



CITY OF MARSHALL
Personnel Committee
A g e n d a
Tuesday, July 19, 2022 at 12:45 PM
City Hall, 344 West main Street

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Consider approval of the minutes from the Personnel Committee meeting held on February 23, 2022.

TABLE

OLD BUSINESS

NEW BUSINESS

2. Consider approval of the Fire Department's amended organizational restructure and wage schedule

ADJOURN



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 19, 2022
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes from the Personnel Committee meeting held on February 23, 2022.
Background Information:	Enclosed are the minutes from the Personnel Committee meeting held on February 23, 2022.
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to Sheila Dubs, HR Manager, prior to the meeting.
Recommendations:	That the minutes from the Personnel Committee meeting held on February 23, 2022 be approved as filed with each member and that the reading of the same be waived.

-UNAPPROVED-

MINUTES
PERSONNEL COMMITTEE MEETING
February 23, 2022, at 12:00 p.m.

MEMBERS PRESENT: John DeCramer, Craig Schafer, Steven Meister

STAFF PRESENT: Sheila Dubs, Human Resource Manager and
Sharon Hanson, City Administrator

The meeting was called to order by Chairman DeCramer at 12:05 PM.

MOTION BY Meister, SECONDED BY DeCramer to approve the Minutes of the November 9, 2021 meeting. ALL VOTED IN FAVOR 3-0.

Chairperson DeCramer requested Human Resources Manager Dubs introduce the agenda item under consideration, amendments to the personnel policy. Dubs introduced Chapter 4 of the Personnel Policy manual and indicated that this is being recommended for amendment at this time due to several policy topics in this chapter relating to the Classification and Compensation Study Report that was recently accepted by the City Council. Dubs reviewed all recommended revisions with the Committee.

Dubs noted that there is new language being recommended in section 4.4 relating to the probationary period. Staff recommend a paragraph that requires an extension of the probationary period when an employee has received approval for a leave of absence during the probationary period. Staff also recommend language that employees in their probationary periods do not have grievance rights over discipline or dismissal. Staff also recommend new language, as recommended by the League of Minnesota Cities policy template, that provides that employees do not have a vested interest or property right to continued City employment following completion of the probationary period. Revisions recommended to the other sections are mostly technical in nature.

The Committee discussed policy 4.6—Employee Performance Reviews. The committee agrees that in cases of substandard performance, a step increase should be withheld. The first sentence is clear that a satisfactory evaluation is required to be eligible for a step increase, the recommended revision clarifies that when an employee is again performing satisfactorily, the step increase is not retroactive to the anniversary date.

MOTION BY Meister, SECONDED BY Schafer to approve the amendments to the Personnel Policy. ALL VOTED IN FAVOR 3-0.

MOTION BY Meister, SECONDED BY Schafer to adjourn the meeting. Meeting adjourned at 12:25 PM. ALL VOTED IN FAVOR 3-0.

Respectfully Submitted,

Sheila Dubs
Human Resource Manager

CITY OF MARSHALL PERSONNEL COMMITTEE AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 19, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of the Fire Department's amended organizational restructure and wage schedule
Background Information:	<p>Director of Public Safety, Jim Marshall and Human Resource Manager, Sheila Dubs will review a proposal to amend the command structure within the Fire Department.</p> <p>The proposal requests to amend the job titles for three of the command positions. Director Marshall has provided a memo overview within the packet.</p> <p>The proposal seeks to change the three (3) Assistant Chief positions into 1 Assistant Chief of Training, 1 Assistant Chief of Operations, and 1 Deputy Fire Chief. Proposed job descriptions are included in the packet. (If approved by the Council, the Fire Chief job description would also be amended to reflect supervision of the Deputy Chief position.)</p> <p>The proposal also seeks to amend the wage schedule for the Deputy Chief of Administration, with a starting annual pay rate of \$5,077.10, which is a \$1,000 (annual) increase over the Assistant Chief pay rate in 2022. Thereafter, the pay rate would be adjusted per Council's prior direction for paid-on-call employees—3% for 2023 and 3% for 2024. The Assistant Chief of Training and Assistant Chief of Operations pay rates would remain unchanged.</p> <p>Due to an employee retirement and a resignation, there are currently two open command positions. HR would work with the Fire Chief to open the Deputy Chief of Administration position for applications first, and following that selection process, the Assistant Chief position(s) would then follow.</p> <p>Staff will provide more detailed information at the committee meeting.</p>
Fiscal Impact:	
Alternative/Variations:	None recommended.
Recommendations:	To approve the Fire Department amended organizational restructure and wage schedule



OBJECT OF REPORT

To seek the City Council's approval of the Marshall Fire Department's organizational restructuring proposal and approval of job descriptions that align with the restructuring and assignment of responsibilities.

BACKGROUND

The Marshall Fire Department currently has a command structure within the organization that is steep in rank. Numerous command positions exist to provide leadership to the five (5) truck companies within the fire department. Administrative duties and responsibilities have been shared between the Fire Chief and the three (3) Assistant Fire Chiefs. The renaming of the current ranks highlighted provides clarification of responsibilities that align with each position.

