

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PUBLIC SAFETY COMMITTEE**

DATE AND TIME: **MONDAY, AUGUST 3, 2015** **5:30 p.m.**

LOCATION: **Village Hall Board Room**
N112 W17001 Mequon Road

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:** Chairperson Hughes, Trustees Baum, Daniels and Myers.
- III. **PUBLIC COMMENT:** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received. However, NO ACTION will be taken under public comments.*
- IV. **APPROVAL OF MINUTES:** June 15th Special Meeting and July 6th Regular Meeting
- V. **REPORTS:**
 - A. Police Department
 1. Monthly
 - B. Fire Department
 1. Monthly
 - C. Overtime Reports
 1. Police Department
 2. Fire Department
 - D. Policy Updates
 1. Police Department:
 2. Fire Department:
 - a. SOG 204.01 thru 1001.03 including Appendix
- VI. **UNFINISHED BUSINESS:** None

VII. **NEW BUSINESS:**

- A. Application for Dance License, St. Boniface Congregation, W204 N11940 Goldendale Rd., Germantown, WI, September 4, 5, & 6, 2015 from 3:00 p.m. to 12:00 a.m.
- B. Replacement for Police Clerk Vacancy
- C. Replacement for Police Detective Vacancy
- D. Invoice for Repairs to Truck 1771 – Fire Department
- E. Emergency Lighting for Fire Chief New Vehicle
- F. Updated and New Position Descriptions

VIII. **NEXT MEETING:** Set September 2015 Meeting Date and Time

IX. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

NOTICE is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

MEETING MINUTES
SPECIAL PUBLIC SAFETY COMMITTEE MEETING
June 15, 2015

CALL TO ORDER: The meeting was called to order at 6:40 p.m. by Chairman Hughes.

ROLL CALL: Chairman Hughes and Trustees Baum, Daniels and Myers
Also present: Clerk Goeckner

PUBLIC COMMENT: None

NEW BUSINESS:

Chairman Hughes noted that all license approvals would be conditional upon compliance of all code violations/requirements and monies owed to the Village paid prior to issuance of licenses in addition to any other conditions noted.

- A. **(Renewal) "Class A" Fermented Malt Beverage and Intoxicating Liquor License, July 1, 2015 – June 30, 2016** for Walgreen Co., Vickie Matt, Agent, 1411 Deer Trail Court, Hubertus, WI 53033, d/b/a **Walgreens #05427**, W156 N11261 Pilgrim Road, Germantown, WI 53022

MOTION (Daniels/Myers) to approve the Walgreens #05427 license as presented, carried.

- B. **(Renewal) "Class B" Fermented Malt Beverage and Intoxicating Liquor License, July 1, 2015 – June 30, 2016** for Gtown Pub LLC, Craig Scott Braidigan Agent, 2385 Scenic Hill Trail, Richfield WI 53076, d/b/a **The Public House**, W201N10466 Appleton Ave., Germantown, WI 53022, (to include deck on rear of building for outside premises) (conditional upon compliance of all code requirements)

MOTION (Baum/Daniels) to approve the license for The Public House as presented. Clerk Goeckner stated the deck issues have all been cleared. There remains an outstanding zoning issue relating to a parking lot that is in non-conformance. Planner Retzlaff sent a letter to Mr. Braidigan in 2013 outlining the steps to resolve this issue but none of the steps have been taken. The Village Board will be required to hold a special meeting to approve this license due to the lateness of the application and publication requirements with June 25th being the earliest date for this to occur. Trustee Hughes stated he felt this is a land owner issue and not the issue of the owner of the Public House. Discussion of process for approval or correction, etc. Craig Braidigan, 23385 Scenic Hill Trail, Richfield and Agent for The Public House came forward regarding his parking lot. He spoke with Planner Retzlaff at the time and he stated the issue is both lots are owned by the landlord. His problem is the money to get a conditional use permit and has since put in a proposal to the owner to buy both properties and has just started that process. Clerk Goeckner reviewed Planner Retzlaff's letter from 2013 and outlined the information and steps provided to Mr. Braidigan in that letter. Trustee Baum asked how long it would take for him to get this done. Mr. Braidigan stated 3 months. Discussion of options with the

license renewal and conditions. Attorney Sajdak outlined the process for renewal vs. non-renewal. **Motion carried.**

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:25 p.m.

Barbara K. D. Goeckner
Village Clerk

DRAFT

MEETING MINUTES
PUBLIC SAFETY COMMITTEE MEETING
JULY 6, 2015
GERMANTOWN VILLAGE HALL BOARD ROOM

CALL: The meeting was called to order at 5:30 p.m. by Chairman Hughes.

ROLL CALL: Chairman Hughes, Trustees Baum, Daniels and Myers.

Also present were Police Captain Snow, Fire Chief Weiss, and Deputy Fire Chief Maury.

PUBLIC COMMENT: no discussion.

APPROVAL OF MINUTES: a motion was made by Baum, seconded by Myers, to approve the minutes of the June 1, 2015 Public Safety Committee Meeting. Motion carried unanimously.

A motion was made by Baum, seconded by Daniels, to go to item A under New Business on the agenda. Motion carried unanimously.

PETITION FOR TRAFFIC SAFETY REQUEST - SIGNAGE FOR PRAIRIE GLEN SUBDIVISION: Hughes advised that residents of the Prairie Glen subdivision had completed a petition requesting a "No Outlet" sign at the entrance of the subdivision, along with a "Slow, Children at Play" sign. Their concerns included an increase of traffic from Wasaukee Road entering the subdivision, and a request to reduce traffic speeds for the safety of children playing outside. Hughes indicated that Village Engineer Bischke had no objection to the Children at Play and No Outlet signage, but requested that the No Outlet sign is removed after Prairie Glen Phase 2 roads are paved.

Sarah Fredricks of Prairie Glen was present and stated there are many children in their subdivision and the excess traffic creates safety concerns. She added that a lot of traffic comes into the subdivision from Wasaukee Road not knowing there is no outlet.

A motion was made by Daniels, seconded by Myers, to approve the requested "Slow, Children at Play" and "No Outlet" signage for Prairie Glen subdivision. Motion carried unanimously.

POLICE DEPARTMENT MONTHLY REPORT: Snow reported on the following:

- The speed grant and seatbelt grant are both ongoing, with an increased number of citations issued as a result
- P.O. Suedkamp had resigned and Captain Evans retired, the department is proceeding with the hiring process and promotion process to fill these vacancies
- A conditional offer of employment was made to Steven Wick for the position of police officer, his first day of work will be July 13th.

FIRE DEPARTMENT MONTHLY REPORT: Weiss reported on the following:

- Funeral services for Bobby Wegs
- New engine is now in service
- EMT Quarterly Assurance Meeting at Community Memorial Hospital
- Ladder truck is back in service, repairs to transmission were done
- New engine was involved in a minor accident on today's date with some damage to paint and lettering which will be repaired.

OVERTIME REPORTS FOR POLICE & FIRE DEPARTMENT: Snow stated the police department was tracking close to normal, and showing a slight spike due to the current vacancies. He added that some of the shortages are covered by moving personnel when possible.

Weiss stated the fire department overtime was tracking within normal ranges with some increases due to vacation coverage. He reminded committee members that each month will show 60 hours of overtime earned by 3 members of the department, this is approved overtime by contract. Myers questioned whether the language for this overtime is in their contract, Weiss responded that it is.

POLICY UPDATES: Police Department - Snow advised the police department had none.

Fire Department - Weiss stated the fire department is continuing the process of rewriting their policies and this month's updated policies are in the packet, sections 0203.01 - 0203.16 covering operational policies. Weiss advised he would be providing additional policies in the following months. Weiss also stated that the first group of updated policies were discussed with staff, and this group of policies would be reviewed at their next meeting.

REPLACEMENT FOR OFFICER VACANCY - POLICE DEPARTMENT: Snow advised the department had another vacancy with the resignation of Officer Adam Suedkamp and the department was requesting approval to fill this vacancy.

A motion was made by Myers, seconded by Baum, to approve this request to fill an officer vacancy to Village Board with a recommendation of approval. Motion carried unanimously.

NEXT MEETING: Monday, August 3, 2015 at 5:30 p.m. at the Village Hall Board Room. Baum advised he would not be present for this meeting.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:02 p.m.

Recorded by,



Julie L. Barth
Secretary

Overtime Report for Police & Fire Departments

2015 Year to date through:

19-Jul-15

2015						2014			
Empl #	Employee Name	Total OT Hours Paid	Total Cost of OT Paid	Total OT Hrs to Comp	Time off Hours	Total OT Hours Paid	Total OT Hrs to Comp	ANNUAL Total of OT hours worked	ANNUAL Total OT to Pay
Police Dept									
90	Ball, Brian	0.00	0.00	33.75	50.63	48.50	70.50	119.00	2,432.03
92	Bloch, Ryan	60.00	3,098.70	22.25	33.38	127.75	36.75	164.50	6,406.02
141	Borden, Ray	43.50	2,309.20	41.75	62.63	24.50	96.00	120.50	1,263.83
115	Case, Robert	161.75	8,353.58	7.00	10.50	183.50	29.25	212.75	9,201.61
116	Dennis, M	81.50	3,095.37	33.25	49.88	6.50	0.00	6.50	362.41
91	Gonzalez, Jeff	65.75	3,395.66	25.00	37.50	132.50	55.50	188.00	6,644.21
101	Jones, Shawn	133.00	6,868.79	12.50	18.75	192.50	8.25	200.75	9,652.91
88	Laux, Kevin	13.25	684.30	68.25	102.38	50.75	92.00	142.75	2,544.86
142	Marten, Shawn	67.75	3,498.95	85.25	127.88	60.00	26.63	86.63	3,008.70
102	Mikulec, Dan	60.75	2,610.73	57.75	86.63	53.00	145.88	198.88	1,954.11
152	Miller, Timothy	0.00	0.00	15.00	22.50	123.75	17.25	141.00	6,205.44
86	Moschea, Daniel	75.25	3,886.29	52.75	79.13	177.75	67.13	244.88	8,913.27
138	Olson, Toni	46.75	2,481.72	54.50	81.75	172.00	87.75	259.75	8,872.62
96	Pierzchalski, David	93.50	4,828.81	62.75	94.13	43.00	183.00	226.00	2,156.24
98	Rechlicz, Justin	64.25	3,318.19	62.25	93.38	64.25	168.13	232.38	3,221.82
87	Schleis, Zachery	101.00	5,216.15	28.50	42.75	75.00	138.75	213.75	3,760.88
117	Schmitt, Penny	45.00	2,616.98	24.25	36.38	36.50	87.00	123.50	2,035.06
121	Schubert, Matthew	7.00	361.52	26.75	40.13	102.50	49.50	152.00	5,139.86
126	Showalter, Steve	0.00	0.00	0.00	0.00	1.00	67.50	68.50	50.15
128	Stieve, Jeffrey	63.00	3,253.64	59.25	88.88	0.00	60.75	60.75	0.00
93	Suedkamp, Adam	29.25	1,510.62	5.25	7.88	57.00	84.00	141.00	2,858.27
145	Theep, James	71.25	3,679.71	13.25	19.88	160.75	87.00	247.75	8,060.81
113	Wick, Steven	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
99	von Bereghy, Darren	125.25	5,382.62	22.75	34.13	271.25	52.50	323.75	10,000.99
Total Police			70,451.49					*	104,746.09
Annual Budget			95,000.00						95,000.00

State Aid Reimbursement	5,592.73	07.27.15	Total year end actual = \$1: \$	110,565.23
Hunting/Concealed Carry Permit	0.00	07.27.15	* (difference from report due to personnel changes)	
			2014 State Aid Reimb	\$22,985.55
			2014 'Hunting/Concealed Carry Permit	720.00

Note: Overtime hours to comp are reflected in regular wages

Fire Dept - Full Time									
*	523 Delain, John	278.25	8,798.27	0.00	0.00	507.5	6	513.5	16,047.15
*	563 Rossman, Craig	221.50	7,003.83	50.50	75.75	216.5	0	216.5	6,845.73
*	593 Smith, Steve	44.00	1,391.28	8.75	13.13	246.25	38.25	284.5	7,786.43

Fire Dept Regular Part-time									
		over 60				over 60			
		Hrs over 60	@ Reg Rate	Over 80 hrs	True OT cost	Hrs over 60	@ Reg Rate	Over 80 hrs	True OT Cost
**	625 Goetz, Steve	145.50	2,528.79	45.75	1,192.72	714.5	12,418.01	33.00	9,108.59
**	617 Hass, Thomas	847.25	14,725.21	468.23	12,206.75	1617.5	28,112.15	445.50	32,890.28
**	605 Rodriguez/Karpinski	923.00	16,041.74	580.69	15,138.70	2284.75	39,708.96	848.75	47,456.74
**	609 Asmondy / Franke	618.00	10,203.80	394.96	9,232.98	1486.75	25,839.72	311.50	29,242.64
					37,771.15				118,698.25

Effective July 24, 2013 - POC's over 53 hours/week

	Hrs over 53	2015 Cost	2014 Hours	2014 Cost	Overtime True Costs through:
***	576 O'Shea, Vicky		51.00	4,201.99	07.19.2015
***	629 McCullough, Jim				
***	639 Rammel, Brian				
***	650 Harris, Tim		28.50	852.44	
***	653 Asmondy, Robert	14.50	455.45	28.25	887.33
***	658 Silvis, Pete	8.75	354.53	17.75	557.53
***	660 Schodron, Kevin				
***	669 Zemlicka-Retzlaff, Jake				
***	673 Neu, Jeremy		33	1028.06	
	total POC overtime	23.25	809.98	158.50	7,527.35
*	Full time, hours are over and above the 20 normal overtime hours reflected in their base wages				
**	Part time hours worked over and above 60 normal hours in two weeks. Some of which are paid at 1.5 times				

Total Fire Dept - OT wages paid through	12.31.14	207,125.76	268,075.81
Budget -- included within general wages			

BUSINESS OF PUBLIC SAFETY COMMITTEE

GERMANTOWN, WI

Fire Department

MEETING DATE: August 3, 2015

AGENDA ITEM: Policy/SOG Updates

ITEM TITLE: FD policy/SOG 204.01 thru 1001.03 including Appendix

SUBMITTED BY: Chief Gary L. Weiss

SUMMARY EXPLANATION:

Attached are some FD updated policy/SOG's

ATTACHMENT: ORDINANCE___ RESOLUTION___ OTHER_X___

FD policy/SOG 204.01 thru 1001.03 including Appendix

RECOMMENDATION:

N/A

V. D2



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0204.03 BLOODBORNE EXPOSURE CONTROL PLAN

Chapter: II Operations

Subject: 04 EMS Response

Topic: 03 Bloodborne Exposure Control Plan

A. PURPOSE

To eliminate or minimize occupational exposure to blood or body fluids and to bring the Germantown Fire Department into compliance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 and applicable Wisconsin Administrative Code.

B. SCOPE

This policy shall apply to all Germantown Fire Department members regardless of the expected frequency of exposure to blood or other potentially infectious material (OPIM).

C. TERMS AND DEFINITIONS

- 1) Bloodborne Pathogen: Pathogenic microorganisms that are present in human blood and can cause diseases in humans.
- 2) Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood, body fluids, or other potentially infectious materials (OPIM) that might result from the performance of a member's duties.
- 3) Personal Protective Equipment (PPE): Specialized clothing or equipment worn by a member for protection against an infectious or communicable disease hazard.

D. GUIDELINE

- 1) Policy.
 - a) Germantown Fire Department is committed to providing a safe and healthful work environment for all members. This exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."



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- b) This ECP is a key document to assist our department in implementing and ensuring compliance with the standard, thereby protecting our members. This ECP includes:
 - i) Determination of member exposure.
 - ii) Implementation of various methods of exposure control, including:
 - (a) Standard precautions,
 - (b) Engineering and work practice controls,
 - (c) Personal protective equipment, and
 - (d) Housekeeping.
- 2) Program administration.
 - a) The Fire Chief and the Lieutenant assigned as Safety Officer are responsible for the implementation of the ECP and will maintain, review, and update the ECP at least annually, and whenever necessary, to include new or modified tasks and procedures..
 - b) All members must comply with the procedures and work practices outlined in this ECP.
 - c) Germantown Fire Department will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The EMS Captain will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
 - d) The Fire Chief and the Lieutenant assigned as Safety Officer will be responsible for ensuring that all medical actions required are performed and that appropriate member health and OSHA records are maintained.
 - e) The Fire Chief and the Lieutenant assigned as Safety Officer will be responsible for training, documentation of training, and making the written ECP available to members, OSHA, and NIOSH representatives.
- 3) Employee exposure determination.

All members of Germantown Fire Department shall be considered at risk of occupational exposure.



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- 4) Methods of implementation and control.
 - a) Standard precautions.

All members will utilize standard precautions.
 - b) Exposure control plan.
 - i) Members covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training. It will also be reviewed annually in refresher training. All members have an opportunity to review this plan at any time during their work shifts. They will be provided with a copy of this document for their SOG Manual.
 - c) Engineering controls and work practices.
 - i) Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens.
 - ii) Sharps containers will be inspected and maintained daily by the paramedics.
 - iii) The department will identify the need for changes in engineering control and work practices through the Safety Committee and feedback, suggestions, and experiences of department members.
 - iv) The Fire Chief and the Lieutenant assigned as Safety Officer will evaluate new procedures and new products as they become available.
 - v) The Fire Chief and the Lieutenant assigned as Safety Officer will ensure effective implementation of these recommendations.
 - d) Personal protective equipment (PPE).
 - i) PPE will be provided at no cost to fire department members. Training is provided by the EMS Captain in the use of the appropriate PPE for the tasks or procedures members will perform.
 - ii) The types of PPE available to members will include disposable exam gloves, rubber gloves for disinfecting purposes, head covers, NIOSH-approved respirators, eye protection, fluid-impervious



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gowns, and shoe covers.

- iii) PPE issued to members shall include, but not be limited to:
 - (a) Structural firefighting gear (helmet, hood, leather gloves, boots, turnout coat and pants) meeting NFPA standards.
 - (b) Pocket mask barrier device with one-way valve.
 - (c) Protective eyewear.
- iv) The amount, type, and location of PPE will be standardized on all response vehicles. The EMS Captain in conjunction with the Fire Chief will determine proper stock supply levels of PPE for both stations and response vehicles. The station officer will ensure that station stock of PPE is adequate and that supplies nearing expiration dates are used first.
- v) All members using PPE must observe the following precautions:
 - (a) Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
 - (b) Remove PPE after it becomes contaminated, and before leaving the work area.
 - (c) Used PPE may be disposed of in regular waste containers with other uncontaminated waste, unless gross contamination is evident. Grossly contaminated waste is defined as “pourable, drippable, squeezable” and must be disposed of in red biohazard bags stored on each EMS unit or available through the office of the EMS Captain.
 - (d) Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
 - (e) Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.



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- (f) Never wash or decontaminate disposable gloves for reuse.
 - (g) Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
 - (h) Remove immediately, or as soon as feasible, any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- e) Housekeeping.
 - i) Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.
 - ii) Sharps containers shall be disposed of at an approved site when filled.
 - iii) Other regulated waste will be disposed of in accordance with the provisions of 0204.03 D 4) d) v) (c).
 - iv) Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak-proof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are available in ambulances and drug bags.
 - v) Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.
 - vi) Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dustpan.
- f) Laundry.
 - i) Contaminated linen and clothing shall be laundered.
 - ii) The following laundering requirements must be met:
 - (a) Handle contaminated laundry as little as possible, with



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minimal agitation.

- (b) Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use red bags marked with the biohazard symbol for this purpose.
- (c) Wear appropriate PPE when handling and/or sorting contaminated laundry.

g) Labels.

- i) The Company Officer shall ensure that biohazard labels shall be affixed to containers of regulated waste containing, or used to store, transport, or ship blood or OPIM.
- ii) The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red. Red bags or containers or bags may be substituted for labels.



Biohazard Symbol

REPORTING PROCEDURES: WORK-RELATED INJURY/ILLNESS

- i) Document the routes of exposure and how the exposure occurred by completing the Occupational Injury/Exposure Reporting Form
- ii) Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- iii) Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HBV, HCV or HIV infectivity. Document that the source individual's test results were conveyed to the member's health care provider.
- iv) If the source individual is already known to be HBV, HCV or HIV positive, the occupational health nurse and/or ER physician will provide consultation on the appropriate post-exposure prophylaxis.
- v) Assure that the exposed member is provided with the source individual's test results and with information about applicable



0204.03 BLOODBORNE EXPOSURE CONTROL PLAN

disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).

- vi) After obtaining consent, collect exposed member's blood as soon as feasible after the exposure incident, and test blood for HBV, HCV and HIV serological status.
 - vii) If the member does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days. If the exposed member elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.
- 7) Administration of post-exposure evaluation and follow-up.
- a) The Fire Chief and the Lieutenant assigned as Safety Officer ensures that health care professionals responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.
 - b) The Fire Chief and the Lieutenant assigned as Safety Officer ensures that the health care professional evaluating a member after an exposure incident receives the following:
 - i) A description of the member's job duties relevant to the exposure incident,
 - ii) Route of exposure(s),
 - iii) Circumstances of exposure,
 - iv) If possible, results of the source individual's blood test, and
 - v) Relevant medical records of the member, including vaccination status.
 - c) The Fire Chief and the Lieutenant assigned as Safety Officer shall provide the member with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.
- 8) Procedures for evaluating the circumstances surrounding an exposure incident.
- a) The Fire Chief and the Lieutenant assigned as Safety Officer will review



0204.03 BLOODBORNE EXPOSURE CONTROL PLAN

the circumstances of all exposure incidents to determine:

- i) Engineering controls in use at the time.
 - ii) Work practices followed.
 - iii) A description of the device being used.
 - iv) Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye protection, etc.).
 - v) Location of incident.
 - vi) Procedure being performed when the incident occurred.
 - vii) Member's training.
- b) If it is determined that revisions need to be made, the EMS Captain will ensure that appropriate changes are made to this ECP.
- 9) Employee training.
- a) All members who have occupational exposure to bloodborne pathogens receive training conducted by the EMS Captain.
 - b) All members who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen disease. In addition, the training program covers, at a minimum, the following elements:
 - i) A copy of the standard.
 - ii) An explanation of the Germantown Fire Department ECP and how to obtain a copy.
 - iii) An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident.
 - iv) An explanation of the use and limitation of engineering controls, work practices, and PPE.
 - v) An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.



0204.03 BLOODBORNE EXPOSURE CONTROL PLAN

- vi) An explanation of the basis for PPE selection.
- vii) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
- viii) Information on the appropriate actions to take and person to contact in an emergency involving blood or OPIM.
- ix) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- x) Information on the post-exposure evaluation and follow-up that the employer is required to provide of the member following an exposure incident.
- xi) An explanation of the signs and labels and/or color coding required by the standard and used at this facility.
- xii) An opportunity for interactive questions and answers with the person conducting the training session.
- c) Training materials for the department are available at the EMS Captain's office.
- 10) Recordkeeping.
 - a) Training records.
 - i) Training records are completed for each member upon completion of training. These documents shall be logged in the department's computer recording system.
 - ii) The training records shall include:
 - (a) The dates of the training sessions.
 - (b) The contents or a summary of the training sessions.
 - (c) The names and qualifications of persons conducting the training.



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- (d) The names and job titles of all members attending the training sessions.

-END-



0206.01 MEDIA RELATIONS

Chapter: II Operations

Subject: 06 Media Relations

Topic: 01 Media Relations Policy

A. PURPOSE

To describe the media relations policy of the Germantown Fire Department.

B. SCOPE

This guideline applies to all fire department operations, emergency and routine.

C. TERMS AND DEFINITIONS

- 1) There are no special terms or definitions in this guideline.

D. GUIDELINE

- 1) Goal.

Germantown Fire Department seeks to inform its customers by engaging in a pro-active communications program. This program recognizes that one of the most effective and quickest ways to communicate department policies and activities to citizens is by working in partnership with the news media.

