

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
NOVEMBER 20, 2017
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW

6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. **CONSENT AGENDA** - *All matters listed within the Consent Agenda are considered to be routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
 - A. City Council Minutes –November 6, 2017
 - B. Hire Dolores (Lori) Streich as an Accounting Technician/Deputy Clerk
 - C. Hire Emily Becker as an Assistant Community Development Director
 - D. Acknowledge the receipt of the Exempt Permit for the St. Francis Youth Hockey Association for January 1, 2018 at the Community Center
 - E. St. Francis Public Works Building Lease with ISD #15
 - F. Authorizing Mail Balloting for Precinct 3 – Resolution 2017-39
 - G. Establishing Precincts and Polling Locations for the City of St. Francis – Res 2017-40
 - H. Construction and General Laborers Local 363 Agreement – Resolution 2017-41
 - I. Acknowledge the receipt of a \$500 donation to the fire department from Kwik Trip
 - J. Renew Subscription for “PATROL On-Line” Training Course offered through the LMC
 - K. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC** **Maximum time of five minutes per person***
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARINGS**
8. **OLD BUSINESS**
 - A. Assessing Contract
9. **NEW BUSINESS**
 - A. Ordinance 235, Second Series – Amending Section 2-9-1 “Fee Schedule” (1st Reading)
 - B. Fire Fighter Policy Manual Revisions
10. **MEETING OPEN TO THE PUBLIC** **Maximum time of five minutes per person***
11. **REPORTS**
 - A. Public Works Department Report –
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Nov 29: Tree Lighting in Woodbury Park 6:30-8 pm
 - Dec 4: City Council Meeting 6 pm
 - Dec 6: Santa on the Fire Truck at County Market 5:30 pm
 - Dec 7: Santa on the Fire Truck-Various Neighborhoods 5:30 pm
 - Dec 14: Take your picture with Santa @ Police Dept. 5:30-7:30 pm
12. **ADJOURNMENT**

*For individuals who wish to address the Council on subjects which are not a part of the meeting agenda. Typically, the Council will not take action on items presented at this time but will refer them to staff for review, action and/or recommendation for future Council action.

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – November 20th, 2017 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**

- a. City Council Minutes – November 6th, 2017
- b. Hire Accounting Tech/Deputy Clerk - Hire Lori Streich
- c. Hire Assistant Community Development Director – Hire Emily Becker
- d. Acknowledge Receipt of the Exempt Permit for SF Youth Hockey – January 1st, 2018 at the Community Center.
- e. SF. Public Works Building Lease with ISD #15 – The City will allow the ISD #15 to store materials in the Public Works Building in exchange for holding Planning Commission Meetings, City Council Meetings and Elections at the District Offices.
- f. Authorizing Mail Balloting for Precinct #3 in St. Francis – A resolution authorizing mail ballots for precinct #3 which only has one household. **Resolution 2017-39**
- g. Establishing Precincts and Polling Locations for the City of St. Francis – A resolution establishing both precincts/polling locations to take place at the ISD #15 District Offices for the 2018 election. **Resolution 2017-40**
- h. Construction and General Laborers Local 363 Agreement - a three year union contract proposal for Public Works with a 3% COLA annually. Other language changes.
- i. Acknowledge Receipt of \$500 donation to the Fire Department – Donation from Kwik Trip.
- j. 2018 Subscription for PATROL online Training - Renew online training for \$990 annually. The same amount as the current subscription.
- k. Payment of Claims -

6. **Special Business:**

- A. None –

7. **PUBLIC HEARINGS**

- A. None -

8. **OLD BUSINESS**

A. Assessing Contract – Erik Skogquist has again amended his contract to reflect a three year agreement. Anoka County is maintaining their five year proposal. Consider adding the termination provision in the staff report and Staff can prepare the updated contract for approval at the next City Council Meeting, if desired.

9. **NEW BUSINESS**

A. Ordinance 235, Second Series – Amending the Fee Schedule (1st reading).

B. Fire Fighter Policy Manual Revisions – Included is a “redlined” version. Major changes include reorganizing the Officers to include a Chief, Assistant Chief, Three Captains, and one Lieutenant. Also, fire fighters would get the same COLA adjustment as non-union City Employees. Several other language changes are included in the proposal.

11. **Reports:**

A) Public Works Report

12. **Adjournment**

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
NOVEMBER 6, 2017

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers, Joe Muehlbauer, Robert Bauer and Rich Skordahl. Jerry Tveit excused.

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, and Finance Director Darcy Mulvihill.

3. **APPROVAL OF AGENDA**

MOTION BY SKORDAHL SECOND BAUER APPROVING THE AGENDA AS AMENDED. Motion carried 4-0

4. **CONSENT AGENDA**

Mayor added 4 G. Text Amendment adding a signature line to the "Kwik Trip CUP". Bauer asked to pull from the consent agenda 4 C and 4 E.

MOTION BY MUEHLBAUER SECOND FELDMAN TO APPROVE THE CONSENT AGENDA AS AMENDED:

- A. City Council Minutes – October 16, 2017
 - B. City Council Minutes – Special Meeting October 23, 2017
 - C. Homerun Club – Ice Rink Management Agreement
 - D. Hire Michael Harris as a Water/Wastewater System Operations Specialist at Step 2
 - E. Assistant Chief Declaration into PERA – Resolution 2017-35
 - F. Payment of Claims \$192,699.24 (Check #'s 73279-73372)
 - G. Add Text Amendment, signature line to the "Kwik Trip CUP"
- Motion carried 4-0

4C. **Homerun Club – Ice Rink Management Agreement**

Bauer questioned why the City is hiring the Homerun Club for attending to the warming house. With the high water rates, storm water fees we are asking our residents to pay, we need to stop spending like we have an open end checkbook. That is why I pulled this from the consent agenda to discuss why we are paying out for this 51-day project.

Feldman asked Public Works Director Paul Teicher to explain the reasoning. Teicher stated for the past several years we have experimented with different ways to operate our ice rinks efficiently while still being able to plow snow and getting that done in a timely manner as well. We did try another company

previously that maintained the ice and warming house. But with the number of complaints of the ice conditions and overall management we decided not to renew the contract with them. We were approached by the Homerun Club to run it and tried them for a year and thought it worked out well. We did take back the making of the ice so we could get a good quality of ice. We looked at what we paid the other company and split it in two being we are maintaining the ice. The Homerun Club is a non-profit organization and this is their main fundraiser.

Bauer stated we are asking our residents to spend \$7,373.58 and I personally don't think the city is getting back \$144 a day and recouping the cost.

Feldman asked do a lot of people use these rinks.

Teicher said we do see a lot of traffic on these rinks. I don't know daily counts right off hand. The community has been maintaining ice rinks for a long time. Publicly open all the time. Whenever the rink is open, it is staffed. I believe the city received a grant to build the warming house.

Feldman asked if anyone from the public had any comment on this issue.

Mike Rodger, 2770 232nd Lane, I don't think we want to take away the ice rinks away from the kids. Maybe in the future look for some sponsorships and place their names on the boards to help offset the cost.

Sarah Hunt, 23246 Kerry Street, does the city not own the correct equipment to maintain the rinks? Why can't the city do it themselves? Teicher said we do make the ice. We pay the Homerun Club to shovel the rinks and maintain the rinks during use and provide the staff to supervise the rinks and warming house. We are not providing part time staff to do that. We use to hire part time staff but it became very difficult. They wouldn't show up for their shifts, so we would have to close the warming house.

Feldman said so they care take the rinks, warming house and have some concessions there. Muehlbauer asked what about the Lions Club volunteering, just a thought. Feldman said I like the sponsorship idea. We are limited of what the kids can do here during the winter.

Teicher said the beauty of having an organization like the Lions Club is these two groups are already working together. We have not had any issues with the Homerun Club and they are a non-profit organization.

Skordahl said I do not think one month before this is to start is good timing. Research, sure if there a more cost effective way let's look into it. Muehlbauer agreed with Skordahl.

Feldman said plowing is our number one concern for the public works department.

MOTION BY MUEHLBAUER SECOND SKORDAHL TO ENTER INTO AN AGREEMENT WITH THE ST. FRANCIS HOMERUN CLUB TO MANAGE THE OUTDOOR ICE SKATING FACILITY. Motion carried 3-1. Bauer voting nay.

4E. Assistant Chief Declaration into PERA – Resolution 2017-35

Bauer stated it is my understanding with the little bit of background I have with the fire department, isn't the assistant chief already in PERA?

Fire Chief Dave Schmidt stated Lawrence is currently in part time Paid On-Call PERA Fund, which is fairly new. This would transition him to Police/Fire PERA Fund. We are looking at moving the assistant chief position to this fund for the reason of creating retention and a succession tool for this position. We hired someone to maintain and help grow and lead this fire department and hopefully be the next person in line for the fire chief position.

Muehlbauer asked about how that financially affects the budget. Schmidt stated roughly \$500 a year.

Feldman said you are asking a fire fighter to an assistant chief to take on more responsibility and leadership role so I think it should come with some compensation.

Bauer said I would just reiterate to our residents again, the city cannot just keep rolling out money with every project. We need to limit spending and I don't agree with it.

Feldman stated to run to be lean and mean and not be effective to me is futile. We need to spend some money to get to where we need to be. We need to spend it wisely.

Bauer said over the first year on the council, I have seen the City promote people in hopes they get a boiler license or whatever, pay raise before they pass the test, promote people before they even perform. We are rolling out cash before we get performance. We have to start getting the dollars down for our residents.

Feldman said when our operator received his Class A license for the wastewater treatment plant did he get a raise. Teicher said no, his pay did not change.

MOTION BY SKORDAHL SECOND MUEHLBAUER TO ADOPT RESOLUTION 2017-35 DECLARING THE ASSISTANT FIRE CHIEF POSITION INTO THE PUBLIC EMPLOYEES POLICE AND FIRE PLAN. Motion carried 3-1. Bauer voting nay.

5. **MEETING OPEN TO THE PUBLIC**

- A. Sarah Hunt, 23246 Kerry Street said I have something to say about the fire department issue. Remember how angry the residents were when the fire fighters asked to switch over to PERA and to receive an additional \$500. For you to say it is no big deal, you have forgotten how angry the residents were. Regarding Chief 1 and Chief 2, do they live in the city? Assistant Chief does live in the city. Hunt asked doesn't the assistant chief get paid more than the regular fire fighters already? Answer was yes. Hunt said so he knew what he was getting when he applied for the job. So all of a sudden now, he is getting more money and benefits, absolutely ridiculous.

Feldman stated Bauer you pretty much lead that fight when asking for the fire fighters to join PERA and the additional pay.

Bauer said that was one of the reasons why I ran for city council.

Feldman asked Chief Schmidt about the assistant chief pay. Does he get paid a large amount more than the regular fire fighters?

Schmidt stated the assistant chief gets paid \$400 a month plus call and training pay that was what was approved by the city council. I would advise that fire fighters in this town get paid \$12.00 per call per hour with zero other benefit other than PERA. The fire fighters are going into burning buildings, performing CPR on community members, working in the roadways and taking on insurmountable amount of risk because they love this community. They are vested in this community; I am vested in this community regardless of what my mailing address is. We are here to help this community and help each other. I realize \$500 is real money, real taxpayer dollars but I believe this is a good decision base on value.

Feldman asked how we compare to other cities regarding chief and assistant chief pay. Schmidt said most communities outside of St. Francis, if you go any further south, except for Oak Grove such as Andover, they have a full time chief and part time assistant chiefs, East Bethel has a full time chief and part time assistant chiefs. Probably one of the reasons the St. Francis Fire Department wanted to go to PERA for the part time and I am sure Councilmember Bauer can speak better on this than myself but St. Francis retirement amount was falling short for a number of years. We will need to make adjustments as we go along.

Feldman said we are paying for the lean and mean years when we didn't have the people to get the job done and be effective. I don't believe \$500 a year is going to break the city.

Kohlmann said I would like to add something to clear the record. The Chief did have a proposal for the meeting tonight to increase fire fighters pay as well this was going to be a package deal. I pulled it off because there were a number of policy changes as well and we just didn't have enough time to review it for this council meeting. So he is just not looking out for the assistant chief's pay. This will be coming forward after the policy changes are reviewed.

Feldman stated the leadership change for the fire department is a big plus. I appreciate all input.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARINGS**

- A. Public Hearing: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices and Administrative Fines: Resolution 2017-36
Mayor Feldman opened the public hearing at 6:31 pm.

Sarah Udvig, 3709 229th Lane, some people have some questions on the delinquent utilities being from previous owners. Finance Director Darcy Mulvihill stated before closing on a property the title companies are supposed to contact the city to see if there is a water/sewer bill still owing. If they don't call the bills do stay with the property. Rental properties stay with the property owner. Mulvihill stated they could go back to the title company and ask why it was not paid.

Feldman so the one-year assessment will just be on next year's tax statement. Mulvihill said they could still pay the city until the 15th. Notifications were sent out in September stating what they owed.

Council discussed the Stormwater fee and the mandates.

Mayor Feldman closed the public hearing at 6:44 pm.

MOTION BY BAUER SECOND SKORDAHL ADOPT RESOLUTION 2017-36 A RESOLUTION AUTHORIZING AND DIRECTING CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF PRIVATE PROPERTY, ADMINISTRATIVE CIVIL NOTICE FEES, AND REPAIR OF LEAKS AS A LIEN UPON PREMISES. Motion carried 4-0.

8. **OLD BUSINESS**

- A. Assessing Contract

Erik Skogquist again gave a brief overview of his proposal. Anoka County was not present.

Council discussed the length of contracts and length of the notice to terminate. Some of the councilmembers questioned Skogquist old quote versus the new

quote. Council did reference checks. Proposals need to be part of the packet and not handed out at the meeting or right before.

MOTION BY MUEHLBAUER SECOND SKORDAHL TO CONTINUE THE APPOINTMENT OF THE ASSESSING CONTRACT UNTIL THE NOVEMBER 20, 2017 CITY COUNCIL MEETING COMING BACK WITH A PROPOSAL FOR A THREE YEAR CONTRACT AND A TWO YEAR OUT CLAUSE. Motion carried 4-0.

9. **NEW BUSINESS**

- A. Amending the Personnel Policy – Health Insurance Resolution 2017-37
The City researched the possibility of offering group health insurance to full time employees. After discussion, Health Partners was recommended and would be administered through the A.T. Group. Discussion was held on the implementation, cost and the grandfather clause.

MOTION BY BAUER SECOND MUEHLBAUER TO ADOPT RESOLUTION 2017-37 A RESOLUTION AMENDING THE CITY'S PERSONNEL POLICY RELATING TO HEALTH INSURANCE. Motion carried 4-0.

- B. Approving the Transfer from Liquor Fund to EDA – Resolution 2017-38
The EDA is looking to purchase the property at 3731 Bridge Street and is requesting the funds from the purchase and demolition to be transferred from the liquor funds. The request is for \$225,000 for acquisition, title and demolition.

MOTION BY MUEHLBAUER SECOND BAUER TO ADOPT RESOLUTION 2017-38 A RESOLUTION TRANSFER FROM LIQUOR FUND TO THE EDA FUND. Motion carried 4-0.

- C. New Fire Fighter Training Manual
The fire department previously has never had a prescribed training process or manual for new fire fighters. Over the past few months, the fire department has been developing a handbook for new firefighters to provide consistent, structured training and instruction on how to be successful as firefighter with the city of St. Francis. The New Firefighter Training Manual will provide all of our new employees with tools and training they need to be a successful member of organization. We would like to assign all new firefighters a mentor. We are also going to be working on updating our policy and procedure manual and operating guidelines.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE NEW FIREFIGHTER TRAINING MANUAL AS PART OF THE ST. FRANCIS FIRE DEPARTMENT POLICIES AND PROCEDURES. Motion carried 4-0.

D. Hiring of Fire Fighters

Chief Schmidt said currently, we have seventeen fire fighters on the fire department excluding himself, the assistant chief as well as one member currently on leave. Three new members will be graduating on November 14th from the Fire Fighter Training Academy. The goal of the fire department is to achieve a staffing level of 25 fire fighters. I will like to begin the recruitment and hiring of eight firefighters. Recruitment would begin immediately and run through December 31, 2017. Upon successful completion of the screen process, formal job offers and initial training would occur early in 2018. They handed out some applications during the French Toast Breakfast and already one turned back in.

Bauer said it saddens me that I cannot do both, serve on the city council and be a firefighter.

The council as a whole likes the new leadership of the fire department.

MOTION BY BAUER SECOND FELDMAN APPROVING THE FIRE DEPARTMENT TO BEGIN THE RECRUITMENT AND HIRING PROCESS FOR NO MORE THAN EIGHT FIREFIGHTERS. Motion carried 4-0.

10. MEETING OPEN TO THE PUBLIC

- A. Mike Rodger, 2772 232nd wants to thank both chiefs and Public Works Director Paul Teicher for their work and realize we will have a busy winter and you did a good job last year. Regarding the fire department, maybe they could help with the hockey rinks. Maybe the fire department could also do some code enforcement at night to offset cost and report to the enforcers. Regarding the rental fees, do some of them go back to the fire department, when you check for smoke detectors? I am looking for a facility to hold meetings to start a local fishing group for teens and start holding some meetings. I don't know if anyone knows but I am a retired professional fisherman and I would like to get this started for the area, I do have some sponsorships already. So any help in getting a facility would help.

11. REPORTS

- A. Police Department Report:

Police Chief Schwieger gave his quarterly report. Happy to report the compliance checks for tobacco and alcohol completed twice annually had no violations this time around. The police department also saw increase in the number of DWI's in the third quarter and several of the drivers had numerous violations. Council asked about extra patrol and neighborhood watch programs.

Because we have a closed meeting coming up Feldman said he is moving the Councilmember Reports before the closed meeting. That way no one has to stay for the councilmember reports.

C. Councilmember Reports-

Muehlbauer said tomorrow is the school election, polls open until 8:00 pm.

Bauer asked Fire Chief about Santa on the Fire Truck and wanted to know what the dates are. Chief Schmidt said the fire department is working with County Market this year and hopefully the date will be set soon. We collect food for the local food shelves. We are working on trying to lower the water rates for the resident, my number one reason for running.

Skordahl would like to see people take pride in their properties and clean them up.

Feldman said I think the city is going in the right direction, government does not move as fast as I would like. In addition, the new website should be ready this month. I know we first said August, then September now hoping by the end of this month. Look forward in hearing your comments hope you like it. It is a work in progress. I would also like to remind everyone to vote. Watch out for children on the streets now that it is darker sooner. Speed study that was done by the city on Bridge Street was discussed. We are in the midst of a rate study and it is about a 2-3 months process and hopefully the tiers will change. Hoping to see the old buildings come down soon on the new Kwik Trip site.

Bauer asked about the speed radar and are they working? Chief Schwieger said they do collect data even if the speed is not displayed unless the batteries are not working.

B. Attorney's Report - Closed meeting to Discuss Union Negotiation Strategy Pursuant to Minn. State Statute 13D.03

Feldman stated in a few minutes, I am going to close the meeting. Under Minnesota Statutes Section 13D.03, Subd. 1 et seq. the City Council has the ability to move into a closed meeting to: the governing body of a City may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals. The labor negotiations are a proposal between the City of St. Francis and City Local 363 (Public Works).

MOTION BY SKORDAHL SECOND MUEHLBAUER TO MOVE THE MEETING INTO A CLOSED SESSION AT 8:02 PM FOR DISCUSSION OF LABOR NEGOTIATIONS. Motion carried 4-0.

MOTION BY MUEHLBAUER SECOND FELDMAN TO REOPEN THE CLOSED SESSION AND MOVE THE MEETING BACK INTO OPEN SESSION at 9:01 pm. Motion carried 4-0.

D. Upcoming Events - Nov 20, 2017 City Council Meeting

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 9:01 pm.

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4B

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Hire Accounting Tech/Deputy Clerk
DATE: 11/20/2017

OVERVIEW:

During the 2018 Budget Discussing, Staffing considerations were reviewed thoroughly. As a result, the City had determined two areas to increase efficiency, create redundancy and improve overall operational capacity.

The City identified the need to create redundancy for the financial operations and Clerk operations of the City. Currently, there is only one Staff member that can process accounts payable, accounts receivable, and payroll. In order to provide backup and also increase efficiencies with stormwater billing, utility billing, accounts payable, accounts receivable, and payroll it was determined that an Accounting Technician was needed.

In addition, the City Clerk functions also do not have any redundancy. The Deputy Clerk portion of the title was added to spread this position equally over the two departments and supervision will be conducted by the Finance Direction.

Finally, as the City has been moving toward electronic storage, processing and record retention – this position is critical in establishing the appropriate staffing level to fulfill those initiatives.

Staff conducted interviews and is recommending hiring Lori Streich for the position. The position will start at Grade 9 Step 1.

Action to be considered:

Motion to approve the hiring of Lori Streich for the Accounting Tech/Deputy Clerk position.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4C

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Hire Assistant Community Development Director
DATE: 11/20/2017

OVERVIEW:

During the 2018 Budget Discussing, Staffing considerations were reviewed thoroughly. One of the areas that was identified was the Community Development Department.

The City approved the construction of a new wastewater treatment facility that will allow the city to basically double the utility user capacity. As a result of the improvements, utility rates have sharply risen. In an effort to promote economic development and increase future growth, the City has concentrated its resources in Community Development.

This position will provide a skilled Staff Member that will be able to handle the management of various programs such as rental housing, vacant buildings, code enforcement, routine planning application reviews, and the overall city communication strategy.

In addition, this position will assist the Community Development Director on Economic Development initiatives. The City just recently created a Community Development Department and has been working on two different fronts. First, getting caught up and establishing the basic foundation of this department. Secondly, the department has been fully functioning at promoting, attracting and processing future growth within the City. This position provides another skilled resource to ensure that this department is effectively handling all of the initiatives it is undertaking.

Staff conducted interviews and is recommending the hire of Emily Becker at Grade 12 Step 8. Most of the funding for this position is carried over from the vacant and abolished Administrative Assistant Position and Building Permit revenues.

Action to be considered:

Motion to approve the hiring of Emily Becker for the Assistant Community Development Director.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Acknowledgement of Exempt Gambling Permit
DATE: November 20, 2017

OVERVIEW:

St. Francis Youth Hockey Association applied for an Exempt Gambling Permit with the Minnesota Gambling Control Board. The SFYHA would like to hold a raffle at the Community Center on January 1, 2018. In order for the nonprofit to conduct a lawful raffle they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

Motion would be in order to acknowledge the Exempt Gambling Permit application from the St. Francis Youth Hockey Association for a raffle held on January 1, 2018 at the St. Francis Community Center with no waiting period.

BUDGET IMPLICATION:

None.

Attachments:

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: St. Francis Youth Hockey Association Previous Gambling Permit Number: X-03126-17-005
 Minnesota Tax ID Number, if any: 8193886 Federal Employer ID Number (FEIN), if any: 31-1650347
 Mailing Address: P.O. Box 79
 City: Cedar State: MN Zip: 55011 County: Anoka
 Name of Chief Executive Officer (CEO): Jen Smith
 Daytime Phone: 612-803-8683 Email: smithj17@live.com
 (Permit will be emailed to this email address.)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis Community Center

Physical Address (do not use P.O. box): 23340 Cree St. NW

Check one: ☒ City: St. Francis Zip: 55070 County: Anoka

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 1, 2018

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☒ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 8500)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LG220 Application for Exempt Permit

9/17
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LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). ☐ The application is denied.	☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. ☐ The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Jennifer Smith Date: 10/31/17
(Signature must be CEO's signature; designee may not sign)
 Print Name: Jennifer Smith

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
Complete a separate application for: - all gambling conducted on two or more consecutive days, or - all gambling conducted on one day. Only one application is required if one or more raffle drawings are conducted on the same day. Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).	Mail application with: - a copy of your proof of nonprofit status, and - application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4E

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: St. Francis Public Works Building Lease with ISD #15
DATE: 11/20/2017

OVERVIEW:

The ISD #15 is currently utilizing space at the Public Works Facility for storage. Staff has had a formal agreement drafted up for the City and School District.

Highlights of the agreement include:

- 1) Storage space for the ISD #15 at the Public Works Facility
- 2) In exchange the City can use the ISD #15 District Offices for Planning Commission Meetings, City Council Meetings, and have the elections conducted within the District Office
- 3) A 90 Termination clause is included
- 4) The Term of the agreement runs until November 20th, 2022.

Action to be considered:

Motion to approve the agreement between the City and ISD #15.

St. Francis Public Works Building Lease

This Lease Agreement ("Lease") is entered into this 20th day of November, 2017 between the City of St. Francis ("Lessor"), Minnesota municipal corporation, and Independent School District No. (St. Francis Public Schools) ("Lessee").

Lessor is the owner of real property and the improvements made thereon located at 4020 St. Francis Blvd NW., in the City of St. Francis, Anoka County, State of Minnesota, commonly known as the Public Works/Public Safety Building (the "Property").

Lessee desires to lease from Lessor and Lessor desires to lease to Lessee the following property:

The main floor of the building located at 4020 St Francis Blvd NW in St. Francis, Minnesota (the "Leased Premises").

