



January 11, 2019

Meeting Notice
Village Council Meeting As
A Committee of the Whole
January 15, 2019

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, January 15, 2019, immediately following the regularly scheduled Council meeting. This meeting will be held in the Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the December 4, 2018, Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. **Safety Services**
 - A. Review and discuss proposal to add new full-time Training Officer to the Fire Department
 - **Recommended Action** – The purpose of this meeting is to hear a presentation from Fire Chief Hartbarger on a proposal to add an additional Officer. It is the Administrator's recommendation that the new position be approved.
 - **Supporting Information** – Memo from Fire Chief (Exhibit A) and copy of current Pay Scale (Exhibit B)
- VI. Citizen Comments
- VII. Consider Other Business as Appropriate Under the Village Charter
- VIII. Adjourn

Jordan D. Daugherty
Village Administrator

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MEMORANDUM

FOR: Mayor Donald Atkinson and Members of the Whitehouse Village Council Meeting as a Committee of the Whole

FROM: Jordan D. Daugherty, Village Administrator

SUBJECT: January 15, 2019 Council Meeting as a Committee of the Whole

DATE: January 11, 2019

The Village Council is scheduled to convene as a Committee of the Whole on Tuesday, January 15, 2019, immediately following the regularly scheduled Council meeting, in Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio 43571.

After the Council President calls the Committee of the Whole meeting to order, the Committee may review and approve the December 4, 2018, minutes.

The Committee can then review and discuss the proposal to add a new full-time Training Officer to the Fire Department

Recommended Action – The purpose of this meeting is to hear a presentation from Fire Chief Hartbarger on a proposal to add an additional Officer. It is the Administrator’s recommendation that the new position be approved.

Supporting Information – Memo from Fire Chief (Exhibit A) and copy of current Pay Scale (Exhibit B)

The Committee may consider any other business as appropriate under the Village Charter.

Respectfully submitted,

Jordan D. Daugherty
Village Administrator

Village Council Meeting As
A Committee of the Whole
December 4, 2018
Immediately Following the Regularly Scheduled Council Meeting

ROLL CALL: Mindy Curry, Bob Keogh, Bill May, Louann Artiaga, and Rebecca Conklin Kleiboemer. Also, present were the following: Administrator Jordan Daugherty, Director of Public Services Steve Pilcher, Police Chief Mark McDonough, Fire Chief Joshua Hartbarger, Deputy Fire Chief Jason Francis, Deputy Police Chief Allan Baer, Clerk Susan Miller, Tom Malicki, Yvonne Walters, Karen Gerhardinger, and Tyler Young.

At 7:50 PM President of Council, Bill May, called the meeting to order.

Motion by Bob Keogh, seconded by Mindy Curry to approve the minutes of the November 20, 2018 meeting. 5 ayes

President of Council, Bill May asked for Citizen Comments pertaining to Agenda items. There were none.

Finance, Audit, and Investment

The first order of business was to review proposed budgets. (Service, Fire, Life Squad, Police, Administration, Capital Projects)

- Page 4 – other miscellaneous – anticipating a donation to Veteran’s Memorial Park
- Transfer for accounting purposes, transfer for Capital projects
- Record \$1.8 million in Capital projects
- Page 5 – County permissive tax, Weckerly Road resurfacing, \$220,000 funding all of Weckerly Road
- Page 7 – JEDD expansion, Swanton Township, don’t expect revenue yet
- Page 9 – Different accounting software records all together, Administrator Jordan Daugherty breaks it all out

Fire

- Page 10 – Salaries and Wages, growing trend nationally and locally with Fire and EMS, Budgeted Funds to address personnel issues
- Difference for dispatch +\$868.00, last year for this contract, looking at possible dispatch Consolidation
- Budget increase for an additional person, Ohio police and fire pension, health insurance and Pension for new full-time officer, similar to a police sergeant – salaried, will make a future Presentation
- City evolution – sensitive to fire district
- All fire members are putting all in, dedicated volunteers, every employee is giving all they can, definitely need some relief
- Previously 100 runs was a lot – this year close to 900
- Worst fear is a no response, seeing that in surrounding areas

- Aging population not as affected by drug epidemic as other areas
- Having to do more with less, automated, mutual aid

