



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 1/8/2026

**File ID:** TMP-6340

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**Department:** Fire and Rescue

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between George Daigle and the City of Huntsville

Resolution No.

**Finance Information:**

**Account Number:** 1000-42-42300-501010-00000000

**City Cost Amount:** NTE \$39,000

**Total Cost:** NTE \$39,000

**Special Circumstances:**

**Grant Funded:** NA

**Grant Title - CFDA or granting Agency:** NA

**Resolution #:** NA

**Location: (list below)**

**Address:** NA

**District:** District 1  District 2  District 3  District 4  District 5

**Additional Comments:** NA



# SPECIAL EMPLOYEE AGREEMENT COVER SHEET

**Instructions:**

- All special employee agreements submitted for review must have this Cover Sheet attached.
- Complete the cover sheet in its entirety. Include N/A when appropriate.
- Email the completed cover sheet along with all contractual documents (with attachments) to the Legal and Human Resources Departments.
- Once approved, the requesting department will add to the City Council agenda.

Date:	12/02/2025	Today's Date
Requestor's Name:	Crystal McKenzie	Your Name
Requesting Department:	Fire & Rescue	Division/Department
Requesting GL Code:	42300	Salary Account Number
Individual/Employee Name:	George Daigle	Individual/Employee Name from Agreement
Termination Effective Date:	01/28/2026	Effective Date of Termination/Retirement
Previous Rate of Pay:	31.25	Rate of Pay at Termination/Retirement
Agreement Rate of Pay:	\$ 31.25	Rate of Pay in Agreement
Agreement Effective Date:	01/08/2026	Estimated Effective Date of Agreement
Renewal/New Agreement:	Renewal	Is this a renewal or new agreement?

**BRIEFLY STATE THE PURPOSE OF THIS AGREEMENT**

Renewal of Special Employee Agreement between the City of Huntsville and George Daigle commencing on January 28, 2026.

**LIST ANY BENEFITS PROVIDED IN THE AGREEMENT**

\$31.25/hr  
not to exceed \$39,000 yearly

**TOTAL COST (list the one-time and annual recurring cost of the agreement)**

- ONE-TIME: ANNUAL: \$ 39,000.00 OTHER:
- IF MULTI-YEAR AGREEMENT - BEGIN DATE: END DATE or ongoing:

**ADDITIONAL INFORMATION:**

Is this agreement associated with any other contracts or agreements currently in effect with the City of Huntsville. If YES, provide date, vendor for original contract.

Yes  No

Original Contract Date: Vendor Name:

**Approved as to Form**

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*PLEASE NOTE – Information contained on this document may be subject to change upon approval.**

**RESOLUTION NO. 26-\_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an Agreement by and between the City of Huntsville and George Daigle, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "Special Employee Agreement Between George Daigle and the City of Huntsville" consisting of six (6) pages or two (2) pages plus four (4) additional pages consisting of Exhibit "A" and the date of January 08, 2026 appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

**ADOPTED** this the 8<sup>th</sup> day of January, 2026.

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President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 8<sup>th</sup> day of January, 2026.

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Mayor of the City of Huntsville,  
Alabama

**SPECIAL EMPLOYEE AGREEMENT  
BETWEEN GEORGE DAIGLE AND THE  
CITY OF HUNTSVILLE**

STATE OF ALABAMA )  
COUNTY OF MADISON )

**THIS AGREEMENT** is made and entered into on the 8th day of January 2026, by and between George Daigle, an individual, ("Daigle") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("City").

**WITNESSETH:**

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1. Daigle shall be employed by the City of Huntsville as Assistant Fire Marshal and shall be classified as a "Special" employee under the City's Personnel Policies and Procedures Manual.
2. The term of this contract shall be for a period of one (1) year commencing on January 28, 2026.
3. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
4. During the term of this contract, Daigle shall perform the duties and responsibilities of Assistant Fire Marshal and shall be under the direct supervision of the Fire Marshal or Deputy Fire Marshal. Duties of the position of Assistant Fire Marshal shall include all work described on Exhibit "A" attached hereto and incorporated by reference herein.

