

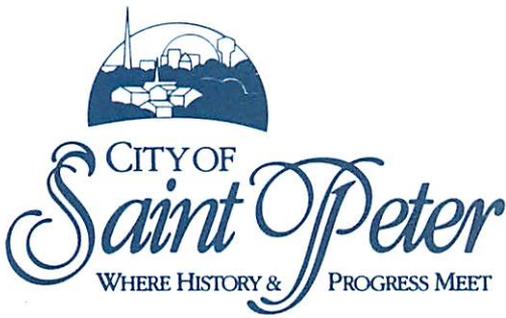
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular Workshop Session of Tuesday, February 19, 2013  
Library Meeting Room – 5:30 p.m.

- I. **CALL TO ORDER**
  
- II. **DISCUSSION**
  - A. Park Row Crossing Presentation
  - B. Fire Department Policies Update
  - C. Library Associate Position Description Modification
  - D. Others
  
- III. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

TP/bal



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 2/14/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** Park Row Crossing Townhomes Project

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

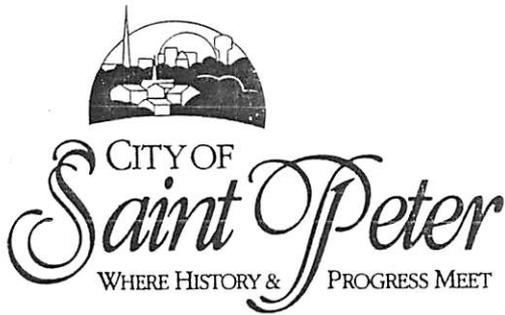
### **BACKGROUND**

Representatives from Southwest Minnesota Housing Partnership (SWMHP) and their architectural firm will be in attendance at Tuesday evening's workshop session to provide information and graphics related to development of the old Hospital site for the project named "Park Row Crossing".

The presentation on Tuesday will include colored artists renderings of the buildings as well as elevations and other construction/design documents.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/23/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Old Hospital Site (Park Row Crossing Townhomes)

### ACTION/RECOMMENDATION

Approve the attached resolution that provides specific City support for a development on the Old Hospital Site (corner of Broadway and Washington) in partnership with Southwest Minnesota Housing Partnership for a funding application to be submitted to Minnesota Housing Finance Agency.

### BACKGROUND

The City Council has discussed opportunities for development of this site at many, many different meetings. That discussion centered around two primary re-use opportunities. Those two opportunities included a City Hall/Fire Hall/Police Station development and a second opportunity of a multi-family housing development that would be similar to Central Square helping to meet various housing density, financial goals and a targeted market for rental opportunities for young families (young family development is a target in your strategic thinking). Without taking lots of space to re-describe those discussions or the number of different concepts and funding mechanisms you have reviewed and discussed, the direction from the Council has been to work towards whichever project has opportunity in the nearest future. At this time that appears to be housing development as described and conceptually pictured in your packet.

Other opportunities have also been discussed, including single-family development, which poses a unique set of issues at that site including value, community inventory, time for redevelopment, density, and driveway access to Washington and Broadway among others.

Council has met and worked through a process that was very similar to the process with Central Square, which has included site review, concept and footprint level of design review and discussion on financing. In addition, Minnesota Housing Finance Agency has competitive funding guidelines and as the Council may remember, certain forms of assistance receive points towards funding. The commitments contemplated in the resolution are an effort to maximize your points to score high so that this project would then receive funding. You may also note that it estimated by Minnesota Housing Finance Agency that only one new construction project will be funded in greater Minnesota.

The project would consist of 40 units in two buildings with underground parking for each unit. A concept rendering and elevation has been included for you in the packet. These are not final. You may note the design is similar to a walk-up with a courtyard in the center with small play area. Due to design and other considerations, it is believed that these units would be attractive to a wide variety of households but are specifically targeted to younger families. It is estimated that rents would be approximately:

- \$620 for 1 bedrooms,
- \$740 for two bedrooms
- \$880 for three bedroom units.

Four units are designated for low income renters: 3 one-bedrooms renting at \$102 and 1 two-bedroom unit renting at \$144.

The makeup of the units will be:

- one bedroom                    6 units (2 of which are handicap)
- two bedroom                    28 units
- three bedroom                   6 units
- TOTAL                            40 units

SWMHP was asked to provide a Market Study related to this type of development. The market study was done by Community Partners. Community Partners is the organization that has done the last two Housing Studies commissioned by the City and will complete its third full study in the next few weeks. The market study done for SWMHP last year discusses many things but the bullet points below touch on a few bigger picture issues that the Council should consider.

- A market rate vacancy rate of 0.9% and a tax credit/moderate rent vacancy rate of 0.7% are unhealthy and does not provide choice for those seeking rental options. Generally, a vacancy rate of 5% is looked at as healthy. We are well below that rule of thumb number.
- The most comparable properties have been successful and are 100% occupied with established waiting lists.
- The City of Saint Peter, Primary Market Area and Nicollet County have all experienced sustained growth over the last two decades. The growth rate for the City exceeds those of the market area or County.
- The centralized location, attractive design, and underground parking amenities likely provide a competitive advantage.

The Southwest Minnesota Housing Partnership has a proven record of providing affordable housing options in cooperation with the City Council. The other cooperative housing developments including Nicollet Meadows Townhomes, Central Square, and single-family housing projects in Nicollet Meadows and Washington Terrace have all performed above projection and have helped continue to meet goals of young families, utility sales, density, and development.

The Council has continued to promote growth of young families through a number of efforts that include housing opportunities. You have reviewed a number of different housing design concepts and have directed SWMHP to pursue the townhome style as shown in the packet, which is a higher cost. That direction was based on your wish to have something that you believe is a better fit, architecturally for the neighborhood, and for the target market you wish to pursue which is younger families therefore the townhome, walk up, two level apartment design

as compared to the fewer entrance, two story, one level apartment design. There are issues that, if the project is funded, will need additional consideration. Those issues include, outside lighting, roof top design, color of units among others. Exact design will be an item, that if funded, the Council will go through using design meetings with SWMHP and the architect to finalize. Changes in the Park Row parking lot and other related traffic issues also need additional thought and strategy development. As the Council as seen in other projects, those issues are better defined and addressed as a part of the final design process. Working with SWMHP has given you much more control over those types of issues when compared to other developer lead processes as demonstrated at Central Square. The total development cost of the project is about \$7,000,000.

**FISCAL IMPACT:**

The resolution and application commitment is significant but very similar to that made for Central Square. The City would promise to sell the property for \$1.00. In addition, the City will agree to abate the redevelopment costs of \$310,000 in anticipated assessment to the property. That sum is equal to the approximate cost of the demolition of the Hosptal. The total value to SWMHP is about \$647,000 in present value over the term of the TIF, which would be about 26 years. The City will allow for development of a Planned Unit Development and zoning changes under current rules from its use for a hospital to residential with a higher density. It should be noted that the density would obviously be lower than Central Square, which is 55 units.

**ALTERNATIVES/VARIATIONS:**

Do nothing. Staff will wait for additional direction. The timing of the request is important as the application deadline is this next week. If the Council wishes to delay action, it would mean a wait until the next application cycle that would be in 2013.

Negative vote. Staff will contact SWMHP and let them know you are no longer interested in this project and wait for further direction form the Council.

Modification of the resolution. This is always an option of the Council. Please note that many of the issues addressed in the resolution are worded in such a way that they articulate and maximize the points need to score well in the competitive application process.

Please contact me if you have any questions or concerns about this agenda item.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 - 68

STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PEER)

RESOLUTION SUPPORTING SOUTHWEST MINNESOTA HOUSING PARTNERSHIP  
PROPOSED PARK ROW CROSSING TOWNHOME PROJECT

WHEREAS, the City of Saint Peter has a critical need and want to provide affordable housing options to people of all incomes; and

WHEREAS, the City has had a successful relationship with Southwest Minnesota Housing Partnership; and

WHEREAS, the City Council has met with Southwest Minnesota Housing Partnership as a part of preliminary planning; and

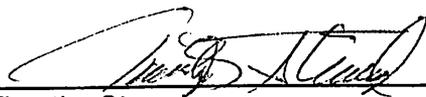
WHEREAS, the Southwest Minnesota Hosing Partnership is proposing the construction of 40 townhome units for persons/families that have income at or below 60% of median income; and

WHEREAS the proposed project will help alleviate local rental housing needs within the Saint Peter community.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, DOES HEREBY RESOLVE THAT: the City of Saint Peter will support the Southwest Minnesota Housing Partnership proposed Park Row Crossing Townhome project as follows:

- The City of Saint Peter will provide tax increment financing to Southwest Minnesota Housing Partnership.
- The City will provide the "Old Hospital Site" to Southwest Minnesota Housing Partnership for \$1.00 upon verification of project financing and completion of project design.
- The City will abate \$310,000 in assessments from the demolition and clean-up of the site.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 29th day of May, 2012.




