Interoffice - Memorandum

To: Judith C. Boyko, Township Administrator

From: Anthony Goller, Fire Chief

Date: February 21, 2014

RE: **PERSONNEL ITEM: MOTION TO HIRE TWO (2) FIREFIGHTER / PARAMEDICS TO FILL VACANT POSITIONS AT THE ANNUAL SALARY OF $54,365.02 PER COLLECTIVE BARGAINING AGREEMENT WITH A ONE (1) YEAR PROBATIONARY PERIOD AND CONTINGENT UPON SUCCESSFUL COMPLETION OF APPLICABLE TESTING AND PROCEDURES: JASON WITTE EFFECTIVE MARCH 4, 2014 AND JASON COOK EFFECTIVE MARCH 17, 2014**

Request to hire two (2) career Firefighter Paramedics to fill existing vacant positions from FF/Medic Haselrig that has separated from the department and FF/Medic Bauman that left for a position with the Cincinnati Fire Department.

- Jason Witte
  Part-time FF/Medic with West Chester since June 2009
  Part-time member Deer Park/Silverton FD and Montgomery FD
  Associates of Science in Fire Administration
  Pursuing Bachelors of Science in Fire Engineering Technology
  Hazardous Materials Technician
  EMS Instructor

- Jason Cook
  Career Firefighter/Paramedic with Hamilton Fire Department since 2003
  Past West Chester part-time FF/Medic from 2000 to 2003
  Hazardous Materials Technician
  Fire Inspector
  Navy Veteran

Mr. Witte and Mr. Cook are in compliance with the Township's nepotism policy.

Recommend to hire Jason Witte effective March 4, 2014 and hire Jason Cook effective March 17, 2014 at the annual base pay, pursuant to the collective bargaining agreement, of $54,365.02 and a one (1) year probationary period, contingent upon successful completion of applicable testing and procedures.

West Chester Fire/Rescue

Memo

To: Chief Goller

From: Asst. Chief of Administration

Date: February 19, 2014

Re: Recommendation to Hire

As you know, we have two- (2) Career Firefighter/Medic vacancies caused when FF Bauman left for the Cincinnati Fire Department and FF Haselrig retired medically.

I am pleased to advise that we currently have two- (2) applicants that have completed our career process consisting of an:

- Outside Written Pre-entrance exam
- Physical Capability Test
- Initial Interview
- Polygraph
- Psychometric Profile
- Internal and External Background Checks

To get the department back to our Career Firefighter/Medic complement, I ask that the following career applicants be placed on the agenda for the next Trustees meeting.

Jason P. Witte – Jason was #1 overall in our process and he has been a Part-time FF/Medic with our department since June of 2009. He is also certified as a Hazardous Materials Tech and has an Associate in Applied Science degree in Fire Science Technology. We have received excellent reviews from his co-workers here at West Chester. Jason resides in Morrow, OH. He will take the place of FF Bauman and his start date would commence on March 4, 2014.

Jason E. Cook – Jason ranked #2 overall in our process. He began firefighting back in 2000 as a Part-time member with our Department. He left in 2003 and for the last eleven- (11) years has been a Career Firefighter/Medic with the City of Hamilton. He is a Navy veteran and has additional certifications as a Hazardous Materials Technician and a Fire Safety Inspector. Jason resides in Hamilton, OH. He will take the place of FF Haselrig and has a tentative start date of March 17, 2014.

Their start dates are contingent that their pre-employment physicals and drug screens come back that they are Fit-for-Duty. These results are expected to be received any day now.

Please advise should you have any questions.

APPLICATION FOR EMPLOYMENT

West Chester Township
9113 Cincinnati-Dayton Road
West Chester, OH 45069

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
Firefighter/Paramedic	8/29/13

How Did You Learn About Us?

☐ Advertisement ☐ Relative ☐ Inquiry
☐ Employment Agency ☐ Friend ☑ Other Internal Posting

Last Name	First Name	Middle Name
Witte	Jason	Patrick

Address *Number* *Street* *City* *State* *Zip Code*

[redacted]

Telephone Number(s)	Social Security Number
[redacted]	[redacted] [redacted] [redacted]

Best time to contact you at home is: ..... ___:open AM ◉ PM ○

If you are under 18 years of age, can you provide required proof of your eligibility to work? ..... ☑ Yes ☐ No

Have you ever filed an application with us before? ..... ☑ Yes ☐ No

If Yes, give date 8/1/08

Have you ever been employed with us before? ..... ☑ Yes ☐ No

If Yes, give date 6/19/09

Do any of your friends or relatives, other than spouse, work here? ..... ☑ Yes ☐ No

Are you currently employed? ..... ☑ Yes ☐ No

May we contact your present employer? ..... ☑ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status
Proof of citizenship or immigration status will be required upon employment. ..... ☐ Yes ☑ No

Date available for work 9/1/13 ___/___ What is your desired salary range? $53,039.05

Are you available to work: ☑ Full-Time (please indicate 1 2 3 shift)
☐ Part-Time (please indicate Mornings Afternoon Evenings)
☐ Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? ..... ☐ Yes ☑ No

Can you travel if a job requires it? ..... ☑ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School	Indian Hill 6845 Drake Rd. Cincinnati, Oh	General Education	3	Diploma
High School	Indian Hill 6865 Drake Rd. Cincinnati, Oh	College Prep	4	Diploma
Undergraduate College	Sinclair Community College 444 W. 3rd St. Dayton, Oh	Associate's of Fire Administration	3	Degree
Graduate Professional				
Other (Specify)	University of Cincinnati 7555 Plainfield Rd. Blue Ash, Oh	Bachelor's of Technical Applied Studies	In progress	

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

State of Ohio firefighter II, Ohio Paramedic, National Registry Paramedic, Ohio EMS instructor, PALS, ACLS, ITLS, Hazmat Technician, Trench Rescue Technician, Structural Collapse Technician, Vehicle/Machinery Extrication Technician, Rope Rescue Technician, Confined Space Technician, Fire Officer I, Fire Officer II, Fire Officer III, Fire Officer IV, Incident Safety Officer, NIHMS 100, 200a, 200b, 546, 700, 800. Associates in Fire Administration.

Describe any job-related training received in the United States military.

DNA

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer: Butler Technology		Dates Employed: From 06/10	To Present	Work Performed: EMT and Paramedic courses, BLS courses
	Address: 6140 Princeton-Glendale Rd. Hamilton, Oh 45011		Hourly Rate/Salary: Starting 18.00/hr	Final 24.00/hr	
	Telephone Number(s): 513-645-8350				
	Job Title: EMS Instructor	Supervisor: Bob Hasselfeld, Director			
	Reason for Leaving: DNA				
2.	Employer: West Chester Township Fire		Dates Employed: From 06/19/09	To	Work Performed: Fire and EMS details, trainings, preplans, daily duties
	Address: 9119 Cincinnati-Dayton Rd. West Chester, Oh 45069		Hourly Rate/Salary: Starting 14.78/hr	Final 15.91/hr	
	Telephone Number(s): 513-777-1133				
	Job Title: Firefighter/Paramedic	Supervisor: Jeff Elder, Lieutenant			
	Reason for Leaving: DNA				
3.	Employer: City of Montgomery Fire		Dates Employed: From 10/01/07	To	Work Performed: Fire and EMS details, training committee, CERT committee, daily duties, car seat inspections, uniforms.
	Address: 10150 Montgomery Rd. Montgomery, Oh 45242		Hourly Rate/Salary: Starting 12.14/hr	Final 18.53/hr	
	Telephone Number(s): 513-985-1633				
	Job Title: Firefighter/Paramedic	Supervisor: Ben Shapiro, Lieutenant			
	Reason for Leaving: DNA				
4.	Employer: Deer Park/Silverton Joint Fire District		Dates Employed: From 05/25/07	To	Work Performed: Fire and EMS details, trainings, daily duties.
	Address: 7050 Blue Ash Rd. Cincinnati, Oh 45236		Hourly Rate/Salary: Starting 9.50/hr	Final 14.40/hr	
	Telephone Number(s): 513-791-2500				
	Job Title: Firefighter/Paramedic	Supervisor: Kevin Rogers, Captain			
	Reason for Leaving: DNA				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

DNA

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

State of Ohio firefighter II, Ohio Paramedic, National Registry Paramedic, Ohio EMS instructor, PALS, ACLS, ITLS, Hazmat Technician, Trench Rescue Technician, Structural Collapse Technician, Vehicle/Machinery Extrication Technician, Rope Rescue Technician, Confined Space Technician, Fire Officer I, Fire Officer II, Fire Officer III, Fire Officer IV, Incident Safety Officer, NIHMS 100, 200a, 200b, 546, 700, 800. Associates in Fire Administration.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

☐ Terminal	☑ Spreadsheet	Production/Mobile Machinery (list)	Other (list)
☑ PC/MAC	☑ Word Processing		
☐ Typewriter	☐ Shorthand		
WPM ___	WPM ___		

State any additional information you feel may be helpful to us in considering your application.

I have been an active member of the West Chester Twp. Fire Department for over 4 years. During my down time, I like to be involved. One of the main ways that I am able to get involved was completing preplans in district 72.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☑ YES ☐ NO

REFERENCES

1. Steve Schueler (513) 646-7678
   (Name) Phone #
   1174 Alwil Dr. Cincinnati, Oh
   (Address)
2. Tom Wolf (513) 257-5416
   (Name) Phone #
   5853 Fawn Run Dr. Mason, Oh
   (Address)
3. Mike Davenport (513) 623-1358
   (Name) Phone #
   8479 Ashwood Dr. West Chester, Oh
   (Address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date 8/20/13

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

_____ _____
INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____
NAME AND TITLE DATE

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Rev 3/99

AMSTERDAM

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Position(s) Applied For Is Open: ☑ Yes ☐ No

Position(s) Considered For: Carrier FF EMT-P

Date 9-30-13

NAME: _____

POSITION: _____

DATE: ___ / ___ / ___

[redacted]

Jason P. Witte

Objective

To obtain a position as a Firefighter/Paramedic with an active organization.

Experience

2010-Present *Butler Technology Career Development* Fairfield Twp, OH

EMS Instructor/BLS Instructor

- Teach CPR and First Aid classes.
- Teach EMT and Paramedic lectures/skill labs.

2009-Present *West Chester Twp. Fire Department* West Chester, OH

Firefighter/Paramedic

- Complete daily and weekly duties.
- Complete regular trainings.
- Respond to Fire and EMS details.
- Preplans

2007-Present *City of Montgomery* Montgomery, OH

Firefighter/Paramedic

- Received a Proclamation from Mayor.
- Provide car seat inspections.
- Complete regular trainings.
- Completed and manage Class-A uniform Project
- Started CERT Program
- Contribute to several city and department committees

2007-Present *Deer Park/Silverton Joint Fire District* Cincinnati, OH

Firefighter/Paramedic

- Complete daily and weekly duties.
- Provide car seat inspections.
- Complete regular trainings.
- Respond to Fire and EMS details.

Education

2013-Present *University of Cincinnati* Cincinnati, OH

- Bachelors of Science in Fire Engineering Technology
- In Progress with a projected completion date of May, 2016

2010-2013 *Sinclair Community College* Dayton, OH

- Associates of Science in Fire Administration
- Paramedic Certificate

Certifications

- State of Ohio Firefighter II
- State of Ohio Paramedic
- National Registered Paramedic
- PALS
- ACLS
- ITLS
- HAZMAT Technician
- Trench Rescue Technician
- Structural Collapse Technician
- Confined Space Technician
- Rope Rescue Technician
- State of Ohio Fire Instructor
- State of Ohio EMS Instructor
- Fire Officer I
- Fire Officer II
- Fire Officer III
- Fire Officer IV
- Incident Safety Officer
- NIMS 100, 100HE, 200a, 200b, 546, 700, 800

References:

-Available upon request

Nepotism Policy

All personnel hired by West Chester are hired as a result of merit and ability to perform the duties of a specific position.

To avoid any actual or perceived conflict of interest the Township does not hire relatives or domestic partners of current employees.

Do you have a son, daughter, father, mother, spouse or domestic partner, grandson, or granddaughter or any individual residing in the same household as you currently employed at West Chester Township?

_____Yes _____✓_____No

If yes, please name and describe relationship

N/A	N/A
NAME	RELATIONSHIP
N/A	N/A
NAME	RELATIONSHIP

Jason Witte
SIGNATURE

JASON WITTE
PRINT NAME

West Chester Township

STATUS/PAYROLL CHANGE REPORT

Date: 2/28/2014 PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date: 3/4/2014 Clock No.:

Employee: Jason P. Witte

Social Security No.: Department: FIRE

X	CHANGE(S)	FROM	TO
☐	Rate		
☐	Job		
☐	Department		
☐	Shift		
☐			
☐			

	REASON(S) FOR THE CHANGE(S)		
☒	Hired	☐	Re-Hired
☐	Probationary Period Ended	☐	Merit Increase
☐	Promotion	☐	Transfer
☐	Seniority Increase	☐	Contract Change
☐	Re-evaluation of Job	☐	Demotion
☐	Resignation	☐	Retirement
☐	Layoff	☐	Discharge
☐		☐	

Leave of Absence From:		Until:	
Reason:			
Authorized By:			
Approved By:	Board of Trustees	Date:	

APPLICATION FOR EMPLOYMENT

West Chester Township
9113 Cincinnati-Dayton Road
West Chester, OH 45069

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
Firefighter/Paramedic	9/24/13

How Did You Learn About Us?

☐ Advertisement ☐ Relative ☐ Inquiry
☐ Employment Agency ☐ Friend ☑ Other West Chester Township Website

Last Name	First Name	Middle Name
Cook	Jason	Edward

Address *Number* *Street* *City* *State* *Zip Code*

[redacted]

Telephone Number(s): [redacted]

Social Security Number: [redacted]

Best time to contact you at home is: ..... 09 : 00 AM ⊙ PM ○

If you are under 18 years of age, can you provide required proof of your eligibility to work? ..... ☐ Yes ☐ No

Have you ever filed an application with us before? ..... ☑ Yes ☐ No

If Yes, give date 11/1/10

RECEIVED SEP 25 2013 BY:

Have you ever been employed with us before? ..... ☑ Yes ☐ No

If Yes, give date 7/1/00

Do any of your friends or relatives, other than spouse, work here? ..... ☑ Yes ☐ No

Are you currently employed? ..... ☑ Yes ☐ No

May we contact your present employer? ..... ☑ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status
Proof of citizenship or immigration status will be required upon employment. ..... ☐ Yes ☑ No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: ☑ Full-Time (please indicate 1 2 3 shift)
☐ Part-Time (please indicate Mornings Afternoon Evenings)
☐ Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? ..... ☐ Yes ☑ No

Can you travel if a job requires it? ..... ☑ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School	Loveland Elementary Loveland Ohio 45140	General	4	
High School	Loveland Hurst High Loveland Ohio 45140	General	4	Diploma
Undergraduate College	Cincinnati State Cincinnati Ohio 45223	Interpreter Training Program - American Sign Language	1 1/2 years	
Graduate Professional	Butler Tech 3603 Hamilton-Middletown Rd Hamilton Ohio 45011	Paramedic Academy	11 Months	Paramedic Certification
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

- Ohio certified Paramedic (ACLS, PALS, CPR) with 8 year of experience.
- Ohio Firefighter II with 14 years of experience.
- Ohio Fire Safety Inspector with 9 years of experience.
- Hazardous Material Technician with 9 years of experience.
- Swift Water Rescue Technician for the last 9 years.

Describe any job-related training received in the United States military.

- I had a Top Secret Clearence from the United States Navy from 12/95 to 9/99.
- I had specilized training in Shipboard and Helicopter firefighting.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer: City of Hamilton Fire Department	Dates Employed: From 1/25/2003	To: present	Work Performed: Professional firefighter and Paramedic for urban community with approx.12,000 annual EMS/Fire calls. Fire Safety Inspections, Swift Water and Hazard Material Tech and community fire and medical safety education for children and community members.
	Address: 77 Pershing Ave Hamilton Ohio 45011			
	Telephone Number(s): 513-785-7500	Hourly Rate/Salary: Starting 36000.00	Final 61000.00	
	Job Title: Firefighter/Paramedic; Supervisor: Chief Steve Dawson			
	Reason for Leaving: opportunity for professional growth			
2.	Employer: West Chester Fire Department	Dates Employed: From 07/01/00	To: 01/22/03	Work Performed: Firefighter 240 and EMT -Basic Community Education on Fire Prevention and Safety
	Address: 9119 Cincinnati-Dayton Rd West Chester Ohio 45069			
	Telephone Number(s): 513-777-1133	Hourly Rate/Salary: Starting 10.75 per hr	Final 11.75 per hr	
	Job Title: Firefighter/EMT-Basic; Supervisor: Lt Mark Brate			
	Reason for Leaving: Recieved a full time job with Hamilton Fire Department			
3.	Employer: City of Fairfield Fire Department	Dates Employed: From 01/06/00	To: 01/22/03	Work Performed: Firefighter 240 and EMT - Basic
	Address: 375 Nilles Rd Fairfield Ohio 45014			
	Telephone Number(s): 513-867-5379	Hourly Rate/Salary: Starting 11.25 per hr	Final 12.50 per hr	
	Job Title: Firefighter/EMT-Basic; Supervisor: Captain Tracy Donovan			
	Reason for Leaving: Recieved a full time job with Hamilton Fire Department			
4.	Employer: United States Navy	Dates Employed: From 12/23/95	To: 08/23/99	Work Performed: Assisted and maintained high classified information for the United States Government to ensure national safety. Obtained and maintained Top Secret Clearance.
	Address: USS Princeton (CG-59) FPO-AP 96675-1179			
	Telephone Number(s):	Hourly Rate/Salary: Starting 800.00 a month	Final 1400 a month	
	Job Title: Radioman 3rd class; Supervisor: RMCS Richard Lesage			
	Reason for Leaving:			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Veteran of the United States Navy - Honorable Discharge 1999
Association of IAFF Local 20
Alexander Graham Bell Member 2007
Awarded the Syrian Shrine Firefighter Heriosm award in 2007

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.

Employer: Butler County Sheriff Office	Dates Employed: From 10/10	To: Still Employed	Work Performed
Address: 705 Hanover St Hamilton OH 45013			- Handle sick call and 10 day screenings of inmates, federal and ICE inmates.
Telephone Number(s): 513-785-1127	Hourly Rate/Salary: Starting 15.65	Final 15.65	- Perform diabetic checks and supply insulin injections if needed
Job Title: Paramedic / Supervisor: Medical Admin Klug			- Handel 800 inmate medications and distribute to them as needed.
Reason for Leaving: Still Employed part time			

2.

Employer	Dates Employed: From	To	Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary: Starting	Final	
Job Title / Supervisor			
Reason for Leaving			

3.

Employer	Dates Employed: From	To	Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary: Starting	Final	
Job Title / Supervisor			
Reason for Leaving			

4.

Employer	Dates Employed: From	To	Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary: Starting	Final	
Job Title / Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Professional Firefighter for over a decade and achieved paramedic licence in 2005.
Served the United States Navy aboard the USS Princeton (CG-59). Specialized training in shipboard and Helicopter firefighting.
Attended the Nevada Test site for WMD Radiological/Nuclear for Hazardous Material Technicians in 2007 and 2010.
Provided community education on fire safety to deaf children at Ohio Valley Voices in 2008-2012

Specialized Skills (Check Skills/Equipment Operated)

☐ Terminal	☑ Spreadsheet	Production/Mobile Machinery (list)	Other (list)
☑ PC/MAC	☑ Word Processing		
☑ Typewriter	☐ Shorthand		
WPM 60	WPM 60		

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☑ YES ☐ NO

References

1. Captain Ken Runyan (513) 617-9284
(Name) Phone #
77 Pershing Ave Hamilton Ohio 45011
(Address)

2. Captain Tracy Radford (513) 907-6720
(Name) Phone #
77 Pershing Ave Hamilton Ohio 45011
(Address)

3. Maria Klug (513) 266-1124
(Name) Phone #
705 Hanover St Hamilton Ohio 45011
(Address)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Aaron Cook — Signature of Applicant

9/24/13 — Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

_____ _____ INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____ NAME AND TITLE DATE

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AMSTERDAM

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Position(s) Applied For Is Open: ☑ Yes ☐ No

Position(s) Considered For: Career FF EMT-P

Date 9-30-13

NAME: Cook, Jason Edward POSITION: Firefighter/Paramedic DATE: 9/25/13

Nepotism Policy

All personnel hired by West Chester are hired as a result of merit and ability to perform the duties of a specific position.

To avoid any actual or perceived conflict of interest the Township does not hire relatives or domestic partners of current employees.

Do you have a son, daughter, father, mother, spouse or domestic partner, grandson, or granddaughter or any individual residing in the same household as you currently employed at West Chester Township?

_____Yes _____✓_____No

If yes, please name and describe relationship

_____ _____
NAME RELATIONSHIP

_____ _____
NAME RELATIONSHIP

J. Cook
_____
SIGNATURE

Jason Cook
_____
PRINT NAME

West Chester Township

STATUS/PAYROLL CHANGE REPORT

Date: 2/28/2014 **PLEASE NOTE THE FOLLOWING CHANGE(S):**

Effective Date: 3/17/2014 Clock No.:

Employee: **Jason E. Cook**

Social Security No.: Department: **FIRE**

X	CHANGE(S)	FROM	TO
☐	Rate		
☐	Job		
☐	Department		
☐	Shift		
☐			
☐			

	REASON(S) FOR THE CHANGE(S)		
☒	Hired	☐	Re-Hired
☐	Probationary Period Ended	☐	Merit Increase
☐	Promotion	☐	Transfer
☐	Seniority Increase	☐	Contract Change
☐	Re-evaluation of Job	☐	Demotion
☐	Resignation	☐	Retirement
☐	Layoff	☐	Discharge
☐		☐	

Leave of Absence From:		**Until:**	
Reason:			
Authorized By:			
Approved By:	**Board of Trustees**	**Date:**	

WEST CHESTER TOWNSHIP, BUTLER COUNTY, OHIO
DEPARTMENT OF FIRE & EMS
POSITION DESCRIPTION

Job Title:	Firefighter / Paramedic
Department:	Fire Department
Division:	Fire and EMS
Reports To:	Lieutenants
Pay Classification:	Full-Time; collective bargaining

Summary: Under the general direction of station officers and person in charge, protects life and property by performing fire suppression, fire prevention, hazardous materials, special rescue duties, and pre-hospital care to their highest level of certification.

Standard Chain-of-Command shall apply for work assignments, departmental activities or problems.

Supervision Exercised:

In the absence of an officer, employee responsible for ensuring that operations continue following department general operating guidelines

Minimum Requirements:

1. Minimum of 21 years of age
2. Graduate from accredited high school or equivalent
3. A valid Ohio Driver's license at date of job offer
4. Must possess the following minimum certifications at date of job offer;

   State of Ohio Certified Firefighter Level 1

   State of Ohio Certified Paramedic

Knowledge, Skills & Abilities:

1. Must obtain within one (1) year of hire and maintain for tenure certification by the State of Ohio as a Firefighter Level 2.
2. Must obtain certification by the State of Ohio as a Fire Inspector.
3. Must obtain certification as a Hazardous Materials Technician.
4. Ability to read, comprehend and follow written and verbal instructions, commands and directives; communicate both verbally and in writing in the English language.

5. Ability to work cooperatively with all employees, supervisors and the public under extremely stressful conditions, including situations of a life-threatening nature.
6. Ability to make spontaneous, consistent, reasoned judgments concerning life and property in accordance with laws, regulations and established policies and under extremely stressful conditions, including situations of a life-threatening nature.
7. Ability to remain physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments, including extreme heat and cold.
8. Ability to hear, understand and implement verbal instructions and commands.
9. Capable of operating equipment and apparatus in a safe manner in all conditions.
10. Must be capable of passing a periodic physical examination.
11. Knowledge of modern firefighting and emergency medical methods and procedures.
12. Ability to perform fire, rescue and medical functions on rooftops, elevated heights and in confined spaces.
13. Ability to learn additional and new firefighting and emergency medical service methods and procedures.
14. Ability to learn the streets and physical layout of the community.
15. Ability to establish and maintain effective working relationships.
16. Ability to maintain confidentiality of materials and information.
17. Ability to operate radio and other communications equipment.
18. Possess good organizational and time-management skills.
19. Ability to maintain records, files and correspondence, and prepare reports.
20. Dependability in punctuality and attendance.
21. Ability to abide by department code of ethics, standards of good conduct and grooming.

Attendance:

Full-time firefighter/paramedics primarily work a 24/48-hour schedule as set by management. At times, may work a 42-½ hour workweek. Employees must comply with the West Chester Fire Department training attendance policy.

I. DUTIES AND RESPONSIBILITIES

This is not an all-inclusive list, as other duties and responsibilities may be assigned.

1. Maintain a valid State of Ohio Driver's License for tenure.
2. Maintain certification by the State of Ohio as a Paramedic for tenure.
3. Maintain certification by the State of Ohio as a Firefighter Level 2 for tenure.
4. Maintain certification by the State of Ohio as a Fire Inspector for tenure.

