
Regular Council Meeting



Agenda

6:00 PM February 13, 2025

Teri Murphy, Mayor

Council Members:

Ora Allen..... At-Large
Donald Burchett..... At-Large
Mike Daugherty..... Ward 1
Dave Miller..... Ward 2
Shirley Whitt..... Ward 3
Jeanette Marcus..... Ward 4

Michael Davis, City Manager
Martina Dillon, Law Director

Payne Recreation Center • 3800 Main Street, Moraine, OH 45439

I. Regular Meeting Call to Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Approval of Minutes
 - 1. Special Council Meeting Minutes - January 23, 2025
 - 2. Regular City Council Meeting Minutes - January 23, 2025
- D. Special Presentations - None

II. Reports from the Following

- A. Finance Committee
- B. Finance Director
 - 1. January 2025 Finance Director Report
- C. Committee of the Whole
- D. City Manager
 - 1. City Manager's Report - February 13, 2025
- E. Law Director
- F. Mayor
 - 1. Mayor's Court Monthly - Dec 2024

III. Guest Speakers - None

IV. Business

(Anyone wishing to raise a question about any piece of legislation listed on this agenda will have three (3) minutes at this time. All other topics to be addressed to Council will be heard later in this meeting.)

Ordinances

- 2175-25 An Ordinance to make supplemental appropriations for current expenses and other expenditures of the City of Moraine, State of Ohio for the period January 1, 2025 to December 31, 2025.
- 2176-25 An Ordinance to make supplemental appropriations for current expenses and other expenditures of the City of Moraine, State of Ohio for the period January 1, 2025 to December 31, 2025.
- 2177-25 An Ordinance amending Moraine Codified Ordinance Chapter 149 ("Merit System Commission") to incorporate updated Merit System Commission Rules and Regulations therein.

Resolutions

- 8123-25 A Resolution appointing Karen Powell to the position of Clerk of Council.
- 8127-25 A Resolution authorizing the City Of Moraine to accept the proposal of Sourcewell

(formerly NJPA) for the purchase of one (1) 2028 E-One Cyclone M100 Aerial Ladder Quint at a total cost of \$1,705,095.00.

- 8128-25 A Resolution declaring the items listed on the attached 2025 list to be surplus and no longer needed for municipal purposes and authorizing the City Manager to dispose of such items through GovDeals Auction or donation to a non-profit organization or thru a trade-in program.

V. Persons Appearing Before Council

VI. Any Other Business

VII. Executive Session

VIII. Adjournment

RECORD OF PROCEEDINGS

Minutes of City Council

Held January 23, 2025

Special Meeting Call to Order

Meeting called to order 4:32 PM.

Roll Call

Teri Murphy	Mayor	Present
Donald Burchett	At-Large	Absent
Ora Allen	At-Large	Present
Mike Daugherty	Ward 1	Present
Dave Miller	Ward 2	Present
Shirley Whitt	Ward 3	Present
Jeanette Marcus	Ward 4	Absent

Staff Members Present: City Manager Michael Davis; Acting Finance Director Lora Perry; Public Information Officer Aaron Vietor; Clerk of Council Karen Powell

Mrs. Allen moved to excuse the absences of Ms. Marcus and Mr. Burchett.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Ora Allen
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

Business

Finance Director Interviews

Discuss and interview a candidate for Finance Director in Executive Session.

Any Other Business - None

Executive Session

Mrs. Whitt requested an Executive Session for matters pertaining to the employment of a public employee with no business to follow; Mrs. Allen seconded the motion.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

The Special Council meeting adjourned into Executive Session at 4:32 PM.

Mayor Murphy reconvened the Special Council meeting at 5:50 PM.

Adjournment

Meeting adjourned at 5:50 PM.

RECORD OF PROCEEDINGS

Minutes of City Council

Held January 23, 2025

Regular Meeting Call to Order

Regular Council Meeting Call to Order at 6:00 PM.

Roll Call

Teri Murphy	Mayor	Present
Donald Burchett	At-Large	Absent
Ora Allen	At-Large	Present
Mike Daugherty	Ward 1	Present
Dave Miller	Ward 2	Present
Shirley Whitt	Ward 3	Present
Jeanette Marcus	Ward 4	Absent

Staff Members Present:

City Manager Michael Davis	Law Director Martina Dillon
Police Chief Craig Richardson	Fire Chief Traci Kuzminski
Acting Finance Director Lora Perry	Street Superintendent Chris Dunn
Build. Maint. Superintendent Rocky Bangert	City Engineer Lauren Alvarado
City Planner Nick Sorice	Public Information Officer Aaron Vietor
Parks and Recreation Director Brent Shane	Clerk of Council Karen Powell
Build. & Zoning Admin. Brent Carpenter	

Mrs. Allen moved to excuse the absences of Ms. Marcus and Mr. Burchett.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Ora Allen
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

Pledge of Allegiance

Mayor Murphy led the Pledge of Allegiance.

Request by Law Director to modify the agenda and move Resolution 8123-25 to beginning of agenda for vote

Law Director Martina Dillon asked Council to approve amending the agenda to move Resolution 8123-25 appointing Karen Powell as Clerk of Council to the beginning of the agenda in order to administer the Oath of Office.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

The Oath of Office was administered to Ms. Powell.

8123-25 A resolution appointing Karen Powell to the position of Clerk of Council

No vote was taken.

Approval of Minutes

RECORD OF PROCEEDINGS

Minutes of City Council

Held January 23, 2025

City Council Minutes - January 9, 2025

Mayor Murphy asked if there were any changes or corrections to the January 9, 2025, Regular Council meeting minutes. Hearing none, the minutes were approved as submitted.

Special Presentations - None

Reports from the Following:

Finance Committee

No report.

Finance Director

Mrs. Perry said a press release is coming out stating that the Finance Department and the City of Moraine has received the GFOA Award of Excellence for financial statements in 2023. She said this is the 38th year in a row that the Finance Department and the City of Moraine have received this award. She said she appreciates the hard work of the Finance Department staff and the employees of the City of Moraine who go out of their way to make sure to follow the rules and regulations.

Committee of the Whole

Mr. Miller said there was a Committee of the Whole meeting after the last regular meeting on January 9, 2025, and there will be one tonight following this meeting.

City Manager

City Manager's Report - January 23, 2025

Mr. Davis stated he had nothing beyond his written report.

Law Director

Ms. Dillon requested to have three pieces of legislation added to the meeting agenda. They are as follows:

Request to add resolution 8124-25 to the agenda

Ms. Dillon explained this Resolution is to repeal a Resolution from a prior meeting of Council and deals with the legislation for the Ohio Department of Transportation (ODOT) to conduct resurfacing. She said the City Engineer requested that some of the language be revised. She said the revision does not change the material substance of the prior legislation.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Ora Allen
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

Request to add resolution 8125-25 to the agenda

Ms. Dillon said this Resolution authorizes the engagement of McMahon Degulis LLP as special legal counsel to provide assistance to the City with respect to environmental matters, specifically

RECORD OF PROCEEDINGS

Minutes of City Council

Held January 23, 2025

negotiation of a site access agreement.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Teri Murphy
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

Request to add resolution 8126-25 to the agenda

Ms. Dillon noted this Resolution authorizes travel for the Mayor.

Mayor Murphy confirmed for Council that although legislation was passed in 2024 for Council travel in 2025, that Resolution did not cover this particular travel event.

Ms. Dillon stated MCO 121.04 reads that Council must approve travel by resolution, but since this event was not spelled out in the previous legislation, overnight travel has to be approved by resolution.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Mike Daugherty
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

Request to add resolution 8122-25 to the agenda

Ms. Dillon reported this Resolution approves the Montgomery County Hazard Mitigation Plan. She said per the City Manager, Montgomery County requested this agreement be submitted by the end of January 2025, which is why a request to add this Resolution to the agenda is being made.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

Mayor

Mayor Murphy recognized Carl Suchomel who has been with the Miami Valley Communications Council (MVCC) since 1994. She said Mr. Suchomel is a certified drone pilot and he has helped create awesome images of Moraine from the sky. She said Mr. Suchomel will be retiring from MVCC at the end of the month, and on behalf of Council she wishes him the best of luck in his retirement.

Guest Speakers - None

Business

Ordinances - None

Resolutions

RECORD OF PROCEEDINGS

Minutes of City Council

Held January 23, 2025

8120-25 A resolution authorizing the City Manager to enter into an agreement with the Montgomery County Microfilming Board for services and supplies for 2025

Mrs. Allen explained that this Resolution authorizes an annual agreement for microfilming services for the Police Division and records storage for the City of Moraine.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Ora Allen
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

8121-25 A resolution authorizing the City Manager to accept the proposal of Tim Lally Chevrolet, Inc. for the purchase of two (2) Chevy Tahoe motor vehicles at state bid pricing for use by the Police Division in the amount of \$98,244.00

Mrs. Whitt stated this Resolution approves the purchase of two Chevy Tahoe vehicles and is a 2025 budgeted item.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

8122-25 A resolution approving the Montgomery County Natural Hazard Mitigation Plan

Mr. Daugherty said this legislation endorses and adopts the Montgomery County Natural Hazard Mitigation Plan as the Stafford Act mandates in order for the state to receive funding in case of disaster.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Mike Daugherty
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

8124-25 A resolution to repeal Resolution No. 8101-25, adopted on January 9, 2025, and replace said Resolution No. 8101-25 with the current Resolution No. 8124-25 authorizing the Ohio Department of Transportation to undertake resurfacing of specified roadway within the City of Moraine and known as the MOT 741-8.38 Resurfacing Project (PID NO. 111539)

Mr. Miller acknowledged that some information in Resolution No. 8101-25 was inaccurate, and this Resolution replaces Resolution No. 8101-25.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Dave Miller
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

8125-25 A resolution approving the engagement of McMahon Degulis LLP as special legal counsel to provide legal services to the City in connection with environmental matters

Mrs. Whitt stated that the City of Moraine's previous environmental attorney, Chris Walker, has

RECORD OF PROCEEDINGS

Minutes of City Council

Held January 23, 2025

retired, and this Resolution authorizes the City to contract Attorney Lee Slone of McMahon Degulis LLP to assist the City with a Site Access Agreement in right of way matters.

RESULT: Passed (*Yes 5, No 0, Abstained 0*)
MOVER: Shirley Whitt
AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: None

8126-25 A resolution authorizing specified travel for the Mayor

Mr. Daugherty commented that this Resolution will allow Mayor Murphy to attend the 20th Anniversary Gala by the China General Chamber of Commerce in New York.

RESULT: (*Yes 4, No 0, Abstained 1*)
MOVER: Mike Daugherty
AYES: Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt
NAYS: None
ABSTAIN: Teri Murphy

Persons Appearing Before Council - None

Any Other Business

Fire Department - No report.

Police Department - No report.

Building and Maintenance Department - Rocky Bangert stated that he appreciated the Council's support and the opportunity for his new role as superintendent of Building Maintenance with the City of Moraine.

Street Department - No report.

City Planner - No report.

Building and Zoning Administrator - No report.

City Engineer - No report.

Parks and Recreation Director - No report.

Acting Finance Director - No report.

City Manager - No report.

Law Director - No report.

Clerk of Council - No report.

COUNCIL REPORTS

Mrs. Allen congratulated Mr. Bangert on his promotion.

Mrs. Whitt congratulated Mr. Bangert on his promotion. She thanked Mr. Dunn and the Street

RECORD OF PROCEEDINGS

Minutes of City Council

Held January 23, 2025

Department employees for keeping the streets clean during bitter cold temperatures. She welcomed Ms. Powell as the new Clerk of Council.

Mr. Miller congratulated Ms. Powell on her appointment as the new Clerk of Council, Mr. Bangert on his promotion to superintendent, and Mrs. Perry and the Finance Department on receiving the annual GFOA award.

Mr. Daugherty reiterated congratulations and expressed his appreciation to Mr. Bangert, Ms. Powell, and Mrs. Perry. He said he is excited to move forward in 2025. He stated he is part of the Master Parks Plan Steering Committee. He said a meeting was held last week and things are coming along very well. He stated the Steering Committee members are excited about the direction the City of Moraine will be moving over the next ten years. He said the committee should have a presentation for Council by the end of April 2025.

Mayor Murphy congratulated Mr. Bangert and Mrs. Perry and the Finance Staff. She welcomed Ms. Powell. She thanked City Staff for working in the extreme cold temperatures, and she thanked the Street Department for all of their hard work. She thanked the Miami Valley Communications Council for broadcasting this meeting live as well as any future rebroadcasts.

Executive Session - None

Adjournment

Meeting adjourned at 6:19 PM.

City of Moraine

Finance Department



To: Mayor & City Council

From: Lora Perry, Acting Finance Director

Date: February 6, 2025

Subject: January 2025 Finance Director Report

Summary

This is the beginning of a new fiscal year for the City and January was a positive month. Our revenue collections continue to be doing well. The 2025 budget includes a number of investments in projects and equipment where several of these items have already been started. We look forward to another strong year for the City and we carry out our services and improvements in the community.

For January, our fund balances decreased by \$217,633. For the year, we have decreased our fund balances \$217,633.

Finance Department Notes

The Finance Department is preparing for a busy income tax collection season. February will mark the beginning of the busy time for tax filing season with returns and requests for extensions due on April 15.

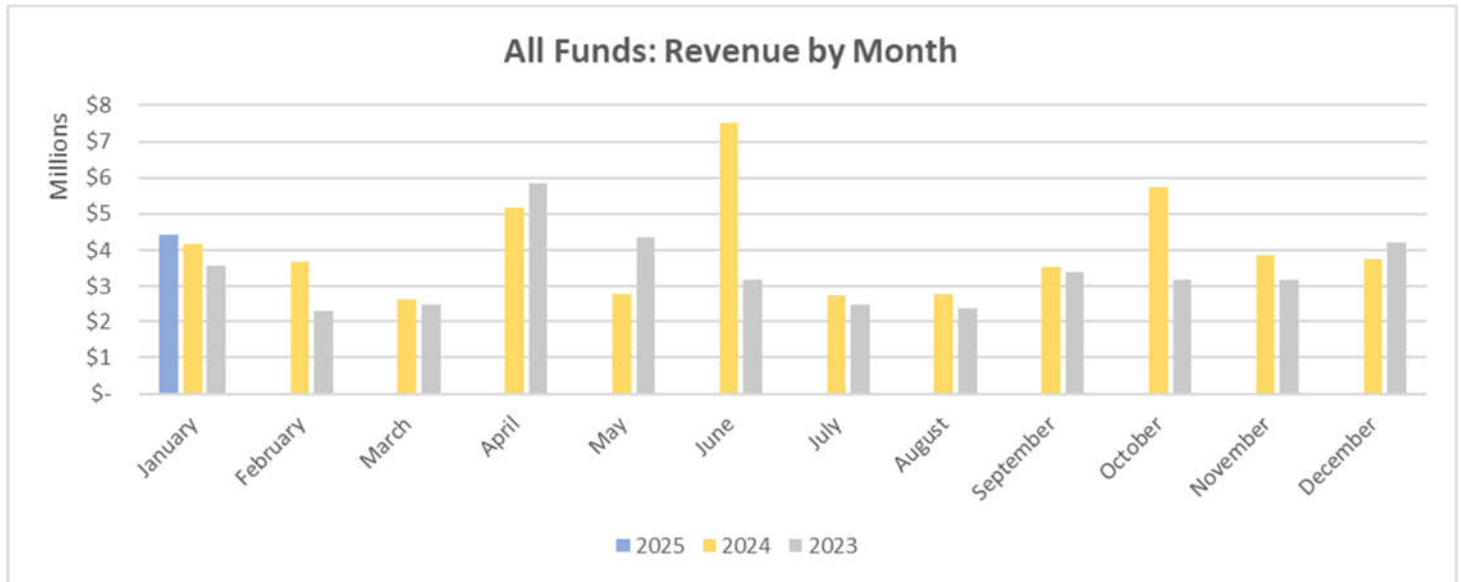
Due to the construction of the City Building, we are unable to assist with walk-ins. Documents can be sent by mail, email or uploaded to the online filing site. If you have any questions, call 937-535-1026 or email incometax@moraineoh.org. If you would like to file online or upload your documents: <https://www.mitstaxonline.com/moraine/>. Forms and information are available on the City website: <https://ci.moraine.oh.us/taxes/>.

The Finance staff are gearing up to start the 2024 audit and Annual Comprehensive Financial Report. This will be ongoing for several months.

ALL FUNDS

JANUARY 2025

MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY CATEGORY (GROSS)	CURRENT		COLLECTED		
	MONTH	YEAR TO DATE	2025 BUDGET	UNDER / (OVER)	COLLECTED
Local Taxes	\$ 4,006	\$ 4,006	\$ 1,350,975	\$ 1,346,969	0%
Income Taxes	2,040,029	2,040,029	26,906,250	24,866,221	8%
State Shared Taxes & Fees	67,734	67,734	906,000	838,266	7%
Special Assessments	-	-	586,365	586,365	0%
Intergovernmental Aid	-	-	330,100	330,100	0%
Charges for Services	63,548	63,548	505,000	441,452	13%
Civic Center	1,554	1,554	17,500	15,946	9%
Payne Recreation Center	13,795	13,795	58,250	44,455	24%
Fines & Forfeitures	23,958	23,958	319,400	295,442	8%
Miscellaneous Receipts	851,276	851,276	5,183,100	4,331,824	16%
Interfund Transfers	1,372,800	1,372,800	12,370,000	10,997,200	11%
Total	\$ 4,438,699	\$ 4,438,699	\$ 48,532,940	\$ 44,094,241	9%

REVENUE COLLECTIONS – ALL CITY FUNDS

Net Revenue: After removing interfund transfers, January’s Net Revenue was \$2,789,483. For the year, we have experienced a 9% increase in revenues compared to this point in 2024.

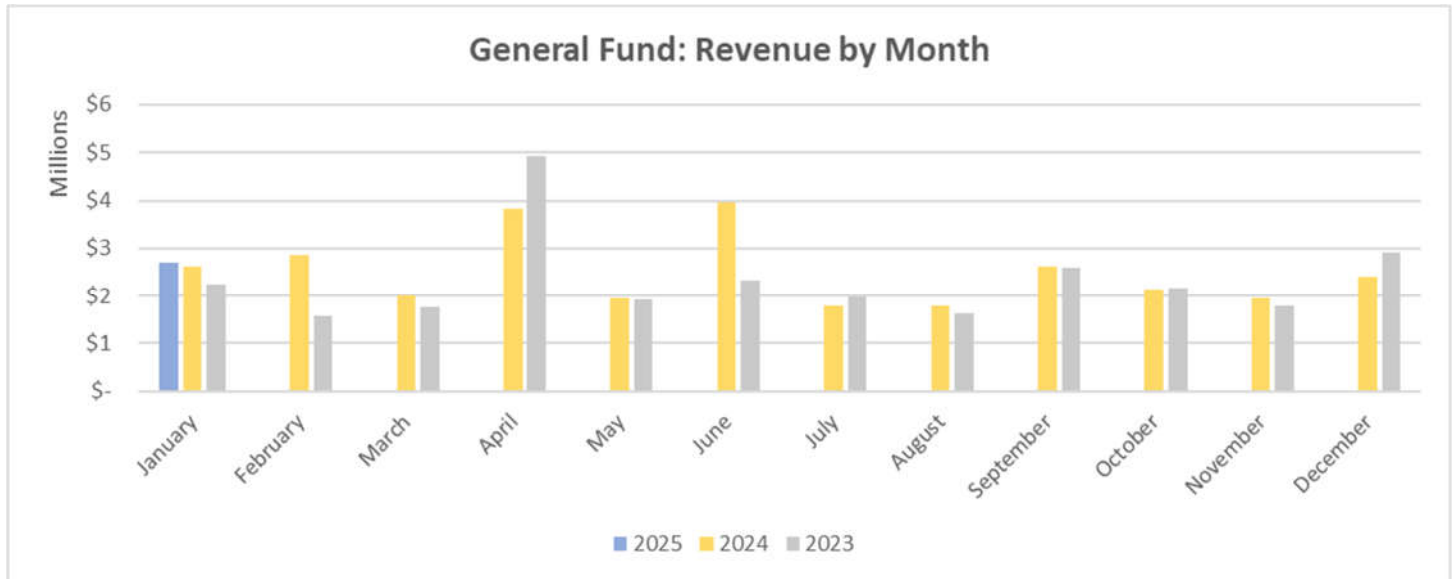
Current Revenues: Through January, our net revenue collections for the year are at the target of 8%. The General Fund is higher than expected due to proceeds of the sale of City property.

Interfund Transfers: Transfers for this month are higher due to encumbering several large projects in the Capital Improvement Fund. Fund balance transfers were made to accommodate the larger orders that have been placed for equipment and several building projects.

GENERAL FUND

JANUARY 2025

MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY CATEGORY (GROSS)	CURRENT		COLLECTED		
	MONTH	YEAR TO DATE	2025 BUDGET	UNDER / (OVER)	COLLECTED
Local Taxes	\$ 4,006	\$ 4,006	\$ 714,525	\$ 710,519	1%
Income Taxes	2,040,029	2,040,029	26,906,250	24,866,221	8%
State Shared Taxes & Fees	14,239	14,239	143,500	129,261	10%
Special Assessments	-	-	5,365	5,365	0%
Intergovernmental Aid	-	-	3,000	3,000	0%
Charges for Services	63,548	63,548	504,000	440,452	13%
Fines & Forfeitures	23,958	23,958	319,400	295,442	8%
Miscellaneous Receipts	561,726	561,726	1,464,500	902,774	38%
Total	\$ 2,707,504	\$ 2,707,504	\$ 30,060,540	\$ 27,353,036	9%

REVENUE COLLECTIONS – GENERAL FUND

Charges for Services: This category includes EMS receipts from Fire Department runs that can be billed to insurance. This revenue is higher than budgeted due to a high volume of EMS runs.

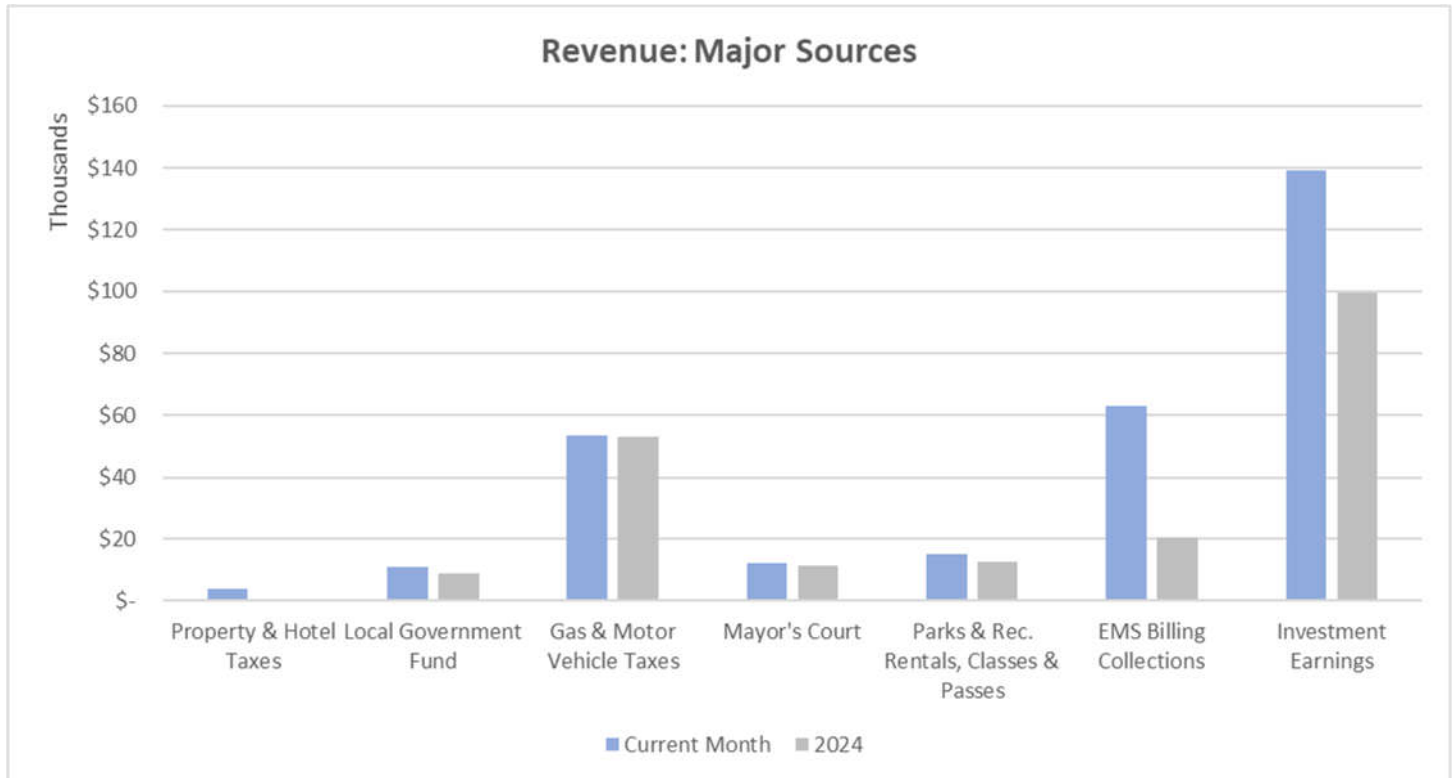
Fines & Forfeitures: This category includes Commercial Building Permits that are on target for the month.

Miscellaneous Receipts: In January, we received payment for a property the City sold.

