



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



MEETING NOTICE

Fire Civil Service Commission
Date: **Tuesday, December 17, 2019**
TIME: **3:15 PM**
LOCATION: City Hall **Conference Room 104**

AGENDA

Call to order

Agenda Item 1

Approve minutes from the October 15, 2019 meeting

Agenda Item 2

Open comment period

Agenda Item 3

Fire Chief's update

Agenda Item 4

Approve revisions to the Fire Protection Specialist job description

Agenda Item 5

Approve proposed modifications to FCSC Rules & Regulations, Section 6

Agenda Item 6

Approve Notice of Examination for Fire Marshal

Agenda Item 7

Review of Mayor Norton's memo to Boards and Commissions dated November 4, 2019

Other Business

Next Meeting Date

Proposed January 21, 2020 at 3:15 pm in Conference Room 104.



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

Commissioners present: Dan Pulford, Joel Traver, Helena Mendes-Soares

Guests present: Michael Spindler-Krage, City Attorney's Office, Deputy Fire Chief Vance Swisher, Assistant Director of Human Resources Jennifer Simpson, Battalion Chief Holly Mulholland, Fire Marshal Jason Whitney and Administrative Assistant Julie Ladage

Call to Order

The meeting was called to order by Fire Civil Service Commission President Dan Pulford at 3:15 pm.

Agenda Item 1

The minutes for the August 20, 2019 Fire Civil Service Commission meeting were reviewed. Joel Traver motioned to approve the minutes as submitted. There was no further discussion and the minutes were unanimously approved.

Agenda Item 2

Open Comment Period
No open comments

Agenda Item 3

Deputy Chief Vance Swisher provided an update in Chief Kerska's absence.

- The strategic plan has been adopted by the City Council
- New Engines are in service

Agenda Item 4

Motion was made by Dan Pulford, with all Commissioners voting in the affirmative, to approve the proposed modifications to the Section 10 Entrance Examination processes for Firefighter, Fire Inspector, Assistant Fire Marshal, Fire Protection Specialist and Fire Marshal. In addition the Commission unanimously approved the addition of clarifying language as proposed in Section 10 regarding Promotional Examinations.

Agenda Item 5

Motion was made by Dan Pulford, with all Commissioners voting in the affirmative, to vacate the temporary appointment of Andrew Winegarten to Fire Captain effective November 21, 2019.

Other Business

Deputy Chief Swisher reported that Battalion Chief Holly Mulholland and Assistant Director of Human Resources Jennifer Simpson are collaborating on firefighter recruitment strategies.

The next meeting is scheduled for Tuesday, November 19, 2019 at 3:15 pm in Conference Room #104, City Hall.

Meeting Adjournment

The meeting was adjourned by Fire Civil Service Commission President Dan Pulford at 3:26 pm.

Respectfully submitted,

Joel Traver
Secretary, Fire Civil Service Commission

Date

SUPPLEMENTAL AGENDA INFORMATION

Fire Civil Service Commission

Meeting Date: *December 17, 2019*

AGENDA ITEM 4

Major revisions to the formatting and content of the Fire Protection Specialist job description were completed in order to maintain consistency with other department job descriptions and to accurately reflect the job duties of this position. Additionally, the required "Licenses and/or Certifications" section was modified to include job-related certifications and the timeline post hire for the achievement of these certifications.

In October 2019, a group of representatives consisting of Fire Department teammates as well as external partner agencies identified competencies necessary for success in the Fire Protection Specialist position. The competencies that this group identified are included within the proposed modifications to this job description.

Action Requested: *Approve the additions and modifications to the Fire Protection Specialist job description as proposed.*

AGENDA ITEM 5

The proposed revision to Section 6 is to eliminate the creation/approval process of a separate Notice of Examination document, which contains information already provided within the position job description, job posting, and Section 10 of the Commission Rules & Regulations. This change would allow us to post vacancies more timely and efficiently within the prescribed parameters already established by the Commission.

Action Requested: *Approve the modifications to Section 6 as proposed.*

AGENDA ITEM 6

In accordance with the existing Section 6 (see agenda item 5), the Fire Marshal Notice of Examination is being presented for your review and approval. The overlapping timelines are to allow for the consideration of applicants who apply after the priority consideration date in the event we have a small applicant pool for the position.

Action Requested: *Approve the Notice of Examination for Fire Marshal as prepared.*



Fire Protection Specialist

Class Code:
SPCFRP

Nature of Work

The Fire Protection Specialist is a technically skilled position focused on fire protection and prevention within the Rochester community. Duties of this position include, but are limited to: performing plan reviews and inspections of more complex structures in accordance with federal, state, and local fire codes; serving as the subject matter expert on fire protection as well as federal, state, and local fire codes; and identifying opportunities to improve existing processes and/or innovate new methods to enhance organizational success.

