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Vadnais Heights Fire Department
3595 Arcade Street
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Krachmer and City Council members

FROM: Chris Hearden, Fire Chief

DATE: May 16, 2023

SUBJECT: Accept Resignation of Fire Technician, Matt Montain and authorize staff to advertise for and fill the Fire Technician/Training Officer position

Requested Council Action

- Accept Matt Montain's resignation as Fire Technician effective May 22, 2023.
- Authorize staff to advertise for and fill the position of Fire Technician/Training Officer.

Background

The Fire Chief has received and accepted Matt Montain's resignation letter. Matt was hired full-time as Fire Technician in January 2020. Previous to being hired full-time, Matt worked as paid-on-call firefighter with Vadnais Heights Fire Department.

With the resignation of Fire Technician, Matt Montain, a vacancy of Fire Technician will occur. The full job description is attached. This position is already budgeted for.

Staff will follow all rules and regulations in the hiring process for this position.

Attachment Job Description.

May 4th 2023

Chief Hearden and Administrator Watson
City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Administrator and Chief –

Please accept this letter as my notice of resignation from the Vadnais Heights Fire Department/City of Vadnais Heights as of May 22, 2023. Monday May 22nd will be my last day of service.

I have been lucky enough to serve with this great department and fantastic city. I have been able to see this city grow into what it is today and am very lucky for that. I have enjoyed coming in every day and I appreciate every opportunity I have been given. I couldn't have asked for a better place or to do it with better people.

If there is I can assist with in this transition please let me know.

Thank you



Matthew Montain



**CITY OF VADNAIS HEIGHTS
JOB DESCRIPTION**

Job Title: Fire Technician – Training Officer
FLSA Classification: Non-exempt
Department: Fire
Accountable To: Fire Chief

Primary Objective of Position

The position is responsible for fire suppression and emergency medical service response as well as fire prevention, community outreach, plan review for new construction, fire investigation and fire code enforcement. This position also serves as the training officer and provides public education to the community.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

Essential Functions of the Position

- Develop and/or present training classes on fire suppression, medical emergencies, and related matters for Fire Department staff.
- Maintain records of training and certifications for Fire Department personnel.
- Conduct public education, fire drills and presentations and training on fire hazards and prevention.
- Provide fire suppression activities, conduct rescues, respond to hazardous material incidents, and provide emergency medical services.
- Investigate fires, false alarms, explosions, and hazardous material spills, to determine cause, origin and heat source. Collaborate with other agencies as necessary.
- Perform fire inspections, conduct building inspections and enforcement of the fire code. Answer and investigate complaints and reports of hazardous conditions and order corrections.
- Perform certificate of occupancy inspections on commercial and rental housing units.
- Review, plan and/or inspect commercial, industrial, institutional and other buildings and dwellings for life safety, fire hazards and general compliance with fire prevention code, fire detection and suppression equipment.
- Assist the City's Code Enforcement Officer by answering citizen complaints and regularly inspecting properties in the community for code compliance violations.
- Prepare and update fire preplan documents.
- Attend regularly scheduled work hours and outside regular hours as necessary.
- Perform other job-related duties as assigned.

Supervision of Others

This position does not directly supervise others but acts as a resource for other city staff and residents.

Education and/or Experience

- High school diploma or GED required.

- Minimum of two (2) years formal training beyond high school or three (3) years related experience is required.

Knowledge, Skills and Abilities

- Knowledge of firefighting and emergency rescue techniques and practices.
- Knowledge of operation and routine maintenance of firefighting tools, equipment and apparatus.
- Knowledge of modern principles and techniques of fire prevention.
- Knowledge of statues and ordinances regarding fire suppression and prevention.
- Knowledge of current emergency management practices.
- Ability to work with a variety of people and the public.
- Ability to communicate effectively and professionally, orally and in written form.
- Ability to develop and maintain effective working relationships with City personnel, City Council, and the general public.

Conditions of Employment

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must possess certifications for Firefighter I, Firefighter II, and Hazardous Materials Technician.
- Must possess a Certified Fire Inspector I or receive within six (6) months of employment.
- Must possess a National Registry Emergency Medical Technician certification.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

Physical Demands

Work regularly requires speaking or hearing, exerting medium physical effort; work frequently requires sitting, standing, walking, lifting, carrying, and reaching with hands and arms handling, grasping and repetitive motions; work may occasionally require pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

Working Conditions

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work outside of an office, and will frequently be exposed to environmental conditions such as working in the extreme heat, extreme cold, humidity, and in a noisy location. This position may also be exposed to occasional snow and rain storms, and various kinds of hazards. This position also requires the ability to work weekends, holidays, and evenings on a regular basis.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Acknowledgement/Signature

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Vadnais Heights.