- 2) Policy.

- a) Inquiries from the news media are given a high priority by Germantown Fire Department and should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate.
- b) The fire department administration is responsible for the department's media relations, with the exception of most incident-related issues. All fire department employees should notify the Fire Chief's office of media inquiries. The majority of fire department media requests are initiated when the media contacts the administrative office general phone number. Because the media often works on tight deadlines, it is important that all personnel respond as soon as possible when the administrative office requests information or a spokesperson for the media. Specific guidelines for responding to media requests follow.



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- 3) Fire department spokespersons. Unless otherwise authorized, the fire department's spokespersons are:
 - a) Fire Chief.
 - b) Deputy Fire Chief(s)
 - c) Officers
 - d) An incident-assigned Public Information Officer.
- 4) Media Inquiries.

Any media inquiries received by fire department personnel should be referred immediately to the shift officer. An appropriate response to the media would be, "I'm sorry I don't have the full information regarding that issue. I will give your request to the shift officer (or the Public Information Officer) who will respond to you as soon as he/she is available. "Please obtain the reporter's name, phone number (cellphone number also if "in the field"), topic of story and deadline.

- 5) Sensitive or Controversial Issues.

All television, radio, newspaper or other media inquiries regarding sensitive or controversial issues should always be immediately referred to the Fire Chief's office. Staff will contact the Fire Chief and coordinate a response, including designating a spokesperson after consultation with the Fire Chief and the officer.

- 6) Litigation, Personnel, and Emergency Medical Service Issues.

- a) Generally, the business conducted by Germantown Fire Department is public, and therefore, is public information. Inquiries regarding pending litigation, matters involving a significant exposure to litigation and certain personnel-related information are exceptions.
- b) Inquiries regarding pending litigation or exposure to litigation should be referred to the Fire Chief's office. Inquiries regarding personnel-related information should also be referred to the Fire Chief's office.
- c) Release of any Protected Health Information. In general, Protected Health Information shall not be released to the media or general public



0206.01 MEDIA RELATIONS

unless specifically authorized in writing by the patient or person involved.

7) Personal Points of View.

It is recognized that all employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the Village's official policy. Therefore, fire department employees who write letters to the editor of any newspaper may not use official Village stationary. If an employee chooses to identify himself or herself as a Village employee in any personal letter or email to the editor, he or she must include language which states the views set forth in the letter do not represent the views of the Village of Germantown or Germantown Fire Department, but rather, are the employee's personally held opinions. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially representing the Village of Germantown or Germantown Fire Department. Employees who are representing the Village in any of the above formats must identify themselves as an official spokesperson for the Village of Germantown or Germantown Fire Department.

8) General or Routine Issues.

- a) Broadcast media: Calls from broadcast media (TV and radio) should always be referred immediately to a shift officer.
- b) Local print media: Calls from local print media regarding most departmental issues and programs may be handled by shift officers. On occasion the Fire Chief may designate an employee to respond to specific questions from print media.

9) Fire Department-Initiated Information.

- a) Most proactive media contact is initiated through the Fire Chief's office. This includes issuing press releases and media advisories and personal contacts with reporters and editors for coverage.
- b) The Fire Chief's office should be notified before initiating news media contacts.



0206.01 MEDIA RELATIONS

10) Public Safety Issues.

Because the fire department operates 24/7 and our work generates a high volume of media calls, the department has designated personnel as media spokespersons and follows specific guidelines when releasing information. Any media calls to other department staff regarding a fire department issue should be referred immediately to a chief officer, as appropriate. All information released to the media by the fire department should be provided immediately to the shift officer. When appropriate, the Fire Chief's office shall be contacted at the time of major incidents.

-END-



0301.01 EMS VEHICLES & EQUIPMENT

Chapter: III Fire Department Vehicles

Subject: 01 Maintenance and Repair

Topic: 01 EMS Vehicles & Equipment

A. PURPOSE

This guideline establishes standard methods for checking the condition, readiness, and cleanliness of vehicles and equipment.

B. SCOPE

This guideline applies to all rescue company vehicles and equipment.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this guideline.

D. GUIDELINE

- 1) The Fire Chief will be notified of all equipment needing repair or replacement. In cases of defects that are considered health or safety hazards, the equipment involved should be exchanged as soon as possible. In no case shall defective equipment be used during emergency incidents.
 - a) The Company Officers will provide the Fire Chief with a report on the status of the Ambulances no later than the 5th of the following month.
- 2) Vehicle interiors and equipment will be cleaned and/or disinfected as required in the Bloodborne Exposure Control Plan (SOG 0204.03).
 - a) Disinfectant solutions will be prepared following the manufacturer's recommendations. Mix disinfectant solutions carefully, strong solutions may damage medical equipment.
 - b) Wear appropriate personal protective equipment when working with cleaning and disinfecting solutions.



0301.01 EMS VEHICLES & EQUIPMENT

- 3) The vehicle shall meet the requirements of the current Wisconsin DOT Ambulance Inspection Report.
- 5) Vehicle Checks.
 - a) The officer, on the appropriate day, shall ensure that vehicle checks are completed using the appropriate "Checklist".

- END -



0301.01 EMS VEHICLES & EQUIPMENT

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 - a) Disinfectant solutions will be prepared following the manufacturer's recommendations. Mix disinfectant solutions carefully, strong solutions may damage medical equipment.
 - b) Wear appropriate personal protective equipment when working with cleaning and disinfecting solutions.



0301.01 EMS VEHICLES & EQUIPMENT

- 3) The vehicle shall meet the requirements of the current Wisconsin DOT Ambulance Inspection Report.
- 5) Vehicle Checks.
 - a) The officer, on the appropriate day, shall ensure that vehicle checks are completed using the appropriate "Checklist".

- END -



0301.02 FIRE SUPPRESSION VEHICLES

Chapter: III Fire Department Vehicles

Subject: 01 Maintenance and Repair

Topic: 02 Fire Suppression Vehicles

A. PURPOSE

To establish a standard method of checking fire suppression vehicles for mechanical defects and response readiness.

B. SCOPE

This guideline applies to all fire suppression vehicles in the Germantown Fire Department.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

1) Reporting.

- a) The one duty officer shall be notified of all vehicles mechanical issues and assure that the Fire Chief and on duty Deputy Chief shall be notified of all mechanical defects. The Chief Officer will advise how to proceed.
- b) In cases of major defects, which appear to be a safety hazard, i.e. warning lights, sirens, brakes, or steering, the vehicle shall immediately be removed from service until repairs are completed and the Fire Chief and on call Deputy chief notified..

2) Routine Vehicle Checks.

- a) Each day the members shall check fluid levels and visually inspect tires. The vehicle shall always be in a clean condition, washing the exterior and cleaning the interior as necessary throughout the workday.
- b) On the appropriate day, the officers shall ensure that vehicle checks are completed.



0301.02 FIRE SUPPRESSION VEHICLES

- d) When engines are started during vehicle checks, the engine shall be run between 5 and 10 minutes prior to being shut down.
- 3) Routine Scheduled Maintenance.
 - a) DPW is responsible for performing vehicle maintenance on a regularly scheduled basis, following manufacturer's recommendations.
 - b) Mechanics shall keep records on file at the shop of all maintenance performed. The chief will be notified of any major defects or any major maintenance required.
 - c) If requested by the mechanics, fire department members will assist in the cleaning and re-greasing of aerial apparatus. The waterway of the Truck Company will be greased by the fire crew after flowing of water.

- END -



0401.01 HEARING PROTECTION

Chapter: IV Equipment for Fire Fighting

Subject: 01 Clothing and Personal Equipment

Topic: 01 Hearing Protection

A. PURPOSE

To provide a guideline for use of department-issued hearing protection devices.

B. SCOPE

This guideline applies to all activities of the Germantown Fire Department for all personnel.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) Hearing protection is recommended be worn at any time members are exposed to high noise levels. Unless the use of hearing protection devices would create an additional hazard.
- 2) Hearing protection devices are recommended when:
 - a) By members on all responses with siren and/or air horn use, except if wearing of these devices disallows communication or interferes with safety.
 - b) By members operating the pump at the pump control panel for any period of time. Note: Radio headsets may be used in lieu of regular issued hearing protection devices.



0401.01 HEARING PROTECTION

- 3) Hearing protection devices are recommended to be worn:
 - a) When testing or training with power tools and equipment. This includes, but is not limited to, chain saws, blade saws, Hurst tool, generators and other gasoline-powered equipment.
 - b) When in the area of small engine equipment being tested. Small engine equipment should be tested out-of-doors when possible.
 - c) Hearing protection is also recommended while using power yard equipment.
- 4) Testing of vehicle sirens and air horns in the fire station is not permitted.

- END -



0401.02 EYE PROTECTION

Chapter: IV Equipment for Fire Fighting

Subject: 01 Clothing and Personal Equipment

Topic: 01 Eye Protection

A. PURPOSE

To provide a guideline for use of department-issued protective eyewear.

B. SCOPE

This guideline applies to all activities of the Germantown Fire Department for all personnel.

C. TERMS AND DEFINITIONS

- 1) ANSI Z87.1. The American National Standards Institute's performance-oriented standard for eye and face protective devices.

D. GUIDELINE

- 1) Three levels of eye protection will be made available to all fire department personnel. These levels shall be:
 - a) SCBA facepieces. These shall be issued to all fire department members as part of the respiratory protection program.
 - b) Safety glasses which meet ANSI Z87.1 requirements. These shall be issued to all fire department members. Safety glasses are considered the minimum level of eye protection.



0401.02 EYE PROTECTION

- 2) These various levels of protective eyewear shall be worn as follows:
- a) The SCBA facepiece shall be worn for all structure, vehicle, and dumpster fire incidents, or anytime visible smoke or haze is present.
 - b) Safety glasses shall be worn:
 - i) While on constructions sites, or while touring industrial plants where employees are normally required to wear eye protection.
 - ii) On emergency medical incidents, as part of universal precautions against bloodborne and airborne pathogens.
 - iii) During any activities while using striking tools, or power.

- END -



0401.03 RESPIRATORY PROTECTION PROGRAM

dictate their use, or when personnel are directed to use the respirators by the Incident Commander.

3) Hazard evaluation.

a) Structural fires.

- i) Due to the respiratory hazards posed by structural firefighting, all members engaged in interior structural firefighting shall use SCBA. The SCBA shall remain in use until overhaul is complete, the respiratory hazard has been eliminated, and the atmosphere deemed safe by the use of air monitoring meters.
- ii) Members should begin exterior firefighting duties with the assumption that they could be exposed to respiratory hazards. Members performing exterior firefighting duties at a structural fire may be required to continue to wear SCBA depending on the operations and potential respiratory hazard as determined by the Incident Commander.
- iii) Members wearing SCBA at the emergency scene shall follow SOG 0202.04, Fireground Rehabilitation.

b) Vehicle fires.

Vehicle fires are known to produce toxic gases that may be IDLH. Members shall wear SCBA while performing vehicle firefighting duties.

c) Dumpster fires.

Due to the unknown nature of dumpster fires, members shall wear SCBA while performing dumpster firefighting duties.

d) Hazardous materials incidents

Hazardous materials incidents pose a wide variety of respiratory hazards. Members should begin hazardous materials response duties with the assumption that they could be exposed to respiratory hazards. As the incident progresses, members shall wear the level of respiratory protection determined necessary by the Incident Commander.



0401.03 RESPIRATORY PROTECTION PROGRAM

e) Chimney fires

Members performing duties at the roof level during chimney fire operations all operational level members shall wear SCBA's..

f) Carbon monoxide incidents

Due to the fact that carbon monoxide presents a potential respiratory hazard, members operating at CO alarm incidents shall wear SCBA until the atmosphere has been determined safe by the use of multi-gas monitoring instruments. Any reading above 35ppm shall require the use of SCBA.

g) Technical rescue operations

i) Technical rescue operations include, but are not limited to, confined space, structural collapse, trench rescue, vehicle extrication, or any other operation where the IC cannot ensure continuous quality of the atmosphere.

ii) Engineering controls including continuous ventilation and atmospheric monitoring should be incorporated into the Incident Action Plan at technical rescue operations.

h) Emergency medical incidents.

i) While assessing or caring for patients suspected of having a respiratory illness that is spread by airborne particles, the employee shall wear an N-95 respirator.

ii) General face and eye protection shall be worn while performing airway suction, intubation, or placement of alternative airway adjuncts.

i) Other respiratory hazards

i) Nothing in this guideline is intended to restrict the incident commander, safety officer, or company officer from requiring members to wear SCBA when a potential respiratory hazard is suspected.

ii) Officers shall perform size-up at each incident and consider the safety of members operating at the scene. Whenever in



0401.03 RESPIRATORY PROTECTION PROGRAM

doubt, direct members to wear appropriate respiratory protection.

- j) The Fire Chief and Safety Committee shall review the hazard analysis annually, or more often, if necessary.

4) Fit testing

- i) Quantitative fit testing shall be required for all members that may be required to wear SCBA during the performance of their duties.
- ii) Quantitative fit testing shall be conducted in accordance with the following schedule:
 - (a) Prior to being allowed to wear SCBA (new hires) and annually thereafter.
 - (b) When there are changes in the members' physical condition that could affect respirator fit (obvious changes in body weight, facial scarring, dental changes, etc.)
- iii) Members will be fit tested with the make, model, and size of the SCBA equipment that they will actually use.
- iv) The Day shift crew in conjunction with the Lieutenant assigned as Safety Officer will coordinate quantitative fit.

5) Cleaning.

- i) All SCBA shall be cleaned and maintained per the manufacturer's recommendations.
- j)
 - (a) All materials and supplies necessary for routine cleaning, disinfecting, and maintenance of SCBA.
 - (b) Manufacturer's recommendations and instructions on routine care and cleaning of SCBA.
- ii) The company officer shall ensure each station has an adequate supply of cleaning supplies and materials available in the SCBA cabinet.

6) Maintenance.



0401.03 RESPIRATORY PROTECTION PROGRAM

- i) SCBA must be properly maintained at all times in order to function properly and adequately to protect the employees. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer, except by those trained by the manufacturer to perform such repairs. The manufacturer or their designee shall perform repairs beyond the scope of the Mechanics.
- ii) The following items shall be checked after each use and weekly.
 - (a) Facepiece.
 - (i) Cracks, tears, or holes.
 - (ii) Distortion.
 - (iii) Cracked, loose, or damaged lens.
 - (b) Headstraps.
 - (i) Breaks or tears.
 - (ii) Broken buckles.
 - (iii) Loss of elasticity.
 - (c) Valves.
 - (i) Residue or dirt.
 - (ii) Damage to valve or valve material.
 - (d) Gauges, regulators, air lines.
 - (i) Damage or inaccuracy.
 - (ii) Leaks.
 - (e) PASS Alarm.
 - (i) Operation.
 - (ii) Battery condition.



0401.03 RESPIRATORY PROTECTION PROGRAM

- (f) Body harness.
 - (i) Tears, rips, fraying or otherwise damaged straps.
 - (ii) Broken buckles.
- (g) Cylinder.
 - (i) Full air supply.
 - (ii) Hydrostatic test date.
 - (iii) General cylinder condition.
- iii) SCBA that are defective or that have defective parts shall be removed from service immediately. If a member discovers a SCBA with a defect:
 - (a) It shall be tagged "Out of Service" noting the defect, the unit it was removed from, and the member that discovered the defect.

A spare SCBA shall be obtained from the reserve apparatus.

7) Air quality.

SCBA cylinders shall be filled with Grade D compressed air only. The SCBA Technician shall ensure that the compressed air maintains Grade D quality and that the air compressor is serviced and tested at least annually.

8) Storage.

Storage of SCBA shall be in their designated mounting brackets or cases on the apparatus. Members' facepieces shall be stored in the storage bag provided and may be secured to the SCBA regulator during the workday.

9) Training.

Annually, each member shall attend and successfully complete SCBA training that is based on current NFPA standards. Training will be both knowledge and hands-on. Training will include:



0401.03 RESPIRATORY PROTECTION PROGRAM

- i) The need for respirator use and how improper fit, usage, or maintenance can compromise the protective effectiveness of the SCBA.
 - ii) Limitations and capabilities of SCBA.
 - iii) How to inspect, don, doff, use, and perform proper seal checks.
 - iv) Procedures for cleaning, disinfecting, storing, maintaining and arranging for repairs.
 - v) How to recognize medical symptoms that may compromise the safety of the wearer.
- 10) Program evaluation.

The Fire Chief, Deputy Chief(s) and Lieutenant assigned as Safety Officer shall meet annually to review the program and ensure that:

- i) Current written programs are being effective and properly implemented;
 - ii) Members are properly using SCBA, and
 - iii) The program continues to be effective.
- 11) Recordkeeping.
- i) All documentation in the area of fit tests shall be entered into the firefighter record on RMS system, SCBA and air cylinder tests and maintenance, and air quality tests and compressor maintenance.
 - ii) The Deputy Chief(s) shall maintain all documentation of training records.

- END -



0401.04 UNIFORMS

Chapter: IV Equipment for Fire Fighting

Subject: 01 Clothing and Personal Equipment

Topic: 04 Uniforms

A. PURPOSE

To provide information regarding the uniforms worn by the members of the Germantown Fire Department.

B. SCOPE

This guideline applies to all members of the Germantown Fire Department. When providing services to the community, members shall have a professional, uniform appearance.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) Day personnel required and approved uniform (Chief Officers).
 - a) White uniform dress shirt, long or short sleeve; white or navy polo uniform shirt, long or short sleeve.
 - b) Dark blue dress uniform pants or 511, Propper, or Blauer uniform pants.
 - c) Jacket: Winter or spring/fall type, dark blue with GFD shoulder patches,
 - d) Appropriate collar insignia on uniform dress shirt.
 - e) Name tag above right chest pocket on uniform dress shirt.
 - f) Service pins may be worn above the name plate.
 - g) Badge on shirt and jacket badge tab on uniform dress shirt.



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- g) Approved black leather or web uniform belts.
 - h) Black shoes or approved boots.
 - i) Solid black or navy crew socks.
- 2) Line personnel required and approved uniform.
- a) Uniform shirt, long or short sleeve:
 - i) Dark blue polo shirt with collar. GFD logo on left chest;
 - ii) Navy dress shirt, long or short sleeve, with appropriate collar, insignia, name plate and badge.
 - iii) Service Pins may be worn above the nameplate
 - b) Pants:
 - i) Dark blue Pants.
 - iv) Shorts may be worn on duty:
 - a) The shorts are Dark blue 511 or Proper Brand Uniform Pants.
 - b) Solid black, navy or white crew ankle socks
 - c) Black shoes low cut
 - h) Jacket: Winter or spring/fall type, dark blue with GFD shoulder patches.
 - e) Approved black leather or web uniform belts.
 - f) Black shoes or approved-style boots. All personnel must have ANSI-approved safety toe footwear.
 - g) Solid black or navy crew socks.
- 3) Optional items. *All "optional items" must be GFD-approved. Additional items are listed in current work orders and are subject to change periodically.*



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- a) Sweater: Dark blue military style with embroidered logo on left chest, position title above logo and medical certification below logo. Collared uniform shirt shall be worn underneath.
 - b) Workshirt: cotton with regular collar, embroidered GFD logo on left chest
 - c) T-shirts: Navy blue with department insignia on front, silkscreen or embroidered, department ID printing on back. Embroidered or silk screened GFD logo on left chest;
 - e) Baseball caps: Dark blue with GFD or Company Logo's.
 - f) Stocking caps: Black, dark blue.
 - g) Optional: Service ribbons centered above nameplate on jacket.
- 5) Appearance and Uniformity.
- a) All clothing items shall be clean and in good repair as to present a neat and professional appearance.
 - b) The intent of a "uniform" is to present a consistent appearance. Therefore, all members of a fire department company shall wear the department uniform collared shirt when out of quarters and in the public view (inspecting, procuring supplies, classes outside of your assigned station, etc.).
 - c) The dark blue uniform polo shirt or navy dress shirt shall be worn while conducting tours of the fire station. T-shirts only shall not be worn when conducting tours or public relations events.
 - d) Long sleeve T-shirts shall not be worn with short sleeve uniform shirts.

Special Note: Uniforms shall not be disposed of by means or methods by which the public has access to the item!

-END-

UNIFORM STANDARDS

Class A Uniform: Ceremonial Dress Jacket (If Issued)

1. Department issued dress uniform Fire Department hat with hat badge and other designations appropriate to rank.
2. Department issued double breasted navy coat.
3. Department issued uniform shirt: long sleeve blue or white (appropriate to rank) - with military creases. Firefighter and Driver Operator rank will wear BLUE shirts. Lieutenant and above rank will wear WHITE shirts. Shirt shall remain tucked-in at all times.
4. Under shirt: if worn, shall be short plain white or long sleeve. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.
5. Department issued tie: black uniform tie, nonglossy. Tie must be a department issued uniform four-in-one black tie. Issued black clip-on-tie is also acceptable. Ties must be tied in a neat fashion and remained tied at all times.
6. Department issued pants: matching officer style Class A navy slacks.
7. Black leather, gold or silver buckle (appropriate to rank).
8. Socks: plain black.
9. Black leather (low cut), No boots of any type. Shoes shall be worn tied at all times

Class B Uniform: Dress Shirt (Long Sleeve)

1. Department issued uniform shirt: blue or white (appropriate to rank) long sleeve - with military creases. Firefighter, MPO, Lieutenant and Captain rank will wear BLUE shirts. Chief Officer ranks will wear WHITE shirts. Shirt shall remain tucked-in at all times.
2. Shirts will have authorized department patches centered on both the left and right shoulders worn one inch below the shoulder seam.
3. Undershirt: if worn, shall be short plain white or long sleeve. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.

4. For formal events if the firefighter is not issued a Class A Jacket a Black, non-glossy. Tie must be a department issued uniform four-in-one black tie or Department issued black clip-on-tie are also acceptable. Ties must be tied in a neat fashion and remain tied at all times.
5. Department issued Pants: navy blue officer style slacks.
6. Black leather, gold or silver department approved buckle (appropriate to rank.)
7. Socks: plain black.
8. Black leather (low cut), No boots of any type. Shoes shall be worn tied at all times.

Class C Uniform: Dress Shirt (Short Sleeve)

1. Department issued uniform shirt: blue or white (appropriate to rank) short sleeve - with military creases. Firefighter and Driver Operator ranks will wear BLUE shirts. Lieutenant and above ranks will wear WHITE shirts. Shirt shall remain tucked-in at all times.
2. Shirts will have authorized department patches centered on both the left and right shoulders worn one inch below the shoulder seam. Ties ARE NOT permitted to be worn with Class C uniform shirt.
3. Undershirt: if worn shall be plain white short sleeve only. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.
4. Department issued pants: navy blue officer style slacks or plain daily navy work slacks with no side pockets on legs or navy EMS/BDU (side pockets on legs) work style pants.
5. Black leather, gold or silver department approved buckle (appropriate to rank.)
6. Socks: plain black with low cut shoes, or plain black, blue or white athletic socks if wearing work boots.
7. Black leather (low cut), or department issued approved work-boot footwear. Shoes shall be worn tied at all times. Work boots with front or side zippers shall be worn zipped at all times. Pants will not be worn tucked into the top of work boots at anytime

Class D Uniform: Daily Work Polo Shirt, Department Issues "T" Shirt or Quarter Zip Job Shirt

1. Department issued short or long sleeve polo shirt appropriate color dependent on rank. Shirts shall remain tucked in with a minimum of one or two buttons (starting from bottom) closed at all times. → Operations personnel shall wear dark blue shirts. "T" Shirts may not be worn on Public Education, Stations tours or Inspection details.
2. Department issued pants: navy blue officer style slacks or plain daily navy work slacks with no side pockets on legs or navy EMS/BDU (side pockets on legs) work style pants.
3. Black leather, gold or silver department approved buckle (appropriate to rank.)
4. Socks: plain black with low cut shoes or plain black, blue or white athletic socks if wearing work boots.
5. Black leather (low cut), Shoes shall be worn tied at all times. Work boots with front or side zippers shall be worn zipped at all times. Pants will not be worn or tucked into the top of work boots at anytime.

