

**TOWN of FIFIELD & PIKE LAKE**

**FIRE and RESCUE**

# **Policies and Procedures**

**June 22, 2023**

TOWN of FIFIELD & PIKE LAKE FIRE and RESCUE  
Policies and Procedures TABLE OF CONTENTS

Welcome and Acknowledgement Form	
<u>General &amp; Employment</u>	1
Equal Opportunity	1
At-Will Employment	1
Employment of Relatives	1, 2
Applicant Processing	2
Resignations & Terminations	2, 3
<u>Membership</u>	3
Appointment	3
Orientation	3
Residency	3
Qualifications as Set by the Bylaws	3
Physical Fitness	3, 4
Compensation	4
Rights and Requirements	4
Staffing	4
Employment Classifications	4
Junior Firefighter Members	4
Temporary Membership	4
Elections	4, 5
Vacancies and Removals	5
Leaves of Absence	5
<u>Meetings and Training &amp; Roberts Rules of Order</u>	5, 6
<u>Record Keeping</u>	6
Place of Keeping Records & Records	6
<u>Conduct</u>	7
Fitness for Duty Department Drug & Alcohol Policy	7, 8
Discrimination / Harassment	8
Discipline	8, 9
Grievance Procedure	9
Complaints from the Public	9
<u>Other</u>	10
Dress Code	10
Health and Safety	10
Injuries- Medical Care	10
Rehabilitation for Emergency Workers During an Active Emergency	10, 11
Equipment	11
Lost or Stolen Equipment	11
Inventory	11
Personal Vehicle Use	11
Smoking and Vaping	11, 12
Confidentiality of Records	12
Training	12
Conference / Seminar Guidelines	12
<u>Addendum #1: Minimum Staffing Objectives</u>	13

**TOWN of FIFIELD & PIKE LAKE FIRE and RESCUE**  
**Policies and Procedures**  
**June 22, 2023**

**GENERAL**

It is recognized that the Town of Fifield provides Fire and EMS services to its residents, land owners, businesses, and visitors. The Town has two Fire and EMS Departments located in different geographical locations: The Town of Fifield [proper] is known as "Fire #1" and the Pike Lake location is known as "Fire #2." For the purposes of this document, the language may refer to "the Department," "the (Fire) Chief", or "the EMS Service Director" singularly, but it is understood that it applies to both Departments, and that these policies apply to all Fire and EMS staff (referred to collectively herein as the "members") equally regardless of which location or job position(s) you are hired for.

As directed in the Town of Fifield Fire and EMS Bylaws, the Department has adopted these policies, which are subject to the approval of the Town Board. Amendments shall be subject to Town Board approval in the same manner. These policies shall not be inconsistent with the Bylaws or Town Ordinances. In the event of a conflict, the Bylaws and/or the Town Ordinances shall have control over these policies. The members shall follow and adhere to these approved policies. Further, as referenced in the Bylaws, the Town of Fifield adopts and incorporates provisions of the Wisconsin Administrative Code, the National Fire Protection Association Codes, and the State of Wisconsin EMS licensure laws. Copies of these documents will be provided upon request. See the Bylaws for expanded information.

It is the responsibility of the Fire and EMS Departments to develop **Standard Operating Guidelines (SOG's)** which outline everyday operations of the Fire and EMS divisions. It is expected that these guidelines will comply with any Federal, State, and local laws, and uphold the highest industry standards and accepted practices. Fire and EMS will work with the Town of Fifield Board to ensure that the operational manuals stay current with accepted practice(s). **The Town Board, Fire Chief, and EMS Service Director reserve the right to amend these standards as necessary, with updated versions provided to all members upon revision.**

**EMPLOYMENT**

Equal Opportunity: The Town of Fifield is in compliance with the equal opportunity policy and standards of the Wisconsin Department of Workforce Development, Department of Health Services and all applicable state and federal statutes and regulations relating to nondiscrimination in employment and service delivery.

At-Will Employment: Employment with the Town of Fifield is governed by the common law doctrine of "at-will" employment. This means the department member or the Town of Fifield have the right to end employment at any time with or without any advanced notice and/or cause, provided applicable federal, state or local laws have not been violated. Members resigning without proper notice will NOT be eligible for rehire.

Employment of Relatives: Due to the size of the labor pool available in this region, the Town of Fifield does not have a policy of total restriction of employment of relatives, partners or family members. Current employees whose relatives, partners or household members are applying for a job at the Town of Fifield should make a full disclosure to the supervisor of the open position about their relationship to the applicant. The Town Board must ensure that the needs of the Town of Fifield are best served in any hiring decision. To the extent possible, direct supervision of a relative, partner or family member will be avoided. If supervision of a relative, partner or family member must occur, it is expected that

both parties will conduct themselves in the best interest of the Town. Supervisors may request that they recuse themselves in disciplinary or termination situations, and the Board may request the same.