MAJOR SOURCES

JANUARY 2025

MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY TYPE	CURRENT		COLLECTED		
	MONTH	YEAR TO DATE	2025 BUDGET	UNDER / (OVER)	COLLECTED
Property & Hotel Taxes	\$ 4,006	\$ 4,006	\$ 979,725	\$ 975,719	0%
Local Government Fund	10,900	10,900	113,000	102,100	10%
Gas & Motor Vehicle Taxes	53,495	53,495	727,500	674,005	7%
Mayor's Court	12,018	12,018	180,000	167,982	7%
Parks Rentals, Classes & Passes	15,095	15,095	69,000	53,905	22%
EMS Billing Collections	63,068	63,068	500,000	436,932	13%
Investment Earnings	138,989	138,989	1,357,350	1,218,361	10%
Total	\$ 297,569	\$ 297,569	\$ 3,926,575	\$ 3,629,006	8%

REVENUE COLLECTIONS – MAJOR SOURCES

Gas & Motor Vehicle Taxes: For the last several years, these taxes have been consistent. For the year, we expected to receive about \$60,625 per month. January was below target at \$53,495.

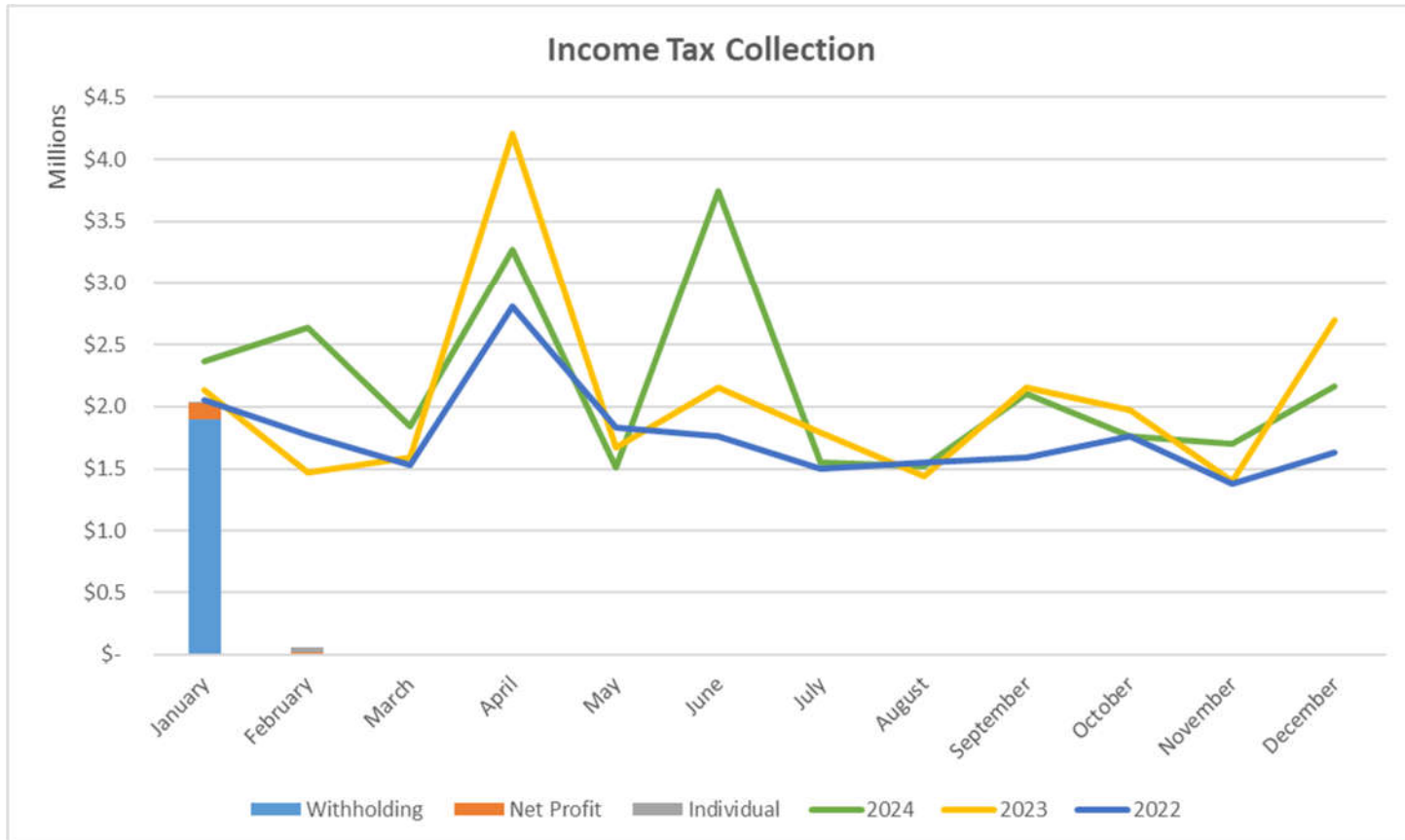
EMS Billing Collections: This revenue keeps increasing each year. Part of this is due to higher call volumes and part of it is due to higher payments by insurance providers. We have collected 13% of our expected budget.

Investment Earnings: Interest earnings are higher than budgeted because of large amount of interest received. We have collected 10% of our expected budget. As rates continue to be steady.

INCOME TAX

JANUARY 2025

MONTHLY REVENUE COLLECTIONS VS. BUDGET



REVENUES BY TYPE	CURRENT		COLLECTED		
	MONTH	YEAR TO DATE	2025 BUDGET	UNDER / (OVER)	COLLECTED
Electric Co. Income Tax	\$ -	\$ -	\$ 1,000	\$ 1,000	0%
Income Tax Refunds	(56,605)	(56,605)	(700,000)	(643,395)	8%
Income Taxes	2,096,633	2,096,633	27,605,250	25,508,617	8%
Total	\$ 2,040,029	\$ 2,040,029	\$ 26,906,250	\$ 24,866,221	8%

REVENUE COLLECTIONS – INCOME TAX

2024 Collections: For the year, we are below our revenue budget by 1%. We have collected \$2,096,633 and budgeted for \$2,401,711 through January.

Net Profit: Through January, we usually collect 5% of our expected Net Profit taxes. So far, we have collected 2% of the gross expected taxes. For the year, we are below our net budget amount by 3%.

Withholding: Through January, we usually collect 10% of our expected Withholding taxes. So far, we have collected 9% of the gross expected taxes. For the year, we are below our net budget amount by 1%.

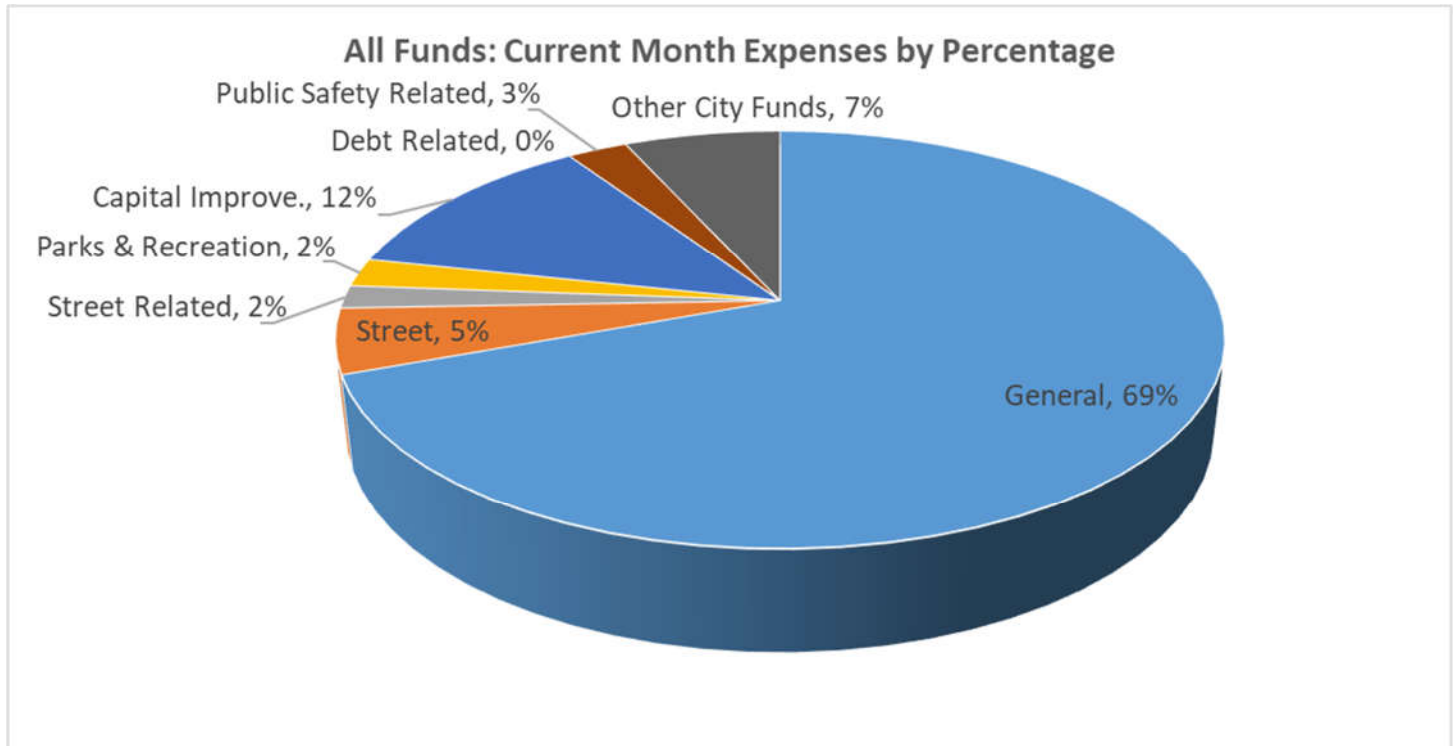
Individual: Through January, we usually collect 11% of our expected Individual taxes. So far, we have collected 6% of the gross expected taxes. For the year, we are below our net budget by 5%.

Refunds: Through December, we processed \$56,605 Refunds. For the year, we are below our net budget by 1%.

ALL FUNDS

JANUARY 2025

MONTHLY EXPENSES VS. BUDGET



EXPENSES BY FUND/TYPE	CURRENT MONTH	YEAR TO DATE	2025 BUDGET	AVAILABLE BALANCE	% EXPENSES TO BUDGET
General Fund	\$ 3,231,964	\$ 3,231,964	\$ 31,561,579	\$ 24,990,191	10%
Street Fund	232,692	232,692	2,565,154	2,148,304	9%
Street Related Funds	82,373	82,373	1,208,577	816,332	7%
Parks & Recreation Fund	102,938	102,938	1,587,913	1,205,081	6%
Capital Improvement Fund	568,991	568,991	12,849,286	6,310,402	4%
Debt Related Funds	-	-	1,011,700	13,000	0%
Public Safety Related Funds	121,654	121,654	1,483,780	1,349,526	8%
Other City Funds	315,719	315,719	5,510,781	3,685,240	6%
Total	\$ 4,656,331	\$ 4,656,331	\$ 57,778,770	\$ 40,518,077	8%

EXPENSES – ALL FUNDS

Net Expenses: After interfund transfers, our Net Expenses for January were \$3,007,115. For the year, we have experienced a 53% increase in expenses compared to this point in 2024.

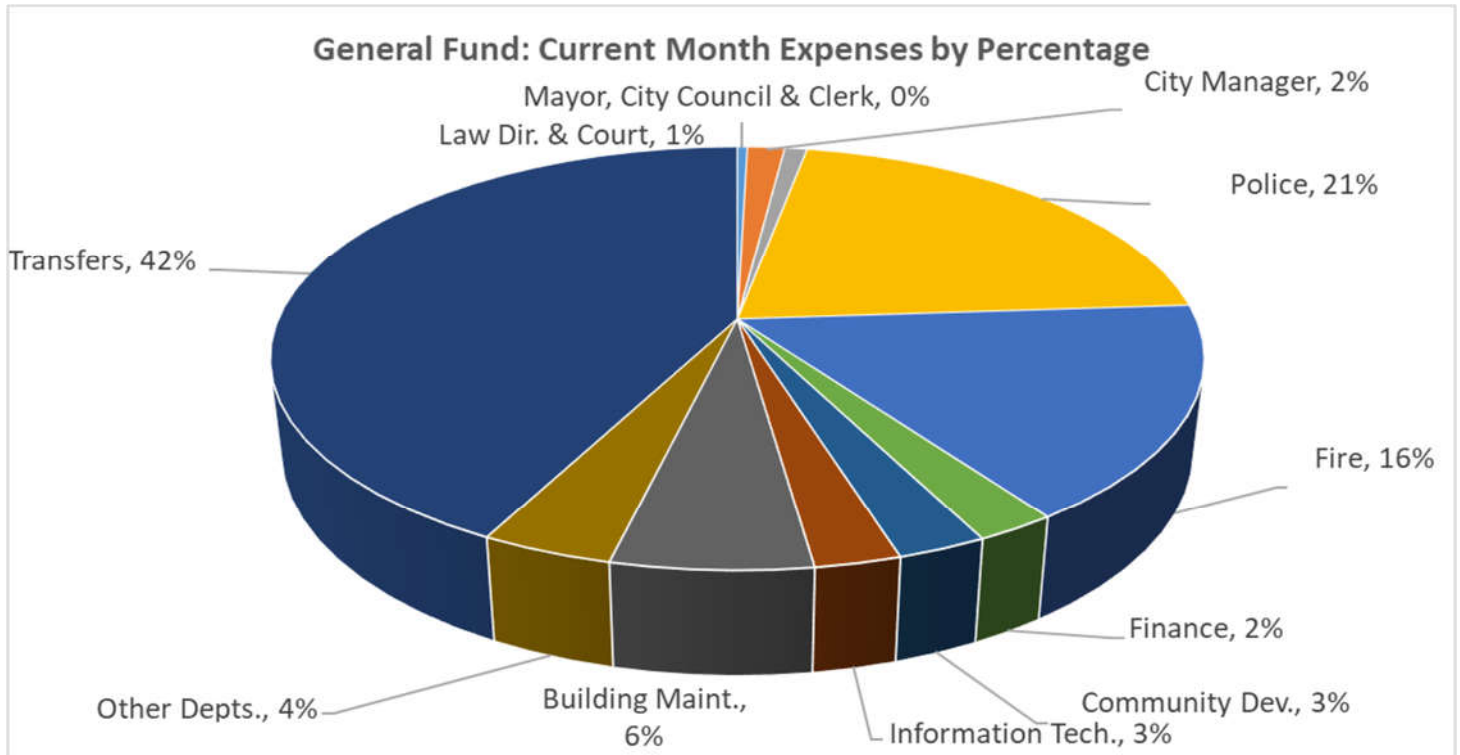
Large Expenses: In January we made several large payments for Workers' Compensation premium, vehicles for multiple departments.

Budget Review: It is early in the budget year and we will continue to evaluate current year budget needs. As the year progresses, we will start seeing more payments for projects and equipment detailed in the Capital Improvement Plan.

GENERAL FUND

JANUARY 2025

MONTHLY EXPENSES VS. BUDGET



EXPENSES BY DEPARTMENT	CURRENT		2025		AVAILABLE	% EXPENSES
	MONTH	YEAR TO DATE	BUDGET	BALANCE	TO BUDGET	
Mayor, City Council & Clerk	\$ 13,373	\$ 13,373	\$ 237,511	\$ 183,279	6%	
City Manager & Info. Center	49,941	49,941	680,257	493,956	7%	
Law Director & Clerk of Courts	29,820	29,820	440,393	235,292	7%	
Police	679,895	679,895	6,296,178	5,043,499	11%	
Fire	529,021	529,021	4,735,957	3,986,745	11%	
Finance	76,539	76,539	931,563	731,272	8%	
Community & Economic Dev.	84,811	84,811	1,120,643	838,623	8%	
Information Technology	81,464	81,464	1,220,249	510,870	7%	
Building Maintenance	189,576	189,576	1,868,214	1,327,819	10%	
Other Departments	124,724	124,724	2,030,613	1,011,636	6%	
Transfers	1,372,800	1,372,800	12,000,000	10,627,200	11%	
Total	\$ 3,231,964	\$ 3,231,964	\$ 31,561,579	\$ 24,990,191	10%	

EXPENSES – GENERAL FUND

Budget Status: The General Fund is at the expense target for this time of the year.

Transfers: Transfers are slightly above target. However, large transfers were made to the Capital Improvement Fund to cover the purchases of several large equipment items and several building projects. When that equipment is received and the projects are completed, payments will be made out of the fund as necessary.

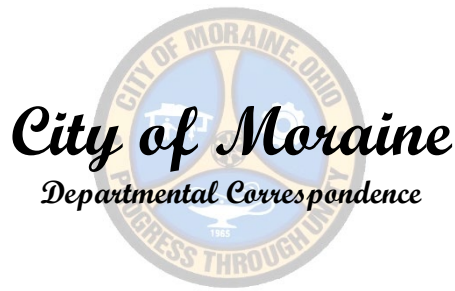
FUND BALANCES & CASH FLOW

JANUARY 2025

MONTH END BALANCES BY FUND



FUND	YEAR BEGIN BALANCE	MONTH BEGIN BALANCE	MONTH CHANGE BALANCE	MONTH END BALANCE	YEAR TO DATE CHANGE
General	\$ 44,743,031	\$ -	\$ (524,460)	\$ 44,218,570	\$ (524,460)
Street	287,303	-	76,063	363,366	76,063
State Highway	459,370	-	(24,071)	435,300	(24,071)
Parks & Recreation	227,480	-	172,976	400,457	172,976
Cemetery	96,875	-	(1,264)	95,611	(1,264)
Motor Vehicle License Tax	45,792	-	(5,604)	40,188	(5,604)
Enforcement & Education	72,551	-	212	72,764	212
Mayor's Court Computer	90,557	-	(6,525)	84,032	(6,525)
Clerk of Court Computer	60,372	-	(3,984)	56,388	(3,984)
Economic Development	484,336	-	95,488	579,823	95,488
Capital Improvement	5,969,408	-	71,009	6,040,417	71,009
Vance Darroch Project	57,381	-	-	57,381	-
Debt Service	187,127	-	465	187,592	465
Tax Increment Financing	48,682	-	121	48,803	121
Home Improvement Loan	700,563	-	1,740	702,303	1,740
City Garage	360,161	-	-	360,161	-
Miscellaneous Trust	45,654	-	100	45,754	100
Police Pension	52,200	-	1,826	54,027	1,826
Fire Pension	61,067	-	(1,524)	59,543	(1,524)
Insurance Reserve	1,464,773	-	2,480	1,467,253	2,480
Health Insurance	521,563	-	(73,009)	448,554	(73,009)
Federal Law Enforcement	42,290	-	105	42,395	105
State Law Enforcement Training	46,112	-	115	46,227	115
Drug Law Enforcement Trust	43,933	-	109	44,042	109
Local Fiscal Recovery	435,657	-	-	435,657	-
OneOhio Opioid Settlement	113,560	-	-	113,560	-
Total	\$ 56,717,797	\$ -	\$ (217,633)	\$ 56,500,165	\$ (217,633)



TO: Mayor
City Council

FROM: Michael Davis, City Manager

DATE: February 10, 2025

SUBJECT: City Manager's Report

1) City Manager

- a) I attended the County Business First Executive committee meeting on January 24, 2025. The discussion included contract renewal at the end of 2025.
- b) On January 28, 2025, the City was presented with an award for achieving the largest amount of enrollment growth in the Ohio Public Employees Deferred Compensation program. The plaque was presented to the HR Administrator Brittany Runnels and me. Congratulations to Mrs. Runnels on implementation and advocacy work.
- c) I attended a meeting at the County Auditor's office with City Planner Nicke Sorice and West Carrollton Treasurer Ryan Slone to discuss past and current property values related to the TIF.
- d) Also, I attended two development meetings related to residential interest and commercial development.
- e) The Vance Road property was sold last week.

2) Parks and Recreation

- a) Preparation for the Easter Egg Hunt is underway with 7 age groups and 21 prize baskets.
- b) Staff met to discuss the 2025 Star Spangled Boom event. Since most of the major items are determined, their focus consists of inflatable selections, games, food trucks, other activities and vendors. The local band, Stranger, will be performing at the event.
- c) Director Brent Shane reported that 15 trees were ordered to give away to participants of the Arbor Day event on April 25, 2025, and food will be available for sale by Schmidt's Sausage food truck.
- d) New disc golf baskets have been ordered for Deer Meadow Park. Staff are in the preliminary stages of planning a disc golf tournament for this year.

3) Planner

- a) Site plan discussions continue with a national retail and distribution development at 2770 E. River Road.
- b) On February 11, 2025, Mr. Sorice met with David Wilson, a subcontractor for the Entryway Sign Project, regarding Phase 1 (the east side of the City).

- c) The contract is signed with webCemeteries for the upgraded software and digitalization of Ellerton Cemetery.

4) Police

- a) January 26: A large number of vehicles were reported broken into overnight. An investigation is ongoing.
- b) January 28: Investigators are working on a check fraud case where the suspects are stealing mail, washing checks and cashing them.

The midnight shift patrol caught three suspects in a stolen vehicle at Walmart. These suspects were also associated with previous reported vehicle break-ins. The officers and detectives served numerous search warrants and recovered large quantities of stolen items from all over the region. Ongoing investigation.

- c) January 30: A stolen vehicle from Englewood fled from a traffic stop. Officers pursued but terminated due to dangerous speeds. Ongoing investigation.

A vehicle was stolen from Dryden Road in December and was recovered in Tipton Indiana. No arrests have been made. The investigation is ongoing.

- d) January 31: Fatal crash on Springboro Pike near Dorothy Lane due to a vehicle roll-over crash. The incident is still under investigation.
- e) February 2: Shots fired on Orange and Pensacola led to one fatality and one critically injured. There were numerous suspects who fled the area. Detectives are identifying the others involved. On February 5, detectives identified additional suspects from the shooting. Detectives went to Kentucky and interviewed and detained a subject who had knowledge of the crime. The suspect's vehicle was seized as evidence and towed back to Moraine for processing.
- f) February 5: A stolen vehicle was recovered at Walmart. Ongoing investigation.
- g) Chief Richardson met with the Kettering City Schools Transportation Department regarding the recent bus crash.
- h) Tahoes were picked up at Tim Lally and will be outfitted by KE Rose.
- i) Interviews were conducted for officer and cadet vacancies.
- j) There were 12 calls for service at Walmart, 11 calls on I-75 and 6 calls at Kroger.

Bi-Monthly Report

To: Michael Davis, City Manager
From: Traci Kuzminski, Fire Chief
Date: February 6th, 2025
Subject: Activity Report

The Fire Division responded to a total of 251 incidents from January 12, 2025-February 1st, 2025.

EMS/ Fire & Rescue –

- Division Responded to 8 Fires
- Division Responded to 13 Motor Vehicle Incidents
- Division responded to 131 EMS Incidents
- Division responded to 38 Fire Alarm/Detector Activations
- Division Responded MA 33 times
- Division Responded to 28 all other calls

Long-term projects/issues:

- New Medic ordered. Still Waiting
- P & R has finished Audit of Tornado Sirens, recommend replacing 2, waiting on parts
- Received new Staff truck, waiting to outfit it

Full time hiring/promotions:

- 3 Full Time positions open-3 currently going through process

Lieutenant Promotion-Lt. process opened, testing on March 6th.

Part time hiring:

- We have 6 part time personnel currently on the roster.

Short term projects/issues:

- Beginning phase of Station 30 Bathroom remodel-On hold

Number of Inspections/Re-Inspections:

- 25 Inspections
- 1-Fire Investigation
- Knox boxes checked

Meetings:

- Meeting with Chief Payne for Lt Assessment Center-1/22/25
- MMRS Planning Meeting-2/5/25

Other:

- Surgical Cric Training
- Ice Rescue Training
- Building Construction Training
- Suppression Systems Training
- Spring Cleaning started

MAYORS' COURT MONTHLY STATEMENT TO COUNCIL

Fines and Other Monies Collected or Received
Rev. Code Sec. 733.40

To the Council of The City of Moraine Ohio:

The following is a full statement of all fines, forfeitures, and costs in ordinance cases and all fees collected by me, or which have in any manner come to my hands, or which are due me as Mayor, Chief of Police or other officer of the city and any other fees and expenses which have been advanced out of the city treasury, and all monies received by me as Mayor for the use of the city and paid over by me to the Treasury of the city as required by law.

Prepared: February 4, 2025

BALANCING FOR MONTH OF: DECEMBER 2024

BOND ACCOUNT

Balance retained in Bond Account Beginning:	12/1/2024	\$	10,196.00
Amount received and deposited - CASH		+	117.95
Amount received and deposited - SURETY		+	6,537.00
Less amount returned to Defendants		-	8,070.95
Less amount retained in Bond Account (end of month)		-	8,289.00
Additions, Subtractions or Changes, etc.		+/-	0.00
EQUALS BONDS FORFEITED		\$	491.00

MAYOR'S ACCOUNT

Fines & Court Costs

Amount received and deposited	\$	11,672.69
Monthly reimbursement to City for Kett "LEAF"	(-)	0.00
Additions, Subtractions or Changes, etc.	+/-	0.00
EQUALS GROSS REVENUE		\$ 12,163.69

DISBURSEMENTS

Mo. Co. Booking Fees	Check #	3990	235.19
Police Dept Traffic School ACCT# 101-0600-40603	Check #	~	-
IDAM-Ind Drvrs Alc Mntr (15%) - Kettering \$\$	Check #	3991	66.60

Computer Fund:

B4 12-13-18 Computer Fund (CF) ACCT# 301-0800-40820 \$ 5.00

12-13-18 & AFTER	Mayor's Court CF	208-0800-40820	174.00		
	Clerk of Court CF	209-0800-40820	116.00	Check #	3992
					295.00

Treasurer of State:

Victims of Crime	\$	482.00		
IDSF-Ind Def Support Fund (50%)		1,356.00		
CJDE - Crim Just Drug Enf Fund (35%)		155.40		
Expungements		30.00		
Child Restraint		63.00		
Seatbelt Fines		-		
Attorney General Reimbursement		30.00	Check #	paid on-line
				\$ 2,116.40

City-General Fund: Acct# 101-0600-40601

ADTS - Admin T/School Fee	\$	-		
City Fines		9,450.50		
Miscellaneous Fees		-		
Parking Tickets		-		
Truck Fund Overweights		-		
Witness Fees		-		
Kettering Fees		-	Check #	3993
				\$ 9,450.50

An Ordinance to make supplemental appropriations for current expenses and other expenditures of the City of Moraine, State of Ohio for the period January 1, 2025 to December 31, 2025.