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Timothy Strand  
Mayor

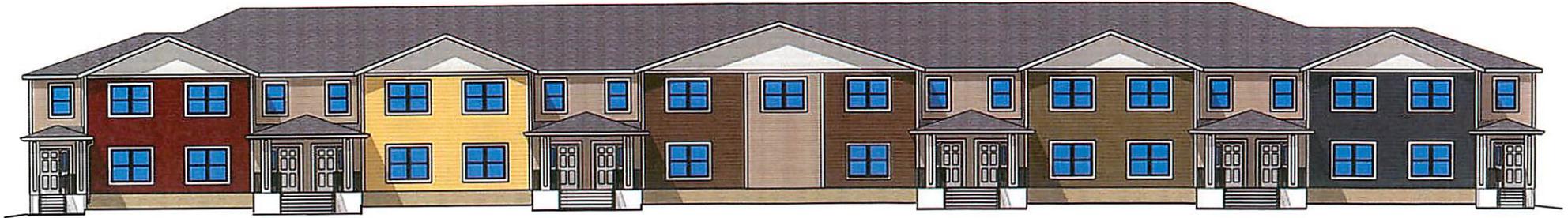
ATTEST:




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Todd Prafke  
City Administrator

6



## East Elevation

### Exterior Materials

#### Siding

Hardie Board Lap Siding 7" reveal  
 Colors: Rookwood Red SW 2802  
 Classical Gold SW 2831  
 Anonymous SW 7046  
 Artichoke SW 6179  
 Needlepoint Navy SW 0032

#### Shingles

Certainteed Landmark  
 Color: Colonial Slate

#### Masonry Block

County Anchor Block  
 Color: Limestone, Rockface

Hardie Board Lap Siding 4" Reveal

Color: Worldly Gray SW 7043 (main color)

Hardie Shingle Staggered Edge

Color: White Ice Benjamin Moore OC-58

#### Decking

Trex Select  
 Decking Color: Saddle  
 Railing Color: Classic White

Hardie Trim 5 1/2" wide

Color: Arctic White (trim & Columns)

Hardie Trim 7 1/4" wide

Color: Arctic White (fascia)



209 South Second Street, Suite 201 Mankato, MN 56001  
 Phone: 507.388.9811 Fax: 507.388.1751 www.paulsen-arch.com

# Park Row Crossing

Exterior Elevations

February 12, 2013

Sheet

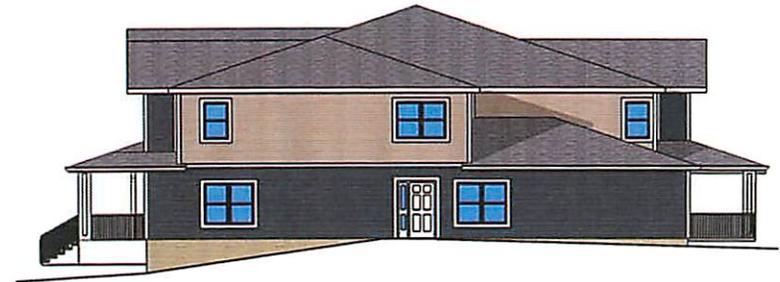
# A1



West Elevation



South Elevation



North Elevation



**PAULSEN**  
ARCHITECTS

209 South Second Street, Suite 201 Mankato, MN 56001  
Phone: 507.388.9811 Fax: 507.388.1751 [www.paulsen-arch.com](http://www.paulsen-arch.com)

## Park Row Crossing

Exterior Elevations

February 12, 2013

Sheet

**A2**



Perspective



**PAULSEN**  
ARCHITECTS

209 South Second Street, Suite 201 Mankato, MN 56001  
Phone: 507.388.9811 Fax: 507.388.1751 [www.paulsen-arch.com](http://www.paulsen-arch.com)

## Park Row Crossing

Exterior Elevations

February 12, 2013

Sheet

**A3**

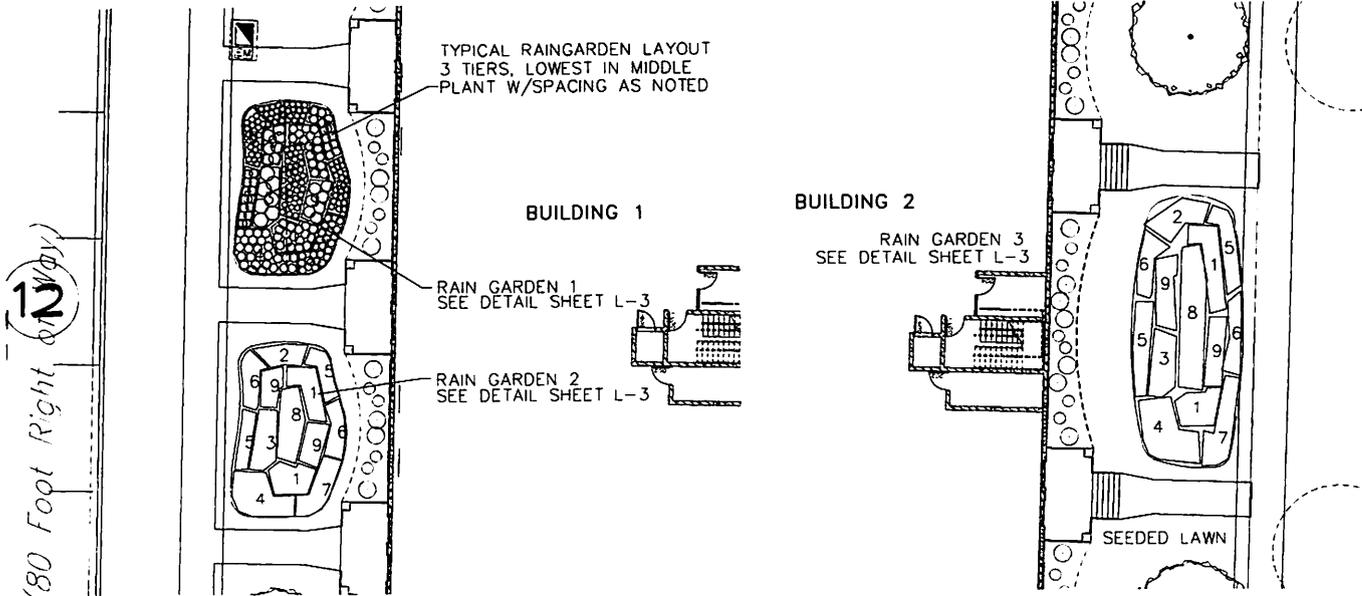






PROJECT TITLE:  
**PARK ROW CROSSING  
 APARTMENT PROJECT**  
 ST. PETER, MN

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION



1 RAIN GARDEN DETAILS

SCALE: 1"=10'-0"

RAIN GARDEN PLANTING SCHEDULE

SYM	TOTAL QTY	RG-1 QTY	RG-2 QTY	RG-3 QTY	COMMON NAME BOTANICAL NAME	SIZE/CONT.	NOTES
1	97	31	31	35	BEE BALM BOTANICAL NAME	PLUG	18" O.C.
2	86	27	27	32	JOHNSONS BLUE GERANIUM BOTANICAL NAME	SIZE/CONT.	12" O.C.
3	23	7	7	9	OXEYE SUNFLOWER BOTANICAL NAME	SIZE/CONT.	30" O.C.
4	82	26	26	30	MAY NIGHT SALVIA BOTANICAL NAME	SIZE/CONT.	18" O.C.
5	84	27	27	30	AUTUMN JOY SEDUM BOTANICAL NAME	SIZE/CONT.	18" O.C.
6	150	48	48	54	MOONBEAM COREOPSIS BOTANICAL NAME	SIZE/CONT.	12" O.C.
7	86	26	26	30	STELLA DE ORO DAYLILY BOTANICAL NAME	SIZE/CONT.	15" O.C.
8	114	37	37	40	MARSH MILK WEED BOTANICAL NAME	SIZE/CONT.	12" O.C.
9	42	14	14	14	NEW ENGLAND ASTER BOTANICAL NAME	SIZE/CONT.	24" O.C.
						SIZE/CONT.	

1 TYPICAL PLANTING DETAILS

No.	Description	Date

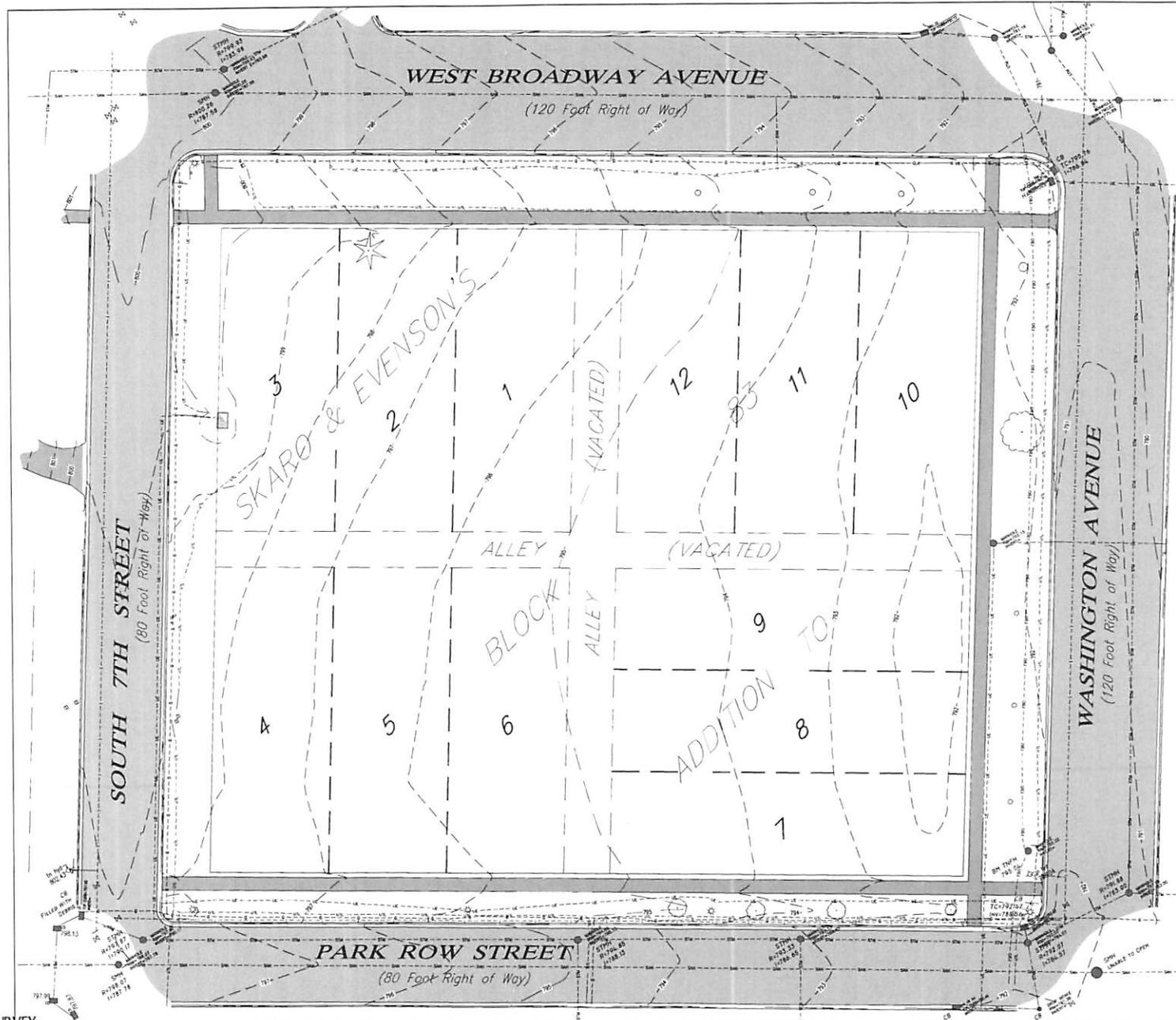
NOTE: THESE PLANS ARE AN INSTRUMENT OF SERVICE AND THE PROPERTY OF PAULSEN ARCHITECTS. APPROVED SHALL BE PROVIDED. ORIGINAL CONTRACTOR TO VERIFY ALL CONDITIONS AND DIMENSIONS AT PROPOSED LOCATIONS SHALL BE REPORTED TO THE ARCHITECT/OWNER PRIOR TO THE COMMENCEMENT OF ANY WORK.

