

SPECIAL COUNCIL MEETING
CITY OF CROSSLAKE
THURSDAY, JULY 6, 2023
5:30 P.M. – CITY HALL

1. Call to Order
2. Review Fire Chief Duties
 - a. 2023 Crosslake Fire Chief Duties
 - b. Emergency Manager Duties
 - c. Fire Department Annual Training Requirements
 - d. Short-Term Rental Fire Life Safety Inspection Checklist
 - e. 2023 Call Volume Year To Date
 - f. 2016-2022 Call Volume
 - g. Fire Chief Job Description from Albertville, MN
3. Review Fire Chief Wages
4. Approve Full Time Fire Chief Position and Wages (Motion)
5. Adjourn

Crosslake Fire Chief Duties 2023



2.a.

FIRE DEPARTMENT MANAGEMENT	CHIEF DUTIES
LEADERSHIP	INCIDENT REPOSE
PERSONNEL	COUNCIL MEETINGS
NEW MEMBERS	BUDGET MEETINGS
MEMBERSHIP - Recruitment / Retention	PUBLIC SAFETY MEETINGS
ANNUAL REPORT	PRESS RELEASES
BUDGET / CAPITAL OUTLAY	ISO
WEBSITE UPDATES	HOMEOWNERS INSURANCE CALLS
FACEBOOK - SOCIAL MEDIA	INSPECTIONS
MUTUAL AID AGREEMENTS	BUILDINGS & GROUNDS
TOWNSHIP CONTRACTS/ MEETINGS	SFM - INSPECTIONS / OCCUPANCY LOADS
RELIEF ASSOCIATION	RELIEF ASSOCIATION - MEMBERSHIP
FIRE DEPARTMENT ADMINISTRATION	OSHA STANDARDS
IMAGE TREND - NFIRS Reporting	FIRE INVESTIGATION
CALL / TRAINING PERCENTAGES	NURSING HOME LIASON
MONTHLY REPORTS / STATISTICS / DATA	APPARATUS MAINTENANCE/EQUIPMENT
LONG RANGE PLANNING - Dept. / Community	STATION CHECK - Truck Checks
NEW MEMBERS - PPE/TRAINING	TRUCK MAINTENANCE
FTO - PROGRAM	EQUIPMENT MAINTENANCE
SOG'S	EMS SUPPLIES
POLICIES	AED Maintenance
TRUCK COMMITTEE	GLUCOMETER Calibration
DUTY CREW SCHEDULES	AIR MONITOR CALIBRATION
ACTIVE 911 - Paging	HOSE TESTING - Annual
PULSE POINT - Notifications	PUMP TESTING - Annual
ANNUAL FIT TESTING / PHYSICALS	FLOW TESTING - Annual
FIREFIGHTER HEALTH & WELLNESS	SCBA HYDRO TESTING - 5 Years
PRE INCIDENT PLANS	FILL STATION - Maintenance
PLAN REVIEWS	TRAINING / CERTIFICATIONS
COMMUNITY OUTREACH - Life Safety	TRAINING - Scheduling
PUBLIC EDUCATION - School / Public	TRAINING DOCUMENTATION - Imagetrend
EQUIPMENT PURCHASING	MSFCB - NFPA CERTIFICATIONS
PULSE POINT - AED LOCATIONS	VECTOR SOLUTIONS - Online Training
HEART SAFE COMMUNITY - CPR	EMS TRAINING
DNR WILDAND URBAN INTERFACE	EMSRB - EMS CERTIFICATION
EMERGENCY MANAGEMENT	ACTIVITIES DOCUMENTATION - Imagetrend
ST PATRICKS DAY PARADE	MBFTE - Minnesota Board of Fire Training
WEATHER RELATED INCIDENTS	OUTSIDE MEETINGS
EVERBRIDGE	CUYUNA RANGE CHIEFS MEETINGS
CW COUNTY EM / FEMA	CROW WING COUNTY CHIEFS MEETINGS
GRANTS	MSFCA MEETINGS
SOURCEWELL	MSCFA CHIEFS CONFERENCE
DNR GRANTS	FAST/MN1AHIMT
FEMA GRANTS	PIPELINE SAFETY



City of Crosslake, Minnesota
FIRE DEPARTMENT



Emergency Management

Emergency management directors are responsible for planning and leading the responses to natural disasters and other emergencies. Directors work with government agencies, nonprofits, private companies, and the public to develop effective plans that minimize damage and disruptions during an emergency.

The Four Phases of Emergency Management

Mitigation Preventing future emergencies or minimizing their effects	<ul style="list-style-type: none">: Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.: Buying flood and fire insurance for your home is a mitigation activity.: Mitigation activities take place before and after emergencies.
Preparedness Preparing to handle an emergency	<ul style="list-style-type: none">: Includes plans or preparations made to save lives and to help response and rescue operations.: Evacuation plans and stocking food and water are both examples of preparedness.: Preparedness activities take place before an emergency occurs.
Response Responding safely to an emergency	<ul style="list-style-type: none">: Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action.: Seeking shelter from a tornado or turning off gas valves in an earthquake are both response activities.: Response activities take place during an emergency.
Recovery Recovering from an emergency	<ul style="list-style-type: none">: Includes actions taken to return to a normal or an even safer situation following an emergency.: Recovery includes getting financial assistance to help pay for the repairs.: Recovery activities take place after an emergency.



City of Crosslake, Minnesota
FIRE DEPARTMENT



Local governments make plans and provide resources to protect their citizens from the hazards that threaten their communities. This is done through mitigation activities, preparedness plans, response to emergencies, and recovery operations. Wherever you live within the United States, a county or municipal agency has been designated as your local emergency management agency. The local government level is the most important at which to develop emergency management plans because local governments serve as the link between you and the State and Federal agencies in the emergency management network. The City of Crosslake works with the Crow Wing County Emergency Manager alongside HSEM and FEMA to complete the four phases of Emergency Management.

Local Government Responsibilities

- : Identifying hazards and assessing their potential risk to the community.
- : Determining the community's capability to mitigate against, prepare for, respond to, and recover from major emergencies.
- : Identifying and employing methods to improve the community's emergency management capability through efficient use of resources, improved coordination, and cooperation with other communities and with the State and Federal governments.
- : Establishing mitigation measures such as building codes, zoning ordinances, or land-use management programs.
- : Developing and coordinating preparedness plans.
- : Establishing warning systems.
- : Stocking emergency supplies and equipment.
- : Educating the public and training emergency personnel.
- : Assessing damage caused by the emergency.
- : Activating response plans and rescue operations.
- : Ensuring that shelter and medical assistance are provided.
- : Recovering from the emergency and helping citizens return to normal life as soon as possible.

Fire Department Annual Training Requirements



The following is a list of refresher intervals required of the Fire Service in Minnesota. These are all items required by OSHA or NFPA.

Required Topic	Frequency	Agency	Training Requirement
Blood Borne Pathogens	Annual	OSHA	No set hour requirement
Employee Right to Know	Annual	OSHA	No set hour requirement
Confined Space Awareness	Annual	OSHA	No set hour requirement
Respiratory Protection	Annual	OSHA	No set hour requirement
Lock out/ Tag out	Annual	OSHA	No set hour requirement
Portable Extinguishers	Annual	OSHA	No set hour requirement
Hazardous Materials Awareness	Annual	OSHA/NFPA	No set hour requirement
Confined Space Rescue	Annual	OSHA/NFPA	Train to proficiency
Hazardous Materials Operations	Annual	OSHA/NFPA	8 hours annually
Fire Brigade	Annual	OSHA/NFPA	Train to proficiency
Fire Ground Operations	Annual	NFPA	Maintain skills / Annual Skills
Technical Rescue (Auto X, Ropes, Con Space, etc)	Annual	OSHA/NFPA	Maintain skills / Annual Skills
Emergency Vehicle Operation	Annual	NFPA	Maintain skills / Annual Skills
Pump Operations	Annual	NFPA	Maintain skills / Annual Skills
Incident Command	Annual	NFPA	Maintain skills / Annual Skills
Emergency Medical Responder (First Responder)	2 years	EMSRB	16 hours
Emergency Medical Technician (EMT)	2 years	EMSRB	24 hours

Each licensed firefighter is responsible for his/her documentation of the 72 hour continuing education training in the previous three-year period for license renewal.

2. C.

11 Core Elements

These recommendations come from the Minnesota OSHA standards, providing Minnesota fire departments multiple options to design an annual training program that fits their needs and requirements. Twenty-four hours of continuing annual training is recommended in any combination of the following 11 Core Elements.

Each of the recommended 11 Core Elements has been further developed to include subgroups that include:

- 1. Safety and Protective Equipment**
 - a. A culture of a safe working environment
 - b. 16 life safety initiatives
 - c. PPE checks
 - d. Bloodborne pathogens
 - e. Proper PPE for the work place
- 2. Chemistry of Fire and Fire Behavior**
 - a. Fire Behavior
 - b. Building Construction
 - c. Fire Tactics/Strategies
 - d. Thermal imager
 - e. Foam
 - f. Extinguishers
- 3. Self-Contained Breathing Apparatus (SCBA)**
 - a. Checks/ recharge SCBA cylinder
 - b. Donning/doffing
 - c. PASS devices
 - d. Use/Care
 - e. Confidence course
- 4. Fire Streams**
 - a. Attack below grade
 - b. Attack ground grade
 - c. Attack above grade
- 5. Hose**
 - a. Types
 - b. Loads/Lays
 - c. Coupling drill
 - d. Deployment techniques
- 6. Pumping Fire Apparatus**
 - a. Responding (CEVO or Emergency Vehicle Operations)
 - b. Pumping
 - c. Drafting
 - d. Supply to appliances

- 7. Ladders**
 - a. Ladders
 - b. Deployment
 - c. Safety
 - d. Aerials

- 8. Rescue**
 - a. Firefighter
 - i. Search
 - ii. Self-rescue
 - iii. Mayday operations
 - iv. Rapid intervention
 - b. Extrication
 - i. Auto recognition
 - ii. Highway safety
 - iii. Tools
 - iv. Airbags
 - v. Other cutting devices
 - vi. Disentanglement
 - vii. Other machinery
 - viii. Farm equipment or Mining equipment
 - c. Ropes
 - i. Rope types
 - ii. Knots
 - iii. Use
 - d. First Aid
 - i. First Aid
 - ii. CPR

- 9. Forcible Entry**
 - a. Tool Identification
 - b. Forcible entry
 - i. Door
 - ii. Window
 - iii. Wall
 - iv. Other

- 10. Ventilation**
 - a. Horizontal
 - b. Vertical
 - c. Mechanical

- 11. Administrative/Command**
 - a. Professional Development
 - b. Financial Management
 - c. Human Resources
 - d. Incident Command System

Minimum Training for Minnesota Firefighters to Meet Federal and State Requirements

INITIAL TRAINING

The General Duty Clause

[MN Statute 182.653 Subd. 2]

Each employer shall furnish to each of its employees conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to its employees.

