



GRINNELL PUBLIC SAFETY COMMITTEE REGULAR SESSION  
MEETING

MONDAY, MAY 18, 2026, AT 5:30 PM

IN THE COUNCIL CHAMBERS ON THE 2ND FLOOR OF CITY HALL AND  
VIA ZOOM

[HTTPS://ZOOM.US/J/99121563684?PWD=3OBQXBHEDCA7C31SQXY0I  
H2UADTJK7.1](https://zoom.us/j/99121563684?pwd=3OBQXBHEDCA7C31SQXY0IH2UADTJK7.1)

MEETING CHAT LINK

[HTTPS://ZOOM.US/LAUNCH/JC/99121563684](https://zoom.us/launch/jc/99121563684)

MEETING ID: 991 2156 3684

PASSCODE: 311736

Join Zoom Meeting

TENTATIVE AGENDA

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**A. Roll Call:**

**B. Perfecting and Approval of Agenda:**

**C. Committee Business:**

1. Consider approval of a street closure request to close Main Street between 4th & 5th Avenues for Ridiculous Day to be held on Saturday, July 18, 2026 from 7 AM - 3 PM.
2. Consider approval of a Park Event Agreement with Ahrens Park Foundation for the July 4th Fireworks.
3. Consider approval of a 28E Agreement with the Central Iowa Regional Tactical Team (CIRTT).
4. Consider approval of the Fire Captain job description.

**D. Inquiries: Public Comment**

Visitors may address the Council/Board at this time; however, comments will be limited to 2 minutes. As per Iowa's Open Meetings Law, Council/Board can only listen during public comments and cannot take any action on items that are not posted on the agenda. Council may take issues under advisement and if needed refer them to a department head, Mayor's committee, or add them to a future agenda.

**E. Adjourn:**

*Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the City Council during the meeting, should contact the City Clerk, (641) 236-2600 or [adevig@grinnelliowa.gov](mailto:adevig@grinnelliowa.gov), no fewer than two business days prior to the meeting to enable the City of Grinnell to make reasonable arrangements to assure accessibility or language assistance for the meeting.*



**PARK EVENT AGREEMENT**  
**July 4<sup>th</sup> Fireworks, 2026**

*The Ahrens Park Foundation is dedicated to providing first class recreational and athletic facilities while collaborating with wellness, educational and recreational programs and organizations for the greater good of the community of Grinnell.*

*It is the intent of the Ahrens Park Foundation to provide the use of the Ahrens/Paschall Memorial Park (hereafter "Ahrens Park") facilities free of charge to all nonprofit entities (meeting the requirements of Ahrens Park) in return to be named a sponsor of the organization's event.*

Ahrens Park Foundation (hereafter "Foundation") and City of Grinnell (hereafter "Sponsor") enter into this Park Event Agreement (hereafter "Agreement").

The parties agree, effective upon the execution of this Agreement by both, that:

1. Sponsor will be able to hold the 4<sup>th</sup> of July Fireworks (hereafter "Event") at Ahrens Park during the following dates and times (includes time for set up and for cleanup) from 12:00 p.m. on July 4, 2026 to 12:00 p.m. on July 5, 2026. In the event of a rain cancellation, Sponsor will be able to hold the Event at Ahrens Park during the following dates and times (includes time for set up and for cleanup) from 12:00 p.m. on July 5, 2026 to 12:00 p.m. on July 6, 2026.

2. Sponsor shall be able to use the portion of the Foundation's Ahrens Park located on Penrose Street, Grinnell, Iowa, (parking included) which portion is described as: General areas of Ahrens Park **BUT NOT** including the NW Ahrens soccer fields and the Ahrens baseball/softball fields.

3. Foundation will allow Sponsor to use said portion (only) of Ahrens Park for the Event subject to all the terms and conditions herein.

