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CITY ADMINISTRATOR'S OFFICE MEMO
cityadmin@hiawatha-iowa.com
319-393-1515 ext.523

To: Mayor and City Council

From: City Administrator, Kim Downs

Date: April 13, 2018

RE: Amending Ordinance Chapter 35-Fire Department-35.06 Fire Fighters Selected

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In reviewing different processes and policies I came across Chapter 35 Fire Department §35.06 Firefighters Selected. In this section it requires the council to approve, not to exceed 75 full-time, part time, or volunteer fire fighters and emergency medical only personnel. I have included the code below for your review. As I look for kinks in our pipes the process to onboard-approval for hire/fill full-time (not including deputy chiefs), volunteer fire fighter/part time position takes more time then that it does to onboard a vacant position in any other department. In review of State Code there is no requirements for council's approval for these positions.

In other departments the city administrator has the ability to fill all positions other than that of a department head without council approval. New positions created would also be approved by city council. Would you be comfortable in allowing the city administrator to fill full-time, part-time and volunteer positions so as long as the numbers in total do not exceed 75 for all fire department positions? This would speed up the onboarding by no less than 2-weeks and sometimes 3-weeks depending on how council meeting dates fall. This would be a simple code change my changing the word council to city administrator in §35.06. Council would still approve deputy chief's positions as noted in §35.05 Fire Chief and Deputy Chiefs unless you feel otherwise.

35.06 FIREFIGHTERS SELECTED. The Fire Chief shall recommend, and the ~~Council~~ City Administrator shall approve, not to exceed 75 full-time, part time, or volunteer firefighters and emergency medical only personnel. The Fire Chief shall recommend for the ~~Council's~~ City Administrator's approval company grade officers within the department in accordance with the qualifications defined in the job descriptions of the City Policy, Benefits and Procedures manual. The Fire Chief may appoint up to 10 reserve volunteer members in addition to those 75.

Thank you for your consideration to reduce the city's onboarding time of vital positions.

Kim

DRAFT

RESOLUTION NO. 18-
City Council

RESOLUTION SETTING A PUBLIC HEARING DATE TO CONSIDER AMENDING HIAWATHA CODE OF ORDINANCES CHAPTER 35 FIRE DEPARTMENT §35.06 FIREFIGHTERS SELECTED

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA to direct staff to proceed with notification of a public hearing that will be held in the Hiawatha Council Chambers, 101 Emmons Street, before the Hiawatha City Council on Wednesday, May 2, 2018 at 5:30 P.M. regarding amending Hiawatha Code of Ordinances Chapter 35 Fire Department amending §35.06 Firefighters Selected to allow the City Administrator to approve the Fire Chief's recommendation of volunteer fire and ambulance members.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 18th day of April, 2018.

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Bill Bennett, Mayor

ATTEST:

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Kelly Kornegor, City Clerk