

City of East Bethel  
City Council Work Meeting  
Date: October 27, 2025 at 6:00 p.m.



This City Council work meeting may be monitored live via the following means:  
Cable Channel 10, MidcoTV Channel 77, or the City of East Bethel YouTube channel  
([www.youtube.com/channel/UC8\\_7ShcME-XG14pN5JrmBGg/live](http://www.youtube.com/channel/UC8_7ShcME-XG14pN5JrmBGg/live))

### ITEM

- 1.0 District Chiefs and Captains Discussion/update
- 2.0 Proposed Modification of Officer Core (p. 2-16)
- 3.0 Proposed Senior Firefighter Duty Officer Creation (p. 17-19)
- 4.0 Short-Term Rental Ordinance (19520 West Tri-Oak circle NE) p. 20

**CITY OF EAST BETHEL  
JOB DESCRIPTION**

<b>Job Description Title:</b> District Chief	<b>Position Status:</b> Paid On-Call
<b>Department/Division:</b> Fire Department	<b>Hourly Rate:</b> Refer to current Compensation Plan
<b>Accountable To:</b> Fire Chief/Emergency Management Director	
<b>Prepared By:</b> Fire Chief	<b>Revision Date:</b> October 15th, 2025

**Job Summary**

To provide guidance and direction of administration, training/maintenance activities, and maintenance of stations and equipment. The primary responsibilities of this position are to serve as a firefighter and to provide fire suppression and emergency rescue services as needed.

**Supervision Received:**

Works under the supervision of the fire chief and deputy fire chief

**Supervision Exercised:**

Supervises captains, lieutenants, paid-on-call firefighters, and other subordinate volunteer positions as assigned.

**Responsibilities:**

A. Fire ground or rescue scene

- Respond directly to all calls as deemed necessary.
- Assure that all equipment and crews are operated safely and efficiently, and that policies set forth by the department and city are followed
- Assume incident command as deemed necessary at all incidents. This may be reassigned to other officers.
- Assist the fire chief and the deputy fire chief as directed.

B. Training

- Instruct training sessions as required.

C. Station

- Periodically inspect stations and equipment.
- Assure that all maintenance and cleaning of stations and equipment is completed.
- Assign work details.

D. Overall

- Be responsible for enforcing the rules, regulations, and policies of the fire department.
- Serve as a firefighter of the Fire Review Panel.
- Be responsible for recruiting, hiring, and evaluating members.
- Attend the extra Training and meetings as required.

- Present a positive and constructive attitude in the performance of duties.
- Assist in the selection and development of new Officers.
- Strive to maintain morale within the station and improve working relations, team building, and communication with other stations and agencies.
- Work with the officers in the preparation of the annual objectives for the department.
- Monitor all activities and the progress of department objectives.
- Assist with developing department goals.
- In the absence of the fire chief and the deputy fire chief, assume all responsibilities of the fire chief.
- Maintain required call and Training percentages.

### **Position Requirements**

- Firefighter I & II Certified
- First Responder or EMT Certified
- Fire Apparatus Operator
- Hazardous Materials Operational Certified
- Minimum 6 years of experience as a paid-on-call firefighter
- Minimum 3 years as a line officer
- Fire Officer I and Fire Officer II Certified
- Fire Instructor I Certified
- Annual requirement of an additional 12 hours of training

### **Knowledge, Skills, and Abilities**

- Interpersonal Skills – Be able to carry out his/her responsibilities and provide good communications in a calm, positive, and professional manner under emergency conditions.
- Ability to successfully learn the operations of the tools and equipment.
- Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke.
- Ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public.
- Ability to read and write the English language.
- Ability to meet Departmental physical standards.

### **Tools and Equipment Used**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, fire aid equipment, radio, pager, personal computer, phone.

