

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2011.12.19.04**

IN RE: Promotion to Part-time Lieutenant – Shawn M. Smith

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

WHEREAS, a vacancy exists within the classification of Part-time Lieutenant; and,

WHEREAS, the vacancy was posted internally for applicants in accordance with Township policy and the current labor contract; and

WHEREAS, an assessment center was conducted with the applicants, which included testing in basic exercises and a review board along with personal interviews with the Fire Chief; and,

WHEREAS, it was determined that Firefighter Shawn M. Smith would be the best candidate for the position; and,

WHEREAS, Firefighter Shawn M. Smith was appointed a part-time firefighter with Sugarcreek Township on December 19, 2005; and,

WHEREAS, Firefighter Smith meets all the requirements for this promotion and accepts full responsibility for the position; and,

WHEREAS, 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.

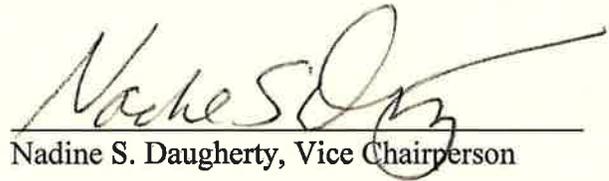
WHEREAS, funds for this position were allocated out of the 2011 Fire Budget and will continue to be allocated in 2012,

WHEREAS, Chief Randall J. Pavlak requests in his December 8, 2011, correspondence that part-time Firefighter Shawn M. Smith be promoted to the position of part-time Lieutenant,

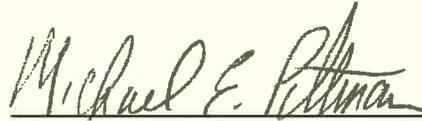
NOW THEREFORE, BE IT RESOLVED, that Firefighter Shawn M. Smith shall be promoted to the position of part-time Lieutenant for the Fire Department effective January 9, 2012, at a rate of \$11.95 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending January 9, 2013, subject to the conditions of the offer of employment.



Dick King, Chairperson



Nadine S. Daugherty, Vice Chairperson



Michael E. Pittman, Trustee



Theodore L. Hodson, Fiscal Officer



# Sugarcreek Township

FIRE DEPARTMENT

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Dayton, Ohio 45459

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

Randall J. Pavlak  
FIRE CHIEF

Date: December 8, 2011  
To: Barry Tiffany, Administrator  
From: Randy Pavlak, Fire Chief  
Re: Promotions

As you are aware we conducted the promotional testing to establish a list and to determine personnel to fill the vacant positions in our organization. FF Kinney finished #1 on the Full-time Lieutenant exam, FF Smith finished #1 on the Part-time Lieutenant exam and FF Leach finished #1, FF Rentz #2, FF Gaylor #3 and FF Fazio #4 on the Full-time Firefighter Exam. Currently there are no open/vacant positions for Fulltime Firefighter. These candidates are on a list by ranking should a position open. The list is good for one (1) year.

Please present to the Board of Trustees the following promotional positions:

I am recommending we promote Lt. Terry Trepanier to Fire Marshall effective 12/19/2011. FF Drue Kinney to Full-time Lieutenant, effective 1/9/2012 and FF Shawn Smith to Part-time Lieutenant effective 1/9/2012. All of these positions were funded in the 2011 budget and will continue to be funded in 2012 and beyond.

These promotions will fill the vacant positions that are open from personnel leaving and fulfill our needs for proper employee supervision in 2012. Filling these positions leaves one (1) Part-time Lieutenant position still vacant. We did not get a 2<sup>nd</sup> qualified candidate in this testing round. We are implementing an Officer Training Program with 4 to 6 candidates in it to cover this spot. This program will give the candidates the knowledge and experience to grow into a sound, reliable and productive Lieutenant during the 12-18 month program. Once they complete the program, they will be eligible to take the promotional exam. This program will greatly benefit our department and help grow our employees.

If you have any questions, please let me know.

Sincerely,

Randall J. Pavlak  
Fire Chief