

9. Report conditions that may affect their performance to the Chief or officer in charge. Members must also report all injuries that occur while performing the duties of a firefighter immediately to the Fire Chief or officer in charge.
10. Remain at the fire hall after arriving in response to an emergency call until given permission to leave by the officer in charge.
11. Remain at the fire scene until given permission to leave by the officer in charge.
12. Obey the commands of their officers while on duty.
13. Become familiar with the handling and working of all articles of equipment and with these Personnel Policies and shall conduct his or herself accordingly.
14. Upon leaving the Department, return Department/City property to the Fire Chief.
15. Submit to and pass a physical as follows:
  - A. Every five (5) years until reaching the age of forty (40);
  - B. Every three (3) years for firefighters between the ages of forty (40) and fifty (50);
  - C. Every year for firefighters fifty (50) years and older.

Physical forms will be handed out every year in July and must be completed and returned by December 31st of that year.

16. Notify the Fire Chief in the event of a change in employment or residence. In the case of a change in employment, the member must obtain from his or her new employer a letter demonstrating availability to perform his or her duties with the Fire Department.
17. Ensure that the Engine Company #1 or first truck out of the Fire Station does not leave until at least five (5) members are aboard;
18. As a driver of a truck, stays with the truck at the fire call and acts as the engineer for that truck during the fire call.
19. As the first member to reach the Fire Station in response to a call, assumes command of the Department until the arrival of a more senior member or officer.
20. Use only his or her personal equipment assigned by the Department.

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21. As designated by the Fire Chief, check Department trucks pursuant to the approved checklist.
22. Obtain his or her first responder certification within three (3) months of being hired and keep his or her first responder certification current at all times while a firefighter.

### **Article III. SENIOR FIREFIGHTER**

**Definition**

A firefighter with twenty years of service who has retired from the Relief Association in good-standing, but who has maintained an active first responder certification is eligible to be selected as senior firefighter.

**Duties**

Upon recommendation by the Chief, the City Council may appoint one or more senior firefighters. The purpose of the senior firefighter position is to supplement the personnel needs of the department with otherwise retired firefighters who will be available for daytime calls, but will be exempt from the minimum fire call requirement applicable to regular volunteer firefighters. The senior firefighter will not be required to attend other training or drills the department hosts, except as determined necessary by the Chief. The senior firefighter may be exempted from the response time requirements generally applicable to volunteer firefighters.

**Conditions of Service**

The Council may set such other conditions of service for senior firefighters as may seem prudent. Senior firefighters may be terminated at will. Senior firefighters are subject to all city policies and procedures to the same extent as other firefighters, except as expressly provided.

**Compensation**

Senior Firefighters will be eligible for call time compensation. No other compensation or benefits will be provided for senior firefighters.

### **Article IV. NEW MEMBER HIRING POLICY**

**Purpose**

The purpose of these procedures is to explain how candidates are selected as volunteer firefighters with the Freeport Volunteer Fire Department.

**City Policies**

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### **Coordination/File Maintenance**

All files and records associated with the hiring process as well as ongoing employment records are personnel records of the City. They must be maintained in a secure location in officially designated secure storage facilities on City property. Routine access to these files are limited to the Fire Chief or one officer designated by the chief to supervise the personnel process and to the City Clerk or one City employee designated by the City Clerk as responsible for city personnel records maintenance, and to legal counsel to the extent needed to assist the city with personnel related legal issues. Application and related personnel records are available to the hiring committees at their committee meetings. No personnel records (original or copies) may be removed from City premises. If authorized by a specific decision of the council, and after consultation with council, personnel records needed by the Council to assist the Council in decision making may be made available to the council.

### **Selection Process**

The Fire Department has primary responsibility for performing such selection components as reference checks, oral interviews, physical fitness testing, and training. The Department recommends candidates for final selection by the City Council.

### **Information to Potential Applicants**

The City maintains an application year from May 1 to April 30 of the following year. Any potential applicant may obtain information about the job application process at any time, whether there are potential vacancies or not, and may obtain and complete an application. Each applicant must submit a letter from his or her employer demonstrating availability to perform the required duties. Applications received during a period when there are no potential vacancies will not be considered active applications, but will be retained for future review. An application received at City Hall on or after May 1 will be kept on file until April 30, at which time, any applicant must complete an updated application form. Applications received will receive no further processing until the Chief certifies that there is a potential vacancy. When, after consultation with the City Clerk, the Chief certifies that there is a potential vacancy the City will set an application deadline. The City will post and advertise an announcement that there are pending vacancies and will commence the application review procedure. The City will contact persons who have previously filed an application form during the application year to determine if they wish to activate their application for formal review.

### **Data Practices**

Persons who apply should understand that once an application is on file for active review, certain applicant data might be publicly available. An applicant who files an application consents to release of any data regarding that application which is required to be released under Minnesota

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law. Any requests for applicant data should be directed in writing to the City Clerk. The City will maintain all records and will assure that data privacy and public data access laws are followed.

