

BILL NO. 2019-13
ORDINANCE NO. 729

An Ordinance amending Title 1, Chapter 6 entitled CITY OFFICERS AND EMPLOYEES, codifying the City's existing authority to appoint a Fire Chief and describing the Fire Chief's duties, AND adding Chapter 6, entitled ELY CITY FIRE DEPARTMENT, to Title 7, codifying the existing Ely City Fire Department and its existing function and duties.

WHEREAS, N.R.S. 266.105 empowers the Ely City Council to organize, regulate and maintain a fire department and prescribe the duties of the City's Fire Chief; and

WHEREAS, NRS 266.394 grants the mayor, with the advice and consent of the city council, the power to appoint all City officers provided for by law or ordinance; and

WHEREAS, the City has recognized the existence of the position of City Fire Chief as a City officer; and

WHEREAS, the City has recognized the existence of a City Fire Department as demonstrated by the Ely City Code section 7-3-1 (assigning primary responsibility for fire emergencies, including structure fires, and for the provision of first response services to "[t]he Ely city fire department) and Ely City Code Section 1-5-6 (recognizing the "fire department" as a department within the City's Public Safety Department).

NOW, THEREFORE, the City Council of the City of Ely DOES CREATE ELY CITY CODE TITLE 7, CHAPTER 6 [ELY CITY FIRE DEPARTMENT] AND OTHERWISE AMENDS THE FOLLOWING SECTIONS OF TITLE 1, CHAPTER 6 OF THE ELY CITY CODE AS FOLLOWS:

1-6-1: APPOINTED OFFICIALS:

- A. **Designated:** The appointed officers of the City shall be City Clerk, City Treasurer, Municipal Judge, City Attorney, City Administrator, Fire Chief, and Public Works Director. Pursuant to Nevada Revised Statutes section 266.405, the offices of City Clerk and City Treasurer may, at the discretion of the City Council, be combined into the Office of City Clerk/Treasurer.
- B. **Manner Of Appointment:** All appointed officers of the City shall be appointed to their respective offices by the Mayor with the advice and consent of the City Council, pursuant to NRS 266.395.
- C. **Term Of Office; Removal:** The term of office and/or removal of all appointed officials of the City shall be accomplished in the manner set forth in NRS 266.415.

D. Exempt Status: All appointed officials, including deputies, if there be any, shall be considered to be "exempt" employees as that term is defined by the City personnel manual.

E. Establishment Of Appointed Official Salaries: The range of compensation for appointed officials of the City shall be as follows: (Ord. 539, 12-21-1999)

ESTABLISHMENT OF APPOINTED OFFICIAL SALARIES

Job Title	Minimum - Maximum Per Year
City Clerk	\$45,000.00 - \$81,000.00
City Treasurer	\$35,000.00 - \$55,000.00
City Attorney	\$60,000.00 - \$110,000.00
City Administrator/Manager	\$47,000.00 - \$85,000.00
Director of Public Works	\$43,000.00 - \$60,000.00
City Engineer	\$48,000.00 - \$85,000.00
City Clerk/Treasurer	\$45,000.00 - \$81,000.00
Municipal Judge	\$15,000.00 - \$24,000.00
Fire Chief	\$55,000.00 - \$85,000.00

These salary ranges may be evaluated and changed from time to time by resolution, but the compensation of any such officers shall not be increased or diminished to take effect during the time for which the officer was appointed. (Res. 2007-14, 7-12-2007)

ARTICLE J. FIRE CHIEF

1-6J-1: OFFICE CREATED:

There is hereby created the Office of Fire Chief, who shall serve at the pleasure of the mayor and city council.

1-6J-2: POSITION DESCRIPTION:

The Fire Chief directs and oversees all aspects of the operation of the Fire Department for the City of Ely. The Fire Chief informs and advises the City Council, Mayor, and City Clerk on all fire related/first responder issues affecting the City through the appropriate chain of command. The Fire Chief serves as a representative of the City of Ely, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public. The Fire Chief continuously monitors and evaluates the efficiency and effectiveness of Fire Department procedures, service levels and administrative systems; evaluates and implements improvement. The Fire Chief represents the Fire Department to outside agencies; explains and interprets Fire Department programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.

1-6J-3: APPOINTMENT:

The City of Ely Fire Chief is appointed by the Mayor with the advice and consent of the City Council. The Fire Chief will be considered to be “appointed” and an “exempt” employee as that term is defined by the City personnel manual.

1-6J-4: ESSENTIAL FUNCTIONS:

Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.

- A. Assume full management responsibility for all Fire Department services and activities including fire prevention, suppression, investigation, inspection, emergency medical services, and public education.
- B. Manage the development and implementation of Fire Department goals, objectives, policies, procedures, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- C. Select, train, motivate, and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- D. Continually analyzing and evaluating operations and trends for assuring efficient and adequate Fire Department operations as pertaining to the current standards.
- E. Plan, direct, and coordinate the Fire Department’s work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- F. Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- G. Coordinate Fire Department activities with those of other departments and outside agencies and organizations.
- H. Ensure proper maintenance and availability of equipment, apparatus, buildings, and other facilities.
- I. Respond to major fire alarms and emergency and non-emergency calls when necessary; personally direct activities as necessary.
- J. Shall oversee the operation of the Ely Volunteer Fire Department for the purposes of scheduling training and to ensure they receive the required training to effectively and safely perform the duties of Volunteer Fire and EMS providers.

