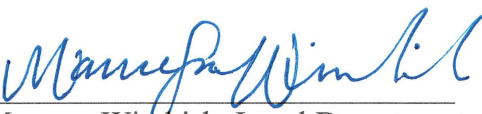




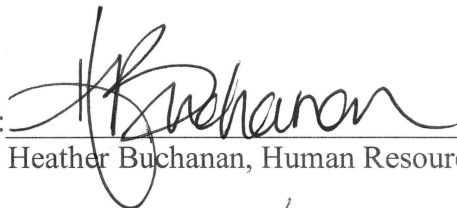
Fire Union Negotiation Meeting Minutes

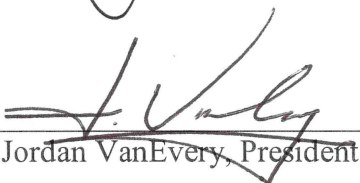
Meeting Date & Time:	Tuesday, June 11, 2024; 10:03 a.m.	
Attendee	Position	Company/Department
Heather Buchanan	Human Resources Director	Human Resources
Jared Johnson	City Attorney	Legal
Jordan VanEvery	President, IAFF #187	Fire
Adam Davis	Vice President, IAFF #187	Fire
Marcus Andrews	E-Board	Fire
Sam Morris	Member	Fire
Austin White	Member	Fire
Stephanie Harris	Senior Compensation Analyst	Human Resources
Meeting Notes		
<u>City of Pocatello and IAFF #187 Union Negotiations</u>	Meeting opened at 10:03 a.m.	
	▪ Heather Buchanan opened the meeting. ▪ Jordan VanEvery asks if there are any counters for the day staff job descriptions. ▪ H. Buchanan states the City does have a counter and she will need to add a member to the City team to present, Stephanie Harris. J. VanEvery agrees. ▪ S. Harris presents day staff compensation analysis related to CU-8 counter proposal. ▪ H. Buchanan introduces C-25(a) which incorporates the compensation analysis for day staff job descriptions. ▪ H. Buchanan introduces C-25(b) which addresses job descriptions for day staff being reformatted but not rewritten. ▪ J. VanEvery wants to discuss the job description for the Lieutenant position. ▪ H. Buchanan states her concern about working on descriptions when we do not have a pay scale agreed upon. ▪ Caucus 10:33 a.m. – 1:59 p.m. ▪ J. VanEvery introduces counter proposal CU-11 to CC-4 to CU-10 to C-20(a) which addresses changes in pay. J. VanEvery states the step table under Section A is not included in their counter. ▪ Discussion regarding CU-11 and some possible changes. ▪ Caucus 2:15 p.m. – 2:18 p.m.	

	▪ J. VanEvery initials CU-11 to remove the striking of the third bullet under number 8 and strike 'scale' under number 18. ▪ Adam Davis discusses day staff job descriptions in conjunction with certifications. ▪ H. Buchanan states concerns with the time constraints on the pay scale and being able to budget. ▪ Discussion on pending proposals and pay scale. ▪ Caucus 2:36 p.m. – 4:14 p.m. ▪ J. VanEvery states they found a mistake on their scale and want to wait to present until it is correct. ▪ H. Buchanan states we can address it on Friday. ▪ Jared Johnson requests a cost analysis for the scale be provided as well. ▪ J. VanEvery and H. Buchanan discuss items included in the cost analysis. ▪ J. VanEvery corrects CU-11. ▪ Meeting adjourned at 4:18 p.m.
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By: 
Mareesa Wimbish, Legal Department

Approved as to Substance and Form:

By: 
Heather Buchanan, Human Resources Director

By: 
Jordan VanEvery, President IAFF #187

Background:

During negotiations between the Fire Department and the City of Pocatello on May 31, 2024, the placement of day staff was a counter proposal offered by the Pocatello Fire Department (PFD). The positions of concern were Fire / EMS Support Specialist, Billing and Coding Clerk, Medical Billing Specialist and Civilian Fire Inspector. The Fire Department proposal was to place Fire/EMS Support Specialist and Billing and Coding Clerk on the city pay scale at a Grade 08 instead of Grade 06 Place the Coding and Medical Billing Specialist in Grade 11 instead of Grade 09 and Civilian Fire Inspector at Grade 11 instead of Grade 10.

Prior to start of Union Negotiations each of the dayshift positions were analyzed and compared to other positions within the city based on communication and customer service, job knowledge, responsibility and impact, supervision, problem-solving, decision-making, and working conditions, certifications and requirements.

Investigation:**The Fire Inspector**

To ensure a thorough analysis of the Fire Inspector, the following job descriptions were used for comparison.

Grade 10: Emergency Communication Lead, Fleet and Material Coordinator

Grade 11: Building/Mechanical Inspector, Electrical Inspector

Analysis:

The Fire Inspector is currently placed on the Fire Department pay scale at 19x, base wage of \$28.42 plus longevity. The position was placed on the city scale in Grade 06, Step 6, \$29.93.

Fire Inspector: The tasks and responsibilities for the Fire Inspector include conducting on-site inspections, gives educational presentations, interpret codes and communicate findings with Administration, ensures proper occupancies according to codes, tracks and maintains records of inspections.

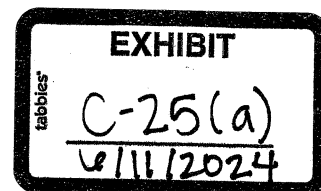
The compared positions in Grade 11 have functions and tasks that exceed those of the Fire Inspector. The decisions made by those in Grade 11 have a significant impact on community development, safety and present a high liability risk to the city. The training, experience and certification exceeds the requirements of the Fire Inspector. These positions do not have supervisory responsibilities.

The compared positions in Grade 10 the tasks, responsibilities, decisions and experience align. Each of the positions requires working with a variety of stakeholders, must have expanded knowledge, experience and training. The decisions that are made by those in this position present a high liability risk to the city, have financial and safety implications to the community.

Recommendations:

The job description lists a required State Fire Inspector Certification however this is not current practice.

Based on the analysis it is recommended that Fire Inspector remain at Grade 10 on the city scale.



Background:

During negotiations between the Fire Department and the City of Pocatello on May 31, 2024, the placement of day staff was a counter proposal offered by the Pocatello Fire Department (PFD). The positions of concern were Fire / EMS Support Specialist, Billing and Coding Clerk, Medical Billing Specialist and Civilian Fire Inspector. The Fire Department proposal was to place Fire/EMS Support Specialist and Billing and Coding Clerk on the city pay scale at a Grade 08 instead of Grade 06 Place the Coding and Medical Billing Specialist in Grade 11 instead of Grade 09 and Civilian Fire Inspector at Grade 11 instead of Grade 10.