### **Application Review Process**

**Preliminary Screening Interview:** The Chief or his designee will review the initial applications for completeness and compliance with minimum requirements. If the application is incomplete on its face or discloses that the applicant does not meet minimum requirements, the application shall be rejected at this point. Any person whose application is rejected by the Chief (or designee) because the applicant fails to meet minimum requirements, or because the application is incomplete, may request a summary paper review of that decision by sending a letter explaining the applicant's position to the Chief with a copy to the City Clerk. The Chief's decision is final and binding, except that the Council reserves the right on its own motion to review and reverse any such decision.

### **Veteran's Preference**

The City considers all eligible applicants at the final interview. For this reason, all veterans who meet minimum job requirements for the position will be considered as finalists.

### **Previous Employment Investigation**

In the event that the applicant meets minimum criteria, the department will advise the applicant that the Department will conduct a previous employment investigation pursuant to Minn. Stat. Section 299F.036. The Applicant will provide appropriate releases as provided in subdivision 2 of that section. With the assistance of appropriate city personnel, the Chief will cause a request for disclosure to be issued to all employers of the applicant for whom the applicant worked during the preceding ten years. All such information obtained will be filed in a secure location as provided above, and will be maintained in strict confidence, subject to all applicable data privacy laws.

### **Reference Check**

The applicant shall supply at least two references of persons familiar with the applicant's capabilities, character and work history. If the applicant meets the minimum requirements, the Department shall conduct a reference check by contacting the applicant's references. The Chief or his designee shall conduct reference checks and shall maintain a written summary of the references so obtained.

### **Agility Test**

Prior to oral interview, applicants who meet the minimum qualifications shall take the agility test. Passage of the agility test is a minimum requirement for the position. The agility test consists of:

Beam Walk  
Backboard Carry

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## Hose Coupling/Drag

The Department will keep a record of the applicant's performance on the test. An applicant may use the results of an agility test performed within 365 days of the oral interview. The requirements of the test are public information. Applicants are expected to consult with their own physician to make sure that the test is within their physical capabilities. The applicant must sign a waiver of liability for injuries sustained during the test.

### **Oral Interview Committee**

The oral interview committee will review the applications of all active applicants who meet the minimum qualifications. The oral interview committee shall consist of the Fire Department Executive Committee and two persons selected by the City Council. The Council may appoint one or two of its own members, or may select community members with special qualifications, which may aid in the selection process such as a professional firefighter or a qualified professional human resources administrator. The applicants may be asked such legally permissible questions as may be appropriate during the interview process. Each member of the interview committee will keep a record of his or her impressions of the candidate. Following the interview, the committee will seek to agree on the successful applicants by consensus, but may, if necessary, select the candidates by majority vote. Higher preference will be given to applicants living and working nearest to the Fire Station. The names of the approved candidates will be forwarded to the City Council for approval. The Council retains final decision-making authority.

### **Conditional Offer/Medical Examination**

If the council approves an applicant, then the City will make an offer for at-will employment as a firefighter, conditional upon the applicant's passage of a medical examination. The City will retain the services of a qualified medical examiner for this purpose. Each applicant must pass the medical examination of the City's selected medical examiner. The City will provide the medical examiner with a copy of the job description and the standard examination criteria. The examiner may request copies of the applicant's medical records. If the medical examiner determines that additional tests maybe necessary, the medical examiner may conduct such further tests, provided that the City must first authorize any additional expense.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except information as specifically allowed by this law. To comply with this law, we will not ask you to provide any genetic information in connection with the medical examination or when responding to any request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### **Initial 12-Month Period of Employment**

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Each new firefighter shall be assigned an Assistant Chief with responsibility for monitoring training and performance issues during the initial 12-months of employment, subject to the supervision of the Chief. The Assistant Chief will initially meet with the new employee to discuss expectations and establish a regular review procedure. During the first 12 months of employment, the City Clerk, or the Clerk's delegate, will maintain a written performance record to assist in evaluation. The Assistant Chief will make a written evaluation entry at least monthly. A copy of the record will be provided to the employee, who will sign the record to signify that the employee has received a copy of the record. After a fire call, drill, or training event, if the Assistant Chief identifies performance issues or areas of recommended professional growth, the Assistant Chief will identify those areas in writing, with a copy to the employee and the employee's personnel file. The Assistant Chief will meet with the new employee and discuss any written report. Assistant Chiefs are encouraged as well to provide regular positive reviews where warranted. The City Clerk will work with the Chief and Assistant Chiefs to make sure that written documentation of performance satisfy city policies regarding appropriate documentation.

## Article V. EMPLOYMENT AT WILL

The City of Freeport has the right to terminate any employee, including firefighters, at any time for any reason or no reason. Firefighters may terminate employment at any time for any reason.