THEREFORE, in consideration of the keeping and performance of the conditions and promises set forth in this Lease, the adequacy of which are hereby acknowledged, the parties agree as follows:

- 1. Lease of Premises:** Lessor leases to Lessee and Lessee leases from Lessor the Leased Premises on the terms and conditions set forth in this Lease.
- 2. Term and Early Termination:** The Lease will commence on November 20, 2017 and terminate on November 20, 2022 (the "Term"). Either party may terminate this lease without cause by providing the other party notice of termination at least Ninety (90) days before the early termination date. In the event of either party's termination without cause, the Lessee shall surrender the property in accordance with Section 11 of this Lease.
- 3. Use of Leased Premises:**
 - a. The Lessee agrees to use and occupy the Leased Premises solely for the purposes of records and equipment storage owned or in the possession of the Lessee.
 - b. Lessee agrees not to use, nor permit any portion of the Leased Premises to be used, for any illegal purpose or for any purpose that would cause an increase in or cancellation of the existing rate of insurance on the Property, subject to the insurance provisions in paragraph 6 of this Agreement.
 - c. Lessor may continue to utilize a portion of the pallet racking located inside and outside of the Leased Premises for equipment storage, but shall not expand upon the area that it currently uses inside the Lease Premises (depicted on the attached sketch as Exhibit A), or use the Leased Premises for any other purpose, without Lessee's written approval.

- d. Lessor may continue to utilize the second floor of the Leased Premises for records and equipment storage.

Exchange of Services in Lieu of Rent: Lessor agrees to lease the Leased Premises to District 15 in exchange for Lessor's use of the District 15 Central Services Center located at 4115 Ambassador Blvd in St. Francis, Minnesota (the "CSC Building") for the purpose of hosting regularly scheduled City Council meetings and Planning and Zoning Commission meetings. "In addition, Lessor waives its right to charge a fee for the City's use of the CSC Building for local, state and federal elections as provided under Minn. Stat. § 204B.16, subd. 6. Lessee shall supply all materials and equipment related to voting and operation of the election polling location." The agreed Exchange of Services includes reasonable use of water, gas, sewer, electricity and other utilities used by Lessee in connection with the Leased Premises. Lessor's use of the CSC Building is contingent upon its maintenance of insurance in the same amounts and terms as required under this section 6(a) of this Lease that covers claims for bodily injury, death or property damage occurring on or about the CSC Building.

Lessor's right to use of the CSC Building under this paragraph terminates upon the termination or natural expiration of this Lease.

4. **Utilities and Taxes:** Lessor shall pay for all water, gas, sewer, electricity, garbage and other utilities used by Lessee in connection with the Leased Premises. However, if Lessor determines that Lessee has used an excessive amount of utility services in a given month, it may invoice the District for the portion of the utility bill for that month that it deems to be excess. If the District disputes the amount and the parties cannot resolve their differences, Lessor's sole remedy is to terminate as provided under Section 2 of this Lease.

Lessor shall be responsible for all real property taxes and special assessments associated with the Property and the Leased Premises.

5. Insurance.

- a. Both parties will maintain liability insurance against claims for bodily injury, death or property damage occurring on or about the Property. Such insurance will be written on an occurrence basis with a combined single limit of not less than \$1,500,000 per occurrence. If the insurance policy is written on a "claims-made basis", the party will maintain coverage for a minimum of three years past the expiration of this agreement. The retroactive date of the policy shall be indicated on the certificate of insurance outlining coverage. In addition, both District 15 and the City will name each other as an additional insured with

respect to its own operation on said policies of insurance. Both parties will maintain all workers compensation insurance required by law.

- b. Lessor shall at all times during the Term of this Lease keep the Building insured against loss or damage by fire and against those perils included from time to time in the standard form of extended coverage insurance endorsement, including but without limiting the generality of the foregoing, wind storm, hail, explosion, vandalism, riot and civil commotion, damage from vehicles, and smoke damage, and such other coverage as may be deemed necessary by Lessor.
- c. Lessee shall insure the contents of the Leased Premises owned by Lessee, for the benefit of Lessee, against loss or damage by fire, windstorm, or other casualty for such amount as Lessee may desire.

6. Maintenance, Repair, Improvements and Alterations:

- a. Lessee shall be responsible for routine cleaning of the Lease Premises and shall keep the Leased Premises free of waste and debris. Lessee will provide its own supplies to clean the Leased Premises.
- b. Lessee agrees to not make or suffer to be made any alterations or improvements of any part of the Leased Premises without prior consent of the Lessor.
- c. Lessor agrees to maintain and repair the Property and all Improvements thereon, including the entire sewer and water extensions, sinks, and other equipment installed, electrical installations and the structures, subject to Section 6(d) of this Agreement.
- d. If any maintenance, repair, improvement or alteration of the Leased Premises is conducted by Lessor because of the sole negligence or fault of Lessee, Lessee shall reimburse Lessor for all reasonable costs directly attributable to such maintenance, repair, improvement or alteration from Lessee after allowing Lessee a reasonable opportunity for review of the damage before any such changes are made.
- e. Lessor shall be solely responsible for snow clearance and parking lot maintenance and repair. Snow shall be cleared in a timely fashion to ensure Lessee's reasonable access to the Leased Premises.

7. Access to Leased Premises:

- a. During the term of the Lease, Lessor will turn over to Lessee one set of keys which will allow Lessee to access all Leased Premises. Lessee will not in any way duplicate or permit duplication of such keys. In the event such keys become lost or inoperable due to fault of Lessee, Lessee will be responsible for any replacement cost and any re-keying fees incurred, if applicable.
- b. Lessor and its authorized representatives have the right to enter the Leased Premises any time and without notice to Lessee for the limited purposes outlined in paragraph 3c. and 3d.
- c. Lessor may, with twenty-four (24) hours notice to Lessee, access the Leased Premises for the purposes of inspection, maintenance or repair.
- d. Because of the shared access to the Leased Premises, within thirty (30) days of the execution of this Lease, Lessee and Lessor shall agree upon security measures and equally share any associated costs. Each party shall be responsible for the acts and omissions of their respective staff, invitees, contractors or agents who have access to the Leased Premises, including any failure by the same to re-secure the Leased Premises after entry.

8. Hold Harmless:

- a. Lessee assumes all risks of personal injury arising from its usage of the Leased Premises or any part connected or contiguous thereto which result solely from Lessee's negligence.
- b. Lessee agrees to indemnify and hold harmless Lessor from and against all claims, costs, expenses (including attorney fees) and liabilities of whatever nature arising from: (i.) any negligent or illegal act or omission of Lessee, its staff, licensees, agents, employees, or others over whom it has supervisory responsibility; or (ii.) any accident, injury, death or damage, to any person or property occurring in the Leased Premises or any part connected or contiguous thereto and caused by the negligence or other wrongful conduct of Lessee, its staff, licensees, agents, employees, or others over whom it has supervisory responsibility, except to the extent that such claims arise from the Lessor's performance or failure to perform its obligations under this Lease or Lessor's negligence.
- c. Lessor agrees to indemnify and hold harmless Lessee from and against all claims, costs, expenses (including attorney fees) and liabilities of whatever nature arising from: (i.) any negligent or wrongful act or omission of Lessor, its staff, licensees, agents, or employees; or (ii.) any accident, injury, death, or damage to any person or property occurring in the Leased Premises or any part connected or

contiguous thereto and caused by the negligence or other wrongful conduct of Lessor, its staff, licensees, agents, or employees, or others over whom it has supervisory responsibility except to the extent that such claims arise from the Lessee's performance or failure to perform its obligations under this Lease or Lessee's negligence.

- d. Lessee will be solely responsible for and will defend, indemnify, and hold Lessor harmless from and against any and all claims, costs, and liabilities, including attorney's fees and costs, arising out of, or in connection with, the cleanup or restoration of the Property directly associated with Lessee's use of Hazardous Materials. Lessor will be solely responsible for and will defend, indemnify, and hold Lessee harmless from and against any and all claims, costs, and liabilities, including reasonable attorney's fees and costs, arising out of or in connection with the removal, cleanup, or restoration of the Property with respect to Hazardous Materials from any and all sources other than those Hazardous Materials introduced to the Property by Lessee, its employees, agents, and contractors. For purposes of this Lease, "Hazardous Materials" shall be interpreted broadly and shall include, without limitation, asbestos, petroleum, fuel, batteries, PCBs, or any hazardous substance, waste, or materials as defined in any federal, state or local environmental or safety law or regulations including, but not limited to, MERCLA, CERCLA, and the Clean Water Act.
- e. The obligations of this Section 8 shall survive the expiration or other termination of this Lease.

9. Quiet Enjoyment. Lessor represents and warrants that it is the lawful owner of the Leased Premises; that it has the full right and power to make the Lease; that if and so long as Lessee shall not be in default hereunder, Lessee shall quietly hold, occupy, and enjoy the Leased Premises during all of the Term.

10. Breach: If Lessee breaches any covenant of this Lease and does not cure the same within thirty (30) days of receipt of notice of the breach or, if the breach cannot be reasonably cured within thirty (30) days, fails to take reasonable steps towards curing the breach within the same timeframe, Lessee shall be in default of this Lease and Lessor may, upon ten (10) days' notice to Lessee, terminate this Lease and re-enter the Leased Premises, with or without process of law and take possession.

If Lessor breaches any covenant of this Lease and does not cure the same within thirty (30) days' notice of the breach or, if the breach cannot be reasonably cured within thirty (30) days, fails to take reasonable steps towards curing the breach within the same timeframe, Lessor shall be default of this Lease and Lessee may terminate both leases with ten (10) days' written notice.

The remedies provided under this section of the Lease are in addition to any and all remedies available under law or equity.

- 11. Termination and Surrender:** At the termination Date or an earlier termination as provided under this Lease, Lessee shall surrender the Leased Premises in a neat and orderly condition and in as good of condition as exists at the time of the commencement of this Lease, reasonable wear and tear accepted, not including intentional damage and vandalism caused by Lessee or its assigns.

Lessee shall have forty-five (45) calendar days to remove all personal property owned by Lessee from the Property. Any personal property remaining on the Property after such time will, at the option of Lessor, be deemed abandoned and Lessor may dispose of as it deems fit.

- 12. Damage or Destruction:** If during the term of this Lease the Leased Premises or Property are damaged by fire or other casualty, not arising from fault or negligence of Lessee or its assigns, so that the Leased Premises or Property is rendered unfit for use, then either Lessee or Lessor may terminate this Lease upon thirty (30) days' written notice to the other

- 13. Assignment and Subletting:** Lessee agrees to not assign this Lease or any interest in this Lease, to not sublet the Leased Premises or any part of them, or any right or privilege appurtenant to them, or permit any person other than the agents and servants of Lessor to occupy or use the Leased Premises without prior written consent of the Lessor, which may be unreasonably withheld.

- 14. Notice:** Whenever this Lease requires notice to be given by either party to the other, except where oral notice is allowed, the notice must be given in writing and sent by certified mail, addressed as follows:

If to Lessee: ISD #15 Superintendent 4115 Ambassador Blvd, St. Francis, MN 55070

If to Lessor: Public Works Director 23340 Cree Street NW, St. Francis Minnesota 55070

15. Miscellaneous:

- a. It is agreed that no assent, express or implied, to any breach of anyone or more of the covenants or agreements herein contained will be deemed or taken to be a waiver of any succeeding or other breach.
- b. Severance: If any term, covenant, condition or provision of this Lease is held by a court of competent jurisdiction to be void or unenforceable, the remainder of

the provisions of this Lease will remain in full force and will in no way be affected, impaired or invalidated.

- c. No Oral Agreements: This Lease includes in full each agreement of every kind between the parties concerning the Leased Premises, and all preliminary negotiations and agreements of any kind or nature are merged in this Lease. There are no oral agreements or implied covenants in connection with this Lease.
- d. Modifications: This Lease shall only be amended upon the written agreement of both parties.
- e. Governing Law: This Lease is governed by the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto agree the day and year first above written.

City of St. Francis, Lessor
23340 Cree Street NW.
St. Francis, MN. 55070

St. Francis School District 15, Lessee
4115 Ambassador Blvd.
St. Francis, MN 55070

By Its: City Administrator

By Its Superintendent

Joe Kohlmann

Troy Ferguson

727315-v1 **EXHIBIT A**

Depiction of Leased Premises



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
4 F & G

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Establishing Polling Locations and Mail Ballots for 2018
DATE: November 20, 2017

OVERVIEW:

Minnesota State Statute 204B.16 requires city council to designate, by ordinance or resolution, a polling place for each election precinct. The polling place designated remains the polling place for the following calendar year, unless an emergency occurs, as defined by state law. This adoption must occur prior to December 31st.

Per statute, the chosen polling place must be accessible to elderly individuals and individuals with disabilities. Staff is recommending changing the polling locations from: Precinct #1 Warming House and Precinct #2 Anoka County Park Shelter to the District Offices. We have three precincts however Precinct 3 is the property in located in Isanti County and currently we only have the vacant land and one homeowner that votes in Precinct 3. They currently use Precinct 2, Anoka County Park Shelter. I have been in contact with Isanti County Election department and we both agreed to conduct a mail ballot election for that precinct.

The school district was contacted in regards to MN Statute 205A.11 which states the school district is to use one of the city's polling locations for their stand-alone elections. Before the end of the year, the school district too must pass a resolution establishing their polling locations.

Anoka County Elections was also contacted to see if I could hold both precincts at this one location. Anoka County did agree we would be able to use one location but still have to separate the room to make it two precincts. The city and the school district attorneys have been working on a contract for the school district to use one of our public works building and the city to use the district office for meetings. Both attorneys agreed to add a clause to include the city using the district office for elections too. This agreement is also on the agenda this evening.

Also with changing polling locations, we must notify every household of a registered voter. Anoka County Election department would send out the proper notices. The estimated cost for the mailing is \$680.00. The notices would not have to be mailed until the spring of 2018 with the cost coming from the 2018 election budget.



204B.16 POLLING PLACES; DESIGNATION.

Subdivision 1. Authority; location.

By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:

- (1) pursuant to section 204B.175;
- (2) because a polling place has become unavailable; or
- (3) because a township designates one location for all state and federal elections and one location for all township only elections.

Subd. 1a. Notice to voters.

If the location of a polling place has been changed, the governing body establishing the polling place shall send to every affected household with at least one registered voter in the precinct a nonforwardable mailed notice stating the location of the new polling place at least 25 days before the next election. The secretary of state shall prepare a sample of this notice. A notice that is returned as undeliverable must be forwarded immediately to the county auditor. This subdivision does not apply to a polling place location that is changed on election day under section 204B.175.

204B.45 MAIL BALLOTING.

Subdivision 1 Authorization

The governing body of any municipality may designate for mail balloting any precinct having fewer than 100 registered voters, subject to the approval of the county auditor.

205A.11 PRECINCTS; POLLING PLACES.

Subdivision 1. Established precincts.

School district elections must be conducted in the precincts, or when the school district boundary divides a precinct, parts of precincts that have been established by the county or municipal governing bodies as provided in section 204B.14. If an election other than the school district election is being held in any part of a precinct, all the voters of the precinct must vote at the polling place designated for the precinct as provided in section 204B.14.

ACTION TO BE CONSIDERED:

There are two resolutions are before you. The first one is to authorize Precinct #3 for mail balloting and the second resolution is to establish the polling locations for Precinct #1 and #2.

BUDGET IMPLICATION:

The estimated cost for the mailing is \$680.00. The mailing would not have to be mailed until the spring of 2018 and funds would come from the 2018 election budget.

Attachments: Resolution 2017-39 Authorizing Mail Ballots for Precinct 3
Resolution 2017-40 Establishing Polling Locations

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2017-39

A RESOLUTION AUTHORIZING MAIL BALLOTING FOR PRECINCT #3

WHEREAS, Minnesota Statute 204B.45 provides the governing body of any municipality may designate for mail balloting any precinct having fewer than 100 registered voters, subject to the approval of the county auditor; and

WHEREAS, Precinct #3 laying within the city limits of St. Francis but in the county of Isanti does meet this requirement per Minnesota Statute 204B.45; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of St. Francis that they will conduct balloting by mail for Precinct #3 for federal/state/county and local elections starting immediately.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20th DAY OF NOVEMBER, 2017.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held, City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

RESOLUTION 2017-40

A RESOLUTION ESTABLISHING PRECINCT AND
POLLING LOCATIONS FOR 2018 ELECTION YEAR

WHEREAS, Minnesota Statute 204B.16, subd. 1 has been amended requiring the governing body of each municipality to designate by resolution a polling place by December 31, each year; and

WHEREAS, the St. Francis City Council had previously designated the St. Francis Warming House, 3948-229th Avenue NW for Precinct #1 and the Rum River North County Park, 23100 Rum River Blvd NW for Precinct #2 and #3; and

WHEREAS, Independent School District #15 Community Room is now available to serve as a polling location for Precinct #1 and Precinct #2 with Precinct #3 will be mail ballot; and

WHEREAS, the St. Francis City Council designates;

St. Francis Precinct #1 Central Service Offices, 4115 Ambassador Blvd NW
St. Francis residents living west of the Rum River

St. Francis Precinct #2 Central Service Offices, 4115 Ambassador Blvd NW
St. Francis residents living east of the Rum River

St. Francis Precinct #3 Mail Balloting
Property located in Isanti County within the
St. Francis City limits

WHEREAS, this location meets the statutory polling place criteria; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of St. Francis does formally approve the ISD #15 Central Service Offices at 4115 Ambassador Blvd. NW, St. Francis, MN 55070 as the designated polling place for Precinct #1 and Precinct #2 with Precinct #3 being a mail ballot.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20th DAY OF NOVEMBER, 2017.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
BEVERLY K. DODGE
JAMES D. HOEFT
*JOAN M. QUADE
*JOHN T. BUCHMAN
SCOTT M. LEPAK
ELIZABETH A. SCHADING
CAROLE CLARK ISAKSON

*Also Licensed in Wisconsin

BGS

Barna, Guzy & Steffen, Ltd.

ATTORNEYS AT LAW

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ADRIEL B. VILLARREAL
TAMMY J. SCHEMME
JENNIFER C. MOREAU
DAVID R. SCHAPS
THOMAS R. WENTZELL
NICOLE R. WIEBOLD
LINDSAY K. FISCHBACH

OF COUNSEL
JON P. ERICKSON
STEVEN G. THORSON
W. JAMES VOGL, JR.
*JAMES H. WILLS

MEMORANDUM

TO: St. Francis City Council and Administrator
FROM: Scott Lepak, City Attorney
RE: Public Works Negotiations
DATED: November 9, 2017

Representatives of the City and the Construction and General Laborers Local 363 reached a tentative agreement covering the Public Works bargaining unit. These negotiations were undertaken to replace the prior collective bargaining agreement that will expire on December 31, 2017. The union notified the City on November 9, 2017 that it had ratified the tentative agreement.

The major substantive changes to the prior contract are as follows:

- Three year agreement for calendar years 2018, 2019 and 2020.
- The wages would increase by three percent (3%) each year of the agreement.
- Language would be added to the union contract that would set the process for an employee to quit paying union dues:

"Any employee who is paying dues or an amount equal to dues may stop making those payments by giving written notice to both the Employer and the Union during the period not less than thirty (30) and not more than forty-five (45) days before the annual anniversary date of the employee's authorization or the date of termination of the applicable contract between the employer and the Union, whichever occurs sooner. The Employer will adhere to each employee's check-off authorization unless it is revoked in writing during the window period, irrespective of the employee's membership in the union.";

Requested Action:

Motion and Second to Adopt Resolution 2017 - 41 Approving the Tentative Agreement Between The City Of St. Francis and Construction and General Laborers Local 363 Representing the Public Works Bargaining Unit for the Calendar Years 2018 Through 2020

727359-v1

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2017-41

**A RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN
THE CITY OF ST. FRANCIS AND
CONSTRUCTION AND GENERAL LABORERS LOCAL 363
REPRESENTING THE PUBLIC WORKS BARGAINING UNIT
FOR THE CALENDAR YEARS 2018 THROUGH 2020**

WHEREAS, representatives of the City of St. Francis and representatives of the Construction and General Laborers Local 363 representing the public works bargaining unit have negotiated a three year agreement for the term January 1, 2018 through December 31, 2020; and,

WHEREAS, the attached document summarizes the substantive agreement between the parties:

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the tentative agreements and that the Chief Negotiator for the City is authorized and directed to prepare contract documents incorporating these tentative agreements and further, that upon receipt of the three original contracts for each group executed by the Union, the appropriate officials from the City are authorized and directed to execute the original contracts.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6th DAY OF November, 2017.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

41

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Donation Approval
DATE: 11-15-2017

OVERVIEW:

The City has received a donation of \$500.00 from Kwik Trip. The donation is for the Fire Department capital equipment purchases

ACTION TO BE CONSIDERED:

Approved under consent agenda to accept the donation.

BUDGET IMPLICATION:

Reserved for Fire Department Capital Equipment.



PHONE 608-793-6409
FAX 608-793-6311
EMAIL donations@kwiktrip.com

1626 Oak St., P.O. Box 2107
La Crosse, WI 54602
www.kwiktrip.com

October 27, 2017

St Francis Fire Department
Joseph Lawrence
3308 235th Ave NW
Saint Francis, MN 55070

RE: Donation

Dear Joseph,

On behalf of the Kwik Trip/Kwik Star Donation Committee, I wanted to let you know we are able help with your donation request. Enclosed, please find a check in the amount of \$500 that we would like to contribute to your organization.

We would also like to make sure that you are aware of all the great fundraising opportunities that we have available. Details are located on our website www.kwiktrip.com or you can call Teresa Clark at 608-793-6184.

Kwik Trip is proud to support your cause and wish you much success.

Sincerely,

Teresa Clark
Senior Marketing Project Manager/Donation Committee Chair
Kwik Trip, Inc.
tmclark@kwiktrip.com
(608) 793-6184

OUR MISSION

To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.

Kwik Trip, Inc.
PO Box 2107
1626 OAK ST
LA CROSSE, WI 54603

Page 1

Vendor # 600000006	Check Date 10/26/2017	Check Number 1122554		
Invoice	Date	Amount	Discount	Paid
DONATION	10/26/2017	500.00	0.00	500.00
Total		500.00	0.00	500.00

Vendor Number 600000006

Check Number 1122554

DO NOT CASH THIS CHECK WITHOUT A GREEN BACKGROUND

Kwik Trip, Inc.
PO Box 2107
1626 OAK ST
LA CROSSE, WI 54603

FIFTH THIRD BANK
NORTHERN KENTUCKY

NO. 1122554

73-27
421

DATE 10/26/2017
Void After 180 Days

PAY FIVE HUNDRED AND 00 /100 DOLLARS

AMOUNT\$*****500.00*

TO ST FRANCIS FIRE DEPARTMENT
THE 3308 235TH AVE NW
ORDER SAINT FRANCIS MN 55070
OF

Don Jettlow
Mark [Signature]
Authorized Signature

SIGNATURE HAS A COLORED BACKGROUND. BORDER CONTAINS MICROPRINTING

112255411042100272174807950411



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 J

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Chief of Police
SUBJECT: 2018 PATROL subscription renewal
DATE: November 20, 2017

OVERVIEW:

Since 2016 the police department has been subscribed to "PATROL" or Peace Officer Accredited Training Online. PATROL is a training website offered through The League of Minnesota Cities Insurance Trust. Through PATROL officers can access web-based courses covering numerous topics and important developments pertaining to Minnesota Law Enforcement. The courses are POST board approved and count towards the officers continuing education credits which they need to keep their peace officer license active. PATROL online training is a good way for officers to train in house rather than travel to other locations for the same type of training which could consist of overtime and travel expenses.

ACTION TO BE CONSIDERED:

Asking for approval to renew our subscription agreement with PATROL for the year 2018.

BUDGET IMPLICATION:

The fee to cover all active officers for the year 2018 would amount to \$990.00 (\$90.00) per officer which is the same rate as 2017. The fee would be paid for through the police department 2018 training budget.

Attachments:

-



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 K

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 11/15/2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$204,939.60 plus any additional bills that are handed out on Monday night. Also to be approved are the October transfers totaling \$120,486.69 and one manual check of \$80.00

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

BUDGET IMPLICATION:

City bills

Attachments:

- 11-20-2017 Packet List
- 11-20-2017 Other Checks



11/15/2017 8:16 am

PAYMENT BATCH AP 11/20/17

AIRGAS NORTH CENTRAL

10/31/2017	9948642499	E 101-43100-217	Other Operating Supplies	CYLINDER RENT	11.46
10/31/2017	9948642499	E 101-43210-217	Other Operating Supplies	CYLINDER RENT	11.46
10/31/2017	9948642499	E 101-45200-217	Other Operating Supplies	CYLINDER RENT	11.46
10/31/2017	9948642499	E 601-49440-217	Other Operating Supplies	CYLINDER RENT	11.46
10/31/2017	9948642499	E 602-49490-217	Other Operating Supplies	CYLINDER RENT	11.48
					<u>\$57.32</u>

AMERICAN TEST CENTER

10/26/2017	2172172	E 101-42210-218	Equipment Repair & Maintenance	ANNUAL SAFETY INSPECTION	500.00
					<u>\$500.00</u>

ANOKA COUNTY TREASURY DEPT.