Hazardous Waste Operations and Emergency Response

[29 CFR 1910.120 (e)(1)(ii)]

Employees shall not be permitted to participate in or supervise field activities until they have been trained to a level required by their job function and responsibility.

Hazardous Materials Awareness (3 hours) and Infectious Disease Control (3 hours)

1. *Hazardous Materials First Responder Awareness Level* (3 hours)
2. *Communicable Disease Risk Exposure and Prevention of the Transmission of Bloodborne and Airborne Pathogens for Emergency Responders* (3 hours)

This orientation course has been developed to assist you in comprehension of the OSHA requirement. It does not supplant the employers' responsibility to provide training necessary to be in full compliance. MN OSHA recommends the "operational level" course for all firefighters who will take action beyond identification of the incident.

[29 CFR 1910.120(q)(6)(i)]

[29 CFR 1910.134(g)]

[29 CFR 1910.1030(g)(2)(i through vi)]

Fire Brigades

[29 CFR 1910.156 (c)(1)]

The employer shall provide training and education for all fire brigade members commensurate with those duties and functions that fire brigade members are expected to perform. Such training and education **shall** be provided to fire brigade members before they perform fire brigade emergency activities.

Confined Space Entry Awareness and Employee Right To Know (3 hours)

1. *Permit-required Confined Space Entry Awareness* – This course is designed to familiarize the student with an understanding of the OSHA requirements. Additional training is needed to comply with Section (k) of 1910.146 and 5207.0300 for construction activities.
2. *Department of Labor and Industry Employee Right To Know Standards Chapter 5206*

This orientation course has been developed to assist you in comprehension of the OSHA requirement. It does not supplant the employers' responsibility to provide training necessary to be in full compliance.

[29 CFR 1910.146(g)(1)]

[MN Rule Chapter 5206.0700(G)(1)(4)]

[29 CFR 1910.1200 (h) (3) (iv) Global Harmonization]

Basic Firefighting Course – NFPA 1001

(This course meets the requirements for Minnesota voluntary certification and/or licensure)

To include, but not limited to, the following subjects from NFPA 1001 standards: Firefighter Personal Protective Equipment and SCBA; Firefighter Orientation and Safety; Implementing ICS; Fire Behavior; Ladders; Forcible Entry Tools and Construction Techniques; Rescue and Extrication; Building Search and Victim Removal; Hose Tools, Appliances, Coupling, Loading, Rolling, Lays, Carries; Advancing Water Fire Streams; Ventilation; Fire Control Classes; Vehicle and Wildland Fire Control: Live Burn; Salvage and Overhaul; Firefighter Survival, and RIT.

[29 CFR 1910.156(c)(1)]

[29 CFR 1910.134(e)(5)]

[29 CFR 1910.157(g)(1)]

[29 CFR 1910.132]

First Responder Operational Level (24 hours)

1. *Hazardous Materials for the First Responder* (24 hours)

Any firefighter who remains at the scene and is allowed to take minimal defensive action during an incident involving hazardous materials MUST be trained to this level.

[29 CFR 1910.120(q)(3)(ii)] as per [29 CFR 1910.120(q)(3)(i)]

[29 CFR 1910.120(q)(6)(ii)] as per [29 CFR 1910.120(q)(6)(v)]

Respiratory Protection

[29 CFR 1910.134 (a)(2)]

A respirator shall be provided to each employee when such equipment is necessary to protect the health of such employee. The employer shall provide the respirators which are applicable and suitable for the purpose intended. The employer shall be responsible for the establishment and maintenance of a respiratory protection program, which shall include the requirements outlined in paragraph (c) of this section. The program shall cover each employee required by this section to use a respirator.

Practices for Respirator Protection

[ANSI Z88.2-1992]

Sec. 8.2 Training frequency

Each respirator wearer shall be trained upon initial assignment and be retrained once every 12 months.

Employee Right to Know

[MN Statute 182.653 Subd. 4b]

- (a) Prior to an employee's initial assignment to a workplace where the employee may be routinely exposed to a hazardous substance or harmful physical agent, the employer shall provide training concerning the hazardous substance or harmful physical agent. The employer shall provide additional instruction whenever the employee may be routinely exposed to any additional hazardous substance or harmful physical agent. The term "routinely exposed" includes the exposure of an employee to a hazardous substance when assigned to work in an area where a hazardous substance has been spilled.
- (d) **Training to update the information required to be provided under this subdivision shall be repeated at intervals no greater than one year.**

INITIAL TRAINING

Bloodborne Pathogens [29 CFR 1910.1030(g)(2)]

Information and training

(i) The employer shall train each employee with occupational exposure in accordance with the requirements of this section. Such training must be provided at no cost to the employee and during working hours. The employer shall institute a training program and ensure employee participation in the program.

(ii) Training shall be provided as follows:

(A) At the time of initial assignment to tasks where occupational exposure may take place;

(B) At least annually thereafter.

(iv) Annual training for all employees shall be provided within one year of their previous training.

(v) Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

Fire Brigades**[29 CFR 1910.156(c)(2)]**

The employer **shall** assure that training and education is conducted frequently enough to assure that each member of the fire brigade is able to perform the member's assigned duties and functions satisfactorily and in a safe manner so as not to endanger fire brigade members or other employees. **All fire brigade members shall be provided with training at least annually. In addition, fire brigade members who are expected to perform interior structural firefighting shall be provided with an education session or training at least quarterly.** (See 11 Core Elements)

Employee Right to Know**[MN Statute 182.653 Subd. 4b]**

- (b) Prior to an employee's initial assignment to a workplace where the employee may be routinely exposed to a hazardous substance or harmful physical agent, the employer shall provide training concerning the hazardous substance or harmful physical agent. The employer shall provide additional instruction whenever the employee may be routinely exposed to any additional hazardous substance or harmful physical agent. The term "routinely exposed" includes the exposure of an employee to a hazardous substance when assigned to work in an area where a hazardous substance has been spilled.
- (e) **Training to update the information required to be provided under this subdivision shall be repeated at intervals no greater than one year.**

Employee Right to Know Standards**[MN Rules 5206.0700(G)(4)]**

Training updates must be repeated at intervals of not greater than one year. Training updates may be brief summaries of information included in previous training sessions.

Bloodborne Pathogens**[29 CFR 1910.1030(g)(2)]**

Information and training

(i) The employer shall train each employee with occupational exposure in accordance with the requirements of this section. Such training must be provided at no cost to the employee and during working hours. The employer shall institute a training program and ensure employee participation in the program.

(ii) Training shall be provided as follows:

(C) At the time of initial assignment to tasks where occupational exposure may take place;

(D) At least annually thereafter.

(iv) Annual training for all employees shall be provided within one year of their previous training.

(v) Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

Practices for Respirator Protection

[ANSI Z88.2-1992]

Sec. 8.2 Training frequency

Each respirator wearer shall be trained upon initial assignment and be retrained once every 12 months.

Respiratory Protection

[29 CFR 1910.134]

(c) Respiratory Protection Program.

This paragraph requires the employer to develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use. The program must be administered by a suitably trained program administrator. In addition, certain program elements may be required for voluntary use to prevent potential hazards associated with the use of the respirator.

(g) Use of Respirators.

This paragraph requires employers to establish and implement procedures for the proper use of respirators. These requirements include prohibiting conditions that may result in facepiece seal leakage, preventing employees from removing respirators in hazardous environments, taking actions to ensure continued effective respirator operation throughout the work shift, and establishing procedures for the use of respirators in IDLH atmospheres or in interior structural firefighting situations.

(k)(4)

An employer who is able to demonstrate that a new employee has received training within the last 12 months that addresses the elements specified in paragraph (k)(1)(i) through (vii) is not required to repeat such training provided that, as required by paragraph (k)(1), the employee can demonstrate knowledge of those element(s). **Previous training not repeated initially by the employer must be provided no later than 12 months from the date of the previous training.**

Respiratory Protection

[29 CFR 1910.134 App A]

Appendix A to § 1910.134: Fit Testing Procedures (Mandatory)

Part I. OSHA-Accepted Fit Testing Protocols

The employer shall conduct fit testing using the following procedures. The requirements in this appendix apply to all OSHA-accepted fit test methods, both QLFT and QNFT.

Hazardous Waste Operations and Emergency Response

[29 CFR 1910.120 (q)]

(6) Training

Training shall be based on the duties and function to be performed by each responder of an emergency response organization. The skill and knowledge levels required for all new responders, those hired after the effective date of this standard, shall be conveyed to them through training before they are permitted to take part in actual emergency operations on an incident. Employees who participate, or are expected to participate, in emergency response, shall be given training in accordance with the following paragraphs:

(i) First Responder Awareness level

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release. First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency.

(ii) First Responder Operations level

First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level shall have received at least eight (8) hours of training or have had sufficient experience to objectively demonstrate competency.

(iii) Hazardous Materials Technician

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous materials technicians shall have received at least twenty-four (24) hours of training equal to the first responder operations level and in addition have competency.

(iv) Hazardous Materials Specialist

Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regards to site activities. Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency.

(v) On-Scene Incident Commander

Incident commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least twenty-four (24) hours of training equal to the first responder operations level and in addition have competency.

(7) Trainers

Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. National Fire Academy, or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

ANNUAL REFRESHER TRAINING

(8) Refresher Training

(i) Those employees who are trained in accordance with paragraph (q)(6) of this section shall receive annual refresher training of sufficient content and duration to maintain their competencies, or **shall demonstrate competency in those areas at least yearly.**

(ii) A statement shall be made of the training or competency, and if a statement of competency is made, the employer shall keep a record of the methodology used to demonstrate competency.

