

### 2022 Citywide Policy Goals

Approved November 15, 2021

### Live



**Small City Big Opportunity:** Be known regionally as a top-tier suburb through top- tier City services. Enhance social and economic investment by promoting the City's high-quality services, well-performing schools, available workforce, escalating quality- of-life, and growing sense of place. Incentivize developments that improve life in Vandalia.



**Safe and Secure:** Ensure that Vandalia remains a safe and secure community by investing in both traditional public safety operations and creative outreach efforts to meet the evolving needs of our residents and visitors.



**Enhance Infrastructure:** Protect public assets and infrastructure by making calculated and deliberate investments in roadways, utilities, park spaces.

### Work



**Fiscal Sustainability:** Leverage the operating position of the City to seize strategic opportunities for improving quality of life, while maintaining sustainable fiscal practices.



**Trust and Confidence:** Promote an open approach to government through coordinated, transparent, and evidence-based engagement practices. Empower residents, business owners and community stakeholders to partner in City programs.



**Sharpen the Saw:** Commit to process improvements by purposefully refining practices and leveraging technology to improve internal and external customer service.

## Play



**Vibrant:** Be a vibrant community that uses its amenities and growth mindset to create a warm and welcoming environment in which to live, work, and play.

# THE BLUE LETTER



333 James E. Bohanan Drive • Vandalia, OH 45377 • (937) 898-5891

July 22, 2022

Honorable Mayor & Esteemed City Councilmembers:

Vandalia is a wonderful place to live and to serve. One of my favorite tenants of our republic is the purposeful space that we have created for discourse, public participation, and the importance that we place on understanding the strengths and weaknesses of an array of policy options. There are a lot of projects in motion, infinite options for improving livability in town, and there is a lot of excitement within our corps of public servants. As a team, we are working to continue a long tradition of making Vandalia a great place to live, to learn, to play, and to do business. Here is a thought for the coming week as we pursue the 2022 Policy Goals:

Perfect performance cannot be attained without perfect practice.

Progress is better than perfection in most cases.

Congratulations to Parks & Recreation Mechanic Bryan Fox! After 41 years of service to the residents of Vandalia, Mr. Fox is retiring at the end of the month. We wish him health and happiness! Everyone is invited to contact him for mechanical and small



engine work. From the bottom of my heart, thank you for your contributions to this organization.

The **Pizza in the Park** employee appreciation event was well attended with great camaraderie and team building. It was great to catch up with everyone and to recognize our team's hard work.

**Staffing and Recruitment:** I am pleased to announce that Mr. Jake Hayslett has accepted a conditional offer of employment as the new Assistant Public Works Superintendent. Mr. Hayslett is a Vandalia resident, and former Vandalia Public Works Technician who recently left the organization to gain



management experience with Suez as a contractor at the City of Huber Heights. Mr. Hayslett has an overt and apparent love for this community, he holds several specialized utilities licenses, and will be a great (re)addition to our team. Mr. Hayslett was a finalist in the recent Public Works Superintendent recruitment process earlier this year. Pending satisfactory completion of the terms of the conditional offer, Mr. Hayslett will be coming home to the City of Vandalia at a date to be determined.

First round interviews are being held for PT Fire Inspector. The City completed first round Police Officer interviews this week. I anticipate advertising for the City Planner vacancy in the coming week.

Visit VandaliaOhio.org/Jobs to see the recruitments for the following positions:

- Public Works Technician;
- Firefighter / Paramedic / Inspector;
- City Engineer;
- Mechanic Parks & Recreation;
- PT Firefighter / Paramedic / EMT-I / EMT; and
- Seasonal Maintainer II.

**Hondros School of Nursing:** DES issued a building permit for Hondros School of Nursing at 6250 Poe Avenue. They will be occupying the first, second and third floors of the building.

Focus Vandalia: This week's episode of Focus Vandalia highlights the recent full-scale Emergency

Operation Plan exercise. This was a great learning experience with outside evaluators, actors from the Vandalia Youth Theater, and extensive participation from the Vandalia Butler City School District. Please see the video here (link).

The **Summer Splashtacular** – much like my second son – is one of the many great products of the COVID-19 pandemic. This is a free and popular collaboration between the Division of Fire and the Parks & Recreation



Department. The July 19 event at Robinette Park had over 200 kids in attendance. The final event of the series will be held on July 26 at the Sports Complex.

**New Ladder Truck:** Delivery of the new 108 ft. Sutphen ladder is anticipated in early August. The Division of Fire will have the new truck on display prior to an upcoming Council meeting. This truck will replace the ~27-year-old aerial. Chief Follick reports that the old fire truck is not going quietly and is continuing to have costly repairs while the new ladder is being built.

**Watermain Breaks:** Public Works Technicians repaired three watermain breaks recently including one on Croydon Court on a Saturday. There was another last week on Crestwood Hills Drive that happened



after the street was milled. Our crews repaired the main before the street was paved – which meant we did not have to dig into fresh pavement. The third break was on North Dixie Drive and was repaired after hours so that businesses could continue to operate while the team notified affected customers. This was great customer service on the part of the Public Works team. There were also water service leaks on Gold Leaf and N. Dixie Dr.

PT Firefighter Onboarding: The City of Vandalia conducted an aggressive recruitment of PT Firefighters under the new PT Pay Plan. The Division of Fire has been conducting a group orientation and training for the first of two groups of new PT Firefighters over the last two weeks. The next round of newly hired employees will likely start orientation and training the first week of August. As the nature of the fire service changes, so does the scope of PT Firefighter candidates. Over the last 10 years, it has become harder to staff and retain part-time Firefighters as they are an increasingly transient group who must abandon part-time posts for full-time opportunities. This is distinct from the former profiles PT Firefighters who held full-time jobs outside of the fire service. This is one of many considerations as I work with Chief Follick and City Council to deliver the best balance of fire and emergency medical service delivery at an affordable rate.

**Health Insurance Advocate:** Employees are encouraged to contact the McGohan Brabender Advocate Team with health insurance billing and coverage questions at <a href="mailto:mbbenefits.com">mbbenefits.com</a>.

Parks & Recreation Master Plan: The online survey garnered 239 respondent submittals. The results of the statistically valid resident mailout survey, online survey and park to park community meetings will be shared with City Council and Steering Committee members in late August / early September. We will also hold a community zoom meeting this fall. The next phase of the process includes meetings with department staff and setting meeting dates for a presentation to the Steering Committee and Parks & Recreation Advisory Board prior to seeking adoption by City Council.



**Golf Course Restroom:** The golf course restroom facility is currently under construction and is located between hole #4 and #16. Vancon General Contractors projects the structure will be completed by early August.

VRC Membership Special: The 19% Off VRC Membership Special is underway. Patrons can save 19% on paid-in-full annual VRC Memberships and gift card purchases of \$50 or more! They will also receive 10 free group fitness classes or childcare visits with a purchase of a paid in full annual membership. The offer is valid from July 11-August

5, 2022. Thus far, revenues for the promotion total \$13,193.

**New Babies at VPD!** Congratulation to PSS Noah Warner and his wife, Nicole, on the birth of their son Theo on June 15. Congratulations to PSS Kayleigh Ulrich and her husband, Austin, on the birth of their son Lincoln on July 13.



The Gabriel Street Reconstruction project is nearing completion. The concrete work has been completed as well as the seeding and mulching of lawn areas. The contractor is fine grading the gravel base and adjusting utilities in preparation of the asphalt work. Asphalt is tentatively scheduled for early next week.

Facilities Infrastructure Project: Work is underway on the Park Maintenance Building roof replacement, Municipal Building roof replacement (6–8-week project), Senior Center roof replacement, Park Maintenance lighting installation, UPS foundation work for traffic signals, and closeout of lighting projects. Illuminated street signs will be arriving and installed in the next few weeks. HVAC work will be determined once a delivery schedule is established.



**Mobile Stage Rehabilitation:** The stage is now at the factory being refurbished and will not be at the Air Show Parade. The graphic design has been sent to Century Industries along with the necessary branding files and guidelines.

**Sports Complex Asphalt Project:** The contractor is completing work at the Sports Complex on the east/west walkways between the ball diamonds.

Commercial Vehicle Enforcement: During the past two (2) weeks, VPD officers made 17 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in one (1) traffic citation, 15 written warnings and one (1) verbal warning while working 16 additional enforcement hours.

Asphalt Overlay Project Update: Weather dependent, John R Jurgenson should finish up paving this week. They have done a great job arranging their schedule for us to accommodate the work on certain streets on Saturday to minimize traffic issues on Bohanan Drive and Little York Road. They also helped us out in some areas that needed some full depth repairs by milling out additional base, so we did not have to excavate it prior to paving. Pavement markings will also begin to be installed this week on newly paved roadways. All markings should be installed prior to the Air Show.

**Utility Expansion:** Outdoor Enterprise has indicated that they intend to get started on the Dog Leg Road Water & Sanitary Sewer project next week. They will begin with the clearing portion of the project. They are also coordinating with the contractor on site at the Capstone Ways development project for the installation of the watermain on their site.

