



## **CITY COUNCIL AGENDA**

Updated 06/02/25

**Wednesday, June 4, 2025**

***Mayor Rafferty, Councilmembers Cavegn, Lyden, Ruhland and Stoesz  
Interim City Administrator: Dave Pecchia***

### **COUNCIL WORK SESSION, 6:30 P.M.**

**Community Room (Not televised) | No Public Comment allowed per the Rules of Decorum**

1. Call to Order and Roll Call
2. Setting the Agenda: Addition or Deletion of Agenda Items
3. Police Department Retention and Recruitment Plan, Curt Boehme
4. Fire Department Strategic Implementation Plan, Dan L'Allier
5. Notices and Communications, City Council

### **ADJOURNMENT**

**CITY COUNCIL  
WORK SESSION STAFF REPORT  
ITEM NO. 3**

**STAFF ORIGINATOR:** Curt Boehme, Police Chief

**WORK SESSION DATE:** June 4, 2025

**TOPIC:** Police Department Retention and Recruitment Plan

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**BACKGROUND**

In April 2025, Citygate Associates, LLC submitted their final report to the City of Lino Lakes following the completion of their operational study of the police department. The report contained 34 recommendations for the police department to consider for implementation. Police staff reviewed the recommendations and developed a strategic plan consisting of five phases to guide the implementation. A key component of the strategic plan is a fully staffed police department which is necessary for the successful implementation of many of the recommendations. To achieve a fully staffed department, police staff developed retention and recruitment strategies for the council to consider for acceptance.

**RECOMMENDATION**

The City Council is being asked to support the police department's proposed retention and recruitment strategies by accepting the key components of the plan listed below so that staff can initiate the processes to:

- Front-load sick and vacation leave banks with 20 hours each for new hires.
- Offer a \$2500, one-time hiring bonus for lateral police officer hires.
- Allow the department to hire above the authorized sworn staffing level of 28 officers to 29 officers if a known vacancy is to occur within the following two years or there is a position currently filled by an officer who is not available to perform their active assigned duties.
- Utilize Acting Sergeants until staffing levels permit the transition to permanent promotions.
- Elevate the current Investigative Assistant position to an Evidence and Intel Specialist position.
- Establish two Sergeant positions to provide 24-hour supervision when staffing levels support the change. These positions would not increase the overall approved department staffing levels.
- Establish two Lieutenant positions when staffing levels support the change. These positions would not increase the overall approved staffing levels.

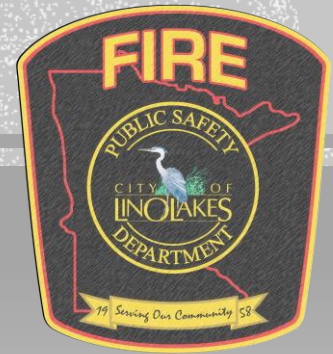
**ATTACHMENTS:**

None

# LINO LAKES FIRE DEPARTMENT

Fire Department immediate needs

Presented by Dan L'Allier and Brian Finke



# **FIRE DEPARTMENT IMMEDIATE NEEDS**

**IN PREPARATION FOR STAFFING 24-HOURS A DAY, 7 DAYS A WEEK**

## **Items to be completed by the end of 2025**

- Apply for a Staffing For Adequate Fire and Emergency Response (SAFER) grant for 15 full-time employees
- Promote current Fire Lieutenant/Fire Inspector to a Deputy Fire Chief/Fire Marshal
- Hire a full-time Firefighter with administrative duties
- Plan for accommodations at both Fire Stations
- Apparatus, equipment and gear needs
- 4 Duty Crew Firefighters on a shift, Monday through Sunday, 0600-1800
- Begin the hiring process of the 3 Battalion Chiefs



# **FIRE DEPARTMENT IMMEDIATE NEEDS**

## **IN PREPARATION FOR STAFFING 24-HOURS A DAY, 7 DAYS A WEEK**

### **Items to be completed by the end of 2025**

- **Apply for a SAFER grant for 15 full-time employees** – opened May 23<sup>rd</sup> & closes July 3<sup>rd</sup>
  - **Asking for City Council approval to submit for a SAFER grant** – hire a grant writer
  - **Cost sharing outlined in the SAFER grant program has changed for this fiscal year**
    - 1<sup>st</sup> year will cover 75% of the base wages of a first-year Firefighter, up to \$90,000 can be awarded
    - 2<sup>nd</sup> year will cover 75% of the base wages of a first-year Firefighter, up to \$90,000 can be awarded
    - 3<sup>rd</sup> year will cover 35% of the base wages of a first-year Firefighter, up to \$42,000 can be awarded
- **Promote current Fire Lieutenant/Fire Inspector to a Deputy Fire Chief/Fire Marshal**
  - **Asking for City Council approval to promote current Fire Lieutenant/Fire Inspector** - wages outlined in LLFD Staffing Implementation Presentation presented during the City Council Work Session on 5/14/25
  - **Effective as soon as possible** – Brian Finke can enter into this role immediately