Conclusion

The purpose of this document is to inform and help departments obtain the needed information to keep their firefighters safe and well trained.

All the state OSHA requirements are department-dependent, based upon level of service. The 11 Core Elements will provide 24 hours annually in any combination, according to the department's needs.

Non-traditional classes and/or expenses maybe available for reimbursement when the 24 hours of firefighter training has been completed in the 11 Core Elements.

Crosslake Fire Department
Training Schedule

2023/2024

Month	Year	Training	Source	OSHA/ NFPA	Hazmat	Instructor	Time	Setting
July	7/12/2023	Relief Meeting				Chase	1800	Meeting
	7/12/2023	Confined Space Rescue Simulator - CFRT / Tripod	CFRT	**	*		1900	Hands On
	7/26/2023	Relay pumping/Tender evolutions	FIRE	*			1900	Hands On
		Drug-Free Workplace	Vector					Online
August	8/1/2023	National Night Out/Open House	Dept.			Officers	1800	Public Ed
	8/9/2023	Clean Fire Hall	Dept.				1900	All Staff
	8/12/2023	Pig Roast	Dept.				800	All Staff
	8/23/2023	1st Due - cone race drill	Dept.	*			1900	Hands On
		Fire Extinguisher Safety	Vector	**				Online
September	9/6/2023	EMS - Roll in Scenarios	FIRE	**			1900	Hands On
	9/13/2023	Relief Meeting				Chase	1800	Meeting
	9/13/2023	High/Low Angle Rescue	FIRE	*			1900	Hands On
	9/27/2023	ICS - Fire Command	FIRE	*			1900	Hands On
		Combustible & Flammable Liquids	Vector	*	*			Online
		Workplace Stress	Vector					Online
October	10/11/2023	Live Burn Trailer - Blitz / Overhaul	FIRE	*			1900	Hands On
	10/25/2023	Wildland Search Rescue/Deer Stand Rescue	FIRE	*			1900	Hands On
		Personal Protective Equipment	Vector	**	*			Online
		Fire Alarm Systems	Vector	*				Online
November	11/1/2023	EMS - Trauma/Bleeding	FIRE	**			1900	Hands On
	11/8/2023	Relief Meeting				Chase	1800	Meeting
	11/8/2023	Truck Equipment Scavenger Hunt	FIRE				1900	Hands On
	11/22/2023	Portable Extinguishers/Foam/Fire Suppression	FIRE	*			1900	Hands On
		Respiratory Protection	Vector	**	*			Online
		General HIPAA Awareness	Vector					Online
December	12/13/2023	Pre-Incident Planning	FIRE				1900	Classroom
	12/27/2023	Ropes & Knots / SCBA Refresher	FIRE	*			1900	Hands On
		Sexual Harassment Awareness	Vector					Online
		Preventing Discrimination in the Workplace	Vector					Online
January	1/10/2024	Relief Meeting				Chase	1800	Meeting
	1/10/2024	Fire Alarm & Elevator Systems	FIRE	*			1900	Class/Hands
	1/24/2024	Orientation/Communications	FIRE	*			1900	Class/Hands
		Lock Out / Tag Out	Vector	**				Online
		Blood Borne Pathogen Safety	Vector	**				Online
Feburary	2/7/2024	EMS - Mass Casualty	FIRE	**			1900	Hands On
	2/14/2024	On Scene Reports - Radios	FIRE					Hands On
	2/28/2024	Med Compass Physicals - SCBA Refresher	FIRE	**			1600/1900	Hands On
	2/28/2024	Air Monitoring/TIC	FIRE	*			1900	Hands On
		Hazard Communication	Vector	**	*			Online
		Firefighter Safety & Health	Vector					Online
March	3/13/2024	Relief Meeting		**		Chase	1800	Meeting
	3/13/2024	ICS/IAPs (300)	FIRE	**			1900	Classroom
	3/16/2023	St. Patrick's Day Parade				Officers	1000	Hands On
	3/27/2024	1st Due	FIRE	**			1900	Hands On
		Tactical Considerations for Basement Fires	Vector	**				Online
		Solar PV Safety	Vector					Online
April	4/3/2024	EMS - Strokes/Heart Emergencies	FIRE	**			1900	Hands On
	4/10/2024	Relay Pumping Scenarios	FIRE	**			1900	Hands On
	4/24/2024	Ladder/Engine Ops	FIRE	*			1900	Hands On
		RT-130 Annual Wildland Refresher	Vector					Online
May	5/8/2024	Relief Meeting				Chase	1800	Meeting
	5/8/2024	EVOC Driving Skills	FIRE	**			1900	Hands On
	5/22/2024	Live Burn - Vent Simulator	FIRE	*			1900	Hands On
		Hazmat Ops - Materials Handling, Storage, Use & Disposal	Vector	**	*			Online
June	6/12/2024	Pumping	Dept.	*				Hands On
	6/26/2024	Aerial Ops w/Ideal - Relay Pumping Scenarios	FIRE	*				Hands On
		Confined Space Entry Awareness	Vector	**	*			Online



City of Crosslake, Minnesota
FIRE DEPARTMENT



SHORT TERM RENTAL FIRE LIFE SAFETY INSPECTION CHECKLIST

Please ensure compliance with the entire checklist
prior to scheduling your inspection.

Violations found upon initial inspection may require a re-inspection.

1. Gas or charcoal grills shall be kept at least ten feet from combustible construction.
2. Combustible materials shall be separated from heaters, heating devices, or fuel fired appliances by a minimum of 36" clear space.
3. Fire safety plans shall be posted on each floor level adjacent to the main egress travel path and shall include the following information.
 - a. Emergency response phone # (911) and proper address
 - b. Floor plans identifying the location of the following for all levels.
 - i. Exits
 - ii. primary evacuation routes
 - iii. secondary evacuation routes
 - iv. portable fire extinguisher
 - c. Emergency contact and maintenance systems (local representative or owner)
 - d. The address must be visible from the street or frontage road. 4" minimum letters and numbers are required.
4. Portable unvented fuel-fired heating equipment is prohibited inside the occupancy.
5. Electrical hazards shall be abated (cover plates intact, no open wiring junction boxes).
6. Electrical panels require a minimum clearance of 30" wide by 30" depth by 78" height to be maintained free from storage or obstructions.
7. Extension cords as permanent wiring, non-compliant power strips, and multi plug adapters shall not be used.
8. Holes in walls, ceilings, and doors must be repaired to maintain fire resistance rating.
9. Properly maintained portable fire extinguishers of a 5# ABC minimum shall be installed on approved hangers, with the top of the extinguisher not more than 48 inches above the floor, within the egress path on each level of the occupancy
10. Smoke alarms shall be installed inside and outside every sleeping room Also in every room that is in the path of egress, and on each level of the occupancy including basements (interconnection may be required).
11. Carbon monoxide alarms are required on each level of the occupancy and outside of each sleeping room (not required in occupancies where no fuel burning appliance or attached garage is present).
12. The minimum dimension of egress windows shall be 24" in height, and 20" in width with a minimum area of 5.7 square feet. The bottom of the clear window opening (actual window opening) shall not be more than 44" as measured from the floor.
13. Exits shall be always maintained free of obstructions (including ice, snow)
14. Basements shall be free of flammable liquid storage (i.e., solvents, thinners, oil-based paints, gasoline, propane, etc.)



INSPECTION CHECKLIST

Hotel Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements



Y N

EXTERIOR:

- ☐ ☐ Fire Lanes marked/unobstructed (MSFC 503.3, 503.4)
- ☐ ☐ Address visible (MSFC 505.1)
- ☐ ☐ Fire hydrants/water supply accessible (MSFC 507)
- ☐ ☐ Combustible accumulations/storage acceptable (MSFC 304.2, MSFC 315.4)
- ☐ ☐ F.D. key box present/maintained (MSFC 506)
- ☐ ☐ F.D. connections visible/maintained (MSFC 912)
- ☐ ☐ Gas meter/piping protected against impact (MSFC 312, 603.9)
- ☐ ☐ Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (MSFC 304.3.3)

EXIT FEATURES/MEANS OF EGRESS:

- ☐ ☐ Adequate number of exits (MSFC 1004.2, 1006, 1016, 1104.25)
- ☐ ☐ Second means of egress from sleeping rooms (MSFC 1030 & 1104.26)
- ☐ ☐ Exits, aisles, & corridors free of obstructions (MSFC 1031.3)
- ☐ ☐ Exit doors open from inside (MSFC 1010.1.9)
- ☐ ☐ Exit signs present (MSFC 1013, 1104.3)
- ☐ ☐ Emergency lighting present & operational (MSFC 1008, 1104.5)
- ☐ ☐ Interior finish acceptable (MSFC 803, 804)
- ☐ ☐ Exit corridors rated (MSFC 1020.1, 1104.17)

CONSTRUCTION FEATURES:

- ☐ ☐ Fire rated construction present/maintained (MSFC 701)
- ☐ ☐ Incidental use areas separated/sprinklered (MSFC 1105.3)
- ☐ ☐ Rated fire doors operational (MSFC 704.2)
- ☐ ☐ Vertical openings protected (MSFC 1103.4)

STORAGE:

- ☐ ☐ Storage neat and orderly (MSFC 315.3)
- ☐ ☐ Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (MSFC 315.3.3)
- ☐ ☐ Attic storage (MSFC 315.3.4)
- ☐ ☐ Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.3.1)
- ☐ ☐ Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (MSFC 304.3.1)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- ☐ ☐ Safety containers if used (MSFC 5705.2.4)
- ☐ ☐ Not stored/kept near exits (MSFC 5704.3.3.3)
- ☐ ☐ No sources of ignition (MSFC 5704.2.4)
- ☐ ☐ Quantities >10 gals in cabinet (MSFC 5704.3.4.4)
- ☐ ☐ No basement storage unless sprinklered (MSFC 5704.3.5.1)
- ☐ ☐ Adequate ventilation (MSFC 5705.3.7.5.1)

FIRE EXTINGUISHERS:

- ☐ ☐ Readily accessible (MSFC 906.5)
- ☐ ☐ Travel distance not exceeded (MSFC 906.1, 906.3)
- ☐ ☐ Tested/inspected at least annually (MSFC 901.6.1)

Y N

HAZARDOUS MATERIALS:

- ☐ ☐ Compressed gas cylinders secured (MSFC 5303.5)
- ☐ ☐ Rooms/areas properly labeled (MSFC 5003.5)
- ☐ ☐ Acceptable quantities (MSFC 5003.1.1)
- ☐ ☐ Separation of incompatible materials (MSFC 5003.9.8)

UTILITY/MECHANICAL/HVAC:

- ☐ ☐ Shut off valves present on gas appliances (MSFC 603.1)
- ☐ ☐ Approved piping, connections & appliances used (MSFC 603.1.2)
- ☐ ☐ Combustion air supply/venting present (MSFC 603.1)
- ☐ ☐ Adequate clearance between combustibles and appliances (MSFC 315.3.3, 603.5.3)
- ☐ ☐ Commercial Kitchen hood ducts/filters are clean (MSFC 607.3.3)

SPRINKLER SYSTEM:

- ☐ ☐ Coverage is adequate (MSFC 903.3.1)
- ☐ ☐ Controls are readily accessible (MSFC 509.2)
- ☐ ☐ Valves locked open (MSFC 903.4.4)
- ☐ ☐ System and valves supervised [≥6 sprinklers new, ≥ 100 in existing] (MSFC 903.4)
- ☐ ☐ Heads in good condition (MSFC 903.3.1)
- ☐ ☐ Wrench/spare sprinklers present (MSFC 903.3.1)
- ☐ ☐ Tested/inspected at least annually (MSFC 901.6.1)
- ☐ ☐ Riser/pump rooms labeled (MSFC 509.1)

FIRE ALARM & DETECTION SYSTEMS:

- ☐ ☐ Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (MSFC 901.6, 901.7)
- ☐ ☐ Detectors properly installed (MSFC 907 & 1103.7.4)
- ☐ ☐ Tested/inspected at least annually (MSFC 907.8)
- ☐ ☐ Single station smoke detectors present in each apartment (MSFC 907.2.10, 1103.8)
- ☐ ☐ Fire alarm system installed where required (MSFC 907.2.8, 1103.7.4)

OTHER FIRE PROTECTION SYSTEMS:

- ☐ ☐ Standpipes needed (MSFC 905, 1103.6)
- ☐ ☐ Standpipes/hose in good condition (MSFC 905.2)
- ☐ ☐ Adequate coverage (MSFC 905.2)
- ☐ ☐ Hood system fuel shutoff present (MSFC 904.12.2)
- ☐ ☐ Hood system properly maintained/serviced (MSFC 607.3 & 904.12.5)

ELECTRICAL:

- ☐ ☐ No electrical hazards (MSFC 604.1, 604.6)
- ☐ ☐ Appliances/fixtures in good condition (MSFC 604.7)
- ☐ ☐ Overcurrent protection present (MSFC 604.1)
- ☐ ☐ Multi-plug adapters per NFPA 70 (MSFC 604.4)
- ☐ ☐ Extension cords not substituted for fixed wiring (MSFC 604.5)
- ☐ ☐ Power strips properly used (MSFC 604.4.1)
- ☐ ☐ Access/clearance to electrical panels (MSFC 604.3)
- ☐ ☐ Electrical Rooms labeled (MSFC 604.3.1)

Version 3.0 effective March 31, 2020

This checklist is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

MSFC = Minnesota State Fire Code

CODE SUMMARY

Hotel Occupancies

COMMON OCCUPANT LOAD FACTORS (MSFC 1004.1):

Residential Areas	200 sq. ft/person (gross)
Assembly (chairs only)	7 sq. ft/person (net)
Assembly (tables/chairs)	15 sq. ft/person (net)
Exercise Areas	50 sq. ft/person (gross)

Mechanical Areas	300 sq. ft/person (gross)
Parking Garages/Areas	200 sq. ft. /person (gross)
Storage Areas	300 sq. ft/person (gross)

EGRESS FEATURES:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Egress Width – Stairs (in./occupant)	0.3	0.2 *	MSFC 1005.1 * Voice alarm reduction
Egress Width – Other (in./occupant)	0.2	0.15 *	MSFC 1005.1 * Voice alarm reduction
Common Path of Travel – new (ft.)	75	75	MSFC 1006.2.1 Table 1006.2.1
Common Path of Travel – existing (ft.)	75	75	MSFC 1104.20
Dead-End Limit – new (ft.)	20	50	MSFC 1020.4 Unlimited allowable if length < (2.5 x width)
Dead-End Limit – existing (ft.)	50	50	MSFC 1104.17.4 Unlimited allowable if length < (2.5 x width)
Exit Access Travel Distance (ft.)	200	250	MSFC 1017.1 – N; 1104.19 – E
Corridor Fire-Rating Req. – new (hr.)	Not Allowed	0.5	For > 10 occupants. MSFC 1020.1
Corridor Fire-Rating Req. – exist. (hr.)	1	0	For > 10 occupants. MSFC 1104.17.1

COMMON OCCUPANT LOAD FACTORS:

2nd Exit Required- more than 10 occupants (MSFC 1006.3.3) OR common path of travel exceeds 75 ft.
(MSFC 1006.3.3 & 1104.20) OR all stories above 2nd story (MSFC 1006.3.3)
3rd Exit Required - 501 to 1,000 occupants (MSFC 1006.3.2 & 1104.25.2)
4th Exit required - 1,001 or more occupants (MSFC 1006.3.2 & 1104.25.3)

SPRINKLER SYSTEM REQUIRED (MSFC 903.2.8):

Sprinkler protection required for buildings where:

- Group R-1 fire area 4,500 sq. ft. or more in size
- Group R-1 multiunit resort buildings, as defined in Minnesota Statute 157.15 and licensed by the Minnesota Department of Health, 9,250 sq. ft. or more of building area.
- Sprinklers can be an alternate to fire department access roads and inadequate water supplies.

FIRE ALARM SYSTEM AND DETECTION GENERAL REQUIREMENTS AND WHERE REQUIRED:

Automatic detection is required in boiler rooms, furnace rooms, shops, laundry rooms, mechanical rooms, electrical rooms, trash collection rooms, storage rooms, gift shops, locker rooms and similar areas. Automatic smoke detectors required in all common areas and interior corridors serving as a required means of egress (not required if sprinklered and manual activation provided at constantly attended location).

Activation of fire alarm or fire sprinkler system shall activate a general evacuation system throughout building.

Single station smoke detectors/alarms are required in each guest room but are not to be connected to fire alarm system.

Existing (MSFC 1103.7.4):

- Building contains 20 or more guest rooms (with some exceptions) OR
- Building is 3 or more stories in height

New (MSFC 907.2.8):

- All buildings unless:
- Building contains 5 or less guest rooms OR
- Building is 2 stories or less and all guest rooms, attic and crawl spaces are separated from each other and public/common areas by a minimum 1 hour fire partition and all guest rooms have exit to public way, exit court or yard.

Version 3.0 effective March 31, 2020

This checklist is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

MSFC = Minnesota State Fire Code

Monthly Call Volume Year over Year
Jan 01, 2022 12:00 AM to Jul 03, 2023 09:26 AM

III

Month Name	2023		2022		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	37	14%	50	21%	-26%
February	46	17%	26	11%	76.92%
March	46	17%	31	13%	48.39%
April	38	14%	31	13%	22.58%
May	56	21%	45	19%	24.44%
June	44	16%	55	23%	-20%
July	6	2%	4	2%	50%
Grand Total	273	100%	242	100%	12.81%

Incidents by Category and Month

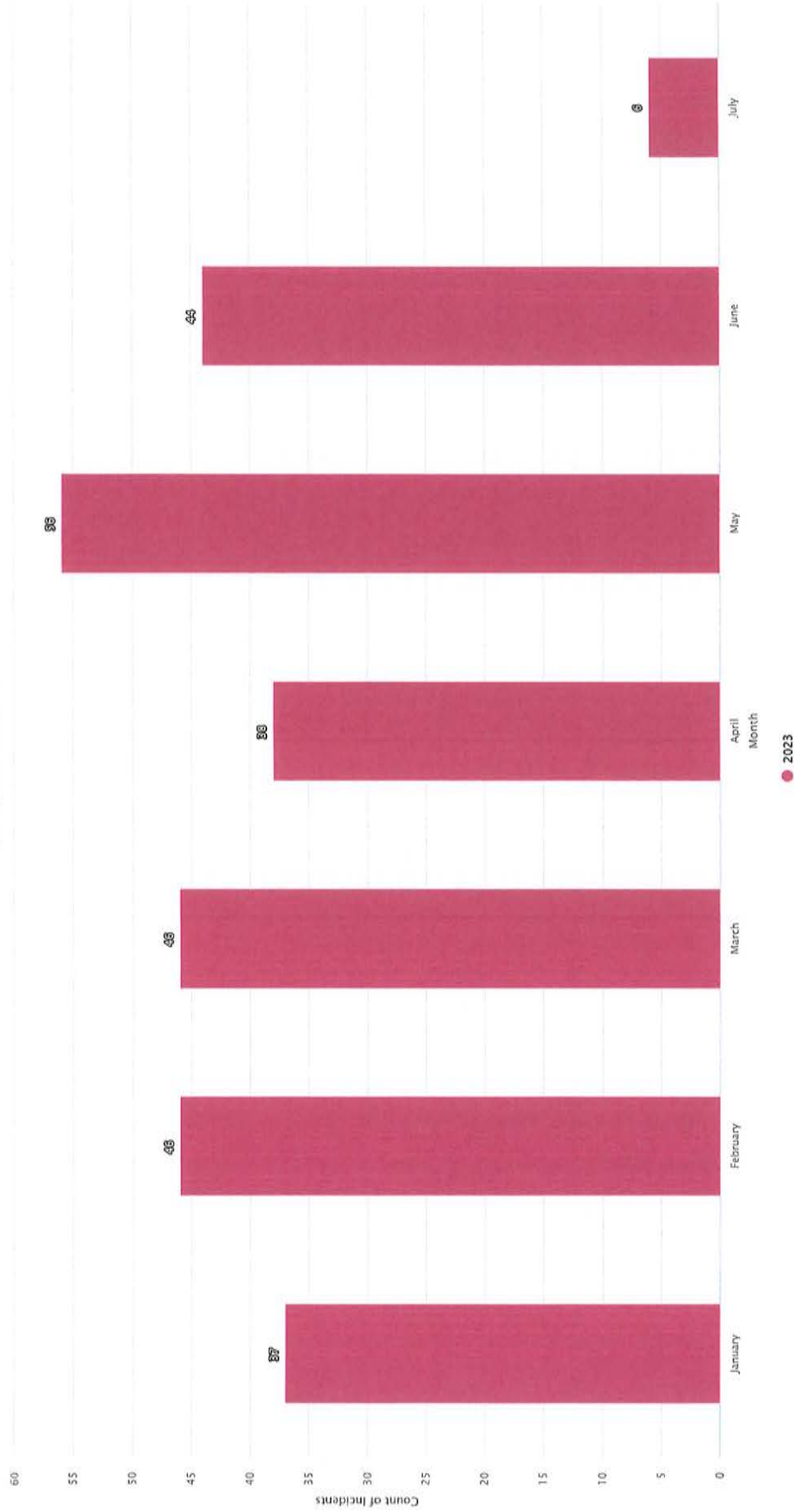
Jan 01, 2022 12:00 AM to Jul 03, 2023 09:26 AM