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President of the City Council of  
the City of Huntsville, Alabama

Date: January 08, 2026

5. In consideration of the services rendered hereunder, City shall pay to Daigle the rate of \$31.25 per hour not to exceed 29 hours per week with the total sum not to exceed \$39,000 per year or the current maximum earnings authorized by the Code of Alabama 1975 as amended §36-27-8.2, which shall be paid bi-weekly in accordance with City's regular, payroll processing system. During the term of this agreement, Daigle shall not receive any cost of living adjustment approved by the City Council for all other employees of City. In addition, Daigle shall not receive any benefits available to any employee of the City except those benefits he receives as a result of being retired from regular employment with the City. Daigle shall have no authorization to incur any debt or obligation on behalf of the City.
6. Daigle acknowledges that confidential information may be made available to him in connection with his work pursuant to this agreement. Daigle agrees not to disclose the confidential information to any third party at any time following execution of this agreement. This clause shall survive the termination of this Agreement.
7. Except as specified herein, Daigle shall be subject to all policies applicable to part-time employees.
8. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the 8th day January 2026.

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George Daigle, an Individual

**CITY OF HUNTSVILLE, ALABAMA**  
a Municipal Corporation

BY: \_\_\_\_\_  
Tommy Battle  
ITS: Mayor

ATTEST:

BY: \_\_\_\_\_  
Shaundrika Edwards  
ITS: City Clerk

# Assistant Fire Marshal

Class Code:  
9020

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE  
Established Date: Nov 1, 2007  
Revision Date: Aug 17, 2017

## SALARY RANGE

\$25.28 - \$42.82 Hourly  
\$2,022.40 - \$3,425.60 Biweekly  
\$4,381.87 - \$7,422.13 Monthly  
\$52,582.40 - \$89,065.60 Annually

## NATURE OF WORK:

This is technical field work in the area of fire prevention which encompasses public education, enforcement of fire codes, ordinances, standards, guides, and state laws. Responsibilities also include the investigation of fires for their origin and cause, for possible criminal prosecution or civil litigation.

Work involves conducting field inspections to ensure compliance with applicable codes and ordinances on all public access and private commercial structures within the city limits of Huntsville. Conducts classes, seminars, and drills to educate the public, private, and governmental agencies on an array of fire prevention topics. Conducts fire investigations to determine the origin and cause of fires, follows through with the investigation as needed for possible criminal prosecution or civil litigation. Work is performed with wide latitude for judgment and is reviewed through reports and conferences.

## ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

Fire Code Enforcement: Conducts construction plans reviews on all commercial buildings to ensure compliance with codes and ordinances adopted by the city and state. Reviews include site, electrical, HVAC, structural, plumbing, alarm, and fire protection systems. Conducts spot inspections throughout the construction process, advises contractors and builders on corrective actions for adherence to codes; completes a final inspection and systems testing prior to the building or structure being occupied. Conducts field inspections on all public and private businesses and structures to ensure compliance with all adopted codes and ordinances. Prepares inspection reports in a clear and concise manner. Identifies the occupancy classification, means of agrees, construction types; determines the operational readiness of new and existing fire protection systems and appliances. Determines the potential for fire growth in a structure. Inspects areas for storage, handling, and use of ignitable, hazardous substances or materials. Advises owners and occupants to insure strict compliance with applicable codes and ordinances. Issues permits for applicable

structures and services. Issues citations for noncompliance of fire codes and ordinances.