## Article VI. MEETINGS

The Fire Department will have regular business meetings at 9:00 p.m. on the first Monday of every month, except when a national holiday falls on that day, in which case it shall be held on the following Monday, and special meetings as called from time to time in the discretion of the Fire Chief.

## Article VII. DISCIPLINE

Members of the Department are employees of the City of Freeport and expected to follow all City ordinances, Codes, and policies to the extent applicable. Any member may be disciplined pursuant to the City's personnel policy and Code of Conduct, including suspension and expulsion from membership, misconduct including but not limited to:

1. Missing any regular or special meeting or drill, unless excused by the Fire Chief or an Assistant Chief.

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2. Failure to notify the Fire Chief prior to being absent from the City for forty-eight (48) continuous hours or more.
3. Appearing at any meeting of the Department, any drill, or on duty under the influence of alcohol or illegal substances. The procedure for determining substance shall be that which is contained in the City's personnel policies.
4. Use of insulting, indecent, profane, or improper language.
5. Conduct unbecoming a firefighter, acts of moral turpitude, or other conduct that disparages or is detrimental to the Department's performance.
6. Taking property from the scene of an emergency for personal use or gain.
7. Converting, misappropriating, or misusing funds or property from the Department, City, or Relief Association.
8. Insubordination, disobedience of orders, or interfering with the officer in charge by giving counter orders, commencing a quarrel with any other member of the Department or members of any other department.
9. Violating City policies, including, but not limited to, the Code of Conduct, the Sexual Harassment Prevention Policy, and the Drug Free Workplace Policy.
10. After arriving at the fire hall, absenting oneself therefrom without the permission of the officer in charge.
11. After arriving at the scene of a fire, leaving without the permission of the officer in charge.
12. Taking or borrowing any article from the Fire Station without the permission of the Fire Chief or, in the absence of the Fire Chief, the most senior officer present.
13. Failure to return a completed physical form, if required, by December 31st.
14. Failure to notify the Fire Chief in the event of a change in employment or residence.
15. Failure to attend at least six (6) regular or special meetings and at least one-third (1/3) of the drills per year (January 1st through December 31st).
16. Failure to attend 50% of fire calls per year.

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- 17. Failure to keep his/her first responder certification current.
- 18. Missing three (3) consecutive regular meetings, unless excused by the Fire Chief or an Assistant Chief.

**Article VIII. LEAVE OF ABSENCE**

A member of the Freeport Fire Department may request a leave of absence (for good cause) for a period of up to one (1) year. The request will be reviewed and approved by the Fire Chief and the City Clerk, who may consult with the Fire Department Executive Committee. "Good Cause" shall include, but not be limited to: illness, job related matters, family related matters, or other personal matters that may be reasonably perceived as temporarily interfering with the member's performance of his or her duties. A leave of absence shall be granted upon receipt of a written request to the Fire Chief from the individual concerned. If the Fire Chief does not receive a written request, the individual will be automatically discharged. Any member who is granted a leave of absence shall relinquish all property of the Freeport Fire Department to the Chief during their absence. Members called into military service shall be granted all rights according to the federal law governing right to active membership.

**Article IX.  
CHANGES IN EMPLOYMENT OR RESIDENCE  
THAT AFFECT RESPONSE TIME**

Any member of the Freeport Fire Department, who shall have a change in employment or residence, shall notify the Fire Chief. The Executive Committee will review the new employment or residence to evaluate the impact on the member's response time. In the event the Executive Committee finds that the member is no longer able to respond to emergency calls in a timely manner, such delay prevents the member from performing the duties of the position, the Department would be better served by having the duties performed by a new hiree, and there is such a new hiree eligible to be hired, the member may be recommended to the Council to consider discharging the member or other appropriate action.

**This resolution repeals and replaces all other personnel policies of the Freeport Volunteer Fire Department.**

**Policy adopted by the Freeport City Council on this 29<sup>st</sup> day of January, 2013.**

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Matthew Worms, Mayor

ATTEST:

Victoria Holthaus, Clerk

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**City of Freeport, Minnesota  
RESOLUTION 2015-16**

**FIRE DEPARTMENT PERSONNEL POLICIES**

**Scope**

The Freeport Volunteer Fire Department (the “Department”) has been organized with the objective of preserving and protecting residents and property from and during such fires and/or emergencies as may occur in the City of Freeport. The purpose of these policies is to set forth the policies and procedures governing the operation of the Department.

**Organization**

The Department shall be organized of members and officers, and such standing committees as may be deemed necessary for the proper transaction of business. .

**Officers**

The officers shall include a Fire Chief, a First Assistant, a Second Assistant, and Secretary.