Engineer:  
 Certification No.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE:  
 THESE PLANS ARE AN INSTRUMENT OF SERVICE AND THE PROPERTY OF PAULSEN ARCHITECTS. APPROVED SHALL BE PROVIDED. ORIGINAL CONTRACTOR TO VERIFY ALL CONDITIONS AND DIMENSIONS AT PROPOSED LOCATIONS SHALL BE REPORTED TO THE ARCHITECT/OWNER PRIOR TO THE COMMENCEMENT OF ANY WORK.

PROJECT NUMBER: 10961  
 DATE: 2-1-13  
 DRAWN BY: GMP  
 CHECKED BY: \_\_\_\_\_

DRAWING TITLE:  
**LANDSCAPE PLAN  
 DETAILS**



**PAULSEN ARCHITECTS**  
 209 South Second Street, Suite 201  
 Mankato, Minnesota 56001  
 www.paulsenarchitects.com  
 Phone: 507.388.9811 Fax: 507.388.1751  
 Email: bpas@paulsenarchitects.com

**PROJECT TITLE:**  
 PARK ROW CROSSING  
 APARTMENT PROJECT  
 ST. PETER, MN

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION

No.	Description	Date

**DESIGN DEVELOPMENT**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Paulsen Arch: \_\_\_\_\_ Date: \_\_\_\_\_

THESE PLANS WERE PREPARED BY ARCHITECTS PAULSEN ARCHITECTS TO PRELIMINARY AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY ERRORS.

NOTE:  
 THESE PLANS ARE AN INSTRUMENT OF SERVICE AND THE PROPERTY OF PAULSEN ARCHITECTS. INSTRUMENTS WILL BE PROTECTED. GENERAL CONTRACTOR TO VERIFY ALL CONDITIONS AND CONDITIONS AT PROGRESS. DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT/ENGINEER PRIOR TO THE COMMENCEMENT OF ANY WORK.

PROJECT NUMBER: 1056-1  
 DATE: 2-1-13  
 DRAWN BY: GAP  
 CHECKED BY: \_\_\_\_\_

DRAWING TITLE:  
 SITE SURVEY

SET: \_\_\_\_\_ S=SET: \_\_\_\_\_



CO.1

1 SURVEY  
 SCALE: 1"=20'-0"

Friday, February 01, 2013 11:31 AM

**PROJECT TITLE**  
 PARK ROW CROSSING  
 APARTMENT PROJECT  
 ST. PETER, MN

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

No.	Description	Date

**DESIGN DEVELOPMENT**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Paulsen Arch: \_\_\_\_\_ Date: \_\_\_\_\_

THESE PLANS WERE PREPARED BY ARCHITECTS PAULSEN ARCHITECTS, INC. IN ST. PETER, MN. THE CLIENT IS ADVISED THAT THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL CONDITIONS AND CONDITIONS AS INDICATED. DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT/ENGINEER PRIOR TO THE COMMENCEMENT OF ANY WORK.

**NOTE**  
 THESE PLANS ARE AN INSTRUMENT OF SERVICE AND THE PROPERTY OF PAULSEN ARCHITECTS. APPLICANTS WILL BE PROHIBITED FROM REPRODUCING OR TRANSMITTING THESE PLANS IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF PAULSEN ARCHITECTS. ANY VIOLATION SHALL BE REPORTED TO THE ARCHITECT/ENGINEER PRIOR TO THE COMMENCEMENT OF ANY WORK.

PROJECT NUMBER: 1089-1  
 DATE: 2-1-13  
 DRAWN BY: GAP  
 CHECKED BY: \_\_\_\_\_

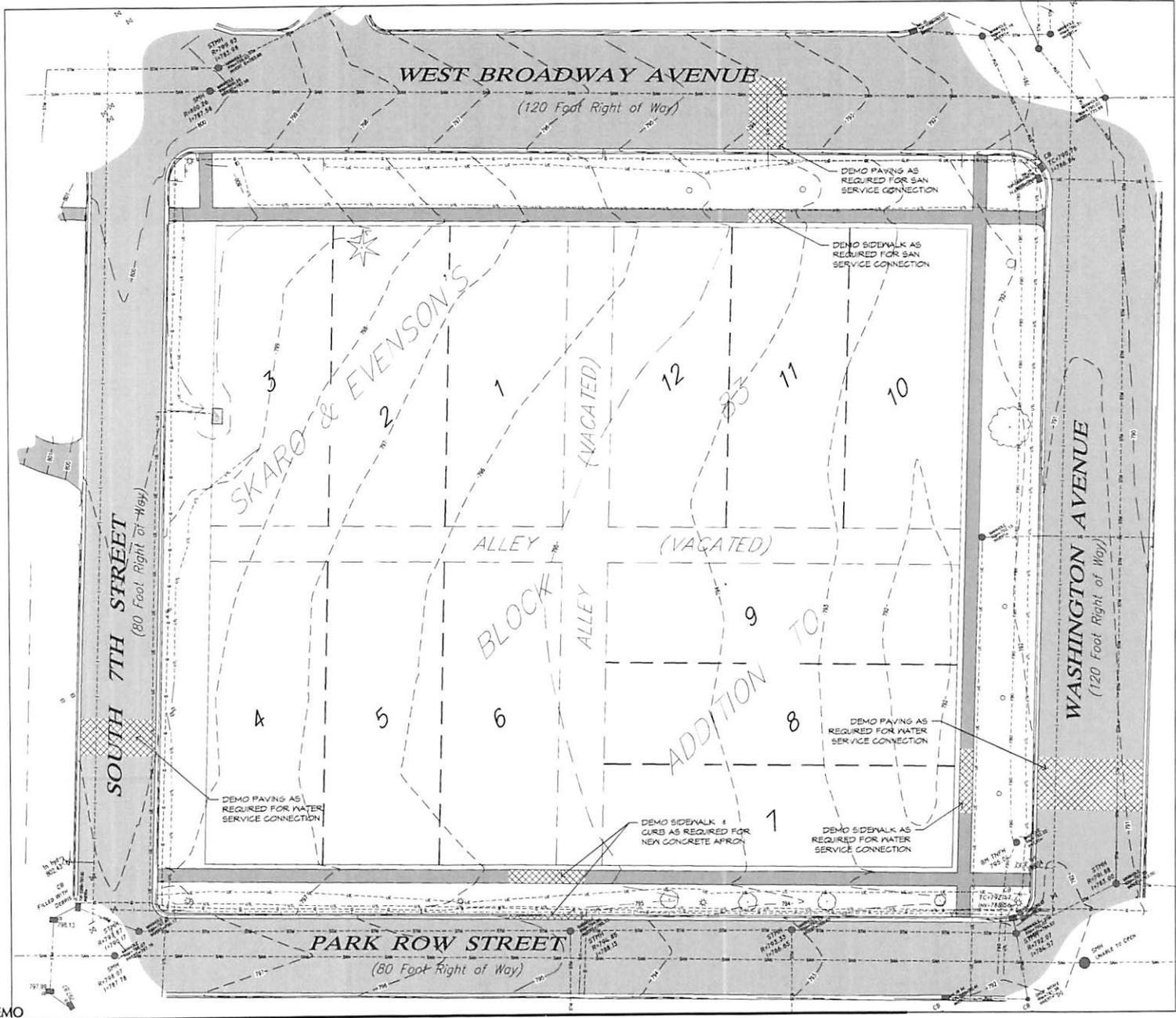
DRAWING TITLE:  
 DEMO PLAN

SET: \_\_\_\_\_ SHEET



**C1.0**

Friday, February 01, 2013 4:20:04 AM



1 DEMO  
 SCALE: 1"=20'-0"



















*Saint Peter Volunteer Fire Department  
227 West Mulberry Street, Saint Peter, Minnesota 56082  
507-934-1120  
Office of the Fire Chief- Ronald D. Quade*

January 19, 2013

TO: Mr. Todd Prafke, City Administrator  
Mr. Mayor, City Council Members

From: Ronald D. Quade  
Fire Chief

Re: St. Peter Fire Department - Policies and Procedures changes



#### **Action /Recommendation**

The recommendation is to approve and implement the following changes as highlighted to the Policies and Procedures manual of the Saint Peter Fire Department

#### **Background**

The membership of the St. Peter Fire Department reviews on a regular basis our Policies and Procedures manual to assure we keep in touch with changes in the fire service and makeup of the membership. The Policies and Procedures committee reviews and presents proposed changes deemed beneficial to the department for vote to the membership. If accepted these changes are forwarded to the City Council for approval and acceptance. The changes this year are in the area of minimum drills, training requirements, response requirements, and moving accounting from a semi-annual basis to an annual basis.

