FIREFIGHTER/PARAMEDIC

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**PLAIN TOWNSHIP FIRE DEPARTMENT**  
FIREFIGHTER

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**PLEASANT VALLEY JOINT FIRE DISTRICT**  
FIREFIGHTER/MEDIC  
APPLY BY DEPARTMENT INVITATION ONLY

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**SIDNEY, CITY OF**  
FIREFIGHTER/PARAMEDIC

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**UPPER ARLINGTON FIRE DIVISION**  
FIREFIGHTER

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**WHITEHALL, CITY OF, DIVISION OF FIRE**  
FIREFIGHTER/PARAMEDIC

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**WORTHINGTON, CITY OF, DIVISION OF FIRE AND EMS**  
FULL TIME FIREFIGHTER EMT-P

## Police Department Experience: 3<sup>rd</sup> Party Written Examination

- More consistent pool of candidates – far fewer obviously unacceptable candidates.
- More diverse pool of candidates
- We did have candidates from outside the region , but still a high number from Ohio and central Ohio
- Too soon to see a pattern on the backgrounds, but our first round of backgrounds had 3 of 4 recommended to proceed. Normally a much higher attrition rate on backgrounds.

### **Proposal # 3 – Written Examination-Scoring**

- Written exam will account for 50% of the overall certification list score.
- Justification: Previously the written score moved the candidate on to the agility test. If the candidate passed the agility, the interview process comprised 100% of the certification list score. Provides for a balanced score and mirrors police process.

## Proposal # 4 - Written Examination-Rolling List

- Rolling list with multiple test dates and scores accepted on a continual basis.
- Justification: Will allow for candidates to submit and test at any time. Currently we are limited to those who take our test on one date. Candidates can re-test every 6 months. Scores are valid for 1 year. Practice tests are available for candidates.

## **Proposal # 5 – Physical Agility Assessment**

- Recommending pilot through 2016 under which candidate takes either our test or submit a validated 3<sup>rd</sup> party test.
- Pilot through end of 2016 - If no action taken by CSC, the 3<sup>rd</sup> party test acceptance will automatically end at the end of 2016.
- Allow time to analyze impact with report submitted to Civil Service Commission.

## Proposal # 5 – Physical Agility Assessment (continued)

- Justification: 3<sup>rd</sup> party tests have been validated, reducing risk of legal challenge. Increases pool of qualified candidates locally and throughout the nation. If they are using 3<sup>rd</sup> party test, must be submitted prior to the City conducting their test.

## **Proposal # 5 – Physical Agility Assessment (continued)**

### **Recommended Physical Agility Assessment Tests**

- City Physical Agility Test
- Candidate Physical Aptitude Test (CPAT) IAFF/IAFC Joint Venture (over 900 agencies nationwide)
- Firefighter Mile – Ergometrics (Columbus)

## Proposal # 5 – Physical Agility Assessment (continued)

### City Agility Test

- Event # 1 – Aerial Climb
- Event # 2 – Pulling Charged Hose Line
- Event # 3 – Removal of 24' Ladder
- Event # 4 – Stair Climb
- Event # 5 – Fly Ladder Climb
- Event # 6 – Weight Lift Twist
- Event # 7 – Sandbag Lift and Drag
- Event # 8 – 500 Yard Shuttle
- Event # 9 – Bent Knee Sit-ups
- Event # 10 - Wearing a Gas Mask
- Event # 11 – Beam Walk with Hose

## Proposal # 5 – Candidate Physical Ability Test - CPAT Test

- Used by: Newark Fire Department  
West Licking Fire District  
Miami Valley Fire Alliance
  - Test Locations: Locally – Newark, Kettering Ohio  
US – Locations throughout US
  - Validation: IAFF/IAFC Joint Partnership.
    - Selection procedure is valid
    - Job similarity study
    - Evidence of test fairness.
- (3<sup>rd</sup> Party Assessment Cost on the Candidate)

## Proposal # 5 – Physical Agility Assessment (continued)

### CPAT Ability Test

- Event # 1 – Stair Climb
- Event # 2 – Hose Drag
- Event # 3 – Equipment Carry
- Event # 4 – Ladder Raise and Extension
- Event # 5 – Forcible Entry
- Event # 6 – Search
- Event # 7 – Rescue
- Event # 8 – Ceiling Breach and Pull

## Proposal # 5 – Firefighter Mile Test (continued)

- Used by: Columbus Fire Department
- Test Locations: Locally – Columbus
- Validation: Ergometrics
  - Selection procedure is valid
  - Job similarity study
  - Evidence of test fairness.

(3<sup>rd</sup> Party Assessment Cost on the Candidate)

## Proposal # 5 – Physical Agility Assessment (continued)

### FF Mile Agility Test

- Event # 1 - High Rise Carry
- Event # 2 - Paced Walk
- Event # 3 - Charged Hose Advance
- Event # 4 - Equipment Haul
- Event # 5 - Paced Walk
- Event # 6 - Blind Crawl
- Event # 7 - Forcible Entry Tire Strike
- Event # 8 - Paced Walk
- Event # 9 - Rescue Drag
- Event # 10 - CPR

## Proposal # 6 – City Physical Agility Test

- Recommend that the City test allow for 3 practice sessions.
- Justification: Allow candidates to practice with the equipment and process they will be tested on.

