



## Memo

**Date:** June 3, 2022  
**To:** Honorable Mayor Armitage; City Council  
**From:** Erin LaPere, City Manager  
**Re:** Fire Chief Appointment

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### **Background**

In April 2022, former Fire Chief Vogel resigned which necessitated the appointment of a replacement to the office. In addition to serving the city residents, the Charlotte Fire Department provides fire and emergency services to five neighboring townships through a contract with the Rural Fire Association (RFA).

### **Appointment Process**

Per the City Charter, the administrative officers of the city, except the City Attorney, are appointed by the City Manager and confirmed by Council. Additionally, Section 6.12 states that primary consideration of the appointment of Fire Chief shall be given to the recommendation made by the members of the Fire Department. In addition to the Charter provisions, the terms of the contract with the RFA outline a process by which a Fire Chief Selection Committee is established to hire a Fire Chief. That language also states that if the City and Fire Department are in agreement with who to appoint as Fire Chief, a selection committee need not be established.

Upon notice of former Chief Vogel's impending resignation, recruitment took place to select an Interim Fire Chief, and Mark Jordan was selected to fulfill the duties from the candidates. Interim Chief Jordan has been serving the City in that capacity since April 4th. The City has received correspondence from the Volunteers, attached, stating their recommendation to appoint Mr. Jordan to the position of Fire Chief. In accordance with the City Charter, I am seeking confirmation for the appointment of Mark Jordan as the Fire Chief.

Mr. Jordan has a robust background in fire and emergency response services, and previously served as Fire Chief of the Bellevue Fire Department. He has served the city in the interim role for the past two months, and has gone above and beyond in his duties during this time. I am confident that his continued leadership will be an invaluable asset to the Department, the City of Charlotte, and the broader RFA service area.

His skills and experiences bring a wealth of knowledge to the Charlotte Fire Department, and he will play a key role in overseeing the opportunities and challenges facing the city. I look forward to working together to ensure the long-term success of the fire department and the city as a whole.

**Suggested Motion**

City Council moves to confirm the City Manager's appointment of Mark Jordan to the role of Fire Chief.

eel

attachment

CHARLOTTE VOLUNTEER FIRE DEPARTMENT  
& RURAL FIRE ASSOCIATION  
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CHARLOTTE  
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MICHIGAN  
48813

May 24, 2022

Erin LaPere  
City of Charlotte  
111 E. Lawrence Ave.  
Charlotte, MI 48813

City Manager LaPere,

The members of the Charlotte Volunteer Fire Department have full confidence in the experience and leadership skills of current interim Fire Chief Mark Jordan. As such, we are recommending that Mark Jordan be appointed to the full-time position of Fire Chief.

The existing Fire Service Agreement states, "If the Fire Department and the City of Charlotte agree on who to appoint as the new Fire Chief, the mutually agreed upon Fire Chief shall be appointed without the need for the creation of a Fire Chief Selection Committee."

It is our hope that Chief Jordan can be mutually agreed upon, so that we do not have to waste the time to create a special Fire Chief Selection Committee. Chief Jordan has shown his willingness to step up to serve our department and our community from day one, and we are confident he can maintain and advance our department to the next level.

Please contact me if you have any questions.

Thank you,

A handwritten signature in blue ink that reads "Ronald Smith". The signature is fluid and cursive.

Ronald Smith  
Assistant Fire Chief  
Charlotte Volunteer Fire Department