

## **AGENDA**

**CITY OF EMILY  
Emily, MN 56447**

**January 23, 2025**

### **SPECIAL COUNCIL MEETING**

**1:00 p.m. CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

- Emily Fire and Rescue Department organization and Personnel Policies.
- Wage Schedule Policy revision.
- Great Plains Fire quote for one set of turnout gear for \$3,135.
- 125<sup>th</sup> Anniversary Committee and Guidelines.
  - Resolution 25-01, Amended, Stating Annual Designations.
- Emergency Management Plan staffing list update.
- 2024 City Code updates/additions to American Legal Publishing.

**ADJOURN**



# City of Emily

## GENERAL FIRE AND RESCUE INFORMATION AND DUTIES

Date Reviewed	Reference: Changes	Approved by
12-10-24	Adopted	
1-14-25	Revision	

# EMILY FIRE & RESCUE DEPARTMENT

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# EMILY FIRE & RESCUE DEPARTMENT

## 101 GENERAL FIRE FIGHTING INFORMATION AND DUTIES

### 101.1 GENERAL PURPOSE

1. Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.
2. The firefighters are hired through the established hiring process and recommended to the Emily City Council for final approval. These are on call positions. Firefighters have the responsibility for the preservation of life and property from the hazards of fire or other hazardous environments.
3. In addition, performs tasks, assigned or unassigned, for the good of the organization; promotes team spirit and good fellowship.
4. Every qualified fire fighter is issued a self-contained breathing apparatus (SCBA) face piece and is responsible for the care and maintenance of this personal protective equipment so that it is always ready for immediate use.

### 101.4 DUTIES AND RESPONSIBILITIES

1. Performs fire fighting activities including laying hose, performing fire combat including containing and extinguishing tasks.
2. Performs emergency aid activities including administering first aid and providing other assistance as required.
3. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris with minimal impact to scene evidence.
4. Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer.
5. Selects, drags, lifts and carries hose and nozzle, depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire.
6. Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure.
7. Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.
8. Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors, and other means.
9. Wears appropriate protective clothing and equipment, including self-contained breathing apparatus (SCBA).
10. Able to communicate with two-way communications systems.

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11. All Members of Fire & Rescue will be required to take a CPR class.

## 101.6 TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, first aid equipment, radio, pager, personal computer, phone.

## 101.7 PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell.
3. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## 101.8 WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Work is performed primarily in vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to extreme noise and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, solvents and oils.

## 101.9 SELECTION GUIDELINES

1. Formal application; review of education and experience; appropriate testing and interviews; oral interview; physical agility; random drug screening; final selection and pre-employment medical examination. (Drug tests be completed by credited medical facility.)
2. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not

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exclude them from the position if the work is similar, related or a logical assignment to the position.

3. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **102 DISPATCHER**

### **102.1 GENERAL PURPOSE**

1. Performs a variety of clerical, administrative and technical work in receiving and dispatching routine and emergency information.
2. Assists officers in keeping official records.
3. Responds to the Fire Hall and reports to the Fire & Rescue Chief.

### **102.4 DUTIES AND RESPONSIBILITIES**

1. Responds to the Fire Hall on incident calls and immediately determines correct location of and route to the emergency. Monitors and logs telephone and radio traffic during incidents, gathering and transmitting information to keep the Incident Commander fully informed. May be required at the scene for radio communication, traffic control, record keeping, or observation. Uses currently recommended radio techniques and procedures, noting times of actions and transmissions, verbally and in writing.
2. Contacts other agencies as required or ordered by the Incident Commander.
3. Maintains dispatch work area and equipment in clean, working condition.
4. Operates base radio, computer, telephone and office equipment as needed.
5. Enters data into personnel, training, inventory, purchasing, reports, and property owner data base files as needed.
6. Assists in training new Dispatcher members.
7. Serves on various committees.
8. Attends meetings, drills and calls as required by SOP's.
9. Performs tasks, assigned or unassigned, for the good of the organization, to promote team spirit and good fellowship.
10. Ability to handle stressful situations, has good hearing and vision.
11. Ability to effectively communicate verbally and in writing.

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## **102.5 DESIRED MINIMUM QUALIFICATIONS**

Six months on-the-job training. Responds to all calls possible during probationary period.

## **102.8 WORK ENVIRONMENT**

Usually works indoors in well-heated and lighted area. Occasionally works outdoors in inclement weather. Works unusual hours. Exposed to stress and high carbon monoxide levels during calls. No other physical hazards except at the scene.

## **103 PROBATIONARY FIRE FIGHTER**

### **103.1 SUPERVISION RECEIVED**

Works under the close supervision of the Fire & Rescue officers.

