



Request for City Council Committee Action From the Fire Department

Date: July 14, 2004
To: Executive Committee
Referral to: PS&RS, W&M

Subject

In order to maximize the organizational efficiency and strength of its command structure, the Minneapolis Fire Department is seeking to reorganize its staffing profile by establishing one additional appointed Assistant Chief position while eliminating two appointed Staff Deputy Chief positions.

Recommendation

Pursuant to the procedure outlined in Title 2, Article XII, Unclassified Service, it is recommended that MCO § 173.10 be amended as herein set forth to authorize the Fire Department to add one Assistant Chief position and eliminate two Staff Deputy Chief positions from its staffing profile.

Previous Directives

None.

Prepared or Submitted by: Joel Fussy, Assistant City Attorney (x2067)

Approved by:

Bonnie Bleskachek
Bonnie Bleskachek
Fire Chief

Presenters in Committee: Bonnie Bleskachek, Fire Chief

| |
|---|
| <p>Financial Impact (Check those that apply)</p> <p><input checked="" type="checkbox"/> Action is within current department budget. (If checked, go directly to Background/Supporting Information)</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Capital Budget</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Operating Budget</p> <p><input type="checkbox"/> Action provides increased revenue for appropriation increase</p> <p><input type="checkbox"/> Action requires use of contingency or reserves</p> <p><input checked="" type="checkbox"/> Other financial impact (Explain): <i>Action will allow for reduced personnel expenditure obligations as outlined in the attached materials and budget submission.</i></p> <p><input type="checkbox"/> Request provided to the Budget Office when provided to the Committee Coordinator</p> |
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Background/Supporting Information Attached

As part of ongoing organizational staffing analysis conducted by the Fire Department, it is requested that the authorized staffing profile found in MCO § 173.10 be amended as requested to allow for the addition of one appointed Assistant Chief position and the elimination of two appointed Staff Deputy Chief positions. This change will allow for a net budgetary savings while at the same time more accurately reflecting the actual functioning of the Fire Department and strengthening its command structure.

Attached and incorporated into this request, please find the following:

- A classification study from Human Resources thoroughly discussing, analyzing and recommending adoption of the proposed reorganization plan.
- A classification factor worksheet.
- A copy of a portion of the Fire Department's current budget submission that incorporates the proposed reorganization plan and discusses its fiscal impact.
- The proposed ordinance amendment to MCO § 173.10 which would authorize the reorganization.

Additionally, pursuant to the authority granted to the City of Minneapolis by 2003 Minnesota Laws, Chapter 115, S.F.No. 421, Sections 1--3, the Council must adopt findings as called for in MCO § 20.1010, which reads as follows:

20.1010. City council to establish positions. The city council may, pursuant to this article, establish unclassified positions in designated departments of the city that meet the following criteria:

(1)The person occupying the position must report to the head of the designated city department or the designated city department head's deputy.

(2)The person occupying the position must be part of the designated department head's management team.

(3)The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.

(4)The duties of the position must not primarily require technical expertise where continuity in the position would be significant.

(5) There is a need for the person occupying the position to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.

The city council must adopt findings on whether the criteria in this section are met before an unclassified position is established. The city council shall establish the terms and conditions of employment for all unclassified positions, or may delegate that function to the director of human resources.

The Fire Department respectfully submits that the attached reports and materials clearly establish compliance with each of the above factors and requests that the Council adopt findings reflecting such compliance in addition to approving the attached reorganization plan and ordinance amendment. Thank you for your consideration.

Attachments: HR Classification Report
Classification Factor Worksheet
Fire Department Budget Submission – Target Strategies
Proposed Amendment to MCO § 173.10

DRAFT

REPORT NO: 04-64
DATE: June 25, 2004
ANALYST: Betty J. Stanifer

CLASSIFICATION REPORT

PROPOSED TITLE: Assistant Chief, Fire Department (Appointed)

CURRENT TITLE: Deputy Fire Chief, Administration

INCUMBENT: James Clack

REASON FOR REQUEST: Evaluation to ensure proper classification due to reorganization of the department that will eliminate two appointive Deputy Fire Chief positions.