Department: Finance

Request: Action Item

Summary:

It is necessary to make one adjustment to appropriations. More revenue will be needed to cover expenses in the Parks & Recreation Fund and in the Economic Development Grant Fund.

RECORD OF ORDINANCES

Ordinance No. **2175-25**

Passed **February 13, 2025**

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MORaine, STATE OF OHIO FOR THE PERIOD JANUARY 1, 2025 TO DECEMBER 31, 2025.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:

SECTION #: 1

That after due review and consideration, it has been determined that it is in the best interest of the City of Moraine to provide for the following supplemental appropriations as listed:

101	GENERAL FUND			
	Department	Personnel Services	Operating Expenses	Appropriation
	TRANSFERS TO OTHER FUNDS		\$ 500,000	\$ 500,000
			Total Appropriations	\$ 500,000
			Total Supplemental Appropriations	\$ 500,000

SECTION #: 2

That this ordinance being a supplemental appropriation, shall take effect immediately upon passage, pursuant to Section 4.9 of the City of Moraine, Ohio charter.

Memo to Moraine Council

Upon reviewing the City's year end fund balances, projected revenues and Council appropriated expenditures for 2025, it is necessary to make one adjustment to appropriations. More revenue will be needed to cover expenses in the Parks & Recreation Fund and in the Economic Development Grant Fund. No fund may have an appropriation higher than its available resources.

This revenue will need to come from the General Fund in the form of a transfer, thus it is necessary to increase General Fund expenses by \$500,000. An additional \$150,000 will need to be transferred from the General Fund to the Parks & Recreation Fund and an additional \$350,000 from general fund to the Economic Development Grant Fund.

Most of the revenue for these two funds already comes from General Fund transfers. One factor creating the need for additional revenue to Parks & Recreation is that the City Hall renovations have forced staff to move to the recreation center, causing a loss in rental and event income for 2025. New projects added to the Economic Development budget have facilitated the need for more dollars transferred to that fund.

An Ordinance to make supplemental appropriations for current expenses and other expenditures of the City of Moraine, State of Ohio for the period January 1, 2025 to December 31, 2025.

Department: Community Development

Request: Action Item

Summary:

The Ohio Department of Transportation (ODOT) project for the resurfacing of SR 741 from the bridge over Norfolk Southern railroad to the IR 75 ramps within the City of Moraine will commence in the summer of 2025 instead of the summer of 2026 that we originally thought. The project will be awarded on 6/23/25 and it will be constructed approximately from 8/1/25 to 9/30/25. The funds for this capital improvement project are currently budgeted for 2026 and will need to be moved to 2025.

RECORD OF ORDINANCES

Ordinance No. **2176-25**

Passed **February 13, 2025**

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MORaine, STATE OF OHIO FOR THE PERIOD JANUARY 1, 2025 TO DECEMBER 31, 2025.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:

SECTION #: 1

That after due review and consideration, it has been determined that it is in the best interest of the City of Moraine to provide for the following supplemental appropriations as listed:

301 CAPITAL IMPROVEMENT FUND			
Department		Capital Expenses	Appropriation
ENGINEER		\$ 192,000	\$ 192,000
		Supplemental Appropriations	\$ 192,000
		Total Supplemental Appropriations	\$ 192,000

SECTION #: 2

That this ordinance being a supplemental appropriation, shall take effect immediately upon passage, pursuant to Section 4.9 of the City of Moraine, Ohio charter.



CITY OF MORaine DEPARTMENTAL CORRESPONDENCE

DATE: January 21st, 2025

TO: Michael Davis, City Manager

FROM: Lauren Alvarado, City Engineer

SUBJECT: MOT 741-8.38 Resurfacing Project (PID NO. 111539)

The Ohio Department of Transportation (ODOT) project for the resurfacing of SR 741 from the bridge over Norfolk Southern railroad to the IR 75 ramps within the City of Moraine will commence in the summer of 2025 instead of the summer of 2026 that we originally thought. The project will be awarded on 6/23/25 and it will be constructed approximately from 8/1/25 to 9/30/25. The funds for this capital improvement project are currently budgeted for 2026 and will need to be moved to 2025.

The project is funded at 80% of the construction cost by ODOT and requires the remaining 20% to be funded by the City. The City's expected portion of this project is \$192,000.00.

I recommend that supplemental appropriation and required legislation be drafted to add the \$192,000 to the Ohio Department of Transportation Urban Paving, State Route 741 North capital budget.

An Ordinance amending Moraine Codified Ordinance Chapter 149 (“Merit System Commission”) to incorporate updated Merit System Commission Rules and Regulations therein.

Department: Clerk of Council

Request: Action Item

Summary:

While there is no requirement that the Merit System Commission (MSC) Rules be codified in the Moraine Codified Ordinances (MCO), codification was done at MCO 149. Since the MSC Rules have been appropriately revised by the MSC and to keep the MCO and MSC rules consistent, this matter is to be added to the next COW meeting for discussion and for Council to adopt legislation incorporating the October 2024 revised MSC rules into MCO 149.

RECORD OF ORDINANCES

Ordinance No. **2177-25**

Passed **February 13, 2025**

AN ORDINANCE AMENDING MORaine CODIFIED ORDINANCE CHAPTER 149 (“MERIT SYSTEM COMMISSION”) TO INCORPORATE UPDATED MERIT SYSTEM COMMISSION RULES AND REGULATIONS THEREIN.

WHEREAS, Charter Section 7.3 authorizes the Merit System Commission to adopt rules “for determination of merit and fitness as the basis for appointment and promotion in the services of the City...”; and

WHEREAS, the Merit System Commission has duly revised the Merit System Commission Rules and Regulations codified at Moraine Codified Ordinance Chapter 149 (“Merit System Commission”), and Council desires to incorporate said revised and updated Merit System Commission Rules and Regulations into Chapter 149.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:

SECTION #1: That the current Merit System Commission Rules and Regulations codified at Moraine Codified Ordinances Chapter 149, a copy of which is appended hereto as **Exhibit A** are hereby repealed and replaced with the duly updated and revised Merit System Commission Rules and Regulations appended hereto as **Exhibit B**.

SECTION 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of this Ordinance to the City Manager and Clerk of the Merit System Commission.

Merit System Commission**149.01 Adoption of rules and regulations.****CROSS REFERENCES**

Creation, composition and terms - see CHTR. 7.7
 Duties - see CHTR. 7.8
 Classified service - see CHTR. 7.10, 7.12
 Unclassified service - see CHTR. 7.11, 7.13
 Civil Service Law - see Ohio R.C. Ch. 124
 Civil Service Commission - see Ohio R.C. 124.40

149.01 ADOPTION OF RULES AND REGULATIONS.**TABLE OF CONTENTS****PREAMBLE**

- RULE 1 - Application of rules.**
- RULE 2 - Definition of terms.**
- RULE 3 - Organization and administration of the Commission.**
- RULE 4 - Duties of the Commission.**
- RULE 5 - Duties of Examiners.**
- RULE 6 - Classification of service.**
- RULE 7 - Application for employment.**
- RULE 8 - Notice of exams.**
- RULE 9 - Conduct of examination.**
- RULE 10 - Promotional examinations.**
- RULE 11 - Eligible lists.**
- RULE 12 - Appointments in the classified service.**
- RULE 13 - Probationary period.**
- RULE 14 - Temporary appointment.**
- RULE 15 - Additional requirements for the Police Division.**
- RULE 16 - Additional requirements for the Fire Division.**
- RULE 17 - Additional requirements for Building and Park Maintenance Division.**
- RULE 18 - Additional requirements for the Street Division.**
- RULE 19 - Appeals.**
- RULE 20 - Reports.**
- RULE 21 - Papers, property of the Commission.**

EDITOR'S NOTE: The Rules and Regulations contained in Chapter 149 were adopted by Ordinance 1574-05, passed March 24, 2005. Subsequent amendments to Ordinance 1574-05 will be indicated by legislative histories placed at the end of the affected sections.

PREAMBLE

The following rules and regulations of the Merit System Commission of the City of Moraine are hereby adopted pursuant to the authority conferred upon said Commission by Article VII, Section 7.3 of the Charter of the City of Moraine, Ohio, and in accordance with the Constitution of the State of Ohio. The Merit System Commission rules will also comply with applicable provisions in the Ohio Revised Code and Ohio Administrative Code. Where the MSC rules and regulations are silent, Ohio civil service laws will govern. The general law applying to civil service remains in full force and effect for classified employees.

RULE 1**APPLICATION OF RULES**

Section 1: All previous rules for the classified service of the City of Moraine, and for employment and promotion therein, are hereby voided; provided, however, that nothing herein contained shall affect any examination held, or any grading had thereunder, or any eligible list theretofore formed, and every eligible list duly formed under previous regulations shall in all respects be deemed to be formed under these rules, and to be an eligible list for the position specified.

Section 2: These rules may be amended, repealed, supplemented, or new rules adopted by a majority vote of the Commission; provided, however, that no new rules, amendment, repeal, or supplement to an existing rule may be adopted at the meeting at which it was originally proposed and shall not be considered for final adoption except at a duly noticed meeting held at least seven (7) days after the original proposal.

Section 3: The present title, seniority and service rights of any employee occupying a position in the classified service to which he/she was appointed prior to the adoption of these rules, shall not be affected by the adoption of these rules.

RULE 2**DEFINITION OF TERMS**

Section 1: The terms as used in these rules and regulations have the meaning normally associated with terminology used in the civil service provisions of the Revised Code as supplemented by the City Charter of the City of Moraine and various sections of these rules.

Section 2: Where using these rules and regulations, the following terms shall mean:

- (a) Appointing Authority: The City Manager shall appoint and/or remove all officers and employees of the City in the classified service except those within the Departments of Finance and Law as provided in the Charter of the City of

Moraine. The officers and employees in these departments shall be appointed or removed by the respective director.

- (b) Classified Service: Those positions which are filled by competitive examination, and which are under the jurisdiction of the Merit System Commission.
- (c) Commission: Commission refers to the Merit System Commission of the City of Moraine.
- (d) Demotion: The act of placing an employee, at the request of the appointing authority or such employee, in a vacant or new position, the classification for which is assigned a lesser salary than the classification previously held.
- (e) Eligible List: The names of persons eligible for appointment to classified service. (Less than three eligible constitutes an incomplete list for an open competitive examination.)
- (f) Layoff: Defined in Section 124.321, Ohio Revised Code.
- (g) Merit System: The civil service provisions of the City of Moraine in accordance with the City Charter and the Ohio Revised Code, Chapter 124.
- (h) Open Competitive Examination: An examination open to anyone, whether already employed in the City service or not, who meets the minimum qualifications established for a given classification or position.
- (i) Position: Any specific employment or job calling for the performance of certain duties, and for the exercise of certain responsibilities by an individual.
- (j) Probationary Period: The period of time at the beginning of an original appointment, or immediately following a promotion, which constitutes a trial or testing period for the employee during which he/she may be terminated (in the case of original appointment) or reduced (in the case of promotion.)
- (k) Promotion: Placing an employee in a new or vacant position with new and increased responsibilities and a higher pay range.
- (l) Promotional Examination: An examination open only to persons already employed in the City service in specified classes or meeting specified qualifications, given for the purpose of determining eligibility for promotion to a higher position.
- (m) Reduction: A change in the classification held by an employee to one having a lower base pay or a lower number in a classified series, or any decrease in compensation for an employee.
- (n) Removal: Dismissal from duty for the following reasons: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, misfeasance, malfeasance, nonfeasance.
- (o) Suspension: Temporary loss of employment (without pay) as a disciplinary measure. Appealable by the employee if in excess of three (3) working days.
- (p) Temporary Appointment: Appointment for a limited period of time, fixed by the appointing authority and approved by the Commission, for a period not to exceed six (6) months.

RULE 3

ORGANIZATION AND ADMINISTRATION OF THE COMMISSION

Section 1: The Merit System Commission shall consist of five (5) members who are electors of the City of Moraine. Members shall be appointed for a term of two (2) years and until their successors have been appointed and qualified. Appointment terms will be staggered. The regular term of any member shall begin on the first of January of each year.

Section 2: At the first regular meeting held each year, the Commission shall elect one of their members as Chairperson for the ensuing year. It shall be the duty of the Chairperson to call such meetings as are necessary to transact the business and affairs of the Commission, to preside at all meetings of the Commission, to sign the minutes and formal actions taken by the Commission.

The Commission shall also elect a Vice-Chairperson who will act in the place of the Chairperson upon his/her absence.

Section 3: The Commission shall appoint a Secretary. The Secretary shall, under the supervision of the Commission, keep the minutes of all meetings and record all official actions of the commission in a book kept for that purpose; prepare and deliver notices and communications to the Commission, prepare and provide the appointing authority with eligible lists; maintain the records and files of the Commission; handle such correspondence as the Commission shall determine; and shall perform such other duties as may be required by the Commission.

Section 4: Three (3) members of the Commission shall constitute a quorum at a Commission meeting and it shall require the affirmative vote of a majority of the members present to adopt any motion or resolution.

RULE 4

DUTIES OF THE COMMISSION

Section 1: It shall be the duty of the Commission to determine the merit and fitness of candidates for positions within the classified civil service of the City of Moraine; supervise all examinations held under these rules; and certify the candidates who meet the qualifications for applicable positions.

Section 2: The Commission shall have the power to appoint such examiners, consultants, clerks, secretaries or stenographers as they deem necessary, and for which funds are provided by City Council.

Section 3: The Commission shall keep minutes of its meetings and maintain necessary records and files to carry out its responsibilities. The Commission shall make an annual report to the City Council, due in January of the following year, detailing its activities during the previous year.

Section 4: The Commission shall hear the appeal of employees who have completed the required probationary period in the classified service from the action of the Manager or other officer relative to reductions in pay or position, job abolishment, layoffs, suspensions in excess of three (3) working days, removals, and assignment or reassignment to a new classification, except that members of bargaining units must appeal under the terms established by their respective contracts. The Commission may affirm, disaffirm, or modify the decision of the Manager or other officer. The decision of the Commission shall be final.

Section 5: The Commission shall have other powers, duties and functions that are conferred upon it by the general law applying to civil service.

RULE 5

DUTIES OF EXAMINERS

Section 1: It shall be the duty of any examiner selected by and under the supervision of the Commission to prepare or provide the examinations for appointments or promotions in the classified service of the City, supervise the administering and evaluation of such examinations and perform such other duties as the Commission may designate or as may be necessary. The Commission shall approve an examination's format prior to the examination being given.

RULE 6

CLASSIFICATION OF SERVICE

Section 1: In accordance with the provisions of Article VII of the Charter of the City of Moraine, the Merit System Commission has jurisdiction over those positions that are in the classified merit service.

Section 2: The Classified Service shall include only the following full-time employees of the municipality:

- (a) Members, including officers, of the following departments and divisions:
 - i. Division of Streets
 - ii. Division of Park and Building Maintenance
 - iii. Department of Public Safety
- (b) Specifically excluded from the classified service are the following positions within the above departments and divisions:
 - i. Chiefs and Deputy Chiefs
 - ii. Directors and Assistant Directors
 - iii. Clerks, Secretaries and Receptionists
 - iv. Unsworn Community Services Officer
 - v. Superintendents and their assistants.

Section 3: The unclassified service shall include:

- (a) All officers elected by the people
- (b) All part-time and seasonal personnel
- (c) All positions not specifically included by the Charter in the classified service

RULE 7

APPLICATION FOR EMPLOYMENT

Section 1: Applicants for positions in the classified merit service shall be submitted by the applicant upon blank forms prescribed and furnished by the Commission, and at times specified by the Commission.

Section 2: Applications shall be required to provide all requested information in a complete and truthful nature.

Section 3: Applications, applicant qualifications, testing procedures, eligibility tests, and other procedures under these rules shall be received and/or established without regard to race, color, religion, national origin, sex, ancestry, political affiliation, or disability by the Commission or its examiners. Applicants may be asked to provide information for the sole purpose of maintaining equal employment opportunity statistics, but requests for this information will not identify the specific individual. Failure by an applicant to provide such data will not affect his/her status for the position.

Section 4: The Commission may refuse to examine, qualify, or certify as eligible after examination any applicant who:

- a) Does not possess the knowledge, skills, or abilities necessary to effectively perform the essential duties of the vacant position; with or without reasonable accommodation;
- b) Has made a false statement of material fact on the application form or other documents or materials submitted in connection with the application and selection process, or in the course of any interview or other portion of the selection process;
- c) Has committed or attempted to commit a fraudulent act at any stage of the selection process;
- d) Is an individual who is not a U.S. citizen and is not legally permitted to work in the United States; or
- e) Failed to comply with an order for payment of child support in the State of Ohio or another state.
- f) Is addicted to the habitual use of intoxicating liquors or drugs
- g) Has been dishonorably discharged from any military service obligation
- h) Has been convicted of a felony or involved in serious misconduct

Section 5: Applications must be filed with the Commission during office hours and at its official business address in accordance with the legal notice for examination and shall be considered completed at the time of filing.

Section 6: Any person who resigns under charges, or who has been dismissed for just cause, shall not, without special vote of the Commission, be reappointed, or readmitted to examinations for any position in the City's classified merit service for two (2) years from the date of such dismissal or resignation.

RULE 8

NOTICE OF EXAMS

Section 1: Notice of competitive examinations to be held shall be advertised in at least one (1) newspaper of general circulation in the City of Moraine on two (2) occasions, at least three (3) weeks prior to such examinations by the posting of appropriate bulletins at the municipal building, in the headquarters of the department offering the promotion, and at other locations as determined by the Commission.

Section 2: Notice of promotional examinations to be held shall be announced at least two (2) weeks prior to such examinations by the posting of appropriate bulletins at the municipal building, in the headquarters of the department or division offering the promotion, and at other locations as determined by the Commission.

RULE 9

CONDUCT OF EXAMINATION

Section 1: Examinations shall be conducted under the supervision and direction of the Commission, or its contracted agents. Applicants who desire to participate in a written examination under this Rule shall pay a fee, established by the Merit System Commission, and payable with the submission of the application packet. Said fee shall be payable to the City of Moraine. Applicants for appointment to the Fire Division may also be required to pay other fees associated with the conducting of a CPAT (Candidate Physical Ability Test) as part of their evaluation. The actual conduct of the examinations shall be free from interference, participating, or influence of the appointing authority, or of any other person. At least one member of the Commission is preferred to be present and/or its appointed secretary shall be present when an exam is administered.

Section 2: Examinations shall be designated to test the fitness and qualifications of applicants to discharge the duties of the position being filled. Examinations may include an evaluation of such factors as listed in Section 124.23 of the Ohio Revised Code. No questions in any examination shall relate to the race, color, religion, sex, national origin, ancestry, political affiliation or convictions.

Section 3: The content of each examination shall be based upon the duties, knowledge, skills and abilities of the position as noted in the position description.

Section 4: The schedule of subjects and weights shall be fixed by the examiners or experts hired for such purpose, subject to the approval of the Commission. In conjunction with such scheduling, minimum-passing score shall likewise be determined and approved.

Section 5: Each component of an examination shall be assigned a predetermined percentage ranking by the examiner or expert hired for such purpose, subject to the approval of the Commission.

Section 6: In original appointment examinations, an applicant with previous service in the Armed Forces as defined in Section 124.23 of the Ohio Revised Code, who has been honorably discharged or transferred to the reserves with proof of satisfactory service, shall upon presenting such certificate of honorable discharge or confirmation of transfer, be given credit for 20% of his/her total grade. Credit for military service will only be given if the applicant attains a passing grade on the examination.

Section 7: Before proceeding to answer the questions in an examination, each applicant shall fill out and sign an identification sheet, giving his or her name and address and such other information as may be required, and to seal the same in an official envelope bearing an identification number. All examination papers turned in by a candidate shall bear the same number at the top as appears on the envelope containing the identification sheet. Any examination paper bearing the name of an applicant or any other identification mark other than the number indicated above shall be rejected and the candidate so notified.

At the close of the examination, the envelopes shall be placed in a sealed package. The package shall not be opened until the examiner has provided a list of scores identified only by the identification numbers. In the presence of a member of the Commission, the package will be opened upon receipt of the list of scores. The Commission member and the appointed secretary will then match names and identification numbers for the purpose of establishing an eligible list.

Section 8: Where the Commission has determined that fitness and qualifications of applicants are best evaluated with a combination of a written test and a physical agility test or assessment center, the Commission may either:

- (a) Make passage of the written test a prerequisite to taking the physical agility test or assessment center, modifying this Rule 10, Section 6, to facilitate grading and notification of pass/fail prior to administration of the physical agility test or assessment center.
- (b) Conditionally certifying as eligible those applicants who pass the written test, subject to verification of qualifications, with appointments further subject to passage of the physical agility test which may be included in any post-offer, pre-placement physical examinations.

Section 9: After completion of an examination and the establishing of an eligible list, each candidate will be advised by mail by the Secretary of the Commission of the results of his or her examination, and if applicable, his or her relative standing on the eligible list.

RULE 10

PROMOTIONAL EXAMINATIONS

Section 1: Vacancies in positions above the lowest grades in the classified service, that are not filled by transfer, reinstatement, or reduction, shall be filled as far as practicable by competitive promotional examinations.

Section 2: No employee shall be eligible for promotion while they are serving a probationary period for another position.

Section 3: The probationary period for a promotion shall in all cases be twelve (12) months.

Section 4: Examinations for promotions shall be conducted under the control and direction of the Commission by such examiners as the Commission may designate. Such examination shall be conducted as set forth in Rules 8 and 9, and eligible lists for exams shall be established as set forth in Rule 11 with the following additions and/or exceptions. When the general rules regarding examinations and the sections of this rule conflict, the sections of this rule shall govern in the case of promotional examinations.

Section 5: Notice of promotional examination shall be by bulletins at least two (2) weeks prior to such examinations at the municipal building, and the department in which the promotion is being made, and in other locations as determined by the Commission, and shall indicate the required grade, rank, and qualifications for eligibility thereto. Applicants for promotional examinations shall make application to the Commission at least two (2) business days before the date for the examination.

Section 6: In any promotional examination, the applicant shall be examined by any combination of written, oral, physical, or skills demonstration testing as the Commission deems necessary to determine knowledge of the duties, responsibilities and requirements of the position to be filled, and his or her fitness and qualifications to discharge such duties and meet such requirements.

Section 7: When only one (1) person is eligible for promotion to fill a vacancy, and where consistent with these rules, he or she may be nominated to the Commission by the appointing authority and by a statement of facts may be promoted to the next higher grade after passing a non-competitive examination similar in scope, subject, and conditions as would have been prescribed in case of competition. In addition, if a current employee declines to participate in a closed, non-competitive or closed competitive examination, that employee is not eligible to take the open competitive examination that may be given.

- (a) In the event that no person qualifies for promotion, or in the event that one or more persons initially qualify for promotion but do not pass the promotional examinations noted in this section, then an open competitive examination will be administered.
- (b) If a current City employee does not pass a competitive or non-competitive promotional examination given for a vacant position, the employee is not eligible to take the open competitive examination that may be given to the public or to employees in the next lower rank for that vacant position.

Section 8: Applicants for promotional examinations may within ten (10) calendar days of the conclusion of the examination, file protests of any examination question or physical or skills demonstration test only on the grounds that a question or test does not fairly measure the duties, knowledge, skills and abilities of the position and the applicant's fitness and qualifications to discharge such duties and meet such requirements. Protests shall be filed on forms provided by the Commission. The Commission may take such action as it deems appropriate in regard to a protest. The decision of the Commission as to a protest shall be final and not subject to appeal.

RULE 11

ELIGIBLE LISTS

Section 1: Eligible lists shall be prepared under the supervision of the Commission, as the needs of the service may require, for each position in the classified service from the candidates who have attained at least the minimum passing score on the competitive examination, and in the order of merit and fitness as determined by a numerical ranking of such scores.

Section 2: In the event two (2) or more applicants receive identical scores on open- competitive examinations, priority shall be afforded to that person whose application was filed first. Seniority in the service shall determine the relative rankings on promotional examinations when identical scores exist.

Section 3: The term of an eligibility list of original and promotional appointment in the classified service shall be fixed at one year from the date of adoption; provided, however, that upon the recommendation of the appointing authority, the Merit System Commission may extend the term of an eligibility list for an additional one (1) year period, not to exceed a total of two (2) years from the date of certification of an eligible list. Eligible lists may be cancelled prior to the expiration date of the list if fewer than ten (10) eligible candidates remain on the list.

Section 4: A person whose name has been released from a certified eligible list more than four (4) times to the same appointing authority for the same or similar positions may be removed the eligible list, provided that release for a temporary appointment shall not be counted as one such release.

Section 5: If fewer than ten (10) names remain on an eligible list and at the request of the appointing authority, the Commission may declare the list null and void. The Commission may then arrange for a new examination.

RULE 12

APPOINTMENTS IN THE CLASSIFIED SERVICE

Section 1: Every vacancy in the classified merit service not filled by reinstatement or reduction shall be filled by appointment from an eligible list established for the position, or as provided elsewhere within these rules.

Section 2: Original appointments. Whenever the City Manager requests an eligible list from the Commission for an original appointment to a position in the classified service, he/she shall specify the title, duties, and compensation for such position.

Section 3: The Commission shall, as soon as practical, release to the City Manager the names, addresses and grades of the ten (10) candidates standing highest on the eligible appointment list. The Commission can certify less than ten (10) names if ten names are not available. If fewer than ten (10) names are certified to the City Manager, appointment is not mandatory.

If more than one vacancy is to be filled, the Commission will release names to the City Manager as follows:

- (a) For 2 to 4 vacancies, fifteen (15) names will be released.
- (b) For 5 to 8 vacancies, twenty (20) names will be released.
- (c) For 9 to 12 vacancies, twenty-five (25) names will be released.
- (d) For 13 to 16 vacancies, thirty (30) names will be released.