### **103.2 SUPERVISION EXERCISED**

None

### **103.3 DUTIES AND RESPONSIBILITIES**

1. Participates in fire drills, attends classes in fire fighting, emergency medical aid, hazardous materials, and related subjects.
2. Attends regular and assigned training sessions to maintain and upgrade fire fighting and emergency medical skills.
3. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
4. Maintains fire equipment, apparatus and facilities.
5. Performs minor repairs to departmental equipment.
6. Performs general maintenance work in the upkeep of Fire & Rescue facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
7. Presents programs to the community on safety and fire prevention topics if trained.

# EMILY FIRE & RESCUE DEPARTMENT

## 103.4 DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

No specific work experience level required.
2. Necessary Knowledge, Skills and Abilities:
  - A. Working knowledge of driver safety; working knowledge of first aid.
  - B. Ability to successfully learn the operation of the tools and equipment.
  - C. Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.
  - D. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
  - E. Ability to act effectively in emergency and stressful situations.
  - F. Ability to follow verbal and written instructions.
  - G. Ability to communicate effectively orally and in writing
  - H. Ability to establish effective working relationships with employees, other agencies, and the general public.

## 104 FIRST RESPONDER

### 104.1 GENERAL PURPOSE

1. After first being accepted for active membership in the department, responds to medical calls for which an ambulance has been dispatched.
2. Performs only those emergency medical procedures his/her training permits to comfort, stabilize, and resuscitate the patient until the ambulance arrives.

### 104.2 DUTIES AND RESPONSIBILITIES

1. Reports to the Assistant Chief for Emergency Medical Services.
2. Responds immediately to the fire hall when a medical call indicates the need for a defibrillator or other equipment carried only in the van. The first two responders will take the van to the scene, reporting by radio that the van is enroute. Additional respondents will go directly to the scene.
3. On arrival at the scene, reports the nature of the call and briefly describes the patient's condition.



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4. Performs necessary emergency medical procedures within the limits of his/her training, prevents further trauma, and briefs the ambulance crew upon their arrival at the scene.
5. Provides comfort and assurance to family and friends at the scene, assures security of the home if the patient is removed by ambulance, directs traffic, etc. as needed, and leaves a good impression of our organization.
6. Provides emergency medical services to members of our department during fire and other emergency calls.
7. Attends departmental meetings and drills, participates in first responder training and CPR classes, and continues medical education as available to enhance his/her own performance. Prepares lesson plans and gives instruction on medical topics as assigned.
8. Serves the department and the community as a firefighter as outlined in the City of Emily Fire & Rescue Firefighter Job Description.
9. Performs tasks, assigned or unassigned, for the good of the organization; promotes team spirit and good fellowship.
10. Follow Cuyuna Regional Medical Center Ambulance's protocols.
11. Must have compassion and be able to communicate with children, elderly, ill and injured.
12. Must be able to perform under stress and be able to reassure patients and their families.
13. Must be able to function in a team situation.

### **104.3 DESIRED MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - A. First Responder certification and current CPR certification.
  - B. On-the-job training at calls, drills, meetings and seminars.

### **104.4 TOOLS AND EQUIPMENT USED**

1. Emergency medical equipment issued and carried in own vehicle as well as equipment on the rescue van.
2. Stethoscope, bandages, scissors, dressings, air and other splints, compresses, defibrillator, etc.

# EMILY FIRE & RESCUE DEPARTMENT

## **104.5 WORK ENVIRONMENT**

Exposed to high stress levels, occasional physical hazards, and exposed to communicable diseases. Work indoors in cramped situations and outdoors in inclement weather and in poor lighting in hazardous locations.

## **105 ACTIVE FIREFIGHTER**

### **105.1 SUPERVISION RECEIVED**

Works under the close supervision of the Fire & Rescue officers.

### **105.2 SUPERVISION EXERCISED**

None.

### **105.3 DUTIES AND RESPONSIBILITIES**

1. Participates in fire drills, attends classes in fire fighting, emergency medical aid, hazardous materials, and related subjects.
2. Attends regular and assigned training sessions to maintain and upgrade fire fighting skills.
3. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
4. Maintains fire equipment, apparatus and facilities.
5. Performs minor repairs to departmental equipment.
6. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
7. Presents programs to the community on safety and fire prevention topics, if trained.

### **105.4 DESIRED MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - A. No specific work experience level required.
  - B. Continuous training on the NFPA 1001 Fire Fighting Objectives.
  - C. Certified in Firefighter 1.
  - D. First Responder and CPR certification desired

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2. Necessary Knowledge, Skills and Abilities:
  - A. Working knowledge of driver safety; working knowledge of first aid.
  - B. Ability to successfully learn the operation of the tools and equipment.
  - C. Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.
  - D. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
  - E. Ability to act effectively in emergency and stressful situations.
  - F. Ability to follow verbal and written instructions.
  - G. Ability to communicate effectively orally and in writing.
  - H. Ability to establish effective working relationships with employees, other agencies, and the general public.

