



07/31/2023

Dear William Keith,

Effective July 31, 2023, your employment with the City of Ottumwa is terminated effective immediately due to failure to abide by stated workplace rules of conduct. During the course of an internal investigation, it was founded that under your orders as Captain, you failed to adequately lead those under your command and further displaying an attitude of indifference toward holding employees accountable to the values and standards of the department and the City of Ottumwa.

These expectations are stated as follows:

- In the "Introduction" to the Department Rules, the Department stated,
As a fire fighter it is essential you realize the responsibilities of your position and the confidence that is entrusted in you by the citizens of Ottumwa. Your personal conduct, both on and off duty, will reflect upon the entire Fire Department. In the eyes of the public, the fire fighter is never off duty and his/her every act may be subject to scrutiny, interpretation and comment. Therefore, the rules & Regulations must be based upon departmental welfare, and individual desires must often, of necessity, be subdued for the best interest of the organization as a whole.
- Further, rule A-8 stated:
Any member who has information concerning illegal actions, dereliction of duty, malfeasance, misfeasance, or unprofessional conduct by another employee shall report such to an immediate supervisor without delay.
- Further, rule A-11 stated:
Permitting unauthorized persons to ride in fire vehicles, except on departmental business, is prohibited.
- Further, rule A-12 stated:
Fighting, excessive noise, and horseplay or conduct that is disruptive to other employees, is prohibited.
- In the more recent version of the Standard Operating Guidelines ("SOG"), it states:
All members of the Ottumwa Fire Department shall be held accountable for their actions and be subject to disciplinary action ranging from counseling to dismissal, according to the nature and degree of the offense for any violation of these rules and regulations.
- Article 17 states:
All members will treat as confidential the official business of the Department. . . . Members will make every effort to protect patient privacy in accordance with state and federal laws.
- Article 24 states:
Any member who has information concerning . . .dereliction of duty, or . . . unprofessional conduct by another employee shall report such to an immediate supervisor without delay.



Your final paycheck will be provided to you on 08-18-2023 and will include payment for unused, accrued vacation, incentive and comp hours.

Your health insurance benefits will continue through 07-31-2023. Your rights to continue coverage under COBRA will be provided to you by mail from our plan administrator.

You can contact Municipal Fire & Police Retirement System of Iowa at 888-254-9200 regarding your retirement plan distribution options.

The following City of Ottumwa property must be returned to human resources immediately:

Radios, keys, key cards and/or any other items that have been removed from the station

Per Iowa Code, 400 Civil Service Section 18 Removal, discharge, demotion or suspension, you may request a hearing before the civil service commission to review the employers decision to remove you from employment. You also have the right to be represented by counsel at your own personal expense or by your collective bargaining representative.

Should you have further questions, please contact me directly at 641-683-0607 or rathp@ottumwa.us.

Sincerely,

Philip Rath

City Administrator