



Village of Montpelier

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Notice:
Masks Optional

AGENDA NO. 22 - 2022
Agenda for Monday, November 14, 2022

Regular Meeting – 6:00pm
at the Montpelier Police Department

1. Call to Order
2. Roll call
3. Prayer
4. Pledge of Allegiance
5. Approve the Agenda for November 14, 2022 (Motion)
6. Approve the Minutes from October 24, 2022 - Council Meeting (Motion)
7. Approve October 2022 Financial Reports (Motion)
8. Comments from Audience
9. Comments from Council/Committee Reports
10. Approve the Amended Rules and Regulations for the Fire Department (Motion)
11. Approve 2023 Fire Contract for Superior Twp in the amount of \$44,775.39 (Motion)
12. Resolution 1357 – 2023 Appropriations (2nd Reading)
13. Resolution 1358 – Amending Resolution 1313 Clothing Allowance (2nd Reading)
14. Resolution 1359 – Donation of Christmas Carolers to Children's Wonderland (Suspend and Pass)
15. Resolution 1360 – Amended Appropriations (Suspend and Pass)
16. Resolution 1361 – Transfer Police Pension (Suspend and Pass)
17. Ordinance 2264 – Authorize the Execution of the 2023-2025 Fixed Volume Energy Supply Schedule with AMP (Suspend and Pass)
18. Income Tax Report
19. Village Manager's Report
20. Adjourn



VILLAGE OF MONTPELIER COUNCIL MEETING

MONTPELIER, OHIO

OCTOBER 24, 2022

Call to Order	Mayor Steve Yagelski, called the meeting for the Montpelier Village Council to order at 6:00pm on Monday, October 24, 2022.
Roll Call	Roll call was conducted with the following council members in attendance: Ms. Melissa Ewers, Mr. Kevin Motter, Mrs. Heather Freese, Mr. Nathan Thompson and Mr. Chris Kannel. Mr. Don Schlosser was absent.
Prayer	Mayor Yagelski asked for a moment of silence followed by those in attendance reciting the Pledge of Allegiance.
Amended Agenda 10/24/2022	Ms. Melissa Ewers moved and Mr. Chris Kannel seconded a motion to approve the amended agenda for October 24, 2022. Vote on motion: All ayes
Minutes 10/10/2022	Mr. Kevin Motter moved and Mr. Chris Kannel seconded a motion to approve the minutes from the October 10, 2022 council meeting. Vote on motion: All ayes
Minutes 10/17/2022	Mrs. Heather Freese moved and Mr. Nathan Thompson seconded a motion to approve the minutes from the October 17, 2022 budget work session. Vote on motion: All ayes
Council Comments	Mr. Nathan Thompson reported he attended the NORTA meeting in October along with Mr. Kannel. NORTA would like to see uniform signage and verbiage along the trail. Information was shared with NORTA about our intentions to pave the Williams County portion of the trail and it was well accepted. It was also noted the 2023 annual NORTA meeting will take place at Drop Time in March. Mayor Yagelski commented he was recently approached by a business owner in town who was concerned about housing and stated businesses are looking at what is available for their employees. Council has spent a great amount of time working on projects such as the Iron Horse River trail, Wabash Cannonball trail, and bike trails in Montpelier. Mayor Yagelski commended council for their hard work.
Darold Moore – Resignation	Mayor Yagelski presented the resignation of Darold Moore from the Montpelier Park Board effective December 31, 2022. Mr. Moore has been a member of the Park Board for the past 15 years. Ms. Melissa Ewes moved and Mr. Kevin Motter seconded a motion to approve the resignation of Darold Moore from the Montpelier Park Board. Vote on motion: All ayes
2023 Meeting Schedule	Mayor Yagelski presented the 2023 council meeting schedule. Two (2) options were proposed for 2023. Proposal #1 includes one (1) meeting in September, which would occur on the third Monday, due to the annual AMP conference and the fair. Council would also only meet once in December due to the holidays. All other meetings would be held on the 2 nd and 4 th Mondays of each month. Proposal #2 would allow council to meet twice per month except for the month of December.

**Resolution 1357 –
2023 Appropriations**

Ms. Melissa Ewers moved and Mr. Chris Kannel seconded a motion to approve Proposal #1 of the council meeting schedule. Vote on motion: All ayes

RESOLUTION 1357

A RESOLUTION TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF MONTPELIER, STATE OF OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023

Mayor Yagelski presented Resolution 1357 to Council and requested a first reading. This resolution is to approve the budget for next year.

**Resolution 1357 –
1st Reading**

Ms. Melissa Ewers moved and Mr. Chris Kannel seconded a motion to give Resolution 1357 a first reading. Vote on motion: All ayes

Resolution 1357 was read by title.

RESOLUTION 1358

**Resolution 1358 –
Clothing Allowance**

A RESOLUTION AMENDING RESOLUTION 1313, THE VILLAGE HOURLY EMPLOYEES' COMPENSATION AND ALLOWANCES RESOLUTION

Mayor Yagelski presented Resolution 1358 to Council and requested a first reading. This is to amend the compensation resolution to include a clothing allowance for full-time employees. Police officers will receive a \$400.00 allowance and all other full-time employees will receive \$350.00 in January.

**Resolution 1358 –
1st Reading**

Mr. Chris Kannel moved and Mr. Nathan Thompson seconded a motion to give Resolution 1358 a first reading. Vote on motion: All ayes

Resolution 1358 was read by title.

Manager's Report

Deputy manager, Justin Houk, updated council on Phase VII of the Combined Sewer Separation (CSO). The pre-construction meeting for was held on October 21st. Bryan Excavating will start delivering materials in November and will begin construction in December. This project will resume through the winter and finish around July.

Executive Session

Ms. Melissa Ewers moved and Mrs. Heather Freese seconded a motion to go into Executive Session to discuss Acquisition of Property. Mr. Walker requested to also discuss pending litigation. Roll call on motion: Ms. Melissa Ewers, yes; Mr. Kevin Motter, yes; Mr. Chris Kannel, yes; Mr. Nathan Thompson, yes; and Mrs. Heather Freese, yes. Mr. Don Schlosser was absent.

Open Session

Council resumed in open session at 7:06pm.

Adjourn

There being no further business to come before Council, Mr. Kevin Motter moved and Mr. Chris Kannel seconded a motion to adjourn. Vote on motion: All ayes

Clerk of Council

Steve Yagelski, Mayor

Village of Montpelier

Statement of Cash Position with MTD Totals

From: 1/1/2022 to 10/31/2022

Include Inactive Accounts: No

Funds: 101 to 702

Page Break on Fund: No

Fund	Description	Beginning Balance	Net Revenue MTD	Net Revenue YTD	Net Expenses MTD	Net Expenses YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
101	GENERAL FUND	\$3,679,184.15	\$145,890.13	\$1,898,369.16	\$132,152.65	\$2,135,291.31	\$3,442,262.00	\$234,652.06	\$3,207,609.94
201	STREET FUND	\$327,305.57	\$20,460.83	\$196,503.66	\$14,819.72	\$185,009.94	\$338,799.29	\$5,360.26	\$333,439.03
202	STATE HIGHWAY FUND	\$27,163.04	\$1,647.99	\$15,818.60	\$12,000.00	\$12,000.00	\$30,981.64	\$500.00	\$30,481.64
203	PARKS AND RECREATION FUND	\$930,337.80	\$34,358.31	\$701,047.66	\$58,367.89	\$675,841.90	\$955,543.56	\$63,188.80	\$892,354.76
204	PERMISSIVE TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205	STATE MOTOR VEHICLE LICENSE FU	\$61,954.37	\$1,026.66	\$9,402.90	\$2,709.86	\$8,912.76	\$62,444.51	\$1,484.54	\$60,959.97
206	ALC ED. & ENF. FUND	\$1,750.66	\$0.00	\$95.00	\$25.00	\$150.00	\$1,695.66	\$0.00	\$1,695.66
207	IRON HORSE RIVER TRAIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
208	POLICE PENSION FUND	\$34,177.57	\$0.00	\$42,041.30	\$0.00	\$61,196.91	\$15,021.96	\$26.22	\$14,995.74
209	POLICE DRUG FUND	\$5,789.54	\$0.00	\$306.00	\$376.00	\$1,186.66	\$4,908.88	\$0.00	\$4,908.88
210	LAW ENFORCEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211	COMPENSATED ABSENCES	\$90,315.71	\$300.27	\$29,986.44	\$0.00	\$0.00	\$120,302.15	\$0.00	\$120,302.15
212	WWIP - GRANT	\$0.00	\$0.00	\$924,213.00	\$0.00	\$24,213.00	\$900,000.00	\$2,693,529.60	(\$1,793,529.60)
216	CORONAVIRUS ARPA 2021 FUND	\$205,723.54	\$0.00	\$207,428.42	\$0.00	\$0.00	\$413,151.96	\$0.00	\$413,151.96
250	MICROENTERPRISE LOAN FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
301	TAX CAPITAL IMPROVEMENT FUND	\$903,425.28	\$39,134.14	\$770,112.09	\$15,404.81	\$495,215.22	\$1,178,322.15	\$327,239.04	\$851,083.11
401	SEWER CAPITAL IMPROVEMENT FUND	\$1,248,459.44	\$33,543.55	\$418,903.72	\$0.00	\$514,285.42	\$1,153,077.74	\$5,302.58	\$1,147,775.16
501	WATER FUND	\$1,526,486.98	\$112,544.93	\$1,056,737.48	\$82,947.89	\$1,027,256.34	\$1,555,968.12	\$184,026.84	\$1,371,941.28
502	LIGHT FUND	\$5,306,366.11	\$564,943.43	\$5,896,722.60	\$542,307.55	\$5,144,090.11	\$6,058,998.60	\$2,439,173.36	\$3,619,825.24
503	SEWER FUND	\$903,306.90	\$84,025.56	\$784,858.45	\$56,320.05	\$583,680.10	\$1,104,485.25	\$241,190.96	\$863,294.29
504	STORM SEWER FUND	\$771,154.29	\$8,313.28	\$79,653.82	\$4,507.11	\$52,125.91	\$798,682.20	\$868.64	\$797,813.56
505	UTILITY DEPOSIT FUND	\$134,617.85	\$2,585.00	\$21,875.00	\$3,332.20	\$18,686.35	\$137,806.50	\$0.00	\$137,806.50
506	WATER RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
507	CHASE/MONTPELIER WATER LINE RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
508	CHASE/MONTPELIER SEWER LINE RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
701	INCOME TAX CONTROL	\$0.00	\$1,710.00	\$19,751.45	\$1,710.00	\$19,751.45	\$0.00	\$0.00	\$0.00
702	Credit Memo Utility Billing	\$3,621.53	\$1,626.90	\$5,201.61	\$0.00	\$0.00	\$8,823.14	\$0.00	\$8,823.14
Grand Total:		<u>\$16,161,140.33</u>	<u>\$1,052,110.98</u>	<u>\$13,079,028.36</u>	<u>\$926,980.73</u>	<u>\$10,958,893.38</u>	<u>\$18,281,275.31</u>	<u>\$6,196,542.90</u>	<u>\$12,084,732.41</u>

CASH FUND BALANCE

MONTH ENDED OCTOBER 2022

PREMIER BANK	\$256,129.00	
PREMIER BANK - Savings	\$6,486,784.15	
DENTAL	\$3,000.00	
 TOTAL CASH		\$6,745,913.15
 INVESTMENTS:		
INVESTMENTS	<u>\$11,617,936.27</u>	
TOTAL INVESTMENTS		\$11,617,936.27
 PETTY CASH		<u>\$1,950.00</u>
 TOTAL CASH AND INVESTMENTS		\$18,365,799.42
 LESS:		
OUTSTANDING CHECKS		(\$89,440.65)
DEPOSIT FOR 501 C 3		\$0.00
 PLUS:		
Deposit In Transit -		\$0.00
Deposit In Transit		\$0.00
BAD CHECKS NOT COLLECTED		\$0.00
CC IN TRANSIT		\$4,916.54
TOTAL CASH AVAILABLE PER BANK		\$18,281,275.31
 TOTAL CASH AVAILABLE PER BOOKS		\$18,281,275.31
		\$0.00

I have reviewed the following financial information: _____ date: _____

		Fund Balance - Unexpended					
\$6,742,913.15		\$337,953.67	0.0501	\$16,871.95	\$845.62	201	
		\$30,904.31	0.0046	\$16,871.95	\$77.33	202	
		\$62,288.65	0.0092	\$16,871.95	\$155.86	205	
		\$120,001.88	0.0178	\$16,871.95	\$300.27	211	
					\$1,379.07		
				\$0.00	\$15,492.88	101	
				\$12,384.03	\$12,384.03	101-482-001	inv int
				(\$8,000.87)	(\$8,000.87)	101-482-002	Chg in inv
				\$21,255.11	\$21,255.11		
INCOME TAX - CCA							
	\$176,274.62	0.40625000	\$71,611.56	101-000-413-000		0.625	0.40625
		0.21875000	\$38,560.07	301-000-413-000			0.21875
		0.18750000	\$33,051.49	203-000-413-000		0.1875	
		0.18750000	\$33,051.49	401-000-413-000		0.1875	
			\$176,274.62			1	
INCOME TAX - STATE NET PROFIT							
	\$0.00	0.40625000	\$0.00	101-000-413-000		0.625	0.40625
		0.21875000	\$0.00	301-000-413-000			0.21875
		0.18750000	\$0.00	203-000-413-000		0.1875	
		0.18750000	\$0.00	401-000-413-000		0.1875	
			\$0.00			1	
INCOME TAX - ATTORNEY GENERAL							
	\$2,624.33	0.40625000	\$1,066.13	101-000-413-000		0.625	0.40625
		0.21875000	\$574.07	301-000-413-000			0.21875
		0.18750000	\$492.06	203-000-413-000		0.1875	
		0.18750000	\$492.06	401-000-413-000		0.1875	
			\$2,624.33			1	
INCOME TAX - EL LIGHT COMPANIES							
	\$0.00	0.40625000	\$0.00	101-000-413-000		0.625	0.40625
		0.21875000	\$0.00	301-000-413-000			0.21875
		0.18750000	\$0.00	203-000-413-000		0.1875	
		0.18750000	\$0.00	401-000-413-000		0.1875	
			\$0.00			1	
	\$178,898.95	TOTAL TAX COLLECTIONS FOR MONTH					

Village of Montpelier

Revenue Report

October

	YTD Expected Revenue	MTD Actual Revenue	YTD Actual Revenue	YTD Uncollected Balance	Percent Collected
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* Report Contains Filters

101 GENERAL FUND

41 LOCAL TAXES	1,137,050.00	93,828.42	1,250,988.39	(113,938.39)	110.02%
42 INTERGOVERNMENTAL REVENUES	161,025.00	14,442.52	171,318.46	(10,293.46)	106.39%
43 SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00%
45 CHARGES FOR SERVICES	277,120.00	9,449.51	215,785.16	61,334.84	77.87%
46 FINES,LICENSES & PERMITS	68,200.00	4,965.79	72,570.11	(4,370.11)	106.41%
47 OTHER RESOURCES	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	172,600.00	23,203.89	187,707.04	(15,107.04)	108.75%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 101 GENERAL FUND	1,815,995.00	145,890.13	1,898,369.16	(82,374.16)	104.54%

201 STREET FUND

42 INTERGOVERNMENTAL REVENUES	230,000.00	19,371.47	190,721.83	39,278.17	82.92%
48 MISCELLANEOUS REVENUES	2,250.00	1,089.36	5,781.83	(3,531.83)	256.97%
Sub Total 201 STREET FUND	232,250.00	20,460.83	196,503.66	35,746.34	84.61%

202 STATE HIGHWAY FUND

42 INTERGOVERNMENTAL REVENUES	17,400.00	1,570.66	15,463.92	1,936.08	88.87%
48 MISCELLANEOUS REVENUES	20.00	77.33	354.68	(334.68)	1773.40%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 202 STATE HIGHWAY FUND	17,420.00	1,647.99	15,818.60	1,601.40	90.81%

203 PARKS AND RECREATION FUND

41 LOCAL TAXES	355,000.00	33,543.55	418,603.72	(63,603.72)	117.92%
42 INTERGOVERNMENTAL REVENUES	0.00	0.00	37,092.65	(37,092.65)	0.00%
45 CHARGES FOR SERVICES	31,500.00	600.00	41,113.99	(9,613.99)	130.52%
47 OTHER RESOURCES	200,000.00	0.00	200,000.00	0.00	100.00%
48 MISCELLANEOUS REVENUES	1,280.00	214.76	4,237.30	(2,957.30)	331.04%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 203 PARKS AND RECREATION FUND	587,780.00	34,358.31	701,047.66	(113,267.66)	119.27%

204 PERMISSIVE TAX

42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 204 PERMISSIVE TAX	0.00	0.00	0.00	0.00	0.00%

205 STATE MOTOR VEHICLE LICENSE FU

42 INTERGOVERNMENTAL REVENUES	9,400.00	870.80	8,776.39	623.61	93.37%
48 MISCELLANEOUS REVENUES	45.00	155.86	626.51	(581.51)	1392.24%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%

Village of Montpelier

Revenue Report October

	YTD Expected Revenue	MTD Actual Revenue	YTD Actual Revenue	YTD Uncollected Balance	Percent Collected
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* Report Contains Filters

Sub Total 205 STATE MOTOR VEHICLE LICENSE FU	9,445.00	1,026.66	9,402.90	42.10	99.55%
206 ALC ED. & ENF. FUND					
46 FINES,LICENSES & PERMITS	100.00	0.00	95.00	5.00	95.00%
Sub Total 206 ALC ED. & ENF. FUND	100.00	0.00	95.00	5.00	95.00%
207 IRON HORSE RIVER TRAIL					
42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
Sub Total 207 IRON HORSE RIVER TRAIL	0.00	0.00	0.00	0.00	0.00%
208 POLICE PENSION FUND					
41 LOCAL TAXES	13,000.00	0.00	14,982.76	(1,982.76)	115.25%
42 INTERGOVERNMENTAL REVENUES	2,000.00	0.00	2,058.54	(58.54)	102.93%
49 TRANSFER REVENUE	75,000.00	0.00	25,000.00	50,000.00	33.33%
Sub Total 208 POLICE PENSION FUND	90,000.00	0.00	42,041.30	47,958.70	46.71%
209 POLICE DRUG FUND					
46 FINES,LICENSES & PERMITS	150.00	0.00	306.00	(156.00)	204.00%
Sub Total 209 POLICE DRUG FUND	150.00	0.00	306.00	(156.00)	204.00%
210 LAW ENFORCEMENT					
46 FINES,LICENSES & PERMITS	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00%
Sub Total 210 LAW ENFORCEMENT	0.00	0.00	0.00	0.00	0.00%
211 COMPENSATED ABSENCES					
48 MISCELLANEOUS REVENUES	100.00	300.27	1,158.45	(1,058.45)	1158.45%
49 TRANSFER REVENUE	28,828.00	0.00	28,827.99	0.01	100.00%
Sub Total 211 COMPENSATED ABSENCES	28,928.00	300.27	29,986.44	(1,058.44)	103.66%
212 WWIP - GRANT					
42 INTERGOVERNMENTAL REVENUES	2,746,100.00	0.00	24,213.00	2,721,887.00	0.88%
48 MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00%
49 TRANSFER REVENUE	0.00	0.00	900,000.00	(900,000.00)	0.00%
Sub Total 212 WWIP - GRANT	2,746,100.00	0.00	924,213.00	1,821,887.00	33.66%
215 LOCAL CORONAVIRUS RELIEF FUND					
42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00%
Sub Total 215 LOCAL CORONAVIRUS RELIEF FUND	0.00	0.00	0.00	0.00	0.00%