DUTIES AND RESPONSIBILITIES:

***Perform plan review and inspections of more complex structures in accordance with federal, state, and local fire codes**

Plan Review

- Examine plan documents for compliance with applicable regulations and industry standards as well as for any special hazards
- Evaluate construction alternatives for equivalency to the requirements of building and fire codes and nationally recognized industry standards; confer with state and federal agencies and/or fire industry experts as applicable
- Identify deficiencies and communicate corrective actions to applicant(s); review revised plan documents to ensure compliance with minimum requirements
- Issue the appropriate permit document authorizing the applicant to proceed with the proposed project or activity/event

Inspections

- Conduct new construction, maintenance, and complaint inspections to ensure compliance with laws, codes, ordinances, regulations and standards; explore and educate owners and stakeholders about alternative opportunities to address inspection issues
- Identify deficiencies and communicate corrective actions and required timelines; conduct follow up inspections to ensure compliance with applicable codes
- Issue the appropriate operational and/or occupancy permits

***Serve as the subject matter expert on fire protection as well as federal, state, and local fire codes**

- Provide support to fire investigations as needed through documenting findings within area of expertise and providing court testimony in collaboration with law enforcement and the State Fire Marshal as requested

- Educate fire suppression and City teammates as well as other collaborative partners on relevant topics including, but not limited to: the unusual applications of fire code, new design concepts and/or alternative methods or materials for code compliance
- Provide code consultation and respond to inquiries from City teammates, architects, engineers, contractors, designers and/or the public regarding fire protection systems, fire codes and department policies/procedures
- Serve as a resource to other teammates within the Fire Prevention Bureau
- Assist in the development and implementation of local fire prevention ordinances, standards, and policies for the City of Rochester

***Identify opportunities to improve existing processes and/or innovate new methods to enhance organizational success**

- Collaborate with internal and external stakeholders/partners to improve the efficiency and effectiveness of plan review, inspection, and other internal processes
- Participate in opportunities related to the development or application of fire prevention code, standards, and other issues at a local, state, and/or national level
- Expand and share knowledge through membership in relevant organizations, committees, groups, or other work teams as appropriate.

Perform other related duties or special projects as assigned.

*ESSENTIAL FUNCTIONS

MINIMUM QUALIFICATIONS:

Due to the hazardous work in this position, qualified candidates must be at least 18 years of age.

Education and Experience

Bachelor's degree in Fire Technology, Fire Science, Fire Protection Engineering or related field.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may also be considered.

Licenses and/or Certifications

Valid driver's license

Achievement of the following certifications is required within the specified time period below as a condition of continued employment. All certifications must be maintained throughout employment in this position.

Issuing Agency: *International Code Council*

Within 12 months post hire

Fire Inspector I

Fire Inspector II

Fire Plans Examiner

Within 24 months post hire

Commercial Fire Sprinkler Plans Examiner

Commercial Fire Alarm Plans Examiner I
Commercial Fire Alarm Plans Examiner II

Desirable Qualifications

Certification as a Fire Protection Engineer, Mechanical Engineer, or Engineer in Training

Previous experience in the design and/or review of fire protection system designs and plans

Fire Inspector

MN Fire Inspector I and II

NFPA Fire Prevention certification

Fire Investigator

IAAI certification

State of Minnesota Firefighter I/II certification

National Institute for Certification in Engineering Technologies (NICET) certification in any of the following: fire alarm systems; inspection and testing of fire alarm systems; inspection and testing of water-based systems; special hazard systems; water-based systems layout; and/or other fire protection disciplines.

National Fire Protection Association (NFPA) Certified Fire Protection Specialist certification

POSITION COMPETENCIES

Cultivates innovation: creating new and better ways for the organization to be successful.

Ensures accountability: holding self and others accountable to meet commitments.

Persuades: using compelling arguments to gain the support and commitment of others.

Communicates effectively: developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Manages ambiguity: operating effectively, even when things are not certain or the way forward is not clear.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: modern fire protection methods and procedures; fire chemistry and principles of fire behavior; building construction practices; theories, principles and practices of fire science; statutory regulations related to fire, building and housing codes; associated industry standards; and risk reduction principles, techniques and equipment.

Ability to: critically analyze information; make sound decisions; interpret and apply appropriate codes and ordinances; read and write technical reports; keep accurate records; present complex information in an understandable manner; understand and properly apply fire safety codes and regulations; understand principles and operation of alarm systems, automatic fire sprinkler systems and other relevant technology; deal courteously and effectively with the public; establish and maintain cooperative relationships with internal and external customers; adapt to changing work environments; utilize management information systems; and operate a motor vehicle in all weather conditions.

