



**MOUNTAIN IRON
CITY COUNCIL
MEETING**

TUESDAY, FEBRUARY 18, 2025

6:30 P.M.

**MOUNTAIN IRON COMMUNITY CENTER
IROQUOIS ROOM**

**MOUNTAIN IRON CITY COUNCIL MEETING
COMMUNITY CENTER
MOUNTAIN IRON ROOM
TUESDAY, FEBRUARY 18, 2025 - 6:30 P.M.
A G E N D A**

- I. Roll Call
- II. Pledge of Allegiance
- III. Consent Agenda
 - A. Minutes of the February 3, 2025, Regular Meeting (#1-9)
 - B. Receipts
 - C. Bills and Payroll
 - D. Communications
- IV. Public Forum
- V. Committee and Staff Reports
 - A. Mayor's Report
 - B. Director of Public Work's Report
 - 1. Service Agreement (#10-11)
 - C. Library Director/Special Events Coordinator's Report
 - D. Sheriff's Department Report
 - E. City Engineer's Report
 - F. City Attorney's Report
 - G. Parks and Recreation Board
 - 1. South Grove Recreation Complex Proposal (#12-17)
 - H. Public Health and Safety Board
 - 1. Job Descriptions (#18-28)
 - I. Liaison Reports
- VI. Unfinished Business
- VII. New Business
 - A. Interview Committee (#29)
- VIII. Communications
- IX. Announcements
- X. Adjourn

MINUTES
MOUNTAIN IRON CITY COUNCIL
February 3, 2025

Mayor Anderson called the City Council meeting to order at 6:30p.m. with the following members present: Councilor Ed Roskoski, Bradley Gustafson, Al Stanaway, and Mayor Peggy Anderson. Also, present were: Craig Wainio, City Administrator; Tim Satrang, Director of Public Works; Amanda Inmon, Municipal Services Secretary; Sgt. Grant Toma, Sheriff's Dept.; Al Johnson, City Engineer; and Mark Madden, Mountain Iron Fire Dept Chief. Absent members: Councilor Julie Buria.

It was moved by Stanaway and seconded by Gustafson the consent agenda be approved as follows:

1. Approve the minutes of January 21, 2025, regular meeting.
2. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
3. To acknowledge the receipts for the period January 16-31, totaling \$98,939.76 (a list is attached and made a part of these minutes).
4. To authorize the payments of the bills and payroll for the period January 16-31, totaling \$267,086.69 (a list is attached and made a part of these minutes).

The motion carried with Councilor Buria absent.

Public Forum:

- Ed Roskoski, resident of Mountain Iron, spoke regarding snow plowing in North Court, instructions and recommendations have been given but not followed

The Mayor reported on the following:

- Thank you to the City Crew for the continued snow removal throughout the city

City Administrator:

- First installment of the Mineral Financing money from the IRRRB for the South Grove Rec Complex

It was moved by Roskoski that City Staff notify all Nichols/Parkville Townhall Contractors to stop all work on that building. Then Mountain Iron City Council will either have a regular Council meeting or special Council meeting, open to the public and televised, and go over this project and make some final votes on what should be done or not should be done on the Nichols Townhall. The motion failed due to lack of support with Councilor Buria absent.

Director of Public Works:

- Frost lines not terribly deep - depth roughly mid 60 inches range
- City crew did a great job on snow removal, short staffed due to sicknesses

It was moved Roskoski, starting February 4, 2025, after the city winter snowplowing crew removes all the necessary snow from all city streets and roads, next city sidewalks will be cleaned adequately for safe pedestrian use. This will be the procedure until something gets changed. The motion failed due to lack of support with Councilor Bura absent.

Sheriff's Dept.

- No formal report

City Engineering:

- No formal report

Fire Department:

- All calls during the month of January were Carbon Dioxide (CO) or some form of gas calls
- First Responders were 100% on all response calls during the month of January

It was moved by Roskoski that the Fire Department report be accepted as presented. The motion failed due to lack of support with Councilor Buria absent.

It was moved by Gustafson and seconded by Stanaway to accept the recommendation of the Parks and Recreation Board and approve the enclosed agreement, with Tara and Ernie Aikey for the West Two Rivers Campground caretaker position for the 2025 season. The motion carried with Councilor Buria absent.

It was moved by Stanaway and seconded by Gustafson to approve the enclosed Fire/EMS Policy updates as presented. The motion carried with Councilor Buria absent.

Liaison:

- Parks and Rec –
 - Discussed South Grove Complex update
 - Board members looking at inventory of Parks in town, for possible improvements/updates

It was moved by Gustafson and seconded by Stanaway to approve Resolution #01-25; Ordering Preparation of Report on Improvement for Main Street and Mountain Avenue (a copy is attached and made a part of these minutes). The motion carried with Councilor Buria absent (No: Roskoski; Yes: Gustafson, Anderson, and Stanaway).

It was moved by Stanaway and seconded by Gustafson to approve Ordinance #02-25; Amending Chapter 31 of the Mountain Iron City Code; Paid-On-Call Fire Department and First Responders (a copy is attached and made a part of these minutes). The motion carried with Councilor Buria absent.

It was moved by Roskoski that City Staff review the various grant criteria and come back with some suggestions, if possible, by the next Council meeting, in February, either February 18th or 19th. And if they don't have anything and need more time, that would be fine also. The motion failed due to lack of support with Councilor Buria absent.

It was moved by Stanaway and seconded by Roskoski to reschedule the Monday, February 17, 2025, meeting due to the Presidents Day Holiday to Tuesday, February 18, 2025, at 6:30pm at the Mountain Iron City Hall. The motion carried with Councilor Buria absent.

Announcement:

- City Offices, Public Works Dept. & Library will be closed all day on February 17th due to President's Holiday

At 7:12p.m., it was moved by Stanway and seconded by Gustafson the meeting be adjourned. The motion carried with Councilor Buria absent (No: Roskoski; Yes: Gustafson, Anderson, Stanaway).

