

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 19-101**

**RESOLUTION AWARDING PARAMEDIC TUITION PAYMENT TO  
FIREFIGHTER/EMT JOSHUA LENTZ, AT A TOTAL COST OF \$9,151.00.**

**WHEREAS:** The Township has expressed a desire to assist in the education of members of the Fire Department wishing to become Paramedics; and

**WHEREAS:** Firefighter/EMT, Joshua Lentz has expressed an interest in attending Paramedic training and meets the requirements of the Tuition Program and has been a Firefighter/EMT for three years with Fairfield Township; and

**WHEREAS:** The Fire Chief has recommended awarding the tuition; and

**WHEREAS:** Firefighter Lentz has agreed to all contract requirements to receive the tuition; and

**WHEREAS:** The program was created and approved by Resolution #16-26;

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

**SECTION 1:** The Board hereby authorizes payment for Paramedic tuition to Firefighter/EMT Joshua Lentz, at a total cost of \$9,151.00, attached hereto as Exhibit "A", and will be paid out of Fund No. 2281 pursuant to the terms and conditions set forth in Resolution No. 16-26.

**SECTION 2:** The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

**SECTION 3** This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

**SECTION 4:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

**SECTION 5:** This resolution shall take effect at the earliest period allowed by law.

**Adopted:** August 14, 2019

**Board of Trustees**

Shannon Hartkemeyer:

Joe McAbee:

Susan Berding

**Vote of Trustees**

Yes

Yes

Yes

**AUTHENTICATION**

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 14<sup>th</sup> day of August, 2019.

**ATTEST:**

Shelly Schultz  
Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

L. E. Barbieri  
Lawrence E. Barbieri, Township Law Director

## PARAMEDIC TUITION PROGRAM

### APPLICANT INFORMATION

Name: <u>Joshua Lentz</u>		
Date of birth: <u>01/15/1997</u>	Home Phone: <u>N/A</u>	Cell Phone: <u>(513) 594-3470</u>
Current address: <u>1310 Ellen Dr.</u>		
City: <u>Middletown</u>	State: <u>Ohio</u>	ZIP Code: <u>45042</u>
Date of Hire Fairfield Twp Fire:	<u>7/27/2016</u>	

### EMPLOYMENT INFORMATION

Current Full Time employer: <u>N/A</u>		
Employer address:		How long?
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:	Annual Income:	

### EMERGENCY CONTACT

Name: <u>Jeff Lentz</u>		
Address: <u>4101 Nelson Rd</u>		Phone: <u>(513) 292-3383</u>
City: <u>Middletown</u>	State: <u>Ohio</u>	ZIP Code: <u>45042</u>
Relationship: <u>Father</u>		

### REFERENCES

Name	Address	Phone
<u>Bryon Baumann</u>	<u>1927 Ranlyn Dr. Hamilton, Oh</u>	<u>(513) 464-6769</u>
<u>Ryan Berter</u>	<u>3959 Carrington Way Fairfield Twp, Oh</u>	<u>(513) 266-4917</u>

### SIGNATURE

I authorize the verification of the information provided on this form as to my credit and employment.

Signature of applicant: 	Date: <u>6/17/2019</u>
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Please attach the following documents:

**A single page explanation of financial need and reasons applicant should be accepted for the tuition program.**

- \* The program syllabus for the Paramedic Training Program the applicant will be attending if approved.
- \* Information of the cost and application deadline for the program you wish to attend.

**A letter of recommendation from an immediate supervisor.**

Office Use Only

Total Cost \$ \_\_\_\_\_ First Installment Due \$ \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_  
 Date Class to Start \_\_\_\_\_ End Class Date \_\_\_\_\_



- Prepare for the workkeys assessment
- Determine your Financial Aid options

## Program Times

Full Time | 1,000 Hours

The course is divided into 500 hours of classroom theory and 500 hours of clinical experience.

[Click for upcoming class times](#)

## Program Costs

- Tuition \$7,500
- Books/Supplies \$1,651
- Total \$9,151

Financial aid and scholarships are available to those who qualify.

