



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Fire	Interim Fire Chief Scott	February 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Fire	City Administrator/Finance Director Flaherty Assistant City Administrator/Human Resources Hille	4.1 (B) – Job Description

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
X	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve of a job description and authorize recruitment.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>City staff are requesting the City Council approve a job description for the Fire Captain position and authorize recruitment to fill this position. This position was first outlined in a presentation to the Public Safety Commission and City Council in March 2024. In April 2025, this position was again outlined in a City Council presentation of the Fire Department Staffing Plan.</p> <p>The 2026 General Fund Budget includes the hiring of three Fire Captains during 2026. The previous Emergency Services Director’s staffing plan identified the hiring of these positions with start dates in November 2026, which was accounted for in the budgeting process.</p> <p>Interim Fire Chief Scott updated the City Council at a previous meeting on January 26, 2026, and provided a recommendation to move the hiring timeline earlier in the year. This recommendation was supported by the peer review consulting firm, Citygate Associates, in their memo to the City Council. Chief Scott will present to the City Council the details of the position, the recommended hiring timeline, and City Administrator Flaherty will update the City Council on the budget impact.</p> <p>City staff have developed the job description with assistance and guidance from Chief Scott to reflect the duties, responsibilities, job functions, knowledge, skills, abilities, and qualifications of this position to best serve the Otsego Department in providing services to the community.</p> <p>The draft job description has undergone a position scoring through the City’s third-party evaluator. The position was scored at Grade 9, which was further supported by comparison to wages for similar positions in Minnesota cities with similar sized fire departments and community demographics.</p>	

The proposed recruitment schedule posts the position upon City Council approval with application deadlines, application reviews, candidate interviews throughout March and April, pre-employment screening throughout April and anticipated start date as early as May.

SUPPORTING DOCUMENTS ATTACHED:

- **Job Description (DRAFT)**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve the Fire Captain Job Description and to authorize recruitment.

BUDGET INFORMATION

FUNDING:	BUDGETED:
General Fund – Fire Department (42200)	Yes. However, the change in hiring timeline is not fully accounted for in the General Fund and will warrant discussion on use of the Fire Reserve fund, or alternative phasing of hiring the positions.



Position Description

Position: Fire Captain
Department: Fire
Position Status: Full-time
FLSA Status: Non-exempt
Pay Grade: 9
Date Approved: TBD

DESCRIPTION OF WORK

General Statement of Duties: Supervises fire suppression personnel on an assigned shift. Protect and save life and property through effective rescue and firefighting work, perform related fire prevention activities, equipment, and facility maintenance, including driving and operating all apparatus, housekeeping functions as assigned, and perform other fire duties as directed. Respond to emergency medical calls and render aid to victims.

Immediate Supervisor: Fire Chief

Supervises: Full-time and Part-time Firefighters

Provides Work Direction to:

MAJOR JOB FUNCTIONS

1. Fire and EMS Operations:
 - a. Respond on or off duty to fire calls and/or emergencies as directed
 - b. Responds to all calls for service while on duty
 - c. Directs the positioning of fire apparatus and other equipment, evaluates the situation and determines the best approach and requests additional help if necessary, including Mutual Aid
 - d. Directs and performs firefighting and rescue work in a safe and efficient manner
 - e. Supervises and assists in the placing of ladder and hoses, use of water and other extinguishing agents, ventilation of structures, rescue and first aid treatment of victims, etc.
 - f. Work with Fire Marshal to determine the cause of the fire and completes required reports

