

City of Ramsey
Agenda
Personnel Committee
Tuesday February 8, 2011
5:30 p.m.
Lake Itasca Room, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Committee Business**
 1. Consider a Resolution to Reclassify the Fire Inspector to Fire Marshal
 2. Consider a Resolution Ending the Probation Period of the Senior Accountant
 3. Consider a Resolution Ending the Probation of the Human Resources Representative
5. **Adjournment**

Date: 02/08/2011

By: Colleen Lasher
Administrative Services

Information

Title:

Consider a Resolution to Reclassify the Fire Inspector to Fire Marshal

Background:

As part of the 2011 budget discussion the reclassification of the Fire Inspector to Fire Marshal was determined to be of a benefit to the City whereby providing better service the city's businesses and streamlining processes within the Fire Department.

The Fire Marshal position is responsible for interpretation of applicable fire codes. Currently, if there is a question at a business about the details of a specific portion of the fire code the Fire Inspector is required to bring that question back to the Fire Chief for interpretation. Reclassification of this position streamlines this function because questions can be addressed at the initial visit while also being consistent in that interpretation with other businesses.

In addition, the fire code has areas that are both very rigid and others that are open to interpretation. This position requires the ability to look at the true intent of the fire code and to make decisions based on that intent. Having a Fire Marshall that is open to code interpretation serves the city's business community efficiently and serves to build positive relationships. Over the past 2 ½ years, the current Fire Inspector has shown the ability to look at the intent of the fire code and make recommendations to the Fire Chief.

Observations:

The reclassification includes a wage adjustment from \$29.59 per hour to \$30.37 per hour.

Recommendation:

Staff recommends that resolution 11-02-XXX be approved to reclassify the Fire Inspector to Fire Marshal.

Funding Source:

The additional gross funding for this position of approximately \$1622.40 for 2011 was included in the approved 2011 budget.

Council Action:

Motion to approve resolution 11-02-XXX which confirms the recommendation of the Personnel Committee to reclassify the Fire Inspector to Fire Marshal.

Attachments

Resolution

Fire Marshal Job Desc.

Fire Inspector Job Desc.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
02/03/2011 12:40 PM

Form Started By: Colleen Lasher
Final Approval Date: 02/03/2011

Started On: 01/31/2011 08:16 AM

Council Member introduced the following resolution and moved for its adoption:

RESOLUTION #

**CONSIDER RECLASSIFICATION OF THE
FIRE INSPECTOR TO FIRE MARSHAL**

WHEREAS, as part of the 2011 budget discussion the reclassification of the Fire Inspector to Fire Marshal was determined to be of a benefit to the City whereby providing better service the city's businesses and streamlining processes within the Fire Department; and

WHEREAS, the Fire Chief is fully confident that the current Fire Inspector is qualified and well suited for the Fire Marshal position; and

WHEREAS, the wage adjustment from \$29.59 per hour to \$30.37 per hour is included in the 2011 budget.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,

Motion to approve resolution 11-02-XXX confirming the recommendation of the Personnel Committee to authorize the reclassification of the Fire Inspector position to Fire Marshal.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of February, 2011.

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Fire Marshal

DEPARTMENT: Fire Department

**POSITION TITLE OF
IMMEDIATE SUPERVISOR:** Fire Chief

PRIMARY OBJECTIVE OF POSITION:

Under the general direction of the Fire Chief, the Fire Marshal manages and conducts code compliance and investigations for the Fire Department. Included is reviewing plans and specifications, conducts inspections and follow-up, educates the community on fire safety issues, participates in the development strategy of the city, as well as conducting post incident investigations of fire incidents. The Fire Marshal will also meet the requirements of a firefighter and respond to emergency incidents.

RESPONSIBILITIES:

- A. Enforces all applicable/adopted fire codes including national, state, city and other related codes.
- B. Reviews plans and specifications of proposed buildings, systems and/or changes to insure conformance to all applicable fire codes.
- C. Supervises/conducts inspections of existing structures and systems to assure compliance of all applicable fire codes.
- D. Meets with public, business owners and others regarding compliance issues.
- E. Attends development review meetings as required.
- F. Manages all aspects of permits issued through Fire Department.
- G. Develops/maintains policy relating to local and state fire code issues.
- H. Conducts fire investigations to determine cause and origin of all fires as directed by state statute.
- I. Responds to emergency incidents as a firefighter.
- J. Manages/develops fire education awareness in the community.
- K. Develops and manages a fire prevention budget annually.
- L. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Fire Marshal) of the Fire Chief and/or City Administrator.

