

New Richmond Fire & Rescue Department



Five Year Strategic Plan (2016 – 2020)



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A Message from Chief VanderWyst

I was afforded the opportunity to lead the New Richmond Fire Department beginning in April of 1997. One of the greatest challenges to date has been to conduct a straightforward and realistic analysis of the organization to provide us with a template for which we can improve our operations and maintain the exceptional standards of service that our residents and visitors have come to expect.

In order to provide comprehensive emergency services to our residents and visitors to the City of New Richmond, Towns of Star Prairie, Richmond, Stanton, Erin Prairie, the Village of Star Prairie and the Town of Alden - Polk County, the New Richmond Fire & Rescue Department must proactively respond to changes, solve problems, collaborate on issues, assess community needs, and develop viable solutions.

To accomplish this goal, our organization developed the following Strategic Planning Document. This document is designed to provide the organization, citizens of the community, and policy makers with a living, breathing five-year planning document capable of being evaluated, reviewed, and refined on an annual basis depending on our ability to meet the objectives listed in the plan.

It is a known fact that fire and rescue services continue to change on a daily basis. The dynamic nature of the environments, community demands, staffing issues, and the current unstable economic conditions facing our communities require our fire department to seek a proactive stance in planning short and long term organizational goals. While we acknowledge our department may not fully achieve all of the stated goals within a five year period, we believe it is important to take the initiative and design a framework that will guide us in our efforts to meet future challenges.

In closing, I would like to thank the members of the department, community, and government officials for providing me the opportunity to facilitate the development of a document that will guide the future of the New Richmond Fire & Rescue Department. As an organization, we stand committed to accepting the challenge of cultivating these strategic goals into reality, enhancing the services we offer our residents, and meeting our future vision.

James VanderWyst, Fire Chief



Introduction

Recently our operating fleet of vehicles was reviewed and recommendations were outlined by Bruce A. Fuerbringer, M.S. Fire Chief (Retired) 5-Bugle Training & Consulting. The Apparatus Evaluation / Recommendations Report was delivered to the NRF&R Advisory Board at its June 2015 meeting.

An additional internal study included evaluating the past and current culture, programs, and services of the department, and anticipating the future by evaluating new trends, guidelines, response requirements, and standards that will have an influence on the delivery of emergency services. Particular attention was given to the current conditions and climate of the community and the potential growth and the demand for services. The New Richmond Fire & Rescue Department must proactively respond to these changes and events, collaborate on important issues facing our community, and assess the needs of our organization as they relate to our ability to continue to provide the comprehensive level of emergency services our residents have been enjoying up to this point. The FY 2016 - 2020 Strategic Plan represented here is based on the findings generated by these evaluations and the future goals and objectives of the organization.

Up until 2011, the New Richmond Fire Department has provided fire suppression, fire inspection, and fire prevention services pretty much in the same manner. After 2011, rescue services were transferred to the fire department from the New Richmond Ambulance & Rescue; thus creating the New Richmond Fire & Rescue Department. As the Fire Chief, I have identified the obvious fact that we have now come to a defining moment in our existence. A moment that requires a fundamental review of our present status and the formulation of a plan designed to assist us in reaching our future goals and the service demands of the community.

The core questions that we are attempting to answer through the development of the strategic plan is, "How can we improve the New Richmond Fire & Rescue Department and in what direction are we going in?" In order to develop the information required to answer these questions, a comprehensive look at all aspects of the department and the services we offer inspired this written / living strategic plan.

Based upon this thorough assessment, the strategic plan, included on the following pages, will identify the objectives that will be required to meet these targets. As with any plan, we must recognize that the capacity to effectively achieve the identified goals significantly hinges on the ability of the Fire & Rescue's personnel to identify, acknowledge, and embrace the future vision of the department.



Executive Summary

As with any type of future planning, certain opinions have been identified and positively exploited in the development of this strategic plan. These assumptions identify 1) the continued growth of the City, Village, and the Town's population, 2) additional traffic projections due to the completion of the St. Croix River Bridge connecting Minnesota and Wisconsin (Hwy 64) to our community, 3) a continued increase in requests for fire and rescue department services, and 4) the evolution of State and National standards as concerns that may impact the future of our organization.

Current and future operations, plans, and goals cannot be met without proper staffing levels. Goals to sustain the current level of PPC (paid per call) volunteer personnel and an expanded vehicle maintenance program have been identified and documented. A proactive and positive approach to the future of our firefighter's educational programs in the areas of firefighting and rescue operations, fire safety education, and the enforcement of the State Fire Codes have been developed and will remain at the forefront of our organization's future activities.

It is impossible for the members of our department to satisfactorily perform their required tasks without proper equipment, facilities, and apparatus. Our capital budget schedule has been designed to satisfy these obligations in a proactive and budget conscious manner. Replacement of our current rescue vehicles has been identified and is addressed in the plan as a high priority item.

The health, safety, and general welfare of our personnel are of paramount importance to the organization. We are consistently evaluating and developing new SOGs (Standard Operating Guidelines), proactive programs, and purchasing equipment designed to enhance the level of our firefighter's ability to serve our communities against fire and rescue events.

The New Richmond Fire & Rescue Department has a reputation of utilizing a high quality internal training program developed and taught by our own personnel and our local Technical College to cultivate the highest quality group of professional firefighters. This hard earned and well deserved standing highlights the quality of our Training Committee and the instructors within our organization. Going forward, it is our intention to expand and enhance the organization's training program through a back-to-basics approach to fire and rescue operations that includes employing the latest methods and tools available in our service in a manner that supports the enhancement of the delivery of our services and the safety of our personnel. We are focused on remaining at the cutting edge of evolving technology and operational competence through our well-developed, diversified training program.

Technology in the fire service continues to change at an extremely rapid pace. Our organization has been exceedingly proactive in identifying and adapting to these changes. Staying ahead of the technological curve to ensure we maintain and enhance our levels of productivity and efficiency will be a leading component of our future activities.

Since September 1, 2001, immense transitions in the area of the delivery of emergency management services have occurred across the country. In addition to the potential terrorist / school shootings events, natural disasters, wildfires, floods, and tornadoes have significantly raised the public's knowledge and expectations of a community's ability to provide protection against these events. Homeland Security and the need for the development of an all hazards approach to community safety is now the foundation from which the fire departments across the nation operate. With a renewed interest in proactive disaster planning, and the major role our department will have during an event in our fire district, we have significantly enhanced our awareness level of emergencies and disaster planning over the past years. Future goals in this area include the continued involvement of Mutual Aid Agreements and MABAS Wisconsin that enhances sharing of local resources.

Our department provides a high level of quality fire suppression and technical rescue services to the New Richmond Fire & Rescue community. Over the past several years, the fire service profession has undergone a considerable change in the type of services it offers and the methods utilized to deliver them. We have become a virtual one stop shop encompassing all types of emergency response needs. In reply to these realities, our future emergency response strategy will be to develop and implement an action plan that provides for the continual upgrade of internal response capabilities, the frequent review and enhancement of mutual aid and automatic aid agreements with our neighboring fire departments, along with an enhanced effort to increase and exploit regional based programs and projects. This proactive system of assertively adapting to this dynamic response environment will allow the New Richmond Fire & Rescue Department to maintain its reputation as one of the leading providers of emergency services in St. Croix County.

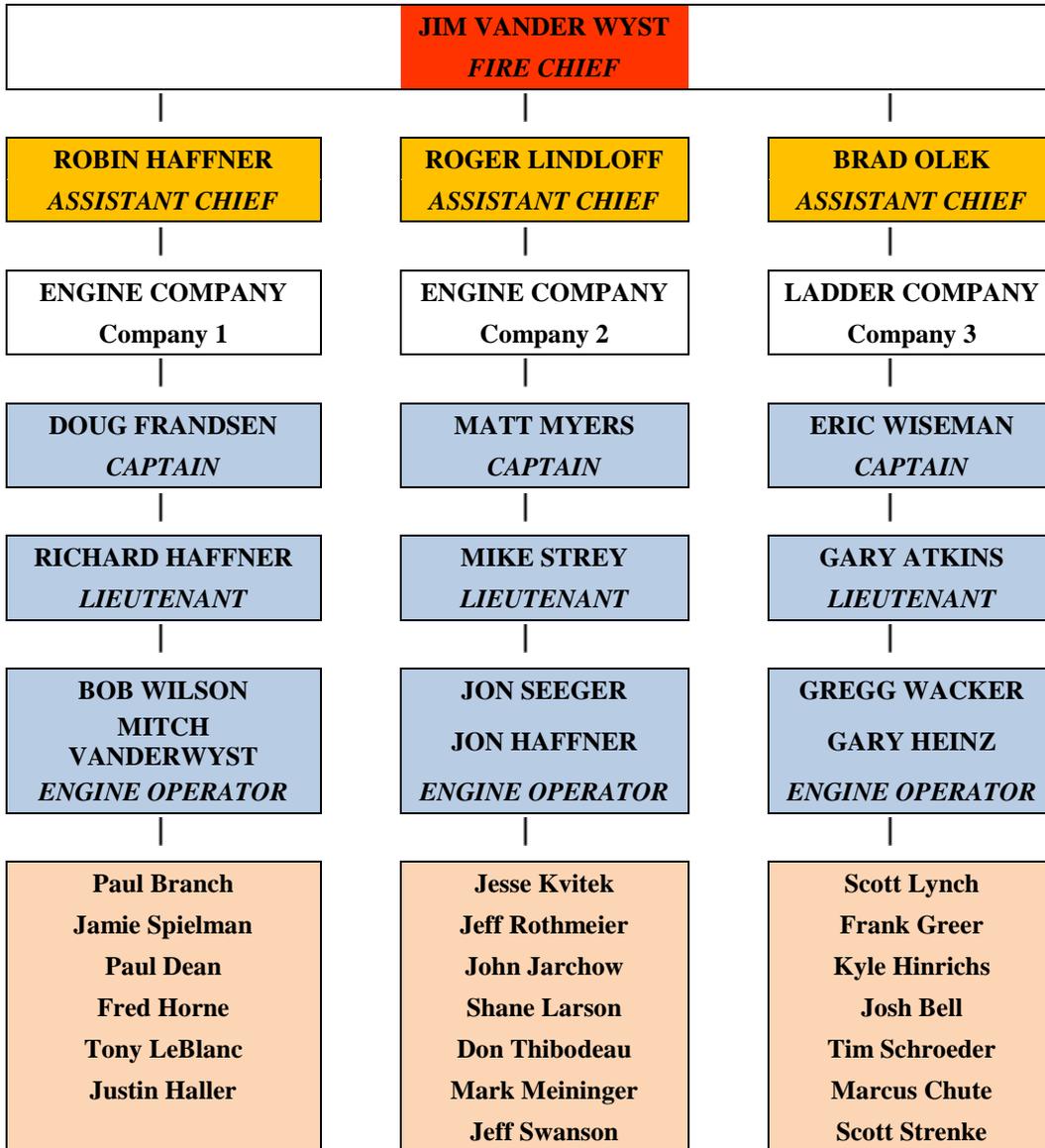
Mission Statement

It is the mission of the New Richmond Fire & Rescue Department to preserve life and property, promote public safety, and foster economic growth through leadership, management, and actions, as an all risk life safety response provider. The Department will focus its efforts on responding rapidly to emergencies and providing appropriate intervention and community education.



Organizational Background

The New Richmond Fire & Rescue Department is a combination fire and rescue department that provides fire, technical rescue, fire prevention, and education services to a population of approximately 18,000 residents residing in an area of approximately 150 square miles. These services are provided from one main fire station centrally located within the City of New Richmond and a satellite station located in the Village of Star Prairie. The department consists of one full time Chief, one part-time Administrative Assistant, three Assistant Chiefs, three Captains, three Lieutenants and 30 volunteer firefighters.



Activities and Uniform Chair	Eric Wiseman
New Recruits and Fire Prevention Chair	Richard Haffner
Training and HazMat Chair	Eric Wiseman
SOGs, By-Laws, and HSO Chair	Gary Atkins
Personal Protective Equipment Chair	Matt Myers
Outside Burns and Pool Fills Chair	Mike Strey
Apparatus and Equipment Chair	Doug Frandsen
Communications Chair	Doug Frandsen
Department Treasurer	Richard Haffner

Core Values

The members of New Richmond Fire & Rescue Department are:

- Prepared for Duty
- Serving with Integrity
- Responding with Compassion
- Committed to Professional Excellence

Prepared for Duty

This means that our members will do everything possible to ensure that our organization is at an optimum state of readiness when called upon to respond at a moment's notice. Our team members will be properly trained, equipped, supported, and focused on safe immediate response and customer service.

Serving with Integrity

This relates to how we do business. We acknowledge that truth and trust are the foundations of relationship building and delivery. Our members will work hard every day to maintain the highest professional standards and to earn the public trust through their actions.

Responding with Compassion

Our department is a people oriented service organization focused on helping those in need. Our members will provide the highest level of fire and rescue services with utmost compassion and caring to anyone in need.

Committed to Professional Excellence

The New Richmond & Rescue Department will provide its members with the means, skills, and education to provide outstanding professional services. The organization will also achieve this excellence through a commitment to quality, respect for each person, and a workplace that is free of harassment, discrimination, and retaliation.

Core Functions

Administration

The Fire Chief is responsible for Incident Command and the overall management of the department, with functions of various duties and tasks delegated to the Assistance Chiefs, Company and Unit Officers, Fire Prevention Activities, Administrative Assistant, Sub Committees and other individual personnel. This management team provides administrative control of the department, supervises the daily operations and activities of our staff, directs personnel management activities, and coordinates all training events in a system designed to achieve our primary goal of protecting the lives and property of the residents and visitors to the City of New Richmond, Towns of Star Prairie, Richmond, Stanton, Erin Prairie, the Village of Star Prairie and the Town of Alden – Polk County.

Fire Suppression

Our personnel provide fire protection, public assistance, hazardous material mitigation, and technical rescue services to the City of New Richmond, Towns of Star Prairie, Richmond, Stanton, Erin Prairie, the Village of Star Prairie and the Town of Alden – Polk County and the surrounding mutual aid and auto aid response areas as requested.



Fire Prevention

Our fire prevention program is responsible for providing fire prevention/fire inspection services, fire safety education, smoke detector and Carbon Monoxide detector inspections, and fire investigations under the mandate of local, state, and federal laws, regulations, and standards.



Rescue and Extrication

Technical rescue includes the following but is not limited to: High Level, Low Level, Trench, Confined Space, Ice Water, Rapid Water and Silo/Grain Bin Rescues. We also provide Vehicle Extrication at crash scenes. Our members continue to strive for excellence and efficiency through training and performing at an actual event.



Assumptions

To initiate our baseline strategic planning, certain assumptions regarding the department were made: We assumed that;

1. We will provide prompt, reliable service to our customers during any emergency. We will train appropriately, respond rapidly, and adequately equip ourselves to mitigate all incidents.
2. Our strategic plan will require periodic updates as events that shape the service demands of our customers occur.
3. We cannot meet the various demands and needs of the community alone.
4. We need to network and communicate with other emergency agencies to ensure an effective, team oriented work environment and delivery of services.
5. Changes of all types to the services we offer will continue to occur. It is our responsibility to identify, project, and plan to meet the challenges presented by these changes.
6. We must ensure that we take every advantage to interact with the public and serve them in a manner that exceeds all expectations.
7. We must ensure full cooperation with our mutual aid groups and take every opportunity to initiate regional partnerships and opportunities.
8. We must be flexible enough to anticipate the needs of our customers and appropriately adjust our services accordingly.
9. We must prepare the next generation of department leaders through proper mentoring and succession planning.
10. Training is a critical aspect of safe and effective operations. It is our duty to ensure our members are trained and certified to the highest possible levels.
11. We will continue to serve the community as a combination fire and rescue department.
12. We shall assume elected officials support the efforts of our organization to provide world-class rescue, fire suppression, and fire prevention services.
13. The level of services that we offer are directly linked to the training, experience, and readiness of our personnel. It is our obligation to ensure that we meet the expectations of the community and our personnel.
14. We must ensure that department members support and maintain a work environment that promotes equality, equity, and integrity.



Strategic Planning Topics

Strategic Planning Topic #1 - Personnel Training & Specialized Tactics

The New Richmond Fire & Rescue Department is comprised of an outstanding group of dedicated, well trained individuals who are without question the organizations most valuable resource. Managing these personnel requires the finite balancing of the needs of the volunteer firefighters. When managing in this environment it is important to remember that the achievements of any organization ultimately hinges upon the success and development of the firefighters within. In order to ensure the future solvency of our organization, the continued development of our personnel, and the sustained delivery of professional, cost effective services to the community, we have developed the following objectives to enhance our capabilities within this strategic planning category.

Objective 1: Conduct a study of our current training program.

Related Tasks:

1. Utilize outside fire and rescue training experts such as WITC and CVTC through programs offered.
2. Establish annual refresher training programs / classes that are required by DSPPS.
3. Review and comply with the department's policies such as By-Laws and SOGs.

Objective 2: Establish an employee evaluation program through the chain of command.

Related Tasks:

1. Create a best practice system of conducting annual reviews of the personnel.
2. Provide line officers the ability to review each Company Unit and report to the Chief.
3. Develop/enhance and implement performance standards.

Objective 3: Develop a program that encourages member commitment, loyalty, respect, and cooperation.

Related Tasks:

1. Encourage current committees or establish new sub-committees that will foster team building through training and social events.
2. Continually develop or review current Rules and Regulations.

Objective 4: Improve organizational communications.

Related Tasks:

1. Establish a newsletter in printed form or electronically.
2. Clarify and enforce proper use of the ICS (Incident Command System).
3. Enhance opportunities for department members to access the Fire Chief.
4. Improve dissemination of information from the Fire Chief to department personnel.

Objective 5: Redundancy/Succession Planning.

Related Tasks:

1. Conduct a study of the current leadership.
2. Develop a job description for each command staff position.
3. Distribute leadership of the officers to ensure more than one individual is competent at any given task.
4. Identify, train, and mentor personnel capable of assuming command level positions.

Objective 6: Continue to enhance the Health and Safety Officer's and the Fire Ground Safety Officer's positions and responsibilities.

Related Tasks:

1. Encourage the Health & Safety Officer to keep current with local laws, codes, and DSPPS's minimum requirements.
2. Review and keep current with the minimums of fire and rescue training's Best Practices as the environment of fire and rescue continues to change.

Strategic Planning Topic #2 - Services Provided

The New Richmond Fire & Rescue Department provides a broad menu of emergency response services to our community. Based on the 2014 Annual Report (attached), all incidents are classified in one of the following categories: Actual Fire (23.81%), Rescue EMS Assist (25.71%), Hazardous Condition – No Fire (15.71%), Service Call (4.29%), Good Intent (7.14%), False Alarm / False Call (22.38%), and Special Incident Type (0.95%).

Objective 1: Investigate and employ state-of-the-art fire and rescue equipment, technology, and safety innovations.

Related Tasks:

1. Conduct research and development on new equipment, personal protective gear, technology advancements, and employee safety programs.
2. Investigate opportunities to purchase new equipment through grant funds.
3. Purchase and place in service equipment / technology designed to enhance the delivery of fire suppression and rescue services.
4. Purchase and place in service equipment / technology designed to improve personnel safety and reduce fire suppression and rescue related injuries.

Objective 2: Investigate and employ state-of-the-art fire and rescue vehicles designed to safely carry tools, equipment, and firefighters to the scene of an incident.

Related Tasks:

1. Evaluate the current vehicle staffing of the department.
2. Consolidate special functions of the vehicles as best as possible.
3. Minimize vehicle repairs and the lack of not complying with NFPA 1901 by rotating out older vehicles; thus improving responses, personnel safety, and the ability to mitigate the outcome of an incident.

Objective 3: Improve fire suppression, rescue responses, and personnel accountability.

Related Tasks:

1. Develop and implement a program designed to collect building and hazard related information at high priority responses.
2. Design and implement a program designed to assist the department in meeting NFPA and DSPTS response and staffing standards.
3. Investigate and utilize computer based pre-plan software for information of storage and retrieval capabilities.
4. Gather and disseminate information through mobile computers for rapid field based information retrieval.
5. Research and implement MDC (Mobile Data Computers) ability to log personnel and responding units while en-route and on-scene.
6. Research and implement a program that will include Mutual Aid and Auto Aid from and given to neighboring fire departments.
7. Continue to enhance the Pass Port System and encourage all fire departments within St. Croix County to have the ability to create and utilize the Pass Port System. This will encourage compatibility in the event of a Mutual Aid response – either given or received.

Objective 4: Review, reorganize and revise current SOGs. Add new SOGs as necessary.

Related Tasks:

1. Develop a working group of department members to review current SOGs for consistency, accuracy, and effectiveness.
2. Implement standard operation guidelines.
3. Disseminate SOGs to department personnel.
4. Determine and maintain updates as required.

Objective 5: Review current engine / ladder / rescue staffing levels in relation to efficient operations, effective supervision that is a direct result of DSPS and NFPA codes and standards.

Related Tasks:

1. Review current staffing certifications to determine levels of future education required.
2. Provide the personnel with WITC and CVTC certified courses that will enhance the high level of training such as Certified Firefighter, Certified Engine Operator, Certified Tender Operator, Certified Ladder Operator, Certified Rescue Categories, Certified Company Officer and Certified Fire Instructor.



Strategic Planning Topic #3 - Vehicle and Equipment Maintenance

The New Richmond Fire & Rescue has, for many decades, serviced all fire and rescue apparatus (newly added) “in-house”. Additionally, if the task was beyond what could be repaired “in-house”, the vehicle was out-sourced to a professional Heavy Truck Repair Shop. Equipment such as firefighting and / or rescue tools must be continuously monitored for reliability. When they become obsolete or a newer much more efficient replacement is available and it is financially feasible, that tool then should be replaced.

Objective 1: To maximize longevity of the apparatus, each vehicle should be serviced no less than once a year.

Related Tasks:

1. Investigate and implement an outside source to perform a yearly maintenance program on each vehicle.
2. Investigate and implement a program that includes a yearly DOT inspection, break inspections, and adjustments.
3. Investigate the cost of hiring a mechanic.

Objective 2: In order for the firefighters to operate safely at an incident, the tools and equipment at their disposal should meet NFPA standards. When a more current tool or piece of equipment demonstrates that it is better, safer, and more efficient for the firefighter and the people we serve, it then should be considered to be upgraded to replace the older equipment and tools.

Related Tasks:

1. Investigate and review all current tools, including SCBAs.
2. List and document tools and equipment that no longer meet the needs of the department or personnel safety.
3. Using NFPA codes and standards as a guideline, make recommendations for budgeting considerations.
4. Currently we are approaching the third year of a 3 year plan to upgrade our current extrication equipment to “tetherless” or E-tools. The cutters and spreaders have been purchased and the third tool is the E-ram. Staying with the 3-year plan, this tool should be addressed in the 2016 budget.



Strategic Planning Topic #4 - Current Vehicles and Tasks

The New Richmond Fire & Rescue operates with 13 vehicles. Each vehicle is unique in design and deployment. At some given time each vehicle will need to be replaced. Acting responsibly, and considering reliability of the existing vehicles and their performance, and taking into account not to lessen the Insurance Rating (ISO) of the department or firefighter's safety, an Apparatus Evaluation / Recommendations study has been performed. This study was presented to the NRF&R Advisory Board at its June 17, 2015's meeting. (Attached).

Fleet Description

Engine 3261 Triple Combination Pumper. Primary Task is Car Fires & Car Crashes

2001 Sterling / Custom Fire / 1,250 gpm. Waterous Pump / Current Miles: 39,318 / Purchase Date: 2005



Engine 3262 Triple Combination Pumper. Primary Task is Structural Fires

1992 Spartan / General / 1,250 gpm. Waterous Pump / Current Miles: 20,881 / Purchase Date: 1993



Ladder Tower 3263, 95' Platform, Primary Ladder Truck Duties and Rescue Operations

2010 E-One Cyclone / 2,000 gpm Hale Pump / Current Miles: 37,503 / Purchase Date: 2014



Truck 3264, 2001 Jeep. Primary Task is Grass Fires, 2nd Command Vehicle, Additional Transportation of Firefighters.

Current Miles: 72,175 / Purchase Date: 2002



Engine 3265 Triple Combination Pumper. All Fires North of the City.
1997 Freightliner / Custom Fire / 1,250 gpm. Waterous Pump / Current Miles: 43,803 / Purchase Date: 2000



Brush 3266. Primary Response for Grass and Off-Road Events.
2010 Ford F-350 / Current Miles: 2,928 / Purchase Date: 2010



Brush 3267. Primary Response for Grass and Off-Road Events.
1999 Ford F-250 / Current Miles: 68,065 / Purchase Date: 2002



Tender 3268. Primary Response for Water Support and Traffic Crash Protection.
2006 Sterling / Stainless Steel Mfg / Current Miles: 7,374 / Purchase Date: 2007



Tender 3269. Primary Response for Water Support and Traffic Crash Protection.
2001 Sterling / Stainless Steel Mfg / Current Miles: 11,759 / Purchase Date: 2002



Rescue 3270. Primary Response for High & Low Level, Water, Ice, Off Road Rescues
1996 Chevrolet C-3500 / Light Rescue / Current Miles: 15,160 / Purchase Date: 2011



Engine 3271 Triple Combination Pumper. Primary Response for Commercial Fires & HAZMAT Response.
Primary Engine responding to Mutual Aid Requests.
1997 Spartan / General / 1,750 gpm Waterous Pump / Current Miles: 6,296 / Purchase Date: 1997



Command 3272 / 2008 Dodge Durango / Current Miles: 50,924 / Purchase Date: 2008



Heavy Rescue 3273. All Rescue Responses.
1994 IH Navistar / Current Miles: 16,737 / Purchase Date: 2011



Strategic Planning Topic #5 - Vehicle and Equipment Replacement

Currently, the New Richmond Fire & Rescue responds to traffic crashes where occupants are trapped in vehicles and we assist the NREMS and Law Enforcement personnel at various scenes. This requires responding with the Heavy Rescue Unit, an Engine and a Tender for rescue operations, fire protection, traffic protection, and environmental protection. A simple set up includes (C-3272) - 1 Incident Commander, (R-3273) - 1 Rescue Operator, 1 Operations Officer and 3 Rescue Firefighters, (E-3261) - 1 Engine Operator, 1 Fire Officer and 4 Firefighters, (T-3268 or T-3269) - 2 personnel to provide traffic crash protection, or 14 firefighters total. (NFPA and DSFS Codes / Guidelines and Department SOGs). Given the fact that volunteerism is dwindling and we are relying on fewer firefighters to accomplish the same task, this has caused our organization re-think how we outfit our vehicles and responsibilities. It is recommended to replace our Heavy Rescue vehicle and one Engine to create a Rescue Engine. Thus, eliminating the need to replace two vehicles. Additionally, it has been recommended to replace our Light Rescue with a trailer that would accommodate the existing rescue equipment, the boat, and trench / cave-in supplies (4 x 8 plywood sheets, 2 x 4s, and such). This would require eliminating the current T-3264 (Jeep) because it would not be able to pull such a trailer and replace it with the current C-3272 Durango Command vehicle, and then providing a new Command vehicle.

