

City of Lake Elmo
Washington County, Minnesota

Resolution No. 2011- 057

Public Employees Retirement Association – Fire Fighter Declaration

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for a non-full-time fire fighter provided the fire service position regularly engages the employee in the hazards of fire fighting as an employee of a designated fire department.

BE IT RESOLVED, that the City Council of the City of Lake Elmo hereby declares that the position of part-time Fire Fighter/Administrative Assistant, currently held by Michael Cornell is, for primary services provided, that of a fire fighter engaged in the hazards of fire fighting.

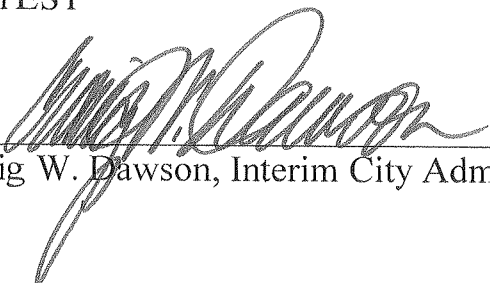
BE IT FURTHER RESOLVED, that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

ADOPTED by the Lake Elmo City Council on the 6th day of December, 2011.



Dean A. Johnston, Mayor

ATTEST



Craig W. Dawson, Interim City Administrator

STATE OF MINNESOTA:
COUNTY OF WASHINGTON:

I, Sharon Lumby, clerk of the City of Lake Elmo, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 6th day of December, 2011; the original of which is on file in this office. I further certify that 5 members voted in favor of this resolution and that 5 members were present and voting.

Signed: Sharon Lumby DATE: 12-8-11

RATES OF PAY

- CALL PAY = \$11.61/hr
 - Certified EMT's shall receive an additional \$1.00 per hour.
 - ⊖ Certified ENGINEERS shall receive an additional \$1.00 per hour.
 - ⊖ Officers shall receive an additional \$1.00 per hour.

- TRAINING and MEETING PAY = \$10.61/hr.
 - Probationary Incentive Pay = \$500

- OFFICERS PAY =
 - DISTRICT CHIEFS (2) - \$2070.00/year
 - CAPTAINS (4) - \$1380.00/year
 - SAFETY OFFICER (1) - \$690.00

<u>BASED ON YEAREND PERCENTAGE TOTALS</u>	
YEAR END INCENTIVE PAY	26% - Less than 31% = \$400.00 51% - Less than 61% = \$575.00
	31% - Less than 41% = \$450.00 61% - Less than 71% = \$650.00
	41% - Less than 51% = \$525.00 71% & ABOVE = \$750.00

PAY RATES EFFECTIVE JANUARY 1, 2012

**LAKE ELMO FIRE DEPARTMENT
JOB DESCRIPTION**

**PART TIME
FIREFIGHTER/ADMINISTRATIVE ASSISTANT**

SALARY - \$13.50/hour

The Position of Lake Elmo Firefighter/Administrative Assistant shall operate within the boundaries as set forth in the Departmental Policy and Standard Operating Guidelines and shall answer directly to the Command Officers and ultimately the Chief.

The work schedule for this Part Time Position shall be four continuous hours per day, Monday – Friday, between 8-4:30. There shall be flexibility for the four hour window.

QUALIFICATIONS:

- High school diploma or general education degree (GED).
- Valid drivers license
- State Certified Firefighter I and II
- State Certified HazMat Operations Level
- State Certified First Responder
- Current Certification in Rescuer CPR
- Meet any additional requirements as stated in the Lake Elmo Fire Department Job Description for Firefighter.
- Current certified FAO (Fire Apparatus Operator) (see Policy 3-205, FIRE ENGINEER) or obtain certification within 18 months of hiring.

RESPONSIBILITIES:

Perform duties of a Lake Elmo Firefighter.

Perform a variety of clerical and administrative work in keeping official records, data entry, providing administrative support to the fire command staff.

Working knowledge in the operation of various office equipment, (copier, fax, scanner, phones, etc.)

Working knowledge in the operation of computers, Microsoft Office and it's components, (Word, Excel, Publisher, etc.).

Perform basic maintenance of department vehicles.

Perform basic Station Duties needed to maintain Fire Stations.