

## **MEDINA COUNTY EMERGENCY MANAGEMENT AGENCY**

The Executive Committee of the Medina County Emergency Management Agency met in regular session on November 19, 2025, commencing at 8:30 a.m., at the Medina County Sheriff's Office, 555 Independence Drive, Medina, Ohio, 44256.

Commissioner Hambley moved for the adoption of the following resolution:

### **RESOLUTION NO. 2025-13**

#### **A RESOLUTION TO RE-CLASSIFY THE DIRECTOR AND DEPUTY DIRECTOR OF THE MEDINA COUNTY EMERGENCY MANAGEMENT AGENCY AS SALARIED EMPLOYEES**

WHEREAS, the Medina County Emergency Management Agency (EMA) employs a Director who is responsible for planning, organizing, and directing the Emergency Management programs for the jurisdiction as well as acting as the community's representative on all Emergency Management matters; and

WHEREAS, EMA also employs a Deputy Director who assists in all aspects of Emergency Management including creating and updating plans, coordinating disaster response, functioning as a liaison between partner agencies, coordinating training for responders, and attending various meetings representing the interests of EMA;

WHEREAS, EMA has historically paid both the Director and Deputy Director on an hourly basis, eligible to receive overtime payment for hours worked over 40 in one work period, and also paid them sick time for all hours worked; and

WHEREAS, the EMA Executive Committee wishes to re-classify these positions as salaried positions and begin paying them on a salary basis; and

WHEREAS, both the Director and Deputy Director of EMA have the primary duty of management within EMA, customarily directing two other employees, and have their recommendations as to employment decisions taken into account for other employees at EMA; and

WHEREAS, according to the Fair Labor Standards Act (FLSA) of 1938, an employee may be exempt from overtime if he or she is considered a bona fide executive, administrative, or professional employee;

WHEREAS, due to the salaries and primary duties of the EMA Director and Deputy Director, EMA Executive Committee wishes for these positions to be exempt pursuant to the executive exemption; and

WHEREAS, the EMA Executive Committee further wishes to amend the job descriptions for the Director and Deputy Director to reflect that these are salaried positions.

NOW, THEREFORE, BE IT RESOLVED by the EMA Executive Committee that:

Section 1. This Committee hereby designates the positions of Director and Deputy Director of the Medina County Emergency Management Agency to be paid on a salary basis, based on a 40-hour workweek, no longer eligible for overtime compensation, and eligible to accumulate sick leave at the rate of 4.6 hours for each completed 80 hours of service in accordance with ORC 124.38 rather than actual hours worked in each pay period, effective January 1, 2026 at the following salary rates:

Director- \$84,000

Deputy Director- \$70,200 (plus \$6,440 pending approval of Res. 2025-14)

Section 2. The Director and Deputy Director will no longer be eligible to receive compensatory time off at a rate of time and a half in lieu of overtime payment after January 1, 2026, but may utilize any such compensatory time off they have accumulated as of January 1, 2026, until it is gone.

Section 3. The job descriptions for the Director and Deputy Director are hereby amended, as set forth in Exhibits A and B, which are attached hereto and incorporated herein by this reference.

MR. DEFOREST seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

[Signature]  
[Signature]  
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Greg Ganner  
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**Medina County Emergency Management Agency  
Director of Emergency Management (Full-Time, Salaried)**

**GENERAL DESCRIPTION:** Under administrative direction of the EMA Board, abiding by the personnel policies of the Medina County Board of Commissioners, the EMA Director is responsible for planning, organizing, and directing the Emergency Management programs for the jurisdiction as well as acting as the community's representative on all Emergency Management matters.