**Survey Work:** Engineering / GIS Technician Chad Baughman and Director Cron will start survey work for the Foley/Enola Drive Reconstruction plans next week. I anticipate having this project out for bid this fall with a completion date of next summer. Also, the consultant on the Webster Street resurfacing project will be performing the engineering work for the resurfacing project. DES marked areas that will require full depth repair. They will be performing some of the filed survey work by drone and they can pick up the marked areas in the video from the flight to estimate quantities. This project is being paid for in part by a ~\$717,000 STP grant through the Miami Valley Regional Planning Commission and will be completed in 2024.



**Public Works Asphalt Repairs:** The Public Works Division continues to make asphalt repairs including some full depth repairs after the streets are milled. Our Public Works Technicians have done a good job keeping pace to complete work after streets were milled and before they were paved. Our Public Works Technicians have worked very hard and put in some additional hours during some very hot days to make sure this work was completed. In total we installed approximately 300 tons of asphalt.

Please contact me directly with comments and questions.

Very Respectfully,

Dan Wendt City Manager

CC:

Board and Commission Members All City Employees

#### Attachments:

- 1. Information Update ACM Holloway July 22, 2022;
- 2. Information Update Chief Follick July 8, 2022;
- 3. Information Update HR Manager Pruszynski July 22, 2022;
- 4. Information Update Director Clark July 22, 2022;
- 5. Information Update Chief Althouse July 22, 2022;
- 6. Information Update Director Cron July 22, 2022;
- 7. City Engineer Recruitment Brochure;
- 8. Public Works Technician Recruitment Brochure;
- 9. Employee Appreciation Event Flier;
- 10. 2022 Asphalt Overlay Program Map;
- 11. PT Firefighter Recruitment Brochure;
- 12. Boards and Commission Application;
- 13. Firefighter / Paramedic / Inspector Recruitment Brochure; and
- 14. My Vandalia App Advertisement.



To: Dan Wendt, City Manager

From: Amber Holloway, Assistant City Manager

Date: July 21, 2022

Subject: Information Update



#### • On Friday July 8:

- o Rich and I attended the after-action EOP drill discussion
- o I met with a business representative considering a location in Vandalia
- I met with a property owner on Mulberry Road to discuss the Copperfield Towns project
- I met with someone interested in purchasing property in Vandalia
- We held our quarterly Bicycle Advisory Committee meeting on Monday, July 11. The
  discussion was focused around National Night Out. The Committee will again offer their
  bike rodeo safety course. Participants will have a chance to win bicycle safety gear
  thanks to the Vandalia Optimist Club.
- On Monday, July 18, Staff from DES and Fire held our monthly development meeting.
- You and I met to review upcoming public hearing matters on Wednesday July 20.
- I participated in Police Officer interviews on Thursday, July 21.
- Rich and I held our monthly meeting on July 21.

#### **Communications Update**

 Our Focus Vandalia taping was Wednesday, July 20. Stories for August include a recap of the police Open House, a preview of National Night Out Against Crime and a story on the Art Park and Golf Course restrooms under construction.



#### DIVISION OF FIRE INFORMATION UPDATE

**TO:** DANIEL WENDT, CITY MANAGER

FROM: CHAD FOLLICK, FIRE CHIEF

**DATE:** 7/21/2022

**SUBJECT:** INFORMATION UPDATE – PERIOD ENDING JULY 22, 2022

- During this reporting period, personnel trained on cardiac arrest scenarios. This
  training was unique because crews were able to be evaluated by clinicians and our
  department doctor, Dr. Jennifer Hauler. Crews were able to work simulated
  scenarios from start to finish, including airway management and application of highquality CPR.
- 2. The Division of Fire participated in two of the Splashtacular events so far this summer. This fun water event hosted by our Rec Center has had great turn outs with our community members. The Division of Fire has been happy to help with the success of this event and are looking forward to the next one.
- 3. On July 13<sup>th</sup>, Division of Fire Personnel attended a construction progress meeting in Columbus for our new ladder truck. Photos were shared to social media as a preview. We are anticipating an August delivery of the new truck.
- 4. The Division of Fire has a group of newly hired part-time employees that started during this reporting period. Candidates have been participating in orientation and various trainings over the last two weeks and are expected to join their regular shift and crews later this week. The next round of newly hired employees are expected to begin orientation and training the first Week of August. We are excited to have these new members with the Division of Fire family.
- 5. On July 14<sup>th</sup> crews were called to the area of W. Alkaline Springs Rd. on the report of an accident with a car on its top. One person was transported to the hospital with non-life threatening injuries.

# ATTION OF THE

#### DIVISION OF FIRE INFORMATION UPDATE

- 6. On July 17<sup>th</sup> crews assisted Butler Township and Harrison Township Fire Departments on a multi-vehicle accident involving a semi on I-75 south bound. While controlling traffic, a Vandalia Police cruiser was struck by another passenger vehicle. Fortunately, only one occupant from the first car was transported to the hospital with minor injuries.
- 7. On July 19<sup>th</sup> crews were investigating a gas leak. While taking off their protective clothing a generous family on Donora Drive provided the crews with some cool refreshments. The crews are very thankful and appreciative of the kind thoughts on such a hot day. Thanks to our great community for always caring for our crews who are out working in extreme conditions.

CEF/clj Page 2 of 2



# Memo

To: Daniel D. Wendt, City Manager

From: Melissa Pruszynski, Human Resources Manager

Date: July 19, 2022

Re: Information Update - Period Ending July 22, 2022



- 1. Thanks for the memories Bryan Fox! After 41 years of employment with the City of Vandalia, Parks and Recreation Mechanic Bryan Fox is retiring! Congratulations and best wishes to him! It has been my pleasure to work with him.
- 2. Welcome Tabitha Clymer! Tabitha is our new Part-Time DES Administrative Assistant. She began working for us Monday, July 18 and comes to us from the Miami County Park District. Please stop by and welcome her to our Team.
- 3. Recruiting updates: First round interviews are being held for the Part-Time Fire Inspector position we have seen a lot of great candidates for this position! On our website you will notice that we have job postings for Mechanic Facilities Maintenance, Public Works Technician, City Engineer and several other vacant positions. First round interviews for Police Officer were held Thursday, July 21. Currently we are processing candidates for Public Safety Specialist and Part-Time Firefighter / Paramedic / Inspector. Watch your inbox for additional upcoming employment opportunities!
- 4. **Mark your calendars!** The next Employee Appreciation Event is FRIDAY, August 6 from 11:30 a.m. until 1:00 p.m. at the Sports Complex. We will be inviting our retirees and a flier will soon be disseminated. Stay tuned!
- 5. **Remember,** EmployeeCare, our **free** employee assistance program, is available to you and those living under your roof, 24 hours a day, 7 days a week. You may contact the EmployeeCare staff **confidentially**, any time, at 208-6626.
- 6. Do you ever wish you had a personal health care assistant? Well...now you do! One of the top-tier services we now have access to is the McGohan Brabender Advocate Team! Feel free to reach out to the **advocate team** at <a href="mailto:mbbenefits.com">mbbenefits.com</a> Monday through Friday between 8:00 a.m. and 5:00 p.m.
- 7. Just a reminder that our **Superior Dental** plan has several convenient tools and resources to make it easy to manage our dental plan. For example, the Direct Connect tool provides easy access to ebills and the Find-A-Dentist tool allows us to find a NETWORK dentist in our area. There are many more features located at <a href="https://superiordental.com/employer-support">https://superiordental.com/employer-support</a>.

- 8. Amazing Care at our fingertips courtesy of TrueScripts! TrueScripts now offers TEXT & LIVE CHAT during normal business hours. Feel free to visit and register in the TrueScripts member portal at <a href="https://memberportal.truescripts.com/">https://memberportal.truescripts.com/</a>.
- 9. If you would like to browse City of Vandalia Employment Opportunities, the link is <a href="https://www.vandaliaohio.org/422/Employment-Opportunities">https://www.vandaliaohio.org/422/Employment-Opportunities</a> or scan the QR Code at the top of this informational update.



To: Dan Wendt, City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 07/21/2022

Re: Information Update – Period ending July 21, 2022

**Parks & Recreation Master Plan Update** – The online survey garnered 239 respondent submittals. The results of the resident survey, online survey and park to park community meetings will be shared with City Council and Steering Committee members in late August/early September and will also be shared during a community zoom meeting this fall. PROS Consulting and OHM completed and submitted for our review a Parks Suitability Assessment. This document includes a breakdown of each of our eleven parks along with a summary and overall condition rating. The next phase of the process includes meetings with department staff and setting meeting dates for a presentation to the Steering Committee, Parks & Recreation Advisory Board and City Council.

On behalf of the Parks & Recreation Department I would like to thank Mayor Herbst and Council for the Proclamation designating July as Parks and Recreation Month. Sharon Hamby, John Myers and myself were proud to accept on behalf of our department.