CURRENT PROPOSALS

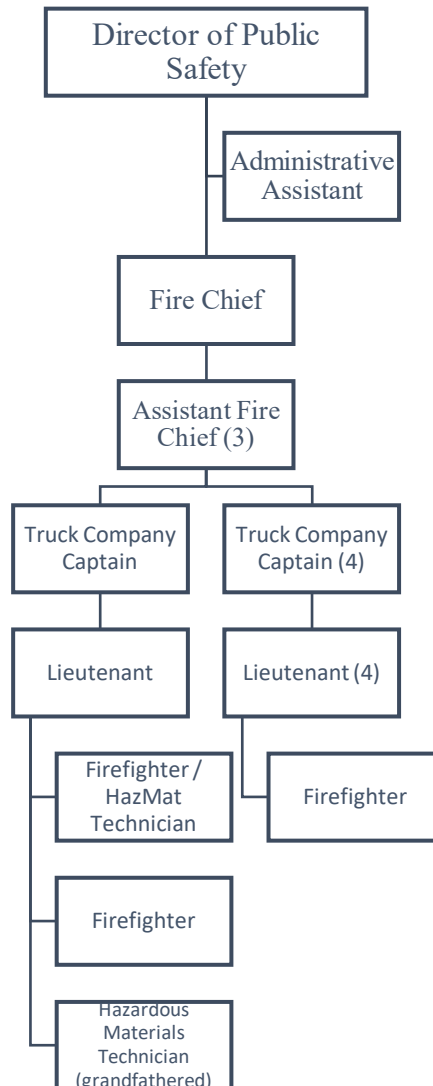
The proposal would be to amend the job titles and description that currently exist for the three (3) Assistant Fire Chief positions. The identified changes below only highlight some of the changes to the positions. Other duties outlined in their job description would apply. The proposed changes are as follows:

1. **Deputy Fire Chief:** This position would create a clear second in command who would assume command in the absence of the Fire Chief. The Deputy Fire Chief would assist with all administrative duties and oversee all the Standard Operating Guidelines (SOG) and implementation of the Lexipol system.
2. **Assistant Fire Chief -Training:** This position would be responsible for the implementation of all training programs and ensuring all firefighters are in compliance with OSHA and Minnesota State Fire Marshal training requirements.
3. **Assistant Fire Chief – Operations:** This position would be responsible for all equipment maintenance and repair. Management of personnel and equipment would be done through management software.

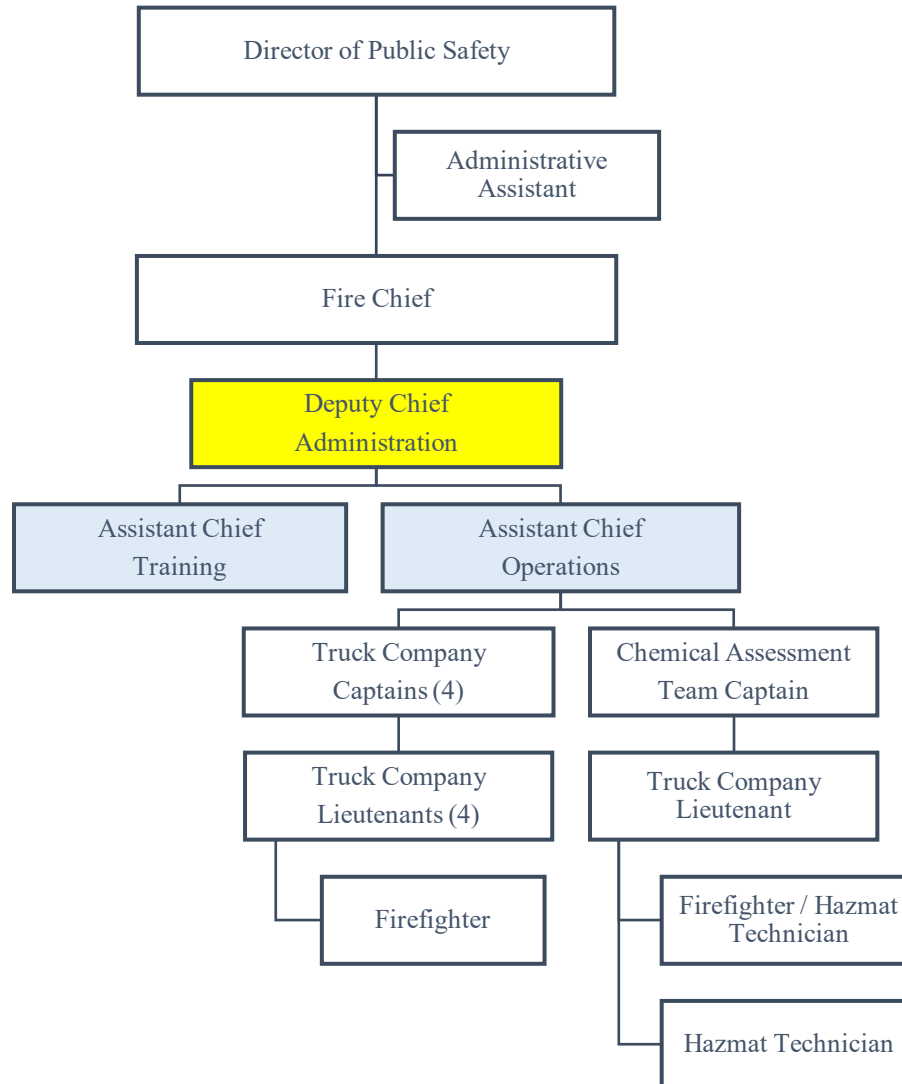
FINANCIAL IMPACT

The proposal does not add additional personnel or command staff. The proposed changes involve identifying specific job duties and responsibilities with the current three Assistant Fire Chief positions.

