

General Information

Funding Package Name *

Creation of a Deputy Fire Chief position60

Department/Division *

Fire▼

Description *

Addition of a full-time Deputy Chief position955

Justification Type

Public Safety Enhancements ✕ Personnel Requests (Add. Pay/Benefits) ✕

Justification Details

The fire department is requesting additional funding for the creation of a full-time Deputy Fire Chief for the following reasons:

-Improved continuity of operations

-Assist in preparing for the upcoming OSHA Emergency Response standards


-Assist with growing administrative and operational demands

-Assist with transition to new public safety building

1650

Expenses 1 ^

Identify each expense item by selecting accounts by Account ID or name from the dropdown. You can also manually add itemizations if needed.

Expense Items	Account ID	FY2027		
		Quantity	Unit Cost	Value
SALARIES & WAGES	0010-2-220-0-1-00-000...			\$120,941.00
SALARIES & WAGES Itemization 1	 0010-2-220-0-1-00-000...	1	\$120,941.00	\$120,941.00
Totals Expenses				\$120,941.00



Douglas K. LeColst
Fire Chief

Town of Middleton Fire Headquarters

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Supplemental Budget Request: Deputy Chief Position

Date: December 17, 2025

Department: Middleton Fire Department

Department Head: Chief Douglas K. LeColst

Summary of Request

The Middleton Fire Department respectfully submits a supplemental budget request to add one full-time equivalent (FTE) Deputy Chief position. This role is necessary to support Continuity of Operations, meet forthcoming Occupational Safety and Health Administration (OSHA) requirements, and ensure adequate administrative and operational capacity as the department continues to grow and evolve, including the transition to the new public safety building.

Justification for Request

1. Continuity of Operations

The Fire Department operates 24/7/365, requiring consistent and reliable leadership. Currently, the Fire Chief is the only non-union full-time administrator within the department, creating operational vulnerabilities and limiting continuity during extended incidents, administrative cycles, and major events.

Departments of comparable size typically employ a Deputy Chief to share leadership responsibilities. The need for this role was reinforced by the significant wildland fires experienced last year and the upcoming transition to the new public safety building. A Deputy Chief would enhance daily operational oversight and provide critical support in developing a long-term Continuity of Operations Plan.

2. OSHA Emergency Response Standard Compliance

OSHA has proposed comprehensive updates to firefighter workplace protections—the first major revision in more than 40 years. These changes will replace the 1980 Fire Brigade Standard with a new Emergency Response Standard that incorporates numerous NFPA standards by reference and significantly expands regulatory requirements.

Expected impacts include changes to:

- Staffing levels
- Training and certification standards
- Apparatus readiness and documentation
- Protective clothing and equipment requirements

A Deputy Chief is essential to coordinate compliance efforts, develop and maintain required programs, and ensure timely implementation. Proactively beginning this work now will reduce long-term costs and administrative strain.

3. Growing Administrative and Operational Demands

The Fire Chief is responsible for a wide array of administrative duties, including:

- Policy development and revisions
- Grant writing and management
- Oversight of training, operations, and personnel
- Coordination of emergency management functions
- Interdepartmental and interagency collaboration

The addition of a Deputy Chief will more effectively distribute these responsibilities, improve administrative efficiency, and strengthen departmental leadership. The position will also assist with fire prevention activities and respond to emergency incidents as needed.

It is important to note that the Fire Department is currently the only municipal department without a daily second-in-command, creating an organizational gap that this request aims to address.

Alignment with Community and Organizational Needs

While the department previously requested a Fire Prevention Officer, several factors have shifted operational priorities, including:

- Transition to a new public safety facility
- Anticipated OSHA regulatory changes
- Continuous simultaneous emergency calls
- Increased emergency management responsibilities
- Continued fire prevention needs

These factors make the Deputy Chief position the most impactful and strategically necessary addition at this time.

Conclusion

The addition of a Deputy Chief is a critical step toward strengthening the department's leadership capacity, improving service delivery, and meeting growing regulatory and operational demands. This position will enhance the department's ability to protect residents, support personnel, and ensure compliance with emerging safety standards.

Respectfully submitted,



Douglas K. LeColst
Chief of Department
Middleton Fire Department