



2% Fire Dues

Program Eligibility,
Self-Certification, Audits

Eligibility

- SPS 314.01 (14) FIRE DEPARTMENT DUES (a) *Eligibility*. 1. a. In order to be eligible to receive a fire department dues payment, a municipality shall be in substantial compliance with the requirements for **fire protection, fire reporting and fire prevention services** specified in ss. 101.14 (2), 101.141 (1) and (2), and 101.575, Stats., and this chapter, throughout the entire municipality.

Compliance Determination

- The department (DSPS) shall determine substantial compliance with the fire department dues entitlement program.
- ‘Multiple fire departments.’ Where a municipality is served by more than one fire department and any one of the fire departments is determined to be in noncompliance within that municipality, the entire municipality shall be determined to be in noncompliance.

Notice of Noncompliance

- The department (DSPS) shall issue a notice of noncompliance to the municipality and the chief of the fire department that the department has determined to be in noncompliance.
- The determination shall be based on one or more of the following causes:
 - a. Municipality fails to submit self-certification input on time.
 - b. Municipality submits incomplete self-certification input.
 - c. Municipality self-certifies noncompliance.
 - d. An audit results in failure.



Self-Certification

- A **municipality** shall annually complete and submit fire department dues entitlement **self-certification** input for the previous calendar year, electronically on or before April 1.
- A **municipality** shall include in the self-certification input the name of every fire department and the chief of the fire department that provided fire protection services and fire prevention services, to the municipality in the last calendar year.

