

c. Approval of Fire Inspector Job Description

Bob Sivak the change to the job description was due to curriculum changes with the National Fire School stating individuals must now take the pre-requisite courses before taking the "Fire Inspection Principles" course. Tavis confirmed Sivak wanted the job description written that the pre-requisite courses be completed rather than the "Fire Inspection Principles" course. Sivak indicated this to be correct and that three years experience is required. Shawn Kessel stated the individual would still need to take the course but would no longer be required to apply. Tavis questioned what happens if an employee has the pre-requisites, takes the test and fails. Sivak indicated the course is not pass/fail, but that in the case of inadequate knowledge no certification would be issued. Tavis stated the wording is not correct as it doesn't indicate no certificate, no job. Sivak described the application process for the course, stating he's not sure a specific timeframe to obtain the certificate could be used. The Commission discussed possible language to list a specific timeframe with a possibility of the individual being on probation till obtained. Rapp stated normal probation is 90 days with an extension up to one year with the City Administrator's approval.

The Commission continued discussion of the changes voicing concerns as to the changes being made for an individual versus the position. It was suggested to move the course to the licensing requirements section with a timeframe. It was also stated the appearance is that the "bar" is being lowered when the course is wanted for the position. Sivak stated he understands the concerns, but if the course is the focus for minimum qualifications it removes the "or an equivalent combination of education and experience" language. The Commission indicated they were not comfortable accepting the changes and recommended the description remain as is and be changed if unable to promote or hire. Sivak indicated his intent was not to lower the "bar" and will move forward with the job description as is following the discussion. Tavis confirmed no action will be taken.

d. Grievance

Shawn Kessel reported no date had been set to hold the grievance hearing. The Commission asked that a date be set for the grievance and if need be that the testimonies be put in writing if the individual(s) were unable to attend the grievance hearing. The Commission decided to give the individual a couple of dates to hold the hearing or there would be no hearing if City Attorney Matt Kolling approved this was an option.

e. Other

n/a

6. ADJOURNMENT:

MOTION BY: Ray Ann Kilen
To adjourn the meeting at 10:32 AM

SECONDED BY: Erv Bren

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni
Assistant to City Administrator