



STAFF REPORT

DATE: October 1, 2019

CONSENT

TO: City Council

FROM: Greg Malmquist, Fire Chief

AGENDA ITEM: Promotion of Paid on Call Firefighter Jeremy Penman to Station #1 Lieutenant, effective October 1, 2019.

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

The Fire Department posted openings for the position of Lieutenant at both Station #1 and #2. We received one applicant for each position. The applicant for Station #2 withdrew their application. The applicant for Station #1 was interviewed.

The position of Lieutenant is entry level/introduction to the being a Fire Officer. It is a one year term, with the ability to reapply for a second year. It is intended as a learning/training position for future fire officers. This is not a new position, but rather a new person filling the role.

ISSUE BEFORE COUNCIL:

Should the Council approve the promotion of Jeremy Penman to Station #1 POC Lieutenant, effective October 1, 2019?

PROPOSAL DETAILS/ANALYSIS:

Staff is recommending the Council approve the promotion.

The applicant is a strong candidate for the position. He has the respect of his fellow Firefighters, the knowledge and skills to be a leader.

FISCAL IMPACT:

The position of POC Lieutenant pays an additional \$1.15/hr. plus a monthly stipend of \$67.97, which is budgeted for.

OPTIONS:

- 1) Promote FF Jeremy Penman as POC Station #1 Lieutenant, effective October 1, 2019.
- 2) Do not approve promotion.

RECOMMENDATION:

If removed from consent agenda:

Motion to Promote Jeremy Penman to the position of Station #1 POC Lieutenant, effective October 1, 2019.

ATTACHMENTS:

Paid on Call Lieutenant Job Description.

LAKE ELMO FIRE DEPARTMENT JOB DESCRIPTION

PAID ON CALL LIEUTENANT

POSITION SUMMARY

As a Lieutenant of the Lake Elmo Fire Department you shall be responsible to serve as a leader and assist the Officers in the management of the department by making recommendations on department practices, policies and procedures. Lieutenants shall operate within the boundaries set forth by City Policy, Department Policies and Department SOG's. Lieutenants shall be under the direct supervision of the Captains.

The rank of Lieutenant is the first step in the fire ground officer rank. A lieutenant will be appointed for one year, at such time the position will be posted. The current Lieutenant as well as other qualified applicants may apply for the position. Personnel may hold the position of Lieutenant for a period not to exceed two consecutive one year terms. Former Lieutenants may reapply for the position following a one year "gap".

MINIMUM QUALIFICATIONS

- High school education or equivalent.
- Minimum of 2 years firefighting experience.
- Meet and maintain Employment Requirements as defined in Department Policy.
- Valid Minnesota Drivers License.
- Has met all requirements of Firefighter, (see Firefighter Job Description)

Has completed, is currently enrolled in, or will successfully complete within 1 year, the following:

- Pump Operation I & II.
- Auto Extrication Basic.

Upon completion of one year in the position of Lieutenant and a performance review, personnel may be eligible to start the following training:

- East Metro Leadership Series or equivalent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of techniques and equipment used in modern firefighting, protection of life and property and emergency medical services.

- Ability to understand, interpret and act in accordance with departmental rules, policies and standard operating guides and demonstrate skill in applying these toward specific situations; direct fire personnel and companies at fire scenes, hazardous material incidents and medical/rescue situations.
- Basic skills involving computer operation and other office equipment.

ESSENTIAL FUNCTIONS

- 1) Each Lieutenant shall be responsible for the direct supervision of personnel placed in their charge.
- 2) Responsible for the safety, accountability and assignment of tasks to personnel during the course of calls, drills and training sessions.
- 3) Shall be responsible for the overall safety of personnel in and around the fire stations and in the performance of their duties as it relates to their actions, equipment and facilities.
- 4) Shall ensure the proper and safe response to all emergencies by personnel and equipment.
- 5) Lieutenants shall oversee personnel in completion of station duties..
- 6) Lieutenants may be required to perform the duties of Firefighter from time to time.
- 7) Attends meetings and training sessions to keep current on technical standards and supervisory expertise.
- 8) Lieutenants shall be expected to present a positive and constructive attitude.
- 9) Uphold and enforce City Policy, Department Policies and Department SOGs.
- 10) Continually strive to improve morale among personnel. They shall assist in the reporting and resolution of personnel problems.
- 11) May be assigned specialized duties.
- 12) Assume the role of OIC (Officer in Charge) on responding apparatus to emergency calls.
- 13) Directly supervise Firefighter Crews in the performance of their duties at emergency scenes.
- 14) Supervise and perform cleaning, checking, replacement and maintenance of equipment, vehicles and facilities.
- 15) Supervise and train personnel in the proper care and operation of tools and equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in station, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SUPERVISION

Must be able to work independently, exercise initiative and independent judgment. This position answers to and operates under the direction of the Officers of the department.

IN THE EVENT THAT A CAPTAIN IS UNABLE TO PERFORM HIS/HER DUTIES, A LIEUTENANT MAY ASSUME THE DUTIES OF CAPTAIN AT THE DIRECTION OF THE FIRE CHIEF.