Organizational Chart—FIRE DEPART--CURRENT



Organizational Chart—FIRE DEPT-PROPOSED



PROPOSED**2022 Paid-on-Call Wage Schedule--2% General Wage Increase**

	Hourly	Annual Salary
Firefighter	\$ 18.13	
HazMat Technician / Firefighter	\$ 20.40	
Fire Chief	\$ 18.13	\$ 10,533.90
Deputy Fire Chief--Administration	\$ 18.13	\$ 5,077.10
Assistant Fire Chief--Training / Operations	\$ 18.13	\$ 4,077.10
Fire Captain	\$ 18.13	\$ 1,735.97
Fire Lieutenant	\$ 18.13	\$ 1,163.33
Janitor (Marshall Fire Hall--annual salary)		\$ 2,990.63
Hazardous Materials Technician--In-jurisdiction Response	\$ 25.29	
Hazardous Materials Technician--State Response	\$ 62.50	

2023 Paid-on-Call Wage Schedule--3% General Wage Increase

	Hourly	Annual Salary
Firefighter	\$ 18.67	
HazMat Technician / Firefighter	\$ 21.01	
Fire Chief	\$ 18.67	\$ 10,849.92
Deputy Fire Chief--Administration		\$ 5,229.41
Assistant Fire Chief--Training / Operations	\$ 18.67	\$ 4,199.41
Fire Captain	\$ 18.67	\$ 1,788.05
Fire Lieutenant	\$ 18.67	\$ 1,198.23
Janitor (Marshall Fire Hall--annual salary)		\$ 3,080.35
Hazardous Materials Technician--In-jurisdiction Response	\$ 26.05	
Hazardous Materials Technician--State Response	\$ 62.50	

2024 Paid-on-Call Wage Schedule--3% General Wage Increase

	Hourly	Annual Salary
Firefighter	\$ 19.23	
HazMat Technician / Firefighter	\$ 21.64	
Fire Chief	\$ 19.23	\$ 11,175.42
Deputy Fire Chief--Administration		\$ 5,386.30
Assistant Fire Chief--Training / Operations	\$ 19.23	\$ 4,325.39
Fire Captain	\$ 19.23	\$ 1,841.69
Fire Lieutenant	\$ 19.23	\$ 1,234.18
Janitor (Marshall Fire Hall--annual salary)		\$ 3,172.76
Hazardous Materials Technician--In-jurisdiction Response	\$ 26.83	
Hazardous Materials Technician--State Response	\$ 62.50	

CITY OF MARSHALL

Job Description

POSITION TITLE: <u>Deputy Fire Chief - Administration</u> Assistant Fire Chief	DATE: <u>January 2022</u> November 2016
DIVISION: Public Safety—Fire Department	FLSA STATUS: Non- exempt ; Paid <u>exempt</u> ; <u>Paid</u> On-Call
ACCOUNTABLE TO: Fire Chief	UNION STATUS: NA

SUMMARY OF POSITION

To assist in the administration, supervision, and direction of the department by assuming command of special assignments and accompanying responsibilities including, but not limited to: prevention and mitigation of emergencies and disaster, public education, code enforcement to protect life and property; response to emergencies involving fire, medical, rescue, and response to environmental concerns. The ~~Deputy~~Assistant Chief is a command officer, reporting directly to the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assume ~~a~~ command of any incident or call for service until properly relieved by the Fire Chief, role in the absence of the Fire Chief, as directed.
2. Assists the Fire Chief in the overall administration of the Department.
3. Assists the Fire Chief in planning strategies for fighting fires.
- ~~4.~~ Assists the Fire Chief in supervising and evaluation of members of the Department.
- ~~5.4.~~ Assists the Fire Chief with ensuring that apparatus, equipment, and gear are in safe and proper operating condition at all times.
- ~~6.5.~~ Assists the Fire Chief with record ~~keeping~~keeping, reports, public education, and administrative duties.
- ~~7.6.~~ Assists the Fire Chief in maintaining a supply inventory and orders supplies as necessary in accordance with the City's purchasing policy.
- ~~8.7.~~ Assists the Fire Chief with scene safety at training drills and fire rescue scenes.
- ~~9.8.~~ Serves as the public relations representative for the Department in the absence of the Fire Chief.
9. Assist the Fire Chief in the development and implementation of goals, objectives, regulations, and SOG's, policies, and procedures for assigned area of responsibility including fire operations, fire prevention, fire inspections, fire investigation, emergency medical services, hazardous materials, emergency management or training; identify resource needs; recommend and implement policies and procedures
10. Acts as coordinator at major fires. Assists the Fire Chief with the administration of monthly training bulletins from the Lexipol system.
11. Assists the Fire Chief with the Administration of all Fire Prevention activities / needs.
12. Assists the Fire Chief with management of the ISO rating process.
13. Assists the Fire Chief in the development of the Fire Department budget; forecast ~~human~~ personnel, financial, and physical resource needs.
14. Plans, directs and coordinates recruiting and hiring procedures.
- ~~10.~~ Supervises and participates in planning and research activities to improve fire services.
- ~~15.~~
- ~~11.16.~~ Performs all essential functions of the Firefighter position including but not limited to:
 - a. Promptly and efficiently, responds to the fire station regardless of time of day for various types of emergencies such as fires of all types (building, trash, automobile, wild land, et-cetera), accidents, medical emergencies, hazardous material releases, and natural disasters.
 - b. Drives and operates fire and emergency ~~medical~~ vehicles in emergency and non-emergency situations. Operates a variety of power and hand operated equipment; lays, connects, and handles supply and attack hoses; holds nozzles and directs water and chemical streams to ensure fire extinguishment; ensures that proper water pressure is available; ventilates burning buildings; placing, raising, climbing, and lowering ground ladders of various lengths; uses a variety of portable extinguishers, hand tools, and related equipment; performs overhaul and salvage operations, removes debris.
 - c. Performs search and rescue operations at the scene of a fire, automobile accident or other emergency; provides extrication from entrapment of all types; administers first aid to injured or sick persons and stabilizes patients as needed or directed by paramedics, hospital staff, and/or emergency physicians; ~~assists in transport of injured or sick persons to appropriate medical facility.~~ Maintains scene preservation for fire or police investigations.
 - d. Daily, weekly, monthly, and annually, inspects, tests, cleans, and maintains equipment and vehicles; reports safety hazards or maintenance problems to an officer; performs regularly scheduled preventive maintenance on vehicles and equipment; performs building maintenance and general custodial work at the fire station and other department facilities.
 - e. Conducts community fire prevention and safety education classes including facility tours, giving lectures, presenting videos, and displaying fire apparatus and equipment.

