

TONY SIMINSKI

**SPRING GROVE  
FIRE DEPARTMENT**

***Handbook***

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## I INTRODUCTION

### A. Scope of Handbook

This Handbook after adoption and approval by the City of Spring Grove, shall be the controlling rules and regulations of the Fire Department and supersede any and all inconsistent or conflicting prior rule, regulation, bylaw, policy or any other directive whether written or verbal. All such existing rules, regulations, bylaws, policies or directives shall automatically become null and void upon the effective date of there rules and regulations.

All firefighters shall familiarize themselves with and abide by all Fire Department policies, general rules, regulations and code provisions concerning the Spring Grove Fire Department, hereinafter referred to as the Department.

If, after adoption and approval by the City of Spring Grove, any rule(s) and regulation(s) are found to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such rule(s) and/or regulation(s) shall be voided. The voided provision(s) may be revised at the sole discretion of the City Council. All other provision(s) may be revised at the sole discretion of the City Council. All other provisions of this Handbook shall continue to remain in effect.

The City of Spring Grove reserves the right to revise, supplement or rescind any provision(s) of this Handbook at its sole discretion. This Handbook are not meant to be, and shall not be construed as conferring contractual rights of benefits to any firefighter covered by them.

### B. Mission Statement

It is the purpose and mission of the Department to minimize loss of life and property for the Spring Grove community from fires, natural disasters, and life-threatening situations and to assist other emergency agencies.

In carrying out this mission the Department hereby establishes the following objectives:

1. To develop and maintain an adequate staff of qualified well-trained personnel, including a Fire Chief, Assistant Chief(s) and on-call firefighters;
2. To develop and maintain a strong emphasis on fire loss management, including fire prevention, code enforcement and public education;
3. To provide a timely response to fires and other emergencies with an appropriate staffing level;
4. To investigate fires or to provide for such investigation; and
5. To maintain cost-effective fire suppression services in the City of Spring Grove.

### C. Definitions

Unless the context clearly indicates otherwise, the words, combination of words, terms, and phrases as used in these Rules and Regulations shall have the meanings set forth in the following subdivisions.

1. *Firefighter*: Any firefighter, including any officer of the Department and any person on probationary status. Firefighters are subject to applicable provisions of law, including, but not limited to, the pension system (M.S. 424A and 69); the Worker's Compensation Act, and such withholding deductions from on-call pay as are required by law.
2. *Emergency First Responder*: First Person at the emergency scene; the First Responder must be completely knowledgeable about basic principles of emergency medical care. The First Responder shall be certified as required by law.
3. *Inactive Status*: Non-compliance with the minimum requirements for training and/or response to calls and/or maintenance of all departmental standards for fitness for duty. Inactive status does not qualify a firefighter for active service credit.
4. *Active Status*: Compliance with the minimum requirements for training and response to calls and maintenance of all departmental standards for fitness for duty.
5. *Active Service Credit*: Accrued time during a twelve (12) month period during which the firefighter meets all requirements of active status. A firefighter on inactive status due to an approved leave of absence shall not earn active service credit, and such inactive status may affect the individual's pension status in accordance with the current relief association by-laws.

Spring Grove Fire Chief shall notify the relief association, in writing, yearly to certify active service credit for firefighters.

6. *Officer*: A firefighter who has been appointed to a position of supervisory authority and responsibility and is required to perform supervisory duties as assigned by the Fire Chief. "Officer" shall include the Fire Chief and any other designated supervisory position as authorized by the City Council.
7. *Probationary Status*: A newly appointed firefighter is on probationary status initial completion of the required period of one (1) year following initial appointment. During probationary status a firefighter shall comply with all requirements of active status.
8. *Regular Status*: A firefighter who has successfully completed the probationary period shall be considered to have achieved regular status as a member of the Department.
9. *Place of Residence*: The domicile where a firefighter lives and is or would be eligible to become a registered voter and at which the individual would be allowed to declare

homestead property (if the individual owns the property and meets other eligibility requirements) for real estate tax purposes.