### **Minimum Qualifications:**

- Must be 18 years of age.
- High School diploma or equivalent
- Must have the following Certifications

- § Firefighter I & II Certified
  - § First Responder or EMT Certified
  - § Hazardous Materials Operational Certified
  - § Fire Apparatus Operator
  - § Fire Officer I and Fire Officer II Certified
  - § Fire Instructor I Certified
  - § First Responder or EMT Certification
- Minimum 6 years of experience as a paid-on-call firefighter
  - Minimum 3 years as a line officer
  - Reside within ten (10) minutes of one of three East Bethel Fire Stations:

Station No. 1 - 2751 Viking Blvd NE;

Station No. 2 - 2375 221<sup>st</sup> Ave NE;

Station No. 3 - 342 Forest Road

The measured time and distance shall be by the most direct route to the assigned station, obeying all traffic control signs, devices, and laws.

**Physical Demands & Working Conditions:**

- Be clean-shaven (no beards) with short sideburns.
- Mustaches of reasonable proportions will be allowed.
- Hair shall not protrude below the standard extended ear flaps on the helmet.
- Must be physically and mentally qualified to perform the duties of this position as determined by medical and agility examination, and must physically and mentally be able to work in conditions and environments involving firefighting.
- While performing the duties of this job, the firefighter is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The firefighter is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- 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, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those a firefighter encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the fire station, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. An individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet within the fire station(s) and loud at the

emergency scene.

Approved by:

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***City Administrator***

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***Date***

**CITY OF EAST BETHEL  
JOB DESCRIPTION**

<b>Job Description Title:</b> Captain	<b>Position Status:</b> Paid On-Call
<b>Department/Division:</b> Fire Department	<b>Hourly Rate:</b> Refer to current Compensation Plan
<b>Accountable To:</b> Fire Chief/Emergency Management Director	
<b>Prepared By:</b> Fire Chief	<b>Revision Date:</b> October 15 <sup>th</sup> , 2025

**Job Summary**

To provide guidance and direction to assigned personnel during fire suppression, first aid or other emergency assistance activities as needed. The primary responsibilities of this position are to serve as a Firefighter and to provide fire suppression and emergency rescue services as needed.

**Supervision Received:**

Works under the supervision of the fire chief, deputy fire chief, and district fire chiefs.

**Supervision Exercised:**

Supervises lieutenants, paid-on-call firefighters, and other subordinate volunteer positions as assigned.

**Responsibilities:**

A. Fire ground or rescue scene

- Direct a crew in firefighting, first aid, or other emergency service. The captain is a line officer and will lead a designated crew with assigned tasks.
- Assure that all equipment and crews are operated safely and efficiently, and that policies set forth by the department and city are followed
- Assume incident command in the absence of a senior officer. This may be reassigned to other officers if appropriate.

B. Overall

- Work with the lieutenant to determine and assign work tasks and coordinate work details.
- Direct maintenance and cleaning of the station and equipment.
- Assist with the recruiting, hiring, and evaluation of personnel as directed by the Fire Review Panel.
- Attend required meetings that are over and above those required of a firefighter.
- Instruct training sessions as required.
- Assure that all incident reports are complete and accurate.
- Attend the extra training that is required.
- Report all personnel problems to the district chief.

- Assist company firefighters with developing and achieving individual goals.
- Assist the chief(s) in the handling of personnel problems in the station.
- Present a positive and constructive attitude in the performance of duties.
- Strive to improve morale within the station and improve working relations, team building, and communication with other stations and agencies.
- Work with the Fire Review Panel to establish the annual fire department objectives.
- Track work details and advise chief(s) of firefighters not meeting requirements.
- Instruct new firefighter on equipment operations, department policies, and operational guidelines.
- Maintain required call and training percentages.
- Assume the duties of the chief(s) and/or operations officer in their absence.
- Other duties as assigned

#### C. Special Duties

- Organize, coordinate, and run fire department functions at Public Safety Days.
- Attend the assigned quarterly association meetings.
- Record and report vacation and staff availability to the district chief

#### **Position Requirements**

- Firefighter I & II Certified
- First Responder or EMT Certified
- Fire Apparatus Operator
- Hazardous Materials Operational Certified
- Minimum 4 years of experience as a paid-on-call firefighter
- Minimum 1 year as a line officer
- Fire Officer I and Fire Officer II Certified
- Fire Instructor I Certified
- Annual requirement of an additional 12 hours of training

#### **Knowledge, Skills, and Abilities**

- Interpersonal Skills – Be able to carry out his/her responsibilities and provide good communications in a calm, positive, and professional manner under emergency conditions.
- Ability to successfully learn the operations of the tools and equipment.
- ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke.
- Ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public.
- Ability to read and write the English language.
- Ability to meet Departmental physical standards.

