



A G E N D A
CITY OF WAUPUN SPECIAL POLICE AND FIRE
COMMISSION MEETING
Waupun Safety Building-16 E. Main Street,
Waupun
Wednesday, September 21, 2022 at 4:30 PM

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETING

1. Approval of minutes from the July 20, 2022, Police and Fire Commission Meeting

No Public Participation after this point

GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT AND WAUPUN FIRE DEPARTMENT

1. Discuss and approve Fire Chief & Emergency Management Director recruitment process
2. Approve recommendations to the Waupun Common Council to retain a professional service firm to support recruitment of Fire Chief and Emergency Management Director

CLOSED SESSION

The Waupun Police and Fire Commission will adjourn in closed session under Section 19.85 (1)(c) of the WI Statutes for:

- (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility
3. Consider Interim Fire Chief and Emergency Management Director

OPEN SESSION

The Waupun Police and Fire Commission will reconvene in open session under Section 19.85 (2) of the WI Statutes.

ACTION FROM CLOSED SESSION

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, July 20, 2022 at 4:30pm

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CALL TO ORDER

Meeting convened at 4:30pm by PFC President in the Waupun Safety Building.

ROLL CALL*

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Mike Thurmer; Waupun Fire Department (WFD) Chief BJ DeMaa

Guests: N/A

Member(s) absent (excused): Tara Rhodes, Nancy Vanderkin (City Council Liaison)

***this meeting is a continuation of the interview process initiated on 6/9/22 as candidate was unavailable to attend on 6/9/22 (same Commissioners present to ensure consistency in interview process).**

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct an interview with a qualified applicant for a Firefighter position.

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to go into Closed Session at 4:32pm was made by T. Heidemann (second by B. Buchholz; all in favor).

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 4:55pm after motion from T. Heidemann (second by B. Buchholz; all in favor).

ACTION FROM CLOSED SESSION

A motion at 4:56pm by John Bett was made to recommend applicant K. Hoekstra, for hiring consideration for a Firefighter position (second by T. Heidemann; all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is to-be-scheduled (the Commission meets quarterly, at minimum).

If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

ADJOURNMENT

Motion to adjourn meeting at 4:57pm made by T. Heidemann (second by J. Bett; all in favor).

Respectfully submitted,
John Bett, Vice President

Cc: Commission members; WFD Chief; WPD Chief, Deputy Chief & Admin./Records; City of Waupun Mayor, Administrator / Director of Economic Development & City Clerk.

City of Waupun
Fire Chief and Emergency Management Director
DRAFT - Hiring Process

- Approve Job Description and Classification Review (complete and approved by City Council 9/13/22)
- Develop and Implement Internal Communications Plan
- Consider Recruitment Partner and Process
- Develop Recruitment Material
- Marketing of Position (ad placement, deadlines, etc. – recruiter guided)
- Determine interview panel(s)
- Establish interview questions and scoring methodology
- Initial screening to identified qualified candidate pool
- First Round Interview and Recommendations for Second Round Interview
- PFC Interview of Qualified Applicant Pool
- Presentation of Back Ground, Reference and Assessment Findings
- Conditional offer to Top Candidate
- Background / Med/Psych Evaluations (where appropriate)
- Negotiate Employment Agreement
- Execute Employment Agreement

**City of Waupun
Position Description**

JOB TITLE	Fire Chief and Director of Emergency Management
REPORTS TO	Mayor and/or City Administrator
DEPARTMENT	Fire & Emergency Management
TYPE	Non-Represented
FLSA (overtime status)	Exempt
CLASSIFICATION	P
DATE APPROVED	09/13/22

GENERAL PURPOSE:

The Fire Chief and Emergency Management Director is responsible for oversight of all functions and activities of the Fire and Emergency Management Department to protect life and property in the City of Waupun. This position provides professional leadership for the fire and emergency management department to meet the current and future public safety response needs of the city. Work involves direction, supervising, and evaluating activities of staff; overseeing the development of department strategies, goals and objectives; fiscal control off the departmental operating budget; policy and guideline development, implementation, and enforcement; publicly representing the Fire and Emergency Management Department and the City of Waupun at community functions. The Police and Fire Commission appoint the Fire Chief and Director of Emergency Management. The Fire Chief receives general supervision from the City Administrator and/or Mayor and is accountable to uphold duties in accordance with city, county and state policies, procedures and applicable laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; makes recommendations to the Police & Fire Commission regarding discipline, hiring and promotions; interviews, hires, and trains employees; plans, coordinates, assigns, and monitors performance and coaches, councils, mentors, trains, and advises employees for meeting department goals and employee career development; plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.
- Prepares the Department’s annual operating and capital budgets for submission to the Common Council. Manages the annual budget to best utilize available resources to carry out the goals and objectives set forth by the mission and vision of the department. Plans, directs and controls department activities related to maintenance and purchase of equipment, assignment of personnel and equipment, and accreditation requirements.
- Advises the City Administrator, Mayor, Common Council, and the Police and Fire Commission of Fire Department matters. Leads and implements strategic planning efforts for the department in collaboration with City Administrator, the City’s management team, the Common Council and related Boards and Commissions to ensure the department is positioned and resourced to meet the long-term public safety needs of the community; develops, recommends, and implements cost-effective, innovative department programs, policies and procedures to address identified needs.