**4. The charge to Sponsor for said usage is zero dollars. In return, Sponsor agrees to publicly name Foundation as sponsor of Event and comply with the other terms of this Agreement.**

5. Sponsor will be responsible for cleaning up after the Event and returning the Foundation Park to the condition it was before the setting up of the Event, subject only to normal wear and tear. If Sponsor does not clean up Ahrens Park to the Foundation's satisfaction, Foundation will notify Sponsor and give Sponsor an opportunity to do so by a certain time. But if the Park is not cleaned up within the period of time set by the Foundation, the Foundation will do the clean up and bill Sponsor for the cost. Sponsor shall promptly pay Foundation any such bill.

6. Sponsor further represents, warrants and agrees as follows:

A. Sponsor is responsible for any property brought to the Event. If there is a loss to this property or it is damaged in any way, Sponsor agrees to hold the Foundation harmless and not seek any payment or other remedy from Foundation. This Section 6.A. shall survive any termination of this Agreement.

**B. Sponsor shall obtain comprehensive general liability insurance (claims made with appropriate tail coverage or incident based) in the amount of one million dollars for each occurrence and two million dollars per general aggregate covering any claims that may arise out of an incident relating in any way to the Event. This policy shall be endorsed to include the Foundation as an additional named insured and a copy of the insurance certificate will be provided to the Foundation prior to the Event.** This Section 6.B. shall survive any termination of this Agreement.

C. Sponsor is not a for-profit entity.

D. Sponsor will not, as part of this rental, have or otherwise use (or allow the use of) any “inflatables” (in the form of games, cages, or other toys that are inflated for children or adults can stand, bounce, or play on). (Any inflatable items must not allow humans to stand on and must be approved in advance by the Foundation.)

E. Sponsor will not allow the presence or consumption of alcohol on the Foundation’s property.

F. Sponsor will separately contact Foundation to reserve any Ahrens Park shelters for Event. Shelter reservations are not part of this Agreement.

7. Sponsor shall be liable to the Foundation for any damage to the property of the Foundation, negligently, recklessly, intentionally or otherwise caused by the Sponsor or the Sponsor’s agents, employees, volunteers or invitees.

8. Sponsor will protect, defend, hold harmless and indemnify the Foundation and any of its directors, officers, employees or other representatives (collectively, “Indemnified Parties”) from and against any and all liabilities, losses, costs, damages and expenses (including, without limitation, attorney fees) incurred by any of the Indemnified Parties as a result of a breach of this Agreement or any tortious, unlawful or unauthorized acts or omissions of Sponsor, or the Sponsor’s agents, employees, volunteers or invitees (including, without limitation, any accident or other occurrence causing or inflicting injury or damage to any person or property happening or done in or upon the premises due to use and occupancy occasioned by this Agreement. This Section 8 shall survive any termination of this Agreement.

9. This Agreement is the entire Agreement between the parties. No other statement not contained in this contract shall be valid. No amendment, change or modification of any of the terms, provisions or conditions of this Agreement shall be effective unless made in writing and signed or initialed by all parties. Nothing in this Agreement, express or implied, is intended to confer upon any party, other than the parties hereto (and their respective heirs, legal representatives, successors and permitted assigns), any rights, remedies, obligations or liabilities under or by reason of this Agreement.

10. Sponsor will follow and implement the Foundation's Emergency Weather Response Plan, provided in Exhibit A, during the terms of this agreement.

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa and has been entered into in Grinnell, Poweshiek County, Iowa.

IN WITNESS WHEREOF, The parties have entered into this Agreement.

Foundation: Ahrens Park Foundation

Sponsor: City of Grinnell

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

1510 Penrose Street  
Grinnell, IA 50112  
(641)-236-5518  
[cnath@ahrensfamilyfoundation.org](mailto:cnath@ahrensfamilyfoundation.org)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email



***EXHIBIT A***  
**Emergency Weather Response Plan**  
**Ahrens Park Outdoor Complex**  
**Penrose Street, Grinnell, IA 50112**  
*Updated January 1, 2024*

**OVERVIEW:**

The purpose of the Ahrens Park Foundation (APF) emergency response plan is to prevent or reduce harm to patrons of Ahrens Park outdoor athletic, wellness and recreational activities and participants in events held at the Ahrens Park outdoor complex.

The emergency response plan is a policy of APF that must be adhered to by those organizations and entities that utilize and/or lease the Ahrens Park outdoor complex or venues therein (Permitted Organizational Users).

The plan outlines guidelines and procedures that should be followed in the event of threatening and/or severe inclement weather.

The emergency response plan is to be posted on the APF's website and distributed to the Permitted Organizational Users of the Ahrens Park outdoor complex and the venues therein. It is strongly encouraged that Permitted Organizational Users, when applicable, post the emergency response plan on their websites and distribute the emergency response plan to participants (e.g. via registration packets). Copies of the plan are to be posted in all Ahrens Park concession stands, the Ahrens Foundation offices, and the Grinnell Athletic and Recreation Center.

**EMERGENCY RESPONSE ADVISORY GROUP:**

The Emergency Response Advisory Group consists of APF staff and board members, and representatives of organizations with long-term leasing relationships with the APF. The team develops and implements the APF's emergency response plan for the Ahrens Park outdoor complex. The following individuals currently serve on the Emergency Response Advisory Group:

1. Shannon Fitzgerald, APF Board Treasurer
2. Julie Gosselink, APF Board Assistant Treasurer
3. Shane Gosselink, Ahrens Park Facilities Manager
4. Chad Nath, Ahrens Park Foundation CEO
5. GYBSA Board of Director
6. Director of Parks & Recreation for the City of Grinnell

**EMERGENCY RESPONSE TEAM AND CONTACT INFO:**

An essential part of an effective emergency response plan is an emergency response team. The members of the Emergency Response Team are the primary points of contact in the event of an emergency or severe weather situation.

Shane Gosselink, Ahrens Park Facilities Manager (641)-236-5518 office  
[shane@ahrensfamilyfoundation.org](mailto:shane@ahrensfamilyfoundation.org) (641)-990-0171 cell

Chad Nath, Ahrens Park Foundation CEO 641)236-5518 office  
[cnath@ahrensfamilyfoundation.org](mailto:cnath@ahrensfamilyfoundation.org) (641)990-7276 cell

EMERGENCY	911
Non-Emergency Police	(641)236-2670
Non-Emergency Fire	(641)236-2688
Grinnell Regional Medical Center	(641)236-7511

The Ahrens Park Facilities Manager or the Emergency Response Advisory Group can make changes, with the approval of the APF board, to this plan throughout the year. If there are changes made to the plan, the Permitted Organizational Users will be made aware of the changes.

**POLICY FOR CANCELLATIONS AND/OR DELAYS:**

**Cancellations and/or Delays – prior to start of event (practice, competition or event)**

Events may be cancelled or delayed due to unsafe venue/field conditions or hazardous weather conditions. The determination to cancel or delay use of the Ahrens Park outdoor complex or venues therein will be made by the Ahrens Park Facilities Manager and communicated to the appropriate Permitted Organizational Users. In the case that the Ahrens Park Facilities Manager is not in communication with the Permitted Organizational Users in a timely manner then the decision becomes that of the Permitted Organizational Users using the athletic fields and/or Ahrens Park outdoor complex.

**Cancellations and/or Delays – after the start of event**

The Ahrens Park Facilities Manager may close the Ahrens Park outdoor complex or venues therein at any point in time (including after the start of an event) due to unsafe venue/field or hazardous weather.

**Cancellations and/or Delays – after the start of practice or competition**

Once a game or competition has begun, the coaches, umpire/official, or field supervisor/event administrator hold the responsibility of determining game delay or termination. The Ahrens Park Facilities Manager has the authority to override the decision due to unsafe venue/field conditions or hazardous weather.

If a game or practice is delayed, then coaches, umpire/official, or field supervisor/event administrator are to carefully inspect the field for safety prior to the beginning of any activity. Activity may recommence only after a determination that the field is safe.

