



H. 2.

Palmer City Council Meeting

Meeting Date: 02/13/2024

Submitted For: Chad Cameron, Fire Chief

Department: Fire Department

Agenda Category: Resolution

Legislation Number: RES 24-011 ☒ **Approved**

Subject

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of Palmer Fire & Rescue's Fire Training Officer to Level 10 in the City of Palmer's Employee Pay Plan

Summary Statement/Background

Since approximately 2002, the City of Palmer's Fire & Rescue department has employed a full-time Fire Training Coordinator. A full-time position was requested at that time to ensure personnel were receiving training in modern techniques and tactics of firefighting and ensuring training compliance with various regulatory agencies. Over time, the Fire Training Coordinator position evolved in not only coordinating and providing training for over 70 emergency responders, but also evolved as the backup to the director for departmental administrative responsibilities to include, but not limited to personnel matters, policy implementation, budgetary spending, and supervision of personnel.

On November 28, 2023, the Palmer's City Council approved the new employee pay plan. Afterwards, a process was created for department directors to request positions to be considered for reclassification. The job description for the Fire Training Coordinator was updated to include a title change to Fire Training Officer to better reflect the position. The request for reclassification was submitted to and reviewed by the City of Palmer City Manager and Human Resources Manager. The result of the review was to recommend a change an increase in level of the position from level 8 to level 10 in the City of Palmer Employee Pay Plan Schedule.

Administration's Recommendation:

Approve Resolution 24-011.

Fiscal Impact

Total Amount of funds listed in this legislation: \$3,113

Legislation creates expenditure in the amount of: \$3,113

Budgeted Y/N?: Y

Line Item(s): 01-13-10-6011 Regular Salaries 01-13-10-6012 Benefits

Attachments

Fire Training Officer Reclassification Resolution

Fire Training Officer Job Description

LEGISLATIVE HISTORY

Introduced by: Manager Moosey
Date: February 13, 2024
Action: Approved
Vote: Unanimous

Yes:	No:
Mayor Carrington Deputy Mayor Anzilotti Alcantra Best Cooper Melin Tudor	

CITY OF PALMER, ALASKA

Resolution No. 24-011

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of Palmer Fire & Rescue's Fire Training Officer to Level 10 in the City of Palmer's Employee Pay Plan.

WHEREAS, the Palmer Fire & Rescue Department recognizes the invaluable role of the Fire Training Officer in enhancing the skills, knowledge, and preparedness of firefighting personnel; and

WHEREAS, the current Fire Training Officer position plays a crucial part in ensuring the highest standards of training for our firefighters, contributing to the overall effectiveness and safety of the department; and

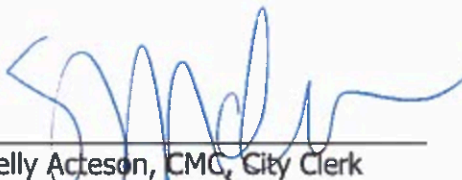
WHEREAS, the responsibilities and demands of the Fire Training Officer position have expanded over time, requiring a higher level of expertise, dedication, and leadership; and

WHEREAS, the Fire Training Officer position serves as backup to the director in their absence for departmental administrative duties; and


WHEREAS, increasing the classification level of the Fire Training Officer position will appropriately recognize the elevated qualifications, responsibilities, and contributions associated with the role;

NOW THEREFORE, be it resolved that the Palmer City Council authorizes the City Manager to approve the reclassification of the Palmer Fire & Rescue's Fire Training Officer to Level 10 in the City of Palmer's Employee Pay Plan.

Approved by the Palmer City Council this 13 day of February 2024.



Shelly Acteson, CMC, City Clerk



Steve Carrington, Mayor