



## **POLICE & FIRE COMMISSION MEETING AGENDA**

**MONDAY, JANUARY 12, 2026 AT 4:00 PM**

**MUNICIPAL BUILDING – 106 JONES STREET, WATERTOWN, WI 53094 – ROOM 2044**

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**1. CALL TO ORDER**

**2. APPROVAL OF THE MINUTES**

- A. Police and Fire Commission minutes from previous meeting

**3. POLICE**

- A. Review and take possible action: Hiring, Resignation and Promotional Updates
- B. Review and discuss: Training Updates
- C. Review and discuss: Monthly Activity Updates

**4. FIRE**

- A. Review and discuss: Monthly Data Report
- B. Review and Discuss: Personnel Update
- C. Review and take action: Probationary member status, Brady Smith
- D. Review and discuss: Fire Marshal candidate list and approve for hire conditional of background/medical/psych evaluations
- E. Fire Chief job description had a refresh. Approve updates
- F. Review and take possible action: Review updates to the other deputy chief job description
- G. Review and take action: Determine hiring process for Deputy Chief

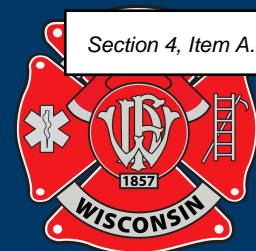
**5. ADJOURN**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov) phone 920-262-4000*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

# WATERTOWN FIRE DEPARTMENT

Monthly Report / **November 2025**



Compassion, Dedication,  
Integrity, Accountability,  
Trust



Greetings!

As we wrap up November, I'm pleased to share that the Miovision Opticom Traffic Control project from our 2025 capital plan is now fully implemented. The addition of an emergency pre-emption system was designed to improve safety and consistency at signalized intersections, and the installation has gone smoothly across the city.

The technology required to support the Opticom system also brought helpful secondary benefits to our day-to-day operations. The connectivity and onboard systems installed to make Opticom work effectively now give us stronger communication reliability in our apparatus and better insight into vehicle status and activity across the fleet. These improvements were part of the integrated system design and enhance the efficiency and dependability of our emergency response network.

One valuable outcome is the ability to understand how often emergency vehicles pass through each controlled intersection. This information supports our own routing discussions and can also be shared with Streets, Engineering, and other City departments to assist with long-term planning and infrastructure decisions.

The technology installed to support the Opticom system also enhances our ability to monitor and understand how our apparatus operate in real time. We now have reliable tracking for unit locations, clearer communication pathways with Dispatch, and the ability to review vehicle movement such as speed, routing, and whether a response was emergent or non-emergent. In addition, the system provides early visibility into maintenance needs—similar to a “check engine” indicator—helping us address issues proactively and keep frontline equipment ready for service. These tools strengthen both our operational awareness and our overall fleet reliability.

Overall, these upgrades reflect our ongoing commitment to modern, coordinated, and data-informed service for the community. We appreciate the support that allowed this project to move forward and look forward to carrying these improvements into 2026.

*Chief Tanya Reynen*



# Operational Statistics

## 2025 Year to Date Calls: 2992

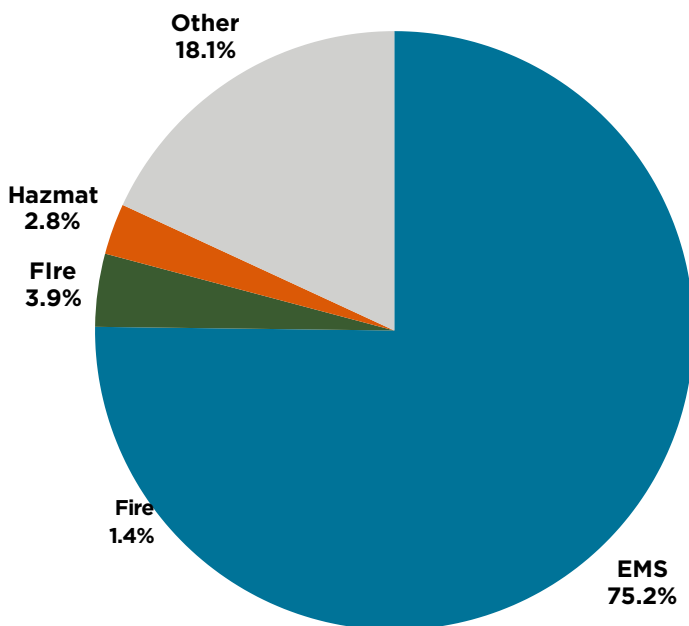
### November 2025 Calls: 254

EMS	Fire	Haz-Mat	Other
191	10	7	46

### November Incidents by Year

2023	2024	2025
247	261	254

### November Incident Percentages

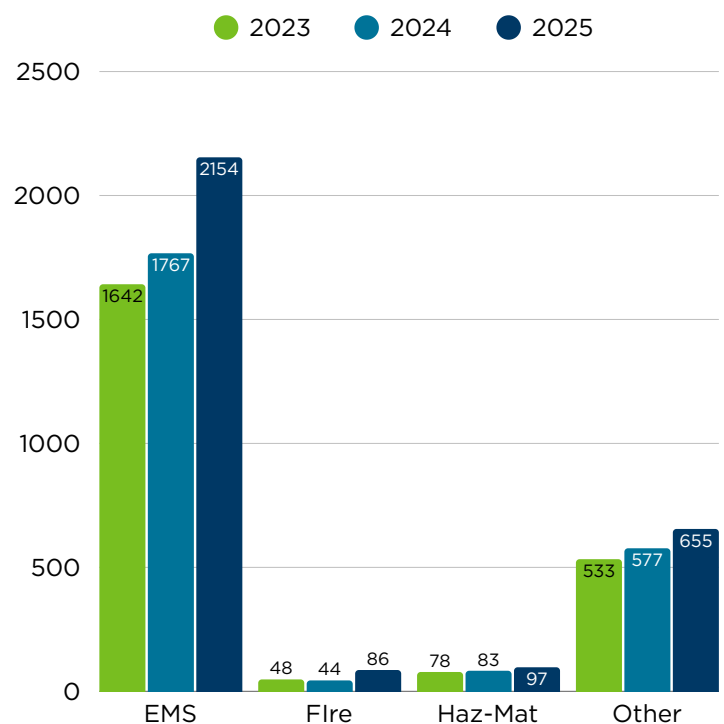


\*\*\*Other consists of lift assists, false alarms, hazardous conditions such as wires down or gas leaks, animal rescues, burn complaints, and other non-fire or EMS calls for service.

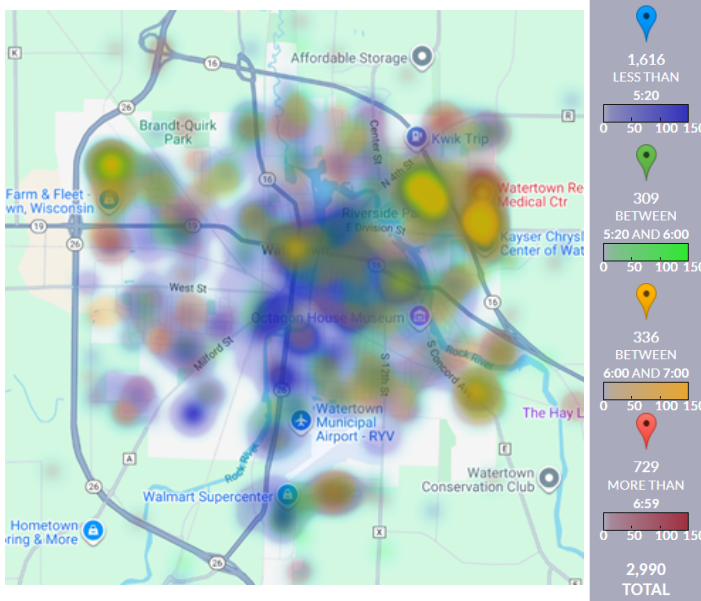
### Call Volume

As of November 19, 2025, our call volume had already reached the total number of incidents handled in all of 2024. The department's highest recorded annual call volume was 3,027 calls in 2023. Based on the current run rate, we project surpassing the 2023 benchmark within the first several days of December.

