

Mayor
Kathy Huner

City Council
Shane Chamberlin
Jeremy Simon
Brandon Tijerina
Heather Galbraith
Sarah Heising
Kevin Hite



230 Clinton Street • Wauseon, Ohio 43567

Director of Law
Thomas A. McWatters III

Director of Finance
Jamie L. Giguere

Director of Public Service
Austin Abbot

Police Chief
Kevin Chittenden

Fire Chief
Phil Kessler

August 14, 2026

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of August 17, 2026

Dear Council Members:

We are not aware of anyone wishing to address Council at the beginning of the meeting.

The Personnel Committee will present a report and recommend: (1) certain revisions to Section 600 Recruitment and Selection Policy and Section 622 Leave Policy; (2) adoption of two new policies – Section 327 Personnel Investigations and 641 Discipline; (3) approval of job classifications and point factor analyses for the positions of: (a) Assistant Superintendent Water Treatment Plant; (b) Assistant Superintendent Water Reclamation Plant; and (c) Nurse Practitioner-EMT-Paramedic; and (4) approval of the City of Wauseon Unified Social Media Communications Policy.

There will be a first reading on the following resolutions:

Resolution 2026-26 (emergency), which adopts the Wauseon Social Media Terms of Use, Public Meeting Live Streaming Policy 2026, and Live Streaming Notice.

Resolution 2026-27 (emergency), which authorizes the Mayor or her designee to enter into a TNVR Service Agreement: City of Wauseon & FCHC for the handling of community cats.

Resolution 2026-28 (emergency), which authorizes the Mayor or her designee to apply for, accept, and enter into a water supply revolving loan account on behalf of the City for design of drinking water facilities and designating a dedicated repayment source for the loan.

Resolution 2026-29 (emergency), which authorizes the Mayor or her designee to prepare and submit an application to participate in the Ohio Public Works Commission State

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Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts as required.

Resolution 2026-30 (emergency), which authorizes the Mayor to issue a written request to the Fulton County Board of Commissioners asking that they hold a joint meeting with the elected officials from entities whose fire departments provide EMS services in the county to discuss the countywide EMS Program.

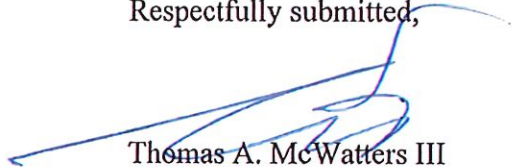
There is no legislation for second or third reading.

In new business, a motion will be necessary to appoint Kim Bowles and Cynthia McNutt to the Tree Commission. Also, in new business, Council will need to discuss the setting of a date for the City to officially celebrate Halloween.

Finally in new business, a motion will be necessary for Council to move into executive session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, and to discuss pending or imminent court action.

These are the only issues I am aware of to come before Council. Should any member of Council have any questions or comments, you are strongly encouraged to contact the appropriate Department Head prior to the meeting.

Respectfully submitted,



Thomas A. McWatters III
City Law Director

TAM:knp

cc: Kathy Huner, Mayor
Jamie Giguere, Finance Director
Brandi Galbraith, Clerk of Council
The Blade

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Police Chief
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Fire Chief
Phil Kessler

WAUSEON CITY COUNCIL AGENDA
Monday, August 17, 2026
5:00 pm

Order of Business

1. Call meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Wishing to Address Council
6. Approval of prior meeting minutes:
 - a) Council Meeting: August 3, 2026
 - b) Committee of the Whole: August 13, 2026
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:

7. Committee Reports

Personnel Committee (8.5.26)

- *Recommendation to approve 600 Recruitment & Selection Policy, Section 600.5 – Seasonal background check requirements for employees over age 18.*
- *Recommendation to approve policy 622 Leave Policy as printed.*
- *Recommendation to approve 641 Discipline Policy as printed.*
- *Recommendation to approve 327 Personnel Investigations as printed.*
- *Recommendation to approve Assistant Superintendent Water Treatment Plant job description and point of factor as printed.*
- *Recommendation to approve Assistant Superintendent Water Reclamation Plant job description and point of factor as printed.*
- *Recommendation to approve Nurse Practitioner – EMT - Paramedic job description and point of factor as printed.*
- *Recommendation to approve the City of Wauseon Unified Social Media Communications Policy as printed.*

Motion to accept the recommendations from the Personnel Committee moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

8. Department Head Reports

- a) Phil Kessler, Fire Chief
- b) Kevin Chittenden, Police Chief
- c) Jamie Giguere, Director of Finance
- d) Austin Abbot, Director of Public Service
- e) Thomas McWatters III, Law Director

9. First Reading of Legislation or Emergency

a) Resolution 2026-26: A RESOLUTION ADOPTING THE CITY OF WAUSEON SOCIAL MEDIA TERMS OF USE, PUBLIC MEETING LIVE STREAMING POLICY 2026, AND LIVE STREAMING NOTICE; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-26 on emergency reading moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

Motion to place Resolution 2026-26 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

b) Resolution 2026-27: A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A TNVR SERVICE AGREEMENT: CITY OF WAUSEON & FCHS; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-27 on emergency reading moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

Motion to place Resolution 2026-27 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

c) Resolution 2026-28: A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER SUPPLY REVOLVING LOAN ACCOUNT ON BEHALF OF THE CITY OF WAUSEON FOR DESIGN OF DRINKING WATER FACILITIES AND DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-28 on emergency reading moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

Motion to place Resolution 2026-28 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

d) Resolution 2026-29: A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-29 on emergency reading moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

Motion to place Resolution 2026-29 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

10. Second Reading of Legislation or Emergency

11. Third Reading of Legislation or Emergency

12. New Business

- a) Motion to appoint Kim Bowels and Cynthia McNutt to Tree Commission moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

- b) Official date for Halloween

13. Old Business

14. Approval of Bills

Motion for Approval of the Bills moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

Motion for Approval of the Bills through September 21 moved by _____ and seconded by _____.

15. Executive Session

Motion to enter Executive Session to discuss for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

Executive Session

Motion to enter Executive Session to discuss pending or imminent court action moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

- 16. Resolution 2026-30:** A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A WRITTEN REQUEST TO THE FULTON COUNTY BOARD OF COMMISSIONERS ASKING THAT THEY HOLD A JOINT MEETING WITH THE ELECTED OFFICIALS FROM ENTITIES WHOSE FIRE DEPARTMENTS PROVIDE EMS SERVICES IN THE COUNTY TO DISCUSS THE COUNTYWIDE EMS PROGRAM; AND DECLARING AN EMERGENCY

Motion to place Resolution 206-30 on emergency moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

Motion to place Resolution 2026-30 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: _____ Yeas _____ Nays

17. Adjournment

a) Motion to adjourn moved by _____ and seconded by _____.

All in favor:

Brandi Galbraith
Clerk of Council

Council reserves the right to adjourn into Executive Session at any time it deems appropriate. The distribution of this Agenda does not obligate Council to take action on the items set forth herein, nor does it limit Council from taking action on other items not on the Agenda. The items listed on the Agenda are subject to change. If additional items are added, Council will use its best effort to notify all interested parties of changes prior to the meeting

**WAUSEON CITY COUNCIL
COUNCIL MEETING
Monday, August 3, 2026**

Mayor Huner called this meeting of the Wauseon City Council to order at 5:00 p.m. in the Council Chambers. She led the Pledge of Allegiance which was followed by a moment of silence.

ROLL CALL

The Clerk of Council took roll, present were Council President Chamberlin, Councilor Tijerina, Councilor Galbraith, Councilor Simon, Councilor Heising and Councilor Hite. With six members present constituting a quorum.

Staff present were Fire Chief Phil Kessler, Police Chief Chittenden, Director of Finance Jamie Giguere, Director of Public Service Austin Abbott, and Director of Law Tom McWatters.

PERSONS WISHING TO ADDRESS COUNCIL

There was no one wishing to address council.

APPROVAL OF MINUTES

Mayor Huner asked for a motion to approve the prior meeting minutes. Councilor Hite moved and was seconded by Councilor Tijerina to approve the minutes as printed.

All in favor: *Motion Passed Unanimously*

COMMITTEE REPORTS

Safety and Code Committee (7.28.26)

Recommendation \$2000 from the nuisance fund to be provided to the Fulton County Humane Society for use in their TNVR Program in Wauseon for cats.

Motion to approve safety and code recommendation to transfer funds moved by Councilor Tijerina and seconded Councilor Galbraith.

No Discussion

Vote: 6 Yeas 0 Nays

Utility Committee (7.29.26) Councilor Simon reported that the Utility Committee met on July 29 to discuss the water rates and the pumps at the Water Treatment Plant that need replacing. The Utility Committee is waiting to receive reports from the American Pump Repair and Services to reevaluate the situation. There is no action at this time.

DEPARTMENT HEAD REPORTS

Fire Chief Phil Kessler reported Assistant Shirkey is finalizing working with outside departments on the well incident. The fire department is also working on putting together a post analysis from the fire. Staff are using the ODOT property to train with the new struts and airbags they were able to purchase for another week. The fire department also participated with Walmart and the police department for Safety City Day and this weekend

they will be assistant Archbold with their 150th Anniversary of the Fire Department. There will also be a free concert following.

Police Chief Chittenden reported that the fire department had a busy weekend with traffic stops and calls. The police department participated in Safety City Day with the fire department and Walmart, due to weather, the event was moved inside. Keeping Our Girls Safe, Health department and a few others were in participation also. There are still no reports of incidents on S. Shoop due to the speed limit change.

Finance Director, Jamie Giguere reports that she has posted the end of the month reports on the CivicPlus website, income taxes are down 12%.

Austin Abbott reports that the last day of the pool is August 22, the party in the park was cancelled this past weekend with no reschedule plan, there are QR code placards in all the parks in the city that citizens can scan with their phones to let the city know what changes they would like to see and maintenance requests, it is anonymous. Public Works will be having interviews to fill two open spots that are available and they have also filled in some spots with pavement issues on Douglas, Lawrence and Chestnut Street.

Law Director, Tom McWatters reports that Resolution 2026-25 is presented tonight in regard to authorizing the mayor or her designee to enter into a memorandum of understanding with the Ohio department of Medicaid. The Charter amendment and the pool levy have been submitted to the Board of Elections, so both will be on the ballot. The general plan for the GAC project has been submitted also and is pursuing.

FIRST READING OF LEGISLATION OR EMERGENCY

Resolution 2026-25: A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE OHIO DEPARTMENT OF MEDICAID; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-25 on emergency Reading moved by Councilor Heising and seconded by Councilor Tijerina.

No Discussion
6 Yeas 0 Nays
Motion Carried

Motion to place Resolution 2026-25 on final reading moved by Councilor Chamberlin and seconded by Councilor Galbraith.

No Discussion
6 Yeas 0 Nays
Motion Carried

THERE WAS NO SECOND OR THIRD READING OF LEGISLATION OR EMERGENCY

NEW BUSINESS

Councilor Chamberlin presented council with a draft policy for Social Media Use and the Live Streaming City-related Meetings Policy.

Recommendation to approve the Social Media Use and the Live Streaming City-related meetings Policy

Motion to approve the recommendation for the Social Media Use and the Live Streaming City-related meetings policy moved by Councilor Heising and seconded by Simon.

Discussion:

Councilor Galbraith asked about a section in the Social Media and Live Streaming City-related Policy that talks about comments that cannot be deleted including hate speech.

Law Director, Tom McWatters appreciated that Councilor Chamberlin provided the draft policy so that his office could revise the draft, do thorough research and make sure it was consistent with the first amendment. More discussion took place.

Vote: 6 Yeas 0 Nays

OLD BUSINESS

There was no Old Business.

APPROVAL OF THE BILLS

Motion for Approval of the Bills moved by Councilor Galbraith and seconded by Councilor Hite.

No Discussion

6 Yeas 0 Nay

Motion Carried

ADJOURNMENT

With there being no further business, Councilor Galbraith motion to adjourn and Councilor Simon seconded adjourning the meeting at 5:26 pm.

All in favor: *Motion Passed Unanimously*

Brandi Galbraith, Clerk of Council

Shane Chamberlin, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, AUGUST 13, 2026**

Council President Chamberlin called the Committee of the Whole to order at 7:16 a.m.

Present: Council President Chamberlin, Councilor Simon, Councilor Hite, and Councilor Galbraith

Also present: Mayor Huner, Law Director, Tom McWatters, Director of Public Service, Austin Abbott and Director of Finance, Jamie Giguere, Asst. Police Chief Nathan Hartsock, Fire Chief Kessler, and Clerk of Council, Brandi Galbraith

Wishing to Address Council

No one wishing to address Council

Committee Reports:

- Personnel Committee
 - *Recommendation to approve 600 Recruitment & Selection Policy, Section 600.5 – Seasonal background check requirements for employees over age 18.*
 - *Recommendation to approve policy 622 Leave Policy as printed.*
 - *Recommendation to approve 641 Discipline Policy as printed.*
 - *Recommendation to approve 327 Personnel Investigations as printed.*
 - *Recommendation to approve Assistant Superintendent Water Treatment Plant job description and point of factor as printed.*
 - *Recommendation to approve Assistant Superintendent Water Reclamation Plant job description and point of factor as printed.*
 - *Recommendation to approve Nurse Practitioner – EMT - Paramedic job description and point of factor as printed.*
 - *Recommendation to approve the City of Wauseon Unified Social Media Communications Policy as printed.*

Administrative Assistant for the Public Service Director job description and Point of Factor was tabled until further discussion.