It is the responsibility of the Permitted Organizational User to have policies and procedures in place to ensure the care and safety of minors in the event of game delay or cancellation.

### **POLICY FOR SEVERE INCLEMENT WEATHER:**

In the case of severe inclement weather, all patrons should immediately evacuate the Ahrens Park outdoor complex, including all parking areas due to:

1. Sounding of the City of Grinnell's tornado sirens
2. Sounding of bullhorn
3. Loss of electrical power at night
4. Ahrens Park Facilities Manager or the onsite tournament Director or Field Supervisor (designated by the leasing organization) decides that inclement weather may endanger patrons

(Please note that APF is not able to accommodate hundreds(+) of patrons in an indoor storm shelter that would be deemed safe enough in severe inclement weather.)

### **Weather Conditions:**

#### Tornadoes

At any point during a practice, competition or event there is a tornado warning issued by the National Weather Service for the local area, or the sounding of the City of Grinnell's tornado sirens occurs or there is a tornado sighted, the practice, competition or event must be cancelled immediately and everyone should evacuate the premises.

(The City of Grinnell tornado warning system conducts a test each Thursday at 9 a.m. if no severe weather is predicted.)

In the event of a tornado watch, it is recommended that a representative of the Permitted Organizational User immediately communicate to all of its patrons that a tornado watch has been issued for the local area and whether the practice, competition or event will be delayed or cancelled.

#### Lightning and Thunder

If a practice, competition or event is in progress and thunder and/or lightning is detected within 6 miles (and/or in the event of a thunderstorm warning), the coaches, umpire/official, or field supervisor/event administrator shall immediately stop play and instruct everyone to go to a safe area. Neither participants nor spectators may remain on the field or out in any open areas without a roof. Practice, competition or events are not permitted to continue until 30 minutes after a flash of lightning (or the sound of thunder within 6 miles). If lightning and thunder continue, the 30-minute time period shall start over after each incidence of lighting or thunder. Practices,

competition and events may not resume until the ‘all-clear’ is given by the coaches, umpire/official, or field supervisor/event administrator.

In the event of a thunderstorm watch, it is recommended that a representative of the Permitted Organizational User immediately communicate to all of its patrons that a thunderstorm watch has been issued for the local area and whether the practice, competition or event will be delayed or cancelled.

### Rain

Light rain that does not create an unsafe environment may not be cause to stop a practice, competition or event as long as the coaches, umpire/official, or field supervisor/event administrator conclude that the field is safe. However, heavy rain that leads to pooling or soaking wet field conditions may cause delay or termination of a practice, competition or event. Besides pooling and slick field conditions, heavy downpours can also cause very poor visibility putting patrons in danger. Therefore it is the responsibility of the coaches, umpire/official, or field supervisor/event administrator to stop the practice, competition or event.

## **COMMUNICATIONS PLAN:**

APF strongly recommends that Permitted Organizational Users using the Ahrens Park outdoor complex for regularly scheduled, special or tournament events implement annually an effective communications plan to help assure all patrons are alerted and kept safe in the event of severe inclement weather. APF recommends, at a minimum:

1. All Permitted Organizational Users maintain updated contact lists/phone trees of individuals (staff, board members, safety committee members, coaches, umpires, officials, etc.) and provide these lists annually to the APF Emergency Response Team in order to effectively and efficiently contact each other in the event of an emergency.
2. Use social media as a communications tool to let patrons know of any delays or cancellations that may be affecting their activities due to inclement weather.
3. Urge all parents, guardians and players to sign up for “group text message alerts and notifications” through their organizations that are leasing the Ahrens Park outdoor complex for special events and/or tournaments or that are leasing any of the athletic fields in order to receive immediate important announcements and communications in the event of inclement weather. Instructions for signing up could be part of the initial program or team registration process for each organization.