- f. Attends meetings, training programs, and certification classes as required; participates in continuous training in fire suppression, prevention, and drill exercises; participates in emergency medical training to maintain required certifications.

~~12.17.~~ Performs other duties as apparent or assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- A. Must meet all Firefighter minimum qualifications and ~~prepre-~~ and post-employment special requirements.
B. Must be a current Marshall Firefighter in good standing.
C. Three years of firefighter experience, including one year as a member of the Marshall Fire Department.
~~C. Must possess the following IFSAC or ProBoard certifications: Firefighter II, Fire Officer II, Fire Instructor I, (or obtain within eighteen (18) months of hire date.)~~
D.
~~E. Must possess NIMS ICS-100, ICS-300, ICS-0700, ICS-800 certifications, (or obtain within 18 months of hire date)~~
~~D. Must have ability to complete the required National Incident Management System Certifications.~~
~~E-F.~~ Must have the ability to be on-call one week ~~of every 4 weeks~~per month, or as directed.

DESIRABLE QUALIFICATIONS

- ~~A. Prior management and supervisory experience is desirable.~~
~~B. IFSAC or ProBoard certification: Fire Instructor II~~
~~C. IFSAC or ProBoard certification: Fire Officer III~~
~~D. IFSAC or ProBoard certifications: Fire Inspector I, II & III~~
~~E. IFSAC or ProBoard certifications: Fire Investigator~~
~~F. IFSAC or ProBoard certification: Plan Examiner I~~

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating ~~guidelines~~guidelines, and procedures.
- Ability to learn and skill in the operating and mechanical principles of fire apparatus and equipment, and medical equipment; demonstrate mechanical aptitude.
- Ability to train and supervise subordinate personnel.
- Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.
- Knowledge of the geography of the city and the ability to become familiar with all roadways and highways, major ~~traff~~traffic, and fire hazards.
- Ability to react quickly, calmly, and professionally while under pressure in emergency situations.
- Ability to lead firefighters to work effectively and efficiently as a member of a ~~team, and~~team and understand and follow detailed oral and written directions promptly and accurately.
- Ability to communicate orally effectively to individuals and/or in a group setting, ability to write various reports, and the ability to analyze and solve problems.
- Ability to communicate with two-way communications systems.
- Responsible for the use of discretion and judgment in emergency situations and the care, condition, and use of department apparatus, equipment, supplies, and facilities.
- Learn to operate and enter data into a computer terminal, personal computer, or other keyboard device. Produce written documents using proper grammar and punctuation.
- Establish and maintain cooperative, respectful, and professional relationships with those contacted in the course of work and perform in a manner that protects the interests of the city and the department.
- Ability to learn and identify situations that are immediately dangerous to life and health.
- Ability to learn the risks involving in firefighting and emergency medical incidents.
- Ability to work independent of direct supervision.

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Job Description/Assistant Fire Chief

Page 2 of 4

- Ability to read and speak English. This requirement relates to fire command situations and is necessary for employee safety.
- Ability to maintain confidentiality of all private and/or confidential information as a result of personnel actions, meetings, drills, and emergency calls.
- Responsible for maintaining a personal level of physical fitness to maintain the ability to perform minimum required job skills.

SUPERVISION: ~~ORY~~ RESPONSIBILITIES

~~The Deputy Fire Chief performs under the direct supervision of the Fire Chief, with minimal ~~a minimum of~~ supervision. The work is reviewed through direct observation of performance of personnel and equipment, reports, meetings, and conferences with the Fire Chief, who reviews work accomplishments primarily in the broad interest of ensuring fire, life safety, public education for the city. Supervised by the Fire Chief.~~
~~In order of succession, First Assistant Chief, Second Assistant Chief, Third Assistant Chief, supervises Department members in the absence of the Fire Chief.~~

PROBLEM SOLVING

The problem solving and ~~decision making~~ decision-making challenges vary from incident to incident in that every scene is a different work setting, unique in its location, weather conditions, participants, injuries, and hazards that is performed in a time-sensitive, high-stress situation. In most cases, immediate action is required to mitigate the emergency scene, causing the ~~Deputy Assistant~~ Fire Chief to be flexible and adaptable to changing conditions. Other ~~problem solving~~ problem-solving situations include non-emergency work during contact with citizens and co-workers.

