

1. Agenda

Documents: [PFC\\_20150318\\_AG.PDF](#)

2. 4:30 P.M. Complete Packet

Documents: [PFC\\_20150318\\_PK.PDF](#)



Administrative Offices  
5520 Lacy Road  
Fitchburg, WI 53711-5318  
Phone: (608) 270-4200  
Fax: (608) 270-4212  
www.fitchburgwi.gov

**AGENDA  
POLICE AND FIRE COMMISSION  
March 18, 2015  
4:30 P.M.  
CITY HALL**

**NOTICE IS HEREBY GIVEN** that the Fitchburg Police and Fire Committee will meet at **4:30 P.M.** on Wednesday, March 18, 2015 in the **Meeting Room** of the Fitchburg City Hall, 5520 Lacy Road, Fitchburg, WI 53711 for the purpose of:

- 1) Call to Order
- 2) Approval of Minutes of the February 11, 2015 Meeting
- 3) Open Session
  - a) Public Appearances – Non-agenda items
  - b) Report from Police Department
    - i) Closed Session  
*Pursuant to Section 19.85(1)(c), Wisc. Stats., the commission will move into **CLOSED SESSION** for the purpose of considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically, to discuss promotion of Patrol Sergeant in the Police Department.*
    - ii) Reconvene into Open Session – Action may be taken on matters discussed in closed session.
    - iii) Update on Police Officer Recruitment and Selection Process
  - c) Report from Fire Department
    - i) Review of activity report
    - ii) Review of fire intern recruitment and selection process, recommendations and approval of fire science interns and alternates.
    - iii) Review and approval of Fire Chief recruitment and selection process.
  - d) Announcements
    - i) Next regular meeting scheduled for April 8, 2015
- 4) Adjournment



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City of Fitchburg  
Police and Fire Commission  
Minutes  
Wednesday, February 11, 2015

Members Present: Tom Darcy, Tom Shellander, Denise Solie  
Members Absent: Tom Marquardt, Greg Jones  
Also Present: Lisa Sigurslid, Human Resources Manager; Tom Blatter, Police Chief

1. Call to order  
*The Police and Fire Commission meeting was called to order by Darcy at 4:37 p.m.*
2. Approval of Minutes of the Wednesday, January 14, 2015 meeting.  
*Motion by Solie, second by Shellander to approve the minutes of the January 14, 2015 meeting.  
Motion carried*
3. Open Session
  - a. Public Appearances – Non-Agenda items  
*None*
  - b. Report from Police Department
    - i. Approval of Sergeant promotional process and authorization to begin recruitment.  
  
*Motion by Shellander, second by Solie to authorize the beginning of the promotional process as presented. Motion Carried.*
  - c. Announcements
    - i. Next regular meeting is scheduled for March 18, 2015
4. Adjournment  
*Motion by Shellander, second by Solie to adjourn at 4:48 p.m.*



FIRE DEPARTMENT  
 5791 Lacy Road Fitchburg, WI 53711  
 Phone: (608) 278-2980 Fax: (608) 278-2985  
 www.fitchburgwi.gov/fire



## March 2015 Fire Department Report

(For Department Activity as of March 11, 2015 at noon)

### Staffing Report

	<u>Authorized Headcount</u>	<u>Regular Members</u>	<u>Probationary Status</u>	<u>Light Duty / On Leave</u>	<u>TOTAL</u>	<u>+/- Headcount</u>
Career Staff	12	10	0	0	10	-2
Intern Staff	9	2	5	0	7	-2
Paid-on-Call Staff	50	28	12	2	40	-10
Paid-on-Premises Staff	10	9	6	2	15	+5
Support Staff	7	6	0	0	6	-1
<b>Total</b>	<b>88</b>	<b>59</b>	<b>23</b>	<b>4</b>	<b>82</b>	<b>-10</b>

#### Active Leaves of Absence / Light Duty Assignments:

FF-POC Jason Gonzalez (Leave of Absence)  
 FF-POC Allison Langer (Leave of Absence)

FF-POP Jamie Holum (Leave of Absence)  
 FF-POP Paul Bowers (Leave of Absence)

### Personnel

Interviews for Fire Science Intern Program scheduled for Saturday, March 14, 2014. Recommendations will be made for three conditional offers of employment, along with up to two alternates.

Update on Fire Chief Recruitment Process.

### Significant Department Activities / Events / Training

Thanks to an anonymous donation by a Fitchburg resident, the Fitchburg Fire Department hosted Wisconsin Large Animal Emergency Response at its March department-wide drill.



Applications must include the following:

- Completed online application
- Cover letter with salary requirements
- Resume
- Minimum of three (3) professional references
- Responses to supplemental questions.