Village of Montpelier

Revenue Report

October

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* Report Contains Filters

216 CORONAVIRUS ARPA 2021 FUND

42 INTERGOVERNMENTAL REVENUES	205,521.00	0.00	207,162.56	(1,641.56)	100.80%
48 MISCELLANEOUS REVENUES	250.00	0.00	265.86	(15.86)	106.34%
Sub Total 216 CORONAVIRUS ARPA 2021 FUND	205,771.00	0.00	207,428.42	(1,657.42)	100.81%

220 DOWNTOWN REVITALIZATION

42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 220 DOWNTOWN REVITALIZATION	0.00	0.00	0.00	0.00	0.00%

250 MICROENTERPRISE LOAN FUND

48 MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00%
Sub Total 250 MICROENTERPRISE LOAN FUND	0.00	0.00	0.00	0.00	0.00%

301 TAX CAPITAL IMPROVEMENT FUND

41 LOCAL TAXES	415,000.00	39,134.14	488,370.99	(73,370.99)	117.68%
42 INTERGOVERNMENTAL REVENUES	269,174.00	0.00	279,174.00	(10,000.00)	103.72%
43 SPECIAL ASSESSMENTS	500.00	0.00	1,127.10	(627.10)	225.42%
47 OTHER RESOURCES	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	18,549.00	0.00	1,440.00	17,109.00	7.76%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 301 TAX CAPITAL IMPROVEMENT FUND	703,223.00	39,134.14	770,112.09	(66,889.09)	109.51%

401 SEWER CAPITAL IMPROVEMENT FUND

41 LOCAL TAXES	355,000.00	33,543.55	418,603.72	(63,603.72)	117.92%
42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
43 SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00%
47 OTHER RESOURCES	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	0.00	0.00	300.00	(300.00)	0.00%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 401 SEWER CAPITAL IMPROVEMENT FUND	355,000.00	33,543.55	418,903.72	(63,903.72)	118.00%

402 ARRA SEWER CAPITAL IMPROVEMENT

42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
Sub Total 402 ARRA SEWER CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00%

501 WATER FUND

42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
45 CHARGES FOR SERVICES	1,203,500.00	111,038.24	1,048,224.05	155,275.95	87.10%
47 OTHER RESOURCES	0.00	0.00	0.00	0.00	0.00%

Village of Montpelier

Revenue Report October

	YTD Expected Revenue	MTD Actual Revenue	YTD Actual Revenue	YTD Uncollected Balance	Percent Collected
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* Report Contains Filters

48 MISCELLANEOUS REVENUES	9,450.00	1,506.69	8,513.43	936.57	90.09%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 501 WATER FUND	1,212,950.00	112,544.93	1,056,737.48	156,212.52	87.12%

502 LIGHT FUND

42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
45 CHARGES FOR SERVICES	7,466,600.00	558,479.16	5,854,985.31	1,611,614.69	78.42%
47 OTHER RESOURCES	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	25,600.00	6,464.27	41,737.29	(16,137.29)	163.04%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 502 LIGHT FUND	7,492,200.00	564,943.43	5,896,722.60	1,595,477.40	78.70%

503 SEWER FUND

42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
45 CHARGES FOR SERVICES	940,800.00	82,973.78	778,513.81	162,286.19	82.75%
47 OTHER RESOURCES	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	9,250.00	1,051.78	6,344.64	2,905.36	68.59%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 503 SEWER FUND	950,050.00	84,025.56	784,858.45	165,191.55	82.61%

504 STORM SEWER FUND

42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
45 CHARGES FOR SERVICES	95,000.00	8,295.93	79,486.55	15,513.45	83.67%
47 OTHER RESOURCES	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	250.00	17.35	167.27	82.73	66.91%
49 TRANSFER REVENUE	0.00	0.00	0.00	0.00	0.00%
Sub Total 504 STORM SEWER FUND	95,250.00	8,313.28	79,653.82	15,596.18	83.63%

505 UTILITY DEPOSIT FUND

45 CHARGES FOR SERVICES	38,000.00	2,585.00	21,875.00	16,125.00	57.57%
48 MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00%
Sub Total 505 UTILITY DEPOSIT FUND	38,000.00	2,585.00	21,875.00	16,125.00	57.57%

506 WATER RESERVE

48 MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00%
Sub Total 506 WATER RESERVE	0.00	0.00	0.00	0.00	0.00%

507 CHASE/MONTPELIER WATER LINE RE

42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
45 CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00%

Village of Montpelier

Revenue Report October

	YTD Expected Revenue	MTD Actual Revenue	YTD Actual Revenue	YTD Uncollected Balance	Percent Collected
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* Report Contains Filters

Sub Total 507 CHASE/MONTPELIER WATER LINE RE	0.00	0.00	0.00	0.00	0.00%
508 CHASE/MONTPELIER SEWER LINE RE					
42 INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00%
45 CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00%
48 MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00%
Sub Total 508 CHASE/MONTPELIER SEWER LINE RE	0.00	0.00	0.00	0.00	0.00%
701 INCOME TAX CONTROL					
48 MISCELLANEOUS REVENUES	18,500.00	1,710.00	19,751.45	(1,251.45)	106.76%
Sub Total 701 INCOME TAX CONTROL	18,500.00	1,710.00	19,751.45	(1,251.45)	106.76%
702 Credit Memo Utility Billing					
48 MISCELLANEOUS REVENUES	5,000.00	1,626.90	5,201.61	(201.61)	104.03%
Sub Total 702 Credit Memo Utility Billing	5,000.00	1,626.90	5,201.61	(201.61)	104.03%
Report Total :	16,604,112.00	1,052,110.98	13,079,028.36	3,525,083.64	78.77%

Village of Montpelier

Fund Type Details

October 2022

	YTD Budget	MTD Actual	YTD Actual	YTD Encumbrance	YTD Balance After Encumbrance	Percent Actual To Budget 2022
* Report Contains Filters						

101 GENERAL FUND

51 PERSONAL SERVICES	1,316,771	73,679	961,420	35,858	319,493	73.01%
52 TRAVEL & TRANSPORTATION	17,850	1,283	12,149	2,697	3,004	68.06%
53 CONTRACTUAL SERVICE	363,488	17,944	266,165	34,769	62,554	73.23%
54 SUPPLIES & MATERIALS	395,875	39,247	227,703	61,179	106,994	57.52%
55 CAPITAL OUTLAY	168,314	0	33,842	100,149	34,322	20.11%
56 DEBT SERVICES	0	0	0	0	0	0.00%
57 OTHER USES	684,013	0	634,011	0	50,002	92.69%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 101 GENERAL FUND	2,946,311	132,153	2,135,291	234,652	576,368	72.47%

201 STREET FUND

51 PERSONAL SERVICES	233,365	14,820	183,430	5,360	44,575	78.60%
57 OTHER USES	1,580	0	1,580	0	0	99.98%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 201 STREET FUND	234,945	14,820	185,010	5,360	44,575	78.75%

202 STATE HIGHWAY FUND

51 PERSONAL SERVICES	12,500	12,000	12,000	500	0	96.00%
53 CONTRACTUAL SERVICE	0	0	0	0	0	0.00%
54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
55 CAPITAL OUTLAY	0	0	0	0	0	0.00%
57 OTHER USES	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 202 STATE HIGHWAY FUND	12,500	12,000	12,000	500	0	96.00%

203 PARKS AND RECREATION FUND

51 PERSONAL SERVICES	257,060	10,658	198,129	6,711	52,220	77.07%
52 TRAVEL & TRANSPORTATION	2,200	0	720	180	1,300	32.73%
53 CONTRACTUAL SERVICE	58,185	1,192	23,139	25,867	9,178	39.77%
54 SUPPLIES & MATERIALS	183,280	1,775	120,143	16,342	46,795	65.55%
55 CAPITAL OUTLAY	89,557	44,743	79,023	10,276	258	88.24%
56 DEBT SERVICES	258,500	0	254,688	3,813	0	98.53%
57 OTHER USES	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 203 PARKS AND RECREATION	848,782	58,368	675,842	63,189	109,751	79.62%

204 PERMISSIVE TAX

55 CAPITAL OUTLAY	0	0	0	0	0	0.00%
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Village of Montpelier

Fund Type Details

October 2022

	YTD Budget	MTD Actual	YTD Actual	YTD Encumbrance	YTD Balance After Encumbrance	Percent Actual To Budget 2022
* Report Contains Filters						
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 204 PERMISSIVE TAX	0	0	0	0	0	0.00%
205 STATE MOTOR VEHICLE LICENSE FU						
52 TRAVEL & TRANSPORTATION	0	0	0	0	0	0.00%
54 SUPPLIES & MATERIALS	13,000	2,710	8,913	1,485	2,603	68.56%
55 CAPITAL OUTLAY	0	0	0	0	0	0.00%
57 OTHER USES	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 205 STATE MOTOR VEHICLE	13,000	2,710	8,913	1,485	2,603	68.56%
206 ALC ED. & ENF. FUND						
52 TRAVEL & TRANSPORTATION	0	0	0	0	0	0.00%
53 CONTRACTUAL SERVICE	250	25	150	0	100	60.00%
54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 206 ALC ED. & ENF. FUND	250	25	150	0	100	60.00%
207 IRON HORSE RIVER TRAIL						
52 TRAVEL & TRANSPORTATION	0	0	0	0	0	0.00%
55 CAPITAL OUTLAY	0	0	0	0	0	0.00%
Sub Total 207 IRON HORSE RIVER TRAIL	0	0	0	0	0	0.00%
208 POLICE PENSION FUND						
51 PERSONAL SERVICES	95,000	0	60,873	0	34,127	64.08%
53 CONTRACTUAL SERVICE	350	0	324	26	0	92.51%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 208 POLICE PENSION FUND	95,350	0	61,197	26	34,127	64.18%
209 POLICE DRUG FUND						
52 TRAVEL & TRANSPORTATION	0	0	0	0	0	0.00%
53 CONTRACTUAL SERVICE	500	0	500	0	0	100.00%
54 SUPPLIES & MATERIALS	1,000	376	687	0	313	68.67%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 209 POLICE DRUG FUND	1,500	376	1,187	0	313	79.11%
210 LAW ENFORCEMENT						
52 TRAVEL & TRANSPORTATION	0	0	0	0	0	0.00%
53 CONTRACTUAL SERVICE	0	0	0	0	0	0.00%

Village of Montpelier

Fund Type Details

October 2022

	YTD Budget	MTD Actual	YTD Actual	YTD Encumbrance	YTD Balance After Encumbrance	Percent Actual To Budget 2022
* Report Contains Filters						

54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
Sub Total 210 LAW ENFORCEMENT	0	0	0	0	0	0.00%
211 COMPENSATED ABSENCES						
51 PERSONAL SERVICES	0	0	0	0	0	0.00%
Sub Total 211 COMPENSATED ABSENCES	0	0	0	0	0	0.00%
212 WWIP - GRANT						
55 CAPITAL OUTLAY	2,746,100	0	24,213	2,693,530	28,357	0.88%
57 OTHER USES	0	0	0	0	0	0.00%
Sub Total 212 WWIP - GRANT	2,746,100	0	24,213	2,693,530	28,357	0.88%
215 LOCAL CORONAVIRUS RELIEF FUND						
51 PERSONAL SERVICES	0	0	0	0	0	0.00%
54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
55 CAPITAL OUTLAY	0	0	0	0	0	0.00%
Sub Total 215 LOCAL CORONAVIRUS	0	0	0	0	0	0.00%
216 CORONAVIRUS ARPA 2021 FUND						
51 PERSONAL SERVICES	0	0	0	0	0	0.00%
54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
55 CAPITAL OUTLAY	411,390	0	0	0	411,390	0.00%
Sub Total 216 CORONAVIRUS ARPA 2021	411,390	0	0	0	411,390	0.00%
220 DOWNTOWN REVITALIZATION						
51 PERSONAL SERVICES	0	0	0	0	0	0.00%
52 TRAVEL & TRANSPORTATION	0	0	0	0	0	0.00%
53 CONTRACTUAL SERVICE	0	0	0	0	0	0.00%
54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
55 CAPITAL OUTLAY	0	0	0	0	0	0.00%
57 OTHER USES	0	0	0	0	0	0.00%
Sub Total 220 DOWNTOWN	0	0	0	0	0	0.00%
250 MICROENTERPRISE LOAN FUND						
53 CONTRACTUAL SERVICE	0	0	0	0	0	0.00%
57 OTHER USES	0	0	0	0	0	0.00%
Sub Total 250 MICROENTERPRISE LOAN	0	0	0	0	0	0.00%
301 TAX CAPITAL IMPROVEMENT FUND						

Village of Montpelier

Fund Type Details

October 2022

	YTD Budget	MTD Actual	YTD Actual	YTD Encumbrance	YTD Balance After Encumbrance	Percent Actual To Budget 2022
* Report Contains Filters						
53 CONTRACTUAL SERVICE	91,634	3,366	14,370	32,243	45,020	15.68%
54 SUPPLIES & MATERIALS	146,993	3,871	25,417	1,189	120,388	17.29%
55 CAPITAL OUTLAY	798,733	8,167	455,428	293,807	49,498	57.02%
56 DEBT SERVICES	0	0	0	0	0	0.00%
57 OTHER USES	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 301 TAX CAPITAL IMPROVEMENT	1,037,360	15,405	495,215	327,239	214,906	47.74%
401 SEWER CAPITAL IMPROVEMENT FUND						
53 CONTRACTUAL SERVICE	62,500	0	0	1,450	61,050	0.00%
54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
55 CAPITAL OUTLAY	500,000	0	0	3,850	496,150	0.00%
56 DEBT SERVICES	214,288	0	214,285	3	0	100.00%
57 OTHER USES	300,000	0	300,000	0	0	100.00%
Sub Total 401 SEWER CAPITAL	1,076,788	0	514,285	5,303	557,200	47.76%
402 ARRA SEWER CAPITAL IMPROVEMENT						
55 CAPITAL OUTLAY	0	0	0	0	0	0.00%
Sub Total 402 ARRA SEWER CAPITAL	0	0	0	0	0	0.00%
501 WATER FUND						
51 PERSONAL SERVICES	443,235	27,491	328,511	13,054	101,670	74.12%
52 TRAVEL & TRANSPORTATION	8,150	493	2,603	1,528	4,019	31.94%
53 CONTRACTUAL SERVICE	79,220	976	42,468	6,687	30,066	53.61%
54 SUPPLIES & MATERIALS	443,414	51,268	218,161	141,178	84,075	49.20%
55 CAPITAL OUTLAY	108,462	2,721	41,054	21,580	45,828	37.85%
56 DEBT SERVICES	391,069	0	391,068	1	0	100.00%
57 OTHER USES	3,391	0	3,391	0	0	99.99%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 501 WATER FUND	1,476,941	82,948	1,027,256	184,027	265,658	69.55%
502 LIGHT FUND						
51 PERSONAL SERVICES	767,630	38,972	510,495	47,759	209,376	66.50%
52 TRAVEL & TRANSPORTATION	38,800	784	14,904	6,053	17,842	38.41%
53 CONTRACTUAL SERVICE	6,587,860	437,179	4,269,160	2,138,640	180,060	64.80%
54 SUPPLIES & MATERIALS	356,592	10,020	88,556	86,433	181,603	24.83%
55 CAPITAL OUTLAY	693,455	40,341	104,187	110,637	478,631	15.02%
56 DEBT SERVICES	213,087	15,012	150,349	49,651	13,087	70.56%
57 OTHER USES	6,440	0	6,439	0	1	99.98%

Village of Montpelier

Fund Type Details

October 2022

	YTD Budget	MTD Actual	YTD Actual	YTD Encumbrance	YTD Balance After Encumbrance	Percent Actual To Budget 2022
* Report Contains Filters						

59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 502 LIGHT FUND	8,663,864	542,308	5,144,090	2,439,173	1,080,601	59.37%

503 SEWER FUND

51 PERSONAL SERVICES	417,570	25,097	303,693	15,823	98,054	72.73%
52 TRAVEL & TRANSPORTATION	5,110	445	2,085	1,740	1,285	40.80%
53 CONTRACTUAL SERVICE	250,510	1,913	107,327	96,133	47,050	42.84%
54 SUPPLIES & MATERIALS	295,190	27,051	135,033	113,254	46,904	45.74%
55 CAPITAL OUTLAY	98,308	1,814	27,135	14,241	56,932	27.60%
56 DEBT SERVICES	0	0	0	0	0	0.00%
57 OTHER USES	8,408	0	8,408	0	0	99.99%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 503 SEWER FUND	1,075,096	56,320	583,680	241,191	250,225	54.29%

504 STORM SEWER FUND

51 PERSONAL SERVICES	81,835	4,507	52,126	869	28,840	63.70%
52 TRAVEL & TRANSPORTATION	0	0	0	0	0	0.00%
53 CONTRACTUAL SERVICE	15,000	0	0	0	15,000	0.00%
54 SUPPLIES & MATERIALS	250	0	0	0	250	0.00%
55 CAPITAL OUTLAY	50,000	0	0	0	50,000	0.00%
56 DEBT SERVICES	0	0	0	0	0	0.00%
57 OTHER USES	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 504 STORM SEWER FUND	147,085	4,507	52,126	869	94,090	35.44%

505 UTILITY DEPOSIT FUND

53 CONTRACTUAL SERVICE	45,000	3,332	18,686	0	26,314	41.53%
54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
56 DEBT SERVICES	0	0	0	0	0	0.00%
57 OTHER USES	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 505 UTILITY DEPOSIT FUND	45,000	3,332	18,686	0	26,314	41.53%

506 WATER RESERVE

54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
56 DEBT SERVICES	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 506 WATER RESERVE	0	0	0	0	0	0.00%

Village of Montpelier

Fund Type Details

October 2022

	YTD Budget	MTD Actual	YTD Actual	YTD Encumbrance	YTD Balance After Encumbrance	Percent Actual To Budget 2022
* Report Contains Filters						

507 CHASE/MONTPELIER WATER LINE RE

54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
56 DEBT SERVICES	0	0	0	0	0	0.00%
57 OTHER USES	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 507 CHASE/MONTPELIER WATER	0	0	0	0	0	0.00%

508 CHASE/MONTPELIER SEWER LINE RE

54 SUPPLIES & MATERIALS	0	0	0	0	0	0.00%
56 DEBT SERVICES	0	0	0	0	0	0.00%
57 OTHER USES	0	0	0	0	0	0.00%
59 NON-APPROPRIATED	0	0	0	0	0	0.00%
Sub Total 508 CHASE/MONTPELIER SEWER	0	0	0	0	0	0.00%

701 INCOME TAX CONTROL

54 SUPPLIES & MATERIALS	18,500	1,710	19,751	0	-1,251	106.76%
Sub Total 701 INCOME TAX CONTROL	18,500	1,710	19,751	0	-1,251	106.76%

Report Total :	20,850,762	926,981	10,958,893	6,196,543	3,695,326	52.56%
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MONTPELIER FIRE DEPARTMENT

Rules And Administrative Regulations

Accepted by Village of Montpelier Council Motion November 2, 2009
Revised October 2022

MONTPELIER FIRE DEPARTMENT

Rules and Administrative Regulations

NOTE: These Rules and Administrative Regulations are a supplement to the Village of Montpelier Employee Handbook

SECTION I

DEPARTMENT ORGANIZATION

1. The Chief, Assistant Chief, Captain(s), Lieutenant(s), Safety Officer(s), and Firefighters shall be members of the Montpelier Fire Department and are employees of the Village of Montpelier.
2. The Montpelier Fire Department shall be composed of an unlimited number of regular members that live within the area served by the Montpelier Fire Department.
3. The Reference Committee and the Fire Chief shall meet with new applicants and give their recommendation to the Fire Chief for membership of the Montpelier Fire Department.
4. The Fire Chief shall give his/her recommendation, and the Reference Committee recommendation to the Village Manager for hire.
5. The Fire Chief position shall be a volunteer position appointed by the Village Manager and approved by Montpelier Village Council.

