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MEMORANDUM

To: Alderperson Curt Konetzke, Human Resources Committee
Alderperson Kyle Loebner, Safety and Licensing Committee
Members of the Common Council

From: Len Vander Wyst, Fire Chief

Date: 2/15/2017

Re: Appleton Fire Department Reorganization

The Appleton Fire Department's chief's staff met to discuss the current and proposed organizational structure for the Appleton Fire Department. (See attachments.) Based on this review, I am proposing to make some minor changes that will produce major positive impacts. The changes that are being proposed include:

- Merging the Current Battalion Chiefs of Training and Special Operations Positions – The newly created Battalion Chief of Resource Development and Special Operations position will oversee and coordinate both program areas. The intent would be to minimize the "boots on the ground" training for this individual assigning instructors from within existing staff to provide the majority of the training particularly in specialty areas. The department feels this newly created position will attract a successful candidate.
- Creation of a Civilian Training and Resource Development Specialist – This position will report directly to the Battalion Chief – Resource Development and Special Operations and is responsible for assisting with the coordination and scheduling of training. This position fulfills fire support functions at emergency and non-emergency incidents and training scenarios. This position may also conduct fire inspections as needed.
- Reducing the Number of Captains from Eight to Six/Increase the Number of Lieutenants from 13 to 15 – The department currently has a captain assigned at each of five stations and three captains assigned to Fire Station # One. This adjustment will place a captain and two lieutenants at each of five stations along with a captain and five lieutenants at FS # One. The total number of fire officers (captains and lieutenants) remains the same at 21. This will provide an obvious 'go to' person for all station items at all stations. The intent would be to eliminate the two captain positions through attrition which may occur in the near future.
- The current two battalion chief positions are budgeted with approximate salaries of \$81,000 and \$92,000 (Total: \$173,000). It is estimated that the proposed specialist position would have an annual salary of \$55,000 and the proposed battalion chief would have an annual salary of \$95,000 (Total: \$150,000). The department doesn't intend to reduce our personnel budget as a result of these cost savings (estimated \$23,000) but would utilize the savings to offset overtime costs associated with training our personnel.

I have discussed this reorganization with the staff, union representatives, Human Resources Director, Finance Director, and Mayor and have support. I respectfully request that the Human Resources Committee and Safety and Licensing Committee approve these changes. Please do not hesitate to contact me should you have any additional questions or concerns. Thanks!