**Article I. APPOINTMENT OF OFFICERS**

Officers within the Department shall be appointed pursuant to the following policy and must be an active member of the Freeport Fire Department at the time of appointment. An “active member” shall be defined for the purposes of this policy as a firefighter in good standing and meeting drill and attendance requirements.

**Purpose**

This policy is intended to detail the process to be used for the appointment of firefighters to the officer positions within the Department.

**Applicability of Freeport Fire Department New Firefighter Hiring Procedure and other personnel policies**

Unless otherwise clearly stated, the relevant policies contained in the Freeport Fire Department New Member Hiring Policy shall apply to the extent they accommodate the procedures contained in this policy for the appointment of officers.

**Selection Process for Officers**

The Officers will be appointed by the City Council to serve for a term of approximately one (1) year. However, since delays in the process may occur, the term shall be for such time beginning on the day following appointment by the City Council until the Council again appoints officers. It is anticipated that the normal term will run from approximately January 1st to January 1st of the second following year. The Officers will be appointed pursuant to the following process:

1. At the first meeting in November of the Fire Department, the current Chief will post a notice in a conspicuous place in the Fire Hall, advising interested persons to complete and return to the Chief a form stating their interest in a position(s) and qualifications. The positions sought must be indicated on the form.
2. All forms must be submitted to the Chief by the close of the next Fire Department meeting occurring at least two (2) weeks after posting of the notice.
3. The member of the Fire Department will review the forms and determine by the first December meeting of the Fire Department (or the next monthly meeting in the case of a vacancy) those persons that meet the minimum eligibility requirements for the positions.
4. The Fire Department will make nominations to be presented to the Council for each of the officers.
9. After the nominations have been made, the Chief will deliver to the City Clerk the names of the nominated individuals, the forms submitted under paragraph 1, and any other materials made or used by the Fire Department in making its determinations.
10. The City will review the materials and forms and consider the appointments of the nominees selected by the members of the Fire Department at the December council meeting.
11. In the event the Council disagrees with a nominee(s), it will appoint the nominee(s) with whom it agrees and refer the remaining appointments back to the Fire Department, which will make a recommendation to the Council.

### **Removal**

During the term of their appointment, any officer may be removed at the discretion of the City Council. The City Council may remove for any reason including, but not limited to, the following: 1) negligence or misconduct in the performance of duties; 2) insubordination or willful refusal to perform a position's duties or such duties assigned by a supervisor, 3) abuse of his or her authority; 4) inability to perform his or her duties consistent with generally accepted standards for the position; and 5) any violation of applicable City or Fire Department policies and codes governing conduct.

### **Eligibility Criteria For The Positions of Officer**

Before an individual may be appointed to the position of officer in the Freeport Fire Department he or she must meet the following minimum eligibility requirements:

\*If no eligible person meets all of the below criteria, the Fire Department may approve the nomination of an existing member of the fire department. However, the nomination

cannot be approved until the candidate develops an approved plan for satisfying the eligibility criteria. This plan must be approved by the Council.

1. Five (5) years of firefighter experience with the Freeport Fire Department, or seven (7) years firefighter experience with at least three (3) years with the Freeport Fire Department.
2. The person has demonstrated through his/her previous firefighting experiences, leadership and expertise in firefighting ability.
3. In the case of appointment for Chief only, the person must have held the position of Chief or Assistant Chief at the Freeport Fire Department, or an officer (Chief, Assistant Chief, or Captain) with another fire department within the past five (5) years.
4. The person must demonstrate availability during daytime hours. The person will be required to obtain a letter from his/her current employer, if not already on file, verifying their understanding and commitment to allowing him or her to perform the required duties.
5. The person must have attended one (1) or more State of Minnesota sponsored, and City of Freeport Fire Chief approved, leadership coursework, or, in the alternative, demonstrate the ability to attend such a course within 12 months of being appointed.
6. The person must have demonstrated knowledge of and the ability to operate all City of Freeport Fire Department vehicles and equipment.

## **Article II. DUTIES**

### **Duties of the Fire Chief**

The Fire Chief shall have those duties contained in the approved Job Description, which shall be kept on file with the City.

### **Duties of the First and Second Assistants**

The Assistant Chiefs have those duties contained in the approved Job Description, which shall be kept on file with the City.

### **Duties of the Secretary**

The Secretary shall have the duty to attend all regular and special meetings of the Department, record all votes, and take and keep accurate minutes of all regular and special meetings of the Department.