11/01/2017	B171101P	E 101-42110-321	Telephone	BROADBAND	37.50
11/01/2017	B171101P	E 101-42210-321	Telephone	BROADBAND	37.50
11/01/2017	B171101P	E 101-43100-321	Telephone	BROADBAND	37.50
11/01/2017	B171101P	E 101-45200-321	Telephone	BROADBAND	37.50
11/01/2017	B171101P	E 601-49440-321	Telephone	BROADBAND	37.50
11/01/2017	B171101P	E 602-49490-321	Telephone	BROADBAND	37.50
					<u>\$225.00</u>

ARTISAN BEER COMPANY

11/01/2017	3218963	E 609-49751-252	Beer For Resale	BEER	73.50
					<u>\$73.50</u>

ASPEN MILLS

11/03/2017	206393	E 101-42210-437	Uniform Allowance	UNIFORMS-SCHMIDT	303.35
11/08/2017	206653	E 101-42110-437	Uniform Allowance	UNIFORM-BULERA	210.70
11/08/2017	206654	E 101-42110-437	Uniform Allowance	UNIFORM-STEMME	94.99
					<u>\$609.04</u>

BARNA, GUZY & STEFFEN TRUST AC

10/31/2017	179612	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,900.00
10/31/2017	179613	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	695.54
10/31/2017	179614	E 602-49490-311	Contract	WWTF/LAND USE DEV	2,990.00
10/31/2017	179617	E 101-41600-304	Civil Legal Fees	MEADOWS OF SF PURCHASE	724.00
10/31/2017	179684	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE	5,000.00
10/31/2017	179719	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES	572.00
10/31/2017	179720	E 101-41600-304	Civil Legal Fees	FORFEITURE - CONANT	341.00
10/31/2017	179721	E 101-41910-311	Contract	ADMIN CITATION-GREEN JACKIE	784.00
10/31/2017	179722	E 101-41600-304	Civil Legal Fees	FORFEITURE - ESLER	279.00
10/31/2017	179723	E 101-41600-304	Civil Legal Fees	FORFEITURE - JOHANSSON	124.04
10/31/2017	179724	E 101-41600-304	Civil Legal Fees	FORFEITURE - ARTHUR	620.00
10/31/2017	179820	G 803-22137	Esc-TCO-Assited Living Facility	SENIOR HOUSING / TIF	3,570.00
10/31/2017	179860	E 101-41910-441	Miscellaneous	BRIDGE ST-RAMACHER	2,520.00
					<u>\$20,119.58</u>

BREAKTHRU BEVERAGE

11/02/2017	1080712800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	43.39
11/02/2017	1080712800	E 609-49751-251	Liquor For Resale	LIQUOR	2,352.58
11/02/2017	1080712800	E 609-49751-253	Wine For Resale	WINE	17.13
					<u>\$2,413.10</u>

CAMPBELL KNUTSON

10/31/2017	.1017	E 101-41600-304	Civil Legal Fees	ADMIN HEARING-VERDIN ST	527.34
					<u>\$527.34</u>

CCAPS REGISTRATION

11/15/2017	.1117	E 101-42400-208	Training and Instruction	TRAINING-DAHLHEIMER	730.00
11/15/2017	.1117	E 101-42400-208	Training and Instruction	TRAINING-STEFFES	125.00
					<u>\$855.00</u>

CONNEXUS ENERGY

10/31/2017	INV0000859	E 101-41910-318	Economic Development	COUNTY BROKER EVENT	132.50
					<u>\$132.50</u>

CORPORATE CONNECTION

11/01/2017	46668	E 101-43100-417	Uniform Clothing & PPE	UNIFORMS	62.02
11/01/2017	46668	E 101-45200-417	Uniform Clothing & PPE	UNIFORMS	62.02
11/01/2017	46668	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	62.02
11/01/2017	46668	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	62.03
					<u>\$248.09</u>

COUNTY MARKET - CITY ACCOUNT

11/01/2017	.1117	E 101-42210-212	Motor Fuels	FUEL	392.63
					<u>\$392.63</u>

COURIER, THE

11/01/2017	96388	E 101-41400-352	General Notices and Pub Info	NOVEMBER AD	30.00
11/01/2017	96388	E 101-43210-439	Recycling Days	NOVEMBER AD	118.00
					<u>\$148.00</u>

CRYSTAL SPRINGS ICE

10/31/2017	003.B006303	E 609-49751-254	Miscellaneous Merchandise	MISC	72.56
					<u>\$72.56</u>

DAHLHEIMER DIST. CO. INC.

11/01/2017	162307	E 609-49751-252	Beer For Resale	BEER	7,776.85
11/01/2017	162307	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
11/01/2017	162307	E 609-49751-255	N/A Products	NA	26.05
					<u>\$7,886.90</u>

DAVIDS HYDRO VAC, INC

11/01/2017	12731	E 602-49490-229	Project Repair & Maintenance	VAC CLEAN LIFT STATIONS	1,890.00
					<u>\$1,890.00</u>

DELL MARKETING L.P.

10/30/2017	10200385839	E 402-41400-570	C-O-L Office Equip & Misc.	BARB COMPUTER	639.93
10/30/2017	10200385847	E 402-41400-570	C-O-L Office Equip & Misc.	A/P COMPUTER	952.58
					<u>\$1,592.51</u>

DEX MEDIA EAST LLC

11/05/2017	610034972894	E 609-49750-340	Advertising	ADVERTISING	78.50
					<u>\$78.50</u>

EAGLE GARAGE DOOR CO.

11/01/2017	4731	E 101-42110-401	Repairs/Maint Buildings	ROLL PIN FOR MAIN SHAFT	76.75
11/01/2017	4731	E 101-43100-401	Repairs/Maint Buildings	ROLL PIN FOR MAIN SHAFT	76.75
11/01/2017	4731	E 101-45200-401	Repairs/Maint Buildings	ROLL PIN FOR MAIN SHAFT	76.75
11/01/2017	4731	E 601-49440-401	Repairs/Maint Buildings	ROLL PIN FOR MAIN SHAFT	76.75
11/01/2017	4731	E 602-49490-401	Repairs/Maint Buildings	ROLL PIN FOR MAIN SHAFT	76.75
					<u>\$383.75</u>

ECM PUBLISHERS, INC.

11/03/2017	544054	G 803-22149	BUELL CONSULTING/VERIZON	IUP VERIZON	43.00
					<u>\$43.00</u>

EHLERS & ASSOCIATES

11/06/2017	75249	E 101-41540-301	Auditing and Acct g Services	DISCLOSURE AND COUNTY AUI	3,475.00
					<u>\$3,475.00</u>

FREEDOM SERVICES, INC.-FD

11/07/2017	25143	G 101-21706	Flex Account	PLAN FUNDING	373.34
					<u>\$373.34</u>

FREEDOM SERVICES, INC-MA

11/07/2017	25144	E 101-41540-301	Auditing and Acct g Services	PLAN ADMIN FEES	47.60
					<u>\$47.60</u>

G&K SERVICES, INC

10/31/2017	6043107570	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
11/07/2017	6043113302	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
					<u>\$20.54</u>

HAKANSON ANDERSON ASSOC., INC.

10/27/2017	38959	G 803-22142	ESC-BL Holdings-Rum River 2	RUM RIVER BLUFFS 2ND	1,639.53
10/27/2017	38960	G 803-22054	Esc-Smith Lake 1st	SMITH LK WILDLIFE DEV-ESCR	4,135.06
10/27/2017	38961	G 803-22145	ESC-School Parking Lot	ISD 15 PARKING LOT ESCROW	374.50
10/27/2017	38961	G 803-22151	KWIK TRIP CUP	KWIK TRIP ESCROW	154.50
10/27/2017	38962	E 601-49440-303	Engineering Fees	GENERAL ENGINEERING	147.00
10/27/2017	38963	E 101-41910-303	Engineering Fees	ROUTINE SERVICES	133.33
10/27/2017	38963	E 101-43100-303	Engineering Fees	ROUTINE SERVICES	133.33
10/27/2017	38963	E 101-45200-303	Engineering Fees	ROUTINE SERVICES	133.33
10/27/2017	38963	E 601-49440-303	Engineering Fees	ROUTINE SERVICES	133.33
10/27/2017	38963	E 602-49490-303	Engineering Fees	ROUTINE SERVICES	133.34
10/27/2017	38963	E 603-49490-303	Engineering Fees	ROUTINE SERVICES	133.34
10/27/2017	38964	E 101-42400-303	Engineering Fees	BUILDING PERMITS	592.25
10/27/2017	38965	E 101-43100-309	ROW-Engineering	RIGHT OF WAY	309.00
					<u>\$8,151.84</u>

HAWKINS, INC.

10/27/2017	4174544	E 601-49440-216	Chemicals and Chem Products	CYLINDERS	30.00
10/30/2017	4175854	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	5,045.45
					<u>\$5,075.45</u>

HEALTH PARTNERS

		G 101-21708	Health Premium	DECEMBER HEALTH INSURANC	14,584.48
					<u>\$14,584.48</u>

HOISINGTON KOEGLER GROUP, INC

11/11/2017	016-043-17	E 101-41910-318	Economic Development	DOWNTOWN PLANNING	2,340.00
11/11/2017	017-001-10	E 101-41910-307	Comp Plan/Wetland Fees	COMP PLAN	7,160.60
					<u>\$9,500.60</u>

INNOVATIVE OFFICE SOLUTIONS, L

11/02/2017	IN1811976	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	20.59
					<u>\$20.59</u>

ISD #15

11/06/2017	3415	E 101-42110-221	Vehicle Repair & Maintenance	DODGE CHARGER	80.98
					<u>\$80.98</u>

JJ TAYLOR DISTRIBUTING

11/01/2017	2764727	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/01/2017	2764727	E 609-49751-252	Beer For Resale	BEER	879.55
11/01/2017	2764727	E 609-49751-255	N/A Products	NA	21.50
					<u>\$904.05</u>

JOHNSON BROS WHLSE LIQUOR

11/01/2017	5860240	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.55
11/01/2017	5860240	E 609-49751-251	Liquor For Resale	LIQUOR	2,251.91
11/01/2017	5860241	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.26
11/01/2017	5860241	E 609-49751-253	Wine For Resale	WINE	812.25
11/01/2017	5860242	E 609-49751-252	Beer For Resale	BEER	123.00
11/01/2017	5860243	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
11/01/2017	5860243	E 609-49751-254	Miscellaneous Merchandise	MISC	188.95
					<u>\$3,438.91</u>

LMC INSURANCE TRUST

11/01/2017	11652	E 101-42110-360	Insurance	WORKER COMP DEDUCTIBLE	1,000.00
					<u>\$1,000.00</u>

MBPTA

11/08/2017	.1117	E 101-42400-208	Training and Instruction	REGISTRATION-DAHLHEIMER	100.00
					<u>\$100.00</u>

MCDONALD DIST CO.

11/02/2017	110-0114	E 609-49751-252	Beer For Resale	BEER	(7.00)
11/02/2017	423278	E 609-49751-252	Beer For Resale	BEER	1,918.75
					<u>\$1,911.75</u>

METRO SALES, INC.

11/07/2017	INV932048	E 101-41400-200	Office Supplies	COPIES	3.12
11/07/2017	INV932048	E 101-42110-200	Office Supplies	COPIES	3.12
11/07/2017	INV932048	E 101-42400-200	Office Supplies	COPIES	3.12
11/07/2017	INV932048	E 101-43100-200	Office Supplies	COPIES	3.12
11/07/2017	INV932048	E 101-45200-200	Office Supplies	COPIES	3.12
11/07/2017	INV932048	E 601-49440-200	Office Supplies	COPIES	3.12
11/07/2017	INV932048	E 602-49490-200	Office Supplies	COPIES	3.12
11/07/2017	INV932048	E 609-49750-200	Office Supplies	COPIES	3.15
					<u>\$24.99</u>

MIDCONTINENT COMMUNICATIONS

11/02/2017	1333271019055	E 101-41940-321	Telephone	CITY HALL	36.96
11/02/2017	1333271019055	E 101-42110-321	Telephone	Police	16.83
11/02/2017	1333271019055	E 101-43100-321	Telephone	Public Works	16.84
11/02/2017	1333271019055	E 601-49440-321	Telephone	WATER PLANT	150.00
11/02/2017	1333271019055	E 601-49440-321	Telephone	WELL HOUSE	150.00
11/02/2017	1333271019055	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					<u>\$520.63</u>

MN DEPT OF LABOR & INDUSTRY

11/01/2017	ABR0174921I	E 101-41940-223	Building Repair Supplies	PRESSURE VESSEL	10.00
					<u>\$10.00</u>

NUSS TRUCK & EQUIPMENT

11/13/2017	13599	E 402-43100-551	Dump Truck	2018 MACK TRUCK	99,131.16
					<u>\$99,131.16</u>

OPUS 21

10/30/2017	170960	E 601-49440-382	Utility Billing	SEPTEMBER 2017	1,788.06
10/30/2017	170960	E 602-49490-382	Utility Billing	SEPTEMBER 2017	1,788.05
					<u>\$3,576.11</u>

PACE ANALYTICAL SERVICES

10/31/2017	171287293	E 602-49490-313	Sample Testing	SAMPLE TESTING	75.00
11/02/2017	171287410	E 602-49490-313	Sample Testing	SAMPLE TESTING	105.00
11/07/2017	171287632	E 602-49490-313	Sample Testing	SAMPLE TESTING	105.00
11/09/2017	171287732	E 602-49490-313	Sample Testing	SAMPLE TESTING	75.00
11/09/2017	171287747	E 602-49490-313	Sample Testing	SAMPLE TESTING	118.00
					<u>\$478.00</u>

PHILLIPS WINE & SPIRITS CO.

10/26/2017	277833	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
10/26/2017	277833	E 609-49751-253	Wine For Resale	WINE	(48.00)
10/27/2017	277998	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
10/27/2017	277998	E 609-49751-251	Liquor For Resale	LIQUOR	(101.50)
10/31/2017	278221	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
10/31/2017	278221	E 609-49751-253	Wine For Resale	WINE	(52.75)
11/01/2017	2256348	E 609-49751-206	Freight and Fuel Charges	FREIGHT	54.95
11/01/2017	2256348	E 609-49751-251	Liquor For Resale	LIQUOR	2,774.50
11/01/2017	2256349	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
11/01/2017	2256349	E 609-49751-254	Miscellaneous Merchandise	MISC	42.50
					<u>\$2,666.56</u>

QUILL CORPORATION

11/01/2017	2132098	E 609-49750-200	Office Supplies	OFFICE SUPPLIES	343.90
					<u>\$343.90</u>

ROSEVILLE, CITY OF

11/03/2017	0223800	E 101-41110-310	Computer Consulting Fees	IT SERVICES	5.42
11/03/2017	0223800	E 101-41400-310	Computer Consulting Fees	IT SERVICES	17.64

11/03/2017	0223800	E 101-42110-310	Computer Consulting Fees	IT SERVICES	62.43
11/03/2017	0223800	E 101-42210-310	Computer Consulting Fees	IT SERVICES	10.04
11/03/2017	0223800	E 101-42400-310	Computer Consulting Fees	IT SERVICES	5.08
11/03/2017	0223800	E 101-43100-310	Computer Consulting Fees	IT SERVICES	5.42
11/03/2017	0223800	E 101-45200-310	Computer Consulting Fees	IT SERVICES	5.42
11/03/2017	0223800	E 601-49440-310	Computer Consulting Fees	IT SERVICES	5.42
11/03/2017	0223800	E 602-49490-310	Computer Consulting Fees	IT SERVICES	5.42
11/03/2017	0223800	E 609-49750-310	Computer Consulting Fees	IT SERVICES	2.71
					\$125.00

ROYAL SUPPLY

11/07/2017	22171	E 101-41940-210	Operating Supplies	SUPPLIES	22.15
11/07/2017	22171	E 101-42110-217	Other Operating Supplies	SUPPLIES	88.61
11/07/2017	22171	E 101-43100-217	Other Operating Supplies	SUPPLIES	44.30
11/07/2017	22171	E 101-45200-217	Other Operating Supplies	SUPPLIES	44.30
11/07/2017	22171	E 601-49440-217	Other Operating Supplies	SUPPLIES	44.30
11/07/2017	22171	E 602-49490-217	Other Operating Supplies	SUPPLIES	44.34
					\$288.00

SAMBATEK

11/07/2017	10861	E 101-41910-311	Contract	GENERAL PLANNING	923.51
11/07/2017	10861	E 101-43100-311	Contract	GENERAL PLANNING	654.50
11/07/2017	10861	G 803-22102	Esc-Meridian Beh Health	MERIDIAN	877.94
11/07/2017	10861	G 803-22137	Esc-TCO-Assited Living Facility	ASSISTED LIVING	90.16
11/07/2017	10861	G 803-22149	BUELL CONSULTING/VERIZON	VERIZON	1,491.78
11/07/2017	10861	G 803-22151	KWIK TRIP CUP	KWIK TRIP	952.00
					\$4,989.89

SCHAEFFER MFG COMPANY

11/03/2017	MLH1172	E 101-43100-218	Equipment Repair & Maintenance	OIL	101.32
11/03/2017	MLH1172	E 101-45200-218	Equipment Repair & Maintenance	OIL	101.32
11/03/2017	MLH1172	E 601-49440-228	Equipment Maintenance	OIL	101.32
11/03/2017	MLH1172	E 602-49490-228	Equipment Maintenance	OIL	101.34
					\$405.30

SOUTHERN GLAZERS OF MN

11/02/2017	1609312	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.64
11/02/2017	1609313	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.32
11/02/2017	1609313	E 609-49751-251	Liquor For Resale	LIQUOR	3,827.90
					\$3,852.86

TJ ASSOCIATES

09/05/2017	224473	E 101-42110-308	Community Education	GENERIC CARDS	38.00
09/06/2017	224484	E 101-42110-308	Community Education	WATCH SIGNS	44.70
10/19/2017	225004	E 101-41910-200	Office Supplies	BUSINESS CARDS-KATE	41.25
					\$123.95

U S BANK EQUIPMENT FINANCE

		E 101-42110-311	Contract	COPIER LEASE	493.50
11/02/2017	343810701	E 101-41400-240	Office Equip	COPIER LEASE	104.98
11/02/2017	343810701	E 101-43100-240	Office Equip	COPIER LEASE	104.98
11/02/2017	343810701	E 101-43210-240	Office Equip	COPIER LEASE	104.98
11/02/2017	343810701	E 101-45200-240	Office Equip	COPIER LEASE	104.98
11/02/2017	343810701	E 601-49440-240	Office Equip	COPIER LEASE	104.98
11/02/2017	343810701	E 602-49490-240	Office Equip	COPIER LEASE	105.00
					\$1,123.40

WELLINGTON SECURITY SYSTEMS

11/01/2017	135016	E 101-41940-445	Security	Liquor Alarm	346.40
					\$346.40

FUND SUMMARY

\$204,939.60

101 GENERAL FUND	\$51,318.05
402 CAPITAL EQUIPMENT	\$100,723.67
601 WATER FUND	\$2,845.26
602 SEWER FUND	\$12,781.13
603 STORM WATER	\$133.34
609 MUNICIPAL LIQUOR FUND	\$23,809.68
803 ESCROW	\$13,328.47
Total	<u>204,939.60</u>

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

8A

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Assessing Contract
DATE: 11/20/2017

OVERVIEW:

Erik Skogquist has again altered his proposal to reflect a three year agreement. Anoka County has remained consistent with their proposal of five years. Below are the cost differences as provided by Erik.

Erik & Mary Proposal			Anoka County Proposal		
	Parcels	Cost		Parcels	Cost
Improved Res & Ag @ \$10.10	2290	\$23,129.00	Improved Res & Ag @ \$12.50	2290	\$28,625.00
Unimproved Res & Ag @ \$4.50	459	\$2,065.50	Unimproved Res & Ag @ \$4.50	459	\$2,065.50
Imp & Unimp Commercial, Industrial, Apartment @ \$60	116	\$6,960.00	Imp & Unimp Commercial, Industrial, Apartment @ \$80	116	\$9,280.00
Exempt & Utility	154	No Charge	Exempt & Utility	154	No Charge
Grand Total	3019	\$32,154.50	Grand Total	3019	\$39,970.50

The City Attorney has recommended that the following termination clause be added to either contract. With acceptance from Council and the proposing parties, this provision can be added to the contract and brought back for formal approval with the City Council:

"This Agreement may be terminated as provided for by this Agreement or by either party upon thirty (30) days written notice to the other."

Action to be considered:

Provide Staff direction on the desired Assessing Contract and the Termination provision.

**AGREEMENT FOR ASSESSMENT SERVICES
BETWEEN THE CITY OF ST. FRANCIS
AND ERIK A. SKOGQUIST, SAMA AND MARY WELLS, CMA
IN THE CITY OF ST. FRANCIS, MN**

This Agreement made and entered into this _____ day of _____, 20____, by and between the City of St. Francis, 23340 Cree St NW, St Francis, MN 55070, a municipal corporations under the laws of Minnesota, hereinafter referred to as the "Municipality", and Erik Skogquist, Senior Accredited Minnesota Assessor #3121, 314 Monroe St, Anoka, MN 55303 and Mary Wells, Certified Minnesota Assessor #3561 Income Qualified, 3405 Edmar Ln NE, East Bethel, MN 55092, hereinafter referred to as the "City Assessors".

WITNESSETH:

WHEREAS, the City of St. Francis, lying wholly within Anoka County, Minnesota is a city constituting a separate assessment district; and

WHEREAS, pursuant to Minnesota Statutes 273.05, the city assessor shall be appointed by the city council; and

WHEREAS, it is the wish of the St. Francis City Council to appoint Erik Skogquist and Mary Wells the St. Francis City Assessors; and

WHEREAS, it is the wish of Erik Skogquist and Mary Wells to serve as the St. Francis City Assessors and to cooperate with the Municipality to perform fair and equitable assessments of the real property within the Municipality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed as follows:

1. The effective period of this Agreement will be from January 1, 2018 to December 31, 2020 unless earlier terminated as provided herein.
2. The City Assessors represents that they are residents of the State of Minnesota, possesses the knowledge and training in the field of property taxation necessary perform the duties of a local assessor, and is duly licensed to perform such duties in compliance with Minnesota Statutes 270.48 and Minnesota Department of Revenue Standards.
3. All real property within the geographical boundaries of Municipality will be assessed by the City Assessors for taxation beginning with the 2019 assessment payable 2020.
4. The duties of the City Assessor with be carried out consistently and in accordance with the provisions of Minnesota Statutes 273.05, 273.064 and 273.08.
5. In consideration for said assessment services, the Municipality with pay the City Assessor quarterly payments (unless earlier terminated as herein provided) as follows:

- a) The first quarterly payment will be billed on March 1, 2018, the second on June 1, 2018, the third on September 1, 2018, and the fourth on December 1, 2018.
 - b) The parties understand that to accomplish the delivery of the assessments on or before February 1, 2019, all work specific to the generation of that assessment must be done prior to February 1, 2019; the same will be true for subsequent years assessments, i.e. all work for the assessment year 2020 assessment must be done prior to February 1, 2020, etc.
6. For the assessment year 2019 assessment, the Municipality will pay the City Assessor as follows:
 - a) Ten and 010/100 Dollars (\$10.10) for each improved parcel of residential, seasonal recreational residential, and agricultural type property.
 - b) Four and 50/100 Dollars (\$4.50) for each unimproved parcel of residential, seasonal recreational residential, and agricultural type property.
 - c) Sixty and 00/100 Dollars (\$60.00) for each improved and unimproved parcel of commercial and industrial type property.
 - d) Sixty and 00/100 Dollars (\$60.00) for each improved and unimproved parcel of apartment or mobile/manufactured home park type property.
7. The same procedure and rates will be followed in the frequency and computation of payments for assessment services for subsequent years.
8. The City Assessor will remit quarterly billings to the Municipality totaling twenty-five (25%) percent of the estimated annual bill, with the fourth payment making up the difference between the estimated and actual amount of parcels assessed. It is hereby agreed that a 1.65% monthly interest shall be charged after the billing date on the unpaid balances, if not paid within thirty (30) days of the billing date.
9. Notwithstanding Section 1 above, the City Assessor and/or Municipality have the right to terminate the Agreement by providing twelve months written notice prior to the beginning of assessment work for the tax year. Such notice to terminate must be sent by certified mail to the other party at the address set forth above. For example, to terminate effective as of the assessment year 2020 assessment, the party must provide written notice of termination to the other party no later than January 1, 2018. Provided further, that this agreement may be terminated at any time by the St. Francis City Council on charges by the Minnesota Commissioner of Revenue on neglect of duty on the part of the City Assessor.
10. The relationship between the parties is that of an independent contractor. Nothing contained in this Agreement is intended to or should be construed as creating the relationship of copartners, employee/employer, or joint ventures between the Municipality and the City Assessor. No tenure or any rights or benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to Municipality employees will accrue to

the City Assessors or employees of the City Assessors performing services under this Agreement. The relationship between the parties is that of an independent Contractor, the Municipality having no control as to the details of the work nor over the hours or time devoted to said task to be accomplished, said concern of the Municipality being limited only to the results of said work and not the means by which it is accomplished.

11. The City Assessors agree they will defend, indemnify, and hold harmless the Municipality, its officers and employees, against any and all liability, loss, costs, damages, and expenses which the Municipality, its officers or employees, may hereafter sustain, incur, or be required to pay arising out of the City Assessors' performance or failure to adequately perform his obligations pursuant to this Agreement.
12. All data collected, created, received, maintained, or disseminated for any purposes by activates of the City Assessors because of this Agreement is governed by the Minnesota Government Data Practiced Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.
13. Pursuant to Minnesota Statutes 16B.06 subd. 4, the City Assessor agrees that the Municipality, the State Auditor, the Minnesota Department of Revenue, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary will have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc, which are pertinent to the accounting practices and procedures of the City Assessors and involve transactions relating to this Agreement.
14. During the performance of this Agreement, the City Assessors agree that no person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed, national origin or sexual orientation be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.
15. a) The City Assessors warrant and represent that they are currently licensed as assessors by the State of Minnesota. In the event said license is cancelled, revoked, suspended or expires during the term of the contract, the City Assessors agree to immediately inform the Municipality. The Municipality will pay only for serviced pursuant to such licensing requirements.

b) The City Assessors will comply with all applicable federal and state statutes and regulations as well as local ordinances.

c) Failure to meet the requirements of Paragraphs a) and b) above may be cause for cancellation of this Agreement effective the date of receipt of notice of cancelation, notwithstanding the provisions of Sections 1 and 9 above.
16. Any reports, studies, photographs, negatives, or other documents prepared by the City Assessor in the performance of his obligations under this Agreement will be the exclusive property of the Municipality, and all such materials will be remitted to the Municipality by the City Assessors upon completion,

termination, or cancellation of this Agreement upon the request of the Municipality. The City Assessors will not use, willingly allow, or cause to have such materials used for any purpose other than performance of the City Assessor's obligations under this Agreement without the prior written consent of the Municipality.

