



**CITY OF STURGEON BAY  
PERSONNEL COMMITTEE  
Thursday, July 28, 2022  
Council Chambers - 421 Michigan Street, Sturgeon Bay  
10:00 a.m.**

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Non-budgeted Staffing Request from Fire Department.
5. Convene in closed session in accordance with the following exemption:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

Consideration of: Collective bargaining.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

6. Adjourn.

Personnel Committee Members:  
Dan Williams, Chr.  
J. Spencer Gustafson, Vice Chr.  
Dennis Statz

Posted:

Date: 7/26/22  
Time: 12 noon  
By: SLR

## EXECUTIVE SUMMARY

TITLE: Sturgeon Bay Fire Department Part-Time Fire Administrative Assistant

BACKGROUND: The Sturgeon Bay Fire Chief and Assistant Chief have historically completed all office tasks including bill payment, answering phones, scheduling all full-time overtime, full-time vacation requests, part-time night and weekend shifts, part-time vacations, training, public education, community outreach, and public interaction. All of this has been completed along with plan review, commercial occupancy, mandated reporting for State and Federal agencies, incident response, City and Town meetings, along with department operating and capital budgeting.

In 2004 Chief Herlache was able to hire back 3 full-time firefighters but chose at that time to eliminate the Assistant Fire Chief position, in 2004 the fire department ran 984 total calls for service. In 2011 a study was done for department needs, it showed there was no succession planning within the department coupled with increased tasks and call volume the recommendation was to the return of the Assistant Fire Chief position.

In 2012 the Assistant Fire Chief position was budgeted and started in July. With this position, it allowed for administrative tasks to be completed in a more timely manner, allowing the Fire Chief to perform required duties and bringing department continuity through the Assistant Chiefs' position. In 2012 the department ran 1094 calls for service.

In 2020 our Part-Time Fire Inspector position was implemented on a 24hr week schedule, this was due to the increased number of regular inspections, the large increase of events, and the number of fire reinspections. The implementation of this position allowed our full-time FFs to complete the additional tasks and calls. In 2019 the department ran a total of 1437 calls for service.

In 2021 the department ran a total of 1694 calls for service along with 2043 fire inspections. In 2022 we are currently projecting our call volume to be approximately 12-15% higher than in 2021 resulting in over 1900 calls for service. Since 2003 our calls for service have increased by 92% to date. This impact has not allowed for the Fire Chief or Assistant Chief to properly complete required tasks promptly, a lack of staff mentoring, training, and other department needs. With the increase in calls, inspections, plan reviews, and other department needs, it has been identified that an administrative assistant to the Chief and Asst. Chief would allow for tasks to be completed along with office needs to be addressed allowing for Fire Admin to fulfill operational and required duties more efficiently.

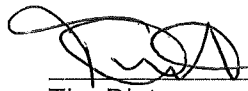
To date, fire department management has taken steps in an attempt to alleviate the workload by delegating appropriate tasks to the shift-level personnel. While the delegation of tasks has provided some relief there are still many higher-level tasks and required duties for the administrative staff to complete. We feel all alternatives have been tried leaving only the addition of new staff to fulfill the tasks needed.

FINANCIAL IMPACT: Median wage of \$21.00 per hour, starting at 20 hours per week for an annual wage of \$21,840. The total annual including FICA equates to \$23,510.76.

RECOMMENDATION:

Recommend to the Common Council to create a Part-Time, Non-Exempt/Hourly, Fire Administrative Assistant position within Sturgeon Bay Fire Department at 29 hours or less per week, with a wage range of \$17.58 - \$26.37 per hour, same setup as Municipal Services PT Assistant beginning October 2022 if funding can be identified, if not to include the position in the 2023 budget.

PREPARED BY:



Tim Dietman  
Sturgeon Bay Fire Chief

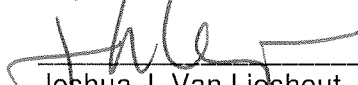
7.26.22  
Date

REVIEWED BY:



Stephanie L. Reinhardt  
City Clerk/HR Director

7/26/22  
Date



Joshua J. Van Lieshout  
City Administrator

7/26/22  
Date

## Sturgeon Bay Fire Department Position Description

**Position:** Permanent Part-Time Fire Department Administrative Assistant

**Department:** Fire Department

**Division:** N/A

**Reports to:** Fire Chief

**FLSA Status:** Non-Exempt

**Date:** October 2022

### POSITION SUMMARY

This is a professional position with primary responsibilities of working in the Fire Department, and with other departments, in the City as requested and/or assigned.

