



Hanover Township Butler County, Ohio

Special Meeting Board of Trustees March 26, 2014 Minutes

The Board of Trustees was convened at 4:30PM by Mr. Stitsinger. Mrs. Brosius took a roll call with Messer's. Miller, Johnson and Stitsinger present. Also present were Fire Chief Phil Clark and Township Administrator Bruce E. Henry. The purpose of the meeting was to discuss Fire Department run data and proposed pay plan changes to address the needs of the Township.

Mr. Henry summarized the run data and presented a summary of comments/questions from the February departmental meeting as follows:

Draft Pay Plan Summary Comments from Departmental Meeting and Afterward March 2014

1. Suggestions were made to consider differentiating pay for runs based upon advanced training such as paramedic versus EMT. Rationale: Some recognition should be provided to those individuals who have taken advanced training and when ALS/paramedic service is performed, greater insurance reimbursement is received.
2. Suggestions were made to provide a basic uniform/clothing for those filling in the schedule on station and responding within the 3 mile radius.
3. Suggestion made to place on station schedule into the "I AM Responding" program for all to see.
4. Payroll processing: Suggest the on station stipend be paid on a biweekly basis, the same as other regular employees. Current Fire Department payroll is based upon a quarterly payment except for the Chief and Captains who are paid on a monthly basis.
5. If all run pay is level despite certifications then consider extra compensation for paramedics who provide ALS duties on a run. No ALS duties performed no extra pay.
6. Another pay option: Consider per run pay levels based upon time in service. An example: 0-5 years service \$14.00 per fire run; 5-10 years \$15.00 per run; 10 plus years \$16.00 per run. Use same process and apply to EMTs/Paramedics.

7. Question: Will on station stipend schedule be set up for 5 days per week or 7 days per week?
8. Should there be a different or special rate for individuals called out for the Air & Light truck?

Other notes:

1. Will stipend pay be subject to federal tax withholding?
2. To begin a bi weekly payroll coinciding with existing bi weekly pay periods, must start either Monday March 31st or Monday April 14th. The pay period begins on a Monday and ends on a Sunday night. At the end of the pay period (Sunday), stipend sheets must be turned in by Monday evening unless another schedule is established by the Board. Quarterly pay is still an option if deemed appropriate to coincide with other Departmental payroll.
3. On Station scheduling must be set up well in advance 2-4 weeks at a time. Changing of positions/personnel once scheduled should only be done with advance approval of a designated officer.
4. Individuals who sign up for stipend on station shifts and then want to change must find another person to take their place before it can be approved for a change.
5. Twelve (12) hours on station assignments can be shared in 6 hour increments with \$60.00 going to each 6 hour portion.
6. An Air & Light Call not part of duty assigned to on station stipend personnel. Other personnel must be called in.
7. Special Events: The designated events to be covered shall be handled by other personnel not assigned to the on station stipend shifts.

All of the above issues were discussed by the group and final positions were worked out. Mr. Henry had prepared a resolution in case the Board was ready to act. A Draft Pay Plan was handed out and analyzed.

Throughout 2013 and the first quarter of 2014, the Board of Trustees and Administration have been reviewing Fire and EMS Run data examining times of response and use of mutual aid. After evaluating this data and listening to questions and suggestions above from the department, a proposed new pay plan and related guidelines have been agreed upon.

The objective of these changes is to enhance opportunities for responders and to address run service “gaps” and response times. To meet this objective, we must all work together as a team to be good stewards of the funds allocated and to encourage increase participation and response throughout the department. Data will continue to be monitored to determine what modifications or significant changes may be necessary to address the needs of the community. Issues unrelated to payroll such as the questions associated with standard duty

wear or uniforms will be addresses separately by the Fire Chief and Administration. SOPs related hereto that may need revision shall be addressed by the Fire Chief and/or Township Administrator.

The Board stated they were ready to proceed based upon their current discussions. Mr. Miller made a **motion** that seconded by Mr. Johnson to approve Resolution No. 31-14 and Pay Plan Attachment as reworked by the Township Administrator. After discussion, a roll call vote was taken with all three Trustees voting yes.

Resolution No. 31-14

Amend and Approve Changes to the Hanover Township Pay Plan Associated with the Fire Service Operation

Whereas, The Fire Chief, Township Administrator and Board of Trustees have been evaluating Fire and EMS run data for 2012, 2013 and 2014; and

Whereas, it appears due to personnel changes and the increasing volume of runs that there are times and days when mutual aid must be utilized or run times are longer than expected; and

Whereas, the Board of Trustees hope to continue the volunteer status of the department yet seek ways to improve service response to the residents; and

Whereas, recommendations have been considered to offer a different arrangement for stipends for run attendance and participation; and

Be it resolved by the Board of Township Trustees of Hanover Township Butler County, Ohio

Section I. That to improve service to residents, the Fire Department portion of the overall Township Pay Plan is hereby amended and changed in accordance with the plan attached herewith identified as “Attachment Resolution No. 31-14” to be effective March 31, 2014.

The foregoing resolution was adopted in an open special meeting and is a reflection of the official action taken by the Board of Trustees of Hanover Township Butler County, Ohio on the 26th day of March 2014.

Board of Trustees

Vote

Attest and Authentication:

Fred J. Stitsinger
Douglas L. Johnson
Larry Miller

Elizabeth A. Brosius
Fiscal Officer/Clerk

The Fire Chief was directed to implement said Pay Plan and report periodically to the Township Administrator and Board as to progress and effectiveness.

There being no further business to consider, a motion was made by Mr. Johnson to adjourn which was seconded by Mr. Miller. A roll call vote was taken with all three Trustees voting yes.