ACCOUNTABILITY

Responsible for following all lawful orders and ~~are~~ accountable to all positions and ranks below him/her. Accountable for completing dangerous tasks in dangerous environments to mitigate emergencies, as well as providing compassionate, quality service to the community and its citizens. Responsible for maintaining an inclusive, non-threatening ~~work place~~ workplace with and for all department personnel.

TOOLS AND EQUIPMENT USED

First aid equipment, fire apparatus, fire pumps, hoses, other standard firefighting equipment, ladders, radio, pager, personal computer, and phone.

REQUIREMENTS AND WORKING CONDITIONS

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must perform duties in office, vehicles, indoor/outdoor settings, and emergency scene environments. Performs during daylight and night hours for extended periods with little rest or sleep. Operates in adverse weather conditions, natural disasters, extreme ~~heat~~ heat, or cold, dense smoke, toxic or explosive atmospheres, extreme heights, structurally weakened buildings, confined space, traffic hazards, building, wild land, trash, and automobile fires, and with patients posing severe infectious disease hazards (~~e.g.e.g.~~ tuberculosis, hepatitis, AIDS) to health.

Must be able to make quick, lucid decisions during physically and mentally stressful situations. The amount of hazardous exposure time varies with the number of emergency incident responses, non-emergency activities, and assigned companies. Must maintain knowledge, skills, and abilities consistent with National Fire Protection Association (NFPA) 1001, Standard for Firefighter Professional Qualifications.

Required to be on-call 24-hours per day, including weekends and holidays, and may be required to work extended periods of time with little or no notice. Due to the varied and unpredictable nature of the work, may also be required to work under the following conditions: wearing protective gear, carrying appropriate tools, and wearing self-contained breathing apparatus, weighing a combined total of up to or over 100 pounds, while performing emergency duties. Exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures.

While performing emergency medical assistance and rescue activities, may lift and carry victims and move equipment requiring the use of stomach and back muscles. Required to have the ability to hear a variety of warning devices and alarms, gas leaks, or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques. The tools used require precise arm-hand-eye coordination and movements, such as

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Job Description/Assistant Fire Chief

Page 3 of 4

when operating a chain saw or rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously.

Emergency situations may require work in small, cramped crawl spaces, areas where vision is limited, and/or at extreme heights including rooftops or on ladders. Must be able to distinguish among colors including the color of smoke and flame ~~in order to~~ determine the type or source of the fire, or to identify other potentially dangerous situations. May be part of a special operational team that exposes him/her to additional life-threatening hazards and dangers.

The fire service is paramilitary in nature and ~~the Deputy Assistant~~ Fire Chiefs, during emergency operations, give orders, which must be carried out promptly and without question, unless detrimental to personal safety and welfare.

Job entails regular exposure to dangerous situations under disagreeable conditions, including smoke, heights, fire, fumes, heat, cold, emergency driving, exposure to dangerous situations with medical emergencies, long shifts, and requires the ability to wear and work in ~~self-contained fire department~~ breathing apparatus for extended periods of time.

See also, attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

CITY OF MARSHALL

Job Description

POSITION TITLE: Assistant Fire Chief <u>- Training</u>	DATE: November 2016 <u>January 2022</u>
DIVISION: Public Safety—Fire Department	FLSA STATUS: Non-exempt; Non-exempt; Paid <u>On-Call</u>
ACCOUNTABLE TO: Fire Chief	UNION STATUS: NA

