

FIRE SAFETY AND THE FIRE DEPARTMENT COMMITTEE

**Sheely
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ORDINANCE NO. 37-2025

AN ORDINANCE ESTABLISHING THE AUTHORIZED STRENGTH, THE SALARY AND OTHER TERMS OF REMUNERATION FOR THE FULL-TIME FIRE ASSISTANT CHIEF OF THE VILLAGE OF LORDSTOWN FIRE DEPARTMENT EFFECTIVE JULY 8, 2025, AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LORDSTOWN, COUNTY OF TRUMBULL, STATE OF OHIO:

Section I: That the following is hereby declared to be the authorized full time administrative employee of the Fire Department of the Village of Lordstown, to-wit:

One (1) full time Fire Assistant Chief

Fire Assistant Chief shall be responsible for performing the duties described in the "Position Description", a copy of which is attached hereto as **Exhibit "A"**, the terms of which are incorporated by reference and made a part of this Ordinance.

Section II: That the wages and remuneration for the Fire Assistant Chief of the Village of Lordstown shall be as follows:

- **2025** - Sixty-Nine Thousand One Hundred Eighty-One and 00/100 Dollars (\$69,181.00) payable in twenty-four (24) semi-monthly installments of Two Thousand Eight Hundred Eighty-Two and 50/100 Dollars (\$2,882.50, less applicable payroll deductions.

- **2026** - Seventy-One Thousand Two Hundred Fifty-Six and 43/100 Dollars (\$71,256.43) payable in twenty-four (24) semi-monthly installments of Two Thousand Nine Hundred Sixty-Nine and 01/100 Dollars (\$2,969.01), less applicable payroll deductions.

- **2027** - Seventy-Three Thousand Three Hundred Ninety-Four and 12/100 Dollars (\$73,394.12) payable in twenty-four (24) semi-monthly installments of Three Thousand Fifty-Eight and 08/100 Dollars (\$3,058.08), less applicable payroll deductions.

Section III: That the Fire Assistant Chief shall receive an annual clothing allowance in the amount of One Thousand and 00/100 Dollars (\$1,000.00). The annual clothing allowance shall be reimbursed by separate check each quarter upon the submission of receipt(s) for proof of purchase.

Section IV: Reimbursements:

Payments required for any schooling, tuition, books or other materials required for the training or schooling of employees governed by this ordinance shall be paid or reimbursed by the Village one time at no cost to the Fire Assistant Chief. Any certification test(s) shall be paid one time.


Section V: That the full time Fire Assistant Chief shall be entitled to and governed by the provisions of Ordinance No. 5-2025 (the "Master Benefits Ordinance") as amended or superseded as if included and fully rewritten herein and as is applicable.

Section VI: That, all health insurance and other benefits, including the terms and conditions thereof, are expressly incorporated herein from Ordinance 5-2025 (the "Master Benefits Ordinance").

Section VII: That this Ordinance is hereby declared to be an emergency measure necessary for the public health, safety and welfare and for the further reason that this Ordinance must be implemented in a timely manner to ensure fulfillment of the position based on the needs of the department.

Section VIII: That the passage of this Ordinance and all deliberations relating to the passage of this Ordinance were held in open meetings in accordance with the provisions of Ohio Revised Code Section 121.22.

Passed in Council this 21 day of July, 2025.


_____, Mayor

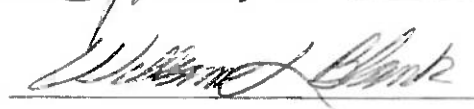

_____, Clerk

EXHIBIT "A"

"POSITION DESCRIPTION"

ASSISTANT FIRE CHIEF / LEAD FIRE SAFETY INSPECTOR

The Assistant Fire Chief shall serve as the assistant to the Fire Chief and shall be responsible for all duties performed by the Fire Chief during his/her absence.

The Assistant Fire Chief shall respond to alarms, administer emergency medical care when necessary and directs activities at the scene of emergencies as required. The Assistant Fire Chief when available shall respond off duty to all reported / possible fires, fire alarms, hazardous material incidents and when available may respond as EMS personnel as needed. When on duty, the Assistant Fire Chief shall serve as additional fire and EMS crew member and/or the incident command position. When the department is short staffed and all full time over time and part time options are exhausted, the Assistant Fire Chief shall work the shift in lieu of comp time / flex time.

The Assistant Fire Chief directly supervises all department personnel, with assistance of the department officers / Captains. The Assistant Chief along with the Chief recommends and enforces all department policies, procedures, guidelines and personnel policies.

The Assistant Fire Chief shall perform EMS QA on all EMS calls and submit EMS billing to the EMS billing company in a timely fashion to ensure proper EMS billing. The Assistant Chief along with the Fire Chief shall organize periodic review meeting with the EMS billing company to ensure EMS billing is meeting the Village's goals.

The Assistant Fire Chief shall also serve as the Lead Fire Safety Inspector for the Village of Lordstown. The Assistant Fire Chief shall perform and direct annual fire safety inspections for every commercial business in the Village, along with reinspection to ensure compliance with the adopted Ohio Fire Code. The Assistant Fire Chief / Lead Fire Safety Inspector shall enforce the adopted Ohio Fire Code as outlined in the Ohio Revised Code. The Assistant Fire Chief shall also be responsible for scheduling, reporting and maintaining fire safety inspection reports.

The Assistant Fire Chief shall assist in completing payroll, hiring of staff and scheduling of fire department personnel along with other duties assigned by the Fire Chief.