One of these text platforms can be provided by Poweshiek County’s Emergency Notification System (PCENS), which is a mass notification service provided by Poweshiek County Emergency Management Agency (PCEMA). PCENS gives PCEMA the ability to send out mass notifications regarding emergency or general events. These messages can be sent to specific locations or county wide. Residents can also select to receive weather warnings on their mobile phone. This is currently a free opt-in service available to all Poweshiek County residents. To sign up, go to [www.poweshiekready.org](http://www.poweshiekready.org)

4. Use a weather radio, with extra batteries always on hand, along with the “Little League® WeatherBug” app that can be used and promoted by all Permitted Organizational Users that are leasing the Ahrens Park outdoor complex for special events or tournaments or who are leasing any of the athletic fields. The Little League® WeatherBug app is a mobile weather app providing coaches, managers, parents, family and friends with real-time weather, severe weather alerts, and personalized lightning detection to help stay safer during practice and games.

Little League® WeatherBug app is available for download on both Google Play and the iTunes App Store for free. This app provides several unique features to keep patrons informed and alerted via Android phones and tablets, iPhones and iPads.

5. Sound a bullhorn to let patrons know that everyone is to evacuate the Ahrens Park outdoor complex immediately due to the threat of severe inclement weather. Bullhorn should periodically be checked to assure proper functioning and extra batteries, if needed should always be on hand.
6. As previously indicated in the Overview section, the emergency response plan is to be posted on the APF’s website, and distributed to Permitted Organizational Users. Additionally, it is strongly encouraged that Permitted Organizational Users, when applicable, post the emergency response plan on their websites and distribute the emergency response plan to participants (via registration packets). Copies of the plan are to be posted in all Ahrens Park concession stands, the Ahrens Foundation offices, and the Grinnell Athletic and Recreation Center.

## Central Iowa Regional Tactical Team (CIRTT)

Grinnell Police Department

Jasper County Sheriff's Office

Pella Police Department

Poweshiek County Sheriff's Office

Newton Police Department

### 28E Agreement

**Whereas**, the undersigned entities ("Party" or collectively "Parties") provide Law Enforcement services, specifically in the City of Grinnell, Iowa; Jasper County, Iowa; the City of Pella, Iowa; Poweshiek County, Iowa; and the City of Newton, Iowa.

**Whereas**, the Parties have a desire to assist each other in time of need, and

**Whereas**, the Parties each maintain adequate Law Enforcement Services, equipment, and personnel to respond to normal emergencies occurring within their respective jurisdictions, and

**Whereas**, situations may arise regarding emergencies or circumstances that exhaust available local personnel and equipment, or require additional or specialty personnel or additional and/or special equipment that the responsible jurisdiction may not have available at any given time, and

**Whereas**, to combat such emergencies, the Parties should render needed Law Enforcement Services upon a reciprocal basis, and

**Whereas**, the governing body of each Party is desirous of entering into this 28E Agreement ("Agreement"), the purpose of which is to provide for the Law Enforcement Services of one entity to another, in such emergency or needed situations requiring additional, special personnel and/or equipment.

#### **NOW THEREFORE BE IT AGREED AS FOLLOWS:**

- I. INCORPORATION OF RECITALS
  - a. The foregoing recitals are incorporated herein fully as if outlined in the paragraph.
  
- II. DEFINITIONS
  - a. **Mutual Aid** - The assistance of Law Enforcement Services personnel and equipment provided by one Party ("Providing Entity") and requested by the other Party ("Requesting Entity") under this Agreement.

- b. **Central Iowa Regional Tactical Team (CIRTT)** - a team and equipment comprised of law enforcement officers employed by the Parties, who are trained and equipped to respond to emergency and special activities.
- c. **Incident Commander** - The person who, by virtue of his/her position with the Requesting Entity, is responsible for the overall command and direction of the Emergency or Special response activities.
- d. **Emergency Activities** - Any situation where a Party, due to lack of personnel or training, special equipment needs, or magnitude of event, and based upon actual circumstances, concludes that assistance is needed to protect life, stabilize the incident, and/or protect property within its jurisdiction.
- e. **Special Activities** - Any situation, including planned and known large scales events, where a Party, due to a lack of personnel or training, special equipment needs or magnitude of the event, and based upon actual circumstances, concludes that assistance is needed to protect life, provide security and stability for the incident, and/or to protect property within its jurisdiction.

