

November 2022

◀ Oct 2022

Dec 2022 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 6:30 pm Special Park Rec Board	3	4	5
6	7 7:00 pm City Council	8 8:15am Privacy Committee 4:30 pm Board of Zoning Appeals	9 6:00pm Civil Service Police Officer Test @ St. Pauls	10	11 8:00am Annual Budget Review Meeting	12 8:00am Annual Budget Review Meeting
13	14 6:30 pm Municipal Properties Committee	15	16	17	18	19
20	21 7:00 pm City Council	22	23	24 Thanksgiving - Closed	25	26
27	28 7:00 pm – Safety and Human Resources Committee	29 6:15 pm- Personnel Committee	30			

December 2022

◀ Nov 2022

Jan 2023 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 6:15 pm Technology Committee 7:00 pm City Council	6	7	8	9	10
11	12 6:30 pm Electric Committee Board of Public Affairs 7:00 pm Water/Sewer Comm. 7:30 pm Municipal Properties Committee	13 4:30 pm Board of Zoning Appeals 5:00 pm Planning Commission	14	15	16	17
18	19 6:00 pm Park Rec Committee 7:00 pm City Council	20	21	22	23	24
25	26 City Offices Closed	27 City Offices Closed	28 4:30 Civil Service Commission 6:30 pm Parks and Rec Board 6:30 pm – Finance and Budget Committee 7:30 pm – Safety and Human Resources Committee	29	30	31



City of Napoleon, Ohio

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Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: Mayor and City Council, City Manager, Law Director, City Finance Director, Department Supervisors, News Media

From: Marrisa Flogaus, Clerk

Date: November 25, 2022

Subject: Finance and Budget Committee – Cancellation

The regularly scheduled meeting of the **FINANCE AND BUDGET COMMITTEE** for Monday, November 29, 2022 at 6:30 pm has been *canceled* due to lack of agenda items.



City of Napoleon, Ohio

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Memorandum

To: Parks and Recreation Board
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: MARRISA FLOGAUS, Clerk
Date: November 25, 2022
Subject: Parks and Recreation Board Cancellation

The **PARKS AND RECREATION BOARD** scheduled for Wednesday, November 30, 2022 has been **CANCELED** due to lack of agenda items.

SAFETY AND HUMAN RESOURCES COMMITTEE

MEETING AGENDA

Monday, November 28, 2022 at 7:00pm

Location ~ Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Approval of Minutes: August 22, 2022 (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) Safety Services Strategic Plan
- 3) Restructure Clerk of Council Position
- 4) New Admin Assistant of Public Safety
- 5) Adjournment.



Marrison Flogaus

Marrisa Flogaus - Clerk

City of Napoleon, Ohio
SAFETY AND HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Monday, October 24, 2022 at 7:30pm

PRESENT

Committee Members	Daniel Baer-Chair, Dr. Dave Cordes
City Staff	Chad Lulfs- P.E., P.S. - Director of Public Works/ Acting City Manager Brittney Roof- Human Resources Director David Mack- Police Chief Edward Legg- Police Lieutenant Joel Frey- Assistant Fire Chief
Others	News-Media
Recorder	Marrisa Flogaus
ABSENT	Molly Knepley

CALL TO ORDER

Chairman Baer called the Safety and Human Resources Committee meeting to order at 7:29pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes from the September 26, 2022 Safety and Human Resources Committee meeting were approved as presented.

GIS POSITION (RESTRUCTURE OF ENGINEERING DEPARTMENT)

Lulfs stated 6-7 years ago the Engineering Department was instructed by Council to create a geographic information system (GIS) for the City. We've spent that time getting resources created. It's utilized extensively by operations, but we do have maps available for other departments to use. Currently, we've hired all that work out to private consultants. As of today we've spent an excess of \$400,000 getting everything put together and hiring outside firms. We budget anywhere from \$50,000 to \$125,000 a year to have Stantec maintain our system. In an effort to reduce those costs we would like to bring someone in house. Human Resources and I had started to prepare a job description for the GIS position based on positions in surrounding communities. We tailored it to meet our structure within our positions. We came up with a Geographic Information System Technician or Senior Technician, which would be strictly based on experience and education. The jobs would be the same, but the title would depend on experience and education. A Senior Technician would need a bachelor's degree in GIS, geology, or geography with two years of employment experience. Geographic Information System Technician would need a two year degree in GIS, geology or geography. They would be hired to maintain and update all of our GIS mapping. The current positions we have a pay-scale laid out for is Engineering Technician, Senior Engineering Technician, Staff Engineer, Licensed Staff Engineer, and Construction Inspector. Of all those positions we currently only have two filled. We have one Staff Engineer, who doesn't yet have his license, and a Construction Inspector. We looked into some of the pay scales around us for GIS Positions. A GIS position starts about \$53,000 all the way up to \$118,000 per year, which would be a much larger job than we will have. An Engineer position pay ranges from around \$150,000 for the big corporate company all the way down to a starting level of \$60,000. Looking at those we were not aiming to be anywhere near the high side. We have to fit the GIS position Technicians and Senior Technicians into a department that has Engineering Technicians, Senior Engineers Technicians, Staff Engineers Licensed Staff Engineers and Construction Inspectors. The Engineering

Technician is usually someone entry level with either no education or very little starting at \$18 an hour. That is actually less than we currently pay, which is \$19.41-\$25.62. All of these have 7% between steps due to standard industry practices. The City has done this for as long as I could find out. Staff Engineers would be starting at \$24 an hour. We've hire 3 in the past 5 years and we have never started anyone at the A step. The existing A step is \$21.42 an hour and we couldn't get anyone to take the job. I've reached out to private firms and their starting engineers right out of college around \$25 an hour. We have a few better benefits, which I think makes up for it. We matched the GIS Technician pay rates with the Engineering Technician pay rates and the Senior GIS Technician pay rates with the Staff Engineer pay rates. To be an engineer you have to have a four year degree from an accredited university in engineering, otherwise in the State of Ohio it's illegal to have engineer in your title. To be a Licensed Staff Engineer from the State of Ohio, so that you'd be known as a professional Engineer (P.E.) you have to work under a Professional Engineer for 4 years and pass your second 8 hour exam. Technically to be a Staff Engineer you have to take what's commonly known as an EIT, which is an 8 hour exam. We give you a couple of years to take that test. After you take the Professional Engineers test you jump from \$29.40 an hour to \$32 an hour. The top of the scale is \$39.20 an hour, which is in the neighborhood of \$80,000. To be able to get to that point you have to have a minimum of four years after college experience and then another four years climbing through the scales, so essentially that's an engineer with about 8-10 years of experience. On the public side that is about the going rate, but on the private side that is very low. If someone has 8-10 years in public service they are probably going to stay on the public side. Currently we have maps that show sanitary and sewers infrastructure, storm sewer infrastructure, waterlines, hydrants and values, street ratings, zoning information, addresses, and electric. The electric map hasn't been as updated as others and we are waiting for electric to input data, which would be much easier if we had someone on staff to do it. Right now, if we want something done we have to scan it and send it to Stantec or they will come to town once every couple of months to pick up a flash drive. Stantec will bill us for a technician anywhere from \$85- \$120 an hour. Generally if it's not someone under our direct supervision the work isn't as accurate as we would expect. That's just the cost of doing business with an outside consultant. Cordes asked if we are paying about \$400,000 when we outsource? Lulfs replied yes. Cordes asked over what time frame? Lulfs replied we've actually exceeded half a million. We spent around \$200,000 to set the system up and then \$400,000 in yearly maintenance over 5 years. This year when my Staff Engineer has had time I've had him do some of the updates. Rathge has been doing quite a bit of updates as well especially to the hydrant flushing map. With this we can actually track the progress of hydrant flushing by pulling up the map and seeing where they are. If I have my Staff Engineer doing those updates then he's not designing the projects we want to build. Engineering work is usually billed to us at a minimum of \$120 whereas my Staff Engineer is currently at the B step of \$24.70 an hour plus benefits equaling around \$40 an hour. My Staff Engineer is self-taught on GIS and I appreciate his efforts, but anytime he works on GIS it takes away from his engineering time. Cordes asked would this reduce costs if we hired in house? Do you have an estimate of how much it would save? Lulfs replied I usually put \$100,000 in the budget every year that I would just take out. There is \$150,000 in my proposed budget for next year for GIS, which does include some software that we considered purchasing. If we are able to create the GIS position I would probably pull \$130,000 out of my budget. Cordes asked if we would reduce our cost by \$400,000 then? Lulfs replied that \$400,000 was over a course of about 5 years. I've been spending about \$80,000-\$100,000 a year, but the position would cost us less than that. Also, it would be done quicker and more accurately. Cordes asked if it would be about a wash then? Lulfs replied yes in costs, but we'd have more accurate information. For instance we were trying to incorporate all of our address files into GIS and it took us five years. If we could have done it in house we have probably could have done it in less than a year. Just because we spent \$100,000 every year doesn't mean they are able to do the whole year's worth of work. Once the purchase order was gone they wouldn't do anymore work for us, so the GIS sat there

until the following year for the new contract. Cordes asked if the GIS doesn't have as much work as what you're anticipating can they help with other projects? Lulfs replied we will have them help with CAD. For instance last winter my construction Inspector didn't have a lot going on, so for \$1,200 I had him go through an Auto CAD course and now he updates drawings for us when he's not out in the field. Baer asked what kind of time frame are we looking at to hire? Lulfs replied we were approved by council two years ago to move forward with creating a GIS position. We just didn't have the job description, pay scale or an ordinance to allow us to have it, but it was in the budget approved by council. We're looking to advertise the 1st of the year. I don't want to even advertise for the position until the budget approves that we can do it. If there's not money to pay it then I don't want to get anyone's hopes up or go through all the work of interviews if in the end we can't fill the position.

Motion: Cordes Second: Baer
To Recommend to Council to approve the GIS Position

Roll call vote on the above motion:

Yea- Cordes, Baer

Nay-

Yea-2, Nay-0. Motion Passed

ASSISTANT POLICE CHIEF JOB DESCRIPTION AND WAGE SCALE LAYOUT

Lulfs stated top pay per year around us for an Assistant Chief is \$102,530 for top level, \$81,850 for senior level, \$64,610 for mid-level, \$50,630 for junior level and \$40,190 for starting level. If you look at the current structure slide you might be somewhat confused. I was confused about the A, B, C and D steps for sergeants. We can just act like the C and D steps don't exist. It is my understanding that the former city manager agreed to give pay increases for the sergeants that matched the union contract. Roof interjected that would be for the administrative staff, lieutenants and the chief of police, not the sergeants. Mack replied the sergeants are part of the union contract. Lulfs stated the issue we are having is the patrolmen and other staff are approaching the pay scale of the higher administrative staff. Roof stated a lieutenant makes \$6.57 less than the chief does. We went through Civil Service to get the approval to come here and to ask if we were able to bypass the competitive side of the exam. The plan is to move forward with possibly appointing a certain lieutenant in that spot giving the police department a good structure. Per the Charter the police department lay out consist of one police chief, 4 sworn officers of supervisory grade and then everyone else below. Right now there is no competitiveness for a sergeants to become a lieutenant because in the long run it ends up being a decrease in pay and benefits overall. As a lieutenant you are hourly and you can get benefits from picking up overtime shifts, but you miss out on the contract benefits for example educational pay. We wanted to change Charter section 145 to make the department structured with one police chief, one assistant police chief and three sworn officers of a supervisory grade. A job description was created by Lieutenant Legg and Chief Mack, which is made up of the duties that Lieutenant Legg is already doing. He just doesn't carry the title or pay for the duties that he's been performing over the last few years. The current structure of the police department shows where the police chief currently sits. For the lieutenant scale it skips step A, so it goes from B, C to D. When you look at them both laid out you can see that currently there's not a 7% gap between the chief and his lieutenants. We are setting this up for the long scale in the future because Chief Mack says he's retiring. Mack interjected soon. Everyone in my department is in the union, but the lieutenants and chief of police. The union has continuously increased pay overtime. The lieutenant classification was never set up to have a routine increases other than our end of the year cost of living. As we negotiated contracts over the past couple decades the union is getting set raises where we are getting cost of living, which has been very different at times.