# **FIRE DEPARTMENT IMMEDIATE NEEDS**

## **IN PREPARATION FOR STAFFING 24-HOURS A DAY, 7 DAYS A WEEK**

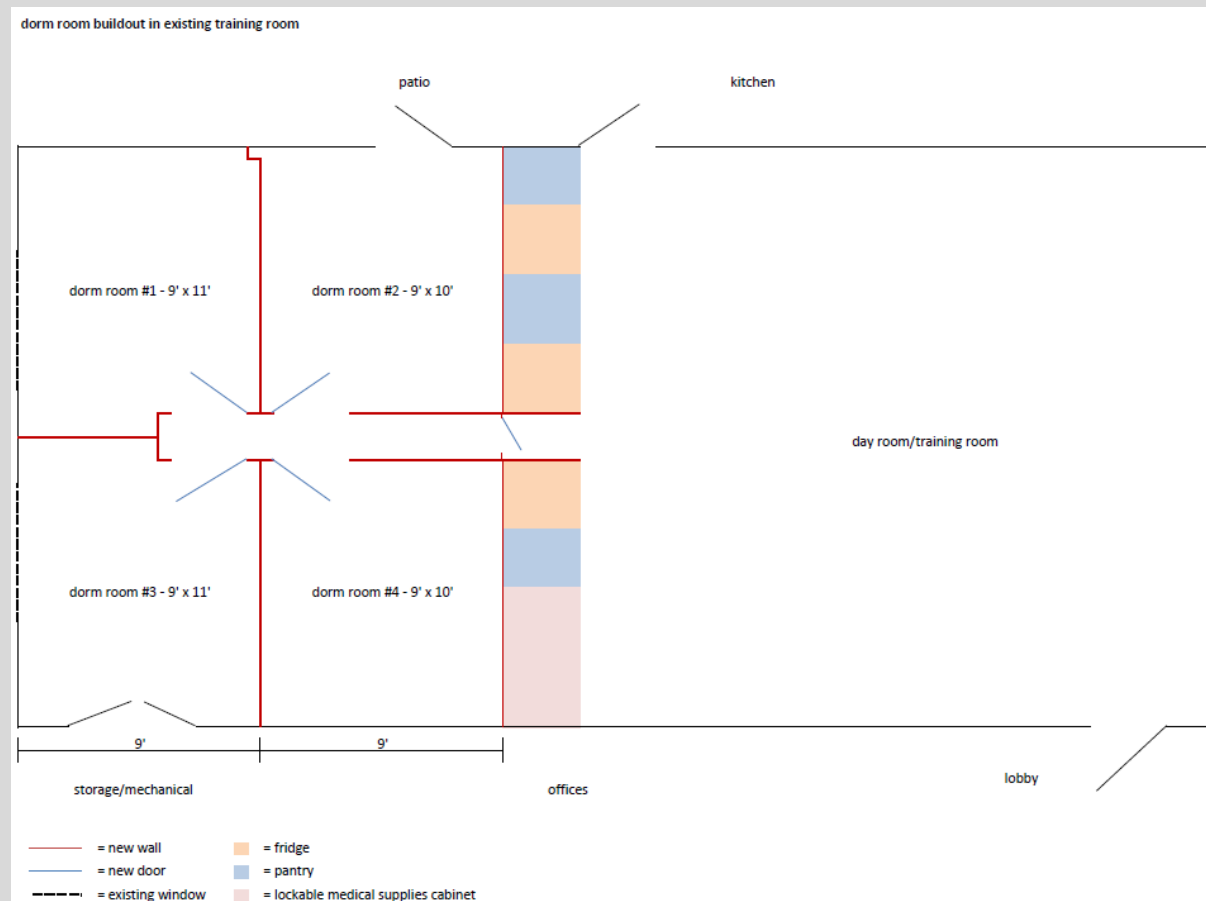
### **Items to be completed by the end of 2025**

- Hire a full-time Firefighter with administrative duties
  - Asking for City Council approval for the new position - wages outlined in LLFD Staffing Implementation Presentation presented during the City Council Work Session on 5/14/25
  - Begin the internal process and hire as soon as possible
- Plan for accommodations at both Fire Stations
  - Asking for City Council approval to add temporary dorm rooms at both Fire Stations
  - Dorm rooms will be constructed to meet Building code and Fire code
  - The temporary dorm rooms will need to be completed before staffing 24-hours a day can occur
  - The dorm rooms are temporary and a long term solution will need to be addressed
    - There will not be any remaining office space or a dedicated dorm room for onboarding Firefighters
  - A trash enclosure is also being recommended to be constructed at Fire Station 1