Applicant Processing: Because the Town does not have or utilize a conventional hiring process where positions are vacant and multiple people apply for one opening for member positions, applications for the “volunteer” Fire Department and EMS will be processed in a timely manner when received. Each applicant stands on his/her own merits for hiring and are not compared to other applicants to fill positions. As long as qualifications are met, and there is room on the Fire and EMS rosters, efforts to recruit and hire members will be ongoing.

Applications are available at the Town of Fifield Hall during business hours and from the Fire Chief at the respective Fire Departments. All completed applications will be reviewed by the hiring committee within 10 (ten) days unless special circumstances require more time.

The elected Fire Officers shall perform the initial review of applications and interviewing of fire department candidates. For the Fire Department, the committee shall consist of the elected Fire Officers. For the EMS division, the EMS Service Director and Fire Chief shall collaborate on the review and interview process. The EMS hiring committee shall consist of the EMS Service Director and one or two EMR members, chosen by the EMS Service Director.

Each applicant is required to complete a Town of Fifield Employment Application and will be asked to provide proof of credentials, applicable licenses, a valid WI driver’s license with an acceptable driving record when applicable, and any other documentation requested by the Town of Fifield.

During the interview process, the Fire Officers shall explain to prospective candidates Fire Department expectations of a member which includes but not limited to substantial time commitments, attendance at business and training meetings, mandatory training requirements, and emergency call response; these are all portions of the SOG’s. The hiring process for the EMS division shall follow the same process.

Upon hire, the employee **MUST** provide proof of identity and proof of employment eligibility. Failure to do so may cause the hire offer to be rescinded. A standardized set of employment documents will be utilized to ensure completeness and consistency in the hiring and employment process including State and Federally-required payroll documents and other various internal forms and checklists. Each employee will be provided with a position description that outlines the duties, qualifications, and expectations of the job. In addition, a copy of the Fire and/or EMS Standard Operating Guidelines and Protocols will be provided. Both documents are required to be signed as a condition of employment. The Department may have other required acknowledgements relating to specific procedures.

Resignations: All resignations from the Fire Department shall take the same course as applications for and appointments to membership. When a member resigns, it shall be communicated to the Fire Chief and shall clearly include the effective date of the resignation. A written notice is an appreciated industry standard. Except for emergency situations, a 2 (two)-week minimum notice is expected. Any member who quits, resigns, retires, or vacates without a proper notice that fails to give the Fire Department the opportunity to plan coverage for the vacancy will **NOT** be considered eligible for rehire. Upon receipt of the notice, the Fire Chief will request the member to return all assigned equipment.

It is the Fire Chief’s responsibility to document return of the property on the appropriate form and return the equipment either back into inventory or repair.

Terminations: If a member of the Department violates rules of conduct, health and/or safety policies, and/or code of ethics, the Fire Chief may request the Town of Fifield Board to terminate the member.



Termination shall be the Fire Department's last recourse, depending upon the seriousness or frequency of the infraction. The termination notice shall be in writing and subject to a grievance hearing (see GRIEVANCE PROCEDURE), if requested by the member within 30 (thirty) days, which shall be held by the Town of Fifield Board. Once a termination notice is given and received, the affected member shall not respond to any calls, meetings, or other departmental functions, and shall lose all rights, benefits, and privileges of membership, until the completion of a grievance hearing, and shall return all assigned equipment.

## MEMBERSHIP

Appointment: Any person desiring to be a member of the Fire Department may file an application with the Fire Chief (also referred to as "the Chief") in such form as the Town Board may require. Applications may be obtained from either the Fire Chief, EMS Service Director, or the Town of Fifield Clerk. Each applicant may also be asked to file a certificate of physical fitness from any such physician as the Town Board may designate or recognize, **but only after the candidate completes an application and is provided with a conditional offer of employment.** The Fire Chief shall review any and all such applications and make a report to the Town Board so that the Town Board may determine whether to confirm such appointment (hiring) by the Fire Chief. The successful candidate shall be notified by the Fire Chief or EMS Service Director of acceptance.

Orientation: An orientation date shall be set in order to complete any required paperwork. Orientation of new members is addressed in the Fire Department's Standard Operating Guidelines.

Residency: If a situation occurs where a member, whether firefighter or EMS, lives in another municipality but is near enough to the Fifield Town Line, at the discretion of the Fire Chief, he or she may be accepted as a member subject to the process and requirements stated herein. Any such member may serve as the Fire Chief or any other officer.