Serval times over the years going all the way back to 2004 when I was promoted the union's senior officers will increase their pay, but the lieutenants won't get adjusted. This causes an accordion effect making it so that all of a sudden there's almost no gap. I believe since I had become a lieutenant that was adjusted twice. There was never anything set up to keep the separation between classifications. The chief of police was never adjusted, so now were on top of each other. The difference between Lieutenant Legg and myself is just over \$7. Underneath retired Chief Wetzel I was the Administrative Lieutenant, which is essentially what I made Lieutenant Legg and its nothing more than a title. He's getting paid the same as a road lieutenant who is working 8 hours and going home not having to worrying about weekends and covering vacations. This was part of my process of reorganization 5 years ago to get to a point where you finally get a true number two. We are one of the few departments if not the only department inside the city that doesn't have a true number two. You won't find a department our size who doesn't have either a captain or an assistant chief. For example Wauseon has a public safety director with a police and fire chief who both have an assistant chief underneath them. Bryan has a police chief and a captain. That's kind of where the accordion is happening on the wages. Now we are to a point where the difference from being chief of police and lieutenant before you even add in an assistant chief is just over \$7 an hour. Lulfs stated traditionally they are under the umbrella of non-bargaining and non-bargaining's cost of living is less than the union contracts. If the union contracts get 3% a lot of time non-bargaining would get 2% or 2.5%. Over several years that narrows the gap, which is happening now as the gap has become very small. I'm not saying this would give us a solution permanently, but it would get us back for now to have the 7% separations. This is what it's setting up for, but it's also adding the position in-between lieutenant and chief. Baer stated it makes sense to me that we would have an assistant chief. We have one for the fire department. If we move one of the lieutenant to an assistant chief would you still be looking for additional lieutenant? Mack replied we have four command officers all together. Right now there are two lieutenant and one sergeant. We would replace a lieutenant with an assistant chief. Baer asked so it's not an extra position? Mack replied no. There would still be one lieutenant left, Lieutenant Smith, who is still in charge of a lot of the road stuff. Then Lieutenant Moll who's retiring on Thursday will be replaced with a sergeant and we still have Sergeant Ruffer. We are not adding any positions it's just renaming them and adjusting pay. Baer asked if Mack's department was still short on staff? Mack replied I currently have one dispatcher opening and one in training. We'll see how that goes. I've got one officer in training until next week. Detective Mendez is done as of last Friday and Lieutenant Moll is done Thursday, so as of Friday this week I will be down two road officers and at least one dispatcher. Roof advised the dispatcher position will open up by the end of the week, the police test closes on the 31st and they will have the agility test on November 9th. Mack stated we are hoping to have candidates for that. Just as a reminder I currently have two civil service list combined, which is something I never thought I would see being a part of this for 27 years. I was part of dozens that took a test back in the day. Usually Civil Service says you have to interview the top 10 and it's been 8-9 years since we've interviewed 10 people. There are three people on our exam list now and I can't hire any of them. As of now they are currently enrolled in the academy and not certified by the State of Ohio. They took the test and passed the physical, but don't have their certification. Roof stated I thought to lay it out this way to control the situation a little bit more. Cordes asked if Roof was talking about the 7%? Roof replied yes, it would help with that accordion. As of now we only have one sergeant, but we will eventually have two. Step A is any sergeant less than a year and step B is for any sergeant over 1 year. For step A its 10% above a patrolman and 15% above that for step B. Mack interjected no matter what the patrolman pay is. Baer asked if sergeants were still part of the union. Mack replied yes. Roof continued I laid out what the steps would be as a sergeants in the years of 2023, 2024 and 2025. Going off that pay we would take the 7% up to a lieutenant to create an appropriate gap. Then another 7% up to an assistant chief, which gives you that range from bottom to top. Essentially three years from now depending on what the contract looks like could possibly be

another conversation on where we sit. Do we need to adjust it or did we adjust it accordingly. Lulfs stated just to point out the 7% above the lieutenants is the top of the assistant chief range, not the bottom. The 7% above the assistant chief is the top of the chief of police range, not the bottom. Baer asked if the police department had anything like the fire department to move into the assistant chief position? Roof stated this would put the appropriate steps in to make it worth your while. Cordes asked if it would automatically adjust to the 7%? Roof replied yes. Lulfs stated the assistant chief's position at the bottom scale is \$40.32 per hour, so if you're looking at the lieutenant and sergeant wages it's just a couple of dollars.

Motion: Cordes Second: Baer

To Recommend to Council to approve the Assistant Police Chief Job Description and Wage Scale Layout

Roll call vote on the above motion:

Yea- Cordes, Baer

Nay-

Yea-2, Nay-0. Motion Passed

OPERATIONS WAGE RESTRUCTURE

Roof stated this came to light when we were trying to hire an assistant operations superintendent. We had a candidate apply and even though he was our best candidate he didn't want the position because of the wage. The candidate eventually agree to the position. Keep in mind we didn't say we were going to restructure the wage when we hired him, so there was no agreement in place. He made a very good point with the wages that we had proposed to him once he went from the assistant superintendent to the superintendent. In three years the position he held a month ago in the union would pay more than he would make as the operations superintendent. In the ordinance for 2022 ranges for salary positions an operations superintendent makes \$2,347.02 per pay period up to \$3,328.50. The current operations superintendent has been with the City since 1992 and is getting ready to retire. The new assistant superintendent has been with us since 1999 and he will take over next June. We took a look at wages around us and they are all over the place. You have some senior levels that are very high and some small communities that are very low. I'm proposing to move the operations superintendent salary range to match what we are currently paying the water plant and waste water plant superintendents. Our water plant and waste water plant superintendents are required to have license. The operations superintendent is required to have three license, but yet he's paid less and runs seven division with 16 personnel under him. I don't think it's an outrageous request to top that at \$3,463 when it's currently at \$3,328.50. We're not even talking about \$150 per pay check difference. Our current operations superintendent is at the max of his scale. When we have foreman on our crews with the current contract they will be making over \$30 an hour by the end of the contract and they get time and a half overtime. This will at least allow us to have some space between the two. Once again this is some of the effects of the union increases versus the non-bargaining increases. I'm not making this comment as a shot at any of the former city managers, but very rarely do department heads get a performance based raise. Rathge hasn't had one in close to 10 years until this summer when I was finally able to get him one. I know a lot of other department heads were in the same boat until recently. Personally I haven't had a performance based raise since August of 2012. We kind of get stuck. Then when you get cost of living increases that are less than the union increases that gap gets very small and were running into it in the operations department now. That's why we were proposing to raise it up to the plants superintendent level. We're not reinventing the wheel. That is the reason for that request and hopefully we can be competitive. I think we asked the current assistant operations superintendent three times before he accepted it. Baer asked if this is talking about doing anything with the temporary position?

Lulfs replied the temporary position was set, but I do expect to see any cost of living adjustment that the non-bargaining gets. That position was set at \$30.00 per hour and even though it's set hourly it's a salary position, so he doesn't get overtime. We have positions in the union contract at \$29 an hour, so he went from roughly \$29 an hour to \$30. He's now salary, so you can see why he was at first reluctant. Baer asked if this would be beneficial to him once he gets through the temporary phase? Lulfs replied assuming were allowed to place him in that range. Personally as his direct supervisor, operations reports directly to me not the city manager, my intent is to give them something with good annual reviews for performance if they are not topped out. For anyone who works for the City your goal is the last 3-5 years because that's what your retirement is based on. The goal is trying to get individuals closer to their top end as they get closer to retirement assuming they have quality annual reviews and if they don't I wouldn't recommend it. Even with my recommendation for a pay increase due to performance would still require a signature from the city manager as all non-bargaining wage increases requires the city managers signature. This would not affect the assistant position until that individual moves into the operations superintendent position. Baer asked if the assistant position was just designed to be temporary because of how long Rathge has been there? Lulfs replied yes to work side by side with Rathge to learn his daily routines or things that he might do without thinking that someone coming in might not know that's part of the job. Brian Okuley is the individual that took the position and has been here since 1999, but he was in the construction division and then the water distribution division. He does have a sewer license so he's done some of that work and is familiar with it, but not other things like budget or when do you call the guys in due to snow or when do you call Gerken's and Nagels to start hauling out downtown or what is taken into effect when you have to renegotiate our refuse and recycling contracts. We're going to blow his mind with budget this week. There's all those pieces he just doesn't know until he sits beside him. That's why we created the position, so he could learn those over the course of 6-7 months. Baer replied that makes sense in my own career I was very fortunate when I first went into school guidance the gentleman I was replacing was going to become the athletic director in January, but before then he was still in there working with me. Having never done it before was helpful. Lulfs replied I was the other side of that the City of Napoleon was without an engineer for 3 months before I started, which just meant you worked 60-70 hours a week to figure it out. That was not enjoyable, but that's what it took and we are hoping to avoid some of that here. Cordes stated obviously there is a lot of knowledge that needs to be passed down, but there are three licenses needed for operations? Lulfs replied yes. He's required to be certified with Backfill Prevention, a Class I Water Distribution License which is needed before your Class II Water Distribution License and a Class II Waste Water Collections License due to annual reportings. For instance when we have a water main break Rathge and I have a system where I would run the repair in the field and he would be in the office doing all the reports that go to the EPA. I can't get those licenses because you have to work in water distribution or in sanitary sewers collection for so many hours before you can take those test to get those licenses. Since I don't work in the field in those position I can't get them. There was talk at one time about someone else getting those licenses, but you can't unless you've done it. Okuley does have those licenses. Roof stated you are looking at 2,080 hours that you have to have in each one to get those licenses, which is about eight hours a day for a year. Cordes stated it makes sense if he has licensure like that and obviously the knowledge passed down. Lulfs stated at the plants they have operator records to keep track of who's working. The operations superintendent is the operator of records for all the water distribution and all the waste water collection, so if something happens he is the one the EPA calls.

Motion: Baer Second: Cordes
To Recommend to Council to approve the Operations Wage Restructure

Roll call vote on the above motion:

Yea- Cordes, Baer

Nay-

Yea-2, Nay-0. Motion Passed

Miscellaneous

Roof stated I am just trying to keep the accordion effect from happening. Cordes replied I like the idea of having something automated like the 7%. That way it will help in the future. Roof stated we were just talking about the ASCME contract because ASCME just doesn't just effect the operations department. It effects Parks and Rec, Electric, and both the Water Plants, so they are getting ready to hit that accordion effect too. Lulfs replied this is fixing it in those departments now, but depending on what the non-bargaining increase is that could cause the same thing in a few years if it's less than the union. It's just the nature when you have three different contracts and a non-bargaining. Baer stated I looked back and the assistant operations superintendent was \$30.00 an hour. Lulfs replied we can talk about it when we have our budget hearings if non-bargaining gets a cost of living adjustment that position will see that as well. I don't think anything was ever discussed to single that out.

Adjournment

Motion: Cordes Second: Baer

To adjourn the Safety and Human Resource Committee meeting at 8:19pm

Roll call on the above motion

Yea- Cordes, Baer

Nay-

Yea-2, Nay-0. Motion Passed.