Duty Shorts: Shorts may be worn with Class C or D uniforms. Black tennis shoe type shoe and ankle socks shall be worn with shorts.

Baseball Caps Baseball caps may be worn on-duty by personnel in Class "C or D".

Aligning the Nameplate The nameplate is worn on the right chest of the Class B & C uniform shirts just above the right pocket flap. The nameplates are silver for the rank of Firefighter and Driver Operator and gold for Lieutenant rank and above

Displaying of Service Award Citations, Medals:

This section covers displaying award citations, medals, both department and other authorized insignia for wear on GFD uniforms. The department has established an Order of Precedence for categories of issued service awards. An order of precedence is a sequential hierarchy of nominal importance for issued service award citations, medals and ribbons. Department operational personnel may wear awards anytime while in Class A, B and C uniform.

Award citations will be worn on the RIGHT chest side of class A, B and C department uniforms.

Order of precedence by category of Award Citation

1. Medal of Honor
2. Medal of Valor

3. Exceptional Service
4. Firefighter of the Year
5. EMS Provider of the Year
6. Fire Chief Commendation
7. Unit Commendation



0401.05 FIRE FIGHTING PROTECTIVE EQUIPMENT

Chapter: IV Equipment for Firefighting

Subject: 01 Clothing and Personal Equipment

Topic 05 Fire Fighting Protective Equipment

A. PURPOSE

To create a guide for issuing, tracking, and maintaining personal protective clothing and equipment for firefighters.

B. SCOPE

This guideline shall be applied to all fire department personnel and operations.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) Each fire department member shall be issued items of protective clothing and equipment as deemed necessary by the Fire Chief. All items shall meet the requirements of NFPA 1971, Standard on Protective Ensemble for Structural Fire Fighting, the edition that is in effect at the time the item is purchased. Items shall include, but not be limited to:
 - a) Firefighting helmet.
 - b) Firefighting gloves.
 - c) Firefighting coat.
 - d) Firefighting trousers.
 - e) Firefighting hood.
 - f) Firefighting boots.
- 2) The Captain assigned to equipment shall compile and maintain records on



0401.05 FIRE FIGHTING PROTECTIVE EQUIPMENT

firefighting protective equipment. Clothing and equipment issued to a member shall not be exchanged with another member without the approval of the Fire Chief.

- 3) Selection. The Fire Department Command Staff with input from the Safety Committee shall be involved in the selection and assessment process whenever changes are made to specifications for protective equipment.
- 4) Inspection.
 - a) The individual member shall perform a routine inspection each time the clothing or equipment is exposed to damage or contamination. The routine inspection should consist of the inspection elements noted in NFPA 1851, 4.2.2.
 - b) Members who have received training in the inspection of protective clothing shall perform advanced inspection of all protective clothing annually. The findings of this advanced inspection shall be documented on an inspection form. The advanced inspection should consist of the inspection elements noted in NFPA 1851, 4.3.2.
- 5) Cleaning.
 - a) Routine cleaning. Protective clothing shall receive routine cleaning any time it becomes soiled. The individual member shall be responsible for the routine cleaning of their protective clothing.
 - b) Advanced cleaning. Protective clothing shall receive advanced cleaning as needed if it has been used and soiled. Helmets, gloves, and boots shall be cleaned in a utility sink using mild detergent and water. Coats, trousers, and hoods shall be cleaned in the heavy-duty washers located at each station, using the following precautions:
 - i) Use the appropriate cleaning cycle setting as posted at the machine.
 - ii) Separate inner lining from outer shell whenever possible.



0401.05 FIRE FIGHTING PROTECTIVE EQUIPMENT

- iii) Always wash turnout gear in sets of two (two coats and two trousers for each wash cycle). If necessary use one of the spare sets of turnout gear as the second set. This will dramatically reduce abrasion.
 - iv) Close all Velcro fasteners. This will reduce abrasion and protect Velcro from collecting fuzz and loose threads.
 - v) Protective clothing shall be maintained per manufacturer's specifications.
- c) Specialized Cleaning. Protective clothing shall receive specialized cleaning from contracted vendors if contaminated with hazardous materials or biological agents. Contaminated items shall be isolated, tagged, and bagged for transport or pickup by the vendor. Universal precautions shall be observed when handling contaminated clothing or equipment.
- 6) Repairs and alterations. The safety officer and Fire Chief shall be notified of the need for any repair or alteration to protective clothing. Repairs to coats, trousers, or hoods shall be performed by the manufacturer or department-approved vendor. Repairs to helmets, gloves, or boots shall be performed by a department member or department-approved vendor.
- 7) Storage. Protective clothing and equipment shall be clean and dry prior to being placed in a clean, dry, well-ventilated storage area. Protective clothing shall not be stored in direct sunlight or in airtight containers.
- 8) Retirement and disposition.
- a) Protective clothing and equipment that is worn, damaged, or contaminated to the extent that it is not cost effective to repair or decontaminate shall be destroyed or disposed of in a manner that they will not be used for fire fighting or emergency activities, including training.
 - b) The Safety Officer and Fire Chief shall determine whether protective clothing or equipment that is no longer of use to the organization may be



0401.05 FIRE FIGHTING PROTECTIVE EQUIPMENT

used in training so long as it does not involve live fire. These items shall be clearly marked "Training Use Only".

-END-



0501.01 AMERICAN FLAG & NATIONAL ANTHEM

Chapter: V Personal Behavior and Appearance

Subject: 01 Personal Behavior

Topic: 01 American Flag & National Anthem

A. PURPOSE

To provide guidance for the proper display of respect to the flag of the United States of America and the National Anthem.

B. SCOPE

This guideline applies to all fire department members while in the fire department uniform.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) All members shall observe and display proper respect toward the American flag and national anthem.
- 2) When the national anthem is played, the American flag is raised or lowered, or the American flag passes in review, all uniformed members wearing hats will tender the military salute, except when performing emergency duties.

-END-



0501.02 AWARDS AND COMMENDATIONS

Chapter: V Personal Behavior and Appearance

Subject: 01 Personal Behavior

Topic: 02 Awards and Commendations

A. PURPOSE

To provide guidance for issuing official awards, commendations, and recognition to fire department employees and citizens.

B. SCOPE

This guideline applies to all fire department activities.

C. TERMS AND DEFINITIONS

- 1) Green Sheet- This a record of Exceptional Performance for a group or individual firefighter for specific action or accomplishments.

D. GUIDELINES

Awards Committee;

- 1) There shall be an Awards Committee made up of the following members;

Fire Chief

Deputy Fire Chiefs

Captain (Training)

Chief of Police

- 2) Green Sheet-Record of Exceptional Performance.

A Green Sheet may be presented to any member by a higher ranking officer. The purpose is to properly recognize members of the department of exceptional service.

Completed Green Sheets will be forwarded to the Fire Chiefs office for presentation to the firefighter at one of the Weekly training Meeting. Presentation will be made by the Company Deputy Chief



0501.02 AWARDS AND COMMENDATIONS

3) Departmental Formal Awards:

MEDAL OF HONOR

This is the Highest Award that can be awarded to a Firefighter. To receive the Medal of Honor, the firefighter must be a member of the department who, in the performance of duty while on a call, under extreme hazardous conditions, in which the member is confronted with imminent personal risk, and has full knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service.



MEDAL OF VALOR

To receive the Medal of Valor, the firefighter must be a member of the department who, in the performance of duty while on a call, under hazardous conditions, in which the member is confronted with imminent personal risk, but had no prior knowledge of that risk, performance act of conspicuous heroism which furthers the highest traditions of the fire service.



0501.02 AWARDS AND COMMENDATIONS



EXCEPTIONAL SERVICE AWARD

The Exceptional Duty \Commendation Bar is awarded to a member of the department for a highly credible accomplishment bringing public acclaim to the department or fire service as a result of devotion to duty or service to the public.



FIRE CHIEF COMMENDATION

The Fire Chiefs Commendation is awarded to a member who the Fire Chief feels went above what is normally expected



FIREFIGHTER OF THE YEAR

The Firefighter of the Year Commendation Bar is presented to the individual as chosen by his fellow members or the chief of the department who characterizes the best attributes of being a firefighter.



EMS PROVIDER OF THE YEAR



0501.02 AWARDS AND COMMENDATIONS

The EMS Provider of the Year Commendation Bar is awarded to the individual as chosen by his fellow members or the chief of the department who characterizes the best attributes of an emergency medical technician or paramedic.



UNIT COMMENDATION

The Unit Commendation is awarded to a group of members who have performed service to the department in a highly commendable manner.



-END-



0501.03 WORKING RELATIONSHIPS

Chapter: V Personal Behavior & Appearance

Subject: 01 Personal Behavior

Topic: 03 Working Relationships

A. PURPOSE

To provide guidance for maintaining good working relationships within the department.

B. SCOPE

This guideline applies to all members, at all times.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) Members shall always conduct themselves in a manner that creates good order inside the fire department.
- 2) Members shall be courteous and cooperative to the public.
- 3) Members shall extend maximum cooperation to other city departments, divisions, utility companies, and other agencies working with the fire department.
- 4) Members shall see that all visitors to the fire station are promptly accorded respectful attention. Officers, for justifiable reason, may exclude from the station any person who is not a member of the fire department. They shall exclude any disorderly person or any person under the influence of liquor or, if necessary, notify police to remove such persons. They shall not permit minors to visit the fire station unless accompanied by an adult.



0501.03 WORKING RELATIONSHIPS

- 5) Officers shall prohibit visitors from congregating in the fire station.
- 6) Members shall not give preferential treatment to any other member.
- 7) Guests may not visit the dormitory of a fire station without the express permission of the officer-in-charge.
- 8) On tours by school children and other juvenile groups, there shall be a sufficient number of company members assigned to keep children from dangerous areas. This may necessitate breaking large groups into smaller ones in order to guide them properly and protect them from harm. When children are visiting a fire station, the apparatus shall not leave quarters for any alarm until after one member has gone to the front of the apparatus and made certain that no child is in front of it.

-END-



0501.04 RULES OF CONDUCT

Chapter: V Personal Behavior & Appearance

Subject: 01 Personal Behavior

Topic: 04 Rules of Conduct

A. PURPOSE

To provide standards of personal behavior that are required of members of the Germantown Fire Department.

B. SCOPE

This guideline applies to all members of the Germantown Fire Department.

C. TERMS AND DEFINITIONS

There are no special terms or definitions for this guideline.

D. GUIDELINE

1) General.

- a) All members shall abide by the standards of behavior outlined within this guideline.
- b) All members shall abide by the rules, policies, procedures, and guidelines pertaining to Village of Germantown employees.
- c) All members shall obey all federal, state, and local regulations, laws, and ordinances.

2) Adopted by reference.

The following books are adopted by reference as part of this guideline:

- a) Germantown Personnel Policies and Procedures Manual.
- b) Germantown Affirmative Action Program.



0501.04 RULES OF CONDUCT

c) Wisconsin Administrative Code – SPS 330.

3) Rules of general conduct.

All members of Germantown Fire Department:

- a) Shall observe the work hours of their assignment.
- b) Shall not intentionally make a false statement or report.
- c) Shall not, under any circumstances, engage in altercations while on duty.
- d) Shall not engage in any sexual activity while on duty.
- e) Shall not report for duty under the influence of alcohol, debilitating drugs, or any other substance that could impair their physical or mental capacities.
- f) Shall not use alcoholic beverages, debilitating drugs, or any other substance that could impair their physical or mental capacities while on duty.
- g) Shall not bring, cause to be brought into, or have in their possession, any substance that could impair their physical or mental capacities while on fire department station or FD vehicles unless under a doctor's prescription.
- h) Shall not use indecent, profane, uncivil, or boisterous language when anyone present indicates that the language offends him or her.
- i) Shall not remove material from the fireground, regardless of whether or not the owner gives permission, except as required for official purposes.
- j) Shall not have in their possession, while on duty, firearms. Storage of a firearm inside a locked storage container inside a personal vehicle is permitted

4) Rules of ethical conduct.



0501.04 RULES OF CONDUCT

All members of Germantown Fire Department:

- a) Shall conduct themselves to reflect credit on Germantown Fire Department.
 - b) Shall not solicit or accept compensation, reward, or consideration for services performed in the line of duty, or any gift or donation as a member of the department, without the approval of the Fire Chief.
 - c) Shall not grant, approve, or countenance the use of their affiliation with the fire department by any person, firm, or affiliation with the fire department by any person, firm, or corporation, for the purpose of influencing the sale of any goods, merchandise, commodities, real estate, stocks, or bonds.
 - d) Shall not lend their names to or use their photographs in their official capacity, in any written or printed article or advertisement, without first obtaining the approval of the Fire Chief.
 - e) Shall not use their uniform or any part of it to influence anyone for personal gain.
 - f) Shall not use their position with the fire department for personal gain or influence.
- 5) Rules of Proficiency.

All members of Germantown Fire Department:

- a) Shall work competently in their positions to cause all fire department programs to operate effectively.
- b) Supervisors shall manage in an effective, considerate manner.
- c) Subordinates shall follow instructions in a positive, cooperative manner.
- d) Shall keep themselves informed so as to do their jobs effectively.



0501.04 RULES OF CONDUCT

- e) Shall be concerned and protective of each member's welfare.
- f) Shall keep themselves in physical condition to perform their assigned duties.

-END-



0501.05 SMOKING

Chapter: V Personal Behavior & Appearance

Subject: 01 Personal Behavior

Topic: 05 Smoking

A. PURPOSE

To define the smoking policy of the Germantown Fire Department.

B. SCOPE

This guideline applies to all members of Germantown Fire Department.

C. TERMS AND DEFINITIONS

There are no special terms or definitions for this guideline.

D. GUIDELINE

Smoking is prohibited:

- 1) In all fire department vehicles.
- 2) In all fire department buildings.
- 3) While responding to or while at the scene of any fire or emergency incident.
- 4) While performing fire code enforcement inspections, public education activities, or while in buildings performing any fire department duties.
- 5) Fire department members shall strictly observe "No Smoking" directives of the owner or manager of any property, whether publicly or privately owned.

-END-



0501.06 USE OF DEPARTMENT FACILITIES & EQUIPMENT

- 6) Shall not keep dogs, cats, birds, or other pets in or around the fire station.
- 7) Shall not make significant alterations in the fire station without permission of the Fire Chief.
- 8) Shall not remove from the station any equipment that belongs on apparatus for their own personal use.
- 9) May use non-emergency equipment from the station. Permission must first be received from the station officer on duty.
- 10) Personal vehicles shall not park inside the fire station except of the exceptions listed below:
 - a) The on-duty ESR Firefighter may park their personal car in the bay where the ESR Vehicle is parked only during ESR Duty hours and only in such a manner that does not disrupt the free and safe movement of Department apparatus, vehicles, equipment and personnel..
 - b) The on duty Deputy Chief (or acting Deputy Chief) may park their personal vehicle in the bay where the D/C Vehicle is kept during Duty hours and only in such a manner that does not disrupt the free and safe movement of Department apparatus, vehicles, equipment and personnel.
- 12) The washing of personnel vehicle inside the fire station bay is prohibited.
- 13) Utilization of facilities for non-work activity must be approved by the Fire Chief.

-END-



0501.06 USE OF DEPARTMENT FACILITIES & EQUIPMENT

Chapter: V Personal Behavior & Appearance

Subject: 01 Personal Behavior

Topic: 06 Use of Department Facilities & Equipment

A. PURPOSE

To provide a guide for the use of fire department facilities and equipment.

B. SCOPE

This guideline applies to all facilities and equipment owned by the Village of Germantown and to all members of the fire department.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this guideline.

D. GUIDELINE

All members of the fire department:

- 1) Shall be careful with fire department equipment and property.
- 2) Shall not use office telephones in the fire stations for personal calls between the hours of 0700 and 1600, Monday – Friday, except in demanding circumstances.
- 3) Members shall limit their use of telephones to a reasonable period of time so as to afford others the opportunity to use the telephone.
- 4) May use the fire station bulletin boards for posting information of concern and interest to all members. Such information shall be consistent with the established policies and procedures of the department, and shall contribute to the best interest, morale, and welfare of the fire department.
- 5) Shall not use official letterheads, envelopes, or stationary, except for the transaction of official business of the fire department.



0502.02 PERSONAL GROOMING

- g) The wearing of hairstyles or adornment which interferes with the protective features of helmets or SCBA are prohibited.
- 2) Facial Hair.
 - a) Facial hair of any type shall not interfere or contact the SCBA facepiece seal or exhalation valve.
 - b) Mustaches, if worn, must be kept neatly trimmed.
 - c) Members will be allowed to wear facial hair immediately beneath the lower lip. Facial hair shall conform to paragraph [2), a)] above.
 - d) Sideburns will be kept neatly trimmed and must not extend downward below the lowest part of the earlobe. Sideburns shall conform to paragraph [2), a)] above.
- 3) Eccentric Hairstyles.

Eccentric hairstyles, facial hair, and colors that are inconsistent with uniform dress are prohibited.

END



0502.02 PERSONAL GROOMING

Chapter: V Personal Behavior and Appearance

Subject: 02 Appearance and Grooming

Topic: 02 Personal Grooming

A. PURPOSE

To establish standards for neat and professional appearance while in uniform.

B. SCOPE

This guideline applies to all uniformed members of Germantown Fire Department.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this guideline.

D. GUIDELINE

- 1) Cranial Hair.
 - a) In all cases, the bulk or length of the hair will not interfere with the wearing of the uniform cap or helmet.
 - b) Hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt, ragged, or extreme appearance.
 - c) The length or bulk of the hair will not interfere with the proper wearing of the following:
 - i) Helmet.
 - ii) SCBA facepiece.
 - iii) Protective hood.
 - iv) Uniform hat.
 - v) Baseball-style cap.



0502.03 JEWELRY

Chapter: V Personal Behavior & Appearance

Subject: 02 Appearance & Grooming

Topic: 03 Jewelry

A. PURPOSE

To provide guidance to department members concerning the wearing of jewelry.

B. SCOPE

This guideline applies to all members on duty.

C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

D. GUIDELINE

- 1) The wearing of earrings, facial rings, and other facial piercings, is prohibited for safety reasons.
- 2) Religious medals, personal identification chains, or necklaces may be worn around the neck, provided the item is concealed from view by the uniform shirt.
- 3) Due to the nature of assignments, exceptions may be granted, with the written permission of the Chief.

-END-



0701.01 NOTIFICATIONS

Chapter: VII Reports and Communications

Subject: 01 Dispatch and Response to Alarms

Topic: 01 Notifications

A. PURPOSE

To provide a guide to when the Fire Chief and Deputy Chief(s) shall be notified of an incident or situation.

B. SCOPE

This guideline applies to the incidents listed within.

C. TERMS AND DEFINITIONS

There are no special terms or definitions for this guideline.

D. GUIDELINE

- 1) The incident commander shall initiate the notification of the Fire Chief and Deputy Chief(s) in the following circumstances:
 - a) Any working structure fire.
 - b) Firefighter's injury or death on duty.
 - c) Civilian fire death or fire related injury requiring transport.
 - d) Accident involving fire department apparatus.
 - e) Major hazardous material incident.
 - f) Upon a request for mutual aid, except normal EMS mutual aid.
 - g) Upon reports of severe weather that could affect operations.
 - h) Upon the report of a firefighter being arrested.



0701.01 NOTIFICATIONS

- i) Any GFD request for a MABAS response at or above the Box Level.
- j) Any GFD member transported to the hospital.
- k) At the discretion of the Incident Commander, Officer in Charge or Communications Officer that the Fire Chief and or the Deputy Chief(s) should be aware of an incident or situation

-END-

DEPARTMENT NAME: Germantown Fire Dept.	BOX ALARM TYPE: Structure Fire Non-Hydrant (Tender)	EFFECTIVE DATE: January 1 2015	MABAS DIVISION 111
BOX ALARM # 17-1-2	LOCATION OR AREA: All Non-Hydrant Locations	AUTHORIZED SIGNATURE: Chief Gary Weiss	

LOCAL DISPATCH AREA:

ALARM LEVEL	ENGINES	TRUCKS	TENDER	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
Still	Germantown Germantown	Germantown	Germantown Germantown		Germantown Germantown	CHIEF Deputy Chiefs		
Working Still	Richfield	Mequon	Mequon Richfield Menomonee Falls		Lisbon	Mequon	Jackson RIT *We-Energies * All Call-Germantown	Thiensville Eng. (Sta #2) Hartford Ambulance (Sta #2) Slinger Tender (Sta #2)

MABAS BOX ALARM:

ALARM LEVEL	ENGINES	TRUCKS	TENDER	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
BOX	Thiensville Menomonee Falls		Slinger Jackson Lisbon	Slinger	Hartford	Richfield Thiensville		Grafton Eng. (Sta #2) Thiensville Ambulance (Sta #2) North Shore Tender (Sta #2) St. Lawrence Tender (Sta #2)
2ND	Grafton West Bend		Hartford St. Lawrence North Shore		Thiensville	Grafton Jackson	Milwaukee Fire Bell Menomonee Falls Rehab	Wauwatosa Eng (Sta #2) Newburg Tender (Sta #2) City Of Brookfield Ambulance (Sta #2)
3RD	Wauwatosa Butler		Newburg Richfield Allenton	Cedarburg	City of Brookfield	Cedarburg Menomonee falls	Richfield RIT	Kohlsville Tender (Sta #2) Cedarburg Ambulance (Sta #2) Kewaskum Tender (Sta #2) Sussex Eng (Sta #2)
4TH	Sussex		Kewaskum Kohlsville Lisbon		Cedarburg	Lisbon West Bend		Milwaukee Eng. (Sta #2) Saukville Tender (Sta #2) Grafton Ambulance (Sta #2)
5TH	Milwaukee		Saukville Merton Jackson		Grafton	North Shore Milwaukee		North Shore Eng. (Sta #2) Wauwatosa Ambulance (Sta #2)
INTERDIVISIONAL REQUEST		1st Choice 106	2nd Choice 109	3rd Choice 129				

INFORMATION

- *Milwaukee Fire Bell 414-325-7788
- * RED CROSS For Victim Assistance 800-236-8680
- * We-Energies Both Gas and Electric
- * DISPATCH HAVE ALL NON WASHINGTON COUNTY DEPARTMENTS RESPOND ON I/FERN
- * Germantown Fire Station 2: N115 W18752 Edison Dr Germantown, WI 53022

