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## MEMORANDUM

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DATE: February 19, 2024  
TO: City of Mauston Police and Fire Commission  
FROM: Robert Whitaker  
RE: Firefighter Hiring

McMahon recommends the Department initiate a hiring process for additional firefighters by adopting a protocol for hiring firefighters. A protocol for the Commission to consider is included with this memo along with an advertisement that can be utilized.

McMahon Consultant Gerald Kudek can assist with this process under the current scope of work.

It is recommended the Commission adopt the enclosed Protocol.

Mauston Fire Department  
Firefighter Hiring Protocol

Adopted by the Police and Fire Commission  
February 22, 2024

- 1) Any person over 18 years of age, desiring to become a member of the Department shall submit a City of Mauston Employment Application (available online and at City Hall).
- 2) Applications will be reviewed by the Fire Chief.
- 3) Fire Chief will interview candidates. The Chief may elect to have up to two officers of the Department participate in the interview process.
- 4) Candidates who pass the Fire Chief Interview will be forwarded to the Police and Fire Commission for consideration to be placed on the Firefighter Eligibility List.
- 5) Candidates may remain on the Firefighter Eligibility List for up to twelve (12) months, at which time the applicant shall be removed from the list unless the applicant renews his/her application.
- 6) When a vacancy exists in the rank of Firefighter, the Fire Chief will notify the Police and Fire Commission.
- 7) The Police and Fire Commission will interview candidates on the Firefighter Eligibility List to fill the vacancy. If there are more candidates on the Firefighter Eligibility List than vacancies, the Police and Fire Commission will conduct interviews to select a candidate to fill the vacancy.
- 8) The Fire Chief will provide the candidate selected with a conditional offer of employment.
- 9) Conditions of employment will be:
  - a. Verification of minimum qualifications
  - b. Successfully complete a Background Check conducted by the Mauston Police Department
  - c. Successfully complete a work physical and drug screen.
- 10) Upon completion of conditions of the offer of employment, the candidate will serve a probationary period of twenty-four (24) months. During this period, the applicant must satisfy the qualifications established by Wisconsin Statutes and SPS330 Wis. Administrative Code in addition to any additional qualifications that may be established from time to time by the PFC, the Department or the State of Wisconsin and must comply with the requirement to live within 15 miles of the city's corporate boundaries.