



Request for City Council Committee Action

Date: July 19, 2004

To: Ways & Means Committee

Prepared or Submitted by: Amy Hirsch/Timothy Giles

Phone: 673-3344

Approved by: _____
Pam French
Director, Human Resources

John Moir
City Coordinator

Subject: Referred from Executive Committee, establish an additional appointed position of Assistant Chief, Fire Department

Presenters in Committee: Pam French/John Moir

Recommendations:

- 1) Establish the appointed position of Assistant Chief, Fire Department at Grade 15 (695 points) with an annual salary range of \$94,119 - \$104,025 effective June 9, 2004.
- 2) Adopt the salary ordinance for Assistant Chief, Fire Department, effective June 9, 2004. The salary ordinance is attached for your convenience.

Financial Impact (Check those that apply)

No financial impact (If checked, go directly to Background/Supporting Information)

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

The interim Fire Chief has requested that the Human Resources Department study an appointed position in the Minneapolis Fire Department. She is currently exploring organizational changes in the department and is submitting concurrent with this request the elimination of two Deputy Chief positions and the establishment of an additional Assistant Chief position. The interim Chief believes that will result in a more efficient and cost effective department as well as create a stronger command structure. In order to accomplish this change, Title 9, Chapter 173 Section 173.10 will need to be amended to accurately reflect the desired composition of the Fire Department. The proposed position meets the appointment criteria as defined by ordinance.

The proposed Assistant Chief, Fire Department will be responsible for fire prevention, human resources, and administration. This will include managing the staffing of the department and enforcing departmental rules and regulations. The Assistant Chief will develop programs and policies to reduce the cost of injuries and reduce risk and formulate policies regarding firefighter safety. This position will also serve on the selection and promotion interview panels and recommend candidates for employment and promotion.

Additionally, the Assistant Chief, Fire Department will serve on the Labor Management Committee and participate in the labor contract negotiations. This position will also manage a variety of department programs including the performance review and sick leave reduction programs. This position will assist with budget preparation, business plan development, and manage grant applications.

Sincerely,

Approved for submittal:

Pam French
Director of Human Resources

John Moir
City Coordinator

cc: Bonnie Bleskachek, Chief, Fire Department
Timothy Giles, Director, Employee Services
Steve Nutting, Senior Human Resources Consultant
Mike Anderson, Central Payroll
Crystal DeJarlais, HRIS
Barbara Payton, HRIS
Betty Stanifer, Classifications
Amy Hirsch, Compensation
File