### **Duties of the Members**

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A member of the Department shall have those duties contained in the approved Job Description, which shall be kept on file with the City. In addition, firefighters will be responsible to:

1. Properly attend all meetings and regular drills, and on every fire alarm to assemble at the Fire Station without delay to assist in getting the apparatus to the fire and in readiness for operation as soon as possible;
2. Attend at least six (6) regular or special meetings and at least one-third (1/3) of the drills per year (January 1st through December 31st).
3. Attend 50% of fire calls per year.
4. Notify the Fire Chief prior to being absent from the City for forty-eight (48) continuous hours or more.
5. Address problems or questions relating to the operation of the Department to his or her immediate supervisor as soon as possible for further handling.
6. Report any unsafe equipment, materials, and/or acts to his or her immediate supervisor as soon as possible.
7. Report any loss or damage of equipment and tools to his or her immediate supervisor as soon as possible.
8. Refrain from giving detailed or confidential information relative to any emergency call to a person or persons not connected with the Department except as authorized by the Fire Chief.
9. Report conditions that may affect their performance to the Chief or officer in charge. Members must also report all injuries that occur while performing the duties of a firefighter immediately to the Fire Chief or officer in charge.
10. Remain at the fire hall after arriving in response to an emergency call until given permission to leave by the officer in charge.
11. Remain at the fire scene until given permission to leave by the officer in charge.
12. Obey the commands of their officers while on duty.
13. Become familiar with the handling and working of all articles of equipment and with these Personnel Policies and shall conduct his or herself accordingly.
14. Upon leaving the Department, return Department/City property to the Fire Chief.

15. Submit to and pass a physical as follows:
  - A. Every five (5) years until reaching the age of forty (40);
  - B. Every three (3) years for firefighters between the ages of forty (40) and fifty (50);
  - C. Every year for firefighters fifty (50) years and older.

Physical forms will be handed out every year in July and must be completed and returned by December 31st of that year.

16. Notify the Fire Chief in the event of a change in employment or residence. In the case of a change in employment, the member must obtain from his or her new employer a letter demonstrating availability to perform his or her duties with the Fire Department.

17. Ensure that the Engine Company #1 or first truck out of the Fire Station does not leave until at least five (5) members are aboard;

18. As a driver of a truck, stays with the truck at the fire call and acts as the engineer for that truck during the fire call.

19. As the first member to reach the Fire Station in response to a call, assumes command of the Department until the arrival of a more senior member or officer.

20. Use only his or her personal equipment assigned by the Department.

21. As designated by the Fire Chief, check Department trucks pursuant to the approved checklist.

22. Obtain his or her first responder certification within three (3) months of being hired and keep his or her first responder certification current at all times while a firefighter.

## **Article III. SENIOR FIREFIGHTER**

### **Definition**

A firefighter with twenty years of service who has retired from the Relief Association in good-standing, but who has maintained an active first responder certification is eligible to be selected as senior firefighter.

### **Duties**

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Upon recommendation by the Chief, the City Council may appoint one or more senior firefighters. The purpose of the senior firefighter position is to supplement the personnel needs of the department with otherwise retired firefighters who will be available for daytime calls, but will be exempt from the minimum fire call requirement applicable to regular volunteer firefighters. The senior firefighter will not be required to attend other training or drills the department hosts, except as determined necessary by the Chief. The senior firefighter may be exempted from the response time requirements generally applicable to volunteer firefighters.

### **Conditions of Service**

The Council may set such other conditions of service for senior firefighters as may seem prudent. Senior firefighters may be terminated at will. Senior firefighters are subject to all city policies and procedures to the same extent as other firefighters, except as expressly provided.

### **Compensation**

Senior Firefighters will be eligible for call time compensation. No other compensation or benefits will be provided for senior firefighters.

## **Article IV. NEW MEMBER HIRING POLICY**

### **Purpose**

The purpose of these procedures is to explain how candidates are selected as volunteer firefighters with the Freeport Volunteer Fire Department.

### **City Policies**

All city personnel and hiring policies of general applicability apply to the hiring of volunteer firefighters, unless those policies specifically contain an exemption. Persons assisting in the hiring process should become familiar with the City Personnel Policies Manual. During any active hiring process, the City Clerk will make sure that participants in the process are provided with a working copy of these policies, the City Personnel Policies Manual and any other policies and procedures applicable to the process.

### **Coordination/File Maintenance**

All files and records associated with the hiring process as well as ongoing employment records are personnel records of the City. They must be maintained in a secure location in officially designated secure storage facilities on City property. Routine access to these files are limited to the Fire Chief or one officer designated by the chief to supervise the personnel process and to the City Clerk or one City employee designated by the City Clerk as responsible for city personnel records maintenance, and to legal counsel to the extent needed to assist the city with personnel related legal issues. Application and related personnel records are available to the hiring committees at their committee meetings. No personnel records (original or copies) may be removed from City premises. If authorized by a specific decision of the council, and after consultation with council, personnel records needed by the Council to assist the Council in decision making may be made available to the council.

## **Selection Process**

The Fire Department has primary responsibility for performing such selection components as reference checks, oral interviews, physical fitness testing, and training. The Department recommends candidates for final selection by the City Council.