5. Maintain certification as a Hazardous Materials Technician for tenure.
6. Represent the department with pride and display a professional image, attitude and appearance.
7. Maintain a thorough knowledge and abide by the Township and Fire Department's Code of Ethics, Standards of Good Conduct, Policies, Procedures and Guidelines as established.
8. Respond to alarms received and perform tasks for medical care, fire suppression, exposure protection, confinement, ventilation rescue, water supply, salvage, and provide other assistance as required to their highest level of certification.
9. Participate in pre-fire planning, building layouts, fire prevention, street guides and other resources for reference during emergency operations.
10. Maintain effective working relationships with all employees, other agencies and the general public.
11. Maintain composure under stressful conditions.
12. Completion of a daily log reflecting station activities and pertinent information of your shift.
13. Attend and participate in training reference to fire, hazardous materials, medical care and related subjects as set forth by department policy.
14. Maintain a thorough knowledge of the topography layout of the township and various ways of arriving at alarm locations safely.
15. Must acquire and maintain an understanding of the safe operation and general preventative maintenance to every piece of equipment and apparatus within the department.
16. Responsible for the safe operation and driving of emergency apparatus.
17. Must ensure that all equipment is in order and ready for emergency use at the beginning of each shift.
18. Responsible for adhering to safe work practices of equipment, apparatus and facilities.
19. Responsible for the immediate reporting of unsafe work practices or conditions to equipment, apparatus or facilities utilizing the Chain-of-Command.
20. Responsible for the cleaning, minor repairs and returning of equipment to a state-of-readiness following use.
21. Perform general cleaning and maintenance of station facilities, apparatus and equipment.
22. Perform care to the grounds around the stations, including the mowing of grass, to ensure safety and a professional appearance at all times.
23. Work with the Lieutenants and/or Loss Prevention Bureau in the inspection of buildings throughout the township.
24. Assist in the development and delivery of public education and awareness programs set up by the Loss Prevention Bureau.
25. Assist in the maintenance, record keeping and inspection program during the year to ensure hydrants are flushed and lubricated.

26. Responsible for other duties as assigned.

II. TEAMWORK AND PARTICIPATION

1. Create ideas that improve production, organizational performance or result in cost or timesavings for the department.
2. Become actively involved in decisions affecting work detail.
3. Communicate in a positive and respectful manner with peers, co-workers and customers.
4. Demonstrate flexibility and cooperative attitude when faced with change.
5. Follow policies and procedures of the Township and the West Chester Fire Department.

III. TOOLS AND EQUIPMENT

Tools and equipment used in this job, but are not all inclusive, are:

Fire hoses and extinguishers; axes; pry bars; ropes; aerial and ground ladders; power tools; self-contained breathing apparatus (SCBA); protective clothing; radios, phones; pagers, personal computers and other related fire and medical equipment/apparatus.

Equipment and uniforms issued by the department shall remain the property of the department and shall be maintained in good condition.

IV. PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; climb ladders; and drive automobiles, medium and heavy-duty apparatus.

Occasionally the employee is required to lift and/or move more than 150 pounds; sit; climb or balance; stoop; kneel; crouch or crawl; and smell.

- Must be able to detect the presence of fire and/or smoke using the senses of vision, smell, hearing and touch.
- Must be able to balance on rooftops; ice-, oil- and water-slick surfaces; ledges and beams.
- Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

- Must be able to read and comprehend technical data, written instructions, training and directives in the English language.

- Must be able to effectively communicate verbally to individuals and groups using the English language.

- Must be able to prepare, compose and communicate in writing using the English language.

- Must be capable of operating radios and other communications equipment.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate, except during emergency activities when noise levels may be loud.

At times the employee will drive vehicles and operate emergency apparatus in inclement weather conditions; be required to work on rooftops, at extreme heights, below ground and around hazardous materials.

At times the employee will be required to perform treatment on customers who may have infectious or communicable diseases; will be exposed to blood or bodily fluids and required to clean equipment and apparatus following such exposures.

VI. SAFETY AND HEALTH

The employee is responsible to report any unsafe and disorderly environment for personnel and visitors; promote employee health and safety and take a proactive stance regarding fellow employees and public risk management; properly collect and dispose of biohazard waste generated at scenes; ensure adherence to the department's Infectious Control Plan.

The employee in this position shall immediately correct or notify the appropriate officer of any safety issues concerning personnel or property.

The employee will be responsible for all other duties as assigned.

VII. GENERAL PROVISIONS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

All full-time personnel will be appointed to a one (1) year probationary period.

Probationary employees shall receive an interim written performance evaluation conducted by the Fire Chief or his designee, no later than six (6) months after the employee's date of hire for the purpose of identifying areas that may adversely affect the employee's completion of probation.

Probationary status will end after the completion of one year (365 days), provided such employee receives a satisfactory evaluation at that time. Thereafter, annual performance reviews will be conducted.