

VILLAGE OF NEWBURGH HEIGHTS
MINUTES OF COUNCIL MEETING
HELD 2/15/2022

Mayor Elkins called the Special Session of Council to order at 6:15 PM.

Roll Call: Dunman, Kray, and Giersz present. Ms. Traore and Mr. Moran were absent.

Also in attendance: Fiscal Officer Cathleen Nagorski.

Mrs. Kray motioned to enter executive session. Ms. Giersz seconded. Motion passed 3 yes – 0 no.

Executive session began at 6:16 PM.

Discussion of personnel issues (to consider appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official).

Ms. Traore arrived at this time.

Mrs. Kray motioned to exit executive session. Mr. Dunman seconded. Motion passed 4 yes – 0 no.

Resume special session at 6:34 PM.

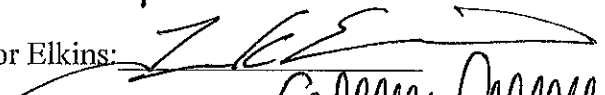
Purchases and Approvals


- a. Mrs. Kray made a motion to appoint Jeff Wagner to a full-time firefighter position for NHFD. Ms. Giersz seconded. Roll call: Traore, Dunman, Kray, and Giersz voted yes. Motion passed.
- b. Mrs. Kray made a motion to appoint Jacob Seig to a full-time firefighter position for NHFD. Ms. Giersz seconded. Roll call: Traore, Dunman, Kray, and Giersz voted yes. Motion passed.
- c. Council moved approval to extend the probationary period for Firefighter Nathan Barnett to the Regular Council Meeting on March 1, 2022.

Adjournment:

Ms. Traore motioned to adjourn the meeting at 6:35 pm. Seconded by Mrs. Kray. Motion passed 4 yes - 0 no.

Date Approved: 3/1/22

Mayor Trevor Elkins: 

Fiscal Officer Cathleen Nagorski: 

COUNCIL MEETING

VILLAGE OF NEWBURGH HEIGHTS
3801 HARVARD AVENUE
NEWBURGH HTS., OHIO 44105

Tuesday, February 15, 2022

Special Session of Council 6:15 PM

Agenda:

1. Call to Order/Roll Call: Traore, Dunman, Moran, Kray and Giersz.

2. Executive Session:

Discussion of personnel issues (to consider appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official), pending/potential litigation, and property acquisitions if necessary.

3. Purchases & Approvals:

a. Approval of appointment of Jeff Wagner to full-time firefighter for NHFD.

b. Approval of appointment of Jacob Seig to full-time firefighter for NHFD.

c. Discussion and approval to extend the probationary period for Firefighter Nathan Barnett to June 28, 2023.

4. Adjournment:

Called by: Mayor Elkins (C.O. 121.01)

Posted at: Newburgh Heights Administration Building

Posted 2/9/22

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3801 HARVARD AVENUE
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4. Adjournment:

Called by: Mayor Elkins (C.O. 121.01)

Posted at: Newburgh Heights Administration Building

Posted 2/9/22



Newburgh Heights Fire Department

Memo Form



To: Trevor Elkins, Mayor / Safety Director

Date: February 8, 2022

From: Brian Higginbotham, Fire Chief

CC: Mike Wasielewski, Assistant Chief, Nathan Barnett, Firefighter EMT- B

Subject: Extend Firefighter Nathan Barnett Probationary Period to June 28, 2023

Mayor Elkins,

When Firefighter Nathan Barnett was hired in June of 2021, he had completed his Paramedic Classes and graduated from the Lorian Community College Program. He needed to complete his Paramedic Psychomotor / Practical Test & National Registry Written Test to get his State of Ohio Paramedic Certification.

On October 14, 2021, I met with Firefighter Nathan Barnett to discuss his status regarding his paramedic certification status. We reviewed the items (see memo dated 10/14/2021) he needed to do to get his State of Ohio Paramedic Certification.

He was unable to pass the National Registry Written Test and now must enroll and complete a paramedic program again to be eligible to take a Paramedic Psychomotor / Practical Test & National Registry Written Test to get his State of Ohio Paramedic Certification.

We are requesting from Council to approve and extend Firefighter Nathan Barnett probationary period to June 28, 2023. This will allow him to complete the paramedic program and pass the State of Ohio exams for his Paramedic Certification.