The City Manager will fill the position by selecting one of the ten persons on the eligible list released by the Commission within thirty (30) days. The City Manager will follow the "rule of ten," meaning that when a group of ten (10) available applicants is considered, one from the group must be appointed. Starting at the top of the list, every person who is available but not permanently appointed must be considered four (4) times in a group of ten before the person's name can be dropped from further consideration by the City Manager.

If additional names are included on the certification eligible list, the City Manager can consider additional persons, only if one or more persons in the original certification is unavailable or fails to reply to notice of certification.

Section 4: If an eligible person certified for appointment fails to accept an offer of appointment within four (4) business days of receipt of the notice of appointment, then such eligible person shall be deemed to have declined the appointment for that position, and the name of such applicant shall be moved to the bottom of the eligible list. All such offers of appointment shall be conditioned upon successful completion of any medical examination necessary to determine if the applicant is physically able to perform the essential functions of the job as well as criminal background and reference checks. If, however, it shall be shown to the satisfaction of the commission, within thirty (30) days after giving such notice that the person was unavailable and, without fault on his or her part, prevented from accepting an appointment, then the name shall be restored to its original position on the eligible list.

Section 5: When the City Manager makes a temporary appointment, a competitive examination will be held within 120 days. The temporary appointee will be eligible to take the examination. A temporary employee acquires unclassified status until the competitive examination for that position is held.

Section 6: To be eligible to apply, all applicants shall possess a current motor vehicle operator's license in the State of Ohio.

Section 7: The City Manager or other designated officer shall not appoint, employ, or promote any employee in the classified service, or in any way change the official status of any employee, except in accordance with these rules and in compliance with Ohio law. No such appointment, employment, promotion or other change in status, made in contravention of any provision of these rules, shall be valid.

Section 8: Promotional Appointments. Whenever the City Manager requests a certification list from the Commission for a promotional appointment to a position in the classified service, he/she shall specify the title, duties, and compensation for such position.

RULE 13

PROBATIONARY PERIOD

Section 1: All original and promotional appointments shall be for a probationary period of twelve (12) months. No appointment or promotion is final until the appointee has satisfactorily served his or her probationary period. Such satisfactory performance shall be evidenced by probationary evaluations to be completed by the appropriate department head at the completion of six and eleven months of service.

Section 2: If work performance is deemed unsatisfactory, the appointee may be removed (in the case of an original appointment) or reduced (in the case of a promotion) at any time by appointing authority during the probationary period. Such appointees shall be notified in writing of the reasons for the unsatisfactory performance. The employee may not appeal a probationary removal to the Merit System Commission.

Section 3: No probationary period is required following a demotion.

Section 4: If an employee is not in active pay status for any period of time during the probationary period, then the time of such leave or inactive status is not counted as part of the probationary period. For the purpose of extending the probationary period, any leave of less than one (1) day will not be considered.

RULE 14

TEMPORARY APPOINTMENT

Section 1: Temporary appointments may be made by the City Manager for a limited period of time, fixed by the appointing authority not to exceed six (6) months and approved by the Commission, when there are valid reasons to do so for the efficient operation of the City as set forth in Ohio Revised Code Section 124.30. The City Manager may select any individual on the eligible list for permanent appointment to serve in a temporary position.

Section 2: Such temporary appointment shall not count as time served towards the completion of a probationary period, not confer any vested rights in a full-time position of the same title, grade or classification.

Section 3: Temporary appointments made pursuant to this section must be terminated within the time limit originally specified at the time of the appointment. No temporary appointment shall exceed six (6) months. Successive temporary appointments to the same position shall not be made under this section.

RULE 15

ADDITIONAL REQUIREMENTS FOR THE POLICE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for Police Officer positions within the Police Division shall, in addition to the general requirements of Rule 7, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be the age of 21 at the time of appointment, but cannot be 35 years of age or older at the time of the original appointment.
 - iii. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - iv. The applicant must pass a physical examination which complies with the Ohio Police & Fire Pension Fund rules and is conducted by a licensed physician no earlier than 30 days before appointment and no later than 7 days before employment begins.
 - v. The applicant must possess a valid Ohio Motor Vehicle Operator's License.
- (b) All applicants for the position within the Police Division of Police Cadet shall, in addition to the general requirements of Rule 7, meet the following requirements:
 - i. The applicant must possess a valid Ohio Motor Vehicle Operators' License.
 - ii. The applicant must be 18 years of age but no older than 19 years of age at the time of appointment to the Police Cadet position. As the Cadet Service is a training program, if a Cadet is not promoted to the rank of Patrol Officer, his/her employment shall end no later than 30 days following his/her 24th birthday.
 - iii. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than 7 days before employment begins.
 - iv. The applicant must be able to perform the essential functions of the position for which appointment is made, with or without reasonable accommodation.
- (c) All applicants for examination for the position within the Police Division of Dispatcher/Clerk shall, in addition to the general requirements of Rule 7, meet the following requirements:
 - i. The applicant must be capable of completing basic clerical tasks including, but not limited to using computer systems and software, basic record keeping, and filing.
 - ii. The applicant must be knowledgeable about basic police and fire procedures.
 - iii. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - iv. The applicant must be able to perform the essential functions of the position for which application is made, with or without reasonable accommodation.

Section 2: Promotions

- (a) On promotional examinations for the Police Division, applicants shall, in addition to passing their score on the written and/or practical examination, receive credit for seniority for any service with any political subdivision in the State of Ohio. Credit for seniority shall be as follows: one full percentage point (1%) of the total grade attainable shall be credited for the four full years of service; six-tenths percent (.6%) of the total grade attainable shall be credited for each full year of the next ten years of service. Points for service shall not exceed ten percent (10%) of the highest score attainable for any examination. No credit for seniority shall be added to an examination score unless the applicant achieves at least the minimum passing score on the examination without considering seniority credit.
- (b) For promotions in ranks above the position of Police Officer, the Commission shall certify to the City Manager the name of the person with the highest rating on the competitive promotional examination. Within 30 days from the certification of an individual for a promoted rank position in the Police Division, the City Manager must appoint the individual to the position.
- (c) Every Cadet, prior to entry into the Cadet Service, shall pass all requirements of the Patrol Officer Entrance Written Examination. A police cadet hired prior to his/her twentieth (20th) birthday, who has served eighteen (18) months

or more, may, upon recommendation by the City Manager, and without further examination, be appointed to the rank of Police Officer if a vacancy exists. Seniority shall govern an appointment if two or more cadets are eligible. As the Cadet Service is a training program, if a Cadet is not promoted to the rank of Patrol Officer, his/her employment shall end no later than 30 days following his/her 24th birthday.

- (d) Because of the specialized knowledge, skills and abilities required for respective supervisory personnel, the Police Division shall have the following additional requirements:
 - i. A Patrol Officer applying for a promotion in the Police Division must have at least three (3) years of continuous service in the Police Division in the City of Moraine in order to be eligible to take an examination for promotion to the position of Sergeant, or any other promoted position in the Police Division. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. If there are less than two (2) persons willing and eligible to compete in the next lower rank than the position to be filled, the Commission must allow persons holding positions in the next lower rank, who are eligible, to compete with the persons in the next lower rank than the position being filled.
 - ii. A Police Sergeant must have served at least one (1) year in grade to be eligible to take an examination for the position of Lieutenant.

RULE 16

ADDITIONAL REQUIREMENTS FOR THE FIRE DIVISION

Section 1: Applications/Entry Level

All applicants for examination for the position of Firefighter/Paramedic shall, in addition to the general requirements in Rule 7, meet the following requirements:

- (a) The applicant must be a high school graduate or possess a GED.
- (b) The applicant must possess a valid Ohio Motor Vehicle Operators' License.
- (c) The applicant must not be less than eighteen (18) years of age at the time of appointment, but cannot be 36 years of age or older at the time of the original appointment.
- (d) The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
- (e) The applicant must have passed a physical examination that complies with the Ohio Police & Fire Pension Fund rules and is conducted by a licensed physician no earlier than 30 days before appointment and no later than 7 days before employment begins.
- (f) The applicant must be an Ohio-certified paramedic and must meet the certification requirements for full-time firefighters as established by the State of Ohio prior to original appointment.

Section 2: Promotions

- (a) On promotional examinations for applicants in the Fire Division, applicants shall, in addition to their passing score on the written and/or practical examination, receive credit for seniority for full-time service in a municipal or civil service township Fire Division and, if applicable, service in the Armed Forces due to an interruption in service in a municipal or civil service township Fire Division. Credit for seniority shall be as follows: one full percentage point (1%) of the total grade attainable shall be credited for the first four full years of service; six-tenths percent (.6%) of the total grade attainable shall be credited for each full year of the next ten years of service. Points for service shall not exceed ten percent (10%) of the highest score attainable for any examination. No credit for seniority shall be added to an examination score, unless the applicant achieves at least the minimum passing score on the examination without considering seniority credit.
- (b) For promotions in ranks above the position of Firefighter/Paramedic, the Commission shall certify to the City Manager the name of the person with the highest rating on the competitive promotional examination. Within 30 days from the certification of an individual for a promoted rank position in the Fire Division, the City Manager must appoint the individual to the position.
- (c) Because of the specialized knowledge, skills and abilities required for supervisory personnel, the Fire Division shall have the following additional requirements for promotional testing:
 - i. Firefighter/Paramedic must have at least three (3) years of continuous service in the Department of Fire in the City of Moraine to be eligible to take an examination for promotion to the position of Fire Lieutenant. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. When filling vacancies immediately above the Firefighter rank, if there are less than two (2) persons willing and eligible to compete, the three (3) year eligibility requirement will not apply.
 - ii. When a vacancy exists in a promoted rank, other than the promoted rank immediately above the rank of Firefighter, the applicant must have served at least twelve (12) months in the rank from which the promotion is made in order to be eligible for the examination. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. If there are less than two (2) persons willing and eligible to compete in the next lower rank than the position to be filled, the Commission must allow persons holding positions in the next lower rank, who are eligible, to compete with the persons in the next lower rank than the position being filled.

RULE 17

ADDITIONAL REQUIREMENTS FOR BUILDING AND PARK MAINTENANCE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for the position of Maintenance Worker I shall, in addition to the general requirements in Rule 7, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.

- ii. The applicant must be at least eighteen (18) years of age at the time of the original appointment.
 - iii. The applicant must possess a valid State of Ohio Operator's license at the time of appointment.
 - iv. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - v. The applicant must have passed a physical examination, which is conducted by a licensed physician no earlier than 30 days before appointment and no later than seven (7) days before employment begins.
- (b) In the event that an open, competitive examination is held for the position of Maintenance Worker II or Maintenance Worker III, all applicants for the position shall, in addition to the general requirements in Rule 7, meet the following requirements:
- i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of the original appointment.
 - iii. The applicant must possess a valid State of Ohio Operator's license at the time of appointment.
 - iv. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - v. The applicant must have passed a physical examination, which is conducted by a licensed physician no earlier than 30 days before appointment and no later than seven (7) days before employment begins.

Section 2: Promotions

All candidates for examination for promotion to Maintenance Worker II or Maintenance Worker III shall, in addition to the general requirements in Rule 7, meet the following requirements:

- (a) The candidate must have completed at least one (1) year of service and not be in probationary status in his/her current designation to be eligible to take the promotional examination for Maintenance Worker II or Maintenance Worker III.
- (b) When a vacancy exists in a higher designation, in the event that only one (1) candidate in the next lower rank has served the required one (1) year of service in his/her current designation and is not in probationary status, then a non-competitive examination may be held.
- (c) In the event that no one in the next lower rank has served the one (1) year of service in his/her designation and/or candidates are in probationary status, or in the event that one candidate initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in current designation status requirement shall be waived. If this waiver does not produce at least two eligible candidates who are willing to compete, then a non-competitive examination may be held.
- (d) If the above-referenced waiver does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure will be followed by moving to successively lower designations until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.
- (e) In the event that no candidate qualifies for promotion, or in the event that one candidate initially qualifies for promotion but does not pass the non- competitive examination noted in this section, then an open competitive examination shall be administered.

RULE 18

ADDITIONAL REQUIREMENTS FOR THE STREET DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for the position of Semi-skilled Laborer shall, in addition to the general requirements in Rule 7, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must not be less than eighteen (18) years of age at the time of appointment at the time of the original appointment.
 - iii. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - iv. The applicant must possess a State of Ohio Operator's License at the time of appointment and must obtain State of Ohio Class B (or higher) Commercial Driver's license within the probationary period.
 - v. The applicant must have passed a physical examination, which is conducted by a licensed physician no earlier than 120 days before appointment and no later than one day before employment begins.
- (b) All applicants for examination for the position of Mechanic's Apprentice, Mechanic and/or Chief Mechanic shall, in addition to the general requirements in Rule 7, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of the original appointment.
 - iii. The applicant must possess current ASE certifications in Heating and Air Conditioning; Brakes; and Steering.
 - iv. The applicant must possess and provide all necessary operating hand tools. The City will provide all necessary specialized tools.
 - v. The applicant must possess a State of Ohio Operator's License at the time of appointment and must obtain State of Ohio Class B (or higher) Commercial Driver's license within the probationary period.
 - vi. The applicant must pass a physical abilities test conducted by a physician or center of the appointing authority's choice no earlier than 30 days before and no later than seven days before employment begins.
 - vii. The applicant must have passed a physical examination, which is conducted by a licensed physician no earlier than 30 days before appointment and no later than 7 days before employment begins.

Section 2: Promotions

- (a) Because of the specialized knowledge, skills and abilities required for Equipment Operator positions, candidates for promotion

to Equipment Operator positions shall have the following additional requirements:

- i. An operator in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for the position of Operator II and Operator III.
 - ii. When a vacancy exists in a promoted rank, in the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
 - iii. In the event that no one in the next lower rank has served the one (1) year in grade after the twelve-month probationary period, or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in grade after the twelve-month probationary period requirement shall be waived. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least two eligible persons who are willing to compete, then a non-competitive examination may be held.
 - iv. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure will be followed by going to successively lower ranks until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.
- (b) Because of the specialized knowledge, skills and abilities required for the Mechanic and Chief Mechanic positions, applicants for promotion shall have the following additional requirements:
- i. When a vacancy exists in a promoted rank, a Mechanic's Apprentice or Mechanic in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for a promoted rank.
 - ii. In the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
 - iii. A Mechanic's Apprentice or Mechanic in the Street Division must possess a valid State of Ohio Class B (or higher) Commercial Driver's License to be eligible to take an examination for a promoted rank.
 - iv. In the event that no person qualifies for promotion by passing either the non-competitive or competitive examinations noted in this section, then an open competitive examination will be administered.

RULE 19

APPEALS

Section 1: An employee who has completed the required probationary period in the classified service may appeal a transfer, a reduction in rank, a suspension of more than three (3) working days, or a dismissal by filing a written notice of appeal with the Commission within ten (10) calendar days from the date the official notification is filed with the Commission provided that members of bargaining units must appeal under the terms established by their respective contracts which may exclude the Commission from the appeal process. The Commission shall proceed within thirty (30) calendar days from receipt of such notice of appeal to hear such appeal. The Commission shall give written notice to the appointing authority, the Director of Law, the employee and his/her attorney, if known, of the time and place of the hearing.

Section 2: The Commission shall hear and be concerned only with evidence relating directly to the charges and specifications as are filed with it by the appointing authority. No additional charges or material amendments to said charges or specifications will be considered by the Commission.

Section 3: The hearing procedure and order of proof shall be as follows:

- (a) The City Manager or a department director shall first present evidence in support of the charges leading to the transfer, reduction, suspension, or dismissal.
- (b) The affected employee, or his/her attorney, shall then produce such evidence as he/she may wish in his/her defense.
- (c) The Commission may hear rebuttal evidence if offered.
- (d) The Commission in its discretion may hear arguments.

Section 4: The Commission may limit testimony and evidence based upon materiality, relevancy and competency. The Commission may limit the number of witnesses upon any issue and may require any party to present additional evidence on any issue. All witnesses shall be sworn or shall affirm.

Section 5: The City Manager or division head may be represented by the City Law Director or other counsel and the appellant may also be represented by counsel.

Section 6: The Commission, within thirty (30) calendar days from the date of the hearing, shall render its judgment in writing to the appellant, appointing authority and the City Law Director. The Commission may affirm, disaffirm or modify the action of the appointing authority. The action of the Commission is final.

RULE 20

REPORTS

Section 1: The appointing authorities shall notify the Commission on the following matters regarding positions within the Commission's jurisdiction.

- (a) Appointments.
- (b) Reinstatement appointments.
- (c) Transfer of any officer or employee from one department to another or from one position to another.
- (d) Reductions.
- (e) Suspensions.
- (f) Discharge or removal from the service and the cause for such.
- (g) Creation or abolishment of any position.
- (h) Any material change in the duties of an employee, or in an organization of a department.

Each report shall contain the name of the employee affected, the date upon which the action becomes effective, and such other facts as will make it possible for the Commission to fulfill its responsibilities.

RULE 21

PAPERS, PROPERTY OF THE COMMISSION

Section 1: All original papers, applications, examination questions and papers, certificates, etc., are the property of the Merit System Commission.



City of Moraine

Merit System Commission

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PREAMBLE

The following rules and regulations of the Merit System Commission (“Commission”) of the City of Moraine are hereby adopted pursuant to the authority conferred upon said Commission by Article VII, Section 7.3 of the Charter of the City of Moraine, Ohio, and in accordance with the Constitution of the State of Ohio. Where the MSC rules and regulations are silent, Ohio Civil Service Laws will govern. The general law applying to civil service remains in full force and effect for classified employees.

RULE 1: APPLICATION OF RULES

Section 1: All previous rules for the classified service of the City of Moraine, and for employment and promotion therein, are hereby voided; provided, however, that nothing herein contained will affect any examination held, or any grading had thereunder, or any eligible list theretofore formed, and every eligible list duly formed under previous regulations will in all respects be deemed to be formed under these rules, and to be an eligible list for the position specified.

Section 2: These rules may be amended, repealed, supplemented, or new rules adopted by a majority vote of the Commission; provided, however, that no new rules, amendment, repeal, or supplement to an existing rule may be adopted at the meeting at which it was originally proposed and will not be considered for final adoption except at a duly noticed meeting held at least seven (7) days after the original proposal.

Section 3: The present title, seniority and service rights of any employee occupying a position in the classified service to which he/she was appointed prior to the adoption of these rules, will not be affected by the adoption of these rules.

Section 4: These rules are intended to cover all civil service matters and to displace the Ohio Revised Code as far as possible. When these rules are completely silent on an issue, provisions of the Ohio Revised Code will be applied.

RULE 2: DEFINITION OF TERMS

Section 1: The terms as used in these rules and regulations have the meaning normally associated with terminology used in the civil service provisions of the Ohio Revised Code as supplemented by the Charter of the City of Moraine and various sections of these rules.

Section 2: Where using these rules and regulations, the following terms will mean:

- (a) **Appointing Authority:** The City Manager will appoint and/or remove all officers and employees of the City in the classified service except those within the Departments of Finance and Law and the Clerk of Council as provided in the Charter. The officers and employees in these departments will be appointed or removed by the respective director.
- (b) **Classified Service:** Those positions which are filled by competitive examination, or by Lateral Entry as enumerated herein, and which are under the jurisdiction of the Merit System Commission.
- (c) **Commission:** Commission refers to the Merit System Commission of the City.

- (d) Demotion: The act of placing an employee, at the request of the appointing authority or such employee, in a vacant or new position, the classification for which is assigned a lesser salary than the classification previously held.
- (e) Eligible List: The names of persons eligible for appointment to classified service. Less than three eligible constitutes an incomplete list for an open competitive examination.
- (f) Layoff: Defined in Section 124.321, Ohio Revised Code.
- (g) Merit System: The civil service provisions of the City of Moraine in accordance with the Charter and Ohio Revised Code, Chapter 124.
- (h) Open Competitive Examination: An examination open to anyone, whether already employed in the City service or not, who meets the minimum qualifications established for a given classification or position.
- (i) Position: Any specific employment or job calling for the performance and exercise of certain duties and responsibilities by an individual.
- (j) Probationary Period: The period of time at the beginning of an original appointment, or immediately following a promotion, which constitutes a trial or testing period for the employee during which he/she may be terminated (in the case of original appointment) or reduced (in the case of promotion.)
- (k) Promotion: Placing an employee in a new or vacant position with new and increased responsibilities and a higher pay range.
- (l) Promotional Examination: An examination open only to persons already employed in the City service in specified classes or meeting specified qualifications.
- (m) Reduction: A change in the classification held by an employee to one having a lower base pay or a lower number in a classified series, or any decrease in compensation for an employee.
- (n) Removal: Dismissal from duty for the following reasons: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, misfeasance, malfeasance, nonfeasance.

- (o) Suspension: Temporary loss of employment (without pay) as a disciplinary measure. Appealable by the employee if in excess of three (3) working days.
- (p) Temporary Appointment: Appointment for a limited period of time fixed by the appointing authority and approved by the Commission, for a period not to exceed six (6) months.

RULE 3: ORGANIZATION & ADMINISTRATION OF THE COMMISSION

Section 1: The Merit System Commission will consist of five (5) members who are electors of the City of Moraine. Members will be appointed for a term of two (2) years and until their successors have been appointed and qualified. Appointment terms will be staggered. The regular term of any member will begin on the first of January of each year.

Section 2: In coordination with the City Manager and the Clerk of Council, the Commission will determine the schedule and frequency of Commission meetings. At the first regular meeting held each year, the Commission will elect one of their members as Chairperson and will elect another of their members as Vice Chairperson for the ensuing year. It will be the duty of the Chairperson to call such meetings as are necessary to transact the business and affairs of the Commission, to preside at all meetings and to sign the minutes and formal actions taken by the Commission. The Vice Chairperson will act as Chairperson upon the Chairperson's absence.

Section 3: The Clerk of Council, or designee, will be responsible for transcribing the minutes of all meetings which will officially record all actions taken by the Commission; prepare notices and communications for the Commission, prepare and provide the appointing authority with eligible lists; maintain the records and files of the Commission and perform such other duties as are requested by the Commission and related to the functions of the Commission.

Section 4: Three members of the Commission will constitute a quorum and the affirmative vote of a majority of the members present is required to adopt any motion.

Section 5: Commission meetings will be open to the public and the Clerk of Council will give public notice of Commission meetings in the same manner as regular City Council meetings. Under appropriate circumstances, the Commission may recess into an Executive Session. Meetings in Executive Session (closed/private/confidential) shall be held in accordance with Ohio Revised Code 121.22, the Ohio "Sunshine Law". A motion to move into Executive Session, to include the general purpose of the Executive Session, and passed by a majority vote taken by roll call, is required for recess into Executive Session. Executive Sessions may only be called for one of the enumerated reasons in Ohio Revised Code 121.22. Minutes of Executive Sessions shall not be kept. Neither shall any participant record

the proceedings of any Executive Session by any electrical, digital, or mechanical device. The minutes of the regular meetings of the Commission should reflect the general subject matter of discussions held in Executive Session authorized by Ohio Revised Code 121.22. Further, the minutes should reflect the commencement and termination time of the Executive Session. Discussion in Executive Session is confidential and no participant shall compromise the confidentiality of an Executive Session.

RULE 4: DUTIES OF THE COMMISSION

Section 1: It will be the duty of the Commission to determine the merit and fitness of candidates for positions within the classified civil service of the City and certify the candidates who meet the qualifications for applicable positions.

Section 2: The Commission will have the power to appoint such examiners, or consultants as they deem necessary. Funds are provided by City Council.

Section 3: The Commission will keep minutes of its meetings and maintain necessary records and files to carry out its responsibilities. Minutes will be approved at a subsequent Commission meeting. Once approved, the Minutes will be signed and dated by the Chairperson, or Vice Chairperson when the Chairperson is absent. The Commission will make an annual report to the City Council detailing its activities during the previous year.

Section 4: The Commission will hear the appeal of employees who have completed the required probationary period in the classified service from the action of the City Manager or other officer relative to reductions in pay or position, job abolishment, layoffs, suspensions in excess of three (3) working days, removals, and assignment or reassignment to a new classification, except that members of bargaining units must appeal under the terms established by their respective Collective Bargaining Agreements. The Commission may affirm, disaffirm, or modify the decision of the City Manager or other officer. The decision of the Commission will be final.

Section 5: The Commission will have other powers, duties and functions that are conferred upon it by the laws of the State of Ohio which apply to civil service.

RULE 5: PAPERS, PROPERTY OF THE COMMISSION

All original papers, applications, examination questions and papers, certificates, material, etc. are the official records of the Commission and considered City property. These records are maintained by the Clerk of Council in accordance with an approved Records Retention Schedule.

RULE 6: DUTIES OF EXAMINERS

It will be the duty of any examiner selected by and under the supervision of the Commission to prepare or provide the examinations in the classified service of the City, evaluate such examinations and perform other duties as may be necessary. The Commission will approve an examination's format prior to the examination being given.

The Commission will determine whether it is appropriate to engage the services of an outside organization to prepare an examination, or to have an examination prepared within the City organization.

RULE 7: CLASSIFICATION OF SERVICE

Section 1: In accordance with the provisions of Article VII of the City Charter, the Merit System Commission has jurisdiction over those positions that are in the classified merit service.

Section 2: The Classified Service will include only the following full-time employees of the municipality:

- (a) Members, including officers, of the following departments and divisions:
 - i. Division of Streets and Park Maintenance;
 - ii. Division of Building Maintenance;
 - iii. Department of Public Safety (Police and Fire).
- (b) Specifically excluded from the classified service are the following positions within the above departments and divisions:
 - i. Chiefs and Deputy Chiefs;
 - ii. Directors and Assistant Directors;
 - iii. Clerks, Secretaries and Receptionists;
 - iv. Unsworn Community Services Officer;
 - v. Superintendents and their assistants;
 - vi. Police Lieutenants appointed after January 1, 2009.

Section 3: The unclassified service will include:

- (a) All officials elected by the people;
- (b) All part-time and seasonal personnel;
- (c) All positions not specifically included by the Charter in the classified service.

