



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

MEETING NOTICE
Tuesday, December 20, 2022
3:15PM
City Hall, Room 104

AGENDA

Call to order

Agenda Item 1

Approve minutes from the November 15, 2022 meeting

Agenda Item 2

Open comment period

Agenda Item 3

Fire Chief's update

Agenda Item 4

Approve proposed modifications to the Motor Operator Job Description

Agenda Item 5

Approve proposed modifications to the Assistant Fire Marshal Job Description

Agenda Item 6

Approve the proposed Fire Captain Eligibility Register

Other Business

Next Meeting Date

Proposed January 17 2023 at 3:15 pm in Conference Room 104



ROCHESTER FIRE CIVIL SERVICE COMMISSION MEETING
November 15, 2022 3:15 PM
City Hall, Room 104

Commissioners present: Dan Pulford, Clifford Hodde, Luke Kroepflin

Guests present: Fire Chief Eric Kerska, Fire Deputy Chief Vance Swisher, Fire Marshal Chris Ferguson, Assistant Chief Holly Mulholland, City Attorney Michael Spindler-Krage, Human Resources Recruitment Assistant Jill Douglas, Human Resources Labor Relations Manager Tim Comstock, Administrative Services Coordinator Jeremy Emmi, Motor Operator Sean Grethen, Fire Captain Gary Kittleson, Firefighter Isaac Molin, and 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 November 15, 2022 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

Open comment period

Sean Grethen, Local 520 Union President requested Commissioners stop by the fire stations to talk with members.

Agenda Item 3

Fire Chiefs Update

- New records management system (First Due) has been implemented with Holly Mulholland as the project manager.
- Fire engine purchase
- Training programs
 - DEI
 - Listening sessions BIPOC
 - Strategic Planning
 - Meeting monthly
 - Workgroup with Dispatch (call volumes)
- Captains Exam
- Firefighter hiring early Spring
- Motor Operator exam March – April

Agenda Item 4

Luke Kroepflin, with all the Commissioners voting in the affirmative, made motion to approve the modifications to Section 8 as presented.

Agenda Item 5

Dan Pulford, with all the Commissioners voting in the affirmative, made motion to approve proposed changes to Section 10 including the additional clarification provided by Chief Kerska. The Firefighter Job Description reflecting the changes to Section 10 was also approved unanimously.

Agenda Item 6

Luke Kroepflin, with all the Commissioners voting in the affirmative, made motion to approve the modifications to Section 13 as presented.

Other Business

Meeting Adjournment

Fire Civil Service Commission President Dan Pulford adjourned the meeting at 4:07 pm.

Respectfully submitted,

Clifford Hodde
Secretary, Fire Civil Service Commission

Date

SUPPLEMENTAL AGENDA INFORMATION

Fire Civil Service Commission

Meeting Date: *December 20, 2022*

AGENDA ITEM 4

The proposed modifications to the Motor Operator job description are in response to concerns expressed regarding the need for either a valid Commercial Learners Permit (CLP) or Commercial Driver's License (CDL) to sit for the Motor Operator exam.

The requirement to hold either a valid CLP or CDL was implemented to assess the technical knowledge of the candidate in the maintenance and operation of a large vehicle through a nationally standardized method. This includes assessing knowledge of large vehicles with an air-brake system and the capacity to carry large volumes of liquid.

While requiring either a valid CLP or CDL has successfully assessed the technical knowledge of the candidate, an additional method of assessing this knowledge was found while discussing the topic with the local Minnesota Department of Public Safety Driver and Vehicle Services office. Anyone can request to sit for, and receive documentation of, successful completion of the CDL knowledge tests without applying for either a CLP or CDL.

The additional language to the Motor Operators job description allows candidates who are not interested in obtaining either a CLP or CDL, but who have successfully passed the required CDL knowledge tests, to sit for the Motor Operator exam. The candidate would need to provide either documentation from a Minnesota Department of Public Safety Driver and Vehicle Services office noting the successful completion of the required CDL knowledge exams or an expired CLP indicating successful completion of the required knowledge exams within 24 months of the candidate's application submittal.

Action Requested: *Approve the modifications to the Motor Operator job description as presented.*

AGENDA ITEM 5

The proposed modifications to the Assistant Fire Marshal job description are in response to a review of the Fire Marshals Division day-to-day operations and current staff. The goal is to reduce the number of certifications required for each Assistant Fire Marshal in favor of a more strategic approach based upon the division's needs and the job tasks being carried out by a particular Assistant Fire Marshal. This will help save money, staff time, and energy from being required to obtain certifications that are not necessarily applicable to their everyday tasks or areas of specialization.