Along with keeping current with the vehicles, it is imperative that the equipment stored on each vehicle is evaluated annually. Tools / equipment do wear out and become less effective where a newer tool may provide greater, more reliable service that will allow for a much more favorable out-come for the people we serve.

Objective 1: To maximize the investment of combining a Heavy Rescue unit and an Engine thus having one less vehicle to replace.

Related Tasks:

1. Determine what Engine to replace (E-3262 or E-3265) along with replacing the Heavy Rescue (R-3273).
2. Search for a used Rescue Pumper that is no more than 10 years old.
3. Begin drawing up specifications for a new Rescue Pumper.

Objective 2: Eliminate the current Light Rescue (R-3270) and replace it with a specialized trailer to accommodate the current equipment, including the boat, and adding the trench / cave-in supplies as the trench / cave-in supplies that are not currently on any vehicle. By doing so, we will eliminate potential falls / strains and sprains as the boat's deployment requires 6 firefighters working "over-head". Additionally, there would be one less vehicle to maintain.

Related Tasks:

1. Sell the current R-3270 and use the funds to construct a specialized trailer.
2. Begin working with a vendor(s) to design a specialized trailer.
3. Eliminate the Jeep and replace it with the current Chief's vehicle.
4. Purchase a new (or used) Chief's vehicle.

Objective 3: Evaluate current Rescue and Fire Suppression tools and equipment and proactively plan into the near future. The Stillwater Bridge (St. Croix River Crossing) is nearly completed. This will no doubt add to our incident responses.

Related Tasks:

1. List all equipment stored on each vehicle.
2. Determine each individual tool's effectiveness and/or faults. Create a list of equipment and a timeline for replacing such equipment while keeping in mind the firefighters and the ability to deploy the valuable equipment.
3. Keep as current and as up-to-date with new techniques and equipment that promotes health, safety and general welfare for both the firefighters and the people we serve.

Strategic Planning Topic #6 - Community Fire Prevention and Education-Public Contact-Fire Inspections-Administration

Public Fire Prevention and Education is another crucial component that our department is responsible for. This includes a variety of code enforcements, fire inspections, and reporting that our office Administrative Assistant is responsible to monitor and manage. The office is staffed Monday through Friday from 8:00 am to 12:00 pm. The Administrative Assistant is responsible for managing the daily operation of the office and works directly with the Fire Chief. The office is staffed five 1/2 days a week, which has resulted in improved customer service, enhanced the opportunity for the general public to make contact with the Fire & Rescue Department, provided fire inspection violation explanations for our local business owners and has coordinated between the municipal governments who support the Fire & Rescue Department.

The proactive and customer service oriented approach to completing the tasks required of the office, and our commitment to ensure the daily life safety of our residents and visitors to our communities will be at the forefront of our future endeavors and goals.

Currently, our building / business inspections are preformed 2 times a year; 6 month non-overlapping inspections are required per state law. Typically for a non-life threatening violation notice, a business is given a verbal compliance order and either a follow-up inspection is scheduled or, in most cases, the violation is noted for the second inspection of the year.

To meet these targets and continue to enhance the operational effectiveness of the office and actual fire inspections, the following objectives have been identified within this strategic planning category.

Objective 1: Review operational effectiveness of the office and fire prevention programs, as well as fire inspections, computer processing, and making revisions to ensure that all required tasks are completed in a cost-effective, efficient manner.

Related Tasks:

1. Review the current office computers and computer programs that will assist in the capability to create and manage stored department records, including Fire Inspection records.
2. Ensure that the Administrative Assistant provides continued high quality, professional services to the community and municipal governments that support our Fire & Rescue Department.
3. Determine if the current office staff hours are adequate as the responsibility of the Fire & Rescue Department continues to expand and becomes more complex every year.
4. Evaluate and ensure compliance with all State required inspections and mandates.
5. Provide proactive support and guidance to current and future business owners in relation to fire inspection safety compliance.
6. Review SPS 330 Fire Department Safety and Health Standards and continue to work towards full compliance as required by State Law.

Objective 2: Provide the Fire Inspector(s) with the capability to employ a mobile computer based fire inspection system, and review SPS 314 Fire Prevention; 314 (13) 7. 'Local ordinances for reducing the frequency of inspections.' a. Where authorized by a local ordinance, a city, village or town may reduce the inspections required under subd. 3. to at least once per calendar year, provided the interval between those inspections does not exceed 15 months.

Related Tasks:

1. Investigate appropriate computer hardware platforms for effectiveness in field based applications.
2. Investigate, purchase, and implement fire inspection and fire pre-plan software systems.
3. Investigate, purchase, and implement a mobile Notebook and computer program for "in the field" inspections.
4. Implement SPS 314 (13) 7 to one inspection a year. Most fire departments in St. Croix County have already moved to one inspection a year.

Objective 3: Enhance community involvement through improving the current fire and life safety education programs and implementing new fire and life safety education programs.

Related Tasks:

1. Assess community fire safety educational needs.
2. Enhance fire department community involvement through development of new programs, coupled with the improvement of current offerings.
3. Improve the current Explorer's Program which, at this time, does not have a budget to support the program.
4. Investigate, purchase, and implement a computer controlled informational board for public display of fire prevention messages and scheduled events.

Objective 4: Improve collection of building fire pre-plan information and ensure integration into mobile based computers.

Related Tasks:

1. Assess current methods utilized to collect and disseminate information.
2. Investigate and implement a system to incorporate the use of the firefighters to conduct building pre-plans.
3. Investigate, purchase, and implement computer software designed to store and rapidly distribute pre-plan information to field based mobile computers.
4. Provide consistent supervision of the program to ensure continual effectiveness.



Strategic Planning Topic #7 - SCBAs (Self Contained Breathing Apparatus) Longevity & Effectiveness

One of the greatest innovations in the fire service is the self-contained breathing apparatus. It has allowed firefighters to be more effective while providing a high level of respiratory protection. We are able to gain deeper access into burning structures to perform rescue functions, locate and suppress the fire, and prevent further property damage. It has become a basic piece of our equipment. Out of everything that we wear, the SCBA provides the highest level of protection. The human body has many systems that work together to keep us functioning and living. The respiratory system is both the biggest system and the easiest to compromise. One quick breath can make the difference between life and death. What we inhale affects the whole body. We cannot always see the contaminants that are present within the environment that will harm us. This is why we must always wear the SCBA whenever we are in any kind of immediately dangerous to life and health environment. This one piece of equipment is so vital that when it is missing or not being used, it compromises firefighter safety and effectiveness. This then creates many dominoes for a firefighter and for the fire-ground that eventually handicap both.

Objective 1: Examine the recommendation replacement time-line for SCBA units per NFPA, advancement in technology, and firefighter's ability to work safely and effectively.

Related Tasks:

1. Per recommendations, SCBA units over 3 upgrade cycles should be considered for replacement. Our units are nearing 15 years old and have gone through 3 major upgrade cycles.
2. SCBA cylinders have an "end of life" and can no longer be in service after 15 years. Each year our department has been adding several new cylinders, about 70% -80% are covered when the original cylinders will be taken out of service.

Objective 2: Examine the difference between 2215 psi systems and 4400 psi systems and the costs of replacement of the SCBA units and cylinders.

Related Tasks:

1. Our SCBA units and cylinders are the 2215 psi version. It is recommended to upgrade to 4400 psi version – giving the firefighter twice as much time between changing out cylinders and escape safety margin including RIC (Rapid Intervention Crew).
2. All of our neighboring fire departments either have upgraded to the 4400 psi version or are in the process of upgrading to the 4400 psi version.
3. Examine the costs of upgrading our SCBA units & cylinders and applying for a FEMA AFG (Assistance to Firefighter Grant) in the fall of 2015.
4. Investigate the cost to upgrade or replace our SCBA compressor.



Strategic Planning Topic #8 - Acquire an AED (Automatic External Defibrillator)

The AED saves lives when well maintained and used correctly. An AED is a small portable device that is used to shock a person's heartbeat back into rhythm when they are experiencing a cardiac arrest. An AED is designed to monitor heart rate through electrodes attached to the patient's chest and delivers a shock when an erratic heart rate is registered in conjunction with CPR. AEDs are found in many private companies and public buildings as well as emergency vehicles such as ambulances, police, and fire units. Currently our department does not have a single AED at our station or in any of our vehicles.

Objective 1: Redundancy of expensive equipment needs to be examined and well thought out. Currently the New Richmond Area Ambulance Service does have an AED aboard the ambulances and there is one located at City Hall, directly across the street from the Fire Station. However, there have been times that we are on the fire ground without the support of the EMS (they could be on another call or in transfer) that leaves our firefighters vulnerable and without an AED. Additionally, in a non-emergency event where the fire department may be at a fire prevention event or just "passing through", we may encounter a person in need of CPR; the AED would then become useful immediately when beginning CPR.

Related Tasks:

1. Investigate the need of an AED that would be on a fire department vehicle or vehicles and or in our building.
2. Investigate the brand of AED that would be compatible with our ambulance service. Connectors are not always compatible between brands of AEDs.
3. Investigate grants or other funding sources that would provide an AED(s) for the fire department.

Automatic External Defibrillator



Strategic Planning Topic #9 - Operational Budget

Budget development, implementation, and management are some of the most challenging tasks facing today's fire service leaders. The economic difficulties that are afflicting communities across the State have highlighted the critical responsibility placed on fire department chiefs to ensure their organizations are capable of delivering effective emergency response services to their communities. The New Richmond Fire & Rescue Department fully understands this issue and is particularly aware of our obligation to develop and implement a fiscally responsible financial plan that is respectful to the future needs of the organization and the municipality's abilities to provide adequate funding.

We feel it is critical for residents of the City, Towns and Village we serve to recognize that our organization does not have the ability to generate funds required for the operational component of our annual budget. It is also important to recognize that our department does not have the resources available for capital projects.

As identified in this strategic plan, our short and long term budget requests are well thought out and are in compliance of health, safety, and the general welfare of our firefighters and the people we serve. The economic difficulties that are afflicting the communities we serve is duly noted, thus, putting the responsibility squarely on the shoulders of the Fire Chief and his administrative staff to ensure this department is capable of delivering effective emergency response services to the communities we serve. It is also known that our half time Administrative Assistant is becoming over-whelmed more and more each year as the office environment continues to expand. To keep current with the demands imposed upon the Department's office, consideration should be taken to evaluate and adjust the administrative assistant's daily hours. Additionally, our department's staff is researching the need for a department mechanic or utilizing an outside repair company to maintain our fleet of vehicles. The New Richmond Fire & Rescue Department is aware of our obligation to develop and implement a fiscally responsible financial plan that is respectful to the future needs of the department and the City of New Richmond, Towns, and Village's ability to provide adequate funding. We feel it is critical for residents of our fire district to recognize that our organization is conservative and responsible when requesting financial support of our annual budget and future planned expenses. As identified in this strategic plan, our short term budget requests will include funding for the fiscal year 2016. An increase in our operational budget approved in the fall of 2015 will be evaluated against future needs; a more firm long-term financial plan will continually be developed. Particular attention will be given to balancing our needs against the ability of the municipalities to support the organization in current and future years.

Going forward, it is our intention to utilize the internal team approach to budget development we successfully initiated for 2015. Working closely with the New Richmond Fire & Rescue Advisory Board, the future needs of the department will be evaluated for the short and long term and a recommendation will be forwarded to the City Finance Committee for their review and approval.

In order to meet our commitment to future financial prudence in today's challenging budget environment we have developed the following objectives for inclusion within this 5 year strategic plan.

Objective 1: Examine all department operations for efficiency and cost effectiveness.

Related Tasks:

1. Review all department functions on a cost-benefit, efficiency-based platform.
2. Identify areas open to revision and redistribution of resources.
3. Identify components available for implemented cost saving strategies.
4. If available, revise department functions for increased efficiencies.
5. Conduct weekly reviews of the department budget to maintain a high level of fiscal responsibility.

Objective 2: Enhance the ability of the office staff and the Chief to effectively manage the budget and create an accurate financial plan.

Related Tasks:

1. Review budget documents for appropriate classification of expenditures.
2. Review budget documents for accurate identification of line item categories.
3. Revise line item designations as necessary.
4. Ensure proper classification of department expenditures.
5. Explore, justify and implement expanded hours of the Administrative Assistant.

Objective 3: Continually explore revenue enhancement opportunities.

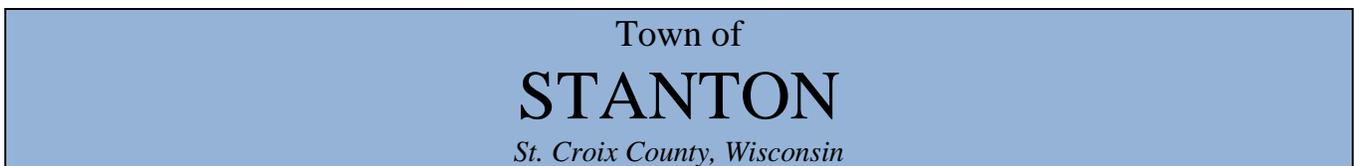
Related Tasks:

1. Identify and apply for all appropriate individual and regional based grant opportunities.
2. Research and identify State contract pricing and purchasing groups such as Wisconsin DNR.
3. Research, request approval, and apply for Federal Grant funding.

Objective 4: Explore and implement regional partnerships with other emergency service providers and government agencies.

Related Tasks:

1. Continue to support current regional partnerships and programs such as the North West Fire Association, St. Croix County Fire Officers Association, Wisconsin Firefighter's Association, Wisconsin Fire Chief's Association, Wisconsin Fire Inspector's Association, Wisconsin Department of Natural Resources, and other related organizations.
2. Continue to support the current St. Croix County Mutual Aid Agreement, the current Washington (MN) County Mutual Aid Agreement, Somerset Fire Auto Aid Agreement (provided) and the Deer Park Fire Auto Aid Agreement (Given).
3. Explore additional Mutual Aid and Auto Aid opportunities and agreements.



Strategic Planning Topic #10 - Capital Budget

The New Richmond Fire & Rescue Department's Capital Budget is supported through the yearly Operating Budget's line item: "Future Capital Projects @ 2% of the Operating Budget" endorsed and approved by the NRF&R Advisory Board. It is also recognized by the members of the board that the funds generated at 2% of the operating budget would not be nearly enough when needed, but a good place to start. Based upon a recent Apparatus Evaluation/Recommendations study provided by Bruce A. Fuerbringer, M.S., EFO, 5 Bugle Training & Consulting, LLC, affirms that the current 5-year plan is on track. The report also indicates several cost savings considerations that would lower estimated vehicle replacement projections at the same time enhance the Department's ability to increase its response capabilities at a higher level of service for our area's coverage. While our department demonstrates a need for capital budgeting, the 5-year plan identifies our short and long term goals. The time-line through which these purchases are completed gives our organization the opportunity to remain fluid in the scheduling of vehicle and equipment acquisitions. Each year our administrative and operational staff reviews the projected capital plan and, if necessary, revises the anticipated purchases to reflect our immediate fiscal year needs and available funding. In order to meet our commitment to future financial prudence in today's challenging budget environment and to ensure the capital resources required by our department are secured, we have developed the following five year capital budget plan.

Short Term Goals

Recommendations:

1. Replace R-3273 + E-3265(2) with a Rescue Engine
Suggested NEW Estimated Cost: \$500,000
Suggested USED Estimated Cost: \$300,000 - 350,000
2. Replace R-3270 with a Trailer and include Replacing C-3264(Jeep) and C-3272(Chief's Vehicle)
No estimated cost at this time.
3. Purchase E-Ram, 3rd Tool, 3-Year Plan Complete
Estimated Cost: \$9,000

Long Term Goals

Recommendations:

1. MDCs (Mobile Data Computers) 1 per vehicle @ \$4,000.00 Each
Estimated Cost: \$44,000 Total
2. Replace SCBA Units, Face Pieces and Cylinders
Estimated Cost: \$105,000 Total
3. Mobile Inspection & Pre-Plan Notebook(s)
Estimated Cost: \$1,000 Each
4. Acquire an AED (Automatic External Defibrillator)
Estimated Cost: \$2,995
5. Department Community Computer Display Board
Estimated Cost: \$4,000
6. Replace E-3262 – Main Engine
Estimated Cost: \$400,000
7. Replace B-3267
Estimated Cost: \$130,000
8. Replace E-3271
Estimated Cost: \$400,000

Fire Vehicles Listed by Number/Type - FIVE YEAR PLAN (07/20/2015)

TRUCK # / Vehicle	Year	In Service	Purchase COST	Replacement COST	Vehicle AGE 2015	2016	2017	2018	2019	2020
3261 PUMPER	2003	2/2005	\$210,152	\$320,000	12					
3262 PUMPER	1992	1993	\$203,230	\$400,000	23		\$400,000			
3263 LADDER	2005	2015	\$535,000	\$1,200,000	10					
3264 UTILITY	2001	2002	\$18,000	\$17,365	14		See Note			
3265 PUMPER	1997	3/2000	\$175,000	\$0	18	See Note				
3266 BRUSH	2009	2009	\$22,282	\$120,000	6					
3267 BRUSH	1999	9/2002	\$16,026	\$130,000	16				\$130,000	
3268 TENDER	2007	12/2007	\$154,513	\$165,000	8					
3269 TENDER	2002	2002	\$61,992	\$165,000	13					
3270 LIGHT RESCUE	1996	6/2011	\$25,000	\$0	19		See Note			
3271 PUMPER	1996	1/1997	\$239,148	\$400,000	19				\$400,000	
3272 COMMAND	2008	2008	\$17,365	\$35,000	7		\$35,000			
3273 HEAVY RESCUE	1994	6/2011	\$275,000	\$500,000	21	\$500,000				
TOTALS			\$1,952,708	\$3,452,365						

2016:

- Combine E-3265 & R3273, Rescue / Engine

2017:

- Replace 3272 with Another Vehicle
- Delete 3264 & Replace with Current Chief's Vehicle
- Delete 3270 & Purchase a Trailer

Fire Vehicle Usage (08/2014)

TRUCK ID	PRIMARY	SECONDARY
E-3261	Vehicle Fires and Crashes	Structure Fires
E-3262	Structure Fires	Vehicle Fires and Crashes
L-3263	Structure Fires / Chimney Fires / High-Level Rescue	Engine
T-3264	Grass Fires / Primary Crash Warning	Incident Command / Support Command
E-3265	Engine Response Station II Area	Cover Station I / Move Up - Stage
B-3266	Wildland Fires	Aircraft Crash Response
B-3267	Wildland Fires	Aircraft Crash Response
T-3268	Rural Water Supply	Crash Defend
T-3269	Rural Water Supply	Crash Defend
R-3270	Light Rescue	Incident Command / Support Command
E-3271	Commercial Fires / HAZMAT Response Engine	Structure Fires / Mutual Aid / MABAS Response
E-3272	Incident Command	Primary Crash Warning
R-3273	Heavy Rescue	Fireground CP / Fireground Rehab

Summary

The Fire Chief has the overall responsibility of managing all functions of the fire and rescue department. The Chief also oversees the day-to-day operations of the department, performs apparatus and equipment maintenance, responds to emergency incidents as required, and directs personnel to ensure the organization continues to deliver excellent services to our customers. Based on the size of our organization (40 personnel), project coordination, and a multitude of daily required supervisory tasks, the Chief's position has been full-time for the past 18 + years. The complexity of today's fire department operations coupled with the administrative activities required to effectively manage the personnel and budget of a combination fire and rescue department requires a multifaceted manager who has the ability to delegate tasks to competent staff members while at the same time creating and supporting a vision of future organizational excellence.

Managing a progressive fire & rescue department requires an administrative support system capable of handling a variety of tasks. As our department moves forward and adds new technologies and services the administrative staff must be prepared to capitalize on the management theory of empowering individual firefighters with the ability to become integral components of the department through effective communication, personal input, and a collaborative system of doing business in order to provide an excellent service. The Chief's position also includes the ability to research and evaluate new service delivery methods and standards, review and revise department operational needs, coordinate internal and certified based programs as per SPS, implement and sustain new technological enhancements, acquire new equipment and resources for required service upgrades, and develop and support new policies and procedures.

To assist the Chief in accomplishing this task a part-time Administrative Assistant is assigned to the office. Among a multitude of tasks, the Administrative Assistant manages all office operations including preparing payroll, processing attendance records, arranging and logging permit applications, managing personnel and training files, recording fire calls, and the processing of all bills and communications.

The three volunteer Assistant Chiefs main functions are to support the chief at emergency operations or when the chief is absent; they then are required to fill the position of Incident Command (IC). This also includes weekend coverage of the IC's position. They are also required to lead training evolutions where assigned.

The Captains and Lieutenants support the Chief and the department at emergency events and training events. They also are assigned to lead the weekly unit training program and chair one or more committee. The Committees are:

1. Activities and Uniform
2. New Recruits and Fire Prevention
3. Training and HazMat
4. SOG's, By-Laws and HSO
5. Personal Protective Equipment
6. Outside Burns and Pool Fills
7. Apparatus and Equipment
8. Communications
9. Department Treasurer

The Training Officer / Health and Safety Officer, which is an unpaid position, manages the training program and works closely with the Chief to assure that the requirements of SPS 314 and SPS 330 are met. The training officer also advises the Chief of new and current training opportunities and programs that are incorporated into the monthly schedule or 3 training events a month.

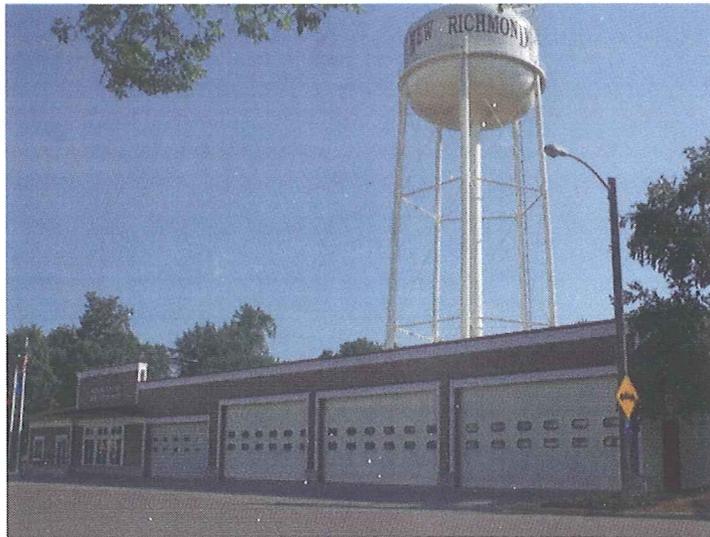
Without the support of the administrative assistant, every officer, operator and firefighter of our department, we would not be able to provide an excellent service to our residences that we serve. Furthermore, our department would not be able to function at such a high level of competence without the support of the City of New Richmond, the Village of Star Prairie, Towns of Erin Prairie, Stanton, Star Prairie, Richmond, and the Town of Alden – Polk County. All 18,000 plus residence within our service area is truly the backbone of our existence.

Attachments

- 2014 Annual Report
- 5 Bugles Apparatus Evaluation/Recommendations Report (June 2015)
- Outside Vehicle Maintenance Results
- SPS 314 Fire Prevention
- SPS 330 Fire Department Safety and Health Standards
- NFPA 1901 Standard for Automotive Fire Apparatus is copy-right protected and is 204 pages long. NFPA 1901 will be available electronically only and not published with this document. New Richmond Fire & Rescue subscribes to NFPA Codes and Standards for fire department use only. You may view NFPA 1901 for the purpose of understanding the rules, how and why fire apparatus are built the way they are; however, you may NOT copy or distribute the document in any way.



