

A meeting of the Hiring Committee was held at City Hall in the City of Black River Falls on April 8, 2025 at 5:30pm. In attendance were Mayor Jay Eddy, Alderperson Justin Dougherty, Alderperson Gary Ammann, and City Administrator Brad Chown. Alderperson Desiree Gearing-Lancaster attended remotely via telephone. Mayor Eddy presided.

- 1) The meeting was called to order by Mayor Eddy at 5:34pm.
- 2) There was discussion on the Fire Chief job description. There was consensus to change the State Fire Inspector certification from required to preferred. There was consensus to change the WI Emergency Medical Technician (EMT) certification from required to preferred due to recent changes to EMS staffing that have two full ambulance crews on during the day reducing the need for the Fire Chief to staff the second ambulance out. These certifications are still very important so the successful candidate will be required to earn these two certifications in a reasonable amount of time as class availability permits if the/she does not have them at the time of hire.
- 3) It was moved by Brad Chown, seconded by Alderperson Dougherty to recommend the Common Council approve a revised Fire Chief job description with the changes to certifications as discussed. Motion carried.
- 4) It was moved by Alderperson Ammann, seconded by Alderperson Dougherty to post and/or advertise for the Fire Chief position in the Banner Journal and the Shopper, on WWIS, on the City's website, on the City's Facebook page, and with fire trade organizations in the state of Wisconsin. Motion carried.
- 5) It was moved by Mayor Eddy, seconded by Alderperson Dougherty to approve the recruitment notice and want ad for the Fire Chief position changing the Fire Inspector certification requirement to preferred, changing the EMT certification requirement to preferred, and updating the deadline for applying to April 30, 2025. Motion carried.
- 6) It was moved by Brad Chown, seconded by Alderperson Gearing-Lancaster to set the next Hiring Committee meeting for Tuesday, May 6, 2025 at 5:00pm. Motion carried.
- 7) It was moved by Alderperson Dougherty, seconded by Mayor Eddy to adjourn. Motion carried at 6:22pm.

A. Brad Chown
City Administrator