### III. PURPOSE

This Agreement is made pursuant to Chapter 28E, Code of Iowa. The purpose of this Agreement is to provide Mutual Aid in case of an Emergency or Special Activity arising within the jurisdiction of the Parties to this Agreement.

### IV. REQUEST FOR ASSISTANCE

All requests for Mutual Aid CIRTT in an Emergency or Special Activity shall be made by a Law Enforcement Services Director or designee of the Requesting Entity. Requests may be made verbally, electronically, or in writing. Such requests shall state the exact nature of the Emergency or Special Activity, include the amount and type of equipment and the number and skills of personnel required, and specify the location where the personnel and equipment are needed. Requests for assistance should be made through Jasper County Sheriff's Office Dispatch. Jasper County Sheriff's Office Dispatch will notify CIRTT members and Law Enforcement Supervisors for each agency of the request.

### V. AUTHORITY OVER JOINT OPERATIONS

The Incident Commander of the Requesting Entity shall retain overall control of all Emergency Response Activities. The ranking supervisor of the Providing Entity shall remain in control of his/her personnel and equipment, subject, however, to the direction and control of the Incident Commander. All responding agencies should coordinate their responses through the Incident Commander for assignments.

VI. LIABILITY

Each member agency is subject to liability under Iowa Code Chapter 670 - Tort Liability.

VII. EMPLOYMENT

It is understood and agreed that the personnel providing Mutual Aid under this Agreement shall remain the employees of the jurisdiction from which they were assigned.

VIII. TERMINATION

This Agreement may be terminated with respect to that Party for any reason by any Party by giving written notice, by certified mail to the Grinnell Police Department, Newton Police Department, Jasper County Sheriff's Office, Pella Police Department, and Poweshiek County Sheriff's Office. The Jasper County Sheriff's Office Administrator will ensure that a copy of the termination notice is distributed to all other Parties. This Agreement shall thereafter terminate with respect to that Party only, thirty (30) days from the date of receipt of the termination notice. Upon termination, said terminating Party shall have no further responsibility or obligation or benefits from the other Parties to this Agreement, under this Agreement, except as provided herein.

IX. EFFECTIVE DATE

This Agreement shall be in full force and effect on the date the Agreement is filed and between the Parties who have obtained approval hereof by their respective governing bodies. This Agreement shall remain in full force and effect for an indefinite period from the effective date hereof until terminated as provided in Paragraph VII.

X. PRIOR MUTUAL ASSISTANCE AGREEMENTS

This Agreement supersedes all other conflicting mutual assistance agreements between the Parties.

XI. AMENDMENTS

This Agreement represents the entire Agreement of the Parties. Any amendments must be in writing, approved by the governing body of all Parties, and executed by the authorized representatives of all Parties. Any and all amendments must comply with the provisions of

Iowa Code Section 28E.8. Any and all such requirements shall be done by the Jasper County Sheriff's Office or designee.

**XII. VALIDITY**

In the event any part or paragraph of this Agreement is declared void as being contrary to Iowa Law, the remaining portions of this Agreement that are valid shall continue in full force and effect.

**XIII. NO SEPARATE ENTITY CREATED - ADMINISTRATION**

It is the intent of the Parties not to create a separate legal entity or administrative agency under this Agreement. A designee shall serve as Administrator of this undertaking. In the event designee agency terminates the Agreement and is no longer a Party hereto, the remaining Parties shall designate an Administrator.

**XIV. NO REAL OR PERSONAL PROPERTY**

No real or personal property will be acquired, held or disposed of during this undertaking as no separate entity has been created.

