FIRE DEPARTMENT

MEMORANDUM

Date: July 31, 2026
To: HR/IT Committee, Safety and Licensing Committee, and Common Council
From: Jeremy Hansen, Fire Chief
Subject: Fire Department Over Hire Request

The Appleton Fire Department (AFD) is requesting approval to over hire for the position of Administrative and Finance Manager for a term not longer than 10 weeks.

For the past 34 years, this position was filled by a long-term employee that will be retiring on January 4, 2027. Over many years of dedicated service, this employee has consistently demonstrated exceptional performance, adaptability, and a willingness to assume responsibilities beyond the scope of the original position. As such, they possess a wealth of institutional knowledge and expertise that support the department's daily operations and strategic initiatives.

This Administrative and Finance Manager is a highly technical and professional position that provides management and leadership in the development and administration of AFD's annual operating and capital budgets and forecasting future needs. It is responsible for system administration duties for fire-specific software programs. This position monitors all aspects of purchasing and is responsible for grant administration for local, state, and federal grant awards. Their work involves supervising, training, and evaluating administrative staff. They are responsible for inventory of personal protective equipment and maintaining the 20-year equipment replacement plan. They work under the general direction of the Fire Chief while applying independent judgment, discretion, and initiative.

Authorizing an over hire for the replacement of a long-term administrative employee ensures continuity of critical operations while preserving institutional knowledge developed over many years of service. The overlap period allows for comprehensive training on specialized processes, software systems, financial and administrative procedures, records management, and interagency coordination that cannot be fully conveyed through written documentation alone. This investment will minimize service disruptions, accelerate the new employee's proficiency, and help maintain the high level of support required for departmental operations. The cost associated with this request will be covered by unused salary dollar from the two open firefighter positions.

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