

Station #1

3510 Laverne Ave. No.
Lake Elmo, MN 55042
651-770-5006

**Station #2**

4259 Jamaca Ave. No.
Lake Elmo, MN. 55042
651-779-8882

LAKE ELMO FIRE DEPARTMENT

June 2, 2017

Kristina Handt, City Administrator,

This is to advise you of a serious daytime, Monday – Friday, staffing shortage we are currently facing. At present, the only guaranteed daytime responders we have, are myself – 8:00-4:30 and Nick Witter 7:00-noon. Up to this point, we have had a “pool” of POC (Paid on Call) that have responded during daytime hours with varying hours/times of availability. That has all changed.

Firefighter #1 – was a reliable daytime responder. New job. **No Longer Available.**

Firefighter #2 – Very consistent daytime responder as he was previously working part time/seasonal job. Recently hired for new job. **Possible limited availability 2 + days a week.**

Firefighter #3 – Was making 80% + of daytime calls. Currently on a work related 6 month leave of absence. **No Availability.**

Firefighter #4 – Retired and available majority of time. Going back to work fulltime. **No Daytime Availability After July 1.**

Firefighter #5 – Spotty availability, new job, **No Availability.**

Firefighter #6 – **Spotty Availability.**

Firefighter #7 – **Varying Availability, 1-2 days a week.**

Captain Nick Witter, (Administrative Assistant) – Available during scheduled work hours. **Unavailable After Noon.**

NEW RECRUIT/PROBATIONARY PERSONNEL

Recruit #1 – No daytime response, not making minimum requirements, will be submitting resignation letter.

Recruit #2 – Potential daytime responder in approximately 6 – 12 months. Going through probation process at this time.

Recruit #3 – Fully trained FF/Paramedic, previously on Lake Elmo FD. Withdrew application due to time requirement.

Possible solutions being researched at this time:

Building Official Mike Bent was a trained Firefighter/EMT. Looking into utilizing him as a daytime responder. Researching the following issues: 1) How will this impact his primary job duties. 2) Are his training credentials current? How to meet training requirements? 3) Any possible financial impact? Currently working with Finance on this.

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Short Term Fix - Can we hire from our current POC ranks to cover specific times where we are short staffed?

Short Term Fix - Can our current Duty Crew format be changed to cover some times?

Long Term Fix – Staff station Monday - Friday from 6 AM to 6 PM, 2–6 hour shifts (6AM to noon and noon to 6 PM) with 2 Firefighters.

Updating cost projections to provide guaranteed daytime response. These projections had also been requested by the Public Safety Committee as they have identified this staffing issue as critical and are planning on an extra meeting to deal only with this issue.

Will need to explore additional duties for personnel as previously discussed in order to write job descriptions.

- Truck/equipment checks, routine vehicle and station maintenance.
- Secondary annual commercial inspections.
- Hydrants – Flow test, flush, routine maintenance, ID, GPS.
- Public Education Program
- Other????

The Public Safety Committee is aware of this issue and has expressed concern and a desire to dedicate a stand-alone workshop ASAP, to discuss in detail. I will forward information as it is received to the committee and anything significant, or recommendations from committee will be moved forward.

Chief Malmquist

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