



Human Resources Committee

Meeting Notice

September 5, 2024

Human Resources Committee

Patrick Delaney, Chairperson

Dennis Polach, Vice Chairperson

Justin Pluess

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Thursday September 5, 2024, at 4:00 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. It is possible that members of the Committee may appear remotely via video or audioconferencing for this meeting.

Agenda

1. Call to order.
2. Discuss and consider for approval a request from Fire Chief Eckes to allow a Battalion Chief to be appointed to the vacant Deputy Chief position, as no Division Chiefs currently qualify for the Deputy Chief position. This will allow the appointment of a Battalion Chief as Deputy Chief for this vacancy only, with a recommended stipend/additional compensation of \$5,300 per year for a Battalion Chief so appointed. See attached.
3. Adjourn.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



Referral Form

Name of Committee: Human Resources

Date of Request: 8/26/2024

Requestor: Todd Eckes

Request/Referral: Change language for appointment of Deputy Chief

Background information: Original language approved had only Division Chiefs as eligible for the Deputy Chiefs Position. Currently due to resignations for both Division Chiefs positions in a very compressed timeframe, the filling of those positions leaves us with two Division Chiefs that do not meet the minimum requirements for Deputy Chief. We have one Battalion Chief that not only meets the minimum but far exceeds it. I would like the change of language to include Battalion Chiefs when a Division Chief does not meet the minimum Qualifications.

Options available: Offer a stipend to the wage schedule for Deputy Chief or add a different Grade and step schedule.

Staff recommendation: Offer a annual stipend of \$5,300. This is a difference of Deputy Chief pay using the entry level adjustment between the Deputy Chief and a Division Chief.

Action you are requesting the committee take: Change the standard for Deputy Chief Appoinment to include Battalion Chief when a Division Chief does not meet the minimum qualifications.

How will the item be financed? There should be no additional cost since the Deputy Chiefs position is already funded.

Please attach all supporting documentation.

SOG 221b
The City of Wisconsin Rapids
Job Position Description

Position Title:	Deputy Fire Chief (40+hrs/week)	Department:	Fire
Date:	August 2024	Pay Grade:	17
FLSA:	Exempt	Reports To:	Fire Chief

Purpose of Position

One the department's two Division Chiefs will serve as the department's Deputy Fire Chief, while maintaining the duties they are assigned as Division Chief (Fire or EMS). **In the event that one of the Division Chiefs are not qualified and a Battalion Chief meets the identified qualifications, a Battalion Chief can be named the Deputy Chief.** As the second in command, one of the main purposes of this position is to assist the Fire Chief with command and control of department operations. The position will assume the duties of the Fire Chief in the event of an extended leave of absence. The Deputy Chief directs and supervises other department functions as delegated by the Fire Chief. The work of the Deputy Fire Chief is performed according to applicable rules, regulations, ordinances and statutes under the direction of the Fire Chief.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

May act in the capacity of Incident Commander and command emergency operations at an emergency incident, including determining the appropriate tactics and strategies through the use of a risk analysis, and directing equipment and personnel.

The DFC may also be called upon to act in the capacity of Incident Safety Officer during major incidents when off duty.

Assists in interpreting and enforcing union contracts; receives, resolves, or refers labor grievances; may assist with union contract negotiations. Develops work schedules; approves leave requests; approves overtime and training requests. Determines need for off-duty call-ins.

Participates in entry-level candidate selection. Participates in promotional leadership evaluations in relation to department officer positions. Reviews job applications. Initiates background investigations. Provides administrative orientation.

Administers department personnel actions. Resolves conflict between personnel and counsels subordinates.

Leads, advises, motivates, mentors, disciplines, and counsels subordinate employees. Professionally develops crew members through written, meaningful performance evaluations on an annual basis. These evaluations identify objectives and goals for the employee.