SECTION II

OFFICERS

1. Montpelier Fire Department Officers

Fire Chief
Assistant Fire Chief
Captain(s)
Lieutenant(s)

2. Should a vacancy occur among the Officers of the Montpelier Fire Department due to death, resignation, or otherwise, such vacancies shall be filled by appointment of the Fire Chief, except the Assistant Fire Chief position, which will be filled by the Village Manager with a recommendation from the Fire Chief and approval by Village Council.

JOB DESCRIPTION

POSITION: Assistant Fire Chief
DEPARTMENT: Fire
REPORTS TO: Fire Chief
JOB CODE: Assistant Department Head

FUNCTION:

Under administrative direction, aids the Fire Chief in the performance of his/her duties, obeys his/her orders, and (in the absence from the community or scene) to perform his/her duties. The Assistant Fire Chief shall report to the Fire Chief all matters requiring immediate attention, and any facts or events which he/she should be aware of during his/her absence.

SUPERVISES:

Captain(s), Lieutenant(s), and Firefighter(s)

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Is part of the department's senior management team.
- Must be knowledgeable of the Montpelier Fire Department Rules and Administrative Regulations and Standard Operating Procedures and Guidelines.
- Assist with the department safety program. Determines, monitors, and corrects safety issues within the department.
- Oversee the development and maintain updates of all pre-plans.
- Assist with training programs within the department.
- Ensures that all department equipment and vehicles are maintained and tested as required.
- Shall work as a team leader and/or incident commander under stress caused by emergencies, danger, or criticism.
- Must be able to supervise emergency personnel during emergency and non-emergency situations and have the ability to motivate and manage people.
- Responds to fire and rescue calls and mitigates the incident in compliance with the department SOP's and SOG's and Rules and Administrative Regulations on a scheduled and unscheduled basis.
- Functions within the Incident Command System and NIMS
- Safely operates fire department apparatus and equipment.
- Assesses and coordinates resources and personnel to facilitate safety.
- Supervises firefighters, firefighting teams, and rescue teams during emergency and non-emergency operations.
- Responds to emergencies on apparatus as needed.
- Investigates causes of fires.
- Shall generally be available for off-hour meetings, phone calls and special assignments.
- Shall attend extra training as required for the position.
- Performs other duties assigned or are apparent.

ENTRY REQUIREMENTS AND SKILLS:

- Completion of secondary education.
 - 5 years of consecutive service with the department.
 - 3 years minimum service as a Fire Officer
 - Possess and maintain an Ohio Firefighter II Certification
 - Possess and maintain a Hazardous Materials – Operations Level Certification.
 - May possess and maintain a State of Ohio Fire Safety Inspector Certification/License.
 - Shall attend a minimum of 16 hours training outside of the department annually.
 - Shall possess NIMS certification for IS-100, IS-200, G-300, G-400, IS-700, IS-800
 - Ability to understand and carry out written and verbal instructions.
 - Ability to establish and maintain an effective working relationship with co-workers and function as a team member.
 - Knowledge of department response.
 - Knowledge of department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations.
-

REQUIRED SPECIAL QUALIFICATIONS:

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
 - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
-

WORKING CONDITIONS:**Facility and Work Area:**

- Montpelier Fire Department Response Area and Montpelier Fire Station.

Physical and Environmental Characteristics:

- Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.
- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102 F.

- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.
- Climbing ladders, operating from heights, walking, or crawling in the dark narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing light, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, and support other emergency response departments. These tasks shall require members to wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.
- Performs any other task assigned by the Fire Chief.

JOB DESCRIPTION

POSITION: Fire Captain(s)
DEPARTMENT: Fire
REPORTS TO: Fire Chief
JOB CODE: N/A

FUNCTION:

Responds to emergencies and performs fire suppression, rescue, hazardous materials operations, damage control and property conservation activities. Performs with limited supervision through department Standard Operating Procedures and Guidelines and established Administrative Rules and Regulations. Maintains a state of readiness of facilities and equipment by scheduled inspections, cleaning, testing and maintenance. Promotes health and safety of the department and community through fire prevention activities. Directs and assumes control of the fire department in the absence of the Fire Chief and Assistant Fire Chief. Performs related work as required.

SUPERVISES:

Lieutenant(s) and Firefighters

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communications equipment.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Responds to fire and rescue calls and mitigates the incident in compliance with the department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations on a scheduled and unscheduled basis.
- Functions under the Incident Command System and NIMS.
- Safely operates fire department apparatus and equipment.
- Assesses and coordinates resources and personnel to facilitate safety.
- Supervises firefighters, firefighting teams, and rescue teams during emergency and non- emergency operations.
- Shall participate and help instruct in the department training program.
- Shall attend extra training and staff meetings.
- Shall ensure that breathing air systems are in proper working order.
- Shall ensure that all apparatuses are inspected and properly stocked.
- Promotes departmental policies, procedures, objectives, safety, infection control programs.
- Follows written Standard Operating Procedures and Guidelines and verbal directives as applicable to the department.
- Initiates and assists in developing and implementing improvements of the department.

- Interacts effectively, professionally, and tactfully with the general public and all participating agencies.
- Other duties assigned by the Fire Chief

ENTRY REQUIREMENTS AND SKILLS:

- Completion of secondary education
 - Must have a minimum of 5 years consecutive service with the department.
 - 3 years minimum service as a Fire Officer
 - Possess and maintain an Ohio Firefighter II Certification
 - Possess and maintain a Hazardous Materials – Operations Level Certification
 - Shall attend a minimum 16 hours of training outside the department annually.
 - Shall possess NIMS certification for IS-100, IS-200, IS-700, IS-800.
 - Ability to understand and carry out written and verbal instructions.
 - Ability to establish and maintain an effective working relationship with co-workers and function as a team member.
 - Knowledge of department response.
 - Knowledge of department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations.
-

REQUIRED SPECIAL QUALIFICATIONS:

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
 - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
-

WORKING CONDITIONS:

Facility and Work Area:

- Montpelier Fire Department Response Area and Montpelier Fire Station

Physical and Environmental Characteristics:

- Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.
- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102 F.

- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.
- Climbing ladders, operating from heights, walking, or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, and support other emergency response departments. These tasks shall require members to wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.
- Performs any other task assigned by the Fire Chief.

JOB DESCRIPTION

POSITION: Lieutenant(s)
DEPARTMENT: Fire
REPORT TO: Fire Chief
JOB CODE: N/A

FUNCTION:

Responds to emergencies and performs fire suppression, rescue, hazardous materials operations, damage control and property conservation activities. Performs with limited supervision through department Standard Operating Procedures and Guidelines and established Administrative Rules and Regulations. Maintains a state of readiness of facilities and equipment by scheduled inspections, cleaning, testing, and maintenance. Promotes health and safety of the department and community through fire prevention activities. Directs and assumes control of the fire department in the absence of the Fire Chief, Assistant Fire Chief, and Captain. Performs related work as required.

SUPERVISES:

Firefighters

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communication equipment.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Responds to fire and rescue calls and mitigates the incident in compliance with the department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations on a scheduled and unscheduled basis.
- Functions under the Incident Command System and NIMS.
- Safely operates fire department apparatus and equipment.
- Assesses and coordinates resources and personnel to facilitate safety.
- Supervises firefighters, firefighting teams, and rescue teams during emergency and non-emergency operations.
- Shall participate and help instruct in the department training program.
- Shall attend extra training and staff meetings.
- Shall ensure that apparatus is inspected and properly stocked.
- Shall see that all hose is tested annually.
- Promotes departmental policies, procedures, objectives, safety, infection control programs.
- Follows written Standard Operating Procedures and Guidelines and verbal directives as applicable to the department.

- Initiates and assists in developing and implementing improvements of the department.
 - Interacts effectively, professionally, and tactfully with the general public and all participating agencies.
 - Other duties assigned by the Fire Chief.
-

ENTRY REQUIREMENTS AND SKILLS:

- Completion of secondary education
 - Must have a minimum of 5 years consecutive service with the department.
 - Possess and maintain an Ohio Firefighter I Certification
 - Possess and maintain a Hazardous Materials – Operations Level Certification
 - Shall attend a minimum 16 hours training outside the department annually.
 - Shall possess NIMS certification for IS-100, IS-200, IS-700, IS-800.
 - Ability to understand and carry out written and verbal instructions.
 - Ability to establish and maintain an effective working relationship with co-workers and function as a team member.
 - Knowledge of department response.
 - Knowledge of department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations.
-

REQUIRED SPECIAL QUALIFICATIONS:

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
 - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
-

WORKING CONDITIONS:

Facility and Work Area:

- Montpelier Fire Department Response Area and Montpelier Fire Station.

Physical and Environmental Characteristics:

- Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE and SCBA.
- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102 F.

Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.

- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, and support other emergency response departments. These tasks shall require members to wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.
- Performs any other task assigned by the Fire Chief.

JOB DESCRIPTION

POSITION: Firefighter
DEPARTMENT: Fire
REPORTS TO: Fire Chief
JOB CODE: N/A

FUNCTION:

Responds to emergencies and performs fire suppression, rescue, hazardous material operations, damage control and property conservation activities. Performs with limited supervision through Department Standard Operating Procedures and Guidelines and established Rules and Administrative Regulations. Maintains a state of readiness of facilities and equipment by scheduled inspections, cleaning, testing and maintenance. Promotes health and safety of the department and community through fire prevention activities. Performs related work as required.

SUPERVISES:

N/A

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communications equipment.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Responds to fire and rescue calls and mitigates the incident in compliance with the departments Standard Operating Procedures and Guidelines and Rules and Administrative Regulations on a scheduled and unscheduled basis.
- Functions under the Incident Command System and NIMS.
- Safely operates fire department apparatus and equipment.
- Promotes departmental policies, procedures, guidelines, objectives, safety, infection control programs.
- Follows written Standard Operating Procedures and Guidelines and verbal directives as applicable to the department.
- Shall complete and assure completion of required forms of the department.
- Initiates and assists in developing and implementing improvements of the department.
- Performs scheduled inspections and minor maintenance of equipment and facilities as required.
- Interacts effectively, professionally, and tactfully with the general public and all participating agencies.
- Other duties assigned by the Fire Chief.

ENTRY REQUIREMENTS AND SKILLS:

- Must live within the Montpelier Fire Department response area.
 - Must be 18 years old and out of high school.
 - Must be a High School Graduate or have a GED.
 - Must pass a background investigation.
 - Must pass a physical examination, including drug test.
 - Must have good knowledge of the geography of the Village of Montpelier and the fire district.
 - Must have the ability to get along well with others and the willingness to perform any task assigned.
 - Must be able to understand and follow oral and written instructions and be accurate keeping records and make reports.
 - Have aptitude for mechanical work and be able to operate a motor vehicle.
 - Be concise and dependable with the physical strength and ability to do prolonged manual and mechanical work under adverse conditions.
-

REQUIRED SPECIAL QUALIFICATIONS:

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
 - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
 - Shall possess NIMS certification IS-100 and IS-700 before Ohio Volunteer Firefighter Certification is completed.
 - Shall possess, and maintain, an Ohio Firefighter I Certification within 12-months of hire.
 - Possess Hazardous Materials – Operations Level Certification.
-

WORKING CONDITIONS:

Facility and Work Area:

- Montpelier Fire Department Response Area and Montpelier Fire Station

Physical and Environmental Characteristics:

- Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.
- Climbing 4 or more flights of stairs while wearing fire protective ensemble weighing at least 50 lbs. or more and carrying equipment/tools weighing an additional 20 to 40 lbs.

- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102 F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.
- Advancing water-filled hose lines up to 2.5 in. in diameter from the fire apparatus to occupancy (approximately 150 ft.); can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Climbing ladders, operating from heights, walking, or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, and support other emergency response departments. These tasks shall require members to wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.
- Performs any other tasks assigned by the Fire Chief.

SECTION III

QUALIFICATIONS FOR FIRE OFFICERS

FIRE CHIEF:

Volunteer position
Appointed by Village Manager and approved by a
majority vote of the Village Council
Hiring by Village Manager

ASSISTANT FIRE CHIEF:

Recommendation by the Fire Chief, Approval by the Village
Manager and Village Council
Minimum 5 years fire service
Minimum 3 years' experience as a Fire Officer
Test to be given by the Fire Chief
Test includes, but is not limited to, following subjects:
Department SOP's & SOG's
Fireground tactics
Supervision of people

Factors used to determine qualified candidate.

Test score
Attendance of fires
Attendance of training
Attendance of outside training
Interview with Fire Chief and Village Manager

Results will be given to the Village Manager with the Fire Chiefs' recommendation.

CAPTAIN:

Volunteer position Appointed by the Fire Chief
Position is a continuing appointment
Minimum 5 years fire service
Minimum 3 years' experience as a Fire Officer
Test to be given by the Fire Chief
Test includes, but is not limited to, following subjects:
Department SOP's & SOG's, Fireground tactics, Pumps

Factors used to determine qualified candidate.

Test score
Attendance of fires
Attendance of training
Attendance of outside training
Interview with Fire Chief and Assistant Fire Chief

Final decision by Fire Chief

LIEUTENANT:

Minimum 5 years fire service
Position is for a 3-year term
Test includes, but is not limited to, the following subjects:
IFSTA Book
Department SOP's & SOG's
Fireground tactics
Supervision of people

Factors used to determine qualified candidate.

Test score
Attendance of fires
Attendance of training
Attendance of outside training
Interview with Fire Chief, Assistant Fire Chief, and Captain(s)

Final decision by Fire Chief

SAFETY OFFICER:

Appointed by Fire Chief
Position is for a 3-year term

SECTION IV

GENERAL RULES

1. The first Fire Officer or Senior Firefighter arriving at a scene of the call shall assume command of the scene and have full control until relieved by their superior in rank and shall understand that they have the authority to call for additional help if in their judgment they consider it necessary.
2. It shall be the duty of every Fire Officer and member of the Montpelier Fire Department to attend all fires and or emergency runs to which they may be called.
3. Fire Officers and members shall exert their greatest energy and best judgment and ability to do their full duty under all circumstances.
4. Fire Officers and members who ride on the apparatus while going to or returning from alarms, shall exercise due care and caution. **All personnel shall wear seatbelts while the apparatus is in motion.**
5. Fire Officers and members of the Montpelier Fire Department shall conform to and obey all orders, rules, and regulations which relate to the governance of the department of its individuals.
6. Obedience must be prompt, implicit, unqualified, and unequivocal.
7. Fire Officers and members shall use their best judgment and skill to prevent unnecessary loss of life, limb, or property.
8. Fire Officers and members shall promptly cause all persons in danger in a burning building or adjoining buildings or premises to be removed there from with the least possible injury to life, limb, or property.
9. Fire Officers and members shall not make reports or gossip concerning either the personal character or conduct of any member of the Montpelier Fire Department or of the business of the Montpelier Fire Department to the discredit or detriment thereof.
10. Fire Officers shall see that the premises in which fire has occurred are left in such condition as to avoid further damage to life or property.
11. No member of the Montpelier Fire Department shall be permitted to maintain living quarters within the fire station except in case of an emergency, and then only with written permission of the Fire Chief and the Village Manager.
12. Members of the Montpelier Fire Department may from time to time be issued equipment including, without limitation, badges, ID card, radio, pager, and other articles, uniforms, and equipment. All such items remain the property of the Village of Montpelier and must be returned to the Fire Chief immediately upon resignation, retirement, or dismissal. If any items are not returned, the Village of

Montpelier will invoice the former member for all unreturned items and the former member will be responsible for the replacement cost of such items.

13. No one other than a member of the Montpelier Fire Department is allowed to ride to or from emergencies on departmental apparatus except by written permission of the Fire Chief and the Village Manager. Such permission may only be granted after the person has executed an appropriate release.
14. Drivers of departmental apparatus shall, before the fire station, be sure that the radio receiver is properly turned on to enable the fire dispatcher to always contact them while they are on duty.
15. None of the apparatus shall be driven over lines of fire hose except in case of absolute necessity.
16. When kinks are noticed in fire hose lines, members are directed to take them out.
17. Any member of the Montpelier Fire Department will carry out the last order given to the member by a superior officer. If the member is already under an order from another superior officer, the member will advise the superior officer of the member's first order and will follow the most recent superior officer's instructions.
18. Before moving a ladder or ladders from openings or the roof of fire buildings, the Fire Officer or members so doing will first determine that the ladder is not being used as a means of exit by other members of the department.
19. Disciplinary action could be taken against any Montpelier Fire Department member who leaves the scene of an emergency to which they have responded without permission of the Fire Chief or Officer in Charge.
20. Disciplinary action could be taken against any Fire Officer or member who fails to answer any alarm at a time he is available.
21. Fire Officers and members shall not engage in an altercation under any circumstances.
22. All Fire Officers and members of the Montpelier Fire Department shall be considered on duty 24 hours a day, 7 days a week.
23. The Montpelier Fire Department accepts the **NO** tolerance of alcohol while on the job or at training drills.
24. Any member while being called on duty may, at the request of the Fire Chief or Officer in Charge, be required to take a drug and/or alcohol test.

SECTION V

DISCIPLINE

1. Purpose

The purpose of disciplinary action is to discourage and prevent unsatisfactory job behavior, to reinforce expected conduct, and to preserve and protect the safety and welfare of all the Village employees and members of the public.

2. Actions

Discipline actions may include the following: Verbal warning, written reprimand, suspension without pay, demotion and termination. Any of these actions may be stayed, upon the successful completion of such discipline as may be imposed.

3. Definitions

Verbal Warning – a verbal warning is the least serious form of disciplinary action and may be administered formally or informally by the Fire Chief. A written memorandum of a formal verbal warning shall be made and placed in the member's file.

Written Reprimand – a written reprimand by the Fire Chief shall be designated as such and shall be dated, shall contain the basis for the reprimand, and shall be placed in the member's file.

Suspension Without Pay – an involuntary separation from active pay status by the Village Manager. A suspension is made for a definite and stated period at the end of which the member returns to normal employment status. The member may be required to remain away from the Village premises while suspended.

Demotion – a change in appropriate duty assignment or rank in the department by the Village Manager.

Termination – a permanent separation from the Montpelier Fire Department by the Village Manager.

4. Grounds for Disciplinary Action

- Drinking any intoxicating liquor while on an emergency scene or after responding to a call (on duty). **NO** tolerance of alcohol while on the job or training drills.
- Having, causing, or allowing spirituous malt or intoxicating beverage to be brought into, or kept in the fire station.
- Being a habitual user of any narcotic or other drug, or other compound of such narcotic or other drug capable of producing insensibility.
- Being under the influence of any opium, narcotic drug, or other compound, except under the direction of a physician while on call.

- Any action bringing disrespect or discredit to the Montpelier Fire Department or to the members of the Montpelier Fire Department.
- Willful disobedience of any order issued to them by any superior officer in the Montpelier Fire Department.
- Incompetence in performing the duties of a firefighter.
- Conviction of any felony under the laws of the United States federal government or the law of any state.
- Cowardice or lack of energy of such character as to amount to incompetence or gross neglect of duty.
- Willfully or continually violating any of the rules and regulations of the Montpelier Fire Department.
- Disrespect shown to any superior officer of the Montpelier Fire Department.
- Any neglect of duty.
- Any other cause constituting misfeasance, malfeasance, or nonfeasance of duty, or for any other cause detrimental to the Village of Montpelier.