## **106 CHIEF ENGINEER**

### **106.1 SUPERVISION RECEIVED**

Works under the General Supervision of the Chief and Assistant Chiefs.

### **106.2 SUPERVISION EXERCISED**

Supervises truck maintenance.

### **106.3 DUTIES AND RESPONSIBILITIES**

1. Supervises cleaning and maintenance activities of equipment pertaining to apparatus.
2. Participates in the operation of departmental in-service training activities as they apply to apparatus.
3. Accurately prepares and maintains a variety of reports and records of apparatus.
4. Attends conferences and meetings to keep abreast of current trends in the field.

### **106.4 DESIRED MINIMUM QUALIFICATIONS**

1. Education and Experience:

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- A. Training in fire department administration and mechanical aptitude.
- B. Two (2) years prior work experience as an active firefighter.
- 2. Necessary Knowledge, Skills and Abilities:
  - A. Working knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Working knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
  - B. Skill in the operation of tools and equipment.
  - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

## **107 CAPTAIN**

### **107.1 SUPERVISION RECEIVED**

Works under the General Supervision of the Chief and Assistant Chiefs.

### **107.2 SUPERVISION EXERCISED**

Supervises firefighter/EMS personnel and other subordinate positions as assigned.

### **107.3 DUTIES AND RESPONSIBILITIES**

- 1. Supervises fire fighters in their assigned duties as directed.
- 2. May need to act as a Safety Officer at the training and fire scene.
- 3. Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers and methods of salvage and overhaul.
- 4. Monitors and observes departmental activities to ensure that conduct and performance conform to department standards.
- 5. Carries out duties in conformance with Federal, State, County laws and City ordinances.

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6. Performs the duties of subordinate personnel as needed and fulfills obligations.
7. Attends conferences and meetings to keep abreast of current trends in the field.
8. Represents the Fire & Rescue Department in a variety of local, county, state and other meetings.
9. Coordinates activities with other supervisors or other City departments and exchanges information with officers in other fire departments.

### **107.4 DESIRED MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - A. Specialized training in fire department administration.
  - B. Three (3) years prior work experience as an active-firefighter. First Responder certification desired.
2. Necessary Knowledge, Skills and Abilities:
  - A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
  - B. Skill in the operation of tools and equipment.
  - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

### **108 ASSISTANT CHIEF FOR EMERGENCY MEDICAL SERVICES**

#### **108.1 SUPERVISION RECEIVED**

Works under the General Guidance and Direction of the Chief.

#### **108.2 SUPERVISION EXERCISED**

Supervises all emergency medical personnel, either directly or through subordinate officers.

# EMILY FIRE & RESCUE DEPARTMENT

## 108.3 DUTIES AND RESPONSIBILITIES

1. May act as Chief during temporary absence of the Chief, as assigned.
2. May need to act as Safety Officer on the training and fire scene.
3. Performs the duties of command and subordinate personnel as needed and fulfills obligations.
4. Responds to rescue calls and performs rescue in compliance with the department's SOPs and directives.
5. As a team member assesses and coordinates the resources and personnel to facilitate safety.
6. Assists with Patient Care Protocol revisions.
7. Performs review of inspection forms for equipment and disposable supplies.
8. Shall ensure that assigned apparatus is inspected and properly stocked.
9. Participates in and directs post-incident analysis and debriefings.
10. Performs scheduled inspections and minor maintenance of equipment and facilities.
11. Completes EMS and special incident and other required reports, including documentation entered into department's computerized records management system.
12. Directs and participates in major departmental programs.
13. Shall participate and instruct in the department training program.
14. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
15. Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and emergency medical services.
16. Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the Fire & Rescue Department.
17. Maintains Departmental discipline and the conduct and general behavior of personnel.
18. Prepares and submits periodic reports to the Chief regarding EMS activities.

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19. Assigns personnel and equipment to such duties and uses as the service requires.
20. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
21. Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire & Rescue Department in a variety of local, county, state and other meetings.
22. Develops related Standard Operating Procedures.
23. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.
24. Other duties as assigned by the Chief.

## **108.4 DESIRED MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - A. Specialized training in fire department administration.
  - B. Four (4) years prior work experience as a First Responder.
2. Necessary Knowledge, Skills and Abilities:
  - A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
  - B. Skill in the operation of tools and equipment.
  - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

## **109 ASSISTANT CHIEF FOR FIRE SUPPRESSION OPERATIONS**

### **109.1 SUPERVISION RECEIVED**

Works under the General Guidance and Direction of the Chief.

