

Tiffin City Council Work Session

City Council Work Session

November 04, 2025 06:30 pm



City of Tiffin, Iowa

City Council Work Session
Tiffin City Hall - Council Chambers

300 Railroad Street, Tiffin, Iowa 52340
www.tiffin-iowa.org

Mayor:	Tim Kasperek	City Administrator:	Doug Boldt
Council At Large:	Tim Orris – Mayor Pro-Tem	Asst. City Administrator:	Ashley Platz
Council At Large:	Al Havens	City Attorney:	Crystal Raiber
Council At Large:	Skylar Limkemann	City Clerk:	Abigail Hora
Council At Large:	Chris Olney	W/WW Superintendent:	Brett Mehmen
Council At Large:	Eric Schnedler	D. of Public Works:	Brian Detert
		Building Official:	Brian Shay
		Recreation Director:	Frank Haege
		Fire Chief:	Brad Hill
		City Engineer:	MSA Professional Services

1. Call to Order -

File: [Agenda - Work Session](#)

File: [Notes for Work Session](#)

2. A. Roll Call

3. B. Agenda Additions/Agenda Approval

4. C. Discussion and Review of New Full-time Fire Chief Job Description

File: [Attachment](#)

5. **D. Questions from Council Members regarding items on the Regular City Council Agenda or Reports**
6. **E. Other Business**
7. **F. Adjournment**

City of Tiffin, Iowa

Meeting: Tiffin City Council Work Session
Place: Springmier Community Library, 311 West Marengo Road, Tiffin, Iowa 52340
Date/Time: November 4, 2025 – **6:30 PM**
Web Page: www.tiffin-iowa.org
Posted: October 31, 2025 (website & front entry of City Hall)

Mayor:	Tim Kasparek	City Administrator:	Doug Boldt
Council At Large:	Tim Orris – Mayor Pro-Tem	Asst. City Administrator:	Ashley Platz
Council At Large:	Al Havens	City Attorney:	Crystal Raiber
Council At Large:	Skylar Limkemann	City Clerk:	Abigail Hora
Council At Large:	Chris Olney	W/WW Superintendent:	Brett Mehmen
Council At Large:	Eric Schnedler	D. of Public Works:	Brian Detert
		Building Official:	Brian Shay
		Recreation Director:	Vacant
		Fire Chief:	Brad Hill
		City Engineer:	MSA Professional Services

Call to Order – 6:30 PM

A. Roll Call

B. Agenda Additions/Agenda Approval

C. Discussion and Review of New Full-time Fire Chief Job Description

D. Questions from Council Members regarding items on the Regular City Council Agenda or Reports

E. Other Business

F. Adjournment

**CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL – NOTES FOR WORK SESSION ITEMS
October 31, 2025**

- Attached is the updated job description for the new full-time Fire Chief's position. Please review the document for any last changes as it is also on the regular agenda for approval and to proceed with advertising.



300 Railroad St. PO Box 259 Tiffin, IA 52340

P. 319-545-2572 F. 319-545-4147 www.tiffin-iowa.org

FIRE CHIEF

Fire Chief	City of Tiffin Job Code:
City of Tiffin Dept/Division: Fire Department	Adopted:
AFSCME Salary Grade: ____	Manager Level: Managerial
FLSA Status: Non-exempt; Full-time, permanent	Reports to Position: City Administrator
Physical Demand Rating:	City Overtime Status: Non-exempt
Work Environment:	Pre-employment Testing: Drug and health screening after contingent offer
Position Testing: Knowledge and skills test. Standard Word, Excel; Job Fit Assessment	Personal Protective Equipment:

General Statement of Duties:

The Fire Chief serves as the executive leader of the Tiffin Fire Department and is responsible for the overall management, coordination, and administration of fire suppression, emergency medical services, rescue operations, hazardous materials response, and community risk reduction. This position provides strategic direction, supervises department personnel, responds to emergency and non-emergency incidents, ensures statutory and regulatory compliance, and promotes public safety through education, prevention, and emergency response. The Fire Chief works closely with City leadership, regional partners, and the community to ensure the delivery of high-quality emergency services in alignment with the City of Tiffin's values and growth.

Distinguishing Features of the Class:

The Fire Chief is a senior-level management position responsible for the overall leadership, strategic direction, and operational effectiveness of the Tiffin Fire Department. This role is distinguished by its broad scope of authority, high level of responsibility, and direct accountability to the City Administrator and City Council. The Fire Chief generally exercises independent judgment in decision-making, policy development, and personnel management. The position requires a combination of technical expertise in fire, rescue and EMS operations, administrative proficiency, and strong leadership skills to guide a department that includes both volunteer and career personnel. The Fire Chief serves as the primary liaison between the department and other city departments, regional emergency agencies, and the public.

Examples of Essential Work:

Responds to emergency and non-emergency incidents and serves as a primary responder; may serve as incident commander but is expected to perform any role, position, task, or activity in response to an emergency or incident dangerous to the public, including under NFPA 1010 (2024 ed.) Chapters 6 and 7 (Firefighter I and II) and Chapters 11-13 (Driver/Operator).

Serves as a medical responder; recognizes symptoms and administers medical care within scope of practice for certification level.

Prepares and completes required documentation including, but not limited to, patient care reports and incident reports, and submits required documentation and data to the State Fire Marshal and Bureau of Emergency Medical and Trauma Services; performs CQI of reports.

Provide team leadership and direction for all fire department operations, including city and rural fire suppression, EMS, rescue, and hazardous materials response.

Develop and implement department policies, guidelines, and standard operating procedures consistent with federal, state, and local laws.