SUMMARY OF POSITION

To assist in the administration, supervision, and direction of the department by assuming command of special assignments and accompanying responsibilities including, but not limited to ~~to~~ to prevention and mitigation of emergencies and disaster, public education, code enforcement to protect life and property; response to emergencies involving fire, medical, rescue, and response to environmental concerns. The Assistant Fire Chief - Training is a command officer, reporting directly to the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assume command of any incident or call for service until properly relieved by the Fire Chief.
- ~~1. Assume a command role in the absence of the Fire Chief, as directed.~~
2. Assists the Fire Chief in the overall administration of the Department.
3. Assists the Fire Chief in planning strategies for fighting fires.
4. Assists the Fire Chief in supervising and evaluation of members of the Department.
- ~~5.~~ Assists the Fire Chief with ensuring that apparatus, equipment, and gear are in safe and proper operating condition at all times the administration, implementation, and operation of the department training program that includes required OSHA safety training, basic skills for firefighters, drivers, officers and new firefighter recruit training and preparation.
- ~~6.~~ Assists the Fire Chief with the administration, implementation, and operation of training programs for state and local special response teams (Chemical Assessment Team & Technical Rescue team).
- ~~5-7.~~ Assists the Fire Chief with developing and maintaining an annual training schedule with a 3-year cycle of exercises.
- ~~8.~~ Assists the Fire Chief with training record keeping for all fire department personnel using department records management software, reports, public education, and administrative duties.
- ~~9.~~ Coordinate with qualified and certified outside vendors to initiate internal training classes & exercises.
- ~~6-10.~~ Assists the Fire Chief by identifying, informing, and encouraging employees of available educational opportunities offered by schools and colleges in areas related to their development on the job.
- ~~7-11.~~ Assists the Fire Chief in maintaining a supply inventory and orders supplies as necessary in accordance with the City's purchasing policy.
- ~~8-12.~~ Assists the Fire Chief with scene safety at training drills and fire rescue scenes.
- ~~9-13.~~ Serves as the public relations representative for the Department in the absence of the Fire Chief.
- ~~10.~~ Acts as coordinator at major fires.
- ~~11-14.~~ Performs all essential functions of the Firefighter position including but not limited to:
 - a. Promptly and efficiently, responds to the fire station regardless of time of day for various types of emergencies such as fires of all types (building, trash, automobile, wild land, et-cetera), accidents, medical emergencies, hazardous material releases, and natural disasters.
 - b. Drives and operates fire and emergency ~~medical~~ vehicles in emergency and non-emergency situations. Operates a variety of power and hand operated equipment; lays, connects, and handles supply and attack hoses; holds nozzles and directs water and chemical streams to ensure fire extinguishment; ensures that proper water pressure is available; ventilates burning buildings; placing, raising, climbing, and lowering ground ladders of various lengths; uses a variety of portable extinguishers, hand tools, and related equipment; performs overhaul and salvage operations, removes debris.
 - c. Performs search and rescue operations at the scene of a fire, automobile accident or other emergency; provides extrication from entrapment of all types; administers first aid to injured or sick persons and stabilizes patients as needed or directed by paramedics, hospital staff, and/or emergency physicians; ~~assists in transport of injured or sick persons to appropriate medical facility.~~ Maintains scene preservation for fire or police investigations.
 - d. Daily, weekly, monthly, and annually, inspects, tests, cleans, and maintains equipment and vehicles; reports safety hazards or maintenance problems to an officer; performs regularly scheduled preventive maintenance on vehicles and equipment; performs building maintenance and general custodial work at the fire station and other department facilities.
 - e. Conducts community fire prevention and safety education classes including facility tours, giving lectures, presenting videos, and displaying fire apparatus and equipment.
 - f. Attends meetings, training programs, and certification classes as required; participates in continuous training in fire suppression, prevention, and drill exercises; participates in emergency medical training to maintain required certifications.
- ~~12-15.~~ Performs other duties as apparent or assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- A. Must meet all Firefighter minimum qualifications and ~~prepre-~~ and post-employment special requirements.
- B. Must be a current Marshall Firefighter in good standing.
- C. Three years of firefighter experience, including one year as a member of the Marshall Fire Department.
- ~~E-D.~~ Must possess the following IFSAC or ProBoard certifications: Firefighter II, Fire Officer II, Fire Instructor I, (or obtain within eighteen (18) months of hire date.)
- E. Must possess NIMS ICS-100, ICS-300, ICS-0700, ICS-800 certifications, (or obtain within 18 months of hire date)
- ~~D.~~ Must have ability to complete the required National Incident Management System Certifications.
- ~~E-F.~~ Must have the ability to be on-call one week of every 4 weeks-per month, or as directed.

DESIRABLE QUALIFICATIONS

- A. Prior management and supervisory experience, ~~is desirable.~~
- B. IFSAC or ProBoard certification: Fire Instructor II
- C. IFSAC or ProBoard certification: Fire Officer III

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating ~~guidelines~~guidelines, and procedures.
- Ability to learn and skill in the operating and mechanical principles of fire apparatus and equipment, and medical equipment; demonstrate mechanical aptitude.
- Ability to train and supervise subordinate personnel.
- Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.
- Knowledge of the geography of the city and the ability to become familiar with all roadways and highways, major ~~traff~~traffic, and fire hazards.
- Ability to react quickly, calmly, and professionally while under pressure in emergency situations.
- Ability to lead firefighters to work effectively and efficiently as a member of a ~~team, and~~team and understand and follow detailed oral and written directions promptly and accurately.
- Ability to communicate orally effectively to individuals and/or in a group setting, ability to write various reports, and the ability to analyze and solve problems.
- Ability to communicate with two-way communications systems.
- Responsible for the use of discretion and judgment in emergency situations and the care, condition, and use of department apparatus, equipment, supplies, and facilities.
- Learn to operate and enter data into a computer terminal, personal computer, or other keyboard device. Produce written documents using proper grammar and punctuation.
- Establish and maintain cooperative, respectful, and professional relationships with those contacted in the course of work and perform in a manner that protects the interests of the city and the department.
- Ability to learn and identify situations that are immediately dangerous to life and health.
- Ability to learn the risks involving in firefighting and emergency medical incidents.
- Ability to work independent of direct supervision.
- Ability to read and speak English. This requirement relates to fire command situations and is necessary for employee safety.
- Ability to maintain confidentiality of all private and/or confidential information as a result of ~~as a result of~~ because of personnel actions, meetings, drills, and emergency calls.
- Responsible for maintaining a personal level of physical fitness to maintain the ability to perform minimum required job skills.

SUPERVISORY RESPONSIBILITIES

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.
Job Description/Assistant Fire Chief

The Assistant Fire Chief – Training performs under the direct supervision of the Fire Chief, with ~~minimal~~a minimum of supervision. The work is reviewed through direct observation of performance of personnel and equipment, reports, meetings, and conferences with the Fire Chief, who reviews work accomplishments primarily in the broad interest of ensuring fire, life safety, public education for the city. Supervised by the Fire Chief.

~~In order of succession, First Assistant Chief, Second Assistant Chief, Third Assistant Chief, supervises Department members in the absence of the Fire Chief.~~

PROBLEM SOLVING

The problem solving and ~~decision making~~decision-making challenges vary from incident to incident in that every scene is a different work setting, unique in its location, weather conditions, participants, injuries, and hazards that is performed in a time-sensitive, high-stress situation. In most cases, immediate action is required to mitigate the emergency scene, causing the Assistant Fire Chief to be flexible and adaptable to changing conditions. Other ~~problem solving~~problem-solving situations include non-emergency work during contact with citizens and co-workers.