# EMILY FIRE & RESCUE DEPARTMENT

## 109.2 SUPERVISION EXERCISED

Supervises all officers and firefighter personnel, either directly or through subordinate officers.

## 109.3 DUTIES AND RESPONSIBILITIES

1. May act as Chief during temporary absence of the Chief, as assigned.
2. May need to act as Safety Officer on the training and fire scene.
3. Performs the duties of command and subordinate personnel as needed and fulfills obligations.
4. Responds to calls and performs fire suppression and rescue in compliance with the department's SOPs and directives.
5. Completes incident and other required reports, including documentation entered into department's computerized records management system.
6. As a team member assesses and coordinates the resources and personnel to facilitate safety.
7. Performs review of inspection forms for equipment
8. Directs and participates in major departmental programs.
9. Shall participate and instruct in the department training program.
10. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
11. Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and fire prevention.
12. Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the Fire & Rescue Department.
13. Maintains Departmental discipline and the conduct and general behavior of personnel.
14. Prepares and submits periodic reports to the Chief regarding the Department's activities.
15. Assigns personnel and equipment to such duties and uses as the service requires.
16. Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders,



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ventilation of buildings, rescuing of persons, and placing of salvage covers and methods of salvage and overhaul.

17. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
18. Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire & Rescue Department in a variety of local, county, state and other meetings.
19. Participates in and directs post-incident analysis and debriefings.
20. Develops related Standard Operating Procedures.
21. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.
22. Other duties as assigned by the Chief.

## **109.4 DESIRED MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - A. Specialized training in fire department administration.
  - B. Four (4) years prior work experience as a firefighter.
2. Necessary Knowledge, Skills and Abilities:
  - A. Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
  - B. Skill in the operation of tools and equipment.
  - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

## **110 FIRE & RESCUE CHIEF**

### **110.1 SUPERVISION RECEIVED**

Works under the General Guidance and Direction of the Emily City Council.

# EMILY FIRE & RESCUE DEPARTMENT

## 110.3 SUPERVISION EXERCISED

Supervises all officers and firefighter/EMS personnel, either directly or through subordinate officers.

## 110.4 DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, supervises and evaluates Fire and EMS operations.
2. Establishes policies and procedures for the Fire & Rescue Department in order to implement directives from the State EMS, OSHA and NFPA standards.
3. Plans and implements Fire and EMS programs to better carry out the policies and goals of the City.
4. Reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
5. Supervises and coordinates the preparation and presentation of an annual budget for the Fire & Rescue Department; directs the implementation of the Department's budget; plans for and reviews specifications for new or replaced equipment.
6. Responds to calls and may direct activities at the scene of major emergencies.
7. Supervises monthly meetings and conducts roll call.
8. Controls the expenditure of departmental appropriations.
9. Maintains departmental discipline and the conduct and general behavior of assigned personnel.
10. Prepares and submits monthly reports to the City Council regarding the Department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.
11. Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
12. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
13. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

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14. Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire & Rescue Department in a variety of local, county, state and other meetings.
15. Performs the duties of command and subordinate personnel as needed and fulfills obligations.
16. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.
17. Serves as a member of various employee committees.

## **110.5 DESIRED MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - A. Specialized training in fire department administration.
  - B. Five (5) years prior work experience as a fire fighter in a responsible nature in fire fighting and prevention and emergency medical services.
2. Necessary Knowledge, Skills and Abilities:
  - A. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
  - B. Skill in the operation of tools and equipment.
  - C. Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