DEPARTMENT NAME: Germantown Fire Dept.		BOX ALARM TYPE: Life Safety (EMS)		EFFECTIVE DATE: January 1, 2015		MABAS DIVISION 111	
BOX ALARM # 17-1.3		LOCATION OR AREA: Germantown Village Wide		AUTHORIZED SIGNATURE: Chief Gary Weiss			
LOCAL DISPATCH AREA:							
ALARM LEVEL	ENGINES	TRUCKS	SQUADS	Ambulances EMS (ALS)		EMS (BLS)	CHIEFS
STILL	Germantown Germantown	Germantown			Germantown Germantown	Germantown Hartford	CHIEF Deputy Chiefs
WORKING STILL	Menomonee Falls			Lisbon			Meduon
SPECIAL EQUIPMENT Germantown ESR							
CHANGE OF QUARTERS (Station #)							
* ALL CALL GERMANTOWN							
Cedarburg Ambulance (Sta #2) Slinger Engine (Sta #2) Richfield Squad (Sta #2)							
MABAS BOX ALARM:							
ALARM LEVEL	ENGINES	TRUCKS	SQUADS	Ambulances EMS (ALS)		EMS (BLS)	CHIEFS
BOX	Slinger	Mequon	Richfield	Thiensville Mequon North Shore	Menomonee Falls Cedarburg Jackson	Richfield Thiensville	Washington County MCI Trailer WCEM Support Trailer
2ND	Thiensville			Pewaukee Wauwatosa West Bend	Richfield Grafton Sussex	Grafton Jackson	Town Of Brookfield Ambulance (Sta #2) Milwaukee Engine (2)
3RD	Milwaukee		Slinger	City of Brookfield Milwaukee Town of Brookfield	Kewaskum Allenton Merton	Cedarburg Milwaukee	Stone Bank Ambulance (Sta #2) Wauwatosa Engine (Sta #2)
4TH	Wauwatosa			Lake County West Allis Elm Grove	Stone Bank Butler Newburg	Menomonee Falls Lisbon	Saukville Ambulance BLS (Sta #2) Butler Engine (Sta #2)
5TH	Butler		Hartford	Greenfield Milwaukee City of Waukesha	Menomonee Falls Saukville Port Washington	North Shore West Bend	Saukville Engine (Sta #2) Butler Ambulance BLS (Sta #2)
INTERDIVISIONAL REQUEST		1st Choice 106	2nd Choice 109	3rd Choice 129			
INFORMATION							
*Milwaukee Fire Bell 414-325-7788							
* Red Cross For Victim Assistance 800-236-8680							
* We-Energies Both Gas and Electric							
* DISPATCH HAVE ALL NON WASHINGTON COUNTY DEPARTMENTS RESPOND ON IFEEN							
* Germantown Fire Station 2: N115 W18752 Edison Dr Germantown, WI 53022							
* Knox Box Located at St.2 Northwest Rear Door							
* Germantown DPW (262) 253-7780							
* Flight For Life And Milwaukee HURT Team Are by Command Request							
* Milwaukee County Fire Department 414-747-5329							
** Chief Kudek 262-689-8052							
*** WIEM 800-943-0003							

DEPARTMENT NAME: Germantown Fire Dept.		BOX ALARM TYPE: Brush Fire		EFFECTIVE DATE: January 1 2015		MABAS DIVISION 111	
BOX ALARM # 17-1-4		LOCATION OR AREA: Entire Village		AUTHORIZED SIGNATURE: Chief Gary Weiss			

LOCAL DISPATCH AREA:								
ALARM LEVEL	ENGINES	Brush Trucks	TENDERS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
Still	Germantown	Germantown	Germantown		Germantown	CHIEF Deputy Chiefs		
Working	Menomonee Falls	Richfield Jackson	Richfield Slinger		Lisbon	Mequon	Slinger ATV	Thiensville Eng. (Sta #2) Hartford Ambulance (Sta #2)
Still							* ALL CALL GERMANTOWN	

MABAS BOX ALARM:								
ALARM LEVEL	ENGINES	Brush Trucks	TENDERS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
BOX	Thiensville	Mequon	Menomonee Falls		Hartford	Richfield Thiensville	Lisbon ATV	Cedarburg Eng. (Sta #2) Thiensville Ambulance (Sta #2)
2ND	Cedarburg	Slinger	Mequon		Thiensville	Grafton Jackson	Hartford ATV Milw. Fire Bell	West Bend Eng. (Sta #2) Grafton Ambulance (Sta #2)
***3RD**	West Bend	Cedarburg	Hartford		Grafton	Cedarburg Menomonee Falls	Menomonee Falls Rehab Sussex ATV	Milwaukee Eng. (Sta #2) Sussex Ambulance (Sta #2)
4TH	Milwaukee	Pewaukee	Lisbon		Sussex	Milwaukee Lisbon	Pewaukee ATV	North Shore Eng. (Sta #2) City Of Brookfield Ambo (Sta #2)
5TH	North Shore	Merton	Richfield		City Of Brookfield	North Shore West Bend	Merton ATV	Butler Eng. (Sta #2) Allenton Ambulance (Sta #2)
INTERDIVISIONAL REQUEST		1st Choice 106	2nd Choice 109	3rd Choice 129				

INFORMATION	
*Milwaukee Fire Bell 414-325-7788	*Knox Box Located At Station 2 Northwest Rear Door
* RED CROSS For Victim Assistance 800-236-8680	
*We-energies Both Gas and Electric	

* DISPATCH HAVE ALL NON WASHINGTON COUNTY DEPARTMENTS RESPOND ON IFERN GERMANTOWN FIRE Station 2: N115 W18752 Edison Dr Germantown, WI 53022	
** Chief Kudek 262-689-8052	*** Chief Kudek 262-689-8052 WIEM 800-943-0003

DEPARTMENT NAME:	BOX ALARM TYPE:	EFFECTIVE DATE:	MABAS DIVISION
Germantown Fire Dept.	HAZ-MAT	January 1, 2015	111
BOX ALARM #	LOCATION OR AREA:	AUTHORIZED SIGNATURE:	
17-1-6	Village Wide	Chief Gary Weiss	

LOCAL DISPATCH AREA:

ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
Still	Germantown Germantown	Germantown		Germantown Germantown	CHIEF Deputy Chiefs		
Working Still	Menomonee Falls	Thiensville		Lisbon	Mequon	Washington County Haz-Mat Team	Mequon Truck (Sta #2) North Shore Eng. (Sta #2) Hartford Ambulance (Sta #2)

MABAS BOX ALARM:

ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
BOX	North Shore	Mequon	Slinger	Hartford	Richfield Thiensville	Milwaukee Haz-mat WCEM Support Trailer	Lisbon Eng. (Sta #2) Cedarburg Truck (Sta #2) Thiensville Ambulance (Sta #2)
2ND	Lisbon			Thiensville	Grafton Jackson	Milwaukee Fire bell Menomonee Falls Rehab Trailer	Wauwatosa Eng. (Sta #2) Sussex Truck (Sta #2) Mequon Ambulance (Sta #2)
3RD	Wauwatosa	Sussex	Cedarburg	Mequon	Cedarburg Menomonee Falls		Butler Eng. (Sta #2) City Of Brookfield Ambulance (Sta #2)
4TH	Butler			City Of Brookfield	Lisbon West Bend		Pewaukee Eng. (Sta #2) Milwaukee Truck (Sta #2) Saukville Ambulance (Sta #2)
5TH	Pewaukee	Milwaukee		Saukville	North Shore Milwaukee		Town Of Brookfield Eng. (Sta #2) Merton Ambulance (Sta #2)
INTERDIVISIONAL REQUEST		1st Choice	2nd Choice	3rd Choice			
		106	109	129			

INFORMATION

- *Milwaukee Fire Bell 414-325-7788
- *KNOX BOX LOCATED AT STATION 2 NORTHWEST REAR DOOR
- Station 2 N115 W18752 Edison Dr Germantown, WI 53022
- *WE-ENERGIES BOTH GAS AND ELECTRIC
- * ALL SPECIAL EQUIPMENT BY REQUEST OF COMMAND
- * DISPATCH HAVE ALL NON WASHINGTON COUNTY DEPARTMENTS RESPOND ON IFEEN

Germantown DPW (262) 253-7780 Red Cross 800-236-8680

** Chief Kudek 262-689-8052
*** WEM 800-943-0003

DEPARTMENT NAME:		BOX ALARM TYPE:		EFFECTIVE DATE:		MABAS DIVISION	
Germantown Fire Dept.		Industrial Fire		January 1,2015		111	
BOX ALARM #		LOCATION OR AREA:		AUTHORIZED SIGNATURE:			
17-1-8		Industrial Fire Village Wide		Chief Gary Weiss			

LOCAL DISPATCH AREA:

ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
Still	Germantown Germantown	Germantown		Germantown Germantown	CHIEF Deputy Chiefs		
Working Still	Menomonee Falls	Mequon Thiensville	Slinger	Lisbon	Mequon	Jackson RIT *We-energies * ALL CALL-Germantown	Jackson Eng (Sta #2) Hartford Truck (Sta #2) Thiensville Ambulance (St #2)

MABAS BOX ALARM:

ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
BOX	Richfield Jackson	Hartford		Thiensville	Richfield Thiensville		North Shore Engine (Sta #2) West Bend Truck (Sta #2) Hartford Ambulance Sta #2)
2ND	North Shore Wauwatosa	Westbend	Mequon	Hartford	Grafton Jackson	Milwaukee Fire Bell Menomonee Falls rehab	Grafton Eng. (Sta #2) Sussex Truck (Sta #2) Cedarburg Ambulance (St #2)
3RD	Grafton Butler	Sussex		Cedarburg	Cedarburg Menomonee falls	Richfield RIT	Lisbon Engine (Sta #2) Brookfield Truck (Sta #2) Grafton Ambulance (Sta #2)
4TH	Lisbon Milwaukee	City Of Brookfield		Grafton	Lisbon Milwaukee		Merton Eng. (Sta #2) Pewaukee Ambulance (St #2) Kewaskum Truck (Sta #2)
5TH	St. Lawrence Merton	Kewaskum		Pewaukee	Northshore West Bend		Newburg Eng. (Sta #2) Elim Grove Ambulance(St #2)
INTERDIVISIONAL REQUEST		1st Choice 106	2nd Choice 109	3rd Choice 129			

INFORMATION

*Milwaukee Fire Bell 414-325-7788

* KNOX Box Located at the Rear Northwest Door

*We-Energies Both Gas and Electric

*Station 2: N115 W18752 Edison Dr Germantown,WI 53022

*Milwaukee County Fire Department: 414-747-5329

* DISPATCH HAVE ALL NON WASHINGTON COUNTY DEPARTMENTS RESPOND ON IFERN

*Red Cross 800-236-8680

** Chief Kudek 262-689-8052

*** WEM 800-943-0003

DEPARTMENT NAME: Germantown Fire Dept.	BOX ALARM TYPE: DISASTER	EFFECTIVE DATE: January 1, 2015	MABAS DIVISION 111
BOX ALARM # 17-1-9	LOCATION OR AREA: Germantown Village Wide	AUTHORIZED SIGNATURE: Chief Gary Weiss	

LOCAL DISPATCH AREA:						
ALARM LEVEL	ENGINES	TRUCKS	SQUADS	EMS (ALS) Ambulances	EMS (BLS) Ambulances	CHIEFS SPECIAL EQUIPMENT
STILL	Germantown Germantown	Germantown			Germantown Germantown	CHIEF Deputy Chiefs
WORKING STILL	Menomonee Falls	Mequon Thiensville	Slinger	Lisbon	Hartford	Mequon * ALL CALL GERMANTOWN

MABAS BOX ALARM:

ALARM LEVEL	ENGINES	TRUCKS	SQUADS	EMS (ALS) Ambulances	EMS (BLS) Ambulances	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
BOX	Lisbon Jackson Cedarburg	Sussex Menomonee Falls	Richfield	Mequon Thiensville North Shore	Menomonee Falls Cedarburg Jackson	Richfield Thiensville	Wash. Cty Haz-Mat Wash. Cty MCI Trailer WCEM Support	Wauwatosa Truck (Sta #2) North Shore Engine (Sta #2) Kewaskum Ambulance BLS (Sta #2)
2ND	North Shore Slinger Pewaukee	Wauwatosa Hartford	Mequon	Mequon West Bend Wauwatosa	Kewaskum Grafton Sussex	Grafton Lisbon	Riteway Bus Milw. Fire Bell Menomonee Fall Rehab	Newburg Eng. (Sta #2) Grafton Truck (Sta #2) Lake County Ambulance ALS (Sta #2)
3RD	Milwaukee Newburg Allenton	Grafton Milwaukee	Cedarburg	City of Brookfield Milwaukee Lake Country	Saukville Pewaukee Allenton	Milwaukee Menomonee Falls	Milwaukee County Fire MCI	Kewaskum Eng. (Sta #2) Port Washington Truck (Sta #2) Stone Bank Ambulance BLS (Sta #2)
4TH	Kewaskum St. Lawrence West Bend	Butler Port Washington	Hartford	Town of Brookfield West Allis Elm Grove	Merton Stone Bank Menomonee Falls	Jackson North Shore		Mayville Eng (Sta #2) West Bend Truck (Sta #2) City Of Waukesha Ambulance ALS (Sta #2)
5TH	Kohlsville Mayville Saukville	West Bend Greenfield	Milwaukee	Greenfield Milwaukee City of Waukesha	Butler Newburg Port Washington	Cedarburg West Bend		Elm Grove Engine (Sta #2) Port Washington Ambulance ALS (Sta #2)
INTERDIVISIONAL REQUEST		1st Choice 106	2nd Choice 109	3rd Choice 129				

INFORMATION

* All Special Equipment on request by Command

* WCEM Support= Washington County Emergency Management Support Trailer

*Milwaukee Fire Bell 414-325-7788

Red Cross for Victim Assistance- 800-236-8680

We-Energies Both Gas and Electric

Germantown DPW (262) 253-7780

Milwaukee County Fire Department: 414-747-5329

Station 2: N115 W18752 Edison Dr Germantown, WI 53022

*Flight For Life and Milwaukee HURT Team are by command Request

DISPATCH: HAVE ALL NON WASHINGTON COUNTY DEPARTMENTS RESPOND ON IPERN

** Chief Kudek 262-689-8052

*** WEEM 800-943-0003

DEPARTMENT NAME:	BOX ALARM TYPE:	EFFECTIVE DATE:	MABAS DIVISION
Germentown Fire Dept.	Residential Structure Fire	January 1 2015	111
BOX ALARM #	LOCATION OR AREA:	AUTHORIZED SIGNATURE:	
17-1-1	Hydranted Area	Chief Gary Weiss	

LOCAL DISPATCH AREA:						
ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT
Still	Germentown Germentown	Germentown		Germentown Germentown	CHIEF Deputy Chiefs	
Working Still	Menomonee Falls	Thiensville		Lisbon	Mequon	Jackson RIT *We-Energies * All Call-Germentown
						Mequon Truck (Sta #2) Cedarburg Eng. (Sta #2) Hartford Ambulance (Sta #2)

MABAS BOX ALARM:

ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Station #)
BOX	Richfield Cedarburg	Mequon	Slinger	Hartford	Richfield Thiensville		Hartford Truck (Sta #2) Lisbon Eng. (Sta #2) Thiensville Ambulance (Sta #2)
2ND	Butler Lisbon	Hartford		Thiensville	Grafton Jackson	Menomonee Falls Rehab/ Milw. Fire Bell	Slinger Eng. (Sta #2) West Bend Truck (Sta #2) Cedarburg Ambulance (Sta #2)
3RD	Slinger	West Bend		Cedarburg	Cedarburg Menomonee Falls	Richfield RIT	Milwaukee Truck (Sta #2) Wauwatosa Eng. (Sta #2) Grafton Ambulance (Sta #2)
4TH	Wauwatosa	Milwaukee		Grafton	Milwaukee Lisbon		North Shore Eng. (Sta #2) Sussex Truck (Sta #2) City Of Brookfield (Sta #2)
5TH	North Shore	Sussex		City Of Brookfield	North Shore West Bend		Newburg Eng. (Sta #2) Kewaskum Truck (Sta #2) Allenton Ambulance (Sta #2)
INTERDIVISIONAL REQUEST		1st Choice	2nd Choice	3rd Choice			
		106	109	129			

INFORMATION

*Milwaukee Fire Bell 414-325-7788
 * RED CROSS For Victim Assistance 800-236-8680
 * We-Energies Both Gas and Electric

* Know Box Located At St. 2 Northwest Rear Door

*Germentown DPW (262) 253-7780

* DISPATCH HAVE ALL NON WASHINGTON COUNTY DEPARTMENTS RESPOND ON IFRN

*Germentown Fire Station 2: N115 W18752 Edison Dr Germentown, WI 53022

** Chief Kudek 262-689-8052
 *** WEM 800-943-0003

APPENDIX B
WISCONSIN STATE STATUTE 346.03

346.03 Applicability of rules of the road to authorized emergency vehicles.

(1) The operator of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law, when responding to but not upon returning from a fire alarm, when transporting an organ for human transplantation, or when transporting medical personnel for the purpose of performing human organ harvesting or transplantation immediately after the transportation, may exercise the privileges set forth in this section, but subject to the conditions stated in subs. (2) to (5m).

(2) The operator of an authorized emergency vehicle may:

(a) Stop, stand or park, irrespective of the provisions of this chapter;

(b) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;

(c) Exceed the speed limit;

(d) Disregard regulations governing direction of movement or turning in specified directions.

(2m) Notwithstanding s. 346.94 (20), a law enforcement officer, a fire fighter, or emergency medical personnel may open and leave open any door of an authorized emergency vehicle when the vehicle is stopped, standing, or parked and the person is performing official duties.

(3) The exemption granted the operator of an authorized emergency vehicle by sub. (2) (a) applies only when the operator of the vehicle is giving visual signal by means of at least one flashing, oscillating or rotating red light except that the visual signal given by a police vehicle may be by means of a blue light and a red light which are flashing, oscillating or rotating, except as otherwise provided in sub. (4m). The exemptions granted by sub. (2) (b), (c) and (d) apply only when the operator of the emergency vehicle is giving both such visual signal and also an audible signal by means of a siren or exhaust whistle, except as otherwise provided in sub. (4) or (4m).

(4) Except as provided in sub. (4m), a law enforcement officer operating a police vehicle shall otherwise comply with the requirements of sub. (3) relative to the giving of audible and visual signals but may exceed the speed limit without giving audible and visual signal under the following circumstances:

(a) If the officer is obtaining evidence of a speed violation.

(b) If the officer is responding to a call which the officer reasonably believes involves a felony in progress and the officer reasonably believes any of the following:

1. Knowledge of the officer's presence may endanger the safety of a victim or other person.

2. Knowledge of the officer's presence may cause the suspected violator to evade apprehension.

3. Knowledge of the officer's presence may cause the suspected violator to destroy evidence of a suspected felony or may otherwise result in the loss of evidence of a suspected felony.

4. Knowledge of the officer's presence may cause the suspected violator to cease the commission of a suspected felony before the officer obtains sufficient evidence to establish grounds for arrest.

(4m) A law enforcement officer operating a police vehicle that is a bicycle is not required to comply with the requirements of sub. (3) relative to the giving of audible and visual signals.

(5) The exemptions granted the operator of an authorized emergency vehicle by this section do not relieve such operator from the duty to drive or ride with due regard under the circumstances

for the safety of all persons nor do they protect such operator from the consequences of his or her reckless disregard for the safety of others.

(5m) The privileges granted under this section apply to the operator of an authorized emergency vehicle under s. 340.01 (3) (dg) or (dh) only if the operator has successfully completed a safety and training course in emergency vehicle operation that is taken at a technical college under ch. 38 or that is approved by the department and only if the vehicle being operated is plainly marked, in a manner prescribed by the department, to identify it as an authorized emergency vehicle under s. 340.01 (3) (dg) or (dh).

(6) Every law enforcement agency that uses authorized emergency vehicles shall provide written guidelines for its officers and employees regarding exceeding speed limits under the circumstances specified in sub. (4) and when otherwise in pursuit of actual or suspected violators. The guidelines shall consider, among other factors, road conditions, density of population, severity of crime and necessity of pursuit by vehicle. The guidelines are not subject to requirements for rules under ch. 227. Each law enforcement agency shall review its written guidelines by June 30 of each even-numbered year and, if considered appropriate by the law enforcement agency, shall revise those guidelines.

History: 1983 a. 56; 1985 a. 82, 143; 1987 a. 126; 1995 a. 36; 1997 a. 88; 2007 a. 20; 2011 a. 184.

Sub. (5) limits the exercise of privileges granted by sub. (2). *City of Madison v. Polenska*, 143 Wis. 2d 525, 421 N.W.2d 862 (Ct. App. 1988).

An officer who decides to engage in pursuit is immune from liability for the decision under s. 893.80, but may be subject to liability under sub. (5) for negligently operating a motor vehicle during the chase. A city that has adopted a policy that complies with sub. (6) is immune from liability for injuries resulting from high speed chases. A policy that considered the severity of the crime only in terms of when to strike a vehicle or use road blocks did not comply with sub. (6). *Estate of Cavanaugh v. Andrade*, 202 Wis. 2d 290, 550 N.W.2d 103 (1996), 94-0192.

The government and its employees may have various forms of liability under this section, which provides exemptions for compliance with certain traffic laws for operators of emergency vehicles, but the statute does not supersede s. 893.80 (4) immunity for discretionary decisions. In this case, a driver's decision to proceed through the intersection against a red light was discretionary and the driver was immune from liability for negligence based on that decision. *Brown v. Acuity, A Mutual Insurance Company*, 2012 WI App 66, 342 Wis. 2d 236, 815 N.W.2d 719, 11-0583.

A private ambulance that is an authorized emergency vehicle usually kept in a given county pursuant to s. 340.01 (3) (i) may not avail itself of the provisions of sub. (2) when proceeding unsolicited to the scene of an accident or medical emergency in an adjacent county. 77 Atty. Gen. 214.

A claim of excessive force in the course of making a seizure of the person is properly analyzed under the 4th amendment's objective reasonableness standard. A police officer's attempt to terminate a dangerous high-speed car chase that threatens the lives of innocent bystanders does not violate the 4th amendment, even when it places the fleeing motorist at risk of serious injury or death. *Scott v. Harris*, 550 U.S. 372, 127 S. Ct. 1769, 167 L. Ed. 2d 686 (2007). Police civil liability and the law of high speed pursuit. Zevitz. 70 MLR 237 (1987).

Germantown Fire Department Civilian Ride Along Waiver

The intent of the Germantown Fire Department Ride Along Program is to provide an opportunity for individuals to accompany GFD personnel to observe in performance of their duties.

The rider is aware that such duties may create a hazard to the rider and / or to the firefighters.

The Germantown Fire Department agrees to permit the rider to ride along with the Germantown Fire Department in pursuant to the terms provided.

The rider agrees to the following:

- In consideration for the privileges of accompanying a crew, I do hereby hold harmless, release and discharge the Germantown Fire Department from all claims, present and future, known or unknown, in any manner arising out of my participation in a ride along. I specifically waive any and all rights I have or may have in the future under the Wisconsin and/or Federal Tort Claims Act or any other statute.
- I agree to comply fully with any directives, orders, or requests from fire department personnel during the ride along.
- I agree to strictly observe the confidentiality of Fire Department and patient records. Any breach of confidentiality will result in the termination of privileges and may result in legal action against me.
- I have read and understood this release agreement and all terms of it. I have executed it voluntarily and with full knowledge of its significance.
- I understand that riding along with the Germantown Fire Department may expose me to risks such as hazardous materials, infectious diseases, and traumatic situations etc.
- I understand that I must be able to function in such a way as to not impede the functions of the crews as they perform routine or emergency duties.

Dated _____

Germantown Fire Dept. Rep. _____

Rider / Parent or Guardian _____

Germantown Fire Department Apparatus Response Guides

NOTE: Division Road will be the dividing line for Station 1 and Station 2



Structure Fire. Any actual or suspected fire within a structure. This category includes chimney fires, automatic sprinkler alarms, smoke detector alarms and activated local fire alarm systems.

Once a structure fire is confirmed the alarm should be upgraded to the appropriate "Working Still" or "Box" alarm.

Still Alarm Assignment

Staffing Level	Engine	Truck	Engine	Ambulance
If a fourth FF is on I-Am-Responding Companies can wait. If not Respond with 3	3/4	3/4	3/4	2

All Unit Response in Emergency Mode until advised. Once the first suppression unit (Engine or Truck) arrives and report nothing showing all other unit reduces to Non-emergency Mode.

Chief Officers have discretion as what mode they respond

Germantown Fire Department Apparatus Response Guides



Vehicle Fire. Any response to a vehicle fire involving an automobile or small truck. Large trucks and incidents involving multiple vehicles may require additional units and should be special-called by the officer-in-charge.

Grass/Brush Fire. *Station 2 respond an Engine, Station 1 initially responds with the Brush Truck. Any fire, which involves grass or brush, that is not presenting an exposure problem to structures or other outside property of value. Additional units should be special-called by the officer-in-charge.