- g. Supervise and assist in salvage and overhaul operations
 - h. Supervise and assist in the cleanup of equipment. Includes refueling vehicles, refilling water tanks, recharging air tanks and extinguishers, washing trucks and hand tools, drying and reloading hose, and other work needed to return vehicles and equipment to ready status
 - i. Supervise and assist in salvage and overhaul operations
 - j. Supervise and assist in the inspection, maintenance and repair, as necessary of all fire related equipment
 - k. Supervise and assist in maintenance and housekeeping duties
 - l. Responsible for completing incident reports
2. Fire Training and Drills
- a. Supervise and instruct EMS, rescue and fire training drills
 - b. Attends extra training and/or meetings that are required for the position
 - c. Maintain individual firefighting/EMS skills, including physical conditioning
3. Administration:
- a. Stay abreast of developments in the fire field and changes in related laws and ordinances
4. Fire Prevention, Suppression, Medical Emergencies and Emergency Preparedness Activities:
- a. Assist in fire prevention duties
 - b. Conducts, as directed, regular inspections of commercial and public buildings
 - c. Inspect fire hydrants as directed
 - d. May also assist with various fire safety or training programs for schools, hospitals, apartments, etc.
 - e. Additional duties include, but not be limited to, fire inspections, fire code enforcement, public speaking and education, pre-fire planning, follow up on inspections, plan checking on new construction, assist in training drills and exercises, making lesson plans, assisting in vehicle and building maintenance, and substituting for the fire shift commanders in their absence
5. Supervision
- a. Complete performance evaluations and recommend wage adjustments according to the City's Personnel Policy
 - b. Provide direction and assist in the development of staff
 - c. Assists and guides staff as needed, provides assigned instruction, and recommends development steps
 - d. Administer employee discipline according to the City's Personnel Policy
 - e. Ensure staff is adequately trained and department is cross-trained
 - f. Assign work and ensure that it is done professionally, efficiently, accurately and timely
 - g. Retains supervisory responsibility unless relieved by a superior officer of the department
 - h. Provide oversight of the Data Practices Act
6. General
- a. Treat fellow employees with respect and integrity
 - b. Promote a positive and motivating environment
 - c. Provide exceptional customer service

- d. Confer with supervisor, peers, and employees to discuss and resolve issues
- e. Make decisions that are always in the best interest of the City
- f. Perform other duties and projects as assigned
- g. Follow all safety policies and procedures
- h. Follow all City policies and procedures

KNOWLEDGE, SKILLS AND ABILITIES

- Applied experience and knowledge in fire protection services and operational routines
- Demonstrable knowledge of and experience in Microsoft Office applications
- Applied knowledge of fire code and fire prevention methods
- Extensive knowledge of and experience in City operations, ordinances, and practices related to fire protection
- Experience making presentations to government bodies, professional associations, and community organizations
- Ability to communicate clearly, professionally, effectively, and precisely both verbally and in writing
- Ability to take command of an emergency incident
- Ability to resolve and diffuse conflicts
- Ability to understand, manage, and communicate complex ideas, projects, and situations
- Ability to interpret instructions and use logic to solve concrete problems
- Ability to work independently and as part of a team and to coordinate work with other departments and to lead multi-departmental or multi-jurisdictional projects.
- Ability to plan, prioritize and organize the department's work.
- Strong sense of honesty, integrity, and credibility

MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age
2. Have a valid Minnesota Driver's License or eligible to be licensed in the State of MN
3. Must have a high school diploma or equivalent
4. IFSAC MN Firefighter II certification
5. Successfully completed a Hazardous Materials Operations NFPA 472 compliant class
6. Must have a current and valid Emergency Medical Technician or higher certification from Minnesota EMSRB and National Registry of EMT's at the time of hire.
7. IFSAC MN Fire Officer I certification
8. IFSAC MN Fire Inspector I certification or ability to obtain within one year of hire date.
9. IFSAC MN Fire Apparatus Operator certification or ability to obtain within one year of hire date.
10. Current licensed Firefighter in the State of Minnesota or the ability to become a licensed Firefighter in the State of Minnesota at time of hire.

PREFERRED QUALIFICATIONS

1. Experience as an EMT or paramedic

2. Post-secondary education in Fire Science or closely related field
3. Incident command experience and training, including Blue Card Incident Command Certification
4. Experience with fire and building codes

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work involves calls to emergency situations. There is exposure to very disagreeable working conditions such as fumes, fire, smoke, extreme weather conditions including ice, snow, extreme high and low temperatures, humidity, rain, dirt, and mud. The work involves exposure to hazardous conditions such as toxic chemicals, slippery conditions, working in traffic areas and adverse road conditions. While at emergency scenes, incumbent may have exposure to injury, trauma, blood-borne pathogens, traffic accidents, and visual and emotional trauma. Incumbent is required to take appropriate safety precautions and wear protective equipment.

Activities that **occur constantly** (5–8 hours/shift): sit, stand, climb ladders, balance, kneel, stoop, crouch, and reach.

Activities that **occur frequently** (2–5 hours/shift): lifting, pushing or pulling of up to 50 lbs.

