



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 20  
For Meeting of 5.05.2016

**ITEM TITLE:** Consideration and discussion of proposed re-organization of Career and POC (paid on call) fire staff.

**CONTACT PERSON:** Ryan Coburn, Fire Chief

**SUMMARY EXPLANATION**

With the recent promotion as Fire Chief, this has vacated the full time Assistant Chief position. During the period of having an Interim Chief, and being short positions within the department, the two career staff members Jennifer Vetterick (Fire Medic) and Chet Darst (Fire Medic) have assumed many responsibilities. These include but are not limited to assuming the lead on Rental and Commercial Inspection Programs, training, and EMS administrative duties. In the past, there has been no option for advancement for the career staff which has led to turnover as people are leaving for leadership positions in other departments. The two positions of Firefighter/Paramedic have, for many years, assumed more responsibilities than that of just responding to calls. It would be my recommendation to promote both current staff members to the title of Captain, divide responsibilities into two respective areas, along with a \$5,000. base pay increase to each individual. The funding for these promotions would come from the vacated Assistant Chief position, and the remainder of the salary would be used to fund the salary of an FTE Fire Medic, or a full time Paramedic Firefighter. This would not impact the current approved budget.

Training Captain: Chet Darst- Chet would be responsible for the coordination of monthly training opportunities within the department. This position would also be responsible for physical agility testing of the membership on an annual basis, as well as medical physical coordination. Chet's duties would also include responsibility of Rental and Commercial Inspection Programs which he currently oversees.

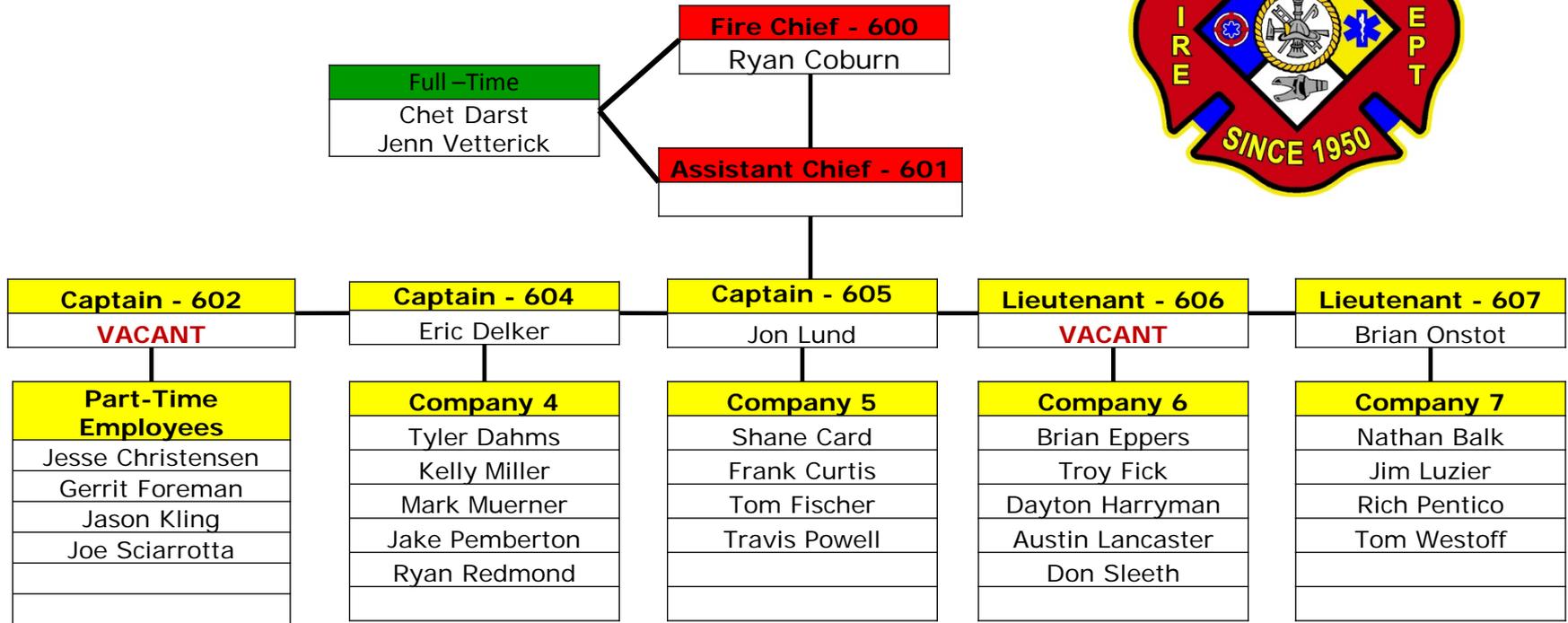
EMS Captain: Jennifer Vetterick – Jenn would be responsible for the daily operations of the EMS division, including oversight of Narcotics and inventory control. This position would also oversee the management of protocols, and policies respective to EMS. Jenn would oversee the ambulance billing and collections, as well as records management.

Lieutenant Brian Onstot- Lt. Onstot would be promoted to the level of Captain after spending two years as a Lt. He is currently filling the role of Captain as a Duty Officer. This promotion would have no impact on the current budget.

The above changes would restore balance to the chain of command in our current departmental structure as shown on the included documents.

# Norwalk Fire Department Organizational Chart

April 2016



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