WISCONSIN FIRE SERVICE GUIDEBOOK

7th Edition, March 2017

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Wisconsin Department of Safety & Professional Services
Fire Prevention Program
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THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES' MISSION:

"To promote economic growth and stability while protecting the citizens of Wisconsin as designated by statute."

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DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
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INTRODUCTION

The Fire Prevention Section of the Department of Safety and Professional Services developed this guidebook to familiarize fire departments with the structure of state and local government; to provide guidelines for established and acceptable management and operational practices, and to provide information on selected topics that may be difficult to find in the field. Many of the topics covered in the guidebook are taken from experience working with actual local fire department issues. This guidebook also provides information about benefit programs provided only to public sector firefighters. The book accurately reflects all names, web-sites, phone numbers, and contacts as of November, 2016. Finally, a "toolbox" has been included as part of the guidebook to provide fire departments with examples of forms and other documents that may be useful in record keeping and department operations. Many of the forms are generic and can be copied or modified to fit the needs of your department.

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

Few individuals assuming the rule of a chief officer are prepared for the responsibilities that they now have. "First time" fire chiefs have an opportunity for orientation when the Wisconsin Fire Chief's Association sponsors "Chiefing 101." Check the Wisconsin State Fire Chiefs' Association website.

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

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

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

- *Handbook for Wisconsin Police & Fire Commissioners* from the League of Wisconsin Municipalities either at their website (www.lwm-info.org/) or by writing to them at: League of Wisconsin Municipalities, 131 West Wilson, Suite 505, Madison, WI 53703.
- The *Officer Development Handbook* is published in partnership with the International Association of Fire Chiefs Foundation (IAFC), and is intended to help fire officers at all levels plan a systematic development program for their professional fire service careers. The *Officer Development Handbook* outlines four key elements of professional development: education, training, experience and self-development; and discusses each of these elements at different levels of a fire officer's career: supervising fire officer, managing fire officer, administrative fire officer, and executive fire officer. Each section also includes an overview of the corresponding National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Development.

RESPONSIBILITIES OF THE FIRE DEPARTMENT

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

Responsibilities of the Fire Chief as a Municipal Official and Elements Affected:

- Administrator
- Policy
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- NFIRS Reports
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- Department Budget
- Capital
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- Fire Protection

Personnel Management

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

Knowledge of Codes & Standards

The Codes and Standards listed here are examples, not a complete list. Not all of these examples are adopted by Department of Safety and Professional Services.

Fire Service National Standard

- NFPA 1 Fire Code
- NFPA 1001 Standard for Fire Fighter Professional Qualifications
- NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications
- NFPA 1021 Standard for Fire Officer Professional Qualifications
- NFPA 1403 Standard on Live Fire Training Evolutions
- NFPA 1901 Standard for Automotive Fire Apparatus
- NFPA 1911 Standard for the Inspection, Maintenance, Testing, & Retirement of In-Service Automotive Fire Apparatus
- NFPA 1914 Standard for Testing Fire Department Aerial Devices
- NFPA 1971 Standard on Protective Ensembles for Structural Fire Fighting & Proximity Fire Fighting
- NFPA 1981 Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services
- NFPA 1982 Standard on Personal Alert Safety Systems (PASS)
- NFPA 1983 Standard on Life Safety Rope & Equipment for Emergency Services

Wisconsin Administrative Code

- SPS 314 Fire Prevention
- SPS 328 Smoke Detectors & Carbon Monoxide Detectors
- SPS 330 Fire Department Safety & Health Standards
- SPS 332 Public Employee Safety & Health
- SPS 360-366 Wisconsin Building Code
- IBC International Building Code
- IEBC International Existing Building Code

Wisconsin State Statutes

- 101.14 Fire Inspections, Prevention, Detection & Suppression
- 101.141 Record Keeping of Fires
- 101.573 Fire Dues Distribution
- 101.575 Entitlement to Dues
- 165.55 Arson Investigation

OSHA Standards

- 29 CFR 1904 Recording & Reporting Occupational Injuries & Illness
- 29 CFR 1910 Occupational Safety & Health Standards
- 29 CFR 1926 Safety & Health Regulations for Construction

Is Your Fire Chief Legally A Fire Chief?

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

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

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

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

19.01 Oaths and bonds.

(1) FORM OF OATH. Every official oath required by article IV, section 28, of the constitution or by any statute shall be in writing, subscribed and sworn to and except as provided otherwise by s. 757.02 and SCR 40.15, shall be in substantially the following form:

Below is an example oath of office that could be used to swear in a new fire chief

STATE OF WISCONSIN,
County of ________________________________
I, the undersigned, who have been elected (or appointed) to the office of _______________, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the constitution of the United States and the constitution of the state of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. So help me God.

Subscribed and sworn to before me this _______ day of ____________, _______________ (year)

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

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

Is Your Fire Department Officially Recognized?

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

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

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

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

Mechanisms to Recognize a Fire Department or Fire Chief
Governmental bodies have three mechanisms by which they can recognize a fire department or fire chief: a resolution, an ordinance, or a contract.

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

Key Points to Include In an Ordinance Officially Recognizing the Fire Department or Fire Chief

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

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

Categorize fire inspection responsibilities separately from suppression responsibilities.

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

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Establishing a Fire Department

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

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

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

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

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

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

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

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

Classifications of Fire Departments

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

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

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

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

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

Types of Fire Departments

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

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

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

Chapter 213 Fire Department
The Wisconsin Statutes (ss 213, Wis. Stats.) provide a mechanism for private individuals to form a body and create a fire department for the protection of property in rural areas. A chapter 213 department is linked to a municipality through contractual services for fire protection. The department's administration, budget, expenses and personnel compensation are handled directly by the department and not by the municipality. These departments are governed by OSHA regulations and excluded from the SPS 330 Fire Department Health and Safety Regulations.

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

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

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

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

Regulations and the Fire Service

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

primarily communicate with the Department of Safety and Professional Services through their Fire Prevention Coordinator.

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

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

Principal categories of records are:

- Finances
- Personnel
- Investigations
- Water supply, apparatus, and equipment
- Standard Operating Procedures/Guidelines
- Training
- Fire prevention inspections
- Communications
- Fire incident and emergency services

Fire Incident Reporting
Collecting comprehensive fire incident data should be a standard practice with every fire department. Records are necessary to compliment the administrative process and maintain a reference for future inquiries. Fire incident reports can provide data to address local problems and to enhance public relations and public education. Wisconsin Statutes (ss.101.141, & ss. 165. 55, Wis. Stats.) direct the chief of the fire department to investigate the cause, origin and circumstances of every fire and direct the Department of Safety and Professional Services to maintain records of all fires occurring in this state. We also encourage industrial fire brigades and federal fire departments to participate in the program. Statistics gathered by the Department of Safety and Professional Services are used to evaluate potential problems and to respond to inquiries from legislators, researchers, educators, NFPA, International Association of Arson Investigators, insurance companies, and individuals. Statistics are often reviewed in the process of building and fire safety code development or to revise, and to support fire safety programs. Both the U.S. Fire Administration and the National Fire Protection Association request the fire incident report for some specific fires from local fire departments.

2007 Act 75 was enacted on March 12, 2008. Act 75 moved the entire state into reporting electronically. There are several ways to do this, each with advantages and disadvantages. Safety and Professional Services recommends, however, moving to direct electronic transfer of fire incident reporting to FEMA through the National Fire Incident Reporting System (NFIRS). This can be accomplished by any of the available vendor software products or by using either of the **free software** programs, the Client Tool or the Data Entry Browser Interface (DEBI), which FEMA makes available on their web site. Hazardous material and non-fire incidents can be reported using this system. The Fire Prevention Section staff will help you learn the NFIRS system.

2013 Act 20 was enacted on July 1, 2013; Act 20 ties the requirement for reporting to the NFIRS to 2% dues as a qualifier to receive funding. This qualifier has been added to the self-certification process and the auditing process. In accordance with State Statutes, the fire incident report must be filed within 60 days after the fire occurs. Municipalities and fire departments must be in substantial compliance with the fire incident reporting requirements in Section 101.141 of the Wisconsin Statutes .

National Fire Incident Reporting System (NFIRS)

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

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

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

Legal Custodian of Records

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

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

Public sector employers are required to maintain and post records of injuries and job related illnesses per Fire Department Health and Safety Rule - SPS 330.50, and federal rule 29 CFR 1904.2:

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

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

Transfer of Records at Termination of Office

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

Fire Prevention Inspection Records

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

Each record should indicate:

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

Citation Authority

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

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

Municipal Citations: Municipalities may create citations for ordinance violations (ss. 66.113, Wis. Stats.) A penalty structure is created and fines or even jail time may be imposed. The local district attorney or municipal court prosecutes citations. The DA may modify the penalty up or down. Generally fire prevention citations are preceded by a compliance order. Be sure to check the statutory reference for the information you are required to collect to ensure a complete process and for information about the appeal process. Many municipalities use a format used by law enforcement officers (which asks for birth date, etc.) to collect information. If information cannot be obtained from the responsible party, the WI Department of Transportation can assist.

Fire Limits

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

Fire Inspections in OSHA Regulated Occupancies

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

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

Crimes against Public Health and Safety – Fire

Negligent Handling of Burning Material
1) Whoever handles burning material in a highly negligent manner is guilty of a Class A misdemeanor. (ss. 941.10, Wis. Stats.)
2) Burning material is handled in a highly negligent manner if handled with criminal negligence under ss. 939.25 (reference to criminal negligence) or under circumstances in which the person should realize that a substantial and unreasonable risk of serious damage to another's property is created.

Interfering With Fire Fighting
(ss. 941.12, Wis. Stats.)
1) Whoever intentionally interferes with the proper functioning of a fire alarm system or the lawful efforts of fire fighters to extinguish a fire is guilty of a Class E felony.
2) Whoever tampers with or removes, without authorization, any fire extinguisher, fire hose or any other firefighting equipment, is guilty of a Class A misdemeanor.
3) Whoever interferes with accessibility of a fire hydrant by piling or dumping material near it without first obtaining permission from the appropriate municipal authority is guilty of a Class C misdemeanor. Every day during which the interference continues constitutes a separate offense.

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

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

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

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

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

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

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

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

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

Impersonating a Peace Officer, Fire Fighter, or Other Emergency PPPpeace officer, fire fighter, or other emergency ersonnel
(1)(b) *Except as provided in sub. (2), whoever impersonates a fire fighter with intent to mislead others into believing that the person is actually a fire fighter is guilty of a Class A misdemeanor.*
(2) *Any person violating sub. (1) with the intent to commit or aid or abet the commission of a crime other than a crime under this section is guilty of a Class H felony.(ss. 940.70(1)b & (2)*

Emergency Response with Private Vehicles

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

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

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

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

Cause and Determination of Fires

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

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

<u>Division of Criminal Investigation - Arson Bureau/State Fire Marshall's Office</u>

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

The Arson Bureau in conducting investigations uses the following priority system.

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

Police Powers of the Fire Chief

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

<u>Powers Include:</u>

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

Razing of Dilapidated Buildings

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

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

Emergency Protective Placement

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

Fire Numbers - Rural Numbering

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

Wisconsin Smoke Alarm Regulations

Wisconsin has been a proactive state in the implementation of smoke alarm regulations. All residential living units of any type - apartment, trailer home, single family, multi-family, must have working smoke detectors. Since April 1, 1992, all new construction under the uniform dwelling code (SPS 328) must have "hard-wired" smoke alarms that are interconnected so that the activation of one smoke detector will activate all others.

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

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

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

Dry Hydrant Systems

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

Street Hydrant Systems

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

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

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

Hydrants placed in areas subject to vehicle traffic must be protected against damage and collision. Hydrants should be set so that the hose connections are at least 18 inches above grade. Additionally, fire departments may find NFPA 1 (2012 edition) Chapter 18 helpful in evaluating water supply.

Fireworks and Explosives

Who Regulates Fireworks In Wisconsin?

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

Fireworks Use Permits

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

Who Can Issue A Permit?

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

Who Can Receive A Permit?

Public authority
Fair association
Amusement park
Park board
Civic organization
Any individual or group of individuals
Agricultural producer (protection of crops)

What Type Of Fireworks Do Not Require A Permit?

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

The Following Items May Be Sold Without a Permit

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

What Are Fireworks?

(ss. 167.10, Wis. Stats.) *Fireworks are anything manufactured, processed or packaged for exploding, emitting sparks or combustion, which does not have another common use, but does not include any of the following: fuel or a lubricant; a firearm cartridge or shotgun shell; a flare used or possessed or sold for use as a signal in an emergency or in the operation of a railway, aircraft, watercraft or motor vehicle; a match, cigarette lighter, stove, furnace, candle, lantern or space heater; tobacco and a tobacco product; or any of the items listed above as not requiring a permit for sale.*

Storage and Handling of Fireworks:

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

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

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

Operation of the Fireworks Display:

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

Transportation of Fireworks:

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

Miscellaneous Enforcement Issues

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

How Are Explosives Classified?

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

- Division 1.1 EXPLOSIVES:
  Possessing detonating or otherwise maximum hazard, such as dynamite, desensitized nitroglycerin, lead azide, fulminate of mercury, black powder, blasting caps and detonating primers.

- Division 1.2 EXPLOSIVES:
  Possessing flammability hazards, such as propellants, including some smokeless propellants and photographic flash powders. (Most public display fireworks are Class B explosives)
- Division 1.4 EXPLOSIVES:
  Includes certain manufactured articles which contain Class A or Class B explosives, or both, as components, but in restricted quantities.
- Division 1.5 BLASTING AGENTS:
  Possessing minimal accidental explosion hazard.

Disposal of Explosives, Blasting Agents and Fireworks:

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

Emergency Planning and Community Right to Know

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

Superfund Amendments and Reauthorization Act of 1986 - SARA Title I & Title III

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

Spill Prevention Control and Countermeasure (SPCC) Plan

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

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

SPCC Plan requirements apply to facilities with:

- Aboveground storage capacity of single container in excess of 660 gallons
- Aggregate storage capacity greater than 1,320 gallons (not necessarily in tanks)
- Total below ground storage capacity greater than 42,000 gallons.

General Liability Exclusions for Fire Departments

Wisconsin State Statutes provide considerable protection against liability to fire departments. Chapter 213 fire departments (see page 12) have the greatest amount of protection. A specific procedure for notifying and filing a liable claim against a fire department for operational activities and negligent fire inspection activities can be found in the statutes (ss. 893.80, Wis. Stats.)

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

State Certification of First Responders

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

Fire Department Health & Safety Rule

Public employees must be protected by health and safety rules equivalent to that provided through the OSHA rules for the private sector. (ss. 101.055, Wis. Stats., Ch. SPS 330)

The scope of SPS 330 contains minimum requirements for an occupational health and safety program for public sector fire department employees involved in fire department operations. Employers must make adequate training, equipment and other safeguards available to protect the health and safety of the firefighter. Private sector fire departments must comply with specific OSHA fire brigade regulations.

Bloodborne Pathogens Standard

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

- Evaluate routine tasks and procedures in the workplace that involve blood or potentially infectious materials;

- Identify workers performing such tasks; and
- Use a variety of methods to reduce the risk of exposure. Refer to the above standard for specific requirements.

Traffic Control Strategies

Fire departments should work with local law enforcement department to have written traffic control strategies as part of their Standard Operating Guidelines (SOGs). FEMA FA 197, Developing Effective Standard Operating Procedures for Fire & EMS departments is a good guideline to give fire department and law enforcement staff clear guidance to avoid controversy over traffic control and equipment placement at the scene of an emergency. Another reference is NFPA 1551 6:4.7.1 and 6:44.7.2) Standard on Fire Department Occupational Safety and Health Programs directs that apparatus placement and associated markings shall be used to protect personnel working at the scene. Incorporation of this standard in fire department SOGs may prevent injury or death due to inadequate traffic control. SPS 332 references the Manual of Uniform Traffic Devices as another source of information.

Firefighter Injury or Death

Fire Department Funeral Ceremony

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

Worker's Compensation

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

Disability Compensation

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

Tuition Exemption for Children of Firefighters Killed In the Line of Duty

(ss. 20.285 (1) (bm), 20.292(1) (am), 36.27 (3m), and 28.24 (5), Wis. Stats.)

Wisconsin has a tuition waiver program for children whose parents were firefighters killed in the line of duty. Tuition waivers apply to resident undergraduate tuition at the University of Wisconsin and the Wisconsin Technical College System (WTCS). To qualify for this program, the applicant’s parent must have been a firefighter who was killed in the line of duty prior to the child attaining age twenty-one. The resident undergraduate tuition waiver remains in place until either 1) a sufficient number of credits are completed to satisfy the requirements for a bachelor’s degree in the student’s major course of study; or 2) five consecutive years have passed, whichever happens first.

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

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

The Public Safety Officers Benefit Program (PSOB)

PSOB (*see Appendix E*) is a federally administered firefighter death benefit program created by Congress to provide a one time lump sum payment to police officers and volunteer and career firefighters who are permanently and totally disabled in the line of duty. Payment may also be made to family of a police officer or firefighter killed in the line of duty. As of January 2016, the death benefit amount was $333,881. The amount is adjusted yearly with the Consumer Price Index. A person receiving the disability benefit is not eligible for the death benefit if he/she dies from the injury. For more information visit their web site at www.psob.gov/; contact (888) 744-6513 or write:

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

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

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

State Administered Public Safety Officer Death Benefit Program

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

Funding Sources

Taxes or Fees for Service

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

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

1. Appropriate money to pay for fire protection in the town; or
2. Charge property owners a fee for the cost of fire protection provided to their property according to a written schedule established by the town board; and/or
3. Levy taxes on the entire town to pay for fire protection; and/or
4. Levy taxes on individual properties served by a particular source of fire protection, to support the source of that protection.

2% Fire Dues

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

Distribution of the Funds

- About $600,000 annually is distributed to the Department of Safety and Professional Services Fire Prevention Section to administer the Fire Dues Program. Safety and Professional Services 2% activities include fire inspector training and other support to fire departments across the state.
- About $1,006,200 annually is distributed to the Wisconsin Technical College System Board for firefighter training.
- The rest of the money is distributed to municipalities based on the ranking of the municipality's "equal value of improvements" in relation to that of the other qualifying municipalities.
- Funds available for distribution in June 2016 were approximately $20 million. Of that amount more than $18 million was distributed to municipalities for fire prevention and protection

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

2% Dues Fire Department Audits
Fire departments must prove eligibility for these funds through an annual online self-certification process and periodic on-site audits of their fire records conducted by the Fire Prevention Coordinator.

For questions on the audit process contact your local State of Wisconsin Department of Safety and Professional Services Fire Prevention Coordinator.

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

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

Fire Dues On-line Application

In January 2011, the Department of Safety and Professional Services Fire Prevention Program implemented an electronic 2% Fire Dues Self-Certification Form for use in future years. The Wisconsin Fire Dues On-line System is the only means to completing the self-certification process.

Chiefs are able to view the information the DSPS Fire Prevention Program has about their fire department and the municipalities they serve. Clerks can view the information the DSPS Fire Prevention Program has about their municipality and the fire department(s) that serve it. Changes to the information can be made at any time. Some of the information participants will be able to change directly, while for other points they will need to contact the Fire Prevention Program to complete those changes.

All fire chiefs and municipal clerks need to be able to log into the Fire Dues System. In many cases the User Name chosen by the former fire chief or former municipal clerk is generic. In that case new chiefs and new clerks should contact the Fire Prevention Coordinator for their district. The coordinator can assist in changing the password and reveal the User Name.

Registration Instructions for the On-line System can be found at: http://register.wisconsin.gov

WI Department of Natural Resources Assistance Program

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

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

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

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

Insurance Services Office (ISO)

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

State of Wisconsin Payments for Municipal Services

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

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

Reimbursement for Fire Fighting on Federal Property

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

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

Billing of Fire Protection Costs to Tax Exempt Properties

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

Federal Assistance Programs for the Fire Service

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

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

Examples of Federal Assistance Programs:

Community Development Block Grants (CDBG)

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

Reimbursement for Expenses of Hazardous Material Response

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

Wisconsin Federal Surplus Property Program

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

Wisconsin Division of Federal Property
One Foundation Circle
Waunakee, Wisconsin, 53597-8914
Phone: (608) 849-2449
Fax: (608) 849-2468
www.wifederal.com

Emergency Medical Services (EMS) Funding Assistance and Outreach Grants

Emergency Medical Services Funding Assistance Program (EMS-FAP) provides assistance to local EMS units. Applications are generally to be submitted to the program by November of each year. More information may be obtained by calling the EMS Section at (608) 261-6870

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

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

Reimbursement for Fire Calls on Highways

Municipalities

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

Reimbursement to Cities, Villages, and Towns

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

The Division of Business Management, Bureau of Financial Services, (608) 264-7700, manages the WDOT reimbursement program. You can also call the Division of Transportation Infrastructure Development, Bureau of Highway Operations at (608) 267-8999.

Firefighter Retirement Programs

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

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

Service Award Program

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

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

Additional program information can be found at Service Award Program information on the web, please visit: http://www.doa.state.wi.us/Divisions/Intergovernmental-Relations/Service-Award-Program/

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

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

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

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

Wisconsin Fire Sprinkler Contractor Requirements

All maintenance, testing, or installation of fire sprinkler systems in the state must be conducted by individuals who are licensed with Department of Safety and Professional Services (SPS 305). Applicable licenses are: automatic fire sprinkler apprentice, automatic fire sprinkler journeyman, fire sprinkler fitter maintenance, and automatic fire sprinkler contractor.

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

APPENDICES

APPENDIX A
WISCONSIN AND NATIONAL FIRE SERVICE ORGANIZATIONS

Wisconsin State Fire Chiefs Assoc.
6737 W. Washington St.
Suite 1300
West Allis, WI 53214
(800) 375-5886
www.wscfa.com

Wisconsin Fire Inspector's Assoc.
P.O. Box 1075
Menomonee Falls, WI 53051
www.wsfia.org

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

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

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

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

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

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

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

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

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

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

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

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

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

Wisconsin Arson Insurance Council
WAIC C/O Allmark Services
P.O. Box 751
Brookfield, Wisconsin 53008-0751
www.wiarsonhotline.org

APPENDIX B
FIRE SERVICE INFORMATIONAL RESOURCES

Public Education Support Material

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

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

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

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

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

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

Technical Resources

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

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

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

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

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

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

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

FIRE SERVICE INFORMATIONAL RESOURCES

Educational Resources

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

Campus and adjunct fire service training programs.

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

Campus and correspondent fire service training.

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

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

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

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

Miscellaneous

Wisconsin Emergency Medical Office
Bureau of EMS and Injury Prevention
P. O. Box 2659
Madison, WI 53701-2659
(608) 266-1568

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

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

Cleans and disinfects cloth and fibers used in protective clothing.

APPENDIX C

AREAS OF FIRE SERVICE RESPONSIBILITY IN WISCONSIN

Wisconsin Department of Safety and Professional Services
Industry Services (Safety and Buildings)
Fire-Safe Building Design and Construction
Boiler Safety Program
LPG Storage Tank Plan Review
Public Sector Safety Program -
Fire Department Health & Safety Standards (SPS. 330)
Fire Inspector Training
Fire Code Technical Consultation
Fire Code Enforcement Assistance,
2% Dues Program
2% Fire Dues Administration
Fire Code
Fire Incident Reporting
Clearing-House for Fire Service Issues
Fire Chief/Fire Department Listing
Inspection Forms and Supplies

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

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

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

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

Wisconsin Department of Natural Resources
Dry Hydrant Systems
Forest Fire Protection
Petroleum Environmental Cleanup Fund Act (PECFA)

APPENDIX D

MODEL LANDLORD/TENANT AGREEMENT FOR SMOKE DETECTOR CONDITION

I,________________________ of ______________________________________,

(print name) (address)

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

(#)

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

____ ________________________

(tenant signature) (date)

____

(landlord/manager signature)

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

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

APPENDIX E

GUIDE FOR CONDUCTING FIRE DEPARTMENT FUNERALS

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

HOW TO REPORT A LINE-OF-DUTY DEATH

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

1. Immediately contact the Federal Department of Justice's Public Safety Officers' Benefits (PSOB) Program at (888) 744-6513. When you report a firefighter death, have all critical information available on the firefighter, department, and next-of-kin. PSOB offers financial assistance to survivors of public safety officers who die in the line of duty from a traumatic injury. There are many procedures that need to be followed so survivors can receive benefits to which they are entitled. Call PSOB even if you are not sure whether your firefighter's family will qualify for benefits under this program. This initial phone call will begin the process of determining the survivors' eligibility for benefits. All firefighter fatalities must be reported within 8 hours to the Authority having Jurisdiction: Public fire departments report to the Wisconsin Department of Safety and Professional Services (DSPS) and Private fire departments report to Federal OSHA.

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

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

A comprehensive Resource Guide of line-of-duty death materials for fire departments is available from the Foundation free of charge. This 50-page guide is intended for pre-incident planning, but it contains information on family and fire department support, and resources that may be helpful to you at this time. Send an e-mail request for this guide, or call (301) 447-1365 to request a copy.

The Foundation also sponsors the annual National Fallen Firefighters Memorial Weekend. Fallen firefighters who meet the criteria for inclusion will be honored at the National Memorial Service during the calendar year following the death.

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

FIRST 24 HOURS

Notification

_____ Assign a 2-person team to notify the firefighter's family, in person, before releasing any information
_____ Notify all on- and off-duty personnel, including chaplain.
_____ Notify elected officials and other key people in the community of the death.
_____ Notify all other fire chiefs in the jurisdiction.
_____ Notify the Public Safety Officers' Benefits Program office
_____ Place the station flag at half-staff and drape front of fire station in black bunting
_____ Notify the DSPS or OSHA within 8 hours

Family Support

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

Department Support

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

Dealing with the Incident

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

Dealing with the Community and the Media

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

DAY TWO THROUGH THE FUNERAL

Funeral/Memorial Service

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

Family Support

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

Department Support

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

AFTER THE FUNERAL

Family Support

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

Department Support

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

Memorials and Tributes

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

Department Issues/Planning

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

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

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

Types of Funerals - wishes of the family are paramount

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

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

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

Arrangements – working with the family and funeral director

Normal Funeral Arrangements

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

Additional Arrangements for Formal Funerals

- Fire Department Pumper – as designated by the Chief will be stripped of hose and prepared with flowers and black bunting to transport the casket. (Multiple pumpers or vans/station wagons may be needed for multiple-member funeral.)
- Procession Vehicle Placement – map placement of all vehicles in the procession.
- Location Map – sufficient quantities of printed maps of involved areas will assist out-of town guests and should include:

  - Fire House(s)
  - Funeral Home
  - Church
  - Dignitary Assembly Area
  - Funeral Detail Assembly Area
  - Auxiliary Parking
  - Funeral Procession Vehicle Placement
  - Funeral Procession Route
  - Cemetery and grave location with parking areas designated
  - Location of food service areas
- Arrangements with Police for assistance with traffic, parking and funeral procession
- Photographer
- Media arrangements – at least one individual should be assigned to work with the media and establish and carry out press coverage including:
  - Rules for access to and behavior at the viewing/funeral home visitation
  - Rules for access to and behavior at the funeral ceremony
  - Rules for access to and behavior at the cemetery and gravesite
- Arrangements for out-of-town VIPs
- Transportation
- Airline and airport information
- Courtesy vehicles (with appropriate signage – “Fire Department Courtesy Car”)
- Lodging
- Food service
  - Department Ladies’ Auxiliary
  - Church Women’s Group
  - Caterer
  - Other food venues
- Viewing/visitation
- Funeral services
- Cemetery services
- Post-funeral activities

Responsibilities of Members

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

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

Inventory of Necessary Equipment

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

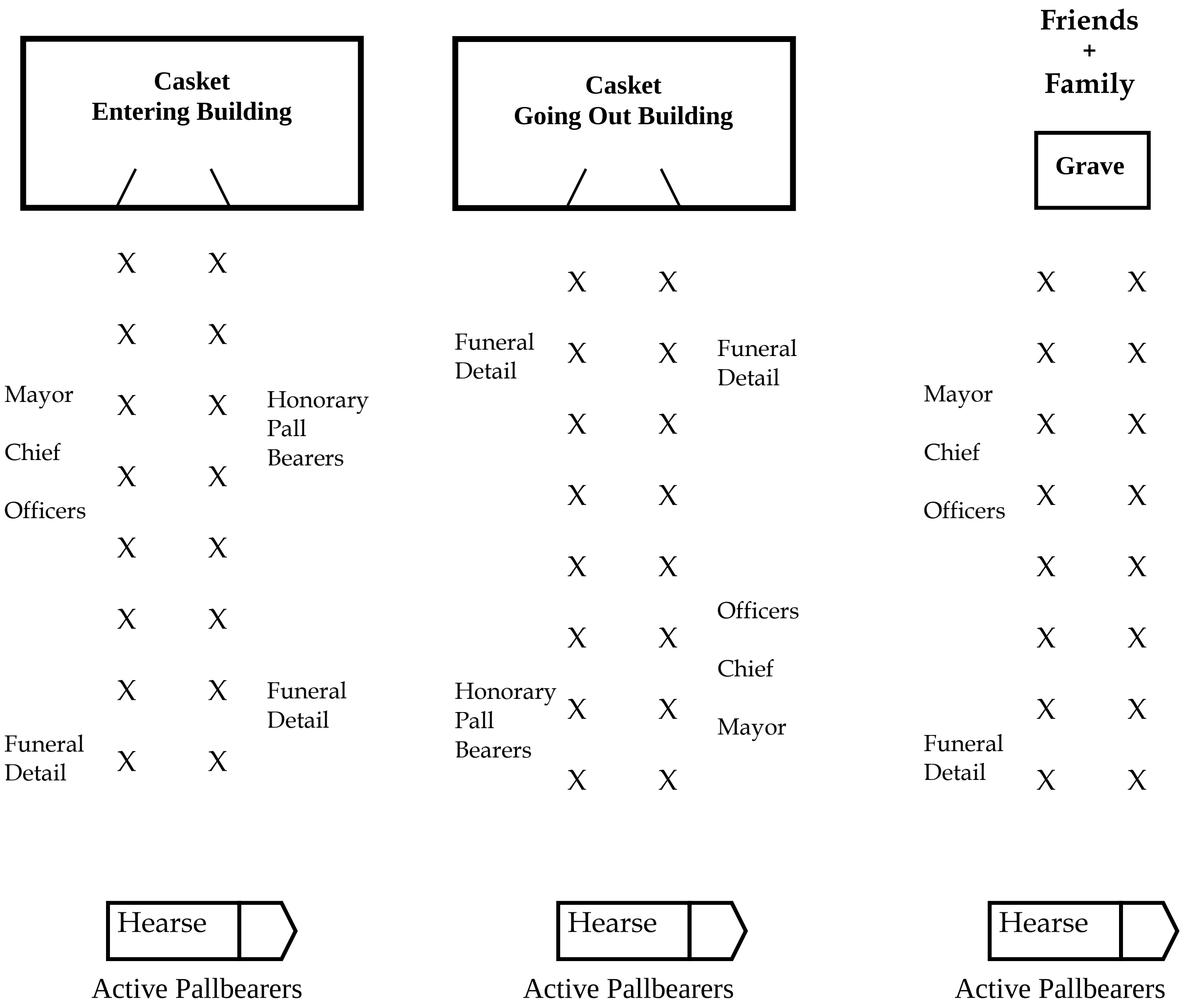
- Where to obtain necessary items: need to identify ahead of time
  - Flags – city hall or supplier
  - Color guards – American Legion or VFW
  - Band/Bugler – School or other local group
  - White gloves – Army/Navy store or other supplier
  - Signs – local sign shop/printer
  - Black Bunting – need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

APPENDIX E-3

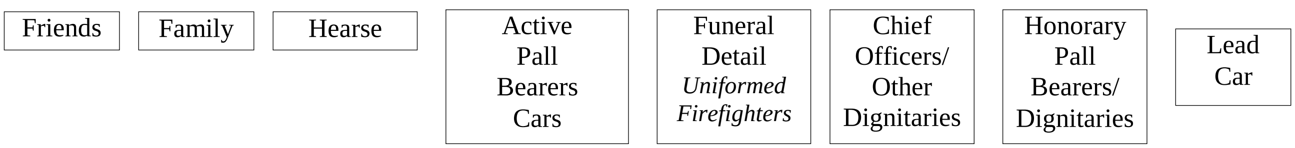
Guidelines For Funeral Formations

(According to Military Etiquette)

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



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



APPENDIX F

Department of Safety and Professional Services -- District Field Staff Maps

Fire Prevention Coordinator District Map

Commercial/Residential Building Inspectors Map

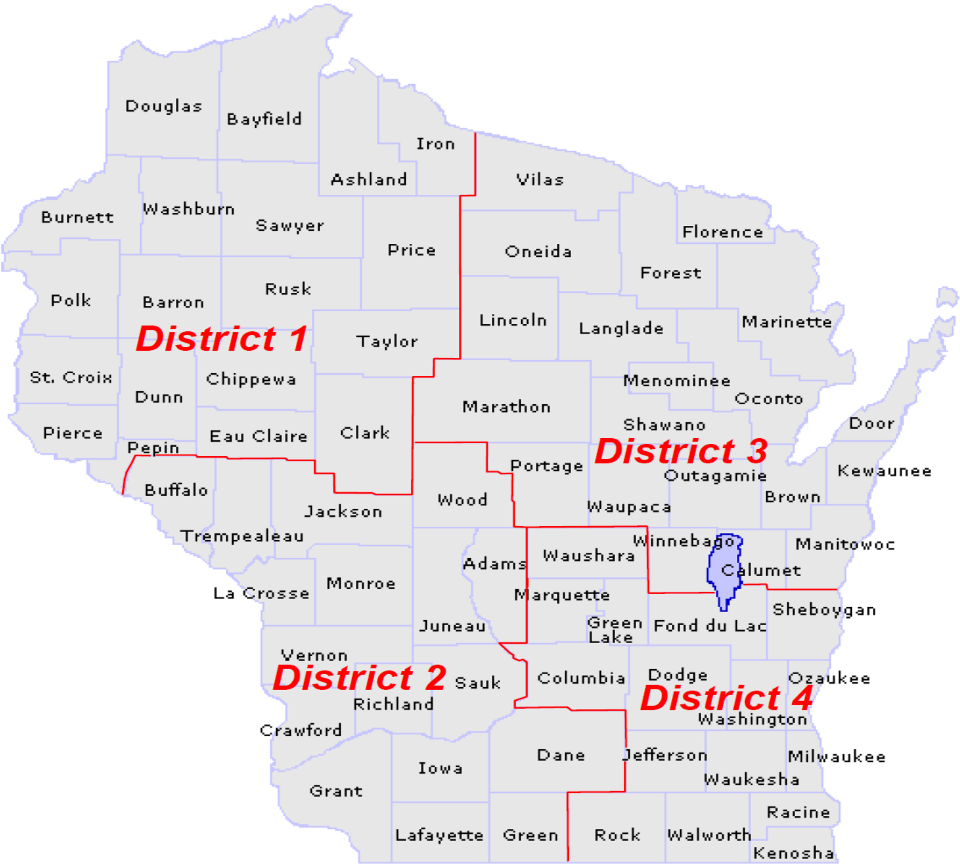
Boilers and Pressure Vessels Inspectors

Refrigeration Systems, Gas and Anhydrous Ammonia Program Inspectors

Public Sector Safety and Health Inspectors District Map

APPENDIX F-1

Fire Prevention Coordinator District Map



		Phone
1 - Rick Sommerfeld	Richard.Sommerfeld@Wisconsin.gov	715-944-4114
2 - Mike Fehrenbach	Mike.Fehrenbach@Wisconsin.gov	608-575-0179
3 –Carl Frisque – Lead Worker	Carl.Frisque@Wisconsin.gov	920-366-2469
4 - Sue Birren	Susan.Birren@Wisconsin.gov	414-416-3339
Fire Prevention - Office		
Fire Dues – Sarah Brown	Sarah2.Brown@Wisconsin.gov	715-634-4013
NFIRS – Sarah Brown	Sarah2.Brown@Wisconsin.gov	715-634-4013
Supervisor – Amy Millard	Amy.Millard@Wisconsin.gov	608-266-1816

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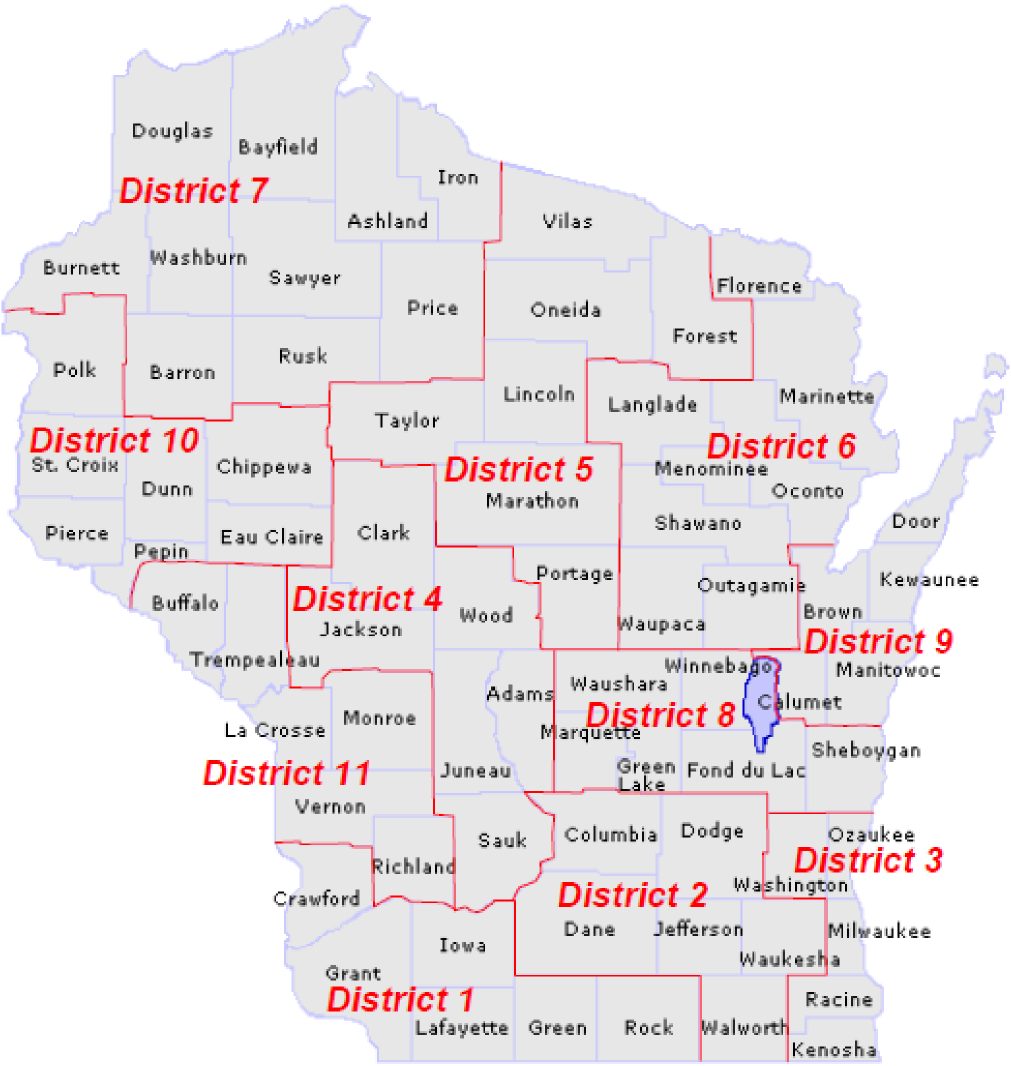
APPENDIX F-2

Commercial/Residential Building Inspectors Map



		Phone	Fax
1 - Charlotte Martin	Char.Martin@Wisconsin.gov	608-235-0579	608-283-7478
2 - Steve Gothard	Steve.Gothard@Wisconsin.gov	608-235-0568	608-283-7474
3 - Betty Wiese	Betty.Wiese@Wisconsin.gov	414-852-3694	608-283-7467
4 - Leonard Alexander	Len.Alexander@Wisconsin.gov	608-235-0582	608-283-7384
5 – Lucas Dederich	Lucas.Dederich@Wisconsin.gov	608-445-6558	715-345-5269
6 - John Anderson	John.Anderson@Wisconsin.gov	715-460-4503	920-492-5604.
7 - Teresa Black	Teresa.Black@Wisconsin.gov	715-634-8114	608-283-7485
8 - Brian Noe	Brian.Noe@Wisconsin.gov	920-420-4796	608-221-6935
9 – Jason Hansen	Jason.Hansen@Wisconsin.gov	608-598-0456	
10 - Joe Merchak	Joe.Merchak@Wisconsin.gov	715-821-1928	608-223-7702
11 – Bret Radke	Bret.Radke@Wisconsin.gov	608-386-1301	608-785-9330
Supervisor – Robin Zentner	Robin.Zentner@Wisconsin.gov	608-266-3723	
Submit general questions to:	DspsSbBuildingtech@Wisconsin.gov		

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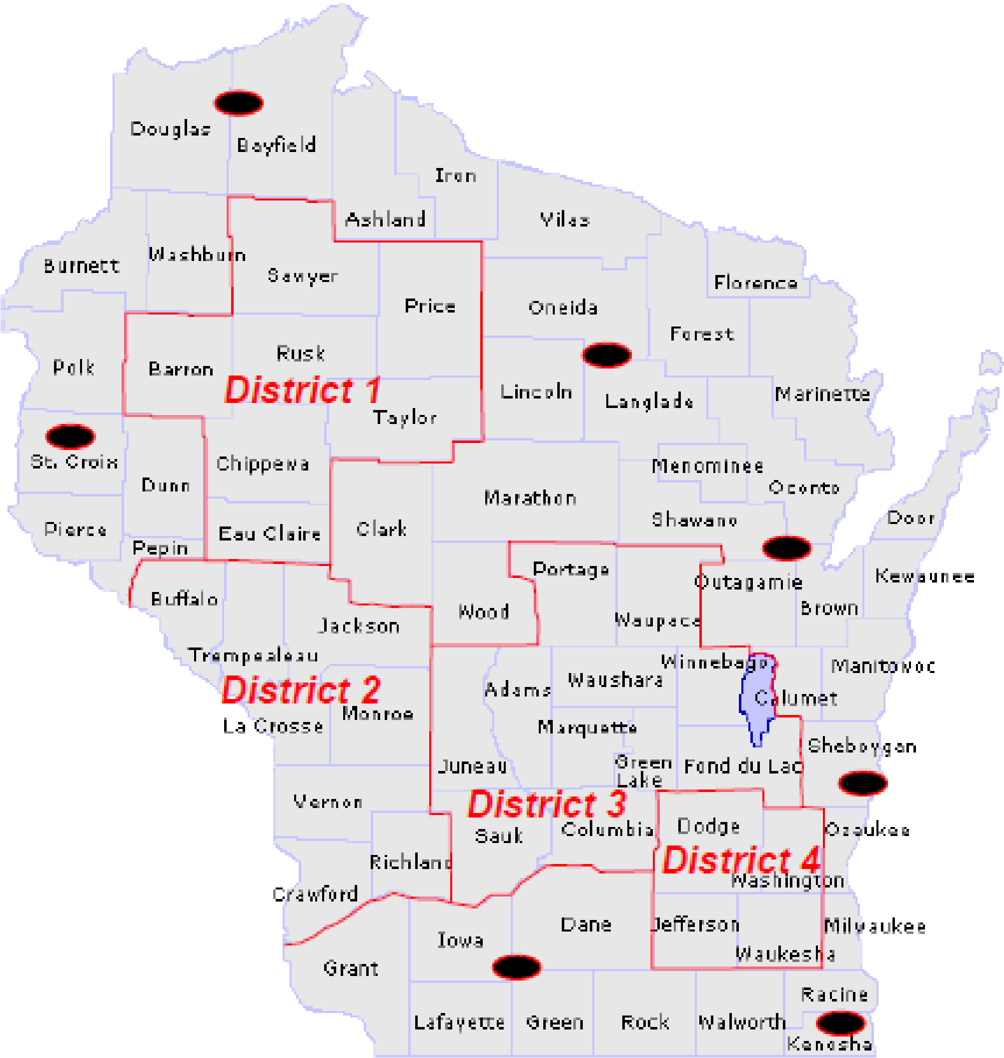
APPENDIX F-3

Boilers and Pressure Vessels Inspectors



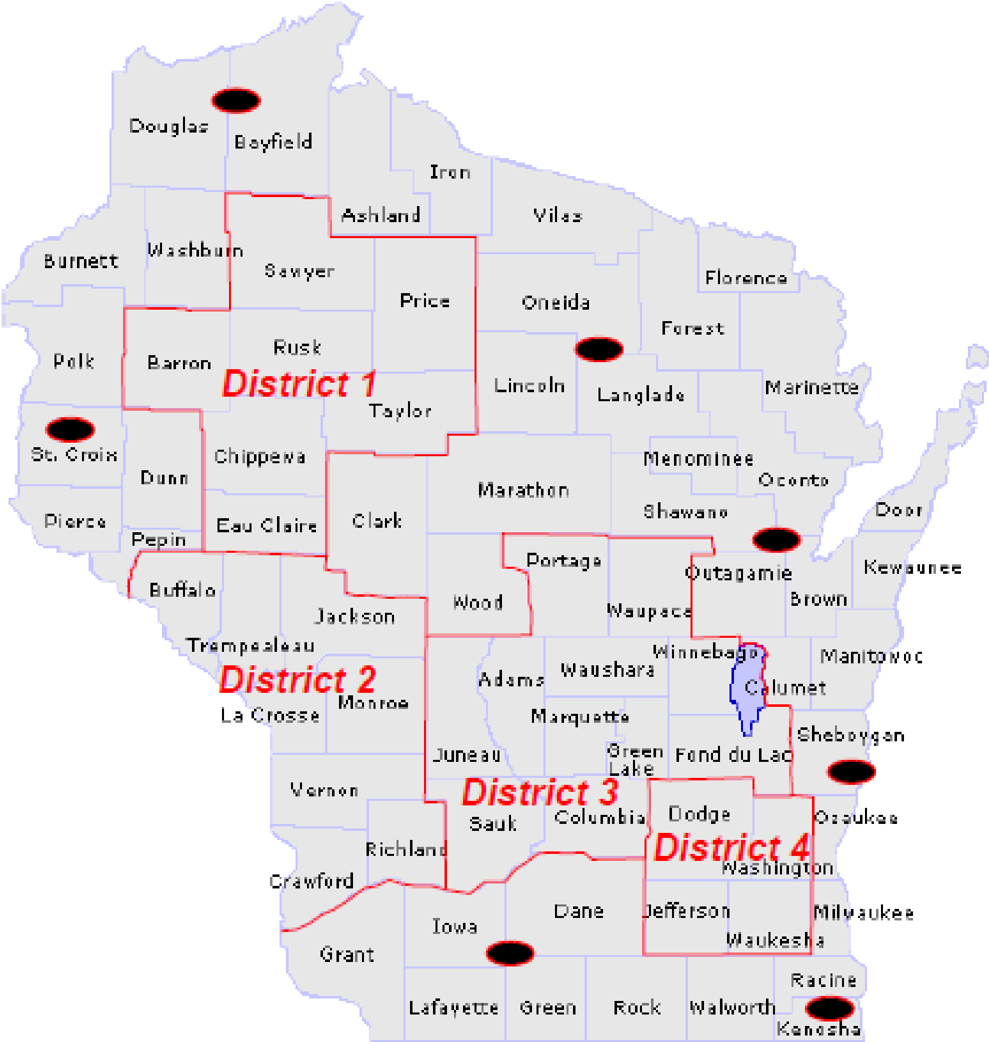
		Phone	Fax
1 - Damarc	Sales@damarcquality.com	866-361-4321	715-247-2055
2 – Damarc	Sales@damarcquality.com	866-361-4321	715-247-2055
3 – Michael J. Schmidt	MichaelJ2.Schmidt@Wisconsin.gov	920-360-2193	608-283-7433
4 - Terence Waldbillig	Terence.Waldbillig@Wisconsin.gov	414-303-8575	608-283-7429
Supervisor Kim Schmitt	Kim.Schmitt@Wisconsin.gov	262-524-3950	

Submit general questions to; DspsSbBoilertech@wisconsin.gov

Contact Damarc Quality Inspection Services LLC (866-361-4321) for inspections outside of districts.

APPENDIX F-4

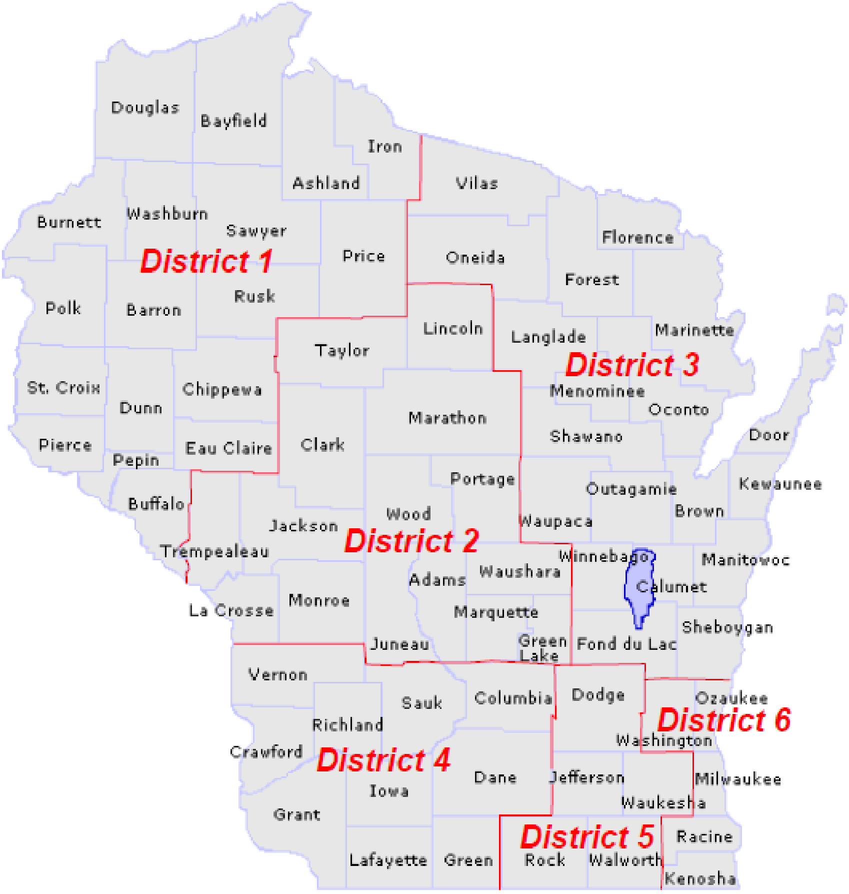
Refrigeration Systems, Gas and Anhydrous Ammonia Program Inspectors



		Phone	Fax
1 - Damarc	Sales@damarcquality.com	866-361-4321	715-247-2055
2 – Damarc	Sales@damarcquality.com	866-361-4321	715-247-2055
3 – Michael J. Schmidt	MichaelJ2.Schmidt@Wisconsin.gov	920-360-2193	608-283-7433
4 - Terence Waldbillig	Terence.Waldbillig@Wisconsin.gov	414-303-8575	608-283-7429
Supervisor Kim Schmitt	Kim.Schmitt@Wisconsin.gov	262-524-3950	
Submit general questions to;	DspsSbBoilertech@wisconsin.gov		

Contact Damarc Quality Inspection Services LLC (866-361-4321) for inspections outside of districts.

APPENDIX F-5
Public Sector Safety and Health Consultants District Map



		Phone	Fax
1 – Alex Trentor	Alex.Trentor@Wisconsin.gov	608-800-1232	
2 – Vacant			
3 – Tim Condon	Tim.Condon@Wisconsin.gov	414-852-3660	608-283-7495
4 – April Hammond	April.Hammond@Wisconsin.gov	608-225-6593	608-283-7489
5 – Dave Vriezen	David.Vriezen@Wisconsin.gov	414-416-3196	608-283-7425
6 – Jim Creegan	Jim.Creegan@Wisconsin.gov	608-219-7185	
Supervisor – Robin Zentner	Robin.Zentner@Wisconsin.gov	608-266-3723	
Submit general questions	DSPSSBHealthandSafetyTech@wisconsin.gov		
Ann Jurkowski – Industrial Hygiene	Ann.Jurkowski@Wisconsin.gov	608-438-6331	

Rev.2/17

APPENDIX G

Toolbox

2% Dues
Carbon Monoxide
    Forms
Codes
Compliance Forms
Fireworks
    Forms
First In Reports
Grant Info
Handouts
Hood Systems
Image Trend
Minimum Standards
Miscellaneous
NFIRS
Public Education
Q & A
Run Report
Schools
SOG
SPS 330
Training Records

Wisconsin Department of Safety and Professional Services
Division of Industry Services
1400 East Washington Avenue
PO Box 7302
Madison WI 53707-7302

Phone: 608-266-2112
Web: http://dsps.wi.gov
Email: dsps@wisconsin.gov

10/04/2016

2% Dues Explanation Sheet

1. Did your city, village, or town organize and/or maintain its fire protection services to provide continuous fire protection in the entire city, village, or town?

   Your city, town, or village must have a fire department respond to alarms for fires either through an organized fire department from your city, town, or village or through some contractual agreement with another fire department. If you contracted for your fire protection, the contract could be with another public or private fire department. The key is that the fire protection was continuous throughout the entire year. You should be prepared to demonstrate, through a written agreement, department response records, that this relationship exists satisfying the above requirement if the fire protection was provided by another department.

2. Did your fire department have a designated fire chief?

   The fire department, as mentioned in the explanation of item one, must have a designated fire chief. You should be prepared to show the auditor that the fire department serving the community has a designated fire chief through a department roster, table of organization, or other means in order to satisfy this requirement.

3. Did your fire department by itself; or in combination with another fire department (under a contract or mutual aid agreement) respond with at least four fire fighters, none of who was the chief, to each first alarm for buildings?

   To satisfy this requirement you must provide evidence of the number of people who responded to calls for fires. Department fire response records, payroll records, NFIRS reports, or other department reports that indicate the number of people who responded must be provided. It is highly recommended that departments utilize the National Fire Incident Reporting System. If you are not utilizing this reporting format you should contact the Department of Commerce at (608) 266-5824 or (608) 267-9360 to see how your department can benefit from using this system.

4. Did your fire department provide a training program that addresses training topics pertaining to safety and health?

   In order to qualify for your 2% dues, you must provide training to your fire fighters on subjects that relate to safety and health. This training can include, but is not limited to incident command, rapid intervention teams, fire fighter I or II, driver/operator training, fire officer training, physical fitness, self-contained breathing apparatus, hazardous materials, confined space, terrorism, etc. Department training records, either written or electronic, would be the best way to demonstrate that this training has been provided; however, there must be documentation that indicates that the training was provided.

5. Did your department provide facilities capable, without delay, of receiving fire alarms and dispatching of fire fighters and apparatus?

   Your fire department must demonstrate that it can receive alarms for fires. There are a number of ways in which this can be accomplished. Department members can receive fire alarms via radio pagers, telephone ring down systems, or through sirens that can be heard throughout a community. This <u>*does not*</u> *mean that the fire department must provide a building or radio system in order to qualify to receive 2% dues. Communication centers owned and operated by local police departments or county sheriff departments must meet the requirements of this section.*

6. Did your fire department either hold a meeting at least once each month if your department is volunteer or if a combination or paid department, maintain sufficient personnel ready for services at all times?

If you are a volunteer department you must demonstrate that you held monthly meetings. This can be accomplished through department minutes, training reports, meeting rosters, etc. It is important that you must provide written or electronic documentation that such meetings were held.

If you are a paid or combination department you must provide evidence that you have personnel available to respond. This can be accomplished through a variety of methods such as department rosters, daily staffing assignments, or any other means of electronic or written documents.

7. Did your city, village, or town use all of your 2% dues funds in one or more of the following areas?

State statute specifically outlines what the 2% dues funds can be used for.

A. The funds can be used to purchase fire trucks, brush trucks, etc. The money can be held in a reserve account for a number of years in order to accumulate enough money to purchase a vehicle. The money can also be spent to purchase any fire protection equipment used to supplement fire suppression or rescue activities.

B. *The 2% dues can be expended on fire inspection services (e.g. wages and benefits, contracting for fire inspection services, etc.) or for other fire education services or equipment. Money is typically spent for fire prevention brochures, props, and other public education items used to promote fire safety in a community.*

C. Training is another area where the 2% dues can be expended. Sponsoring training seminars, attendance at seminars, tuition, books, travel, and overtime costs are all permitted expenses of the training related items under this section.

D. *Municipalities can also use the 2% dues to supplement retirement programs such as the Length of Service Awards Program or other approved retirement program sponsored by the local municipality.*

Refer to Wisconsin State Statute 101.575 for the authorized uses of 2% entitlement funds. What the auditor will look for are fire department expenditures in one or all of the approved categories that are at least equal the amount of 2% dues funds that the department/municipality received.

8. Did the chief of your fire department provide for the inspection of every public building and place of employment within that department's jurisdiction: a) at least once in each non-overlapping 6-month period; b) in accordance with the exceptions established in s. COMM 14.02 WI Admin Code; or c) in accordance with a special order issued by the Department of Commerce?

You must demonstrate that you substantially complied with the provisions mentioned above. For the buildings the fire department is aware of, you must provide at least two inspections per year or at least one per year if the exceptions have been taken as noted above. It is possible that there may be public buildings or places of employment that the fire department is not aware of and, within reason, these buildings will not be counted against the fire department. The fire chief is responsible for determining the number of inspectable buildings in his/her community. This list should be updated at least yearly, if not every six months when new buildings are found.

Seasonal occupancies must be inspected twice per year; there are no rules that permit a fire department to inspect seasonal occupancies only once per year.

If your department has applied for and received one of the exceptions above, you must provide the special order to the auditor to justify a number of inspections less than the twice per year requirement. Auditors will base their review on the special order requirements.

9. Are written reports of fire inspections made and kept on file by your fire department or its designee?

Written or electronic reports of fire inspections must be kept on file. The minimum information that a fire inspection report must contain is the date of inspection, location of the inspection, violations found, and corrective actions taken. A written or electronic report must be maintained for each inspection conducted by the fire department.

10. Did the fire department provide public education services?

Fire departments should keep records of public fire education programs and tours given. Records for fire station tours can indicate the date and time of tour as well as the number of children and adults. Other activities such as open houses, fundraising breakfasts and dinners can also satisfy this requirement as long as some type of fire education program accompanied the breakfast or dinner. Completion of a training record can also serve as documentation for presentation of a public education program to the public. Commerce Chapter 14(14.47) specifies other fire prevention that a department can engage in to qualify for public education services. These activities include, but are not limited to, fire inspector training, fire prevention week program(s), residential fire inspection program, building plan review program, speakers bureaus, youth fire awareness programs (e.g. Juvenile Fire Safety Programs), fire extinguisher training programs, and smoke alarm programs.

Wisconsin Department of Safety and Professional Services
Division of Industry Services
1400 East Washington Avenue
PO Box 7302
Madison WI 53707-7302

Phone: 608-266-2112
Web: http://dsps.wi.gov
Email: dsps@wisconsin.gov

FIRE DEPARTMENT ANNUAL UPDATE FORM

Please Type or Clearly Print Information Date: __________

Name of Fire Department: ____________________________________ FDID: _________

Street Address of Main Station: ____________________________________

Mailing Address: ____________________________________

City: ______________________, WI County: _______________

Name of Designated Fire Chief: ____________________________________

Date (Month/Year) Fire Chief Originally Elected or Appointed: ____________

Fire Chief Phone: (FD Non-Emergency) __________________ Best Time to Call: ______________

Alternate Phone (w/ c/ h/): ____________________ Fire Chief E-mail: __________________________

Name of Lead Fire Inspector: ____________________________________

Lead Fire Inspector Phone (w/ c/ h/): ______________________ Best Time to Call: ____________

Lead Fire Inspector E-mail: ____________________________________

Name of Public Fire Education Officer: ____________________________________

Public Fire Education Officer Phone (w/ c/ h/): ____________________ Best Time to Call: ________

Public Fire Education Officer E-mail: ____________________________________

Name of NFIRS Contact: ____________________________________

NFIRS Contact Phone (w/ c/ h/): ____________________________ Best Time to Call: ____________

NFIRS Contact E-mail: ____________________________________

FAX Number for Fire Department Business: ___________________________

FIRE PREVENTION INSPECTIONS:

Who Conducts Fire Prevention Inspections?

