

VILLAGE OF OAKWOOD  
COUNCIL FINANCE MEETING MINUTES  
December 9, 2021

ATTENDED

Johnnie A Warren – Council President  
Chris Callender-Ward 1  
Patricia Rogers-Ward 4

Brian Thompson-Finance  
Tom Haba-Service  
James Schade-Fire

ABSENT

Elaine Gaither-Council-at-Large  
Eloise Hardin-Ward 2  
Melanie Sanders-Ward 3  
Candace Williams-Ward 5

Gary Gottschalk-Mayor  
Jim Climer-Law Director

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**Meeting opened at 7:02 by Warren.**

Pledge of Allegiance and attendance taken.

**Thompson:** Tonight, we are going to go over approximately 4 budgets for our 2022 projections. I had the service director here today. We are going to get him in front of you first if you don't mind, Chief Schade, we'll have you follow. So, before you, you have the budgets and I kind of put Tommy's on top with the service department with a backhoe toy on the front there. Pretty much, if you comb through the exhibit we passed out. Tommy will chime in at any time if you have questions. This is the organizational chart for the service department. It's Tommy, Corey, the foreman, all your laborers; Claudio, John Moore, which is Chip, Ricky Davis, Aaron Hairtson and Jordan Folczynski. We've got Charles Drone who is the mechanic, Michael Davies, our new custodian person and Sam Piro seasonal laborer. Throughout the year, Tommy has additional seasonal laborers hired as needed as well. We have a job description here for the foreman, which is Corey. Tom will be giving me the laborer job descriptions as well and I'll forward it to the Clerk, so she can put it with the documents. Pretty much, we can dive right in. No questions on that piece. Looking at Tommy's budget, what we have here is somewhat historical, looking 2019 & 2020 year-to-date expenses. 2019 was \$509,665.22. 2021 is that \$522,900. I showed you the year-to-date expenses through 10/31/2021 and the projected '22 permanent appropriations. Pretty much diving into the staff and the salary, pretty much the makeup of his organizational chart, we have the dollar amount taking into account the projected 2% on salaries for next year. We kept the overtime the same at \$9,500. We adjusted the PERS down a little bit just looking at the historical numbers and the Medicare as well, we kept the same. Looking at Tommy's professional dues, we only had membership over the years of \$50. We have that at \$100. Miscellaneous contractual which consists of his cell phone billing and his Time Warner cable. I guess you guys use that for the weather report, Tom? **Haba:** Yes. The basic is down there. **Thompson:** So, far it's at \$2,600 but we raised it a little bit to \$3,000. His next lines are for the utilities for electric, water and gas. Those are pretty straight forward in terms of accumulation over the years. Just a slight adjustment on the gas utility considering where the numbers were compared to this year's budget. And the uniform allowance stays pretty consistent. We kept that at \$2,500. Repair, maintenance and equipment, this an area where we reduced some. Tommy did acquire some new equipment in the 2021 year. We reduced that by \$6,250. Office operating supplies-papers, pens-we reduced that by \$5,500 so about \$1,000 for the year. We have the gasoline at \$2,000 and any potential equipment purchases at \$3,000. So, pretty much his budget resulted in approximately a reduction of \$7,450 for the 2022 year. Any questions for Mr. Haba? **Callender:** Any equipment that you think you might need? **Thompson:** Yeah, go ahead, Tom. The last page. I forgot about that. **Haba:** We kind of needed another pickup anyway. We got one. It's an '08. It's been sputtering for a couple of years. We took it in a year ago to Ziegler's where we take a lot of our stuff to, and they couldn't get it. They said it was a spark plug problem and it needs to be worn out. So, about 2-3 months ago I took it to Mainline in Bedford who works on big trucks all the time and they said it needs a new engine. Said it happens to those old Fords and said it was \$15,000. So, we took it back to Ziegler's a month ago, just to double check. They said also it needed a new engine. It runs, but it won't pass the E-Check. It does sputter. They said it would be \$10-\$12,000 minimum. So, that truck will be out of service here soon. **Thompson:** Yeah, so that is his equipment purchase he is anticipating. It's '23 because they already started making '22s, right Tommy? **Haba:** Yeah. **Thompson:** 2023 Chevy's by the time that comes into play. **Rogers:** How's that building over there? **Haba:** It's okay. We got one accessory small storage thing that we keep our chairs in and our lawnmowers

in the winter. When it's that time of year, we move them all out, clean them all up, grease them and put them in there. That's going to need a new roof but we might be able to do that ourselves. In fact, I found out today a gentleman has 3 pallets of roofing and he called one of our guys, saying he wants that out of there if we want the shingles, we can have them.

**Warren:** Is it a shingle roof? **Haba:** It's the little building on the right. It's got a hole in it. We can probably tear that off and repair the wood and put the shingles on top of that one. And then there is also on the same token, originally, the big building they must have added on by the entities that had it over the years. It's a little alcove that connected two buildings and it's been leaking for about 3 years. We tried to get some insurance money for it, and we couldn't. It's not a major job but something we are going to have to rip out or have someone rip out. It's probably about 12-13 feet long. It's only 7 feet tall and probably 8-10 feet wide. It connects the buildings. **Warren:** Like a breezeway. **Haba:** Yeah, kind of like that. It's leaking and it does have mold on it. I don't think it's dangerous mold, but it is rotted out and has to be replaced. **Rogers:** Well, why don't you address it? It's only going to get worse. **Haba:** We are going to do that this year. **Rogers:** Okay. So, you have room.... **Thompson:** It would have been under capital improvement. **Haba:** It will be under capital, and it will be minimal for that. A contractor I am guessing, will probably be about \$8,000 and if we do it ourselves, will be cheaper than that. We are pretty sure we can do the roof ourselves now that we have the shingles for free. I will pick those up tomorrow. **Thompson:** I am going to schedule that in for the permanent improvement for the repairs. **Haba:** Same thing with permanent improvement, we have a couple other things that I gave to Brian a while back. The gazebo out here needs a new roof. We are thinking about getting a metal roof on that. I priced not quite a year ago from Champion Roofing (?) and would be around \$13-\$15,000 for a metal roof on the gazebo. And it needs to be sanded down and painted also. **Rogers:** Yeah. I think I was asking for that years ago. **Haba:** A resident said he would paint it for free. He told the Mayor and me about a year and a half ago. He hasn't been back. **Thompson:** If not other questions for Mr. Haba, he's in good shape. Thank you for coming in tonight.

**Thompson:** We'll dive in to the Fire Department. He's got the nice folder here. The 2022 budget proposal folder. He put his flow chart together for his organization which you can peruse through showing Chief, Assistant Chief, Dave Tapp, his Captains, Lieutenants and 53 firefighters which is pretty much paramedics, right Chief? **Schade:** Everybody is a paramedic. Over the years, we went over it. You guys have been here, so you kind of know it. We need that amount of Lieutenants because they are all parttime and they all work fulltime elsewhere. And that is how it's lined up for the amount of hours per year, so they can meet the demands. Because we don't have the fulltime. They are all parttime. **Rogers:** Is the Captain something new? **Schade:** No. They have been there 5, 6, 7 years. But when you see in grafts and stuff, 'oh that's new.' I understand. **Callender:** You said the captains are parttime? **Schade:** Everybody is parttime. They are fulltime elsewhere, but they are parttime here. **Thompson:** Chief, that composition page, is that from the Charter or.... **Schade:** Yes that is all per ordinance. **Thompson:** Chief put in a sample job description for your fire, paramedic of the individuals in the department. **Schade:** Tippen keeps up with the hose and the fire hydrants and stuff. So, he takes care of our water management. Scabbo overlooks the maintenance and stuff on the vehicles. Keeps up on it. General maintenance is how we get survival out of the vehicles. Kucera works with the hospital systems and stuff with EMS which has been a total mess due to the pandemic. Wirsching does the Sansio which is the high-tech computer stuff because you need somebody to stay on that because they are always changing stuff. Every time we turn around.... Right now we're changing over the radio systems plus finance is changing over their whole system. Everybody is just holding their heads. But Jordan does all the reporting with the State for the fire calls and squad calls. So, he coordinates with the State. Myslenski does the air packs. Because that is so important, so they have to be constantly checked. Because you're going into fires with those, so, that stuff is pretty high-tech. Scheduling is an atrocious job for our parttime. Coordinating so we have 7 people on duty around the clock. And they are all parttime so they to fit it between their fulltime jobs. Pauley takes care of building. Like Tommy, we try to patch our roofs, we try to clean this and take care of that. That's why we go to Sam's Club to get cleaning supplies and stuff. So, it costs more that way but then they are doing it on duty, so you are getting the free labor. It's our house. They should keep it clean. That's what you are supposed to do. Basically, that's why we have so many officers. This isn't just their job. They are doing this on the other side. They are in charge of the shifts, so they are running out on calls in between. **Rogers:** So, I see Thomas does the firehouse. What's the difference between that and the station maintenance? **Schade:** The firehouse is the computer system that works in conjunction with the State. Everybody has their own systems. He does all the records. **Thompson:** They provided the duties that they do. Pretty lengthy; about 4-5 pages. **Schade:** If I can add, just like Tommy's. We have their job descriptions, but basically whatever people call us for, we take care of it. I don't think you'll ever hear, 'Oh they won't do nothing for me.' We'll figure out something. We'll handle whatever is necessary. But people sometimes want to see specific jobs and then some complain, 'Hey, that's not part of my job.' They rarely do this. We take care of everybody. **Thompson:** We are looking at his budget. There really isn't many changes. We had an accommodation on the dollar