DATE QUESTIONNAIRE SUBMITTED: 6-09-04

DATE OF PREVIOUS STUDY: ---

DISPOSITION OF PREVIOUS STUDY: ---

PERSONS INTERVIEWED: Bonnie Bleskachek; Acting Fire Chief
James Clack; Deputy Fire Chief

RECOMMENDATION:

1. Establish one Assistant Chief, Fire Department (Appointed) with 695 Total Points equivalent to a Grade 15 in the Cresap system.
2. Eliminate two Deputy Fire Chief (Appointed) positions.

POSITION ANALYSIS

The Interim Fire Chief is exploring some organizational changes in the Fire Department. She wants to eliminate two Deputy Chief positions and establish another Assistant Chief position. She feels that

this change will be more efficient, save money, strengthen the command structure and be more representative of how the fire department actually functions. In order to achieve this, Title 9, Chapter 173 of the Minneapolis Code of Ordinances relating to Fire and Police Protection will need to be amended. To be more specific Section 173.10 of the above entitled ordinance should be amended to read: 173.10 Composition of department. The Fire Department shall consist of a Chief of the department, two Assistant Chiefs of the department..... The change in the Minneapolis Code of Ordinances will be requested upon completion of the classification process. The difference between the proposed position and the current Assistant Chief is that the current position will be responsible for fire suppression and training, while the proposed position will be responsible for fire prevention, human resources and administration. There will be some overlap in the positions, ensuring that either position can act in place of the other if and when necessary. The proposed position will be responsible for, but not limited to the performance of the following duties and responsibilities.

- Manage the staffing of the Fire Department to ensure maximum daily staffing of fire apparatus; annual redraw of positions for fire suppression forces; transfer of personnel throughout the year and annual vacation draw.
- Enforce departmental rules and regulations.
- Approve budgetary leave and other long-term leave requests.
- Responsible for Workers Compensation, Injury-on-Duty and the approval of medical bills for payment.
- Develop programs and policies to reduce the cost of injuries and reduce risk and formulate policies regarding firefighter safety.
- Interpret and approve or resolve compensation issues for payroll personnel.
- Manage the unemployment compensation program.
- Approve performance pay and uniform allowance for the entire department.
- Serve on the selection and promotion interview panels and make recommendations on candidates for employment and promotion.
- Serve on the Labor Management Committee and the Labor Contract Negotiations Committee and ensure compliance with the Union Contract.
- Update job descriptions as needed.
- Manage the performance review program.
- Manage the ride-along program; the health club membership program; the sick leave reduction program, the drug screening program and freedom of information requests.
- Assist with preparation of the budget and manage grant applications to the Department of homeland Security under the Fire Act.
- Serve as a liaison between the City Council and the Fire Department, answer complaints and inquiries from citizens and the City Council and serve on the citywide citizen survey committee.
- Assist the Operations Chief with investigations and make recommendations to the Fire Chief regarding disciplinary actions up to and including termination as appropriate.
- Assist with Fire Chief with the development and update of the Business Plan and sat on the management team.
- Develop and publish new policies and procedures that affect the entire department and act as a resource to the chief fire officers regarding policy and procedure questions.

The department is requesting that candidates for the position have a minimum of a Bachelor's Degree in Fire Science, Business Administration or Human Resources with experience at the Battalion Chief

level, which has included incident command experience at a large scale event. This would equate to a minimum of ten or more years of experience working within the Minneapolis Fire Department. The department is also requesting that the incumbent possess license/certification as an Emergency Medical Technician and Hazardous Materials Specialist. To function successfully in the position a candidate would need considerable knowledge Fire Department operations manual and standard operating procedures; State and Federal requirements affecting activities of the department; up-to-date knowledge of the Fire Service, medical terminology and modern medical treatment protocols, OSHA standards and risk management techniques and municipal government operations and budgeting. He/she would need knowledge of investigative techniques and employment law regarding internal and external investigations, knowledge of human resources policies and procedures and of business planning and fire department accreditation. The candidate hired must have the ability to take command of the Fire Department in the absence of the Fire Chief; work as a member of a team in a leadership role and committee environment; have the ability to communicate orally and in writing effectively, train others and work under pressure.