TASKS RELATED TO RESPONSIBILITIES:

- A. Enforces all applicable/adopted fire codes including state, city and other related codes.
 - 1. Through inspections and education, identify, report, notify and correct issues in violation of applicable fire codes.

2. Make interpretation of issues not specifically covered in the above mentioned codes.
 3. Writes orders of non-compliance of fire and life safety codes.
 4. Maintains procedures for non-compliance with City Attorney.
- B. Reviews plans and specifications of proposed buildings, systems and/or changes to insure conformance to all applicable fire codes.
1. Works with Building Official to review plans, specifications and changes. Notes compliance issues and resolves as required.
 2. Utilize a network of other Fire Marshal's to resolve issues not clearly covered in codes.
- C. Supervises/conducts inspections of existing structures and systems to assure compliance of all applicable fire codes.
1. Establishes a hazard rating of buildings and businesses to create a priority list of inspections to be made.
 2. Supervises all staff conducting inspections including paid-on-call members.
- D. Meets with public, business owners and others regarding compliance issues.
1. Utilizing good communication skills, both written and verbal, resolve interpretations of codes.
- E. Attends development review meetings as required.
1. Along with or independent of the Fire Chief, attend meetings to assure fire safety is addressed in new construction and plans.
- F. Manages all aspects of permits issued through Fire Department.
1. Manages the scheduling of inspections to promote timely and accurate completion of inspections.
 2. Reviews rates and fees on an annual basis and forwards recommendations to Fire Chief.
 3. Manages and maintains data base for permits issued, inspections and investigations.
- G. Develops/maintains policy relating to local and state fire code issues.
1. Administers a system to deal with challenges to inspection results.
 2. Interprets code language and develops policy to clarify procedures and performance.
- H. Conducts fire investigations to determine cause and origin of all fires as directed by state statute.
1. As directed by the Fire Chief, conducts and participates in fire investigations to determine cause and origin of fire required by state statute. Will assist with criminal prosecutions as necessary.

2. Supervises staff involved in investigation whether internal to the Fire Department, outside agencies and others.
 3. Maintains files, photographs and other evidence as necessary.
- I. Manages/develops fire education awareness in the community.
1. Manages and maintains public fire education program.
 2. Develops and maintains programs for the community and businesses.
 3. Maintains fire extinguisher program.
- J. Develops and manages a fire prevention budget annually.
1. Plans and presents to the Fire Chief proposed budget requirements, including capital and expense items.
 2. Tracks budget to assure compliance throughout the year.
- K. Responds to emergency incidents.
1. Meets all the requirements of a firefighter.
 2. Responds to emergencies as a firefighter unless directed differently by the Fire Chief.
- L. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Fire Marshal) of the Fire Chief and/or City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of applicable fire codes, both national, state and city (if appropriate)
- Ability to maintain a positive professional rapport with city staff, local businesses and members of the fire department
- Ability to communicate (in English) effectively both verbally and in writing
- Ability to develop new programs in solving existing or new problems as they arise
- With minimal supervision, ability to work independently as a leader and as a member of a team
- Ability to prepare and present technical reports
- Ability to make public presentations at City Council, Planning Commission and other meetings as directed
- Good interpersonal and customer service skills

MINIMUM QUALIFICATIONS

- Certificate of competency from a recognized National or State authority attesting to an understanding of applicable fire codes (example: State Fire Marshal's Office)
- Minimum of 2 years of experience in administering fire codes
- Fire and/or Building Inspection certification.

- Completion of the BCA Fire Investigation 3-part class
- Minimum of 1 year supervisory experience.
- Meets all requirements of a Ramsey Firefighter.
- Firefighter 2 State certification or ability to acquire in 12 months.