## Proposal # 7 – Oral Panel Interview - Scoring

- Recommend that the Oral Panel Interview will make up the remainder of the 50% of the certification list score.
- Passing score for the interview increased to 75%.
- Justification: Previously the written score moved the candidate on to the agility test. This scoring process will combine both written test and the Oral Panel interview providing a balance, mirroring police process.

## Proposal # 7 – Oral Panel Interview-Panel Composition

- Oral Panel Board
  - Fire Chief and/or Asst. Fire Chief
  - Captain and/or Lieutenant
  - Firefighter
  - DAS Representative
  - Citizen identification process
- Justification: Matches the Police process. Allows for community involvement and adjusts for additional FD ranks.

## Proposal # 7 – Oral Panel Interview

- Interviews will be scheduled as needed to fill vacancies.
- Justification: This will allow for the rolling list of candidates.

## **Proposal # 8 - Additional Points**

- Adjustment of the points.
  - Paramedic Points – Increased from 5 pts to 10 pts
  - Modify the Educational Points.
- Justification: If paramedic proposal is adopted, points for Paramedic Card no longer needed. Educational points are now consistent with the Police Department entry testing process.

## Proposal # 9 – Certification List

- Initial list for certification by CSC. Thereafter, provide additions to the eligibility list.
- Justification: Provides for a continual rolling list.

## Proposal # 10 – Part-time Firefighter Process

- If no full-time vacancy exists, candidate may be offered a part-time position, if one exists.
- No negative consequences if candidate declines.
- Allows PT-FFs who have already gone through the testing process to be hired if certain conditions exist.
- Justification: Applicants have gone through the process. Focuses on the filling of full-time positions. Does not negatively impact candidates who does not accept PT position.

**Proposal #10 – PT Firefighter May Fill FT Vacancy Only  
Under The Following Circumstances:**

- Candidate was eligible for FT hire under rule of 10 at time of PT hire.
- Candidate becomes eligible under rule of 10 at time of FT vacancy.
- Successful completion of their probationary period (status change from PT to FT).

**Thank You for time and input!!!**



# GROVE CITY DIVISION OF POLICE

Employment/Pre-Employment Background Information



TO: DELAWARE P.D.

FROM: Grove City Division of Police  
 Detective Bureau  
 3360 Park St.  
 Grove City, OH 43123  
 ORI: OH0250600

Applicant Name: Nicholas S. Grunigen

Position Applied For:  Police Officer  
 Police Communications Technician

Please check which of the following steps this applicant reached:

- Applied Only, no information available
- Tested; scored \_\_\_\_\_ Standing \_\_\_\_\_
- Still in process, if so what step? \_\_\_\_\_
- Formal reports, summaries and/or investigation completed by your agency on applicant. (please forward)
- No longer in consideration, why?
- Former employee/present employee?
- Other, explain.

Use other side for comments if needed

Signature and Title of Releasing Official

Telephone (Area Code, Extension)

Due to the variance in procedure, agency to agency, please keep this request in context, e.g., indicate any differences and provide whatever information your agency has relating to this applicant, both positive and negative, for overall selection purposes.

For further information: (614) 277-1750

If applicant has progressed past initial testing, please indicate results below:

PHASE	SCORE	PASS / FAIL?		COMMENTS
PHYSICAL AGILITY		<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	
POLYGRAPH		<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	
PANEL INTERVIEW/ ORAL BOARD		<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	
OTHER _____		<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL	

Comments, Miscellaneous  
 Information: \_\_\_\_\_

Please e-mail or fax results, comments, and questions within three (3) days  
 to: E-Mail: [cackison@grovecityohio.gov](mailto:cackison@grovecityohio.gov)  
 FAX: (614) 277-1760  
 Attn: Officer Cindy Ackison #25  
 OR  
 Mail hard copy in return envelope  
 For inquiries, comments, questions, call:  
 (614) 277- 1759



April 20, 2015

Commission Members:

Please find attached information related to the city's part-time firefighter program, which I asked Chief Donahue to put together given the Commission's discussion of this subject at your most recent meetings. Included is a short memo on where things stand today with the program as well as the actual plan that was finalized earlier this year. My hope is that after you've had a chance to review this information, you'll have a better understanding of the importance of the program, and how it fits into the department's future. Funding for the program has been included in the 2015 budget.

I look forward to attending your upcoming meeting on July 13 to address any questions or comments you have about the program.

Thank-you for your consideration.

Tom

R. Thomas Homan, ICMA-CM  
City Manager  
City of Delaware  
1 South Sandusky Street  
Delaware, OH 43015  
740 203 1010 - office  
740 203 1024 - fax  
email: [rthoman@delawareohio.net](mailto:rthoman@delawareohio.net)



## MEMORANDUM

TO: R. Thomas Homan, City Manager  
FROM: John L. Donahue, Fire Chief  
DATE: 06/27/2015  
RE: Implementation of a Part-Time Firefighter Program

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As an attachment to this memo is the most recent overview of the Part-Time Firefighter Program. This program has been in development for numerous years and is intended to support the service we provide by adding additional on-duty personnel.

The use of part-time personnel continues to be used throughout Central Ohio. Today, we are moving forward to re-establish this program within our Department. Since 2006, numerous meetings have occurred relating to this program with IAFF Local 606 representatives, City Staff and City Council. The concerns and issues that were raised have been addressed in this programs overview. It should be understood that the Local IAFF will not openly support this program.

This program's implementation is needed as we continue to move forward with the expansion of this department. In 2010, voters approved an increase in funding that focused on the hiring of personnel, replacement of equipment, adding a fire station in the city's northwest and with continued expansion, the future addition of a fire station in the city's southeast. We have and continue to fulfill our commitment on these priorities. The last commitment needed to be fulfilled is the construction and staffing of the southeast fire station. With the implementation of the part-time program, we will be able to move forward and have the staffing to open the fire station on a 24-hour basis. This will be accomplished by having part-time personnel back fill the personnel on scheduled leave and Kelly Days. Currently we have 15 personnel assigned to a shift; however, due to the scheduled leave and Kelly Days, we typically have 12 personnel on-duty. Through the part-time program, we will have 3 additional part-time firefighters on-duty, bringing our staffing backup to a minimum of 15 on-duty personnel. To ensure the quality of the service we provide, we will only have 1 Part-time Firefighter assigned to a piece of apparatus, with the remaining being full-time personnel.

This staffing configuration will allow 24-hour coverage from Station 302, 303 and 304 operating with a minimum of 3 firefighters each and Station 301 with 6 firefighters. These stations will also be supplemented with our 12-hour shift personnel that operate during the higher demand periods. The 2015 budget has been approved with funding for the full and part-time staffing.

Should you have any questions, please feel free to contact me.

jld

cc: file  
Jackie Walker, Assistant City Manager  
Darren Shulman, City Attorney  
Jessica Feller, Human Resources Manager & Workers' Compensation Coordinator



*Part-Time Firefighter Program*

February 2, 2015  
Final Draft

## Executive Summary

The Delaware City Council, the Fire Department and the citizens of Delaware have identified the need for the Fire Department to grow in many ways to meet the increased demands for service. Since 2000, the City and Fire Department have engaged in numerous studies and discussions about the need to add personnel and stations for the Fire Department.

In 2000, the City hired T.G. Fire/EMS Services, Inc. Over the course of the next several months, T.G. Fire/EMS Services, Inc. conducted interviews, reviewed equipment and apparatus, and reviewed operational processes and procedures of the Delaware Fire Department. With the information they gathered, a report was compiled and finalized in December 2000. The report focused on a multitude of areas, including; Labor/Management Relationship, Training/Development, Charter Issue/Promotion, Staffing Issues, and Facilities. The report also provided over 60 recommendations for the Fire Department and City to make improvements for service delivery. One of the first recommendations of the report was to "Establish a community Task Force to review the fire department operations, budget and establish a plan to make necessary changes to win back community support." In June 2002, this Task Force completed their work with the finalization of the Delaware Fire and EMS Services 2002-2007, Task Force Report. Both of these studies identified and recommended changes within the Fire Department. In 2003, a Public Safety Levy was pursued; however, the levy failed by a little more than 50 votes.

In 2007, the Center for Public Safety Excellence assisted the Fire Department in the development of its first customer-driven strategic plan. This plan identified four (4) goals for the fire department to work on, as well as establishing a new mission and vision statement and the creation of organizational values. Two of these goals included improving staffing and facilities to match resources to risk. These goals led to the 2010 Fire Levy that was approved by voters during an economic recession. The 2010 Fire Levy message focused on four key points. The addition of a fire station for the City's northwest quadrant, the hiring of 18 new firefighters, the replacement of aging apparatus and equipment and the addition of a fourth fire station in the City's southeast quadrant based on development.

The demand for our services continues to grow. With the completion of 2014, responses approached 5,200.

Our department continues to work and take regional approaches to be as efficient and effective as possible. This has been noticeable in a multitude of different programs. These include the Delaware Area Response Team, the consolidated 911 center, the countywide emergency management program and the countywide automatic mutual aid program. Even with these regional services, it is essential that we as a department are prepared to provide the needed services.

While demand for service is quantifiable, our department also must look at the level of service and the reasons why response times are important. This will also assist in explaining why the City's Comprehensive Plan has identified the benchmark of "An average fire and EMS response time (travel time) of four minutes to 90 percent of runs." From the period of 2009 through 2013, our department has responding to only 54% of the fire and EMS calls within 6 minutes of the

call being received at the Communication Center. With the opening of Fire Station 303, our response time has improved to 68% of the time, arriving on-scene within 6 minutes of the call. While we continue to make improvements, this is still lower than what the Comprehensive Plan states.

