

TURTLECREEK TOWNSHIP BOARD OF TRUSTEES

ON

OCTOBER 5

16

A special meeting of the Board of Trustees of Turtlecreek Township was held on Wednesday, October 5, 2016 at 9:00 a.m. to discuss department personnel and the following township persons present:

TRUSTEES: Jim VanDeGrift, Daniel Jones, and Jonathan Sams
FISCAL OFFICER: Gregory S. Johnson
GUEST: Tammy Boggs, Steve Flint, Michael Jameson, Ron Chasteen, and Jennifer Niehaus

The meeting opened with Mr. VanDeGrift leading the Pledge of Allegiance.

Assistant Chief Mike Jameson informed the board of Trustees that the posting had expired for the Maintenance Technician position and that there was only one applicant. Mr. Jameson advised the board he was confident in the applicant, John Seckel, whom applied and that he, Mr. Chasteen, Chief Flint, and Mrs. Boggs interviewed Mr. Seckel and are recommending the trustees approve for the Full time hire of John Seckel as a Mechanic. John currently does not have a current valid CDL Class A License and will begin working to obtain. Mr. Jameson suggested he would like the starting pay for the position to be at \$16.50 with a \$1.00 per hour immediately upon successful obtainment of a Class A CDL License and that he would like the hire date to be effective as of 29 October, 2016. Mrs. Boggs reminded the board that John would also be able to attend Fire and EMS runs of the township should call volume necessitate he do so. Mr. Chasteen, Road Supervisor, informed the board that he would like to see Mr. Seckel also help out with snow plowing should need necessitate during the Winter months as well. Mr. Jones question the funds from which John Seckel should be paid from. Mrs. Boggs suggested to the board that the Mr. Seckel's payroll be split 60% to Fire and EMS and 40% to the Road Department. Mr. Jones made a motion, seconded by Mr. VanDeGrift to hire John Seckel as a full time mechanic for the department at a rate of \$16.50 an hour, changing to \$17.50 per hour immediately upon completion of his Class A CDL License, and that the source of the funds for payroll be split 60% to Fire and EMS and 40% to Road and Bridge. All present voiced a "YEA" vote and the motion passed with resolution **16-10-01** (a copy of the resolution will be included in the minutes).

Mr. Sams entered the special meeting at 8:05 a.m.

Chief Flint informed the board that John Seckel was an active staff of the EMS department and his hiring as a maintenance technician would leave a schedule shortfall on the EMS side and recommended that the board move forward with the posting for 2 additional part time EMS positions. Mr. Jones made a motion, seconded by Mr. Sams to post 2 additional EMS Part Time openings. All present voiced a "YEA" vote and the motion passed.

Steve Flint, Fire Chief, informed the board that our liability carrier only required persons to obtain 18 years of age before being covered to drive township vehicles and equipment. Chief Flint requested the board adopt a revision to the personnel policy and procedures manual striking the sentence requiring persons obtain the age of 21 before being permitted to operate township vehicles. Mr. Sams made a motion, seconded by Mr. Jones to strike the 21 years of age requirement for operating township vehicles. The revision to the personnel policy and procedures manual should now read:

In order to drive a Township emergency vehicle, employees must have a valid Ohio driver's license, complete driver's training class and pass a written competency test and obstacle course, complete a minimum of sixteen (16) hours of documented behind-the-wheel training, pass a final road test with a qualifying officer, complete an operations test on a unit, and pass final approval by the Chief. Employees are also subject to the Township Emergency Vehicle Response Operating Guidelines.

All present voiced a "YEA" vote and the motion passed with resolution **16-10-02** (a copy of the resolution will be included in the minutes).

There being no further business Mr. Sams made a motion to adjourn the meeting. The motion was seconded by Mr. Jones. All present voiced a "YEA" vote and the motion was passed.

The next regular meeting is scheduled for October 10, 2016 at 7:00 P.M.

Signed: _____ President

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-10-01
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

HIRE JOHN SECKEL FULL TIME EFFECTIVE OCTOBER 29, 2016 AS A MAINTENANCE TECHNICIAN

WHEREAS, a new position of "Maintenance Technician" has been established within the Turtlecreek Township Road Department

WHEREAS, the Township Administrator and Assistant Chief of Turtlecreek Township Fire Department and Emergency Medical Service have recommended that John Seckel be hired as a Full Time Maintenance Technician.

WHEREAS, a condition of employment John Seckel shall be required to obtain a valid Ohio CDL Class A License

WHEREAS, funds for the payment of employment of John Seckel will be split 60% Fire and EMS and 40% Road Department.

NOW THEREFORE BE IT RESOLVED, the Turtlecreek Township Board of Trustees hereby approves the hiring of John Seckel for the position of Maintenance Technician, effective October 29, 2016 at the rate of \$16.50 per hour as a non CDL employee

AND

BE IT RESOLVED, that the Turtlecreek Township Board of Trustees Agree to a \$1.00 per hour pay raise effective immediately upon obtainment of a Valid Class A Ohio CDL License.

Mr. Jones moved for adoption of the foregoing resolution, seconded by Mr. VanDeGrift. All present voiced a "YEA" vote and the resolution passed.

Adopted this 5th day of October, 2016.

Signed: _____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer

**RESOLUTION 16-10-02
TURTLECREEK TOWNSHIP
WARREN COUNTY, OHIO**

APPROVE AND ADOPT A REVISION OF SECTION 7.03(E) OF THE TURTLECREEK TOWNSHIP PERSONNEL POLICY AND PROCEDURE MANUAL REVISED AS OF OCTOBER 5th, 2016

WHEREAS, pursuant to the Ohio Revised Code, Section 511.10, a Township Board of Trustees is authorized to appoint superintendents, architects, clerks, laborers, and other employees as are necessary and to fix their compensation; and

WHEREAS, it is the belief of the Turtlecreek Township Board of Trustees that a written personnel policy and procedure manual listing the employment practices, policies, and procedures for township employees will provide a guideline for employees and for the Trustees in their management of said employees.

WHEREAS, our liability insurance carrier no longer requires township employees obtain the age of 21 to drive township vehicles and equipment and that the Board of Trustees believes under the

request from the Fire Chief that the required age should be lowered to obtainment of 18 years of age.

WHEREAS, Section 7.03 (E) should read:

In order to drive a Township emergency vehicle, employees must have a valid Ohio driver's license, complete driver's training class and pass a written competency test and obstacle course, complete a minimum of sixteen (16) hours of documented behind-the-wheel training, pass a final road test with a qualifying officer, complete an operations test on a unit, and pass final approval by the Chief. Employees are also subject to the Township Emergency Vehicle Response Operating Guidelines.

NOW THEREFORE BE IT RESOLVED, the Turtlecreek Township Board of Trustees does hereby approve and adopt the revision of the Turtlecreek Township Personnel and Procedure Manual revised as of October 5, 2016 and that this manual revises any previous township manual, as attached hereto and made a part hereof.

Mr. Sams made a motion to adopt the revision to the personnel policy and procedure manual as of October 5, 2016. Mr. Jones seconded the motion. All present voiced a "YEA" vote and the resolution was passed.

Adopted this 5th day of October, 2016.

Signed: _____ "YEA"

_____ "YEA"

_____ "YEA"

Attest: _____ Chief Fiscal Officer