WISCONSIN FIRE SERVICE GUIDEBOOK

5th Edition, December 2009

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Wisconsin Department of Commerce
Fire Prevention Program.
Revised December 2009

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Wisconsin
Department of Commerce

SAFETYANDBUILDINGS DIVISION
FIRE PREVENTION PROGRAM
P. O. BOX 7839
MADISON, WISCONSIN 53707-7839
TTY: CONTACT THROUGH RELAY

Jim Doyle, Governor
Richard J. Leinenkugel, Secretary

December 14, 2009

Dear Fire Officer's of Wisconsin:

It is my pleasure to present you with the revised and updated version of the *Fire Service Guidebook*, formerly the *Chief Officer's Guidebook*. Commerce staff have worked with members of the Fire Service to locate information for this book and republish a revised version.
This is part of an overall effort to provide you with the tools you need to perform your duties as Deputies of the Department of Commerce.

For the first time, we are making this publication available exclusively in electronic formats. You can order this guidebook on a CD Rom if you prefer. The new electronic *Fire Service Guidebook* is searchable and takes up a lot less room in your office. Just pop it in your computer and the information is instantly available. In these tight budget times, the electronic format is much less expensive, enabling us to provide you with information in an easy-to-use format while saving the 2% Fire Dues Program funds.

As you use the guidebook, we are sure you will have suggestions for how we can improve future editions. Please feel free to contact us whenever you have additions, or questions about this guidebook or any aspect of the 2% Dues program. A handy map of the Fire Prevention Coordinators by district can be found in Appendix F-1, or you can contact Joe Hertel in our Madison office at (608) 266-5649.

We hope you find the *Fire Service Guidebook* useful.

Sincerely,

Richard J. Leinenkugel
Secretary

THE DEPARTMENT OF COMMERCE'S MISSION:

"To lead Wisconsin's Citizens, Businesses and Communities towards a safe and prosperous future as competitors in the global economy."

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TABLE OF CONTENTS

PREFACE 1
INTRODUCTION 3
RESPONSIBILITIES OF THE FIRE DEPARTMENT 5
Responsibilities Of The Fire Chief As A Municipal Official And Elements Affected 5
Standard Operating Guidelines 5
Meetings (Ss 19.33-19.39 & 19.82) 5
Commerce Forms & Reports 5
Municipal Reports 5
Personnel Management 5
Knowledge of Codes & Standards 6
Fire Service National Standard 6
Wisconsin State Statutes 6
Wisconsin Administrative Code 6
IS YOUR FIRE CHIEF LEGALLY A FIRE CHIEF? 6
IS YOUR FIRE DEPARTMENT OFFICIALLY RECOGNIZED? 7
Mechanisms To Recognize A Fire Department Or Fire Chief 7
Key Points To Include In An Ordinance Officially Recognizing The Fire Department Or Fire Chief 7
Key Points To Include In Fire Protection Contracts Recognizing the Fire Department 8
ESTABLISHING A FIRE DEPARTMENT 8
Cities 8
Villages and Smaller Cities 8
Towns 8
Fire Protection District 8
CLASSIFICATIONS OF FIRE DEPARTMENTS 10
Career Fire Department 10
Combination or Part-Paid Fire Department 10
Volunteer Fire Department 10
TYPES OF FIRE DEPARTMENTS 10
Chapter 180 Stock Corporation 10
Chapter 181 Non stock-nonprofit Corporation 11
Chapter 213 Fire Department 11
Municipal Agency 11
Public Safety Department 11
REGULATIONS AND THE FIRE SERVICE 12
Department of Commerce Deputy 12
Open Meetings Law 12
Record Keeping Requirements for Public Sector Agencies 12
Wisconsin Fire Incident Reporting 12
Wisconsin Short Form and Wisconsin Long Form (WFIRS) 13
National Fire Incident Reporting System (NFIRS) 13
Legal Custodian of Records 14
Transfer of Records at Termination of Office 14
Fire Prevention Inspection Records 14
CITATION AUTHORITY 15
FIRE LIMITS 15
FIRE INSPECTIONS IN OSHA REGULATED OCCUPANCIES 15
CRIMES AGAINST PUBLIC HEALTH AND SAFETY – FIRE 16
Negligent Handling of Burning Material 16
Interfering With Fire Fighting 16
False Alarms 16
Obstructing Emergency or Rescue Personnel 16
Following Emergency Vehicles 16
Approach of Emergency Vehicle 16
Crossing Fire Hose 16

Battery To Law Enforcement Officers or Firefighters 16
Good Samaritan Law 16
Recklessly Endangering Safety 17
Homicide by Negligent Handling of Dangerous Weapon, Explosives, or Fire 17
EMERGENCY RESPONSE WITH PRIVATE VEHICLES 17
Municipality and/or Fire Department Responsibilities 17
How Insurance Companies May View Emergency Response in Private Vehicles 17
CAUSE AND DETERMINATION OF FIRES 17
Division of Criminal Investigation - Arson Bureau/State Fire Marshall's Office 18
POLICE POWERS OF THE FIRE CHIEF 18
Powers Include: 18
RAZING OF DILAPIDATED BUILDINGS 18
EMERGENCY PROTECTIVE PLACEMENT 19
FIRE NUMBERS - RURAL NUMBERING 19
WISCONSIN SMOKE DETECTOR REGULATIONS 19
DRY HYDRANT SYSTEMS 19
STREET HYDRANT SYSTEMS 20
FIREWORKS AND EXPLOSIVES 20
Who Regulates Fireworks In Wisconsin? 20
Fireworks Use Permits 20
Who Can Issue A Permit? 20
Who Can Receive A Permit? 20
What Type Of Fireworks Do Not Require A Permit? 21
The Following Items May Be Sold Without A Permit 21
What Are Fireworks? 21
Storage And Handling of Fireworks: 21
Operation of the Fireworks Display: 21
Transportation Of Fireworks: 21
Miscellaneous Enforcement Issues 22
How Are Explosives Classified? 22
Disposal of Explosives, Blasting Agents and Fireworks: 22
EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW 22
Superfund Amendments and Reauthorization Act of 1986 - SARA Title I & Title III 23
Spill Prevention Control and Countermeasure (SPCC) Plan 23
GENERAL LIABILITY EXCLUSIONS FOR FIRE DEPARTMENTS 23
STATE CERTIFICATION OF FIRST RESPONDERS 24
FIRE DEPARTMENT HEALTH & SAFETY RULE 24
PUBLIC EMPLOYEE BLOOD BORNE PATHOGENS STANDARD 24
TRAFFIC CONTROL STRATEGIES 24
FIREFIGHTER INJURY OR DEATH 25
Fire Department Funeral Ceremony 25
WORKER'S COMPENSATION 25
DISABILITY COMPENSATION 25
Tuition Exemption For Children Of Firefighters Killed In The Line Of Duty 25
THE PUBLIC SAFETY OFFICERS BENEFIT PROGRAM (PSOB) 26
State Administered Public Safety Officer Death Benefit Program 26
FUNDING SOURCES 26
Taxes or Fees for Service 26
2% FIRE DUES 27
Distribution of the Funds 27
Municipal Distribution Equation 27
2% Dues Fire Department Audits 27
Use of the 2% Dues Distribution 27
WI DEPARTMENT OF NATURAL RESOURCES ASSISTANCE PROGRAM 28
Forest Fire Protection (FFP) 28

INSURANCE SERVICES OFFICE (ISO) 29
STATE OF WISCONSIN PAYMENTS FOR MUNICIPAL SERVICES 29
REIMBURSEMENT FOR FIRE FIGHTING ON FEDERAL PROPERTY 29
BILLING OF FIRE PROTECTION COSTS TO TAX EXEMPT PROPERTIES 29
FEDERAL ASSISTANCE PROGRAMS FOR THE FIRE SERVICE 30
Domestic Assistance Information 30
EXAMPLES OF FEDERAL ASSISTANCE PROGRAMS: 30
Community Development Block Grants (CDBG) 30
Reimbursement For Expenses of Hazardous Material Response 30
Wisconsin Federal Surplus Property Program 30
Emergency Medical Services (EMS) Funding Assistance And Outreach Grants 31
REIMBURSEMENT FOR FIRE CALLS ON HIGHWAYS 31
Municipalities 31
Reimbursement to Cities Villages and Towns 31
FIREFIGHTER RETIREMENT PROGRAMS 32
Length of Service Award Program (LOSA): 32
Private Sector Programs: 32
WISCONSIN FIRE SPRINKLER CONTRACTOR REQUIREMENTS 33

APPENDICES I

APPENDIX A III
WISCONSIN AND NATIONAL FIRE SERVICE ORGANIZATIONS VII
APPENDIX B V
FIRE SERVICE INFORMATIONAL RESOURCES V
Public Education Support Material V
Technical Resources V
Educational Resources VI
Miscellaneous VI
APPENDIX C VII
AREAS OF FIRE SERVICE RESPONSIBILITY IN WISCONSIN VII
APPENDIX D IX
MODEL LANDLORD/TENANT AGREEMENT IX
APPENDIX E XI
GUIDE FOR CONDUCTING FIRE DEPARTMENT FUNERALS XI
HOW TO REPORT A LINE-OF-DUTY DEATH XIII
APPENDIX E-1 XV
Line-of-Duty Death Action Checklist XV
FIRST 24 HOURS XV
Notification XV
Family Support XV
Department Support XV
Dealing with the Incident XV
Dealing with the Community and the Media XV
DAY TWO THROUGH THE FUNERAL XVI
Funeral/Memorial Service XVI
Family Support XVI
Department Support XVI
AFTER THE FUNERAL XVI
Family Support XVI
Department Support XVI
Memorials and Tributes XVI
Department Issues/Planning XVI
APPENDIX E-2 XVII
Fire Department Funerals XVII
Types of Funerals XVII

Formal Funerals XVII
Semi-Formal Funerals XVII
Non-Formal Funerals or Private Funerals XVII
Arrangements XVII
Normal Funeral Arrangements XVII
Additional Arrangements for Formal Funerals XVII
Responsibilities of Members XVIIX
Inventory of Necessary Equipment XX
APPENDIX E-3 XXI
Guidelines For Funeral Formations XXI
APPENDIX F XXIII
Department of Commerce -- District Field Staff Maps XXIII
APPENDIX F-1 XXV
Fire Prevention Coordinator District Map XXV
APPENDIX F-2 XXVII
Retail Petroleum Inspection District Map XXVII
APPENDIX F-3 XXIX
AST/UST Specialist District Map XXIX
APPENDIX F-4 XXXI
Commercial/Residential Building Inspectors Map XXXI
Commercial/Residential Building Inspectors XXXII
APPENDIX F-5 XXXIII
Uniform Dwelling Code Consulting Staff Region Map XXXIII
APPENDIX F-6 XXXV
Boiler, Pressure Vessels, and Mechanical Refrigeration Inspectors Map XXXV
APPENDIX F-7 XXXVII
Mine Safety Specialist District Map XXXVII
APPENDIX F-8 XXXIX
Public Sector Safety and Health Consultants District Map XXXIX

PREFACE

The history of the fire service and its development around fire prevention codes is very interesting. Archeologists have dated man's ability to make fire back hundreds of thousands of years. The ancient method of making fire involved considerable time and muscle creating heat through friction with a fire drill or similar devices. Once a fire was started every effort was made to keep the fire burning. A "Fire Watch" was created to keep the fire from dying. In some early cultures, if the individual assigned the fire watch allowed the fire to die, he was severely punished or put to death. Today, firefighters assigned the fire watch responsibility are intent on fire suppression.

Historians credit the Roman Emperor Augustus Caesar with creating the first organized body of men as a fire fighting force. Caesar's first organization failed, mainly because the body consisted of slaves who were reluctant to risk their lives for their Roman masters. Caesar eventually established a corps consisting of 7,000 men and commanded by the *praefectus vigilium*, the direct ancestor of today's fire chief. The early Roman emperors are credited for initiating some principles of building construction codes, such as firewalls, and other fire prevention regulations that we use today.

Fire prevention was the emphasis during the medieval period in England and in the American colonies. It was common to use and store quantities of tallow, wax, liquor and gunpowder, which resulted in tremendous fire conflagration. In one example, Jamestown Virginia, founded in 1607, the first permanent settlement of the early colonies was totally destroyed by fire one year later. Because of these fire disasters, curfews (derived from French for "cover fire") were implemented to prevent sparks from hearths igniting the thatch, reed and wool materials used in the home.

Building construction and the combustible materials within made interior attack and suppression with water almost impossible. Fires were stopped by firefighters using a rope and hook to pull the buildings down by securing the hook to the rings that were embedded into the walls of the structures. The term "hook and Ladder" originates from this practice. Early colonists established a body of fire wardens to patrol the settlements at night and give alarm in the event of fire. They also enforced fire laws and made chimney inspections.

The concept of insurance against loss spread from Europe to the colonies. Most insurance companies failed until Benjamin Franklin, founder of the Philadelphia Contributor Ship Insurance Company, convinced the City of Philadelphia to purchase buckets, hooks, and ladders; and to pass fire safety ordinances. Franklin, a publisher, frequently wrote articles with fire prevention and fire safety tips. Because of this, Franklin is credited for establishing the fire service in America.

History reflects that the fire service was established around the concept of fire prevention. As Benjamin Franklin stated, "An ounce of prevention is worth a pound of cure." Many states continued with funding programs, based upon Benjamin Franklin's concept of providing financial aid to support the fire service. Wisconsin has the 2% Fire Dues Fund, which is administered by the Fire Prevention Section of the Department of Commerce.

Firefighters belong to a unique culture representing diverse backgrounds and occupations. Many of our great early American leaders, George Washington, Thomas Jefferson, and John Quincy Adams, used their membership on fire companies to support their campaigns for political office. Paul Revere used his firefighter status to gain access to the streets the night he made his famous ride. Volunteer fire companies formed into military regiments, during several American conflicts. Many firefighters made the great sacrifice and died valiantly in military battles. The Gettysburg Battlefield has a statue honoring the Philadelphia regiment of all-volunteer firefighters who fought in every major battle of the Civil War.

INTRODUCTION

The Fire Prevention Section of the Department of Commerce developed this guidebook to familiarize fire departments with the structure of state and local government; to provide guidelines for established and acceptable management and operational practices; and to provide information on selected topics that is difficult to find in the field. Many of the topics covered in the guidebook are taken from experience working with actual local fire department issues. To increase understanding and to reach a wider audience, the name of the book has been changed from "**The Wisconsin Chief Fire Officer Handbook" to "The Wisconsin Fire Service Guidebook"**. In addition, this guidebook provides information about benefit programs provided only to public sector firefighters. The book accurately reflects all names, web-sites, phone numbers and contacts as of June, 2008.

The steps to becoming a member, fire officer or fire administrator in many of the fire departments serving citizens of the State of Wisconsin are not necessarily formal or structured. Many members, fire officers or fire chiefs are appointed or elected through popular vote by members of their department. New fire chiefs face many challenges when they assume this position of leadership. Those challenges include the budgeting process, personnel decisions, the political environment, changing technology, alternative funding sources, legal requirements, and procurement issues. In addition, a chief officer must be a personnel manager, administrator, accountant, educator, and consultant. Traditionally the fire departments have had significant regulatory and political power and authority within the respective community. Unfortunately, in some cases the power and authority may be assumed rather than supported by local or state law.

Few individuals assuming the rule of a chief officer are prepared for the responsibilities that they now have. "First time" fire chiefs have the opportunity for an orientation to the job each year when the Wisconsin Fire Chiefs' Association sponsors "Chiefing 101."

Traits of great fire departments are acquired through leadership ability, formal training, and experience from on the job training. Although no single guidebook or formal training program can in itself create a great fire department we have included information in the ***Wisconsin Fire Service Guidebook*** that you will find useful in your duties.

Much of this guidance is in the form of informal summaries of litigation, legal opinions, and interpretations from numerous sources; you should always obtain an opinion tailored to your individual situation from your corporate legal counsel.

Other guides are available to the Wisconsin Fire Service: In addition to this guidebook the following books may be helpful:

- *Handbook for Wisconsin Police & Fire Commissioners* from the League of Wisconsin Municipalities either at their web site www.lwm-info.org/ or by writing to them at: League of Wisconsin Municipalities, 122 West Washington Avenue, Suite 300, Madison, WI 53703.
- The *Officer Development Handbook* is published in partnership with the International Association of Fire Chiefs Foundation (IAFC), and is intended to help fire officers at all levels plan a systematic development program for their professional fire service careers. The *Officer Development Handbook* outlines four key elements of professional development: education, training, experience and self development; and discusses each of these elements at different levels of a fire officer's career: supervising fire officer, managing fire officer, administrative fire officer and executive fire officer. Each section also includes an overview of the corresponding National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Development. The *Officer Development Handbook* is available electronically at the IAFC Web site, www.iafc.org/downloads/index.shtml. .

RESPONSIBILITIES OF THE FIRE DEPARTMENT

The duties and responsibilities of the fire department can be under-estimated by the municipal board, the community at large, the members of the department, and often by the chief him/herself. A Fire Department is a business - its product is Fire Protection. The business of fire protection involves management, money, skillfully trained people, and service.

