

**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.

September 26, 2022

COMMITTEE MEMBERS PRESENT:

Bruce Ginther, Committee President
Wilson Lindquist, Committee Member

STAFF PRESENT:

David Ramos, Fire Chief
Dave Anderson, Deputy Chief of Support Services
Amy Collins, Human Resources Manager
Heather Brown, Executive Administrative Assistant
Debbie Vanwansseele, 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 8:39 a.m. on September 26, 2022.

Additions/Deletions to Agenda:

None.

Old Business:

None.

New Business:

Extension of the Captain's Promotional Eligibility List

Chief Anderson started by reminding the Committee that if only two candidates remain on a Promotional Eligibility list, the list is void unless the Civil Service Committee decides to extend the expiration date. Chief Anderson explained that the District can reasonably foresee that there will be a Captain's position available in mid-2023 and would like to utilize the current list to fill

that position. After that, the District believes that it will be best to then hold another Captain's examination. The request is for the current list to be extended until the next Captain's promotional process takes place.

SAM Lieutenant

Chief Anderson stated the SAM Lieutenant promotional process is very similar to the Lieutenant promotional process but had not yet been formally documented within the Civil Service system. The SAM Lieutenant promotional process SOP states that candidates will complete a written examination and an assessment center process. With the addition of the written examination, a reading list has been prepared. Chief Anderson explained that the SAM Lieutenant is a separate position from the line lieutenant position, and they are not interchangeable. However, they are eligible for overtime positions on-line and would be able to backfill. Chief Anderson said the current SAM Lieutenant list has expired, so a promotional test would need to occur to create a valid list in early 2023.

Revised Firefighter III Reading List

Chief Anderson stated there is a new edition of the current IFSTA manual; therefore, the reading list requires a change for the Firefighter III step grade process. The Committee did not have any questions.

Hiring Process

Chief Anderson stated new hiring lists need to be created for the Spring 2023 academy. The District will have both a paramedic and EMT hiring list. Chief Anderson reviewed the primary changes that will be taking place during this hiring process. The first was the District would like the ability to once again consider laterally hiring for paramedic candidates. To be considered as a lateral hire, applicants must have two years' experience and are currently active in an agency similar to North Metro Fire. The benefit of being considered as a lateral hire is a bump in grade after they successfully complete the academy and grade testing. The next change in the hiring process is if a paramedic candidate receives a valid referral from a current North Metro Fire employee and has passed the IOS or NTN test with a 70% or higher, they are automatically invited to participate in the MAC Assessment Center. If an EMT candidate receives a valid referral and they have passed the IOS or NTN test in the top 30% of all like candidate scores, they will be invited to participate in the General Assessment Center.

Future Meetings

Chief Anderson stated that Committee member Marosey had requested discussion regarding in-person meetings again and asked members attending if that was their preference as well. Committee members Ginther and Lindquist requested to possibly do a hybrid of both Zoom and in-person but would like to have the personal interaction as well.

Action Items:

1. CONSIDER AND APPROVE THE JUNE 27, 2022, CIVIL SERVICE COMMITTEE MEETING MINUTES.

A MOTION WAS MADE BY MR. LINDQUIST AND SECONDED BY MR. GINTHER TO APPROVE THE JUNE 27, 2022, CIVIL SERVICE COMMITTEE MINUTES. THE MOTION PASSED UNANIMOUSLY.

2. CONSIDER AND APPROVE THE 2022 CAPTAIN PROMOTIONAL ELIGIBILITY LIST EXTENSION.

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

3. CONSIDER AND APPROVE THE SAM LIEUTENANT PROMOTIONAL PROCESS SOP.

A MOTION WAS MADE BY MR. LINDQUIST AND SECONDED BY MR. GINTHER TO APPROVE THE SAM LIEUTENANT PROMOTIONAL PROCESS AND SOP. THE MOTION PASSED UNANIMOUSLY.

4. CONSIDER AND APPROVE THE SAM READING LIST.

A MOTION WAS MADE BY MR. LINDQUIST AND SECONDED BY MR. GINTHER TO APPROVE THE SAM READING LIST. THE MOTION PASSED UNANIMOUSLY.

5. CONSIDER AND APPROVE THE REVISED FIREFIGHTER III READING LIST.

A MOTION WAS MADE BY MR. LINDQUIST AND SECONDED BY MR. GINTHER TO APPROVE THE REVISED FIREFIGHTER III READING LIST. THE MOTION PASSED UNANIMOUSLY.

6. CONSIDER AND APPROVE THE NEXT NEW HIRE FIREFIGHTER PROCESS.

A MOTION WAS MADE BY MR. LINDQUIST AND SECONDED BY MR. GINTHER TO APPROVE THE NEXT NEW HIRE FIREFIGHTER PROCESS. 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 9:02 A.M.



Bruce Ginther, Committee President