RULE 8: APPLICATION FOR EMPLOYMENT

Section 1: Applications for positions in the classified merit service will be submitted by the applicant on line at times specified in the advertisement.

Section 2: Applicants shall complete all required steps and provide all requested information in a complete and truthful nature.

Section 3: Applications, applicant qualifications, testing procedures, eligibility tests, and other procedures under these rules will be received and/or established by the Commission or its examiners without regard to race, color, religion, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, ancestry, political affiliation, age, past or present military service, disability, or other applicable legally protected characteristics. Applicants may be asked to provide information for the sole purpose of maintaining equal employment opportunity statistics, but requests for this information will not identify the specific individual and is on a voluntary basis. Failure by an applicant to provide such data will not affect his/her status for the position.

Section 4: The Commission may refuse to qualify or certify as eligible after examination any applicant who:

- (a) Does not possess the knowledge, skills, or abilities necessary to effectively perform the essential duties of the vacant position, with or without reasonable accommodation;
- (b) Has made a false statement of material fact on the application form or other documents or materials submitted in connection with the application and selection process, or in the course of any interview or other portion of the selection process;
- (c) Has committed or attempted to commit a fraudulent act at any stage of the selection process;
- (d) Failed to comply with an order for payment of child support in the State of Ohio or another state;
- (e) Is addicted to the habitual use of intoxicating liquors or drugs; or
- (f) Has been dishonorably discharged from any military service obligation.

Section 5: Applications must be filed with the Commission electronically and will be considered completed if all required steps and paperwork are completed in accordance with the advertisement for the examination.

Section 6: Any person who resigns under charges, or who has been dismissed for just cause, will not, without special vote of the Commission, be reappointed or readmitted to examinations for any position in the City's classified merit service for two years from the date of such dismissal or resignation.

Section 7: Employees who resign or are terminated under special circumstances without delinquency or misconduct on their part may be considered for reinstatement to the same or similar position within one year. The decision whether to reinstate an employee who has resigned or been terminated by the City shall be solely at the discretion of the appointing authority. Prior notice of such intended reinstatement will be provided to the Commission by the appointing authority who will consult with the Commission upon request to advise the Commission regarding the reasons for his/her decision.

RULE 9: NOTICE OF EXAMS

Section 1: Advertisements for positions in the classified merit service will be approved by the Commission.

Section 2: Notice of competitive examinations must be advertised in at least one newspaper of general circulation in the City on two occasions, at least three (3) weeks prior to an examination and by posting appropriate notice on the City's website. In addition to advertising in the newspaper and on the City's website, the Commission may authorize advertising via other media formats. The department or division will notify their employees appropriately via email or whatever means necessary and at the discretion of the department/division head.

Section 3: Notice of promotional examinations will be announced at least two weeks prior to such examinations by posting appropriate notice on the City's website. In addition to advertising on the City's website, the Commission may authorize advertising via other media formats. The department or division will notify their employees appropriately via email or whatever means necessary and at the discretion of the department/division head.

RULE 10: CONDUCT OF EXAMINATION

Section 1: Examinations will be conducted under the supervision and direction of the Commission, or its contracted agents. Applicants who desire to participate in a written examination under this Rule will pay a fee, established by the Commission or its contracted agents, and payable with the submission of the application packet. Applicants for appointment to the Fire Division may also be required to pay other fees associated with the conducting of a CPAT (Candidate Physical Ability Test) as part of their evaluation. The actual conduct of the examinations will be free from interference, participating, or influence of the appointing authority, or of any other person. At least one member of the Commission is preferred to be present and/or its appointed secretary will be present when an exam is administered.

Section 2: Examinations will be designed to test the fitness and qualifications of applicants for the position being filled. Examinations may include an evaluation of such factors as listed in Section 124.23 of the Ohio Revised Code. For original appointment positions, examinations may consist of, but are not limited to, any one or more of the following types:

1. **Written Examination:** Designed to determine the familiarity of candidates with the knowledge required for the position sought, the range of their general information and to ascertain special aptitudes, when required.

2. Performance Examination: Includes such tests of performance as would determine the ability of candidates to perform the work involved.
3. Oral Examination: A personal interview designed to determine the ability of the candidates to perform the duties of the position to be filled, i.e., the ability to deal with others, to supervise, or other qualifications.
4. Experience and Competency Ratings: A structured format permitting the evaluation and rating of previous experience, education, or training in particular areas determined to be relevant and useful to executing the duties and responsibilities of the position to be filled. Experience ratings may be used to rank order candidates on eligible lists or for non-competitive classified positions where it is impractical to ascertain the merit and fitness of applicants through traditional examinations.

Examinations, administration of examinations, and action(s) taken upon examination results will not be designed, intended, or used to discriminate because of race, color, religion, sex or national origin.

Section 3: The content of each examination will be based upon the duties, knowledge, skills and abilities noted in the position description.

Section 4: The schedule of subjects and weights will be fixed by the examiners or experts hired for such purpose, subject to the approval of the Commission. In conjunction with such scheduling, a minimum-passing score will likewise be determined and approved.

Section 5: Each component of an examination will be assigned a predetermined percentage ranking by the examiner or expert hired for such purpose, subject to the approval of the Commission.

Section 6: In original appointment examinations, an applicant with previous service in the Armed Forces as defined in Section 124.23 of the Ohio Revised Code, who has been honorably discharged or transferred to the reserves will be required to present a certificate of honorable discharge or confirmation of transfer to be awarded a credit of 5% of his/her total grade. Credit for military service will only be given if the applicant attains a passing grade on the examination.

Section 7: Where the Commission has determined that fitness and qualifications of applicants are best evaluated with a combination of a written test and a physical ability test or assessment center, the Commission may either:

- (a) Make passage of the exam a prerequisite to taking the physical ability test or assessment center to facilitate grading and notification.
- (b) Conditionally certify as eligible those applicants who pass the exam, subject to verification of qualifications, with appointments further subject to passage of the physical ability test which may be included in any post-offer, pre-placement physical examinations.

Section 8: After completion of an examination and the establishing of an eligible list, each candidate will be advised by mail by the Secretary of the Commission of the results of his/her examination, and if applicable, his/her relative standing on the eligible list.

Section 9: See Rules 10, 16, 17, 18 and 24 for additional points awarded for Police and Firefighter exams.

RULE 11: PROMOTIONAL EXAMINATIONS

Section 1: Vacancies in positions above the lowest grades in the classified service not filled by transfer, reinstatement or reduction will be filled as far as practicable by competitive promotional examinations.

Section 2: No employee will be eligible for promotion while in probationary period.

Section 3: The probationary period in all cases is twelve months unless otherwise specified in the applicable Collective Bargaining Agreement.

Section 4: Examinations for promotions will be conducted under the control and direction of the Commission by its contracted agents. Such examination will be conducted as set forth in Rules 8, 9, and 10 and eligible lists for exams will be established as set forth in Rule 12 with the following additions and/or exceptions. When the general rules regarding examinations and the sections of this rule conflict, the sections of this rule will govern in the case of promotional examinations.

Section 5: Notice of a promotional examination will be by notice at least two weeks prior to such examination. This notice will appear on the City's website and at the headquarters of the department or division offering the promotional exam. The notice will indicate the required grade, rank and qualifications for eligibility. Applicants for promotional examinations will fill out an electronic application with the Clerk of Council at least two business days before the date of the examination.

Section 6: In any promotional examination, the applicant will be examined by any combination of written, oral, physical or skills demonstration testing as necessary to determine knowledge of the duties, responsibilities and requirements of the position to be filled, and his or her fitness and qualifications to discharge such duties and meet such requirements.

Section 7: When only one person is eligible for promotion to fill a vacancy, and where consistent with these rules, he/she may be nominated to the Commission by the appointing authority and by a statement of facts may be promoted to the next higher grade after passing a non-competitive examination similar in scope, subject, and conditions as would have been prescribed in a competitive examination. In addition, if a current employee declines to participate in a closed, non-competitive or closed competitive examination, that employee is not eligible to take the open competitive examination that may be given.

- (a) In the event no person qualifies for promotion, or in the event that one or more persons initially qualify for promotion but do not pass the promotional

examinations noted in this section, then an open competitive examination will be administered.

- (b) If a current City employee does not pass a competitive or non-competitive promotional examination given for a vacant position, the employee is not eligible to take the open competitive examination that may be given to the public or to employees in the next lower rank for that vacant position.

Section 8: Applicants for promotional examinations may within five (5) calendar days of the conclusion of the examination, file protests of any examination question only on the grounds that a question does not fairly measure knowledge to meet such requirements. Protests will be filed on forms provided by the Commission. The Commission may take such action as it deems appropriate in regard to a protest. The decision of the Commission as to a protest will be final and not subject to appeal.

Section 9: Promotional testing scores will be calculated as follows: 1/3 written exam, 1/3 assessment center and 1/3 department/division interview. Scores will be rounded up to the nearest .001 percentage point.

Section 10: Promotional Appointments. Whenever the City Manager requests a certified list from the Commission for a promotional appointment to a position in the classified service, he/she shall specify the title, duties and compensation for such position.

RULE 12: ELIGIBLE LISTS

Section 1: Eligible lists will be prepared and approved by the Commission from the candidates who have attained at least the minimum passing score on the competitive examination. Additional points, if applicable (See Rules 10, 16, 17, 18, and 24), will be added to passing scores only. Candidates will be ranked in the order of merit as determined by a numerical ranking of such scores.

Section 2: In the event two or more applicants receive identical scores on an open-competitive examination, priority will be given to the person whose application was filed electronically first. Seniority will determine the rankings on promotional examinations when identical scores exist.

Section 3: The term of an eligible list of original and promotional appointment in the classified service will be valid for one year from the date of certification. However, upon the recommendation of the appointing authority, the Commission may extend the term of an eligible list for an additional year, but not to exceed a total of two years from the date of certification. Eligible lists may be cancelled prior to the expiration date of the list if fewer than ten eligible candidates remain on the list.

Section 4: A person whose name has been released from a certified eligible list more than four times to the same appointing authority for the same or similar positions may be removed from the eligible list, provided that release for a temporary appointment will not be counted as one such release.

Section 5: If fewer than ten names remain on an eligible list and at the request of the appointing authority, the Commission may declare the list null and void. The Commission may then arrange for a new examination.

Section 6: If a candidate is deemed undesired for a position, written notice must be given to the Clerk of Council asking that the candidate be removed permanently from the eligible list with an explanation for the removal. This permanent removal negates Section 4.

RULE 13: APPOINTMENTS IN THE CLASSIFIED SERVICE

Section 1: Every vacancy in the classified merit service not filled by reinstatement or reduction will be filled by appointment from an eligible list established for the position, or as provided elsewhere within these rules.

Section 2: Original appointments. Whenever the City Manager requests an eligible list from the Commission for an original appointment to a position in the classified service, he/she will specify the title, duties, and compensation for such position.

Section 3: The Commission will, as soon as practical, release to the department/division head the names, addresses and scores of the ten candidates standing highest on the eligible list. The Commission can certify less than ten names if ten names are not available. If fewer than ten names are certified by the Commission, appointment is not mandatory. If more than one vacancy is to be filled, the Commission will release one additional name for each additional vacancy.

The City Manager, after a background check, follow-up testing and on recommendation of the department/division head, will fill the position by selecting the best candidate out of the ten candidates on the eligible list released by the Commission immediately after said background and follow-up testing is complete. The "rule of ten" will be followed. This means that when a group of ten eligible candidates are available and has been released by the Commission for consideration, one must be appointed. Starting at the top of the list, every candidate available, but not permanently appointed or permanently removed must be considered four (4) times before the candidate's name can be dropped from further consideration.

If additional candidates are requested from the current eligible list, the Commission may consider releasing additional candidates only if one or more of the candidates on the original certified and released eligible list is unavailable and unable to accept the appointment or has been removed from the eligible list.

Section 4: If a candidate has been certified for appointment and fails to accept an offer within five (5) business days of receipt of the notice of conditional appointment, then such eligible candidate will be deemed to have declined the appointment for that position, and the candidate will be moved to the bottom of the eligible list. All offers of appointment will be conditioned upon the candidate's successful completion of any medical examination necessary to determine physical ability to perform the essential functions of the job, a criminal background check, reference check, polygraph and interview. If, however, it is shown to the satisfaction of the Commission, within thirty (30) days after giving such notice, that the candidate was unavailable and, without fault on his/her part, were prevented from accepting an appointment, then the name will be restored to its original position on the eligible list.

Section 5: When the City Manager makes a temporary appointment, a competitive examination will be held within 120 days. The temporary appointee will be eligible to take the examination and acquires unclassified status until the competitive examination for that position is held.

Section 6: All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.

Section 7: The City Manager or other designated officer will not appoint, employ, or promote any employee in the classified service, or in any way change the official status of any employee, except in accordance with these rules and in compliance with the laws of the State of Ohio. No such appointment, employment, promotion or other change in status, made in contravention of any provision of these rules, will be valid.

RULE 14: PROBATIONARY PERIOD

Section 1: All original appointments will be for a probationary period of twelve months. No appointment is final until the appointee has satisfactorily served his/her probationary period. Such satisfactory performance will be evidenced by probationary evaluations to be completed by the appropriate department head at the completion of six and eleven months of service. The department or division head can extend the probationary period at their discretion for just reason.

All promotional appointments will be subject to a probationary period as established in the applicable Collective Bargaining Agreement.

Section 2: If work performance is deemed unsatisfactory, the appointee may be removed (in the case of an original appointment) or reduced (in the case of a promotion) at any time by the appointing authority during the probationary period. Such appointees will be notified in writing of the reasons for the unsatisfactory performance. The employee may not appeal a probationary removal to the Commission.

Section 3: No probationary period is required following a demotion.

Section 4: If an employee is not in active pay status for any period of time during the probationary period, then the time of such leave or inactive status is not counted as part of the probationary period. For the purpose of extending the probationary period, any leave of less than one day will not be considered.

RULE 15: TEMPORARY APPOINTMENT

Section 1: Temporary appointments may be made by the City Manager for a limited period of time, not to exceed six (6) months, and must be approved by the Commission when there are valid reasons to do so for the efficient operation of the City as set forth in Ohio Revised Code Section 124.30. The City Manager may select any individual on the eligible list for permanent appointment to serve in a temporary position.

Section 2: Such temporary appointment will not count as time served towards the completion of a probationary period, nor confer any vested rights in a full-time position of the same title, grade or classification.

Section 3: Temporary appointments made pursuant to this section must be terminated within the time limit originally specified at the time of the appointment. Successive temporary appointments to the same position may not be made under this section.

RULE 16: ADDITIONAL REQUIREMENTS FOR THE POLICE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for Police Officer positions within the Police Division will, in addition to the general requirements of Rule 8, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be the age of 21 at the time of appointment, but cannot be older than 50 years of age at the time of original appointment.
 - iii. The applicant must pass a physical examination which complies with the Ohio Police and Fire Pension Fund Rules and Regulations and conducted by a licensed physician or center of the appointing authority's choice and a physical abilities exam at the earliest time possible but no earlier than 120 days before, and no later than seven (7) days before employment is scheduled to begin.
 - iv. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
- (b) All applicants for the position within the Police Division of Police Cadet will, in addition to the general requirements of Rule 8, meet the following requirements:
 - i. The applicant must be 18 years of age but no older than 19 years of age at the time of appointment to the Police Cadet position.
 - ii. The applicant must be able to perform the essential functions of the position for which appointment is made, with or without reasonable accommodation.
 - iii. As the Police Cadet Service is a training program, if a Cadet is not promoted to the rank of Patrol Officer, his/her employment will end no later than 30 days following his/her 22nd birthday.

- (c) All applicants for examination for the position within the Police Division of Dispatcher/Clerk will, in addition to the general requirements of Rule 8, meet the following requirements:
 - i. The applicant must be capable of completing basic clerical tasks including, but not limited to using computer systems and software, basic record keeping, and filing.
 - ii. The applicant must be knowledgeable about basic police and fire procedures.
 - iii. The applicant must be able to perform the essential functions of the position for which the application is made, with or without reasonable accommodation.

Section 2: Promotions

- (a) On promotional examinations for the Police Division, applicants who achieve a passing score on the written and/or practical examination, will receive credit for seniority for any prior peace officer service with any political subdivision in the State of Ohio. Credit for seniority will be as follows: one full percentage point (1%) of the total grade attainable will be credited for the first four (4) full years of service; six-tenths percent (.6%) of the total grade attainable will be credited for each full year of the next ten (10) years of service. Points for service will not exceed ten percent (10%) of the highest score attainable for any examination. No credit for seniority will be added to an examination score unless the applicant achieves at least the minimum passing score on the examination without considering seniority credit.
- (b) For promotions in ranks above the position of Police Officer, the Commission will certify to the City Manager the name of the person with the highest rating on the competitive promotional examination. Within 30 days from the certification of an individual for a promoted rank position in the Police Division, the City Manager must appoint the individual to the position.
- (c) Every Cadet, prior to entry into the Cadet Service, will be required to pass all requirements of the Patrol Officer Entrance Written Examination or a similar written examination authorized by the Commission. A police cadet hired prior to his/her twentieth (20th) birthday, who has served eighteen (18) months or more, may, upon recommendation by the City Manager, and without further examination, be appointed to the rank of Police Officer if a vacancy exists. Seniority will govern an appointment if two or more cadets are eligible.

- (d) Because of the specialized knowledge, skills and abilities required for respective supervisory personnel, the Police Division will have the following additional requirements:
 - i. A Patrol Officer applying for a promotion in the Police Division must have at least one (1) year of continuous service in the Police Division in the City of Moraine and at least three (3) years total service as a sworn and certified peace officer in order to be eligible to take an examination for promotion to the position of Sergeant. No competitive promotional examination shall be held unless there are at least two persons eligible and willing to compete.

RULE 17: ADDITIONAL REQUIREMENTS FOR THE FIRE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for the position of Firefighter/Paramedic will, in addition to the general requirements in Rule 8, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
 - iii. The applicant must not be less than eighteen (18) years of age at the time of appointment, but cannot be 40 years of age or older at the time of original appointment.
 - iv. The applicant must pass a physical examination which complies with the Ohio Police and Fire Pension Fund Rules and Regulations and conducted by a licensed physician or center of the appointing authority's choice and a physical abilities exam no earlier than 30 days before and no later than seven (7) days before employment is scheduled to begins.
 - v. The applicant must be an Ohio-certified paramedic and must meet the certification requirements for full-time firefighters as established by the State of Ohio prior to original appointment.

Section 2: Promotions

- (a) On promotional examinations for the Fire Division, applicants will, in addition to their passing score on the written and/or practical examination, receive credit for seniority for full-time service in a municipal or civil service township fire division and, if applicable, service in the Armed Forces due to

an interruption in service in a municipal or civil service township fire division. Credit for seniority will be as follows: one full percentage point (1%) of the total grade attainable will be credited for the first four (4) full years of service; six-tenths percent (.6%) of the total grade attainable will be credited for each full year of the next ten (10) years of service. Points for service will not exceed ten percent (10%) of the highest score attainable for any examination. No credit for seniority will be added to an examination score, unless the applicant achieves at least the minimum passing score on the examination without considering seniority credit.

- (b) For promotions in ranks above the position of Firefighter/Paramedic, the Commission will certify to the City Manager the name of the person with the highest rating on the competitive promotional examination. Within 30 days from the certification of an individual for a promoted rank position in the Fire Division, the City Manager must appoint the individual to the position.
- (c) Because of the specialized knowledge, skills and abilities required for supervisory personnel, the Fire Division will have the following additional requirements for promotional testing:
 - i. Firefighter/Paramedic must have at least three (3) years of continuous service in the City of Moraine Fire Division to be eligible to take an examination for promotion to the position of Fire Lieutenant. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. When filling vacancies immediately above the Firefighter rank, if there are less than two (2) persons willing and eligible to compete, the three (3) year eligibility requirement will not apply.
 - ii. When a vacancy exists in a promoted rank, other than the promoted rank immediately above the rank of Firefighter, the applicant must have served at least twelve (12) months in the rank from which the promotion is made in order to be eligible for the examination. A competitive promotional examination will not be held unless there are at least two (2) persons eligible to compete. If there are less than two (2) persons willing and eligible to compete in the next lower rank than the position to be filled, the Commission must allow persons holding positions in the next lower rank, who are eligible, to compete with the persons in the next lower rank than the position being filled.

RULE 18: ADDITIONAL EXAMINATION CREDIT FOR PART-TIME FIREFIGHTERS

Part-time firefighters who take and receive a passing examination score on the entry level examination for full-time firefighter shall receive a half-point credit to their examination score for each consecutive, full year (12 months) of continuous City service up to a maximum of five (5)

points. These points shall be credited to the passing examination score based on the time period from the date hired as a part-time firefighter to the date the eligible list is certified by the Commission. No points will be credited for any period of time less than one full year (12 months). Such credit is retroactive for current City part-time firefighters. If a part-time firefighter leaves City employment and is in good standing with the Division- his/her credit for part-time service with the Division will be made whole if he/she returns to City employment within one year from the separation date. If a part-time firefighter leaves City employment and is not in good standing with the Division or does not return to City employment within one year, his/her service time will be eliminated (reduced to zero) and will not count if the firefighter later returns to the City as a part-time firefighter.

RULE 19: NON-COMPETITIVE APPOINTMENTS (LATERAL ENTRY) FOR POLICE AND FIRE DIVISIONS

Section 1: The process of Lateral Entry is established as a method for hiring full-time Police Patrol Officers, Firefighters, EMT/Paramedics, and/or EMT/Basics, who have already been trained by other jurisdictions or this jurisdiction.

Section 2: This form of initial appointment meets the criteria of a non-competitive selection process into the classified Civil Service for Police Patrol Officers, Firefighters, EMT/Paramedics, and/or EMT/Basics since it is recognized that trained Police Patrol Officers, Firefighters, EMT/Paramedics, and/or EMT/Basics possess unique and exceptional qualifications and experience for which it is impracticable to ascertain the merit and fitness of applicants through competitive examinations. Qualifications which are impracticable to test for include, but are not limited to, past performance and behavior and demonstrated success as an employee.

Section 3: The Commission shall establish the criteria required for a candidate to qualify for consideration and selection under a Lateral Entry process and the Commission will oversee the lateral entry process.

Section 4: The Lateral Entry process may be applied to the classified positions of Fire Lieutenant and Police Sergeant only when an emergency situation is deemed to exist by the Commission. Such an emergency situation would include lack of internal candidates applying for the position.

Lateral entry supervisor candidates should have qualifications including, but not limited to: experience at another agency acting in a supervisory capacity and/or three (3) or more years of service experience with another agency.

The Commission, prior to authorizing a lateral entry process for Fire Lieutenant or Police Sergeant, may consider modifying the MSC promotion rules regarding minimum time of service to allow possible in-house candidates an opportunity to apply and compete in a standard promotional process.

Section 5: Police Patrol Officer Lateral Entry Criteria:

Applicants will submit an employment application and all applicants for lateral entry shall meet the follow pre-requisites:

- (a) Minimum of one-year service as a full-time peace officer or as a US Federal Agent or Federal Law Enforcement Officer;
- (b) Certified as a law enforcement officer by the Ohio Peace Officer's Training Commission or substantially similar and equivalent police training program and/or certification from another state or federal agency and be current with all applicable continuing education requirements;
- (c) Must not have been out of active law enforcement status for more than two years at time of appointment at Moraine; and
- (d) Consideration of past experience, evaluations, training and discipline will be reviewed in the pre-employment background process.

The Chief of Police will initially review resumes and applications to determine which applicants meet the lateral entry criteria and will advise the Commission accordingly. Lateral entry candidates shall be required to submit to the following, including but not limited to, a thorough background investigation, polygraph examination, psychological and medical evaluation/physical, oral interview and drug screening.

Section 6: Firefighter Lateral Entry Criteria:

Applicants will submit an employment application and all applicants for lateral entry shall meet the follow pre-requisites:

- (a) Minimum of one-year service as a full-time Firefighter;
- (b) Minimum Ohio-certified EMT/Basic and Ohio Firefighter Level II. All full-time firefighters hired via Lateral Entry are required to be Ohio-certified EMT/Paramedics within three (3) years of the date of initial employment. This three (3) year period may be extended for good cause shown at the discretion of the Fire Chief;
- (c) Applicant must be current with all applicable continuing education requirements;
- (d) Must not have been out of active fire service status for more than two (2) years at time of appointment at Moraine; and
- (e) Consideration of past experience, evaluations, training and discipline will be reviewed in the pre-employment background process.

The Fire Chief will initially review resumes and applications to determine which applicants meet the lateral entry criteria and will advise the Commission accordingly. Lateral entry candidates shall be required to submit to the following, including but not limited to, a thorough background investigation, polygraph examination, psychological and medical evaluation/physical and/or physical ability evaluation, oral interview and drug screening.

Section 7: Positions filled through these procedures are therefore exempt from competitive examination.

Section 8: Employees hired within the Lateral Entry Program will complete the standard training programs utilized by the City of Moraine while concurrently serving a one (1) year probationary period.

Section 9: Employees selected through these lateral entry procedures shall obtain and retain all other rights attributed to the classified service, following successful completion of the probationary period.

Section 10: Consideration of past experience, evaluations, training and discipline shall be used to determine the beginning level of compensation (salary, sick leave accrual and vacation accrual) for a lateral entry applicant. Maximum starting compensation will not be greater than the equivalent step of a four-year Moraine employee.

Section 11: The City of Moraine does not accept the transfer of unused vacation or paid time off credit from a previous employer and does not transfer unused vacation time or paid time off, other than unused sick leave, to another entity. Unused vacation time will be paid out at the employee's current hourly rate.

Section 12: An employee who has had prior service with another Ohio public agency may receive credit for all unused sick leave earned while in such service. Only accumulated and unused sick leave recognized by the immediately preceding employer will be eligible for transfer to the City. The employee, within one (1) year of hire by the City, must furnish a properly certified letter from the previous employer stating the amount of sick leave so accumulated if the employee wishes to have that accrued sick leave balance credited to their Moraine sick leave balance. Accumulated sick leave so certified shall be credited to the employee's record as of the date received by the City. (ORC124.38)

Section 13: Lateral entry hires shall receive no other special consideration for seniority within their department. All employees, regardless of the means of entry into the department, shall have their seniority with the department calculated from their date of appointment to the City of Moraine.