Secondly, this is an attempt to "level-set" with the current staff of the division, some of which have many certifications, and some have none. If approved, the expectation is that current staff would be reviewed and collaborate on a plan to meet the modified certification expectations. Any certification expenses would also be covered by the department.

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

AGENDA ITEM 6

The proposed Fire Captain eligibility register is included in the agenda packet.

Action Requested: *Approve the Fire Captain eligibility register as proposed.*



Motor Operator

*This is a Classified Position under the
Fire Civil Service Commission*

Bargaining Unit: Local 520 - IAFF (shift)

Nature of Work

The Motor Operator is a skilled position responsible for driving and operating fire department apparatus. Duties of this position include, but are not limited to, performing periodic checks, conducting preventative maintenance, submitting repair orders, servicing, and maintaining records on department apparatus and equipment; facilitating fire prevention activities, educational programs, and collaborative working relationships with customers; pre-planning, responding to, and evaluating fire, rescue, and emergency response incidents; and performing Firefighter or other assignments within the Incident Command System as directed.

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.*

***Drive, operate, and maintain department apparatus.**

- Perform periodic checks of apparatus and equipment per department or manufacturer specifications to detect defects and for preventive maintenance purposes.
- Service apparatus and equipment by washing, cleaning, testing and conducting preventative maintenance.
- Submit repair orders for concerns identified during periodic checks of apparatus and equipment.
- Compile and submit records of vehicle usage, service, maintenance, and repair work.

***Facilitate fire prevention activities, educational programs, and collaborative working relationships with customers.**

- Conduct code enforcement inspections as assigned.
- Provide educational programs, tours, and/or demonstrations of Fire Department facilities and equipment.
- Represent the Fire Department in sharing information, conducting investigations, and/or resolving safety concerns through interactions with City departments, external agencies and/or the public.
- Respond to requests for public assistance in non-emergency situations in accordance with departmental policy.

***Pre-plan, respond to, and evaluate fire, rescue and emergency response incidents.**

- Participate in pre-planning, mapping and other activities as assigned.
- Respond to fire and emergency calls; perform rescue, forcible entry, ventilation, extinguishment, salvage and overhaul, emergency medical care, and structural collapse response activities as assigned.
- Work within emergency incidents involving the release or exposure of hazardous materials as assigned.

- Assist with origin and cause investigations as directed.

***Miscellaneous duties and responsibilities**

- Perform any and all duties of a Firefighter, either emergency or non-emergency, as assigned.
- Perform other assignments within the Incident Command System.

Perform other duties as assigned or necessary.

*ESSENTIAL FUNCTIONS

MINIMUM QUALIFICATIONS:

Education and Experience

Four (4) or more years of experience in a classified position with the Rochester Fire Department, immediately preceding the application for promotion, with at least two (2) years in the position of Firefighter.

Licenses and/or Certifications

Documentation of successful completion of the following MN Department of Public Safety Driver and Vehicle Services Commercial Driver License knowledge tests: general, air brake, and tanker within 24 months of application submittal.

OR

Valid Commercial Learner's Permit that includes successful completion of the following knowledge tests: general, air brake, and tanker

OR

Valid Commercial Driver's License (Class B or higher) with tanker endorsement and without air brake restriction (L)

All minimum qualifications, licenses, and certifications required for a City of Rochester Firefighter.

POSITION COMPETENCIES

Situational adaptability (40%): Adapting approach and demeanor in real time to match the shifting demands of different situations.

Action oriented (20%): Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

Ensures accountability (20%): Holding self and others accountable to meet commitments.

Communicates effectively (10%): Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Instills trust (10%): Gaining the confidence and trust of others through honesty, integrity, and authenticity.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: City streets and geography; traffic rules and regulations, especially those pertaining to emergency vehicles; fire hose, nozzles, hydrant pressures and pump capacities; hydraulic principles, formulas and calculations; modern fire protection methods and procedures; fire chemistry and principles of fire behavior; building construction practices; theories, principles and practices of fire science, emergency rescue, medical emergencies and hazardous materials programs; and

mechanical, chemical and related characteristics of a wide variety of flammable, explosive and hazardous materials and objects.

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

Ability to: safely drive, maneuver and park fire department vehicles in both emergency and non-emergency conditions; properly operate all components of fire apparatus including fire pumps and aerial devices; understand and properly apply fire safety codes and regulations; understand principles and operation of alarm systems, automatic fire sprinkler systems and other relevant technology; follow rules, regulations and operational procedures; learn and apply fire suppression principles and techniques; make decisions affecting life and property; safely and effectively operate the full range of firefighting and rescue tools and equipment; analyze fire, rescue, hazardous materials and other hazardous situations and adopt safe and effective courses of action; remain calm, think clearly and act quickly in emergencies; demonstrate a high degree of mechanical aptitude; impart knowledge of material learned to others; deal courteously and effectively with the public; establish and maintain cooperative relationships with internal and external customers; carry out oral and written instructions promptly and accurately; communicate effectively and present ideas clearly and concisely both orally and in writing; adapt to changing work environments; utilize management information systems; and operate a motor vehicle in all weather conditions.

ADDITIONAL INFORMATION:

Pursuant to Minnesota Statute, this position is subject to a mandatory retirement age.

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.

***THIS POSITION MAY BE COVERED BY THE CITY'S RESPIRATORY PROTECTION PROGRAM**

Employees in this position are required to use respiratory equipment and the City of Rochester will conform to all State and Federal requirements in administering this program.

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 during **non-emergency** circumstances, the work is best described as *Medium Work*: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds 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 **emergency** circumstances, the work is best described as *Heavy Work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 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, fine dexterity, kneeling, bending, twisting, climbing, balancing and foot controls

Occasional demands: crouching and crawling

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

MOTOR OPERATOR

FIRE DEPARTMENT

REVISED/APPROVED 06/03/2002

REVISED/APPROVED 07/30/2009

REVISED/APPROVED 01/04/2011

REVISED/APPROVED 04/25/2012

REVISED/APPROVED 02/19/2015

REVISED/APPROVED 05/22/2018

REVISED/APPROVED 11/20/2018

REVISED/APPROVED 12/20/2022



Assistant Fire Marshal

Class Code:
ASTFRM

Bargaining Unit: IAFF - Fire (non shift)

CITY OF ROCHESTER
Established Date: Jun 14, 2006
Revision Date: ~~Aug 20, 2019~~ December 20, 2022

Nature of Work

The Assistant Fire Marshal is a skilled position focused on fire prevention through the enforcement of regulatory fire codes, investigation of fires, 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; investigating fires and explosions to determine origin and cause; and conducting public information and education programs.

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

***Investigate fires and explosions to determine origin and cause**

- Respond to calls for on-scene investigation of fire and explosions
- Prepare report of facts; identify, safeguard and collect evidence; and provide court testimony in collaboration with law enforcement and the State Fire Marshal

***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

Perform other related duties as assigned

- Respond to emergency calls and fire scenes 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 years of experience in the design, installation, and/or maintenance of fire protection systems or fire code enforcement.

OR

Associate's degree in Fire Technology, Fire Science, Fire Protection Engineering or related field and one year of experience in the design, installation, and/or maintenance of fire protection systems or fire code enforcement.

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 3 months post hire)
- Fire Inspector II (within 6 months post hire)
- ~~Commercial Fire Sprinkler Inspector (within 9 months post hire)~~
- ~~Commercial Fire Alarm Inspector (within 12 months post hire)~~

Issuing Agency: *International Association of Arson Investigators*

- Fire Investigation Technician (within 24 months post hire)

Additionally, one of the following ICC certifications will need to be obtained and maintained throughout employment. The Fire Marshal may assign the certification required to the Assistant Fire Marshal based upon anticipated Fire Marshals Division needs (within 12 months post hire):

- Commercial Fire Alarm Inspector
- Commercial Fire Sprinkler Inspector
- Fire Plans Examiner

Desirable Qualifications

Fire Inspector

MN Fire Inspector I and II

NFPA Fire Prevention certification

Fire Public Educator

MN Public Educator

NFPA Public Educator Certification

State of Minnesota Firefighter I/II certification

National Institute for Certification in Engineering Technologies (NICET) certification

POSITION COMPETENCIES

Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

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

Interpersonal savvy: Relating openly and comfortably with diverse groups of people.

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.

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.

***THIS POSITION MAY BE COVERED BY THE CITY'S RESPIRATORY PROTECTION PROGRAM**

Employees in this position are required to use respiratory equipment and the City of Rochester will conform to all State and Federal requirements in administering this program.

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 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

ASSISTANT FIRE MARSHAL

FIRE DEPARTMENT

CREATED: 06/14/2006

REVISED: 08/20/2019, 12/20/2022



**ROCHESTER
FIRE DEPARTMENT**

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

FIRE CAPTAIN ELIGIBILITY ROSTER

DECEMBER 20, 2022 THROUGH DECEMBER 19, 2024¹

Rank	Name	Score
1	Kathryn Yetter	85.28%
2	Luke Stedman	79.38%
3	Timothy Vos	79.00%
4	Bryce Pronk	78.54%
5	Matthew Hoeft	75.76%
6	Isaac Molin	75.58%
7	Joshua Guard	75.04%
8	Chad Kuhlman	74.64%
9	Chad Clark	73.45%

Daniel Pulford
President

Date

Clifford Hodde
Secretary

Date

¹ Or earlier when a subsequent eligibility list is approved