



**City of Rochester, Minnesota**  
**FIRE CIVIL SERVICE COMMISSION**  
DANIEL PULFORD - JOEL TRAVER - HELENA MENDES-SOARES



## **MEETING NOTICE**

Fire Civil Service Commission  
Date: **Tuesday, June 18, 2019**  
TIME: **3:15 PM**  
LOCATION: City Hall **Conference Room 104**

## **AGENDA**

### **Call to order**

### **Agenda Item 1**

Approve minutes from the May 21, 2019 meeting

### **Agenda Item 2**

Open comment period

### **Agenda Item 3**

Fire Chief's update

### **Agenda Item 4**

Approve proposed revisions to FCSC Rules & Regulations, Section 13

### **Agenda Item 5**

Approve Motor Operator Eligibility Roster

### **Other Business**

### **Next Meeting Date**

Proposed July 16, 2019 at 3:15 pm in Conference Room 104.



**ROCHESTER FIRE CIVIL SERVICE COMMISSION MEETING**  
**May 21, 2019 3:15PM**  
**City Hall Conference Room 104**

**Commissioners present:** Mary Vorndran and Dan Pulford.

**Guests present:** Deputy City Attorney Dave Goslee, Fire Chief Eric Kerska, Deputy Fire Chief Vance Swisher, Commissioner Designate Helena Mendes-Soares, Assistant Director of Human Resources Jennifer Simpson and Rochester Fire Department employees as follows: Kirk Weber, Mathias Kautto, Chris Ford, Jason Chandler, Chad Clark, Casey Jones, and Julie Ladage

**Call to Order**

The meeting was called to order by Fire Civil Service Commission President Vorndran at 3:16 pm.

**Agenda Item 1**

The minutes for the April 16, 2019 Fire Civil Service Commission meeting were reviewed. Dan Pulford motioned to approve the minutes as submitted. There was no further discussion and the minutes were unanimously approved.

**Agenda Item 2**

Open Comment Period

- The Local 520 President expressed concerns regarding changes to the Fire Captain Job Description. The concerns were regarding the sub-bullet items under the "Demonstrate leadership effectiveness through building an engaged team and advancing the vision of the City and Fire Department" duties and responsibilities category.

**Agenda Item 3**

Chief Kerska provided an update on the following:

- The Motor Operator promotional exam interviews have been completed.
- The replacement apparatus for Truck 42 has been approved and ordered.
- The Battalion Chief of Planning has been filled and is working in Fire Administration
- The Department is in the final phase of the Strategic Planning process.
  - June 3<sup>rd</sup> is the last division presentation
  - September 21<sup>st</sup> is the Council Briefing

**Agenda Item 4**

- Chief Kerska requested that the Fire Civil Service Commission approve the previously tabled changes.
  - Motion was made by Dan Pulford. There was no further discussion and the changes to Section 10 was unanimously approved.

### **Agenda Item 5**

- Chief Kerska responded to Local 520 President's concerns with the additional items included in the Fire Captain Job Description.
- Jennifer Simpson discussed how these items apply to the expectations/duties of the incumbents within the Fire Captain positions.
- Chief Kerska discussed how the competencies were developed. Additionally, he has requested feedback from staff regarding omission, conflicts and/or errors within the competencies. To date, he has only had two staff members ask to discuss the Fire Captain competencies with him.
- The Fire Civil Service Commissioners discussed how they view the Fire Captain positions as leadership positions and the competencies/expectations should be defined.
  - Motion to approve was made by Dan Pulford. There was no further discussion and the changes to the Battalion Chief and Fire Captain Job descriptions were unanimously approved.

### **Agenda Item 6**

#### Appointment of Commission Secretary

- Joel Traver was nominated and unanimously approved to assume the role of Commission Secretary. His appointment is effective immediately

### **Agenda Item 7**

Jennifer Simpson advised the Commission of two instances of a tie in the Firefighter Eligibility ranking. As cited in Section 12 of the Fire Civil Service Commission Rules and Regulations *if two or more candidates have the same total weighted score, the Commission shall establish their ranking by lot, except that an eligible with a rating augmented by veteran's preference shall be entered ahead of a non-veteran with the same rating.* As none of the tied candidates were affected by veteran's preference, names for each tie were drawn by Commissioners Pulford and Vorndran to determine ranking. Jennifer Simpson then presented the finalized eligibility roster to the Commission for approval. Dan Pulford motioned approval of the Firefighter Eligibility Roster. The Roster was unanimously approved

### **Other Business**

- Chief Kerska recognized outgoing Commissioner Mary Vorndran for her service to the Commission for the past 6 years. A plaque was presented to Commissioner Vorndran as she ends her Commission appointment.
- Commissioner Designate Helena Mendes-Soares was introduced. She will be sworn in to the Commission in the upcoming weeks.

The next meeting is scheduled for Tuesday, June 18, 2019 at 3:15 pm in Conference Room #104, City Hall.

### **Meeting Adjournment**

The meeting was adjourned by Fire Civil Service Commission President Mary Vorndran at 4:09 pm.