RULE 20: ADDITIONAL REQUIREMENTS FOR BUILDING MAINTENANCE DIVISION

Section 1: Applications/Entry Level

- (a) All applicants for examination for the position of Maintenance Worker I will participate in a two-part exam consisting of a written examination and department/division interview. Each portion of the exam will equal $\frac{1}{2}$ of the total grade and the score will be rounded up to the nearest 100th percentage point. In-addition to the general requirements in Rule 8, applicants must meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.

- ii. The applicant must be at least eighteen (18) years of age at the time of original appointment.
 - iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
 - iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.
- (b) In the event no applicant obtains a passing score on the written examination, then, with Commission approval, a competitive exam may be administered to include a performance examination including a demonstration of skills necessary for performance of the duties of Maintenance Worker I and an evaluation of training and experience. Applicants will also be required to participate in a department/division interview. Each portion of the exam will equal 1/2 of the total grade and the score will be rounded up to the nearest 100th percentage point. Each applicant, in addition to satisfying the requirements of Rule 8, must also meet the following requirements:
- i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of original appointment.
 - iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
 - iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.
- (c) In the event that an open, competitive examination is held for the position of Maintenance Worker II or Maintenance Worker III, all applicants for the position will, in addition to the general requirements in Rule 8, meet the following requirements:
- i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of original appointment.
 - iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.

- iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.

Section 2: Promotions

- (a) All candidates for examination for promotion to Maintenance Worker II or Maintenance Worker III will, in addition to the general requirements in Rule 8, meet the following requirements:
 - i. The candidate must have completed at least one (1) year of service and not be in probationary status in his/her current designation to be eligible to take the promotional examination for Maintenance Worker II or Maintenance Worker III.
 - ii. When a vacancy exists in a higher designation, in the event that only one (1) candidate in the next lower rank has served the required one (1) year of service in his/her current designation and is not in probationary status, then a non-competitive examination may be held.
 - iii. In the event that no one in the next lower rank has served the one (1) year of service in his/her designation and/or candidates are in probationary status, or in the event that one candidate initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in current designation status requirement will be waived. If this waiver does not produce at least two eligible candidates who are willing to compete, then a non-competitive examination may be held.
 - iv. If the above-referenced waiver does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure will be followed by moving to successively lower designations until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.
 - v. In the event that no candidate qualifies for promotion, or in the event that one candidate initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then an open competitive examination will be administered.

RULE 21: ADDITIONAL REQUIREMENTS FOR THE STREET DIVISION

Section 1: Entry Level

- (a) All applicants for examination for the position of Street Maintenance Worker and Operator I will participate in a two-part exam consisting of a written examination and department/division interview. Each portion of the exam will equal $\frac{1}{2}$ of the total grade and the score will be rounded up to the nearest 100th percentage point. In addition to the general requirements in Rule 8, applicants must meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must not be less than eighteen (18) years of age at the time of the original appointment.
 - iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment and must have a State of Ohio Class B (or higher) Commercial Driver's license.
 - iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.
- (b) All applicants for the position of Mechanic's Apprentice, Mechanic and/or Chief Mechanic will, in addition to the general requirements in Rule 8, meet the following requirements:
 - i. The applicant must be a high school graduate or possess a GED.
 - ii. The applicant must be at least eighteen (18) years of age at the time of original appointment.
 - iii. The applicant must possess current ASE certifications in Heating and Air Conditioning; Brakes; and Steering or obtain said certifications prior to expiration of his/her probationary period if hired.
 - iv. The applicant must possess and provide all necessary operating hand tools. The City will provide all necessary specialized tools.
 - v. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment and must obtain State of Ohio Class B (or higher) Commercial Driver's license within the probationary period.
 - vi. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.
- (c) All applicants for examination for the position of Facility Grounds Keeper will participate in a two-part exam consisting of a written examination and

department/division interview. Each portion of the exam will equal ½ of the total grade and the score will be rounded up to the nearest 100th percentage point. In addition to the general requirements in Rule 8, applicants must meet the following requirements:

- i. The applicant must be a high school graduate or possess a GED.
- ii. The applicant must not be less than eighteen (18) years of age at the time of the original appointment.
- iii. All applicants must possess a current motor vehicle operator's license and must obtain a State of Ohio driver's license prior to appointment.
- iv. Successful applicant(s) will be required to submit to a thorough background investigation and drug screening.

Section 2: Promotions

- (a) Because of the specialized knowledge, skills and abilities required for Equipment Operator positions, candidates for promotion to Equipment Operator positions will have the following additional requirements:
 - i. An operator in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for the position of Operator II and Operator III.
 - ii. When a vacancy exists in a promoted rank, in the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
 - iii. In the event that no one in the next lower rank has served the one (1) year in grade after the twelve-month probationary period, or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in grade after the twelve-month probationary period requirement will be waived. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least two eligible persons who are willing to compete, then a non-competitive examination may be held.
 - iv. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure

will be followed by going to successively lower ranks until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.

(b) Because of the specialized knowledge, skills and abilities required for the Mechanic and Chief Mechanic positions, applicants for promotion will have the following additional requirements:

- i. When a vacancy exists in a promoted rank, a Mechanic's Apprentice or Mechanic in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for a promoted rank.
- ii. In the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
- iii. A Mechanic's Apprentice or Mechanic in the Street Division must possess a valid State of Ohio Class B (or higher) Commercial Driver's License to be eligible to take an examination for a promoted rank.
- iii. In the event that no person qualifies for promotion by passing either the non-competitive or competitive examinations noted in this section, then an open competitive examination will be administered.

(c) Because of the specialized knowledge, skills and abilities required for the Street Maintenance Worker positions, applicants for promotion will have the following additional requirements:

- i. An employee in the Street Division must have served at least one (1) year in grade after the twelve-month probationary period, to be eligible to take an examination for the position of Street Maintenance Worker.
- ii. When a vacancy exists in a promoted rank, in the event that only one (1) person in the next lower rank has served the required one (1) year in grade after the twelve-month probationary period, then a non-competitive examination may be held.
- iii. In the event that no one in the next lower rank has served the one (1) year in grade after the twelve-month probationary period, or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, then the one (1) year in grade after the twelve-month probationary period requirement will be waived. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least two eligible

persons who are willing to compete, then a non-competitive examination may be held.

iv. If non-application of the one (1) year in grade after the twelve-month probationary period requirement does not produce at least one (1) eligible person who is willing to compete or in the event that one person initially qualifies for promotion but does not pass the non-competitive examination noted in this section, the same procedure will be followed by going to successively lower ranks until two (2) or more persons are willing and eligible to compete in a promotional examination for the vacancy.

RULE 22: APPEALS

Section 1: An employee who has completed the required probationary period in the classified service may appeal a transfer, a reduction in rank, a suspension of more than three (3) working days or a dismissal by filing a written notice of appeal with the Commission within ten (10) calendar days from the date the official notification is filed with the Commission. Members of bargaining units must appeal under the terms established by their respective Collective Bargaining Agreement(s) which may exclude the Commission from the appeal process. The Commission will proceed within thirty (30) calendar days from receipt of such notice of appeal to hear such appeal. The Commission will give written notice to the appointing authority, the Director of Law, the employee and his/her attorney, if known, of the time and place of the hearing.

Section 2: The Commission will hear and be concerned only with evidence relating directly to the allegations and specifications filed by the appointing authority. No additional charges, material amendments or specifications will be considered by the Commission.

Section 3: The hearing procedure and order of proof will be as follows:

- (a) The City Manager or a department/division head will present evidence in support of the charges leading to the transfer, reduction, suspension or dismissal;
- (b) The affected employee, or his/her attorney, will then produce such evidence as he/she may wish in his/her defense;
- (c) The Commission may hear rebuttal evidence if offered;
- (d) The Commission in its discretion may hear arguments.

Section 4: The Commission may limit testimony and evidence based upon materiality, relevancy and competency. The Commission may limit the number of witnesses upon any issue and may require any party to present additional evidence on any issue. All parties will be sworn or will affirm.

Section 5: The City Manager or department/division head may be represented by the City Law Director or other counsel. The appellant may also be represented by counsel of their choosing and at their cost.

Section 6: The Commission, within thirty (30) calendar days from the date of the hearing, will render its judgment in writing to the appellant, appointing authority and the City Law Director. The Commission may affirm, disaffirm or modify the action of the appointing authority. The action of the Commission is final.

RULE 23: REPORTS

Section 1: The appointing authorities will notify the Commission on the following matters regarding positions within the Commission's jurisdiction.

- (a) Appointments.
- (b) Reinstatement appointments.
- (c) Transfer of any officer or employee from one department to another or from one position to another.
- (d) Reductions.
- (e) Suspensions.
- (f) Discharge or removal from the service and the cause for such.
- (g) Creation or abolishment of any position.
- (h) Any material change in the duties of an employee, or in an organization of a department.

Each report will contain the name of the employee affected, the date upon which the action becomes effective and other facts that will make it possible for the Commission to fulfill its responsibilities.

RULE 24: ADDITIONAL EXAMINATION CREDIT FOR APPLICANTS FOR ORIGINAL APPOINTMENT IN THE POLICE & FIRE DIVISIONS

A. In original appointment examinations in the Police Division, an applicant who attains a passing examination score on the entry level examination for full-time Police Patrol Officer, and who has been awarded any degree in Criminal Justice (or equivalent police related degree) from a college or university will receive an additional five (5%) percentage points to his/her base exam score.

B. In original appointment examinations in the Police Division, an applicant who attains a passing examination score on the entry level examination for full-time Police Patrol Officer, and who possesses a current certification as an Ohio Peace Officer will receive an additional five (5%) percentage points to his/her base exam score.

C. In original appointment examinations in the Fire Division, an applicant who attains a passing examination score on the entry level examination for full-time Firefighter/Paramedic, and who has been awarded a bachelor's degree in a Fire or EMS degree from a college or university will receive an additional five (5%) percentage points to his/her base exam score.

APPROVED:


Mary Woeste, Chair


James Kempe, Commission Member


Dave Rodehaver, Commission Member

DATE: 10-3-24

RECORD OF RESOLUTIONS

Resolution No. **8123-25**

Passed **February 13, 2025**

A RESOLUTION APPOINTING KAREN POWELL TO THE POSITION OF CLERK OF COUNCIL.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:

- SECTION 1:**

That in accordance with Section 6.7 of the Moraine City Charter, Karen Powell is hereby appointed to the position of Clerk of Council at the salary level set forth in Wage Step Level C in the City’s Table of Organization for that position.
- SECTION 2:**

That said appointment shall be effective as of February 13, 2025, and shall continue for an indefinite term at the pleasure of Council.
- SECTION 3:**

That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the City Manager and Acting Finance Director.
- SECTION 4:**

That this Resolution shall take effect and be in force from and after the date listed above.

A Resolution authorizing the City Of Moraine to accept the proposal of Sourcewell (formerly NJPA) for the purchase of one (1) 2028 E-One Cyclone M100 Aerial Ladder Quint at a total cost of \$1,705,095.00.

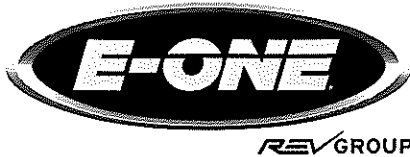
Department: Fire Division

Request: Action Item

Summary:

Purchase 2028 E-One Aerial Ladder Quint for \$1,705,095. The quote is from Sourcewell and it is an approved 2025 item. The estimated delivery date is 2028.

RECORD OF RESOLUTIONS		
	Resolution No. 8127-25	Passed February 13, 2025
A RESOLUTION AUTHORIZING THE CITY OF MORaine TO ACCEPT THE PROPOSAL OF SOURCEWELL (FORMERLY NJPA) FOR THE PURCHASE OF ONE (1) 2028 E-ONE CYCLONE M100 AERIAL LADDER QUINT AT A TOTAL COST OF \$1,705,095.00. NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO: <u>SECTION 1:</u> On recommendation of Staff, the proposal of Sourcewell (Formerly NJPA), for the purchase of one (1) 2028 E-One Cyclone M100 Aerial Ladder Quint for use by the Fire Division is hereby authorized at a total cost of \$1,705,095.00, and the City Manager is authorized to accept same, said cost to be paid from the Capital Improvement Fund. <u>SECTION 2:</u> That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the City Manager, Fire Chief, and Acting Finance Director. <u>SECTION 3:</u> That this Resolution shall take effect and be in full force and effect from and after the date of its passage.		



VOGELPOHL FIRE EQUIPMENT, INC
 2770 Circleport Dr.
 Erlanger, KY 41018
 800-797-8317
 1/3/2025

SOURCEWELL QUOTATION CITY OF MORAINÉ FIRE DIVISION

2028 E-ONE CYCLONE M100 AERIAL LADDER QUINT	1 \$1,705,095
Cyclone Medium Chassis, Flat Roof, Seating for (4) Cummins X10HT 450hp Engine, Allison EVS4000 Transmission, Jake Brake Wheelwell Medical Cabinet Driver and Officer Side w/ext and int access HR100 Rear Mounted Welded Aluminum Aerial Ladder w/Advanced Aerial Controls TFT Typhoon RC 1000 gpm Aerial Monitor w/VUM, Pinnable Waterway Waterous ESU1 1500 gpm Pump, Foam Pro 2002 Foam System Side Mount Pump Module with (2) 200' 1.75" and (1) 150-200' 2.5" Crosslays 450 gallon Water Tank and 20 gallon Foam Tank Heavy-Duty Extruded Aluminum Body - High Side Rescue Style Driver Side Compts High Side Rescue Style Officer Side Compts Sidestacker Hosebed with Treadplate Cover Painted Hinged Compartment Doors per Config and Drawing Compartment Components per Configuration Ladder Tunnel - Alcolite Ladders, 3-35x, 28x, 24x, 16r, 14r, 10a Weldon Vmux 2.0 Multiplex System w/driver Ultraview Control Panel Whelen LED Warning Lights, Whelen Electronic Siren, Federal Q Siren Firetech 12v LED Scenelights - Brow, Cab Side, Rear Lettering and NFPA Striping Dealer Supplied Items per Separate List E-One Quote # 136720-54	
Total - Full Payment on Delivery	<u>\$1,705,095</u>
Optional Prepayment -	
100% Performance Bond	\$6,820
100% Prepayment Discount	<u>(\$187,560)</u>
Total - Full Payment with Purchase Order	<u>\$1,524,355</u>

Quote Valid for 30 Days



Fire Apparatus Quotation for: MORaine FIRE DIVISION



Quotation Number: 136720 Rev: 54
Unit Description: AERS-CYCN-100L
Quote Description: Aerial, RM, Aluminum, Single Axle, Cyclone, 100 Ladder
Salesperson: K KLEMAN

Salescode	Extended Description	Qty
TESTING COMPLIANCE STANDARD		
1001-0103	The E-ONE supplied components of the vehicle shall meet the requirements of NFPA 1900, 2024 edition.	1
3090-0001	Hosebed hoseloid allowance on the apparatus shall be 1000 lbs.	1
3090-0002	OAH. Unit has no overall height restrictions.	1
3090-0004	OAL. Unit has no overall length restrictions.	1
3340-1137-12C	Equipment allowance on the apparatus shall be 2500 lbs. This allowance is in addition to the weight of the hoses and ground ladders listed in the shop order as applicable.	1
BUMPERS		
1160-0008	3/16" Front Bumper Gravel Shield.	1
1160-0015	24" Front Bumper Gravel Shield Extension.	1
1160-0346	Heavy duty, formed, 12" front bumper with full wrap around. Corners to be tapered for an 8.5" wide mounting area. Includes support wings for outboard sides (as applicable). To be painted as specified.	1
1160-0351-589	Bumper to be extended (boxed out) for mechanical siren to be recessed without intruding into the bumper trays, recessed crosslays or any other options as applicable. Location: center.	1
BUMPER TRAYS		
1150-0128	Notch front bumper tray for speaker/Q2B/radar. Will reduce front hose/equipment load. Center tray only.	1
1150-0139-199	Nylon black strap with a stainless steel quick release buckle for front bumper hose tray. Strap to attach to front and rear walls of tray down low as applicable. Location: officer's side.	1
1150-0173	Bumper tray officer's side without slats 14 inches deep.	1
1150-0261	Diamond plate lid for driver, center, and officer hose trays. approx 6.25" high or	1

Salescode	Extended Description	Qty
	as applicable to allow for jumpine swivel to be under lid pre-connected. with dual chrome grab handles, SS butterfly latches and gas shocks.	
1150-0356-000-13	Turtle Tile Brand Black floor matting covering on driver side bumper tray floor.	1
1150-0357-000-13	Turtle Tile Brand Black floor matting covering on center bumper tray floor.	1
1150-0358-000-13	Turtle Tile Brand Black floor matting covering on officer side bumper tray floor.	1
1150-0361	Bumper tray with no slats extending 2/3 from driver's side of the bumper to center as applicable based on outboard options. Includes notched frame extensions to provide the most tray depth directly above the extensions as will allow. Tray to have multiple depth to meet customer specific requirements.	1
FRAME ASSEMBLY		
1250-0086	Frame - Torque box for 100' single axle Quint aerial.	1
1250-0092	GEOMET coated frame assembly fasteners.	1
AXLE OPTIONS		
1025-0028	Koni shock absorbers for front axle - adjustable.	1
1025-0030	Stemco sight glass for front axle hubs. Inboard wheel seals will be Chicago Rawhide (or equivalent).	1
1025-0171	Dana D-2200W 24,000 lb. front axle. Includes maintenance free bushings. For use with disc brakes only.	1
1025-0215	Meritor RS-35-185 single rear axle 35,000 lb. capacity. Requires 16.5" x 8.625" cast shoe brakes. Note: Unit may have an intermittent speed rating due to rear tires.	1
SUSPENSIONS		
1070-0042	Reyco 35K rear spring suspension. Includes poly torque arm bushings.	1
WHEEL OPTIONS		
1050-0001	Alcoa aluminum wheels for front axle (2).	1
1050-0003	Alcoa aluminum wheels for rear axle (4).	1
1050-0007	Front axle wheel trim kit. Includes stainless steel lug nut covers (chrome plated plastic if applicable) and center cap with E-ONE logo. Note: Center cap will have an inspection port IPO a logo if equipped with Stemco oil seals.	1
1050-0008	Rear axle (single) wheel trim kit. Includes stainless steel lug nut covers (chrome plated plastic if applicable) and center cap with E-ONE logo. E-ONE custom chassis w/steel wheels will have chrome plated plastic lug covers.	1
1050-0017	Each inside wheel of the single rear axle shall have valve stem extensions.	1
TIRE OPTIONS		
1060-0113	Intermittent service tire rating.	1
1060-0117	RWC AirGuard LED tire pressure monitoring valve stem caps (6) for single rear axle	1

Salescode	Extended Description	Qty
	applications.	
1060-0208	Four Michelin 315 tires model X MULTI Z for rear axle	1
1060-0212	Two Michelin 425 tires model XZE for front axle.	1
BRAKE SYSTEMS		
1100-0005	Brake system air 4X2/4X4.	1
1100-0006	Parking brake release mounted on the driver's side lower dash.	1
1100-0024	G4 Electronic Stability Control (4x2), Includes RSC and ATC. Not available on 4x4, commercial chassis or tiller.	1
1100-0031	Dana/Bendix ADB22X 17" disc brakes for front axle.	1
1100-0036	16.5" x 8.625" P-Cast S-cam brakes for 27,000 - 35,000 Meritor axle. N/A with FIREMAX suspension.	1
AIR SYSTEM OPTIONS		
1110-0000-001	Inlet for air system. Location: driver door jamb.	1
1110-0002	Air dryer Bendix AD-9.	1
1110-0006	Air lines nylon.	1
1110-0026	Air horns Hadley e-tone recessed in bumper (PR).	1
1110-0027	Isolated air tank. Includes pressure protection valve.	1
1110-0043	Auxiliary air tank to be plumbed to the following optional accessories (if equipped): Chassis air horns, brake system air outlet, air reel, light tower, air primer, air operated devices and or customer/dealer installed pneumatic add-on(s).	1
ENGINES & TRANSMISSIONS		
1200-0017	Push-button transmission shift selector.	1
1200-0021	TranSynd, Shell Spirax S6ATF A295, or equivalent synthetic transmission fluid for EVS4000 series.	1
1200-0096	Electronic speed limiting set at 60 MPH. Note: Axle gear ratio will be as low as possible while allowing for 60 MPH top speed to improve acceleration.	1
1200-0490	Eng/Trans Cummins X10 450HP/1650TQ with EVS4000P transmission. 2027 EPA Compliant. Includes Acumen telematics and Certified Clean Idle holographic decal. Note: Until the 2027 EPA engine integration is finalized, option availability and body design relative to engine and aftertreatment are subject to change.	1
1200-0495	Transmission cooler. Required with 2027 EPA engine/trans w/o trans retarder.	1
SECONDARY BRAKING		
1125-0002	Jacobs engine compression brake. Note: Brake lights will illuminate when auxiliary brake is activated.	1
1125-0023	Transmission to seek second gear when Jacobs engine brake or Telma retarder is	1

Salescode	Extended Description	Qty
engaged. N/A with Trans retarder.		
EXHAUST OPTIONS		
1225-0056	Re-route vertical exhaust to below body. Includes heat wrap as necessary. Metro 100 only.	1
1225-0065	The exhaust outlet shall be vertical. (Metro 100 only). Includes chrome turn-out.	1
1225-0086	Firwin exhaust blanket from the turbo down to the DPF and between the DPF and SCR. Required on 2027 EPA engines.	1
COOLING PACKAGE		
1800-0041	Cooling system for use with Typhoon and Cyclone chassis. For use with 2027 EPA engines. Includes fan clutch.	1
FUEL SYSTEMS		
1350-0022	Fuel line hose rubber.	1
1350-0050	Fuel system 60 gallon saddle tanks.	1
1350-0101	Fleetguard fuel/water separator (or equivalent). Shall include indicator light and audible alarm.	1
1350-0102	Fuel shut-off valves (3). Locate each side of fuel / water separator and at tank.	1
ALTERNATOR		
1700-0027	Alternator Leece Neville 420 amp. 420 amp SAE/369 amp NFPA.	1
BATTERIES		
1400-0032	Battery five group 31 1000 CCA (two left / three right). For use with below cab DEF tank only.	1
CHASSIS OPTIONS		
1680-0007	Drivelines 1810. Required on 1550 lb/ft torque or greater engines. N/A with EVS3000 transmission.	1
1680-0008	Tow eyes front painted below bumper/cab (PR). Tow eyes will be integral when	1
CHASSIS OPTIONS		
1680-0012	used with a drop style frame extension.	1
1680-0051	Tow eyes rear frame painted black.	1
1680-0250-M58	Aerial hydraulic activation system.	1
1680-0438	Diesel Exhaust Fluid (DEF) 5 gallon tank. Location: left side below rear of cab. Insulation for heater hoses.	1
CAB MODEL		
1520-0243	Cyclone medium cab - 100" wide (58" CA).	1

Salescode	Extended Description	Qty
CAB ROOF TYPE		
1615-0004	Cab roof to be "flat" with trough for waterway. Required with HM100 (with waterway), HP100 (all), CR100/92 Pltfm (SdStckr and W/O/P) or HP/HPS100 Pltfm (all).	1
CAB BADGE PACKAGE		
1610-0000	Cab and body to have applicable E-ONE logos.	1
CAB DOOR OPTIONS		
1550-0003	Rear crew cab doors in the medium position.	1
1550-0081	Cab door locks - electric. Includes driver side exterior touchpad, (2) remote key fobs, barrel style key lock on exterior of each door and manual interior lock on each door.	1
1550-0084	All cab exterior entry doors to have 1250 keyed locks.	1
1550-0146-000-HN	color to match rear striping Chevron "A" individual stripe on lower cab door panel approx 12" high. Stainless steel/painted door panels only. E-ONE cabs only.	1
1550-0157	Anodize aluminum protective trim on rear edge of cab door openings. E-ONE custom chassis only.	1
1550-0180	Cab door panels stainless steel. Includes upper and lower panels with seam below handrail.	1
1550-0245	Anodized aluminum trim on the vertical edge of the exterior cab compartment openings. Includes wheel well and rear compartments (as applicable).	1
1550-0265	Anodize aluminum trim on bottom edge of the exterior cab compartment openings. Includes wheel well and rear compartments (as applicable).	1
1550-0285	Driver and officer door windows to be power actuated with HD regulators. Switches to be located at center dash. For use with new Typhoon and 100" wide Cyclone cabs.	1
1550-0286	Rear crew cab door windows to be power actuated with HD regulators. Switches to be located on each door with add'l switches accessible by driver. For use with new Typhoon and 100" wide Cyclone cabs.	1
1550-0287	Cab doors to be barrier style. For use with new Typhoon and Cyclone only.	1
1550-0377	All cab doors shall have exterior pull style handles with integral key lock (glass reinforced nylon).	1
CAB STEP OPTIONS		
1640-0047	Lower steps to extend 3.5" past cab. For use with legacy Typhoon / Cyclone with barrier style doors and new Typhoon / Cyclone with barrier style or extended doors.	1
1640-0067	Cab door bottom step lowered 4" (front and rear doors). Includes extended cab sides / fender trim. For use with barrier style doors only.	1

