

Subject: **2017 2% Fire Dues Self Certification**

Sent: 10/13/2016

Greetings Fire Chiefs and Clerks

It's almost that time of the year again; yes that's right Self-Certification time. I just wanted to send out an email to remind all of our chiefs and clerks to update and/or verify their information in the data base. If you are new to the job or are the acting chief/clerk and you have the login information from the previous chief/clerk you can use that but before you begin the Self-Certification Form; make sure that your name is listed under Fire Department Chief or Clerk data. That way you will not be signing under the wrong name for the Self-Certification Forms. Submit and save the changes. Those of you whom don't have a logon will need to register. Contact me so that I can deactivate any registrations by the former clerk or fire chief. Please feel free to contact me or your Fire Prevention Coordinator with any questions you may have. Registration and Logon information is available at the following links.

First time user Fire Chief or Clerk:

<https://register.wisconsin.gov/AccountManagement/default.aspx>

Fire Chiefs:

Wisconsin's Fire Program On-line System link: <http://apps2.commerce.wi.gov/fire-dues/app/main>

After you login, on left side of screen open the "Fire Department(s) tab", then the "Fire Department Chief tab" and check the fire chief data and make changes necessary. Continue to open the "Fire Education Officer" tab", "Lead Fire Inspector tab" and "NFIRS Contact tab"; make changes as necessary.

Clerks:

Wisconsin's Fire Program On-line System link: <http://apps2.commerce.wi.gov/fire-dues/app/main>

After you login, on left side of screen open the "Municipality clerk tab", then the "Clerk tab" and check the clerk data and make changes necessary.

Warning: FAILURE TO CERTIFY BY BOTH FIRE CHIEF AND MUNICIPAL CLERK MAY RESULT IN A LOSS OF 2% DUES.

(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://dsps.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://dsps.wi.gov>, through links to the Industry Services Division's Fire Prevention program and then Wisconsin's fire program online system.

Sarah L. Brown

Operations Program Assoc., Fire Prevention Program
WI DSPS
10541N Ranch Rd.
Hayward, WI 54843-6462
(715)634-4013