

Personnel Committee

Meeting Date: 10/15/2013

By: Dean Kapler, Fire Department

Title:

Resolution to Replace the Duties Left Vacant by the Fire Marshal

Purpose/Background:

Matt Kohner, the City's former Fire Marshal, took a position in the city of Fridley in late September, 2013. Staff is proposing a Deputy Fire Chief as the replacement position, as described in the attached draft job description being brought forward for consideration.

This proposed position will provide back-up for the fire Chief, anticipates the need for succession planning, will assist with the on-going fire service consolidation effort, and is meant to ensure exemplary ongoing fire administration for the community.

In short, the position duties breakdown into operations and code enforcement at a 60/40 split, respectively. The Fire Chief has given this situation a significant amount of thought and he will be on hand at the Personnel Committee meeting to provide additional insight and answer any questions that the Committee may have.

Observations/Alternatives:

Staff feels with this structure, the Department will operate efficiently and effectively both operationally and with code compliance activity. In the near future, if a large amount of inspection/code compliance activity should arise, staff may ask for assistance from either a contracted inspection service or utilize Paid-on-Call staff to fill the need. This position will be paid through the Personnel Services budget of the Fire Department. Due to the fact that Mr. Kohner left the City at the top of his salary range, staff feels there is more than enough room in the 2014 budget to accommodate this request which proactively seeks to fill the position based on the City's public safety needs at this time vs. back-filling inadequately. Hence, it should be noted that this request is to fill the position with a Deputy Fire Chief at a salary range of \$30.14 per hour to \$37.67 per hour; as compared to that of the Fire Marshal position which was budgeted for \$34.56 per hour (2014 rates) or a range of \$27.93 per hour to \$34.56.

The Fire Chief will be on hand to discuss any potential alternative options that the Committee would like to review.

Funding Source:

The anticipated 2014 funding required for this position is approximately \$89,346 -- this is only an estimate based on a hiring range of less than a mid-point. The Fire Marshal's position (2014 wages) was budgeted at \$104,174.

Recommendation:

To make a motion, which upon City Council approval, will authorize staff to move ahead with recruiting for a Deputy Fire Chief, posted at the position's full pay scale.

Action:

Motion to approve a resolution, which confirms the recommendation of the Personnel Committee to authorize staff to begin a recruitment for a Deputy Fire Chief, posted at the position's full pay scale.

Attachments

Draft Job Desc

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Deputy Fire Chief

DEPARTMENT: Fire Department

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

PRIMARY OBJECTIVE OF POSITION:

Under the general direction of the Fire Chief, the Deputy Chief will respond to emergency incidents and assume any role within the incident command system. The Deputy Chief will also assist with the administration and supervision of the Fire Department, acting as the Fire Official in the Fire Chiefs absence. This position will also assist in reviewing plans and specifications, conduct inspections and follow-up, educates the community on fire safety issues, and participates in the development strategy of the city. The Deputy Chief will also meet the requirements of a firefighter.

RESPONSIBILITIES:

- A. Responds to emergency incidents.
- B. Assists the Fire Chief in the supervision and direction of the Fire Department Staff.
- C. Assumes role of Fire Chief in the absence of the Fire Chief.
- D. Assists with enforcement all applicable/adopted fire codes including national, state, city and other related codes.
- E. In conjunction with the Building Division, assists in reviewing plans and specification of proposed buildings, systems and/or changes to insure conformance to all applicable codes.
- F. Conducts inspections of existing structures and systems to assure compliance of all applicable fire codes including meeting with public, business owners, and others regarding compliance issues.
- G. Attends Development Review meetings as required.
- H. Assist with developing and managing fire education in the community.

- I. Participates with efforts to consolidate multi-city fire services.
 - J. Performs a wide range of tasks at the verbal or written direction (within the ability and resources of the Deputy Fire Chief/Fire Marshal) of the Fire Chief and/or City Administrator.
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- A. Responds to emergency incidents.
 - 1. Responds to emergencies, must be able to fill in all roles within the Incident Command System.
 - 2. Meets the requirements of a firefighter.
 - B. Assists the Fire Chief in the supervision and direction of the Fire Department Staff.
 - 1. Assist in recruitment and selection activities.
 - 2. Assist with assessing firefighter performance.
 - 3. Provide input in the fire officer selection process.
 - 4. Assist Fire Chief in ensuring work rules and procedures are upheld consistently.
 - C. Assumes the role of the Fire Official in the Chief's absence.
 - 1. Fills in all roles both administratively and operational.
 - D. Assists with enforcement all applicable/adopted fire codes including national, state, city and other related codes.

Enforces 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. 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. Along with the City Attorney maintains procedures for non-compliance.
 - E. In conjunction with the Building Division, assists in reviewing plans and specification of proposed buildings, systems and/or changes to insure conformance to all applicable codes.
 - 1. Works with Building Official to review plans, specifications and changes. Notes compliance issues and resolves as required.
 - F. Conducts inspections of existing structures and systems to assure compliance of all applicable fire codes including meeting with public, business owners, and others regarding compliance issues.
 - G. 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.
 - H. Develops/amends/maintains local policy relating to local and state fire code issues.
 - I. Participates with efforts to consolidate multi-city fire services.
 - 1. Participates in fire service consolidation activities.

2. Chairs Code Enforcement consolidation activities.
- J. Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Deputy Fire Chief/Fire Marshal) of the Fire Chief and/or City Administrator.

KNOLLEDGE, SKILLS AND ABILITIES:

- Ability to direct staff at emergency and non-emergency events in such a way to promote effectiveness and safety
- Good interpersonal and customer service skills
- **Ability to maintain a positive professional rapport with city staff, local businesses and members of the fire department**
- Ability to prepare and present technical reports. Also ability to make public presentations at City Council, Planning Commission, and other meetings as directed
- Working knowledge of applicable fire codes, both national, state and city (if appropriate)
- 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

MINIMUM QUALIFICATIONS:

- Associate's of degree in Fire Science, Fire Administration or related field (a combination of formal and related education along with experience may be considered)
- Minnesota Certified Fire Officer 1 & 2, Firefighter II
- Minimum of 1 year experience in supervising employees
- Firefighter minimum of 5 years
- Meets requirements of a Ramsey Firefighter
- Fire and/or Building Inspection certificate

DESIREABLE QUALIFICATIONS:

- Bachelor's degree in Fire Science, Fire Administration or related field
- Formal leadership training in the Fire Service field