## EMILY FIRE AND RESCUE DEPARTMENT PERSONNEL POLICIES

1. All Fire and Rescue Department personnel are appointed by the Council.
2. The minimum number of members shall be fifteen, and the maximum number of members shall be forty. At least 50% of the members shall have passed a Firefighter I course, and at least 50% of the members shall have passed First Responder training.
3. The following are special positions within the Fire and Rescue Department; Chief, Assistant Chief for Fire Suppression Operations, Assistant Chief for Emergency Medical Services, Safety Officer, one or more Captains, one or more Training Officers, and Secretary. No person shall hold more than one of these positions. This does not include Relief Association positions.
4. A five-member Executive Review Board shall be appointed by the City Council. The membership of this board shall include one City Council liaison, three members of the Fire and Rescue Department, and one Member-at-Large, who is a citizen of the City not holding elected office and not a member of the Fire and Rescue Department. Terms of office for this board shall be as follows: City Council liaison - one year, Member-at-Large - two years, Department members - two years. For the initial appointments to the Board, two Department member terms shall be for one year and one Department member term shall be for two years. The chief shall not be a member of this board. The Executive Review Board shall be responsible for recommending new members for appointment by the City Council. This board shall have the duties and administer the standards specified in Section 8. The Secretary shall attend meetings of the Board for the purpose of keeping records and informing the City Clerk of decisions requiring Council action.
5. The City's Personnel Policy, as approved and amended from time to time by the City Council, shall apply to all Fire and Rescue Department personnel, except as specifically referenced therein. To the extent there is any conflict between the City Personnel Policy and the Fire and Rescue Department Personnel Policies and Standard Operating Procedures (SOPs), the City Personnel Policy shall control.
6. The Executive Review Board shall be responsible for recommending disciplinary action on insubordinate members of the Fire and Rescue Department. The chief and any member of the review board may present cases for review by submitting a written complaint referencing the ordinance, City policy, or SOP violation. Once a case is introduced, it must be reported to the City Council through the office of the City Clerk/Treasurer. Subjects of disciplinary action shall have notice of the written complaint and a right to be heard during consideration thereof.
7. Fire and Rescue Department personnel shall be required to attend regular monthly meetings. If the member misses two regular monthly meetings in a row, or a total of three monthly meetings during any 12 month period, without an acceptable excuse, that member shall be subject to disciplinary action by the Executive Review Board and considered for forfeiture of membership in the department. An acceptable excuse shall include: work, illness and/or death in the family, or extended vacation outside of the area. Fire and Rescue Department personnel absent from more than 50% of the drills/trainings or 50% of the calls for a calendar year shall automatically have their

membership in the organization reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.

8. Appointment of Fire and Rescue Department Personnel.

All employees of the Fire and Rescue Department shall perform such duties and functions as are prescribed in job descriptions which shall be prepared for each position by the Fire and Rescue Chief in coordination with and approved by the City Council.

- (1) An applicant for a Fire and Rescue personnel position must first submit an employment application to the City Clerk. The applicant must meet the following threshold criteria:
  - a) Must be 18 years of age or older.
  - b) Must reside within a 15-minute response time from the Fire Hall. (Response time includes following all traffic laws.)
  - c) Must have a valid Minnesota Driver's License.

If the applicant meets the threshold criteria, the application shall be submitted to the Executive Review Board. If the application is recommended to the City Council for employment, the Fire and Rescue Chief shall include the recommendation in their subsequent monthly report to the Council.

After a conditional appointment by the City Council:

- a) The City Clerk will conduct preemployment screenings on the applicant, including a background check, physical, and drug and alcohol test. The background check will include, but not necessarily be limited to, a review of the applicant's driving record, criminal record (if any), work history, and business and personal references.
  - b) Firefighters and first responders must successfully complete a timed physical agility test, witnessed by two officers of the Fire and Rescue Department. This test may differ for firefighters and for first responders, as determined from time to time.
- (2) After the above criteria are completed and successfully passed, the applicant will be notified when to report to the Fire and Rescue Hall. An applicant for firefighter will be issued gear and a pager and must successfully pass a Department-approved Firefighter I Course within one (1) year of the date of receipt of gear and a pager. An applicant for first responder must successfully pass a First Responder Course before being issued gear and a pager.
  - (3) An Fire and Rescue Department member's date of hire is defined as the date the applicant's preemployment screenings and physical agility test are complete.
  - (4) A newly appointed member of the department shall be designated as a probationary member. The probationary period shall last for one year, and, at the discretion of the Executive Review Board, may be extended for an additional six months.

9. Fire and Rescue Department personnel may take part in public relations activities in the City of Emily and surrounding communities.

10. All Fire and Rescue Department personnel shall be entitled to benefits as set forth in the Emily Firemen's Relief Association By-Laws.
11. Any member entering military service shall leave on a leave of absence until their return with no loss of membership.
12. Department member Oath of Membership – I do solemnly swear that I will faithfully execute my duties as a member of the Emily Fire and Rescue Department to the best of my ability. I will preserve, maintain, and defend the department ordinances and policies, and will uphold the following motto: "unselfish public service; courage; and duty", so help me God.
13. Children (minors under the age of 18) shall not be allowed in the Fire and Rescue Hall due to safety and liability issues. Members shall not bring children to calls due to safety and liability issues. Upon approval of the Fire and Rescue Chief children may be allowed in the Fire and Rescue Hall when accompanied by a member for special events. Members allowing children in the Fire and Rescue Hall or bringing children to calls will be reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.
14. Any member wishing to resign must submit their resignation in writing to the Fire and Rescue Chief. The Fire and Rescue Chief will make a recommendation to the City Council.
15. Any individual who resigns from the Emily Fire and Rescue Department within the first year of employment shall reimburse the City for all training expenses incurred in excess of \$100. Any individual who resigns from the Emily Fire and Rescue Department and who attends training, conferences or seminars or other events for which the city pays for expenses in excess of \$100 shall reimburse the city for any and all expenses in excess of \$100 incurred within the last year. These provisions shall not apply to an individual who is forced to resign for health, is terminated by the City, or retires.
16. All regular meetings of the Fire and Rescue Department shall be held in the Fire and Rescue Hall, unless otherwise determined at a regular meeting.
17. Regular meetings of the Fire and Rescue Department shall be held on the 4<sup>th</sup> Tuesday of each month. The annual meeting shall be held on the 4<sup>th</sup> Tuesday of December. The presence at any meeting of 51% of active members shall constitute a quorum for the transaction of business, unless otherwise specified in these policies. Each active member present shall be entitled to one vote on any matter for consideration.