On September 21, 2008, the Columbus Dispatch wrote a story about response times throughout Central Ohio. Unfortunately, the information was not a true comparison and did not accurately reflect the times in Delaware. What was reported was the time that units were actually dispatched to a call, *not the time the call was received at the 911 Center as described in the article*. The data was received from the State Fire Marshal's office and obtained from incident reports they received.

Our response time plan for EMS response times is to assure residents that advanced life support personnel and equipment will arrive in time to have the best chance for survivability. In the case of structure fires, our response time, concentration and deployment of resources allows enough trained and equipped personnel to arrive in time to stop most fires in the area or level of origin.

The Part-Time Firefighter program is designed to fill in the void created when our full-time firefighters are on leave. Our Firefighters are permitted to have three (3) firefighters scheduled off each day due to leave. This is inclusive of their vacation time, holiday time, personal day and Kelly Days. This equates to approximately 26,280 hours annually. By filling this gap, the Department and the citizens can be assured that the existing primary fire/EMS apparatus will be staffed. Below is an overview of what would be accomplished.

### **Staffing Matrix**

As the Department continues to grow and add personnel, apparatus and fire stations, the assignment of personnel will be evaluated to best serve the public. The adding of staffing will be completed incrementally based on the selection of the best and most qualified candidates to serve our citizens and Department. With the incremental growth, we will continue to work towards the staffing matrix for our future operation, leading to a total of 63 full-time personnel.

With the previous funding problems of two of our neighboring fire departments, the planned future staffing configuration was adjusted to ensure a minimum of 15 firefighters are on-duty 24-hours a day. Of these 15 firefighters, a minimum compliment of 12 full-time personnel will be scheduled on-duty 24-hours a day. This will provide the baseline level of services around the clock.

With the increased amount of responses during the day, the department pursued a 12-hour shift to increase response capabilities during this period. This shift began on August 27, 2014 with two Firefighter/Paramedics working the shift each day. The Administration will continue to monitor and make necessary adjustments to the staffing levels and capabilities to best serve the City.

As mentioned previously, the Department is planning to move forward with a Part-time Firefighter program. The program is planned to start out in 2015 with the hiring of 6 Part-time Firefighters, allowing one (1) Part-time Firefighter to be on-duty each day. The staffing numbers

below also would include the on-duty Part-Time Firefighter. It should also be realized that through the year, the Administration may consider and try other staffing configurations in an effort to make improvements in the service delivery.

St 301 - S. Liberty St													
Captain 301	1	0	1	1	1	1	1	1	1	1	1	1	1
Engine301	3	3	3	3	3	3	3	3	3	3	3	3	3
Medic 301		2	2	3	2	3	2	2	2	2	2	2	2
Medic 305/ EMS 301					2	2	2	2	2	2	2	1	2
EMS 301/Medic 305							2	1	2	1	2	2	2
St 302 - Pittsburgh Dr.													
Ladder/Rescue/Medic 302	3	3	3	3	3	3	3	3	3	3	3	3	3
Medic 302										2	3	3	3
St 303 - 1320 W Central Ave.													
Medic/Engine 303	3	3	3	3	3	3	3	3	3	3	3	3	3
Medic 303								2	2	2	2	2	2
On-Duty Personnel													
	10	11	12	13	14	15	16	17	18	19	20	21	21

On August 27, 2014, the department was able to implement the 12-hour coverage unit. This comprised of a minimum of 4 firefighters working a 12-hour shift, with 2 firefighter's scheduled per-day. One of these firefighters is permitted to be scheduled off on scheduled leave. For that reason and to cover any firefighter off due to training, 1 part-time Firefighter will also be scheduled during the 12-hour coverage period.

With the addition of the new full-time firefighter positions since the 2010 Fire Levy, below is an outline of the staffing based on the position. The primary staffing will be to maintain the 24-hour coverage at 15 people. This may necessitate the transfer of personnel from the 12-hour schedule to the 24-hour schedule, due to personnel turnover and long-term injuries/illnesses. It should be noted that all Operational positions have been funded. As part of the 2010 Fire Levy, two additional positions are still planned to be filled in the coming years. These positions support the Risk Reduction Division and the Professional Development Division.

<b>Full-Time Personnel</b>	
24-Hour Coverage	
Unit #1	15
Unit #2	15
Unit #3	15
Fire Chief	1
Asst. Fire Chief	1
Administrative Assistant	1
Professional Development	1
EMS	1
Risk Reduction	3
12-Hour Personnel	6
Open Positions	2
<b>Total Full-time Personnel</b>	<b>61</b>

Attached are the *Final Drafts* for the Part-time Job Description (Appendix A), the Fire Department policy for the operation of the program (Appendix B), Part-Time proposed Training Program (Appendix C) and 2015 Part-Time Pay and Benefits Ordinance (Appendix D) that would be used to hire the part-time personnel.