( ) Fire Department Members ( ) Others (Contracted): _________________________

How many **total** inspections were performed in your territory last year?: ______________ (For example, if you inspected a building and had to re-inspect it 3 more times; that would be 4 inspections.) (This information is *only* used for our planning/estimating the inspection forms that we print for department use.)

MUNICIPALITIES:

Please provide updated information about municipality(s) in the Fire Department's territory. Designate whether Town, Village, or City of: (example; Municipality: Town of Adams County: Adams). Please remember to provide the date that the fire department began providing services to a specific municipality.

1. **Municipality**_______________________________________ **County:** ____________________

   Effective Date for Services Provided: __________________ **End Date of Services:** ___________

2. **Municipality**_______________________________________ **County:** ____________________

   Effective Date for Services Provided: __________________ **End Date of Services:** ___________

3. **Municipality**_______________________________________ **County:** ____________________

   Effective Date for Services Provided: __________________ **End Date of Services:** ___________

4. **Municipality**_______________________________________ **County:** ____________________

   Effective Date for Services Provided: __________________ **End Date of Services:** ___________

5. **Municipality**_______________________________________ **County:** ____________________

   Effective Date for Services Provided: __________________ **End Date of Services:** ___________

6. **Municipality**_______________________________________ **County:** ____________________

   Effective Date for Services Provided:__________________ **End Date of Services:** ___________

7. **Municipality**_______________________________________ **County:** ____________________

   Effective Date for Services Provided: __________________ **End Date of Services:** ___________

Fire Department Pay Status:*			**Fire Department Organization:**		**Roster:**
1	( )	Career	( )	Chapter 180	Number of Current Members:_____
2	( )	Combination	( )	Chapter 181	Number of Firefighters:_________
3	( )	Volunteer	( )	Chapter 213	Number of Fire Inspectors:_______
#___	( )	Other*	( )	Municipal	

*PAY STATUS KEY

1 – Career	**4 – Affiliate**	Type:	
2 – Combination	**5 – Federal/State/Military**	**( )**	**Public**
3 – Volunteer	**6 – Private**	**( )**	**Private**
		( )	**Unknown**

9 – Inactive (dissolved or reorganized with another fire department)

SBD-10114

INDUSTRY SERVICES DIVISION
Fire Prevention Program
P.O. Box 7302
Madison, Wisconsin 53707-7302
TTY: Contact Through Relay

FIRE DEPARTMENT REGISTRATION FORM

Please Type or Clearly Print Information

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

Date: ___________________________

Name of Fire Department: ____

Street Address of Main Station: ____

Mailing Address: ____

____, **WI** _______________ County : ________________________

Name of Designated Fire Chief: ____

Date (Month/Year) Fire Chief Originally Elected or Appointed: ________________________________

Fire Chief Phone: (FD Non-Emergency) : (__ __ __) __ __ __-__ __ __ __ Best Time to Call: __________________

Alternate Phone: ____________________ Fire Chief E-mail: ____

Name of Lead Fire Inspector: __________________________________-

Lead Fire Inspector Phone: ___________________________ Best Time to Call: __________________

Lead Fire Inspector E-mail: ____

Name of Public Fire Education Officer: ____

Public Fire Education Officer Phone: (__ __ __) __ __ __-__ __ __ __ Best Time to Call: __________________

Public Fire Education Officer E-mail: ____

Name of NFIRS Contact: ____

NFIRS Contact Phone: (__ __ __) __ __ __-__ __ __ __ Best Time to Call: __________________

NFIRS Contact E-mail: ____

FAX Number for Fire Department Business: (__ __ __) __ __ __-__ __ __ __

Fire Department Pay Status:*			**Fire Department Organization:**		**Roster:**
1	( )	Career	( )	Chapter 180	Number of Current Members:_____
2	( )	Combination	( )	Chapter 181	Number of Firefighters:_________
3	( )	Volunteer	( )	Chapter 213	Number of Fire Inspectors:_______
#___	( )	Other*			

***PAY STATUS KEY**

For further pay status definitions, please see our website:
http://dsps.wi.gov/Documents/Industry%20Services/Forms/Fire%20Prevention/FirePreventionDefinitions.pdf

1 – Career   2 – Combination   3 – Volunteer   4 – Affiliate
5 – Federal/State/Military   6 – Private

Municipalities:
List each municipality that is located within the territory served by this fire department. Designate whether Town, Village, or City of: (example; Municipality: Town of Adams County: Adams). Place an **X** behind the type of services provided.

1. Municipality____ County: __________________________
Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: _____________________

2. Municipality____ County: __________________________
Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: _____________________

3. Municipality____ County: __________________________
Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: _____________________

4. Municipality____ County: __________________________
Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: _____________________

5. Municipality____ County: __________________________
Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: _____________________

6. Municipality____ County: __________________________
Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: _____________________

7. Municipality____ County: __________________________
Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: _____________________

8. Municipality____ County: __________________________
Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: _____________________

FIRE DEPARTMENT REGISTRATION

A fire department that provides fire protection and fire prevention services to a municipality is required to register with the Department. In the fire dues process, fire department means a municipal fire department, public safety department, or public or private organization, such as a fire association, fire district, fire company or fire corporation, organized or created for the purpose of extinguishing fires and preventing fire hazards.

By statute, for the prevention of fire hazards, the chief of the fire department is constituted a Deputy of the Department of Safety and Professional Services. Registration is required to issue the Deputy ID card to the fire chief, and to ensure that the fire department receives their fire dues funding from the municipalities served by the fire department.

Questions about this form? Contact the Fire Prevention Program at DSPSSBFireDues@wisconsin.gov.

Carbon monoxide gas is dangerous!

Carbon monoxide poisoning can cause brain damage and death.
- Carbon monoxide gas is the leading cause of accidental poisoning deaths in the United States.
- Carbon monoxide gas is produced by common household fuel-burning appliances. When not properly vented, poison gas from these appliances can build up in a room or building.
- Early symptoms of carbon monoxide poisoning such as headaches, nausea, and fatigue are often not connected to carbon monoxide as the deadly gas builds up undetected.

A carbon monoxide detector/ alarm is a device that will detect the presence of carbon monoxide (CO) and sounds an alarm to give people in the area a chance to safely leave the building. CO detectors/ alarms by themselves are not smoke detectors, and vice versa. However, there are combination smoke/ CO devices. CO detectors/ alarms are usually plugged into a wall electrical outlet or wired directly into a building's electrical system.

Owners of multi-unit residential buildings which contain fuel-burning appliances shall install carbon monoxide (CO) detectors/ alarms.*

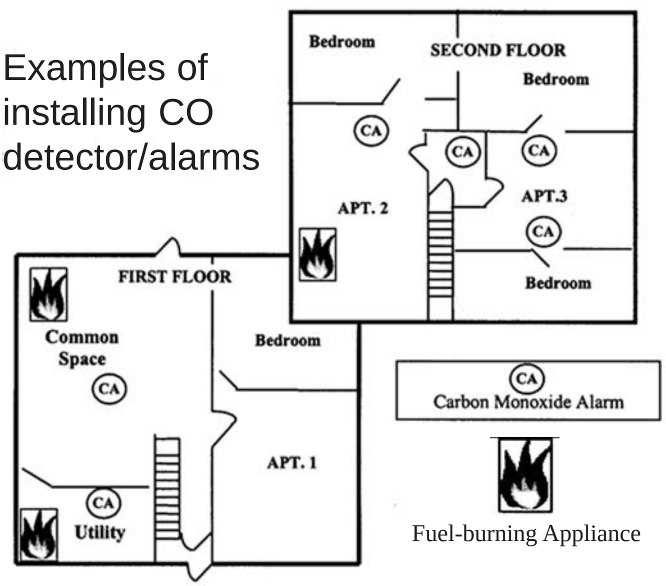
Examples of fuel-burning appliances: Stoves, ovens, grills, clothes dryers, funaces, boilers, water haters, heaters, and fireplaces.

Where must the detector/alarms be placed? 1. In the basement of the building if the basement has a fuel-burning appliance;
2. Within 15 feet of each sleeping area of a unit that has a fuel-burning appliance;
3. Within 15 feet of each sleeping area of a unit that is immediately adjacent to a unit that has a fuel-burning appliance;
4. In each room not used as a sleeping area that has a fuel-burning appliance, a CO detector/ alarm shall be installed not more than 75 feet from the fuel-burning appliance;
5. In each hallway leading from a unit that has a fuel-burning appliance, in a location that is within 75 feet from the unit. If there is no electrical outlet within this distance, the CO detector/ alarm shall be placed at the closest available electrical outlet in the hallway. The 75-foot installation limit is measured from the door of the unit along the hallway.

Sample floor plan of where to install CO detectors/alarms

- Utility room needs CO device within 75 feet of furnace. If device instructions require a minimum separation from the furnace greater than the room allows, the device should be outside the room.
- Common space needs CO device within 75 feet of fireplace.
- Apartment 1 does **not** need a CO device because it does not have a combustion appliance and it is not adjacent to a unit with a combustion appliance.
- Apartment 2 with a gas range needs a CO device within 15 feet of the bedroom.
- Apartment 3 needs CO devices within 15 feet of **each** bedroom because it is adjacent to apartment 2, which has a combustion appliance.
- Second floor cooridor needs a CO device within 75 feet of door of apartment 2.

Examples of installing CO detector/alarms



*An exception to installation of CO detector/alarms: If the building is pre-October, 2008, CO detector/alarms are not needed if there is no enclosed attached garage and all fuel-burning devices are closed-combustion (do not release combustion air to the interior of the building). Those closed-combustion devices require annual inspections.

Local municipal building and fire officials are the best source of information about carbon monoxide alarms in multi-unit residential buildings.

- There are separate regulations covering carbon monoxide detectors/ alarms in **one- and two-family dwellings** in Wisconsin. There are also separate regulations covering **smoke detectors** in various types of buildings.

- Any carbon monoxide detector that bears an Underwriters Laboratories listing mark or similar mark from an independent product **safety certification** organization is acceptable for use in Wisconsin.

- Carbon monoxide detectors/ alarms must be **installed according to the instructions** of the manufacturer of the device.

- The installation of CO detectors/ alarms must be **throughout the entire building** where a portion of the building includes multi-unit residences.

- The installation of CO detector/ alarms in "**adjacent units**" applies to units located on the same floor level.

- Violations of the CO regulations in SPS 362.1200 are subject to possible **penalties.** See s. 101.149 (8), Stats.

If you need assistance to access services or need material in an alternate format, please contact the Department of Safety and Professional Services. TDD Relay dial 711 in Wisconsin, 800-947-3529 outside.

Maintenance Rquirements

The owner of a residential building must maintain carbon monoxide detectors / alarms according to the manufacturer's instructions.

An occupant of a unit in a residential building may give the owner of the residential building written notice that a CO device is not functional or has been removed by a person other than the occupant. The owner of the residential building shall repair or replace the nonfunctional or missing device within five days after receipt of the notice.

Electrical Supply

In new construction built since October 1, 2008, CO devices must be powered by the building electrical system and include a battery backup. Multiple alarms within one living unit must be interconnected. In pre-2008 buildings, detectors/alarms may just be battery-powered and interconnection is not required.

Carbon monoxide detectors/ alarms can be damaged by **freezing temperatures**.

Carbon monoxide detector / alarm requirements for **tourist rooming houses** (commercial cabins) are found in Wisconsin's Uniform Dwelling Code, SPS 321.095.

IS also has **one and two-family dwelling smoke alarm and CO detector/ alarm info** online: http://dsps.wi.gov/Documents/Industry%20Services/Forms/UDC/SB-UdcAlarms.pdf

Carbon monoxide alarms are needed in most multi-unit residential buildings in Wisconsin

In Wisconsin, if you have fuel-burning appliances in a multi-unit residential building (3 or more units), you must have carbon monoxide detectors/ alarms.

Carbon monoxide is a colorless, odorless gas produced by incompletely burning fuel containing carbon. You can't see it, smell it, or taste it; but carbon monoxide can kill.

A carbon monoxide detector/ alarm is a device that detects the presence of carbon monoxide and sounds an alarm to give people in the area a chance to safely leave the building.

What are some examples of multi-unit residential buildings subject to the requirement for detectors/ alarms? They include public buildings used for sleeping or lodging, such as hotels, motels, condominiums, apartment buildings, dormitories, fraternities, sororities, convents, seminaries, jails, prisons, home shelters, and community-based residential facilities. Also included are tourist rooming houses (cabins) and bed and breakfast establishments. Hospitals and nursing homes are not included.

Industry Services Division, Wisconsin Department of Safety and Professional Services

SBD-10882 (R4/15)

Carbon Monoxide Incident

Location ______________________ Incident number ________________

Time of alarm________________ Time of measurement_____________

Questions to ask occupants

Are any members of the household feeling ill?

Headaches yes no Fatigue yes no

Nausea yes no Dizziness yes no

Shortness of breath yes no Confusion yes no

Other_____________

Do you feel better away from the house? Yes No

A yes response to any question requires EMS evaluation
What appliances were on at the time of activation? __________________
What appliances were in use the last 24 hours? ________________

Area of readin,g	PPM reading	Area of reading	PPM reading
Outside Reading		Garage	
Upon entering		Furnace	
Space heater		Chimney/connections	
Hot Water Heater		Fireplace	
Gas Refrigerator		Basement	
Stove/oven		First Floor	
Gas Dryer		Second Floor	

CO Detector information
Make Model _______________ Serial # _______________
Name of individual handling monitor______________________
Officer completing checklist_____________________

CO Incident Call

Emergency: Phone 911 Business Phone:

Address of CO incident: ______________________________

Name of resident: ________________________ Phone: ______________

Owner of structure: ________________________ Time of call__________

Incident # ___________ Date: ___________

Make/Model of CO detector that sounded: ——————————————————

Since the detector sounded, what have the occupants done? (open doors, etc.)

____

Was the furnace being operated when detector sounded ? ——————

Have occupants experienced any symptoms of CO poisoning?__________

Does structure have an attached garage?_____Time vehicles last started______

Highest CO reading detected by Fire Dept ————————

Where was the highest reading found? (bdrm,bsmt,etc.)_________________________

ADVISE THE **OCCUPANTS** OF THE FOLLOWING:

1) Higher levels of CO may have been present prior to our arrival and may accumulate again _____

2) Call the manufacturer for additional information______

3)1f elevated level of CO (>10 PPM) were found, a state registered HVAC heating contractor should be called to check/service the appliances__________

Signature of Owner___________________________

Fire Department Officer ______________________

Additional Comments

____

____

Chapter SPS 314

APPENDIX

The material contained in this appendix is for clarification purposes only and is numbered to correspond to the number of the rule as the rule appears in the text of this chapter.

A−314.01 (1) STATUTORY DEFINITIONS OF TERMS USED IN THIS CHAPTER. (a) *Public buildings and places of employment.* Section 101.01 (11), Stats., reads:

(11) "Place of employment" includes every place, whether indoors or out or underground and the premises appurtenant thereto where either temporarily or permanently any industry, trade, or business is carried on, or where any process or operation, directly or indirectly related to any industry, trade, or business, is carried on, and where any person is, directly or indirectly, employed by another for direct or indirect gain or profit, but does not include any place where persons are employed in private domestic service which does not involve the use of mechanical power or in farming. "Farming" includes those activities specified in s. 102.04 (3), and also includes the transportation of farm products, supplies, or equipment directly to the farm by the operator of the farm or employees for use thereon, if such activities are directly or indirectly for the purpose of producing commodities for market, or as an accessory to such production. When used with relation to building codes, "place of employment" does not include any of the following:

(a) An adult family home, as defined in s. 50.01 (1).

(b) Except for the purposes of s. 101.11, a previously constructed building used as a community−based residential facility, as defined in s. 50.01 (1g), which serves 20 or fewer residents who are not related to the operator or administrator.

(c) A home−based business, as defined by the department by rule.

Section 101.01 (12), Stats., reads:

(12) "Public building" means any structure, including exterior parts of such building, such as a porch, exterior platform, or steps providing means of ingress or egress, used in whole or in part as a place of resort, assemblage, lodging, trade, traffic, occupancy, or use by the public or by 3 or more tenants. When used in relation to building codes, "public building" does not include any of the following:

(a) A previously constructed building used as a community−based residential facility as defined in s. 50.01 (1g) which serves 20 or fewer residents who are not related to the operator or administrator.

(b) An adult family home, as defined in s. 50.01 (1).

(c) A home−based business, as defined by the department by rule.

(b) *Exclusions referenced in ss. 101.01 (11) and (12), Stats., and exemptions in s. 101.05, Stats.* Section 102.04 (3), Stats., as referenced in s. 101.01 (11), Stats., reads:

(3) As used in this chapter "farming" means the operation of farm premises owned or rented by the operator. "Farm premises" means areas used for operations herein set forth, but does not include other areas, greenhouses or other similar structures unless used principally for the production of food and farm plants. "Farmer" means any person engaged in farming as defined. Operation of farm premises shall be deemed to be the planting and cultivating of the soil thereof; the raising and harvesting of agricultural, horticultural or arboricultural crops thereon; the raising, breeding, tending, training and management of livestock, bees, poultry, fur−bearing animals, wildlife or aquatic life, or their products, thereon; the processing, drying, packing, packaging, freezing, grading, storing, delivering to storage, to market or to a carrier for transportation to market, distributing directly to consumers or marketing any of the above−named commodities, substantially all of which have been planted or produced thereon; the clearing of such premises and the salvaging of timber and management and use of wood lots thereon, but not including logging, lumbering or wood cutting operations unless conducted as an accessory to other farming operations; the managing, conserving, improving and maintaining of such premises or the tools, equipment and improvements thereon and the exchange of labor, services or the exchange of use of equipment with other farmers in pursuing such activities. The operation for not to exceed 30 days during any calendar year, by any person deriving the person's principal income from farming, of farm machinery in performing farming services for other farmers for a consideration other than exchange of labor shall be deemed farming. Operation of such premises shall be deemed to include also any other activities commonly considered to be farming whether conducted on or off such premises by the farm operator.

Section 50.01 (1), Stats., as referenced in s. 101.01 (12), Stats., reads:

(1) "Adult family home" means one of the following and does not include a place that is specified in sub. (1g) (a) to (d), (f), or (g):

(a) A private residence to which all of the following apply:

1. Care and maintenance above the level of room and board but not including nursing care are provided in the private residence by the care provider whose primary domicile is this residence for 3 or 4 adults, or more adults if all of the adults are siblings, each of whom has a developmental disability, as defined in s. 51.01 (5), or, if the residence is licensed as a foster home, care and maintenance are provided to children, the combined total of adults and children so served being no more than 4, or more adults or children if all of the adults or all of the children are siblings.

2. The private residence was licensed under s. 48.62 as a home for the care of the adults specified in subd. 1. at least 12 months before any of the adults attained 18 years of age.

(b) A place where 3 or 4 adults who are not related to the operator reside and receive care, treatment or services that are above the level of room and board and that may include up to 7 hours per week of nursing care per resident.

Section 50.01 (1g), Stats., as referenced in s. 101.01 (12), Stats., reads:

(1g) "Community−based residential facility" means a place where 5 or more adults who are not related to the operator or administrator and who do not require care above intermediate level nursing care reside and receive care, treatment or services that are above the level of room and board but that include no more than 3 hours of nursing care per week per resident. "Community−based residential facility" does not include any of the following:

(a) A convent or facility owned or operated by members of a religious order exclusively for the reception and care or treatment of members of that order.

(b) A facility or private home that provides care, treatment, and services only for victims of domestic abuse, as defined in s. 49.165 (1) (a), and their children.

(c) A shelter facility as defined under s. 16.308 (1) (d).

(d) A place that provides lodging for individuals and in which all of the following conditions are met:

1. Each lodged individual is able to exit the place under emergency conditions without the assistance of another individual.

2. No lodged individual receives from the owner, manager or operator of the place or the owner's, manager's or operator's agent or employee any of the following:

a. Personal care, supervision or treatment, or management, control or supervision of prescription medications.

b. Care or services other than board, information, referral, advocacy or job guidance; location and coordination of social services by an agency that is not affiliated with the owner, manager or operator, for which arrangements were made for an individual before he or she lodged in the place; or, in the case of an emergency, arrangement for the provision of health care or social services by an agency that is not affiliated with the owner, manager or operator.

(e) An adult family home.

(f) A residential care apartment complex.

(g) A residential facility in the village of Union Grove that was authorized to operate without a license under a final judgment entered by a court before January 1, 1982, and that continues to comply with the judgment notwithstanding the expiration of the judgment.

(h) A private residence that is the home to adults who independently arrange for and receive care, treatment, or services for themselves from a person or agency that has no authority to exercise direction or control over the residence.

Section 101.05, Stats., reads:

101.05 Exempt buildings and projects. (1) No building code adopted by the department under this chapter shall affect buildings located on research or laboratory farms of public universities or other state institutions and used primarily for housing livestock or other agricultural purposes.

(2) A bed and breakfast establishment, as defined under s. 254.61 (1), is not subject to building codes adopted by the department under this subchapter.

(3) No standard, rule, code or regulation of the department under this subchapter applies to construction undertaken by the state for the purpose of renovation of the state capitol building.

(4) No standard, rule, order, code or regulation adopted, promulgated, enforced or administered by the department under this chapter applies to a rural school building if all of the following are satisfied:

(a) The school building consists of one classroom.

(b) The school building is used as a school that is operated by and for members of a bona fide religious denomination in accordance with the teachings and beliefs of the denomination.

(c) The teachings and beliefs of the bona fide religious denomination that operates the school prohibit the use of certain products, devices or designs that are necessary to comply with a standard, rule, order, code or regulation adopted, promulgated, enforced or administered by the department under this chapter.

Section 254.61 (1), Stats., as referenced in s. 101.05, Stats., reads:

254.61 (1) (a) Provides 8 or fewer rooms for rent to no more than a total of 20 tourists or transients.

(b) Provides no meals other than breakfast and provides the breakfast only to renters of the place.

(c) Is the owner's personal residence.

(d) Is occupied by the owner at the time of rental.

(e) Was originally built and occupied as a single−family residence, or, prior to use as a place of lodging,

A–314.01 (1) (g) The following tanks, containers, tank systems and facilities are not regulated by ch. ATCP 93:

(a) Underground storage tanks that have a capacity of less than 60 gallons.

(b) Aboveground storage tanks and intermediate bulk containers that have a capacity of less than 110 gallons.

(c) Tanks storing products regulated under ch. ATCP 33 that are located either at facilities which are also regulated under ch. ATCP 33 or on farm premises.

Note: Chapter ATCP 33 addresses bulk storage of pesticides and fertilizers.

(d) Aboveground storage tanks storing liquids that are used in processes covered in any of the following standards:

1. NFPA 33 Spray Application Using Flammable or Combustible Materials.

2. NFPA 34 Dipping & Coating Processes Using Flammable or Combustible Liquids.

3. NFPA 35 Manufacture of Organic Coatings.

4. NFPA 45 Fire Protection for Laboratories Using Chemicals.

(e) Dedicated breakout tanks that are located at pipeline facilities.

(f) Odorant or other additive injection tanks that are directly connected to a pipeline.

(g) Contractor tanks that are mounted on pickup trucks.

(h) Oil−filled electrical equipment and transformers.

(i) Accumulator tanks.

(j) Process tanks.

(k) Product recovery tanks.

(L) Service tanks.

(m) Marine fueling facilities where fuel is stored and dispensed into the fuel tanks of marine craft of 300 gross tons or more.

(n) Aboveground or underground tank systems that store nonflammable and noncombustible hazardous liquids in concentrations of less than 1 percent by volume.

Note: Material Safety Data Sheets (MSDS) should be consulted for flash point and concentration.

(o) Aboveground tank systems which have a capacity of less than 5,000 gallons and which store nonflammable and noncombustible hazardous liquids in concentrations of 1 percent or more by volume.

Note: Material Safety Data Sheets (MSDS) should be consulted for flash point and concentration.

(p) Tank systems that store a hazardous waste which is listed or identified under subtitle C of the federal Solid Waste Disposal Act, or a mixture of such hazardous waste and other regulated substances that is nonflammable and noncombustible.

(q) Any wastewater treatment tank system that is part of a wastewater treatment facility regulated under section 307 (b) or 402 of the federal Clean Water Act.

(r) Underground storage tank systems that contain radioactive material which is regulated under the federal Atomic Energy Act of 1954.

Note: The Atomic Energy Act of 1954 is contained in 42 USC 2011 et seq.

(s) Underground storage tank systems that are part of an emergency generator system at nuclear power generation facilities regulated by the Nuclear Regulatory Commission under 10 CFR 50 Appendix A.

(t) Asphalt−plant AC tanks which are used as burner or material−supply tanks in the process of making asphalt and which comply with all of the following:

1. Tank configurations are single−wall or double−wall, with or without heating coils.

2. The products stored in the tank are Class II or III liquids ranging from heating oil to used oil, to #4 or #5 heavy oils.

3. The asphalt process equipment and the tank are typically located at an isolated location, such as a quarry, and are generally relocated from year to year or every couple of years.

(u) 1. Facilities located on Indian reservation land that are held either in trust by the United States, or in fee by the tribe or a tribal member.

2. Facilities which are located on off−reservation Indian land that is held in trust by the United States – and which are held either in trust by the United States, or in fee by the tribe or a tribal member.

A−314.01 (8) INTERFERING WITH FIRE FIGHTING, AND FALSE ALARMS. Section 941.12, Stats., reads:

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

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

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

Section 941.13, Stats., reads:

941.13 False alarms. Whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise, is guilty of a Class A misdemeanor.

A–314.01 (9) (b) Section 101.02 (7) (c) of the Statutes reads:

(c) Upon receipt of such petition the department shall order a hearing thereon, to consider and determine the issues raised by such appeal, such hearing to be held in the village, city or municipality where the local order appealed from was made. Notice of the time and place of such hearing shall be given to the petitioner and such other persons as the department may find directly interested in such decision, including the clerk of the municipality or town from which such appeal comes. If upon such investigation it shall be found that the local order appealed from is unreasonable and in conflict with the order of the department, the department may modify its order and shall substitute for the local order appealed from such order as shall be reasonable and legal in the premises, and thereafter the said local order shall, in such particulars, be void and of no effect.

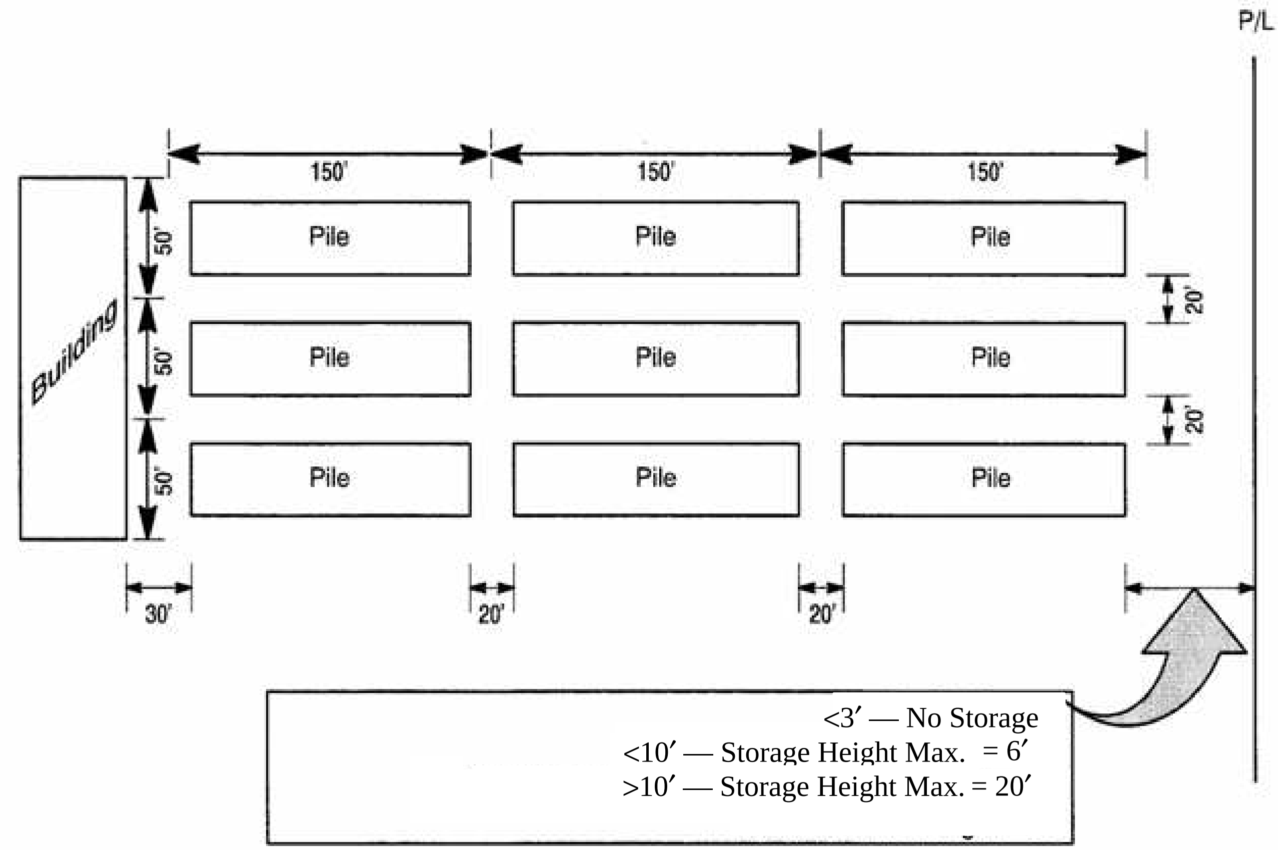
Section 101.01 (8) of the statutes defines “local order”and reads:

(8) “Local order” means any ordinance, order, rule or determination of any common council, board of alderpersons, board of trustees or the village board, of any village or city, a regulation or order of the local board of health, as defined in s. 250.01 (3), or an order or direction of any official of a municipality, upon any matter over which the department has jurisdiction.

A−314.01 (13) The pages after the following page contain the forms the Department has developed for use with this chapter, which are primarily intended for use by local fire departments. More−current versions of these forms may be available at the Department’s Web site at http://dsps.wi.gov through links to Division of Industry Services forms.

SPS A–314.10 (4) (intro.) The dimensions in the following figure are compiled from NFPA 1 sections 10.16.1, 10.16.2, 10.16.5, 18.2.3.4.1.1 and 31.3.3.3.5. NFPA 1 contains additional requirements for outside storage, such as in chapter 33 for tires, and in section 34.10 for idle pallets.

A−314.10 (4) Outside storage schematic.



FIRE DEPARTMENT BUILDING RECORD

STREET NAME OR NAME OF OCCUPANCY

NUMBER

STATION:________ CLASSIFICATION:________ FIRE LIMITS:____________________ CARD NUMBER:__________

OWNER:___________________________ ADDRESS:_____________________________ TEL:_____________

AGENT:___________________________ ADDRESS:_____________________________ TEL:_____________

OCCUPANT:_______________________ BUSINESS:_____________________________ TEL:_____________

CONSTRUCTION-WALLS:______________________ ROOF:______________________ NO. STORIES:__________

HEATING-TYPE:______________________ LOCATION:____________________________ FIRE ALARM:________

EXTINGUISHERS: ____

SPRINKLERS: COMPLETE:_______ PARTIAL:______ WET:______ DRY:_____ OTHER:_________

STANDPIPES: YES:_____ NO:______ HOSE CABINETS: YES:_____ NO:_____ HOSE SIZE:_______

GAS SHUT OFF LOCATION:___________________________ ELEC.SHUT OFF:_______________________

AIR CONDITIONING SHUT OFF:________________________________

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

DATE	INSPECTOR	CONDITIONS FOUND	DATE	INSPECTOR	CONDITIONS FOUND

SBD-2113 (R.12/04)

INSURANCE CARRIER: **OWNER** ____________________

OCCUPANT ____________________

ADDITIONAL OCCUPANTS: **1.** ____________________

2. ____________________

3. ____________________

SPECIAL HAZARDS: **LIQ. OXY:**________ **L.P.:**________ **CHLORINE:**________ **HYDROGEN:**________ **OTHER:**________

LOCATION OF HAZARDS: ____________________

____

FLAMMABLES STORED: ____________________

DATE	INSPECTOR	CONDITIONS FOUND	DATE	INSPECTOR	CONDITIONS FOUND

FIRE DEPARTMENT
FIRE PREVENTION INSPECTION
Correction Order

Section 101.14 of the Wisconsin Statutes designates every fire chief as being a deputy of the Wisconsin Department of Safety and Professional Services and authorizes fire chiefs or their inspectors to conduct inspections for the purpose of ascertaining and causing to be corrected any condition liable to cause fire, or any violation of any law or order relating to the fire hazard or to the prevention of fire.

Occupancy Name ______________________________

Address ______________________ **City** ______________________ **Zip** __________

Owner's Name ______________________________

Address ______________________ **City** ______________________ **Zip** __________

Item	Code Ref. #	Code Requirement / Correction

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

Date Inspected ______________ **Date of Order if Different From Inspection Date** ______________

Compliance date (Mo/Day/Yr) ______________________________

Appeal. An appeal to any of the orders must be submitted in writing within 10 days of the date of the order to:

Violations Explained to ______________________________

Inspector's Name (Print) ______________ **Inspector's Signature** ______________

Telephone Number ______________

SBD-5295 (R. 07/14)

STATE OF WISCONSIN

Department of Safety and Professional Services

Application for Review, Petition for Variance

-Complete all pages-

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

Use this page for fax appointments (fax 877-840-9172)

Indicate date plans will be in Industry Services office ________________

1. Facility Information	**Complete for confirmed appointments*:**
Facility (Building) Name: ____________________	Transaction ID: ____________________
Number and Street ____________ Zip: ________	Previous Related Trans. ID: ____________________
SPS Site Number (if known): ____________________	Assigned Reviewer: ____________________
Legal Description: ____________________	Assigned Office: ____________________
County of: ____________________	Review Start Date*: ____________________
☐ City ☐ Village ☐ Town of:	***Submittal must be received in the office of the appointment no later than two working days before the confirmed appointment.**

2. Owner Information **Customer #**		**3. Designer Information** **Customer #**	
Name		Designer	
Company Name		Design Firm	
Number and Street		Number and Street	
City, State, Zip Code		City, State, Zip Code	
Contact Person		Contact Person	
Telephone Number	Fax Number	Telephone Number	Fax Number

4. Plan Review Status
__ Plan submitted with petition
__ Plan will be submitted after petition determination
__ Requesting revision __ Other: ____________________
SPS Transaction Number ____________________

Plan previously review by (please enclose a copy of review letter)
__ State __ Municipality __ Approved __ Held __ Denied
Code Being Petitioned ___ Commercial Building __ HVAC __ Plumbing
__ Private Sewage System __ Swimming Pool __ Electrical __ Flammable Liquids
__ Amusement Rides __ Uniform Dwelling Code __ Boilers __ Elevators
__ Gas Systems__ Refrigeration __ Rental Weatherization __ Other:____________

5. State the code section being petitioned AND the specific condition or issue you are requesting be covered under this petition for variance.
____
____

6. Reason why compliance with the code cannot be attained without the variance (Attach additional sheets, if necessary)
____
____

7. State your proposed means and rationale of providing equivalent degree of health, safety, or welfare as addressed by the code section petitioned.
____
____

8. List attachments to be considered as part of the petitioner's statements (i.e., model code sections, test reports, research articles, expert opinion, previously approved variances, pictures, plans, sketches, etc.).
____
____

Verification by Owner - Petition is Valid Only if Notarized with Affixed Seal and Accompanied by Review Fee
Note: Petitioner must be the owner of the building or system or credential applicant for a SPS 305 petition. Tenants, agents, designers, contractors, attorneys, etc., shall not sign petition unless Power of Attorney is submitted with the Petition for Variance Application.

____, being duly sworn, I state as petitioner that I have read the foregoing petition and I believe it is true and that I have significant ownership rights to the subject building or project.
Petitioner's Name (type or print)

Petitioner's Signature	Subscribed and sworn to before me this date	Notary Public	My commission expires on

Make Checks Payable to: State of WI – DSPS or ☐ Invoice Designer, who will be personally responsible for payment. Designer: ______________________________ Signature **Complete other side for variance from SPS 320-325 and SPS 361-366**	Total Amount Due $____________ Attach check here.

Owner's Name	Project Location	Plan Number

(R07-14)

Page 2 of ______

Fire Department Position Statement

To be completed for fire or life−safety related variances requested from SPS 361−66, SPS 316, and other fire−related requirements.

I have read the application for variance and recommend: (check appropriate box)
☐ Approval ☐ Conditional Approval ☐ Denial ☐ No Comment

Explanation for recommendation including any conflicts with local rules and regulations and suggested conditions:

____

____

____

____

Fire Department Name and Address	
Name of Fire Chief or Designee (type or print)	Telephone Number
Signature of Fire Chief or Designee	Date Signed

Municipal Buildings Inspection Recommendation

To be completed for variances requested from SPS 320−323. Also to be used for SPS 316 electrical petitions, if SPS 361− 366 plan review is by municipality or orders are written on the building under construction; optional in other cases.
Please submit a copy of the orders.

I have read the application for variance and recommend: (check appropriate box)
☐ Approval ☐ Conditional Approval ☐ Denial ☐ No Comment

Explanation for recommendation including any conflicts with local rules and regulations and suggested conditions:

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____

Municipality Exercising Jurisdiction	
Name and Address of Municipal Official (type or print)	Telephone Number of Enforcement Official
Signature of Municipal Enforcement Official	Date Signed

Industry Services Division

Petition for Variance
Information and Instructions SPS 303

In instances where exact compliance with a particular code requirement cannot be met or alternative designs are desired, the division has a petition for variance process in which it reviews and considers acceptance of alternatives which are not in strict conformance with the letter of the code, but which meet the intent of the code. **A variance is not a waiver from a code requirement.** The petitioner must **provide an equivalency which meets the intent** of the code section petitioned to obtain a variance. Documentation of the rationale for the equivalency is required. Failure to provide adequate information may delay a decision on the petition. Pictures, sketches, and plans may be submitted to support equivalency. If the proposed equivalency does not adequately safeguard the health, safety, and welfare of building occupants, frequenters, firefighters, etc., the variance request will be denied. NOTE: A SEPARATE PETITION IS REQUIRED FOR EACH BUILDING AND EACH CODE ISSUE PETITIONED (i.e., window issue cannot be processed on the same petition as stair issue). It should be noted that **a petition for variance does not take the place of any required plan review submittal.**

The division is unable to process petitions for variance that are not properly completed. Before submitting the application, the following items should be checked for completeness in order to avoid delays:

- Petitioner's name (typed or printed)
- Petitioner's signature
- The application must be signed by the owner of the building or system unless a Power of Attorney is submitted.
- Notary Public signature with affixed seal
- Analysis to establish equivalency, including any pictures, illustrations or sketches of the existing and proposed conditions to clearly convey your proposal to the reviewer.
- Proper fee
- Any required position statements by fire chief or municipal official

A position statement from the chief of the local fire department is required for fire or life−safety issues. No fire department position statement is required for topics such as plumbing, private onsite sewage systems, or energy conservation. Submit a municipal building inspection department position for SPS 316 electrical petitions, or if SPS 361−366 commercial building plan review is by the municipality or orders are written on the building under construction. (Submit a copy of the orders.) For rules relating to one− and two−family dwellings, only a position statement is required only if the local municipality is the enforcing body. Position statements must be completed and signed by the appropriate fire chief or municipal enforcement official. Signatures or seals on all documents must be originals. Photocopies are not acceptable.

Contact numbers and fees for the division's review of the petition for variance are as follows:

Chapter (circle appropriate category)	Revenue Code	Review Office	Contact Number	Fee	*Revision Fee
SPS 316, Electrical	7631	Waukesha	(262)548-8606	$300	$100
SPS 318, Elevators	8260	Waukesha	(262) 521-5444	$300	$100
SPS 320-325 Uniform Dwelling Code	7655	Madison	(608) 267-5113	$175	$50
SPS 334, Amusement Rides	8266	Madison	(608) 267-4434	$300	$100
SPS 340, Gas Systems	8258	Waukesha	(262) 548-8617	$300	$100
SPS 341 Boilers and Pressure Vessels	8258	Waukesha	(262) 548-8617	$300	$100
SPS 343, Anhydrous Ammonia	8258	Waukesha	(262) 548-8617	$300	$100
SPS 345, Mechanical Refrigeration	8258	Waukesha	(262) 548-8617	$300	$100
SPS 360-366, Commercial Building Code	7648	All Offices	See Numbers Below	$550	$100
(For fire system Petitions for Variance – Contact the Green Bay or Waukesha offices)					
SPS 367, Rental Unit Energy Efficiency Code	7646	Madison	(608) 267-2240	$175	$50
SPS 381-387, General Plumbing	7657	All Offices	See Numbers Below	$300	$75
SPS 390, Swimming Pools	7650	Madison	(608) 267-5265	$300	$75
SPS 383 POWTS	7657	All Offices	See Numbers Below	$300	$75
All Other Chapters				$300	$100

*Revisions are accepted only for one year after action on original petition.

Priority Review: The department will schedule Petitions for Variance at the earliest available date, or the date requested at time of scheduling, whichever is later. Therefore, priority reviews are not generally available. In special circumstances, the section chief of the reviewing office may permit review prior to the scheduled date upon request by the submitter. If earlier review is permitted by the section chief, the petition review fees will be doubled.

Except for special cases, Industry Services will review and make a determination on a petition for variance within 30 business days of the scheduled beginning date, provided all calculations, documents, and fees required for the review have been received.

Appointment and Scheduling Information

It is strongly recommended that an appointment be made in advance by fax. Industry Services has a 24-hour, toll free number dedicated to receiving faxed plan review appointment requests. The dedicated fax number is 877-840-9172. The petition review will be scheduled with the same office where the plan was/will be reviewed. The submitter will receive a letter back with an appointment date, transaction ID number, and the name of the assigned reviewer. The petition and accompanying documents must be received in the office of the appointment no later than two working days before the confirmed appointment. Unscheduled submittals or submittals received without a confirmed appointment date and transaction number may be assigned to offices other than the receiving office depending on reviewer availability. Some petitions may be limited to specific offices depending on the petition issues, see above table for appropriate offices.

Madison – Industry Services	**Hayward - Industry Services**	**La Crosse Area – Industry Services**	**Green Bay – Industry Services**	**Waukesha – Industry Services**
1400 E Washington Ave Madison, WI 53703 PO Box 7162 Madison WI 53707-7162 608-266-3151 Fax: (for sending questions or additional info to reviewers) 608-267-9566 TTY: Contact Through Relay Email:DspsSbPlanSchedule@wi.gov	10541N Ranch Rd Hayward WI 54843 715-634-4870 Fax: (for sending questions or additional info to reviewers) 715-634-5150 Email: DspsSbPlanSchedule@wi.gov	3824 Creekside La Holmen WI 54636 608-785-9334 Fax: (for sending questions or additional info to reviewers) 608-785-9330 Email: DspsSbPlanSchedule@wi.gov	2331 San Luis Place Green Bay, W I 54304 920-492-5601 Fax: (for sending questions or additional info to reviewers) 920-492-5604 Email: DspsSbPlanSchedule@wi.gov	141 NW Barstow St 4th Floor Waukesha WI 53188-3789 262-548-8600 Fax: (for sending questions or additional info to reviewers) 262-548-8614 Email: DspsSbPlanSchedule@wi.gov

(R07-14)

Code Change Proposal

Department of Safety and Professional Services

Division of Industry Services

Code section number ______________________________

Topic ______________________________

A. Proposed change ______________________________

____

____

____

____

B. Justification: (**Use reverse side**, or attach a separate page.)

1. Describe the problem this proposed change would address.
   Include information to substantiate that a problem exists.

2. What is the extent of the problem?
   How often does it occur and who does it affect?

3. What will happen if this change is not made?

4. What costs, in terms of time and money, are associated with implementing this change?

Name ______________________________

Address ______________________________

Send proposals to Policy Development Bureau PO Box 8366 Madison WI 53708-8366.

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

The Department of Safety and Professional Services does not discriminate on the basis of disability in the provision of services or in employment. If you need this printed material interpreted or in a different form, or if you need assistance in using this service, please contact us. TTTY - use relay..

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1. Describe the problem this proposed change would address. Include information to substantiate that a problem exists.

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2. What is the extent of the problem? How often does it occur? Who does it affect?

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3. What will happen if this change is not made?

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4. What costs, in terms of time and money, are associated with implementing this change?

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FIRE INSPECTION REPORT FORM

LOCATION (Legal Address) HEIGHT CONSTRUCTION

NAME OF BUSINESS MAILING CITY ZIP CODE

DATE OF INSPECTION COMPLIANCE DATE

* Violations requiring corrective actions are circled below.

* §101.14 (2) of the Wisconsin Statutes constitutes every fire chief as being a deputy of the Wisconsin Department of Safety & Professional Services, except in cities of the 1st class, and requires chiefs or their inspectors to periodically inspect every public building and place of employment, for the purpose of determining and causing to be corrected any fire hazard or any violation of any law relating to fire hazards or to the prevention of fires.

Ch 1 Administration [Also See SPS 314.01]
314.01(5) Temporary Use
1.7.6 Authority – Right of Entry to Inspect
Ch 10 General Fire Safety
10.1 Fundamental Requirements
10.2 Owner/Occupant Responsibilities [Also See SPS 314.01(8)]
10.3 Occupancy
10.4 Maintenance, Inspection, & Testing
10.5 Building Evacuation
10.6 Fire Drills
10.7 Reporting of Fires & Other Emergencies
10.8 Tampering with Fire Safety Equipment
10.10 Smoking
10.11 Open Flame, Candles, Open Fires, & Incinerators
10.12 Fire Protection Markings
10.13 Seasonal and Vacant Buildings and Premises
10.14 Combustible Vegetation
10.15 Special Outdoor Events, Carnivals, & Fairs
10.16 Outside Storage [Also See SPS 314.10(4)]
10.19 Storage of Combustible Materials
10.20 Indoor Children's Playground Structures
Ch 11 Building Services
11.1 Electrical Fire Safety
11.2 Heating, Ventilation, & Air-Conditioning
11.3 Elevators, Escalators, & Conveyors
11.5 Heating Appliances [Also See SPS 314.11(2)]
11.6 Rubbish Chutes, Incinerators, & Laundry Chutes
11.7 Stationary Generators and Standby Power Systems
11.8 Smoke Control
11.9 Emergency Command Center
11.11 Medical Gas and Vacuum Systems
11.12 Photovoltaic Systems
Ch 12 Features of Fire Protection
12.1 General
12.2 Construction
12.3 Fire-Resistive Materials & Construction
12.4 Fire Doors & Other Opening Protectives
12.5 Interior Finish
12.6 Contents & Furnishings
12.7 Fire Barriers
12.8 Smoke Partitions
12.9 Smoke Barriers
Ch 13 Fire Protection Systems
13.1 General
13.2 Standpipe Systems
13.3 Automatic Sprinklers [Also See SPS 314.13(1)-(2)]
13.6 Portable Fire Extinguishers
13.7 Detection, Alarm, & Communications Systems [Also See SPS 314.13(5)]
13.8 Other Fire Protection Systems
13.9 Non-Listed Fire Protection or Suppression Devices and Equipment
Ch 14 Means of Egress
14.4 Means of Egress Reliability
14.5 Door Openings
14.12 Illumination of Means of Egress
14.13 Emergency Lighting
14.14 Marking of Means of Egress
Ch 16 Safeguards During Building Construction, Alteration, & Demolition Operations
16.1 General Requirements
16.4 Safeguarding Construction & Alteration Operations [Also See SPS 314.16]
Ch 17 Wildland Urban Interface
Ch 18 Fire Department Access & Water Supply [Also See SPS 314.01(2)(a)3.c.-d.]
18.1 General
18.2 Fire Department Access
Ch 19 Combustible Waste & Refuse
19.1 General
19.2 Combustible Waste & Refuse
Ch 20 Occupancy Fire Safety
Ch Scope: Furnishings; Contents; Decorations; Treated Finishes; Scenery; Foam; Exhibit & Display Materials; Hot Plates; Cooking Operations; Exposition Facilities & Trade Shows; Crowd Managers; Multi-Level Play Structures; High-Rise Buildings; Bulk Storage; Pesticides & Herbicides
[Also See SPS 314.20 Open Flame Devices & Pyrotechnics, All Occupancies]
Ch 21 Airports & Heliports
Ch 22 Automobile Wrecking Yards
Ch 23 Cleanrooms
Ch 24 Drycleaning
Ch 25 Grandstands & Bleachers, Folding & Telescopic Seating, Tents, & Membrane Structures
25.1 General
25.2 Tents
Ch 26 Laboratories Using Chemicals
Ch 27 Manufactured Home & Recreational Vehicle Sites [Not Included - See SPS 314.27 & SPS 326]
Ch 28 Marinas, Boatyards, Marine Terminals, Piers, & Wharves
Ch 29 Parking Garages
29.1 General
Ch 30 Motor Fuel Dispensing Facilities & Repair Garages
30.1 Motor Fuel Dispensing Facilities
30.2 Repair Garages
30.3 Operational Requirements
Ch 31 Forest Products
Ch 32 Motion Picture & Television Production Studio Soundstages & Approved Production Facilities
Ch 33 Outside Storage of Tires
Ch 34 General Storage
34.1 General
34.4 Storage Arrangement
34.5 General Fire Protection
34.6 Building Equipment, Maintenance, & Operations
34.10 Storage of Idle Pallets
Ch 40 Dust Explosion and Fire Prevention
Ch 41 Welding, Cutting, and Other Hot Work
41.1 General
41.2 Responsibility for Hot Work
41.3 Fire Prevention Precautions
Ch 42 Refueling
42.1 General
Ch 43 Spraying, Dipping, & Coating Using Flammable or Combustible Materials [Also See SPS 314.01(1)(f) & ATCP 93]
43.1 Application
43.5 Miscellaneous Spray Operations
Ch 44 Solvent Extraction
Ch 45 Combustible Fibers
45.1 General
45.3 No Smoking
45.6 Baled Storage
45.7 Storage of Hay, Straw, & Other Similar Agricultural Products
Ch-50 Commercial Cooking Equipment
50.1 Application
50.2 General Requirements
50.4 Fire-Extinguishing Equipment
50.5 Procedures for the Use, Inspection, Testing, & Maintenance of Equipment
50.6 Minimum Safety Requirements for Cooking Equipment
Ch 51 Industrial Ovens & Furnaces
Ch 52 Stationary Storage Battery Systems
Ch 53 Mechanical Refrigeration
Ch 60 Hazardous Materials
Ch 61 Aerosol Products
Ch 63 Compressed Gases and Cryogenic Fluids
63.1 General Provisions
63.3 Compressed Gases
Ch 64 Corrosive Solids & Liquids
Ch 65 Explosives, Fireworks, & Model Rocketry [Also See SPS 314.65]
65.1 General
65.2 Display Fireworks
65.3 Pyrotechnics Before a Proximate Audience
65.10 Sale, Handling, & Storage of Consumer Fireworks
Ch 66 Flammable & Combustible Liquids [Also See SPS 314.01(1)(f)]
66.9 Storage of Liquids in Containers –General Requirements
66.19 Specific Operations
Ch 67 Flammable Solids
Ch 68 Highly Toxic and Toxic Solids & Liquids
Ch 69 Liquefied Petroleum Gases & Liquefied Natural Gases
69.1 General Provisions
69.2 LP-Gas Equipment & Appliances
69.3 Installation of LP-Gas Systems
69.5 Storage of Cylinders Awaiting Use, Resale, or Exchange
69.8 Liquefied Natural Gas [LNG] Facilities
Ch 70 Oxidizer Solids & Liquids
Ch 71 Pyrophoric Solids & Liquids
Ch 72 Unstable [Reactive] Solids & Liquids
Ch 73 Water-Reactive Solids & Liquids
* Other Violations – See Remarks Below

REMARKS - A COPY OF THIS NOTICE WILL BE ON FILE IN THE OFFICE OF THE FIRE INSPECTOR FOR FURTHER ACTION

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

OWNER/AGENT/MANAGER REPRESENTATIVE INSPECTING OFFICER/FIRE DEPARTMENT

SBD-10615a (R. 08/14)

WHITE – Inspector, BLUE – Owner, YELLOW – Fire Department

FIRE DEPARTMENT REGISTRATION FORM

INDUSTRY SERVICES DIVISION
Fire Prevention Program
P. O. Box 2658
Madison, Wisconsin 53701-2658

Please Type or Clearly Print Information
Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Date: ______________________

Name of Fire Department: ____________________________________

Street Address of Main Station: ____________________________________

Mailing Address: ____

____________________________________, **WI** _____________ County : ___________________

Name of Designated Fire Chief: ______________________________________

Date (Month/Year) Fire Chief Originally Elected or Appointed: __________________________

Fire Chief Phone: (FD Non-Emergency) : (__ __ __) __ __ __-__ __ __ __ Best Time to Call: _______________

Alternate Phone: _________________ Fire Chief E-mail: ________________________________

Name of Lead Fire Inspector: ____________________________-

Lead Fire Inspector Phone: _______________________ Best Time to Call: _______________

Lead Fire Inspector E-mail: ____________________________________

Name of Public Fire Education Officer: ____

Public Fire Education Officer Phone: (__ __ __) __ __ __-__ __ __ __ Best Time to Call: _______________

Public Fire Education Officer E-mail: ____________________________________

FAX Number for Fire Department Business: (__ __ __) __ __ __-__ __ __ __

Fire Department Pay Status*:

1 ( ) Career
2 ( ) Combination
3 ( ) Volunteer

*See Definitions on Back of Form

Roster:

Number of Current Members: ___________
Number of Firefighters: _______
Number of Fire Inspectors: ________

Municipalities:

List each municipality that is located within the territory served by this fire department. Designate whether Town, Village, or City of: (example; Municipality Town of Adams County: Adams). Place an X behind the type of services provided.

1. Municipality____ County: _____________________
   Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: __________________
2. Municipality____ County: _____________________
   Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: __________________

SBD-10638 (R. 7/14) (OVER)

3. Municipality____ County: ____________________

   Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: ________________

4. Municipality____ County: ____________________

   Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: ________________

5. Municipality____ County: ____________________

   Fire Protection: _____ Fire Prevention: _____ Effective Date for Services Provided: ________________

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

FIRE DEPARTMENT PAY STATUS DEFINITIONS:

There are three classifications of fire departments in the United States: Career, Combination, and Volunteer. The terminology is not consistent by definition across the country. For administrative purposes, the Wisconsin Department of Safety and Professional Services uses three classifications of fire departments based upon the pay status of the members. The following definitions are used in Wisconsin:

1 **Career:** Fire departments which have 100% of their members in full or part-time paid positions are classified as Career or Paid Fire Departments. The career fire department does not rely upon paid-on-call or volunteer firefighters to complement staffing (exception being mutual aid assistance). Examples of Career Fire Departments are: Milwaukee, Madison, Green Bay and Eau Claire.

2 **Combination:** Fire departments which have full-time, paid-on-call or volunteer members are classified as Combination or Part-Paid Fire Departments. The combination fire department may have one or more full-time staff, but rely upon paid-on-call or volunteer firefighters to complement the fire department. The full-time staff may be chief officers, fire inspectors, dispatchers or single engine company. Examples of Combination Fire Departments are: Menomonee Falls, Fitchburg, Plover and Rice Lake.

3 **Volunteer:** Fire departments which have predominantly volunteer members are classified as Volunteer Fire Departments. The classification Volunteer Fire Department may be misleading since the classification does not mean that the firefighters may not be compensated. For classification purposes, a volunteer fire department does not have any member of the fire department that is paid for 36 hours or more of work a week. Volunteer fire departments may compensate their members for fire calls, training, clothing allowance or to be on-call. The fire chief or fire inspector may be paid a yearly salary or stipend for their services. Insurance and workman's compensation organizations may have different definitions. Examples of Volunteer Fire Departments are: Washburn, Augusta-Bridge Creek, and New Glarus.

For further pay status definitions, please see our website: http://dsps.wi.gov/Default.aspx?Page=ab3580e3-26da-4e41-8344-866c248dc8e3

FIRE DEPARTMENT REGISTRATION

A fire department that provides fire protection and fire prevention services to a municipality is required to register with the Department. In the fire dues process, fire department means a municipal fire department, public safety department, or public or private organization, such as a fire association, fire district, fire company or fire corporation, organized or created for the purpose of extinguishing fires and preventing fire hazards.

By statute, for the prevention of fire hazards, the chief of the fire department is constituted a Deputy of the Department of Safety and Professional Services. Registration is required to issue the Deputy ID card to the fire chief, and to ensure that the fire department receives their fire dues funding from the municipalities served by the fire department.

Please contact us at DSPSSBFirePrevention@wisconsin.gov if you have any questions about this form.

Chapter SPS 314

FIRE PREVENTION

Note: Chapter Ind 65 as it existed on April 30, 1989 was repealed and a new chapter ILHR 14 was created effective May 1, 1989; Chapter ILHR 14 as it existed on March 31, 1992 was repealed and a new chapter ILHR 14 was created effective April 1, 1992. Chapter ILHR 14 was renumbered to chapter Comm 14 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 6. and 7., Stats., Register, December, 1996, No. 492. Chapter Comm 14 as it existed on June 30, 2002 was repealed and a new Chapter Comm 14 was created effective July 1, 2002. Chapter Comm 14 as it existed on February 29, 2008 was repealed and a new chapter Comm 14 was created effective March 1, 2008. Chapter Comm 14 was renumbered chapter SPS 314 under s. 13.92 (4) (b) 1., Stats., Register December 2011 No. 672.

Subchapter I — Adoption and Application of NFPA® 1, *Fire Code*

SPS 314.001 Adoption and application. (1) NFPA 1. (a) *Adoption of model fire code.* NFPA 1, *Fire Code* — 2012, subject to the modifications specified in this chapter, is hereby incorporated by reference into this chapter.

Note: A copy of NFPA 1, *Fire Code*, is on file in the offices of the Department and the Legislative Reference Bureau. Copies of NFPA 1, *Fire Code*, may be purchased from the National Fire Protection Association at 11 Tracy Drive, Avon, MA 02322; and may be purchased or accessed free of charge at www.nfpa.org.

(b) *Application of model fire code.* The use, operation and maintenance of public buildings and places of employment shall comply with NFPA 1 as referenced in par. (a), except as otherwise provided in this chapter.

(2) ALTERNATE MODEL FIRE CODE. Where a municipality has by ordinance adopted requirements of an alternate model fire code and any additional requirements, that, in total, are equivalent to NFPA 1 as referenced in sub. (1), the department will not consider that ordinance to be in conflict with sub. (1); and property owners or managers, or employers, need only comply with that ordinance.

Note: In assisting a municipality that has adopted or plans to adopt an alternate model fire code, Departmental staff typically will provide expertise relating only to NFPA 1 and this chapter, and should not be expected to be familiar with the alternate fire code and any local requirements needed to establish equivalency with NFPA 1 and this chapter. Creating that equivalency is the responsibility of that municipality, not the Department.

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08; CR 09−104: am. (1) (a), (b), renum. (2) (a) to be (2) and am., r. (2) (b) Register December 2010 No. 660, eff. 1−1−11; correction in (1) (title) made under s. 13.92 (4) (b) 2., Stats., Register December 2010 No. 660; CR 13−105: am. (1) (a), (2) Register August 2014 No. 704, eff. 9−1−14.

Subchapter II — Modifications of NFPA 1, *Fire Code*

Note: The sections in this subchapter are generally numbered to correspond to the chapter and section numbering of NFPA 1, *Fire Code*; for example, s. SPS 314.01 contains modifications of NFPA 1, chapter 1.