III

Incident Type Category	2023							2022		YTD % Change		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Grand Total - Current	% of Total Incidents - Current		Grand Total - Previous	% of Total Incidents - Previous
1 - Fire	1	0	0	0	3	2	0	6	2%	9	4%	-33.33%
3 - Rescue & Emergency Medical Service Incident	30	44	35	29	39	28	6	211	77%	171	71%	23.39%
4 - Hazardous Condition (No Fire)	0	0	0	0	2	0	0	2	1%	15	6%	-86.67%
5 - Service Call	3	0	7	7	6	10	0	33	12%	13	5%	153.85%
6 - Good Intent Call	1	1	2	1	4	4	0	13	5%	16	7%	-18.75%
7 - False Alarm & False Call	2	1	2	1	2	0	0	8	3%	15	6%	-46.67%
8 - Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0%	3	1%	-100%
Grand Total	37	46	46	38	56	44	6	273	100%	242	100%	12.81%

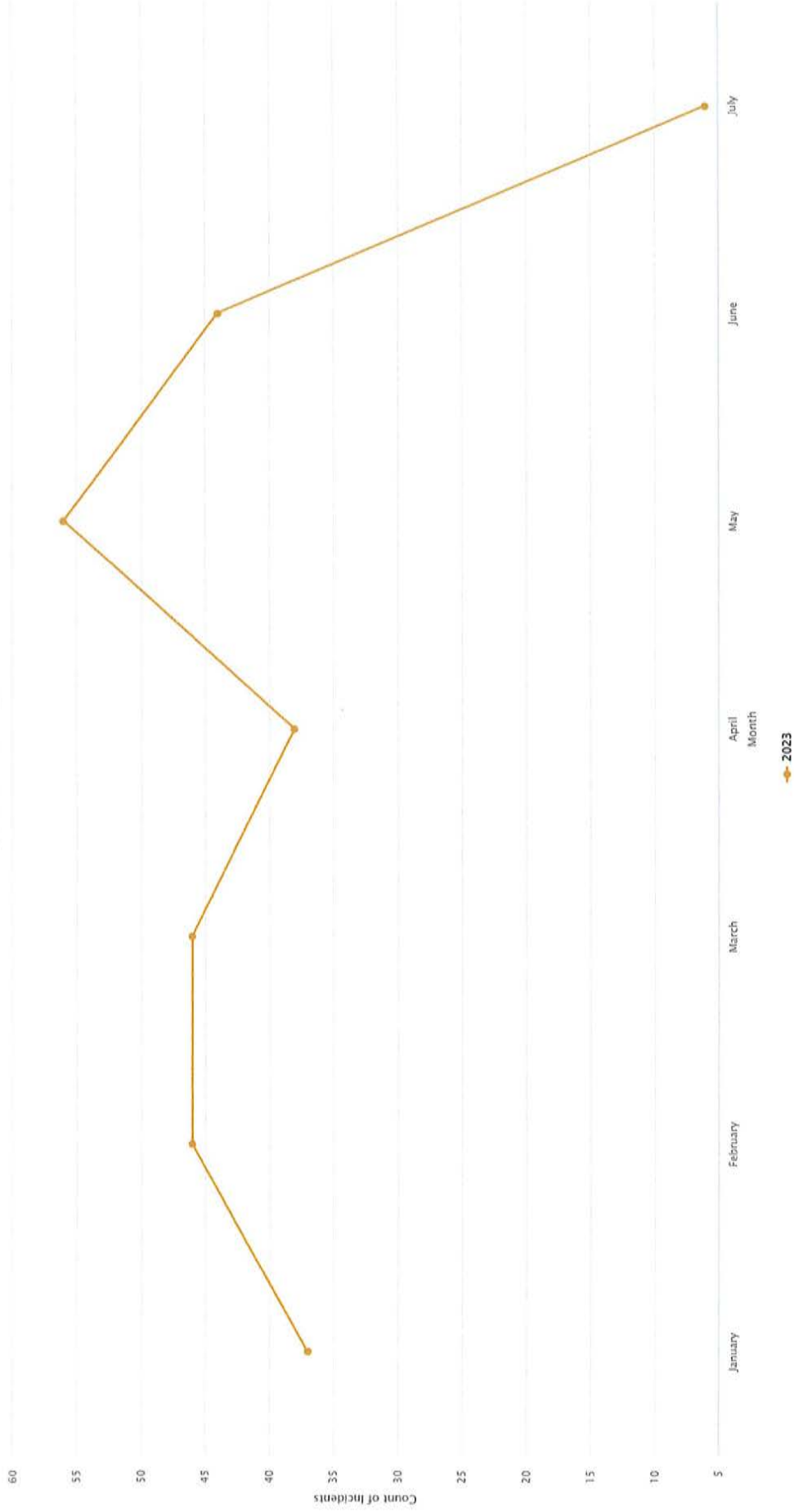
Incidents by Month

Jan 01, 2023 to Dec 31, 2023



Fire Call Volume by Month

Jan 01, 2023 to Dec 31, 2023



Incidents by Day and Hour

Jan 01, 2023 to Dec 31, 2023

Day of Week	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
Sunday	1	1	0	2	1	0	0	1	0	1	1	1	1	0	1	4	1	1	0	1	0	2	4	1
Monday	0	1	0	1	0	1	1	0	4	2	3	4	0	1	2	2	1	2	2	1	5	1	0	0
Tuesday	1	0	1	0	2	1	0	1	0	2	2	1	0	1	2	3	1	4	3	1	1	1	1	0
Wednesday	1	1	2	0	0	0	1	1	2	2	5	3	4	0	2	2	3	3	1	0	0	4	4	2
Thursday	4	1	1	1	0	0	0	2	1	2	2	2	3	4	1	1	2	2	2	2	3	1	0	0
Friday	2	0	0	0	1	0	4	1	1	4	2	3	2	2	2	3	3	3	4	5	5	2	6	0
Saturday	0	1	0	0	0	0	3	1	3	3	5	3	2	2	4	3	2	6	2	2	2	1	3	2

Fire Call Volume by Day

Jan 01, 2023 to Dec 31, 2023



Crosslake Incident Type Report

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
111 - Building fire	2	0.7%	10,500	0	10,500
122 - Fire in motor home, camper, recreational vehicle	1	0.4%	5,000	500	5,500
131 - Passenger vehicle fire	1	0.4%	15,000	1,000	16,000
142 - Brush or brush-and-grass mixture fire	2	0.7%			
Total: 6	Total: 2.2%		Total: 30,500	Total: 1,500	Total: 32,000
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	195	73.0%			
322 - Motor vehicle accident with injuries	3	1.1%			
324 - Motor vehicle accident with no injuries.	1	0.4%			
342 - Search for person in water	1	0.4%			
361 - Swimming/recreational water areas rescue	1	0.4%			
381 - Rescue or EMS standby	4	1.5%			
Total: 205	Total: 76.8%		Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
412 - Gas leak (natural gas or LPG)	1	0.4%			
424 - Carbon monoxide incident	1	0.4%			
Total: 2	Total: 0.7%		Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
551 - Assist police or other governmental agency	10	3.7%			
553 - Public service	21	7.9%			
561 - Unauthorized burning	1	0.4%			
571 - Cover assignment, standby, moveup	1	0.4%			
Total: 33	Total: 12.4%		Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	9	3.4%			
661 - EMS call, party transported by non-fire agency	4	1.5%			
Total: 13	Total: 4.9%		Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
735 - Alarm system sounded due to malfunction	2	0.7%			
740 - Unintentional transmission of alarm, other	1	0.4%			
743 - Smoke detector activation, no fire - unintentional	1	0.4%			
745 - Alarm system activation, no fire - unintentional	3	1.1%			
746 - Carbon monoxide detector activation, no CO	1	0.4%			
Total: 8	Total: 3.0%		Total: 0	Total: 0	Total: 0
Total: 267	Total: 100.0%		Total: 30,500	Total: 1,500	Total: 32,000

Report Filters

Basic Incident Date Time: is between '01/01/2023' and '06/30/2023'

Agency Name: is equal to 'CROSSLAKE'

2023 YTD

Report Criteria

Incident Type (Fd1.21): Is Not Blank

Crosslake Incident Type Report

2022 2. f.