At this level the incumbent is expected to manage all personnel issued, including assignment and transfer, payroll administration, position classification and compliance with maximum independence, including independently representing the Fire Chief in front of City Council Committees and with the general public. Problems resolved most frequently without would include personnel assignment and transfer, payroll, citizen complaints, injury treatment and light duty assignment. Disciplinary action resulting in suspension, demotion or discharge; development of budget strategies to address financial challenges facing the city and resolving grievances and complaints from Labor Union are review/ approved by the Chief of Fire.

The incumbent in the position will have direct supervisory responsibility over the Fire Marshal (Fire Codes, Plan Review, Housing, Hazardous Materials), the Deputy Chief of Personnel, the Deputy Chief of Technology (Information Services and Quality Control), and Administrative Services (Administrative Analyst II, office support staff, Distribution Center and MPD Stores).

Relationships experienced by the position on a frequent basis would be with the Assistant Chief of Operations to coordinate effort; the Fire Chief on management issues; the Engineering Officer on equipment and station issues; the Deputy Chief of Operations on reports from the field within the department. Contacts with other departments experienced most frequently would be with Risk Management and Claims on worker's compensation issues.

The position is scheduled to work a normal work day in and office setting, but is on call to respond to major emergency events twenty-four hours per day. Many of the duties performed are under tight deadlines that often require work on weekends or after working hours.

The goal to have the two Assistant Chief, Fire Department positions that are capable of replacing each other in the absence of either one or in the absence of the Chief of Fire. One position will be delegated responsibility for Operations and the other Administration. Although the areas of responsibility differ, the levels of responsibility are comparable with some overlap in the duties performed. When the question was raised on having two positions as second in command; the response was the reorganization strengthens the command structure and is more efficient and cost effective.

The proposed position is being assigned the same points as the current Assistant Chief, Fire Department. Action can be taken on the recommendations when the Minneapolis Code of Ordinances relating to Fire and Police Protection is amended.

RECOMMENDATIONS

1. Establish one Assistant Chief, Fire Department (Appointed) with 695 Total Points equivalent to a Grade 15 in the Cresap System.
2. Eliminate two Deputy Fire Chief (Appointed) positions.



**Department of
Human Resources**

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Minneapolis MN 55415-1384

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Job Hotline 612 673-2489
TTY 612 673-2157

July 14, 2004

Honorable Mayor R.T. Rybak
Executive Committee
331 City Hall
Minneapolis, MN 55415

Re: Assistant Chief, Fire Department

Dear Mayor Rybak:

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.

Recommendations:

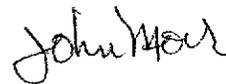
- 1) Establish the appointed position of Assistant Chief, Fire Department at Grade 15 (695 points) with an annual salary range of \$94,119 - \$104,025 effective June 9, 2004.
- 2) Adopt the salary ordinance for Assistant Chief, Fire Department, effective June 9, 2004. The salary ordinance is attached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

Sincerely,



Pam French
Director of Human Resources

Approved for submittal:



John Moir
City Coordinator

cc: John Moir, City Coordinator
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

1st READING

REFERRED TO (NAME OF) COMMITTEE

PUBLIC HEARING

2ND READING AND FINAL PASSAGE

AN ORDINANCE of the CITY OF MINNEAPOLIS

By _____

Amending Title 2, Chapter 20 of the Minneapolis Code of Ordinances relating to Administration: Personnel.

