




CITY OF APPLETON

FIRE DEPARTMENT

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MEMORANDUM

April 11, 2022

To: Human Resources Committee, Safety & Licensing Committee, and Common Council
From: Jeremy Hansen, Fire Chief
Cc: Ryan Weyers, Deputy Fire Chief and Derek Henson, Battalion Chief of Prevention and Public Education
Re: Request for a Table of Organization Change

The Fire Department's current Table of Organization includes one Fire Protection Engineer. The previous Fire Protection Engineer retired on January 3, 2022. Despite extensive efforts over the past five months to fill the position, a candidate has not been found. The Fire Department is requesting to modify the table of organization from a Civilian Fire Protection Engineer to a Public Education Specialist/Civilian Fire Inspector. This position was part the Fire Department between 1985 and 2010. The position was eliminated from the budget in 2011.

The Fire Protection Engineer position was responsible for several key functions in the Fire Prevention Division. Examples of these responsibilities include reviewing fire protection, site, and building plans; coordinating school fire drills for the 53 public and parochial schools within the city; and to serve on several City committees and boards. The highly unique and technical skills required for this position resulted in the inability to fill the role.

To maintain this high level of service, the duties of the Fire Protection Engineer would be absorbed by both the current Civilian Fire Inspector and the Battalion Chief of Fire Prevention and Public Education. In turn, some of their duties that are pertinent to the public education discipline would be delegated to the new position. As examples, public education curriculum development, social media management, and organizing special events would become the responsibilities of the Public Education Specialist/Civilian Fire Inspector. A full listing of job functions of the new position can be found in the attached proposed position description.

This position also fills an important gap in the service delivery of the Fire Department. Our public education program currently lacks formal, age-appropriate curriculum. While the department has been able to "make do", having a dedicated public education position would ensure the highest level of quality from the program.

The budgetary impact and salary range for the new position is \$51,915.20 - \$79,372.80. The plan is to use existing budgeted funds from the Fire Protection Engineer position to fund this position. The pay range is two pay grades lower than the Fire Protection Engineer. We anticipate there will be some salary savings.

If you have any questions or concerns, please do not hesitate to contact me at (920) 832-5810. Thank you for your consideration.