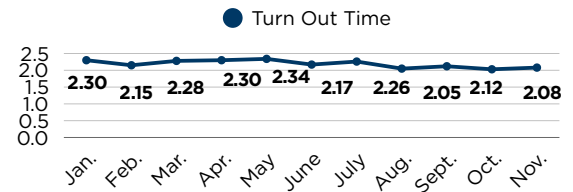
### Year-to-Date Incidents by year and type



## Year-to-Date Response Time Heat Map

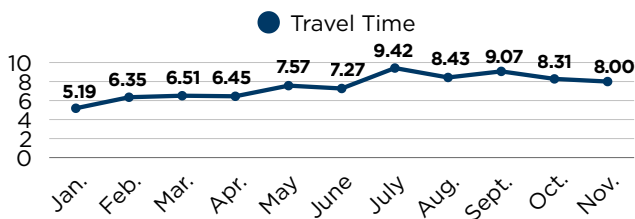


## 90th Percentile ALL ZONE TURN OUT TIME (Alarm>EnRoute)

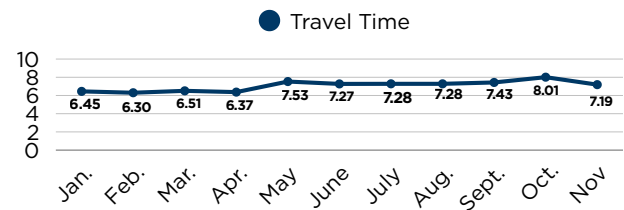


NFPA 1710 Benchmarks Turnout time  
EMS: 60sec. Fire: 1:20

## 90th Percentile ALL ZONE RESPONSE TIME (Alarm>First Unit Arrival)



## 90th Percentile CITY ZONE RESPONSE TIME (Alarm>First Unit Arrival)



## Simultaneous Calls for the Past Three Years

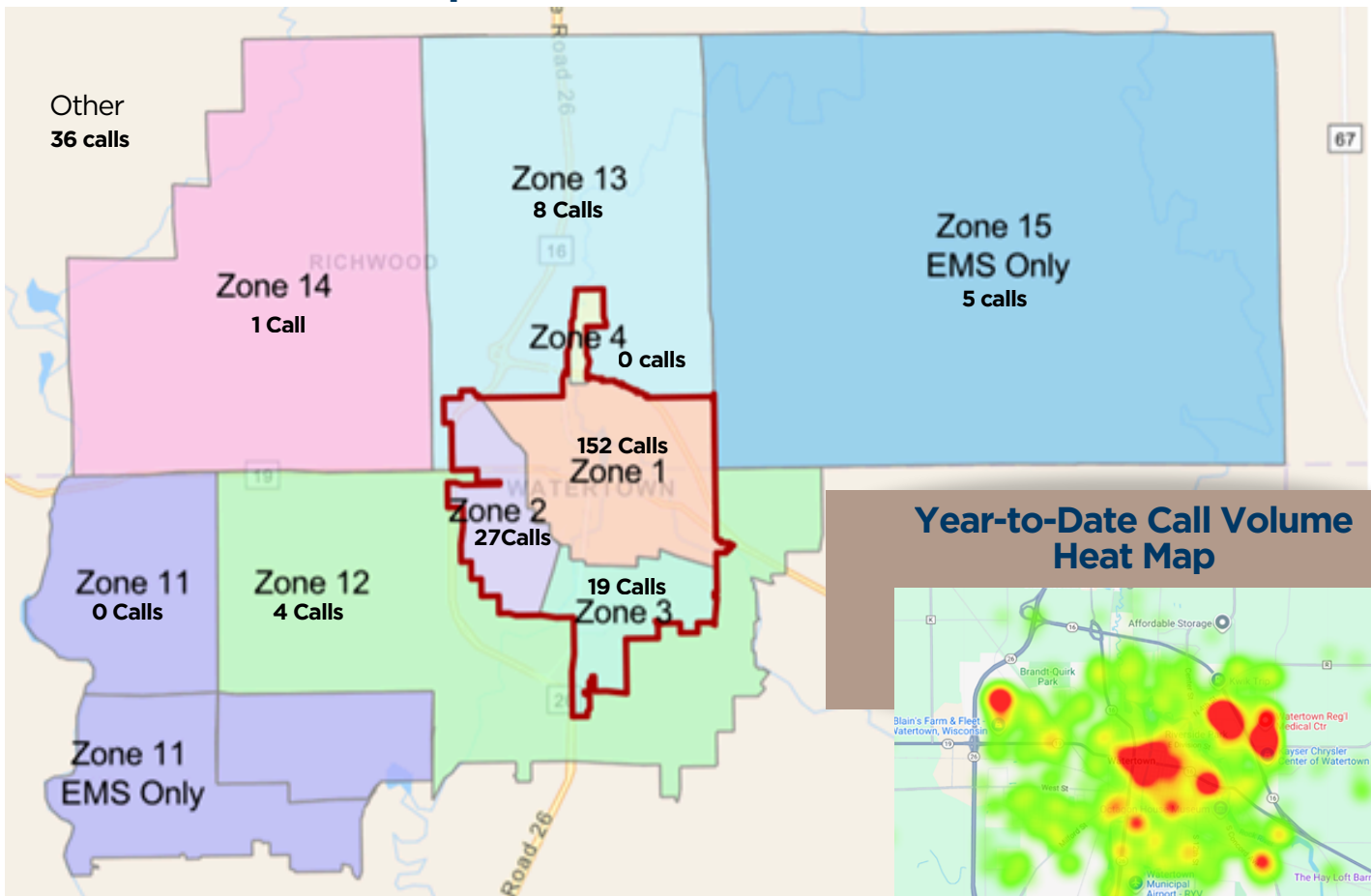
This means that the crew is out on more than one call at the same time.

	2023		2024		2025	
January	39	17%	52	19%	79	28%
February	48	20%	39	18%	63	28%
March	39	18%	52	22%	93	32%
April	37	17%	31	14%	74	28%
May	45	18%	47	20%	103	34%
June	46	17%	68	27%	78	27%

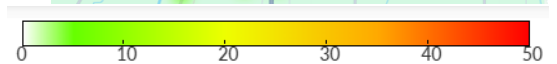
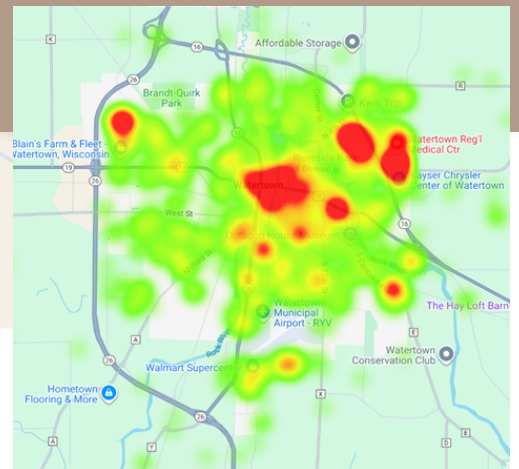
	2023		2024		2025	
July	63	22%	57	24%	87	30%
August	50	19%	50	22%	60	24%
September	47	18%	66	25%	89	33%
October	47	19%	57	22%	70	25%
November	51	21%	64	28%	57	24%
December	74	27%	58	28%		