IN WITNESS THEROF, the Municipality and City Assessor have herby executed this agreement this _____ day of _____, 20 ____.

CITY OF ST. FRANCIS

By: _____

Title: _____

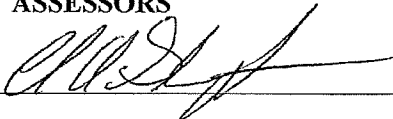
Dated: _____

By: _____

Title: _____

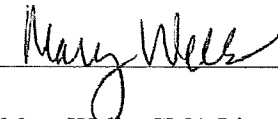
Dated: _____

CITY ASSESSORS

By:  _____

Title: Erik A. Skogquist, SAMA License #3121

Dated: 11/13/17 _____

By:  _____

Title: Mary Wells, CMA License #3561

Dated: 11/13/17 _____



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

Property
Assessment

Property Records
& Public Service

Property Tax
Accounting &
Research

Elections &
Voter Registration

May 2, 2017

City of St. Francis
Attn: Barb Held
23340 Cree St NW
St. Francis, MN 55070

Dear Barb:

Please find enclosed two (2) original copies of the Joint Powers Agreement Between the City of St. Francis and County of Anoka for Assessment of Property. Both copies need to be signed and returned to me.

I look forward to working with you in this endeavor. If you have any questions regarding the agreement, or require my presence at a council meeting, feel free to contact me at (763) 323-5548.

Sincerely,

Alex Guggenberger, S.A.M.A.
Anoka County Assessor

Enclosure(s)

i:\proptax\admin\contracts\assr\assessment contract letter.docx

**JOINT POWERS AGREEMENT
BETWEEN THE CITY OF ST. FRANCIS AND
COUNTY OF ANOKA FOR ASSESSMENT OF PROPERTY**

THIS AGREEMENT is made and entered into this _____ day of _____, 2017, by and between the City of St. Francis, 23340 Cree Street NW, St. Francis, Minnesota 55070, hereinafter referred to as the "Municipality", and the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County".

WITNESSETH:

WHEREAS, pursuant to Minn. Stat. § 273.072, subd. 1, any county and city, lying wholly or partially within the county and constituting a separate assessment district, may, by agreement entered into under Minn. Stat. § 471.59, provide for the assessment of property in the city by the county assessor; and

WHEREAS, pursuant to Minn. Stat. § 273.072, subd. 2, the agreement may provide for the abolition of the office of the city assessor when the assessment of the property within the city is to be made under an agreement by the county assessor; and

WHEREAS, it is the wish of the County to cooperate with the Municipality to provide for a fair and equitable assessment of the property within the Municipality; and

WHEREAS, said work will be carried out in accordance with the provisions of Minn. Stat. § 471.59.

NOW, THEREFORE, in consideration of the mutual covenants and agreements stated herein, the parties agree as follows:

I. That said Municipality constitutes a separate assessment district which lies wholly within the County and that all property in the geographical boundaries of this district shall be assessed by the County Assessor of the County beginning with the assessment year 2019, provided this Agreement is approved by the Commissioner of Revenue.

II. Pursuant to Minn. Stat. § 273.072, subd. 2, the office of the City Assessor in the Municipality shall cease to exist on January 16, 2018, but not before the end of the term of the current City Assessor, if serving for a fixed term, or when an earlier vacancy occurs; provided, however, that upon the termination of this Agreement, the Office of City Assessor shall be automatically reestablished and shall be filled as provided by applicable law or charter in accordance with Minn. Stat. § 273.072.

III. The term of this Agreement shall be from January 16, 2018, through assessment services performed in the year 2023, unless earlier terminated as provided herein.

IV. In consideration of said assessment services, the Municipality shall pay to the County an annual payment as follows:

2019 Assessment services payable on or before January 15, 2018
2020 Assessment services payable on or before January 15, 2019
2021 Assessment services payable on or before January 15, 2020
2022 Assessment services payable on or before January 15, 2021
2023 Assessment services payable on or before January 15, 2022

V. For year 2019 assessment services, the Municipality shall pay the County as follows:

- A. Twelve Dollars and 50/100s (\$12.50) for each improved parcel of residential, seasonal recreational residential and agricultural type property;
- B. Four Dollars and 50/100s (\$4.50) for each unimproved parcel of residential, seasonal recreational residential and agricultural type property;
- C. Eighty Dollars and 11/100s (\$80.00) for each improved and unimproved parcel of commercial, industrial and public utility type of property; and
- D. Eighty Dollars and 00/100s (\$80.00) for each improved and unimproved parcel of apartment and mobile home park type property.

The same procedure shall be used, as described above, in the computation of the assessment payments due in 2020 through 2023, provided, however, that the cost for each type of parcel shall be increased according to the County Assessor's increase in operating costs, cost of living and merit adjustments established by the Anoka County Board of Commissioners for January 1 to December 31 in the year prior to the date of the assessment.

VI. Notwithstanding Section II. above, the County and/or Municipality shall have the right to terminate this Agreement by providing, at a minimum, two years written notice by certified mail, which notice shall be sent prior to January 2 of any year to terminate assessment services to be performed two years from such date (i.e. to terminate this Agreement for assessment services in the year 2020, the party must provide written notice of termination by not later than January 2, 2018).

VII. COUNTERPARTS

This Joint Powers Agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

(remainder of page intentionally blank – signature page immediately follows)

IN WITNESS WHEREOF, the parties hereto have set their hands on the dates so indicated.

COUNTY OF ANOKA

CITY OF ST. FRANCIS

By: _____
Rhonda Sivarajah, Chair
Anoka County Board of Commissioners

By: _____
Steve Feldman
Mayor

Dated: _____

Dated: _____

By: _____
Jerry Soma
County Administrator

By: _____
Title: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Dan Klint
Assistant County Attorney

By: _____
Title: _____

Dated: _____

Dated: _____

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 A**TO:** Joe Kohlmann, City Administrator**FROM:** Kate Thunstrom, Community Development Director**SUBJECT:** **Fee Schedule Changes for 2018****DATE:** November 13, 2017

OVERVIEW AND IDENTIFICATION OF FEE CHANGED REQUESTED:**Community Development has requested the following fee schedule changes:****Administrative Penalties**

- Administrative Hearing Fee, increase the fee to reasonably support the actual costs associated with the hearing. Fee is applied if the violation is sustained by the hearing officer.

Animal License

- Kennel, reduce the number of dogs for the first license to coincide with the trigger for a kennel permit. Reduce the base fee and shift the change to each additional dog as allowed by IUP process.
- Chickens, New fee to address the administration of the new permitting process

Division and Use of Property

- Administrative Subdivision, increase escrow
- Fence, move to building permits
- Minor Subdivision, increase fee escrow
- Rental Housing, new fee structure as identified in April 2017, include enforcement fees for non-compliance
- Landscape escrow to be utilized for Escrows generally, increase fee for administration of escrow accounts
- Wetland delineation, service that is addressed by our engineering contracts

Building Department Permits

- Accessory structures, processed per code based on size
- Fence, add residential under 7' to this area to meet code
- Engineer Review, increase to address rate change from engineers
- Water Heater, remove duplication - covered by plumbing permit
- Irrigation/wells, reduce, meets needs of Com Dev and Public Works
- Planning fee, include to allow collection of planning fee's if necessary for permits
- Retaining Wall, include to identify permit needed for walls over 4' in height
- Solar, set fee to support application process
- Windows and Doors, add back to meet building code requirements

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

ORDINANCE 235, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS__ OF _____, 2017.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

2018

SECTION 9
FEE SCHEDULE

SECTION:

2-9-1: Fee Schedule

2-9-1: FEE SCHEDULE.

A. Administrative Penalties.

1. Administrative Enforcement Penalties:
 - a. 1st Offense \$100
 - b. 2nd Offense \$200
 - c. 3rd Offense \$500
 - d. 4th Offense \$1,000
 - e. 5th Offense and Beyond \$2,000
2. Administrative Hearing Fee \$100 \$750

B. Animal Impound Fees.

1. Administrative Fee \$50/day
2. Pick Up Service Fee:
 - a. 8 AM to 6 PM \$60/hour
 - b. 6 PM to 8 AM \$80/hour
3. Boarding Fee \$25/day

C. Animal License:

1. Dog License \$10/1-2 year vaccinations
\$15/3 year vaccination
2. Kennel:
 - a. First 40 4 Dogs \$100 \$50 /year
 - b. Each Additional Dog \$10- \$20/year
3. Chickens \$120/one time

D. Amusement and Recreation.

1. Amusement Machine \$15/location + \$15/machine
2. Dance:
 - a. Annual \$100/year
 - b. Per Event \$10/event

E. Business and Service License.

1.	Investigation Fee	\$25
2.	Adult Entertainment Use	\$2,000/year
3.	Sauna/Massage Parlors	\$2,000/year
4.	Fireworks – Retail/Tent	\$50/occurrence
5.	Fireworks – Pyrotechnic Display	\$50/occurrence
6.	Pawnbroker	\$1,000/year
7.	Refuse Hauler	\$200/year + \$50/truck
8.	Massage Therapist	\$200/year
9.	Taxicab Driver License Fee	\$150/year
10.	Taxicab Operator License Fee	\$150/year
11.	Towing/Impound	\$150/year
12.	Finger Printing	\$15 and customer provides fingerprint card
13.	Transient Merchant/Peddler:	
a.	Week	\$50
b.	Month	\$150
c.	Year	\$300
14.	Excavations/Mining:	
a.	Active Area Fee	\$50/acre
b.	Inactive Area Fee	\$25/acre
c.	Restoration Credit	\$25/acre

F. Liquor License.

1.	3.2% Malt – Off Sale	\$50/year
2.	3.2% Malt – Off Sale – Special Event	\$25/event
3.	3.2% Malt – On Sale	\$200/year
4.	Club License	\$200/year
5.	Wine License	\$200/year
6.	Intoxicating Liquor – On Sale	\$4,000/year
7.	Intoxicating Liquor – Sunday Sales	\$200/year
8.	Investigation Fee:	
a.	Single Application	\$200
b.	Partnership	\$300
c.	Corporation	\$400

G. Tobacco License. \$150/year

H. Street Disruption.

1.	Road Right-of-Way – Registration	\$35 + \$2,000 escrow
2.	Road Right-of-Way – Permit Application	\$150 + Consultant Fees
3.	Street Opening	\$50 + Bond or Deposit and Consultant Fees

I. Document Services.

- | | | |
|----|---|--------------------------------|
| 1. | Accident, Police and Fire Reports | \$.25/page; over 100 pages TBD |
| 2. | Copies | \$.25/page copied |
| a. | CDs | \$15 |
| b. | Colored Copies of Photos | \$3/page |
| c. | Certificate of Survey (non-homeowner) | \$2 |
| d. | City Council Agenda & Minutes (mailed): | |
| | 1) Resident | \$25/year |
| | 2) Non-Resident | \$25/year + postage |
| e. | Planning/Park Commission Agenda and Minutes (mailed): | |
| | 1) Resident | \$12/year |
| | 2) Non-Resident | \$12/year + postage |

J. General and Miscellaneous.

- | | | |
|-----|---|--------------------------------------|
| 1. | Lockouts | \$25 |
| 2. | Mileage Reimbursement for Personal Vehicle | Current IRS Rate |
| 3. | Notary | \$2/document |
| 4. | Public Nuisance Violation Administration Fee (assessable) | \$75/occurrence |
| 5. | Certify Delinquent Invoices (except utilities) | Lesser of 10% of delinquency or \$75 |
| 6. | Certify Delinquent Invoices | 10% of delinquency |
| 7. | Fire Department Charges | See Ordinance 138 |
| 8. | Returned Checks | \$30/check |
| 9. | Snowmobile Permit | \$15 |
| 10. | Special Assessment Administrative Fee | \$100 |
| 11. | Special Assessment Search | \$20/each |

K. Equipment and Staff Use.

- | | | |
|----|--------------------------|-----------|
| 1. | One Ton Truck with Plow | \$55/hour |
| 2. | Belos with Attachment | \$55/hour |
| 3. | Crane Truck | \$45/hour |
| 4. | Electric Generator | \$60/hour |
| 5. | Grader | \$90/hour |
| 6. | Kubota/Attachments Mower | \$50/hour |
| 7. | Pick Up Truck | \$40/hour |
| 8. | Single Axle Truck | \$65/hour |

- | | | |
|-----|---|-------------------------------------|
| 9. | Single Axle Truck with Plow | \$85/hour |
| 10. | Tool Cat/Skid Steer w/Attachments | \$60/hour |
| 11. | Tractor with Loader or Attachments | \$60/hour |
| 12. | Pay Loader | \$90/hour |
| * | <i>Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas</i> | |
| 13. | Staff Time | Two Times Step 8 of Their Pay Grade |

L. Council / Commission Pay.

- | | | |
|----|---|---|
| 1. | City Council Per Diems Per Day | \$35 for four hours or less;
\$70 for more than four hours |
| a. | Special Council Meetings | |
| b. | Council Retreats/Work Sessions | |
| c. | Economic Development Authority Meeting (EDA) | |
| d. | League of MN Cities Functions | Prior Approval Required |
| e. | Labor Negotiations | Prior Approval Required |
| f. | Employee Interviews | Prior Approval Required |
| g. | Mayor Only: | |
| | 1) School/County Liaison | Mayor may appoint Council members to fulfill his obligations and approve attendance |
| | 2) MN Mayors Association | |
| | 3) Speaking Engagements at Other Civic Org. | |
| | 4) Closing of Property Acquisition | |
| | 5) Fire District Study Group | |
| 2. | Planning Commission: | |
| a. | Chairman | \$25/meeting paid annually |
| b. | Member | \$20/meeting paid annually |
| 3. | Park Commission: | |
| a. | Chairman | \$25/meeting paid annually |
| b. | Member | \$20/meeting paid annually |
| 4. | Economic Development Authority | \$20/meeting paid annually |
| 5. | Upper Rum River Watershed – Resident Appointed by Council | \$20/meeting paid annually |

M. Parks and Recreation.

	<u>Resident</u>	<u>Non-Resident</u>
1. Concession Stand	\$25	\$50
2. Ball Park Use – Outside Organization	\$100/night for season	\$200/night for Season
3. Clean Up Deposit	\$50 - refundable	\$75 - refundable
4. Key Replacement	\$50	\$50
5. Football Field	\$25/each	\$35/each
6. Football Youth Program	\$43/week per team	

7.	Gazebo Rental	\$50	\$100
8.	Rink Rental for Reserved Time	\$25/hour for after hours rental	\$50/hour for after hours rental
9.	Restroom	\$25	\$50
10.	Shelter	\$25	\$50
11.	Soccer	\$34/week per team	
12.	Soccer Field	\$25/each	\$35/each
13.	Warming House	\$50	\$100
	• <i>St. Francis City Council has the authority to charge an annual fee of \$100 for non-profits.</i> • <i>St. Francis City Council has the authority to waive any fees for non-profits.</i>		

N. Community Center.

1.	Resident	\$30/event
2.	Non-Resident	\$55/event
3.	Damage Deposit	\$100 \$150
4.	Late Key Return	\$25 if not returned within 2 business days of event
5.	City Purposes	Free
6.	City Benefit:	
	a. St. Francis Lions/Lioness	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed
	b. St. Francis Senior Citizens Group	
	c. St. Francis Area Jaycees	
	d. St. Francis Youth Association (4-H, Scouts, Hockey, etc.)	
	e. St. Francis Ambassador Program	
	f. St. Francis Area Chamber of Commerce	
	g. Other Governmental Agencies	
	h. Local Church Organizations	
	i. Local Business/Non-Profit Organizations	Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed
7.	Priority for Use in Event of Conflict:	
	a. City of St. Francis	Based on earliest request if more than one applicant of the same class seeks conflicting dates
	b. Non-Profit located within City limits	
	c. Residents (individuals or groups)	
	d. Non-Profit located outside City limits	
	e. Non-Residents (individuals or groups)	

O. Division and Use of Property.

	<u>Fee</u>	<u>Escrow</u>	
1. Administrative Subdivision	\$200	\$ 650	<u>\$1,000</u>
2. Annexation	\$250	\$2,000	
3. Appeal	\$200	\$ 250	
4. Comprehensive Plan Amendment	\$450	\$2,000	
5. Conditional Use Permit	\$350	\$2,000	
6. Environmental Review	\$350	\$ 650	
7. Excavation/Fill Permit (Admin)	\$100	\$ 250	
8. Excavation/Fill Permit (IUP)	\$350	\$2,000	
9. Fence Under Six Feet in Height	\$50		
10. Home Occupation (IUP)	\$350	\$2,000	
11. Home Occupation (Permitted)	\$ 50		
12. Interim Use Permit	\$350	\$2,000	
13. Minor Subdivision	\$350	\$1,000	<u>\$2,000</u>
14. Ordinance Amendment	\$350	\$1,000	
15. Planned Unit Development	\$350	\$2,000	
16. Rental Housing Licensing:			
a. License	\$150		
b. License Renewal	\$100		
c. License Renewal Multiple Family	\$75		
<u>a. Single Family or First Unit</u>	<u>\$50</u>		
<u>Each Additional Unit</u>	<u>\$15/each</u>		
<u>Late Fee Due 1/16</u>	<u>\$50</u>		
<u>Late Fee Due 5/1</u>	<u>\$150</u>		
<u>Conversion Fee</u>	<u>\$100</u>		
<u>Re-inspection Fee</u>	<u>\$25/each unit</u>		
17. Sign Permit Zoning Review (Admin)	\$75		
18. Sign Permit Zoning Review (Full)	\$250	\$ 350	
19. Sign Permit Zoning Review (Temporary)	\$25		
20. Rezoning	\$350	\$1,000	
21. Site and Building Plan Review (Admin)	\$100	\$ 250	
22. Site and Building Plan Review (<u>Full</u>)	\$350	\$ 450	
23. Street/Utility Easement Vacation	\$350	\$1,000	
24. Subdivision:			
a. Sketch Plan	\$300	\$500	
b. Preliminary Plat (Rural)	\$400	\$400 + \$125/lot c.	
Preliminary Plat (Urban)	\$400	\$425 + \$175/lot d.	
Final Plat	\$350	\$650	
25. Temporary Habitation Permit	\$200	\$5,000	
26. Temporary Outdoor Sales Permit/License	\$50		
27. Wetland Replacement Plan Review			
With Plat	\$350	\$650	
28. Wetland Replacement Plan and			
Excavation	\$350	\$650	
<u>29. Wetland Delineation</u>	<u>\$1,000</u>	\$1,000	

- | | | | |
|------------|------------------------------------|-------------|---------------------------|
| <u>30.</u> | Vacant Building Registration Fee; | | |
| a. | First Year | \$125 | |
| b. | Second Year Renewal | \$175 | |
| c. | Third Year Renewal | \$250 | |
| d. | Fourth Year Renewal | \$350 | |
| e. | Fifty Year Renewal and Beyond | \$500 | |
| <u>31.</u> | Vacant Building Administration Fee | \$100 | |
| <u>32.</u> | Variance Application | \$350 | \$1,500 |
| <u>33.</u> | Park Dedication | \$2,500/lot | |
| <u>34.</u> | TIF Application/Business Subsidy | \$3,000 | \$3,000 |
| <u>35.</u> | Escrow Admin Fee | \$100 | <u>\$250 per property</u> |
- Applicants are responsible for all costs incurred by the City for consultant fees.

P. Building Permits.

~~Valuation Schedule as set by State Statutes 326B.153 BUILDING PERMIT FEES.~~
Valuation Schedule for Building Permit Fees

Subdivision 1. Building permits.

(a) Fees for building permits submitted as required in section 326B.106 include:

(1) the fee as set forth in the fee schedule in paragraph (b) or as adopted by a municipality; and

(2) the surcharge required by section Minnesota Statutes Section 326B.148.

(b) The total valuation and fee schedule is:

(1) \$1 to \$500, \$29.50;

(2) \$501 to \$2,000, \$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000;

(3) \$2,001 to \$25,000, \$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000;

(4) \$25,001 to \$50,000, \$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000;

(5) \$50,001 to \$100,000, \$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000;

(6) \$100,001 to \$500,000, \$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000;

(7) \$500,001 to \$1,000,000, \$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and

(8) \$1,000,001 and up, \$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.

	<u>Fee</u>	<u>Escrow/State Fee</u>
1. <u>Accessory Structures</u>		
<u>Less than 200 square ft.</u>	\$0	<u>Need Zoning Permit</u>
<u>200 square ft. and greater</u>	<u>By Valuation</u>	
2. Basement Finishes Permit	\$140	**See Below
3. Building Demolition	\$110	**See Below + \$500
4. Building Demolition – Commercial	By Valuation	\$1,000
5. Building Relocation Permit	\$110	Performance Security Required
6. Contractor Verification Fee	\$10	
7. Dock Permit	\$50	\$100
8. Driveway Permit	\$50	\$200 (may be waived by staff)
9. Fence –		
a. Residential Over –Seven Feet in Height	By Valuation	
<u>b. Residential-Under Six Feet</u>	<u>\$50 Zoning Permit</u>	
c. Commercial	By Valuation	
10. Fireplace	\$95	**See Below
11. Fuel Tank Removal	\$95	**See Below
12. Engineer's Grading Review of Building Permit	\$140 <u>\$154</u>	
13. Water Heater (Duplicate)	\$75	**See Below
14. HVAC – Heating Installations	\$95/each	**See Below
HVAC – Air Conditioning	\$55/each	**See Below
15. Inspections – After Hours	\$70/hour, minimum 2 hours	
16. Investigation Fee	Not to exceed permit fee	
17. Manufactured Home Setup	By Valuation	
18. On-Site Septic:		
a. Type I – IV	\$275	**See Below
b. Type V	By cost incurred	
c. Operating Permit	\$125/year	**See Below
<u>19. Planning Review of Building Permit</u>	<u>\$195</u>	
20. Plumbing (includes Water Heater)	\$95	
21. Pools – Above Ground	\$75	**See Below
• Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.		
22. Pools – In Ground	By Valuation	
23. Re-inspection Fee	Not to exceed \$75/trip	
<u>24. Retaining Wall Over Four Feet</u>	<u>By Valuation</u>	
25. Roofing:		
a. Residential	\$95	**See Below
b. Commercial	By Valuation	
26. Septic System Pumping Verification	\$20	

27.	Siding:		
	a. Residential	\$95	**See Below
	b. Commercial	By Valuation	
28.	Signs	By Valuation	
29.	Solar-Ground Mounted <u>Residential</u>	\$95 <u>\$120</u>	
	<u>Commercial</u>	<u>\$120</u>	
30.	Water Softener Permit:		
	a. Residential	\$55	**See Below
	b. Commercial	By Valuation	
31.	<u>Windows/Doors – Inserts Only</u>	<u>\$95</u>	
32.	Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	

- Anything not listed above will be based on valuation + plan review + State surcharge.
- Permits over 180 days of inactivity are null and void with no refund.
- Permit extension not to exceed ½ permit fee and Building Inspector makes determination.
- No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State surcharges.

**** STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is currently \$1 per permit.**

Q. Escrow Deposits.

1.	Urban:	
	a. Curb Box and Meter	\$1,500
	b. Final Grading	\$500 - \$1,000
	c. Litter/Debris Cleanup	\$100 - \$300
	d. 2" Caliper Tree (new)	\$300
	e. Sod	\$2,000
	f. Seeding/Sprinkler	\$2,000
	g. 3" Black Dirt	\$500
	h. Erosion Control in Place	\$300
	i. Street Cleaned	\$200
	j. Driveway Installed	\$1,500
2.	Rural:	
	a. Final Grading	\$500 - \$1,000
	b. Litter/Debris Cleanup	\$100 - \$300
	c. 2" Caliper Tree (new)	\$300
	d. Sod/Seeding	\$300 - \$2,000
	e. Erosion Control in Place	\$300
	f. Culvert	\$1,500
	g. Driveway Installed	\$1,500

R. Utility Fees.

- | | | |
|-----|---|--------------------------------------|
| 1. | Access Charge: | |
| a. | Sewer Equivalent Connection | \$4,284 |
| b. | Water Equivalent Connection | \$3,060 |
| 2. | Trunk Line Charge: | |
| a. | Water Trunk Line Availability | \$2,956 |
| b. | Sanitary Sewer Trunk Line Availability | \$4,150 |
| 3. | Tapping and Connection Permits: | |
| a. | Tapping and Water Connection | \$125 |
| b. | Tapping and Sewer Connection | \$125 |
| c. | Water Connection | \$50 |
| d. | Sewer Connection | \$50 |
| 4. | Meter Deposit: | |
| a. | 3/4" | Cost |
| b. | 1" and larger | Cost + 10% |
| 5. | Water Shutoff (7:00 am - 3:30 pm) | \$35 |
| 6. | Water Reconnect (7:00 am - 3:30 pm) | \$35 |
| | <ul style="list-style-type: none"> <i>The disconnect and reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.</i> | |
| 7. | Meter Repair (not removal or Installation) | Time and materials with \$50 minimum |
| 8. | Curb Stop Locate: | |
| a. | Summer | \$25 minimum |
| b. | Winter | \$50 minimum |
| 9. | Curb Stop Driveway Cover | Cost |
| 10. | Curb Stop Repair | Time and materials with \$50 minimum |
| 11. | Curb Stop Box | Cost |
| 12. | Hydrant and Gate Valve Repair | Time and materials with \$50 minimum |
| 13. | Hydrant Meter Deposit | \$800 |
| 14. | Non-Response to Tagging Notice | \$250/month until resolved |
| 15. | Unmetered Use of City Water | \$200 |
| 16. | Irrigation/Wells | \$20 Plus Sales Tax |

S.	<u>Water Rates.</u>	<u>*11/1/15 / *12/1/16 Effective Date</u>
1.	Monthly Base Fee	\$16.50 / \$19.80
a.	MN State Test Fee	\$.53
2.	Charge per 1,000 Gallons Used per Equivalent Connection:	
a.	0 – 14,999	\$5.10 /\$6.12 equivalent conn
b.	15,000 – 29,999	\$5.34 /\$6.42 equivalent conn
c.	30,000 – 44,999	\$6.18 /\$7.42 equivalent conn
d.	45,000+	\$7.38 /\$8.86 equivalent conn
3.	Bulk Water:	
a.	System Access Charge	\$50
b.	Charge per 1,000 Gallons Used	\$6.16

T.	<u>Sewer Rates.</u>	
1.	Monthly Base Fee	\$17.50 /\$24.50
2.	Charge per 1,000 Gallons Used	\$6.86 / \$9.60 equivalent
3.	Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate
	<i>Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.</i> <i>Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed actual usage up to the minimum average calculated.</i> <i>Note: Consumption amounts are not billed greater than actual usage.</i>	

STARTING IN 01/01/2016

Storm Water Rates \$5.00/month/parcel (\$60 annual)



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
9B

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Approval of updated fire department policies
DATE: 11/20/2017

OVERVIEW:

In August the fire department began reviewing the policy manual for firefighters. Several updates were need to reflect how the department is currently operating, but also changes were made to this edition of the policy manual increase accountability and efficiency with in the department.

These policies if approved would go in to effect on 1/1/2018. All members of the department will receive a copy of the policy manual and will be held accountable to those expectations.

Attached is a "redlined" version and a clean copy.

Action to be considered:

Motion and approval of the Fire Department Policy and Procedure Manual

SFFD Policy and Procedure Manual

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MEMBERSHIP

1.0 GENERAL REQUIREMENTS

The City's employment procedures govern the hiring of paid on call and full time firefighters. In addition, there are specific Fire Department requirements. The applicant must:

- Be at least 18 years of age.
- Reside within a maximum response time of 7 10 minutes or distance to the fire station to which the applicant would be assigned if hired; the maximum is determined by the Department's Officers Fire Chief, and is periodically reviewed and subject to change, as Department needs change.
- Satisfactorily complete the City's criminal background check.
- Not have a physical or health related restriction to performing the duties required to be an active firefighter
- Obtain a Hepatitis B series of shots, or sign a release form holding harmless the City for which you work.
- Not have a psychological aversion to heights or confined space.

After satisfying all employment qualifications, a "conditional offer of employment" is made. New Firefighters are required to complete a six month probationary period of employment, during which the firefighter must demonstrate competency in recruit firefighter skills, satisfactory drill and fire call attendance, and completion of formal instruction courses. The Department Fire Chief shall make recommendations to the City Council who will make the final decision with regards to acceptance of fire fighters as permanent employees.

1.1 MEMBERSHIP INQUIRIES

When an individual requests a membership application, refer the person to our City Clerk. The City hall will record the request, and retain any submitted resume' or letter for 6 months. The City hall will also send a form letter to the person advising of the City's applicant notification process when an opening occurs. The Fire Department does not have employment application forms and does not maintain a list of applicants.

1.2 MEMBERSHIP OPENINGS

When a firefighter opening occurs, and approval to fill the vacancy is made by the City Administrator, notice is sent by the Fire Department to the City Counsel Council for advising/hiring:

- Number of openings
- Job Title(s) of the opening
- When is position to be filled
- Special requirements and information regarding the selection process

The Chief or Assistant Chief will contact prospective applicants on file, and have the City Clerk place an ad in the local newspaper announcing the opening(s). This does not exclude the Fire Department from using other means for recruiting firefighters for open or future openings. The Fire Department is responsible for scheduling:

- Interview dates
- Applicant score reviews
- Final selection meeting
- Medical and psychological examination after making a conditional offer of employment

1.3 RELEASE OF PRIVATE DATA

Each applicant shall be required to sign a "General Authorization and Release" form authorizing

the release to the City of "private data" as defined by Minn. Statute 13.02, Subd.12, for purpose of evaluating the applicant for employment

1.4 DRIVING RECORD AND CRIMINAL HISTORY RECORD

An applicant's criminal history and driving record cannot have any incidents or violations deemed unacceptable by the ~~Fire Department~~ Fire Chief.

1.5 CONTINUED SKILL COMPETENCY REQUIREMENTS

Each member of the department must maintain competency certifications in fire suppression (FF1), EMR/EMT, hazardous materials awareness response skills operations, RIT training along with NIMS training certificates, etc. Failure of the member to maintain these proficiencies shall subject the member to a lower classification at which the member is proficient, or if there is no lower classification, then to a leave of absence during which the member shall have 90 days to acquire the necessary skills. If such member is unable to certify the required skills, the member may be subject to termination in accordance with these policies. General Requirements may include; Fire Fighter One, Hazmat Awareness, 800 Mhz Radio Training, NIMS certifications, and First Responder EMR/EMT and may be modified at any time without prior notice.

If the department pays for any education for any firefighter, that firefighter is expected to successfully pass the course and pass any testing, successfully. If that firefighter fails the course or testing, and does not obtain a passing test score, or successful course completion within 6 months, he/she is required to reimburse the department in full for that specific course and/or test immediately. A firefighter must obtain permission to take courses elsewhere prior to registering using the "PERMISSION REQUEST TO TAKE COURSES" form. *Please refer to Exhibit C.*

1.6 DRILL ATTENDANCE

~~All scheduled drills and training are deemed necessary for skill retention and effective department performance. A member is expected to attend assigned training and all scheduled drills. Patterns of absence shall be basis for a performance review, action as described in section 1.8 of this document and a member may be subject to the disciplinary process as described in City Policy. If a member cannot attend a drill or training, the member shall notify the Assistant Fire Chief or member in charge of the training. The member's excuse will be noted on the roll call sheet. The fact that the firefighter did or did not notify the department will be considered in the evaluation of the firefighter's attendance. Firefighters are required to attend 50% of Saturday Drills, 50% of Monday Drills, 50% of Maintenance Drills, and 50% of General Meetings. Officers are required to attend 50% of Officer Meetings in addition to the general meeting requirements.~~

~~A member is required to get pre-approval from the Officer in charge of the drill to be excused from a drill prior to the end time. If a member leaves before the drill is excused, he/she will get paid for their time attending however will NOT receive credit for that Drill.~~

Each firefighter shall maintain a minimum of 12 hours of training per quarter. This training shall include all required training and other training equaling the minimum of 12 hours. Credit will only be given for those training subjects of dissimilar matter. Firefighters are required to make all required training subjects.

Members on Medical Leave or Leave of Absence are exempt from the 12 hour requirement for the portion of the quarter the leave encompasses.

1.7 CALL ATTENDANCE

~~A member is required to attend a majority of the General Alarm and applicable Company Alarm calls occurring within the member's "Fire Call Availability". For the purpose of defining the standard, a general member is required to attend a minimum of 30% of all General Alarms. Percentages will reflect an annual running total that will be reviewed quarterly by the Department Officers. Failure to meet this standard will result in a performance review, action as described in section 1.8 of this document and a member may be subject to disciplinary action as described in City Policy.~~

Each firefighter is required to respond to a minimum of 20% of the emergency calls for the department each quarter.

The Fire Chief and Assistant Chief are excluded from quarterly call percentages.

1.8 FAILURE TO MEET ATTENDANCE STANDARDS

~~When a member's drill, training and/or call attendance is reviewed for not meeting department~~

Firefighters who fail to meet the minimum attendance standards for emergency calls or training hours are subject to progressive discipline.

1st offense failure to meet attendance requirements in a twelve (12) month period of time

Written Reprimand

2nd offense failure to meet attendance requirements in a twelve (12) month period of time

30 day suspension and 30 days loss of pension credit

3rd offense failure to meet attendance requirements in a twelve (12) month period of time

Termination from the fire department

standards, the member shall be advised and given an opportunity to explain any extenuating circumstances to the Department Officers. A written record of the Department Officer's determination shall be given in the form of a memorandum to the member, and a copy filed in the member's personnel file. If the member continues to fail meeting department standards within the time frame specified in the memorandum, then the Fire Chief will review the member's attendance and recommend further action.

1.9 ~~FIREFIGHTER LICENSE PLATES N/A~~

1.10 DRIVING OF PERSONAL VEHICLES

Firefighters must obey all traffic laws while responding to the station in their personal vehicles. Emergency calls do not authorize firefighters to violate any traffic laws while responding to a call. Red lights and wig -wag headlights will not be allowed in personal vehicles.

1.11 POSITION CLASSIFICATIONS

The department has the following classifications that are described in detail by their respective "Position Descriptions":

~~NO Firefighter may hold more than one officer position, with the exception of "training officer, maintenance officer, and fire inspector". An officer choosing to obtain a different position than currently held MUST resign from the currently held position, prior to accepting a different officer position.~~

~~Firefighter – Paid-on-call Firefighter/FMO – Paid-on-call Lieutenant – Officer Salary + Paid-on-call Captain - Officer Salary + Paid-on-call Fire Marshal – Officer Salary~~
 Assistant Chief – Officer Salary + Paid-on-call **Fire Chief – Salary**
~~Training Officer – Training Drill Pay + Paid-on-call Safety Officer – Paid-on-Call~~
~~Maintenance – Officer Salary + Paid-on-call Secretary – Officer Salary + Paid-on-call Treasurer – Officer Salary + Paid-on-call~~

MINIMUM YEARS OF SERVICE AND EDUCATIONAL QUALIFICATIONS FOR OFFICERS

POSITION	YEARS OF SERVICE	EDUCATION
Lieutenant	2	1. Emergency Medical Technician 2. Firefighter II 3. Basic Tactics Course

Captain	3	Same as Lieutenant plus: 1. Basic Instructor Course 2. Basic Supervision/ Management Course
Assistant Fire Chief	6	Same as Captain plus: 1. Incident Command 2. Fire Administration Course

Position Descriptions Are Attached:

POSITION TITLE:

FIREFIGHTER

Department:

Fire Department

Position Title Of Immediate Supervisor:

Fire Chief

Primary Description of Position:

To provide skilled fire suppression work in combating, extinguishing, and preventing fires; in answering alarms; and in the operation and routine custodial maintenance of fire department equipment, apparatus, and facilities. Performs rescue and salvage operations as required. Perform community service such as public education and presentations.

Responsibilities:

- A. Perform fire suppression activities.
- B. Assist in the operation, maintenance and repair of firefighting apparatus and equipment.
- C. Maintain and expand knowledge and skills in the areas of fire suppression and fire prevention.
- D. Perform community services as requested.
- E. Perform other duties as assigned at the verbal or written direction of the Fire Chief.

Tasks Related To Specific Responsibilities:

- A. Perform fire suppression activities.
 - 1. Drive trucks in answering alarms.
 - 2. Connect, operate, and disconnect hoses.
 - 3. Monitor and adjust water supply and pressure.
 - 4. Perform ladder operations.
 - 5. Perform forcible opening operations.
 - 6. Apply ventilation procedures.
 - 7. Operate hand chemical apparatus and applying extinguishing agents.
 - 8. Remove people from emergency and crisis situations.
 - 9. Administer emergency first aid.
 - 10. Conduct salvage and overhaul work during and after a fire or accident.
- B. Assist in the operation, maintenance and repair of firefighting apparatus and equipment.
 - 1. Inspect self-contained breathing apparatus (SCBA).
 - 2. Clean and dry hoses after use.
 - 3. Clean, wash and wax motorized fire equipment and other apparatus.
 - 4. Participate in assigned equipment and station maintenance activities.
- C. Maintain and expand knowledge and skills in the areas of fire suppression and fire prevention.
 - 1. Participate in department sponsored simulated and classroom training.
 - 2. Work to constantly improve skills and knowledge.
 - 3. Aid in the orientation and guidance of fellow fire fighters.
- D. Perform Public Services as requested.
 - 1. Participate in fire prevention/education activities
 - 2. Participate in events such as Pioneer Days and Fire Prevention in the schools.
- E. Perform other duties as assigned at the verbal or written direction of the Fire Chief.

Knowledge Skills and Abilities:

Knowledge of fire suppression techniques and equipment. Ability to make a positive contribution to the department by working cooperatively with peer and supervisors. Ability to respond to various fire suppression situations. Ability to establish and maintain continuing effective working relationships with other fire fighters and the general public. Ability to participate in significant number of department

training sessions and fire calls. Ability to provide supervision to department staff. Ability to exercise good judgment.

Training and Experience:

All formal (required) training is provided and paid for by the City of St. Francis.

Required Educational Training must be completed within the specified time period from the date of hire. This training is to be completed within the 6 month probationary period (6 month period from the date of hire).

1. Radio Communications Training
2. NIMS Training ISO 100, ISO 200, ISO 700 (required) for Officer consideration complete ISO 800

3. Firefighter II Certified with in one year

4. Haz-Mat Operations

5. Emergency Medical Technician within 1 year (effective 1/1/2018)

6. Meet all of the educational requirements for the position of Assistant Chief

7. Associates Degree Preferred

POSITION TITLE: _____ FMO (Fire Engineer)

DEPARTMENT: _____ Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: _____ Fire Captain

PRIMARY DESCRIPTION OF POSITION:

~~Under general supervision from the Captain; drives, operates and maintains fire department apparatus; works as a member of a firefighting team; maintains ability to perform firefighting, rescue, emergency medical services; participates in all functions required of a Firefighter.~~

EXAMPLE OF DUTIES

~~Responds to emergency fire, medical, and hazardous material alarms. Drives fire apparatus, engines, ladder truck, etc., insures vehicle and equipment maintenance and readiness; makes routine and emergency repairs; transports fire fighting crews safely to fire and emergency scenes; operates fire fighting apparatus, pumps, nozzles, hydraulic equipment, etc. Supplies extinguishing agents at scenes; provides proper fire streams. Performs a thorough, daily inspection and pump check of the apparatus to which he/she is assigned; notifies station officer of any condition requiring repair or maintenance; insures that the inventory of supplies and equipment is complete; assures that apparatus, equipment, and records are maintained and in good order.~~

POSITION TITLE:

LIEUTENANT

DEPARTMENT:

Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: Assistant Fire Chief

SUMMARY

This ~~paid-on-call~~ position serves as a ~~mid-level~~ **first line**-supervisor for ~~paid-on-call~~ firefighters under the direction of the Assistant Fire Chief. This position is responsible for supervision of personnel, apparatus, and equipment; coordinates fire department activities; provides supervision to paid-on-call firefighters; participates as a member of the management team; participates in departmental training; responds to emergency incidents and assumes a leadership role, and carries out the duties of higher ranking fire officers in their absence as assigned.

SUPERVISION RECEIVED AND EXERCISED

Work is performed independently under the direction of the Assistant Fire Chief. Performs varying forms of supervision and work direction for paid-on-call firefighters assigned to his/her company as well as firefighters at the scene of an emergency.

ESSENTIAL JOB FUNCTIONS

Assists with management and administration of his/her assigned company personnel, facilities, apparatus and equipment as assigned by the Assistant Fire Chief. Responds to emergency incidents and serves as a company officer or sector officer as assigned. Serves as a scheduled duty officer for the purpose of administration or responding to emergencies in the absence of a chief officer. Represents the Fire Department at local, regional, state and national fire service meetings, conferences and schools as assigned. Plans, organizes and conducts monthly training under the supervision of the Assistant Fire Chief. Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Operations, services and activities of the St. Francis Fire Department. Principles, practices, and methods of fire prevention, comprehensive fire suppression, and emergency services. Principles of supervision, management and administration including carrying out performance evaluations and scheduling. Pertinent Federal, State and local laws, codes, regulations, and ordinances. City personnel policies and procedures. St. Francis Fire department training programs. St. Francis Fire Department policies and procedures, North Suburban Regional Mutual Aid Policy and Procedures, and the City of St. Francis Emergency Management Procedure.

ABILITY TO

Supervise company teams including its personnel, apparatus, and equipment. Plan, organize, direct and coordinate the work of paid-on-call firefighters. Train and evaluate firefighters. Be assertive yet not demeaning, communicate clearly and concisely, both orally and in writing. Operate computer equipment and associated software. Be proficient at completing fire and EMS reports. Work harmoniously with groups, organize and guide members' participation, and promote positive motivation. To make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor.

QUALIFICATIONS

Meets all qualifications of St. Francis ~~Paid-on-call~~ Firefighter. Two years of experience on the St. Francis Fire Department or equivalent experience approved by the Fire Chief. Current Minnesota Fire Service Certification Board Firefighter II. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations and **Basic Tactics Course**. Not under disciplinary review for drill or fire attendance, or policies and procedures violation.

POSITION TITLE:

OPERATIONS CAPTAIN

DEPARTMENT:

Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: Assistant Fire Chief

SUMMARY:

This position serves as a ~~paid-on-call~~ mid-level supervisor for firefighters under the direction of the Assistant Fire Chief. This position is responsible for supervision of personnel, apparatus, and equipment; coordinates fire department activities; provides supervision to firefighters; participates as a member of the management team; participates in Departmental training; responds to emergency incidents and assumes a leadership role, and carries out the duties of the Assistant Fire Chief in his/her absence as assigned.

SUPERVISION RECEIVED AND EXERCISED

Work is performed independently under the direction of the Assistant Fire Chief. Performs varying forms of supervision and work direction for ~~paid-on-call~~ firefighters assigned to his/her company as well as firefighters at the scene of an emergency.

ESSENTIAL JOB FUNCTIONS

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. Responds to emergency incidents and serves in a command or supervisory role at the scene until relieved by a superior officer. Responds to all alarms, when necessary, assigned to his/her shift while on duty. Responds to emergency calls off duty in accordance with performance requirements. Determines cause and origin of fires and writes fire investigation reports. Assists with management and administration of his/her assigned company personnel, facilities, apparatus and equipment as assigned by the Assistant Fire Chief. Plans and assigns duties to employees under his/her command. Ensures adequate staffing and scheduling in accordance with department policy and procedures, standard operating guidelines and orders of the Fire Chief. Prepares personnel and activity reports for the Assistant Fire Chief. Plans, conducts and documents firefighter training as directed by the Assistant Fire Chief. Makes recommendations relating to hiring, transfer, suspension, promotion, discharge, assignments, rewards or discipline of subordinates. ~~Supervises in-service fire inspections and fire prevention education as assigned.~~ Maintains discipline. Establishes effective working relationship with others. Attends regular and assigned training as determined by superiors. Represents the Fire Department at local, ~~regional, state and national fire service~~ meetings, conferences and schools as assigned. Performs other duties as assigned or apparent, including firefighter duties as outlined in the Firefighter position description. Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizens. Is physically capable of completing firefighter physical ability test.

KNOWLEDGE, SKILLS AND ABILITIES

Operations, services and activities of the St. Francis Fire Department. Principles, practices, and methods of fire prevention, comprehensive fire suppression, rescue, emergency medical and hazardous material services. Principles of emergency scene management including the MN Incident Management System. Building construction. Principles of training firefighters and standards related to training firefighters. Principles of public education. Principles of supervision, management and administration including carrying out performance evaluations and scheduling. Pertinent Federal, State and local laws, codes, regulations, and ordinances. City personnel policies and procedures. St. Francis Fire department training programs. St. Francis Fire Department policies and procedures, North Suburban Regional Mutual Aid Policy and Procedures, and the City of St. Francis Emergency Management Procedure. Scientific method of determining fire cause and origin.

ABILITY TO

Supervise company teams including its personnel, apparatus, and equipment. Plan, organize, direct and coordinate the work of firefighters. Train and evaluate firefighters. Be assertive yet not demeaning. Communicate clearly and concisely, both orally and in writing. Operate computer equipment and be proficient completing fire and EMS reports. Work harmoniously with groups, organize and guide members' participation, and promote positive motivation. Operate assigned equipment including vehicles. To make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor.

QUALIFICATIONS

Meets all qualifications of ~~St. Francis Paid-on-call~~ Firefighter. ~~Two~~ **Three (3)** years of experience on the St. Francis Fire Department or equivalent experience approved by the Fire Chief. ~~Two Years serving as a Fire Lieutenant on the St. Francis Fire Department.~~ Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II. ~~Fire Apparatus Operator.~~ Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations, Basic Fire Instructor and Basic Fire Service Leadership and Supervision.

POSITION TITLE: FIRE PREVENTION/INSPECTIONS CAPTAIN ~~FIRE MARSHAL~~

(Promotional Appointment) DEPARTMENT: Fire Department/Public Safety

POSITION TITLE OF IMMEDIATE SUPERVISOR: Fire Chief

SUMMARY: Inspects facilities for conformance to the City's fire code ordinance.

ESSENTIAL JOB FUNCTIONS

Conducts inspection of new construction, remodeled structures, and existing structures to assure conformance with the City's fire prevention code. Conducts inspections per contracts with City of St. Francis and the State Fire Marshal's office. Schedules staff inspections. Conducts in-house training for staff paid-on-call firefighters conducting scheduled inspections. Coordinates with the Community Development Inspection Division for plan reviews of proposed construction. Assists in department administration as directed by the Fire Chief. Records department activity. Writes reports as required by inspection and/or investigation activities. Meets with the public regarding code compliance issues. Attends Development Review meetings with member of the Community Development Department as necessary to review New Construction Proposals. Attend Planning Commission or Council Meetings for recommendations on Code Inspection Issues. The Captain in charge of Prevention and Inspections will be scheduled on average 20 hours per month to perform inspections, code enforcement, fire prevention, plan review and fire investigation as approved by the Fire Chief.

QUALIFICATIONS

Certificate of competency from a recognized State authority such as the State Fire Marshall's office, or MNSCU, attesting to an understanding of the State Fire Code and applicable National Fire Protection Association Standards. Complete six months of successful field experience as evaluated by a department recognized authority such as the City's current Fire Marshall. Firefighter 2 certification by the State Board of Fire Service Examiners. Fire and/or Building Inspection Certification (or will be certified within six months of appointment date). Good report writing and verbal communication skills. Excellent interpersonal and customer service skills.

POSITION TITLE:

ASSISTANT CHIEF

DEPARTMENT:

Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: Fire Chief

SUMMARY:

Work is performed under the managerial direction of the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Serves as second in command over entire Fire Department.

ESSENTIAL JOB FUNCTIONS:

Assists Fire Chief in planning and directing the activities of the department, including hiring, termination, and discipline; assumes the duties of the Fire Chief in the latter's absence. Manages the day-to-day operation of the Fire Department through subordinate division managers. May act as Fire Chief during absence of Fire Chief, as assigned. Supervises all officers and firefighter/EMT positions, either directly or through other subordinate officers. Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training, department technology, station and equipment maintenance, PPE and uniforms. Directs and participates in major departmental programs. Responds to general alarm fire as needed; assumes command in the absence of Fire Chief. Carries out duties in conformance with Federal, State, County and City laws and ordinances. Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the City. Directs the operation of departmental in-service training activities.

Handles grievances from officers and firefighters, maintains Departmental discipline and the conduct and general behavior of personnel. Prepares and submits periodic reports to the Fire Chief regarding the Department's activities. Assigns personnel and equipment to such duties and uses as the service requires.

PERIPHERAL DUTIES

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities. Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local, county, state and other meetings. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks. Serves as a member of various employee committees.

KNOWLEDGE SKILLS AND ABILITIES

Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; Skill in the operation of listed tools and equipment. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

ABILITY TO

Supervise company teams including its personnel, apparatus, and equipment. Plan, organize, direct and coordinate the work of firefighters. Train and evaluate firefighters. Be assertive yet not demeaning. Communicate clearly and concisely, both orally and in writing. Operate computer equipment and be proficient completing fire and EMS reports. Work harmoniously with groups, organize and guide members' participation, and promote positive motivation. Operate assigned equipment including vehicles. To make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor.

QUALIFICATIONS

Meets all qualifications of St. Francis Paid-on-call Firefighter. Six (6) years of experience on the St. Francis Fire Department or equivalent experience approved by the Fire Chief. ~~Fire Captain on the St.~~ With at least 3 years of fire service experience in leadership and management as approved by the Fire Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations. Course work related to Fire Service Instructor, Fire Ground Tactics, Incident Command, and Supervision and Leadership

POSITION TITLE:

FIRE CHIEF

DEPARTMENT:

Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: City Administrator / Mayor/ City Council

SUMMARY:

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

SUPERVISION RECEIVED AND EXERCISED

Works under the General Guidance and Direction of the City Administrator, Mayor and City Council. Supervises the St. Francis Fire Department, Volunteer Assistant Fire Chief directly, and other department staff through these subordinate volunteer officers.