change for the projected 2% for the composition of the department. There is a slight increase in contractual services for \$1,000. On the repairs and maintenance, I don't know if you want to elaborate a little bit Chief. That was the biggest bump besides the salary on the \$20,000. **Schade:** Yes. A lot of times because we always try to keep the budget tight. Brian watches that. So, towards the end of the year \*inaudible\* and our year hasn't ended yet, but he projects that. And for the next year, he may drop it a little bit. Then we are in \*inaudible\* the next year because you pick up the overload. Like that one truck now that needs repaired, I was going to bill until next year. Then, that will go on next year's rate. We are already to the max this year. We ran out of money for repairs. But I apologize for swaying back and forth but we went to explain to that I'm bumping up.... Well, we will get to that. **Thompson:** Yes, coming up. **Schade:** But does that explain everything? I am wiped out in repairs, and we still have a truck out. We don't do the pump testing and everything until the end of the year because if you blow up something during the year, then it wipes out your money. So, I wait towards the end, make sure I have enough money that I set out for all the maintenance on them and the pump testing because that costs a separate fee. **Thompson:** Is that your ladder truck that is out? **Schade:** The ladder truck is the last on out. We don't have to do the ladder this year. That's every other year. **Thompson:** This is squads. **Schade:** No this is firetrucks because that is a pump that needs testing but the ladder on it does not. **Thompson:** Oh okay. **Warren:** The parttime people, don't we have to pay into their PERS? **Thompson:** No, it's a Medicare match for them. We don't have PERS for them and no benefits. **Warren:** The reason I am asking is the wages went up, but I don't see anything, you know like PERS or something else goes up in conjunction with the wages. Like pension or whatever. **Thompson:** Yeah, there is a pension and Medicare. Sometimes we make payments from prior years. I didn't make an adjustment there considering where it was for the year, and I apologize. I will have it there, but I will go back and revisit that. If anything, it may have been a move on the Medicare. **Warren:** That's the only thing I saw. **Schade:** But that's what makes it cost effective for us. That's why we have a contract because it's cost effective for them. Our employees don't cost quite as much but they are all top-notch employees. But bargain and we got good people. A lot of people wouldn't do it, but we got a good group of people there. **Warren:** Okay, so the repairs and maintenance we already addressed. **Thompson:** Then just a slight bump in the gasoline and other expenses. That is what equated for his increases. **Schade:** The fuel is up. Everybody has that question. **Warren:** And nobody knows where that's going to go. **Schade:** So, we are just playing it safe. Hopefully it doesn't go up. **Warren:** The economy is so screwed up. I had projects that I had to approve a change order for 800 and some thousand for the increased cost of the building materials. **Thompson:** Wow. With the lumber and everything. Unbelievable. So, that pretty much concluded his general fund portion. The 217 portion which we label as fire and EMS, it was just modified for leases and account for some of the things he did get this year that the lease payments will be coming into play next year. And he did increase the service charges by \$5,000. That's for the life force, right? **Schade:** Yes. That's what I need to explain to you. In 2019, before the pandemic, we did 260 some thousand dollars. Then the pandemic year, I think we were close to 200. For 2-3 months, nobody was going to the hospital, and everybody was hesitant to transport, and you were in-house treating. Well, this year, it's much better and of course we tweaked it down a teeny bit last year because I wasn't using the service charge money. Well, right now, I have 3 more months to collect, and that's collection thing doesn't run January to January. I won't get my final statement until February or March because we still got 3 months to collect from for this year. And we have already met last year's thing. So, we should be to 2019's budget which was a higher amount. And that's what the service charge increase is because I am just about out of that, too, because we have collected a lot more money. But we paid the 8% to them for doing the collections. Collections are coming in very good. **Warren:** The incident report on the next page, it has estimated loss \$131,500. What does that mean? **Schade:** That is a general thing for car smash ups, damage to a house, damage to a business when they have a fire. **Warren:** So, you estimate the cost.... **Schade:** It's the estimate cost for this year. This is for 3 communities. **Warren:** But what I'm saying, what is that? **Schade:** When we do the fire report for the State, we have to put a guesstimate of what the fire loss was. Like with EMS, we have to do a guesstimate of what the cost of car replacement stuff. We just had one today and the guy wasn't watching where he was going with the pickup truck, and he ran into the State. They were cleaning up on the side of the road and he wiped his pickup truck. The front end was up against the windshield. He wasn't hurt bad, but truck was shot. It was that bad. He wasn't watching or whatever. He ran right into the State's equipment. It happens, but that's what the guesstimate is for losses on people's property. It doesn't cost us. **Thompson:** That's it. **Schade:** All the departments work hard to keep good relations and hopefully it reflects back to Council and Mayor so everybody is happy. Whether it be outside people coming through or \*inaudible\*. But anyway, the businesses appreciate taking care of them, so please take a poinsettia when you go because Mr. Petitti donated poinsettias again. **Warren:** Okay, is that it with the fire? **Thompson:** That's it. Thanks Chief. **Schade:** Do you have any other questions for me? **Warren:** No sir. **Schade:** I was hoping more of council would be here. I want to extend, and I will do so at the next council meeting. I don't want to bicker and stuff. I want everybody to have a chance.... Please come over. We'll sit down. The new ones should be around, too. Find out

how to pick up from you guys. They are supposed to learn from the senior people. Come over. I'll explain the system top to bottom. Ours is a little different cause it's all parttime. And they are already working 50 years a week at their regular job, and I expect 18 hours more hours out of them. How many people work that many hours? But it works. I try to make people happy and stuff. I try to make council happy. If their happy, they are working with everybody.

Everybody is happy hopefully. But I like to keep everybody happy. I don't want arguments and stuff. Yeah, I'm a crabby old guy. I just want to get along. I'll explain it to you. They just have to take the time to come over and talk.

**Warren:** Chief, let me just explain something. This is life. We all except for some have been here a long time. You have to learn how to adjust to circumstances and things are going to come up. **Schade:** And the pandemic has been horrible for everybody. So, it just puts more stress on you. But we try to take care of everybody totally. The guys love the parking lot. We haven't had a parking lot since the building was extended. **Rogers:** I haven't seen it. **Schade:** Oh, it's nice. When it rains, the water down into the sewer. **\*multiple voices\*** The sewers aren't good in the building because they are all plugged up. It's cracked out front. So, next year they are supposed to do the driveway and then they can fix the sewer. But the parking lot is fabulous. It will make it easier for plowing. It's wonderful.

**Thompson:** Go to the law department. Here is his official letter. He is not increasing anything. His budget works. I provided the history for '19, '20. Looking into '21 where we were from 2021 through October. Pretty much the same budget for next year. No real big changes on him. And I separated it like you guys like. Ross is pretty much on top and.... **Warren:** Is Ross staying or we don't know yet? **Thompson:** Don't really know. I think he is. I know he talked about retiring and coming back. But I think I have him in where he may not have to do that yet. **Morgan:** He did tell me when I talked to him the other day, that he's not going to have to retire from here. He has to retire from his highest paying position. **Warren:** Well, his first is like his fulltime job. What he can do, he can retire and still work with us without affecting his PERS. **Thompson:** What city is he in? **Morgan:** Bedford Heights.

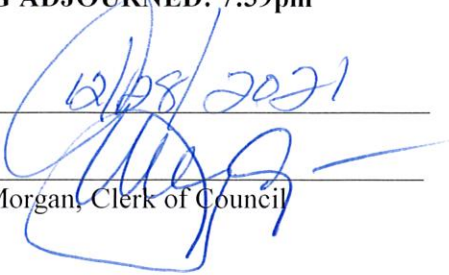
**Thompson:** The last one on our agenda is the Mayor's court. **Callender:** Where's he at? **Thompson:** He actually doesn't do the Mayor's court anymore. A gentleman comes in by the name of John Montello. There are two young ladies there by the name of Carolyn and Yvonne Jones. Not related but same name. We have the job description; the Clerk of Courts and the Chief Deputy attached for your perusal. Looking at their budgets, the effect of the 2%, one of the young ladies that went through the retire/rehire process adjustment down for the longevity. That's that resulted in so, it's a reduction of \$350. The miscellaneous contractual, not much change. It's the copier usage, court support program that they use. This Bedford muni court, just seeing how it was trending. Bedford handles the State cases, the not guilty and the OVI. So, with that type of activity, we needed to raise that by \$7,500 because they bill us every month, just from the activities going on. Not many changes in the other categories, so, it was approximately a \$7,600 increase mainly with the activity with the Bedford muni court. Just a small note down there, John Montello comes in for the Mayor's court with his rate, the IT support, the Iron Mountain and the Toshiba is what makes up that miscellaneous contractual. And that's pretty much it. Any questions? (none) That pretty much concludes the departments we were going to look at tonight, I did provide a summary sheet. A one page on what's left. I have been trying to get the Mayor to work on his, because he does the Mayor, rec and senior. I kind of recommended he does the same level from last year because he is so swamped with Premiere and trying to get this Kroger deal. But he wanted to look at it next week. **Rogers:** Yeah, that's what it is. It's Kroger. **Warren:** Oh, with the vans? **Thompson:** No, with the.... **Warren:** He already knows we're not supporting it. **Thompson:** Well, whatever he is working on, he needs to dive into his budget. Ed's getting together my SCMR and sanitary sewer. It won't take much to look over the capital and the bonds. I am getting that projected for next year. That will be pretty much the crust of it. I know we've got 2 more meetings where we can have the finance meeting before the meeting. I will have a few adjustments for realignment for the year. Kind of like when Debbie retired, and I had to pay her out. I will have to make some adjustments. **Warren:** Well, we'll do that at the last final meeting as far as finance. What I would suggest with today being the 9<sup>th</sup>, maybe if everybody is okay with it. If we have to, maybe we can do it at the 6:00 meeting or we can have one more special meeting. If it goes like this, it will wipe it out in a half an hour. But it could go before council meeting. I don't have a problem with that. Well, by it being like this, we'll just say before the next council meeting. But see, the problem is, we've got a council meeting this Tuesday coming, and that's not going to be prepared for us by the end. **Thompson:** Only one I could get in front of you, is the building department. **Warren:** That's a waste. So, we may have one special meeting between the two meetings if that is okay with everyone. **Rogers:** Yes. **Warren:** We will work out that. Have one special meeting between the 2 meetings because the last meeting is going to be so fast, I think.

**MOTION TO ADJOURN by Rogers; Seconded by Callender**

**VOTE YES: Warren, Callender, Rogers**

**MEETING ADJOURNED: 7:39pm**

Adopted \_\_\_\_\_

*12/08/2021*  


Christine Morgan, Clerk of Council

  
Johnnie Warren, Council President

**Village of Oakwood  
Service Department  
2022 Budget**



**Village of Oakwood  
Organizational Chart  
Service Department**

Tom Haba  
Service Director

Corey Craig  
Foreman

Claudio <u>Abbomerato</u> (Laborer)	John <u>Moore</u> (Laborer)	Ricky <u>Davis</u> (Laborer)	Aaron <u>Hairston</u> (Laborer)	Jordan <u>Folczynski</u> (Laborer)
Charles <u>Drone</u> (Mechanic)	Michael <u>Davies</u> (Custodian)			Sam <u>Piro</u> (Seasonal) (Labor)

Additional Seasonal Labor Hired as needed

# Village of Oakwood

## Service Department

### Job Description: (Foreman)

Please accept the following list of duties performed by the Foreman of Service:

- Assist the Service Director in the administration of the Service Department.
- Directly supervise the following employees:
  - Mechanics
  - Equipment Operator
  - Maintenance Workers / Laborers
  - Seasonal Employees
  - Outside Vendors
- Assign daily tasks:
  - Direct, supervise, plan, and schedule the operation and maintenance of the Village streets; insure efficiency of operations and policy directives of the Service Director.
- Enforce Village and departmental rules, regulations, procedures and policies.
- Maintain discipline among personnel.
- 
- Conduct safety-training sessions. Training sessions could include training DVD/video, guest speakers, etc.
- Obtain quotes for equipment, parts, supplies and repairs as needed to keep our operations flowing smoothly.
- Regularly patrol the Village to make critical inspection of all streets and street appurtenances and make recommendations to subordinates and Service Director.
- Perform a variety of administrative and supervisory duties in the operation and maintenance of Village streets.
- Perform physical duties on the road and snowplow crews.
- Supervise preventative and special maintenance work pertaining to buildings, grounds, equipment and other facilities.
- Monitor fuel usage and ensure fuel is ordered, as necessary.
- Monitor on-site recycling area.
- Maintain snow and ice control database:
  - Salt usage
- Maintain Cleveland Water Department repairs:
  - Initiate billing, when necessary
  - Restoration of repaired areas



VILLAGE OF OAKWOOD SERVICE DEPARTMENT 2022 BUDGET PROJECTION	2019		2020		2021		YTD		PROJECTED 2022	
	Y-T-D	EXPENSES	YTD	EXPENSES	BUDGET	THRU 10/31/2021	EXPENSES	PERMANENT	APPROPRIATIONS	CHANGE
<b>SERVICE DEPARTMENT</b>										
5552.51110 SERVICE WAGES	392,081.28	422,266.78	401,000.00	322,121.61	410,000.00	410,000.00	410,000.00	9,000.00	9,000.00	
5552.51111 OVERTIME	8,806.97	7,339.22	9,500.00	5,014.76	9,500.00	9,500.00	9,500.00	-	-	
5552.51120 PERS	59,602.79	51,596.60	60,000.00	43,163.85	60,000.00	60,000.00	55,000.00	(5,000.00)	(5,000.00)	
5552.51140 MEDICARE	4,945.61	5,769.33	5,500.00	4,697.55	5,500.00	5,500.00	5,500.00	-	-	
5552.52130 PROFESSIONAL DUES	50.00	50.00	200.00	50.00	200.00	200.00	100.00	(100.00)	(100.00)	
5552.52150 MISC. CONTRACTUAL(Cell Phone Billing, Time Warner Cable Weather Report)	613.66	492.38	2,800.00	2,605.78	2,800.00	2,800.00	3,000.00	200.00	200.00	
5552.52230 ELECTRIC UTILITY	2,432.61	3,104.66	3,650.00	3,255.17	3,650.00	3,650.00	3,650.00	-	-	
5552.52240 WATER & SEWER UTILITY	183.85	195.00	2,000.00	1,460.91	2,000.00	2,000.00	2,000.00	-	-	
5552.52250 GAS UTILITY	2,738.70	2,492.57	3,000.00	2,813.14	3,000.00	3,000.00	3,200.00	200.00	200.00	
5552.53120 UNIFORM ALLOWANCE	2,250.00	1,875.00	2,500.00	1,875.00	2,500.00	2,500.00	2,500.00	-	-	
5552.53140 REPAIRS & MAINT.-EQUIP	24,132.89	14,109.24	21,250.00	2,391.20	21,250.00	15,000.00	15,000.00	(6,250.00)	(6,250.00)	
5552.53150 OFFICE/OPERATING SUPPLIES(PAPER, PENS, etc)	6,334.35	4,690.72	6,500.00	260.00	6,500.00	1,000.00	1,000.00	(5,500.00)	(5,500.00)	
5552.53180 GASOLINE	1,867.85	-	2,000.00	-	2,000.00	2,000.00	2,000.00	-	-	
5552.55110 EQUIPMENT	3,624.66	1,394.21	3,000.00	1,070.43	3,000.00	3,000.00	3,000.00	-	-	
<b>TOTAL BASIC SERVICES</b>	<b>509,665.22</b>	<b>515,375.71</b>	<b>522,900.00</b>	<b>390,779.40</b>	<b>522,900.00</b>	<b>515,450.00</b>	<b>515,450.00</b>	<b>(7,450.00)</b>	<b>(7,450.00)</b>	