Responsibilities Of The Fire Chief As A Municipal Official And Elements Affected:

- Administrator
- Policy
- Emergency Management
- Personnel
- Inspections
- Commerce Deputy
- 2% Dues Requirement
- Local Obligations
- Fire Preplanning
- Community Awareness
- Enforcement Of Violations
- Public Education
- Fire Ground Management
- Liability
- Risk Management
- Occupancy Functions/Characteristics
- Fire Department Policy
- Fire Protection

Standard Operating Guidelines

- Administrative
- Tactical
- Personnel
- Staffing And Readiness
- Training
- Fire Suppression
- Firefighter Certification
- Fire Inspector
- Officer
- First Responder/EMS
- SARA, Title III
- OSHA Requirements
- Comm 32 Public Employee Safety & Health
- Maintenance
- Readiness
- Replacement/Budgeting New Equipment
- Water Supply
- ISO Requirement/Rating

Meetings (Ss 19.33-19.39 & 19.82)

- Meeting Minutes
- Fire Call Report
- Investigations
- Public Education Activities/Programs

Commerce Forms & Reports

- Fire Inspection Reports (Ss. 101.14)
- 2% Compliance Certification (Ss. 101.575)
- Fire Incident Reports (Comm 14)
- NFIRS Reports
- Training Records (State, Sara, Title III)
- Maintenance (Equipment And Apparatus)

Municipal Reports

- Annual Report
- Department Budget
- Capital
- Operation Expenses
- Contracts
- Mutual Aid
- Fire Protection

Personnel Management

Affirmative Action, American with Disabilities Act (ADA) and other personnel laws and requirements should be discussed with your municipal corporate counsel or human resources director. Do not assume that this Act does not apply to the Fire Service because your fire department believes there are no affected employees.

Knowledge of Codes & Standards

(The Codes and Standards listed here are examples, not a complete list. Not all of these examples are adopted by Department of Commerce.)

Fire Service National Standard

- NFPA 1
- NFPA 1500

Wisconsin State Statutes

- 101.14
- 101.141
- 101.573
- 101.575
- 165.55

Wisconsin Administrative Code

- Comm 10
- Comm 14
- Comm 28
- Comm 30
- Comm –60 - 66

Is Your Fire Chief Legally A Fire Chief?

All local municipal governmental bodies, such as a city, village, or town, are responsible to provide fire protection within their jurisdiction. The fire protection may be by a fire department established by the municipality, established jointly with one or more local governments, or created through contract with another municipality or fire department. The fire chief may be a municipal employee - part time or full time, or considered to be volunteer and not an employee. The relationship between the fire chief and the municipal body may be by contract or via election by the members of the fire department.

The very nature of the fire chief's role and responsibilities results in frequent calls of judgment and discretion. A directive by the fire chief has the potential to impact upon firefighters, families, municipal government, public and private finance and property. In litigation situations, the prosecution generally attempts to establish what authority or lack of authority was involved. Wisconsin statutes allow the fire chief limited police powers.

What document verifies that you are representing the municipality in an official capacity? Are you acting under a formal contract, ordinance, etc.? Were you formally sworn into office? If the members of the fire department elected you, what establishes your position as a municipal official?

ss. 60.31, Wis. Stats. Official Oath and Bond. (1) Official Oath. . . . every elected or appointed town officer shall take and file the oath under ss. 19.01 within 3 days after notification of election or appointment.

Be aware that required formalities vary depending upon the classification of the municipality; town, village or city. But, legal problems can arise when a fire department has not been recognized through local ordinance and the fire chief has not been recognized legally by a formal installation as a municipal official.

The oath required of town officials may be in the form of an oral oath or a written oath, as set forth in ss. 19.01(1) and (1m), Wis. Stats. Written oaths should be filed in the office of the municipal clerk. The administrative process whereby the municipal clerk accepts and files the oath serves to acknowledge the fire chief as an official of the municipality.

Is Your Fire Department Officially Recognized?

The official recognition of the fire department either as a municipal agency or via contractual arrangement has broad implications in the areas of financial responsibility and legal liability. Don't make false assumptions regarding protection from civil liability and insurability. The statute provides some protection for "city officials" by directing that the municipality is responsible for the negligence of an employee. If you have questions consult your municipal corporate counsel.

Section 62.25 (2)(a) Damages, if any, in an action against a city officer in his official capacity, except the action directly involving the title to his office, shall not be awarded against such officer, but may be awarded against the city.

The key to protection from civil liability is the formal recognition of the fire department by the municipality before any liability exists. Lack of an ordinance may act as a buffer to distance the municipality from financial responsibility in the event of a liability situation.

Furthermore, any request to receive benefits under the Public Safety Officer Benefit program must include a certified copy of the municipal ordinance or official documentation authorizing the fire department to conduct fire services for the municipality.

Mechanisms To Recognize A Fire Department Or Fire Chief

Governmental bodies have three mechanisms by which they can recognize a fire department or fire chief: a resolution, an ordinance, or a contract.

1. Resolutions - official written statements, which are considered to be non-binding.
2. Ordinances - official recognition of a fire department as a municipal department and have the full force of law behind them.
3. Contracts - binding official written positions, which have the full force of law behind them.

Key Points To Include In An Ordinance Officially Recognizing The Fire Department Or Fire Chief

- Bylaws (if the ordinance establishes the fire department as a municipal department)
- Delegated responsibilities, authority, powers, and duties of the fire chief
- Process by which the fire chief will be installed (appointed or elected) in office and term
- Process by which the fire chief may be removed from office
- Process by which firefighters shall be installed and terminated
- Requirement to maintain membership
- Any compensation of department personnel and periodic review of your compensation program
- Appropriation of funds to maintain administration and operation of fire department
- Delegation of individual areas of responsibility: fire suppression, fire inspection, public education, first responder, EMS, etc.
- Firefighter training requirements
- Designation and number of officers
- Manner in which position vacancies will be filled
- Police powers of the department
- Duties of the Fire Inspector
- Equipment replacement program
- Record keeping and reporting requirements (to local, state and federal government)
- Specific regulatory enforcement authority and citation provisions.
- Fees that the fire department may charge for specific services.

Key Points To Include In Fire Protection Contracts Recognizing the Fire Department
Fire protection contracts are agreements between the fire department and local units of government or property owners to furnish fire protection services. It is important that contracts are written in definitive terms and language to avoid significant legal and financial problems. There is no "standard" fill-in-the-blank contract for fire protection, but here are some suggestions:
Categorize fire inspection responsibilities separately from suppression responsibilities.

- Provide for a fair share of the costs of providing service.
- Address the fixed and the variable costs including who pays the cost of enforcement litigation.
- Define the limits of the involvement of the fire department with private property owners.
- Who receives 2% Fire Dues payments and how.

Establishing A Fire Department

Cities
By law, [ss. 62.13 (I) & (2), Wis. Stats] every city with a population of 4,000 or more must have its own fire department and police and fire commission. The police and fire commission appoints the fire chief, supervises fire department staff recruitment and examination procedures, and acts on disciplinary and appeals Issues. In cities that do not have a police and fire commission, the mayor shall be the head of the fire department. [ss 62.09 (8)(d), Wis. Stats]

Villages and Smaller Cities
Populations of 5,500 or more [ss. 61.65 (2) (a) & (b), Wis. Stats.] must provide fire protection in one of three ways:
1) Create their own fire department -- if the village has created its own fire department, a police and fire commission is required to oversee the personnel issues;
2) Contract with another municipality for fire protection; or
3) Establish a joint fire department -- with another municipality -- is required to create a joint board of fire commissioners with the participating municipality(s) to govern the joint department [ss. 61.63 (2)(b) 2, Wis. Stats]. These are often called fire districts.

Towns
Towns [ss. 60.55, Wis. Stats] (Similar options but no required police and fire commissions.)
May provide their own fire protection or contract with other municipalities, persons or organizations. The town may choose to provide funding through:

- Special assessment;
- Tax levy; or
- Direct-bill to the responsible party.

Fire Protection District
A fire protection district is a nonprofit municipal corporation or inter- governmental entity formed for the mutual benefit of providing fire protection and associated services to each governmental entity involved. Generally, the governing body of the fire district is a board or commission consisting of representatives of each municipal entity under the jurisdiction of the fire district. The main advantage of a fire district is administrative representation and financial equity, based upon a predetermined factor. The fire protection district board develops a budget for district operations, which is then procured through tax levy by each municipal entity in the district. The fire district should be supported by an Agreement signed by all member municipal entities and registered or recorded with the Secretary of State. In some cases a municipality, (city or village) may be required to adopt a municipal ordinance to compliment the Agreement. Chapter 66.0301 and 66.03125 (Mutual Assistance) may be used for guidance. There is no statutory reference to “Fire Districts” in Wisconsin

A fire protection district should be viewed as a business and the business is for the benefit of the participants. A frequent benefit to individual property owners within a fire protection district is the improvement of the Insurance Service Office (ISO) Risk Rating, which results in lower fire insurance premiums for commercial business. Once the district is formed, the board or commission should realize that their role is to guide the operation of the fire protection district as a whole. Individual politics must be cast aside. A comprehensive agreement will eliminate many potential problems, especially politics and liability.

Key components of the agreement establishing a fire protection district should include:

- Boundaries/Service Area The agreement should outline the boundaries of the service area and specify what service is provided within those boundaries.
- Duties and Powers of the Board The agreement shall describe the scope of the relationship between the board and the fire department. Generally the scope is limited to the control of the finances of the fire district, and establishing policies pertaining to the operation of the board and the fire department. The internal operations of the fire department are generally the responsibility of the fire department, as long as they do not conflict with board policies. The fire chief serves at the pleasure of the board through a predetermined procedure such as recommendations from the members of the fire department or a nominating committee.
- Scope of Fire Department Operations "Fire protection" is a general term and should be written into the agreement as specific items such as: fire prevention inspections, first responder/emergency medical activities, water rescue, public fire prevention education, assistance to law enforcement agencies, natural disaster assistance, etc. Similarly, if the agreement uses the terminology "approved emergency services," the document should describe which activities are approved.
- District Governance Any agreement should detail provisions for board actions; title and duties of the officers of the board; makeup and terms of the board members; restrictions for board membership (e.g. active firefighters excluded from membership); fire chief's role on the board (generally limited to an advisory capacity and a non-voting member) as the Board is his/her employer; and meetings, meeting notices, compliance with Wisconsin's open meeting law, and what constitutes a quorum. The provision that details voting should include the number of votes a member may have which may be based upon single representation per municipal entity, equal vote per member population, or equalized value of property.
- Fiscal and Budget Mechanisms for funding and appropriation of expenditures must be defined; limitations or restrictions regarding financial management expressed; and a fiscal agent determined (the district may be its own fiscal agent or defer to a municipality.)
- Liability Includes employer-employee relationship (generally firefighters are considered employees of the fire protection district), responsibilities for errors and omissions insurance, workers compensation, and comprehensive insurance for vehicles and equipment.
- Terms All agreements should address the calendar term of the agreement; amendments; definitions such as breach of contract; procedures for handling disputes; withdrawal from the district; and a required annual report to the municipal entities from the board.
- Financial Responsibility and Costs Specific shares of financial responsibility for each participating entity are usually based on equalized value of property improvements. Allocated costs include fixed expenses and variable costs.
    - Fixed costs occur regardless of the equipment "turning-a-wheel" and include insurance, building maintenance or rent, salaries, reserve account for equipment purchase, etc.
    - Variable costs reflect the activity of the fire department and may include: fuel, firefighter wages (as opposed to salaries), medical exams, maintenance/repair, supplies, etc.
    - Other costs such as training expenses may be budgeted in either category.

Classifications Of Fire Departments

Since there is no consistent fire department classification system across the country, the Wisconsin Departments of Commerce and Workforce Development have defined the three classifications for administrative purposes (Career, Combination and Volunteer), based upon staffing. Insurance and Worker's Compensation organizations may have different definitions.

Career Fire Department
Fire departments, entirely staffed by full time positions, are classified as Career Fire Departments. Fire departments that rely on full time and do not rely on paid-on-call or volunteer firefighters to complement or supplement staffing (except for mutual aid.) Some examples are: Milwaukee, Madison, Green Bay, and Eau Claire.

Combination or Part-Paid Fire Department
Fire Departments that use some full time and paid-on-call or volunteer members to provide adequate staffing are classified as Combination Departments. Combination departments vary from having mostly full time staff, to mostly paid-on-call or volunteers to compliment the activities of the fire department. Full time staff may be officers, fire inspectors, dispatchers or a single engine company. Some examples are: Menomonee Falls, Fitchburg, Plover, and Rice Lake.

Volunteer Fire Department
Fire Departments that have no staff paid for 36 or more hours per week are classified as Volunteer Fire Departments. The Volunteer classification can be misleading since firefighters may be compensated. Volunteer departments may compensate their members for fire calls, training, clothing allowance or paid-on-call. Volunteer fire chiefs or inspectors may be paid a yearly salary or stipend for their services. See IRS and the Wisconsin Department of Revenue for additional tax clarification issues. Some examples are: Washburn, Augusta, Verona, and New Glarus.

Note: The term Volunteer *Firefighter* has a different meaning from volunteer fire department. The definitions of wages in ss. 109.01(3) and 108.26, Wis. Stats., distinguishes "paid" from "volunteer" Firefighter. Generally, reimbursement for expenses is not considered to be wages. As long as the reimbursement compensation does not exceed the yearly compensation for an entry-level career firefighter in the same department or nearby department, persons receiving only reimbursement of their expenses have not been paid wages or a salary and are therefore "volunteers." Stipends and per diems could be deemed reimbursement of expenses. However "Volunteers" are considered employees for Worker's Compensation benefits.

Types Of Fire Departments

Fire departments may be established under four principles, three of which require a charter. Fire departments with charters may also be either public or private sector employers.

Chapter 180 Stock Corporation
Chapter 180 business corporations (ss 180 Wis. Stats.) are organized under "Articles of Incorporation" similar to non-stock corporations with the exceptions of profit motive, disbursement of profits to the stockholders, and the allowance for capital stock. These fire departments are generally private sector companies that contract with a municipal entity to provide fire suppression equipment and firefighters in response to an emergency. Although departments organized as

business corporations are common in areas of the Southwestern United States, they are less common in the Midwest.

Chapter 181 Non stock-nonprofit Corporation

Most fire districts and fire service associations in Wisconsin are incorporated through "Articles of Incorporation" under the Wisconsin Non-Stock Corporation Law (ss 181, Wis. Stats.) These departments do not have capital stock. A board of directors manages the affairs of the corporation. The principals of non stock-nonprofit corporations may be private individuals, or municipalities with direct representation on the board of directors. For information about incorporating as a non-profit, non-stock corporation or to verify your corporation status, contact the Division of Corporate and Consumer Services. P.O. Box 7846, Madison, WI 53707-7846, (608) 261-7577 or look on their website at www.dfi.swi.gov

Chapter 213 Fire Department

The Wisconsin Statutes (ss 213, Wis. Stats.) provide a mechanism for private individuals to form a body and create a fire department for the protection of property in rural areas. A chapter 213 department is linked to a municipality through contractual services for fire protection. The department's administration, budget, expenses and personnel compensation are handled directly by the department and not by the municipality. These departments are governed by OSHA regulations and excluded from the Comm 30 Fire Department Health and Safety Regulations.

Chapter 213 fire departments are provided considerable protection under the statutes. ss. 102.07 (7), provides that every member of a volunteer fire company organized under Chapter 213 shall be deemed an employee of such company or department.

Most Chapter 213 departments in existence today were formed prior to the incorporation of the municipality for which they provide fire protection. Many of these departments depend on direct municipal purchasing and administrative services, but continue to function as a matter of tradition. The municipal board may disband the Chapter 213 organization through a process found in ss. 213.04.

Municipal Agency

Fire departments, organized in this manner are an agency of the municipality, similar to the public works department and employees are considered to be public sector. The fire department budget, employee compensation and benefits are administered directly by the municipality.

Public Safety Department

Combined public service organizations (ss. 61.66 Wis. Stats.), where members are cross-trained for fire and law enforcement, are limited to villages with populations of less than 20,000. Public Safety departments (that were begun prior to January 1, 1987) have both law enforcement and fire services under a single chief executive or administrative officer. Since the law states that the executive officer for a law enforcement service must be a certified law enforcement officer, the public safety executive is in reality the police chief. Although members of the public safety department are cross-trained in law enforcement and fire suppression, they routinely operate as separate staff functions.

Regulations And The Fire Service

Department of Commerce Deputy

Fire chiefs of departments providing coverage to commercial occupancies and areas frequented by the public are designated deputies of the Department of Commerce (ss. 101.14 Wis. Stats.) This designation carries with it fire prevention inspection responsibilities and authority to use discretion to address a broad range of fire and life safety issues. Commerce has five Fire Protection Districts within the state. A Fire Protection Coordinator who supports the local fire chief or inspector as a technical consultant, training officer, and fire prevention code enforcement officer manages each district. Fire departments primarily communicate with Commerce through their Fire Protection Coordinator.

Open Meetings Law

Wisconsin's open meeting law (ss. 19.83 (1), Wis. Stats.) applies to governmental or quasi-governmental corporations, which were created directly by the legislature or by some governmental body pursuant to specific statutory authorization. Fire departments created under ss. 213.05, Wis. Stats., or private sector employer fire departments contracting to municipalities are not obligated under the open meeting law. (However these fire departments may be obligated to comply with the open records law.) A simple guideline if you are spending public money and or taxes follow the Open Meetings Law.

Record Keeping Requirements for Public Sector Agencies

Fire departments are required by state statute, administrative rule (ss. 19.21, 19.32(1), 101.055 (7), and 101.141 Wis. Stats.) , and OSHA regulations to maintain certain records and to provide public access to certain records under the state open records law. Fire departments should also create and maintain some records, not required by law, to provide accountability or a history of specific activities if the fire department is sued. Documents and records should be maintained for 7 years.

