

**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2013.03.04.02**

IN RE: Appointment of Part-time Firefighter/EMT's Tyler G. Blatt, Zarina M. McLachlan and Christopher R. Caudill

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Fire Department; and,

WHEREAS, vacancies exist within the classification of Part-time Firefighter/EMT; and,

WHEREAS, Tyler G. Blatt, Zarina M. McLachlan and Christopher R. Caudill have the necessary qualifications to serve in the capacity of Part-time Firefighter/EMT for the Sugarcreek Township Fire Department; and,

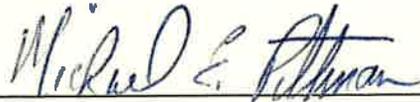
WHEREAS, Chief Pavlak, in his February 25, 2013, correspondence to the Township Administrator, has recommended these appointments; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2013 Operating Budget; and,

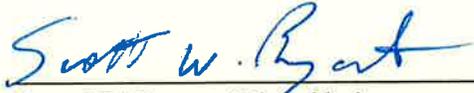
WHEREAS, that Part-time Township employees are hired with the expectation that the employee(s) will work not more than one-thousand five-hundred (1500) hours total in any year, calculated annually from the date of part-time appointment; and,

WHEREAS, that effective February 1, 2013, all part-time employees shall be scheduled to work not more than twenty-four (24) hours in any work week and effective March 31, 2013, part-time employees shall be permitted to work not more than twenty-eight (28) hours total in any work week,

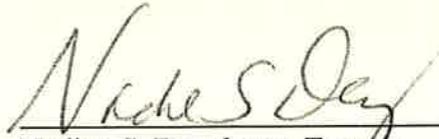
NOW THEREFORE, BE IT RESOLVED, that Tyler G. Blatt, Zarina M. McLachlan and Christopher R. Caudill shall be appointed to the positions of Part-time Firefighter/EMT at the pay rate of \$9.05 per hour having an effective date of March 4, 2013, with a one (1) year probationary period ending on March 4, 2014.



Michael E. Pittman, Chairperson



Scott W. Bryant, Vice Chairperson



Nadine S. Daugherty, Trustee



Theodore L. Hodson, Fiscal Officer



# Sugarcreek Township

FIRE DEPARTMENT

4398 Clyo Rd.

Dayton, Ohio 45459

Fire Admin: 848-7344 • NON-EMERGENCY PHONE (937) 848-2727

Randall J. Pavlak  
FIRE CHIEF

Date: February 25, 2013

To: Barry Tiffany, Administrator

From: Chief Randy Pavlak

Ref: New Firefighter/EMT

Please ask the Board of Trustees to approve the hiring of Tyler Blatt as a part-time Firefighter/EMT effective March 4, 2013. His Hire Sheet and paperwork are attached.

If you have any questions, please let me know.

Respectfully submitted,

Randy Pavlak  
Fire Chief



# Pay Grade Status Recommendation

Employee Name: Tyler Blatt

Department: Fire

Classification: Part-time Firefighter/EMT

Current Position Hire Date: 03/04/2013

Current Pay Grade: N/A

Current Pay Rate: \$ N/A

Brief statement on employee performance:

Recommended Pay Grade: A

Recommended Pay Rate: \$ 9.05

Effective Date: 03/04/2013

(annual pay recommendations are effective the first full pay cycle in April)

Department Head Signature

2-26-13  
Date

Comments:

Concur with recommendation

Do not concur with recommendation

\_\_\_\_\_  
Township Administrator Signature

\_\_\_\_\_  
Date

Pay Grade Approved by Trustees: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



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FIRE DEPARTMENT

4398 Clio Rd.

Dayton, Ohio 45459

Fire Admin: 848-7344 • NON-EMERGENCY PHONE (937) 848-2727

Randall J. Pavlak  
FIRE CHIEF

Date: February 25, 2013

To: Barry Tiffany, Administrator

From: Chief Randy Pavlak

Ref: New Firefighter/EMT

Please ask the Board of Trustees to approve the hiring of Zarina McLachlan as a part-time Firefighter/EMT effective March 4, 2013. Her Hire Sheet and paperwork are attached.

If you have any questions, please let me know.

Respectfully submitted,

Randy Pavlak  
Fire Chief



# Pay Grade Status Recommendation

Employee Name: Zarina McLachlan

Department: Fire

Classification: Firefighter/EMT

Current Position Hire Date: \_\_\_\_\_

Current Pay Grade: \_\_\_\_\_

Current Pay Rate: \$ \_\_\_\_\_

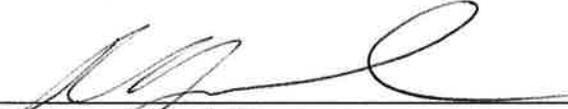
Brief statement on employee performance:

Recommended Pay Grade: A

Recommended Pay Rate: \$ 9.05

Effective Date: 03/04/2013

(annual pay recommendations are effective the first full pay cycle in April)

  
Department Head Signature

2/26/13  
Date

Comments:

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Concur with recommendation

Do not concur with recommendation

\_\_\_\_\_  
Township Administrator Signature

\_\_\_\_\_  
Date

Pay Grade Approved by Trustees: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



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Dayton, Ohio 45459

Fire Admin: 848-7344 • NON-EMERGENCY PHONE (937) 848-2727

Randall J. Pavlak  
FIRE CHIEF

Date: February 25, 2013

To: Barry Tiffany, Administrator

From: Chief Randy Pavlak

Ref: New Firefighter/EMT

Please ask the Board of Trustees to approve the hiring of Christopher Caudill as a Firefighter/EMT effective March 4, 2013. His Hire Sheet and paperwork are attached.

If you have any questions, please let me know.

Respectfully submitted,

Randy Pavlak  
Fire Chief



# Pay Grade Status Recommendation

Employee Name: Christopher Caudill Department: Fire  
 Classification: Firefighter/EMT Current Position Hire Date: \_\_\_\_\_  
 Current Pay Grade: \_\_\_\_\_ Current Pay Rate: \$ \_\_\_\_\_

Brief statement on employee performance:

Recommended Pay Grade: A Recommended Pay Rate: \$ 9.05

Effective Date: 03/04/2012  
(annual pay recommendations are effective the first full pay cycle in April)

[Signature] 2-26-13  
 Department Head Signature Date

Comments:

Concur with recommendation  Do not concur with recommendation

\_\_\_\_\_  
 Township Administrator Signature Date

Pay Grade Approved by Trustees: \_\_\_\_\_

Resolution Number: \_\_\_\_\_