**Vehicle: [Fleet] 2023 Chevrolet Silverado 2500HD (CK20903) 4WD Reg  
Cab 142" Work Truck**

**Village of Oakwood Service Dept.**

**2023 Silverado 2500 Regular Cab**

**\$42895.00 MSRP**

**\$857.90 2023 Price increase**

**\$-2905.00 Dealer Discount**

**\$-6300 General Motors Bid Assistance**

**\$15.00 Title Fee**

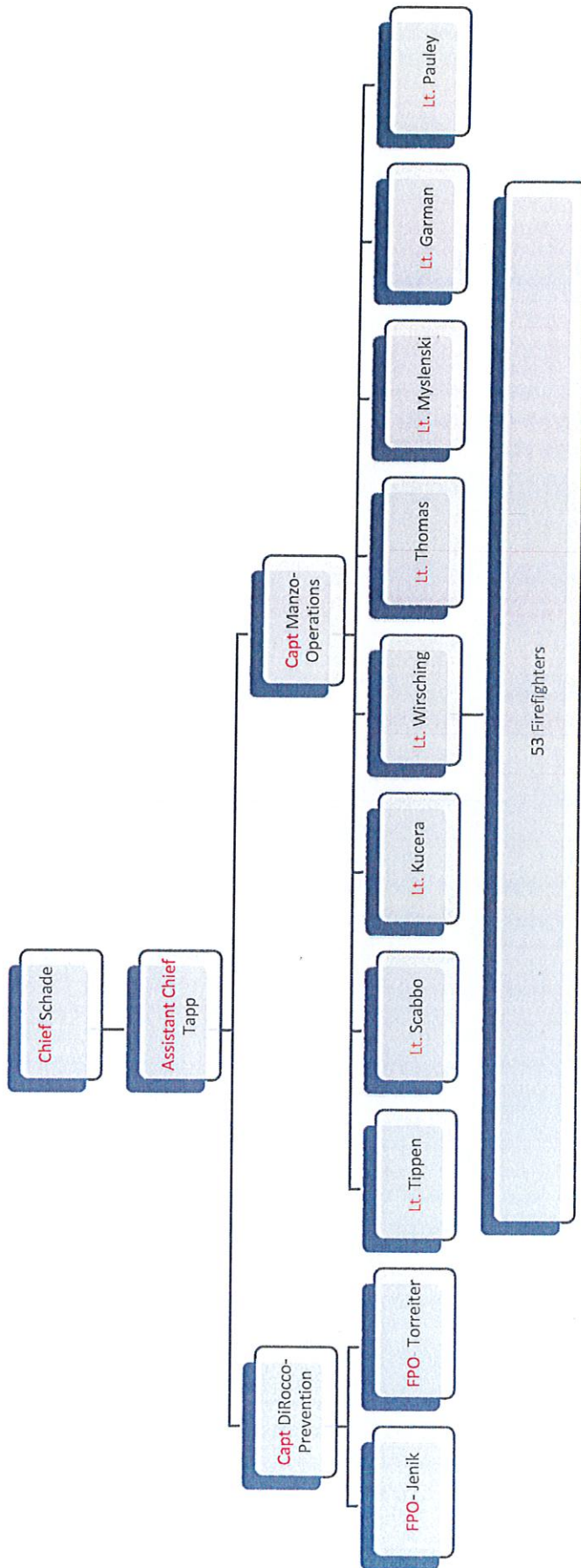
**+ 5965 Plow**

**TOTAL PRICE \$40,527.90**

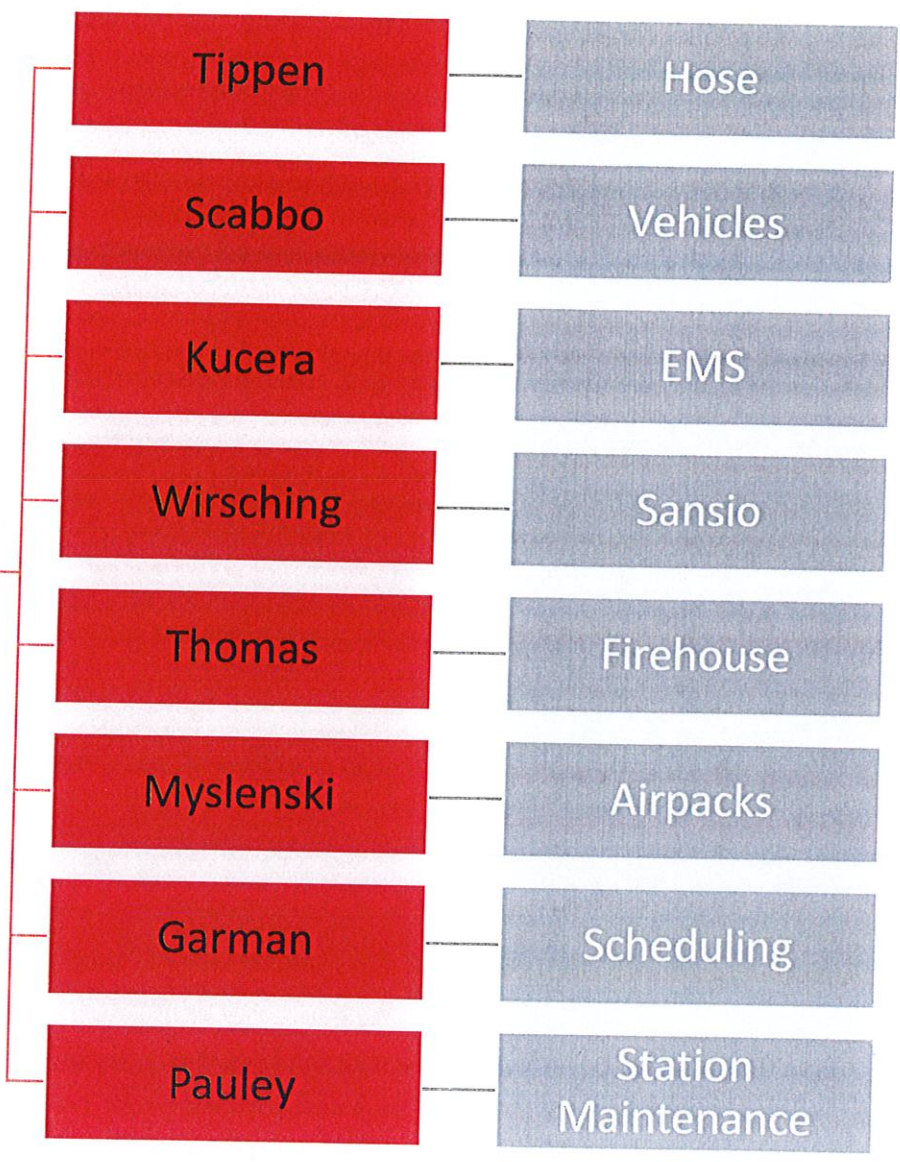
# 2022 BUDGET PROPOSAL

## OAKWOOD FIRE DEPARTMENT





# Lieutenants



127.02 - Composition.

The Fire Department may have a staff consisting of the following personnel which shall not exceed 71 members in the aggregate:

Fire Chief (not to exceed one).

Assistant Fire Chief (not to exceed one).

Captain (not to exceed two).

Lieutenant (not to exceed eight).

Firefighter/Paramedic (to make up remainder of department).

(Ord. No. 2018-13, 3-20-2018)

# **SAMPLE FIREFIGHTER/PARAMEDIC JOB DESCRIPTION**

## **JOB SUMMARY**

Controls and extinguishes fires, protects life and property, maintains equipment, and provides emergency medical assistance.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

Responds to fire alarms and other emergency calls.

Leads out hose line, selects and operates hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire.

Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.

Creates openings in buildings for ventilation or entrance using manual and mechanically operated tools. Breach concrete block or brick walls, floors, or roofs to gain access to areas involved by fire, using a variety of hand powered tools.

Protects property from water and smoke by use of waterproof salvage cover and smoke ejectors.

Assists in salvaging and cleanup operations, removing fire debris after fire is extinguished to locate hidden fires and prevent rekindle.

Rescues victims from occupancies filled with heat, smoke, and toxic gases. Performs extrications by using a variety of extrication tools.

Administers first aid and cardio-pulmonary resuscitation to injured persons and those overcome by fire and smoke.

Renders emergency medical assistance using automatic external defibrillators. Obtains required information from patients, accurately assesses the nature and extent of patient injuries; provides skilled medical care and treatment in compliance with the guidelines and regulations related to emergency medical service.