SPS 314.01 Administration. (1) SCOPE. These are department rules in addition to the requirements in NFPA 1 section 1.1:

(a) 1. This chapter applies to all public buildings and places of employment that exist on or after September 1, 2014, except as provided in pars. (b) to (d).

2. This chapter applies to the inspection, testing, and maintenance of all fire safety features as specified in this chapter, for all public buildings and places of employment that exist on or after September 1, 2014, except as provided in pars. (b) to (d).

Note: As established in s. SPS 314.01 (2) (a) 1., this chapter does not prescribe how to design public buildings. However, this chapter includes requirements that may apply during the construction of a public building, such as the safeguards in NFPA 1 chapter 16 for fire safety during construction. See Chs. SPS 361 to 366 for design requirements for public buildings and places of employment.

(b) This chapter does not apply to buildings or situations listed under the exclusions in s. 101.01 (11) and (12), Stats., or under the exemptions in s. 101.05, Stats.

Note: See Appendix for a reprint of the above−referenced sections of the Statutes.

(c) 1. This chapter does not apply to any of the buildings, structures, or situations specified in subds. 3. and 4.

2. All of the buildings, structures, or situations in subds. 3. to 8. are neither public buildings nor places of employment under this chapter.

3. a. Buildings or structures located on Indian reservation land that are held either in trust by the United States, or in fee by the tribe or a tribal member.

b. Buildings or structures which are located on off−reservation Indian land that is held in trust by the United States – and which are held either in trust by the United States, or in fee by the tribe or a tribal member.

4. Buildings and portions of buildings that are either federally owned or exempted by federal statutes, regulations, or treaties.

5. Buildings and structures that are on a farm premises and used exclusively for farming purposes, provided any use of the building or structure by the public consists only of consumers directly receiving farm commodities, substantially all of which have been planted or produced on the farm premises. In this application, "substantially all" means at least 90 percent of the commodities were planted or produced on the farm premises.

Note: As referenced in par. (b) and Note, see Appendix for a reprint of the exclusions referenced in s. 101.01 (11) and (12) of the Statutes, which includes definitions of "farming" and "farm premises."

6. A one− or 2−family dwelling used as a foster home, treatment foster home, or group home, or as a residential care center for children and youth that has a capacity for 8 or fewer children, all as defined in s. 48.02, Stats.

Note: The definitions in s. 48.02 of the Statutes limit foster homes to no more than 4 children unless the children are siblings, limit treatment foster homes to no more than 4 children, and limit group homes to no more than 8 children. Where permitted by the Department of Children and Families, a group home or a residential care center for children and youth that has a capacity for 8 or fewer children may be located in a one− or 2−family dwelling as a community living arrangement, as defined in s. 46.03 (22) of the Statutes.

7. A one− or 2−family dwelling in which a public or private day care center for 8 or fewer children is located.

Note: Chapter DCF 250, as administered by the Department of Children and Families, defines a "family child care center" as a being "a facility where a person provides care and supervision for less than 24 hours a day for at least 4 and not more than 8 children who are not related to the provider." Chapter DCF 250 applies various licensing and other requirements to these centers, including for fire protection and other aspects of the physical plant.

8. That portion of or space within a one− or 2−family dwelling in which a home occupation is located.

(d) In this section, "home occupation" means any business, profession, trade or employment conducted in a person's dwelling unit, that may involve the person's immediate family or household and a maximum of one other unrelated person, but does not involve any of the following:

1. Explosives, fireworks or repair of motor vehicles.

2. More than 25% of the habitable floor area of the dwelling unit.

(e) 1. The requirements in sub. (11) apply to all fire responses, rather than only to fire responses for public buildings and places of employment.

2. The requirements in sub. (13) (d) 2. apply to fire responses to first alarms for all buildings, rather than only for public buildings.

(f) Except for facilities that are exempted from this chapter under par. (c) 3. and 4. — and regardless of pars. (b), (c) 5. to 8. and (d) — this chapter applies to all facilities and structures which exist on or after September 1, 2014, and which involve flammable−, combustible− or hazardous−liquid storage, transfer, or dispensing.

Note: Chapter SPS 305 regulates persons or businesses that are required or permitted to obtain licenses, certifications, or registrations under chapters 101, 145, 167, or 168 of the statutes. Section SPS 305.68 states:

"No person may inspect a tank system which has held or will hold flammable, combustible or hazardous liquids to determine compliance with chapter ATCP 93 unless the person holds a certification issued by the Department as a certified tank system inspector."

Chapters ATCP 93 and SPS 305 do not preclude a fire inspector from conducting fire safety inspections involving flammable, combustible, or hazardous liquids under ch. ATCP 93; or from enforcing fire safety requirements under ch. SPS 314 or ss. 101.14 (1) (a) or (b) or (2) of the statutes.

Note: In conjunction with addressing the quality and retail sales of petroleum products, ch. ATCP 94 also regulates containers which have a capacity of under 275 gallons and which are used for storing gasoline or any other petroleum product that has a flash point of less than 100°F. Chapter ATCP 94 requires these containers to be colored red and appropriately labeled, and prohibits using red containers for storing petroleum products that have a flash point of 100°F or more.

Note: See the annotations under s. 101.11 of the Statutes for further guidance in determining which facilities are or are not places of employment.

(g) 1. Except for facilities that are exempted from this chapter under par. (c) 3. and 4. — and regardless of pars. (b), (c) 5. to 8. and (d) — the department or its deputies may apply this chapter to any building or other structure or premises or public thoroughfare, which exists on or after September 1, 2014, and which has either of the following characteristics:

a. It is especially liable to fire and is so situated as to endanger other buildings or property.

b. It contains combustible or explosive material or inflammable conditions that are dangerous to the safety of any building or premises or the occupants thereof, or endangering or hindering fire fighters in case of fire.

2. The purpose of applying this chapter under this paragraph is to cause correction of any of the following:

a. A condition liable to cause damaging fire.

b. A violation of any law or order relating to fire hazards or to the prevention of fire.

Note: See s. 101.14 (1) (a) to (bm) of the Statutes for the authorization to apply this chapter in this manner, and for limitations on entry into the interior of private dwellings.

Note: Under s. 101.14 (2) (a) of the Statutes, and as referenced in s.SPS 314.01 (13) (a), "The chief of the fire department in every city, village, or town, except cities of the 1st class, is constituted a deputy of the department."

Note: See s. 66.0413 of the Statutes for (1) the authority of municipalities to order removal or repair of buildings that are dangerous, unsafe, unsanitary, or otherwise unfit for human habitation; and (2) extensive criteria relating to executing this authority, such as for dilapidated buildings.

Note: See ch. ATCP 93 for orders of the Department of Agriculture, Trade and Consumer Protection relating to flammable, combustible and hazardous liquids; and see ch. SPS 340 for orders of the Department relating to fuel gas systems.

Note: See Appendix for a list of tanks, containers, tank systems, and facilities that are not regulated by ch. ATCP 93.

(2) APPLICATION. (a) *General.* Substitute the following wording for the requirements in NFPA 1 sections 1.3.2.4. to 1.3.2.4.3:

1. The design requirements in NFPA 1 and in any standard or code adopted therein that apply to public buildings or places of employment are not included as part of this chapter, except as specified in subds. 3. a. and c. and 4.

Note: Because of this subdivision, this chapter does not prescribe how to design public buildings. However, this chapter includes requirements that may apply during the construction of a public building, such as the safeguards in NFPA 1 chapter 16 for fire safety during construction. See chs. SPS 361 to 366 for design requirements for public buildings and places of employment.

2. The codes and standards that are referenced in this chapter, and any additional codes and standards which are subsequently referenced in those codes and standards, shall apply to the prescribed extent of each such reference, except as modified by this chapter.

3. a. The design requirements in NFPA 1 sections 11.12.2.2 to 11.12.2.2.3.3.2 for firefighter access pathways on a roof with a rooftop photovoltaic system are included as part of this chapter.

b. The requirements in NFPA 1 sections 11.12.2.2 to 11.12.2.2.3.3.2 do not apply to rooftop photovoltaic systems installed prior to September 1, 2014.

c. The design requirements in NFPA 1 chapter 18 for fire department access and water supply are included as part of this chapter.

d. The requirements in NFPA 1 sections 18.2.3 and 18.3 do not apply to buildings constructed prior to September 1, 2014. Buildings constructed prior to that date but on or after March 1, 2008, shall comply with the requirements in NFPA 1 sections 18.2.3 and 18.3 which were in effect under this subdivision during that period. The requirement in NFPA 1 section 18.2.2.1 that an access box be listed in accordance with UL 1037 does not apply to access boxes installed prior to September 1, 2014.

4. The design requirements in NFPA 1 sections 50.2.1.1 and 50.4 for an exhaust hood and an automatic fire suppression system are included as part of this chapter, for mobile kitchens only.

(b) *Conflicts.* Substitute the following wording for the requirements in NFPA 1 section 1.3.3:

1. Where any rule written by the department differs from a requirement within a document referenced in this chapter, the rule written by the department shall govern.

2. Where rules of the department specify conflicting requirements, types of materials, methods, processes or procedures, the most restrictive rule shall govern, except as provided in subds. 1. and 3.

Note: If the most restrictive of two or more conflicting requirements is not readily apparent, a determination of which is more restrictive can be obtained from the Department.

3. Where a rule prescribes a general requirement and another rule prescribes a specific or more detailed requirement regarding the same subject, the specific or more detailed requirement shall govern, except as provided in subd. 1.

(3) ALTERNATIVES. Substitute the following wording for the requirements in NFPA 1 section 1.4.1: Nothing in this chapter is intended to prohibit or discourage the design and use of new materials or components, or new processes, elements or systems, provided written approval from the department or AHJ is obtained first.

(4) PETITION FOR VARIANCE. Substitute the following wording for the requirements in NFPA 1 sections 1.4.2 to 1.4.6: The department shall consider and may grant a variance to a provision of this chapter in accordance with ch. SPS 303. The petition for variance shall include, where applicable, a position statement from the fire department having jurisdiction.

Note: Chapter SPS 303 requires the submittal of a petition for variance form (SBD−9890) and a fee, and that an equivalency is established in the petition for variance which meets the intent of the rule being petitioned. Chapter SPS 303 also requires the Department to process regular petitions within 30 business days and priority petitions within 10 business days. The SBD−9890 form is available in the Appendix or at the Department's Web site at http://dsps.wi.gov through links to Division of Industry Services forms.

Note: See ch. SPS 302 for the fee that must be included when submitting a petition for variance.

(5) TEMPORARY USE. These are department rules in addition to the requirements in NFPA 1 section 1.4: A fire code official may allow a building or a portion of a building to be used temporarily in a manner that differs from the approved use for the building or space, or may approve a temporary building to be used by the public, subject to all of the following provisions:

(a) The official shall determine the time frame within which the temporary use is permitted, based on the extent hazards are created by the temporary use. This time frame may not exceed 180 days, except the official may grant extensions for demonstrated cause.

(b) Buildings or spaces considered for temporary use shall conform to the requirements of this chapter as necessary to ensure the public safety, health, and general welfare, except as provided in par. (c).

(c) The official may require additional safety requirements for a temporary use as a trade−off for any safety provisions that may be lacking.

(d) The official may terminate the approval for a temporary use at any time and order immediate discontinuance of the use or complete evacuation of the building or space.

Note: The Department and other state agencies may have additional rules that affect the design, construction, inspection, maintenance, and use of public buildings, places of employment and premises, including chs. SPS 305, Credentials; SPS 307, Explosives and Fireworks; SPS 316, Electrical; SPS 318, Elevators, Escalators and Lift Devices; SPS 340, Gas Systems; SPS 341, Boilers and Pressure Vessels; SPS 343, Anhydrous Ammonia; SPS 345, Mechanical Refrigeration; SPS 361 to 366, Commercial Building Code; SPS 375 to 379, Buildings Constructed Prior to 1914; SPS 381 to 387, Plumbing; SPS 390, Public Swimming Pools and Water Attractions; and SPS 391, Sanitation. The Department's Division of Industry Services administers all of these listed codes.

(6) INTERPRETATIONS. These are department rules in addition to the requirements in NFPA 1 section 1.7.3:

(a) *Department authority.* Any departmental interpretation of the requirements in this chapter or in the codes and standards that are adopted in this chapter shall supersede any differing interpretation by either a lower level jurisdiction or an issuer of the adopted code or standard.

Note: The National Fire Protection Association, which issues the NFPA Fire Code that is adopted in this chapter, also issues an NFPA 1 Fire Code Handbook. The Handbook contains explanatory information on many of the Code's requirements along with case studies and illustrative examples that may be helpful in understanding the Code's requirements. Go to www.nfpa.org for further information about the Handbook.

(b) *Local ordinances.* 1. Pursuant to s. 101.02 (7), Stats., a city, village, town or local board of health may enact and enforce additional or more restrictive requirements for public buildings and places of employment, provided the requirements do not conflict with this chapter.

2. Nothing in this chapter affects the authority of a municipality or county to enact and enforce requirements for fire districts, land use, or zoning under ss. 59.69, 60.61, 60.62, 61.35, and 62.23 (7), Stats.

(7) EXCLUSIONS. (a) 1. The requirements in the following NFPA 1 sections are not included as part of this chapter: 1.7.10.2, 1.7.10.4, 1.9.1 to 1.9.3, and 1.10.

2. Any permit referenced in NFPA 1 section 1.12 or referred to elsewhere under this chapter is not required by this chapter, but may be required at the local level if done so through a local ordinance.

3. Any certificate of fitness referenced in NFPA 1 section 1.13 or referred to elsewhere under this chapter is not required by this chapter, but may be required at the local level if done so through a local ordinance.

(b) Any requirement which is specified in par. (a) and which is subsequently referred to elsewhere under this chapter is not included as part of this chapter.

(7m) STOP ORDERS. This is a department informational note to be used under NFPA 1 section 1.7.14:

Note: Under sections 101.12 (3) (g) and 101.14 (1) (a) and (b) and (2) (b) of the Wisconsin Statutes, a fire inspector who is not certified by the Department as a building or dwelling inspector under chapter SPS 305 is authorized to order stopping an operation, construction or use only if the order relates to a fire hazard or explosion hazard or to prevention of fire — except where a local ordinance provides further authority to that inspector.

(8) OWNER'S RESPONSIBILITY. This is a department rule in addition to the requirements in NFPA 1 chapter 1: The owner of each building, structure and premises shall be responsible for maintaining the property in compliance with this chapter. Compliance with this chapter does not relieve the owner of a public building or place of employment from compliance with the other administrative rules established by the department or other state agencies.

Note: Pursuant to s. 101.11 (2) (a) of the Statutes, no employer or owner, or other person may hereafter construct or occupy or maintain any place of employment, or public building, that is not safe, nor prepare plans which fail to provide for making the same safe. See the annotations under s. 101.11 (3) of the Statutes for substantial additional information relating to the duties of owners and employers to provide and maintain places of employment and public buildings that are safe.

Note: See Appendix for statutory penalties relating to interfering with fire fighting, and to false alarms.

(9) APPEALS. These are department rules in addition to the requirements in NFPA 1 chapter 1:

(a) *Appeal of department order.* Pursuant to s. 101.02 (6) (e), Stats., any person who owns or occupies a property that is affected by an order of the department may petition the department for a hearing on the reasonableness of the order.

(b) *Appeal of local order.* Pursuant to s. 101.02 (7) (b), Stats., any person affected by a local order that is in conflict with an order of the department may petition the department for a hearing.

Note: See Appendix for a reprint of s. 101.02 (7) (c) of the Statutes, which addresses the Department's response to a petition received under this paragraph; and for the definition of "local order," from s. 101.02 (8) of the Statutes.

(10) REVOCATION OF APPROVAL. These are department rules in addition to the requirements in NFPA 1 chapter 1:

(a) *Department revocation.* The department may revoke any approval, issued under the provisions of this chapter, for any false statements or misrepresentation of facts on which the approval was based.

(b) *Local revocation.* The fire chief, or in first class cities the commissioner of building inspection, may revoke any local approval issued by them under the provisions of this chapter, for any false statements or misrepresentation of facts on which the approval was based. The fire chief, and in first class cities the commissioner of building inspection, may not revoke an approval issued by the department.

(11) FIRE INCIDENT REPORTS. Substitute the following wording for the requirements in NFPA 1 section 1.11.3.2:

(a) 1. For each fire, a record shall be compiled by a fire department serving the municipality in which the fire occurred.

2. The record in subd. 1. shall include all applicable information specified in s. 101.141 (2), Stats., shall be filed with the federal agency specified in s. 101.141 (1), Stats., and shall be filed no later than the deadline specified in s. 101.141 (1), Stats.

Note: Section 101.141 of the Statutes reads as follows: "**Record keeping of fires.** **(1)** Each city, village, and town fire department shall file a report for each fire that involves a building and that occurs within the boundaries of the city, village, or town with the U.S. fire administration for placement in the fire incident reporting system maintained by the U.S. fire administration. The report shall be filed within 60 days after the fire occurs.

(2) Each report filed under sub. (1) shall include all of the following information:

(a) The age of the building.

(b) The purpose for which the building was used at the time of the fire.

(c) If the building was used as a home, whether the building was a multifamily dwelling complex, a single−family dwelling, or a mixed−use building with one or more dwelling units.

(d) The number of dwelling units in the building, if the building was a multifamily dwelling complex or a mixed−use building.

(e) Whether the building had an automatic fire sprinkler system at the time of the fire and, if so, whether the system was operational.

(f) Whether the building had a fire alarm system at the time of the fire and, if so, whether the system was operational.

(g) The cause of the fire.

(gg) An estimate of the amount of damages to the building as a result of the fire.

(gm) The number of human deaths due to the fire, if any.

(gr) The number of human injuries due to the fire, if any.

(h) Any other relevant information concerning the building, as determined by the fire department.

(3) The Department may review, correct, and update any report filed by a fire department under this section."

(b) 1. In reporting the age of a building under par. (a), only the age of the portion of the building where the fire occurred is required, and this age may be estimated.

Note: Various software programs for reporting the information under this section may accommodate reporting a building's age only as a note in a narrative.

2. In reporting the amount of damages to a building under par. (a), either assessed values or expected replacement costs may be used, and either an estimated dollar loss or an estimated percentage of the building that is damaged may be used.

3. Prior to correcting or updating any report filed by a fire department under s. 101.141, Stats., the department shall obtain the consent of the chief of that fire department.

(11m) RECORDS WITH A REGISTER OF DEEDS. Any text in NFPA 1 section 1.12.3 that permits an authority having jurisdiction, as defined in NFPA 1 section 3.2.2, to require recording anything at a register of deeds office is not included as part of this chapter.

(12) PENALTIES. This is a department rule in addition to the requirements in NFPA 1 section 1.16: Penalties for violations of this chapter shall be assessed in accordance with s. 101.02 (12) and (13) (a), Stats.

Note: Section 101.02 (12) of the Statutes indicates that each day during which any person, persons, corporation or any officer, agent or employee thereof, fails to observe and comply with an order of the department will constitute a separate and distinct violation of such order.

Section 101.02 (13) (a) of the Statutes indicates penalties will be assessed against any employer, employee, owner or other person who fails or refuses to perform any duty lawfully enjoined, within the time prescribed by the Department, for which no penalty has been specifically provided, or who fails, neglects or refuses to comply with any lawful order made by the Department, or any judgment or decree made by any court in connection with ss. 101.01 to 101.599 of the Statutes. For each such violation, failure or refusal, such employee, owner or other person must forfeit and pay into the state treasury a sum not less than $10 nor more than $100 for each violation.

(13) FIRE CHIEF AND FIRE DEPARTMENT DUTIES. These are department rules in addition to the requirements in NFPA 1 chapter 1:

(a) *Authorized deputy of the department.* The fire chief of the fire department in every city, village or town, except cities of the first class, is a duly authorized deputy of the department.

(b) *Fire prevention inspections.* 1. 'General.' The chief of the fire department shall be responsible for having all public buildings and places of employment within the territory of the fire department inspected for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, or any violations of any law or ordinance relating to fire hazards or to the prevention of fires.

2. 'Determining the buildings that are to be inspected.' The fire chief shall be responsible for determining those public buildings and places of employment that are to be inspected, for each municipality for which the fire department has responsibility.

3. 'Scheduling of inspections.' Fire prevention inspections shall be conducted at least once in each non−overlapping 6−month period per calendar year, or more often if ordered by the fire chief, in all territory served by the fire department, except as provided in subds. 4. to 7.

Note: The Department of Health Services may require additional fire inspections for nursing homes.

4. 'Exception for first class cities.' In first class cities, the fire chief may establish the schedule of fire inspections. The fire chief shall base the frequency of the inspections on hazard classification, the proportion of public area, the record of fire code violations, the ratio of occupancy to size and any other factor the chief deems significant. Property other than residential property with 4 dwelling units or less shall be inspected at least once annually.

5. 'General exception for other municipalities.' Within the territory of each fire department, in each municipality other than first class cities, the following types of occupancies shall be inspected at least once per calendar year, provided the interval between those inspections does not exceed 15 months:

a. Offices, outpatient clinics and dental clinics, if less than 3 stories in height.

b. Unoccupied utility facilities, such as a water well facility, electric power substation and communication facility.

c. Places of worship that do not have a rental hall, child day care facility or preschool to 12th grade instruction within the immediate church building.

d. Buildings at colleges and universities, if used exclusively for classroom lecture or offices, provided there are no laboratories, chemical storage or industrial arts rooms in the building.

e. Libraries, museums and art galleries.

f. Hotels and motels, if less than 3 stories in height.

g. Townhouses and rowhouses, if less than 3 stories in height.

h. Residential condominiums and apartments, if there are less than 5 units under one roof.

i. Convents and monasteries.

j. Detention and correctional facilities.

k. Garages used for storage only.

L. Pedestrian walkways and tunnels, membrane structures, open parking structures, outdoor theaters, assembly seating areas, greenhouses and mini−storage buildings. If interior access to mini−storage buildings cannot be obtained, an exterior inspection shall be conducted.

m. Vacant or unoccupied buildings. If interior access to vacant or unoccupied buildings cannot be obtained, an exterior inspection shall be conducted.

n. Confined spaces. An area that is identified by a sign as a permit−required confined space need not be internally inspected, but an exterior inspection shall be conducted.

o. Townhouses, rowhouses, residential condominiums and apartments with no common use areas. An exterior inspection of these occupancies shall be conducted.

p. Fully−sprinklered office buildings up to 60 feet in height.

q. Fully−sprinklered residential condominiums and apartments, if less than 3 stories in height.

r. Fully−sprinklered townhouses and rowhouses, if less than 4 stories in height.

Note: Fully−sprinklered buildings are protected throughout by an automatic fire sprinkler system as specified in NFPA 13 or 13R, as referenced in chs. SPS 361 to 366.

s. Seasonal or periodic occupancies, provided at least one interior inspection is conducted during an occupancy period and provided the occupancy does not extend beyond 6 months in any calendar year.

6. 'Discretionary exception for other municipalities.' a. For low−use buildings or places of employment, including those specified in subd. 6. b. to f., in lieu of the inspection frequency specified in subd. 3. or 5., the fire chief may base the frequency of the inspections on hazard classification, the proportion of public area, the record of fire code violations, the ratio of occupancy to size and any other factor the chief deems significant. Property other than residential property with 4 dwelling units or less shall be inspected at least once annually.

b. Seasonal occupancies.

c. Temporary−occupancy uses — such as farm structures temporarily used for winter storage, horse stables or riding arenas.

d. Home−occupation accessory buildings used as businesses.

e. Seldom or infrequently occupied buildings.

f. Unoccupied buildings.

Note: To reduce the potential for difficulties to arise during the audits addressed in s. SPS 314.01 (14) (d), fire chiefs who exercise this discretion should either declare the corresponding buildings and inspection frequency in advance, or maintain a corresponding list of buildings to be inspected and their inspection frequency.

7. 'Local ordinances for reducing the frequency of inspections.' a. Where authorized by a local ordinance, a city, village or town may reduce the inspections required under subd. 3. to at least once per calendar year, provided the interval between those inspections does not exceed 15 months.

b. Any local ordinance adopted under subd. 7. a. shall be made available to the department during an audit conducted under sub. (14) (d).

8. 'Inspection reports.' The fire chief shall make and keep on file reports of fire prevention inspections, except in first class cities the commissioner of the building inspection department shall make and keep the reports. For at least 7 years, the reports shall be maintained in written form or in another form capable of conversion into written form within a reasonable amount of time.

Note: The Department has developed fire inspection report forms that may be used by fire departments. The fire inspection report forms (SBD−10615A and SBD−5295) are available from the Division of Industry Services through one or more of the following means: in the Appendix; at P.O. Box 7162, Madison, WI 53707−7162; or at the Department's Web site at http://dsps.wi.gov through links to Division of Industry Services forms.

9. 'Inspectors.' Fire safety inspections shall be conducted by the department or deputy or an authorized representative of the deputy.

10. 'Statutory inspection authority.' The rules of this chapter do not limit or deny the ability of department deputies to conduct the activities under s. 101.14 (1) (a) and (b), Stats., for the purpose of ascertaining and causing to be corrected any condition liable to cause fire, or any violation of any law or order relating to fire hazards or to the prevention of fire.

Note: Under s. 101.14 (2) (a) of the Statutes, and as referenced in s. SPS 314.01 (14) (a), "The chief of the fire department in every city, village, or town, except cities of the 1st class, is constituted a deputy of the department."

11. 'Fire inspector training.' All fire department personnel directly involved in conducting fire inspections are authorized by the department and by the fire chief to conduct the inspections upon completion of training approved by the fire chief.

(c) *Public fire education services.* Each fire department shall provide public fire education services within the territory served by the fire department. The services may be selected from the following public fire education−related activities, or may be other activities acceptable to the department:

1. 'Fire prevention week program.' Fire departments complete any combination of the following activities during national fire prevention week: children's poster contest; fire department open house; school visits to teach children fire safety; fire department fire safety demonstrations, including but not limited to fire fighting demonstrations, fire extinguisher and smoke detector demonstrations, stop, drop and roll demonstrations or an activity that specifically relates to a national fire prevention week theme.

2. 'Residential fire inspection program.' Fire departments advertise and conduct residential fire inspections on a request basis or in response to local ordinance.

3. 'Building plan review program.' Fire departments conduct plan reviews and approvals of fire safety related elements prior to construction of public buildings and places of employment.

4. 'School education program.' Fire departments conduct approved fire safety education programs in the school districts for which they have responsibility.

5. 'Continuing public fire education program.' Fire departments conduct public fire education programs, which may include monthly public service announcements for radio or television, monthly newspaper articles, booths at fairs, demonstrations at shopping centers, and billboards with fire safety messages.

6. 'Public fire education speaking bureau.' Fire departments organize a group of speakers to make public fire education presentations to civic organizations, professional organizations, school organizations and similar groups.

7. 'Youth fire awareness program.' Fire departments conduct youth fire awareness programs, including skill award and merit badge clinics for scouts, junior fire marshal program, juvenile fire setters program, first aid and CPR training and related activities.

8. 'Fire extinguisher training program.' Fire departments conduct training programs for the public or industry regarding the operation of fire extinguishers. Industrial fire brigade training programs may be conducted to complete this activity.

9. 'Occupancy inspection program.' Fire departments conduct inspections of public buildings and places of employment prior to the issuance of local occupancy permits. Written documentation of the inspections is kept by each fire department.

10. 'Smoke detector awareness program.' Fire departments conduct programs to inform people regarding the effectiveness and proper installation of smoke detectors in residential buildings, public buildings and places of employment.

(d) *Record keeping.* The following fire department dues entitlement records shall be generated and maintained by each fire department:

1. Current roster of active fire department members.

2. Time, date, location, and number of firefighters responding, excluding the chief, for each first alarm for a building. For any of these responses that are in combination with another fire department under a mutual aid agreement, the record under this paragraph shall include the name of that department and the number of firefighters, excluding the chief, responding from that department.

3. Number and duration of, and attendance at, fire department meetings, if the fire department is a volunteer fire department. For the purposes of this requirement, a volunteer fire department does not have any member who is paid for 36 hours or more of work, on a weekly basis.

4. Number and duration of, topic of and attendance at fire department training sessions.

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

(e) *Availability of records.* For at least 7 years, the records specified in par. (d) shall be maintained in written form or in another form capable of conversion into written form within a reasonable amount of time; and shall be made available to the department and to the public, upon request to the fire department.

Note: Section 19.32 (2) of the Statutes considers a record to be material containing written or electromagnetic information. The department will consider computer records to be equivalent to written reports.

(14) FIRE DEPARTMENT DUES. These are department rules in addition to the requirements in NFPA 1 chapter 1:

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

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

2. a. Fire protection and fire prevention services shall be provided by the fire department, except as provided in subd. 2. b. A municipality not maintaining a fire department shall have the services provided through contract. A fire department may use mutual aid agreements as a means of providing fire protection services.

b. In first class cities, fire inspections may be provided by the neighborhood services department.

(b) *Compliance determination.* 1. 'General.' The department shall determine substantial compliance with the fire department dues entitlement program through the processes specified in this paragraph and pars. (c) and (d).

2. 'Multiple fire departments.' Where a municipality is served by more than one fire department and any one of the fire departments is determined to be in noncompliance within that municipality, the entire municipality shall be determined to be in noncompliance.

3. 'Notice of noncompliance.' The department shall issue a notice of noncompliance to the municipality and the chief of the fire department that the department has determined to be in noncompliance. The determination shall be based on one or more of the following causes:

a. The municipality fails to submit self−certification input on time.

b. The municipality submits incomplete self−certification input.

c. The municipality self−certifies noncompliance.

d. An audit results in failure.

(c) *Self−certification.* 1. A municipality shall annually complete and submit fire department dues entitlement self−certification input for the previous calendar year. The input shall be in a format prescribed by the department and shall be submitted to the department on or before April 1.

Note: Further information about the Department's Web−based registration and self−certification process is available at the Department's Web site at www.dsps.wi.gov, through links to the Industry Services Division's Fire Prevention program and then Wisconsin's fire program online system.

2. A municipality shall include in the self−certification input the name of every fire department and the chief of the fire department that provided fire protection services and fire prevention services, to the municipality in the last calendar year. This identification shall be used to determine which fire departments are entitled to receive fire department dues from the municipality.

3. The chief of the fire department that provided the fire protection and fire prevention services and the clerk of the municipality shall each provide the input required by this paragraph, as to whether or not the municipality is in substantial compliance with state regulations regarding the fire department dues entitlement program. In first class cities, the commissioner of the building inspection department shall also submit the self−certification input.

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

Note: The definition of "substantial compliance" in s. SPS 314.03 (1) (i) is not intended to infer that the Department must make a separate determination about substantial compliance in each of the fire−dues eligibility categories prescribed in ss. 101.14 (2) and 101.575 (3) and (6) of the Statutes. Nor is that definition intended to infer that a fire department could do virtually no inspections and still be in compliance. Instead, Department staff use their expert judgment, in looking at the overall performance of a fire department and the municipality, to make an overall determination of whether substantial compliance occurred.

2. The department shall periodically examine fire department dues entitlement records, including the records required in sub. (13) (b) 8. and (d), and in NFPA 1 section 1.11.2, to verify that the required fire prevention and fire protection services were provided within the territory served by the fire department and, within first class cities, by the building inspection department.

Note: The information required in the entitlement records is as specified in ss. 101.14 (2) and 101.575 of the Statutes. Under those sections, the fire incident reports that are addressed in sub. (11), and any records of fire prevention inspections beyond public buildings and places of employment, are not fire dues entitlement records.

3. The department shall write a report summarizing the results of each audit.

(e) *Appeals of audit determinations.* 1. A department audit determination under this subsection may be appealed only in accordance with this paragraph or ch. 227, Stats.

2. 'Filing an appeal.' a. The appeal shall be filed in writing, with the department.

b. An appeal may be filed only by either a fire department that fails an audit conducted under par. (d), or by a municipality served by that fire department.

3. 'Timing of an appeal.' An appeal may only be filed after the department issues a written determination of failure, but no later than 30 business days after that issuance. If no appeal is received by the department within that time period, the initial determination of failure shall become effective.

4. 'Processing an appeal.' The department shall forward the appeal to the appeals board established under subd. 5.

5. 'Appeals board.' The department shall appoint an appeals board comprised of the following members: a volunteer fire chief, a paid fire chief, a fire inspector, a volunteer firefighter, a paid firefighter, a representative of the League of Wisconsin Municipalities, and a representative of the Wisconsin Towns Association.

6. 'Support staff and resources.' The department shall provide support staff and other resources needed for the functions of the appeals board.

7. 'New information.' New information submitted with an appeal may result in remanding the appeal back to a lower level.

8. 'Hearing.' If requested by the appellant, the board shall allow oral testimony in addition to the written material filed under subd. 2. a. Any oral testimony shall be presented either through a teleconference or at a hearing location determined by the department.

9. 'Determinations of the board.' a. Four members of the board shall constitute a quorum. For the purpose of conducting business, a majority vote of the entire board, excluding any vacant positions, is required.

b. Findings of the appeals board shall be forwarded to the secretary of the department no later than 30 business days after the department receives the appeal, unless a later deadline is agreed upon by both the appellant and the appeals board.

10. 'Decision by the secretary.' No later than 30 days after receipt of the findings of the appeals board, the secretary of the department shall consider the findings and, in writing, either uphold or overturn the department's initial determination of failure.

11. 'Completion of the appeal process.' Any appeal filed under this paragraph shall progress through subd. 10. no later than August 1 in the year the appeal is filed, unless withdrawn by the appellant.

12. 'Appeal of the secretary's decision.' A secretary decision under this paragraph may be appealed only through the contested−case provisions in ch. 227, Stats.

(f) *Fire department registration.* 1. A fire department that provides fire prevention and fire protection services to a municipality shall register with the department on the form provided by the department.

Note: The Department sends form SBD−10638 upon request to the fire department. This form is also available from the Division of Industry Services through one or more of the following means: in the Appendix; at P.O. Box 2658, Madison, WI 53701−2658; or at the Department's Web site at http://dsps.wi.gov through links to Division of Industry Services forms.

2. The fire chief of a registered fire department shall annually review the information submitted under subd. 1. and then report any corrections to the department by February 1, through the department's online registration system for fire departments.

Note: The Department's online registration system for fire departments is available at the Department's Web site at http://dsps.wi.gov, through links to the Industry Services Division's Fire Prevention program and then Wisconsin's fire program online system.

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08; CR 09−104: renum. (1) (a), (1) (c) (intro.) to 7., (2) (intro.), (a) 1. b., 2. to 4., (2) (c) to (f), (3), (4), (6) to (10), (11) (title), (intro.), (a), (b) (title), 1. to 5., 6. to 10., (c) to (e), (12) to be (1) (a) 1., (c) 1. and 3. to 9., (2) (a) (intro.), (1) (a) 2., (2) (a) 1. to 3., (6) (a), (b), (3), (5) (intro.) to (d), (4), (7) to (12), (13) (title), (intro.), (a), (b) (title), 1. to 5., 7. to 11., (c) to (e), (14), and am., cr. (1) (c) 2., (g), (2) (a) 4., (b) (intro.), (6) (title), (intro.), (11) (a), (b), (13) (b) 6., am. (1) (e), (f), r. (2) (a) 1. (intro.), a., (5), (9), (a), (b) Register December 2010 No. 660, eff. 1−1−11; correction in (13) (b) 7. c. made under s. 13.92 (4) (b) 14., Stats., Register January 2011 No. 661; correction in (2) (b) 4., (4), (14) (a) 1. b. made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; correction in (2) (b) 4. made under s. 13.92 (4) (b) 7., Stats., Register December 2013 No. 696; CR 13−105: am. (1) (a), (c) 1., 2., 4., r. (1) (c) 5., renum. (1) (c) 6. to 9. to 5. to 8., am. (1) (f), (g) 1. (intro.), (2) (a) 1., renum. (2) (a) 3. a., b. to 3. c., d. and am. 3. d., cr. (2) (a) 3. a., b., am. (2) (b) 2., r. (2) (b) 4., cr. (7m), am. (9) (a), cr. (11m), r. (13) (b) 7. c., am. (14) (a) 1. a., (b) 1., 3. a., b., (c) 1. to 3., am. (14) (f) 2. Register August 2014 No. 704, eff. 9−1−14; correction in (2) (b) 3. made under s. 13.92 (4) (b) 7., Stats., Register August 2014 No. 704.

SPS 314.03 Definitions. (1) These are department definitions for this chapter in addition to the definitions in NFPA 1 chapter 3:

(a) 1. "Administrative expenses," for the appropriation under s. 20.165 (2) (La), Stats., means expenditures for the direct costs and indirect costs of administering ss. 101.14, 101.141 and 101.573, Stats.

2. In this paragraph:

a. "Direct costs" means the cost of salaries, limited term employees, fringe benefits and supplies to administer ss. 101.14, 101.141 and 101.573, Stats.

b. "Indirect costs" means the cost, determined on a pro rata basis, of management and administrative services provided to administer ss. 101.14, 101.141 and 101.573, Stats.

c. "Supplies" means equipment, memberships, postage, printing, rent, subscriptions, telecommunications, travel, utilities and similar outfitting and services, directly related to administering ss. 101.14, 101.141 and 101.573, Stats.

(b) "Department" means the department of safety and professional services.

(bm) "Design requirements" means any requirements that a designer would otherwise need to follow when specifying the permanent physical characteristics of a building. These include the materials of construction, structural members, fire−resistance and fire protection systems, means of egress and accessibility, energy efficiency, electrical systems, plumbing and other mechanical systems.

(c) "Fire chief" means the chief or authorized representative of the fire department serving the unit of government having authority over the public building or place of employment. Fire chief also means the representative designated by the local unit of government to carry out the duties of this chapter.

(d) "Fire department" means a municipal fire department, public safety department, or public or private organization, such as a fire association, fire district, fire company or fire corporation, organized or created for the purpose of extinguishing fires and preventing fire hazards.

(dm) "Governing authority" means the department of safety and professional services.

Note: Under NFPA 1 section 1.6, any local unit of government adopting local fire prevention requirements that apply in addition to this chapter is the "governing authority" for those requirements.

(e) "Municipality" means a city, village or town.

(f) "NFPA 1" means the 2012 edition of NFPA 1, *Fire Code*, as adopted and modified in this chapter.

(g) "Place of employment" has the meaning as defined in s. 101.01 (11), Stats.

Note: See Appendix for a reprint of s. 101.01 (11) of the Statutes.

(h) "Public building" has the meaning as defined in s. 101.01 (12), Stats.

Note: See Appendix for a reprint of s. 101.01 (12) of the Statutes.

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

Note: Under s. 101.575 (4) (a) 1. of the Statutes, the Department may not pay fire department dues to a city, village, town or fire department, unless the Department determines that the city, village, town or fire department is in substantial compliance with ss. 101.575 (6), 101.14 (2), and 101.141 (1) and (2) of the Statutes.

(2) Substitute the following definition for the definition in NFPA 1 section 3.3.182.22: "One− and 2−family dwelling" has the meaning as defined for dwelling in s. 101.61 (1), Stats.

Note: Section 101.61 (1) of the Statutes reads as follows: "'Dwelling' means any building that contains one or 2 dwelling units. 'Dwelling unit' means a structure or that part of a structure which is used or intended to be used as a home, residence or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others."

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08; CR 09−104: renum. (intro.), (1) to (6), (8) to (10), (7) to be (1) (intro.), (a) to (i), (2) and am. Register December 2010 No. 660, eff. 1−1−11; correction in (1) (a) 1., (b) made under s. 13.92 (4) (b) 6., 7., Stats., Register December 2011 No. 672; CR 13−105: am. (1) (a) 2., cr. (1) (bm), (dm), am. (1) (f), (2) Register August 2014 No. 704, eff. 9−1−14.

SPS 314.10 General fire safety. (1) NFPA 101®, LIFE SAFETY CODE®. This is a department informational note to be used under NFPA 1 section 10.1.2:

Note: Under section SPS 314.01 (2) (a) 1., the design requirements that are included in NFPA 1, *Fire Code*, either directly, or indirectly through cross−references to other standards and codes such as NFPA 101, are not included as part of this chapter, except as provided in sections SPS 314.01 (2) (a) 3. a. and 4.

(2) EMERGENCY PLANS. This is a department informational note to be used under NFPA 1 section 10.9.2.2:

Note: The Department of Health Services may have additional rules requiring nursing home operators to have emergency plans that are reviewed by fire departments or other fire and safety experts.

(2m) OPEN FLAMES. Substitute the following wording for the requirements in NFPA 1 section 10.11.2: The AHJ shall have the authority to prohibit any or all open flames, and open, recreational, and cooking fires or other sources of ignition, or establish special regulations on the use of any form of fire or smoking material where circumstances make such conditions hazardous.

(2r) COOKING EQUIPMENT ON BALCONIES. Substitute the following wording for the requirements in NFPA 1 section 10.11.6.2: For other than one− and two−family dwellings, no fuel for a hibachi, grill, or other similar device used for cooking may be stored with that equipment on a balcony.

(3) CHRISTMAS TREES. This is a department informational note to be used under NFPA 1 section 10.14:

Note: Guidance on use of natural−cut Christmas trees is available at the Department's Web site at http://dsps.wi.gov through links to the Fire Prevention program in the Division of Industry Services.

(4) OUTSIDE STORAGE. This is a department informational note to be used under NFPA 1 section 10.16:

Note: See Appendix for related explanatory material.

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08; CR 09−104: renum. (2) to be (4), cr. (2), (3) Register December 2010 No. 660, eff. 1−1−11; CR 13−105: am. (2), cr. (2m), (2r) Register August 2014 No. 704, eff. 9−1−14; correction in (2r) (title) made under s. 13.92 (4) (b) 2., Stats., Register August 2014 No. 704.

SPS 314.11 Building services. (1) FIRE SERVICE ELEVATOR KEYS. Substitute the following informational note for the requirements in NFPA 1 sections 11.3.6.1 to 11.3.6.5.1.7:

Note: See chapter SPS 318 for requirements for fire service elevator keys.

(2) PORTABLE UNVENTED HEATERS. This is a department rule in addition to the requirements in NFPA 1 section 11.5: Portable, fuel−fired, unvented heating appliances are prohibited — except during construction or demolition of a building, provided adequate ventilation is supplied.

(3) TWO−WAY RADIO COMMUNICATION ENHANCEMENT SYSTEMS. The requirements in NFPA 1 section 11.10 are not included as part of this chapter.

Note: See chs. SPS 361 to 366 for requirements for other heating appliances.

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08; CR 13−105: renum. section 314.11 and (title) to 314.11 (2) and (title), cr. section 314.11 (title), (1), (3) Register August 2014 No. 704, eff. 9−1−14.

SPS 314.13 Fire protection systems. (1) INSPECTION, TESTING AND MAINTENANCE OF CROSS CONNECTION CONTROL DEVICES. This is a department rule in addition to the requirements in NFPA 1 sections 13.3 to 13.5: All cross connection control devices installed in water−based fire protection systems shall be inspected, tested and maintained in accordance with this chapter and ch. SPS 382.

(2) CREDENTIALS FOR TESTERS OF FIRE SPRINKLER SYSTEMS. This is a department informational note to be used under NFPA 1 section 13.3.3:

Note: Chapter SPS 305 contains credential requirements for testers of fire sprinkler systems. That chapter and this chapter do not preclude non−credentialed individuals from conducting the daily, weekly, monthly, quarterly or semiannual inspection and testing activities for automatic fire sprinkler systems required under NFPA 25 and NFPA 72.

(3) This is a department informational note to be used under NFPA 1 section 13.6.9.1.2:

Note: The fire−extinguisher certification addressed in this section is not issued by the Department.

(4) Substitute the following informational note for the requirements in NFPA 1 sections 13.7.1.5 and 13.7.2.9.4 to 13.7.2.9.4.4:

Note: See chapters SPS 361 to 366 for requirements relating to installation and maintenance of carbon monoxide alarms.

(5) MAINTENANCE OF SMOKE DETECTORS AND ALARMS. These are department informational notes to be used under NFPA 1 section 13.7.4.6:

Note: [1] Section 101.145 (3) (b) and (c) of the Statutes address maintenance of smoke detectors in residential buildings and read as follows: Section 101.145 (3) (b) "The owner of a residential building shall maintain any such smoke detector that is located in a common area of that residential building."

(c) "The occupant of a unit in a residential building shall maintain any smoke detector in that unit, except that if an occupant who is not an owner, or a state, county, city, village or town officer, agent or employee charged under statute or municipal ordinance with powers or duties involving inspection of real or personal property, gives written notice to the owner that a smoke detector in the unit is not functional the owner shall provide, within 5 days after receipt of that notice, any maintenance necessary to make that smoke detector functional."

Note: [2] Under ch. SPS 366, all smoke alarms must be replaced by the end of the service period specified by their manufacturer, and a replacement alarm that uses a battery as the primary power source must have a non−replaceable, non−removable battery which is capable of powering the alarm for at least ten years.

(6) MANUAL WET SPRINKLER SYSTEMS. This is a department rule in addition to the requirements in NFPA 1 section 13.8: Inspection, testing and maintenance of manual wet sprinkler systems shall comply with all of the requirements of NFPA 25, for an automatic fire sprinkler system, except that the main drain test specified in NFPA 25 is not required.

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08; CR 10−103: am. (3) (title), (intro.) and (4) Register August 2011 No. 668, eff. 9−1−11; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; CR 13−105: renum. (3), (4) to (5), (6), cr. (3), (4) Register August 2014 No. 704, eff. 9−1−14.

SPS 314.15 Fire department service delivery concurrency evaluation. The requirements in NFPA 1 chapter 15 are not included as part of this chapter.

History: CR 13−105: cr. Register August 2014 N0. 704, eff. 9−1−14.

SPS 314.16 Hose threads during construction. These are department informational notes to be used under NFPA 1 section 16.4.3.3.2.6:

Note: Section 213.15 of the Statutes regulates fire hose threads and fittings and reads as follows: "All fire hose fittings, apparatus fittings, 1.5 and 2.5 inches in diameter purchased or procured by a fire department or fire company shall be of the national standard hose thread as adopted by the national fire protection association. No fire department shall utilize hose and equipment not in conformance with the requirement that all threads shall be national standard hose thread as adopted by the national fire protection association. Any person offering for sale nonstandard hose couplings, fittings or apparatus fittings may be fined not less than $100 nor more than $500."

Note: NFPA 1963 contains the specifications for national standard hose thread.

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08.

SPS 314.20 Open flame devices and pyrotechnics. Substitute the following wording for the introductory paragraph in NFPA 1 section 20.1.5.3: No open flame devices or pyrotechnic devices may be used in any occupancy, unless otherwise permitted by the following:

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08; CR 09−104: am Register December 2010 No. 660, eff. 1−1−11.

SPS 314.27 Manufactured home and recreational vehicle sites. The requirements in NFPA 1 chapter 27 are not included as part of this chapter.

Note: See subch. XI of ch. SPS 321 and ch. SPS 326 for requirements for manufactured home sites and communities.

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08.

SPS 314.50 Commercial cooking equipment for mobile kitchens. This is a department exception to the requirements in NFPA 1 sections 50.2.1.1 and 50.4: Neither an exhaust hood nor an automatic fire suppression system is required for a mobile kitchen where all of the following conditions are met:

(1) The kitchen is less than 365 square feet in size.

(2) The kitchen is used on fewer than 12 days in a calendar year, for the purpose of cooking.

(3) The owner or operator of the kitchen maintains a record demonstrating compliance with sub. (2), retains the record with the kitchen, and makes the record available to an inspector upon request.

Note: A Department form that can be used in complying with the recordkeeping requirements in this section is available at the Department's Web site at http://dsps.wi.gov through links to Division of Industry Services forms.

History: CR 09−104: cr. Register December 2010 No. 660, eff. 1−1−11.

SPS 314.53 Mechanical refrigeration. The requirements in NFPA 1 chapter 53 are not included as part of this chapter.

Note: See ch. SPS 345 for requirements for mechanical refrigeration.

History: CR 09−104: cr. Register December 2010 No. 660, eff. 1−1−11.

SPS 314.65 Explosives, fireworks and model rocketry. (1) ENFORCEMENT. This is a department informational note to be used under NFPA 495 section 1.6, as referenced in NFPA 1 section 65.9.1:

Note: Any inspections by fire inspectors do not substitute for the Department's licensing and permitting of the facilities that are regulated under this section and chapter SPS 307.

(2) MIXING PLANT OPERATION. These are department rules in addition to the requirements in NFPA 495 chapter 5 as referenced in NFPA 1 section 65.9.1:

(a) *Personnel limitations.* Only persons essential to the mixing and packaging operations shall be allowed in the mixing and packaging area at any one time.

(b) *Production limitations.* No more than one day's production of blasting agent shall be permitted in the mixing and packaging area at any one time.

(c) *Labeling.* All cartridges, bags or other containers of blasting agents shall be labeled to indicate their contents. Ammonium nitrate bags may not be re−used as containers for blasting agents unless they are clearly relabeled so that no mistake can be made regarding their contents.

(3) MAGAZINE INSPECTION. Substitute the following wording for the requirements in NFPA 495 section 9.7.2 as referenced in NFPA 1 section 65.9.1: All magazines containing explosive materials shall be opened and inspected at maximum intervals of 7 days to determine whether there has been unauthorized or attempted entry into the magazines or whether there has been unauthorized removal of the magazines or their contents.

(4) USE OF EXPLOSIVE MATERIALS. The requirements in NFPA 495 chapters 10 and 11 as referenced in NFPA 1 section 65.9.1 are not included as part of this chapter.

Note: See ch. SPS 307 for requirements relating to the use of explosive materials.

History: CR 06−120: cr. Register February 2008 No. 626, eff. 3−1−08; CR 13−105: am. (2) (intro.), (3) Register August 2014 No. 704, eff. 9−1−14.

Chapter SPS 330

FIRE DEPARTMENT SAFETY AND HEALTH STANDARDS

Note: Chapter ILHR 30 as it existed on August 31, 1995, was repealed and a new chapter ILHR 30 was created effective September 1, 1995. Chapter ILHR 30 was renumbered Chapter Comm 30 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 6. and 7., Stats., Register, February, 1999, No. 518. Chapter Comm 30 was renumbered chapter SPS 330 under s. 13.92 (4) (b) 1., Stats., Register December 2011 No. 672.

Subchapter I — Purpose and Scope

SPS 330.001 Purpose. Pursuant to s. 101.055 (3) (a), Stats., the purpose of this chapter is to establish minimum safety and health standards for public sector fire department employees.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95**;** CR 01−044: r. and recr. Register December 2001 No. 552, eff. 1−1−02.

SPS 330.002 Scope. In addition to the requirements in ch. SPS 332, this chapter contains minimum requirements for an occupational safety and health program for public sector fire department employees involved in fire department operations.

Note: Chapter SPS 332 contains additional safety and health requirements for all public employees.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: r. and recr. Register December 2001 No. 552, eff. 1−1−02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.003 Application. (1) COVERED. This chapter applies to all fire departments having public employees, whether existing prior to the effective date of this chapter or subsequently established.

(2) NOT COVERED. This chapter does not apply to private sector employer fire companies and fire departments either of which are organized as non−stock, non−profit corporations under ch. 181, Stats., or under ch. 213, Stats., without the input of a municipality.

Note: Private sector employer fire companies and fire departments are regulated under 29 CFR 1910, especially section CFR 1910.156, of the federal Occupational Safety and Health Administration (OSHA) regulations.

Note: Most of the requirements of this chapter are based upon the National Fire Protection Association Standard NFPA No. 1500 − Standard on Fire Department Occupational Safety and Health Program. The requirements of subch. XI are based upon 29 CFR section 1910.156 (b) (2) of the OSHA regulations.

(3) CONFLICTS. If requirements of the statutes, this chapter or other Wisconsin administrative code chapters specify varying requirements, the requirement more protective of employee safety and health shall apply.

History: CR 01−044: cr. Register December 2001 No. 552, eff. 1−1−02.

Subchapter II — Definitions

SPS 330.01 Definitions. In this chapter:

(1) "Aerial device" means any extendable or articulating device that is designed to position fire fighters and handle fire fighting equipment.

(2) "Approved" means acceptable to the department.

(3) "Authority having jurisdiction" means the department.

(4) "Basic life support" means emergency medical treatment at a level authorized to be performed by emergency medical personnel, as defined in s. 941.37 (1) (c), Stats.

Note: Section 941.37 (1) (c), Stats., defines "emergency medical personnel" to be: "...an emergency medical technician licensed under s. 256.15, first responder certified under s. 256.15 (8), peace officer or fire fighter, or other person operating or staffing an ambulance or an authorized emergency vehicle."

(5) "Department" means the department of safety and professional services.

(6) "Emergency operation" means the provision of fire fighting, law enforcement, medical or other emergency service.

(6h) "Employee" or "public employee", as defined in s. 101.055 (2) (b), Stats., means any employee of the state, of any state agency or of any political subdivision of the state.

(6m) "Employer" or "public employer", as defined in s. 101.055 (2) (d), Stats., means the state, any state agency or any political subdivision of the state.

(7) "Fire apparatus" means a vehicle used for emergency operations.

(8) "Fire chief" means the highest ranking officer in charge of a fire department.

(9) "Fire department" means any public organization engaged in fire fighting.

(10) "Fire fighter" means any person performing the powers and duties of a fire department, whether or not that person is engaged in emergency operations. "Fire fighter" includes full−time and part−time employees and paid and unpaid volunteers.

(11) "Fire fighter organization" means an organization that represents the collective and individual rights and interests of fire fighters, such as a collective bargaining group or a fire fighters association. "Fire fighter organization" includes any organization that fire fighters authorize to represent their interests in negotiations with fire department managers.

(12) "Fire fighting" means any activity related to controlling and extinguishing an unwanted fire or a fire set for training fire fighters, including any activity that exposes a fire fighter to the danger of heat, flame, smoke or any other product of combustion, explosion or structural collapse, but does not include any activities pertaining to fighting wildland fires.

(13) "Fire vehicle" means any vehicle operated by a fire department, including fire apparatus.

(14) "Hazardous atmosphere" means any atmosphere that is oxygen deficient or that contains a toxic or disease producing contaminant, whether or not it is immediately dangerous to life or health.

(15) "Imminent hazard" means an act or condition that presents a danger to persons or property that is so urgent and severe that it requires immediate corrective or preventive action.

(16) "Incident command system" means an organized system of roles, responsibilities and suggested operating guidelines used to manage and direct emergency operations.

(17) "Member" means a person involved in performing the duties and responsibilities of a fire department, under the auspices of the organization. For the purposes of this chapter, a fire department member:

(a) May be a full−time or part−time employee, or a paid or unpaid volunteer;

(b) May occupy any position or rank within the fire department; and

(c) May or may not engage in emergency operations.

(18) "New", as it relates to s. SPS 330.08, means a person hired, appointed or promoted to a position within an individual fire department after April 1, 1991.

(19) "Occupational illness" means an illness or disease caused or aggravated by serving as a fire fighter.

(20) "Occupational injury" means an injury sustained during the performance of the duties, responsibilities and functions of a fire fighter.

(21) "Officer in command" means a fire fighter assigned to direct emergency operations or manage the activities of a group of fire fighters.

(23) "Service test" means the regular, periodic inspection and testing of apparatus and equipment, according to an established schedule and procedure, to ensure that it is in safe and functional operating condition.

(24) "Special hazard" means a substance, device, event, circumstance or condition that presents an unusual and severe danger to fire fighters or an abnormally high level of fire danger. Special hazards include water rescue, confined space entry, high−angle rescue, and operations requiring specialized training.

(25) "Suggested operating guideline" means an organizational directive that establishes a standard course of action.

(26) "Structural fire fighting" means fire fighting that involves buildings, enclosed structures, enclosed vehicles or enclosed vessels.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: cr. (6h) and (6m), r. (22), Register December 2001 No. 552, eff. 1−1−02; correction in (5), (18) made under s. 13.92 (4) (b) 6., 7., Stats., Register December 2011 No. 672.

Subchapter III — Administration and Enforcement

SPS 330.011 Inspections. (1) RIGHT OF ENTRY TO INVESTIGATE OR INSPECT. The authorized representatives of the department, upon presentation of the appropriate credentials to an employer, may:

(a) Enter without delay and at reasonable times any building, place of employment or workplace of a public employer, or an environment where work is performed by an employee of the employer; and

(b) Inspect and investigate during regular working hours and at other reasonable times, and within reasonable limits and in a reasonable manner, any place of employment and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials therein, and question privately any employer or employee.

(2) PARTICIPATION IN INSPECTIONS. Pursuant to s. 101.055 (5), Stats., a representative of the employer, an employee, or an employee representative shall be provided an opportunity to accompany a department inspector on any inspection made under this chapter.

(3) REQUESTS FOR INSPECTIONS. (a) Any person who believes a safety or health standard or variance is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the department to conduct an inspection.

(b) If an employee or employee representative requesting an inspection so designates, that person's name may not be disclosed to the employer or any other person, including any state agency except the department.

(c) When determined necessary by the department, a request for inspection shall be made on a form provided by the department.

Note: The complaint registration form (SBD−192) is available at the Department's Web site at http://dsps.wi.gov through links to Division of Industry Services forms. See s. 101.055, Stats., for information regarding the complaint process.

(4) ORDERS. Pursuant to s. 101.055 (6), Stats., the department shall issue orders for violation of this chapter.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95.

SPS 330.012 Posting department order. Upon issuance of an order of noncompliance, the employer shall post a copy of the order in accordance with s. 101.055 (6) (a) 1., Stats.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: r. and recr. Register December 2001 No. 552, eff. 1−1−02.

SPS 330.013 Variances. Pursuant to s. 101.055 (4), Stats., the department shall consider and may grant a temporary variance, an experimental variance or a permanent variance as specified in s. SPS 303.04 for a safety and health issue affecting public employees.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.014 Notices. Every employer shall post a notice which summarizes the employee's protections and rights as granted under s. 101.055, Stats.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95.

SPS 330.015 Penalties. Penalties for violations of this chapter may be assessed as specified in s. 101.02, Stats.

Note: Section 101.02 (13) (a), Stats., indicates penalties will be assessed against any employer, employee, owner or other person who fails or refuses to perform any duty lawfully enjoined, within the time prescribed by the department, for which no penalty has been specifically provided, or who fails, neglects or refuses to comply with any lawful order made by the department, or any judgment or decree made by any court in connection with ss. 101.01 to 101.25, Stats. For each such violation, failure or refusal, such employee, owner or other person must forfeit and pay into the state treasury a sum not less than $10 nor more than $100 for each violation.

Note: Section 101.02 (12), Stats., indicates that every day during which any person, persons, corporation or any officer, agent or employee thereof, fails to observe and comply with an order of the department will constitute a separate and distinct violation of such order.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95.

Subchapter IV — Adopted Standards

SPS 330.02 Incorporation of standards by reference. (1) NFPA STANDARDS. The following standards of the National Fire Protection Association, One Batterymarch Park, P.O. Box 9101, Quincy, Massachusetts, 02269−9101 are hereby incorporated by reference into this chapter:

(a) NFPA 1001−1997, Standard for Fire Fighter Professional Qualifications.

(b) NFPA 1002−1998, Standard for Fire Apparatus Driver/Operator Professional Qualifications.

(c) NFPA 1021−1997 Standard for Fire Officer Professional Qualifications.

(d) NFPA 1403−1997, Standard on Live Fire Training Evolutions in Structures.

(e) NFPA 1901−1999, Standard for Automotive Fire Apparatus.

(f) NFPA 1911−1997, Standard for Service Tests of Pump Systems on Fire Department Apparatus.

(g) NFPA 1914−1997, Standard for Testing Fire Department Aerial Devices.

(h) NFPA 1971−2000, Standard on Protective Ensemble for Structural Fire Fighting.

(i) NFPA 1981−1997, Standard on Open−Circuit Self−Contained Breathing Apparatus for the Fire Service.

(j) NFPA 1982−1998, Standard on Personal Alert Safety Systems (PASS).

(k) NFPA 1983−2001, Standard on Fire Service Life Safety Rope and System Components.