5. Administration of Discipline

Disciplinary action may be imposed by the Village Manager upon all members. The Fire Chief may also impose disciplinary action upon members, provided that only the Village Manager shall have the authority to suspend without pay, demote, or terminate. Prior to discipline by the Village Manager involving suspension without pay, demotion or termination, the member shall be afforded a pre-disciplinary conference with the Village Manager and the Fire Chief.

6. Levels of Discipline

The disciplinary action taken shall be dependent upon the nature and severity of the member's conduct. The Fire Chief or Village Manager shall consider the conduct's effect on the safety and welfare of the Montpelier Fire District or those affected, including productivity, efficiency, and morale.

7. Appeals

Any formal **verbal warning** or **written reprimand** imposed by the Fire Chief may be appealed within five (5) days to the Village Manager whose determination shall then be final.

In any case of **suspension without pay and/or demotion or termination**, the Village Manager shall furnish the member with a written copy of the order of suspension, demotion, or termination. The Village Manager shall also file a copy of the order with the Director of Finance. The order shall advise the member of their right to appeal.

Within ten (10) days following the filing of such an order, the member may file an appeal. The appeal shall be in writing and shall be filed with the Clerk of Council. The Village Council shall determine the procedures to hear the appeal, and, upon conclusion thereof, shall affirm, disaffirm, or modify the judgment of the Village Manager. Village Council may affirm the action of the Village Manager if there is some credible evidence to justify the disciplinary action. The decision of the Village Council shall be final.

8. Zero-Tolerance for Alcohol and Drinking Policy

This policy is most easily described as a “zero-tolerance” about the use of alcohol by members of the Montpelier Fire Department at any time when they may be called upon to act or respond.

If a member of the department has consumed alcohol within eight (8) hours of being on duty or call or is still noticeably impaired by alcohol consumed prior to the eight (8) hours, the member must voluntarily remove himself/herself from the activities and functions of the fire department, including all emergency operations and training.

9. Montpelier Village Personnel Policies and Procedures

These Rules and Administrative Regulations are not intended to replace the Village of Montpelier Personnel Policies and Procedures Manual. Members are expected to comply with all applicable provisions of the Village of Montpelier Personnel Policies and Procedures Manual and may be subject to discipline in accordance with the Village of Montpelier Personnel Policies and Procedures Manual.

SECTION VI

MEMBERSHIP

1. The Montpelier Fire Department shall be composed of an unlimited number of regular firefighters (members) that live within the area served by the Montpelier Fire Department.
2. Entry requirements and skills:
 - Must be 18 years of age.
 - Must be a High School Graduate or have a GED.
 - Must pass a background investigation.
 - Must pass a NFPA approved physical examination, including drug/alcohol testing.
 - Must have the ability to get along well with others and the willingness to perform any task assigned.
 - Must be able to understand and follow oral and written instructions and be accurate keeping records and writing reports.
 - Have aptitude for mechanical work and be able to operate a motor vehicle.
 - Be concise and dependable with the physical strength and ability to do prolonged manual and mechanical work under adverse conditions.
 - Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
 - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
 - Shall possess and maintain a Ohio Firefighter Level I Certification within one (1) year of hire.
3. Process to become a member:
 - Fill out and return a Village of Montpelier application.
 - The Reference Committee and the Fire Chief will conduct an interview with the applicant.
 - The Reference Committee will give their recommendation to the Fire Chief.
 - The Fire Chief will give the Reference Committee's recommendation and the Fire Chief's recommendation to the Village Manager for approval and hire.
 - If approved, the applicant shall take a NFPA approved physical/drug test at Village expense.
 - If the applicant passes the NFPA approved physical/drug test, they will become a probationary firefighter with the Montpelier Fire Department
 - The probationary firefighter shall serve a one (1) year probationary period.
 - During the probationary period, the probationary firefighter can be dismissed for any violations of the Montpelier Fire Department Rules and Regulations, any violations of the Village of Montpelier Personnel Policies and Procedures Manual, and for conduct or capacity of a probationary member that is unsatisfactory.
 - At the request of the Fire Chief, a probationary firefighter's probationary period can be extended an additional six (6) months.
 - The probationary firefighter shall complete the Firefighter Level 1 Certification prescribed by the law of the State of Ohio within one (1) year of employment.

- If a probationary firefighter is called to military service during the probationary period, the probationary period will be placed on hold. When the probationary firefighter returns to duty following military service, they shall be required to complete the probationary service and shall be given credit for only such probationary service as was successfully completed prior to the absence.
- Upon successful completion of the probationary period, the probationary firefighter will be changed to regular firefighter status.

SECTION VII

REINSTATEMENT

1. Any former member of the Montpelier Fire Department may be reinstated by completing the following criteria:
 - Fill out an application
 - Must pass a background investigation
 - Reference Committee and Fire Chief to interview former member.
 - Reference Committee gives their recommendation to the Fire Chief.
 - Fire Chief gives the Reference Committee recommendation and the Fire Chief's recommendation to the Village Manager for hire.
 - If approved for hire, the former member shall take a NFPA approved physical/drug test at Village expense.
 - If the former member passes the NFPA approved physical/drug test, they will be reinstated as a member of the department.
 - Reinstated members shall serve a probationary period as determined by the Fire Chief and Village Manager.
 - Training and or special training of any reinstated member will be left up to the discretion of the Fire Chief.
 - If the reinstated member has allowed their firefighter certification to expire, they will have one (1) year to complete the Ohio Firefighter Level I Certification.
 - Other stipulations as determined by the Fire Chief, Village Manager, and/or the Village Council.

SECTION VIII

ATTENDANCE

1. Any member who shall fail to respond to a fire call shall not be entitled to compensation for that fire unless the member is excused by the Fire Chief or Officer in Charge.
2. Any member arriving late will receive one (1) hour show up time upon approval of the Fire Chief or Officer in Charge.
3. Any member out of town on fire department business or training, shall be compensated for any fire or emergency run occurring in their absence.
4. Any member leaving without being excused by the Fire Chief or Officer in Charge will not be compensated for that fire or emergency call.
5. Any member responding to a **Mutual Aid Call**, having not responded on an apparatus and at the station as backup, may leave after one (1) hour has passed since the initial page. Upon leaving, the member will stop being compensated for that call. The person operating the radio shall stay until all units have returned to the station.
6. Any member responding to an **Automatic Mutual Aid Call**, having not respond on an apparatus and at the station as backup, may leave after one (1) hour has passed since the initial page. Upon leaving, the member will stop being compensated for that call. The person operating the radio shall stay until all units have returned to the station.

SECTION IX

TRAINING

1. It is imperative that all members of the Montpelier Fire Department are trained to the highest level, and maintain proficiency in the areas of firefighting, rescue, hazardous materials, and any other services that the Montpelier Fire Department provides to the citizens of the Village of Montpelier and Williams County.
2. The Regular training day for the Montpelier Fire Department shall be Thursday. Regular department training will be held a minimum of three (3) days a month. All members shall attend either the daytime training from 9:00 a.m. until 11:00 a.m. or the evening training from 7:00 p.m. until 9:00 p.m.
3. Additional training drills may be scheduled any time and all members may be requested to attend.
4. Members shall read all manuals and informational material provided by the Fire Chief, relating to the department so they become familiar with the same.
5. Members shall be thoroughly familiar with the name, location, and proper use of all tools and equipment assigned to the various pieces of apparatus.
6. Members shall frequently practice hose lays, ladder evaluations, ropes, and knots and other skills required of the department.
7. Members shall acquaint themselves with all building construction, sprinkler systems, and high hazard areas of the Village of Montpelier and Fire District.
8. Members shall attend all scheduled training sessions unless excused by the Fire Chief.
9. All personnel shall attend a minimum of 25 hours of departmental training per calendar year. Certain training sessions must be attended annually for necessary certifications/recertification and to meet minimum training requirements in particular areas.
10. **In addition, Officers shall attend a minimum of 16 hours training outside of the Department annually.**

SECTION X

DEPARTMENT PROPERTY

1. All equipment, books, turnout gear, helmets, gloves, boots, or any other items purchased by the Montpelier Fire Department shall belong to the department and are entrusted to the member.
2. Any member leaving the department for any reason shall forfeit all interest in the same.
3. Any member issued replacement or new equipment, shall turn into the department, their old equipment.
4. All members shall be responsible for and help clean apparatus, fill tanks, and ready all equipment after each fire or emergency unless excused by the Fire Chief or Officer in Charge.
5. Anyone who is **not** a member of the Montpelier Fire Department shall **not** be allowed to ride upon any piece of fire apparatus or handle any fire equipment, unless authorized by the Fire Chief or Officer in Charge.
6. Members shall plainly mark all items of clothing and equipment issued to them with their equipment number in an inconspicuous place.
7. Members shall be responsible for the safekeeping, proper use and return of departmental clothing and equipment.
8. All members shall wear full personal protective equipment (PPE) while in route, and at the scene of a fire or other emergency unless otherwise directed by the Fire Chief or Officer in Charge.

SECTION XI

LENGTH OF SERVICE AWARD PROGRAM (LOSAP)

<u>Years of Continuous Service</u>	<u>Amount / Year</u>	<u>Range</u>
15 to 19 years	\$75.00/year at retirement	\$1,125 to \$1,425
20 to 30 years	\$100.00/year at retirement	\$2,000 to \$3,000

Retirement means at any age leaving the department in good standing. Dismissal or termination from the department voids (LOSAP) payment.

Retirement due to medical reasons before a member has reached 15 years of active duty will be reviewed by the Dependency Board and their decision will be final as to possible eligibility.

LOSAP to become effective for any retirement after June 1, 1997.

A point system (approved by Village Council) may be established by the Montpelier Fire Department and used to determine eligibility. Points will be accumulated for, but not limited to the following: meeting attendance, fire attendance, and department extra activity participation.

SECTION XII

LEAVE

1. Any member, who becomes injured, disabled, or ill, other than occurring in the line of duty, for a period of thirty (30) days or more, shall request a sick leave in writing to the Fire Chief.
2. Any sick leave will be renewable yearly with a doctor's authorization for up to five (5) years.
3. Before resuming to active duty, the member will furnish a signed doctor's release authorizing their return to firefighting duties, and may be subject to an examination by a doctor of the Village's choice.
4. A leave of absence for personal reasons shall be renewed every thirty (30) days.
5. Maximum leave of absence shall be ninety (90) days.
6. If a leave of absence is requested for more than ninety (90) days, a meeting with the Executive Committee will be held for further action.

SECTION XIII

UNIFORMS AND APPEARANCE

1. It is mandatory that each officer and member maintains neatness, cleanliness and care of his/her person, uniform, and personal equipment. A neat and alert appearing representative creates an impression of efficiency in the minds of the public. Personnel must be physically clean, hair trimmed and neatly combed. Length of the hair must not interfere with wearing of headgear. Facial hair must not interfere with the proper seal and wearing of self-contained breathing apparatus (SCBA). Beards are prohibited. Wearing of earrings is prohibited.
2. The Fire Officers' and members' physical condition and health must be such that they will be able to satisfactorily carry out the duties which are appropriate to their positions.
3. All firefighters shall be held strictly responsible for their personal appearance, and should any firefighter refuse to abide by this regulation, they shall be subject to disciplinary action.

After completing one year of probation and completing the Ohio Firefighter I Certification, such member shall receive a departmental uniform. Upon being reinstated back into the department a uniform will be made available after a physical examination has been passed.

CLASS A uniform - shall be a Dress Uniform with white department shirt (short sleeve), blue pants, blue dress coat, black necktie, black belt, black shoes, blue socks, and hat. All departmental badges and name tag shall be worn on the uniform and hat.

CLASS B uniform - shall be a white department shirt (short sleeve), blue pants, black necktie, black belt, black shoes, blue socks, and hat. All departmental badges and name tag shall be worn on the uniform and hat.

CLASS C uniform - shall be a white department shirt (short sleeve), blue pants, black belt, black shoes, and blue socks. All departmental badges and name tag shall be worn on the uniform.

CLASS D uniform - shall be departmental T-shirt.

SECTION XIV

MAINTENANCE OF APPARATUS AND EQUIPMENT

1. The care and maintenance of fire apparatus and equipment is the responsibility of all members.
2. Each Fire Apparatus Operator (FAO) will be responsible for noting deficiencies on the apparatus and the equipment on the apparatus and reporting the deficiencies to the Fire Chief or Officer in Charge.
3. After each run the apparatus shall be visually checked for any malfunction that would prevent a safe subsequent fire or emergency run. Particular attention shall be paid to any scratches or dents that may have happened and report the same to the Fire Chief or Officer in Charge.
4. After each run the FAO shall check the fuel level of the apparatus. All apparatus fuel tanks shall be refilled when the fuel level is at or below three-quarters of a full tank.
5. When a piece of apparatus must be marked "OUT of SERVICE" because of a malfunction or breakdown, notify the Fire Chief or Officer in Charge immediately so arrangements can be made to have repairs made. Place an "OUT of SERVICE" sign on the vehicle and notify all fire department members that the apparatus is "OUT of SERVICE".
6. Upon returning from an emergency all tools and equipment that have been used shall be checked and any defects noted. All metal surfaces shall be checked and, if necessary oiled, to prevent rust. This is especially true of chains, vehicle rescue, and Hurst tool equipment. Special care should be taken with hand tools in the toolboxes.
7. Firefighting and Rescue equipment is complicated, expensive, and subject to damage if not cared for properly. Consequently, it requires every effort to keep this equipment at peak performance.
 - Exhaust fans – Should be cleaned regularly. A check should be made of all switches and linkage, electrical connections and fuel and oil on gasoline fans and batteries on battery powered fans. All supports should also be checked.
 - Generators – Fuel levels should be checked after each use and filled as necessary. Oil should be checked after each use and filled as needed. Gasoline cans for generators should always be full. Electrical connections should also be checked.
 - Self-Contained Breathing Apparatus (SCBA) – Shall be cleaned and checked after each use. They should be handled carefully and not thrown or laid on the ground indiscriminately after use. The face piece shall be cleaned, with the straps extended and placed in bags provided in the apparatus. All air cylinders shall be cleaned and refilled.

- Nozzles – Represent a considerable investment and should be handled like the precision tool they are. They should be checked frequently for operation, presence of foreign bodies within, and for cleanliness. The ball valve should be checked to see that it is in line with the nozzle body when fully open.
- Ladders – shall be kept clean and checked regularly for damage.
- Axes, Sledges, Pike Poles, etc. – shall be inspected for security at the point where the head is attached. The heads shall be kept clean. A medium (not sharp) cutting edge shall be maintained on the axe blade to prevent personal injury and still perform the job at hand. The handles shall be kept free of splinters and coated with boiled linseed oil to protect the surface.
- Saws – shall be checked and cleaned after each use and refilled with fuel and oil or that batteries are fully charged. Chains shall be checked for nicks, damage or teeth missing, and changed if damaged.
- Electrical Cords – check for breaks and connectors for tightness, and damage. Reels should be checked for damage. Dirt should be cleaned from cords and reels.
- Ropes – check for frays and damage. Clean (wash) repelling and life safety ropes when dirty. Manila ropes do not be washed; however, they should be brushed to remove excess dirt.

8. General equipment maintenance rules for all tools and equipment.

- All moving parts oiled lightly.
- Unpainted metal surfaces shall be kept free of rust.
- Painted tools shall be kept clean and repainted when necessary.
- Chromed tools should be kept free of dirt and grease.
- Use the proper tool for the job to be performed.

SECTION XV

FIRE HOSE

1. Fire hose shall not be allowed to remain on the apparatus if it is muddy or covered with tar or other chemicals that will either injure the hose or rub off when taken inside a structure. Hose shall be replaced by clean sections as necessary. All mud shall be removed by washing or brushing and the hose shall be dried. Fire hose may be loaded back on the apparatus wet if it has been thoroughly cleaned.
2. When it is necessary to render a section of hose "OUT of SERVICE" for any reason, or if it has developed a leak, etc., the fact shall be entered on the hose card. Hose should be tagged as to the reason it is being taken "OUT of SERVICE". At the scene of a fire or other emergency, tie the hose in a knot to show the hose is "OUT of SERVICE".
3. During the summer months an annual hose test will be made on all sections of hose. The pressure test on 1 ¾ in. and 2 ½ in. hose shall be made at 250 psi for five (5) minutes, and 5 in. hose and 1 in. forestry hose tested at 200 psi for five (5) minutes. At this time each section of hose is to be inspected for leaks or defects and removed from service if any suspicious or faulty service may be present. Such results shall be noted along with the section number(s) and turned into the Fire Chief or Officer in Charge.
4. All fire hose changes on the apparatus shall be marked on that vehicle's hose card.

MONTPELIER FIRE DEPARTMENT

Rules And Administrative Regulations

Accepted by Village of Montpelier Council Motion November 2, 2009
Revised October 27, 2014
Approved by Council on October 27, 2014

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MONTPELIER FIRE DEPARTMENT

Rules and Administrative Regulations

NOTE: These Rules and Administrative Regulations are a supplement to the Village of Montpelier Employee Handbook

SECTION I

DEPARTMENT ORGANIZATION

1. The Chief, Assistant Chief, Captain, Lieutenant(s), Safety Officer(s), and Firefighters shall be members of the Montpelier Fire Department and are employees of the Village of Montpelier.
2. The Montpelier Fire Department shall be composed of an unlimited number of regular members that live within the area served by the Montpelier Fire Department.
3. The Reference Committee and the Fire Chief shall meet with new applicants and give their recommendation to the Fire Chief for membership of the Montpelier Fire Department.
4. The Fire Chief shall give his/her recommendation, and the Reference Committee recommendation to the Village Manager for hire with final approval by Montpelier Village Council.
5. The Fire Chief position shall be a ^{Volunteer}~~full time~~ position appointed by the Village Manager and approved by Montpelier Village Council.

SECTION II

OFFICERS

1. Montpelier Fire Department Officers

Fire Chief
Assistant Fire Chief
Captain(s)
Lieutenant
Lieutenant
Safety Officer(s)

2. Should a vacancy occur among the Officers of the Montpelier Fire Department due to death, resignation, or otherwise, such vacancies shall be filled by appointment of the Fire Chief, except the Assistant Fire Chief position, which will be filled by Village Council with a recommendation from the Fire Chief. *By the Village Manager with a recommendation from the Fire Chief and approval by village Council.*

JOB DESCRIPTION

POSITION: Assistant Fire Chief
DEPARTMENT: Fire
REPORTS TO: Fire Chief
JOB CODE: Assistant Department Head

FUNCTION:

Under administrative direction, aids the Fire Chief in the performance of his/her duties, obeys his/her orders, and (in the absence from the community or scene) to perform his/her duties. The Assistant Fire Chief shall report to the Fire Chief all matters requiring immediate attention, and any facts or events which he/she should be aware of during his/her absence.

SUPERVISES:

Captain(s), Lieutenant(s), and Firefighter(s)

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Is part of the department's senior management team.
- Must be knowledgeable of the Montpelier Fire Department Rules and Administrative Regulations and Standard Operating Procedures and Guidelines.
- Assist with the department safety program. Determines, monitors, and corrects safety issues within the department.
- Oversee the development and maintain updates of all pre-plans.
- Assist with training programs within the department.
- Ensures that all department equipment and vehicles are maintained and tested as required.
- Shall work as a team leader and/or incident commander under stress caused by emergencies, danger, or criticism.
- Must be able to supervise emergency personnel during emergency and non-emergency situations and have the ability to motivate and manage people.
- Responds to fire and rescue calls and mitigates the incident in compliance with the department SOP's and SOG's and Rules and Administrative Regulations on a scheduled and unscheduled basis.
- Functions within the Incident Command System and NIMS
- Safely operates fire department apparatus and equipment.
- Assesses and coordinates resources and personnel to facilitate safety.
- Supervises firefighters, firefighting teams, and rescue teams during emergency and non-emergency operations.
- Responds to emergencies on apparatus as needed.
- Investigates causes of fires.
- Shall generally be available for off-hour meetings, phone calls and special assignments.
- Shall attend extra training as required for the position.
- Performs other duties assigned or are apparent.

