

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
September 22, 2026	Personnel Item
Submitted By:	
Rick L. Prinz, Fire Chief	

Motion:
Hire career Firefighter/EMT Keegan Sauter effective October 5, 2026 at the bi-weekly rate of \$2,800.99

Background:
Due to a vacancy, the Fire Department has a Firefighter opening. The Fire Department would like to recommend to the Board, Career Firefighter/EMT Keegan Sauter to fill the vacancy. Firefighter Sauter currently works as a Part-time Firefighter/EMT for the Springdale, OH Fire Department. Firefighter Sauter has completed all testing including a written examination, psychometric profile, polygraph, interview, and background check. It is my recommendation that Firefighter Sauter be placed at Step 1 of the 2026 Firefighter Pay Scale with a bi-weekly rate of \$2,800.99, per the Collective Bargaining Agreement, with a one-year probationary period. Thank you for your consideration

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Req. #:		Total Encumbrance:	\$.00



Interoffice -

To: Lisa Brown, Township Administrator

From: Rick L. Prinz,
Fire Chief

Date: September 22,
2026

RE: PERSONNEL ITEM: Motion to hire career Firefighter/EMT Keegan Sauter with a starting date of October 5, 2026 at the bi-weekly rate of \$2,800.99 per Collective Bargaining Agreement with a one-year probationary period.

Due to a vacancy, the Fire Department has a Firefighter opening. The Fire Department would like to recommend to the Board, Career Firefighter/EMT Keegan Sauter to fill the vacancy. Firefighter Sauter currently works as a Part-time Firefighter/EMT for the Springdale, OH Fire Department.

Firefighter Sauter has completed all testing including a written examination, psychometric profile, polygraph, interview, and background check.

It is my recommendation that Firefighter Sauter be placed at Step 1 of the 2026 Firefighter Pay Scale with a bi-weekly rate of \$2,800.99, per the Collective Bargaining Agreement, with a one-year probationary period.

Thank you for your consideration.



**WEST CHESTER TOWNSHIP
ADMINISTRATION**

9113 Cincinnati-Dayton Road
West Chester, OH 45069-3840

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September 16, 2026

Mr. Keegan Sauter

Dear Keegan,

I am pleased make a final offer of employment for the position of Career Firefighter/Paramedic for West Chester Township. Your official appointment will be September 22, 2026 at a regular West Chester Board of Trustees' meeting with an effective hire date October 5, 2026. The commitment to you regarding compensation, benefits, and related provisions is outlined herein.

General

Position:	Career Firefighter/Paramedic
Employer:	West Chester Township
Effective Hire Date:	October 5, 2026
Probationary Period:	365 days commencing on Start Date

Candidates without Paramedic certification must be able to complete and pass Paramedic school at the employer's expense, and must pass the West Chester Paramedic proficiency skills test within 30 months of enrolling Paramedic School.

Compensation

Base Salary:	\$27.75/hour (2026 CBA Step 1 Hourly Base)
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Benefits/Other Provisions

Medical/Dental/Vision:	Employee may elect to receive medical benefits unless benefits can be or are currently obtained elsewhere. If eligible, plan options are currently offered with employee premium share currently at 15%. The plan options and employee premium share are subject to Employer discretion.
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Insurance Waiver:	Employee may elect to receive a \$2,000 annual stipend in lieu of Employer-offered medical coverage.
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Pension:	Employee and Employer shares as determined by Ohio Police & Fire Pension Fund (OP&F)
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Deferred Compensation:	Plan provided at current federal maximum contribution.
Leave:	Vacation: Forty (40) hours

Personal/EDO You will receive twenty-four hours on your hire date for you to use during your probationary period **
Please refer to current IAFF Collective Bargaining Agreement for EDO

Sick Please refer to current IAFF Collective Bargaining Agreement

Probationary period will last for one year as of your hire date

Longevity Pay One hundred dollars (\$100) per year after five years of continuous service

Life Insurance: At Employer's discretion and as provided to other Employees - currently \$50,000 term life

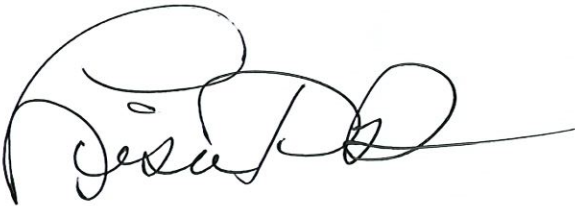
Disability: Please refer to the OP&F website for more information

COLA/Merit Increase: Please refer to the current IAFF Collective Bargaining Agreement

Continuing Education: Please refer to the current IAFF Collective Bargaining Agreement

If you have any questions or need clarification on any item regarding the compensation package, please contact Danielle Houston at dklekamp@westchesteroh.org or 513-759-7217.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa D. Brown', with a long horizontal flourish extending to the right.

Lisa D. Brown, JD, MPA
Township Administrator