

**City of Centerville**  
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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)

## **Special Council Meeting Agenda of the City of Centerville Council**

**Monday, March 31, 2025, at 6:00 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. Time is allotted during the “Public Forum” and “Public Hearing” sections for public comments on general business and public hearing items. The Mayor may limit each speaker to five minutes.

The usual process for any agenda item is that the Mayor presents the item to the Council, the Council can comment on the issue or respond to public concerns, a motion is placed on the floor, and the vote is taken.

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
- c. Approval of Agenda

2. **Public Forum:** Time is set aside for public comments on city business topics. This is an opportunity for audience members to bring any item to the Council's attention, including items listed on the Agenda. Due to Iowa Public Meeting laws, the Council cannot discuss business brought up during the Public Forum. Still, it may address the questions as part of the Council General Business discussion.

03-31-2025

Council Agendas and Minutes Available by following this QR Code



The Mayor will call for public comment for those wishing to comment during the meeting. Please state your name and address before making your comments. Public Forum speakers are limited to five minutes a piece, with the total time dedicated to the Public Forum being 30 minutes. Speakers may not cede their time to other speakers.

3. **Consent Agenda:** These items will be enacted by one motion without separate discussion unless a request is made before the Council votes on the motion. (Any item on the Consent Agenda may be removed for separate consideration.) Approval of Consent Agenda to include:
  - a. N/A
4. **Public Hearing**
  - a. N/A
5. **Discussion/Action Items/General Business/Old Business**
  - a. Discussion/Action on Fire/EMS Department Chief Search
6. **Adjourn** to 5:30 p.m. on Monday, April 7, 2025, for the City Council's Public Hearing on the FY26 Budget Proposed Tax Levy.

Jason Fraser  
City Administrator

Posted: 03/18/2025





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Agenda Item \_\_\_\_\_

Meeting Date: 03/31/2025

## Centerville Fire Department Analysis for City Council Discussion

On March 7, 2025, the City completed its initial review of resumes for the Fire/EMS Chief position. This process yielded only two applicants, neither of whom met the minimum qualifications for the role. In response, the City Administrator proposes restructuring Centerville Fire Rescue (CFR) as we prepare for Chief Milburn's retirement in April.

As of March 31, 2025, the City has received seven applicants for the Fire/EMS Chief position. Of those seven, four appear to meet the minimum qualifications for the position as presented. This limited pool does not provide the City with a competitive hiring process for a department head.

This restructuring enhances operational efficiency, ensures service sustainability, and addresses staffing and financial challenges. The key proposed changes are outlined below and will be expanded upon in subsequent sections of this document.

### Key Proposed Changes

#### 1. Separation of Fire and EMS Departments

- The Fire and EMS Departments will be structured as independent entities to improve efficiency, accountability, and service delivery.
- Firefighters will operate on a 24-hour on / 72-hour off schedule.
- EMS personnel will operate on a 24-hour on / 72-hour off schedule.

#### 2. Staffing Adjustments

- Fire Department: 4 full-time firefighter positions.
  - One firefighter will be appointed as the Fire Chief, receiving a stipend reallocated from the Volunteer Stipend to compensate for additional responsibilities.
- EMS Department: 9 full-time EMS personnel, including a newly hired EMS Director.

#### 3. Operational Modifications

- Firefighters will focus on fire-related responsibilities, while EMS personnel will manage medical responses.
- Firefighters will provide second-crew EMS support, reducing reliance on volunteers and improving response times.
- The rental inspection program will be transferred to the Fire Department in January 2027, generating a new revenue stream and enhancing fire prevention efforts.
- Necessary City Code revisions will be proposed to reflect the updated departmental responsibilities and authority structures.



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### 4. Financial Adjustments

- The proposed restructuring will require an additional \$124,960 in funding compared to the current model.
- This gap can be reduced if we still operate with “I am Responding” for Driver Coverage (-42,900).
- Returning to a four (4) EMT, four (4) Paramedic slot balance could provide additional savings (-25,900).
- Changes to our banking being proposed at the April 7<sup>th</sup> Council meeting should result in increased interest rates being raised. This increase is projected to cover most, if not all, of the revenue required for this model change.
- The Fire Capital Reserve will cover the FY26 financial shortfall with the plan to transition these costs to the General Fund levy in FY27 and beyond.
- Cost savings from reduced second crew call-back pay will positively impact closing the funding gap.
- In future fiscal years, the rental inspection program will generate between \$35,000 and \$45,000 in annual revenue to offset the FY26 use of the Fire Capital Reserve.

### 5. Next Steps and Recommended Actions. The Council should consider approving the following actions:

- Formal separation of the Fire and EMS Departments.
- Implementation of the new staffing model for both departments.
- Hiring an EMS Director to oversee EMS operations.
- Reassignment of rental inspections under the Fire Department, effective January 1, 2027.
- Amendments to the City Code to reflect departmental restructuring.

### Staffing Adjustments

Currently, CFR operates with 10 positions split between Fire and EMS:

- 1 Fire Chief
- 1 Firefighter
- 3 EMTs (one EMT role filled by a firefighter)
- 5 Paramedics

Under the proposed restructuring, the total number of positions would increase to 13:

- 4 full-time Firefighters (one serving as Fire Chief)
- 8 full-time EMS personnel
- 1 EMS Director

The Fire Chief will be selected based on the Civil Service Commission's recommendation and appointed by the City Council. All firefighter positions will be compensated at the AFSCME-negotiated rate, with the Fire Chief receiving an additional stipend for leadership responsibilities.

### Operational Modifications



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The proposed restructuring will ensure firefighters focus primarily on fire suppression and prevention while EMS personnel handle medical responses. However, the Fire Department will assume responsibility for the rental inspection program in January 2027. Building and rental inspection is a fire prevention tactic to improve our department's fire response and rating. This change will allow firefighters to proactively identify fire hazards, improve safety in rental properties, and increase awareness of internal spaces for emergency responses. Waiting until 2027 to assume this responsibility will allow for the completion of the current three-year rental inspection cycle and enable firefighters to acquire the necessary training and experience to be effective inspectors.

Firefighters will continue to assist as second-crew EMS support, reducing dependence on volunteers and enhancing response times.

### **Financial Adjustments**

The City has finalized its maximum tax levy for fiscal year 2026. To fund the restructuring, the city must recover approximately \$99,000 in general fund revenue from salary increases.

#### **Funding Plan:**

- Changes to our banking being proposed at the April 7<sup>th</sup> Council meeting should result in increased interest rates being raised. This increase is projected to cover most, if not all, of the revenue required for this model change.
- Fire Capital Reserve: \$60,000 allocated for FY26 to offset expenses, with plans to transition these costs to the General Fund levy in FY27.
- Potential savings: Though exact figures are difficult to project; the EMS director's secondary coverage reduces second-crew EMS costs. An additional reduction in OT will allow us to absorb the remaining \$35,000.
- In FY27 (January 2027), the Fire Department will take over the rental inspection program. This would be in conjunction with completing the current three-year rental inspection cycle. This would generate between \$35,000 and \$45,000 in additional revenue

The benefit reserve fund will cover the increase in benefits expenses (\$30,000), ensuring no additional impact on the FY26 budget.

### **Timeline for Changes**

Based on the proposed changes that need to occur, the following timelines are being used as a guide through the process:

March 31, 2025 – Appointment of Interim EMS Director

April 7, 2025 –

- Approval of Updated Banking Services to Generate Additional Interest Revenue



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- Approval of Fire Investigation Agreement with outgoing Fire Chief

April 23, 2025

- Positions Posted:
  - Fire Chief
  - Fire Fighter (up to 2 positions)
  - EMS Director
  - EMS Personnel (up to 2 positions)

Early May:

- Fire Chief Testing and Interviews
  - Interviews will include the following sessions:
    - Civil Service and Dept. Heads
    - City Council Personnel Committee
    - Fire Volunteers
- EMS Director Interviews
  - Interviews will include the following sessions:
    - City Council Personnel Committee and Dept. Heads

May 19, 2025:

- Council Appointment of EMS Director
- Council Appointment of Fire Chief

Mid-May:

- Civil Service Testing and Interviews for Fire Positions (Up to 2)
  - Interviews will include Civil Service and Dept. Heads

Late May – Early June 2025:

- Interviews for EMS Positions (Up to 2)

July 1, 2025: (Full Reorganization Completed)

- Shift of Fire Staff to 24/72 Rotation
- The EMS Director Role switches from Shift work to Regular Business Hours
- Appointed Fire Chief Role begins
- Fully staffed on EMS side. Backfill with PRN if this slips farther into the month.

