



## Memorandum

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**TO:** Menasha Common Council Members

**FROM:** Kevin Kloehn, Chief

**DATE:** October 12, 2016

**RE:** NMFR Promotions

With my appointment to Fire Chief, this created a Shift Commander vacancy. Our Department has three Shift Commanders and who are in charge of a shift of 21 people.

Six, very qualified, internal candidates applied for this position. The candidates met with an interview panel that consisted of Chief Kloehn, Deputy Chief Voss, Assistant Chief Green, HR Director Barber, HR and Finance Director Peggy Steeno from Menasha, and Fire Commissioner Ken Kubiak. The interview process consisted of the candidates bring an issue within NMFR to the forefront and how would the candidate solve the problem. The second part consisted of the candidate discussing a self-improvement plan as Shift Commander, and lastly there was a series of 6 questions to candidates to finish off the interview.

All the candidates did extremely well, which made it an extremely tough decision to make. Each candidate provided excellent feedback on issues and insight on how to solve the issue(s). It was great to have their perspective on things and be able to review to have new ideas to explore.

Fire Officer Ryan Krings was chosen for the Shift Commander position. Ryan's promotion to Shift Commander led to a vacancy in our Fire Officers and Driver/Engineers. Jim Peglow was promoted to Fire Officer and Anthony Leiton was promoted to Driver/Engineer.

NMFR's Fire Commission approved all three promotions effective 10/2/16. Please join me in congratulating all three members.

If you have any questions, please feel free to call me or stop in my office.

Thank you!

KK/tt