(2) CGA STANDARDS. The following standard of the Compressed Gas Association, 1235 Jefferson Davis Highway, Arlington, Virginia 22202 is hereby incorporated by reference into this chapter:

(a) CGA Standard G−7.1, 1997, Commodity Specification for Air.

Note: Copies of the standards are on file in the offices of the department and the legislative reference bureau. Copies may be purchased through the organizations listed.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: r. and recr. Register December 2001 No. 552, eff. 1−1−02.

Subchapter V — Organization

SPS 330.03 Fire department safety position. (1) ASSIGNMENT. (a) Each fire department shall have a safety position.

(b) The safety position shall assist the fire chief in his or her responsibility for the safety and health of the fire fighter.

(c) The safety position shall report directly to the fire chief.

Note: The safety position may be filled by a single individual or by several individuals as determined by need and at the discretion of the fire chief. When several individuals are assigned to the position, at least one should be a member of the occupational safety and health committee. The intent of the rule is to staff the safety position with existing personnel, which may be filled by a fire department member who performs other duties in addition to those set forth in this section.

(2) QUALIFICATIONS. The safety position shall:

(a) Be a fire department member;

(b) Have a knowledge of state and local laws regulating fire fighter safety and health;

(c) Have a knowledge of the potential safety and health hazards involved in fire fighting; and

(d) Have a knowledge of the principles and techniques of managing a safety and health program.

(3) AUTHORITY. The safety position shall:

(a) Have the responsibility to identify and recommend corrections of violations of safety and health standards;

(b) Have the authority to recommend immediate correction of situations that create an imminent hazard to personnel; and

(c) Have the authority to alter, suspend or terminate activities at the emergency scene when he or she judges those activities to be unsafe or an imminent hazard.

(4) FUNCTIONS. The safety position shall:

(a) Be a member of the safety and health committee, and maintain a liaison with staff officers, fire fighters, equipment manufacturers, regulatory agencies, safety specialists and the fire department physician;

(b) Develop and revise rules and regulations and suggested operating guidelines pertaining to safety and health, and report to the fire chief on the adequacy and effectiveness of the rules and regulations. The fire chief shall define the role of the safety position in the enforcement of the rules and regulations;

(c) Identify and mitigate safety hazards at incidents, and be involved in post−incident critiques; and

(d) Ensure that training in safety procedures is provided to all fire fighters. Training shall address corrective actions recommended by accident investigations.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: am. (1) (b), Register December 2001 No. 552, eff. 1−1−02.

SPS 330.05 Occupational safety and health committee. (1) Every fire department shall establish an occupational safety and health committee which shall advise the chief of the fire department on issues related to the program. The committee shall include representatives of fire department management and fire fighters or representatives of fire fighter organizations or other persons. Any representatives of a fire service organization shall be selected by the fire fighter organization. The chief of the fire department shall appoint the other members of the committee.

(2) The committee appointed under sub. (1) shall:

(a) Conduct research, develop recommendations and study and review matters pertaining to the program; and

(b) Hold regularly scheduled meetings at least biannually and may hold special meetings as it determines necessary. The committee shall make a written record of its meetings available to all fire fighters in the fire department.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95.

SPS 330.06 Records. Every fire department shall:

(1) Establish a data collection system and maintain permanent records of all reported accidents, injuries, illnesses and deaths that are or may be job related. The system shall include individual records of any occupational exposure to known or suspected toxic products or contagious diseases.

(2) Maintain a training record for each fire fighter indicating dates, subjects covered and certifications achieved.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95.

Subchapter VI — Training and Education

SPS 330.07 Training and education. (1) Every fire department shall:

(a) Establish and maintain a training and education program for fire fighters to prevent occupational accidents, deaths, injuries and illnesses.

(b) Provide training and education that does all of the following:

1. Prepares a fire fighter to safely perform his or her duties.

2. Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.

3. Prepares a new fire fighter whose duties include emergency operations to perform emergency operations. The training under this subdivision shall include training in the incident command system under s. SPS 330.14 (1) (b).

4. Gives a fire fighter whose duties include structural fire fighting training consistent with established fire ground operating procedures. The training under this subdivision shall be at least monthly, shall be based on each fire department's suggested operating guidelines which are maintained in written form and which address all emergency scene operations, and shall be supervised by qualified instructors.

Note: A qualified instructor can be anyone who is knowledgeable in the topic, and not necessarily an instructor from the Wisconsin technical college system.

5. Prepares a fire fighter for special hazards to which he or she may be exposed during fires and other emergencies. The procedures for actions to address special hazards shall be in writing.

(2) (a) All training and education under sub. (1) shall be provided by individuals who are qualified to teach the subject they are teaching.

(b) The training shall be overseen by the fire chief or a designee who has completed at least the 12−hour National Fire Academy Field Course for Instructional Techniques for Company Officers or equivalent.

(3) A fire department shall provide the training required under sub. (1) (b) 1. and 2. biannually or more often, if necessary.

(4) Any training of fire fighters which includes live fire fighting exercises shall be conducted in compliance with NFPA 1403.

(5) A training program for any fire fighter engaged in fire ground operations shall include procedures to effect his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; correction in (1) (b) 3. made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.08 Employment standards. (1) (a) Any new fire fighter engaged in structural fire fighting shall meet the minimum requirements specified by:

1. The Wisconsin technical college system board;

2. An approved state apprenticeship program;

3. An in−house training program approved by the Wisconsin technical college system board; or

4. NFPA 1001.

(b) All new fire fighters shall be permitted the opportunity to obtain the training specified in this subsection within 24 months of the date of his or her appointment to the fire department.

(c) No new fire fighter may be permitted to participate in structural fire fighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed the training specified in this subsection.

(2) (a) Every new pumper operator or new aerial operator shall meet the minimum requirements specified by:

1. The Wisconsin technical college system board;

2. An approved state apprenticeship program;

3. An in−house training program approved by the Wisconsin technical college system board; or

4. NFPA 1002.

(b) New pumper operators and new aerial operators shall obtain the training specified in this subsection within 12 months of the date of appointment.

(3) A new fire officer, after appointment, shall be provided with the opportunity to take the basic officer training program within 12 months of appointment. The training program shall meet the minimum requirements specified by:

(a) The Wisconsin technical college system board;

(b) An approved state apprenticeship program;

(c) An in−house training program approved by the Wisconsin technical college system board; or

(d) NFPA 1021.

(4) Any member of a fire department on March 31, 1991, shall have his or her level of ability and training specified in writing by the fire chief or shall have a current fire fighter certification from the Wisconsin technical college system board. The level of ability and training specified by the fire chief may not be transferred to any other fire department.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95.

Subchapter VII — Vehicles and Equipment

SPS 330.09 Vehicles. (1) Every fire department shall:

(a) Give substantial consideration to the health and safety of fire fighters in relation to the specification, design, construction, acquisition, operation, maintenance, inspection and repair of all vehicles and equipment.

(b) Provide helmet and eye protection to any person riding in any part of a fire vehicle that is not enclosed and require that the person wear the protection while riding in that part.

(c) 1. Except as provided in subd. 2., when specifying and ordering any fire apparatus after April 1, 1991, require a sufficient number of seats in an enclosed area for the maximum number of persons who may ride on the apparatus at any time, as specified by NFPA 1901.

2. Fire apparatus manufactured prior to April 1, 1991, may be sold, traded or given to another fire department for use after April 1, 1991, provided the fire apparatus is maintained in accordance to the standards in effect at the time of its manufacture.

(d) Inspect every fire vehicle at least weekly and within 24 hours after any use or repair to identify and correct unsafe conditions and establish a preventive maintenance program. All maintenance, inspections and repairs of fire vehicles shall follow the instructions of the manufacturer.

(e) Take any fire vehicle found to be unsafe out of service until it is repaired and inspect that vehicle before placing it back in service.

(f) Test fire pumps on apparatus as specified in NFPA 1911.

(g) Inspect and service test all aerial devices as specified in NFPA 1914.

(2) A driver of a fire vehicle shall have a valid driver's license for the operation of the vehicle. The driver is directly responsible for the safe and prudent operation of the vehicle in all conditions. Any officer directly supervising the driver is responsible for the actions of the driver.

(3) The driver of a fire vehicle may not move the vehicle until every person on the vehicle is seated and secured with a seat belt or safety harness in an approved riding position, except as allowed under sub. (4).

(4) (a) Except as provided in pars. (b) to (d), any person riding on a fire apparatus shall be seated and secured to the vehicle by a seat belt or safety harness at any time the vehicle is in motion. No person may ride on the tail steps or other exposed part of a fire apparatus. No person may stand while riding a fire apparatus.

(b) Emergency medical specialists performing emergency medical duties are exempt from the requirements of par. (a).

(c) Hose loading operations may be performed on moving fire apparatus only when all of the following conditions are met:

1. Hose loading procedures shall be specified in a written standard operating procedure that includes the conditions set forth in this paragraph. All members involved in the hose loading shall be trained in these procedures.

2. There shall be a member, other than those members loading hose, assigned as a safety observer. The safety observer shall have an unobstructed view of the hose loading operation and be in visual and voice contact with the apparatus operator.

3. Nonfire department vehicular traffic shall be excluded from the area or shall be under the control of authorized traffic control persons.

4. The fire apparatus shall be driven only in a forward direction at a speed of 5 mph or less.

5. Members shall not stand on the tailstep, sidesteps, running boards, or any other location on the apparatus while the apparatus is in motion.

6. Members may be in the hose bed, but shall not stand while the apparatus is in motion.

7. Before each hose loading operation, the situation shall be evaluated to ensure compliance with the standard operating procedure. If the standard operating procedure cannot be met, or if there is any question as to the safety of the operation for the specific situation, the hose shall not be loaded on moving fire apparatus.

(d) Tiller training, where both the instructor and the trainee are at the tiller position, may be performed on tractor−drawn aerial apparatus only if all of the following conditions are met:

1. Tiller training procedures shall be specified in a written standard operating procedure that includes the conditions set forth in this paragraph. All members involved in tiller training shall be trained in these procedures.

2. The aerial apparatus shall be equipped with seating positions for both the tiller instructor and the tiller trainee. Both seating positions shall be equipped with seat belts for each individual. The tiller instructor may take a position alongside the tiller trainee.

3. The tiller instructor's seat may be detachable. If the instructor's seat is detachable, the detachable seat assembly shall be structurally sufficient to support and secure the instructor. The detachable seat assembly shall be attached and positioned in a safe manner immediately adjacent to the regular tiller seat. The detachable seat assembly shall be equipped with a seat belt or vehicle safety harness. The detachable seat assembly shall be attached and used only for training purposes.

4. Both the tiller instructor and the tiller trainee shall be seated and belted.

5. The instructor and trainee shall wear and use both helmet and eye protection if not seated in an enclosed area.

6. If the aerial apparatus is needed for an emergency response during a tiller training session, the training session shall be terminated, and all members shall be seated and belted in the approved riding positions. There shall be only one person at the tiller position. During the emergency response, the apparatus shall be operated by qualified operators.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95.

SPS 330.10 Portable equipment. Every fire department shall:

(1) Visually inspect at least weekly and within 24 hours after any use all equipment carried on fire apparatus or designated for training.

(2) Maintain inventory records for equipment carried on each fire vehicle and for equipment designated for training.

(3) Test all equipment carried on fire apparatus or designated for training at least annually according to the instructions and applicable standards of the manufacturer.

(4) Remove from service and repair or replace any fire fighting equipment which is defective or unserviceable as specified in the applicable National Fire Protection Association standard.

(5) Inspect and service test all ground ladders.

(6) Inspect and service test all fire hose.

(7) Inspect and test all fire extinguishers.

Note: Under ch. SPS 314, fire extinguishers are to be maintained as specified in NFPA 10, Standard for Portable Fire Extinguishers.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95.

Subchapter VIII — Protective Clothing and Protective Equipment

SPS 330.11 Protective clothing and equipment. (1) Every fire department shall:

(a) Provide each fire fighter with the required fire fighting protective clothing and the required fire fighting protective equipment to provide protection from hazards related to his or her job duties, at no cost to the fire fighter.

(b) Require fire fighters to use protective clothing and protective equipment provided under par. (a) whenever they are exposed to hazards or potential hazards.

(c) Fully train every fire fighter in the care, use, inspection, maintenance and limitations of the protective clothing and protective equipment assigned to them or available for their use.

(d) Use and maintain protective clothing and protective equipment according to the instructions of the manufacturer.

(e) Establish a maintenance and inspection program for protective clothing and protective equipment, assigning specific responsibilities for inspection and maintenance.

(2) Every fire department shall provide any fire fighter engaged in or exposed to the hazards of structural fire fighting with a protective ensemble that meets the applicable standards specified in NFPA 1971.

(3) (a) All new protective clothing and protective equipment provided under this subchapter shall meet the standards specified in s. SPS 330.02 as referenced in ss. SPS 330.11 to 330.13.

(b) Existing protective clothing and protective equipment shall meet the National Fire Protection Association standard that was current when the protective clothing or protective equipment was purchased or obtained by the fire department.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: r. and recr. (2), am. (3) (a), Register December 2001 No. 552, eff. 1−1−02; correction in (3) (a) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.12 Self−contained breathing apparatus. (1) Every fire department shall:

(a) Provide self−contained breathing apparatus and require fire fighters to use the apparatus in any area where the atmosphere is hazardous, is suspected of being hazardous or may become hazardous.

(b) Provide all fire fighters working below ground level or inside any confined space with self−contained breathing apparatus and require them to use that self−contained breathing apparatus unless the safety of the atmosphere can be established by testing and continuous monitoring.

(c) Adopt and maintain a respiratory protection program that satisfies the requirements of s. 29 CFR 1910.134 as adopted by reference in ch. SPS 332.

(d) Assure that all sources of compressed gaseous breathing air, such as compressors, used for filling self−contained breathing apparatus are tested to assure their compliance with sub. (4).

(e) Hydrostatically test each self−contained breathing apparatus tank within the time limits specified by the manufacturer of the apparatus and by any federal, state or local agency with jurisdiction over the possession and use of the apparatus.

(f) Inspect, use and maintain all self−contained breathing apparatus as recommended by the manufacturer.

(2) (a) The facepiece seal capability of each member qualified to use self−contained breathing apparatus shall be verified by qualitative fit testing on an annual basis and any time that new types of self−contained breathing apparatus are issued.

(b) Each new member shall be tested before being permitted to use self−contained breathing apparatus in a hazardous atmosphere.

(c) Only members with a properly fitting facepiece shall be permitted to function in a hazardous atmosphere with self−contained breathing apparatus.

(d) A fire fighter may not wear a beard or facial hair that comes in contact with a facepiece seal if the fire fighter's duties require him or her to use a self−contained breathing apparatus. If a fire fighter wears eyeglasses, the fire fighter shall use frames that do not pass through the seal area of the facepiece.

(3) (a) A self−contained breathing apparatus of the open−circuit design shall be positive pressure. Any self−contained breathing apparatus placed into service after April 1, 1991, shall meet NFPA 1981 and shall be of the positive pressure type only.

(b) Paragraph (a) does not prohibit the use of a self−contained breathing apparatus if the apparatus can be switched from a demand to a positive−pressure mode.

(c) The apparatus shall be in the positive−pressure mode when fire department members are working in a hazardous atmosphere.

(d) A closed−circuit type self−contained breathing apparatus shall be approved by the National Institute of Occupation Safety and Health and shall operate in the positive pressure mode only. The supply air tank shall have a minimum service duration of 30 minutes.

Note: The intent of this subsection is to prohibit the use of on demand type breathing apparatus whenever self−contained breathing apparatus is required to be worn.

(4) Compressed gaseous breathing air in a self−contained breathing apparatus cylinder shall meet the requirements of CGA standard G−7.1, with a minimum air quality of Grade D and a water vapor level of less than 25 ppm.

(6) Fire fighters using self−contained breathing apparatus shall operate in teams of 2 or more members who are:

(a) In communication with each other through visual, audible, physical, safety guide rope, electronic or other means to coordinate their activities; and

(b) In close enough proximity to each other to be able to provide assistance in case of an emergency.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: am. (1) (c), r. (5) and (7), Register December 2001 No. 552, eff. 1−1−02; correction in (1) (c) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.13 Personal alert safety system; life safety ropes, harnesses and hardware; eye, face and hearing protection. (1) PERSONAL ALERT SAFETY SYSTEMS. Every fire department shall:

(a) Provide every fire fighter using self−contained breathing apparatus involved in rescue, fire fighting or other hazardous duties with a personal alert safety system and require the fire fighter to use the system.

(b) Test every personal alert safety system at least weekly and prior to each use.

(c) Maintain each personal alert safety system according to the instructions of the manufacturer of that system.

(d) Use personal alert safety system devices which meet the standards specified in NFPA 1982.

(2) LIFE SAFETY ROPES, HARNESSES AND HARDWARE. Every fire department shall:

(a) Use life safety ropes, harnesses and hardware which meet the standards specified in NFPA 1983.

(b) Use Class I life safety harnesses for fire fighter attachment to aerial devices.

(c) Use Class II and Class III life safety harnesses for fall arrest and rappelling operations.

(d) Use unused life safety rope to support the weight of any person during rescue, fire fighting and other emergency operations.

(e) Use for training evolutions, life safety rope which is designated training rope if the rope is inspected before and after each use according to the manufacturer's instructions.

(f) Destroy any training rope subjected to impact loading or showing signs of weakness or wear and maintain a written record of the use of each rope.

(3) EYE, FACE AND HEARING PROTECTION. Every fire department shall:

(a) Provide face and eye protection for any fire fighter engaged in fire suppression and other operations involving hazards to the eyes and face whenever the fire fighter's face is not protected by the full facepiece of a self−contained breathing apparatus. Eye and face protection shall comply with s. 29 CFR 1910.133 as adopted by reference in ch. SPS 332.

(b) Provide hearing protection for any fire fighter operating or riding in fire apparatus when subject to noise in excess of 90 dBA.

(c) Provide hearing protection for any fire fighter exposed to noise in excess of 90 dBA from power tools or equipment unless the use of the protective equipment would create an additional hazard to the fire fighter. Hearing protection shall comply with s. 29 CFR 1910.95 as adopted by reference in ch. SPS 332.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: am. (3) (a) and (c), Register December 2001 No. 552, eff. 1−1−02; correction in (3) (a), (c) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

Subchapter IX — Emergency Operations

SPS 330.14 Emergency operations. (1) INCIDENT MANAGEMENT. Every fire department shall:

(a) Conduct emergency operations and other hazardous situations, including training exercises, in a manner to recognize hazards and to prevent accidents and injuries.

(b) Establish an incident command system which has written guidelines applying to all fire fighters involved in emergency operations and which identifies fire fighter roles and responsibilities relating to the safety of operations.

Note: Suggested Operating Guidelines have been developed and published by the Wisconsin technical college system board. Copies of the Suggested Operating Guidelines are available at all technical college district campuses.

(c) Train fire fighters involved in emergency operations in the incident command system established under par. (b) and assign safety responsibilities to supervisory personnel at each level of operations.

(d) Require the officer in command of an emergency operation to be responsible for the overall safety of all fire fighters and activities occurring at the scene of the operation.

(e) Require the officer in command of an emergency operation to establish an organization with sufficient supervisory personnel to control the position and function of all fire fighters operating at the scene of that emergency operation to ensure that safety requirements are satisfied.

(f) Use a standard system to identify and account for the assignment of each fire fighter at the scene of an emergency operation.

(g) At an emergency operation where special hazards exist, require the officer in command to assign qualified personnel with specific responsibility to identify and evaluate hazards and to provide direction with respect to fire fighter safety during the operation.

(2) INCIDENT SAFETY REQUIREMENTS. (a) Every fire department shall:

1. Provide sufficient personnel to safely conduct emergency scene operations and limit such operations to those that can be safely performed by the personnel available at the scene.

2. If inexperienced fire fighters are working at an emergency operation, provide direct supervision by more experienced officers or members.

(b) If any fire fighter is operating at an emergency operation and his or her assignment places him or her in potential contact with motor vehicle traffic, that fire fighter shall wear:

1. The helmet specified under s. SPS 330.11 (2) or alternate protective headgear providing equivalent protection; and

2. A garment with fluorescent retroreflective material.

(3) RESCUE OF MEMBERS. (a) A fire fighter using self−contained breathing apparatus and operating in an interior structural fire shall operate in a team of 2 or more fire fighters. Except in the case of a structural fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, a back−up team of at least 2 members wearing self−contained breathing apparatus shall be available at the scene for rescue if the need arises. One back−up team member with a charged line shall be committed to a safe non−affected area in or near the structure. The other back−up team member shall remain within voice contact and may be assigned to additional roles so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire fighter working at the scene. In all structural fires in which fire fighters use self−contained breathing apparatus, at least one additional member shall be assigned to remain outside the structural fire and monitor the operations.

Note: It is not the intent of this rule to prevent any number of persons from responding to a fire call, setting up equipment and initiating exterior suppression at the fire scene. Also, it is not the intent of this rule to prohibit an individual fire fighter from taking an action to preserve the life or safety of another person.

(b) At emergency operations, the officer in command shall evaluate the risk to fire fighters and, if necessary, request that at least basic life−support personnel and patient transportation be available.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: am. (2) (b) 1. and (3) (a), Register December 2001 No. 552, eff. 1−1−02; correction in (2) (b) 1., Stats., Register December 2011 No. 672.

Subchapter X — Facility Safety

SPS 330.145 Facility safety. Fire department buildings and facilities shall comply with chs. SPS 332 and 361 to 366.

History: CR 01−044: cr. Register December 2001 No. 552, eff. 1−1−02; CR 01−139: am. Register June 2002 No. 558, eff. 7−1−02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

Subchapter XI — Medical

SPS 330.15 Physical and medical capabilities. **(1)** The employer shall assure that fire fighters who are expected to do structural fire fighting are physically capable of performing duties which may be assigned to them during emergency operations.

(2) The fire chief may not permit a fire fighter with known heart disease, epilepsy, or emphysema to participate in fire department emergency operations unless a physician's certificate of the fire fighter's fitness to participate in such operations is provided.

Note: The intent of this subchapter is not to require an annual physical for each fire fighter.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95; CR 01−044: am. Register December 2001 No. 552, eff. 1−1−02.

Subchapter XII — Member Assistance Referral Program

SPS 330.16 Member assistance referral program. **(1)** Every fire department shall establish and adopt a written policy statement for a fire fighters assistance referral program that identifies and assists fire fighters with alcohol or substance abuse, stress and personal problems adversely affecting their job performance. The assistance program shall refer fire fighters to health care services as appropriate for the recovery of their health and job performance abilities.

(2) Through the program established under sub. (1), every fire department shall provide health promotion activities that identify a fire fighter's physical and mental health risk factors and provide education and counseling to fire fighters for the purpose of preventing health problems and enhancing overall well−being.

(3) The use of municipal or county programs shall meet the requirements of this section.

History: Cr. Register, August, 1995, No. 476, eff. 9−1−95.

Subchapter XIII — Miscellaneous Activities

SPS 330.20 Hazardous materials. Fire departments engaged in emergency operations relating to hazardous materials shall comply with s. 29 CFR 1910.120 as adopted by reference in ch. SPS 332.

History: CR 01−044: cr. Register December 2001 No. 552, eff. 1−1−02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.21 Confined spaces. Fire departments engaged in emergency operations relating to confined spaces shall comply with s. 29 CFR 1910.146 as adopted by reference in ch. SPS 332.

History: CR 01−044: cr. Register December 2001 No. 552, eff. 1−1−02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.22 Diving operations. Fire departments engaged in emergency operations relating to diving operations shall comply with 29 CFR 1910 subpart T as adopted by reference in ch. SPS 332.

History: CR 01−044: cr. Register December 2001 No. 552, eff. 1−1−02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 330.23 Miscellaneous hazardous situations. Fire departments engaged in miscellaneous emergency operations and hazardous situations such as, but not limited to, structural collapse rescue, elevator rescue, trench rescue and terrorism responses shall comply with s. SPS 330.14, and with s. 29 CFR 1910.132 and any other applicable standard in 29 CFR 1910 and 29 CFR 1926, as adopted by reference in ch. SPS 332.

Note: Requirements for fire departments providing emergency medical services are administered and enforced by the Department of Health Services under ch. DHS 110.

History: CR 01−044: cr. Register December 2001 No. 552, eff. 1−1−02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

Chapter SPS 332

PUBLIC EMPLOYEE SAFETY AND HEALTH

Note: Chapters Ind 1, 6, 11, 12, 35, 200, 220, 221, 225, 226, 1000 to 2000 and ILHR 32 as they existed on March 31, 1991 were repealed and a new chapter ILHR 32 was created effective April 1, 1991. Chapter ILHR 31 as it existed on August 31, 1995 was repealed and sections ILHR 32.61 to 32.70 were created effective September 1, 1995.

Note: Chapter ILHR 32 as it existed on February 28, 1999, was repealed and recreated as chapter Comm 32, Register, February, 1999, No. 518. Chapter Comm 32 was renumbered chapter SPS 332 under s. 13.92 (4) (b) 1., Stats., Register December 2011 No. 672.

Subchapter I — Scope, Application and Definitions

SPS 332.001 Purpose. This chapter establishes minimum occupational safety and health standards for public employees.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99.

SPS 332.002 Scope. This chapter applies to all workplaces of public employers, except it does not apply to any of the following:

(1) Workplaces under federal jurisdiction, Indian−sovereignty workplaces, or workplaces of the United States Postal Service.

(2) A workplace while no employee is authorized to be there.

Note: A private−sector employer's workplace is not considered to be a workplace of a public employer while any public−sector employees perform their work there, such as a safety inspection or investigation.

Note: See chapter SPS 330 for additional safety and health standards for public−sector fire department employees.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: r. and recr. Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.003 Application. (1) RETROACTIVITY. The provisions of this chapter apply to all workplaces of a public employer whether existing prior to the effective date of this chapter or subsequently established, unless otherwise specified in this chapter.

(2) CONFLICTS. (a) Where any rule written by the department differs from a requirement within a document referenced in this chapter, the rule written by the department shall govern.

(b) Where a provision of this chapter prescribes a general requirement and another provision of this chapter prescribes a specific or more detailed requirement regarding the same subject, the specific or more detailed requirement shall govern, except as provided in par. (a).

(c) Where different sections of this chapter specify conflicting requirements, the most restrictive requirement, as determined by the department, shall govern, except as provided in pars. (a) and (b).

Note: The Department and other state agencies may have additional rules that affect the design, construction, maintenance and use of places of employment, including chapters SPS 305, Licenses, Certifications, and Registrations; SPS 307, Explosives and Fireworks; SPS 314, Fire Prevention; SPS 316, Electrical; SPS 318, Elevators, Escalators, and Lift Devices; SPS 340, Gas Systems; SPS 341, Boilers and Pressure Vessels; SPS 343, Anhydrous Ammonia; SPS 345, Mechanical Refrigeration; SPS 375 to 379, Buildings Constructed Prior to 1914; SPS 381 to 387, Plumbing; SPS 390, Public Swimming Pools; and SPS 391, Sanitation. The Department's Division of Industry Services administers all of these listed codes. Under chapter SPS 314, fire chiefs – who are authorized deputies of the Department – are responsible for providing semiannual fire−prevention inspections of places of employment.

(3) INTERPRETATIONS. Under s. 101.02 (1), Stats., the department reserves the right to interpret the requirements in this chapter and in all adopted codes and standards.

Note: Section 101.02 (1) of the Statutes reads as follows: "The department shall adopt reasonable and proper rules and regulations relative to the exercise of its powers and authorities and proper rules to govern its proceedings and to regulate the mode and manner of all investigations and hearings."

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; CR 04−009: am. (2) Register August 2004 No. 584, eff. 9−1−04; **CR 14−060: am. (1), r. and recr. (2), cr. (3) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.01 Definitions. In this chapter:

(1) "Agency" has the meaning given in s. 101.055 (2) (a), Stats.

Note: Under s. 101.055 (2) (a), Stats., "agency" means an office, department, independent agency, authority, institution, association, society, or other body in state government created or authorized to be created by the constitution or any law, and includes the legislature and the courts.

(2) "Approved" means acceptable to the department.

(3) "Department" means the department of safety and professional services, unless otherwise specified.

(4) "Place of employment" means any place as defined in s. 101.01 (11), Stats., and includes farms of a public employer where research or education takes place.

(5) "Public employee" or "employee" has the meaning given in s. 101.055 (2) (b), Stats.

Note: Under s. 101.055 (2) (b), Stats., "public employee" or "employee" means any employee of the state, of any agency or of any political subdivision of the state.

(6) "Public employee representative" or "employee representative" has the meaning given in s. 101.055 (2) (c), Stats.

Note: Under s. 101.055 (2) (c), Stats., "public employee representative" or "employee representative" means an authorized collective bargaining agent, an employee who is a member of a workplace safety committee or any person chosen by one or more public employees to represent those employees.

(7) "Public employer" or "employer" has the meaning given in s. 101.055 (2) (d), Stats.

Note: Under s. 101.055 (2) (b), Stats., (d) "public employer" or "employer" means the state, any agency or any political subdivision of the state.

(8) "Secretary" means the secretary of the department of safety and professional services or an authorized representative.

(9) "Workplace" means any site where public employees are required or directed to be by public employers to carryout assigned duties and functions, except a private−sector employer's workplace is not considered to be a workplace of a public employer while any public−sector employees perform their work there, such as a safety inspection or investigation.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; correction in (4) was made under s. 13.93 (2m) (b) 7., Stats., Register June 2002 No. 558; correction in (3), (8) (intro.) made under s. 13.92 (4) (b) 6., 7., Stats., Register December 2011 No. 672; **CR 14−060: r. and recr. (1), (5) to (7), renum. (8) to SPS 332.17, cr. (8) and (9) Register August 2015 No. 716, eff. 9−1−15.**

Subchapter II — Administration and Enforcement

SPS 332.05 Inspections. (1) RIGHT OF ENTRY TO INVESTIGATE OR INSPECT. The authorized representatives of the department, upon presentation of the appropriate credentials to an employer, may perform any of the following activities:

(a) Enter without delay and at reasonable times any building, place of employment or workplace of a public employer, or an environment where work is performed by an employee of an employer.

(b) Inspect and investigate during regular working hours and at other reasonable times, and within reasonable limits and in a reasonable manner, any such place of employment and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any employer or employee.

(2) INSPECTIONS. (a) Inspections, including the request for inspections, shall be handled in accordance with s. 101.055 (5), Stats.

(b) Any orders resulting from an inspection shall be issued in accordance with s. 101.055 (6), Stats.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: am. (1) (intro), (a), r. and recr. (2), r. (3), (4) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.07 Variances. Pursuant to s. 101.055 (4), Stats., the department shall consider and may grant a temporary variance, an experimental variance or a permanent variance in accordance with s. SPS 303.04 for a safety and health issue affecting public employees.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 332.08 Notices. Every employer shall post a notice that summarizes the employee's protections and rights as granted under s. 101.055, Stats.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99.

SPS 332.09 Penalties. Penalties for violations of this chapter may be assessed in accordance with s. 101.02, Stats.

Note: Section 101.02 (12), Stats., reads: "Every day during which any person or corporation, or any officer, agent or employee of a person or corporation, fails to observe and comply with any order of the department or to perform any duty specified under this subchapter shall constitute a separate and distinct violation of the order or of the requirements of this subchapter, whichever is applicable."

Note: Section 101.02 (13) (a), Stats., reads: "If any employer, employee, owner, or other person violates this subchapter, or fails or refuses to perform any duty specified under this subchapter, within the time prescribed by the department, for which no penalty has been specifically provided, or fails, neglects or refuses to obey any lawful order given or made by the department, or any judgment or decree made by any court in connection with this subchapter, for each such violation, failure or refusal, such employer, employee, owner or other person shall forfeit and pay into the state treasury a sum not less than $10 nor more than $100 for each such offense."

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99.

Subchapter III — General Requirements

SPS 332.15 OSHA Safety and health standards. Except as provided in s. SPS 332.16 and subch. IV, all places of employment and public buildings of a public employer shall comply with the federal Occupational Safety and Health Administration (OSHA) requirements adopted under s. SPS 332.50.

Note: There may be some substances that do not have an exposure limit specified in the OSHA standards. For those substances, the department will accept exposure limits that comply with the recommendations of the American Conference of Governmental Industrial Hygienists for threshold limit values and biological exposure indices.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 332.16 Wisconsin administrative code chapters. Except as provided in s. SPS 332.003 (2), the following chapters of the Wisconsin administrative code shall apply in place of the standards specified in s. SPS 332.15 for those safety and health issues which fall within the scope of the respective chapters.

(1) Chapter SPS 307, Explosives and Fireworks.

(2) Chapter SPS 308, Mines, Pits and Quarries.

Note: Ch. Comm 9 was repealed eff. 3−1−08 and a new Comm 9, now ch. SPS 309, subsequently created eff. 7−1−11, relating to anchoring or securing of movable soccer goals.

(5) Chapter SPS 340, Gas Systems.

(8) Chapter SPS 314, Fire Prevention.

(10) Chapter SPS 316, Electrical.

(11) Chapter SPS 318, Elevator.

(12) Chapter SPS 330, Fire Department Safety and Health.

(13) Chapter SPS 333, Passenger Ropeways.

(14) Chapter SPS 334, Amusement Rides.

(15) Chapter SPS 335, Infectious Agents.

(16) Chapter SPS 341, Boilers and Pressure Vessels.

(17) Chapter SPS 343, Anhydrous Ammonia.

(18) Chapter SPS 345, Mechanical Refrigeration.

(19) Chapters SPS 361 to 366, Wisconsin Commercial Building Code.

(20) Chapters SPS 381 to 387, Plumbing.

Note: Ch. ATCP 93, Flammable, Combustible and Hazardous Liquids applies in place of the standards specified in s. SPS 332.15 for those safety and health issues which fall within the scope of ch. ATCP 93.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; correction in (15) and (16) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 1999, No. 520; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, June, 2000, No. 534; CR 01−062: am. (intro.) CR 01−139: r. (9) and (21), am. (19) Register June 2002 No. 558, eff. 7−1−02; correction in (intro.), (1), (2), (4) to (20) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; correction in (4) made under s. 13.92 (4) (b) 7., Stats., Register December 2013 No. 696; CR 14−010: r. (4) Register August 2014 No. 704, eff. 9−1−14; **CR 14−060: r. (3), am. (14), (16) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.17 Substitution of "secretary." For the purpose of this chapter, substitute the term "secretary" for the following titles referenced in the adopted standards of s. SPS 332.50:

(1) Secretary of labor;

(2) Assistant secretary of labor for occupational safety and health, U.S. department of labor;

(3) Director of the office of standards development, occupational safety and health administration, U.S. department of labor;

(4) Area director, occupational safety and health administration; and

(5) Director of the national institute for occupational safety and health, U.S. department of health and human services.

History: **CR 14−060: renum. from SPS 332.01 (8) and am. Register August 2015 No. 716, eff. 9−1−15.**

Subchapter IV — Amendments to OSHA Standards

SPS 332.20 Amendments to OSHA standards. The substitutions, additions or omissions to the adopted OSHA standards as specified in this subchapter are rules of the department and not federal standards of OSHA.

Note: The referenced or corresponding OSHA section or subsection is located in the brackets following the SPS designation and preceding the text of the rule. Example: SPS 332.23 [29 CFR 1910.27].

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99.

SPS 332.203 Safety and health program. This is a department rule in addition to the requirements in 29 CFR 1910, 1915, 1917, 1926 and 1928: Each employer shall develop and implement a safety and health program that describes the procedures, methods, processes and practices used to manage workplace safety and health. The program shall include elements for hazard identification and assessment, hazard prevention and control, and information and training.

History: **CR 14−060: renum. from 332.11 (1) and am. Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.205 Recording and reporting occupational injuries and illnesses [29 CFR 1904]. (1) Sections 29 CFR 1904.1 and 1904.2 are not included as part of this chapter.

(2) This is a department rule in addition to the requirements in 29 CFR 1904: Pursuant to s. 101.055 (7) (a), Stats., each employer shall report work−related injuries and illnesses to the department for the previous year by March 1 of each year. The report shall be made on form SBD−10710 or equivalent.

Note: Form SBD−10710 is available from, and the report can be returned to, the Division of Industry Services at P.O. Box 7302, Madison, WI 53707−7302; or at telephone 608/266−3151 or 877/617−1565 or 411 (Telecommunications Relay); or at the Division's Web site at http://dsps.wi.gov/programs/industry−services.

(3) Substitute the following wording for the requirements in 29 CFR 1904.39(a): Within 8 hours after the death of any employee from a work−related incident or the in−patient hospitalization of 3 or more employees as a result of a work−related incident, the employer shall orally report the fatality or multiple hospitalization by telephone or in person to the department.

Note: Fatalities and hospitalizations are to be reported to the Department's Division of Industry Services at P.O. Box 7302, Madison, WI 53707−7302. The Division can be contacted at telephone 608/266−3151 or 877/617−1565 or 411 (Telecommunications Relay) during normal business hours. During nonbusiness hours, report fatalities and hospitalizations to Wisconsin Emergency Management, which can be contacted at 800/943−0003.

History: CR 01−062: cr. Register June 2002 No. 558, eff. 7−1−02; **CR 14−060: r. and recr. (title), renum (intro.) to (1), renum. 332.10 to 332.205 (2) and am., cr. (3) Register August 2015 No. 716, eff. 9−1−15**.

SPS 332.21 General requirements [29 CFR 1910.22 and 1926.20]. These are department rules in addition to the requirements in 29 CFR 1910.22 and 1926.20:

(1) Any employee who works on highways, roads, streets or their easements, including any of these workplaces that are not permanent places of employment, shall be provided with and wear an approved traffic−safety vest, or other clothing or equipment that provides equivalent high visibility of the employee.

Note: For further information regarding safety vests and clothing that are acceptable for providing to employees, see American National Standards Institute/International Safety Equipment Association (ANSI/ISEA) standard 107 − High−Visibility Safety Apparel and Headwear. Vests and clothing that are accepted under this standard typically do not become unacceptable upon publication of a later edition of the standard.

(2) An employer shall provide traffic control devices for the work under sub. (1), and the devices shall be used to regulate, warn, guide, or inform traffic of the work and of the presence of employees.

Note: Under s. 349.065, Stats., traffic control devices must be designed, installed and operated in accordance with the uniform traffic control devices manual adopted by the department of transportation under s. 84.02 (4) (e), Stats. The manual may be obtained from the American Traffic Safety Services Association, 15 Riverside Parkway, Suite 100, Fredericksburg, VA 22406−1022, telephone 800/231−3475. Electronic copies are available at the Federal Highway Administration website at http://mutcd.fhwa.dot.gov/.

(3) No person may work on the surface of any structural member, floor, or other working platform that has become slippery from ice, snow, frost, paint or other cause, unless the surface is cleaned, sprinkled with sand, or made non−slippery insofar as the nature of the work will permit

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: r. and recr. Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.22 Portable ladders [29 CFR 1910.25 and 1910.26]. These are department rules in addition to the requirements in 29 CFR 1910.25 and 1910.26:

(1) APPLICATION. The requirements of 29 CFR 1910.25 and 1910.26 also apply to portable fiberglass ladders.

(2) No portable ladder may be used to gain access to a roof, floor or platform, unless the top of the ladder extends at least 3 feet above the point of support.

Note: Further information relating to construction and use of portable ladders is available in the following American National Standards Institute (ANSI) standards: A14.1, for wood ladders; A14.2, for metal ladders; and A14.5, for reinforced−plastic ladders.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: renum. (1) (a) to (1), r. (1) (b) and (2) (a), renum. (2) (intro.) to (intro.) and am., renum. (2) (b) to (2) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.23 Fixed ladders [29 CFR 1910.27]. This is a department rule in addition to the requirements in 29 CFR 1910.27(e)(2): Fixed ladders of a substandard pitch shall be equipped with handrails on both sides. The handrails shall be installed 30 to 34 inches vertically above the rung or the nose of the tread.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: cons. (intro.) and (1), renum. to (intro.) and am. Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.24 Ventilation [29 CFR 1910.94]. These are department rules in addition to the requirements in 29 CFR 1910.94: Laboratory fume hoods shall be operated and maintained in accordance with all of the following:

(1) (a) Except as provided in sub. (2), a laboratory fume hood shall be operated at a minimum average face velocity of 100 feet per minute at one of the following positions:

1. A full open sash.

2. A sash stop position.

(b) The minimum face velocity shall be determined with the sash stop position no lower than 18 inches above the work surface.

(2) A fume hood may be operated at less than an average face velocity of 100 feet per minute if all of the following conditions are met:

(a) A spillage rate of less than 0.1 ppm at 4.0 liters per minute gas release is achieved.

(b) A minimum allowable average face velocity of 40 feet per minute occurs at a full open sash position.

(c) A continuous flow meter with an alarm is provided.

(3) (a) A visual and auditory warning alarm shall automatically occur when a vertical sash fume hood is operated above a sash stop position.

(b) A visual and auditory warning alarm shall automatically occur when a combination vertical and horizontal sash fume hood is operated above a sash stop position.

(4) A test shall be performed annually to determine the face velocity of each fume hood.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; am. (2) (a), (4) (c), (5) (a) and (c) 2., r. (2) (b) and Figure 32.24, renum. (2) (c) and (d) to be (2) (b) and (c) and am. (c), cr. (5) (d) and (6), Register, June, 2000, No. 534, eff. 7−1−00; CR 01−139: am. (5) (c) 1. Register June 2002 No. 558, eff. 7−1−02; correction in (5) (a) 3., (c) 1. made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; **CR 14−060: r. and recr. Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.25 Compressed gases [29 CFR 1910.101]. This is a department rule in addition to the requirements in 29 CFR 1910.101: All compressed gas cylinders shall be secured around the body of the cylinder to prevent falling.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: cons. (intro.) and (1), renum. to (intro.) and am. Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.26 Spray finishing using flammable and combustible materials [29 CFR 1910.107]. This is a department informational note to be used under 29 CFR 1910.107:

Note: See chs. SPS 361 to 366 and their incorporated standards, such as the *International Building Code*® and *International Fire Code*®, for building−design requirements relating to spray rooms, spraying spaces, and spray booths.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: renum. (intro.) to SPS 332.26, r. (1) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.28 Permit−required confined spaces [29 CFR 1910.146]. This is a department rule in addition to the requirements in 29 CFR 1910.146 and apply only to permit−required confined spaces: An employer shall provide approved training in basic first aid and adult cardiopulmonary resuscitation for all authorized entrants and attendants.

Note: The Department recognizes courses conducted through such organizations as the American Red Cross or the America Heart Association as acceptable training.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: cons. (intro.) and (3), renum. to SPS 332.28 and am., r. (1), (2) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.29 Confined spaces [29 CFR 1910.146]. These are department rules in addition to the requirements in 29 CFR 1910.146, and apply to all confined spaces:

(1) ENTRY PROHIBITED. A confined space with an atmosphere that has a combustible gas content of 10% or more of the lower explosive limit may not be entered even if a breathing apparatus or respirator is used.

(2) SMOKING AND OPEN FLAMES. Smoking and open flames may not be allowed within 10 feet of a confined space.

(3) WORKING IN STREETS. Work at confined spaces which are located in streets shall be performed in accordance with the following:

(a) A vehicle's beacon and 4−way flashers shall be activated upon approach to an entrance of a confined space.

(b) A vehicle shall be parked to permit traffic to flow in an unobstructed manner and, where possible, to provide protection for the employees.

(c) A vehicle shall be parked so vehicle exhaust cannot accumulate in the confined space. If this is not possible, the vehicle's exhaust pipe shall be extended away from the confined space.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: am. (title), (intro.), (1), (2) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.30 Medical services and first aid [29 CFR 1910.151]. Substitute the following wording for the requirements in 29 CFR 1910.151(c): Whenever the eyes or body of any person may be exposed to materials that are corrosive or can cause irreversible eye or bodily injury, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

Note: The Department will accept facilities that comply with American National Standards Institute/International Safety Equipment Association (ANSI/ISEA) standard Z358.1, Emergency Eyewash and Shower Equipment, or other equipment that provides similar protection.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99, **CR 14−060: cons. (intro.) and (1), renum. to (intro.) and am. Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.31 Fire brigades [29 CFR 1910.156]. Section 29 CFR 1910.156 is not included as part of this chapter.

Note: See ch. SPS 330 for fire department safety and health requirements.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99.

SPS 332.32 Handling materials — general [29 CFR 1910.176]. This is a department rule in addition to the requirements in 29 CFR 1910.176: Conveyor systems passing through more than one room, or from one working level to another, shall be provided in each room, or working level, where exposed to contact, with means to disconnect the power.

Note: Storage of incompatible materials is regulated by NFPA 1, as established by the National Fire Protection Association and adopted in chapter SPS 314.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: cons. (intro.) and (1), renum. to (intro.) and am., r. (1) (title) and (2) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.33 General requirements for all machines [29 CFR 1910.212]. These are department rules in addition to the requirements in 29 CFR 1910.212:

(1) DISCONNECTION FROM SOURCE OF POWER. (a) Every machine shall be equipped with a loose pulley, clutch, switch or other adequate means within reaching distance of the normal operating positions of the operator for the purpose of disconnecting the machine from the source of power.

(b) Machines on which 2 or more persons work shall be equipped with one or more controls so located that more than one of these persons can quickly disconnect the machine from the source of power.

(2) COUNTERWEIGHTS, TENSION WEIGHTS AND SPRINGS. (a) Every counterweight, where exposed to contact, shall be enclosed or be equipped with a safety device attached independent of the counterweight support, that shall prevent the weight from falling to a point of less than 7 feet from the floor or working level.

(b) Every tension weight exposed to contact shall be enclosed or securely fastened to the tension bar.

(c) All springs shall be guarded or otherwise equipped to eliminate any hazard due to breakage of the spring or failure of the mounting.

(3) GUARDING OF HOT PIPES. All pipes carrying steam or other hot materials within 7 feet of the floor or working platform, that are exposed to contact, shall be covered with an insulating material, or guarded so that contact will not cause personal injury.

(4) PREVENTION OF AUTOMATIC RESTARTING. On applications where injury to the operator might result if motors were to restart after power failures, machines shall be prevented from automatically restarting upon restoration of power.

(5) MAINTENANCE. All equipment, machine tools, guards and power−driven machinery shall be operated and maintained in safe condition.

Note: For information regarding operation and maintenance of hoists, see ANSI/ASME standard B30.16 − Overhead Hoists (Underhung).

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; cr. (4) and (5), Register, June, 2000, No. 534, eff. 7−1−00; **CR 14−060: am. (intro.) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.34 Woodworking machinery requirements [29 CFR 1910.213]. These are department rules in addition to the requirements in 29 CFR 1910.213 (h):

(1) LIMIT STOP. A stop shall be provided to prevent the forward travel of the blade beyond the front of the table.

(2) RETURN MEANS. Every radial arm saw shall be equipped with a means to return the saw automatically to the back of the table when released at any point of its travel; the means shall prevent the saw from rebounding and may not depend on fiber rope or cord for this function.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: am. (intro.), (2) Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.345 Commercial diving operations [29 CFR 1910.401]. Section 29 CFR 1910.401 (a) (2) (ii) is not included as part of this chapter.

History: CR 01−062: cr. Register June 2002 No. 558, eff. 7−1−02.

SPS 332.37 Motor vehicles [29 CFR 1926.601]. (1) This is a department exception to the requirements in 29 CFR 1926.601(b)(9): Employees may ride on motor vehicles in other than factory−installed passenger seats equipped with seatbelts only when the speed of the motor vehicle is less than 10 miles per hour.

(2) Substitute the following wording for the requirements in 29 CFR 1926.601(b)(10): Dump bodies of all vehicles shall be equipped with a positive means of support that is permanently attached and capable of being locked in position to prevent accidental lowering of the body while maintenance or inspection work is being done or while the vehicle is left unattended.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; **CR 14−060: cons. (intro.) and (1), renum. to (2) and am., renum. 332.40 (intro.) to 332.37 (1) and am. Register August 2015 No. 716, eff. 9−1−15.**

SPS 332.38 Specific excavation requirements [29 CFR 1926.651]. This is a department rule in addition to the requirements in 29 CFR 1926.651: No person may work in an excavation over 4 feet in depth without another person being present at the surface.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; CR 04−009: am. (1) Register August 2004 No. 584, eff. 9−1−04; **CR 14−060: cons. (intro.) and (3), renum. to SPS 332.38 and am., r. (1), (2) Register August 2015 No. 716, eff. 9−1−15.**

Subchapter V — Incorporation of Standards by Reference

SPS 332.50 Incorporation of standards by reference. The standards listed in the following table are hereby incorporated by reference into this chapter under the authority provided in s. 101.055 (3) (a), Stats.

Note: Copies of the adopted standards are available through the sources listed in the table.

Table 332.50

	Occupational Safety and Health Administration (OSHA) U. S. Government Printing Office 732 N. Capitol Street, NW Washington, DC 20401 Telephone: 866/512−1800 Online Bookstore: http://bookstore.gpo.gov E−copies: http://www.gpo.gov/fdsys/search/submitcitation.action?publication=CFR
1.	Recording and Reporting Occupational Injuries and Illnesses, Title 29 CFR Part 1904, July 1, 2010.
2.	Occupational Safety and Health Standards, Title 29 CFR Part 1910, July 1, 2010.
3.	Occupational Safety and Health Standards for Shipyard Employment, Title 29 CFR Part 1915, July 1, 2010.
4.	Occupational Safety and Health Standards for Marine Terminals, Title 29 CFR Part 1917, July 1, 2010.
5.	Occupational Safety and Health Regulations for Construction, Title 29 CFR Part 1926, July 1, 2010.
6.	Occupational Safety and Health Standards for Agriculture, Title 29 CFR Part 1928, July 1, 2010.

History: Cr. Register, February, 1999, No. 518, eff. 3−1−99; am. Table 32.50−1, r. and recr. 32.50−2, Register, June, 2000, No. 534, eff. 7−1−00; CR 01−062: cr. subd. 11. to 13. in Table 32.50−1 Register June 2002 No. 558, eff. 7−1−02 and cr. subd. 14. in Table 32.50−1 Register June 2002 No. 558, eff. 1−1−03; CR 04−009: am. (1) and r. and recr. Table 32.50−1 Register August 2004 No. 584, eff. 9−1−04; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; **CR 14−060: r. (1), (2) (title), renum. (2) to SPS 332.50 and am., renum. Table 332.50−1 to Table 332.50 and am., r. Table 332.50−2 Register August 2015 No. 716, eff. 9−1−15.**

I attest that the below listed fire code violations have been fully corrected to comply with the Authority Having Jurisdiction's (AHJ) fire safety code with a minimum requirement in accordance with the State of Wisconsin Department of Safety and Professional Services Chapter 314 "Fire Prevention".

I have been made fully aware of and completely understand that failure to comply with the code by the compliance date will subject me to an in-person re-inspection, nominal monetary penalty (set by AHJ), or closure of occupancy until violations are corrected.

Please direct questions to:

Compliance date for correction of all violations listed:____

Date	Code Violation	Violation Description	Person Correcting Violation

Signed:____ Date:_________________________

Return Completed form **by compliance date** to:

VERIFICATION OF COMPLIANCE

The compliance date is the date by which the problems or violations must be corrected. When the noted violations have been corrected, please return this form in the mail to the above address or fax it to the number listed above.

Should you need an extension for your compliance date or if you need further information, you must contact the Fire Department in **writing** prior to the compliance date. Your request for an extension of time must be made in writing. Each request is reviewed by the Fire Department based on the seriousness of the violations and the time requested. Should the Fire Department not agree with the time requested, you will be notified in writing with a compliance date.

CORRECTIONS: Conditions that are hazardous to the Life or Safety of the occupants shall be corrected **IMMEDIATELY.** All other violations and defects shall be corrected within Ten (10) working days or such time as the Fire Department shall allow.

Your compliance date: ______________________________

****

_____ Check if all violations have been corrected

Business Name: ______________________________________

Business Address: ______________________________________

Signature: ____

Date: _____________________

VERIFICATION OF COMPLIANCE

The compliance date listed on your fire inspection report identifies the date by which the listed violations must be corrected. Please return this form when the Identified violations have been corrected.

Should you need additional assistance regarding the listed violations, please contact the fire department at __________________. Thank you.

Business Name____

Business Address____

____

Please check the appropriate statement and mail or fax the completed form to the above listed address.

_____ALL VIOLATIONS AS LISTED HAVE BEEN CORRECTED

_____ADDITIONAL ASSISTANCE REQUIRED

Signature of Owner or Agent Verifying Corrections__________________________

Please Print Name___________________________________Date______________

Note: Random onsite inspections may be done to verify compliance.

Wisconsin Fireworks Law 2014

Wisconsin Department of Justice

This memorandum is intended as an **advisory** to law enforcement to address recurring issues with respect to the possession, sale and use of fireworks in Wisconsin. It summarizes Wisconsin fireworks law, answers common questions and corrects common misunderstandings about the law. The applicable statute is *Wisconsin Statute § 167.10.* https://docs.legis.wisconsin.gov/statutes/statutes/167#/statutes/statutes/167/_5

The statutes do not give the Department of Justice direct authority to enforce the fireworks law. Enforcement responsibility and authority rest with local law enforcement and district attorneys, or municipal prosecutors in the case of local ordinance violations. **Therefore, law enforcement should consult their local district attorney and municipal prosecutors with respect to specific enforcement questions in their jurisdiction.**

Local ordinances may also regulate fireworks and may be stricter than state law, but cannot be less strict. This advisory discusses only state law, so some devices or materials described as legal in this advisory may be prohibited by a local ordinance.

Legal Without A Permit

State law allows the sale, possession and use, without a permit, of sparklers not exceeding 36 inches in length, stationary cones and fountains, toy snakes, smoke bombs, caps, noisemakers, confetti poppers with less than ¼ grain of explosive mixture, and novelty devices that spin or move on the ground. *Wis. Stat. § 167.10(1).* There is no age restriction on sale, possession or use of these devices and the statute does not classify them as fireworks. Local ordinances may be more restrictive than state statutes and may prohibit any of these items or limit their sale or use. **These are the only kinds of "fireworks," as that word is commonly used, that a person may use or possess without a permit or that may be sold to a person who does not have a permit.**

Illegal Without A Permit

Possessing or using any other fireworks, including, for example, firecrackers, roman candles, bottle rockets and mortars, in Wisconsin without a valid permit is illegal. *Wis. Stat. § 167.10(3).* A commonly used rule of thumb is that a permit is required if the device explodes or leaves the ground. **The sale of these restricted fireworks to a resident of this state without a valid permit is also illegal.** *Wis. Stat. § 167.10(2).*

Conditions For A Valid Permit

The requirements for a valid permit are contained in *Wis. Stat. § 167.10(3)(a), (c) and (f)* and are detailed below.

A permit may be issued by a mayor, village president or town chair or any person designated by the mayor, village president or town chairperson. *Wis. Stat. § 167.10(3)(a).* If a city, village, or town requires that a user's permit be signed or stamped, a person who is authorized to issue the permit under par. (a) may sign or stamp the permit before the permit is issued rather than signing or stamping the permit at the time that it is issued. *Wis. Stat. § 167.10(3)(fm).*

A permit is valid only in the city, village or town of the official who issued it. A mayor, village president, town chair, or a person they have designated can only authorize possession or use of fireworks within their jurisdiction. *Wis. Stat. § 167.10(3)(a).* For example, a permit issued by the town chair of one town cannot and does not authorize possession or use of the fireworks in another town. **Transportation Exception**: A person who has a valid permit from one municipality may purchase fireworks in another municipality and transport them to the municipality in which the person has a permit. *Wis. Stat. § 167.10(3)(b)7.*

A permit may require a bond or insurance. *Wis. Stat. § 167.10(3)(e).* An official issuing a permit may require a bond or insurance policy to indemnify the issuing municipality for any damages that may result from the possession or use of the fireworks.

A permit may be issued to an individual or group of individuals. Permits, other than for crop protection, may be issued to a public authority, a fair association, an amusement park, a park board, a civic organization, an individual, or a group of individuals. *Wis. Stat. § 167.10(3)(c).*

Although individuals may obtain permits, a group may also obtain a permit in the group's name. A group with a permit may authorize an individual to make purchases on its behalf, but the permit must be in the name of the group. A person buying for a group should have both a copy of the group's permit and the authorization of the group. A group may not issue a blanket authorization to all of its members to purchase on behalf of the group. *City of Wisconsin Dells v. Dells Fireworks, Inc.,* 197 Wis. 2d 1, 21, 539 N.W.2d 916 (Ct. App. 1995). http://www.wicourts.gov/ca/opinions/94/pdf/94-1999.pdf. *Wis. Stat § 167.10* creates "strict regulations" on the sale and use of fireworks. *Id*. Based on all the circumstances the organization must actually exercise control over the purchase or use of the fireworks by its members. *Id*.

The authorized buyer may only buy the kind of fireworks specified in the group's permits. The total quantity purchased by all authorized buyers on behalf of the group cannot exceed the quantity of fireworks authorized by the permit. The fireworks purchased on behalf of the group may only be possessed in the municipality which issued the group's permit, except while being transported from the point of sale to that municipality. The fireworks may only be used by the group on the date and location specified on the permit and subject to any other conditions on the permit.

A valid permit must specify the general kind and approximate quantity of fireworks which may be purchased. *Wis. Stat. § 167.10(3)(f)3.*

A permit must specify the location at which the fireworks may be possessed or used. *Wis. Stat. § 167.10(3)(f)4.* As noted above, this location must be within the jurisdiction of the official who issued the permit. It must be a specific location within that jurisdiction, rather than the entire jurisdiction. The statute uses "location" in the singular. A permit that specifies multiple locations is not valid.

The permit must specify the date of the permitted use. *Wis. Stat. § 167.10(3)(f)4.* The word "date" is in the singular in the statute. A permit that specifies multiple dates or a range of dates of permitted use is not valid. This, in combination with the specification of location, means that a separate permit is required for each date and location for which use is permitted.

The permit must specify the date on and after which the fireworks can be purchased. *Wis. Stat. § 167.10(3)(f)2.* Once a permit is issued, the permitee may purchase fireworks up to the date of the permitted use.

A copy of a permit for large fireworks *displays* must be given to a fire or law enforcement official in the municipality which issued the permit at least two days before the date of use. *Wis. Stat. § 167.10(3)(g).* This requirement does not apply to smaller *consumer* fireworks which require a permit, i.e. those classified as Division 1.4 explosives under CFR 173.50, or those items which fall outside the definition of fireworks e.g. those identified in *Wis. Stat. §167.10(1)(a)-(n).* (Display fireworks are those classified as Division 1.3 explosives under CFR 173.50.)

The permit may contain additional restrictions. *Wis. Stat. § 167.10(3)(f)5.* A municipality may adopt ordinances imposing special restrictions, e.g., times or manner of use, distances from buildings or spectators, etc. and a permit may specify these additional restrictions.

Permits may not be issued to minors. *Wis. Stat. § 167.10(3)(h).* Since minors may not be issued fireworks permits, there are no conditions under which it is legal for a minor to possess or use any fireworks except those allowed without a permit, e.g., sparklers, snakes, fountains, etc.

Fireworks vendors rather than only wholesalers or jobbers are now permitted to sell fireworks to a person who is not a resident of this state. *Wis. Stat. § 167.10(2)(bg).*

However, a nonresident person may not **possess or use** fireworks in Wisconsin without a valid Wisconsin permit. *Wis. Stat. § 167.10(3)(a).* See also *State v. Victory Fireworks, Inc.,* 230 Wis. 2d 721, 726-27, 602 N.W.2d 128 (Ct. App. 1999). A nonresident who lawfully purchases fireworks under a permit can possess and use those fireworks in Wisconsin pursuant to the terms of the permit or may transport them out of state. A nonresident without a valid Wisconsin permit may order fireworks from a fireworks vendor for shipping out-of-state. *Wis. Stat. § 167.10(4)*, or may transport those fireworks from Wisconsin to another state. (See below)

Persons may transport fireworks from the place they were purchased to the city, town or village where their possession or use is authorized under a permit or ordinance. *Wis. Stat. § 167.10(3)(b)7.* However, persons transporting fireworks may not possess them in a city, town or village without a permit from that jurisdiction if they remain there for more than 12 hours. *Wis. Stat. § 167.10(3)(bm).*

Penalties

A person who possesses or uses fireworks without a valid permit, or who sells fireworks to a person who does not have a valid permit, is subject to a forfeiture of up to $1,000 per violation. *Wis. Stat. § 167.10(9)(b).* Each firework illegally possessed, used or sold may be a separate violation.