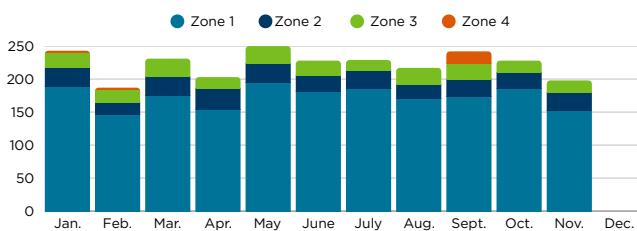
## Calls per Zone in November



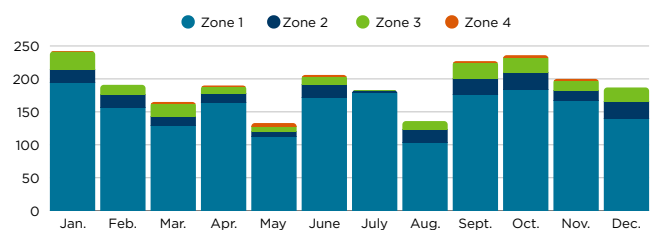
## Year-to-Date Call Volume Heat Map



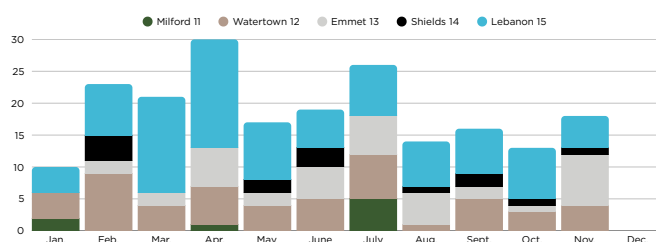
## 2025 Calls per City Zone



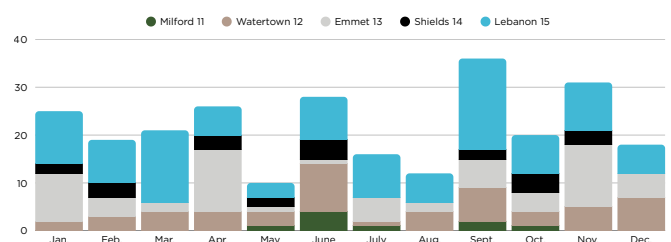
## 2024 Calls per City Zone



## 2025 Calls per Township Zone

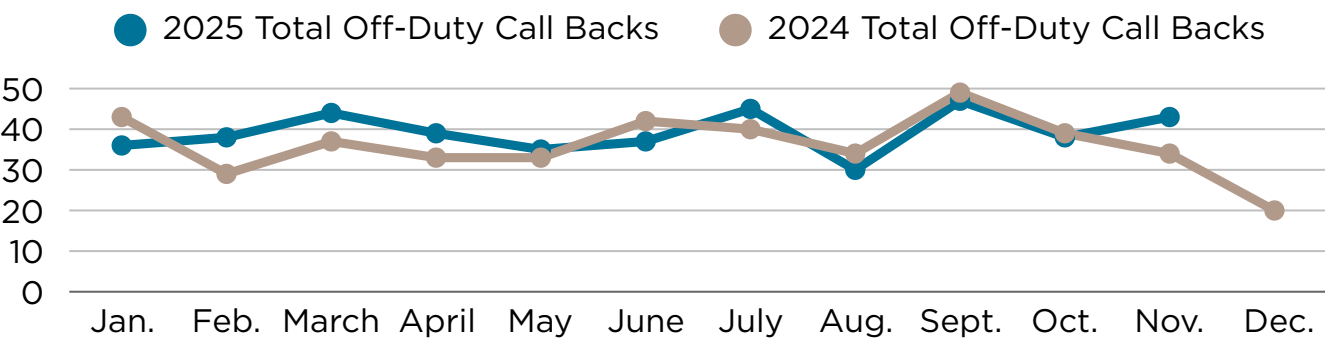


## 2024 Calls per Township Zone

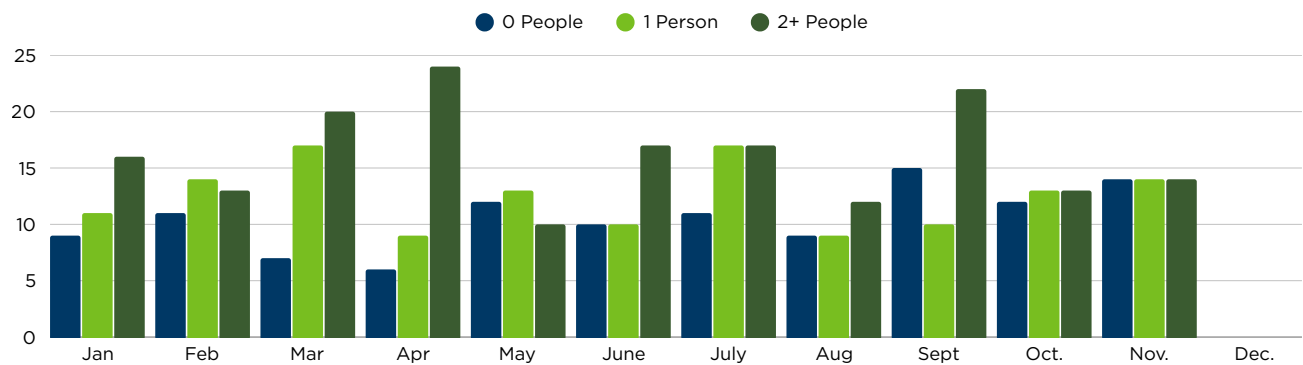


November Off-Duty Callback Occurrences

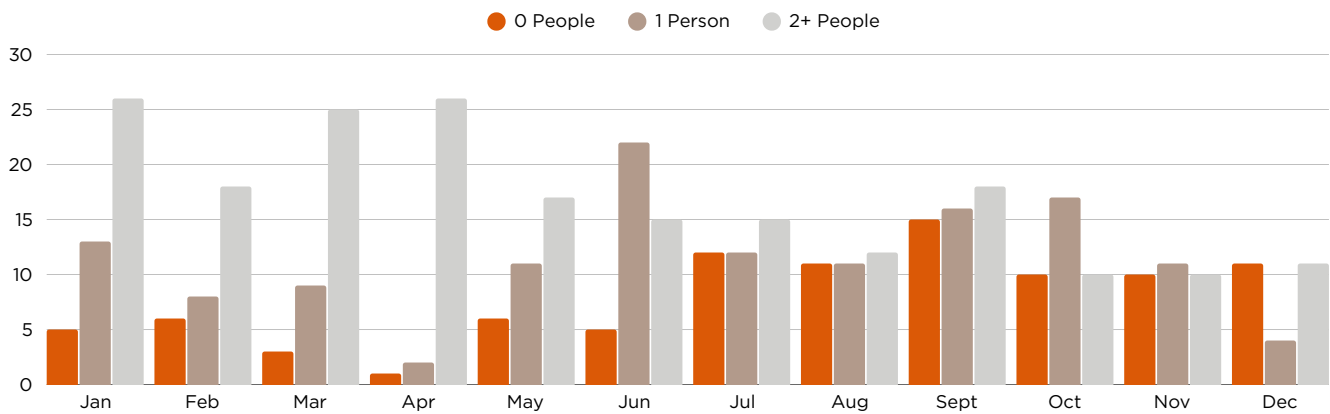
Number of People	0	1	2+	Total
Count	14	14	14	42



