

**City of Centerville**  
312 East Maple St.  
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Centerville, IA 52544  
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**Mike O'Connor, Mayor**  
Brad Brauman, Councilmember  
Ron Creagan, Councilmember  
Darrin Hamilton, Councilmember  
Ahna Kruzic, Councilmember  
Don Sherwood, Councilmember  
[www.centerville-ia.org](http://www.centerville-ia.org)

## **Council Work Session Agenda of the City of Centerville Council**

**Monday, February 17, 2025, at 5:30 P.M.**

### **Centerville City Hall and Zoom Online Meeting**

To access this meeting via Zoom, please use the following link or dial-in information:  
[zoom.us/join](https://zoom.us/join)

**Meeting ID: 772 014 7017      Password: JV8rPe**  
**Dial-in: (312) 626 - 6799      Meeting ID: 772 014 7017**

**Notice to the Public:** The Mayor and the City Council welcome you to the regular City Council meeting.

Public comments on agenda items may be submitted by email, mail, or by dropping a note through the drop box at City Hall before the City Council meeting.

Using obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated. The presiding officer may bar offenders from further commenting and/or disconnecting from the meeting.

For those attending in person at Centerville City Hall, all attendees must be seated in a chair to ensure compliance with the fire code capacity for the City Council chambers. If the Council Chambers are at capacity, overflow attendees will be required to attend the meeting through one of the remote participation options.

#### **1. Call to Order**

- a. Roll Call
- b. Pledge of Allegiance

#### **2. Discussion/Action Items/General Business/Old Business**

- a. Fire Chief Position Posting and Job Description.

#### **3. Adjourn to 6:00 p.m. on Monday, February 17, 2025, for the City Council's Regular Meeting.**

Jason Fraser  
City Administrator

Posted: 02/14/2024



Mike O'Connor  
Mayor

312 East Maple  
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**City of Centerville**

Phone: (641) 437-4339 Fax: (641) 437-1498  
Email: cityhall@centerville-ia.org

**Job Description**

Title: Fire Chief  
Department(s): Fire/EMS Department  
Salary: Set by City Council at Budget, as approved by City Council annually  
Position: Full-time/As Required  
Reports to: City Administrator

**Job Summary**

The Fire Chief provides the vision, direction, leadership and management oversight for all activities and services including fire/rescue operations and prevention, emergency medical response, training/safety procedures, records and financial management, logistics, apparatus, equipment and personnel management.

**Summary of Essential Job Functions**

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Assume full management responsibility for all department services and activities including fire suppression, fire prevention, and emergency medical services.
2. Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct, and coordinate, through subordinate level staff, the Fire Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Develop and conduct problem solving and training exercises; respond to questions and inquiries.
7. Direct and assist with investigation of major fires or other unusual incidents.

8. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training and development; work with staff to address deficiencies in training and/or performance; implement disciplinary procedures as needed.
9. Develop and present department budget recommendations and oversee approved budget, ensuring expenditures are within approved parameters.
10. Liaise with media, citizen groups, and other city departments.
11. Interact with personnel and represent the City during salary negotiations.
12. Respond to fire and EMS calls as needed.
13. Identify locations, install, and maintain storm sirens.
14. Review, evaluate, and submit ambulance reports as required by the State Department of Health.
15. Collaborate with school district, business owners, and other stakeholders to engage in emergency response planning, safety meetings, and emergency response drills.
16. Apply for grants and secures outside funding to support or enhance operations.
17. Coordinates with other agencies on the mitigation and cleanup of hazardous materials.
18. Protect patient privacy information as required by HIPPA.
19. Arrange for regular reviews of the department by the Insurance Services Organization and makes recommendations for implementation of ISO recommendations.
20. Review proposed plats, site plans, or other documents related to new developments to assure appropriate sizing, design, and location of fire suppression facilities and appropriate access for fire fighting equipment.
21. Perform other duties that could reasonably be expected of an employee in this capacity.

<b>Required Knowledge, Skills, and Abilities</b>
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To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Considerable knowledge of modern fire/EMS practices, techniques and methods. Principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures, specifically those related to emergency medical services, and fire prevention and suppression. Thorough knowledge of National Fire Protection Association standards and best practices. Knowledge of local, state, and federal codes and regulations. Thorough knowledge of incident command and management procedures.
2. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

3. Effective business communications and correct English usage, including spelling, grammar and punctuation.
4. Pertinent federal, state, and local codes, laws, and regulations.
5. Utilize good judgment in analyzing situations carefully and adopting effective courses of action; gather, organize, compile, and summarize data.
6. Understand and follow oral and written directions; communicate clearly and concisely, both orally and in writing.
7. Must possess valid Drivers' license and must be able to be bonded and insured by City's insurance carrier.
8. Familiarity with hazardous material programs, requirements, inspections and compliance with applicable codes on behalf of the City.
9. Strong communication skills with the ability to convey concepts and instructions concisely and clearly in writing or verbally.

### **Education, Training, and Experience**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in fire science, emergency medical operations, political science, public administration, or a related field. Master's Degree is preferred. Must hold a Paramedic certification. Must have five or more years of progressively responsible supervisory experience.

### **Minimum Physical and Mental Abilities Required to Perform Essential Functions**

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

**Physical Requirements:** The position consists of administrative duties approximately 70% to 80% of the time, and involves varied physical activity related to these duties; i.e. office work, site command or tours and driving in the fire service area or neighboring communities. Frequent to continuous physical activity is required when engaged in actual fire service, EMS activities or ambulance transports. Activities performed in this position may require a person to climb, balance, stoop, kneel, crouch, crawl, reach, stand, push, finger, pull, lift, grasp, feel, talk and hear. The employee may occasionally be required to twenty five (25) to fifty (50) pounds of force in carrying out the normal duties of this position. It is essential that the employee be capable of functioning effectively during any of these activities in accordance with physical requirements

**Cognitive Demands:** Basic working knowledge of accounting policies, reports, and rules. Ability to learn payroll and billings systems and other general office computer software and equipment. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Mathematical Skills:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

**Language Ability & Interpersonal Communication:** Ability to establish and maintain effective working relationships with the public, City Administrator, City Council, members of the public, City employees, vendors, and other agencies. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Environmental Adaptability:** Work in this position may be performed inside or outside and includes possible exposure to cold, heat and generally inclement weather conditions. The employee may also be exposed to smoke, darkness or poor lighting, fumes/odor, isolation, moving machinery, noise, visual strain, unprotected heights, wearing a respirator, working on uneven and slippery ground, mechanical hazards, chemical hazards, electrical hazards, possible explosion, traffic hazards and bodily injury. The work may also expose the employee to significant workplace pressure and irregular work hours..

**Additional Information**

The City of Centerville retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

The City of Centerville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Position is subject to pre-employment drug testing and physical exam.

**Acknowledgement**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Date: \_\_\_\_\_ Employee's Signature \_\_\_\_\_

Issued By:	
Title:	

Approved By:	
Date:	
Approved by City Council:	
Date:	





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### **City of Centerville, Iowa – Fire Chief Recruitment**

The City of Centerville, Iowa, seeks an experienced and dynamic leader to serve as its next Fire Chief. This full-time position offers a unique opportunity to provide vision, leadership, and management oversight for our community's fire and emergency services operations.

#### **About Centerville**

Centerville, the county seat of Appanoose County, is a welcoming community known for its rich history, vibrant town square, and strong commitment to public safety. The Centerville Fire Department is a combination department with one full-time Chief, one full-time firefighter, eight EMS personnel, 15 PRN EMS, and 22 paid-per-call volunteer firefighters. The fire services cover a 96-square-mile area, providing fire suppression, rescue, hazardous materials response, and public safety education to the residents of Centerville and surrounding townships. EMS covers the entirety of Appanoose County.

#### **Position Overview**

The Fire Chief manages and directs all Centerville Fire Rescue Department operations, including fire suppression, emergency medical services, fire prevention, training, budgeting, and personnel management. The Chief will work closely with city leadership, emergency response agencies, and community stakeholders to ensure efficient and effective service delivery.

#### **Key Responsibilities**

- Provide overall leadership and strategic direction for the fire and emergency medical services operations.
- Develop and implement departmental policies, goals, and objectives.
- Oversee and evaluate the effectiveness of fire prevention, training, and emergency response programs.
- Prepare and administer the department's annual budget, ensuring fiscal responsibility.
- Supervise, train, and evaluate department personnel, fostering a culture of professionalism and teamwork.
- Ensure compliance with local, state, and federal regulations, including National Fire Protection Association (NFPA) standards.
- Lead emergency response efforts during fires, medical emergencies, hazardous materials incidents, and natural disasters.
- Collaborate with other public safety agencies, community partners, and stakeholders.
- Apply for grants and seek outside funding to support department operations.
- Serve as a public representative for the department, engaging with the community and media.





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### Minimum Qualifications

- Bachelor's degree in Fire Science, Emergency Medical Operations, Public Administration, or a closely related field (Master's degree preferred). A combination of equivalent experience, training, and education may be considered in lieu of formal degree requirements.
- Five or more years of progressively responsible supervisory experience in fire and emergency services.
- Iowa or National Paramedic certification required.
- Strong knowledge of fire suppression techniques, emergency medical response, hazardous materials management, and fire prevention practices.
- Candidates must meet Civil Service qualifications as required by the Iowa Code and successfully complete any required Civil Service examination.
- Familiarity with ISO ratings, local fire codes, and emergency management regulations.
- Valid Iowa Driver's License with the ability to be insured by the City's carrier.
- Exceptional leadership, communication, and decision-making skills.

### Compensation & Benefits

- Salary: \$75,000-\$100,000, commensurate with experience, and set annually by the Centerville City Council.
- Benefits Package: Includes health insurance, retirement contributions, paid leave, and professional development opportunities.

### How to Apply

Interested candidates should submit a **resume, cover letter, and professional references** to:

City of Centerville – Fire Chief Search

Attn: Jason Fraser, City Administrator

312 East Maple, PO Box 578

Centerville, IA 52544

Phone: (641) 437-4339

Email: [cityhall@centerville-ia.org](mailto:cityhall@centerville-ia.org)

**Application Deadline:** Open until filled. The first review of applicants is **March 7<sup>th</sup>, 2025**

Equal Opportunity Employer

The City of Centerville is an Equal Opportunity Employer and complies with the Americans with Disabilities Act (ADA). Reasonable accommodation will be provided to qualified individuals.