1st Reading Legislation

- **Resolution 2026-26:** City of Wauseon Social Media and Live Streaming City-related Policy, emergency
- Resolution 2026-27 Agreement/contract with the Fulton County Humane Society TNVR Program, emergency
- **Resolution 2026-28:** a resolution authorizing the director of public service of the city of Wauseon to apply for, accept, and enter into a water supply revolving loan account on behalf of the city of Wauseon for design of drinking water facilities and designating a dedicated repayment source for the loan
- **Resolution 2026-29:** a resolution authorizing the mayor or her designee to prepare and submit an application to participate in the Ohio public works commission state capital improvement and/or local transportation improvement program(s) and to execute contracts as required
- **Resolution 2026-30:** Resolution for EMS matter

2nd Reading Legislation

3rd Reading Legislation

Fire Chief, Phil Kessler

- Working on school inspections in Pettisville, Wauseon and New Horizon
- Working with the Fulton County Fair Board and Fire Department for the Fulton County Fair
- Assisted Archbold in their 150th anniversary
- For the month of July the Fire Department had 172 runs
- Continuing to work on EMS funding and contract issues.
- Started videos with Warrior Media

Asst. Chief of Police, Nathan Hartsock

- Chief Chittenden, Asst. Hartsock and Brad have met with new principle of Wauseon city schools for SRO program
- Alexa Miller accepted a sergeant position

Director of Public Service, Austin Abbott

- Civil Service has approved 2 candidates for the two available positions for Public Works
- OPWC Grant for Glenwood
- Using RCAP to help apply for the GAC loan
- Public Works cut down 2 sap trees in front of Barney's Alignment

New Business

- Tree Commission appointments:
 - Kim Bowles
 - Cynthis McNutt
- Date for Halloween

Adjournment

With no further discussion the Committee of the Whole meeting was adjourned at 7:33 am.

Brandi Galbraith, Clerk of Council

Shane Chamberlin, Council President

**PERSONNEL COMMITTEE MEETING
COUNCIL CHAMBERS
WEDNESDAY, August 5, 2026
7:00 AM**

Present: Councilor Sarah Heising (chair), Councilor Heather Galbraith, and Councilor Brandon Tijerina

Also Present: Phil Kessler, Tom McWatters, Mayor Huner, Michelle Wing and Austin Abbott

Councilor Heising called the meeting to order at 7:04 a.m.

Matter: 600 Recruitment & Selection

Recommendation to approve 600 Recruitment & Selection Policy, Section 600.5 – Seasonal background check requirements for employees over age 18.

Changes made to section 600.5 were adding "Temporary and seasonal employee age 18 and older shall undergo a background investigation on an annual basis prior to re-employment. Candidates under 18 years of age shall be subject to reference checks prior to employment or re-employment.

Matter: 622 Leave

Recommendation to approve policy 622 Leave Policy as printed.

Changes made were:

- The reorder of the procedural steps section 622.1 and updated language to reflect current procedures 622.1 (c).
- Page 2, section H, subsection 1 – Change his to his/her
- Page 2, section H, subsection 2 – Change his to his/her
- Page 4, 622.3 Funeral Leave – removed "residing with the employee" regarding stepchildren

Matter: 641 Discipline (previously Policy 640) – New Policy

Recommendation to approve as printed.

Changes made to section 641.3 Grounds for Discipline were adding Civil Service rules, and Collective Bargaining Agreements.

Matter: 327 Personnel Investigations

Recommendation to approve as printed.

Matter: Position Description – Assistant Superintendent Water Treatment Plant and Point of Factor Analysis

Recommendation to approve job description and point of factor as printed.

Matter: Position Description – Assistant Superintendent Water Reclamation Plant and Point of Factor Analysis

Recommendation to approve job description and point of factor as printed.

Matter: Nurse Practitioner - EMT - Paramedic

Recommendation to approve job description and point of factor as printed.

Chief Kessler provided the committee with a point factor analysis for the position of nurse practitioner/EMT or Paramedic. The job description and point factor analysis was to fit the level of education the individual has.

Matter: Position Description - Administrative Assistant to Director of Public Service and Point of Factor

Discussion was tabled until further evaluation of the point factor analysis.

Matter: City of Wauseon Unified Social Media Communications Policy

Recommendation to approve the City of Wauseon Unified Social Media Communications Policy as printed.

General Discussion

PIO Training

Adjournment

With there being no further discussion, motion for adjournment was made by Councilor Galbraith and seconded by Councilor Tijerina.

All in favor: *Motion passes unanimously*

The meeting adjourned at 8:17 a.m.

Respectfully submitted by,

Brandi Galbraith
Clerk of Council

Personnel Committee Agenda
Wednesday August 5, 2026
7:00 a.m.

1. Call meeting to order
2. Topics for consideration:

Lexipol Policies for review

- a. 600 Recruitment & Selection
 - i. 600.5 - added seasonal background check requirement for employees over age 18.
- b. 622 Leave
 - i. 622.1 - reordered procedural steps
 - ii. 622.1(c) - updated language to reflect current procedures.
- c. 641 Discipline
 - i. New policy
- d. 637 - Personnel Investigations - pending Tom McWatters review

Position Descriptions

- a. Assistant Superintendent Water Treatment Plant
 - i. PF Analysis
- b. Assistant Superintendent Water Reclamation Plant
 - i. PF Analysis
- c. Administrative Assistant to Director of Public Works
 - i. PF Analysis
- d. Nurse Practitioner - EMT - Paramedic
 - i. PF Analysis

Social Media Communications Policy

3. General Discussion
5. Adjournment

Recruitment and Selection

600.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements other city rules governing employment practices.

600.2 POLICY

In accordance with applicable federal, state, and local law, the City provides equal opportunities for applicants and employees, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The City does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The City will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

600.3 RECRUITMENT

The Mayor should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- a. Identification of racially and culturally diverse target markets.
- b. Use of marketing strategies to target diverse applicant pools.
- c. Expanded use of technology and maintenance of a strong internet presence. This may include an interactive city website and the use of city-managed social networking sites, if resources permit.
- d. Expanded outreach through partnerships with media, community groups, local colleges, universities, and the military.
- e. Posting and outreach within the City for internal candidates, when applicable and/or required.
 1. Notices of vacant positions will be posted on designated City bulletin boards. The job vacancy notices will include, job title, job description, if a medical examination is required and the place and manner of submitting the application and deadline for applications.
- f. Use of local, state, or national professional organizations (e.g., National League of Cities, National Association of Counties, American Society for Public Administration).

The City should avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The City strives to facilitate and expedite the interview and selection process, and should periodically inform candidates of their status in the recruiting process.

City of Wauseon Local Government Manual

Local Gov

Recruitment and Selection

600.4 SELECTION PROCESS

The City should actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the City should employ a comprehensive screening, background investigation, and selection process that assesses the candidates' aptitude for the position and includes review and verification of the following:

- a. A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
- b. Driving record (if applicable to the position)
- c. Reference checks
- d. Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired and shall be completed within three (3) business days after the appointment of the employee. The City, or its representative, shall physically examine the documentation presented by the new employee, then complete the remaining portions of the Form I-9. This does not prohibit obtaining documents required for other purposes.
- e. Information obtained from public internet sites
- f. Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- g. Local, state, and federal criminal history record checks
- h. Medical and/or psychological examination, as applicable and legally permissible (may only be given after a conditional offer of employment)
- i. Review board or selection committee assessment

600.4.1 VETERAN PREFERENCE

The City will provide any veteran preference required by law.

600.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a background investigation ~~to verify the candidate's application and ability to perform duties relevant to the position.~~ **Temporary and seasonal employees age 18 and older shall undergo a background investigation on an annual basis prior to re-employment. Candidates under 18 years of age shall be subject to reference checks prior to employment or re-employment.**

600.5.1 NOTICES

Background investigators should ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and applicable state law (15 USC § 1681d).

600.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the City should not require candidates to provide passwords, account information, or access to password-protected social media accounts.

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Local Gov

Recruitment and Selection

The City should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- a. The legal rights of candidates are protected.
- b. Material and information to be considered are verified, accurate, and validated.
- c. The City fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Mayor or the authorized designee should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

600.5.3 RECORDS RETENTION

The background report and all supporting documentation should be maintained in accordance with the established records retention schedule.

600.5.4 DOCUMENTING AND REPORTING

The background investigator should summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report should not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation should be included in the candidate's background investigation file.

600.6 EMPLOYMENT STANDARDS

All candidates shall meet any minimum standards required by state and local law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the City and the community.

Validated, job-related, and nondiscriminatory employment standards should be established and maintained for each job classification and should minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation.

600.7 JOB DESCRIPTIONS

The Mayor or the authorized designee should maintain a current job description for each position in the City.

600.8 PROBATIONARY PERIODS

The Mayor or the authorized designee should coordinate with supervisors to identify positions subject to probationary periods and procedures for:

- a. Appraising performance during probation.
- b. Assessing the level of performance required to complete probation.
- c. Extending probation.

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Recruitment and Selection

- d. Documenting successful or unsuccessful completion of probation.

Leave

AGENCY CONTENT

622.1 VACATION

- a. Upon each full time employee's anniversary of employment with the City, the employee shall earn and be entitled to paid vacation in accordance with the following schedule:

1.	40 Hour Employees	54 Hour Employees
90 days	40 hours	48 hours
One year	40 hours	48 hours
Two years	80 hours	120 hours
Six years	120 hours	168 hours
Ten years	160 hours	216 hours
Fifteen years	200 hours	288 hours

- b. Vacation for full-time employees shall be based on the regular scheduled work week of the full-time employee not to exceed a 40- or 54-hour week.
- c. **Employees shall request vacation leave through the city's time keeping software. The Request shall be submitted to the employee's supervisor for approval.**
- d. Unless otherwise approved by the department head, vacation time shall be applied at least one day prior to the day requested, for each day requested.
- e. Vacation time for employees shall not be carried over from one year to another and shall be considered forfeited without the express written authorization of the department head or Mayor. All vacation time, unless otherwise authorized, shall be computed based upon the employee's anniversary date and shall be used

City of Wauseon Local Government Manual

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Leave

between the successive anniversary dates. No employee may request or carry over more than four weeks of vacation time from one year to the next. All requests for the accrual of vacation time into a subsequent year shall be made in the following manner:

1. The request shall be in writing;
 2. The request shall be addressed to the department head;
 3. The request shall be submitted at least 30 days in advance of the employee's anniversary date; and
 4. The request shall state the reasons why the vacation time was not used during the appropriate time period or any other information thought to be necessary by the employee.
- f. An employee eligible for three weeks or more vacation time shall have the option of receiving all vacation days beyond two weeks as pay in lieu of the vacation. An employee shall request compensation in lieu of vacation time in writing to his/her department head at least 30 days prior to the employee's anniversary date.
- g. Length of service for purposes of determining vacation time shall include prior full time service with any other political subdivision of the State of Ohio. An employee who has retired in accordance with the provisions of any retirement plan offered by the state and who is employed by the state or any political subdivision of the state on or after June 24, 1987, shall not have prior service with the state, any political subdivision of the state, or a regional council of government established in accordance with Chapter 167, of the Revised Code counted for the purpose of computing vacation leave.
- h. **A full-time employee who retires, resigns or is terminated shall be entitled to receive:**
1. **The value of any unused vacation time based on his/her rate of pay upon separation for the current year;**
 2. **The value of accumulated vacation time based on his/her rate of pay upon separation based on the schedule set forth in section A herein, which the employee would have received but for the discontinuance of employment, prorated as to that portion of year of service actually employed.**
- i. Time off for holidays shall not be considered as vacation days.
- j. Temporary, part-time, and seasonal employees shall not be entitled to vacation pay.

AGENCY CONTENT

622.2 PERSONAL LEAVE

623.2.1 FORTY HOUR EMPLOYEES

1. On January 1st of each year, all non-bargaining, full-time forty (40) hour employees shall, in addition to all other leave benefits, be granted forty (40) personal leave hours to be used in that year.

2. New hires will be granted personal leave after six (6) months of their hire date according to

the following schedule of month of hire:

- a. January/February: Twenty-four (24) hours
- b. March/April: Sixteen (16) hours
- c. May/June: Eight (8) hours

City of Wauseon Local Government Manual

Local Gov

Leave

- d. July-December: Forty (40) hours six (6) months from hire date and no further personal leave hours during the first full year.
3. Personal leave shall only be taken with advance approval of the department head, except in cases of emergency, in which case an employee shall give the City as much notice as is reasonably possible.
4. Employees shall request personal leave in accordance with the department's policy for submitting such requests.
5. Personal leave hours may not be accumulated nor carried over from one calendar year to another.
6. Personal leave may be used in one-half (1/2) hour increments.

623.2.2 FIFTY-FOUR HOUR EMPLOYEES

1. On January 1st of each year, all non-bargaining, full-time fifty-four (54) hour employees shall, in addition to all other leave benefits, be granted ninety-six (96) personal leave hours to be used in that year.
2. Forty-eight (48) hours of personal leave will be credited in the first pay period in January, and forty-eight (48) hours of personal leave will be credited in the first pay period in July. Each 48 hours must be used in the respective six- month period in which it is provided, and cannot be accumulated from one six-month period to another.
3. New hires will be granted twenty-four (24) personal leave after six (6) months of their hire date which must be used in the six-month period in which they are received.
4. Personal days shall only be taken with advance approval of the department head, except in cases of emergency, in which case an employee shall give the City as much notice as is reasonably possible.
5. Employees shall request personal leave in accordance with the department's policy for submitting such requests.

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Leave

6. Personal leave may be used in one-half (1/2) hour increments.

[AGENCY CONTENT]

622.3 FUNERAL LEAVE

- a. Full time employees (except Fire Department employees) shall be granted time off with pay (not to be deducted from an employee's sick leave) for the purpose of attending the funeral of a member of the employee's immediate family. The employee shall be entitled to 3 - eight hour work days for each death in his immediate family.
- b. Fire Department employees shall be granted time off with pay (not to be deducted from an employee's sick leave) up to one 24 hour shift.
- c. "Immediate family" means spouse, parents, step-parents, siblings, son, daughter, step child ~~residing with the employee~~, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents or grandchildren.
- d. Additional funeral leave may be granted at the discretion of the department head with such additional days being deducted from the employee's sick leave time.
- e. Employees shall request funeral leave in writing on a Leave Request Form. The Leave Request Form shall be submitted to the employee's supervisor for approval who will then forward the form to the department head for approval.

[AGENCY CONTENT]

622.4 JURY DUTY

- a. Any employee who is called for jury duty shall be paid his or her regular salary. The employee shall endorse to the City any compensation received as a result of such jury duty.
- b. Employees shall request jury duty leave in writing on a Leave Request Form. The Leave Request Form shall be submitted to the employee's supervisor for approval who will then forward the form to the department head for approval.