If you have any further questions or concerns, please let me know.

Respectfully,

Brian K. Higginbotham

Fire Chief



Newburgh Heights Fire Department
Memo Form



To: Nathan Barnett, Firefighter EMT- B

Date: October 14, 2021

From: Brian Higginbotham, Fire Chief

CC: Mike Wasielewski, Assistant Chief, Greg Jordan; Lieutenant, Dave Mordarski, Firefighter/Paramedic

Subject: Paramedic Certification Requirement needed for Employment

Firefighter Barnett,

I received your email with the information from Division of EMS, Ohio Department of Public Safety explaining your paramedic status.

As per our discussion this week regarding your Paramedic Status, the following items were discussed:

1. You have taken the National Registry Written Test 3 times and have not passed.
2. You are currently enrolled in a 48-hour Paramedic Refresher Course as required by Division of EMS before you can take the National Registry Written Test. You will provide me a copy of your certificate when you complete this course.
3. Division of EMS also is requiring you to pass the Paramedic Psychomotor / Practical Test because your previous test that you passed has expired (see your attached email).
4. After you complete the refresher course and pass the psychomotor / practical test, you will have 3 more opportunities to pass the National Registry Written Test.
5. Division of EMS, Ohio Department of Public Safety has given you to December 12, 2021, to complete these items. Failure for you to complete these items, you will have to enroll in another Paramedic Course.

If you need any assistance with studying for these tests, please reach out to Lt. Greg Jordan, & FF Dave Mordarski. They are more than willing to assist you with this process.

Just a reminder, to pass your probationary period you need to be certified paramedic with the Division of EMS, Ohio Department of Public Safety by June 28, 2022

If you have any further questions or concerns, please let me know.

Respectfully,

Brian K. Higginbotham

Fire Chief

Chief Brian Higginbotham

From: Nathan Barnett <Nathan.A.Barnett@outlook.com>
Sent: Wednesday, October 13, 2021 12:31 PM
To: Chief Brian Higginbotham
Subject: Fwd: NREMT Exam Reminder

The date listed below is the date my 2 years Paramedic Certification comes to an end. I am currently doing everything in my power to prepare myself to pass the exam.

[Get Outlook for iOS](#)

From: ems-firecertifications@dps.ohio.gov <ems-firecertifications@dps.ohio.gov>
Sent: Monday, September 20, 2021 12:05:14 AM
To: Nathan.A.Barnett@outlook.com <Nathan.A.Barnett@outlook.com>; Nateb91@yahoo.com <Nateb91@yahoo.com>
Cc: dsgr0@lorainccc.edu <dsgr0@lorainccc.edu>
Subject: NREMT Exam Reminder

Date: 9/20/2021
Accredited Program: Lorain County Community College
Course Number: 66679
Course Level: Paramedic
Student Name: Nathan Barnett
Course Completion Date: 12/12/2019
Psychomotor/Practical Pass Date: 12/17/2019 (Expired)
Cognitive/Written Exam Pass Date:

This is a reminder that you have less than 90 days remaining to pass the NREMT exam and apply for Paramedic certification in Ohio. The deadline to complete the process is **12/12/2021**. No extension to this deadline can be awarded. If you have exhausted all attempts to pass the NREMT examination and are no longer eligible to take the examination, please disregard this email.

Each exam (psychomotor/practical or cognitive/written) is only valid for up to 12 months from the date of the exam. If you have passed the psychomotor/practical exam, but not the cognitive/written exam, you must make certain that your psychomotor/practical exam is no more than 12 months old from the date you pass the cognitive/written exam. If it is more than 12 months old when you pass the cognitive/written exam, you will be required to repeat the psychomotor/practical exam. Neither passed portion of the exam can be more than 12 months old when you submit your application for Ohio certification.

Your training program is responsible for providing the instructions on registering for the NREMT exam. If you have not received those instructions, contact the program director of your training program as soon as possible.

You must keep your email address up to date with your program director and the Division of EMS. All communications regarding your certification application will be forwarded to you through email.

Thank you for your attention to this matter. If you have any questions or concerns regarding the examination and certification processes, or if you believe you have received this message in error, you should contact your program director immediately.