#### **GOLF DIVISION**

The golf course restroom facility is currently under construction and is located between hole #4 and #16. Vancon General Contractors projects the structure will be completed by early August (picture included at end of document).

#### SENIOR CITIZENS CENTER

Van Tran continues to see an increase in trips after the pandemic reduced the number of riders for an extended period of time. Year to date one-way rides are at 746 compared to 617 in 2021. This program would not be possible without the volunteer efforts of van drivers Ann Kaylor, Judy Laughter, Bob Reithman, Art Barnes, Roger Rizzardi, Rob Bradley, Diana Hertlein, Jimmie Geaslen and Donna Shirley (administration). They volunteered 119.5 hours in June that is valued at \$1470.

The Senior Center averaged 64.5 member visit per day for the reporting period July 6-15. There are currently 569 members of the Senior Center.

#### **RECREATION CENTER**

Summer CampRec is completing week 8, which is Silly Science Week. Campers will engage in many different science-based activities and also take a field trip to COSI in Columbus.

The VRC continues to see an uptick in usage as the fitness floor counts for 2022 year to date are over 500 users above 2021 year to date numbers. Group fitness classes are also up by almost 500 participants for the year and Senior Fitness classes are up by 900 participants for the year.

VRC June daily admissions totaled 3,369 admissions for a revenue total of \$23,792. The breakdown of visits had 652 residents and 2,605 non-residents.

The 19% Off VRC Membership Special is underway. Patrons can save 19% on paid-in-full annual VRC Memberships and gift card purchases of \$50 or more! They will also receive 10 free group fitness classes or child care visits with a purchase of a paid in full annual membership. The offer is valid from July 11-August 5, 2022. Thus far, revenues for the promotion total \$13,193.

#### RECREATION/ATHLETICS DIVISION

Foam Party Fridays, a free community event for children, has been a huge success. The first event was held on July 15 at Helke Park with over 300 in attendance. Our next event will be held July 22 at the Sports Complex followed by the final event of the series on July 29 at Robinette Park.

Two of three scheduled Summer Splashtacular events have taken place. The July 19 event at Robinette Park had over 200 kids in attendance (picture at end of document). The final event of the series will be held on July 26 at the Sports Complex. The Division of Fire is once again partnering with us to be provide this free community youth activity.

Cassel Hills Pool will be hosting a Kids Day event on Friday, August 12. The special event will include games and activities for all kids in attendance. We will also be offering a Passholder Only Evening on Sunday, August 7 from 5-8pm. Both are events we offered in the past and are back by popular demand based on input from our patrons. We look forward to once again offering these special events at Cassel Hills Pool.

The Little Free Library project has been completed as units have been installed in Copperfield, Helke, Warner and Brown School Woods Parks. All units have been stocked with books thanks to our project partnership with Dayton Metro Library. Special recognition goes to the Optimist Club, the Vandalia-Butler Foundation, Butler High School Octagon Club, Do It Best Hardware and Star Painting for their role in completing this worthwhile project. (Pictures included at end of document)

Our youth soccer program will have 363 kids and 32 total teams participating in the program this fall. The draft for teams took place on July 20 and uniforms are being ordered July 21. Practices will begin this weekend and games will kick off in late August.

Operations at Cassel Hills Pool have been going very well over the past several weeks. We continue to see great attendance as we head into the final month of the season. Closures due to weather have been very minimal to date.

#### **FACILITY MAINTENANCE DIVISION**

**Facilities Infrastructure Project Update** – Work continues at the following locations - Park Maintenance Building roof replacement; Municipal Building roof replacement (6-8 week project), Senior Center roof replacement; Park Maintenance lighting installation; UPS foundation work for traffic signals; closeout of lighting projects. Illuminated street signs will be arriving and installed in the next few weeks. HVAC work will be determined once a delivery schedule is established.

The Mobile Sound Stage is now at the factory being refurbished. The graphic design has been sent to Century Industries along with the necessary branding files and guidelines. Century will send us a rendering prior to the install of the graphics package.

Asphalt work is currently taking place at the Sports Complex. The contractor is working on several of the east/west walkways between the ball diamonds.

Work continues on the Art Park Restroom. The concrete walkway and sidewalk replacement were completed last week. The electrician is on site installing the wiring from the electrical panel to the building.

Maintenance staff picked up and moved a bench that was donated by the Vandalia Arts Council in recognition of Ken and Candice Farst for their many years of service to the Vandalia community. The bench was placed next to the musical instrument area of the park.

Maintenance staff is preparing for the Air Show Parade and our responsibilities.

Golf Course Restroom Building



Foam Party Friday Event



Summer Splashtacular Event at Robinette Park



Little Free Library in Copperfield Park



Little Free Library in Brown School Woods Park



# Information Update

To: Dan Wendt

City Manager

From: Kurt E. Althouse

Chief of Police

Date: July 21, 2022

Subject: Information Update Ending July 22, 2022



- 1. During the past two (2) weeks, VPD officers made 17 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in one (1) traffic citation, 15 written warnings and one (1) verbal warning while working 16 additional enforcement hours.
- Detectives charged a 48-year-old Vandalia man with numerous felony counts of Pandering Obscenity Involving a Minor, Illegal Use of a Minor in Nudity Oriented Material, Endangering Children, Voyeurism, and Tampering with Evidence. The charges were the result of a female juvenile victim finding a hidden cellphone in her bedroom that was used to take pictures and videos of her nude over a five month period.
- 3. On July 12, VPD participated in another Dayton Service Initiative traffic detail. We coordinated with other local police agencies to work simultaneous traffic enforcement along Dixie Drive. The purpose of these traffic enforcement details is to reduce aggressive driving behaviors, address dangerous driving, and reduce traffic crashes while saving lives of motorists on our roadways.
- 4. Last Tuesday evening July 12, I was notified that Clearcreek Township Police Officer Eric Ney was shot in the face while investigating a domestic complaint. Officer Ney and his wife Lisa are Vandalia residents and active in our community. I responded to Miami Valley Hospital Tuesday evening to assist with any concerns. Lieutenants Sucher and Walker responded to the Ney residence and made notification with their local pastor. Additionally, we had a patrol officer stationed to watch over their house throughout the night. Eric remains hospitalized but is expected to recover after therapy and surgery.
- 5. On July 13, Lieutenants Walker and Sucher attended the final Air Show security meeting prior to the upcoming event. The meeting provided an opportunity to work through the final details and coordinate with all public safety partners involved with the Air Show.
- 6. On July 14, VPD hosted the first Open House since relocating to the Justice Center in 1999. Some of the indoor activities included a video loop of body cam footage from actual VPD calls for service, an introduction to our Communications Center, Temporary Holding Facility tour, TASER demonstration, criminal investigations and evidence collection, and the MILO training simulator. We also held interactive activities outside such as an OVI goggle obstacle course and demonstrations with

the drones. We treated everyone to some free food and snow cones. This event was very well attended with an estimated 150-200 citizens. We had great weather and this event would not have been possible without all of our staff and volunteers who went above and beyond to make this an enjoyable evening. We plan to make this one of our annual community events.

- 7. CPO Wehner represented VPD during the *Coffee With A Cop* event hosted by Butler Township PD at Winan's Coffee on Miller Lane. This event gives an opportunity for the public to come in and have an open discussion with officers while enjoying their breakfast.
- 8. Detectives charged a 41-year-old homeless man with two counts of felony menacing by stalking and one count of misdemeanor violating a protection order. This stemmed from an incident where a Vandalia woman obtained a protection order against the male after a domestic violence incident and the male continued to violate the order making threats and causing mental distress to the victim.
- 9. Congratulation to PSS Noah Warner and his wife, Nicole, on the birth of their son Theo on June 15.
- 10. Congratulations to PSS Kayleigh Ulrich and her husband, Austin, on the birth of their son Lincoln on July 13.
- 11. VPD conducted three police officer interviews on July 21. Second round interviews will be held the first week of August.
- 12. Detectives charged a 30-year-old Huber Heights man with felony domestic violence after he assaulted his girlfriend, a 40-year-old Vandalia resident, in the parking lot of a Vandalia apartment complex. The suspect had a prior felonious assault conviction with the same victim.
- 13. On July 16, VPD hosted our annual retirees' qualification shoot at the Sheriff's Office Range. This annual qualification provides training to our retired police officers who are permitted carry their personally-owned weapon(s) under the federal Law Enforcement Officers Safety Act. Lieutenant Walker and I had a chance to greet the retirees and interact with them. Special thanks to range officers Brian Krimm and Michael Hulbert for conducting this training last Saturday morning.



14. On July 18, I attended a virtual meeting for the Crisis Intervention Training Steering Committee, Law Enforcement sub-committee, hosted by ADAMHS. Discussion centered on the CIT Academy and Mental Health First Aid courses being hosted by ADAMHS and additional training resources that should be made available to first responders.

