
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Fire Department Transition Update**
DATE: February 21, 2024

This memo serves to provide the City Council information regarding activities regarding the transition of duties from retiring Chief Lawrence to Assistant Chief Vaccari.

The transition team is comprised of myself, retiring Chief Lawrence, Assistant Chief Vaccari, and Assistant City Administrators Gerold and Frederick. The team has been meeting weekly to transfer knowledge and work through various processes.

My role has been to assist in the organization of meetings and meeting agendas; I have taken on the responsibility of preparing the Fire Executive Board agendas and agenda packets as well as tracking future agenda topics that the Fire Executive Board wishes to discuss. I have also developed a work-plan for the development of standard operating procedures (SPOs) and standard operating guidelines (SOGs) that the Fire Executive Board would like to see developed.

Assistant City Administrator Gerold will be responsible for payroll and the budget, equipment, and supplies management. He along with Assistant Chief Vaccari met with Tom Evenson of Fire Equipment Specialties to inspect all of the personal protective equipment. Mr. Evenson's memo follows this memo as part of the update. Mr. Evenson will be attending the March 12 training to discuss the issues noted in his memo and to address worn-out or improperly sized suspenders with the fire-fighters.

Assistant City Administrator Frederick will be responsible for the Public Safety Building budget and the arrangement of repairs as needed. He and Assistant Chief Vaccari met last week on a number of issues relating to the building, requesting funds from local organizations and other items.

Emergency Manager Lawrence is now housed at City Hall. He is currently sharing an office with Senior Accountant/HR Specialist Hodge until the map room can be cleared (after purchase of the plan file) and a desk procured from Government Surplus. All keys have been turned over to the Fire Department, except the building fob so that the emergency management trailers can be accessed.

The job posting was submitted to LMC February 20, 2024, was provided to Assistant Chief Vaccari for posting at the Fire Department at the same time, and direct emailed to two parties who had expressed interest via email. The initial submission date is March 22 at 3:00 pm; this provides spacing with the current posting for the WWTP/General Maintenance II position and will give the Council time to consider the format of a hiring committee.

The team minus retiring Chief Lawrence should continue to meet weekly after March 1, until a different schedule is determined.