#### **Tools and Equipment Used**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, fire aid

equipment, radio, pager, personal computer, phone.

**Minimum Qualifications:**

- Must be 18 years of age.
- High School diploma or equivalent
- Must have the following Certifications
  - § Firefighter I & II Certified
  - § First Responder or EMT Certified
  - § Hazardous Materials Operational Certified
  - § Fire Officer I and Fire Officer II Certified
  - § Fire Instructor I Certified
  - § First Responder or EMT Certification
- Minimum 4 years of experience as a paid-on-call firefighter
- Minimum 1 year as a line officer
- Reside within ten (10) minutes of one of three East Bethel Fire Stations:

Station No. 1 - 2751 Viking Blvd NE;

Station No. 2 - 2375 221<sup>st</sup> Ave NE;

Station No. 3 - 342 Forest Road

The measured time and distance shall be by the most direct route to the assigned station, obeying all traffic control signs, devices, and laws.

**Physical Demands & Working Conditions:**

- Be clean-shaven (no beards) with short sideburns.
- Mustaches of reasonable proportions will be allowed.
- Hair shall not protrude below the standard extended ear flaps on the helmet.
- Must be physically and mentally qualified to perform the duties of this position as determined by medical and agility examination, and must physically and mentally be able to work in conditions and environments involving firefighting.
- While performing the duties of this job, the firefighter is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The firefighter is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- 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, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those a firefighter encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the fire station, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. An individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet within the fire station(s) and loud at the emergency scene.

Approved by:

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***City Administrator***

Insert Date  
***Date***

**CITY OF EAST BETHEL  
JOB DESCRIPTION**

<b>Job Description Title:</b> Lieutenant	<b>Position Status:</b> Paid On-Call
<b>Department/Division:</b> Fire Department	<b>Hourly Rate:</b> Refer to current Compensation Plan
<b>Accountable To:</b> Fire Chief/Emergency Management Director	
<b>Prepared By:</b> Fire Chief	<b>Revision Date:</b> October 15 <sup>th</sup> , 2025

**Job Summary**

To provide guidance and direction to assigned personnel during fire suppression, first aid or other emergency assistance activities as needed. The primary responsibilities of this position are to serve as a firefighter and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual physical agility/endurance test.

**Supervision Received:**

Works under the supervision of the fire chief, deputy fire chief, district fire chiefs, and captains.

**Supervision Exercised:**

Supervises paid-on-call firefighters and other subordinate volunteer positions as assigned.

**Responsibilities:**

A. Fire ground or rescue scene

- Direct a crew in firefighting, first aid, or other emergency service. The lieutenant is a line officer and will lead a designated crew with assigned
- Respond to the station and assume responsibility and command of a piece of fire apparatus and the crew responding with the apparatus.
- Assure that all equipment and crews are operated safely and efficiently, and that policies set forth by the department and city are followed
- Assume incident command in the absence of a senior officer. This may be reassigned to other officers if appropriate.

B. Overall

- Direct maintenance and cleaning of the station and equipment.
- Recommend changes that would be beneficial to the department.
- Attend required meetings, which are over and above those required of a firefighter.
- Instruct training sessions as required.
- Attend the extra training that is required for this position.
- Report all personnel problems to the captain.
- Present a positive and constructive attitude in the performance of his/her duties.