DESIREABLE QUALIFICATIONS

- Associate or Bachelors degree in Fire Science or Fire Administration.
- Completion of the BCA Fire Investigation 3-part class
- Hazardous Materials Operations Certificate

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting		X		
3. Walking	X			
4. Lifting			X	
5. Pushing/Pulling			X	
6. Carrying			X	
7. Climbing	X			
8. Kneeling (bending leg at knee and resting on knee)		X		
9. Crawling (moving about on hands and knees)		X		
10. Crouching (bending at knees)		X		
11. Bending at waist		X		
12. Reaching (extending hands and arms in any direction)		X		
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion		X		

15. Use of arm muscles over extended periods	_____	_____	X	_____
16. Use of leg muscles over extended periods	_____	_____	X	_____
17. Overhead work (over shoulder height)	_____	X	_____	_____
18. Stationary desk or bench work with neck bent forward	_____	X	_____	_____

JOB ACTIVITY REQUIREMENTS

Are the following weights lifted? If yes, describe.

What object(s) are lifted:

0 - 10 pounds _____
tools, etc.

Firefighting equipment, ladder, hoses,

11 - 24 pounds X

25 - 34 pounds _____

From what height to what height?

35 - 50 pounds _____

Ground to shoulder height.

51 - 74 pounds X

75 - 100 pounds _____

Are the following weights carried? If yes, describe.
How far are these weights carried?

0 - 10 pounds _____ 1 foot to 20 feet.
11 - 24 pounds _____
25 - 34 pounds _____
35 - 50 pounds _____
51 - 74 pounds X
75 - 100 pounds _____

Job requires:

Working outdoors?	Yes
Working indoors?	Yes
Operating forklifts, dangerous machinery or vehicles?	Yes
Supervising other employees?	No
Working with chemicals?	Yes
Working near fumes/vapors?	Yes

PDI Points:
Created/Revised: January 27, 2005

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Fire Inspector/Firefighter

DEPARTMENT: Fire Department

**POSITION TITLE OF
IMMEDIATE SUPERVISOR:** Fire Chief

FLSA STATUS: Non-exempt

PRIMARY OBJECTIVE OF POSITION:

Under the immediate direction of the Fire Chief, the Fire Inspector's primary objectives include responding to emergency calls as a firefighter and conducting code compliance/inspections, providing public education and performing preplanning activities, fire investigations and post incident interviews. All finding subject to the Fire Chief's review and authorization.

RESPONSIBILITIES:

- A. Responds as a firefighter to personal injury accidents, other medical emergencies, non-medical emergencies and fires.
- B. Inspects for all applicable/adopted fire codes including national, state, city and other related codes.
- C. Reviews plans and specifications of proposed buildings, systems and/or changes to ensure conformance to all applicable fire codes.
- D. Conducts inspections of existing structures and systems to assure compliance of all applicable fire codes.
- E. Meets with public, business owners and others regarding compliance issues.
- F. Attends development review meetings as required.
- G. Generates preplans on local businesses.
- H. Oversees permits issued through Fire Department.
- I. Assists Fire Chief by developing/maintaining policy relating to local and state fire code issues.
- J. Conducts fire investigations and interviews to determine cause and origin of all fires as directed by state statute.
- K. Conducts and reports on fire education awareness in the community.
- L. Works within a fire prevention budget annually.
- M. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Fire Inspector) of the Fire Chief and/or City Administrator.

TASKS RELATED TO RESPONSIBILITIES:

- A. Responds as a firefighter to personal injury accidents, other medical emergencies, non-medical emergencies and fires.
 - 1. Meets all the requirements of a Ramsey firefighter.
 - 2. Responds to emergencies as a firefighter
 - 3. Responds and deals with administrative fire issues.

- B. Inspects for all applicable/adopted fire codes including national, state, city and other related codes.
 - 1. Through inspections and education, identify, report, notify and correct issues in violation of applicable fire codes.
 - 2. Together with the Fire Chief, make interpretation of issues not specifically covered in the above mentioned codes.
 - 3. Writes orders of non-compliance of fire and life safety codes.
 - 4. Assists with maintain procedures for non-compliance with Fire Chief and City Attorney.

- C. Reviews plans and specifications of proposed buildings, systems and/or changes to insure conformance to all applicable fire codes.
 - 1. Works with Building Official to review plans, specifications and changes. Notes compliance issues and resolves with Fire Chief as required.
 - 2. Utilize a network of other Fire Officials to resolve issues not clearly covered in codes.

- D. Conducts inspections of existing structures and systems to assure compliance of all applicable fire codes.
 - 1. Establishes and maintains a hazard rating of buildings and businesses to create a priority list of inspections to be made.
 - 2. Assists as necessary with supervision of all staff conducting inspections including paid-on-call members.