### **Planning Assumptions**

As this plan is developed, there are several assumptions that are understood:

- A. The Fire Department and City desires to maintain and grow the full-time personnel, support their development, and promote the full-time personnel from within the organization.
- B. The Fire Department and City identify that it is essential to use full-time employees to maintain and ensure the quality of emergency services within the community.
- C. The use of Part-Time personnel is designed to maintain staffing levels to fill in the void of when full-time personnel are utilizing leave.
- D. The program will require an ongoing commitment of funding to support the full and part-time personnel for the Fire Department.
- E. The Part-time program will not be endorsed by the IAFF Local 606.
- F. The Part-time personnel will be used to fill the existing positions on the apparatus due to full-time leaves.
- G. The Part-time program is not designed to replace or eliminate full-time positions. The purpose is to backfill full-time personnel as a result of leave time. It is understood by all personnel and administration, that as a result of emergency situations, it may be necessary to temporarily fill a full-time position with a part-time employee. An example of this is if a full-time person is out for an extended period of time.
- H. Vacant full-time position will be filled as soon as possible.
- I. Through the implementation and sustained operation of the program, changes may need to be made by the Fire Chief to ensure the effective and efficient operation.

**Appendix A**  
**Part-Time Job Description**

**FIRE FIGHTER (Part-Time)**

**Incumbent:** Vacant  
**Classification:** Unclassified  
**FLSA Status:** Non-exempt  
**Pay Range:** Part-time Seasonal Pay Plan  
**Department:** Fire  
**Reports To:** Unit Captain or Unit Lieutenant  
**Supervises/ Oversees:** None

**NATURE OF WORK, ESSENTIAL FUNCTIONS & KSA'S:****NATURE OF WORK**

An employee in this capacity is responsible for performing a variety of firefighting tasks and Basic Life Support (BLS) or Advance Life Support (ALS) at the scene of an emergency. Regardless of assignment, the employee must maintain combat firefighting readiness as they are subject to deployment in that capacity. This position requires the performance of physically demanding work involving fire suppression and the provision of advanced emergency medical care. Work is frequently performed under conditions where personal injury or injury to others can occur; employees must be capable of reacting with speed and composure under these conditions and must exercise some initiative and independent judgment in determining proper actions to take. Under general supervision, employees are required to participate in training and/or station drills in order to maintain and increase proficiency in skills necessary to perform assigned duties. Work is performed on a shift that may be composed of 8, 10, 12 or 24-hours, may include weekends and holidays. Part-time Firefighter will work a maximum of 1,500 hours in calendar year. Personnel are reviewed through observation and results obtained.

An employee serving in this capacity shall, at all times (on-duty and off-duty) conduct themselves in such a manner as to foster alignment and support for operational objectives and to represent the Fire Department and the City as a professional and dedicated public servant with the highest respect for self and others.

**ESSENTIAL FUNCTIONS**

1. Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
2. Receives and relay fire calls and alarms; operates radio and other communication equipment.
3. Perform basic life support services per protocol and provides additional assistance as required.
4. Assess the level of medical emergency and uses correct/effective treatment until patient is transported to the hospital. Identifies diagnostic signs which may require communications with medical facility for advice and direction.
5. Administers prescribed drugs and performs defibrillations, as required, and per protocol.
6. Keeps records and observes patient responses.

7. Inspects and maintains fire equipment, apparatus, facilities and grounds and performs preventative maintenance/minor repairs to department equipment. Notifies superior officer of any defects to equipment, apparatus, etc.
8. Checks and prepares equipment and supplies for treatment; cleans, disinfects and maintains medical equipment.
9. Performs housekeeping duties to crew building.
10. Wears, uses and maintains protective clothing to include self-contained breathing apparatus.
11. Presents programs to the community on safety, medical and fire prevention topics.
12. Participates in continuing training and instruction programs by individual study of technical material and through attendance to scheduled drills, classes, and training fires.
13. Performs general maintenance work in the upkeep of fire facilities and equipment.

### **SKILLS**

14. Skill in operating firefighting and medical equipment at the level of an EMT or EMT-P.
15. Skill in driving aerial, pumpers and emergency vehicles.
16. Skill in making quick decisions without little to no outside input.
17. Skill in working independently as well as in teams.

### **KNOWLEDGE**

1. Knowledge of elementary chemistry, physics and mechanics as applied to fire suppression.
2. Knowledge of up-to-date treatments and medicine at the level of an EMT or EMT-P.
3. Knowledge of the street system and geography of the City.
4. Knowledge of emergency medical aid at the level of an EMT or EMT-P.
5. Knowledge of fire behavior and principles of fire spread.
6. Knowledge of emergency response records systems, communications equipment and use, fire computer applications and incident reporting procedures.