#### **Final Impact:**

In response to this policy it is felt that the movement to an annual accounting basis better fits the needs of fire fighter accountability, ability of secretary of department to manage accounts of fire fighter statistics, and reduces the paperwork and requirements of finance from two times a year to only one. Please advise if there are any questions at which time myself or Policies and Procedures committee members would be happy to address any issues.

Respectfully;

Ronald D. Quade  
Fire Chief



***2013***

***SAINT PETER***

***FIRE***

***DEPARTMENT***

***POLICIES AND***

***PROCEDURES***

*Effective Date: January 7, 2013*

**SAINT PETER VOLUNTEER FIRE DEPARTMENT  
POLICIES**

**TABLE OF CONTENTS**

ITEM	PAGE	TITLE
<b>INTRODUCTION</b>	<b>4</b>	<b>INTRODUCTION</b>
<b>ARTICLE I</b>	<b>4</b>	<b>ORGANIZATION OBJECTIVES</b>
Section 1.	4	Organization Objectives
<b>ARTICLE II</b>	<b>4</b>	<b>POLICIES</b>
Section 1.	4	Authority to establish Recommended Operating Guideline
Section 2.	5	Policies are the Prevailing Document
Section 3.	5	Violations
<b>ARTICLE III</b>	<b>5</b>	<b>DEFINITIONS</b>
Section 1.	5	Definitions
<b>ARTICLE IV</b>	<b>5</b>	<b>ORGANIZATION</b>
Section 1.	5	Active Member Limits
Section 2.	5	Organizational Structure
Section 3.	6	Chain of Command
<b>ARTICLE V</b>	<b>6</b>	<b>ELECTION, SELECTION AND APPOINTMENT OF OFFICERS AND OFFICES</b>
Section 1.	6	Complement
Section 2.	6	Elected Offices
Section 2A.	6	SELECTED Officers
Section 2B	6	Selection Process Timeline
Section 2C	6	Application for Selected Positions
Section 3.	6	Appointments by the Fire the Chief
Section 4.	6	Letters of Interest and Elections for Offices
Section 5.	7	Selection, Application and Interview Process for Officers
Section 6.	8	Officers Probationary Period
Section 7.	9	Standing Committee
<b>ARTICLE VI</b>	<b>9</b>	<b>DUTIES OF OFFICERS</b>
Section 1.	9	Duties of Chief
Section 2.	10	Duties of the Assistant Chief
Section 3.	11	Duties of the Captain of Company 1
Section 4.	13	Duties of the Captain of Company 2
Section 5.	14	Duties of the Company 1 Lieutenant
Section 6.	15	Duties of the Company 2 Lieutenant

Section 7.	16	Duties of the Safety Officer
Section 8.	17	Duties of the President
Section 9.	17	Duties of the Vice-President
Section 10.	17	Duties of the Secretary
Section 11.	18	Duties of Standing Committee
Section 12.	18	Board of Fire Officers
Section 13.	18	Committee Reports Section

**SAINT PETER VOLUNTEER FIRE DEPARTMENT  
POLICIES**

**TABLE OF CONTENTS**

ITEM	PAGE	TITLE
Section 14.	18	Committee Failing to Report
<b>ARTICLE VII</b>	<b>18</b>	<b>MEETINGS</b>
Section 1.	18	Regular Meeting Dates
Section 2.	19	Meeting Times
Section 3.	19	Quorum
Section 4.	19	Special Meetings
Section 5.	19	Minimum Attendance Requirements
Section 6.	19	Three (3) Meeting Rule
<b>ARTICLE VIII</b>	<b>19</b>	<b>DRILLS</b>
Section 1.	19	Regular Drill Dates
Section 2.	19	Drill Times
Section 3.	19	Make-up Drill and Dates
Section 4.	19	Minimum Attendance Requirements
<b>ARTICLE IX</b>	<b>19</b>	<b>ALARMS</b>
Section 1.	20	Minimum Attendance Requirements
<b>ARTICLE X</b>	<b>20</b>	<b>TRAINING</b>
Section 1.	20	Minimum Training Requirements
Section 2.	20	Additional Training
Section 3.	20	Regional Meeting Officer Attendance
Section 4.	20	Officer's Required Training
<b>ARTICLE XI</b>	<b>20</b>	<b>MEMBERSHIP APPLICATION AND REQUIREMENTS</b>
Section 1.	20	Establishment of SELECTION Practices
Section 2.	20	Probationary Member Voting Rights
Section 3.	20	Failure to Train While on Probation
Section 4.	21	Discharge of Probationary Firefighter

<b>ARTICLE XII</b>	<b>21</b>	<b>DUTIES AND PRIVILEGES</b>
Section 1.	21	Retirement Duties and Privileges
Section 2.	21	Violations of Policies
Section 3.	22	Disciplinary Procedure
Section 4.	23	Duties at Fire Alarms
Section 5.	23	Issuance of Equipment, Policies and Recommended Operating Guidelines
Section 6.	24	Roll Call
Section 7.	24	Entitled Funds
Section 8.	24	Compensation for Schools/Meetings

**SAINT PETER VOLUNTEER FIRE DEPARTMENT  
POLICIES**

**TABLE OF CONTENTS**

ITEM	PAGE	TITLE
Section 9.	24	Military Service
Section 10.	25	Point System Relief
Section 11.	25	Parental Leave
Section 12.	25	Reporting Accidents and Injury
Section 13.	25	Release of Departmental Information
Section 14.	25	Use of Departmental Equipment
Section 15.	25	Fire Scene Control
Section 16.	25	Arson Fire Notification and Control
Section 17.	26	Emergency Response Requirements
Section 18.	26	Leave of Absence
Section 19.	26	Dress Uniform
Section 20.	26	Meeting and Training Exemption
Section 21.	26	Donations to Relief Association
Section 22.	26	Jury Duty
<b>ARTICLE XIII</b>	<b>27</b>	<b>ARTICLE AMENDMENTS</b>
Section 1.	27	Article Amendments
Section 2.	27	Article Amendment Review
<b>ARTICLE XIV</b>	<b>27</b>	<b>ORDER OF BUSINESS</b>
Section 1.	27	Order of Business
<b>ARTICLE XV</b>	<b>27</b>	<b>UPDATE AND REVIEW RECORD</b>

## **INTRODUCTION**

The policies herein contained are not designed to limit any member in the exercise of sound judgment in taking necessary action in extraordinary situations that a reasonable person would take. Situations may arise from time to time which cannot be foreseen and for which no rule or regulation can be provided. It is expected that all members will act at such times with promptness and discretion. It is essential for the efficient conduct of the Fire Department that it be organized on a prearranged, systematic basis as in other organizations, whether public or private. Members should always bear in mind that they are serving the City of Saint Peter and that their conduct and behavior is subject to criticism by the general public to a greater extent than almost any other line of work. For this reason the unwritten social rules of good conduct and behavior should be practiced at all times by all members of the Department. In any emergency the order of rank in command of the Department shall prevail. Officers shall be based on departmental rank. Any Constitutions and all Policies existing prior to this date are expressly repealed. Members of the Fire Department are considered City of Saint Peter employees during the performance of their duties.

## **SAINT PETER VOLUNTEER FIRE DEPARTMENT**

### **POLICIES**

#### **ARTICLE I**

#### **ORGANIZATIONAL OBJECTIVES**

1. This Fire Department shall be known as the SAINT PETER VOLUNTEER FIRE DEPARTMENT and its mission shall be: Fire prevention and fire prevention education; Firefighting and suppression; Preservation and protection of life and property against injury and damage from fire and other sources in the City of Saint Peter and its fire jurisdiction.

#### **ARTICLE II**

#### **POLICIES**

##### Section

1. These Policies authorize the members to establish Recommended Operating Guidelines (ROG) that shall be followed by all

- members of the Department.
2. In the event of a conflict between the Policies and the ROG the Policies shall be the prevailing document.
  3. Violation of the ROG shall be grounds for disciplinary action as prescribed under the Policies.

