



# 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:

<https://esla.wi.gov/PortalCommunityLogin>

PLAN REVIEW STATUS MINE SAFETY TRAINING UNIFORM DWELLING CODE PERMITS UDC PERMIT SEARCH UDC MUNICIPAL LOGIN INSPECTOR LOOK-UP PUBLIC LOOK-UP HELP LOG IN

\*\*eSLA requires Google Chrome browser to work properly. Please download Google Chrome browser to continue. [Click Here to download](#)

### First Time eSLA User

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#### Create Account

If you have previously conducted business with the Department but are new to eSLA, please activate your eSLA login with the DSPTS CUSTOMER button below.

[DSPTS CUSTOMER](#)

If you have never conducted business with the Department, please create a new eSLA login with the NEW DSPTS CUSTOMER button below.

[NEW DSPTS CUSTOMER](#)

### Existing eSLA Users

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#### Login

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[LOGIN](#)

[Forgot Password?](#)  
[Forgot Email?](#)

How to Use eSLA - To set up your eSLA account, complete the First Time eSLA User section above and then associate any business accounts(see the Help page). Once you complete the First Time eSLA User section above, log in as an existing user to the right of the eSLA Customer Portal page every time you return.

Visit our [Help](#) page for eSLA user guides and FAQs.

# Fire Program Online System

- If you are a New Fire Chief and don't have a login for eSLA please contact [DSPSSBFireDues@Wisconsin.gov](mailto:DSPSSBFireDues@Wisconsin.gov) before you go any further.



# Self-Certification – eSLA Dashboard

- On your dashboard you be on the Fire/Municipality and you will see your municipality association. Click on the **Options** button and Choose **Create/Edit Self Certification**. This will Open you Certification Form.

The screenshot shows the eSLA Dashboard interface. At the top, there is a dark blue navigation bar with the eSLA logo on the left and several menu items: PLAN REVIEW STATUS, DASHBOARD, MINE SAFETY TRAINING, INSPECTOR LOOK-UP, PUBLIC LOOK-UP, HELP, a shopping cart icon with '0', and USER, ESLA with a dropdown arrow. Below the navigation bar, the main content area has a white background with the heading 'Welcome to your eSLA Dashboard'. There are two tabs: 'Permit' and 'Fire/Municipality', with 'Fire/Municipality' being the active tab. Below the tabs, there are two buttons: '+ NEW APPLICATION' and 'MY HISTORY'. A paragraph of text follows, explaining the 'My History' button and providing a link for adding a business or renewing an assembly. Below this is a section titled 'Business Associations' with instructions on how to request an add or change for a fire department or municipality. At the bottom, there is a table with one entry for 'ESLA Fire Dept' -- Town of Esla, with ID 'AA-029g1'. The entry shows 'SELF CERTIFICATION STATUS' and 'ACCOUNT STATUS' as 'Active'. An 'OPTIONS' button is visible next to the account status, with a dropdown menu containing 'Create/Edit Self Certification', 'View/Print Self Certification', and 'Previous Self Certification'.

PLAN REVIEW STATUS DASHBOARD MINE SAFETY TRAINING INSPECTOR LOOK-UP PUBLIC LOOK-UP HELP 0 USER, ESLA

## Welcome to your eSLA Dashboard

Permit Fire/Municipality

+ NEW APPLICATION MY HISTORY


Please click on the "My History" button to view previously submitted payments, permits, credentials and service requests such as revisions, components and compliance statements.

[Are you trying to add a business or renew a cross connection control assembly? Click here to add a business or renew your assembly.](#)

### Business Associations

If you have an add or change request for a Fire department or Municipality please email [DSPSSBFireDues@wisconsin.gov](mailto:DSPSSBFireDues@wisconsin.gov)

PENDING: Fire Chief or Municipal Clerk has submitted the Self Certification and waiting for the other party to submit.  
SUBMITTED: Both Fire Chief and Municipal Clerk have submitted the Self Certification.  
COMPLETE: Both Fire Chief and Municipal Clerk have submitted the Self Certification and the Self Certification process is complete.

	ESLA Fire Dept* -- Town of Esla AA-029g1	SELF CERTIFICATION STATUS	ACCOUNT STATUS Active	OPTIONS
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- Create/Edit Self Certification
- View/Print Self Certification
- Previous Self Certification

# Self-Certification - Online form

- Fire Account Section- Change the Year of Inspections to the year you completed the Fire Inspections
- Enter the Total # of Buildings and place of employment that were inspected by your Fire Department.
- Enter the Total # of Inspections Conducted by your Fire Department.
- Enter the Total # of Violations Recorded by your Fire Department
- Enter the Total # of Violations Corrected by your Fire Department
  - These questions should NOT be divided per municipality this should be recorded as what the **whole** Fire Department did in that year.

