

Evaluation Criteria for Vacant and New Positions

Fire Technician – New Position

By: Dean Kapler, Fire Chief

1. Is the position essential?

As with other departments, record keeping is an activity that will continue through time. The Public Safety Data System (PSDS) has given public safety an incredible tool to capture and analyze data, but the data entry portion remains.

2. Is the position critical?

- **Explain how this position is key to achieving the strategic goals identified by the City Council.**

As part of the city's Strategic Plan, this key position will ensure that we continue to be an effective organization through proper documentation kept for incident reports, details of responses, periodic reporting, insurance premium information, staff certifications, payroll entering, time off/vacation leaves and other general administrative duties.

- **Can the duties be re-engineered or automated? Please explain.**

With the PSDS, the original goal was to substantially reduce the efforts of entering data. Although there are many "hands free" data gathering tools available, there still remains a substantial amount of entry, gathering and analysis that needs to happen on a periodic basis.

- **Can the duties be reassigned temporarily or permanently? Please explain.**

Police and Fire did combine these efforts in the past and the end results were favorable. With the PSDS, a more specialized effort is needed in both departments rather than a general Public Safety presence. Currently fire command staff (Fire Marshal and Fire Chief) are completing these tasks, keeping in mind that the PSDS is only partially implemented at this time.

- **Can the position remain unfilled temporarily or permanently? Please explain.**

The position cannot remain unfilled without management staff completing the work assignments. Staff feels the management positions need to concentrate more efforts on higher level activities (code enforcement, preplanning, public education, recruitment, etc.)

- **Can the position be filled internally?**

Staff would recommend an internal recruitment to see if a qualified individual on staff would apply.

- **What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?**

With Ramsey's business community continuing to grow, it is essential to have consistent code compliance efforts in place. The current structure is limiting the amount of "field time" the Fire Marshal can spend on code compliance.

- **Can the service provided be reduced, eliminated, or contracted out?**

The level of involvement this position would provide would be considered the average to complete the needed activity. As far as contracting out, this proposal is a part-time request, thus greatly limiting the cost to the city.

- **What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)**

Some overtime by the Fire Marshal position. Note the "What is the impact if the position is not filled".

- **What are the circumstances that warrant the creation of this new position?**

History of this position: This position was first proposed as a 20 hr./week in April 2005. It was changed to a full-time position in December 2005. Through a layoff, a qualified person was "bumped" in an effort to eliminate another administrative position. The reassignment was eventually changed to a shared position within the Police department to provide assistance to both Police and Fire Departments.

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

2015 -- \$9,508.00 using funds budgeted for positions that have been vacant

2016 -- \$23,418.00 budgeted as part of the initial 2016 budgeting process

No additional equipment necessary