Prior to start of Union Negotiations each of the day staff positions were analyzed and compared to other positions within the city based on communication and customer service, job knowledge, responsibility and impact, supervision, problem-solving, decision-making, and working conditions, certifications and requirements.

Investigation:**Fire/EMS Support Specialist**

To ensure a thorough analysis of the Fire/EMS Support Specialist, the following job descriptions were used for comparison:

Grade 06: Utility Billing Specialist, Police Support Specialist, Police Stenographer/Transcriptionist and Administrative Assistant.

Grade 07: Permit Technician and Legal Assistant.

Grade 08: Emergency Communication Officer and Finance Clerk.

Analysis:

The Fire / EMS Support Specialist is currently placed on the Fire Department pay scale at a 15X, base wage is \$23.50 plus longevity. The position was placed on the city scale in Grade 06, Step 8, \$24.78.

Fire/EMS Support Specialist: The tasks and responsibilities of the Fire / EMS Support Specialist include administrative support functions, payroll processing, issue and track permits, enter and process invoices, assist with a variety of accounting functions, enter data, and organize and maintain records. This position works independently under limited supervision with no supervising responsibilities. The position requires extensive knowledge of department policies and procedures, is subject to strict time guidelines and must maintain a high level of confidentiality. The position works in an office environment.

The compared positions in Grade 08 have functions that exceed those of the Fire/EMS Support Specialist. The decisions made by those in a Grade 08 position significantly impact community and responder safety, affect the City's financial standing, and carry higher liability risks for the City. The training, experience and certification of the compared positions exceed the requirements of the Fire / EMS Support Specialist. These positions do not have supervisory responsibilities.

The compared positions in Grade 07 have functions that exceed those of the Fire/EMS Support Specialist. The decisions made by those in Grade 07 impact community development, the safety of the community, affect criminal and civil legal outcomes and carry a higher liability risk for the City. The preferred education, training and experience of the compared positions exceed the requirements of the Fire/EMS Support Specialist.

When comparing the Fire/EMS Support Specialist to other positions in Grade 06, the tasks, responsibilities, decision impact and experience were aligned. Each of the positions contribute to the daily operations of the division, work with a high volume of data and require attention to detail and accuracy, work closely with the public, other departments and must have expanded knowledge and understanding of their specific division. The decisions made in Grade 06 impact the success of the division, subject the City to liability risk, and require independent thinking and problem solving. None of the positions analyzed in Grade 06 have supervisory responsibilities and all work independently with limited supervision. Education requirements are uniform, with some certification requirements needing to be achieved and maintained.

All positions operate within an indoor professional setting.

Recommendation:

Based on the analysis it is recommended that the Fire/EMS Support Specialist remain at a Grade 06 on the city scale.

Background:

During negotiations between the Fire Department and the City of Pocatello on May 31, 2024, the placement of day staff was a counter proposal offered by the Pocatello Fire Department (PFD). The positions of concern were Fire / EMS Support Specialist, Billing and Coding Clerk, Medical Billing Specialist and Civilian Fire Inspector. The PFD proposal was to place Fire/EMS Support Specialist and Billing and Coding Clerk on the city pay scale at a Grade 08 instead of Grade 06. Place the Coding and Medical Billing Specialist in Grade 11 instead of Grade 09 and Civilian Fire Inspector at Grade 11 instead of Grade 10. The union advised they believed the position of Coding and Medical Billing Specialist

Prior to start of Union Negotiations each of the day staff positions were analyzed and compared to other positions within the city based on communication and customer service, job knowledge, responsibility and impact, supervision, problem-solving, decision-making, and working conditions.

Investigation:**Billing and Coding Clerk Positions**

To ensure a thorough analysis of the Billing and Coding Clerk position, the following job were used:

The Grade 06 positions selected were Utility Billing Specialist, Police Support Specialist, Police Stenographer /Transcriptionist and Administrative Assistant.

Grade 07 were Permit Technician and Legal Assistant

Grade 08 positions were Emergency Communication Officer and Finance Clerk.

These positions were chosen based on the working conditions, department structure and type of work.

Analysis:

The Coding Clerk is currently placed on the Fire Department pay scale at a 15X, base wage \$23.50 plus longevity, and were placed on the city scale in Grade 06, Step 8, \$24.78.

Billing and Coding Clerk: The primary task and responsibility of the Billing and Coding Clerk is to review and process patient care reports, code EMS transports, assist with collection efforts and other accounting functions, research and verify confidential patient information for accuracy, answer billing questions, and support overall functions of the administrative office. The position requires advanced knowledge of department policies and procedures. The position works in an office environment.

The compared positions in Grade 08 have functions that exceed those of the Billing and Coding Clerk. The decisions made by individuals in the analyzed position of Grade 08 can significantly impact community and responder safety, affect the City's financial standing, and carry higher liability risks for the City. The training, experience and certification of the compared positions exceed the requirements of the Billing and Coding Clerk..

The compared positions in Grade 07 have functions that exceed those of the Billing and Coding Clerk. The decisions made by those in position of Grade 07 may involve community development, community safety, affect criminal and civil legal outcomes and carry a higher

liability risk for the City. The preferred education, training and experience of these positions exceed the requirements of the Billing and Coding Clerk.

When comparing the Billing and Coding Clerk to other positions in Grade 06, the tasks, responsibilities, decision impact and experience were aligned. Each of the positions contribute to the daily operations of the division, work with a high volume of data and require attention to detail and accuracy, work closely with the public, other departments and must have expanded knowledge and understanding of their specific division. The decisions made in Grade 06 impact the success of the division, subject the City to liability risk, and require independent thinking and problem solving. None of the positions analyzed in Grade 06 have supervisory responsibilities and all work independently with limited supervision. Education requirements are uniform, with some certification requirements needing to be achieved and maintained.

All positions operate within an indoor professional setting.

Recommendation:

Based on the analysis it is recommended that the Billing and Coding Clerk remain at a Grade 06 on the city scale.

Background:

During negotiations between the Fire Department and the City of Pocatello on May 31, 2024, the placement of day staff was a counter proposal offered by the Pocatello Fire Department (PFD). The positions of concern were Fire / EMS Support Specialist, Billing and Coding Clerk, Medical Billing Specialist and Civilian Fire Inspector. The Fire Department proposal was to place Fire/EMS Support Specialist and Billing and Coding Clerk on the city pay scale at a Grade 08 instead of Grade 06 Place the Coding and Medical Billing Specialist in Grade 11 instead of Grade 09 and Civilian Fire Inspector at Grade 11 instead of Grade 10.

Prior to start of Union Negotiations each of the day staff positions were analyzed and compared to other positions within the city based on communication and customer service, job knowledge, responsibility and impact, supervision, problem-solving, decision-making, and working conditions, certifications and requirements.

Investigation:**Medical Billing Specialist**

To ensure that appropriate positions were compared with the Medical Billing Specialist, the following job descriptions were used for comparison:

Grade 09: Public Outreach and Grant Coordinator, Library Service Supervisor, Senior Legal Assistant.

Grade 10: Fleet and Material Coordinator, Emergency Communication Lead and Executive Assistant.

Grade 11 CDBG Grants Administrator and Assistant Planner.

Analysis:

Medical Billing Specialist is currently placed at 17X 25.49 base wage plus longevity on the PFD pay scale and was placed on the current city scale in Grade 09, Step 5 \$26.69.

The Medical Billing Specialist is responsible for entry and oversight of the ambulance billing system, conducts patient research and maintains the finance system for the Ambulance Division, ensures accurate coding for Emergency Medical Services, researches and identifies the reasons for rejected or denied claims and files appeals, assists with accounting functions and overall operations of the Emergency Medical Service of the Fire Department. The position has supervisory responsibilities in the absence of the Office Manager, is required to maintain a high level of professionalism and is expected to demonstrate in-depth knowledge of the ambulance billing system.

The initial pay grade that was analyzed was Grade 11. Positions classified in Grade 11 have functions that exceed those of the Medical Billing Specialist. The decisions made by the individuals in these positions significantly impact the growth and development of the City and carry a higher liability risk for the City. Those working in Grade 11 have higher educational requirements and require knowledge of federal, state and city ordinances, work independently with limited supervision.

The compared positions in Grade 10 have functions that exceed those of the Medical Billing Specialist. The education, training and experience of the Grade 10 positions goes beyond that of a Medical Billing Specialist. The training and experience are either journey level, mandated certifications or advanced degrees or years of experience. The impact of decisions made by those in Grade 10 carries significantly higher liability to the City, community and responder safety, and may affect the City's financial standing. ECO Leads and the Executive Assistant have supervisory responsibilities.

The tasks and responsibilities of the Medical Billing Specialist align with other positions classified in Grade 09. The comparable positions demonstrate advanced levels of knowledge in their respective fields, are required to follow specific laws and policies to complete reports, assignments, and objectives of the division. Each position must demonstrate problem solving skills, advanced communication skills and ability to work independently with limited supervision. The positions are required to research and present findings verbally and in writing, oversees department functions and need to be highly organized. They work with the public and administrators on a regular basis. The decisions made by those in Grade 09 impact the well-being of community members, financial standing of the division and do carry a liability risk to the City.

All positions work with administrators, community members, and public officials.

Each of these positions reports to a division manager or department director.

Recommendation:

Based on the analysis it is recommended that the Medical Billings Specialist remain at the Grade 09 on the city scale.



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Position Title:	Fire Inspector - Civilian				
Pay Grade:	G10	FLSA Status	Hourly		
Department	Fire Department	Supervised By:	Assistant Chief of Operations		
FTE:		Position #:			
Date Established:	4/2006	Date of Review:	10/2008	Date of Revision:	

CLASSIFICATION SUMMARY

This position is responsible for the inspection activities of the Fire Department. This position ensures that occupancies within the City of Pocatello comply with various life safety and fire codes adopted by the City and enforced by the Fire Department through its inspection program

The work is performed under the direction of the Assistant Chief of Operations.. Employee must have knowledge of the City adopted Fire Code, International Building code, and other codes related to sprinkler systems and fire alarm systems.

The primary responsibility of this position is to inspect facilities housing daycares, child mental health outpatient services, businesses selling alcohol, as well as other business occupancies to ensure that they comply with fire code requirements. The incumbent performs on-site inspections and works with business owners to gain required compliance. This position coordinates and conducts inspection procedures for businesses and the abatement of hazards prohibited by the code or ordinances. On rare occasions this position may be required to testify in court regarding enforcement issues.

This position functions within limits imposed by pertinent codes, ordinances, statutes, and established Department policy and adopted City Municipal Codes.

Challenges are maintaining positive relations with business owners and at the same time gaining compliance with code requirements. Another challenge is to properly apply fire code provisions to ensure safety of building occupants.

Internal contacts include the Division Chief, Fire Prevention Captain, Child Care Code Enforcement Officer, and fire department personnel. External contacts are with daycare operators, owners of other businesses, architects, engineers and the general public.

Equipment used by this position includes computers, calculators, audio-visual equipment, cameras, and fire extinguishers for training of licensees.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Performs site inspections of business occupancies, including businesses requiring City licensing such as daycares, child mental health outpatient services, and businesses selling alcohol

Delivers fire safety education presentations to the public using oral, written and audio-visual communication methods.

Enhances the favorable relationship of the Pocatello Fire Department with architects, building contractors, businesses, daycares, and the citizens of Pocatello through timely and appropriate response to questions and complaints regarding Fire Code compliance.

41
42 interprets and enforces codes and regulations necessary for safeguarding life and property from the hazards of fire,
43 panic, hazardous materials and other related dangers.
44

45 Consults with the Division of Chief over Public Safety, the Fire Inspection Captain and other appropriate City
46 personnel and officials with questions on plan reviews, and programs relating to proposed administrative,
47 operational, public education and public relations improvements projects related to fire prevention.
48

49 Ensures that occupancies within the City of Pocatello comply with City adopted International Fire codes, Pocatello
50 Municipal Code and all other pertinent codes by providing accurate site plan and plan reviews for new building
51 construction projects and newly occupied and remodeled business facilities.
52

53 Ensures that the Assistant Chief of Operations is informed of fire inspections completed by maintaining accurate and
54 complete records and correspondence pertaining to the occupancies within the city of Pocatello using the available
55 data collection and retrieval systems.
56

57 Remains current on principles, practices and new developments for Fire Preventions by attending training sessions
58 and reviewing publications and audio-visual materials.
59

60 Keeps the Assistant Chief of Operations informed concerning work progress, including present and potential work
61 problems, with suggestions for new or improved ways of addressing problems.
62

63
64 Performs related work as assigned by supervisors.
65

66 This is no longer practice for this position and has not been the standard for 7-8 years. Fire Department advised they
67 will be seeking certification from another organization in the future.
68

69 **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- 70 • High school diploma or GED required;
- 71 Must maintain a valid State of Idaho Driver's License
- 72 An equivalent combination of education and experience that provides the required skills, knowledge and abilities to
- 73 successfully perform the essential functions of the position may be considered.
74

75 **CLASSIFICATION REQUIREMENTS**

76 The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an
77 individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

78 **Knowledge of:**

- 79 • City Adopted Fire Codes
- 80 • International Building Fire Code Pocatello Municipal Code
- 81 • Sprinkler Systems and Fire Alarms
82

83 **Skill and Ability to:**

- 84 • Conduct on-site inspections
- 85 • Communicate to stakeholder's current code and the necessary steps to correct issues or achieve compliance.
- 86 • Coordinate and conduct on-site inspections
- 87 Maintain professional and positive relationship with business owners
- 88 • Properly apply other fire code provisions
89

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk and sit for extended periods of time. The job requires hand/finger dexterity to handle materials, keyboard to type and reach with hands and arms. The job requires operation of a computer and job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions, communicate clearly and effectively and interact with the public is required. While performing the duties of this classification, the employee may be impacted by fast-paced and stressful emergency conditions or exposed to graphic reports of criminal activity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Notes	CBA Fire
Clothing Allowance:	NO
Safety Footwear Program:	NO
CDL Pool:	NO
Tied to Other Positions:	
Historical Pay Grade:	19x
Project Codes:	
Job Specific Expectations on File	

CITY OF POCATELLO
CLASSIFICATION SPECIFICATION



Position Title:	Assistant to the Fire Chief				
Pay Grade:	G10		FLSA Status	Hourly	
Department	Fire Department		Supervised By:	Fire Chief	
FTE:			Position #:		
Date Established:	10/02014	Date of Review:	11/2018	Date of Revision:	6/2024

CLASSIFICATION SUMMARY.

The Executive Assistant to the Fire Chief supports the Fire Chief by independently and routinely performing complex and advanced administrative and secretarial duties relating directly to major departmental functions with limited instruction. The position performs or leads a variety of projects as assigned and researches solutions independently to special issues or problems.

The job involves the use of a variety of computer operations and/or specialized software to complete daily assignments, perform data entry and data analysis, utilize desktop publishing, prepare for meetings and presentations, and maintain accurate and complete records. The work may be highly specialized and absolute confidentiality is essential.

The Executive Assistant to the Fire Chief gives direction and responds to questions or unusual situations.

The job requires working within a political arena, handling sensitive information, and establishing and maintaining collaborative and cooperative working relationships with elected and appointed officials, businesses, other city employees, other organizations, the general public, and the news media. It also requires ensuring appointments are made and kept while considering constant interruptions and schedule changes. The job requires in-depth knowledge of the organization in order to manage multiple projects and support the Fire Chief in interpreting, applying and implementing policies and procedures to accomplish the mission of the organization.

The work is performed with considerable latitude for independent judgment and initiative and attention to professionalism, consequences, and potential loss of trust from the community.

The Executive Assistant to the Fire Chief works in a general office environment where noise is moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Provides technical administrative support to the Fire Chief performing such tasks as developing, formatting and typing a variety of executive, sensitive, confidential, and official documents.

Audits processes and operating policies. Presents finding and supports the Fire Chief in implementation to accomplish the mission of the organization.

Assists the Fire Chief in preparing and monitoring the department budget; completes forecasting for budget planning; may develop financial procedures.

Performs special projects as assigned; coordinates related work; prepares reports.

Answers inquiries and provides information to the public, other city departments, businesses and private individuals. Prepares reports and information for the public.

Performs other related duties as assigned by the Fire Chief.

Performs all work duties and activities in accordance with departmental policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Customer service principles and procedures;
- Bookkeeping and accounting methods;
- Principles and procedures of record keeping and reporting;
- Modern office functions, management, processes and procedures;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, desktop publishing and other required applications;
- Database management and analysis.

Skill and Ability to:

- Plan, organize, prioritize multiple projects;
- Analyze and interpret complex information and data;
- Answer inquiries and provide information for the public, other city departments, businesses and private citizens;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with city policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in Political Science or Business Administration; or
- Ten (10) years' related experience in governmental environment Preferred two (2) years' experience with special project assignments.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office environment. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of office equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Notes	CBA Fire
Clothing Allowance:	NO
Safety Footwear Program:	NO
CDL Pool:	NO
Historical Title	Executive Assistant to the Fire Chief
Historical Pay Grade	19X
Tied to Other Positions:	CBA Fire
Project Codes:	
Job Specific Expectations on File	n/a

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88

CITY OF POCATELLO
CLASSIFICATION SPECIFICATION



Position Title:	Billing and Coding Clerk				
Pay Grade:	G06	FLSA Status	Hourly		
Department	Fire Department	Supervised By:	Office Manager		
FTE:		Position #:			
Date Established:	10/02020	Date of Review:		Date of Revision:	6/2024

CLASSIFICATION SUMMARY

Under the supervision of the Office Manager, the primary responsibility of the EMS Billing and Coding Clerk is to review and process patient care reports, accurately code EMS transports for billing, assist with collection efforts, and support the overall functions of the administrative office.

The job involves a variety of clerical and administrative support duties in applying existing policies and procedures to complete assignments. The job involves working with automated systems, computer records systems and/or other specialized software.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The job works in a general office environment with a moderate noise level.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)* Review patient care reports and additional documentation to identify conditions treated and the services provided to each patient. Accurately code diagnoses using current Internal Classification of Disease (ICD) and accurately code services using Healthcare Common Procedure Coding System (HCPCS) for services delivered. Assures diagnoses and services are substantiated in patient care documentation.

Verifies patient demographics, insurance information, and completion of all required signatures necessary for billing. Enters patient information, diagnosis, and charges into the billing system. Contacts patients, their representative, insurance companies, and utilizes various resources to obtain missing information and assist with delinquent accounts. Receives, investigates, skip traces and updates accounts with returned mail. Documents all actions and account activity on patient account.

Answers patient inquiries by phone, in person, and by mail. Explain all actions pertaining to the billing/accounting/collections processes. Establishes payment plans.

Assists with submission of claims to insurance companies and invoicing patients.

Maintains confidentiality of healthcare information in compliance with the Health Insurance Portability and Accountability Act, HIPAA.

Assists with financial accounting by preparing deposits and posting payments to patient accounts. Evaluates explanation of benefits and contractual adjustments. Posts approved adjustments to accounts pertaining to deposit.

Maintains logs and records pertaining to ambulance billing. Assists with creating and tracking log of all responses to ensure reports are complete. Scans records and attaches documentation to appropriate account.

Assists with the overall functions of the Administrative office. Cross-trained to assist customers, issue permits, collect fees, and provide general information about the Fire Department

Other duties as assigned by the Office Manager

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Ambulance Billing compliance and regulations;
- Medicare rules and regulation;
- Medical diagnosis codes, ICD10, HCPCS or current standard, and coding practices;
- Maintains a working knowledge of Medical Terminology and Anatomy and Physiology;
- Customer service principles and procedures;
- Operation of standard office equipment, a personal computer, and job-related software applications for word processing, spreadsheets, desktop publishing, Microsoft Suite, and other required applications.

Skill and Ability to:

- Plan, organize, prioritize multiple projects;
- Analyze and interpret complex information and data;
- Answer inquiries and provide information for the public, other city departments, businesses and private citizens;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Ability to perform work and deal with the general public, some of whom may be frustrated or under stress, in a tactful and courteous manner;
- Ability to work with others in a helpful and professional manner to accomplish the required work;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with city policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High School Diploma/GED required;
- Medical Coding certification or 3-5 years' experience in Medical coding or any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work;
- Ability to obtain Certified Ambulance Coder, CAC, certificate within 12 months;
- Strong written, verbal, and interpersonal skills are required;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk and sit for extended periods of time. The job requires hand/finger dexterity to handle materials, keyboard to type and reach with hands and arms. The job requires operation of a computer and job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions, communicate clearly and effectively and interact with the public is required. While performing the duties of this classification, the employee may be impacted by fast-paced and stressful emergency conditions or exposed to graphic reports of criminal activity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Notes	CBA Fire
Clothing Allowance:	NO
Safety Footwear Program:	NO
CDL Pool:	NO
Historical Title	
Historical Pay Grade	15X
Tied to Other Positions:	CBA Fire
Project Codes:	
Job Specific Expectations on File	n/a

CITY OF POCATELLO
CLASSIFICATION SPECIFICATION



Position Title:	Office Manager				
Pay Grade:	G12		FLSA Status	Hourly	
Department	Fire Department		Supervised By:	Fire Chief	
FTE:			Position #:		
Date Established:	4/1991	Date of Review:	12/2001	Date of Revision:	6/2024

CLASSIFICATION SUMMARY:

This position is responsible for the efficient operations of Fire Department office staff by hiring, coordinating, assigning, supervising, evaluating, directing, scheduling and assisting in all functions of office and ambulance billing areas. The position also assists in administration of the Spillman Data System by coordinating daily input and retrieval of information, training and assisting personnel utilizing the system.

PRINCIPAL ACCOUNTABILITIES:

Responsible for the efficient operation of Fire Department office area by hiring, supervising, training, disciplining, motivating and evaluating office personnel.

Provides knowledge and training to Fire Fighting Personnel and step-up personnel in Spillman/NFIRS Computer System as Program Manager. Ensures quality reports/records are accurate and complete. Ensures that users are able to utilize system by providing information regarding system operation, troubleshooting problems, helping new users get set up and other activities associated with daily operation of system.

Ensures accurate and timely processing of invoices, payroll, and ambulance billing tasks are done in a timely manner by scheduling, assigning tasks and otherwise directing activities of office staff.

Contributes to the accurate accounting of fire and ambulance revenues by collecting fees, preparing and making deposits and tracking revenues., personally and by other office personnel.

Assists fire agencies, media, insurance companies, general public and others by coordinating a professional, timely response to public inquiries, in person and through the mail personally and by other personnel.

Responsible for management, storage, processing and retrieval of records, queries and reports obtained by Fire Department.

Assists in fire prevention activities. Manages NFIRS program. Ensures records are accurate and complete.

Responsible for submittal to state and national agencies. Serves as liaison with State Fire Marshal's office regarding incident reports, etc.

Assist in audit data to identify duplicate entries, data that is entered incorrectly, and data that does not conform to set data entry standards.

Responsible for the efficient function of fire office by data entry, filing, organizing, reviewing, and revising, and distributing records and documentation.

Participates in establishing daily and long-range goals and objectives by identifying expected demands and resources required for Fire Department. Participates in budgetary planning, coordinates preparation of the budget, and monitors revenue and expenditures. Ensures appropriate resources are available by ordering supplies and distributing supplies to 5 fire stations. Maintains petty cash fund, hazardous materials call-out fund and ambulance transfer fund.

Ensures ongoing effectiveness of integrated police/fire (Spillman) and ambulance (Sweetsoft) records systems by facilitating transition to the systems, training current and new personnel in their use; and by writing and

Classification Title: Office Manager

updating operating procedures, evaluating and recommending software upgrades, and recommending hardware upgrades and purchases.

Assists in maintaining application parameters, code tables, defining data entry standards, establishing incident reporting methods and coordinating user privileges in system securities.

NATURE AND SCOPE:

This position reports to the Fire Chief and is given broad latitude in the management of fire department office. This position acts in the capacity of the official Fire Incident Records Custodian. Specific projects or procedures may be implemented at the direction of the Fire Chief such as an integrated reporting system and electronic billing system. The position directs the daily activities of the fire department office staff including assigning, coaching and supervising activities of personnel, all of whom report directly to the Office Manager. This position is responsible for documentation and confidentiality in disciplinary procedures/hearings regarding Fire Department personnel. The incumbent maintains department personnel records.

This position provides first level help in use of the Spillman computerized record system by attempting to resolve software problems utilizing system manuals and troubleshooting guidelines provided by data system company or hardware vendor.

This position must be knowledgeable with the collective bargaining agreement. Ensures that changes in payroll are implemented by meeting With Human Resources and Information Technology Department Personnel.

This position ensures that payroll is processed accurately, in a timely and consistent manner, utilizing an in depth knowledge of City and departmental payroll policies.

