

**RESOLUTION OF LONDONDERRY TOWNSHIP  
DAUPHIN COUNTY, PENNSYLVANIA**

**RESOLUTION 2023-18**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE TOWNSHIP OF LONDONDERRY, DAUPHIN  
COUNTY, PENNSYLVANIA, PROVIDING FOR THE  
CREATION OF, AND APPROVING THE DUTIES OF, THE  
APPOINTED TOWNSHIP “PUBLIC SAFETY  
COORDINATOR” POSITION AND PROVIDING FOR THE  
COMPENSATION FOR AND FILLING OF SUCH  
POSITION.**

WHEREAS, the Board of Supervisors (the “Board”) of Township of Londonderry, Dauphin County, Pennsylvania, with Supervisor Bart Shellenhamer recusing himself from any deliberation or action by the Board on the matter, has determined that it is in the best interests of the Township and its residents to create an appointed “Public Safety Coordinator” position with the duties provided for in the job description attached hereto as “Exhibit A” and incorporated herein by reference; and

WHEREAS, the Board intends to appoint effective January 1, 2024, Supervisor Bart Shellenhamer, who has substantial experience in emergency management and fire department operations, as the initial Township Public Safety Coordinator, which position, as defined in Exhibit A, has been determined by the Township Solicitor to be a position that can be lawfully held by an individual holding the elected position of Township Supervisor provided that compensation received for such position does not exceed any limitations set by law; and

WHEREAS, the Second Class Township Code, 53 P.S. § 65606(a), provides that “The compensation of supervisors, when employed as roadmasters, laborers, secretary, treasurer,

assistant secretary, assistant treasurer or in any employe capacity not otherwise prohibited by this or any other act, shall be determined by the board of auditors, at an hourly, daily, weekly, semi-monthly or monthly basis, which shall be comparable to compensation paid in the locality for similar services”; and

WHEREAS, it is the intent of the Board with this Resolution to approve the outline of the duties of such position as set for in Exhibit A and to provide for the appointment of Bart Shellenhamer to such position effective January 1, 2024, to serve at the pleasure of the Board; and

WHEREAS, to the extent permitted by law, and after full compliance with all legally required procedures, including the determination of any maximum permissible compensation for such position if held by a Supervisor by the elected board of auditors, the Board wishes to approve reasonable compensation for such position not to exceed the lesser of Seven Hundred and Fifty Dollars (\$750) per month, or such lower monthly amount determined by the Township elected board of auditors to be permissible, with such compensation not commencing unless and until approved by the Township elected board of auditors in accordance with law.

**NOW, THEREFORE,** be it resolved by authority of the Board of Supervisors of the Township of Londonderry, Dauphin County, Pennsylvania, with Supervisor Bart Shellenhamer abstaining:

**SECTION 1.** The Board hereby declares that there is a need for, and hereby confirms its creation effective January 1, 2024 of, the position of Township “Public Safety Coordinator,” to be filled by an individual appointed by and to serve at the pleasure of the Board.

**SECTION 2.** The Board hereby adopts the job description attached hereto as “**Exhibit A**” and incorporated herein by reference, and duties provided therein, with respect to the Public Safety Coordinator position.

**SECTION 3.** Bart Shellenhamer is hereby appointed to fill the position of Public Safety Coordinator effective January 1, 2024, initially without compensation unless and until a determination has been made in accordance with law by the Township elected board of auditors that a monthly compensation amount may be paid to a Supervisor for such position, and after which the compensation will be paid on a monthly basis at the *lesser of* \$750 per calendar month or the maximum monthly compensation fixed the board of auditors, if lower, and with any such compensation prorated on a per diem basis for any partial calendar months in which Supervisor Shellenhamer holds such position.

**SECTION 4.** The appropriate Township officials and employees are authorized and directed to take action to request that the Township elected board of auditors determine at their meeting in January, 2024, or as soon as practicable, the legally permissible monthly compensation payable to an individual holding the Public Safety Coordinator who is also an elected Londonderry Township Supervisor, and to take all other acts and things necessary or appropriate in order to effectuate this Resolution.

**SECTION 5.** All resolutions or parts of resolutions, insofar as such shall be inconsistent herewith, shall be and the same expressly are repealed.

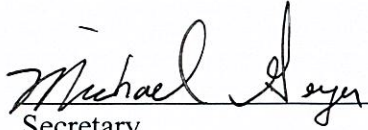
**DULY ADOPTED** by the Board of Supervisors of the Township of Londonderry, Dauphin County, Pennsylvania, on this 4<sup>th</sup> day of DECEMBER, 2023.