Still Alarm Assignment Car Fire

Staffing Level	Engine	Engine	Ambulance
If a fourth FF is on I-Am-Responding Companies can wait. If not Respond with 3	3/4	3/4	2

Still Alarm Assignment Brush Fire

Staffing Level	Engine	Brush	Tender	Ambulance
If a fourth FF is on I-Am-Responding Companies can wait. If not Respond with 3	3/4	2	2	2

All Unit Response in Emergency Mode until advised. Once the first suppression unit (Engine or Truck) arrives and report nothing showing all other unit reduces to Non-emergency Mode.

Chief Officers have discretion as what mode they respond

Germantown Fire Department Apparatus Response Guides



Vehicle Accidents Level 1. Reported Air Bag Deployment with no injuries or report no injuries.

***Primary station responds emergency mode, secondary station responds non-emergency.**

Still Alarm Assignment

Staffing Level	Engine	Engine	Ambulance	Ambulance
If a fourth FF is on I-Am-Responding Companies can wait. If not Respond with 3	3/4	3/4	2	2



Vehicle Accidents Level 2. Report injuries, entrapment or on the highway.

***All units respond in emergency mode.**

Still Alarm Assignment

Staffing Level	Engine	Engine	Ambulance	Ambulance
If a fourth FF is on I-Am-Responding Companies can wait. If not Respond with 3	3/4	3/4	2	2

Germantown Fire Department Apparatus Response Guides



Trash/Dumpster Fire. Any incident, outside of a structure, involving trash or other property of no value. Any such fire that is reported, or anticipated to be exposing nearby structures shall receive a STRUCTURE FIRE assignment.

Still Alarm Assignment

Staffing Level	Engine	Truck	Ambulance
If a fourth FF is on I-Am-Responding Companies can wait. If not Respond with 3	3/4	3/4	2
			Non-Emergency on All Responses

Germantown Fire Department Apparatus Response Guides



Water and Ice Rescues

Still Alarm Assignment

Staffing Level	Engine	Truck	Ambulance	Ambulance
If a fourth FF is on I-Am- Responding Companies can wait. If not Respond with 3	3/4	3/4	2	2



Mutual Aid The Germantown Fire Department participates in the State MABAS, Division 111, program.

Engine - 4 FF

Ladder - 4 FF

Ambulance - 2 FF/EMT one being an IV Tec

VII. A

VILLAGE OF GERMANTOWN – CLERK'S DEPARTMENT

N112 W17001 Mequon Road, P.O. Box 337

Germantown, Wisconsin 53022

APPLICATION FOR DANCE LICENSE

Fee: \$10.00/day or \$100.00/annual (Amount Paid \$ _____)

\$7.00 Investigation Fee on Initial License Application

Name: ST Boniface Parish Date: 6/18/15
(Individual, Partnership, Corporation or Club)

Address: W204 N 11940 Goldendale Rd City: Germantown State: WI Zip: 53022

List Officers of Partnership, Club, or Organization:

President: Name: (First) Thomas (Middle Initial) _____ (Last) Schveller

Address: W173 N 10735 Willow Wood City: Germantown State: WI Zip: 53022

Date of Birth: _____ Phone: 262 250 9468

Secretary: Name: (First) Carli (Middle Initial) _____ (Last) Brosi

Address: 2184 Scenic Rd City: Richfield State: WI Zip: 53076

Date of Birth: 11/28/70 Phone: _____

Treasurer: Name: (First) PAT (Middle Initial) _____ (Last) CRAIN

Address: W147 N 9802 Sun Valley Trail City: Germantown State: WI Zip: 53022

Date of Birth: 9/5/63 Phone: 262 255 4661

Manager, Agent or Person in Charge:

Name: (First) Joseph (Middle Initial) A (Last) Konrad

Address: 201 Hartford Square City: Hartford State: WI Zip: 53027

Date of Birth: 4/10/52 United States Citizen? Y Wisconsin Resident? Y

Have you ever been convicted of a felony or misdemeanor for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality, or are there any criminal charges presently pending against you? Yes _____ No X. If yes, give law or ordinance violated, date, description and status of charge:

Date when dance will be held: 9/4-6 Time of Dance: 3 AM / PM to 12 AM / PM

Premises where dance will be held: Tent

Name and address of the person, firm or corporation owning premises for which license is applied:

Name: ST Boniface Congregation Address: W204 N 11940 Goldendale Rd

I understand that omission, false information or untrue information submitted by me on this application will be grounds for the Village Board to deny this license at issue; **OR** revoke any such license after issue, when such error or omission is revealed upon investigation.

I understand that the license is issued subject to approval by the Inspection Department prior to the event, and it is my responsibility to contact the department when set-up is complete.

Date: 6/18/15 Signature of Applicant: [Signature]

Office Use Only:

Date submitted to Police Department and Fire Department for Investigation: 7.1.15

Date submitted to Public Safety Committee for recommendation: _____ Date Submitted to Village Board: _____

Approved: _____ Denied: _____ License No. _____ Date license issued: _____

Timmerly Tamborino

From: Inspector
Sent: Thursday, July 02, 2015 8:48 AM
To: Timmerly Tamborino
Subject: RE: St. Boniface Festival

Timmerly,

Be sure they provide adequate egress points at the controlled access beer tent area. Also proper electrical permit and inspections are required by Bill. Thanks!

Mike Guttman
Building Inspector

From: Timmerly Tamborino
Sent: Wednesday, July 01, 2015 12:40 PM
Subject: St. Boniface Festival

Attached are the applications for the St. Boniface Festival September 3-6, 2015 including the Picnic License, the Parade application with map and the Dance application.

Please email me back with your comments and approvals. Let me know if you need any additional information.

Thanks,

Timmerly Tamborino
Deputy Clerk
Village of Germantown
262.250.4740
262.253.8255 FAX
ttamborino@village.germantown.wi.us

Timmerly Tamborino

From: Chief Peter Hoell <phoell@germantownpolice.org>
Sent: Saturday, July 04, 2015 7:57 AM
To: Timmerly Tamborino
Subject: RE: St. Boniface Festival

No objections from the Police Department.

*Peter G Hoell
Chief of Police
Germantown Police Department
N112 W16877 Mequon rd.
Germantown, WI. 53022
PH 262-253-7788
Fax 262-253-7787
E-mail phoell@germantownpolice.org*

Excellence In Police Service



From: Timmerly Tamborino [mailto:ttamborino@village.germantown.wi.us]
Sent: Wednesday, July 01, 2015 12:40 PM
Subject: St. Boniface Festival

Attached are the applications for the St. Boniface Festival September 3-6, 2015 including the Picnic License, the Parade application with map and the Dance application.

Please email me back with your comments and approvals. Let me know if you need any additional information.

Thanks,

**Timmerly Tamborino
Deputy Clerk
Village of Germantown
262.250.4740
262.253.8255 FAX
ttamborino@village.germantown.wi.us**

Timmerly Tamborino

From: Gary Weiss <gweiss@germantownfiredept.com>
Sent: Wednesday, July 01, 2015 2:03 PM
To: Timmerly Tamborino
Subject: RE: St. Boniface Festival

The Fire Department has no issues with the applications for the St. Boniface Festival September 3-6, 2015, the Picnic License, the Parade application or the Dance application.

If you have any questions please feel free to contact me.

*Gary L. Weiss, EFO, CFO
Fire Chief
Village of Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022
Station 262-502-4701 Ext 1701
gweiss@germantownfiredept.com
Cell 414-335-3969*



Fire Sprinklers Are Green!

Save your building. Save our environment.

Please consider the environment before printing this email



Village of Germantown, Confidentiality Notice:

This message is being sent by the Village of Germantown. It is intended exclusively for the individuals and entities to which it is addressed. This communication, including any attachments, may contain information that is proprietary, privileged, confidential, including information that is protected under the HIPAA privacy rules, or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of this message. This message is protected by applicable legal privileges and is confidential.

From: Timmerly Tamborino [mailto:ttamborino@village.germantown.wi.us]
Sent: Wednesday, July 01, 2015 12:40 PM
Subject: St. Boniface Festival

Attached are the applications for the St. Boniface Festival September 3-6, 2015 including the Picnic License, the Parade application with map and the Dance application.

Please email me back with your comments and approvals. Let me know if you need any additional information.

PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI

MEETING DATE: August 3rd, 2015
AGENDA ITEM: New Business
ITEM TITLE: Replacement of Police Clerk
SUBMITTED BY: Chief Peter Hoell *PH*

SUMMARY EXPLANATION:

After 12 years of employment with the Germantown Police Department, Clerk Peg Rechlicz has submitted her letter of resignation effective August 9th, 2015. This is the only Clerk position with the department and it plays a critical role with documentation, records and other miscellaneous clerical duties. In the past, I have asked to add a second Clerk due to the volume of work, which has not been granted. Therefore, replacing this position is very important for the operation of the police department.

The annual pay for a Police Clerks position is: \$36,525

Attached are the Employee Vacancy Justification worksheet, an organizational chart and a job description for the Police Clerk.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER x

RECOMMENDATION:

To forward a positive recommendation to the Village Board to fill the Police Clerk's vacancy.

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, quitting, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: **Clerk**

Department: **Police Department**

Pay: **Annual Starting Pay: \$36,525**

How long were the previous personnel in position: **12 Years**

Deferred for a period of time? Yes ☐ No: ☒

After 12 years of employment with the Germantown Police Department, Clerk Peg Rechlicz has submitted her letter of resignation effective August 9th, 2015. This is the only Clerk position with the department and it plays a critical role with documentation, records and other miscellaneous clerical duties. In the past, I have asked to add a second Clerk due to the volume of work, which has not been granted. Therefore, replacing this position is very important for the operation of the police department.

Transferred or shared with existing staff: Yes ☐ No: ☒

Why: **Same as above.**

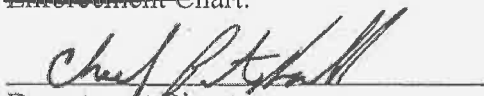
Consolidated with another position? Yes ☐ No: ☒

Why: **No other position to consolidate with.**

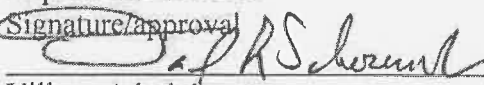
Privatized/Contractual?: Yes ☐ No: ☒

Why: **Same as above**

** Attach current job description and department organizational chart, and ~~Full-time Law Enforcement Chart.~~


Department Director

2-27-15
Date


Signature/Approval

2-27-15
Date

Village Administrator
Signature/Approval

JOB TITLE Clerk Typist

ORGANIZATIONAL UNIT Communications Section

ORGANIZATIONAL RELATIONSHIP Reports to the Communications Supervisor

SPECIFIC DUTIES AND RESPONSIBILITIES

The Clerk Typist is responsible for the following functions:

1. Transcription of long form orally dictated reports through the use of transcription equipment.
2. Put into typewritten form dictated narrative police reports, using a desktop computer and work processing software.
3. Prepare miscellaneous written correspondence as assigned.
4. Assist Communications Officers in answering telephones during busy times. Take initial complaint information and service requests via telephone and refer information to dispatchers.
5. Take telephone messages for personnel not on duty or unavailable and transmit such information to appropriate personnel.
6. Make initial contact with citizens coming into the police department lobby. Determine type of service needed and refer to appropriate personnel.
7. Collect monies due the Village for parking permits & parking citations; dispense and explain various state and village forms to citizens; responsible for locating and making copies of accident and offense reports upon request.
8. Comply with all policies, procedures, rules, orders and directives pertaining generally and specifically to employees of the Village of Germantown and Police Department.
9. Perform related work as required.

DESIRED SKILLS, KNOWLEDGE AND ABILITIES

Considerable knowledge of business English, grammatical construction, spelling, punctuation and possession of an excellent vocabulary.

Ability to develop work methods and procedures with initiative and

judgment and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to follow instructions and assignments and comply with Department standards without close supervision.

Ability to understand complex instructions and procedures and be able to prioritize requests for assistance.

Knowledge of basic telephone etiquette and ability to operate multi-line phone system.

Skill in the operation of a typewriter, word processor, cash register, copy machine, fax machine, postage meter and transcription equipment.

General knowledge of village street system.

PHYSICAL ABILITY

The Police Department Clerk Typist may regularly be required to use hands and fingers, talk and hear, handle or feel objects or controls, and reach with arms. Employee must have the ability to do sustained typing from transcription and copy with accuracy at a minimum rate of 45 words per minute on a standard computer keyboard. A Clerk Typist is occasionally required to climb or balance, stoop, kneel, bend or crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

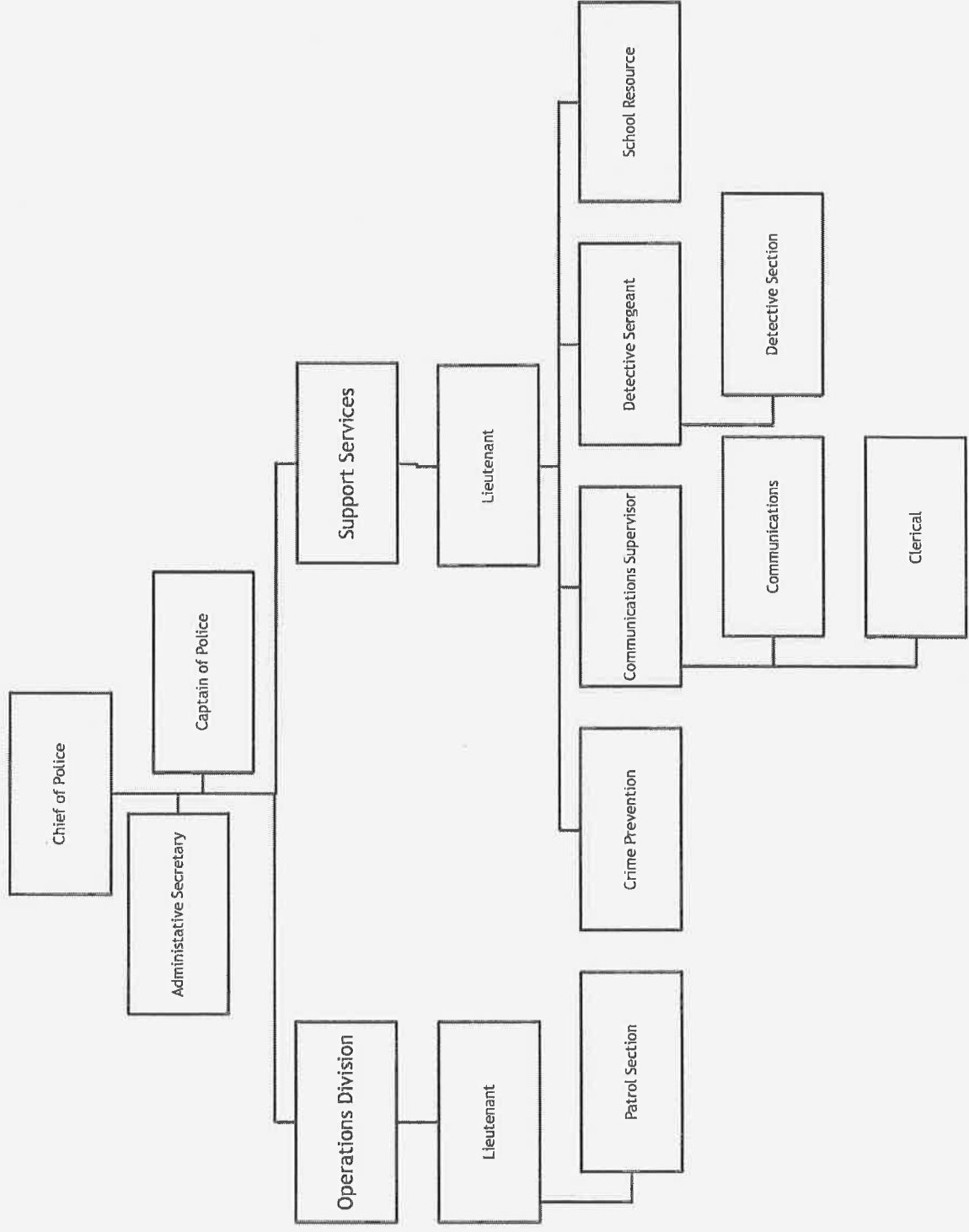
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Employee performs daily tasks in an indoor business office environment of usually moderate noise level.

Germantown Police Department

Organizational Chart



PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI

MEETING DATE: August 3rd, 2015
AGENDA ITEM: New Business
ITEM TITLE: Replacement for Detective Vacancy
SUBMITTED BY: Chief Peter Hoell PA

SUMMARY EXPLANATION:

After working 9 months as a Detective, Tim Miller requested to resign and return to day shift patrol for personal reasons. His resignation was effective Monday, July 13, 2015. Det. Miller's resignation leaves a vacancy on second shift in the Detective Bureau. It is important to note that we will not have to hire, this would be a promotion from within.

Attached you will find 2012 Law Enforcement Agency comparable charts for Washington, Ozaukee, Milwaukee and Waukesha counties. This document is 3 years old, but still valid. Even though I feel the police department is a very effective police agency, we are by no means staff heavy. Studying comparables, we are generally on the low to medium end. In Wisconsin for 2012, the average officer ratio per 1000 population is 2.21. Our staffing ratio is in the area of 1.6 officers per 1000 population.

2015 Pay for a Detective with holiday pay: \$77,771.20

There are three Detective positions, they are broken down into two general investigators and one Detective Sergeant. The Detective Sergeant also handles sensitive juvenile investigations. Our annual reports highlight our high level of activity in the Detective Bureau.

Attached are the Employee Vacancy Justification worksheet, 2012 Police Agency comparables, and an organizational chart (Effective July 1st 2015) and job description for Detective.

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER x

RECOMMENDATION:

To forward a positive recommendation to the Village Board to fill the Detective vacancy.

EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, quitting, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

Vacancy Justification Worksheet

Position to be filled: **Police Detective**

Department: **Police Department**

Pay: **Annual Starting plus holiday Pay: \$77,771.20**

How long were the previous personnel in position: **9 months**

Deferred for a period of time? Yes ☐ No: ☒

Why: After working 9 months as a Detective, Tim Miller requested to resign and return to day shift patrol for personal reasons. His resignation was effective Monday, July 13, 2015. Det. Miller's resignation leaves a vacancy on second shift in the Detective Bureau. It is important to note that we will not have to hire, this would be a promotion from within.

Attached you will find 2012 Law Enforcement Agency comparable charts for Washington, Ozaukee, Milwaukee and Waukesha counties. This document is 3 years old, but still valid. Even though I feel the police department is a very effective police agency, we are by no means staff heavy. Studying comparables, we are generally on the low to medium end. In Wisconsin for 2012, the average officer ratio per 1000 population is 2.21. Our staffing ratio is in the area of 1.6 officers per 1000 population.

Transferred or shared with existing staff: Yes ☐ No: ☒

Why: **Same as above.**

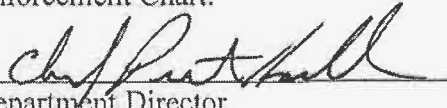
Consolidated with another position? Yes ☐ No: ☒

Why: **No other position to consolidate with.**

Privatized/Contractual?: Yes ☐ No: ☒

Why: **Same as above**

** Attach current job description and department organizational chart and Full-time Law Enforcement Chart.



Department Director

7-13-15

Date

Signature/approval



7-13-15

Date

Village Administrator

Signature/Approval

JOB TITLE Detective

ORGANIZATIONAL UNIT Detective Section

ORGANIZATIONAL RELATIONSHIP

Reports to Shift Commander

SPECIFIC DUTIES AND RESPONSIBILITIES

A Detective shall have the following duties and responsibilities:

1. Shall be responsible for the proper investigation of cases assigned, including collection and preservation of evidence, recovery of property, apprehension of the offender and preparation of cases for prosecution.
2. Shall locate and question witnesses, complainants, suspects and offenders.
3. Shall make reports on each case assigned as is required for recording purposes.
4. Shall keep the section supervisor informed of progress in assigned cases, both by oral and written reports.
5. Shall follow up each case assigned until there is a final disposition.
6. Shall maintain sources of information to aid in the prevention and investigation of crime, cooperating with other police departments and other public service agencies.
7. Shall develop sources of information to include informants, and forward such information to all other sections of the Department that is beneficial in the prevention or detection of crime, or which will alert personnel for particular M.O.'s or other criminal activity that is likely to occur in the jurisdiction.
8. Shall arrange for technical assistance when required, i.e.: laboratory services, identification services, etc.
9. Shall assist prosecuting authorities in preparation of court cases and testify at all judicial trials and hearings when required.

Appendix E-1

10. Shall assist law enforcement officers from other jurisdictions while they are conducting investigations in the village of Germantown.
11. Shall execute warrants originating in the village of Germantown or other jurisdictions to effect the arrest of persons working, frequenting or living in the village of Germantown.
12. Shall dress in civilian clothing and present a businesslike appearance, except when instructed otherwise by appropriate command or supervisory personnel.
13. Shall study and apply sound investigative techniques and improve individual effectiveness by careful attention to the following skills:
 - a. Effective use of records and updates.
 - b. Conduct of interviews and interrogations.
 - c. Cultivation of outside sources of information.
 - d. Collection, identification, analysis, preservation and presentation of evidence.
 - e. Basic technique of police photography.
14. Shall respond to any immediate need for police service regardless of the nature of the specialized assignment whenever necessary to prevent harm to a citizen or to take lifesaving measures.
15. Shall make an analysis of cases assigned to determine crime trends, with special attention given to date, time, property information, modus operandi similarities, and any other intelligence information that may be developed or gathered.
16. Perform related work as required.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

Must meet all of the requirements established by the Police and Fire Commission.

Basic certification from Wisconsin Training and Standards as "police officer".

Possess the following:

Effective interviewing skills.

Ability to recognize relevant methods of evidence collection.

Ability to evaluate situations and establish priorities.

Ability to clearly express one's self during courtroom testimony.

A good general knowledge of community demographics and problems.

Ability to express empathy and make empathetic statements.