A significant challenge faced by this position involves supervision of office personnel in processing paperwork for public, officers and public in general. Incumbent also performs these tasks.

The position coordinates efforts of all personnel in activities including, but not limited to paperwork, receiving and depositing monies; NIRS statistical data, audit procedures, bookkeeping; microfilming; processing and storage of fire, ambulance, and personnel records.

A major challenge of the position is to remain knowledgeable in the integrated computerized record system in order to be able to access information, assist other personnel in input and retrieval activities and to troubleshoot problems with the system.

The position works in an office environment using standard office equipment including computers linked via mainframe, computer and PC network, paging system, two-way radios and other office equipment.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk and sit for extended periods of time. The job requires hand/finger dexterity to handle materials, keyboard to type and reach with hands and arms. The job requires operation of a computer and job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions, communicate clearly and effectively and interact with the public is required. While performing the duties of this classification, the employee may be impacted by fast-paced and stressful emergency conditions or exposed to graphic reports of criminal activity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Notes	CBA Fire
Clothing Allowance:	NO
Safety Footwear Program:	NO
CDL Pool:	NO
Historical Title	
Historical Pay Grade	21X
Tied to Other Positions:	CBA Fire
Project Codes:	
Job Specific Expectations on File	n/a

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CITY OF POCATELLO
CLASSIFICATION SPECIFICATION



Position Title:	Medical Billing Specialist				
Pay Grade:	G09	FLSA Status	Hourly		
Department	Fire Department	Supervised By:	Office Manager		
FTE:		Position #:			
Date Established:	1988	Date of Review:	10/2020	Date of Revision:	6/2024

CLASSIFICATION SUMMARY:

This position is accountable for contributing to the efficient and effective operations of Emergency Medical Service of the Fire Department by performing a variety of highly responsible and confidential billing, collection, and administrative duties. Employee performs responsible work in analyzing, controlling and recommending policy concerning problems and technical work characteristic of the ambulance procedures. Employee provides clerical and administrative support for the Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Responsible for gathering information from patient care reports and other database sources. Responsible for entry and/or oversight of entry into the ambulance billing system; ensures information is complete and correct; after data entry, ensures the disbursement of invoices to patients, insurance companies, and contract payors; responsible for timely disbursement of invoices to open accounts; and ensures financial records are complete and balance against edgers. Responsible to maintain Certified Ambulance Coder, CAC, certification.

Maintains financial system for the Ambulance Division by receipting and recording payments in the software system. Monitors receivable and payable accounts to ensure proper collection and payment of funds. Displays detailed accounting knowledge by preparing deposits, posting all insurance claim payments, insurance contractual adjustments, patient payments, and deposits correctly, as well as running charge, credit, aging, and other financial reports. Creates and provides monthly financial accounting reports to Bannock County, and the Fire Chief.

Responsible to ensure accurate coding for Emergency Medical Service's including: current ICD diagnosis, Healthcare Common Procedure Coding System, HCPCS, and response codes; ensuring correct claim submission and payment of insurance claims. Displays knowledge of all current Centers for Medicare/Medicaid Services, CMS, guidelines for claim preparation and submission, of both electronic and paper submissions. Follows up on all rejected and/or denied claims, and filing appeals with insurance payers as necessary to ensure claim payment.

Responsible for maintenance of all records pertaining to patient accounts. Files various records and contacts hospitals, insurance companies, and patients regarding the patients' billing and insurance information. Ensures that submissions are being made to the State Emergency Medical Services Bureau to meet state guidelines and mandates. Retrieves medical information, submits to Insurance Companies and responds to record requests while ensuring HIPPA regulations are met. Is responsible for maintaining the confidentiality of ambulance records and other patient information as required by HIPPA.

Responsible for contacting ambulance patients to inform them of delinquency and determining if the delinquent account will be sent to designated collection agency. Coordinates closely with collection agencies on patients' delinquent accounts.

Responsible for routine clerical and administrative duties to support the office staff, i.e., answering customer inquiries, issuing and collecting payment for various permits for the Fire Prevention Bureau per established guidelines. Assists with the distribution of petty cash and ambulance transfer funds, maintains receipts, and ensures funds balance.

Responsible for supervisory duties in Office Manager's absence, i.e., attend meetings; ensures payroll duties and reporting requirements are performed in order to meet deadlines; financial duties including overseeing and reimbursing petty cash and ambulance transfer fund. Assists the Office Manager with other projects and responsibilities.

Maintains a positive public image for the department by responding to inquiries from the public and City staff regarding departmental policies, procedures, activities and other issues requiring an in-depth working knowledge of the ambulance billing system, and by responding to routine requests for information and complaints.

This position performs notary services for the Fire Department.

Responsible for in depth knowledge of ambulance billing system reports in order to respond to internal and external requests for information, i.e., other entities, insurance companies, news media, etc., the general public, and others by responding to requests for fire or medical information and records by phone, in person, or through written communication.

Prepares medical and other records for storage and destroying according to appropriate record retention policy.

Organizes, assigns, and trains work-study employees involved in general department clerical and administrative activities.

This position receives direction from the Office Manager, but is generally free to organize daily activities. This position will recommend procedures and assist with developing standards.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Ambulance Billing compliance, regulations and procedures;
- Medicare rules and regulations;
- Medical diagnosis codes, ICD10, HCPCS or current standard, and coding practices;
- Maintains a working knowledge of Medical Terminology and Anatomy and Physiology;
- Bookkeeping and accounting methods;
- Principles and procedures of record keeping and reporting;
- Customer service principles and procedures;
- Modern office functions, management, processes and procedures;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, desktop publishing, Microsoft Suite, and other required applications;
- Database management and analysis.