Principal categories of records are:

- Finances
- Personnel
- Investigations
- Water supply, apparatus and equipment
- Training
- Fire prevention inspections
- Communications
- Fire incident and emergency services

Wisconsin Fire Incident Reporting

Collecting comprehensive fire incident data should be a standard practice with every fire department. Records are necessary to compliment the administrative process and maintain a reference for future inquiries. Fire incident reports can provide data to address local problems and to enhance public relations and public education. Wisconsin Statutes (ss.101.141, & ss. 165.35, Wis. Stats.) direct the chief of the fire department to investigate the cause, origin and circumstances of every fire and direct the Department of Commerce to maintain records of all fires occurring in this state. We also encourage industrial fire brigades and federal fire departments to participate in the program.

Statistics gathered by the Department of Commerce are used to evaluate potential problems and to respond to inquiries from legislators, researchers, educators, NFPA, International Association of Arson Investigators, insurance companies, and individuals. Statistics are often reviewed in the process of building and fire safety code development or to revise, and to support fire safety programs. Both the U.S. Fire Administration and the National Fire Protection Association request the fire incident report for some specific fires from local fire departments.

2007 Act 75 was enacted on March 12, 2008. Act 75 moved the entire state into reporting electronically. There are several ways to do this, each with advantages and disadvantages. Commerce recommends, however, moving to direct electronic transfer of fire incident reporting to FEMA through NFIRS 5.7. This can be accomplished by several software products or by using the **free software**, Federal Client Tool, which FEMA makes available on their web site. Hazardous material and non-fire incidents can be reported using this system. The Fire Prevention Section staff will help you learn the NFIRS system.

Wisconsin Short Form and Wisconsin Long Form (WFIRS)

This system of reporting fires to Department Of Commerce has been phased out. The Short Form was unique to Wisconsin, and was developed on the recommendations of the Fire Service Legislative Advisory Committee. This system of abbreviated fire incident reports combined with abbreviated casualty reports is not compatible with NFIRS and therefore the fires have not been included in national analyses. While SBD-8568, Wisconsin Fire Incident Report, is still available for internal fire department use on the department's website, it no longer meets the reporting requirements established by 2007 Act 75.

National Fire Incident Reporting System (NFIRS)

The most comprehensive system for fire incident reporting is the National Fire Incident Reporting System (NFIRS). This system incorporates detailed fire, fire service and civilian injury and fatality, and hazardous material reports based on NFPA 901 codes. All fire-related and hazardous material reports may be downloaded directly to the Federal Emergency Management Agency (FEMA), where they are combined with the data from other states for analysis. Only fire information collected at the state level is forwarded to FEMA. The national database is used by a wide assortment of organizations in efforts to reduce the fire problem by "fighting fires with facts." It continues to be used to identify other life/safety problems such as vehicle recalls when they were identified as fire hazards on the NFIRS database. The Consumer Product Safety Commission each year analyzes the NFIRS data to identify other products that pose fire hazards.

Major fire prevention and public education programs have been initiated and justified based upon the national database. Some examples of residential fire problems identified by analysis of NFIRS data include space heater usage in the southeastern U.S. and the increased fire death rate in residences without working smoke detectors. This data prompted additional safety design requirements for space heaters, extensive public education programs, and legislation to require increased fire-safe behavior. These actions should also reduce the number of fire service injuries. Seventy-five percent of fire ground injuries occur at residential fires.

NFIRS reports have many uses at the local level, as well. They provide a standard format for recording information about calls. Data can be readily analyzed and compared to previous year's activities, as well as to state and national averages. You can use this information to justify budget requests, and track the effectiveness of your procedures and fire codes. You can also identify individuals with fire problems, including property owners whose buildings tend to catch on fire (a "flag" for arson) and families in need of additional fire safety education. Most of all, the information contained in this data shows you how your limited resources can be used most effectively. Information about NFIRS 5.7 can be obtained at the NFIRS web site http://www.nfirs.fema.gov/ or by contacting the Commerce Fire Prevention Program.

Legal Custodian of Records

Any officer of a municipality or district is the legal custodian of records and property under his/her responsibility. Records consisting of plan approvals and petitions for variance should be kept as part of the active record for each occupancy. Most records shall be retained for 7 years (s. 19.21 (4)(b)) unless a shorter period has been established by municipal ordinance.

Commerce is required to maintain a record of all fires within the state of Wisconsin. Because the fire chief is a deputy of the Department of Commerce, it is his/her responsibility to collect the respective information and forward it to Commerce. A non-complying chief is in violation of statute and could be subject to litigation or removal from office.

Public sector employers are required to maintain and post records of injuries and job related illnesses per Fire Department Health and Safety Rule - Comm 30.50,
and federal rule 29 CFR 1904.2:

> *(7)(a)Public employers shall maintain records of injuries and illnesses. (7)(b)Public employer shall maintain records of employee exposures to toxic materials and harmful physical agents required by Sub. (3) (adopted OSHA Standards). (7)(c)The employer shall notify The exposed employee of his/her monitoring results, and any corrective action taken. (7)(d)Employer must post a summary of employee's rights and protections required under this section. These records must be maintained for at least 5 years. Representatives of the state and employee representatives must be allowed access to these records.*

A nonprofit corporation which receives more than 50% of its funding from a county or municipality, as defined in ss. 59.001(3) Wis. Stats., and which provides services related to public health or safety to the county or municipality is subject to Wisconsin's open records law (ss. 19.33 to 19.39, Wis. Stats.). Municipalities should have a written procedure documenting how the public can access records during reasonable hours. It should include a requirement for records requests to be in writing with a detailed description of the information requested (at discretion of records custodian), and fee (if any) for copying which can't exceed the direct cost.

Transfer of Records at Termination of Office

Fire chiefs of public sector departments who are elected into office are legal custodians of fire department and the respective municipal records (ss. 19.33 (1) & 19.21(1) Wis. Stats.). When the official leaves office s/he is required to deliver all records and property to the successor, or the municipal clerk on behalf of the successor. If the public official refuses or neglects to deliver the property as required, the successor may make a complaint to any county circuit judge (s 19.22 (1), Stats.). "Record" for these purposes is defined in ss. 19.32 (2), Wis. Stats. Punitive damages may include a fine of $25.00 to $2,000.00 plus civil or criminal penalties and costs.

Fire Prevention Inspection Records

Fire department inspections must comply with all statutory and code requirements including requirements for 2% Fire Dues distribution payment. Inspection records are public records subject to the open records law and must be maintained for seven years.

Each record should indicate:

- Owner name
- Owner address
- Occupant name
- Occupant address
- Occupancy type
- Structural information
- Potential hazards (right-to-know information)
- On-site inspection records;
- Communications regarding the occupancy.

Citation Authority

Our goal is to achieve voluntary compliance with fire prevention rules and regulations. Unfortunately, some individuals will challenge the system. Enforcement of the fire code can be accomplished using either Compliance Orders or Municipal Citations.

Compliance Orders: Compliance orders may be prosecuted by the County District Attorney or referred to Commerce and the Attorney General. They are most useful when the situation is likely to be resolved without prosecution or may be followed up by a municipal citation. Prosecution may be cumbersome and takes time. Detailed information must be collected to make the process complete. Penalties are not fixed and negotiation is common.

Municipal Citations: Municipalities may create citations for ordinance violations (ss. 66.118, Wis. Stats.) A penalty structure is created and fines or even jail time may be imposed. The local district attorney or municipal court prosecutes citations. The DA may modify the penalty up or down. Generally fire prevention citations are preceded by a compliance order. Be sure to check the statutory reference for the information you are required to collect to ensure a complete process and for information about the appeal process. Many municipalities use a format used by law enforcement officers (which asks for birth date, etc.) to collect information. If information cannot be obtained from the responsible party, the WI Department of Transportation can assist.

Fire Limits

Fire limits are a geographical designation that has been in use for many years. Limits were developed to identity areas that pose a high fire risk to the public or a significant challenge to the fire department. Fire limits are created by local ordinance or resolution. State government is not involved in determining if a municipality must designate fire limits or what those designations must be. Designated fire limit areas traditionally consist of older buildings that are not required to have many of the fire resistive elements of more recent codes. Other factors considered in fire limit areas designation include industrial processes, hazardous substance storage, and access provided to the fire department. Areas within designated fire limits require quarterly inspections rather than the standard twice-yearly inspections. Municipalities may abolish or redesign designated fire limits to address problem areas within the community. Fire limit areas should be periodically reviewed.

Fire Inspections In OSHA Regulated Occupancies

The Federal Occupational Safety and Health Administration (OSHA) enforces worker safety codes on private and public sector employers. The agency conducts periodic on-site inspections of the facilities that they govern. OSHA policy (March 10, 1972) clarifies that local fire inspectors have the authority to enter, inspect, and to issue the appropriate corrective orders. This policy agrees that in most states the mandate of the fire marshal or fire inspector is quite broad - to promote fire prevention in order to protect all persons in all types of establishments, facilities, and places of employment.

OSHA policy and ss. 101.14, Wis. Stats., both authorize fire chiefs to make fire prevention inspections and to issue orders to correct conditions liable to cause fire. Although orders may be written using the appropriate Department of Commerce or OSHA violation code reference, local fire inspectors shall not misconstrue or misrepresent themselves as being part of the federal OSHA program. Concerns other than fire prevention related violations should be referred to OSHA.

Crimes Against Public Health And Safety – Fire

Negligent Handling of Burning Material

1) Whoever handles burning material in a highly negligent manner is guilty of a Class A misdemeanor. (ss. 941.10, Wis. Stats.)

(2) Burning material is handled in a highly negligent manner if handled with criminal negligence under ss. 939.25 (reference to criminal negligence) or under circumstances in which the person should realize that a substantial and unreasonable risk of serious damage to another's property is created.

Interfering With Fire Fighting

(ss. 941.12, Wis. Stats.)

1) Whoever intentionally interferes with the proper functioning of a fire alarm system or the lawful efforts of fire fighters to extinguish a fire is guilty of a Class E felony.

2) Whoever tampers with or removes, without authorization, any fire extinguisher, fire hose or any other fire fighting equipment, is guilty of a Class A misdemeanor.

3) Whoever interferes with accessibility of a fire hydrant by piling or dumping material near it without first obtaining permission from the appropriate municipal authority is guilty of a Class C misdemeanor. Every day during which the interference continues constitutes a separate offense.

False Alarms

Whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm or otherwise, is guilty of a Class A misdemeanor. (ss. 941.13, Wis. Stats.)

Obstructing Emergency or Rescue Personnel

Any person who knowingly obstructs any emergency medical personnel (including firefighters) in the performance of duties relating to an emergency or rescue is guilty of Class A misdemeanor. (ss. 941.37 (2), Wis. Stats.)

Following Emergency Vehicles

Emergency vehicles responding to an alarm shall not be followed any closer than 500 feet by unauthorized vehicles, or shall have such parked within one block or 300 feet of the access to the point at which fire apparatus are parked. (ss. 346.90, Wis. Stats.)

Approach of Emergency Vehicle

Upon the approach of any authorized emergency vehicle giving audible signal by siren, any operator of a vehicle shall yield right of way, drive vehicle to right side of roadway and stop and remain standing until emergency vehicle has passed. (ss. 346.19, Wis. Stats.)

Crossing Fire Hose

Unauthorized vehicles shall not cross unprotected fire hose. (ss. 346.91, Wis. Stats.)

Battery To Law Enforcement Officers or Firefighters

It is a Class D felony to intentionally cause bodily harm to a firefighter acting in an official capacity if the person knows or has reason to know the individual is a firefighter. (ss. 940.19 (2), Wis. Stats.)

Good Samaritan Law

Wisconsin's Good Samaritan Law provides a Civil Liability Exemption for Emergency Caregivers. (ss. 895.48 Wis. Stats.)

Recklessly Endangering Safety
Reckless disregard may be a Class D or Class E Felony and may be enforced whenever an individual shows reckless disregard or does not heed the warnings of fire service officials and law enforcement officers to stop the reckless behavior. (ss. 941.30, Wis. Stats.)

Homicide by Negligent Handling of Dangerous Weapon, Explosives, or Fire
Whoever causes the death of another human being by negligent operation or handling of a dangerous weapon, explosives, or fire is guilty of a Class D felony. (ss. 940.08 Wis. Stats.)

Emergency Response With Private Vehicles

The Wisconsin State Statutes explicitly address emergency response by authorized persons using private vehicles. An accident involving a private vehicle responding to an emergency can pose significant liability to the operator, fire department, and municipality.

> *(ss. 340.01 (3) (d) Wis. Stats) Definition: privately owned motor vehicles being used by ... personnel of a full time or part-time fire department or by members of a volunteer fire department while enroute to a fire or on an emergency call pursuant to orders of the chief or other commanding officer.*

Municipality and/or Fire Department Responsibilities
- Establish a policy with a standard operating guideline or resolution that addresses the process of approving emergency response via a private vehicle if such use is not prohibited by other department policy.
- Provide a program to assure responsibility and insure that emergency vehicle operators know the laws relating to operation of emergency vehicles including any policy on use of personal vehicles to respond to emergencies. Have all personnel sign the training form indicating that s/he has received the training and understands the policy and rules.
- Verify that the owner/operator of a private vehicle approved to respond to an emergency has a valid drivers' license and adequate vehicle insurance.
- Give Class 2 notice of intent (under Chapter 985) at least 90 days before equipping the first vehicle with pulsating headlamps. [Note: (ss. 347.25 (1), Wis. Stats.) Police vehicles, fire equipment, and ambulances are authorized to operate with pulsating or flashing high beam headlamps.]

How Insurance Companies May View Emergency Response in Private Vehicles
Many insurance policies written for conventional automobile insurance do not include coverage of private vehicles for emergency response nor do they recognize them as authorized emergency response vehicles.

Cause and Determination of Fires

All fires shall be investigated to determine their cause and origin. If it is determined that the cause was of incendiary origin, the state fire marshal shall be notified. (ss. 165.55, Wis. Stats.)

> *165.55 Arson investigation (1) The chief of the fire department or company of every city, village, or town in which a fire department or company exists, and where no fire department or company exists, the mayor, village president or town clerk shall investigate or cause to be investigated the cause, origin and circumstances or every fire occurring in his city, village, or town when the damage exceeds $500. Where any investigation discloses that the fire may be of incendiary origin, he shall report the same to the state fire marshal.*

Division of Criminal Investigation - Arson Bureau/State Fire Marshall's Office
The Arson Bureau's primary mission is to provide police and fire officials with investigative assistance on fire and explosions suspected to be of incendiary origin; and fires resulting in fatality. The bureau provides training in all aspects of fire, arson, and explosion investigation, to fire or law enforcement agencies. See appendix for additional information.

The Arson Bureau in conducting investigations uses the following priority system.
1) Fires and explosions involving publicly owned buildings, which are not obviously accidental.
2) Fatal fires or explosions in which unlawful activity is known or suspected.
3) Large fires in which arson is suspected.
4) Multiple fires involving different buildings in the same general area and occurring at about the same time.
5) Arson fires in which insurance fraud is suspected.
6) Fatal fires or explosions - cause undetermined at the time of request for assistance.
7) Smaller fires which are definitely arson.
8) Minor fires believed to be set by juveniles.
9) Fires of undetermined origin.

Police Powers of the Fire Chief

The fire chief is granted, by statute, limited police powers to protect the life and health of the public, determine the cause of fire, and conduct emergency operations. Additional or more specific authority may be rendered through a local ordinance.

Powers Include:
- Inspection Warrants (ss 66.122, 66.123, 165.10, and 755.045, Wis. Stats.) Any state, county, city, village, or town officer, agent or employee charged under statutes or municipal ordinance with powers or duties involving inspection. A municipal judge may issue such warrants. When there is no time to secure a warrant, such as for investigations that occur during and immediately after a fire, or for searches of public buildings open to the public, a warrant is not required.
- Information On Fire Loss (S 165.55 (14), Wis. Stats.) Require an insurer to furnish any information in its possession specifically relating to fire loss.
- Evacuate neighborhood and command needful assistance for the suppression of fires.
- Enter Property Or Premises (ss. 213.095, Wis. Stats.) while in the act of fire suppression or rendering Emergency Medical Services (EMS.)
- Declare Activities To Be Hazardous And Order Activities To Cease Or Be Corrected (ss. 101.14(1)&(2), Wis. Stats) Where activities are related to the cause of fire, or infringe on life safety in the event of fire.

Razing of Dilapidated Buildings

Local municipalities may initiate correction and upgrade of the deficiencies found in dilapidated buildings or raze the structure. The statute (ss 66.05, Wis. Stats.) contains an equation by which the building may be classified as a "public nuisance" if the cost of repair exceeds the value of the property.

Municipalities have several options to remedy the problem. They may, through the circuit court, appoint a receiver to manage the property as corrections are being made or to sell the property; raze the structure; or contract to have the structure razed. All cost of these actions can be charged against the real estate value.

Emergency Protective Placement

A sheriff, police officer, or firefighter may make an emergency protective placement of an individual. (ss. 55.06 (11) (a), Wis. Stats.) A determination must first be made that the individual is likely to suffer irreparable injury or death or present a substantial risk of serious physical harm to others as a result of developmental disability, infirmities of aging, chronic mental illness or other incapacity. The person making the emergency protective placement must prepare a statement outlining the facts considered in the determination and is immune from liability for actions performed in good faith.

Fire Numbers - Rural Numbering

Rural numbering systems are vital to emergency responders who rely on these sequential numbering systems to aid them in locating buildings and specific tracts of land within a township. The primary authority (ss. 39.07 (65), Wis. Stats.) to establish a rural numbering system (streets, roads, and property) belongs to the county. Counties may elect to carry out the responsibility themselves or work with the respective township to establish requirements such as sign design and placement. These requirements must be specified in an ordinance.