Approved

11-28-2022

Dan Baer- Chair

*City of Napoleon
Safety Services*



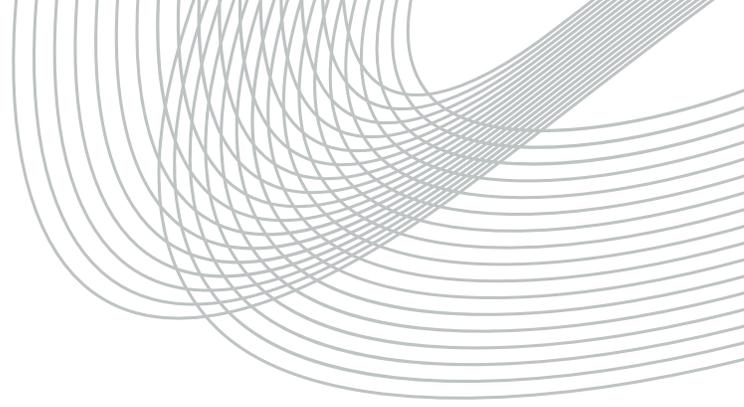
Strategic Plan 2022-2027



POLICE
CITY OF HANCOCK

AHEAD
BIKE LANE

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INTRODUCTION:

The City of Napoleon Ohio (City) has excelled in providing its citizens with the necessities of fire protection, emergency medical services and law enforcement services. It is the City's goal to provide our citizens with the best quality services at the most affordable cost. In addition, the city is committed to providing our employees with wages and benefits competitive with others doing similar work within the field and within the region. This describes the level of commitment that the city seeks to provide to the residents of Napoleon and its staff. There is no doubt that personnel of Napoleon Safety Services are attempting to reach the goal stated in the City's mission statement. The reward that personnel receive is the satisfaction of knowing they help people in need. The city has outlined a specific code of conduct that employees follow to ensure quality services. Personnel strive to work within the code of conduct of the city and hold themselves to a high level of professionalism. While there are clear goals that the City defines, there is a need for each department to prepare for the future. We believe that NFD and NPD can meet the needs of the community, as well as the goals of Napoleon's mission statements, with the implementation of a strategic plan. This plan will include areas of improvement as well as SMART objectives that can mitigate the identified areas of improvement.





Community Driven Strategic Plan

The voices of the community are very important to the administration and members alike of the Napoleon Police and Fire Departments. With a community driven mindset each organization wants to ensure they are putting forth their efforts that will best serve the community as a whole. To ensure that the community remains the focus for each organization a community driven strategic plan was created.

A community driven strategic plan is plan created using internal and external stakeholders of the organization. This is a time the external stakeholders get an inside look of each organization. Presentations from each Chief help them learn the operations of the department, the funding methods and and staffing levels to complete their mission.

The plan lays out short and long term goals. Starting with group sessions the strength, weakness, opportunities and threats (S.W.O.T) were identified. Once the the S.W.O.T analysis is completed the specific, measurable, achievable, relevant, and time-bound (S.M.A.R.T) goals are created.



Community Driven Strategic Plan Process

1. Define the programs provided to the community.
2. Establish the community's service program priorities and expectations of the organization.
3. Identify any concerns the community may have about the organization and aspects of the organization that the community views positively.
4. Revisit the mission statement, giving careful attention to the services and programs currently provided and which logically can be provided in the future.
5. Revisit the values of the organization's membership.
6. Identify the internal strengths and weaknesses of the organization.
7. Identify areas of opportunity or potential threats to the organization.
8. Identify the organization's critical issues and service gaps.
9. Determine strategic initiatives for organizational improvement.
10. Establish a realistic goal and objectives for each initiative.
11. Identify implementation tasks for the accomplishment of each objective.
12. Determine the vision of the future.
13. Develop organizational and community commitment to accomplishing the plan.



SPECIAL THANKS TO OUR

External Stakeholders

Steve Small	Joy Ermie	Kristy Barnd
Pastor Marcis	Lori Beakas	Lanie Lambert
Pat Yocom	Joel Mazur	Aaron Schnitkey
Joel Miller	Julie Bourgeois	Roberta Mack
Kelly Stroud	Ross Durham	Justin Braun



SPECIAL THANKS TO OUR Internal Stakeholders

Fire Chief Clayton O'Brien	Josh Anderson	Chief of Police Dave Mack
Assistant Chief Joel Frey	Jarett Lerma	Assistant Chief Ed Legg
Captain David Bowen	Alex Rupp	Lieutenant Chad Moll
Captain Tyler Reiser	Tobias Westhoven	Tyler Murry
Captain Jonah Stiriz		Dave Stewart
Lieutenant Trevor Ashbaugh		Rob Lipsomb
Ben Jones		Luke
Nathan Hossler		Jamie Mendez
Anna Pugsley		



Core Values

"How will we behave?"

What do we believe in?

What is the heart of the matter?
What is the behavior that is expected?

Mission Statement

"What's our Purpose"
"Why do we exist"

Checklist

- Original
- Foundational
- Staff Connection
- Memorable
- T.S.M.

Steps

1. Your input workshop
2. Create 3-4 versions
3. Vote!

Vision Statement

"Where are we going and why?"

Checklist

- 5+ years
- Future tense
- Directional
- Ambitious
- Descriptive

"We envision"

"Our goal is"

"We will"

Vision Point B





ORGANIZATIONAL BACKGROUND

Napoleon Fire and Rescue (NFD) was established in 1880. The department evolved into a paid professional department providing fire protection, emergency medical services, haz-mat and technical rescue. The department is a combination department, which uses both full-time and part-time staffing. The full-time members are a part of the International Association of Firefighters (IAFF). The part-time members are made up of those that work at the station and those that respond in from home. The members of the full-time consist of various levels of rank, including Chief, Assistant Chief, Captains, firefighters and paramedics. The members of the part-time consist Lieutenants, firefighters, paramedics and emergency medical technicians.

Today, the Napoleon Fire and Rescue protects 12,000 citizens and a large amount of transient travelers passing through or visiting the city. The geographical area is approximately 53 square miles encompassing the City of Napoleon, Napoleon Township, Harrison Township, Freedom Township, and Flatrock Township.

The department remains committed to providing a high level of service to the community at the most affordable price. The department is committed to being good stewards to the community and actively partnering with community partners to form a great city to live in.

EXECUTIVE SUMMARY:

It is my honor to present Napoleon Fire and Rescue's portion of the five-year safety services strategic plan. This plan builds upon the fire department's first strategic plan named the "Roadmap to Success". The "Roadmap to Success" was completed internally and focused on areas that were in need of improvement at the time. Those areas included moral, trust, communication, and training. I am happy to share I assisted in writing that plan as a firefighter and had the privilege of executing the plan as Fire Chief with the help of the men and women of the department.

This combined safety services plan gave everyone a seat at the table. This plan took input from both internal and external stakeholders to help gain a common consensus in the end. There is an outpouring of hope and a sense of involvement to improve our fire department from all parties involved. The excitement helped to create a positive environment within the department. The identification of the issues facing the Napoleon Fire Department is a combination of viewpoints from the internal and external stakeholders alike. The planning team and I feel that this plan will provide reasonable solutions to the issues our fire department faces today.

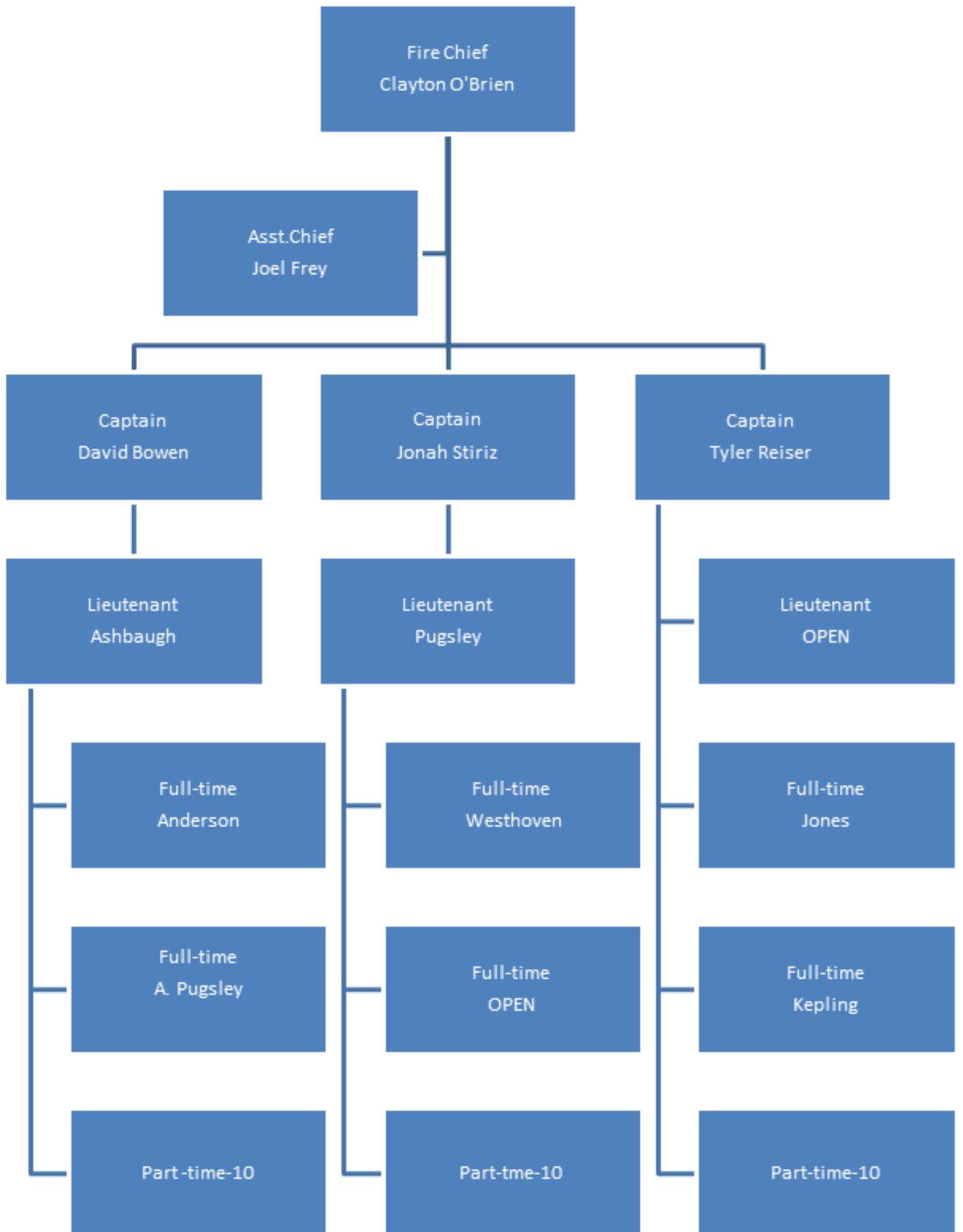
In order for this plan to prove its success it will require the men and women of the fire department to work together with the community and city administration to accomplish the goals laid out in this plan. Through hard work, commitment, and teamwork between the employees, administration and support from the community the Napoleon Fire Department will have the tools in place to continue to build the department for the emergency medical and fire suppression services needed tomorrow.

In conclusion, I would like to thank the internal and external stakeholders for the support of this plan. In order for this plan to be successful it will take everyone's input and contribution. We must keep in mind that there is always room for improvement. In order to satisfy the goals of this plan a consistent assessment of the progress must be done.



Sincerely,

Clayton O'Brien
Fire Chief





Mission Statement

Napoleon Fire and Rescue's mission is to save lives and protect property of the community through emergency response, fire prevention and public education



Vision Statement

We envision a progressive and adaptable all-risk service department committed to effective training and strong community relations



Core Values

Professional - We hold ourselves to the highest level of excellence. We will treat the members of the community and each other with a positive and professional attitude.