Table 1: Full-Time Law Enforcement Employees by County, 2012

Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Oconto County											
Gillet PD	1,380	4	0	4	2.9	0	0	0	0.0	4	2.9
Oconto Co SO	28,722	26	0	26	0.9	13	18	31	1.1	57	2.0
Oconto Falls PD	2,876	4	1	5	1.7	4	1	5	1.7	10	3.5
Oconto PD	4,490	8	0	8	1.8	0	1	1	0.2	9	2.0
County Total	37,468	42	1	43	1.1	17	20	37	1.0	80	2.1
Oneida County											
Minocqua PD	4,361	8	1	9	2.1	0	5	5	1.1	14	3.2
Oneida Co SO	19,520	32	6	38	1.9	16	33	49	2.5	87	4.5
Rhineland PD	7,756	14	3	17	2.2	0	3	3	0.4	20	2.6
Three Lakes PD	2,120	3	1	4	1.9	0	0	0	0.0	4	1.9
Woodruff PD	2,044	5	0	5	2.4	0	1	1	0.5	6	2.9
County Total	35,801	62	11	73	2.0	16	42	58	1.6	131	3.7
Outagamie County											
Appleton PD	73,243	95	13	108	1.5	0	25	25	0.3	133	1.8
Fox Valley Metro PD	20,372	27	3	30	1.5	0	4	4	0.2	34	1.7
Freedom Pd	5,877	2	0	2	0.3	0	0	0	0.0	2	0.3
Grand Chute PD	21,048	24	4	28	1.3	0	4	4	0.2	32	1.5
Hortonville PD	2,728	4	1	5	1.8	0	1	1	0.4	6	2.2
Kaukauna PD	15,561	23	1	24	1.5	0	1	1	0.1	25	1.6
Oneida Tribal PD	23,000	17	2	19	0.8	4	5	9	0.4	28	1.2
Outagamie Co SO	45,747	66	5	71	1.6	54	60	114	2.5	185	4.0
Seymour PD	3,472	5	0	5	1.4	0	0	0	0.0	5	1.4
Shiocton PD	927	0	1	1	1.1	0	0	0	0.0	1	1.1
County Total	211,975	263	30	293	1.4	58	100	158	0.7	451	2.1
Ozaukee County											
Cedarburg PD	11,436	19	0	19	1.7	8	5	13	1.1	32	2.8
Grafton PD	11,481	21	0	21	1.8	0	7	7	0.6	28	2.4
Mequon PD	23,178	31	5	36	1.6	2	6	8	0.3	44	1.9
Ozaukee Co SO	21,411	62	12	74	3.5	10	11	21	1.0	95	4.4
Port Washington PD	11,272	18	1	19	1.7	0	5	5	0.4	24	2.1
Saukville PD	4,459	10	1	11	2.5	0	2	2	0.4	13	2.9
Thiensville PD	3,242	7	0	7	2.2	0	0	0	0.0	7	2.2
County Total	86,479	168	19	187	2.2	20	36	56	0.6	243	2.8
Pepin County											
Pepin Co SO	4,663	7	0	7	1.5	5	5	10	2.1	17	3.6
Pepin PD	831	1	0	1	1.2	0	0	0	0.0	1	1.2
County Total	5,494	8	0	8	1.5	5	5	10	1.8	18	3.3

Table 1: Full-Time Law Enforcement Employees by County, 2012

Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Walworth County											
Bloomfield PD	6,301	6	1	7	1.1	0	0	0	0.0	7	1.1
Darien Village PD	1,585	3	0	3	1.9	0	1	1	0.6	4	2.5
Delavan PD	8,492	17	1	18	2.1	2	3	5	0.6	23	2.7
Delavan Town PD	5,305	9	2	11	2.1	0	1	1	0.2	12	2.3
East Troy PD	4,297	5	2	7	1.6	0	0	0	0.0	7	1.6
East Troy Town PD	4,036	6	0	6	1.5	6	0	6	1.5	12	3.0
Elkhorn PD	10,118	13	2	15	1.5	0	3	3	0.3	18	1.8
Fontana PD	1,678	6	0	6	3.6	0	1	1	0.6	7	4.2
Geneva Town PD	5,011	6	0	6	1.2	0	1	1	0.2	7	1.4
Genoa City PD	3,052	5	0	5	1.6	1	1	2	0.7	7	2.3
Lake Geneva PD	7,679	19	3	22	2.9	0	8	8	1.0	30	3.9
UW-Whitewater	0	10	3	13	0.0	0	2	2	0.0	15	0.0
Walworth Co SO	28,358	76	5	81	2.9	56	61	117	4.1	198	7.0
Walworth PD	2,826	6	0	6	2.1	0	1	1	0.4	7	2.5
Whitewater PD	14,769	19	5	24	1.6	0	10	10	0.7	34	2.3
Williams Bay PD	2,573	6	1	7	2.7	0	1	1	0.4	8	3.1
County Total	106,080	212	25	237	2.2	65	94	159	1.5	396	3.7
Washburn County											
Spooner PD	2,681	7	0	7	2.6	0	1	1	0.4	8	3.0
Washburn Co SO	13,231	13	1	14	1.1	7	10	17	1.3	31	2.3
County Total	15,912	20	1	21	1.3	7	11	18	1.1	39	2.5
Washington County											
Germantown PD	19,823	29	2	31	1.6	2	8	10	0.5	41	2.1
Hartford PD	14,277	24	1	25	1.8	0	4	4	0.3	29	2.0
Jackson PD	6,779	9	2	11	1.6	0	1	1	0.1	12	1.8
Kewaskum PD	4,020	7	0	7	1.7	0	1	1	0.2	8	2.0
Slinger PD	5,088	8	1	9	1.8	0	1	1	0.2	10	2.0
Washington Co SO	51,204	70	2	72	1.4	46	53	99	1.9	171	3.3
West Bend PD	31,195	53	1	54	1.7	2	16	18	0.6	72	2.3
County Total	132,386	200	9	209	1.6	50	84	134	1.0	343	2.6

Table 1: Full-Time Law Enforcement Employees by County, 2012

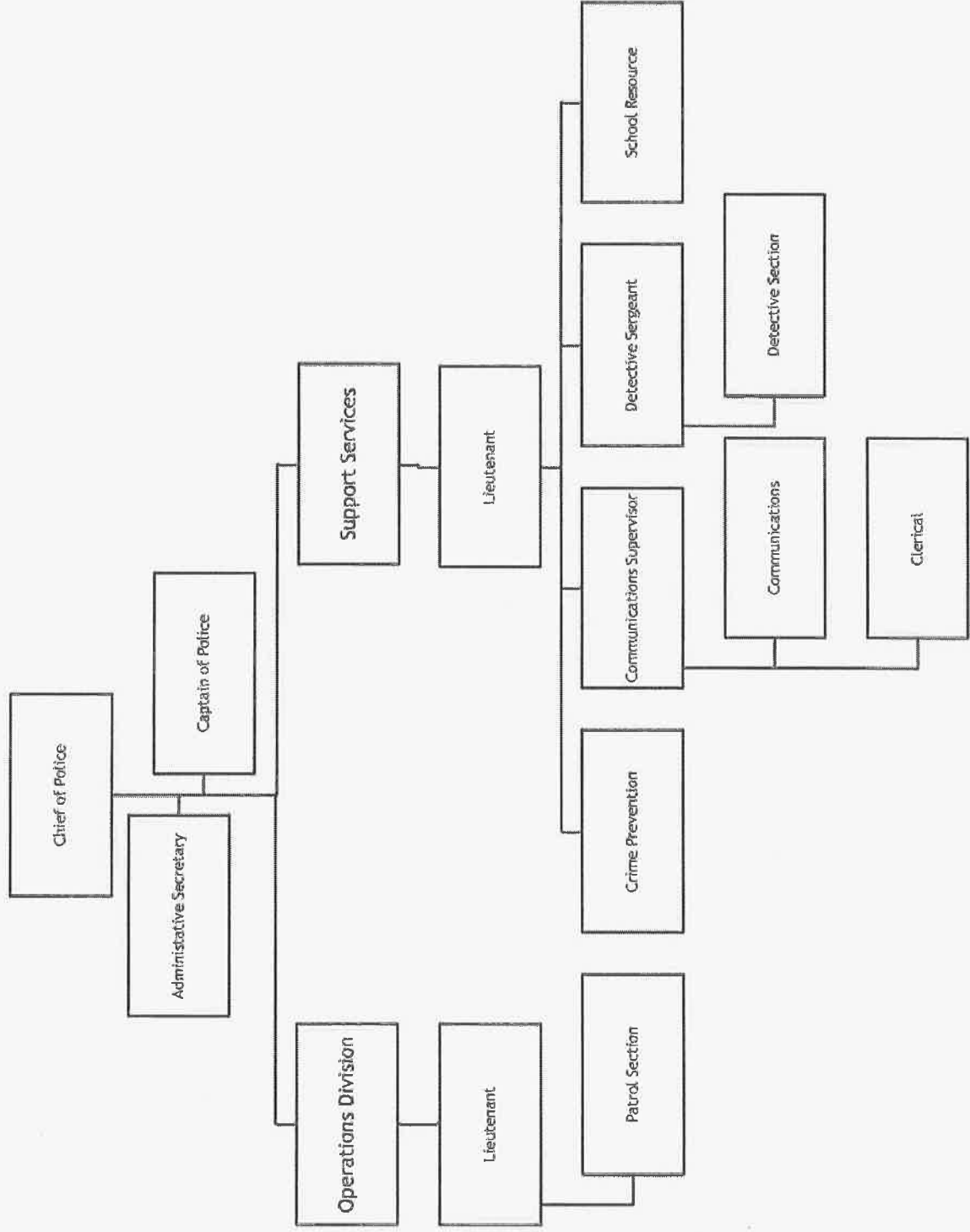
Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Waukesha County											
Big Bend PD	1,293	2	1	3	2.3	0	0	0	0.0	3	2.3
Brookfield PD	38,001	56	8	64	1.7	1	16	17	0.4	81	2.1
Brookfield Town PD	6,129	12	0	12	2.0	0	1	1	0.2	13	2.1
Butler PD	1,846	7	0	7	3.8	0	1	1	0.5	8	4.3
Chenequa PD	591	8	0	8	13.5	0	1	1	1.7	9	15.2
Delafield PD	7,100	11	3	14	2.0	0	2	2	0.3	16	2.3
Eagle PD	0	2	1	3	0.0	0	0	0	0.0	3	0.0
Elm Grove PD	5,947	15	2	17	2.9	0	6	6	1.0	23	3.9
Hartland PD	9,136	14	2	16	1.8	0	2	2	0.2	18	2.0
Menomonee Falls PD	35,704	51	7	58	1.6	5	10	15	0.4	73	2.0
Mukwonago PD	7,370	14	0	14	1.9	0	7	7	0.9	21	2.8
Mukwonago Town PD	7,976	6	0	6	0.8	0	0	0	0.0	6	0.8
Muskego PD	24,187	33	5	38	1.6	0	7	7	0.3	45	1.9
New Berlin PD	39,669	61	5	66	1.7	0	11	11	0.3	77	1.9
North Prairie	2,145	0	0	0	0.0	0	0	0	0.0	0	0.0
Oconomowoc PD	15,792	21	1	22	1.4	0	6	6	0.4	28	1.8
Oconomowoc Town PD	8,427	9	1	10	1.2	0	2	2	0.2	12	1.4
Pewaukee PD	8,183	17	1	18	2.2	0	2	2	0.2	20	2.4
Summit PD	4,684	10	0	10	2.1	0	0	0	0.0	10	2.1
Waukesha Co SO	95,784	140	22	162	1.7	97	76	173	1.8	335	3.5
Waukesha PD	70,867	102	14	116	1.6	7	25	32	0.5	148	2.1
County Total	390,831	591	73	664	1.7	110	175	285	0.7	949	2.4
Waupaca County											
Clintonville PD	4,582	11	0	11	2.4	0	4	4	0.9	15	3.3
Manawa PD	1,377	2	1	3	2.2	0	0	0	0.0	3	2.2
Marion PD	1,267	3	0	3	2.4	0	0	0	0.0	3	2.4
New London PD	7,335	16	1	17	2.3	0	2	2	0.3	19	2.6
Waupaca Co SO	33,668	33	4	37	1.1	28	32	60	1.8	97	2.9
Waupaca PD	6,099	11	3	14	2.3	0	1	1	0.2	15	2.5
County Total	54,328	76	9	85	1.6	28	39	67	1.2	152	2.8
Waushara County											
Plainfield Pd	865	2	0	2	2.3	0	0	0	0.0	2	2.3
Waushara Co SO	21,401	22	2	24	1.1	12	16	28	1.3	52	2.4
Wautoma PD	2,221	5	0	5	2.3	0	1	1	0.5	6	2.7
County Total	24,487	29	2	31	1.3	12	17	29	1.2	60	2.5

Table 1: Full-Time Law Enforcement Employees by County, 2012

Agency	Population	Full-Time Sworn Employees				Full-Time Civilian Employees				Total Full-Time	
	2011	Male	Female	Total	Rate/ 1,000	Male	Female	Total	Rate/ 1,000	Total	Rate/ 1,000
Marquette County											
Endeavor PD	470	0	0	0	0.0	0	0	0	0.0	0	0.0
Marquette Co SO	11,172	30	6	36	3.2	0	2	2	0.2	38	3.4
MontelloPD	1,498	2	0	2	1.3	0	1	1	0.7	3	2.0
Oxford PD	608	0	0	0	0.0	0	0	0	0.0	0	0.0
Westfield PD	1,256	3	0	3	2.4	0	0	0	0.0	3	2.4
County Total	15,004	35	6	41	2.7	0	3	3	0.2	44	2.9
Menominee County											
Menominee Co SO	0	7	2	9	0.0	0	8	8	0.0	17	0.0
Menominee Tribal PD	4,348	22	2	24	5.5	10	8	18	4.1	42	9.7
County Total	4,348	29	4	33	7.6	10	16	26	6.0	59	13.6
Milwaukee County											
Bayside PD	4,411	12	2	14	3.2	5	15	20	4.5	34	7.7
Brown Deer PD	12,061	24	7	31	2.6	1	2	3	0.2	34	2.8
Cudahy PD	18,359	30	1	31	1.7	2	9	11	0.6	42	2.3
Fox Point PD	6,734	14	3	17	2.5	0	1	1	0.1	18	2.7
Franklin PD	35,620	48	10	58	1.6	2	14	16	0.4	74	2.1
Glendale PD	12,935	37	5	42	3.2	2	3	5	0.4	47	3.6
Greendale PD	14,117	27	2	29	2.1	2	6	8	0.6	37	2.6
Greenfield PD	36,903	49	5	54	1.5	4	16	20	0.5	74	2.0
Hales Corners PD	7,730	16	0	16	2.1	0	3	3	0.4	19	2.5
Milwaukee Co SO	0	251	71	322	0.0	383	351	734	0.0	1,056	0.0
Milwaukee PD	597,867	1,572	334	1,906	3.2	241	430	671	1.1	2,577	4.3
Oak Creek PD	34,626	49	9	58	1.7	3	17	20	0.6	78	2.3
River Hills PD	1,604	11	1	12	7.5	0	0	0	0.0	12	7.5
Saint Francis PD	9,411	20	1	21	2.2	1	4	5	0.5	26	2.8
Shorewood PD	13,228	21	4	25	1.9	0	5	5	0.4	30	2.3
South Milwaukee PD	21,262	28	4	32	1.5	2	4	6	0.3	38	1.8
UW-Milwaukee	0	34	10	44	0.0	11	0	11	0.0	55	0.0
Wauwatosa PD	46,629	79	10	89	1.9	3	20	23	0.5	112	2.4
West Allis PD	60,714	115	19	134	2.2	7	19	26	0.4	160	2.6
West Milwaukee PD	4,228	16	3	19	4.5	2	3	5	1.2	24	5.7
Whitefish Bay PD	14,182	22	2	24	1.7	0	3	3	0.2	27	1.9
County Total	952,621	2,475	503	2,978	3.1	671	925	1,596	1.7	4,574	4.8
Monroe County											
Cashton PD	1,111	2	0	2	1.8	2	0	2	1.8	4	3.6
Monroe Co SO	24,692	21	2	23	0.9	7	7	14	0.6	37	1.5
Sparta PD	9,602	15	2	17	1.8	0	2	2	0.2	19	2.0
Tomah PD	9,169	17	3	20	2.2	0	2	2	0.2	22	2.4
County Total	44,574	55	7	62	1.4	9	11	20	0.4	82	1.8

Germantown Police Department

Organizational Chart



Barbara K.D. Goeckner

From: Adm. Sec. Julie Barth <jbarth@germantownpolice.org>
Sent: Wednesday, July 08, 2015 2:00 PM
To: Barbara K.D. Goeckner
Subject: Public Safety items for VB

Replacement for Officer Vacancy – motion was made/seconded to forward this request to VB with a positive recommendation, motion carried unanimously.

Julie L. Barth
Administrative Secretary
Germantown Police Department
PO Box 96
Germantown WI 53022
(262)253-7788
jbarth@germantownpolice.org

VII. D

BUSINESS OF THE PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI
Fire Department

MEETING DATE: August 3, 2015

AGENDA ITEM: New Business

ITEM TITLE: Invoice for Repairs to Truck 1771

SUBMITTED BY: Chief Gary L. Weiss



SUMMARY EXPLANATION:

The invoices for the repair of Truck 1771 (Ladder Truck) totaled \$11,977.88. I am requesting permission to pay this invoice.
Account # 10-522-530-5400

ATTACHMENT: ORDINANCE___ RESOLUTION___ OTHER_X___

Copy of invoices and PO

RECOMMENDATION:

The Fire Department respectfully requests consent to move this forward to the Village Board.

Village of Germantown

Village Hall
N112 W17001 Mequon Rd.
P.O. Box 337
Germantown, Wi 53022

P.O. No.

32470

Please enter our order for goods listed below, and notify us immediately if you are unable to ship completed order by date required.

TO	Inland Power Group P.O. Box 68-9633 Chicago, Il 60695-9633
Ship to	Germantown Fire Dept. N115 W18752 Edison Dr. Germantown, Wi 53022

DATE	7/21/2015
DEPARTMENT	Fire
PHONE #	262-502-4701
DATE REQUIRED	ASAP
SHIP VIA	Choose an item.
ROUTING	Click here to enter text.
TERMS	NET 30

	Ord.	Rcd.	Description	Unit Price	Total	DP	Acct #
1	1	1	Transmission Repairs to unit 1771 per invoice # 1462271-00	\$4227.88	\$4227.88		10-522-530-5500
2	1	1	Transmission Repairs to unit 1771 per invoice # 1464078-00	\$7750.00	\$7750.00		10-522-530-5500
3			***Confirming***				
4			***Village Board was made aware of repairs****				
5							
6			Total----->		\$11977.88		
7							

Our order number must appear on all papers and packages relative to this order

Purchasing Agent	Date Received	Received By
------------------	---------------	-------------

PURCHASE ORDER



INVOICE

Invoice	1462271-00
Repair Order	147398-000
Purchase Order	ROBERT
Customer #	10015980
Terms	NET 30
Currency	USD
Invoice Date	05/20/15
Contact	
Phone	
Service Advisor	

13015 W. Custer Ave - Butler, WI 53007

Remit Inland Power Group
To PO Box 68-9633
Chicago, IL 60695-9633
www.inlandpowergroup.com
creditdepartment@inlandpowergroup.com

Bill To VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC AVENUE
GERMANTOWN WI 53022

Ship To VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC AVENUE
GERMANTOWN WI, 53022

/IN: 4PICTO2S81A001046

Fleet/Trk: 1771

Make/Model: PI/DASH 2000

Miles/Hours: 24605

Trans Assy:

Delivery Date:

Item #: 1 Serial #: 6610070614 Manufacturer:
Description: DIAGNOSTIC FEE TRANS Model #:
Complaint: 2001 PIERCE.

WILL NOT GO FIRST THING IN THE AM. SLIPS UNTILL IT GETS GOING.

NEED TO LOOK AT IT TUESDAY AM !!

Use: NO PROBLEM FOUND.

Correction: RECORDED NUMBERS AND CHECKED FOR CODES. NO CODES. FLUID LEVEL WAS OK. PERFORMED CLUTCH TEST AND IT WAS GOOD. INSTALLED GUAGES IN C1,C4, AND C5. HAD TO RAISE TRUCK WITH AIR LIFTS TO ACCESS UNDER MODULE.LOWERED AND TESTED. HAD 50 PSI ON C4 WHEN STARTED, THEN DROPPED TO 0. SUSPECT BAD SOLENOID. PUT OUT STABILIZERS, RAISED LADDER AND CAB. DRAINED OIL AND REMOVED CONTROL MODULE. DISASSEMBLED CONTROL MOD AND CLEANED IT UP. FOUND 2008 ON FILTERS--ORDERED FILTER KIT. INSTALLED ALL NEW SOLENOIDS. INTERNAL FILTER WAS CLEAN. REASSEMBLED CONTROL MOD. TOOK CONTROL MOD BACK TO TRUCK AND CLEANED UP BOTTOM OF CASE. INSTALLED MOD WITH NEW FILTERS AND CONNECTED HARNESS. FILLED TRANS WITH NEW TRANSYND--OLD FLUID WAS DIRTY. RESET SHIFTS, TRANSHEALTH WAS ALL GREEN. RAN AND CHECKED FLUID LEVEL OF TRANS. LET DOWN CAB, LADDER, AND STABILIZERS. HOOKED UP LAPTOP AND TOOK ON ROAD TEST. NO CODES, CHECKED FLUID ON LAPTOP--FULL. DID NOT SLIP, WENT INTO GEAR EVERY TIME. TESTED TRUCK IN THE AFTERNOON--FAILED. WOULD NOT MOVE IN REVERSE UNTIL 3 SECONDS. REMOVED PANEL OF TCM UNDER STEERING WHEEL AND DISCONNECTED HARNESS. SAW THAT ONE NUT

PO 32470
7/21/15

GW

** 13015 West Custer Avenue - Butler, WI 53007 **
(262) 781-7100, (800) 236-6667

** 3736 11th Street - Rockford, IL 61109 **
(815) 229-1028

** 210 Alexandra Way - Carol Stream, IL 60188 **
(630) 871-1111, (800) 236-9559

* 600 Industrial Park Drive - Iron Mountain, MI 49801 **
(906) 774-9706, (800) 562-9250

** 1645 Fort Howard Avenue - DePere, WI 54115 **
(920) 983-9653

** 2601 East 15th Avenue - Gary, IN 46402 **
(219) 883-0421, (800) 616-8371



INVOICE

Invoice	1462271-00
Repair Order	147398-000
Customer	VILLAGE OF GERMANTOWN

Custer Ave - Butler, WI 53007

WAS NEXT TO POSITIVE POST WHICH WAS ENERGIZED, INSTALLED TEST TCM, CONNECTED HARNESS AND WIRED IT TO THE STEERING COLUMN. INSTALLED GAUGE IN C4. STARTED TRUCK. RELEASED PARKING BRAKE. TRUCK DID NOT MOVE FOR A COUPLE OF SECONDS. BACKED OFF BRAKES AND LET SIT OUTSIDE. TESTED AND STILL WAS A DELAY. ADJUSTED BRAKES BACK AND UNPLUGGED RETARDER. TESTED THE SAME. DRAINED FLUID AND DROPPED MOD. CHECKED CONVERTER FLOW VALVE--IT WAS OK. INSTALLED NEW MAIN VALVE BODY THAT WAS ALL TOGETHER IN THE TRANS DEPARTMENT. INSTALLED MOD BACK INTO TRUCK AND FILLED WITH FLUID. PARKED OUTSIDE. TESTED AGAIN AND STILL HAS A SMALL DELAY. ADVISED CUSTOMER OF FINDINGS.

