

ORDINANCE NO. 20-23

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

WHEREAS, the Administration desires to amend the Classification Specification for the existing position of 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 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 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.

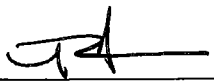
PASSED: February 27, 2023

DATE SIGNED: February 27, 2023

By: Brian Fischer
Brian Fischer, Council President

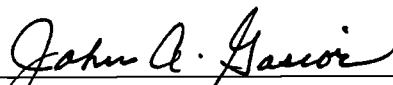
Ordinance No. 20-23 (Con't)

APPROVED BY THE MAYOR February 28, 2023



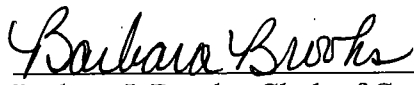
Bryan K. Jensen, Mayor

APPROVED AS TO FORM:



John A. Gasior, Law Director

ATTEST:



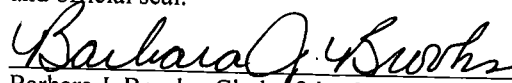
Barbara J. Brooks, Clerk of Council

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. 20-23, 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: Fire Chief

JOB RESPONSIBILITIES: Under administrative direction, plans and directs the operation of the Fire Division, including the management of divisional personnel; administers divisional budget; meets with citizens and others regarding issues, services, etc.
 Performs other related duties as required

QUALIFICATIONS:

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~~), an EMT-Basic, and a Fire Safety Inspector, plus twelve (12) months experience as a City of Avon Assistant Fire Chief, or equivalent. *Proficiency in Microsoft Office, 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 *Fire Fighter II* (~~two hundred forty [240] hours or greater~~), an EMT-Basic, 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. Plans and directs the operation of the fire division including personnel, budget administration, safety, training, <i>fire prevention and education</i> , equipment, facilities, services, public relations, policies and procedures, etc.	1. Knowledge of (1) <i>effective management and leadership</i> practices, (2) City government structure and process, (3) division policies and procedures, (4) modern fire fighting operations, principles, practices, and equipment, (5) geographical layout of the City, (6) safety practices and procedures, (7) modern emergency medical services principles, practices, and equipment, (8) HAZMAT response procedures and equipment, (9) <i>specialty rescue procedures and equipment</i> , confined space rescue procedures and equipment, (10) <i>modern incident command system (ICS) principles and practices (e.g., Blue Card Certification or equivalent)</i> , trench rescue procedures and equipment, (11) <i>NIMS module (400)</i> (12) City fire safety codes, (13) budgeting, (14) public relations; ability to (15) communicate effectively, (16) collect, analyze, and interpret data, (17) prepare accurate documentation, (18) develop and

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: 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. Manages directly and indirectly the activities of fire division personnel (administers and recommends discipline, evaluates performance, ensures provision of training, resolves complex problems, etc.); interviews and recommends the hiring or rejection of applicants.</p> <p>3. Meets with elected officials, community organizations, citizen groups, etc., in order to discuss divisional issues, plans, problems, services, etc.</p> <p>4. Prepares records, reports, and other related documentation; <i>prepares and provides information as requested to Director of Public Safety regarding long-term strategic planning; reviews documentation generated or prepared by subordinates,</i> and ensures the proper maintenance of divisional records.</p>	<p>1. (continued) maintain effective working relationships; skill in (19) operating/ utilizing fire fighting tools and equipment, (20) operating/utilizing HAZMAT response tools and equipment, (21) operating/utilizing tools and equipment used in emergency rescue situations, (22) <i>operating / utilizing mobile and portable radio equipment,</i> (23) <i>operating / utilizing mobile and desktop computer equipment and software, including data entry and job related software programs,</i> (24) <i>ICS</i></p> <p>2. Knowledge of (1), (3), (4), (6), (7), (8), (9), (10), (11); ability to (15), (16), (17), (18); skill in (19), (20), (21), (22), (23), (24).</p> <p>3. Knowledge of (2), (3), (4), (5), (7), (8), (9), (10), (11), (13), (14); ability to (15), (18).</p> <p>4. Knowledge of (1), (3), (13); ability to (15), (17), (18).</p>

CLASSIFICATION SPECIFICATION

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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>5. Responds to fires or other emergency situations and assumes command responsibility of the scene; <i>establishes an incident command system (ICS) to ensure the safety and accountability of personnel operating at the scene. After a fire, in compliance with state regulations, confirms an investigation has taken place for the cause and origin.</i></p> <p>6. Develops and maintains professional competence and awareness through in-service training, reading professional publications, conducting research, and other such activities; <i>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.); receives and resolves concerns and complaints from internal and external sources through efficient, competent and courteous interaction.</i></p>	<p>5. Knowledge of (1), (3), (4), (5), (6), (7), (8), (9), (10), (11); ability to (15), (18), (25) <i>exercise sound judgment under stressful situations</i>; skill in (19) – (24).</p> <p>6. Knowledge of (1), (2), (3), (14); ability to (15), (16), (17), (18).</p>