**Fire Investigation:** Investigates and evaluates the fire scene to determine the area/point of origin, source of ignition, materials ignited, act(s) or activity that brought the ignition source and materials together. Coordinates with fire suppression personnel in fire suppression duties for the purpose of scene preservation and debris removal. Assesses the subsequent progression, extinguishment, and containment of the fire. Secures the fire scene so that all evidence or potential evidence is protected from damage, destruction, or contamination. Documents the fire scene by drawing diagrams, photographing, and taking field notes to be used to compile the final report. Collects and preserves evidence by using proper physical and legal procedures. Obtains information through interviews and interrogations. Gathers reports, records, equipment, and materials, so that all information is appropriate to the investigation, and is complete and authentic. Ensures that the chain of custody for evidence is maintained and acceptable for court. Prepares a comprehensive written report given the investigation findings and documentation. Testifies during legal proceedings, gives investigative findings and contents of reports; consults with legal counsel.

**Fire Education:** Develops and implements programs to educate and train the public and private sector on fire safety related issues. Conducts interviews with the news media on fire safety topics and investigations. Selects instructional materials, gathers program resources, adjusts the program to the appropriate age level; schedules and presents implementing, and instructing Firefighters, Driver Engineers, Captains, and Chief level Officers in a wide variety of subjects and skills.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

**MARGINAL FUNCTIONS OF WORK:**

Conducts background investigations on possible new hires.

Assists in the physical agility test for new hires.

Acts as a liaison for the department at public events.

Performs routine equipment and vehicle maintenance.

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Knowledge of the characteristics of ignitable, explosive, hazardous, and similar materials.

Knowledge of the laws, ordinances, codes, standards, and guides that pertain to fire prevention.

Knowledge of the departmental rules, regulations, and policies.

Knowledge of the geography of the city including principal buildings, hydrants, and the location of specific fire hazards.

Ability to plan and conduct classes, seminars, and drills with private and public organizations or

individuals concerning fire protection, suppression, alarms, investigations, inspections and life safety issues.

Ability to locate and identify fire code violations or potentially hazardous conditions in buildings, structures, and installations.

Ability to conduct an effective fire investigation and to identify suspicious conditions at the fire scene.

Ability to examine and review construction plans for code compliance.

Skill in the operation and care of a personal computer.

## **MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency, and, must have served at least three (3) years of continuous service as a member of the Huntsville Fire & Rescue Department.

## **WORKING ENVIRONMENT:**

Work is performed indoors and outdoors. Work exposes the employee to solvents, greases, oils, dusts, fumes, odors, smoke, gases, chemicals, explosives, toxic substances, electrical shock, extreme weather conditions, building collapses, hostile or emotional fire victims, civilians or suspects, excessive noise levels, poor lighting, and fire debris.

## **PHYSICAL DEMANDS:**

Work requires the regular, and at times, sustained performance of extended periods of time of physical tasks, such as walking over rough or uneven surfaces, sitting, standing, stooping, crouching, kneeling, working in confined or restricted spaces, working at heights, climbing or frequent lifting of heavy objects over 50 pounds, shoveling, digging, and moving fire debris.

Work requires the ability to both communicate verbally and written in a concise manner, solve problems, attend to details, attend to tasks without distraction, reason effectively, use effective judgment, maintain alertness and awareness to perform multiple concurrent tasks.

## **NECESSARY SPECIAL REQUIREMENTS:**

Must possess and maintain a valid driver's license.

Applicant must be certified as State of Alabama Firefighter I and II, and in Hazardous Materials

ATTACHMENT "A"

Awareness and Operations.

Applicant must also be certified as State Fire Inspector I and II, Fire Investigator and Fire Instructor I. Applicant shall be certified before application deadline or shall obtain certification within eighteen (18) months of promotion. If a newly promoted candidate has not obtained the required certifications within eighteen (18) months of his/her promotion to Fire Prevention/Investigation Officer, the promotion will be revoked and such individual shall be demoted to the previously held (rank) position.

Applicant must also be licensed in Alabama as an Emergency Medical Technician\*. Applicant must maintain an Emergency Medical Technician license. Applicant shall be licensed as an Emergency Medical Technician\* prior to the deadline for application.

\*Applicant may be licensed as an Emergency Medical Technician Basic, Advanced EMT, Intermediate EMT, or Paramedic.