**XV. APPLICABLE LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa (excluding conflicts of laws rules), and applicable federal law.

**XVI. COUNTERPARTS**

The Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all such counterparts shall together constitute but one and the same instrument.

**RESOLUTION APPROVING**  
**28E AGREEMENT FOR MUTUAL ASSISTANCE-CENTRAL IOWA**  
**REGIONAL TACTICAL TEAM**

WHEREAS, The Cities of Grinnell, Pella, & Newton ("City")/ Jasper and Poweshiek County ("County") desires to enter into this 28E Agreement ("Agreement"), the purpose of which is to provide for the Law Enforcement Services of one entity to the other in such emergency and special needed activities requiring additional, special personnel and/or equipment.

THEREFORE, BE IT RESOLVED that the 28E Agreement for Mutual Assistance - Central Iowa Regional Tactical Team – Grinnell Police Department, Jasper County Sheriff's Office, Pella Police Department, Newton Police Department, and Poweshiek County Sheriff's Office is hereby approved and adopted.

\_\_\_\_\_  
Sam Cox  
Mayor, City of Grinnell, Iowa

\_\_\_\_\_  
Date

Randy Ervin  
\_\_\_\_\_

05/05/2026

Randy Ervin  
Mayor, City of Newton, Iowa

Date

Thad Nearmyer  
\_\_\_\_\_

5/12/26

Thad Nearmyer  
Board Chair, Jasper County Board of Supervisors, Jasper County, Iowa

Date

\_\_\_\_\_  
Don DeWaard  
Mayor, City of Pella, Iowa

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Roudabush  
Board Chair, Poweshiek County Board of Supervisors, Poweshiek  
County, Iowa

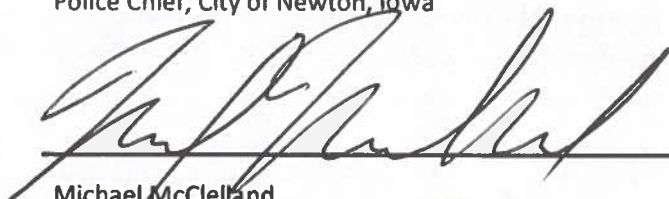
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5/6/26

Rob Burdess  
Police Chief, City of Newton, Iowa

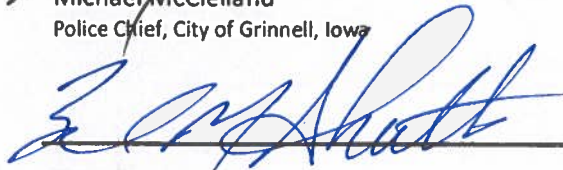
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Date

  
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Michael McClelland  
Police Chief, City of Grinnell, Iowa

5/14/26

\_\_\_\_\_  
Date

  
\_\_\_\_\_

Brad Shutts  
Sheriff, Jasper County, Iowa

5/12/26

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shane McSheehy  
Police Chief, City of Pella, Iowa

\_\_\_\_\_  
Date

\_\_\_\_\_  
Matt Maschmann  
Sheriff, Poweshiek County, Iowa

\_\_\_\_\_  
Date

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2026



## Fire Captain

<b>DEPARTMENT</b> Fire	<b>FLSA STATUS</b> Non-Exempt
<b>JOB SUMMARY:</b> <b>Performs and supervises fire suppression activities to save life and property. Performs and supervises emergency medical rescue operations. Conducts fire prevention and awareness activities such as school visits, public relations, fire inspections, and pre-plans review. Performs and supervises routine vehicle, equipment, and facility maintenance on a daily basis. Drives and operates fire equipment in performance of the duties.</b>	