**QUALIFICATIONS:** An example of acceptable qualifications: Possession of a Bachelor's degree in Emergency Management, Planning, Public Administration or a related field supplemented by three (3) to five (5) years of experience in emergency management; two (2) or more years of related supervisory work experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy; must obtain and retain any additional licensure and certification established by the Ohio Emergency Management Agency pursuant to O.R.C. 5502.25 and O.A.C. 4501 :3-5-01; must swear to oath required under ORC 5502.34.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive: Personal computer, printers, fax machine, telephone, copier, and other standard business office equipment, motor vehicles, hand tools, power tools.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

**JOB DUTIES** in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- (1) Determines long and short-term goals and objectives for EMA/HAS; develops and administers the budget for EMA/HAS; interprets and follows federal and state laws and regulations; works with Ohio EMA and Homeland Security agencies on terrorism reports and security issues; pursues the advanced emergency development series; works with other agencies and departments on maintaining and updating interoperability; maintains primary and secondary emergency operations centers ready status; reviews and drafts contracts for equipment and maintenance with EMA; provides updated information to National Weather Service during disasters; provides the EMA watch desk with updated information during events; coordinates with the Ohio EPA; maintains records and updates, works with and responds to hazardous material issues, spills and security; responds to all disaster and terrorism events in the county; coordinates with local radio station during weather events; performs required annual updates to the Emergency Operations Plan; creates, updates and amends disaster plans for the County as needed.
- (2) Prepares grants programs for federal, state, and special projects; monitors fiscal reports and reimbursement; reviews the Grants program budget; conducts school planning and sign off with Ohio Homeland Security and the Department of Education; pursues mitigation funding to prevent future flooding; maintains the PDM grants; monitors river gauges; maintains and



tests all emergency systems and sirens; reviews in depth reporting of all grants dollars utilized and available; oversees WENS alerting system; oversees EMA social media sites; maintains responsibility over requesting and storing the Strategic National stockpile during an event; maintains responsibility for requesting a County Declaration of Emergency disaster.

- (3) Manages and supervises department staff (e.g., schedules and assigns tasks, recommends the hiring of job applicants, recommends pay assignments, evaluates performance, authorizes leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, assists with the development of policy, recommends policy changes, participates in personnel or labor relations activities, etc.); coordinates testing and selection process of EMA employees.
- (4) Offers and conducts ongoing training to personnel and volunteers; participates in NIMS training; stays up to date on NIMSCAST; provides public information on preparedness and awareness for County citizens and first responders; collaborates with and oversees various groups and programs; maintains the volunteer ID system; works with various agencies and organizations (e.g., Ohio Emergency Management Agency, Emergency Management Association of Ohio, FEMA, local media, etc.).
- (5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (6) Maintains required licensures and certifications, if any.
- (7) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance; may be required to work irregular hours (e.g., second/third shift, rotating shift, etc.).

OTHER DUTIES AND RESPONSIBILITIES:

- (9) Performs other related duties as assigned.
- (10) Required to assist other state and county EMA officials by assisting with plans, doing demonstrations, and general networking. This requires travel across the State and working occasional evenings and weekends.

MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

Knowledge of:

modern computer skills and computer applications (e.g., Microsoft Office, MUNIS, Kronos, etc.); \*County, Department, and Division goals and objectives; \*County, Department, and Division policies and procedures; \*County personnel rules and regulations; state and federal regulations; customer service; office practice and procedures; public relations; math; budgeting.

Skill in: computer operation; use of modern office equipment; organization; motor vehicle operation.

Ability to: carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; develop and maintain effective working

relationships; think critically; be self-motivated; interpret a variety of instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; communicate effectively; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts with officials and general public; add, subtract, multiply, and divide; calculate fractions, decimals and percentages; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; travel to and gain access to work site.

**Job Type:** Full-time, Salaried



**Medina County Emergency Management Agency  
Deputy Director (Full Time, Salaried)**

**JOB SUMMARY:**

This position reports to the Director of the Medina County Emergency Management. The Deputy Director will assist in all aspects of Emergency Management. This includes creating & updating plans; coordination of disaster response; function as a liaison between partner agencies; Performs administrative tasks as required; coordinate training for responders; attend various meetings representing the interests of EMA; function as liaison with public and media.