Ln#	Product And Description	Quantity Ordered	Unit Price	Amount (Net)
1	29544788 KIT-HD CONTROL	1.00	132.10	132.10
5	29506484 SWITCH-PRESSURE	1.00	81.03	81.03
6	29536722 SOLENOID ASSY.N	2.00	93.42	186.84
7	29537371 SOLENOID ASSY.	4.00	97.70	390.80
8	29545638 SOLENOID ASSEMB	1.00	97.75	97.75
10	29548988 KIT-FILTER, 4" SU	1.00	54.79	54.79
11	27101-CTQT TRANSYND 1 QUART	43.00	8.99	386.57
12	LABORALBRS LABOR	24.00	115.00	2760.00

Item # 1 Sub Total: 4089.88

Total: 4089.88
EPA1: 138.00
Sales Tax: 0.00
Invoice Total: 4227.88
Tendered: 0.00
Balance Due: 4227.88

VENDOR #	09529
ACCT. #	
DISC. \$	
APPROVAL	



** 13015 West Custer Avenue - Butler, WI 53007 **
(262) 781-7100, (800) 236-6667

** 3736 11th Street - Rockford, IL 61109 **
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(920) 983-9653

** 2601 East 15th Avenue - Gary, IN 46402 **
(219) 883-0421, (800) 616-8371



*13015 W. Custer Ave - Butler, WI 53007

Remit To Inland Power Group
PO Box 68-9633
Chicago, IL 60695-9633
www.inlandpowergroup.com
creditdepartment@inlandpowergroup.com

INVOICE

Invoice	1464078-00
Repair Order	148190-000
Purchase Order	177
Customer #	10015980
Terms	NET 30
Currency	USD
Invoice Date	06/22/15
Contact	
Phone	
Service Advisor	

Bill To VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC AVENUE
GERMANTOWN WI 53022

Ship To VILLAGE OF GERMANTOWN
N122 W17177 FOND DU LAC AVENUE
GERMANTOWN WI, 53022

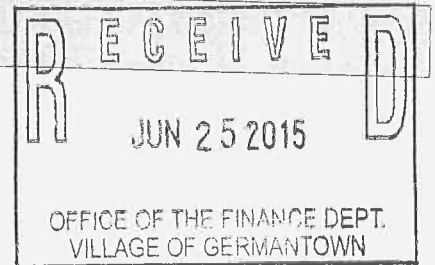
VIN: 4PICTO2S81A001046
Make/Model: PI/DASH 2000
Trans Assy:

Fleet/Trk: 1771
Miles/Hours: 24706
Delivery Date:

Item #: 1
Description: AL
Serial #: 6610070614
Manufacturer:
Model #:
Complaint: REMOVE TRANSMISSION & REPAIR AS REQUIRED.

ause: C1 PISTON SEAL WAS NICKED
SEALS WERE ALL HARD, GASKETS WERE BRITTLE

Correction: PULLED TRUCK IN AND SET OUTRIGGERS, MOVED LADDER, AND RAISED CAB. DRAINED TRANSMISSION FLUID, DISCONNECTED TRANS, PULLED TC BOLTS, JACKED UP TRANS AND ENGINE, REMOVED SIDE MOUNTS, SUPPORTED ENGINE, UNBOLTED AND PULLED TRANS AND TOOK TO TRANS DEPARTMENT. REMOVED CONTROL MOD, REMOVED SUCTION FILTER--FILTER WAS CLEAN. REMOVED TC AND RETARDER ASSEMBLY. SUBBED OUT TRANS. DISASSEMBLED SUBS AND LOOKED FOR CAUSE OF FAILURE--FOUND C2 PISTON HAD A BURR THAT TOOK A CHUNK OUT OF C1 PISTON SEAL. ALSO FOUND C3 AND C4 FRICTIONS WERE GETTING BURNT AND LOCK UP DAMPNER WAS WORN. CLEANED ALL PARTS. BUILT SUBS WITH NEW PARTS AND BUILT TRANS COMPLETE. DYNO TESTED TRANS--SHIFTED GOOD. NO LEAKS. TOOK TRANS TO TRUCK. INSTALLED TRANS AND BOLTED UP TO ENGINE. HOOKED UP ELECTRONICS, INSTALLED COOLER FITTINGS AND HOOKED UP COOLER LINES AND PUMPED TRANS FLUID BACK IN. INSTALLED DRIVELINE. TOPPED OFF FLUID. LOWERED ENGINE IDLE TO 700 RPMs. CLEARED CODES, RESET SHIFTS, AND ROAD TESTED TRUCK. SHIFTED GOOD. NO CODES. NO LEAKS. RETARDER WORKS. LET SIT AND TESTED AGAIN. TRANS WENT RIGHT INTO GEAR.



PO 32470

7/2/15

Geo

** 13015 West Custer Avenue - Butler, WI 53007 **
(262) 781-7100, (800) 236-6667

** 3736 11th Street - Rockford, IL 61109 **
(815) 229-1028

** 210 Alexandra Way - Carol Stream, IL 60188 **
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500 Industrial Park Drive - Iron Mountain, MI 49801 **
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** 1645 Fort Howard Avenue - DePere, WI 54115 **
(920) 983-9653

** 2601 East 15th Avenue - Gary, IN 46402 **
(219) 883-0421, (800) 616-8371

AND
A GROUP

ster Ave - Butler, WI 53007

INVOICE

Invoice	1464078-00
Repair Order	148190-000
Customer	VILLAGE OF GERMANTOWN

Product and Description	Quantity Ordered	Unit Price	Amount (Net)
29546246	1.00		
KIT-SEAL & GASK			
27101-CTQT	15.00		
TRANSYND 1 QUART			
3 7170-86X	1.00		
STUD KIT CHELSEA PTO			
5 29542028	1.00		
GEAR SET ASSY -			
6 29549293	1.00		
BUSHING - CONVE			
7 29542526	1.00		
DAMPER ASSY - C			
8 29543194	1.00		
KIT-C1 & BALANC			
9 29505717	1.00		
PISTON-C2 CL			
10 29537060	1.00		
BUSHING PUMP BO			
11 29536340	10.00		
PLATE-FRICTION,			
12 11514357	12.00		
BOLT-HEXLOCK TY			
13 LABORALBRS			
LABOR			
14 LABOROFFSET			
LABOR OFF SET			

Item # 1 Sub Total: 7500.00



Total: 7500.00
 EPA1: 250.00
 Sales Tax: 0.00
 Invoice Total: 7750.00
 Tendered: 0.00
 Balance Due: 7750.00

VENDOR #	09529
ACCT. #	
DISC. \$	
APPROVAL	

GR

** 13015 West Custer Avenue - Butler, WI 53007 **
 (262) 781-7100, (800) 236-6667

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 (920) 983-9653

** 2601 East 15th Avenue - Gary, IN 46402 **
 (219) 883-0421, (800) 616-8371

BUSINESS OF THE PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI
Fire Department

MEETING DATE: August 3, 2015

AGENDA ITEM: New Business

ITEM TITLE: Emergency Lighting for new Chief Vehicle

SUBMITTED BY: Chief Gary L. Weiss



SUMMARY EXPLANATION:

This is the emergency lighting and radio, computer install for the new staff vehicle for the fire department.

Four bids were requested and three returned bids.

General Fire Equipment- \$9991.96

General Communications- \$8294.00

Brent Biedenbender- \$4389.00

ATTACHMENT: ORDINANCE___ RESOLUTION___ OTHER_X___

All three bids are attached

RECOMMENDATION:

I am recommending General Fire Equipment for this install for several reasons;

- Same company that is doing the Police Squads
- Includes the installation of the Radios, computer and cradle point system
- Includes the Kussmaul Auto Eject System and Battery Smart Controls with protects the vehicle batteries. Approve the

This will be from account #40-522-570-8520 and below the budgeted amount.

I respectfully request the PSC approve General Fire Equipment complete the install and move the bid forward to the Board of Trustee's.



General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number B10834-C

Order Date 04/22/15

Bid Expiration Date 07/31/15

Required Date 10/06/14

Bill To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

Ship To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM01	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
1	0	SQD Chief's 2016 Ford PI Utility		0.00	N	0.00
1	0	SET-PB410 Setina Aluminum Sport Series Push Bumper, SUV		309.00	N	309.00
2	0	SOUEENT3B3- Sound-Off Surface Mount LED Intersection Module, Each (RED + WHITE DUAL) Mounted to the side of the push bumper for increased intersection clearing ability. Dual Color Option allows for mutple warning modes and the ability to add additional scene lighting if wired for this option		165.00	N	330.00
1	0	SOUEFWBFS12- Sound-Off Interior nForce 12 LED Lightbar w/Options 2 Outboard 9 Button Hi Powered LED Modules for Warning Only 6 Inboard 12 Button Hi Powered Dual Color LED Module for Warning & Front Scene Option Red + White The Whole bar will flash Red then when the Scene lights are activated the 6 Interior Lights will steady burn white. We can program the bar to add some white light in the flash patterns as well. We can do this all red(no white options) please subtract \$ 82.80 This can also be done with a lower intensity version as well		700.00	N	700.00



General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number B10834-C

Order Date 04/22/15

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Required Date 10/06/14

Bill To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

Ship To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM01	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
2	0	SOUENT2B3- Sound-Off Under Mirror LED Intersection Module, Each (RED/WHITE)			165.00 N	330.00
2	0	SOUENFSGS2- Sound-Off nForce Single Deck/Grill Mount 10-16v, 9 LED (SIDE REAR WINDOWS)			139.50 N	279.00
1	0	SOUENFWBRF12- Sound-Off Interior nForce 12 LED Rear Lightbar w/Options (REAR WINDOW) 8 - 12 Button Hi Powered Dual Color LED Module for Warning & Directional Red + Amber On Driver's Side + Passenger Side The Whole bar will flash Red then when the Directional Mode is activated the Lights will Override warning to create the arrow accordingly.			740.00 N	740.00
1	0	This can be done single color(all red) please subtract \$ 114.40 SOUENFTCDGS1206 Sound-Off nForce 6 Mod Traffic Controller, 12 LED 8 Module 12 Button High Output LED Dual Color Interior Light Stick Complete w/ mounting brackets All Amber for directional arrow control plus Red Warning Mounted to Push bumper			725.00 N	725.00



General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number B10834-C

Order Date 04/22/15

Bid Expiration Date 07/31/15

Required Date 10/06/14

Bill To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

Ship To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM01	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped Back Ordered	Item Number	Unit of Measure	Unit Price	Extended Price	
		Item Description (Customer Part No.)		Discount %	Tax	
1	0	SOUETSA482RSP Sound-Off 200 Watt Dual Speaker Remote Siren/Light Control		675.00	N	675.00
2	0	SOUETSS100H Sound-Off 100 Watt Black Compact Speaker w/ Bail Bracket Mounted on Pushbumper for optimum sound projection		165.00	N	330.00
1	0	SOUECVDMLTALCV Dome Light - Ford CV Police Mount ALL LED White/Red (FRONT HEADLINER)		63.00	N	63.00
1	0	JOTC-6232 JottoDesk Lazy "L" Console Only w/ Faceplates		300.00	N	300.00
1	0	JOTA-6205 Dual External Cup Holder w/ Plastic Insert		55.00	N	55.00
1	0	HAVC-ARM-104 Havis Adj. Height, Swivel & Tilt Arm Rest Flat Mount		121.91	N	121.91
3	0	JOTA-3816 Magnetic Mic Clip Assy, Single pack		34.95	N	104.85
1	0	MOB-EB Electronic SUV Equipment Storage Box w/ Cover		344.00	N	344.00
1	0	TSTCPC-100 Power Distribution Center w/ Load Mgnt, Timing & Alarm		275.00	N	275.00
1	0	INS-GS 1/4"-20 Black surface Mount Ground Stud		9.95	N	9.95



General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number B10834-C

Order Date 04/22/15

Bid Expiration Date 07/31/15

Required Date 10/06/14

Bill To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

Ship To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM01	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped Back Ordered	Item Number Item Description (Customer Part No.)	Unit of Measure	Unit Price Discount %	Tax	Extended Price
1	0	INS-TS16 16 Position Terminal Strip		8.50 N		8.50
1	0	INS-TS20 20 Position Terminal Strip		9.00 N		9.00
5	0	DEL-6FB 6 Gang Fuse Block W/Wire & Cover		40.00 N		200.00
6	0	DEL-FHW Waterproof in line fuse holder		6.00 N		36.00
6	0	DEL-FHS Std. in line fuse holder		3.00 N		18.00
1	0	INS-DVM Digital Voltage Meter, Blue Numbers		16.00 N		16.00
1	0	INS-LVR SPDT Low Voltage Specialty PC Relay		50.75 N		50.75
3	0	MOT-BMFFME 17' Antenna Cable assy, NMO mount & FME (FM)		30.00 N		90.00
3	0	MOT-RFE-6108 FME (M) x TNC(M) Adapter		15.00 N		45.00
1	0	AME862 Amerex Heavy Duty Vehicle Bracket		30.00 N		30.00
1	0	MISC Instal CS Cradle point		0.00 N		0.00



General Fire Equipment Co., Inc

975 North Hawley Rd
Milwaukee, WI 53213

Phone: 414/475-0959

Order Number **B10834-C**

Order Date 04/22/15

Bid Expiration Date 07/31/15

Required Date 10/06/14

Bill To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

Ship To:

Germantown Fire Department
N115 W18752 Edison Drive
Germantown, WI 53022

THIS IS A BID/ESTIMATE

Customer	Ship Via	F.O.B.	Terms	Purchase Order Number	Salesperson	Reference No.
GERM01	Install	Origin	Net 25 Days		BW03	
Qty. Ordered	Qty. Shipped	Item Number	Unit of Measure	Unit Price		Extended Price
	Back Ordered	Item Description (Customer Part No.)		Discount %	Tax	
1	0	KUS091-55-20-12 Kussmaul 20 Amp Super Auto Eject w/ Cover, Specify Color		289.00	N	289.00
1	0	KUS091-66-12 Kussmaul Auto Charge D,Dual 25/25+5 Charging w/ Remote Bar I		825.00	N	825.00
1	0	KUS091-139-C12 Kussmaul Auto Isolator I Dual Battery Smart Controller		95.00	N	95.00
1	0	KUS091-139-S12H Kussmual 12 Volt 200 Amp High Output Solenoid		88.00	N	88.00
1	0	001 Labor Charges For Installation Of Equipment Into Squad Includes customer supplied radio's and computer equipment.		2500.00	N	2500.00
Non Taxable Subtotal						9991.96
Taxable Subtotal						0.00
Tax						0.00
Total Order						9991.96



GENERAL COMMUNICATIONS

—your safety is our business—

2880 Commerce Park Drive, Madison, WI 53719
 Madison Milwaukee Eau Claire
 P: 608-271-4848 P: 262-439-2000 P: 715-225-7604
 F: 608-661-2935 F: 262-439-2009 F: 608-661-2935
 www.gencomm.com

SALES QUOTE

Sales Quote No: 3350

Date: 7/24/15

Account No: 2474

Bill To: Germantown Fire Department
 N115 W18752 Edison Drive
 Germantown, WI 53022
 USA

Ship To: Germantown Fire Department
 Attn: Gary Weiss
 N115 W18752 Edison Drive
 Germantown, WI 53022
 USA

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Ray Maiorano	Quote: Chief Weiss	Spee-Dee Delivery	NET 30 Days	8/23/15

Notes

Item No	Description	Quantity	UM	Price	Disc	Amount
ENFWBF8-RWG	SoundOff Signal nForce 8 Module Windshield Bar, All Red w/ 2 Tri Color Modules RWG (Windshield)	1.00	Each	\$984.00	0.00	\$984.00
ENFTCDXS1206-RWG	SoundOff Signal nForce 6 Module Exterior Bar w/ Dual Color & 2 Green Modules (Push Bumper)	1.00	Each	\$742.00	0.00	\$742.00
ENFTCDXS1206-RA	SoundOff nFORCE 6 module Interior Traffic Controller, DUAL Red&Amber w/ 2 Modules RAG (Rear TA)	1.00	Each	\$742.00	0.00	\$742.00
ENFFTSSMS6D	SoundOff Signal nFORCE® FIT Single Surface Mount Light, Black Housing, 6 LED - Dual RED-WHITE (fog housing)	2.00	Each	\$112.00	0.00	\$224.00
ENFSGS3D	SoundOff nFORCE® Single Deck/Grille Mt Light - Red/White, SAE Class 1, 10-16v, Black Hsng, 12 LED (side windows)	2.00	Each	\$138.00	0.00	\$276.00
ENFSSS3D	SoundOff nFORCE Single Surface Mount 12 LED Lighthouse - Split Red/White, Black Housing, 10-16 Volts (Rocker/Door)	4.00	Each	\$132.00	0.00	\$528.00
ENFSSS3D	SoundOff nFORCE Single Surface Mount 12 LED Lighthouse - Split Red/White, Black Housing, 10-16 Volts (License Plate, No bracket needed)	2.00	Each	\$110.00	0.00	\$220.00
ENFFTSSMS6D	SoundOff Signal nFORCE® FIT Single Surface Mount Light, Black Housing, 6 LED - Dual RED-WHITE (Side Push Bumper)	2.00	Each	\$110.00	0.00	\$220.00
7160-0411	Gamber Console Box for Ford Int SUV 12-15 - 13" Mnt Space, Inc Internal Cup Holder & Armrest	1.00	Each	\$425.00	0.00	\$425.00
BK0534ITU16	PB400 VS Aluminum Bumper-16-16 Interceptor Utility	1.00	Each	\$279.00	0.00	\$279.00
ETSA481RSP	Soundoff 400 Series Remote Siren, 8 Aux Button, 3 Position Slide 100 Watt Siren	1.00	Each	\$599.00	0.00	\$599.00
ETSS100N	Soundoff 100N Series Composite Speaker W/Universal Bail Bracket-100 Watt	1.00	Each	\$205.00	0.00	\$205.00
GJF	Gamber Johnson Freight	1.00	Each	\$40.00	0.00	\$40.00
SEF	Setina Freight	1.00	Each	\$75.00	0.00	\$75.00
INSTALLMISC	Installation - Includes All Equipment per quote, customer provided computer docking and mounting hardware and Radios	1.00	Each	\$2,300.00	0.00	\$2,300.00

Please do not return merchandise without first obtaining an RMA number. Items returned without an RMA number will not be accepted. Claims for goods lost in transit should be made against the carrier. Make checks payable to General Communications, Inc.

Subtotal	\$7,859.00
Discount	\$0.00
Freight	\$0.00
Sales Tax	\$0.00
Sales Order Total	\$7,859.00

Brent Biedenbender

QUOTE

Visual and Audible Warning
Sales and Install

(262) 409-5644

SOLD TO:

Germantown Fire Department
N115W18752 Edison Dr.
Germantown, WI 53022

QUOTE NUMBER | GFD1701-2015-05

QUOTE DATE | June 12, 2015

SALES REP | Brent

SHIPPED VIA | N/A

PREPAID or COLLECT | Pre-Pay

SHIPPED TO:

Germantown Fire Department
Fire Chief: Gary Weiss
N115W18752 Edison Dr.
Germantown, WI 53022

Credit Card Processing:

0.00%

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Feniex Apollo 800 Lightstick (Red/Amber - Dual Color)	410.00	\$410.00
2	Feniex Apollo 200 (Red/White - Dual Color)	140.00	280.00
1	Feniex Cobra Interior Bar (Red w/ Takedowns)	500.00	500.00
1	Feniex Apollo 600 Light Stick (Red/White - Dual Color)	330.00	330.00
14	Feniex Cobra T-6 Lighthouse (6 Red, 2 White, 6 Green)	50.00	700.00
1	Feniex Cobra T-6 License Plate Bracket	25.00	25.00
2	Feniex Apollo F-6 Lighthouse (Red/White) - Side of PB	70.00	140.00
2	Feniex Cannon 360 Hideaway (Red) - Tail Lights	80.00	160.00
2	Feniex Cannon 120 Hideaway (Red/White - Dual Color)	69.00	138.00
2	Sound Off Under Mirror Intersectors (Red)	143.00	286.00
2	Sound Off Twist Lock Hideaway (White)	75.00	150.00
2	Feniex Triton 100 Watt Siren Speaker	100.00	200.00
1	Sound Off 200 Watt Siren/Light Controller	515.00	515.00
1	Setina Push Bar (2015 Ford Police Interceptor Utility)	375.00	375.00
		SUBTOTAL	4,209.00
		CC PROCESS	0.00
30 Hours estimated labor not included in price. (\$750.00)		FREIGHT	180.00
			\$4,389.00
		PAY THIS AMOUNT	

DIRECT ALL INQUIRIES TO:

Brent Biedenbender
(262) 409-5644
biedenbenderpse@live.com

MAKE ALL CHECKS PAYABLE TO:

Brent Biedenbender Jr.

THANK YOU FOR YOUR BUSINESS!

VII. F

BUSINESS OF PUBLIC SAFETY COMMITTEE
GERMANTOWN, WI
Fire Department

MEETING DATE: August 3, 2015

AGENDA ITEM: New Business

ITEM TITLE: Position Descriptions

SUBMITTED BY: Chief Gary L. Weiss



SUMMARY EXPLANATION:

Updated & new Position Descriptions. With the possibility of the FD Referendum passing, updated position descriptions were needed.

ATTACHMENT: ORDINANCE___ RESOLUTION___ OTHER_X___

Position Descriptions for;

Asst. Chief.

Captain.

MPO.

Firefighter Paramedic

Fire Inspector

RECOMMENDATION:

Approve the Position Descriptions to move forward to the Board of Trustee's

**Village of Germantown
Job Description**

Job Title: Assistant Fire Chief (Career)

Department: Fire

Reports To: Fire Chief

Compensation Plan: Salary

FLSA Status: Exempt

Dates Modified:

Selection: Police and Fire Commission

GENERAL STATEMENT OF DUTIES:

An Assistant Fire Chief supervises, leads, and directs the activities of one or more of the divisions in the Fire Department. The Assistant Fire Chief participates in planning, developing policy, and resolving departmental problems and issues within the department as a whole and their area of assignment; assists the Fire Chief with fiscal management; and represents the Fire Chief and the department in various situations. This position performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS:

This class reports to and receives general supervision from the Fire Chief who reviews and evaluates work performance through conferences, reports, and overall results achieved. This class is distinguished from the lower-level Captain class by the direct responsibility for the function of a division within the Fire Department, which involves a considerably greater level of decision-making and scope of managerial and administrative duties performed. This class is FLSA exempt-executive.

SUPERVISION RECEIVED:

Works under the general supervision of the Fire Chief.

Assistant Chief Position Description

SUPERVISION EXERCISED:

Exercises supervision over firefighter, firefighter/paramedics, MPO's Captains and other POC Members. This is the second in command position of the Fire Department.

EXAMPLES OF DUTIES PERFORMED:

Directs and oversees the coordination of a shift including but not limited to emergency response, fire prevention/inspections, training and station and vehicle maintenance.

Works with the Assistant Chief and Fire Chief to review new practices of fire and EMS operations.

Works with the Assistant Chief to evaluate personnel on their shift and POC firefighters.

Completed reports as required.

Keeps the Chief Officers updated on any citizen complaints or issues.

Assists with the preparation of the department's annual operating budget including General Fund,

Plans and coordinates shift level training program.

Operates motor vehicles (i.e., automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard Wisconsin Driver's License.

Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc.

Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures.

Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams.

Works in small, cramped areas in order to rescue trapped, endangered, or injured people.

Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs.

Assistant Chief Position Description

Monitors firefighting performance to determine compliance with Fire and Medical Department Standard Operating Procedures and related standards.

Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials.

Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements.

Mental: Prioritizes, assigns, and directs personnel during emergency scene operations under stressful conditions.

Functions as an Incident Commander, Sector, or Branch Officer as needed or assigned.

Evaluates subordinates' work performance to ensure conformance to standards.

Analyzes data, such as documented work behaviors, evaluations, reports, and product information, in order to make recommendations to management regarding work performance, disciplinary actions, and the purchase or replacement of equipment.

Comprehends and makes inferences from written material to: perform work safely, and operate equipment at emergency incidents according to equipment instructions and preplans; performs emergency operation duties in accordance with department standard operating procedures; and identifies, resolves, and/or refers life safety

Hazards in buildings. Learns job-related material relating to EMS, supervisory, and firefighting duties through on-the-job training and in classroom settings.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: firefighting methods and modern fire prevention practices; locally adopted fire code; emergency medical methods and procedures; overhaul and salvage operations; hydraulics principles and their application to fire apparatus operation;

DESIRED EXPERIENCE AND TRAINING:

Minimum Qualification(s) Required. Ten years' firefighting or other sworn experience with the Germantown Fire Department or similar sized department at the rank of Lieutenant.

Assistant Chief Position Description

Documented management experience

Wisconsin Firefighter II

ICS 100, 200, 700 and 800

MPO

EMT-Advanced

Current college level classes in the following (or with one year of appointment if the class is offered).

Fire Officer 1

ICS 300, and 400

Firefighting Tactics and Strategy

Fundamental of Fire Prevention

All-risk public education program elements and practices; modern management techniques, supervisory and leadership practices, and evaluation methods;

Governmental organization and management objectives; the principles and methods of budget preparation and monitoring;

The facilities, equipment, and personnel needed to provide fire department services;

Incident Command including firefighting tactics and strategy, fireground factors, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire stream management, communications, hazardous materials, special operations, fireground safety, and major medical operations;

The chemistry and effects of fire on various types of building construction and materials; and progressive approaches to employee relations programs.

Ability to:

Work cooperatively and develop partnerships with employee groups, outside agencies, and other elements of the community;

Supervise and evaluate the work of staff and assigned work teams; provide leadership to assigned supervisors through planning, organizing, motivating, providing work-related challenges, and evaluating objectively;

Assistant Chief Position Description

Deal persuasively and effectively with property owners and the general public; think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations;

React to emergency situations quickly and calmly to adopt effective courses of action, giving consideration to surrounding hazards and circumstances;

Assess and assign priorities to administrative issues and work assignments when confronted with several pressing demands at one time; and express ideas, clearly and concisely, both verbally and in writing.