## Self Certification Attestation

### Instructions

Complete the self-certification form on or before April 1st. If you have questions or comments concerning this process, please contact us at [DSPSSBFireDues@wisconsin.gov](mailto:DSPSSBFireDues@wisconsin.gov).

FIRE DEPARTMENT | MUNICIPALITY

### Fire Account

Please enter the year the inspections were conducted, the total # of Inspectable Buildings, total # of Inspections Conducted, total # of Violations Recorded and total # of Violations Corrected.

THIS INFORMATION IS PER FIRE DEPARTMENT. IT IS THE TOTAL FOR THE FIRE DEPARTMENT AND NOT DIVIDED PER MUNICIPALITY. DO NOT COUNT THE INSPECTIONS PER MUNICIPALITY. THIS INFORMATION ONLY HAS TO BE ENTERED ONCE. IT WILL SAVE TO YOUR NEXT MUNICIPALITY.

All starred \* fields must be answered in order to Save.

* Year Inspections Conducted <input type="text" value="2022"/>	* # of Public buildings and Places of employment <input type="text"/>
* Number of Inspections Conducted <input type="text"/>	* Violations Recorded <input type="text"/>
* Violations Corrected <input type="text"/>	

# Self-Certification- Online form

- Fire Department Info- Please answer all questions.

## Fire Department Info

Please update or make corrections to any Fire Department information below.

All starred \* fields must be answered in order to Save.

Fire Department ID

Fire Department Name

Esla Fire Department\_test

### Fire Station Address

Street

City

State

Zip Code

### Mailing Address

Street

City

State

Zip Code

\* Fire Station Phone Number

\* Fire Chief Primary Phone Number

\* Fire Chief Secondary Phone Number

Fire Station Fax

\* Fire Station Email

# Self-Certification - Online form

- Fire Department Personnel- Answer all questions
- Click Save.

## Fire Department Personnel

Please update or make corrections to any Fire Department Personnel information below.

All starred \* fields must be answered in order to Save.

Fire Department Pay Status

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Number of Fire Inspectors

\*

Number of Non Fire Fighter Staff (Administrative, EMS and Auxiliary)

\*

Fire Department Type

\*

Fire Department Org

\*

SAVE

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# Self-Certification - Online form

- Next is Questions for the Fire Chief

## Questions for Fire Chief

Please answer all questions.

Does your fire department provide Fire Protection services for this municipality?

Yes

No

Does your fire department provide Fire Prevention services for this municipality?

Yes

No

- Does your Fire Department provide Fire Protection Services for this Municipality?
  - If your Fire Department is to provide Fire Protection to this municipality you will answer YES and the question will open to reveal 2 additional questions A1 and A2.
  - If your Fire Department does not provide Fire Protection to this municipality you will answer NO and proceed to the next question.

Does your fire department provide Fire Protection services for this municipality?

Yes  No

# Self-Certification- Online Form

## Section A Fire Protection Services Question 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.
- For each building 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 (2012). 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.
  - Required by s.101.141 (1).
- 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.

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

Yes  No

## Question A-2:

The city, village or town must ensure that for the calendar year of previous year the 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?

Yes  No

# Self-Certification- Online Form

- Does your Fire Department provide Fire Prevention Services for this Municipality?
- If your Fire Department is to provide Fire Prevention to this municipality you will answer YES and the question will open to reveal 1 additional question B1.
- If your Fire Department does not provide Fire Prevention to this municipality you will answer NO and proceed to the end of the form to Submit for Fire Chief.

Does your fire department provide Fire Prevention services for this municipality?

Yes  No



# Self-Certification- Online Form

## Section B: Fire Prevention Services Question B-1:

- 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 fire department in substantial compliance with the regulations in Section B-1?

Yes

No

# Self-Certification- Online Form

- Attestation- you must click Save for the Fire Chief, or your answers will not be saved.

## Attestation

I, the undersigned, hereby certify that answers indicated for Section A and B of this self-certification form are true. I am signing this document in my capacity as the Fire Chief for(Esla Fire Department\_test)

Fire Station Attestation

**SAVE FOR FIRE CHIEF**



# 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

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