[AGENCY CONTENT]

622.5 COURT LEAVE OF ABSENCE WITHOUT PAY

- a. A leave of absence without pay may be granted to an employee when appearing before a court or legally constituted body in a matter in which the employee is a party.
- b. Such instances include, but are not limited to, criminal or civil cases, traffic court, serving as a character witness, divorce proceedings, custody, or appearing as directed as parent or guardian of juveniles.
- c. Employees shall request court leave of absence without pay in writing on a Leave Request Form. The Leave Request Form shall be submitted to the employee's supervisor for approval who will then forward the form to the department head for approval.

[AGENCY CONTENT]

622.6 CHILD CARE LEAVE OF ABSENCE WITHOUT PAY

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Local Gov

Leave

- a. Leave of absence without pay may be granted for purposes of child care. All requests for leave for purposes of child care shall be considered on a nondiscriminatory basis without regard to the sex of the employee. An adoptive parent's request for leave of absence for purposes of child care shall be considered on the same basis as that of a biological parent.
- b. Employees shall request child care leave in writing on a Leave Request Form. The Leave Request Form shall be submitted to the employee's supervisor for approval who will then forward the form to the department head for approval.

637: Personnel Investigations

BEST PRACTICE

637.1 : PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of employees of the [City_County] . This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of an employee in the normal course of employment, by a supervisor or any other employee.

BEST PRACTICE

637.2 : POLICY

The [City_County] takes seriously all complaints regarding the service provided by the [City_County] and the conduct of its employees.

The [City_County] will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state, and local law, and municipal and/or county rules, and the requirements of any applicable employment agreements.

It is also the policy of the [City_County] to ensure that the community can report misconduct without concern for reprisal or retaliation.

BEST PRACTICE

637.3 : PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of [city_county] policy or federal, state, or local law or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate [city_county] policy or federal, state, or local law, or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures, or questions regarding specific interactions with the public.

BEST PRACTICE

BEST PRACTICE

637.3.1 : SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- a. Individuals from the public may make complaints in any form, including in writing, by email, in

- person, or by telephone.
- b. Any [city_county] employee becoming aware of alleged misconduct shall immediately notify a supervisor.
 - c. Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
 - d. Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
 - e. Tort claims and lawsuits may generate a personnel complaint.

BEST PRACTICE

637.4 : AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

BEST PRACTICE

637.4.1 : COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of at least one [city_county] facility and be accessible through the [city_county] website.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

BEST PRACTICE

637.4.2 : ACCEPTANCE

All complaints will be courteously accepted by any [city_county] employee and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving employee shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

BEST PRACTICE

637.5 : DOCUMENTATION

Supervisors shall ensure that all complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible. ▲

Each department should establish procedures to ensure that all complaints and inquiries are documented (either electronically or on a written log) to record and track complaints. The documentation shall include the nature of the complaint and the actions taken to address the complaint.

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BEST PRACTICE

637.6 : ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

BEST PRACTICE

637.6.1 : SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the employee's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The [DepartmentHead] should consult with the [personnelAgency] and the [CM_CA] , as appropriate, to determine whether a claim should be investigated by another supervisor, the [personnelAgency] , or by an outside investigator.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

- a. Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 1. The original complaint form will be directed to the accused employee's immediate supervisor, who will take appropriate action and/or determine who will have responsibility for the investigation.
 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the [DepartmentHead] or the [CM_CA] , who will initiate appropriate action.
- b. Responding to all complainants in a courteous and professional manner.
- c. Resolving those personnel complaints that can be resolved immediately.
 1. Follow-up contact with the complainant should be made within one business day of the [City_County] receiving the complaint.

2. If the matter is resolved and no further action is required, the supervisor will note the resolution on the complaint form and forward the form to the [DepartmentHead] .
- d. Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the [DepartmentHead] and the [CM_CA] are notified as soon as practicable.
- e. Promptly contacting the [DepartmentHead] and the [personnelAgency] for direction regarding the supervisor's role in addressing a complaint that relates to harassment or discrimination.
- f. Forwarding unresolved personnel complaints to the [DepartmentHead] , who will determine whether to contact the complainant or assign the complaint for investigation.
- g. Investigating a complaint as follows:
 1. Making reasonable efforts to obtain names, addresses, email addresses, and telephone numbers of witnesses.
 2. When appropriate, ensuring immediate medical attention is provided.
- h. Ensuring that the procedural rights of the accused employee are followed.
- i. Ensuring interviews of the complainant are generally conducted during reasonable hours.

BEST PRACTICE

637.6.2 : ADMINISTRATIVE INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused employee subject to investigation by the [city_county] :

- a. Interviews of an accused employee should be conducted during reasonable hours and preferably when the employee is working. If the employee is off work, they shall be compensated as appropriate.
- b. Unless waived by the employee, interviews of an accused employee should be at the [City_County] or other reasonable and appropriate place.
- c. No more than two interviewers should ask questions of an accused employee.
- d. Before any interview, an employee should be informed of the nature of the investigation.
- e. All interviews should be for a reasonable period, and the employee's personal needs should be accommodated.
- f. No employee should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.
- g. If an employee refuses to answer questions directly related to the investigation, it is advised to end the interview and seek legal counsel. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
- h. The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.
- i. All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- j. All employees shall provide complete and truthful responses to questions posed during interviews.
- k. No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

BEST PRACTICE

637.6.3 : ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete, and essentially follow this format:

Introduction - Include the identity of the employees, the identity of the assigned investigators, the initial date, and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of employee and witness statements.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

BEST PRACTICE

637.6.4 : DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve [city_county] employees. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful, and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the supervisor shall take appropriate action with regard to any additional allegations.

BEST PRACTICE

637.6.5 : COMPLETION OF INVESTIGATIONS

Every supervisor or investigator assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within a reasonable period from the date of discovery by an individual authorized to initiate an investigation.

BEST PRACTICE

637.6.6 : NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The employee conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate. If an outside investigator has been retained to conduct the investigation, a representative from the [personnelAgency] should facilitate the updates.



BEST PRACTICE

637.7 : ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces, and other areas, including desks, offices, and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio, or other document or equipment.

BEST PRACTICE

637.8 : ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the [City_County], the [CM_CA], the [DepartmentHead], or the authorized designee may temporarily assign an accused employee to administrative leave after consultation with the [personnelAgency]. Any employee placed on administrative leave:

- a. May be required to relinquish any [city_county] badge, identification, and any other [city_county] equipment.
- b. Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- c. May be temporarily reassigned to a different position, during the investigation. The employee may be required to remain available for contact at all times during work hours and will report as ordered.

BEST PRACTICE

637.9 : CRIMINAL INVESTIGATION

Where an employee is accused of potential criminal conduct, the [DepartmentHead] may refer the matter to the appropriate authority.

The [CM_CA] shall be notified as soon as practicable when an employee is accused of criminal conduct.



BEST PRACTICE

637.10 : POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, the investigation report should be forwarded to the [FinalDecisionMaker] through the supervisory chain of command, as appropriate. The [FinalDecisionMaker] may accept or modify any classification or recommendation for disciplinary action. Any discipline that is deemed necessary as a result of the investigation will be handled pursuant to the applicable union contract, Civil Service rules, or personnel policies.

Commented [P1]: Is this sufficient to address discipline?

BEST PRACTICE

637.10.1 : DISCIPLINARY RECOMMENDATIONS

The employee conducting the investigation should forward the investigation report to the appropriate position tasked with recommending discipline (e.g., [DepartmentHead], [personnelAgency] representative, mid-level supervisor), who shall review the entire investigative file, the employee's personnel file, and any other relevant materials and make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Before forwarding recommendations to the [FinalDecisionMaker], the employee making the recommendation may return the entire investigation to the assigned investigator for further investigation or action.

If an outside investigator has been retained to conduct the investigation, a representative from the [personnelAgency] should facilitate the receipt and forwarding of the investigation report to the appropriate position for a disciplinary recommendation.

BEST PRACTICE

637.10.2 : RESPONSIBILITIES OF [FinalDecisionMaker]

Upon receipt of any written recommendation for disciplinary action, the [FinalDecisionMaker] shall review the recommendation and all accompanying materials. The [FinalDecisionMaker] may modify any recommendation and/or may return the file to the investigator for further investigation or action.

Once the [FinalDecisionMaker] is satisfied that no further investigation or action is required by staff, the [FinalDecisionMaker] shall determine the amount of discipline, if any, that should be imposed. If disciplinary action is proposed, the [FinalDecisionMaker] shall provide the employee with a written notice and the following:

- a. Access to all materials considered by the [FinalDecisionMaker] in recommending the proposed discipline.
- b. An opportunity to respond orally or in writing to the [FinalDecisionMaker] within five business days of receiving the notice.
 1. Upon a showing of good cause by the employee, the [FinalDecisionMaker] may grant a reasonable extension of time for the employee to respond.
 2. If the employee elects to respond orally, the presentation shall be recorded by the [City/County]. Upon request, the employee shall be provided with a copy of the recording.

Once the employee has completed their response, or if the employee has elected to waive any such response, the [FinalDecisionMaker] shall consider all information received regarding the recommended discipline. The [FinalDecisionMaker] shall render a timely written decision to the employee and specify the grounds and reasons for discipline and the effective date of the discipline. Once the [FinalDecisionMaker] has issued a written decision, the discipline shall become effective.

BEST PRACTICE

637.10.3 : NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The [FinalDecisionMaker] should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint consistent with any applicable state laws.

BEST PRACTICE

637.11 : PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the [FinalDecisionMaker] after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- a. The response is not intended to be an adversarial or formal hearing.
- b. Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- c. The employee may suggest that further investigation could be conducted, or the employee may offer any additional information or mitigating factors for the [FinalDecisionMaker] to consider.
- d. If the [FinalDecisionMaker] elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.
- e. The employee may thereafter have the opportunity to further respond orally or in writing to the [FinalDecisionMaker] on the limited issues of information raised in any subsequent materials.

BEST PRACTICE

637.12 : RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

If an employee tenders a written resignation or notice of retirement before the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

BEST PRACTICE

637.13 : POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any applicable employment agreements and/or other [city_county] personnel rules.

BEST PRACTICE

~~637.14 : PROBATIONARY EMPLOYEES~~

~~At will and probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the [CM_CA], [DepartmentHead], or the authorized designee.~~

~~In cases where an individual on probation has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the [DepartmentHead].~~

DISCRETIONARY

~~637.15 : FRINGE BENEFITS~~

~~If the discipline issued is dismissal, the employee shall be provided written notice as to the status of their fringe and retirement benefits after dismissal.~~

BEST PRACTICE

637.16~~637.11~~ : RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

Discipline

BEST PRACTICE

641.1 PURPOSE AND SCOPE

This purpose of this policy is to provide a framework for applying discipline to address conduct issues.

Informal coaching, counseling, or training are non-disciplinary options that may be used when appropriate.

Performance issues are addressed in the Performance Evaluations Policy.

BEST PRACTICE

641.2 POLICY

It is the policy of the City to address employee conduct issues through corrective action that is fair, consistent, and appropriate to the circumstances, treating employees equitably and addressing similar conduct in a similar manner. Corrective action is intended to be constructive, and to encourage improvement in behavior.

The City will address conduct issues in accordance with this policy and applicable federal, state, and local law, city personnel rules, and the requirements of any applicable employment agreements.

BEST PRACTICE

MODIFIED

641.3 GROUNDS FOR DISCIPLINE

Employees may be subject to discipline for violations of federal, state, and local law, city personnel rules, city policy, **Civil Service rules, and Collective Bargaining Agreements** (see the Standards of Conduct for All Employees Policy).

BEST PRACTICE

641.4 LEVELS OF DISCIPLINE

Discipline may include:

- a. Verbal warning.
- b. Written warning.
- c. Suspension.
- d. Demotion or reassignment.
- e. Termination.

BEST PRACTICE

641.4.1 FACTORS

Factors that may be considered when determining the level of discipline include but are not limited to:

Discipline

- The seriousness of the offense.
- Prior discipline imposed for similar conduct by other employees.
- The employee's work history and length of service.
- The risk or potential risk created by the conduct (e.g., violence, threats).
- A pattern of misconduct, including repeated violations of the same nature or multiple violations involving different types of misconduct.

BEST PRACTICE

641.5 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, or termination from employment. The employee has the right to appeal using the procedures established by any applicable employment agreements, other city personnel rules, and/or an applicable civil service board or commission.

BEST PRACTICE

641.6 PROBATIONARY EMPLOYEES

At-will and probationary employees may be disciplined and/or released from employment without adherence to this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct may be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Mayor, the Department Head, or the authorized designee.

BEST PRACTICE

641.7 BENEFITS AFTER DISMISSAL

If the discipline issued is dismissal, the employee shall be provided written notice regarding the status of their employee and retirement benefits after dismissal.