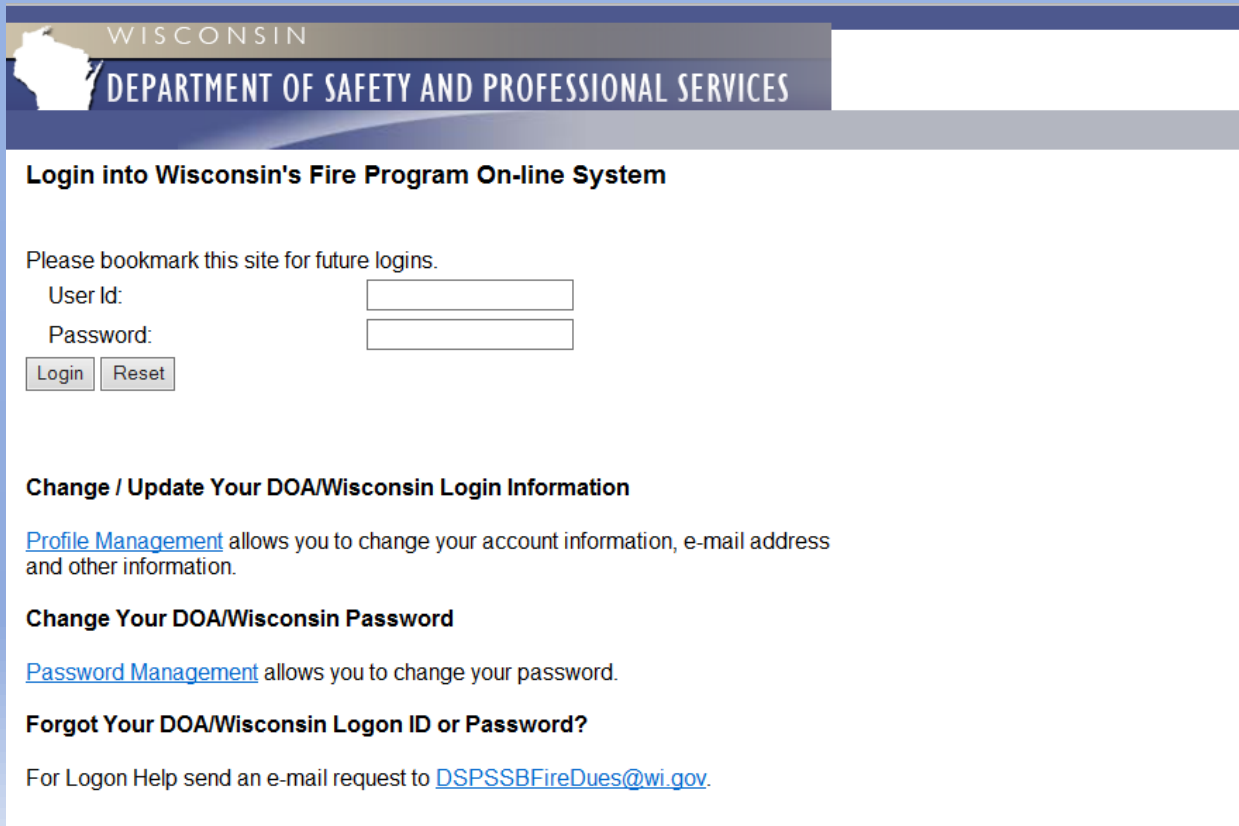
Self-Certification

- The **chief of the fire department** that provided the fire protection and fire prevention services for **each municipality** and the **clerk of the municipality** shall each provide the input required, as to whether or not the municipality is in substantial compliance with state regulations regarding the fire department dues entitlement program.

Fire Program Online System

- Login:

<http://apps2.commerce.wi.gov/fire-dues/app/main>



The screenshot shows the login page for the Wisconsin Fire Program On-line System. At the top, there is a header with the Wisconsin state logo and the text "WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES". Below the header, the page title is "Login into Wisconsin's Fire Program On-line System". The main content area contains a login form with the following elements:

- A prompt: "Please bookmark this site for future logins."
- A "User Id:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- Two buttons: "Login" and "Reset".

Below the login form, there are three sections of links:

- Change / Update Your DOA/Wisconsin Login Information**
[Profile Management](#) allows you to change your account information, e-mail address and other information.
- Change Your DOA/Wisconsin Password**
[Password Management](#) allows you to change your password.
- Forgot Your DOA/Wisconsin Logon ID or Password?**
For Logon Help send an e-mail request to DSPSSBFireDues@wi.gov.

Fire Program Online System

WISCONSIN
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

[Logout](#)

[Fire Department\(s\)](#)

VOL FIRE DEPT
[Fire Department](#)
[Fire Department Chief](#)
[Fire Education Officer](#)
[Lead Fire Inspector](#)
[NFIRS Contact](#)
[Municipalities Served by FD](#)

[Self Certification\(s\)](#)

VOL FIRE DEPT
[27040-TOWN OF](#)
[27136-VILLAGE OF](#)
[27024-TOWN OF](#)
[27016-TOWN OF](#)

[Print Self Certification Form\(s\)](#)

VOL FIRE DEPT
[Print Self Cert for Muni: 27040](#)
[Print Self Cert for Muni: 27136](#)
[Print Self Cert for Muni: 27024](#)
[Print Self Cert for Muni: 27016](#)

[Status of Self Certification\(s\)](#)

VOL FIRE DEPT
[Self Certification Summary](#)

Fire Department Data.

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

This site allows fire department chiefs to update their contact information and self-certify for 2% Fire Dues payments. **Using the Menu found on the left column of this page, click on Fire Department(s) to display further menu choices:**

- Please review and update all fire department contact and mailing information by January 3rd in accordance with s. SPS 314.01(14)(f)2. You may update this information anytime during the year when a change occurs.
- Complete the self-certification form between January 3rd and April 1st.

Some common noncompliance causes include:

- Municipality is not covered for both fire protection and fire prevention by the fire department(s)
- Either the Fire Chief or Clerk not completing the self-certification forms by the deadline
- Responding "No" by either party on the self-certification form
- An audit reveals significant non-compliance with eligibility requirements

If you have questions or comments concerning this process, please contact us at DSPSSBFireDues@wisconsin.gov.