New Richmond Fire & Rescue



2014 Annual Report

February 2015

**NEW RICHMOND FIRE & RESCUE
2014 ANNUAL REPORT**

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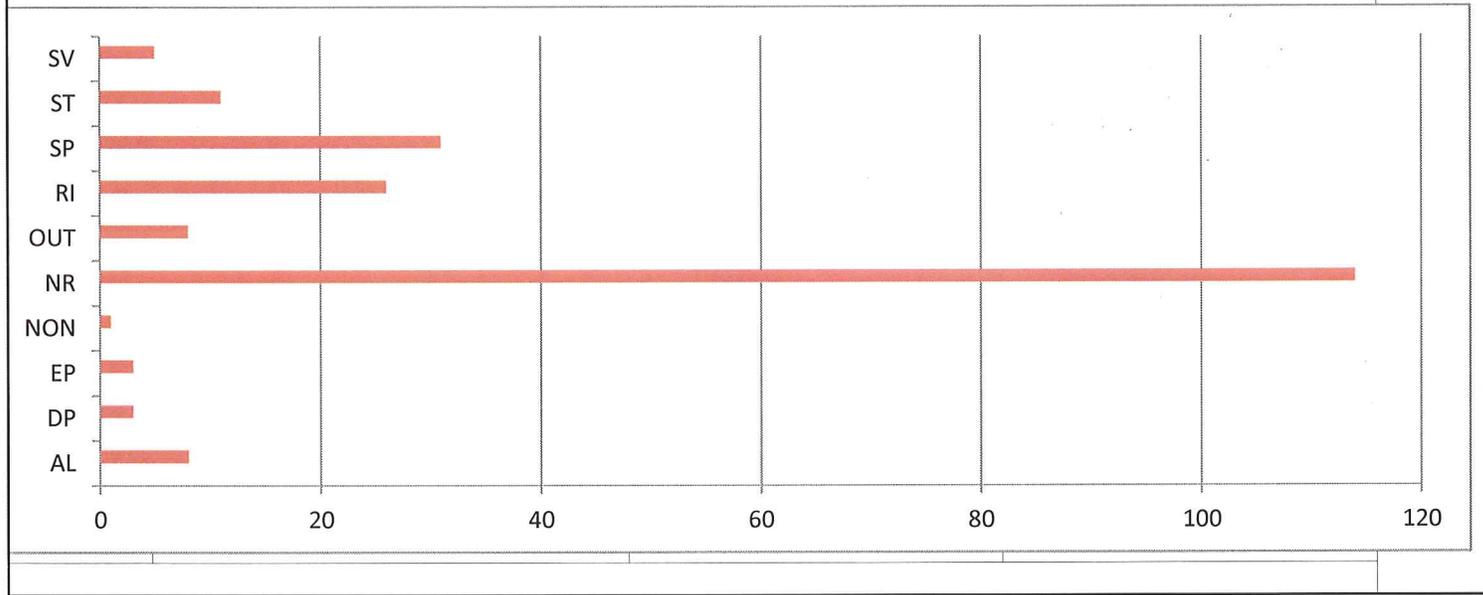
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Staff Members - Ranks - Years of Service

ID	Staff Name	Rank	# of Years
1	VanderWyst, Jim	Chief	32.68
21	Haffner, Robin	Assistant Chief	27.6
23	Lindloff, Roger	Assistant Chief	26.85
26	Olek, Brad	Assistant Chief	25.52
29	Branch, Paul	Firefighter	24.85
37	Myers, Matt	Captain / Personal Protective Equipment	23.26
48	Strey, Mike	Lieutenant / Outside Burns & Pool Fills	19.6
51	Wilson, Bob	Firefighter	18.76
63	Seeger, Jon	Firefighter	16.44
65	Frandsen, Doug	Captain / Apparatus & Equipment, Communications	15.45
73	Wacker, Gregg	Firefighter	12.27
76	Kvitek, Jesse	Firefighter	11.68
80	Haffner, Richard	Lieutenant / New Recruits & Fire Prevention, Treasurer	9.6
81	Lynch, Scott	Firefighter	9.6
83	Greer, Frank	Firefighter	8.52
84	Heinz, Gary	Firefighter	7.52
85	Spielman, Jamie	Firefighter	7.52
89	Wiseman, Eric	Captain / Activities & Uniform, Training & HazMat	5.85
90	Atkins, Gary	Lieutenant / SOG's, By-Laws, HSO	5.35
92	Haffner, Jon	Firefighter	5.85
93	Volkert, Tom	Firefighter	4.01
94	VanderWyst, Mitch	Firefighter	4.01
95	Rothmeier, Jeff	Firefighter	3.6
96	Jarchow, John	Firefighter	3.6
97	Hinrichs, Kyle	Firefighter	3.6
99	Bell, Josh	Firefighter	3.6
100	Dean, Paul	Firefighter	3.52
101	Horne, Fred	Firefighter	2.18
102	Larson, Shane	Firefighter	1.6
103	Wells, Derek	Firefighter	1.6
104	Neville, Whitney	Firefighter	1.6
105	Schroeder, Tim	Firefighter	1.6
106	Thibodeau, Don	Firefighter	1.6
107	LeBlanc, Tony	Firefighter	1.6
108	Meininger, Mark	Probationary	0.6
109	Swanson, Jeff	Probationary	0.6
110	Chute, Marc	Probationary	0.6
111	Strenke, Scott	Probationary	0.6
112	Haller, Justin	Probationary	0.6
113	Niederer, Brad	Probationary	0.34

Incident by Townships and City

Township		Count	Percent of Incidents
AL	Alden	8	3.81%
DP	Auto Aid Deer Park Fire	3	1.43%
EP	Erin Prairie	3	1.43%
NON	Out of Fire District	1	0.48%
NR	City of New Richmond	114	54.29%
OUT	Mutual Aid	8	3.81%
RI	Richmond	26	12.38%
SP	Star Prairie	31	14.76%
ST	Stanton	11	5.24%
SV	Village of Star Prairie	5	2.38%
Totals		210	100.00%



Type of Alarm Summary

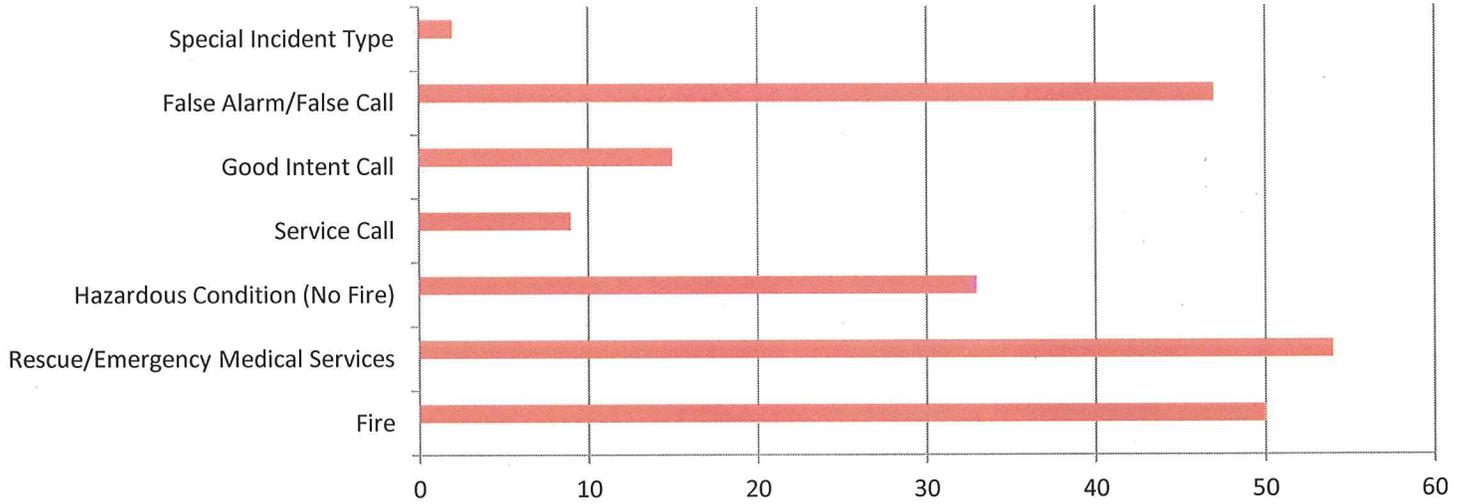
Township		Type of Alarm Summary 01/01/2014 thru 12/31/2014									
		A	B	C	D	E	F	G	H	J	Total
AL	Alden	4			2		1	1			8
DP	Auto Aid Deer Park Fire	2								1	3
EP	Erin Prairie			2	1						3
NON	Out of Fire District	2									2
NR	City of New Richmond	20		18	21	6	8	40		1	114
OUT	Mutual Aid	4		2		1					7
RI	Richmond	5		12	6	1		2			26
SP	Star Prairie	9		11	3		4	4			31
ST	Stanton	2		8		1					11
SV	Village of Star Prairie	2		3							5
TOTALS		50	0	56	33	9	13	47	0	2	210

Type of Alarm Code

- A = Fire
- B = Explosion
- C = Rescue/EMS
- D = Hazardous Condition
- E = Service Call
- F = Good Intent / Non Emergency
- G = False Alarm
- H = Severe Weather
- J = Special Incident

Incident Type Summary

Incident Type	Incident Count	Percent of Incidents
Fire	50	23.81%
Rescue/Emergency Medical Services	54	25.71%
Hazardous Condition (No Fire)	33	15.71%
Service Call	9	4.29%
Good Intent Call	15	7.14%
False Alarm/False Call	47	22.38%
Special Incident Type	2	0.95%
Totals	210	100.00%



Incident Type

Incident Type		Qty	Incident Count	Percent of Incidents
Fire			50	23.81%
100	Fire, Other	3		
111	Building Fire	19		
112	Fires in Structure Other than in a Building	1		
113	Cooking Fire, Confined to Container	3		
114	Chimney or Flue Fire, Confined to Chimney	1		
118	Trash/Rubbish Fire, Contained	1		
121	Fire in Mobile Home - Fixed Residence	1		
130	Mobile Property (Vehicle) Fire, Other	1		
131	Passenger Vehicle Fire	3		
138	Off-Road Vehicle of Heavy Equipment Fire	2		
140	Natural Vegetation Fire, Other	1		
142	Brush and/or Grass Fire	2		
143	Grass Fire	2		
151	Outside Rubbish, Trash, Waste Fire	4		
154	Dumpster/Outside Receptacle Fire	1		
160	Special Outside Fire Other	1		
162	Outside Equipment Fire	4		
Rescue/Emergency Medical Services			54	25.71%
311	Medical Assist, Assist EMS Crew	6		
322	Motor Vehicle Accident with Injuries	1		
324	Motor Vehicle Accident with No Injuries	43		
340	Search for Lost Person, Other	1		
341	Search for Person on Land	1		
342	Search for Person in Water	1		
363	Swift Water Rescue	1		
Hazardous Condition (No Fire)			33	15.71%
412	Gas Leak (Natural Gas or LP)	10		
424	Carbon Monoxide Incident	2		
440	Electrical Wiring/Equipment Problem, Other	4		
441	Heat from Short Circuit (Wiring)	2		
444	Power Line Down	4		
445	Arcing, Shorted Electrical Equipment	3		
463	Vehicle Accident, General Clean-Up	8		
Service Call			9	4.29%
500	Service Call, Other	3		
531	Smoke or Odor Removal	3		
551	Assist Police or Other Governmental Agency	1		
553	Public Service	1		
571	Cover Assignment, Standby, Move-Up	1		
Good Intent Call			15	7.14%
600	Good Intent Call, Other	5		
611	Dispatched / Cancelled En Route	3		
651	Smoke Scare, Odor of Smoke	1		
652	Steam, Vapor, Fog, Dust Thought to be Smoke	1		
671	HazMat Release Investigation - No HazMat	5		

Incident Type

Incident Type		Qty	Incident Count	Percent of Incidents
False Alarm/False Call			47	22.38%
700	False Alarm or False Call, Other	6		
710	Malicious, Mischievous False Call, Other	1		
735	Alarm System Sounded Due to Malfunction	1		
736	CO Detector Activation Due to Malfunction	4		
740	Unintentional Transmission of Alarm, Other	1		
743	Smoke Detector Activation, No Fire	1		
744	Detector Activation, No Fire	1		
745	Alarm System Activation, No Fire	20		
746	Carbon Monoxide Detector Activation, No CO	12		
Special Incident Type			2	0.95%
911	Citizen Complaint	2		
Totals			210	

Incident Response Times and Percentages (from time of dispatch to time of arrival)

Response Time in Minutes	Count	Percentage
0	5	2.38%
1	4	1.90%
2	4	1.90%
3	21	10.00%
4	26	12.38%
5	25	11.90%
6	18	8.57%
7	15	7.14%
8	13	6.19%
9	13	6.19%
10	8	3.81%
11	9	4.29%
12	11	5.24%
13	5	2.38%
14	8	3.81%
15	3	1.43%
16	5	2.38%
17	4	1.90%
18	4	1.90%
19	1	0.48%
21	1	0.48%
22	1	0.48%
23	1	0.48%
37	1	0.48%
43	1	0.48%
NA	3	1.43%
TOTALS	210	100.00%

Enroute Response by Unit 3272 Chief's Car

Incident	Date	Notified/Dispatched	Enroute	Response Time from Dispatched to
14-002	1/1/2014	5:21:34	5:22:25	0:00:51
14-003	1/2/2014	8:47:04	8:52:12	0:05:08
14-004	1/2/2014	18:53:05	18:57:18	0:04:13
14-005	1/3/2014	12:49:46	12:54:09	0:04:23
14-006	1/3/2014	15:16:03	15:18:27	0:02:24
14-008	1/6/2014	1:00:18	1:07:31	0:07:13
14-009	1/6/2014	11:39:00	11:40:00	0:01:00
14-010	1/7/2014	7:35:00	7:49:08	0:14:08
14-011	1/7/2014	11:20:15	11:20:22	0:00:07
14-012	1/7/2014	12:02:56	12:04:20	0:01:24
14-013	1/8/2014	0:39:30	0:42:57	0:03:27
14-014	1/9/2014	2:10:19	2:15:19	0:05:00
14-018	1/16/2014	14:46:17	14:46:18	0:00:01
14-019	1/19/2014	11:41:41	11:43:24	0:01:43
14-020	1/19/2014	17:40:10	17:43:40	0:03:30
14-021	1/19/2014	22:59:59	23:00:01	0:00:02
14-022	1/21/2014	12:27:50	12:31:44	0:03:54
14-023	1/21/2014	21:43:52	21:47:17	0:03:25
14-024	1/25/2014	21:32:17	21:36:56	0:04:39
14-025	1/25/2014	23:07:33	23:07:36	0:00:03
14-026	1/29/2014	10:44:21	10:45:54	0:01:33
14-027	4/30/2014	17:56:53	17:58:14	0:01:21
14-028	2/2/2014	20:02:41	20:04:51	0:02:10
14-029	2/3/2014	7:25:48	7:32:29	0:06:41
14-030	2/3/2014	9:15:56	9:18:36	0:02:40
14-031	2/6/2014	21:30:45	21:34:28	0:03:43
14-032	2/7/2014	15:32:57	15:35:53	0:02:56
14-034	2/14/2015	16:03:43	16:06:03	0:02:20
14-035	2/14/2014	23:27:50	23:30:41	0:02:51
14-036	2/17/2014	9:19:44	9:20:50	0:01:06
14-037	2/18/2014	8:45:47	8:49:03	0:03:16
14-038	2/18/2014	20:36:51	20:39:00	0:02:09
14-039	2/20/2014	18:50:22	18:54:41	0:04:19
14-041	2/20/2014	20:01:33	20:01:34	0:00:01
14-045	2/23/2014	16:57:06	17:00:06	0:03:00
14-046	2/26/2014	8:08:05	8:09:45	0:01:40
14-047	2/27/2014	23:41:58	23:45:46	0:03:48
14-048	3/1/2014	2:55:21	2:59:34	0:04:13
14-050	3/2/2014	16:30:00	16:34:08	0:04:08
14-051	3/3/2014	23:28:58	23:33:19	0:04:21
14-052	3/4/2014	9:47:13	9:52:56	0:05:43
14-053	3/4/2014	22:26:44	22:26:46	0:00:02
14-054	3/4/2014	22:43:02	22:44:00	0:00:58
14-055	3/7/2014	15:19:17	15:21:05	0:01:48
14-057	3/20/2014	0:49:34	0:53:02	0:03:28
14-058	3/20/2014	12:17:46	12:21:44	0:03:58
14-059	3/21/2014	4:57:13	5:01:36	0:04:23
14-060	3/23/2014	15:52:03	15:56:16	0:04:13
14-061	3/25/2014	15:23:52	15:27:56	0:04:04
14-062	3/28/2014	10:13:20	10:14:01	0:00:41
14-063	4/1/2014	3:12:53	3:19:28	0:06:35
14-064	4/11/2014	15:31:29	15:33:37	0:02:08

Enroute Response by Unit 3272 Chief's Car

Incident	Date	Notified/Dispatched	Enroute	Response Time from Dispatched to
14-065	4/15/2014	5:21:58	5:25:14	0:03:16
14-066	4/15/2014	8:28:05	8:29:46	0:01:41
14-067	4/16/2014	10:58:45	10:58:45	0:00:00
14-068	4/18/2014	0:33:42	0:35:20	0:01:38
14-069	4/18/2014	13:22:16	13:25:34	0:03:18
14-070	4/20/2014	20:50:15	20:53:42	0:03:27
14-071	4/21/2014	12:20:42	12:22:17	0:01:35
14-072	4/22/2014	7:45:38	7:48:05	0:02:27
14-073	4/23/2014	23:55:49	23:55:52	0:00:03
14-074	4/25/2014	11:47:00	11:51:00	0:04:00
14-075	4/26/2014	18:25:39	18:28:03	0:02:24
14-076	4/27/2014	0:51:28	0:52:39	0:01:11
14-077	4/27/2014	12:54:28	12:54:28	0:00:00
14-078	4/27/2014	13:00:29	13:01:27	0:00:58
14-079	4/30/2014	7:31:11	7:34:38	0:03:27
14-080	4/30/2014	18:29:01	18:30:20	0:01:19
14-081	5/3/2014	5:49:11	5:58:25	0:09:14
14-082	5/3/2014	12:36:45	12:38:23	0:01:38
14-083	5/4/2014	18:45:30	18:47:29	0:01:59
14-086	5/15/2014	15:41:24	15:42:11	0:00:47
14-087	5/16/2014	23:56:41	23:59:56	0:03:15
14-088	5/17/2014	11:47:54	11:49:43	0:01:49
14-089	5/18/2014	10:26:06	10:28:18	0:02:12
14-090	5/19/2014	9:15:51	9:16:41	0:00:50
14-091	5/19/2014	17:11:41	17:12:51	0:01:10
14-093	5/28/2014	19:29:54	19:32:42	0:02:48
14-094	5/29/2014	9:45:25	9:46:15	0:00:50
14-095	6/2/2014	4:16:31	4:20:53	0:04:22
14-096	6/3/2014	20:43:44	20:45:58	0:02:14
14-097	6/4/2014	18:17:16	18:18:36	0:01:20
14-098	6/5/2014	12:28:52	12:28:54	0:00:02
14-099	6/8/2014	3:16:10	3:19:43	0:03:33
14-100	6/8/2014	18:37:52	18:39:03	0:01:11
14-101	6/14/2014	22:11:53	22:14:21	0:02:28
14-102	6/14/2014	22:29:30	22:29:32	0:00:02
14-103	6/16/2014	7:33:56	7:37:56	0:04:00
14-105	6/19/2014	0:32:42	0:34:01	0:01:19
14-106	6/20/2014	0:15:10	0:17:11	0:02:01
14-107	6/21/2014	9:00:58	9:03:21	0:02:23
14-108	6/24/2014	8:37:10	8:43:01	0:05:51
14-109	6/24/2014	13:31:42	13:32:58	0:01:16
14-110	6/27/2014	14:22:09	14:23:41	0:01:32
14-111	6/28/2014	4:20:24	4:20:28	0:00:04
14-112	6/30/2014	14:37:37	14:37:43	0:00:06
14-113	7/1/2014	14:39:35	14:41:34	0:01:59
14-114	7/1/2014	15:43:19	15:45:25	0:02:06
14-115	7/1/2014	16:19:32	16:23:21	0:03:49
14-116	7/3/2014	13:07:13	13:08:48	0:01:35
14-117	7/7/2014	23:00:36	23:03:24	0:02:48
14-118	7/9/2014	23:23:57	23:26:00	0:02:03
14-119	7/10/2014	1:50:03	1:50:03	0:00:00
14-120	7/10/2014	6:55:51	6:58:19	0:02:28

Enroute Response by Unit 3272 Chief's Car

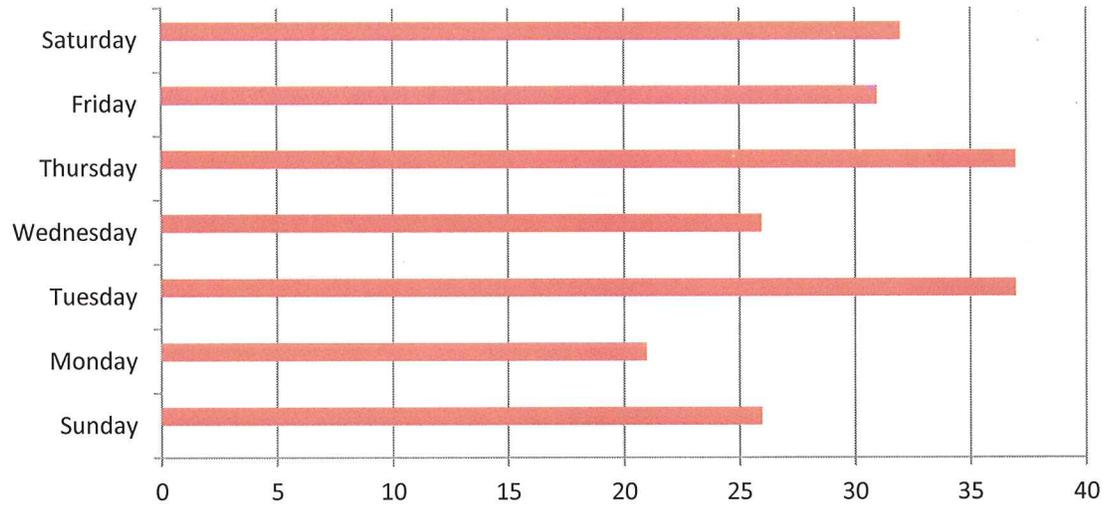
Incident	Date	Notified/Dispatched	Enroute	Response Time from Dispatched to
14-121	7/10/2014	17:11:39	17:11:41	0:00:02
14-122	7/13/2014	3:36:50	3:39:58	0:03:08
14-123	7/13/2014	6:54:18	6:56:44	0:02:26
14-124	7/17/2014	3:04:34	3:07:11	0:02:37
14-126	7/20/2014	4:10:45	4:15:03	0:04:18
14-127	7/20/2014	20:03:56	20:05:19	0:01:23
14-128	7/21/2014	16:33:16	16:35:27	0:02:11
14-129	7/28/2014	17:41:00	17:41:09	0:00:09
14-130	7/31/2014	11:47:36	11:48:33	0:00:57
14-131	8/30/2014	9:43:23	9:46:00	0:02:37
14-132	8/5/2014	1:18:18	1:21:29	0:03:11
14-133	8/5/2014	16:09:23	16:10:54	0:01:31
14-134	8/6/2014	10:21:34	10:24:43	0:03:09
14-135	8/6/2014	12:17:15	12:18:51	0:01:36
14-137	8/7/2014	13:40:36	13:40:36	0:00:00
14-138	8/8/2014	21:03:25	21:08:25	0:05:00
14-139	8/9/2014	19:08:45	19:10:14	0:01:29
14-140	8/13/2014	19:39:06	19:40:55	0:01:49
14-141	8/13/2014	22:50:50	22:53:16	0:02:26
14-142	8/15/2014	0:05:53	0:07:28	0:01:35
14-144	8/21/2014	7:32:01	7:32:03	0:00:02
14-145	8/23/2014	8:41:14	8:42:18	0:01:04
14-146	8/23/2014	14:28:00	14:30:39	0:02:39
14-147	8/23/2014	18:24:26	18:27:34	0:03:08
14-148	8/23/2014	18:59:00	18:59:02	0:00:02
14-149	8/26/2014	9:14:37	9:17:31	0:02:54
14-150	8/26/2014	17:31:42	17:34:46	0:03:04
14-151	8/26/2014	19:35:09	19:41:22	0:06:13
14-152	8/29/2014	22:29:51	22:31:47	0:01:56
14-153	8/30/2014	23:17:12	23:20:19	0:03:07
14-154	9/3/2014	12:59:53	13:00:38	0:00:45
14-156	9/7/2014	23:54:27	23:54:29	0:00:02
14-157	9/9/2014	18:05:44	18:16:47	0:11:03
14-158	9/12/2014	17:52:18	17:54:04	0:01:46
14-159	9/19/2014	13:15:43	13:17:57	0:02:14
14-160	9/20/2014	10:27:18	10:28:39	0:01:21
14-161	9/20/2014	11:06:32	11:07:39	0:01:07
14-162	9/22/2014	15:33:34	15:33:36	0:00:02
14-163	9/23/2014	5:17:24	5:22:12	0:04:48
14-164	10/2/2014	16:16:14	16:18:49	0:02:35
14-165	10/2/2014	17:56:13	18:10:04	0:13:51
14-166	10/9/2014	16:04:13	16:05:46	0:01:33
14-167	10/10/2014	23:08:26	23:08:28	0:00:02
14-169	10/16/2014	7:05:07	7:08:03	0:02:56
14-170	10/17/2014	17:09:54	17:11:37	0:01:43
14-171	10/18/2014	9:32:19	9:34:15	0:01:56
14-173	10/22/2014	5:14:04	5:17:53	0:03:49
14-174	10/22/2014	13:07:08	13:08:10	0:01:02
14-175	10/23/2014	7:18:36	7:23:16	0:04:40
14-176	10/24/2014	18:16:15	18:20:01	0:03:46
14-177	10/25/2014	17:31:10	17:32:34	0:01:24
14-178	10/26/2014	5:04:33	5:06:12	0:01:39

Alarms by Time of Day

Alarm Hour	Incident Count	Percent of Incidents
0:00	8	3.81%
1:00	3	1.43%
2:00	3	1.43%
3:00	4	1.90%
4:00	5	2.38%
5:00	6	2.86%
6:00	5	2.38%
7:00	13	6.19%
8:00	6	2.86%
9:00	12	5.71%
10:00	8	3.81%
11:00	10	4.76%
12:00	12	5.71%
13:00	11	5.24%
14:00	5	2.38%
15:00	12	5.71%
16:00	13	6.19%
17:00	14	6.67%
18:00	15	7.14%
19:00	7	3.33%
20:00	9	4.29%
21:00	5	2.38%
22:00	10	4.76%
23:00	14	6.67%
	210	100.00%

Incident Responses by Days of Week

Day of the Week	Incident Count	Percent of Incidents
Sunday	26	12.38%
Monday	21	10.00%
Tuesday	37	17.62%
Wednesday	26	12.38%
Thursday	37	17.62%
Friday	31	14.76%
Saturday	32	15.24%
Totals	210	100.00%



Incident Type Period Comparisons

Incident Type		2012	2013	2014
Fire				
100	Fire, Other	6	1	3
111	Building Fire	15	14	19
112	Fires in Structure Other than in a Building	0	0	1
113	Cooking Fire, Confined to Container	1	2	3
114	Chimney or Flue Fire, Confined to Chimney	1	1	1
118	Trash/Rubbish Fire, Contained	0	1	1
121	Fire in Mobile Home - Fixed Residence	0	1	1
130	Mobile Property (Vehicle) Fire, Other	1	0	1
131	Passenger Vehicle Fire	9	6	3
136	Self-Propelled Motor Home/Rec Vehicle	1	0	0
138	Off-Road Vehicle of Heavy Equipment Fire	0	0	2
140	Natural Vegetation Fire, Other	3	0	1
141	Forest, Woods, or Wildland Fire	2	0	0
142	Brush and/or Grass Fire	3	1	2
143	Grass Fire	17	4	2
150	Outside Rubbish Fire, Other	2	0	0
151	Outside Rubbish, Trash, Waste Fire	2	5	4
154	Dumpster/Outside Receptacle Fire	0	2	1
160	Special Outside Fire Other	4	1	1
161	Outside Storage Fire	1	0	0
162	Outside Equipment Fire	0	2	4
171	Cultivated Grain or Crop Fire	4	0	0
Over Pressure, Rupture, Explosion, Over Heat				
251	Excessive Heat, Scorch Burns, No Ignition	1	0	0
Rescue/Emergency Medical Services				
300	Rescue, EMS Incident, Other	4	1	0
311	Medical Assist, Assist EMS Crew	35	8	6
322	Motor Vehicle Accident with Injuries	0	1	1
323	Motor Vehicle/Pedestrian Accident	0	2	0
324	Motor Vehicle Accident with No Injuries	0	26	43
340	Search for Lost Person, Other	0	0	1
341	Search for Person on Land	0	1	1
342	Search for Person in Water	0	0	1
352	Extrication of Victim(s) from Vehicle	2	3	0
360	Water & Ice Related Rescue, Other	2	0	0
363	Swift Water Rescue	0	0	1
381	Rescue or EMS Standby	4	0	0
Hazardous Condition (No Fire)				
400	Hazardous Condition, Other	1	0	0
412	Gas Leak (Natural Gas or LP)	8	11	10
413	Oil or Other Combustible Liquid Spill	0	1	0
422	Chemical Spill or Leak	0	1	0
423	Refrigeration Leak	0	1	0
424	Carbon Monoxide Incident	2	3	2
440	Electrical Wiring/Equipment Problem, Other	0	0	4