## **Information to Potential Applicants**

The City maintains an application year from May 1 to April 30 of the following year. Any potential applicant may obtain information about the job application process at any time, whether there are potential vacancies or not, and may obtain and complete an application. Each applicant must submit a letter from his or her employer demonstrating availability to perform the required duties. Applications received during a period when there are no potential vacancies will not be considered active applications, but will be retained for future review. An application received at City Hall on or after May 1 will be kept on file until April 30, at which time, any applicant must complete an updated application form. Applications received will receive no further processing until the Chief certifies that there is a potential vacancy. When, after consultation with the City Clerk, the Chief certifies that there is a potential vacancy the City will set an application deadline. The City will post and advertise an announcement that there are pending vacancies and will commence the application review procedure. The City will contact persons who have previously filed an application form during the application year to determine if they wish to activate their application for formal review.

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Persons who apply should understand that once an application is on file for active review, certain applicant data might be publicly available. An applicant who files an application consents to release of any data regarding that application which is required to be released under Minnesota law. Any requests for applicant data should be directed in writing to the City Clerk. The City will maintain all records and will assure that data privacy and public data access laws are followed.

## **Application Review Process**

**Preliminary Screening Interview:** The Chief or his designee will review the initial applications for completeness and compliance with minimum requirements. If the application is incomplete on its face or discloses that the applicant does not meet minimum requirements, the application shall be rejected at this point. Any person whose application is rejected by the Chief (or designee) because the applicant fails to meet minimum requirements, or because the application is incomplete, may request a summary paper review of that decision by sending a letter explaining the applicant's position to the Chief with a copy to the City Clerk. The Chief's decision is final and binding, except that the Council reserves the right on its own motion to review and reverse any such decision.

## **Veteran's Preference**

The City considers all eligible applicants at the final interview. For this reason, all veterans who meet minimum job requirements for the position will be considered as finalists.

## **Previous Employment Investigation**



In the event that the applicant meets minimum criteria, the department will advise the applicant that the Department will conduct a previous employment investigation pursuant to Minn. Stat. Section 299F.036. The Applicant will provide appropriate releases as provided in subdivision 2 of that section. With the assistance of appropriate city personnel, the Chief will cause a request for disclosure to be issued to all employers of the applicant for whom the applicant worked during the preceding ten years. All such information obtained will be filed in a secure location as provided above, and will be maintained in strict confidence, subject to all applicable data privacy laws.

### **Reference Check**

The applicant shall supply at least two references of persons familiar with the applicant's capabilities, character and work history. If the applicant meets the minimum requirements, the Department shall conduct a reference check by contacting the applicant's references. The Chief or his designee shall conduct reference checks and shall maintain a written summary of the references so obtained.

### **Agility Test**

Prior to oral interview, applicants who meet the minimum qualifications shall take the agility test. Passage of the agility test is a minimum requirement for the position. The agility test consists of:

- Beam Walk
- Backboard Carry
- Hose Coupling/Drag

The Department will keep a record of the applicant's performance on the test. An applicant may use the results of an agility test performed within 365 days of the oral interview. The requirements of the test are public information. Applicants are expected to consult with their own physician to make sure that the test is within their physical capabilities. The applicant must sign a waiver of liability for injuries sustained during the test.

### **Oral Interview Committee**

The oral interview committee will review the applications of all active applicants who meet the minimum qualifications. The oral interview committee shall consist of the Fire Department Executive Committee and two persons selected by the City Council. The Council may appoint one or two of its own members, or may select community members with special qualifications, which may aid in the selection process such as a professional firefighter or a qualified professional human resources administrator. The applicants may be asked such legally permissible questions as may be appropriate during the interview process. Each member of the interview committee will keep a record of his or her impressions of the candidate. Following the interview, the committee will seek to agree on the successful applicants by consensus, but may, if necessary, select the candidates by majority vote. Higher preference will be given to applicants living and working nearest to the Fire Station. The names of the approved candidates

will be forwarded to the City Council for approval. The Council retains final decision-making authority.

### **Conditional Offer/Medical Examination**

If the council approves an applicant, then the City will make an offer for at-will employment as a firefighter, conditional upon the applicant's passage of a medical examination. The City will retain the services of a qualified medical examiner for this purpose. Each applicant must pass the medical examination of the City's selected medical examiner. The City will provide the medical examiner with a copy of the job description and the standard examination criteria. The examiner may request copies of the applicant's medical records. If the medical examiner determines that additional tests maybe necessary, the medical examiner may conduct such further tests, provided that the City must first authorize any additional expense.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except information as specifically allowed by this law. To comply with this law, we will not ask you to provide any genetic information in connection with the medical examination or when responding to any request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### **Initial 12-Month Period of Employment**

Each new firefighter shall be assigned an Assistant Chief with responsibility for monitoring training and performance issues during the initial 12-months of employment, subject to the supervision of the Chief. The Assistant Chief will initially meet with the new employee to discuss expectations and establish a regular review procedure. During the first 12 months of employment, the City Clerk, or the Clerk's delegate, will maintain a written performance record to assist in evaluation. The Assistant Chief will make a written evaluation entry at least monthly. A copy of the record will be provided to the employee, who will sign the record to signify that the employee has received a copy of the record. After a fire call, drill, or training event, if the Assistant Chief identifies performance issues or areas of recommended professional growth, the Assistant Chief will identify those areas in writing, with a copy to the employee and the employee's personnel file. The Assistant Chief will meet with the new employee and discuss any written report. Assistant Chiefs are encouraged as well to provide regular positive reviews where warranted. The City Clerk will work with the Chief and Assistant Chiefs to make sure that written documentation of performance satisfy city policies regarding appropriate documentation.