Skill and Ability to:

- Plan, organize, prioritize multiple projects;
- Analyze and interpret complex information and data;

- Answer inquiries and provide information for the public, other city departments, businesses and private citizens;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Ability to perform work and deal with the general public, some of whom may be frustrated or under stress, in a tactful and courteous manner;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with city policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Clerical and/or bookkeeping experience is preferred;
- Medical Coding certification or 3-5 years' experience in Medical coding or any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work;
- Ability to obtain Certified Ambulance Coder, CAC, certificate within 12 months;
- Strong written, verbal, and interpersonal skills are required;
- Idaho driver's license required.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk and sit for extended periods of time. The job requires hand/finger dexterity to handle materials, keyboard to type and reach with hands and arms. The job requires operation of a computer and job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions, communicate clearly and effectively and interact with the public is required. While performing the duties of this classification, the employee may be impacted by fast-paced and stressful emergency conditions or exposed to graphic reports of criminal activity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Notes	CBA Fire
Clothing Allowance:	NO
Safety Footwear Program:	NO
CDL Pool:	NO
Historical Title	Emergency medical Admin Assistant VI
Historical Pay Grade	17X
Tied to Other Positions:	CBA Fire
Project Codes:	
Job Specific Expectations on File	n/a

CITY OF POCATELLO
CLASSIFICATION SPECIFICATION



Position Title:	Fire / EMS Support Specialist				
Pay Grade:	G06		FLSA Status	Hourly	
Department	Fire Department		Supervised By:	Office Manager	
FTE:			Position #:		
Date Established:	6/2010	Date of Review:	6/2010	Date of Revision:	6/2024

CLASSIFICATION SUMMARY:

This position is established to provide administrative support for the Fire Department in general and specifically for the ambulance billing function. The incumbent is responsible for managing the processing of department payroll; overseeing issuance, tracking and collecting fees for various permits; entering billing information and pursuing collection of funds; assisting in management of ambulance billing and patient care report systems; and completing other projects and duties related to fire department operations.

PRINCIPAL ACCOUNTABILITIES:

Contributes to the efficiency of the Fire Department by performing various administrative support functions such as answering telephones and directing calls, responding to questions, assisting fire and ambulance customers, and department employees.

Responsible for the department payroll processing by verifying and entering time, checking edits, calculating pay adjustments, recording overtime, verifying edits, and preparing other information and documentation used in bi-weekly payroll processing and in assigning employees for overtime call-in

Provides support to the fire prevention function by issuing permits, managing records and tracking permits issued, collecting funds and balancing deposits, creating and managing applications for life safety permits (fire alarms, sprinkler systems, etc.), sends annual renewal notices for operational permits (fire extinguishers and aircraft fueling), and trains other office staff in permit issuance and tracking.

Contributes to the accurate retrieval of computerized information in complex computer data bases by manipulating data and reporting for upper level management and for day-to-day operations.

Assists in processing of fire department and hazmat cost recovery accounts receivable and payable by entering and processing invoices, by entering and coding bills, preparing travel claims, etc. Assists with the distribution of petty cash and receipts, and balancing the ambulance transfer fund.

Contributes to the accurate billing of ambulance customers by tracking patient care reports, determining level of care, entering billing information, researching collection accounts and returned mail of delinquent accounts, and by preparation and entry of Ambulance deposits.

Assists in the maintenance, modification, and management of the ambulance billing data base by managing and modifying system codes, and by assisting in system set-up and modification for both on-site and field data collection.

Provides training and support to ambulance crews in the field patient care reporting system by providing information on changes to the system, giving initial and refresher training, and by responding to questions from

ambulance crews.

Performs other duties in support of billing such as creating and updating forms, scanning records, creating and running specialized reports based on ambulance data base information, responding to customer questions, and other related duties.

Maintains department employee demographic, training and certification records by recording and modifying personal demographic information, preparing and disbursing address and phone lists, tracking EMT expiration, tracking paramedic training and certification, tracking driver's license expiration, and maintaining other information as needed.

Provides organizational support by compiling and presenting information related to the fire department, layout of the fire department annual report, organizing special events, photographing fire department events, organizing and publishing an annual video presentation, and performing other duties as assigned.

NATURE AND SCOPE:

This position reports to and operates under the general direction of the Fire Office Manager and may provide training and direction to work study students.

The position works closely with the Office Manager and Emergency Medical Administrative Assistant in performing administrative support duties in support of the Fire Department. The position works with information of a highly confidential nature.

The incumbent performs a variety of duties related to fire department functions. The position is directly responsible for certain office functions such as payroll, charging and entering daily ambulance billing, ambulance deposits, and delinquent accounts collection, support to the fire prevention function – issuing and tracking permits, and maintaining employee demographic, training, and certification records. The majority of responsibility for this position is in ambulance billing where the incumbent tracks patient care reports and enters billing information, assists in maintenance, modification, and management of the ambulance billing data base, provides training and support relating to the field patient care reporting system and access, formulates and reports ambulance billing and patient care information. This position performs additional duties related to fire department operations.

Tracks patient care reports and enters billing information, assists in maintenance, modification, and management of the ambulance billing data base, provides training and support relating to the field patient care reporting system and access, formulates and reports ambulance billing and patient care information. This position performs additional duties related to fire department operations.

Tracks patient care reports and enters billing information, assists in maintenance, modification, and management of the ambulance billing data base, provides training and support relating to the field patient care reporting system and access, formulates and reports ambulance billing and patient care information. This position performs additional duties related to fire department operations.

Challenges faced by the position include being able to maintain and extract information from various computer software systems and prepare meaningful and functional reports from extracted information; being knowledgeable in all aspects of the office in order to perform functions of other positions; maintaining knowledge of the permitting process and being able to train others in its functions; maintaining current knowledge of federal, state, and local regulations as they relate to ambulance service; and management and maintenance of ambulance billing and field data systems.

agement and maintenance of ambulance billing and field data systems.

Equipment used by this position includes PC utilizing various general and specialized software programs, two-way radio, calculator, telephone, copier, camera, and other standard office equipment. The position functions largely within an office environment.

Internal contacts include interaction with all fire department personnel, and staff of the city finance, human resources, and information technology departments. External contacts include union officials, vendors, insurance adjusters, Bannock County auditor's office, hospital personnel, ambulance billing customers, and the general public.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk and sit for extended periods of time. The job requires hand/finger dexterity to handle materials, keyboard to type and reach with hands and arms. The job requires operation of a computer and job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions, communicate clearly and effectively and interact with the public is required. While performing the duties of this classification, the employee may be impacted by fast-paced and stressful emergency conditions or exposed to graphic reports of criminal activity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Notes	CBA Fire
Clothing Allowance:	NO
Safety Footwear Program:	NO
CDL Pool:	NO
Historical Title	Fire Administrative Support 5
Historical Pay Grade	15X
Tied to Other Positions:	CBA Fire
Project Codes:	
Job Specific Expectations on File	n/a

Fire Negotiations FY2025
City Counter #4 to
Union Counter #10 (6.10.24)
RE City Proposal #20 (5.16 & 6.10 revised)
5/16/2024