Incident Type Period Comparisons

Incident Type		2012	2013	2014
Hazardous Condition (No Fire)				
441	Heat from Short Circuit (Wiring)	0	0	2
442	Overheat Motor	1	1	0
444	Power Line Down	0	5	4
445	Arcing, Shorted Electrical Equipment	1	2	3
463	Vehicle Accident, General Clean-Up	0	11	8
Service Call				
500	Service Call, Other	1	1	3
520	Water Problem, Other	2	0	0
522	Water or Steam Leak	1	0	0
531	Smoke or Odor Removal	5	1	3
542	Animal Rescue	1	0	0
551	Assist Police or Other Governmental Agency	4	5	1
552	Police Matter	0	1	0
553	Public Service	0	0	1
571	Cover Assignment, Standby, Move-Up	2	0	1
Good Intent Call				
600	Good Intent Call, Other	2	7	5
611	Dispatched / Cancelled En Route	7	11	3
622	No Incident Found on Arrival	0	1	0
632	Prescribed Fire	1	0	0
651	Smoke Scare, Odor of Smoke	1	2	1
652	Steam, Vapor, Fog, Dust Thought to be Smoke	1	0	1
671	HazMat Release Investigation - No HazMat	11	5	5
False Alarm/False Call				
700	False Alarm or False Call, Other	6	12	6
710	Malicious, Mischievous False Call, Other	2	1	1
721	Bomb Scare - No Bomb	0	2	0
730	System Malfunction, Other	1	1	0
733	Smoke Detector Activation due to Malfunction	2	2	0
734	Heat Detector Activation due to Malfunction	2	0	0
735	Alarm System Sounded Due to Malfunction	4	7	1
736	CO Detector Activation Due to Malfunction	1	7	4
740	Unintentional Transmission of Alarm, Other	2	1	1
741	Sprinkler Activation, No Fire, Unintentional	1	0	0
743	Smoke Detector Activation, No Fire	1	2	1
744	Detector Activation, No Fire	3	1	1
745	Alarm System Activation, No Fire	13	20	20
746	Carbon Monoxide Detector Activation, No CO	2	9	12
Severe Weather and Natural Disaster				
800	Severe Weather or Natural Disaster, Other	1	0	0
814	Lightning Strike, No Fire	2	0	0
Special Incident Type				
911	Citizen Complaint	1	0	2
Totals		216	218	210

Mutual Aid, Given and Received

Department and Type of Aid	Count
Amery Fire Department	
Mutual Aid Received	1
Deer Park Fire Department	
Automatic Aid Given	3
DOG / Dresser, Osceola, Garfield	
Mutual Aid Given	1
Glenwood City Fire Department	
Mutual Aid Given	1
Roberts Warren Fire Department	
Mutual Aid Received	1
Mutual Aid Given	1
Somerset Fire & Rescue	
Mutual Aid Received	4
Mutual Aid Given	1
St. Joseph Fire Department	
Mutual Aid Given	1
United Fire - Baldwin	
Mutual Aid Given	1

Responses by Unit Totals

Department and Type of Aid	Count
3260	187
Building, Station 1	
3261	65
Sterling 1250 GPM Pumper	
3262	107
Spartan 1250 GPM Pumper	
3263	1
2005 E-One Cyclone Ladder Truck	
3264	29
2001 Jeep Cherokee	
3265	13
Freightliner 1250 Pumper	
3266	15
2009 F-350 Brush Truck	
3267	8
Brush Truck	
3268	36
2007 Sterling Tanker	
3269	25
3200 GAL Tanker	
3270	9
Rescue Truck	
3271	32
Spartan 1750 GPM Pumper	
3272	181
Chief's Car	
3273	60
Rescue Vehicle	
3277	88
Other	
A3263	11
Seagrave 100' Ladder	

2014 Occupancy Inspections

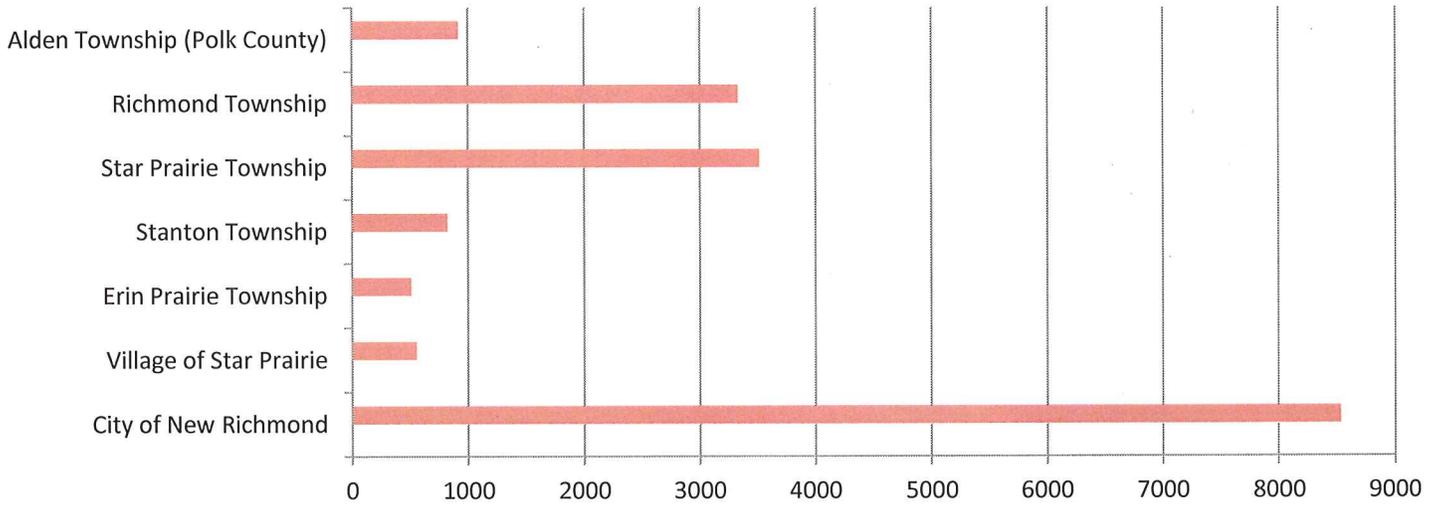
LOCATION	COUNT	TOTALS
Airport		101
Airport	101	
City Main		221
East	106	
West	115	
City Outer		448
Northeast	48	
Northwest	176	
Southeast	108	
Southwest	116	
Other		128
Daycares/Assisted Living	11	
Residential Housing	8	
Churches	11	
Apartments	80	
Schools	18	
TOTAL CITY INSPECTIONS		898
Rural Inspections		161
Alden Township	0	
Erin Prairie Township	7	
Richmond Township	50	
Stanton Township	11	
Star Prairie Township	46	
Village of Star Prairie	47	
TOTAL COMBINED YEARLY INSPECTIONS		1059
TOTAL FIREHOUSE OCCUPANCIES THAT CAN BE INSPECTED		621

2014 AST/UST Permits

OCCUPANCY	ID # / Tank and/or Permit #(s)	Total Permits
Bernards Northtown	51000/875969	1
Bristol Ridge Golf Course	R197800/465730 & 465737	2
Canadian National (Canadian Pacific Railroad)	11005/919372	1
Cemstone (Cemstone Ready Mix)	R119000/37998 & 416961 & 110735 & 110736	4
Cemstone (Cemstone Ready Mix)	R119000/1110737 & 1110738 & 1110739 & 1110740	4
Cox Motor Sales	140000/466827 & 964884	2
Derrick Companies	R150500/461666 & 461673	2
Domain Inc. (Domain Feed Plant)	16000/465748	1
Farm & Home	56001/211411	1
Fitzgerald Lawn Care	148900/1490950 & 1490956	2
Frontier Communications (St. Croix Telephone)	15400/1163445	1
Johnson Motor Sales (Johnson Motors)	62000/1248769 & 1326537	2
Madison Avenue Well (City of New Richmond)	127500/1226969	1
Monarch Paving Co. (Monarch Blacktopping)	R119001/461221 (Removed) & 479461 (Not In Use)	2
New Richmond Bus Garage (N American School Bus)	78500/1100174	1
New Richmond Civic Center (City of New Richmond)	15600/877502	1
New Richmond Golf Course (Out Buildings)	122601/214117 & 214116	2
New Richmond Police Department	144300/919512	1
New Richmond School District (Maintenance)	S007010/919499	1
Nobels Tire	142600/808283	1
Pioneer Dairy Farms	R081300/455457 & 455449	2
Polfus Implement (Frontier Ag & Turf)	73000/467864 & 793748 & 793756	3
Quickie Lube & Rental (Express Lube)	12101/497773 & 1027570 & 1027576	3
Richmond Plumbing & Heating	R153600/649844	1
St. Croix Auto Parts	R225301/1272311	1
St. Croix Harley Davidson	R206000/461620	1
St. Croix Health Care (Maintenance Shop)	144500/457136 & 937887	2
Utecht's Sand and Gravel	R145400/1040063	1
Walmart	25003/1050899 & 1050900 & 1050901 & 1050893	4
Westfields Hospital	53500/782662 & 493561	2
WITC (School, WITC - Farm Building)	S010191/465743	1
	Total Permits	54

Population Figures

City/Village/Townships	Population in Fire District	% in Fire District	Total Population
City of New Richmond	8,533	100.00%	8,533
Village of Star Prairie	556	100.00%	556
Erin Prairie Township	512	75.00%	682
Stanton Township	823	92.00%	895
Star Prairie Township	3,518	100.00%	3,518
Richmond Township	3,339	100.00%	3,339
Alden Township (Polk County)	919	33.00%	2,786
Totals	18,200		20,309



Population Figures from U.S. Census for the New Richmond Fire District
 2013 Final Estimates per St. Croix County Official Directory and per Polk County Clerk

2014 Un-Paid Fire Department Activities and Training by Staff

Staff	Activity/Calls	Training	Total Hours
Atkins	3	101.5	104.5
Bell	0	17	17
Branch	8	19	27
Chute	1	29.5	30.5
Dean	4	24	28
Frandsen	5	73.5	78.5
Greer	8	32	40
Haffner, J	3	59	62
Haffner, Ri	7	90.5	97.5
Haffner, Ro	11	114.5	125.5
Haller	2	18	20
Heinz	2	21	23
Hinrichs	6	11	17
Horne	57	89	146
Jarchow	7	70.5	77.5
Kvitek	2	35	37
Larson	7	163.5	170.5
LeBlanc	8	118	126
Lindloff	8	131	139
Lynch, S	3	44	47
Meininger	2	9	11
Myers	2	50	52
Neville	3	22	25
Niederer	3	11	14
Olek	1	36	37
Rothmeier	3	33	36
Schroeder	6	94.5	100.5
Seeger	2	39	41
Spielman	5	21	26
Strenke	1	21.5	22.5
Strey	8	123	131
Swanson	5	18	23
Thibodeau	4	162.5	166.5
VanderWyst, J	56	120	176
VanderWyst, M	3	42	45
Volkert	1	13	14
Wacker	8	22	30
Wells	7	66	73
Wilson	3	3	6
Wiseman	8	104.5	112.5
	283	2272.5	2555.5
Notes:			
Activity/Calls includes un-paid fire calls.			
Training includes meetings, events, and unpaid training.			
Horne is a volunteer fire fighter that requests no pay for any involvement.			

2014 Training Analysis by Category

Category	Classes	Attendees	Hours
Awards Program	1	36	58
Communicable Disease Training	2	77	159
Charity	2	4	4
Disaster Training	1	1	2
Event / Miscellaneous	21	187	590
Sub-Committee Meeting	61	366	608
Weekly Unit Training	52	315	565
Fire Training-General	6	122	239
Entry Level Firefighter	9	54	246
Fire Inspections	19	22	130
Fire Officer-Safety Officer	4	40	136.5
Fire Prevention (Provided)	24	188	637
Hazmat Operations	4	24	88
Hazmat Operations Refresher	4	76	225
Hose Test	1	40	101
Mutual Aid/MABAS	3	111	190
Operator-Ladder Refresher	2	80	118
Operator-Pump Training	2	42	114
Operator-Tender/Tanker Training	2	43	67
SCBA Training	2	64	85
Search and Rescue Training	1	40	105
Structure Fire Training	5	147	333
Thermal Imaging System	1	40	36
Vehicle Maintenance	2	3	11
Wildland Suppression Training	4	27	80
Wildland Suppression Refresher	3	9	23
First Responder Refresher	4	106	245
Yearly Medical	1	36	64
General Rescue Training	1	40	65
Auto Extrication Tech Refresher	2	44	112
Ice-Water Rescue Tech Refresher	2	76	131
Ice-Water Rescue - Surface	1	5	45
Rope Operations Level Refresher	2	76	118
Water Rescue Refresher	1	40	60
	252	2581	5790.5

2014 Fundraisers and Donations

Chili Feed

This past year the department hosted our 5th Annual Chili Feed fund raiser. Each year we have been able to increase the income and attendance at the event. Several area businesses have donated door prizes for this event which has made it successful. Without their support, our event would not have been possible.

The 2015's Chili Feed fund raiser is scheduled for April 11th.

Golf Outing

The 2nd Annual Firefighter Golf Outing took place this past September. Our department was again able to secure several sponsors that made the event possible.

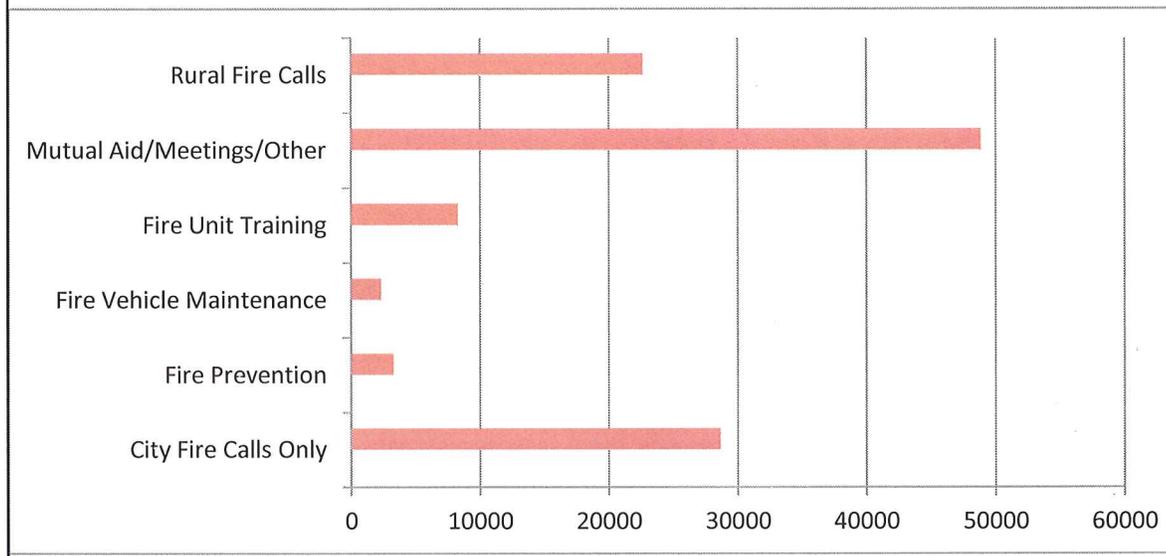
The 2015's Golf Outing is scheduled for September 19th, watch for our fliers this fall and please come join us at this event.

Donations

New Richmond Utilities donated \$2,000 toward a thermal imager that has a recorder for review at a later time. This is an excellent training tool.

2014 Payroll Summary by Account

Day of the Week	Incident Count
City Fire Calls Only	28,657.35
Fire Prevention	3,285.00
Fire Vehicle Maintenance	2,346.15
Fire Unit Training	8,320.20
Mutual Aid/Meetings/Other	48,911.10
Rural Fire Calls	22,686.00
Total	114,205.80



New Richmond Fire Department

Apparatus Evaluation/Recommendations

Purpose of Study

The NRFD has maintained an impressive fleet and operational readiness status over the past nearly two decades under Chief VanderWyst. The Department has been able to do so in a very cost conscious manner by doing as much as possible in-house, while utilizing industry-current computer software, as well as equipment and apparatus for the most part.

The purpose of the New Richmond Fire Department (NRFD) Study is to evaluate the condition of and adequacy of its current rolling fleet for response purposes to fire and other emergencies; to evaluate how current operating conditions within the fire department impact fleet considerations and staffing requirements for responses; to provide recommendations for improved response readiness, efficiencies and safety.

Methodology

Assessment of apparatus readiness incorporated the assessment of four areas: 1) cursory inspection of apparatus mechanical components and safety features, 2) review and evaluation of maintenance records and procedures, 3) equipment review, and 4) review of fleet inventory for cost-effective adjustments that could improve efficiency and effectiveness.

Apparatus Inspection

On April 16, 2015, all New Richmond Fire Department apparatus and associated equipment were reviewed by '5 Bugle' fleet experts to determine if any mechanical issues and/or safety concerns were present, such as the absence of, or inoperability of emergency lighting, reflective striping, seat belts, etc.

The results of the inspections are provided in Appendix 'A' of this report; Appendix 'D' provides a list of modern safety features referenced from NFPA 1911, 2012 Edition, the standard for Automotive Fire Apparatus.

Apparatus Inspection Results

The inspection found a faulty drag link ball joint on Engine 3262; this was a serious enough issue to recommend that the pumper be taken out of service until repairs could be made. It is noted that the repair was completed within several days of the inspection, which is a credit to the efficiency of the fire chief.

Several outlet valves were found to be difficult to cycle, or stuck in the closed position. Others were found to have some leakage when opened. It is understood that during winter months the

apparatus are operated with pumps 'dry' to prevent freezing and that individual pump apparatus may not be called upon to pump water for extended periods of time.

All other apparatus were found to be in acceptable mechanical operating condition at the time of the cursory inspection. It should be noted that a more in-depth inspection that allows for more detailed scrutiny of such items as brakes, etc., that could not be performed on the apparatus floor, may identify additional mechanical issues that need to be addressed.

The safety portion inspection found that not all equipment that is carried in apparatus compartments was secured. Several cab SCBA restraint harnesses were damaged or non-functional.

Recommendations:

- 1) Secure equipment in apparatus compartments by use of brackets, straps or other means to prevent their movement in transit and associated potential damage to it, and to prevent equipment ejection in the event of broken latches, unlocked or damaged compartment doors.
- 2) Repair or replace SCBA restraint straps in cabs; in the event the apparatus must make a sudden stop, or is involved in a crash, there is the potential for the SCBA's to become flying projectiles that could cause significant injury or damage.
- 3) Work outlet valves and lubricate on a regular basis, year round.
- 4) Repair valve seals that are allowing leakage around affected valves.

Maintenance

Equipment and Vehicle checks are performed by firefighters as part of their weekly and station duties. The department Standard Operating Guideline (SOG) dictates that inspection checks shall be completed in accordance with Wisconsin SPS 330.09. When changes occur to the SOG, the new version is sent to each firefighter, and annual training occurs to update the entire department on all SOG changes.

Basic checklists exist which are used for routine checks. Upon completion, these checklists, which are on clipboards, are placed on a designated area of a rear wall in the apparatus bay. The Fire Chief reviews these lists on a weekly basis, makes the necessary repairs that can be handled in-house, and then enters the information into *Firehouse* (computerized data management program). Should a repair be too complex to be performed in-house, the vehicle is taken to a local vendor to have the repair completed. It was reported that during the transition to a new department secretary, some maintenance records may not have been entered into *Firehouse*, primarily routine grease work and oil changes.

The NFRD has found itself in a unique situation with the Fire Chief coming with a background in fleet management and maintenance, and with the ability to perform many maintenance and repair functions. While this has 'worked' over his tenure to date, the expanding role of the fire

service and changing patterns of service delivery over the past several decades has increased the responsibilities of the fire chief dramatically. At one time all the fire chief had to worry about was making sure the department had sufficient apparatus, water and personnel to respond to a fire. Since the early 2000's, fire chiefs find themselves managing the increased emphasis on hazardous materials response, terrorism preparedness and WMD concerns, collapse rescue and confined space and above ground rescue, among others. EMS first response and assistance has grown substantially within the fire service and shows no sign of decreasing.

These changes and advancements have occurred quickly in some areas, and more gradual in others. But there is no denying that every fire department across the country, be they career, combination or volunteer departments, are feeling the impact of the changing landscape of emergency services along with the increased regulatory and training demands to manage. Therefore, it makes sense that the fire chief is now, or soon will be, wearing a number of 'different hats' in his management role of the fire department. In the case of the NRPD, it will make wearing the hat of "primary department mechanic" increasingly difficult to manage.

Currently, the fire chief reports that he is able to reasonably invest about 10 hours per month to maintenance, and extra time if problems are discovered. This is at best, 45 minutes per apparatus. Considering that the apparatus are worth several hundred thousand dollars each, this is a minimalist approach to maintaining valuable apparatus and equipment. If the time is doubled due to problems encountered, then the fire chief is losing considerable administrative work time. Considering that break-downs do not follow a set schedule, timing can prove to be very inconvenient and could significantly impact other important duties or commitments.

5 Bugle's fleet expert stated that spending a minimum of 90 minutes per month per vehicle to inspect and maintain a piece of apparatus (not including repair work) would greatly enhance safety and vehicle longevity.

In addition, the fire chief will at some point be retiring and there will need to be a succession plan in place to continue regular vehicle maintenance and repairs.

Recommendations:

- 1) Expand weekly apparatus check sheets to reflect those found in Appendix 'C' of NFPA 1911, 2012 Edition.
- 2) Consider implementing a quarterly/semi-annual/annual maintenance review based on check sheets found in Appendix 'C' of NFPA 1911, 2012 Edition. If one piece of apparatus was "annually" evaluated each month, the entire fleet would be in continuous compliance with State requirements.
- 3) Consider a system whereby vehicle check lists are numbered; when a maintenance action or repair occurs a reference number is entered as part of the *Firehouse* record that reflects the specific vehicle, checklist and year. If this can be accomplished, it would

provide a chronological history for each entry, and if a record is not entered it would show up in an internal audit as a reference trail being out-of-sequence.

- 4) When Engine 3262 underwent repairs, the vendor offered to do a "DOT" inspection on the vehicle, which is a comprehensive inspection and evaluation of the primary components of the apparatus. The vendor offered to complete such an inspection when an apparatus came in for repair. It is our recommendation that the Fire Chief not only take the vendor up on their offer, but to negotiate some arrangement to have each apparatus have a DOT inspection on an annual basis, whether or not a repair is involved.
- 5) Create a "Department Mechanic" position and recruit a qualified individual to assist the fire chief and eventually take over the role as the primary mechanic. This individual should have the ability, in addition to the fire chief, to place an apparatus 'out-of-service' when a dangerous mechanical or safety problem is discovered.
 - a. Doing so will allow the fire chief to focus on his increasingly diverse administrative duties, as well as create a succession plan for when he retires. He would still be available to assist as needed.

OPTIONS:

- A) Contract service provider (ie: Emergency apparatus Maintenance, Inc. – Twin Cities)
- B) Have City Shops handle basic truck maintenance and repairs; contract out specialty maintenance (ie: pump tests, light water educator repairs, etc.)

Equipment

A cursory review of fire/rescue/EMS equipment carried in the apparatus indicated sufficient types of and quantity of equipment and supplies to adequately respond to most types of emergencies.

The confined space/trench rescue equipment is currently being stored along the North wall of the apparatus area; a vehicle must first be moved into the bay and then loaded with the equipment before it can respond to the emergency, which creates a response delay. In an emergency, the need to load equipment quickly can lead to accidents and/or injuries which could ultimately further delay a response.

There are two large diesel power generators located on trucks E-3262 and E-3271 which add significant weight to the rear axle and also take up significant space in the rear of the apparatus. At the time of their install, they were the only diesel-type generators available, and with the rationale that they would be able to run off of the apparatus' fuel tank, there was logic to their installation. They are currently used to power smoke ventilation fans and emergency lighting.

Recommendations:

- 1) Consider recommendation under "Apparatus Inventory Evaluation" section below, to store the confined space/trench rescue equipment on a trailer in order to speed emergency response.
- 2) Should engines 3262 and 3271 be refurbished or upgraded, consider changing out the generators for smaller and lighter versions that may be available, reducing the strain on the truck's suspension and chassis. At the point they are replaced, a new pumper should come with a factory mounted generator. It is the fire chief's recommendation new generators be converted to hydraulic/transmission drives, which we concur with.

Apparatus Inventory Evaluation

The NRPD current fleet consists of 13 vehicles: 4 Triple combination pumpers, a 95' ladder tower, 2 brush trucks, 2 water tenders, a converted ambulance/light rescue pick-up truck, a heavy rescue truck, a utility SUV truck and a command vehicle. Discussions with the fire chief revolving around the benefits and limitations of each piece identified several points for consideration regarding the maintenance, staffing implications, the appropriateness of each truck and the potential for fleet adjustments to improve efficiencies.

Recommendation

Reduce the fleet inventory and associated costs, as well as improve safety and response capabilities by considering a couple of fleet adjustments.

- 1) Eliminate Light Rescue 3270; obtain or construct a special equipment trailer that could hold the Zodiac rescue boat and collapse/trench rescue equipment.
- 2) Replace Truck 3264, the 2001 Jeep with the current Command 3272 2008 Dodge Durango and replace the Chief's vehicle.
- 3) Eliminate 'old ambulance' 3273; replace with a rescue pumper that will provide on-scene fire protection at rescue incidents and be able to pull a special equipment trailer.
- 4) Work with the ambulance service and local support agencies (Red Cross, etc.) to establish and maintain a formal rehab area when needed at major events. Smaller events could have rehab provided by fluids kept on the heavy rescue truck.

Very real challenges for most volunteer fire departments are first the recruitment and retention of firefighters, and secondly their availability to respond when an emergency occurs. The larger the fleet and the more spread out the resources on the vehicles, the greater the need for staffing when an emergency happens. Reducing the fleet when there is a practical means to do so, without negatively impacting basic response

resources, means that fewer firefighters can accomplish the same goal of getting those resources on scene.

Eliminating Light Rescue 3270 by either converting it to a special equipment trailer or selling it to purchase or construct a new trailer is attractive from several perspectives. First, it reduces the fleet by one vehicle, replacing an aging vehicle that is at risk for higher maintenance and repair costs; secondly it provides storage for the trench rescue equipment that is not stored on a vehicle at this time and that is presently cumbersome to deploy. Thirdly, it improves safety and reduces the risk of injury by allowing the rescue boat to be transported at a level that allows easier deployment. Currently the boat is stored on an overhead rack on the back of 3270 that requires up to 6 firefighters to safely unload it. Storing it on a trailer would eliminate the potential for falls and/or strains and sprains by lifting overhead. It would also reduce the number of personnel needed to put the boat in service. The trailer would provide adequate space for existing equipment as well as space for potential future equipment storage needs.