### 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.

- **Analyze Operating Budgets and Assist with Budget Development (10%)**  
Analyze historical operating budget usage by account and assist in developing annual operating budget gap analysis. Participate in Fire Department internal budget meetings.
- **Analyze Develop and Maintain Departmental Policies and Procedures (5%)**  
Maintain policies and procedures. Update existing policies and procedures, make recommendations and assist in the development of new policies and procedures where advised.
- **Special Project Analysis (15%)** –  
Compile and analyze data relating to run reports, response times, and assigned projects. Provide recommendations for implementation to improve departmental functions related to the assigned projects and other reports. Coordinate with Fire Chief and Assistant Fire Chief for monthly and annual reports.

- **Assist with Departmental Administrative Duties (35%)**  
 Answer and direct phone calls. Answer and respond to visitors and telephone inquiries. Retrieve and copy/transfer rescue and fire call documents for insurance companies and attorneys. Enter/proof data for fire and rescue calls. Serve as a contact for preparing purchasing requisitions, purchasing card processing, and administering invoice payment processes. Other duties as assigned by the Fire Chief. Take minutes of all internal department meetings. Prepare agendas, and take minutes for Police & Fire Commission or other City meetings as needed. Work with department internal records management software. Coordinate with management staff to administer the payroll process. Prepare various departmental correspondence and assist with public education. Facilitate, track, and prepare audits for all fire department officers responsible for budget preparations.
- **Department Capital Improvement (5%)**  
 Assist with the development and maintenance of the annual capital improvement. Develop, organize and maintain capital improvement files. Manage and update long-range plans to assist in long-range projects. Assist with preparation of bidding documents and obtaining quotations for projects.
- **Manage and Coordinate Departmental Strategic Planning (5%)**  
 Maintain departmental strategic plan goal setting progress reports. Coordinate with departmental supervisors and managers to keep informed of progress on strategic plan goals. Update departmental goals and coordinate with Fire Chief to ensure goals are reported accurately. Assist in presentations relating to departmental goals.
- **Payroll and Benefits (20%)**  
 Complete department payroll on a biweekly basis. Analyze and track FT & PT firefighter's uniform allowance, leave accruals, overtime, and accrued leave schedules.
- **Perform other duties as assigned. (5%)**

## REQUIRED MINIMUM QUALIFICATIONS

- High school diploma with at least 2 years of training or prior experience in general office procedures.
- Excellent verbal and written communication skills.
- Valid State of Wisconsin driver's license required.
- Ability to deal courteously, tactfully, and effectively with the public. Ability to work independently.
- Ability to operate a computer with various software programs, and various printers, adding machine, base radio along with mobile radios, light duty trucks, fax machine, and copier.
- Ability to tactfully respond to public inquiries.
- The employee must occasionally lift and/or move up to 25 pounds.

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

- Establish and maintain effective working relationships and collaborate with City employees and the public through both oral and written communications.
- Gather and analyze data, present recommendations to leaders and implement related strategies.
- Serve a substantive role in coordinating, facilitating, and managing priority projects that require the involvement of multiple divisions within the Fire Department.
- Possess the ability to maintain confidentiality.
- Possess excellent interpersonal skills, be team-oriented and be able to establish and maintain effective working relationships with co-workers, other City employees, and the public.
- Meet deadlines, manage multiple priorities and effectively resolve challenging interpersonal relations.
- Bring a fresh perspective to the organization regarding public administration and public policy, and offer unique outside perspectives and experiences to the organization.
- Provide enthusiasm and focused energy to important high priority projects.
- Must be fluent in English, speaking, reading, and writing; a multi-linguistic person would be considered desired.
- Must be able to clearly see, hear and speak
- Ability to become an Emergency Medical Responder.
- Ability to become trained in Child/Infant Car Seat installation.

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

#### **JOB LOCATION AND HOURS:**

- The position typically is based in City Hall within the Sturgeon Bay Fire Department's main office.
- Position typically works 29 or less hours per week, flexible work days/hours.
- The position requires periodic travel within the City to other City or governmental offices.
- Occasional travel outside the City may be required to attend work-related training.

#### **WAGES, FRINGE BENEFITS, TERMS OF EMPLOYMENT:**

- Based on program funding, this position may be full or permanent part-time. Wages for this position are established annually by the City Council.

#### **WORK ENVIRONMENT**

The work environment characteristics described in this position description are representative of those an employee encounters while performing the essential functions of this job.

