



Fire Department

Charter Township of White Lake

To: Board of Trustees
From: J. David Feichtner, Fire Chief
Date: 11/6/25
Re: Deputy Chief Job position

The fire department, working closely with the supervisor and township, are requesting and recommending that we create and fill a Deputy Chief position. The fire department has grown both in size and mission, especially with the addition of the Advanced Life Support (ALS) program. We are currently the 4th busiest department amongst the 14 comparable communities.

There are several predicated factors that warrant this additional administrative and operational position. These include 1) new State requirements for firefighter training and recordkeeping, 2) updated ISO standards, and 3) initial and ongoing requirements for the ALS program. The requirements for maintaining the ALS transporting program are vastly more than a non-transport Basic Life Support (BLS) program.

- 1) State Legislatures latest requirements include continuing education for every level in the fire department (similar to what we are required to have for our EMS licenses), advanced record keeping requirements, training outlines, training program development, and so on. While we currently have firefighters "doing what they can" to meet these requirements, what we are doing is woefully inadequate to standardize and streamline training across the department. The new requirements hold us to a standard that we cannot meet without dedicated program oversight and leadership. Establishing a newer deputy chief position is essential to provide the necessary supervision, coordination, and support to ensure compliance with these mandates and to deliver consistent, high-quality training throughout the department. Without this role, we risk falling short of legal obligations and compromising both firefighter safety and public trust.
- 2) ISO stands for Insurance Services Office, Inc. Many insurance companies use our score to calculate the rates they charge businesses and homeowners for their insurance. On their scale, one would be the best and 10 would be the lowest and least effective department. Currently, the White Lake Township fire department is 5 out of 10 and is a fraction of a point away from a 6. An evaluation today would place us at a firm 6, almost certainly there is a chance that we would be at 7. On average, insurance rates for homeowners go up or down 4-8% for every point. Every point downward saves homeowners money on their insurance. This results in hundreds of thousands of dollars in savings for businesses and homeowners. White Lake is surrounded by departments with much lower scores. Within our report, there are several targets of opportunity where we received very minimal points. It will take a dedicated and ongoing effort to

improve our operational deployment, training, and other areas, which we simply do not have the staff to accomplish.

- 3) We currently have a firefighter on shift that assists with the EMS coordinating of the department. Part of his duties include an effort to provide training, oversight, attend county meetings, QA/QI EMS reports (along with captains), and assist with billing where applicable; all this while going on calls. While his efforts are there, this complexity and lack of time results in a failure of standardization of protocol adherence, billing errors, and a training needs gap. This is a great example of what may have worked in a simpler time but is not meeting the needs of our members and community now.

This position is needed to support the mission of the department. The fire department needs a supervisory and coordinator role for all aspects of our EMS and fire programs operation and training. With new and expanded training requirements for both, which includes extensive record keeping and detailed outlines, this simply cannot be solely accomplished by members of our team doing "what they can, when they can".

The deputy chief will coordinate and oversee these three (3) critical areas of our department. We can ill afford to be average in any of these facets of the department. Additionally, the deputy will assist the chief in budgetary development and administration, labor relations, and assessing and responding to department and community needs. The job title reflects both authority and responsibility commensurate with the roles and responsibilities in the job description.

The fire department is requesting the Board approve the attached job description for Deputy Chief and authorize the Supervisor, human resources, and Fire Chief to post for and fill the position.

Deputy Fire Chief

Reports To: Fire Chief

Supervises: Captains, Fire and EMS Training, subordinate officers, and personnel

Status: Full-Time, non-union, Exempt

Salary: \$110,000

Value Statement

The White Lake Fire Department is built on humility, connection, and an unwavering commitment to service. We believe in developing leaders who mentor with purpose, act with integrity, and build trust across every rank. The Deputy Fire Chief is expected to exemplify these values while ensuring operational readiness, professional growth, and the highest standards of service to our community.

Position Summary

The Deputy Fire Chief serves as a key member of the department's executive leadership team. Under the direction of the Fire Chief, this position provides oversight of fire and EMS training, contract administration, corrective action, and strategic planning. The Deputy Chief supervises subordinate officers, ensures compliance with policies and regulations, and acts as Fire Chief in his absence. This role also represents the department in labor-management matters, community engagement, and interagency collaboration.

Essential Duties & Responsibilities

Leadership & Mentorship

- Supervises Captains and subordinate personnel.
- Mentors' officers to develop the next generation of leaders.
- Conducts post-incident reviews to identify lessons learned and improve performance.
- Assumes full authority of the Fire Chief in his absence.

Training & Professional Development

- Plans, directs, and evaluates fire and EMS training, including recruit academies, live fire evolutions, officer development, and continuing

education.

- Oversees EMS education, QA/QI programs, and protocol compliance.
- Maintains training records, facilities, and instructor certifications.
- Coordinates with state, ISO, and accreditation standards.

Labor Relations & Contract Administration

- Interprets and administers the collective bargaining agreement.
- Ensures fair and consistent application of wages, hours, overtime, staffing, and leave provisions.
- Oversees corrective action, progressive discipline, and grievance processes.
- Maintains strong labor-management communication and trust.

Strategic Planning & Administration

- Assists in developing long-range goals, policies, and operational priorities.
- Participates in risk assessments, policy reviews, and program evaluations.
- Ensures compliance with OSHA/MIOSHA, NFPA, NIMS/ICS, and state EMS regulations.
- Oversees departmental records, reports, and documentation.

Fiscal Oversight

- Assists in the preparation and monitoring of department budget.
- Manages training program budgets, grants, and vendor contracts.
- Provides financial reporting and ensures responsible resource allocation.