Wisconsin Smoke Detector Regulations

Wisconsin has been a proactive state in the implementation of smoke detector regulations. All residential living units of any type, apartment, trailer home, single family, multi-family, must have working smoke detectors. Since April 1, 1992, all new construction under the uniform dwelling code (Comm 21) must have "hard-wired" smoke detectors that are interconnected so that the activation of one smoke detector will activate all others.

- One and two family dwellings -- Fire inspectors may, with permission of the owner or renter, issue orders necessary to ensure compliance with smoke detector regulations. (ss. 101.145 (6), Wis. Stats.)
- Commercial residential occupancies -- During routine fire prevention inspections of commercial residential occupancies, the fire inspector focuses on common public areas. Fire inspectors cannot initiate the inspection of a living unit unless the owner or renter requests it. In this case, inspection of a multi-family interior living unit for compliance with the smoke detector regulations is provided for by statute (ss. 101.645 (4), Wis. Stats.)

We encourage the creation of local ordinance to provide a local mechanism for enforcement. Enforcement under the state code should be directed to the local district attorney. The following regulations address the application of smoke detectors:

- 1 & 2 Family Residential Dwellings (ss. 101.645, Wis. Stats.)
- Multi-family Dwellings (ss. 101.145, Wis. Stats.)
- Schools, health care & correctional facilities, day care facilities, and community based residential facilities (CBRF) (ss. 50.035, Wis. Stats.)

Dry Hydrant Systems

Dry hydrants are a non pressurized pipe system permanently installed in existing bodies of water that provide a ready means of suction supply to fire department tankers. Dry hydrant systems must be well planned and designed. Department of Natural Resources permits (including land use permits) are required prior to installing a dry hydrant. The DNR has published *A Guide To Planning and Installing Dry Fire Hydrants*, Pub-FR-044. Contact your DNR District Office for additional information and permits. **www.dnr.state.wi.us/org/land/forestry/fire/firedept.htm**

Street Hydrant Systems

The Wisconsin Administrative Code (NR 111.72 -.7) does not include specific requirements for or directions on placement of hydrants. Although this criteria is not required, municipalities are encouraged to develop local ordinances defining the requirement for hydrant placement. NFPA 1142 on water distribution systems is an excellent reference source. References to hydraulic requirements, if hydrants are installed, is regulated by the Department of Natural Resources portion of the Administrative Code which states:

> *Hydrants shall be provided at each street intersection and at intermediate points between intersections as recommended by the insurance services office of Wisconsin. Generally hydrant spacing may range from 350 to 600 feet depending on the area being served.*

As a general rule, hydrant spacing should not exceed 600 ft. between hydrants, 500 ft. is common. Built-up areas and high hazard areas will dictate a reduced spacing. Hydrants are normally placed as close to the street as possible and at least 50 feet from buildings. The setback from buildings should he such that the hydrant will be beyond the area bearing a wall collapse, and where firefighters are not likely to be driven away by heat or smoke.

Hydrants placed in areas subject to vehicle traffic must be protected against damage and collision. Hydrants should be set so that the hose connections are at least 18 inches above grade. Additionally, fire departments may find NFPA 1 (2006 edition) Chapter 18 helpful in evaluating water supply.

Fireworks And Explosives

Who Regulates Fireworks In Wisconsin?

Federal and state laws regulate fireworks. Wisconsin law does not ban all fireworks, however, it restricts the use of fireworks and allows local municipalities to issue "use permits" to major groups. Not all fireworks require permits. Generally, class "C" or higher fireworks are only legal when purchased by such a group with a use permit issued by a municipality. Municipalities are statutorily authorized to adopt local ordinances that place additional restrictions on the use of fireworks. A city, village or town may enact an ordinance that is more restrictive than state law. County fireworks ordinances do not apply and may not be enforced in any city, village or town.

Fireworks Use Permits

Items that explode, leave the ground or shoot a projectile ("go up or blow up") cannot be sold without a permit from the local municipality (City, Village or Town).

Who Can Issue A Permit?

Authorization to issue permits is only granted to municipal officials or their designees (such as the police chief, fire chief, or fire prevention bureau). All permits issued by other persons or organizations are not valid. Officials issuing permits may require an indemnity bond for any and all claims.

Who Can Receive A Permit?

- public authority
- fair association
- amusement park
- park board
- civic organization
- group of individuals
- agricultural producer (protection of crops)

What Type Of Fireworks Do Not Require A Permit?

Fireworks that fall under the definition of federal explosive code (49 CFR 173.50 Div 1.4) may be sold and used without a permit. Essentially fireworks which present a minor explosion hazard and which are not expected to produce projection of fragments of appreciable size or range; and those where an external fire does not cause virtually instantaneous explosion of almost the entire contents of the package do not require a permit.

The Following Items May Be Sold Without A Permit

- caps, toy snakes, sparklers
- toy snakes, smoke bombs
- model rocket engines
- party poppers
- cone fountains 75 grams total weight
- cylindrical fountains
- fountains may have 1 or more tubes if within federal limits on grains of powder
- sparklers (wire or wood up to 36") may produce audible & visible effects
- fuseless devices(snaps) may contain up to ¼ grain of explosive mixture.

What Are Fireworks?

(ss. 167.10, Wis. Stats.) Fuel, firearm cartridges, matches, and caps are not fireworks. *Fireworks are anything manufactured, processed or packaged for exploding, emitting sparks or combustion, which does not have another common use.*

Storage And Handling of Fireworks:

(ss. 167.10 (6)(a)-(e), Wis. Stats.)

ss. 167.10(6)v(a) No wholesaler, dealer or jobber may store or handle fireworks in premises unless the premises are equipped with fire extinguishers approved by the fire official of the municipality where the extinguishers are located.

- Not within 50 feet of a dwelling, public assembly or where gasoline or volatile liquids are dispensed in quantities greater than 1 gallon.
- No smoking is allowed in a fireworks storage area.
- Fire officials shall be notified of all storage of fireworks.

Operation of the Fireworks Display:

Site selection, display setup, firing, site safety, handling ignition failures, and operator qualifications should all follow NFPA 1123 and NFPA 1126. Local ordinances and permits should include a requirement that the operators of the fireworks display follow the provisions of NFPA 1123 and maintain a copy of the standard on site. For fireworks displays in front of proximate audiences use NFPA 1126.

Transportation Of Fireworks:

- Out-of-state and in-state shipping must conform to federal regulations (CFR 194.01) for common motor carriers, contract carriers or private motor carriers.
- Any vehicle transporting fireworks, regardless of class, may stay without permit within any city, village or town for up to twelve hours.
- No city, village or town may enact an ordinance that prohibits the transportation through that municipality of any quantity of fireworks for which the wholesaler or retailer has a permit from another city, village or town.

Miscellaneous Enforcement Issues

- Municipal law enforcement officials have authority to enforce violations of sale, use, or storage and handling. Violations are prosecuted in circuit court. Fireworks involved in violations shall be seized and held until conviction
- The Department of Commerce licenses and inspects fireworks manufacturers and makes rules to establish safety standards.
- Wholesale jobbers may sell to out of state residents, to Wisconsin residents or to a group if the purchaser has a valid permit.
- Parents, guardians, foster parents and group homes are held liable for acts of minors causing damage if they consent to the minor's use of fireworks.
- Fireworks seized for violations of ss 167.10 shall be returned to the owner if the prosecution does not result in a conviction.
- Municipal fire and law enforcement personnel shall be notified of the proposed use of fireworks at least 2 days prior to use.

How Are Explosives Classified?

The U. S. Dept. Of Transportation classifies explosives as follows:

- Division 1.1 EXPLOSIVES:
  Possessing detonating or otherwise maximum hazard, such as dynamite, desensitized nitroglycerin, lead azide, fulminate of mercury, black powder, blasting caps and detonating primers.
- Division 1.2 EXPLOSIVES:
  Possessing flammability hazards, such as propellants, including some smokeless propellants and photographic flash powders. (Most public display fireworks are class B explosives)
- Division 1.4 EXPLOSIVES:
  Includes certain manufactured articles which contain class a or class b explosives, or both, as components, but in restricted quantities.
- Division 1.5 Blasting Agents:
  Possessing minimal accidental explosion hazard.

Disposal of Explosives, Blasting Agents and Fireworks:

- Safety -- All explosives, blasting agents and fireworks of unknown history or exposure should be considered dangerous. They may be sensitive to movement, friction, and other influences.
- Mutual Aid For Explosive Disposal -- The Explosive Ordinance Disposal Units (Bomb Squads) of the Brown County Sheriff's Department, the Dane County Sheriff's Department and the Milwaukee County Sheriff's Department will provide mutual aid explosive ordinance disposal assistance to other state law public safety agencies. Requests must be via email, fax or similar device from a law enforcement agency to the respective EOD unit.

Emergency Planning and Community Right to Know

The federal "right to know" law (EPCRA - 40 CFR 311 & 312) authorizes fire departments with jurisdiction over a facility to request the owner or operator of that facility to file a hazardous substance inventory form. The owner or operator of the facility must allow the fire department to conduct an on-site inspection of the facility and shall provide the fire department the specific locations of all hazardous substances at the facility.

Superfund Amendments and Reauthorization Act of 1986 - SARA Title I & Title III
This series of federal rules provide for the safety of industry employees and emergency responders when working with hazardous substances and responding to accidental releases. The rules initiated employee right-to-know and community right-to-know programs, and direct specific training requirements for emergency responders. Firefighters have traditionally been the emergency responders to Haz-mat incidents; however, they often lacked hazardous material training and the knowledge of what materials are stored at specific locations. All firefighters are required to have, at a minimum, the Operations Level hazardous material incident response training. Advanced level training may be required depending on the type of response that the firefighter may encounter. Training is offered through the Wisconsin Technical College System (WTCS).

Spill Prevention Control and Countermeasure (SPCC) Plan
Facilities which store petroleum substances must prepare an emergency action plan to prevent the discharge of oils into the waters of the United States. In the event of a catastrophic release, the emergency response plan should include the dispatch of the fire department. (40 CFR 112)

This requirement applies to facilities, which due to their location, could reasonably expect spilled oil to reach protected waters of the United States. The owner/operator is responsible for determining if their facility is in this category. Owners and operators are responsible for any oil reaching a sewer line that is eventually discharged, directly or indirectly, into navigable waters. Any facility normally attended at least eight hours per day must have a complete copy of the SPCC plan on site. If the facility is attended less than eight hours per day, the plan must be maintained at the nearest field office.

SPCC Plan requirements apply to facilities with:
- Aboveground storage capacity of single container in excess of 660 gallons
- Aggregate storage capacity greater than 1,320 gallons (not necessarily in tanks)
- Total below ground storage capacity greater than 42,000 gallons.

General Liability Exclusions For Fire Departments

Wisconsin State Statutes provide considerable protection against liability to fire departments. Chapter 213 fire departments (see page 12) have the greatest amount of protection. A specific procedure for notifying and filing a liable claim against a fire department for operational activities and negligent fire inspection activities can be found in the statutes (ss. 893.80, Wis. Stats.)
- Awards for negligence in operational activities shall not exceed $50,000, and those against volunteer fire companies organized under Chapter 213 shall not exceed $25,000.
- Maximum amount recoverable in a claim resulting from an accident caused by the operation of a municipal owned motor vehicle is restricted to $250,000. (ss. 345.05(3), Wis. Stats.)
- Good Samaritan Law (ss. 895.48 Wis. Stats.) Designed to provide civil liability protection for the untrained responder, who, in a good faith effort attempts to provide care or remedy at the scene of an accident or emergency. Many circumstances such as level of training, department protocol, job description, and payroll status, will influence how this law applies to volunteer firefighters. Check with your municipal corporate counsel.

State Certification Of First Responders

Prior to conducting any First Responder activities, individuals must obtain a First Responder certification from the Wisconsin Division of Health. (ss. 146.30(8) Wis. Stats.)

Fire Department Health & Safety Rule

Public employees must be protected by health and safety rules equivalent to that provided through the OSHA rules for the private sector. (ss. 101.055, Wis. Stats., Ch. Comm 30)

The scope of COMM. 30 is limited to public sector fire departments and individual firefighter activities associated with structural fire fighting. It does not apply to hazardous material response teams or to firefighters conducting crash/fire/rescue (CFR) activities. Employers must make adequate training, equipment and other safeguards available to protect the health and safety of the firefighter. Private sector fire departments must comply with specific OSHA fire brigade regulations.

Public Employee Blood Borne Pathogens Standard

The Public Employee Blood Borne Pathogens Standard (29 CFR 1910.1030) requires the employer to prepare a written exposure control plan. The Blood Borne Pathogens Exposure Control Plan is the employer's written policy relating to the control of infectious disease hazards. This plan must:

- Evaluate routine tasks and procedures in the workplace that involve blood or potentially infectious materials;
- Identify workers performing such tasks; and
- Use a variety of methods to reduce the risk of exposure, including:
  - exposure determination
  - control methods
  - engineering controls
  - work practice controls
  - tags, labels, and bags
  - laundry practices
  - record-keeping
  - training and education of employees
  - post-exposure evaluation and follow-up
  - housekeeping practices
  - personal protective equipment
  - infectious waste disposal
  - universal precautions
  - HBV vaccination

Traffic Control Strategies

Fire departments should work with local law enforcement department to have written traffic control strategies as part of their Standard Operating Guidelines (SOGs). FEMA FA 197, Developing Effective Standard Operating Procedures For Fire & EMS departments is a good guideline to give fire department and law enforcement staff clear guidance to avoid controversy over traffic control and equipment placement at the scene of an emergency. Another reference is NFPA 1551 6:4.7.1 and 6:44.7.2) Standard on Fire Department Occupational Safety and Health Programs directs that apparatus placement and associated markings shall be used to protect personnel working at the scene. Incorporation of this standard in fire department SOGs may prevent injury or death due to inadequate traffic control.

Firefighter Injury Or Death

Fire Department Funeral Ceremony
A comprehensive guide and checklist for honoring fire department members upon their death, whether in the line of duty or of other causes, can be found in *Appendix E.*

Worker's Compensation

Firefighters are provided some financial protection against loss of income if injured on the job (ss. 102.04 (1) and 102.07 (7), Wis. Stats.) The state worker's compensation act includes firefighters employed on a part-time or on-call basis and volunteers of Ch. 213 fire departments or emergency management unit

Disability Compensation

Firefighters participating in the Wisconsin Retirement Program may be eligible for duty disability compensation for injury or disease (ss. 40.63, Wis. Stats. and ss. 891.43, Wis. Stats.), if the cause occurs while performing his/her duty. Contact the Department of Employee Trust Funds by mail at: P.O. Box 7931, Madison, WI 53707-7931, by phone at: (877) 533-5020, or on the web at: http://etf.wi.gov/.

Tuition Exemption For Children Of Firefighters Killed In The Line Of Duty
(ss. 20.285 (1)(bm), 20.292(1)(am), 36.27 (3m), and 28.24 (5), Wis. Stats.)
Wisconsin has a tuition waiver program for children whose parents were firefighters killed in the line of duty. Tuition waivers apply to resident undergraduate tuition at the University of Wisconsin and the Wisconsin Technical College System (WTCS). To qualify for this program, the applicant's parent must have been a firefighter who was killed in the line of duty prior to the child attaining age twenty one. The resident undergraduate tuition waiver remains in place until either 1) a sufficient number of credits are completed to satisfy the requirements for a bachelor's degree in the student's major course of study; or 2) five consecutive years have passed, whichever happens first.

In addition, the Federal Bureau of Justice Assistance has a program to provide funding to defray educational costs for eligible survivors of public safety officers permanently and totally disabled or killed in the line of duty. Information about this program can be found on their web site at http://www.ncjrs.org/pdffiles1/bja/fs000270.pdf; or at:

Public Safety Officers' Benefit Program
Bureau of Justice Assistance
810 Seventh Street, NW
Washington, D.C. 20531

The Public Safety Officers Benefit Program (PSOB)

PSOB (*see Appendix E*) is a federally administered firefighter death benefit program created by Congress to provide a one time lump sum payment to police officers and volunteer and career firefighters who are permanently and totally disabled in the line of duty. Payment may also be made to family of a police officer or firefighter killed in the line of duty. As of January 2002, the death benefit amount was $250,000. The amount is adjusted yearly with the Consumer Price Index. A person receiving the disability benefit is not eligible for the death benefit if he/she dies from the injury. For more information visit their web site at http://www.firehero.org/INDEX1.ASP?LOB=106; contact (888) 744-6513 or (800) 421-6770 or write:

Public Safety Officers' Benefit Program
Bureau of Justice Assistance
810 Seventh Street, NW
Washington, D.C. 20531

To obtain a publication called *Public Safety Officer's Death Benefit Program*, contact the National Volunteer Fire Council (NVFC) Resource Center at the address and phone number below. Copies of this publication are available at reduced prices for NVFC members.

National Volunteer Fire Council (NVFC)
1050 17th Street, NW, Suite 490
Washington, DC 20036
Phone: (202) 887-5700
www.nvfc.org

State Administered Public Safety Officer Death Benefit Program

A special benefit under the Worker's Compensation Act is provided for firefighters killed in the line of duty. The death must be a direct result of employment. The benefits are available for the family of a firefighter killed while responding to or operating at an emergency. However, no benefits are available to the family of a firefighter participating in fund raising, social or promotional activities. (ss. 102.46 and 102.47, Stats.) For more information contact the Department of Workforce Development, Worker's Compensation office at (608) 266-1340.