The recommendation of replacing the Jeep (3264) with the current command vehicle (3272) is an outgrowth of the prior recommendation (the elimination of Light Rescue 3270). The Jeep will not have the towing capacity to pull the new equipment trailer, thus limiting the Jeep's usefulness. Keeping the Durango and assigning it the Jeep's grassland fire, crash protection and backup incident command duties in addition to its ability to tow, will make the Durango a much more versatile truck. Replacing the Chief's vehicle with a similar or larger vehicle (ie: Suburban or Expedition) will provide the opportunity to gain a second vehicle capable of towing the equipment trailer, as well as provide added space for command and control tools and other equipment as determined useful. This action would also follow the current 5-year replacement plan for the Jeep (see Appendix 'B' and 'C').

Replacing 3273 with a rescue pumper would provide suppression protection for vehicle crashes and special rescue emergencies. It would also reduce the number of apparatus required (currently a full-sized pumper and the light rescue truck) to respond to get all of the necessary equipment on scene.

The ISO would recognize the rescue pumper as a piece of suppression apparatus as well, and credit it towards the City's ISO rating. As it could also be utilized at a structure fire, the NRRFD could eliminate one of its older full-sized pumpers. Discussion identified either triple combination pumpers 3262 or 3265 as candidates; which pumper would ultimately be retired is a local decision, as they are relatively close in age, and each apparatus has its merits.

The NRRFD maintains an impressive and very adequate base fleet for emergency response purposes. As stated previously in this report, proper maintenance and upkeep are key factors for response readiness and compliance with State mandates for fire department vehicles. While current apparatus have many of the current recommended safety features that protect both the

firefighters and the general public when the apparatus is operating on public roadways, the Fire Board should be cognizant of the fact that improvements in the area of apparatus safety, both mechanically and feature-wise, are occurring on an ongoing basis. Indeed, while a vehicle may be mechanically capable of more running years, the safety features may be obsolete (such as the old 'man-saver' bars utilized in semi-open cabs of the past), or missing altogether (ie: low-voltage alarm systems or interlocks to prevent engine rpms increasing unless the chassis transmission is in neutral).

Fire departments vary widely in their character, and thus in their requirements for apparatus maintenance, refurbishment and replacement. Developing a local replacement schedule that is appropriate for its apparatus, resources, capabilities and special circumstances is critical to maintaining a high quality fleet, and to assist in planning and budgeting for future needs. NFPA 1911 provides a broad range of recommendations including maintenance specifics and time frames for vehicle replacement.

Chief VanderWyst has developed such a replacement schedule (see Appendix 'B' and 'C'), and may wish to review it in light of the recommendations of this report to confirm the timeframes and vehicle specifics are still relevant to current and future needs.

Lastly, as previously mentioned, the charge of the fire service nation-wide has evolved due to an ever changing environment. As such, many fire departments have worked to create a *5-Year Strategic Plan*, allowing the organization to work towards common goals in a participative manner through the input of inside and outside stakeholders to identify current issues and future needs. The plan allows them to set priorities to more easily and effectively focus department energy and resources, and will strengthen department operations. It is also a valuable budgeting tool.

The NRRFD would benefit by creating a *Strategic Plan* of its own, as other departments across the country have.

END OF REPORT

It is with gratitude to the New Richmond Fire Board and Fire Chief James Vanderwyst that Five Bugle Training & Consulting, LLC is pleased to submit this report for consideration.

Sincerely,

Bruce A. Fuerbringer

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APPENDIX 'A'

**NEW RICHMOND FIRE DEPARTMENT
2015 Fleet Readiness Report**

Vehicle #	Type	Roadworthy Rating	Roadworthy Issues	Critical	Safety Rating	Safety Issues	Critical	Comments
3266	Brush	3	Pitting Water Tank		3	N/A		
3266	Brush	3	N/A		3	N/A		
3272	Command	3	N/A		3	N/A		
3261	Engine	3	N/A		3	N/A		
3262	Engine	1	Pitman, Ball and Socket Joints, Tie Rods and Drag Links need Immediate Repair		2	No FF Grab Rails in Rear Compartment, Seat Belt in Rear Crew Compartment not Functioning, Front Passenger and Rear Passenger SCBA's not Secured		Compartment equipment not secured and prone to vehicle damage and falling out upon opening door.
3265	Engine	3	N/A		3	N/A		
3271	Engine	3	N/A		3	N/A		
3263	Ladder	3	N/A		3	N/A		
3270	Rescue	3	N/A		3	N/A		
3273	Rescue	3	N/A		3	N/A		
3268	Tender	3	N/A		3	N/A		
3269	Tender	3	N/A		3	N/A		

Rating Schedule
 1 = Remove From Service
 2 = Need Attention ASAP
 3 = Roadworthy

APPENDIX 'B'

FIRE VEHICLES LISTED BY NUMBER / TYPE & YEAR - FIVE YEAR PLAN										8/1/2014
TRUCK # VEH ID	YEAR	In Service	PURCHASED COST	REPLACEMENT COST	VEH / AGE AS OF 2014	2015	2016	2017	2018	2019
3261 PUMPER	2003	2/2005	\$ 210,152.00	\$ 320,000.00	11					
3262 PUMPER	1992	1993	\$ 203,230.00	\$ 400,000.00	22			\$ 400,000		
3263 LADDER	1986	1987	\$ 229,790.00	\$ 900,000.00	28	\$ 769,474				
3264 UTILITY	2001	2002	\$ 18,000.00	\$ 25,000.00	13		See Note			
3265 PUMPER	1997	3/2000	\$ 175,000.00	\$ 400,000.00	17		See Note			
3266 BRUSH	2009	2009	\$ 22,282.00	\$ 120,000.00	5					
3267 BRUSH	1999	9/2002	\$ 16,026.00	\$ 130,000.00	15					\$ 130,000
3268 TENDER	2007	12/2007	\$ 154,513.00	\$ 165,000.00	7					
3269 TENDER	2002	2002	\$ 61,992.00	\$ 165,000.00	12					
3270 LIGHT RESCUE	1996	6/2011	\$ 25,000.00	\$ 120,000.00	18				\$ 120,000	
3271 PUMPER	1996	1/1997	\$ 239,148.00	\$ 400,000.00	18					\$ 400,000
3272 COMMAND	2008	2008	\$ 17,365.00	\$ 30,000.00	6		\$ 30,000			
3273 HEAVY RESCUE	1994	6/2011	\$ 275,000.00	\$ 400,000.00	20		\$ 400,000			
TOTALS			\$1,647,498.00	\$3,575,000.00						

2016: Replace 3272 with lease option, move current 3272 to 3264, sell 3264.
 2016: Combine E-3265 & R3273, Pumper / Rescue Truck.

FIRE VEHICLE USAGE			8-2014
TRUCK ID	PRIMARY	SECONDARY	
E-3261	Vehicle Fires and Crashes	Structure fires	
E-3262	Structure Fires	Vehicle Fires and Crashes	
L-3263	Structure Fires / Chimney Fires / High-level Rescue	Engine	
T-3264	Grass Fires / Primary Crash Warning	Incident Command / Support Command	
E-3265	Engine Response Station II Area	Cover Station I / Move Up - Stage	
B-3266	Wildland Fires	Aircraft Crash Response	
B-3267	Wildland Fires	Aircraft Crash Response	
T-3268	Rural Water Supply	Crash Defend	
T-3269	Rural Water Supply	Crash Defend	
R-3270	Light Rescue	Incident Command / Support Command	
E-3271	Commercial Fires / HAZMAT Response Engine	Structure Fires / Mutual Aid / MABAS Response	
E-3272	Incident Command	Primary Crash Warning	
R-3273	Heavy Rescue	Fireground CP / Fireground Rehab	

APPENDIX 'C'

FIRE EQUIPMENT / TYPE & YEAR - SUGGESTED REPLACEMENT LIST						10 YEAR PLAN										1/1/2015
	YEAR	In Service	VALUE	REPLACEMENT	AGE AS OF 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
SCBA COMPRESSOR	1996															
SCBA FILL STATION	2011															
HOSE DRYER	1930															
GEAR WASHER	2012															
BAY HEATERS (3)	1980															
BAY CEILING FANS (4)																
E-RAM						X										
E-CUTTERS	2015	2015														
E-SPREADERS	2014	2014														
3261 ENGINE	2003	2005	\$210,152		12								x			20 years
3262 ENGINE	1992	1993	\$203,230	\$400,000	23		X									25 years
3263 LADDER	2005	2014	\$535,000		10											
3264 UTILITY	2001	2002	\$18,000	\$0	14	X										3272 replaces
3265 ENGINE	1997	2000	\$175,000	\$0	18	X										Deleted
3266 BRUSH	2009	2009	\$22,282		6											
3267 BRUSH	1999	2002	\$16,026		16				X							20 years
3268 TENDER	2007	2007	\$154,513		8											
3269 TENDER	2002	2002	\$61,992		13							x				20 years
3270 LT RESCUE	1996	2011	\$25,000	\$120,000	19			X								22 years
3271 ENGINE	1996	1997	\$239,148		19				X							23 years
3272 CHIEF	2008	2008	\$17,365	\$30,000	7	X										8 years / repl. 3264
3273 HVY RESCUE	1994	2011	\$275,000	\$400,000	21	X										22 years & 3265

APPENDIX 'D'

NFPA RECOMMENDATIONS*

APPARATUS INSPECTION

- Fully enclosed cabs
- Seats and seat belts for all crew members; undamaged
- Fail-safe door handles so sleeves of a coat do not inadvertently catch a handle
- Signs requiring everyone to be seated and belted
- Increased battery capacity
- Adequate warning/Intersection lights
- Removal of all roof-mounted sirens/air horns
- Flashing cab light to warn if cab or body door is open
- Backup alarm
- Automatic transmission
- Auxiliary braking systems
- 4-sided reflective striping
- 3" or larger pump intake valves be "slow close"
- Caps on discharge outlets be tested to 500 psi.
- Intake relief valve
- 30-degree sweep elbows on discharges to eliminate kinking
- All 3" or larger discharges be eliminated from the pump panel to reduce possibility of injuries to the pump operator
- Interlock system for electronic or electric engine throttle to prevent engine speed advancement.
- Limit height of controls to 72" above standing position of operator
- Equipment in driving and crew areas be secured/fastened
- Increased work lighting around apparatus
- Load analysis and management if total connection load could not be supplied by vehicles alternator
- Increased step surface size, slip resistance, load-carrying capabilities
- Handrails – slip resistant
- 2-hour, maximum-load electrical test for line voltage systems.
- Air bottle fill station design to totally contain a rupturing cylinder
- Increased head height at seating position
- Bright red seat belts
- Reflective material inside each cab door

- Automatic door-open lights
- Secure mounting of SCBA's in seat backs,
- Label reminding operators of height, length and weight of apparatus

MAINTAINENCE RECORDS

- Minimum performance and testing of foam systems
- Oil changes
- Reports of fluid leaks
- Repairs
- Pump Testing
- Ladder Test (aerial ladder)

OUT-OF-SERVICE CRITERIA (not all-inclusive)

- Windshield cracked or broken; obstruction
- Broken wipers
- Broken door latches
- Seat belt damage; diver/rider
- Broken foot throttle
- Defrosters not working
- Body/cab mounting issues
- Steering wheel
- Broken required dash instrumentation
- Tires support gross axle rating
- Vehicle actual weight exceeds vehicle rating label
- Tire damage
- Suspension components loose, broken
- Weld cracks
- Transmission problems
- Axle damage/leakage
- DOT required lighting broken; inoperable horn
- Air brake leakage (>2 psi./one minute)
- Brakes in need of servicing (pads/hydraulics)
- PTO will not engage

* For complete list and sample check sheets, reference NFPA 1911, 2012 Edition, Annexes 'C', 'D' and 'E'.

APPENDIX 'E': NFRD FLEET DESCRIPTION (last updated, March 2015)



Engine 3261 Triple Combination Pumper

2001 Sterling / Custom Fire

1,250 gmp. Waterous Pump

1,000 gallon water tank

Current Miles: 39,318 Current Hours: n/a

Purchase Date: 2005 Status: Used Vehicle

5 SCBA Units & Spare Bottles. Primary; Vehicle fires and crashes. Secondary; Structure Fires



Engine 3262 Triple Combination Pumper

1992 Spartan / General

1,250 gpm. Waterous Pump

1,000 gallon water tank

Current Miles: 20,881 Current Hours: 2,504 (Referb date: 1/2007)

Purchase Date: 1993 Status: New Vehicle

5 SCBA Units & Spare Bottles. Primary; Structure Fires. Secondary; Vehicle fires and crashes



Ladder Tower 3263 95' Platform

2010 E-One Cyclone

2,000 gpm Hale Pump

200 gallon water tank

Current Miles: 37,503

Current Hours: 4,846

Purchase Date: 2014

Status: Used Vehicle

4 SCBA Units & Spare Bottles. Primary; Structure Fires. Secondary; Rescue

P



Truck 3264, 2001 Jeep, 4- Wildland water packs, Primary; Grass fires Secondary; IC, Crash protection

Current Miles: 72,175 Current Hours: n/a

Purchase Date: 2002

Status: Used Vehicle



Engine 3265 Triple Combination Pumper

1997 Freightliner / Custom Fire

1,250 gmp. Waterous Pump

1,000 gallon water tank

Current Miles: 43,803 Current Hours: n/a

Purchase Date: 2000 Status: Used Vehicle

Primary; Primary Engine Station II. Secondary; Backup / fill-in for Station I



Brush 3266

2010 Ford F-350

250 gpm Pump, 360 gallon water tank

5 gallons AFF, 5 gallons Class A

Current Miles: 2,928 Current Hours: n/a

Purchase Date: 2010 Status: New Vehicle

Primary; Grass fires. Secondary; Aircraft crashes



Brush 3267

1999 Ford F-250

250 gpm Pump, 360 gallon water tank

5 gallons AFF, 5 gallons Class A

Current Miles: 68,065 Current Hours: n/a

Purchase Date: 2002 Status: Used Vehicle

Primary; Grass fires. Secondary; Aircraft crashes



Tender 3268

2006 Sterling / Stainless Steel Mfg

250 gmp Pump

3,200 gallons water tank, 2,000 drop tank

Current Miles: 7,374 Current Hours: n/a

Purchase Date: 2007 Status: New Vehicle

Primary; Water supply, Secondary; Traffic protection



Tender 3269

2001 Sterling / Stainless Steel Mfg

250 gmp Pump

3,200 gallons water tank, 2,000 drop tank

Current Miles: 11,759 Current Hours: n/a

Purchase Date: 2002 Status: New Vehicle, Used Tank

Primary; Water Supply, Secondary; Traffic protection



Rescue 3270

1996 Chevrolet C-3500

Light Rescue

Current Miles: 15,160 Current Hours: n/a

Purchase Date: 2011 Status: Used Vehicle / Acquired 2010

Primary; Water, High angle, Low angle, Trench / Collapse, Winter Rescue. Secondary; IC



Engine 3271

1997 Spartan / General Triple Combination Pumper

1,750 gpm Waterous Pump

500 gallon water tank

Current Miles: 6,296 Current Hours: n/a

Purchase Date: 1997 Status: New Vehicle

Primary; Commercial Fires, Secondary; Structure Fires / Mutual Aid & MABAS / HAZMAT Engine



Command 3272 / 2008 Dodge Durango

Current Miles: 50,924 Current Hours: n/a

Purchase Date: 2008 Status: Used Vehicle

Primary; Incident Command Secondary; Traffic



Heavy Rescue 3273

1994 IH Navstar

Current Miles: 16,737

Current Hours: n/a

Purchase Date: 2011

Status: Used Vehicle

Primary; Heavy Rescue. Secondary; Rehab Vehicle

Chapter SPS 314

FIRE PREVENTION

Subchapter I — Adoption and Application of NFPA® 1, Fire Code

SPS 314.001 Adoption and application.

Subchapter II — Modifications of NFPA 1, Fire Code

SPS 314.01 Administration.
 SPS 314.03 Definitions.
 SPS 314.10 General fire safety.
 SPS 314.11 Building services.

SPS 314.13 Fire protection systems.
 SPS 314.15 Fire department service delivery concurrency evaluation.
 SPS 314.16 Hose threads during construction.
 SPS 314.20 Open flame devices and pyrotechnics.
 SPS 314.27 Manufactured home and recreational vehicle sites.
 SPS 314.50 Commercial cooking equipment for mobile kitchens.
 SPS 314.53 Mechanical refrigeration.
 SPS 314.65 Explosives, fireworks and model rocketry.

Note: Chapter Ind 65 as it existed on April 30, 1989 was repealed and a new chapter ILHR 14 was created effective May 1, 1989; Chapter ILHR 14 as it existed on March 31, 1992 was repealed and a new chapter ILHR 14 was created effective April 1, 1992. Chapter ILHR 14 was renumbered to chapter Comm 14 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 6. and 7., Stats., Register December, 1996, No. 492. Chapter Comm 14 as it existed on June 30, 2002 was repealed and a new Chapter Comm 14 was created effective July 1, 2002. Chapter Comm 14 as it existed on February 29, 2008 was repealed and a new chapter Comm 14 was created effective March 1, 2008. Chapter Comm 14 was renumbered chapter SPS 314 under s. 13.92 (4) (b) 1., Stats., Register December 2011 No. 672.

Subchapter I — Adoption and Application of NFPA® 1, Fire Code

SPS 314.001 Adoption and application. (1) NFPA 1.
 (a) *Adoption of model fire code.* NFPA 1, *Fire Code* — 2012, subject to the modifications specified in this chapter, is hereby incorporated by reference into this chapter.

Note: A copy of NFPA 1, *Fire Code*, is on file in the offices of the Department and the Legislative Reference Bureau. Copies of NFPA 1, *Fire Code*, may be purchased from the National Fire Protection Association at 11 Tracy Drive, Avon, MA 02322; and may be purchased or accessed free of charge at www.nfpa.org.

(b) *Application of model fire code.* The use, operation and maintenance of public buildings and places of employment shall comply with NFPA 1 as referenced in par. (a), except as otherwise provided in this chapter.

(2) ALTERNATE MODEL FIRE CODE. Where a municipality has by ordinance adopted requirements of an alternate model fire code and any additional requirements, that, in total, are equivalent to NFPA 1 as referenced in sub. (1), the department will not consider that ordinance to be in conflict with sub. (1); and property owners or managers, or employers, need only comply with that ordinance.

Note: In assisting a municipality that has adopted or plans to adopt an alternate model fire code, Departmental staff typically will provide expertise relating only to NFPA 1 and this chapter, and should not be expected to be familiar with the alternate fire code and any local requirements needed to establish equivalency with NFPA 1 and this chapter. Creating that equivalency is the responsibility of that municipality, not the Department.

History: CR 06–120: cr. Register February 2008 No. 626, eff. 3–1–08; CR 09–104: am. (1) (a), (b), renum. (2) (a) to be (2) and am., r. (2) (b) Register December 2010 No. 660, eff. 1–1–11; correction in (1) (title) made under s. 13.92 (4) (b) 2., Stats., Register December 2010 No. 660; CR 13–105: am. (1) (a), (2) Register August 2014 No. 704, eff. 9–1–14.

Subchapter II — Modifications of NFPA 1, Fire Code

Note: The sections in this subchapter are generally numbered to correspond to the chapter and section numbering of NFPA 1, *Fire Code*; for example, s. SPS 314.01 contains modifications of NFPA 1, chapter 1.

SPS 314.01 Administration. (1) SCOPE. These are department rules in addition to the requirements in NFPA 1 section 1.1:

(a) 1. This chapter applies to all public buildings and places of employment that exist on or after September 1, 2014, except as provided in pars. (b) to (d).

2. This chapter applies to the inspection, testing, and maintenance of all fire safety features as specified in this chapter, for all public buildings and places of employment that exist on or after September 1, 2014, except as provided in pars. (b) to (d).

Note: As established in s. SPS 314.01 (2) (a) 1., this chapter does not prescribe how to design public buildings. However, this chapter includes requirements that may apply during the construction of a public building, such as the safeguards in NFPA 1 chapter 16 for fire safety during construction. See Chs. SPS 361 to 366 for design requirements for public buildings and places of employment.

(b) This chapter does not apply to buildings or situations listed under the exclusions in s. 101.01 (11) and (12), Stats., or under the exemptions in s. 101.05, Stats.

Note: See Appendix for a reprint of the above-referenced sections of the Statutes.

(c) 1. This chapter does not apply to any of the buildings, structures, or situations specified in subds. 3. and 4.

2. All of the buildings, structures, or situations in subds. 3. to 8. are neither public buildings nor places of employment under this chapter.

3. a. Buildings or structures located on Indian reservation land that are held either in trust by the United States, or in fee by the tribe or a tribal member.

b. Buildings or structures which are located on off-reservation Indian land that is held in trust by the United States – and which are held either in trust by the United States, or in fee by the tribe or a tribal member.

4. Buildings and portions of buildings that are either federally owned or exempted by federal statutes, regulations, or treaties.

5. Buildings and structures that are on a farm premises and used exclusively for farming purposes, provided any use of the building or structure by the public consists only of consumers directly receiving farm commodities, substantially all of which have been planted or produced on the farm premises. In this application, “substantially all” means at least 90 percent of the commodities were planted or produced on the farm premises.

Note: As referenced in par. (b) and Note, see Appendix for a reprint of the exclusions referenced in s. 101.01 (11) and (12) of the Statutes, which includes definitions of “farming” and “farm premises.”

6. A one– or 2–family dwelling used as a foster home, treatment foster home, or group home, or as a residential care center for children and youth that has a capacity for 8 or fewer children, all as defined in s. 48.02, Stats.

Note: The definitions in s. 48.02 of the Statutes limit foster homes to no more than 4 children unless the children are siblings, limit treatment foster homes to no more than 4 children, and limit group homes to no more than 8 children. Where permitted by the Department of Children and Families, a group home or a residential care center for children and youth that has a capacity for 8 or fewer children may be located in a one– or 2–family dwelling as a community living arrangement, as defined in s. 46.03 (22) of the Statutes.

7. A one– or 2–family dwelling in which a public or private day care center for 8 or fewer children is located.

Note: Chapter DCF 250, as administered by the Department of Children and Families, defines a “family child care center” as a being “a facility where a person provides care and supervision for less than 24 hours a day for at least 4 and not more than 8 children who are not related to the provider.” Chapter DCF 250 applies various licensing and other requirements to these centers, including for fire protection and other aspects of the physical plant.

8. That portion of or space within a one– or 2–family dwelling in which a home occupation is located.

(d) In this section, “home occupation” means any business, profession, trade or employment conducted in a person’s dwelling unit, that may involve the person’s immediate family or household

and a maximum of one other unrelated person, but does not involve any of the following:

1. Explosives, fireworks or repair of motor vehicles.
2. More than 25% of the habitable floor area of the dwelling unit.

(e) 1. The requirements in sub. (11) apply to all fire responses, rather than only to fire responses for public buildings and places of employment.

2. The requirements in sub. (13) (d) 2. apply to fire responses to first alarms for all buildings, rather than only for public buildings.

(f) Except for facilities that are exempted from this chapter under par. (c) 3. and 4. — and regardless of pars. (b), (c) 5. to 8. and (d) — this chapter applies to all facilities and structures which exist on or after September 1, 2014, and which involve flammable-, combustible- or hazardous-liquid storage, transfer, or dispensing.

Note: Chapter SPS 305 regulates persons or businesses that are required or permitted to obtain licenses, certifications, or registrations under chapters 101, 145, 167, or 168 of the statutes. Section SPS 305.68 states:

“No person may inspect a tank system which has held or will hold flammable, combustible or hazardous liquids to determine compliance with chapter ATCP 93 unless the person holds a certification issued by the Department as a certified tank system inspector.”

Chapters ATCP 93 and SPS 305 do not preclude a fire inspector from conducting fire safety inspections involving flammable, combustible, or hazardous liquids under ch. ATCP 93; or from enforcing fire safety requirements under ch. SPS 314 or ss. 101.14 (1) (a) or (b) or (2) of the statutes.

Note: In conjunction with addressing the quality and retail sales of petroleum products, ch. ATCP 94 also regulates containers which have a capacity of under 275 gallons and which are used for storing gasoline or any other petroleum product that has a flash point of less than 100°F. Chapter ATCP 94 requires these containers to be colored red and appropriately labeled, and prohibits using red containers for storing petroleum products that have a flash point of 100°F or more.

Note: See the annotations under s. 101.11 of the Statutes for further guidance in determining which facilities are or are not places of employment.

(g) 1. Except for facilities that are exempted from this chapter under par. (c) 3. and 4. — and regardless of pars. (b), (c) 5. to 8. and (d) — the department or its deputies may apply this chapter to any building or other structure or premises or public thoroughfare, which exists on or after September 1, 2014, and which has either of the following characteristics:

- a. It is especially liable to fire and is so situated as to endanger other buildings or property.
- b. It contains combustible or explosive material or inflammable conditions that are dangerous to the safety of any building or premises or the occupants thereof, or endangering or hindering fire fighters in case of fire.

2. The purpose of applying this chapter under this paragraph is to cause correction of any of the following:

- a. A condition liable to cause damaging fire.
- b. A violation of any law or order relating to fire hazards or to the prevention of fire.

Note: See s. 101.14 (1) (a) to (bm) of the Statutes for the authorization to apply this chapter in this manner, and for limitations on entry into the interior of private dwellings.

Note: Under s. 101.14 (2) (a) of the Statutes, and as referenced in s. SPS 314.01 (13) (a), “The chief of the fire department in every city, village, or town, except cities of the 1st class, is constituted a deputy of the department.”

Note: See s. 66.0413 of the Statutes for (1) the authority of municipalities to order removal or repair of buildings that are dangerous, unsafe, unsanitary, or otherwise unfit for human habitation; and (2) extensive criteria relating to executing this authority, such as for dilapidated buildings.

Note: See ch. ATCP 93 for orders of the Department of Agriculture, Trade and Consumer Protection relating to flammable, combustible and hazardous liquids; and see ch. SPS 340 for orders of the Department relating to fuel gas systems.

Note: See Appendix for a list of tanks, containers, tank systems, and facilities that are not regulated by ch. ATCP 93.

(2) APPLICATION. (a) *General*. Substitute the following wording for the requirements in NFPA 1 sections 1.3.2.4. to 1.3.2.4.3:

1. The design requirements in NFPA 1 and in any standard or code adopted therein that apply to public buildings or places of employment are not included as part of this chapter, except as specified in subds. 3. a. and c. and 4.

Note: Because of this subdivision, this chapter does not prescribe how to design public buildings. However, this chapter includes requirements that may apply during the construction of a public building, such as the safeguards in NFPA 1 chapter 16 for fire safety during construction. See chs. SPS 361 to 366 for design requirements for public buildings and places of employment.

2. The codes and standards that are referenced in this chapter, and any additional codes and standards which are subsequently referenced in those codes and standards, shall apply to the prescribed extent of each such reference, except as modified by this chapter.