Police

- Page 9 – School Resource Officer, hopeful for reimbursement or a grant, Payment has been Deferred
- Average overtime costs for police 10-11%, \$70,000 - \$80,000
- Hire, outfit, training, insurance is approximately \$100,000 for a new officer
- Field training, 25 special events
- One full time person won't make up for sick employees, fill in for training, vacations, Discretionary days
- Creative staffing for events, fire department, mutual aid

Park

- Page 11 - fountains in the park don't work, replace and add one near pickleball and Basketball Courts, ADA compliant
- Skid steer, used across 4-5 departments for maintenance in the Village
- Sand in park removed and depth for height of equipment and fall zone, mulch now – change in Surface later
- New trail to Dollar General will be plowed, little quarry and large quarry paths
- Look into a sound system for the Pavilion in the future
- Caboose is in rough condition, spot patch, clean, paint

Sanitation

- Page 12 – main cost – outsourcing, main cost for carts, people want to exchange for smaller size, \$230,000 for the purchase of all of the carts
- Don't have the vehicles – no insurance cost, one vehicle left, use as needed – covered by insurance

Administration

- Page 13 - Professional services
- Community Charitable donations, run like a grant program, grant apps, look at on a one to one Basis
- Change the title to Community Support instead of Charitable Donation
- Amazing response to the Beautification grant

Building Department

- Page 14

Maintenance Department

- Page 15
- Property Demolition, \$15,000 quote for the house across from Local Thyme
- General fund does not address the roundabout lights, just what Edison charges for existing Lights, Future LED retrofit – 5-6 year breakeven, change to cobra lights
- Audit every other year – the Village is more complex
- Page 18 – vacuum excavator, skid steer split over 5 departments

- Catch basin repair – the one on State Route 64 is not on this list
- Sidewalk by Divine Reflections, downtown streetscaping from Maumee to Waterville Street, not doing between St. Louis and the Wabash Cannonball Trail, doing from Geist to the Library and a section in front of the Whitehouse Inn, look into the strip in front of Pisanellos
- Page 19 – Park revenue fund – fitness, flowers, toddler structure, swings
- Motor vehicle tax helped with Weckerly Road
- Page 22 - Water fund, some sanitation employees moved to water
- Page 24 – buried utility locator device, locates buried wire
- Future projects: upgrades to stations and odor control
- Page 25 – Professional Services, R.I.T.A, wayfinding Industrial Park, Village Entrance Sign
- Page 27 – Capital projects, Traffic Signal \$160,000 engineer estimate for total cost with Decorative post, ADA compliant crosswalk, Look into the school system sharing the cost
- Page 29 – Pump Station, last major for the regional pump station, concrete erosion, continual Battle to repair sinking sewer grates
- Page 30 – Disregard the \$35,000
- Add five year plan for the playground
- Life Vac

Other items discussed:

- Careful earmarking the carryover – major issues in Fire and EMS, beginning balance \$950,000 – Ending \$650,000
- The Village has grown services in breadth and depth
- Submitting a budget that works
- Discussing changes with rationale and ramifications
- Page 4 – other miscellaneous – anticipating a donation to Veteran’s Memorial Park
- Transfer for accounting purposes, transfer for Capital projects
- Record \$1.8 million in Capital projects
- Gift for Barb’s retirement – previous act of Council
- Seeding the Union Cemetery District, \$50,000 per entity, can be reimbursed, enough leeway in the budgets that we don’t spend
- Cemetery meeting December 12, 2018 at 6:00 PM in Village Hall
- Joint meeting of the three entities January 7, 2019 at 7:00 PM in the Waterville Chambers, a Quorum is needed to elect a representative to the Union board

Motion by Bob Keogh, seconded by Rebecca Conklin Kleiboemer to recommend to Council to accept the budget. 5 ayes

Motion by Bob Keogh, seconded by Mindy Curry to adjourn at 9:25 PM. 5 ayes

Respectfully submitted,

Susan Miller, Clerk



Whitehouse Fire Department

10550 Waterville Street P.O. Box 2817
Whitehouse, Ohio 43571
419 877-0363
Fax 419 877-4827

Joshua, Hartbarger Chief

William May, Assistant Chief

Jason Francis, Deputy Chief

1/10/2019

Mayor Atkinson and Members of Council

RE: Full-Time Training Officer Specifics

Mayor and Council,

As we have been discussing for some time, the fire department is facing some unique challenges relating to increasing calls for service and staffing. During appropriations, I had informed you of my desire to address these issues and ensure our delivery of services remains at the same level our residents expect. Below I have outlined my plan and the concerns this additional position will address.