**ARTICLE III**  
**DEFINITIONS**

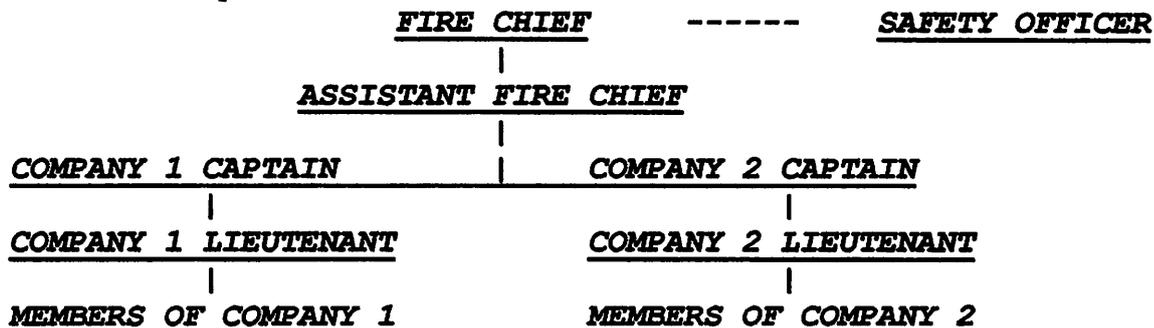
1. As used in all sections;
  - A. "BOFO" means: Board of Fire Officers
  - B. "PERMANENT RESIDENCE" means: the location of the primary residence of a member as determined by the Fire Chief. In the event of a temporary displacement of a member from his/her residence, due to unforeseen circumstances, the Fire Chief may consider a temporary waiver of the residency requirement.
  - C. "GOOD STANDING" means: a member that is not currently on suspension or on a leave of absence.
  - D. "ELIGIBLE" means: A non-probationary member in good standing.
  - E. "ANNUAL" means: the period of time from 12:01 a.m., January 1 of any given year, until midnight, December 31 of the same year.
  - ~~F. "SEMI ANNUAL" means: one of the following:
    1. from 12:01 a.m., January 1, of any given year to midnight, June 30 of the same year, or
    2. from 12:01 a.m., July 1 of any given year to midnight, December 31 of the same year.~~
  - G. "PROBATIONARY" means: a member that has less than one full year of employment with the Department.
  - H. "ROG" means: Recommended Operating Guidelines

**ARTICLE IV**  
**ORGANIZATION**

1. The number of active members shall not exceed forty (40) and not less than twenty-one (21).
2. The Department shall be structured in two companies known as Company 1 and Company 2. Each company shall have an approximately equal number of members. The Fire Chief shall decide Company assignments of members. Each Company shall be

commanded by a Captain and shall have a Lieutenant as second in command of the company.

3. The Department Chain of Command shall be:



#### ARTICLE V

#### **ELECTION, SELECTION AND APPOINTMENT OF OFFICERS AND OFFICES**

1. The Officers shall consist of a Fire Chief, an Assistant Chief, two Captains, two Lieutenants, and a Safety Officer
2. The Offices of President, Vice-President, Secretary, and Standing Committee shall be elected by popular vote of the eligible members present.
- 2A. The Fire Chief, Captains, Lieutenants, and Safety Officer shall be selected from within the eligible membership of the Saint Peter Fire Department.
- 2B. All selection processes shall begin in September as directed by the City Administrator.
- 2C. All members interested in the selected positions must submit a City of Saint Peter application to the City Administrator's Office subject to the specific conditions advertised.
3. The Fire Chief shall appoint an Assistant Fire Chief to serve at the Fire Chief's pleasure and may appoint committees or members to such duties as are necessary for the good of the Department.
4. Eligible members interested in President, Vice President, Secretary or Standing Committee must submit a Letter of Interest to the Fire Chief on or before midnight October 30th. No one may submit a Letter of Interest for more than one position.

The reading of Letters of Interest for President, Vice-President, Secretary, and one (1) Standing Committee member shall be conducted, in that order, in November. Elections for these positions shall be at the regular monthly meeting

in December and all shall take office on January 1.

Should a vacancy occur among the elected offices, said vacancy shall be filled by ballot with 2/3 majority of all eligible members, present at the next regular meeting.

Elections shall be held in accordance with the Order of Business as outlined in ARTICLE XIV. There will be no write in ballots. The Standing Committee shall prepare ballots prior to all elections, contested or not, and shall be responsible for counting ballots

5. The persons selected as Fire Chief and Safety Officer shall serve a three (3) year term beginning on January 1, 2011. Should the Fire Chief resign or be removed from office, the Assistant Fire Chief shall immediately temporarily assume the duties of the Fire Chief to serve until a SELECTION process can be initiated. Should the Safety Officer resign or be removed from office, the Fire Chief shall immediately appoint a temporary Safety Officer from within the Fire Department to serve until a SELECTION process can be initiated. No temporary appointment of the Fire Chief or Safety Officer may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Chief or Safety Officer they replaced.

The persons selected as Company 1 Captain and Company 2 Lieutenant shall serve a two (2) year term beginning on January 1, 2011.

Should the Company 1 Captain or Company 2 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a SELECTION process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Captain or Lieutenant they replaced. The SELECTION of the Company 1 Captain and Company 2 Lieutenant for January 1, 2013 shall thereafter be modified to a permanent three (3) year period.

The persons selected Company 2 Captain and Company 1 Lieutenant shall serve a one (1) year term beginning on

January 1,2011.

Should the Company 2 Captain or Company 1 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a SELECTION process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the previous Captain or Lieutenant. The SELECTION of the Company 2 Captain and Company 1 Lieutenant for January 1,2012 shall thereafter be modified to a permanent three (3) year period.

The City of Saint Peter application shall be based on the City of Saint Peter 100 point system with additional points awarded as dictated by state statute. The points shall be based on training, experience, licenses, certifications, and supervisory experience. The points earned will be established by the City Administrator's Office and shall account for 40% of the applicants score.

An interview process shall be worth 60% of the score of the applicant. The interview board for Fire Chief shall consist of the City Administrator, two (2) members of the Standing Committee.

Persons serving on the Interview Board related by blood or marriage, or encumbered by conflicts of interest with the applicant may not participate in the interview process.

The interview board for the remaining officers shall consist of the SPFD Fire Chief, two (2) members appointed by the Fire Chief drawn from a pool consisting of BOFO, Standing Committee and the offices of the St. Peter Fire Department. Persons serving on the Interview Board related by blood or marriage, or encumbered by conflicts of interest with the applicant may not participate in the interview process.

6. Upon SELECTION, each officer shall serve a six (6) month probationary period. During this probationary period, the Fire Chief shall meet with the City Administrator a minimum of once every ninety (90) days and a record shall be prepared outlining areas of strength and areas for improvement which shall be placed in the Fire Chief's employee record. All

other probationary officers shall meet with the Fire Chief a minimum of once every 90 days. The Fire Chief will prepare a record of the meeting outlining areas of strength and areas needing improvement which shall be placed in the employee record. The City Administrator may remove the Fire Chief for just cause during the probationary period. The Fire Chief may remove any officer for just cause during the probationary period.

Any officer selected for an additional term of the same position shall not serve a probationary period.

7. The Standing Committee shall consist of three members, chosen by ballot to hold their office for three years, one (1) member of this committee to be chosen every year at the annual meeting.

## **ARTICLE VI** **DUTIES OF OFFICERS**

### 1. DUTIES OF THE FIRE CHIEF:

- A. Supervision received: Works under the general guidance and direction of the City Administrator.
- B. Supervision Exercised: Directly supervises the positions of Assistant Chief, Safety Officer, and Fire Engineer. Acts as the highest ranking officer of the Department.
- C. Tactical Duties and Responsibilities:
  1. From a command post of his/her choosing, establish the incident command system to direct subordinates as to the situation, mission, execution, administration/logistics, and command/control methods to be utilized.
  2. Appoint an Assistant Fire Chief or Safety Officer in the event of his/her absence.
- D. Administrative Duties and Responsibilities
  1. Performs a variety of technical, administrative, and supervisory work in the planning, organizing, delegating, and implementing fire prevention, suppression, and operation of the department to insure the prevention and minimization of loss of life and property by fire and other means to the citizens within its area of responsibility;
  2. Supervise Officers, and the Fire Engineer, and

assist Officers with the supervision of the members of the Department;

3. Establish policies;
4. Review performance and effectiveness;
5. Supervise and coordinate the preparation, presentation, and implementation of an annual budget as well as projected future needs;
6. Plan for equipment needs and prepare specifications for the most operationally and cost effective modern equipment for fire prevention and suppression;
7. Organize mutual aid, township, and other contracts;
8. Act as a member of the BOFO.

E. Strategic Duties:

1. Long range planning on equipment, facilities, personnel, budgets, and training.

F. Minimum Qualifications:

2. Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of four (4) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.
3. Applicants for the position beginning on January 1, 2014 shall have a minimum of six (6) of these courses.
4. A minimum of ten (10) years of experience involving modern fire protection, prevention, and other additional duties assigned to the department;
  1. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public;
  2. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection

2. DUTIES OF THE ASSISTANT FIRE CHIEF:

- A. Supervision Received: Works under the general guidance and direction of the Fire Chief.

- B. Supervision Exercised: Directly supervises the Captains and Accountability staff. Acts as the second highest ranking officer in the Department and shall assume the duties of the Fire Chief in his/her absence.
- C. Tactical Duties and Responsibilities:
1. At a location determined by the Fire Chief, supervises the Captains and Accountability staff in carrying out directives from the Fire Chief;
  2. Manage incoming personnel and equipment, supervise the accountability system, and control the staging and recovery areas.
  3. Act as Fire Chief in his/her absence and appoint an Assistant Chief to assume his/her duties.
- D. Administrative Duties and Responsibilities:
1. Act on behalf of the Fire Chief in his/her absence.
  2. Directly supervise the Captains in making sure ROG are followed in the maintenance, operation, and documentation of Department equipment;
  3. Assist the Fire Chief in planning, coordinating, supervising and evaluating Department operations;
  4. Keep sufficient supplies and equipment functional;
  5. Other duties as assigned by the Fire Chief and act as a member of the BOFO.
- E. Strategic Duties:
1. Interact with the Captain's on equipment, facilities, training issues and other needs as directed by the Fire Chief.
- F. Minimum Qualifications:
- Any combination equivalent to graduation from high school plus additional training received through specialized fire service related school. In addition, the Assistant Fire Chief must meet the same minimum training as the Fire Chief. The Assistant Fire Chief shall provide proof of the minimum training standard to the Standing Committee for review and approval. A minimum of ten (10) years of experience involving modern fire protection, prevention, and other additional duties assigned to the department.
1. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
  2. Knowledge of modern fire fighting methods and techniques, operating principles and practices,

and the ability to instruct subordinates in all phases of fire prevention and protection