10. *Response Time Requirement:* All firefighters on active status (including those on probation) are required to be able to respond by arrival at the fire station to which assigned within ten (10) minutes of the initial sounding of the fire alarm. This response time requirement of ten (10) minutes shall be determined by the City and will be timed under normal atmospheric conditions and while the firefighter is abiding by all applicable speed laws and traffic regulations.
11. *City:* The City Council of the City of Spring Grove or its designated representative(s).
12. *City Designated Representatives(s):* The City Clerk/Administrator or other designated representative(s) authorized by the City Council to act on its behalf.

## II FIRE/RESCUE DEPARTMENT ORGANIZATION

- A. The organization of the Fire Department shall be as authorized by the City.
- B. To be an active member of the Spring Grove FIRE Department the individual must be a firefighter. First Responder designation is highly recommended.
- C. Chain of Command and Staffing

Under the direction of the City Council the Department shall be administered by the Fire Chief and such other officers as provided for in these Rules and Regulations or as otherwise established by the City.

The Department shall have as many firefighters as the City shall deem necessary. Although the City desires to provide no less than 10 and up to 30 positions in the Department, including officers, firefighters and probationary firefighters, there shall be no absolute number of positions.

A reduction or increase in staffing of the Department shall be determined by the City at its sole discretion. In making such determination, the City may consider relevant data and information, which may include the recommendation of the Fire Chief.

The chain of command for the Department shall be as follows:

- Fire Chief
- First Assistant Chief
- Second Assistant/Training Officer

- D. Appointment and Essential Duties of the Fire Chief, First Assistant and Second Assistant.

- 1. Appointment of the Fire Chief, First Assistant Chief, and Second Assistant.

The Fire Chief, First Assistant and Second Assistant shall be appointed by the City, upon recommendation by the Department, based on job-relevant criteria and subject to all applicable laws and the City's Personnel Policies and Procedures to serve a one year term.

- 2. Essential Duties of the Fire Chief.

The Fire Chief shall be responsible to the City for satisfactory performance of certain essential duties, including but not limited to the following:

- a. Under the direction of the City Council and the City Administrator, plan, direct and coordinate all programs and activities of the Department,
- b. Supervise all firefighters of the Department;
- c. Develop and maintain an adequate staff of qualified, well-trained personnel;

- d. Develop and main an effective fire loss management program, including fire prevention, code enforcement, and public education;
- e. Ensure a timely Department response to fires and other emergencies with an appropriate staffing level;
- f. Investigate fires or provide for such investigation;
- g. Maintain cost-effective fire suppression services;
- h. Assist the City Administrator with the preparation and administration of the Department budget;
- i. Communicate departmental objective, policies and procedures to members of the Department and to the public;
- j. Enforce all City ordinances and other Minnesota laws concerning fire suppression and prevention;
- k. Inspect or direct the inspection of any and all premises and order the removal or abatement of all fire hazards;
- l. Make and distribute as directed such reports as may, from time- to-time, be required by the State Fire Marshal or the City, including but not limited to an annual report;
- m. Recommend to the City for its review and approval revisions, modifications and additions to this Handbook periodically and as needed;
- n. Recommend to the City for its review and approval administrative and operational policies;
- o. Recommend to the City for its review and approval qualified candidates for openings in supervisory positions;
- p. Recommend to the City for its review and approval the removal for just cause of a Department firefighter;
- q. Perform other duties as needed to ensure the safe and efficient administration and operation of the Department; and
- r. Perform other duties as directed by the City or its designated representative(s).