ENTRY REQUIREMENTS AND SKILLS:

- Completion of secondary education.
 - 5 years of consecutive service with the department.
 - 3 years minimum service as an Fire Officer
 - Possess and maintain an Ohio Firefighter II Certification
 - Possess and maintain a Hazardous Materials – Operations Level Certification.
 - May possess and maintain a State of Ohio Fire Safety Inspector Certification/License.
 - Shall attend a minimum of 16 hours training outside of the department annually.
 - Shall possess NIMS certification for IS-100, IS-200, G-300, G-400, IS-700, IS-800
 - Ability to understand and carry out written and verbal instructions.
 - Ability to establish and maintain an effective working relationship with co-workers and function as a team member.
 - Knowledge of department response.
 - Knowledge of department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations.
-

REQUIRED SPECIAL QUALIFICATIONS:

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
 - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
-

WORKING CONDITIONS:**Facility and Work Area:**

- Montpelier Fire Department Response Area and Montpelier Fire Station.

Physical and Environmental Characteristics:

- Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.
- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102 F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.

- Climbing ladders, operating from heights, walking or crawling in the dark narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing light, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, and support other emergency response departments. These tasks shall require members to wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.
- Performs any other task assigned by the Fire Chief.

JOB DESCRIPTION

POSITION: Fire Captain (s)
DEPARTMENT: Fire
REPORTS TO: Fire Chief
JOB CODE: N/A

FUNCTION:

Responds to emergencies and performs fire suppression, rescue, hazardous materials operations, damage control and property conservation activities. Performs with limited supervision through department Standard Operating Procedures and Guidelines and established Administrative Rules and Regulations. Maintains a state of readiness of facilities and equipment by scheduled inspections, cleaning, testing and maintenance. Promotes health and safety of the department and community through fire prevention activities. Directs and assumes control of the fire department in the absence of the Fire Chief and Assistant Fire Chief. Performs related work as required.

SUPERVISES:

Lieutenant(s) and Firefighters

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communications equipment.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Responds to fire and rescue calls and mitigates the incident in compliance with the department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations on a scheduled and unscheduled basis.
- Functions under the Incident Command System and NIMS.
- Safely operates fire department apparatus and equipment.
- Assesses and coordinates resources and personnel to facilitate safety.
- Supervises firefighters, firefighting teams, and rescue teams during emergency and non-emergency operations.
- Shall participate and help instruct in the department training program.
- Shall attend extra training and staff meetings.
- Shall ensure that apparatus is inspected and properly stocked
- Shall see that all fire pumps receive an annual fire pump test.
- Promotes departmental policies, procedures, objectives, safety, infection control programs.
- Follows written Standard Operating Procedures and Guidelines and verbal directives as applicable to the department.
- Initiates and assists in developing and implementing improvements of the department.

- Interacts effectively, professionally, and tactfully with the general public and all participating agencies.
- Other duties assigned by the Fire Chief

ENTRY REQUIREMENTS AND SKILLS:

- Completion of secondary education
 - Must have a minimum of 5 years consecutive service with the department.
 - 3 years minimum service as an Fire Officer
 - Possess and maintain an Ohio Firefighter II Certification
 - Possess and maintain a Hazardous Materials – Operations Level Certification
 - Shall attend a minimum 16 hours training outside the department annually.
 - Shall possess NIMS certification for IS-100, IS-200, IS-700, IS-800.
 - Ability to understand and carry out written and verbal instructions.
 - Ability to establish and maintain an effective working relationship with co-workers and function as a team member.
 - Knowledge of department response.
 - Knowledge of department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations.
-

REQUIRED SPECIAL QUALIFICATIONS:

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
 - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
-

WORKING CONDITIONS:

Facility and Work Area:

- Montpelier Fire Department Response Area and Montpelier Fire Station

Physical and Environmental Characteristics:

- Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.
- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102 F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.
- Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.

- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, and support other emergency response departments. These tasks shall require members to wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.
- Performs any other task assigned by the Fire Chief.

JOB DESCRIPTION

POSITION: Lieutenant(s)
DEPARTMENT: Fire
REPORT TO: Fire Chief
JOB CODE: N/A

FUNCTION:

Responds to emergencies and performs fire suppression, rescue, hazardous materials operations, damage control and property conservation activities. Performs with limited supervision through department Standard Operating Procedures and Guidelines and established Administrative Rules and Regulations. Maintains a state of readiness of facilities and equipment by scheduled inspections, cleaning, testing, and maintenance. Promotes health and safety of the department and community through fire prevention activities. Directs and assumes control of the fire department in the absence of the Fire Chief, Assistant Fire Chief, and Captain. Performs related work as required.

SUPERVISES:

Firefighters

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communication equipment.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Responds to fire and rescue calls and mitigates the incident in compliance with the department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations on a scheduled and unscheduled basis.
- Functions under the Incident Command System and NIMS.
- Safety operates fire department apparatus and equipment.
- Assesses and coordinates resources and personnel to facilitate safety.
- Supervises firefighters, firefighting teams, and rescue teams during emergency and non-emergency operations.
- Shall participate and help instruct in the department training program.
- Shall attend extra training and staff meetings.
- Shall ensure that apparatus is inspected and properly stocked.
- Shall see that all hose is tested annually.
- Shall inspect Volunteer's personal vehicles in the month of November annually, and submit forms to the Fire Chief when completed.
- Promotes departmental policies, procedures, objectives, safety, infection control programs.
- Follows written Standard Operating Procedures and Guidelines and verbal directives as applicable to the department.

- Initiates and assists in developing and implementing improvements of the department.
 - Interacts effectively, professionally, and tactfully with the general public and all participating agencies.
 - Other duties assigned by the Fire Chief.
-

ENTRY REQUIREMENTS AND SKILLS:

- Completion of secondary education
 - Must have a minimum of 5 years consecutive service with the department.
 - Possess and maintain an Ohio Firefighter I Certification
 - Possess and maintain a Hazardous Materials – Operations Level Certification
 - Shall attend a minimum 16 hours training outside the department annually.
 - Shall possess NIMS certification for IS-100, IS-200, IS-700, IS-800.
 - Ability to understand and carry out written and verbal instructions.
 - Ability to establish and maintain an effective working relationship with co-workers and function as a team member.
 - Knowledge of department response.
 - Knowledge of department Standard Operating Procedures and Guidelines and Rules and Administrative Regulations.
-

REQUIRED SPECIAL QUALIFICATIONS:

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
 - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
-

WORKING CONDITIONS:

Facility and Work Area:

- Montpelier Fire Department Response Area and Montpelier Fire Station.

Physical and Environmental Characteristics:

- Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE and SCBA.
- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102 F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.

- Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, and support other emergency response departments. These tasks shall require members to wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.
- Performs any other task assigned by the Fire Chief.

JOB DESCRIPTION

POSITION: Firefighter
DEPARTMENT: Fire
REPORTS TO: Fire Chief
JOB CODE: N/A

FUNCTION:

Responds to emergencies and performs fire suppression, rescue, hazardous material operations, damage control and property conservation activities. Performs with limited supervision through Department Standard Operating Procedures and Guidelines and established Rules and Administrative Regulations. Maintains a state of readiness of facilities and equipment by scheduled inspections, cleaning, testing and maintenance. Promotes health and safety of the department and community through fire prevention activities. Performs related work as required.

SUPERVISES:

N/A

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communications equipment.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Responds to fire and rescue calls and mitigates the incident in compliance with the departments Standard Operating Procedures and Guidelines and Rules and Administrative Regulations on a scheduled and unscheduled basis.
- Functions under the Incident Command System and NIMS.
- Safely operates fire department apparatus and equipment.
- Promotes departmental policies, procedures, guidelines, objectives, safety, infection control programs.
- Follows written Standard Operating Procedures and Guidelines and verbal directives as applicable to the department.
- Shall complete and assure completion of required forms of the department.
- Initiates and assists in developing and implementing improvements of the department.
- Performs scheduled inspections and minor maintenance of equipment and facilities as required.
- Interacts effectively, professionally, and tactfully with the general public and all participating agencies.
- Other duties assigned by the Fire Chief.

ENTRY REQUIREMENTS AND SKILLS:

- Must live within the Montpelier Fire Department response area.

- Must be 18 years old and out of school
- Must be a High School Graduate or have a GED.
- Must pass a background investigation.
- Must pass a physical examination, including drug test.
- Must have good knowledge of the geography of the Village of Montpelier and the fire district.
- Have the ability to get along well with others and the willingness to perform any task assigned.
- Must be able to understand and follow oral and written instructions and be accurate keeping records and make reports.
- Have aptitude for mechanical work and be able to operate a motor vehicle.
- Be concise and dependable with the physical strength and ability to do prolonged manual and mechanical work under adverse conditions.

REQUIRED SPECIAL QUALIFICATIONS:

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
- Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
- Shall possess NIMS certification IS-100 and IS-700 before Ohio Volunteer Firefighter Certification is completed. *Firefighter 1*
- Shall possess, and maintain, an Ohio ~~Volunteer Firefighter~~ Certification within 12-months of hire.
- Possess Hazardous Materials – Awareness Level Certification.

WORKING CONDITIONS:

Facility and Work Area:

- Montpelier Fire Department Response Area and Montpelier Fire Station

Physical and Environmental Characteristics:

- Performing firefighting tasks (e.g. hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.
- Climbing 4 or more flights of stairs while wearing fire protective ensemble weighing at least 50 lbs. or more and carrying equipment/tools weighing an additional 20 to 40 lbs.
- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102 F.

- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. to safety despite hazardous conditions and low visibility.
- Advancing water-filled hose lines up to 2.5 in. in diameter from the fire apparatus to occupancy (approximately 150 ft.); can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, and support other emergency response departments. These tasks shall require members to wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.
- Performs any other tasks assigned by the Fire Chief.

SECTION III

QUALIFICATIONS FOR FIRE OFFICERS

FIRE CHIEF:

Volunteer position

~~Full time position~~

Appointed by Village Manager and approved by a majority vote of the Village Council
Hiring by Village Manager

ASSISTANT FIRE CHIEF: *Recommended by the Fire Chief, Approved by the Village*

~~Appointed by Village Council~~ *Manager + Village Council*

Minimum 5 years fire service

Minimum 3 years experience as a Fire Officer

Test to be given by the Fire Chief

Test not limited to, but includes the following subjects:

Department SOP's & SOG's

Fireground tactics

Supervision of people

Test score counts ~~40%~~

Attendance of fires ~~25%~~

Attendance of training ~~25%~~

Attendance of outside training ~~10%~~

Interview with Fire Chief and Village Manager

Village Manager

Results will be given to Village Council with the Fire Chiefs' recommendation.

CAPTAIN:

Volunteer position *Appointed by the Fire Chief*

~~Minimum 5 years fire service~~ *Position is a continuing appointment*

Minimum 3 years experience as a Fire Officer

~~Position is for 3 years - Starting January 1, 2008~~

Test to be given by the Fire Chief

Test not limited to, but includes the following subjects:

Department SOP's & SOG's, Fireground tactics, Pumps

Test score counts ~~40%~~

Attendance of fires ~~25%~~

Attendance of training ~~25%~~

Attendance of outside training ~~10%~~

Interview with Fire Chief and Assistant Fire Chief

Final decision by Fire Chief

LIEUTENANT:

Minimum 5 years fire service

Position is for 3 years - ~~Starting January 1, 2008~~

Test not limited to, but includes the following subjects:

IFSTA Book

Department SOP's & SOG's

Fireground tactics

Supervision of people

Test score counts ~~40%~~

Attendance of fires ~~25%~~

Attendance of training ~~25%~~

Attendance of outside training ~~10%~~

Interview with Fire Chief, Assistant Fire Chief, and Captain(s)

Final decision by Fire Chief

LIEUTENANT:

Minimum 5 years fire service

Position is for 3 years - Starting January 1, 2008

Test not limited to, but includes the following subjects:

IFSTA Book

Department SOP's & SOG's

Fireground tactics

Supervision of people

Test score counts 40%

Attendance of fires 25%

Attendance of training 25%

Attendance of outside training 10%

Final decision by Fire Chief

SAFETY OFFICER:

Appointed by Fire Chief

Position is for 3 years - ~~Starting January 1, 2008~~

SECTION IV

GENERAL RULES

1. The first Fire Officer or Senior Firefighter arriving at a scene of the call shall assume command of the scene and have full control until relieved by his/her superior in rank and shall understand that he/she has the authority to call for additional help if in his/her judgment he/she considers it necessary.
2. It shall be the duty of every Fire Officer and member of the Montpelier Fire Department to attend all fires and or emergency runs to which they may be called.
3. Fire Officers and members shall exert their greatest energy and best judgment and ability to do their full duty under any and all circumstances.
4. Fire Officers and members who ride on the apparatus in going to or returning from alarms, shall exercise due care and caution. **All personnel shall wear seatbelts.**
5. Fire Officers and members of the Montpelier Fire Department shall conform to and obey all orders, rules, and regulations whether by general, special, or verbal, which relate to the government of the department of its individuals.
6. Obedience must be prompt, implicit, unqualified and unequivocal.
7. Fire Officers and members shall use their best judgment and skill in order to prevent unnecessary loss of life, limb, or property.
8. Fire Officers and members shall promptly cause all persons in danger in a burning building or adjoining buildings or premises to be removed there from with the least possible injury to life, limb, or property.
9. Fire Officers and members shall not make reports or gossip concerning either the personal character or conduct of any member of the Montpelier Fire Department or of the business of the Montpelier Fire Department to the discredit or detriment thereof.
10. Fire Officers shall see that the premises in which fire has occurred are left in such condition as to avoid further damage to life or property.
11. No member of the Montpelier Fire Department shall be permitted to maintain living quarters within the fire station except in case of an emergency, and then only with written permission of the Fire Chief and the Village Manager.
12. Members of the Montpelier Fire Department may from time to time be issued equipment including without limitation badges, ID card, radio, pager, and other articles, uniforms, and equipment. All such items remain the property of the Village of Montpelier and must be returned to the Fire Chief immediately upon resignation or dismissal. If any items are not returned, the Village of Montpelier

will invoice the former member for all unreturned items and the former member will be responsible for the replacement cost of such items.

13. No one other than a member of the Montpelier Fire Department is allowed to ride to or from emergencies on departmental apparatus except by written permission of the Fire Chief and the Village Manager. Such permission may only be granted after the person has executed an appropriate release.
14. Drivers of departmental apparatus shall immediately upon leaving the fire station be sure that the radio receiver is properly turned on so as to enable the fire dispatcher to contact them at all times while they are on duty.
15. None of the apparatus shall be driven over lines of fire hose except in case of absolute necessity.
16. When kinks are noticed in fire hose lines, members are directed to take them out.
17. Any member of the Montpelier Fire Department will carry out the last order given to the member by a superior officer. If the member is already under an order from another superior officer the member will advise the superior officer of the member's first order and will follow the most recent superior officer's instructions.
18. Before moving a ladder or ladders from openings or the roof of fire buildings, the Fire Officer or members so doing will first determine that the ladder is not being used as a means of exit by other members of the department.
19. Disciplinary action could be taken against any Montpelier Fire Department member who leaves the scene of an emergency to which he has responded without permission of the officer in charge.
20. Disciplinary action could be taken against any Fire Officer or member who fails to answer any alarm at a time he is available.
21. Fire Officers and members shall not engage in an altercation under any circumstances.
22. All Fire Officers and members of the Montpelier Fire Department shall be considered on duty 24 hours a day, 7 days a week.
23. The Montpelier Fire Department accepts the **NO** tolerance of alcohol while on the job or at training drills.
24. Any member while being called on duty may, at the request of the Fire Chief or Officer in Charge, be required to take a drug and/or alcohol test.

SECTION V

DISCIPLINE

1. Purpose

The purpose of disciplinary action is to discourage and prevent unsatisfactory job behavior, to reinforce expected conduct, and to preserve and protect the safety and welfare of all the Village employees and members of the public.

2. Actions

Discipline actions may include the following: Verbal warning, written reprimand, suspension without pay, demotion and termination. Any of these actions may be stayed, upon the successful completion of such discipline as may be imposed.

3. Definitions

Verbal Warning – a verbal warning is the least serious form of disciplinary action and may be administered formally or informally by the Fire Chief. A written memorandum of a formal verbal warning shall be made and placed in the member's file.

Written Reprimand – a written reprimand by the Fire Chief shall be designated as such and shall be dated, shall contain the basis for the reprimand, and shall be placed in the member's file.

Suspension Without Pay – an involuntary separation from active pay status by the Village Manager. A suspension is made for a definite and stated period of time at the end of which the member returns to normal employment status. The member may be required to remain away from the Village premises while suspended.

Demotion – a change in appropriate duty assignment or rank in the department by the Village Manager.

Termination – a permanent separation from the Montpelier Fire Department by the Village Manager.

4. Grounds for Disciplinary Action

- ~~For~~ drinking any intoxicating liquor while on an emergency scene or after responding to a call (on duty).
- **NO** tolerance of alcohol while on the job or training drills.
- ~~For~~ having, causing, or allowing spirituous malt or intoxicating beverage to be brought into, or kept in the fire station.
- ~~For~~ being a habitual user of any narcotic or other drug, or other compound of such narcotic or other drug capable of producing insensibility.
- ~~For~~ being under the influence of any opium, narcotic drug, or other compound, except under the direction of a physician while on call.

- ~~For~~ any action bringing disrespect or discredit to the Montpelier Fire Department or to the members of the Montpelier Fire Department.
- ~~For~~ willful disobedience of any order issued to him/her by any superior officer in the Montpelier Fire Department.
- ~~For~~ incompetence in performing the duties of a firefighter.
- ~~For~~ conviction of any felony under the laws of the United States federal government or the law of any state.
- ~~For~~ cowardice or lack of energy of such character as to amount to incompetence or gross neglect of duty.
- ~~For~~ willfully or continually violating any of the rules and regulations of the Montpelier Fire Department.
- ~~For~~ disrespect shown to any superior officer of the Montpelier Fire Department.
- ~~For~~ any neglect of duty.
- ~~For~~ any other cause constituting misfeasance, malfeasance, or nonfeasance of duty, or for any other cause detrimental to the Village of Montpelier.

5. Administration of Discipline

Disciplinary action may be imposed by the Village Manager upon all employees/members. The Fire Chief may also impose disciplinary action upon employees/members, provided that only the Village Manager shall have the authority to suspend without pay, demote or terminate. Prior to discipline by the Village Manager involving suspension without pay, demotion or termination, the employee/member shall be afforded a pre-disciplinary conference with the Village Manager and the Fire Chief.

6. Levels of Discipline

The particular disciplinary action taken shall be dependent upon the nature and severity of the employee/members conduct. The Fire Chief or Village Manager shall consider the particular conduct's effect on the safety and welfare of the Village, including productivity, efficiency, and morale.

7. Appeals

Any formal verbal warning or written reprimand imposed by the Fire Chief may be appealed within five (5) days to the Village Manager whose determination shall then be final.

In any case of suspension without pay and/or demotion or termination, the Village Manager shall furnish the employee/member with a written copy of the order of suspension, demotion or termination. The Village Manager shall also file a copy of the order with the Director of Finance. The order shall advise the employee/member of his right to appeal.

Within ten (10) days following the filing of such an order, the employee/member may file an appeal. His/her appeal must be in writing and must be filed with the Clerk of Council.

The Village Council shall determine the procedures to hear the appeal, and, upon conclusion thereof, shall affirm, disaffirm or modify the judgment of the Village Manager. Village Council may affirm the action of the Village Manager if there is some credible

evidence to justify the disciplinary action. The decision of the Village Council shall be final.

