

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: July 21, 2026

SUBJECT: Fire Community Education Specialist

The Human Resources Department received a request from Fire Chief Chris Carbon and Fire Marshal Bill Sullivan to recreate the previously deleted classification series of Fire Community Education Specialist 1 – 3 (CG16, Ranges 13, 16 and 19, respectively) and to recreate the 1.0 FTE Fire Education/Enforcement Officer 2 position, #2150, (CG 16, Range 16) currently filled by Bernadette Schwister, to a 1.0 FTE Fire Community Education Specialist 3 position. The needs of the Madison Fire Department (MFD) have changed over time and a dedicated position for community education, outreach and programming is necessary for prevention purposes.

The previous Fire Community Education Specialist series was deleted in 2012 and a hybrid classification series of Fire Education/Enforcement Officer 1 – 2 (CG16, Ranges 13 and 16) was created to better accommodate fluctuating demands/needs throughout the year. This hybrid classification included both community education/programming and code enforcement/inspection responsibilities. The current needs of the Fire Department require a dedicated position focused solely on community education and programming, which includes:

- Directing the fire and life safety education program
- Developing and implementing fire and life safety programming for the public
- Conducting training and education for other MFD personnel involved with delivering such programming
- Collaborating with the Fire Marshall to coordinate and develop Community Risk Reduction priorities
- Serving as back up to and assisting the Fire Public Information Officer in communication efforts
- Performing administrative functions, such as writing grant submissions and preparing reports.

The responsibilities of the Fire Community Education Specialist classification series remain the same with additional emphasis on aligning programming to local data, expanding programming beyond students to other community members and groups, and evaluating the effectiveness of programming.

The Fire Department intends to retain the hybrid classification series of Fire Education/Enforcement Officer 1 – 2 as it may be used in the future. Therefore, I recommend recreation of the previously deleted classification series of Fire Community Education Specialist 1, 2 and 3 (CG16, Ranges 13, 16 and 19, respectively) and recreation of the 1.0 FTE Fire Education/Enforcement Officer 2 position, #2150, (CG 16, Range 16), to a 1.0 FTE Fire Community Education Specialist 3 position, within the Fire Department operating budget. The current employee will not be reallocated to the new classification and instead will underfill the position as currently classified.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
16/13	\$67,455	\$75,174	\$84,195
16/16	\$72,561	\$83,224	\$93,211
16/19	\$80,277	\$93,663	\$104,902

cc: Chris Carbon – Fire Chief
Bill Sullivan – Fire Marshal
Erin Hillson – Human Resources Director
Kurt Rose – Employee & Labor Relations Manager
Richard Marx - Local 6000 Representative
Joe Seifert – Local 6000 Representative