E. Essential Duties of the First Assistant Chief

- 1. Assist with administrative duties.
- 2. The First Assistant Chief shall be responsible to the City for satisfactory performance of certain essential duties, including but not limited to the following:
  - a. Assist the Fire Chief as directed to direct and coordinate all programs and activities of the Department;
  - b. Assist the Fire Chief as directed to supervise all firefighters of the Department;
  - c. Assist the Fire Chief as directed in the administration of an effective fire loss management program;
  - d. Communicate departmental objectives, policies and procedures to members of the Department and to the public as direct
  - e. Assist as directed in the preparation as distribution or reports;
  - f. Assume responsibility as Incident Commander for operations at the scene of an emergency consistent with Department Emergency Command and Control Policies (Section III B.); and



- g. Perform other duties as directed by the City or its designated representative(s).
- h. Perform the essential duties of the Fire Marshall or defer to the State Fire Marshall.

F. Essential Duties of the Second Assistant/Training Officer

1. The Second Assistant/Training Officer shall be responsible to the City for satisfactory performance of certain essential duties, including but not limited to the following:
  - a. Establish, coordinate and maintain all training programs, orientation activities and drill schedules;
  - b. Provide training to all probationary and regular firefighters to enable them to meet and maintain all minimum training requirements needed to maintain active status;
  - c. Maintain adequate and competent attendance records for training activities and fire call responses;
  - d. Maintain adequate and competent records concerning the accrual of active service credit and other data relating to the maintenance of minimum requirements for active service status;
  - e. Coordinate training and record-keeping activities with the Fire Chief;
  - f. Prepare semi-annual reports and submit periodic reports as necessary or requested by the Fire Chief; and
  - g. Assure that all firefighters have received MN OSHA, and City AWAIR required training.

G. Legal Authority and Responsibilities of the Fire Chief and Fire Marshal - Investigations

The Fire Chief shall have the authority to order inspections of all premises and to obtain search warrants in the manner prescribed by law. The Fire Marshal shall have the authority to inspect all premises.

### III CHAIN OF COMMAND

#### A. Daily Administration and Operations

The Fire Chief is an employee who will report as directed to the City Council and to its designee, the City Administrator. The Fire Chief shall carry out administrative and supervisory duties under the direction of the City Council and its designee.

The Assistant Fire Chiefs are of equal rank and report directly to the Fire Chief. The terms "First" and "Second" applied to Assistant Fire Chiefs and Captains denote their length of service in the respective positions held.

In the absence of the Fire Chief the First Assistant Chief shall assume the full authority and responsibility of the Chief. In the absence of both the Fire Chief and the First Assistant Fire Chief, the Second Assistant Fire Chief shall assume that authority and responsibility.

During short periods of absence the Fire Chief may designate one of the Assistant Fire Chiefs, or another firefighter as Acting Fire Chief, who shall assume responsibility and authority for all operational activities of the Department. In case the Fire chief will be absent for a period longer than thirty (30) days the City shall approve the appointment of an Acting Fire Chief.

#### B. Emergency Command and Control

1. When responding to emergencies, personnel shall obey ALL traffic laws and speed limits.
2. The senior officer or firefighter who is first to arrive at the scene of an Emergency (First Responder) shall assume command of operations as Incident Commander in accordance with the Minnesota Incident Management System. Other arriving personnel shall report to the Incident Commander. (In case of a medical emergency; the most highly Trained Emergency First Responder shall assume command of operations as Incident Commander.)
3. Upon arrival of an officer, the Incident Commander shall report the known facts of the situation and the actions taken.
4. The officer shall assume responsibility as Incident Commander, for operations at the scene of the emergency, but may, at the officer's discretion, allow the First Responder to maintain command of the operations under the officer's supervision. (In case of a medical emergency the most highly trained Emergency First Responder shall retain command of operations as Incident Commander.)
5. Other officers who arrive at the emergency scene later shall report to the officer who arrived on the scene first and shall defer to that officer (except in the case of medical emergencies.)

6. In the event of a major fire or other emergency, the Incident Commander shall designate a command post and shall advise the dispatcher of the location of the command post.

#### IV RECRUITMENT, SELECTION AND APPOINTMENT OF PERSONNEL AND MAINTENANCE OF JOB-RELEVANT REQUIREMENTS

##### A. General Provisions

The City shall provide for the recruitment, selections and appointment of personnel consistent with these Rules and Regulations, the City's Personnel Policies and Procedures and all applicable laws. The City, in exercising its authority and discretion as appointing authority may consider all relevant information including recommendations from the Fire Chief.

##### B. Minimal Job-Relevant Requirements and Desirable Qualifications.

Minimal job-relevant requirements and desirable qualifications are found in the attached job description.

##### C. Recruitment

Recruitment of personnel shall be consistent with the City's Personnel Policies and Procedures. The City is an Equal Opportunity employer. Applications can be obtained at City hall.

##### D. Selection Procedures

All applicants must complete a City of Spring Grove Application for Employment form and submit it to City Hall in accordance with the required time and date for close of applications.

The City is committed to the principles of equal employment opportunity and affirmative action. It complies with all applicable laws, directives and regulations of federal, state governing bodies and agencies. (Policy Number 5-05)

The selection procedures shall include the following, not necessarily in the order below:

1. Interview with fire chiefs and City representative; and
2. A medical evaluation.

Appointments are made contingent upon passing a medical evaluation by a physician selected by the City, and a background investigation administered by the Spring Grove Police Department. These are done at no cost to the applicant.

#### E. Response Time Requirements

All firefighters on active status (including officers) and all probationary firefighters are required to be able to respond by arrival at the fire station to which assigned within ten (10) minutes of the initial sounding of the fire alarm. This response time requirement shall be determined by the City and will be timed under normal atmospheric conditions and while the firefighter is abiding by all applicable traffic laws and speed limits.

Failure to comply with this response time requirement may be cause for disciplinary action, including possible discharge.

The City may, at its sole discretion, consider a waiver from this response time requirement in response to a written request from a firefighter on active duty status and/or in accordance with a recommendation from the Fire Chief. Such consideration shall require the presentation to the City of relevant facts and extenuating circumstances by the firefighter and/or Fire Chief. Following a finding that no undue hardship or hazard will result to the citizens of the City of Spring Grove, the City may, by a four-fifths (4/5) vote, waive the required response time or adjust it for the specified case under consideration.

#### F. Health and Fitness Requirements

1. Tentative offers of appointment are made contingent upon passing a medical evaluation by a physician selected by the City. The examining physician shall submit a written report concerning the applicant's health and fitness for duty to the City Clerk/Administrator. This report shall include evidence of, but is not limited to the following conditions: myocarditis, coronary sclerosis, tuberculosis, hepatitis, pneumonia or other infections diseases. In addition, the examining physician shall indicate whether or not the applicant is able to perform all essential functions of the job under the work conditions described and given the physical requirements noted in the job description.

2. All probationary firefighters and all regular firefighters may be required on a periodic or an "as needed" basis to undergo, at the City's expense, an examination(s) to determine healthy and fitness for continued duty.

3. If, as a result of such examination(s) a firefighter is determined to be not fit for duty, the firefighter's condition and City service needs shall be assessed to consider possible temporary light duty assignment for the firefighter. If, for reasons of business necessity and undue hardship the City is unable to provide temporary light duty assignment, the firefighter may be placed on inactive status or terminated. If the firefighter is a veteran, the firefighter may exercise rights concerning removal in accordance with M. S. 43A.11.

4. The City Clerk/Administrator or employer-designated representative shall be responsible for maintaining records on individuals in accordance with the City's data practices policies.

V. PROBATIONARY PERIODS

A. Initial Appointment as Probationary Firefighter

The initial appointment by the City of any applicant to the Department shall be as a probationary firefighter. A probationary firefighter shall actively serve on the Department for one (1) year.

B. Training Requirements for Probationary Firefighters

1. During the probationary period, the probationary firefighter shall receive training and guidance.

a. The City Council may waive the probationary period if the applicant provides evidence of equivalent training or instruction.

b. At any time, the chiefs may require an applicant to begin and successfully complete any portion or all of any such training or instruction previously waived.

2. Each probationary firefighter shall undergo an evaluation every three (3) months. Each evaluation shall be discussed with the probationary firefighter and shall include, but not limited to, an understanding of the work, the quality and quantity thereof, and the probationer's ability to follow orders, dependability, initiative, work objectives and progress. The Fire Chief shall review each quarterly report with the City Administrator.

3. If, during the probationary period, the firefighter does not meet the standards for the position or is otherwise determined to be not fit for duty, the probationer may be terminated by the City at its discretion, with or without the recommendation of the Fire Chief. If the firefighter's a veteran, the firefighter may exercise rights concerning removal in accordance with M.S. 43A.11.

4. Upon the Fire Chief's written report to the City indicating that a probationer has successfully completed all job-relevant minimum requirements and has complied with all Fire Department Rules and Regulations, the city may at its sole discretion, appoint the individual from probationary firefighter status to regular firefighter status.

## VI MINIMUM REQUIREMENTS FOR MAINTAINING ACTIVE STATUS

### A. Minimum Requirements

1. All firefighters shall meet minimum requirements as established by the City in order to maintain active status. Such requirements are subject to change at the discretion of the City.
2. The minimum requirements for maintaining active status are as follows:
  - a. Attendance at twenty percent (20%) of all fire and rescue calls per calendar year;
  - b. Minimum attendance at thirty percent (30%) of trainings and meetings;
  - c. Attendance at firefighter training sufficient to meet MN OSHA and City AWAIR standards;
  - d. Health and fitness requirements as established by the City.
3. The Fire Chief shall provide an annual record concerning attendance at training sessions and fire and rescue calls. This record shall include data on individual firefighters.

### B. Training Requirements

1. Training sessions (drills) will be regularly scheduled on the second Monday and the fourth Monday of each succeeding month to commence at 7:00 p.m. unless otherwise announced. Additional and special drills may be scheduled and held as circumstances may require. The duration of each drill will be based upon an hour unit of time and with a minimum duration of one hour. Training requirements shall consist of attaining and maintaining requirements set forth by MN OSHA and City AWAIR.
2. The Second Assistant/Training Officer shall be responsible for maintaining adequate and competent attendance records for all training activities, Department meetings, and fire call and rescue responses. Each firefighter shall sign-in on an attendance record for each function or activity.
3. All firefighters shall acquire prior approval from either the Fire Chief or the Training/Safety Officer and provide documentation of completion in order to receive credit for attendance at the training sessions provided by outside sources.

## VII LEAVE OF ABSENCE

### A. Requests for a Leave of Absence

1. Any probationary firefighter or regular firefighter may request a leave of absence from active status because of personal, family or medical reasons. Such request shall be in writing and shall be submitted in writing to the Fire Chief. The Fire Department shall consider the request and shall make a recommendation to the City, which shall approve or reject the request based on consideration of the facts and circumstances of the request and City service needs.

2. No more than ten percent (10%) of active firefighters shall be on leave at any time.

### B. Duration of Leave of Absence

A leave of absence shall not exceed one (1) year except in case of medical reasons or if otherwise required by law. A firefighter must serve one year of active status before requesting additional leave.

### C. Medical Leave of Absence

1. All requests for medical leave of absence shall be made to the City and shall be accompanied by a written statement from a physician stating that the probationary firefighter or regular firefighter is not able to perform all essential job duties of the firefighter position. The physician's statement shall include the estimated period of time for which the firefighter's condition is expected to continue.

2. The City may require the firefighter's physician to provide additional information and prognosis at reasonable intervals.

3. Medical leave of absence may, at the discretion of the City, be granted for a continuous period of up to one (1) year. At the end of one (1) year if the firefighter is unable to return to active duty, the firefighter may request an extension of medical leave. Such request for an extension shall be accompanied by additional information provided by the firefighter's physician. Each request shall be considered by the City on a case-by-case basis.

### D. Involuntary Leave of Absence

1. The City Clerk/Administrator shall have the authority to impose an immediate involuntary leave of absence on a firefighter for reasons of concern for the health and/or fitness for duty of a firefighter. Such a determination shall also be made in consideration of the safety and welfare of the Department and the public.

2. The firefighter upon whom an involuntary leave of absence has been imposed shall have the right to appeal, within thirty (30) calendar days of placement on involuntary leave of absence, to the City for a hearing.

3. The written notice of appeal shall be filed with the City Clerk/Administrator. If the firefighter seeks a second medical opinion in preparation for the hearing, the City shall assume the expense of the examination and medical report.

4. The timely filed appeal shall be heard by the City at its next regular schedule meeting held no sooner than seven (7) calendar days nor more than thirty (30) calendar days from receipt of the written appeal.

E. Military Leave of Absence

It is the intent of the City to support leave to fulfill military duty. (Policy Number: 3-20)

F. Return from Leave of Absence

A firefighter who returns to duty following a medical leave of absence in excess of one (1) year may, at the discretion of the City and as a precondition to returning to duty, be required to undergo a medical examination at the City's expense in order to determine the firefighter's fitness for duty and ability to perform all essential job functions.

## VIII CERTIFICATION OF ACTIVE SERVICE

1. Annually the Fire Chief shall prepare and present an oral and written report to the Board of Trustees of the Spring Grove Fire Department Relief Association.

2. The report shall contain the names of the members of the Department, each member's active service accrued for the year for which the report is being made, and the names and active service of any members who had a break in service due to a leave of absence or due to inactive status during the year. The report shall not contain information related to the reasons for the leave of absence or the break in service.

3. The Fire Chief's report of each member's active service accrued shall be posted in the Fire Department and said report shall be deemed final except as to member(s) appealing a certification of active service accrued who shall have filed a written appeal with the City within thirty (30) calendar days of the date the certification is posted. The City shall, within sixty (60) calendar days of receipt of written appeal, make a final determination concerning the appellant member's accrued active service.



IX HARASSMENT AND OFFENSIVE BEHAVIOR

All firefighters shall comply with the City's Harassment and Offensive Behavior Policy (Policy Number 6-20).

X RESPONSIBILITY FOR COMPLIANCE WITH MINNESOTA DATA PRACTICES ACT AND CONFIDENTIALITY

All members of the Department shall be personally responsible for compliance with the Minnesota Data Practices Act. Their attendance at the scene of emergencies provides Department members with access to private and confidential information concerning people's lives and property. Department members are strictly prohibited from discussing or providing such information on other than a business necessity basis within the Department. Questions concerning confidentiality should be referred to the City Clerk/Administrator.

In accordance with the City's Confidentiality Policy (Section of the City Privacy Practice) individual personnel files are regarded as confidential material and will be treated as such. Officers of the Department who have access to such information shall be personally responsible for maintaining confidentiality of such information. Questions concerning confidentiality should be referred to the City Clerk/Administrator.

## XI DISCIPLINE

### A. Discipline for Cause

Disciplinary action may be imposed by the City Clerk/Administrator or city designated representative for cause, including but not limited to the following:

1. Insubordination;
2. Failure to comply with Department Rules and Regulations;
3. Failure to follow Department operation procedures;
4. Failure to comply with safety rules, regulations and procedures;
5. Incompetence;
6. Misconduct; and
7. Unauthorized action at the scene of an emergency.

Disciplinary action may be in one or more of the following forms:

1. Verbal reprimand by chiefs (who will inform City Council);
2. Written reprimand by chiefs (who will inform City Council);
3. Suspension by City; or
4. Termination by City.

Disciplinary action may begin at any step at the discretion of the City Clerk/Administrator of the city designated representative.

Suspension in excess of more than thirty (30) calendar days or termination shall require action by the City Council. Veterans shall be provided with notice of intent to discharge and may exercise rights as provided for in M.S. 197.46.

### B. Appeal of Disciplinary Action

A member of the Department may appeal disciplinary action by written notice to the City Council within thirty (30) calendar days of the discipline having been imposed. The written notice of appeal shall be filed with the City Administrator.

The timely filed appeal shall be heard by the City in accordance with Personnel Policy.

## XII GRIEVANCE PROCEDURE

A grievance is an alleged violation by the City of Department Rules and Regulations involving the meaning, interpretation or application of the express provisions of the Department Rules and Regulations involving the meaning, interpretation or application of the express provisions of the Department Rules and Regulations. A grievance may be filed by a member or a group of members of the Department.

### A. Procedure

1. Step One: The grievant(s) shall submit the grievance to the Fire Chief within fifteen (15) calendar days of its occurrence. The parties are encouraged to discuss any potential grievances before reducing the matter to writing. If the grievance cannot be resolved by discussion between the parties, the grievant(s) shall proceed to Step Two.

2. Step Two: If the grievance is not settled in Step One and the grievant(s) wishes to appeal the grievance to Step Two, it shall be referred in writing to the City Clerk/Administrator, or the city designated representative, within ten (10) business days after the Fire Chief's answer in Step One. The City Clerk/ Administrator, or designee shall discuss the grievance within ten (10) business days with the grievant(s) or designated representative at a time mutually agreeable to the parties. If no settlement is reached, the City Clerk/Administrator, or designee, shall provide a written answer to the grievant(s) within ten (10) business days following their meeting.

3. Step Three: If the grievance is not settled in Step Two and the grievant(s) desire to appeal, it shall be referred in writing to the City Council or its designated representative within ten (10) business days after receiving the City's answer in Step Two. If the grievance is settled, the settlement shall be reduced to writing and signed by the parties. If no settlement is reached, the City Council or its designated representative shall give the written answer to the grievant(s) within five (5) business days following the meeting between the parties.

4. Step Four: In the event the parties are unable to reach an agreement, the matter will be referred to the Bureau of Mediation Services for mediation within five (5) business days from receipt of the previous response. The City representative(s) shall consider as advisory any suggestions made by the mediator during a mediation session (as scheduled by the Bureau of Mediation Services) and shall report on the mediation session to the City Council. The response of the City Council shall be final and shall be provided in writing to the grievant(s) within five (5) business days following the council's decision.

B. The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. If a grievance is not presented with the time limits and no extensions are granted, the grievance will be considered waived.

- C. The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph is held invalid, it shall not affect any other provision or paragraph thereof under different circumstances.

### XIII PROHIBITED PRACTICES

#### A. Drinking – Drugs

1. No employee shall appear for or be on duty while under the influence of alcohol and/or drugs. No employee shall have in their possession while on duty any drug, alcohol, or intoxicants, the possession of which is deemed illegal under state statute.
2. If an employee appears to be under the influence of alcohol and/or drugs, the Fire Chief, or the officer in charge, may impose an immediate involuntary leave of absence on the employee for reasons of concern for the health and/or fitness for duty of that employee.
3. Alcohol may be served at certain City sponsored special events. Personnel are prohibited from being on City property or conducting City business while under the influence of alcohol and controlled substances. (Policy Number: 6-00)
4. An employee who is taking any medication, the properties of which may tend to impair their judgment or reflexes, shall notify the Fire Chief.

## POSITION DESCRIPTION: PART-TIME ON CALL VOLUNTEER FIREFIGHTER

### Purpose of Position

This position requires responding to fires and other types of emergency incidents. The firefighter must be able to perform the functions required at emergency incidents, including combating and extinguishing fires.

The position involves extensive training in the operation of apparatus, tools and equipment, and performances of hazardous tasks under emergency conditions, which may require strenuous exertion under such conditions as heat, smoke, and cramped surroundings.

