

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2015.10.05.01**

IN RE: Appointment of Part-time Secretary Robin Ortensie

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

WHEREAS, a vacancy exists within the part-time classification of Secretary; and,

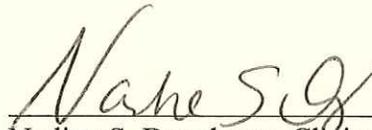
WHEREAS, Robin Ortensie has the necessary qualifications to serve in the capacity of part-time Secretary for the Sugarcreek Township Fire Department; and,

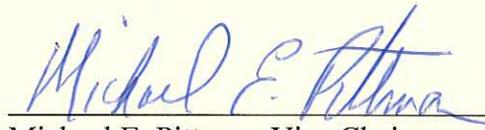
WHEREAS, Assistant Chief Zimmerman is recommending the appointment of this candidate; and,

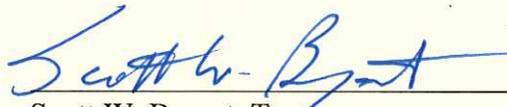
WHEREAS, funds are available for this purpose within the Fire Department's 2015 Operating Budget.

NOW THEREFORE, BE IT RESOLVED, that Robin Ortensie shall be appointed to the position of part-time Secretary at the pay rate of \$12.00 per hour payable on a bi-weekly basis.

FURTHER BE IT RESOLVED, the above-mentioned appointment will have an effective date of October 5, 2015, with a one (1) year probationary period ending on October 5, 2016.

  
\_\_\_\_\_  
Nadine S. Daugherty, Chairperson

  
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Michael E. Pittman, Vice Chairperson

  
\_\_\_\_\_  
Scott W. Bryant, Trustee

  
\_\_\_\_\_  
Theodore L. Hodson, Fiscal Officer



Randall J. Pavlak  
FIRE CHIEF

Fire Administration: 937-848-7344  
Fax: 937-848-5185

4398 Clyo Road  
Dayton, OH 45459

**TO:** Barry Tiffany, Township Administration  
**FROM:** Joann Zimmerman, Assistant Fire Chief  
**DATE:** September 25, 2015  
**REGARDING:** Appointment of Part-time Secretary Robin Ortensie

Please place before the Board of Trustees the acceptance of Robin Ortensie as a part-time Secretary effective October 5, 2015, at the hourly rate of \$12.00.

Mrs. Ortensie has the skills and abilities that will allow her to become an asset to our organization.

Respectfully,

Joann Zimmerman  
Assistant Fire Chief