Open/check/change Fire Department info as necessary
Complete self certification for each municipality
Print forms if you desire hard copy
Check status of self-certifications

Self-Certification - Online form

Self-Certification Introduction Process to Receive Fire Department Dues

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

For the Wisconsin Department of Safety and Professional Services to make a determination of substantial compliance [CLICK FOR EXPLANATION](#) for calendar year 2016, a self-certification process must be completed by 03/31/2017, as established in s. 101.575(4)2., Stats., and as established in s. SPS 314.01(14)(a-c) Wis. Admin. Code.

Some municipalities are served by only one fire department, while others receive fire safety services from more than one fire department. Therefore, a fire chief must complete the Self Certification form for every municipality that their fire department serves.

This self-certification is divided into two sections of questions to document the situation in each municipality and to allow the fire chief to specifically certify for the services. Section A addresses fire protection services and Section B addresses fire prevention services. Once both the fire chief and the municipal clerk have completed the form, they may log into Fire Dues and print and/or save a PDF copy.

The Self Certification Form is for fire safety services that the HIXTON VOL FIRE DEPT (27050) provided in calendar year 2016 for the NORTHFIELD (27040) municipality:

- Select this option if services were for **both fire protection and fire prevention**, then complete Sections A and B of the Self Certification form.
- Select this option if services were for **fire protection only**, then complete Section A of the Self Certification form.
- Select this option if services were for **fire prevention only**, then complete Section B of the Self Certification form.

Continue

Self-Certification - Online form

Section A: Fire Protection Services

Under Section SPS 314.01(14)(c) cities, villages and towns must certify whether or not they are providing fire protection services by indicating they are in substantial compliance with the following requirements.

Section A-1:

- The fire department is organized to provide continuous fire protection in that city, village or town. - Required by s.101.575 (3) (a) 1., Stats.
- The fire department has a designated fire chief. - Required by: s.101.575 (3) (a) 1., Stats.
- Singly, or in combination with another fire department under a mutual aid agreement, the fire department must ensure the response of at least 4 firefighters, none of whom is the chief, to a first alarm for a building. - Required by s. 101.575 (3) (a) 2., Stats.
- The fire department must provide a firefighter safety and health training program as prescribed by Chapter SPS 314. - Required by s. 101.575 (3) (a) 3., Stats.
- The fire department has facilities capable, without delay, of receiving an alarm and dispatching firefighters and apparatus. - Required by s.101.575 (3) (a) 4., Stats.
- If the fire department is a volunteer fire department, it must hold a meeting at least once each month, or a paid or partly-paid fire department must ensure sufficient personnel ready for service at all times. - Required by: s. 101.575 (3) (b), Stats.
- **NEW** - For each fire, a record shall be compiled by a fire department serving the municipality in which the fire occurred required by SPS 314.01(11) (a) 1. and NFPA 1 (2009). The record shall include all applicable information specified in s. 101.141 (2), shall be filed with the federal agency (NFIRS) and the report shall be filed within 60 days after the fire occurs as required by s.101.141 (1).

Was the subject municipality in substantial compliance with the regulations in Section A-1?

Clerk: Yes

Chief: Yes

Self-Certification

Section A-2:

The city, village or town must ensure that during the 2016 calendar year, previously received Fire Department Dues money was only used for one or more of the following:

- The purchase of fire protection equipment.
- Fire inspection and public education.
- Training of firefighters and fire inspectors performing public fire education and fire inspection.
- To fund wholly or partially firefighters' pension funds or other special funds for the benefit of disabled or superannuated firefighters. - Required by: s. 101.575 (6)(a), Stats.

Was the subject municipality in substantial compliance with the regulations in Section A-2?

Clerk: Yes

Chief: Yes

I, _____, hereby certify that the answers indicated for Section A of this self-certification process are true. I am checking this box in my capacity as the clerk for: 27040 -

I, _____, hereby certify that the answers indicated for Section A of this self-certification process are true. I am checking this box in my capacity as the fire chief for:

Self-Certification - Online form

Section B: Fire Prevention Services

Under Section SPS 314.01(14)(c) the fire chief of every city, village and town must certify whether or not they are in substantial compliance with the following requirements:

- The chief of the fire department provides for the inspection of every public building and place of employment at least once in each non-overlapping 6-month period, or in accordance with the exceptions established in s. SPS 314.01(13)(b)5.a.-r., Wis. Admin. Code, or in accordance with a special order issued by the Department of Safety and Professional Services, in all territory served by the fire department. - Required by s. 101.14 (2) (c) 1., Stats.
- Written or electronic reports of fire inspections are made and kept on file by the local authority having jurisdiction to conduct inspections, or its designee, in the manner and form required by the department. - Required by s. 101.14 (2) (e), Stats.
- The fire department provides public fire education services. - Required by s. 101.14 (2) (cm), Stats.