Activities that **occur occasionally** (up to 2 hours/shift):

Activities that **occur rarely** (do not exist as regular part of job):

City of Otsego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date



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Fire	Interim Fire Chief Scott	February 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Fire	City Administrator/Finance Director Flaherty Assistant City Administrator/Human Resources Hille	4.1 (C) – Job Descriptions

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
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X	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve of job descriptions and authorize recruitment.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>City staff are requesting the City Council approve job descriptions for the Firefighter Cadet and Part-Time Firefighter positions and authorize recruitment to fill this position. This position was first outlined in a presentation to the Public Safety Commission and City Council in March 2024. In April 2025, this position was again outlined in a City Council presentation of the Fire Department Staffing Plan.</p> <p>The 2026 General Fund Budget includes the hiring of up to 20 Part-Time Firefighters during 2026. The previous Emergency Services Director’s staffing plan identified the hiring of these positions with start dates in September 2026, which was accounted for in the budgeting process.</p> <p>Interim Fire Chief Scott updated the City Council at a previous meeting on January 26, 2026, and provided a recommendation to move the hiring timeline earlier in the year. This recommendation was based on the training requirements and safety equipment procurement timelines to have these firefighters fully trained and equipped prior to January 2027. Chief Scott will present to the City Council the details of the position, the recommended hiring timeline, and City Administrator Flaherty will update the City Council on the budget impact.</p> <p>City staff have developed the job descriptions with assistance and guidance from Chief Scott to reflect the duties, responsibilities, job functions, knowledge, skills, abilities, and qualifications of this position to best serve the Otsego Department in providing services to the community.</p> <p>This position will have its wage scale included within the City’s Seasonal and Temporary Pay Plan with a range of \$16.00 to \$25.00 per hour. This range accommodates firefighters still in the training period and those with more experience and is reflective of pay scales for similar positions in neighboring communities.</p>	

The proposed recruitment schedule posts the position upon City Council approval with application deadlines, application reviews, candidate interviews throughout March and April, pre-employment screening throughout April and May, and anticipated start dates as early as May.

SUPPORTING DOCUMENTS ATTACHED:

- **Job Descriptions (DRAFT)**
- **Seasonal and Temporary Pay Plan**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve the Firefighter Cadet and Part-Time Firefighter Job Descriptions and to authorize recruitment, and to amend the Seasonal and Temporary Employees Pay Plan to include the respective position and wage scale.

BUDGET INFORMATION

FUNDING:	BUDGETED:
General Fund – Fire Department (42200)	Yes. However, the change in hiring timeline is not fully accounted for in the General Fund and will warrant discussion on use of the Fire Reserve fund, or alternative phasing of hiring the positions.



Position Description

Position: Part-time Firefighter
Department: Fire
Position Status: Part-time
FLSA Status: Non-exempt
Pay Grade: PT Pay Plan
Date Approved: DRAFT

DESCRIPTION OF WORK

General Statement of Duties: Responds to fire, emergency medical, and other incidents. Performs firefighting, rescue, and emergency response activities under stressful conditions and in hazardous environments. Protect and save life and property through effective rescue and firefighting work. Participates in department training, preparedness, equipment maintenance, and public safety education efforts. After the initial training period, individuals in this position will work a designated number of shifts or hours as specified by the department.

Immediate Supervisor: Fire Captain

Supervises: None

Provides Work Direction to: None

MAJOR JOB FUNCTIONS

1. Emergency Response:
 - a. Responds on or off duty to fire calls and/or emergencies as directed.
 - b. Respond to fire and rescue emergencies – which involves getting to the scene with proper equipment quickly and safely.
 - c. Operates firefighting and rescue equipment, including SCBA, ladders, and hose lines.
 - d. Performs fire suppression, rescue, ventilation, and salvage operations.
 - e. Respond to emergency medical calls and render aid to victim(s) as required in accordance with department policy.