Qualifications as Set by The Bylaws: All new firefighter applicants shall complete a State of Wisconsin Firefighter accredited training course within 2 (two) years from date of hire. Additional training may be required by the Fire Chief or applicable law. Applicants with documented qualified experience in a career department may be accepted and exempt from initial training. All new EMS members shall complete all training and education as deemed necessary by the Fire Chief and the State of Wisconsin EMS licensure applicable law. All Department members shall complete all continuing education per local, State, and Federal guidelines. All applicants must be at least eighteen (18) years of age (except for the Junior Firefighter position). At the age of 65 (sixty-five), all members may be required to submit to an examination and evaluation of physical fitness and health for further membership in the Department. Further, the Fire Chief or the Town of Fifield may require an examination and evaluation of physical fitness and health of any member for further membership in the Department. See individual position descriptions for additional qualifications. Fire officers shall have completed at least State mandated basic Fire Entry Level Parts A & B and company officer training, and be an active Fire Department member. Fire and EMS members must adhere to meeting attendance, training, and community activity participation as set by the Fire Chief and the SOGs.

Physical Fitness: All members are expected to maintain physical fitness necessary to perform job duties. In order to maintain membership in the Department, the Fire Chief or the Town of Fifield may require a medical examination and evaluation of physical fitness and/or health assessment of any member. The Fire Chief reserves the right to restrict any member's participation in a training exercise or during an active emergency based on that member's physical or mental ability to perform the duties required in that situation. Alternative, "light," or NO duties may be assigned on a case-by-case basis so long as no fellow department member or member of the public is put at risk.

A member, who at any time feels he/she is not capable of performing a duty should stand down and request another member to assume the given duty.

Compensation: Compensation for all fire officers, firefighters, and EMS personnel shall be set by the Town Board with input from the Fire Chief during the annual budget process. Time spent for actual training and mileage for the initial training will be paid only after the member has served in the Fire Department for 2 (two) years. The Town Board may waive this 2 (two) year period because of hardship on a case-by-case basis upon written request by the member to the Town Board. The cost of the class itself (if the State of Wisconsin does not cover it) will be reimbursed once the training is completed and the student has passed the course. For EMS members, the student must pass the course and the national registry exam making their State of Wisconsin license eligible in order to be reimbursed for the EMS initial course. Books will be paid for and provided by the Fire Department for fire and EMS personnel. All training expenses are covered by the Fire Department which includes initial training and continuing education.

Rights and Requirements: Active members are entitled to all rights and benefits including voting, holding office, and serving in any formal capacity recognized by the Fire and EMS Department. Temporary and Junior Firefighter members are not entitled to vote or hold office, but all other benefits apply. To be considered an active member, that member is expected to participate in various functions (as outlined in SOGs), training meetings, and committees within the department.

Staffing: The Department will comply with the Wisconsin Administrative Code SPS 330 and CH HSS 110 requirements of staffing, training, and safety. Town of Fifield specific information regarding this is contained in the bylaws. See Addendum #1 for the most current roster of positions. In the event of a change to the Bylaws, the most recently-adopted Addendum shall apply and replace all other prior versions.

Employment Classifications: The employment classifications shall be Active, Temporary (when applicable), on Leave, Emeritus, Junior, Retired, and Axillary. Please see position descriptions for more information.

Junior Firefighter Members: Junior members must be between the ages of 14 and 18. Parental permission is required and is part of the application process. Junior members are expected to maintain an acceptable grade point average, attendance record, and appropriate conduct at school. Failure to do so may result in probation or the loss of membership. The acceptance of Junior Member applicants who are not attending school is subject to review and approval by the Fire Chief.

Temporary Membership: The Fire Department and Town Board may, in their discretion, admit a member on a temporary basis for such a term and under such conditions as deemed advisable in its discretion. The length and conditions of any such temporary admission shall be provided to the individual in writing. The Fire Department and Town Board may, if necessary, amend or extend any such temporary admission, in their absolute discretion.

Elections: The term of each fire officer shall be for 2 (two) years. All active members, both firefighters and EMS, present at the election meeting shall be entitled to vote. There shall be voting by proxy by members in good standing, provided that a written and signed proxy statement is provided in advance. Elections shall be held every 2 (two) years. Fire #1 nominates in the odd year with positions effective in the even year. Fire #2 nominates in the even year with positions effective in the odd year. Nominations for officers shall be accepted on the first meeting in October and elections will be held on the first meeting in November, with the terms beginning on January 1 of the following year. A paper ballot will be used for voting and will be prepared by a person designated by the Fire Chief.

Approved proxy votes will be recorded on a paper ballot by a person designated by the Fire Chief for counting purposes. Ballots will be counted at the voting meeting so that the results are known immediately. Ballots will be filed and retained for 2 (two) years by the Fire Chief in a secure location. The winner of the election will be the candidate with the most votes. In the event of a tie for any election, the Town Board shall break the tie and decide the winner by majority vote of the Town Board. Any complaint of an invalid election (failure to follow proper election procedure) as set forth in the Town Ordinances and/or Bylaws shall be made in writing to the Town Board. The Town Board will then determine whether the election was properly held. Should the Town Board determine that the election was improperly held, the election shall be null and void; the current officers prior to the election shall remain in office. The Fire Department shall then take nominations for those offices at the next available meeting, with a special election to follow. Such a special election does not alter or change the election cycle set forth herein.

