



"...meeting community needs...enhancing quality of life."

FIRE DEPARTMENT

700 North Drew Street • Appleton, WI 54911-5000
(920) 832-5810 • Fax (920) 832-5830

Memorandum

To: Alderperson Konetzke, Chairperson
Human Resources Committee
Alderperson Jirschele, Chairperson
Safety and Licensing Committee

From: Len Vander Wyst, Fire Chief

Date: March 19, 2015

Re: Request to Over Hire at the Firefighter Position

Recently, the Appleton Fire Department received notification from an existing firefighter that he is going to be deployed on active duty as a member of the Army National Guard. The leave is expected to begin on or around May 1, 2015 and is expected to last approximately one year.

The department requests approval to temporarily exceed the authorized number of protected firefighters from 36 to 37 in anticipation of over hiring at the firefighter position for this vacancy. City policy provides twenty days of paid military leave so the financial impact of over hiring in this position is minimal but will assist with reducing overtime by maintaining staffing levels. At any given time, the department has employees off on work-related injuries, FMLA, sick leave or vacation, this over hire allows the department to control at least one of these vacancies.

The department currently has two vacancies at the firefighter level and is in the midst of an entry-level firefighter hiring process. The process of preparing firefighters to assume their duties includes the running of a recruit academy of several weeks in duration, and it is anticipated that the department would not have to run more than one academy this year. Approval of the request will allow the department to hire and train entry-level firefighters together in preparation for the peak vacation period. The department does expect to have a retirement in 2016. However, if the retirement doesn't happen, the department will plan to lay off an employee or come back to these committees for additional approval to carry the position longer.

I respectfully request that the Human Resources and Safety and Licensing Committees approve this request. Please do not hesitate to contact me should you have any additional questions or concerns. Thanks!