Each firefighter hired shall be placed on probation and shall remain on probation until one (1) year after he/she is able to complete the MN OSHA required training or their certification in Firefighter I training.

### Supervision Provided

The firefighter works within the organization of the Department for general day-to-day activities and during calls for service.

### Supervision Exercised

The firefighter generally is not responsible for the supervision of any employee. During calls for service he/she will work within the Department's organization.

### Essential Job Functions and Responsibilities

- Capable of responding to fire calls and emergency incidents, in accordance with the standards of the Department.
- Attend Department drills, schools and training courses, in accordance with the standards of the Department.
- Capable of completing written reports on fire scene activities.
- Follow the proper chain of command of the Department.
- Ability to function in high stress situations.
- Able to use and apply extrication equipment, upon receiving the proper training to do so.
- Able to drive, operate and pump Department apparatus, upon receiving the proper training to do so.
- Able to participate in non-firefighting activities, as required by the Department's Standard Operating Guidelines.
- Assist in activities pertaining to fire station duties, clean up and maintenance, as ordered by the Fire Chief or other ranking officer.
- Maintain all issued Department equipment in good working condition.
- Be knowledgeable in the areas of fire prevention.
- Obtain other certifications as required or requested.

- Actively promote good public relations and participate in public talks and related activities, as directed.
- Appear as a witness in court when required.
- Wear complete Department uniform when instructed to do so by the Chief or other ranking officer of the Department.
- Perform duties and activities required by City codes and ordinances, state statutes, Department Rules and Regulations and Guidelines, and as directed by the Chief or other Officer of the Department.

#### Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent.
- Attained the age of 21.
- Have a valid Minnesota Driver's License.
- State of Minnesota OSHA required training or Firefighter I Certification.
- Able to obtain/perform the above listed Essential Job Functions and Responsibilities.

#### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

##### Physical Requirements

- Ability to operate a variety of equipment and tools; optimally hoses, mechanic tools, ropes, self-contained breathing apparatus, jaws of life, climb aerial ladder and raise and climb extension ladders, two-way radio, computer and telephone.
- Ability to attend calls for service scenes and perform necessary duties.
- Performance of routine tasks requiring a capacity to intermittently sit, stand, walk, bend and lift moderately heavy objects (25-30 pounds).
- Performance of tasks associated with responding to fire alarms and other calls for assistance requires a capacity to move heavy objects (50-100 pounds) and larger objects (more than 100 pounds) unassisted or with assistance.
- May require the use of Self-Contained Breathing Apparatus (SCBA).
- Requires the use of protective devices such as, but not limited to: SCBA face mask, fire resistant clothing, helmet, goggles, boots, and gloves.
- May require entering confined space areas with appropriate Personal Protective Equipment.
- Perform tasks that may expose the firefighter to machinery and its moving parts, toxic gases, chemicals, smoke, heat and hazardous materials.

##### Language Ability and Interpersonal Communication

- Ability to express ideas clearly, concisely, orally and in writing to groups and individuals.
- Ability to establish and maintain effective working relations with the Fire Department personnel, community officials, others outside of Department personnel and the general public to convey or exchange information, including giving assignments and/or directions to subordinates and receiving instructions from supervisors.
- Ability to comprehend and interpret a variety of documents such as fire incident reports, first in reports, photographs and other documents.

- Ability to prepare a variety of documents such as written reports on fire scene activities.
- Ability to interpret and use hazardous materials standard operational guidelines, chemical reference materials, the NFPA standards, maps, and various policy and procedure manuals.

Environmental Adaptability

- Work is performed in a fire station and at fire, rescue, hazardous materials or other scenes with corresponding hazards.

The Spring Grove Fire Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

*Copy signed & submitted*  
\_\_\_\_\_  
Applicant/Employee

*1-14-08*  
\_\_\_\_\_  
Date