- f. Rescue individuals from fires and other emergency situations. Evacuates occupants of burning structures and assists them to safety.
 - g. Administers first aid to injured persons as required.
 - h. Extinguish fires, pull hoses and place ladders, operate pumps, directs streams of water, uses other extinguishing agents as appropriate, ventilates structures by opening windows or cutting holes, etc.
 - i. Operate aerial ladders, fire extinguishers, bars, axes, etc., as needed. Involves working inside, outside, and on top of burning and smoke-filled structures.
 - j. Perform salvage operations to include placing tarps, removing excess water, shoveling out debris, sometimes patching windows and holes, and performing clean-up as directed.
 - k. Assists in hazardous materials incidents at the operations level.
 - l. Performs emergency medical care as trained and certified.
 - m. Functions effectively within a team in high-risk, time-sensitive environments.
 - n. Operates apparatus and vehicles when assigned and properly credentialed.
 - o. Supports emergency scene accountability and follows department SOPs.
 - p. Responsible for completing reports and other documents.
 - q. Shall maintain all related skill levels in accordance with the laws of the State of Minnesota.
2. Training and Readiness:
- a. Participates in all required training sessions, drills, and certifications.
 - b. Maintains operational knowledge of equipment and response procedures.
 - c. Participates in ongoing physical conditioning as required.
 - d. Maintains assigned PPE and department-issued equipment.
3. Station and Equipment Maintenance:
- a. Assists in maintaining station cleanliness and equipment readiness.
 - b. Completes apparatus checks and reports deficiencies.
 - c. Performs minor equipment repairs and assists with vehicle upkeep.
 - d. Keeps workspaces orderly and compliant with safety policies.
4. Public Engagement and Prevention
- a. Participates in department outreach events and public education programs.
 - b. Represents the department professionally when interacting with the public.
5. General
- a. Treat fellow employees with respect and integrity
 - b. Promote a positive and motivating environment
 - c. Provide exceptional customer service
 - d. Confer with supervisor, peers, and employees to discuss and resolve issues
 - e. Make decisions that are always in the best interest of the City

- f. Perform other duties and projects as assigned
- g. Follow all safety policies and procedures
- h. Follow all City policies and procedures

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to operate effectively under stress in emergency situations.
- Knowledge of firefighting, EMS, and rescue operations.
- Ability to communicate clearly with the public and team members.
- Ability to learn and retain operational procedures and protocols.
- Physical ability to perform strenuous tasks in hazardous environments.
- Ability to follow instructions and work under supervision.
- Ability to maintain professional composure in challenging situations.
- Ability to use tools, equipment, and technology required for fire service.
- Ability to lift and carry up to 100 pounds occasionally.
- Ability to work in adverse weather and low visibility conditions.
- Strong sense of honesty, integrity, and credibility

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. 18 years of age or older.
3. Valid driver's license.
4. Live within an approved response time of the fire station.
5. Ability to pass department criminal background, physical, psychological, and medical evaluations.
6. Firefighter I and Firefighter II certification (recognized by IFSAC ProBoard).
7. Current and valid Emergency Medical Technician certification from the Minnesota EMSRB or National Registry of EMT's at the time of hire or documentation showing proof of enrollment in an EMT certification program and the ability to obtain NREMT certification within one year of hire date.
8. Current licensed Firefighter in the State of Minnesota or the ability to become a licensed Firefighter in the State of Minnesota at time of hire.

PREFERRED QUALIFICATIONS

1. Experience as an EMT or paramedic
2. Experience as a Firefighter
3. Post-secondary education in Fire Science or closely related field
4. Certified Minnesota Fire Apparatus Operator (FAO)

5. Successful completion of a Hazardous Materials Operations NFPA 472 compliant class
6. Certified Fire Inspector
7. Experience with fire and building code
8. First aid/CPR certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Part-time Firefighters perform work in a wide range of environments, including structure fires, outdoor emergencies, motor vehicle accidents, and training facilities. The position requires frequent bending, climbing, lifting, kneeling, and prolonged physical exertion while wearing full protective gear, including SCBA. Work may involve exposure to extreme heat, smoke, toxic substances, infectious agents, noise, and hazardous terrain. Most non-emergency duties occur in a typical fire station setting.

Activities that **occur constantly** (5–8 hours/shift): standing, walking, lifting light objects.

Activities that **occur frequently** (2–5 hours/shift): carrying, climbing, crawling, kneeling, handling.

Activities that **occur occasionally** (up to 2 hours/shift): pushing, pulling, stooping, crouching, and grasping.

Activities that **occur rarely** (do not exist as regular part of job): sitting, repetitive motions, eye/hand/foot coordination under duress.

City of Otsego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date



Position Description

Position: Firefighter Cadet
Department: Fire
Position Status: Part-time
FLSA Status: Non-exempt
Pay Grade: PT Pay Plan
Date Approved: DRAFT

DESCRIPTION OF WORK

General Statement of Duties: Responds to emergency calls for service, protects and saves life and property through effective medical, rescue, and firefighting work. Responsible for working shifts and being available for call-backs as needed. Completes fire training, physical training, public education, pre-fire planning, inspections, equipment & facility maintenance, housekeeping, and other duties as directed.