8. Zero-Tolerance for Alcohol and Drinking Policy

This policy is most easily described as a "zero-tolerance" about the use of alcohol by members of the Montpelier Fire Department at any time when they may be called upon to act or respond.

In the event that a member of the department has consumed alcohol within eight (8) hours of being on duty or call, or is still noticeably impaired by alcohol consumed prior to the eight (8) hours, the member must voluntarily remove himself/herself from the activities and functions of the fire department, including all emergency operations and training.

9. Montpelier Village Personnel Policies and Procedures

These Rules and Administrative Regulations are not intended to replace the Village of Montpelier Personnel Policies and Procedures Manual. Members are expected to comply with all applicable provisions of the Village of Montpelier Personnel Policies and Procedures Manual and may be subject to discipline in accordance with the Village of Montpelier Personnel Policies and Procedures Manual.

SECTION VI

MEMBERSHIP

1. The Montpelier Fire Department shall be composed of an unlimited number of regular members that live within the area served by the Montpelier Fire Department.
2. Entry requirements and skills:
 - Must be 18 years of age.
 - Must be a High School Graduate or have a GED.
 - Must pass a background investigation.
 - Must pass a physical examination, including drug/alcohol testing.
 - Have the ability to get along well with others and the willingness to perform any task assigned.
 - Must be able to understand and follow oral and written instructions and be accurate keeping records and writing reports.
 - Have aptitude for mechanical work and be able to operate a motor vehicle.
 - Be concise and dependable with the physical strength and ability to do prolonged manual and mechanical work under adverse conditions.
 - Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
 - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio. *Firefighter 1*
 - Shall possess and maintain an Ohio ~~Volunteer Firefighter~~ *NFPA* Certification within ~~12-~~ *One (1) year* months of hire.
3. Process to become a member:
 - Fill out and return a Village of Montpelier application.
 - Reference Committee and Fire Chief to interview candidate.
 - Reference Committee gives their recommendation to the Fire Chief.
 - Fire Chief gives the Reference Committee recommendation and the Fire Chief's recommendation to the Village Manager for hire. ~~The Village Manager takes the application to Village Council for approval.~~ *NFPA approved*
 - If approved applicant takes physical/drug test at Village expense.
 - If applicant passes physical/drug test he/she becomes a member. *One (1) year*
 - He/she shall serve a ~~twelve (12) month~~ *probationary* probation period.
 - During the probation period, the firefighter can be dismissed for any violations of the Montpelier Fire Department Rules and Regulations, any violations of the Village of Montpelier Personnel Policies and Procedures Manual, and for conduct or capacity of a probationary member that is unsatisfactory.
 - At the request of the Fire Chief a probationary firefighters probation period can be extended an additional six (6) months.
 - In the event a probationary member is called to military service during the probation period, the time during which the member is absent from duties as a firefighter shall toll and shall not be counted towards the probation period. When the probationary firefighter returns to duty following military service, he/she shall be required to complete the probationary service and shall be given credit for

only such probationary service as was successfully completed prior to the absence.

- Member shall complete the Ohio ~~Volunteer Firefighter~~ ^{Firefighter 1} Basic 36 hour Certification prescribed by the law of the State of Ohio within one (1) year of employment.

- upon successful completion of the probationary period, the probationary firefighter will be changed to regular firefighter status.

SECTION VII

REINSTATEMENT

1. Any former member of the Montpelier Fire Department may be reinstated by completing the following criteria:

- Fill out an application
- Must pass a background investigation
- Reference Committee and Fire Chief to interview former member.
- Reference Committee gives their recommendation to the Fire Chief.
- Fire Chief gives the Reference Committee recommendation and the Fire Chief's recommendation to the Village Manager for hire. ~~The Village Manager takes the application to the Village Council for approval.~~
- If approved former member takes ^{NFPA} physical/drug/alcohol test at Village expense.
- If former member passes ^{NFPA} physical/drug/alcohol test he/she is reinstated as a member of the department.
- Reinstated member shall serve a probation period as determined by the ~~Village Manager or the Village Council.~~ ^{Fire Chief and Village Manager}
- Training and or special training of any reinstated member will be left up to the discretion of the Fire Chief.
- Other stipulations as determined by the Fire Chief, Village Manager, and/or the Village Council.

• If the reinstated member has allowed their firefighter certification to expire, they will have one (1) year to complete the Ohio Firefighter level 1 certification

Revised October 27, 2014

Approved by Council on October 27, 2014

SECTION VIII

ATTENDANCE

1. Any member who shall fail to respond to a fire call shall not be entitled to compensation for that fire unless the member is excused by the Fire Chief or Officer in Charge.
2. Any member arriving late will receive one (1) hour show up time upon approval of the Officer in Charge.
3. Any member out of town on fire department business or training, shall be compensated for all runs.
4. Any member leaving without being excused by the Officer in Charge will not be paid for that fire or emergency call.
5. Any Mutual Aid Call, if at the station as backup, after one (1) hour may leave but you also stop getting paid for that call. The person operating the radio shall stay until all units have returned to the station.
6. Any Automatic Mutual Aid Calls, a responding member will receive one (1) hour pay. The members responding on the call will continue to get paid for the time they are on the call. Members not going on the call may go home. The person operating the radio shall stay until all units have returned to the station.

Re-work:

- 5. Any Member responding to a Mutual Aid Call, having not responded on an apparatus and at the Station as backup, may leave after one (1) hour has passed since the initial page. Upon leaving, the member will stop being compensated for that call. The person operating the radio shall stay until all units have returned to the Station.*
- 6. Any member responding to an Automatic Aid Call, having not responded on an apparatus and at the station as backup, may leave after one (1) hour has passed since the initial page. Upon leaving, the member will stop being compensated for that call. The person operating the radio shall stay until all units have returned to the Station.*

SECTION IX

TRAINING

1. It is imperative that all members of the Montpelier Fire Department are trained to the highest level, and maintain proficiency in the areas of firefighting, rescue, hazardous materials and any other services that the fire department provides to the citizens of the Village of Montpelier and Williams County.
2. Department training will be held every Thursday. All members shall attend either the daytime training from 9:00 a.m. until 11:00 a.m. or the evening training from 7:00 p.m. until 9:00 p.m.
3. Additional training drills may be scheduled any time and all members may be requested to attend.
4. Members shall read all manuals and informational material provided by the Fire Chief, relating to the department so they become familiar with the same.
5. Members shall be thoroughly familiar with the name, location, and proper use of all tools and equipment assigned to the various pieces of apparatus.
6. Members shall frequently practice hose lays, ladder evaluations, ropes, and knots and other skills required of the department.
7. Members shall acquaint themselves with all building construction, sprinkler systems, and high hazard areas of the Village of Montpelier and Fire District.
8. Members shall attend all scheduled training sessions unless excused by the Fire Chief.
9. All personnel shall attend a minimum of 25 hours of departmental training per calendar year. Certain training sessions must be attended annually for necessary certifications/recertification and to meet minimum training requirements in particular areas.
10. In addition, Officers shall attend a minimum of 16 hours training outside of the Department annually.

2. The regular training day for the Montpelier Fire Department shall be Thursday. Regular department training will be held a minimum of three (3) ^{days} ~~times~~ a month. All members shall attend either the daytime training from 9:00am to 11:00am or the evening training from 7:00 to 9:00pm.

SECTION X

DEPARTMENT PROPERTY

1. All equipment, books, turnout gear, helmets, gloves, boots or any other items purchased by the Montpelier Fire Department shall belong to the department and are entrusted to the member.
2. Any member leaving the department for any reason shall forfeit all interest in the same.
3. Any member issued replacement or new equipment, shall turn into the department, their old equipment.
4. All personnel shall be responsible for and help clean apparatus, fill tanks and ready all equipment after each fire or emergency unless excused by the Officer in Charge.
5. Anyone who is not a member of the Montpelier Fire Department shall not be allowed to ride upon any piece of fire apparatus or handle any fire equipment, unless authorized by the Officer in Charge.
6. Members shall plainly mark all items of clothing and equipment issued to them with their equipment number in an inconspicuous place.
7. Members shall be responsible for the safekeeping, proper use and return of departmental clothing and equipment.
8. All members shall wear full personal protective equipment (PPE) while en route, and at the scene of a fire or other emergency.

SECTION XI

LENGTH OF SERVICE AWARD PROGRAM (LOSAP)

<u>Years of Continuous Service</u>	<u>Amount / Year</u>	<u>Range</u>
15 to 19 years	\$75.00/year at retirement	\$1,125 to \$1,425
20 to 30 years	\$100.00/year at retirement	\$2,000 to \$3,000

Retirement means at any age leaving the department in good standing. Dismissal from the department voids (LOSAP) payment.

Retirement due to medical reasons before a member has reached 15 years of active duty will be reviewed by the Dependency Board and their decision will be final as to possible eligibility.

LOSAP to become effective for any retirement after June 1, 1997.

A point system (approved by Village Council) may be established by the Montpelier Fire Department and used to determine eligibility. Points will be accumulated for, but not limited to the following: meeting attendance, fire attendance, and department extra activity participation.

SECTION XII

LEAVE

1. Any member, who becomes injured, disabled, or ill other than occurring in the line of duty for a period of thirty (30) days or more, shall request a sick leave in writing to the Fire Chief.

2. Any sick leave will be renewable yearly with a doctor's authorization for up to five (5) years.

3. Before resuming to active duty the member will furnish a signed doctor's release authorizing his/her return to firefighting duties, and also may be subject to an examination by a doctor of the Village's choice.

4. A leave of absence for personal reasons shall be renewed every thirty (30) days.

5. Maximum leave of absence is for ninety (90) days.

6. ~~Over ninety (90) days to have~~ a meeting with the Executive Committee for further action.

If a leave of absence is requested for more than 90 days

SECTION XIII

UNIFORMS AND APPEARANCE

1. It is mandatory that each officer and member maintains neatness, cleanliness and care of his/her person, uniform, and personal equipment. A neat and alert appearing representative creates an impression of efficiency in the minds of the public. Personnel must be physically clean, hair trimmed and neatly combed. Length of the hair must not interfere with wearing of headgear. Mustaches must not interfere with wearing of self-contained breathing apparatus (SCBA). Beards are prohibited. Wearing of earrings is prohibited.

2. The Fire Officers' and members' physical condition and health must be such that they will be able to satisfactorily carry out the duties which are appropriate to their positions.

3. All ~~personnel~~ ^{firefighters} shall be held strictly responsible for their personal appearance and should any member refuse to abide by this regulation, he/she shall be subject to disciplinary action.

^{Certification} After completing one year of probation and completing the ~~Ohio Volunteer Firefighter Course~~ ^{Ohio Firefighter I}, such member shall receive a departmental uniform. Upon being reinstated back into the department a uniform will be made available after a physical examination has been passed.

CLASS A uniform - shall be a Dress Uniform with white department shirt (short sleeve), blue pants, blue dress coat, black necktie, black belt, black shoes, blue socks, and hat. All departmental badges and name tag shall be worn on the uniform and hat.

CLASS B uniform - shall be a white department shirt (short sleeve), blue pants, black necktie, black belt, black shoes, blue socks, and hat. All departmental badges and name tag shall be worn on the uniform and hat.

CLASS C uniform - shall be a white department shirt (short sleeve), blue pants, black belt, black shoes, and blue socks. All departmental badges and name tag shall be worn on the uniform.

CLASS D uniform - shall be ~~departmental coveralls~~ ^{departmental T-Shirt}.

SECTION XIV

MAINTENANCE OF APPARATUS AND EQUIPMENT

1. The care and maintenance of fire apparatus and equipment is the responsibility of all members.

2. Each ~~driver/operator~~ ^{Fire Apparatus Operator (FAO)} of the apparatus will be responsible for noting deficiencies on his/her apparatus and the equipment on his/her apparatus and reporting the deficiencies to the Fire Chief or Officer in Charge.

3. After each run the apparatus shall be visually checked for any malfunction that would prevent a safe subsequent fire or emergency run. Also pay particular attention to any scratches or dents that may have happened and report the same to the Fire Chief or Officer in Charge.

4. After each run the ~~apparatus driver/operator~~ ^{FAO} shall check the fuel level of his/her apparatus. All vehicles fuel tanks shall be refilled when the tanks are at or below ~~3/4~~ ^{three-quarters of a full tank}.

5. When a piece of apparatus must be marked "OUT of SERVICE" because of a malfunction or breakdown, notify the Fire Chief or Officer in Charge immediately so arrangements can be made to have repairs made. Place an "OUT of SERVICE" sign on the vehicle and notify all fire department members by pager that the apparatus is "OUT of SERVICE".

6. Upon returning from an emergency all tools and equipment that have been used shall be checked and any defects noted. All metal surfaces shall be checked and if necessary oiled to prevent rust, this is especially true of chains, vehicle rescue, and Hurst tool equipment. Special care should be taken with hand tools in the tool boxes.

7. ~~Much of our~~ ^{Firefighting and Rescue} equipment is complicated, expensive, and subject to damage if not cared for properly. Consequently, it requires every effort to keep this equipment at peak performance.

- Exhaust fans – should be cleaned regularly. A check should be made of all switches and linkage, electrical connections and fuel and oil on gasoline fans. All supports should also be checked. ^{and batteries}
- Generators – The fuel level should be checked after each use and filled as necessary. Oil should be checked after each use and filled as needed. Gasoline cans for generators should be filled after each use. Electrical connections should also be checked.
- Self Contained Breathing Apparatus (SCBA) – shall be cleaned and checked after each use. They should be handled carefully and not thrown or laid on the ground indiscriminately after use. The face piece shall be cleaned, with the straps extended and placed in bags provided in the apparatus. All air cylinders shall be cleaned and refilled.
- Nozzles – represent a considerable investment and should be handled like the precision tool they are. They should be checked frequently for operation, presence of foreign bodies within, and for cleanliness. The ball valve should be checked to see that it is in line with the nozzle body when fully open.

- Ladders – shall be kept clean and checked regularly for damage.
- Axes, Sledges, Pike Poles, etc. – shall be inspected for security at the point where the head is attached. The heads shall be kept clean. A medium (not sharp) cutting edge shall be maintained on the axe blade to prevent personal injury and still perform the job at hand. The handles shall be kept free of splinters and coated with boiled linseed oil to protect the surface.
- Saws – shall be checked and cleaned after each use and refilled with fuel and oil. Chains shall be checked for nicks, damage or teeth missing, and changed if damaged.
- Electrical Cords – check for breaks and connectors for tightness, and damage. Reels should be checked for damage. Dirt should be cleaned from cords and reels.
- Ropes – check for frays and damage. Clean (wash) repelling and life safety ropes when dirty. Manila ropes do not get washed, however they should be brushed to remove excess dirt.

8. General equipment maintenance rules for all tools and equipment.

- All moving parts oiled lightly.
- Unpainted metal surfaces shall be kept free of rust.
- Painted tools shall be kept clean and repainted when necessary.
- Chromed tools should be kept free of dirt and grease.
- Use the proper tool for the job to be performed.

SECTION XV

FIRE HOSE

1. Fire hose shall not be allowed to remain on the apparatus if it muddy or covered with tar or other chemicals that will either injure the hose or rub off when taken inside a structure. Hose shall be replaced by clean sections as necessary. All mud shall be removed by washing or brushing and the hose shall be dried. ~~Dacron~~ ^{Fire} hose may be loaded back on the apparatus wet, if it has been thoroughly cleaned.
2. When it is necessary to render a section of hose "OUT of SERVICE" for any reason, or if it has developed a leak, etc., the fact shall be entered on the hose card. Hose should be tagged as to the reason it is being taken "OUT of SERVICE". At the scene of a fire or other emergency, tie the hose in a knot to show the hose is "OUT of SERVICE".
3. During the summer months an annual hose test will be made on all sections of hose. The pressure test on ~~1 1/2 in.~~, 1 3/4 in., and 2 1/2 in. hose shall be made at 250 psi for five (5) minutes, and 5 in. hose and 1 in. forestry hose tested at 200 psi for five (5) minutes. At this time each section of hose is to be inspected for leaks or defects and removed from service if any suspicious or faulty service may be present. Such results shall be noted along with the section number(s) and turned into the Fire Chief or Officer in Charge.
4. All ^{Fire} hose changes on the apparatus shall be marked on that vehicle's hose card.

**FIRE CONTRACT – 2023
(ORC 9.60)**

SUPERIOR TOWNSHIP

This Agreement made and entered into this 31 Day of October, 2022, by and between the VILLAGE OF MONTPELIER, OHIO, hereinafter called the "VILLAGE", and the SUPERIOR TOWNSHIP, Williams County, Ohio, hereinafter called the "TOWNSHIP".

WITNESSETH:

Whereas, the Council of the Village and Trustees of the Township have determined to enter into this agreement providing for furnishing fire protection to the Township and inhabitants thereof commencing on January 1, 2023 to December 31, 2023.

NOW THEREFORE IT IS AGREED AS FOLLOWS:

For and in consideration of the mutual promises and covenants contained herein, and for other good and valuable considerations, the parties entered into this contract for fire protection and all fire department related services, for that portion of the Township of Superior, Williams County, Ohio, including all of Superior Township except for a section served by the Florence Township Fire Department, commencing at a point where the centerline of County Road 8 intersects with the intersection of County Road G thence running North along the centerline of County Road 8 to the centerline of County Road I, thence running West along the centerline of County Road I to the centerline of County Road 7.50, thence North along the centerline of County Road 7.50 to the centerline of County Road J, thence West along the centerline of County Road J to the centerline of County Road 7, thence North along County Road 7 to the centerline of County Road K, where Florence Township Fire Department shall provide coverage to both sides abutting the centerline of the aforementioned section.

The Village agrees to furnish, at its own expense throughout the territory described above, the use of existing fire equipment of the type needed to handle the type of fire to be brought under control, together with the services of enough personnel from the Montpelier Fire Department to operate said equipment when the same may be needed within the said Township. Additional units of fire equipment will be furnished for fire calls where in the judgment of the Fire Chief or other officer in charge of call determines that additional equipment is needed to control and extinguish the type of fire that exists. The "Jaws of Life" unit shall be considered a unit of equipment for this and for charging purposes.

For the year January 1, 2023 through December 31, 2023 the Township Trustees agree to pay to the Village for above services and the use of said fire equipment and manpower, the sum of forty-four thousand seven hundred seventy-five dollars and thirty-nine cents (\$44,775.39) Percentage of Runs Charge for year 2023 for Fire Department coverage within the said Township.

The runs for 2023 fees were calculated less the special rate/cancelled runs to the area on the Turnpike which are two (2) in 2017, two (2) in 2018, one (1) in 2019, one (1) in 2020 and three (3) in 2021. For this contract the Township shall pay a flat fee of five hundred dollars (\$500.00) for each and any special rate/cancelled run only to the area on the Ohio Turnpike that this agreement covers. The amount due for the cancelled runs to the area on the Turnpike shall be included in the 1st quarter invoice. The year of 2021 also had four (4) no charge runs. This component of the agreement shall be reviewed by the Council of the Village of Montpelier per the motion passed on December 23, 2008. Council's motion was "...to set in place for a five-year period of time unless a review of costs is requested by either party."

The above amounts having been calculated using a five (5) year average of percentage of runs times expenses. It is further agreed that this flat annual fee places no limit on the number or

length of time of fire calls within said Township. Payment of this fee shall be made to the Director of Finance of the Village of Montpelier on a quarterly basis as billed by said Director of Finance.