Salescode	Extended Description	Qty
MIRRORS		
1670-0059	Retrac Mirror stainless steel 10" 3-arm convex above officer side cab brow, 3 piece adjustable telescoping arm. Head #604953, Arm assy#604671	1
1670-0062	Retrac Aerodynamic dual vision chrome west coast style mirrors (PR) mounted on cab doors. Includes remote control and heat for std and convex mirrors and LED marker light.	1
MISC EXTERIOR CAB OPTIONS		
1550-0035	No window on the driver side of the cab	1
1550-0036	No window on the officer side of the cab.	1
1675-0022	Pair of 18" handrails located just behind driver and officer front door one each side.	1
1675-0023	Pair of 18" handrails located just behind driver and officer rear door (ALS doors if equipped) one each side.	1
1675-0030	Mud flaps, front, black with E-ONE logo.	1
1675-0047	Rear cab wall to be 3/16" aluminum diamond plate.	1
1675-0201	Large radius cab wheel well. Includes bolt-on adjustable wheel well trim.	1
1675-0202	Mounting plate for battery charger receptacle, indicator, air inlet, etc (if applicable). Plate to be removable brushed stainless steel.	1
HVAC		
1515-0133	Air conditioning with roof top mounted condenser. Includes reduced profile evaporator w/powder coated cover, brushless motors and a rear fan speed switch on the driver side of the rear air distribution housing. Requires A/C controls in multiplex display.	1
1685-0057	Heaters cab rear with covers (PR), and front heater with heat to the feet for the driver and officer.	1
SEATS		
1510-0004	Seats, Bostrom brand.	1
1510-0008	Seat color gray.	1
1510-0203-147	Bracket SCBA IMMI SmartDock Gen2 restraint system. Location: officer's seat.	1
1510-0203-151	Bracket SCBA IMMI SmartDock Gen2 restraint system. Location: inboard driver's side rear wall.	1
1510-0203-152	Bracket SCBA IMMI SmartDock Gen2 restraint system. Location: inboard officer's side rear wall.	1
1510-0279-146	Ready/Reach seat belt extender. Location: driver's seat.	1
1510-0279-147	Ready/Reach seat belt extender. Location: officer's seat.	1
1510-0279-151	Ready/Reach seat belt extender. Location: inboard driver's side rear wall.	1

Salescode	Extended Description	Qty
1510-0279-152	ReadyReach seat belt extender. Location: inboard officer's side rear wall.	1
1510-0435	Seat cover material Durawear Plus (EA). Includes low seam on bottom cushion. Bostrom seats only in gray or black. (Quantity to reflect number of seating positions)	4
1510-0478-131	Flip-up with fold and hold Bostrom SCBA seat located driver's side inboard.	1
1510-0478-133	Flip-up with fold and hold Bostrom SCBA seat located officer's side inboard.	1
1510-0533	Driver seat to be Bostrom air ride (Air-50 suspension) with Gen II design. Can be used with dual retractor upgrade (1510-0508).	1
1510-0574	Officer seat to be Bostrom fixed SCBA with Gen II styling. Can be used with dual retractor upgrade (1510-0508).	1
1685-0031	Seating capacity tag of four occupants.	1
MEDICAL CABINETS		
1535-0094	Driver side cab wheel well medical cabinet with external pan door painted job color with locking Tri-Mark latch and interior full height opening with cargo net cover. Cabinet includes (2) adjustable shelves. Cabinet is approximately 42H x 22W x 28D on Typhoon and Cyclone and 42H x 25W x 28D on 100" wide Cyclone and Quest (viewed from interior).	1
1535-0095	Officer side cab wheel well medical cabinet with external pan door painted job color with locking Tri-Mark latch and interior full height opening with cargo net cover. Cabinet includes (2) adjustable shelves. Cabinet is approximately 42H x 22W x 28D on Typhoon and Cyclone and 42H x 25W x 28D on 100" wide Cyclone and Quest (viewed from interior).	1
1535-0202	Finish. Cab medical/storage cabinet(s) finish to be multi-tone gray. Includes interior/exterior of cabinet and shelves/trays if equipped.	1
REAR CAB COMPARTMENTS		
1536-0081-834	Electric deadbolt lock for cab storage compartment door (EA). For use with single hinged door with Tri-Mark D-paddle latch only. Door will be 2.5" thick IPOS to fit lock (will reduce the clear opening width). Requires separate switch option (IE 5100-0031-XXX). Location: driver side cab wheel well external cabinet door.	1
1536-0081-835	Electric deadbolt lock for cab storage compartment door (EA). For use with single hinged door with Tri-Mark D-paddle latch only. Door will be 2.5" thick IPOS to fit lock (will reduce the clear opening width). Requires separate switch option (IE 5100-0031-XXX). Location: officer side cab wheel well external cabinet door.	1
MISC INTERIOR CAB OPTIONS		
1685-0005	Lexan sun visors, driver and officer's side overhead.	1
1685-0187	Severe duty engine cover, molded polyurethane.	1
1685-0286	Control lanyard Y type for air horns. Aircraft style cable (1/8" wire cable covered with clear plastic/nylon tubing) shall be used IPOS.	1

Salescode	Extended Description	Qty
1685-0446	Severe duty overhead console. Includes driver, center and officer overhead ahead of air conditioning plenum. Center overhead includes siren mounting locations. Overhead to match cab interior.	1
1685-0531	Reduced profile rear engine cover for increased legroom.	1
1685-0577	Cup holder / tray for engine cover painted to match cab interior. Approx 14" wide x 10" long with tapered front corners and cup holders at each rear corner. For use in Typhoon and CII with severe duty engine cover. To be mounted at final inspection.	1
1685-0670	Severe duty dash package with raised profile center section. Cast alum construction. Includes smooth plate alum lower kick panels; all painted to match cab interior.	1
1685-0692	Cab insulation package. Includes insulation for ceiling, front wall, rear wall, side walls, below seat risers and in doors.	1
1685-0891	Cab interior padding to be gray.	1
CAB ELECTRICAL OPTIONS		
1750-0024-179-02	Auto-Eject receptacle inlet 20 amp located outside driver's door next to handrail with a Red cover.	1
1750-0029	Switch horn button two position DOT/air horn.	1
1750-0046-194	Cab Headlights. Position: upper.	1
1750-0072-545	12 VDC electrical outlet wired battery hot. Location: In cab driver side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).	1
1750-0072-546	12 VDC electrical outlet wired battery hot. Location: In cab officer side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).	1
1750-0072-592	12 VDC electrical outlet wired battery hot. Location: driver side dash.	1
1750-0072-593	12 VDC electrical outlet wired battery hot. Location: officer side dash.	1
1750-0072-747	12 VDC electrical outlet wired battery hot. Location: driver side rear cab wall in or below seat support structure as space allows.	1
1750-0073-585	Antenna base Tescos P/N 90942 (NMO Motorola Style - also called MATM style) on cab roof. Location: driver side forward with coaxial cable terminating at the center of the dash board.	1
1750-0073-587	Antenna base Tescos P/N 90942 (NMO Motorola Style - also called MATM style) on cab roof. Location: officer side forward with coaxial cable terminating at the center of the dash board.	1
1750-0075	English dominant main cab gauge cluster.	1
1750-0166	ATC override switch.	1
1750-0198-176	Battery charger to be located up high in driver side wheel well medical cabinet offset forward.	1
1750-0449	Momentary DPF regeneration override switch.	1

Salescode	Extended Description	Qty
1750-0483	Control push-button switch on officer's switch panel for Q2B siren brake.	1
1750-0485	Control push-button switch officer switch panel for air horns.	1
1750-0554	FireTech LED cab headlights.	1
1750-0768	TecNiq D07 LED cab door step area lighting. Includes (2) lights at each door area. Lights to be switched with door ajar.	1
1750-0796	Turn signal TecNiq LED strip (PR) with clear lens and polished alum housing located between quad headlight bezels (New Typhoon and Cyclone only).	1
1750-0936	Dome Lts TecNiq Red/White LED. Package includes two lights mounted in the front and two mounted in the rear of the cab. White light wired through door and light assembly switch. Red light through light assembly switch.	1
1750-1004	Battery charger Kusssmaul Chief Series. 120/240 volt inlet, 40 amp output. Includes remote and built-in touch screen displays.	1
1750-1013-545	Dual port USB charging receptacle in the cab wired battery hot. Includes USB-A and USB-C ports. Location: In cab driver side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).	1
1750-1013-546	Dual port USB charging receptacle in the cab wired battery hot. Includes USB-A and USB-C ports. Location: In cab officer side on 3 x 3 post rear facing just above engine cover (or seat riser if in a Hush).	1
1750-1013-592	Dual port USB charging receptacle in the cab wired battery hot. Includes USB-A and USB-C ports. Location: driver side dash.	1
1750-1013-593	Dual port USB charging receptacle in the cab wired battery hot. Includes USB-A and USB-C ports. Location: officer side dash.	1
AERIAL BODY		
3060-0016	Body aerial Metro 100 Quint SideStacker. Includes extended height L2/R2 compartments, combined rear driver side compartments, left rear staircase with pocket style drop down step, 34" wide ladder tunnel and 3" raised rear perimeter aft of rear jack legs for improved angle of departure. 65" high body (for 38.25" turntable height). Requires front tank module. Note: Can also be used with LTH/110 ladders with 40.25" TT height.	1
AERIAL BODY MODIFIERS		
3065-0024	Body modification - Increased depth SideStacker hosebed. Option alters placement of the pike poles. Requires engineering review and approval.	1
AERIAL BODY OPTIONS		
3110-0360	Rear of body to have un-painted smooth plate overlay style body panels to facilitate rear body striping.	1
3310-0050	Crosslay triple 5.5" wide single stack to hold up to 200' of 2.0" DJ (each) or 150' - 200' 2.5" DJ (each). Includes storage pan to rear of crosslays	1
3310-0070	Rear ladder tunnel door with 1/4-turn D-ring latch. Lift-up door to open 20 degrees past horizontal (degrees may be reduced due to other options). Door will match rear	1

Salescode	Extended Description	Qty
3310-0096	body finish. Doors for rear master and jack control controls. Doors will match rear body finish.	1
3310-0162	Jack leg opening covers diamond plate (4) sets. Includes diamond plate outrigger covers and fixed diamond plate filler panels. HM100/HR100/110 requires surface mount warning lights.	1
3310-0354	Auxiliary jack pad 24X24 (4) with 20 degree formed handle. Includes (2) double mounting brackets.	1
3310-0445	100' Single axle Quint front body module for use with 470/500 gallon tank and vertical SCR.	1
3310-0513	Fuel fill hinged door and fixed panel below door each side to rear of rear axle to be diamond plate.	1
3310-0852	Recessed tubes for (4) pike poles with Zico style pike head. Located in ladder tunnel.	1
DOORS		
3300-0007-015	Door single vertical hinged painted. Location(s): R1	1
3300-0007-017	Door single vertical hinged painted. Location(s): R3	1
3300-0011-005	Door single horizontal hinged lift-up box pan configuration painted. Location(s): L3	1
3300-0289-003	Door double vertical hinged w/rotary latches - painted . Location(s): L1 Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1
3300-0289-018	Door double vertical hinged w/rotary latches - painted . Location(s): R4 Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1
3300-0292-004	Door double 3-point vertical hinged w/rotary latches - painted. Location(s): L2. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1
3300-0292-006	Door double 3-point vertical hinged w/rotary latches - painted. Location(s): L4. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1
3300-0292-016	Door double 3-point vertical hinged w/rotary latches - painted. Location(s): R2. Includes latch handle extension installed on secondary door's interior latch with "PULL" tags using .125 plate.	1
SHELVES		
3370-0245	Permanent fixed shelf. Aluminum or stainless steel body applications. Location:	1 L4 L shape at breaj
3370-0246	Adjustable shelf for non-transverse compartments. Location:	6 L1; L2 (2); R1; R2 (2)
3370-0247	Tracks for adjustable shelf and/or adjustable tray in a compartment. Location:	5 L1; L2; L3; R1; R2

Salescode	Extended Description	Qty
TRAYS / TOOLBOARDS		
3380-0019-136	Running board suction tray. Includes removable slats in bottom of tray. Location(s): officer side running board	1
3380-0498	Tray, floor mounted roll-out with gas spring. 500 lbs. capacity. Location: L2; R2	2
3380-0567	Adjustable mounted aluminum SlideMaster roll-out/tilt down model MT (up to 60" wide) with aluminum tray. Location(s):	1 L3
COVERS		
3305-0008-000-13	Vinyl Black crosslay cover with attached side flaps.	1
3305-0022-000-13	Vinyl rear cover for diamond plate hose bed cover. Color: Black.	1
3305-0062	Hosebed cover aluminum (1) piece with recessed handles, SideStacker. Note: This option effects hose bed capacity.	1
3305-0064-136	Nylon black strap with stainless steel quick-release buckle for hose tray. Strap to attach to side walls of tray down low as applicable. Location: officer side running board.	1
PUMP PANELS		
3134-0016	Stainless steel driver and officer side pump panels.	1
3134-0064	The gauge panel(s) on the driver side of the Side Mount module to be hinged upward. Panel(s) to include (2) mechanical/pneumatic (as applicable to panel size) hold opens and latches.	1
3134-0143	Officer side pump panel to be vertical hinged on forward extrusion. Panel to be (3) pieces with upper (2) panels secured in the closed position with push button latches. Upper panel to be held open with gas shock.	1
MISC PUMP PANEL OPTIONS		
4460-0003	Pump panel tags color coded per NFPA compliance.	1
PUMP MODULE OPTIONS		
3136-0000-202	Air horn switch at pump panel. Switch to be labeled "Evacuation Alert". Location: driver side pump panel.	1
3136-0005	The crosslay divider(s) to be notched both ends for bail handle nozzles.	1
3136-0011	P-Rubber in flex joint(s) between pump module and/or body modules.	1
WATER TANK		
4010-0511	Water tank and foam cell(s) (if applicable) shall be UPF (United Plastic Fabricating) brand.	1
4010-0552	470 Gallon Water "T" Tank. For use with Aerial applications only.	1
TANK PLUMBING		
4450-0008	1.5" tank fill Akron manual valve.	1

Salescode	Extended Description	Qty
4450-0121	3" Tank to pump Akron air actuated valve w/4" tank connection.	1
FOAM TANK		
4100-0008-590	20 gallon integral foam tank for Class A foam. Foam tank capacity will reduce the water tank capacity. Tank capacity is 20 US gallon / 16 Imperial gallons / 75 Liters.	1
LADDER STORAGE / RACKS		
3340-0111-0V0	Horizontal ladder bracket. Location and type of ladder: over L2 for Little Giant model 17.	1
3365-0037-4R3	Center mounted ladder tunnel. Ladder rack to hold: PEL3-35, PEL-28, PEL-24, PRL/DRL-16, PRL/DRL-14 and FL-10 (without shoes).	1
HANDRAILS / STEPS		
3330-0002-050	Slide-out platform, rollerless. Includes chrome grab handle centered on the front face of the platform (includes hand rail as applicable). Located below driver side pump panel.	1
3330-0100-M20	Step below body. Located below rear of officer side pump panel. Each location requires a minimum of (1) handrail / handhold per NFPA.	1
3330-0279-062	Innovative Controls dual lighted LED folding step. Location: driver side front compartment face. Each location requires a minimum of (1) handrail per NFPA.	4
MISC BODY OPTIONS		
3340-0027	Diamond plate corner guards for the driver and officer front compartment face. Guards to wrap around the corner and be full height of side assembly or to a max of 96".	1
3340-0035	Divider Long. To run full length of hose bed (front to rear).	1
3340-0093	Mud flaps, rear, black with E-ONE logo.	1
3340-0110	The rear of each hose bed divider to have a hand hold cut-out(s).	1
3340-0207-016	Piping cover to be located in compartment R2. Includes compartment wall cut-outs for piping.	1
3340-0282-X73	Tilt Switch & Jack for cab. Tilt switch and manual jack to be located: right side forward jack leg compartment low behind door in access panel (tilt sw behind door).	1
3340-0486	Diamond plate single axle wheel well. Includes bolt-on composite wheel well liners and bolt-on polished alum fenderettes.	1
3340-0689	Insulation to protect compartment from exhaust system heat. Locate behind R1 wall.	1
3340-1632	Diamond plate corner guard for the rear compartment face forward of staircase(s). Guard to wrap around the corner. SideStacker or NPNT w/ side staircase aerial bodies only.	1
3340-1648	Anodized aluminum trim on bottom edge of all body compartment openings	1

Salescode	Extended Description	Qty
3340-2746	including pump enclosure if applicable with painted edges. The painted SideStacker aerial body side panels shall be FRP overlays.	1
SCBA BOTTLE STORAGE		
3320-0184-497	E-ONE designed (3) SCBA bottle storage driver side rear wheel well offset rearward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.	1
3320-0184-498	E-ONE designed (3) SCBA bottle storage officer side rear wheel well offset forward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.	1
3320-0184-500	E-ONE designed (3) SCBA bottle storage officer side rear wheel well offset rearward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.	1
3320-0189-495	E-ONE Speedy Dry storage compartment driver side rear wheel well offset forward with hinged door and push button latch. Door material to match wheel well material and be wired to door ajar. Includes a slide out bin (sanded finish) with hinged lid on top, 2" gated valve at the bottom and grab handle on front. Capacity: 50 lbs of Speedy Dry absorbent material.	1
PUMPS		
4005-0031	Rating 1500 GPM.	1
4005-0281	Waterous ESU1 1500-2000 GPM single stage pump with R gearbox. Requires primer option.	1
PUMP CERTIFICATION		
4475-0000	Pump certification 750-2250 GPM (or metric/imperial equivalent).	1
PUMP OPTIONS		
4015-0012	Pump shift override, side panel mounted.	1
4015-0044	Anodes for Waterous pump - (Pair) (1) discharge side and (1) intake side.	1
4015-0053-198	Steamers to be Flush + 1". Location: driver's side.	1
4015-0053-199	Steamers to be Flush + 1". Location: officer's side.	1
4015-0073	Manual operated master pump drain. The master drain shall be clearly marked and placed in accessible location below running board on driver side (or area directly to rear of panel if no room below panel).	1

Salescode	Extended Description	Qty
4015-0210	Pump cooler with Innovative Control 1/4 turn valve with "T" handle and label.	1
4015-0242	Trident primer W/3 barrel push button control. For use with 1250 GPM and larger pumps. Requires 15.6 CFM or larger engine air compressor.	1
4015-0384	2-Button electric pump shift.	1
INTAKES		
4440-0005	2.5" Left Intake Akron Manual Valve.	1
INTAKE OPTIONS		
4445-0048	Intake pressure relief valve, Task Force Tips.	1
DISCHARGES AND PRECONNECTS		
4415-0008	1.5" Front bumper discharge Akron manual valve.	1
4415-0012-654	1.5" Crosslay with Akron manual valve. Location: crosslay 1 & 2.	2
4415-0014-581	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side discharge 1.	1
4415-0014-582	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side discharge 2.	1
4415-0016-584	2.5" Right Pump Panel Discharge Akron Manual Valve. Location: right side discharge 2.	1
4415-0018	2.5" Left front hose bed discharge Akron manual valve.	1
4415-0051	4" Waterway Discharge with 3" Akron Manual Valve.	1
4415-0054-583	4" Right Pump Panel Discharge with 3" Akron Manual Valve (Waterous pumps noted location to be forward lower port). Location: right side discharge 1.	1
4415-0058-655	2.5" Crosslay Akron Manual Valve. Location: crosslay 3.	1
4415-0178-533	Polished Stainless Steel Swivel Located on Top of Bumper officer's side outboard for Front Bumper Discharge.	1
4415-0948-357	Preconnect extension (Each). The front hosebed preconnect to be extended to the rear of the hosebed area. Includes smooth plate cover with drainage slots. Location: driver's side hose bed preconnect 1.	1
DISCHARGE OPTIONS		
4417-0175	Innovative Controls push/pull valve controls with locking T handles.	1
4417-0177	Innovative Controls 3/4" bleeder/drain valve include 1/4 turn T-handle.	10
4417-0185	Innovative Controls discharge and intake bezels with integral color code and verbiage for side mount pump panel.	1
PRESSURE GOVERNORS		
4465-0047	FRC PumpBoss Max pressure governor (PBA500 series). Includes engine monitor gauges.	1

Salescode	Extended Description	Qty
GAUGES		
4435-0084	Innovative Controls 10 LED SL series foam tank level gauge. On pump panel.	1
4435-0347-527	IC 10 LED SL series/Whelen PSTank2 water tank level gauge package. Location of Whelen PSTank2 Strip Lights: each side of cab rear of front doors.	1
4435-0451	Innovative Controls TC Series 2.5" (63MM) pressure gauge with chrome bezel.	10
4435-0453	Innovative Controls TC Series 4" (100MM) Master pressure gauges with dual chrome bezel. Includes integrated test ports and alarm.	1
4435-0458	Pump panel pressure gauges to be 0-400 / Master Intake gauge to be 30-0-400.	1
FOAM SYSTEMS		
4430-0020	2002 Hypro/FoamPro foam system.	1
4430-0079	The foam system performance shall be tested and certified in compliance with the applicable NFPA requirements.	1
FOAM SYSTEM OPTIONS		
4432-0053-357	Foam system plumbed to driver's side hose bed preconnect 1.	1
4432-0053-556	Foam system plumbed to 1.5 first crosslay.	1
4432-0053-557	Foam system plumbed to 1.5 second crosslay.	1
4432-0053-567	Foam system plumbed to officer's side front jump line.	1
4432-0061	FoamPro foam system refill. Includes clear hose wand (ship loose). Controller and connection port located driver's side pump panel.	1
ELECTRICAL SYSTEMS		
5010-0049	Vehicle data recorder - 2009 / 2016 / 2024 NFPA compliant. Includes occupant detection shown in multiplex display. E-ONE chassis only.	1
5010-0094	Nanoprotech (or equivalent) corrosion inhibiting spray coating to be applied on all exposed electrical connections.	1
5010-0141	V-MUX2 DTD Electrical system for aeriels.	1
5010-0144-649	7" UltraView display for multiplex electrical system. Location: driver's side engine cover.	1
ELECTRICAL SYSTEMS		
5010-0145	HVAC Controlled through multiplex display(s). For use with VMUX DTD.	1
LIGHT BARS		
5300-0506-000-4V	Front light bar LED color: Red/White with clear lenses (If applicable, includes side facing when colors are the same.)	1
5300-0508-036	Whelen Mini-Freedom IV side facing light bars (PR) 21.5" with 4 LED modules. Location: centered above rear cab doors.	1
5300-0515	Whelen MKEZ7 1.5" standard mount for mini front light bars (4).	1
5300-0518	Whelen MKEZ7 1.5" standard mount for mini side facing light bars (4).	1

Salescode	Extended Description	Qty
5300-0524-035	Whelen F4 Mini-Freedom LED light bars (PR) 21.5" with 5 LEDs in each bar. Location: front cab corners at 20 degree angle.	1
WARNING LIGHTS		
5600-0078-479-4T	Whelen Super LED beacon (PR) model L31H with RED with CLEAR lenses domes. Location rear upper body on aerial style brackets.	1
5600-0106	Warning light Roto Ray LED with clear lenses, light diode color is (2) red and (1) clear. Locate on front of cab centered below windshield.	1
5600-0787-3RH-4T	Warning light Whelen M2W Wide Angle Super LED warning lights (PR). Surface mounted w/chrome flanges (if applicable). Location: (1) each side NFPA/ULC required lower zone rear side facing, color will be RED with CLEAR lenses.	1
5600-0850-170	Hazard (door ajar) light TecNiq S38 LED red. Location: center overhead.	1
5600-0948-3RE-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone front facing.	1
5600-0948-3RF-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone forward side facing.	1
5600-0948-3RG-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone midship side facing.	1
5600-0948-3RJ-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone rear facing.	1
5600-0948-463-4T	Warning light Whelen M6 series Linear Super LED (PR) RED with CLEAR lenses. Location: (1) each side in front quad inboard of NFPA warning light.	1
DIRECTIONAL LIGHT BARS		
5310-0012	Diamond plate shield over rear directional light.	1
5310-0020-846	Directional light bar control is to be located center overhead console offset to driver side.	1
5310-0025	Directional light circuit wiring through upper level warning.	1
5310-0116	Whelen split traffic advisor model TAM83S2 LED - (2) 14" long, with clear lenses.	1
SIRENS		
5500-0010-210	Federal Q2B siren - flush mounted in bumper. Location: center front bumper. Requires activation switch.	1
5500-0024-170	The primary electronic siren control is to be located center overhead.	1
5500-0103	Whelen model 295SL101 siren with plug-in microphone.	1
SPEAKERS		
5510-0029-209	Speaker, Federal Signal Dynamax ES100 with "E-ONE" grille through bumper. Location: driver side front bumper.	1
5510-0029-211	Speaker, Federal Signal Dynamax ES100 with "E-ONE" grille through bumper. Location: officer side front bumper.	1

Salescode	Extended Description	Qty
DOT LIGHTING		
5150-0017	License plate light LED with chrome housing located at the rear of the body.	1
5150-0232	Marker light package cab / body LED. Body lights to be .75" Dia TecNiq for custom cab with aerial ladder, Mid-Mount platform or Bronto bodies only.	1
5150-0271	Bracket license plate at rear of body. Smooth plate sanded bracket.	1
5150-0299-5WC	Front (if applicable) and rear turn signal flash pattern: populated arrow.	1
5150-0304	Whelen M6 series LED horizontal mount tail lights. Includes LED stop/tail, turn and back-up lights individually mounted with weatherproof connectors. Requires turn signal flash pattern.	1
LIGHTS - COMPARTMENT, STEP & GROUND		
5380-0232	Step light package Whelen 2" LED - small.	1
5380-0257	Compartment light package Amdor Luma-Bar Blue LED for large bodies. Includes two lights per compartment (four if transverse).	1
5380-0297	Compartment light Amdor Blue LED for medical cabinet (EA).	2
5380-0280	Ground light package TecNiq T440 4" LED - large.	1
5380-0323	The auxiliary steps below the cab doors and/or below pump module/body (if applicable) to have EON LED lights to illuminate the stepping surface and ground below (IPO lights indicated in the main ground light package).	1
5380-0325	EON LED ladder tunnel light (EA).	3
LIGHTS - DECK AND SCENE		
5390-0007	Deck/scene light circuit wiring through chassis reverse. Requires rear deck or scene light.	1
5390-0025	Cab scene lights are to be switched with cab doors in addition to standard.	1
5390-0169-457	Deck light FireTech, model FT-WL3500-FT LED (PR) with black housing. Switched with work light switch in cab. Location: (1) each side of body rear facing up high.	1
5390-0230	Hose bed light FireTech model WL2000 LED with white housing. Locate center front of hose bed. Switched with work light switch in cab.	1
5390-0231	Crosslay light FireTech model WL2000 LED with white housing. Locate to rear of crosslay (SM) and forward of crosslay (TM as applicable). Switched with work light switch in cab.	1
LIGHTS - NON-WARNING		
5400-0185	LED pump compartment light (EA).	1
5400-0224	Engine compartment light Optronics LED Series ILL22 (EA).	1
5400-0259	TecNiq model E10 pump panel LED light package with (3) lights per side pump panel. Pump panels over 45" may require additional lights. Side mount only.	1