3. DUTIES OF THE CAPTAIN OF COMPANY 1:

- A. Supervision Received: Works under the general guidance and direction of the Assistant Fire Chief.
- B. Supervision Exercised: Directly supervises the Lieutenant and Firefighters in Company 1. Acts as the third highest ranking officer in the Department and shall assume the duties of the Assistant Chief or Fire Chief in his/her absence. The Company 1 Captain shall be the Drill Instructor.
- C. Tactical Duties and Responsibilities:
  - 1. At a prominent point on the fire ground, the Captain shall command and control Company 1 while supervising placement and management of ladders at points of attack and rescue, placement and management of ventilation systems, vehicle accident extrication efforts, and appoint a firefighter to assume responsibilities of the Company 1 Lieutenant in his/her absence.
- D. Administrative Duties and Responsibilities:
  - 1. Direct the maintenance of vehicles and equipment assigned to Company 1 upon return to the Fire Station from an alarm;
  - 2. Assign specific members of Company 1 to each item of equipment in order to promote direct responsibility for the equipment;
  - 3. Maintain appropriate books on the equipment according to OSHA and Department requirements;
  - 4. Assign specific responsibilities to the Company 1 Lieutenant;
  - 5. Prepare and supervise drills for the Department and maintain records related to training;
  - 6. Under the direction of the Assistant Fire Chief, work with the Fire Engineer to make sure all equipment is prepared for duty and appropriate books are kept;
  - 7. Act as a member of the BOFO.
- E. Strategic Duties:
  - 1. Determine the equipment and facility needs of Company 1 and present those needs to the Assistant Chief;
  - 2. Outline training needs of Company 1 to the Assistant Chief.

F. Minimum Qualifications:

Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of four (4) of these courses.

A minimum of seven (7) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department

1. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
2. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection
3. Working knowledge of classroom instruction techniques and use of audio-visual aids.

4. DUTIES OF THE CAPTAIN OF COMPANY 2:

A. Supervision Received: Works under the general guidance and direction of the Assistant Fire Chief.

B. Supervision Exercised: Directly supervises the Lieutenant and Firefighters of Company 2. Acts as the fourth highest ranking officer and shall assume the duties of Fire Chief or Assistant Fire Chief in the absence of a senior officer. In addition, the Captain of Company 2 shall act as the Assistant Drill Instructor.

C. Tactical Duties and Responsibilities:

1. At a prominent point on the fire ground, the Captain shall command and control Company 2 attack operations while supervising and managing water supply, attack operations, and appoint a firefighter to assume responsibilities of the Company 2 Lieutenant in his/her absence.

D. Administrative Duties and Responsibilities:

1. Direct the maintenance of vehicles and equipment assigned to Company 2 upon return to the Fire

- Station from an alarm;
2. Assign specific members of Company 2 to each item of equipment in order to promote direct responsibility for the equipment;
  3. Maintain appropriate books on the equipment according to OSHA and Department requirements;
  4. Assign specific responsibilities to the Company 2 Lieutenant;
  5. Under the direction of the Assistant Fire Chief, work with the Fire Engineer to make sure all equipment is prepared for duty and appropriate books are kept;
  6. Act as a member of the BOFO.

E. Strategic Duties:

1. Determine the equipment and facility needs of Company 2 and present those needs to the Assistant Chief;
2. Outline training needs of Company Two to the Assistant Chief.

F. Minimum Qualifications:

Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses or Incident Safety Officer, or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of four (4) of these courses.

1. A minimum of seven (7) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department
2. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
3. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
4. Working knowledge of classroom instruction techniques and use of audio-visual aids.

5. DUTIES OF THE COMPANY 1 LIEUTENANT:
- A. Supervision Received: Works under the general guidance and direction of the Company 1 Captain;
  - B. Supervision Exercised: Directly supervises the firefighters of Company 1. Acts as the fifth highest ranking officer in the Department and shall assume the duties of the Company 1 Captain in his/her absence.
  - C. Tactical Duties and Responsibilities:
    - 1. As directed by the Company 1 Captain.
    - 2. Act as Company 1 Captain in his/her absence and appoint a firefighter to assume the duties of the Company 1 Lieutenant.
  - D. Administrative Duties and Responsibilities:
    - 1. As directed by the Company 1 Captain;
    - 2. Act as a member of the BOFO.
  - E. Strategic Duties:
    - 1. As directed by the Company 1 Captain.
  - F. Minimum Qualifications:
 

Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of two (2) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses. Applicants for the position beginning on January 1, 2014 shall have a minimum of three (3) of these courses.

    - 1. A minimum of five (5) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department;
    - 2. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
    - 3. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
6. DUTIES OF THE COMPANY 2 LIEUTENANT:
- A. Supervision Received: Works under the general guidance and direction of the Company 2 Captain;
  - B. Supervision Exercised: Directly supervises the

firefighters of Company 2. Acts as the sixth highest ranking officer in the Department and shall assume the duties of the Company 2 Captain in his/her absence.

- C. Tactical Duties and Responsibilities:
  - 1. As directed by the Company 2 Captain.
  - 2. Act as Company 2 Captain in his/her absence and appoint a firefighter to assume the duties of the Company 2 Lieutenant.
- D. Administrative Duties and Responsibilities:
  - 1. As directed by the Company 2 Captain;
  - 2. Act as a member of the BOFO.
- E. Strategic Duties:
  - 1. As directed by the Company 2 Captain.
- F. Minimum Qualifications:

Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of two (2) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses. Applicants for the position beginning on January 1, 2014 shall have a minimum of three (3) of these courses.

  - 1. A minimum of five (5) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department;
  - 2. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
  - 3. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.

7. DUTIES OF THE SAFETY OFFICER

- A. Supervision Received: Works under the general guidance and direction of the Fire Chief;
- B. Supervision Exercised: Directly supervises the safety of the Department during operations and training. Acts as the seventh highest ranking officer in the Department.
- C. Tactical Duties and Responsibilities:

1. Observe the operations and training of the Department.
2. Take appropriate action to prevent unsafe acts on the operation or training ground and immediately report these actions to the Fire Chief.
3. The Safety Officer shall maintain the safety role at all operations and training unless appointed to other duties by the Fire Chief.

D. Administrative Duties and Responsibilities:

1. As directed by the Fire Chief
2. Plan, coordinate, supervise, and evaluate the Infection Control program;
3. Act as a member of the BOFO.

E. Minimum Qualifications:

Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses. One of the courses successfully completed must be Incident Safety Officer.

Applicants for the position beginning on January 1, 2014 shall have a minimum of four (4) of these courses.

1. A minimum of seven (7) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department;
2. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
3. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
4. Specialized training in the role as Safety Officer.

8. DUTIES OF THE PRESIDENT:

The President shall preside at all regular meetings or special meetings; preserve order; shall decide all

questions of order, subject to an appeal from the members of the Department; shall call special meetings of the Department at the written request of five (5) members thereof, such request stating the object of the call, or upon the President's own motion whenever deemed necessary. Roberts' Rule shall prevail in conducting the meeting.

9. DUTIES OF THE VICE-PRESIDENT:

The Vice-President shall assist the President in the discharge of duties, and in the event of absence of the President, shall assume the duties of the President.

10. DUTIES OF THE SECRETARY:

The Secretary shall keep a record of all proceedings of the Department; call the roll; record the absences; post monthly attendance statistics; keep the minutes and attendance books and preserve the records of the Department; collect all donations and pay the same to the Relief Association and take receipts therefore; file a copy of all financial reports and records in the minute book; furnish all members of the Department with a copy of the Policies and ROG and obtain a signed acknowledgement from each member for receipt of both documents; At each annual meeting, shall record the names of officers elected by the general membership and all names of members appointed by the Fire Chief to positions.

11. DUTIES OF THE STANDING COMMITTEE:

They shall conduct all elections by preparing ballots, counting votes, and submitting a written report of the results of all elections to the Secretary. If an issue arises relating to an election or election rule, the Standing Committee shall meet and render a binding decision. They shall review the qualifications of any appointee. Any appointee failing to meet the minimum training standards cannot serve in the appointed position. They shall appoint a chairperson on an annual basis and shall perform other duties as may be required by the Department. All members must complete selection practices training, as defined by the Fire Chief, prior to participation in any interview process.

12. BOFO:The BOFO shall consist of the Chief, Assistant Chief, Captains, Lieutenants, and Safety Officer.

13. COMMITTEES APPOINTED: Committees appointed to transact business for the Department shall report at the next

meeting. The first member appointed shall be chairman of said committee. It shall be their duty to appoint the time and place of meeting and notify each member thereof.

14. COMMITTEE FAIL TO REPORT: If any committee, or member of a committee, fails to act as instructed and to report as requested, their non-action will be deemed sufficient cause for consideration for disciplinary action.

## ARTICLE VII MEETINGS

### Section

1. The regular meeting shall be held on the first Monday of each month, except when said Monday falls on a legal holiday, in which case the regular meeting will be held on the following day.
2. All regular meetings in May, June, July, August, and September shall be held at 1900 hours. All other regular meetings shall be at 1930 hours.
3. Two-thirds (2/3) of the eligible membership shall constitute a quorum for transaction of business.
4. A notice of special meetings will be given by mail or alarm system at least ninety-six (96) hours previous to the time of the meeting.
5. Two-thirds (2/3) of the regular monthly meetings, held on ~~an~~ ~~semi-~~annual basis, will be mandatory.
6. If any member neglects to attend two (2) meetings in succession, that member shall be given notification by certified letter of such delinquency by the Secretary. The Fire Chief or his designee will confirm receipt of the letter by personal or telephone contact. Upon non-attendance at the third regular meeting, the member shall be expelled from the Department by the Fire Chief.

