



City of Saint Paul

City Hall and Court House
15 West Kellogg Boulevard
Phone: 651-266-8560

Legislation Text

File #: AO 11-43, **Version:** 1

Authorizing the Fire Department to pay for all costs associated with the Fire District Chief Exam which will be administered at the Saint Paul RiverCentre, October 25-27, 2011.

WHEREAS, the Fire Department is seeking to pay for all costs expenses which will include airfare or mileage, meals, hotel and taxi service for assessors that will assist in evaluating candidates for a Fire District Chief examination. The purpose of this exam is to test and promote the best qualified candidates to Fire District Chief and will be administered on October 25-27, 2011 at the Saint Paul RiverCentre.

WHEREAS, the eight assessors will be providing evaluation services for this examination. These assessors will be subject matter experts from equitable fire departments in the United States.

WHEREAS, all air travel must be authorized by the City's Project Manager and will be reimbursed at the cost of economy fare. Mileage costs incurred for the use of privately-owned vehicles in the performance of service shall be at the standard mileage rates in effect at the time of travel as set forth by the Internal Revenue Service. Taxi service to and from the airport shall be reimbursed at actual cost.

WHEREAS, breakfast shall be provided as part of lodging at the Crowne Plaza Hotel. The City shall provide a catered lunch each day of the exam. Assessors shall be paid a flat per diem allowance of \$35.00 for all other meals and incidentals. Lunch, snacks, and beverages will be provided for the assessors and Human Resources staff involved in the administration of this exam since they are unable to leave the exam location each day.

BE IT ORDERED, that the proper City officials are hereby authorized to pay the costs associated with the above, not to exceed \$20,000.00.

A copy of said order is to be kept on file and of record in the Office of Financial Services.

Account Code: 001-05120 (1000-1005120)