- E. Meets with public, business owners and others regarding compliance issues.
 - 1. Makes recommendation to resolve interpretation of codes to Fire Chief.

- F. Attends development review meetings as required.
 - 1. Along with or independent of the Fire Chief, attend meetings to assure fire safety is addressed in new construction and plans.

- G. Generates preplans on local businesses.
 - 1. Conducts preplan visits to local businesses.
 - 2. Accumulate and record pertinent information for use by responding emergency staff to assure safety of personnel.

- H. Oversees permits issued through Fire Department.
1. Manages the scheduling of inspections to promote timely and accurate completion of inspections.
 2. Reviews rates and fees on an annual basis and forwards recommendations to Fire Chief.
 3. Manages and maintains data base for permits issued, inspections and investigations.
- I. Assists Fire Chief by developing/maintaining policy relating to local and state fire code issues.
1. Administers a system to deal with challenges to inspection results.
 2. Assists Fire Chief with Interpreting code language and developing policy to clarify procedures and performance.
- J. Conducts fire investigations to determine cause and origin of all fires as directed by state statute.
1. As directed by the Fire Chief, conducts and participates in fire investigations and interviews to determine cause and origin of fire required by state statute. Will assist with criminal prosecutions as necessary.
 2. Assists staff involved in investigation whether internal to the Fire Department, outside agencies and others.
 3. Will participate as an active member of the Anoka County Fire Investigation Team (FIT)
 4. Maintains files, photographs and other evidence as necessary.
- K. Conducts and reports on fire education awareness in the community.
1. Actively participates and maintains public fire education program.
 2. Develops and maintains programs for the community and businesses.
 3. Maintains fire extinguisher program.
- L. Works within a fire prevention budget annually.
1. Plans and presents to the Fire Chief proposed budget requirements, including capital and expense items.
 2. Tracks budget to assure compliance throughout the year.
- M. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Fire Inspector) of the Fire Chief and/or City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of applicable fire codes, both national, state and city (if appropriate)
- Ability to maintain a positive professional rapport with city staff, local businesses, schools and daycares and members of the fire department
- Ability to communicate (in English) effectively both verbally and in writing.

- Ability to develop new programs in solving existing or new problems as they arise
- In-depth knowledge of, and ability to use, software programs including Microsoft Word, Excel, and PowerPoint.
- With minimal supervision, ability to work independently as a leader and as a member of a team
- Ability to prepare and present technical reports
- Ability to make public presentations at City Council, Planning Commission and other meetings as directed
- Good interpersonal and customer service skills

MINIMUM QUALIFICATIONS

- Two years of related education and training beyond high school
- One year of experience administering fire codes
- Proven ability to meet all requirements for the Ramsey Firefighter position
- Firefighter II State certification or ability to acquire in 12 months.
- Possession of a valid, unrestricted class D driver's license.

DESIRED QUALIFICATIONS

- Associate or Bachelors degree in Fire Science or Fire Administration.
- Current State Certification as a Fire Inspector
- Certificate of Competency from a recognized national or state authority (example: State Fire Marshal's Office)
- Completion of the BCA Fire Investigation 3-part class
- Hazardous Materials Operations Certificate or ability to acquire within 12 months.

JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting		X		
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing	X			
8. Kneeling (bending leg at knee and resting on knee)	X			
9. Crawling (moving about on hands and knees)	X			
10. Crouching (bending at knees)	X			

11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion		X		
15. Use of arm muscles over extended periods	X			
16. Use of leg muscles over extended periods	X			
17. Overhead work (over shoulder height)	X			
18. Stationary desk or bench work with neck bent forward		X		

Are the following weights lifted?

0 - 10 pounds _____

11 - 24 pounds _____

If yes, describe.

What object(s) are lifted:

Firefighting equipment, ladder, hoses, tools, etc.

25 - 34 pounds _____

35 - 50 pounds _____

51 - 74 pounds X

75 - 100 lbs. _____

From what height to what height?

Ground to shoulder height.

Are the following weights carried?

If yes, describe.

How far are these weights carried?

0 - 10 pounds _____

1 foot to 20 feet.

11 - 24 pounds _____

25 - 34 pounds _____

35 - 50 pounds _____

51 - 74 pounds X

75 - 100 lbs. _____

Job requires:

Working outdoors? Yes

Working indoors? Yes

Operating forklifts, dangerous machinery or vehicles? Yes

Supervising other employees? No

Working with chemicals? Yes

Working near fumes/vapors? Yes

Driving City vehicle or personal vehicle? Yes

Driving is an essential requirement.