### **Recommended Council Actions**

To facilitate the restructuring process, the City Administrator recommends the following motions for approval at tonight's meeting:

1. Approval of the formal separation of Fire and EMS Departments.
2. Approval of release of postings for:



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- EMS Director
  - Fire Chief
  - Firefighter (two vacant positions)
  - EMS personnel (vacant positions)
3. Authorization to draft and implement changes to Municipal Code sections related to:
- Fire Chief and EMS Director responsibilities
  - Fire Department functions, including rental inspections
  - Fire and EMS departmental structures and oversight
4. Approval of the appointment of an Interim EMS Director to assist in facilitating the transition.
- The City Administrator recommends the appointment of Zach Musgrove to fill the interim position of Director of EMS with an additional \$2/hour of pay above his current position.
  - During the interim period, Musgrove would continue to fulfill his current EMS rotation and assist with additional administrative responsibilities.

The proposed restructuring of Centerville Fire Rescue is necessary to address staffing challenges, ensure sustainable service delivery, and enhance operational efficiency. Separating fire and EMS into distinct departments will improve specialization, accountability, and response times, and adding rental inspections will provide a new revenue stream to offset costs.

**FY26 - No Structure Change**

Fire			FY26 REG	New Rate OT	Hours REG	Hours OT	Other REG	Total
Chief		7710M	\$ 27.55		2080	-		\$ 82,400.00
R. Moore		7710M	\$ 27.99	\$ 41.99	1872	410	10,950.00	\$ 80,561.13
J. Powell		7710M	\$ 25.75	\$ 38.62	2080	20		\$ 54,328.28
Volunteer Pay		7711	\$ 40,000.00					\$ 40,000.00
					430		Total	\$ 257,289.41

FICA	Medicare	MFPRSI	Medical Insurance	Life Insurance	YMCA
\$ -	\$ 1,194.80	\$ 18,688.32	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ -	\$ 1,168.14	\$ 11,883.70	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ -	\$ 787.76	\$ 12,146.46	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ 2,480.00	\$ 580.00	\$ 3,724.00	\$ -		
\$ 2,480.00	\$ 3,730.70	\$ 42,718.49	\$ 42,857.00	\$ 166.50	\$ 2,409.00

Ambulance			FY26 REG	New Rate OT	Hours REG	Hours OT	On Call REG	Total
J. Barber		7705	\$ 20.30	\$ 30.45	1872	410	10,950.00	\$ 61,436.10
J. Beukema		7705	\$ 25.75	\$ 38.63	1872	410	10,950.00	\$ 74,990.25
C. Devoll		7705	\$ 27.05	\$ 40.58	1872	410	10,950.00	\$ 78,223.35
B. Davis		7705	\$ 26.39	\$ 39.59	1872	410	10,950.00	\$ 76,581.93
A/ McGill-Wells		7705	\$ 19.32	\$ 28.98	1872	410	10,950.00	\$ 58,998.84
Z. Musgrove		7705	\$ 29.76	\$ 44.64	1872	410	10,950.00	\$ 84,963.12
S. Sherwood		7705	\$ 26.39	\$ 39.59	1872	410	10,950.00	\$ 76,581.93
							Total	\$ 511,775.52
								\$ 769,064.93

FICA	Medicare	IPERS	Medical Insurance	Life Insurance	YMCA
\$ 3,809.04	\$ 890.82	\$ 5,719.70	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ 4,649.40	\$ 1,087.36	\$ 6,981.59	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ 4,849.85	\$ 1,134.24	\$ 7,282.59	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ 4,748.08	\$ 1,110.44	\$ 7,129.78		\$ 55.50	\$ 803.00
\$ 3,657.93	\$ 855.48	\$ 5,492.79	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ 5,267.71	\$ 1,231.97	\$ 7,910.07	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ 4,748.08	\$ 1,110.44	\$ 7,129.78	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ 31,730.08	\$ 7,420.75	\$ 47,646.30	\$ 76,161.00	\$ 388.50	\$ 5,621.00
\$ 34,210.08	\$ 11,151.44	\$ 90,364.79	\$ 119,018.00	\$ 555.00	\$ 8,030.00

**FY26 - Move to 4 FFs and 8 EMS with EMS Director**

Fire			FY26 REG	New Rate OT	Hours REG	Hours OT	Other REG	Total
R. Moore	FF/EMT	7710M	\$ 27.99	\$ 41.99	2190	20	\$ 748.80	\$ 62,886.60
J. Powell	FF/EMT	7710M	\$ 27.55	\$ 41.33	2190	20		\$ 61,161.00
FF 3	FF/EMT	7710M	\$ 27.55	\$ 41.33	2190	20		\$ 61,161.00
FF4	FF/EMT	7710M	\$ 27.55	\$ 41.33	2190	20		\$ 61,161.00
Volunteer Pay		7711	\$ 40,000.00					\$ 40,000.00
					80		Total	\$ 286,369.60

FICA	Medicare	MFPRSI	Medical Insurance	Life Insurance	YMCA
\$ -	\$ 911.86	\$ 13,902.41	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ -	\$ 886.83	\$ 13,683.86	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ -	\$ 886.83	\$ 13,683.86	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ -	\$ 886.83	\$ 13,683.86	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ 2,480.00	\$ 580.00	\$ 3,724.00	\$ -		
\$ 2,480.00	\$ 4,152.36	\$ 58,678.00	\$ 41,221.00	\$ 222.00	\$ 3,212.00

Ambulance			FY26 REG	New Rate OT	Hours REG	Hours OT	On Call REG	Total
J. Barber	EMT 1	7705	\$ 20.30	\$ 30.45	1872	410	5,849.40	\$ 56,335.50
J. Beukema	PARAM 1	7705	\$ 25.75	\$ 38.62	1872	410	5,475.00	\$ 69,510.28
C. Devoll	PARAM 2	7705	\$ 27.05	\$ 40.58	1872	410	5,475.00	\$ 72,748.35
B. Davis	PARAM 3	7705	\$ 26.39	\$ 39.59	1872	410	5,475.00	\$ 71,106.93
A. McGill-Wells	EMT 2	7705	\$ 19.32	\$ 28.98	1872	410	5,475.00	\$ 53,526.95
Z. Musgrove	PARAM LEAD	7705	\$ 29.76	\$ 44.64	1872	410	5,787.00	\$ 79,800.12
S. Sherwood	PARAM 5	7705	\$ 26.39	\$ 39.59	1872	410	5,475.00	\$ 71,106.93
Vacant - EMT	EMT 3	7705	\$ 19.32	\$ 28.98	1872	410	5,475.00	\$ 53,523.84
D/EMS	PARAM 6	7705	\$ 80,000.00		2080	-		\$ 80,000.00
							Total	\$ 607,658.89
								\$ 894,028.49

FICA	Medicare	IPERS	Medical Insurance	Life Insurance	YMCA
\$ 3,492.80	\$ 816.86	\$ 5,244.84	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ 4,309.64	\$ 1,007.90	\$ 6,471.41	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ 4,510.40	\$ 1,054.85	\$ 6,772.87	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ 4,408.63	\$ 1,031.05	\$ 6,620.06		\$ 55.50	\$ 803.00
\$ 3,318.67	\$ 776.14	\$ 4,983.36	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ 4,947.61	\$ 1,157.10	\$ 7,429.39	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ 4,408.63	\$ 1,031.05	\$ 6,620.06	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ 3,318.48	\$ 776.10	\$ 4,983.07	\$ 7,917.00	\$ 55.50	\$ 803.00
\$ 4,960.00	\$ 1,160.00	\$ 7,448.00	\$ 17,470.00	\$ 55.50	\$ 803.00
\$ 37,674.85	\$ 8,811.05	\$ 56,573.04	\$ 101,548.00	\$ 499.50	\$ 7,227.00
\$ 40,154.85	\$ 12,963.41	\$ 115,251.05	\$ 142,769.00	\$ 721.50	\$ 10,439.00

**Difference \$ 124,963.56**

**\$ 5,944.77 \$ 1,811.97 \$ 24,886.26 \$ 23,751.00 \$ 166.50 \$ 2,409.00**