A parent or guardian who allows a minor to possess or use fireworks (not including those for which no permits are required) is subject to a forfeiture of up to $1,000 per violation. *Wis. Stat. § 167.10(9)(c).*

A city, village or town may obtain an injunction prohibiting a person from violating *Wis. Stat. § 167.10(8)(a)*. Violations of such an injunction are criminal misdemeanors, subject to up to 9 months in jail and a $10,000 fine. *Wis. Stat. § 167.10(9)(a).*

Enforcement

The statutes do not give the Department of Justice direct authority to enforce the fireworks law. Enforcement responsibility and authority rest with local law enforcement and district attorneys, or municipal prosecutors in the case of local ordinance violations.

Therefore, law enforcement should consult their local district attorney and municipal prosecutors with respect to specific enforcement questions in their jurisdiction.

ROY KORTE
Assistant Attorney General
P.O. Box 7857
Madison, WI 53707
(608) 267-1339
korterr@doj.state.wi.us

Application for Outdoor Display of Fireworks

Operator of Fireworks Display Organization: Contact Person: Address: Phone: FAX: E-Mail:

Date of Display:_____/_____/_____ Location of Display:

Checklist of Attachments:

Evidence of fiscal responsibility of sponsor of event (Attach insurance certificate)

Evidence of fiscal responsibility of operator of fireworks display (Attach insurance certificate)

Confirmation of license of operator and number of assistants present (Attach license)

______ Approximate number and kinds of fireworks to be discharged (Attach copy)

Manner and place of storage of fireworks prior to delivery to display site (Attach documentation)

______ A diagram of the grounds on which the outdoor fireworks display is to be held showing the point at which the fireworks are to be discharged, the location of all buildings, roadways, parking lots and other lines of communication, the lines behind which the audience is to be restrained, and the location of possible overhead obstructions. Reference all distances to these points.

______ Attach Appropriate Permit Fee

FIREWORKS USE AND POSSESSION PERMIT

This permit is issued under the authority of the city/town/village _____________and the ____________Fire Department per Wisconsin State Statute 167.10 (3) to______________________. This permit is valid only for the _______________on ________________at the following location _________________________. The following conditions shall apply to this permit:

1) Permit valid only for the date(s) and location above
2) Permit valid only for the extent of insurance coverage of the policy issued by ____.
3) ____________________________shall comply with Wisconsin Administrative Code SPS 314, NFPA 160, NFPA 1, NFPA 1123, NFPA 1124 and NFPA 1126.
4) All Special Effects shall be in the direct control and supervision of a Licensed Technician or Operator holding a valid Federal Permit and complying with all Federal Licensing Requirements.
5) An Inspection shall be conducted prior to the event to assure compliance with the above listed requirements the _______________ Fire Department.
6) Any hazardous Waste generated by the Special Effects shall be properly disposed of per Wisconsin DNR and Federal EPA Regulations.

_________________________ ____________________________
Municipal Officer Fire Department Chief

Dated the __________ of ___________________, 20__

Application for Use of Pyrotechnics before a Proximate Audience

Sponsor of Pyrotechnics Display
Organization:
Contact Person:
Address:

Phone: FAX: E-Mail:

Operator of Pyrotechnics Display
Organization:
Contact Person:
Address:

Phone: FAX: E-Mail:

Date of Display: _____/_____/_____

Location of Display:

Checklist of Attachments:

Evidence of fiscal responsibility of sponsor of event (Attach insurance certificate)

Evidence of fiscal responsibility of operator of pyrotechnics display (Attach insurance certificate)

Confirmation of license of operator and number of assistants present (Attach license) Approximate

number and kinds of pyrotechnics to be discharged (Attach copy)

Manner and place of storage of pyrotechnics prior to delivery to display site (Attach documentation)

A diagram of the stage and area on which the pyrotechnics display is to be held showing the point at which they are to be discharged, the distance to the audience, and the location of possible overhead obstructions. Reference all distances to these points.

______ Attach appropriate Permit Fee

FIRST ON SCENE REPORT

Incident Number	Location	Date of Incident	Time Arrived
Name	Position/Rank		Contact Phone Number

ARRIVING ON SCENE

I arrived from the: North South East West	Route of arrival as approached scene:
Did you see anyone or any vehicles leaving area as you arrived? Yes No If yes, describe:	
Were other first responders on scene upon your arrival? Yes No If yes, identify:	
Was anyone other than first responders on scene when you arrived? Yes No If yes describe or identify:	

GENERAL OBSERVATIONS

Was smoke showing outside? Yes No	Smoke color:	Which side was the most smoke coming from: North South East West Roof Specific location if possible:
Was flame showing outside? Yes No	Color of flame:	Greatest amount of flame was from: North South East West Roof Specific location if possible:
Did you notice anything unusual outside the structure, including footprints, containers, etc? Yes No If yes describe:		
Where did the heaviest concentration of the fire appear to be? Were there separate and unrelated fires? Yes No If yes, where?		
Did any explosions occur while you were present? Yes No If yes, can you identifv the source or location?:		
Did you see any unusual smoke or flame color? Did you smell any unusual ordor? Did you observe any unusual fire behavior? Yes No		
Did you hear any smoke detectors? Yes No If yes, location	Did you hear other alarms? Yes No If yes, describe	
Did you notice anything unusual inside including missing contents, prefire damage, obstacles to entry, etc? Yes No If yes describe:		

CONDITION OF DOORS AND WINDOWS

Were any exterior doors open when you arrived? No Yes (which?):		
Were the exterior doors unlocked? Unknown No Yes (which?):		
Were any windows open or broken when you arrived? Yes No If so, which were open or broken:		
Did you force entry? Yes No if yes, where:	Did you see anyone force entry? Yes No If yes, where:	Did anyone provide keys to enter? Yes No If yes, who:

UTILITIES

Did you shut off or remove breakers/fuses? Yes No	Did you shut off LP/Natural gas supply? Yes No	Did you unplug any appliances? Yes No If yes which:

Did you have a conversation with the **owner** of the property before, during, or after the fire.
Yes or No
If yes describe what was said:

Did you have a conversation with the **occupant** of the property before, during, or after the fire.
Yes or No

If yes, describe what was said:

Did you have a conversation(s) with any **bystanders** relevant to the fire. Yes or No
If yes, identify who you sooke with and describe what was said:

Did you overhear any conversation/comments made by others which may be important. Yes or No
If yes. identifv who and what was said

Use this space to include information including additional descriptions of persons and vehicles

Diagram if needed

Signature Date

Fire Prevention Grant Sources

Assistance to Firefighters Grant Program

Citizen Corps Funding

Federal Grants Wire

Fire Grants Help

Forest Fire protection (FFP) Grant Program

Additional Sources

Return to Fire Prevention Program Web Page

Assistance to Firefighters Grant Program

A program of the Federal Emergency Management Agency, grants are awarded to fire departments to enhance their ability to protect the public and fire service personnel from fire and related hazards. Three types of grants are available: Assistance to Firefighters Grant (AFG), Fire Prevention and Safety (FP&S), and Staffing for Adequate Fire and Emergency Response (SAFER). The AFG Program web site at http://www.fema.gov/welcome-assistance-firefighters-grant-program provides more information about each of these grants and offers resources to help departments prepare and submit grant requests.

Citizen Corps Funding

Fire Corps is one of the five partner programs under Citizen Corps; therefore, registered Fire Corps programs are eligible to apply for grants through Citizen Corps Councils. Citizen Corps grants are distributed at the state level and each state's grant guidelines vary. For more information on opportunities to apply for Citizen Corps funds in your state, contact your state Citizen Corps Point of Contact. For more information on Citizen Corps, visit https://www.ready.gov/citizen-corps.

Federal Grants Wire

Federal Grants Wire is a free resource to search for information about available federal grants, government grants, and loans. The site offers over 1,800 federal grant and loan opportunities, organized by sponsoring agency, applicant type, and subject area to help you find funding opportunities applicable to your program and/or agency. There is also a searchable grant directory and index. Additionally, Federal Grants Wire has multiple resources which provide information such as the definition and classifications of federal grants, how to write grant proposals, tips on applying for federal grants, application eligibility requirements, and more. Visit http://www.federalgrantswire.com/ for more information.

1. **Disposal of Federal Surplus Real Property**

To assist State and local governments, and certain eligible (501(c)(3) tax-exempt status) non-profit organizations with acquiring surplus Federal real property for various public uses that benefit communities.

Disposal of Federal Surplus Real Property - Federal Grants Wire

2. **Community Facilities Loans and Grants**

To construct, enlarge, extend, or otherwise improve community facilities providing essential services to rural residents.

Community Facilities Loans and Grants - Federal Grants Wire

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FireGrantsHelp.com

The mission of FireGrantsHelp.com is to provide first responders with a comprehensive resource for grant information and assistance. This site features an extensive database of available grants, with a library of information including federal grants as well as state, local, and corporate grant opportunities. FireGrantsHelp.com also offers a multitude of grant assistance tools, from the 'Grants 101' tutorial to a wide range of links to research and reference sites. Visit http://www.firegrantshelp.com/ for more information.

Forest Fire Protection (FFP) Grant Program

Forest Fire Protection (FFP) grants are available to Wisconsin fire departments and county/area fire associations. Grant funding is intended to expand the use of local fire departments to augment and strengthen the Department of Natural Resources (DNR) overall initial-attack fire suppression capabilities on forest fires. By May 1st each year, Wisconsin fire departments and county/area fire associations statewide are notified the FFP application cycle is open. The FFP program is a 50 percent cost-share reimbursement grant program.

Wisconsin fire departments - must have a signed and executed DNR Memorandum of Understanding (MOU) for Mutual Aid and Fire Suppression Services (Form 4300-061 R 12/11 or newer). [PDF] Please reference the current MOU list. [PDF]

FFP Annual Timeline

May 1st	Application period begins
July 1st	Applications due
October 1st	Awards announced and grant projects begin
October 15th	Signed grant agreements due
April 15th	Grant projects end and reimbursement requests due

Local, State, and National Foundations, Businesses, and Benevolent Organizations

Many local, state, and national organizations provide grants to support various causes in their communities. Donations vary from cash to in-kind services and can provide the support your Fire Department needs to administer or expand its services. For instance, a local screen-printing store may

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donate t-shirts or services to supply uniforms for your members or a local awards shop may sponsor awards for outstanding volunteers in your program. Often you can gain support from local businesses simply by asking.

Examples:
Utility Companies, Electrical Co-operatives, Insurance Agencies/Companies, Tribal Nation Charities, Medical Facilities, Wellness Centers, Civic Organizations such as Rotary, Lions, and Kiwanis Clubs.

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Grant writing tips

Federal Emergency Management Administration

Let us discuss the art of grant writing. Grants can offer leaders the mechanism to attain equipment they could not otherwise afford. However, many fire leaders do not take advantage of these opportunities.

I had the unique opportunity to be a grant reviewer for FEMA this past May and I must state that many of the people that are writing the grants are not helping themselves out very much! Keep in mind that this process is incredibly competitive. I believe our facilitator informed us that over 12,000 applications were received and only about a third of those will be granted! So in order to give yourself a fighting chance I will give you some tips that will hopefully assist you in better understanding the process.

A select few of the grants I observed could be classified as being written well, some could be categorized as decent, and many could be classified as being poorly written. While most requests are certainly warranted, many of the evaluators look more at the format of the grant than the need associated with the request. This is one of the inequities in the system, but it is the system we currently have and need to better comprehend. The process is also very subjective and not an exact science.

Within the current process, three evaluators must look over one proposal and if the scores, which typically range between 60 and 100, are too skewed (a difference of 10 points or more) then a discussion is required to take place. None of the evaluators have to change their score, they simply must discuss the proposal to determine if anyone missed something important.

I can share with you that if you do not follow the program guidance explicitly, you are setting yourself up for failure. If you miss a section that is requested in the program guidance, then you make it more difficult for the evaluators to give you a higher and more competitive score. Due to the number of grants that must be reviewed, evaluators become very regimented in their approach, and if you make it harder for them to evaluate your application, it will cost you valuable points.

So here are the Top 10 tips I can provide to you that you may want to focus upon the next time you write a grant:

1. Read the program guidance thoroughly. Do not request items that are not authorized. While your entire application may not get the boot because of this, it will certainly cost you valuable points. Remember, this is an extremely competitive grant process. It may pay to hire a grant writer, which by the way you can request reimbursement for through FEMA, within reason of course.

2. I would highly recommend that you attend a grant writing workshop if you intend to write the grant yourself. If you are writing and

have been successful in gaining grants then continue to do what you have done. You have obviously cracked the code on grant writing. If you have not been successful, and do not want to consider having a grant writer fill out the application, then you will want to attend a grant writing workshop because they give you every tip in order to be successful in gaining valuable funding.

3. Your statistical data needs to match your request and your narrative. In other words, if you are requesting equipment for your personnel, do not request more equipment than you have personnel! If there is a disconnect between narrative and statistical data, chances are your application will receive a lower score as a result.

4. Most people do a good job in their first section and describe their project rather well. After that many a grant application goes south! In the financial need section you need to make a compelling argument why you need federal assistance. Almost every grant that I read cited poor local economy and provided some statistical information, but failed to describe in any detail why local funding routes have failed and why federal assistance was absolutely necessary. Some evaluators spend more time evaluating this section than any other so pay close attention to this section.

5. Cost versus benefit derived was another weak area in many of the grants I reviewed. You must be able to competently describe how the items you are requesting will enhance operational readiness and

personnel safety in some detail.

6. The statement of effect simply means how the requested items will benefit your daily operations. Keep in mind that this is not the same thing as cost benefit.

7. Your narrative does not need to be long and wordy, but it needs to be accurate and precise. Clear and concisely written grants quickly capture the interest of the evaluator and this normally leads to higher scores. Believe me when I tell you that if the narrative is too wordy, the evaluator may lose focus and give a lower score as a result. Something as simple as putting a heading in bold font, spacing between the key sections, and putting them in the order outlined in the program guidance assist the evaluators immensely when evaluating. You do not want them to have to interpret information or hunt for sections buried in the narrative. Due to high volume of grants to review, this makes it harder for the reviewer to evaluate and again, you will most likely receive a lower score as a result. So make the narrative reader friendly.

8. If you are not going to hire someone else to write the grant, and you have been unsuccessful in gaining grants in the past, then at least have someone else read the grant before you submit it. Let them determine if they understand the request as written. If they cannot, then the evaluator may not as well!

9. Link your ideas together. Evaluators give more credence and higher scores to grant requests that link ideas and concepts together as

opposed to simply sending in a shopping list.

10. Make your request reasonable. Requests that stretch credibility are often downgraded.

I hope this helps you in some way and good luck with your future grant submissions.

Operation of Crop Mazes

Crop Maze [NFPA 1 (2012) 10.15.11]
Permits.

1. Permits, where required by local ordinance, shall comply with Section 1.12. **[NFPA 1 (2012) 10.15.11.1]**

General.

1. The owner or operator of a crop maze amusement attraction shall advise all employees of the fire and life safety regulations established in this subsection prior to the employees assuming their respective duties. **[NFPA 1 (2012) 10.15.11.2.1]**
2. The owner or operator of a crop maze or their employees shall provide safety instructions to the visitors and patrons of a crop maze prior to their entrance to the maze. **[NFPA 1 (2012) 10.15.11.2.2]**

Employee Monitor.

1. A minimum of two employees shall be on duty to monitor a crop maze during hours of operation. **[NFPA 1 (2012) 10.15.11.2.3.1]**
2. A minimum of one of the employees shall be located on an elevated platform a minimum of 10 ft (3 m) above the maze. **[NFPA 1 (2012) 10.15.11.2.2]**
3. The owner or operator of a crop maze shall contact the local fire department and provide the fire department with the opportunity to prepare a pre-plan of the crop maze amusement attraction prior to the start of seasonal operations. **[NFPA 1 (2012) 10.15.11.2.4]**
4. Motorized vehicles shall not be parked within 75 ft (23 m) of a crop maze. **[NFPA 1 (2012) 10.15.11.2.5**
5. A fuel break of a minimum of 20 ft (6 m) wide shall be cleared between a crop maze and any vehicles or vegetation
6. outside the maze. **[NFPA 1 (2012) 10.15.11.2.6]**

Public Address System.

1. A public address system shall be readily available to employees at a crop maze to assist them in making announcements to the visitors or patrons of a crop maze in the event of an emergency. **[NFPA 1 (012) 10.15.11.2.7.1]**
2. A bull horn or loud speaker shall suffice as a public address system. **[NFPA 1 (2012) 10.15.11.2.7.2]**
3. The entrance and exit from a crop maze shall not be blocked or obstructed at any time the maze is open for business and occupied by the public. **[NFPA 1(2012) 10.15.11.2.8]**
4. No more than 200 persons per acre, including adults and children, shall occupy the crop maze at any one time. **[NFPA 1 (2012) 10.15.11.2.9]**

Prohibited.

1. No open flame-producing devices or equipment shall be permitted within the confines of the crop maze. **[NFPA 1 (2012) 10.15.11.3.1*]**
    a. Visitors to the crop maze should only use flashlights, chemical lights, or similar devices to illuminate their travel through the maze. Candles, gas-fired lanterns, cigarette lighters, or similar open flame or flame-producing devices are prohibited for use inside a crop maze at all times. **[NFPA 1 (2012) A.10.15.11.3.1]**
2. No smoking shall be permitted within the confines of the crop maze. **[NFPA 1 (2012) 10.15.11.3.2]**

Fireworks.

1. Fireworks shall not be discharged within a minimum of 300 ft (91 m) of any crop maze at any time. **[NFPA 1 (2012) 10.15.11.4.1]**
2. The use of display fireworks shall comply with Chapter 65 in addition to the requirements of 10.15.11.4. **[NFPA 1 (2012) 10.15.11.4.2]**

Special Amusement Structures/Halloween Houses

Haunted Houses 2016

The following information and code references are provided as a guideline to both internal and external customers concerning special amusement structures. It is not an official code interpretation or department policy. The local fire department or authority having jurisdiction (AHJ) retains fire prevention authority over these structures. A municipal fire or building code official may allow a building or portion of a building to be used temporarily in a manner that differs from the approved use for the building or space, or may approve a temporary building to be used by the public, subject to all of the provisions stipulated in SPS 314 .01 (5) or SPS 361.03 (12) for temporary use.

1. Vehicles parked/placed a minimum 20 feet from structure. **[NFPA 1 (2012) 18.2.3 Fire Department Access Roads]**
2. Use decorations and wall coverings that are flame retardant and meet with the approval of the AHJ. Where decorations are used they should be kept well away from all heat sources, light bulbs, heaters, etc. **[NFPA 1 (2012) 20.1.2 Flame Retardant Requirements]**
3. Purchase only those costumes, wigs and props labeled as flame resistant or retardant. Costumes should be made without billowing or long trailing features that present a higher risk of ignition. [See #2]
4. "No Smoking" signs shall be displayed and no open flames, candles, torch lights or other sources of ignition shall be present. Flashlights should be used where appropriate. **[SPS 314.20 Open Flames]**
5. Fire extinguishers, both type and placement shall comply with NFPA 10. **[NFPA 1 (2012) 13.6 Portable Fire Extinguishers]**
6. No flammable or combustible liquids allowed within 50 feet of structure. **[NFPA 1 (2012) Chapter 66, NFPA 30 (2010) Chapter 15]**
7. No LPG tanks or cylinders shall be allowed in the structure or within 25 feet of the structure. [**NFPA 58 (2011) 8.3 Storage Within Buildings.**
8. Housekeeping shall be maintained at all times with no straw, hay, cornstalks or dried flowers, etc. allowed in the structure. **[NFPA 1 (2012) 20.1.2 Flame Retardant Requirements]**
9. Structure should have a setback of 20 feet from property line and any other structures. **[NFPA 1 (2012) 18.2.3 Fire Department Access Roads]**
10. Structure shall meet load requirements. (Live, dead and wind loads). **[SPS 362, SPS 366, IBC 2009]**
11. Two exits shall be required with the standard exit door requirement being met. In addition, all exit passageways shall be a minimum of 36 inches wide, with a minimum of 0.2 ft-candle (2.2 lux) required for illumination of the walking surfaces during periods of performances or projections involving directed light. The AHJ may modify the illumination requirement for walking surfaces by using attendants. **[NFPA 1 (2012) 14.14 Egress Requirements]**
12. Exit markings (In special amusement buildings where mazes, mirrors, or other designs are used to confound the egress path, approved directional exit marking that becomes apparent in an emergency shall be provided). **[NFPA 1 (2012) 20.1.4.7.3 Exit Marking]**
13. Electrical wiring and components shall meet the requirements of SPS 316/NEC70. Extension cords may be used according to SPS 314 and NFPA 1 (2012).
14. Smoke detection required. Where the nature of the special amusement building is such that it operates in reduced lighting levels, the building shall be protected throughout by an approved automatic smoke detection system. **[NFPA 1 (2012) 20.1.4.4 Smoke Detection]**
15. Sufficient attendants shall be present on-site to conduct emergency operations in case of fire or medical emergency. **[NFPA 1 (2012) 20.1.5.6, 20.1.5.7, 20.1.5.8 and Appendix, Crowd Managers]**
16. Life safety hazards such as, but not limited to the generation of artificial fog are subject to the approval of the AHJ. **[NFPA 1 (2012) 10.1 General Safety Requirements]**
17. Surfaces for walking shall be well drained and kept free of debris, obstructions, projections, tripping hazards and other such hazards. Stair treads, etc, shall meet the rate of rise and tread according to Wisconsin Administrative Code. **[IBC 2009, NFPA 1 (2012) 20.1.5.1.1 Means of Egress Inspection]**

NFPA 1 (2012) 3.3.30.10* ***Special Amusement Building.*** A building that is temporary, permanent, or mobile and contains a device or system that conveys passengers or provides a walkway along, around, or over a course in any direction as a form of amusement arranged so that the egress path is not readily apparent due to visual or audio distractions or an intentionally confounded egress path, or is not readily available due to the mode of conveyance through the building or structure. [***101,*** 2012]
(*Special amusement buildings include amusements such as a haunted house, a roller coaster–type ride within a building, a multilevel play structure within a building, a submarine ride, and similar amusements where the occupants are not in the open air).

NFPA 1 (2012) 3.3.182.3* ***Assembly Occupancy.*** An occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load. [***101,*** 2012]
(*Assembly occupancies are characterized by the presence or potential presence of crowds with attendant panic hazard in case of fire or other emergency. They are generally open or occasionally open to the public, and the occupants, who are present voluntarily, are not ordinarily subject to discipline or control. Such buildings are ordinarily occupied by able-bodied persons and are not used for sleeping purposes).

SPS 314.01 (5) TEMPORARY USE. A municipal fire or building code official may permit a building or structure to be used temporarily by the public, subject to all of the following provisions:
(a) The official shall determine the time frame within which the temporary use is permitted, based on the extent hazards are created by the temporary use. This time frame may not exceed 180 days, except the official may grant extensions for demonstrated cause.
(b) Except as provided in par. (c), buildings or spaces considered for temporary use shall conform to the requirements of this code as necessary to ensure the public safety, health and general welfare.
(c) The official may require additional safety requirements for a temporary use as a tradeoff for any safety provisions that may be lacking.
(d) The official may terminate the approval for a temporary use at any time and order immediate discontinuance of the use or complete evacuation of the building or space. **[SPS 361.03 (12)]**

Note: The Department and other state agencies may have additional rules that affect the design, construction, inspection, maintenance, and use of public buildings, places of employment and premises, including chapters SPS 305, Credentials; SPS 307, Explosives and Fireworks; SPS 316, Electrical; SPS 318, Elevators, Escalators and Lift Devices; SPS 340, Gas Systems; SPS 341, Boilers and Pressure Vessels; SPS 343, Anhydrous Ammonia; SPS 345, Mechanical Refrigeration; SPS 361 to 366, Commercial Building Code; SPS 375 to 379, Buildings Constructed Prior to 1914; SPS 381 to 387, Plumbing; SPS 390, Public Swimming Pools and Water Attractions; and SPS 391, Sanitation. The Department's Division of Industry Services administers all of these listed codes.

NFPA 1 (2012) 10.9 Emergency Plans.
10.9.1 Where Required. Emergency plans shall be provided for high-rise, health care, ambulatory health care, residential board and care, assembly, day-care centers, special amusement buildings, hotels and dormitories, detention and correctional occupancies, educational, underground and windowless structures, facilities storing or handling materials covered by Chapter 60, or where required by the AHJ.

10.9.2 Plan Requirements.
10.9.2.1* Emergency plans shall include the following:
(1) Procedures for reporting of emergencies
(2) Occupant and staff response to emergencies
(3)*Evacuation procedures appropriate to the building, its occupancy, and emergencies *(see Section* 4.3 *of NFPA 101)*
(4) Appropriateness of the use of elevators
(5) Design and conduct of fire drills
(6) Type and coverage of building fire protection systems
(7) Other items required by the AHJ

Guidance for use of natural-cut trees, SPS 314.10 (3) General fire safety.

Combustible Vegetation [NFPA 1 (2012) 10.14]

Combustible vegetation, including natural cut Christmas trees, shall be in accordance with Section 10.14. **[NFPA 1 (2012) 10.14.1]**

Christmas tree placement within buildings shall comply with Table 10.14.1.1. **[NFPA 1 (2012) 10.14.1.1] {*See table below*}**

In any occupancy, limited quantities of combustible vegetation shall be permitted where the AHJ determines that adequate safeguards are provided based on the quantity and nature of the combustible vegetation. **[NFPA 1 (2012) 10.14.2]**

Vegetation and Christmas trees shall not obstruct corridors, exit ways, or other means of egress. **[NFPA 1 (2012) 10.14.4]**

Only listed electrical lights and wiring shall be used on natural or artificial combustible vegetation, natural or artificial Christmas trees, and other similar decorations. **[NFPA 1 (2012) 10.14.5]**

Open flames such as from candles, lanterns, kerosene heaters, and gas-fired heaters shall not be located on or near combustible vegetation, Christmas trees, or other similar combustible materials. **[NFPA 1 (2012) 10.14.7]**

Combustible vegetation and natural cut Christmas trees shall not be located near heating vents or other fixed or portable heating devices that could cause it to dry out prematurely or to be ignited. **[NFPA 1 (2012) 10.14.8]**

Provisions for Natural Cut Trees [NFPA 1 (2012) 10.14.9]

Where a natural cut tree is permitted {*see Table 10.14.1.1 on page 2 for allowable occupancies*}, the bottom end of the trunk shall be cut off with a straight fresh cut at least 1⁄2 in (13 mm) above the end prior to placing the tree in a stand to allow the tree to absorb water. **[NFPA 1 (2012) 10.14.9.1]**

The tree shall be placed in a suitable stand with water. **[NFPA 1 (2012) 10.14.9.2]**

The water level shall be maintained above the fresh cut and checked at least once daily. **[NFPA 1 (2012) 10.14.9.3]**

The tree shall be removed from the building immediately upon evidence of dryness. **[NFPA 1 (2012) 10.14.9.4*]**

> A method to check for dryness is to grasp a tree branch with a reasonably firm pressure and pull your hand to you, allowing the branch to slip through your grasp. If the needles fall off readily, the tree does not have adequate moisture content and should be removed. **[NFPA 1 (2012) A.10.14.9.4]**

(See page 2, for table 10.14.1.1)

Table 10.14.1.1 Provisions for Christmas Tees by Occupancy

Occupancy	No Trees Permitted	Cut Tree Permitted With Automatic Sprinkler Systems	Cut Tree Permitted Without Automatic Sprinkler Systems	Balled Tree Permitted
Ambulatory health care				X
Apartment buildings		Within unit	Within Unit	X
Assembly	X			
Board and care	X			
Business		X		X
Daycare		X		X
Detention and correctional	X			
Dormitories	X			
Educational	X			
Health Care				X
Hotels	X			
Industrial		X	X	X
Lodging and rooming				X
Mercantile		X		X
One and two family		X	X	X
Storage		X	X	X

Note: ss.101.14 (2) (b) ... the seasonal placement of a Christmas tree in the rotunda of the state capitol building or in a church is presumed not to be a fire hazard.

NFPA suggests summer grilling tips to avoid fires

With warmer and longer days fast approaching, outdoor grilling is often a popular choice for cooking. The National Fire Protection Association (NFPA) today urged caution when grilling to ensure safe cookouts. According to NFPA gas-fueled and charcoal grills cause an average of 900 home structure fires and 3,500 home outdoor fires each year. Gas grills have a higher fire risk than charcoal grills. Leaks and breaks in the gas cylinder or hose are the leading cause, accounting for nearly half of gas grill fires. Placing combustibles too close to heat, and leaving cooking unattended, are the two leading causes for charcoal grill home structure fires. Half of all gas grill and charcoal grill home structure fires begin on an exterior balcony or unenclosed porch, so it is important to grill not just outside your home but well away from your home.

NFPA suggests some safety tips for outdoor grilling:

- Gas and charcoal BBQ grills must only be used outdoors. If used indoors, or in any enclosed spaces, such as tents, they pose both a fire hazard and the risk of exposing occupants to toxic gases and potential asphyxiation.
- Position the grill well away from siding, deck railings and out from under eaves and overhanging branches.
- Place the grill a safe distance from lawn games, play areas and foot traffic.
- Keep children and pets away from the grill area: declare a three-foot “safe zone” around the grill.
- Put out several long-handled grilling tools to give the chef plenty of clearance from heat and flames when flipping burgers.
- Periodically remove grease or fat buildup in trays below grill so it cannot be ignited by a hot grill.

Charcoal Grills

- Purchase the proper starter fluid and store the can out of reach of children, and away from heat sources.
- Never add charcoal starter fluid when coals or kindling have already been ignited, and never use any flammable or combustible liquid other than charcoal starter fluid to get the fire going.

Gas Grills

Check the gas cylinder hose for leaks before using it for the first time each year. A light soap and water solution applied to the hose will quickly reveal escaping propane by releasing bubbles. If you determine your grill has a gas leak, by smell or the soapy bubble test, and there is no flame:

Turn off the gas tank and grill.
If the leak stops, get the grill serviced by a professional before using it again.
If the leak does not stop, call the fire department.

- If you smell gas while cooking, immediately get away from the grill and call the fire department. Do not attempt to move the grill.

- All gas cylinders manufactured after April 2002 must have overfill protection devices (OPD). OPDs shut off the flow of gas before capacity is reached, limiting the potential for release of propane gas if the cylinder heats up. OPDs are easily identified by their triangular-shaped hand wheel.
- Use only equipment bearing the mark of an independent testing laboratory. Follow the manufacturers' instructions on how to set up the grill and maintain it.
- Never store propane gas cylinders in buildings or garages. If you store a gas grill inside during the winter, disconnect the cylinder and leave it outside.

NFPA has been a worldwide leader in providing fire, electrical, building, and life safety to the public since 1896. The mission of the international nonprofit organization is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus codes and standards, research, training and education. Visit NFPA's Web site at www.nfpa.org.

- Mount away from kitchens where cooking could cause false alarms and subsequent disconnection, or use special kitchen area alarms.
- Do not install where there are extreme temperatures, excess humidity or heavy dust such as in bathrooms, unheated garages or attics.

It is *recommended* that tamper-resistant smoke alarms or smoke alarms wired to the building electrical system be installed if there is a problem with battery disconnection.

In older manufactured homes, mount smoke alarms only on interior walls and not on ceilings or exterior walls.

What maintenance is required?

Smoke alarms cannot save lives if they are not working!

- Change batteries at least once a year, or more often, if the low-battery warning activates. A good idea is to choose the same day or week each year to replace batteries. Mark the battery with the installation date. (There are smoke alarms with 10-year batteries available.)
- Change photo-electric bulbs when trouble indicators activate.
- Test the alarm monthly by using the test button, or as required by the manufacturer. If the alarm doesn't work, replace any battery. If it still doesn't work, replace the smoke alarm.
- Open the cover and vacuum the unit regularly.
- Replace older smoke alarms – typically after 10 years – as recommended by manufacturer.

If the smoke alarm instructions are unavailable, there is some basic information, including the manufacturer's identification address, on the smoke alarm itself.

Renters must inform landlords in writing of smoke alarm problems, such as a dead battery. The landlord has 5 days to correct the problem.

Do you have an escape plan?

Although functional smoke alarms usually give an early warning, it is important to have an adequate escape plan:

• Look for sources of fires on your property and eliminate or reduce them.
• Have at least two ways to escape a fire and an outside meeting location for everyone in the household.
• Call the fire department after you're outside.

Check your smoke alarms today!

Type of living or sleeping occupancy and date of building permit or construction	Battery-powered only	Building electrical system powered	Building power and battery backup	Interconnection between smoke alarms within LU	Strobe light alarms in common areas	Smoke alarm on every floor level	Smoke alarms outside each sleeping area	Smoke alarms in each bedroom
One- and 2-family dwellings before 4-1-92	X					X		
UDC after 4-1-92		X		X		X		
UDC after 12-1-95		X		X		X	X	
UDC after 4-1-01			X	X		X	X	X
All WCBC before 1-1-82	X*					X	X	
All WCBC after 1-1-82		X				X	X	
All WCBC after 1-12-93		X			X	X	X	
WCBC apartment-type after 4-1-95			X		X	X	X	
All WCBC after 3-1-99			X		X	X	X	
WCBC hotel/motel type after 4-1-00			X		X	X	X	X
WCBC hotel/motel after 7-1-02			X	X	X	X	X	X
WCBC apartment-type after 7-1-02			X	X	X	X	X	X

* Replacement battery-powered alarms shall be ten-year battery type.
LU means living unit.
UDC is the Uniform Dwelling Code, chs. SPS 320-325 which applies to one- and 2-family dwellings and modular homes.
WCBC is the Wisconsin Commercial Building Code, chs. SPS 360-366, which applies to apartments, rowhouses, condominiums, hotels and motels.

Keeping Wisconsin Nights Safer

Summary of Smoke Alarm Requirements

SBD-8282-P (R6/12)

Wisconsin law requires owner-occupied homes, rental homes and other residential buildings to be protected by smoke alarms or a smoke detection system. Owners must install and maintain them, and tenants must inform the owner of any smoke alarm problems.

The requirements differ between those for one- and 2-family dwellings and those for multi-unit housing, which includes hotels and motels and apartment buildings. The requirements also differ for buildings depending on the date a building permit or state plan approval was applied for. In addition, there may be local or special occupancy requirements, such as for community-based residential facilities (CBRFs), hospitals and nursing homes. For more details, consult the applicable statutes (Ch. 101) and codes (SPS 321, 328, 361 to 365) and your local building inspection or fire department. Failure to comply may result in legal penalties.

Why are smoke alarms necessary?

People in Wisconsin die because of not being warned of fires that they cannot see. Working smoke alarms have been shown to reduce by half the risk of death by fire.

Most fire deaths are caused by smoke inhalation, not by burns. Hundreds of Wisconsinites are seriously and painfully injured each year. Also, smoke alarms protect property by providing early warning for the need to call help.

What kind of smoke alarms are required?

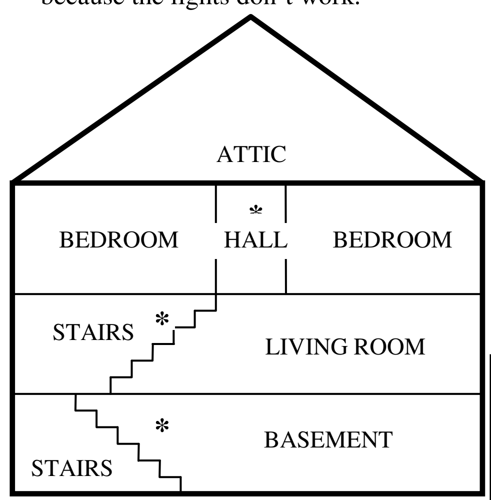
(See summary table on back.)

All smoke alarms used in Wisconsin must be Underwriters Laboratories (UL) listed, or equivalent, and must be either of the ionization or photo-electric types. (Heat detectors, which respond slower, may only be used in addition to smoke alarms.) In common areas of multiunit housing, a smoke detection system shall be installed per NFPA 72.

For multi-unit housing built before January 1, 1982, and for one- and 2-family dwellings built before April 1, 1992, the smoke alarms may be self-contained and battery-operated. After the above dates, additional features may be required. (See table on back.)

Although not always required, the following are *recommended*:

- Interconnect all of a living unit's smoke alarms and have them powered by both a building circuit and batteries to ensure audible operation in all situations.
- Connect building-powered smoke alarms onto regular lighting circuits, ahead of any switch, so the loss of power to the alarm is likely to be noticed because the lights don't work.



1 & 2 FAMILY DWELLINGS

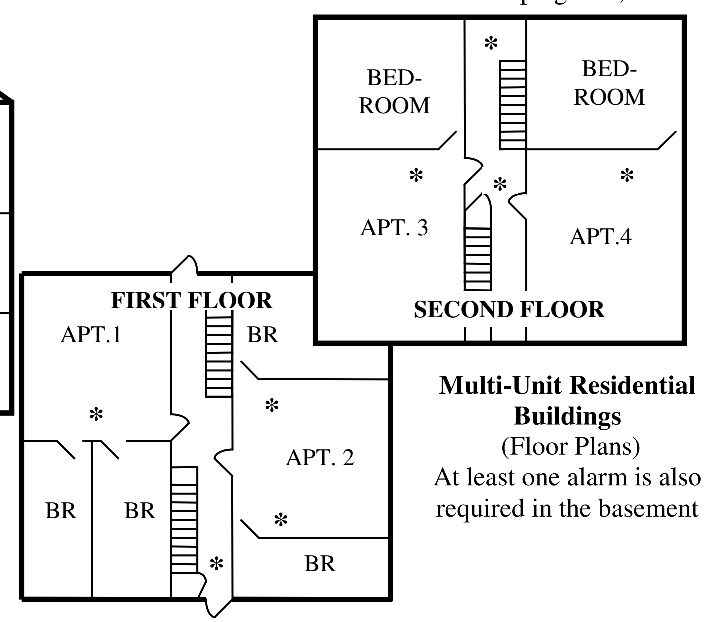
- Include strobe lights with alarms for the hearing-impaired. (Besides those required in common-use areas, strobes may be required in some individual living units.)

In multi-unit housing, smoke alarms in living units may not require interconnection with the rest of the building's alarms, even though the common area smoke alarms need to be interconnected. This is to minimize potential false alarm problems.

Where must smoke alarms be installed?

For one- and 2-family dwellings built before December 1, 1994, owners must install at least one smoke alarm on each floor level of each unit, including the basement. For multi-unit housing built before April 1, 2000, the owner must install at least one smoke alarm in the following locations:

- In the basement.
- At the head of stairs at each floor level.(If the stairs are enclosed, then place the smoke alarm in front of the door leading to the stairs.)
- Either in each sleeping room or elsewhere in the unit within 6 feet of each sleeping area, which may have several sleeping rooms, provided the location is not in a kitchen.



Multi-Unit Residential Buildings
(Floor Plans)
At least one alarm is also required in the basement

After the above dates, additional locations may be required. (See table on back.)

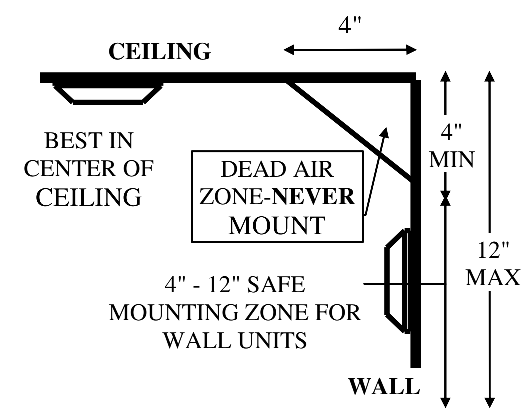
Although not always required, the following are recommended:

- Place smoke alarms between each sleeping area and the rest of the dwelling, and above the base of any stairs on other floor levels within a dwelling.
- Locate a smoke alarm outside each sleeping area and inside each bedroom, and keep the bedroom doors closed for additional protection.

How should smoke alarms be installed?

Install smoke alarms according to manufacturers' instructions. Typical requirements include:

- Mount on the bottom of any exposed basement ceiling joists.
- Place at least 4 inches from the wall when installing on the ceiling. The center of the room is best. (See illustration below.)
- Place between 4 to 12 inches from the ceiling when installing on a wall. Be sure it is out of the dead air space where the ceiling and wall meet. (See illustration below.)
- Install within 3 feet of the highest part of a peaked or sloped ceiling.
- Place at least 3 feet away from any window, door or air register where drafts could prevent smoke from reaching the alarm.



Why are smoke alarms necessary?

Most home fires occur between 11:00 P.M. and 6:00 A.M., when people are sleeping. Working smoke alarms detect fire in its early stages and provide your family with critical minutes necessary to reach safety. Deaths from home fires are more frequently due to smoke inhalation and toxic fumes than from burns. Early warnings save lives! Wisconsin fire deaths have been reduced by more than 42% since 1987 (when Wisconsin began requiring smoke alarms in older homes.) Unfortunately, about 30% of home fires start in rooms without working smoke alarms.

Wisconsin law requires homes to be protected by smoke alarms or a smoke detection system.

Owners must install and maintain the smoke alarms, and tenants must inform owners of any smoke alarm problems.

All smoke alarms used in Wisconsin must be Underwriters Laboratories (UL) listed, or equivalent, and must be either of the ionization or photo-electric types. (Heat detectors, which respond slower, may only be used in addition to smoke alarms.)

<u>Ionization</u> alarms respond to quick burning fires such as from wood or paper. The alarm sounds when the sensor becomes blocked by smoke particles.

<u>Photoelectric</u> alarms respond to slow burning fire such as upholstery or bedding. The alarm sounds when smoke particles break a light beam. Photoelectric alarms are less likely to sound a false alarm.

What kind of smoke alarm is required in your home?

It depends on when the permit to build your home was issued. Local ordinances may require additional features. In homes permitted prior to April 1, 1992, you may use self-contained battery-operated smoke alarms. For home permitted after April 1, 1992, refer to the table on the back of this brochure.

It is *recommended* that:

• All smoke alarms in your home be interconnected [if one activates they all sound together] and powered by both a building circuit and batteries to ensure they operate properly in all situations.

• Smoke alarms should be connected to a regular lighting circuit, but not on a switch, so the loss of power to the alarm is noticed because the lights are not working.

Where must smoke alarms be installed?

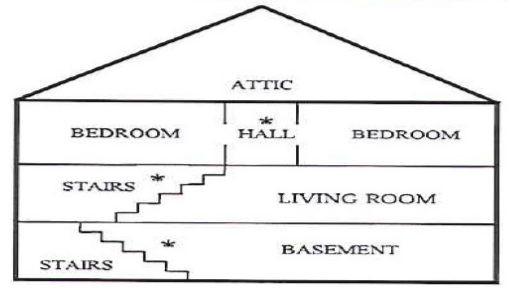
For one- and 2-family dwellings built before December 1, 1994, owners must install at least one smoke alarm on each floor level of each unit, including the basement.

It is *recommended* that:
• Alarms are placed between each sleeping area and the rest of the home, and above the base of any stairs on each floor level.

• Alarms are located in the hall outside the bedroom area and inside each bedroom.

• Bedroom doors should be kept closed when sleeping for additional protection.

[Fig. 2]
MINIMUM SMOKE ALARM PLACEMENT
See table for additional requirements



One and Two Family Dwellings

How should smoke alarms be installed?

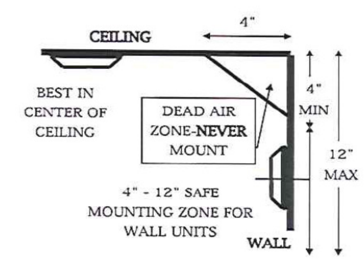
All smoke alarms should be installed per the Manufacturer's instructions.

• Mount on the bottom of any exposed basement ceiling joists.

• Place at least 4 inches from the wall when installing on the ceiling. The center of the room is best.

• Place between 4 to 12 inches from the ceiling when installing on a wall. Be sure it is out of the dead air space where the ceiling and wall meet.

[Fig. 1]
SMOKE ALARM INSTALLATION DIAGRAM
See manufacturers recommendations



• Install within 3 feet of the highest part of a peaked or sloped ceiling.

• Place at least 3 feet away from any window, door or air register where drafts could prevent smoke from reaching the alarm.

• Mount away from kitchens where cooking could cause false alarms and subsequent disconnection.

• Do not install where there are extreme temperatures, excess humidity or heavy dust such as in bathrooms, unheated garages or attics.

It is recommended that tamper-resistant smoke alarms or smoke alarms wired to the building electrical system be installed if there is a problem with battery disconnection.

In older manufactured homes, mount smoke alarms only on interior walls and not on ceilings or exterior walls.

What maintenance is required?

<u>Batteries</u> - change at least once a year or more often if the low-battery warning activates. The National Fire Protection Association recommends that you change your battery twice a year at the same time that you change your clocks.

• Never "borrow" batteries from your smoke alarm to use in any other device.

• Photoelectric bulbs – change when the trouble indicator activates.

• Test your alarms monthly by using the test button or as required by the manufacturer. If it doesn't work, replace the battery. If it still doesn't work, replace the smoke alarm.

• Remove the cover and vacuum the alarm yearly to remove any sensor blocking dust particles.

• Replace all smoke alarms every 10 years or as recommended by the manufacturer.

• Landlords must inform tenants in writing that they are responsible for informing their landlord in writing of any smoke alarm problems, such as a dead battery. The landlord has five days to correct the problem.

It is *recommended* that tamper-resistant smoke alarms, or preferably, building current powered smoke alarms be installed if there is a problem with battery removal or disconnection.

Tips to keep your family safe.

•Smoke alarms are not a replacement for fire prevention. Look at your property and your family's habits for sources of fires and eliminate them. A home safety checklist can be obtained from your local fire department.

• Be sure everyone in your household is familiar with the sound of the alarm.

• Plan and practice a fire escape drill with your family which includes at least two ways out of every room. Identify an outside meeting place where everyone will gather after the escape.

• Call the fire department immediately after you are safely out of the house.

• Keep matches and lighters out of children's reach and never leave candles unattended.

• Don't overload outlets or extension cords and replace or repair frayed electrical cords, sparking outlets or appliances.

• Clean fireplaces yearly and use metal or glass screens.

• Never smoke in bed, dispose of smoking materials in approved containers.

• Store flammable and combustible liquids away from heat sources and in their original containers.

Remember, when the alarm sounds, get out and stay out!

Smoke and Carbon Monoxide Alarm Requirements Date of building permit or construction	Battery-powered permitted	Building electrical system powered	Building power and battery backup	Interconnection between alarms	Alarms on every floor level	Alarms outside each sleeping area	Alarms in each bedroom
Smoke alarms in one- and 2-family dwellings before 4-1-92	✓				✓		
Smoke alarms in Uniform Dwelling Code after 4-1-92		✓		✓	✓		
Smoke alarms in Uniform Dwelling Code after 12-1-95		✓		✓	✓	✓	
Smoke alarms in Uniform Dwelling Code after 4-1-01			✓	✓	✓	✓	✓
Carbon monoxide alarms before 2-1-11	✓*				✓		
Carbon monoxide alarms after 2-1-11		✓	✓	✓	✓	✓	

* Battery-powered or plug in.

SMOKE DETECTORS SAVE LIVES AT HOME

A Brochure for One and Two Family Dwellings

SBD-10780P (R 3/15)

How To Care for Your Farm-Grown Fresh Christmas Tree

When a Christmas tree is cut, typically over half of its weight is water. With proper care, you can maintain the quality of your displayed trees. Below are a number of tips relating to the care of displayed trees:

1. Displaying trees in water in a traditional reservoir type stand is the most effective way of maintaining their freshness and minimizing needle loss problems.
2. Make a fresh cut to remove a ¼” to 1” thick disk of wood from the base of the trunk before putting the tree in the stand. Make the cut perpendicular to the stem axis.
3. Don’t cut the trunk at an angle, or into a v-shape, which makes it far more difficult to hold the tree in the stand and also reduces the amount of water available to the tree.
4. Once home, place the tree in water as soon as possible. Most species can go 6-8 hours after cutting the trunk and still take up water. Don’t bruise the cut surface or get it dirty.
5. If needed, trees can be temporarily stored for several days in a cool location. Place the freshly cut trunk in a bucket that is kept full of water.
6. To display the trees indoors, use a stand with an adequate water holding capacity for the tree. **As a general rule, stands should provide 1 quart of water per inch of stem diameter.** Devices are available that help maintain a constant water level in the stand.
7. Use a stand that fits your tree. Avoid whittling the sides of the trunk down to fit a stand. The outer layers of wood are the most efficient in taking up water and should not be removed.
8. Keep displayed trees away from sources of heat (fireplaces, heaters, heat vents, direct sunlight). Lowering the room temperature will slow the drying process, resulting in less water consumption each day.
9. The temperature of the water used to fill the stand is not important and does not affect water uptake.
10. Check the stand daily to make sure that the level of water does not go below the base of the tree. **With many stands, there can still be water in the stand even though the base of the tree is no longer submerged in water.**
11. Drilling a hole in the base of the trunk does not improve water uptake.
12. Use of lights that produce low heat, such as miniature lights, will reduce drying of the tree.
13. Always inspect light sets prior to placing them on the tree. If worn, replace with a new set.
14. Do not overload electrical circuits.
15. Always turn off the lights when leaving the house or when going to bed.
16. Monitor the tree for freshness. After Christmas or if the tree is dry, remove it from the house.
17. Go to www.realchristmastrees.org and type in your zip code to find a recycling program near you.
18. Never burn any part of a Christmas tree in a wood stove or fireplace.

Prepared by Dr. Gary Chastagner and Dr. Eric Hinesley
Edited by the Scientific Research Committee of the National Christmas Tree Association

STATE OF WISCONSIN
Department of Safety and Professional Services
1400 E Washington Ave.
Madison WI 53703

Governor Scott Walker **Secretary Dave Ross**

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Web: http://dsps.wi.gov
Phone: 608-266-2112

DATE: June 2015

RE: Use and Occupancy of Repurposed Agriculture Buildings

TO: Owners of Repurposed Agriculture Buildings, Building Designers and Contractors and Municipal Fire and Code Officials

FROM: WI Department of Safety and Professional Services (DSPS)

Over the course of the last few years, there has been a growing interest and desire on the part of many individuals throughout the state that own repurposed agriculture buildings to use these buildings for purposes such as hosting weddings or other public events.

There are many questions about what the Wisconsin Commercial Building Code (Code from here on out) allows for and requires in order for these buildings to be used for nonagricultural purposes. **Note: Other requirements may or may not apply. Please check with your local municipality on other requirements such as zoning, liquor license, etc.**

The following is a series of "If, then" statements designed to educate you as to the various situations that may exist:

1.) If a repurposed agriculture building is being used as a public building or place of employment, then the building must be brought into compliance with the Code**.**

2.) If a building owner wishes to use their building for public use or as a place of employment on a temporary basis, then they may pursue getting a temporary use permit from their local municipality as allowed by the Commercial Building and Fire Prevention Codes. (See **SPS 361.03(12) and SPS 314.01(5)** for more details.) Municipalities are not required to issue a temporary use permit.

3.) If a repurposed agriculture building is only being used for personal use, then the building is not required to become compliant with the Code.

4.) If DSPS has issued any orders against a building, then the municipality may not issue a temporary use permit that would conflict with the Department's orders. **WI Statute 101.02(7)(a)**

5.) If a building owner has already submitted building plans to the department for review and approval, then the building plans need to be approved and followed prior to the use of the building and a temporary use permit from a local municipality is no longer allowable. **WI Statute 101.02(7)(a)**

6.) If a building owner or designer is not able to comply with the letter of the code, then they may petition the Department for a variance to the code. Variances are only granted when the petitioned requirement is offset by an equivalent requirement. (Click here to find the variance application.)

7.) If a building owner would like to formally sit down with the Department and go through the specific code requirements, they may e-mail the department at DspsSbBuildingTech@wi.gov and ask for a preliminary review. (Note: Depending on the complexity of and time required to address your issue, a preliminary review fee may be charged.)

Hood & Duct Fire Suppression System Installer Certification Form	
Date:	Permit #:
Contractor Information Name: Contact: Address: Phone #: Contractor #:	Project Information Name: Address:

Certification of System Installation:

Complete this section after the system is installed but prior to conducting operational acceptance tests. This system installation was inspected by *on*______!______!______and was found to comply with the installation requirements of (Check all that apply):

NFPA 96, 2011 Edition
Manufacturer's Instruction/Specifications (Provide)
Other (Specify and Provide)

Print Name: ______________________________ Signed: ______________

Business Name: ______________________ Date: ______________

Certification of System Operations:

All operations and functions of this system were tested by______________________________ and found to be operating properly in accordance with the requirements of (Check all that apply):

N FPA 96, 2011 Edition
Job Specifications
Manufacturer's Instruction/Specifications (Provide)
Other (Specify and Provide)

Print Name: ______________________________ Signed: ______________

Business Name: ______________________ Date:

Hood & Duct Fire Suppression System
Acceptance Test Form

Date:	Permit #:
Contractor Information Name : Contact: Address: Phone #: Contractor #:	Project Information Name: Address: Route #:

Type of Extinguishing Agent: Wet ____ Chemical_____ Other __________
Automatic Shutdown of Power Sources: Yes ___ No ___ If Yes, Type: Gas___ Electric ___ If No, Attach Explanation

Yes	No	N/A	
			Documentation:
			Installer's Certificate Provided
			Certified Installer has Permit and Plans Approved
			All components located same as approved drawings
			Owner has copy of Service Agreement on site
		J 1	Instruction Manual on site
			Proof of hydrostatic testing of all containers
			Components:
	1		Connected to the Fire Alarm System
			Readily Accessible Manual Activation Device(s) along egress path
			Manual Pull Station easily Accessible and not more than 48" from floor
			Instructions posted adjacent to manual actuation device
			Wet Chemical Only:
			Fusible links located per approved plan s
			Fusible link above cooking appliance or group of cooking appliances
			Piping and nozzles are secured
			Chemical container easily accessible
			Each cooking appliance protected by a single system nozzle
			Operational Tests:
			Pressure gauges in operable range
			Nozzle blow off caps are in place
			Both manual pull station and operation of fusible test link activates system
			Building fire alarm system sound upon system activation
			Appliance shutdown devices operate upon system activation and all equipment shuts down

System Tested by:	Print Name Her	

I System Approved I J System Disapproved Date: / Inspector's Initials:_______

FIRE BRIDGE

AGENCY ADMINISTRATOR SETUP QUICK GUIDE: WISCONSIN

ImageTrend, Inc.
20855 Kensington Blvd.
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EDS Support (Toll Free): (888) 730-3255

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Fax: (952) 985-5671
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Table of Contents

CHAPTER 1

THE CONFIGURATION SECTION

1.1 Document Overview

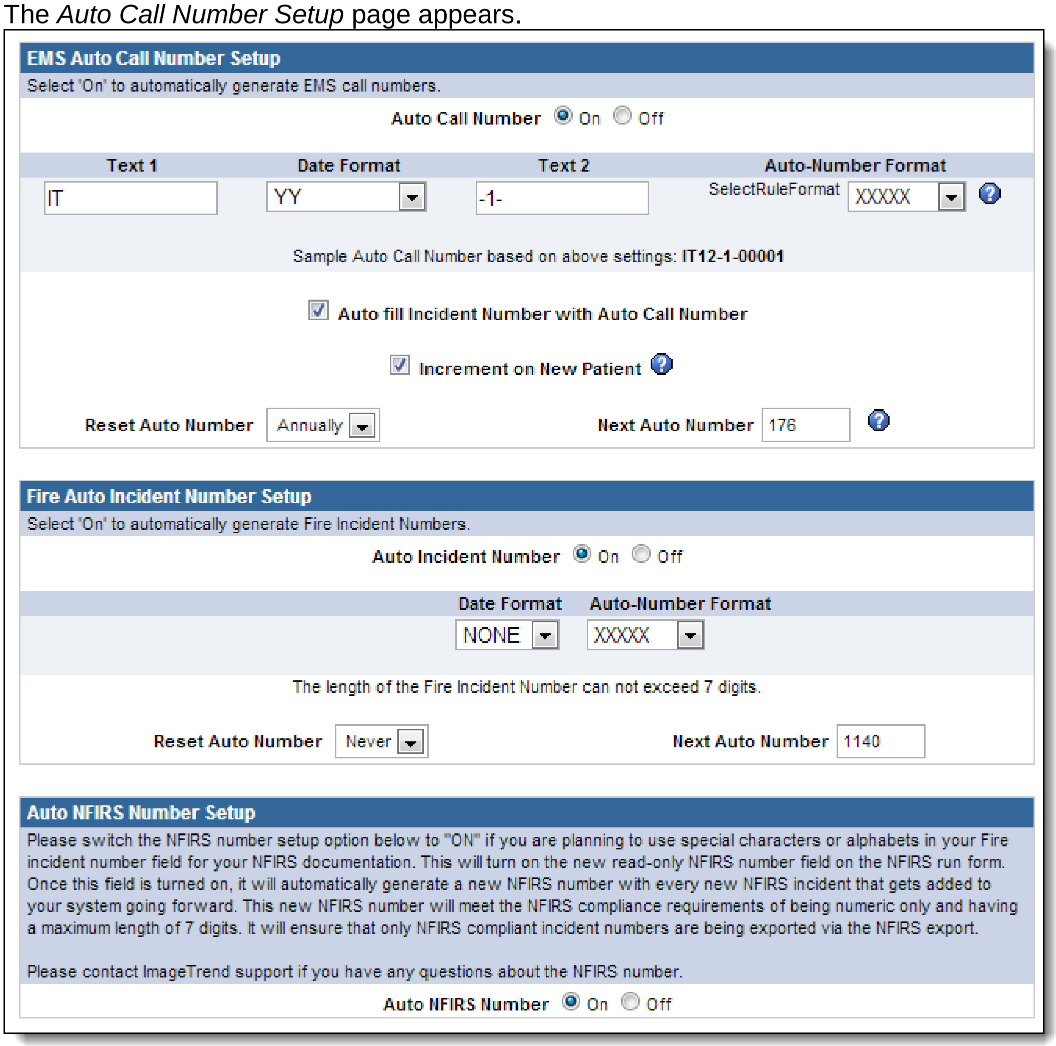
This guide is intended to provide complete instruction for administrators on the Wisconsin Fire Bridge in what needs to be done to set up your agency on the Fire Bridge.

1.2 Setting Up Automatic Call and NFIRS Numbers

You can set up a format for automatic call numbers, which will be added to each run form to ensure that no run form has the same number. Your format for auto call numbers should be different from any other agency's format.

You can also set the system to automatically assign a valid NFIRS number for runs if your incident number may contain letters or special characters.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration > Auto-Call Number.* The *Auto Call Number Setup* page appears.



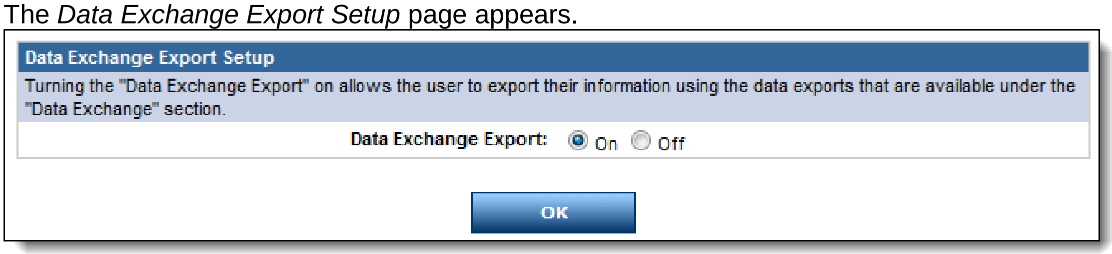
4. In the *Fire Auto Incident Number Setup* section, in the *Auto Incident Number* section, select *On.*
5. From the *Date Format* drop down menu, select the format for the date information that will be included in the call number.