Respectfully submitted,

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Joel Traver  
Secretary, Fire Civil Service Commission

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Date

## SUPPLEMENTAL AGENDA INFORMATION

Fire Civil Service Commission

Meeting Date: *June 18, 2019*

### AGENDA ITEM 4

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The proposed modifications to Section 13 are to address circumstances where a previously appointed candidate is offered reappointment in a shift position and has already successfully completed the medical and psychological examination(s) as required as part of initial appointment. Rather than automatically requiring these evaluations again, we are looking to allow the Fire Chief discretion in evaluating the circumstances surrounding the reappointment and whether such evaluations provide the department value in the hiring process.

**Action Requested:** *Approve the modifications to Section 13 as proposed.*

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SECTION 13. CERTIFICATION AND FITNESS FOR APPOINTMENT/EMPLOYMENT:  
(AMENDED 06/25/1997, 02/13/2014, 04/24/2015, 05/22/2018, 06/18/2019)

*Initial Appointment – Shift positions*

At the time of an actual or anticipated vacancy, each person eligible to be certified for appointment shall complete a background investigation and may be required to complete an interview with the Fire Chief. If the Commission determines through the investigation and/or interview that a candidate is not suitable for appointment, the candidate's name shall be removed from the certified list of eligible candidates consistent with Section 8 of these Rules.

After the background investigation and interview, the names of candidates eligible for appointment shall be submitted to the appointing authority for approval to extend conditional offer(s) of employment. Such offer(s) shall be conditioned upon the successful completion of medical and psychological examinations<sup>1</sup>.

Medical and psychological examinations shall be conducted by a licensed health care provider selected by the Commission. The provider(s) conducting the examinations shall supply the Commission with a pass/fail recommendation as to whether the candidate examined is qualified to perform the duties of the position.

If a candidate fails any of the above examinations or is determined to be not qualified to perform the duties of the positions, he or she will not proceed in the hiring process and his or her name will be removed from the eligibility roster. As a result, the process will continue to the next candidate in rank order, dependent on the Fire Department's hiring need. The candidate shall undergo the required examinations and such process will continue until there is a candidate eligible for appointment.

After passing the required examinations, a candidate refusing an offer of appointment will be removed from the eligibility roster unless the candidate makes a written request for a hearing before the Commission within 10 days of the appointment offer. If, after the hearing, the Commission determines good cause for not removing the candidate's name, it may be reinstated on the list at the Commission's discretion.

*Initial Appointment – Non-shift positions*

At the time of an actual or anticipated vacancy, each person eligible to be certified for appointment shall complete a background investigation and may complete an interview with the Fire Chief<sup>2</sup>. Background investigation results will be reviewed by Human Resources and the immediate hiring manager to determine suitability for hire. If discrepancies in the background

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<sup>1</sup> In the event a previously appointed candidate is offered reappointment with the department, such offer may be conditional upon successful completion of medical and psychological examination(s) at the discretion of the Fire Chief.

<sup>2</sup> Interviews will be conducted in the examination process at the discretion of the Fire Chief. If interviews are conducted, they will be conducted consistently for all candidates immediately eligible for appointment in the given examination process.

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investigation exist that may provide for the rejection of a candidate under Section 8, background investigations will be brought to the Commission for their consideration.

After the background investigation and interview (optional), the names of candidates eligible for appointment shall be submitted to the appointing authority for approval to extend conditional offer(s) of employment. Such offer(s) shall be conditioned upon the successful completion of any examinations relevant to the job position.

If a candidate fails any examination(s) that is/are a condition of appointment, or if the candidate is determined not qualified to perform the duties of the position, he or she will not proceed in the hiring process and his or her name will be removed from the eligibility roster. As a result, the process will continue to the next candidate in rank order, dependent on the Fire Department's hiring need. The candidate shall undergo the required examinations and such process will continue until there is a candidate eligible for appointment.

After passing the required examinations, a candidate refusing an offer of appointment will be removed from the eligibility roster unless the candidate makes a written request for a hearing before the Commission within 10 days of the appointment offer. If, after the hearing, the Commission determines good cause for not removing the candidate's name, it may be reinstated on the list at the Commission's discretion.

*Promotional Appointment*

Medical and psychological examination(s) to determine such fitness to perform the duties of a promoted position may be required by the Commission, after consultation with the Fire Chief. Such determination shall be made prior to the announcement of the examination for a promoted position. When required, the medical and/or psychological examination(s) shall be conducted prior to appointment.

*Ongoing Fitness for Employment*

Employees occupying a classified position must maintain an ongoing fitness to perform the duties of their position. Employees shall be subject to a fitness for duty examination by a licensed health care provider at the discretion of the Commission.



City of Rochester, Minnesota  
**FIRE CIVIL SERVICE COMMISSION**  
DANIEL PULFORD — JOEL TRAVER – HELENA MENDES-SOARES



**MOTOR OPERATOR ELIGIBILITY ROSTER**

JUNE 18, 2019 THROUGH JUNE 17, 2021<sup>1</sup>

<b>Rank</b>	<b>Name</b>	<b>Score</b>
1	Jesse Ptacek	88.00%
2	Kyle Mueller	87.88%
3	Chad Clark	84.38%
4	Nicholas Wiese	82.19%
5	Bryce Pronk	81.45%
6	Luke Stedman	78.76%
7	Matt Roberson	78.01%
8	Joshua Guard	77.32%
9	Matthew Taylor	74.57%

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Daniel Pulford  
*President*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joel Traver  
*Secretary*

\_\_\_\_\_  
Date

<sup>1</sup> Or earlier when a subsequent eligibility list is approved