

MEMORANDUM

TO: Urbana City Council
FROM: Mayor Diane Wolfe Marlin
DATE: May 2, 2022
RE: City Staff Appointments

I am pleased to submit the following Appointments for your approval.

***Fire Chief Demond Dade*—effective May 6, 2022 through June 30, 2022**

Kent (Demond) Dade joined the City as Deputy Fire Chief in March of 2021. He was previously with the City of Quincy Fire Department for more than 20 years, and was promoted to Deputy Chief of Administration in 2019. He has also been an instructor at the Illinois Fire Service Institute (IFSI) for the past four years. He holds a number of certifications related to fire service and is a licensed paramedic. He has an associate's degree in applied fire science.

Job Summary: The Fire Chief provides leadership and strategic direction for the overall operation and management of the Urbana Fire Department. Primary responsibilities of the position include planning, directing, coordinating, and administering operational firefighting, fire prevention programs, rescue calls, emergency operations, disaster preparedness, public education, and training and employee development.

***Deputy Fire Chief Kyle Hensch*—effective May 6, 2022 through June 30, 2022**

Kyle Hensch began working with the City of Urbana in 1998. He started as a Firefighter and moved through the ranks of Company Officer/ Lieutenant (2006 - 2013) and Captain (2013 - 2014), before he was promoted to Division Chief in 2014. He currently serves as Battalion Chief, managing day-to-day shift operations, is a licensed paramedic, and holds a number of certifications related to fire service.

Job Summary: Under administrative direction, manages, supervises, the Deputy Fire Chief coordinates the activities of the Operations Division within the Fire Department, including emergency operations, medical services, facility/equipment maintenance, disaster preparedness, public education, training and employee development, and related programs and services. This position responds to and assumes command of emergency incidents as needed; plans, delegates, assigns, and evaluates the work of Division Chiefs; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief. The Deputy Fire Chief reports to the Fire Chief.