

Contract for Services

Interim Fire Chief for City of St Francis

Objectives:

- Stabilize Fire Department both structurally and operationally
- Provide interim leadership/management of all aspects of dept including operations, officer placement/roles and responsibilities, and the 2012 budget
- Conduct a management analysis of Fire Dept in comparison of community needs
- Review/analyze services provided including code enforcement
- Create/implement a sustainable structure within Fire Dept, including how Fire Dept interacts within the cities structure

Strategy and Tactics:

- One on one (mandatory) meetings with each member of Fire Department including those on administrative leave
- Attend most/all internal meetings including Officer Meetings, General Assembly, Training, other misc.
- Review/amend job descriptions for all levels of Fire Dept staff
- Respond to incidents depending on severity
- Town meeting with a select group of business owners and public to discuss view of services provided

Term of Contract:

Contract will run from May xx, 2011 until October xx, 2011. Either party may discontinue the contract at any time following a 2 week notice to Ramsey Fire Chief. Parties may extend contract upon mutual agreement.

Compensation:

The City of Ramsey will be paid a monthly fee of \$xxxx. This number is based on an estimated 8-10 hours per week including dept meetings, incident response, City Administrator updates. Time spent will include evenings and weekends.

During the times spent under this contract the City of Ramsey Fire Chief will be considered a St Francis employee and in turn be covered by applicable liability insurance through the City of St Francis.

At the end of contract a written final report will be given to the City Administrator with observations and recommendations.