3. a. The design requirements in NFPA 1 sections 11.12.2.2 to 11.12.2.2.3.3.2 for firefighter access pathways on a roof with a rooftop photovoltaic system are included as part of this chapter.

b. The requirements in NFPA 1 sections 11.12.2.2 to 11.12.2.2.3.3.2 do not apply to rooftop photovoltaic systems installed prior to September 1, 2014.

c. The design requirements in NFPA 1 chapter 18 for fire department access and water supply are included as part of this chapter.

d. The requirements in NFPA 1 sections 18.2.3 and 18.3 do not apply to buildings constructed prior to September 1, 2014. Buildings constructed prior to that date but on or after March 1, 2008, shall comply with the requirements in NFPA 1 sections 18.2.3 and 18.3 which were in effect under this subdivision during that period. The requirement in NFPA 1 section 18.2.2.1 that an access box be listed in accordance with UL 1037 does not apply to access boxes installed prior to September 1, 2014.

4. The design requirements in NFPA 1 sections 50.2.1.1 and 50.4 for an exhaust hood and an automatic fire suppression system are included as part of this chapter, for mobile kitchens only.

(b) *Conflicts*. Substitute the following wording for the requirements in NFPA 1 section 1.3.3:

1. Where any rule written by the department differs from a requirement within a document referenced in this chapter, the rule written by the department shall govern.

2. Where rules of the department specify conflicting requirements, types of materials, methods, processes or procedures, the most restrictive rule shall govern, except as provided in subds. 1. and 3.

Note: If the most restrictive of two or more conflicting requirements is not readily apparent, a determination of which is more restrictive can be obtained from the Department.

3. Where a rule prescribes a general requirement and another rule prescribes a specific or more detailed requirement regarding the same subject, the specific or more detailed requirement shall govern, except as provided in subd. 1.

(3) ALTERNATIVES. Substitute the following wording for the requirements in NFPA 1 section 1.4.1: Nothing in this chapter is intended to prohibit or discourage the design and use of new materials or components, or new processes, elements or systems, provided written approval from the department or AHJ is obtained first.

(4) PETITION FOR VARIANCE. Substitute the following wording for the requirements in NFPA 1 sections 1.4.2 to 1.4.6: The department shall consider and may grant a variance to a provision of this chapter in accordance with ch. SPS 303. The petition for variance shall include, where applicable, a position statement from the fire department having jurisdiction.

Note: Chapter SPS 303 requires the submittal of a petition for variance form (SBD-9890) and a fee, and that an equivalency is established in the petition for variance which meets the intent of the rule being petitioned. Chapter SPS 303 also requires the Department to process regular petitions within 30 business days and priority petitions within 10 business days. The SBD-9890 form is available in the Appendix or at the Department's Web site at <http://dsps.wi.gov> through links to Division of Industry Services forms.

Note: See ch. SPS 302 for the fee that must be included when submitting a petition for variance.

(5) TEMPORARY USE. These are department rules in addition to the requirements in NFPA 1 section 1.4: A fire code official may allow a building or a portion of a building to be used temporarily in a manner that differs from the approved use for the building or

space, or may approve a temporary building to be used by the public, subject to all of the following provisions:

(a) The official shall determine the time frame within which the temporary use is permitted, based on the extent hazards are created by the temporary use. This time frame may not exceed 180 days, except the official may grant extensions for demonstrated cause.

(b) Buildings or spaces considered for temporary use shall conform to the requirements of this chapter as necessary to ensure the public safety, health, and general welfare, except as provided in par. (c).

(c) The official may require additional safety requirements for a temporary use as a trade-off for any safety provisions that may be lacking.

(d) The official may terminate the approval for a temporary use at any time and order immediate discontinuance of the use or complete evacuation of the building or space.

Note: The Department and other state agencies may have additional rules that affect the design, construction, inspection, maintenance, and use of public buildings, places of employment and premises, including chs. SPS 305, Credentials; SPS 307, Explosives and Fireworks; SPS 316, Electrical; SPS 318, Elevators, Escalators and Lift Devices; SPS 340, Gas Systems; SPS 341, Boilers and Pressure Vessels; SPS 343, Anhydrous Ammonia; SPS 345, Mechanical Refrigeration; SPS 361 to 366, Commercial Building Code; SPS 375 to 379, Buildings Constructed Prior to 1914; SPS 381 to 387, Plumbing; SPS 390, Public Swimming Pools and Water Attractions; and SPS 391, Sanitation. The Department's Division of Industry Services administers all of these listed codes.

(6) INTERPRETATIONS. These are department rules in addition to the requirements in NFPA 1 section 1.7.3:

(a) *Department authority.* Any departmental interpretation of the requirements in this chapter or in the codes and standards that are adopted in this chapter shall supersede any differing interpretation by either a lower level jurisdiction or an issuer of the adopted code or standard.

Note: The National Fire Protection Association, which issues the NFPA Fire Code that is adopted in this chapter, also issues an NFPA 1 Fire Code Handbook. The Handbook contains explanatory information on many of the Code's requirements along with case studies and illustrative examples that may be helpful in understanding the Code's requirements. Go to www.nfpa.org for further information about the Handbook.

(b) *Local ordinances.* 1. Pursuant to s. 101.02 (7), Stats., a city, village, town or local board of health may enact and enforce additional or more restrictive requirements for public buildings and places of employment, provided the requirements do not conflict with this chapter.

2. Nothing in this chapter affects the authority of a municipality or county to enact and enforce requirements for fire districts, land use, or zoning under ss. 59.69, 60.61, 60.62, 61.35, and 62.23 (7), Stats.

(7) EXCLUSIONS. (a) 1. The requirements in the following NFPA 1 sections are not included as part of this chapter: 1.7.10.2, 1.7.10.4, 1.9.1 to 1.9.3, and 1.10.

2. Any permit referenced in NFPA 1 section 1.12 or referred to elsewhere under this chapter is not required by this chapter, but may be required at the local level if done so through a local ordinance.

3. Any certificate of fitness referenced in NFPA 1 section 1.13 or referred to elsewhere under this chapter is not required by this chapter, but may be required at the local level if done so through a local ordinance.

(b) Any requirement which is specified in par. (a) and which is subsequently referred to elsewhere under this chapter is not included as part of this chapter.

(7m) STOP ORDERS. This is a department informational note to be used under NFPA 1 section 1.7.14:

Note: Under sections 101.12 (3) (g) and 101.14 (1) (a) and (b) and (2) (b) of the Wisconsin Statutes, a fire inspector who is not certified by the Department as a building or dwelling inspector under chapter SPS 305 is authorized to order stopping an operation, construction or use only if the order relates to a fire hazard or explo-

sion hazard or to prevention of fire — except where a local ordinance provides further authority to that inspector.

(8) OWNER'S RESPONSIBILITY. This is a department rule in addition to the requirements in NFPA 1 chapter 1: The owner of each building, structure and premises shall be responsible for maintaining the property in compliance with this chapter. Compliance with this chapter does not relieve the owner of a public building or place of employment from compliance with the other administrative rules established by the department or other state agencies.

Note: Pursuant to s. 101.11 (2) (a) of the Statutes, no employer or owner, or other person may hereafter construct or occupy or maintain any place of employment, or public building, that is not safe, nor prepare plans which fail to provide for making the same safe. See the annotations under s. 101.11 (3) of the Statutes for substantial additional information relating to the duties of owners and employers to provide and maintain places of employment and public buildings that are safe.

Note: See Appendix for statutory penalties relating to interfering with fire fighting, and to false alarms.

(9) APPEALS. These are department rules in addition to the requirements in NFPA 1 chapter 1:

(a) *Appeal of department order.* Pursuant to s. 101.02 (6) (e), Stats., any person who owns or occupies a property that is affected by an order of the department may petition the department for a hearing on the reasonableness of the order.

(b) *Appeal of local order.* Pursuant to s. 101.02 (7) (b), Stats., any person affected by a local order that is in conflict with an order of the department may petition the department for a hearing.

Note: See Appendix for a reprint of s. 101.02 (7) (c) of the Statutes, which addresses the Department's response to a petition received under this paragraph; and for the definition of "local order," from s. 101.02 (8) of the Statutes.

(10) REVOCATION OF APPROVAL. These are department rules in addition to the requirements in NFPA 1 chapter 1:

(a) *Department revocation.* The department may revoke any approval, issued under the provisions of this chapter, for any false statements or misrepresentation of facts on which the approval was based.

(b) *Local revocation.* The fire chief, or in first class cities the commissioner of building inspection, may revoke any local approval issued by them under the provisions of this chapter, for any false statements or misrepresentation of facts on which the approval was based. The fire chief, and in first class cities the commissioner of building inspection, may not revoke an approval issued by the department.

(11) FIRE INCIDENT REPORTS. Substitute the following wording for the requirements in NFPA 1 section 1.11.3.2:

(a) 1. For each fire, a record shall be compiled by a fire department serving the municipality in which the fire occurred.

2. The record in subd. 1. shall include all applicable information specified in s. 101.141 (2), Stats., shall be filed with the federal agency specified in s. 101.141 (1), Stats., and shall be filed no later than the deadline specified in s. 101.141 (1), Stats.

Note: Section 101.141 of the Statutes reads as follows: "**Record keeping of fires.** (1) Each city, village, and town fire department shall file a report for each fire that involves a building and that occurs within the boundaries of the city, village, or town with the U.S. fire administration for placement in the fire incident reporting system maintained by the U.S. fire administration. The report shall be filed within 60 days after the fire occurs.

(2) Each report filed under sub. (1) shall include all of the following information:

(a) The age of the building.
(b) The purpose for which the building was used at the time of the fire.
(c) If the building was used as a home, whether the building was a multifamily dwelling complex, a single-family dwelling, or a mixed-use building with one or more dwelling units.

(d) The number of dwelling units in the building, if the building was a multifamily dwelling complex or a mixed-use building.

(e) Whether the building had an automatic fire sprinkler system at the time of the fire and, if so, whether the system was operational.

(f) Whether the building had a fire alarm system at the time of the fire and, if so, whether the system was operational.

(g) The cause of the fire.

(gg) An estimate of the amount of damages to the building as a result of the fire.

(gm) The number of human deaths due to the fire, if any.

(gr) The number of human injuries due to the fire, if any.

(h) Any other relevant information concerning the building, as determined by the fire department.

(3) The Department may review, correct, and update any report filed by a fire department under this section."

(b) 1. In reporting the age of a building under par. (a), only the age of the portion of the building where the fire occurred is required, and this age may be estimated.

Note: Various software programs for reporting the information under this section may accommodate reporting a building's age only as a note in a narrative.

2. In reporting the amount of damages to a building under par. (a), either assessed values or expected replacement costs may be used, and either an estimated dollar loss or an estimated percentage of the building that is damaged may be used.

3. Prior to correcting or updating any report filed by a fire department under s. 101.141, Stats., the department shall obtain the consent of the chief of that fire department.

(11m) RECORDS WITH A REGISTER OF DEEDS. Any text in NFPA 1 section 1.12.3 that permits an authority having jurisdiction, as defined in NFPA 1 section 3.2.2, to require recording anything at a register of deeds office is not included as part of this chapter.

(12) PENALTIES. This is a department rule in addition to the requirements in NFPA 1 section 1.16: Penalties for violations of this chapter shall be assessed in accordance with s. 101.02 (12) and (13) (a), Stats.

Note: Section 101.02 (12) of the Statutes indicates that each day during which any person, persons, corporation or any officer, agent or employee thereof, fails to observe and comply with an order of the department will constitute a separate and distinct violation of such order.

Section 101.02 (13) (a) of the Statutes indicates penalties will be assessed against any employer, employee, owner or other person who fails or refuses to perform any duty lawfully enjoined, within the time prescribed by the Department, for which no penalty has been specifically provided, or who fails, neglects or refuses to comply with any lawful order made by the Department, or any judgment or decree made by any court in connection with ss. 101.01 to 101.599 of the Statutes. For each such violation, failure or refusal, such employee, owner or other person must forfeit and pay into the state treasury a sum not less than \$10 nor more than \$100 for each violation.

(13) FIRE CHIEF AND FIRE DEPARTMENT DUTIES. These are department rules in addition to the requirements in NFPA 1 chapter 1:

(a) *Authorized deputy of the department.* The fire chief of the fire department in every city, village or town, except cities of the first class, is a duly authorized deputy of the department.

(b) *Fire prevention inspections.* 1. 'General.' The chief of the fire department shall be responsible for having all public buildings and places of employment within the territory of the fire department inspected for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, or any violations of any law or ordinance relating to fire hazards or to the prevention of fires.

2. 'Determining the buildings that are to be inspected.' The fire chief shall be responsible for determining those public buildings and places of employment that are to be inspected, for each municipality for which the fire department has responsibility.

3. 'Scheduling of inspections.' Fire prevention inspections shall be conducted at least once in each non-overlapping 6-month period per calendar year, or more often if ordered by the fire chief, in all territory served by the fire department, except as provided in subds. 4. to 7.

Note: The Department of Health Services may require additional fire inspections for nursing homes.

4. 'Exception for first class cities.' In first class cities, the fire chief may establish the schedule of fire inspections. The fire chief shall base the frequency of the inspections on hazard classification, the proportion of public area, the record of fire code violations, the ratio of occupancy to size and any other factor the chief deems significant. Property other than residential property with 4 dwelling units or less shall be inspected at least once annually.

5. 'General exception for other municipalities.' Within the territory of each fire department, in each municipality other than first class cities, the following types of occupancies shall be inspected at least once per calendar year, provided the interval between those inspections does not exceed 15 months:

a. Offices, outpatient clinics and dental clinics, if less than 3 stories in height.

b. Unoccupied utility facilities, such as a water well facility, electric power substation and communication facility.

c. Places of worship that do not have a rental hall, child day care facility or preschool to 12th grade instruction within the immediate church building.

d. Buildings at colleges and universities, if used exclusively for classroom lecture or offices, provided there are no laboratories, chemical storage or industrial arts rooms in the building.

e. Libraries, museums and art galleries.

f. Hotels and motels, if less than 3 stories in height.

g. Townhouses and rowhouses, if less than 3 stories in height.

h. Residential condominiums and apartments, if there are less than 5 units under one roof.

i. Convents and monasteries.

j. Detention and correctional facilities.

k. Garages used for storage only.

L. Pedestrian walkways and tunnels, membrane structures, open parking structures, outdoor theaters, assembly seating areas, greenhouses and mini-storage buildings. If interior access to mini-storage buildings cannot be obtained, an exterior inspection shall be conducted.

m. Vacant or unoccupied buildings. If interior access to vacant or unoccupied buildings cannot be obtained, an exterior inspection shall be conducted.

n. Confined spaces. An area that is identified by a sign as a permit-required confined space need not be internally inspected, but an exterior inspection shall be conducted.

o. Townhouses, rowhouses, residential condominiums and apartments with no common use areas. An exterior inspection of these occupancies shall be conducted.

p. Fully-sprinklered office buildings up to 60 feet in height.

q. Fully-sprinklered residential condominiums and apartments, if less than 3 stories in height.

r. Fully-sprinklered townhouses and rowhouses, if less than 4 stories in height.

Note: Fully-sprinklered buildings are protected throughout by an automatic fire sprinkler system as specified in NFPA 13 or 13R, as referenced in chs. SPS 361 to 366.

s. Seasonal or periodic occupancies, provided at least one interior inspection is conducted during an occupancy period and provided the occupancy does not extend beyond 6 months in any calendar year.

6. 'Discretionary exception for other municipalities.' a. For low-use buildings or places of employment, including those specified in subd. 6. b. to f., in lieu of the inspection frequency specified in subd. 3. or 5., the fire chief may base the frequency of the inspections on hazard classification, the proportion of public area, the record of fire code violations, the ratio of occupancy to size and any other factor the chief deems significant. Property other than residential property with 4 dwelling units or less shall be inspected at least once annually.

b. Seasonal occupancies.

c. Temporary-occupancy uses — such as farm structures temporarily used for winter storage, horse stables or riding arenas.

d. Home-occupation accessory buildings used as businesses.

e. Seldom or infrequently occupied buildings.

f. Unoccupied buildings.

Note: To reduce the potential for difficulties to arise during the audits addressed in s. SPS 314.01 (14) (d), fire chiefs who exercise this discretion should either declare the corresponding buildings and inspection frequency in advance, or maintain a corresponding list of buildings to be inspected and their inspection frequency.

7. 'Local ordinances for reducing the frequency of inspections.' a. Where authorized by a local ordinance, a city, village or town may reduce the inspections required under subd. 3. to at least once per calendar year, provided the interval between those inspections does not exceed 15 months.

b. Any local ordinance adopted under subd. 7. a. shall be made available to the department during an audit conducted under sub. (14) (d).

8. ‘Inspection reports.’ The fire chief shall make and keep on file reports of fire prevention inspections, except in first class cities the commissioner of the building inspection department shall make and keep the reports. For at least 7 years, the reports shall be maintained in written form or in another form capable of conversion into written form within a reasonable amount of time.

Note: The Department has developed fire inspection report forms that may be used by fire departments. The fire inspection report forms (SBD-10615A and SBD-5295) are available from the Division of Industry Services through one or more of the following means: in the Appendix; at P.O. Box 7162, Madison, WI 53707-7162; or at the Department’s Web site at <http://dsps.wi.gov> through links to Division of Industry Services forms.

9. ‘Inspectors.’ Fire safety inspections shall be conducted by the department or deputy or an authorized representative of the deputy.

10. ‘Statutory inspection authority.’ The rules of this chapter do not limit or deny the ability of department deputies to conduct the activities under s. 101.14 (1) (a) and (b), Stats., for the purpose of ascertaining and causing to be corrected any condition liable to cause fire, or any violation of any law or order relating to fire hazards or to the prevention of fire.

Note: Under s. 101.14 (2) (a) of the Statutes, and as referenced in s. SPS 314.01 (14) (a), “The chief of the fire department in every city, village, or town, except cities of the 1st class, is constituted a deputy of the department.”

11. ‘Fire inspector training.’ All fire department personnel directly involved in conducting fire inspections are authorized by the department and by the fire chief to conduct the inspections upon completion of training approved by the fire chief.

(c) *Public fire education services.* Each fire department shall provide public fire education services within the territory served by the fire department. The services may be selected from the following public fire education-related activities, or may be other activities acceptable to the department:

1. ‘Fire prevention week program.’ Fire departments complete any combination of the following activities during national fire prevention week: children’s poster contest; fire department open house; school visits to teach children fire safety; fire department fire safety demonstrations, including but not limited to fire fighting demonstrations, fire extinguisher and smoke detector demonstrations, stop, drop and roll demonstrations or an activity that specifically relates to a national fire prevention week theme.

2. ‘Residential fire inspection program.’ Fire departments advertise and conduct residential fire inspections on a request basis or in response to local ordinance.

3. ‘Building plan review program.’ Fire departments conduct plan reviews and approvals of fire safety related elements prior to construction of public buildings and places of employment.

4. ‘School education program.’ Fire departments conduct approved fire safety education programs in the school districts for which they have responsibility.

5. ‘Continuing public fire education program.’ Fire departments conduct public fire education programs, which may include monthly public service announcements for radio or television, monthly newspaper articles, booths at fairs, demonstrations at shopping centers, and billboards with fire safety messages.

6. ‘Public fire education speaking bureau.’ Fire departments organize a group of speakers to make public fire education presentations to civic organizations, professional organizations, school organizations and similar groups.

7. ‘Youth fire awareness program.’ Fire departments conduct youth fire awareness programs, including skill award and merit badge clinics for scouts, junior fire marshal program, juvenile fire setters program, first aid and CPR training and related activities.

8. ‘Fire extinguisher training program.’ Fire departments conduct training programs for the public or industry regarding the

operation of fire extinguishers. Industrial fire brigade training programs may be conducted to complete this activity.

9. ‘Occupancy inspection program.’ Fire departments conduct inspections of public buildings and places of employment prior to the issuance of local occupancy permits. Written documentation of the inspections is kept by each fire department.

10. ‘Smoke detector awareness program.’ Fire departments conduct programs to inform people regarding the effectiveness and proper installation of smoke detectors in residential buildings, public buildings and places of employment.

(d) *Record keeping.* The following fire department dues entitlement records shall be generated and maintained by each fire department:

1. Current roster of active fire department members.

2. Time, date, location, and number of firefighters responding, excluding the chief, for each first alarm for a building. For any of these responses that are in combination with another fire department under a mutual aid agreement, the record under this paragraph shall include the name of that department and the number of firefighters, excluding the chief, responding from that department.

3. Number and duration of, and attendance at, fire department meetings, if the fire department is a volunteer fire department. For the purposes of this requirement, a volunteer fire department does not have any member who is paid for 36 hours or more of work, on a weekly basis.

4. Number and duration of, topic of and attendance at fire department training sessions.

5. Number, type, and duration of, and attendance of fire department members at, public fire education related activities.

(e) *Availability of records.* For at least 7 years, the records specified in par. (d) shall be maintained in written form or in another form capable of conversion into written form within a reasonable amount of time; and shall be made available to the department and to the public, upon request to the fire department.

Note: Section 19.32 (2) of the Statutes considers a record to be material containing written or electromagnetic information. The department will consider computer records to be equivalent to written reports.

(14) FIRE DEPARTMENT DUES. These are department rules in addition to the requirements in NFPA 1 chapter 1:

(a) *Eligibility.* 1. a. In order to be eligible to receive a fire department dues payment, a municipality shall be in substantial compliance with the requirements for fire protection, fire reporting and fire prevention services specified in ss. 101.14 (2), 101.141 (1) and (2), and 101.575, Stats., and this chapter, throughout the entire municipality.

b. The training program required under s. 101.575 (3) (a) 3., Stats., shall be in accordance with ch. SPS 330 for public sector fire departments and in accordance with 29 CFR 1910.156 for private sector fire departments.

2. a. Fire protection and fire prevention services shall be provided by the fire department, except as provided in subd. 2. b. A municipality not maintaining a fire department shall have the services provided through contract. A fire department may use mutual aid agreements as a means of providing fire protection services.

b. In first class cities, fire inspections may be provided by the neighborhood services department.

(b) *Compliance determination.* 1. ‘General.’ The department shall determine substantial compliance with the fire department dues entitlement program through the processes specified in this paragraph and pars. (c) and (d).

2. ‘Multiple fire departments.’ Where a municipality is served by more than one fire department and any one of the fire departments is determined to be in noncompliance within that municipality, the entire municipality shall be determined to be in noncompliance.

3. 'Notice of noncompliance.' The department shall issue a notice of noncompliance to the municipality and the chief of the fire department that the department has determined to be in non-compliance. The determination shall be based on one or more of the following causes:

- a. The municipality fails to submit self-certification input on time.
- b. The municipality submits incomplete self-certification input.
- c. The municipality self-certifies noncompliance.
- d. An audit results in failure.

(c) *Self-certification.* 1. A municipality shall annually complete and submit fire department dues entitlement self-certification input for the previous calendar year. The input shall be in a format prescribed by the department and shall be submitted to the department on or before April 1.

Note: Further information about the Department's Web-based registration and self-certification process is available at the Department's Web site at www.dps.wi.gov, through links to the Industry Services Division's Fire Prevention program and then Wisconsin's fire program online system.

2. A municipality shall include in the self-certification input the name of every fire department and the chief of the fire department that provided fire protection services and fire prevention services, to the municipality in the last calendar year. This identification shall be used to determine which fire departments are entitled to receive fire department dues from the municipality.

3. The chief of the fire department that provided the fire protection and fire prevention services and the clerk of the municipality shall each provide the input required by this paragraph, as to whether or not the municipality is in substantial compliance with state regulations regarding the fire department dues entitlement program. In first class cities, the commissioner of the building inspection department shall also submit the self-certification input.

(d) *Audit.* 1. In addition to the self-certification process, the department shall periodically conduct audits of fire department dues entitlement records to determine substantial compliance with the fire department dues entitlement program for the previous calendar year.

Note: The definition of "substantial compliance" in s. SPS 314.03 (1) (i) is not intended to infer that the Department must make a separate determination about substantial compliance in each of the fire-dues eligibility categories prescribed in ss. 101.14 (2) and 101.575 (3) and (6) of the Statutes. Nor is that definition intended to infer that a fire department could do virtually no inspections and still be in compliance. Instead, Department staff use their expert judgment, in looking at the overall performance of a fire department and the municipality, to make an overall determination of whether substantial compliance occurred.

2. The department shall periodically examine fire department dues entitlement records, including the records required in sub. (13) (b) 8. and (d), and in NFPA 1 section 1.11.2, to verify that the required fire prevention and fire protection services were provided within the territory served by the fire department and, within first class cities, by the building inspection department.

Note: The information required in the entitlement records is as specified in ss. 101.14 (2) and 101.575 of the Statutes. Under those sections, the fire incident reports that are addressed in sub. (11), and any records of fire prevention inspections beyond public buildings and places of employment, are not fire dues entitlement records.

3. The department shall write a report summarizing the results of each audit.

(e) *Appeals of audit determinations.* 1. A department audit determination under this subsection may be appealed only in accordance with this paragraph or ch. 227, Stats.

2. 'Filing an appeal.' a. The appeal shall be filed in writing, with the department.

b. An appeal may be filed only by either a fire department that fails an audit conducted under par. (d), or by a municipality served by that fire department.

3. 'Timing of an appeal.' An appeal may only be filed after the department issues a written determination of failure, but no later than 30 business days after that issuance. If no appeal is

received by the department within that time period, the initial determination of failure shall become effective.

4. 'Processing an appeal.' The department shall forward the appeal to the appeals board established under subd. 5.

5. 'Appeals board.' The department shall appoint an appeals board comprised of the following members: a volunteer fire chief, a paid fire chief, a fire inspector, a volunteer firefighter, a paid firefighter, a representative of the League of Wisconsin Municipalities, and a representative of the Wisconsin Towns Association.

6. 'Support staff and resources.' The department shall provide support staff and other resources needed for the functions of the appeals board.

7. 'New information.' New information submitted with an appeal may result in remanding the appeal back to a lower level.

8. 'Hearing.' If requested by the appellant, the board shall allow oral testimony in addition to the written material filed under subd. 2. a. Any oral testimony shall be presented either through a teleconference or at a hearing location determined by the department.

9. 'Determinations of the board.' a. Four members of the board shall constitute a quorum. For the purpose of conducting business, a majority vote of the entire board, excluding any vacant positions, is required.

b. Findings of the appeals board shall be forwarded to the secretary of the department no later than 30 business days after the department receives the appeal, unless a later deadline is agreed upon by both the appellant and the appeals board.

10. 'Decision by the secretary.' No later than 30 days after receipt of the findings of the appeals board, the secretary of the department shall consider the findings and, in writing, either uphold or overturn the department's initial determination of failure.

11. 'Completion of the appeal process.' Any appeal filed under this paragraph shall progress through subd. 10. no later than August 1 in the year the appeal is filed, unless withdrawn by the appellant.

12. 'Appeal of the secretary's decision.' A secretary decision under this paragraph may be appealed only through the contested-case provisions in ch. 227, Stats.