6. From the *Auto-Number Format* drop down menu, select the number of digits that will be used at the end of the number.
   HINT: These numbers will automatically increase by one with each incident report that is entered.
7. To start the last numbers of the call number over at 0 based on a period of time, from the *Reset Auto Number* drop down menu, select how often to reset the number.
8. To manually set the next number that will be automatically generated, in the *Next Auto Number* text box, type the next number.
9. If your fire incident numbers will contain letters or special characters, to automatically generate a valid NFIRS number for those runs, in the *Auto NFIRS Number Setup* section, select *On.*
10. When finished setting up automatic number formats, to save the changes, click *Submit.*

1.3 Enabling and Disabling Exports for your Agency

If your agency exports information (e.g., to billing software), you may need to enable exports. This setting allows you to determine whether your service's information can be exported from the *Data Exchange* section of the Fire Bridge.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.
4. Under *Configuration,* select *Data Exchange Export.*
   The *Data Exchange Export Setup* page appears.



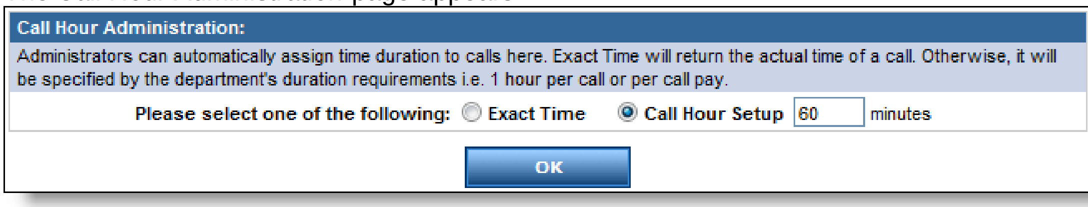
5. To enable your agency's information to be exported through the Data Exchange, select *On.*
   OR
   To prevent your agency's information from being exported through the Data Exchange, select *Off.*
6. When finished, click *OK.*
   The changes are saved.

1.4 Setting Up Call Hour Administration

Administrators can set whether this agency tracks calls by the exact amount of time spent on a call or assigns a set amount of time to each call.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.

4. Under *Configuration,* select *Call Hour.*
   The *Call Hour Administration* page appears.

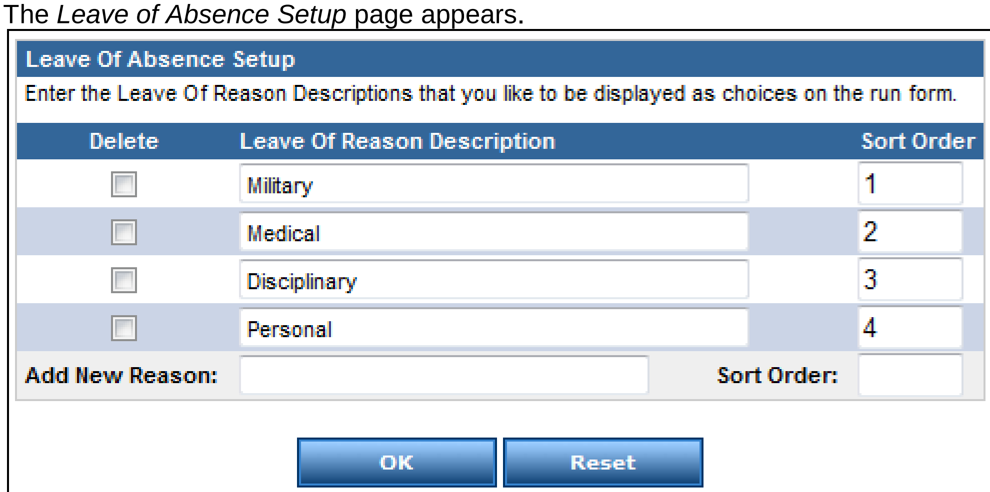


5. Select the desired call hour tracking option.
6. If the second option is selected, in the *Minutes* text box, type the desired number of minutes that should be assigned for each call.
7. Click *OK.*

1.5 Working with Leave of Absence Reasons

Administrators can add reasons for leaves of absence, which can then be used when recording a leave of absence on a staff member's profile.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.
4. Under *Configuration,* select *Leave Of Absence.*
   The *Leave of Absence Setup* page appears.

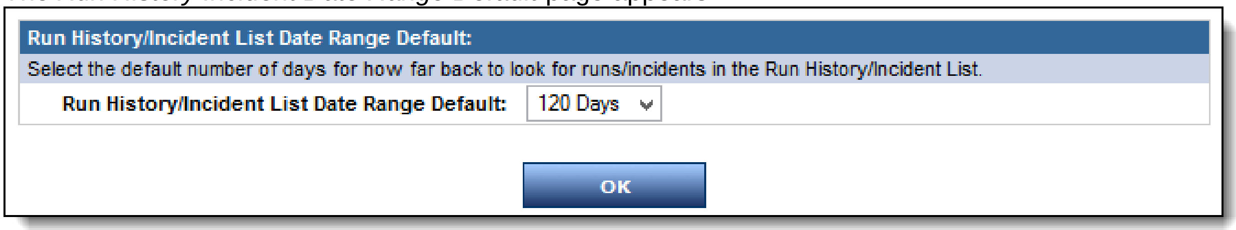


5. To add a new reason, in the *Add New Reason* row, type the reason and its desired order in the list of reasons.
6. Click *OK.*
7. To remove a reason, select the corresponding *Delete* checkbox.
8. Click *OK.*
9. To change a reason's information, in the text boxes, make the desired changes.
10. Click *OK.*

1.6 Setting a Default Date Range for Incident List Searches

When searching Incident List, a default date range automatically appears for the search. You can set up the length of time before the current date that should be automatically entered for searches.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.
4. Under *Configuration,* select *Run History/Incident List.*
   The *Run History Incident Date Range Default* page appears.

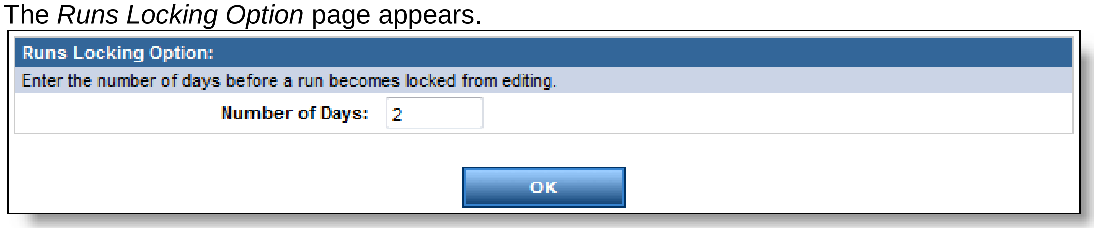


5. From the *Run History Incident Date Range Default* drop down menu, select the desired time period before the current date that should be selected as the default date range.
6. Click *OK.*

1.7 Setting Up Run Locking

You can choose to automatically lock runs for editing a certain number of days after they are created. If this option is not available, it may be set up by the system administrator in the *Administration* section.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.
4. Under *Configuration,* select *Run Locking.*
   The *Runs Locking Option* page appears.



5. In the *Number of Days* text box, type the number of days that should pass before a run is locked.
6. Click *OK.*

1.8 Setting Up Categories for Documents

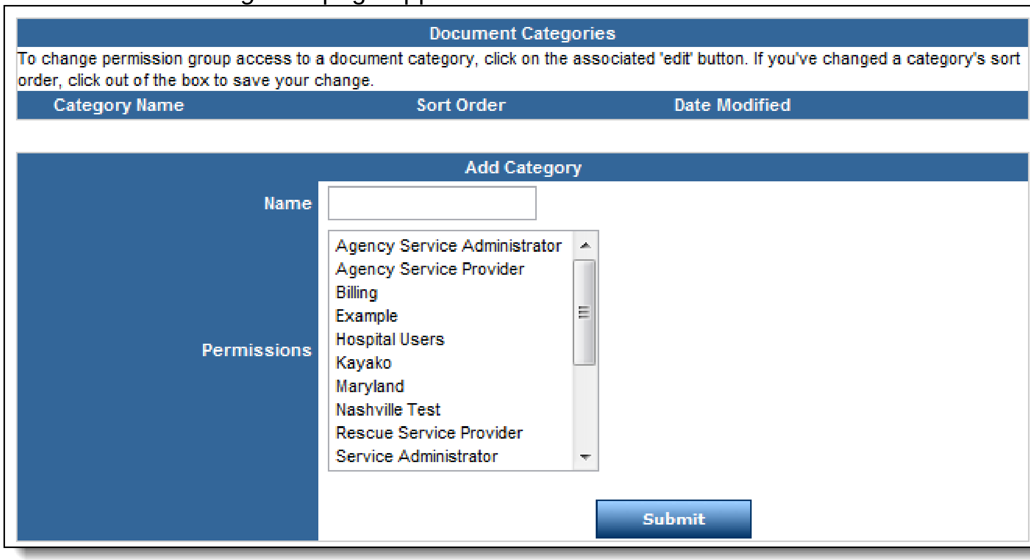
You can create categories to organize and control access to documents that you add to staff profiles. After setting up a new category, you can assign which permission groups should be able to access documents that are assigned to that category.

Adding a New Document Category

You can set up new document categories for your agency as needed.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.

4. Under *Configuration,* select *Document Categories.*
   The *Document Categories* page appears.



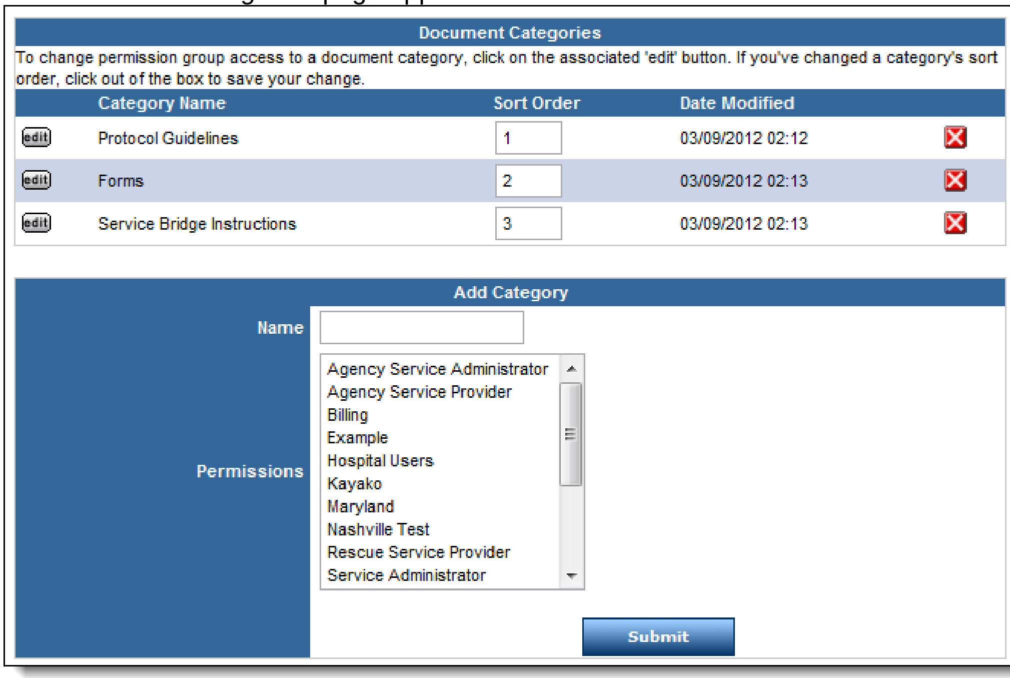
5. In the *Name* text box, type the name of the category.
6. In the *Permissions* scroll list, select all permission groups that should be able to view documents in this category.
   HINT: To select multiple permission groups, press and hold the *Ctrl* key while clicking each desired permission group.
7. Click *Submit.*
   The document category is saved.

Editing an Existing Document Category

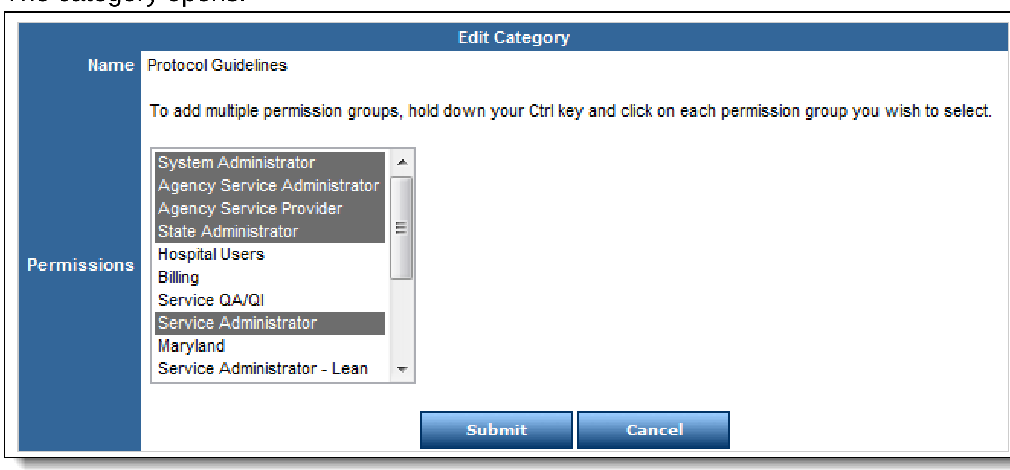
You can make changes to which permission groups can view documents in a category that has already been created.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Configuration.*
   A sub-menu appears.

4. Under *Configuration,* select *Document Categories.*
   The *Document Categories* page appears.



5. Click the *Edit* button for the category you want to work with.
   The category opens.



6. To select another permission group, press and hold the *Ctrl* key while clicking each desired permission group.
7. To remove access for a permission group that current has access to this category, click the name of that permission group.
   The permission group is deselected.
8. When finished, click *Submit.*
   The changes are saved.

CHAPTER 2

THE FIRE SECTION

2.1 Working with Special Study Questions

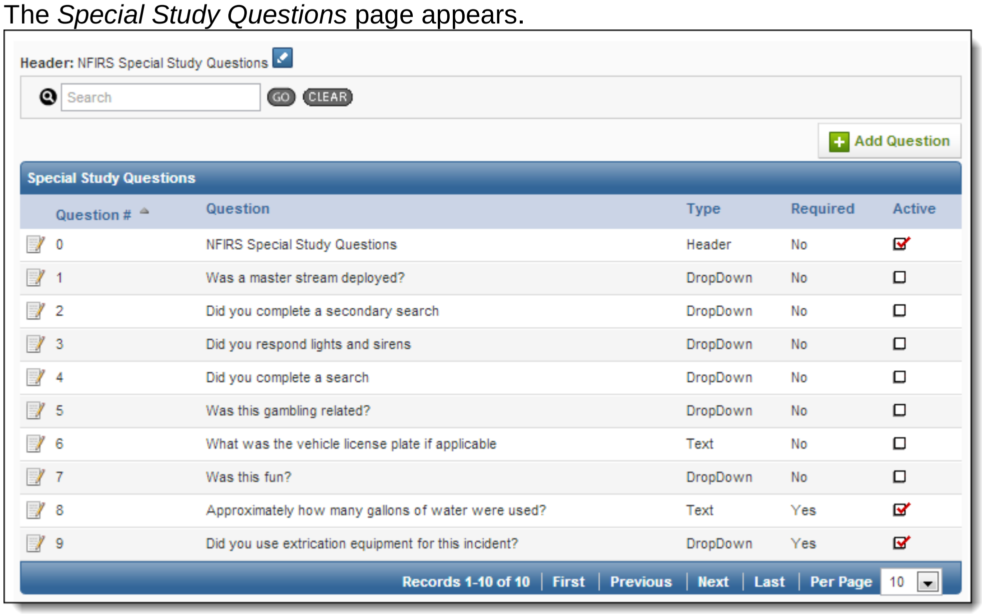
Administrators can create new questions and a section to include them on their agency's run form for fire. This allows a particular agency to gather data that is relevant to their agency but may not be already included in the form. Depending on permissions, all users will generally be able to view a list of these custom questions, but only administrators will be able to edit them or add new questions.

Organizing Custom Questions on Run Forms

Special study questions are collected in a single section on the fire run form, which the administrator can give an appropriate title. When creating and editing these custom questions, administrators can use the *Question #* text box to define the order of each question.

To change the title of the section for service defined questions:

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Special Study Questions.*
   The *Special Study Questions* page appears.



Header: NFIRS Special Study Questions

Search GO CLEAR

Add Question

Special Study Questions

Question #	Question	Type	Required	Active
0	NFIRS Special Study Questions	Header	No	☑
1	Was a master stream deployed?	DropDown	No	☐
2	Did you complete a secondary search	DropDown	No	☐
3	Did you respond lights and sirens	DropDown	No	☐
4	Did you complete a search	DropDown	No	☐
5	Was this gambling related?	DropDown	No	☐
6	What was the vehicle license plate if applicable	Text	No	☐
7	Was this fun?	DropDown	No	☐
8	Approximately how many gallons of water were used?	Text	Yes	☑
9	Did you use extrication equipment for this incident?	DropDown	Yes	☑

Records 1-10 of 10 | First | Previous | Next | Last | Per Page 10

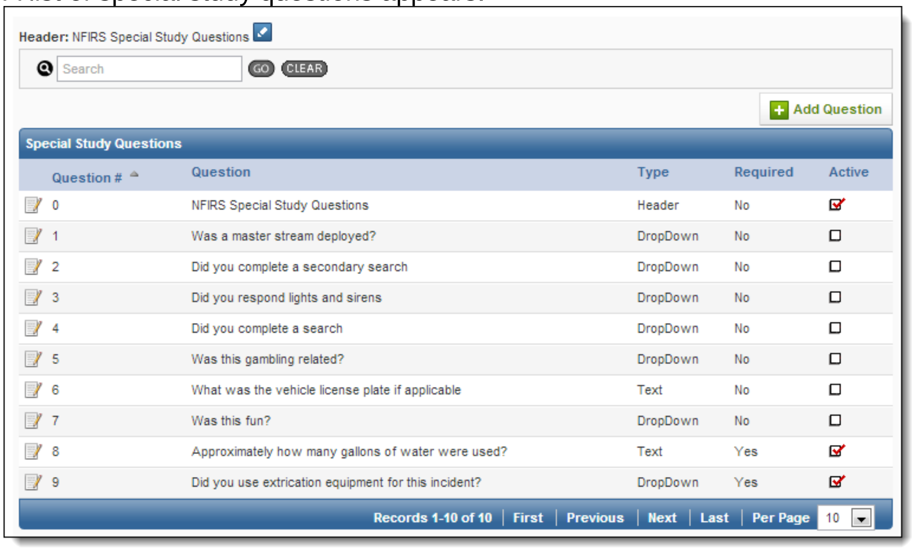
5. In the *Header* text box, type a name for the section.
6. Click *Submit.*

Viewing and Editing Special Study Questions

Administrators can view and edit service defined questions from the same place.

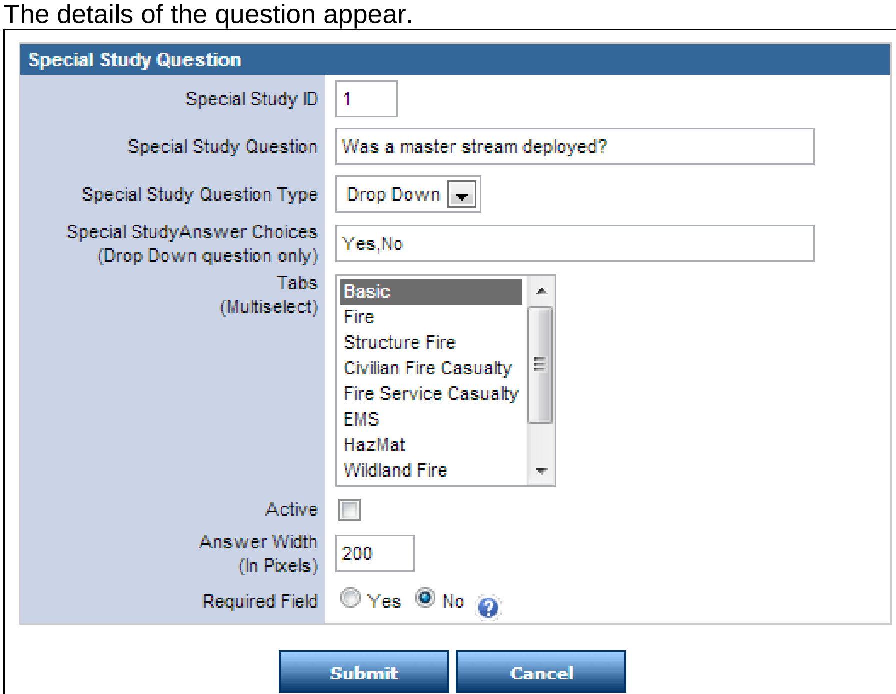
1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.

4. Under the *Fire* section, select *Special Study Questions.*
   A list of special study questions appears.



Question #	Question	Type	Required	Active
0	NFIRS Special Study Questions	Header	No	☑
1	Was a master stream deployed?	DropDown	No	☐
2	Did you complete a secondary search	DropDown	No	☐
3	Did you respond lights and sirens	DropDown	No	☐
4	Did you complete a search	DropDown	No	☐
5	Was this gambling related?	DropDown	No	☐
6	What was the vehicle license plate if applicable	Text	No	☐
7	Was this fun?	DropDown	No	☐
8	Approximately how many gallons of water were used?	Text	Yes	☑
9	Did you use extrication equipment for this incident?	DropDown	Yes	☑

5. To view or edit a particular question, click the corresponding *View and Edit* icon .
   The details of the question appear.

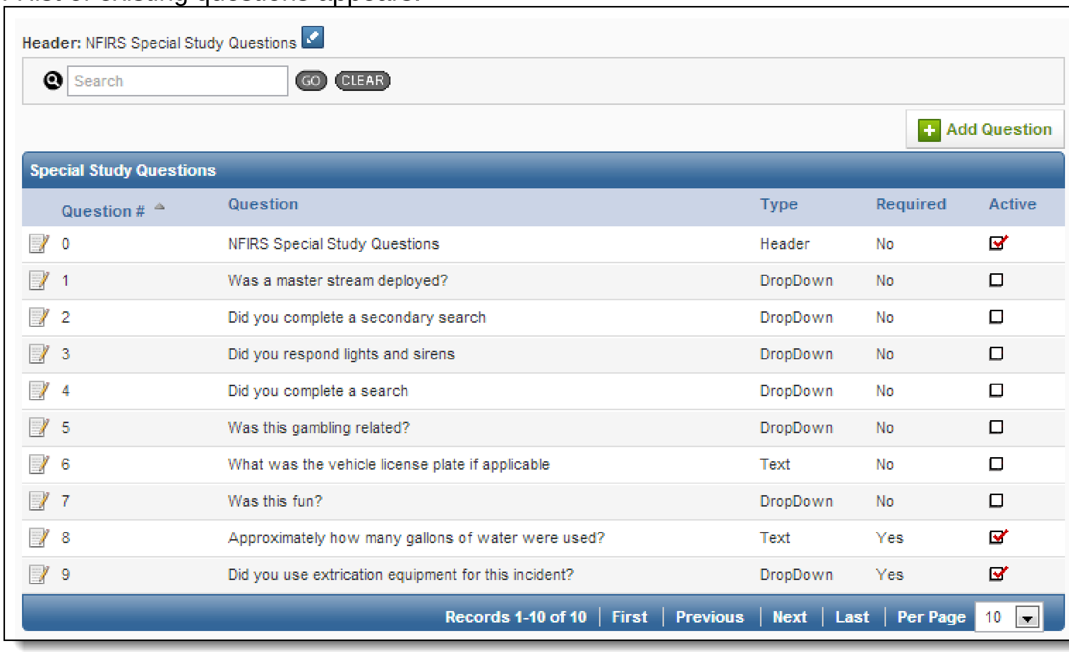


6. **OPTIONAL:** To change the question, available answers, or question setup,
   a. Use the provided fields to enter all information about the question.
      NOTE: For this option to appear on a run form, be sure to select the *Enabled* checkbox.
   b. When finished, to save the changes, click *Submit.*

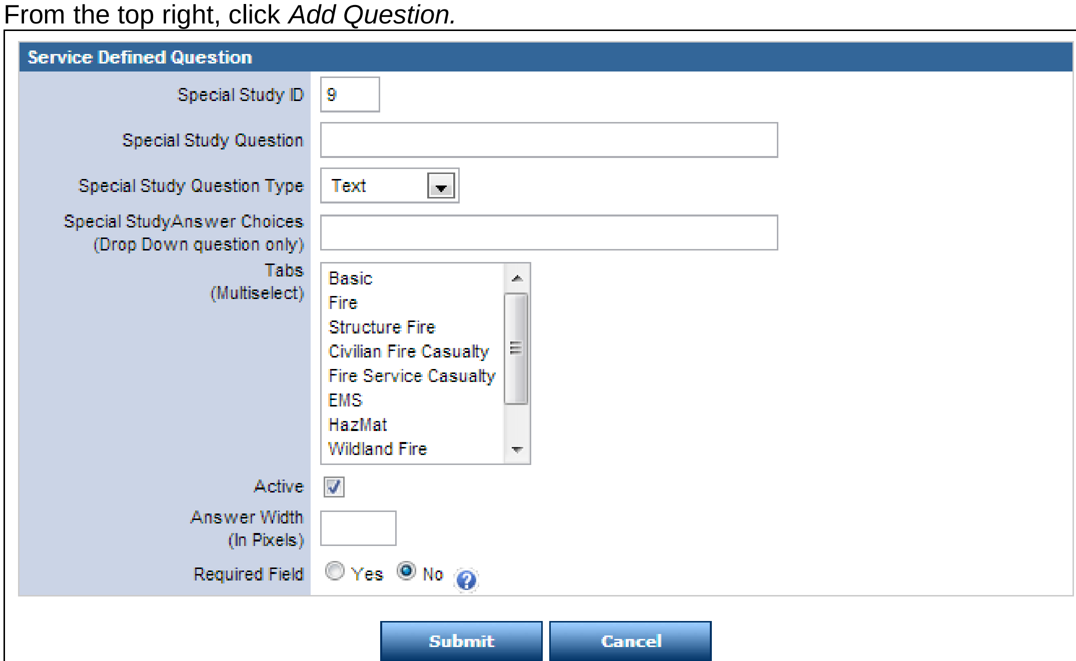
Adding a New Special Study Question

Only administrators can add a new special study question to the system.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Fire.* A sub-menu appears.
4. Under the *Fire* section, select *Special Study Questions.* A list of existing questions appears.



5. From the top right, click *Add Question.*



6. Using the provided fields, enter all desired information for the vehicle.
   NOTE: This screen may look different based on the type of answer (e.g., text box or selecting from a predefined drop down menu) selected from the *Question Type* drop down menu.
   HINT: Selecting the *Active* checkbox will allow the question to appear on the run form.

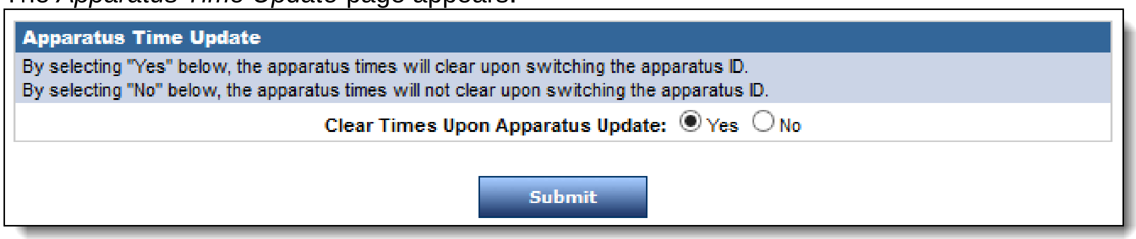
Selecting tabs in the *Tabs* scroll box will display this question on each of the selected run form tabs.

7. To mark this field as required so that it is marked with validation cues if left blank, in the *Required Field* section, select *Yes.*
8. When finished, to save the new question in the system, click *Submit.*
   To return to the list of questions without saving the new question, click *Cancel.*

2.2 Setting Automatic Apparatus Time Clearing

You can set your fire incident forms to automatically clear all apparatus times when someone changes the apparatus ID on the run form. This can help improve data quality by ensuring that providers are forced to update incorrect times.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Apparatus Time Updates.*
   The *Apparatus Time Update* page appears.



5. To automatically clear apparatus times when the apparatus ID is switched on a run form, select *Yes.*
   OR
   To keep apparatus times when the apparatus ID is switched on a run form, select *No.*
6. Click *Submit.*

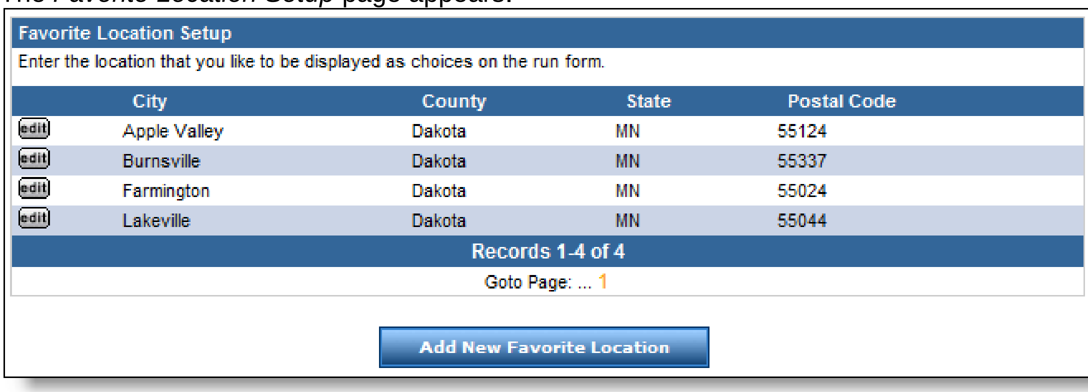
CHAPTER 3

THE SERVICE SECTION

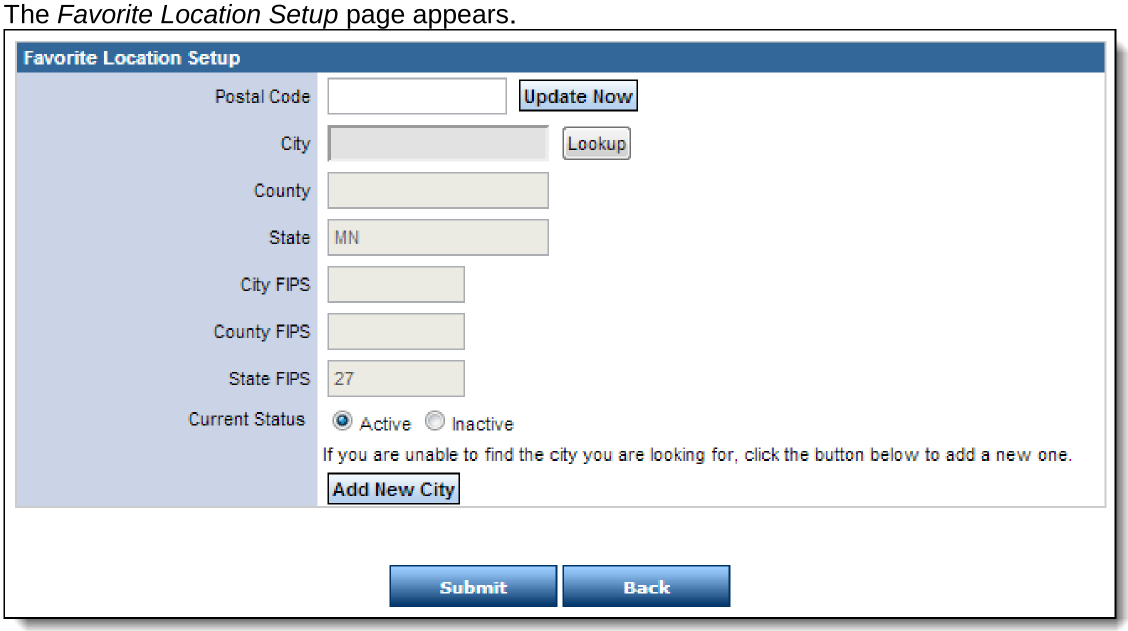
3.1 Adding Favorite Locations

Favorite locations allow users to select a city from a list and automatically complete the county, state and postal code information in a run form. If users choose to look up a location, favorite locations will appear at the top of the list for easy entry.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under *Service,* select *Favorite Locations.*
   The *Favorite Location Setup* page appears.

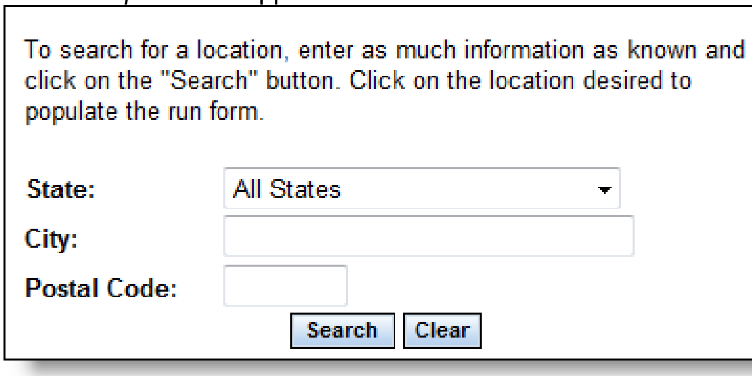


5. Click *Add New Favorite Location.*
   The *Favorite Location Setup* page appears.



6. In the *Postal Code* text box, type the zip code for the desired location.
7. To enter the remaining information, automatically based on the most commonly entered information for this zip code, select the *Check to populate City, County, State from Postal Code* checkbox.
   OR
   To enter the remaining information by searching for information related to a zip code,

a. Click *Lookup.*
The *Lookup* window appears.



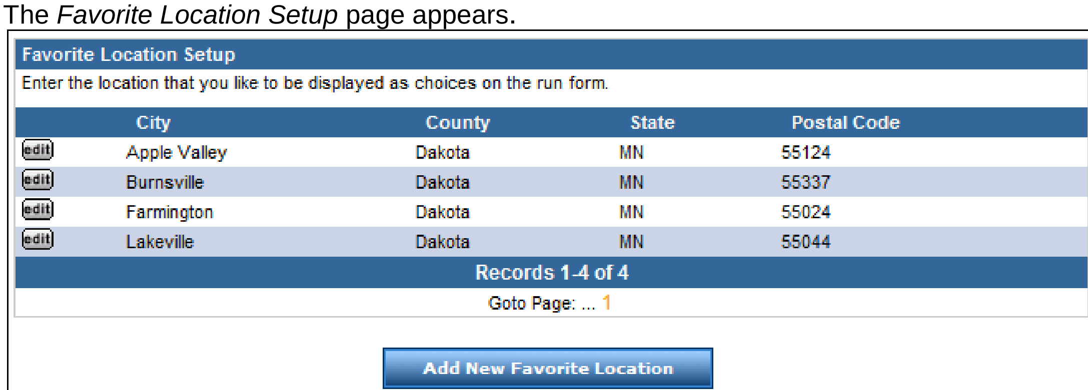
b. Using the provided fields, enter as much information as is known about the desired location.
c. Click *Search.*
A list of matching locations appears.
d. Click the desired location.
The fields are populated with the selected information.

8. In the *Current Status* section, select whether the location should currently be active or inactive.
NOTE: Only administrators can re-activate an inactive record.
9. Click *Submit.*
The location record is saved.

Setting Up a New City

If you need to set up a favorite location for a city that does not appear when you use the *Lookup* option, you can do so.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
A sub-menu appears.
4. Under *Service,* select *Favorite Locations.*
The *Favorite Location Setup* page appears.



Favorite Location Setup

Enter the location that you like to be displayed as choices on the run form.

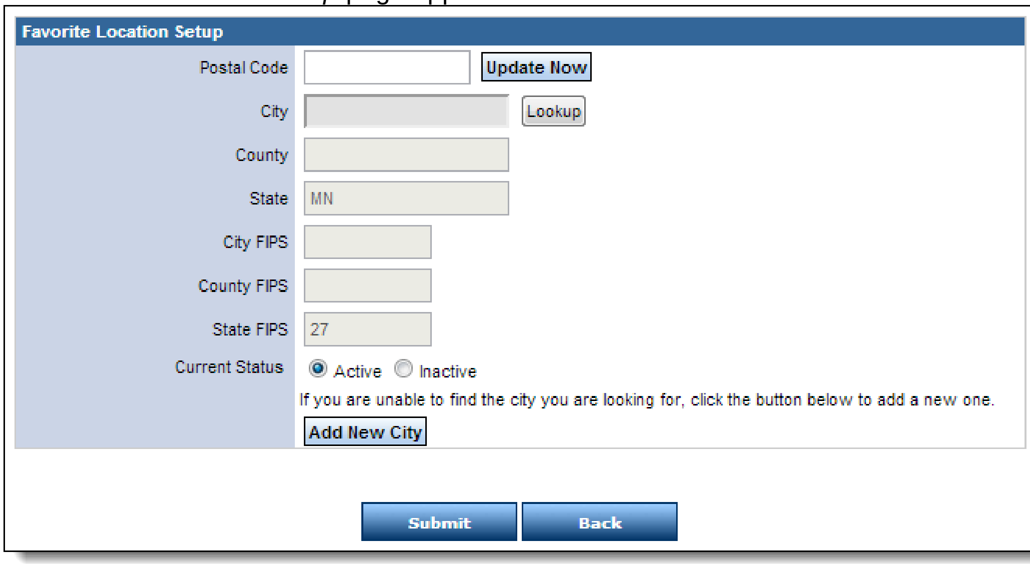
	City	County	State	Postal Code
edit	Apple Valley	Dakota	MN	55124
edit	Burnsville	Dakota	MN	55337
edit	Farmington	Dakota	MN	55024
edit	Lakeville	Dakota	MN	55044

Records 1-4 of 4

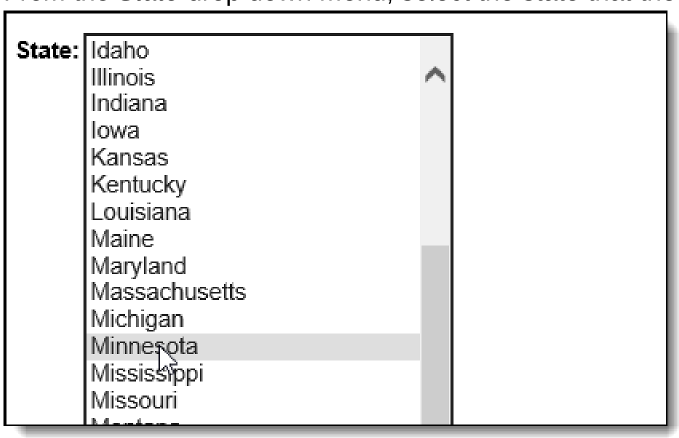
Goto Page: ... 1

Add New Favorite Location

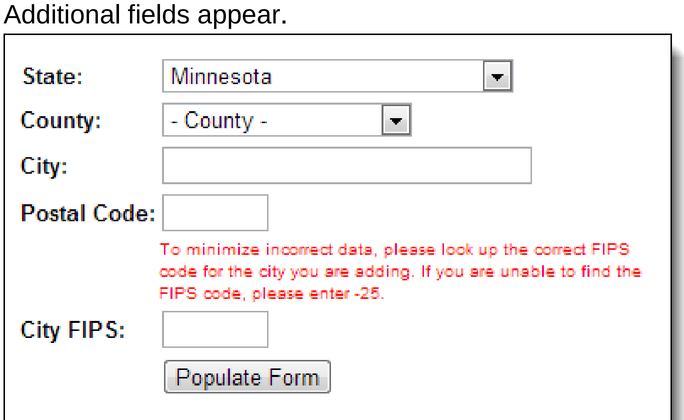
5. Click *Add New Favorite Location.*
   The *Favorite Location Setup* page appears.



6. From the bottom of the page, click *Add New City.*
   The *Add New Favorite Location* window appears.
7. From the *State* drop down menu, select the state that the new city is in.



Additional fields appear.



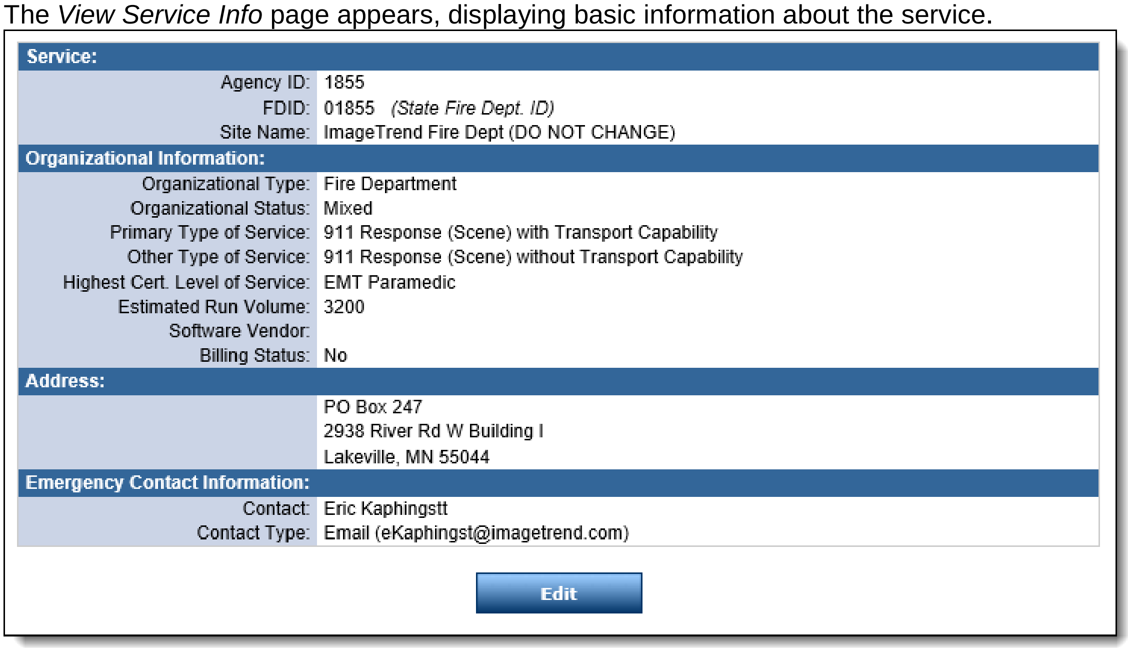
8. From the *County* drop down menu, select the county that the new city is in.

9. In the *City* text box, type the name of the city.
10. In the *Postal Code* text box, type the postal code for the city.
11. In the *City FIPS* text box, type the FIPS code of the city.
    NOTE: If you cannot find the correct FIPS code, enter *-25*.
12. Click *Populate Form.*
    The city information is entered into the form.
13. Click *Submit.*
    The new city is saved as a favorite location.

3.2 Viewing Basic Service Information

The system keeps a summary of your agency's contact and organizational information with the service profile.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under *Service,* select *Service Information.*
   The *View Service Info* page appears, displaying basic information about the service.

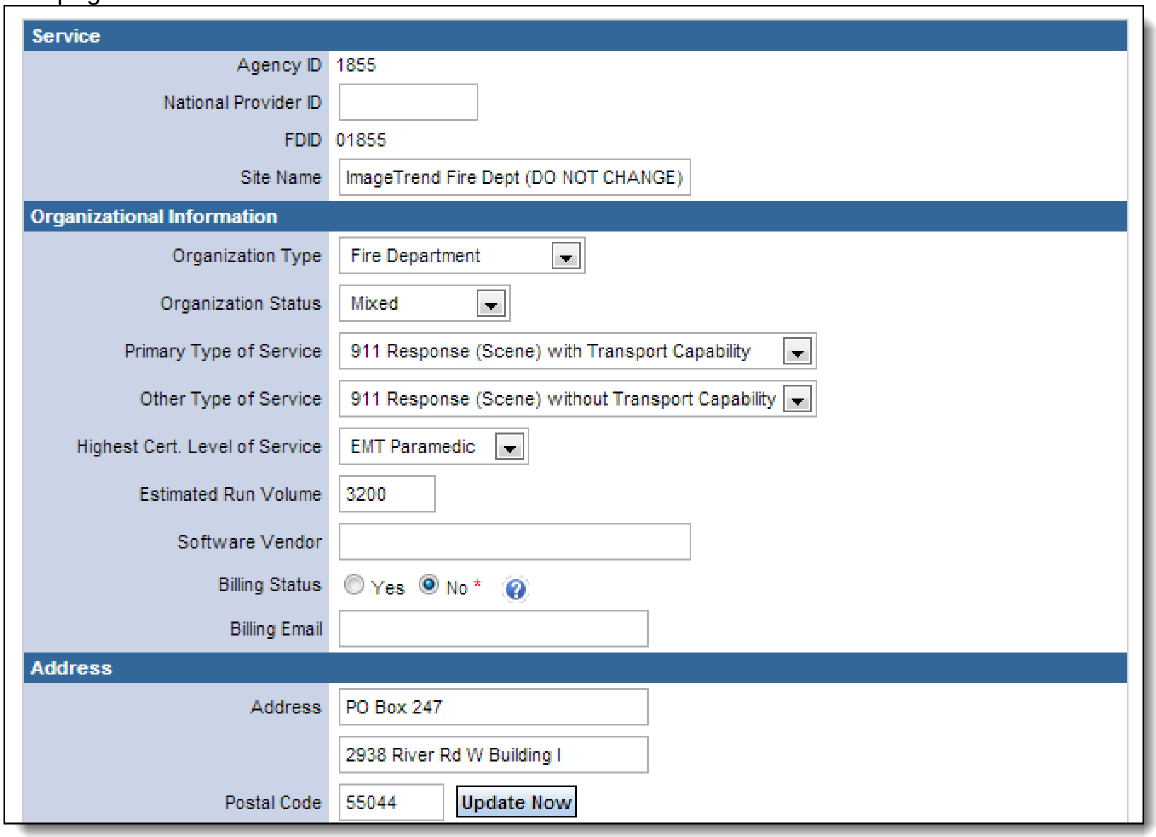


3.3 Editing Basic Service Information

Service information is used to provide contact and identification information to any persons who may have access to the Fire Bridge or who receive exported data from the system. This is the information that appears in the *View Service Information* section.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under *Service,* select *Service Information.*
   The *View Service Info* page appears, displaying basic information about the service.

5. From the bottom of the page, click *Edit.*
   The page becomes editable.



6. Using the provided fields, change or enter any information about the service.
7. When finished, to save the information, click *OK*.
   To return to the service information without making the changes, click *Cancel.*

3.4 Working with Stations

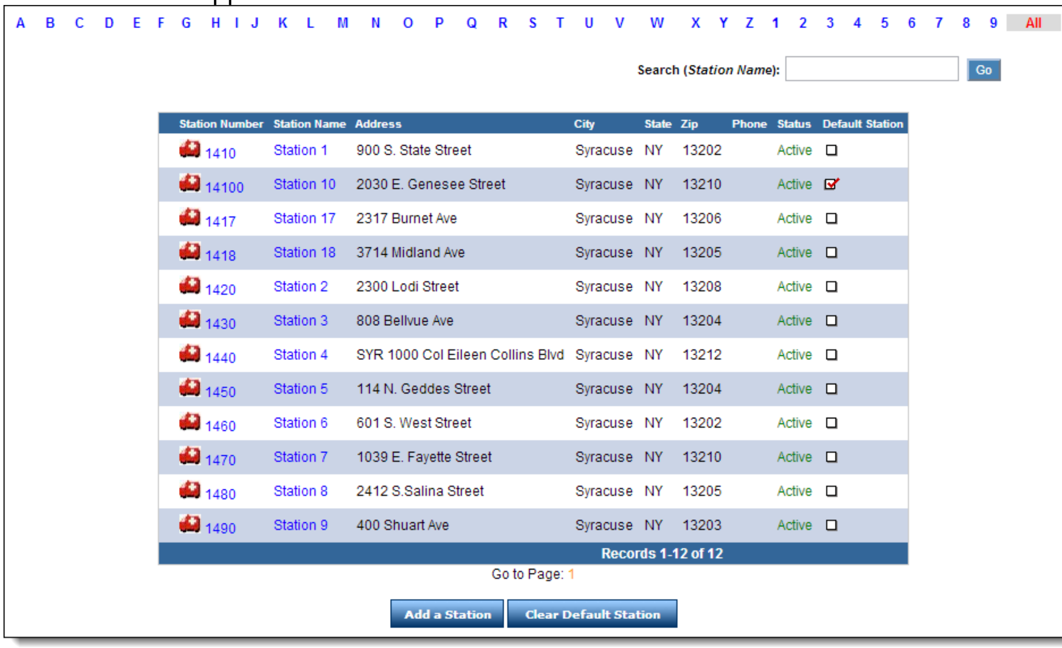
An agency can create profiles within Fire Bridge for multiple stations or divisions. Depending on the permission groups set up for that agency, most system users will be able to view the information for each station, but administrators can also change the station information or add a new station to the system.

Viewing and Editing Station Information

Administrators can view existing station information and, if necessary, change the information for a particular station.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.

4. Under the *Service* section, select *Stations.*
   A list of stations appears.



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 All

Search (*Station Name*): Go

Station Number	Station Name	Address	City	State	Zip	Phone	Status	Default Station
1410	Station 1	900 S. State Street	Syracuse	NY	13202		Active	☐
14100	Station 10	2030 E. Genesee Street	Syracuse	NY	13210		Active	☑
1417	Station 17	2317 Burnet Ave	Syracuse	NY	13206		Active	☐
1418	Station 18	3714 Midland Ave	Syracuse	NY	13205		Active	☐
1420	Station 2	2300 Lodi Street	Syracuse	NY	13208		Active	☐
1430	Station 3	808 Bellvue Ave	Syracuse	NY	13204		Active	☐
1440	Station 4	SYR 1000 Col Eileen Collins Blvd	Syracuse	NY	13212		Active	☐
1450	Station 5	114 N. Geddes Street	Syracuse	NY	13204		Active	☐
1460	Station 6	601 S. West Street	Syracuse	NY	13202		Active	☐
1470	Station 7	1039 E. Fayette Street	Syracuse	NY	13210		Active	☐
1480	Station 8	2412 S.Salina Street	Syracuse	NY	13205		Active	☐
1490	Station 9	400 Shuart Ave	Syracuse	NY	13203		Active	☐

Records 1-12 of 12

Go to Page: 1

Add a Station | Clear Default Station

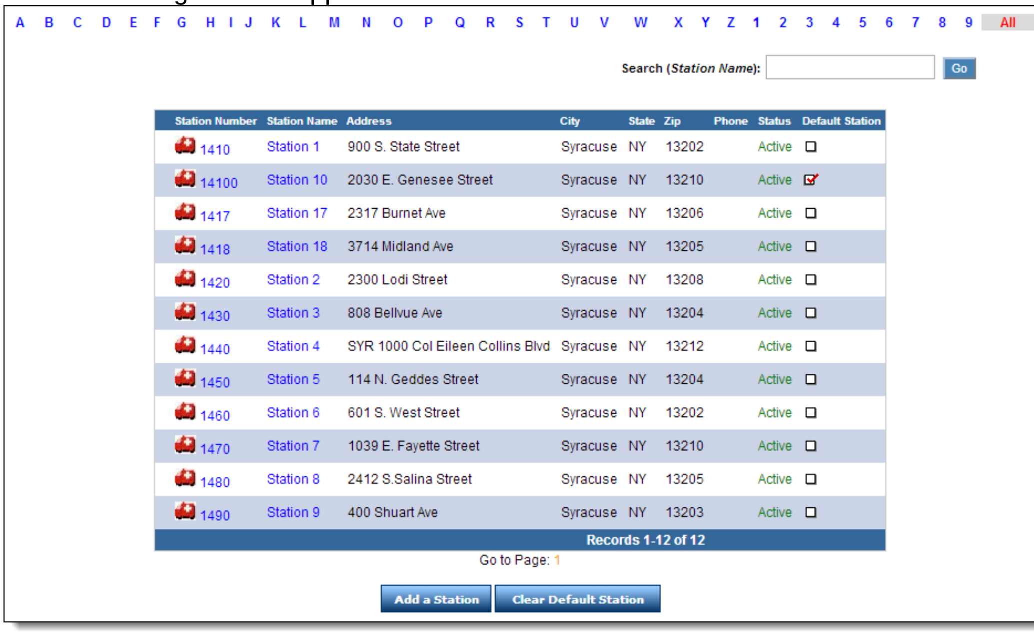
5. To view or edit information for a particular station, click the name, number or *Station* icon for that station.
   A summary of the station information appears.
6. **OPTIONAL:** To edit the station information,
   a. Click *Edit.*
   b. Using the provided fields, enter any new or different information desired.
   c. When finished, click *OK.*

Adding a New Station

Only administrators can add a new station to the system.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.

4. Under the *Service* section, select *Stations.*
   A list of existing stations appears.



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 All

Search (*Station Name*): Go

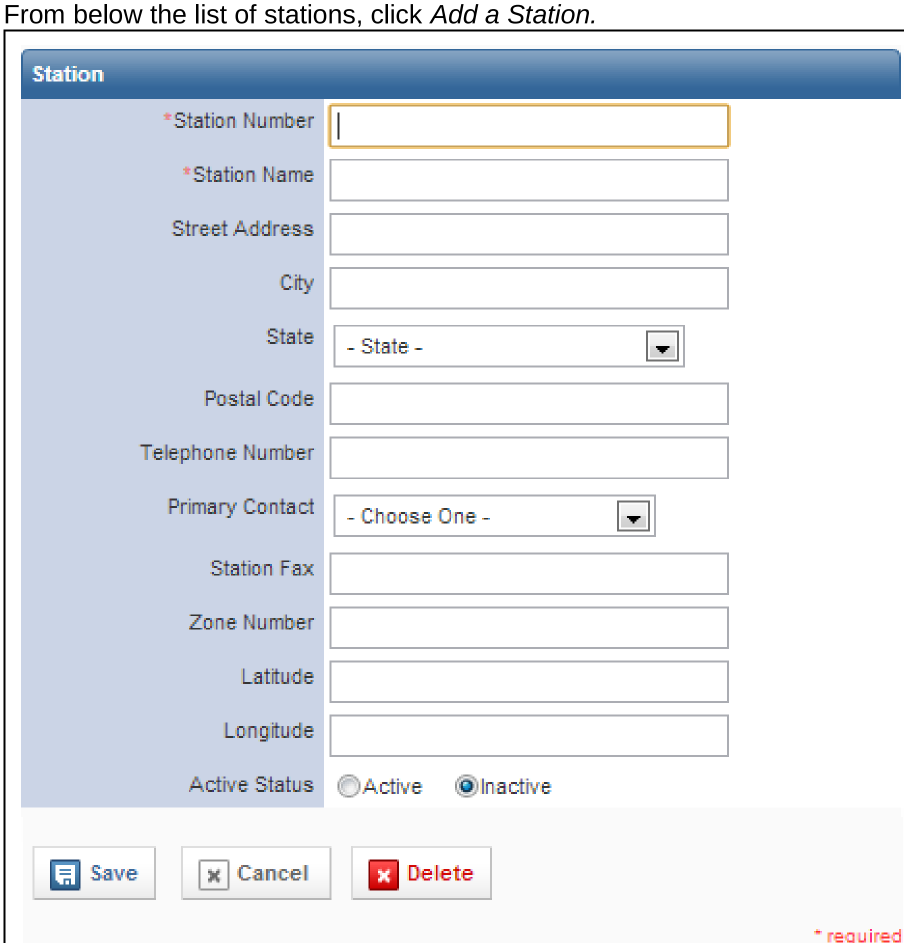
Station Number	Station Name	Address	City	State	Zip	Phone	Status	Default Station
1410	Station 1	900 S. State Street	Syracuse	NY	13202		Active	☐
14100	Station 10	2030 E. Genesee Street	Syracuse	NY	13210		Active	☑
1417	Station 17	2317 Burnet Ave	Syracuse	NY	13206		Active	☐
1418	Station 18	3714 Midland Ave	Syracuse	NY	13205		Active	☐
1420	Station 2	2300 Lodi Street	Syracuse	NY	13208		Active	☐
1430	Station 3	808 Bellvue Ave	Syracuse	NY	13204		Active	☐
1440	Station 4	SYR 1000 Col Eileen Collins Blvd	Syracuse	NY	13212		Active	☐
1450	Station 5	114 N. Geddes Street	Syracuse	NY	13204		Active	☐
1460	Station 6	601 S. West Street	Syracuse	NY	13202		Active	☐
1470	Station 7	1039 E. Fayette Street	Syracuse	NY	13210		Active	☐
1480	Station 8	2412 S.Salina Street	Syracuse	NY	13205		Active	☐
1490	Station 9	400 Shuart Ave	Syracuse	NY	13203		Active	☐

Records 1-12 of 12

Go to Page: 1

Add a Station | Clear Default Station

5. From below the list of stations, click *Add a Station.*

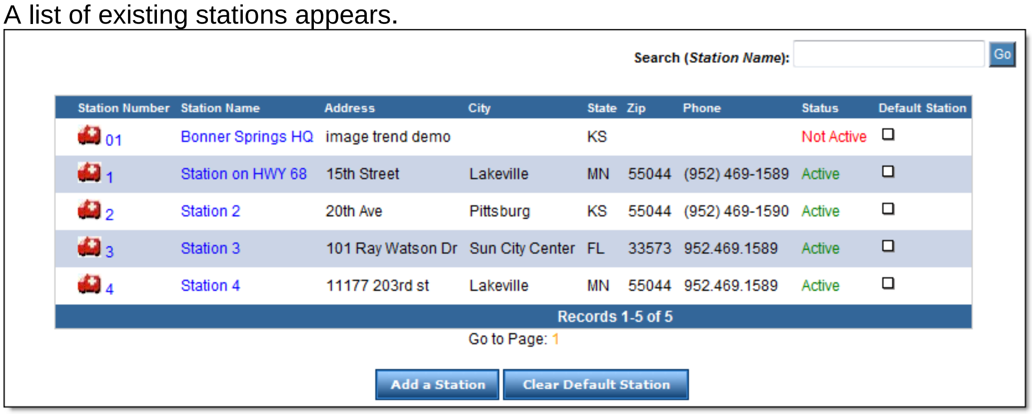


6. Using the provided fields, enter all desired information for the station.
   NOTE: Be sure to enter at least a station number and name and specify whether the station is active or inactive. Active stations can be worked with in the system, while inactive stations will have their information stored in the list of stations but will not appear anywhere else in the system.
7. When finished, to save the new station in the system, click *OK.*
   OR
   To return to the list of stations without saving the new station, click *Cancel.*

Setting a Default Station

A default station is the station that will automatically be selected on new run forms. Your service does not need to set a default station but can choose to do so to save data entry time. For this feature to work, the station you select as the default station must be active.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section*,* select *Stations.*
   A list of existing stations appears.



Search (*Station Name*): Go

Station Number	Station Name	Address	City	State	Zip	Phone	Status	Default Station
01	Bonner Springs HQ	image trend demo		KS			Not Active	☐
1	Station on HWY 68	15th Street	Lakeville	MN	55044	(952) 469-1589	Active	☐
2	Station 2	20th Ave	Pittsburg	KS	55044	(952) 469-1590	Active	☐
3	Station 3	101 Ray Watson Dr	Sun City Center	FL	33573	952.469.1589	Active	☐
4	Station 4	11177 203rd st	Lakeville	MN	55044	952.469.1589	Active	☐
Records 1-5 of 5								

Go to Page: 1

Add a Station | Clear Default Station

5. For the station to set as the default, in the *Default Station* column, click the checkbox.
   A check appears, indicating that this is now set as the default station.
6. **OPTIONAL:** To remove any settings controlling the default station,
   a. Click the *Clear Default Station* button.
      A confirmation dialog box appears.
   b. Click *OK.*
      The default station settings are removed and no station is set as the default.