Was the subject municipality in substantial compliance with the regulations in Section B?

Chief: Yes 

I, _____, hereby certify that the answers indicated for Section B of this self-certification process are true. I am checking this box in my capacity as the fire chief for: _____ FIRE DEPT

Self-Certification - Online form

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04 (1)(m), Stats.]

Substantial Compliance, as defined in Section SPS 314.03(1)(i) and for the purposes of s. 101.575 (4) (a) 1. and 2., Stats., means an ample amount of the required activity was performed through a concerted effort aimed at total compliance. A determination of substantial compliance is obtained through a common-sense approach to evaluating whether enough effort was made to comply with the applicable statute or code requirements. Substantial compliance is not a specific number or percent of compliance. A determination of substantial compliance in any one year or regulatory standard does not mean that the same amount of compliance or effort in the following year or in another area of the code automatically equals substantial compliance.

Submit Self Certification



2% Fire Dues Audit

- SPS 314.01 14 (d) *Audit*. 1. In addition to the self-certification process, the department shall periodically conduct audits of fire department dues entitlement records to determine substantial compliance with the fire department dues entitlement program for the previous calendar year.

Substantial Compliance

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



2% Fire Dues Audit

- Fire Department **selected** for audit
- Audit **notice** sent
- Audit **conducted**
- Audit **results** submitted to fire department and municipality



Documentation

- *Note: It is not necessary to make hard copies of required documents; items can be presented/viewed in electronic or paper form.*

Documentation

- The municipality has a fire department organized to provide continuous fire protection and the fire department has a designated Chief. Wis. Stat. §101.575 (3) (a) 1.

(provide organizational documents, such as: ordinances, contracts, incorporation papers, how chief is designated)



Documents Required

- Current **roster** of active fire department members. SPS 314.01 (13) (d) 1.
- The fire department has facilities capable, without delay, of receiving an alarm and dispatching firefighters and apparatus.

Wis. Stat. §101.575 (3) (a) 4.

(Countywide paging, local paging)

Documents Required

- Time, date, and location of , and the number of firefighters responding, excluding the chief for each first alarm for a building.

SPS 314.01 (13) (d) 2.

(provide sign-in sheet, incident details)

Singly, or in combination with another fire department under a mutual aid agreement, the fire department must ensure the response of at least 4 fire fighters, none of whom is the chief, to a first alarm for a building.

Wis. Stat. §101.575 (3) (a) 2.



Documents Required

- Number and duration of, and attendance at, fire department meetings. SPS 314.01 (13) (d) 3.
(provide sign-in sheet, minutes)

If the fire department is a volunteer department it must hold a meeting at least once each month, or a paid or partly paid fire department must ensure sufficient personnel ready for service at all times.

Wis. Stat. §101.575 (3) (b)

Documents Required

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

SPS 314.01 (13) (d) 5.

(provide sign-in sheets, event summary)

The fire department provides public fire education services. Wis. Stat. §101.14 (2) (cm)



Documents Required

- Number and duration of, topic of, and attendance at fire department training sessions. SPS 314.01 (13) (d) 4.
- The fire department provides a training program as prescribed by department rule. Wis. Stat. §101.575(3)(a)3.

(provide sign-in sheet, topics, lesson plans)

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

Driver Operator, Pump Operation, Ladder, Ropes, Hose, Nozzle/Fire Streams, SCBA Training, Search and Rescue, Blood-Borne Pathogens, Rapid Intervention or Self-Preservation Training, Communications, Standard Operating Guidelines, Incident Command.