Respect - We understand it is earned and not given. We will not leave room for questions

Trustworthy - We can be relied upon by our community and each other. We will prove this through our daily interactions

Courage - We will stand for the safety and wellbeing of the community and each other and we will show this through caring

Leadership - We will provide guidance and support to our community and each other.

Accountable - We will hold ourselves and each other accountable for 100% of our actions with 0% excuses

Pride - We are proud to be a first responder and prove this through our work ethic and attention to detail



S.W.O.T - FIRE

Strengths

**Leadership
Response Times
Educated Staff
Training
Professionalism**

Weakness

**Facilities
Turnover
Budget / for outside training
Staffing numbers for quality in house
training
Increase in transports due to HCH
being limited and non-emergency
Transports (NET)**

Opportunities

**Enhance Training
Increase dispatch employees
Mental Health Training / Stress on
Staff
Continue partnerships with
community organizations
Increase interactions with schools**

Threats

**Staffing moving toward larger
department with better pay and hours
Increase in call volume and the
complexity of the calls
Low city income tax
If hospital closes
Injuries and time off**



NAPOLEON FIRE AND RESCUE

Goal #1:

Develop and Implement a Workforce Plan

Objective:

Analyze our recruiting efforts for part-time firefighters and EMT's to maintain levels of service.

Strategy #1:

Identify and target specific groups to recruit

Strategy #2:

Explore the details of a benefit package for part – time employees. This would include fringe and medical benefits.

Strategy #3:

Work with community partners and explore new and creative ideas to work together and be mutually beneficial for both parties.

Timeline: Annually

Financial Impact: Unknown currently

Assignment: Fire Chief, Assistant Fire Chief, Human Resources Director,

Measures of Success:

- a. A consistent flow of applicants
- b. Part-time shifts being filled



NAPOLEON FIRE AND RESCUE

Goal #2:

Develop and Implement a Workforce Plan

Objective:

Analyze the retention of our employees to maintain levels of service

Strategy #1:

Conduct an employee engagement survey

Strategy #2:

Develop a reward program for length of service.

Strategy #3:

Host more family-oriented programs

Strategy #4:

Ensure all employees are given exit interviews when departing

Timeline: Annually

Financial Impact: Unknown currently

Assignment: Fire Chief, Assistant Fire Chief, Human Resources Director

Measures of Success:

1. Members remain employed for 5 years and more
2. Members respond using the engagement survey



NAPOLEON FIRE AND RESCUE

Goal #3:

Maintain a high level of service to the community through the acquisition of physical resources

Objective:

Provide a building that is mutually beneficial for fire personnel and other city employees

Strategy #1:

Analyze the immediate and long-term mental health, physical health, and well-being of our members impacted by physical resources currently provided to them.

Strategy #2:

Analyze the impact of physical resources as it pertains to recruiting and retention efforts

Strategy #3:

Analyze the size of the current physical resource comparing how the physical resources was used at the time it was constructed compared to today.

Strategy #4:

Analyze the financial and convenience impact of a new physical resource that houses all city administration and safety services.

Timeline: Year 1-3

Financial Impact: Unknown currently develop a plan to fund this goal

Assignment: Fire Chief, Assistant Fire Chief, Police Chief, Executive Police Lt., City Administration,

Measures of Success:

1. Provide a safe and inviting environment for employees



NAPOLEON FIRE AND RESCUE

Goal #4:

Enhance our current marketing strategy

Objective:

Analyze current marketing efforts and implement fresh ideas

Strategy #1:

Develop new ways of “Telling our story”

Strategy #2:

Explore the possibility of radio talk shows, podcast, and other ways to communicate to the external stakeholder as well as potential future recruits.

Strategy #3:

Investigate the potential of college internship

Timeline: Annually

Financial Impact: Unknown currently

Assignment: Fire Chief, Assistant Fire Chief, FD Lieutenant currently assigned to social media

Measures of Success:

1. Engaged community
2. Applicants for open positions





ORGANIZATIONAL BACKGROUND

The police department officially moved from a local marshal to a police department in 1942. The department uses full-time staff only; however, we also have an auxiliary police department that consists of 'volunteer' officers. The Police Department, in the last five years, has undergone a significant restructuring of its command structure and has added special assignments.

As of 2022, the Police Department consists of 23 members. The rank structure consists of a Police Chief, Assistant Police Chief, a Lieutenant, and two Sergeants. We currently have ten officers, four supervisors, and six dispatchers. The police department maintains its dispatch center, a secondary PSAP for Henry County. Our dispatch center is responsible for the Napoleon Police Department, Napoleon Fire, and Rescue, and City of Napoleon Utilities Departments, including Electric, Water, and Operations. We are also a secondary dispatch center for Henry County Emergency Departments.

The police department operates as a paramilitary organization and follows a strict chain of command. The organizational chart is as follows.

EXECUTIVE SUMMARY:

As the Chief of the Napoleon Police Department (NPD) for the last five years, I have dedicated my efforts to making significant changes for NPD that improve the employees' job satisfaction and the experience the community has with NPD. During these five years, the department has faced significant challenges, with the list being topped by one of the longest-lasting pandemics in modern history. It became clear during this COVID-19 Pandemic time that NPD needed to identify strengths, weaknesses, and challenges for the next several years.

While facing staffing shortages, retention and recruitment issues are on the mind of every officer in the agency. This is a significant challenge, and when it is coupled with a failing building, budget concerns, public trust concerns, and the lasting effects of COVID-19 on the equipment and supplies available, Chief O'Brien and I felt that we needed to take the future planning of our agencies to a level that Napoleon Police Department has never seen.

To overcome these hurdles in this department's future, it will take the ideas of many and the teamwork of all individuals to achieve a successful outcome. This needed to include the members of the department who have little to no seniority to the most senior members, from the small business owner to the large industry, to the church congregation to the private citizen's ideas.

I hope this strategic plan will allow NPD, our leadership within the city, and our citizens to feel supported and listened to, allowing us to come together to take on these hurdles one at a time.

A special thanks to those that took time out of their schedules every month for the last year to assist Chief O'Brien and the departments in identifying current and future strengths, weaknesses, threats, and opportunities to be a more productive and trusted part of the community.

Sincerely,

David Mack, Police Chief





The police department serves the community in many ways and covers approximately 6.59 Square miles with approximately 8,676 residents. As with any local department, upon a request for mutual aid, the department will provide mutual aid that involves everything from staffing, equipment, and unique response units, including K9 and Tactical.

The Napoleon Police Department values our community and strives to improve daily service. In the last five years, our department has begun providing a multi-purpose K9 to the community trained in multiple narcotics, search and seek, and deterrence activities. We have also added a School Resource Officer in the last five years that serves the Napoleon Area Schools. Our School Resource Officer has returned the DARE program to Napoleon Area Schools. This is the first time Napoleon Police has ever provided DARE lessons to its community. This program has grown to multiple summer youth outreach programs, including fishing, kickball, cornhole, and other programs designed to allow officers to interact with and mentor the community's youth.

The officers of the Napoleon Police Department undergo continuing professional training throughout the year. COVID-19 has brought online training to our world. This newer method of training is only one platform for our training. Officers and dispatchers still attend training in person locally and in many other locations in this state or surrounding states.

Other than emergency functions and response to crimes, the department members proudly serve their community in other ways, including mentoring programs, educational speeches, crowd management, and safety functions at sporting events, community events, and parades. Officers of the Napoleon Police Department hold many instructors permits in their fields that allow for community instruction in personal safety and defense, site safety and defense, and active shooter or mass casualty situations.

The department is constantly looking for new techniques or equipment that provide safety for its officers and the community. We pride ourselves on incorporating new technology or methods to this end. Two examples are a dedicated and systematic approach to mental health emergency responses and incorporating apprehension technology with new restraint technology to keep all parties involved as safe as possible.





Mission Statement

Through community collaboration, the Napoleon Police Department is committed to delivering proactive law enforcement services and ensuring the safety of the people while upholding public trust



Vision Statement

Focused on our mission of public safety, we earn the trust and respect of our community by leading in collaborative partnerships, innovative education, and professional development



Core Values

Integrity - Conducting ourselves with uncompromised honesty, ethics, and honor.

Accountability - We hold ourselves and each other accountable 100% of the time 0% excuses.

Excellence - Establishing standards that showcase our professionalism and dedication to the community.

Courage - To stand up for what is right and act upon the principles of fairness and justice for all.

Leadership - Being a cornerstone for the community, moving boldly into the future.



S.W.O.T - POLICE

Strengths

People / Staff
Services that above and beyond
Community Partners
Response times
K-9 Program

Weakness

Facility
Staffing / Turnover
Support Staff
Fewer people to choose from
(recruiting)
Forced to do social work

Opportunities

Social media presence / marketing
Community input programs
Joint department opportunities
Future command training
Facilities

Threats

National opinion of police
Budget and funding
Complexity + Violence of crimes
Narrowing field of applicants
Facility



NAPOLEON POLICE DEPARTMENT

Goal #1:

Develop and Implement a Workforce Plan

Objective:

Analyze the retention of our employees to maintain levels of service

Strategy #1:

Develop a reward program for the length of service

Strategy #2:

Review the benefits package for all levels within the organization

Strategy #3:

Review the scheduling with staff and work on workable solutions

Strategy #4:

Improve current facilities and analyze impact to the recruiting and retention efforts

Timeline: Annually

Financial Impact: Unknown currently

Assignment: Police Chief, Executive Officer, Sargent, Human Resources Director

Measures of Success:

- a. 1.Members remain employed for 5-years and greater



NAPOLEON POLICE DEPARTMENT

Goal #2:

Develop and Implement a Workforce Plan

Objective:

Analyze the retention of our employees to maintain levels of service

Strategy #1:

Conduct an employee engagement survey

Strategy #2:

Develop a reward program for length of service

Strategy #3:

Provide an ongoing benefits package to part-time employees

Strategy #4:

Ensure all employees are given exit interviews when departing

Timeline: Annually

Financial Impact: Unknown currently

Assignment: Police Chief, Executive Officer, Sargent, Human Resources Director

Measures of Success:

- a. 1.Members remain employed for 5-years and greater
- b. 1.Members respond using the engagement survey



NAPOLEON POLICE DEPARTMENT

Goal #3:

Maintain a high level of service to the community through the acquisition of physical resources

Objective:

Provide a building that is mutually beneficial for Police personnel and other city employees

Strategy #1:

Analyze the immediate and long-term mental health, physical health, and well-being of our members impacted by physical resources currently provided to them.

Strategy #2:

Analyze the impact of physical resources as it pertains to recruiting and retention efforts

Strategy #3:

Analyze the size of the current physical resource comparing how the physical resources was used at the time it was constructed compared to today.

Strategy #4:

Analyze the financial and convenience impact of a new physical resource that houses all city administration and safety services.

Timeline: Year 1-3

Financial Impact: Unknown currently develop a plan to fund this goal

Assignment: Fire Chief, Assistant Fire Chief, Police Chief, Assistant Executive Police Lt,
City Administration

Measures of Success:

- a. Provide a safe and inviting environment for employees



NAPOLEON POLICE DEPARTMENT

Goal #4:

Enhance our current marketing strategy

Objective:

Analyze current marketing efforts and implement fresh ideas

Strategy #1:

Develop new ways of "Telling our story"

Strategy #2:

Utilize social media accounts radio and in-person more.

