

To: Milwaukee Metro Fire Rescue Board

From: Beth Mbow, HR Director

Date: 4/9/2026

Subject: Consideration of Fire Chief Job Description, Compensation and Recruitment Materials

A. Issue

The purpose of this memo is to present for your review and approval the proposed recruitment materials, job description, and compensation recommendation for the Fire Chief position.

B. Background/Options

Recruitment Materials

The recruitment materials have been designed to position the department as a forward-thinking, collaborative, and community-focused organization. They emphasize:

- The unique opportunity to lead a newly consolidated department
- The ability to shape organizational culture and operational strategy from the ground up
- The strong commitment of the Board and partner communities to excellence in fire and EMS services

These materials are intended to attract a diverse and highly qualified pool of candidates with proven leadership experience in progressive fire service organizations.

Job Description

The proposed Fire Chief job description reflects both traditional leadership expectations and the unique needs of a newly formed joint department. Key elements include:

- Executive leadership and strategic direction of the department
- Oversight of operations, personnel, and fiscal management
- Labor relations and collaboration with represented employee groups
- Community engagement and intergovernmental partnerships
- Organizational development, including integration of legacy department practices into a unified model

The position profile emphasizes a leader who is not only operationally strong, but also skilled in change management, relationship-building, and organizational alignment.

Compensation Recommendation

In developing the compensation recommendation, we considered several factors:

- Market comparisons with similarly sized and structured fire departments
- The complexity of leading a newly consolidated organization
- Internal alignment with other executive-level roles in comparable municipalities

- The need to attract and retain high-caliber candidates in a competitive labor market

Based on this analysis, we recommend establishing a salary range of **\$153,753 to \$196,477**.

This range allows flexibility to appropriately compensate candidates based on qualifications and experience while maintaining fiscal responsibility.

C. Fiscal Impact

The Wauwatosa Human Resources team will lead the recruitment process efforts (under the oversight of the Joint Fire Commission), saving the agency costly executive recruitment consultant fees.

The salary range outlined for the Chief position balances the need to provide competitive pay and benefits to attract and retain a high-performing individual and fiscal responsibility.

D. Recommendation

We respectfully request the Board's approval of the following:

1. Fire Chief recruitment materials
2. Fire Chief job description
3. Proposed compensation range

Upon approval, we will move forward with working with the Joint Fire Commission on the recruitment process, including posting the position and engaging in candidate outreach.