Immediate Supervisor: Fire Captain.

Supervises: None.

Provides Work Direction to: None.

MAJOR JOB FUNCTIONS

1. Emergency Response:
 - a. Responds to emergencies when available and signs up for part-time firefighter shifts that will be defined as the new Otsego Fire Department becomes operational.
 - b. Responds to emergency scenes safely and with the proper equipment per department standard operating guidelines.
 - c. Performs firefighting work extinguishing fires, placing hoses and ladders, operating pumps, directing streams of water, and ventilating structures.
 - d. Operates aerial ladders, fire extinguishers, power tools, and hand tools.
 - e. Rescues individuals from fires and other emergency situations, evacuates occupants and assists them to safety, administers emergency medical care as necessary.
 - f. Performs salvage operations including removing excess water, shoveling out debris, patching windows, placing tarps, and performing other clean-up tasks as directed.

MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age or older
2. High school diploma or equivalent
3. Must possess and maintain a valid driver's license with a clean driving record
4. Must reside within 15-minutes of the Otsego Fire Station
5. Must annually pass the department medical and physical exams
6. Must be able to meet the minimum shift attendance requirements and be available for call-backs

The following certifications must be obtained within two (2) years of hire and then maintained throughout employment:

1. Minnesota or IFSAC Accredited Firefighter II
2. National Registry EMT
3. Hazardous Materials Operations
4. National Incident Management System (NIMS) 100, 200, 700, & 800 Certifications

The following certifications must be obtained within five (5) years of hire and then maintained throughout employment:

1. Minnesota Fire Apparatus Operator (FAO)

PREFERRED QUALIFICATIONS

1. Conversational verbal language skills in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).
2. Experience with a fire or EMS provider
3. Currently enrolled in EMS or fire training program

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Firefighter Cadets perform work in a wide range of environments, including structure fires, outdoor emergencies, motor vehicle accidents, and training facilities. The position requires frequent bending, climbing, lifting, kneeling, and prolonged physical exertion while wearing full protective gear, including

SCBA. Work may involve exposure to extreme heat, smoke, toxic substances, infectious agents, noise, and hazardous terrain. Most non-emergency duties occur in a typical fire station setting.

Activities that **occur constantly** (5–8 hours/shift): standing, walking, lifting light objects.

Activities that **occur frequently** (2–5 hours/shift): carrying, climbing, crawling, kneeling, handling.

Activities that **occur occasionally** (up to 2 hours/shift): pushing, pulling, stooping, crouching, and grasping.

Activities that **occur rarely** (do not exist as regular part of job): sitting, repetitive motions, eye/hand/foot coordination under duress.

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Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date



**City of Otsego
Seasonal and Temporary Employees
Pay Plan (2026)**

Description	Range		Notes
	Minimum	Maximum	
Recreation Department	\$ 15.00	\$ 22.00	No change from 2025.
Seasonal Maintenance	15.00	22.00	No change from 2025.
Election Specialists and Judges	16.00	20.00	2025 Range of \$15.00 to \$19.00
Internships	16.00	22.00	No change from 2025.
Part-Time Firefighters	16.00	25.00	New position for 2026.

Notes:

Actual hourly rates for employees will be a recommendation from the Supervisor, based on qualifications, previous experience, market conditions, etc., subject to review and approval from Human Resources and the City Administrator.

Adjustments to this pay plan will be considered annually.

All pay is subject to State & Federal Minimum wage laws.

Approved by City Council - December 8, 2025.