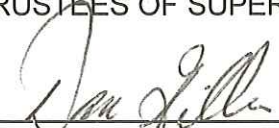
It is further agreed by and between the parties that nothing in this agreement shall be construed to give said Trustees any exclusive right in or to the use of services of said equipment to be provided, and further, nothing in this agreement shall be construed in any way to limit the right of the Village to the use and services of said equipment and manpower within the Village of Montpelier, nor limit the rights of said Village to make similar agreements with other political subdivisions as to the same equipment and manpower. In the event of simultaneous calls, the call from within the Village of Montpelier shall receive preference; otherwise, all other calls received by the Montpelier Fire Department shall be answered with the equipment and manpower as stated as promptly and reasonably as is possible in the order in which they are received.

This agreement is entered into in accordance with the provisions of Section 9.60 of the Revised Code of Ohio, and shall be effective immediately upon its execution by the duly authorized elected or appointed officers of said Political subdivision.

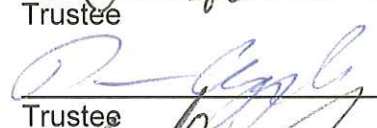
IN WITNESS WHEREOF, the said parties have caused their names to be subscribed hereto by their proper officers duly authorized in the premises on the day and year first above written.

TRUSTEES OF SUPERIOR TOWNSHIP

VILLAGE OF MONTEPELIER


Trustee

Village Manager


Trustee


Trustee

Approved by the Montpelier Village Council by motion duly passed on

The ____ day of _____, _____

Clerk of Council

Approved by the Township Trustees by resolution duly passed on

The 31 day of October, 2022


Township Clerk

RESOLUTION 1357

A RESOLUTION TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF MONTPELIER, STATE OF OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023

SECTION 1: BE IT RESOLVED by the Council of the Village of Montpelier, State of Ohio, that, to provide for the current expenses and other expenditures of the said Village of Montpelier during the fiscal year ending December 31, 2023, the following sums be and they are hereby set aside and appropriated as follows.

SECTION 2: That the appropriations to the General Fund be as follows:

PROGRAM I - SECURITY OF PERSONS AND PROPERTY

POLICE LAW ENFORCEMENT

210 PERSONAL SERVICES	739,150.00	
270 TRANSFERS	75,000.00	
ALL OTHER APPROPRIATIONS	<u>169,850.00</u>	
TOTAL POLICE LAW ENF		984,000.00

FIRE FIGHTING, PREVENTION & INSPECTION

210 PERSONAL SERVICES	91,950.00	
270 TRANSFERS	5,950.00	
ALL OTHER APPROPRIATIONS	98,850.00	
TOTAL FIRE FIGHTING		196,750.00

TOTAL PROGRAM I-SEC. OF PERS & PROP 1,180,750.00

PROGRAM II - PUBLIC HEALTH & WELFARE

ALL OTHER APPROPRIATIONS 17,910.00

TOT PROGRAM II - PUB HEALTH & WELFARE 17,910.00

PROGRAM VI - TRANSPORTATION

STREET MAINTENANCE AND REPAIR

210 PERSONAL SERVICE	326,760.00	
270 TRANSFERS	1,580.00	
ALL OTHER APPROPRIATIONS	110,300.00	
TOTAL ST. MAINT. AND REPAIR		438,640.00

STREET CLEANING, SNOW & ICE REMOVAL

ALL OTHER APPROPRIATIONS	<u>30,000.00</u>	
TOTAL ST. CLEAN, SNOW REM		<u>30,000.00</u>

TOTAL PROGRAM VI-TRANSPORTATION 468,640.00

PROGRAM VII-GENERAL GOVERNMENT

ADMINISTRATIVE OFFICES

210 PERSONAL SERVICES	145,920.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	<u>41,595.00</u>	
TOTAL ADMINISTRATIVE		187,515.00

FINANCE OFFICE

210 PERSONAL SERVICES	65,575.00	
270 TRANSFERS	570.00	
ALL OTHER APPROPRIATIONS	281,825.00	
TOTAL FINANCE OFFICE		<u>347,970.00</u>

LEGISLATIVE OFFICE

210 PERSONAL SERVICES	59,985.00	
270 TRANSFERS	913.00	
ALL OTHER APPROPRIATIONS	<u>15,800.00</u>	
TOTAL LEGISLATIVE OFFICE		76,698.00

TOTAL PROGRAM VII-GENERAL GOVERNMENT **612,183.00**

GRAND TOTAL GENERAL FUND

2,279,483.00

SECTION 3: That the SPECIAL REVENUE FUNDS be appropriated as follows:

PROGRAM VI - TRANSPORTATION

STREET FUND

210 PERSONAL SERVICE	276,810.00	
270 TRANSFERS	1,580.00	
ALL OTHER APPROPRIATIONS	<u>0.00</u>	
TOTAL STREET FUND		278,390.00

STATE HIGHWAY FUND

210 PERSONAL SERVICE	12,500.00	
ALL OTHER APPROPRIATIONS	<u>0.00</u>	
TOTAL STATE HIGHWAY FUND		12,500.00

STATE MOTOR VEHICLE LICENSE TAX

ALL OTHER APPROPRIATIONS	13,000.00	
TOTAL PERMISSIVE TAX		13,000.00

TOTAL PROGRAM VI-TRANSPORTATION **303,890.00**

PROGRAM III-LEISURE TIME ACTIVITIES

RECREATION FUND

PARK

210 PERSONAL SERVICE	212,110.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	<u>344,200.00</u>	
TOTAL PARK FUND		556,310.00

POOL

210 PERSONAL SERVICE	73,580.00	
ALL OTHER APPROPRIATIONS	<u>72,200.00</u>	
TOTAL POOL FUND		145,780.00

TOTAL PROGRAM III - RECREATION 702,090.00

PROGRAM I - SECURITY OF PERSONS AND PROPERTY

POLICE PENSION FUND

210 PERSONAL SERVICES	100,000.00	
ALL OTHER APPROPRIATIONS	<u>350.00</u>	
TOTAL POLICE PENSION		100,350.00

DRUG EDUCATION FUND

ALL OTHER APPROPRIATIONS	<u>1,500.00</u>	
TOTAL DRUG EDUCATION		1,500.00

ALCOHOL EDUCATION FUND

ALL OTHER APPROPRIATIONS	<u>150.00</u>	
TOTAL ALCOHOL EDUCATION		150.00

TOTAL PROGRAM I-SEC OF PERSONS & PROP 102,000.00

PROGRAM VII-GENERAL GOVERNMENT

IRON HORSE RIVER TRAIL FUND

ALL OTHER APPROPRIATIONS	<u>850,000.00</u>	
TOTAL IRON HORSE RIVER TRAIL		850,000.00

COMPENSATED ABSENCE FUND

210 PERSONAL SERVICES	<u>31,876.00</u>	
TOTAL COMPENSATED ABSENCE		31,876.00

WWIP - GRANT FUND

ALL OTHER APPROPRIATIONS		
ADVANCES OUT	<u>900,000.00</u>	
TOTAL WWIP - GRANT		900,000.00

CORONAVIRUS ARPA 2021 FUND

ALL OTHER APPROPRIATIONS	<u>413,151.00</u>	
TOTAL CORONAVIRUS ARPA		413,151.00

TOTAL PROGRAM VII-GENERAL GOVERNMENT	<u>2,195,027.00</u>
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GRAND TOTAL SPECIAL REVENUE FUNDS	3,303,007.00
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SECTION 4: That the CAPITAL IMPROVEMENT FUNDS be appropriated as follows:

TAX CAPITAL IMPROVEMENT FUND**PROGRAM I-SEC OF PERSONS & PROP****POLICE DEPARTMENT**

ALL OTHER APPROPRIATIONS	42,000.00	
TOTAL TAX CAPITAL-POLICE		42,000.00

FIRE DEPARTMENT

ALL OTHER APPROPRIATIONS	88,000.00	
TOTAL TAX CAPITAL-FIRE		<u>88,000.00</u>

TOTAL PROGRAM I-SEC OF PERSONS & PROP	130,000.00
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PROGRAM VI-TRANSPORTATION**STREET**

ALL OTHER APPROPRIATIONS	565,000.00	
ADVANCES OUT	<u>0.00</u>	
TOTAL STREET		<u>565,000.00</u>

TOTAL PROGRAM VI-TRANSPORTATION	565,000.00
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PROGRAM VII-GENERAL GOVERNMENT**GENERAL GOVERNMENT**

ALL OTHER APPROPRIATIONS	109,200.00	
TOTAL GENERAL GOVERNMENT		109,200.00

TOTAL PROGRAM VII-GENERAL GOVERNMENT	109,200.00
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TOTAL TAX CAPITAL IMPROVEMENT FUND	804,200.00
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SEWER CAPITAL IMPROVEMENT FUND**PROGRAM V-BASIC SERVICES**

ALL OTHER APPROPRIATIONS	779,287.00
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TOTAL SEWER CAPITAL IMPROVEMENT FUND	<u>779,287.00</u>
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GRAND TOTAL CAPITAL IMPROVEMENT FUNDS	1,583,487.00
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SECTION 5: That the ENTERPRISE FUNDS be as follows:

WATER FUND

ADMINISTRATIVE OFFICES		
210 PERSONAL SERVICES	36,920.00	
270 TRANSFERS	913.00	
ALL OTHER APPROPRIATIONS	<u>5,300.00</u>	
TOTAL ADMINISTRATIVE		43,133.00
FINANCE OFFICE		
210 PERSONAL SERVICES	31,555.00	
270 TRANSFERS	1,139.00	
ALL OTHER APPROPRIATIONS	49,675.00	
TOTAL FINANCE OFFICE		82,369.00
DISTRIBUTION		
210 PERSONAL SERVICES	245,050.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	347,768.00	
TOTAL DISTRIBUTION		592,818.00
TREATMENT		
210 PERSONAL SERVICES	165,565.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	756,069.00	
ADVANCES OUT	<u>0.00</u>	
TOTAL TREATMENT		921,634.00
GENERAL SERVICES		
210 PERSONAL SERVICES	8,570.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	6,775.00	
TOTAL GENERAL SERVICES		<u>15,345.00</u>
TOTAL WATER FUND		1,655,299.00

LIGHT FUND

ADMINISTRATIVE OFFICES		
210 PERSONAL SERVICES	68,115.00	
270 TRANSFERS	913.00	
ALL OTHER APPROPRIATIONS	<u>33,150.00</u>	
TOTAL ADMINISTRATIVE		102,178.00
FINANCE OFFICE		
210 PERSONAL SERVICES	182,375.00	
270 TRANSFERS	2,848.00	
ALL OTHER APPROPRIATIONS	132,720.00	
TOTAL FINANCE OFFICE		317,943.00

DISTRIBUTION		
210 PERSONAL SERVICES	459,200.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	1,847,200.00	
TOTAL DISTRIBUTION		2,306,400.00
GENERAL SERVICES		
210 PERSONAL SERVICES	27,335.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	6,920.00	
TOTAL GENERAL SERVICES		34,255.00
POWER SUPPLY		
ALL OTHER APPROPRIATIONS	5,721,487.00	
TOTAL POWER SUPPLY		<u>5,721,487.00</u>
TOTAL LIGHT FUND		8,482,263.00

SEWER FUND

ADMINISTRATIVE OFFICES		
210 PERSONAL SERVICES	52,044.00	
270 TRANSFERS	913.00	
ALL OTHER APPROPRIATIONS	<u>3,600.00</u>	
TOTAL ADMINISTRATIVE		56,557.00
FINANCE OFFICE		
210 PERSONAL SERVICES	25,525.00	
270 TRANSFERS	1,139.00	
ALL OTHER APPROPRIATIONS	43,685.00	
TOTAL FINANCE OFFICE		70,349.00
DISTRIBUTION		
210 PERSONAL SERVICES	164,510.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	219,346.00	
TOTAL DISTRIBUTION		383,856.00
TREATMENT		
210 PERSONAL SERVICES	207,700.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	471,500.00	
TOTAL TREATMENT		679,200.00
GENERAL SERVICES		
210 PERSONAL SERVICES	8,195.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	6,875.00	
TOTAL GENERAL SERVICES		<u>15,070.00</u>
TOTAL SEWER FUND		1,205,032.00

STORM SEWER FUND

ADMINISTRATIVE OFFICES

210 PERSONAL SERVICES	75,220.00	
270 TRANSFERS	0.00	
ALL OTHER APPROPRIATIONS	<u>250.00</u>	
TOTAL ADMINISTRATIVE		75,470.00

DISTRIBUTION

ALL OTHER APPROPRIATIONS	65,000.00	
TOTAL STORM SEWER FUND		65,000.00

TOTAL STORM SEWER FUND		140,470.00
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UTILITY DEPOSIT FUND

ALL OTHER APPROPRIATIONS	45,000.00	
TOTAL UTILITY DEPOSIT FUND		45,000.00

GRAND TOTAL ENTERPRISE FUNDS		11,528,064.00
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SECTION 6: That the AGENCY FUNDS be as follows:

INCOME TAX CLEARING FUND

ALL OTHER APPROPRIATIONS	20,000.00	
TOTAL INCOME TAX CLEARING FUND		20,000.00

GRAND TOTAL AGENCY FUNDS		20,000.00
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TOTAL 2023 APPROPRIATIONS		<u>18,714,041.00</u>
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SECTION 7: And the Director of Finance is hereby authorized to draw warrants on the Village Treasury for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefor, approved by the board or officers authorized by law to approve the same, or an ordinance or resolution of Council to make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance. Provided further that the appropriations for contingencies can only be expended upon appeal of two-thirds vote of Council for items of expense constituting a legal obligation against the Village, and for purposes other than those covered by other specific appropriations herein made.

Section 8: This Resolution shall take effect at the earliest period allowed by law.

Passed: _____

Mayor

Attest: _____
Clerk of Council

CERTIFICATE

Section 57075.39, RC.---"No appropriation measure shall become effective until the County Auditor files with the appropriating authority...a certificate that the total appropriations from each fund, taken together with all other outstanding appropriations, do not exceed such official estimate, the County Auditor shall give such certificate forthwith upon receiving from the appropriating authority a certified copy of the appropriation measure..."

The State of Ohio, County of Williams, ss.

I, Jessica Apple, Clerk of the Village of Montpelier, in said County, and in whose custody the Files, Journals, and Records are required by the Laws of the State of Ohio be kept, do hereby certify that the foregoing Annual Appropriation Ordinance is taken and copied from the original Ordinance now on file with said Village, that the foregoing Ordinance has been compared by me with the said original and that the same is a true and correct copy thereof.

Witness my signature, this _____ day of _____, 2022

Clerk of the
Village of Montpelier

VILLAGE OF MONTPELIER

CERTIFICATE OF ESTIMATED REVENUE

AS of 1/1/2023											
Fund Classification/Name	est Cash Balance Dec. 31, 2022	Reserve for Enc.	Carryover Balance Avail.- Appropriation	Taxes	Tot. amt. from all Sources Avail - Expen	Tot amt Avail plus Balances	Appropriated 1357	Total Appropriated	Remaining Balance	Appropriated 2022	Difference between 2022-2023
Governmental Fund Types											
General Fund-001	3,200,000	0	3,200,000	140,000	2,362,995	5,702,995	2,279,483	2,279,483	3,423,512	2,169,599	109,884
Special Revenue Funds											
Street	324,611	0	324,611		232,250	556,861	278,390	278,390	278,471	234,945	43,445
State Highway	32,083	0	32,083		17,420	49,503	12,500	12,500	37,003	12,500	0
Park	925,000	0	925,000		408,880	1,333,880	702,090	702,090	631,790	786,145	(84,055)
Permissive	0	0	0		0	0	0	0	0	0	0
State Motor Vehicle Lic Tax	58,399	0	58,399		9,445	67,844	13,000	13,000	54,844	13,000	0
Alcohol Education & Enforc	1,601	0	1,601		100	1,701	150	150	1,551	250	(100)
Iron Horse River Trail	0	0	0		850,000	850,000	850,000	850,000	0		850,000
Police Pension	28,828	0	28,828	13,000	77,000	118,828	100,350	100,350	18,478	95,350	5,000
Drug Education & Enforc	4,440	0	4,440		400	4,840	1,500	1,500	3,340	1,500	0
Law Enforcement Trust	0	0	0		0	0		0	0	0	0
WWIP - Grant	900,000	0	900,000		2,000,000	2,900,000	900,000	900,000	2,000,000	0	900,000
Coronavirus ARPA 2021 Fund	413,151	0	413,151		0	413,151	413,151	413,151	0	411,390	1,761
Compensated Absence Fund	119,244		119,244		18,554	137,798	31,876	31,876	105,922	0	31,876
Total Special Revenue	2,807,357	0	2,807,357	13,000	3,614,049	6,434,406	3,303,007	3,303,007	3,131,399	1,555,080	1,747,927
Capital Projects Funds											
Tax Capital Improvement	1,000,000	0	1,000,000		464,049	1,464,049	804,200	804,200	659,849	741,700	62,500
Sewer Capital Improvement	1,110,000		1,110,000		675,000	1,785,000	779,287	779,287	1,005,713	3,476,788	(2,697,501)
Total Capital Projects Funds	2,110,000	0	2,110,000		1,139,049	3,249,049	1,583,487	1,583,487	1,665,562	4,218,488	(2,635,001)
TOT GOVERNMENTAL FUNDS	8,117,357	0	8,117,357	153,000	7,116,093	15,386,450	7,165,977	7,165,977	8,220,473	7,943,167	(777,190)
Proprietary Fund Types											
Enterprise Funds											
Water	1,262,496	0	1,262,496		1,212,950	2,475,446	1,655,299	1,655,299	820,147	1,429,790	225,509
Light	5,500,000	0	5,500,000		7,094,700	12,594,700	8,482,263	8,482,263	4,112,437	8,650,092	(167,829)
Sewer	950,000	0	950,000		930,050	1,880,050	1,205,032	1,205,032	675,018	1,042,608	162,424
Storm Sewer	719,319	0	719,319		95,250	814,569	140,470	140,470	674,099	121,910	18,560
Utility Deposit	127,618		127,618		30,000	157,618	45,000	45,000	112,618	45,000	0
Total Enterprise Funds	8,559,433	0	8,559,433	0	9,362,950	17,922,383	11,528,064	11,528,064	6,394,319	11,289,400	238,664
TOTAL PROPRIETARY FUNDS	8,559,433	0	8,559,433	0	9,362,950	17,922,383	11,528,064	11,528,064	6,394,319	11,289,400	238,664
FIDUCIARY FUNDS											
Income Tax control	0	0	0	0	20,000	20,000	20,000	20,000	0	18,500	1,500
Total Fiduciary Funds	0	0	0	0	20,000	20,000	20,000	20,000	0	18,500	1,500
TOTAL ALL FUNDS	16,676,790	0	16,676,790	153,000	16,499,043	33,328,833	18,714,041	18,714,041	14,614,792	19,251,067	(537,026)

56,159,760

16,652,043

GENERAL FUND TAX 2.9 162,863
POLICE PENSION TAX .03 16,848

I, Nicole M Uribes, Director of Finance for the Village of Montpelier hereby certify that the foregoing is a true and accurate tabulation of the Estimated Revenue for the Village of Montpelier, year ending December 31, 2023

Nicole M Uribes, Director of Finance

RESOLUTION 1358

**A RESOLUTION AMENDING RESOLUTION 1313, THE VILLAGE HOURLY
EMPLOYEES' COMPENSATION AND ALLOWANCES RESOLUTION**

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Council of the Village of Montpelier that:

Section1: Section 3 of Resolution 1313, the Village Hourly Employees' Compensation and Allowances is hereby added and should read as follows:

"SECTION 3: Clothing Allowance. Full-time Police Officers shall receive a \$400 yearly clothing allowance every January. All other full-time Village Employees shall receive a \$350 yearly clothing allowance every January."

Section 2: This Resolution shall be in full force and effect immediately upon passage.

