



FIRE CIVIL SERVICE COMMISSION
DANIEL PULFORD – CLIFFORD HODDE – LUKE KROEPLIN

MEETING NOTICE
Tuesday, May 17, 2022
3:15PM
City Hall, Room 104

AGENDA

Call to order

Agenda Item 1

Approve minutes from the December 21, 2021 meeting

Agenda Item 2

Open comment period

Agenda Item 3

Fire Chief's update

Agenda Item 4

Approve proposed Fire Inspector Job Description

Agenda Item 5

Discuss proposed modification to Section 12

Agenda Item 6

Discussion on the Election of Commission Secretary

Other Business

Next Meeting Date

Proposed June 21 2022 at 3:15 pm in Conference Room 104



ROCHESTER FIRE CIVIL SERVICE COMMISSION MEETING
December 21, 2021 3:15 PM
Meeting was held electronically via Microsoft TEAMS

Commissioners present: Dan Pulford, Clifford Hodde, Luke Kroeplin

Guests present: Fire Chief Eric Kerska, Fire Deputy Chief Vance Swisher, Fire Battalion Chief Holly Mulholland, Fire Marshal Chris Ferguson, Deputy City Attorney Michael Spindler-Krage, Assistant Director of Human Resources Jennifer Simpson, Motor Operator Sean Grethen, Fire Captain Kirk Weber, Fire Captain Michael Strom, Firefighter Tim Vos, Fire Captain Spencer Sweeney, Fire Captain Gary Kittleson, Motor Operator Kristopher Clark and Fire Administrative Assistant Julie Ladage

Call to Order

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

Agenda Item 1

The minutes for the October 19, 2021 Fire Civil Service Commission meeting were reviewed. Clifford Hodde motioned to approve the minutes as submitted. There was no further discussion and the minutes were unanimously approved.

Agenda Item 2

Sean Grethen, Local 520 Union President commented on plans to meet with Commissioners individually.

He also commented on Item 5 and Item 6, which will be discussed in the meeting per Agenda.

Agenda Item 3

Fire Chiefs Update

- Performance Management
 - Competencies
 - 360 evaluations
- Station Planning
 - ISO training
 - Spring analysis to City Council
- Hiring for April academy
 - 60-90 day process
 - 3 current openings

Agenda Item 4

Clifford Hodde, with all the Commissioners voting in the affirmative via roll call, made motion to approve the modifications to Section 4 as presented.

Agenda Item 5

Dan Pulford, with all the Commissioners voting in the affirmative via roll call, made motion to approve the modifications to Section 5 as presented

Agenda Item 6

Luke Kroeplin, with all the Commissioners voting in the affirmative via roll call, made motion to approve the modifications to Section 12 as proposed.

Agenda Item 7

Clifford Hodde, with all the Commissioners voting in the affirmative via roll call, made motion to approve the additions and modifications to the Deputy Chief job description as proposed.

Other Business

Michael Spindler-Krage informed the group of Jennifer Simpson's resignation from the City of Rochester. He further complimented her on contributions to the City and the Fire Civil Service Commission. The Commissioners also expressed their appreciation to Jennifer

Meeting Adjournment

Fire Civil Service Commission President Dan Pulford adjourned the meeting at 3:52 pm.

Respectfully submitted,

Clifford Hodde
Secretary, Fire Civil Service Commission

Date

SUPPLEMENTAL AGENDA INFORMATION

Fire Civil Service Commission

Meeting Date: *May 17, 2022*

AGENDA ITEM 4

The proposed modifications to the Fire Inspector job description are an effort to bring parity between the Fire Inspector minimum qualifications and those of other City Inspectors. The biggest proposed change to the existing job description is increasing the two years of experience currently required to five years of experience with a high school diploma. This proposed change would make the years of experience minimum qualification consistent between the Fire Inspector and other City Inspectors and ensure we staff well-qualified individuals in this role.

Additional changes to the job description include adding limited/supportive fire investigation duties and moving two certifications initially listed as minimum qualifications into the desirable category.

Action Requested: *Approve the modifications to the Fire Inspector job description as presented.*

AGENDA ITEM 5

The Fire Chief and the Fire Department Human Resources business partner do not support the language addition proposed by the Union. The Fire Civil Service rules are a comprehensive document, outlining the applicable rules and regulations for the Rochester Fire Department and must be considered in its entirety. There are numerous routine situations concerning hiring and promotions where multiple chapters must be referenced before making a decision. It is our opinion that the titles of each section within the table of contents accomplish what the Union is seeking with this change.

Action Requested: *Discuss the modification to Section 12*

AGENDA ITEM 6

Minnesota Statute 420.03 provides that each commission member serve as president during the last year of their term. This means that Commissioner Pulford will continue the role as Commission president through the end of his term. Section 29 of Fire Civil Service Commission Rules and Regulations indicates: *The Commission will elect a secretary who will serve in this role until a successor is elected, which is generally on an annual basis.* Historically, the Commission has rotated the secretary role annually with the Commissioner serving in the second year of their term filling this role. Both Clifford Hodde and Luke Kroeplin will be serving their second year in 2022. A change is not required per Commission Rules, but would be at the Commission's discretion.