NEED: While I am proud of the commitment and dedication from all of our full-time, part-time, and volunteer staff, during the weekdays from 8am -5pm we still have difficulties filling shifts with call-offs and scheduled time off usage. This often moves the administration staff into the standard response role. The primary role of this position would be operational response, thus assisting shift coverage. An accurate engine response requires a minimum of three firefighters and an accurate ambulance response requires a minimum of two EMT Basics. By adding this position our department would have the minimum number of responders staffed at the station to respond even with call-offs and scheduled time off Monday through Friday during normal business hours.

Currently the Chiefs ensure that an officer is in the Village available to respond after hours to structure fires or alarm calls. This position will also assist in this capacity.

Training has been traditionally provided on the second and fourth Wednesdays of the month. This was effective when our department was predominantly volunteer. Increasingly, it has become difficult to deliver this necessary training to all of our staff due to varying work schedules for volunteers and maximum allowable work hours for part time staff. By adding this position training can be provided more effectively, efficiently and standardized to all of our staff. As this is a salary position cost can be controlled with flexible hours.



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COST: As discussed during appropriations, the total cost associated with wage and benefits for this full-time position will be about \$100,000. This salaried position would align with classification B under the attached 2019 pay scale. If the successful candidate already has assigned rank within the department, that rank would remain. However, if the successful candidate does not currently have rank assigned the title of “Lieutenant” would be granted.

SPECIFICS: The work hours for this position would be Monday through Friday 8am–5pm or 9am–6pm depending on scheduling needs. Sometimes nights, weekends, and on-call hours will be required as determined by the Fire Chief.

Qualifications:

- Must be a current Ohio certified EMT-Basic;
- Must be a current Ohio certified Firefighter II;
- Must have NIMS 100, 200, and 700, and able to obtain 300, 400;
- Must have or obtain Ohio Fire/EMS Instructor;
- Must maintain driving status on all Whitehouse Fire Department vehicles;
- Must maintain the ability to work under the standing orders of the Whitehouse Fire Department Medical Director;
- Fire Officer II certification as the annual budget allows and determined by the Fire Chief;
- Ohio driver’s license (within 30 days) – must remain valid during employment, without record, no felony convictions or disqualifying criminal histories within the past seven (7) years;
- Must have High School Diploma or equivalent;
- Must have a minimum of 5 years of fire/EMS service experience being able to demonstrate knowledge in multiple areas of hazard mitigation;
- Must be able to lecture large groups;
- Is responsible for staying current with new fire and EMS standards and procedures through training seminars, reading, peer networking, and participation in professional organizations.

General Duties:

- Develop, plan, and administer a training program that serves the continuing education needs of all members of the department. The majority of this task will be administered by the Training Officer, however some training can be delegated and coordinated as needed;
- Conducts and coordinates training on assigned nights for paid-per-call (volunteer) staff;
- Conducts and coordinates training as needed for on duty full-time and part-time staff;
- Assist in Village-wide safety training;
- Maintain records of all training for personnel and assist with State of Ohio recertification and audits;
- Provide analytics of training statistics as needed for the Fire Chief;



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- Provide annual live fire training for all fire department members;
- Assist the Fire Chief and Deputy Chief with on-call rotation when needed;
- Respond to emergency medical and fire calls for service in accordance with standard operating procedures;
- Provide rescue and required emergency medical services and patient care;
- Operate emergency rescue equipment such as saws, jacks, and various other power and hydraulic equipment;
- Remove fire and traffic crash victims to a safe location;
- Examine patients and reports symptoms, vital signs, and apparent nature of illness or injury to medical control by radio or telemetry equipment;
- Perform immediate lifesaving procedures required by circumstances;
- Stabilize patient and carry out instructions issued by medical control or standing protocol;
- Operate resuscitator and defibrillator;
- Properly apply back and neck support, braces, bandages, and splints as necessary;
- Transport patient to hospital when stable;
- Completes inter-facility transports of patients in accordance with standard operating procedures;
- Complete an accurate patient care report and submit paperwork (or electronic file) for billing and statistical record keeping purposes;
- Backfills open daytime positions when needed.

