



**CITY OF MONROE, WI**  
**FIRE CHIEF/DIRECTOR OF EMERGENCY MANAGEMENT**

The **City of Monroe, WI (pop. 10,827)**, known as “the Swiss Cheese Capital of the USA” is the county seat of Green County located in south-central Wisconsin. The city is seeking an experienced, visionary, professional and passionate leader to serve as the Fire Chief/Director of Emergency Management (Fire Chief). The City of Monroe is proud to provide high-level service levels to a community which values the contributions of the leadership and staff of the fire department. The next Fire Chief will continue the traditions of distinction and lead the department and city towards innovation and new approaches for the future. Monroe is home to many restaurants and businesses like the Minhas Craft Brewery and Distillery, Colony Brands, Blain’s Farm and Fleet, Monroe Truck, National Historic Cheesemaking Center, Emmi Ross USA (cheese industry) and the Wisconsin Cheese Group. For recreation, residents and visitors enjoy Twining Park where the city's Swiss bandshell is located. Additionally, Recreation Park is home to the city swimming pool and Honey Creek Park. Ice skating enthusiasts can enjoy Stateline Ice and Community Expo ([S.L.I.C.E.](#)), which is the only indoor ice-rink in Green County. The Monroe Clinic provides medical services to the area. The city features close access to various multi-purpose, outdoor recreational trails (biking, hiking, snowmobiling, ATV’s etc.) for four seasons of fun. Monroe municipal Airport serves the city and surrounding communities.

**About the Fire Department**

The city provides fire operations and fire prevention services as well as support for a countywide specialized rescue operation. EMS Services are provided by Green County Emergency Medical Services and supported by the department. The department is most known for the association with the Monroe Fire School operated by the Southern Wisconsin and Northern Illinois Fire/Rescue Association, Inc. (SWNIFRA). SWNIFRA has provided over 100 years of service focused on the training of firefighters, 2020 marked the 84<sup>th</sup> consecutive year of the school. The department’s tag line is “making house calls since 1858.”

- The Fire Chief is the only full-time employee of the department. The remainder of the staff (operations) are paid-on-call consisting of fifty-two (52) members when fully staffed (currently approximately 32). The chief is supported by a part-time Deputy Chief. The current chief has submitted his desire to retire to the city. The Fire Chief is appointed by the Board of Police and Fire Commissioners (Wisconsin Statutes 62.13(3)).
- The Monroe Fire Department and City of Monroe own three fire engines, two rescue squad trucks, a ladder truck, command vehicles, a utility truck, a breathing air supply trailer, a foam trailer, and other emergency rescue vehicles, tools, and equipment. It operates from two (2) stations located at 601 West 17<sup>th</sup> Street and 1803 12<sup>th</sup> Street.
- Until January of 2021 the City of Monroe provided fire protection services to the Townships of Clarno and Monroe. The agreement was changed, and the city is no longer providing those services and a new rural department has been formed. Three (3) pieces of apparatus were returned to the townships including one (1) grass fire truck and two (2) tenders.
- E911 communications and dispatching are provided by the Green County Sheriff.
- The department had a call volume of 265 calls for service in 2019 (pre-COVID) and 338 calls for service in 2020.
- The department’s dedication to training is highlighted by having the MERIT Center which is a six-acre site in Monroe’s North Business and Industrial Park. The MERIT Center is dedicated to emergency response and industry safety training.
- The Fire Department’s budget is \$ 552,960 for Fiscal Year 2021.

**The successful candidate will provide:**

- **Innovation:** Fresh ideas to the organization and offer unique perspectives and experiences as well as a capability and desire to monitor the forefront of industry advances and adapt those advances for application to the City of Monroe.
- **Energy:** Enthusiasm and focused energy for all projects and a passion for service to the community.
- **Expertise and Intellectual Curiosity:** Deep knowledge of fire service strategies, operation and innovation and a passion for continued learning and improvement.
- **Versatility:** Vital role in coordinating, facilitating, and managing projects that require involvement across multiple service areas with a balance of trust and delegation.
- **Leadership:** Dedication to effective leadership to build collaborative and positive relationships with those he or she leads and other staff members inside and outside organizations in the region. The ability to build and actively working to sustain and maintain high trust relationships is paramount.
- **Engaging Perspective:** A balance of commitment to the organization as well as the senior management team of the city with a genuine confidence and approachable personality.

**Other desired attributes include:**

- A desire to be a part of a great team of dedicated personnel.
- The ability to focus on local and regional issues and staffing models with an emphasis on experience in regional planning and support, emergency management, and a strong collaborative incident management perspective.
- A demonstrated background working with a volunteer department and the understanding of the relationship working with a dedicated, paid-on-call workforce as well as a broad spectrum of human resource experience.
- Past experience with and a passion for professional development and succession planning.
- Thorough knowledge of budget preparation and long-term financial planning.
- Demonstrated skills in planning and developing annual reports and strategic initiatives.
- Experience and comfort with personnel administration.

Successful candidates must be graduates from an accredited technical college with an associate degree. Preferred major in fire science. A bachelor's degree in fire management, public administration, or human resource management is most preferred. Must have a minimum of five (5)-years' experience of a progressively responsible nature in fire suppression inclusive of upper-level management experience, preferably in a paid-on-call department. Completion of FOII, Instructor II, Driver/Operator-Pumper, Driver/Operator-Aerial, Fire Inspector (within 24-months of appointment), Emergency Medical Responder (within 24-months of appointment) from the State of Wisconsin or equivalent. Completion of the National Fire Academy Executive Officers Certification (EFO) or Chief Fire Officer Designation (CPSE or State Certified) is desired. The salary range for this position is \$66,333 - \$90,000 depending upon qualifications (negotiable). The City of Monroe offers an attractive benefits package.

Interested professionals should submit a resume, cover letter and contact information for five (5) professional references by August 27, 2021, by applying online at [www.govhrjobs.com](http://www.govhrjobs.com). Electronic submissions are required. Questions and other inquiries can be sent to Vice-President T.E. Sashko at: [tsashko@govhrrusa.com](mailto:tsashko@govhrrusa.com). Telephone inquiries: (847)380-3240 ext.123.

**THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER**