

FAIRFIELD TOWNSHIP
RESOLUTION NO. 24-63

**RESOLUTION AWARDING PARAMEDIC TUITION PAYMENT FOR FIREFIGHTER/EMT
ASHTON MCCANN TO BUTLER TECH PARAMEDIC PROGRAM
AT A COST NOT TO EXCEED \$11,000.00.**

WHEREAS: The Township has expressed a desire to assist in the education of members of the Fire Department wishing to become Paramedics; and

WHEREAS: Ashton McCann has expressed an interest in attending Paramedic training and meets the requirements of the Tuition Program; and

WHEREAS: The Fire Chief has recommended awarding the tuition; and

WHEREAS: Firefighter McCann has agreed to all contract requirements to receive the tuition; and

WHEREAS: The program was created and approved by Resolution #16-26;

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

SECTION 1: The Board hereby authorizes payment for Paramedic tuition to Firefighter/EMT Ashton McCann, at a cost not to exceed \$11,000.00, attached hereto as Exhibit "A", and will be paid out of Fund No. 2281 pursuant to the terms and conditions set forth in Exhibit "A" and Resolution No. 16-26.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

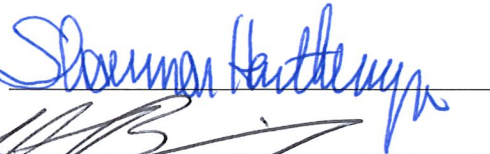
SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

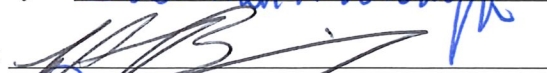
Adopted: April 9, 2024

Board of Trustees

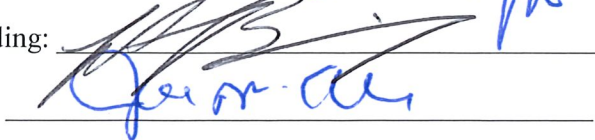
Shannon Hartkemeyer:



Michael Berding:



Joe McAbee:



Vote of Trustees

yes

abstain

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 9th day of April, 2024.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 16- 26**

**RESOLUTION TO AUTHORIZE THE CREATION OF A PARAMEDIC TUITION PROGRAM
WITHIN THE FIRE DEPARTMENT.**

WHEREAS: The Board has determined that a Paramedic Tuition Program would increase and keep qualified employees at the Township; and

WHEREAS: A tuition program would be considered part of the Township's overall compensation strategy; and

WHEREAS: A five year employment commitment would be expected of the recipient or funding would be repaid to the Township;

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

SECTION 1: The Board of Trustees does hereby authorize the creation of a Paramedic Tuition Program within the Fire Department.

SECTION 2: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 3: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 4: This resolution shall take effect at the earliest period allowed by law.

Effective: February 10, 2016

Board of Trustees

Shannon Hartkemeyer: Shannon Hartkemeyer

John McGinnis: _____

Joe McAbee: Joe McAbee

Vote of Trustees

yes

absent

yes

Authentication

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer, this 10th day of February, 2016.

ATTEST:

Nancy A. Bock
Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

BUTLER TECH PARAMEDIC PROGRAM		
Itemized Program Expenses 2024-2025 Year		CHARGES
<i>Estimated</i>		
First Term: 09/03/24 - 11/20/24		
1214	Tuition	\$2,450.00
1710	Supplies	\$360.00
	Chromebook	\$475.00
1740	Class Fee	\$190.00
	TOTAL PAYABLE TO <u>BUTLER TECH</u>	\$3,475.00
Second Term: 12/2/24 -02/27/25		
1214	Tuition	\$2,450.00
1740	Class Fees	\$15.00
	TOTAL PAYABLE TO <u>BUTLER TECH</u>	\$2,465.00
Third Term: 3/11/25 - 5/19/25		
1214	Tuition	\$2,450.00
1710	Materials	\$0.00
1740	Class Fees	\$0.00
	TOTAL PAYABLE TO <u>BUTLER TECH</u>	\$2,450.00
Fourth Term: 5/28/25 - 8/20/25		
1214	Tuition	\$2,450.00
1730	Books	\$0.00
1710	Materials	\$0.00
1740	Testing Fees	\$160.00
	TOTAL PAYABLE TO <u>BUTLER TECH</u>	\$2,610.00
	TOTAL COST OF PROGRAM	\$11,000.00



Planning and Zoning Internship Fairfield Township, Butler County Ohio

Job Title: Planning and Zoning Intern

Department: Zoning Department

Reports to: Zoning Administrator

Pay Classification: Hourly/Non-Exempt (full or part-time) \$15.00 per hour

Summary: Fairfield Township is now accepting applications for a Planning and Zoning Internship position to assist Zoning and Administration Staff with field and office work. Current students majoring in urban planning, geography, GIS, Public Administration, and related fields are encouraged to apply.

