

QUOTE

To: Michele McPherson, City Administrator, City of Princeton

From: Brandon M. Fitzsimmons, Shareholder Attorney
Christina C. Petsoulis, Senior Attorney

Date: December 28, 2023

Re: **Quote for Fire Department Workplace Assessment**

Here is a quote for estimates of Flaherty & Hood, P.A. completing a workplace assessment for the City of Princeton Fire Department.

Background

Because employees perform functions that provide services for the public, cities should ensure that its working conditions and environment promote the efficiency, effectiveness, productivity, and job commitment of its employees. To achieve these objectives, cities should conduct a workplace assessment that assess a department's:

- Mission and purpose
- Chain-of-command
- Job descriptions, duties, and responsibilities
- Physical and social conditions (i.e., environment)
- Supervision and management
- Communications
- Complaint resolution
- Education and training
- Performance assessment
- Internal advancement
- Work schedules and hours
- Equipment and technology
- Work sites
- Other workplace policies, processes or practices as warranted

Services

Flaherty and Hood, P.A. could perform the following services as part of its assessment of some or all of the above-items:

- A. Compile and review documents
- B. Solicit verbal and/or written feedback from all employees in the department through survey and/or interviews
- C. Draft report that includes findings and conclusions
- D. Present and discuss with City officials findings and conclusions

Costs

Flaherty & Hood, P.A. will provide the assessment and related services billed monthly in quarterly hour increments at the following reduced Coalition of Greater Minnesota Cities (CGMC) member rates: (i) \$150 per hour for the first 25 hours of service in fiscal year 2023-2024; and (ii) \$180 per hour for hours over 25 hours in the fiscal year 2023-2024. Other reasonable expenses will be billed, such as, hard copies, Lexis, and mileage reimbursement.

Flaherty and Hood, P.A. estimates that the total costs of these services will be between \$10,000 and \$17,000, which is primarily dependent on the scope of the items the City desires to assess, the extent of information necessary to be reviewed and analyzed in the report, and duration of any interviews with City employees and/or officials (taking into account the City employs over 30 employees in the department). Therefore, the actual cost of this assessment may be lower or higher than these estimates.

Attorneys Assigned to Assessment

The following attorneys will perform services for this assessment:

Brandon M. Fitzsimmons is a shareholder attorney with Flaherty & Hood, P.A. and manages the firm's labor, employment law, and human resources practice area. Brandon has been an attorney with the firm since 2004 and a shareholder since 2011 specializing in labor and employment law. Brandon provides legal advice and representation services for public entities in labor relations, employment law, and human resources matters. Brandon has his Bachelor of Arts in Political Science with Distinction, *cum laude*, from Creighton University and his Doctor of Jurisprudence (J.D.) from William Mitchell College of Law. Brandon is a member of the National and Minnesota Public Employer Labor Relations Associations, SHRM, and MSBA—Labor and Employment Law Section.

Christina C. Petsoulis is a senior attorney with Flaherty & Hood, P.A. Christina focuses her practice on representing and consulting local governments throughout Minnesota on labor, employment, and human resources matters. Prior to joining Flaherty & Hood in 2020, Christina was a law clerk at Harmony Law Firm, working primarily on employment discrimination and unemployment insurance cases. While in law school, she served as a certified student attorney with the Employment Law Clinic at the University of Minnesota, where she represented clients in unemployment insurance appeal hearings and counseled nonprofit organizations on personnel policies, employment agreements, and labor contracts. Christina earned her B.S. in Nutrition and Dietetics from the University of Minnesota, her M.S. in Public Health from Johns Hopkins Bloomberg School of Public Health, and Juris Doctor from University of Minnesota Law School.

If you have any questions or desire further information on this quote, please contact Brandon or Christina at (651) 225-8840 or bmfitzsimmons@flaherty-hood.com or ccpetsoulis@flaherty-hood.com.

Thank you for your consideration.