Funding Sources

Taxes or Fees for Service

In the absence of a municipal ordinance specifying otherwise, insurance companies are reluctant to compensate the local fire department or municipality for costs incurred beyond those associated with routine fire suppression. A resolution or ordinance directing that extra-ordinary costs be billed to the responsible party may protect the municipality from having to absorb the costs. Permits and the associated permit fees for services cannot be arbitrarily created without municipal action. Charges for services must be supported by local ordinance or state code.

Town Boards may procure money to provide fire protection to the town through application of any one of the four means listed below, or a combination of the three fees/taxes.

1. Appropriate money to pay for fire protection in the town; or
2. Charge property owners a fee for the cost of fire protection provided to their property according to a written schedule established by the town board; and/or

3. Levy taxes on the entire town to pay for fire protection; and/or
4. Levy taxes on individual properties served by a particular source of fire protection, to support the source of that protection.

2% Fire Dues

The history of the 2% Fire Dues distribution goes back to 1870, when the Wisconsin Statutes required that all insurers contribute a percentage of their fire insurance premium to the local municipality to support the purchase of fire equipment. This concept continued with periodic modifications of the program. Today, the 2% Dues Program is supported by 2% of all premiums for fire insurance written on Wisconsin commercial and residential properties. Each year, insurers are required to report and pay the dues to the Office of the Commissioner of Insurance (OCI.) In the mid 1970s fire department inspection programs became part of the 2% Dues qualifications. **(ss.** 60.55 (2), Wis. Stats.)

Distribution of the Funds

- About $650,000 annually is distributed to the Department of Commerce Fire Prevention Section to administer the Fire Dues Program. Commerce 2% activities include fire inspector training and other support to fire departments across the state.
- About $784,000 annually is distributed to the Wisconsin Technical College System Board for firefighter training.
- The rest of the money is distributed to municipalities based on the ranking of the municipality's "equal value of improvements" in relation to that of the other qualifying municipalities.
- Funds available for distribution in August 2003 were approximately $13.5 million. Of that amount more than $12 million was distributed to municipalities for fire prevention and protection

Municipal Distribution Equation

If the subject municipality's equal value of improvements is equal to .5% of the total of all qualifying municipalities, the subject municipality will receive .5% of the total amount of money available for distribution. The distribution is also related to growth. Municipalities experiencing growth, especially in the commercial sector, will continue to increase their share of the distribution. A municipality must maintain a growth rate equal to that of the growth rate of the state to maintain the same amount that was received the previous year. If the state experiences a growth rate of 10% from the previous year, the municipality must also experience a 10% rate of growth to the adjusted valuation of real estate improvements in their communities.

2% Dues Fire Department Audits

Prior to 2002, fire departments also had to prove eligibility for these funds through self and on-site audits of their fire programs. Audits were suspended in 2002 in accordance with 2001 Act 16 (state budget) and were reinstated in a revised format in January 2006. For questions on the audit process contact your local State of Wisconsin Department of Commerce Fire Prevention Coordinator.

Use of the 2% Dues Distribution

Municipalities are required to use the funds provided for from the 2% Fire Dues in a prescribed manner. Only four categories of expenditures are allowable.

1. Direct purchase of fire protection equipment Although 2% funds can be used to purchase fire protection equipment, the use of these funds to support equipment maintenance, vehicle fuel or vehicle insurance is not allowed.
2. Fire inspection, prevention and public education Municipalities may use the 2% funds for salary, benefits, travel expenses, reference books and support material incurred in the process of conducting occupancy inspections and public fire prevention education activities. 2% dues funds are not to be used for fire suppression wages, building maintenance or building and personal property insurance.
3. Fire inspection-related training (ss. 101.14, Wis. Stats.)
4. Fund firefighter's pension programs. 2% Dues funds may be used to fund firefighter's pension programs, but the municipality must provide for continuation pension fund if the 2% distribution is interrupted or reduced. Deferred income or insurance programs are not acceptable substitutes and may not be paid from 2% funds.

WI Department of Natural Resources Assistance Program

Forest Fire Protection (FFP)
This grant program is also available to Wisconsin Fire Organizations who have an executed fire suppression agreement with the DNR to fight fires on DNR lands and to Wisconsin County/Area Fire Organizations if a majority of the fire department members serve organized forest fire control areas designated by the Department. The number one priority funding category of the FFP program is the funding of Personal Protective Equipment followed by forest fire training, forest fire prevention, fire suppression tools/dry hydrants, communications equipment, mapping, and last, vehicles. The code that governs this program is NR 47, Wis. Admin. Code, subchapters I and VIII.

The FFP program provides grant funding for the purchase of the following categories:
www.dnr.wi.gov/org/caer/cfa/LR/ffp/grants.html

- Personal Protective Equipment, must meet NFPA 1977 Standards (Structural gear (e.g., SCBA) is ineligible)
- Forest Fire Training
- Forest Fire Prevention Materials
- Forest fire suppression tools, equipment, supplies and materials; and dry hydrants;
- Communication equipment for forest fire suppression or protection;
- Mapping, rural numbering systems or direction/location devices such as GPS
- Off-road all-wheel drive vehicles of ½ to 5 ton capacity, excluding ATVs. The purchase of vehicles **IS** eligible under this grant program for **individual fire departments only**.

Applications for this program are mailed in April to fire departments that have executed fire suppression agreements with the DNR and to county/area fire organizations statewide. The application deadline for this program is July 1 of each year. The maximum grant award for the FFP program for individual fire departments is $10,000, which means a fire department's project would total at least $20,000 in grant-eligible project costs. The minimum grant award for the FFP program for individual fire departments is $750, which means a fire department's project would total at least $1,500 in grant-eligible project costs. For county/area fire organizations, the maximum grant award is $25,000; the minimum grant award is $5,000.

Insurance Services Office (ISO)

The Insurance Services Office http://www.iso.com/ is a private agency supported by the insurance industry and other members for the purpose of establishing Public Protection Classifications, which are one of many elements used to develop fire insurance rates for individual properties. The ISO maintains a schedule that reflects the major elements of a municipality's fire department and fire suppression system, which includes the water supply. The schedule involves 10 classifications from 1 (the best) to 10 (the least protected). The rating schedule is primarily used to determine a basis for commercial fire insurance premiums but, some companies also use the rating to create differentials in residential premiums. See appendix for further information.

State Of Wisconsin Payments For Municipal Services

Many Wisconsin municipalities provide fire protection, emergency medical service and law enforcement to protect state-owned facilities, employees working in those facilities, and public visitors to the facilities. Since state-owned property is excluded from property taxes, the State of Wisconsin has established a program to compensate municipalities that do not have a special charge or user fee for such services. The compensation is provided through a predetermined yearly payment rather than through individual billings for services. For more information contact:

Department of Revenue
Payments for Municipal Services
2135 Rimrock Road
P.O. Box 8933
Madison, WI 53707-8933
Phone: (608) 266-8618

Reimbursement For Fire Fighting On Federal Property

Fire departments that respond and fight fires on property owned by the federal government may apply for reimbursement of direct losses and expenses over and above normal operating expenses per federal regulations (44 CFR 151). There are no limits on reimbursement, however, all claims must be accompanied by sufficient supporting data to prove expenses and losses incurred on the property and in the amount claimed. The claim must be filed in writing, within 90 days to:

Director, U.S. Fire Administration
FEMA
Edward Hall
16823 South Seton Avenue
Emmitsburg, MD 21727.

Billing of Fire Protection Costs to Tax Exempt Properties

Municipalities may be developed to recover costs of service (e.g. production, storage, transmission, sale and delivery or furnishing of water for public fire protection purposes) to tax exempt properties. Such fees may be assessed in the water utility bill. (ss.196.03(3)(b), Wis. Stats.)

Federal Assistance Programs For The Fire Service

The federal government makes assistance programs available to many fire departments. For a complete listing we recommend you contact the U.S. Fire Administration and ask for Federal Domestic Assistance Information

Director, U.S. Fire Administration
FEMA
Edward Hall
16823 South Seton Avenue
Emmitsburg, MD 21727.
Phone: (800) 238-3358

Examples Of Federal Assistance Programs:

Community Development Block Grants (CDBG)

Grants are available through the Department of Housing and Urban Development (HUD) to construct new fire protection facilities. Applications may be obtained by contacting a local governmental official and can be made directly to the community. Local officials may also petition the Wisconsin Department of Commerce to provide CDBG funding.

Reimbursement For Expenses of Hazardous Material Response

Local governments have the authority to pass an ordinance allowing them to bill responsible parties for reasonable and necessary expenses incurred in the response to discharges of hazardous substances. (ss. 166.22, Wis. Stats.)

Wisconsin Federal Surplus Property Program

Fire departments are eligible to acquire equipment and supplies through the Federal Surplus Property program. When the federal government no longer has a need for supplies and equipment, they declare them as surplus and make them available to local governments. Items available through this program may include compressors, trucks, pumps, generators, forklifts, rough terrain vehicles, machine tools, office equipment and more. Items can be viewed on the website or in person at the Federal Surplus Distribution Center. Before you can obtain any of these items, a determination of eligibility must be made. Call or write for an application.

Wisconsin Division Of Federal Property
One Foundation Circle
Waunakee, Wisconsin, 53597-8914
Phone: (608) 849-2449
Fax: (608) 849-2468
www.wtcsf.tec.wi.us/federal/

Emergency Medical Services (EMS) Funding Assistance And Outreach Grants

Emergency Medical Services Funding Assistance Program (EMS-FAP) provides assistance to local EMS units. Applications are generally to be submitted to the program by November of each year. More information may be obtained by calling the EMS Section at (608) 267-7147

The Office of Rural Health Policy in the US Department of Health and Human Services provides grants for projects that demonstrate innovative ways of delivering essential health services in rural areas. Grants under this program must capitalize on existing local resources generally by forming a consortium of three or more health care providers to carry out the project. Traditionally, emergency medical service is an area that has been targeted for funding by this program. Contact:

Office of Rural Health Policy
Health Resources and Services Administration
5600 Fishers Lane, 9A-55
Rockville, MD 20857
Phone: (301) 443-0835
Fax: (301) 443-2803
www.ruralhealth.hrsa.gov

Reimbursement For Fire Calls On Highways

Municipalities

Can legally recover some costs for the response to fires on or along county, state or federal highways. First the municipality must make an attempt to recover the costs from the responsible party. Once the city, village or town has submitted written proof of reasonable efforts to collect the cost from the responsible party, they may submit bills for services to the state, or to the county. If the town is successful collecting from the responsible party, any amount they collect that is for expenses already reimbursed from the state must be remitted to the state or county.

Reimbursement to Cities, Villages, and Towns

The county in which the vehicle fire was located must reimburse the town up to $200 for costs for each response to a vehicle fire on a county trunk highway, unless the fire call was on a portion of highway maintained by the Wisconsin Department of Transportation (WDOT). The Wisconsin Department of Transportation shall reimburse the City, Village or Town up to $500 for costs on highways maintained by WDOT. [Note: Reimbursement from the county is for vehicle fires only, while reimbursement from WDOT is for any fire call involving extinguishing of fires, flushing gasoline from highway and use of extrication equipment.]

The Division of Business Management, Bureau of Financial Services, (608) 266-8376, manages the WDOT reimbursement program. You can also call the Division of Transportation Infrastructure Development, Bureau of Highway Operations at (608) 266-7594.

Firefighter Retirement Programs

Volunteer fire departments regularly inquire about the mechanics establishing a retirement program. Federal rules limit the options available volunteers. IRS rule 1.415-6, states that a pension cannot exceed wages. If volunteer firefighters are not being compensated as wages, they cannot he supported through a pension fund.

The State of Wisconsin has implemented its own Length of Service Award Program (LOSA) for volunteer fire fighters and emergency medical technicians.

Length of Service Award Program (LOSA):

Created by 1999 Wisconsin Act 105, LOSA operates under the direction of a eight-member board, appointed by the Governor. The program's purpose is to assist municipalities in retaining volunteer fire fighters and emergency medical technicians by establishing a tax-deferred benefit program for volunteer fire fighters and emergency medical technicians.

Municipalities participating in the program must approve a resolution and work with an approved vendor to provide services. The program matches up to $257 per year of service to the municipality. At retirement, each fire fighter with over twenty years of service would collect the amount in his or her account. Those with over ten years experience would collect a portion of the amount in their account.

Additional program information can be found by doing a web search for LOSA at www.wisconsin.gov. Or you can e-mail Terri.Lenz@doa.state.wi.us or call (608) 261-6580..

Private Sector Programs:
Programs offered by private sector organizations are also available. The National Fire and Police Pension Fund Association (NFPPFA) has developed an excellent twenty-six page reference book titled *HANDBOOK ON RECRUITING AND RETAINING VOLUNTEERS* which contains ideas on incentives, point systems, awards, etc.

Two organizations that provide pension policies to the fire service are:

Volunteer Fireman's Insurance Svcs, Inc.
P.O. Box 2726
York, PA 17405
(NFPPFA is underwritten by the
Vol. Fireman's lns. Svc, Inc.)

National Fire and Police Pension Fund
Association (NFPPFA)
P.O. Box 2726
York, PA 17404

Wisconsin Fire Sprinkler Contractor Requirements

All maintenance, testing, or installation of fire sprinkler systems in the state must be conducted by individuals who are licensed with Department of Commerce. Applicable licenses are: automatic fire sprinkler apprentice, automatic fire sprinkler journeyman, fire sprinkler fitter maintenance, and automatic fire sprinkler contractor.

Exception: The weekly, monthly or semiannual inspection and testing of: sprinkler alarm equipment including fire pumps, valves, or appurtenances; the refilling of storage and pressure tanks; or the replacement of automatic fire sprinkler heads under emergency conditions may be conducted by non-credentialed individuals.

APPENDICES

APPENDIX A

WISCONSIN AND NATIONAL FIRE SERVICE ORGANIZATIONS

Wisconsin State Fire Chiefs Assoc.
Len Vander Wyst, Exec. Dir.
1533 Fallow Drive
Neenah, WI 54956
(800) 375-5886
www.wscfa.com

Wisconsin Fire Inspector's Assoc.
P.O. Box 13405
Green Bay, WI 54307-3405
www.fireinspectorsassociation.com

Wisconsin Firefighters Assoc.
P.O. Box 126
Durand, WI 554736-0126
(800) 588-2989
www.wi-state-firefighters.org

Wisconsin Chapter - International Assoc. of Arson Investigator's
P.O. Box 389
Sun Prairie, WI 53590
(608) 825-1967
www.wiiaai.com

International Assoc. of Firefighters
1750 New York Avenue, NW
Washington, D.C. 20006
(202) 737-8484
www.iaff.org

Wisconsin Assoc. of Hazardous Materials Responders, Inc. (WAHMR)
3144 Catur Lane
Eau Claire, WI 54701
www.wahmr.org

National Assoc. of State Fire Marshals (NASFM)
1319 F. Street, N.W., Suite 301
Washington, D.C. 20004
www.firemarshals.org

International Assoc. of Black Professional Fire Fighters (IABPFF)
1020 North Taylor Avenue
St. Louis, Missouri 63113
(314) 652-7107
iabpff.org

International Assoc. of Fire Chiefs
4025 Fair Ridge Drive
Fairfax, VA., 22033-2868
(703) 273-0911
www.iafc.org

International Soc. of Fire Service Instructors (ISFSI)
P.O. Box 2320
Stafford, VA 22555-2320
(800) 435-0005
www.isfsi.org

National Volunteer Fire Council (NVFC)
1050 17th Street, NW, Suite 490
Washington, DC 20036
(202) 887-5700
www.nvfc.org

Congressional Fire Services Institute
900 Second Street, NE
Suite 303
Washington, DC 20002
(202) 371-1277
http://www.cfsi.org/

Soc. of Fire Protection Engineers
7315 Wisconsin Avenue, Suite 1225 W
Bethesda, MD 20814
(301) 718-2910
www.sfpe.org

Women In The Fire Service, Inc.
P.O. Box 5446
Madison, WI 53705
(608) 233-4768
www.wfsi.org

Professional Firefighters of Wisconsin
7 North Pinckney St. Suite 135
Madison, WI 53703-2840
(608)251-5832
www.pffw.org

APPENDIX B
FIRE SERVICE INFORMATIONAL RESOURCES

Public Education Support Material

National SAFE KIDS Campaign
1301 Pennsylvania Avenue, N.W. Suite 1000
Washington, DC 20004
(202) 662-0600
www.nvfc.org

National Fire Protection Association (NFPA)
1 Batterymarch Park
P.O. Box 9101
Quincy, MA 02269-9101
(800) 344-3555

The Tobacco Institute
1875 I Street, NW
Washington, DC 20006
www.tobaccoinstitute.com

National Safety Council
1121 Spring Lake Drive
Itasca, IL 60143-3201
(630) 285-1121
www.nsc.org

United States Fire Administration (USFA)
16825 South Seton Avenue
Emmitsburg, MD 21727
(301) 447-1000
www.usfa.fema.gov

Federal Emergency Management Agency (FEMA)
500 C Sweet SW
Washington, DC 20472
(202) 566-1600
www.fema.gov

Technical Resources

American Fire Sprinkler Association (AFSA)
9696 Skillman Street, Suite 300
Dallas, Texas 75243-8264
(214) 349-5965
www.firesprinkler.org

Building and Fire Research Laboratory
National Institute for Standards and Technology
100 Bureau Drive, Stop 8600
Gaithersburg, MD 20899-8600
(301) 975-5900

US Consumer Product Safety Commission (CPSC)
Washington, DC 20207-0001
(301) 504-6816 or Toll-free consumer hotline
(800) 638-2772
www.cpsc.gov

Insurance Services Office, Inc (ISO)
Customer Service Division
545 Washington Boulevard
Jersey City, NJ 07310-1686
(800) 888-4476
www.iso.com

Bureau of Alcohol, Tobacco and Firearms (ATF)
650 Massachusetts Avenue, NW.
Room 8290
Washington, DC 20226
Hotline numbers:
www.atf.gov/contact/hotlines.htm

National Association of Emergency Vehicle Technicians (NAEVT)
151 Lexington Road
Shirley, NY 11967
(800) 446-2388
www.naevt.org

National Fire Protection Association (NFPA)
1 Batterymarch Park
P.O. Box 9101
Quincy, MA 02269-9101
(800) 344-3555

FIRE SERVICE INFORMATIONAL RESOURCES

Educational Resources

National Fire Academy
16823 South Seton Avenue
Emmitsburg, MD 21727-8993

Campus and adjunct fire service training programs.