Submitted by:



Amanda Inmon
Municipal Services Secretary
www.mtniron.com

Distribution Summary

Category	Distribution	GL Account	Amount
METER DEPOSITS	ELECTRIC	604-22000	650.00
MISCELLANEOUS	ASSESSMENT SEARCHES	101-36-6200-070	20.00
MISCELLANEOUS	BC/BS - MEDICA PAYABLE	101-21709	1,747.08
MISCELLANEOUS	CABLE TV FRANCHISE FEE	101-36-6200-051	5,965.72
MISCELLANEOUS	DELTA DENTAL PAYABLE	101-21708	54.00
MISCELLANEOUS	MISC - GENERAL	101-37-7100-023	2.00
MISCELLANEOUS	REIMBURSEMENTS	101-37-7100-022	.69
PERMITS	BUILDING	101-32-2100-000	5,230.84
PERMITS	CONDITIONAL USE	101-32-2100-000	.00
PERMITS	VARIANCE	101-32-2100-000	150.00
TAXES	MISCELLANEOUS TAXES	101-31-1010-007	5,162.56
UTILITY	UTILITY	001-11105	79,956.87
Grand Totals:			<u>98,939.76</u>

Report Criteria:
 Report type: Summary
 Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/25	02/05/2025	161639	10026	ARROWHEAD REGIONAL FIRE FIGHTER'S ASSOC.	101-20200	75.00
02/25	02/05/2025	161640	130194	ASCENDANCE TRUCKS CENTRAL, LLC	603-20200	59.94
02/25	02/05/2025	161641	10042	AUTO VALUE VIRGINIA	101-20200	345.93
02/25	02/05/2025	161642	30055	BTAC ACQUISITION CORP.	101-20200	620.40
02/25	02/05/2025	161643	30014	CALVARY CEMETERY ASSOCIATION	101-20200	6,000.00
02/25	02/05/2025	161644	30016	CHAMPION AUTO	603-20200	117.36
02/25	02/05/2025	161645	50043	EJ EQUIPMENT, INC.	603-20200	2,166.71
02/25	02/05/2025	161646	60003	FIVE SEASONS SPORTS CENTER	101-20200	29.67
02/25	02/05/2025	161647	6004	FRED FAUST	101-20200	98.48
02/25	02/05/2025	161648	70016	GOPHER STATE ONE CALL INC	604-20200	60.80
02/25	02/05/2025	161649	70029	GUARDIAN PEST CONTROL INC	101-20200	88.60
02/25	02/05/2025	161650	80022	HAWKINS INC	601-20200	411.98
02/25	02/05/2025	161651	80001	HILLYARD/HUTCHINSON	101-20200	238.95
02/25	02/05/2025	161652	80010	HOMETOWN ELECTRIC	101-20200	327.08
02/25	02/05/2025	161653	80037	HOMETOWN MEDIA PARTNERS	101-20200	99.00
02/25	02/05/2025	161654	110013	JERRY D KUJALA	101-20200	193.88
02/25	02/05/2025	161655	120002	LAWSON PRODUCTS INC	603-20200	446.47
02/25	02/05/2025	161656	120014	LUNDGREN MOTORS	101-20200	63.20
02/25	02/05/2025	161657	130006	MESABI HUMANE SOCIETY	101-20200	2,179.17
02/25	02/05/2025	161658	130004	MESABI TRIBUNE	101-20200	329.00
02/25	02/05/2025	161659	130009	MINNESOTA POWER (ALLETE INC)	101-20200	1,504.88
02/25	02/05/2025	161660	130180	MINNESOTA TELECOMMUNICATIONS	101-20200	464.17
02/25	02/05/2025	161661	30001	NAPA AUTO PARTS	101-20200	63.54
02/25	02/05/2025	161662	140052	NORTHEAST SERVICE COOPERATIVE	101-20200	119,992.88
02/25	02/05/2025	161663	130017	PARK STATE BANK	602-20200	7,596.94
02/25	02/05/2025	161664	170005	QUALITY FLOW SYSTEMS INC	602-20200	666.88
02/25	02/05/2025	161665	170007	QUILL CORPORATION	101-20200	317.39
02/25	02/05/2025	161666	180021	RANGE ASSOC OF MUNICIPALITIES	101-20200	864.00
02/25	02/05/2025	161667	180070	RIVISTAS SUBSCRIPTION SERVICES	101-20200	703.05
02/25	02/05/2025	161668	180006	RMB ENVIRONMENTAL LABORATORIES	602-20200	372.02
02/25	02/05/2025	161669	190014	SHERWMN WILLIAMS	601-20200	433.98
02/25	02/05/2025	161670	190024	ST LOUIS COUNTY SHERIFF	101-20200	47,500.00
02/25	02/05/2025	161671	10075	VESTIS	603-20200	309.41
02/25	02/05/2025	161672	240001	XEROX CORPORATION	101-20200	552.59

Grand Totals:

195,293.45

PP-Ending - 01/31

71,793.24

TOTAL EXPENDITURES

\$267,086.69



CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 ▪ FAX: 218-748-7573 ▪ www.mtniron.com
8586 ENTERPRISE DRIVE SOUTH ▪ MOUNTAIN IRON, MN ▪ 55768-8260

RESOLUTION NUMBER 01-25

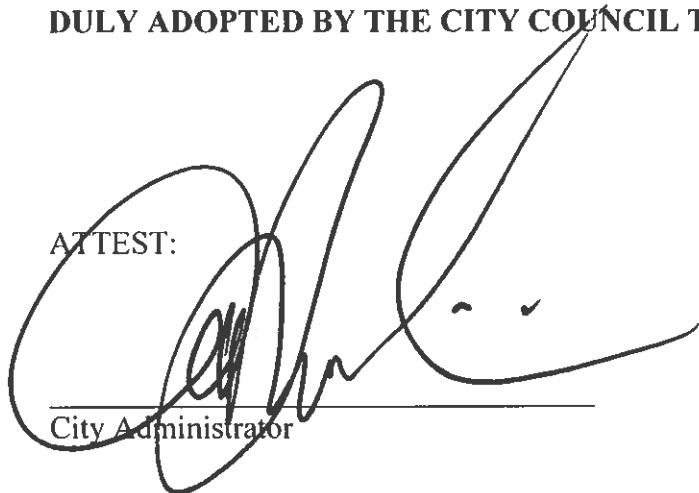
ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve the Main Street between Mineral Avenue and Slate Street by street reconstruction Improvements and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MOUNTAIN IRON, MINNESOTA that the proposed improvement be referred to Bolton and Menk Engineering for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF FEBRUARY, 2025.

ATTEST:



City Administrator

Mayor Peggy Anderson



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ORDINANCE NUMBER 02-25

AMENDING CHAPTER 31 OF THE MOUNTAIN IRON CITY CODE

THE CITY COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA DOES ORDAIN:

SECTION 1. AMENDMENTS. The text of Chapter 31 of the City Code is hereby repealed in its entirety and replaced with the following:

PAID-ON-CALL FIRE DEPARTMENT and FIRST RESPONDERS

§ 31.001 ESTABLISHED.