TA Date: _____
TA Number: _____

City Rep: _____
Heather Buchanan

Union Rep: _____
Jordan VanEvery

Bundled Items:

1. Convert to Hourly Rate of Pay from Biweekly Rate
 - The hourly rate of pay will be the defining rate, any calculations to show annual presented in excel are not controlling and the calculations will be made in the City's finance system based off the set hourly rates.
2. Move away from Longevity, ends in FY2024.
 - FY2025 levels were applied for employee table placement.
3. Move to a step and grade table ~~(as presented)~~ **Page 3**
4. Eliminate Probationary Firefighter
5. Eliminate 2nd Class Firefighter rank
6. Rename 1st Class Firefighter to Firefighter
7. Add **Paramedic** Lieutenant Rank (3 FTE ~~reassigned~~) as paramedic clinical experts
 - **32 positions in** this rank would remain vacant until the promotional process ~~was~~ **is** complete
 - Promotional process ~~would~~ **will** need to be defined in the CBA prior to signing, and will be a topic at the next session(s)
 - **NOTE: There is one current paramedic who is maxed on Fire Longevity and Paramedic Pay. On the FY2024 scale the employee is not eligible for any increases except for adjustments to the current table/scale.**
 - A. **For the FY2025 contract this employee will be above the scale of a firefighter w/Paramedic stipend rank. The employee will receive market adjustments annually maintain current rate of pay until the time the scale max exceeds their current hourly rate — no pay decrease.**
 - A. **This employee has previously held (10/14/2002) the position of Driver/Operator and will be offered this slot at the next vacancy in this rank. (Engineer title FY2025)**
 - A. **However, the City's preference is to do a permanent placement in a Paramedic Lieutenant position at the current step movement based on current rate of pay**

10.8. Consolidation of add pays into base wage as follows:

- WOOC calculation built into base for purposes of table creation, once table established the calculations will be removed and a simple percentage will be applied.
 - Firefighter to Ambulance 0.41% of Firefighter base
 - Firefighter to Driver/Operator 2.24% of Driver/Operator's base pay
 - Driver/Operator to Captain 2.94% of Captain's base pay
- ARFF
- ~~Special Days Captain 9.2% of base~~ **JVE NO-STRIKE THIS LINE**
- Adjust Captain base pay to build in a BC WOOC up as a 2% base wage increase

11.9. Placement on the new table based on salary projection file for FY2025

10. Add Paramedic stipend grade to all levels of active Firefighter ranks (FF, Engineer, Captain, BC)
 - active paramedic certification required
 - initial placement of currently appointed firefighter paramedic rank will be placed into ff2 grade
 - initial placement of firefighters with a paramedic license and not appointed will be placed into the ff1 grade and moved to the same step in the ff2 grade
 - initial placement of current engineer with paramedic license will be placed into ff3 grade then moved to the same step in the ff4 grade
 - initial placement of current captain with paramedic license will be placed into ff9 grade then moved to the same step in the ff10 grade

CU-11

6/11/2024

Fire Negotiations FY2025
City Counter #4 to
Union Counter #10 (6.10.24)
RE City Proposal #20 (5.16 & 6.10 revised)
5/16/2024

- initial placement of current battalion chief with paramedic certification will be placed into ff13 and then moved into the same step in the ff14 grade
11. Expanded language on Paramedic Function, Qualifications, & Stipend (Meeting 3+)
 12. Update all bargaining unit firefighter job descriptions and include as appendix to CBA (Meeting 3+)
 13. Rename Eliminate Days Captain to Fire Prevention Captain. (FF15) when vacated by current employee
 - Move to Fire Marshall as a separate rank and defined promotional process* note: based on roles and responsibilities special to fulfilling the expectation of the position
 14. Lateral Transfer language added only for the Fire Marshall Rank if an internal search fails
 - Civil service rules would need amended to account for this process
 - Remains a rule of 80 active FF position, this cannot be converted to a civilian role
 14. Create a Fire Prevention Captain rank (FF8) which has the same annual pay as a Fire Captain.
 - This position is not eligible for a Paramedic stipend on a daily basis. The position will log time in the Fire Prevention Captain w/Paramedic grade only for time the employee is actually working in a line capacity. This is not a daily pay and it only applies to actual time worked.
 - Still a minimum 2 year commitment
 15. Rename Driver Operator to Engineer
 16. Creation of the Paramedic Lieutenant and Fire Marshall promotional processes
 17. **Promotion Pay:** Employees who are promoted to a new position will have 5% added to their current hourly rate and then go to the next higher step in the new pay grade. These employees will serve a 12-month introductory period with no step increase at the end of the 12 months, but are eligible for a step movement at fiscal year if they are still in their introductory period. JUE
 18. **Demotion Pay:** An involuntary, or voluntary demotion, will result in a pay scale grade and step adjustment. The employee will be slotted to the appropriate pay grade for the demoted rank/position in step 3. the highest step attained in the previous respective grade.
 19. Article 9 - BASE PAY

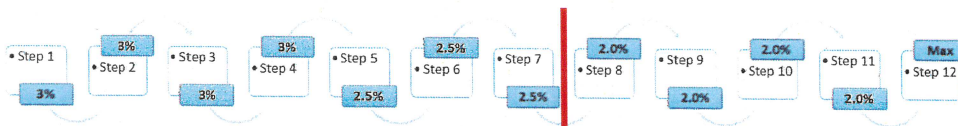
Fire Negotiations FY2025
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5/16/2024

Section A. Base Pay for bargaining unit members Firefighters (Pulls City Proposal #24 Revised into this single proposal)

Employees shall receive base pay in accordance with Schedule A of this Agreement. Employees advancing in rank shall not have their pay decreased. ~~FY2022, FY2023 and FY2024~~ FY2025, FY2026, FY2027, FY2028 hourly ~~biweekly~~ amounts are detailed in Schedule A. (Tables to be created once a FY2025 scale is TA'd)

Fiscal Year	Step	Market Adjustment Applied to Table
FY2025	placement on scale with .25% added to steps 1-7	0%
FY2026	1 step for employees not at max	1.2500%
FY2027	1 step for employees not at max With .25% added to steps 8-12	1.7550%
FY2028	1 step for employees not at max (the changes to step % in FY2027 will impact the FY2028 scale)	2.2500%

Calculations of the Percentages Between Steps For Firefighter and Engineer Ranks



Calculations of the Percentages Between Steps For Lieutenant, Fire Marshall, Captain, and Battalion Chief Ranks