- 15. On July 19, I met with Assistant County Administrator Chris Williams and several local police chiefs regarding ongoing changes being made at the Animal Resource Center and responding to dogs-at-large calls. The County continues to look for innovative ways to reduce the dog population at ARC so they are more responsive to law enforcement calls needing the ARC's assistance.
- 16. On Tuesday evening, members of the Miami Valley Bulk Smuggling Task Force located a suspected narcotics trafficker at a motel in Miamisburg. Officers made a probable cause stop on two individuals from Texas as they were leaving the area and seized nearly \$40,000 in U,S. currency. VPD supports the MVBTF with a full-time investigator assigned to the handle large scale narcotics investigations.
- 17. On June 20, Lieutenant Walker and I attended the quarterly meeting for the Montgomery County *Regional Agencies Narcotics and Gun Enforcement (RANGE)* Task Force. During the second quarter, detectives assigned to RANGE initiated 25 new cases, made 43 arrests, confiscated 38 firearms, seized \$56,025.00 currency, and obtained six felony indictments. Additionally, the Task Force seized substantial quantities of cocaine, crack cocaine, fentanyl, marijuana, methamphetamine, opioid pain pills and Xanax.
- 18. On June 21, Lieutenant Walker attended the quarterly Montgomery County Drug Free Coalition. This is a collaboration of law enforcement agencies who work to address citizen complaints of suspect drug activity and combined enforcement efforts to remove narcotics from our communities.
- 19. Several VPD employees attended the Pizza in the Park held today at Helke Park. We appreciate the City recognizing the efforts of our staff as well as all City employees. The pizza party is an enjoyable time to interact with employees from other departments.
- 20. We congratulate Bryan Fox on his retirement from the Parks & Recreation Department after many years of dedicated service to the City. We wish him the very best in retirement!



#### **Public Works & DES Information Update**

To: Dan Wendt, City Manager

From: Rob Cron, Director of Public Service

**Date:** July 21, 2022

**Re:** Information Update for July 9-22, 2022

#### **Development & Engineering Services**

The Gabriel Street Reconstruction project is nearing completion. The concrete work has been completed as well as the seeding and mulching of lawn areas. The contractor is fine grading the gravel base and adjusting utilities in preparation of the asphalt work. Asphalt is tentatively scheduled for early next week.

John R Jurgenson should complete this year's street resurfacing this week. They have done a great job arranging their schedule for us to accommodate the work on certain streets on Saturday to minimize traffic issues on Bohanan Drive and Little York Road. They also helped us out in some areas that needed some full depth repairs by milling out additional base so we did not have to excavate it prior to paving. Pavement markings will also begin to be installed this week on the roadways that were resurfaced. All markings will be installed prior to the Air Show.

Outdoor Enterprise has indicated that they intend to get started on the Dog Leg Road Water & Sanitary Sewer project next week. They will begin with the clearing portion of the project. They are also coordinating with the contractor on site at the Capstone Ways development project for the installation of the watermain on their site.

Final paving on the US40 Improvement project began this week. They are performing this work between 8:00pm and 6:00am to minimize the interruption of traffic flows. This work is estimated to take two weeks to complete.

Chad Baughman and I will begin the field survey work for the Foley/Enola Drive Reconstruction plans next week. We hope to have the project out for bid this fall with a completion date of next summer. I met with and walked Webster Steet with our consultant that will be performing the engineering work for the resurfacing project. We marked out areas that will require full depth repair. They will be performing some of the filed survey work by drone and they can pick up the marked areas in the video from the flight to estimate quantities.

We have issued a footer and foundation permit for the proposed facility at 710 Deer Run Drive. Much of the preliminary sitework and grading has been completed. The utilities on the vacated Top Notch have all been abandoned and they have prepared a record plan to vacate the easements. This will be recorded after final review by Montgomery County Engineer's office.

A building permit was also issued for Honduras School of Nursing at 6250 Poe Avenue. They will be occupying the first, second and third floors of that building.

The GE Aviation Spin Room is nearing completion.

Building plan review is completed for new True North (Shell) project at 22 Ranchview Drive. This will be a complete demolition and rebuild of their facility. Review of the site work has been completed as well.

Staff continues to meet regularly with our software developer to keep the project moving forward for our integration to the cloud-based version of Municity.

We welcomed Tabitha Clymer to the Development and Engineering Services Department this week as our new PT Administrative Assistant.

We have advertised for the recruitment of a City Engineer.

### **Public Works**

We continue to make asphalt repairs including some full depth repairs after the streets are milled. Our guys have done an exceptional job of keeping up with this work as we have limited time to complete this work after the streets are milled and before the resurfacing crews get there. Crews have worked very hard and put in some additional hours during some very hot days to make sure this work was completed. In total we installed approximately 300 tons of asphalt.

The crews also repaired three watermain breaks during this period. One on Croydon Court on a Saturday, one last week on Crestwood Hills Drive that happened after the street was milled. Our crews repaired the main before the street was paved. The third break was on North Dixie Drive and was repaired after hours to make notifications to businesses as it required a complete shut-down of the main. We also had water service leaks on Gold Leaf and N. Dixie Dr.

Water shut-offs were performed during this period as well. This month we had 38 delinquent customers on the list.

We replaced 16 feet of 12" storm sewer on Falls Creek Drive that had failed and caused a sink hole.

We took delivery of 400 feet of 15" storm sewer pipe last week. This will be used to replace two spans of storm sewer that run from the cul-d-sac on Center Drive over to I-75. Several sections of this pipe have failed that are in an easement that runs through the Crown Lift Truck property and caused a large sink hole next to their parking lot.

One of our decorative street light poles on national Road across from Larry Drive was struck and destroyed in an auto accident. The spare pole we had in stock was installed this week to replace the pole. We will be ordering another spare to have on hand as they take 8-9 months for delivery after ordered.

We had to reset several of our traffic signals that were affected by the lighting storms. The power surges from the lightning trip the signal into flash mode until they can be reset.

Public Works staff members attended the Airshow Parade organization meeting to assist with traffic control.

We performed one burial at Poplar Hill Cemetery during this period.

We have performed 115 utility locates to date in July.

We continue to advertise and recruit for several Public Works Technician vacancies.

# **City Engineer**

# City of Vandalia, Ohio











# THE COMMUNITY

The <u>City of Vandalia</u> is optimally situated between the Dayton International Airport and the 1-70 / 1-75 interchange. Vandalia's corporate limits span 12.39 square miles with a population of approximately 15,000 (See: Census QuickFacts). Residents enjoy vibrant amenities, top-tier public services, affordable housing, and quality schools. The town has a robust and stable economy that is growing with businesses representing the industries of defense, aerospace, cyber, automotive, advanced manufacturing, and food processing. Located just 15 minutes from downtown Dayton and one hour from Cincinnati and Columbus, residents have ample access to quality universities and colleges. Each year, the City hosts a series of gatherings and events in its parks, and it plays a large role in helping make the Dayton Air Show a success.

Residents place a high priority on revitalizing the community and creating a downtown area as a community space for gathering and entertainment.

# VANDALIA IS HOME TO



Ohio's best donut shop.



America's most active arts community.



Region's best Sports Complex.



police department.



indoor waterpark.



Ohio's greenest municipal golf course.



Ohio's best Brew Pub.



Eleven amazing City parks.



Ohio's favorite "Soggy Doggy Dip."



Ohio's best indoor and outdoor pickleball courts.

The Vandalia City Council has adopted the following <u>2022 Policy Goals</u> to inform and to guide the execution of the City's mission in the coming year:





Small City Big Opportunity: Be known regionally as a top-tier suburb through top-tier City services. Enhance social and economic investment by promoting the City's high-quality services, well-performing schools, available workforce, escalating quality-of-life, and growing sense of place. Incentivize developments that improve life in Vandalia.



Safe and Secure: Ensure that Vandalia remains a safe and secure community by investing in both traditional public safety operations and creative outreach efforts to meet the evolving needs of our residents and visitors.



Enhance Infrastructure: Protect public assets and infrastructure by making calculated and deliberate investments in road-ways, utilities, park spaces.

#### Work



Fiscal Sustainability: Leverage the operating position of the City to seize strategic opportunities for improving quality of life, while maintaining sustainable fiscal practices.



Trust and Confidence: Promote an open approach to government through coordinated, transparent, and evidence-based engagement practices. Empower residents, business owners and community stakeholders to partner in City programs.



Sharpen the Saw: Commit to process improvements by purposefully refining practices and leveraging technology to improve internal and external customer service.

### Play



Vibrant: Be a vibrant community that uses its amenities and growth mindset to create a warm and welcoming environment in which to live, work, and play.

# **CITY GOVERNMENT**

The primary purpose of any City of Vandalia employee is to improve quality of life for residents. We seek to build a team of servant leaders who love and care about this beautiful community.

The <u>Charter of the City of Vandalia</u> was adopted by the voters on April 7, 1959. Vandalia is a politically mature municipal organization that is committed to effective public service through professional management. The City prides itself on being a respectful and collaborative employer that demands excellence from its team.