Documents Reviewed

- Documentation of 2% fire dues expenditures
(provide budget statement, check book register, purchase invoices)

Qualified Expenditures

1. The purchase of fire protection equipment.
2. Fire inspection and public education.
3. Training of fire fighters and fire inspectors performing duties under ss. [101.14](#).
4. To fund wholly or partially fire fighters' pension funds or other special funds for the benefit of disabled or superannuated fire fighters. Wis. Stat. §101.575 (6)

Any city, village or town that contracts for fire protection service shall give dues received under s. [101.573](#) and this section to the fire department providing the fire protection service.

Qualified Expenditures

- **Fire protection equipment:** fire trucks, brush trucks, tenders, ladders, hose, turnout gear, helmets, boots, gloves, etc., thermal imaging cameras, foam, axes, nozzles, fans, hose, any equipment used to supplement fire suppression. The money can also be held in a reserve account for a number of years in order to accumulate enough money to purchase a vehicle or used to pay the balance on a recently purchased vehicle.
- **Fire inspection services:** wages and benefits, contracting for fire inspection services, or for other fire education services or equipment. Equipment may include brochures, pamphlets, technical aids such as laptops, tablets and software used for inspection activities, uniforms, and business cards
- **Training of fire fighters and fire inspectors** performing duties under ss. [101.14](#). Training may include fees, memberships, lodging, books, wages, and travel for anyone involved in fire inspection or fire education activities.
- **Retirement programs** such as Service Awards Programs or other approved retirement program sponsored by the local municipality. Approved means state approved.



Documents Reviewed

- The chief of the department provides for the inspection of every public building and place of employment at least once in each non-overlapping 6-month period, or in accordance with the exceptions as prescribed by SPS 314.01 (13) (b) and Wis. Stat §101.14 (2) (b) and (c), in all territory served by the fire department.

Review fire chief's records (list) to determine those public buildings and places of employment that are to be inspected, for each municipality for which the fire department has responsibility. SPS 314.01(13)(b)2.

Documents Required

- Written or electronic reports of fire inspections are made and kept on file by the local authority having jurisdiction to conduct inspections, or its designee.

Wis. Stat. §101.14 (2) (e).

View reports of fire prevention inspections performed and kept on file.

SPS 314.01(13)(b)8.

(provide individual records for each occupancy)



Documents Required

- **Record** of fire and other emergency responses occurring within jurisdiction. NFPA 1.11.3.1
- **Record keeping and reporting of fires** with the US Fire Administration. Wis. Stat. 101.141 (1) and SPS 314.01 (11) (a) 1.

(login to National Fire Incident Reporting System, review reports; check for invalid reports, check correct coding of incidents)



Report

- The department shall write a report summarizing the **results** of each audit.
- Report may include **recommendations** for improvement.
- Report includes **determination** of compliance or non-compliance.
- Report **sent** to fire chief, governing body and highest elected official.



Appeal

- A department audit determination may be appealed per SPS 314.01 (14) (e) *Appeals of audit determinations*, or ch.227 Stats.
- Requirements for: *Filing an appeal*, *Timing of an appeal*, *Processing an appeal*, *Appeals board*, *Support staff and resources*, *New information*, *Hearing*, *Determination of the board*, *Decision by the secretary*, *Completion of the appeal process*.

Thank you!

- Questions?



Fire Prevention Contacts

District 1

Rick Sommerfeld

715-944-4114 (Cell)

richard.sommerfeld@wi.gov

District 3

Carl Frisque

920-366-2469 (Cell)

carl.frisque@wi.gov

District 2

Mike Fehrenbach

608-575-0179 (Cell)

mike.fehrenbach@wi.gov

District 4

Gary Peck

608-575-3293 (Cell)

gary.peck@wi.gov

Office Program Associate

Sarah Brown 715-634-4013

sarah2.brown@wisconsin.gov

Program Supervisor

Bradley Johnson 920-492-5605

Bradley.Johnson@Wisconsin.gov