University of Cincinnati
Open Learning Fine Service Program College of Applied Science
220 Victory Parkway
Cincinnati, OH 45206
(513) 556-6583

Campus and correspondent fire service training.

International Fire Service Training Association Headquarters (lFSTA)
Oklahoma State University
930 N. Willis
Stillwater, OK 74078
(800) 654-4055
www.ifsta.org

Ansul Fire School
One Stanton Street
Marinette, WI 54143-2542
(800) 323-8491 or (715) 735-7411
www.ansul.com

Wisconsin Emergency Medical Office
Bureau of EMS and Injury Prevention
P. O. Box 2659
Madison, WI 53701-2659
(608) 266-1568
www.dhfs.state.wi.us/DPH_EMSIP/index.htm

League of Wisconsin Municipalities
202 State Street, Suite 300
Madison, WI 53703-2215
(608) 267-2380
or outside of Madison: (800) 991-5502
http://www.lwm-info.org/

Wisconsin Technical College System (WTCS)
310 Price Place
P.O. Box 7874
Madison, WI 33707
(608) 266-7289

Fire Service Training - continuing education and degree programs.
Sixteen WTCS Campus Locations:
Chippewa Valley - Eau Claire
Southwest Wisconsin - Fennimore
Blackhawk - Janesville
Waukesha County - Pewaukee
Moraine Park - Fond du Lac
Fox Valley - Appleton
Western Wisconsin - La Crosse
Madison Area - Madison
Gateway - Burlington
Milwaukee Area - Milwaukee
Lakeshore - Cleveland
Northeast Wisconsin - Green Bay
Mid-State - Marshfield
Nicolet - Rhinelander
North Central - Wausau
Wisconsin Indianhead - Shell Lake

Miscellaneous

Cleaning and Disinfecting Firefighting Clothing
National Safety Clean, Inc.
225 Birch Street
Kennett Square, PA 19348
24 hour emergency response number:
(800) 253-2690
www.natsafe.com

Cleans and disinfects cloth and fibers used in protective clothing.

APPENDIX C

AREAS OF FIRE SERVICE RESPONSIBILITY IN WISCONSIN

Wisconsin Department of Commerce
Division of Safety & Buildings
Fire-Safe Building Design and Construction
Boiler Safety Program
LPG Storage Tank Plan Review
Public Sector Safety Program -
Fire Department Health & Safety Standards (COMM. 30)
Fire Inspector Training
Fire Code Technical Consultation
Fire Code Enforcement Assistance,
2% Dues Program
2% Fire Dues Administration
Fire Code
Fire Incident Reporting
Clearing-House for Fire Service Issues
Fire Chief/Fire Department Listing
Inspection Forms and Supplies

Division of Environmental & Regulatory Services
Storage Tank Regulatory Enforcement
Comm 10 Certification

Wisconsin Technical College System Board (Formerly VTAE)
Fire Service Training Firefighter Certification

Wisconsin Department of Justice
Division of Criminal Investigation
Arson Investigation
Criminal Prosecution

Wisconsin Department of Health & Family Services
Regulate EMS Programs
Certification of EMTs and Paramedics
Compile EMS Run Reports Administer EMS Grants, Etc.

Wisconsin Department of Military Affairs
Wisconsin Emergency Management Division
SARA, Title III
Hazardous Materials Emergency Response

APPENDIX D

MODEL LANDLORD/TENANT AGREEMENT FOR SMOKE DETECTOR CONDITION

I,_____ of _____,

(print name) (address)

have witnessed on this day that _____ listed smoke detector(s) have been
(#)

properly installed in my living unit on every floor level and within 6 feet of every sleeping area, in compliance with state law and/or municipal code. The detector(s) have been tested* and are operational. The owner has explained to me and furnished written notice of the manufacturers recommendations for testing*. I also understand that I am responsible for informing the landlord or manager, in writing, of any smoke detector malfunction, including the need for a new battery. The landlord or manager has 5 days upon receipt of the notice to return the smoke detector to working order by repairing or replacing the detector, or replacing the battery. No owner, tenant, or other person shall disconnect, disable or otherwise render inoperative a functioning smoke detector installed pursuant to state law and/or municipal code.

_____ _____

(tenant signature) (date)

_____

(landlord/manager signature)

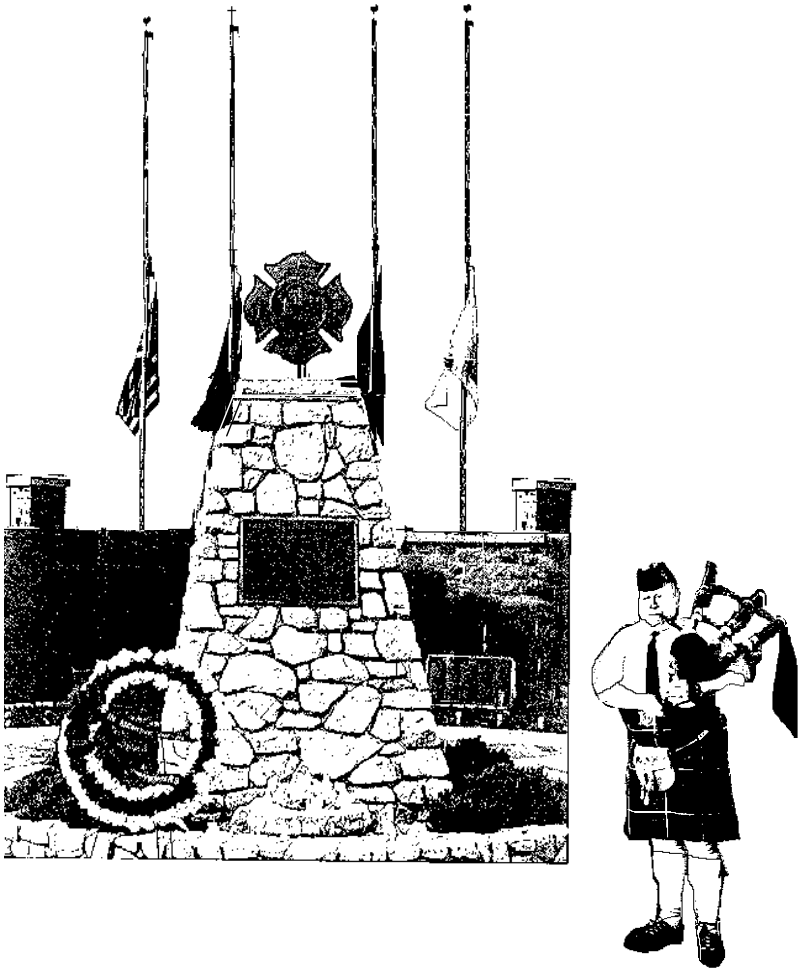
Note: The landlord/manager is responsible for proper placement of smoke detectors in either 1 or 2 family dwellings, or in multiple family units; and for total maintenance (including battery replacement) of smoke detectors that are located in basements, heads of stairways and common hallways of buildings.

*TESTING: Follow manufacturers instructions. Most smoke alarms test by pushing the test button on the smoke alarm cover for at least two seconds, until the alarm sounds, then release immediately. The alarm sounds if all electronic circuitry, horn and battery are working. If no alarm sounds, the unit has a defective battery or other failure. Alarms should be tested weekly to assure proper operation.

APPENDIX E

GUIDE FOR CONDUCTING FIRE DEPARTMENT FUNERALS

FALLEN FIREFIGHTER'S MONUMENT
Federal Emergency Management Agency
National Fire Academy
Emmitsburg, MD



HOW TO REPORT A LINE-OF-DUTY DEATH

If you have lost a firefighter in the line-of-duty, here are a few steps that the department needs to take to help both the family and the department.

1. Immediately contact the Federal Department of Justice's Public Safety Officers' Benefits (PSOB) Program at (888) 744-6513. When you report a firefighter death, have all critical information available on the firefighter, department, and next-of-kin. PSOB offers financial assistance to survivors of public safety officers who die in the line of duty from a traumatic injury. There are many procedures that need to be followed so survivors can receive benefits to which they are entitled. Call PSOB even if you are not sure whether your firefighter's family will qualify for benefits under this program. This initial phone call will begin the process of determining the survivors' eligibility for benefits.

2. Based on suggestions from chiefs who have lost firefighters in the line of duty, the National Fallen Firefighters Foundation has created a checklist of what needs to be done immediately, before the funeral, and afterwards. Other line-of-duty death information, including autopsy guidelines, is accessible through their web site. They can also provide suggestions about how to support the family and coworkers during this difficult time. If you would like to speak directly with another chief who has also lost a firefighter in the line of duty, please contact them by e-mail or at (301) 447-1365.

3. Find out what benefits exist for survivors of fallen firefighters in your state. Benefits may include lump-sum death payments, workers' compensation, funeral benefits, pensions and retirement programs, scholarships, and non-profit/private support.

A comprehensive Resource Guide of line-of-duty death materials for fire departments is available from the Foundation free of charge. This 50-page guide is intended for pre-incident planning, but it contains information on family and fire department support, and resources that may be helpful to you at this time. Send an e-mail request for this guide, or call (301) 447-1365 to request a copy. The Foundation also sponsors the annual National Fallen Firefighters Memorial Weekend. Fallen firefighters who meet the criteria for inclusion will be honored at the National Memorial Service during the calendar year following the death.

APPENDIX E-1
Line-of-Duty Death Action Checklist

FIRST 24 HOURS

Notification

_____ Assign a 2-person team to notify the firefighter's family, in person, before releasing any information
_____ Notify all on- and off-duty personnel, including chaplain.
_____ Notify elected officials and other key people in the community of the death.
_____ Notify all other fire chiefs in the jurisdiction.
_____ Notify the Public Safety Officers' Benefits Program office
_____ Place the station flag at half-staff and drape front of fire station in black bunting

Family Support

_____ Designate a family support liaison (team) and offer to stay with the family around the clock.
_____ Designate a hospital liaison, if appropriate.
_____ Meet with the family to explain support the fire department can provide and any immediate support they can offer. Be prepared to explain why an autopsy may be required.
_____ Collect the deceased firefighter's department belongings to give to the family later. Inventory and document in the presence of a witness. If some belongings will be held during investigation, explain this to the family.

Department Support

_____ Contact the National Fallen Firefighters Foundation's Chief-to-Chief Network as needed for assistance. Phone: (301) 447-1365
_____ Arrange critical incident debriefing for the department

Dealing with the Incident

_____ Determine the type of firefighter fatality investigation to conduct in addition to the NIOSH investigation (i.e., internal or external board of inquiry; arson-, accident- or homicide-related).
_____ Contact the departmental or jurisdictional attorney regarding possible legal issues.

Dealing with the Community and the Media

_____ Prepare a summary of facts about the firefighter and the incident to use for public release of information.
_____ Prepare a written statement for the chief or spokesperson to release to the media
_____ Hold a briefing with the media.

DAY TWO THROUGH THE FUNERAL

Funeral/Memorial Service

_____ Assist the family in planning the funeral as they choose.
_____ Continue to inform department members of the details regarding the incident and the funeral/memorial service plans.
_____ Coordinate plans for fire department participation in funeral. (see attached "Full Honors Funeral")

Family Support

_____ Request that local law enforcement officials make routine checks of the family's residence during the funeral and for several weeks afterwards
_____ Assist the family with tasks related to home maintenance, transportation of out-of-town family and friends, childcare, etc.

Department Support

_____ Monitor department members closest to the incident to see how they are dealing with the loss.

AFTER THE FUNERAL

Family Support

_____ Continue to invite the family to department events and activities.
_____ Provide assistance with routine tasks (home maintenance, running errands, etc.)
_____ Assign someone to assist the family in accessing all benefits for which they are eligible.
_____ Offer to "be there" at special times/events (children's activities, holidays, etc.)

Department Support

_____ Assist department members in accessing additional support, as needed.

Memorials and Tributes

_____ Inform and include families in local, state, and national tributes to the firefighter.
_____ Make the family aware of the National Fallen Firefighters Foundation and its support programs for fire service survivors.
_____ Plan to attend the National Fallen Firefighters Memorial Weekend and to send an escort and honor guard unit for the family.

Department Issues/Planning

_____ Update Emergency Contact Information for all department members.
_____ Create or revise the department's Line-of-Duty Death plan.

APPENDIX E-2
Fire Department Funerals
A Guide of Accepted Courtesies

This document is a guide for procedures and formations you may use in the event of a fire department member's funeral. If the family of the deceased member wishes to have a Full Honors Funeral, the Officer in Charge (OIC) will work with the family and funeral director to determine the desired involvement of the fire department.

Types of Funerals - wishes of the family are paramount

Formal funerals (reserved for members killed in the line of duty) can be at home, at a funeral home, a church, other public building or the cemetery. Formal funerals involve the use of the pumper truck, active pallbearers, honorary pallbearers and Funeral Detail, color guard and bugler.

Semi-formal funerals can be at home, funeral home, church or cemetery and involve active pallbearers, honorary pallbearers, honor guard and Funeral Detail.

Non-formal funerals or private funerals can be at home, funeral home, church or cemetery. There is no formal fire department involvement.

Arrangements – working with the family and funeral director

Normal Funeral Arrangements

- Honor Guard – minimum 4 members standing duty during viewing
- Active Pall Bearers – six (6) plus a fire officer
- Honorary Pall bearers – no set number, made up of family, officers, retirees, etc.
- Funeral Detail – all members in attendance – in uniform if applicable
- Bugler
- Color Guard
- American Flag for the Casket – if a military veteran this will be arranged by the funeral director, if not, OIC obtains.
- Unit Placement and Procedures – develop plan for department members and other participating units – provide all members with information necessary for their participation.
- Dignitary Assembly Area – designate area of assembly for attending dignitaries and Chief Officers (e.g. funeral home, fire station, school, etc.)
- Funeral Detail Assembly Area – designate an area for assembly of all department and visiting department members. [Note: this area should be a block of two away from the funeral site where ample parking is available. This group is the Funeral Detail and will march as a unit to the funeral site.]
- Mourning Bands – obtain sufficient rolls of black plastic tape and round-tipped scissors that can be carried in pockets and used to place a black band of tape horizontally across the breast badge of all participating officers and members.
- Casket Movement Commands – OIC or delegate will coordinate the casket movement commands

Additional Arrangements for Formal Funerals

- Fire Department Pumper – as designated by the Chief will be stripped of hose and prepared with flowers and black bunting to transport the casket. (Multiple pumpers or vans/station wagons may be needed for multiple-member funeral.)
- Procession Vehicle Placement – map placement of all vehicles in the procession.
- Location Map – sufficient quantities of printed maps of involved areas will assist out-of town guests and should include:
  - Fire House(s)
  - Funeral Home
  - Church
  - Dignitary Assembly Area
  - Funeral Detail Assembly Area
  - Auxiliary Parking
  - Funeral Procession Vehicle Placement
  - Funeral Procession Route
  - Cemetery and grave location with parking areas designated
  - Location of food service areas
- Arrangements with Police for assistance with traffic, parking and funeral procession
- Photographer
- Media arrangements – at least one individual should be assigned to work with the media and establish and carry out press coverage including:
  - Rules for access to and behavior at the viewing/funeral home visitation
  - Rules for access to and behavior at the funeral ceremony
  - Rules for access to and behavior at the cemetery and gravesite
- Arrangements for out-of-town VIPs
- Transportation
- Airline and airport information
- Courtesy vehicles (with appropriate signage – "Fire Department Courtesy Car")
- Lodging
- Food service
  - Department Ladies' Auxiliary
  - Church Women's Group
  - Caterer
  - Other food venues
- Viewing/visitation
- Funeral services
- Cemetery services
- Post-funeral activities

Responsibilities of Members

- Maintain a clean, pressed and properly fitted uniform (if available) or suit
- Attend the viewing and/or services
- Know or learn the prescribed courtesies and procedures
- Participate in Honor Guard if needed
  - Minimum four members for each Honor Guard
  - One member is Officer of the Guard (OG) and is responsible for the necessary equipment (e.g. white gloves, black badge bands, etc.) and scheduling the members.
  - Dress uniform or dark suit, white gloves and black badge band.
  - Two Honor Guards per casket, one a the head and one at the foot of the casket
  - Honor Guard stands at attention during their duty
  - Honor Guards change at 10 minute intervals – procedure for change in place
  - Honor Guards may be used at viewing and prior to the funeral service.
- Honorary Pall Bearers
  - Detail consists of retired members or members of the deceased's company
  - Move at all times ahead of the casket as it is moved
  - Sit in front of church in a designated place during the service
  - Dress Code
    - Retirees in dark suit, members in dress uniform or dark suit
- Active Pall Bearers
  - Detail consists of six (6) pall bearers plus an officer;
  - Officer of the Detail works with the OIC and funeral director on procedures;
  - Active Pall Bearers wear dress uniform/dark suit, white gloves, and hat at all times;
  - Active Pall Bearers do <u>not</u> salute while in this capacity;
  - Active Pall Bearers cover the casket with the American Flag – blue field at the head over the deceased's left shoulder;
  - Detail receives the casket in front of the church/funeral site and brings the casket into the church/funeral site;
  - During the service the detail sits with Funeral Detail in the front of the church;
  - At the cemetery, after placing the casket over the grave site and upon the officer's command, the detail raises the flag to waist high over the casket and holds it there during the committal service. After the committal service is read, taps may be sounded. The flag is then folded upon the officer's command and in the prescribed military manner and presented to the next of kin by the officer of the detail. [if there is no flag draped over the casket, proceed to the next step];
  - Upon orders from the officer of the detail, the detail takes their place with the Funeral Detail.
- Funeral Detail
  - All members of the department, not otherwise detailed, act as the Funeral Detail, in dress uniform/dark suit – no gloves required.
  - Arrive at funeral site as a group from the staging area prior to the arrival of the funeral coach.
  - Take position in front of the church on the right hand side in two (2) facing ranks with officers closest to the church or funeral site (see diagram).