Approved by the Emily City Council on the 10<sup>th</sup> day of December, 2024.

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Tracy Jones, Mayor

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Cari Johnson, City Clerk/Treasurer

**WAGE SCHEDULE POLICY**

(Includes Employees and Appointed Officials Not Covered By Union Contract or Employment Agreement)

Description	Wage/ Salary	per ____ unit	City Ordinance Reference
<u>Emergency Management</u>			
Emergency Management Director	\$40	per month	33.03
EDA Authority Members (Mayor/Council)	\$25	per meeting	30.07
<u>Citizen Board Members</u>			
Planning & Zoning Commissioners and Alternates	\$85 \$20	per meeting additional meeting	per 30.07
Planning & Zoning Commissioners and Alternates	\$10	per site visit	
EDA Commission	\$35	per meeting	30.07
Park Commission	\$35	per meeting, up to 4 meetings per year, additional meetings upon approval by Council	30.07
<u>Fire and Rescue Department</u>			
	\$25	per call	33.21
	\$10	per drill/training (one per night)	33.21
	\$10	per meeting	33.21
Fire and Rescue Chief	\$3,000	annually, effective 12/1/2024	33.21
Assistant Chief for Fire Suppression Operations	\$1,800	annually, effective 12/1/2024 or the start date of the position	33.21
Assistant Chief for Emergency Medical Services	\$2,400	annually, effective 12/1/2024 or the start date of the position	33.21
Captain (X3)	\$600	annually, effective the start date of the position	33.21
Training Officer	\$500	annually	33.21
<u>Seasonal Personnel</u>			
Seasonal Maintenance	\$18	per hour, for up to six months	
Intermittent Winter Seasonal Maintenance Worker or Intermittent Winter Seasonal Backup Snowplow Driver	\$18	per hour, for up to six months	
<u>Personnel</u>			
Full-Time Office Assistant	\$20	per hour	
Part-Time Zoning Clerk/Office Assistant	\$21.50	per hour, effective 1/1/2025	
Intermittent Office Assistant	\$12	per hour	
Intern	\$18	per hour with \$15 per hour reimbursement	
Librarian	\$250	per month	
<u>Election Judges</u>			
Head Election Judge	\$14.50	per hour	
Election Judge	\$14	per hour	

Policy adopted by the City Council of the City of Emily, Minnesota this 23rd day of January, 2025.

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 Tracy Jones, Mayor

Attest:

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 Cari Johnson, MCMC  
 City Clerk/Treasurer





## **EMILY 125TH ANNIVERSARY COMMITTEE GUIDELINES**

### **Celebration Theme:**

The purpose of this event is to celebrate the historic 125<sup>th</sup> Anniversary of the City of Emily and to promote the City as a travel destination for northern adventure and outdoor recreation.

### **Emily History:**

Emily came into existence due to the lumber business boom in the late 1890's. During this time, lumbermen came into the area and set up communities in the surrounding areas, adding a post office in 1900.

### **Emily Now:**

Emily is located in Crow Wing County and is part of Minnesota's "lake country". In the colder months, Emily is a small community of 800+ residents. However, once the lakes thaw, this small town is bustling with activity. Residents and visitors can enjoy a variety of activities, such as boating, golfing, fishing, hunting, hiking, ATV & snowmobile trail riding, and more. Emily is a full service town with businesses ranging from convenience and grocery stores to restaurants, sporting goods and local craft shops.

### **Celebrate Emily Day Committee:**

The annual Emily Day event has been planned, coordinated, and run by the dedicated members of the Celebrate Emily Day Committee for years. In 2025 the event is expanding and the Celebrate Emily Day Committee needs assistance with planning, coordinating, and running this 125<sup>th</sup> Anniversary event.

### **Emily 125<sup>th</sup> Anniversary Committee Charter:**

The Emily 125<sup>th</sup> Anniversary Committee will assist with planning, organizing and coordinating activities for the City of Emily's 125th anniversary celebration, including, but not limited to, event planning/coordination, budget planning/oversight, and marketing/promotions. The Emily 125<sup>th</sup> Anniversary Committee has the responsibility for City budgeted funds allocated for the event. All spending of City budgeted funds for the event must be presented for approval to the Emily City Council by the Emily 125<sup>th</sup> Anniversary Committee.