Skill in: work independently in organizing and prioritizing work assignments; exercising good judgment in stressful situations; and effective communication techniques.

ADDITIONAL INFORMATION:

THIS POSITION IS COVERED BY THE FIRE DEPARTMENT'S RESPONSE TIME REQUIREMENT

As a condition of continued employment, employees must establish and maintain their residence within a response time of no more than thirty (30) minutes from the city limits of Rochester.

PHYSICAL AND ENVIRONMENTAL CRITERIA

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

In consideration of the overall amount of physical effort and the exertion of force (lifting, carrying, pushing and pulling) required, this position is best described as: *Light Work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Physical demands that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

Frequent demands: standing, sitting, walking, reaching, and fine dexterity.

Occasional demands: crouching, lifting, pushing, pulling, handling, carrying, crawling, kneeling, bending, twisting, climbing, balancing, and foot controls

Sensory requirements necessary in the performance of the essential functions of this position include: sight, hearing, touch, and smell.

Environmental conditions that may exist in the performance of the essential functions of this job include:

Extreme cold (below 32 degrees)

Extreme heat (above 100 degrees)

Noise (need to shout in order to be heard)

Vibration (exposure to oscillating movements of the extremities or whole body)

Exposure to dust/gas/fumes/steam/chemicals

Work outdoors (no effective protection from weather)

Walk on uneven ground (gravel, rocks, mounds, construction sites)

Work at heights (such as on scaffolding or ladders)

Working around moving machinery (fork-lifts, tractors, mowers)

Protective equipment required (earplugs, gloves, eyewear, etc.)

FIRE PROTECTION SPECIALIST

FIRE DEPARTMENT

Date Approved:

Agenda Item 5

CITY OF ROCHESTER FIRE CIVIL SERVICE COMMISSION RULES AND REGULATIONS

SECTION 6. ~~ANNOUNCEMENT AND~~ NOTICE OF EXAMINATIONS: (AMENDED
04/25/2012, 12/17/2019)

~~At least ten (10) days before each examination, announcement of the giving of such examination shall be published in the official newspaper and posted in City Hall and at each fire station. The announcement of each examination shall specify the position for which examination is being given; the present salary for the position; the nature of the work to be performed; the limitations or requirements established for admission to the examination; the scope and scoring of the examination; the time, place and manner of making application; and such other pertinent information as the Commission deems necessary. External announcements, for internal promotional examination processes, may identify a link to a website that contains the above information.~~

~~Not less than ten (10) days prior to the examination date, notice of the date, place and time of the examination shall be mailed by the secretary of the Commission to all applicants who are eligible to take the examination.~~

The notice of entrance and promotional examinations shall be advertised and posted in accordance with Minnesota Statute 420. The City will rely on electronic mediums to advertise, notify, communicate, and post examination information whenever possible.

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



NOTICE OF EXAMINATION FOR THE POSITION OF FIRE MARSHAL

Notice is hereby given that an examination will be conducted to establish a candidate eligibility list for the position of *Fire Marshal* in the Fire Department of the City of Rochester, Minnesota.

NATURE OF WORK

The *Fire Marshal* position is a leadership position focused on fire prevention and risk reduction within the Rochester community. Duties of this position include, but are not limited to, proactively developing strategies to mitigate risk and enhance fire protection efforts within the community; working in partnership with City officials, teammates and community stakeholders to provide education and enforce federal, state, and local fire codes; acting as a positive reflection and representative of the department leadership team in the development, administration, and representation of departmental goals, objectives, policies, programs, and priorities; exhibiting leadership effectiveness through building an engaged team and demonstrating a commitment to ongoing learning; providing supervision to assigned employees; investigating fires and explosions to determine origin and cause; preparing federal, state, and department reports; and assisting Fire Leadership in the administration of the department.

MINIMUM QUALIFICATIONS

Due to the hazardous work in this position, qualified candidates must be at least 18 years of age.

Education and Experience

A Bachelor's Degree in Fire Protection Engineering, Fire Science or related field and a minimum of three years of experience in fire inspection, fire investigation or related work in a fire prevention bureau or similar organization.

OR

An Associate's degree in Fire Protection Engineering, Fire Science or related field and a minimum of six years of experience in fire inspection, fire investigation or related work in a fire prevention bureau or similar organization.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensure/Certification:

All licensures and certifications must be maintained throughout employment unless otherwise noted.