Amendment to add Part-Time Firefighters - Pending City Council Action - February 9, 2026



CITY OF
Otsego
MINNESOTA

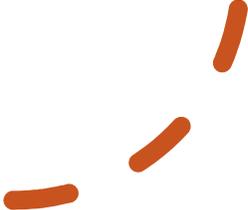
Fire Department Staffing

CITY COUNCIL MEETING
FEBRUARY 9, 2026

1

Fire Chief Recruitment Update

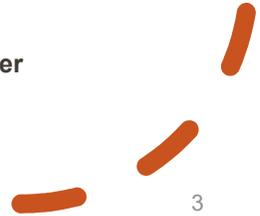
- POSTED IN JANUARY
- CLOSING FEBRUARY 16TH
- GOAL TO HAVE CHIEF ONBOARD IN APRIL



2

Next Steps

- **TONIGHT'S ASK:**
 - Approve Job Description & Authorize Recruitment
 - *Fire Captains*
 - **Goal to Start 2 in May and 1 in the fall**
 - *PT Firefighters*
 - **Goal to Start Training in June for non-experienced**
- **Future**
 - Late Summer
 - *FT Firefighters Job Description & Authorize Recruitment*
 - *3rd Captain*
 - **Goal to Start in October/November**

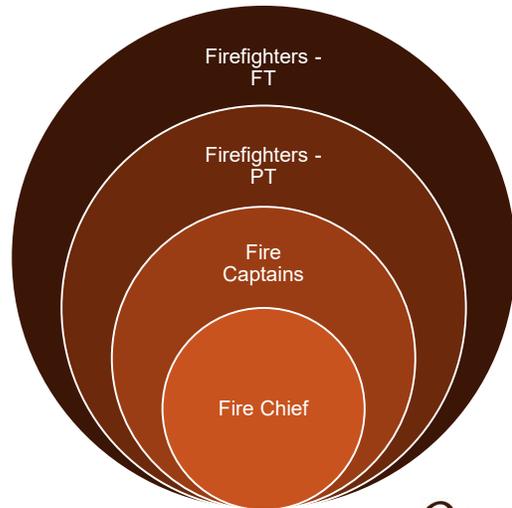


3

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Timing to be Ready January 2027

- **RECRUITMENT PROCESS**
 - Domino Effect
 - Multiple Positions & Long Process
- **POSITIONS TO FILL & START DATE**
 - Fire Chief – April
 - 2 Captains – May
 - PT Firefighters – June
 - 1 Capt. & 6 FT Firefighters – October/November



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Fire Captains - Responsibilities

- **DEPARTMENT LEADERSHIP**
 - Build Community, City Council, and City Staff Relationships
 - Delegation of Assignments from Fire Chief
 - *Procurement Equipment, Uniforms, Turnout Gear*
 - *Station Readiness-Radios, Pagers, Dispatch*
 - *Apparatus Delivery, Training, and Readiness*
 - *Standard Operating Procedures & Guidelines*
 - *Fire Key Boxes*
 - *RMS program- FDIN- Work with state*
- **DEPARTMENT RECRUITMENTS**
 - Engaging & Attracting PT Firefighters
 - **Assist with Fire & EMS Training Programs for PT Firefighters**
 - Team Building
 - **Assist with Attracting & Selection of FT Firefighters**



History Timeline

FROM COUNCIL MINUTES





7

Proposed Staffing Plan from Director Rausch 2025 compared to 2026 Plan

3 Full-time Captains starting November 2026

- 2 FT Captains starting **May 2026** + 1 in Oct/Nov

6 Full-time FIREFIGHTERS starting DECEMBER 2026

- 6 FT Firefighters starting Oct/Nov **2026**

20 POC Firefighters STARTING SEPTEMBER 2026

- 20 "**PART-TIME**" Firefighters starting **Summer 2026- Fall of 2026**

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Example Cities

City	Population	Square Miles Seved	Career Staff	Part-time	# Stations
Austin	29,000	73	3/shift 2 min staffing	15	1
Faribault	30,000	120	3/shift 2 min staffing & 1 40 hour/week FF	up to 25	1
Albert Lea	18,500	37.6	4/shift	18 never full	1
Winona	25,800	24	7/shift operate ambulance	23	1
Owatonna	30,000	206	2/shift min	20	1
Monticello	19,000	68.25	0	30	1
Farmington	25,000	80	2/shift	60	2
Otsego	25,000	30	3	20	1