ESSENTIAL JOB FUNCTIONS:

Plans, coordinates, supervises and evaluates Fire and EMS operations. Establishes policies and procedures for Fire and EMS Departments in order to implement directives from the (City Administrator/Mayor) or City Council. Plans and implements Fire and EMS programs for the City in order to better carry out the policies and goals including those set forth in the City's Affirmative Action Plan; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies. Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS Departments; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment. Responds to alarms and may direct activities at the scene of major emergencies. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances. Directs the operation of departmental in-service training activities. Controls the expenditure of departmental appropriations. Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel. Reviews and approves monthly reports to the City Administrator regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities. Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities. Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local, county, state and other meetings. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks. Serves as a member of various employee committees.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; Skill in the operation of listed tools and equipment. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

ABILITY TO

Supervise company teams including its personnel, apparatus, and equipment. Plan, organize, direct and coordinate the work of firefighters and all officers. Train and evaluate firefighters. Be assertive yet not demeaning. Communicate clearly and concisely, both orally and in writing. Operate computer equipment and be proficient completing fire and EMS reports. Work harmoniously with groups, organize and guide members' participation, and promote positive motivation. Operate assigned equipment including vehicles. To make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor.

QUALIFICATIONS

Meets all qualifications of St. Francis Paid-on-call Firefighter. Two Years serving as a Assistant Fire Chief on the St. Francis Fire Department or equivalent experience as approved by the City Council or City Administrator. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II. Fire Apparatus Operator. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations

POSITION TITLE:

TRAINING ~~OFFICER~~ CAPTAIN

DEPARTMENT:

Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: Assistant Fire Chief

SUMMARY:

Under the direction of the Assistant Fire Chief, administers, and performs the Department Wide Training Program. Works to develop, implement, and maintain all areas concerning the ~~volunteer~~ fire departments. This position entails working additional fire hours, the ability to present / coordinate training material, and the ability to work well with others.

SUPERVISION RECEIVED AND EXERCISED

Supervision is exercised over Firefighters ~~involving instruction and training~~. Work is performed independently under the direction of the Assistant Fire Chief. Performs varying forms of supervision and work direction for ~~paid-on-call firefighters~~ assigned to his/her company as well as firefighters at the scene of an emergency.

ESSENTIAL JOB FUNCTIONS:

Serves as training ~~officer~~ captain; prepares and conducts training sessions; prepares course outlines and examinations; provides information to the public through press releases and lectures; maintains relationships with media; edits audiovisual materials for training or public information purposes. Designs, prepares and delivers training and educational programs. Manages purchasing and requisitions for station supplies and equipment. Assumes positions of higher responsibility as assigned. Supervises a company of Firefighters on fire apparatus and at the scene of a fire or other emergency situation. Organizes and supervises daily work routine at fire station consisting of station and equipment maintenance; provides safety and other training to firefighters. Continues to train with fire tools and equipment to develop and maintain proficiency; receives training regarding new developments in hazards, equipment, and techniques; maintains adequate physical condition. Maintains records and prepares reports related to work and training of firefighters. Identifies training needs and provides counseling as needed. Operates a variety of fire suppression and emergency medical equipment. Performs related duties as needed or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; Skill in the operation of listed tools and equipment. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

QUALIFICATIONS

Meets all qualifications of St. Francis ~~Paid-on-call~~ Firefighter. ~~Two~~ **Three (3)** Years serving as a St. Francis Fire Fighter on St. Francis Fire Department or equivalent experience as approved by the Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II. ~~Fire Apparatus Operator~~. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations

POSITION TITLE: _____ SAFETY OFFICER

DEPARTMENT: _____ Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: _____ Fire Chief

SUMMARY:

Performs as an incident safety officer for emergency incidents, training and other departmental activities as appointed by the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Works under the General Guidance and Direction of the Fire Chief.

Supervises all firefighters and officers positions as stated in the Incident Command system when appointed as safety officer for that particular event, either directly or through other subordinate officers.

ESSENTIAL JOB FUNCTIONS:

NFPA 1403 1521 standard can be used as a reference for development of this position. This position is implemented to manage the safety of all personnel and to relieve the Incident Command of direct involvement in this responsibility; The Safety Officer also keeps the I.C. informed of present problems and potential hazards. He/She should not only identify problems but offer solutions to minimize the risks. The Safety Officer has the authority to bypass the chain of command when it is necessary to correct unsafe acts immediately, such as removing personnel from areas of imminent danger. The I.C. must always be informed of these corrective actions immediately if the scope of the personnel removed compromises their assignment, otherwise within one (1) hour of bypassing the chain of command; The Incident Safety Officer must have knowledge of fire behavior and building construction. Assists in development and implementation of department health and safety programs, policies and procedures for various departmental operations regarding incident operations, routine fire department operations and training. Directs and participates in major departmental training programs. Carries out duties in conformance with Federal, State, County and City laws and ordinances and NFPA and other trade organization standards. Assists in the planning and implementation of Fire, Rescue, Hazardous Materials and EMS training programs for the Department in order to better carry out the policies and goals of the Department as it applies to health and safety. Assists in the operation of departmental in-service health and safety programs and activities. Oversees, monitors and access the safety hazards and unsafe conditions that may occur and develop measures for ensuring personal safety. Attends training programs oriented to the duties of a safety officer; Attends training conferences and training meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings. Any other duties as assigned by a superior officer.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern fire suppression, rescue, hazardous materials, confined space rescue, trench rescue and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; Skill in the operation of listed tools and equipment. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below. Training in hazardous material response to the operations level. Training in trench and trench related emergency incident response. Training in confined space rescue.

ABILITY TO

~~Supervise company teams including its personnel, apparatus, and equipment. Plan, organize, direct and coordinate the safety of firefighters and all officers. Train and evaluate firefighters regarding safety. Be assertive yet not demeaning. Communicate clearly and concisely, both orally and in writing. Operate computer equipment and be proficient completing fire and EMS reports. Work harmoniously with groups, organize and guide members' participation, and promote positive motivation. Operate assigned equipment including vehicles. To make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor, respecting the chain of command.~~

QUALIFICATIONS

~~Meets all qualifications of St. Francis Paid on call Firefighter. Two Years serving as a St. Francis Fire Fighter on St. Francis Fire Department or equivalent experience as approved by the Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II. Fire Apparatus Operator. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations~~

POSITION TITLE: _____ MAINTENANCE OFFICER

DEPARTMENT: _____ Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: _____ Fire Chief

SUMMARY:

This is skilled work in maintaining department apparatus used in fire fighting and rescue operations. Work includes performing routine maintenance as well as minor repair.

ESSENTIAL JOB FUNCTIONS:

Perform routine maintenance on department apparatus in a timely manner. Perform minor repairs as needed. Coordinate major repairs with required repair facilities.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of apparatus and equipment used in fire fighting and rescue operations; thorough knowledge of the care and proper use of various tools required to maintain equipment, Thorough knowledge of emergency communications equipment.

ABILITY TO

Plan, organize, direct and coordinate the maintenance of all tools, apparatus etc. located within the department. Communicate clearly and concisely, both orally and in writing. Operate computer equipment and be proficient in the software that tracks maintenance, requests, etc.. Work harmoniously with groups, organize and guide members' participation, and promote positive motivation. Operate assigned equipment including vehicles.

QUALIFICATIONS

Meets all qualifications of St. Francis Paid on call Firefighter. Two Years serving as a St. Francis Fire Fighter on St. Francis Fire Department or equivalent experience as approved by the Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Fire Apparatus Operator. Current Minnesota EMSRB Certified Emergency Medical Technician or Fire Responder Certification. NFPA 472 Haz Mat Awareness or any other certifications deemed necessary by the Fire Chief.

POSITION TITLE: ~~SECRETARY~~

DEPARTMENT: ~~Fire Department~~

POSITION TITLE OF IMMEDIATE SUPERVISOR: ~~Assistant Fire Chief~~

SUMMARY:

~~Maintain the fire department's clerical details and provide secretarial support services to the Fire Chief and other administrative personnel for the department. Greet and responds to the public or other City employees in a courteous manner. Services include taking and referring incoming messages, maintaining manual and computer files, typing correspondence, reports, issuing permit applications to the public, and updating all correspondence related to the fire service.~~

SUPERVISION RECEIVED AND EXERCISED

~~Perform duties with moderate supervision following established procedures, guidelines and deadlines. Depending on experience, may make decisions in non-routine situations requiring judgment.~~

ESSENTIAL JOB FUNCTIONS:

~~Act as confidential Secretary to the Fire Chief and fire department. This includes distribution of incoming mail; forward calls, and take messages. Screen and refer calls and arrange department tours and appointments as directed. Responds courteously to inquiries and promptly provides information within scope of responsibility, and refers calls or inquiries to other parties as appropriate. Issues permit applications. Maintain files and other records both computerized and in a standard filing system. Receive, secure, and maintain accurate records of training, certifications, phone lists, and roll call sheets. Type correspondence, reports, and other business materials for the Chief and other department staff, following standards and priorities established by the Chief. Order, dispense and keep track of office supplies. Provide all clerical services necessary to the efficient functioning of the department. Maintain excellent relations with the public, members of the department and other City department personnel. May perform duties of similar complexity in any City. Records minutes of all officer and general meetings, maintains archive records of minutes.~~

KNOWLEDGE, SKILLS AND ABILITIES

~~Must have computer ability sufficient to use Microsoft Office Word and learn within probationary period Excel, PowerPoint, and other department specific software and do data entry for various reports. Must have a sound knowledge and ability in business correspondence, and an ability to proofread the grammar, spelling, and punctuation of self and others with a high degree of accuracy.~~

~~Must have a broad knowledge of general office skills and equipment as evidenced by a combination of course work and experience as a confidential secretary in a comparable fast-paced environment.~~

~~Must be able to acquire a basic working knowledge of Fire Department operations, policies and procedures, Civil Service rules and regulations, and applicable City procedures and practices in a reasonable training period. Must be able to perform mathematical computations with a high degree of accuracy.~~

ABILITY TO

~~Communicate clearly and concisely, both orally and in writing. Have excellent organizational skills. Operate computer equipment and be proficient in the software that tracks maintenance, requests, etc. Work harmoniously with groups, organize and guide members' participation, and promote positive motivation.~~

QUALIFICATIONS

~~Meets all qualifications of St. Francis Paid-on-call Firefighter. Two Years serving as a St. Francis Fire Fighter on St. Francis Fire Department or equivalent experience as approved by the Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Current Minnesota EMSRB Certified Emergency Medical Technician or Fire Responder Certification. NFPA 472 Haz Mat Awareness or any other certifications deemed necessary by the Fire Chief.~~

POSITION TITLE: _____ TREASURER

DEPARTMENT: _____ Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: _____ Assistant Fire Chief

SUMMARY:

This is a skilled administrative position maintaining various records of the department. Work involves maintaining accurate records of training, run reports, and assisting the Fire Chief with any invoices as necessary.

SUPERVISION RECEIVED AND EXERCISED

Minimal supervision and direction from the Fire Chief and Assistance Fire Chief.

ESSENTIAL JOB FUNCTIONS:

Prepare monthly attendance records of fire department staff, training events, and fire / EMS runs. Submit reports to the State monthly after reviewing them for any errors. Monitoring and training staff of Department software involving the entering of run reports or tracking of training, or maintenance.

KNOWLEDGE, SKILLS AND ABILITIES

Must have computer ability sufficient to use Microsoft Office Word and learn within probationary period Excel, and other department specific software and do data entry for various reports. Must have a broad knowledge of general office skills and equipment as evidenced by a combination of course work and experience as a confidential secretary in a comparable fast-paced environment. Must be able to acquire a basic working knowledge of Fire Department operations, policies and procedures, Civil Service rules and regulations, and applicable City procedures and practices in a reasonable training period.

ABILITY TO

Communicate clearly and concisely, both orally and in writing. Have excellent organizational skills. Operate computer equipment and be proficient in the software that tracks maintenance, requests, etc. Work harmoniously with groups, organize and guide members' participation, and promote positive motivation. Must be able to perform mathematical computations with a high degree of accuracy.

QUALIFICATIONS

Meets all qualifications of St. Francis Paid-on-call Firefighter. Two Years serving as a St. Francis Fire Fighter on St. Francis Fire Department or equivalent experience as approved by the Chief. Current Minnesota Fire Service Certification Board, Firefighter I, Current Minnesota EMSRB Certified Emergency Medical Technician or Fire Responder Certification. NFPA 472 Haz Mat Awareness or any other certifications deemed necessary by the Fire Chief.

1.12 DEPARTMENT MEETINGS

The department meetings will be held **as needed**, ~~held on the first Sunday of the first full weekend of each month, unless a holiday or special circumstance interferes. Minutes of the meetings shall be prepared by the Secretary and posted on each stations bulleting board within one week of the meeting date.~~ A special business meeting may be called by the Chief or City Administrator, if a special emergency situation necessitates a meeting. ~~Firefighters are expected to attend monthly Department meetings.~~

Work Details will be scheduled monthly both morning and evenings. Work Details are designed for firefighters to perform maintenance, cleaning, and repairs to the building and department equipment. The Captain of Operations is responsible for scheduling and coordinating monthly work details. All firefighters are required to attend at least six (6) work details in a calendar year. Failure to meet this requirement will result in disciplinary action in accordance with the departments Attendance policy

1.13 OFFICERS MEETINGS

The Officers Meeting will consist of a Chief, an Assistance Chief, 3 Captains, **2** ~~1~~ Lieutenant ~~and a Secretary. This is an open meeting an all public is invited to view The Officers meeting will be on the Sunday of the first entire weekend of the month and begin at 17:00 hours to allow~~ discussion of drill topics.

1.14 REQUEST FOR LEAVE OF ABSENCE

Any member who anticipates an absence from active duty for an extended period, other than vacation or Department business, shall request a leave of absence from the Fire Chief, who in turn will notify the City and Relief Association. Upon return to active status, regardless whether a leave was requested or granted, the member must meet department training standards. The Officers may determine the period allowed for making up missed training, based on the circumstances.

A military leave will be granted for return to active duty and for training.

A medical leave will be granted during the period the member is under the care of a physician and unable to work as a firefighter.

Such leave shall be for a maximum of 2 years, and can only be extended with approval of the Chief and City Administrator.

Firefighters will be required to turn in all department equipment, including but not limited to, pager, bunker gear, radio's etc. during the leave of absence. Return of the department equipment during the leave of absence shall be at the discretion of the fire chief.

To return to active duty following a medical leave, a doctor's statement explaining any limitations will be given to the chief.

~~1.15~~ RESIGNATION

~~An active status department member who is not on disciplinary leave of absence and elects to resign, may apply to become a "Social Member" of the Department. Social status membership is granted for a period up to two (2) years and entitles the member to reinstatement as an active member in preference to any other candidate, provided there is an approved opening and the member meets all requirements for the position. The Social Member shall not accumulate seniority during social status, but will have the same seniority upon reinstatement as he/she had at the time of resignation. Unauthorized absence from the department for an extended period of~~

~~time may be considered by the Fire Chief as a resignation.~~

1.16 RETIREMENT/RESIGNATION

Upon completion of his/her firefighter career with the Department, the member is asked to submit a written retirement notice to the Fire Chief and the Relief Association President, respectively. The Fire Chief shall inform the City Administrator of the retirement.

1.17 EQUIPMENT LOAN RECEIPT

Upon separation from duty due to resignations, retirement or leave of absence or suspension, the firefighters issued gear including personal protective gear, uniform, pager, etc., shall be turned in, and an acknowledgement of its return will be noted on the original "Equipment Loan Receipt".

1.18 SENIORITY

The member's years of service with the Department will constitute the member's "department seniority". A member's "years of service" or "seniority date" commences with the date the member began employment with the fire department as a firefighter. That date is recorded in the member's personnel file and is given to the Relief Association for its record. Years of service accumulate with each year, or fraction thereof, during which the member worked for the Department as a firefighter.

1.19 ALTERNATE DUTY

In the event a member is disabled from performing some or all of the duties of a firefighter due to a disabling injury, the City shall determine whether that member may continue to serve as an active member of the Department within the physical limitations prescribed by the attending physician. Factors considered are the extent of the disabling condition, the prognosis for recovery, the firefighter's skill capabilities, and impact on the department's response capability.

1.20 SUSPENSION/TERMINATION

Any firefighter member may be suspended or dropped from membership for misconduct, failure to meet department requirements, or abuse of authority as an officer. ~~A misconduct charge that may result in suspension or termination will be presented to the member in writing, except that the Officer in Charge of an incident or shift has the authority to immediately suspend a member for conduct which poses an immediate safety threat. The member will be afforded an opportunity to have the charge and recommended discipline reviewed by an Appeal Committee consisting of the Department Chief or his designee, two Department officers, and a department member who shall be designated by the member subject to the discipline. If termination is recommended, then the file shall be reviewed by the City's Human Resource Director~~ City Administrator.

1.21 MEMBERSHIP RECORDS

Members shall provide the department with personal information required by law, and such additional information necessary for efficient operations, including their fire call availability, home address and telephone number, driver's license number and expiration date, an emergency contact person, and any changes to this information. Members may request to examine the content of their personnel file.

1.22 FIREFIGHTER INFORMATION SHEET

Members may be asked to complete a medical information form that is maintained by City designated medical facility and used in the event emergency medical care must be given due to a work connected injury.

1.23 PERSONAL DATA UPDATE SHEET

All members are required to report any change in their address, telephone number, driver's license status, and availability status. If a member's commitments do not allow sufficient available hours to the department, the member may be requested to take a leave of absence, or asked to resign if the lack of availability is indefinite.

authorization form.

1.24 GENERAL STANDARD

All members are expected to conduct their personal and professional (fire department) activities consistent with the highest standards of a public safety officer. Illegal and immoral conduct on or off duty is inconsistent with that standard. Members are expected to use good judgment and project an image of professionalism, integrity and trust. Conduct inconsistent with this policy may subject the member to disciplinary action.

Personal grooming and hygiene while on duty must be maintained. A complete, laundered uniform in good condition must be worn when required at Fire Department Functions, and at all meetings. Hair length and style must project a professional, neat appearance.

Failure to meet these standards will subject the firefighter to discipline up to and including termination

1.25 MAKING PURCHASES

Department purchases shall be made only by an officer AND only when authorized by the Fire Chief. All purchases must be made with an authorized purchase order. Call the Fire Chief PRIOR to the purchase for approval and he will give you the purchase order number. Retain a copy for our records with your signature and what was purchased clearly written on it. All purchases shall be accompanied by a purchase order number. No one is to purchase for personal use any items using the City's or the Fire Departments name. Purchases of gas and oil for equipment must be accompanied by a receipt with the truck or reason for purchase stated on it, along with the firefighter's signature.

~~1.26 REQUEST FOR OFFICER ACTION~~

~~The "Request for Officer Action" form is used to record job performance issues. It may be completed by a firefighter, but must be used by an officer or other supervisor to record disciplinary action. The completed form is routed to the Fire Chief for review and further warranted action. During the annual meeting by the Chief with each firefighter, this form is included in the discussion. If appropriate, the form will be retained for future reference, or destroyed. A member who is the subject of the report should be promptly advised of it by the writer, and has the privilege of seeing any such reports in his/her file. If a firefighter chooses to use this form, he/she must sign the form or it is considered invalid. Refer to Exhibit B attached hereto~~

1.27 PUBLIC COMMUNICATIONS

A member is expected to report any concern, question or criticism regarding the department, its members and officers, or its operations, to a department officer, or the full membership. Members are also encouraged to report exceptional efforts of a member. ~~Reports may be verbal or on the Request for Officer Action form.~~

1.28 DEFAMATORY PUBLIC COMMENTS

A member who makes defamatory, disparaging or demeaning statements about the department, its members, officers, or operations, outside the department, and has not first brought the issue to an officer ~~or the full membership~~ for resolution, shall be subject to disciplinary action in accordance. If the officer(s) ~~or membership~~ has resolved the issue, the member shall not make degrading public comments about the decision.

1.29 DRUG & ALCOHOL TESTING

The City has adopted a drug and alcohol testing policy, which complies with the Federal Drug-Free Workplace Act of 1988. The policy prohibits an employee from reporting to work or working while under the influence of any drug or alcohol, and from the possession and use of drugs and drug paraphernalia. A Drug-Free Awareness Program is available to employees. An

employee convicted of a drug statute violation must report it to the City within five days of the conviction. Fire department applicants and employees are subject to drug testing and have a right

To a confirmatory retest. The complete testing policy description, procedures and program forms are available for employee review.

~~1.30~~ MANDATORY STRESS TEST

~~Mandatory stress tests and a SCBA fit test will be given annually by the department. If a firefighter misses the test on that day, he or she will have to complete the test within thirty (30) days of the test date. Failure to receive the test during this 30 day period shall result in the suspension of the firefighter until such time as the test is completed and passed. Problems detected during the test shall be reported to the Fire Chief. The Fire Chief shall review the findings and determine if a complete physical shall be required.~~

COMPENSATION

2.0 GOVERNING WAGE HOUR LAW

All department members are compensated pursuant to the Fair Labor Standards Act rules and regulations. All "hours worked" by "non-exempt" employees for "fire calls", drills, and special projects or meetings, are recorded on Department forms designated for that purpose. Hourly pay rates are approved each year by the City Council.

2.1 MINIMUM COMPENSABLE HOURS WORKED

For ~~paid-on-call~~ firefighters, a minimum one hour pay shall be credited for answering the fire call. Time worked in excess of one hour for a fire call shall be paid in additional hour increments after the 15 minute increment mark.

If a second fire call is received prior to the completion of the first fire call, the second call does not generate a second one-hour guaranteed pay. Pay is calculated from arrival of first call to dismissal of final call.

2.2 COMPENSATION RATES

~~Paid-on-call~~ firefighters shall be paid pursuant to the ~~paid-on-call~~ firefighter compensation rates authorized by the City Council. Firefighters will be eligible for any COLA adjustments made by/for city employees

Compensation rates are as follows

1-5 years of seniority 12.00 per call/ hour

6-10 years of seniority 12.50per call/hour

11-15 years of seniority 13.00 per call/hour

16-20 years of seniority 13.50 per call/hour

21 years of service and above 15.00 per call/hour

2.3 PAYROLL CHECKS

Payment for time worked by ~~paid-on-call~~ firefighters is by direct deposit. Deposits are issued monthly the Tuesday after the second City Council meeting of the month. (Arrangements for direct deposit should be made with the City's Finance Department).

2.4 RECORDING OF HOURS

All attendance will be recorded by signature on drill roll call sheets or by signing the final printed run sheet. All other compensation requested must be submitted in writing to the fire chief for

approval.

~~2.5 GROUP TERM LIFE INSURANCE~~

N/A

2.6 WITNESS COMPENSATION

Attendance pursuant to subpoena at a deposition or trial for the purpose of giving testimony on behalf of the City must be approved in advance by the City's attorney and the Fire Chief. The approval will include documentation of the hours to be compensated as hours worked for the City.

DUTY SCHEDULES

3.0 ~~PAID-ON CALL FIREFIGHTER SHIFT DUTY & WEEKEND RESCUES /EVENING RESCUES~~

~~Paid-on call firefighters are required to work their scheduled shift. Firefighters are also required to work their drawn weekend-rescue scheduled shift hours each quarter. Names are drawn the last month of each quarter at the general meeting. The required weekend shift is 24 hours on, 6am to 6am. Evening rescue is a first come first serve sign up, requiring a shift of 12 hours, 6pm, to 6 am. Additional Pay is paid for required Weekend Rescues and volunteer sign ups for Evening Rescue Days. NO CALL CREDIT is given for these shifts. Hourly pay is paid per call.~~

3.1 STATION COVERAGE DURING SEVERE WEATHER

When stations are to be staffed during severe weather, a general tone will be activated by 2800 specific to our department. When a severe weather tone is activated county wide, members of the department are not required to staff the station unless specified by our department.

DEPARTMENT OFFICERS

4.0 OFFICER TITLES

Department ~~Line~~ Officers consist of a Fire Chief, Assistant Chief, ~~two~~ 3 Captains, ~~two~~ (1) Lieutenant and designated Safety Officer. ~~Administration Officers consist of Fire Marshal, Maintenance, Training Officer, a Secretary, and Treasurer.~~ The Chief and Assistant Chief are appointed by the City Administrator with concurrence of the City Council. All other positions are awarded via an application process and Accepted officers serve a two-year term.

4.1 APPLICATION FOR SELECTED OFFICER POSITIONS

Applicants must indicate their desire to serve as an officer by completing an "Application for Officer" form, ~~or writing their name on the sign up sheet, whichever method is used for that particular selection year.~~ Applicants must meet the "minimum qualifications" recited in the Position Description. ~~The selection method is a numerical scoring of each essential job-qualifications such as education completed, current member status, and personal characteristics.~~ The Chief and Assistant Chief will interview each candidate and choose the best candidate for the position. They will recommend their choice of candidate to the City Council to fill the position and offer that position upon City Councils approval.

COMMITTEES

5.0 COMMITTEE PARTICIPATION

Committees are designated to promote department objectives. Members are required to participate in a committee in order to enhance their own knowledge of department programs, and to promote the organization's progress. Committees are composed of members who have volunteered to serve, or may be appointed by the Chief. The committee chairperson has the authority to convene and conduct meetings, and to remove a committee member who fails to serve. Committees are asked to report their progress to the membership at regular department business meetings.

5.1 POICY DECISIONS

Policies will be decided by the Fire Chief and approved by the City Council before they are brought to the general meeting.

ISSUED UNIFORMS AND PROTECTIVE CLOTHING

6.0 ITEMS COVERED BY DEPARTMENT RULES

All protective clothing, uniforms, supplemental apparel, and personal clothing bearing the St. Francis Fire Department name or insignia, are subject to department regulations, as described below.