(f) *Fire department registration.* 1. A fire department that provides fire prevention and fire protection services to a municipality shall register with the department on the form provided by the department.

Note: The Department sends form SBD-10638 upon request to the fire department. This form is also available from the Division of Industry Services through one or more of the following means: in the Appendix; at P.O. Box 2658, Madison, WI 53701-2658; or at the Department's Web site at <http://dps.wi.gov> through links to Division of Industry Services forms.

2. The fire chief of a registered fire department shall annually review the information submitted under subd. 1. and then report any corrections to the department by February 1, through the department's online registration system for fire departments.

Note: The Department's online registration system for fire departments is available at the Department's Web site at <http://dps.wi.gov>, through links to the Industry Services Division's Fire Prevention program and then Wisconsin's fire program online system.

History: CR 06-120: cr. Register February 2008 No. 626, eff. 3-1-08; CR 09-104: renum. (1) (a), (1) (c) (intro.) to 7., (2) (intro.), (a) 1. b., 2. to 4., (2) (c) to (f), (3), (4), (6) to (10), (11) (title), (intro.), (a), (b) (title), 1. to 5., 6. to 10., (c) to (e), (12) to be (1) (a) 1., (c) 1. and 3. to 9., (2) (a) (intro.), (1) (a) 2., (2) (a) 1. to 3., (6) (a), (b), (3), (5) (intro.) to (d), (4), (7) to (12), (13) (title), (intro.), (a), (b) (title), 1. to 5., 7. to 11., (c) to (e), (14), and am., cr. (1) (c) 2., (g), (2) (a) 4., (b) (intro.), (6) (title), (intro.), (11) (a), (b), (13) (b) 6., am. (1) (e), (f), r. (2) (a) 1. (intro.), a., (5), (9), (a), (b) Register December 2010 No. 660, eff. 1-1-11; correction in (13) (b) 7. c. made under s. 13.92 (4) (b) 14., Stats., Register January 2011 No. 661; correction in (2) (b) 4., (4), (14) (a) 1. b. made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; correction in (2) (b) 4. made under s. 13.92 (4) (b) 7., Stats., Register December 2013 No. 696; CR 13-105: am. (1) (a), (c) 1., 2., 4., r. (1) (c) 5., renum. (1) (c) 6. to 9. to 5. to 8., am. (1) (f), (g) 1. (intro.), (2) (a) 1., renum. (2) (a) 3. a., b. to 3. c., d. and am. 3. d., cr. (2) (a) 3. a., b., am. (2) (b) 2., r. (2) (b) 4., cr. (7m), am. (9) (a), cr. (11m), r. (13) (b) 7. c., am. (14) (a) 1. a., (b) 1., 3. a., b., (c) 1. to 3., am. (14) (f) 2. Register August 2014 No. 704, eff. 9-1-14; correction in (2) (b) 3. made under s. 13.92 (4) (b) 7., Stats., Register August 2014 No. 704.

SPS 314.03 Definitions. (1) These are department definitions for this chapter in addition to the definitions in NFPA 1 chapter 3:

(a) 1. “Administrative expenses,” for the appropriation under s. 20.165 (2) (La), Stats., means expenditures for the direct costs and indirect costs of administering ss. 101.14, 101.141 and 101.573, Stats.

2. In this paragraph:

a. “Direct costs” means the cost of salaries, limited term employees, fringe benefits and supplies to administer ss. 101.14, 101.141 and 101.573, Stats.

b. “Indirect costs” means the cost, determined on a pro rata basis, of management and administrative services provided to administer ss. 101.14, 101.141 and 101.573, Stats.

c. “Supplies” means equipment, memberships, postage, printing, rent, subscriptions, telecommunications, travel, utilities and similar outfitting and services, directly related to administering ss. 101.14, 101.141 and 101.573, Stats.

(b) “Department” means the department of safety and professional services.

(bm) “Design requirements” means any requirements that a designer would otherwise need to follow when specifying the permanent physical characteristics of a building. These include the materials of construction, structural members, fire-resistance and fire protection systems, means of egress and accessibility, energy efficiency, electrical systems, plumbing and other mechanical systems.

(c) “Fire chief” means the chief or authorized representative of the fire department serving the unit of government having authority over the public building or place of employment. Fire chief also means the representative designated by the local unit of government to carry out the duties of this chapter.

(d) “Fire department” means a municipal fire department, public safety department, or public or private organization, such as a fire association, fire district, fire company or fire corporation, organized or created for the purpose of extinguishing fires and preventing fire hazards.

(dm) “Governing authority” means the department of safety and professional services.

Note: Under NFPA 1 section 1.6, any local unit of government adopting local fire prevention requirements that apply in addition to this chapter is the “governing authority” for those requirements.

(e) “Municipality” means a city, village or town.

(f) “NFPA 1” means the 2012 edition of NFPA 1, *Fire Code*, as adopted and modified in this chapter.

(g) “Place of employment” has the meaning as defined in s. 101.01 (11), Stats.

Note: See Appendix for a reprint of s. 101.01 (11) of the Statutes.

(h) “Public building” has the meaning as defined in s. 101.01 (12), Stats.

Note: See Appendix for a reprint of s. 101.01 (12) of the Statutes.

(i) “Substantial compliance,” for the purposes of s. 101.575 (4) (a) 1. and 2., Stats., means an ample amount of the required activity was performed through a concerted effort aimed at total compliance. A determination of substantial compliance is obtained through a common-sense approach to evaluating whether enough effort was made to comply with the applicable statute or code requirements. Substantial compliance is not a specific number or percent of compliance. A determination of substantial compliance in any one year or regulatory standard does not mean that the same amount of compliance or effort in the following year or in another area of the code automatically equals substantial compliance.

Note: Under s. 101.575 (4) (a) 1. of the Statutes, the Department may not pay fire department dues to a city, village, town or fire department, unless the Department determines that the city, village, town or fire department is in substantial compliance with ss. 101.575 (6), 101.14 (2), and 101.141 (1) and (2) of the Statutes.

(2) Substitute the following definition for the definition in NFPA 1 section 3.3.182.22: “One- and 2-family dwelling” has the meaning as defined for dwelling in s. 101.61 (1), Stats.

Note: Section 101.61 (1) of the Statutes reads as follows: “‘Dwelling’ means any building that contains one or 2 dwelling units. ‘Dwelling unit’ means a structure or that part of a structure which is used or intended to be used as a home, residence or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others.”

History: CR 06-120: cr. Register February 2008 No. 626, eff. 3-1-08; CR 09-104: renum. (intro.), (1) to (6), (8) to (10), (7) to be (1) (intro.), (a) to (i), (2) and am. Register December 2010 No. 660, eff. 1-1-11; correction in (1) (a) 1., (b) made under s. 13.92 (4) (b) 6., 7., Stats., Register December 2011 No. 672; CR 13-105: am. (1) (a) 2., cr. (1) (bm), (dm), am. (1) (f), (2) Register August 2014 No. 704, eff. 9-1-14.

SPS 314.10 General fire safety. (1) NFPA 101®, LIFE SAFETY CODE®. This is a department informational note to be used under NFPA 1 section 10.1.2:

Note: Under section SPS 314.01 (2) (a) 1., the design requirements that are included in NFPA 1, *Fire Code*, either directly, or indirectly through cross-references to other standards and codes such as NFPA 101, are not included as part of this chapter, except as provided in sections SPS 314.01 (2) (a) 3. a. and 4.

(2) EMERGENCY PLANS. This is a department informational note to be used under NFPA 1 section 10.9.2.2:

Note: The Department of Health Services may have additional rules requiring nursing home operators to have emergency plans that are reviewed by fire departments or other fire and safety experts.

(2m) OPEN FLAMES. Substitute the following wording for the requirements in NFPA 1 section 10.11.2: The AHJ shall have the authority to prohibit any or all open flames, and open, recreational, and cooking fires or other sources of ignition, or establish special regulations on the use of any form of fire or smoking material where circumstances make such conditions hazardous.

(2r) COOKING EQUIPMENT ON BALCONIES. Substitute the following wording for the requirements in NFPA 1 section 10.11.6.2: For other than one- and two-family dwellings, no fuel for a hibachi, grill, or other similar device used for cooking may be stored with that equipment on a balcony.

(3) CHRISTMAS TREES. This is a department informational note to be used under NFPA 1 section 10.14:

Note: Guidance on use of natural-cut Christmas trees is available at the Department’s Web site at <http://dsps.wi.gov> through links to the Fire Prevention program in the Division of Industry Services.

(4) OUTSIDE STORAGE. This is a department informational note to be used under NFPA 1 section 10.16:

Note: See Appendix for related explanatory material.

History: CR 06-120: cr. Register February 2008 No. 626, eff. 3-1-08; CR 09-104: renum. (2) to be (4), cr. (2), (3) Register December 2010 No. 660, eff. 1-1-11; CR 13-105: am. (2), cr. (2m), (2r) Register August 2014 No. 704, eff. 9-1-14; correction in (2r) (title) made under s. 13.92 (4) (b) 2., Stats., Register August 2014 No. 704.

SPS 314.11 Building services. (1) FIRE SERVICE ELEVATOR KEYS. Substitute the following informational note for the requirements in NFPA 1 sections 11.3.6.1 to 11.3.6.5.1.7:

Note: See chapter SPS 318 for requirements for fire service elevator keys.

(2) PORTABLE UNVENTED HEATERS. This is a department rule in addition to the requirements in NFPA 1 section 11.5: Portable, fuel-fired, unvented heating appliances are prohibited — except during construction or demolition of a building, provided adequate ventilation is supplied.

(3) TWO-WAY RADIO COMMUNICATION ENHANCEMENT SYSTEMS. The requirements in NFPA 1 section 11.10 are not included as part of this chapter.

Note: See chs. SPS 361 to 366 for requirements for other heating appliances.

History: CR 06-120: cr. Register February 2008 No. 626, eff. 3-1-08; CR 13-105: renum. section 314.11 and (title) to 314.11 (2) and (title), cr. section 314.11 (title), (1), (3) Register August 2014 No. 704, eff. 9-1-14.

SPS 314.13 Fire protection systems. (1) INSPECTION, TESTING AND MAINTENANCE OF CROSS CONNECTION CONTROL DEVICES. This is a department rule in addition to the requirements in NFPA 1 sections 13.3 to 13.5: All cross connection control devices installed in water-based fire protection systems shall be inspected, tested and maintained in accordance with this chapter and ch. SPS 382.

(2) CREDENTIALS FOR TESTERS OF FIRE SPRINKLER SYSTEMS. This is a department informational note to be used under NFPA 1 section 13.3.3:

Note: Chapter SPS 305 contains credential requirements for testers of fire sprinkler systems. That chapter and this chapter do not preclude non-credentialed individuals from conducting the daily, weekly, monthly, quarterly or semiannual inspection and testing activities for automatic fire sprinkler systems required under NFPA 25 and NFPA 72.

(3) This is a department informational note to be used under NFPA 1 section 13.6.9.1.2:

Note: The fire-extinguisher certification addressed in this section is not issued by the Department.

(4) Substitute the following informational note for the requirements in NFPA 1 sections 13.7.1.5 and 13.7.2.9.4 to 13.7.2.9.4.4:

Note: See chapters SPS 361 to 366 for requirements relating to installation and maintenance of carbon monoxide alarms.

(5) MAINTENANCE OF SMOKE DETECTORS AND ALARMS. These are department informational notes to be used under NFPA 1 section 13.7.4.6:

Note: [1] Section 101.145 (3) (b) and (c) of the Statutes address maintenance of smoke detectors in residential buildings and read as follows: Section 101.145 (3) (b) "The owner of a residential building shall maintain any such smoke detector that is located in a common area of that residential building."

(c) "The occupant of a unit in a residential building shall maintain any smoke detector in that unit, except that if an occupant who is not an owner, or a state, county, city, village or town officer, agent or employee charged under statute or municipal ordinance with powers or duties involving inspection of real or personal property, gives written notice to the owner that a smoke detector in the unit is not functional the owner shall provide, within 5 days after receipt of that notice, any maintenance necessary to make that smoke detector functional."

Note: [2] Under ch. SPS 366, all smoke alarms must be replaced by the end of the service period specified by their manufacturer, and a replacement alarm that uses a battery as the primary power source must have a non-replaceable, non-removable battery which is capable of powering the alarm for at least ten years.

(6) MANUAL WET SPRINKLER SYSTEMS. This is a department rule in addition to the requirements in NFPA 1 section 13.8: Inspection, testing and maintenance of manual wet sprinkler systems shall comply with all of the requirements of NFPA 25, for an automatic fire sprinkler system, except that the main drain test specified in NFPA 25 is not required.

History: CR 06-120: cr. Register February 2008 No. 626, eff. 3-1-08; CR 10-103: am. (3) (title), (intro.) and (4) Register August 2011 No. 668, eff. 9-1-11; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; CR 13-105: renum. (3), (4) to (5), (6), cr. (3), (4) Register August 2014 No. 704, eff. 9-1-14.

SPS 314.15 Fire department service delivery concurrency evaluation. The requirements in NFPA 1 chapter 15 are not included as part of this chapter.

History: CR 13-105: cr. Register August 2014 No. 704, eff. 9-1-14.

SPS 314.16 Hose threads during construction. These are department informational notes to be used under NFPA 1 section 16.4.3.3.2.6:

Note: Section 213.15 of the Statutes regulates fire hose threads and fittings and reads as follows: "All fire hose fittings, apparatus fittings, 1.5 and 2.5 inches in diameter purchased or procured by a fire department or fire company shall be of the national standard hose thread as adopted by the national fire protection association. No fire department shall utilize hose and equipment not in conformance with the requirement that all threads shall be national standard hose thread as adopted by the national fire protection association. Any person offering for sale nonstandard hose couplings, fittings or apparatus fittings may be fined not less than \$100 nor more than \$500."

Note: NFPA 1963 contains the specifications for national standard hose thread.

History: CR 06-120: cr. Register February 2008 No. 626, eff. 3-1-08.

SPS 314.20 Open flame devices and pyrotechnics. Substitute the following wording for the introductory paragraph in NFPA 1 section 20.1.5.3: No open flame devices or pyrotechnic devices may be used in any occupancy, unless otherwise permitted by the following:

History: CR 06-120: cr. Register February 2008 No. 626, eff. 3-1-08; CR 09-104: am Register December 2010 No. 660, eff. 1-1-11.

SPS 314.27 Manufactured home and recreational vehicle sites. The requirements in NFPA 1 chapter 27 are not included as part of this chapter.

Note: See subch. XI of ch. SPS 321 and ch. SPS 326 for requirements for manufactured home sites and communities.

History: CR 06-120: cr. Register February 2008 No. 626, eff. 3-1-08.

SPS 314.50 Commercial cooking equipment for mobile kitchens. This is a department exception to the requirements in NFPA 1 sections 50.2.1.1 and 50.4: Neither an exhaust hood nor an automatic fire suppression system is required for a mobile kitchen where all of the following conditions are met:

(1) The kitchen is less than 365 square feet in size.

(2) The kitchen is used on fewer than 12 days in a calendar year, for the purpose of cooking.

(3) The owner or operator of the kitchen maintains a record demonstrating compliance with sub. (2), retains the record with the kitchen, and makes the record available to an inspector upon request.

Note: A Department form that can be used in complying with the recordkeeping requirements in this section is available at the Department's Web site at <http://dsps.wi.gov> through links to Division of Industry Services forms.

History: CR 09-104: cr. Register December 2010 No. 660, eff. 1-1-11.

SPS 314.53 Mechanical refrigeration. The requirements in NFPA 1 chapter 53 are not included as part of this chapter.

Note: See ch. SPS 345 for requirements for mechanical refrigeration.

History: CR 09-104: cr. Register December 2010 No. 660, eff. 1-1-11.

SPS 314.65 Explosives, fireworks and model rocketry. (1) ENFORCEMENT. This is a department informational note to be used under NFPA 495 section 1.6, as referenced in NFPA 1 section 65.9.1:

Note: Any inspections by fire inspectors do not substitute for the Department's licensing and permitting of the facilities that are regulated under this section and chapter SPS 307.

(2) MIXING PLANT OPERATION. These are department rules in addition to the requirements in NFPA 495 chapter 5 as referenced in NFPA 1 section 65.9.1:

(a) *Personnel limitations.* Only persons essential to the mixing and packaging operations shall be allowed in the mixing and packaging area at any one time.

(b) *Production limitations.* No more than one day's production of blasting agent shall be permitted in the mixing and packaging area at any one time.

(c) *Labeling.* All cartridges, bags or other containers of blasting agents shall be labeled to indicate their contents. Ammonium nitrate bags may not be re-used as containers for blasting agents unless they are clearly relabeled so that no mistake can be made

regarding their contents.

(3) MAGAZINE INSPECTION. Substitute the following wording for the requirements in NFPA 495 section 9.7.2 as referenced in NFPA 1 section 65.9.1: All magazines containing explosive materials shall be opened and inspected at maximum intervals of 7 days to determine whether there has been unauthorized or attempted entry into the magazines or whether there has been unauthorized removal of the magazines or their contents.

(4) USE OF EXPLOSIVE MATERIALS. The requirements in NFPA 495 chapters 10 and 11 as referenced in NFPA 1 section 65.9.1 are not included as part of this chapter.

Note: See ch. SPS 307 for requirements relating to the use of explosive materials.

History: CR 06-120: cr. Register February 2008 No. 626, eff. 3-1-08; CR 13-105: am. (2) (intro.), (3) Register August 2014 No. 704, eff. 9-1-14.

Chapter SPS 330

FIRE DEPARTMENT SAFETY AND HEALTH STANDARDS

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- SPS 330.001 Purpose.
SPS 330.002 Scope.
SPS 330.003 Application.

Subchapter II — Definitions

- SPS 330.01 Definitions.

Subchapter III — Administration and Enforcement

- SPS 330.011 Inspections.
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Subchapter IV — Adopted Standards

- SPS 330.02 Incorporation of standards by reference.

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Subchapter VI — Training and Education

- SPS 330.07 Training and education.
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Subchapter VII — Vehicles and Equipment

- SPS 330.09 Vehicles.
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Subchapter VIII — Protective Clothing and Protective Equipment

- SPS 330.11 Protective clothing and equipment.
SPS 330.12 Self-contained breathing apparatus.
SPS 330.13 Personal alert safety system; life safety ropes, harnesses and hardware; eye, face and hearing protection.

Subchapter IX — Emergency Operations

- SPS 330.14 Emergency operations.

Subchapter X — Facility Safety

- SPS 330.145 Facility safety.

Subchapter XI — Medical

- SPS 330.15 Physical and medical capabilities.

Subchapter XII — Member Assistance Referral Program

- SPS 330.16 Member assistance referral program.

Subchapter XIII — Miscellaneous Activities

- SPS 330.20 Hazardous materials.
SPS 330.21 Confined spaces.
SPS 330.22 Diving operations.
SPS 330.23 Miscellaneous hazardous situations.

Note: Chapter ILHR 30 as it existed on August 31, 1995, was repealed and a new chapter ILHR 30 was created effective September 1, 1995. Chapter ILHR 30 was renumbered Chapter Comm 30 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 6. and 7., Stats., Register, February, 1999, No. 518. Chapter Comm 30 was renumbered chapter SPS 330 under s. 13.92 (4) (b) 1., Stats., Register December 2011 No. 672.

requirements, the requirement more protective of employee safety and health shall apply.

History: CR 01-044: cr. Register December 2001 No. 552, eff. 1-1-02.

Subchapter I — Purpose and Scope

SPS 330.001 Purpose. Pursuant to s. 101.055 (3) (a), Stats., the purpose of this chapter is to establish minimum safety and health standards for public sector fire department employees.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; CR 01-044: r. and rec. Register December 2001 No. 552, eff. 1-1-02.

SPS 330.002 Scope. In addition to the requirements in ch. SPS 332, this chapter contains minimum requirements for an occupational safety and health program for public sector fire department employees involved in fire department operations.

Note: Chapter SPS 332 contains additional safety and health requirements for all public employees.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; CR 01-044: r. and rec. Register December 2001 No. 552, eff. 1-1-02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.003 Application. (1) COVERED. This chapter applies to all fire departments having public employees, whether existing prior to the effective date of this chapter or subsequently established.

(2) NOT COVERED. This chapter does not apply to private sector employer fire companies and fire departments either of which are organized as non-stock, non-profit corporations under ch. 181, Stats., or under ch. 213, Stats., without the input of a municipality.

Note: Private sector employer fire companies and fire departments are regulated under 29 CFR 1910, especially section CFR 1910.156, of the federal Occupational Safety and Health Administration (OSHA) regulations.

Note: Most of the requirements of this chapter are based upon the National Fire Protection Association Standard NFPA No. 1500 – Standard on Fire Department Occupational Safety and Health Program. The requirements of subch. XI are based upon 29 CFR section 1910.156 (b) (2) of the OSHA regulations.

(3) CONFLICTS. If requirements of the statutes, this chapter or other Wisconsin administrative code chapters specify varying

Subchapter II — Definitions

SPS 330.01 Definitions. In this chapter:

(1) “Aerial device” means any extendable or articulating device that is designed to position fire fighters and handle fire fighting equipment.

(2) “Approved” means acceptable to the department.

(3) “Authority having jurisdiction” means the department.

(4) “Basic life support” means emergency medical treatment at a level authorized to be performed by emergency medical personnel, as defined in s. 941.37 (1) (c), Stats.

Note: Section 941.37 (1) (c), Stats., defines “emergency medical personnel” to be: “...an emergency medical technician licensed under s. 256.15, first responder certified under s. 256.15 (8), peace officer or fire fighter, or other person operating or staffing an ambulance or an authorized emergency vehicle.”

(5) “Department” means the department of safety and professional services.

(6) “Emergency operation” means the provision of fire fighting, law enforcement, medical or other emergency service.

(6h) “Employee” or “public employee”, as defined in s. 101.055 (2) (b), Stats., means any employee of the state, of any state agency or of any political subdivision of the state.

(6m) “Employer” or “public employer”, as defined in s. 101.055 (2) (d), Stats., means the state, any state agency or any political subdivision of the state.

(7) “Fire apparatus” means a vehicle used for emergency operations.

(8) “Fire chief” means the highest ranking officer in charge of a fire department.

(9) “Fire department” means any public organization engaged in fire fighting.

(10) “Fire fighter” means any person performing the powers and duties of a fire department, whether or not that person is engaged in emergency operations. “Fire fighter” includes full-time and part-time employees and paid and unpaid volunteers.

(11) “Fire fighter organization” means an organization that represents the collective and individual rights and interests of fire fighters, such as a collective bargaining group or a fire fighters association. “Fire fighter organization” includes any organization that fire fighters authorize to represent their interests in negotiations with fire department managers.

(12) “Fire fighting” means any activity related to controlling and extinguishing an unwanted fire or a fire set for training fire fighters, including any activity that exposes a fire fighter to the danger of heat, flame, smoke or any other product of combustion, explosion or structural collapse, but does not include any activities pertaining to fighting wildland fires.

(13) “Fire vehicle” means any vehicle operated by a fire department, including fire apparatus.

(14) “Hazardous atmosphere” means any atmosphere that is oxygen deficient or that contains a toxic or disease producing contaminant, whether or not it is immediately dangerous to life or health.

(15) “Imminent hazard” means an act or condition that presents a danger to persons or property that is so urgent and severe that it requires immediate corrective or preventive action.

(16) “Incident command system” means an organized system of roles, responsibilities and suggested operating guidelines used to manage and direct emergency operations.

(17) “Member” means a person involved in performing the duties and responsibilities of a fire department, under the auspices of the organization. For the purposes of this chapter, a fire department member:

(a) May be a full-time or part-time employee, or a paid or unpaid volunteer;

(b) May occupy any position or rank within the fire department; and

(c) May or may not engage in emergency operations.

(18) “New”, as it relates to s. SPS 330.08, means a person hired, appointed or promoted to a position within an individual fire department after April 1, 1991.

(19) “Occupational illness” means an illness or disease caused or aggravated by serving as a fire fighter.

(20) “Occupational injury” means an injury sustained during the performance of the duties, responsibilities and functions of a fire fighter.

(21) “Officer in command” means a fire fighter assigned to direct emergency operations or manage the activities of a group of fire fighters.

(23) “Service test” means the regular, periodic inspection and testing of apparatus and equipment, according to an established schedule and procedure, to ensure that it is in safe and functional operating condition.

(24) “Special hazard” means a substance, device, event, circumstance or condition that presents an unusual and severe danger to fire fighters or an abnormally high level of fire danger. Special hazards include water rescue, confined space entry, high-angle rescue, and operations requiring specialized training.

(25) “Suggested operating guideline” means an organizational directive that establishes a standard course of action.

(26) “Structural fire fighting” means fire fighting that involves buildings, enclosed structures, enclosed vehicles or enclosed vessels.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; CR 01-044: cr. (6h) and (6m), r. (22), Register December 2001 No. 552, eff. 1-1-02; correction in (5), (18) made under s. 13.92 (4) (b) 6., 7., Stats., Register December 2011 No. 672.

Subchapter III — Administration and Enforcement

SPS 330.011 Inspections. (1) RIGHT OF ENTRY TO INVESTIGATE OR INSPECT. The authorized representatives of the department, upon presentation of the appropriate credentials to an employer, may:

(a) Enter without delay and at reasonable times any building, place of employment or workplace of a public employer, or an environment where work is performed by an employee of the employer; and

(b) Inspect and investigate during regular working hours and at other reasonable times, and within reasonable limits and in a reasonable manner, any place of employment and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials therein, and question privately any employer or employee.

(2) PARTICIPATION IN INSPECTIONS. Pursuant to s. 101.055 (5), Stats., a representative of the employer, an employee, or an employee representative shall be provided an opportunity to accompany a department inspector on any inspection made under this chapter.

(3) REQUESTS FOR INSPECTIONS. (a) Any person who believes a safety or health standard or variance is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the department to conduct an inspection.

(b) If an employee or employee representative requesting an inspection so designates, that person’s name may not be disclosed to the employer or any other person, including any state agency except the department.

(c) When determined necessary by the department, a request for inspection shall be made on a form provided by the department.

Note: The complaint registration form (SBD-192) is available at the Department’s Web site at <http://dsps.wi.gov> through links to Division of Industry Services forms. See s. 101.055, Stats., for information regarding the complaint process.

(4) ORDERS. Pursuant to s. 101.055 (6), Stats., the department shall issue orders for violation of this chapter.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95.

SPS 330.012 Posting department order. Upon issuance of an order of noncompliance, the employer shall post a copy of the order in accordance with s. 101.055 (6) (a) 1., Stats.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; CR 01-044: r. and recr. Register December 2001 No. 552, eff. 1-1-02.

SPS 330.013 Variances. Pursuant to s. 101.055 (4), Stats., the department shall consider and may grant a temporary variance, an experimental variance or a permanent variance as specified in s. SPS 303.04 for a safety and health issue affecting public employees.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.014 Notices. Every employer shall post a notice which summarizes the employee’s protections and rights as granted under s. 101.055, Stats.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95.

