

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 21-103**

**RESOLUTION AUTHORIZING THE APPOINTMENT OF FULL-TIME FIRE INSPECTOR,
ALBERT LLOYD TO THE FAIRFIELD TOWNSHIP FIRE DEPARTMENT, AT AN HOURLY
RATE OF \$24.18 WITH A 12-MONTH PROBATIONARY PERIOD.**

WHEREAS: There is need for a full-time Fire Inspector in the Fire Department and the Fire Chief recommends the immediate hiring of Albert Lloyd to fulfill that need and contribute to the health, safety, and welfare of the residents of Fairfield Township; and

WHEREAS: Albert Lloyd has worked part-time for the Fairfield Township Fire Department since 2013;

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

SECTION 1: The Board hereby authorizes the Fire Chief to appoint full-time Fire Inspector, Albert Lloyd, with the job description set forth on the attached Exhibit "A", at an hourly rate of \$24.18, with a 12-month probationary period.

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: July 14, 2021

Board of Trustees

Vote of Trustees

Susan Berding:	<u>Susan Berding</u>	<u>yes</u>
Shannon Hartkemeyer:	<u>Damon Hartkemeyer</u>	<u>yes</u>
Joe McAbee:	<u>Joe McAbee</u>	<u>yes</u>

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 14th day of July, 2021.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

Job Duties and Tasks for: "Fire Inspector"

Full-time Fire Inspector/Fire Prevention Specialist

Nature of Work:

Performs advanced technical and administrative work in the area of code enforcement and investigations and coordinates public education activities.

Primary Duties:

- Manages the programs of the Fire Prevention Office of the Fire Department; provides direction and assistance to fire department members.
- Prepares reports and proposals for the Prevention and Inspection activities, as directed by the Fire Chief.
- Manages the development of new and existing programs and activities of fire prevention.
- Serves as the liaison between the Fire Department and Fairfield Township Zoning and the Butler County Building Department.
- The performance of code enforcement and public building inspections for compliance with the statewide fire prevention code.
- Performs all other duties assigned by the Fire Chief.

Job Preparation Needed:

- Requires extensive knowledge of fire prevention, code enforcement, and investigation and control techniques, thorough knowledge of fire suppression principles, practices, apparatus, equipment, and various extinguishing agents, and policies and procedures including investigations; and general knowledge of emergency medical principles, practices, apparatus, and equipment. Appropriate training will be provided as needed to prepare Inspector to meet job requirements.
- Must be able to understand and accurately interpret and enforce provisions of the Ohio Fire Code and the Ohio Building Code.
- Requires considerable skill in the organization and preparation of clear and concise reports.
- Requires ability to complete data entry into Department Records Management System.

Job Locations and Conditions:

- Performs work indoors and outdoors in a variety of settings and in all weather conditions.
- Performs work safely in accordance with department safety policy and procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions

- May be assigned to cover shift positions as needed to insure the successful operations of the Fire Department.
- Requires response to emergencies as dispatched or requested.

FIRE SAFETY PUBLIC EDUCATION

NATURE OF WORK:

Performs specialized educational work in preparing and presenting fire prevention and fire safety education programs, and promotes life safety for the Fire Department. Exercises initiative and independent judgment in all phases of work; exercises tact and courtesy in frequent contact with school students and administrators, County officials, and the public; works closely with local, regional, and State fire safety organizations. Work is performed under the general supervision of the Fire Chief or designee.

ESSENTIAL FUNCTIONS OF THE JOB:

Prepares and conducts a comprehensive fire prevention and fire safety education program in elementary school classrooms.

Prepares and presents fire prevention and fire safety programs to civic groups and social organizations; researches material, designs handout materials and visual aids.

Prepares, presents, and maintains slide presentations, visual and audio aids; programs promoting safety education

Assist with purchases of materials used for public education; ensuring educational content of all publications are of the highest quality and reflect current data.

Researches and compiles data to determine the needs of life safety programs for various target groups; develops programs as needed.

Acts as liaison for the department in the community; develops and maintains relationships with other departments, citizens, and organizations.

Prepares necessary reports pertaining to fire education activities; maintains statistical data.

Schedules and coordinates fire station tours by the public, school groups, and youth organizations; coordinates the presentations, stand-byes, and demonstrations by department personnel.

Coordinates department sponsored activities during Fire Prevention Week; prepares station tours, presentations, poster contests, etc.

Coordinates public relations and educational events and activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of basic educational and instructional techniques.

Knowledge of basic principles and techniques of fire suppression, rescue, life support, and fire prevention.

Knowledge of fire prevention systems, including sprinkler systems, standpipe systems, fire pumps, hydrant systems, extinguishers, etc.

Knowledge of firefighting and basic/advanced life support emergency care evolutions, techniques, and ability to explain such information appropriately.

General knowledge of fire safety laws and methods, rules and regulations, and of State and local fire codes.

General knowledge of office administration, and be able to perform moderately complex clerical duties.

Knowledge of computers and software.

Ability to recruit and train department personnel in any aspect of the education program to assist or take the lead in the presentation of prevention, safety, or any other programs which may be developed.

Ability to read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations.

Ability to deal tactfully and effectively with the public, co-workers, and supervisors.

Ability to express ideas effectively orally and in writing.

Driving:

- Must have ability to drive all department apparatus or complete all required drivers training requirements within 90 days successfully.