Supervise and support volunteer and career personnel, including recruitment, retention, training, scheduling, and performance evaluation, and build a cohesive team of volunteers and career personnel.

Oversee maintenance and readiness of all fire, rescue, hazardous materials, and EMS equipment, vehicles, and facilities.

Conduct fire investigations and ensure compliance with reporting requirements and coordination with the State Fire Marshal.

Prepare and manage the department's annual operating budget and long-term capital improvement plan.

Collaborate with City staff on billing, grant applications, and fundraising efforts, as well as the Tiffin Emergency Responders' Association, Inc.

Lead community risk reduction efforts, including public education, fire prevention, and life safety programs, as well as deliver fire prevention activities to the public.

Attends and participates in department training, as well as classes and conferences on firefighting, rescue, EMS, and leadership; periodically instructs department training.

Provides advice, proposals, and recommendations to the City Administrator, City Council, and Board of Supervisors or other lawmakers, as applicable, regarding ordinances, codes, and strategic planning.

Represent the department at city council meetings, state and local community events, and regional emergency management forums and events.

Serves on and/or regularly participates in state and local organizations, groups, committees, or task forces, including the Johnson County Mutual Aid Association, Johnson County EMS Association, Iowa Fire Chiefs Association, Iowa Association of Professional Fire Chiefs, and Iowa Firefighters Association.

Maintain effective working relationships with mutual aid partners, emergency response agencies, and other city departments; coordinates mutual aid agreements, training, and drills.

Assist with code enforcement activities, including nuisance abatement and rental inspections, and enforce local codes and ordinances.

Ensure accurate documentation of incidents, patient care, and departmental activities.

Perform other duties as assigned by the City Administrator or City Council.

Required Knowledge and Abilities

Knowledge of principles and practices of modern fire suppression, rescue, prevention, and emergency medical services, as well as NFPA 1720, in city and rural areas.

Knowledge of incident command systems and emergency response protocols.

Knowledge of fire investigation techniques and methods; applicable state and federal laws and investigation and reporting requirements.

Knowledge of fire code enforcement, site plan review, and community risk reduction strategies.

Knowledge of budget development, financial management, and capital improvement planning.

Knowledge of personnel management, including supervision and leadership, training, evaluation, and fair discipline of volunteer and career personnel.

Knowledge of EMS administration, including CQI and audits.

Knowledge of city and township geography, including streets, water systems, and major infrastructure.

Knowledge of recordkeeping systems, report writing, and documentation standards.

Knowledge of public relations and community engagement strategies.

Knowledge of automatic and mutual aid agreements, Iowa Code Ch. 28E, and interagency coordination.

Knowledge of federal, state, and local laws and regulations, including OSHA and HIPAA.

Ability to lead and manage a combination of volunteer and career personnel effectively.

Ability to communicate clearly and professionally, both verbally and in writing.

Ability to analyze complex situations and develop effective solutions under pressure.

Ability to maintain composure and professionalism during emergency incidents and stressful conditions.

Ability to operate firefighting and EMS equipment safely and effectively.

Knowledge and ability to use computer systems and software for reporting, scheduling, communication, emergency incidents, investigations, and inspections.

Ability to establish and maintain positive working relationships with City staff, elected officials, regional partners, and the public.

Ability to apply independent judgment and initiative within established guidelines.

Ability to work long hours outdoors in adverse weather conditions when necessary.

Ability to handle confidential and sensitive issues with discretion and professionalism.

Acceptable Experience and Training

Bachelor's degree or higher in Fire Science, Emergency Management, Public Administration, or a closely related field is required.

A minimum of 10 years of progressive experience in the fire service, including at least 8 years as a fire officer with demonstrated experience in fire ground command, EMS operations, training program development, and departmental leadership. Experience in combination fire departments is required.

Experience developing strategic plans and managing capital improvement projects is highly desirable.

Experience working with prosecutors and testifying in court or depositions.

Must possess the following certifications:

Certification as an Iowa Emergency Medical Technician (EMT) or higher is required.

IFSAC or Pro Board Certifications: Firefighter II, Fire Service Instructor II, Fire Officer II, Fire Inspector I, and Fire Investigator.

Must possess NIMS certifications (ICS 100, 200, 300, 400, 700, and 800).

Preferred education/certifications:

ILEA Certified.

Masters Degree or equivalent Chief Fire Officer preferred.

Required Special Qualifications

Must pass a pre-employment physical examination and drug screening.

Must be insurable under the City of Tiffin's vehicle and umbrella liability insurance policies.

Must obtain and maintain a State of Iowa Class 'B' Commercial Driver's License with air-brake endorsement.

Iowa EMS Service Director (within 6 months of hire). Must maintain all required fire and EMS certifications throughout employment.

Availability for emergency callouts, including nights and weekends, evening meetings, and weekend events is required.

Residency within a reasonable response time to the Tiffin Fire Department's response area will be required.

Essential Physical Abilities

Ability to perform strenuous physical tasks for extended periods, including lifting, carrying, and operating heavy firefighting and EMS equipment.

Must be able to wear and operate a self-contained breathing apparatus (SCBA) and other protective gear weighing over 50 pounds.

Capable of working in extreme environmental conditions, including heat, cold, smoke, and wet or hazardous environments.

Ability to climb ladders, crawl in confined spaces, and perform rescue operations under physically demanding and stressful conditions.

Must maintain physical fitness and stamina necessary to respond to emergency incidents and lead by example.

Ability to stand, walk, bend, kneel, and reach for extended periods during emergency response and training activities.

Must have sufficient visual and auditory acuity to perform inspections, operate equipment, and communicate effectively in emergency situations.