Vacancies and Removals: Information regarding these topics is contained in the Bylaws.

Leaves of Absence: Leaves of absence may be granted by the Fire Chief for reasons acceptable to the Fire Chief, in consultation with Human Resources or the HR designee. If a member requests to be on sick leave or another type of leave of absence, the request must be in writing and submitted to the Fire Chief, Assistant Fire Chief, or the EMS Service Director at the earliest available time. All leaves must include a tentative time frame as to the length of the leave, and must be approved by the Fire Chief in writing. During the leave period, the member shall lose all rights, benefits, and insurance coverage under the Town of Fifield, unless it is a result of a Fire Department injury, in which case 'workers compensation' benefits would still apply. The maximum amount of time for leave status shall not be greater than 6 (six) months, unless extenuating circumstances arise and are approved by the Fire Chief. The Town of Fifield shall comply with all Family Medical Leave Act rules that may apply, as well as all other laws, rules, and regulations. If FMLA does not apply, the Fire Department may request a written slip from your attending physician or other qualified health care provider. Upon returning from sick leave, the Fire Department may request a slip from the member's attending physician or other qualified health care provider stating that the member is physically able to perform the duties of the position. A member that is on leave status shall not respond to any calls, emergency or non-emergency. A member wishing to return to active status from a leave must submit a written request to the Fire Chief or EMS Service Director for approval by the Fire Chief.

## **MEETINGS & TRAINING**

The Fire Department shall comply with open meetings laws, Wis. Stat. Sec. 19.83(1), as applicable. Meetings shall be governed by the applicable sections of Robert's Rules of Order. Firefighters shall meet a minimum of 2 (two) times per month for business and training meetings. Fire training will consist of a minimum of 2 (two) hours per month. The firefighter business meeting will be a mandatory meeting of the Fire Chief and other fire officers, with other members' attendance voluntary. These meetings may be held on separate days or may be combined into a single meeting. The Fire Chief will advise the Town Board of the Fire Department's meeting schedules.

The meetings shall be held at the respective location headquarters or any other such place as the Fire Chief may designate. Both locations conduct their regular meetings and training on the first and third Wednesdays of the month, unless it falls on a holiday, then it moves to a new date to be determined by the Fire Chief. Meetings start at 7:00 pm, unless otherwise noted. The Fire Chief may call a special meeting of the Department at any time. Further, a special meeting may be called by written request of any 3 (three) members eligible to vote. The dates and times for meetings may be changed at the discretion of the Fire Chief if special circumstances require.



As per WI Open Meeting requirements, an agenda that meets state requirements will be posted prior to any Department business meeting in accordance with the legal posting timeframe. In addition, minutes will be taken, transcribed, and provided to the Town Clerk in a timely manner for inclusion in the Town Board meeting packet. (Training sessions are not subject to these requirements.)

To provide a consistent and orderly format, the following will be observed at the monthly meetings:

Robert's Rules of Order (revised current edition):

- Call to order
- Pledge of Allegiance
- Acceptance of last Business meeting minutes as posted
- Chief's Report
- Old Business
- New Business
- Meetings and Trainings
- Adjournment to Post Call Analysis
- Post Call Analysis if needed

The EMS division will meet a minimum of once a month for the EMS monthly training meeting. The first Monday of every month is the designated day for the training meeting. EMS meetings start at 6:30 pm and consist of EMS training for 2 (two) to 3 (three) hours. Meeting locations may change monthly, but typically occur at the Fifield Station #1. Joint EMS training meetings are held currently in conjunction with Pike Lake EMS and Town of Sherman EMS. All training meetings currently meet the requirements of continuing education for the State of Wisconsin EMS division for continuing education. The dates and times for meetings may be changed at the discretion of the EMS Service Director if special circumstances require.

**RECORD KEEPING**

Place of Keeping Records: The place of keeping records is outlined in the Bylaws as the principal offices at each location. For Fire #1 records are kept in the office that is located at the Fire Hall. For Fire #2, records are kept in the office that is also located in the Fire Hall. Records for both departments are to be maintained in a locked file cabinet, in a locked room, in a locked building. The doors are locked using a keyless entry pad. The Fire Chiefs, Fire Officers, EMS Service Directors, and EMR's have the access codes to their appropriate doors. Access codes may be changed by the Fire Chiefs and shall be changed periodically for security purposes. When access codes are changed, the new codes shall be given to all appropriate personnel as soon as possible and to the Town Clerk within 24 (twenty-four) hours. All records shall be kept a minimum of 7 (seven) years in accordance with Wisconsin Open Records Law. The Departments shall keep records on the following categories: (1) finances, (2) personnel, (3) investigations, (4) equipment, (5) policies and procedures, (6) training, (7) inspections, (8) communications, and (9) fire incident and emergency services. Any medical records or documents kept regarding EMS shall be kept in accordance with applicable laws, including HIPPA regulations.