- Manages incident scenes involving structure fire, hazardous material, multi-company rescues, and natural or man-made disasters; responds to incident and commands scene to ensure that appropriate techniques are utilized; supervises, conducts, and monitors fire investigations to determine cause and origin.
- Maintain and when necessary execute the City's Emergency Response Plan, dictating emergency management and emergency operation center practices; Plans and directs training in emergency management to ensure staff and community preparedness.
- Oversee the City's contracted ambulance service to ensure response standards are met in accordance with municipal contract; coordinate meetings and communicate routine updates to townships within the Waupun Ambulance District on performance of the service; lead Emergency Medical Responder (EMR) team to support and strengthen emergency response within the city.
- Establishes and maintains effective working relationships with staff, City officials, community organizations, other fire departments, other agencies, County departments, and the general public. Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies, and handling complaints. Responds to all citizen complaints involving the Department, except as to a complaint about the Chief.
- Makes effective verbal and written presentations. Speaks before governmental bodies and public groups on the plans, programs, and goals of the Fire Department. Participates in meeting with influential people within the community, developers, officials, citizens, government officials, and news media to establish goodwill, resolve and respond to issues, and for the dissemination of information.
- Develops, communicates, and monitors policies, procedures, and standards; implements improvements when necessary; monitors and communicates policies, procedures and standards to identify and correct problems and deficiencies.
- Conducts staff meetings to review progress, accomplishments, budgets, strategies, and plans for the department.
- Ensures quality standards and compliance with regulations; signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs, and reading trade and professional journals and publications.
- Directs fire safety education, pre-fire planning, and emergency preparedness programs, as well as the regulatory responsibilities of the department. Prepares annual report for all fires occurring in the City during the preceding year stating the cause, classification, and number of buildings involved, and other relevant data on the Department operations, including a status report on apparatus, equipment, and buildings.

- Performs special assignments and projects by researching, analyzing and preparing reports; Writes technical reports of findings, conclusions, and recommendations based on thorough analysis of data for presentation to others.

QUALIFICATIONS:

This position requires a high-level of technical, professional and managerial competency with a proven and verifiable track record of success. Graduation from an accredited two-year firefighting and emergency response program with ten (10) years of progressive management responsibility in fire and rescue, or an accredited four-year college or university with a Bachelor's Degree in fire science, public administration, management, business or a related field with firefighting and emergency response training and five (5) years of progressive management responsibility in fire and rescue is required, or any combination of education and experienced needed which provides the requisite knowledge, skills and abilities for this position. Must possess State of WI certifications including Firefighter II, Fire Inspector, and Emergency Services Instructor I. Must be certified as an Emergency Medical Responder (NREMT) or higher. Must possess certification in National Incident Management System (NIMS) ICS 100, 200, 300, 400, 700, 800 or must complete within one year of hire.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Management-level experience in business operations, firefighting, fire investigation, emergency preparedness, media relations and administration.
- Thorough knowledge of modern fire protection principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of a fire fighter and manager, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment;
- Ability to operate a variety of equipment such as, but not limited to, a fire engine, mobile radio, portable radio, hoses, axes, fire prevention and extinguishing equipment, first aid equipment, medical equipment such as an A.E.D. or oxygen machine; camera, computer, typewriter, photocopying machine, dictaphone, tape recorder, dispatch radio, facsimile machine, and telephone;
- Ability to attend and react appropriately in emergency situations;
- Ability to see and have adequate close vision, distance vision, color vision, peripheral vision and depth vision, and the ability to adjust and focus; and
- Ability to hear and smell and to perceive and discriminate smells and sounds.
- Professional maturity, self-confidence, and strength of conviction to provide administrative insights and leadership.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Ability to work with appropriate local, regional, state and federal jurisdictions and agencies as well as the private sector, and the general public in a constructive and cooperative manner.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Excellent communication, interpersonal, and team building skills.
- Strategic planning skills.

- Ability to gather data, investigate and analyze information while being able to draw conclusions and issue recommendations.
- Strong budget planning management abilities in capital improvement planning and budget development and control.
- Ability to maintain confidentiality.
- Ability to make oral presentations to groups of various sizes and compositions.
- Excellent computer skills, specifically in Microsoft Word and Excel.
- Must possess a valid WI driver's license.

Tools and Equipment Used:

A variety of equipment such as, but not limited to, a fire engine, mobile radio, portable radio, hoses, axes, fire prevention and extinguishing equipment, first aid equipment, medical equipment such as an A.E.D. or oxygen machine; camera, computer, typewriter, photocopying machine, dictaphone, tape recorder, dispatch radio, facsimile machine, and telephone;

Work Environment:

The work is performed indoors and outdoors in all forms of Wisconsin weather and in extreme heat and cold and under inclement situations. Noise level is moderate and depends on location of duties performed. Position requires the ability to perform in dangerous situations under high levels of stress. Contact with staff, city employees, public and officials is required. Attendance at evening meetings when the nature of the discussion relates to duties of the position.

Equal Opportunity Employer:

The City of Waupun 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.