Merit System Commission
~Agenda~

http://www.ci.moraine.oh.us/

Clerk of Council
937-535-1005

April 1, 2025 | **9:00 AM** | **Payne Recreation Center**

I. Call to Order

II. Approval of Minutes

A. Merit System Commission Meeting Minutes - March 24, 2025

III. Business

A. Police Division Hiring
   1. Full-Time Police Officer (Lateral Entry)
   2. Full-Time Police Officer (Entry Level, No OPOTA Required)
   3. Full-Time Police Cadet
   4. Police Sergeant Promotional Process

B. Fire Division Hiring
   1. Full-Time Firefighter (Entry Level)

C. Street Department Promotion (Street Maintenance Worker to Equipment Operator I)

D. Street Maintenance Worker (Entry Level)

E. Rule 2 Amendment

IV. Other Business

V. Adjournment

RECORD OF PROCEEDINGS

Minutes of **Merit System Commission** Held **March 24, 2025**

Call to Order

Meeting called to order 8:30 AM.

Members Present:

Mary Woeste	Chair	Present
Jim Kempe	Vice Chair	Present
Tom Watts	Member	Present
Gina Delph	Member	Present

Staff Present:

Fire Lieutenant Ben Cahill	Public Information Officer Aaron Vietor
HR Administrator Brittany Runnells	Clerk of Council Karen Powell

Approval of Minutes

Merit System Commission Meeting Minutes - March 6, 2025

Chair Mary Woeste asked if there were any changes or corrections to the March 6, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Fire Lieutenant - Promotional - Certify and Release

Mrs. Woeste said the exam scores were all passing scores. She asked if there were any protests.

Mr. Vietor replied there were no protests.

Mrs. Woeste asked for a motion to certify and release all three names for the Fire Lieutenant Promotion Process test scores.

Mr. Kempe moved to certify and release the names for the Fire Lieutenant Promotion Process; Mrs. Delph seconded the motion.

RESULT: Passed *(Yes 4, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Tom Watts, Gina Delph
NAYS: None
ABSTAIN: None

Other Business

Ms. Powell asked for a volunteer to proctor the second phase assessment on Friday, March 28, 2025, at 8:00 a.m. at the Civic Center.

Mr. Kempe volunteered to serve as proctor for the assessment.

Mr. Watts informed the commission that long-time board member Mary Stringer Sabin passed away on Saturday, March 22, 2025.

Adjournment

Meeting adjourned at 8:33 AM.

Police Division Hiring

Department: Police Division
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

Full-Time Police Officer (Lateral Entry)

Department: Police Division
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

Full-Time Police Officer (Entry Level, No OPOTA Required)

Department: Police Division
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

Full-Time Police Cadet

Department: Police Division
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

Police Sergeant Promotional Process

Department: Police Division
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

1. Sergeant Ad - 0325 draft

Police Sergeant – Promotional

- Opens: April 14th, 2025
- Closes: May 16th, 2025

Qualifications

- One year as a Moraine Police Officer, in addition to three years total law enforcement experience as an OPOTA certified Peace Officer.
- Considerable knowledge of the City's policies, practices, General Orders, geography, and general law enforcement and supervision practices.

Written Exam Information

- The written exam will be held on the week of June 8th at the Moraine Rec Center Building. Time and day to be determined at the close of application process based on scheduling and staffing needs.
- The examination will consist of 100 questions.
- A score of 65 percent or higher is needed to pass the written exam.
- Protest period following the written exam expires seven days after the conclusion of the written exam and questions must be submitted on the form provided on the City's website.
- The Merit System Commission will meet to determine the outcome of the protested questions.
- Scores for the written exam will not be released to candidates until after the list is certified by the Merit System Commission.
- Ties will be broken by seniority points and, if needed, date and time of application.
- Seniority points will only be awarded to candidates who achieve a minimum passing score of 65 percent on the examination without considering seniority points.
- The examination will consist of multiple choice questions and be taken from the following study materials: *Moraine Police Policy and Procedure Manuals, City Personnel Manual, Ohio Revised Code, Moraine Codified Ordinances, and Collective Bargaining Agreements.*
- All study guide materials will be provided in electronic form.

Assessment Exam Information

- The date of the assessment exam will be determined after certification of the written exam.
- Scores for the assessment exam will not be released to candidates until after the list is certified by the Merit System Commission.

Interview

- A department/division interview will be conducted after certification of the assessment exam.
- Scores for the interview process will not be released to candidates until after the list is certified by the Merit System Commission.

Additional Information

All applicants must fill out a Promotional Application located on the City's website at (www.ci.moraine.oh.us) by May 16th 2025 at 4:30PM.

The Sergeant promotional exam is a three-part process consisting of a written exam, Assessment Center, and interview with the Chief. After the written exams scores have been calculated, certified, and released, all candidates who have a passing score will move to the Assessment Center phase of the process. Additionally, candidates who have successfully completed the first two phases will be interviewed by the Chief of Police.

