



Merit System Commission

~Agenda~

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Clerk of Council
937-535-1005

December 3, 2025

9:00 AM

- I. Call to Order**
- II. Approval of Minutes**
 - A. Merit System Commission Meeting Minutes - November 12, 2025
- III. Business**
 - A. Fire Division Hiring
 - 1. Full-Time Firefighter (Entry Level)
- IV. Other Business**
- V. Adjournment**

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held November 12, 2025

Call to Order

Meeting called to order at 9:06 AM.

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

Staff Present: Police Chief Craig Richardson; Clerk of Council Karen Powell

Approval of Minutes

Merit System Commission Meeting Minutes - October 7, 2025

Mrs. Woeste asked if there were any changes or corrections to the October 7, 2025, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Police Division Hiring

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

Mrs. Woeste stated she liked the list.

Police Chief Richardson stated the Police Division anticipates hiring three officers from this list. He confirmed with Mrs. Woeste that the first twelve names can be released.

Mr. Kempe moved to release the first twelve names; Mr. Watts 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

Mrs. Woeste asked if any applicants possessed OPOTA.

Chief Richardson replied that a couple of applicants are currently in the Academy, and one applicant is a graduate who has not taken the test.

Full-Time Police Officer (Lateral Entry)

Mrs. Woeste reported one applicant qualified, and she asked Chief Richardson if the Police Division will be hiring the individual.

Chief Richardson replied he will take the Entry Level applicants who scored above this applicant first.

Other Business

Mr. Kempe asked Chief Richardson for an update on the Cadet candidate discussion that was held in the October 7, 2025, meeting.

RECORD OF PROCEEDINGS

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Chief Richardson answered that a conditional offer had been made. He reported that the Police Division has hired Jackson Dobson who is doing a good job so far.

Mr. Watts asked about the previous Cadet that was hired by the Police Division.

Chief Richardson replied the Officer has graduated from the Academy, has taken and passed the state test, and is riding in the FTO program currently.

Adjournment

Meeting adjourned at 9:10 AM.

Fire Division Hiring

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

Full-Time Firefighter (Entry Level)

Department: Fire Division

Request: Action Item

Item Background and Purpose:

The Fire Division is currently down one Firefighter position and will be down another by the end of December. Fire Division Chief Traci Kuzminski is asking the commission to close the previous list then approve a new hiring process. The attached advertisement is being submitted for approval by the commission.

Financial Impact:

Is Item Budgeted?: No

Funding Source:

Attachments:

1. Full-Time Firefighter Entry level 12-2025

Full-Time Firefighter (Entry Level)

Opens: December 5, 2025

Closes: January 2, 2026

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 airport, two major rail services, a major highway, a major state route and the Miami River.

Salary

- Firefighter EMT/B **\$59,344.48-\$60,441.39** or Firefighter Paramedic **\$61,124.96-\$79,926.08**
- 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)
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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
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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/university or 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.