BEST PRACTICE

641.8 RECORDS

All disciplinary actions shall be documented in writing and, if applicable, in accordance with the Personnel Investigations Policy. Records shall be placed in the employee's personnel file and maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Asst. WTP Superintendent	Position Title:	Asst. WTP Superintendent
Class Number:	32115		
Dept./Div.:	Public Service/Water Plant	Civil Service Status:	Classified
Reports to:	WTP Superintendent	Employment Status:	Full-time
EEO Status:	(01) Officials and Administrators	FLSA Status:	Nonexempt
DOT/O*Net Code:	954.132-010/954.382-014	Normal \Work Hours:	

GENERAL DESCRIPTION:

Under general direction of the Water Plant Superintendent, assists with planning and directing the operation of the Water Treatment Plant; assists in periodic inspections of plant facilities and recommends changes in practices, procedures, or equipment to Water Plant Superintendent; supervises water plant personnel in absence of Water Plant Superintendent; performs necessary laboratory tests to ensure conformance and compliance with federal, state, and county standards; assists in preparing reports to federal, state, and county regulatory agencies; performs preventive maintenance and repair work on equipment and facilities; performs such other related duties as required by the Water Plant Superintendent.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent) with ten (10) years' experience in water plant operation; possesses good verbal and written communication skills; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain Class III Operator's License and Bacterial and Chemical Laboratory Certificates and valid State of Ohio Commercial Driver's License.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Laboratory equipment; computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, skid loader, bucket truck, weed trimmer, cutoff saw, chain pipe snapper, and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to noisy operations or activities; works in the vicinity of compressed gases; works with and in the vicinity of hand and portable tools; ascends and descends stairs, scaffolds, and/or water towers; mows steep slopes; is exposed to high voltage electricity; is exposed to hazardous chemicals; has exposure to hot, cold, wet, humid and windy weather conditions; exerts up to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to 25 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or up to ten (10) pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects; is subject to on-call.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

CITY OF WAUSEON

An Equal Opportunity Employer

Page 2 of 3

POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Asst. WTP Superintendent	Position Title:	Asst. WTP Superintendent

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

38% (1) Assists with planning and directing the operation of the Water Treatment Plant; assists in periodic inspections of plant facilities and recommends changes in practices, procedures, or equipment to Water Plant Superintendent; schedules equipment for repair or replacement; monitors performance equipment; supervises water plant personnel in absence of Water Plant Superintendent (e.g., assists in directing and assigning work; evaluates performance; trains personnel in water treatment plant operation; reviews approval of leave requests if operationally feasible; etc.).

Knowledge of: (212); (251)*; (253); (263)*; (302); (304); (490); (491)

Ability to: (611); (617); (630); (666); (685); (700); (723); (724); (745); (779)

20% (2) Prepares accurate reports to federal, state, and county regulatory agencies; prepares accurate reports to Water Plant Superintendent; maintains accurate records of samples and submits reports to federal, state, and county agencies.

Knowledge of: (212); (253); (263)*; (302); (304); (491)

Skill in: (903); (904); (905); (910)

Ability to: (611); (654); (666); (723); (724)

20% (3) Obtains, tests, and analyzes samples; sends selected samples to outside agencies for testing.

Knowledge of: (212); (263)*; (302); (326); (454); (491)

Ability to: (611); (630); (666); (700); (723)

20% (4) Operates or assigns personnel to operate treatment machinery, pumps, and other equipment; performs preventive maintenance and repair work on equipment and facilities; disposes or arranges for disposal of sludge and other waste products; performs or assigns personnel to perform janitorial work.

Knowledge of: (212); (263)*; (302); (312); (341); (490); (491)

Ability to: (611); (654); (724); (777)

(5) Maintains required licensures and certification.

CITY OF WAUSEON

An Equal Opportunity Employer

Page 3 of 3

POSITION DESCRIPTION

Appt. Authority: Mayor	Employee Name:
Class Title: Asst. WTP Superintendent	Position Title: Asst. WTP Superintendent

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

2% Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (212) water plant inspection techniques; (251) city policies and procedures*; (253) workplace safety practices and procedures; (263) department policies and procedures*; (302) water treatment plant operating procedures; (304) water treatment regulations; (312) mechanical maintenance; (326) laboratory equipment and supplies; (341) water treatment plant maintenance and repair; (454) lab procedures; (490) supervisory principles and practices; (491) manpower planning.

Skill in: (903) data entry; (904) word processing; (905) computer operation; (910) use of modern office equipment.

Ability to: (611) define problems, collect data, establish facts, and draw valid conclusions; (617) determine material and equipment needs; (630) read, copy, and record figures accurately; (654) prepare accurate documentation; (666) prepare meaningful, concise, and accurate reports; (685) train or instruct others; (700) recognize safety warnings; (723) gather, collate, and classify information about people data and things; (724) maintain records according to established procedures; (745) develop and maintain effective working relationships; (777) utilize cleaning materials; (779) safeguard information of a sensitive or confidential nature.

POSITIONS DIRECTLY SUPERVISED:

Water plant operator I; water plant operator II; water plant operator III; water plant operator trainee.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

(7/26/2016 PDWAUCI 00175469.DOCX)

CLASSIFICATION SPECIFICATION

CITY OF WAUSEON

An Equal Opportunity Employer

TITLE: Assistant Water Plant Superintendent
CLASS NO.: 32116

Page 1 of 4

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general direction of the Water Plant Superintendent, assists with planning and directing the operation of the Water Treatment Plant; assists in periodic inspections of plant facilities and recommends changes in practices, procedures, or equipment to Water Plant Superintendent; supervises water plant personnel in absence of Water Plant Superintendent; performs necessary laboratory tests to ensure conformance and compliance with federal, state, and county standards; assists in preparing reports to federal, state, and county regulatory agencies; performs preventive maintenance and repair work on equipment and facilities; performs such other related duties as required by the Water Plant Superintendent.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent) with ten (10) years' experience in water plant operation; possesses good verbal and written communication skills; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Laboratory equipment; computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, skid loader, bucket truck, weed trimmer, cutoff saw, chain pipe snapper, and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to noisy operations or activities; works in the vicinity of compressed gases; works with and in the vicinity of hand and portable tools; ascends and descends stairs, scaffolds, and/or water towers; mows steep slopes; is exposed to high voltage electricity; is exposed to hazardous chemicals; has exposure to hot, cold, wet, humid and windy weather conditions; exerts up to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to 25 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or up to ten (10) pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects; is subject to on-call.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

TITLE: Assistant Water Plant Superintendent
CLASS NO.: 32116

Approval Date _____

CLASSIFICATION SPECIFICATION
CITY OF WAUSEON
An Equal Opportunity Employer

Page 2 of 4

TITLE: Assistant Water Plant Superintendent
CLASS NO.: 32116

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

TITLE: Assistant Water Plant Superintendent
CLASS NO.: 32116

Approval Date _____

CLASSIFICATION SPECIFICATION

CITY OF WAUSEON

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Page 3 of 4

TITLE: Assistant Water Plant Superintendent
CLASS NO.: 32116

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain Class III Operator's License and Bacterial and Chemical Laboratory Certificates and valid State of Ohio Commercial 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]
38%	1. Assists with planning and directing the operation of the Water Treatment Plant; assists in periodic inspections of plant facilities and recommends changes in practices, procedures, or equipment to Water Plant Superintendent; schedules equipment for repair or replacement; monitors performance equipment; supervises water plant personnel in absence of Water Plant Superintendent (e.g., assists in directing and assigning work; evaluates performance; trains personnel in water treatment plant operation; reviews approval of leave requests if operationally feasible; etc.).	1. Knowledge of (212) water plant inspection techniques; (251) city policies and procedures*; (253) workplace safety practices and procedures; (263) department policies and procedures*; (302) water treatment plant operating procedures; (304) water treatment regulations; (490) supervisory principles and practices; (491) manpower planning; ability to (611) define problems, collect data, establish facts, and draw valid conclusions; (617) determine material and equipment needs; (630) read, copy, and record figures accurately; (666) prepare meaningful, concise, and accurate reports; (685) train or instruct others; (700) recognize safety warnings; (723) gather, collate, and classify information about people data and things; (724) maintain records according to established procedures; (745) develop and maintain effective working relationships; (779) safeguard information of a sensitive or confidential nature.

TITLE: Assistant Water Plant Superintendent
CLASS NO.: 32116

Approval Date _____

Developed by Clemans, Nelson & Associates, Inc.

CLASSIFICATION SPECIFICATION

CITY OF WAUSEON

An Equal Opportunity Employer

TITLE: Assistant Water Plant Superintendent
CLASS NO.: 32116

Page 4 of 4

% 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]
20%	2. Prepares accurate reports to federal, state, and county regulatory agencies; prepares accurate reports to Water Plant Superintendent; maintains accurate records of samples and submits reports to federal, state, and county agencies.	2. Knowledge of (212); (253); (263)*; (302); (304); (491); skill in (903) data entry; (904) word processing; (905) computer operation; (910) use of modern office equipment; ability to (611); (654) prepare accurate documentation; (666); (723); (724).
20%	3. Obtains, tests, and analyzes samples; sends selected samples to outside agencies for testing.	3. Knowledge of (212); (263)*; (302); (326) laboratory equipment and supplies; (454) lab procedures; (491); ability to (611); (630); (666); (700); (723).
20%	4. Operates or assigns personnel to operate treatment machinery, pumps, and other equipment; performs preventive maintenance and repair work on equipment and facilities; disposes or arranges for disposal of sludge and other waste products; performs or assigns personnel to perform janitorial work.	4. Knowledge of (212); (263)*; (302); (312) mechanical maintenance; (341) water treatment plant maintenance and repair; (490); (491); ability to (611); (654); (724); (777) utilize cleaning materials.

TITLE: Assistant Water Plant Superintendent
CLASS NO.: 32116

Approval Date _____

Developed by Clemans, Nelson & Associates, Inc.

CITY OF WAUSEON

An Equal Opportunity Employer

Page 1 of 4

POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Assistant Superintendent Water Reclamation Plant	Position Title:	Assistant Superintendent Water Reclamation Plant
Class Number:	32215		
Dept./Div.:	Public Service/Wastewater	Civil Service Status:	Classified
Reports to:	Director of Public Service	Employment Status:	Full-time
EEO Status:	(01) Officials and Administrators	FLSA Status:	Non-exempt
		Normal Work Hours:	
DOT/O*Net Code:	955.130-010		

GENERAL DESCRIPTION:

Under general direction of the Water Reclamation Plant Superintendent, assists with directing and controlling the administration, operation and maintenance of the Wastewater Treatment Plant; assists in supervising Wastewater Treatment Plant personnel; assists in directing industrial pretreatment program; assists with preparation of necessary reports to federal, state, and county regulatory agencies; performs such other related duties as required by the Water Reclamation Plant Superintendent.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent) with minimum five (5) years experience as a Wastewater Treatment Plant Operator; possesses good verbal and written communication skills; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; must qualify for and maintain insurability under the city's vehicle insurance policy.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain OEPA Wastewater Class III Operator's License and valid State of Ohio Motor Commercial Driver's License with tanker endorsement (or attain within one (1) year date of appointment.)

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Laboratory equipment; computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; backhoe; dump truck; pumps, generators, weed trimmer, cutoff saw, and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to noisy operations or activities; works in the vicinity of compressed gases; works with and in the vicinity of hand and portable tools; ascends and descends stairs, scaffolds, and/or water towers; is exposed to high electrical voltages; is exposed to boilers; is exposed to methane gas; is exposed to human blood or other potentially infectious materials; is exposed to hazardous chemicals; is exposed to liquid fuels; has exposure to hot, cold, wet, humid and windy weather conditions; exerts up to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to 25 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or up to ten (10) pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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CITY OF WAUSEON

An Equal Opportunity Employer

Page 2 of 4

POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Water Reclamation Plant Superintendent	Position Title:	Water Reclamation Plant Superintendent

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USE 12101:

25% (1) Assists in directing and controlling the administration, operation and maintenance of the Wastewater Treatment Plant; assists in directing s industrial pretreatment program; supervises Wastewater Treatment Plant personnel in the absence of the Water Treatment Superintendent (e.g., evaluates performance; directs and assigns work; disciplines and/or effectively recommends discipline; recommends leave requests if operationally feasible; trains personnel in wastewater treatment plan operations; etc.); performs or assigns personnel to perform inspections, take samples, prepare reports, etc.; develops plans and procedures to insure efficient plant operation; recommends plant improvements and additions; coordinates data and prepares or reviews and approves operation reports and budget requests; prepares and justifies budget estimates; controls expenditure of budgeted funds and requests approval for major expenditures; coordinates sanitary sewer collection system with Public Works Superintendent; reviews plans, specifications, etc.; prepares for future projects.

Knowledge of: (104); (212); (251)*; (253); (257); (263); (303); (305); (326); (454); (490); (491)

Ability to: (611); (614); (615); (617); (630); (654); (657); (666); (685); (709); (724); (745); (779)

25% (2) Visually inspects facilities on a periodic basis to ensure proper operation of plant and equipment; monitors gauges, meters, and other controls; analyzes and evaluates operations and institutes or recommends to Water Reclamation Plant Superintendent changes in procedures, practices or operations.

Knowledge of: (263)*; (303); (305); (477)

Skill in: (960)

Ability to: (611); (684); (700); (764)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Water Reclamation Plant Superintendent	Position Title:	Water Reclamation Plant Superintendent

25% (3) Assists with operating or directing the operations of treatment facilities (e.g., controlling flow of wastewater and processing wastewater, sludge, effluent, etc.); operates valves, gates, and pumps which require physical exertion of force up to 150 pounds.

Knowledge of: (263); (303); (305); (477)

Skill in: (960)

Ability to: (611); (684); (700); (764)

23% (4) Assists with preparation of reports to federal, state, and county regulatory agencies and to Water Reclamation Plant Superintendent records readings of meters and gauges.

Knowledge of: (263); (303); (305); (477)

Skill in: (960)

Ability to: (611); (615); (654); (666); (709); (724)

(5) Maintains required licensures and certification, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

2% Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (104) budgeting; (212) wastewater treatment plant inspection techniques; (251) city policies and procedures*; (253) workplace safety practices and procedures; (257) city laws and/or regulations; (263) department policies and procedures; (303) wastewater treatment plant operating procedures; (305) wastewater treatment plant regulations; (326) laboratory equipment and supplies; (454) lab procedures; (490) supervisory principles and practices; (491) manpower planning.

Skill in: (903) data entry; (904) word processing; (905) computer operation; (910) use of modem office equipment; (960) use or operation of valves and gauges.

Ability. to: (611) define problems, collect data, establish facts, and draw valid conclusions; (614) exercise independent judgment and discretion; (615) understand, interpret, and apply laws, rules, or regulations to specific situations; (617) determine material and equipment needs; (630) read, copy, and record figures accurately; (654) prepare accurate documentation; (657) compile and prepare reports;

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CITY OF WAUSEON

An Equal Opportunity Employer

POSITION DESCRIPTION

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CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Water Reclamation Plant Superintendent	Position Title:	Water Reclamation Plant Superintendent

(666) prepare meaningful, concise, and accurate reports; (684) communicate effectively; (685) train or instruct others; (709) read meters and charts accurately; (724) maintain records according to established procedures; (745) develop and maintain effective working relationships; (764) perform light manual labor; (779) safeguard information of a sensitive or confidential nature.

