

XXXX X, 2006

<Fields in brackets represent computer-generated entries>

Self-Certification Audit Forms to Receive Fire Department Dues

Under s. 101.575, Stats., Wisconsin cities, villages or towns maintaining a fire department or contracting for fire safety services which substantially comply with certain statutes are entitled to a proportionate share of monies collected through the state Fire Department Dues program, under ss. 101.573 and 601.93, Stats.

For the Wisconsin Department of Commerce to make a determination of substantial compliance for calendar year 2005, the following self-certification audit form must be completed, signed, and returned to the department by April 1, 2006, as established in s. 101.575(4)2., Stats.

Some municipalities are served by only one fire department, while others receive fire safety services from more than one fire department. Therefore, you may receive multiple copies of these forms due to multiple jurisdictions.

This self-certification is divided into two sections of questions to document the situation in each municipality and to allow the fire chief to specifically certify for the services. Section A addresses fire protection services and section B addresses fire prevention services. This front page is to help clerks and chiefs be clear in their minds about what services are being provided for which municipality. Both pages of the form must be returned.

An *Explanation of "Self-Certification Audit Forms to Receive Fire Department Dues"* is attached to help in providing the correct information for your particular circumstance. A Fire Prevention Coordinator Districts Map is also attached so that your coordinator may be contacted if you have questions about the Fire Department Dues program or these forms.

- These forms are for fire safety services that the **<WISCONSIN FIRE DEPT> <FDID 1234>** provided for the **< WISCONSIN MUNICIPALITY>** in calendar year 2005:
 - If services were for both **fire protection and fire prevention**, then complete **sections A and B** of the form.
 - If services were for **fire protection** only, then complete **section A** on page one of the form.
 - If services were for **fire prevention** only, then complete **section B** on page two of the form.
- Both the clerk and the chief of the fire department providing fire safety services to the city, village or town must sign and date the appropriate signature line of this self-certification audit form. *If the name of the person signing is different than the name provided from our records, print the full name of the person signing this year's form in the space provided.*

Section A: Fire Protection Services

Under Section COMM 14.48 (3) (c) cities, villages or towns must certify whether or not they are providing fire protection services by indicating they are in **substantial compliance**¹ with the following requirements (Place an **X** below behind the correct answer. Choose only one answer for each question):

1	The fire department is organized to provide continuous fire protection in that city, village or town. - Required by: s.101.575 (3) (a) 1., Stats.
2	The fire department has a designated fire chief. - Required by: s.101.575 (3) (a) 1., Stats.
3	Singly, or in combination with another fire department under a mutual aid agreement, the fire department must ensure the response of at least 4 firefighters, none of whom is the chief, to a first alarm for a building. - Required by: s. 101.575 (3) (a) 2., Stats.
4	The fire department must provide a firefighter safety and health training program as prescribed by Chapter Comm 14. - Required by: s. 101.575 (3) (a) 3., Stats
5	The fire department has facilities capable, without delay, of receiving an alarm and dispatching firefighters and apparatus. - Required by: s. 101.575 (3) (a) 4., Stats
6	If the fire department is a volunteer fire department, it must hold a meeting at least once each month, or a paid or partly paid fire department must ensure sufficient personnel ready for service at all times. - Required by: s. 101.575 (3) (b), Stats.
7	The city, village or town must ensure that for the calendar year of 2005, the fire department dues money was <u>only</u> used for one or more of the following: <ul style="list-style-type: none"> • The purchase of fire protection equipment. • Fire inspection and public education. • Training of firefighters and fire inspectors performing public fire education and fire prevention inspection. • To fund wholly or partially firefighters' pension funds or other special funds for the benefit of disabled or superannuated firefighters. - Required by: s. 101.575 (6) (a), Stats
<p>Was the subject municipality in substantial compliance with the regulations in Section A? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Self-Certification Audit Signature Section

<p>I, the undersigned, hereby certify that the substantial compliance indicated on this self-certification audit form is true. I am signing this document in my capacity as the clerk for: <WISCONSIN TOWN.></p>	
<WISCONSIN> County	Municipal ID Code: <XXXX>
Clerk name: <CLERK DOE>*	Work phone number: <(XXX) XXX-XXXX>
<p><i>* Note: If the clerk name listed above is not the name of the person signing below, then please print the full name of the person signing, provide the work phone number, check the appropriate status box and fill in the effective date.</i></p>	
<p>Name: _____ Work phone number: _____ <input type="checkbox"/> Acting (temporary) clerk <input type="checkbox"/> Recently appointed clerk Effective date: _____</p>	
<p>Clerk signature: _____ Date: _____</p>	

<p>I, the undersigned, hereby certify that the substantial compliance indicated on this self-certification audit form is true. I am signing this document in my capacity as the fire chief for: <WISCONSIN TOWN FIRE DEPT.></p>		
Chief name: <CHIEF DOE>*	FDID: <XXXX>	Pay status: <X>
<p><i>* Note: If the fire chief name listed above is not the name of the person signing below, then please print the full name of the person signing, the work phone number, check the appropriate status box and fill in the effective date.</i></p>		
<p>Name: _____ Work phone number: _____ <input type="checkbox"/> Acting (temporary) chief <input type="checkbox"/> Recently appointed chief Effective date: _____</p>		
<p>Fire chief signature: _____ Date: _____</p>		

Section B: Fire Prevention Services

Under Section COMM 14.48 (3) (c) the fire chief of every city, village or town must certify whether or not they are in **substantial compliance**¹ with the following requirements (Place an **X** below behind the correct answer. Choose only one answer for each question)::

8	The chief of the fire department provides for the inspection of every public building and place of employment at least once in each non-overlapping 6-month period, or in accordance with the exceptions established in s. Comm 14.47 (2) (d) 2.a.-r., Wis. Admin. Code, or in accordance with a special order issued by the Department of Commerce, in all territory served by the fire department. Required by: s. 101.14 (2) (c) 1., Stats.
9	Written or electronic reports of fire inspections are made and kept on file by the local authority having jurisdiction to conduct inspections, or its designee, in the manner or form required by the department. Required by: s. 101.14 (2) (e), Stats.
10	The fire department provides public fire education services. Required by: s. 101.14 (2) (cm), Stats.
Was the subject fire department in substantial compliance with the regulations in Section B? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Self-Certification Audit Signature Section

I, the undersigned, hereby certify that the substantial compliance indicated on this self-certification audit form is true. I am signing this document in my capacity as the fire chief for: <WISCONSIN TOWN FIRE DEPT.>

Chief name: <CHIEF DOE>* FDID: <XXXX> Pay status: <X>

** Note: If the fire chief name listed above is not the name of the person signing below, then please print the full name of the person signing, provide the work phone number, check the appropriate status box and fill in the effective date:*

Name: _____ Work phone number: _____
 Acting (temporary) chief Recently appointed chief Effective date: _____

Fire chief signature: _____ Date: _____

Substantial Compliance¹, as defined in Section Comm 14.02 (10) and 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.

The clerk and fire chief should each make a copy of both pages of this self-certification audit form for their records. Questions concerning the audit form may be directed to your Fire Prevention Coordinator, see attachment.