## ARTICLE VIII DRILLS

### Section

1. Fire Drills shall be scheduled on the second Thursday of each month, except when said Thursday falls on a legal holiday, in which case, the regular drill will be held on the preceding day, unless otherwise directed by the Fire Chief.
2. Fire Drills shall begin at 7:00 p.m., unless otherwise ordered by the Fire Chief.

3. Make-up fire drills will be held at least once each two (2) month period on the third (3rd) Wednesday of January, March, May, July, September, and November except when said Wednesday falls on a legal holiday, in which case, the makeup drill will be held on the preceding day, unless otherwise ordered by the Fire Chief. The Fire Chief shall have authority to call Make-up drills at his discretion.
4. Attendance at a minimum of ~~five (5)~~ **ten (10)** drills held during ~~an each semi-~~annual period will be mandatory **to be in good standing**. In order to get credit for a drill, members must participate.

**ARTICLE IX**  
**ALARMS**

Section

1. Members are expected to respond to fire calls whenever possible. All members shall attend a minimum of thirty-~~five~~ (~~30~~) **(35)** percent of all fire calls on an ~~semi-~~annual basis.

**ARTICLE X**  
**TRAINING**

Section

1. Members shall attend a minimum of ~~two (2)~~ **one (1)** Regional Fire Meetings ~~per in a three (3) year period~~. In addition to normal drills and mandatory training, members shall attend a minimum of ~~12~~ **four (4)** hours of certified MNSCU or equivalent training ~~per in a three (3) year period~~. All attendance at Fire Schools shall be authorized in advance by the Fire Chief.
2. The Fire Chief shall have the authority to send any member of the Fire Department to training that, in the opinion of the Fire Chief, is necessary for the good of the Fire Department or any individual member. The Fire Chief shall require that a member attend in a reasonable and timely manner.
3. All Officers shall attend an annual minimum of one (1) meeting of each Regional Fire Association of which the Fire Department is a member.
4. All Officers who have not already successfully attended National Fire Academy officer training or comparable course, shall be required to successfully complete said training within one year of being elected.

**ARTICLE XI**  
**MEMBERSHIP APPLICATION AND REQUIREMENTS**

Section

1. The SELECTION Practices ROG shall establish a method of advertising, application, screening of applications, testing procedures, and any other procedures deemed necessary.
2. A probationary member shall not have a vote in Departmental business.
3. If a member on probation fails to complete Firefighter Training as established in the SELECTION Practices ROG, it shall be sufficient cause for dismissal from the Fire Department by the Fire Chief. If not completed within one (1) year from the date of selection, a written valid excuse must be presented to the Fire Chief for review, with specific time limits defined as to when the school training will be completed. The member on probation shall remain on probation until the training is completed satisfactorily.
4. The Fire Chief shall assign each probationary firefighter to an officer during the probationary period. The Fire Chief shall meet with each probationary firefighter and the officer assigned to him/her a minimum of once every three months during the probationary period for the purpose of evaluation. Each new member of the Fire Department shall be on one (1) year probation. During this time, if the new member should be found incompetent, or fails to discharge his/her duties, he/she shall be expelled on the written order of the Fire Chief.

**ARTICLE XII**  
**DUTIES AND PRIVILEGES**

Section

1. All active members arriving at the age of sixty-five (65) shall cease to be such and shall have their names placed on the honor roll of the Department. They shall be exempt from donations, entitled to appear on parade with the Department, to attend meetings, and to speak on any question in which they feel interested. They shall not be entitled to vote or hold office, and shall not be entitled to any money or benefits received by the Department.
2. The Fire Chief has the right to impose disciplinary action upon any member for just cause. Just cause includes, but is not limited to, the following:

- A. Incompetence in the performance of job duties;
  - B. Failure to report or refusal to work when necessary to keep essential services operating or provide service to the public;
  - C. Reporting for work under the influence of alcohol or under the influence of drugs when not under the supervision of a medical doctor;
  - D. Use of intoxicating beverages or illegal drugs while on duty including breaks and meals;
  - E. Willful misconduct or insubordination;
  - F. Carelessness and/or negligence in the handling or control of municipal property;
  - G. Discourteous, abusive or insulting conduct toward the public or other members;
  - H. Proven dishonesty in the performance of duties;
  - I. Acceptance of a gift under circumstances from which it could be inferred that the giver expected, hoped for, or received preferential treatment in a municipal function or service;
  - J. Evidence of failure to observe safety rules and regulations;
  - K. Failure to observe Federal, state or local laws, Fire Department Policies or ROG;
  - L. Misconduct;
  - M. Failing to meet the minimum standards of attendance at meetings, drills, alarms, or training shall require members to appear before the Fire Chief to determine if the member should be subject to disciplinary action. Any member adjudicated to be in violation of these standards shall forfeit his/her ~~semi-~~annual benefit.
3. Disciplinary action will normally follow the procedure set forth below. This procedure does not preclude immediate suspension or dismissal when the degree of disciplinary action requires such action:
- A. **WARNINGS:** An oral warning or reprimand will be given by any member of the BOFO if the members conduct so warrants. A written record of this oral warning will be placed in the member's personnel file. A reasonable amount of time will be allowed for correction of the conduct before further disciplinary action is taken. If conduct is not sufficiently improved, or if conditions require a written warning as an immediate first step, a written warning or reprimand may be issued by any member

of the BOFO. A member may request an appeal through the grievance process outlined in the ROG.

- B. **SUSPENSION:** If warranted as a following step or if such action is required as a first step in the disciplinary process, the Fire Chief may suspend any member without pay or benefit not to exceed thirty (30) calendar days. A written statement giving the reasons for suspension will be prepared by the Fire Chief recommending the suspension or by the City Administrator if he/she initiates the suspension action and given to the member. A copy of such statement will also be placed in the member's personnel file. Any member so suspended will be entitled to a hearing before the City Administrator by filing such a request with the City Administrator within five (5) calendar days after the notice of suspension. In the event that an member is charged with a criminal offense or is involved in a civil litigation matter such that, in the opinion of the City Administrator, the member's ability to function in the member's job will be seriously impaired, such member shall be suspended until final judgment on the criminal or civil matter is rendered. In the event that any member is exonerated from criminal culpability in a criminal matter such member shall be reinstated and with full rights of seniority and full back pay for the period of the suspension.
- C. **DISMISSAL:** A member may be dismissed after a written warning or, if an incident is so severe as to warrant immediate dismissal, immediately upon review of such an incident by the City Administrator. A member guilty of theft, intentional destruction of City property at any time, intentional unwarranted destruction of private property while on City business, assault or gross misconduct shall be immediately dismissed. Dismissals shall be approved by a majority vote of the City Council. A written statement giving the reasons for the dismissal will be prepared by the City Administrator and provided to the member within five (5) working days from the date of such action. A copy of the statement will be placed in the member's personnel file. A dismissed member shall be entitled to a hearing before the City Council or designated Council Committee upon filing of a written request for such a hearing with the City

Administrator within five (5) calendar days after dismissal. The member and a representative of the member shall have a right to appear before the City Council or designation Committee at this hearing. Any dismissal not appealed in this manner and within this period shall be considered final.

- D. RECORDS: Written warnings shall be placed in the personnel file for a period of three years. In the event of another adjudicated written warning, the Fire Chief may extend the time period of removal of the original letter to an additional three years from the date of adjudication of the second offense, provided the member is advised of the extension by letter. For suspensions or expulsions, letters shall permanently remain in the file.
4. It shall be the duty of each member to attend instantly all alarms, meetings, and drills.
  5. Every member of the Department will be furnished with a key, pager, charger, appropriate turnout gear, firefighters badge, fire department personal vehicle sign and a copy of the Department Policies and ROG. Upon termination they shall return all Department property to the Fire Chief.
  6. The ranking officer who orders the roll at the termination of an alarm, shall submit to the Secretary a completed Alarm Roll Call Form. No roll call shall be taken and no member shall leave until the ranking officer has determined that all necessary clean up, debriefing, and evaluation of the alarm is complete, and the Department is prepared for response to the next emergency, unless excused by the ranking officer.
  7. Any member having served their probation and receiving an honorable discharge shall be entitled to any monies due them up to the time of their discharge, and to be paid same at the next regular meeting unless requested otherwise by the individual leaving the Department.
  8. A specified amount of compensation shall be paid to each member attending out of town meetings and schools plus mileage and registration as established by the City Council.
  9. Military Leave will be granted to eligible members in accordance with Minnesota Statutes, Chapter 192.26. A member who is a member of the National Guard, or any other component of the militia of state, or who is a member of the officers' reserve corps, the enlisted reserve corps, the Naval reserve, the Marine Corps reserve, or any other component of the

military or naval forces of the United States, is entitled to leave of absence with full pay plus military pay, and without loss of seniority status, efficiency rating, vacation, sick leave, or other benefits for the time which such member is engaged in training or active service not exceeding a total of fifteen (15) working days in a calendar year. The military leave of absence is allowed only if the member returns to employment immediately upon being relieved from military or naval service, or is prevented from so returning by physical or mental disability or other cause not the fault of the member, or is required by the proper authority to continue in military or naval service beyond the fifteen day period allowed by military leave of absence. Notice of intent to take military leave must be given to the member's department director at least five working days after receipt of orders by the member and no less than 24 hours prior to the date of leave. If orders are received at a time which would make compliance with this provision impossible, the member shall give notice as soon as possible. If called to active military service, the member is entitled to unpaid leave.

