



## STAFF REPORT

DATE: July 16, 2019

### **CONSENT**

**TO:** City Council

**FROM:** Greg Malmquist, Fire Chief

**AGENDA ITEM:** Conditional Job Offer to Paid on Call Firefighter Applicant, Bret Anderson

**REVIEWED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

The Lake Elmo Fire Department is continually seeking applicants to fill the Paid on Call ranks. We currently have 18 out of an allowed 32 Paid on Call personnel. Paid on Call personnel continue to be a vital part of our overall response coverage in conjunction with the Part Time Firefighters. Paid on Call personnel fill in open shifts, respond on calls outside the 6AM – 6 PM timeframe and for any All Call pages.

### **ISSUE BEFORE COUNCIL:**

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

### **PROPOSAL DETAILS/ANALYSIS:**

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

Applicant 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 complete all required training, Firefighter I & II, HazMat Operations, First Responder and CPR/AED.

### **FISCAL IMPACT:**

Psychological Exam = \$425.00 and Preplacement Physical Exam = \$393.00 for a total of \$818.00.

Future costs of training, uniforms and wages.

### **OPTIONS:**

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

### **RECOMMENDATION:**

If removed from consent agenda:

**Motion of a conditional job offer to Bret Anderson to allow him to continue with and complete the additional requirements of the hiring process, Pre-Placement Physical and Pshychological Evaluation.**

### **ATTACHMENTS:**

None