<b>REPORTS TO:</b> Assistant Fire Chief.
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<b>SUPERVISES:</b> Shift leader of on duty shift and volunteer firefighters
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<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample of duties. Position assignments may vary.)	<b>Frequency</b>
1. Responds to calls for fire, emergency medical or other department services; drives and operates all department equipment and apparatus; assumes incident command as necessary; performs emergency medical technician certified injury and life-saving methods; performs firefighter duties such as fire suppression and hazmat response; conducts routine fire investigations; and writes and reviews incident and shift reports. Functions as shift supervisor and incident commander during above actions.	30%
2. Conducts a variety of building and equipment maintenance activities such as cleaning facilities and equipment; performing groundskeeping activities; inspecting fire and medical equipment to ensure working order; restocking of materials and supplies; and making minor and routine repairs to equipment.	30%
3. Assists in the training and work review of department volunteers, part timers and shift members; and receives training to ensure job competency and certification.	20%
4. Conducts fire inspections and plan review for buildings; makes presentations to schools and groups; responds to public inquires; and checks smoke alarms.	10%
5. Participates in quality assurance programs through post-incident analysis and debriefings. Reviews shift's NERIS and EMS reports for accuracy. Shall recommend corrective actions, discipline or extra training needed by shift members or volunteers to Assistant Chief.	10%
6. Performs other duties of a similar nature and level as assigned.	n/a

<b>TRAINING AND EXPERIENCE:</b> High School diploma or GED; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. 2 years full time firefighting experience.
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<b>LICENSING/CERTIFICATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• State of Iowa Firefighter I and II certification.</li> <li>• EMT Certification.</li> <li>• Valid State of Iowa Driver's License</li> </ul>
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## Fire Captain

### ADDITIONAL CITY REQUIREMENTS:

- A pre-employment physical examination is required.
- A pre-employment drug test is required.
- ICS 300 within 1 year
- ICS 400 within 2 years

**KNOWLEDGE AND SKILLS:** The individual must possess the following knowledge and skills or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

#### KNOWLEDGE:

- Supervisory principles.
- Training/mentoring principle.
- Department policies, guidelines, and procedures.
- Fire suppression methods and procedures.
- Fire and medical equipment operation.
- Basic automotive and fire apparatus maintenance and repair.
- Motorized fire equipment and apparatus operations.
- Building maintenance and repair.
- Emergency medical procedures.
- Medical terminology.
- Hazardous materials and safety.
- Fire investigations and inspection methods.
- Fire and building codes.
- Fire and EMS reporting procedures.
- Safety procedures and processes.
- Hazardous materials and safety.
- Applicable computers and software.
- Applicable local, state, and federal laws, rules, and regulations.

#### SKILLS:

- Supervising staff.
- Training/mentoring staff and volunteers.
- Ensuring compliance with applicable policies, guidelines, and procedures.
- Performing EMT procedures.
- Operating EMS and fire apparatus and equipment.
- Performing building and equipment maintenance.
- Conducting inspections and investigations.
- Operating computers and software.
- Applying laws, rules, and regulations.
- Applying communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, and the general public, sufficient to exchange or convey information and to give and receive work direction.

### ADA AND OTHER REQUIREMENTS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

**Working Conditions:** Incumbents work in both indoor and outdoor environments subject to changing weather conditions and temperature. Incumbents may be exposed to hazardous physical conditions, such as, mechanical parts, electrical currents, and vibrations; atmospheric conditions, such as fumes, odors, gases, and poor ventilation; hazardous materials, such as chemicals, blood, and other bodily



## Fire Captain

fluids; extreme temperatures; inadequate lighting; workspace-related movement restrictions; intense noise; and other environmental conditions, such as, challenging behaviors, imminent danger, and threatening environments.

Incumbents may be subject to shift work and on-call situations.

### **CLASS HISTORY INFORMATION:**

Prepared by: Chief Sicard

Date: 4/2/2026

Updated by:

Date:



## Fire Captain

### **ACKNOWLEDGEMENTS:**

This job description is intended to represent only the key areas of responsibilities; specific position assignments may vary depending on the business needs of the department.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities within current guidelines as established by law. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.

I have read the job description and acknowledge the requirements of the job as listed above.

**Employee Signature:**

**Date:**