POSITIONS DIRECTLY SUPERVISED:

Water reclamation plant operator III; water reclamation plant operator II; water reclamation plant operator I; water plant operator trainee.

Date Adopted:

CITY OF WAUSEON

An Equal Opportunity Employer

POSITION DESCRIPTION , Inc.

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CITY OF WAUSEON

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Administrative Assistant (Director of Public Service)	Position Title:	Administrative Assistant (Director of Public Service)
Class Number:	N/A		
Dept./Div.:	Public Service	Civil Service Status:	Unclassified
Reports to:	Director of Public Service	Employment Status:	Part-time
EEO Status:	(06) Administrative Support	FLSA Status:	None-Exempt
DOT/O*Net Code:	209.362-026	Normal Work Hours:	

GENERAL DESCRIPTION:

Undergeneral direction of the Director of Public Service, relieves Mayor and Director of Public Service of routine administrative duties; researches and analyzes materials and information; provides technical information and advice to aid Mayor and Director of Public Service decision making; performs clerical tasks.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of associate degree in Public Administration, Business Administration, or related field and five (5) years related experience; or equivalent combination of education, training, and/or experience which provides the required knowledge, skills, and abilities; must qualify for and maintain insurability under the city's vehicle insurance policy.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer, computer software (e.g., word processing software, spreadsheet software, etc.), copy machine, calculator, adding machine, fax machine, and other standard modern/business office equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); exerts up to ten (10) pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects such as file boxes, records, etc.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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CITY OF WAUSEON

An Equal Opportunity Employer

Page 2 of 3

POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Administrative Assistant (Director of Public Service)	Position Title:	Administrative Assistant (Director of Public Service)

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 30% (1) Provides routine administrative duties for the Mayor and Director of Public Service; performs the duties of the Mayor's Administrative Assistant, when needed.
- 30% (2) Oversees city website information posted and participates in website development and updates; maintains the City of Wauseon social media accounts; updates the city's digital information sign.
- 20% (3) Serves as the Records Commission secretary and is responsible for City administrative office records retention and disposal forms.

OTHER DUTIES AND RESPONSIBILITIES:

- 20% Notarizes documents; performs other duties as assigned (e.g., provides administrative assistance to Zoning, Building and Housing Department, Fire Department, etc.).

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Demonstrates regular and predictable attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (104) budgeting; (251) city policies and procedures*; (252) government structure and process; (381) public relations; (420) office practices and procedures; (421) English grammar and spelling; (492) office management

Skill in: (901) typing; (903) data entry; (904) word processing; (905) computer operation; (909) adding machine or calculator operation; (910) use of modern office equipment; (958) motor vehicle operation; (960) use or operation of spreadsheet software; (966) organization.

Ability to: (601) carry out detailed but basic written or oral instructions; (602) carry out instructions in written, oral, picture, or schedule form; (630) read, copy, and record figures accurately; (651) copy material accurately and recognize grammatical and spelling errors; (652) complete routine forms;

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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CITY OF WAUSEON

An Equal Opportunity Employer

Page 3 of 3

POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Administrative Assistant (Director of Public Service)	Position Title:	Administrative Assistant (Director of Public Service)

(654) prepare accurate documentation; (657) compile and prepare reports; (684) communicate effectively; (723) gather, collate, and classify information; (724) maintain records according to established procedures; (745) develop and maintain effective working relationships; (779) safeguard information of a sensitive or confidential nature

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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Classification	Education		Experience		Complexity of Duties		Supervision Received		Consequence of Errors		Contact with Others		Confidential Information		Mental or Visual Demands		Physical Demands		Work Environment		Character of Supervision		Scope of Supervision	
	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL											
Assistant Superintendent Water Treatment Plant	2	4	5	3	4	3	4	4	3	3	3	3	273											
Assistant Superintendent Water Reclamation Plant	16	24	50	33	36	15	20	28	15	12	22	2												
Assistant Superintendent of Public Works	2	4	5	3	4	3	4	4	3	3	3	3	273											
Administrative Assistant to Public Service Director (PT)	16	24	50	33	36	15	20	28	15	12	22	2												
	2	3	5	3	4	3	3	4	3	4	3	4	267											
	16	18	50	33	36	15	15	28	15	16	22	3												
	3	4	4	4	5	4	6	3	1	1	1	1	262											
	24	24	40	44	45	20	35	21	5	4	0	0												

CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:		Position Title:	Nurse Practitioner/EMT or Paramedic

Dept./Div.:	Fire Department	Civil Service Status:	Classified
Reports to:	Assistant Fire Chief	Employment Status:	Part-Time
EEO Status:	(02) Professional/(04) Protective Service Worker		
DOT/O*Net Code:	075.264-010/079.364-026	Normal Work Hours:	

GENERAL DESCRIPTION:

Under immediate supervision of the Assistant Fire Chief, performs highly skilled emergency medical services work, and advanced clinical healthcare services. This position of Nurse Practitioner/EMT or Paramedic involves responsibility for participating in the provision of emergency medical services and the performance of rescue as a member of an assigned shift. This work also involves the operation of emergency medical services equipment, vehicles, apparatus, and the maintenance of such. Nurse Practitioners/EMTs or Paramedics are required to participate in the performance of hazardous tasks and skilled medical procedures under emergency conditions which may involve strenuous exertion under such handicaps as fire, heat, smoke, and confined surroundings.

Although emergency medical services work is the most difficult and responsible area of activity, a substantial portion of time is spent training and studying methods, techniques, and procedures, and in routine duties in the care of and maintenance of Fire Department property and equipment. This work is performed in accordance with general instructions and well-defined procedures, and is reviewed through observation, inspections, and reports for results obtained.

This is a public safety service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on-duty, as well as off-duty) in a manner that does not damage or endanger the loss of trust with the public, coworkers, and other public safety forces. A Nurse Practitioner/EMT or Paramedic with the Wauseon Fire Department will protect life and property by performing hazardous tasks under emergency conditions. This work involves close contact with toxic gases, explosive mixtures, and other dangerous materials.

A portion of work consists of the performance of various duties in the maintenance of a fire station, and the preventative and corrective maintenance of trucks and equipment. A position in this class requires excellent physical condition and aptitude for mechanical work. Orders of superiors must be executed promptly and efficiently. A Nurse Practitioner/EMT or Paramedic must readily become familiar with modern firefighting, fire prevention, and emergency medical treatment methods and procedures. The work requires strict adherence to department rules, regulations, and standard operation guidelines. Superiors make assignments of specific tasks and indicate methods and procedures to be followed. Assignments may be made through either oral or written instructions. Work is often under close supervision; however, there are many times that courses of actions must be determined by the Nurse Practitioner/EMT or Paramedic. Supervision is occasionally exercised over other firefighters EMT's or

Developed by:

Date Adopted:	Clemans, Nelson & Associates, Inc.
Date Revised:	Lima, Ohio 45805
4932-0365-4064, v. 1	

CITY OF WAUSEON

An Equal Opportunity Employer

Page 2 of 8

POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:		Position Title:	Nurse Practitioner/EMT or Paramedic

Dept./Div.:	Fire Department	Civil Service Status:	Classified
Reports to:	Assistant Fire Chief	Employment Status:	Part-Time
EEO Status:	(02) Professional/(04) Protective Service Worker		
DOT/O*Net Code:	075.264-010/079.364-026	Normal Work Hours:	

Paramedics during absence of superior officers. Each firefighter is expected to be a skilled emergency medical technician.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of required state of Ohio EMT-B training; certification by State of Ohio as EMT-B; and/or obtain Paramedic certification with twelve (12) months following optional fire service training; must possess valid State of Ohio motor vehicle operator's license; and

Must be a registered nurse authorized and duly licensed to practice in the State of Ohio as a Clinical Nurse Specialist and Certified Nurse Practitioner; or

Or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be a current Ohio certified Paramedic or EMT, Nurse Practitioner or currently enrolled in class; must have NIMS 100, 200, and 700; must maintain driver status on all Wauseon Fire Department EMS vehicles; Ohio driver's license must remain valid during employment, without record, no felony convictions or disqualifying criminal histories.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle; ladders; hydraulic tools; cutting torches; air hammers; and other emergency power equipment; ambulance; medic unit; emergency medical equipment including intravenous injections, resuscitator, and defibrillator; computer, printer, copy machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment; works in the vicinity of floor and wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in the area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated working areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, and electrical shock; exposed to possible injury from explosions

Developed by:

Date Adopted:	Clemans, Nelson & Associates, Inc.
Date Revised:	Lima, Ohio 45805
4932-0365-4064, v. 1	

CITY OF WAUSEON

An Equal Opportunity Employer

Page 3 of 8

POSITION DESCRIPTION

Appt. Authority: Mayor

Employee Name:

Class Title:

Position Title: Nurse Practitioner/EMT or
Paramedic

Dept./Div.: Fire Department

Civil Service Status: Classified

Reports to: Assistant Fire Chief

Employment Status: Part-Time

EEO Status: (02) Professional/(04)

Protective Service Worker

DOT/O*Net Code: 075.264-010/079.364-026

Normal Work Hours:

and/or falling from high places; works in and around crowds; has contact with potentially violent or emotionally distraught persons, vicious animals, and life threatening situations; has exposure to fire, hot cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; works varying shifts at any time of the day; has exposure to shaking objects or surfaces; has exposure to second-hand smoke; must be available and present for work as scheduled with a reasonable expectation to be available for call out 24 hours a day, seven (7) days a week; has exposure to potentially infectious and contagious diseases; has exposure to blood and other potentially hazardous bodily fluids; regularly required to stand for long periods of time; frequently required to walk, use hands to finger, handle, or feel, such as in the use of various medical equipment including the ability to reach with hands and arms, sometimes for prolonged periods of time and the ability to climb or balance on stairs and ladders; stoops, kneels, crouches, or crawls while assisting in search and rescue; talks or hears and tastes or smells; is occasionally required to sit while completing reports or driving an ambulance or fire apparatus; physical mobility within the office environment, apparatus area, as well as fire, rescue, and emergency medical situations and incidents; participates in daily physical fitness program with other shift personnel; gets into and out of vehicles quickly and repeatedly; major hazards and danger encountered in the work include climbing at considerable heights, subjection to smoke inhalation and related situations at a fire or EMS incident; wears SCBA and/or other respiratory protection devices; performs strenuous work, often under hazardous conditions, in potentially IDLH atmospheres; works in confined spaces such as attics and crawl spaces; meets physical demands of the job in responding to structure fires, vehicle fires, and emergency medical calls for service; uses varied and unpredictable physical movement; maintains a physically fit condition by regular exercise and personal hygiene; must be able to walk and run over uneven ground, and be able to lift, carry, and pull materials or varying types and weights which are entrapping victims; must be able to speak clearly and audibly to others with whom he/she is working; must be psychologically stable because EMS personnel are frequently required to perform in an emergency, sometimes volatile, situations involving persons who are distraught, hostile, or violent; exerts in excess of 100 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or in excess of 50 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or in excess of 30 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered very heavy work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Lima, Ohio 45805

4932-0365-4064, v. 1

CITY OF WAUSEON

An Equal Opportunity Employer

Page 4 of 8

POSITION DESCRIPTION

Appt. Authority: Mayor

Employee Name:

Class Title:

Position Title: Nurse Practitioner/EMT or
Paramedic

Dept./Div.: Fire Department

Civil Service Status: Classified

Reports to: Assistant Fire Chief

Employment Status: Part-Time

EEO Status: (02) Professional/(04)

Protective Service Worker

DOT/O*Net Code: 075.264-010/079.364-026

Normal Work Hours:

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Lima, Ohio 45805

4932-0365-4064, v. 1

CITY OF WAUSEON

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Page 5 of 8

POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:		Position Title:	Nurse Practitioner/EMT or Paramedic

Dept./Div.:	Fire Department	Civil Service Status:	Classified
Reports to:	Assistant Fire Chief	Employment Status:	Part-Time
EEO Status:	(02) Professional/(04) Protective Service Worker		
DOT/O*Net Code:	075.264-010/079.364-026	Normal Work Hours:	

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

55% (1) Responds to emergency medical calls for service in accordance with standard operating procedures; provides required emergency medical services and patient care; examines patients and reports symptoms, vital signs, and apparent nature of illness or injury to medical control by radio or telemetry equipment; performs immediate lifesaving procedures required by circumstances; stabilizes patient and carries out instructions issued by medical control or standing protocol; administers intravenous injections and solutions and therapeutic drugs; operates resuscitator and defibrillator; operates breathing apparatus and medical treatment equipment administering modern field techniques such as CPR; operates resuscitator and defibrillator; properly applies back and neck support, braces, bandages, and splints as necessary; transports patient to hospital when stable; completes inter-facility transports of patients in accordance with standard operating procedures; completes accurate patient care reports and submits paperwork (or electronic file) for billing and statistical recordkeeping purposes; and makes reports including recommendations for compliance with City of Wauseon ordinances.

Knowledge of: (230); (235); (263)*; (272)

Skill in: (903); (905); (910); (958); (960)

Ability to: (603); (609); (610); (611); (632); (633); (635); (670); (700); (739); (706); (768); (772); (774); (778)

20% (2) Responds to rescue calls for service in accordance with standard operating procedures; drives and operates all vehicles safely, operates emergency rescue equipment such as cutting torches, saws, jacks, and various other power and hydraulic equipment to extricate victims from crashed vehicles; removes traffic crash victims to a safe location; and assists with search and rescue operations; performs required inspections to ensure medical supplies are stocked and equipment and vehicles are clean and operational at all times.