1-6J-5: DESIRED MINIMUM QUALIFICATIONS:

A. Education; Experience: High school graduate with five (5) years of professional firefighting experience. Prior supervisory experience beneficial.

B. Necessary Knowledge, Skills And Abilities:

1. Extensive knowledge of the operation of all apparatus, equipment and methods used in combating, extinguishing and preventing fires and in rescue work.
2. Extensive knowledge of emergency medical care, safety practices, ambulance operations, and necessary actions for response to leaks and spills of hazardous materials.
3. Knowledge of the rules and regulations of fire and emergency medical service and applicable federal, state and local legislation.
4. Knowledge of maintenance of service equipment, apparatus, and facilities.
5. Knowledge of building construction and the geography of the local area.
6. Skill in the operation of all firefighting, rescue, and medical equipment.
7. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job: Ability to work in high stress, demanding situations with numerous deadlines. Ability to lift and move objects up to 50 pounds.
8. Ability to prepare and analyze reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public.

1-6J-6: SPECIAL REQUIREMENTS:

- A. Nevada approved Firefighter I Certification; and
- B. Nevada approved Basic EMT Certification.
- C. Nevada Ambulance Attendant license; and
- D. Minimum Nevada Class B license with tanker endorsement and must maintain this license during entire term of employment.
- E. Basic life support / CPR certified.

1-6J-8: SELECTION GUIDELINES:

- A. Formal applications, rating of education and experience, oral interview, reference checks, and a background check including drug testing are required. A job-related test might be required.
- B. 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.

C. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

1-6J-9: WORK ENVIRONMENT:

- A. The work environment characteristics described here are representative of those the Fire Chief encounters while performing the essential functions of this job.
- B. The role of the Fire Chief is managerial in nature and requires mobility to attend required meetings on behalf of the city.

Title 7

FIRE REGULATIONS

CHAPTER 1: ELY CITY FIRE DEPARTMENT

7-1-1: DEPARTMENT CREATED:

Pursuant to NRS 266.310, the Ely City Council hereby creates the officially titled Ely City Fire Department. It is a department within the Public Safety Department and oversees the Ely Volunteer Fire Department members during incident response

7-1-2: MISSION STATEMENT:

The mission statement of the City of Ely Fire Department is to deliver emergency services/medical services designed to protect lives and property incurred by fire, accidents and any given emergency needs of the citizens of our community in a professional manner, with the support from our City leaders.

7-1-3: VISION:

The City of Ely Fire Department strives to provide the most efficient service for our community. We have chosen to protect the lives and property of the citizens of our community, and the same professional care is extended to visitors to our area. We will strive to create a strong bond with the community by involving them in fire prevention and EMS training opportunities.

7-1-4: CORE VALUES:

Prepared for Duty – means that our members will do everything possible to ensure our organization is at an optimum state of readiness.

Integrity – we understand that truth and trust are the foundations of earning the public's respect.

Compassion – our organization is a people-oriented service organization trained to the highest level of fire and emergency services focused on helping those in need.

Professional Excellence – the City of Ely Fire Department will provide its members with the means, skills and education through a commitment to quality, respect for each individual and a workplace that is free of harassment, discrimination and retaliation.

7-1-5: DUTIES:

The Ely City Fire Department is hereby tasked with providing fire protection/prevention and emergency medical services consistent with the standards and duties mandated by state and federal law and regulations and the Ely City Code.

Pending Revisions. This ordinance shall supersede any conflicting provisions in the currently named Title 7 Fire Regulations Chapter 1 Volunteer Fire Department until appropriate revisions can be made.

Effective Date. This ordinance shall become effective twenty (20) days after its passage, approval and publication according to law.

Proposing Parties. The foregoing ordinance was proposed by Mayor Nathan Robertson, at the regularly scheduled meeting of the Ely City Council on December 19, 2019, read by title and referred to the City Council of the City of Ely, as a committee of the whole.

Section 4. Notice. Notice of filing of such ordinance was duly given by publication as required by law.

Section 5. Reading. It was read in full at the regular meeting on 12/19/2019 and adopted by the following vote:

VOTE:	AYES:	<u>5</u>
	NAYES:	<u>Ø</u>
	ABSENT:	<u>Ø</u>
	ABSTAIN:	<u>Ø</u>

Approved this 13th day of February, 2020



NATHAN ROBERTSON, MAYOR

ATTEST:



JENNIFER LEE, CITY CLERK

Approved as to form and content

Caroline Townsend

Caroline Townsend, Esq. City Attorney