Records: All application materials shall be kept on file by the Fire Chief of each Department for each person who becomes a member during their membership and a minimum of 7 (seven) years thereafter. Other applications shall be kept on file for a minimum of 7 (seven) years. The Town Clerk's office shall maintain a copy of the application, a copy of the driver's license, an Emergency Contact form, the original W-4, WT-4, and I-9 along with its accompanying documentation, and a copy of the acknowledgement form for this policies and procedures document.

## CONDUCT

### Fitness for Duty Department Drug and Alcohol Policy

**PURPOSE:** Members of the Fifield Fire Department must maintain a strong commitment to provide a safe and efficient environment for members, patients, and the public alike. Jobs require split second decision-making that could ultimately affect the life and death of any member providing or receiving department services. One of the major factors that could impair the judgment of a member would be the use of certain prescription and/or illegal drugs and/or alcohol. It is harmful to the member and could be extremely harmful and disruptive to patient care, firefighting and emergency efforts, and normal operating procedures. Therefore, the lawful use of alcohol and the unlawful manufacturing, distribution, possession, or use of a controlled substance or alcohol is prohibited in the Fifield and/or Pike Lake FIRE & EMS Stations, when a member is on duty. Fifield and/or Pike Lake FIRE & EMS and Town of Fifield reserves the right to take appropriate action to enforce this policy. In addition, it is expected that Fifield and Pike Lake FIRE & EMS members abide by State of Wisconsin and Federal laws concerning these issues. Violations of this drug and alcohol policy can result in disciplinary action up to and including termination of membership.

### DEFINITIONS

- On Duty: Any compensated time while performing duties, including but not limited to, responding to and participating in emergency calls, attending business meetings and training sessions, and performing assigned projects or tasks.
- Illegal drugs means any controlled substance or drug, the sale, possession, or consumption of which is illegal under local ordinance or State law and Federal law. The term includes prescription drugs not legally obtained and prescription drugs not being used in a manner, combination, or quantity prescribed.
- Legal drugs include prescription drugs and over-the-counter drugs which have been legally obtained and are being used in the manner, combination, or quantity for which they were prescribed or intended.
- Positive alcohol/drug test means that the member has ingested a drug/alcohol which causes the member's threshold level to be above the Federal Department of Health and Human Services (DHHS) guidelines.

### POLICIES

- The use of alcohol is prohibited by any Fifield and Pike Lake EMS-Fire member while on duty or while performing Fifield and/or Pike Lake EMS-Fire business. Possession of open or closed containers or consumption of alcohol is prohibited in the Fifield or Pike Lake EMS-Fire office and station. The exception to the rule is any sponsored event by the Fire Department in which a temporary liquor license has been obtained and issued for said event.
- The unlawful manufacture, distribution, dispensation, possession, or use of any non-prescribed, controlled substances is prohibited.
- Except as provided below, use or being under the influence of any legal drug that could affect the member's ability to perform his or her duties or illicit drug by any member while on-duty or while performing organization business is prohibited. This recognizes the fact that such use or influence may affect the safety of the member, co-worker, patient, or the general public, the member's ability to function as an EMT, EMR, fire fighter, or representative of Fifield and/or Pike Lake FIRE & EMS. A member under the influence of a legal drug has an obligation to inquire about and determine whether the legal drug he or she is taking may or will affect his or her ability to safely and effectively perform prescribed duties as a duty crew member. If a drug has a questionable impairment effect on a member, he or she shall ask and receive written information



from a physician or Pharmacist as to the possible impairment side effects. Judgment will be made by the Fire Chief and/or EMS Service Director of Fire #1 or Fire #2.

Discrimination / Harassment. The Town of Fifield is an equal opportunity employer and as such is committed to maintaining a workplace, work environment, and work culture free of discrimination against any individual who is part of a protected group. The Town of Fifield will support both the spirit and intent of all State and Federal laws relating to discrimination, harassment, and sexual harassment. In keeping with this commitment, The Town of Fifield will not tolerate discrimination, harassment, sexual harassment, or other inappropriate actions by any of its employees.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following exist:

- a. Submission to such conduct is made, either explicitly or implicitly, a condition of employment;
- b. Submission to, or rejection of, such conduct is the basis for employment decisions, or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.
- d. Sexual harassment is measured from the viewpoint of a reasonable person. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment; rather, the affect the activity has on the victim. Thus, well intentioned statements or gestures may be considered sexual harassment if a reasonable person would perceive it to be harassing, whether or not the individual intended to harass.