Salescode	Extended Description	Qty
CONTROLS / SWITCHES		
5100-0006-198	Foot switch to control Q2B located driver's side.	1
5100-0006-199	Foot switch to control Q2B located officer's side.	1
5100-0036-1P9	Additional programming instructions: outrigger/jack leg warning lights to activate with lower warning IATS.	1
5100-0036-2AN	Additional programming instructions: Link electric cab entry door locks to cab exterior medical/ALS compartment electric door locks.	1
5100-0036-3MK	Additional programming instructions: all side facing M6V lights to activate with work light switch, when park brake is set.	1
5100-0165	Audible door ajar alarm wired through door ajar light. For use with multiplex display(s) only.	1
CAMERAS / INTERCOM		
5350-0156	FRC ACT 2-way aerial intercom.	1
5350-0182	Safety Vision officer's side camera SV-622RS w/ SV-512 cable. Requires Safety Vision back-up camera option. Camera to be located on front cab corner interlocked with right turn signal. Camera to be approx 31" up from bottom of cab (35" with lowered cab step option). Camera only - does not include monitor.	1
5350-0192	Safety Vision back-up camera wired through multiplex display. Video displays automatically when transmission is in reverse. Camera only - does not include monitor.	1
5350-0537	Sigtronics US-45D intercom system with (4) cab jacks, four headset hooks, PTT switches for driver and officer. Does not include radio interface cable. Custom cabs only. Headsets to be shipped loose.	1
MISC ELECTRICAL		
5110-0004	Alternating flasher for headlights. Not available on Ford chassis.	1
5110-0017	Back-up alarm 97 dB.	1
5110-0219-762	Blue Sea 12V power distribution module model 5032. Location: behind officer's seat.	1
LIGHTS - AREA		
5450-0321	FireTech 75" 12V brow light with integrated marker lights and black housing. Includes switch accessible to driver. Replaces front brow marker lights. Requires special bracket 5450-0340 on aerials with waterway trough. Not available on aerials with deep trough.	1
5450-0340	Extended brow light brackets for use with FireTech front brow light with standard cab trough.	1
5450-0395-3K9	FireTech 35" 12V mini brow light (EA) with black housing and flood optics. Includes switch in cab (driver and officer side facing lights switched separately). Location: (1) each side of body above L3/R2	2

Salescode	Extended Description	Qty
5450-0395-493	FireTech 35" 12V mini brow light (EA) with black housing and flood optics. Includes switch in cab (driver and officer side facing lights switched separately). Location: driver and officer side over rear cab door	2
5450-0556-3K9	Diamond plate shield for FireTech 35" scene light (EA). Location: (1) each side of body above L3/R2.	2
RECEPTACLES		
5470-0004-763	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: rear wall of driver side medical compartment up high.	1
5470-0004-764	Receptacle household 20A/110V duplex 3-prong NEMA 5-20 with cover plate interior mounted wired to inlet receptacle. Location: rear wall of officer side medical compartment up high.	1
AERIAL MODEL		
6100-0105	Ladder HR100 with -6 degree travel, waterway to tip, fabricated SideStacker style turntable deck, left side console with cover, turntable mansaver bars, split steps at tip and jack leg flood lights. 11' jack spread for use with single axle NPNT models and Quint with 470 or less tank.	1
AERIAL HYDRAULIC SYSTEM OPTIONS		
6150-0003-216	Gauge aerial hydraulic oil level. Electronic display to be located on pump operator's panel.	1
AERIAL CONTROLS		
6850-0107	Advanced Aerial Control System - Ladder. Includes 7" display, wway flow / pressure, cradle and rung alignment indicators, air horn sw and monitor stow / deploy.	1
MONITORS		
6300-0070	Monitor TFT Typhoon RC electric w/extended range 1000GPM for ladder. Includes shut off valve at tip (VUM) with 2.5" aux discharge valve. Includes tip and base controls. Monitor has a powder coated silver finish. Requires high flow W/W relief vlv.	1
WATERWAY OPTIONS		
6350-0000	Pinned waterway - upgrade. Waterway pins to section 2 or 3 on HP75 / HP78 and to section 3 or 4 on LTH100, HM100, HR100 and CR100.	1
6350-0005	Rear 4" NST waterway inlet for rear mounted aerials. Includes chrome cap.	1
6350-0159	Waterway pressure relief valve to be Trident Air Max IPOS. Includes two intake relief valves and single controller with adjustment knob and pressure gauge. For use on ladders with tip valve option.	1
6350-0162	Innovative Controls TC Series 2.5" (63MM) waterway inlet pressure gauge (0-400) with chrome bezel.	1

Salescode	Extended Description	Qty
AERIAL WARNING LIGHTS		
6550-0080	Outrigger warning lights (4) LED. Whelen M6V2RC Super LED.	1
AERIAL LIGHTING		
6560-0080-000-06	Ladder climbing lights Luma Bar Pathfinder LED strip for 4 section aerial (one side). Color: Red.	1
6560-0184	FireTech model FT-WL3500-FT-B LED flood/spot light with black housing. Includes hardwired switch on turntable console. Location: left and right side of base section.	1
6560-0203-231	FireTech model FT-WL-X-9-FT-B-SH2 LED flood/spot light with black housing. Includes switch on lighthouse and turntable console. Location: left side tip.	1
6560-0203-232	FireTech model FT-WL-X-9-FT-B-SH2 LED flood/spot light with black housing. Includes switch on lighthouse and turntable console. Location: right side tip.	1
AERIAL EQUIPMENT		
6500-0012-139	Pike pole tube for 8' pole on ladder. Location: right side fly section.	1
6500-0019-138	Axe bracket mounted on aerial. Includes pick cover. For use with a 6 lb axe only. Location: left side fly section.	1
6500-0107	Tie off eye on outrigger (4). Includes (2) 1" x 2.5" slots on each tie off eye. Locate on pivot side of outer jack tube. Rated at 9000lbs. each. For use with criss-cross under-slung jacks only. Note requires fixed outrigger cover's bottom edge raised to match bottom of body on two-piece jack covers. N/A with 12' jacks and pad extension option (use 6500-0297).	1
6500-0149-1CE-5W	Stokes basket storage brackets for use with Junkin JSA-200 Stokes. The stokes basket shall mount to the base section on the left side towards front. Stokes not included.	1
6500-0172	Lifting eyes each side at ladder tip. Rating is 250 lbs ea / 500 lbs pr.	1
6500-0227	Diamond plate storage box with hinged lid for chain saw. Box to be approx 36L x 16W x16H located rearward on an integral extension of the fabricated turntable with diamond plate overlay. Includes (2) butterfly latches and (1) chrome handle, (1) handrail on driver side of box, (2) externally mounted gas shocks and louvers for ventilation. Note w/single axle aerial applications will require engineering approval. HP100L/HR100/CR100/92Pltfm.	1
AERIAL LADDER BRACKETS		
6600-0035-249	Lift out slim profile style roof ladder bracket. Locate outside base section for a PRL/DRL-14 on right side of base section. Available on 95RM, 110, CR100/137, HR100 and LTH100.	1
6750-0012	Paint aerial sign plate with approved metallic paint color. This is upcharge and requires applicable code to go with it.	1
SIGN PLATES		

Salescode	Extended Description	Qty
6750-0002-000-73	Aerial sign plates 22 x 144 (PR) painted non-metallic color. Does not include lettering. Color: Two Tone Job Color.	1
AERIAL TESTING		
6900-0000	Aerial flow test - 3rd party.	1
6900-0007	Aerial NFPA certification.	1
GROUND LADDERS		
7800-0007	Alco-Lite PRL-14' roof ladder.	1
7800-0010	Alco-Lite PRL-16' roof ladder.	1
7800-0016	Alco-Lite PEL-24' 2-section extension ladder.	1
7800-0021	Alco-Lite PEL-28' extension ladder.	1
7800-0023	Alco-Lite PEL3-35' 3-section extension ladder.	1
7800-0027	Little Giant model 17 ladder.	1
7800-0101	Alco-Lite DRL-14' roof ladder.	1
MISC LOOSE EQUIPMENT		
7900-0014	DOT Required Drive Away Kit - Kit includes three (3) triangular warning reflectors with carrying case. This kit is for the end user and is to remain with the truck.	1
EXTERIOR PAINT		
8100-0064	Cab paint break - standard with dip to grille. Break is 31.5" inches below the drip rail on Typhoon and Cyclone cabs. (100" wide Cyclone cab with 4" front raised roof to use 8100-0710).	1
8100-0084	All applicable pump/pre-connect application modules are to have a job color finish. Includes upper and lower pump modules, crosswalk module and/or speedlay/pre-connect module (as applicable). Rear mounted body/pump module to be painted job color.	1
8100-0085	Paint end of fly section job color. Includes nozzle guard (if equipped).	1
8100-0087	Paint Sample Spray Out - Dealer is responsible for returning written approval prior to order release. Two-tone cab color. Qty one in BOM will supply a pair of paint samples.	1
8100-0116	Rear body surface to have a sanded finish (not painted job color). Includes hinged doors that do not have discrete sales codes and removable panels.	1
8100-0396	Undercoating E-ONE. To be applied after customer final inspection.	1
8100-0697	Paint lift cylinders, extension cylinders and upper turntable steelwork to match the "two tone metallic" sales code color (does not apply to TT deck).	1
8100-0835	Paint air conditioning condenser cover (metallic paint). Specify color:	1 FLNA 94738 E-One Silver
8100-0838	PPG brand paint will be used on the E-ONE supplied components.	1
8100-0841	Paint Body - Large - For Aerials, T/A Tankers, Rear Mounts and Rescues (non-	1 FLNA 3225 E-One Red

Salescode	Extended Description	Qty
8100-0851	metallic) paint. Color: Paint E-ONE cab - (non-metallic) paint. Color:	1 FLNA 3225 E-One Red
8100-0854	Paint cab two-tone metallic color. Upper area of cab to be painted:	1 FLNA 94738 E-One Silver
INTERIOR PAINT		
8150-0011	The interior of the cab to be painted multi-tone gray finish.	1
PROTECTIVE COATINGS		
8175-0086-000-39	The top perimeter of the bumper to have Job Color Scorpion finish. Includes top lip, radius, and approx. 1" down. Requires formed heavy duty bumper.	1
LETTERING		
8200-0116	Shade and/or outline (EA) for letters as specified by the customer.	74
8200-0117	Sign Gold Letter (Each) upto 6" tall. The exact size and location of the letters as specified by the customer.	60
8200-0118	Sign Gold Letter (Each) upto 12" tall. The exact size, color and location of the letters as specified by the customer.	14
STRIPING		
8200-0016	White reflective tape on (4) outriggers.	1
8300-0061-000-7W	Chevron "A" style 6" individual Scotchlite striping full width on rear of body. Includes rear facing extrusions, panels and doors. Colors to be As Specified.	1
8300-0101	Black rubrail scotchlite insert.	1
8300-0142-000-7W	Chevron "A" style 6" individual Scotchlite striping on front bumper. Colors to be As Specified.	1
8300-0331	Single NFPA Scotchlite Stripe - up to 6" wide with hockey style, Z or S style or other customer specific design style. Stripe to be installed on cab and the body. Size, color and location as specified by the customer.	1
8300-0334	Additional NFPA Scotchlite Stripe - up to 3" wide on cab and the body. Design, size, color and location as specified by the customer.	2
8300-0340	Paint break Sign Gold cab stripe with outline - 3/4" wide total, gold with customer specified outline color. To be located above existing paint break.	1
8300-0381	Yellow perimeter marking to indicate designated standing / walking areas above 48" high in compliance with NFPA 1900/1901 consisting of individual Reflexite diamonds approximately 1" wide. Steps, ladders and areas with a railing or structure at least 12" high are excluded from this requirement.	1
GRAPHICS		
8400-0022	Logo E-ONE (PR) on aerial lift cylinder. Logo to be black and white reflective material approx 14" long located midway along outward surface of cylinder.	1
8400-0060	Graphics drawing showing striping, lettering and logos. Requires E-ONE installed graphics.	1

Salescode	Extended Description	Qty
WARRANTY / STANDARD & EXTENDED		
9100-0102	Meritor 5 year unlimited miles, parts and labor rear drive single or rear drive tandem axle warranty.	1
9100-0104	Dana 5 year unlimited miles, parts and labor front axle warranty.	1
9100-0117	General One (1) year or 24,000 Miles Limited Warranty (RFW00001)	1
9100-0126	Custom chassis One (1) Year or 18,000 Miles Limited Warranty (RFW0101).	1
9100-0132	Electrical One (1) Year or 18,000 Miles Limited Warranty (RFW0201).	1
9100-0135	Aerial Ladder Structure Twenty (20) years or 100,000 Miles Limited Warranty (RFW0403).	1
9100-0136	Body Structure Aluminum Ten (10) years or 100,000 Miles Limited Warranty (RFW0502).	1
9100-0138	Cab Structural Ten (10) Years or 100,000 Miles Limited Warranty (RFW0602).	1
9100-0139	Plumbing and piping (Stainless Steel) Ten (10) years or 100,000 Miles Limited Warranty (RFW0800).	1
9100-0140	Paint and Finish (Exterior Clear coated) Ten (10) Years Limited Warranty (RFW0710).	1
9100-0165	Frame Rail Lifetime (50) Years or 250,000 Miles Limited Warranty (RFW0305).	1
9100-0168	Regulated Emissions Systems Ten (10) Years or 450,000 Miles or 22,000 Engine Hours Limited Warranty (RFW0144).	1
9100-0169	Regulated Emissions Two (2) Year or 24,000 Miles Tire Warranty (RFW0145).	1
9100-0170	Regulated Emissions Five (5) Year or 100,000 Miles AC Leak Warranty (RFW0146).	1
SUPPORT, DELIVERY, INSPECTIONS AND MANUALS		
9300-0000	Vehicle familiarization aerial (Domestic). 3 consecutive days. Use 9300-0315 for additional days.	1
9300-0009	Manuals, Operator and Service in digital format.	1
9300-0012	Pump panel approval drawings. Will be provided on purchased units prior to construction.	1
9300-0016	Approval Drawings-Standard.	1
9300-0031	Dash/Console panel layout approval drawings. Will be provided on purchased units prior to construction.	1
9300-0316	Fire Apparatus Safety Guide published by FAMA, latest edition.	1
DEALER SUPPLIED EQUIPMENT - Per Separate List		

Vogelpohl Fire Equipment
 Dealer Supplied Apparatus Equipment

Customer	Moraine
Quote/Truck #	Q136720-54
Date	1/3/2025

CAT#	QUANT	SPEC
02-0000	.	TRUCK ACCESSORIES - CHASSIS
02-1110	1	Wheel Chocks, two (2), Ziamatic #SAC-44 folding aluminum chocks with underbody mounting brackets, installed under the compartment forward of the driver's side rear axle.
08-0000	.	TRUCK ACCESSORIES - ELECTRICAL
08-1630	1	Intercom, Sigtronics US-455 4-position. SE9 Wireless Headset Driver, (3) SE8 Wired Headset Crew. Includes radio interface, set-up, installation
22-0000	.	TOOLS
22-2210	2	Pike Pole, 8' , Fiberglass handle with ash core, standard cast head. Fire Hooks NHF-8
22-2220	1	Pike Pole, 10' , Fiberglass handle with ash core, standard cast head. Fire Hooks NHF-10
22-2261	2	New York Roof Hook, 6' , All purpose head, aircraft steel shaft, chisel end, Celtex grip. Fire Hooks RH-6
22-2262	1	New York Roof Hook, 8' , All purpose head, aircraft steel shaft, chisel end, Celtex grip. Fire Hooks RH-8
22-9901	1	Allowance for tool and equipment mounting brackets in the amount of \$10,000. All brackets billed at a discount of 20% off MSRP.
34-0000	.	ADAPTERS, THREADED
34-0311	1	Adapter, discharge, 2-1/2" female rigid rockerlug 3.234x6 Dayton thread x 1-1/2" male NST, hardcoat alloy.
34-0401	3	Adapter, discharge, 2-1/2" female rigid rockerlug NST x 2-1/2" male 3.234x6 Dayton thread, hardcoat alloy.
34-0451	3	Adapter, discharge, 45° elbow, 2-1/2" female swivel rockerlug NST x 2-1/2" male 3.234x6 Dayton thread, CP brass.
34-0601	1	Adapter, intake, 2-1/2" male NST x 2-1/2" female swivel rockerlug customer thread, CP brass.
34-4101	3	Cap, 2-1/2" rockerlug 3.234x6 Dayton thread, CP brass, with chain.
34-4201	1	Cap, 1-1/2" rockerlug NST, hardcoat alloy with lanyard.
34-4301	1	Plug, 2-1/2" rockerlug, 3.234x6 Dayton thread, CP brass, with chain.
36-5000	.	ADAPTERS, STORTZ
36-5400	1	Adapter, discharge, 30 degree elbow, 4" FM NST rocker lug swivel x 5" Stortz rigid.
36-5900	1	Adapter, aerial rear inlet, 4" FM rocker lug swivel NST x 5" Stortz rigid.
36-6100	2	Cap, 5" Stortz with cable.
70-0000	.	MISC. SERVICES

Vogelpohl Fire Equipment
 Dealer Supplied Apparatus Equipment

Customer	Moraine
Quote/Truck #	Q136720-54
Date	1/3/2025

CAT#	QUANT	SPEC
70-1001	1	Pre-delivery Inspection - Quint - After transportation from the factory and immediately prior to delivery to the fire department, the local dealer shall provide the following service: complete inspection and operational check including chassis, cab, body, pump and aerial (as applicable), and all electrical and mechanical devices; correction of any issues and leaks; fluid level checks and top off; and complete cleaning and detailing of the apparatus.
70-1006	1	Annual Maintenance/Inspection - Aerial or Quint - Approximately one year after delivery, dealer technicians will complete a truck inspection and preventative maintenance per NFPA 1900/1911 recommendations. Includes oil sampling, oil and filter change, fuel filter change, and complete chassis lubrication. Aerial device service includes steam cleaning, visual inspection of ladder and hydraulic system, hydraulic oil sampling, filter changes, and multi-point lubrication. Service to be performed at dealer's location. Service does not include transportation of unit to or from customer's location.
80-0000	.	MISCELLANEOUS CHARGES
80-1000	1	Inspection Trip - An inspection trip to the manufacturer's plant shall be provided for 2 department members accompanied by the dealer sales representative. All travel, lodging, and meals will be provided by the dealer. Travel from the fire department location shall be via commercial air.
80-1001	2	Inspection Trip - Additional fire department representative, each.

New Ladder Justification

RECOMMENDED ACTION:

Replace our current 2009 aerial ladder, Ladder 30, with a modern and capable quint style aerial apparatus. Trade in or surplus the current aerial apparatus.

Utilize Sourcewell for competitive pricing available as a member city.

Note: The Fire Division recently sent a member to a federal grant writing course where they advised that the success rate for fire apparatus funding through the Assistance to Firefighters Grant Program is extremely low to nonexistent if the apparatus was under 20 years old.

BACKGROUND

Vehicle replacement is inevitable. Having a strong replacement schedule rather than purchasing as an emergency measure is always better for the city's finances. The time necessary to specify a well-designed truck is extensive. It is not something that typically turns out well when completed in an emergency purchase situation. In those cases, departments tend to "settle" for a demo or minimum spec apparatus that loosely fits the department and city's needs but turns out to be a poor fit over the many years of service. Our department needs vehicles that are thoughtfully planned out and built to serve the diverse needs of the City of Moraine. The decisions made relating to a purchase such as these have long-lasting effects. This document is primarily going to focus on the replacement of our ladder truck. However, many of the justifications are relative to other apparatus needing replacement.

ANALYSIS

Ladder 30 is a Sutphen 104' mid mount aerial ladder and was purchased in 2009 for \$716,567. The National Fire Protection Agency (NFPA) classifies this type of apparatus as a multi-function quint and recommends based on maintenance costs and condition that it be moved into reserve status at the 15-year mark (2024). In the current apparatus manufacturing environment, delivery times are reaching and sometimes exceeding 3-3.5 years, which makes it imperative that we place the order for and purchase the replacement aerial apparatus now rather than later. A 2025 order has an estimated delivery date in 2028 when our current ladder will be almost 20 years old.

Safety and reliability are key components when we discuss replacing both fire and EMS apparatus. The number of advances in both crew and community safety as well as resource dependability gained since 2009 include:

- Rollover stability/Cab integrity
- Roadability
- Lighting (emergency and working)
- Emergency retroreflective striping on the rear of the apparatus
- Crush protection for the aerial device
- Responsive and reliable hydraulic systems
- Operating safely below grade
- Shorter jack spread (ability to deploy in narrow environments)
- Availability due to low maintenance downtime

L-30 was originally assigned to station 29 which is central to our response area, however, it was moved to station 30 in 2016 due to significant use and to manage the wear and tear on the apparatus. L30 has experienced an increase in required repairs and out of service time. Since February 7, 2017, \$64,009.46 has been spent on repairs and preventative maintenance, including a sustained down time of over 12 months during 2022-2023 with a single repair cost of \$23,155.95. All these costs were incurred while the ladder only traveled 17,337 miles in almost 8 years which equates to \$3.69 per mile in repairs.

New Ladder Justification

FUNCTIONALITY

Newer quint style ladder trucks can perform both ladder and engine company tasks, allowing for faster and more efficient operations. For example, a quint style ladder truck can be operated by a single firefighter, allowing the rest of the crew to focus on other tasks like setting up a water supply, stretching a line for extinguishment, or performing a rescue. This can be especially important when responding to fires in buildings with three or more stories like the six story Winn Supply World Headquarters building or large industrial facilities of ~1 million square feet like Fuyao. Additional functions of a quint style ladder truck include:

- Maximizes staffing
- Platform for technical rescue operations
- Carries advanced emergency medical personnel and equipment
- Operates as a mobile “toolbox” carrying additional highly technical equipment
- Centrally located at Station 29

ADDITIONAL INFORMATION

The Insurance Service Office (ISO) through their Public Classification System (PCS) recognizes the need for a ladder company by the number of response areas in a city that has 5 buildings which are 3 or more stories or greater than 35' in height or 5 buildings requiring a needed fire flow of 3,500 gpm or greater or any combination or the criteria. We currently have multiple areas in Moraine which meet and exceed these criteria.

Finally, communities take great pride in their fire departments and ours is no different. A ladder truck is a highly visible and effective resource for emergency response but also for public relations. It stands as a symbol of the department's core values of Professionalism, Compassion, Service, and Integrity, and pledge to the residents of the City of Moraine.

REFERENCES

NFPA 1900 (2024), Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances

NFPA 1910 (2024), Standard for the Inspection, Maintenance, Refurbishment, Testing, and Retirement of In-Service Emergency Vehicles and Marine Firefighting Vessels

RECORD OF RESOLUTIONS

Resolution No. 8128-25

Passed February 13, 2025

A RESOLUTION DECLARING THE ITEMS LISTED ON THE ATTACHED 2025 LIST TO BE SURPLUS AND NO LONGER NEEDED FOR MUNICIPAL PURPOSES AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF SUCH ITEMS THROUGH GOVDEALS AUCTION OR DONATION TO A NON-PROFIT ORGANIZATION OR THRU A TRADE-IN PROGRAM.

WHEREAS, the City Manager has advised Council that the items on the attached 2025 list are surplus and no longer needed for any municipal purposes; and

WHEREAS, the City Manager has recommended that said items be disposed of through GovDeals Auction or donated to a non-profit organization or through a trade-in program.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:

- SECTION 1:

It is the legislative determination of this Council that the items listed on the attached 2025 list are no longer needed for any municipal purpose and should be disposed of through GovDeals Auction or donated to a non-profit organization or thru a trade-in program.
- SECTION 2:

That the City Manager is hereby authorized to be disposed of through GovDeals Auction or donated to a non-profit organization or thru a trade-in program.
- SECTION 3:

That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the City Manager and Finance Director.
- SECTION 4:

That this Resolution shall take effect and be in force from and after the date of its passage.

ID Number	Description	Depart/Loc	Make	VIN/Model Number	Condition	Other Misc	Open Date	Close Date
25-001	Lot of Radios	Streets				lot of portable radios		
25-002	Lot of Lights	Admin				lot of high bay lights		
25-003	Lot of Chairs with rack	Admin				lot of folding chairs		
25-004	Concrete Mixer	Streets				mixer		
25-005	(#106) 2003 GMC Sonoma	Admin	GMC	1GTCS19X138218824	see desc	(#106) 2003 GMC Sonoma, 4.3L starts and runs, miles: 45,198		
25-006	(#111) 2003 GMC Sonoma	Admin	GMC	1GTCS19X038218913	see desc	(#111) 2003 GMC Sonoma, 4.3L starts and runs, miles: 36,960		
25-007	(#118) 2004 Chevy Trailblazer	Admin	GMC	1GTCS19X038218913	see desc	(#118) 2004 Chevy Trailblazer, 4.2L starts and runs, miles: 68,107		
25-008	(#221) 2018 Ford Police Interceptor Sedan (Taurus)	Police	Ford	1FAHP2MK9JG137166	see desc	(#221) 2018 Ford Police Interceptor Sedan (Taurus), 4.2L starts and runs, miles: 95,994		