ACCOUNTABILITY

Responsible for following all lawful orders and are accountable to all positions and ranks below him/her. Accountable for completing dangerous tasks in dangerous environments to mitigate emergencies, as well as providing compassionate, quality service to the community and its citizens. Responsible for maintaining an inclusive, non-threatening ~~work place~~workplace with and for all department personnel.

TOOLS AND EQUIPMENT USED

First aid equipment, fire apparatus, fire pumps, hoses, other standard firefighting equipment, ladders, radio, pager, personal computer, and phone.

REQUIREMENTS AND WORKING CONDITIONS

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must perform duties in office, vehicles, indoor/outdoor settings, and emergency scene environments. Performs during daylight and night hours for extended periods with little rest or sleep. Operates in adverse weather conditions, natural disasters, extreme ~~heath~~heat, or cold, dense smoke, toxic or explosive atmospheres, extreme heights, structurally weakened buildings, confined space, traffic hazards, building, wild land, trash, and automobile fires, and with patients posing severe infectious disease hazards (~~e-g-e-g.~~, tuberculosis, hepatitis, AIDS) to health.

Must be able to make quick, lucid decisions during physically and mentally stressful situations. The amount of hazardous exposure time varies with the number of emergency incident responses, non-emergency activities, and assigned companies. Must maintain knowledge, skills, and abilities consistent with National Fire Protection Association (NFPA) 1001, Standard for Firefighter Professional Qualifications.

Required to be on-call 24-hours per day, including weekends and holidays, and may be required to work extended periods of time with little or no notice. Due to the varied and unpredictable nature of the work, may also be required to work under the following conditions: wearing protective gear, carrying appropriate tools, and wearing self-contained breathing apparatus, weighing a combined total of up to or over 100 pounds, while performing emergency duties. Exposed to a variety of weather conditions and are required to tolerate very hot and very cold temperatures.

While performing emergency medical assistance and rescue activities, may lift and carry victims and move equipment requiring the use of stomach and back muscles. Required to have the ability to hear a variety of warning devices and alarms, gas leaks, or calls for help. Some rescue duties require the operation of mechanical rescue equipment and the monitoring of proper safety techniques. The tools used require precise arm-hand-eye coordination and movements, such as when operating a chain saw or rescue equipment. The operation of firefighting equipment often requires the coordinated movement of more than one limb simultaneously.

Emergency situations may require work in small, cramped crawl spaces, areas where vision is limited, and/or at extreme heights including rooftops or on ladders. Must be able to distinguish among colors including the color of smoke and flame ~~in order to~~ determine the type or source of the fire, or to identify other potentially dangerous situations. May be part of a special operational team that exposes him/her to additional life-threatening hazards and dangers.

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Job Description/Assistant Fire Chief

Page 3 of 4

The fire service is paramilitary in nature and Assistant Fire Chiefs, during emergency operations, give orders, which must be carried out promptly and without question, unless detrimental to personal safety and welfare.

Job entails regular exposure to dangerous situations under disagreeable conditions, including smoke, heights, fire, fumes, heat, cold, emergency driving, exposure to dangerous situations with medical emergencies, long shifts, and requires the ability to wear and work in ~~fire department~~self-contained breathing apparatus for extended periods of time.

See also, attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY

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CITY OF MARSHALL

Job Description

POSITION TITLE: Assistant Fire Chief - <u>Operations</u>	DATE: November 2016 <u>January 2022</u>
DIVISION: Public Safety—Fire Department	FLSA STATUS: Non- exempt ; Paid <u>exempt</u> ; <u>Paid</u> On-Call
ACCOUNTABLE TO: Fire Chief	UNION STATUS: NA