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ADOPTED as a resolution this 4<sup>TH</sup> day of December, 2023.

ATTEST:

TOWNSHIP OF LONDONDERRY

  
Secretary

  
Anna Dale, Chair, Board of Supervisors

Exhibit A  
(Job Description)

## POSITION DESCRIPTION

Public Safety Coordinator  
Department: Emergency Services

Dated Effective 1/1/24

### GENERAL PURPOSE

Performs a wide variety of administrative, technical, consultative, coordinative, developmental, planning, and evaluative work in the preparation, implementation, and maintenance of the township-wide emergency management system, including emergency plans, emergency response operations, relief, recovery, mitigation, and emergency preparedness programs, and to assist the Township in reviewing fire and emergency safety aspects of developments in the Township.

### SUPERVISION RECEIVED:

Works in coordination with Dauphin County Department of Public Safety, state and federal emergency management services and Londonderry Township Board of Supervisors and Londonderry Volunteer Fire Company. The position reports directly to the Board of Supervisors.

### SUPERVISION EXERCISED

Supervises the volunteer EMA staff directly, and other department staff, officers or volunteers through subordinate officers and in relation to emergency responses.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates Emergency Services operations.

Establishes policies and procedures for Emergency Services Department in order to implement directives from federal, state and county agencies.

Plans and implements Emergency Services programs for the Township in order to better carry out the policies and goals of the township and other regulatory agencies; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Directs the operation of departmental in-service training activities.

Controls the expenditure of departmental appropriations.

Ensure the overall coordination of emergency management systems during emergency and disaster operations and to effectively manage all phases of emergency activities.

Participates in emergency and disaster operations and research, plan, coordinate, evaluate, recommend, and apply methods and procedures during all phases of emergency management: preparedness/mitigation, response, relief, and recovery.

Translates data and findings into appropriate language for a wide range of users.

Develops and adapts strategies for transfer of emergency management information.

Provides technical planning assistance to local, state, and Federal agencies as appropriate.

Develops efficient procedures for risk assessment; develops emergency planning standards and reviewing criteria for compliance with the standards.

Coordinates preparedness, mitigation, response, and recovery programs with local, state, and Federal officials; coordinates emergency information and mutual aid resources and taking other response actions as necessary and appropriate; arranging for the effective use of ad hoc task force teams and other expert advisory councils.

Consults with local, State, and Federal officials on policy, regulations, and legislation, and ensuring adherence to State and Federal statutes, regulations, and guidelines.

#### PERIPHERAL DUTIES

Attends conferences and meetings to keep abreast of current trends in the field; represents the Township Emergency Services Department in a variety of local, county, state and other meetings, as available.

Serves as a member of various employee committees.

Performs related duties as needed or required.

Serves as a backup for subordinate staff as required.

Ensures Township Supervisors and staff have current required certifications such as the National Incident Management System.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Seven (7) years of experience in emergency services work.

Necessary Knowledge, Skills and Abilities:

Ability to plan for emergencies and respond, under all conditions, appropriately to emergencies and disasters by applying emergency management principles to the specific immediate situation; ability to apply professional knowledge and ability to all situations of coordination, planning, and mitigation of hazards, and communicate risks to specific emergency management situations; ability to interpret emergency management-related laws and their application to program or incident situations; ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating emergency situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

### SPECIAL REQUIREMENTS

Must possess, or be able to obtain by time of hire, a valid State Driver's License.

### PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual may be exposed to hazards associated with floods, hurricanes, tornadoes, earthquakes, and fires. Potential exposures include smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.



The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

#### SELECTION GUIDELINES

The examples of duties include, but are not limited to: (1) Emergency Management Agent Director (EMA); (2) Assist the Supervisors and keep them up to date with the National Incident Management System requirement (NIMS); (3) Shall assist in all public safety inspections when required or requested; (4) Shall act as liaison between the EMS company that provides ambulance service to Londonderry Township; and (5) Shall act as liaison with the Fire Company. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change or being abolished by the employer as the needs of the employer and requirements of the job change.

The monthly salary shall be determined by the Board of Supervisors, except to the extent the position is to be filled by a Supervisor, in which case the compensation shall be established in accordance with law by the elected auditors of the Township.

Approval:   
Chair, Board of Supervisors