### **ABILITIES**

1. Ability to learn new technical firefighting principles and techniques, brought about by rapidly changing information and/or technology, and put new skills and knowledge to use.
2. Ability to climb and work at extreme heights and conditions above the ground, including operating from a 100 foot ladder truck.
3. Ability to perform strenuous or peak physical activities, requiring endurance and agility, during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
4. Ability to operate pumpers, aerials ladder and various mechanical equipment (after training).
5. Ability to effectively communicate, both orally and in writing.
6. Ability to quickly assess a victim's needs and appropriate care.
7. Ability to maintain effective working relationships with employees, City officials, other agencies and the general public.
8. Ability to perform effectively in emergency and stressful situations, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.

9. Ability to operate a personal computer using program applications appropriate to assigned duties.
10. Ability to understand and follow oral and written instructions.
11. Ability to keep simple records and prepare clear-cut, concise reports.
12. Ability to work within a command structure requiring strict adherence to the following of orders.
13. Ability to perform effectively in emergency and stressful situations.
14. General mechanical aptitude.

## **ILLUSTRATIVE EXAMPLES OF WORK / PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

### **ILLUSTRATIVE EXAMPLES OF WORK**

1. Specific position descriptions for a team that a Fire Fighter/EMT or Fire Fighter/EMT-P. may work under (i.e. Rescue Technician, Hazardous Materials Technician, Fire Investigation, etc.) may be developed by the Department for further clarification of duties relative to the particular assignment.
2. Performs fire and rescue operations to include making forcible entry through doors and windows, using various tools to free trapped victims, carrying a victim, raising and climbing ladders in excess of 100 feet in height while carrying tools, equipment or victim.
3. Responds to fire alarms, works to extinguish fires by laying fire lines, placing hose streams on fires, raising ladders and effecting proper ventilation.
4. Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
5. Responds to emergency calls to perform emergency care to individuals involved in accidents of suffering from a serious illness necessitating emergency care.
6. Uses various medical equipment, automatic external defibrillator's, splints, and other mechanical devices to assist victims and transport them to the hospital at the level of an EMT/EMT-P.
7. May respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.
8. May respond to non-emergency calls for infant car seat installations, fire prevention demos, etc.
9. Deals with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.
10. With other personnel, maintains fire department apparatus and equipment in a state of readiness.
11. Assists in maintaining fire station and grounds in an acceptable condition.
12. Participates in public education and fire investigation.
13. Drafts and files reports on department related activities.
14. Participates in building inspection programs for the purpose of familiarization and fire prevention.
15. Performs related essential and non-essential duties and responsibilities as required.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

1. The primary duties of this position are performed in a work environment in which the employee is subject to potential personal danger.
2. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include performing life threatening firefighting activities in an emergency situation; running, walking, crouching or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; performing life-saving and rescue procedures; walking, standing or sitting for extended periods of time; operating assigned equipment and vehicles.
3. Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise.
4. Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene.
5. Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting.
6. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

**REQUIRED TRAINING, EXPERIENCE, AND QUALIFICATIONS:**

1. Any combination of training and experience which will indicate the possession of the skills, knowledge and abilities listed above.
2. An example of an acceptable combination of training and experience equivalent to the completion of the twelfth grade prior to the date of the examination.
3. Must possess a valid State of Ohio driver's license.
4. Possession and maintenance of valid Ohio Firefighter II and Ohio EMT-B//EMT-P certifications.
5. Must retain all certifications required of the position and the State of Ohio. An employee in this capacity is responsible for ensuring that all certifications are current and that all necessary continuing education requirements are met.
6. NIMS 700, 800, 100 and 200

**Appendix B**  
**Fire Department Policy**

**I. Purpose**

This policy is established to identify the staffing, use and operation of Part-Time Firefighters. It is essential that all Part-Time Firefighters understand the nature of employment with the Department. The following provides a baseline of the job requirements for Part-Time Employees.

**II. Definitions**

- Original Appointment: Initial appointment date or appointment after service has been interrupted by resignation, retirement, or discharge.
- Overtime: Time during which an employee is on duty, working for the City of Delaware in excess of 212 hours in a 28-day Pay Cycle. Overtime applies only to that time authorized to be worked by the Fire Chief or designee.
- Part-time Firefighter: Employment which requires active service to be performed in accordance with an established working time, such schedule to be based upon not more than 1,500 hours over a calendar year.
- Pay Cycle: A 28-day period beginning on a specific Wednesday and ending on the fourth Tuesday. Part-time FFs work on average a 28-hour work week.
- Reappointment: An appointment from an eligible list of a person whose name has been restored to said list, said person previously having permanent status and separated from the City in good standing.
- Resignation: The voluntary termination of employment by the employee.
- Upgrading: Raising all of the positions by amending the Agreement to provide a higher pay range.

**III. Policy**

A. Condition of Employment: Employees are at Will Employees.

B. Hiring Process

1. Qualifications for Applicants

- a. Be 18 years old at the time of the written exam and no greater than 40 yrs. old at the time of appointment.
- b. High school diploma or equivalent.
- c. Ohio Firefighter II Certification at the time of application.
- d. Ohio EMT Basic Certification at the time of application.

2. The hiring process shall be in accordance with the established qualifications within this document and be equivalent to the Full-Time Firefighter Process.

