

ORDINANCE NO. 2025-11

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

AN EMERGENCY ORDINANCE ADOPTING FIRE DEPARTMENT STANDARD OPERATING PROCEDURES (SOPs) AND APPLYING THE CURRENT EMPLOYEE HANDBOOK TO MEMBERS OF THE FIRE DEPARTMENT WHEN NOT IN CONFLICT WITH THE SOPs

WHEREAS, Council has revised certain provisions in the Employee Handbook upon the recommendation of certain Department heads and further desires to provide for the specific procedures to be utilized in the dissemination of such handbooks to current and future employees of the Village; and

WHEREAS, the Chief of the Fire Department has recommended the implementation of Standard Operating Procedures (SOPs) for the Fire Department, a copy of which is attached hereto and incorporated herein as Exhibit "A"; and

WHEREAS, Council has determined that the adoption of the recommended SOPs and that application of the present Employee Handbook to members of the Fire Department is advisable when not in conflict with those SOPs;

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. The Council hereby adopts the SOPs substantially in the form attached hereto and incorporated herein as Exhibit "A".

SECTION 2. The present Employee Handbook is hereby amended reflects that it applies to members of the Fire Department when not in conflict with the foregoing SOPs including but not limited references on the cover and the Introductory Statement of same.

SECTION 3. The Mayor be and he is hereby authorized and directed to issue sufficient copies of the applicable handbook and SOPs to each Director and Department Head in print and/or electronic format for dissemination to all employees working under their respective jurisdictions. All current employees shall sign a receipt acknowledging receipt of their handbook and SOPs and all receipts shall be kept on file in the office of the Director of Finance. The Director of Finance shall require new employees of the Village to execute a receipt acknowledging receipt of his or her handbook and SOPs at the time of the commencement of employment with the Village. All such receipts shall likewise be kept in the Office of the Director of Finance.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the same relates to the daily operation of a municipal department and is necessary to provide for the continued good order of Village operations, therefore, provided it receives two-thirds (2/3) of the vote of all members of the Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: 1.28.2025

Tanya Joseph
Tanya Joseph, Clerk of Council

Erica J. Nikolic
Erica Nikolic, President of Council

Presented to the Mayor 1.29.2025

Approved: 1.31.2025
Gary V. Gottschalk
Mayor, Gary V. Gottschalk

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2025-11 was duly and regularly passed by this Council at the meeting held on the 28th day of January, 2025.

Tanya Joseph
Tanya Joseph, Clerk of Council

POSTING CERTIFICATE

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2025-11 was duly posted on the 3rd day of February, 2025, and will remain posted in accordance with the Oakwood Village Charter.

Tanya Joseph
Tanya Joseph, Clerk of Council

DATED: 2.3.2025