3.5 Working with Vehicle Information

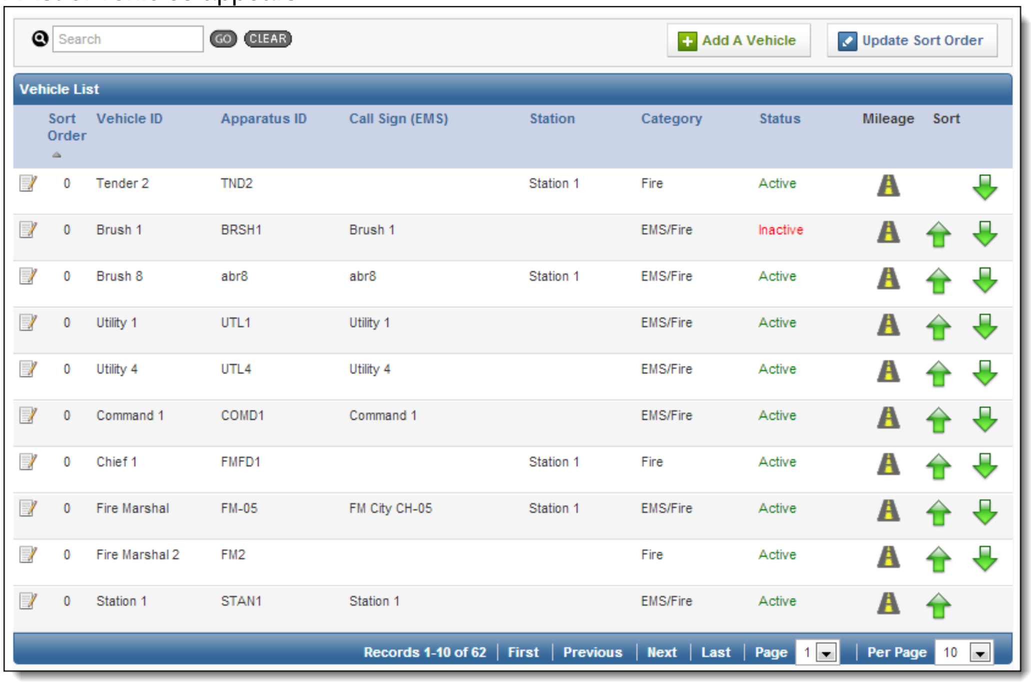
Run forms can document the vehicles that responded to an incident if the vehicle information has been added to the system. Depending on permissions, most system users will be able to view vehicle information, but only administrators will be able to change vehicle information or add or delete a vehicle. Vehicle profiles can also keep track of a vehicle's mileage for the year.

Viewing and Editing Vehicle Information

Administrators can view existing vehicle information and, if necessary, change the information for a particular vehicle.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*

3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section, select *Vehicles.*
   A list of vehicles appears.



Search GO CLEAR Add A Vehicle Update Sort Order

Vehicle List

	Sort Order	Vehicle ID	Apparatus ID	Call Sign (EMS)	Station	Category	Status	Mileage	Sort
	0	Tender 2	TND2		Station 1	Fire	Active		
	0	Brush 1	BRSH1	Brush 1		EMS/Fire	Inactive		
	0	Brush 8	abr8	abr8	Station 1	EMS/Fire	Active		
	0	Utility 1	UTL1	Utility 1		EMS/Fire	Active		
	0	Utility 4	UTL4	Utility 4		EMS/Fire	Active		
	0	Command 1	COMD1	Command 1		EMS/Fire	Active		
	0	Chief 1	FMFD1		Station 1	Fire	Active		
	0	Fire Marshal	FM-05	FM City CH-05	Station 1	EMS/Fire	Active		
	0	Fire Marshal 2	FM2			Fire	Active		
	0	Station 1	STAN1	Station 1		EMS/Fire	Active		

Records 1-10 of 62 | First | Previous | Next | Last | Page 1 | Per Page 10

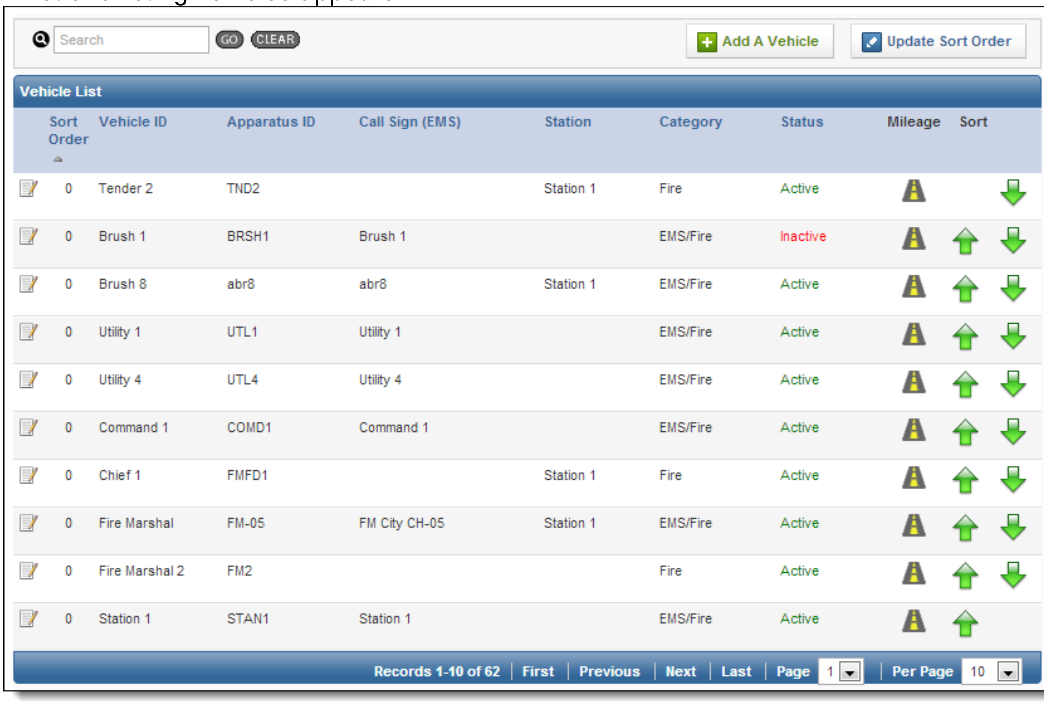
5. To view or edit information for a particular vehicle, click the *View and Edit* icon for that vehicle.
   A summary of the vehicle information appears.
6. **OPTIONAL:** To edit the vehicle information,
   a. Click *Edit.*
   b. Using the provided fields, enter any new or different information desired.
   c. When finished, click *OK.*

Viewing and Entering Vehicle Mileage

Administrators can keep track of a vehicle's mileage for each year using the Fire Bridge.

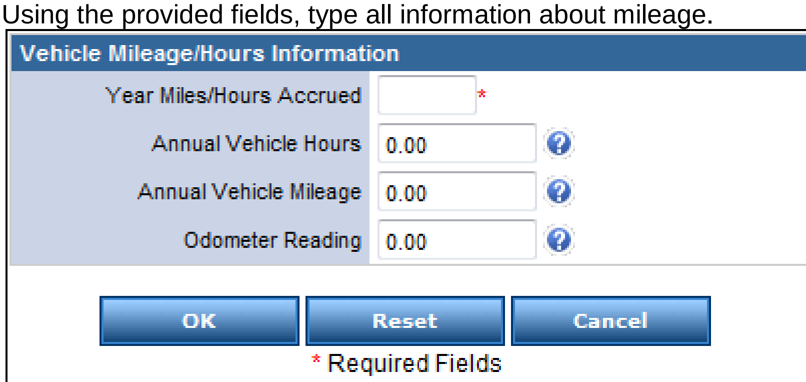
1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.

4. Under the *Service* section, select *Vehicles.*
   A list of existing vehicles appears.



Sort Order	Vehicle ID	Apparatus ID	Call Sign (EMS)	Station	Category	Status	Mileage	Sort
0	Tender 2	TND2		Station 1	Fire	Active		
0	Brush 1	BRSH1	Brush 1		EMS/Fire	Inactive		
0	Brush 8	abr8	abr8	Station 1	EMS/Fire	Active		
0	Utility 1	UTL1	Utility 1		EMS/Fire	Active		
0	Utility 4	UTL4	Utility 4		EMS/Fire	Active		
0	Command 1	COMD1	Command 1		EMS/Fire	Active		
0	Chief 1	FMFD1		Station 1	Fire	Active		
0	Fire Marshal	FM-05	FM City CH-05	Station 1	EMS/Fire	Active		
0	Fire Marshal 2	FM2			Fire	Active		
0	Station 1	STAN1	Station 1		EMS/Fire	Active		

5. For the appropriate vehicle, click the corresponding *Manage Mileage* icon .
   All mileage totals saved in the system appear.
6. **OPTIONAL:** To add information about mileage for a new year,
   a. Click *Add Entry.*
   b. Using the provided fields, type all information about mileage.



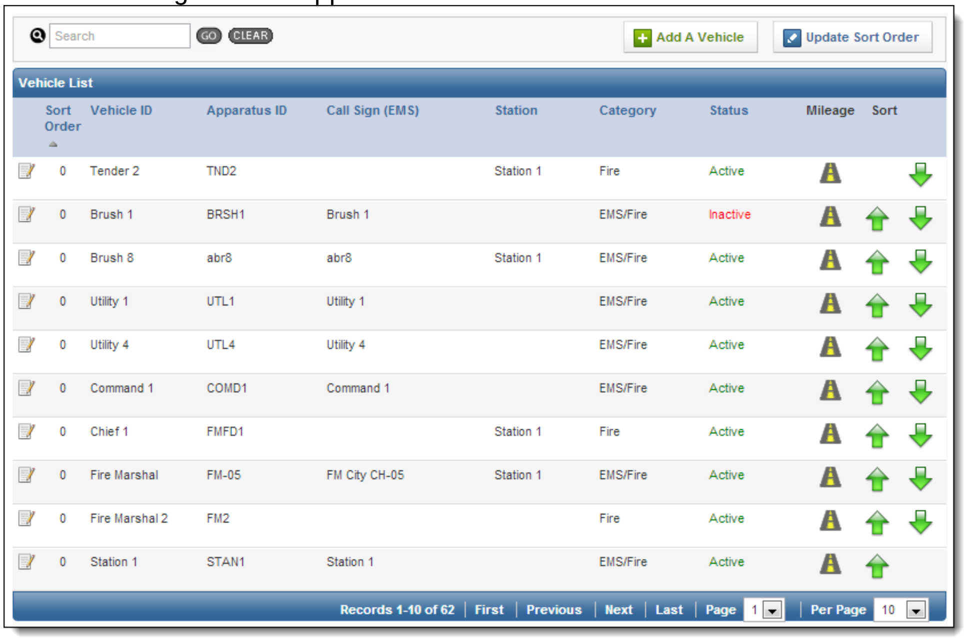
   c. To save the information, click *OK.*
      To clear all fields and start again, click *Reset.*
      OR
      To return to the list of mileage totals without saving, click *Cancel.*

Adding a New Vehicle

Only administrators can add a new vehicle to the system.

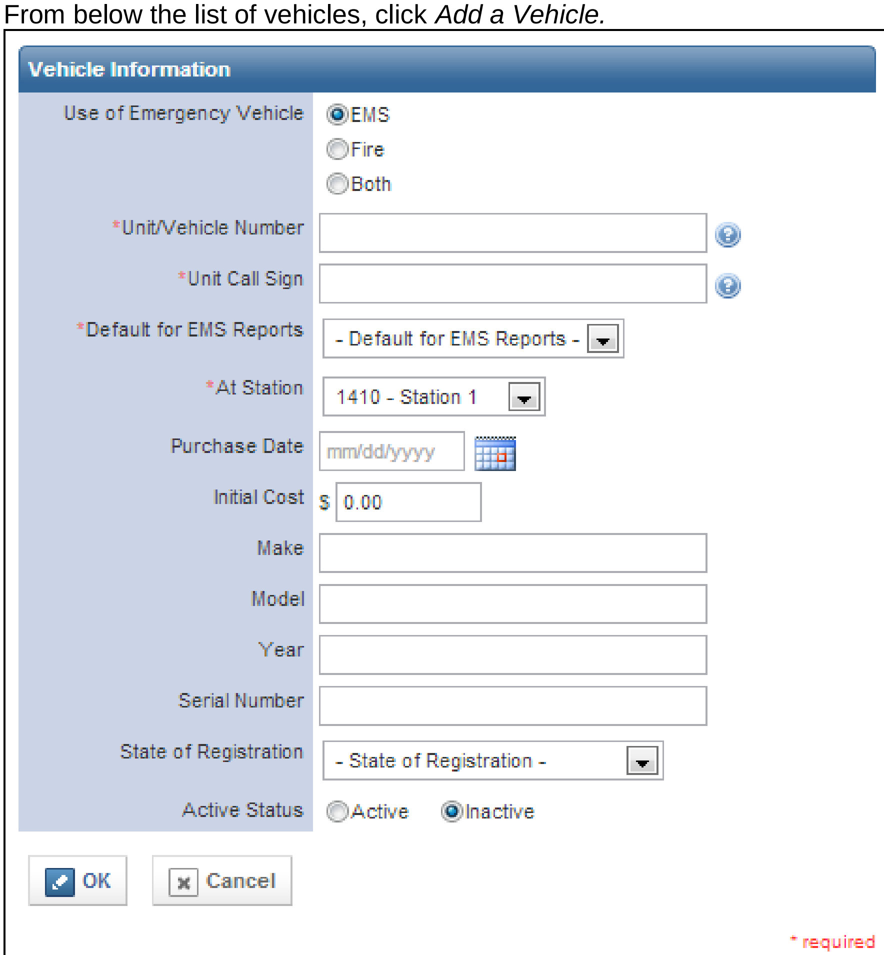
1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.

4. Under the *Service* section, select *Vehicles.*
   A list of existing vehicles appears.



Sort Order	Vehicle ID	Apparatus ID	Call Sign (EMS)	Station	Category	Status	Mileage	Sort
0	Tender 2	TND2		Station 1	Fire	Active		
0	Brush 1	BRSH1	Brush 1		EMS/Fire	Inactive		
0	Brush 8	abr8	abr8	Station 1	EMS/Fire	Active		
0	Utility 1	UTL1	Utility 1		EMS/Fire	Active		
0	Utility 4	UTL4	Utility 4		EMS/Fire	Active		
0	Command 1	COMD1	Command 1		EMS/Fire	Active		
0	Chief 1	FMFD1		Station 1	Fire	Active		
0	Fire Marshal	FM-05	FM City CH-05	Station 1	EMS/Fire	Active		
0	Fire Marshal 2	FM2			Fire	Active		
0	Station 1	STAN1	Station 1		EMS/Fire	Active		

5. From below the list of vehicles, click *Add a Vehicle.*

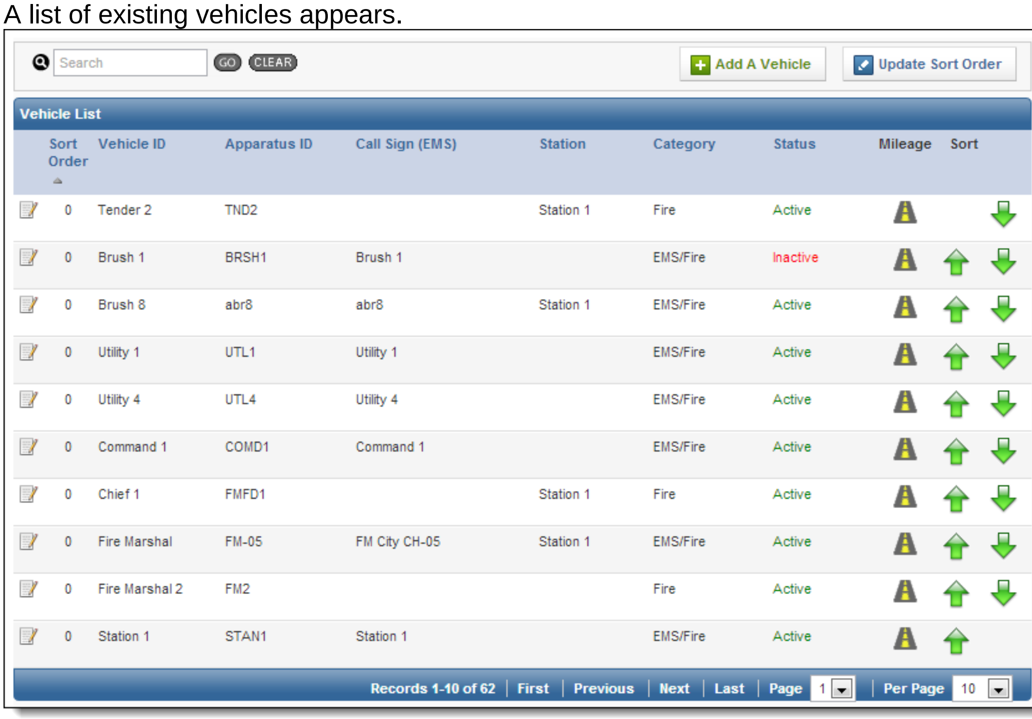


6. In the *Use of Emergency Vehicle* section, select the type of incident this vehicle is used for.
7. In the *Unit/Vehicle Number* text box, type the ID number of the unit.
8. In the *Unit Call Sign* text box, type the call sign of the unit used by dispatch.
9. From the *Default for EMS Reports* drop down menu, select the default vehicle type that should be applied when this vehicle is selected on EMS reports.
10. From the *At Station* drop down menu, select the station that this vehicle is used at.
11. In the remaining fields, enter any information about the vehicle that you would like to track.
12. In the *Active Status* section, select whether you want this vehicle to be active and available for use, or inactive and saved in the system only for reference.
13. When finished, to save the new vehicle in the system, click *OK.*
    OR
    To return to the list of vehicles without saving the new vehicle, click *Cancel.*

Changing the Order of Vehicles

You can update the order in which vehicles will appear on any list of vehicles by changing their sort order.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section, select *Vehicles.*
   A list of existing vehicles appears.



Sort Order	Vehicle ID	Apparatus ID	Call Sign (EMS)	Station	Category	Status	Mileage	Sort
0	Tender 2	TND2		Station 1	Fire	Active		
0	Brush 1	BRSH1	Brush 1		EMS/Fire	Inactive		
0	Brush 8	abr8	abr8	Station 1	EMS/Fire	Active		
0	Utility 1	UTL1	Utility 1		EMS/Fire	Active		
0	Utility 4	UTL4	Utility 4		EMS/Fire	Active		
0	Command 1	COMD1	Command 1		EMS/Fire	Active		
0	Chief 1	FMFD1		Station 1	Fire	Active		
0	Fire Marshal	FM-05	FM City CH-05	Station 1	EMS/Fire	Active		
0	Fire Marshal 2	FM2			Fire	Active		
0	Station 1	STAN1	Station 1		EMS/Fire	Active		

Records 1-10 of 62 | First | Previous | Next | Last | Page 1 | Per Page 10

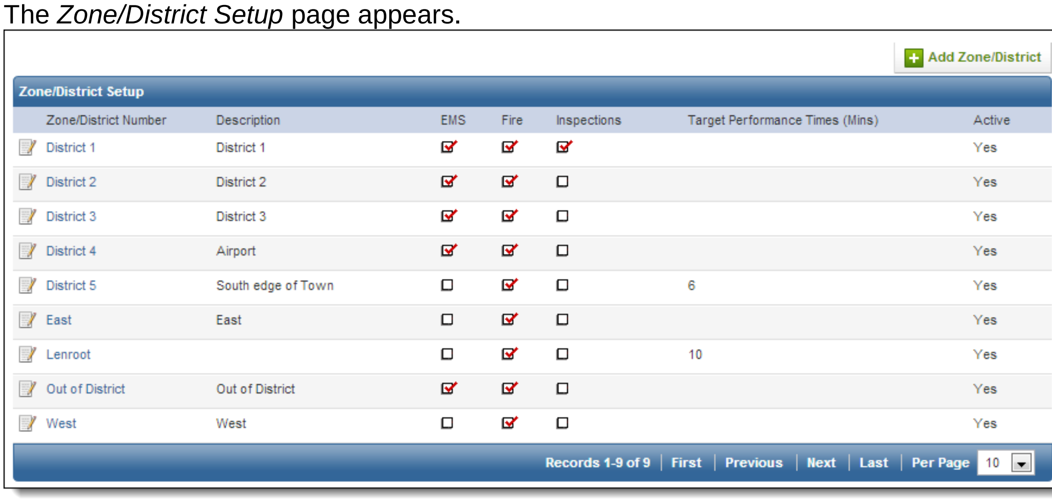
5. To move a vehicle up in the list of vehicles, click the *Up* arrow in the *Sort* column.
   The vehicle is moved up in the list.
6. To move a vehicle down in the list of vehicles, click the *Down* arrow in the *Sort* column.
   The vehicle is moved down in the list.

3.6 Working with Zones or Districts

Administrators can add or edit zone or district information and target performance time for use in run forms.

Adding a Zone or District Record

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section*,* select *Zones/Districts.*
   The *Zone/District Setup* page appears.



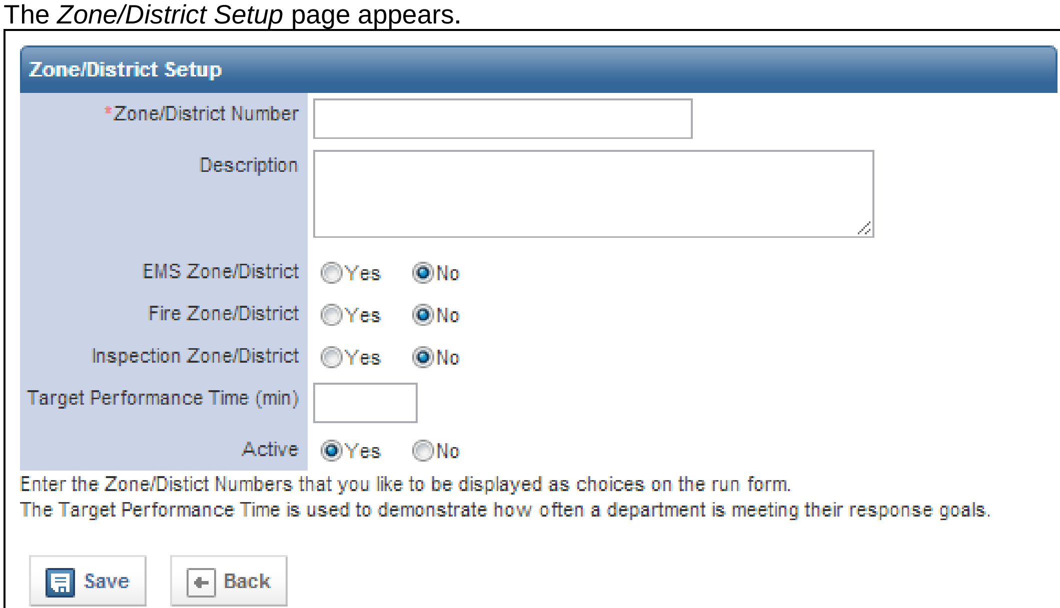
Add Zone/District

Zone/District Setup

Zone/District Number	Description	EMS	Fire	Inspections	Target Performance Times (Mins)	Active
District 1	District 1	☑	☑	☑		Yes
District 2	District 2	☑	☑	☐		Yes
District 3	District 3	☑	☑	☐		Yes
District 4	Airport	☑	☑	☐		Yes
District 5	South edge of Town	☐	☑	☐	6	Yes
East	East	☐	☑	☐		Yes
Lenroot		☐	☑	☐	10	Yes
Out of District	Out of District	☑	☑	☐		Yes
West	West	☐	☑	☐		Yes

Records 1-9 of 9 | First | Previous | Next | Last | Per Page 10

5. Click *Add Zone/District.*
   The *Zone/District Setup* page appears.

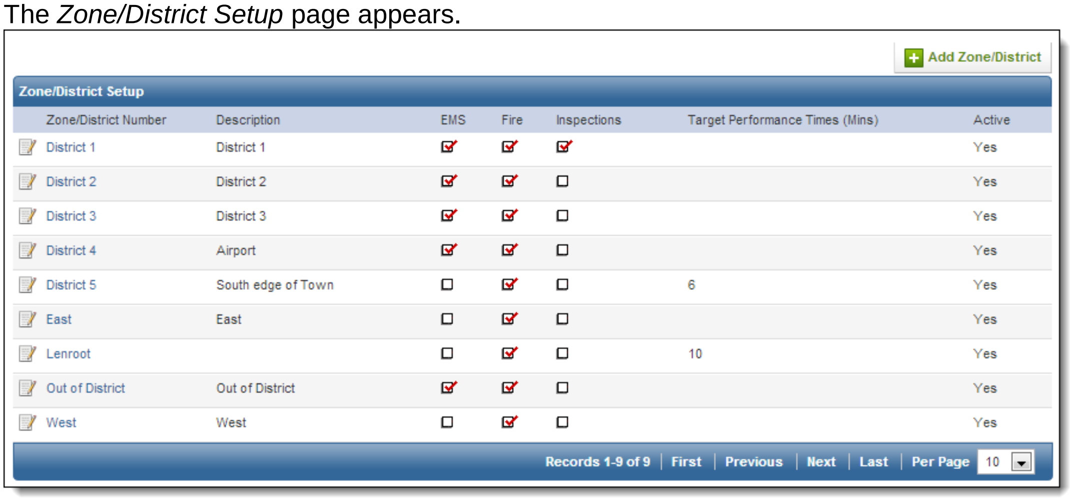


6. In the *Zone/District Number* text box, type the zone or district number.
7. In the *Description* text box, type any additional information about the zone.
8. In the *EMS Zone/District, Fire Zone/District* and *Inspection Zone/District* section, select whether this zone applies to EMS, fire or inspections.

9. In the *Target Performance Time* section, enter the number of minutes that this service should use as the target response time for calls within this zone.
10. In the *Active* section, select whether this zone should currently be active and available to select from run forms or inactive and saved for reference in the *Setup* tab.
11. When finished, click *Save.*
    The record is saved.

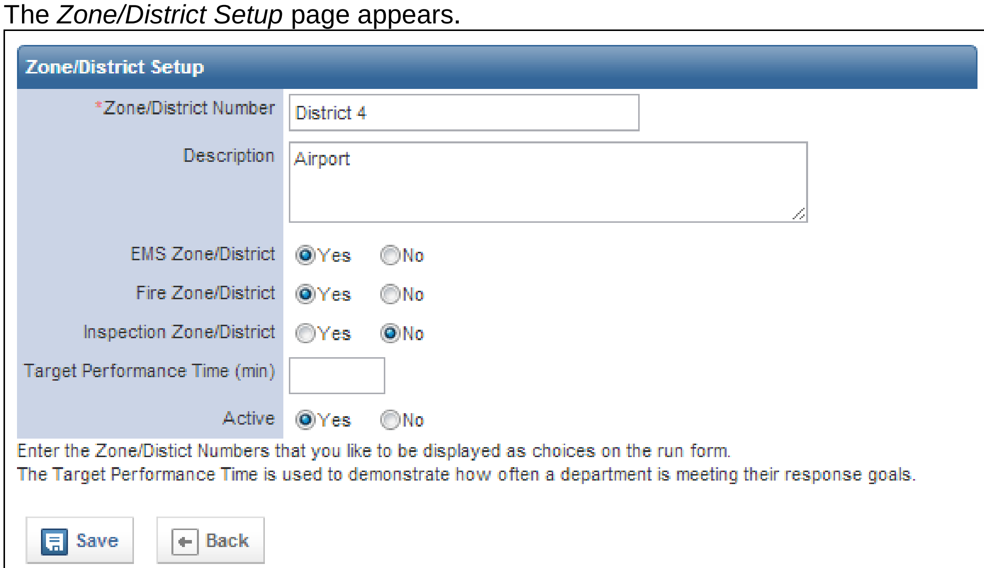
Editing a Zone or District Record

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Service.*
   A sub-menu appears.
4. Under the *Service* section*,* select *Zones/Districts.*
   The *Zone/District Setup* page appears.



Zone/District Number	Description	EMS	Fire	Inspections	Target Performance Times (Mins)	Active
District 1	District 1	☑	☑	☑		Yes
District 2	District 2	☑	☑	☐		Yes
District 3	District 3	☑	☑	☐		Yes
District 4	Airport	☑	☑	☐		Yes
District 5	South edge of Town	☐	☑	☐	6	Yes
East	East	☐	☑	☐		Yes
Lenroot		☐	☑	☐	10	Yes
Out of District	Out of District	☑	☑	☐		Yes
West	West	☐	☑	☐		Yes

5. For the desired zone or district, click *edit.*
   The *Zone/District Setup* page appears.



6. Using the provided fields, make any desired changes.
7. When finished, click *Save.*
   The changes are saved.

CHAPTER 4

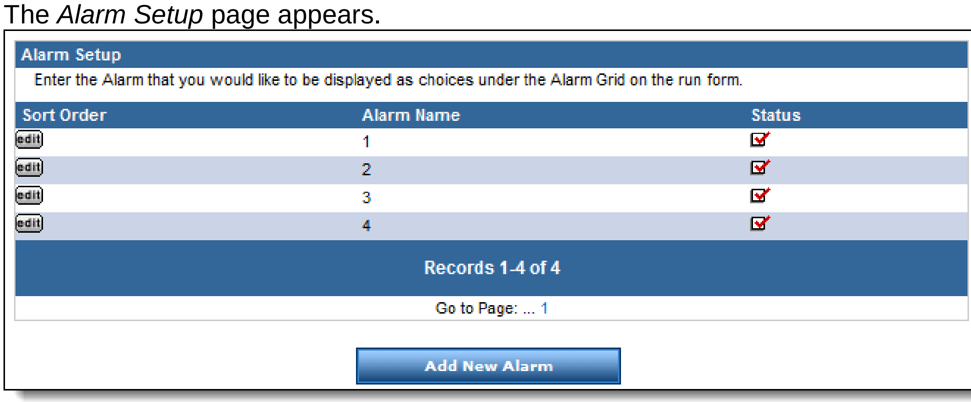
THE FIRE/NFIRS FORM SECTION

4.1 Working with Alarms

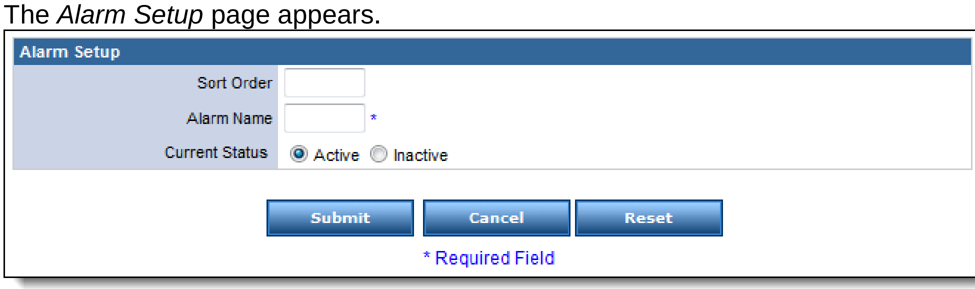
You can set up a list of all alarms that you want to be able to record on run forms under the *Alarm* grid, if used.

Adding a New Alarm

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under the *Fire/NFIRS Form* section*,* select *Alarms.*
   The *Alarm Setup* page appears.



5. Click *Add New Alarm.*
   The *Alarm Setup* page appears.

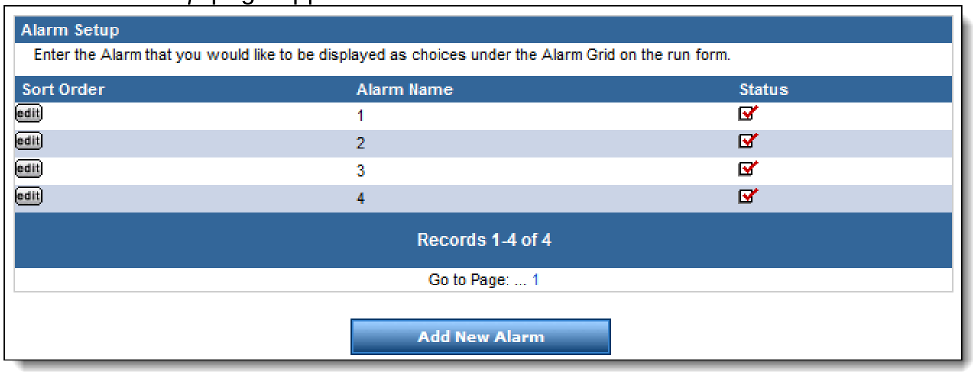


6. In the *Sort Order* text box, type a number corresponding to this alarm's desired position in the list of alarms (e.g., 1 for first).
7. In the *Alarm Name* text box, type the name of the alarm.
8. To mark this alarm as active and available for selection from the run form, in the *Current Status* section, select *Active.*
   OR
   To mark this alarm as inactive and available only for reference by administrators, in the *Current Status* section, select *Inactive.*
9. When finished, click *Submit.*
   The alarm record is saved.

Editing an Existing Alarm

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Alarms.*
   The *Alarm Setup* page appears.



5. For the alarm to edit, click the *Edit* button.
   The *Alarm Setup* page appears.

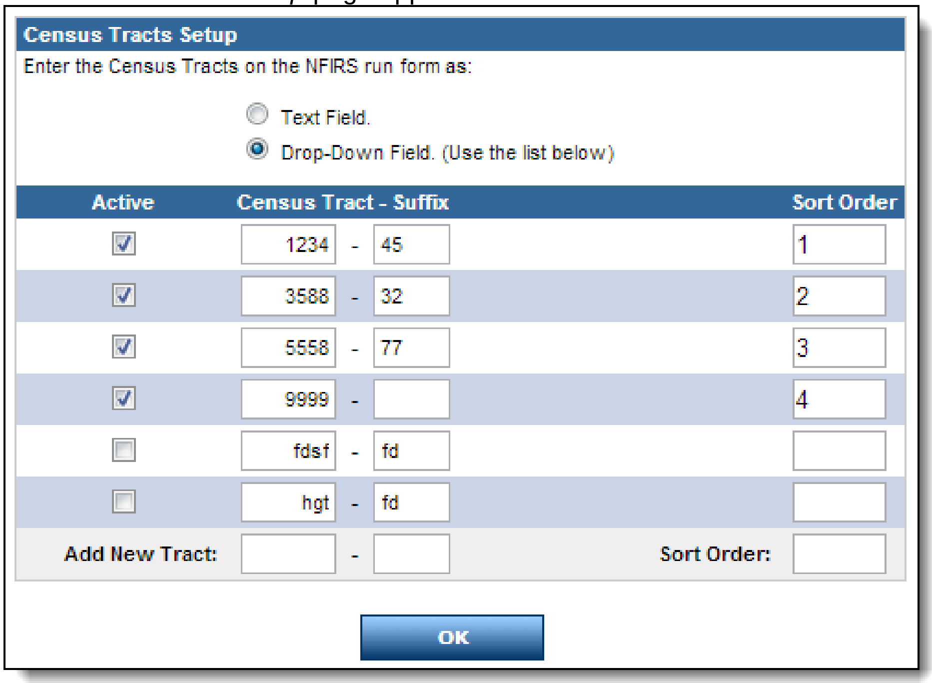
6. Make any desired changes.
7. Click *Submit.*
   The changes are saved.

4.2 Working with Census Tracts

You can set up the run form to request census tract information in either a text box or from a drop down menu that you can set up with the relevant census tracts.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Census Tracts.*
   The *Census Tracts Setup* page appears.



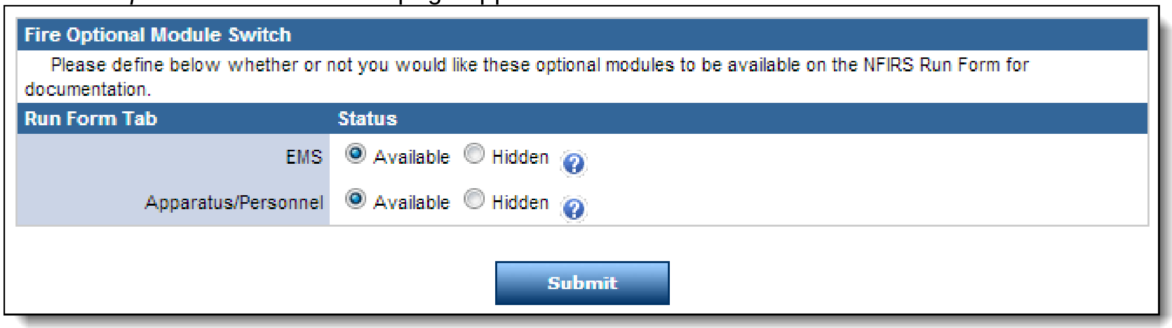
5. In the *Census Tracts Setup* section, select the way that census tracts should be entered into the run form.
6. **OPTIONAL:** If you chose to enter census tracts using a drop down menu, to add the options,
   a. In the *Add New Tract* text boxes, type the tract number.
   b. In the *Sort Order* text box, type the order in which this tract should be listed in relation to other tracts in the list.
   c. Click *OK.*
      New fields appear for another record.
   d. Repeat steps a–c until all desired records are added.
7. When finished, click *OK.*

4.3 Setting Up Optional Modules on Fire Run Forms

Service administrators can decide whether the *EMS* tab and the *Apparatus/Personnel* tab on the NFIRS form will be available for providers to fill out or whether they will always be hidden.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Fire Optional Module Switch.*
   The *Fire Optional Module Switch* page appears.



5. In the *EMS* and the *Apparatus/Personnel* sections, select whether these tabs should be available from NFIRS forms or hidden at all times.
   NOTE: If you choose to hide these sections but they are required, they will not be hidden.
6. When finished, click *Submit.*
   Your changes are applied.

4.4 Working with the Address Lookup Feature

The Address Lookup feature allows you to replace the standard *Incident Address* controls with tools for looking up addresses. This feature can both speed up data entry and eliminate spelling mistakes and accidental duplicates (e.g., one record for 123 1st Street and one record for 123 First St.). For NFIRS run forms, you can choose to enable the Address Lookup feature for street/highway names (which provides a *Lookup* button that providers can use to search through a list of street and highway names that you set up).

Before you turn the Address Lookup feature on, ImageTrend recommends that you set up your list of street and highway names or enter addresses for all occupants so that providers will have a list of names/addresses to select from when filling out forms.

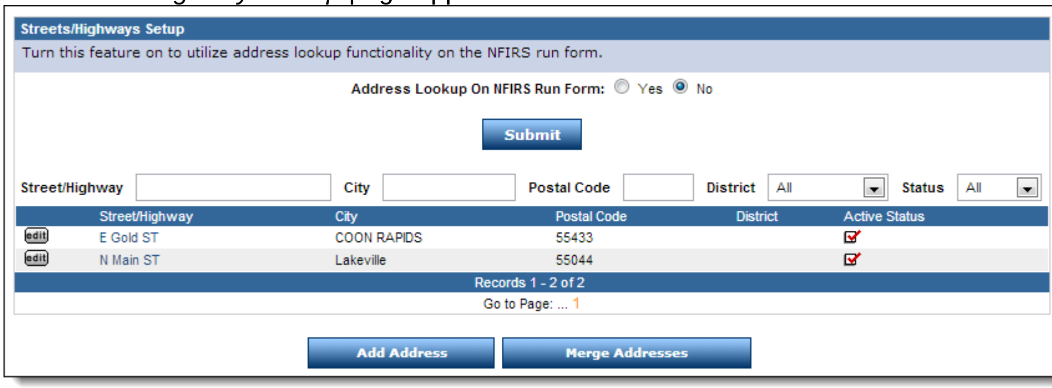
EXAMPLE:
This NFIRS run form has the Streets/Highways portion of the Address Lookup feature turned on.

Adding a Street Name

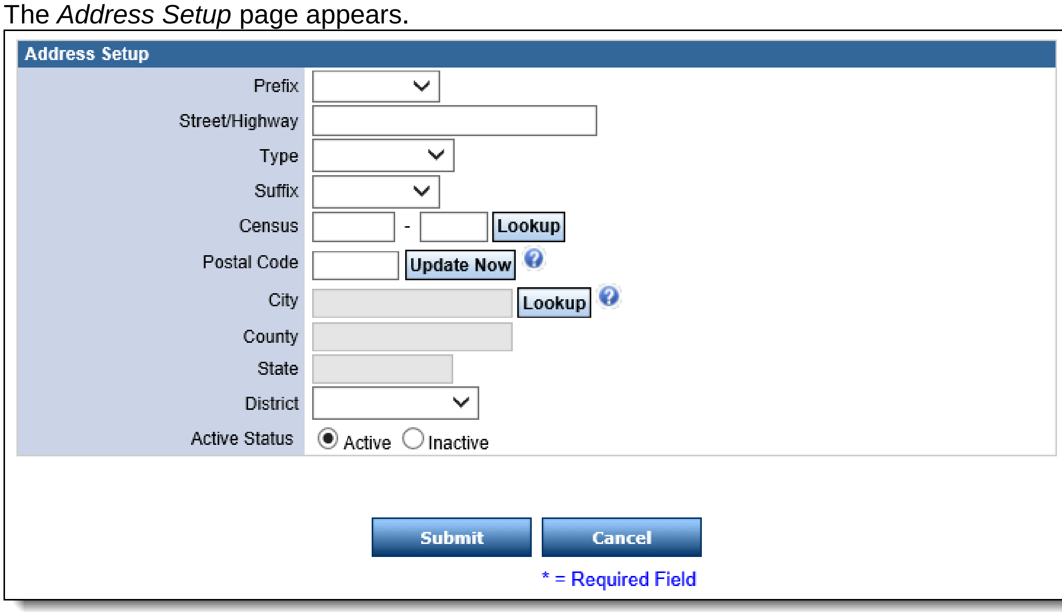
You can add street names manually until all the street and highway names that your agency might need to document are available.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Streets/Highways.*
   The *Streets/Highways Setup* page appears.



5. Click *Add Address.*
   The *Address Setup* page appears.



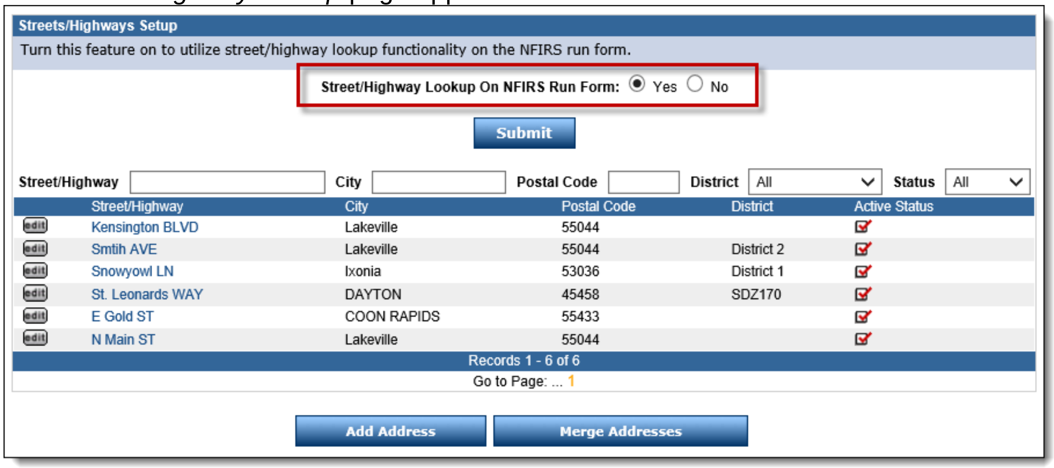
6. Using the provided fields, enter the appropriate information for the street or highway.
7. Click *Submit.*
   The street or highway name is added to the database.

Turning on the Street/Highway Lookup

You can enable the Streets/Highways portion of the Address Lookup feature for your NFIRS run forms after you have set up the streets that you want providers to be able to document.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Streets/Highways.*
   The *Streets/Highways Setup* page appears.

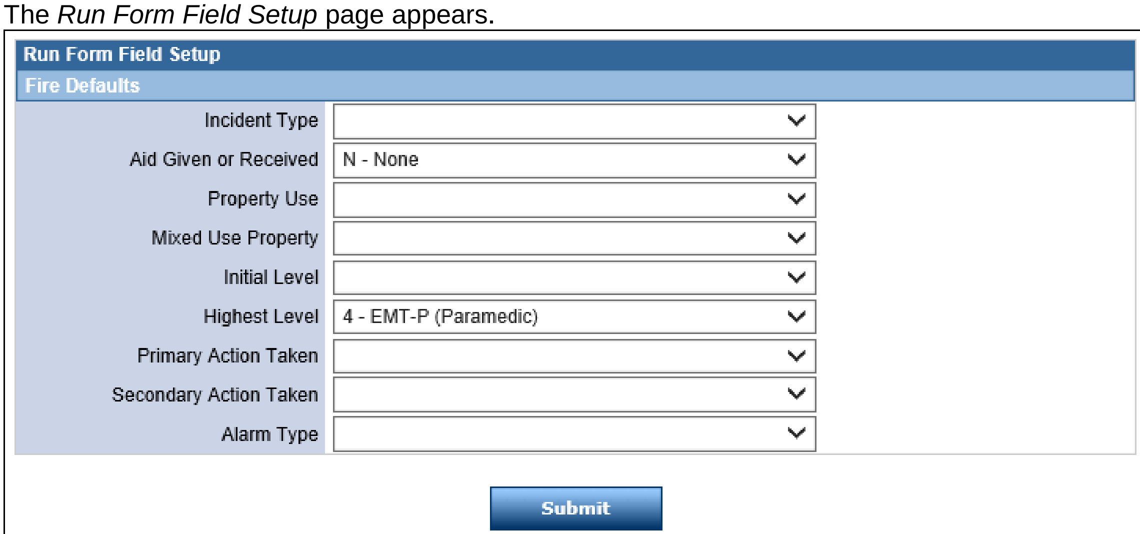


5. In the *Address Lookup on NFIRS Run Form* section, select *Yes.*
   The Address Lookup feature is enabled.

4.5 Setting NFIRS Field Defaults

You can set default values for specific fields on your NFIRS run forms. These values will be applied by default to new NFIRS run forms that are created, although providers can change the values if needed. This can be a good way to speed up data entry time by ensuring that common values are already filled in.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under the *Fire/NFIRS Form* section*,* select *NFIRS Field Defaults.*
   The *Run Form Field Setup* page appears.



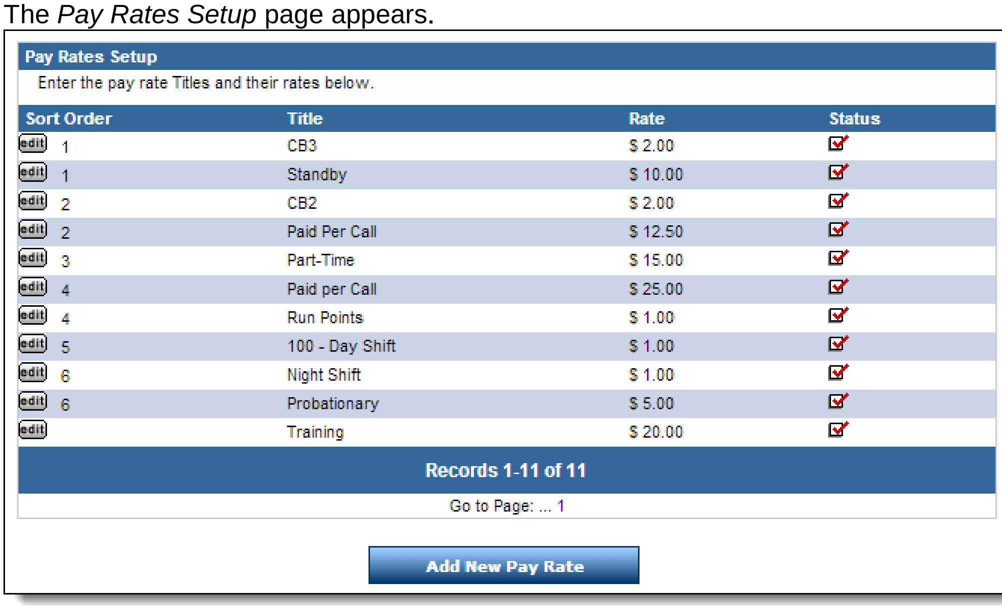
5. Using the drop down menus, select the default value for each field that you want to have a default value set.
6. When finished, click *Submit.*
   The default values are set.

4.6 Working with Pay Rates

Administrators can set up pay rates for a variety of levels.

Adding a Pay Rate

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under the *Fire/NFIRS Form* section*,* select *Pay Rates.*
   The *Pay Rates Setup* page appears.



Pay Rates Setup

Enter the pay rate Titles and their rates below.

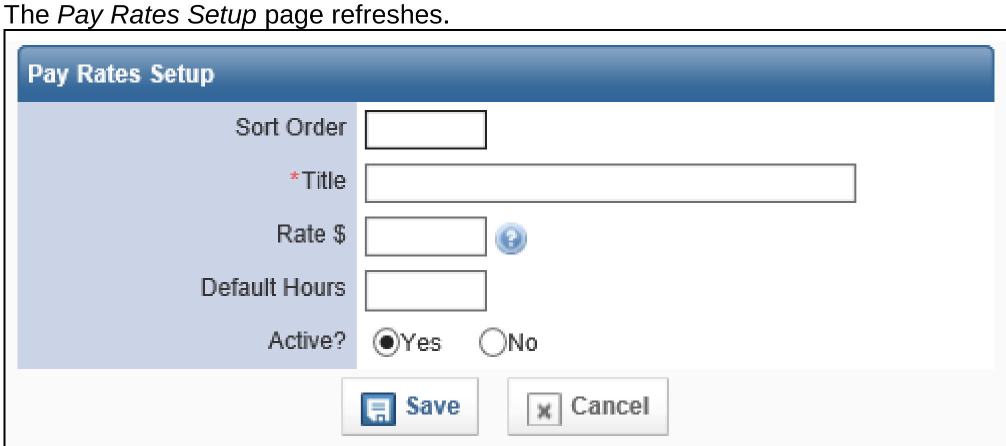
Sort Order	Title	Rate	Status
edit 1	CB3	$ 2.00	☑
edit 1	Standby	$ 10.00	☑
edit 2	CB2	$ 2.00	☑
edit 2	Paid Per Call	$ 12.50	☑
edit 3	Part-Time	$ 15.00	☑
edit 4	Paid per Call	$ 25.00	☑
edit 4	Run Points	$ 1.00	☑
edit 5	100 - Day Shift	$ 1.00	☑
edit 6	Night Shift	$ 1.00	☑
edit 6	Probationary	$ 5.00	☑
edit	Training	$ 20.00	☑

Records 1-11 of 11

Go to Page: ... 1

Add New Pay Rate

5. Click *Add New Pay Rate.*
   The *Pay Rates Setup* page refreshes.



6. In the *Sort Order* text box, type the order in which this rate should appear in the list of pay rates.
7. In the *Title* text box, type an identifying name for this pay rate.
8. In the *Rate* text box, type the rate of pay.
9. In the *Current Status* section, indicate whether this pay rate should be currently active and available for use.
10. When finished, click *Submit.*

Editing a Pay Rate

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under the *Fire/NFIRS Form* section, select *Pay Rates.*
   The *Pay Rates Setup* page appears.

Pay Rates Setup

Enter the pay rate Titles and their rates below.

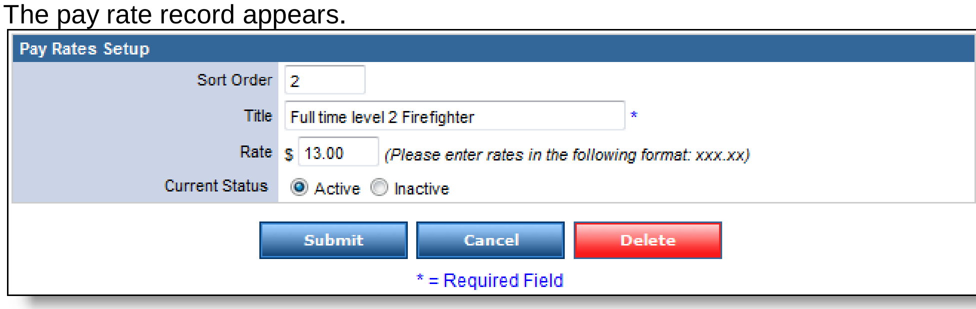
Sort Order	Title	Rate	Status
edit 1	CB3	$ 2.00	☑
edit 1	Standby	$ 10.00	☑
edit 2	CB2	$ 2.00	☑
edit 2	Paid Per Call	$ 12.50	☑
edit 3	Part-Time	$ 15.00	☑
edit 4	Paid per Call	$ 25.00	☑
edit 4	Run Points	$ 1.00	☑
edit 5	100 - Day Shift	$ 1.00	☑
edit 6	Night Shift	$ 1.00	☑
edit 6	Probationary	$ 5.00	☑
edit	Training	$ 20.00	☑

Records 1-11 of 11

Go to Page: ... 1

Add New Pay Rate

5. For the desired pay rate, click *Edit.*
   The pay rate record appears.



6. Using the provided fields, make any desired changes.
7. When finished, click *Submit.*

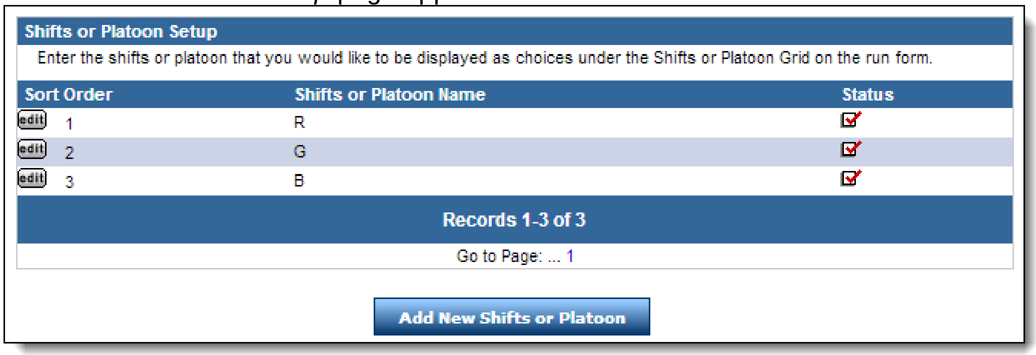
4.7 Working with Shifts and Platoons

You can set up a list of all shifts or platoons that you want to be able to record on run forms under the *Shifts or Platoons* grid, if used.

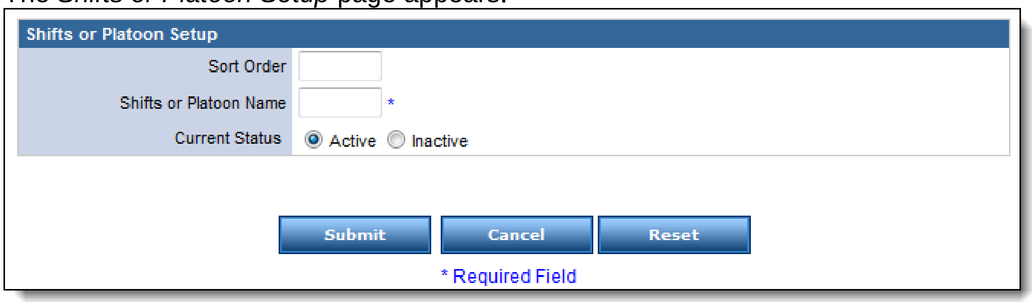
Adding a Shift or Platoon

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Shifts or Platoons.*
   The *Shifts or Platoon Setup* page appears.



5. Click *Add New Shifts or Platoon.*
   The *Shifts or Platoon Setup* page appears.

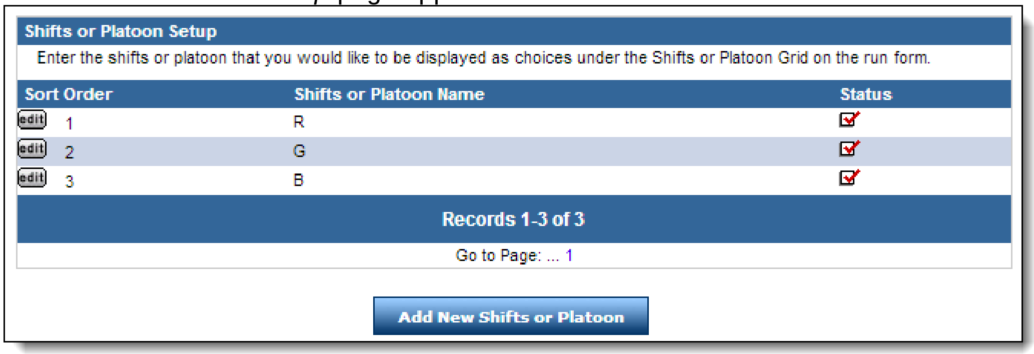


6. In the *Sort Order* text box, type a number corresponding to this shift/platoon's desired position in the list of shifts and platoons (e.g., 1 for first).
7. In the *Shifts or Platoon Name* text box, type the name of the shift/platoon.
8. To mark this shift/platoon as active and available for selection from the run form, in the *Current Status* section, select *Active.*
   OR
   To mark this shift/platoon as inactive and available only for reference by administrators, in the *Current Status* section, select *Inactive.*
9. When finished, click *Submit.*
   The shift/platoon record is saved.

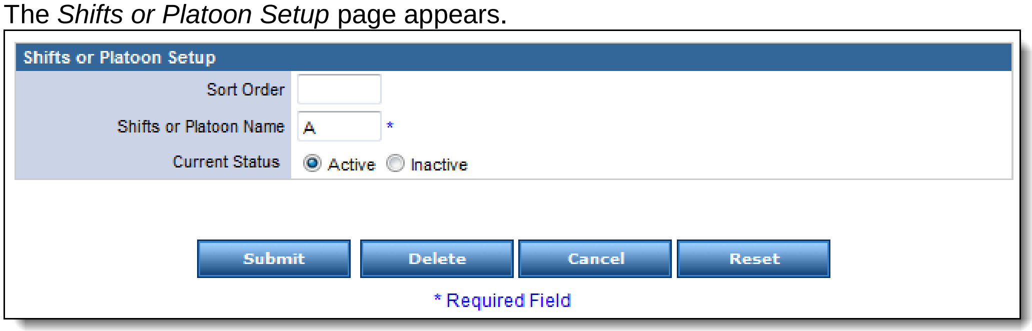
Editing a Shift or Platoon Record

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.

4. Under the *Fire/NFIRS Form* section, select *Shifts or Platoons.*
   The *Shifts or Platoon Setup* page appears.



5. For the shift/platoon to edit, click the *Edit* button.
   The *Shifts or Platoon Setup* page appears.

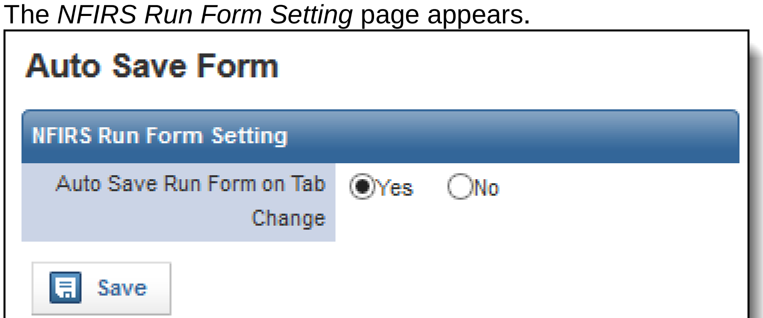


6. Make any desired changes.
7. Click *Submit.*
   The changes are saved.

4.8 Setting Automatic Saving between Tabs

You can set the dynamic run form to automatically save each time a user switches tabs in the run form.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Run Forms* section, select *Fire/NFIRS Form.*
   A sub-menu appears.
4. Under *Fire/NFIRS Form,* select *Auto-Save After Switching Tabs.*
   The *NFIRS Run Form Setting* page appears.