If any employee feels that they, another employee, or a member of the public have been the victim of discrimination or harassment, they should immediately notify one of the following: their immediate supervisor, Town Clerk, Town Supervisor, or Town Chairperson as appropriate. If a complaint is received, or if a situation is thought to exist which could be construed as harassment or discrimination, the Town of Fifield will take the necessary steps to investigate the situation in a sincere and timely manner. If harassment, inappropriate actions, or any other violation of Town of Fifield policy, State or Federal law by any person is determined to exist, The Town of Fifield will take the appropriate steps to correct the situation.

Discipline: Any member or officer of the Fire Department who has been disciplined, expelled, or demoted for an offense, neglect of duty, or insubordination at any fire call, EMS call, or training event shall have the right to appear before the Town Board at the next regularly scheduled Town Board meeting and state why such penalty should not be confirmed, provided that they follow the grievance procedure set forth below. The Town of Fifield Board may, by 2/3 (two-thirds) vote, amend or reverse any such discipline imposed by the Fire Chief. Any member may be disciplined for any of the following non-exclusive reasons: (1) commission of a crime, (2) insubordination or disobedience, (3) intoxication or impairment, (4) unlawful use of a controlled substance, (5) neglect of duty or disobedience of any Fire Department order, (6) chronic absence without leave, (7) incapacity for duty, either mental or physical, (8) breach of any discipline previously imposed, (9) communicating confidential Fire Department business without permission, (10) untruthfulness, (11) violation of policies and procedures, (12) HIPPA violations, or (13) failure to fulfill duties. All discipline will be administered in accordance with Wisconsin Statute Sections 61.65 and 62.13, to the extent they may apply and to the extent that they are not inconsistent with Town policies, bylaws, or ordinances.

All members of the Fire Department are expected to perform their duties in a manner consistent with State of Wisconsin law and Town of Fifield ordinances, resolutions, bylaws, policies, procedures, SOGs and protocols. Any member charged with actions contrary to these guidelines and regulations, or conduct unbecoming a member of the department, may be disciplined in the following non-exclusive manner(s):

1. Documented VERBAL WARNING, including documented coaching
2. WRITTEN WARNING, including documented coaching
3. SUSPENSION (for specified time and with possible conditions for full reinstatement)
4. TERMINATION

All allegations shall be reported to the Fire Chief or designee of the Fire Chief immediately following an incident. A written account of the incident will be made in writing by the reporting party or by a written synopsis of the Fire Chief following an interview with the reporting party. Serious violations will require immediate attention. The person that is reporting the incident **MUST** sign the form with the allegations. If the allegation comes from a person who is not a member of the Fire Department, the fire officer who receives the complaint shall record all the information. The Fire Chief, fire officers, and EMS Service Director (when applicable) shall discuss the incident. A copy of the allegation shall be given to the affected member for their response. The precise disciplinary measures or action taken will depend upon the seriousness of the incident or the persistence of the violation. A member charged with a disciplinary action may request a grievance hearing as set forth below if they disagree with the disciplinary measures taken. Immediate disciplinary actions taken for serious violations will be temporary until all the due process steps are complied with.

Grievance Procedure: All grievances must be presented to the Fire Chief, Fire Department Officers, and EMS Service Director (when applicable) **IN WRITING** no later than 10 (ten) days from the time of the communication of the discipline imposed. After the written grievance is received, the Fire Chief, Fire Department Officers, and EMS Service Director (when applicable) shall schedule a special action meeting within 15 (fifteen) days. The Fire Chief, Fire Department Officers, and EMS Service Director (when applicable) shall discuss the grievance and try to resolve it at that meeting or provide for a special meeting to resolve the issue. The Fire Chief, Fire Department Officers, and EMS Service Director (when applicable) shall then present their recommendations regarding the matter to the Town Board and the member within 3 (three) days. If the grievance is still not satisfied with the recommendations of the Fire Chief, Fire Department Officers, and EMS Service Director (when applicable), the matter shall be taken up by the Town Board at the next regularly scheduled Town Board meeting. The Town Board will have the final decision in the matter.

If the grievance directly involves the Fire Chief, any Fire Department officer, or the EMS Service Director, that person must recuse themselves from the proceedings.

Complaints from the Public: If a complaint is reported by the public to any fire officer, the EMS Service Director, or the Town Board, the Fire Chief or responding fire officer shall investigate and complete a report concerning the complaint. The report shall include the following: the complainant's name, address, contact information, name of any witnesses, name of the member against whom the complaint was made, location and time of the alleged incident, the nature of the alleged incident, and a complete statement of the facts, including potential witness statements. The Fire Chief shall submit the report for review to the Town of Fifield Board along with his or her recommendations. A written response shall then be provided to the complainant.