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
111 - Building fire	3	0.5%	493,700	150,500	644,200
113 - Cooking fire, confined to container	1	0.2%			
131 - Passenger vehicle fire	2	0.3%	62,000	3,000	65,000
138 - Off-road vehicle or heavy equipment fire	1	0.2%	300,000		300,000
141 - Forest, woods or wildland fire	2	0.3%	0		0
142 - Brush or brush-and-grass mixture fire	4	0.7%			
143 - Grass fire	1	0.2%			
151 - Outside rubbish, trash or waste fire	1	0.2%			
Total: 15	Total: 2.5%	Total: 855,700	Total: 153,500	Total: 1,009,200	
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	407	68.6%			
321 - EMS call, excluding vehicle accident with injury	1	0.2%			
322 - Motor vehicle accident with injuries	5	0.8%			
324 - Motor vehicle accident with no injuries.	1	0.2%			
341 - Search for person on land	2	0.3%			
353 - Removal of victim(s) from stalled elevator	1	0.2%			
361 - Swimming/recreational water areas rescue	1	0.2%			
362 - Ice rescue	1	0.2%			
381 - Rescue or EMS standby	1	0.2%			
Total: 420	Total: 70.8%	Total: 0	Total: 0	Total: 0	
Incident Type Category: 4 - Hazardous Condition (No Fire)					
412 - Gas leak (natural gas or LPG)	11	1.9%			
424 - Carbon monoxide incident	2	0.3%			
444 - Power line down	7	1.2%			
445 - Arcing, shorted electrical equipment	1	0.2%			
Total: 21	Total: 3.5%	Total: 0	Total: 0	Total: 0	
Incident Type Category: 5 - Service Call					
520 - Water problem, other	1	0.2%			
542 - Animal rescue	1	0.2%			
551 - Assist police or other governmental agency	30	5.1%			
553 - Public service	34	5.7%			
561 - Unauthorized burning	1	0.2%			
Total: 67	Total: 11.3%	Total: 0	Total: 0	Total: 0	
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	21	3.5%			
631 - Authorized controlled burning	1	0.2%			
651 - Smoke scare, odor of smoke	2	0.3%			
652 - Steam, vapor, fog or dust thought to be smoke	3	0.5%			
661 - EMS call, party transported by non-fire agency	13	2.2%			
Total: 40	Total: 6.7%	Total: 0	Total: 0	Total: 0	
Incident Type Category: 7 - False Alarm & False Call					
735 - Alarm system sounded due to malfunction	8	1.3%			
740 - Unintentional transmission of alarm, other	1	0.2%			
745 - Alarm system activation, no fire - unintentional	11	1.9%			
746 - Carbon monoxide detector activation, no CO	6	1.0%			
Total: 26	Total: 4.4%	Total: 0	Total: 0	Total: 0	
Incident Type Category: 8 - Severe Weather & Natural Disaster					
813 - Wind storm, tornado/hurricane	3	0.5%			

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
assessment					
814 - Lightning strike (no fire)	1	0.2%			
	Total: 4	Total: 0.7%	Total: 0	Total: 0	Total: 0
	Total: 593	Total: 100.0%	Total: 855,700	Total: 153,500	Total: 1,009,200

Report Filters

Basic Incident Date Time: is between '01/01/2022' and '12/31/2022'

Agency Name: is equal to 'CROSSLAKE'

Report Criteria

Incident Type (Fd1.21): Is Not Blank

2022

Crosslake Incident Type Report

2021

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
111 - Building fire	4	0.8%	445,900	153,000	598,900
131 - Passenger vehicle fire	1	0.2%	15,000	1,500	16,500
134 - Water vehicle fire	1	0.2%	60,000	4,000	64,000
142 - Brush or brush-and-grass mixture fire	5	1.1%			
143 - Grass fire	1	0.2%			
Total: 12	Total: 2.5%		Total: 520,900	Total: 158,500	Total: 679,400
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	339	71.8%			
322 - Motor vehicle accident with injuries	6	1.3%			
324 - Motor vehicle accident with no injuries.	3	0.6%			
351 - Extrication of victim(s) from building/structure	1	0.2%			
360 - Water & ice-related rescue, other	1	0.2%			
362 - Ice rescue	1	0.2%			
Total: 351	Total: 74.4%		Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
412 - Gas leak (natural gas or LPG)	5	1.1%			
424 - Carbon monoxide incident	1	0.2%			
444 - Power line down	2	0.4%			
Total: 8	Total: 1.7%		Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
531 - Smoke or odor removal	1	0.2%	0	5,000	5,000
550 - Public service assistance, other	8	1.7%			
551 - Assist police or other governmental agency	22	4.7%			
553 - Public service	6	1.3%			
561 - Unauthorized burning	4	0.8%			
571 - Cover assignment, standby, moveup	3	0.6%			
Total: 44	Total: 9.3%		Total: 0	Total: 5,000	Total: 5,000
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	16	3.4%			
651 - Smoke scare, odor of smoke	5	1.1%			
661 - EMS call, party transported by non-fire agency	18	3.8%			
Total: 39	Total: 8.3%		Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
731 - Sprinkler activation due to malfunction	1	0.2%			
735 - Alarm system sounded due to malfunction	3	0.6%			
745 - Alarm system activation, no fire - unintentional	8	1.7%			
746 - Carbon monoxide detector activation, no CO	6	1.3%			
Total: 18	Total: 3.8%		Total: 0	Total: 0	Total: 0
Total: 472	Total: 100.0%		Total: 520,900	Total: 163,500	Total: 684,400

Report Filters

Basic Incident Date Time: is between '01/01/2021' and '12/31/2021'

Agency Name: is equal to 'CROSSLAKE'

2021

Report Criteria

Incident Type (Fd1.21): Is Not Blank

Crosslake Incident Type Report

2020

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
111 - Building fire	4	1.1%	421,000	206,500	627,500
113 - Cooking fire, confined to container	3	0.8%			
142 - Brush or brush-and-grass mixture fire	3	0.8%			
151 - Outside rubbish, trash or waste fire	1	0.3%			
Total:	11	Total: 3.0%	Total: 421,000	Total: 206,500	Total: 627,500
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	247	67.7%			
320 - Emergency medical service, other	1	0.3%			
322 - Motor vehicle accident with injuries	5	1.4%			
340 - Search for lost person, other	1	0.3%			
341 - Search for person on land	1	0.3%			
381 - Rescue or EMS standby	2	0.5%			
Total:	257	Total: 70.4%	Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
411 - Gasoline or other flammable liquid spill	1	0.3%			
412 - Gas leak (natural gas or LPG)	10	2.7%			
424 - Carbon monoxide incident	2	0.5%			
444 - Power line down	1	0.3%			
445 - Arcing, shorted electrical equipment	1	0.3%			
Total:	15	Total: 4.1%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
550 - Public service assistance, other	4	1.1%			
551 - Assist police or other governmental agency	23	6.3%			
553 - Public service	3	0.8%			
Total:	30	Total: 8.2%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	20	5.5%			
651 - Smoke scare, odor of smoke	1	0.3%			
661 - EMS call, party transported by non-fire agency	11	3.0%			
Total:	32	Total: 8.8%	Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
735 - Alarm system sounded due to malfunction	1	0.3%			
744 - Detector activation, no fire - unintentional	1	0.3%			
745 - Alarm system activation, no fire - unintentional	7	1.9%			
746 - Carbon monoxide detector activation, no CO	5	1.4%			
Total:	14	Total: 3.8%	Total: 0	Total: 0	Total: 0
Incident Type Category: 8 - Severe Weather & Natural Disaster					
812 - Flood assessment	1	0.3%			
813 - Wind storm, tornado/hurricane assessment	1	0.3%			
814 - Lightning strike (no fire)	1	0.3%			
815 - Severe weather or natural disaster standby	3	0.8%			
Total:	6	Total: 1.6%	Total: 0	Total: 0	Total: 0
Total:	365	Total: 100.0%	Total: 421,000	Total: 206,500	Total: 627,500

Report Filters

Basic Incident Date Time: is between '01/01/2020' and '12/31/2020'

Agency Name: is equal to 'CROSSLAKE'

2020

Crosslake Incident Type Report

2019

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
111 - Building fire	6	1.5%	383,500	137,000	520,500
112 - Fires in structure other than in a building	1	0.3%	1,000	0	1,000
114 - Chimney or flue fire, confined to chimney or flue	1	0.3%			
130 - Mobile property (vehicle) fire, other	1	0.3%	1,600		1,600
138 - Off-road vehicle or heavy equipment fire	1	0.3%	9,000	28,000	37,000
141 - Forest, woods or wildland fire	1	0.3%	0	0	0
142 - Brush or brush-and-grass mixture fire	7	1.8%			
143 - Grass fire	1	0.3%			
	Total: 19	Total: 4.8%	Total: 395,100	Total: 165,000	Total: 560,100
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
311 - Medical assist, assist EMS crew	258	65.5%			
322 - Motor vehicle accident with injuries	12	3.0%			
324 - Motor vehicle accident with no injuries.	2	0.5%			
340 - Search for lost person, other	2	0.5%			
341 - Search for person on land	1	0.3%			
350 - Extrication, rescue, other	1	0.3%			
362 - Ice rescue	1	0.3%			
381 - Rescue or EMS standby	1	0.3%			
	Total: 278	Total: 70.6%	Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
411 - Gasoline or other flammable liquid spill	1	0.3%			
412 - Gas leak (natural gas or LPG)	5	1.3%			
444 - Power line down	1	0.3%			
	Total: 7	Total: 1.8%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
500 - Service call, other	1	0.3%			
520 - Water problem, other	1	0.3%			
550 - Public service assistance, other	7	1.8%			
551 - Assist police or other governmental agency	20	5.1%			
	Total: 29	Total: 7.4%	Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	22	5.6%			
651 - Smoke scare, odor of smoke	4	1.0%			
661 - EMS call, party transported by non-fire agency	11	2.8%			
	Total: 37	Total: 9.4%	Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
735 - Alarm system sounded due to malfunction	2	0.5%			
743 - Smoke detector activation, no fire - unintentional	1	0.3%			
745 - Alarm system activation, no fire - unintentional	8	2.0%			
746 - Carbon monoxide detector activation, no CO	10	2.5%			
	Total: 21	Total: 5.3%	Total: 0	Total: 0	Total: 0
Incident Type Category: 8 - Severe Weather & Natural Disaster					
815 - Severe weather or natural disaster standby	3	0.8%			
	Total: 3	Total: 0.8%	Total: 0	Total: 0	Total: 0
	Total: 394	Total: 100.0%	Total: 395,100	Total: 165,000	Total: 560,100

Report Filters

Basic Incident Date Time: is between '01/01/2019' and '12/31/2019'

