

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

The meeting occurred electronically. Information regarding public participation in the meeting was posted on the District's website at least 24-hours in advance.

April 29, 2022

COMMITTEE MEMBERS PRESENT:

Bruce Ginther, Committee President

Wilson Lindquist, Committee Member

STAFF PRESENT:

Dave Anderson, Deputy Chief of Support Services

Amy Collins, Human Resources Manager

Debbie Vanwanseele, 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 President Bruce Ginther at 8:01 a.m. on April 29, 2022.

Additions/Deletions to Agenda:

The Committee was informed by Chief Anderson that the original agenda was missing an intended proposed change. Attorney Ross stated that the best course of action was to amend the agenda to include the new action item – “consider approval of the Captain Promotional Process SOP, the Shift Captain Job Description and the Training Captain Job Description, as submitted.” The motion was made by Mr. Ginther and seconded by Mr. Lindquist to include the new action item. The motion passed unanimously.

Old Business:

None.

New Business:

Chief Anderson provided the Committee with an overview of the additional action item.

Mr. Ginther requested clarification on the Shift Captain versus the Training Captain job descriptions and why two separate job descriptions were necessary. Chief Anderson explained that what the team was doing was slightly revising the current descriptions to place under Civil Service as both positions are now considered classified positions and covered by the collective bargaining agreement. Human Resource Manager Amy Collins stated that, from a Human Resources perspective, two separate job descriptions were necessary for payroll reasons due to the work schedule being different for a 48/96 employee versus a 40-hour employee. Additionally, the duties of a Training Captain are different than those of a Shift Captain.

The discussion moved to the request for a promotional testing process for the captains. Chief Anderson explained that the testing process for the other Civil Service positions of Firefighter Grades, Engineer, and Lieutenant all have a reading list from which a multiple-choice written examination occurs. He expressed that the request to approve the Captain's promotional process would include a written assignment, but that there would not be a reading list or a multiple-choice examination.

Additionally, candidates would participate in further practical examinations. Chief Anderson clarified that there are up to six (6) areas that the team will assess: emergency operations incident management, written communication, administrative situations, technical skills, a structured interview, and a presentation. As with all other classified employee testing, candidates must have 70% or greater on every section evaluated for placement on the Promotional Eligibility List.

Currently, Command Staff, along with Training Division personnel, are working to create the specific practical examination. Chief Anderson requested that the Committee allow posting of the notice and bringing the particulars of the evaluation request to the Committee around June 1.

Chief Anderson finished by reviewing the timeline with the Committee. All qualifying candidates must have their intent to test submitted by June 1, and the practical assessments will begin on June 15. Chief Anderson stated he believes two Captain positions will be available on July 1.

Action Items:

1. CONSIDER AND APPROVE THE MARCH 15, 2022, CIVIL SERVICE COMMITTEE MEETING MINUTES.

A MOTION WAS MADE BY MR. GINTHER AND SECONDED BY MR. LINDQUIST TO APPROVE THE MARCH 15, 2022, CIVIL SERVICE COMMITTEE MINUTES WITH THE ADDITION OF FIRE CHIEF DAVE RAMOS TO THE ATTENDEES. THE MOTION PASSED UNANIMOUSLY.

2. CONSIDER APPROVAL OF THE 2022 CAPTAIN PROMOTIONAL PROCESS.

A MOTION WAS MADE BY MR. LINDQUIST AND SECONDED BY MR. GINTHER TO APPROVE THE 2022 CAPTAIN PROMOTIONAL PROCESS. THE MOTION PASSED UNANIMOUSLY.

3. CONSIDER APPROVAL OF THE CAPTAIN PROMOTIONAL PROCESS SOP, THE SHIFT CAPTAIN JOB DESCRIPTION, AND THE TRAINING CAPTAIN JOB DESCRIPTION.

A MOTION WAS MADE BY MR. LINDQUIST AND SECONDED BY MR. GINTHER TO APPROVE THE CAPTAIN PROMOTIONAL PROCESS SOP, THE SHIFT CAPTAIN JOB DESCRIPTION, AND THE TRAINING CAPTAIN JOB DESCRIPTION. THE MOTION PASSED UNANIMOUSLY.

Public Comments:

None.

Executive Session:

None.

Adjournment:

A MOTION TO ADJOURN THE MEETING WAS MADE BY MR. LINDQUIST AND SECONDED BY MR. GINTHER. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 8:21 A.M.



Bruce Ginther, Committee President