Knowledge of: (230); (232); (235); (263)*

Skill in: (958); (960)

Ability to: (609); (614); (739); (742); (753); (768); (772); (774); (778)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Lima, Ohio 45805

4932-0365-4064, v. 1

CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:		Position Title:	Nurse Practitioner/EMT or Paramedic

Dept./Div.:	Fire Department	Civil Service Status:	Classified
Reports to:	Assistant Fire Chief	Employment Status:	Part-Time
EEO Status:	(02) Professional/(04) Protective Service Worker		
DOT/O*Net Code:	075.264-010/079.364-026	Normal Work Hours:	

10% (3) Participates in life safety education classes for citizens

Knowledge of: (263)*; (500)
Skill in: (958)
Ability to: (603); (738); (751); (753)

10% (4) Cleans, maintains, and makes minor repairs to fire station quarters, EMS equipment, and grounds of the Municipal Building.

Knowledge of: (235); (308); (334)
Skill in: (960)
Ability to: (607); (739); (778)

(5) Maintains required licensures and certification, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (230) geographic layout of jurisdiction; (232) emergency rescue techniques; (235) various apparatus and equipment used by the department; (263) department policies, rules, regulations, expectations, orders, SOGs, and other written standards*; (272) contemporary EMS methods and practices; (308) custodial methods and techniques; (334) grounds maintenance and repair; (500) value that stakeholders bring to Wauseon community.

Date Adopted:
Date Revised:
4932-0365-4064, v. 1

Developed by:
Clemans, Nelson & Associates, Inc.
Lima, Ohio 45805

CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority: Mayor

Employee Name:

Class Title:

Position Title: Nurse Practitioner/EMT or
Paramedic

Dept./Div.: Fire Department

Civil Service Status: Classified

Reports to: Assistant Fire Chief

Employment Status: Part-Time

EEO Status: (02) Professional/(04)

Protective Service Worker

DOT/O*Net Code: 075.264-010/079.364-026

Normal Work Hours:

Skill in: (903) data entry into a terminal PC or other keyboard device such as MDT; (905) computer operation; (910) use of modern office equipment; (958) motor vehicle operation; (960) use of various apparatus and equipment used by the department.

Ability to: (603) interpret a variety of instructions furnished in written, oral, diagram, or schedule form; (607) solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; (609) react quickly and calmly in emergencies; (610) anticipates problems and utilizes alternative solutions if necessary; (611) analyzes problems and adopts quick, effective, and reasonable solutions; (614) ascertain and react independently to specific type of fire or related emergency, the particular protection system in a building, and any other circumstance; (632) add, subtract, multiply, and divide whole numbers; (633) calculate fractions, decimals, and percentages; (635) apply concepts of algebra; (670) clearly communicate verbally and through written documents with clear, accurate and organized thoughts using proper sentence construction, punctuation and grammar; (700) recognize hazardous situations and to act quickly, calmly and decisively in emergencies and under extreme stress; (706) independently interpret and implement established guidelines while meeting and resolving emergencies without direct supervision; (738) work in an atmosphere where different perspectives, opinions, and positions are welcomed, encouraged, and fully explored and encourages participation in problem solving, creative thinking, and strategic planning; (739) accept lines of authority, promote harmony, and work cooperatively with officers, City employees and the public; (742) interacts cooperatively within the Fire Department; (751) accept constructive criticism; (753) accept and obey authority; (768) travel to and gain access to work site; (772) lift, position, and move individuals according to established procedures; (774) effectively use ambulances and equipment; (778) meet physical requirements as may be established by competent authority.

POSITIONS DIRECTLY SUPERVISED:

None

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Lima, Ohio 45805

4932-0365-4064, v. 1

CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority: Mayor
Class Title:

Employee Name:
Position Title: Nurse Practitioner/EMT or
Paramedic

Dept./Div.: Fire Department
Reports to: Assistant Fire Chief
EEO Status: (02) Professional/(04)
Protective Service Worker

Civil Service Status: Classified
Employment Status: Part-Time

DOT/O*Net Code: 075.264-010/079.364-026

Normal Work Hours:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:
4932-0365-4064, v. 1

Developed by:
Clemans, Nelson & Associates, Inc.
Lima, Ohio 45805

CLASSIFICATION SPECIFICATION

CITY OF WAUSEON

An Equal Opportunity Employer

TITLE:
CLASS NO.:

Nurse Practitioner/EMT or Paramedic

Page 1 of 6

JOB RESPONSIBILITIES:

Performs other related duties
as required

Under immediate supervision, performs highly skilled emergency medical services work. This position of POC Nurse Practitioner / EMT or Paramedic involves responsibility for participating in the provision of emergency medical services and the performance of rescue duties. This work also involves the operation of emergency medical services equipment, vehicles, apparatus, and the maintenance of such. POC Nurse Practitioner / EMT's are required to participate in the performance of hazardous tasks and skilled medical procedures under emergency conditions which may involve strenuous exertion under such handicaps as smoke and confined surroundings.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of required state of Ohio EMT-B training; certification by State of Ohio as EMT-B; and may obtain Paramedic certification with twelve (12) months following optional fire service training; must possess valid State of Ohio motor vehicle operator's license; and must be a registered nurse authorized and duly licensed to practice in the State of Ohio as a Clinical Nurse Specialist and Certified Nurse Practitioner;

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle; ladders; hydraulic tools; cutting torches; air hammers; and other emergency power equipment; ambulance; medic unit; emergency medical equipment including intravenous injections, resuscitator, and defibrillator; computer, printer, copy machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment; works in the vicinity of floor and wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in the area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated working areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, and electrical shock; exposed to possible injury from explosions and/or falling from high places; works in and around crowds; has contact with potentially violent or emotionally distraught persons, vicious animals, and life threatening situations; has exposure to fire, hot cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; works varying shifts at any time of the day; has exposure to shaking objects or surfaces; has exposure to second-hand smoke; must be available and present for

TITLE:
CLASS NO.:

Nurse Practitioner/EMT or Paramedic

Approval Date _____

Developed by Clemans, Nelson & Associates, Inc.

CLASSIFICATION SPECIFICATION

CITY OF WAUSEON

An Equal Opportunity Employer

Nurse Practitioner/EMT or Paramedic

TITLE:
CLASS NO.:

Page 2 of 6

work as scheduled with a reasonable expectation to be available for call out 24 hours a day, seven (7) days a week; has exposure to potentially infectious and contagious diseases; has exposure to blood and other potentially hazardous bodily fluids; regularly required to stand for long periods of time; frequently required to walk, use hands to finger, handle, or feel, such as in the use of various medical equipment including the ability to reach with hands and arms, sometimes for prolonged periods of time and the ability to climb or balance on stairs and ladders; stoops, kneels, crouches, or crawls while assisting in search and rescue; talks or hears and tastes or smells; is occasionally required to sit while completing reports or driving an ambulance or fire apparatus; physical mobility within the office environment, apparatus area, as well as fire, rescue, and emergency medical situations and incidents; participates in daily physical fitness program with other shift personnel; gets into and out of vehicles quickly and repeatedly; major hazards and danger encountered in the work include climbing at considerable heights, subjection to smoke inhalation and related situations at a fire or EMS incident; wears SCBA and/or other respiratory protection devices; performs strenuous work, often under hazardous conditions, in potentially IDLH atmospheres; works in confined spaces such as attics and crawl spaces; meets physical demands of the job in responding to structure fires, vehicle fires, and emergency medical calls for service; uses varied and unpredictable physical movement; maintains a physically fit condition by regular exercise and personal hygiene; must be able to walk and run over uneven ground, and be able to lift, carry, and pull materials or varying types and weights which are entrapping victims; must be able to speak clearly and audibly to others with whom he/she is working; must be psychologically stable because EMS personnel are frequently required to perform in an emergency, sometimes volatile, situations involving persons who are distraught, hostile, or violent; exerts in excess of 100 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or in excess of 50 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or in excess of 30 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered very heavy work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be a current Ohio certified Paramedic or EMT, Nurse Practitioner or currently enrolled in class; must have NIMS 100, 200, and 700; must maintain driver status on all Wauseon Fire Department EMS vehicles; Ohio driver's license must remain valid during employment, without record, no felony convictions or disqualifying criminal histories.

TITLE: Nurse Practitioner/EMT or Paramedic

CLASS NO.:

Approval Date _____

Developed by Clemans, Nelson & Associates, Inc.

CLASSIFICATION SPECIFICATION

CITY OF WAUSEON

An Equal Opportunity Employer

TITLE:
CLASS NO.:

Nurse Practitioner/EMT or Paramedic

TITLE:
CLASS NO.:

Nurse Practitioner/EMT or Paramedic

Approval Date _____

CLASSIFICATION SPECIFICATION

CITY OF WAUSEON

An Equal Opportunity Employer

Nurse Practitioner/EMT or Paramedic

TITLE:
CLASS NO.:

Page 4 of 6

% 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]
55%	1. Responds to emergency medical calls for service in accordance with standard operating procedures; provides required emergency medical services and patient care; examines patients and reports symptoms, vital signs, and apparent nature of illness or injury to medical control by radio or telemetry equipment; performs immediate lifesaving procedures required by circumstances; stabilizes patient and carries out instructions issued by medical control or standing protocol; administers intravenous injections and solutions and therapeutic drugs; operates resuscitator and defibrillator; operates breathing apparatus and medical treatment equipment administering modern field techniques such as CPR; operates resuscitator and defibrillator; properly applies back and neck support, braces, bandages, and splints as necessary; transports patient to hospital when stable; completes inter-facility transports of patients in accordance with standard operating procedures; completes accurate patient care reports and submits paperwork (or electronic file) for billing and statistical recordkeeping purposes; and makes reports including recommendations for compliance with City of Wauseon ordinances.	1. Knowledge of (230) geographic layout of jurisdiction; (235) various apparatus and equipment used by the department; (263) department policies, rules, regulations, expectations, orders, SOGs, and other written standards*; (272) contemporary EMS methods and practices; skill in (903) data entry into a terminal PC or other keyboard device such as MDT; (905) computer operation; (910) use of modern office equipment; (958) motor vehicle operation; (960) use of various apparatus and equipment used by the department. ability to (603) interpret a variety of instructions furnished in written, oral, diagram, or schedule form; (607) solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; (609) react quickly and calmly in emergencies; (610) anticipates problems and utilizes alternative solutions if necessary; (611) analyzes problems and adopts quick, effective, and reasonable solutions; (632) add, subtract, multiply, and divide whole numbers; (633) calculate fractions, decimals, and percentages; (635) apply concepts of algebra; (670) clearly communicate verbally and through written documents with clear, accurate and organized thoughts using proper sentence construction, punctuation and grammar; (700) recognize hazardous situations and to act quickly, calmly and decisively in emergencies and under extreme stress; (706) independently interpret and implement established guidelines while meeting and resolving emergencies without direct supervision; (739) accept lines of authority, promote harmony, and work cooperatively with officers, City employees and the public; (768) travel to and gain access to work site; (772) lift, position, and move individuals according to established procedures; (774) effectively use ambulances and equipment; (778) meet physical requirements as may be established by competent authority.

TITLE: Nurse Practitioner/EMT or Paramedic

CLASS NO.:

Approval Date _____

Developed by Clemans, Nelson & Associates, Inc.

CLASSIFICATION SPECIFICATION

CITY OF WAUSEON

An Equal Opportunity Employer

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TITLE:
CLASS NO.:

Nurse Practitioner/EMT or Paramedic

% 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]
20%	2. Responds to rescue calls for service in accordance with standard operating procedures; drives and operates all vehicles safely, operates emergency rescue equipment such as cutting torches, saws, jacks, and various other power and hydraulic equipment to extricate victims from crashed vehicles; removes traffic crash victims to a safe location; and assists with search and rescue operations; performs required inspections to ensure medical supplies are stocked and equipment and vehicles are clean and operational at all times.	2. Knowledge of (230); (232) emergency rescue techniques; (235); (263)*skill in (958); (960) ability to (609); (614) ascertain and react independently to specific type of fire or related emergency, the particular protection system in a building, and any other circumstance; (739); (742) interacts cooperatively within the Fire Department; (753) accept and obey authority; (768); (772); (744); (778)
15%	3. Participates in life safety education classes for citizens.	3. Knowledge of (263)*; (500) value that stakeholders bring to Wauseon community; skill in (958); ability to (603); (738) work in an atmosphere where different perspectives, opinions, and positions are welcomed, encouraged, and fully explored and encourages participation in problem solving, creative thinking, and strategic planning; (751) accept constructive criticism; (753)

TITLE: Nurse Practitioner/EMT or Paramedic

CLASS NO.:

Approval Date _____

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CLASSIFICATION SPECIFICATION

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An Equal Opportunity Employer

Nurse Practitioner/EMT or Paramedic

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TITLE:
CLASS NO.:

% 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]
10%	4. Cleans, maintains, and makes minor repairs to fire station quarters, EMS equipment, and grounds of the Municipal Building.	4. Knowledge of (235); (308) custodial methods and techniques; (334) grounds maintenance and repair; skill in (960) use of various apparatus and equipment used by the department; ability to (607) solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; (739); (778)

TITLE: Nurse Practitioner/EMT or Paramedic

CLASS NO.:

Approval Date _____

Developed by Clemans, Nelson & Associates, Inc.

City of Wauseon Unified Social Media Communications Policy

Effective Date: March 23, 2026

Applicability: All Department Heads, Employees, and Elected Officials

Section 1: Purpose

The purpose of this policy is to ensure that all information regarding city events, operations, and community changes is communicated in a consistent, timely, accurate, and professional manner.

This policy aims to:

- Reduce misinformation
- Increase civic engagement
- Maintain a unified “Voice of Wauseon”
- Establish the City Website as the official **Source of Truth**

Section 2: Communication Framework

2.1 The “Golden Pillars” of Communication

All major communications must be coordinated across the following channels:

1. **City Website**
 - Primary repository for official information
 - Includes legal notices, maps, and full details
2. **Social Media**
 - Used for engagement, reminders, and updates
 - Supports—not replaces—the website
3. **Media Releases**
 - Distributed to local news outlets for major announcements

Section 3: Content Distribution Standards

Channel	Responsible Party	Timing Requirement
City Website	Department Head or Designee	≥14 days before events; ≥7 days before changes (when possible)
Social Media	Public Information Officer (PIO)	Minimum of 3 posts (Announcement, Reminder, Live Update)
Media Release	Mayor’s Office / City Council	Required for Tier 1 items

Tier 1 Items Include:

- Road closures
- Tax or ordinance changes
- Major festivals or city-wide events

3.1 Meeting-Based Information Coordination

The Clerk of Council is responsible for identifying items of public interest discussed during City Council Meetings, Committee Meetings, Staff Meetings, and other official gatherings.