Other Knowledge and Abilities:

Knowledge of:

The learning process, and the theories, principles, techniques, and aids which may be used in fire and life safety training programs; the elements and components of an effective fire department Human Resource Management program;

Communications operations affecting fire dispatching; disaster preparedness, and management and recovery practices; fire apparatus, equipment, building construction, and building maintenance functions;

Basic technical services requirements for hardware and software applications in the Fire Department;

The laws and ordinances pertaining to fire prevention, arson, and the City's building codes; techniques for planning and delivering all-risk public education;

The theories, methods, and practices of fire investigations; and the rules, regulations, procedures, and laws governing the arrest and processing of arson suspects. Ability to: manage complex policy issues and projects relating to Germantown Fire Department service delivery and support functions; work with the Police Department in coordinating dispatch services;

Review and approve communication operation changes affecting Fire Department dispatching; review and approve training manuals provided to the Public Safety Dispatchers handling fire and emergency medical calls;

Provide administrative direction to, and review the recruitment and training of, Firefighter - Recruits, new Firefighters, and the balance of the workforce; work with the

Assistant Chief Position Description

Personnel Office directly, and through an assigned Battalion Chief, in developing and administering entry-level and promotional examinations;

Lead and manage human resources in a positive, productive, and effective manner; work cooperatively with the business community to enhance overall levels of fire and life safety in the community; manage significant emergency and disaster situations; enforce laws, codes, and ordinances relative to new building construction;

Serve as the Fire Department representative on various local, regional, and national committees;

Supervise plan review and public education as it relates to the Fire and Medical Department; and

Work with the state Fire Marshal, state Attorney General, the League of Cities, and other government entities in developing policy proposals for how the City will interpret and meet proposed or new rules, regulations, and laws.

Special Requirement(s). Must possess and maintain a valid Wisconsin Driver's License. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Village as the needs of the Village and requirements of the job change.

PHYSICAL DEMANDS:

Operates motor vehicles (i.e., automobiles, fire apparatus and vehicles. requiring a standard Wisconsin Driver's License.

Works in a variety of weather conditions.

Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and Partners in Prevention reports.

Monitors firefighting performance to determine compliance with Fire Department Standard Operating Procedures and related standards.

Assistant Chief Position Description

Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials.

Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres).

Meets scheduling and attendance requirements.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared by the Fire Chief on

Reviewed and Approved by the Village Administrator on

Reviewed and Approved by the General Government and Finance Committee on:

Reviewed and Approved by the Village Board:

**Village of Germantown
Job Description**

Job Title: Fire Captain (Career)

Department: Fire

Reports To: Assistant Chief

Compensation Plan: Union Compensation Plan

FLSA Status: Non-Exempt

Dates Modified:

Selection: Police and Fire Commission

GENERAL STATEMENT OF DUTIES:

A Fire Captain directs the activities of fire personnel during an assigned shift. An employee in this class supervises a number of personnel and has responsibility for their safety. Duties include: assigning, directing, and supervising firefighting, medical emergencies, and related life and property protection; directing the route to be taken to emergency calls; implementing and/or integrating into an incident management system; making decisions regarding firefighting methods to be used; deploying and managing personnel; ensuring the safe operation of fire equipment and apparatus; and assisting Fire Community Services with, and participating in, public education, community relations, and fire prevention programs and activities. This class is also responsible for performing related duties as required.

DISTINGUISHING FEATURES OF THE CLASS:

The responsibility for motivating, supervising, training, and evaluating subordinate-level employees is a significant element of this position. Fire Captains are responsible for prioritizing, scheduling, and completing tasks associated with non-emergency response activities such as pre-fire planning, fire and life safety education, and station-based training activities. Incumbents are required to supervise and participate in the care and maintenance of a fire station, apparatus, equipment, and grounds. A Fire Captain must also be skilled in and capable of performing firefighting duties, and perform these duties as necessary. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under adverse climatic conditions. In these

Fire Captain Position Description

situations, the employee is exposed and subjected to dangers and hazards that could result in severe injuries. Work at this level differs from that of a MPO or firefighter by the ongoing performance of supervisory and administrative work. Supervision is received from Assistant Chief; however, the Fire Captain is still responsible for overall company performance and must exercise independent judgment. Fire Captains are required to work 24-hour shifts and averaging 56-hour workweeks. Fire Captains may also be assigned to administrative (day) assignments, which involve working 40-hour workweeks. This class is FLSA nonexempt.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant Chief.

SUPERVISION EXERCISED:

Exercises supervision over firefighter, firefighter/paramedics, MPO's and other POC Members.

EXAMPLES OF DUTIES PERFORMED:

Directs and oversees the coordination of a shift including but not limited to emergency response, fire prevention/inspections, training and station and vehicle maintenance.

Works with the Assistant Chief and Fire Chief to review new practices of fire and EMS operations.

Works with the Assistant Chief to evaluate personnel on their shift and POC firefighters.

Completed reports as required.

Keeps the Chief Officers updated on any citizen complaints or issues.

Assists with the preparation of the department's annual operating budget including General Fund,

Plans and coordinates shift level training program.

Operates motor vehicles (i.e., automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard Wisconsin Driver's License.

Fire Captain Position Description

Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc.

Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures.

Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams.

Works in small, cramped areas in order to rescue trapped, endangered, or injured people.

Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs.

Monitors firefighting performance to determine compliance with Fire and Medical Department Standard Operating Procedures and related standards.

Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials.

Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements.

Mental: Prioritizes, assigns, and directs personnel during emergency scene operations under stressful conditions.

Functions as an Incident Commander, Sector, or Branch Officer as needed or assigned.

Evaluates subordinates' work performance to ensure conformance to standards.

Analyzes data, such as documented work behaviors, evaluations, reports, and product information, in order to make recommendations to management regarding work performance, disciplinary actions, and the purchase or replacement of equipment.

Comprehends and makes inferences from written material to: perform work safely, and operate equipment at emergency incidents according to equipment instructions and preplans; performs emergency operation duties in accordance with department standard operating procedures; and identifies, resolves, and/or refers life safety

Fire Captain Position Description

hazards in buildings. Learns job-related material relating to EMS, supervisory, and firefighting duties through on-the-job training and in classroom settings.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: firefighting methods and modern fire prevention practices; locally adopted fire code; emergency medical methods and procedures; overhaul and salvage operations; hydraulics principles and their application to fire apparatus operation;

DESIRED EXPERIENCE AND TRAINING:

Six years current consecutive firefighting experience with the Village of Germantown Fire Department.

- Firefighter I & II Certification
- Wisconsin State MPO Certification.
- Emergency Medical Technician-Basic (and maintain certification throughout employment).
- ICS 100, 200, 700, 800
- Fire inspector Certification (within one year of appointment, if class is offered).

Special Qualifications: Must possess and maintain a valid Wisconsin Driver's License. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification

Preferred Qualifications:

EMT-Advanced Technician

PHYSICAL DEMANDS:

Operates motor vehicles (i.e., automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard Wisconsin Driver's License. Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc. Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures. Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire

Fire Captain Position Description

streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure.

Moves earth with various tools in fighting brush fires and rescuing trapped persons from cave-ins.

Moves objects weighing up to 50 pounds or more (i.e., five-inch fire hoses, EMS equipment, smoke ejectors, trauma boxes, persons on body boards, and salvage equipment) for distances of more than 20 feet.

Uses common hand tools to perform tasks at emergency scenes or at the fire station.

Detects the following: natural gas leaks while performing emergency work; traffic sounds when approaching traffic at vehicle accidents in roadways; sounds of impending building collapse; calls for assistance; and alarms, sirens, and other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations.

Works in a variety of weather conditions.

Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and Partners in Prevention reports.

Monitors firefighting performance to determine compliance with Fire and Medical Department Standard Operating Procedures and related standards.

Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials.

Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres).

Meets scheduling and attendance requirements.

Fire Captain Position Description

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared by the Fire Chief on

Reviewed and Approved by the Village Administrator on

Reviewed and Approved by the General Government and Finance Committee on:

Reviewed and Approved by the Village Board:

**Village of Germantown
Job Description**

Job Title: Firefighter/Motor Pump Operator (Career)

Department: Fire

Reports To: Fire Captain

Compensation Plan: Union Compensation Plan

FLSA Status: Non-Exempt

Dates Modified:

Selection: Police and Fire Commission

GENERAL STATEMENT OF DUTIES:

.A MPO is primarily responsible for the safe and efficient operation of firefighting apparatus in response to emergencies, and for pumpers, ladder trucks, and other special firefighting apparatus at the emergency scene. Duties include driving a fire engine, ladder truck, or other large apparatus to and from fires and drills, regulating the water pressure from a pumper, and checking motorized apparatus for proper operation and general condition. If an apparatus is not engaged at a fire scene, MPO's may participate in other firefighting activities. A portion of a MPO's work also consists of the routine maintenance of apparatus and equipment and to maintain them in a response-ready mode. MPO's may be required to fill in for a Fire Captain in an acting capacity. This class is responsible for performing related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Fire Department motorized apparatus operation requires constant alertness, observation, and judgment to ensure the maintenance of proper pressure requirements and adherence to vertical and angular limitations of ladders as dictated by established operating principles. Work at fire scenes and other emergencies may involve strenuous physical exertion, often under very adverse climatic conditions. In these situations, the employee is subjected and exposed to dangers and hazards that could result in severe injuries. Work is performed under the supervision of a Fire Captain who reviews work through observation of work in progress, meetings, and overall results achieved. Occasionally, MPO's may be required to fill in for a Fire

Firefighter/Motor Pump Operator

Captain in an acting capacity. MPO's are required to work 24-hour shifts and 56-hour workweeks; however, incumbents may be assigned to work 8-hour or 10-hour shifts and 40-hour workweeks while assisting on special projects. This class is FLSA nonexempt.

SUPERVISION RECEIVED:

Works under the general supervision of the Fire Captain

SUPERVISION EXERCISED:

Minimal supervision exercised in this position..

EXAMPLES OF DUTIES PERFORMED:

Operates fire vehicles (i.e., automobiles, fire apparatus, and heavy construction equipment) requiring a standard Wisconsin Driver's License to perform normal and emergency-level firefighting duties.

Operates various types of motorized fire apparatus and ground monitors. Operates power-driven machinery such as hydraulic and pneumatic rescue tools to rescue trapped or endangered persons, and force entry into locked vehicles or structures. Uses axes, pry tools, pike poles, and power saws to gain entry into vehicles or structures. Performs searches and rescues inside buildings on fire, and treats victims who require first aid.

Handles firefighting equipment on apparatus and at emergency scenes.

Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Aims fire streams.

Climbs ladders and works at heights greater than 10 feet to reach and rescue people trapped on building roofs or upper floors.

Moves material such as burnt building debris from one place to another using a shovel, rake, or rubbish hook to rescue trapped or endangered persons, or to overhaul a burned out structure.

Moves objects up to 165 pounds or more (including a five inch fire hose) and EMS equipment for distances of more than 20 feet using a lifting aid as appropriate. Digs up ground using a pick, shovel, spade, or to fight brush fires and rescue trapped persons from cave-ins.

Firefighter/Motor Pump Operator

Uses a hammer, saw, screwdriver, or similar tools to overhaul fire scenes, eliminate dangerous situations, and perform routine maintenance on fire apparatus.

Regulate water pressure from a pumper at fires in accordance with principles of hydraulics:

position ladder trucks at a fire in order to gain the safest and most expeditious access to the building.

Prepare reports on the operation of apparatus.

Give instructions on the operation of apparatus to firefighters.

Become familiar with structures within assigned district in order to detect fire and safety hazards.

Engage in moderate to strenuous physical activity, which under emergency situations may require long working hours under emotional stress.

Exercise a high degree of self-discipline.

Participate in physical fitness programs and comply with department medical and fitness requirements.

Establish and maintain effective working relationships with employees, coworkers, supervisors, and the general public.

Mental: Comprehends and makes inferences from written material to perform firefighting duties in accordance with Fire Department standard operating procedures, and building inspections in compliance. with Learns job-related material regarding firefighting and emergency medical services in an on-the-job training setting. Learns job-related material regarding emergency medical training and firefighting tasks in a classroom setting.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: firefighting methods and modern fire prevention practices; locally adopted fire code; emergency medical methods and procedures; overhaul and salvage operations; hydraulics principles and their application to fire apparatus operation.

Firefighter/Motor Pump Operator

DESIRED EXPERIENCE AND TRAINING:

Three years current consecutive firefighting or other sworn experience with the Germantown Department.

- Firefighter I & II Certification
- Wisconsin State MPO Certification.
- Emergency Medical Technician-Basic Certification (and maintain throughout employment).
- ICS 100, 200, 700, 800

Special Requirements: Must possess and maintain a valid Wisconsin Driver's License. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification

Preferred Qualifications:

- EMT-Advanced Technician

PHYSICAL DEMANDS:

Operates motor vehicles (i.e., automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard Wisconsin Driver's License. Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc. Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures. Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure.

Moves earth with various tools in fighting brush fires and rescuing trapped persons from cave-ins.

Moves objects weighing up to 50 pounds or more (i.e., five-inch fire hoses, EMS equipment, smoke ejectors, trauma boxes, persons on body boards, and salvage equipment) for distances of more than 20 feet.

Firefighter/Motor Pump Operator

Uses common hand tools to perform tasks at emergency scenes or at the fire station.

Detects the following: natural gas leaks while performing emergency work; traffic sounds when approaching traffic at vehicle accidents in roadways; sounds of impending building collapse; calls for assistance; and alarms, sirens, and other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations.

Works in a variety of weather conditions.

Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and Partners in Prevention reports.

Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials.

Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres).

Meets scheduling and attendance requirements.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Firefighter/Motor Pump Operator

Prepared by the Fire Chief on

Reviewed and Approved by the Village Administrator on

Reviewed and Approved by the General Government and Finance Committee on:

Reviewed and Approved by the Village Board:

**Village of Germantown
Job Description**

Job Title: Firefighter/Paramedic (Career)

Department: Fire

Reports To: Fire Captain

Compensation Plan: Union Compensation Plan

FLSA Status: Non-Exempt

Dates Modified:

Selection: Police and Fire Commission

GENERAL STATEMENT OF DUTIES:

Firefighter/Paramedics (FF/PM) perform public safety work involving the protection of life and property by fighting fires, responding to emergency incidents, using Emergency Medical Technician Paramedic (EMT-P) skills, and engaging in fire code enforcement, public education, and station and equipment maintenance activities. This class is responsible for performing related duties as required.

DISTINGUISHING FEATURES OF THE CLASS:

FF/PM's by the nature of their paramedic certification are required to provide a high level of EMS care to victims of illness or accidental injuries. They are required to work 24-hour shifts and 56-hour work weeks, and may be assigned to work a day assignment (40-hour work week) while assisting on special projects. A FF/PM, if qualified may act as a MPO or Fire Captain on a relief or training basis. This class is FLSA nonexempt.

SUPERVISION RECEIVED:

Works under the general supervision of the Fire Captain and Medical Director on issues related to EMS care.

Firefighter/Paramedic

SUPERVISION EXERCISED:

Limited supervision is exercised in this position.

EXAMPLES OF DUTIES PERFORMED:

Responds to emergency incidents, fights fires, and utilizes either basic life support (BLS) or advanced life support (ALS) and paramedic skills, including EKG interpretation, defibrillation, cardiac pacing, administration of medications per protocols, advanced airway procedures including intubation and cricothyrotomy.

Uses firefighting equipment, including fire hoses or apparatus at emergency incidents. Assists in advancing hose lines and making hydrant connections.

Directs water streams on fires. Operates the following: emergency medical service equipment including but not limited to defibrillations, splints, backboards and basic ambulance equipment.

The use of hydraulic or pneumatic rescue equipment to rescue trapped or endangered persons and to force entry into locked vehicles or structures; fire apparatus during fire suppression activities; and motor vehicles (automobile and fire apparatus) requiring a standard Wisconsin Driver's License to perform regular and emergency firefighting duties.

Uses axes, pry tools, and pike poles to enter vehicles or structures. Uses common hand tools to overhaul a fire scene and perform routine fire apparatus maintenance duties.

Enters data into computers to document incidents and reports.

Wears personal protective equipment weighing approximately 70 pounds: in high humidity (up to 100 percent) situations while wearing personal protective equipment that significantly impairs body cooling; in environments with extreme temperature fluctuations (400+ degrees Fahrenheit); and relies on self-contained breathing apparatus for respiratory ventilation.

Meets scheduling and attendance requirements.

Mental: Comprehends and makes inferences from written material, such as Germantown Fire Department Standard Operating Procedures.

Firefighter/Paramedic

Reads and interprets equipment instructions and preplans to operate equipment in emergency situations. Learns firefighting techniques, firefighting equipment operation, and emergency medical service care through on-the-job training and in classroom settings. Firefighter

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: firefighting methods and modern fire prevention practices; locally adopted fire code; emergency medical paramedic methods and procedures; overhaul and salvage operations; hydraulics principles and their application to fire apparatus operation;

DESIRED EXPERIENCE AND TRAINING:

Minimum Qualification Required:

- Firefighter I & II Certification
- Emergency Medical Technician Paramedic Certification (and maintain throughout employment).
- ICS 100, 200, 700, 800

Special Qualifications: Must possess and maintain a valid Wisconsin Driver's License. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification

Preferred Qualifications:

- MPO

PHYSICAL DEMANDS:

Provides paramedic level patient care utilizing departments Standard Operating Medical Guidelines.

Operates motor vehicles (i.e., automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard Wisconsin Driver's License. Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc. Uses appropriate hand and power tools (such as axes and prying devices) to gain

Firefighter/Paramedic

entry into vehicles or structures. Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure.

Moves earth with various tools in fighting brush fires and rescuing trapped persons from cave-ins.

Moves objects weighing up to 50 pounds or more (i.e., five-inch fire hoses, EMS equipment, smoke ejectors, trauma boxes, persons on body boards, and salvage equipment) for distances of more than 20 feet.

Uses common hand tools to perform tasks at emergency scenes or at the fire station.

Detects the following: natural gas leaks while performing emergency work; traffic sounds when approaching traffic at vehicle accidents in roadways; sounds of impending building collapse; calls for assistance; and alarms, sirens, and other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations.

Works in a variety of weather conditions.

Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and Partners in Prevention reports.

Meets scheduling and attendance requirements.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and

Firefighter/Paramedic

Is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared by the Fire Chief on

Reviewed and Approved by the Village Administrator on

Reviewed and Approved by the General Government and Finance Committee on:

Reviewed and Approved by the Village Board:

**Village of Germantown
Job Description**

Job Title: Fire Inspector (Career)

Department: Fire

Reports To: Fire Chief

Compensation Plan: Union Compensation Plan

FLSA Status: Non-Exempt

Dates Modified:

Selection: Police and Fire Commission

GENERAL STATEMENT OF DUTIES:

A Fire Inspector independently performs fire inspections of occupancies, of which a majority are considered high-hazard occupancies. including institutional facilities large public assemblies industrial facilities, chemical processing plants, and explosive processing facilities; facilities with special processes such as spraying or dipping processes; and high piled storage. An employee in this class performs technical inspections of buildings, facilities, event grounds, and processes to determine conformance with Village codes and regulations. Delivers safety programs on topics such as fire safety, housekeeping, sprinkler systems, and smoke detectors; researches, analyzes, and reports on topics related to prevention programs; understanding Village goals and policies. Some positions in this class may be assigned to conduct specialized hazardous materials or other inspections and related work associated with these types of inspections. This class is also responsible for performing related duties as required.

DISTINGUISHING FEATURES OF THE CLASS:

The Fire Inspector is distinguished due to the technical knowledge, skills and abilities required to conduct in-depth fire safety inspections, plan review and customer service duties. Incumbents advise the Fire Chief, the State appointed Deputy of the Department of Safety and Professional Services as the Authority Having Jurisdiction related to fire prevention issues within the Village of Germantown, WI. The work of the Fire Inspector class work is highly independent and requires that employees

Fire Inspector Position Description

prioritize their own work, utilize problem solving methods, good judgment, and a high degree of tact and diplomacy. Employees may progress to this class by a noncompetitive promotion upon meeting the specific criteria-based promotion requirements of performance and certification. Minimal supervision is received from the Fire Chief who reviews work through observations, reports, meetings, and overall inspection results. Employees in this class are required to work as needed on holidays, evenings, or weekends for fire prevention related activities and may be subject to stand-by and call-out. Work schedules and locations are subject to change based on business needs. This class is FLSA nonexempt.

SUPERVISION RECEIVED:

Works under the general supervision of the Fire Chief

SUPERVISION EXERCISED:

Exercises limited supervision over shift firefighters in relation to company level inspections.

EXAMPLES OF DUTIES PERFORMED:

Fire hazards and unsafe conditions and practices;

Fire codes and regulations;

Basic firefighting procedures and methods;

Basic information relating to electrical, mechanical, plumbing, and structural codes;

Building construction and fire protection and life-safety systems;

Public education methods; and

Data entry and computer skills.

Inspect high hazard businesses for fire hazards; verify fire protective equipment and systems maintenance, fire exit adequacy, and compliance with fire prevention laws and standards;

Prioritize and complete inspection and non-inspection assignments; work highly independent;

Follow-up on inspections to gain compliance; present public education programs;

Work with others, problem-solve and determine win/win solutions;

Work effectively with other Inspectors, following direction or providing mentoring as necessary;

Provide a consistent, high-level of customer service; express ideas clearly and concisely, both orally and in writing; and deal persuasively and effectively with property owners and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Village as the needs of the Village and requirements of the job change.

Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc.

Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures.

Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams.

Works in small, cramped areas in order to rescue trapped, endangered, or injured people.

Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs.

Monitors firefighting performance to determine compliance with Fire and Medical Department Standard Operating Procedures and related standards.

Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials.

Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements.

Mental: Prioritizes own work assignments, conducts research, and analyzes data related to inspections.

May coordinate joint inspections with building inspectors and plan reviewers. Uses Fire Department and other Village resources to conduct research about businesses prior to inspections.

Reviews past inspection reports of site inspections to ensure compliance with the adopted codes and Fire Department Standard Operating Procedures (SOPs).

Determines compliance with life-safety and fire prevention laws and standards. Requires higher level of code and technical knowledge to conduct research on and analyzes hazardous materials classification and code data to present options in resolving fire and life-safety problems.

Takes appropriate steps to ensure compliance with fire prevention and life safety regulations. Resolves issues with business owners and citizens through education, direction, and enforcement.

Review and evaluate sprinkler design calculations and high-piled stock and airflow requirements. Comprehends and interprets local and national fire and life-safety codes and standards, as well as blueprints and schematic drawings.

Learns fire prevention, protection, and public education material through on-the-job training and in classroom settings.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: firefighting methods and modern fire prevention practices; locally adopted fire code; emergency medical methods and procedures; overhaul and salvage operations; hydraulics principles and their application to fire apparatus operation;

DESIRED EXPERIENCE AND TRAINING:

Minimum Qualification Required:

- Firefighter I & II Certification
- Emergency Medical Technician-Basic Certification (and maintain throughout employment).
- ICS 100, 200, 700, 800

Special Qualifications: Must possess and maintain a valid Wisconsin Driver's License. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification.

Fire Inspector Position Description

Preferred Qualifications:

- MPO
- EMT –Advanced

PHYSICAL DEMANDS:

Operates motor vehicles (i.e., automobiles, fire apparatus and vehicles, and heavy construction equipment) requiring a standard Wisconsin Driver's License. Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc. Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures. Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure.

Uses common hand tools to perform tasks at emergency scenes or at the fire station.

Works in a variety of weather conditions.

Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and Partners in Prevention reports.

Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres).

Conduct fire inspections, plan review and meet with the public on fire prevention related issues.

Represents the Fire Chief at meeting related to fire prevention.

Meets scheduling and attendance requirements.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has a moderate noise level.

Fire Inspector Position Description

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared by the Fire Chief on

Reviewed and Approved by the Village Administrator on

Reviewed and Approved by the General Government and Finance Committee on:

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