



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, July 26, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the Fire Department’s amended organizational structure and wage schedule
<b>Background Information:</b>	<p>Director of Public Safety Jim Marshall and Fire Chief Quentin Brunsvold are requesting Council consideration of a proposal to amend the command structure within the Fire Department. The Personnel Committee reviewed this proposal on July 19 and recommends approval.</p> <p>The proposal requests approval to amend the job titles and job descriptions for three of the command positions, transitioning the three (3) existing Assistant Chief positions into 1 Assistant Chief of Training, 1 Assistant Chief of Operations, and 1 Deputy Fire Chief. The proposed organizational structure and job descriptions are included in the background materials. No change is being requested to staffing levels; rather, this change provides clarification of duties within the command structure of the fire department. (If approved by the Council, the Fire Chief job description would also be amended to reflect supervision of the Deputy Chief position.)</p> <p>Staff propose to amend the wage schedule for the Deputy Chief of Administration, with a starting annual pay rate of \$5,077.10, which is a \$1,000 (annual) increase over the Assistant Chief pay rate in 2022. Thereafter, the pay rate would be adjusted per Council’s prior direction for paid-on-call employees—3% for 2023 and 3% for 2024. The Assistant Chief of Training and Assistant Chief of Operations pay rates would remain unchanged.</p> <p>Due to an employee retirement and a resignation, there are currently two open command positions. HR would work with the Fire Chief to open the Deputy Chief of Administration position for applications first, and following that selection process, the Assistant Chief position(s) would then follow.</p> <p>One additional amendment to the wage schedule being proposed is the addition of the title Technical Rescue Firefighter with the same pay rate that corresponds to the Hazardous Materials Technician/Firefighter pay rate.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/Variations:</b>	None recommended.
<b>Recommendations:</b>	To approve the Fire Department amended organizational structure and wage schedule