

**MINUTES
CIVIL SERVICE COMMITTEE
NORTH METRO FIRE RESCUE DISTRICT
CONDUCTED ELECTRONICALLY**

February 26, 2021

COMMITTEE MEMBERS PRESENT:

Bruce Ginther, Committee Member
Wilson Lindquist, Committee Member (Sworn In)
Rich Marosey, Committee Member

BOARD MEMBERS PRESENT:

Richard Miller, President
Jenni Murphy, Secretary

STAFF PRESENT:

Dave Ramos, Fire Chief
Dave Anderson, Deputy Chief of Support Services
Eileen Gomez, Human Resources Manager
Heather Brown, Executive Administrative Assistant
Debbie VanWansele, Training Center Coordinator

LEGAL COUNSEL:

Dino Ross

Call to Order:

The meeting of the North Metro Fire Rescue District Civil Service Committee was called to order by Committee Member Bruce Ginther at 9:04 a.m. on February 26, 2021.

Additions/Deletions to Agenda:

None

Old Business:

None

New Business:

Swearing in of New Committee Member, Wilson Lindquist

Attorney Ross explained that a motion was necessary by the Committee for Board President Miller to administer the Oath of Office to new Committee member Wilson Lindquist. Bruce Ginther

made a motion to designate Richard Miller as authorized to administer the Oath of Office. Richard Marosey seconded the motion. Motion passed unanimously. President Miller administered the Oath of Office to Wilson Lindquist.

Selection of Committee Officers

Attorney Ross opened the floor for nominations for the position of President. Richard Marosey nominated Bruce Ginther to the position of President of the Civil Service Committee. Wilson Lindquist seconded the motion. The motion passed.

2021 Engineer Promotional Process and Test Posting

Chief Anderson requested that the original posting date of February 26 be changed to March 1, with an April 15 testing date and a May practical. He advised the committee that the Engineer promotional process consists of a written and a practical that are weighted at 50/50. Chief Anderson and a team of internal Subject Matter Experts (SMEs) are preparing the written examination and practical examination with Vanlandingham and Holmes (V&H) as the consulting company that will administer the written test.

Chief Anderson reminded the committee that candidates have an opportunity to challenge questions if they do not agree. If that challenge is unable to be resolved, the candidate is able to further their challenge to the committee. The committee would then be able to rule on that particular challenge. It is rare that challenges get to the Civil Service Committee level. Candidates must receive a minimum score of 70% to move on to the practical.

Additionally, all candidates must hold all necessary State certifications by the time of the practical examination to remain qualified for testing. In the practical portion of testing, hydraulics and driving are the main emphasis and candidates must get a minimum score of 70% on the practical to be eligible for placement on the promotional list.

Revision of Engineer Promotional Process SOP

Chief Anderson stated the main revision was to request internal assessors to assist in the practical assessment. In the past, only external assessors were allowed to proctor the practical exercise. However, the belief is that internal, state certified proctors will provide knowledge and skills necessary to assist. Chief Anderson recommended a hybrid approach to utilize both internal and external assessors. The consensus of the committee members was that the red line version of the SOP was acceptable.

Revision of Lieutenant Job Description

Chief Anderson explained that North Metro Fire has added the Blue Card Certification[©] as a mandatory requirement. ICS-300 and ICS-400 certifications were deemed desirable but not

mandatory. Candidates will have to hold the same certifications for Out-of-Class positions as they would to hold for the job.

Chief Anderson explained that Blue Card is a communication system used on fire grounds. It is a consistent message shared with neighboring departments. The North Area has moved to this concept of Blue Card certification in which all of the terminology is consistent to guarantee a uniform approach at emergency scenes.

Action Items:

1. CONSIDER AND APPROVE THE OCTOBER 29, 2020 CIVIL SERVICE COMMITTEE MEETING MINUTES.

A MOTION WAS MADE BY RICH MAROSEY AND SECONDED BY WILSON LINDQUIST TO APPROVE THE OCTOBER 29, 2020, CIVIL SERVICE COMMITTEE MINUTES AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

2. CONSIDER APPROVAL OF THIS YEAR'S ENGINEER PROMOTIONAL EXAMINATION PROCESS AND POSTING OF THE ENGINEER'S PROMOTIONAL EXAM TESTING DATES.

A MOTION WAS MADE BY RICH MAROSEY AND SECONDED WILSON LINDQUIST BY TO APPROVE THIS YEAR'S ENGINEER PROMOTIONAL EXAMINATION PROCESS AND POSTING OF THE ENGINEER'S PROMOTIONAL EXAM TESTING DATES. THE MOTION PASSED UNANIMOUSLY.

3. CONSIDER APPROVAL OF THE REVISED ENGINEER PROMOTIONAL PROCESS SOP.

A MOTION WAS MADE BY RICH MAROSEY AND SECONDED BY WILSON LINDQUIST TO APPROVE THE REVISED ENGINEER PROMOTIONAL PROCESS SOP. THE MOTION PASSED UNANIMOUSLY.

4. CONSIDER APPROVAL OF THE REVISED LIEUTENANT JOB DESCRIPTION.

A MOTION WAS MADE BY RICH MAROSEY AND SECONDED BY WILSON LINDQUIST TO APPROVE THE REVISED LIEUTENANT JOB DESCRIPTION.

Public Comments:

None.

Executive Session:

None.

Adjournment:

A MOTION TO ADJOURN THE MEETING WAS MADE BY BRUCE GINTHER AND SECONDED BY RICH MAROSEY. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 9:34 A.M.



Bruce Ginther, Committee President