

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday July 12, 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 Ending the Probation of a Paid-On-Call Firefighter
  2. Consider a Resolution to Authorize Hiring Paid-on-call Firefighters
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 07/12/2011

**By:** Colleen Lasher, Administrative Services

---

**Title:**

Consider a Resolution Ending the Probation of a Paid-On-Call Firefighter

**Background:**

On July 14, 2010 the City Council authorized the hire of Mr. Joshua Diekow. Mr. Diekow has successfully completed the required 1-year probation, including the necessary training.

**Recommendation:**

Based on satisfactory completion probation, staff recommends removing Joshua Diekow from probation and retaining him as a paid-on-call firefighter.

**Funding Source:**

There is no additional funding required for this action.

**Council Action:**

Motion to approve resolution 11-07-XXX which confirms the recommendation of the Personnel Committee to remove Joshua Diekow from probation and retain him as a paid on-call firefighter.

---

**Attachments**

Resolution

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
07/07/2011 01:12 PM  
Started On: 07/06/2011

Form Started By: Colleen Lasher

Final Approval Date: 07/07/2011

Councilmember     introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**RESOLUTION ENDING THE PROBATIONARY PERIOD FOR  
A PAID-ON-CALL FIREFIGHTER**

**WHEREAS**, Mr. Joshua Diekow began working for the City on July 14, 2010 and was subject to a one-year probationary period; and

**WHEREAS**, Mr. Diekow has completed the required probationary period and the necessary training, and

**WHEREAS**, staff recommends retaining Mr. Diekow as a paid-on-call firefighter with the city of Ramsey.

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

- 1) That the City Council of the City of Ramsey adopts this resolution to end the probationary period of Mr. Joshua Diekow and retain him as a paid-on-call firefighter with the city of Ramsey.

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 26<sup>th</sup> day of July 2011.

**Personnel Committee**

4. 2.

**Meeting Date:** 07/12/2011

**By:** Colleen Lasher, Administrative Services

---

**Title:**

Consider a Resolution to Authorize Hiring Paid-on-call Firefighters

**Background:**

In an effort to bring the City to its full complement of firefighters, staff begin a recruitment process to hire up to an additional six paid-on-call firefighters. A firefighter orientation was held in May, followed by the usual recruitment process.

At this time, Ms. Jackie Soltvedt has completed the requirements of becoming a paid-on-call firefighter with the city of Ramsey. Another finalist, whose name will be provided at the Personnel Committee meeting (pending the successful results of his physical examination), has nearly completed these requirements. These individuals would be hired at an hourly wage of \$12.88 and would begin employment on August 10, 2011. All firefighters are subject to a one-year probationary period and are subject to Fire Department and personnel policies.

Staff continues to work on filling up to an additional four positions and will update the Personnel Committee as soon as possible.

**Recommendation:**

Staff is recommending that the Personnel Committee make a motion recommending that the City Council hire Ms. Jackie Soltvedt and one finalist as mentioned above at \$12.88 per hour.

**Funding Source:**

Paid-on-call positions are approved as part of the 2011 General Fund Budget. Per the Joint Powers Agreement with the City of Nowthen, the City of Ramsey will be reimbursed for a portion of the salaries for these positions.

**Council Action:**

Motion to approve resolution # 11-07-XXX to authorize hiring two paid-on-call firefighters.

---

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
07/07/2011 01:20 PM  
Started On: 07/06/2011

Form Started By: Colleen Lasher

Final Approval Date: 07/07/2011