- As the casket is moved from the hearse (by Active Pall Bearers), the OIC calls the detail to attention and if the casket is flag-draped the OIC orders a hand salute as the casket passes. The command to salute shall be "Present arms!" and the command to end the salute shall be "Order arms!"
- After the casket passes the OIC orders "At ease."
- The detail follows the casket into the church or funeral site according to rank and sits in the designated area of the church. Head covering is removed upon entering the church or funeral site.
- After the service the funeral detail, on order from the OIC, files out of the church. For formal funerals, the detail positions themselves on the right of the entry (see diagram). For semi-formal funerals, the detail forms facing ranks on both sides of the entry with senior officers closest to the hearse.
- As the flag-draped casket is brought out of the church or funeral site, the detail is brought to attention and a hand salute is executed on order of the OIC.
- The Funeral Detail rides as a group in designated vehicles to the cemetery and between the funeral home and church.
- At the cemetery, the detail again forms two ranks according to their rank from the hearse to the grave site with officers closest to the grave (see diagram)
- As the flag-draped casket is removed from the hearse by the active pall bearers, the detail executes a hand salute on order of the OIC ("Present arms!") If the casket is not flag-draped, the detail stands at attention.
- After the casket is placed over the grave the Funeral Detail forms ranks in front of the grave with highest rank on the right. (see diagram)
- If taps are sounded, uniformed members execute hand salute on order of the OIC.
- During religious graveside services all personnel bow at words "Let us pray."
- All personnel except the active pall bearers while holding the flag follow the example of the officiating clergy. If he uncovers they uncover. If he remains covered they remain covered.

Inventory of Necessary Equipment

- Items you may want to have on hand in the fire department stock room:
  - Color guard standards
  - Flag for casket
  - Black tape and/or wide black elastic bands
  - Round tipped scissors
  - 12 pairs of assorted sizes of white gloves
  - 6 signs reading "Fire Department Courtesy Car"
  - Black Bunting for station fronts.

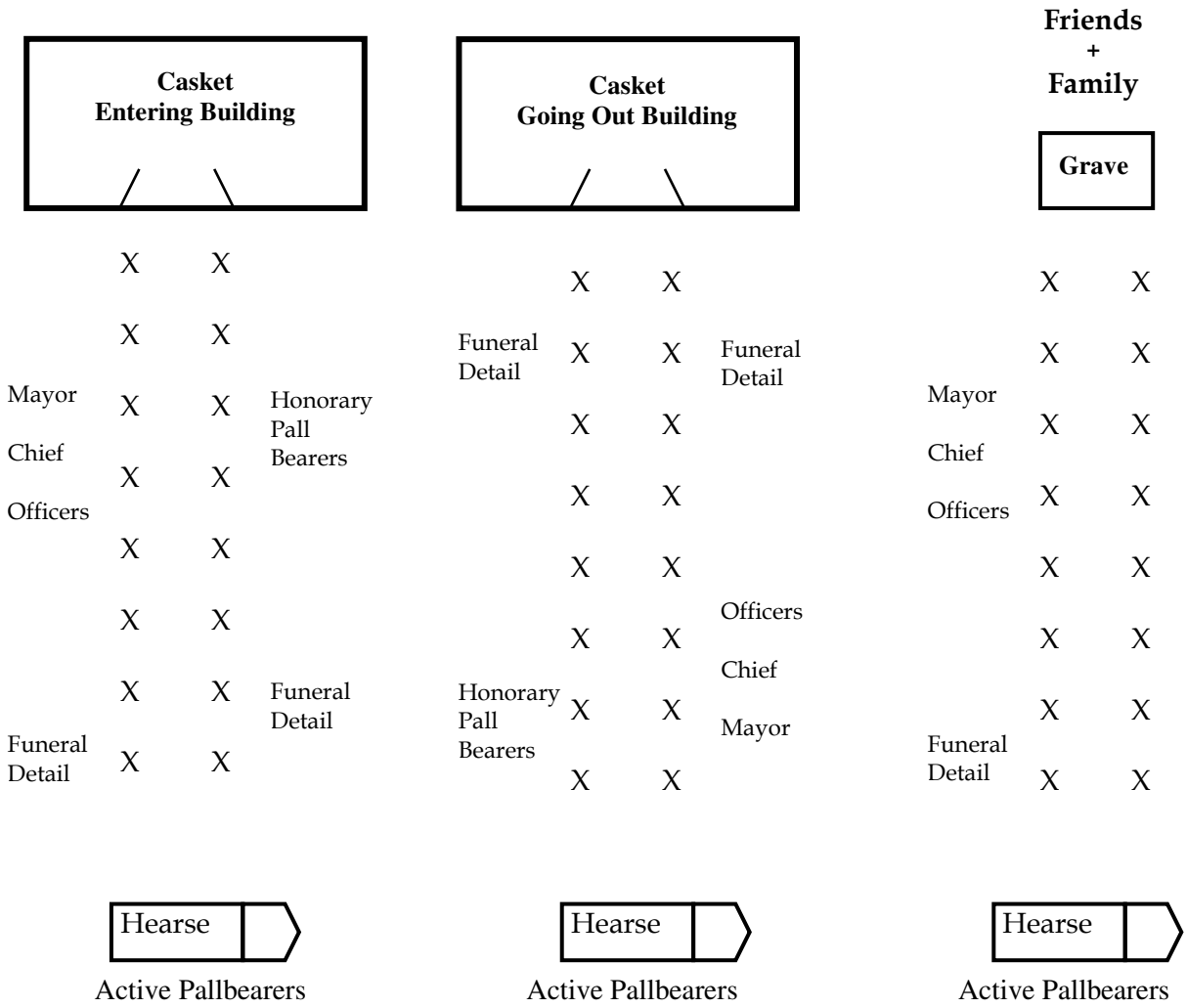
- Where to obtain necessary items: need to identify ahead of time
  - Flags – city hall or supplier
  - Color guards – American Legion or VFW
  - Band/Bugler – School or other local group
  - White gloves – Army/Navy store or other supplier
  - Signs – local sign shop/printer
  - Black Bunting – need to identify a supplier/fabric store.
  - Vehicles:
    - Municipal vehicles
    - Car dealers
    - Members personal vehicle

APPENDIX E-3

Guidelines For Funeral Formations

(According to Military Etiquette)

The funeral formation is formed before the casket is moved and the casket is then carried through the formation followed by the family and friends



- Honorary Pallbearers may be members of the fallen firefighter's company or station.
- National and State Fire Officials may be placed with Chief Officers and/or as Honorary Pallbearers.
- The Funeral Detail consists of all uniformed members of the Department and uniformed visiting firefighters.

Friends	Family	Hearse	Active Pall Bearers Cars	Funeral Detail *Uniformed Firefighters*	Chief Officers/ Other Dignitaries	Honorary Pall Bearers/ Dignitaries	Lead Car

APPENDIX F

Department of Commerce -- District Field Staff Maps

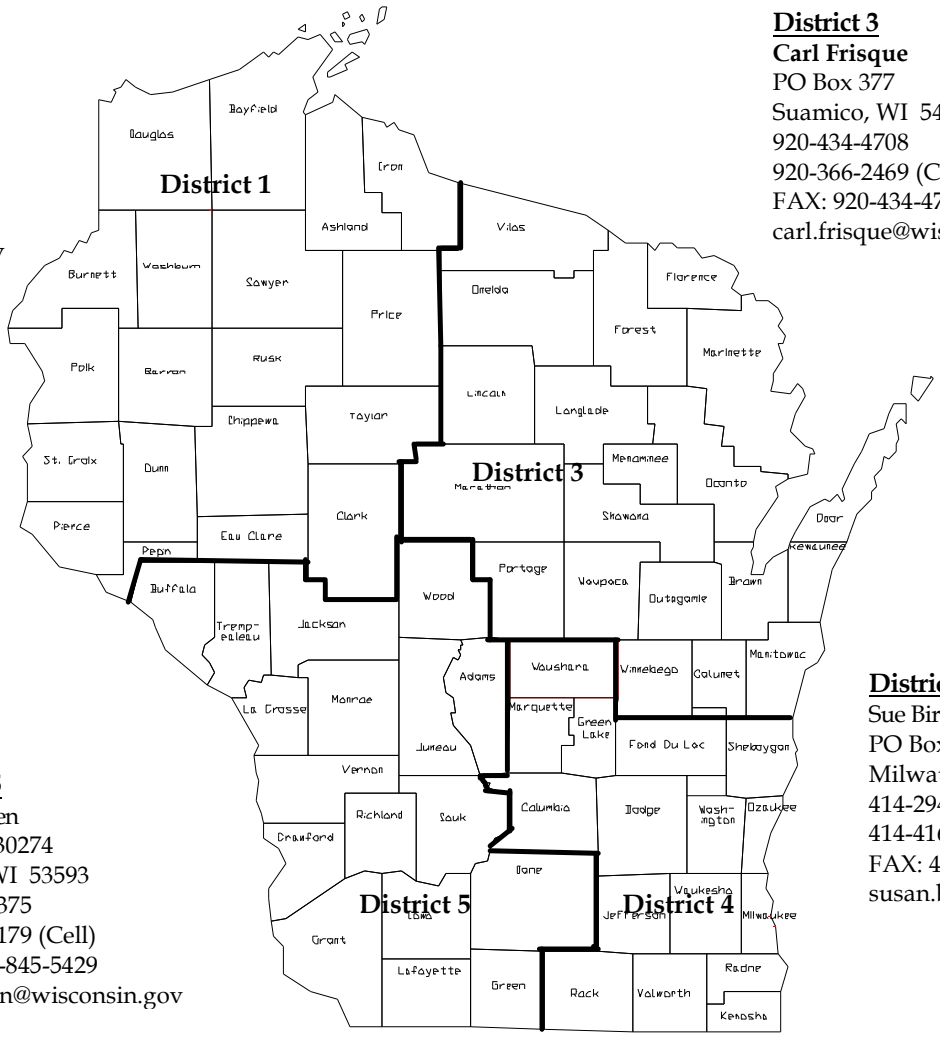
APPENDIX F-1

Fire Prevention Coordinator District Map

http://commerce.wi.gov/sb/SB-FirePreventionProgram.html

District 1
Dave Bruflat
PO Box 13
Couderay, WI 54828
715-945-2995
715-296-6674 (Cell)
FAX: 715-945-2725
dave.bruflat@wisconsin.gov

District 3
Carl Frisque
PO Box 377
Suamico, WI 54173
920-434-4708
920-366-2469 (Cell)
FAX: 920-434-4752
carl.frisque@wisconsin.gov



District 4
Sue Birren
PO Box 070635
Milwaukee WI 53207
414-294-4329
414-416-3339 (Cell)
FAX: 414-294-4374
susan.birren@wisconsin.gov

District 5
Terry Nolen
PO Box 930274
Verona, WI 53593
608-845-5375
608-575-0179 (Cell)
FAX: 608-845-5429
terry.nolen@wisconsin.gov

Fire Information - National Fire Incident Reporting, Fire Prevention Forms, Fire Department Dues
PO Box 7839, Madison, WI 53707-7839, 201 W. Washington Avenue 4th Flr, Madison, WI 53703
Fax 608-283-7412
Luann Robb, (Mon-Fri 10 a.m. – 6 p.m.), 608-266-5824, luann.robb@wisconsin.gov
Audrey Fries, (Wed-Thurs 6 a.m. - 3 p.m.), 608-266-9375, audrey.fries@wisconsin.gov

Fire Prevention Program Manager Joe Hertel, 608-266-5649, joe.hertel@wisconsin.gov

SBD-8841-P (R01/10)

APPENDIX F-2

Retail Petroleum Inspection District Map

http://commerce.wi.gov/ER/pdf/bst/Forms_FM/ER-BST-FM-8592-BRPSmap.pdf

District Laboratories
Sub-Laboratories

DISTRICT 1
La Crosse Office / Lab
3824 Creekside Lane, Suite 1.
Holmen, WI 54636
(608) 785-9312
FAX (608) 789-7851

Hudson Sub-Lab
21 2nd St.
Hudson, WI 54016
(715) 381-5115
FAX (715) 381-5118

Superior Sub-Lab
1701 N. 4th St.
Superior, WI 54880-1068
(715) 392-7839
FAX (715) 392-7893

Chippewa Falls Sub-Lab
10 Sunshine Circle
Chippewa Falls, WI 54729
(715) 726-2559
FAX (715) 726-2555

DISTRICT 3
McFarland Office / Lab
4001 Terminal Dr.
McFarland, WI 53558
(608) 838-7835
FAX (608) 838-8267

Hazel Green Sub-Lab
489 Badger Rd.
Hazel Green, WI 53811
(608) 748-4535
FAX (608) 748-4431

DISTRICT 2
Stevens Point Office / Lab
2715 Post Rd.
Stevens Point, WI 54481
(715) 344-1970
FAX (715) 345-5269

Green Bay Sub-Lab
2331 San Luis Place
Green Bay, WI 54304
(920) 492-5600
FAX (920) 492-5604

Milwaukee Sub-Lab
9316 N. 107th St.
Milwaukee, WI 53224
(414) 371-5670
FAX (414) 371-5672

Sturtevant Sub-Lab
9531 Rayne Rd., Suite 5
Sturtevant, WI 53177-1833
(262) 884-2436
FAX (262) 884-2438

Janesville Sub-Lab
2514 Morse St.
Janesville, WI 53545-0249
(608) 758-4931
FAX (608) 758-4935

ERS-8592-P (R.2/08)

APPENDIX F-3

AST/UST Specialist District Map

http://commerce.wi.gov/ER/pdf/bst/Forms_FM/ER-BST-Fm-9687TankerMap.pdf

AREA 1

Darrell Christy
P.O. Box 8095
Eau Claire, WI 54702-8095
(715) 878-4499
FAX (715) 878-4599
e-mail address:
darrell.christy@wisconsin.gov

AREA 3

LeRoy Nordmeyer
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Walworth, WI 53184-1903
(262) 275-8759
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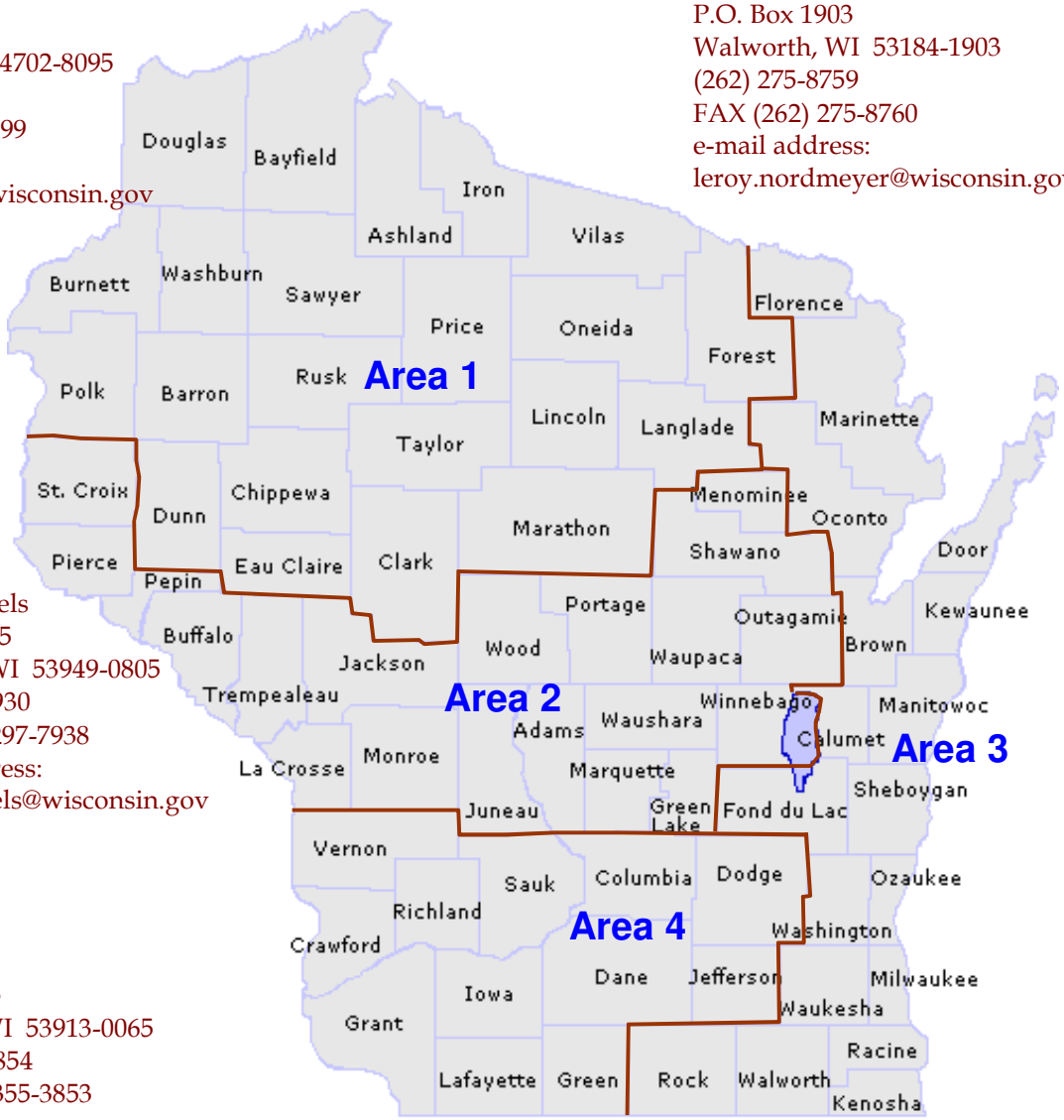
leroy.nordmeyer@wisconsin.gov