- Valid driver's license
- Fire Inspector II – International Code Council
- Fire Investigation Technician or Certified Fire Investigator – International Associations of Arson Investigators

Physical and Environmental Requirements: In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

In consideration of the overall amount of physical effort and the exertion of force (lifting, carrying, pushing and pulling) required to perform this position during **non-investigation** circumstances, *Light Work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

In consideration of the overall amount of physical effort and the exertion of force (lifting, carrying, pushing and pulling) required to perform this position during **investigation**, the work is best described as Medium/Heavy Work: Exerting up to 100 pounds of force infrequently, up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical demands that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

Frequent demands: standing, sitting, walking, reaching, and fine dexterity.

Occasional demands: crouching, lifting, pushing, pulling, handling, carrying, crawling, kneeling, bending, twisting, climbing, balancing, and foot controls.

Sensory requirements necessary in the performance of the essential functions of this position include: sight, hearing, touch, and smell.

Environmental conditions that may exist in the performance of the essential functions of this job include:

- Extreme cold (below 32 degrees)
- Extreme heat (above 100 degrees)
- Noise (need to shout in order to be heard)
- Vibration (exposure to oscillating movements of the extremities or whole body)
- Exposure to dust/gas/fumes/steam/chemicals
- Work outdoors (no effective protection from weather)
- Walk on uneven ground (gravel, rocks, mounds, construction sites)
- Work at heights (such as on scaffolding or ladders)
- Working around moving machinery (fork-lifts, tractors, mowers)
- Protective equipment required (respirator, mask, earplugs, gloves, eyewear, etc.)
- Potential exposure to infectious diseases

In accordance with Section 13 of the Rochester Fire Civil Service Rules and Regulations, candidates must successfully pass a medical and psychological examination as a condition of employment.

EXAMINATION PROCESS

The following weights are assigned to the examinations for the position of *Fire Marshal*:

	Examination Scope	Examination Dates
PHASE 1	Application Supplemental Questions*	January 12 – 24, 2020
PHASE 2	Phone Interview*	January 20 – February 14, 2020
PHASE 3	Oral Interview** 100% of overall score	February 3 – February 28, 2020

*Candidates must attain a passing score to advance to the next phase in the examination process.

**Candidates must attain a passing score and will be placed on the eligibility roster in rank order. Please note that placement on the eligibility roster is contingent upon approval by the Fire Civil Service Commission.

SALARY RANGE

\$112,757 - \$129,469 annually

PROBATIONARY PERIOD

Upon appointment, a *Fire Marshal* is subject to successful completion of a probationary period as outlined in Section 14 of the Rochester Fire Civil Service Rules and Regulations and provided for within City of Rochester Organizational Policies.

APPLICATION PERIOD: *Applications received by January 8, 2020 will receive priority consideration.*

Applications may be electronically completed and submitted at <http://www.rochestermn.gov/departments/human-resources/employment> The City uses Neogov, as a secure third-party site, to collect and store application materials. Upon successful completion of an application, applicants will receive a confirmatory email to the address listed in their Neogov user profile. Additionally, applicants are required to verify the submission of their application by retrieving a stored copy electronically on their Neogov "Application Status" page. If applicants are unable to verify the submission of their application electronically, they may contact the City of Rochester's Human Resources Department at (507) 328-2555.

ROCHESTER FIRE CIVIL SERVICE COMMISSION

/S/ Joel Traver, Secretary

Equal Opportunity Employer

Agenda Item 7

November 4, 2019

Dear Board and Commission Chairs:

I am so grateful for your willingness to assist the City of Rochester by representing your fellow community members on a volunteer Board or Commission. We are seeking your input in an effort to ensure the City Ordinances, Resolutions, or Charter truly reflect the activities you engage in and align with the goals of the City Council in order to optimize the functioning of our volunteer Boards/Commissions.

Please find the following documents attached:

- City Ordinance/Resolution (“job description”) for your respective Board/Commission
- Board/Commission Chair/Member Questionnaire

At your next Board/Commission meeting, please distribute these two documents to all members with the following instructions:

City Ordinance/Resolution

- Use a highlighter on language in the ordinance/resolution language which is **true** for your Board/Commission experience.
- Please strike out language that is **not true** of your Board/Commission experience.
- Note language which is **missing** from the City Ordinance that should be considered in a potential ordinance revision.
- *Please note, for Boards/Commissions established by statute or charter, there may be requirements that are required and cannot be changed without legislative action or change of charter.*

Questionnaire

- Please ask each member to anonymously complete the questionnaire.

Please complete both items by December 1, 2019 (or your earliest convenience) and return to the Mayor’s Office.

The next steps in the Boards/Commissions review process include:

- Review the feedback with Board/Commission and City leadership.
- Share results with the City Council.
- Reflect ordinance language to reflect outcomes desired by the City Council with the Mayor’s input.

Thank you so very much for your service and for caring enough to participate in this review of our City’s Boards and Commissions.

Most sincerely,

Kim Norton, Mayor