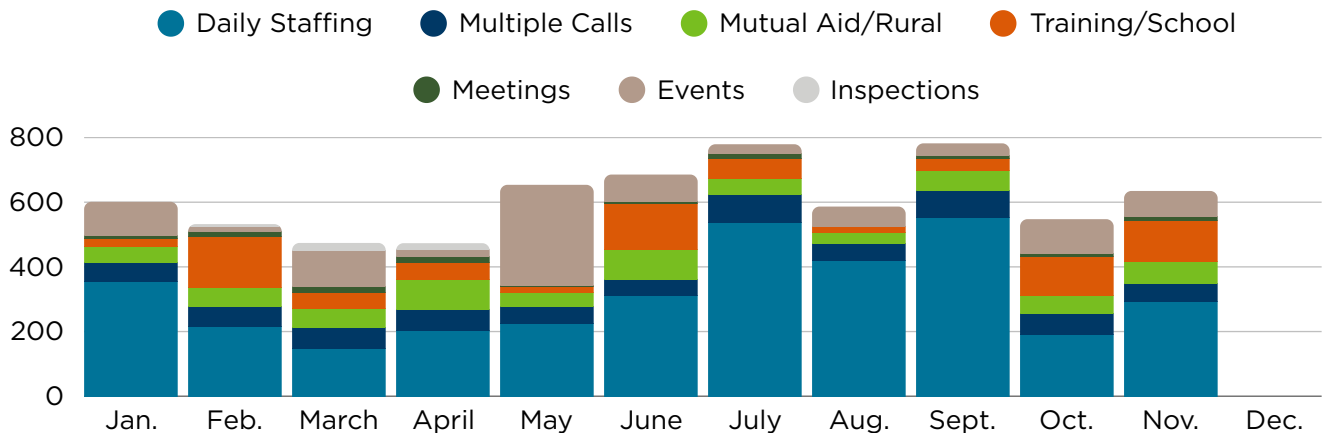
Off-Duty Callback Staff Reporting 2025



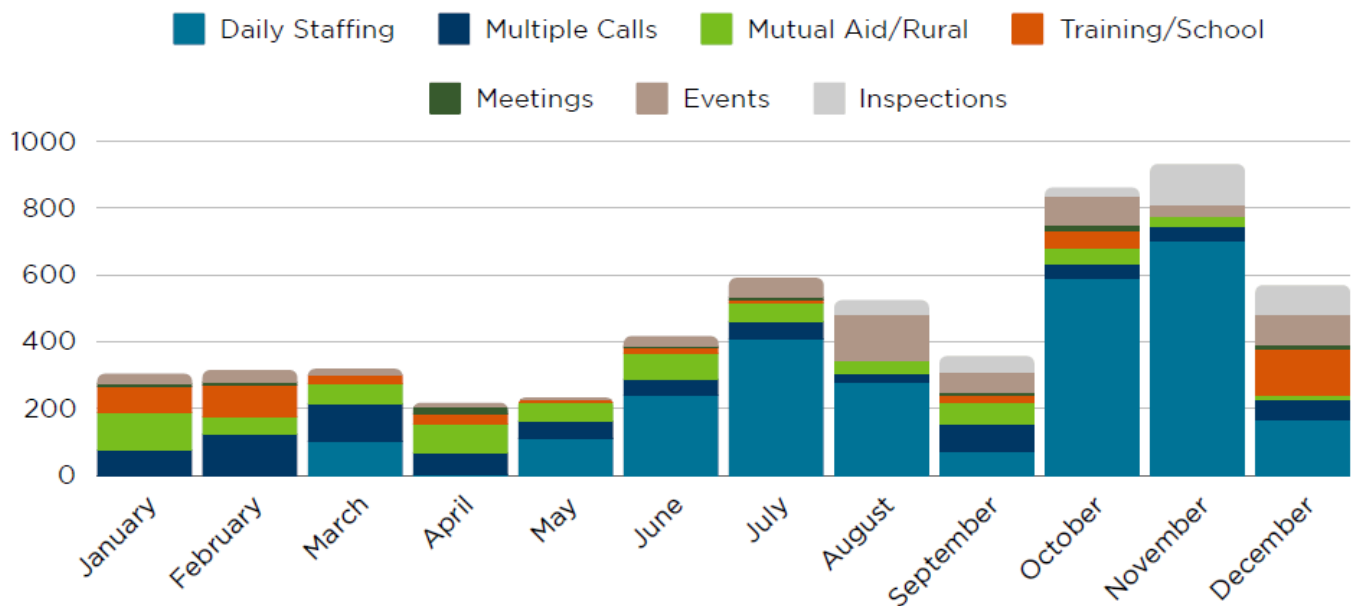
Off-Duty Callback Staff Reporting 2024



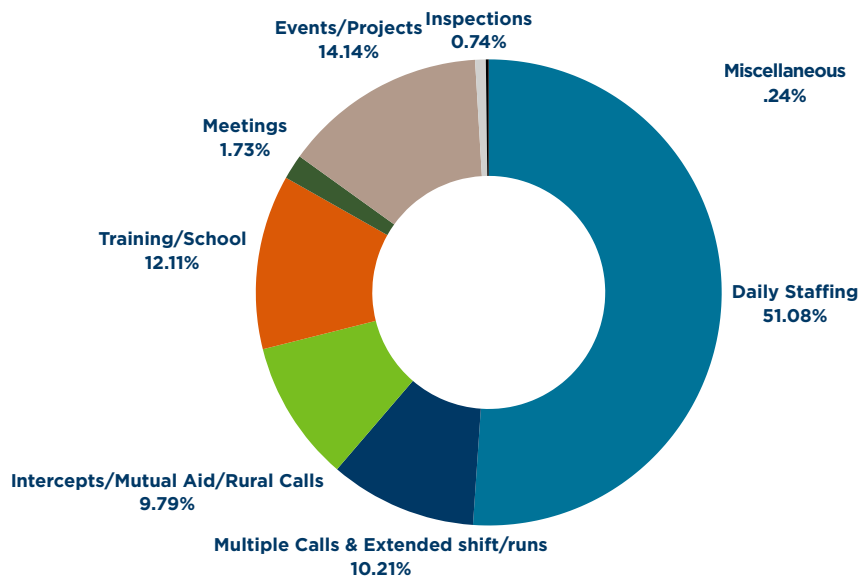
## 2025 Total Monthly Overtime Hours



## 2024 Total Monthly Overtime Hours



## Year to Date Overtime Percentage



### Staffing Update

The newest employee completed the academy and 1<sup>st</sup> month of ride time and will count towards staffing!

No staff on FMLA Leave  
1 staff in Paramedic Clinical  
2 staff in Driver Operator class

## Training Highlights

**New Employee Academy (8 days)**  
**Ground ladders: carries, raises & placement**  
**Highpoint rope rescue**  
**Rural Water Supply**  
**2 1/2" hose line**  
**Pro-Active MPO Tasks**  
**Reading Smoke**  
**Building Construction**  
**Scene Size Up**  
**EMS: High-Risk Populations**  
**EMS: Culture of Safety**  
**EMS- Medical Control Training (Airway)**

## Fire Safety Tip

As we head into colder weather, it's the perfect time to make sure your home is ready for the season.

Check your smoke and carbon monoxide alarms, replace batteries if needed, and test each device to be sure it's working. These alarms are your first line of defense — especially during winter months when heating equipment is running more often.

If you use space heaters, give them at least 3 feet of space, plug them directly into a wall outlet, and turn them off before bed or when leaving the room.

