

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday June 26, 2012**  
**5:30 p.m. or Immed. following Special Council**  
**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 Authorize a Paid-on-call Firefighter Recruitment and Streamline Future Recruitments
  2. Consider a Resolution to Eliminate the Fire Department Secretary Position
  3. Review of Recent Employee Exit Interviews
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 06/26/2012

**By:** Colleen Lasher, Administrative Services

**Title:**

Consider a Resolution to Authorize a Paid-on-call Firefighter Recruitment and Streamline Future Recruitments

**Background:**

Current Recruitment Request:

In an effort to bring the City to its full complement of firefighters (55 firefighters all together), staff wishes to begin a recruitment process to hire replacement paid-on-call firefighters. The Fire Chief, along with the City Administrator recommend recruiting for two firefighters for station #1 and up to 5 firefighters for station #3. A firefighter orientation will held on July 9, 2012 followed by an application period, review of applications, interviews, physical agility tests, background checks, medical appointments and final authorization to hire.

Revision to Future Process:

The city typically holds one recruitment annually in order to maintain its full compliment of firefighters. These recruitments, and subsequent hirings are part of each years' budget calculation and are necessary to provide the level of service needed. As in other areas of city's operations, staff is seeking input from the City Council to streamline this process. Staff suggests that recruitments (as is the case here) which are intended not to increase the number of firefighters, but to maintain the already approved full complement, omit the "Authorization to Recruit" step in the process.

In the event that staff sought to increase the full complement to a number greater than 55 paid-on-call firefighters, a request to authorize a recruitment would be brought forward to the City Council for authorization.

In all cases, the the Request for Authorization to Hire would continue to be brought forward for City Council authorization.

**Recommendation:**

Authorization of resolution # 12-06-XXX, which upon City Council approval, will allow staff to begin a firefighter recruitment and to streamline future recruitments by omitting the Authorization to Recruit step in the process.

**Funding Source:**

Paid-on-call positions are approved as part of the 2012 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 # 12-06-XXX to authorize staff to begin a firefighter recruitment and to streamline future recruitments by omitting the Authorization to Recruit step of the process.

**Attachments**

Resolution

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
06/19/2012 05:09 PM

Form Started By: Colleen Lasher

Started On: 06/19/2012 10:39 AM

Final Approval Date: 06/19/2012

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

**RESOLUTION #**

**CONSIDER A RESOLUTION TO AUTHORIZE A PAID-ON-CALL FIREFIGHTER  
RECRUITMENT AND STREAMLINE FUTURE RECRUITMENTS**

**WHEREAS**, the Fire Chief, along with the City Administrator, have agreed that a firefighter recruitment is needed in order to bring the City to its full complement of paid-on-call firefighters, and

**WHEREAS**, staff has requested authorization to begin a recruitment process for paid-on-call firefighters; and

**WHEREAS**, funding for these positions are part of the approved 2012 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.

**WHEREAS**, omitting the “Request Authorization to Recruit” step in process for the replacement of paid- on-call firefighters would streamline future recruitment processes; and

**WHEREAS**, in the event that staff sought to increase the full complement of 55 paid-on-call firefighters, a request to authorize a recruitment would be brought forward to the City Council for authorization; and

**WHEREAS**, in all cases, the “Request Authorization to Hire” would continue to be brought forward for City Council authorization.

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

Adopts resolution # 12-06-XXX to authorize a paid-on-call firefighter recruitment and streamline future recruitments by omitting the “Request Authorization to Recruit” step in process for the replacement of paid- on-call firefighters.

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 26<sup>th</sup> day of June 2012.

**Personnel Committee**

4. 2.

**Meeting Date:** 06/26/2012

**By:** Colleen Lasher, Administrative Services

**Title:**

Consider a Resolution to Eliminate the Fire Department Secretary Position

**Background:**

The City Council and staff have been in discussion since January of this year in an effort to find a solution to the anticipated 2013 budget shortfall, given certain expenditure needs and objectives. Specifically, there have been many difficult decisions regarding reductions to personnel through attrition, early voluntary separation, and layoffs. After very careful consideration, staff suggests that it is in the best interest of the city of Ramsey to eliminate the Fire Department Secretary position. The City Administrator, in cooperation with the Fire Chief and Police Chief, have identified several ways to streamline processes. Specifically, the relocation of the Fire Department to the Police Department creates efficiencies by way of bringing together both areas of public safety.

Upon City Council authorization to eliminate the Fire Department Secretary position, Ms. Lana Howell will be given a two week notice. It is anticipated that she will work through approximately July 27, 2012. Following her separation, Ms. Howell will receive a severance paid out according to the city's personnel policy. As a member of the AFSCME group, Ms. Howell will retain re-call rights for a period of one year for the position of Secretary.

**Recommendation:**

Authorization of resolution # 12-06-XXX, which upon City Council approval, will direct staff to eliminate the Fire Department Secretary position and to layoff Ms. Lana Howell effective on or near July 27, 2012.

**Funding Source:**

The estimated annual savings as a result of the elimination of the Fire Department Secretary position is approximately \$62,376, less costs associated with tasks covered by the other personnel.

**Council Action:**

Motion to approve resolution # 12-06-XXX, which upon City Council approval, will direct staff to eliminate the Fire Department Secretary position and to layoff Ms. Lana Howell effective on or near July 27, 2012.

**Attachments**

Resolution

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
06/19/2012 05:06 PM  
Started On: 06/15/2012 04:15 PM

Form Started By: Colleen Lasher

Final Approval Date: 06/19/2012

Councilmember     introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**CONSIDER A RESOLUTION TO ELIMINATE  
THE FIRE DEPARTMENT SECRETARY POSITION**

**WHEREAS**, the City Council and staff have been in discussion since January of this year in an effort to find a solution to the 2013 budget shortcomings; and

**WHEREAS**, from a budget perspective, staff suggests that it is in the best interest of the city of Ramsey to eliminate the Fire Department Secretary position; and

**WHEREAS**, the City Administrator, in cooperation with the Fire Chief and Police Chief, have identified several ways to streamline public safety processes; and

**WHEREAS**, the planned relocation of the Fire Department to the Police Department creates efficiencies by way of bringing together both areas of public safety; and

**WHEREAS**, upon City Council authorization to eliminate the Fire Department Secretary position, Ms. Lana Howell will be given a two week notice of her layoff effective on or near July 27, 2012.

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

Approve resolution # 12-06-XXX to direct staff to eliminate the Fire Department Secretary position and to layoff Ms. Lana Howell effective on or near July 27, 2012.

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 10<sup>th</sup> day of July 2012.

**Personnel Committee**

4.3.

**Meeting Date:** 06/26/2012

**By:** Colleen Lasher, Administrative Services

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**Title:**

Review of Recent Employee Exit Interviews

**Background:**

At the June 12, 2012 Personnel Committee meeting staff was asked to prepare a case to review and discuss recent employee exit interviews. Although exit interview forms are public data, they have been offered to departing employees as confidential. Therefore, staff will redact employee names from the forms and provide printed copies at the Personnel Committee meeting.

**Recommendation:**

Based on discussion.

**Funding Source:**

There is no funding necessary.

**Council Action:**

Based on discussion.

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**

06/19/2012 05:07 PM

Form Started By: Colleen Lasher

Started On: 06/15/2012 04:20 PM

Final Approval Date: 06/19/2012