C. Probationary Period

1. The probationary period for all hired Part-time Firefighters will be a period of twelve (12) months from the date of Original Appointment.
2. Adjustments, Extensions or Terminations of the probationary period may be extended, adjusted or terminated at the sole discretion of the Fire Chief.

D. Training

1. Prior to being assigned to operate on a shift, Part-time Firefighters will be required to successfully complete an Orientation Program. The Fire Chief

shall consider the disposition of a Part-time Firefighter in the event they are not able to successfully complete the Orientation.

2. Prior to the completion of the probationary period, Part-time Firefighters shall complete the Probationary Firefighter workbook.
3. Part-time firefighters are responsible for the maintenance of all fire and EMS certifications. The Department offers continuing education hours for all personnel.
4. Part-time firefighters who have specific skills (i.e. HazMat and Rescue Technicians) may apply to be part of these programs.

**E. Employee Compensations and Benefits**

1. Part-time Firefighter compensation and benefits are outlined annually by City Ordinance.

**F. Hours of Work**

1. Upon successful completion of an Orientation Program, Part-time Firefighters will be assigned to a Department Unit also known as a shift.
2. Part-time Firefighters scheduled workday shall be every other Unit Day. Below is an example of a Part-time Firefighter schedule working Unit 1 and working on the first day of the pay period. Work days are noted in green and scheduled days-off are noted in yellow. The work scheduled includes working all scheduled Holidays.

<b>Pay Period Week 1</b>						
Wed	Thu	Fri	Sat	Sun	Mon	Tue
1	2	3	1	2	3	1
<b>Pay Period Week 2</b>						
Wed	Thu	Fri	Sat	Sun	Mon	Tue
2	3	1	2	3	1	2

3. Shifts shall run for 24-hour increment from 0800-0800. Firefighters may be asked to work non-shift hours as approved by the Fire Chief.
4. Part-time Firefighters shall not work more than 48-hours without a continuous 12-hour break. This shall include work at other Fire Departments.

#### G. Trades

1. In order to provide flexibility with the schedule of Part-time Firefighters, the trading of scheduled shifts is permitted, except where exceptional circumstances exist that would justify disapproval of a trade.
2. Part-time trades are only permitted between Part-time Firefighters.
3. All requests for trades shall be submitted in writing prior to the trade to the respective Captain for review and approval.

#### H. Uniforms and Turn-Out Gear

1. All Part-time Firefighters shall receive shirts (3), pants (3), shoes (1), jackets (1), and other articles of clothing as needed at the discretion of the Fire Chief. All such uniform purchases shall be made by the Delaware Fire Department. Department uniforms shall be worn only during assigned work hours.
2. All Part-time Firefighters shall be provided turnout gear in compliance with the Fire Department specifications.
3. Upon termination, all uniforms, safety equipment and turn out gear provided to the employee pursuant to this section shall be returned to the City.

#### I. Residency

1. As a condition of continued employment, Part-time Firefighters shall live in Delaware County or an adjacent county.

#### J. Employment Costs

1. Should a Part-time Firefighter leave through voluntary resignation within 36 months of initial hire, they will be required to reimburse the city for costs incurred with their hiring.

## **Appendix C**

# **Part-Time Training Program**

## SCHEDULE OVERVIEW - 80 Hours

Section 01	<i>Welcome, DAS, Computer access, Manuals, DFD Emerg. Ops, EMS Protocol Section I, App./Facility Maint</i>
Section 02	<i>E301 &amp; E302 Check-out, Tools, &amp; Equipment</i>
Section 03	<i>Chaplain, EMS Safety &amp; PPE, Comm., 800-Radios,</i>
Section 04	<i>EMS: Splinting, Report writing, HIPPA, EMS Vehicle Checks, START Triage</i>
Section 05	<i>SCBA, SCBA Fill, Extractor, Fire Pumps/Hydraulics</i>
Section 06	<i>RIC Classes #1 &amp; #2, EMS Protocol Section III, App./Facility Maint</i>
Section 07	<i>Cots, Stair Chairs, Defibrillators, Pulse Ox, Glucometer</i>
Section 08	<i>R301 Check-out, Tools, &amp; Equipment, Trench Rescue Awareness, Ropes, Knots, "Z-Drag"</i>
Section 09	<i>RIC Classes #3 &amp; #4, Fire Report Writing, CO Investigation</i>
Section 10	<i>Radiation Emergencies, Auto Extrication</i>
Section 11	<i>L301 Check-out, Tools, &amp; Equipment, Aerial Operations</i>
Section 12	<i>G301 Check-out, Tools, &amp; Equipment, RIC Classes #5 &amp; #6</i>
Section 13	<i>RIC Classes #7 &amp; #8, Fire PPE</i>
Section 14	<i>RIC Classes #9 &amp; #10, Live Vehicle Fires</i>
Section 15	<i>RIC #11 Practical's, EMS Prot. Section VI, App./Facility Maint</i>
Section 16	<i>Trench Trailer &amp; Boat 301 Check-out, Ventilation, Air Monitoring</i>
Section 17	<i>Ground Ladders, EMS Procedures Lab</i>
Section 18	<i>Live Burns, Flashover Simulator</i>
Section 19	<i>Basic Boat/Water Rescue, Emergency Responses</i>
Section 20	<i>Final Evaluation, FF Health/Safety, DFD Future, Ceremony</i>

**Appendix D**  
**2014 Part-Time Pay and Benefits Ordinance**

ORDINANCE NO. 14-124

AN ORDINANCE AMENDING ORDINANCE NO. 14-82 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT/SEASONAL EMPLOYEES OF THE CITY OF DELAWARE, AND DECLARING AN EMERGENCY.

