

AGENDA

City Council Workshop

May 12, 2020
Council Chambers

- | | |
|---------|--|
| 5 PM | COVID-19 Response Update |
| 5:30 PM | Advisory Body Interviews: |
| 5:30 PM | Connor Brown – EMC |
| 5:40 PM | Mark Landis – EDC |
| 5:50 PM | Steve Meyer – PRC |
| 6 PM | Discussion of Applicants |
| 6:15 PM | Discussion with Deputy Fire Chief Wold |
| 6:45 PM | Council Discussion |
| 6:55 PM | Adjourn |



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Craig Dawson, Interim City Administrator (CD)
Date:	May 12, 2020, City Council Work Session
Subject:	Extension of City Closures and Cancellations

At its Special Meeting on March 20, 2020, the City Council put in place several restrictions and cancellations in response to the Governor's COVID-19 Peacetime Emergency. On April 6, 2020, a mayoral directive curtailed the use of a wide variety of park facilities and amenities (attached). After Council discussion at its April 28, 2020, work session, a new mayoral directive was issued on April 30 that also listed all of the measures taken by the City that are currently in effect (attached).

Several of the City's actions on April 28 were predicated on the expiration of the Pandemic Emergency on May 13, and the stay-at-home order in effect until May 4. Since that time, the Governor has issued Executive Order 20-48 that extended the stay-at-home restrictions until 11:59 p.m. Sunday, May 17. As of this writing, it is not clear whether the Pandemic Emergency will be extended past May 13. The Governor can issue Executive Orders in the absence of an emergency, so stay-at-home restrictions may be extended beyond May 18 or re-issued at any time.

At its April 28 work session, the Council agreed that tennis and pickleball courts, hockey rinks, and the skate park be opened immediately; and that the City's boards and commissions begin meeting again in June unless there are time-sensitive matters that need to be addressed, and/or remote participation can be arranged.

Staff recommends that the following remain in place through July 6, 2020, or later:

- No public access to Fire Station 1, Fire Station 2, Public Works building, and the Discovery Center (for non-programmed activity). City Hall remains open to the public for access to the police lobby and to drop off building permit applications and payments.
- All events and programming are cancelled, except for City-sponsored recreational activities and programs that staff determines can be provided by allowing participants to meet acceptable social distancing standards.
- Non-City uses of meeting rooms in City Hall are not allowed.

Note that closure of public access to the Public Works site make it not available as a site where residents can pay to drop off brush waste. This service has been available in past years from mid-April to November 1. Not providing the service would also remove the need to exchange money with residents, although the City generally has collected only small amounts of revenue annually. Alternative compost/yard-waste sites are available at a Ramsey County site in Maplewood, and at a few fee-based services in Woodbury.

Several measures are in effect through May 13. They are listed below:

1. Park and recreation facilities
 - a. Barricade gate at all fenced playgrounds
 - b. Barricade perimeter at all un-fenced playgrounds
 - c. Remove or board basketball hoops
 - d. Reduce number of picnic tables to a maximum of two per shelter
2. Athletic fields and facilities are not available for organized use

Regarding the park and recreation facilities, none of the Governor's Orders prohibit their use or require that access be restricted. Most cities have closed off access to them because they are unsupervised and are likely not to be used in ways that respect social distancing. Social distancing is becoming a social norm and expectation that will likely be with us for several months, and the public may expect their cities to provide safeguards to discourage the spread of the virus. The City is currently spending around \$21,000 per month for the 3,000 or so running feet of barricades.

Keeping the number of picnic tables to a maximum of two per shelter would help assure social distancing, and should be at that level for the remainder of the year.

Regarding the availability of athletic fields and facilities for organized use, the Governor's stay-at-home Emergency Executive Order 20-38 states that "[o]utdoor activities allowed ... **do not include** ... competitions, team events, tournaments, ... organized sports, spectator events, fairs, or any other events that involve the gathering of individuals in a manner that would preclude social distancing." The graphic provided at the April 30 coronavirus briefing (attached,) shows that it will likely be some time until a stay-at-home order or guideline would allow organized athletics activities. At its April 28 work session, the Council indicated its hope that fields would be available to organized baseball and softball for at least the latter part of their early-May through July season. It also expressed a preference to have soccer fields available for the mid-August through October season.

As staff related to the Council on April 28, whether and when to allow the use of fields and facilities for organized athletics is also important from a logistics perspective. Based on Council direction, for the May 12 regular Council meeting agenda, staff has readied for the hiring seasonal staff whose primary tasks would involve mowing, field maintenance, and field preparation. If fields were not available for baseball or softball, there would not be much of a need for seasonal parks employees until August for the soccer season, and at that point it is questionable how many persons would be interested in short-term seasonal work. If the fields and facilities were not actively used through the summer, mowing and field maintenance activities could be reduced.

Regarding restrictions on organized athletics, staff looks to Council for direction.

City of Oakdale
Mayoral Directive

By Resolution 2020-34a the Oakdale City Council extended the period of the local emergency that I declared in Declaration 2020-01. Among other things, Resolution 2020-34a authorized me, as Mayor, to take any additional steps necessary or convenient to accomplish the intent of the Resolution.

As a result of recent events, I have determined that it is necessary to take certain actions regarding use of the City's parks and recreation facilities. I therefore authorize and direct the Oakdale City staff to immediately take the following actions at City park and recreation facilities:

1. Install a barricade gate at all fenced playgrounds.
2. Install a barricade perimeter at all un-fenced playgrounds.
3. Remove or board basketball hoops at all basketball courts.
4. Remove nets from all tennis courts and volleyball courts.
5. Reduce the number of picnic tables to a maximum of two tables per shelter.
6. Lock all hockey rinks, tennis courts, and the skate park.
7. Install appropriate signing at each park advising the public of the new restrictions on the use of City park facilities.

Open space areas, ballfields, trails, the dog park, and the grounds of the Discovery Nature Center/Nature Park will remain available for public use, provided that the public adhere to social distancing guidelines.

Dated: April 6, 2020

Paul Reinke, Mayor

City of Oakdale
Mayoral Directive

At its Special Meeting on March 20, 2020, the Oakdale City Council put in place the following restrictions and cancellations through April 30, 2020 in response to the Governor's COVID-19 Peacetime Emergency:

- No public access to Fire Station 1, Fire Station 2, Public Works building, and the Discovery Center. City Hall remains open to the public for access to the police lobby and to drop off building permit applications.
- All city events and programming are cancelled.
- All Board and Commission meetings are cancelled, unless there is a time-sensitive matter that requires their consideration.
- Non-City uses of meeting rooms in City Hall are not allowed.

Since the City Council took these actions, the Governor has issued stay-at-home orders in effect until May 4, 2020 and extended the Peacetime Emergency through May 13, 2020.

On April 6, 2020, a mayoral directive curtailed the use of a wide variety of park facilities and amenities.

On April 28, 2020, the City Council concluded that the measures listed above should be extended and that additional measures should be put in place. As a result of the City Council's action, I authorize and direct as follows:

1. All of the actions taken by the City Council on March 20, 2020 remain in effect through May 13, 2020.
2. Except as otherwise provided for in this Directive, the April 6, 2020 mayoral directive remains in effect through May 13, 2020.
3. The City's athletic fields and facilities will not be available for organized use through May 13, 2020.
4. Park facilities that easily lend themselves to posting and observing social distancing, such as tennis courts, pickleball courts, hockey rinks, and the skate park may now be used by the public.
5. City-sponsored recreational activities and programs that staff determines can be provided by allowing participants to meet acceptable social distancing standards are authorized.

Dated: April 30, 2020

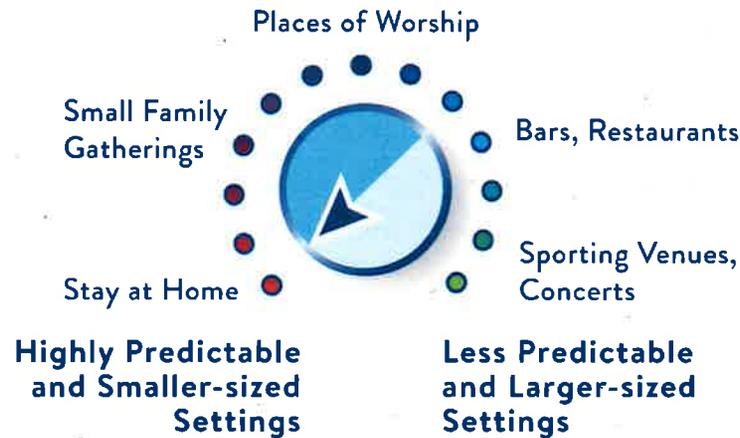
Paul Reinke, Mayor

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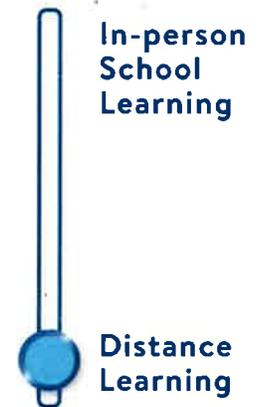
WORKPLACE SETTINGS



SOCIAL SETTINGS



SCHOOL SETTINGS



SAFE PRACTICES



- Wash your hands often
- Stay home when sick
- Social distance yourself
- Wear a mask

COVID-19 RESPONSE



- Test symptomatic individuals
- Isolate positive cases and contact trace
- Protect those at heightened risk
- Build needed hospital capacity
- Procure critical care supplies

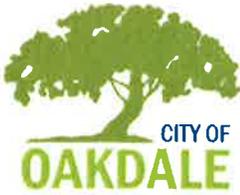


COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Craig Dawson, Interim City Administrator
Date:	May 12 2020
Subject:	Interviews: EMC, EDC, and PRC

At the May 12 work session, the City Council will be interviewing an applicant interested in filling the vacancy on the Environmental Management Commission, an applicant interested in filling one of the three vacancies on the Economic Development Commission, and an applicant interested in filling one of the two vacancies on the Parks and Recreation Commission (please note that a third vacancy is forthcoming). (Applications provided in separate mailing).

5:30 PM	EMC Candidate Connor Brown
5:40 PM	EDC Candidate Mark Landis
5:50 PM	PRC Candidate Steve Meyer



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Craig Dawson, Interim City Administrator 
Date:	May 12, 2020, City Council Work Session
Subject:	Discussion with Deputy Fire Chief Wold

As a new fire chief will be in place on August 1, 2020, the City Council has requested an opportunity to have a discussion with Deputy Chief Wold about the deputy chief position and gain his insights about what will be important responsibilities for the position within the evolving structure of the Fire Department. Attached the current position descriptions for the Chief and Deputy Chief positions. Deputy Chief Wold may provide additional materials at the work session.

City of Oakdale
POSITION RESPONSIBILITY WRITE-UP
FIRE CHIEF (Fire)

Primary Objective of Position:

Performs administrative and managerial work. Directing Fire/EMS operations, including: fire suppression, fire inspection, fire prevention, and Fire Code compliance. Included are: Emergency Medical Services. Performs related duties as required with other public safety functions. Acts as Director of Emergency Management for the City of Oakdale.

Essential Duties and Responsibilities:

To provide administration, management, supervision, and training of the department by assuming responsibility for the operation of the department.

- Develops long and short range plans/goals for the department and oversees implementation.
- Plans, directs, manages, and evaluates fire department personnel and operations.
- Performs, in accordance with City guidelines, policies and departmental policies.
- Executes the delivery of fire/EMS related services according to prescribed procedures.
- Evaluates and makes recommendations for change to enhance the effectiveness of the department.
- Develops and maintains teamwork within the department.
- Serves as Director of the Oakdale Fire Ambulance Service as licensed with the Minnesota EMSRB.
- Acts a Director of Emergency Management for the City.

Major Areas of Accountability:

Communicates with other fire department officers, personnel, and the general public.

- Conducts meetings with Officers, members, and other concerned persons to analyze and solve problems.
- Represents the department at official gatherings, meetings, and community functions.
- Conveys written and oral communication up and down the chain of command.
- Develops and maintains teamwork within the department.

Ensures conformance to established rules and regulations of the Fire Department and City.

- Supervises staff and volunteers, including recommendations of hiring, promotions, demotions, discipline, rewards, layoff and discharge.
- Documents discussions and results.
- Develops and reviews guidelines and policies for employees.
- Evaluates and implements change to enhance the effectiveness of the department.

Department liaison for the fire department.

- Interacts with citizens, community groups, and businesses to resolve identified issues, documents actions and resolution, develops and implements strategy to assure a favorable outcome.
- Represents the department at meetings with professional organizations and groups associated with fire, rescue and EMS.
- Is involved with City staff. Coordinates code enforcement with Building Department and provides suggestions relating to fire operations and systems for new facilities being constructed within the City.
- Oversees community fire education projects.
- Oversees fire pre-planning activities.
- Serves periodic "on-call" assignments.
- Oversees fire investigation activities.
- Oversees fire inspection program.

Performs numerous and varied administrative duties.

- Completes personnel reports, evaluations, fire reports/EMS reports and other necessary documentation.
- Oversees the purchase, maintenance and condition of department apparatus and equipment.
- Creates and maintains reporting procedures which reflect accountability for span of control.
- Responsible for annual budget preparation.
- Utilizes computer system to review and input data.

Acts as Chief Executive officer of the Oakdale Volunteer Fire Department Inc.
Administers the department contract and budget.

Oversees or approves expenditures of business affairs, including inventory, assets, special funds, payroll, injury reports, claims, and general business and financial reports consistent with department and city policies and relevant laws, and rules and regulations.

- Oversees insurance coverage maintained by the corporation.
- Presides over meetings of the corporation's Board of Directors.
- Approves purchases and contracts of all goods and services for daily operations of department.
- Oversees the membership committee that is responsible for hiring of paid-on-call firefighters.
- Responsible for hiring and supervision of the part administrative assistant.

Responsible for overall administration and coordination of departmental training.

- Coordinates departmental fire, rescue, and medical training.
- Appoints and supervises a departmental training officer and committee.
- Evaluates and makes recommendations concerning training initiatives.
- Ensures that all levels of membership are included in department training development and delivery.
- Oversees computer database on member training documents.
- Reviews departmental operating guidelines to ensure correct and effective training practices.
- Recommends document and procedural up-grades as required.
- Oversees departmental Driver Training Program.
- Oversees the maintenance of employee training records.
- Departmental liaison for training activities.

Assumes command of emergency scene.

- Coordinates and deploys personnel.
- Initiates appropriate command strategic and tactical responses.
- Ensures adherence to established safety practices.
- Assists in the operation of the City EOC when activated.

Sets an example of dedication and integrity.

- Provides a positive public image.
- Serves as a role model for subordinates.
- Accepts job responsibilities.

Assumes other duties as assigned by the City Administrator.

Knowledge, Skills and Abilities:

1. Knowledge of modern firefighting, EMS and rescue practices, procedures, and operations.
2. Considerable knowledge of standards, methods, modern technology and prevention of fire.
3. Ability to read and analyze data and make sound decisions and recommendations.
4. Ability to regularly respond to emergency incidents within established department time standards.
5. Ability to manage, plan, instruct, direct, and evaluate the work of subordinates, both paid and volunteer.
6. Considerable knowledge of the operation of all firefighting equipment, tools, and apparatus.
7. Considerable knowledge of fire behavior and fire chemistry and the effects that various fuels and materials have on fire.
8. Must be familiar with fire codes, related fire safety ordinances and the ability to read and decipher site plans and blueprints.
9. Demonstrated ability to effectively communicate both in written and verbal formats.
10. Demonstrated ability to establish and maintain effective continuing relationships with other city staff, members of the fire department and with the public.
11. Ability to communicate tactfully and effectively with city residents, visitors and the general public.
12. Ability to remain calm and effective under stressful situations.

Performance Criteria:

1. Completes necessary records and correspondence associated with position in a timely and accurate manner.
2. Assigns work and special projects and determines completeness of same.
3. Ensures that decisions made in areas of accountability are consistent with department operating procedures and objectives.

4. Submits reports on a periodic basis to the Administrator concerning the areas of responsibility of the station(s), apparatus, equipment.
5. Performs assigned duties as required by the City Administrator in a competent and thorough manner.
6. Demonstrates ability to work independently and in stressful situations.

Minimum Qualifications:

1. Must have an Associate Degree in Fire Science, Business, Public Administration, or related field, or equivalent work experience.
2. Must possess valid Minnesota driver's license and be insurable,
3. Must be Minnesota Licensed as a Fire Fighter.
4. Must hold a current National Registry EMT certification.
5. Must have "Blue Card" or Local Hazard Zone Management" certification or equivalent.
6. Must have minimum of 10 years fire and EMS experience, at least 3 years of which must be at a Chief Officer level.

Extent of Supervision or Guidance Provided:

General guidelines or municipal policy statements issued by the City Administrator and/or City Council may be used as resources for decision making; however, duties and responsibilities of this position are performed with wide latitude for independent judgment and action.

Job Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms.

The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

Vision: Normal vision needed with or without correction. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing: Normal hearing needed. Firefighter must discriminate among similar sounds in environments with a great amount of background noise.

Speech: Must be able to communicate effectively.

Lifting: The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move up to 115 pounds.

**Walking/
Mobility:** Must be able to walk, sit or stand. Must be able to ascend and descend stairs or ladders. Must be able to balance and have the ability to steady oneself and keep from falling. Must be capable of reaching (extend the hands or arms in any direction); capable of utilizing both gross and fine muscle functions for the handling (seizing, holding, grasping, turning, or otherwise working with the hands); fingering (picking, pinching, or otherwise working with the fingers); and feeling (perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of the fingertips). All lifting, dragging and/or walking/mobility requirements are to be met while in full protective gear, which weighs approximately 60 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee 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 office, vehicles and outdoor settings in all weather conditions, including temperature extremes during day and night shifts. Work is often performed in emergency and stressful situations. 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, oils and blood borne pathogens.

The employee 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 in office settings and loud in emergency situations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

City of Oakdale
POSITION RESPONSIBILITY WRITE-UP
DEPUTY FIRE CHIEF (Fire)

Primary Objective of Position:

Under the direction of the Fire Chief, assists in the management and administration of the fire department. Provides leadership and supervision to the members of the department. Responds to and assumes command responsibilities of emergency incidents. Performs all duties and exercises all authority of the "Fire Marshall" position for the City of Oakdale. Assumes the duties of the Fire Chief in his/her absence.

Essential Duties and Responsibilities:

Assists the Fire Chief in the administration, management, supervision, and training of the department by assuming responsibility for the operation of the department.

- Performs all duties and exercises all authority of the Chief during his absence.
- Directs the activities of assigned officers as necessary to accomplish tasks associated with fire/EMS services.
- Performs in accordance with City guidelines and departmental policies.
- Executes the delivery of fire/EMS related services according to prescribed procedures.
- Evaluates and makes recommendations for change to enhance the effectiveness of the department.
- Develops and maintains teamwork within the department.
- Coordinates with Chief and other Officers on matters of mutual concern.
- Develops and maintains Fire Investigation Program.
- Develops and maintains Fire Inspection Program.

Major Areas of Accountability:

Communicates with Fire Chief, assigned Officers, personnel, and the general public.

- Conducts meetings with Officers, members, and other concerned persons to analyze and solve problems.
- Represents the department in the absence of the Fire Chief at official gatherings, meetings, and community functions.
- Conveys written and oral communication up and down the chain of command.
- Develops and maintains teamwork within the department.

Ensures conformance to established rules and regulations of the Fire Department and City.

Coaches employees with identified issues. Documents discussions and results. Develops improvement guidelines for employee.

- Recommends disciplinary actions of/for employees to the Fire Chief
- Evaluates and makes recommendations for change to enhance the effectiveness of the department.

Department liaison for the fire department.

- Interacts with citizens, community groups, and businesses to resolve identified issues, documents, and advises the Chief officer on actions and resolution, develops and recommends strategy to assure a favorable outcome.
- Oversees community fire education projects.
- Oversees fire pre-planning activities.
- Serves periodic "on-call" assignments.
- Oversees fire investigation activities.
- Oversees fire inspection program.

Performs numerous and varied administrative and inspection duties.

- Completes personnel reports, evaluations, fire reports/EMS reports and other necessary documentation.
- Oversees the maintenance and condition of assigned apparatus and equipment.
- Creates and maintains reporting procedures which reflect accountability for span of control.
- Assists in annual budget preparation.
- Utilizes computer system to review and input data.

Responsible for overall administration and coordination of departmental training.

- Coordinates departmental fire, rescue, and medical training.
- Establishes and supervises a departmental training committee.
- Evaluates and makes recommendations concerning training initiatives.

Publishes training schedule.
Includes all levels of membership in department training development and delivery.
Maintains computer database on member training documents.
Reviews departmental operating guidelines to ensure correct and effective training practices.
Recommends document and procedural up-grades as required.
Oversees departmental Driver Training Program. Maintains employee training records.
Departmental liaison for training activities.

Assumes command of emergency scene.

Coordinates and deploys personnel.
Initiates appropriate command strategic and tactical responses.
Ensures adherence to established safety practices.

Sets an example of dedication and integrity.

Provides a positive public image.
Serves as a role model for subordinates.
Accepts job responsibilities.

Assumes other duties as assigned by the Fire Chief.

Knowledge, Skills and Abilities:

13. Knowledge of modern firefighting, EMS and rescue practices, procedures, and operations.
14. Considerable knowledge of standards, methods, modern technology and prevention of fire.
15. Ability to read and analyze data and make sound decisions and recommendations.
16. Ability to regularly respond to emergency incidents within established department time standards.
17. Ability to manage, plan, instruct, direct, and evaluate the work of subordinates, both paid and volunteer.
18. Considerable knowledge of the operation of all firefighting equipment, tools, and apparatus.
19. Considerable knowledge of fire behavior and fire chemistry and the effects that various fuels and materials have on fire.
20. Must be familiar with fire codes, related fire safety ordinances and the ability to read and decipher site plans and blueprints.
21. Demonstrated ability to effectively communicate both in written and verbal formats.
22. Demonstrated ability to establish and maintain effective continuing relationships with other city staff, members of the fire department and with the public.
23. Ability to communicate tactfully and effectively with city residents, visitors and the general public.
24. Ability to remain calm and effective under stressful situations.

Performance Criteria:

1. Completes necessary records and correspondence associated with position in a timely and accurate manner.
2. Assigns work and special projects and determines completeness of same.
3. Ensures that decisions made in areas of accountability are consistent with department operating procedures and objectives.
4. Submits reports on a periodic basis to the Fire Chief concerning the areas of responsibility of the station(s), apparatus, equipment.
5. Performs assigned duties as required by the Fire Chief in a competent and thorough manner.
6. Demonstrates ability to work independently and in stressful situations.

Minimum Qualifications:

6. Must have an Associate Degree in Fire Science, Business, Public Administration, or related field, or equivalent work experience.
7. Fire/EMS experience required.
8. Must possess valid Minnesota driver's license and be insurable,
9. Must be Minnesota state Licensed as a Fire Fighter II and EMT.
10. Must have minimum of ten (10) years fire experience (total fire experience).

Job Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms.

The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

- Vision: Normal vision needed with or without correction. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hearing: Normal hearing needed. Firefighter must discriminate among similar sounds in environments with a great amount of background noise.
- Speech: Must be able to communicate effectively.
- Lifting: The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move up to 115 pounds.
- Walking/
Mobility: Must be able to walk, sit or stand. Must be able to ascend and descend stairs or ladders. Must be able to balance and have the ability to steady oneself and keep from falling. Must be capable of reaching (extend the hands or arms in any direction); capable of utilizing both gross and fine muscle functions for the handling (seizing, holding, grasping, turning, or otherwise working with the hands); fingering (picking, pinching, or otherwise working with the fingers); and feeling (perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of the fingertips. All lifting, and/or walking/mobility requirements are to be met while in full protective gear, which weighs approximately 60 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee 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 office, vehicles and outdoor settings in all weather conditions, including temperature extremes during day and night shifts. Work is often performed in emergency and stressful situations. 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, oils and blood borne pathogens.

The employee 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 in office settings and loud in emergency situations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.