

MINUTES

City of Duluth - Civil Service Board

July 11, 2017 - 4:45 p.m.

City Hall – Room 402

Members Present: Shelly Marquardt, John Strongitharm, Beth Tamminen (Chairperson),
Members Absent: Joaquim Harris, Renee Van Nett
HR Staff Present: Matt Christenson (Human Resources Generalist), Laura Dahl (Human
Resources Generalist), Aimee Ott (Human Resources Technician)
Others Present: Shawn Krizaj (Deputy Fire Chief); Pete Johnson (IAFF President)

Regular meeting called to order by Chairperson Tamminen at 4:39 p.m.

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A. June 6, 2017 – **Approved (Strongitharm abstained)**

3. UNFINISHED BUSINESS

4. NEW BUSINESS

A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS

(1) Firefighter (revised) – **Approved as amended with the following revisions under Job Requirements:**

Change to read:

1. Education & Experience Requirements

A. Completion of an accepted program of training in firefighting equivalent to IFSTA Firefighter II, or an equivalent combination of education and experience at time of application.

B. Current Firefighter II certification from the Minnesota Fire Service Certification Board or equivalent certification accredited through IFSAC or NFPA Pro Board required at the time of interview scheduling.

6. Ability Requirements

C. Ability to understand and use advancing technology in the fire service.

Strike:

7. Physical Ability Requirements

J. Ability to attend work on a regular basis.

Secondary Motion: Request that H.R. review language in job descriptions and CBAs regarding "Ability to attend work on a regular basis" and "other duties as assigned." – Approved

(2) Fleet Assistant (revised including title change to Fleet Services Coordinator; job description revisions approved by CSB at 05/02/2017 meeting) – **Approved (2-1 Marquardt); request from the Board that legal be at the next meeting to explain the difference between a "supervisor" and a "leadworker" and clarify the issue.**

(3) Project Technician (new) – **Approved**

5. APPEALS

6. INFORMATIONAL

- A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
- B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**

There being no further business to come before the board, the meeting was adjourned at 5:53 p.m.

Respectfully submitted,



Aimee Ott

Human Resources Technician