## Incident Highlights

**17 Mutual Aid/Autoaid Given**  
**6 Building Fires**  
**1 Unauthorized Burning**  
**6 False Alarms**  
**12 Motor Vehicle Crashes**  
**25 Lift Assists**



## Public Relation Highlights

**Station Tours—**  
**Menomonee Falls & Western Lakes**  
**Career Fair**  
**WCTC Open House**  
**WHS Health Observation** Student  
ride-along  
**Food Drive**  
**Webster School Field Trip**  
**Bell Ringing**





621 Bernard Street, Watertown, WI 53094 • 920-261-3610 • 920-261-7527 fax

## Deputy Chief Fire Marshal Eligibility List

Candidate	Total Score
1. Don Dishno	798.5
2. John Duvernell	615
3. Erik Finkelson	521

## MEMO

TO: Finance  
FROM: Fire Chief Reynen  
DATE: December 29, 2025  
RE: Fire Marshal Hring

### Background

Following a competitive recruitment and selection process for the Deputy Chief- Fire Marshal position, the Fire Department has identified Don Dishnow as the top candidate for appointment. Mr. Dishno brings extensive experience in fire code enforcement, plans review, and fire investigation. He currently serves with the City of Waukesha Fire Department in Fire Codes Enforcement and Fire Investigation.

His professional background includes prior service with the University of Wisconsin-Madison as a campus Construction Fire Inspector and Fire Plans Reviewer as well as with the City of Charlotte Fire Department in fire inspection, plans review and investigation. He also holds a B.S in Fire Safety engineering and an A.A.S. in Fire Protection Technology, along with numerous state and national certifications that fully meet and exceed the posted qualifications for this role.

Mr. Dishno's experience and qualifications align with the responsibilities and expectations outlined for the Deputy Chief Fire Marshal position. He has been employed with the Department for the last year and has been an integral, active participant in our inspection program and plans review since he began part time employment.

### Financial Impact

This appointment is within the approved budgeted position for Deputy Chief Fire Marshal. Salary and benefits will be administered in accordance with the established pay range for the position and consistent with City compensation policies. No additional budgetary adjustments are required beyond what has already been approved for this position.

### Recommendation

Approve the hiring of Don Dishno as Deputy Chief Fire Marshal at Grade 175 step A.



### Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Deputy Chief Fire Marshal DEPARTMENT Fire Department # OF APPLICANTS: 6

FT ☒ PT ☐ SALARY ☐ HOURLY ☐ Days Posted: 15 Incumbent: N/A

☒ NEW POSITION ☐ REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: ☒ Y / ☐ N  
(See Recruitment Policy)

Reason for Opening:

New Position Created

Justification for fill:

Meet operational needs of department and support emergency services in Watertown and surrounding area.

Top Candidate Name: Don Dishno Recommended Grade/Step/\$ 175 A

Qualifications:

WI Commercial Building Inspector, WI Fire Inspector DSPS, ICC Fire Inspector 1 & 2, ICC Fire Plans Examiner, Associates Degree- Fire Protection, Incident Safety Officer, Firefighter 1 & 2

First Alternate Name: John Duvernell Recommended Grade/Step/\$ 175 A

Qualifications:

Fire & arson investigator, fire inspector, fire officer 1, Fire protection degree, Firefighter 1 and 2, MPO, Driver Operator etc.

Second Alternate Name: Repost Recommended Grade/Step/\$ \_\_\_\_\_

Qualifications:

Comments:

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- ☒ References Completed  
☒ Background Check Completed  
☒ Permission for Screening Received  
☒ Grade, Step, and Years of Service  
☒ Contingent Offer Drafted

175A 49.99  
+30495

Final Approval

Grade \_\_\_\_ Step \_\_\_\_ Vacation \_\_\_\_

Finance Committee(as required) \_\_\_\_

Effective Date: \_\_\_\_\_

HR Signature

Date

Finance Director Signature

Date

Mayor Signature

Date

### City of Watertown Position Description

Position Title	Fire Chief / <u>Emergency Manager</u>
Department	Fire Department
Division	
Pay Grade	<u>180 ₣</u>
Classification	Full-time
FLSA Status	Exempt
Reports To	Mayor <u>&amp; Police &amp; Fire Commission</u>
Direct Reports	<u>Fire Department Personnel</u> <del>None</del>
Last Updated	<u>01/2026 04/2024</u>

#### Job Summary

The Fire Chief shall be the chief executive of the fire department under the direction and control of the Mayor, Common Council, and the Police and Fire Commission as contained in State Statute 62.09 (13). Officers and other department personnel shall be under the direction and command of the Fire Chief. The Fire Chief plans, directs, manages, and oversees the activities and operations of the Watertown Fire Department including fire and emergency medical service functions, protection of life and property, and fire prevention. This is a professional managerial position that coordinates assigned activities with other departments and outside agencies and supervises all phases of operations. This position is on-call on a 24-hour basis, however, at times delegates duties to supervisory employees. The Fire Chief is the Emergency Manager for the City of Watertown which is responsible for the administration and coordination of Emergency Operation planning, response, and recovery.

The Fire Chief serves as a member of the City's senior leadership team and contributes to cross-departmental collaboration, strategic planning, and organizational decision making in support of overall city objectives.

#### Essential Functions and Responsibilities

***The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.***

#### Administrative Work:

- Provides Strategic leadership for the department aligned with community priorities, Council direction and the City's mission, vision, and values.
- Plans, organizes, directs, and coordinates the work of subordinate professional, technical and clerical personnel in areas of fire suppression, prevention and inspection, emergency medical service, hazardous materials, training, public education, and administration/management.
- Uses data, performance metrics, and risk analysis to inform operational, staffing, and budget decisions. ~~Makes decisions regarding operational policies, expenditures, plans and other administrative matters as they affect the department.~~
- Ensures the Watertown Fire Department attracts, develops, and retains highly skilled, motivated, and diverse members.
- Develops, implements, and monitors department policies, procedures, goals, and objectives.
- Performs periodic reviews and revisions of department policies, procedures, goals, and objectives.



- Oversees Emergency Medical Services for EMS system design, demand management and regional coordination while —qualityensuring quality assurance, medical control, and compliance with all applicable regulations. and regulation compliance.
- Becomes familiar with and enforces Federal, State, and local laws, rules, and regulations applicable to department operations.
- Becomes familiar with and applies for Federal and State grants which serve the goals of the department.
- Becomes familiar with Federal and State discrimination and privacy laws, rules, and regulations, and develops a proactive policy to assure compliance.
- Maintains the records of the Department.
- Administers labor agreements affecting department employees and participates in contract negotiations.
- Provides appropriate training, assignment, and discipline of department personnel; plans, organizes, directs, and coordinates the work of subordinate professional, technical, and clerical personnel; evaluates the effectiveness of training; evaluates job performance of personnel annually or as otherwise necessary.
- Prepares and administers the department budget.
- Conducts appropriate staff meetings; attends other job-related meetings.
- Reviews and approves payroll related functions and measures the effectiveness of personnel deployment to control overtime expenditures.
- ~~Builds a culture of accountability, learning and continuous improvement; develops future leaders and succession capacity. Develops subordinates to a point that they are able to be considered for future leadership roles in the department and develop measures to demonstrate and evaluate same.~~
- Develops a positive, cooperative, and supportive relationship with professional organizations and other Fire Departments and agencies at the local, State and Federal level, including working with peers in negotiating/administering mutual aid agreements.
- Responds to emergency incidents and assumes ~~direct command-of operations~~, when appropriate, under Jefferson/Dodge County Emergency Government and in cooperation with involved Federal and State agencies.
- Serves as the City's Emergency Manager, providing leadership for comprehensive emergency management including preparedness, mitigation, response, recovery and continuity of operations.
- Coordinates citywide planning and operational readiness across departments, partner agencies and external stakeholders. Serves as the Director of Emergency Management for the City of Watertown.
- ~~Provides appropriate training for emergency operations.~~

#### Supervision Exercised

Provides executive leadership and administrative direction over all Fire Department personnel through the department's chain of command.  
None.

