

Watertown City Council

March 28, 2023

Agenda Item: **Reclassify and Reappoint Fire Chief****Request for Action:** **Adopt Resolution #2023-18, Approving Fire Chief Reclassification and Reappointment****Employee/Dept.:** **Jake Foster, City Administrator****Background:**

During the 2023 budgeting process, Council elected to include a full-time fire chief position in the budget. At that time, it was discussed that the full-time chief could start mid-year to realize some cost savings and allow for job description development and recruitment.

After an internal recruitment, staff is recommending that current Part-Time Fire Chief, Thomas Hanson be reclassified in his position to fill the full-time role.

Staff budgeted for a July 1 start date, but noted Council's desire to adjust the start date to what "makes sense," rather than arbitrarily starting the full-time chief in July. Staff has taken that direction and is recommending a start date of June 5, 2023, for the full-time fire chief. Staff is expecting submissions for resident development (single and multi-family) and is receiving interest in some minor commercial development. This will allow Chief Hanson to play a larger role in the review process and support of these projects.

Furthermore, it is being recommend that the position be classified at a Grade 15, and Chief Hanson begin at Step 5 with a bank of 80 hours of PTO.

Budget Impact:

As stated previously, this position is budgeted for in the 2023 budget with an effective date of July 1. Staff is planning to offset the cost of starting full-time employment sooner, by extending the vacancy of the pending the part-time administrative assistant/permit technician assistant position.

Funding Source:

General Fund>Fire>Fire Department Payroll>Wages and Salaries

Recommendation:

Staff recommends that the City Council adopt Resolution# 2023-18, approving the reclassification and reappointment of the fire chief position.

Motion Type:

Simple majority vote of members present.

Requested Action/Motion:

"I move to adopt Resolution #2023-18 approving the reclassification and reappointment of Thomas Hanson to Full-Time Fire Chief."

Attachments:

Updated Fire Chief Job Description
Resolution #2022-27



CITY OF WATERTOWN JOB DESCRIPTION

POSITION/TITLE: Fire Chief

DEPARTMENT: Fire

FLSA STATUS: Exempt

EFFECTIVE DATE: January 2023

IMMEDIATE SUPERVISOR: City Administrator

PRIMARY OBJECTIVE:

This position provides effective leadership in directing, planning, overseeing, and coordinating a Paid-on-Call Fire Department to ensure adequate response to the fire suppression, EMS assists, and prevention needs of the City of Watertown.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responds to calls for service as available during business hours, and as needed after hours.
- Serves as the City's Emergency Management Director.
- Responsible for all operations and budgets of the Fire Department.
- Oversees the recruitment, retention, supervision, and development of Fire Department Personnel. Ensures compliance with City of Watertown Personnel Policies, Fire Department SOP's and SOG's.
- Develops and recommends long-range plans for firefighting equipment, personnel and facilities designed to meet the changing needs of the community and the department. Implements approved plans within the designated timeline and budget.
- Responsible for planning and organizing all maintenance of equipment and apparatus.
- Shall bring all Fire Department needs to the attention of governing bodies.

- Responsible for fire inspection and fire prevention programs.
- Participates in the plan review process and provides feedback as it relates to public safety.
- Responsible for attendance of meetings outside of the Fire Department as directed by the City Administrator.
- Maintains department records and payroll in Minnesota Fire Incident Reporting System

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing.
- Ability to build and maintain a team-oriented work environment.
- The ability to manage and make decisions using skills, knowledge and reasonable judgment.
- Thorough ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations.

MINIMUM QUALIFICATIONS:

- 5 years of fire department supervisory experience at the level of captain or greater, and at least 7 years of experience working within a fire department.
- Valid Minnesota Driver’s License.
- Ability to perform physical demands required of firefighter in the field and pass the pre-hire physical demands testing required by the department.
- Fire Fighter I/II Certification(s) and Documented Course Work in hazardous materials, fire investigation, fire instruction, fire officer, command skills, fire inspection, and/or commensurate training/instruction.
- State of MN Firefighter License

NON-DISCRIMINATION POLICY:

The City of Watertown will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Watertown reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)

**CITY OF WATERTOWN
RESOLUTION NO. 2023-18**

**RESOLUTION RE-APPOINTING AND RECLASSIFYING
FIRE CHIEF TO FULL-TIME EMPLOYMENT**

WHEREAS, the City of Watertown (the “City”) has concluded the internal recruitment for a full-time fire chief; and

WHEREAS, this recruitment was authorized by the City Council; and

WHEREAS, after adequate evaluation of the position and the internal candidate, it is recommended that the current part-time fire chief position be reclassified as a full-time position and reappointed as such; and

WHEREAS, it is recommended that Fire Chief Thomas Hanson be reclassified and reappointed as the Full-Time Fire Chief at Step 5 of Grade 15 and be banked with 80 hours of paid time off upon start; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Watertown, Minnesota, hereby approves the reappointment and reclassification of Thomas Hanson to the position of Full-Time Fire Chief, effective June 5, 2023.

Adopted by the City Council of the City of Watertown this 28th day of March 2023.

Michael Walters, Mayor

ATTEST: _____
Margaret Reisdorf, Administrative Services Director