Action Requested: *Discuss current Secretary position. If change in Secretary is agreed upon, a motion for approval should be made.*



Fire Inspector

This is a Classified Position under the
 Fire Civil Service Commission
 Bargaining Unit: IAFF (non-shift)

CITY OF ROCHESTER
 Created: Aug 8, 2016
 Revised: ~~Aug 20, 2019~~
 Revised: May 17, 2022

Nature of Work

The Fire Inspector is an entry-level, skilled position in the Fire Prevention Bureau focused on fire prevention through the enforcement of regulatory fire codes and education of the public. Duties of this position include, but are not limited to, conducting plan reviews and inspections to ensure compliance with federal, state, and local fire codes and recordkeeping requirements; ~~and~~ conducting public information and education programs, ~~and performing limited/supportive fire investigations to determine cause and origin activities.~~

DUTIES AND RESPONSIBILITIES:

The work below is representative of the scope of work performed within this job classification. Individual job duties will vary based on work assignment.

***Enforce federal, state, and local fire codes and comply with recordkeeping requirements**

Plan Review

- Examine plan documents for compliance with applicable regulations and industry standards
- 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
- 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

***Conduct public information and education programs**

- Conduct fire prevention classes and demonstrations as directed
- Provide training to department employees in fire prevention techniques and procedures

~~*Supports and/or~~ **Conducts limited/supportive fire investigations activities, assisting to determine with determining origin and cause**

- Responds to on-scene investigation calls for fires and explosions when requested
- Collects evidence from fire scenes as directed
- Takes photographs of fire scenes, fire hazards, and possible evidence as directed
- Interviews firefighters, victims, and witnesses of fire incidents as directed

***Perform other related duties as assigned**

- Respond to emergency calls as directed
- Complete special projects as assigned

MINIMUM QUALIFICATIONS:

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

Education and Experience

High school diploma or equivalent and ~~five~~two years of experience in the design, installation, and/or maintenance of fire protection systems, code enforcement, facilities management, or related field.

OR

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

OR

Current RFD employees only: High school diploma or equivalent and at least two years of experience as a Firefighter in the Rochester Fire Department.

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*

- Fire Inspector I (within 6 months post hire)
- Fire Inspector II (within 12 months post hire)
- ~~Commercial Fire Sprinkler Inspector (within 18 months post hire)~~
- ~~Commercial Fire Alarm Inspector (within 24 months post hire)~~

Desirable Qualifications

Fire Inspector

IAAI Fire Investigation Technician (F.I.T.) certification

ICC Commercial Fire Sprinkler Inspector

ICC Commercial Fire Alarm Inspector

MN Fire Inspector I and II

NFPA Fire Prevention certification

POSITION COMPETENCIES

Decision Quality: Making good and timely decisions that keep the organization moving forward.

Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

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

Situational adaptability: Adapting approach and demeanor in real time to match the shifting demands of different situations.

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.

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

Ability to: critically analyze information; make sound decisions; interpret and apply appropriate codes, ordinances, and regulations; read and write technical reports; keep accurate records; present complex information in an understandable manner; 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.

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 to perform this position, the work 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, and fine dexterity.

Occasional demands: crouching, lifting, pushing, pulling, handling, carrying, crawling, reaching, 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)

FIRE INSPECTOR
FIRE DEPARTMENT
CREATED: 08/08/2016
REVISED/APPROVED: 08/20/2019, 5/17/2022

CITY OF ROCHESTER
FIRE CIVIL SERVICE COMMISSION
RULES AND REGULATIONS

SECTION 12. ELIGIBILITY REGISTER(S): (AMENDED ~~12/21/2021~~ 5/17/2022)

An eligibility register shall be maintained for each classified position in the Rochester Fire Department for which an examination has been administered within the preceding two years, and for those positions for which an extension has been approved as hereinafter provided. The intent is to conduct examinations and maintain current eligibility registers for the classified positions of Firefighter, Motor Operator, and Captain in order to have eligible candidates available when vacancies occur.

Each eligibility register shall contain:

1. The names, total weighted scores, and rankings of the candidates who have successfully completed the examination process and have been approved for that position by the Commission. The names shall be removed from the register upon expiration of the applicable time period, or when the Commission approves the removal of a candidate from the register, pursuant to Section 8.
2. The total weighted score is the total of the examination scores plus any preferences that the candidate claimed and was found eligible for.
3. The names on the eligibility registers shall be ranked from highest to lowest, the highest total weighted score listed at the top of the register down to the lowest total weighted score listed at the bottom of the register.
4. In the event candidates have the same weighted score at the completion of the examination process, the candidate scoring highest in the oral interview (or equivalent phase) of the examination process will be placed at a higher rank than candidate(s) scoring lower on the oral interview (or equivalent phase). Except that an eligible candidate with a rating augmented by veteran's preference shall be entered ahead of a non-veteran with the same rating.

A candidate's ranking on the register shall be changed only for the purpose of correcting an error.

Upon approval of a register, candidates will be notified of their rank on the register as well as any changes, as provided, above.

Entrance Examinations

The Commission may, by unanimous vote of all members present, extend an entrance eligibility register for up to three years from the date of its certification. In the event that such action is taken, each candidate on the extended register will be notified.

CITY OF ROCHESTER
FIRE CIVIL SERVICE COMMISSION
RULES AND REGULATIONS

Promotional Examinations

The Commission may, for the limited purpose hereinafter described, extend a promotional eligibility register for up to three years from the date of its certification. An extended promotional register may only be used for purposes of filling temporary vacancies and no permanent appointments may be made from such extended register.