Communicates with superior during fire by portable two-way radio. Displays effective communication skills and exhibits good listening and comprehension skills. Responds appropriately to questions, sharing necessary information with others, and writes clearly and informatively.

Displays responsiveness to the needs of the public and shows fairness and objectivity in his treatment of other people, speaking in ways that are courteous and nondiscriminatory. Displays sensitivity when interacting with people of diverse cultural backgrounds and displays a commitment to serving the public.

Displays effective teamwork during emergencies

Complies with departmental rules, regulations, and policies and exhibits honesty and integrity in both words and actions.

Complies with all safety procedures and regulations; may assist in investigating fires and providing training in order to increase safety. Consistently uses protective equipment and clothing and is alert to potentially dangerous conditions and reports them immediately.

Properly uses equipment and materials; carefully inspects equipment as scheduled and troubleshoots any equipment problems without assistance; and is familiar with equipment-related regulations. Maintains vehicles, apparatus, quarters, buildings, equipment and grounds according to standards.

Performs hazardous materials identification.

Presents a positive public image. Meets minimum physical requirements for fire fighter positions.

Properly maintains uniform and protective clothing while following the department's guidelines on grooming.

Drives and operates firefighting vehicles and equipment. Drives appropriately in emergency situations, using defensive driving techniques and taking safety precautions in adverse conditions.

Participates in training in current firefighting methods and techniques. Assists in training programs.

Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance.

Participates in continuing education and/or training to maintain EMT/Paramedic certification as required.

Prepares clear, accurate, and complete reports, logs, and documents.

Assists police when called upon.

Makes clear and organized presentations to individuals and groups on subjects related to fire fighting and emergency services, fire safety, and fire prevention from prepared materials.

Follows all safety regulations, policies, and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.



## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

Age 21 with high school diploma or general education degree (GED). Most departments require Illinois State Fire Marshal Basic Operations Firefighter and paramedic certification. Some may require an AAS degree and CPAT certification.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write clear, concise, and complete routine reports and correspondence. Ability to effectively present information to and respond to questions from Village officials and management, other government agencies, vendors, contractors, employees, and the general public. Bilingual fluency in English and Spanish desirable but not required.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent, and to draw and interpret bar graphs. Ability to apply concepts of basic algebra.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to recognize hazardous situations and to act quickly, calmly, and decisively in emergencies and under stress.

## **OTHER SKILLS AND ABILITIES**

Retain and effectively use geographic knowledge concerning the community and the surrounding vicinity; acquire and retain elementary knowledge of hazardous chemicals, liquids, and gases as well as the combustion properties of materials; advance a hose line up stairways, ladders, and along the ground to extinguish fires and perform other arduous tasks; and use both manual and mechanical tools.

Demonstrates considerable knowledge of EMT services.

Demonstrates an ability to make analytical and objective observations, to analyze situations quickly and calmly, and to determine and take prompt action under emergency and stressful conditions for the protection of life and property.

Demonstrates an ability to work independently and effectively within the confines of standard operating procedures.

Demonstrates an understanding of the fundamental principles of fire prevention; demonstrates an understanding of basic safety principles and how they apply to fire protection organizations.

Demonstrates an understanding of the potential hazards, causes, and behavior of fire; demonstrates a basic knowledge of fire cause determination.

Demonstrates a knowledge of codes and ordinances and an understanding of their effect on fire protection; demonstrates a basic knowledge of various types of building construction.

Demonstrates the ability to accept direction from his superiors and follow the chain of command; to understand and respond quickly and accurately to written and oral directions, instructions, inquiries, and requests.

Demonstrates knowledge of fire prevention codes, laws, procedures, and public education procedures.

Demonstrates the ability to comply with the vehicle code and the department's driving regulations.

Demonstrates the ability to maintain confidentiality in the performance of duties.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, sometimes for long periods of time. The employee frequently is required to walk; use hands to finger, handle, or feel, such as in the use of various medical equipment; reach with the hands and arms, such as in handling hoses and other firefighting equipment, sometimes for prolonged periods of time; climb or balance on stairs and ladders; stoop, kneel, crouch, or crawl while fighting fires and/or assisting in search and rescues; talk or hear; and taste or smell. The employee is occasionally required to sit while completing reports or driving an ambulance or fire apparatus. The employee must regularly lift and/or move up to 50 pounds (various fire fighting gear and equipment, frequently lift and/or move up to 100 pounds (hoses and ladders), and occasionally lift and/or move more than 100 pounds (injured or sick people, or items creating obstacles). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

In addition, must be physically able to wear a self-contained breathing apparatus (SCBA) in accordance with all applicable OSHA/NIOSH rules and regulations; as well as applicable department guidelines.

Appointment to most municipal positions is conditional on successfully passing polygraph, physical, and psychological exams. Physical criteria as outlined in the most current National Fire Protection Association (NFPA) Standard on Medical Requirement for Firefighters.

This position requires the emotional and psychological stability needed to work in a paramilitary environment; accept constructive criticism in a mature fashion; effectively communicate and interact positively with fellow employees and the public; function as part of a team; tolerate and function effectively under stress; deal calmly and effectively with extreme trauma, violence, physical and mental illness, disability, injury, and death.

This position involves regular and irregular shift work necessary to provide fire protection 24 hours a day, 7 days a week. Work shifts are normally 24 hours in duration, but may be extended in the event of disasters, manpower shortages, workload, or calls in progress. Most departments rotate 24 hours on, and 48 hours off.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside extreme weather conditions for prolonged periods, such as snow, sleet, rain, ice, and fog. The employee is frequently exposed to hazards associated with emergency driving, and work in and around traffic. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; confined spaces; below- and above-grade elevations; fumes or airborne particles; extreme heat; and vibration. The employee is occasionally exposed to toxic or caustic chemicals, smoke, extreme cold, risk of electrical shock, explosives, and risk of radiation. In addition, the employee risks exposure to persons and/or articles with contagious and/or communicable diseases and hazards associated with natural and man-made disasters. The noise level in the work environment is usually moderate, but may be loud for extended periods of time, such as working in the station to working at a fire scene or responding to an ambulance call.

### **SAMPLE QUESTIONNAIRE**

- 1) Are you proficient in any other languages? Please indicate degree of proficiency (beginner, intermediate, or advanced) in speaking, reading, and writing.
- 2) Were you ever expelled or suspended from any school?
  - a. If yes, please explain
- 3) Was your driver's license ever suspended or revoked?
  - a. If yes, please explain
- 4) Has your license ever been placed in probation?
  - a. If yes, please explain
- 5) Have you ever taken an exam for Fire service?
  - a. If yes, please indicate: Agency, Approximate exam date, Position on the list, and if the list is still active.

### **DRUG USE**

- 6) Do you currently use, or have you tried using marijuana in the past six (6) months?
- 7) Do you currently use, or have you in the past six (6) months, used any illegal drug other than marijuana?
- 8) Do you currently use, or have you in the past six (6) months, used any narcotic or controlled substance?
- 9) Have you ever sold any narcotics, controlled substance, or illegal drug?
- 10) If you answered yes to any of the above questions, please give details below.

**MILITARY SERVICE**

- 11) Have you ever served in any military organization of the U.S.?
- 12) If yes, give details
- 13) Give date and location of discharge (City and State)
- 14) What type of discharge did you receive? (Honorable, Medical, Dishonorable, Honorable conditions, etc.)
- 15) Were you ever convicted at a court-martial?
- 16) Are you now, or were you ever a member of any branch of the U.S. Reserve Forces?
- 17) Are you now, or were you ever a member of the National Guard?

**EMERGENCY MEDICAL TECHNICIAN AND PARAMEDIC CERTIFICATION**

- 18) Are you currently a certified EMT-B?
- 19) If yes, please provide certification number, date certified, and date certification expires.
- 20) Where are you certified EMT-B (i.e. what system are you certified in)?
- 21) Are you currently a certified PARAMEDIC?
- 22) If yes, please provide certification number, date certified, and date certification expires.
- 23) If no, please provide name of school you are currently enrolled in the EMT-B class and anticipated date of completion.
- 24) Where are you certified PARAMEDIC (i.e. what system are you certified in)?
- 25) In 100 words or less, describe your reasons for wanting to become a Firefighter/Paramedic.