Fire Division Hiring

Department: Fire Division
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

Full-Time Firefighter (Entry Level)

Department: Clerk of Council
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

1. Full-Time Firefighter Entry level 3-2025

Full-Time Firefighter (Entry Level)

Opens: April 4, 2025
Closes: April 25, 2025

Description

The City of Moraine Fire Division is currently accepting applications for a Full-Time Firefighter. We are looking for people driven by a desire to contribute, committed to public service, and who possess a willingness to be challenged.

Under direct supervision of a Lieutenant, this position will perform technical work providing fire suppression, rescue operations, and appropriate patient care including ambulance transportation at the scenes of emergency situations. Firefighters are assigned to shift work; currently a 24-hour shift on duty with 48 hours scheduled off between tours.

Workloads are rotated between medic and fire unit assignments. Duties are performed under emergency conditions and frequently involve considerable personal hazards while responding to fire alarms and emergency medical calls.

Moraine Fire Division is a proud and progressive division that places heavy emphasis on training and public service. Our department averages over 3,000 incidents a year. We cover an area of 9.5 square miles that includes an airpark, two major rail services, a major highway, a major state route and the Miami River.

Salary

- Firefighter EMT/B $57,616.00-$58,680.96 or Firefighter Paramedics $59,344.48-$77,598.56
- After 5 years of continuous service with the City, Employee Share of Pension contribution is paid by the City (11.5%)
- Annual Uniform Allowance
- Longevity Leave payment available starting after 10 years of service to the city
- Ability to work Compensatory Time in place of overtime worked
- Education incentive for Associates and Bachelors.
- Tuition reimbursement is available.

Leave Benefits

- Holidays: 11 paid City holidays
- Earned Days Off: 13 days per year
- Vacation Leave: 2-4 weeks per year
- Additional Longevity Vacation Leave available after 4 years of service to the City (up to 96 hours)

- Annual Wellness Incentive
- Sick Leave: 168 hours accrued per year (Sick Leave Conversion for Vacation Leave available)

Health, Dental, Vision & Life Insurance

- No employee contributions (City Paid) for comprehensive health, dental, and vision plans that includes preventative services
- PPO health plan with low deductibles ($200 Single / $400 Family)
    - $4,800 per year incentive for waiving coverage
- $50,000 Term Life Insurance Policy paid by the City (includes Accidental Death and Dismemberment)

Qualifications

- Applicants must be Ohio-certified EMT/Basic and Ohio Firefighter Level II at the time of appointment. Paramedic certification is preferred. **All applicants are required to be Ohio-certified EMT/Paramedics within three years of the date of initial employment**. Students nearing completion of the certification process are encouraged to apply
- Applicants must be high school graduates or GED
- Must be at least 18 years of age but no older than 40 at the time of original appointment and be physically capable of performing all essential functions of the position.
- Background checks will include character, mental/physical health, psychological testing, polygraph, driving record
- Pre-employment drug screening and background check is required. All candidates must be willing to submit to random drug screenings
- Establish and maintain effective working relationships with other employees and the public
- Possess valid Ohio state driver's license

Special Requirements

- Application must be filled out online by the closing date.
- Attach supporting documents – resume, proof of Fire/EMS certifications, DD-214, diplomas, additional certificates, etc.
- All qualified applicants will undergo an interview where they will be scored and placed on a list. Applicants considered for further processing will undergo criminal background and reference checks, medical exam, drug screen, psychological test, Firefighter Mile and polygraph exam.

***Additional points will be awarded to applicants scored interview and have a Fire or EMS related Bachelor's degree from an accredited college or university, have been honorably discharged from the military. Documents must be attached to the application to receive additional points.
Failure to complete all the steps listed above will result in a disqualification from the hiring process.

Moraine is an Equal Opportunity Employer.

Street Department Promotion (Street Maintenance Worker to Equipment Operator I)

Department: Street Division
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

Street Maintenance Worker (Entry Level)

Department: Street Division
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

Rule 2 Amendment

Department: Clerk of Council
Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No
Funding Source:

Attachments:

1. Memo to MSC on Rule 2 Revision 3-14-25

Date: March 14, 2025

To Be Further Discussed By The Law Director at the April 1, 2025 MSC Meeting.

Proposed deletions in ~~strikethrough~~ and proposed additions in **bold**.

Proposed MSC Rule 2 Amendment

Rule 2 Definition of Terms

Section 2: 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 provide in the Charter. The officers and employees in these departments will be appointed or removed by the respective director.~~

The Appointing Authority is authorized by law to make personnel appointments to City positions. The City Council is the Appointing Authority for the City Manager, Clerk of Council, Director of Department of Finance and Director of Department of Law. The City Manager is the appointing authority for all other City positions.