AREA 2

James Daniels
P.O. Box 805
Montello, WI 53949-0805
(608) 297-7930
FAX (608) 297-7938
e-mail address:
james.daniels@wisconsin.gov

AREA 4

Bill Shane
P.O. Box 65
Baraboo, WI 53913-0065
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FAX (608) 355-3853
e-mail address:
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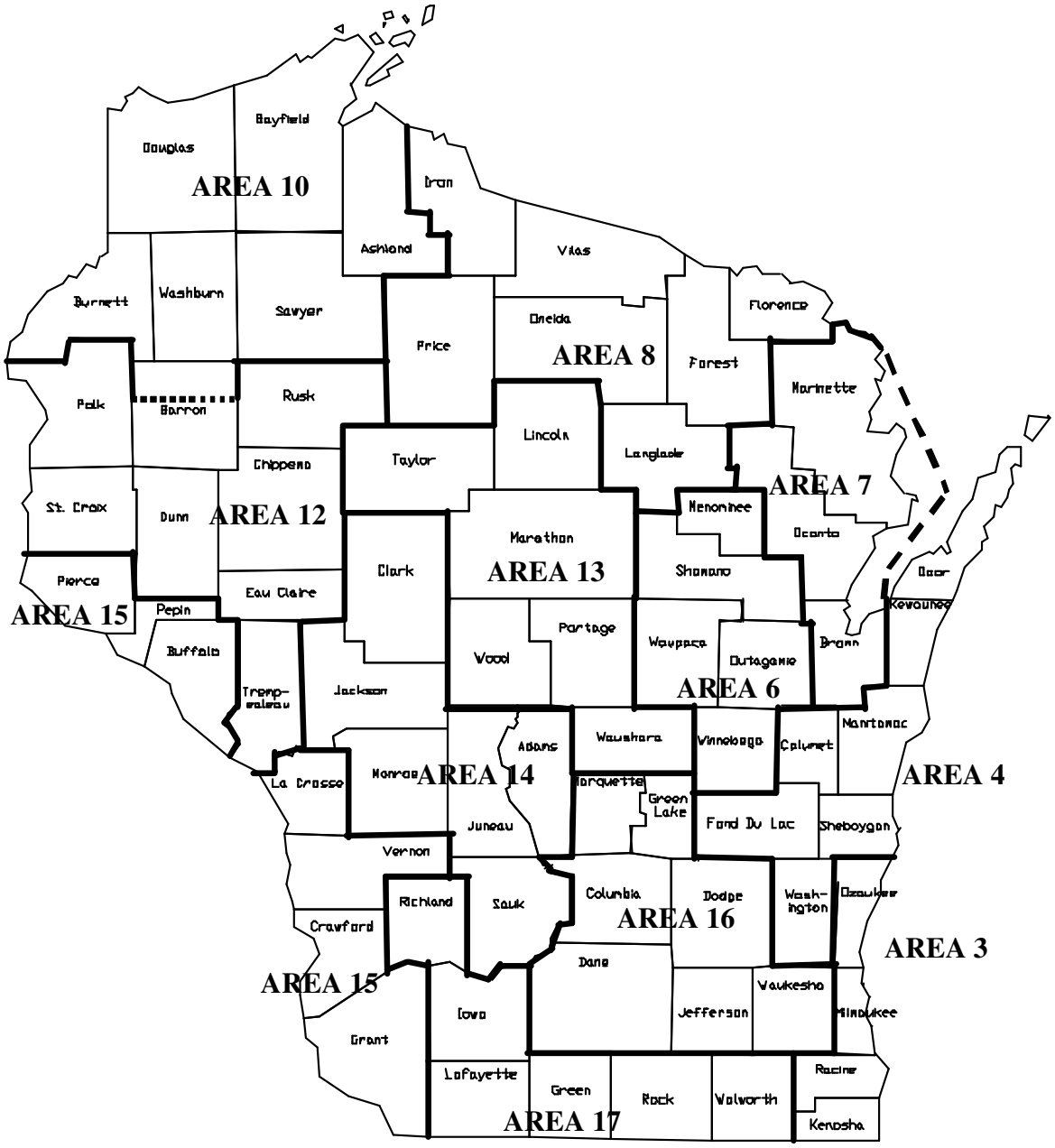
ERS-9687-P (R.01/04)

APPENDIX F-4

Commercial/Residential Building Inspectors Map

See reverse side for addresses, phone numbers

http://www.commerce.state.wi.us/SB/SB-CommercialBuildingsProgram.html



SBD-8879-P (Rev. 6/09)

Commercial/Residential Building Inspectors

Commercial Buildings Program on the Internet:
http://www.commerce.state.wi.us/SB/SB-CommercialBuildingsProgram.html

Sample email Address: Len Alexander = len.alexander@wisconsin.gov

District No.	Name	Mailing Address	Telephone	FAX #	Day
14.	Len Alexander	PO Box 682 Reedsburg 53959	608-235-0582	608-524-9659	Fri
6.	John R. Anderson	1340 Green Bay St Shawano 54166	715-854-2006	608-283-7470	Mon
10.	Teresa Black	10541N Ranch Rd, Hayward 54843	715-634-8114	715-634-5150	Fri
12.	Nick Charles	3824 North Creekside Ln, Holmen 54636	608-789-5657	608-283-7483	Tues
4.	Jane Drager	PO Box 64, Combined Locks 54113	920-366-2961	608-283-7469	Fri
16.	Steve Gothard	PO Box 286, Cottage Grove 53527	608-235-0568	608-283-7474	Mon
15.	Chris Luster	PO Box 2 Prairie du Chien 53821	608-235-0581	608-283-7479	Thurs
17.	Char Martin	PO Box 318, Edgerton 53534	608-235-0579	608-283-7478	Mon
7.	John Nygard	2331 San Luis Pl, Green Bay 54304	920-366-2857	608-283-7471	Mon
8.	Dan Shanahan	PO 1137, Lac du Flambeau 54538	715-367-0158	608-283-7438	
13.	Sam Solberg	2715 Post Rd, Stevens Point 54481	715-345-5226	608-283-7484	Fri
3.	Betty Wiese	PO 276 Thiensville 53092	414-852-3694	608-283-7467	Tues

Supervisors of the inspectors are:
Steve Dobratz, districts 6, 7, 13 (715-524-6853);
Brian Ferris, districts 10, 12, 14, 15 (608-785-9335);
Brad Johnson, districts 4, 8 (920-492-5605);
Dan Meneguin, districts 3, 16, 17 (608-266-0056).

SBD-8879-P (R9/09)

APPENDIX F-5

Uniform Dwelling Code Consulting Staff Region Map

http://commerce.wi.gov/SB/SB-UDCProgram.html

Region 1 – Duane Hubeler, 608-266-1390, dhubeler@commerce.state.wi.us
Region 2 – Jack Miller, 608-785-9348, jamiller@commerce.state.wi.us
Region 3 – Randy Mattison, 715-634-8964, rmattison@commerce.state.wi.us
Region 4 – Leroy Stublaski, 608-339-4657, lstublaski@commerce.state.wi.us

APPENDIX F-6

Boilers, Pressure Vessels, and Mechanical Refrigeration Inspectors

Boiler and Pressure Vessel Program on the Internet:
http://www.commerce.state.wi.us/SB/SB-BoilerAndPressureVesselProgram.html
Mechanical Refrigeration Program on the Internet:
http://commerce.wi.gov/SB/SB-RefrigerationSystemsProgram.html

DISTRICT 6
Duane Leetch
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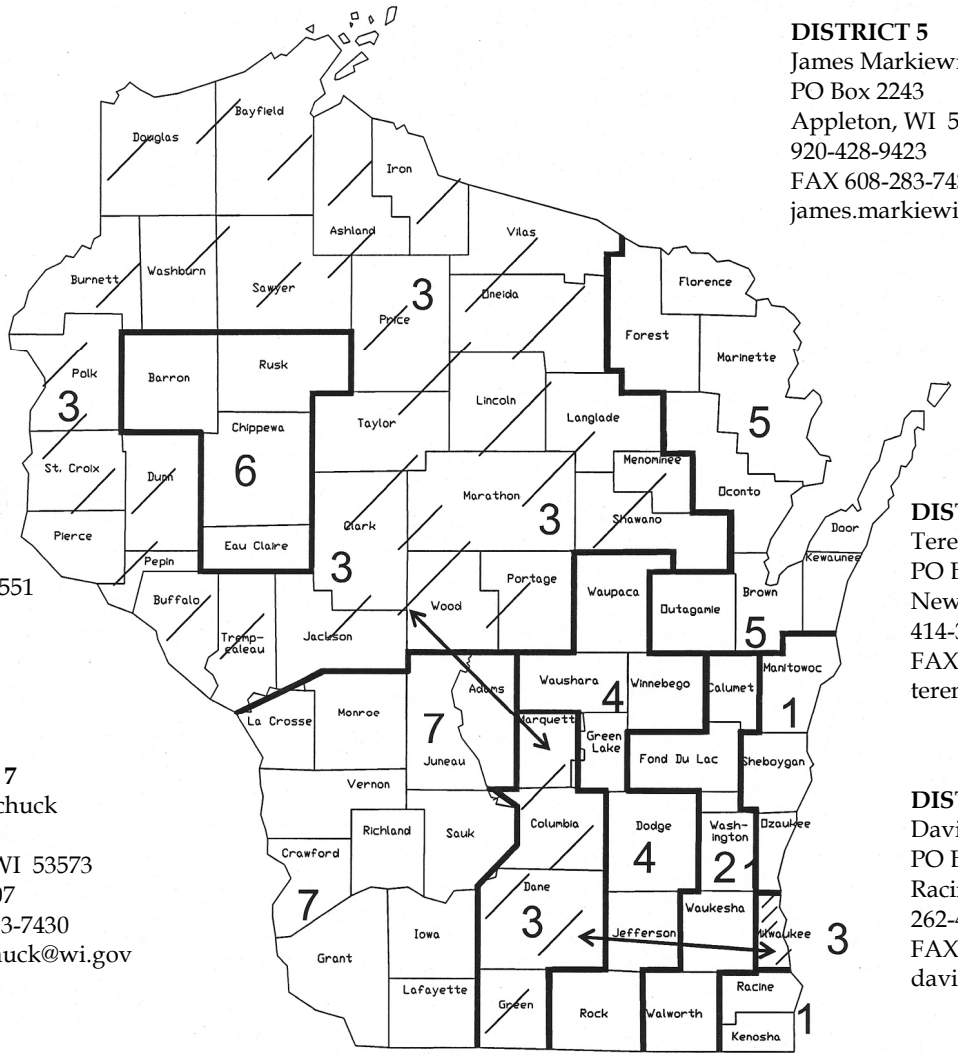
Cornell, WI 54732
715-559-8817
FAX 608-283-7431
duane.leetch@wi.gov

DISTRICT 5
James Markiewicz
PO Box 2243
Appleton, WI 54913
920-428-9423
FAX 608-283-7434
james.markiewicz@wi.gov



DISTRICT 4
Jon Wolf
PO Box 64
Lake Mills, WI 53551
920-723-0032
FAX 608-283-7435
jon.wolf@wi.gov

DISTRICT 2
Terence Waldbillig
PO Box 510863C
New Berlin, WI 53151
414-303-8575
FAX-608-283-7429
terence.waldbillig@wi.gov

DISTRICT 7
Dean Yourchuck
PO Box 379
Muscoda, WI 53573
608-235-0607
FAX 608-283-7430
dean.youchuck@wi.gov

DISTRICT 1
David Homan
PO Box 081553
Racine, WI 53408-1553
262-424-1471
FAX 608-283-7433
david.homan@wi.gov

DISTRICT 3 (Includes Milwaukee County)
Damarc Quality Inspection Services LLC
760 200th St, Dresser, WI 54009
866-361-4321, markrudek@damarcquality.com
Fax 715-755-4800

Supervisor: Rick Merkle,
262-521-5065, rick.merkle@wi.gov

Boiler, Refrigeration, LPG, CNG, LNG, and Structural Steel Welding programs:
Michael Verhagen
141 NW Barstow, 4th Flr, Waukesha, WI 53188-3789
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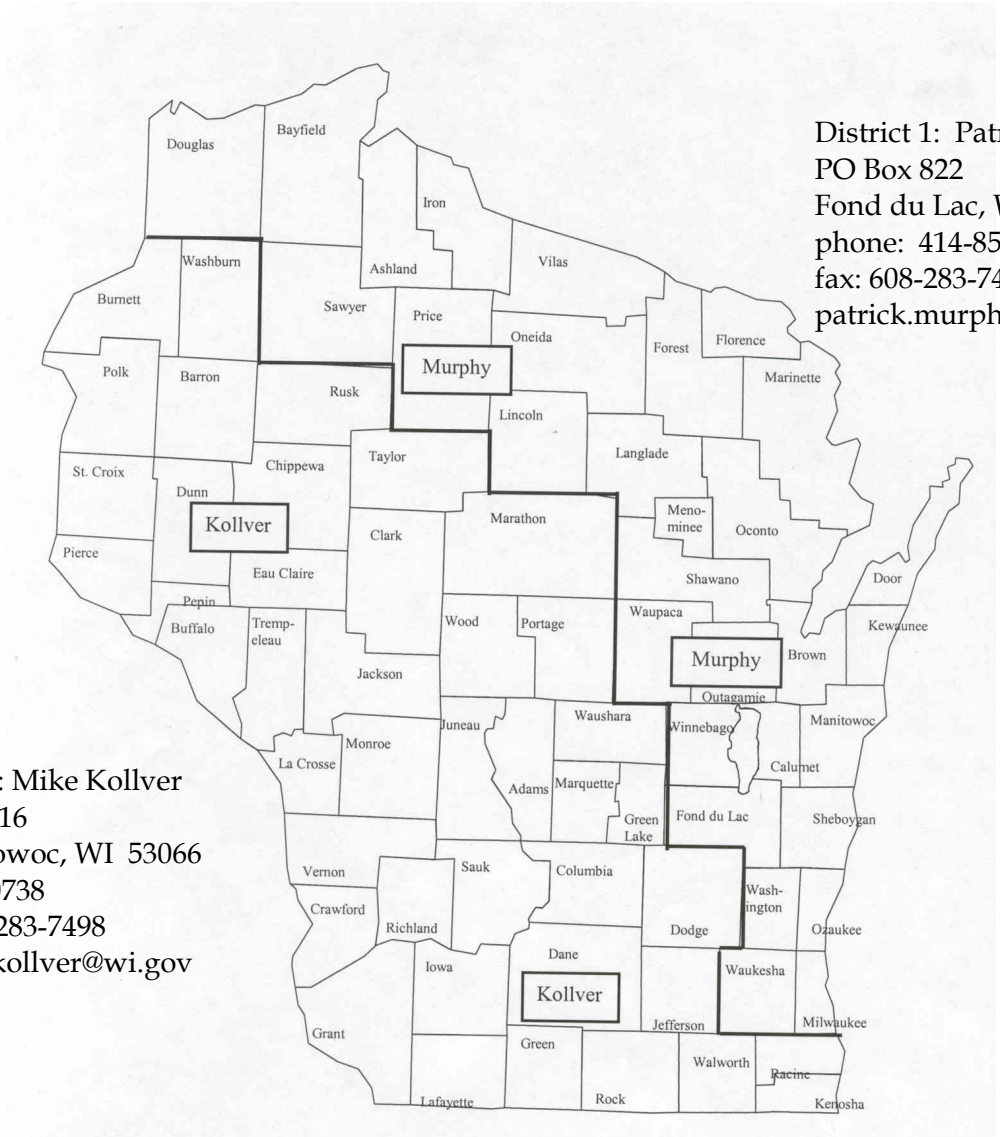
SBD-9991-P (R3/08)

APPENDIX F-7

Mine Safety Specialist District Map

http://www.commerce.state.wi.us/SB/SB-MineSafetyProgram.html



District 1: Patrick Murphy
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District 2: Mike Kollver
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Supervisor of Mine Safety Specialists:
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david.vriezen@wi.gov

SBD-10354-P (R11/09)

APPENDIX F-8
Public Sector Safety and Health Consultants District Map

http://www.commerce.state.wi.us/SB/SB-PublicSectorSafetyProgram.html

These staff members do:
Public Sector Empoyee Safety and Health Consultation
Amusement Ride Inspection
Ski Lift and Tow Inspection
Worker's Compensation Accident Investigations

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District 3: Terry Clark
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Supervisor Dave Vriezen,
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SBD-9103-P (R03/09)