

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: March 1, 2023

SUBJECT: Emergency Management Coordinator – Fire Department

The 2023 Adopted Operating Budget for the Fire Department includes funding for a new 1.0 FTE position of Emergency Management Coordinator to develop, oversee and coordinate activities related to the City's emergency management program and plans. Fire Chief Chris Carbon has requested that Human Resources review the proposed position description to create a new classification and determine the proper salary range. Based on a discussion with Chief Carbon and Assistant Fire Chief Tracy Burrus, and reviews of the position description and other positions/classifications throughout the City, I recommend creating a new classification of Emergency Management Coordinator with placement in CG 18, Range 11 and creating the new 1.0 FTE position in this classification for the reasons outlined in this memo.

The Common Council recently amended MGO 3.20, Emergency Management, to establish an Emergency Management Director and outline the duties and authority of that role. That position is designated as the coordinator of emergency management for the City, and has responsibility for organizing, administering, training and operating emergency management within the framework of the City's emergency management plan. The Emergency Management Director role is assigned to the Fire Marshal (or their designee), who reports to the Fire Chief and serves as the staff advisor to the Mayor on emergency management matters. As the Fire Marshal also has responsibility for directing the programs, activities and staff of the Fire Prevention Division within the Fire Department, as a result they do not have the capacity to fully perform the emergency management responsibilities to the extent they need to be addressed. The new position of Emergency Management Coordinator is being created to serve as the designee to perform the great majority of coordinating the emergency management work. The Fire Marshal will guide and collaborate with the Coordinator to plan, organize, direct and evaluate emergency management programs and staff.

This new position will report to the Fire Marshal (CG18, Range 16) and will develop, oversee, and coordinate activities essential to the City's on-going emergency management program and plans. The new classification specification of Emergency Management Coordinator describes:

... responsible professional work developing, overseeing and coordinating the City's comprehensive emergency management system. The work includes mitigation, preparedness, response and recovery from natural and man-made emergencies and disasters consistent with Madison General Ordinance 3.20. The work involves the development of educational programs and resources, trainings, drills and exercises. The position serves as the Emergency Operations Center (EOC) Manager and is responsible for its day-to-day operations. This position will work in collaboration with other City agencies and serves as the primary liaison with other local, county and state emergency

management staff. Work is performed with a high degree of independence under the general supervision of the Fire Marshal, with staff advisory reporting to the Fire Chief.

This position will also be responsible for budget preparation, grant application and administration, inventory management, and the integration of City plans with county, state and federal plans.

In terms of salary placement, related classifications throughout the City were reviewed for comparison:

- The Safety Coordinator (CG18, Range 7) is responsible for the development and coordination of City occupational health and safety programs and activities, and day-to-day management of the City's workers' compensation program. The work involves providing consultation to departmental safety committees and managers in identifying and resolving health and safety problems, implementing related City programs, and coordinating the dissemination and sharing of information relative to occupational health and safety matters. The position will field questions from employees, supervisors and outside agencies, and works with the City's Workers' Compensation TPA, and administering the City's light duty program. This position reports to the Risk Manager and will provide them related technical assistance.
- There are several positions in CG18, Range 10 with responsibility for citywide initiatives, such as the Neighborhood Resources Coordinator, the Sustainability Program Coordinator, and the Disability Rights and Services Coordinator. These positions serve as subject matters experts in their area of specialty and they collaborate with other agencies and external partners in their efforts.
- The Police Information Systems Coordinator (G18, Range 12) performs advanced level professional and supervisory work in the strategic planning, development, coordination, administration, implementation, project management, support and operation of diverse automated information systems/services within the Madison Police Department (MPD). This position coordinates and communicates with MPD Technology staff, the Information Technology Department, the Dane County 911 Center, and other law enforcement agencies. The position reports to the Police Records Section Manager (CG18, Range 15).
- The Risk Manager (CG18, Range 15) performs highly responsible managerial work in developing and administering the City's comprehensive risk management program including liability, casualty and property insurance, worker's compensation, and employee safety programs; in identifying and recommending loss prevention and reduction methodologies and techniques; and in providing related technical expertise. This position oversees the City's risk management program, which has great financial impact on the City. The position supervises other staff and reports directly to the Finance Director.

Although no internal classification is an ideal match with the Emergency Management Coordinator, the ranges of the Safety Coordinator and Risk Manager provide a basis within which the salary should fall. The scope of the Emergency Management Coordinator work is broader than that of the Coordinators in Range 10 as its focus must address all potential hazards the City could encounter. These hazards can have disastrous and dire consequences on public safety, which elevate the impact of this position. The Police Information Systems Coordinator similarly includes

working with external partners and has great impact on public safety, but the work is more technical in nature than that of the Emergency Management Coordinator and includes supervisory responsibility over numerous professional employees. As such, CG18, Range 11 is most appropriate for the Emergency Management Coordinator.

The training and experience requirements for this position would be three years of professional emergency response/management/preparedness, disaster response/planning or public administration experience. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in emergency management, emergency communications, public safety, public policy, safety management, public administration, or a related field. A certification in emergency management may be considered as possible substitution for one (1) year of experience. Other equivalent education and/or experience will also be considered.

Based on the prior analysis, I recommend creating the classification of Emergency Management Coordinator in CG 18, Range 11 and creating the new 1.0 FTE position in this classification within the Fire Department budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum +12% longevity
18/11	\$81,073	\$97,877	\$109,622
18/16	\$97,877	\$117,953	\$132,107

cc: Chris Carbon – Fire Chief
Tracy Burrus – Assistant Fire Chief
Bill Sullivan – Fire Marshal