There is established in this City a Paid-On-Call Fire Department and First Responders (herein referred to as "the department") consisting of a Chief, two Battalion Chiefs, Secretary/Financial Officer, Safety Officer, Training Officer, Apparatus/Maintenance Officer, Emergency Medical Services (First Responder) Director, Assistant Apparatus/Maintenance Officer, Assistant Training Officer, Assistant Safety Officer, and Community Outreach Coordinator. The department is not to exceed thirty-five (35) members with thirty (30) firefighter and/or firefighter/First Responder positions and five (5) First Responder only positions. See Standard Operating Guidelines for department officers Position Analysis.

(Prior Code, § 43.01) (Repealed and Amended 11.15.2021) (Amended 2.3.2025)

§ 31.002 APPOINTMENT.

The Chief of the Fire Department, the Battalion Chiefs, and First Responder Director shall be appointed by the Council, which body shall, in making such appointments, take into consideration recommendations of the members of the department. Each officer shall hold office until his or her successor has been duly appointed, except that he or she may be removed by the Council for cause and after a public hearing. Subject to the discretion of the City Council, all appointments to officer positions are to be approved by the Fire Chief. Firefighters, probationary firefighters and First Responders shall be appointed by the members of the Department subject to confirmation by the Council. Firefighters and First Responders shall continue as members of the Department during good behavior and may be removed by the Council only for cause and after a public hearing.

(Prior Code, § 43.02) (Amended 2.3.2025)

§ 31.003 FIRE MARSHAL

The office of Fire Marshal may be held by the Chief or by the Battalion Chiefs, if the Council so decides. The Fire Marshal shall be charged with the enforcement of all ordinances aimed at fire prevention. He or she shall have full authority to inspect all premises and to cause the removal or abatement of any fire hazards.

(Prior Code, § 43.03) (Amended 2.3.2025)

§ 31.004 DUTIES OF CHIEF.

The Chief or designated liaison shall make a report to the Public Safety and Health Board as to the condition of the equipment and needs of the Fire Department. He or she may submit additional reports and recommendations at any meeting of the Public Safety and Health Board. He or she shall be responsible for the proper training and discipline of the members of the Fire Department and may suspend any member for refusal or neglect to obey orders pending final action by the Council on his or her discharge or retention. See Position Analysis for Chief in Standard Operating Guidelines. (Prior Code, § 43.04)

§ 31.005 RECORDS.

The Secretary/Financial Officer shall keep in convenient form a complete record of all fires, such record shall include the time of the alarm, location of fire, cause of fire (if known), type of building, name of owner and tenant, purpose for which occupied, value of building and contents, members of the Department responding to the alarm and such other information as he or she may deem advisable or as may be required from time to time by the Council or State Insurance Department. See Position Analysis in Standard Operating Guidelines. (Prior Code, § 43.05)

§ 31.006 ATTENDANCE.

All members shall be required to attend business meetings, training sessions, calls and other events or functions required by the Department. Attendance shall be noted, and these members will be compensated for required events. (Prior Code, § 43.06) (Amended 2.3.2025)

§ 31.007 BATTALION CHIEFS.

In the absence or disability of the Chief, a Battalion Chief shall perform all the functions and exercise all of the authority of the Chief. See Position Analysis in Standard Operating Guidelines. (Prior Code, § 43.07) (Amended 2.3.2025)

§ 31.008 FIREFIGHTERS AND FIRST RESPONDERS.

Membership to the department shall be restricted to those who live within a radius of fifteen minutes of the fire hall. Membership must obey all traffic laws in response. The minimum age requirement shall be 18 years of age. The department's active roster shall consist of a maximum of thirty (30) paid on call firefighter, firefighter/First Responder and five (5) First Responder only members. (Prior Code, § 43.08) (Repealed and Amended 11.15.2021) (Amended 2.3.2025)

§ 31.009 LOSS OF MEMBERSHIP.

Firefighters absent from three consecutive drills or calls, unless excused by the Chief, shall forfeit membership in the Department. (Prior Code, § 43.09)

§ 31.010 COMPENSATION.

The members and officers of the Fire Department shall receive such compensation as the City Council shall determine by resolution, and a record book of the amounts of compensation for each

position shall be kept on file in the office of the City Administrator and Fire Department of and for the City.

(Prior Code, § 43.10)

§ 31.011 MINIMUM PAY.

In computing compensation for fires and first responder calls, one hour shall be considered as the minimum to be paid to any member.

(Prior Code, § 43.11) (Repealed and Amended 11.15.2021)

§ 31.012 PRESENT MEMBERS.

Persons, who are members of the Fire Department at the time of the adoption of this section, shall not be required to serve a probationary period before receiving firefighter's rating. All members shall be provided with a copy of the Policies and Procedures for The Paid-On-Call Mountain Iron Fire Department (Policy Number 2015-01 and 2016-01).

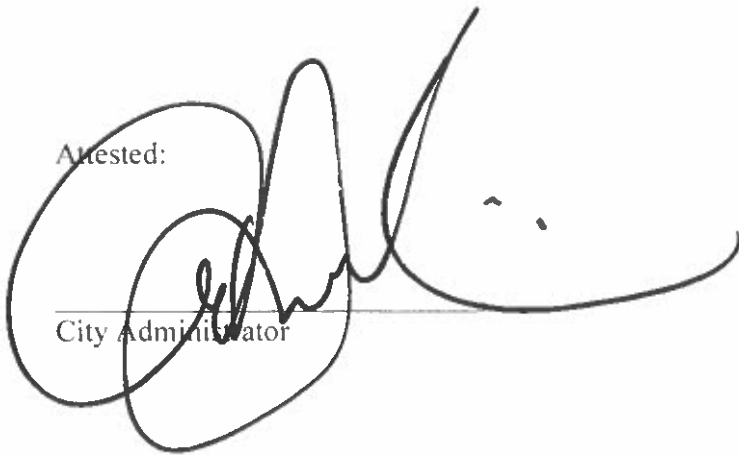
(Prior Code, § 43.12)

SECTION 2. INCONSISTENT ORDINANCES. Any inconsistent Ordinances or parts thereof are hereby repealed and replaced with the provision of this Ordinance.

SECTION 3. EFFECTIVE DATE. This Ordinance becomes effective on the date of its publication, or upon the publication of a summary of the Ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

DULY ADOPTED BY THE CITY COUNCIL THIS 3rd DAY OF FEBRUARY, 2025.