As I have shown above, the addition of this full-time training officer will address multiple area of needs within the Fire Department thus allowing us to continue the level of service our residents expect. I appreciate the support from each of you and am happy to answer any further questions you may have.

Regards,

Joshua Hartbarger
Fire Chief

VILLAGE OF WHITEHOUSE
PAY CLASSIFICATIONS
1/1/2019

CLASS	POSITION	STEP					
		1	2	3	4	5	6
		Hourly Rate Annual					
A	Police Chief, Director of Public Service, Finance Director, Fire Chief	\$ 54,149	\$ 58,578	\$ 63,005	\$ 67,431	\$ 71,861	\$ 76,979
A.1	Deputy Fire Chief, Deputy Police Chief	\$ 46,724	\$ 49,768	\$ 54,056	\$ 58,899	\$ 62,812	\$ 67,755
B	Sergeant, Tax Commissioner, Planning Administrator	\$ 20.91 \$ 43,495	\$ 22.37 \$ 46,540	\$ 24.44 \$ 50,828	\$ 26.76 \$ 55,670	\$ 28.65 \$ 59,584	\$ 31.02 \$ 64,527
C	Building/Zoning Clerk, Account Clerk, Public Service	\$ 16.71 \$ 34,760	\$ 18.45 \$ 38,385	\$ 20.31 \$ 42,242	\$ 22.24 \$ 46,269	\$ 24.04 \$ 49,999	\$ 25.83 \$ 53,730
	Additional Pay (Public Service): Water Operator Class I License = \$.25 per hour Water Operator Class II License = \$.50 per hour Wastewater Collections Class II License = \$.25 per hour Supervisor = \$ 2.00 per hour						
C.1	Office Assistant	\$ 13.00 \$ 27,040	\$ 14.66 \$ 30,493	\$ 15.78 \$ 32,822	\$ 16.87 \$ 35,090	\$ 17.77 \$ 36,962	\$ 19.16 \$ 39,853
D	Patrol Officer, Firefighter/EMT	\$ 18.71 \$ 38,914	\$ 20.45 \$ 42,539	\$ 22.10 \$ 45,972	\$ 23.84 \$ 49,597	\$ 25.58 \$ 53,200	\$ 27.17 \$ 56,506
	Additional Pay: Police Corporal = \$1.00 per hour						
E	Paramedic (based on 2,990 hrs.)	\$ 14.50 \$ 43,356	\$ 15.98 \$ 47,774	\$ 17.24 \$ 51,552	\$ 18.89 \$ 56,488	\$ 20.43 \$ 61,089	\$ 21.86 \$ 65,354
	Additional Pay: Paramedic Chief = \$.70 per hour or \$2,000 annually Paramedic Capitain = \$.35 per hour or \$1,000 annually Paramedic Lieutenant = \$.25 per hour or \$750 annually						
F	Regular Part Time Employee	\$ 16,900	\$ 19,062	\$ 20,520	\$ 21,937	\$ 23,103	\$ 24,904
	Office Staff, Safety Asst. (25 hrs. wk)	\$ 13.00	\$ 14.66	\$ 15.78	\$ 16.87	\$ 17.77	\$ 19.16
G	Part Time Positions Police Department						
	Patrolperson	\$ 14.52	\$ 15.56	\$ 16.59	\$ 17.71	\$ 19.16	\$ 19.93
	Auxiliary Police Officer	\$ 12.53 per hour, for specialized duties and mandated training					
	Crossing Guard	\$ 12.53 per crossing shift					
	Seasonal Employees						
	Recreation Director	\$ 11.35			TO		\$ 17.24
	Seasonal (Pub. Svc./Park)	\$ 11.35			TO		\$ 17.24
	Fire Department						
	Paramedics	\$ 13.31			TO		\$ 17.25
	EMT	\$ 11.84			TO		\$ 15.77
H	Volunteer Fire Department						
	Asst. Fire Chief	\$ 3,126.53 annually					
	Deputy Chief	\$ 2,328.26 annually					
	Captain	\$ 1,563.26 annually					
	Lieutenant	\$ 1,064.36 annually					
	Officers & Firefighters (includes drills up to 24 annually)	\$ 11.84			TO		\$ 17.25