## **Article V. EMPLOYMENT AT WILL**

The City of Freeport has the right to terminate any employee, including firefighters, at any time for any reason or no reason. Firefighters may terminate employment at any time for any reason.

## **Article VI. MEETINGS**

The Fire Department will have regular business meetings at 9:00 p.m. on the first Monday of every month, except when a national holiday falls on that day, in which case it shall be held on the following Monday, and special meetings as called from time to time in the discretion of the Fire Chief.

## **Article VII. DISCIPLINE**

Members of the Department are employees of the City of Freeport and expected to follow all City ordinances, Codes, and policies to the extent applicable. Any member may be disciplined pursuant to the City's personnel policy and Code of Conduct, including suspension and expulsion from membership, misconduct including but not limited to:

1. Missing any regular or special meeting or drill, unless excused by the Fire Chief or an Assistant Chief.
2. Failure to notify the Fire Chief prior to being absent from the City for forty-eight (48) continuous hours or more.
3. Appearing at any meeting of the Department, any drill, or on duty under the influence of alcohol or illegal substances. The procedure for determining substance shall be that which is contained in the City's personnel policies.
4. Use of insulting, indecent, profane, or improper language.
5. Conduct unbecoming a firefighter, acts of moral turpitude, or other conduct that disparages or is detrimental to the Department's performance.
6. Taking property from the scene of an emergency for personal use or gain.
7. Converting, misappropriating, or misusing funds or property from the Department, City, or Relief Association.
8. Insubordination, disobedience of orders, or interfering with the officer in charge by giving counter orders, commencing a quarrel with any other member of the Department or members of any other department.

9. Violating City policies, including, but not limited to, the Code of Conduct, the Sexual Harassment Prevention Policy, and the Drug Free Workplace Policy.
10. After arriving at the fire hall, absenting oneself therefrom without the permission of the officer in charge.
11. After arriving at the scene of a fire, leaving without the permission of the officer in charge.
12. Taking or borrowing any article from the Fire Station without the permission of the Fire Chief or, in the absence of the Fire Chief, the most senior officer present.
13. Failure to return a completed physical form, if required, by December 31st.
14. Failure to notify the Fire Chief in the event of a change in employment or residence.
15. Failure to attend at least six (6) regular or special meetings and at least one-third (1/3) of the drills per year (January 1st through December 31st).
16. Failure to attend 50% of fire calls per year.
17. Failure to keep his/her first responder certification current.
18. Missing three (3) consecutive regular meetings, unless excused by the Fire Chief or an Assistant Chief.

## **Article VIII. LEAVE OF ABSENCE**

A member of the Freeport Fire Department may request a leave of absence (for good cause) for a period of up to one (1) year. The request will be reviewed and approved by the Fire Chief and the City Clerk, who may consult with the Fire Department Executive Committee. "Good Cause" shall include, but not be limited to: illness, job related matters, family related matters, or other personal matters that may be reasonably perceived as temporarily interfering with the member's performance of his or her duties. A leave of absence shall be granted upon receipt of a written request to the Fire Chief from the individual concerned. If the Fire Chief does not receive a written request, the individual will be automatically discharged. Any member who is granted a leave of absence shall relinquish all property of the Freeport Fire Department to the Chief during their absence. Members called into military service shall be granted all rights according to the federal law governing right to active membership.

**Article IX.**  
**CHANGES IN EMPLOYMENT OR RESIDENCE**  
**THAT AFFECT RESPONSE TIME**

Any member of the Freeport Fire Department, who shall have a change in employment or residence, shall notify the Fire Chief. The Executive Committee will review the new employment or residence to evaluate the impact on the member's response time. In the event the Executive Committee finds that the member is no longer able to respond to emergency calls in a timely manner, such delay prevents the member from performing the duties of the position, the Department would be better served by having the duties performed by a new hiree, and there is such a new hiree eligible to be hired, the member may be recommended to the Council to consider discharging the member or other appropriate action.