Assists in the development and analyzation of the long-term fire department planning

Investigates fires personally or ensures all suspicious fires are investigated by department fire investigation response team (FIRT) members.

Analyzes need for mutual aid assistance.

Distributes fire reports to insurance companies, law enforcement and attorneys.

Deputy Fire Chief

Receives complaints, questions and concerns from the public regarding fire issues. Assists Fire Chief in reviewing all complaints. Conduct internal investigations.

Assists the Fire Chief in developing, preparing, presenting and administering the department's annual budget. Prepares or supervises preparation of budget support information and schedules.

Assists the Fire Chief with administrative duties, and the department's strategic, operational, and tactical level planning.

Assists the Fire Chief in developing policies and procedures. Interprets and studies new laws and ordinances.

Assists the Fire Chief in organizing and managing department records.

Attends and participates in Common Council, committee, commission and other meetings as needed.

Prepares and gives reports and advises city officials regarding department activities.

Assists the department in creating and developing special projects.

Issues statements to the media regarding emergency operations. Prepares and distributes news releases.

Grants interviews and prepares and delivers speeches and demonstrations.

Sorts and files written materials.

Sends correspondence to business owners or citizens.

Operates department apparatus, equipment and tools.

Answers department telephone and enters report data to computer records.

Takes blood pressures.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Fire Science, EMS, or other related field, or enrolled in an accredited college at the junior level with a completion date within 24 months of job acceptance.

State of Wisconsin, NFPA, or Pro Board Fire Officer I & II certification, Fire, EMS, or Emergency Services Instructor I, Hazardous Materials Technician certification, State of Wisconsin licensed Emergency Medical Technician-Paramedic, ten (10) years' experience in Emergency Medical Services, Hazardous Materials Response and Structural Firefighting, and demonstrated leadership capabilities (public or private sector), plus the minimum educational/ certification requirements of a Captain on the Wisconsin Rapids Fire Department.

Educational Expectations of Deputy Fire Chief

It is also the expectation that the Deputy Fire Chief will continue to seek professional development and educational opportunities to enhance his/her leadership abilities while in this position.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.

Ability to compare, count, differentiate, measure, copy, record and transcribe data and information.

Ability to classify, compute, tabulate, and categorize data.

Ability to lead and direct a group of workers, including the ability to provide counsel and mediation.

Ability to influence, persuade, convince, and train others.

Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as training requirements, training materials/textbooks, personnel policies, performance evaluations, labor agreements, grievances, payroll reports, time sheets, FLSA spreadsheets, billing statements, EMS billing procedures, expense reports, invoices, purchase orders, requisitions, equipment specifications, budgets, grant applications, accident/injury reports, EMS reports, fire inspection reports, equipment operating/maintenance manuals, computer software operating manuals, meeting minutes, agendas, maps, fire code manuals, blueprints, rules and regulations, procedures, ordinances, statutes and non-routine correspondence.

Ability to communicate orally and in writing with department personnel, EMS Medical Director, medical facility personnel, city officials, city staff, school personnel, news media representatives, civic groups, law enforcement agencies, state officials and the general public.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to exercise chameleon-like leadership adaptability, and quickly and calmly adapt to a changing emergency operational environment.

Ability to use functional reasoning in performing influence functions such as leading, managing, supervising, teaching, mentoring, planning, directing and controlling.

Ability to exercise judgment, decisiveness and creativity required in critical and/or unexpected situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria that are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery requiring complex and rapid adjustments such as motor vehicles, fire apparatus, two-way radio, emergency medical equipment, rescue tools, hazardous materials equipment, computer terminal/keyboard, calculator, computer printer, photocopier, and telephone.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as operating firefighting and emergency medical equipment.

Deputy Fire Chief

Ability to exert moderate to heavy physical effort in light to heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Some tasks may involve exposure to temperature extremes, traffic hazards, machinery, electrical currents, toxic agents, explosives, confined spaces, disease, irate individuals, intimidation and violence.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date