SUMMARY OF POSITION

To assist in the administration, supervision, and direction of the department by assuming command of special assignments and accompanying responsibilities including, but not limited to ~~to~~ to prevention and mitigation of emergencies and disaster, public education, code enforcement to protect life and property; response to emergencies involving fire, medical, rescue, and response to environmental concerns. The Assistant Fire Chief - Operations is a command officer, reporting directly to the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assume command of any incident or call for service until properly relieved by the Fire Chief.
- ~~1. Assume a command role in the absence of the Fire Chief, as directed.~~
2. Assists the Fire Chief in the overall administration of the Department.
3. Assists the Fire Chief in planning strategies for fighting fires.
4. Assists the Fire Chief in supervising and evaluation of members of the Department.
5. Assists the Fire Chief with ensuring that apparatus, equipment, and gear are in safe and proper operating condition at all times are always in safe and proper operating condition.
- 5-6. Assists the Fire Chief with apparatus repair & inspection record keeping, & inventory, for all fire department personnel & equipment using department records management software.
- ~~6-7.~~ Assists the Fire Chief with ~~record keeping~~, reports, public education, and administrative duties.
- ~~7-8.~~ Assists the Fire Chief in maintaining a supply inventory and orders supplies as necessary in accordance with the City's purchasing policy.
- ~~8-9.~~ Assists the Fire Chief with scene safety at training drills and fire rescue scenes.
- 9-10. Serves as the public relations representative for the Department in the absence of the Fire Chief.
- ~~10. Acts as coordinator at major fires.~~
11. Performs all essential functions of the Firefighter position including but not limited to:
 - a. Promptly and efficiently, responds to the fire station regardless of time of day for various types of emergencies such as fires of all types (building, trash, automobile, wild land, et-cetera), accidents, medical emergencies, hazardous material releases, and natural disasters.
 - b. Drives and operates fire and emergency ~~medical~~ vehicles in emergency and non-emergency situations. Operates a variety of power and hand operated equipment; lays, connects, and handles supply and attack hoses; holds nozzles and directs water and chemical streams to ensure fire extinguishment; ensures that proper water pressure is available; ventilates burning buildings; placing, raising, climbing, and lowering ground ladders of various lengths; uses a variety of portable extinguishers, hand tools, and related equipment; performs overhaul and salvage operations, removes debris.
 - c. Performs search and rescue operations at the scene of a fire, automobile accident or other emergency; provides extrication from entrapment of all types; administers first aid to injured or sick persons and stabilizes patients as needed or directed by paramedics, hospital staff, and/or emergency physicians; ~~assists in transport of injured or sick persons to appropriate medical facility.~~ Maintains scene preservation for fire or police investigations.
 - d. Daily, weekly, monthly, and annually, inspects, tests, cleans, and maintains equipment and vehicles; reports safety hazards or maintenance problems to an officer; performs regularly scheduled preventive maintenance on vehicles and equipment; performs building maintenance and general custodial work at the fire station and other department facilities.
 - e. Conducts community fire prevention and safety education classes including facility tours, giving lectures, presenting videos, and displaying fire apparatus and equipment.
 - f. Attends meetings, training programs, and certification classes as required; participates in continuous training in fire suppression, prevention, and drill exercises; participates in emergency medical training to maintain required certifications.
12. Performs other duties as apparent or assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- A. Must meet all Firefighter minimum qualifications and ~~prepre~~ and post-employment special requirements. Must be a current Marshall Firefighter in good standing.

- C. Three years of firefighter experience, including one year as a member of the Marshall Fire Department.
- ~~E-D. Must possess the following IFSAC or ProBoard certifications: Firefighter II, Fire Officer II, Fire Instructor I, (or obtain within eighteen (18) months of hire date.)~~
- E. Must possess NIMS ICS-100, ICS-300, ICS-0700, ICS-800 certifications, (or obtain within 18 months of hire date)
- ~~D. Must have ability to complete the required National Incident Management System Certifications.~~
- ~~E-F. Must have the ability to be on-call one week of every 4 weeks-per month, or as directed.~~

DESIRABLE QUALIFICATIONS

- A. Prior management and supervisory experience, ~~is desirable.~~
- B. IFSAC or ProBoard certification: Fire Instructor II
- C. IFSAC or ProBoard certification: Fire Officer III

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating ~~guidelines~~guidelines, and procedures.
- Ability to learn and skill in the operating and mechanical principles of fire apparatus and equipment, and medical equipment; demonstrate mechanical aptitude.
- Ability to train and supervise subordinate personnel.
- Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.
- Knowledge of the geography of the city and the ability to become familiar with all roadways and highways, major ~~traff~~traffic, and fire hazards.
- Ability to react quickly, calmly, and professionally while under pressure in emergency situations.
- Ability to lead firefighters to work effectively and efficiently as a member of a ~~team, and~~team and understand and follow detailed oral and written directions promptly and accurately.
- Ability to communicate orally effectively to individuals and/or in a group setting, ability to write various reports, and the ability to analyze and solve problems.
- Ability to communicate with two-way communications systems.
- Responsible for the use of discretion and judgment in emergency situations and the care, condition, and use of department apparatus, equipment, supplies, and facilities.
- Learn to operate and enter data into a computer terminal, personal computer, or other keyboard device. Produce written documents using proper grammar and punctuation.
- Establish and maintain cooperative, respectful, and professional relationships with those contacted in the course of work and perform in a manner that protects the interests of the city and the department.
- Ability to learn and identify situations that are immediately dangerous to life and health.
- Ability to learn the risks involving in firefighting and emergency medical incidents.
- Ability to work independent of direct supervision.
- Ability to read and speak English. This requirement relates to fire command situations and is necessary for employee safety.
- Ability to maintain confidentiality of all private and/or confidential information ~~as a result of~~because of personnel actions, meetings, drills, and emergency calls.
- Responsible for maintaining a personal level of physical fitness to maintain the ability to perform minimum required job skills.

SUPERVISORY RESPONSIBILITIES

The Assistant Fire Chief – Operations performs under the direct supervision of the Fire Chief, with ~~minimal~~a minimum of supervision. The work is reviewed through direct observation of performance of personnel and equipment, reports, meetings, and conferences with the Fire Chief, who reviews work accomplishments primarily in the broad interest of ensuring fire, life safety, public education for the city. ~~Supervised by the Fire Chief.~~

In order of succession, First Assistant Chief, Second Assistant Chief, Third Assistant Chief, supervises Department members in the absence of the Fire Chief.

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Job Description/Assistant Fire Chief

Page 2 of 4

PROBLEM SOLVING

The problem solving and ~~decision-making~~decision-making challenges vary from incident to incident in that every scene is a different work setting, unique in its location, weather conditions, participants, injuries, and hazards that is performed in a time-sensitive, high-stress situation. In most cases, immediate action is required to mitigate the emergency scene, causing the Assistant Fire Chief to be flexible and adaptable to changing conditions. Other ~~problem-solving~~problem-solving situations include non-emergency work during contact with citizens and co-workers.

ACCOUNTABILITY

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