## Industry Recognized Credentials

Our students are prepared to test for:

- Ohio Paramedic Certification

## Curriculum Highlights

- Anatomy and physiology
- Pathophysiology
- Medical terminology
- Cardiac rhythm interpretation
- Defibrillation
- Drug therapy
- Airway management
- Patient assessment
- Medical trauma emergencies
- Advanced care

## Where Can I Work?

- Fire department

# **Fairfield Township Fire Department**

## **Paramedic Tuition Program Agreement**

### **Purpose:**

To encourage and assist employees in furthering their education in an effort to enhance current skills applicable to their current position and further enhance the ability of the employee to provide improved levels of service to the community. This program will be used in an effort to recruit and retain high quality levels of employees.

### **Policy:**

The Fairfield Township Fire Department may fund employees' education costs for coursework and specialized training from an accredited academic institution and approved in advance. The approval for funding will be dependent upon the employee's current position and seniority as well as available funding. Approval must be obtained prior to commencement of each course. Tuition program may be limited due to budgetary concerns or limits. Approval of any funding, education, or course work will be at the sole discretion of the Fire Chief.

### **Eligibility:**

To apply for this program an employee must have at least one year of service with the Fairfield Township Fire to be considered eligible for the program.

Eligible employees may attend only an approved program.

Employees requesting educational assistance must obtain recommendation from their immediate supervisor apply for this program

The following factors will generally be considered in evaluating request for educational assistance.

The benefits to be derived by the employee and the Township Fire Department.

The employee's level of responsibility and length of service.

The estimated cost of which shall not exceed the published course fees.

The course must be held by an Ohio accredited school.

Course attendance and/or study and preparation that occur outside of the employees' scheduled work hours will not be compensated and will be the responsibility of the employee. It is expected that educational activities will not interfere with the employees' work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance as well as disciplinary action.

1. Employees will be required to reimburse Township if they fail to complete the 5 year service requirement in this agreement. Reimbursement formula shall be as follows. Total funds paid for training will be credited at 1/60<sup>th</sup> per month of the five year term. (Tuition \$5,000 divided by 60 months or \$83.33 per month as an example) At the end of 5 years of additional employment the contract will be considered fulfilled and no further financial liability shall exist.

2. Employees who receive funding for educational expenses must agree in writing to repay the amount on a prorated basis if they leave the Fairfield Township Fire Department voluntarily within five years from the date of reimbursement.

3. Employees receiving any other funding, reimbursement, or other funding such as a grant or other scholarship from any outside source, shall notify the department upon receipt and such funds shall reduce the amount the Township Fire Department shall pay for the tuition cost.

4. An employee shall only be permitted to participate in the tuition program once. The department reserves the right to accept mitigating circumstances and authorize a member to attend an additional time. This would be due to military deployment, medical condition(s) preventing attendance, or a similar significant issue.

**Procedure:**

Prior to taking the course, the employee must complete an application for tuition program form. The application shall be forwarded to the employee's immediate supervisor and department head for approval. The employee shall not be eligible for any reimbursement if application was not approved in advance.

Applications may be submitted at any time during the fiscal year, but may not be approved based on the number of students participating and/or current funding availability.

1. The employee shall be notified in a timely manner whether or not their application request is approved.

2. Where the program is billed in segments other than the initial section fees, the students shall have completed the previous segment with a passing grade before payment for the next segment will be authorized.

Employees seeking payment for educational expenses must submit a claim form to the fiscal office with the following attachments:

1. A copy of the School Invoice.
2. A certified transcript of their grades.

**Justification:**

The tuition program has been established to encourage employees to pursue Paramedic Certification, which is job related and directly benefits Fairfield Township. Please attach a course syllabus or description and invoice for tuition provided by the institution.

Employees seeking reimbursement for educational expenses must agree in writing to reimburse the township on a prorated basis if they leave employment voluntarily within five years from the date of reimbursement. By signing below, the employee agrees to comply with all provisions of the township policy, including the repayment provision.