Attested:



City Administrator



Mayor Peggy Anderson



First Amendment to the Services Agreement
for Safety Management Services
provided by the Minnesota Municipal Utilities Association

This First Amendment (the "First Amendment") to the Services Agreement between the Minnesota Municipal Utilities Association ("MMUA") and City of Mountain Iron (each a "Party" and collectively, the "Parties") dated 9/15/2023 concerning Safety Management Services (the "Agreement") is effective as of January 1, 2025.

Recitals

The Parties desire to enter into this First Amendment to modify the term/renewal/amendment provision in the Agreement.

NOW, THEREFORE, the Parties agree as follows:

- 1. Unless otherwise defined in this First Amendment, the capitalized terms in the First Amendment shall have the meaning provided in the Agreement.
2. Part II, Section 1 of the Agreement is amended by inserting the language below at the end of the second sentence as follows:
a. ; provided however, that either Party may provide written notice to the other Party to terminate the Agreement at least sixty (60) days in advance at any time.
3. All other provisions in the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, this First Amendment has been signed by a duly authorized representative on behalf of the Parties hereto, all on the date first above written.

City of Mountain Iron

Minnesota Municipal Utilities Association

By _____

By _____

Title _____

Title _____

Date _____

Date _____

PO # _____

MMUA Safety Management Program Tiers

FY25 (January 1–December 31)

Population Grouping	Tier 1 COMPLIANCE PROGRAM		Tier 2 COMPETENCE PROGRAM					Tier 3 COMPREHENSIVE SERVICES PROGRAM							
	1 day every other month (6 days/year)	Cost per extra standard day	1 day per month (12 days/year)	2 days/month (24 days/year)	3 days/month (36 days/year)	4 days/month (48 days/year)	5 days/month (60 days/year)	6 days/month (72 days/year)	7 days/month (84 days/year)	8 days/month (96 days/year)	4 days/month (48 days/year)	5 days/month (60 days/year)	6 days/month (72 days/year)	7 days/month (84 days/year)	8 days/month (96 days/year)
0-1000 S-1	\$ 12,039	\$ 785	\$ 13,528	\$ 16,735	\$ 19,300	\$ 21,864	\$ 24,843	\$ 27,441	\$ 30,060	\$ 32,688	\$ 35,306	\$ 37,924	\$ 40,542	\$ 43,160	\$ 785
1001-3000 S-2	\$ 13,751	\$ 785	\$ 15,453	\$ 20,582	\$ 24,429	\$ 28,276	\$ 32,063	\$ 35,650	\$ 39,237	\$ 42,824	\$ 46,411	\$ 50,000	\$ 53,587	\$ 57,174	\$ 785
3001-5000 M-1	\$ 13,751	\$ 785	\$ 15,453	\$ 23,147	\$ 28,776	\$ 34,405	\$ 40,034	\$ 45,663	\$ 51,292	\$ 56,921	\$ 62,550	\$ 68,179	\$ 73,808	\$ 79,437	\$ 785
5001-7000 M-2	\$ 14,892	\$ 785	\$ 16,735	\$ 25,711	\$ 32,123	\$ 38,535	\$ 44,947	\$ 51,359	\$ 57,771	\$ 64,183	\$ 70,595	\$ 77,007	\$ 83,419	\$ 89,831	\$ 785
7001-17000 L-1	\$ 17,174	\$ 945	\$ 19,300	\$ 26,276	\$ 34,688	\$ 43,100	\$ 51,512	\$ 60,000	\$ 68,488	\$ 76,976	\$ 85,464	\$ 93,952	\$ 102,440	\$ 110,928	\$ 945
17001-23000 L-2	\$ 18,315	\$ 945	\$ 20,582	\$ 28,276	\$ 36,535	\$ 44,741	\$ 53,247	\$ 61,753	\$ 70,259	\$ 78,765	\$ 87,271	\$ 95,777	\$ 104,283	\$ 112,789	\$ 945
23001-26000 L-3	\$ 19,456	\$ 1,210	\$ 21,864	\$ 33,406	\$ 41,741	\$ 50,076	\$ 58,411	\$ 66,746	\$ 75,081	\$ 83,416	\$ 91,751	\$ 100,086	\$ 108,421	\$ 116,756	\$ 1,210
26001-29000 L-4	\$ 20,598	\$ 1,210	\$ 23,147	\$ 35,970	\$ 45,588	\$ 55,206	\$ 64,824	\$ 74,441	\$ 84,059	\$ 93,676	\$ 103,293	\$ 112,910	\$ 122,527	\$ 132,144	\$ 1,210
Over 29000 L-5	\$ 21,738	\$ 1,210	\$ 24,429	\$ 38,535	\$ 48,174	\$ 58,053	\$ 68,132	\$ 78,211	\$ 88,290	\$ 98,369	\$ 108,448	\$ 118,527	\$ 128,606	\$ 138,685	\$ 1,210
	3.5% increase from '23-24	Includes training, recordkeeping, and mock audits	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	3.5% increase from '23-24	Includes training, recordkeeping, and mock audits, Accident investigations and OSHA inspection support is included at this level at no extra charge

Note: Safety Management Program participants in all tiers receive mutual aid assistance at no extra charge. Participation in a tier does not guarantee or imply full/specific degree of safety compliance, competency, or comprehension.



Real People. Real Solutions.

3300 Fernbrook Lane N, Ste 300
Plymouth, MN 55447

Bolton-Menk.com

January 16, 2025

City of Mountain Iron
Attn: Craig Wainio, City Administrator
8586 Enterprise Drive South
Mountain Iron, MN 55768

**RE: South Grove Recreation Complex
8766 Mud Lake Road
Mountain Iron, MN 55768**

Dear Craig,

Bolton & Menk, Inc., is pleased to present this scope and fee for professional services for the design of a new Park Building at South Grove Recreation Complex in Mountain Iron. This submittal defines our understanding of the scope of work and provides you with our professional fees for these services. We look forward to assisting you with this critical building project in an orderly and economically sound manner.

Thank you again for considering Bolton & Menk, Inc., for your building service needs. Please feel free to contact us if you have any questions or if you require any additional information.

Sincerely,
Bolton & Menk, Inc.

A handwritten signature in black ink that reads 'Angie Knodel'.

Angie Knodel, AIA
Senior Architect
angie.knodel@bolton-menk.com

A handwritten signature in black ink that reads 'Alan J. Johnson'.

Alan Johnson, PE
Senior Project Manager | Senior Associate
alan.johnson@bolton-menk.com

Project Summary

The City of Mountain is proposing redevelopment of the South Grove Recreation Complex to improve the layout and functionality of the site. The existing maintenance and warming house building will be replaced with a new park building to serve both park users and maintenance. The building will include new restroom facilities, concessions, a meeting space and a warming house in the winter.

Project Goals and Building Program

- Design a new building approximately 800 sf to serve the park year round.
- Building to include restrooms, meeting space, storage, concessions to exterior and warming house.
- New building is anticipated to be constructed as a slab on grade with footings and foundations. Walls to be constructed with wood or metal studs and wood trusses as the roof structure.
- Exterior siding assumed to be metal or composite siding. Exterior Roofing assumed to be standing seam metal roofing or asphalt shingles.
- A new parking lot design and sidewalk reconfiguration will be required to serve the building. *(This is already in progress with Bolton & Menk.)*
- Code Analysis to verify state, local and governmental regulations are met.
- The architectural and site design should consider the future with room for growth and expansion.

Bolton and Menk's internal team will partner with various consultants to provide the following Professionals for the Project scope:

Bolton & Menk

- Architect
- Interior Designer
- Structural Engineer
- Civil Engineering*
- Survey*
- Landscape Architecture

**Note this work is already in progress*

Design/Build

This work to be completed as a Design Build Process in coordination with hired sub-contractors.

- Mechanical Engineer
- Electrical Engineer
- Plumbing Engineer
- Fire Alarm/Fire Protection

Qualifications

Bolton and Menk's Architectural and Structural Engineering staff is licensed in the state of Minnesota to provide services for your project. Our team has the current capacity to deliver a final product that will meet all federal, state, and local regulatory requirements.

Bolton and Menk is prepared to work in collaboration with the City of Mountain Iron.

Relevant projects of similar scope and level of remodel and addition available upon request.

Phase 1: Concept Design

In the Concept Design phase, the Bolton and Menk Team will develop a conceptual design that illustrates the basic components and scale of the project with an estimate of probable cost. This phase will include:

- **Project Meetings:**
 - Participate in kickoff meeting to reaffirm overall goals, scope review, and coordinate critical milestone dates.
 - Collect any remaining site information including drawings and specifications where possible.
 - Understand level of quality, ideal function and adjacency relationship of primary spaces which are to be included in the project.
 - Discuss pros/cons of design. Where options may exist, determine the preferred solution to take into the Concept Design Phase.
- **Project Requirement Review:**
 - Review the project requirements and goals, including the preliminary program, budget, and site conditions.
 - Conduct analysis and research relevant building codes, and other regulatory requirements for application within the building design for all required systems of the building.
- **Conceptual Design:**
 - Prepare conceptual design alternatives for review including plan layout, adjacency relationships, finishes and preliminary equipment configurations. Present options and obtain consensus from stakeholders.
 - Coordinate the preferred building arrangement with Structural, Civil, Mechanical, Plumbing and Electrical systems for preliminary loads, equipment sizing and working clearance as required.
 - Develop preliminary drawings such as plans, sections, and elevations that convey the overall design intent.
- **Client Review and Approval:**
 - Conduct review meeting with the project stakeholders to review the concept design.
 - Obtain formal approval of the Concept Design before proceeding to the next phase.

Phase 2: Construction Documents

In the Construction Document phase, the Bolton and Menk Team will prepare detailed drawings and specifications necessary for the bidding and construction of The Project. This phase will include:

- **Detailed Documentation:**
 - Based on Owner authorized adjustments outlined during the Concept Design review, the Bolton and Menk Team will make necessary modifications to align the project budget, if required.
 - Finalize engineering, selection and specification for materials, systems, and equipment to be included in the Construction Drawings and eventually provided by the Contractor.
 - Prepare Construction Drawings including plans, sections, elevations, details, and schedules as necessary to convey the approved concept design in sufficient detail for Construction.
 - Review design for coordination between the various engineered systems within the project and the building itself. Endeavor to document known conditions and reduce unknowns during construction.
 - Develop final code compliance documentation including life safety, ADA, plumbing/mechanical, energy code and fire code as required for review and approval by the Building Officials.
- **Bid Document Preparation:**
 - Prepare a final set of Contract Documents for use in the construction and bidding process.
 - Assist in the development of Owners' Conditions of the Contract and instructions to bidders, bid forms, and other relevant documents for a competitive bid.
- **Client Review and Approval:**
 - Review the final Construction with the Project Stakeholders for final approval prior to bidding. Make minor modifications where necessary before issuing for bid.

Phase 3: Bidding

The Bidding phase involves assisting in the competitive bidding and eventual selection of a Contractor to carry out the construction. This phase will include:

- Bidding Coordination:
 - Deliver final Contract Documents to Owner for issuance to bid. Assist in facilitating distribution to prospective bidders.
 - Design/Bid/Build is the assumed delivery method.
- Pre-Bid Meeting/Information Requests/Addendum
 - Facilitate an onsite pre-bid meeting for prospective Contractors. Participate in a tour of the site highlighting key aspects of the project and field initial questions from Contractors.
 - Analyze contractor substitution requests for consistency with the project design intent and contract requirements. Recommend and issue approvals where appropriate.
 - Review Contractor's questions pertaining to the Contract Documents. Issue revisions to the Contract Documents via Addendum if required for clarity.
- Bid Review and Recommendations:
 - Analyze the bids received, considering cost, schedule, and compliance with the bidding requirements.
 - Provide a bid analysis and list of responsive bidders for Owner's final Contractor selection.

Phase 4: Construction Administration

During the Construction Administration phase, the Bolton and Menk Team will assist in administering the construction process. This phase will include:

- Onsite Observation and Meetings:
 - Conduct site visits to observe the progress and quality of the construction work. Within an assumed 8–10-month construction period the design team will maintain bi-monthly onsite presence.
 - Participate in virtual weekly Construction meetings between Design Team, Contractor, and Owner.
 - Prepare and distribute field reports when required, documenting observations and issues that are required to be addressed by the Contractor.
- Submittals Review:
 - Review and take appropriate action on Contractor submittals, including shop drawings, product data, and material samples, for conformance with the Construction Documents
- RFIs and Change Orders:
 - Respond to Requests for Information (RFIs) from the Contractor and issue clarifications or additional information when necessary.
 - Prepare and process change orders, for review and approval by the Owner.
- Payment Application Review:
 - Review and approve Contractor's applications for payment, observing that the work completed aligns with the proposed payment, project scope and schedule.
- Substantial and Final Completion Closeout:
 - Visit the site and prepare a punch list of items that require correction or completion before Substantial Completion. Substantial Completion is defined as the time at which the onsite work is sufficiently complete to utilize the project for its intended use. Issue a Certificate of Substantial Completion.

Other Project Assumptions

Bolton and Menk, Inc. along with our consulting partners assume the following about the project:

- Project budget assumed to be \$1,000,000 to include the building, sidewalk and parking lot.
- At this time we understand that there are no specific requirements for advance sustainability such as LEED or Minnesota B3 as part of a Minnesota State Funded Project.
- Renewable energy systems are not desired such as: wind, geothermal or photovoltaic (PV)
- Building permits and Fees to be paid for by the Owner or Contractor
- Assuming there are no Advance sustainability requirements such as LEED or Minnesota B3 may be required as part of a Minnesota State Funded Project.
- Renewable energy systems are not desired such as: wind, geothermal or photovoltaic (PV)
- Building permits and Fees to be paid for by the Owner or Contractor
- Geo-technical and survey services provided under a separate contract or by others if required.
- Security, low voltage and audio visual design is not included.
- Commercial kitchen is not required. Catering/prep kitchen equipment selected by others.

Other Owner Provided Consultants

In select cases the building code requires the building Owner obtain various “third party” reviews and inspections, especially during the construction phase. These reviewers or inspectors often cannot be members of the design or construction teams, and as such must be contracted separately with the Owner. Bolton and Menk can assist with identifying reputable consultants to provide these services and assist in developing RFPs if required, to competitively obtain their services. The following is a list of third-party services which are most likely to be required based on our current understanding of the Project:

- Construction Inspections
 - Special Structural Inspections (eg: steel, concrete, foundations, etc.)
 - Material Testing (eg: concrete)
 - Soils Inspections
 - Fire Penetrations/Joints
- Commissioning
 - Mechanical
 - Building Envelope

Fee

Project budget is assumed to be \$1,000,000.

Bolton & Menk, Inc.'s proposed fees to provide the described work is a fixed fee and will be billed as a percentage of completion as the project develops:

Scope of Services Rates	
Phase	Fees
Phase 1: Concept Design	\$29,500
Phase 2: Construction Documents	\$53,580
Phase 3: Bidding	\$6,920
Phase 4: Construction Administration (to be determined)*	
TOTAL FIXED FEE	\$90,000

Notes:

- *Construction Administration and Closeout is not included in this fee estimate. A proposal of services for Construction Administration will be provided upon bid award.
- Demolition of existing building not included in this scope. To be removed by demolition contractor.
- Civil Engineering – This contract and scope of work is already in progress.
- Additional Services can be provided for site lighting to improve existing lighting site wide.

Schedule

The anticipated schedule is shown as follows:

Kick Off Meeting	Feb 2025
Construction Documents Completed	May 2025
Construction to begin	June 2025
Project completion	December 2025

CITY OF MOUNTAIN IRON POSITION ANALYSIS

POSITION TITLE: First Responder

SUPERVISOR: First Responder Director

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to protect life and property by performing emergency aid.

RESPONSIBILITIES:

- ◆ Responds to emergency calls.
- ◆ Communicates with the dispatcher providing information to assist in medical response.
- ◆ Performs duties at emergency scene wearing personal protective equipment as directed by First Responder Director.
- ◆ Participates in continuing education and training programs.
- ◆ Ensures after each call that all supplies and equipment are clean and ready for use.
- ◆ Properly collects and disposes of infectious waste generated at emergency scenes.
- ◆ Assists in procuring and maintaining emergency medical supplies and equipment.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Ability to give and receive verbal and written directions and instruction.
- ◆ Ability to analyze situations and determine appropriate action.
- ◆ Ability to respond quickly and appropriately to crisis and emergency situations.
- ◆ Extensive knowledge of first aid.
- ◆ Knowledge of basic life support in emergency operations.
- ◆ Ability to operate emergency medical equipment.
- ◆ Ability to apply standard emergency aid, basic and advanced life support procedures

TRAINING AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Certification as a First Responder or EMT.
- ◆ Current CPR Certification
- ◆ A valid Minnesota drivers license.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Revised February 3, 2025

POSITION TITLE: Fire Chief

SUPERVISOR: City Administrator

PRIMARY OBJECTIVE OF POSITION:

Administration and coordination of all Fire Department and Emergency Medical Service activities including directing the operation and coordination of all Fire Department and Emergency Medical Service activities.

RESPONSIBILITIES:

- ◆ Assists in the development and implementation of policies and procedures for the Fire Department and Emergency Medical Services and advises members of these policies and procedures.
- ◆ Plans, organizes, assigns, and directs the Fire Department and Emergency Medical Service operations with respect to equipment, apparatus, and personnel; provides for the training of personnel.
- ◆ Knowledge of the duties of a Firefighter and Emergency Medical Service member.
- ◆ Preparation of an annual budget for the Fire Department and Emergency Medical Services; directs the implementation of the Departments' budgets.
- ◆ Responds to alarms and may direct activities at the scene of major emergencies, prioritizing protection, and response within the City of Mountain Iron.
- ◆ Allocates resources as deemed necessary for response to mutual aid alarms while planning for response to alarms within the City of Mountain Iron.
- ◆ Maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- ◆ Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- ◆ Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- ◆ Represents the Fire Department and Emergency Medical Services in a variety of local, county, state and other meetings.
- ◆ Coordinates any presentations to the City Council or Public Health and Safety Board with Supervisor
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Ability to plan, install, and implement programs for operations and activities, personnel training and rescue operations.
- ◆ Knowledge of applicable laws, ordinances, standard operating procedures and regulations.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Strong communication skills, ability to effectively give and receive verbal and written instructions.
- ◆ Ability to perform strenuous physical activity.

TRAINING AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Must possess a valid Minnesota Drivers License.
- ◆ Four (4) years prior experience in fire fighting and prevention.
- ◆ Two (2) years prior experience as an officer within a Fire Department

PREFERED ADDITIONAL TRAINING:

- ◆ Match the preferred training of one of the Captains' Position Analysis.
- ◆ Emergency Medical Service training preferred.
- ◆ Completion of basic Leadership Training.
- ◆ Strong computer skills and Microsoft Office program knowledge.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Revised February 3, 2025

POSITION TITLE: Firefighter Captain (Head Safety Officer)

SUPERVISOR: Battalion Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to supervise and perform fire suppression, emergency aid, hazardous materials, and fire prevention duties and to oversee all safety procedures are followed.

RESPONSIBILITIES:

- ◆ Supervises volunteer fire fighters in their assigned duties as directed.
- ◆ Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings and rescuing of persons.
- ◆ Assists in coordinating necessary safety training annually with the training officer.
- ◆ Responsible for all rehabilitation and safety concerns at the fire scene, may also assign firefighter safety duties as needed.
- ◆ Responsible for all personal protective equipment inspection and replacement and will keep records of all personal protective equipment, SCBA's and other safety equipment.
- ◆ Assists in preparation of an annual budget for the Fire Department's personal protective equipment and assists in implementation of the Fire Department personal protective equipment and safety budget.
- ◆ During the course of an alarm, instructs fire fighters in watch duties, use of tools, raising of ladders, rescue, and salvage work.
- ◆ Monitors departmental activities to ensure conformance to department standards.
- ◆ Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- ◆ Responds to alarms received and directs routes to be taken; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.
- ◆ Participates in the operation of departmental in-service training activities.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ Ability to train and supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Four (4) years prior work experience as a firefighter with at least two (2) years with Mountain Iron.
- ◆ A valid State driver's license.

PREFERED ADDITIONAL TRAINING:

- ◆ Completed 12 hour Safety Officer class.
- ◆ 40 hour Fire Instructor I class completion as well as required refreshers.
- ◆ Basic computer skills and Microsoft Office program knowledge.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Revised February 3, 2025

POSITION TITLE: Firefighter Captain (Head Training Officer)

SUPERVISOR: Battalion Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to supervise and perform fire suppression, emergency aid, hazardous materials, and fire prevention duties and to coordinate with all officers to plan Department training activities.

RESPONSIBILITIES:

- ◆ Supervises volunteer fire fighters in their assigned duties as directed.
- ◆ Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings and rescuing of persons.
- ◆ Supervises maintenance of departmental equipment, supplies and facilities including small engines.
- ◆ Responsible for setting up all Department training activities.
- ◆ Instructs or coordinates hiring of instructors to drill fire fighters in all necessary aspects of their firefighting duties.
- ◆ Assists in preparation of an annual budget for the Fire Department's training and assists in implementation of the Fire Department training budget.
- ◆ During the course of an alarm, instructs fire fighters in watch duties, use of tools, raising of ladders, rescue, and salvage work.
- ◆ Monitors departmental activities to ensure conformance to department standards.
- ◆ Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- ◆ Responds to alarms received and directs routes to be taken; directs all activities on wild land fire scene; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.
- ◆ Participates in the operation of departmental in-service training activities.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ Ability to train and supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Four (4) years prior work experience as a firefighter with at least two (2) years with Mountain Iron.
- ◆ A valid State driver's license.

PREFERED ADDITIONAL TRAINING:

- ◆ S130 – S190 class completion as well as required refreshers.
- ◆ 40 hour Fire Instructor I class completion as well as required refreshers.
- ◆ Basic computer skills and Microsoft Office program knowledge.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Revised February 3, 2025

POSITION TITLE: Firefighter Captain (Secretary/Purchasing Officer)

SUPERVISOR: Battalion Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to supervise and perform fire suppression, emergency aid, hazardous materials, and fire prevention duties.

RESPONSIBILITIES:

- ◆ Supervises volunteer fire fighters in their assigned duties as directed.
- ◆ Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings and rescuing of persons.
- ◆ Responsible for documentation of all departmental purchases, budget tracking and associated paperwork.
- ◆ Responsible for tracking and entering all fire calls, monthly reports, and payroll entries.
- ◆ Assists the Fire Chief in preparation of an annual budget for the Fire Department and Emergency Medical Services and assists in implementation of the budgets.
- ◆ Assists in identification of, and preparation of, alternate funding options, such as grants, to offset Department equipment expenses.
- ◆ During the course of an alarm, instructs fire fighters in watch duties, use of tools, raising of ladders, rescue, and salvage work.
- ◆ Monitors departmental activities to ensure conformance to department standards.
- ◆ Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- ◆ Responds to alarms received and directs routes to be taken; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.
- ◆ Participates in the operation of departmental in-service training activities.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ Ability to train and supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Four (4) years prior work experience as a firefighter with at least two (2) years with Mountain Iron.
- ◆ A valid State driver's license.

PREFERED ADDITIONAL TRAINING:

- ◆ Skilled in Microsoft Office Programs with moderate skills in Excel.
- ◆ 40 hour Fire Instructor I class completion as well as required refreshers.
- ◆ Basic budget and finance knowledge.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Revised June 15, 2024

POSITION TITLE: Firefighter Captain (Truck Inspection Officer)

SUPERVISOR: Battalion Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to supervise and perform fire suppression, emergency aid, hazardous materials, and fire prevention duties and to oversee all apparatus inspections, providing maintenance or repair recommendations to the Battalion Chief as needed.

RESPONSIBILITIES:

- ◆ Supervises volunteer fire fighters in their assigned duties as directed.
- ◆ Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings and rescuing of persons.
- ◆ Supervises maintenance of departmental apparatus and related equipment, supplies and facilities.
- ◆ Responsible for all truck inspections including checking fuel levels, fueling trucks, truck safety, reviewing equipment on trucks, call sheets and SCBA's on trucks.
- ◆ Assists in preparation of an annual budget for the Fire Department's apparatus and assists in implementation of the Fire Department apparatus maintenance, repair, and fuel budget.
- ◆ During the course of an alarm, instructs fire fighters in watch duties, use of tools, raising of ladders, and rescue, and salvage work.
- ◆ Assists in coordinating necessary drills with the training officer for fire fighters in watch duties, use of tools, raising of ladders, rescue, and salvage work.
- ◆ Monitors departmental activities to ensure conformance to department standards.
- ◆ Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- ◆ Responds to alarms received and directs routes to be taken; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.
- ◆ Participates in the operation of departmental in-service training activities.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ Ability to train and supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Four (4) years prior work experience as a firefighter with at least two (2) years with Mountain Iron.
- ◆ A valid State driver's license.

PREFERED ADDITIONAL TRAINING:

- ◆ 40 hour Fire Apparatus Engineer class completion as well as required refreshers.
- ◆ 40 hour Fire Instructor I class completion as well as required refreshers.
- ◆ Basic computer skills and Microsoft Office program knowledge.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Revised February 3, 2025

POSITION TITLE: Firefighter

SUPERVISOR: Firefighter Captain

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to protect life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties.

RESPONSIBILITIES:

- ◆ Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- ◆ Performs emergency aid activities including administering first aid and providing other assistance as required.
- ◆ Participates in fire drills and classes in firefighting, hazardous materials, and related subjects.
- ◆ Maintains fire equipment, apparatus and facilities and performs minor repairs to equipment.
- ◆ Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting and hazardous materials.
- ◆ Presents programs to the community on safety and fire prevention topics.
- ◆ Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Ability to follow verbal and written instructions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ A valid State driver's license.
- ◆ First Aid Certification
- ◆ Firefighter I, II, and HAZMAT preferred or ability to obtain within two (2) years.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Created February 3, 2025

POSITION TITLE: Firefighter Lieutenant (Community Outreach Coordinator)

SUPERVISOR: Fire Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to plan and coordinate all Department public relations efforts.

