

ORDINANCE NO. 21-23

**AN ORDINANCE AMENDING §256.98 OF THE CODIFIED ORDINANCES
OF THE CITY OF AVON TO REVISE THE CLASSIFICATION
SPECIFICATION FOR THE POSITION OF ASSISTANT FIRE CHIEF
AND DECLARING AN EMERGENCY**

WHEREAS, the Administration desires to amend the Classification Specification for the existing position of Assistant Fire Chief; and

WHEREAS, the Administration seeks to have Council adopt an amendment to '256.98 to facilitate the changes to this classification specification; and

WHEREAS, Council, after reviewing the proposed Classification Specification, finds that the goals sought to be achieved by the Administration for this position to have been met and adoption of same is in the best interests of the health, safety and welfare of the citizens of Avon.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:

Section 1 - That the revised Classification Specification for the position of Assistant Fire Chief, attached hereto as Exhibit A and incorporated herein, is hereby adopted.

Section 2 - The Codifier is hereby instructed to remove the previous version and insert this amended classification specification into Section 256.98.

Section 3 - That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

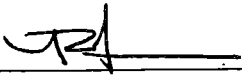
Section 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to amend the Classification Specification for the position of Assistant Fire Chief as soon as possible; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: February 27, 2023 DATE SIGNED: February 27, 2023

By: Brian Fischer
Brian Fischer, Council President

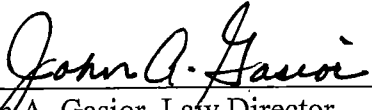
Ordinance No. 21-23 (Con't)

APPROVED BY THE MAYOR February 28, 2023



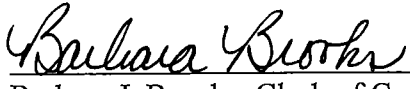
Bryan K. Jensen, Mayor

APPROVED AS TO FORM:



John A. Gasior, Law Director

ATTEST:



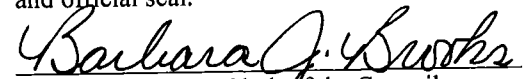
Barbara J. Brooks, Clerk of Council

POSTED: March 1, 2023
Electronically and at City Hall
As provided by Council

Prepared by:
John A. Gasior, Esq.
Law Director

I, Barbara J. Brooks, Clerk of the Council of the City of Avon, Ohio, hereby certify this document to be a true and exact copy of Ordinance No. 21-23, passed by the Council of said City on February 27, 2023.

IN WITNESS WHEREOF, I have on this 28th day of February, 2023, affixed my signature and official seal.



Barbara J. Brooks, Clerk of the Council
of the City of Avon, Ohio

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Assistant Fire Chief

JOB RESPONSIBILITIES: Under general direction, functions as head of a bureau or major functions or programs of the fire division; assists the Chief in planning, organizing, and directing the Fire Service; assumes responsibility of the division during absences of the Chief; responds to and exercises command of fire fighting or rescue operations until the arrival of or in the absence of the Chief.
 Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:
 Must meet City residency requirements. Completion of secondary education (high school or GED). Must be certified by the State of Ohio as a full-time *Fire Fighter II* (~~two hundred forty [240] hours or greater~~), Emergency Medical Technician-Basic (EMT-B), and a Fire Safety Inspector, plus twelve (12) months experience as a City of Avon Fire Captain/Paramedic, or equivalent. *Proficiency in Microsoft Office, particularly Excel, Outlook and Word.* Must remain insurable under the City's vehicle insurance policy.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:
 Must be certified by the State of Ohio as a *full-time* firefighter *II* (~~two hundred forty [240] hours or greater~~), as an EMT-B, and as a Fire Safety Inspector. Must possess a State of Ohio driver's license.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Functions as head of a bureau and/or of major functions or programs of the fire division such as emergency medical services (EMS), <i>training, and fire prevention and/or public education / recruitment</i> (plans and assigns tasks, recommends discipline or commendation, evaluates performance, provides training, <i>directs and evaluates work activities; coaches and trains subordinates; adjusts grievances, approves leave requests; may review and approve payroll,</i> etc.); exercises <i>direction and control</i> over manpower, equipment, and operations; ensures the readiness of equipment and manpower.	1. Knowledge of (1) <i>effective management and leadership</i> practices, (2) <i>city and</i> division policies and procedures, (3) modern fire fighting operations and principles, practices, and equipment, (4) geographical layout of the City, (5) safety practices and procedures, (6) modern emergency medical services principles, practices, and equipment, (7) HAZMAT response procedures and equipment, (8) budgeting confined space rescue procedures and equipment, (9) trench rescue procedures and equipment; <i>city planning and zoning ordinances and regulations,*</i> (10) <i>fire prevention laws, codes, rules, and regulations,</i> (11) <i>applicable federal, state and local laws,</i> (12) <i>Bureau of Underground Storage Tank Regulations (BUSTR)*,</i> (13) <i>modern incident command system (ICS)</i>