1. Whereas, Fairfield Township Fire Department periodically provides its members with the opportunity for specialized education other than budgeted training; and

2. Whereas, the Fairfield Township Fire Department provides the training or education under the conditions set forth in this agreement; and

3. Now, therefore, in consideration of the agreements herein made, the parties mutually agree as follows:

4. Amount and purpose. The recipient will receive payment of the first segment of the program and subsequent reimbursement not to exceed the approved amount.

5. Other terms. The following terms also apply to this agreement.

A. An advanced allocation will only be provided for the first course segment the remaining shall require successful completion of the previous course segment.

B. Documentation that meets the requirements of the Fairfield Township Fire Department and Fiscal Office will be required for or payment of any funds to an entity.

C. No funds will be awarded for any costs that have been paid for by other available means (i.e. educational benefits from the GI bill Scholarships or other sources). Fairfield Township Fire Department funding may only be used for any approved costs not covered by another source. The recipient must disclose any other educational funding benefit to which the recipient is entitled to or awarded.


6. Repayment. The recipient specifically agrees that if, the recipient leaves paid employment with the Fairfield Township Fire Department within five (5) years of the commencement of the education or training, the recipient is liable to the Fairfield Township Fire Department for repayment of the amount reimbursed or allocated in advance for training or education on a prorated basis for amount of time remaining on the five year commitment. The recipient also agrees that this condition is reasonable and necessary in order for Fairfield Township Fire Department to obtain the benefit of providing the training or education to the recipient. The recipient further agrees that, upon providing notice to the Fairfield Township Fire Department of the cessation of employment with the Fire Department the recipient will immediately arrange for a voluntary repayment schedule with the Department. The recipient agrees that a failure to arrange for and complete a voluntary repayment schedule will subject the recipient to

all available remedies for collection of the debt owing to the Fairfield Township Fire Department, including costs and attorney fees incurred in the collection of the debt. In the case of an extreme emergency (such as a relocation of residence due to a family crisis) the recipient may apply to the chief for a waiver of repayment.

7. Construction of this contract. This contract should be constructed and interpreted according to the laws of the State of Ohio.

8. Modification of contract. This contract constitutes the entire contract between the parties and may only be modified by a written amendment signed by the parties.

9. In witness whereof, the parties hereto have caused this contract to be signed and intended to be legally bound thereby.

  
\_\_\_\_\_  
Applicant  
8/6/2020  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief  
\_\_\_\_\_  
Date

To: Assistant Chief Matt Schumann

Date: 6/25/2019

Dear Chief Schumann, the reason I am writing this letter is to explain why I think I should be considered to get financial assistance for Paramedic school. I have been with the Fairfield Township Fire Department for 3 years now. In the short amount of time I've been here, I have realized that I truly enjoy coming into work and admire the people that I work with. Also, I believe that I have done a lot for the department as well as the citizens of Fairfield Township. I plan to continue serving the community for many years to come and getting my medic card is the best way to do that.

The reason I need financial assistance is because here recently I bought my first house. While I really want to further my career by going to medic school, the cost is out of my budget and right now it's not ideal for me to pay out of pocket. It would help me greatly if Fairfield Township would front the cost. I would be able to go to school now rather than a few years down the road and I believe it would be very beneficial for the Fire Department considering the shortage of Paramedics. Thank you for the consideration!

Sincerely

A handwritten signature in blue ink, appearing to read "Josh Lentz", with a stylized flourish at the end.

Josh Lentz

To: Assistant Chief Matt Schumann,

Date: 6/25/2019

Ref: Josh Lentz

Dear Chief Schumann,

I am writing this letter as a recommendation for FF Josh Lentz to be accepted into the paramedic financial assistance program. Josh has been with this department for 3 years now and up until recently I was his immediate supervisor. Since he started here, Josh has proven over and over that he is a hardworking and dedicated employee. He is always looking to learn and does whatever he can to help whether it be around the firehouse or with the citizens of Fairfield Township.

I think Josh would be a great choice to receive the financial assistance and I have no doubt he will be able to complete the program. Josh will make a great Full-Time employee and even a leader in the department one day.

Sincerely,

*Ryan Berter*

Captain Ryan Berter