6.1 ISSUED UNIFORMS AND PROTECTIVE CLOTHING

No firefighter or officer should be handling or tampering with gear or other personal property that does not belong to them. All firefighters and officers will be in gear when responding to any calls. ~~Firefighters name or initials should be on all equipment issued to that member.~~

6.2 UNIFORMS

The Department shall issue to each member the following items that constitute the department uniform:

- One front button standup collar shirts
- One pair of dress slacks
- One badge and name plate, insignia emblems and arm patches

The department uniform must be worn in its entirety to designated functions such as scheduled events, in service inspections, and at department organized community activities. Uniforms may not be worn at events or in locations not authorized by the Fire Chief. For example, the department uniform cannot be worn at liquor serving establishments when the firefighter is present for social reasons. The department furnished uniform is to be worn with black shoes or boots; black or dark blue socks (unless the sock is covered by the boot), black or dark blue pants, and black or dark blue belt. Only the Fire Chief, for good cause, can make exceptions.

While participating in any event outside or inside the City, no firefighter shall wear the uniform of the Department or present him or herself as a representative of the Department unless approved by the Fire Chief or other officer in charge if the Chief is not available. When representing the Fire Department, a firefighter will not speak disrespectfully of the Department or any of its members.

TURNOUT GEAR

The Department shall issue to each member the following items that constitute the personal protective equipment:

- One set of bunker pants
- Turnout Jacket
- Grass Jacket
- SCBA Mask & Bag (upon completing general firefighting requirements)
- Medical Coveralls
- Helmet w/ Hood
- One set of gloves
- Fire rated boots
- One set of Safety Goggles/ Glasses
- ~~Spanner Belt~~

6.3 PAGERS

The department shall issue to each firefighter a personal pager and case, batteries and charging station. The firefighter is responsible for keeping the pager in good condition. Damage to the pager, or operation problems should be reported in writing to the Chief.

6.4 RECEIPT FOR DEPARTMENT ISSUED ITEMS

At the time City issued property is furnished, the firefighter shall acknowledge its receipt on the form "Receipt of Fire Department Issued Property". The firefighter agrees to return to the Fire Department all City issued property upon the firefighters termination from the Fire Department. *Refer to Exhibit A attached hereto*

6.5 SUPPLEMENTAL APPAREL

"Supplemental apparel" purchased by the firefighter consist of:

- * Baseball cap with department logo
- * Beanie winter hat
- * Uniform sweater
- * Poplin or Leather Jacket
- * Radio belt clip
- * Flashlight & belt holder
- * Glove pouch
- * Department logo T shirt & polo shirt / Sweatshirts

Supplemental apparel may be worn with approval of the Fire Chief. Coveralls are not considered the equivalent of the department uniform and are to be worn only under specific instances approved by the Fire Chief such as standby crew apparel for medical coverage.

6.6 MAINTENANCE OF UNIFORMS & SUPPLEMENTAL APPAREL

Department personnel are responsible for laundering uniform and supplemental apparel. Tailoring will be done at City expense on provided gear. All items must be kept in clean and professional appearing condition. Items soiled by exposure to patient fluids must be cleaned in accordance with department decontamination procedures. Uniforms & apparel that are damaged during the firefighter's performance of duties will be repaired or replaced at City expense with the Fire Chiefs approval.

TRAINING

7.0 TRAINING

Department training is coordinated by the Assistant Chief who will be assisted by all officers in preparing a training schedule, assisting the Fire Chief in preparing a training budget, and participate in conferences, committee meetings, and projects deemed in the best interest of the departments training program. He/she is responsible for preparing the annual training schedule, training budget, and selection of outside training opportunities for department members.

Firefighters will receive 3 hours credit for any training attended. Pay will be based on actual training time.

7.1 TRAINING REQUIREMENTS

All members must meet the department's training requirements, which include drill attendance, and periodic competency certifications. Failure to meet these standards will result in termination. The department offers drills ~~the third Monday, and Wednesday of the month, and the first Saturday of the month~~, excluding holidays. Members are expected to attend either the morning or evening regular drill. ~~Seminars and special schools are posted on station's bulletin board, with information regarding attendance selection, hourly compensation and reimbursable expenses.~~

7.2 COMPETENCY CERTIFICATIONS

The department will conduct periodic skill competency evaluations for all personnel, and provide refresher courses/certificates of competency as required. Skill competencies include:

1. First Responder Refresher / EMT Refresher
2. CPR Certification
3. Firefighter Per NFPA Standard 1001
4. Fire Motor Operator per NFPA Standard 1002
5. Hazardous Materials Responder Awareness, per NFPA Standard 472

Training offered by the Department to assure that the firefighter has had a fair opportunity to practice the required skills shall precede certification retesting. If a firefighter shall miss a scheduled drill, it is up to that firefighter to acquire the training missed coordinating it with a department officer or obtaining the equivalent training elsewhere.

If a firefighter fails to recertify, he/she will be given an opportunity to practice the skills before being required to retest. In the event a firefighter again fails the evaluation, the firefighter will be placed on involuntary leave for a period up to 90 days. If the firefighter fails to attain the required skills, during that leave period, the firefighter will be terminated from the department.

7.3 TURNOUT GEAR AT DRILLS

Full turnout gear is to be worn at drills by all firefighters when requested to do so by the Training Officers ~~instructor~~.

7.4 CHILDREN AT CALLS OR DRILLS

~~No family members are to be at meetings or drills.~~ Children may be allowed at the station during calls with proper adult supervision only upon the approval of the Chief.

7.5 1st RESPONDER UPGRADING TO EMT LEVEL

First responders must wait until they are up for refresher training before they are allowed to advance to EMT training unless otherwise approved by the Chief. Written requests must be made to the Fire Chief to obtain approval for funding of this course.

7.6 TRAINING RECORDS

All firefighters must give the Assistant Chief proof of completions of all required courses. It is the firefighter's responsibility to make sure their records are up to date. Firefighters who fail to provide proof of completion of required training courses will ~~not be allowed to participate in fire calls until all training is completed and their records are brought up to date.~~ Be subject to discipline up to and including termination

7.7 MISSIONS AND GOALS

The departments training mission is to create quality education programs which provide the firefighter with the skills and knowledge necessary to perform the departments' services. Supporting that mission, the department will offer training which broadens the scope of the departments knowledge, and creates an atmosphere that stimulates firefighters interest in learning, recognizes individual achievements, and integrates innovative training concepts.

**ST. FRANCIS FIRE DEPARTMENT
EQUIPMENT RECEIPT AND LOAN AGREEMENT**

This is to acknowledge my receipt of the following items owned by the City of St. Francis and loaned to me for performance of fire fighter duties. I agree to return these items in good condition, reasonable wear excepted, upon my termination from the St. Francis Fire Department, or when requested by the Fire Chief. I understand and agree that I am personally responsible for these items and if I fail or refuse to return them, I agree to reimburse the City for the loss of the items.

Equipment	Date of Issue	Make	Model	Size	Serial #	Condition
Entrance Code						
Computer Login / PW						
SOGS						
Policies and Procedures Manual						
Turnout Coat						
Turnout Pants						
Suspenders						
Gloves						
Helmet						
Fire Hood						
Helmet Tags						
Boots						
Helmet Flashlight						
Safety Goggles/Glasses						
Spanner Belt						
Pager						
Rescue Jumpsuit						
Wildland Jacket						
Dress Shirt						
Badge / Hardware						
Dress Pants						
SCBA Mask						
SCBA Mask Bag						
SCBA Glasses						
Locker #						
Locker Tag						
Officer Room Key						

Signature _____

Date _____

Print Name _____

EXHIBIT B

**ST. FRANCIS FIRE DEPARTMENT
OFFICER ACTION FORM**

Requestor Information (All Information Required)

First Name _____ Middle Name _____ Last Name _____

Street Address (line 1) _____

City _____ State _____ Zip _____

Telephone number where you can be reached regarding this request: _____

Email Address _____

Type of Action Requested (you must detail the issue)

IS THIS ACTION REQUEST INVOLVING AN OFFICER? ☐ Yes ☐ No

I understand that by signing this form, I have requested to have an officer and/or the Fire Chief act on an incident or issue detailed above. Anything written will remain in confidence and will not be shared with any other member or officer unless deemed necessary. I certify that the information, statements and representations provided by me on this form are true and accurate to the best of my knowledge. I understand that a willfully false information will result in termination.

Signature Required _____ **Date (mm/dd/yyyy)** _____

Please seal this request in an envelope, and attention it to the Fire Chief. You may also drop a sealed envelop off at City Hall, or Mail it to St. Francis Fire, Attention: Fire Chief, PO Box 730, St. Francis, MN 55070

EXHIBIT C

**ST. FRANCIS FIRE DEPARTMENT
PERMISSION REQUEST TO TAKE COURSES**

Policies

1. You must obtain permission to take courses elsewhere in advance. This form must be completed and submitted prior to course registration.
2. Courses must benefit a firefighter by enhancing the training or education in the fire suppression field or medical responder field.
3. You must earn a passing grade of C (2.0) or better. Only the credit will be recognized.
4. You must successfully pass any offered testing that is required course level or state level for the course taken.
5. You must be in good standing with the St. Francis Fire Department at the time of approval and transfer of credit.
6. This form addresses one course only. Complete a new form for each course request.
7. While you are in class, should your course date fall on a scheduled drill date, you will receive credit for that drill but no pay.
8. When the course is complete, make copies for the Fire Chief and your personnel file at the Fire Station.
9. If required, you will be asked to teach a drill for the department on what you have learned in your class.

Fire Fighter Name

Course Description, dates, credits, price:

Institution Information/ Semester/ Year

By signing below, you affirm that you understand the policies above and agree that if you should not pass the course or any test taken, successfully, you will immediately reimburse the department for the funds paid towards this education. Failure to do so will result in suspension or termination, directed by the Fire Chief.

Fire Fighter Signature _____

Date _____



Fire Department
Policy and Procedure Manual

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Membership

1.1 General Requirements

The City's employment procedures govern the hiring of paid on call and full time firefighters. In addition, there are specific Fire Department requirements. The applicant must:

- Be at least 18 years of age;
- Reside within a maximum response time of 10 minutes or distance to the fire station to which the applicant would be assigned, if hired; the maximum is determined by the Fire Chief, and is periodically reviewed and subject to change, as needed;
- Satisfactorily complete the City's criminal background check;
- Not have a physical or health related restriction to performing the duties required to be an active firefighter;
- Obtain the appropriate vaccinations for Hepatitis B, or sign a release form holding harmless the City for which you work; and,
- Not have a psychological aversion to heights or confined spaces.

After satisfying all employment qualifications, a "conditional offer of employment" is made. New firefighters are required to complete a six month probationary period of employment, during which the firefighter must demonstrate competency in recruit firefighter skills, satisfactory drill and fire call attendance, and completion of formal instruction courses. The Fire Chief shall make recommendations to the City Council, who will make the final decision with regard to the acceptance of each individual firefighter as a permanent employee.

1.2 Membership Inquiries

When an individual requests a membership application, s/he shall be referred to the City Clerk. City Hall will record the request and retain any submitted information (resume, letter of interest, etc.) for six months. City Hall will also send a form letter to the individual advising of the City's application notification process when an opening occurs. The Fire Department does not have employment application forms and does not maintain a list of applicants.

1.3 Membership Openings

When a firefighter opening occurs, and approval to fill the vacancy has been issued by the City Administrator, the Fire Department is to send notice of the following items to the City Council for advising/hiring practices:

- Number of openings;
- Job title(s) of the opening(s);
- When the position is to be filled; and,
- Any special requirements or information regarding the selection process.

The Chief or Assistant Chief will contact prospective applicants with information on file, and will ask the City Clerk to place an ad in the local newspaper announcing the opening(s). This does not exclude the Fire Department from using other means for recruiting firefighters for open or future openings. The Fire Department is responsible for scheduling the following:

- Interview dates;
- Applicant score reviews;
- Final selection meeting; and,
- Medical and psychological examination after making a conditional offer of employment.

1.4 Release of Private Data

Each applicant shall be required to sign a “General Authorization and Release” form authorizing the release to the City of “private data” as defined by Minnesota Statute 13.02, Subd.12, for purpose of evaluating the applicant for employment.

1.5 Driving Record and Criminal History Record

An applicant’s criminal history and driving record cannot have any incidents or violations deemed unacceptable by the Fire Chief.

1.6 Continued Skill Competency Requirements

Each member of the department must maintain competency certifications in fire suppression (FF1), EMR/EMT, hazardous materials operations, RIT training, as well as NIMS training certifications, etc. Failure of the employee to maintain these proficiencies shall subject the member to a leave of absence during which the member shall have 90 days to acquire the necessary skills. If such member is unable to certify the required skills, the member may be subject to termination in accordance with these policies. General Requirements may include: Firefighter One, Hazmat Awareness, 800 Mhz Radio Training, NIMS certifications, and EMR/EMT. General requirements may be modified at any time without prior notice.

If the Department pays for any education for any firefighter, that firefighter is expected to successfully pass the course and any associated testing. Should a firefighter fail to

successfully complete and pass all applicable courses and testing within six months, s/he will be required to reimburse the department in full for that specific course and/or test immediately. A firefighter must obtain permission to take courses elsewhere prior to the registration process using the "PERMISSION REQUEST TO TAKE COURSES" form. *Please refer to Exhibit B.*

1.7 Drill Attendance

Each firefighter shall maintain a minimum of 12 hours of training per quarter. This training shall include all required training and other training equaling the minimum of 12 hours. Credit will only be given for those training subjects of dissimilar matter. Firefighters are required to make all required training subjects.

Members of the Department on Medical Leave or a Leave of Absence are exempt from the 12 hour requirement for the portion of the quarter during which the leave is taking place.

1.8 Call Attendance

Each firefighter is required to respond to a minimum of 20% of the emergency calls for the Department each quarter.

The Fire Chief and Assistant Chief are excluded from quarterly call percentages.

1.9 Failure to Meet Attendance Standards

Firefighters who fail to meet the minimum attendance standards for emergency calls or training hours are subject to progressive discipline. The following shall apply, under the discretion of the Chief:

- 1st offense of failure to meet attendance requirements in a twelve (12) month period of time: Written Reprimand
- 2nd offense of failure to meet attendance requirements in a twelve (12) month period of time: 30 Day Suspension and 30 Days of Lost Pension Credit
- 3rd offense of failure to meet attendance requirements in a twelve (12) month period of time: Termination from the Fire Department

1.10 Driving of Personal Vehicles

Firefighters must obey all traffic laws while responding to the station in their personal vehicles. Emergency calls do not authorize firefighters to violate any traffic laws while responding to a call. Red lights and wig-wag headlights will not be allowed in personal vehicles.

1.11 Position Classifications

The Department uses the following position classifications, as described in the respective “Position Descriptions.”

- Firefighter: paid-on-call
- Lieutenant: Officer Salary and paid-on-call
- Captain: Officer Salary and paid-on-call
- Assistant Chief: Officer Salary and paid-on-call
- Fire Chief: Officer Salary

No firefighter may hold more than one officer position at any given time.

Minimum Years of Service and Educational Qualifications for Officers

Position	Years of Service	Education
Lieutenant	2	1. Emergency Medical Technician 2. Firefighter II 3. Basic Tactics Course
Captain	3	1. Emergency Medical Technician 2. Firefighter II 3. Basic Tactics Course 4. Basic Instructor Course 5. Basic Supervision/Management Course
Assistant Chief	6	1. Emergency Medical Technician 2. Firefighter II 3. Basic Tactics Course 4. Basic Instructor Course 5. Basic Supervision/Management Course 6. Incident Command 7. Fire Administration Course

Position Title: Firefighter
Department: Fire Department
Position Title of Immediate Supervisor: Fire Chief

Position Summary:

To provide skilled fire suppression work in combating, extinguishing, and preventing fires; in answering alarms; and in the operation and routine custodial maintenance of Fire Department equipment, apparatus, and facilities. Performs rescue and salvage operations, as required. Performs community service such as public education and presentations.

Responsibilities:

- A. Perform fire suppression activities.
- B. Assist in the operation, maintenance and repair of firefighting apparatus and equipment.
- C. Maintain and expand knowledge and skills in the areas of fire suppression and fire prevention.
- D. Perform community services, as requested.
- E. Perform other duties, as assigned, at the verbal or written direction of the Fire Chief.

Tasks Related To Specific Responsibilities:

- A. Perform fire suppression activities.
 - a. Drive trucks in answering alarms.
 - b. Connect, operate, and disconnect hoses.
 - c. Monitor and adjust water supply and pressure.
 - d. Perform ladder operations.
 - e. Perform forcible opening operations.
 - f. Apply ventilation procedures.
 - g. Operate hand chemical apparatus and applying extinguishing agents.
 - h. Remove people from emergency and crisis situations.
 - i. Administer emergency first aid.
 - j. Conduct salvage and overhaul work during and after a fire or accident.
- B. Assist in the operation, maintenance and repair of firefighting apparatus and equipment.
 - a. Inspect self-contained breathing apparatus (SCBA).
 - b. Clean and dry hoses after use.
 - c. Clean, wash and wax motorized fire equipment and other apparatus.
 - d. Participate in assigned equipment and station maintenance activities.
- C. Maintain and expand knowledge and skills in the areas of fire suppression and fire prevention.
 - a. Participate in department sponsored simulated and classroom training.
 - b. Work to constantly improve skills and knowledge.
 - c. Aid in the orientation and guidance of fellow fire fighters.
- D. Perform public services, as requested.

- a. Participate in fire prevention/education activities
- b. Participate in events such as Pioneer Days and Fire Prevention in the schools.
- E. Perform other duties, as assigned, at the verbal or written direction of the Fire Chief.

Knowledge, Skills and Abilities:

- Knowledge of fire suppression techniques and equipment.
- Ability to make a positive contribution to the Department by working cooperatively with peers and supervisors.
- Ability to respond to various fire suppression situations.
- Ability to establish and maintain continuing effective working relationships with other firefighters and the general public.
- Ability to participate in significant number of Department training session sand fire calls
- Ability to provide supervision to department staff.
- Ability to exercise good judgment.

Training and Experience:

All formal (required) training is provided and paid for by the City of St. Francis. Required Educational Training must be completed within the specified time period from the date of hire. The following training is to be completed within the 6 month probationary period (6 month period from the date of hire), unless otherwise specified:

1. Radio Communications Training;
2. NIMS Training: ISO 100, ISO 200, ISO 700 (required), ISO 800 (to be considered for an Officer position);
3. Haz-Mat Operations;
4. Firefighter II Certification (must be completed within 2 years from the date of hire); and,
5. Emergency Medical Technician Certification (must be completed within 1 year from the date of hire, effective 1/1/2018).

Position Title: Lieutenant
Department: Fire Department
Position Title of Immediate Supervisor: Assistant Fire Chief

Position Summary:

This position serves as a first line-supervisor for firefighters under the direction of the Assistant Fire Chief. This position is responsible for supervision of personnel, apparatus, and equipment; coordinates fire department activities; provides supervision to paid-on-call firefighters; participates as a member of the management team; participates in departmental training; responds to emergency incidents and assumes a leadership role, and carries out the duties of higher ranking fire officers in their absence as assigned.

Supervision Received and Exercised:

Work is performed independently under the direction of the Assistant Fire Chief. Performs varying forms of supervision and work direction for paid-on-call firefighters assigned to his/her company as well as firefighters at the scene of an emergency.

Essential Job Functions:

- Assists with management and administration of his/her assigned company personnel, facilities, apparatus and equipment as assigned by the Assistant Fire Chief.
- Responds to emergency incidents and serves as a company officer or sector officer as assigned.
- Serves as a scheduled duty officer for the purpose of administration or responding to emergencies in the absence of a chief officer.
- Represents the Fire Department at local, regional, state and national fire service meetings, conferences and schools, as assigned.
- Plans, organizes and conducts monthly training under the supervision of the Assistant Fire Chief.
- Performs other related duties, as apparent or assigned.

Knowledge, Skills and Abilities:

- Operations, services and activities of the St. Francis Fire Department. Principles, practices, and methods of fire prevention, comprehensive fire suppression, and emergency services.
- Principles of supervision, management and administration including carrying out performance evaluations and scheduling.
- Pertinent Federal, State and local laws, codes, regulations, and ordinances.
- City personnel policies and procedures.
- St. Francis Fire department training programs.

- St. Francis Fire Department policies and procedures, North Suburban Regional Mutual Aid Policy and Procedures, and the City of St. Francis Emergency Management Procedure.

Ability To:

- Supervise company teams including its personnel, apparatus, and equipment.
- Plan, organize, direct and coordinate the work of paid-on-call firefighters.
- Train and evaluate firefighters.
- Be assertive, but not demeaning; communicate clearly and concisely, both orally and in writing.
- Operate computer equipment and associated software.
- Be proficient at completing fire and EMS reports.
- Work harmoniously with groups, organize and guide members' participation, and promote positive motivation.
- Make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor.

Qualifications:

Meets all qualifications of a St. Francis Firefighter. Two years of experience on the St. Francis Fire Department or equivalent experience approved by the Fire Chief. Current Minnesota Fire Service Certification Board Firefighter II. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations and Basic Tactics Course. Not under disciplinary review for drill or fire attendance, or policies and procedures violation.

For 2018 Appointment- Candidates will have 2 years to complete educational requirements for the position.

Position Title: Operations Captain

Department: Fire Department

Position Title of Immediate Supervisor: Assistant Fire Chief

Position Summary:

This position serves as a mid-level supervisor for firefighters under the direction of the Assistant Fire Chief. This position is responsible for supervision of personnel, apparatus, and equipment; coordinates fire department activities; provides supervision to firefighters; participates as a member of the management team; participates in Departmental training; responds to emergency incidents and assumes a leadership role, and carries out the duties of the Assistant Fire Chief in his/her absence as assigned.

Supervision Received and Exercised:

Work is performed independently under the direction of the Assistant Fire Chief. Performs varying forms of supervision and work direction for firefighters assigned to his/her company as well as firefighters at the scene of an emergency.

Essential Job Functions:

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Responds to emergency incidents and serves in a command or supervisory role at the scene until relieved by a superior officer.
- Responds to all alarms, when necessary, assigned to his/her shift while on duty.
- Responds to emergency calls off duty in accordance with performance requirements.
- Determines cause and origin of fires and writes fire investigation reports.
- Assists with the management and administration of his/her assigned company personnel, facilities, apparatus and equipment as assigned by the Assistant Fire Chief.
- Plans and assigns duties to employees under his/her command.
- Ensures adequate staffing and scheduling in accordance with Department policy and procedures, standard operating guidelines and orders of the Fire Chief.
- Prepares personnel and activity reports for the Assistant Fire Chief.
- Plans, conducts and documents firefighter training as directed by the Assistant Fire Chief.
- Makes recommendations relating to hiring, transfer, suspension, promotion, discharge, assignments, rewards or discipline of subordinates.
- Maintains discipline.
- Establishes effective working relationship with others.

- Attends regular and assigned training as determined by superiors.
- Represents the Fire Department at local meetings, conferences and schools, as assigned.
- Performs other duties, as assigned or apparent, including firefighter duties as outlined in the Firefighter position description.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizens.
- Is physically capable of completing firefighter physical ability test.

Knowledge, Skills and Abilities:

- Operations, services and activities of the St. Francis Fire Department.
- Principles, practices, and methods of fire prevention, comprehensive fire suppression, rescue, emergency medical and hazardous material services.
- Principles of emergency scene management including the MN Incident Management System.
- Building construction.
- Principles of training firefighters and standards related to training firefighters.
- Principles of public education.
- Principles of supervision, management and administration including carrying out performance evaluations and scheduling.
- Pertinent Federal, State and local laws, codes, regulations, and ordinances.
- City personnel policies and procedures.
- St. Francis Fire department training programs.
- St. Francis Fire Department policies and procedures, North Suburban Regional Mutual Aid Policy and Procedures, and the City of St. Francis Emergency Management Procedure.
- Scientific method of determining fire cause and origin.

Ability To:

- Supervise company teams including its personnel, apparatus, and equipment.
- Plan, organize, direct and coordinate the work of firefighters.
- Train and evaluate firefighters.
- Be assertive, but not demeaning.
- Communicate clearly and concisely, both orally and in writing.
- Operate computer equipment and be proficient completing fire and EMS reports.
- Work harmoniously with groups, organize and guide members' participation, and promote positive motivation.
- Operate assigned equipment including vehicles.
- Make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor.

Qualifications:

Meets all qualifications of Firefighter. Three (3) years of experience on the St. Francis Fire

Department or equivalent experience approved by the Fire Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II, Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations, Basic Fire Instructor and Basic Fire Service Leadership and Supervision.

For 2018 Appointment- Candidates will have 2 years to complete educational requirements for the position.

Position Title: Training Captain

Department: Fire Department

Position Title of Immediate Supervisor: Assistant Fire Chief

Position Summary:

Under the direction of the Assistant Fire Chief, administers, and performs the Department Wide Training Program. Works to develop, implement, and maintain all areas concerning the Fire Department. This position entails working additional fire hours, the ability to present / coordinate training material, and the ability to work well with others.

Supervision Received and Exercised:

Supervision is exercised over Firefighters. Work is performed independently under the direction of the Assistant Fire Chief. Performs varying forms of supervision and work direction for assigned to his/her company as well as firefighters at the scene of an emergency.