Responsibilities include:

- Monitoring meetings for topics that may require public communication, including:
 - Upcoming events
 - Policy or ordinance changes
 - Infrastructure projects or service impacts
- Relaying identified items to the appropriate Department Head(s) and/or the Public Information Officer (PIO) in a timely manner

Upon identification, the Clerk of Council shall:

- Notify the appropriate department(s) to initiate communication in accordance with this policy; **or**
- Coordinate directly with the PIO to ensure the information is prepared and disseminated via approved communication channels

All communications resulting from meeting-identified items must:

- Follow the established approval workflow (Section 8)
- Adhere to the “Golden Pillars” framework (Section 2)
- Maintain alignment with the City Website as the Source of Truth

Section 4: Community Change Protocols

Community changes include infrastructure projects, zoning updates, and public safety alerts.

4.1 Required Standards

- **Transparency:** Include “Why, When, and Where”
- **Visuals:** Provide maps or photos when possible
- **No-Surprise Rule:**
 - Information must be posted on the City Website **before** social media

Section 5: Tone and Style Guidelines

- **Voice:** Professional, approachable, and unified (“We”)
- **Accuracy:** Verified by Department Head
- **Accessibility:** Plain language required; explain technical terms

Section 6: Crisis Communication Policy

6.1 Emergency Authority

In emergencies, the PIO, Police Chief, or Fire Chief may bypass standard workflows.

6.2 Requirements

- Label posts as **“URGENT”**
- Pin posts to top of feeds
- Prioritize speed and clarity over formatting

Section 7: Standard Communication Template

All non-urgent communications must use the following structure:

7.1 Required Components

1. **Executive Summary (“Hook”)**
2. **Details (“Meat”)**
 - Date/Time
 - Location
 - Impact
3. **Visual Assets**
4. **Call to Action**
 - Website link
 - Contact information

Section 8: Non-Urgent Approval Workflow

All communications must follow the **4-Step Approval Gate**:

- **Step 1: Draft (Department Level)**
 - Completed ≥21 days in advance
- **Step 2: Technical & Legal Review**
 - Conducted by City Manager or Law Director
 - Ensures accuracy and scheduling coordination
- **Step 3: Final Polishing**
 - Completed by PIO or Mayor’s Office
 - Reviews tone, grammar, and branding
- **Step 4: Synchronized Launch**

Sequence:

 1. Website (Source of Truth)
 2. Media Release
 3. Social Media

Section 9: Visual Communication Standards

9.1 Technical Requirements

- Aspect Ratios: 1:1 or 16:9
- Resolution: Minimum 1080x1080
- File Types: PNG (graphics), JPG (photos)

9.2 Branding

- City Seal required
- Approved color palette only
- Maximum of two fonts

9.3 Content Clarity

- Text ≤20% of image
- Must pass “3-Second Test”

9.4 Accessibility (ADA Compliance)

- Include alt-text
- Ensure high contrast

9.5 Ethics & Safety

- Use local imagery when possible
- Obtain permission for identifiable individuals
- Show proper PPE in staff photos

Section 10: Crisis Communication Toolkit

10.1 Speed-to-Post Workflow

1. Verify facts
2. Select template
3. Broadcast immediately

10.2 Emergency Categories

Type	Color	Icon
Life Safety	Red	
Service Disruption	Orange	 / 
General Information	Yellow	

Section 11: Post-Crisis Communication

11.1 “All Clear” Requirement

All incidents must include a closing update to:

- Confirm resolution
- Provide next steps
- Restore public confidence

11.2 Post-Crisis Checklist

- Remove website alerts

- Update/unpin social posts
- Provide follow-up explanation (if >24 hrs.)
- Conduct internal review

Section 12: Internal Communication & Training

12.1 Required Materials

- Communications Handbook
- Department “Cheat Sheet”
- Standard Templates

12.2 Training Components

- Executive briefing presentation
- Knowledge check assessment
- Optional certification

Section 13: Implementation Requirements

All departments must:

1. Use standardized templates immediately
2. Follow approval workflow
3. Coordinate with PIO for all releases
4. Adhere to synchronized launch sequence

Section 14: Governance and Compliance

Failure to follow this policy may result in:

- Communication delays
- Public misinformation risks
- Required corrective action

Department Heads are responsible for ensuring compliance.

Section 15: Guiding Principle

“One City, One Voice.”

All communications must reflect a unified, professional, and trustworthy message to the residents of Wauseon.

	Yes	No
Emergency	_____	_____
First Reading	_____	_____
Second Reading	_____	_____
Third Reading	_____	_____

RESOLUTION 2026-26

A RESOLUTION ADOPTING THE CITY OF WAUSEON SOCIAL MEDIA TERMS OF USE, PUBLIC MEETING LIVE STREAMING POLICY 2026, AND LIVE STREAMING NOTICE; AND DECLARING AN EMERGENCY

WHEREAS, City Council desires to participate in social media in order to facilitate the exchange of City information and to better service the City's residents; and

WHEREAS, Council desires to provide community members not present at City meetings access to regular and special meetings of Council, as well as standing committee meetings and board and commissions meetings through live streaming of the meetings; and

WHEREAS, Council desires to adopt policies pertaining to participation in social media and pertaining to live streaming meetings; and

WHEREAS, copies of the City of Wauseon Social Media Terms of Use, Public Meeting Live Streaming Policy 2026, and Live Streaming Notice are on file in the office of the Clerk of Council; and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because of the desire to commence use of social media to facilitate the exchange of City information and live stream the City's meetings as soon as possible;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Wauseon, Fulton County, Ohio, as follows:

Section 1.

The City of Wauseon Social Media Terms of Use, is hereby approved and adopted.

Section 2.

The Public Meeting Live Streaming Policy 2026 and Live Streaming Notice is hereby approved and adopted.

Section 3.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner
Mayor

Shane Chamberlin
President of Council

Attest:

Brandi Galbraith
Clerk of Council

Approved as to Form: _____
Thomas A. McWatters III
City Law Director

Guidelines of Use of Social Media Policy

The use of social media by the City of Wauseon must be conducted in a matter consistent with the First Amendment to the U.S. Constitution. The Law Department has reviewed and revised the City's Social Media Policy ("Policy") to ensure that it passes muster under the First Amendment. The Policy is drafted to provide that the City's social media channels are "limited public forums" designed for the discussion of City business only. As such, the Policy identifies certain types of postings that will not be permitted on the City's social media channels, and which the City is permitted to hide/block if posted.

The City, however, must exercise diligence and caution in deciding what posts violate the Policy and may permissibly be hidden.

Following are examples of posts that can be hidden:

- Irrelevant
- Off-topic
- Threats
- Defamation/slander/libel
- Fraud
- Commercial advertising
- Videos/photos
- Obscene
- Incitement
- Otherwise illegal

Following are examples of postings which cannot be blocked:

- Offensive
- Disrespectful (at least towards government officials)
- Hate speech
- Calling city official "corrupt"

The following are examples of postings for which the case law is unclear and require review on a case-by-case basis:

- Profanity
- Slurs

Note that if a comment has qualities that make it permissible to remove for one reason and impermissible to remove for another reason, the comment can be permissibly blocked provided the basis for doing so was the permissible reason.

If questions arise as to whether a comment may be permissibly blocked, the Law Department should be contacted to review the questionable post.

City of Wauseon Social Media Terms of Use

Thank you (the “user”) for being a fan of the City of Wauseon social media channels. City of Wauseon proudly participates in social media in order to facilitate the exchange of City information and to better serve its residents. The Administration, to include the Clerk of Council, operates and populates social media sites as part of its overall mission of outreach to the Wauseon community. These means of technology-based communication provide the City with yet another outlet for reaching Wauseon businesses and residents with vital information about their local government. At the same time, social media sites have an interactive feature that provides the City with constructive feedback that is invaluable when evaluating whether City services and programming are meeting their objectives. As such, the City’s goal is to share information with as many businesses and residents about the City as possible and our policy is to accept the majority of comments made to our social media profiles.

With that said, the City of Wauseon requires all users of any of the City’s social media profile pages conduct themselves civilly and shall not use any inappropriate language or comments deemed hate speech, abusive, discriminatory, inflammatory, profane, likely to incite violence or hatred, likely to offend or humiliate others based on race, religion, ethnicity, gender, age, sexual orientation or any physical or mental disability, threatening, defamatory, libelous, invasive or another’s privacy, or lewd comments. In addition, users may not post nude, lewd, or graphic pictures on any of the City’s social media profile pages.

Further, the City assumes no responsibility for the content of comments posted by users and does not endorse any opinions posted by third parties. Any external, non-City links, posted on the City’s social media profile sites shall not constitute an endorsement on behalf of the City, and the user acknowledges accessing those sites may subject the user to the terms and conditions of those site.

To ensure the City’s social media sites function as intended and to prevent misuse, the City of Wauseon reserves the right, but not the obligation, at our sole discretion, to:

- Block any user, terminate access to the website or social media site, and edit or remove comments if the content posted is deemed as harassing, threatening, potentially libelous, false, misleading, incites violence or hatred, likely to offend, insult or humiliate others based on race, religion, ethnicity, gender, age, sexual orientation or any physical or mental disability, obscene, offensive, pornographic, vulgar, profane or otherwise inappropriate, or violates or infringes any copyright, registered trademark or intellectual property rights;

- Block any user, terminate access to the website or profile page, and edit or remove comments if the content posted is deemed as advancing personal, financial, and/or political agendas;
- Block any user, terminate access to the website or profile page, and edit or remove comments if the content posted promotes private businesses, the sale or promotion of products, political affiliations, ideologies or positions, or any other third-party advertisements, or constitutes "junk mail", "spam", "chain letters", "pyramid schemes", or any other material containing business solicitations;
- Use comments posted on the City's page in any manner, including but not limited to publication in online or in print, along with information identifying you as the author, including full name and/or social media profile name;
- Retain and disclose submitted content if required by law to do so;
- Change these terms or impose new conditions at any time; and,
- Comments having links to sites, which do not conform to these terms, will be removed.

By using the City's website or social media site, you represent and agree....

1. You have read and agree to abide by the aforementioned conditions;
2. You are the owner of any material you post and the any materials, ideas, or other communications you transmit will not be treated as confidential or proprietary and may be disclosed by the City at their discretion;
3. The materials you post will not violate the rights of, nor cause injury to others, including people and entities; and,
4. You will indemnify and hold harmless the City of Wauseon from and against any liability arising from such materials.

The City of Wauseon does understand social media is a 24/7 medium; however, the City's moderation capabilities are not. City personnel may not see every inappropriate comment right away and the City is placing trust in the maturity of the digital community to ignore personal attacks and negative speech or respond politely until those inappropriate posts or comments are removed.

Ladies and Gentlemen –

Please note that this meeting is being streamed live in accordance with the City of Wauseon Public Meeting Live Streaming Policy 2026, which can be viewed on the website.

All care is taken to maintain your privacy; however, as a visitor in the public gallery, your presence may be recorded.

By remaining in the public gallery, it is assumed your consent is given if your image is inadvertently broadcast.

I also remind all present, City Council members, the Mayor, and City of Wauseon employees do not have protection for comments made during the meeting if those comments are subsequently challenged in a court of law and determined to be slanderous.

City of Wauseon



Public Meeting Live Streaming Policy 2026

1. Purpose

To provide community members without in person attendance, access to Regular Meetings, Special Meetings of Council (as well as Standing Committee Meetings, Boards and Commission Meetings), and Advisory Committee Meetings, which are held in Council Chambers. Whenever the word “meeting/s” is used the intent is to include all aforementioned meeting types.

Notwithstanding the City of Wauseon will be live streaming meetings, the Mayor and Members of Wauseon City Council also welcome all community members to attend meetings in person. Seating for those who attend in person is provided in the public gallery at the rear of the Council Chamber.

2. Background/Context

By developing this Policy, City of Wauseon Administration and Council aim to provide cost effective and flexible viewing of meetings.

3. Objectives

City of Wauseon Council Administration and Council intends, through this Policy, to provide online access to view meetings wherein public business is being conducted.

4. Scope and Obtaining Information/Interaction with City Personnel

To facilitate community access to meetings wherein public business is conducted. This Policy is limited to live streaming of meetings and thus, there is no procedure for interaction between members of Council and any Committee covered by the Policy. However, members of the public who are viewing the livestream may be permitted to make comments on the live streaming platform (e.g. Facebook Live). While those comments will be viewed by the City Administration and Council, there will be no direct interaction between members of the public and any member of Council or Committee covered by this Policy. If any member of the public wishes to engage with any City employee, Council Member, or Committee Member covered under this policy, he or she should contact the appropriate individual through the City office during normal business hours.

5. Statement of Practice

Decisions made at formal Council meetings provide the direction and authority for the ongoing operation of the Council. It is at these meetings that the Council Members decide the policy direction of the Council and make decision on other City business. Council will follow Ohio law for resolutions and ordinances, including those for executive sessions.

Executive Session

Meetings are closed to the public when items of a confidential nature are discussed in executive session as defined under Ohio law.

6. Streaming Council Meetings

City of Wauseon will live stream all meetings which take place in Council chambers. In the event there are technical difficulties, City of Wauseon does reserve the right to move forward, host a meeting and the meeting not be live streamed.

Live streaming allows the public to view proceedings via the internet without the need to physically attend Council meetings. This gives greater access to Council and Committee debate and decisions and eliminates geographic barriers that may prevent the community from attending meetings.

By attending a Council meeting those present may be recorded or image captured on video. By attending any public meeting in person, every individual in attendance consents to having their image captured on video.