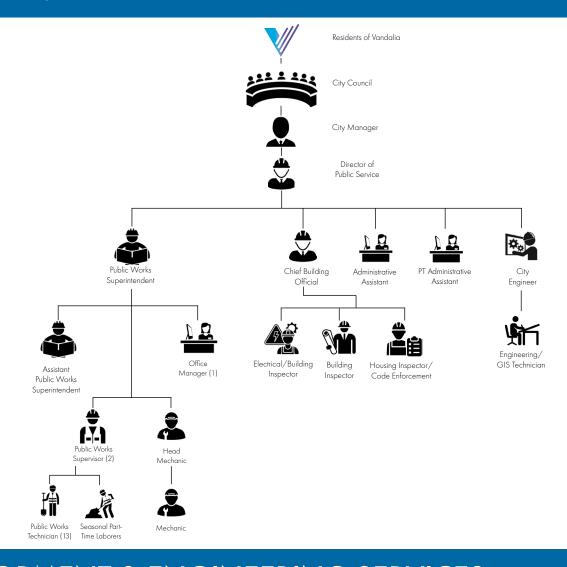
Vandalia is a complex municipal organization. The City organization retains a strong bond rating of Aa2, annual all funds budget of approximately \$57 million, and 234 full-time-equivalent employees. The City prides itself on maintaining a strong operating position and ensures that its team of public servants has the tools that it needs to serve the public. The City Engineer will play a crucial role in protecting the public's investment in infrastructure like treatment plants, roadways, bridges, parks, sewers, and water lines..

Under the direction of the City Manager, the leadership team executes the policy directives of the Vandalia City Council including the day-to-day operations of police, fire, emergency medical services, and dispatch; water distribution, wastewater collection, and storm water utilities; public works and street construction; economic development, building and zoning, planning, and engineering services; and community enrichment through the Vandalia Recreation Center, Senior Center, Cassel Hills Golf Course, and numerous parks.

In 2020, City Council adopted the Vision Vandalia Comprehensive Plan.

Learn more about City of Vandalia initiatives on the City's YouTube Channel and Facebook Page.

# **COMMAND STRUCTURE**



# **DEVELOPMENT & ENGINEERING SERVICES**

The Development & Engineering Services Division is headquartered at 333 James E. Bohanan Memorial Drive. The division is responsible for project management and overseeing all public works construction projects including plan development, review, bidding, contract management and inspections, plan review of private developments including residential and commercial sites, storm water drainage including plan review and general complaints or concerns from property owners, providing review and analysis of traffic concerns and improvements.

The City of Vandalia is party to two joint venture agreements with neighboring jurisdictions for the purpose of water (i.e., Northern Area Water Authority with Tipp City) and wastewater (i.e., Tri-Cities North Regional Wastewater Authority with Tipp City and Huber Heights) for treatment, distribution, and collection. The City Engineer will routinely work with personnel from each of the partnering organizations to advise on technical matters and to achieve the needs of the respective utilities.

The Development and Engineering team is highly visible to our residents, businesses, and visitors. Image matters and we are looking for someone who will enhance the reputation of the City through incremental improvements of public spaces. The City prides itself on ensuring a high level of customer service at every touchpoint with the public.



### THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

#### **General Description**

The City Engineer position will be an addition to current staffing. The position has been vacant due to a retirement since 2015. This position will require strong leadership skills, as the City Engineer factors strongly in succession planning and will also be strongly considered for enhanced leadership positions within the department in the future.

The City seeks to recruit a positive leader who takes pride in enhancing livability for the residents of Vandalia. The City Engineer will be respon-

sible for providing technical expertise with respect to municipal construction, surveying projects, drainage, flood control, utilities (e.g., water, sanitary sewer, storm sewer), street, traffic control, street lighting, subdivision development, capital planning and other public works projects and programs. The City Engineer shall assure that the City complies with appropriate state and federal (e.g., ODOT, EPA, ODNR, Army Corps of Engineers, NPDES, etc.) regulations and accepted general engineering practices. The City Engineer will review public and private site plans, residential subdivision plans for compliance with all city codes, EPA requirements and any other requirements that must be met. They will also be part of the inspection process to ensure all utility installations and public improvements are installed to city standards. The position will also develop and /or approve engineering plans, calculations and prepare bid specifications and estimates for public works improvement projects. Works with various departments to write grant applications (e.g., CDBG, OPWC).

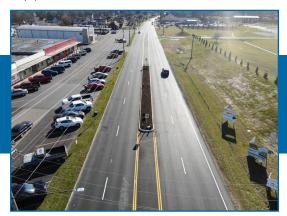


This position plays an essential role in maintaining the health, safety and well-being of residents of Vandalia. The City Engineer will serve as a professional role model for the City as we strive to be a top tier suburb that provides top tier services. The ideal candidate will serve on various boards and committees as the City's representatives including the Northern Area Water Authority (NAWA) Technical Committee, the Tri-Cities Northern Regional Waste Water Authority Technical Committee and the Technical Advisory Committee for the Miami Valley Regional Planning Commission (MVRPC). The successful candidate must be comfortable using a personal computer to conduct essential tasks (e.g., conduct purchases, verify payroll, compose documents, communicate work assignments).

#### Qualifications

Registered Professional Engineer (PE) in the State of Ohio or ability to obtain PE designation within one (1) year. Possession of a bachelor's degree in civil engineering from an ABET accredited university; five (5) or more years of related, preferably municipal, experience; two (2) years of experience in hydraulics or hydrology, traffic, civil engineering, and project management; one (1) year of supervisory / management experience preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Certified Stormwater Manager, Certified Professional in Storm Water Quality, Certified Erosion Sediment and Storm Water Inspector, or Certified Professional in Erosion and Sediment Control desirable. Must possess a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance plan.

The City Engineer is an unclassified, Fair Labor Standards Act exempt position. The new City Engineer will be subject to a one-year probationary period. The successful candidate will be expected to work the hours that are necessary for effective service.





# **COMPENSATION AND BENEFITS**

The City of Vandalia offers a generous and competitive compensation package in an effort to attract top-tier talent. The successful candidate can expect the following wage and benefit package:

The City Engineer is a highly valued position with an annual salaryrange of \$76,024 to \$104,000.

Employer contribution to the Ohio Public Employee Retirement System;

Health, Vision, and Dental Insurance;

Paid Vacation, Sick Leave, Holidays, and Floating Holidays;

The City of Vandalia will accept the transfer in of up to 1,250 hours of unused, uncompensated sick leave from the candidate's qualifying former employer(s);

Funeral Leave, Jury Duty Leave, Military Leave, Maternal and Paternal Leave with Pay, Adoptive Parent Leave;

Life Insurance: employer sponsored benefit of \$60,000;

Accidental Death and Dismemberment Insurance: \$12,000 benefit;

Free Individual Vandalia Recreation Center Membership;

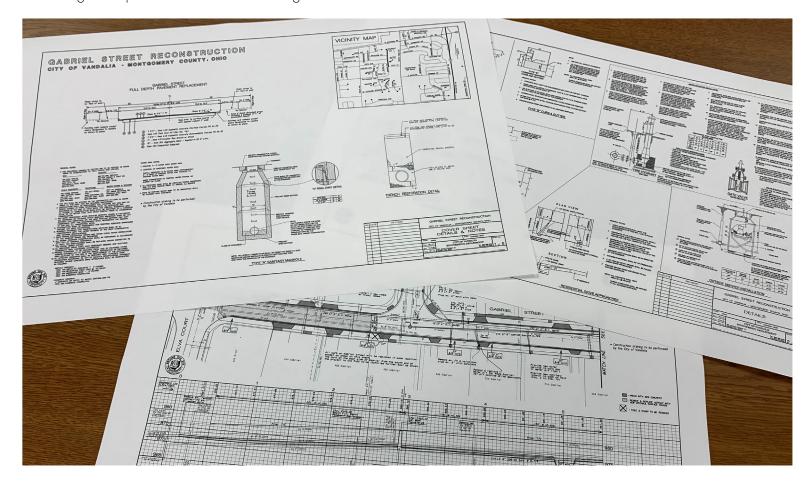
Family Cassel Hills Pool Membership;

Individual Restricted Pass to Cassel Hills Golf Course;

Tuition Reimbursement: \$3,000 per year for up to 80% for accredited degree programs.

Paid training for required licenses and continuing education.





# **APPLICATION AND SELECTION PROCESS**

Applications will only be accepted through the City's online application system via the website at: <u>VandaliaOhio.org/Jobs.</u> Applications must include copies of any relevant certifications, a résumé and a cover letter.

Application materials should be submitted ONLINE to VandaliaOhio.org/Jobs, by Friday, August 5, 2022 by 5:00p.m.

Questions about the position may be directed to HR Manager Melissa Pruszynski, missy@vandaliaohio.org, (937) 415-2258. The process for consideration for the position of City Engineer:

- 1. Initial review of applicants will begin no later than August 8, 2022.
- 2. First Oral Interview
- 3. Second Interview

Once a candidate has been identified, the pre-hiring process will begin. This phase of the process includes the following steps:

- 1. Thorough Background Investigation
- 2. Medical Evaluation (Drug Screening)



# COMMITMENT TO NON-DISCRIMINATION

The City of Vandalia is firmly committed to equal employment opportunity based on skills, education, work experience, merit, and service to the public. The City does not discriminate based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression. This includes all City programs, activities, and hiring practices.