TITLE: Assistant Fire Chief

CLASSIFICATION SPECIFICATION
CITY OF AVON
 An Equal Opportunity Employer

TITLE: Assistant Fire Chief

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	<p>1. (continued) <i>Assesses adequacy of equipment, sufficiency of staffing, adequacy of training levels, condition and maintenance of hydrants and adequacy of alternative water sources. May recommend and implement improvements to the department to improve the quality of services and acceptable ISO ratings. Inspects and/or oversees inspection of businesses, factories, institutions, etc. in order to ensure compliance with City fire safety codes. May be a liaison for state required inspections.</i></p>	<p>1. (continued) <i>principles and practices (e.g., Blue Card Certification*), (14) National Incident Management Systems (NIMS) module (400), ability to (15) understand a variety of written and/or verbal communications, (16) communicate effectively, (17) exercise sound-independent judgment and discretion, (18) collect, analyze, and interpret data, (19) prepare accurate documentation, (20) deal with many variables and determine specific action, (21) apply management principles to solve city/division problems, (22) train or instruct others, (23) calculate fractions, decimals, (24) use proper research methods to gather data, (25) gather, collate, and classify information, (26) compile and prepare reports, (27) resolve complaints, (28) develop and maintain effective working relationships, skill in (29) operating/utilizing fire fighting tools and equipment, (30) operating/utilizing emergency medical services, tools, and equipment, (31) operating/utilizing HAZMAT response tools and equipment, (32) operating/utilizing tools and equipment used in emergency rescue situations (33) computer operation, (34) use of modern office equipment, (35) operating / utilizing mobile and portable radio equipment, (36) operating / utilizing computer equipment and software including data entry and job related software programs, (37) ICS.</i></p>

TITLE: Assistant Fire Chief

CLASSIFICATION SPECIFICATION
CITY OF AVON
 An Equal Opportunity Employer

TITLE: Assistant Fire Chief

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	<p>2. <i>Directs and oversees efficient and effective training, scheduling and integration of personnel. Effectively communicates information to appropriate personnel regarding changes in regulations, procedures, and policy, etc. Promotes and maintains ethical and professional standards of conduct of the fire division employees.</i></p> <p>3. Assumes responsibility of the division <i>department</i> during the absences of the Chief; assumes command responsibility for firefighting or rescue operations until relieved by the Chief or during absences of the Chief <i>or as otherwise assigned. Investigates, or oversees the investigation of fire; for cause and origin to ensure compliance with state regulations.</i></p> <p>4. Assists the Fire Chief with the management and administration of the division (conducts research, assists with the preparation of the annual budget request, assists with the development of division policies and procedures, <i>assists with preparation for labor negotiations</i>, coordinates equipment and facility maintenance and repair, etc.); oversees training of personnel; serves as liaison between the Chief and other division personnel.</p> <p>5. <i>Attends and participates in staff meetings, City Council meetings, planning meetings, and meetings with the mayor, etc. Establishes and maintains working relationships/partnerships with external agencies (e.g., County EMA, Sheriff's Office, other Fire Departments, State Fire Marshall's Office, etc.). Conducts presentations to promote public awareness and</i></p>	<p>2. Knowledge of (1), (2), (3), (5), (13)*, (14); ability to (16), (19), (22), (26), (28), (29); skill in (33), (36), (37).</p> <p>3. Knowledge of (1), (2), (3), (4), (5), (6), (7), (39) <i>fire investigation and arson detection techniques, (40) fire suppression and prevention techniques, (41) fire/emergency rescue techniques</i> ability to (15) – (28), (42) <i>recognize unusual or threatening conditions and take appropriate action, (43) maintain fitness level in order to complete essential functions of position, skill in</i> (29), (30), (31), (32).</p> <p>4. Knowledge of (1), (2), (8) (22); ability to (15), (16), (18), (19), (21), (24), (25), (26), (28), (44) <i>safeguard information of a sensitive or confidential nature, skill in</i> (33), (34).</p> <p>5. Knowledge of (1), (2), (8) (22); ability to (15), (16), (18), (19), (21), (24), (25), (26), (28), (45) <i>prepare and deliver presentations, (46) handle sensitive inquiries from officials and general public, skill in</i> (33), (34).</p>

TITLE: Assistant Fire Chief

Developed by Clemans, Nelson & Associates, Inc.
 Dublin, Ohio 43017

Approval Date _____
 {2/15/2023 CLAVNCI 00293217.DOC }

<p><i>acceptance of divisional policies and procedures; attends community events; maintains cooperative working relationships with community organizations; etc.</i></p> <p>6. Prepares and maintains records, reports, and other related documentation; reviews documentation generated by subordinates to ensure accuracy and completeness, <i>including EMS and fire reports, maintenance records, repair requests/deficiencies, training records, etc..</i></p> <p>7. Participates in training drills and studies materials in order to enhance skills and improve response readiness; maintains required licensure and certification.</p>	<p>6. Knowledge of (1), (2); ability to (18), (19), (26), (28)</p> <p>7. Knowledge of (1), (2), (5), (6), (7), (39), (40), (41); ability to (18), (19); skill in (29) – (37).</p>
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