The primary goal for this committee will be to assist with the creation of a central 125th Anniversary celebration event, while looking for smaller opportunities to highlight and promote Emily throughout the year with small promotional events and activities. The City Council budgeted funds for a celebratory event and these monies are to be directed towards this event and promotional activities rather than capital improvements. While it is understood that some of the funds may be directed towards dressing up our City parks and signs, the majority of these budgeted dollars are for event related shows, performances, activities, promotions, and safety.

### **Emily 125<sup>th</sup> Anniversary Event Marketing Intern:**

The City plans to work with Sourcewell and hire a marketing intern for the event. The intern will assist Emily 125<sup>th</sup> Anniversary Committee with marketing, promotion, organizing, and planning the historic event and make a monthly progress report to the Council.

## **RESPONSIBILITIES AND TASKS:**

### **Administration:**

Assist Celebrate Emily Day Committee with the following:

- Managing event budgets
- Coordinating communication between the 125<sup>th</sup> Anniversary Committee, Intern, Celebrate Emily Day Committee, and City Council
- Obtaining appropriate financial approvals for budget expenditures
- Overseeing of event registrations and attendee information
- Handling contracts and agreements with vendors and sponsors
- Preparing and distributing event schedules and agendas
- Ensuring all necessary permits and licenses are obtained
- Maintaining records of meeting minutes and action items
- Developing a detailed event agenda that includes timeline from setup to tear down

### **Marketing and promotion:**

The intern and the 125<sup>th</sup> Anniversary Committee will work together to spearhead the development of an event marketing plan that sells this event to vendors and attendees, including:

- Creating a promotion schedule
- Developing a branding message & strategy
- Creating social media “sales pitches” for event

### **Sponsorship:**

Look for and identify strategic partners for the event:

- Researching potential sponsors
- Securing sponsorships/donations
- Communicating with sponsor representatives

### **Logistics:**

Help ensure the smooth execution of any 125<sup>th</sup> Anniversary event. Assist with coordination of all logistical aspects, ensuring that everything from venue setup to transportation runs seamlessly.

Assist the Celebrate Emily Day Committee with the following:

- Managing logistics and setup
- Laying out the vendor location map
- Coordinating event day activities and troubleshooting
- Coordinating with the venue for setup and breakdown
- Planning and coordinating parking arrangements
- Ensuring compliance with health and safety regulations
- Addressing any logistical issues that arise during the event

### **Engagement:**

The purpose of hosting our event is for the attendees to celebrate Emily’s 125<sup>th</sup> Anniversary, including:

- Designing and implementing attendee engagement strategies
- Event social media interactions

**Registration:**

The registration process is a critical part of any event, ensuring a smooth and organized experience for attendees from start to finish. Assist the Celebrate Emily Day Committee with:

- Designing and managing the registration process
- Creating and maintaining registration forms
- Handling attendee inquiries and support
- Preparing registration materials and badges
- Setting up and managing on-site check-in

**EVENTS:**

3 Day Celebration Friday - Sunday

Band 1 Friday night

Band 2 Saturday afternoon

Band 3 Headliner Saturday night

**OTHER:**

Replace the Emily city sign

Update the Emily park sign

**125<sup>th</sup> Anniversary Committee Priority:**

Look for vendors who create and sell wooden products to link back to Emily's early days of lumber. This could be furniture or games like chess, checkers, corn hole, or shuffleboard tables. Focus on celebrating the history of Emily.

## RESOLUTION 25-01, AMENDED,

### A RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting, certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2025:

1. The place, date and time of regular City Council meetings shall be the second Tuesday of the month at 6:00 p.m. in Emily City Hall. Due to a date conflict with Veterans Day in November, the November regular Council Meeting will be held on Wednesday, November 12, 2025 at 6 p.m. Special meetings shall be called as needed by the Mayor or two Council Members. Emergency meetings may be called by the Mayor or two Council Members in situations that warrant immediate attention and action. All City Council meetings are subject to the Open Meeting Law and agendas will be posted at City Hall. In cases of emergency meetings, all reasonable attempts will be made to notify Council Members and the media. The Open Meeting Law may not apply in meetings concerning matters of personnel.
2. The official newspaper of the City of Emily Council shall be the Crosby-Ironton Courier.
3. The City Attorney for legal advising, litigation and prosecutions shall be Tom Pearson of Gammello-Pearson.
4. The City Engineer shall be S.E.H.
5. The Emergency Management Director shall be Brian Foster.
6. The appointed Hearing Officers for hearings on Administrative Citation appeals are Franz Vancura, Brown, Krueger & Vancura, and Brook Mallak.
7. The Acting Mayor who shall preside and perform duties in absence of the Mayor shall be Andrew Hemphill.
8. The Council shall be liaisons to City committees and commissions. Committee meetings shall also comply with the Open Meeting Law. Liaisons of the listed committees and commissions for 2025 shall be as follows:
  - Planning and Zoning: Gregory Koch
  - Park: Gerhart Hanson, Jr.
  - Cemetery: Gerhart Hanson, Jr.
  - City Hall/Clerk's Office: Tracy Jones
  - Fire and Rescue Department: Andrew Hemphill
  - Law Enforcement: Tracy Jones
  - Wastewater: Gerhart Hanson, Jr.
  - Library/Library Board Member: Gregory Koch
  - Emily Waters: Daniel Brennan
  - Maintenance/Safety: Tracy Jones
  - ATV and Snowmobile Trails: Gerhart Hanson, Jr.
  - Fire and Rescue Department Executive Review Board: \_\_\_\_\_