## OTHER

Dress Code: The following personal hygiene requirements must be met upon responding to an emergency call. The EMS Service Director or Fire Chief has the right to not allow a Responder or Firefighter to work if he or she feels that the appearance is unprofessional or dangerous to the provider, other members, or the public. Members are held to the minimum grooming and appearance standards:

- Hair must be maintained in a position that does not interfere with the performance of the tasks performed and/or present an image unbecoming to the Department.
- Personal hygiene must be maintained.
- Abide to dress code per duties performed including identification.
- Identification Tag (name)
- Firefighting Dress gear for call type (per SOG)
- EMS identification gear/apparel (per SOG, Includes PPE)

The Town Board and Fire Chief / EMS Service Director reserve the right to expand on these standards as necessary.

Health and Safety: The Fire Department believes that the health and safety of its members shall be a major priority. The Fire Department will make every reasonable effort to provide a safe and healthy work environment for its members, while recognizing the inherent risks that are involved with the delivery of emergency services. The Fire Department recognizes the laws and regulations of the State of Wisconsin, and appropriate Town of Fifield ordinances, resolutions, bylaws, policies and procedures, and SOGs and uses these guidelines and rules as the basis for its approach to a health and safety program for this department. All members have the responsibility to bring to the attention of the Fire Chief or the Fire Safety Officer, conditions that may pose a problem to anyone regarding health or safety problems. Whenever possible, a written statement as to the problem is the best recourse and allows for a more complete and accurate understanding of the problem and appropriate follow-up. The Fire Chief or Fire Safety Officer shall act upon the problem in a timely manner, within the best interest of the Fire Department. The Fire Department shall provide for its members appropriate safety items and instruct all members in the correct use of the item or policy.

Injuries - Medical Care: Any injury or exposure occurring at an emergency incident, meeting, or training session, no matter how slight it may seem, must be reported to the Incident Commander, Fire Chief, Safety Officer, Fire Officer or EMS Service Director. The Fire Chief shall report any incident to the Town of Fifield Chairman and/or Clerk, so that the incident can be documented, investigated, and an incident report completed for future reference or prevention, and notification of workers' compensation if warranted. Any person injured in the performance of their duties will be evaluated by the Emergency Medical team. All injuries or illness from emergency operations will be assessed by medical member(s) for treatment and possible transport to the closest medical facility for evaluation and treatment. If possible, a member of the department shall accompany the injured person to the medical facility. Every attempt will be made as soon as possible to personally notify their designated Emergency Contact and / or family member, as appropriate and available for the situation. The Fire Chief shall be responsible for gathering information pertaining to the injury or illness for documentation purposes. Any information concerning the injury or illness, whenever possible, shall be done by face to face rather than by radio or telephone communications to protect the privacy of the member.

Rehabilitation for Emergency Workers During an Active Emergency: This policy does not intend to diminish initial emergency response or aggressiveness, but is to reduce the risk of injury resulting from extended field operations under adverse conditions. The goal of rehabilitation is to evaluate and assist



personnel who may be suffering from the effects of sustained physical exertion during emergency operations. No member shall be required to continue emergency operations beyond safe levels of physical or mental endurance. A rehab area shall be designated where members may receive: PHYSICAL ASSESSMENT, REST AND REFRESHMENT, TREATMENT OF INJURIES, and CONTINUAL MEDICAL MONITORING OF PHYSICAL CONDITION. The medical rehab area shall be located outside the hazard zone where personal protective equipment may be safely removed. The medical rehab area should also provide for shelter from heat or cold. Emergency medical rehab duties will be assigned to personnel with medical training. Evaluation of level of consciousness, vital signs, past medical history, physical examination, and current medication list will be evaluated and documented. A significant change in the vital sign measurements may indicate heat stress or exhaustion. **Fluid replacement and rest periods shall be required after 2 s.c.b.a. tank changes.** If the medical official in charge of the rehab area feels that an individual is not physically able to perform the required duties, that individual shall remain in rehab or shall be sent to a medical facility for further medical monitoring and treatment. The Safety Officer and Incident Commander shall be informed of any change of status of a member's physical condition requiring further medical treatment. This is covered in the SOGs and in the EMR Medical Protocol Book.

Equipment: No members of the Fire Department shall drive, carry or cause to be driven, carried or transported any Fire Department vehicle or equipment without obtaining the necessary prior permission. Each member shall be personally responsible for all Fire Department gear and equipment in their possession. Unauthorized use of another member's personal equipment is prohibited. All members driving Fire Department equipment must have the appropriate license through the Wisconsin Department of Motor Vehicles and complete any other training required by the State, the Town Board, or the Department. This is further detailed in the SOG.

