

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
September 22, 2021
5:00 PM
Carthage City Hall Council Chambers

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report
3. Consider and discuss C.B. 21-39, changes to Section 400 Benefits (405-406) of the Personnel Policy Manual.

Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Consider and discuss investments in a money market account.
2. Consider and discuss Firefighter in Training job description.
3. Staff Reports

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

Posted: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, AUGUST 24, 2021
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Craig Diggs and Robin Harrison.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Council Member Ed Barlow.

OTHERS PRESENT: City Clerk Traci Cox, HR Coordinator Michael Miller and Abi Almandinger.

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mr. Diggs, the minutes of the August 10, 2021 meeting were approved 4-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 4-0.

NEW BUSINESS:

1. **Consider and Discuss Conflict of Interest C.B. 21-39., changes to Section 404 Workers Compensation of the Personnel Policy Manual.** Michael Miller explained the changes to the policy to incorporate light duty. Mr. Armstrong made a motion to forward to council but withdrew his motion to allow time to make additional changes to the policy.
2. **Discuss advance of leave for Justin Butler.** Michael Miller explained Justin Butler had recently been re-employed by the Police Department; therefore, he has not had time to accrue any leave. Mr. Butler will be on medical leave and has requested 84 hours of leave be advanced so his time off isn't unpaid. Mr. Diggs moved to approve the 84 hours of advanced time off with repayment coming from both sick leave and vacation accruals. Motion carried.
3. **Staff Reports:** Ms. Cox reported all paperwork had been sent to the state to implement the use tax.

ADJOURNMENT: Mrs. Harrison made a motion to adjourn at 5:39 PM. Motion carried 3-1.

Traci Cox

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Fire

SALARY GRADE: D

POSITION TITLE: Firefighter in Training/ FIT

FLSA STATUS: Non-Exempt

Description: The purpose of this position is to become classified as a certified Firefighter upon satisfactory completion of all requirements.

RESPONSIBILITIES OF POSITION:

Performs duties, under close supervision, and with careful consideration of training and experience level achieved, both in emergency and non-emergency situations, related to fire protection, emergency medical services, hazardous materials response, and emergency management delivery. Serves as the principle hands-on labor in providing fire department emergency and non-emergency services to the community.

SUPERVISION RECEIVED:

Under general supervision of a Captain, may perform professional firefighting activities, including fire suppression, fire prevention, and emergency life support activities. Assignment of duties will be in line with the level of training that has been achieved by the Firefighter in Training.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following and shall be assigned in accordance with training level attained:

1. Responds to fire incidents and conducts tasks including interior attack, ventilation, salvage, overhaul, or fire ground support operations.
2. Participates in emergency rescue operations, including various types of rescue incidents such as fast water, high angle, trench, auto extrication and building collapse.
3. May, when qualified, drive emergency vehicles operated by the department except for pumper and aerial apparatus.
4. Assist in maintaining all apparatus and tools of the department including non-powered tools such as axes, pike poles, ladders, and other miscellaneous equipment.
5. Conducts station maintenance of the facility including the equipment associated with the building.
6. Participates in fire inspections with the company in enforcing the International Fire Code.
7. Responds to hazardous materials incidents and assists in the identification, mitigation, and containment of hazardous material spills.
8. Participates in emergency management functions such as spotting for severe weather and storms and notifying the public on the approach of storms.
9. Participates in public education programs by assisting in conducting fire department tours, demonstrations, and presentations.
10. Participates in-fire analysis in reviewing target hazards within the company

- district and establishing actions to be taken at the time of an incident.
11. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: In the process of acquiring the following skills through effective training: firefighting, rescue techniques, hazardous materials operations, and emergency management functions. Performing search and rescue, forcible entry, ventilation, salvage, overhaul and support functions for all emergency service delivery areas. Fire behavior, building construction, hazardous materials identification, city policies, department policies and departmental standard operating procedures, rescue principles, the City's emergency operations plan, and the International Fire Code.

Abilities: Act as an effective team member at all emergency incidents involving fire protection, emergency management functions. Communicate and effectively deal with the general public and school age children. Perform effectively under stressful and adverse conditions.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Candidates must be enrolled in an approved Firefighter I and II certification course. **Education:** High school diploma or equivalent required. In the process of receiving Firefighter I and II training. Minimum age twenty one (21). All candidates for employment must meet physical and health standards established by the City and Policemen's and Firemen's Pension Fund.

Physical Requirements: Must have the ability to perform hazardous tasks requiring strenuous physical exertion for extended period of time in cramped surroundings, and hot smoky environments with limited visibility and at times considerable heights. Work exposes employee to machinery and its moving parts, fumes, chemicals, and/or toxic substances, and working with dangerous machinery and sharp tools. Work is regularly performed in an outdoor environment regardless of the weather conditions. Must pass a prescribed physical ability test.

Licenses and Certificates: Possession of, or ability to obtain an appropriate valid Missouri driver's license; certification and training requirements as specified by State Statutes. Must complete Firefighter I and II, (IFSAC approved) certification within first year of employment or be subject to termination. Completion of all department probationary firefighter training within the one year probationary period is mandatory. Must maintain a functioning telephone at place of residence.

SPECIAL REQUIREMENTS:

Schedule: Typical work hours are 56 hours per week. The "normal work period" for Fire Department shift personnel is 28 days consisting of 212 (rounded) hours at regular rate during the "normal work period." Time worked in excess of 212 hours is considered overtime.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. Overtime is required for the position.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All

job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the American with Disabilities Act.

I understand that the Firefighter in Training position requires that I attain Firefighter I and II (IFSAC approved) certification within one year of employment. Extensions may be at the discretion of the Fire Chief.

Signed: _____ Date: _____