• ~~Emily 125<sup>th</sup> Anniversary Celebration (2025): Tracy Jones~~

9. The Council shall be members of the following authorities and committees and comply with Open Meeting Law:
  - Economic Development Authority (EDA): Full Council and City Clerk
  - Budget Committee: Full Council and City Clerk
  - Personnel Committee: Tracy Jones and Andrew Hemphill
  - Road Committee: Andrew Hemphill and Daniel Brennan with Brian Foster, Maintenance
  - Ordinance Review: Full Council
  - Land Use Ordinance Subcommittee: Gerhart Hanson, Jr. and Gregory Koch with Planning Commission members David Johnson and representative
  - Emily Manganese Deposit: Tracy Jones and Daniel Brennan
  - **125<sup>th</sup> Anniversary Committee: Full Council**
10. Members of the Wastewater Committee are the Council Liaison, Roger Brekken, David Johnson, and Deputy Clerk Amy Prokott.
11. The two Municipal Trustees of the Emily Firemen's Relief Association are designated as Councilmember Andrew Hemphill and City Clerk/Treasurer Cari Johnson.
12. The City Housing Official shall be Sadusky Renovations.
13. The SSTS Inspector shall be Greg Kossan.

Passed by a majority vote of the City of Emily Council this **23<sup>rd</sup> day of January, 2025.**

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Tracy Jones, Mayor

ATTEST:

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Cari Johnson, MCMC  
City Clerk/Treasurer

# EMERGENCY MANAGEMENT PLAN



(Adopted January 14, 2025) **January 23, 2025**

**EMERGENCY OPERATIONS CENTER  
STAFFING LIST**

<b>POSITION</b>	<b>NAME</b>	<b>PHONE #</b>
1. Warning and Notification	Brian Foster, <b>EMD</b>	218-838-3631
2. Direction and Control	Tracy Jones, Mayor	218-851-5866
3. Public Information Officer	Tracy Jones, Mayor	218-851-5866
4. Search and Rescue	Eric Klang, CWC Sheriff	218-829-4749
	Blair Mileski, Fire and Rescue Chief	612-670-3243
	Brian Foster, <b>Maintenance Sup EMD</b>	218-838-3631
5. Health and Medical Officer	<del>TBD</del> <b>Nicholas Davis, Asst Chief for EMS</b>	<b>TBD</b>
6. Evacuation	Tracy Jones, Mayor	218-851-5866
	Eric Klang, CWC Sheriff	218-829-4749
	Blair Mileski, Fire and Rescue Chief	612-670-3243
7. Traffic Control and Security	Eric Klang, <b>CWC Sheriff</b>	218-829-4749
8. Fire Protection	Blair Mileski, Fire and Rescue Chief	612-670-3243
9. Damage Assessment	Brian Foster, EMD	218-838-3631
	Eric Klang, CWC Sheriff	218-829-4749
	Blair Mileski, Fire and Rescue Chief	612-670-3243
	Gary Griffin, Land Services Director	218-824-1016
	Cari Johnson, City Clerk/Treasurer	218-763-2480
10. Congregate Care	Clayton Barg, County EMD	218-825-3445 – WK
		<b>218-515-0328 cell</b>
	<b>Liz Gleason, County EM Coordinator</b>	<b>218-515-0675 cell</b>
11. Debris Clearance	Brian Foster, Maintenance <b>Supervisor</b>	218-838-3631
12. Utility Restoration	Lee Bundy, Wastewater <b>Operator</b>	320-420-9967-Cell
		<b>218-590-5911-EOC</b>
13. Radiological/HAZMAT	Blair Mileski, Fire and Rescue Chief	612-670-3243
14. Pipeline Safety	Eric Klang, CWC Sheriff	218-829-4749
	Enbridge, Emergency Response	800-858-5253
	Brian Foster, EMD	218-838-3631

