



ROBERT M. GREEN

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MEMORANDUM
Office of the Mayor

TO: City Administrator
FROM: Mayor Robert M. Green *Zornblow*
DATE: March 2, 2020
SUBJECT: Creation of the Firefighter Transition Task Force
REF: (a) Code of Ordinances, City of Cedar Falls §2-187(c): Mayor Powers and Duties

1. *Assignment.* In keeping with the Additional Duties mandate of reference (a), I hereby create the Firefighter Transition Task Force and appoint the following task force members:
 - a. Frank Darrah, *Mayor Pro-Tempore (non-voting Presiding Officer)*
 - b. Simon Harding, *Cedar Falls City Council Ward 4*
 - c. Kevin Rogers, *City Attorney*
 - d. Jennifer Rodenbeck, *Director of Finance and Business Operations*
 - e. Craig Berte, *Acting Police Chief*
 - f. Brian Heath, *Operations and Maintenance Division Manager*
2. *Background.* During the City Council Special Meeting of February 20, 2020, the City Council resolved to immediately carry out full implementation of the city's Public Safety Officer Model. This requires immediate elimination of the Firefighter job classification in the City of Cedar Falls.
3. *Charge.* The Firefighter Transition Task Force shall determine and recommend to me, no later than April 1, 2020, a plan of equitable outcomes for former firefighters displaced as a result of the above council action. These outcomes shall include a proposed plan for transitioning former firefighters to other career paths within the City of Cedar Falls, if desired by the employee. The task force shall also propose fair severance packages for employees not desiring continued employment with the city.
4. *Meeting Schedule.* The task force shall convene on the following dates in the Duke Young Conference Room at City Hall, in open and public meetings with the Mayor and/or City Administrator in attendance as observers:
 - a. Thursday, March 5, 2020 (7am – 9am)
 - b. Tuesday, March 10, 2020 (7am – 9am)
 - c. Thursday, March 12, 2020 (7am – 9am)
 - d. Tuesday, March 17, 2020 (7am – 9am) – if needed
 - e. Thursday, March 19, 2020 (7am – 9am) – if needed

5. *Compliance Mandates.* In developing recommendations for the transition of former firefighters, the task force shall ensure that proposals comply with the requirements of existing collective bargaining agreements, Iowa's civil service laws, other labor laws, state laws, and city ordinances. In cases where policy changes or waivers may be needed or advantageous to account for these exceptional circumstances, the task force chair shall advise me as soon as possible.
6. *Task Force Duration.* The Firefighter Transition Task Force shall exist until firefighter transitions are complete during the Spring of 2020; after the delivery of the recommendations described in paragraph 2, the task force shall meet only as directed by me to address unanticipated issues resulting from transition plan implementation.

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XC: City Attorney
City Council