- Strive to improve morale within the station and improve working relations, team building, and communication with other stations and agencies.
- Meet with the company firefighters regularly to review issues, concerns, needs, etc.
- Keep all information secure that is not to be communicated outside the department.
- Adhere to department policies and operating procedures.
- Assist company firefighters with developing and achieving individual goals.
- Instruct new firefighters on equipment operations, department policies, and operational guidelines.
- Maintain required call and training percentages.
- Other duties as assigned

### C. Special Duties

- Organize, run, coordinate. and schedule the annual fire department open house.
- Attend the assigned quarterly association meetings.
- As assigned by district chief: i.e., Assist training and/or serve as facility scheduling coordinator/quartermaster and/or serve as SCBA coordinator.

### **Position Requirements**

- Firefighter I & II Certified
- First Responder or EMT Certified
- Fire Apparatus Operator
- Hazardous Materials Operational Certified
- Minimum 2 years of experience as a paid-on-call firefighter
- Fire Officer I Certified
- Fire Instructor I Certified
- Annual requirement of an additional 12 hours of training

### **Knowledge, Skills and Abilities**

- Interpersonal Skills – Be able to carry out his/her responsibilities and provide good communications in a calm, positive, and professional manner under emergency conditions.
- Ability to successfully learn the operations of the tools and equipment.
- Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke.
- Ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing/
- Ability to establish effective working relationships with employees, other agencies, and the general public.
- Ability to read and write the English language.
- Ability to meet departmental physical standards.

### **Tools and Equipment Used**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, fire aid equipment, radio, pager, personal computer, phone.

**Minimum Qualifications:**

- Must be 18 years of age.
- High School diploma or equivalent
- Minimum 2 years of experience as a paid-on-call firefighter
- Must have the following Certifications
  - § Firefighter I & II Certified
  - § First Responder or EMT Certified
  - § Hazardous Materials Operational Certified
  - § Fire Officer Certified
  - § Fire Instructor I Certified
  - § First Responder or EMT Certification
- Reside within ten (10) minutes of one of three East Bethel Fire Stations:

Station No. 1 - 2751 Viking Blvd NE;

Station No. 2 - 2375 221<sup>st</sup> Ave NE;

Station No. 3 - 342 Forest Road

The measured time and distance shall be by the most direct route to the assigned station, obeying all traffic control signs, devices, and laws.

**Physical Demands & Working Conditions:**

- Be clean-shaven (no beards) with short sideburns.
- Mustaches of reasonable proportions will be allowed.
- Hair shall not protrude below the standard extended ear flaps on the helmet.
- Must be physically and mentally qualified to perform the duties of this position as determined by medical and agility examination, and must physically and mentally be able to work in conditions and environments involving firefighting.
- While performing the duties of this job, the firefighter is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The firefighter is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- 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, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those a firefighter encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the fire station, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. An individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The firefighter occasionally works near moving mechanical parts and in high, precarious places

and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet within the fire station(s) and loud at the emergency scene.

Approved by:

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***City Administrator***

Insert Date  
***Date***

**CITY OF EAST BETHEL  
JOB DESCRIPTION  
Supplemental Assignment**

<b>Job Description Title:</b> Duty Officer	<b>Position Status:</b> Paid On-Call
<b>Department/Division:</b> Fire Department	<b>Hourly Rate:</b> Refer to current Compensation Plan
<b>Accountable To:</b> Fire Chief/Emergency Management Director	
<b>Prepared By:</b> Fire Chief	<b>Revision Date:</b> October 15 <sup>th</sup> , 2025

**Job Summary**

To provide guidance and direction for station personnel, firefighter activities. Maintenance of station equipment on their assigned week, all emergency response activities, and maintenance of station and equipment on their assigned week.

**Supervision Received:**

Works under the supervision of the fire chief.

**Supervision Exercised:**

None.