7. Meetings to be Streamed Live and Recorded

Regular and other Committee meetings covered under this Policy, which are held in the Council Chamber, will be streamed live on the internet. However, in the event of failure of technology or unavailability of livestreaming, the City reserves the right not to livestream any given meeting.

Also, the chair of any committee may terminate livestreaming if it becomes advisable to do so based upon exceptional circumstances.

8. Access to Archived Recordings

Meetings covered under this Policy, that are streamed live on the internet will later be archived and be available to be viewed by the public free of charge.

Confidential meetings (e.g. executive sessions) closed to the public are not recorded.

Archived recordings of meetings will be available for a period of 12 months.

9. Notice of Public Gallery

It is not intended for visitors in the public gallery to be recorded; however, members of the gallery/members of the public in attendance may be captured on video.

At the beginning of each meeting, the chair shall read a statement notifying those present the meeting will be streamed live on the internet and the recording will be made publicly available. Signage to this effect shall also be visibly displayed in Council Chamber, on the City's website, and printed in the meeting agenda.

10. Presentation of Proclamations

- A. Where Council or Mayor determines to present an award at a regular meeting of Council, recipient/s concerned will be recorded. In such circumstances, correspondence to the recipient/s shall include notification the meeting will be streamed live on the internet and the recording will be made publicly available.
- B. By participating in a meeting, those members of the public in attendance agree to being recorded.

11. Public Comment/Question/Presentation Time

- A. The Council provides an opportunity for the public to make a presentation to council, but only to those present at a meeting in person.
- B. The presenter who must be present in the public gallery, will be invited to a designated location within the Council Chamber, from where they will be recorded.
- C. By participating in a meeting, those presenters agree to being recorded.

12. Identified Risks and Mitigation Action

Public meetings are an open forum of statements, questions, and answers for those in attendance, in person. Occasionally, comments could be made which may be regarded as offensive, defamatory, inaccurate or contrary to law.

By live streaming and publishing recordings of meetings, the potential audience is significantly increased, which also increase the likelihood and/or severity of potential liability for individuals participating in such meetings.

It should be noted Council members, public officials and employees or the public may be held liable for comments made during meetings which are defamatory as defined by the Ohio law. The City, its public officials, and employees do not take responsibility for any defamatory statements made in any meeting.

Accordingly:

The Mayor, any Department Head, and/or Council member will have the discretion and authority at any time during a meeting to correct inaccuracies and/or direct the termination or interruption of live streaming if they believe it is advisable to do so, but only under exceptional circumstances.

13. Privacy and Defamation

The audio-visual recording equipment will be configured in a way which avoids coverage of the public gallery area and Council will endeavor to ensure images in this area are not streamed.

However, Council expressly provides no assurances to this effect and in the event that your image is streamed, by remaining in the public gallery area, it is assumed that consent has been given to the Council to broadcast your image.

The opinions or statements made during the meeting are those of the individuals, and not necessarily the opinions or statements of Council as a whole. Council does not necessarily endorse or support the views, opinions, standards, or information contained in the live streaming/recording of any meeting covered under this policy.

Council does not accept any responsibility for the verbal comments made during any meeting which may be deemed actionable by law. The Council does not accept any responsibility or liability for any loss, damage, cost or expense you might incur as a result of the viewing, use or reliance of information or statements provided in the live streaming/recording of meetings covered under this policy.

14. Privacy and Defamation Disclaimer Notice

A privacy and defamation disclaimer has been prepared to ensure that:

- Visitors in the public gallery are aware of possible privacy concerns regarding the live streaming meetings, and that
- Council members, City employees, Boards/Commissions, Mayor, and visitors in the public gallery are fully aware of the possible legal consequences arising from making defamatory gestures, statements and/or comments.

Signage to this effect will be visibly displayed in the Council chamber, on the City's website and printed in the meeting agenda.

15. Website Disclaimer Notice

A disclaimer has been prepared for inclusion on the City's webpage.

16. Attachments

The following to be read at the commencement of each council, committee, and commission meeting:

Ladies and Gentlemen,

Please note that this meeting is being streamed live in accordance with the City of Wauseon Public Meeting Live Streaming Policy 2026, which can be viewed on the website.

All care is taken to maintain your privacy; however, as a visitor in the public gallery, your presence may be recorded.

By remaining in the public gallery, it is assumed your consent is given if your image is inadvertently broadcast.

I also remind all present, Members of the Council, the Mayor and City of Wauseon employees do not have protection for comments made during the meeting that are subsequently challenged in a court of law and determined to be slanderous.

Thank you

17. Public Notice

Please note this meeting is being recorded and streamed live in accordance with the City of Wauseon Public Meeting Live Streaming Policy 2026. The recording may be archived and made available on the website after the meeting for a period of 12 months. All care is taken to maintain your privacy; however, as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery, it is assumed your consent is given if your image is inadvertently broadcast. A copy of this policy shall be maintained and can be accessed on the City's website.

	Yes	No
Emergency	_____	_____
First Reading	_____	_____
Second Reading	_____	_____
Third Reading	_____	_____

RESOLUTION 2026-27

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A TNVR SERVICE AGREEMENT: CITY OF WAUSEON & FCHS; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon desires to take certain measures to control the population of community cats in the City; and

WHEREAS, the Fulton County Humane Society ("FCHS") operates a comprehensive Trap-Neuter-Vaccinate-Return ("TNVR") program designed to address the proliferation of community cats; and

WHEREAS, the City desires to enter into a TNVR Service Agreement: City of Wauseon & FCHS ("Agreement") with FCHS pursuant to which the City would provide FCHS \$2,000 to conduct its TNVR program in Wauseon; and

WHEREAS, a copy of the Agreement is on file in the office of the Clerk of Council; and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because of the desire to address the community cat problem in the City as soon as possible;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Wauseon, Fulton County, Ohio, as follows:

Section 1.

The Mayor or her designee is hereby authorized to enter into the Agreement with FCHS, a copy of which is on file in the office of the Clerk of Council.

Section 2.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner
Mayor

Shane Chamberlin
President of Council

Attest:

Brandi Galbraith
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director



TNVR SERVICE AGREEMENT: CITY OF WAUSEON & FCHS

EFFECTIVE DATE: August 1, 2026

PARTIES: The City of Wauseon, OH ("City") and the Fulton County Humane Society ("Provider").

1. SCOPE OF WORK

- The Provider agrees to perform comprehensive Trap-Neuter-Vaccinate-Return (TNVR) services for community cats located within the city limits of Wauseon, Ohio. This includes:
- Humane Trapping: Setting and monitoring live traps in identified colony "hot spots."
- Transport: Round-trip transport from Wauseon to a licensed spay/neuter clinic (e.g., Humane Ohio). FCHS will prioritize "Targeted Trapping" (clearing one street completely) rather than "Scatter Trapping" (one cat here, one cat there). Targeted trapping is the only way to actually stop the population growth in Wauseon.
- Veterinary Care: Ensuring each cat receives sterilization, Rabies/FVRCP vaccinations, and flea/ear mite treatment.
- Mandatory Ear-Tipping: A 1cm flat-clip of the left ear to signify sterilization.
- Post-Op Recovery: Holding cats in a temperature-controlled environment for a minimum of 24 hours.
- Return: Releasing the cat back to the exact location where it was originally trapped.

2. COMPENSATION & FEES

- The city shall compensate the Provider at a flat rate of \$100.00 USD per cat successfully processed through the TNVR cycle.
- Medical Pass-Through: Approximately \$55.00 to \$75.00 (Clinic fees).
- Service & Labor Fee: \$45.00 (Trapping, gas, labor, and recovery care).
- Total Budget Cap: Not to exceed \$2,000.00 (Total of 20 cats) without written amendment.

3. DATA & REPORTING

- Provider will submit a monthly invoice including a "Cat Log" detailing:

- Date of trapping and specific Wauseon address/location.
- Physical description (color/sex/approximate age).
- Confirmation of ear-tip and vaccination.
- Date of return/release.

4. TERMS & TERMINATION

- Exemption Compliance: All work must be performed in accordance with the current city TNVR feeding/trapping exemption.
- Liability: The Provider maintains responsibility for the safety of the animals and volunteers during the transport and trapping process.
- Termination: Either party may terminate this agreement with 14 days' written notice if goals are not being met or the budget is exhausted.

SIGNATURES:

City Representative _____

FCHS Representative _____

	Yes	No
Emergency	_____	_____
First Reading	_____	_____
Second Reading	_____	_____
Third Reading	_____	_____
Suspension	_____	_____

RESOLUTION 2026-28

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER SUPPLY REVOLVING LOAN ACCOUNT ON BEHALF OF THE CITY OF WAUSEON FOR DESIGN OF DRINKING WATER FACILITIES AND DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon seeks to complete water system improvements, including failing infrastructure; and

WHEREAS, the City of Wauseon intends to apply for Water Supply Revolving Loan Account Fund (WSRLA) for the design of these water system improvements; and

WHEREAS, the Ohio Water Supply Revolving Loan Account requires the government authority to pass legislation for application of a loan and the execution of an agreement as well as designating a dedicated repayment source;

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City due to the need to obtain funds from the WSRLA as quickly as possible;

NOW THEREFORE, BE IT ORDAINED by the Council, City of Wauseon, Fulton County, Ohio as follows:

Section 1.

That the Mayor or her designee be and is hereby authorized to apply for a WSRLA loan, sign all documents for and enter into a Water Supply Revolving Loan Account with the Ohio Environmental Protection Agency and the Ohio Water Development Authority for construction of water system improvements on behalf of the City of Wauseon, Ohio.

Section 2.

That the dedicated source of repayment will be water funds.

Section 3.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner, Mayor

Shane Chamberlin
President of Council

Attest: _____
Brandi Galbraith
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director

	Yes	No
Emergency	_____	_____
First Reading	_____	_____
Second Reading	_____	_____
Third Reading	_____	_____

RESOLUTION 2026-29

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED; AND DECLARING AN EMERGENCY

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the City of Wauseon is planning to make capital improvements to Glenwood Ave between Parkview St. and E. Linfoot St.

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs; and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because of the impending deadline for submitting the application;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Wauseon, Fulton County, Ohio, as follows:

Section 1.

That the Mayor or her designee be, and hereby is, authorized to apply to the OPWC for funds as described above.

Section 2.

That the Mayor or her designee is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Section 3.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner, Mayor

Shane Chamberlin, President of Council

Attest: _____
Brandi Galbraith
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director

	Yes	No
Emergency	_____	_____
First Reading	_____	_____
Second Reading	_____	_____
Third Reading	_____	_____
Suspension	_____	_____

RESOLUTION 2026-30

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A WRITTEN REQUEST TO THE FULTON COUNTY BOARD OF COMMISSIONERS ASKING THAT THEY HOLD A JOINT MEETING WITH THE ELECTED OFFICIALS FROM ENTITIES WHOSE FIRE DEPARTMENTS PROVIDE EMS SERVICES IN THE COUNTY TO DISCUSS THE COUNTYWIDE EMS PROGRAM; AND DECLARING AN EMERGENCY

WHEREAS, the Fulton County Board of Commissioners (“Commissioners”) are not required under either the Ohio Constitution or the Ohio Revised Code to provide EMS services to Fulton County; and

WHEREAS, although not required to do so, the Commissioners have voluntarily decided to operate their own countywide EMS program; and

WHEREAS, the Commissioners do not provide EMS services directly to the citizens of the county through operation of County-owned facilities and equipment, and its own EMS employees, but contract with the seven entities in the County with fire departments, including the City of Wauseon, to provide such services; and

WHEREAS, the Commissioners also contract with a department in the State of Michigan, and a department in Lucas County, for EMS services; and

WHEREAS, the Commissioners have limited the funding they have made available under the contracts to funds provided through a five-year countywide levy for EMS services placed on the ballot by the Commissioners; and

WHEREAS, the current EMS contracts between the City of Wauseon and the Commissioners expire December 31, 2026; and

WHEREAS, the Commissioners have not yet provided the City of Wauseon draft contracts for the period commencing January 1, 2027, for review by the City of Wauseon; and

WHEREAS, the Commissioners have preliminarily indicated that the funding provided to the City of Wauseon from the EMS levy will be in the approximate amount of \$650,000; and

WHEREAS, the amount of \$650,000 constitutes a substantial reduction of the amount previously provided to the City under the current contracts and is insufficient to cover the reasonable costs incurred by the City in providing EMS services; and

WHEREAS, the amount of tax revenue paid under the levy by taxpayers living in the area for which the Wauseon Fire Department provides EMS services is approximately \$1.125 million.

WHEREAS, the Commissioners have yet to hold a joint meeting of the elected officials from the seven towns under contract with the Commissioners to provide EMS services to discuss the apportionment of funds from the levy and other EMS related issues; and

WHEREAS, the Commissioners have not yet provided any models, calculations, or other reasoned bases substantiating the proposed apportionment of levy proceeds among the county's seven entities providing EMS services in the county; and

WHEREAS, City Council believes that it is in the best interest of the Commissioners, each of the seven communities that provide EMS services in the county, and the taxpayers of the county, that the Commissioners conduct a joint meeting involving the Commissioners and the seven county entities currently under contract with the Commissioners to provide EMS services (and their fire/EMS leadership) to review levy revenue, billing revenue, contract amounts, mutual aid, event coverage, provider operating costs, and other related EMS matters; and

WHEREAS, the Mayor should be authorized to request such a meeting in writing to the Commissioners; and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because the EMS contracts will expire at the end of the year and it is necessary to leave sufficient time to conduct the joint meeting(s) and allow for meaningful discussion and negotiation thereafter and before the end of the year;

NOW THEREFORE, BE IT ORDAINED by the Council, City of Wauseon, Fulton County, Ohio as follows:

Section 1.

That the Mayor is hereby authorized to send a written request to the Commissioners seeking a joint public meeting involving the Commissioners and the seven county entities currently under contract with the Commissioners to provide EMS services (and their fire/EMS leadership) to review levy revenue, billing revenue, contract amounts, mutual aid, event coverage, provider operating costs, and other related EMS matters.

Section 2.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner, Mayor

Shane Chamberlin
President of Council

Attest: _____
Brandi Galbraith
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director