PDI Points:

Created/Revised: January 27, 2005

Revised: July 16, 2008

Personnel Committee

Item #: 4.2.

Date: 02/08/2011

By: Colleen Lasher
Administrative Services

Information

Title:

Consider a Resolution Ending the Probation Period of the Senior Accountant

Background:

On August 11, 2010 the Assistant Finance Officer resigned from the City. This prompted the Finance Director's evaluation of the Finance Department for maximum efficiencies. Upon the City Council's authorization, a reorganization took place in the Finance Department on August 24, 2011.

Denelle McAlpine, the then current Accountant I, was promoted to Senior Accountant. As of February 24, 2011 Ms. McAlpine will have successfully completed the required 6-month probation for the Senior Accountant position.

Recommendation:

Staff recommends approving resolution 11-02-XXX which, upon City Council approval, removes Ms. Denelle McAlpine from probation and retains her as the City's full-time regular Senior Accountant.

Funding Source:

There is no additional funding required for this action.

Council Action:

Motion to approve resolution 11-02-XXX which confirms the recommendation of the Personnel Committee to remove Ms. Denelle McAlpine from probation and retain her as the City's full-time regular Senior Accountant.

Attachments

Resolution

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 02/03/2011

Reviewed By

Kurt Ulrich

Date

02/03/2011 12:40 PM

Started On: 01/31/2011 08:27 AM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

**RESOLUTION ENDING THE PROBATIONARY
PERIOD FOR THE SENIOR ACCOUNTANT**

WHEREAS, Ms. Denelle McAlpine was promoted to the position of Senior Accountant on August 24, 2010 and was subject to a six-month probationary period; and

WHEREAS, Ms. McAlpine has successfully completed the required six-month probationary period; and

WHEREAS, staff recommends removing Ms. McAlpine from probation Effective February 24, 2011, and retaining her as the full-time regular Senior Accountant.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

Motion to approve resolution 11-02-XXX confirming the recommendation of the Personnel Committee to end the probationary period for Denelle McAlpine, effective February 24, 2011 and retain her as the full-time regular Senior Accountant.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of February, 2011

Personnel Committee

Item #: 4.3.

Date: 02/08/2011

By: Colleen Lasher
Administrative Services

Information

Title:

Consider a Resolution Ending the Probation of the Human Resources Representative

Background:

On June 2, 2010 the Assistant Administrative Services Manager/Human Resources Manager resigned from the City. This prompted the Deputy City Administrator/Director of Community Development's evaluation of the Administrative Services Department for maximum efficiencies. Upon the City Council's authorization, a reorganization took place in Administrative Services. Colleen Lasher, the then current Human Resources Technician, was promoted to Human Resources Representative. As of March 1, 2011 Ms. Lasher will have successfully completed the required 6-month probation for the Human Resource Representative position.

Recommendation:

Staff recommends approving resolution 11-02-XXX which, upon City Council approval, removes Ms. Colleen Lasher from probation and retains her as the City's full-time regular Human Resources Representative.

Funding Source:

There is no additional funding required for this action.

Council Action:

Motion to approve resolution 11-02-XXX which confirms the recommendation of the Personnel Committee to remove Ms. Colleen Lasher from probation and retain her as the City's full-time regular Human Resources Representative.

Attachments

Resolution

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 02/03/2011

Reviewed By

Kurt Ulrich

Date

02/03/2011 02:36 PM

Started On: 01/31/2011 08:30 AM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

**RESOLUTION ENDING THE PROBATIONARY
PERIOD FOR THE HUMAN RESOURCES REPRESENTATIVE**

WHEREAS, Ms. Colleen Lasher was promoted to the position of Human Resources Representative on September 1, 2010 and was subject to a six-month probationary period; and

WHEREAS, Ms. Lasher has successfully completed the required six-month probationary period; and

WHEREAS, staff recommends removing Ms. Lasher from probation Effective March 1, 2011, and retaining her as the full-time regular Human Resources Representative.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

Motion to approve resolution 11-02-XXX confirming the recommendation of the Personnel Committee to end the probationary period for Colleen Lasher, effective March 1, 2011 and retain her as the full-time regular Human Resources Representative.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of February, 2011