Strategy #3:

Re-establish community outreach

Timeline: Annually

Financial Impact: Unknown currently

Assignment: Police Chief, Executive Officer, PD social media manger

Measures of Success:

- a. Engaged community
- b. Applicants for open positions



Clerk of Council / Records Retention

Brittany Roof



Topic one

Job Description

Clerk of Council and Records Retention

DEPARTMENT: Administration
REPORTS TO: City Council/City Manager
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Unclassified
UNION: Non-Bargaining
APPROVED BY: City Council
LAST UPDATED:

SUMMARY

Works under the direction of the City Council and City Manager, performs responsible and routine clerical duties by taking, recording, and transcribing (typing) minutes of meetings for City Council, Council Committees and various other City Appointed Commissions and Boards; including, the preparation and publication of meeting notices and agendas, writing and maintaining the formal meeting minutes; oversees the Council Chambers, responsible for meeting room(s) preparation, setup and supplies. This position plans and coordinates and provides administrative support in the development, implementation, and on-going the maintenance of official City documents; assists the City's departmental records management program; and provides records management training to City departments. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned not specifically listed here:

Clerk of Council:

- Attends Council meetings, Council Committees, Commissions and Boards. Must be flexible in work times and days and have the ability to adjust work times and work hours as necessary.
- Keeps the official City records for City Council, Council Committees, Commissions and Boards and has responsibility for taking and maintenance of City Council, Council Committees, Commissions and Boards meeting minutes.
- Maintains official records of the City Codified Ordinances, Resolutions, Motions, Contracts and Bid Specifications.
- Works directly with City Council, City Mayor, Appointing Authorities and Department Heads to prepare the agendas for City Council, Council Committees, Commissions and Boards, and publishes dates and times of the same with the local newspaper, radio station and other public media.
- Provides agendas, minutes, and supplementary information for weekly Council packets in a timely manner.
- Coordinates appointments to City boards and commissions and related matters.
- Responsible for timely publishing passed legislation in local newspaper and placing the same on the City's website.
- Screens incoming calls, correspondence, and mail, responding independently when possible.
- Provides back-up to other functional areas in Administration, or other areas as assigned.
- Performs other duties as delegated by the City Council or City Manager.

Records Retention Clerk:

- Coordinates and administers the City's comprehensive records management program including appropriate control over the maintenance, protection, retention, and disposition of records in accordance with legal and operational requirements.

- Coordinate and respond to requests for records under the Ohio Public Records Act; receive subpoenas and summons and coordinate with appropriate departments; determine availability, legal restrictions and location of information requested; certify copies of City documents and records as required.
- Train and assist City departments in coordinating and implementing the records management plan including the application of the City's records management policies, procedures, and techniques.
- Inventory, or assist in inventorying, the active and inactive records as required.
- Operate a variety of electronic document imaging equipment and review quality of image.
- Recommend and assist with implementation of records storage and indexing solutions.
- Research new technologies, automation, software, and hardware for archives and the records management program.
- Arrange for destruction of records in accordance with established policy and procedures; compile a report of records to be destroyed for approval by the City Attorney and Council.
- Assist internal and external customers by providing access and giving instruction on proper handling of materials and knowledge of various records management areas relevant to individual needs.
- Ensure compliance with government codes for records retention, dissemination, access, and destruction.
- Maintain and update policies and procedures related to records management.
- Maintain and update the City's master index and records retention schedule.
- Attend professional meetings and training to stay abreast of changes and trends in archives and records management practices.

QUALIFICATIONS

- Good knowledge of governmental procedures, legal requirements for legislative process, minutes taking procedures, meeting protocols, Robert's Rules of Order, Ohio Ethics Laws, Ohio Sunshine Laws on meetings and public records, office automation, terminology, clerical methods used in keeping City records, general office procedures, routines, and equipment.
- Must be fluent in both writing and speaking the English language.
- Ability to compose letters and written material.
- Ability to understand and carry out oral and written directions.
- Good knowledge of word processing, spreadsheet software.
- Ability to establish and maintain communications with City Council, Department Heads, the public and general staff.
- Clerical and secretarial aptitude.
- Ability to work with little or no supervision, this position is an on-site position unless otherwise noted.
- Ability to be flexible in work assignments and workdays and hours.
- The job may require occasional climbing stairs and lifting up to forty (40) pounds.

EDUCATION and EXPERIENCE

- High School diploma or equivalent and two years of clerical experience or combination of experience and training which provides the required knowledge, skills, and abilities.
- Acquire a Notary Public certification within 120 days of employment.
- The ideal candidate will achieve the status of Certified Municipal Clerk (CMC) designation within 3 to 4 years of appointment, subject to budgeting by the City.

Topic two

Create a Pay Scale

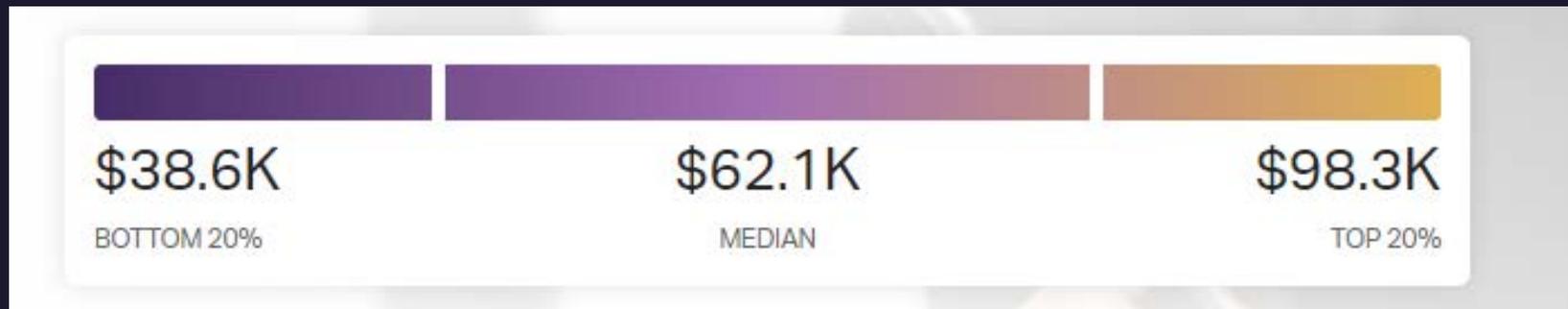
Current Structure

- Currently the pay rate for the Clerk of Council falls under the Administrative Assistant pay.

Title	A	B	C	D
Admin.Asst. – Clerk	\$17.65	\$20.37	\$21.87	\$23.55



Wages Around Us....



Wages Around Us...

90th percentile

Top-level executive assistant earnings begin at:

\$47.25
per hour

\$98,280
per year



75th percentile

Senior-level executive assistant earnings begin at:

\$37.55
per hour

\$78,110
per year



50th percentile

Mid-level executive assistant earnings begin at:

\$29.84
per hour

\$62,060
per year



25th percentile

Junior-level executive assistant earnings begin at:

\$23.43
per hour

\$48,720
per year



10th percentile

Starting level executive assistant earnings begin at:

\$18.57
per hour

\$38,620
per year



Proposed Wage Scale

With the duties that this individual would handle we thought it was in the best interest of the City and both departments to make the position a salary position. This would allow an even split between two department and remove the chaos that would happen in regards to overtime and properly charging the right department.

This individual at the discretion of the Police Chief and Fire Chief, might have to participate in training the department participates in to keep the knowledge of up-to-date standards. Qualifications or certifications may also be required in the future to keep the individual in standards for safety if needed on scene of an incident.

**The amount is the same range as the Appointing Authority – Law Director Assistant and will adjust the same rate with the % increase Council may or may not give out.

Title	Bottom	Top
Public Safety Admin Asst.	\$2,068.80	\$2,593.60

Clerk of Council and Records Retention

DEPARTMENT: Administration
REPORTS TO: City Council/City Manager
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Unclassified
UNION: Non-Bargaining
APPROVED BY: City Council
LAST UPDATED:

SUMMARY

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- Provides agendas, minutes, and supplementary information for weekly Council packets in a timely manner.
- Coordinates appointments to City boards and commissions and related matters.
- Responsible for timely publishing passed legislation in local newspaper and placing the same on the City's website.
- Screens incoming calls, correspondence, and mail, responding independently when possible.
- Provides back-up to other functional areas in Administration, or other areas as assigned.
- Performs other duties as delegated by the City Council or City Manager.

Records Retention Clerk:

- Coordinates and administers the City's comprehensive records management program including appropriate control over the maintenance, protection, retention, and disposition of records in accordance with legal and operational requirements.

- Coordinate and respond to requests for records under the Ohio Public Records Act; receive subpoenas and summons and coordinate with appropriate departments; determine availability, legal restrictions and location of information requested; certify copies of City documents and records as required.
- Train and assist City departments in coordinating and implementing the records management plan including the application of the City's records management policies, procedures, and techniques.
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- Research new technologies, automation, software, and hardware for archives and the records management program.
- Arrange for destruction of records in accordance with established policy and procedures; compile a report of records to be destroyed for approval by the City Attorney and Council.
- Assist internal and external customers by providing access and giving instruction on proper handling of materials and knowledge of various records management areas relevant to individual needs.
- Ensure compliance with government codes for records retention, dissemination, access, and destruction.
- Maintain and update policies and procedures related to records management.
- Maintain and update the City's master index and records retention schedule.
- Attend professional meetings and training to stay abreast of changes and trends in archives and records management practices.

QUALIFICATIONS

- Good knowledge of governmental procedures, legal requirements for legislative process, minutes taking procedures, meeting protocols, Robert's Rules of Order, Ohio Ethics Laws, Ohio Sunshine Laws on meetings and public records, office automation, terminology, clerical methods used in keeping City records, general office procedures, routines, and equipment.
- Must be fluent in both writing and speaking the English language.
- Ability to compose letters and written material.
- Ability to understand and carry out oral and written directions.
- Good knowledge of word processing, spreadsheet software.
- Ability to establish and maintain communications with City Council, Department Heads, the public and general staff.
- Clerical and secretarial aptitude.
- Ability to work with little or no supervision, this position is an on-site position unless otherwise noted.
- Ability to be flexible in work assignments and workdays and hours.
- The job may require occasional climbing stairs and lifting up to forty (40) pounds.

EDUCATION and EXPERIENCE

- High School diploma or equivalent and two years of clerical experience or combination of experience and training which provides the required knowledge, skills, and abilities.
- Acquire a Notary Public certification within 120 days of employment.
- The ideal candidate will achieve the status of Certified Municipal Clerk (CMC) designation within 3 to 4 years of appointment, subject to budgeting by the City.



Public Safety Administrative Assistant

Brittany Roof



Topic one

Job Description

Public Safety Administrative Assistant

DEPARTMENT: Police and Fire
REPORTS TO: Police Chief and Fire Chief
FLSA STATUS: Salary (Exempt)
CIVIL SERVICE: Unclassified
UNION: Non-Bargaining
APPROVED BY: City Council
LAST UPDATED:

SUMMARY

The Public Safety Administrative Assistant functions under the discretion of the Chief of Police and the Fire Chief, coordinating the day-to-day administrative operations of the Departments, and performs related duties as required. The Public Safety Administrative Assistant works in a close relationship with the administration in matters requiring confidentiality and discretion; uses good judgment interpreting and explaining established policies and procedures; maintains records for both departments; performs receptionist and clerical duties for the Chiefs and their staff; processes and submits requisitions for purchase orders; assists the Chiefs with matters relating to confidential information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned not specifically listed here:

- Performs high-level administrative duties of the Fire Chief and Chief of Police.
- Assist the Fire Chief and Chief of Police in preparing for all meetings and remaining on schedule
- Travels occasionally to meetings and training sessions.
- Drafts and edits department instructional orders and correspondences for the review and approval of the Fire Chief or Chief of Police.
- Assists in formulating department policies and interpreting departmental procedure changes to staff as needed.
- Maintains computer databases on various department activities, creates detailed reports for operational analysis, and prepares status reports on operations.
- Answer's telephone and handles routine inquiries about the Police and Fire Departments as authorized or refer it to the proper department official for answer or action.
- Maintains department reporting databases, National Fire Incident Report System (NFIRS), electronic patient care reporting (ePCR), Record Management software, Computer Aided Dispatch software, Asset Management software, training, personnel files, and required recordkeeping.
- Coordinates with the Public Safety Department heads regarding current grants and upcoming applications.
 - Assists in locating the application of and the records maintenance and submission of any required documentation for the grant process.
- Manages the Public Safety offices regarding supplies and equipment.
- Reconciles EMS billing accounts, fire assisting on contracts, and cost recovery invoices with other private and governmental agencies, as well as assists the City Finance Director and other Fiscal Officers in such.
 - Ensuring that all patient care reports, inter-facility transport billing paperwork, incident cost recovery, NFIRS, and other required reports and paperwork are submitted in a timely manner.
- Liaisons with outside educational and training institutions and government agencies for research and networking purposes with relation to fire safety, police safety, health, and performance issues.
 - Plans, tracks, and coordinates developmental training required for recertification cycles for fire, police, and Ems professionals.