9

9

Ongoing Items

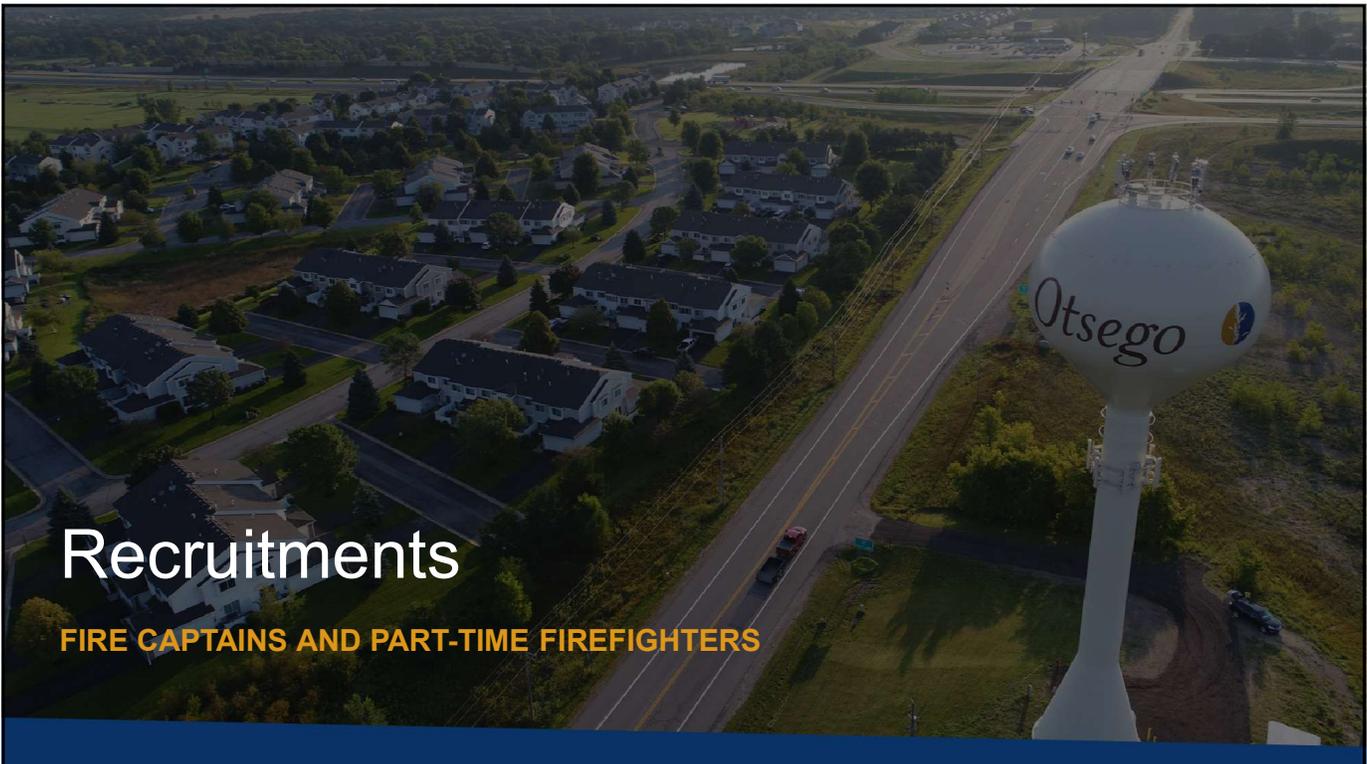
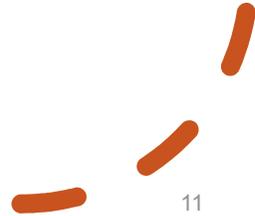
- **MINIMUM STAFFING**
 - Goal is 3 career and 1 part-time
- **CONTRACTS FOR 2027**
 - Expert opinion is that contracts not needed as you develop your own fire department
- **SHARED SERVICE CONVERSATIONS**
 - Since September, offer has been made that Otsego is interested in talking about shared services/fire districts
 - We actively continue to seek opportunities, Fire Districts, auto-aide
 - Otsego still needs the investment in infrastructure, station, trucks/equipment and staff
- **DEPARTMENT ROADMAP**
 - Fire Marshal
 - *Fire Prevention*
 - *Relationship with Building Official and Building Inspectors*
 - Administrative Support

10

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Shared Services vs Contracts

- POTENTIAL FUTURE SHARED SERVICE/FIRE DISTRICT OPPORTUNITIES WOULD STILL HAVE REQUIRED OTSEGO TO MAKE AN INVESTMENT IN INFRASTRUCTURE, EQUIPMENT, APPARATUS AND STAFFING AS POINTED OUT BY PAST ELK RIVER OFFERS.
- SHARED SERVICES/FIRE DISTRICTS ARE NOT CONTRACTS AS WE HAVE TODAY.
- NOT AWARE OF ANY CITY THAT HAS THEIR OWN FIRE DEPARTMENT THAT ALSO CONTRACTS FOR SERVICES FROM OTHER CITIES.