Vandalia is an Equal Opportunity Employer and Americans with Disabilities Act (ADA) Compliant. Women and minorities are encouraged to apply.



Vandalia Municipal Building



Municipal Building Reception Area

# Public Works Technician

# City of Vandalia, Ohio











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Residents place a high priority on revitalizing the community and creating a downtown area as a community space for gathering and entertainment. Our community values our parks, public facilities, and seeks to improve active transportation options.



The Vandalia City Council has adopted the following <u>2022 Policy Goals</u> to inform and to guide the execution of the City's mission in the coming year. Including:

#### Live



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# CITY GOVERNMENT

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Vandalia is a complex municipal organization. The City organization retains a strong bond rating of Aa2, annual all funds budget of approximately \$57 million, and an average full-time workforce of 234 full-time equivalent employees. The City prides itself on maintaining a strong operating position and ensures that its team of public servants has the tools that it needs to serve the public.

Under the direction of the City Manager, the leadership team executes the policy directives of the Vandalia City Council including the day-to-day operations of police, fire, emergency medical services, and dispatch; water distribution, wastewater collection, and storm water utilities; public works and street construction; economic development, building and zoning, planning, and engineering services; and community enrichment through the Vandalia Recreation Center, Senior Center, Cassel Hills Golf Course, and numerous parks.

In 2020, City Council adopted the <u>Vision Vandalia Comprehensive Plan.</u> There are many exciting anticipated developments in the coming years.

Learn more about City of Vandalia initiatives on the City's YouTube Channel and Facebook Page.

# COMMAND STRUCTURE



Residents of Vandalia



City Council



City Manager



Director of Public Service



Public Works Superintendent





Technician (13)







Mechanic (2)

Office Manager (1)

Seasonal Part-Time Laborers

# **PUBLIC SERVICE DEPARTMENT**

The Department of Public Service is staffed by dedicated and highly trained public servants who provide residents with efficient, honest, and courteous service through the divisions of Public Works and Development and Engineering Services. The department is led by our tenured Director of Public Service, Rob Cron.



# PUBLIC WORKS DIVISION

The Public Works Division is responsible for general maintenance of 210 lane miles of roadways; leaf collection; fleet management and the City garage; maintenance, repair and replacement of water mains, sanitary and storm sewers; operation of Poplar Hill Cemetery; ice and snow removal; street sweeping; roadway painting; and sign and signal maintenance. The Public Works team is highly visible to our residents, businesses, and visitors. The City prides itself on ensuring a high level of customer service at every touchpoint with the public.

Full-time employees within the Public Works Division are represented by the Teamsters Local Union No. 957. The Employer and the Union entered into an initial <u>collective bargaining agreement</u> on April 20, 2020. The current collective bargaining agreement expired on December 31, 2021 and is currently under negotiation.

# THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

The City of Vandalia is seeking several skilled technicians to join its Public Works team. Vandalia Public Works Technicians perform a variety of duties, as follows:

- Construction, maintenance and repair of streets, curbs and sidewalks, catch basins, manholes, water, sewer, street and storm drainage.
- Operation and maintenance of trucks and power construction and maintenance equipment inspecting, maintaining, loading, and hauling and unloading trash, leaves, gravel, salt, asphalt and concrete.
- Mowing, trimming, plowing snow.
- Miscellaneous tasks: guardrail installation and repair, opening and closing of graves, pick-up and
  disposal of dead animals, collection of large trash, painting and installation of traffic control markings and
  devices, and all other duties as assigned.
- Responds to public emergencies and extreme weather events.

#### MINIMUM QUALIFICATIONS

Must be at least 18;

Must possess a high school diploma or GED;

Must possess a valid State of Ohio vehicle operator's license, valid Class A Commercial Driver's License with tanker endorsement preferred. Applicants must have a Class A Commercial Driver's License with tanker endorsement within six months as a condition of employment;

Must obtain satisfactory scores on all phases of the qualification process, including oral interviews, practical assessments, background check, physical exam and drug screen.

#### PREFERRED QUALIFICATIONS

Good attitude, strong work ethic, high level of customer service.

Those with any of the following will receive preference:

One to two years recent, successful employment in outdoor work, vehicle and equipment operations and / or the performance of heavy labor for extended periods of time. Construction, excavation, or previous related trade experience;

EPA water and wastewater certifications;

Recent successful public works experience;

Demonstrated knowledge of public works / utility construction and maintenance practices and materials used in street, water and sewer work; and

Demonstrated skill in operating tools and equipment such as tractors, backhoe, loader, paver, grinder, roller, trencher, bucket truck, skid loader, etc.

# COMPENSATION AND BENEFITS

The City of Vandalia offers a generous and competitive compensation package in an effort to attract top-tier talent. The successful candidate can expect the following wage and benefit package:

- Base Salary: \$21.00 \$22.73 per hour, depending on experience
- Ohio Public Employees Retirement System: Employer contribution of 14% of gross wage, Employee contribution of 10% of gross wage
- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Leave:
  - Vacation: 12 26 days per year depending on service credit
    Prior Service Recognition: The City of Vandalia will recognize prior full-time service at a qualifying political subdivision (i.e., city, township, county, school district, State of Ohio) for the purposes of calculating leave accrual in accordance with the current policy
  - o Holiday: nine paid holidays per year
  - o Floating Holiday: 1.25 days per full quarter-year after six months (5 days per year)
  - o Sick Leave: 1.25 days per full calendar month (15 days per year)
  - o Transfer of Sick Leave: The City of Vandalia will accept the transfer in of up to 1,250 hours of unused, uncompensated sick leave from the candidate's former employer(s)
  - o Funeral Leave
  - o Jury Duty Leave
  - o Military Leave
  - o Paternal Leave with Pay
  - o Adoptive Parent Leave
- Life Insurance: employer sponsored benefit of \$60,000
- Accidental Death and Dismemberment Insurance: \$12,000 benefit
- Complimentary Recreation Passes
  - o Individual Vandalia Recreation Center membership
  - o Family Cassel Hills Pool membership;
  - o Individual Restricted Pass to Cassel Hills Golf Course
- Tuition Reimbursement: \$3,000 per year for up to 80% for accredited degree programs with passing grade of "C" or better

# APPLICATION AND SELECTION PROCESS

Applications will only be accepted through the City's online application system via the website at: <u>VandaliaOhio.</u> <u>org/Jobs</u>. Applications must include a résumé and a cover letter.

Applications will be reviewed as they are received with a deadline for submission of July 22. The recruitment of the Public Works Technician position will remain open until filled.

Vandalia is an Equal Opportunity Employer and Americans with Disabilities Act (ADA) Compliant. Women and minorities are encouraged to apply.



2022

# The Year of Employee Appreciation

(The Sequel)

Wednesday, June 15

Ice Cream Social 1:00 p.m. to 2:00 p.m.

Vandalia Sports Complex

Friday, July 22

Pizza in the Park

11:30 a.m. to 1:00 p.m.

Helke Park

Wednesday, August 10

Picnic in the Park

11:30 a.m. to 1:00 p.m.

Vandalia Sports Complex

Friday, September 23

Employee Taco Bar

12:30 p.m. to 2:00 p.m.

Senior Center

Wednesday, October 26

Employee Donut Bar 7:00 a.m. to 9:00 a.m.

Vandalia Justice Center

Wednesday, November 16

Monday, December 19

Employee Pancake Breakfast

8:00 a.m. to 9:30 a.m.

Cassel Hills Golf Course Clubhouse

City Council Employee Appreciation Day 8:00 a.m. to 5:00 p.m.

Everywhere!