SPS 330.015 Penalties. Penalties for violations of this chapter may be assessed as specified in s. 101.02, Stats.

Note: Section 101.02 (13) (a), Stats., indicates penalties will be assessed against any employer, employee, owner or other person who fails or refuses to perform any duty lawfully enjoined, within the time prescribed by the department, for which no penalty has been specifically provided, or who fails, neglects or refuses to comply with any lawful order made by the department, or any judgment or decree made by any court in connection with ss. 101.01 to 101.25, Stats. For each such violation, failure or refusal, such employee, owner or other person must forfeit and pay into the state treasury a sum not less than \$10 nor more than \$100 for each violation.

Note: Section 101.02 (12), Stats., indicates that every day during which any person, persons, corporation or any officer, agent or employee thereof, fails to observe and comply with an order of the department will constitute a separate and distinct violation of such order.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95.

Subchapter IV — Adopted Standards

SPS 330.02 Incorporation of standards by reference. (1) NFPA STANDARDS. The following standards of the National Fire Protection Association, One Batterymarch Park,

P.O. Box 9101, Quincy, Massachusetts, 02269–9101 are hereby incorporated by reference into this chapter:

- (a) NFPA 1001–1997, Standard for Fire Fighter Professional Qualifications.
- (b) NFPA 1002–1998, Standard for Fire Apparatus Driver/Operator Professional Qualifications.
- (c) NFPA 1021–1997 Standard for Fire Officer Professional Qualifications.
- (d) NFPA 1403–1997, Standard on Live Fire Training Evolutions in Structures.
- (e) NFPA 1901–1999, Standard for Automotive Fire Apparatus.
- (f) NFPA 1911–1997, Standard for Service Tests of Pump Systems on Fire Department Apparatus.
- (g) NFPA 1914–1997, Standard for Testing Fire Department Aerial Devices.
- (h) NFPA 1971–2000, Standard on Protective Ensemble for Structural Fire Fighting.
- (i) NFPA 1981–1997, Standard on Open–Circuit Self–Contained Breathing Apparatus for the Fire Service.
- (j) NFPA 1982–1998, Standard on Personal Alert Safety Systems (PASS).
- (k) NFPA 1983–2001, Standard on Fire Service Life Safety Rope and System Components.

(2) CGA STANDARDS. The following standard of the Compressed Gas Association, 1235 Jefferson Davis Highway, Arlington, Virginia 22202 is hereby incorporated by reference into this chapter:

- (a) CGA Standard G–7.1, 1997, Commodity Specification for Air.

Note: Copies of the standards are on file in the offices of the department and the legislative reference bureau. Copies may be purchased through the organizations listed.

History: Cr. Register, August, 1995, No. 476, eff. 9–1–95; CR 01–044: r. and recr. Register December 2001 No. 552, eff. 1–1–02.

Subchapter V — Organization

SPS 330.03 Fire department safety position.

(1) ASSIGNMENT. (a) Each fire department shall have a safety position.

(b) The safety position shall assist the fire chief in his or her responsibility for the safety and health of the fire fighter.

(c) The safety position shall report directly to the fire chief.

Note: The safety position may be filled by a single individual or by several individuals as determined by need and at the discretion of the fire chief. When several individuals are assigned to the position, at least one should be a member of the occupational safety and health committee. The intent of the rule is to staff the safety position with existing personnel, which may be filled by a fire department member who performs other duties in addition to those set forth in this section.

(2) QUALIFICATIONS. The safety position shall:

- (a) Be a fire department member;
- (b) Have a knowledge of state and local laws regulating fire fighter safety and health;
- (c) Have a knowledge of the potential safety and health hazards involved in fire fighting; and
- (d) Have a knowledge of the principles and techniques of managing a safety and health program.

(3) AUTHORITY. The safety position shall:

- (a) Have the responsibility to identify and recommend corrections of violations of safety and health standards;
- (b) Have the authority to recommend immediate correction of situations that create an imminent hazard to personnel; and
- (c) Have the authority to alter, suspend or terminate activities at the emergency scene when he or she judges those activities to be unsafe or an imminent hazard.

(4) FUNCTIONS. The safety position shall:

(a) Be a member of the safety and health committee, and maintain a liaison with staff officers, fire fighters, equipment manufacturers, regulatory agencies, safety specialists and the fire department physician;

(b) Develop and revise rules and regulations and suggested operating guidelines pertaining to safety and health, and report to the fire chief on the adequacy and effectiveness of the rules and regulations. The fire chief shall define the role of the safety position in the enforcement of the rules and regulations;

(c) Identify and mitigate safety hazards at incidents, and be involved in post–incident critiques; and

(d) Ensure that training in safety procedures is provided to all fire fighters. Training shall address corrective actions recommended by accident investigations.

History: Cr. Register, August, 1995, No. 476, eff. 9–1–95; CR 01–044: am. (1) (b), Register December 2001 No. 552, eff. 1–1–02.

SPS 330.05 Occupational safety and health committee.

(1) Every fire department shall establish an occupational safety and health committee which shall advise the chief of the fire department on issues related to the program. The committee shall include representatives of fire department management and fire fighters or representatives of fire fighter organizations or other persons. Any representatives of a fire service organization shall be selected by the fire fighter organization. The chief of the fire department shall appoint the other members of the committee.

(2) The committee appointed under sub. (1) shall:

(a) Conduct research, develop recommendations and study and review matters pertaining to the program; and

(b) Hold regularly scheduled meetings at least biannually and may hold special meetings as it determines necessary. The committee shall make a written record of its meetings available to all fire fighters in the fire department.

History: Cr. Register, August, 1995, No. 476, eff. 9–1–95.

SPS 330.06 Records.

Every fire department shall:

(1) Establish a data collection system and maintain permanent records of all reported accidents, injuries, illnesses and deaths that are or may be job related. The system shall include individual records of any occupational exposure to known or suspected toxic products or contagious diseases.

(2) Maintain a training record for each fire fighter indicating dates, subjects covered and certifications achieved.

History: Cr. Register, August, 1995, No. 476, eff. 9–1–95.

Subchapter VI — Training and Education

SPS 330.07 Training and education. **(1)** Every fire department shall:

(a) Establish and maintain a training and education program for fire fighters to prevent occupational accidents, deaths, injuries and illnesses.

(b) Provide training and education that does all of the following:

1. Prepares a fire fighter to safely perform his or her duties.
2. Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
3. Prepares a new fire fighter whose duties include emergency operations to perform emergency operations. The training under this subdivision shall include training in the incident command system under s. SPS 330.14 (1) (b).
4. Gives a fire fighter whose duties include structural fire fighting training consistent with established fire ground operating procedures. The training under this subdivision shall be at least monthly, shall be based on each fire department's suggested operating guidelines which are maintained in written form and which address all emergency scene operations, and shall be supervised by qualified instructors.

Note: A qualified instructor can be anyone who is knowledgeable in the topic, and not necessarily an instructor from the Wisconsin technical college system.

5. Prepares a fire fighter for special hazards to which he or she may be exposed during fires and other emergencies. The procedures for actions to address special hazards shall be in writing.

(2) (a) All training and education under sub. (1) shall be provided by individuals who are qualified to teach the subject they are teaching.

(b) The training shall be overseen by the fire chief or a designee who has completed at least the 12-hour National Fire Academy Field Course for Instructional Techniques for Company Officers or equivalent.

(3) A fire department shall provide the training required under sub. (1) (b) 1. and 2. biannually or more often, if necessary.

(4) Any training of fire fighters which includes live fire fighting exercises shall be conducted in compliance with NFPA 1403.

(5) A training program for any fire fighter engaged in fire ground operations shall include procedures to effect his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; correction in (1) (b) 3. made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.08 Employment standards. (1) (a) Any new fire fighter engaged in structural fire fighting shall meet the minimum requirements specified by:

1. The Wisconsin technical college system board;
2. An approved state apprenticeship program;
3. An in-house training program approved by the Wisconsin technical college system board; or
4. NFPA 1001.

(b) All new fire fighters shall be permitted the opportunity to obtain the training specified in this subsection within 24 months of the date of his or her appointment to the fire department.

(c) No new fire fighter may be permitted to participate in structural fire fighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed the training specified in this subsection.

(2) (a) Every new pumper operator or new aerial operator shall meet the minimum requirements specified by:

1. The Wisconsin technical college system board;
2. An approved state apprenticeship program;
3. An in-house training program approved by the Wisconsin technical college system board; or
4. NFPA 1002.

(b) New pumper operators and new aerial operators shall obtain the training specified in this subsection within 12 months of the date of appointment.

(3) A new fire officer, after appointment, shall be provided with the opportunity to take the basic officer training program within 12 months of appointment. The training program shall meet the minimum requirements specified by:

- (a) The Wisconsin technical college system board;
- (b) An approved state apprenticeship program;
- (c) An in-house training program approved by the Wisconsin technical college system board; or
- (d) NFPA 1021.

(4) Any member of a fire department on March 31, 1991, shall have his or her level of ability and training specified in writing by the fire chief or shall have a current fire fighter certification from the Wisconsin technical college system board. The level of ability and training specified by the fire chief may not be transferred to any other fire department.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95.

Subchapter VII — Vehicles and Equipment

SPS 330.09 Vehicles. (1) Every fire department shall:

(a) Give substantial consideration to the health and safety of fire fighters in relation to the specification, design, construction, acquisition, operation, maintenance, inspection and repair of all vehicles and equipment.

(b) Provide helmet and eye protection to any person riding in any part of a fire vehicle that is not enclosed and require that the person wear the protection while riding in that part.

(c) 1. Except as provided in subd. 2., when specifying and ordering any fire apparatus after April 1, 1991, require a sufficient number of seats in an enclosed area for the maximum number of persons who may ride on the apparatus at any time, as specified by NFPA 1901.

2. Fire apparatus manufactured prior to April 1, 1991, may be sold, traded or given to another fire department for use after April 1, 1991, provided the fire apparatus is maintained in accordance to the standards in effect at the time of its manufacture.

(d) Inspect every fire vehicle at least weekly and within 24 hours after any use or repair to identify and correct unsafe conditions and establish a preventive maintenance program. All maintenance, inspections and repairs of fire vehicles shall follow the instructions of the manufacturer.

(e) Take any fire vehicle found to be unsafe out of service until it is repaired and inspect that vehicle before placing it back in service.

(f) Test fire pumps on apparatus as specified in NFPA 1911.

(g) Inspect and service test all aerial devices as specified in NFPA 1914.

(2) A driver of a fire vehicle shall have a valid driver's license for the operation of the vehicle. The driver is directly responsible for the safe and prudent operation of the vehicle in all conditions. Any officer directly supervising the driver is responsible for the actions of the driver.

(3) The driver of a fire vehicle may not move the vehicle until every person on the vehicle is seated and secured with a seat belt or safety harness in an approved riding position, except as allowed under sub. (4).

(4) (a) Except as provided in pars. (b) to (d), any person riding on a fire apparatus shall be seated and secured to the vehicle by a seat belt or safety harness at any time the vehicle is in motion. No person may ride on the tail steps or other exposed part of a fire apparatus. No person may stand while riding a fire apparatus.

(b) Emergency medical specialists performing emergency medical duties are exempt from the requirements of par. (a).

(c) Hose loading operations may be performed on moving fire apparatus only when all of the following conditions are met:

1. Hose loading procedures shall be specified in a written standard operating procedure that includes the conditions set forth in this paragraph. All members involved in the hose loading shall be trained in these procedures.

2. There shall be a member, other than those members loading hose, assigned as a safety observer. The safety observer shall have an unobstructed view of the hose loading operation and be in visual and voice contact with the apparatus operator.

3. Nonfire department vehicular traffic shall be excluded from the area or shall be under the control of authorized traffic control persons.

4. The fire apparatus shall be driven only in a forward direction at a speed of 5 mph or less.

5. Members shall not stand on the tailstep, sidesteps, running boards, or any other location on the apparatus while the apparatus is in motion.

6. Members may be in the hose bed, but shall not stand while the apparatus is in motion.

7. Before each hose loading operation, the situation shall be evaluated to ensure compliance with the standard operating procedure. If the standard operating procedure cannot be met, or if there is any question as to the safety of the operation for the specific situation, the hose shall not be loaded on moving fire apparatus.

(d) Tiller training, where both the instructor and the trainee are at the tiller position, may be performed on tractor-drawn aerial apparatus only if all of the following conditions are met:

1. Tiller training procedures shall be specified in a written standard operating procedure that includes the conditions set forth in this paragraph. All members involved in tiller training shall be trained in these procedures.

2. The aerial apparatus shall be equipped with seating positions for both the tiller instructor and the tiller trainee. Both seating positions shall be equipped with seat belts for each individual. The tiller instructor may take a position alongside the tiller trainee.

3. The tiller instructor's seat may be detachable. If the instructor's seat is detachable, the detachable seat assembly shall be structurally sufficient to support and secure the instructor. The detachable seat assembly shall be attached and positioned in a safe manner immediately adjacent to the regular tiller seat. The detachable seat assembly shall be equipped with a seat belt or vehicle safety harness. The detachable seat assembly shall be attached and used only for training purposes.

4. Both the tiller instructor and the tiller trainee shall be seated and belted.

5. The instructor and trainee shall wear and use both helmet and eye protection if not seated in an enclosed area.

6. If the aerial apparatus is needed for an emergency response during a tiller training session, the training session shall be terminated, and all members shall be seated and belted in the approved riding positions. There shall be only one person at the tiller position. During the emergency response, the apparatus shall be operated by qualified operators.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95.

SPS 330.10 Portable equipment. Every fire department shall:

(1) Visually inspect at least weekly and within 24 hours after any use all equipment carried on fire apparatus or designated for training.

(2) Maintain inventory records for equipment carried on each fire vehicle and for equipment designated for training.

(3) Test all equipment carried on fire apparatus or designated for training at least annually according to the instructions and applicable standards of the manufacturer.

(4) Remove from service and repair or replace any fire fighting equipment which is defective or unserviceable as specified in the applicable National Fire Protection Association standard.

(5) Inspect and service test all ground ladders.

(6) Inspect and service test all fire hose.

(7) Inspect and test all fire extinguishers.

Note: Under ch. SPS 314, fire extinguishers are to be maintained as specified in NFPA 10, Standard for Portable Fire Extinguishers.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95.

Subchapter VIII — Protective Clothing and Protective Equipment

SPS 330.11 Protective clothing and equipment.

(1) Every fire department shall:

(a) Provide each fire fighter with the required fire fighting protective clothing and the required fire fighting protective equipment to provide protection from hazards related to his or her job duties, at no cost to the fire fighter.

(b) Require fire fighters to use protective clothing and protective equipment provided under par. (a) whenever they are exposed to hazards or potential hazards.

(c) Fully train every fire fighter in the care, use, inspection, maintenance and limitations of the protective clothing and protective equipment assigned to them or available for their use.

(d) Use and maintain protective clothing and protective equipment according to the instructions of the manufacturer.

(e) Establish a maintenance and inspection program for protective clothing and protective equipment, assigning specific responsibilities for inspection and maintenance.

(2) Every fire department shall provide any fire fighter engaged in or exposed to the hazards of structural fire fighting with a protective ensemble that meets the applicable standards specified in NFPA 1971.

(3) (a) All new protective clothing and protective equipment provided under this subchapter shall meet the standards specified in s. SPS 330.02 as referenced in ss. SPS 330.11 to 330.13.

(b) Existing protective clothing and protective equipment shall meet the National Fire Protection Association standard that was current when the protective clothing or protective equipment was purchased or obtained by the fire department.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; CR 01-044: r. and recr. (2), am. (3) (a), Register December 2001 No. 552, eff. 1-1-02; correction in (3) (a) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.12 Self-contained breathing apparatus.

(1) Every fire department shall:

(a) Provide self-contained breathing apparatus and require fire fighters to use the apparatus in any area where the atmosphere is hazardous, is suspected of being hazardous or may become hazardous.

(b) Provide all fire fighters working below ground level or inside any confined space with self-contained breathing apparatus and require them to use that self-contained breathing apparatus unless the safety of the atmosphere can be established by testing and continuous monitoring.

(c) Adopt and maintain a respiratory protection program that satisfies the requirements of s. 29 CFR 1910.134 as adopted by reference in ch. SPS 332.

(d) Assure that all sources of compressed gaseous breathing air, such as compressors, used for filling self-contained breathing apparatus are tested to assure their compliance with sub. (4).

(e) Hydrostatically test each self-contained breathing apparatus tank within the time limits specified by the manufacturer of the apparatus and by any federal, state or local agency with jurisdiction over the possession and use of the apparatus.

(f) Inspect, use and maintain all self-contained breathing apparatus as recommended by the manufacturer.

(2) (a) The facepiece seal capability of each member qualified to use self-contained breathing apparatus shall be verified by qualitative fit testing on an annual basis and any time that new types of self-contained breathing apparatus are issued.

(b) Each new member shall be tested before being permitted to use self-contained breathing apparatus in a hazardous atmosphere.

(c) Only members with a properly fitting facepiece shall be permitted to function in a hazardous atmosphere with self-contained breathing apparatus.

(d) A fire fighter may not wear a beard or facial hair that comes in contact with a facepiece seal if the fire fighter's duties require him or her to use a self-contained breathing apparatus. If a fire fighter wears eyeglasses, the fire fighter shall use frames that do not pass through the seal area of the facepiece.

(3) (a) A self-contained breathing apparatus of the open-circuit design shall be positive pressure. Any self-contained breath-

ing apparatus placed into service after April 1, 1991, shall meet NFPA 1981 and shall be of the positive pressure type only.

(b) Paragraph (a) does not prohibit the use of a self-contained breathing apparatus if the apparatus can be switched from a demand to a positive-pressure mode.

(c) The apparatus shall be in the positive-pressure mode when fire department members are working in a hazardous atmosphere.

(d) A closed-circuit type self-contained breathing apparatus shall be approved by the National Institute of Occupation Safety and Health and shall operate in the positive pressure mode only. The supply air tank shall have a minimum service duration of 30 minutes.

Note: The intent of this subsection is to prohibit the use of on demand type breathing apparatus whenever self-contained breathing apparatus is required to be worn.

(4) Compressed gaseous breathing air in a self-contained breathing apparatus cylinder shall meet the requirements of CGA standard G-7.1, with a minimum air quality of Grade D and a water vapor level of less than 25 ppm.

(6) Fire fighters using self-contained breathing apparatus shall operate in teams of 2 or more members who are:

(a) In communication with each other through visual, audible, physical, safety guide rope, electronic or other means to coordinate their activities; and

(b) In close enough proximity to each other to be able to provide assistance in case of an emergency.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; CR 01-044: am. (1) (c), r. (5) and (7), Register December 2001 No. 552, eff. 1-1-02; correction in (1) (c) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.13 Personal alert safety system; life safety ropes, harnesses and hardware; eye, face and hearing protection. (1) PERSONAL ALERT SAFETY SYSTEMS. Every fire department shall:

(a) Provide every fire fighter using self-contained breathing apparatus involved in rescue, fire fighting or other hazardous duties with a personal alert safety system and require the fire fighter to use the system.

(b) Test every personal alert safety system at least weekly and prior to each use.

(c) Maintain each personal alert safety system according to the instructions of the manufacturer of that system.

(d) Use personal alert safety system devices which meet the standards specified in NFPA 1982.

(2) LIFE SAFETY ROPES, HARNESSES AND HARDWARE. Every fire department shall:

(a) Use life safety ropes, harnesses and hardware which meet the standards specified in NFPA 1983.

(b) Use Class I life safety harnesses for fire fighter attachment to aerial devices.

(c) Use Class II and Class III life safety harnesses for fall arrest and rappelling operations.

(d) Use unused life safety rope to support the weight of any person during rescue, fire fighting and other emergency operations.

(e) Use for training evolutions, life safety rope which is designated training rope if the rope is inspected before and after each use according to the manufacturer's instructions.

(f) Destroy any training rope subjected to impact loading or showing signs of weakness or wear and maintain a written record of the use of each rope.

(3) EYE, FACE AND HEARING PROTECTION. Every fire department shall:

(a) Provide face and eye protection for any fire fighter engaged in fire suppression and other operations involving hazards to the eyes and face whenever the fire fighter's face is not protected by the full facepiece of a self-contained breathing apparatus. Eye and face protection shall comply with s. 29 CFR 1910.133 as adopted by reference in ch. SPS 332.

(b) Provide hearing protection for any fire fighter operating or riding in fire apparatus when subject to noise in excess of 90 dBA.

(c) Provide hearing protection for any fire fighter exposed to noise in excess of 90 dBA from power tools or equipment unless the use of the protective equipment would create an additional hazard to the fire fighter. Hearing protection shall comply with s. 29 CFR 1910.95 as adopted by reference in ch. SPS 332.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; CR 01-044: am. (3) (a) and (c), Register December 2001 No. 552, eff. 1-1-02; correction in (3) (a), (c) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

Subchapter IX — Emergency Operations

SPS 330.14 Emergency operations. (1) INCIDENT MANAGEMENT. Every fire department shall:

(a) Conduct emergency operations and other hazardous situations, including training exercises, in a manner to recognize hazards and to prevent accidents and injuries.

(b) Establish an incident command system which has written guidelines applying to all fire fighters involved in emergency operations and which identifies fire fighter roles and responsibilities relating to the safety of operations.

Note: Suggested Operating Guidelines have been developed and published by the Wisconsin technical college system board. Copies of the Suggested Operating Guidelines are available at all technical college district campuses.

(c) Train fire fighters involved in emergency operations in the incident command system established under par. (b) and assign safety responsibilities to supervisory personnel at each level of operations.

(d) Require the officer in command of an emergency operation to be responsible for the overall safety of all fire fighters and activities occurring at the scene of the operation.

(e) Require the officer in command of an emergency operation to establish an organization with sufficient supervisory personnel to control the position and function of all fire fighters operating at the scene of that emergency operation to ensure that safety requirements are satisfied.

(f) Use a standard system to identify and account for the assignment of each fire fighter at the scene of an emergency operation.

(g) At an emergency operation where special hazards exist, require the officer in command to assign qualified personnel with specific responsibility to identify and evaluate hazards and to provide direction with respect to fire fighter safety during the operation.

(2) INCIDENT SAFETY REQUIREMENTS. (a) Every fire department shall:

1. Provide sufficient personnel to safely conduct emergency scene operations and limit such operations to those that can be safely performed by the personnel available at the scene.

2. If inexperienced fire fighters are working at an emergency operation, provide direct supervision by more experienced officers or members.

(b) If any fire fighter is operating at an emergency operation and his or her assignment places him or her in potential contact with motor vehicle traffic, that fire fighter shall wear:

1. The helmet specified under s. SPS 330.11 (2) or alternate protective headgear providing equivalent protection; and

2. A garment with fluorescent retroreflective material.

(3) RESCUE OF MEMBERS. (a) A fire fighter using self-contained breathing apparatus and operating in an interior structural fire shall operate in a team of 2 or more fire fighters. Except in the case of a structural fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, a back-up team of at least 2 members wearing self-contained breathing apparatus shall be available at the scene for rescue if the need arises. One back-up team member with a charged line shall be committed to a safe non-affected area in or near the structure. The other back-up team member shall remain

within voice contact and may be assigned to additional roles so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire fighter working at the scene. In all structural fires in which fire fighters use self-contained breathing apparatus, at least one additional member shall be assigned to remain outside the structural fire and monitor the operations.

Note: It is not the intent of this rule to prevent any number of persons from responding to a fire call, setting up equipment and initiating exterior suppression at the fire scene. Also, it is not the intent of this rule to prohibit an individual fire fighter from taking an action to preserve the life or safety of another person.

(b) At emergency operations, the officer in command shall evaluate the risk to fire fighters and, if necessary, request that at least basic life-support personnel and patient transportation be available.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; CR 01-044; am. (2) (b) 1. and (3) (a), Register December 2001 No. 552, eff. 1-1-02; correction in (2) (b) 1., Stats., Register December 2011 No. 672.

Subchapter X — Facility Safety

SPS 330.145 Facility safety. Fire department buildings and facilities shall comply with chs. SPS 332 and 361 to 366.

History: CR 01-044; cr. Register December 2001 No. 552, eff. 1-1-02; CR 01-139; am. Register June 2002 No. 558, eff. 7-1-02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

Subchapter XI — Medical

SPS 330.15 Physical and medical capabilities.

(1) The employer shall assure that fire fighters who are expected to do structural fire fighting are physically capable of performing duties which may be assigned to them during emergency operations.

(2) The fire chief may not permit a fire fighter with known heart disease, epilepsy, or emphysema to participate in fire department emergency operations unless a physician's certificate of the fire fighter's fitness to participate in such operations is provided.

Note: The intent of this subchapter is not to require an annual physical for each fire fighter.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95; CR 01-044; am. Register December 2001 No. 552, eff. 1-1-02.

Subchapter XII — Member Assistance Referral Program

SPS 330.16 Member assistance referral program.

(1) Every fire department shall establish and adopt a written policy statement for a fire fighters assistance referral program that

identifies and assists fire fighters with alcohol or substance abuse, stress and personal problems adversely affecting their job performance. The assistance program shall refer fire fighters to health care services as appropriate for the recovery of their health and job performance abilities.

(2) Through the program established under sub. (1), every fire department shall provide health promotion activities that identify a fire fighter's physical and mental health risk factors and provide education and counseling to fire fighters for the purpose of preventing health problems and enhancing overall well-being.

(3) The use of municipal or county programs shall meet the requirements of this section.

History: Cr. Register, August, 1995, No. 476, eff. 9-1-95.

Subchapter XIII — Miscellaneous Activities

SPS 330.20 Hazardous materials. Fire departments engaged in emergency operations relating to hazardous materials shall comply with s. 29 CFR 1910.120 as adopted by reference in ch. SPS 332.

History: CR 01-044; cr. Register December 2001 No. 552, eff. 1-1-02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.21 Confined spaces. Fire departments engaged in emergency operations relating to confined spaces shall comply with s. 29 CFR 1910.146 as adopted by reference in ch. SPS 332.

History: CR 01-044; cr. Register December 2001 No. 552, eff. 1-1-02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.22 Diving operations. Fire departments engaged in emergency operations relating to diving operations shall comply with 29 CFR 1910 subpart T as adopted by reference in ch. SPS 332.

History: CR 01-044; cr. Register December 2001 No. 552, eff. 1-1-02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.23 Miscellaneous hazardous situations. Fire departments engaged in miscellaneous emergency operations and hazardous situations such as, but not limited to, structural collapse rescue, elevator rescue, trench rescue and terrorism responses shall comply with s. SPS 330.14, and with s. 29 CFR 1910.132 and any other applicable standard in 29 CFR 1910 and 29 CFR 1926, as adopted by reference in ch. SPS 332.

Note: Requirements for fire departments providing emergency medical services are administered and enforced by the Department of Health Services under ch. DHS 110.

History: CR 01-044; cr. Register December 2001 No. 552, eff. 1-1-02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.