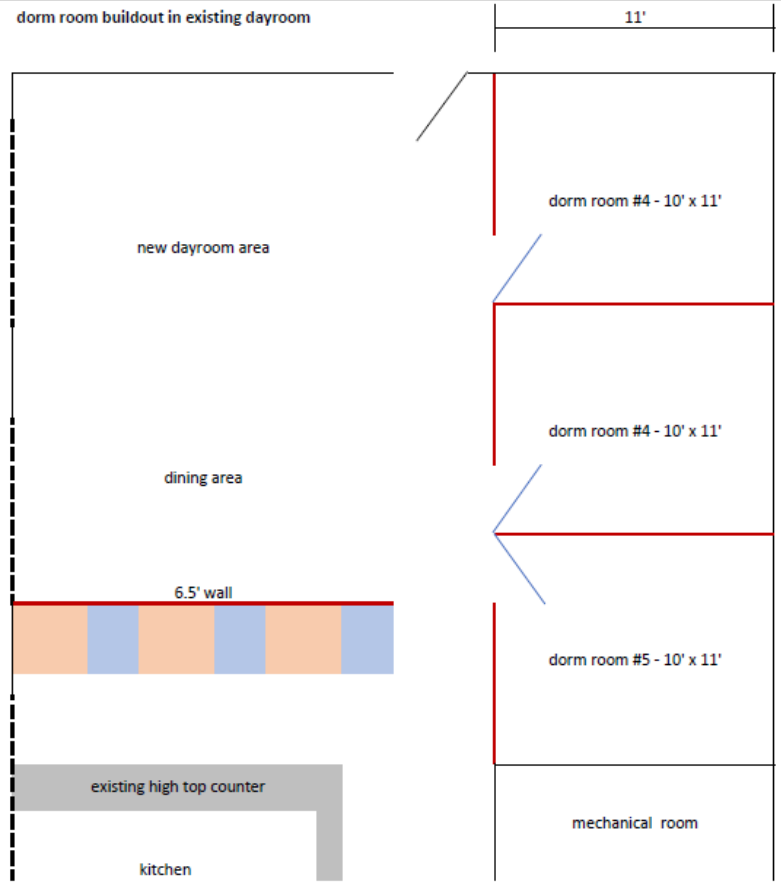
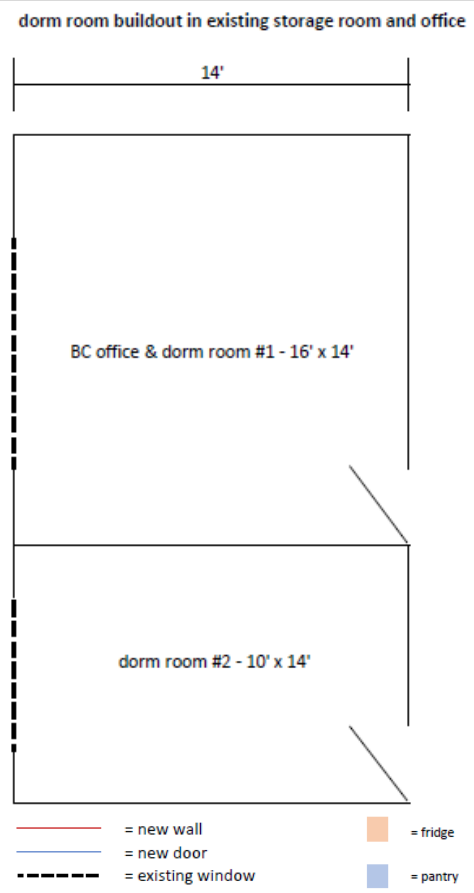
# FIRE STATION 1

## TEMPORARY DORM ROOMS



# FIRE STATION 2

## TEMPORARY DORM ROOMS





# **FIRE DEPARTMENT IMMEDIATE NEEDS**

## **IN PREPARATION FOR STAFFING 24-HOURS A DAY, 7 DAYS A WEEK**

### **Items to be completed by the end of 2025**

- Apparatus, equipment and gear needs
  - Asking for City Council for approval for staff to research alternative apparatus (smaller vehicle for medicals, i.e. rescue or ambulance) and evaluate additional equipment and gear needed
- 4 Duty Crew Firefighters on a shift, Monday through Sunday, 0600-1800
  - Asking for City Council for approval to increase the number of part-time Duty Crew Firefighters up to 20
    - Currently approved to hire up to 15
    - Cost for staffing the remaining weekends 0600-1800 was outlined in LLFD Staffing Implementation Presentation presented during the City Council Work Session on 5/14/25
  - Human Resources Department confirmed part-time Duty Crew Firefighters are included in the Fair Labor Standards Act §207(k) exemption for Firefighters – can work up to 53 hours a week vs 29 hours a week
- Begin the hiring process of the 3 Battalion Chiefs
  - Begin developing job descriptions
  - Post the positions externally, hold interviews and start date of 10/1/25 or 1/1/26
    - 10/1/25 if not awarded a SAFER grant or 1/1/26 if awarded a SAFER grant





**Questions**