Supplemental Questions:

- Please describe a policy or program change that has been implemented into your organizations. What was the change, why was it implemented, how was it communicated, and what impact did it have on the organization. Is there anything you wish you would have done differently?
- Through the implementation of a new performance management system, City Staff developed a list of five core values that they feel best describe the staff and culture of the City. These core values are: Accountability, Service Excellence, Dedication, Initiative, and Pride. Choosing one, please describe how you have embodied this value in your most recent position.
- Please explain your experience in the following key areas:
  - Budgeting/Capital Improvement Planning
  - Collective Bargaining/Labor Relations
  - Employee Development and Performance Management

**05/13/15**

**Step 2: Applicant Screening**

Applications and supplemental questions will be evaluated based upon previously determined criteria. Top Candidates approved by PFC for interview process

**06/10/15**

**Step 3: Panel Interviews**

**06/22/15 -  
07/08/15**

**Step 4: Background Check**

**07/08/15 -**

**Step 5: Police and Fire Commission approval of Top Candidate, Extension of Conditional Offer of Employment - Closed Session**

**07/09/15 -**

**Step 6: Pre-employment Physical and Drug Screen**

**09/01/15**

**First Day**



# Position Profile

## Fire Chief

### Fitchburg, Wisconsin

City of Fitchburg, 5520 Lacy Road, Fitchburg, WI 53711  
www.fitchburgwi.gov (608) 270-4200

## Live Fitchburg...

### IMPORTANT DATES

May 3

Application Deadline

June 10

Panel Interviews

June 22 - July 8

Background Checks

July 8

Police and Fire Commission approval of top candidate and Offer of Employment

July 9

Pre-employment Medical testing

September 1

Start Date

Talk to anyone in Fitchburg about why they live here and there's one phrase you'll hear over and over - *it's the best of both worlds*. Fitchburg is ideally nestled between urban Madison and the bucolic farmlands that Wisconsin is famous for. With its close proximity to UW-Madison, the State Capitol and Dane County Regional Airport, Fitchburg offers the best of city and rural life. Idealistic neighborhoods and a vibrant urban district are surrounded by family farms, community parks and world-class bike trials for an experience that is *the best of both worlds*.

Excellent educational opportunities, environmentally progressive developments, an award-winning bicycle community, quality hotels and meeting spaces and access to a diverse and talented work-force are just a few of the reasons why residents love calling Fitchburg home and why businesses choose to do business here.

## Play Fitchburg...

Fitchburg offers opportunities for kids from 1-100 to get out and play. McKee Farms Park, Fitchburg's largest park, is home to the Splash Pad, Kids' Crossing Dream Playground, and Concerts at McKee. The park also hosts many other events and festivals throughout the year.

Just down the road at the Agora Pavilion you will find the Farmers' Market and the annual Agora Art Fair. Want something with a faster pace? The Berbee Derby runs past the Agora Pavilion every Thanksgiving morning.

If Sports are more your thing, you will find a wide array of opportunities with the Fitchburg Recreation Department and the Fitchburg Senior Center. Sports teams, exercise classes, and more are offered year round.

Fitchburg is also a hub for biking enthusiasts. With three state trails and three local trails winding their way through Fitchburg, all of southwest Wisconsin is easily within reach. Cyclists take over in September when Ironman Wisconsin weaves its way through Fitchburg.





## Fitchburg...by the Numbers

Population	26,090
Population Change Since 2000	+26.3%
Average Annual Population Growth	+2%
Size	35 square miles
Median Age	32.2
Median Home Value	\$256,987
Number of Households	11,159
2014 Living Units Built	278
2014 New Construction Value	\$69,159,076
Tax Increment Financing Districts	4
Tax Increment Revenue	\$3.7 million
Average Tax Rate	\$22.63 per \$1,000
2015 Tax Levy	\$19 million
2015 Total Annual Expenditures	\$40 million
Businesses	753
Miles of Road	126
2014 Miles of Road Added	.84 miles
Parks and Open Space	1,285 acres
Neighborhood & Community Parks	65
Miles of Bike Trails	45
Athletic Fields, Courts, & Diamonds	64
2014 Calls for Service (Fire Dept.)	1,807
(a 17.10% increase from 2013)	
Average Response Time to Scene	6:41
Miles to Dane County Regional Airport	12
2014 Fire Prevention Inspections	2,211
Miles to Wisconsin State Capitol and The University of Wisconsin	6