**Responsibilities:**

A. Fire ground or rescue scene

- Assume command of emergency responses. The command may be reassigned (if deemed so) to another officer.
- Respond directly to emergency response calls
- Assure that all equipment and crews are operated safely and efficiently, and that policies set forth by the department and city are followed.
- Act as a sector officer, staging officer, or firefighter when another officer is in Command

B. Call Response

- Respond Solo, without fire station support, to duty officer calls from Anoka County Dispatch.
  - Types of Calls
    - § Fire alarms with no smoke or smell of smoke present
    - § Illegal burning
    - § Carbon monoxide alarms with no symptoms or ill feelings
    - § Fire out report
    - § Other service and informational calls
- Incident report and MFIRS must be filled out with every duty officer call.
- Respond to informational telephone calls.

C. Overall

- Must be available to respond to Calls during duty week (1700 hrs to 0500 hrs Monday through Friday, 24 hours on Saturday and Sunday)
- May upgrade any call to a specific station or multiple station call out.
- Any changes in the schedule must be approved by the deputy chief.
- Assign duty crews and work details.
- Assure that maintenance and cleaning of assigned stations and equipment is completed.
- Responsible for enforcing the rules, regulations, and policies of the fire department.
- Maintains all station records and reports as required.
- Assure that all incident reports from the station are complete and accurate and entered into the MFIRS system.
- Present a positive and constructive attitude in the performance of his/her duties.
- Strive to improve morale within the department.
- Deputy Chief will set the annual schedule at the beginning of each calendar year.

### **Position Requirements**

- Must be an Officer or Fire Fighter II Certified.

### **Knowledge, Skills, and Abilities**

- Interpersonal Skills – Be able to carry out his/her responsibilities and provide good communications in a calm, positive, and professional manner under emergency conditions.
- Ability to successfully learn the operations of the tools and equipment.
- Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke.
- Ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public.
- Ability to read and write the English language.
- Ability to meet departmental physical standards.

### **Tools and Equipment Used**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, fire aid equipment, radio, pager, personal computer, phone.

### **Minimum Qualifications:**

- Must be 18 years of age.
- High School diploma or equivalent
- Minimum 2 years of experience as a paid-on-call firefighter
- Reside within ten (10) minutes of one of three East Bethel Fire Stations:

Station No. 1 - 2751 Viking Blvd NE;  
Station No. 2 - 2375 221<sup>st</sup> Ave NE;  
Station No. 3 - 342 Forest Road

The measured time and distance shall be by the most direct route to the assigned station, obeying all traffic control signs, devices, and laws.

**Physical Demands & Working Conditions:**

- Be clean-shaven (no beards) with short sideburns.
- Mustaches of reasonable proportions will be allowed.
- Hair shall not protrude below the standard extended ear flaps on the helmet.
- Must be physically and mentally qualified to perform the duties of this position as determined by medical and agility examination, and must physically and mentally be able to work in conditions and environments involving firefighting.
- While performing the duties of this job, the firefighter is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The firefighter is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- 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, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those a firefighter encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the fire station, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. An individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The firefighter occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet within the fire station(s) and loud at the emergency scene.

Approved by:

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**City Administrator**

**Insert Date**  
**Date**

**East Bethel Fire Department**  
Guidelines and Policies



**Senior Firefighter Duty Officer**

**1. Purpose:**

The purpose of the Senior Firefighter Duty Officer (SFDO) position is to assist the Officer Corps in the coverage of Duty Weeks and to give senior staff interested in career development experience with some of the duties normally assigned to an officer.

The SFDO position will cover duty weeks as assigned under the direction of a designated Duty Chief. They are responsible for responding to all calls that are paged out between the hours of 1700 and 0500.

The SFDO position will not be responsible for any personnel or policy issues during their week, other than reporting any said issues through the chain of command.

**2. Requirements:**

SFDO personnel are paid for the duty week, according to the rates established in the EBFD Policy. SFDO members are not entitled to employee benefits other than workers' compensation insurance and PERA benefits in accordance with the SVF PERA plan and laws.