- Responsible for scheduling appointments, walk-throughs, etc., for the Fire and Police Department administration staff.
- Assists in preparing and monitoring each department's annual budget, purchasing, reviewing, reconciling invoices, coordinating inventory control, and contract monitoring.
- Performs records archiving and annual disposal of records along with responding to and gathering requested documents for public records requests under the direction of the Chief of Police or the Fire Chief who authorizes public records final release.
- Assists in facilitating Fire Department and Police Department public information/media appearances to public and press events and coordinates requests for special events.
 - Researches, compiles, logs, and distributes significant media information and press stories to the Fire Chief and Police Chief.
 - Assist in the development of media responses, the preparation of speeches, and press releases, and the coordination of information between the Fire Department, Police Department, the City of Napoleon officials, and other required officials regarding upcoming events and policy implementation.
- Assists, under the direction of the Chief of Police and/or Fire Chief in the evidence processing process, which includes case research, corresponding with the local prosecutors and court personnel, and preparing necessary documents for this process.
- Assist in various clerical roles for the police department under the direction of the Chief of Police or the Assistant Chief of Police, which may include listening to, documenting in writing interviews of individuals who are involved in criminal cases in some manner, search warrants, subpoenas, or other miscellaneous legal documents, and inventorying documentation of these cases.
- Screens incoming calls, correspondence, and mail, responding independently when possible.
- Provides backup to other functional areas in Administration or other areas as assigned.
- Performs other duties as delegated by the Fire Chief or Chief of Police.

QUALIFICATIONS

- Good knowledge of governmental procedures.
- Must be fluent in both writing and speaking the English language.
- Ability to compose letters and written material.
- Ability to understand and carry out oral and written directions.
- Good knowledge of word processing, spreadsheet software.
- Ability to establish and maintain communications with City Council, Department Heads, the public and general staff.
- Clerical and secretarial aptitude.
- Ability to work with little or no supervision.
- Ability to be flexible in work assignments and workdays and hours.
- The job may require occasional climbing stairs and lifting up to forty (40) pounds.

EDUCATION and EXPERIENCE

- Degree or experience in Business Administration, Fire Administration, Health Science Administration, Criminal Justice, or equivalent education, and/or training, which provides the required knowledge, skills, and abilities.
- The National Incident Management System (NIMS) 100, 200, 300, 400, and 700 must be obtained within the timeframe specified by the Public Safety Department heads.
- Must possess a valid Ohio Driver's License and have no disqualifying events for access to LEADS or NCIC Information
- Annual Fire, EMS, and Police training are required to keep current on the position; the amount per department is at the discretion of the Fire Chief and Chief of Police.

Topic two

Create a Pay Scale

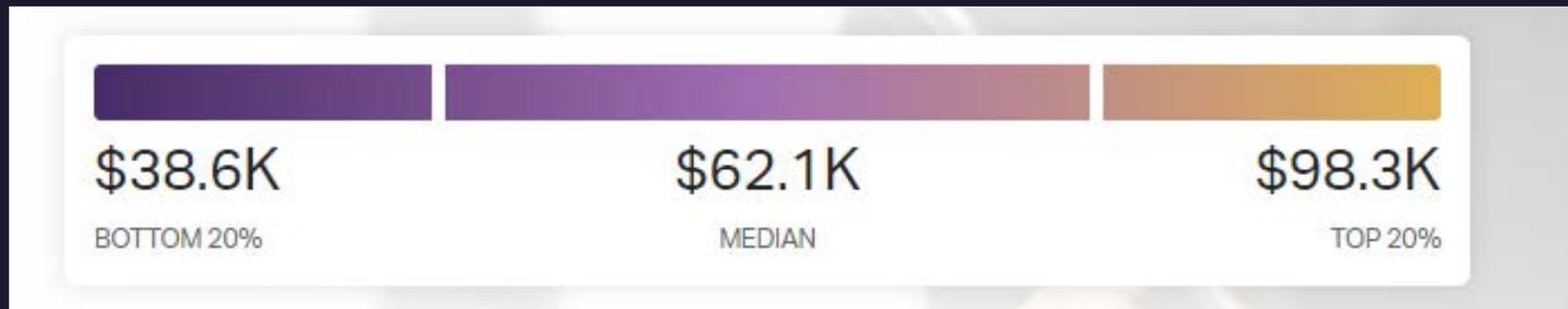
Current Structure

- Currently there is no position for Public Safety Administrative Assistant.

Title	Bottom	Top
Public Safety Admin Asst.	-	-



Wages Around Us....



Wages Around Us...

90th percentile

Top-level executive assistant earnings begin at:

\$47.25
per hour

\$98,280
per year



75th percentile

Senior-level executive assistant earnings begin at:

\$37.55
per hour

\$78,110
per year



50th percentile

Mid-level executive assistant earnings begin at:

\$29.84
per hour

\$62,060
per year



25th percentile

Junior-level executive assistant earnings begin at:

\$23.43
per hour

\$48,720
per year



10th percentile

Starting level executive assistant earnings begin at:

\$18.57
per hour

\$38,620
per year



Proposed Wage Scale

With the duties that this individual would handle we thought it was in the best interest of the City and both departments to make the position a salary position. This would allow an even split between two department and remove the chaos that would happen in regards to overtime and properly charging the right department.

This individual at the discretion of the Police Chief and Fire Chief, might have to participate in training the department participates in to keep the knowledge of up-to-date standards. Qualifications or certifications may also be required in the future to keep the individual in standards for safety if needed on scene of an incident.

**The amount is the same range as the Appointing Authority – Law Director Assistant and will adjust the same rate with the % increase Council may or may not give out.

Title	Bottom	Top
Public Safety Admin Asst.	\$2,068.80	\$2,593.60

Public Safety Administrative Assistant

DEPARTMENT: Police and Fire
REPORTS TO: Police Chief and Fire Chief
FLSA STATUS: Salary (Exempt)
CIVIL SERVICE: Unclassified
UNION: Non-Bargaining
APPROVED BY: City Council
LAST UPDATED:

SUMMARY

The Public Safety Administrative Assistant functions under the discretion of the Chief of Police and the Fire Chief, coordinating the day-to-day administrative operations of the Departments, and performs related duties as required. The Public Safety Administrative Assistant works in a close relationship with the administration in matters requiring confidentiality and discretion; uses good judgment interpreting and explaining established policies and procedures; maintains records for both departments; performs receptionist and clerical duties for the Chiefs and their staff; processes and submits requisitions for purchase orders; assists the Chiefs with matters relating to confidential information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned not specifically listed here:

- Performs high-level administrative duties of the Fire Chief and Chief of Police.
- Assist the Fire Chief and Chief of Police in preparing for all meetings and remaining on schedule
- Travels occasionally to meetings and training sessions.
- Drafts and edits department instructional orders and correspondences for the review and approval of the Fire Chief or Chief of Police.
- Assists in formulating department policies and interpreting departmental procedure changes to staff as needed.
- Maintains computer databases on various department activities, creates detailed reports for operational analysis, and prepares status reports on operations.
- Answer's telephone and handles routine inquiries about the Police and Fire Departments as authorized or refer it to the proper department official for answer or action.
- Maintains department reporting databases, National Fire Incident Report System (NFIRS), electronic patient care reporting (ePCR), Record Management software, Computer Aided Dispatch software, Asset Management software, training, personnel files, and required recordkeeping.
- Coordinates with the Public Safety Department heads regarding current grants and upcoming applications.
 - Assists in locating the application of and the records maintenance and submission of any required documentation for the grant process.
- Manages the Public Safety offices regarding supplies and equipment.
- Reconciles EMS billing accounts, fire assisting on contracts, and cost recovery invoices with other private and governmental agencies, as well as assists the City Finance Director and other Fiscal Officers in such.
 - Ensuring that all patient care reports, inter-facility transport billing paperwork, incident cost recovery, NFIRS, and other required reports and paperwork are submitted in a timely manner.
- Liaisons with outside educational and training institutions and government agencies for research and networking purposes with relation to fire safety, police safety, health, and performance issues.
 - Plans, tracks, and coordinates developmental training required for recertification cycles for fire, police, and Ems professionals.

- Responsible for scheduling appointments, walk-throughs, etc., for the Fire and Police Department administration staff.
- Assists in preparing and monitoring each department's annual budget, purchasing, reviewing, reconciling invoices, coordinating inventory control, and contract monitoring.
- Performs records archiving and annual disposal of records along with responding to and gathering requested documents for public records requests under the direction of the Chief of Police or the Fire Chief who authorizes public records final release.
- Assists in facilitating Fire Department and Police Department public information/media appearances to public and press events and coordinates requests for special events.
 - Researches, complies, logs, and distributes significant media information and press stories to the Fire Chief and Police Chief.
 - Assist in the development of media responses, the preparation of speeches, and press releases, and the coordination of information between the Fire Department, Police Department, the City of Napoleon officials, and other required officials regarding upcoming events and policy implementation.
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City of Napoleon, Ohio

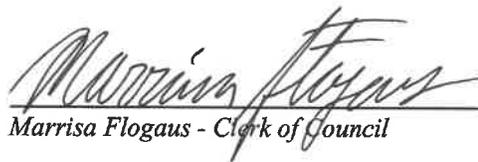
PERSONNEL COMMITTEE

Meeting Agenda

Monday, November 29, 2022 at 6:15pm

LOCATION: *Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio*

1. Call to Order
2. Approval of Minutes: November 14, 2022. (in the absence of any objections or corrections, the Minutes shall stand approved)
3. Executive Session: to Consider Employment of a Public Employee.
4. Adjournment.



Marrisa Flogaus - Clerk of Council

City of Napoleon, Ohio
PERSONNEL COMMITTEE MEETING MINUTES
Monday, November 14, 2022 at 7:30pm

PRESENT

Committee Members Jason Maassel -Chair, Joe Bialorucki, Lori Sicclair
City Staff

ABSENT

CALL TO ORDER

Chairman Maassel called the meeting to order at 7:57pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes from the October 27, 2022 Personnel Committee meeting were approved.

EXECUTIVE SESSION (TO CONSIDER EMPLOYMENT OF A PUBLIC EMPLOYEE)

Motion: Bialorucki Second: Sicclair
to go into Executive Session to consider employment of a public employee at 7:58pm

Roll call vote on the above motion:

Yea- Sicclair, Bialorucki, Maassel

Nay-

Yea-3, Nay-0. Motion Passed

ADJOURN FROM EXECUTIVE SESSION

Motion: Sicclair Second: Bialorucki
to adjourn from Executive Session at 8:48pm

Roll call vote on the above motion:

Yea- Sicclair, Bialorucki, Maassel

Nay-

Yea-3, Nay-0. Motion Passed

Chair Maassel reported No Action was taken.