10. Each January ~~and July~~ meetings, all appropriated funds in the treasury shall be divided among the eligible members according to the point system. The point system used shall be One (1) point for each fire, drill, make-up drill, and meeting attended. Prior to **the** January ~~and July~~ meeting, the Secretary shall total all points given to all eligible members of the department and shall divide the monies available by this number. This will give an average payout for each point, which in turn will be multiplied times the total number of each individual eligible firefighter. The Secretary shall submit a report outlining the proper disbursement for each member to the City Finance Department. The Finance Department shall disburse the appropriate funds to each individual member's personal account by direct deposit.
11. Members shall be eligible for Parental Leave for up to twelve (12) weeks of excused leave of absence in connection with the birth or adoption of a child. The leave of absence must begin no later than six (6) weeks after the birth or adoption. Notice of intent to take such leave must be given to the Fire Chief at least two (2) weeks prior to commencement of the leave of absence.

12. Every member shall immediately, or as soon as possible, report to the ranking officer, any accident the member is involved in or injury that the member sustains, no matter how trivial and shall complete a First Report of Injury form.
13. No member shall divulge any information relative to the administration or operation of the Department, except through normal channels as provided by law.
14. No fire department apparatus, property, or fire equipment of any kind shall be taken from the station for any purpose whatsoever, except as provided in the ROG.
15. No person other than a member or duly authorized person shall be permitted to enter a building in which a fire has occurred and where the department is still in charge, without permission of the ranking officer. Should permission be granted, the ranking officer, shall direct a member to accompany the person who so desires admittance and such member shall remain with that person until they leave the building.
16. In the event of any suspicion of arson at a fire, the member shall immediately summon the ranking officer. Under no circumstances shall the premises be left unguarded before the arrival of the ranking officer.
17. Any member who changes permanent residence to outside a SIX MINUTE response of the St. Peter Fire Station shall be deemed to have terminated membership in the department. Any member who moves or is believed by the Board of Officers to have moved, shall be reviewed by the Board of Officers to determine if a violation of the Policies exists. All members are encouraged to communicate any residency changes to the Fire Chief prior to any move to avoid conflict. In determining what constitutes a person's permanent address, the decision of the Fire Chief shall be final. The measurement of the response time shall be the same as defined in the ROG under SELECTION Practices of the Department.
18. A leave of absence may be granted with a written request up to a period of 90 days by the Fire Chief. The member shall report to the Chief or, in the absence of the Chief, the next senior officer available prior to the expiration date of the leave. Should the member fail to report for duty at the expiration date granted, said member shall stand terminated from the Department. No member shall accrue any economic benefit during a leave of absence. Each member on a leave of absence is responsible for payment of the entire cost of

his/her health care with the City and shall make arrangements with the City Finance Director for prompt payment of all premiums. The Fire Chief shall promptly notify the City Administrator, Finance Director, and Fire Department Secretary, in writing, of any granted leave of absence.

19. The dress uniform shall be such as may be hereafter adopted by the Department and shall be worn only to Fire Department functions.
20. Any member attending a meeting or training approved by the Fire Chief or Department, shall be counted present for purposes of attendance at all Fire Department functions occurring during the training time.
21. All cash donation or payments for service at rural or mutual aid fires, or funds received as donations for participation in parades or other non-fire events, shall be deposited with the Relief Association. The funds shall be used for the good of the department.
22. Any member called to jury duty shall be excused from all Fire Department functions, while serving, provided that the member has notified the ranking officer. The Fire Chief may require that the member provide documentation of proof of jury service.

**ARTICLE XIII**  
**ARTICLE AMENDMENTS**

Section

1. These articles may be amended in the following manner:
  - A. The person or persons proposing to amend any article or policy, shall submit the exact wording of the proposed amendment in writing to the membership at a meeting of the Department. The proposed amendment shall be read at the meeting at which it is proposed. The membership shall discuss the proposal and may make any revisions it deems necessary.

It shall be announced that the same will be voted upon at the next regular meeting. For the proposal to be adopted by ballot, the following must occur;

    1. At least two-thirds (2/3) of the eligible members present at the meeting must vote in favor of the proposal.
    2. Upon approval by the Saint Peter City Council, the proposal shall be declared duly adopted.
  - B. By action of the Saint Peter City Council.

2. All articles in the Policies shall be reviewed every three (3) years, from the date of adoption.

**ARTICLE XIV**  
**ORDER OF BUSINESS**

Section

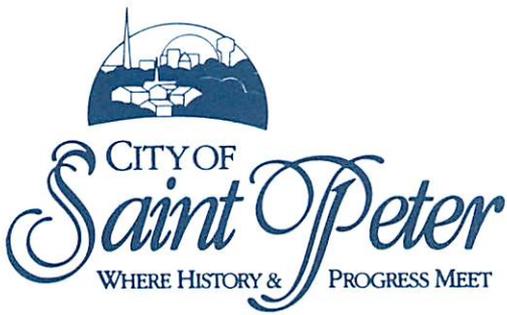
1. The order of business of this Department shall be as follows:
  - A. Calling the roll
  - B. Reading of minutes of previous meeting
  - C. Reports of Committees
  - D. Report of Officers
  - F. Fire Meetings and School Reports
  - G. Election of Officers
  - H. Miscellaneous business
  - I. Good of the Department
  - J. Final Roll Call

**ARTICLE XV**  
**UPDATE AND REVIEW RECORD**

Section

1. Adopted March 4, 1991, with review/approval by the City Council April 8, 1991. Committee members: J. Yushta, J. Albrecht, L. Greenig, R. Ryan, and T. Brooks.
2. Adopted August 2, 1994, with review/approval by the City Council September 26, 1994. Committee members: J. Yushta, J. Albrecht, R. Ryan, J.A. Randolph, and L. Greenig.
3. Adopted August 4, 1997, with review/approval by the City Council August 11, 1997. Committee members: J. Yushta, J. Albrecht, J.A. Randolph, L. Greenig, and R. Ryan.
4. Adopted August 7, 2000, with review/approval by the City Council August 14, 2000. Committee members: E. Bakke, J. Yushta, J.A. Randolph, R. Ryan, and J. Neary.
5. Adopted October 6, 2003 with review/approval by the City Council October 20, 2003. Committee members: J. Yushta, L. Greening, R. Ryan, S. Douglas, and S. Zuhlsdorf.
6. Adopted March 7, 2005 with review/approval by the City Council March 28, 2005. Committee members: J. Yushta, L. Greenig, R. Ryan, S. Douglas, and S. Zuhlsdorf.
7. Adopted September 2, 2008 with review/approval by the City Council October 6, 2008. Committee members: S. Zuhlsdorf, J. Yushta, J. Randolph, S. Douglas, K. Kocmick, and D. Dvorak

8. Adopted June 7, 2010 with review/approval by the City Council on \_\_\_\_\_, 2013. Committee members: S. Zuhlsdorf, J. Yushta, J. Randolph, K. Kocmick and D. Dvorak.
9. Adopted January 7, 2013 with review/approval by the City Council on \_\_\_\_\_, 2013. Committee members: S. Zuhlsdorf, J. Yushta, J. Randolph, K. Kocmick, D. Dvorak.



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 11, 2013

**FROM:** Jane Timmerman, Director  
Recreation & Leisure Services

**RE:** Library Associate Job Description

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

### **BACKGROUND**

The Library Associate position was established and the position description approved at the August 13, 2007 City Council meeting as part of the re-structuring of Library staffing. This position provides support to full-time staff by assisting with collection development, giving attention to special projects and programs, providing greater concentration on library promotion and publicity, and allowing for more flexibility with staff scheduling.

There currently is a vacancy in the Library Associate position and as part of our regular review of position descriptions when we are beginning a position recruitment, I recommend that we amend the description by removing the minimum qualification to have the ability to use the on-line cataloging system. Although it is necessary that candidates operate a PC and have the ability to use the internet (also minimum qualifications), it is not necessary that they know the on-line cataloging system prior to their employment.

Candidates who already possess abilities to use a computer and the internet would easily learn how to use the on-line cataloging system during their probationary period. As such, possession of this skill as a minimum qualification for the job is unnecessary and may disqualify candidates who otherwise would be successful in the position.

Please also feel free to contact me should you have any questions or concerns on this agenda item.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 115**

**POSITION TITLE:** LIBRARY ASSOCIATE  
**DEPARTMENT:** RECREATION AND LEISURE SERVICES  
**SUPERVISOR:** LEAD LIBRARIAN/LIBRARY ASSISTANT

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Lead Librarian/Library Assistant, the Library Associate provides assistance to library patrons and assists in carrying out the work of the Library.

**ESSENTIAL JOB FUNCTIONS:**

- Provide assistance to library patrons; help patrons locate needed materials; register borrowers; assist library users in filling out application cards; check out materials.
- Assist in carrying out the work of the library; record returned materials; shelve returned materials; maintain library shelves in good order; prepare overdue notices.
- Assist with library promotion and publicity.
- Manage lease programs.
- Assist with acquisitions and collection development.
- Provide support for the library volunteer program.
- Assist with supervision of the circulation desk.
- Perform related duties as assigned or apparent.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to: communicate effectively; accept responsibility; secure the confidence of library patrons; maintain confidentiality as needed; demonstrate tact; deal with the public; interact appropriately with other staff and the general public; work independently with minimal supervision.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Library Assistant is required to be capable of performing the following physical functions or a combination thereof for any given workday.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.

# CITY OF SAINT PETER, MINNESOTA

## POSITION DESCRIPTION

- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate typewriter or computer keyboard for up to 8 hours in a workday.
- Occasionally lift and carry up to thirty (30) pounds.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Ability to operate a PC and use internet ~~including on-line cataloguing system.~~
- Experience working with the public in customer service setting.

### **DESIRED QUALIFICATIONS:**

- Experience in provision of library services.
- Training in library operations, media resources or related field.
- Supervisory experience.
- Twelve or more post-secondary semester credits
- 

Adopted: 09-14-09 \_\_\_\_\_