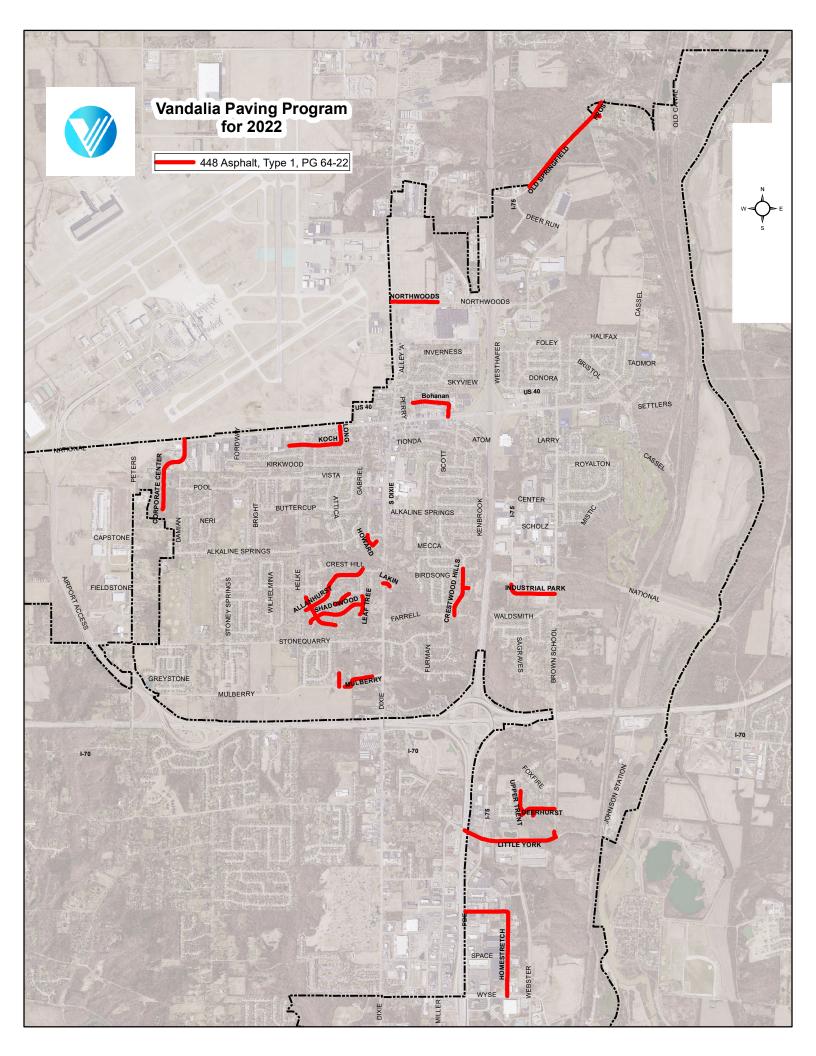












## Moonlight with usl

# City of Vandalia, Ohio Part-Time Firefighter/EMT/Paramedic

The Vandalia Division of Fire is looking for Firefighters, Firefighter/EMTs, and Firefighter/Paramedics for 12-hour & 24-hour shifts.

#### Starting rates of pay for Firefighter/Paramedics with FT experience

- 5 Years full-time experience.....\$22.25/hr.
- 4 Years full-time experience....\$21.50/hr.
- 3 Years full-time experience....\$20.75/hr.
- 2 Years full-time experience....\$20.00/hr.
- 1 Year full-time experience.....\$ 19.25/hr.



#### Entry level part-time candidates will earn:

Firefighter/Paramedic	\$18.50/hr.
Firefighter/EMT-I	\$18.25/hr.
Firefighter/EMT	\$ 17.00/hr.
Firefighter Only	\$ 15.00/hr.

Flexible schedules available to accommodate school.



Applications will **only** be accepted through the City's online application system via the website at: Vandaliaohio.org/jobs. You may also scan the QR code below. Questions about the position may be directed to Human Resources Manager Missy Pruszynski, <u>missy@vandaliaohio.org.</u>

Process includes, but not limited to: examination of qualifications, interviews, extensive background investigation, physical and drug screening.

EEO and ADA compliant. Women and minorities are encouraged to apply.









City of Vandalia Municipal Building 333 James Bohanan Memorial Drive Vandalia, Ohio 45377 (937) 898-5891 Vandalia Division of Fire Fire Station # 1 8705 Peters Pike Vandalia, Ohio 45377 (937) 898-2261



Scan QR Code to apply

## CITY OF VANDALIA BOARDS AND COMMISSIONS APPLICATION

If interested in more than one board	I, please number in order of preference.		
☐ Bicycle Committee	☐ Golf Advisory Board		
☐ Local Board of Tax Appeals	☐ Housing Code Board of Appeals		
☐ Board of Zoning Appeals*	☐ Parks & Recreation Advisory Board		
☐ Civil Service Commission*	☐ Planning Commission*		
☐ Community Reinvestment Area Housing Council	☐ Vandalia Development Corporation		
☐ Arts Council			
* PLEASE NOTE: Appointment to these City boards & commis-	sions are sworn positions that require you to take an Oath of Office		
Name:	Home Phone:		
Address:	Business Phone:		
Why do you wish to be considered for this position?			
Briefly state any specific background or qualifications you may have	e that would enhance your service on this board/commission/committee.		
	·		
Please list any past volunteer roles in schools, service clubs, and/or other civic organizations.			
How do you view your role on an active member of the board/commission or committee?			
How do you view your role as an active member of the board/commission or committee?			
Do you know the schedule meeting dates and times of the board/commission/committee?			
Are you willing to make the commitment to be a regular attending member?			
Do you wish your application to be kept on file for future vacancies?			
IF YOU WISH, PLEASE ATTACH YOUR RESUME			
City of Vandalia 333 J.E. Bohanan Drive			
Vandalia, OH 45377	Signature/Date		
Attn: Missy Pruszynski 937-415-2258			

937-898-6117 (fax) missy@vandaliaohio.org

Email Address (not required)

# Firefighter/Paramedic/Fire Inspector City of Vandalia, Ohio











## THE COMMUNITY

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Residents place a high priority on revitalizing the community and creating a downtown area as a community space for gathering and entertainment. Our community values and supports our Firefighters, Police Officers, and Public Safety Specialists.



The Vandalia City Council has adopted the following <u>2022 Policy Goals</u> to inform and to guide the execution of the City's mission in the coming year. Including:



#### Live

Small City Big Opportunity: Be known regionally as a top-tier suburb through top-tier City services. Enhance social and economic investment by promoting the City's high-quality services, well-performing schools, available workforce, escalating quality-of-life, and growing sense of place. Incentivize developments that improve life in Vandalia.



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#### Work

Fiscal Sustainability: Leverage the operating position of the City to seize strategic opportunities for improving quality of life, while maintaining sustainable fiscal practices.



Trust and Confidence: Promote an open approach to government through coordinated, transparent, and evidence-based engagement practices. Empower residents, business owners and community stakeholders to partner in City programs.



Sharpen the Saw: Commit to process improvements by purposefully refining practices and leveraging technology to improve internal and external customer service.



#### Play

Vibrant: Be a vibrant community that uses its amenities and growth mindset to create a warm and welcoming environment in which to live, work, and play.

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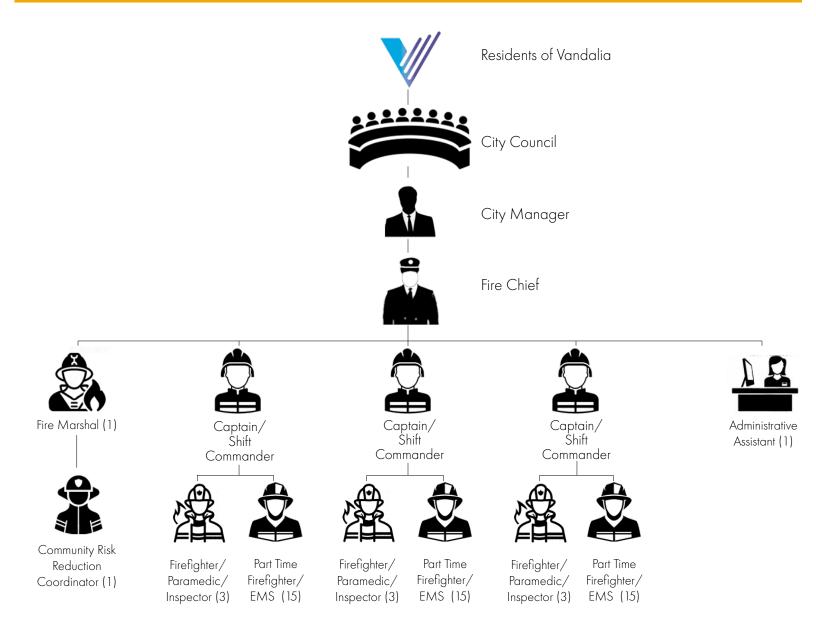
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In 2020, City Council adopted the Vision Vandalia Comprehensive Plan.

Learn more about City of Vandalia initiatives on the City's YouTube Channel and Facebook Page.

## **COMMAND STRUCTURE**



## **DIVISION OF FIRE**

The Division of Fire is a combination, full-service fire department whose mission it is to provide superior fire, emergency medical, educational and prevention services to the residents we serve. By consistently delivering these services in a courteous, safe and professional manner we enhance the quality of life for the residents, business, and visitors of Vandalia. The Division of Fire is led by a lifelong Vandalian, Chief Chad Follick.

Delivering "first-tier" service remains the primary Mission of the Division of Fire. Chief Follick and the command staff have worked to align the Division of Fire's 2022 goals with the newly established "Citywide Policy Goals" including:

#### 1. Safe & Secure

- Recruiting & Retention focus: Building a sustainable staffing model, re-imagine recruiting (creating hometown heroes), and enhance retention.
  - Conduct part-time salary study.
  - Have a part-time compensation plan for consideration in 2023.
  - Develop the Fire Explorers program to create a sustainable source of part-time firefighters (Hometown Hero's).