Incident Command & Emergency Response

- Responds to major incidents and may assume command.
- Maintains proficiency in ICS/NIMS; fulfills EOC roles as needed.
- Ensures preparedness through drills, simulations, and operational reviews.

External Relations & Public Engagement

- Serves as liaison to municipal officials, outside agencies, mutual aid partners, and community groups.
- Represents the department at conferences, meetings, and public events.
- Supports public education and community risk-reduction initiatives.

Minimum Qualifications

- Education: Bachelor's degree in Fire Science, Public Administration, Emergency Management, or related field preferred within the last two (2) years.
- Experience: Fifteen (15) years of fire/EMS experience, including five (5) years as a supervisory officer

- Experience in coordinating programs and budgets
- Certifications:
 - Fire Officer III (some officer train the trainer experience preferred)
 - Fire Instructor II (III preferred with some train-the-trainer experience preferred)
 - Firefighter I & II, Hazardous Materials Operations
 - ICS 100, 200, 300, 400, 700, 800
 - Michigan Paramedic License
 - Paramedic EMS Instructor/Coordinator
 - ACLS certification
 - VFIS (or equivalent)

Preferred:

- Currently enrolled or a graduate of NFA Executive Fire Officer Program or Eastern Michigan University's School of Fire Staff & Command.
- Licensure: Valid Michigan driver's license with excellent record

Knowledge, Skills & Abilities

- Extensive knowledge of fire suppression, EMS delivery, incident command, and training methodology.
- Strong understanding of labor relations, contract administration, and progressive discipline.
- Ability to lead and mentor personnel at all levels.
- Skilled in fiscal management, policy development, and strategic planning.
- Effective communicator and liaison across government, labor, and community settings.

Physical Demands & Work Environment

- Operates in office, training ground, and emergency response settings.
- Frequently required to stand, walk, climb, crawl, and lift 50+ pounds.
- Must maintain physical fitness and mental readiness to operate in high-stress and hazardous conditions (fire, smoke, extreme temperatures).
- Work performed in both quiet office environments and loud, hazardous emergency scenes.

Equal Employment Opportunity

The White Lake Township Fire Department is an Equal Opportunity Employer. We encourage applications from all qualified candidates, including veterans, women, and underrepresented groups.

DEPARTMENT NAME	FF /EMT	FF/Medic	LT	Capt	EMS Coor	Fire Marshal	Deputy/Asst Chief	Chief
Addison Township FD	\$ 46,155.20	\$ 74,935.64	\$ 74,935.64	\$ 74,935.64			\$ 93,558.00	\$ 105,274.00
Brandon Township FD	\$ 70,172.00	\$ 78,593.00	\$ 82,522.00	\$ 86,648.00	\$ 86,648.00	\$ 93,579.84	\$ 101,067.00	\$ 106,120.00
Commerce Twp FD	\$ 79,985.00	\$ 79,985.00	\$ 83,984.00	\$ 88,783.00		\$ 93,582.00		\$ 106,624.00
Groveland Twp FD		\$ 49,187.00		\$ 63,812.00				\$ 102,700.00
Highland Township FD	\$ 59,309.92	\$ 60,793.35	\$ 71,656.85	\$ 75,428.00		\$ 41,349.75		\$ 92,167.00
Independence Twp FD	\$ 77,616.00	\$ 87,463.38	\$ 93,585.82	\$ 99,708.26	\$ 103,206.80	\$ 103,206.80	\$ 110,000.00	\$ 130,000.00
Lyon Township FD	\$ 63,167.00	\$ 61,362.06		\$ 69,821.00		\$ 69,821.00	\$ 85,176.00	\$ 102,179.54
Milford FD	\$ 73,500.00	\$ 63,539.84	\$ 79,012.50	\$ 84,938.44		\$ 84,938.44		\$ 99,783.00
NOCFA		\$ 60,178.00	\$ 67,568.00	\$ 71,791.00	\$ 71,750.00		\$ 79,181.00	\$ 93,393.00
Oakland Twp FD		\$ 84,972.16	\$ 88,972.16	\$ 89,972.16	\$ 93,972.16		\$ 106,587.64	\$ 106,587.64
Orion Township FD	\$ 77,168.00	\$ 86,195.20	\$ 92,659.84	\$ 99,590.40	\$ 100,609.60	\$ 102,294.40	\$ 97,650.00	\$ 106,000.00
Oxford FD		\$ 81,291.00	\$ 85,390.00	\$ 94,331.00	\$ 94,331.00	\$ 94,331.00	\$ 103,825.00	\$ 122,750.00
Springfield Twp FD	\$ 62,000.00	\$ 66,340.00	\$ 72,760.00	\$ 75,970.00			\$ 87,000.00	\$ 105,000.00
White Lake Twp FD	\$ 77,344.00	\$ 80,438.00	\$ 88,551.00	\$ 94,750.00		\$ 109,235.00	\$ 110,000.00	\$ 117,964.00

Total	\$ 686,417.12	\$ 1,015,273.63	\$ 981,597.81	\$ 1,170,478.90	\$ 550,517.56	\$ 792,338.23	\$ 974,044.64	\$ 1,496,542.18
Mean (AVG)	\$ 68,641.71	\$ 72,519.55	\$ 81,799.82	\$ 83,605.64	\$ 91,752.93	\$ 99,042.28	\$ 121,755.58	\$ 106,895.87
Median	\$ 71,836.00	\$ 76,764.32	\$ 83,253.00	\$ 85,793.22	\$ 94,151.58	\$ 93,582.00	\$ 99,358.50	\$ 105,637.00

Color Key:

37.5=1950
40= 2080
44=2288
48=2496
53=2756
54=2808
56=2912