



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Kelli Flermoen, Fire Chief*

DATE: February 21, 2018

SUBJECT: FIRE DEPARTMENT TRAINING OFFICER POSITION

I. RECOMMENDED ACTION

1. We recommend the Committee and Council allow the fire department to move forward with

the creation of a Fire Department Training Officer position.

II. DEPARTMENT CONTACT PERSONS

Kelli Flermoen, Fire Chief 857-4740

III. DESCRIPTION

A. Background

The fire department has a need for a full-time training officer during this time of difficulty in retaining personnel. This turnover results in a need for a higher number of new recruits as well as a need for an additional increased focus on training in driver/operator. During this time, there is a need to ensure that the current staff's proficiency is maintained. This has become a burden on our staff and the creation of a full time training officer would allow us to meet our training needs at all levels. The current organizational structure has the assistant chief overseeing training with the assistance of one captain per shift. At this time, our training personnel are being stretched in their abilities to focus on the growing needs of the department. The Fire Marshal position has remained open since 08/2018 and have received very few qualified applicants. After further review of the position and the needs of the department, we feel at this time there is a greater need for focused intentional training to assist us as we work to fill and grow personnel within their positions.

B. Proposed Project

This project would allow the Minot Fire Department to create a training officer position that would be a Captain level position. This would be a lateral position from the rank of Captain. This would be a 40-hour position on a 2-year bid for the transfer. There would be an application process followed by an interview/assessment center type of evaluation. At the end of the 2-year bid, there would be another process to name the next training officer. This model would allow individuals to continue within their career in the suppression ranks without compromising their training and command knowledge. In addition, it will allow personnel to experience the daily functions of the organization as well as keep a fresh perspective in regards to training.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

This project will allow the Minot Fire Department to focus efforts on catering to the every growing needs of the organization and individuals personal training needs.

B. Service/Delivery Impact:

Allowing the Minot Fire Department to focus on the different disciplines, personal learning needs and filling in the gaps identified within our training will allow for an increased efficiency and effectiveness. With the number of inexperienced personnel, the need for additional training is increased to ensure that our service delivery is not compromised. Currently the Fire Marshals duties has been split between the current fire inspectors and the assistant fire chief. The Assistant Fire Chief has extensive knowledge and experience in fire inspections, code and plans review. The Fire Marshal position will need to be looked at upon his retirement later on in 2018 to ensure that this important role is filled.

C. Fiscal Impact:

This position will be funded through the Fire Marshal position.

<u>Project Funding</u>	
Fire Marshal – Grade 67	\$76,924 (2018 budget)
Fire Captain/Training Officer – Grade 59	\$66,331 (midpoint)

V. ALTERNATIVES

1. The Committee of the Whole and City Council could deny this request to fund a training officer position and we will continue to search for a qualified Fire Marshal candidate.

VI. TIME CONSTRAINTS

The Minot Fire Department would like to fill this position by the end of March before the start of 8 new firefighter recruits on April 2, 2018.

VII. LIST OF ATTACHMENTS