



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: John Leach, Municipal Administrator

Date: September 15, 2020

Subject: Fire Chief

Background

The staff position of Fire Chief will soon be vacant due to the current Chief's retirement which was postponed from May 31st, 2020 until then end of September due to COVID-19. Chief Miller is currently serving under contract and is not a benefitted employee.

Craig Warren joined our Fire Department when he was 18 years old and has faithfully served the citizens of Sitka in various roles at the department for nearly 29 years. He has an in-depth understanding of our City, intimate knowledge of our response capabilities, and a great relationship with members of the department and our citizens.

Analysis

Over the past six months, I have interacted frequently with Craig regarding the City's response to the COVID-19 pandemic, and he currently serves as the Deputy Operations Section Chief and Documents Leader in our Emergency Operations Center (EOC). I have found him to be very approachable, extremely professional, and he has a bias for action when presented with challenges or tasks.

I have reviewed Crag's education and work experience which are attached. Craig has some big shoes to fill as Fire Chief, but I have complete confidence in his ability to lead the department with his own leadership style to provide top-notch public safety services to the citizens of Sitka.

Fiscal Note

The Fire Chief position is funded in the FY21 budget at a Range 37 Step F. I have offered Craig the position at 37F due to his 29 years of previous service in our Fire Department, his familiarization with our operations, his leadership abilities, and his sense of community.

Recommendation

Promote Craig Warren from Senior Fire Engineer to Fire Chief effective October 1st, 2020.