



City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / May 20, 2025

SUBJECT: Approve Establishing the Position of a Part-Time Firefighter

Prepared By: Scott Weske, City Administrator

Report Date: 5/14/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-15 establishing the position of Part-Time Firefighter; and to authorize the Fire Chief and City Administrator to hire for the position as needed to supplement Fire Department staffing levels.

Overview / Background

In response to increasing demands on our emergency services and to enhance operational flexibility within the Fire Department, the City of Long Lake is formally establishing the position of **Part-Time Firefighter**.

The purpose of this new classification is to provide supplemental staffing to the Fire Department during peak periods, emergency situations, special events, and times of personnel shortages. Part-Time Firefighters will support the full-time force and Paid on Call members while maintaining high standards of public safety and responsiveness. The addition of Part-Time Firefighter roles will improve the City's emergency response capabilities and provide flexibility in resource management.

Position Details

- **Title:** Part-Time Firefighter
- **Department:** Fire Department
- **Reports To:** Fire Chief or Designee
- **Status:** Part-Time, Non-Exempt
- **Hours:** Not to exceed 28 hours per week on average
- **Compensation:** \$20.00 an hour (subject to City Council approval)
- **Benefits:** Part-time positions are not eligible for full-time benefits, though access to training and gear will be provided.

Job Responsibilities

- Respond to fire alarms, emergency medical calls, and other emergency situations.
- Participate in fire suppression, rescue operations, and hazardous material response.
- Maintain firefighting equipment and facilities.
- Attend mandatory training and maintain required certifications.

Minimum Qualifications

- Must be 18 years of age or older
- High School Diploma or GED

- Must possess and maintain a valid driver's license with a clean driving record
- Ability to pass physical agility test, background check, and drug screening

Supporting Information

- Resolution No. 2025-15
- Part-Time Firefighter Position Description