WHEREAS, the City hires various part-time, intermittent/seasonal employees that can be divided into two classifications, to wit: permanent part-time and intermittent seasonal, and

WHEREAS, Section 155.09, Appointment Status, of the Codified Ordinances of the City of Delaware defines part-time employment, and Ordinance No. 14-82 established pay and benefits for various part-time employees of the City, and

WHEREAS, it is necessary to clarify the wages and benefits for each classification of part-time and intermittent/seasonal employees,

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. Ordinance No. 14-82 is hereby amended to read as follows:

A. Effective August 25, 2014 **DECEMBER 31, 2014** permanent part-time employees shall receive the following wages and benefits:

1. Wages. Permanent part-time employees shall be paid on an hourly basis in accordance with the following table:

PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PT 1	8.54	8.85	9.23	9.41	9.60
PT 2	12.88	13.38	13.83	14.49	15.05
PT 3	13.54	14.08	14.61	15.24	15.84
PT 4	15.60	16.23	16.88	17.58	18.39
PT 5	18.07	18.63	19.21	19.81	20.39

<u>PAY GRADE</u>	<u>POSITION</u>
PT 1	Facility Maintenance Technician I
PT 2	Parking Control Officer, <b>SUPPORT SERVICES AIDE</b>
PT 3	Facility Maintenance Technician II

Clerical Specialist, Records Clerk,  
Laborer, Front Counter Clerk, Help  
Desk Technician

PT 4  
PT 5

Investigator/Diversion Manager

2. Benefits. Benefits for permanent part-time are as follows:
- (a) Employees will accrue Universal Leave on a prorated basis of 4.6 hours for every eighty hours worked in a pay period.
  - (b) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day and Thanksgiving. Holiday Pay is defined as one and one half times the employee's regular hourly rate.
  - (c) Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 40 hours in any work week shall be compensated for a rate of time and one half.
  - (d) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.
  - (e) Upon termination of employment with the City employees will not receive pay-out for any leave accumulated.
  - (f) If an employee becomes full time with the City, any accumulated Universal Leave will be added to the employee's sick leave balance.

B. Effective January 1, 2014 permanent part-time firefighters shall be paid on an hourly basis in accordance with the following table:

PAY GRADE	POSITION	WAGE
PTFF1	Firefighter/EMT	12.00/hour
PTFF2	Firefighter/Paramedic	14.00/hour

1. Benefits. Benefits for permanent part-time firefighters are as follows:
- (a) The City will provide \$10,000 of life insurance
  - (b) Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in

paid status in excess of 40 hours in any work week shall be compensated for a rate of time and one half.

- (c) The employee will be responsible for payment of the employee contribution to their pension system.

C. Effective January 1, 2014, intermittent part-time/seasonal employees shall receive the following wages and benefits:

1. Wages. Intermittent part-time/seasonal employees shall be paid on an hourly basis in accordance with the following table:

PAY GRADE	POSITION	WAGE
SL 1	Cashier I	8.10 7.96/hour
SL 2	Cashier II	8.40/hour
SL 3	Cashier III	8.90/hour
SL 4	Laborer I, Intern I	9.27/hour
SL 5	Laborer II	10.30/hour
SL 6	Intern II, Clubhouse Manager, Laborer III	11.33/hour
SL 7	Laborer IV	\$12.36/hour
SL 8	Intern III	\$13.39/hour
SL 9	Intern IV, Cemetery Office Manager	\$14.42/hour

For intermittent/seasonal positions not listed above, the wages shall be the entry-level pay rate reflected in the applicable pay plan for the equivalent permanent full-time position or a pay rate established by the City Manager.

2. Benefits. Intermittent /seasonal employees are not eligible for benefits, except the following:
- (a) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.

SECTION 2. Existing Ordinance No. 14-82 is hereby repealed.

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in these formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 4. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on December 31, 2014 which coincides with the new calendar year. This Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:	YEAS <u>7</u> NAYS <u>0</u>
	ABSTAIN <u>0</u>
VOTE ON EMERGENCY CLAUSE:	YEAS <u>7</u> NAYS <u>0</u>
	ABSTAIN <u>0</u>
PASSED: <u>December 29</u> 2014	YEAS <u>7</u> NAYS <u>0</u>
ATTEST: <u>Aimee McCreedy</u>	ABSTAIN <u>0</u>
CITY CLERK	<u>John L. Donahue</u> MAYOR