2019

Crosslake Incident Type Report

2018

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
111 - Building fire	8	2.3%	2,196,900	370,100	2,567,000
112 - Fires in structure other than in a building	1	0.3%			
118 - Trash or rubbish fire, contained	1	0.3%			
131 - Passenger vehicle fire	2	0.6%	43,000	600	43,600
142 - Brush or brush-and-grass mixture fire	2	0.6%			
143 - Grass fire	2	0.6%			
	Total: 16	Total: 4.5%	Total: 2,239,900	Total: 370,700	Total: 2,610,600
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
300 - Rescue, EMS incident, other	2	0.6%			
311 - Medical assist, assist EMS crew	252	71.6%			
322 - Motor vehicle accident with injuries	6	1.7%			
340 - Search for lost person, other	1	0.3%			
341 - Search for person on land	8	2.3%			
342 - Search for person in water	4	1.1%			
	Total: 273	Total: 77.6%	Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
411 - Gasoline or other flammable liquid spill	1	0.3%			
412 - Gas leak (natural gas or LPG)	7	2.0%			
424 - Carbon monoxide incident	1	0.3%			
463 - Vehicle accident, general cleanup	1	0.3%			
	Total: 10	Total: 2.8%	Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
531 - Smoke or odor removal	1	0.3%	15,000	500	15,500
550 - Public service assistance, other	1	0.3%			
	Total: 2	Total: 0.6%	Total: 15,000	Total: 500	Total: 15,500
Incident Type Category: 6 - Good Intent Call					
611 - Dispatched and cancelled en route	18	5.1%			
651 - Smoke scare, odor of smoke	2	0.6%	0	0	0
661 - EMS call, party transported by non-fire agency	17	4.8%			
	Total: 37	Total: 10.5%	Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
733 - Smoke detector activation due to malfunction	3	0.9%			
735 - Alarm system sounded due to malfunction	1	0.3%			
741 - Sprinkler activation, no fire - unintentional	1	0.3%			
745 - Alarm system activation, no fire - unintentional	5	1.4%			
746 - Carbon monoxide detector activation, no CO	3	0.9%			
	Total: 13	Total: 3.7%	Total: 0	Total: 0	Total: 0
Incident Type Category: 8 - Severe Weather & Natural Disaster					
815 - Severe weather or natural disaster standby	1	0.3%			
	Total: 1	Total: 0.3%	Total: 0	Total: 0	Total: 0
	Total: 352	Total: 100.0%	Total: 2,254,900	Total: 371,200	Total: 2,626,100

Report Filters

Basic Incident Date Time: is between '01/01/2018' and '12/31/2018'

Agency Name: is equal to 'CROSSLAKE'

2018

Report Criteria

Crosslake Incident Type Report

2017

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
111 - Building fire	6	1.9%	299,500	101,000	400,500
112 - Fires in structure other than in a building	1	0.3%	0	50	50
113 - Cooking fire, confined to container	1	0.3%	0	0	0
138 - Off-road vehicle or heavy equipment fire	1	0.3%	8,500	10,000	18,500
141 - Forest, woods or wildland fire	1	0.3%	0	1,200	1,200
142 - Brush or brush-and-grass mixture fire	2	0.6%	0	0	0
143 - Grass fire	1	0.3%	0	0	0
161 - Outside storage fire	1	0.3%	0	0	0
Total: 14	Total: 4.4%		Total: 308,000	Total: 112,250	Total: 420,250
Incident Type Category: 2 - Overpressure Rupture, Explosion, Overheat (No Fire)					
221 - Overpressure rupture of air or gas pipe/pipeline	1	0.3%			
Total: 1	Total: 0.3%		Total: 0	Total: 0	Total: 0
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
300 - Rescue, EMS incident, other	1	0.3%			
311 - Medical assist, assist EMS crew	258	80.4%			
322 - Motor vehicle accident with injuries	7	2.2%			
340 - Search for lost person, other	1	0.3%			
342 - Search for person in water	1	0.3%			
Total: 268	Total: 83.5%		Total: 0	Total: 0	Total: 0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
411 - Gasoline or other flammable liquid spill	1	0.3%			
412 - Gas leak (natural gas or LPG)	4	1.2%			
444 - Power line down	2	0.6%			
Total: 7	Total: 2.2%		Total: 0	Total: 0	Total: 0
Incident Type Category: 5 - Service Call					
561 - Unauthorized burning	2	0.6%			
Total: 2	Total: 0.6%		Total: 0	Total: 0	Total: 0
Incident Type Category: 6 - Good Intent Call					
600 - Good intent call, other	1	0.3%			
611 - Dispatched and cancelled en route	9	2.8%			
651 - Smoke scare, odor of smoke	3	0.9%	0	0	0
Total: 13	Total: 4.0%		Total: 0	Total: 0	Total: 0
Incident Type Category: 7 - False Alarm & False Call					
745 - Alarm system activation, no fire - unintentional	14	4.4%			
746 - Carbon monoxide detector activation, no CO	1	0.3%			
Total: 15	Total: 4.7%		Total: 0	Total: 0	Total: 0
Incident Type Category: 8 - Severe Weather & Natural Disaster					
814 - Lightning strike (no fire)	1	0.3%			
Total: 1	Total: 0.3%		Total: 0	Total: 0	Total: 0
Total: 321	Total: 100.0%		Total: 308,000	Total: 112,250	Total: 420,250

Report Filters

Basic Incident Date Time: is between '01/01/2017' and '12/31/2017'

Agency Name: is equal to 'CROSSLAKE'

2017

Report Criteria

Incident Type (Fd1.21): Is Not Blank

Crosslake Incident Type Report

2016

Incident Type	Total Incidents	Total Incidents % of Incidents	Total Property Loss	Total Content Loss	Total Loss
Incident Type Category: 1 - Fire					
100 - Fire, other	1	0.4%	2,000	0	2,000
111 - Building fire	8	2.8%	5,081,000	2,823,000	7,904,000
114 - Chimney or flue fire, confined to chimney or flue	1	0.4%	0	0	0
134 - Water vehicle fire	1	0.4%	8,000	200	8,200
142 - Brush or brush-and-grass mixture fire	6	2.1%	10,000	1,000	11,000
143 - Grass fire	4	1.4%	0	0	0
154 - Dumpster or other outside trash receptacle fire	1	0.4%	0	0	0
Total:	22	7.8%	5,101,000	2,824,200	7,925,200
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident					
300 - Rescue, EMS incident, other	1	0.4%			
311 - Medical assist, assist EMS crew	206	72.8%	0	0	0
322 - Motor vehicle accident with injuries	10	3.5%			
324 - Motor vehicle accident with no injuries.	1	0.4%			
342 - Search for person in water	1	0.4%			
Total:	219	77.4%	0	0	0
Incident Type Category: 4 - Hazardous Condition (No Fire)					
412 - Gas leak (natural gas or LPG)	8	2.8%			
444 - Power line down	2	0.7%			
Total:	10	3.5%	0	0	0
Incident Type Category: 5 - Service Call					
500 - Service call, other	2	0.7%			
531 - Smoke or odor removal	1	0.4%			
Total:	3	1.1%	0	0	0
Incident Type Category: 6 - Good Intent Call					
600 - Good intent call, other	3	1.1%			
611 - Dispatched and cancelled en route	9	3.2%			
651 - Smoke scare, odor of smoke	1	0.4%			
Total:	13	4.6%	0	0	0
Incident Type Category: 7 - False Alarm & False Call					
741 - Sprinkler activation, no fire - unintentional	1	0.4%			
745 - Alarm system activation, no fire - unintentional	10	3.5%			
746 - Carbon monoxide detector activation, no CO	4	1.4%			
Total:	15	5.3%	0	0	0
Incident Type Category: 8 - Severe Weather & Natural Disaster					
815 - Severe weather or natural disaster standby	1	0.4%			
Total:	1	0.4%	0	0	0
Total:	283	100.0%	5,101,000	2,824,200	7,925,200

Report Filters

Basic Incident Date Time: is between '01/01/2016' and '12/31/2016'

Agency Name: is equal to 'CROSSLAKE'

2016

Report Criteria

Incident Type (Fd1.21): Is Not Blank

POSITION TITLE: Fire Chief/ Fire Marshal/ Emergency Manager
DEPARTMENT: Fire
ACCOUNTABLE TO: City Administrator

PRIMARY OBJECTIVE

This position provides effective leadership in directing, planning, and coordinating a Paid-on-Call Fire Department. The position oversees and is responsible for all service functions of the Albertville Fire Department and its service district, including, but not limited to, fire protection and emergency response, fire suppression, fire prevention and safety, training and safety of personnel, managing fire station facilities and equipment, administrative duties, and supervision of all fire department staff. The Fire Chief also serves as the Emergency Management Director and performs other duties as assigned.

ESSENTIAL FUNCTIONS

1. FIRE CHIEF

- a. Administers, plans, and evaluates all activities of the Fire Department.
- b. Provides leadership and supervision to Fire Department personnel. Manages and evaluates personnel at the scene of emergencies and other settings. Required to respond to major incidents or incidents that require multi-jurisdictional response.
- c. Delegates appropriate duties, responsibilities, and authority to supervisors, ranking officers, and training personnel.
- d. Administers the training and certification programs for Fire Department personnel to ensure content and consistency with applicable standards.
- e. Assures maintenance of all Fire Department facilities and equipment.
- f. Prepares annual Fire Department budget. Provides recommendations relating to purchase of fire equipment and apparatus to the City Council, Fire Committee, and other governmental agencies or groups.
- g. Provides well-defined information to the media regarding matters of importance and interest.
- h. Develops and recommends long-range plans for firefighting equipment, personnel, and facilities designed to meet the changing needs of the Department and community it serves.

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- i. Prepares and presents a variety of reports concerning activities of the Fire Department to the City Council, Fire Committee, and other governmental agencies or groups.
 - j. Identifies Federal, State, and private grants; determines the scope of work for which the funds are needed; prepares proposals to obtain grants; administers grant funds accordingly.
 - k. Appoints all Fire Department officers based on pre-established criteria as set forth in the Albertville Fire Department Standard Operating Guidelines.
 - l. Establishes, maintains, and oversees mutual aid agreements with neighboring fire departments.
 - m. Participates in City Council Meetings, Fire Department Meetings, Drills and Trainings, and other governmental meetings. Serves on the Fire Department Relief Association Board. We need to clarify this, is the Fire Chief a voting member or how does he/she serve?
 - n. Promotes a cooperative working relationship with other city departments as well as county, state, and federal agencies.
 - o. Directs the investigation of fire-damaged property to determine the cause and origin of fire and the value of the loss.
 - p. Ensures that the Department is properly staffed, organized, equipped, and adequately trained.
 - q. Oversees the recruitment, retention, supervision and development of Paid-on-Call personnel. Ensures compliance with City of Albertville Personnel Policies.
 - r. Maintains the Albertville Fire Department SOG Manual.