Essential Job Functions:

- Serves as training captain; prepares and conducts training sessions; prepares course outlines and examinations; provides information to the public through press releases and lectures; maintains relationships with media; edits audiovisual materials for training or public information purposes.
- Designs, prepares and delivers training and educational programs.
- Manages purchasing and requisitions for station supplies and equipment.
- Assumes positions of higher responsibility as assigned.
- Supervises a company of Firefighters on fire apparatus and at the scene of a fire or other emergency situation.
- Organizes and supervises daily work routine at fire station consisting of station and equipment maintenance; provides safety and other training to firefighters.
- Continues to train with fire tools and equipment to develop and maintain proficiency; receives training regarding new developments in hazards, equipment, and techniques; maintains adequate physical condition.
- Maintains records and prepares reports related to work and training of firefighters.
- Identifies training needs and provides counseling as needed.
- Operates a variety of fire suppression and emergency medical equipment.
- Performs related duties, as needed or assigned.

Knowledge, Skills and Abilities:

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT Certification.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of listed tools and equipment.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Qualifications:

Meets all qualifications of St. Francis Firefighter. Three (3) Years serving as a St. Francis Fire Fighter on St. Francis Fire Department or equivalent experience as approved by the Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II Certifications. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations.

For 2018 Appointment- Candidates will have 2 years to complete educational requirements for the position.

Position Title: Fire Prevention/Inspections Captain

Department: Fire Department

Position Title of Immediate Supervisor: Fire Chief/Assistant Fire Chief

Position Summary:

Inspects facilities for conformance to the City's fire code ordinance.

Essential Job Functions:

- Conducts inspection of new construction, remodeled structures, and existing structures to assure conformance with the City's fire prevention code.
- Conducts inspections per contracts with City of St. Francis and the State Fire Marshal's office.
- Schedules staff inspections.
- Conducts in-house training for staff paid-on-call firefighters conducting scheduled inspections.
- Coordinates with the Community Development Inspection Division for plan reviews of proposed construction.
- Assists in department administration as directed by the Fire Chief.
- Records department activity.
- Writes reports as required by inspection and/or investigation activities.
- Meets with the public regarding code compliance issues.
- Attends Development Review meetings with member of the Community Development Department as necessary to review New Construction Proposals.
- Attends Planning Commission or Council Meetings for recommendations on Code Inspection Issues.
- The Captain in charge of Prevention and Inspections will be scheduled on average 20 hours per month to perform inspections, code enforcement, fire prevention, plan review and fire investigation as approved by the Fire Chief.

Qualifications:

Certificate of competency from a recognized State authority such as the State Fire Marshall's office, or MNSCU, attesting to an understanding of the State Fire Code and applicable National Fire Protection Association Standards. Complete six months of successful field experience as evaluated by a department recognized authority such as the City's current Fire Marshall. Firefighter 2 certification by the State Board of Fire Service Examiners. Fire and/or Building

Inspection Certification (or will be certified within six months of appointment date). Good report writing and verbal communication skills. Excellent interpersonal and customer service skills.

Position Title: Assistant Chief

Department: Fire Department

Position Title of Immediate Supervisor: Fire Chief

Position Summary:

Work is performed under the managerial direction of the Fire Chief.

Supervision Received or Exercised:

Serves as second in command over the entire Fire Department.

Essential Job Functions:

- Assists Fire Chief in planning and directing the activities of the department, including hiring, termination, and discipline; assumes the duties of the Fire Chief in the latter's absence.
- Manages the day-to-day operation of the Fire Department through subordinate division managers.
- May act as Fire Chief during absence of Fire Chief, as assigned.
- Supervises all officers and firefighter/EMT positions, either directly or through other subordinate officers.
- Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training, department technology, station and equipment maintenance, PPE and uniforms.
- Directs and participates in major departmental programs.
- Responds to general alarm fire as needed; assumes command in the absence of Fire Chief.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the City.
- Directs the operation of departmental in-service training activities.

- Handles grievances from officers and firefighters, maintains Departmental discipline and the conduct and general behavior of personnel.
- Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.
- Assigns personnel and equipment to such duties and uses as the service requires.

Peripheral Duties:

- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Serves as a member of various employee committees.

Knowledge, Skills and Abilities:

- Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT Certification.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of listed tools and equipment.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Ability To:

- Supervise company teams including its personnel, apparatus, and equipment.
- Plan, organize, direct and coordinate the work of firefighters.
- Train and evaluate firefighters.
- Be assertive, but not demeaning.

- Communicate clearly and concisely, both orally and in writing.
- Operate computer equipment and be proficient completing fire and EMS reports.
- Work harmoniously with groups, organize and guide members' participation, and promote positive motivation.
- Operate assigned equipment including vehicles.
- Make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor.

Qualifications:

Meets all qualifications of St. Francis Paid-on-call Firefighter. Six (6) years of experience on the St. Francis Fire Department or equivalent experience approved by the Fire Chief. With at least 3 years of fire service experience in leadership and management as approved by the Fire Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations. Course work related to Fire Service Instructor, Fire Ground Tactics, Incident Command, and Supervision and Leadership.

Position Title: Fire Chief

Department: Fire Department

Position Title of Immediate Supervisor: City Administrator/Mayor/City Council

Position Summary:

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Supervision Received and Exercised:

Works under the general guidance and direction of the City Administrator, Mayor and City Council. Supervises the St. Francis Fire Department, Volunteer Assistant Fire Chief directly, and other department staff through these subordinate volunteer officers.

Essential Job Functions:

- Plans, coordinates, supervises and evaluates Fire and EMS operations.
- Establishes policies and procedures for Fire and EMS Departments in order to implement directives from the (City Administrator/Mayor) or City Council.
- Plans and implements Fire and EMS programs for the City in order to better carry out the policies and goals including those set forth in the City's Affirmative Action Plan; reviews Departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS Departments; directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment.
- Responds to alarms and may direct activities at the scene of major emergencies.
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Directs the operation of departmental in-service training activities.
- Controls the expenditure of departmental appropriations.
- Handles grievances, maintains Departmental discipline and the conduct and general

- behavior of assigned personnel.
- Reviews and approves monthly reports to the City Administrator regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Serves as a member of various employee committees.

Knowledge, Skills and Abilities:

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT Certification.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Skill in the operation of listed tools and equipment.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Ability To:

- Supervise company teams including its personnel, apparatus, and equipment.
- Plan, organize, direct and coordinate the work of firefighters and all officers.
- Train and evaluate firefighters.
- Be assertive, but not demeaning.
- Communicate clearly and concisely, both orally and in writing.
- Operate computer equipment and be proficient completing fire and EMS reports.
- Work harmoniously with groups, organize and guide members' participation, and promote positive motivation.

- Operate assigned equipment including vehicles.
- Make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor.

1.12 Department Meetings

The Department meetings will be held as needed. A special business meeting may be called by the Fire Chief or City Administrator, if a special situation necessitates a meeting.

Work Details will be scheduled monthly for both mornings and evenings. Work Details are designed for firefighters to perform maintenance, cleaning, and repairs to the building and department equipment. The Operations Captain is responsible for scheduling and coordinating monthly work details. All firefighters are required to attend at least six (6) Work Details in a calendar year. Failure to meet this requirement will result in disciplinary action in accordance with the Department's Attendance Policy.

1.13 Officers Meeting

The Officers Meeting will consist of the Chief, the Assistant Chief, 3 Captains and 1 Lieutenant.

1.14 Request for Leave of Absence

Any Department member who anticipates an absence from active duty for an extended period, other than vacation or Department business, shall request a leave of absence from the Fire Chief, who will notify the City and Relief Association. Upon return to active status, regardless of whether or not a leave was requested or granted, the Department member must meet Department training standards. The Officers may determine the time period allowed for making up missed training, based on the individual circumstances.

A military leave will be granted for return to active duty and for training.

A medical leave will be granted during the period in which the Department member is under the care of a physician and is unable to work as a firefighter.

Such leave shall be for a maximum of two (2) years, and can only be extended with approval of the Chief and City Administrator.

Firefighters will be required to turn in all Department equipment, including but not limited to, pager, bunker gear, radios, etc. during the leave of absence. Return of Department equipment during the leave of absence shall be at the discretion of the Fire Chief.

To return to active duty following a medical leave, a physician's statement explaining any limitations must be given to the Chief.

1.15 Retirement/Resignation

Upon completion of his/her firefighter career with the Department, the member will be asked to submit a written retirement notice to the Fire Chief and the Relief Association President, respectively. The Fire Chief shall inform the City Administrator of the retirement.

1.16 Equipment Loan Receipt

Upon separation from duty due to resignations, retirement or leave of absence or suspension, the firefighters issued gear including personal protective gear, uniform, pager, etc., shall be turned in, and an acknowledgement of its return will be noted on the original "Equipment Loan Receipt".

1.17 Seniority

The member's years of service with the Department will constitute the member's "department seniority". A member's "years of service" or "seniority date" commences with the date the member began employment with the fire department as a firefighter. That date is recorded in the member's personnel file and is given to the Relief Association for its record. Years of service accumulate with each year, or fraction thereof, during which the member worked for the Department as a firefighter.

1.18 Alternate Duty

In the event a member is disabled from performing some or all of the duties of a firefighter due to a disabling injury, the City shall determine whether that member may continue to serve as an active member of the Department within the physical limitations prescribed by the attending physician. Factors considered are the extent of the disabling condition, the prognosis for recovery, the firefighter's skill capabilities, and impact on the department's response capability.

1.19 Suspension/Termination

Any firefighter may be suspended or dropped from membership for misconduct, failure to meet Department requirements, or abuse of authority as an officer. If termination is recommended, then the file shall be reviewed by the City Administrator.

1.20 Membership Records

Members shall provide the department with personal information required by law, and such additional information necessary for efficient operations, including their fire call availability, home address and telephone number, driver's license number and expiration date, an emergency contact person, and any changes to this information. Members may request to examine the content of their personnel file.

1.21 Firefighter Information Sheet

Members may be asked to complete a medical information form that is maintained by City designated medical facility and used in the event emergency medical care must be given due to a work connected injury.

1.22 Personal Data Update Sheet

All members are required to report any change in their address, telephone number, driver's license status, and availability status. If a member's commitments do not allow sufficient available hours to the department, the member may be requested to take a leave of absence, or asked to resign if the lack of availability is indefinite.

1.23 General Standard

All members are expected to conduct their personal and professional (Fire Department) activities consistent with the highest standards of a public safety officer. Illegal and immoral conduct on or off duty is inconsistent with that standard. Members are expected to use good judgment and project an image of professionalism, integrity and trust. Conduct inconsistent with this policy may subject the member to disciplinary action.

Personal grooming and hygiene while on duty must be maintained. A complete, laundered uniform in good condition must be worn, when required, at Fire Department Functions, and at all meetings. Hair length and style must project a professional, neat appearance.

Failure to meet these standards will subject the firefighter to discipline up to and including termination.

1.24 Making Purchases

Department purchases shall be made only by an officer AND only when authorized by the Fire Chief. All purchases must be made with an authorized purchase order. Call the Fire Chief PRIOR to the purchase for approval and he will give you the purchase order number. Retain a copy for our records with your signature and what was purchased clearly written on it. All purchases shall be accompanied by a purchase order number. No one is to purchase for personal use any items using the City's or the Fire Departments name. Purchases of gas and oil for equipment must be accompanied by a receipt with the truck or reason for purchase stated on it, along with the firefighter's signature.

1.25 Public Communications

A member is expected to report any concern, question or criticism regarding the

Department, its members and officers, or its operations, to a Department officer, or the full membership. Members are also encouraged to report exceptional efforts of another Department member.

1.26 Defamatory Public Comments

A member who makes defamatory, disparaging or demeaning statements about the department, its members, officers, or operations, outside the department, and has not first brought the issue to an officer for resolution, shall be subject to disciplinary action in accordance. The member shall not make degrading public comments about the decision.

1.27 Drug & Alcohol Testing

The City has adopted a drug and alcohol testing policy, which complies with the Federal Drug- Free Workplace Act of 1988. The policy prohibits an employee from reporting to work or working while under the influence of any drug or alcohol, and from the possession and use of drugs and drug paraphernalia. A Drug-Free Awareness Program is available to employees. An employee convicted of a drug statute violation must report it to the City within five days of the conviction. Fire Department applicants and employees are subject to drug testing and have a right to a confirmatory retest. The complete testing policy description, procedures and program forms are available for employee review.

Compensation

2.1 Governing Wage Hour Law

All Department members are compensated pursuant to the Fair Labor Standards Act rules and regulations. All "hours worked" by "non-exempt" employees for "fire calls," drills, and special projects or meetings, are recorded on Department forms designated for that purpose. Hourly pay rates are approved each year by the City Council.

2.2 Minimum Compensable Hours Worked

For firefighters, a minimum one hour pay shall be credited for answering the fire call. Time worked in excess of one hour for a fire call shall be paid in additional hour increments after the 15 minute increment mark.

If a second fire call is received prior to the completion of the first fire call, the second call does not generate a second one-hour guaranteed pay. Pay is calculated from arrival of first call to dismissal of final call.

2.3 Compensation Rates

Firefighters shall be paid pursuant to the firefighter compensation rates authorized by the City Council. Firefighters will be eligible for any COLA adjustments made by/for City employees.

Compensation Rates are as follows:

- 1-5 years of seniority: \$12.00 per call/hour
- 6-10 years of seniority: \$12.50 per call/hour

- 11-15 years of seniority: \$13.00 per call/hour
- 16-20 years of seniority: \$13.50 per call/hour
- 21 years of service and above: \$15.00 per call/hour

2.4 Payroll Checks

Payment for time worked by firefighters is by direct deposit. Deposits are issued monthly the Tuesday after the second City Council meeting of the month. (Arrangements for direct deposit should be made with the City's Finance Department.)

2.5 Recording of Hours

All attendance will be recorded by signature on drill roll call sheets or by signing the final printed run sheet. All other compensation requested must be submitted in writing to the Fire Chief for approval.

2.6 Witness Compensation

Attendance pursuant to subpoena at a deposition or trial for the purpose of giving testimony on behalf of the City must be approved in advance by the City's attorney and the Fire Chief. The approval will include documentation of the hours to be compensated as hours worked for the City.

Duty Schedules

3.1 Station Coverage During Severe Weather

When stations are to be staffed during severe weather, a general tone will be activated by 2800 specific to our Department. When a severe weather tone is activated county-wide, members of the Department are not required to staff the station unless specified by our Department.

Department Officers

4.1 Officer Titles

Department Officers consist of a Fire Chief, Assistant Chief, 3 Captains, and 1 Lieutenant. The Chief and Assistant Chief are appointed by the City Administrator with concurrence of the City Council. All other positions are awarded via an application process and accepted officers serve a two-year term.

4.2 Application for Selected Officer Positions

Applicants must indicate their desire to serve as an officer by completing an "Application for Officer" form. Applicants must meet the "minimum qualifications" recited in the Position Description. The Chief and Assistant Chief will interview each candidate and choose the best candidate for the position. They will recommend their choice of candidate to the City Council to fill the position and offer that position upon the approval of the City Council.

Committees

5.1 Committee Participation

Committees are designated to promote Department objectives. Members are required to participate in a committee in order to enhance their own knowledge of Department programs, and to promote the organization's progress. Committees are composed of members who have volunteered to serve, or may be appointed by the Chief. The committee chairperson has the authority to convene and conduct meetings, and to remove a committee member who fails to serve. Committees are asked to report their progress to the membership at regular Department business meetings.

5.2 Policy Decisions

Policies will be decided by the Fire Chief and approved by the City Council before they are brought to the Department.

Issued Uniforms and Protective Clothing

6.1 Items Covered by Department Rules

All protective clothing, uniforms, supplemental apparel, and personal clothing bearing the St. Francis Fire Department name or insignia, are subject to Department regulations, as described below.

6.2 Issued Uniforms and Protective Clothing

No firefighter or officer should be handling or tampering with gear or other personal property that does not belong to them. All firefighters and officers will be in gear when responding to any calls.

6.3 Uniforms

The Department shall issue to each member the following items that constitute the Department uniform:

- One front button standup collar shirt
- One pair of dress slacks
- One badge and name plate, insignia emblems and arm patches

The Department uniform must be worn in its entirety to designated functions such as scheduled events, in-service inspections, and at Department organized community activities. Uniforms may not be worn at events or in locations not authorized by the Fire Chief. For example, the Department uniform cannot be worn at liquor serving establishments when the firefighter is present for social reasons. The Department furnished uniform is to be worn with black shoes or boots; black or dark blue socks (unless the sock is covered by the boot), black or dark blue pants, and black or dark blue belt. Only the Fire Chief, for good cause, can make exceptions.

While participating in any event outside or inside the City, no firefighter shall wear the

uniform of the Department or present him or herself as a representative of the Department unless approved by the Fire Chief or other officer in charge, if the Chief is not available. When representing the Fire Department, a firefighter will not speak disrespectfully of the Department or any of its members.

6.4 Turnout Gear

The Department shall issue to each member the following items that constitute the personal protective equipment:

- One set of bunker pants
- Turnout jacket
- Grass jacket
- SCBA Mask & Bag (upon completing general firefighting requirements)
- Medical Coveralls
- Helmet with hood
- One set of gloves
- Fire rated boots
- One set of safety goggles/glasses

6.5 Pagers

The Department shall issue to each firefighter a personal pager and case, batteries and charging station. The firefighter is responsible for keeping the pager in good condition. Damage to the pager, or operation problems should be reported in writing to the Chief.

6.6 Receipt for Department Issued Items

At the time City issued property is furnished, the firefighter shall acknowledge its receipt on the "Receipt of Fire Department Issued Property" form. The firefighter agrees to return to the Fire Department all City issued property upon the firefighter's termination from the Fire Department. *Refer to Exhibit A attached hereto.*

6.7 Supplemental Apparel

Supplemental apparel purchased by the firefighter may consist of:

- Baseball cap with Department logo
- Beanie winter hat
- Uniform sweater
- Poplin or leather jacket
- Radio belt clip
- Flashlight and belt holder
- Glove pouch

- Department logo t-shirt, polo shirt and/or sweatshirts

6.8 Maintenance of Uniforms and Supplemental Apparel

Department personnel are responsible for laundering uniform and supplemental apparel. Tailoring will be done at City expense on provided gear. All items must be kept in clean and professionally appearing condition. Items soiled by exposure to patient fluids must be cleaned in accordance with Department decontamination procedures. Uniforms and apparel that are damaged during the firefighter's performance of duties will be repaired or replaced at City expense with the Fire Chief's approval.

Training

7.1 Training

Department training is coordinated by the Assistant Chief who will be assisted by all officers in preparing a training schedule, assisting the Fire Chief in preparing a training budget and participating in conferences, committee meetings, and projects deemed in the best interest of the Department's training program. S/he is responsible for preparing the annual training schedule, training budget, and selection of outside training opportunities for Department members. Firefighters will receive 3 hours of credit for any training attended. Pay will be based on actual training time.

7.2 Training Requirements

All members must meet the Department's training requirements, which include drill attendance, and periodic competency certifications. Failure to meet these standards will result in termination. The Department offers drills on select Wednesdays of the month, excluding holidays. Members are expected to attend either the morning or evening regular drill.

7.3 Competency Certifications

The Department will conduct periodic skill competency evaluations for all personnel, and provide refresher courses/certificates of competency as required. Skill competencies include:

1. First Responder Refresher / EMT Refresher
2. CPR Certification
3. Firefighter Per NFPA Standard 1001
4. Fire Motor Operator per NFPA Standard 1002
5. Hazardous Materials Responder Awareness, per NFPA Standard 472

Training offered by the Department to assure that the firefighter has had a fair opportunity to practice the required skills shall precede certification retesting. If a firefighter shall miss a scheduled drill, it is up to that firefighter to acquire the training missed by coordinating with a Department officer or obtaining the equivalent training elsewhere.

If a firefighter fails to recertify, s/he will be given an opportunity to practice the

skills before being required to retest. In the event a firefighter again fails the evaluation, the firefighter will be placed on involuntary leave for a period of up to 90 days. If the firefighter fails to attain the required skills, during that leave period, the firefighter will be terminated from the Department.

7.4 Turnout Gear at Drills

Full turnout gear is to be worn at drills by all firefighters when requested to do so by the instructor.

7.5 Children at Calls or Drills

Children may be allowed at the station during calls with proper adult supervision only upon the approval of the Chief.

7.6 First Responder Upgrading to EMT Level

First responders must wait until they are up for refresher training before they are allowed to advance to EMT training unless otherwise approved by the Chief. Written requests must be made to the Fire Chief to obtain approval for funding of this course.

7.7 Training Records

All firefighters must give the Assistant Chief proof of completions of all required courses. It is the firefighter's responsibility to make sure his/her records are up to date. Firefighters who fail to provide proof of completion of required training courses will be subject to discipline up to and including termination.

7.8 Mission and Goals

The Department's training mission is to create quality education programs which provide the firefighter with the skills and knowledge necessary to perform the Department's services. Supporting that mission, the Department will offer training which broadens the scope of the Department's knowledge, and creates an atmosphere that stimulates firefighters interest in learning, recognizes individual achievements, and integrates innovative training concepts.

Exhibit A

**ST. FRANCIS FIRE DEPARTMENT
EQUIPMENT RECEIPT AND LOAN AGREEMENT**

This is to acknowledge my receipt of the following items owned by the City of St. Francis and loaned to me for performance of fire fighter duties. I agree to return these items in good condition, reasonable wear excepted, upon my termination from the St. Francis Fire Department, or when requested by the Fire Chief. I understand and agree that I am personally responsible for these items and if I fail or refuse to return them, I agree to reimburse the City for the loss of the items.

Equipment	Date of Issue	Make	Model	Size	Serial #	Condition
Entrance Code						
Computer Login / PW						
SOGS						
Policies and Procedures Manual						
Turnout Coat						
Turnout Pants						
Suspenders						
Gloves						
Helmet						
Fire Hood						
Helmet Tags						
Boots						
Helmet Flashlight						
Safety Goggles/Glasses						
Spanner Belt						
Pager						
Rescue Jumpsuit						
Wildland Jacket						
Dress Shirt						
Badge / Hardware						
Dress Pants						
SCBA Mask						
SCBA Mask Bag						
SCBA Glasses						
Locker #						
Locker Tag						
Officer Room Key						

Signature _____

Date _____

Print Name _____

**ST. FRANCIS FIRE DEPARTMENT
PERMISSION REQUEST TO TAKE COURSES**

Policies

1. You must obtain permission to take courses elsewhere in advance. This form must be completed and submitted prior to course registration.
2. Courses must benefit a firefighter by enhancing the training or education in the fire suppression field or medical responder field.
3. You must earn a passing grade of C (2.0) or better. Only the credit will be recognized.
4. You must successfully pass any offered testing that is required course level or state level for the course taken.
5. You must be in good standing with the St. Francis Fire Department at the time of approval and transfer of credit.
6. This form addresses one course only. Complete a new form for each course request.
7. While you are in class, should your course date fall on a scheduled drill date, you will receive credit for that drill but no pay.
8. When the course is complete, make copies for the Fire Chief and your personnel file at the Fire Station.
9. If required, you will be asked to teach a drill for the department on what you have learned in your class.

Firefighter Name

Course Description, dates, credits, price:

Institution Information/ Semester/ Year

By signing below, you affirm that you understand the policies above and agree that if you should not pass the course or any test taken, successfully, you will immediately reimburse the department for the funds paid towards this education. Failure to do so will result in suspension or termination, directed by the Fire Chief.

Firefighter Signature _____

Date _____



**Streets and Parks Monthly
Report – October 2017**

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	20	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	33.8	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	120	Inspections
Parks	Events	Preparation and Inspection	2	2 warming house
Parks	Fertilizing		17.1	Acres
Parks	Mowing	City Parks and Property	152	Acres
Streets	Signs	Signs Installed or Repaired	7	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	2	1 Streets 1 Parks
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	11	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	22	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	47	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	90	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	
Parks	Trail Mowing	Mowing Along Walking Trails	14.8	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles



**Water and Sewer Monthly
Report – October 2017**

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at the facility.	50	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	21	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Finished Water	11.69	Million Gallons
		Total Raw Water	11.64	Million Gallons
		Average Daily Flow	.377	Million Gallons
		Average Chlorine	.37	Mg/l
		Average Raw Iron	1.13	Mg/l
		Average Raw Manganese	.084	Mg/l
		Average Fluoride	.79	Mg/l
		Iron Removal	97	%
		Manganese Removal	80	%
Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (32 Constituents); 8 Effluent (32 Constituents); 19 monitoring well.	83	Constituents

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Operational Hours	Hours spent at facility.	160	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	21	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	2	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	210	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	86	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.7	Million Gallons
		Total Effluent	9.7	Million Gallons
		Influent TSS	154	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	1.7	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99	% Removal
		Influent CBOD	154	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	1.4	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	99	% Removal
		Influent Phosphorus	5.3	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	.1	Mg/l
		Phosphorus % Removal	99	% Removal
		Influent Ammonia Nitrogen	30	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	.22	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	60	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	4	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	24	Work Orders

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water/Sewer	Monthly Projects			
Sewer	Lift Station Wash Downs	Wash Down Grease/Solids	10	Lift Stations
Water	4 th Grade Tours	4 th Grade Tour WTP	2	Classes
Water	(1) Student Intern	Learn How to Operate WTP	1	Week
Water	Replace Packing Well #3	Old Packing - too much leakage.	1	Well
Water	Drain Fill Station/Load Out	Winterize Fill Station/Load Out	1	Day
Training	SUSA - Continuing Education Hours	Training For Licenses	1	Day
Water	Replace Bearings on Aerator Blower	Bearings Were Bad-Replaced	1	Blower