Lost or Stolen Equipment: All equipment shall be accounted for after every incident, as soon as it is practical to do so. Any equipment that cannot be accounted for should be brought to the attention of the Fire Chief or EMS Service Director as soon as possible. Each member should make every attempt to account for their personally assigned items. After all attempts to account for a particular item have been made, and the item cannot be accounted for, the lost or stolen item shall be documented in writing as to the approximate location last seen or used, serial #, and description of item. This document shall be placed with the inventory records, so the item may be deleted from current inventory. If the item is lost or destroyed by direct negligence, abuse, or misuse by a member, replacement of, or repair to the item may be charged back to the responsible party, subject to applicable payroll regulations. This may be done at the discretion of the Fire Chief and Town of Fifield Board. This is further detailed in the SOG.

Inventory: The Fire Chief shall make sure that all information about any and all equipment that the Fire Department owns is documented. Inventory records shall include, whenever possible, item name, serial #, date purchased, purchase price, and where the item was purchased from. The inventory shall be reviewed at least annually, with audits at the discretion of the Fire Chief and/or Town of Fifield. New purchases shall be inventoried, documented, and engraved before being put into service, whenever practical. A copy of the correct inventory shall be submitted to the Town of Fifield Board in January to update the insurance coverage. This is further detailed in the SOG.

Personal Vehicle Use: It is acknowledged that, on occasion, Fire and EMS personnel will respond directly to an emergency using their personal vehicle. Employees must observe all traffic laws and respond only if not impaired or distracted in any way. Use of emergency lights on a private vehicle is prohibited. This is covered and further detailed in the SOG.

Smoking and Vaping: The Town of Fifield abides by elements of the Wisconsin Clean Indoor Air Act. If you must smoke or vape, we ask that you be respectful of the rights of those who do not smoke or vape.

Smoking or vaping on the premises is permitted only in your personal vehicle and not within 50 (fifty) feet of any Town of Fifield owned building. Smoking or vaping is allowed only when an employee is on an approved break or lunch period. Smoking or vaping in other areas of the Municipal Buildings and other Town of Fifield premises is strictly prohibited. Smoking or vaping is not allowed in any of the Town of Fifield vehicles. This prohibition extends to employees, citizens, passengers and Board members. Employees found violating this policy will be subject to disciplinary action up to and including termination.

Confidentiality of Records: Persons allowing unauthorized access to, use of, or removal of any Fire or EMS Department records and/or Patient Care Reports are subject to disciplinary actions from the Department and/or the Town Board up to and including termination.

Training: Training in the Fire Department is the primary responsibility of the Training Officer (fire and EMS). Development, delivery, evaluation, and documentation of all Department fire or EMS training initiatives are the responsibility of the Training Officer. Key duties include preparation and delivery of State and Federal mandated training programs; preparation and delivery of special departmental training programs necessary for the Fire Department to execute their duties safely, efficiently and effectively; and the management of record keeping of all training records according to any and all laws, rules, regulations, and policies. If the Training Officer cannot attend a session, it is his/her obligation to see that another qualified person attends and executes the training plan. This is further detailed in the SOG.

Conference / Seminar Guidelines: All members of the Fire Department are encouraged to attend conferences or seminars to enhance their skills and obtain knowledge for the betterment of the Fire Department. All requests for attending conferences or seminars require the approval of the Fire Chief prior to registration or attendance. The Fire Chief shall evaluate all requests and base decisions upon personnel and department needs, cost, budget, and any other pertinent factors. The Fire Department shall pay for the cost of the tuition, books, meals, and lodging (only if the conference or seminar is located more than 50 (fifty) miles away). All of the above expenses require original receipts for reimbursement. The employee must pay for all reimbursable costs, save the receipts, and submit them with a correct voucher for reimbursement. Costs will not be reimbursed without sufficient proof. Mileage to out-of-town conferences and seminars shall be reimbursed at the Town-approved rate if personal vehicles are used. The Fire Department may require ride sharing if 2 (two) or more people from the department are attending the same seminar or determine that only 1 (one) driver will be reimbursed. The attendee(s) shall be responsible for sharing information learned at the training with the Fire Department. This is further detailed in the SOG.

Version: 6/22/23; CP&AS; CP Final



Addendum #1

Officers and Others at Fire #1 and Fire #2: (Minimum Staffing Objectives)

FIRE PERSONNEL:

- 1 (One) Fire Chief, who is elected
- 1 (One) Assistant Fire Chief, who is elected
- TBD Captain, who is elected
- 1 (One) Safety Officer, who is appointed
- TBD Lieutenants, elected, the number decided by the Chief, usually 1 (One)
- Maintenance Officer, who is hired and provided by an outside source 1 (One)
- Fire Inspector, appointed by the Chief
- 1 (One) Training Officer, who is appointed by the Chief

EMS PERSONNEL

- 1 (One) EMS Service Director, who is appointed by the Fire Chief
- 1 (One) Infection Control Officer
- 1 (One) Training Officer
- 1 (One) Quality Assurance Officer
- 1 (One) Medical Director

Version: 6/22/23; CP&AS; CP Final