ADJOURNMENT

Motion: Bialorucki Second: Sicclair
to adjourn the Personnel Committee meeting at 8:50pm

Roll call vote on the above motion:

Yea- Sicclair, Bialorucki, Maassel

Nay-

Yea-3, Nay-0. Motion Passed

Approved

11-29-2022

Jason Maassel - Chair

AMP Update for Nov. 18, 2022

American Municipal Power, Inc. <webmaster@amppartners.org>

Fri 11/18/2022 4:28 PM

To: MARRISA FLOGAUS <mflogaus@napoleonohio.com>



Nov. 18, 2022

RTO/FERC monthly update

By Steve Lieberman – vice president of transmission and regulatory affairs

AMP's transmission and regulatory affairs team continues to take part in a number of important meetings and proceedings. Following is a brief overview of the activities and actions of AMP at PJM Interconnection (PJM), Midcontinent Independent System Operator (MISO) and Federal Energy Regulatory Commission (FERC) since October.

PJM

- PJM is continuing to modify a proposal it developed to ensure the deliverability of energy from existing and planned intermittent resources. The proposal highlighted that PJM failed to appropriately model the deliverability of these resources while simultaneously proposing rules to change the capacity benefits of intermittent resources to ensure resource adequacy. AMP is working to mitigate the costs of any proposal that PJM presents for consideration.
- AMP is leading a discussion with PJM to modify the charter for a resource adequacy related task force to allow discussions regarding an energy market circuit breaker in the resource adequacy task force for a more complete discussion. Presently, these two items are being handled in separate forums and neither appears to have the necessary support needed from the majority of the PJM members.
- After a competitive process, PJM selected FirstEnergy to connect offshore wind power to the New Jersey system. In November 2020, the New Jersey Board of Public Utilities formally requested that PJM open a competitive proposal window to solicit project proposals to identify transmission projects that address New Jersey's public policy goals of 7,500 megawatts (MW) of offshore wind. PJM is waiting for a FERC decision on cost allocation under the state agreement approach before the PJM Board can approve the selected projects. The cost allocation docket is still pending with FERC, following a deficiency notice that extended the timeline to a December approval. AMP is following the stakeholder discussions and FERC proceedings.

MISO

- MISO stakeholders continued discussions on accreditation reforms for non-thermal resources, such as wind and solar, and for load-modifying resources. Key details are being finalized, and MISO plans to make a final proposal for accreditation reforms later

this month. AMP is participating in the discussions to ensure member resources receive a reasonable amount of capacity credit.

- MISO continues work on long range transmission planning (LRTP) and is currently working on the portfolio definition for tranche 2 of the LRTP, which is targeted for MISO Board approval in December 2023. MISO and stakeholders are also in discussions regarding a more granular cost-allocation methodology for LRTP tranches three and four. AMP is participating in these discussions to ensure equitable cost-allocation methodologies throughout the MISO footprint.

FERC

- On Nov. 15, FERC held another meeting of the Federal-State Task Force on Transmission Planning. The meeting focused on the gap between federal and state regulation, in particular on lower voltage projects planned by the transmission owners. The regulators who participated in the meeting largely agreed that the locally driven projects escaped regulatory review in most jurisdictions. While some solutions were discussed, no definitive solutions are being implemented at this time. AMP has long advocated for more oversight of locally planned projects to ensure that consumers are receiving adequate value for the rates they pay.
- On Aug. 25, PPL filed to change its transmission formula rate update process from a June through May rate to a January through December (calendar year) rate. AMP filed comments on the proposed changes to the formula rate, in particular the timeline for data requests and challenges. On Oct. 21, FERC issued a deficiency letter to PPL directing the company to better explain the review process timeline. On Oct. 31, PPL filed its response to FERC. We are currently waiting on FERC to issue a decision on the proposed changes.
- AMP had been following a complaint filed by load interests against a MISO transmission owner's (ITC Midwest) capital structure. On Nov. 2, FERC rejected the complaint, finding that ITC Midwest's 60-percent equity capital structure is just and reasonable. This decision is important because transmission owners can increase their profits, and customer costs, by increasing the equity in their capital structure

We will continue to provide updates on these issues and others as they continue to develop. If you have questions about these issues or our efforts at PJM, MISO or FERC, please contact me at 614.519.9168 or slieberman@amppartners.org.

Coldwater BPU named a Smart Energy Provider

By Erin Miller – assistant vice president of energy policy and sustainability

The Coldwater Board of Public Utilities (CBPU) received the 2022 Smart Energy Provider (SEP) designation during the annual American Public Power Association (APPA) Customer Connections Conference, Nov. 13-16. This is the second time that CBPU has received the two-year designation. Currently, there are 101 communities nationwide that hold the designation, including the AMP member communities of Bowling Green, Napoleon and Westerville.

"We're delighted and honored to be recognized for our efforts to support our community's responsible energy use," Paul Jakubczak, PE, director of CBPU and AMP Board of Trustees member said. "We take a lot of pride in the programs we offer that help our customers save money and reduce our collective footprint on the environment. It's encouraging to be recognized as one of the top utilities in the country when it comes to smart energy."

The SEP designation is given to utilities that demonstrate commitment to and proficiency in energy efficiency, distributed generation and environmental initiatives that support a goal of providing low-cost, quality, safe and reliable electric service. It recognizes public power utilities for demonstrating leading practices in four key disciplines: smart energy program structure, energy efficiency and distributed energy programs, environmental and sustainability initiatives, and the customer experience. This is the fourth year the designation has been awarded.

To learn more about the program, [click here](#). To see the full list of communities that currently hold the SEP designation, [click here](#).

If you are interested in applying for 2023 designation, please contact me at 614.540.1019 or emiller@amppartners.org for assistance.



Paul Jakubczak (left), PE, director of CBPU and AMP Board of Trustees member, and Bob Granger, CBPU energy optimization manager, recently accepted a 2023 SEP Designation. This is the second time that CBPU has received this designation.

CBPU and DEMEC recognized with APPA communications awards

By Holly Karg – assistant vice president of communications and public relations

The CBPU and Delaware Municipal Electric Corporation (DEMEC) were recognized with Excellence in Public Power Communications Awards during the annual APPA Customer Connections Conference. The CBPU received an Award of Excellence in the categories of video as well as web and social media. DEMEC received an Award of Excellence in the category of video.

CBPU's award in the video category was presented in recognition of their Community Powered, Community Focused video, which informs the public about how being a public power utility makes CBPU different and beneficial to the community. The video is intended to raise awareness about the CBPU and public power.

CBPU's award in the Web and Social category was presented in recognition of their Powered by People campaign, which focused on improving brand recognition and awareness by educating their community on public power services and energy conservation practices. The campaign included videos, photos of staff, graphics, a website update and more.

“It’s an honor for our utility to be recognized,” Abbey Hoffman, CBPU marketing coordinator said. “When we are creating content, we always try to communicate the value that our public utility creates for our community. It’s great that our efforts were recognized on a national level.”

DEMEC’s award in the video category was presented in recognition of their Public Power Is video, which featured short clips of various individuals from throughout their member footprint saying the words that they associate with public power. The video is intended to raise awareness about public power and its unique benefits.

“We are really excited to receive this award with it being the first time we have pulled together a video featuring all of our member communities and their staff members at the same time,” Heather Contant, DEMEC director of government and community relations said. “The video highlights benefits and creates a broader awareness of public power in Delaware and beyond.”

Excellence in Public Power Communications Awards recognize the projects and campaigns that best raise awareness of the industry and help to tell the public power story. To learn more about the Excellence in Public Power Communications Awards, [click here](#). To see a full list of winners, [click here](#).



Abbey Hoffman (right), CBPU marketing coordinator, accepts two Awards of Excellence from Palma Lough, APPA Customer Connections Conference section vice chair and Oklahoma Municipal Power Authority member relations & training manager at Oklahoma Municipal Power Authority.

Heather Contant (right), DEMEC director of government and community relations, accepts an Award of Excellence from Palma Lough, APPA Customer Connections Conference section vice chair and Oklahoma Municipal Power Authority member relations & training manager at Oklahoma Municipal Power Authority.

Focus Forward seeking input on 2023 topics

By Erin Miller



AMP is asking members to provide feedback on which topics you would like Focus Forward to address in 2023, by taking this [simple 2-minute survey](#) before Dec. 12.

The Focus Forward initiative, led by the Focus Forward Advisory Council, aims to educate and inform members about emerging industry trends and AMP initiatives to prepare for further integration of distributed energy resources. Please let me know if you would like to join the Advisory Council.

The survey is open to all AMP members. To respond, [click here](#). If you have questions, please contact me at 514.540.1019 or emiller@amppartners.org.

Attention AMP members with Walmart in service area

By Erin Miller

Walmart is working to electrify their fleets and provide high speed, DCFC charging stations for their customers to use. They would like to meet with AMP’s members, share their electrification plans and partner with you.

For more information on Walmart’s future transportation plans, [click here](#).

If you have a Walmart in your service area, please contact me and I will coordinate a virtual meeting with Walmart Energy representatives. My phone number is 614.540.101 and email address is emiller@amppartners.org.

Article on Versailles’ Best Hometown designation released by Ohio Magazine

By Holly Karg

An article featuring the Village of Versailles has been released by *Ohio Magazine* in honor of the community being named to the Best Hometowns list. Athens, Bellefontaine, Kent, Perrysburg and Versailles are the 2022-2023 honorees.



The article covers the unique features of the village, including information on sites, employers, history and more. [Read the article here](#).

Since 2006, *Ohio Magazine* has solicited annual nominations for the Best Hometown list and conducted visits to evaluate each nominated community to determine winners. The editors evaluate finalists in six categories: community spirit, education, entertainment, health and safety, business environment, and culture and heritage.

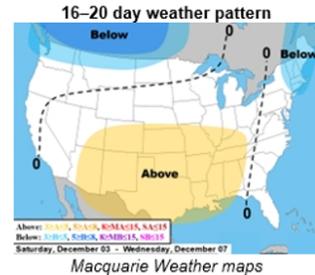
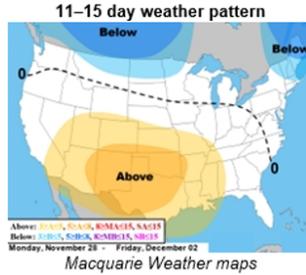
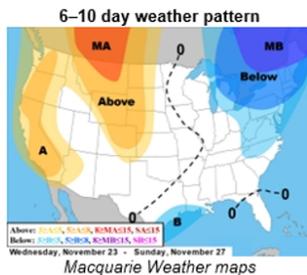
The Village of Versailles joins Bowling Green, Hamilton, Hudson, Lebanon, Oberlin, St. Clairsville, Tipp City, Wadsworth, Westerville and Yellow Springs as AMP member communities that have been recognized as a Best Hometown honoree. For more information or to see a full list of past winners, visit www.ohiomagazine.com/besthometowns.

Energy market update

By Jerry Willman – assistant vice president of energy marketing

The December 2022 natural gas contract increased \$0.169/MMBTU to close at \$6.369 yesterday. The EIA reported an injection of 64 Bcf for the week ending Nov. 11, which was slightly higher than market expectations of 62 Bcf. This injection erased the deficit to last year’s benchmark. Last year was an injection of 23 Bcf and the five-year average was -5 Bcf. Storage is now 3,644 Bcf, 0.1 percent above a year ago and 0.2 percent below the five-year average.

On-peak power prices for 2023 at AD Hub closed yesterday at \$76.65/MWh, which was \$5.30/MWh higher for the week.



