Memorandum

To: Personnel Committee

From: Joshua Ripp, Fire Chief

Date: 3.2.2023

Re: Job Description/Organizational Adjustment

Good Day. Today I have a few points of business in regards to the Stoughton FD organization. Today will concentrate on getting updates to the job descriptions for current members, in preparation for a couple promotional processes (Assistant Chief and Captain Positions). I will address other aspects I'm going to propose adjustments to later in this document.

Current Proposal Documents

I have included a few documents:

- 2022 Organizational Chart
- 2023 "Planned" Organizational Chart
- Proposed Assistant Chief Job Description
- Proposed Captain Job Description

Job Descriptions

We currently do not have a job description for the Captains or Assistant Chiefs (volunteer/paid on call members) for the Stoughton Fire Department. We have run into issues, as members do not truly know what their expectations are. This will start to remedy some of those issues. Having these in place will also make it more clearly defined, during a promotion process, the expectations of those positions.

Current Changes

Currently, the Assistant Chiefs are labeled with these sub "duties" (labeled in the 2022 Organizational chart): Operations, Safety and Health and Wellness. This does not involve the Assistant Chiefs very well, and the duties are not clear. Also, indicated in the 2022 Organization Chart, the Assistant Chiefs are not responsible for any part of the personnel management, as the captains will generally just circumvent the AC's to the Deputy Chief and Chief.

The 2023 Organizational Chart proposes assigning 2 companies to each Assistant Chief Position (creating a battalion). Doing this is ensuring the Assistant Chiefs are working with 2 Captains, which would get the Assistant Chiefs more involved operations of the department.

The sub "duties" would then reassign into the following areas: Fire Operations; Rescue Operations; Health and Wellness.

Future Proposals Coming

The Stoughton Fire Department needs to change a bit, and some proposals I'll be following up with will include:

- Addition of a Non-Firefighting SFD membership: This has been discussed as an auxiliary membership. These members would perform duties that would assist the department, but not necessarily firefighting. This would include staffing the station radio during big calls, assisting with rehab supplies, operating trucks (just driving), running a drone, etc.
- Discussion of a Part – Time position within the department to fill in when FT staff are off during the week.
- More refinement to the structure as necessary.