- A. SFDO personnel shall be certified as firefighter I & II and have current certification as an emergency medical technician or medical responder.
- B. SFDO personnel shall demonstrate proficiency with troubleshooting duty-type calls (CO alarms, Fire Alarms, Illegal Burns, Gas Leaks, etc.)
- C. SFDO personnel shall demonstrate proficiency with initial size-up and deployment of initial resources at structure fires, MVC, and other large-scale incidents.
- D. Those scheduled for an SFDO week must have no less than five years' experience as a firefighter unless approved by the Chief.
- E. The SFDO will be responsible for the Duty Truck, which will be assigned to them at the beginning of their assigned Duty Week.

**3. Scheduling:**

Duty Weeks are assigned and posted on the Duty Week calendar set forth by Chief Staff. SFDO is responsible for coverage weeks and shall communicate with the Deputy Chief if any shifts are traded or portions covered by another Duty Officer.

**4. Response:**

During a Duty Week, SFDO must follow all applicable laws, policies, and procedures.

- A. A Duty Week, as defined in the EBFD Policy, is Monday through Monday.
- B. The SFDO will remain within a reasonable distance of the response area and have the Duty vehicle and all assigned tools, equipment, and PPE available during their assigned duty week.
- C. The SFDO will use the call sign “East Bethel Duty Officer” when communicating with dispatch or other responders.
- D. The SFDO will respond to all incidents, either called in via phone or dispatched between the hours of 1700 – 0500. If multiple incidents occur simultaneously, the SFDO shall determine the resources required to handle the incidents and make a request for an upgraded alarm via radio to Anoka County Dispatch. In all cases, the SFDO shall triage the priority of the incident over the one they are responding to. If the opportunity to sustain life and property over the other is greater, they shall change direction to the priority incident.
- E. SFDO personnel will establish a command structure on every incident and maintain radio contact with dispatch and other responding personnel at all times.
- F. Any injuries shall be reported immediately, and a First Report of Injury form and witness statement completed. Notify the Chief as soon as possible. If the employee needs to be transported via ambulance, send them to the closest hospital that can provide the best care and call the Chief. If a significant injury or death occurs, secure the scene and all equipment from leaving the area or person.
- G. Civilians are not permitted to ride along in the duty truck.

**5. Responsibilities:**

- A. SFDOs are required to arrive at the Duty Truck on time and ready for work at the start of their assigned week.
- B. SFDO will perform a weekly rig check of the Duty Truck to ensure operational readiness.
- C. SFDO will keep their pagers closely available at all times and set to “Channel 4.”
- D. SFDO will respond to ALL pages sent out by Anoka County Dispatch as outlined above in section 4, part “D.” They will respond in the Duty Truck under the most appropriate response mode for the information given and obey all laws when enroute to the call.
- E. SFDO will be responsible for ensuring accurate and complete reports on all calls dispatched.
- F. SFDO will report any issues or questions to the assigned Duty Chief of the week.
- G. All SFDO personnel will attend officer meetings quarterly.

<b>Reviewed by Officers Group on:</b>	
<b>Submitted to Dept. on:</b>	<b>Authorized by:</b> <b>Fire Chief Jeff Cielocha</b>

Matt,

I had a conversation with Nick Schmitz today about a the rental property located at 19520 West Tri-Oak circle NE.

<<REDACTED>> This past summer – May to September has been difficult to endure <<REDACTED>>.

Gatherings of strange people renting this property – 20 to 40 people and 15 to 20 vehicles EVERY WEEK has made it more and more uncomfortable and unsafe for <<REDACTED>>. This property is being used as a commercial business like a hotel for large numbers of guests AND events.

Such as :

- Weddings
- Family reunions
- Bachelor and bachelorette parties
- Golf guy weekend.

Causing:

- Trespassing
- Vehicles in <<REDACTED>> yard
- Pets urinating
- Excessive drinking
- Excessive Noise
- Belligerent and rude people

According to Nick, East Bethel has no code for short term rental properties. We believe there should be. We won't tolerate another year like this.

<<REDACTED>> and I would like to schedule a time to discuss this issue with you.

Are you available a day next week – 10/27 – 31 ?

Regards

<<REDACTED>>