This position is an office position. The noise level in the work environment is moderately quiet.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interviews, background checks, and job-related tests may be required.

The duties listed in this position description 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 work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Memorandum

To: Personnel Committee

From: Josh Van Lieshout, City Administrator

Re: Staffing Request

Sturgeon Bay Fire Department

Date: June 22, 2022

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Fire command staff are proposing a new position within the fire department. The intent of this position is to serve in an administrative support role as well as hold the necessary certifications to function and provide support as an Emergency Medical Responder. The position as described is being proposed as permanent, part-time. This means a permanent position with less than 29 hours per week. Fire command staff have provided the attached outline of desired duties and tasks.

The request is for the position to be created and filled this fiscal year. The Fire Department budget does not include funds for this position, the Fire Chief indicates there is not an opportunity of savings in other operations budget items to fund the position for in the current fiscal budget. Feasibility for future years funding from existing projected operational budgets has not been explored.

Redistributing and reallocating existing staff to address the administrative needs identified by Fire Command staff and summarized in the attached description has been discussed. Citing the need for training, the desire to have this position also serve as an EMR, Fire Command staff believe this would not benefit the department.

The description provided is very broad, with duties ranging from telephone answering to EMR activities. It might be necessary to narrow the breadth of duties if the position is to be successfully filled. Given the recent wage market, the rate of pay will also need to be evaluated, if approved the position should be at a rate equal to other administrative support staff.

Funds are not available from the 2022 Operating Budget, if the Committee and Council choose to fund the budget, an operating budget amendment would be necessary. In recent years, I am not aware of any budget amendments for operating needs. The City has historically, and only rarely amended the budget for capital expenses.



## VanLieshout, Josh

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**From:** Dietman, Tim  
**Sent:** Monday, May 23, 2022 12:49 PM  
**To:** VanLieshout, Josh  
**Cc:** Montevideo, Kalin  
**Subject:** Admin Assistant  
**Attachments:** Fire Department PT Admin Assistant Roles 2022.pdf

**Importance:** High

Josh,  
Here are a few items that Kalin and I have talked over. While this list may not be exclusive there are most defiantly enough duties for more than 24 hr. per week. Please read over it and let's talk, we firmly believe that the minimal cost to the City for 2022 if we can find someone to start July 2022 would be a minimal impact. As you and I talked, we are truly at a breaking point in the FD as far as office help and believe there will be some items coming towards us shortly that would also have an impact on all of this.

***Tim Dietman, Fire Chief  
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[www.sturgeonbaywi.org](http://www.sturgeonbaywi.org)***

*The Sturgeon Bay Fire Department's mission is to protect life and property from fire, medical, and environmental emergencies within our community, through public education, code management, and incident response.*

### Fire Department PT Admin Assistant Roles/responsibilities

- A. Wages: \$17.50 - \$20.00
- B. Hours: 24 hours per week, floating days
- C. Ability to obtain a WI EMR License

The list is not inclusive, there may be other items added or removed as necessary for the position to be successful.

1. Assist Chief and AC with day to day phone calls
2. Maintain office and walk-in people
3. Assist Chief and AC with invoices
4. Scheduling for part-time and full time
  - a. Including night duty & track annual hours
5. Assist with training records
6. Payroll
7. Public education scheduling and administrative work
8. Assist with CPR/AED training
9. Monthly and Annual Fire Reports
10. Assisting with meeting preparation, reports, or spreadsheets

This position would be a constant while either Chief or AC is off and not increase the gap of what is not being accomplished currently. Allowing Chief and AC to be more active with day-to-day crews and the ability to provide mentoring. Allowing for the Chief and AC to perform other neglected duties and have more public interaction on issues that are not receiving the attention they should be, IE sprinkler plans, permitting, and inspections. It would be ideal if this person has some training for EMS, but if not we would most likely have them move into this as a backfill, meaning if crews are out and they are available they can assist with EMS calls locally.

The person would have to be able to pass our background so they can get an EMR license and be able to work with car seats, & CPR/AED training. While we understand this is not a budgeted position for 2022, we also understand that with our increase in call volume we can no longer continue our productiveness in the office. I and the AC are both working 50-60 hours a week with many times more, we have come to a breaking point and must find a solution. While bringing in another person from the City to assist may sound like an option, with the time we would need to train them it wouldn't be a benefit to us. We strongly believe there needs to be a position created with the earliest possible start date in 2022.