Dated: _____
Steve Yagelski, Mayor

Attest:

Clerk of council

RESOLUTION 1359

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO DISPOSE OF PROPERTY BELONGING TO THE MONTEPELIER PARKS DEPARTMENT

WHEREAS, the Village of Montpelier desires to dispose of the Christmas carolers which have been determined to no longer have any municipal use; and

WHEREAS, these decorations do not have any value and are no longer used for holiday decorating by the Village; and

WHEREAS, Children's Wonderland in Sylvania, Ohio has identified a use for the carolers in their yearly holiday exhibit; and

WHEREAS, the Council for the Village of Montpelier believes it is in the best interests of the Village and its residents to dispose of the carolers by transferring them to Children's Wonderland for no monetary consideration;

NOW THEREFORE BE IT RESOLVED by the Council of the Village of Montpelier, Williams County, Ohio, at least two-thirds concurring, that:

SECTION 1: The Village Manager is hereby authorized to dispose of the Christmas carolers by transferring them to Children's Wonderland in Sylvania, Ohio.

SECTION 2: This Resolution shall be in full force and effective immediately upon its passage.

Passed: _____
Mayor

Attest:

Clerk of Council

CHILDREN'S WONDERLAND

Facebook: <https://www.facebook.com/childrenswonderlandevent>

Webpage: <https://www.playsylvania.com/childrens-wonderland/?fbclid=IwAR0OuWSHwBiGtdWPYd5mz95Oxsyhxf-QntUtmfUOIInnhYjtqoc8q4Us6GM4>



RESOLUTION 1360

A RESOLUTION TO AMEND APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF MONTPELIER, STATE OF OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022

Whereas Periodically adjustments need to be made to the Annual Appropriations of the Village of Montpelier

Whereas, the Village of Montpelier has obtained an "Amended Certificate of Estimated Resources" in the amount of \$496,035 from the County Auditor, now

BE IT RESOLVED by the Council of the Village of Montpelier, State of Ohio, that, the 2022 appropriations be amended as follows:

SECTION 1: That the appropriations to the General Fund be as follows:

PROGRAM I - SECURITY OF PERSONS AND PROPERTY

FIRE FIGHTING, PREVENTION & INSPECTION

210 PERSONAL SERVICES	0.00	
ALL OTHER APPROPRIATIONS	260.00	
TOTAL FIRE FIGHTING		260.00

TOTAL PROGRAM I-SEC. OF PERS & PROP	260.00
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GRAND TOTAL GENERAL FUND	260.00
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SECTION 2: That the SPECIAL REVENUE FUNDS be appropriated as follows:

PROGRAM VI - TRANSPORTATION

STREET FUND

210 PERSONAL SERVICE	6,000.00	
ALL OTHER APPROPRIATIONS	<u>0.00</u>	
TOTAL STREET FUND		6,000.00

RECREATION FUND

POOL

210 PERSONAL SERVICE	(16,200.00)	
ALL OTHER APPROPRIATIONS	<u>0.00</u>	
TOTAL POOL FUND		(16,200.00)

TOTAL PROGRAM III - RECREATION	(16,200.00)
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PROGRAM I - SECURITY OF PERSONS AND PROPERTY

DRUG EDUCATION FUND

ALL OTHER APPROPRIATIONS	<u>500.00</u>	
TOTAL DRUG EDUCATION		500.00

TOTAL PROGRAM I-SEC OF PERSONS & PROP 500.00

GRAND TOTAL SPECIAL REVENUE FUNDS (9,700.00)

SECTION 3: That the CAPITAL IMPROVEMENT FUNDS be appropriated as follows:

TAX CAPITAL IMPROVEMENT FUND

PROGRAM I-SEC OF PERSONS & PROP

FIRE DEPARTMENT

ALL OTHER APPROPRIATIONS 6,000.00
TOTAL TAX CAPITAL-FIRE 6,000.00

TOTAL PROGRAM I-SEC OF PERSONS & PROP 6,000.00

TOTAL TAX CAPITAL IMPROVEMENT FUND 6,000.00

GRAND TOTAL CAPITAL IMPROVEMENT FUNDS 6,000.00

TOTAL 2022 AMENDMENTS TO THE APPROPRIATIONS (3,440.00)

PRIOR TOTAL 2022 APPROPRIATIONS 20,850,762.00

TOTAL AMENDED APPROPRIATIONS 20,847,322.00

Section 4: This Resolution shall take effect at the earliest period allowed by law.

Passed: _____

Steve Yagelski, Mayor

Attest: _____
Clerk of Council

VILLAGE OF MONTPELIER
CERTIFICATE OF ESTIMATED REVENUE

AS of 11/14/2022

Fund Classification/Name	est Cash Balance Dec. 31, 2021	Reserve for Enc.	Carryover Balance Avail - Appropriation	Taxes	Tot. amt. from all Sources Avail - Expen	as amended RES 1338	as amended RES 1360	Tot amt Avail plus Balances	Appropriated RES 1327	Amended RES 1333	Amended RES 1338	Amended RES 1341	Amended RES 1344	Amended RES 1348	Amended RES 1353	Amended RES 1360	Total Appropriated	Remaining Balance	Appropriated 2021	Difference between 2021-2022
Governmental Fund Types																				
General Fund-001	3,679,184	0	3,679,184	125,000	1,690,995	0	388,836	5,884,015	2,169,599	114,132	3,240	600,000	40,910	0	18,430	260	2,946,571	2,937,444	1,976,603	969,968
Special Revenue Funds																				
Street	327,306	0	327,306		232,250	0	5,000	564,556	234,945	0						6,000	240,945	323,611	240,200	745
State Highway	27,163	0	27,163		17,420		450	45,033	12,500	0							12,500	32,533	12,500	0
Park	930,338	0	930,338		587,780	0	184,804	1,702,922	786,145	61,687	0		300	0	650	(16,200)	832,582	870,340	772,520	60,062
Permissive	0	0	0		0		0	0	0								0	0	0	0
State Motor Vehicle Lic Tax	61,954	0	61,954		9,445		800	72,199	13,000								13,000	59,199	9,000	4,000
Alcohol Education & Enforc	1,751	0	1,751		100	0		1,851	250								250	1,601	250	0
Iron Horse River Trail	0	0	0		0			0									0	0	0	0
Police Pension	34,178	0	34,178	13,000	77,000	0	1,980	126,158	95,350						0		95,350	30,808	90,350	5,000
Drug Education & Enforc	5,790	0	5,790		150		150	6,090	1,500	0						500	2,000	4,090	500	1,500
Law Enforcement Trust	0	0	0		0			0									0	0	0	0
WWIP - Grant	0	0	0		0	2,746,100		2,746,100			2,746,100						2,746,100	0	0	2,746,100
Coronavirus ARPA 2021 Fund	205,724	0	205,724		205,771		1,640	413,135	411,390								411,390	1,745	0	411,390
Grant Proceeds - Downtown Revit	0	0	0		0			0		0	0						0	0	0	0
Microenterprise Fund	0	0	0		0			0									0	0	0	0
Compensated Absence Fund	90,316	0	90,316		28,928		1,400	120,644	0				0	0			0	120,644	0	0
Total Special Revenue	1,684,520	0	1,684,520	13,000	1,158,844	2,746,100	196,224	5,798,688	1,555,080	61,687	2,746,100	0	300	0	650	(9,700)	4,354,117	1,444,571	1,125,320	3,228,797
Capital Projects Funds																				
Tax Capital Improvement	903,425	0	903,425		548,636	154,587	136,020	1,742,668	741,700	58,660	225,000			11,000	1,000	6,000	1,043,360	699,308	685,200	358,160
Sewer Capital Improvement	1,248,459		1,248,459		3,195,000	(2,640,000)	107,300	1,710,759	3,476,788	3,580	(2,703,580)	300,000		0	0		1,076,788	633,971	334,261	742,527
Total Capital Projects Funds	2,151,884	0	2,151,884		3,743,636	(2,685,413)	243,320	3,453,427	4,218,488	62,240	(2,478,580)	300,000	0	11,000	1,000	6,000	2,120,148	1,333,279	1,019,461	1,100,687
TOT GOVERNMENTAL FUNDS	7,515,588	0	7,515,588	138,000	6,593,475	60,687	828,380	15,136,130	7,943,167	238,059	270,760	900,000	41,210	11,000	20,080	(3,440)	9,420,836	5,715,294	4,121,384	5,299,452
Proprietary Fund Types																				
Enterprise Funds																				
Water	1,526,487	0	1,526,487		1,212,950	0	41,000	2,780,437	1,429,790	29,701	0	0	13,450	0	4,000		1,476,941	1,303,496	1,214,616	262,325
Light	5,306,366	0	5,306,366		7,492,200		(375,100)	12,423,466	8,650,092	5,847	0	0	1,425	0	6,500		8,663,864	3,759,602	8,822,935	(159,071)
Sewer	903,307	0	903,307		950,050	0	1,755	1,855,112	1,042,608	15,623		0	11,715	0	5,150		1,075,096	780,016	997,447	77,649
Storm Sewer	771,154	0	771,154		95,250	0		866,404	121,910	0	0		25,175	0			147,085	719,319	86,105	60,980
Utility Deposit	134,618		134,618		38,000		0	172,618	45,000								45,000	127,618	45,000	0
Water Reserve Acct	0	0	0		0	0	0	0	0								0	0	44,100	(44,100)
Chase/Montpelier Water	0	0	0		0	0	0	0	0								0	0	109,524	(109,524)
Chase/Montpelier Sewer	0	0	0		0	0	0	0	0								0	0	102,652	(102,652)
Total Enterprise Funds	8,641,932	0	8,641,932	0	9,788,450	0	(332,345)	18,098,037	11,289,400	51,171	0	0	51,765	0	15,650	0	11,407,986	6,690,051	11,422,379	(14,393)
TOTAL PROPRIETARY FUNDS	8,641,932	0	8,641,932	0	9,788,450	0	(332,345)	18,098,037	11,289,400	51,171	0	0	51,765	0	15,650	0	11,407,986	6,690,051	11,422,379	(14,393)
FIDUCIARY FUNDS																				
Income Tax control	0	0	0	0	18,500			18,500	18,500								18,500	0	18,500	0
Total Fiduciary Funds	0	0	0	0	18,500	0	0	18,500	18,500	0	0	0	0	0	0	0	18,500	0	18,500	0
TOTAL ALL FUNDS	16,157,520	0	16,157,520	138,000	16,400,425	60,687	496,035	33,252,667	19,251,067	289,230	270,760	900,000	92,975	11,000	35,730	(3,440)	20,847,322	12,405,345	15,562,263	5,285,059

56,159,760

17,095,147

GENERAL FUND TAX 2.9 162,863
POLICE PENSION TAX .03 16,848

I, Nicole M Urbes, Director of Finance for the Village of Montpelier hereby certify that the foregoing is a true and accurate tabulation of the Estimated Revenue for the Village of Montpelier, year ending December 31, 2022

Nicole M Urbes, Director of Finance

RESOLUTION 1361

A RESOLUTION APPROVING A TRANSFER FROM THE GENERAL FUND FOR CURRENT EXPENSES OF THE VILLAGE OF MONTPELIER, STATE OF OHIO, FOR THE YEAR ENDING DECEMBER 31, 2022.

WHEREAS, The Village of Montpelier has certain Police Pension expenses that need to be paid on a regular basis, and

WHEREAS, The Village of Montpelier Council has approved the expenditures through annual appropriations,

NOW THEREFORE BE IT RESOLVED by the Council of the Village of Montpelier, Williams County, State of Ohio that the following transfer be approved:

SECTION 1: The transfer of the sum of Twenty-Five Thousand dollars (\$25,000.00) from the General Fund to the Police Pension Fund for police pension expenses is approved.

SECTION 2: This resolution shall take effect immediately upon passage.

Date: _____

Steven L. Yagelski, Mayor

Attest:

Clerk of Council

ORDINANCE 2264

**AN ORDINANCE AUTHORIZING THE EXECUTION
OF THE 2023-2025 FIXED VOLUME ENERGY SUPPLY SCHEDULE
WITH AMERICAN MUNICIPAL POWER, INC. ("AMP")**

WHEREAS, the Village of Montpelier, Ohio (the "Municipality") is a political subdivision organized and existing pursuant to the laws of the State of Ohio that owns and operates an electric utility system for the sale of electric power and associated energy for the benefit of its citizens and taxpayers;

WHEREAS, in order to satisfy the electric energy requirements of its electric utility system, the Municipality has heretofore purchased economical and reliable energy from AMP, an Ohio non-profit corporation, of which the Municipality is a member, or has heretofore purchased energy arranged by AMP;

WHEREAS, the Municipality, acting individually and, along with other municipalities which own and operate electric utility systems, jointly through AMP, endeavors to arrange for reliable, reasonably priced supplies of electric energy for ultimate delivery to its customers;

WHEREAS, Municipality has executed a Master Services Agreement with AMP that sets forth the general terms and conditions for the provision of power supply and other services by AMP to the Municipality;

WHEREAS, AMP will negotiate with one or more reputable and financially sound third-party power suppliers to enter into an agreement(s) to purchase electric energy in various megawatt ("MW") or megawatt hour ("MWh") blocks for a term beginning on 01/01/2023 and ending no later than December 31, 2025, all of which will provide an economical source of electric energy (herein "Long-Term Energy Purchase(s)") for Municipality;

WHEREAS, AMP, on behalf of the Municipality, desires to purchase from third-party supplier(s) and then to resell the energy available from these Long-Term Energy Purchase(s) on a long-term basis to Municipality at contract cost (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs, or AMP service fees) not to exceed \$69.00 per MWh;

WHEREAS, AMP, has prepared and delivered to the Municipality the form of a 2023-2025 FIXED VOLUME ENERGY SUPPLY SCHEDULE, pursuant to which the Municipality may purchase energy; and

WHEREAS, AMP has provided and will continue to provide appropriate personnel and information regarding the Long-Term Energy Purchase(s) to the Municipality, as such officers and representatives of the Municipality deem necessary or appropriate, to enable the Municipality to evaluate the benefits and risks of the Long-Term Energy Purchase(s), to take actions contemplated by the resolution hereinafter set forth and to determine that the same are in the public interest.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF MONTPELIER, OHIO

SECTION 1. That the form of the 2023-2025 FIXED VOLUME ENERGY SUPPLY SCHEDULE between this Municipality and AMP, substantially in the form attached hereto as Exhibit 1, is approved, subject to and with any and all changes provided for herein and therein.

SECTION 2. That the Village Manager be authorized to execute the 2023-2025 FIXED VOLUME ENERGY SUPPLY SCHEDULE and to acquire the Municipality's energy from one or more Long-Term Energy Purchase(s), each with a term beginning on January 1, 2023 and ending no later than December 31, 2025, and with a third-party contract price (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs, or AMP service fees) not to exceed \$69.00 per MWh for purchases, from AMP, and is further authorized to execute and deliver any and all documents necessary to participate in one or more Long-Term Energy Purchase(s), pursuant to the conditions set forth herein, as set forth in the 2023-2025 FIXED

VOLUME ENERGY SUPPLY SCHEDULE; provided, however, that (i) such purchases under the 2023-2025 FIXED VOLUME ENERGY SUPPLY SCHEDULE shall not exceed 1 MWh per hour (*i.e.*, 1 MW), each hour.

SECTION 3. That competitive bidding is not required on the Municipality's acquisition of its right to secure energy under the 2023-2025 FIXED VOLUME ENERGY SUPPLY SCHEDULE, and in the event any competitive bidding requirements are applicable, any such competitive bidding requirements that might otherwise be applicable, are hereby waived.

SECTION 4. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of a quorum of the Council, and that all deliberations of this Council and of any its committees that resulted in such formal action, were held in meetings open to the public, in compliance with all legal requirements.

SECTION 5. If any section, subsection, paragraph, clause or provision or any part thereof of this shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this resolution shall be unaffected by such adjudication and all the remaining provisions of this Ordinance shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 6. That this Ordinance shall take effect at the earliest date allowed by law.

Dated: _____

Steven L. Yagelski, Mayor

Attest:

Clerk of Council

INCOME TAX COLLECTION COMPARISONS 2022
MONTH END OCTOBER 2022

	2020		2021		2022	
	Monthly	Accumulated	Monthly	Accumulated	Monthly	Accumulated
January	174091.38	174,091.38	90227.09	90,227.09	279034.42	279,034.42
February	67530.19	241,621.57	179527.70	269,754.79	216889.02	495,923.44
March	226156.13	467,777.70	274348.73	544,103.52	233881.56	729,805.00
April	156537.99	624,315.69	102695.70	646,799.22	112677.26	842,482.26
May	31351.10	655,666.79	416324.64	1,063,123.86	414805.05	1,257,287.31
June	175145.69	830,812.48	140831.01	1,203,954.87	191917.48	1,449,204.79
July	220600.13	1,051,412.61	157592.99	1,361,547.86	115091.54	1,564,296.33
August	190978.58	1,242,391.19	298794.14	1,660,342.00	288766.38	1,853,062.71
September	69438.09	1,311,829.28	146398.33	1,806,740.33	200591.39	2,053,654.10
October	321579.58	1,633,408.86	83796.22	1,890,536.55	178898.95	2,232,553.05
November	155234.74	1,788,643.60	228578.34	2,119,114.89		
December	225620.85	2,014,264.45	124016.45	2,243,131.34		

	2020	2021
	% Above or below (-)	% Above or below (-)
January	60.28%	209.26%
February	105.25%	83.84%
March	56.02%	34.13%
April	34.94%	30.25%
May	91.76%	18.26%
June	74.43%	20.37%
July	48.78%	14.89%
August	49.15%	11.61%
September	56.55%	13.67%
October	36.68%	18.09%
November		
December		



**NO SHAVE NOVEMBER
2022**



NO SHAVE MONTPELIER

Sponsored by the **MONTPELIER POLICE DEPARTMENT**

NO SHAVE NOVEMBER was originally founded as a concept to bring awareness to Prostate Cancer in men. Our agency is also using it to help other causes, under the hashtag **#NoShaveMontpelier!** It is department policy to be clean shaven or have a specifically tailored mustache. However, in order to bring notice to our cause we are letting our officers violate the clean shaven policy for a fine of \$20. And, we are hoping to get the public involved to raise money for the below children! Come help us! We've been doing **#NoShaveMontpelier** since 2019 to help bring awareness to various causes, and this year we've chosen to help bring awareness for **#MiraclesForMeredith!**



Meredith Cluckey is the 6 year old daughter of Duaine and Apryl Cluckey, Montpelier, Ohio. Meredith was diagnosed with **Langerhans Cell Histiocytosis (LCH)**, a disease that primarily affects children. People with LCH produce too many Langerhans cells, which multiply excessively, build up, and cause tumors. The associated medical procedures include an aggressive chemotherapy regimen. Medical costs are high, as well as the cost for travel to and from Columbus. It is believed that fewer than 50,000 people are affected by LCH in the U.S. And, this young lady just happens to have our hearts, as she is the daughter of one of our own. Help us help MEREDITH!



The medical costs for Meredith are very expensive. And we want to help, especially during this time of year! Come help us with **#NoShaveMontpelier!** Meredith is the daughter of one of our officers. So, this one is very personal to us. Watch our social media and if you take part in the unshaven, post pictures on your social media using the hashtag **#NoShaveMontpelier.**

Donations can be dropped off the entire month of November at the Montpelier Police Department, 221 Empire St., or at the Village of Montpelier Town Hall, 211 N. Jonesville St. Donation checks can be made out to the Montpelier Police Reserve Unit. Donation receipts available at drop off (at PD only). Or you can also donate online by scanning the QR code below! ALL PROCEEDS WILL BE GIVEN TO MEREDITH!



#NoShaveMontpelier