The intern will be involved in zoning, planning, mapping, and blighted properties projects during the summer months. Primary responsibilities will include investigating and following up on zoning complaints, and processing zoning certificate applications. Other responsibilities include attending planning and zoning meetings, writing reports and formal notices. Strong written and oral communication skills are also required.

Interns will work a flexible schedule, working no more than 30 hours each week. The position is scheduled to begin in May and will conclude no later than September 1st.

Primary Responsibilities: include the following and other duties as assigned.

- Investigation of zoning and nuisance complaints; documenting findings, writing formal violation notices, and communicating with property owners.
- Review zoning certificate applications: plan review and site inspections, as warranted.
- Assist with update of Comprehensive Plan
- Assist with updating record keeping utilizing GIS
- Attend meetings and record minutes at Zoning Commission and Board of Zoning Appeals meetings, as needed.
- Assist in the preparation and processing of grant applications
- Assist in the review of Fairfield Township subdivision plats and attend Butler County subdivision review meetings as needed
- Assist in the review of residential and commercial/industrial construction plans to determine compliance with Fairfield Township Zoning Resolution
- Conduct field inspections for new construction and change of uses for purposes of issuing final inspection certificates
- Work with other Township and County departments as necessary

- Assist the public by providing information on all applicable zoning provisions and procedures and provide referrals to the proper agencies.

Qualifications:

- Currently majoring in urban planning, geography, GIS, public administration, and related fields.
- Must possess and retain a valid Ohio driver's license and be insurable through the Township's insurance carrier.

Attendance:

- The Zoning Department hours are 8:00 a.m. to 4:30 p.m. Position does not exceed 30 hr/week.
- Ability to work other than normal working hours to attend various meetings and events.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires frequent on-site inspections including in unimproved and off-road areas. Some of the duties of this job are also performed inside a climate-controlled office setting. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Selection Process

Applicants must submit a cover letter, resume, and references to Zoning Administrator by May 1st.

Equal Employment Opportunity Statement

Fairfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Fairfield Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Fairfield Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fairfield Township employees to perform their expected job duties is absolutely not tolerated.



Communications/Marketing Internship Fairfield Township, Butler County Ohio

Job Title: Seasonal Communications/Marketing Intern

Department: Administration Department

Reports to: Township Administrator

Pay Classification: Hourly/Non-Exempt (full or part-time) \$15.00 per hour

Summary: Fairfield Township is seeking a motivated seasonal communication/marketing intern to join our team this summer. This is an exciting opportunity to gain hands-on experience. Depending on skillset, this individual will assist with communications tasks including, but not limited to: Writing and editing; photo and video production and editing; web and social media content and analytics; graphic design; media relations; etc. The intern will help promote Fairfield Township services, programs, and events through the creation of content for the social media pages, website, email marketing, and print media.

Interns will work a flexible schedule, working no more than 30 hours each week. The position is scheduled to begin in May and will conclude no later than September 1st.

Primary Responsibilities: include the following and other duties as assigned.

EXAMPLES OF WORK PERFORMED:

- Assist in content creation for social media, website, email marketing.
- Assist with the development and implementation of internal/external communications, engagement, and outreach.
- Develop creative concepts and communication plans for special projects.
- Write news releases, website copy, and social media content.
- Create public awareness campaigns for Township services and initiatives. Contribute ideas/pitches to Township Administration

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong social media skills, including filming and editing videos.
- Proficiency in use of Microsoft Office.
- Proficiency in graphic design, Adobe Creative Suite preferred.
- Strong organizational and time management skills.
- Strong writing, verbal and interpersonal communication skills.
- Ability to maintain attention to detail and ability to work effectively under pressure and within deadlines.
- Ability to manage multiple tasks with multiple priorities.

- Ability to establish and maintain effective working relationships with township employees and the general public.
- Ability to understand and follow oral and/or written instructions.

Qualifications:

- Currently majoring in communications, marketing, journalism, public relations, or other related field.
- Must possess and retain a valid Ohio driver's license and be insurable through the Township's insurance carrier.

Attendance:

- The Administration Building hours are 8:00 a.m. to 4:30 p.m. Position does not exceed 30 hr./week.
- Ability to work other than normal working hours, and to work various events necessary.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The majority of the duties of this job are performed inside a climate-controlled office setting. Some of the responsibilities of this position require on-site visits and events located on unimproved and off-road areas. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Selection Process

Applicants must submit a cover letter, resume, and references to Township Administrator by May 1st.

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