



STAFF REPORT

DATE: December 4, 2018

CONSENT

ITEM #: 17

TO: City Council

FROM: Greg Malmquist, Fire Chief

AGENDA ITEM: Conditional Job Offer to Part Time Firefighter Applicant Katie Hawke and Paid on Call Applicant Mike Schwarz

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

While the City continues to advertise for Paid on Call applications, we have also received a few applications for Part Time Firefighter positions from word of mouth. We will continue to advertise for Paid on Call, and accept Part Time Applications for the purpose of filling current vacancies and establishing a "hire wait list".

ISSUE BEFORE COUNCIL:

Should the Council make a conditional job offer to Part Time Applicant Katie Hawke and Paid on Call Applicant Mike Schwarz to allow them to continue in the hiring process?

PROPOSAL DETAILS/ANALYSIS:

Staff is recommending the Council make the offer to both applicants to allow them to proceed in the process.

Part Time Applicant Katie Hawke has met the minimum requirements of the hiring process, (background check and ability test) as well as the interview process. We were also able to obtain a copy of her Psychological Evaluation from her current fire department, Lower St. Croix Valley, which saves us the \$425.00 exam cost. Upon approval of this Conditional Job Offer the applicant will move forward in the process. Pending successful completion of the following: Pre-Placement Physical, the applicant will be placed on the department as Part Time Firefighters under a six month probationary period. This could potentially fill our last Part Time opening.

Paid on Call Applicant Mike Schwarz has met the requirements of the hiring process to date. These include attending at least 3 department training drills, complete a background check, successfully completed the Ability Test, and has been interviewed. Upon approval of this Conditional Job Offer, the applicant will move forward in the process. Pending successful completion of the Pre-Placement Physical and Pshychological Evaluation, the applicant will be placed on the department as a Probationary Firefighter. During the probationary period, the applicant will meet all the training requirements of Firefighter I & II, HazMat Operations, First Responder and CPR/AED. Mike comes to us with an extensive background and training that we are in the process of converting over to MN Standards.

FISCAL IMPACT:

Psychological Exam = \$425.00 x 1, Preplacement Physical Exam = \$363.00 x 2 for a total of \$1,151.00.

PT wage of \$17.00/hour when shift coverage starts. Wage and benefits are provided within the 2018 adopted budget.

POC wage in budget.

OPTIONS:

- 1) Make conditional job offers to continue with process.
- 2) Do not approve conditional job offers

RECOMMENDATION:

If removed from consent agenda:

Motion of a conditional job offer to Part Time Firefighter Applicant Katie Hawke and Paid on Call Applicant Mike Schwarz to allow them to continue with and complete the additional requirements of the hiring process.

ATTACHMENTS:

None