



STAFF REPORT

DATE: March 19, 2019

CONSENT

TO: City Council

FROM: Greg Malmquist, Fire Chief

AGENDA ITEM: Conditional Job Offer to Part Time Firefighter Applicant, Jeremy Armstrong

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

The City advertised for applications for Part Time Firefighter positions. On Thursday, February 14th, applicants were interviewed by staff.

ISSUE BEFORE COUNCIL:

Should the Council make a conditional job offer to Jeremy Armstrong, to allow him to continue in the hiring process?

PROPOSAL DETAILS/ANALYSIS:

Staff is recommending the Council make the offer to the applicant to allow him to proceed in the process.

The applicant has met the minimum requirements of the hiring process as well as the interview process. Upon approval of this Conditional Job Offer the applicant will move forward in the process. Pending successful completion of the following: 1) Pre-Placement Physical and 2) Psychological Evaluation, applicant will be placed on the department as Part Time Firefighters under a six month probationary period. This will bring us to a full compliment of 6 Part Time Firefighters.

FISCAL IMPACT:

Psychological Exam = \$425.00, Preplacement Physical Exam = \$363.00 for a total of \$788.00. We will make contact with the fire department he is currently on to obtain a copy of his Psychological Exam if possible. If successful, this would eliminate the \$425.00 cost.

Wage of \$17.00/hour when shift coverage starts. Wage and benefits are provided within the 2019 adopted budget.

OPTIONS:

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

RECOMMENDATION:

If removed from consent agenda:

Motion of a conditional job offer to Jeremy Armstrong, to allow him to continue with and complete the additional requirements of the hiring process. 1) Pre-Placement Physical and 2) Psychological Evaluation.

ATTACHMENTS:

None