The City Council of the City of Minneapolis do ordain as follows:

Section 1: That the following classification in Section 20.10.01 of the above-entitled ordinance be amended to make the following changes: (Annual Rates)

Appointed Officials (CAP)

Effective June 9, 2004

| FLSA OTC CLASSIFICATION | | P | Step A Start rate | Step B After 1 "A" year | Step C After 2 "B" | Step D After 3 "C" |
|-------------------------|------------------------------------|---|----------------------|-------------------------------|--------------------------|--------------------------|
| E | 1 Assistant Chief, Fire Department | A | \$94,119 | \$99,072 | \$102,044 | \$104,025 |

Certified as an official action of the City Council:

| RECORD OF COUNCIL VOTE (X INDICATES VOTE) | | | | | | | | | | | | | |
|---|-----|-----|------------|--------|------------------|-----------------|----------------|-----|-----|------------|--------|------------------|-----------------|
| COUNCIL MEMBER | AYE | NAY | NOT VOTING | ABSENT | VOTE TO OVERRIDE | VOTE TO SUSTAIN | COUNCIL MEMBER | AYE | NAY | NOT VOTING | ABSENT | VOTE TO OVERRIDE | VOTE TO SUSTAIN |
| President Ostrow | | | | | | | Goodman | | | | | | |
| | | | | | | | Lilfigren | | | | | | |
| Zerby | | | | | | | Schiff | | | | | | |
| Samuels | | | | | | | Niziolek | | | | | | |
| Johnson | | | | | | | Benson | | | | | | |
| Johnson Lee | | | | | | | Colvin Roy | | | | | | |
| Zimmermann | | | | | | | Lane | | | | | | |

PASSED _____
DATE

APPROVED NOT APPROVED VETOED

ATTEST _____
CITY CLERK

MAYOR DATE

**CLASSIFICATION
FACTOR WORKSHEET**

| Benchmark Classifications | Factors | | | | | | Total Points | Grade Level |
|---|---------|----|----|----|----|----|-----------------|----------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | | |
| Assistant Chief, Fire Department (Appointed) | 70 | 70 | 90 | 70 | 30 | 65 | 695 | 15 |
| | | | | | | | | |
| PROPOSED CLASSIFICATION | | | | | | | | |
| Assistant Chief, Fire Department (Appointed) | 70 | 70 | 90 | 70 | 30 | 65 | 695 | 15 |

Revenues

The Fire Department's 2004 budget includes approximately \$2 million in direct revenue. This is revenue that the Department brings in directly and does not include the Department's annual allotment of property tax or LGA revenue. Of this \$2 million, \$1.2 million is pension aid. The majority of the Department's remaining revenue is as follows:

\$984,000 Non-Business Licenses/Permits

Description: Fees for the issuance of certificates for fire extinguisher repair and other permits (i.e., permits for burning, etc.) \$822,000 is from the Inspections Dept. for Fire Personnel providing Housing Inspections.

\$135,000 Inspection Services

Description: Hazardous Materials inspection services.

\$100,500 Other Miscellaneous Revenues

Description: Light duty revenue for fire watch at events.

\$146,000 Other Services Provided

Description: Revenue generated by renting out the Department's Training Facility, and for EMS services provided to the Convention Center.

Target Strategies:

Title: Eliminate Two Staff Deputy Chiefs and replace them with One Assistant Chief.
Eliminate Permanent Light Duty (3 Firefighter positions) on MCV and Reassign Training Captains

| <u>Fund</u> | <u>Cost</u> | <u>Revenues</u> | <u>FTE's</u> | <u>Job Titles/Other related costs</u> |
|-------------|-------------|-----------------|--------------|---------------------------------------|
| 2805 | (\$231,712) | | 2.00 | Staff Deputy Chief (Eliminate) |
| 2805 | \$127,364 | | 1.00 | Assistant Chief (New Position) |
| 2820 | (\$181,781) | | 3.00 | Firefighter (Eliminate) |
| 2820 | \$35,612) | | | Overtime to cover Deputy Vacation |
| Total | \$(250,517) | | | |

Mayor's Recommendation:

Expense:

Revenue:

Council Adopted: