

FIRE SERVICE BOARD – SPECIAL MEETING

AGENDA

Wednesday May 29, 2024 @ 5:00 pm |
EOC – 1st Floor - 130 Kansas City St., Rapid City, SD 57701

- 1) MEETING CALLED TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL OF BOARD MEMBERS
- 4) PUBLIC COMMENTS: *We welcome comments on Pennington County Fire policies and their function. SDCL 1-25-1. Action will not be taken during this item on any issues brought forth that are noticed. Speakers under this item will be recorded in the minutes by name and area of interest.*
- 5) APPROVE PROPOSED AGENDA – May 29, 2024 (Action Item)
- 6) NEW BUSINESS
 - a) Wage Study Presentation - C. Bancroft, HR Director
- 7) REQUESTS TO BE ACTED ON
 - a) Approve preliminary draft job description for Fire Administrator (Action Item)
- 8) NEXT MEETING: July 10, 2024 @ 7:00pm | Rapid Valley VFD, 3760 Reservoir Rd., Rapid City, SD – Meal Served @ 6:30pm
- 9) ADJOURNMENT

2024 FSB MEETING SCHEDULE:

- September 11 – Doty VFD, 8623 N. Emerald Ridge Rd., Rapid City, SD – Meal Served
- November 13 – Whispering Pines VFD, 7980 Clarkson Rd., Rapid City, SD – Meal Served
- December 11 – Pennington County EOC, 130 Kansas City St., Rapid City, SD – Meal Served

MAILING ADDRESS	EMAIL ADDRESS TELEPHONE NUMBER
Pennington County Fire Administration 130 Kansas City St., Ste 130B PO BOX 6160, Rapid City SD 57709-6160	countyfire@pennco.org 605.394.5367

Pennington County fully subscribes to the provisions of the Americans with Disabilities Act. If you desire to attend this public meeting and need special accommodation, please notify the Fire Administration Office at 605-394-5367 so that appropriate auxiliary aids and/or services are available.



2024/2025 Pennington County Fire Service Board

BOARD MEMBERS ~ VOTING	DISTRICT	Term Expires
Lindblom, Dave ~ Chair (Battle Creek Fire)	West	12/31/2026
Chase, Eric ~ Vice-Chair (Whispering Pines VFD)	West Central	12/31/2026
Tim Deml (Rockerville VFD)	West Central	12/31/2024
Harn, Dan (Rochford VFD)	West	12/31/2024
Maude, Charles (Scenic VFD)	East	12/31/2026
Andrew Ferris (Wall VFD)	East	12/31/2024
Kobes, Tim (Rapid Valley VFD)	East Central	12/31/2024
White, Jason (North Haines VFD)	East Central	12/31/2026
REPRESENTATIVES ~ VOTING	AGENCY	
Povandra, Brian	Rapid City Fire Department	N/A
Rossknecht, Ron (<i>Lasseter, Travis - alternate</i>)	Board of Commissioners	N/A
Willett, Dustin	RC-PC Emergency Mgmt.	N/A

REPRESENTATIVES ~ NON-VOTING	AGENCY	
Daly, Tim	SD Wildland Fire	N/A
Harvey, Jerome	Pennington County Fire Administrator	N/A
Maxon, Randolph	Ellsworth AFB Fire Department	N/A
Roerick, Tom	USFS Mystic	N/A
Karley, Kevin	ESCC Communications	N/A
APPOINTEES ~ NON-VOTING	AGENCY	
Harvey, Jerome	ESCC Users Board	N/A
Sortland, Gary (Rockerville VFD) (<i>Walla, Jeremy – alternate – Whispering Pines VFD</i>)	EM Users Board	N/A
Povandra, Brian (RCFD)	BH Advisory Board	N/A
Klunder, Kurt (Black Hawk VFD)	BH Advisory Board	N/A
TRAINING COORDINATOR ~ NON-VOTING	AGENCY	
Kuenkel, Adam (Structural)	Box Elder VFD	N/A

POSITION TITLE: Fire Administrator

DEPARTMENT: Fire Administration

REPORTS TO: County Commission



Full-Time

Exempt

Part-time

Non-exempt

POSITION OBJECTIVE:

Provides highly responsible and complex support to the County Fire Departments and related agencies under the direction of the Fire Service Board to deliver fire prevention and fire protection planning services. Coordinates the training, administration, and operations between fire departments and other emergency and non-emergency agencies in Pennington County. This position's duties are related to the management and general operations of the Pennington County Fire Administration Office.

ESSENTIAL FUNCTIONS:

- Establish and maintain relationships between the Pennington County fire departments, and other agencies both inside and outside the County
- Work with Assistant Fire Administrator to present the budget to Fire Service Board and Board of Commissioner for approval
- Evaluate plans and documents related to public safety as it relates to fire in conjunction with Planning & Zoning
- Develop and recommend codes, standards, and ordinances for Pennington County for fire risk reduction; including fire and life safety issues as it relates to fire
- Be a sounding board and point of contact for fire departments pertaining to all aspects of Fire Services
- Oversee all Pennington County fire related backbone communications equipment (frequencies, pagers, radios, repeaters, etc.)
- Supervise administration of fire suppression / rescue activities
- Provide aid to other counties when Pennington County resources are assigned and/or requested
- Serve on the Pennington County Fire Service Board; ensure their actions are carried out.
- Supervise the Assistant Fire Administrator
- Serve as the point of contact for public information dissemination for Fire Service related issues involving fire departments requesting assistance
- Perform related duties as assigned by supervisor
- Maintain compliance with County policies and procedures

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Bachelor's Degree required. Master's Degree preferred
- 5 years or more relevant work experience
- State of South Dakota Certified Firefighter, Fire Officer, and Fire Service Instructor or equivalent
- Must be proficient in computer skills including Microsoft Office, with working knowledge of general office databases/applications and equipment

WORKING ENVIRONMENT:

- Work will be in a variety of environments including in an office setting and indoor and outdoor environments where noise and interruptions often occur
- Must be available for emergency calls for assistance before/after normal office hours
- Travel is required for emergencies, training, and meetings
- Work is performed under minimal supervision, given great latitude to exercise discretion and independent judgement to department matters

PHYSICAL REQUIREMENTS:

- Ability to perform the essential position functions safely, successfully, and consistently with the ADA, FMLA, and other federal, state and local standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards
- Upper body strength is a requisite to lift, transport, position, put, install, remove a maximum of 50 lbs unassisted; and lift, transport, position, put, install, remove a maximum of 80 lbs. with assistance
- Must be able to communicate clearly and effectively on telephone, in-person and in writing

ADDITIONAL DUTIES

POSITION TITLE: Fire Administrator

DEPARTMENT: Fire Administration

REPORTS TO: County Commission and Fire Service Board



ADDITIONAL DUTIES in support of County Fire Essential Functions

- Represent Pennington County fire departments on the Emergency Services Communications Center Users Board.
- Be knowledgeable in organizational and management practices as applied to the analysis and evaluation of fire department programs, policies, and operational needs.
- Have a strong working knowledge of the Incident Command System (ICS) and promote its' utilization throughout all County fire departments.
- Respond to fires and other emergencies as needed, requested or by protocol
- Assist fire departments in the command and control of fires and emergency incidents.
- Knowledgeable about safe and appropriate use of firefighting and rescue equipment and related tools.
- Work in a variety of environments including; hot/cold temperatures, rain, snow, office settings, etc

This position specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

PERFORMANCE STANDARDS:

- Quality
- Safety
- Attendance
- Customer Service
- Productivity

SIGN OFF:

I understand I am expected to adhere to all County policies while employed and I have read and understand the contents of this position description.

EMPLOYEE SIGNATURE _____

DATE _____