**OAKWOOD VILLAGE BUDGET**  
**Total Budget Summary**  
**Account # FIRE DEPARTMENT**

**Account Summary Sheet**

**DEPARTMENT:**

**FIRE**

Account Number	Account Title	2021 Budget	2022 Budget	Dollar Change
101.1113.51110	Fire Wages	\$ 1,769,500.00	\$ 1,804,890.00	\$ 35,390.00
101.1113.51111	Overtime	\$ 12,000.00	\$ 12,000.00	\$ -
101.1113.51120	Pension	\$ 16,000.00	\$ 16,000.00	\$ -
101.1113.51140	Medicare	\$ 130,000.00	\$ 130,000.00	\$ -
101.1113.52120	Leases - New Fire Truck	\$ -		
101.1113.52121	Dispatching	\$ 75,000.00	\$ 75,000.00	\$ -
101.1113.52130	Professional Dues	\$ 24,000.00	\$ 24,000.00	\$ -
101.1113.52140	Insurance Coverage	\$ -		
101.1113.52150	Contractual Services	\$ 23,000.00	\$ 24,000.00	\$ 1,000.00
101.1113.52160	Training	\$ 17,000.00	\$ 17,000.00	\$ -
101.1113.52180	Cell Phone	\$ 6,500.00	\$ 6,500.00	\$ -
101.1113.52230	Electric	\$ 5,500.00	\$ 5,500.00	\$ -
101.1113.52240	Water & Sewer	\$ 1,000.00	\$ 1,000.00	\$ -
101.1113.52250	Gas Utility	\$ 7,000.00	\$ 7,000.00	\$ -
101.1113.53120	Uniform Allowances	\$ 40,000.00	\$ 40,000.00	\$ -
101.1113.53130	Travel and Transportation	\$ -	\$ -	\$ -
101.1113.53140	Repair & Maintenance	\$ 65,000.00	\$ 85,000.00	\$ 20,000.00
101.1113.53150	Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -
101.1113.53180	Gasoline	\$ 17,930.00	\$ 20,000.00	\$ 2,070.00
101.1113.54110	Other Expenses	\$ 22,713.00	\$ 23,000.00	\$ 287.00
101.1113.55130	Fire Hydrants	\$ 15,000.00	\$ 15,000.00	\$ -
101.1113.55131	Underground Tank Insp	\$ 1,000.00	\$ 1,000.00	\$ -
101.1113.55210	Fire Engine & Ambulance Outlay			\$ -
		\$ -		
		\$ -		
		\$ -		
		\$ -		
<b>Grand Total</b>		\$ 2,249,643.00	\$ 2,288,390.00	\$ 58,747.00



Oakwood Village FD

Incident Type Report (Summary)

Alarm Date Between {01/01/2021} And {11/17/2021}  
and District = "01 "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>5 Service Call</b>				
	41	4.26%	\$0	0.00%
<b>6 Good Intent Call</b>				
600 Good intent call, Other	1	0.10%	\$0	0.00%
611 Dispatched & cancelled en route	11	1.14%	\$0	0.00%
622 No Incident found on arrival at dispatch	3	0.31%	\$0	0.00%
651 Smoke scare, odor of smoke	2	0.20%	\$0	0.00%
653 Smoke from barbecue, tar kettle	1	0.10%	\$0	0.00%
	18	1.87%	\$0	0.00%
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	10	1.04%	\$0	0.00%
735 Alarm system sounded due to malfunction	16	1.66%	\$0	0.00%
736 CO detector activation due to malfunction	6	0.62%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.10%	\$0	0.00%
745 Alarm system activation, no fire -	87	9.05%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	2	0.20%	\$0	0.00%
	122	12.69%	\$0	0.00%

Total Incident Count: 961

Total Est Loss:

\$131,500

Oakwood Village FD

Incident Type Report (Summary)

Alarm Date Between {01/01/2021} And {11/17/2021}  
and District = "02 "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
131 Passenger vehicle fire	1	0.27%	\$5,000	100.00%
140 Natural vegetation fire, Other	1	0.27%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	2	0.54%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	0.27%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.27%	\$0	0.00%
	<u>6</u>	<u>1.62%</u>	<u>\$5,000</u>	<u>100.00%</u>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	1	0.27%	\$0	0.00%
321 EMS call, excluding vehicle accident with	269	72.89%	\$0	0.00%
322 Motor vehicle accident with injuries	8	2.16%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	3	0.81%	\$0	0.00%
	<u>281</u>	<u>76.15%</u>	<u>\$0</u>	<u>0.00%</u>
<b>4 Hazardous Condition (No Fire)</b>				
411 Gasoline or other flammable liquid spill	1	0.27%	\$0	0.00%
412 Gas leak (natural gas or LPG)	3	0.81%	\$0	0.00%
445 Arcing, shorted electrical equipment	2	0.54%	\$0	0.00%
	<u>6</u>	<u>1.62%</u>	<u>\$0</u>	<u>0.00%</u>
<b>5 Service Call</b>				
522 Water or steam leak	1	0.27%	\$0	0.00%
542 Animal rescue	1	0.27%	\$0	0.00%
553 Public service	1	0.27%	\$0	0.00%
554 Assist invalid	43	11.65%	\$0	0.00%
	<u>46</u>	<u>12.46%</u>	<u>\$0</u>	<u>0.00%</u>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	2	0.54%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.27%	\$0	0.00%
	<u>3</u>	<u>0.81%</u>	<u>\$0</u>	<u>0.00%</u>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	2	0.54%	\$0	0.00%
735 Alarm system sounded due to malfunction	8	2.16%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.27%	\$0	0.00%



Oakwood Village FD

Incident Type Report (Summary)

Alarm Date Between {01/01/2021} And {11/17/2021}  
and District = "02 "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
745 Alarm system activation, no fire -	14	3.79%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	2	0.54%	\$0	0.00%
	27	7.31%	\$0	0.00%

Total Incident Count: 369

Total Est Loss:

\$5,000

Oakwood Village FD

Incident Type Report (Summary)

Alarm Date Between {01/01/2021} And {11/17/2021}  
and District = "03 "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
132 Road freight or transport vehicle fire	1	0.40%	\$5,000	100.00%
142 Brush or brush-and-grass mixture fire	2	0.80%	\$0	0.00%
152 Garbage dump or sanitary landfill fire	1	0.40%	\$0	0.00%
	<u>4</u>	<u>1.61%</u>	<u>\$5,000</u>	<u>100.00%</u>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	2	0.80%	\$0	0.00%
311 Medical assist, assist EMS crew	1	0.40%	\$0	0.00%
321 EMS call, excluding vehicle accident with	182	73.68%	\$0	0.00%
322 Motor vehicle accident with injuries	6	2.42%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	0.80%	\$0	0.00%
	<u>193</u>	<u>78.13%</u>	<u>\$0</u>	<u>0.00%</u>
<b>4 Hazardous Condition (No Fire)</b>				
41 Gas leak (natural gas or LPG)	2	0.80%	\$0	0.00%
444 Power line down	1	0.40%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.40%	\$0	0.00%
	<u>4</u>	<u>1.61%</u>	<u>\$0</u>	<u>0.00%</u>
<b>5 Service Call</b>				
520 Water problem, Other	1	0.40%	\$0	0.00%
522 Water or steam leak	1	0.40%	\$0	0.00%
552 Police matter	1	0.40%	\$0	0.00%
553 Public service	1	0.40%	\$0	0.00%
554 Assist invalid	7	2.83%	\$0	0.00%
	<u>11</u>	<u>4.45%</u>	<u>\$0</u>	<u>0.00%</u>
<b>Good Intent Call</b>				
611 Dispatched & cancelled en route	4	1.61%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	0.40%	\$0	0.00%
631 Authorized controlled burning	1	0.40%	\$0	0.00%
	<u>6</u>	<u>2.42%</u>	<u>\$0</u>	<u>0.00%</u>
<b>False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	2	0.80%	\$0	0.00%
735 Alarm system sounded due to malfunction	6	2.42%	\$0	0.00%

Oakwood Village FD

Incident Type Report (Summary)

Alarm Date Between {01/01/2021} And {11/17/2021}  
and District = "03 "

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>7 False Alarm &amp; False Call</b>				
736 CO detector activation due to malfunction	1	0.40%	\$0	0.00%
745 Alarm system activation, no fire -	19	7.69%	\$0	0.00%
	<u>28</u>	<u>11.33%</u>	<u>\$0</u>	<u>0.00%</u>
<b>9 Special Incident Type</b>				
911 Citizen complaint	1	0.40%	\$0	0.00%
	<u>1</u>	<u>0.40%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 247

Total Est Loss: \$5,000

Oakwood Village FD

Aid Responses by Department (Summary)

Alarm Date Between {01/01/2021} And {11/17/2021}

Type of Aid	Count	Type of Aid	Count
00000 Southeast Regional HAZMAT		77025 macedonia fire department	
Mutual aid given	1	Mutual aid given	8
	<u>1</u>		<u>11</u>
18005 bedford fire department		77033 northfield village fire department	
Mutual aid received	8	Mutual aid received	2
Mutual aid given	53	Mutual aid given	10
Automatic aid given	5		<u>12</u>
	<u>66</u>		
18007 bedford hts. fire department		77051 twinsburg fire department	
Mutual aid received	9	Mutual aid received	3
Automatic aid received	1	Mutual aid given	5
Mutual aid given	45		<u>8</u>
Automatic aid given	10		
	<u>65</u>		
18008 garfield hts. fire department			
Mutual aid given	1		
	<u>1</u>		
18055 maple hts. fire department			
Mutual aid given	2		
Other aid given	1		
	<u>3</u>		
18086 solon fire department			
Mutual aid received	4		
Mutual aid given	3		
Other aid given	1		
	<u>8</u>		
8093 valleyview fire department			
Mutual aid received	1		
	<u>1</u>		
7025 macedonia fire department			
Mutual aid received	2		
Automatic aid received	1		

Oakwood Village FD

First Unit Arrival Response Time Analysis (Ent)

NFIRS Alarm Date Between {01/01/2021} And  
{11/17/2021}

Response		Count	Percentage
Hrs	Mins		
<	01	89	5.2 %
	01	74	4.3 %
	02	165	9.6 %
	03	228	13.3 %
	04	285	16.7 %
	05	267	15.6 %
	06	217	12.7 %
	07	179	10.4 %
	08	87	5.0 %
	09	49	2.8 %
	10	29	1.6 %
	11	17	0.9 %
	12	7	0.4 %
	13	4	0.2 %
	14	2	0.1 %
	17	1	0.0 %
	18	1	0.0 %
	19	1	0.0 %
	20	1	0.0 %
	21	1	0.0 %
	25	1	0.0 %
	34	1	0.0 %

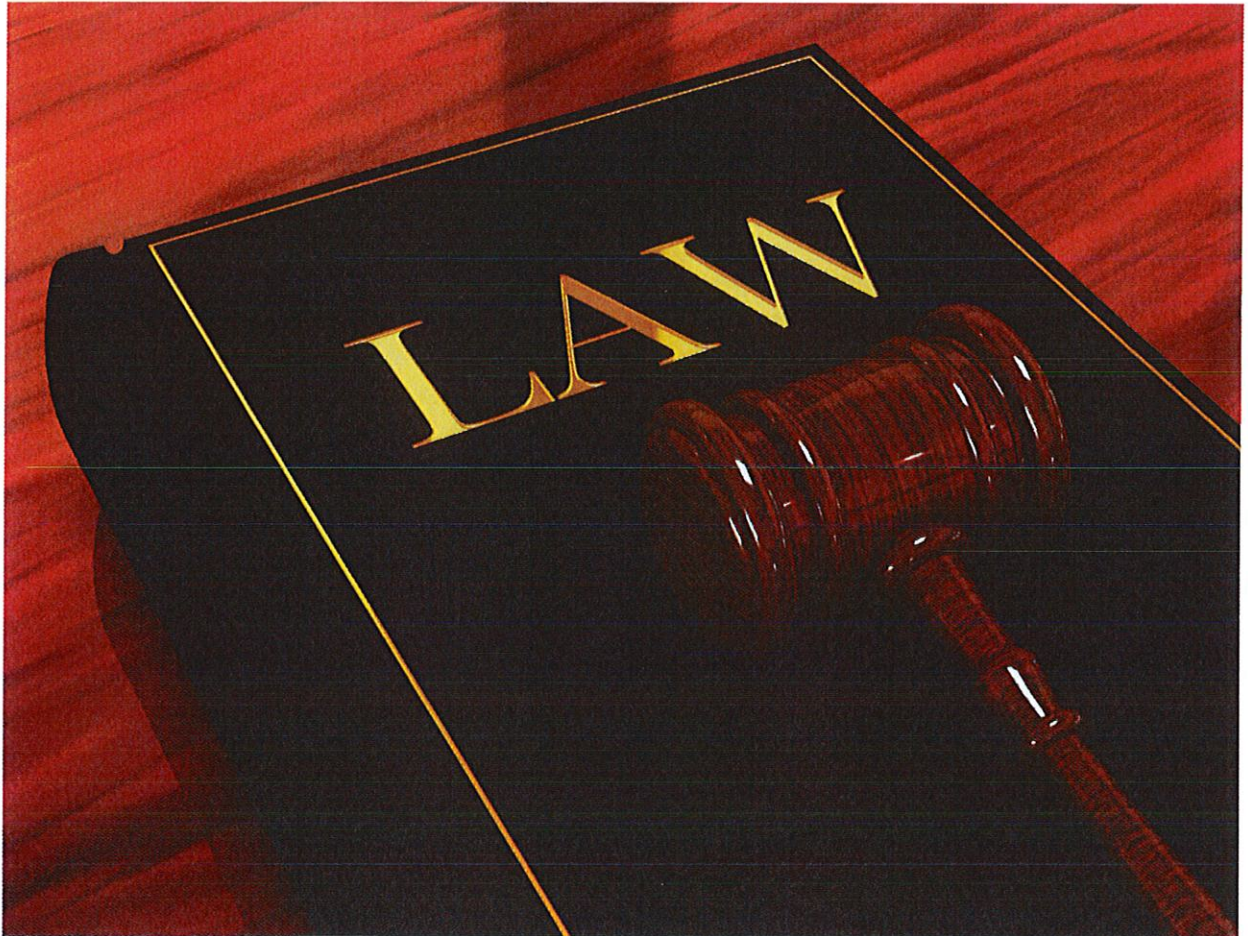
Overall Average Response Time: 00:04:44

Incident Type Summary By District

Alarm Date Between {01/01/2021} And {11/17/2021}

District	False	Fire	Good	Hazard	Overpressu	Rescue	Service	Special	Weather	Total
01	122	14	18	14	0	752	41	0	0	961
02	27	6	3	6	0	281	46	0	0	369
03	28	4	6	4	0	193	11	1	0	247
04	2	6	26	1	0	47	0	0	0	82
05	1	1	15	3	0	50	1	0	0	71
06	0	1	0	0	0	5	0	0	0	6
07	0	0	0	0	0	6	2	0	0	8
08	0	0	0	1	0	2	0	0	0	3
09	0	0	0	1	0	0	0	0	0	1
10	0	1	4	0	0	1	0	0	0	6
11	0	1	2	0	0	9	0	0	0	12
OUT	0	0	1	0	0	0	0	0	0	1
	180	34	75	30	0	1346	101	1	0	1767

**Village of Oakwood  
Law Department  
2022 Budget**



**Village of Oakwood  
Organizational Chart  
Law Department**

**James A. Climer**  
Law Director

**Ross Cirincione**  
Prosecutor/Assistant Law Director





# MAZANEC, RASKIN & RYDER CO., L.P.A.

ATTORNEYS AND COUNSELLORS AT LAW

*Celebrating More than 35 Years of Excellence*

James A. Climer  
Email: [jclimer@mrlaw.com](mailto:jclimer@mrlaw.com)  
Direct Dial: (440) 287-8290

October 8, 2021

**Via Email: [bthompson@oakwoodvillageoh.com](mailto:bthompson@oakwoodvillageoh.com)**

Brian L. Thompson  
Finance Director  
Village of Oakwood  
24800 Broadway  
Oakwood Village, OH 44146

**Re: *Law Department Budget***

Dear Brian:

Please let this serve as a proposed budget for Law Department activities for 2022. I again request no increase to the Law Department budget.

The proposed budget for the Law Director is as follows:

- 1) \$189 per hour capped at \$74,000 per year absent prior authorization of Council for attendance at meetings and other routine duties of the office;
- 2) \$189 per hour for plan reviews, re-zonings, variances, etc. with no stated cap;
- 3) \$189 per hour capped at \$10,200 per year without prior authorization of Council for litigation.

The foregoing items are not subject to PERS or other employer contributions.

The salary for the Prosecutor/Assistant Law Director for prosecutions and attendance at board and commission meetings in 2020 was \$51,000 per year and \$112.50 per hour for trial and appellate work capped at \$5,100 without prior authorization of Council.

Based on the foregoing, I would estimate the following as the actual budget for the Law Department in 2019:

- 1) \$74,000 Law Director for meeting attendance and other regular legal duties charged at \$189 per hour (no PERS or employer contributions);

Reply to:

Cleveland  
100 Franklin's Row, 34305 Solon Road  
Cleveland, OH 44139  
Phone: 440.248.7906 Fax: 440.248.8861  
Web: [mrlaw.com](http://mrlaw.com)

Columbus  
175 South Third Street, Suite 1000  
Columbus, OH 43215  
Phone: 614.228.5931 Fax: 614.228.5934  
Web: [mrlaw.com](http://mrlaw.com)

Lexington  
230 Lexington Green Circle, Suite 605  
Lexington, KY 40503  
Phone: 859.899.8499 Fax: 859.899.8498  
Web: [mrlaw.com](http://mrlaw.com)

- 2) \$10,200 Litigation charged at \$189 per hour capped at \$10,200 per year (no PERS or employer contributions);
- 3) \$51,000 Asst. Law Dir./Prosecutor salary
- 4) \$ 7,140 Asst. Law Dir./Prosecutor PERS
- 5) \$ 1,224 Asst. Law Dir/Pros Medicare and FICA; and
- 6) \$ 5,100 Asst. Law Dir./Prosecutor charged at \$112.50 per hour for criminal jury trials, motion to suppress hearings and appeals (no PERS or employer contributions).

Total: \$148,664

Thank you for your consideration in this regard and should you have any questions or comments, please feel free to contact me at any time.

Very truly yours,

MAZANEC, RASKIN & RYDER CO., L.P.A.

*s/James A. Climer*

James A. Climer

JAC/kc

cc: Ross Cirincione (via email)  
Mayor Gary Gottschalk (via email)

	2019		2020		2021		PROJECTED 2022	
	Y-T-D	YTD	EXPENSES	EXPENSES	BUDGET	EXPENSES	PERMANENT	CHANGE
	EXPENSES	THRU 12-31-20	THRU 12-31-20	THRU 10-31-21	BUDGET	THRU 10-31-21	APPROPRIATIONS	APPROPRIATIONS
VILLAGE OF OAKWOOD ASST. LAW DIRECTOR 2022 BUDGET PROJECTION								
ASST. LAW DIRECTOR								
7705.51110 SALARY -Ross S. Cirincione (Prosecutions, Attendance Boards & Commissions, Assignments from Law Dir	50,000.04	50,000.04	50,000.04	38,250.00	51,000.00	51,000.00	51,000.00	-
7705.51120 PERS	7,583.30	7,583.30	7,583.30	6,545.00	7,600.00	7,600.00	7,600.00	-
7705.51140 MED/FICA	725.04	725.04	725.04	554.67	800.00	800.00	800.00	-
7705.52150 Litigation(prosecutions of criminal jury trials, attendance at motion to suppress hearings, handling appeals from criminal prosecutions)	-	-	-	-	5,100.00	5,100.00	5,100.00	-
<b>TOTAL ASST. LAW DIRECTOR</b>	\$ 58,308.38	\$ 58,308.38	\$ 58,308.38	\$ 45,349.67	\$ 64,500.00	\$ 64,500.00	\$ 64,500.00	
VILLAGE OF OAKWOOD LAW DIRECTOR 2022 BUDGET PROJECTION								
LAW DIRECTOR (JAMES A. CLIMER) MAZANEC, RASKIN & RYDER Co., L.P.A								
7705.52151 ATTENDANCE AT MEETINGS & OTHER REGULAR LEGAL DUTIES (CAPPED AT \$74,000.00 A YEAR)	88,401.92	82,303.69	82,303.69	65,842.39	74,000.00	74,000.00	74,000.00	-
7705.52153 LITIGATION (CAPPED AT \$10,200.00 PER YEAR)	1,000.00	-	-	-	10,200.00	10,200.00	10,200.00	-
<b>TOTAL LAW DIRECTOR</b>	89,401.92	82,303.69	82,303.69	65,842.39	84,200.00	84,200.00	84,200.00	
<b>TOTAL OAKWOOD VILLAGE LEGAL DEPARTMENT</b>	\$ 147,710.30	\$ 140,612.07	\$ 140,612.07	\$ 111,192.06	\$ 148,700.00	\$ 148,700.00	\$ 148,700.00	

**Village of Oakwood  
Mayor's Court  
2022 Budget**



**Village of Oakwood  
Organizational Chart  
Mayor's Court**

**Carolyn Jones**

Clerk of Courts

**Yvonne Jones**

Chief Deputy Clerk of Courts

## **Oakwood Mayor's Court**

### **Job Functions:**

#### **Clerk of Court's**

Responsible for overseeing and performing all aspects in the Mayor's Court including: Processing Criminal, Traffic and Parking files, issuing warrants, collection and monthly disbursements (Oakwood Village, Bedford Municipal Court, Cuyahoga County Treasurer and State of Ohio), maintaining all criminal/traffic documents and indexes; Preparing Supreme Court quarterly reports. Duties include daily deposits, computer backup, court payroll, purchasing, yearly court budget, monthly reports to the county treasurer and the police department, points and suspensions to Bureau of Motor Vehicles, and reconciliation of monthly bank statements.

Additional duties include bond forfeitures, expungements and maintaining attorney and bondsmen information and networking with the superior court (Bedford Municipal Court); Updating BMV codes, sending code updates to the police and law departments and the training the deputy clerk; preparing the court docket and prosecutor's docket. In addition: responsible for assisting and preparing the state audit.

#### **Chief Deputy Clerk of Courts**

Responsible for filing and processing Criminal, Traffic and Parking citations; scanning and indexing all case activity; processing waivable offenses; case management (continuance, commit papers, failure to appear, payments plans, bench/capias warrants, violator compacts, etc.), updating old cases in dispatch and court transfers. Duties include labeling case file, preparing files for storage, storing citation hard copies and accepting/processing bond. Also processing commit papers for defendant who have been sentence to serve jail time.

Responsible for all court related activities on Court Days which are held twice a month.

Additional duties include: daily payments (mail/online/walk-ins), daily bank deposits, daily receipts, printing the VISA/MasterCard summary, transmitting the information to the bank, confirming petty cash bank (\$400.00) and sending for change. Telephone: accepting payments via phone, giving case, bond and warrant information. Finally: the processing of outgoing mail and preparing files for housing and juvenile court.

	2019	2020					
	Y-T-D	YTD	2021	YTD	PROJECTED 2022	CHANGE	
	EXPENSES	THRU 12-31-20	BUDGET	THRU 10-31-21	PERMANENT		
				EXPENSES	APPROPRIATIONS		
<b>VILLAGE OF OAKWOOD MAYOR'S COURT 2022 BUDGET PROJECTION</b>							
<b>MAYOR'S COURT</b>							
7703.51110 MAYOR'S CRT WAGES	97,634.75	105,146.16	99,000.00	80,984.82	98,650.00	(350.00)	
7703.51111 OVERTIME	62.73	-	500.00	-	500.00	-	
7703.51120 PERS	12,743.88	13,969.30	13,500.00	10,839.02	13,500.00	-	
7703.51140 MEDICARE	1,414.90	1,547.75	1,500.00	1,172.92	1,500.00	-	
7703.52130 PROFESSIONAL DUES	-	-	125.00	-	125.00	-	
7703.52150 MISC. CONTRACTUAL(COPIER USAGE, COURT PROGRAM SUPPORT)	17,228.58	15,051.25	15,850.00	14,750.50	16,000.00	150.00	
7703.52151 BEDFORD MUNI COURT	20,256.49	27,938.81	31,500.00	32,121.66	39,000.00	7,500.00	
7703.52160 CONFERENCE & ED	22.31	23.23	500.00	-	500.00	-	
7703.52350 BANK SERVICE FEES	5,157.75	2,408.85	5,050.00	4,240.67	5,050.00	-	
7703.53150 OFFICE SUPPLIES(Court Case Folders, Traffic/Criminal Tickets, Misc)	5,172.70	4,347.61	5,900.00	5,383.58	6,000.00	100.00	
7703.54110 OTHER EXPENSES	89.67	69.47	500.00	495.00	500.00	-	
7703.55110 EQUIPMENT	6,470.05	490.00	300.00	-	500.00	200.00	
<b>TOTAL MAYOR'S COURT</b>	<b>166,253.81</b>	<b>170,992.43</b>	<b>174,225.00</b>	<b>149,988.17</b>	<b>181,825.00</b>	<b>7,600.00</b>	
<b>Miscellaneous Contractual = John Montello 8 hours a month Rate 110.00 Hr</b>							
<b>It support, Iron Mountain, Toshiba</b>							