## Position Description

### Essential Functions:

- Assumes full management responsibility for all fire department activities and operations including fire prevention, suppression, technical services, emergency medical responder services, and administration; recommends and administers policies and procedures.
- Manages the development and implementation of the fire department goals, objectives, policies, and priorities for assigned service area; establishes, within departmental policy, appropriate service and staffing levels; develops and administers standard operating policies and procedures.
- Coordinates fire department activities with those of other departments and outside agencies and organizations; explain and justify Fitchburg Fire Department programs, policies, and procedures; negotiates and resolves sensitive, significant, and controversial issues. Promotes and coordinates mutual and automatic aid agreements with area departments.
- Directs, oversees, coordinates, and reviews the work plan for services with the department; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Supervises and participates in the development and administration of the department budget; directs and justifies the forecast of funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; plans allocation and use of all monies budgeted for department operations, including long-term capital improvement plan. Prepares and develops bid specifications for major purchases
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods, programs, and procedures; assesses and monitors workload, administrative and support systems and internal reporting relationships; implements and evaluates improvements.
- Manage and develop Fire Department staff. Hire, train, supervise, coordinate and evaluate a large and diverse staff. Develop and maintain effective employee relations. Direct and/or coordinate related management activities, e.g., affirmative action, labor relations, etc.
- Responds to emergency incidents; supervise the development and implementation of emergency medical and fire related codes and ordinances; personally direct emergency incident activities as necessary.
- Plans and conducts regular staff meetings and attends meetings of the Fitchburg Fire Department; participates in a variety of boards and committees; attends and participates in professional work group meetings, conferences, and workshops; stays abreast of new trends and innovations in the field of emergency services.
- Represents the City in relationships with the public, community groups, professional organizations, other City departments and divisions and outside agencies including public schools and civic groups.
- Prepares a variety of technical and departmental activities reports and records, and special projects and studies as assigned.

### Fitchburg Core Values

**Accountability:** We recognize that our behavior must reflect honesty, sincerity, and integrity through ethical and legal standards. We are dependable and accountable to our taxpayers, citizens, and each other.

**Service Excellence:** We provide excellent customer service by being helpful, positive, and caring. We maintain a respectful attitude with all of our customers.

**Dedication:** We are dedicated to the community and each other. We work together to bring out the best from our combined talents, experiences, knowledge and cultures, thereby creating a strong, positive, cooperative and fun environment.

**Initiative:** We strive to embrace change, encourage and support new ideas and methods, and are committed to continuous improvement. We search for ways to increase efficiencies, responsibly manage our limited resources, and develop a sustainable community.

**Pride:** We take pride in our work, continuously improving our skills and abilities to deliver quality services in a timely manner. We recognize and celebrate the successes of our fellow staff and the community.

### Mission Statement

Under the general direction of the Mayor and in coordination with the Police and Fire Commission, the Fire Chief is responsible for the managerial and administrative work in planning, organizing and directing the programs and services of the Fitchburg Fire Department. The Fire Chief must exercise considerable judgment and discretion in meeting departmental objectives and assists the City Administrator and Department Heads in meeting the overall mission, goals and objectives of the City of Fitchburg.



The City of Fitchburg Fire Department will maintain a high state of readiness, cultivating community partnerships, and creating innovative community programs.

Our emphasis will revolve around quality, innovation, trust, integrity, and customer service to internal and external customers.

We will deliver our services in a competent, courteous, respectful, and ethical manner reaching out to those in need within the community and beyond. We will accomplish our mission through prevention, public education, fire suppression, emergency medical care, and the continual professional development of our emergency response personnel.

### Announcement

Fitchburg, Wisconsin (Population 26,090) is seeking a dynamic leader to become its next Fire Chief. Fitchburg is a thriving and growing city in the southern metropolitan area of the Dane County region. The Fire Chief assumes full management responsibility for all fire department activities and operations including fire prevention, suppression, technical services, emergency medical responder services, and administration. Under the general direction of the Mayor and in coordination with the Police and Fire Commission, the Fire Chief oversees the combination department of 11 regular full time, 77 paid-on-call employees and 6 interns.

Qualified candidates shall possess five years of responsible and varied senior management experience in a directly related fire service capacity encompassing significant responsibility for the development and administration of fire department programs, services and resources. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in fire management, public administration or a related field. Must possess a valid Wisconsin driver's license.

Hiring range is \$ 86,528 - 98,883, depending on qualifications. The City offers an excellent benefit package. Applications will be accepted online at: [www.fitchburgwi.gov](http://www.fitchburgwi.gov) and must include cover letter, resume, three professional references, and completed supplemental questionnaire. Applications must be received by 11:59 p.m. on Sunday, May 3, 2015.

*Equal Opportunity Employer*

<b>Job Title:</b>	Fire Chief	<b>Reports To:</b>	Mayor and City Council
<b>Department:</b>	Fire	<b>FLSA Status:</b>	Exempt
<b>Division:</b>	Fire	<b>EEO Code:</b>	1-Officials & Administrators
<b>Salary Grade:</b>	Q	<b>Employee Group:</b>	Protective Employee
<b>Created:</b>		<b>Last Revision:</b>	March 2015

**Position Summary:**

This position is responsible for the managerial and administrative work in planning, organizing and directing the programs and services of the Fitchburg Fire Department. Under the general direction of the Mayor and in coordination with the Police and Fire Commission, the Fire Chief must exercise considerable judgment and discretion in meeting departmental objectives.