Division of Emergency Medical Services
Ohio Department of Public Safety
1970 West Broad Street
P. O. Box 182073
Columbus, OH 43218-2073
ems-firecertifications@dps.ohio.gov
1-800-233-0785

Total Control Panel

[Login](#)

To: bljiginbotham@newburgh-oh.gov
From: nathan.a.barnett@outlook.com

Message Score: 20
My Spam Blocking Level: High

High (60): Pass
Medium (75): Pass
Low (90): Pass

[Block this sender](#)
[Block outlook.com](#)

This message was delivered because the content filter score did not exceed your filter level.



Newburgh Heights Fire Department

4105 Harvard Ave.

Newburgh Heights, Ohio 44105



Minimum Requirements for Full-Time Firefighter

Revised: 01/05/22

Introduction – Purpose of setting the Minimum Requirements for Full-Time Firefighter is to find the best candidate to fit the needs of Newburgh Heights Fire Department. We are looking for the most experienced, common sense, self-assurance, and that fit into the firefighter's way of life.

JEFF WAGNER

Applicant's Name

- 1. Must be **20 years or older**; Birth Date: 00-09-1978
- 2. Must have **High School Diploma** or **GED**
- 3. Must have valid **Ohio Driver's License** (4points or less). Expires: 08-09-2023
- 4. Must be a **Firefighter Level II** in the State of Ohio; Expires: 00-09-2023
- 5. Must be a State of Ohio **Paramedic Certification**. Expires: 08-09-2023
- 6. Must have **ACLS**. Expires: 4/9/2023
- 7. Must have **PALS** Expires: _____
- 8. Must have **Healthcare Provider CPR**; Expires: 03-2023
- 9. Prefer applicants have **ITLS**. Expires: _____
- 10. Prefer applicants have **HazMat Awareness**
- 11. Prefer applicants have **HazMat Operations**
- 12. Must have from Emergency Management Institute their **FEMA certificate IS-00100** (ICS-100)
- 13. Must have from Emergency Management Institute their **FEMA certificate IS-00700** (NIMS)
- 14. Prefer applicants have completed 16 hrs of **Emergency Vehicle Driver Training**.
- 15. Prefer applicants have a valid Cuyahoga Community College Fire Training Academy **Firefighter's Physical Agility Test Certificate** with a time of 4 minutes and 30 seconds or less. Expires: _____
- 16. Must have Covid-19 Vaccination Card

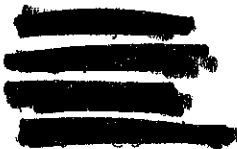
After Interview Process: All Applicants selected will have to complete the following steps listed below:

- 17. Must pass **BCI & FBI Background Check**.
 - 18. Must pass **Pre-Employment Physical as per OP&F Pension System**.
 - 19. Must pass **Drug Screening Test**.
 - 20. Must pass **Polygraph Testing**
- } NOTE TO SCHEDULE

Applicants are aware of the following conditions of employment:

- 21. All Fire Department Personnel shall maintain and/or receive reasonably available vaccinations against infectious disease, where public risk may be reduced by vaccination, as determined by the Safety Director of the Village of Newburgh Heights.
- 22. All full-time fire fighters must either begin the position with a minimum of an associate degree from an accredited academic institution or obtain an Associate's Degree in a program approved by the Safety Director of the Village of Newburgh Heights within five (5) years of starting employment.

Jeffrey Wagner



January 21, 2022

Dear Chief Higginbotham,

It is with great interest that I submit the enclosed resume for the Firefighter/Paramedic position at Newburgh Heights Fire Department. As a highly motivated, alert, and flexible first responder with comprehensive experience in emergency response and management, I am confident I will make an immediate impact upon stepping into this role.

Throughout my career I have honed my skills in firefighting techniques, vehicular accident responses, and advanced life saving measures. In addition, I possess exceptional interpersonal and leadership skills, as well as a talent for forging strong relationships with both peers and senior leadership at all levels.

Highlights of my strengths include...

Achieving, maintaining, and continually updating current levels of Paramedic and Firefighter knowledge to expertly and rapidly respond to 911 emergency calls and provide critical community-wide assistance.

Providing complementary operational and administrative support including performing vehicle maintenance checks, stocking inventory, repairing and cleaning equipment/tools, producing incident reports, and managing various paperwork.