RESPONSIBILITIES:

- ◆ Chair the Department's Public Relations Committee as specified in Article 5, Section 7 of the Department's Policies.
- ◆ Delegate duties and planning of public relations events to committee members.
- ◆ Assists in preparation of an annual budget for the Fire Department's public relations and fire prevention budget and assists in implementation of the Fire Department public relations and fire prevention budget.
- ◆ Secondarily to public relations duties, performs all duties as specified in the Firefighter Position Analysis.
- ◆ Monitors departmental activities to ensure conformance to department standards.
- ◆ Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- ◆ Participates in the operation of departmental in-service training activities.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ Ability to assist in training and supervising subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Two (2) years prior work experience as a firefighter with Mountain Iron.
- ◆ A valid State driver's license.

PREFERRED ADDITIONAL TRAINING:

- ◆ Basic computer skills and Microsoft Office program knowledge.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Created February 3, 2025

POSITION TITLE: Firefighter Lieutenant (3)

SUPERVISOR: Firefighter Captains

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to perform fire suppression, emergency aid, hazardous materials, and fire prevention duties and to assist Firefighter Captains with non-alarm related duties specified within the Firefighter Captain Position Analysis.

RESPONSIBILITIES:

- ◆ Performs all duties as specified in the Firefighter Position Analysis.
- ◆ Responsible for learning the duties of, and assisting in performing duties of, the Firefighter Captains.
- ◆ Serve as an assistant to the assigned Firefighter Captain in regard to administrative, training, and non-alarm related duties to ensure redundancy and completion of stated duties.
- ◆ Monitors departmental activities to ensure conformance to department standards.
- ◆ Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- ◆ Participates in the operation of departmental in-service training activities.
- ◆ Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety; working knowledge of first aid.
- ◆ Ability to apply firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Considerable knowledge of modern fire suppression.
- ◆ Ability to assist in training and supervising subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Two (2) years prior work experience as a firefighter with Mountain Iron.
- ◆ A valid State driver's license.

PREFERED ADDITIONAL TRAINING:

- ◆ Basic computer skills and Microsoft Office program knowledge.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Revised February 3, 2025

POSITION TITLE: First Responder Director

SUPERVISOR: Fire Chief

PRIMARY OBJECTIVE OF POSITION:

Administration and coordination of all Emergency Medical Service activities including directing the operation and coordination of all Emergency Medical Service activities.

RESPONSIBILITIES:

- ◆ Supervises all Emergency Medical Services including maintenance and repair of equipment.
- ◆ Assists in the development and implementation of policies and procedures for the Emergency Medical Services and advises the members of these policies and procedures.
- ◆ Plans, organizes, assigns, and directs Emergency Medical Service operations with respect to equipment, apparatus, and personnel; provides for the training of personnel.
- ◆ Maintains records and reports for efficient operations.
- ◆ Maintains an inventory and informs the Fire Chief of needed supplies and equipment.
- ◆ Assists in preparation of an annual budget for the Emergency Medical Services and directs the implementation of the Emergency Medical Services budgets reporting expenditures to the Secretarial Fire Captain.
- ◆ Performs the duties of an Emergency Medical Service member.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of the principles, practices and techniques of Emergency Medical Service administration.
- ◆ Knowledge of the uses and limitations of the apparatus and equipment used by the Emergency Medical Services and their operational and maintenance requirements.
- ◆ Ability to plan, install and implement programs for operations and activities, personnel training and rescue operations.
- ◆ Ability to react quickly and calmly in emergencies and to direct the work of Emergency Medical Service members in emergency situations.
- ◆ Ability to prepare accurate and thorough reports.
- ◆ Ability to communicate effectively both orally and in writing.

TRAINING AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Must possess a valid Minnesota Drivers License.
- ◆ Must have completed EMT Certification.
- ◆ Must have a current CPR Certification.
- ◆ Basic computer skills and software knowledge.
- ◆ Two (2) years prior work experience in Emergency Medical Service.

CITY OF MOUNTAIN IRON POSITION ANALYSIS

Revised February 3, 2025

POSITION TITLE: Battalion Chief (2)

SUPERVISOR: Fire Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist the Fire Chief in performing a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire.

RESPONSIBILITIES:

- ◆ Battalion Chiefs will be a part of the command structure on all calls unless assigned a different duty.
- ◆ Will take command at all calls the Chief is not at. Battalion Chiefs primary focus should be alarm response and Department alarm response preparedness.
- ◆ Will oversee Firefighter Captains and assignments for all truck repairs, maintenance and scheduling all yearly tests.
- ◆ Assists in preparation of an annual budget for the Fire Department and directs the implementation of the Fire Department budgets reporting expenditures to the Secretarial Fire Captain.
- ◆ Battalion Chiefs will assist in all personal issues in the Fire Department.
- ◆ Participates in fire drills and classes in firefighting, hazardous materials, and related subjects.
- ◆ Presents programs to the community on safety and fire prevention topics.
- ◆ Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- ◆ Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state and other meetings as assigned.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of fire suppression and prevention procedures, techniques, and equipment.
- ◆ Knowledge of first aid and resuscitation.
- ◆ Knowledge of applicable laws, ordinances, standard operating procedures and regulations.
- ◆ Ability to supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to effectively give and receive verbal and written instructions.
- ◆ Ability to perform strenuous physical activity.

TRAINING AND EXPERIENCE:

- ◆ Graduation from high school or equivalent.
- ◆ A valid State driver's license.
- ◆ Four (4) years prior experience in fire fighting and prevention with at least two (2) years as an officer.

PREFERRED ADDITIONAL TRAINING:

- ◆ Match the preferred training of one of the Captains' Position Analysis.
- ◆ Completion of basic Leadership Training.
- ◆ Intermediate computer skills and Microsoft Office program knowledge.

COUNCIL LETTER 021825-VIIA

PERSONNEL

INTERVIEW COMMITTEE

DATE: February 13, 2025

FROM: Craig J. Wainio
City Administrator

Staff is requesting that two City Councilors be appointed to serve on the interview committee for the potential hiring of Laborers for the City of Mountain Iron.

Mayor Anderson is ineligible due to a potential conflict of interest with a finalist for the position.