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**Essential Duties and Responsibilities:**

- Assumes full management responsibility for all fire department activities and operations including fire prevention, suppression, technical services, emergency medical responder services, and administration; recommends and administer policies and procedures.
- Manages the development and implementation of the fire department goals, objectives, policies, and priorities for assigned service area; establishes, within departmental policy, appropriate service and staffing levels; develops and administers standard operating policies and procedures
- Coordinates fire department activities with those of other departments and outside agencies and organizations; explains and justify Fitchburg Fire Department programs, policies, and procedures; negotiates and resolves sensitive, significant, and controversial issues. Promotes and coordinates mutual and automatic aid agreements with area departments
- Directs, oversees, coordinates, and reviews the work plan for services with the department; assigns work activities, projects , and programs; monitors workflow; reviews and evaluates work products, methods, and procedures
- Supervises and participates in the development and administration of the department budget; directs and justifies the forecast of funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; plans allocation and use of all monies budgeted for department operations, including long-term capital improvement plan. Prepares and develops bid specifications for major purchases
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods, programs, and procedures; assesses and monitors workload, administrative and support systems and internal reporting relationships; implements and evaluates improvements
- Manage and develop Fire Department staff. Hire, train, supervise, coordinate and evaluate a large and diverse staff. Develop and maintain effective employee relations. Direct and/or coordinate related management activities, e.g., affirmative action, labor relations, etc.
- Responds to emergency incidents; supervise the development and implementation of emergency medical and fire related codes and ordinances; personally direct emergency incident activities as necessary
- Plans and conducts regular staff meetings and attends meetings of the Fitchburg Fire Department; participates in a variety of boards and committees; attends and participates in professional work group

meetings, conferences, and workshops; stays abreast of new trends and innovations in the field of emergency services

- Represents the City in relationships with the public, community groups, professional organizations, other City departments and divisions and outside agencies including public schools and civic groups
- Prepares a variety of technical and departmental activities reports and records, and special projects and studies as assigned
- Promotes and ensure quality customer service is delivered to the City of Fitchburg community
- Assists the City Administrator and Department Heads in meeting the overall mission, goals, and objectives of the City of Fitchburg

#### **Supervisory Requirements:**

- Directly supervises Deputy Fire Chiefs
- Provides general supervision to all Fire Department staff.

#### **Minimum Qualifications**

##### **Education and/or Experience Requirements:**

- Five years of responsible and varied senior management experience in a directly related fire service capacity encompassing significant responsibility for the development and administration of fire department programs, services and resources. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in fire management, public administration or a related field. Other combinations of education, training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered

##### **Certifications:**

- Must possess a valid Wisconsin Driver's License at the time of appointment and maintain during entire duration of appointment.

##### **Necessary Knowledge Skills and Abilities:**

- Knowledge of the principles, practices and methods of modern fire administration
- Ability to work with laws and regulations, sometime written in legal terms
- Ability to use practical thinking to conduct or supervise investigations
- Knowledge of the full range of supervisory principles and practices, labor relations and personnel management
- Ability to plan, direct and supervise the work of the department
- Ability to deal with various kinds of people
- Ability to work with a high degree of independence
- Ability to keep physically fit
- Knowledge and ability to use fire-fighting equipment and other safety devices
- Ability to prepare effective written reports and correspondence, and delivering effective oral communication
- Knowledge and ability to properly utilize and use computers and applications, webinars, cellular phones, video conferencing, two-way radios, etc.
- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgment in stressful situations
- Knowledge of the ordinances and statues affecting the operation of the department
- Ability to plan and direct programs and activities including employee training and development, and fire prevention and investigation
- Ability to recruit and manage fire department members effectively

***In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.***

**Supplemental Information:**

**Tools and Equipment Used:**

Personal computer, including word processing and spreadsheet software; phone; copy machine; fax machine. Various municipal, building, and fire code documents and manuals. Mobile radio; cell phone; pager; motorized fire apparatus, equipment and appliances.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primary functions require sufficient physical ability to work in an office setting and operate office equipment and to respond to emergency alarms and/or assume command of field operations. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side to side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. and transporting distances up to 50 yards. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. and transporting distances up to 50 feet; operate a vehicle to travel to various locations; operate fire suppression and medical response equipment, apparatus, and tools; verbally communicate to exchange information. Vision: normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment. Hearing: in the normal audio range with or without correction.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is generally performed in a standard office setting with some travel to various locations in and outside of the City to attend meetings or respond to emergency scenes, disasters, or critical incidents. Occasional exposure to noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gasses, and all types of weather and temperature conditions. Evenings and weekends and be required.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

**Acknowledgement**

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_