#### Minimum Education Qualifications

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

- Requires 4 years of post-high school education (e.g. bachelor's degree)
- 10+ years of firefighting experience
- Four years+ as a Battalion Chief rank or higher
- Post-high school education may be substituted with additional experience.

- Executive Fire Officer preferred
- Designation as a certified Chief Fire Officer with CPSE (within 3 years of appointment.)

Licenses, Certifications, and Other Requirements:

- Certified as an NREMT and/or State of Wisconsin EMT Basic or higher. (Paramedic preferred)
- NIMS 100, 200, 300, 400, 700, 800 & G191
- Pro-Board or State of Wisconsin Firefighter I and II
- Pro-Board or State of Wisconsin Driver Operator
- Pro-Board or State of Wisconsin Emergency Services Instructor 1 (Must Maintain)
- Pro-Board or State of Wisconsin Fire Officer 1 & II

EMT, Paramedic, Emergency Management, NIMS 100, 200, and 700

Minimum Knowledge, Skills, and Abilities Qualifications

***In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.***

- Comprehensive knowledge of firefighting/emergency medical services methods, practices, and techniques.
- Comprehensive knowledge of fire prevention, and equipment/apparatus used in firefighting/emergency medical services.
- Comprehensive knowledge of management, regulations, ordinances, and laws regarding a firefighting/emergency medical services department.
- Ability to effectively plan and supervise, through supervisory officers, the administration of the department.
- Considerable knowledge of supervisory techniques and ability to provide effective leadership and to plan, assign, and direct the work of various operating units.
- Comprehensive knowledge of and experience in business practices used in developing and administering an annual budget.
- Ability to prepare studies and analysis of City growth and structure for long term planning.
- Ability to prepare studies and reports used to maintain equipment and facilities of a municipal firefighting/emergency medical services department.
- Ability to prepare requested reports and records necessary for the effective and efficient operation of a municipal firefighting/emergency medical services department.
- Ability to express ideas clearly and concisely while establishing good public relations.
- Ability to exercise sound judgment and discretion in developing, applying, and interpreting department rules, policies, and procedures.
- Ability to establish and maintain effective working relationships.

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

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times and transport distances to 50 yards.
- May experience frequent periods of standing, walking, stooping, kneeling, crouching, and lifting.

- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to operate a vehicle and fire suppression and medical response equipment and tools.

**Work Environment**

The work environment is primarily indoors in an office setting. Must be able to perform essential functions of the position in emergency environments, including command and operational oversight under physically and mentally demanding conditions. but may respond to emergency alarms and/or assume command of field operations. Ability to work in areas outside and tolerate weather fluctuations. Capable of climbing stairs, climbing ladders and maneuvering over obstacles that may be found in the path of travel. Some travel is expected for this position.

**EOE / ADA Statement**

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

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above 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. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

### City of Watertown Position Description

Position Title	Fire Chief / Emergency Manager
Department	Fire Department
Division	
Pay Grade	180
Classification	Full-time
FLSA Status	Exempt
Reports To	Mayor & Police & Fire Commission
Direct Reports	Fire Department Personnel
Last Updated	01/2026

#### Job Summary

The Fire Chief shall be the chief executive of the fire department under the direction and control of the Mayor, Common Council, and the Police and Fire Commission as contained in State Statute 62.09 (13). Officers and other department personnel shall be under the direction and command of the Fire Chief. The Fire Chief plans, directs, manages, and oversees the activities and operations of the Watertown Fire Department including fire and emergency medical service functions, protection of life and property, and fire prevention. This is a professional managerial position that coordinates assigned activities with other departments and outside agencies and supervises all phases of operations. This position is on-call on a 24-hour basis, however, at times delegates duties to supervisory employees. The Fire Chief is the Emergency Manager for the City of Watertown which is responsible for the administration and coordination of Emergency Operation planning, response, and recovery.

The Fire Chief serves as a member of the City's senior leadership team and contributes to cross-departmental collaboration, strategic planning, and organizational decision making in support of overall city objectives.

#### Essential Functions and Responsibilities

***The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.***

#### Administrative Work:

- Provides Strategic leadership for the department aligned with community priorities, Council direction and the City's mission, vision, and values.
- Plans, organizes, directs, and coordinates the work of subordinate professional, technical and clerical personnel in areas of fire suppression, prevention and inspection, emergency medical service, hazardous materials, training, public education, and administration/management.
- Uses data, performance metrics, and risk analysis to inform operational, staffing, and budget decisions.
- Ensures the Watertown Fire Department attracts, develops, and retains highly skilled, motivated, and diverse members.
- Develops, implements, and monitors department policies, procedures, goals, and objectives.
- Performs periodic reviews and revisions of department policies, procedures, goals, and objectives.
- Oversees Emergency Medical Services for EMS system design, demand management and regional coordination while ensuring quality assurance, medical control, and compliance with all applicable regulations.



- Becomes familiar with and enforces Federal, State, and local laws, rules, and regulations applicable to department operations.
- Becomes familiar with and applies for Federal and State grants which serve the goals of the department.
- Becomes familiar with Federal and State discrimination and privacy laws, rules, and regulations, and develops a proactive policy to assure compliance.
- Maintains the records of the Department.
- Administers labor agreements affecting department employees and participates in contract negotiations.
- Provides appropriate training, assignments, and discipline of department personnel; plans, organizes, directs, and coordinates the work of subordinate professional, technical, and clerical personnel; evaluates the effectiveness of training; evaluates job performance of personnel annually or as otherwise necessary.
- Prepares and administers the department budget.
- Conducts appropriate staff meetings; attends other job-related meetings.
- Reviews and approves payroll related functions and measures the effectiveness of personnel deployment to control overtime expenditures.
- Builds a culture of accountability, learning and continuous improvement; develops future leaders and succession capacity. Serves as a trusted advisor to elected officials on public safety risk, service delivery options, and long-term capacity planning for fire department related items. Engages residents, businesses, and stakeholders in community risk reduction and resilience initiatives.
- Develops a positive, cooperative, and supportive relationship with professional organizations and other Fire Departments and agencies at the local, State and Federal level, including working with peers in negotiating/administering mutual aid agreements.
- Responds to emergency incidents and assumes command, when appropriate, under Jefferson/Dodge County Emergency Government and in cooperation with involved Federal and State agencies.
- Serves as the City's Emergency Manager, providing leadership for comprehensive emergency management including preparedness, mitigation, response, recovery and continuity of operations.
- Coordinates citywide planning and operational readiness across departments, partner agencies and external stakeholders. Leads the development, maintenance and testing of the Emergency Operations Plan (EOP, Continuity of Operations Plan (COOP), and related annexes to ensure alignment with local, regional and state frameworks.
- Other duties as assigned.

#### **Supervision Exercised**

Provides executive leadership and administrative direction over all Fire Department personnel through the department's chain of command.

#### **Minimum Education Qualifications**

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

- Requires 4 years of post-high school education (e.g. bachelor's degree)
- 10+ years of firefighting experience
- Four years+ as a Battalion Chief rank or higher
- Post-high school education may be substituted with additional experience.
- Executive Fire Officer preferred

- Designation as a certified Chief Fire Officer with CPSE (within 3 years of appointment.)