2. FIRE MARSHAL

- a. Enforces related codes and ordinances.
- b. Administers fire inspection program, including, but not limited to: inspecting commercial, industrial, and multiple family structures; involvement in fire investigations; interpreting codes and issuing violation notices including recommendations to correct such violations.
- c. Establish and implement a public information program for adult and youth regarding fire safety, prevention, and emergency activities.
- d. Preplanning of commercial, industrial, and multiple family structures.

3. EMERGENCY MANAGER

- a. Serves as Emergency Management Director for the City.
- b. Maintains the City's Emergency Operation Plan (EOP).
- c. Maintains the City's Emergency Resource Manual (ERM).
- d. Coordinates duties with the city administration in order to effectively respond to an emergency situation.
- e. Maintains and monitors the Emergency Warning Sirens to ensure adequate coverage in case of an emergency.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience

- a. Associates degree in fire science, business, administration, or related field. Fire Department Management experience may be substituted for degree.
- b. Fire Officer experience with increased Command responsibility. Three to five years of supervisory experience preferred.
- c. Licensed firefighter with MBFTE (Minnesota Board of Firefighter Training and Education) meeting NFPA 1001 Standards. If not licensed, must obtain MBFTE license within 6 (six) months from date of hire.
- d. Minnesota State Certified as Fire Officer I or higher meeting NFPA 1021 Standards.
- e. Minnesota State Certified as Hazardous Material Operations or higher meeting NFPA 472 Standards.
- f. MNEMSRB (Minnesota Emergency Medical Services Regulatory Board) Certified EMR (First Responder), EMT or higher.
- g. NFA (National Fire Academy) or equivalent Leadership I, II, III.
- h. Minnesota State Certified as (FAO) Fire Apparatus Operator/Pumper or higher meeting NFPA 1002 Standards.
- i. NIMS (National Incident Management System) 700, 800; 100-400 Certifications.
- j. Must be proficient in Microsoft Office and Image Trend Fire Brigade Software.
- k. Must possess valid Minnesota Class D Driver's License or equivalent.

- l. Minnesota State Certified as Fire Inspector I or higher meeting NFPA 1037 Standards. Since this has been moved from a “desired qualification” can it be re-worded to not include “state Certification” or somehow leave it a little more open? Maybe put it under “knowledge, skills and abilities” as an ability to obtain state certification within 2 years of date of hire?
- m. Homeland Security and Emergency Management Professional Certification. Same comments on this as Fire Inspector I.
- n. Knowledge of OSHA Safety Regulations and training requirements.

2. Knowledge, Skills and Abilities

- a. Professional/positive attitude: actively seeks opportunity for professional development. Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships to others, and self-confidence. Must represent the organization to other agencies, staff and citizens with a courteous, helpful, accurate, and businesslike attitude in all contact. Must have the ability to establish and maintain successful working relationships with those contacted in the course of work. Must have experience, understanding and enthusiastic support of public safety as a concept of inter-departmental cooperation and collaboration.
- b. Ability to develop and maintain excellent labor/management relations. Ability to cultivate ideas and/or suggestions from employees at all levels of the organization.
- c. Ability to respond to an Albertville Fire Department emergency scene within 20 minutes.

3. Additional Information

- a. This position will have a performance review annually.
- b. There will be a 120 day Probationary Period based on performance.
- c. This is an FLSA (Fair Labor Standards Act) exempt position.
- d. Fire Department physical agility test must be satisfactorily completed initially and annually thereafter.
- e. Psychological evaluation, physical evaluation and drug screen will be administered prior to job offer.
- f. Criminal History Background Check must be completed after offer acceptance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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. While performing the duties of the job, the employee is frequently required to sit, talk or listen, stand, walk, manipulate, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is required, climb or balance, stoop, kneel, crouch, crawl, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL REQUIREMENTS

- a. Reading Ability: The position requires the ability to read and comprehend text of some difficulty, requiring the understanding of technical procedures or specifications, and Ordinances.
- b. Writing: Excellent writing skills are required to assist in various writing tasks.
- c. Verbal Skills: Excellent verbal communication skills required to be consistent with providing understandable explanations and information to the public and city staff.
- d. Math Skills: Position requires the ability to perform basic math and fee calculations.
- e. Reasoning Ability: Must be able to respond to a great variety of general inquiries.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; physical agility test, background check, final selection. NOTE: Appointees will be subject to completion of a required probationary period.

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

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.

Sample Fire Chief/Emergency Manager Salary - 2023				
Step	Method 1 - Rollforward 2017 Outside Salary Study at 3% Per Year	Method 2 - Rollforward 2017 Outside Salary Study, add steps to original scale		Average
1	81,458.98	83,902.78		82,680.88
2	83,902.77	86,419.87		85,161.32
3	86,419.84	89,012.48		87,716.16
4	89,012.46	91,682.85		90,347.66
5	91,682.84	94,433.34		93,058.09
6	94,433.30	97,266.34		95,849.82
7	97,266.31	100,184.33		98,725.32
8	100,184.32	103,189.86		101,687.09
9	103,189.86	106,285.56		104,737.71
Recommendation - Step 6				95,849.82

2024 AVE
1.05
86,814.92
89,419.39
92,101.97
94,865.04
97,710.99
100,642.31
103,661.59
106,771.44
109,974.60
103,661.59



Crow Wing County Mini Summary Report 1

City/Township Code	Jurisdiction	Item	Category	Description	Amount	
9999	County Total	30	Totals	Total Estimated Market Value	18,985,434,723	
9799	Township Total in County	30	Totals	Total Estimated Market Value	9,936,918,000	
9899	City Total in County	30	Totals	Total Estimated Market Value	9,048,516,723	
2500	Crosslake	30	Totals	Total Estimated Market Value	2,403,820,700	12.66%
0013	Ideal	30	Totals	Total Estimated Market Value	1,582,505,900	8.34%
0100	Baxter	30	Totals	Total Estimated Market Value	1,473,083,600	7.76%
0099	Unorg. 1st Assessment	30	Totals	Total Estimated Market Value	1,373,160,400	7.23%
1600	Nisswa	30	Totals	Total Estimated Market Value	1,220,707,600	6.43%
0200	Brainerd	30	Totals	Total Estimated Market Value	1,170,129,200	6.16%
0002	Bay Lake	30	Totals	Total Estimated Market Value	891,488,800	4.70%
1900	Breezy Point	30	Totals	Total Estimated Market Value	866,555,000	4.56%
0016	Lake Edward	30	Totals	Total Estimated Market Value	820,229,900	4.32%
0020	Mission	30	Totals	Total Estimated Market Value	508,122,500	2.68%
2000	Pequot Lakes	30	Totals	Total Estimated Market Value	472,034,723	2.49%
2400	Emily	30	Totals	Total Estimated Market Value	458,230,400	2.41%
0023	Pelican	30	Totals	Total Estimated Market Value	451,739,300	2.38%
0007	Deerwood TWP	30	Totals	Total Estimated Market Value	451,305,700	2.38%
0700	Fifty Lakes	30	Totals	Total Estimated Market Value	343,712,100	1.81%
0012	Garrison TWP	30	Totals	Total Estimated Market Value	300,665,000	1.58%
0018	Long Lake	30	Totals	Total Estimated Market Value	290,821,300	1.53%
0004	Crow Wing	30	Totals	Total Estimated Market Value	289,659,700	1.53%
0015	Jenkins TWP	30	Totals	Total Estimated Market Value	268,453,300	1.41%
0003	Center	30	Totals	Total Estimated Market Value	261,234,200	1.38%
0022	Oak Lawn	30	Totals	Total Estimated Market Value	248,883,600	1.31%
0027	Roosevelt	30	Totals	Total Estimated Market Value	241,356,300	1.27%
0300	Crosby	30	Totals	Total Estimated Market Value	224,512,500	1.18%
0019	Maple Grove	30	Totals	Total Estimated Market Value	218,130,500	1.15%
0014	Irondale	30	Totals	Total Estimated Market Value	212,849,900	1.12%
0010	Fort Ripley TWP	30	Totals	Total Estimated Market Value	199,941,800	1.05%
0021	Nokay Lake	30	Totals	Total Estimated Market Value	166,589,600	0.88%
0028	Ross Lake	30	Totals	Total Estimated Market Value	163,394,600	0.86%
0009	Fairfield	30	Totals	Total Estimated Market Value	162,472,000	0.86%
0034	Wolford	30	Totals	Total Estimated Market Value	125,299,300	0.66%
0032	Timothy	30	Totals	Total Estimated Market Value	113,658,400	0.60%
0029	St. Mathias	30	Totals	Total Estimated Market Value	113,162,300	0.60%
0026	Rabbit Lake	30	Totals	Total Estimated Market Value	107,684,400	0.57%
0600	Deerwood	30	Totals	Total Estimated Market Value	95,531,200	0.50%
0005	Daggett Brook	30	Totals	Total Estimated Market Value	95,524,000	0.50%
0025	Platte Lake	30	Totals	Total Estimated Market Value	85,728,700	0.45%
1200	Jenkins	30	Totals	Total Estimated Market Value	84,318,900	0.44%
0024	Perry Lake	30	Totals	Total Estimated Market Value	79,537,700	0.42%
0500	Cuyuna	30	Totals	Total Estimated Market Value	67,182,400	0.35%
1400	Manhattan Beach	30	Totals	Total Estimated Market Value	54,926,700	0.29%
1100	Ironton	30	Totals	Total Estimated Market Value	46,140,100	0.24%
0011	Gail Lake	30	Totals	Total Estimated Market Value	38,480,400	0.20%
0017	Little Pine	30	Totals	Total Estimated Market Value	37,767,900	0.20%
0006	Unorg. 2nd Assessment	30	Totals	Total Estimated Market Value	37,070,600	0.20%
1000	Garrison	30	Totals	Total Estimated Market Value	29,464,500	0.16%
2200	Trommald	30	Totals	Total Estimated Market Value	14,284,400	0.08%
0900	Fort Ripley	30	Totals	Total Estimated Market Value	12,550,200	0.07%
2100	Riverton	30	Totals	Total Estimated Market Value	11,332,500	0.06%