On Peak (16 hour) prices into AEP/Dayton				
Week ending Nov. 18				
MON	TUE	WED	THU	FRI
\$92.57	\$93.14	\$72.38	\$74.28	\$74.91
Week ending Nov. 11				
MON	TUE	WED	THU	FRI
\$55.18	\$47.05	\$47.97	\$34.69	\$47.63
Week ending Nov. 12, 2021				
MON	TUE	WED	THU	FRI
\$66.68	\$64.16	\$62.20	\$53.67	\$54.54
AEP/Dayton 2023 5x16 price as of Nov. 17 — \$76.65				
AEP/Dayton 2023 5x16 price as of Nov. 9 — \$71.35				

AFEC weekly update

By Jerry Willman

The AMP Fremont Energy Center (AFEC) was in 2x1 configuration for the week. The plant cleared offline overnight last Friday and Saturday based on PJM day-ahead economics. Duct fire operated for 57 hours this week. For the week, the plant generated at a 78.4-percent capacity factor (based on 675-MW rating).

Fike and Wade presented with Hard Hat Safety Awards

By Doug Sturgeon – manager of member training and safety

Shannon Fike, an apprentice lineworker for Beach City, and Kyle Wade, a journeyman lineworker for Brewster, were presented with Hard Hat Safety Awards this week. Fike and Wade were selected for this award because of their excellent commitment to safety in the workplace.

Please join me in congratulating Shannon and Kyle on these well-deserved awards.



Shannon Fike (left), an apprentice lineworker for Beach City, was presented with a Hard Hat Safety Award by Doug Sturgeon, AMP manager of member training and safety.



Kyle Wade, a journeyman lineworker for Brewster, was presented with a Hard Hat Safety Award by Doug Sturgeon, AMP manager of member training and safety.

Timothy Mizer joins AMP as a transmission project manager

By Kim Magovac – director of transmission project management

Timothy Mizer joined AMP on Nov. 14 as a transmission project manager. In this role, Mizer will execute transmission construction projects throughout the AMP member footprint and coordinate with AMPT planning, engineering,



operations and project management to develop, implement, operate and maintain AMPT transmission assets in a safe, efficient and economical manner.

Prior to joining AMP, Mizer served as senior business analyst/program and project management for FirstEnergy Corp., where he coordinated, managed and developed a number of different programs. He holds an associate degree in civil engineering technology from Stark State College of Technology and a Bachelor of Arts in business management from Malone University, and he is currently working to attain a Master of Business Administration from Malone University.

Please join me in welcoming Timothy to AMP.



Amplifier features article on the Inflation Reduction Act

By Zachary Hoffman – manager of communications and publications

The latest edition of *Amplifier* features [an article on the Inflation Reduction Act \(IRA\)](#). The article details some of the changes and incentives that will benefit public power, including direct pay, the 45Q tax credit, clean energy provisions and more.

The final bill is expected to raise \$739 billion in revenue and contains provisions primarily related to health care, tax reform and energy. Most of the bill is dedicated toward energy and will invest an estimated \$369 billion into the sector. While the bill has been heralded as one of the biggest climate initiatives ever passed in the United States, it is largely focused on a mixture of tax incentives, grants and loan guarantee programs, rather than enforcement mechanisms.

While the IRA has officially passed, the bill will likely take some time to come into full effect. Many of the programs and provisions will require new guidelines, rules and procedures to be developed by the federal government, many of which are currently underway. AMP and The Ferguson Group (TFG) continue to monitor developments from the IRA.

Keep an eye out for more articles like this in future editions of *Amplifier* by signing up to receive our email alerts when new content goes live: <https://amplifiermagazine.org/subscribe-to-amplifier/>.

If you have questions about *Amplifier* or need help subscribing for email alerts, please contact me at 614.540.1011 or zhoffman@ampppartners.org.



The shock factor: Don't take the bait



Article provided by KnowBe4

Many organizations use platforms such as Microsoft Teams, Google Drive or Zoom to stay connected. Unfortunately, these trusted communication tools can lead to a false sense of security. Just like with traditional email, bad guys can use these platforms

to launch a cyberattack.

Below are three examples of how cybercriminals use these platforms for phishing — and what you can do to keep your organization safe.

Lurking

Recently, a cybercriminal gained access to an organization’s Microsoft Teams channel, which is similar to a group message or a chat room. The scammer lurked in the channel for nearly a year, reading messages, collecting data and waiting for the perfect time to strike. Finally, someone asked that a file be shared to the channel and the cybercriminal used this opportunity to send a malicious ZIP file. When opened, the file installed malware that gave the scammer full access to the victim’s computer.

Remember: If someone sends you a link or an attachment, verify that you know and trust the sender before you click.

Playing tag

On Google Drive, anyone can be tagged in a file, so long as their Gmail address is valid. This means that if a cybercriminal tags you in a Google document, you will receive a legitimate notification from Google that includes a link to the bad guy’s file. If you view the file, you will likely find that it tells you to click another link. This second link is a malicious attempt to steal your sensitive information.

Remember: If you receive a suspicious notification, contact your IT department or follow the specific security procedure for your organization.

Phony notifications

Attending meetings on Zoom is as simple as clicking a button within an email. Unfortunately, getting phished is just as easy. Cybercriminals send out fake Zoom notifications that claim you missed an important meeting. They use a sense of urgency to get you to click on a link to view the meeting schedule. The link then sends you to a phony login page designed to steal your username and password.

Remember: If an email asks you to log in to an account or online service, log in to your account through your browser — not by clicking the link in the email.

KnowBe4 is the world’s largest integrated platform for security awareness training combined with simulated phishing attacks.

**AMP TECHNICAL AND SAFETY TRAINING
WEBINAR SCHEDULE**

In an effort to provide all members with high-quality training opportunities, AMP is continuing to offer trainings in a webinar format. Please see the schedule below; we will continue to update it as needed.

Dec. 13
New Year’s Safety Resolutions
Instructor: Kyle Weygant



For more information on the AMP Training Program or to access the virtual training webinars, please contact Jennifer Flockerzie, AMP’s manager of technical services logistics, at jflockerzie@amppartners.org.





Classifieds

Members interested in posting classifieds in *Update* may send a job description with start and end advertisement dates to zhoffman@amppartners.org. There is no charge for this service.

Village of Beach City seeks electric lineworker

The Village of Beach City is seeking applicants for the position of electric lineworker. Under the direction of the superintendent, the lineworker builds, maintains, troubleshoots and repairs the electric distribution system, operates heavy equipment, responds to outages 24/7, maintains grounds, buildings and equipment, adheres to all safety guidelines and policies, and assists other village departments as assigned. Candidates must be certified lineworkers, should have basic mechanical, computer and math skills, and should also have an understanding of GIS mapping, tracing and locating. The successful candidate must be able to perform physically demanding tasks and be able to work overtime, weekends and on call as needed.

This position requires a high school diploma or GED, successful completion of a lineman apprenticeship program and a valid journeyman lineman card. Candidates must currently have, or have the ability to obtain, a valid Ohio driver's license with a class A CDL endorsement within six months of hire and the ability to pass a pre-employment drug screen and background check. Interested candidates may send resume to vill-admin@beachcityohio.org or by mail to Village of Beach City offices, 105 E. main St. P.O. Box 328, Beach City, OH 44608. Applications can be picked up at the Village of Beach City offices. The Village of Beach City is an Equal Opportunity Employer.

City of Marshall seeks senior lineworker

The City of Marshall is seeking applicants for the position of senior lineworker. This position is responsible for the construction, operation and maintenance of overhead and underground electric distribution lines and services that are energized at electric distribution voltages. The senior lineworker responds to and manages electric utility power outage service restoration. Applicants must be certified as a journeyman lineworker and have a valid Michigan driver's license with CDL Class A endorsement. Starting pay is \$40.62 per hour, plus a full benefits package.

Located at the intersection of I-94 and I-69, Marshall, Michigan, is a small town with a rich history. Visitors enjoy touring the city's many restored sites and a vibrant downtown within one of the

nation's largest historic landmark districts. Our local businesses take advantage of a highly skilled workforce and the award-winning Marshall Public Schools.

Visit www.cityofmarshall.com to complete an [online application](#) and view the [full job description](#). Questions can be directed to the City of Marshall Human Resources department by email: thall@cityofmarshall.com or phone: 269.558.0306.

The City of Marshall is an Equal Opportunity Employer and a Drug Free Workplace.

Cleveland Public Power seeks journeyman senior lineworker

Cleveland Public Power is seeking applicants for the position of journeyman senior lineworker. This position builds and maintains overhead and underground transmission and distribution lines up to and including 15 kV using hot line tools according to industry standards; clears hazards and restores service as assigned; repairs and maintains constant current regulators, fuse and line disconnects, air brake switches and reclosures in the field; performs various operations such as transferring circuit loads by making cuts and ties, isolating and installing bypass facilities for underground services, switching overhead and underground transmission and distribution on circuits and switching customers' vault service; changes distribution transformers under emergency conditions; changes voltage taps; phases out and banks multi-phase transformers; makes proper connections; phases out feeders; repairs and maintains transmission switches and lighting protective equipment in the field, up to 15,000 volts; directs and trains employees assigned to him/her; performs other similar and less skilled work; and performs the duties of a lineworker.

The successful applicant will have a high school diploma or GED and will have completed an electrical lineworker program or a four-year apprenticeship program. Two years of full-time paid experience as a high-tension lineworker or equivalent is required. A valid Ohio Class A commercial driver's license with air brake endorsement is required. The successful applicant may be required to work overtime during emergencies and for emergency callouts. Applicants must be able to lift and carry 75 pounds. The rate of pay for senior lineworkers is \$42.17 per hour. Interested applicants can [apply online](#) or send resumes to: Office of Commissioner, Cleveland Public Power, 1300 Lakeside Avenue, Cleveland, OH 44114. The deadline to apply is Dec. 30.

City of Lebanon seeks deputy director of electrical engineering

The City of Lebanon is seeking applicants for the position of deputy director of electrical engineering in the Lebanon Electric Department. The deputy director of electrical engineering will work under the direction of the director of electric and will provide professional leadership and management of the city's electric department. The electric department is the electric utility inside Lebanon city limits and has an annual budget of \$35 million and 19 full-time personnel. This position's responsibilities include managing all facets of an electric utility including construction and operation of generation, transmission and distribution, renewable energy resources, wholesale power purchases, system fault studies, system protection reviews and private development review. The deputy director will serve as a critical member of the electric department and the city management team. See the full job description [here](#).

Qualified candidates should hold a bachelor's degree in electrical engineering through a university accredited by the Accreditation Board for Engineering and Technology, Inc., at least three years of documented electric utility experience in either the public or private sector, possess a valid state of Ohio driver's license and have outstanding communication and public service skills. Applications may be obtained at the Lebanon City Building, 50 S. Broadway, Lebanon, OH, 45036, or downloaded at www.lebanonohio.gov. Applications accompanied by a cover letter and resume should be submitted to the Personnel Department at the above address. Applications will be accepted until the position is filled. The City of Lebanon requires post-offer, pre-employment drug screen, physical and background check. The salary range for this position is \$120,000 to \$140,000. EOE.

Opportunities available at AMP

AMP is seeking applicants for the following positions:

- Director of transmission finance
- IT intern — helpdesk and infrastructure
- IT intern — SCADA
- Senior engineer — system protection and control
- Senior transmission planning engineer

For complete job descriptions, please visit the [AMP careers page](#).



Mission:

To serve Members through public power joint action, innovative solutions, robust advocacy and cost-effective management of power supply and energy services.

Vision:

To be public power's trusted leader in providing Members and their customers the highest-quality, forward-looking services and solutions.

Values:

Integrity, Member Focus, Partnership, Employee Engagement, Stewardship, Innovation and Accountability.

STAY CONNECTED



www.amppartners.org

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