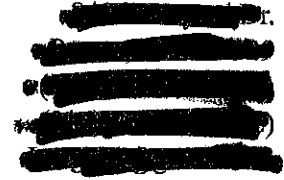
Recognized among peers as an outstanding leader with a dynamic and energetic personality.

I am confident my background will be extremely beneficial to the Newburgh Heights Fire Department, and I look forward to leveraging my experience and skill set to provide vital firefighting and paramedic assistance across the community at large. Thank you in advance for your time and consideration; I look forward to speaking with you soon.

Sincerely,

Jeffrey Wagner

Jeffrey Alan Wagner



Objective

Looking for an opportunity to secure a full-time firefighter paramedic position to maximize my professional skills and knowledge in the field and to use my past training to help others as well as increase the value of the department's reputation.

Qualifications

- Organized, highly self-motivated problem solver
- Goal-oriented individual with strong communication and leadership capabilities
- Skilled at establishing and maintaining effective working relationships with other employees, assisting agencies, hospital personnel and the general public
- Experienced Paramedic with strong ability to perform technical medical skills with a high degree of accuracy
- Able to rapidly assess and effectively deal with the medical/emotional needs of individual's injuries, acute illnesses, or psychological emergencies and maintain a professional and impartial approach to their care
- Open to learning new concepts in rescue and medical skills, and techniques in pre-hospital care
- Able to understand and follow oral and written instructions and orders and to maintain a professional attitude

Education

- Ongoing Continuing education for firefighter and paramedic certifications satisfying state and city requirements.
- 2002 Cuyahoga Community College, Western Campus - Cleveland, Ohio
Firefighter Level II
- 1999 Cuyahoga Community College, Eastern Campus - Cleveland, Ohio
Paramedic
- 1998 Cuyahoga County Joint Vocational - Cleveland, Ohio
EMT-B, Firefighter IA

Licenses and Certificates

Paramedic, ACLS, CPR, and PALS

Work Experience

November 2016 - Present

Lifebanc

Organ Procurement Transplant Coordinator

- Medically manage pediatric and adult organ donors under established guidelines
- Work closely with hospital services by providing education and support to donor hospitals
- Effectively communicate and collaborate with healthcare teams to ensure successful recoveries from organ donors
- Perform role of operating room circulator
- Schedule, coordinate, and facilitate OR timing and recovery at LifeBanc and donor hospitals
- Well versed in critical care knowledge allowing me to assess hemodynamic values, pulmonary status, and lab values as well as demonstrate critical care thinking to implement treatment to optimize donation

January 2016 - November 2016

MetroHealth Medical Center

Emergency Department Paramedic

- Performed patient care under the direction of an assigned Registered Nurse or Physician
- Performed administrative, clerical, clinical duties as assigned
- Complied with the policies and procedures under The MetroHealth System
- Performed as a fully functional certified Paramedic
- Performed and documented data collected/treatments on nursing care records

October 2012 – December 2015

American Red Cross

Apheresis Supervisor - Trained in Automated Collection

- Managed a group of ten (10) staff fostering a team environment and providing leadership necessary to maintain premier donor care, customer safety and satisfaction during the blood collection process
- Worked to reduce procedural deviation and enforced policy and procedure to promote a positive and professional image of the American Red Cross
- Provided conflict resolution, corrective action and discipline as appropriate
- Provided scheduling assistance and daily donor charts
- Prepared bi-weekly payroll
- Complied with yearly FDA, and Quality Assurance inspections
- Weekly ordering of supplies to facilitate blood collection
- Ensured building maintenance and upkeep

March 2010 - October 2012

American Red Cross

Collections Operations Support

- Served as suspect product core team member receiving training in managing suspect products, positive bacterial cultural investigations, and CDIS Property Management
- Performed risk assessments weekly
- Consulted on collection issues as the subject matter expert for procedural deviation concerns
- Attended and actively participated in root cause analysis meetings
- Trained as a backup for Standard operating procedure review and verification prior to production and distribution
- Acted as FDA liaison during inspections
- Worked with several process improvement teams analyzing and developing actions to meet division assigned quality goals
- Participated on a project to reduce collection status problems by researching the types of equipment used by other regions
- Assisted in weekly on call rotations
- Planned and lead monthly collection team meetings