#### Licenses, Certifications, and Other Requirements:

- Certified as an NREMT and/or State of Wisconsin EMT Basic or higher. (Paramedic preferred)
- NIMS 100, 200, 300, 400, 700, 800 & G191
- Pro-Board or State of Wisconsin Firefighter I and II
- Pro-Board or State of Wisconsin Driver Operator
- Pro-Board or State of Wisconsin Emergency Services Instructor 1 (Must Maintain)
- Pro-Board or State of Wisconsin Fire Officer 1 & II

#### Minimum Knowledge, Skills, and Abilities Qualifications

***In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.***

- Comprehensive knowledge of firefighting/emergency medical services methods, practices, and techniques.
- Comprehensive knowledge of fire prevention, and equipment/apparatus used in firefighting/emergency medical services.
- Comprehensive knowledge of management, regulations, ordinances, and laws regarding a firefighting/emergency medical services department.
- Ability to effectively plan and supervise, through supervisory officers, the administration of the department.
- Considerable knowledge of supervisory techniques and ability to provide effective leadership and to plan, assign, and direct the work of various operating units.
- Comprehensive knowledge of and experience in business practices used in developing and administering an annual budget.
- Ability to prepare studies and analysis of City growth and structure for long term planning.
- Ability to prepare studies and reports used to maintain equipment and facilities of a municipal firefighting/emergency medical services department.
- Ability to prepare requested reports and records necessary for the effective and efficient operation of a municipal firefighting/emergency medical services department.
- Ability to express ideas clearly and concisely while establishing good public relations.
- Ability to exercise sound judgment and discretion in developing, applying, and interpreting department rules, policies, and procedures.
- Ability to establish and maintain effective working relationships
- Ability to perform heavy physical tasks under varying weather conditions.

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

#### Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times and transport distances to 50 yards.
- May experience frequent periods of standing, walking, stooping, kneeling, crouching, and lifting.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

- Must be able to operate a vehicle and fire suppression and medical response equipment and tools.

Work Environment

The work environment is primarily indoors in an office setting. Must be able to perform essential functions of the position in emergency environments, including command and operational oversight under physically and mentally demanding conditions. Ability to work in areas outside and tolerate weather fluctuations. Capable of climbing stairs, climbing ladders and maneuvering over obstacles that may be found in the path of travel. Some travel is expected for this position.

EOE / ADA Statement

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

*Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above 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. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Signatures:

Employee: \_\_\_\_\_

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

Department Head: \_\_\_\_\_

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

# CITY OF WATERTOWN POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**Title:** *Deputy Chief*      **Department:** *Fire*      **FLSA Status:** Exempt      **Date:** January 6, 2026

## **General Summary:**

This is an administrative and management position whose duties involve assisting in the planning, organization, and direction of fire and EMS operations within the Watertown Fire Department. Assignments are broad in nature and afford the exercise of independent judgment in relation to assisting in the administration and coordination of department operations, and for general direction and participation in fire and EMS operations. This position is responsible for the planning, coordination, documentation, and oversight of Fire Department training programs and EMS operations to ensure compliance with local, state, and national standards.

## **Reporting Responsibility:**

Under the general direction of the Fire Chief, the Deputy Chief is responsible for routine technical and confidential administrative tasks which require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Works with minimal supervision to complete routine assignments; special or unusual tasks may require closer oversight. Work is reviewed through periodic performance reports, observation of results achieved, and one-on-one conferences. In absence of Fire Chief, may assume role of acting Fire Chief.

## **Specific Accountabilities:**

1. Participates in staff meetings as required and makes suggestions and recommendations on the attainment of the goals and objectives of the Department by continually evaluating best practices to refine, revise, enhance, improve and update training programs and related content.
2. In coordination with shift officers, develop, coordinate, implement and maintain a department-wide training program which will effectively and efficiently attain the departments goals and objectives using accepted standards, teaching materials, apparatus, tools, equipment.
3. Ensure compliance with state and federal regulations, national standards and best practices such as (but not limited to) OSHA, ISO, NFPA, DSPS, DHS and the City's Insurance carrier.
4. Develop lesson plans, outlines and JPR's in accordance with set standard operating procedures and policies for Fire and EMS.
5. Select and oversee department instructional staff that assist with meeting departmental policies and training goals.
6. Oversees Fire and EMS training documentation, maintains electronic training records, and prepares training performance reports as requested.
7. Provides administrative oversight of the department's Records Management System. Works in conjunction with shift commanders and department personnel to ensure data accuracy, compliance and effective system use.
8. Responsible to oversee and maintain the EMS operational plan & EMS protocols.



9. Develops and implements department continuous quality improvement (CQI) program by reviewing and analyzing EMS effectiveness, system trends and needs, to ensure EMS system excellence. Continuously analyzes deployment of EMS resources and makes recommendations for any system modifications to enhance response.
10. Serves as the department's EMS Service Director and is responsible for maintaining ambulance licensure, DEA compliance, and coordination with medical control, state, and local partners.
11. Oversees or serves as the department's Infection Control Officer and Health and Safety Officer.
12. Utilize and maintain Training Facility and survey's potential locations for training in accordance with NFPA 1403 & NFPA 1402
13. Plan, develop and oversee probationary member training and evaluations.
14. Develop and manage task books for probationary firefighter/EMT/Paramedics, Driver Operators, Lieutenant and Battalion Chief positions.
15. Provides administrative oversight of emergency apparatus purchasing, specifications, lifecycle planning, and maintenance coordination. Works in conjunction with shift commanders and department personnel to ensure fleet readiness, safety, and fiscally responsible maintenance practices.
16. Assists with administrative oversight of department IT systems, including RMS, MDTs, fleet tracking, and related hardware and software, in coordination with City IT and department personnel.
17. Promotes positive department image through positive public personal conduct
18. Acts as an alternate to the fire chief to any city meeting that requires presence
19. Assists in planning, organizing, and directing the overall operation of the department
20. Monitors and evaluates section expenditures which includes recommendation of budget expenditures, evaluating past fiscal spending and anticipating future spending.
21. Assists with research and identification of grant opportunities in Fire and EMS and be able to persuasively communicate the Watertown Fire Department's mission in developing, writing and submitting grant proposals to third-party entities.
22. Attends training and meetings to remain current on fire suppression, rescue methods, leadership, management, and EMS skills.
23. Responds to large incidents to assist with emergency response hazard mitigation or function as part of EOC staff.
24. Model honesty, integrity, and adherence to departmental policies and core values.
25. Perform other work duties as assigned

#### **Required Knowledge, Skills and Abilities:**

##### Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Computer applications involving word processing, data entry, and /or standard report generation
- Regulations, ordinances, and laws regarding a firefighting/emergency medical services

##### Skills in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful
- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed
- Demonstrate productive leadership
- Proficient in using computers and relevant software applications

##### Ability to:

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Carry equipment with weights up to 50 pounds, traversing a variety of surfaces and elevations and being able to, sit, stoop, crawl, bend, climb, and twist while performing the essential

functions of this job.

- Maintain Paramedic license, as it is a condition of employment
- Ability to set and meet productivity goals, complete time-critical projects and manage multiple tasks with varying beginning and end dates.
- Ability to maintain confidentiality.
- Ability to work independently with little or no supervision.
- Ability to use problem-solving skills to successfully resolve issues or problems.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to use reasoning in performing functions such as supervising, managing, leading, instructing, directing, and delegating.
- Ability to exercise judgement, decisiveness and creativity required in situations information the evaluation of information.
- Ability to communicate in English, clearly, concisely, professionally, and effectively both orally and in writing.
- Ability to use discretion and good judgement in situations not covered by policy or previous practice.
- Demonstrate effective time management

### **Physical and Working Environment**

- Prolonged periods of sitting at a desk and working on a computer.
- May experience periods of standing, walking, stooping, kneeling, crouching, and lifting.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to operate a vehicle and fire suppression and medical response equipment and tools.

Varied work environment encompassing office settings, outdoor work in occasionally poor weather conditions, hazardous traffic areas, in and around structures that may be hazardous and/or unstable and under unfavorable or unsanitary conditions with may include biohazards, air and blood-borne pathogens. Capable of climbing stairs, climbing ladders and maneuvering over obstacles that may be found in the path of travel.