**JOB DUTIES:**

- Assist the Director in coordination with all areas of Mitigation, Preparedness, Prevention, Response and Recovery. This includes support in exercise planning and development, representing or serving as an alternate for the Director at meetings with EMA partners. Develop and maintain relationships with municipalities, county departments, and similar entities to facilitate plan development and response coordination.
- Applies for and administers various EMA related grants as assigned based on grant guidance, spending policies, and applicable laws.
- During periods of disaster the Deputy Director will function as the Director when the EOC is open for a 24-hour period (12-hour shifts) or be responsible for other specific tasks in the EOC such as damage assessment, resource management, volunteer management etc.
- Assists the Emergency Management Specialist and All Hazard Team Coordinator with tasks as needed.
- Manages the LEPC program which includes maintaining required records and plans for the Medina County LEPC. This includes chemical inventories, response plans, spill reports, compliance actions & meeting minutes. Also administers the LEPC and HMEP grants.
- Maintains EMA plans as assigned.
- Assists in the preparation and maintenance of records, reports and other documents required by the Medina County Executive Board, county administration and other local, state and federal regulatory agencies or commissions.
- Assists with the planning for emergency management exercises including the annual Local Emergency Planning Committee exercise. Plans, designs, and facilitates other exercises as required.
- Updates and maintains capabilities of public & responder alerting systems used by EMA.
- Attends all related meetings for the exchange of information, and/or to initiate functions of committees; may assist in the development of policy and activities of committees. Represents the interests of EMA at meetings with EMA partners.
- Performs various routine administrative and clerical duties including but not limited to typing meeting minutes, agendas, and paying bills.
- Demonstrates regular and predictable attendance; may be required to work irregular hours based on meetings and emergency situations. This may include nights & weekends.



- Maintain readiness of the Emergency Operations Center (EOC) and staffs the EOC when it is opened to support an incident or planned event.
- Responds to emergency scenes as required and represents EMA and provides assistance to Incident Command and the All Hazards Team. Responds to hazardous materials incidents and coordinates with the EPA and obtains required hazmat release documentation.
- Maintain general accessibility outside of work hours via EMA issued cell phone.
- Assist in management of EMA volunteer programs.
- Completes cost recoveries following hazardous materials incidents in accordance with ORC 3745.13.
- Attends ongoing training, conferences, seminars related to Emergency Management.
- Assist with general facility upkeep.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's Degree with coursework in emergency management, disaster management, public safety or related field or equivalent combination of education and experience. (Not required, but preferred).
- EMA or public safety experience: 5 years (Not required, but preferred)

### **LICENSURE/CERTIFICATION/TRAINING REQUIREMENTS**

- Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.
- ICS 100, 200, 300, 400, 700, 800 (within 6 months of employment).
- FEMA Professional Development Series (within 6 months of employment).
- FEMA Advanced Professional Series (within 2 years of employment).
- Obtain Certification under FAA Part 107 Remote Drone Pilot (within 1 year of employment).
- Training in GIS systems (preferred).
- Obtains additional training as required by the Director.

### **COMPETENCIES, FUNCTIONS AND SKILLS:**

- Thorough knowledge of county, state and federal laws, rules and guidelines as it relates to Emergency Management.
- Consistently works to build rapport across the organization by establishing collaborative relationships to achieve agency objectives.
- Ability to respond to work during emergency situations or inclement weather.
- Follows instructions, responds to management direction with limited oversight.
- Exercises independent judgment and discretion.
- Ability to speak distinctly and deal courteously with partners and the public under stressful conditions.
- Ability to communicate effectively, both orally and written.

- Ability to maintain and establish effective working relationships with other employees and the general public.
- Proficient in the use of computers including Microsoft Office.
- Ability to use hand tools.
- Ability to work in adverse conditions including weather and uneven terrain.
- Ability to analyze and exercise good judgment and professional knowledge as a representative of the Medina County Emergency Management Agency.
- Ability to present classroom instruction and conduct seminars and facilitate meetings effectively.
- Meets attendance and punctuality policies.
- Seeks direction and assistance when needed.

**Job Type:** Full-time, Salaried

**Acknowledgment**

I acknowledge that the above description is a representation of the major duties and responsibilities of this position. I understand the responsibilities and expectations and have been given an opportunity to seek clarification if and when I do not understand.

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Signature

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Date

**Supervisor/Department Head:**

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Signature

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Date