## **DIVISION OF FIRE**

- b. First-Tier Training Focus: Re-imagine fire/EMS training, "first-tier" service is a by-product of "first-tier" training. Establish Vandalia as an organization that is committed to providing "first-tier" training. When you become a destination for "first-tier, first-class" fire, rescue, EMS training you create a destination for aspiring young fire/EMS professionals.
  - Overhaul the Division of Fire's "Candidate" training program.
  - Refocus the Division of Fire's Fire/EMS training to address generational learner and create training opportunities that address "tactical priorities".
  - Complete a master plan for the Public Safety Training Facility.
- c. Creative Outreach Focus: Working through the Community Risk Reduction Coordinator, provide schools with more frequent, non-emergency, positive interactions between school kids and firefighters.
- d. Analyze our Community Risks focus: Better understanding of the challenges and/or public safety threats that come along with being a "first-tier suburb". Work to conduct a Community Risk Analysis in 2022.

#### 2. Sharpen the Saw

- a. Leveraging Technology to Improve Internal Processes focus: Transition to a new data management system in 2022.
  - Collecting data points that will assist us in developing a Community Risk Assessment. Determine where our outreach (Community Paramedicine) efforts should be focused.
  - Improve the flow of information internally, operational information (logs, street closures, & maintenance issues).
  - Improve tracking of non-emergency activities (outreach, pre-fire planning, & public events).
  - Improve tracking of Fire Safety Inspections & pre-fire planning data.
  - Improve flow of vehicle/facilities maintenance repair requests (scheduling, tracking, cost analysis).

#### 3. Enhance Infrastructure

a. Protect Public Asset focus: Properly train personnel on the operation (driving) of new 108' aerial ladder.



## FIRE DIVISION BACKGROUND

Formed in 1976, following a split from the Butler Township Fire Department, The City of Vandalia's Division of Fire started out as a volunteer fire department. Since that time the Division of Fire has been progressive in its approach to providing fire, rescue, and

emergency medical services, transitioning into a full-service, combination (part-time and full-time) fire department that delivers 24/7 service.

The Division of Fire is a full-service fire department, providing fire suppression, emergency medical service, specialized rescue, hazardous materials response, and inspection services to a community with "planes, trains, and automobiles." The Division of Fire protects two major highways, US 40, a large stretch of railroad, and provides automatic mutual aid to the Dayton International Airport.

The Division of Fire operates from two fire stations, with three advanced life support medic units, two rescue-equipped fire engines (one equipped as a heavy rescue), and a 110' aerial ladder (which is being replaced with a brand new Sutphen 108' aerial ladder in 2022). The "Safe and Stable" income tax helps the Division of Fire ensure that the tools and equipment carried on every fire/EMS unit are the best technology possible.





The Division of Fire considers itself a team, and the key to a successful team is preparation and training. The City is currently conducting a feasibility study to inform the development of a joint public safety training facility for the Division of Fire, Division of Police, and surrounding jurisdictions. The Division of Fire provides on-duty fire, EMS, and specialized rescue training to its personnel while on-duty. Team members should have no problem obtaining enough continuing education to submit for certification renewals.

The Division of Fire aggressively trains on progressive and cutting-edge firefighting tactics, high quality emergency medical care and aggressive, out-of-the-box specialized rescue skills.

Some examples of this training include:

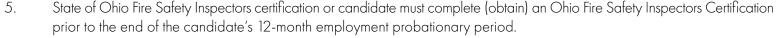
- Routine live fire training sessions, high quality firefighter training using digital fire simulations.
- High Quality CPR, patient assessment and advance patient management using the Division of Fire's computerized patient care mannequin.
- Hazardous materials operations and technician level training.
- Variety of technical rescue training (rope rescue, water/ice rescue, confine space, lost urban search and rescue, machine rescue and auto extrication).

## THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

The City seeks to recruit full-time fire service professionals who are energetic, ready to learn, and are looking to become a mentor and a leader on his/her shift. Candidates must be customer focused, and take pride in enhancing livability for the residents of Vandalia.

Candidates for the position of full-time Firefighter/Paramedic/ Fire inspector must have the following:

- Candidates must be 18 years old with a valid Ohio Driver's License.
- Candidates must be a United States Citizen/ Valid Permanent Resident Card. The city will not sponsor applicants for work visas, including H1B visas.
- 3. State of Ohio Firefighter (Level 2), Emergency Medical Technicians Certifications (minimum).
- State of Ohio Paramedic certification or candidate must be enrolled in a paramedic education program and will be expected to pass and obtain a state paramedics certification prior to
  - the end of the candidate's 12-month employment probationary period.

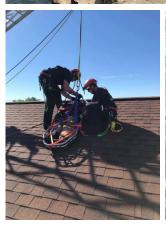


- 6. Emergency Vehicle Operator's Course (EVOC).
- 7. Candidate should have at least one year of recent, successful service, as a full or part-time Firefighter/EMT/Paramedic.

Additional consideration will be given to candidates with an Associate's Degree, two years of college credit, or more post-secondary education.













## **COMPENSATION AND BENEFITS**

The City of Vandalia offers a generous and competitive compensation package in an effort to attract top-tier talent. The successful candidate can expect the following wage and benefit package:

Vandalia Firefighter / Paramedic / Inspectors are represented by the International Association of Firefighters and have a <u>collective</u> <u>bargaining agreement</u> between the union and the City. Full-time Firefighter / Paramedic / Inspectors work on one of three platoons on the 24 / 48 schedule.

Pay scale is established by Collective Bargaining Agreement (current scale 2021-2023)

2021	2022	2023
\$19.2978	\$19.7802	\$20.1758
\$20.0753	\$20.5771	\$20.9887
\$20.8847	\$21.4068	\$21.8349
\$21.7260	\$22.2692	\$22.7145
\$22.4715	\$23.0333	\$23.4940
\$23.2596	\$23.8411	\$24.3179
	\$19.2978 \$20.0753 \$20.8847 \$21.7260 \$22.4715	\$ 19.2978 \$ 19.7802 \$20.0753 \$20.5771 \$20.8847 \$21.4068 \$21.7260 \$22.2692 \$22.4715 \$23.0333

Employer contribution to the Ohio Police and Firefighter Pension System;

Health, Vision, and Dental Insurance;

Paid Vacation, Sick Leave, and a rotating paid Earned Day Off (EDO);

The City of Vandalia will accept the transfer in of up to 1,250 hours of unused, uncompensated sick leave from the candidate's qualifying former employer(s);

Funeral Leave, Jury Duty Leave, Military Leave, Maternal and Paternal Leave with Pay, Adoptive Parent Leave;

Life Insurance: employer sponsored benefit of \$60,000;

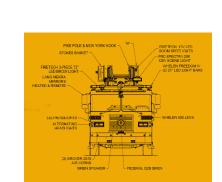
Accidental Death and Dismemberment Insurance: \$12,000 benefit;

Free Individual Vandalia Recreation Center Membership;

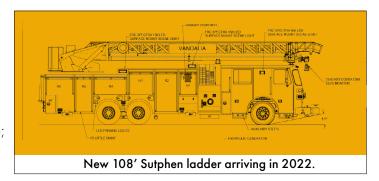
Family Cassel Hills Pool Membership;

Individual Restricted Pass to Cassel Hills Golf Course;

Tuition Reimbursement: \$3,000 per year for up to 80% for accredited degree programs; and Annual Firefighter Physical (provided to every career firefighter, at no cost to the firefighter).







## **APPLICATION AND SELECTION PROCESS**

Applications will only be accepted through the City's online application system via the website at: <u>VandaliaOhio.org/Jobs.</u>
Applications must include copies of any relevant certifications, a résumé, and a cover letter.

The City of Vandalia offers full testing services (at NO cost to the candidate) for the position of Firefighter/Paramedic/Inspector through National Testing Network (NTN). To register with NTN and schedule a test, go to <a href="www.nationaltestingnetwork.com">www.nationaltestingnetwork.com</a>, select "Find Jobs", then select Firefighter jobs and sign up for City of Vandalia.

Questions about the position may be directed to Chad Follick, Fire Chief, at cfollick@vandaliaohio.org or (937) 898-2261.

The process for establishing a provisional eligibility list and appointing a Full-Time Firefighter/Paramedic/Inspector is:

- 1. Submission of application, Resume, Cover Letter and NTN Test.
- 2. First Oral Interview
- Practical Assessment
- 4 Second Interview

Once a candidate or candidates have been identified, the pre-hiring process will begin. This phase of the process includes the following steps:

- 1. Thorough Background Investigation
- 2. Psychological Exam
- 3. Medical Evaluation (Drug Screening and Pension Physical)

## COMMITMENT TO NON-DISCRIMINATION

The City of Vandalia is firmly committed to equal employment opportunity based on skills, education, work experience, merit, and service to the public. The City does not discriminate based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression. This includes all City programs, activities, and hiring practices.

Vandalia is an Equal Opportunity Employer and Americans with Disabilities Act (ADA) Compliant. Women and minorities are encouraged to apply.



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