Moderate exposure to environmental conditions on scene or training grounds that impact physical comfort such as poor ventilation and temperature extremes. Requires use of extensive or specialized clothing and/or personal protective equipment such as a respirator or self-contained breathing apparatus. Protective clothing may be subject to wear and damage during operations.

Ability to work under conditions with significant and frequent exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, potential violence, noise, vibrations, machinery, electrical current, explosives, wetness, disease and/or dust, may cause discomfort and where there is a risk of injury.

Regular and continuous physical demands and continuous mental and visual attention to work environment.

### **Education and Experience Requirements**

This position requires at least ten (10) years of experience in fire prevention, suppression, or Emergency Medical Services, including a minimum of (5) years in a supervisory role. A bachelor's degree in a related field or in public safety/organizational management is preferred; however, a combination of relevant experience, training and education that provides the required knowledge skills and abilities may be considered in lieu of a degree. The following certifications and licenses are also required:

At time of hire:

- Wisconsin Driver's License
- Certified as an NREMT-P and/or State of Wisconsin EMT Paramedic
- Pro-board or State of Wisconsin Emergency Services Instructor 1
- Pro-board or State of Wisconsin Fire Officer I
- Pro-board or State of Wisconsin Firefighter II
- Pro-board or State of Wisconsin Driver Operator
- National Incident Management System (NIMS) Incident Command System (ICS) 700, 800 100, 200, 300, 400

Within 12 months of hire or as determined by Fire Chief

- State of Wisconsin Emergency Services Instructor 2
- Pro-board or State of Wisconsin Fire Officer 2
- Designation of Chief EMS Officer or Chief Training Officer through CPSE (Within 3 years of appointment.)

**Acknowledgement**

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

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Signatures:

Employee: \_\_\_\_\_

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

Department Head: \_\_\_\_\_

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

CITY OF  
WATERTOWN      POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**Title:** *Deputy Chief*   **Department:** *Fire*   **FLSA Status:** *Exempt*                      **DATE:** March 15, 2024

**General Summary:**

This is an administrative and management position whose duties involve assisting in the planning, organization, and direction of fire and EMS operations within the Watertown Fire Department. Work assignments are under the general direction of the Fire Chief. Assignments are broad in nature and afford the exercise of independent judgment in relation to assisting in the administration and coordination of department operations, and for general direction and participation in fire and EMS operations. Work is reviewed through periodic performance reports, observation of results achieved, and one-on-one conferences. As assigned, this position supervises all shift fire personnel, which may include 1-3 other supervisors. In Absence of Fire Chief, may assume role of Acting Fire Chief.

**Duties and Responsibilities:**

1. Responds to emergencies; assesses situation, takes mitigating actions to protect lives and preserve property, may assume incident command or other command positions at emergencies, utilizing available resources as necessary to protect the citizens and property of the community
2. Responsible to develop, organize, implement and maintain a department-wide training program which will effectively and efficiently attain the divisions written goals and objectives through the use of accepted standards, teaching materials, apparatus, tools, equipment, etc.
3. Coordinate Fire and EMS Trainings and maintain training records.
4. Attends training and meetings to remain current on fire suppression, rescue methods, leadership, management, and EMS skills
5. Oversees general fire code enforcement and general fire investigations
6. Schedule Monthly pre-plans for the Fire Department
7. Coordinate and oversee all Community Risk Reduction initiatives such as Knox Box, Fire Prevention, Public Education etc.
8. Utilize and maintain Training Facility and surveys potential locations for training in accordance with NFPA 1403 & NFPA 1402
9. Maintains EMS Licensure as a Paramedic and ensures all personnel's EMS licenses are maintained.
10. Participates in staff meetings as required and makes suggestions and recommendations on the attainment of the goals and objectives of the Department.
11. Responsible to oversee and maintain the EMS operational plan, EMS protocols, and EMS training schedule
12. Ensures that DEA Compliance is maintained
13. Oversees the EMS QA program
14. Oversees Knox Box program
15. Act as the departments Infection Control Officer

16. Acts as Department's Health and Safety Officer
17. Liaison and representative for EMS operations and attends EMS meetings
18. Be an effective mentor to all fire department staff members
19. Promotes positive department image through positive public personal conduct
20. Ensures all routine duties such as report writing, data entry, and completing required paperwork is complete and in proper order
21. Responsible for assigned personnel and their compliance with department rules policies, procedures, and special instructions of higher-ranking officers
22. Acts as an alternate to the fire chief to any city meeting that requires presence
23. Assists in planning, organizing, and directing the overall operation of the department
24. Assists in the preparation of departmental budget for their areas of responsibility
25. Assists in researching and recommending material for the development and revision of general orders, special orders, rules and regulations, and/or manuals of operations and procedure guidelines the activities necessary to handle all hazards recovery for the City of Watertown.
26. Assists in completing analysis, planning, directing, and evaluating
27. Periodically evaluates the capabilities of personnel, and where required shall develop programs for additional training for the advancement of each employee
28. Participates in hiring and promotional procedures as assigned
29. Responsible to prepare and submit to the Fire Chief regular and such other special reports as may be required
30. Ensures that department goals and objectives are accomplished, and all assignments are completed on time
31. In cooperation with other officers of the department, reports on the proficiency of probationary members of the department
32. May develop and implement new methods of performing various techniques required in handling all types of emergencies
33. Shall perform the duties of Fire Chief, in his absence, as assigned or required
34. Perform other work duties as assigned

#### **Required Knowledge, Skills and Abilities:**

Graduation from an accredited bachelor's degree program with major course work in Fire Science or a closely related field. Ten (10) years' experience in firefighting work which includes at least three (3) years' experience as a Captain or above; certified as an NREMT and/or State of Wisconsin EMT Paramedic, NIMS 100, 200, 300, 400, 700, 800 certified as a State of Wisconsin Firefighter I and II, possess a valid State of Wisconsin Driver's License, must have certification as a State of Wisconsin Driver Operator, State of Wisconsin Emergency Services Instructor 1, and State of Wisconsin Fire Officer I, and/or an equivalent combination of education and experience which provides the following knowledge, abilities, and skills:

##### Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Computer applications involving word processing, data entry, and /or standard report generation
- Regulations, ordinances, and laws regarding a firefighting/emergency services department

##### Skills in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful
- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed
- Provide productive leadership

##### Ability to:

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.

- Lift and carry patients in conjunction with at least another employee with weights of greater than 100 pounds, carrying equipment with weights up to 30 pounds, traversing a variety of surfaces and elevations and be able to, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations
- Exercise judgment during hazardous circumstances and act quickly and effectively during
- Maintain Paramedic license, as it is a condition of employment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand, follow, and effectively carry out instructions
- To effectively lead and manage assigned personnel to complete all tasks
- Ability to take personal accountability for being an officer
- Have good time management

**WORKING CONDITIONS**

Emergency firefighting and public safety environment; exposure to fire surroundings; exposure to intense heat, structural collapse, falls and possible electrocution at emergency scenes, animal and human blood and other fluids, hazards of emergency driving, hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; exposure to inclement weather conditions; work in and with water; work at heights on scaffoldings or ladders; work in confined spaces; work underground when necessary; work on slippery and uneven surfaces; work in and around heavy vehicles and equipment; exposure to noise, dust, grease, smoke, fumes and gases; exposure to potentially hazardous chemicals, explosives, high voltage and toxic materials; exposure to waste and infectious diseases; possible exposure to electrical or radiant energy, work closely with others.

I have read and understand the contents of this position description, and I have received a copy of this position description for my records.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_