**This resolution repeals and replaces all other personnel policies of the Freeport Volunteer Fire Department.**

**Policy adopted by the Freeport City Council on this 27<sup>th</sup> day of October, 2015.**

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Rodney Atkinson, Mayor

ATTEST:

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Adrianna Hennen, Clerk-Treasurer

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/22/15

Re: Outdoor Bulletin Board

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Last month the idea was brought up to have an outdoor bulletin board. I did some checking and there are quite a few options available. The only problem I foresee, looking at the outside of our building, where do we have the room to hang it? We have a little room for maybe a one to two page board, but I feel like at that point I could get a hanger to go on the inside of the door (I currently have an extra at City Hall so it would cost no extra and is big enough to hang one sheet of paper). It was said that we wanted to be able to post special meeting notices/public hearings in a more obvious place. This would get the job done with the same amount of space we have available on the outside of the building while not having to spend money.

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 10/21/15

Re: Health Insurance

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We are revisiting health insurance again. With the change of employees recently, this is something the employees feel would be beneficial for them, and the City wouldn't be spending more than they currently are.

Fritz has put together a group plan proposal through BlueCross BlueShield. BC BS allows the City to have one group plan, but the employees can pick a level that works best for their situation. For example, I would get the BlueAcces HSA Gold plan, while Loren would pick the BlueAccess Silver plan. These plans individually (if we were to go get them ourselves) would be more expensive than if we were to get them through a group plan.

As we have mentioned in the past, for me this isn't a problem, since it will just be me on my plan and my premiums are inexpensive in relation to a family premium, but when looking at a family premium this makes a big difference, between a group and an individual plan. This is why we are recommending going to a group plan.

Here is what we are suggesting. Each employee would still be allotted \$9,000/year. We will get a monthly bill for \$1,416.87 for health insurance. Currently, the city is paying out \$1384.60 monthly ( $9,000 \times 2/12$ ).

In Loren's case the City will pay \$692.30 monthly (still how it currently is), and then he would have to kick in an additional \$445.06/month, to cover his health insurance plan.

For Adri, the City would still pay the \$692.30 a month for her as well, but instead \$297.51 would be to cover her premium and she would get an additional \$412.79 per month (kind of like how the employees are getting it now). Since Adri's plan is an HSA plan, she could (and would) put that extra \$412.79/month into an HSA.

This way every employee is still being treated the same and getting the same amount of benefit. It's also the amount we already have budgeted for 2016.

I have attached the proposal that Fritz put together. He will also be at the meeting to help answer any questions and explain it further.



116 FIRST AVENUE NORTH • P.O. BOX 176 • FREEPORT, MINNESOTA 56331-0176 • (320) 836-2161 • (320) 836-2160 FAX

# Small Group Health Insurance Proposal

*for*

**City of Freeport**

**125 East Main Street**

**PO Box 301**

**Freeport, MN 56331**

*By*

*G. Fritz Hoeschen*

*October 20, 2015*

**THIS QUOTE IS VALID FOR 60 DAYS**

Coverages not quoted may not be bound without prior approval.

The coverage descriptions in this proposal are abbreviated.

You will need to refer to the policy(ies) for all terms, conditions and exclusions.

The policy provisions will prevail if there is any conflict between the coverage statements within this proposal and the actual policy.





City of Freeport  
PREMIUM SUMMARY

Name	Health Premiums		Total
	Employee	Spouse/Dependants	
Aдриanna Hennen	\$279.51	\$0.00	\$279.51
Loren Goebel	<u>\$356.65</u>	<u>\$780.71</u>	<u>\$1,137.36</u>
<b>Total:</b>	\$636.16	\$780.71	\$1,416.87
<b>Monthly Total:</b>			\$1,416.87
<b>Yearly Total:</b>			\$17,002.44



Dear City of Freeport:

Thank you for giving me the opportunity to provide you with a Blue Cross and Blue Shield of Minnesota health plan quote for your small business.

Blue Cross plans provide one of the most recognized and accepted brands in the world. Whether you or your employees are at home or traveling, a Blue Cross network is there for you. If it is broad access you're looking for, Blue Cross has 98 percent of Minnesota providers in the Aware<sup>®</sup> network.

Blue Cross is a nonprofit whose passion is keeping people healthy. They do more than provide health coverage when you and your employees are sick. They also provide superior customer service, products and advice to help you and your employees stay healthy.

When you choose Blue Cross, you and your employees get discounts on:

- Gym memberships
- Acupuncture and massage
- Weight Watchers
- LASIK eye surgery
- Home medical equipment and supplies

If you have questions about your quote or want more information on Blue Cross plans for your employees, please give me a call.

Sincerely,

GERALD J HOESCHEN  
ADVISOR NET FINANCIAL INC  
P.O. Box 176 116 First Av  
Freeport, MN 56331

[fritz@cecinsurance.com](mailto:fritz@cecinsurance.com)

[WWW.CECINSURANCE.COM](http://WWW.CECINSURANCE.COM)

Work: 320-836-2161

10/19/2015