2007 – March 2010

American Red Cross

Field Team Supervisor:

- Managed staff to foster a team environment and provide leadership necessary to maintain donor care, customer safety, and satisfaction during the blood process
- Promoted a positive professional image of the American Red Cross
- Worked with staff to reduce procedural deviations and enforced policy and procedures
- Provided conflict resolution, corrective action and discipline as appropriate

2004 – 2007

American Red Cross

Collections Technician

- Collected allogeneic whole blood from donors
- Provided exceptional customer service skills to maintain donor satisfaction
- Explicitly followed guidelines provided by the FDA, Code of Federal Regulations (CFR), and the AABB to ensure a safe blood product

1999 - present

Seven Hills Fire Department

Firefighter/Paramedic

- Provide and direct fast, efficient life saving support to the ill or injured utilizing all basic and advanced techniques, including the placement of peripheral, and intraosseous lines, EKG interpretations, cardiac monitoring, defibrillation, cardioversion, esophageal airways and endotracheal intubations
- Perform critical physical examinations
- Recognize a medical emergency and make reasonable acceptable diagnosis
- Institute appropriate emergency therapy and anticipate potentially life threatening situations where necessary for the preservation of life
- Assess the medical and emotional needs of individuals illness or injury with the goal of reducing mortality
- Protect the life and property of individuals by combating, extinguishing and preventing fires
- Provide life saving measures to those in need of emergency medical care during fire rescue
- Provide community teaching of fire prevention and safety

2001 - 2004

Physicians Medical Transport Team

Paramedic

- Transported and kept stable, sick, injured, and convalescent patients overnight with limited to no supervision



Newburgh Heights Fire Department

4105 Harvard Ave.

Newburgh Heights, Ohio 44105



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Revised: 01/05/22

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Jacob Sieg

Applicant's Name

- 1. Must be **20 years** or older; Birth Date: 7/7/99
- 2. Must have **High School Diploma** or GED
- 3. Must have valid **Ohio Driver's License** (4points or less). Expires: 07-07-2024
- 4. Must be a **Firefighter Level II** in the State of Ohio; Expires: 07-07-2024
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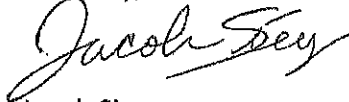
9/08/2021

Re: Firefighter/paramedic position

Dear Chief Higginbotham:

My name is Jacob Sieg and I would officially like to apply to work for the city of Newburgh Heights as a Career Firefighter. I have both an active Firefighter level 2 card from Stark State College's fire academy and a Paramedic card that was achieved through Lakeland's paramedic program. As for work experience in this field I have worked part-time as firefighter/paramedic for the city of Mentor for nearly two years and I have worked six months as a paramedic for Cleveland EMS. I've heard great things about Newburgh heights fire department and would love to have the opportunity to work for the city of Newburgh Heights and serve their people.

Sincerely,



Jacob Sieg



Jacob F. Sieg

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Date of Birth: 07/07/1999

Education

-Lakeland Community College (August 2019 - August 2020)

7700 Clocktower Dr. Kirtland, OH 44240

The Study of Human Diseases (Five credits) Grade: A

Paramedic certification

-Stark State College (January 2019-May 2019)

Firefighter 2 Certification

Anatomy and Physiology (three credits) Grade: A

-Kent State University Main Campus (August 2018-December 2018)

800 E. Summit St, Kent, OH 44240

National Emergency Medical Technician Certification (December 2018)

-Mayfield Highschool (August 2014-May 2018)

H.S. diploma, 2018

Work Experience

Cleveland EMS

1701 Lakeside Avenue, Cleveland OH 44114

Paramedic, March 2021 - August 2021,

Mentor Fire Department

8467 Civic Center Blvd, Mentor, OH 44060

Part-time Firefighter/EMT, November 2019-present

Bella Stone

4418 Mayfield Rd, South Euclid, OH 44124

Part-time granite installer, July 2018-present

Construction Worker – Bella Stone, South Euclid Ohio

Community/Charitable Activities

Kent State University -Community Service Trip to Columbus, Ohio "Habitat for Humanity (2018)

St. Dominic Church – Mission trip to El Salvador (2018)

-References available upon request-