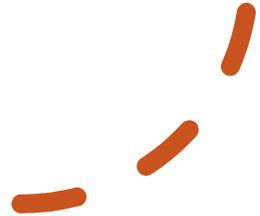


Recruitments

FIRE CAPTAINS AND PART-TIME FIREFIGHTERS

Part-Time Firefighters

- **RECRUITMENT**
 - Length of Process and Number of Positions
- **TRAINING REQUIREMENTS**
 - Anticipate a mix of Experienced and Non
 - State Fire Certification (5 months)
 - *Start in June*
 - *Testing in October*
 - EMS / First Responder (6-8 weeks)
 - *Start in November*
 - Department & Community Specific Training
 - Team Building
- **HIRING GOAL**
 - Start Training in June



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FT Firefighters

- **RECRUITMENT**
 - Length of Process and Number of Positions
 - Competitive Market in Twin Cities Region
- **ONBOARDING**
 - Turnout Gear Sizing & Procurement
 - Equipment Training
 - Department & Community Specific Training
 - Team Building
- **HIRING GOAL**
 - Start in October/November



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Cost Estimates - Wages

- **FIRE CHIEF**
 - Approved Job Description – Scored at Grade 16
 - Using Midpoint of Pay Scale
- **CAPTAINS**
 - Pending Job Description – Scored at Grade 9
 - Using Midpoint of Pay Scale
- **FIREFIIGHTERS**
 - Comparison Cities Wage Scales
 - Using Midpoint of Comparison Data
- **PT FIREFIIGHTERS**
 - Pending Job Description – Not a Scored Position
 - Proposed Wage Range of \$16 - \$25 per hour



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Budget vs. Proposed

Position	2026 Adopted Budget	Amended Hiring Timeline	Variance	Fire Reserve Fund	Net
Fire Chief	209,035.00	136,967.00			
Captains (3)	70,416.00	191,422.00			
FT Firefighters (6)	58,513.00	124,776.00			
PT Firefighters (20)	44,101.00	121,982.00			
Totals	382,065.00	575,147.00	(193,082.00)	194,142.91	1,060.91

- **FIRE RESERVE FUND**
 - Ending 2025 Cash Balance & Calculated Interest Allocation
 - Less: Capital Improvement Plan (Engine, Ladder, Small Tools/Equipment for Operations)
 - Less: Estimated Interim Fire Chief for February – June 2026
 - Equals = \$194,142.91



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PHASE	DETAILS	Q1			Q2			Q3			Q4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	POSITION: Sunday date ---->	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
1	Fire Chief (1) - Recruitment - Pre-employment Screens - Onboard		Recruitment	Pre-employment Screens	Onboard								
2	Fire Captains (3) - Recruitment - Pre-employment Screens - Onboard - Operational Documents - Lead Training		Recruitment	Pre-employment Screens	Onboard	Operational Documents	Lead Training						
3	Part-time Firefighters (20) - Recruitment - Pre-employment Screens - Training - EMS/First Responder Training - Testing/Gear		Recruitment	Pre-employment Screens	Training	EMS/First Responder Training	Testing/Gear						
4	Full-time Firefighters (6) - Recruitment - Pre-employment Screens - Onboard - Training						Recruitment	Pre-employment Screens	Onboard	Training			
5	Operating Department - SOP/SOG Training - Team Training - Responding									SOP/SOG Training	Team Training		



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PHASE	DETAILS	Q1			Q2		
		JAN	FEB	MAR	APR	MAY	JUN
	POSITION: Sunday date ---->	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
1	Fire Chief (1) - Recruitment - Pre-employment Screens - Onboard		Recruitment	Pre-employment Screens	Onboard		
2	Fire Captains (3) - Recruitment - Pre-employment Screens - Onboard - Operational Documents - Lead Training		Recruitment	Pre-employment Screens	Onboard	Operational Documents	Lead Training
3	Part-time Firefighters (20) - Recruitment - Pre-employment Screens - Training - EMS/First Responder Training - Testing/Gear			Recruitment	Pre-employment Screens	Training	
4	Full-time Firefighters (6) - Recruitment - Pre-employment Screens - Onboard - Training						
5	Operating Department - SOP/SOG Training - Team Training - Responding						

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