5. To enable automatic saving whenever a user switches tabs, click *Yes.*
6. Click *OK.*
   The setting is saved.

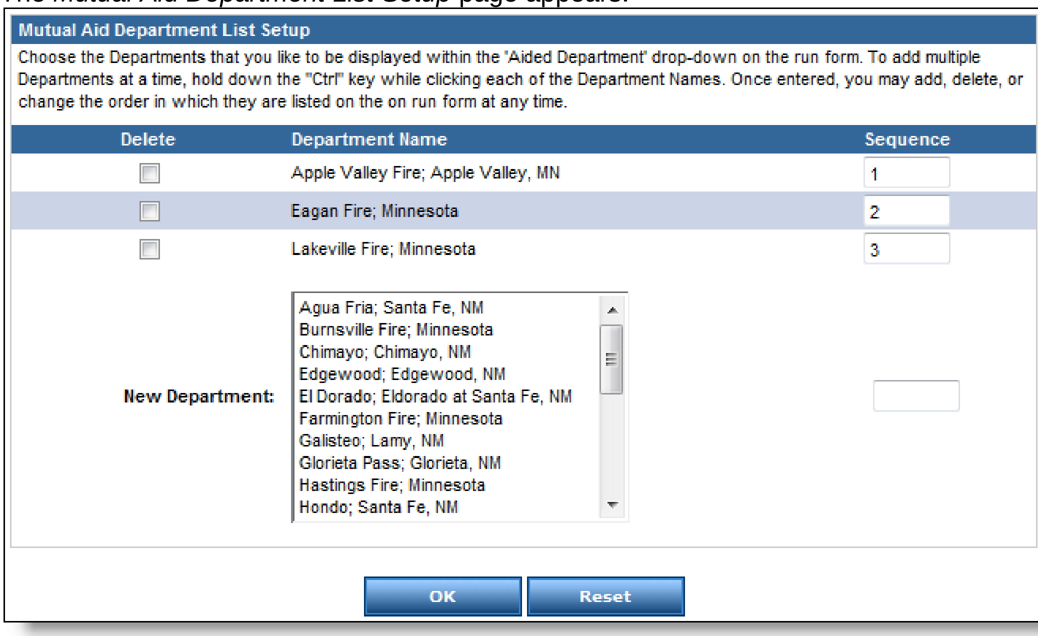
CHAPTER 5

THE SORTING PREFERENCES SECTION

5.1 Working with Mutual Aid Departments

Administrators can edit the list of departments that will be available from a run form as providing mutual aid.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Run Forms* section, select *Sorting Preferences.*
   A sub-menu appears.
4. Under the *Sorting Preferences* section*,* select *Mutual Aid Department List.*
   The *Mutual Aid Department List Setup* page appears.



Mutual Aid Department List Setup

Choose the Departments that you like to be displayed within the 'Aided Department' drop-down on the run form. To add multiple Departments at a time, hold down the "Ctrl" key while clicking each of the Department Names. Once entered, you may add, delete, or change the order in which they are listed on the on run form at any time.

Delete	Department Name	Sequence
☐	Apple Valley Fire; Apple Valley, MN	1
☐	Eagan Fire; Minnesota	2
☐	Lakeville Fire; Minnesota	3

New Department:
Agua Fria; Santa Fe, NM
Burnsville Fire; Minnesota
Chimayo; Chimayo, NM
Edgewood; Edgewood, NM
El Dorado; Eldorado at Santa Fe, NM
Farmington Fire; Minnesota
Galisteo; Lamy, NM
Glorieta Pass; Glorieta, NM
Hastings Fire; Minnesota
Hondo; Santa Fe, NM

OK Reset

5. To remove a department from the existing list, select the corresponding *Delete* checkbox.
6. To add a department to the list,
   a. From the *New Department* scroll list, select the department to add.
   b. To determine where this department will appear in the list, in the *Sequence* text box to the right, type the desired order.
      HINT: If no sequence is entered, this department will be added to the bottom of the list.
   c. Click *OK.*
7. To change the order of the departments, in the *Sequence* text boxes, type the desired new order.
8. When finished, click *OK.*

CHAPTER 6

OPTIONAL SETUP: FOR THE INSPECTIONS MODULE

6.1 Managing Contacts

Whenever you create a contact record for a location or occupant, that contact record will be available both from the appropriate location and occupant profile and from the *Manage Contacts* section.

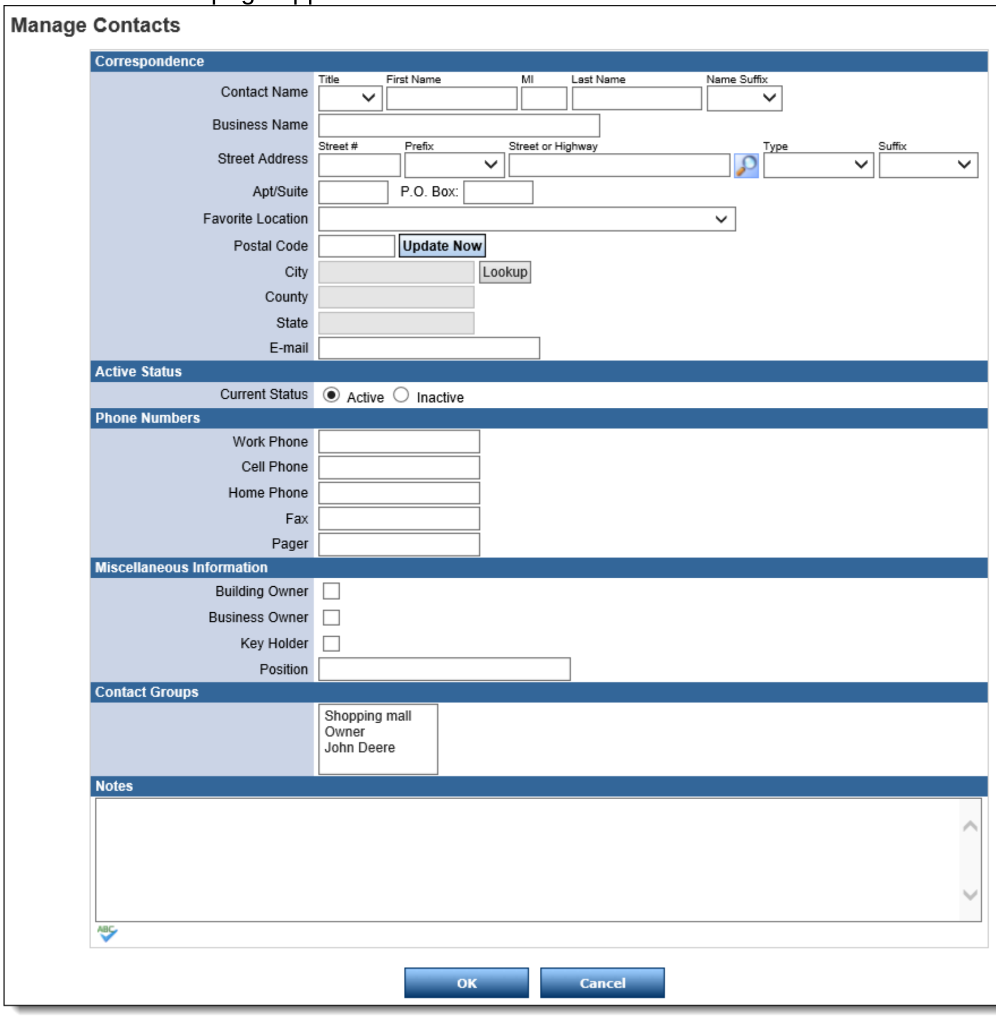
1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Contacts.*
   The *Manage Contacts* page appears.

Name	Address	Active	Delete Selected
** Patock, Michael	20855 N Kensington Blvd Lakeville MN	☑	☐
**Patock, Michelle	70283 Embers AVE Oakes ND	☑	☐
**Patock, Michelle		☐	☐
Anderson, Aaron	782 E 205th ST MN	☑	☐
Anderson, Harry	Lakeville MN	☑	☐
Anderson, Jane	Lakeville MN	☑	☐
Anderson, John	15350 Cedar AVE Hastings MN	☑	☐
Anderson, Ken	15350 Cedar AVE Hastings MN	☑	☐
Andrea, Ames	12451 NW Yard Road Eastham MA	☑	☐
Ann Anstadt, Mary	Lakeville MN	☑	☐

Adding a Contact

You can add a new contact in this section without associating that contact with any location or occupant.

1. From the *Manage Contacts* page, click *Add Contact.*
   The *Add Contact* page appears.



2. In the *Contact Name* section, enter this contact's name.
3. In the *Business Name* text box, type the name of the business or organization this contact is with.
4. In the *Street Address, Apt/Suite* and/or *P.O. Box* fields, enter the contact's address.
   OR
   Use the lookup icon to search for an address.
5. From the *Favorite Location* drop down menu, select the appropriate city, county and state.
   OR
   a. In the *Postal Code* text box, type the zip code.
   b. Click *Update Now.*
6. In the *E-mail* text box, type this contact's email address.
7. In the *Active Status* section, select whether this contact should be active and visible to all users or inactive and only visible to administrators within this section.
8. In the *Phone Numbers* section, enter all known phone numbers for this contact.
9. In the *Miscellaneous Information* section, enter all additional information about this contact.
10. If your agency uses contact groups, in the *Contact Groups* section, select all groups that this contact should be included in.

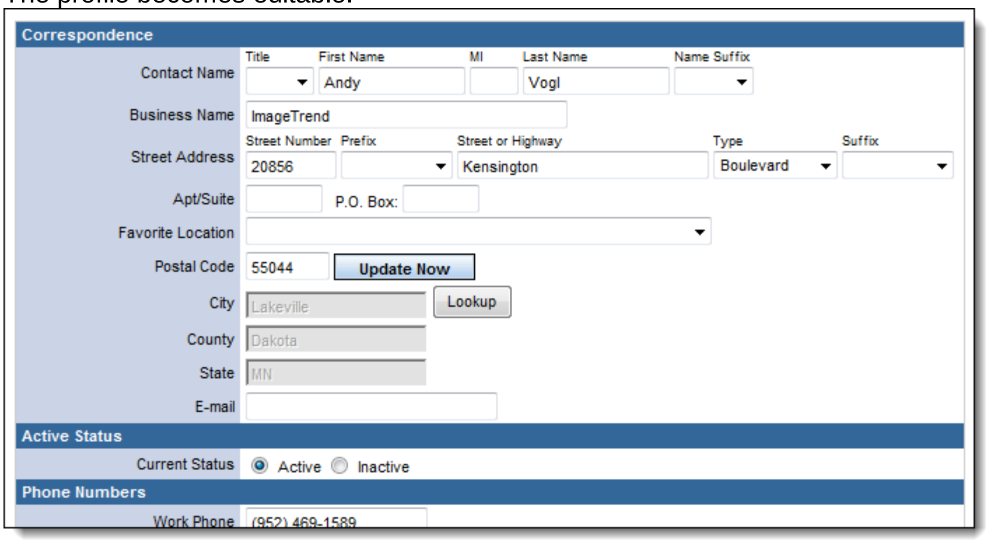
HINT: To select multiple groups, press and hold the *Ctrl* key while clicking each desired group.

11. In the *Notes* section, type any additional information.
12. Click *OK.*
    The contact is added to the system.

Editing a Contact Record

You can make changes to a contact record from the *Manage Contacts* page as well as from the occupant or location that the contact is associated with.

1. From the *Manage Contacts* page, click the name of the contact to edit.
   A summary of the contact's profile appears.
2. Click *Edit.*
   The profile becomes editable.

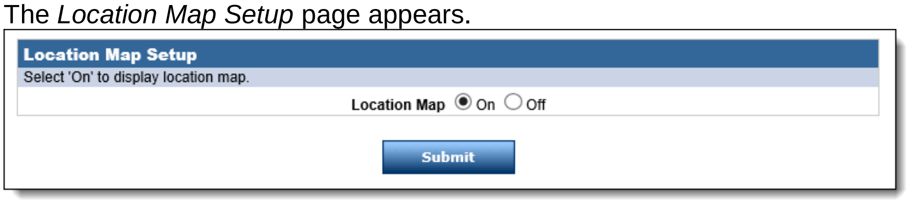


3. Make any desired changes to the contact's profile.
4. From the bottom of the page, click *OK.*
   The changes are saved.

6.2 Setting Up the Location Map

You can choose whether location profiles should automatically include a small map of the location.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section, select *Location Map.*
   The *Location Map Setup* page appears.



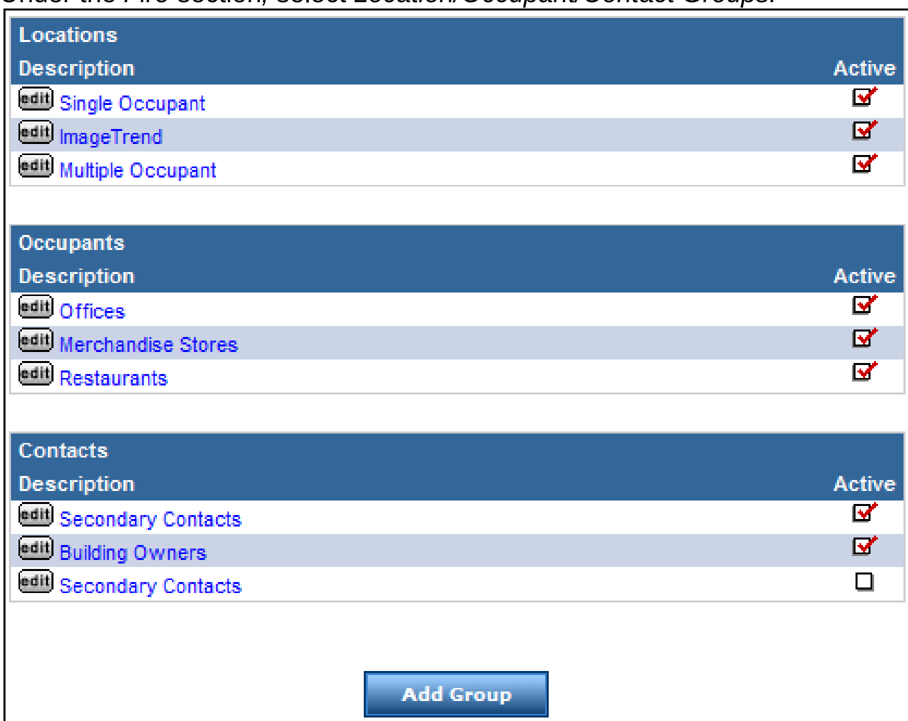
5. In the *Location Map* section, select whether the location map should be displayed or not.
6. When finished, click *Submit.*
   The changes are saved.

6.3 Working with Location/Occupant/Contact Groups

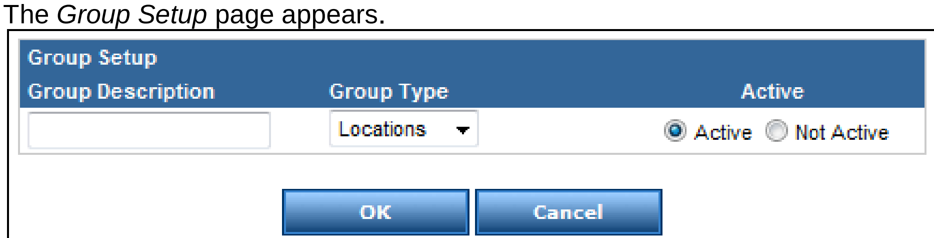
Location, occupant and contact groups provide your fire department with an organizational tool to help you manage locations, occupants or contacts that have something in particular in common. You can create as many groups as desired and assign records to those groups to help you find records that are related in some way.

Adding a Group

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Location/Occupant/Contact Groups.*



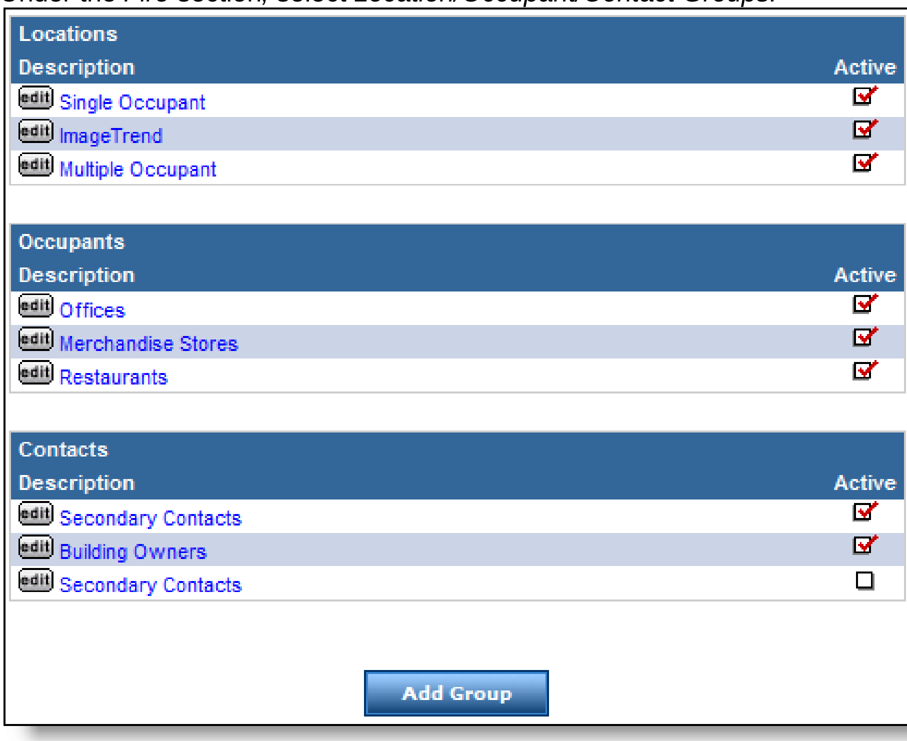
5. Click *Add Group.*
   The *Group Setup* page appears.



6. In the *Group Description* text box, type a name for the group.
7. From the *Group Type* drop down menu, select the type of records this group should organize.
8. In the *Active* section, select whether this group should currently be active and available for use.
9. When finished, click *OK.*
   The group is created.

Editing a Group

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section*,* select *Location/Occupant/Contact Groups.*



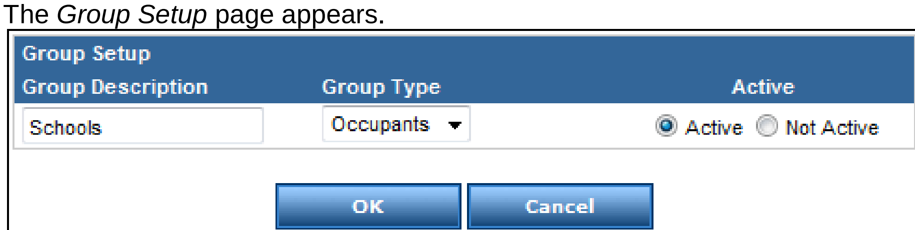
Locations	
Description	Active
edit Single Occupant	☑
edit ImageTrend	☑
edit Multiple Occupant	☑

Occupants	
Description	Active
edit Offices	☑
edit Merchandise Stores	☑
edit Restaurants	☑

Contacts	
Description	Active
edit Secondary Contacts	☑
edit Building Owners	☑
edit Secondary Contacts	☐

Add Group

5. For the desired group, click *Edit.*
   The *Group Setup* page appears.



Group Setup		
Group Description	Group Type	Active
Schools	Occupants	◉ Active ○ Not Active

OK Cancel

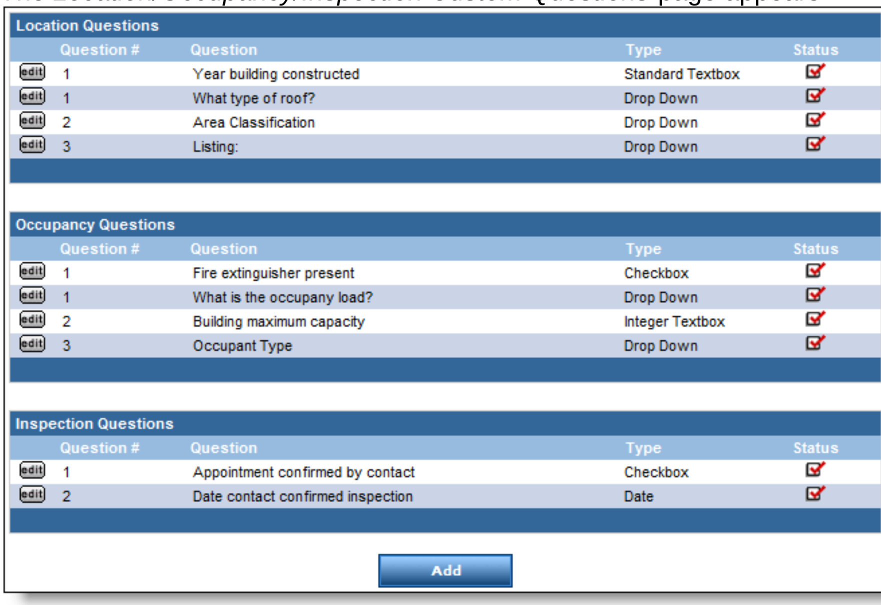
6. Using the provided fields, make any desired changes.
7. When finished, click *OK.*
   The changes are saved.

6.4 Working with Custom Location, Occupant and Inspection Questions

Adding a Location/Occupant/Inspection Question

Administrators can set up custom questions to gather information for location, occupant and inspection records. These questions will appear on the location, occupant or inspection profile, as appropriate.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.
4. Under the *Fire* section, select *Location/Occupancy/Inspections Custom Questions.*
   The *Location/Occupancy/Inspection Custom Questions* page appears.



Location Questions

	Question #	Question	Type	Status
edit	1	Year building constructed	Standard Textbox	
edit	1	What type of roof?	Drop Down	
edit	2	Area Classification	Drop Down	
edit	3	Listing:	Drop Down	

Occupancy Questions

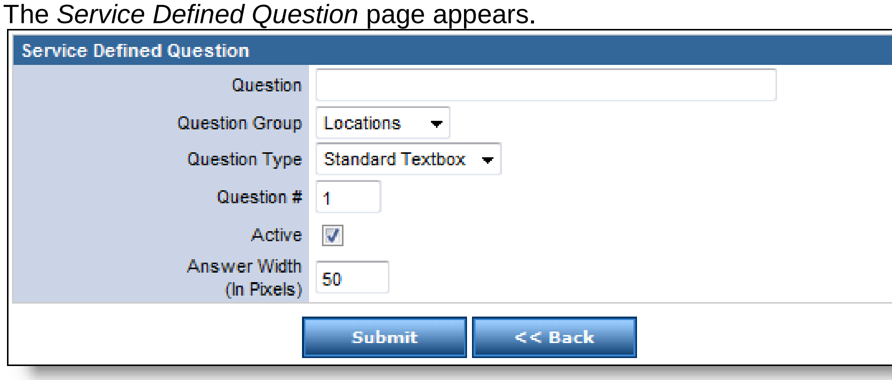
	Question #	Question	Type	Status
edit	1	Fire extinguisher present	Checkbox	
edit	1	What is the occupany load?	Drop Down	
edit	2	Building maximum capacity	Integer Textbox	
edit	3	Occupant Type	Drop Down	

Inspection Questions

	Question #	Question	Type	Status
edit	1	Appointment confirmed by contact	Checkbox	
edit	2	Date contact confirmed inspection	Date	

Add

5. Click *Add.*
   The *Service Defined Question* page appears.

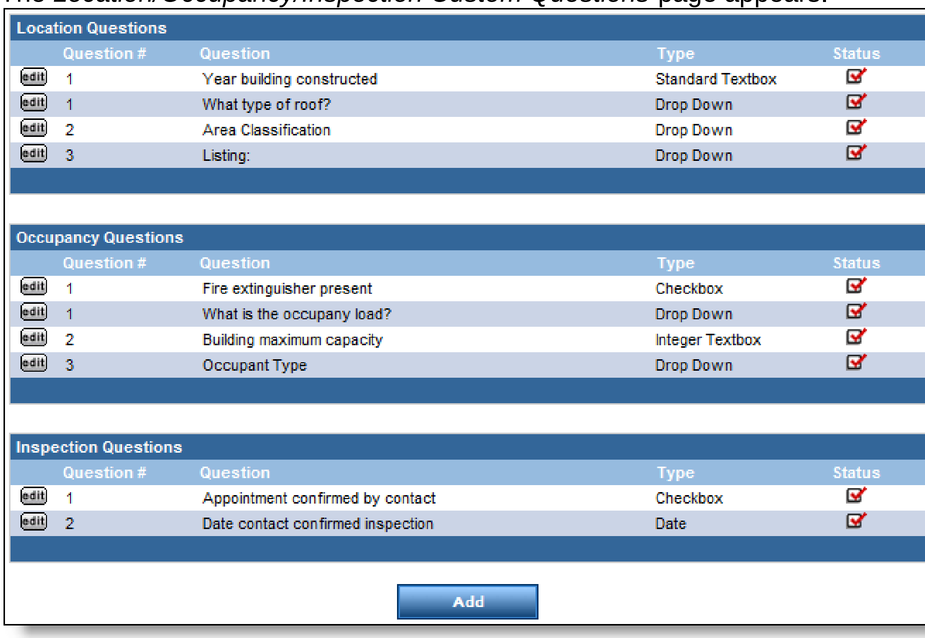


6. Using the provided fields, enter all desired information for the vehicle.
   NOTES:
   This screen may look different based on the type of answer (e.g., text box or selecting from a predefined drop down menu) selected from the *Question Type* drop down menu. Selecting the *Active* checkbox will allow the question to appear on the run form. Entering a number in the *Question #* text box will define the order in which the question will appear, relative to all other service defined questions.
   The *Question Group* drop down menu will determine which type of profile the question will appear on.
7. When finished, to save the new question in the system, click *Submit.*
   OR
   To return to the list of questions without saving the new question, click *Cancel.*

Editing a Location/Occupant/Inspection Question

Administrators can configure custom questions to gather information for location, occupant and inspection records. These questions will appear on the location, occupant or inspection profile, as appropriate.

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.* A sub-menu appears.
4. Under the *Fire* section*,* select *Location/Occupancy/Inspections Custom Questions.* The *Location/Occupancy/Inspection Custom Questions* page appears.



Location Questions

	Question #	Question	Type	Status
edit	1	Year building constructed	Standard Textbox	
edit	1	What type of roof?	Drop Down	
edit	2	Area Classification	Drop Down	
edit	3	Listing:	Drop Down	

Occupancy Questions

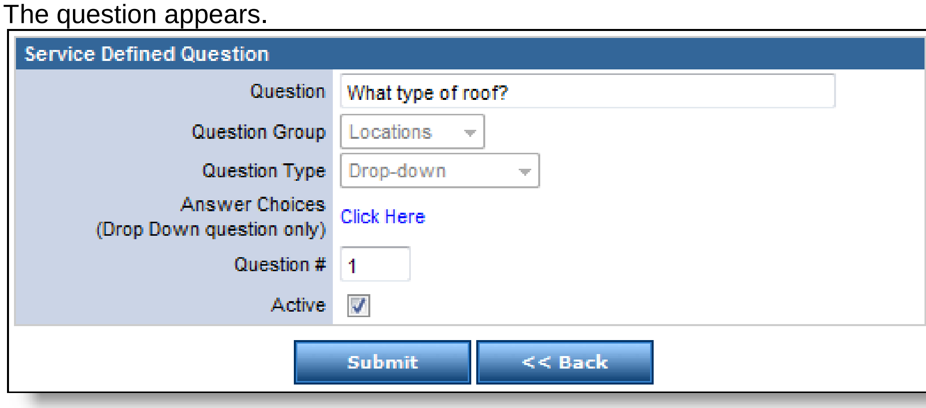
	Question #	Question	Type	Status
edit	1	Fire extinguisher present	Checkbox	
edit	1	What is the occupany load?	Drop Down	
edit	2	Building maximum capacity	Integer Textbox	
edit	3	Occupant Type	Drop Down	

Inspection Questions

	Question #	Question	Type	Status
edit	1	Appointment confirmed by contact	Checkbox	
edit	2	Date contact confirmed inspection	Date	

Add

5. For the desired question, click *Edit.* The question appears.



6. Using the provided fields, make any desired changes.
7. When finished, to save the changes, click *Submit.*

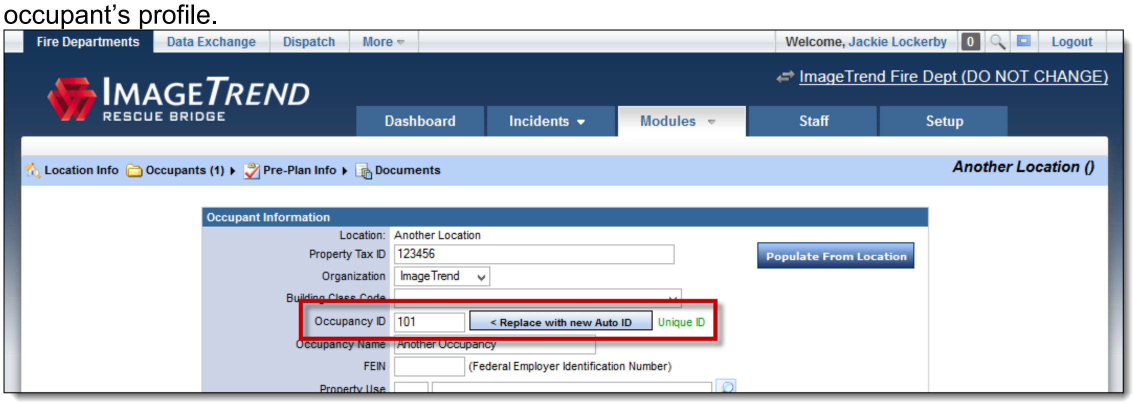
6.5 Managing Occupants

Existing occupant records can be sent to a new location if an occupant has moved. This will keep all information for the occupant current in the record without requiring re-entry of data. You can also set the system to automatically assign a unique ID to each occupant when prompted in an occupant record.

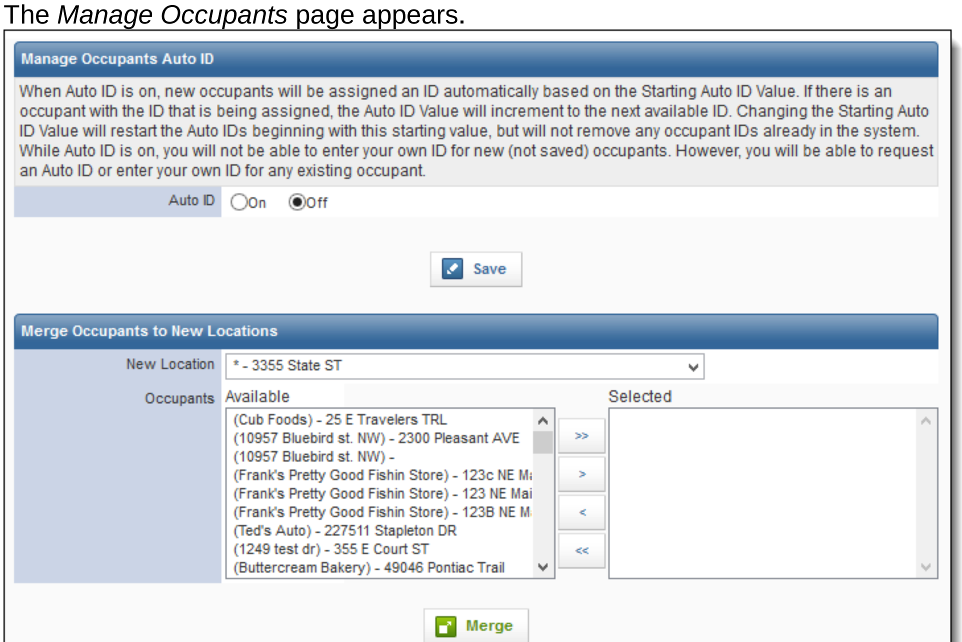
Setting Automatic Occupants ID

The automatic occupant ID number will increment with each occupant that is added, beginning at a starting number that you can set. If you change the starting number, occupants assigned an automatic ID after you make the change will begin over at the starting number you assign (or the next available number), but no existing numbers will be changed.

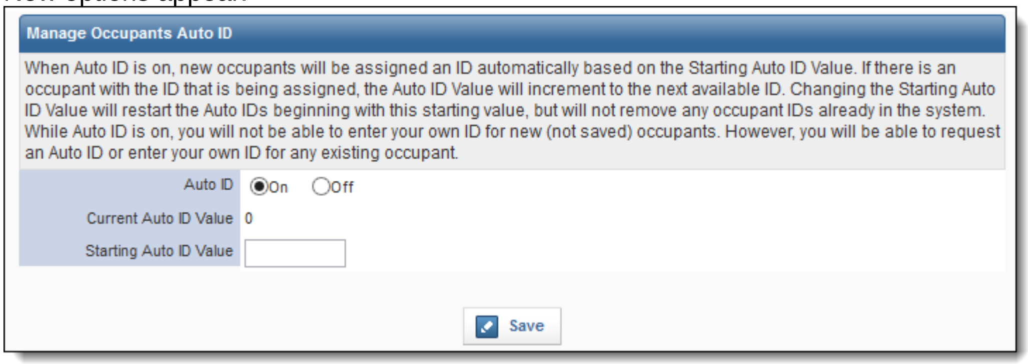
Example: When automatic occupant IDs are enabled, users can assign an auto ID in the occupant's profile.



1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab.
3. Under the *Service Settings and Resources* section, select *Fire.* A sub-menu appears.
4. Under the *Fire* section, select *Manage Occupants.* The *Manage Occupants* page appears.



5. To enable assigning auto ID numbers for occupant records, in the Manage Occupants Auto ID section, select *Yes*.
   New options appear.



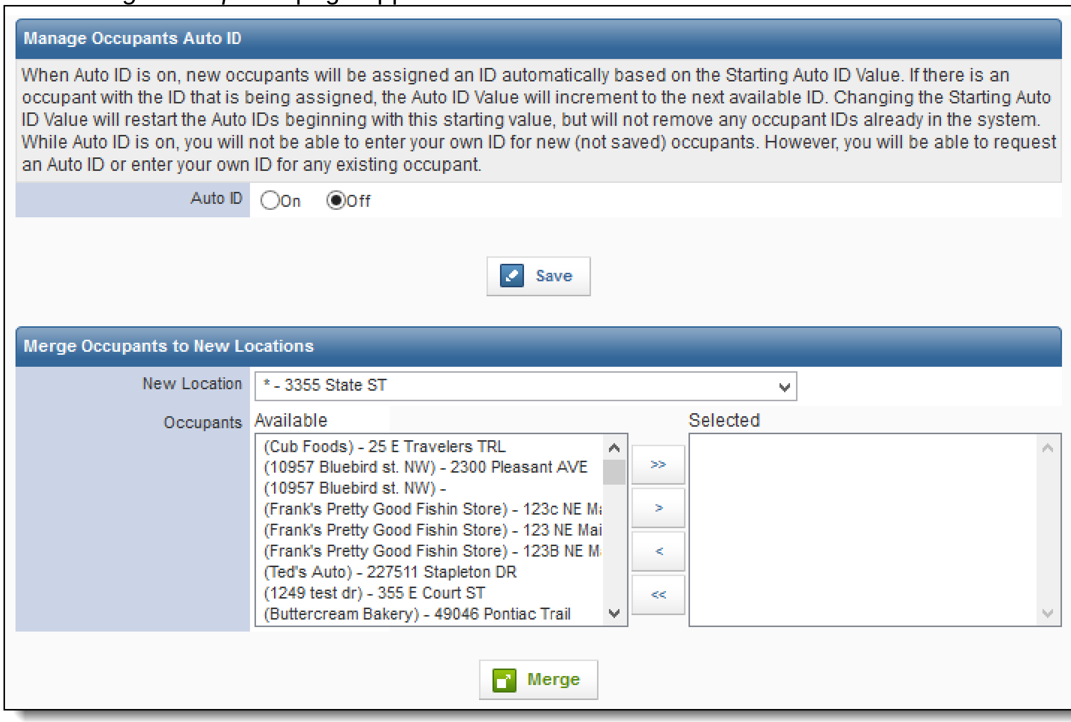
6. Type the number that you want ID numbers to start being assigned at in the Starting Auto ID Value.
   HINTS:
   - If some auto numbers have already been assigned, the Current Auto ID Value field will display the next available number that would be automatically assigned.
   - This allows you to determine how many digits are contained in the auto numbers. For example, if you set “100” as the starting number, numbers will count up from 100 and contain 3 digits until you have at least 1000 records.
   - Auto numbers must be numeric.

7. Click *Save*.

Merging Occupants

1. From the top left, click *My Fire Department.*
2. Select the *Setup* tab*.*
3. Under the *Service Settings and Resources* section, select *Fire.*
   A sub-menu appears.

4. Under the *Fire* section, select *Manage Occupants.*
   The *Manage Occupants* page appears.



5. From the *New Location* drop down menu, select the location to which the occupant(s) should be moved.
6. From the *Occupants* scroll list, select the occupant(s) to move.
   HINT: To select multiple occupant records, press and hold *Ctrl* while clicking each desired record.
7. Click *Add* .
8. Click *Merge.*
   The occupant records are merged.

CHAPTER 7

HELP AND SUPPORT

Help and Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.
- The name of your operating system and service pack version (if applicable).
- A description of what happened and what you were doing when the problem occurred.
- The exact wording of any error messages you see.
- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use Fire Bridge effectively, please consult ImageTrend in any of the following ways:

- EDS Support Phone (888) 730-3255
- Other Inquiries Phone (952) 469.1589
- Other Inquiries Toll-Free (888) 469.7789
- Fax (952) 985.5671
- Web http://support.imagetrend.com
- Email support@imagetrend.com

ImageTrend support services are available:

Monday – Friday
8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their website and email services:

- Web http://support.imagetrend.com
- Email support@imagetrend.com

REPORT WRITER

USING REPORT WRITER

ImageTrend, Inc.
20855 Kensington Blvd.
Lakeville, MN 55044

EDS Support (Toll Free): (888) 730-3255

Other Inquiries (Toll Free): (888) 469-7789
Fax: (952) 985-5671

www.ImageTrend.com

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Report Writer Version 3.4

TABLE OF CONTENTS

1.1 Report Writer Overview

Report Writer is ImageTrend's tool that allows you to view, create and analyze reports using the data in your system. It encompasses a single reporting tool that gives you complete control of your data output and display.

Navigation: *More > Report Writer*

Facts

- Report Writer allows you to dynamically create, display and save transactional reports, which gives you the power to find and display the data you need without relying and static reports.
- Report Writer contains a library of standard reports and charts for quick report creation. Finally, Report Writer offers optional features for three-dimensional analytical reporting and charting as well as mapping.
- You can choose from multiple ways to display your ad hoc report, from familiar text-based reports to (with the appropriate add-on features) pie charts and mapping.
- You can report on multiple fields within several categories and datasets, allowing you to create exactly the report you want.
- Database search criteria can be selected based on each field allowing users to define exactly what they need.
- User defined headers, sorting and grouping give users the ability to display search results using a number of options.
- Reports can be saved for later review or editing and also exported to a variety of formats.
- Finally, standard reports and saved reports are always available in the left menu of Report Writer, organized by category, for quick report generation.

Types of Reports

Report Writer provides several different types of reports for differing needs. Each report listed in the left menu will display an icon to indicate which type of report it is.

Transactional Reports

While some saved transactional reports have a default setup of fields to display in a particular order, transactional reports can be entirely configured. Users can change which fields display, define additional criteria for each of those fields (e.g., display only records within a certain postal code) and change the order in which records appear. In addition, users can create transactional reports completely on their own with no pre-defined fields or setup. For more information, get started at Transactional Reports Overview on page 13.

Standard Reports

Standard reports (also sometimes called canned reports) are pre-created with all fields and display options defined for the user. Within the filters, users can define additional criteria (e.g., requesting information about a particular unit or type of service). These reports provide fewer configuration options and allow a ready-made report for common data requests. For more information, get started at Standard Reports Overview on page 12.

Analytical Tabular Reports

Analytical tabular reports are a part of the optional Visual Informatics package for Report Writer, and allow you to create a custom report with the powerful Analytics data analysis tools. Analytical tabular reports are displayed in a traditional looking report displayed in table format, and allow you to use drill-down reporting for in depth information.

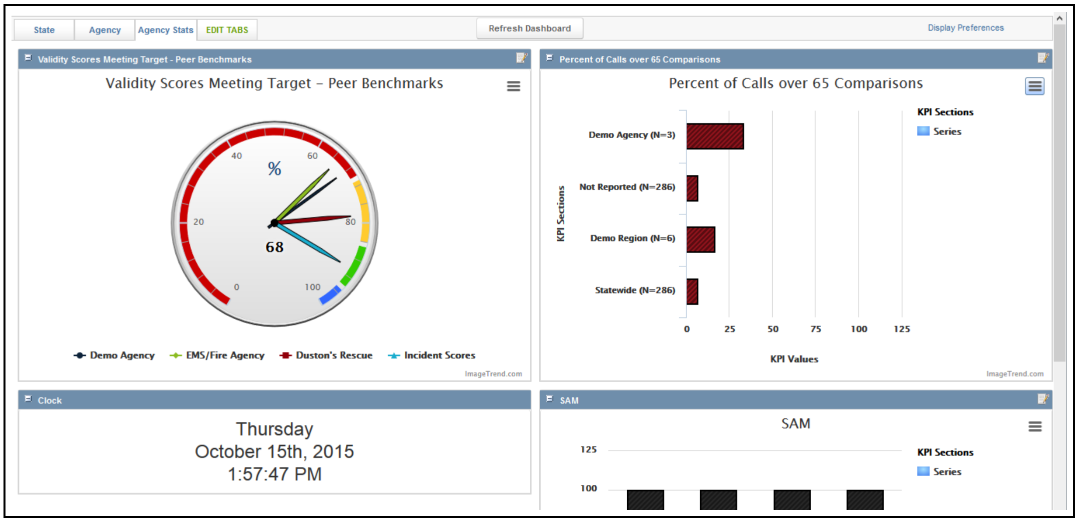
Analytical Chart Reports

Analytical chart reports are a part of the optional Visual Informatics package for Report Writer, and allow you to create a custom chart with the powerful Analytics data analysis tools. Analytical chart reports allow you to quickly build a variety of different charts using pre-created formats to display in-depth data from your system in an easy-to-understand way.

1.2 Report Writer Dashboard Overview

The Report Writer dashboard provides a central location for administrators to create dashboards with reports for their users to see.

Navigation: *Report Writer > Load Dashboard button in the left menu*



Facts

- The Report Writer dashboard is separate from any dashboard page in Report Writer.
- The Report Writer dashboard can have multiple tabs, each of which can contain multiple reports.
- Administrators control the content of the Report Writer dashboard for all users, including selecting which tabs are available to each security group and what reports are displayed on those tabs. Users will see the dashboard tabs that their permission group has access to based on setup from the administrator and will not be able to change it.
- Depending on what modules your system has, you can display transactional reports, analytical reports and charts and KPI charts on the dashboard. For analytical reports and charts and KPI charts, you must have the optional Analytics add-on for Report Writer.

Adding a Report Writer Dashboard Tab

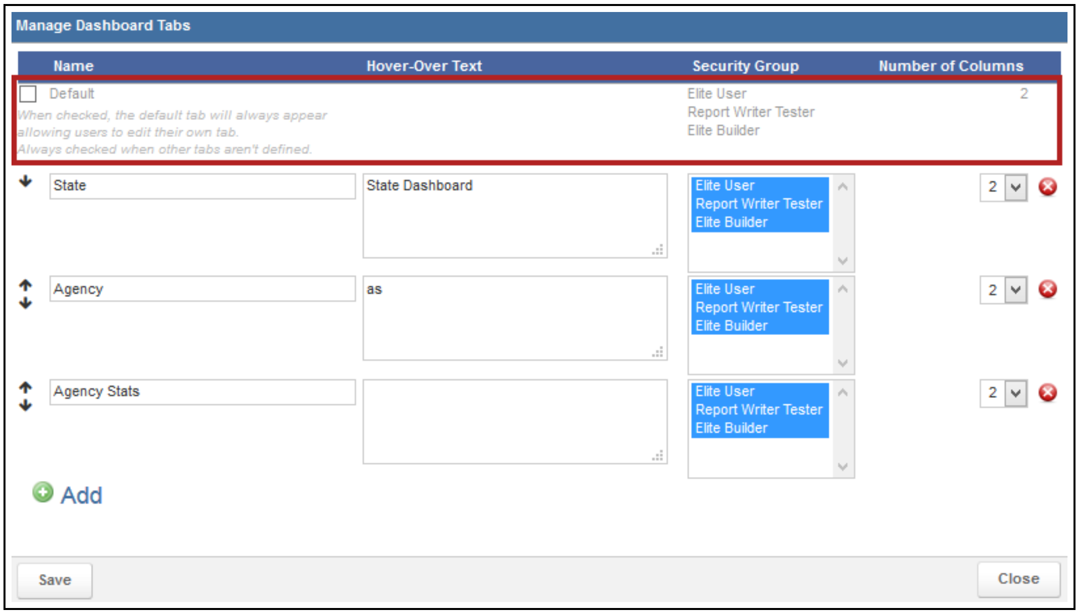
Administrators can add and configure a new tab for users to view in their Report Writer dashboard.

Navigation: *Report Writer > Load Dashboard button in the left menu > Edit Tabs tab > Add*

Facts

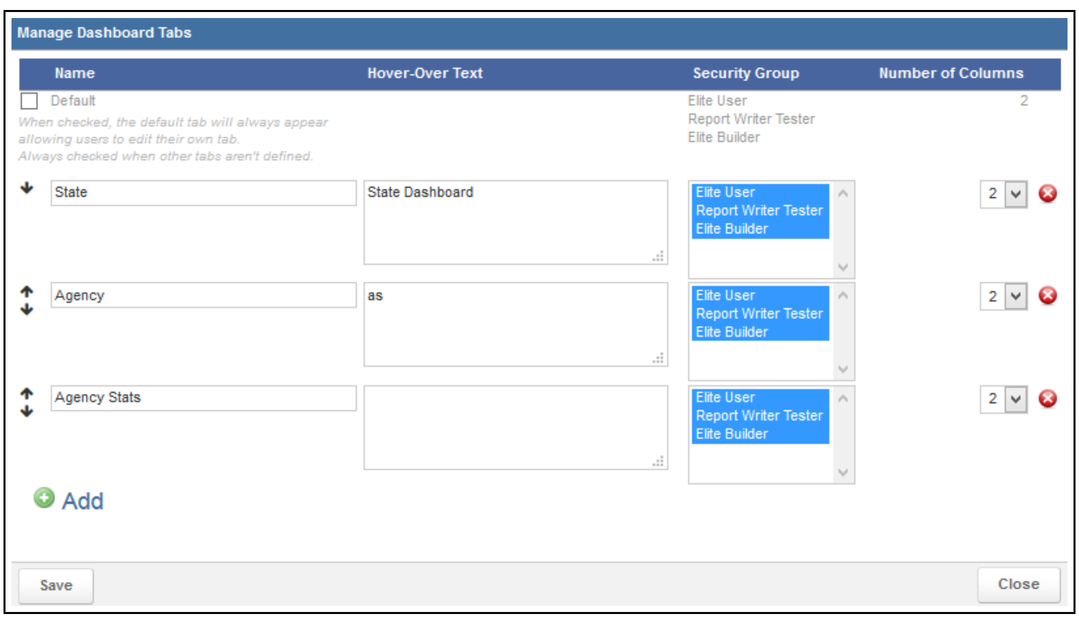
- Only administrators with the proper permissions can add a new dashboard tab. Users without the correct permissions will not see the Edit Tabs tab.
- If you create more tabs than fit on the toolbar, the tabs that do not fit will be included under a More tab.
- The new tab will be visible to everyone belonging to the security groups you select for the tab.
- In order for any report to be displayed in a widget on the dashboard, it must be saved and you must have permissions to access the report.
- Administrators can also add or remove the Default tab from the dashboard by selecting or deselecting the Default checkbox in the Edit Tabs window. Unless you disable it, the Default tab will always be displayed for all users so no one will encounter a blank dashboard with no tabs.

TAKE A LOOK



Instructions

1. From the Manage Dashboard Tabs modal window, click *Add*.
   A new line appears with the details for a new tab.
2. Complete the details for in the blank line at the bottom of the list of tabs.



PAGE INFORMATION

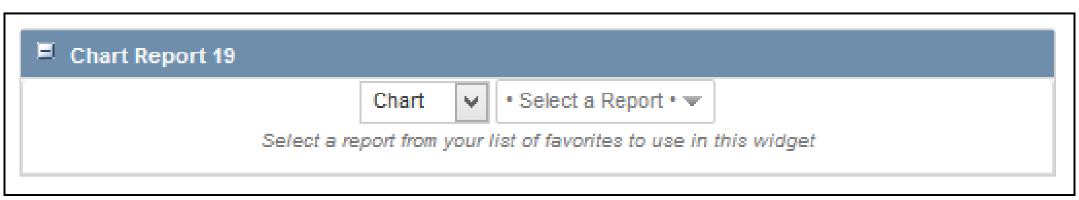
Up/Down arrows	If you want to change the order that the tabs will appear in on the dashboard, click the Up arrow to move the tab up in the list or the Down arrow to move it down in the list.
Name	The name of the tab, as it will appear on the dashboard.
Security Group	All selected security groups will be able to see this tab exactly as you configure it, although they will see their own organization's data in the reports. **HINT:** To select multiple security groups at the same time, press and hold the *Ctrl* key while clicking each group.
Number of Columns	The number of reports that will be displayed in each row for this dashboard.

3. Click *Save*.
   The new tab is added to your dashboard.
4. If needed, click the name of the new tab.
5. Click the *Display Preferences* link in the upper right.
6. Select the checkbox(es) for the widgets that you want to view.

> **HINT:** If you select a chart report, you can next select any report you have permissions for to appear in the widget regardless of which widget number you select. Note that if you have used the same widget on another tab, a chart may appear already selected when the widget loads.

7. Click the *Display Preferences* link again if needed to collapse the menu and see the entire dashboard.
8. For each widget, select the report settings.

> **HINT:** If the widget included a report immediately and you want to change the report, click the *View and Edit* icon in the upper right corner of the widget to display the options for selecting a new report.



PAGE INFORMATION

Report type	*Chart* = You will be able to select an analytical chart to appear in this widget (if your system contains the Analytics module). *Ad-hoc* = You will be able to select a transactional report to display in this widget.
Select a Report	Select the name of the report or chart you want to be displayed.

9. As needed, click on the title of any widget you want to move and drag it to where you want it to appear on the dashboard.
10. When finished, from the upper right, click *Save*.

Changing Which Report Appears in a Widget

This article explains how to select a different report to appear in an existing report widget on the dashboard.

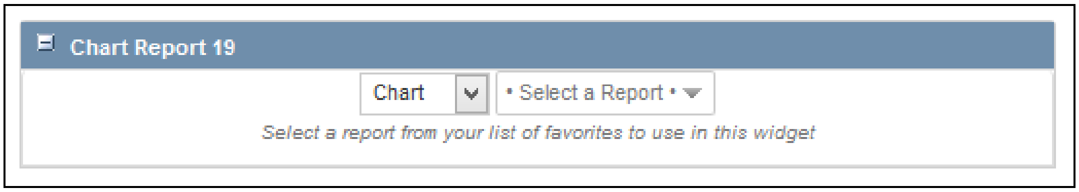
Navigation: *Report Writer > Load Dashboard button in the left menu > dashboard tab > View and Edit icon in the upper right of the widget*

Facts

- Only an administrator can change which report is displayed in a report widget.
- In order for any report to be displayed in a widget on the dashboard, it must be saved and you must have permissions to access the report.
- These changes will be applied for everyone viewing this dashboard.
- As soon as you select a new report, the dashboard will automatically save.

Instructions

1. From the upper right corner of the widget, click the *View and Edit* icon .
2. Select the new report settings.



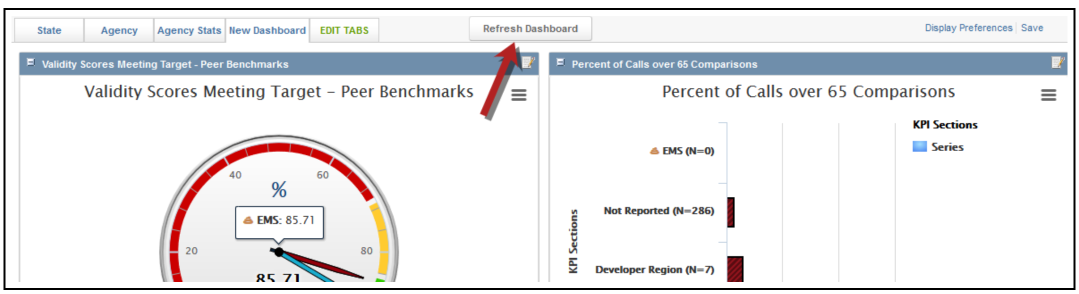
PAGE INFORMATION

Report type	*Chart* = You will be able to select an analytical chart to appear in this widget (if your system contains the Analytics module). *Ad-hoc* = You will be able to select a transactional report to display in this widget.
Select a Report	Select the name of the report or chart you want to be displayed.

Refreshing your Report Writer Dashboard

Refreshing your dashboard allows you to refresh all the reports included on it.

Navigation: *Report Writer > Load Dashboard button in the left menu > Refresh Dashboard button*



Facts

- If your report includes analytical KPI charts, refreshing your dashboard will allow you to select new benchmark values if needed.
- Refreshing the dashboard will refresh the charts, which can allow them to pull any new data to be included.

1.3 Standard Reports Overview

Standard reports are pre-created with all fields and display options defined for the user.

Navigation: *Report Writer > report name from the left menu*

Facts

- Standard reports are not customizable.
- For some standard reports, you can use filters to narrow down the result or even to determine which sections will appear on the report.

Generating and Viewing Standard Reports

Standard reports are available from the All Reports section in the All Reports section of the left menu and (for reports that you have marked as favorites) in the My Reports section of the left menu.

Navigation: *Report Writer > All Reports or My Reports section > report name*

Facts

- You can use the Search text box in the left menu or expand the categories to more easily find the report you are looking for.
- Category names have a folder icon to their left side, while reports have an icon indicating which type of report it is.
- Clicking the name of a category once will expand it to show all the reports inside. Clicking it again will collapse the folder to hide all reports inside.
- Some standard reports will allow you to set specific Filter values to select which information will be included in the report.

Instructions

1. Click the report name from the left menu of Report Writer.
2. If a page appears before the report, use the fields on the page to enter any filter values to determine or narrow down which information will appear on the report.

   HINT: If your report has multiple different filters, remember that only information for records that match all the criteria you enter here will appear.

3. When you have selected all desired criteria, click *Search* or *Continue*.
   The report appears.

Adding Standard Reports to your My Reports

Report Writer provides a My Reports section that can be configured for each user. You may add reports to this category for easy access.

Navigation: *Report Writer > All Reports section > report name > Add to My Reports*

Facts

- Reports added to My Reports will also remain in their original categories under All Reports.
- Standard reports added to My Reports will be included in the same category as they appear within in All Reports. For example, if you add the Staff Roster report in the Administrative Reports category to your My Reports, the Administrative Reports category will then appear in My Reports, with only the Staff Roster report (or any additional reports you have saved from that category).

Printing a Copy of a Standard Report

You can print a copy of a report if you have a printer available from the computer you are viewing the report on.

Navigation: *Report Writer > All Reports section > report name > generate the report > Print Report*

Facts

- Clicking the *Print Report* button will open the Print dialog box for your browser, which you can use to print the report.

1.4 Transactional Reports Overview

Creating a transactional report can be a simple or a detailed procedure, depending on the complexity of the report you want to create. Before beginning a transactional report, you should begin by considering each of the elements you will need to work with to create the report.

Elements of a Transactional Report

Data Set

Each report generated in Report Writer must start from a Dataset. Data sets hold individual data points that you can report on. Depending on how the system is set up, certain data points may be held in multiple data sets.

Columns

Within a data set, you can select pieces of information to be included in each Column of the report. These pieces of information are based on the fields filled out throughout the application

Display

On this page, users can set the Sort Order of fields, select numeric fields to display a variety of calculations for a specific column including averages, totals, the minimum value, maximum value, variance and standard deviation, determine the alignment of the field display and pre-define a date range for date fields.

Grouping

If the records should be clustered according to a certain type of information you will need to set up Grouping rules. You have the option to group multiple times for further organization. Each group can be sorted in ascending or descending order

Sorting

If the records should be sorted alphabetically or numerically, you can choose to sort the records based on the results in each column by using Sorting (e.g., sorting users alphabetically by last name). When used with grouping, you can only sort fields that have not been grouped. If grouping is also used, sorting will be applied after grouping. In this case, after all grouping has been performed and each group has been sorted according to their criteria, the records within each group will be sorted according to the criteria selected here.

Criteria and Filtering

Both Criteria and Filter options are included in the Criteria tab. Criteria will allow you to determine limits on the data that will be displayed every time this report is displayed. F

Filters allow you to specify a new value for a criterion each time the report is run. For example, you could use filters to specify the dates that the report examines, so that each time the report is run, users can specify which dates they want to look at.

Criteria and filters are important for narrowing the number of results displayed. If your organization has hundreds or thousands of records in the system, this is very important to limit the length of the report and prevent the system from timing out when trying to retrieve a large number of records.

Additional Options

The Additional Options tab includes a variety of settings related to the appearance and functionality of your report, including options to customize the appearance (such as headers, footers and different colors), the number of records to appear per page and whether the report description or filters (when existing) should appear at the bottom of the report.

Report Access

You can manage access to a report you create if desired. This can include saving the report, setting who can view or edit it, scheduling the report to run at a specific interval or exporting the report. These options are available from the Actions tab, as well as many other report options.

Step One: Selecting a Dataset

The first step for creating a report is selecting the dataset with the columns you want to include.

Navigation: *Report Writer > Create a Report > Create a Transaction Report section > dataset name*

Facts

- Reports can only use columns from a single dataset.
- Once you select a dataset, you will be brought to the Columns page to begin creating your report.

Step Two: Selecting Columns

Each column represents a piece of information that will be displayed on the report. For most transactional reports, these pieces of information will be displayed in a column in a text-based report.

Navigation: *Report Writer > Columns tab of the report*

Facts

- You can use the Search box in the Select Columns section to quickly find the column(s) you want to add. As you start typing in the Search box, the options in the Available scroll list will be narrowed down to display only columns with names with names that match the text you entered.
- Once you have selected columns, you can use the Up and Down buttons next to the Selected scroll list to change the order of the columns as they will appear in the report. To change the order, select the column you want to move and click the *Up* or *Down* button as appropriate.
- Columns listed in the Available list can be added to the report. Columns listed in the Selected list will be displayed on the report.
- You must add columns to see a report. After completing this step, you can click the *Generate* link at any time to see how your report looks with the settings you have already added, then return to the tabs to edit your report further if needed.
- Once you select your columns and click Continue, you will be brought to the Display tab.

Instructions

1. Select the dataset for the report.
2. Select the first column you want to add to the report.

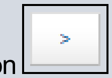
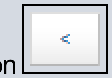
   HINT: You can also add custom columns to your report, which allows you to build a column based on specific calculations. For more information, refer to Creating Custom Columns on page 16.

3. Click the *Add* icon

.

The column is moved to the Selected list.

HINT: ADDITIONAL SCROLL LIST OPTIONS

Each of the icons in the scroll list performs a different function. The Add icon  moves the currently selected item in the Available list to the Selected list. The Remove icon  moves the currently selected item in the Selected list to the Available list.

4. Repeat steps 2 – 3 until all columns are added.
5. Click *Continue* to move on to the next step.

Creating Custom Columns

The Create Columns feature in Report Writer allows you to add a configurable column to your reports.

Navigation: *Report Writer > Columns tab of the report > Create Column button*

Facts

- The Custom Columns feature allows you to configure the data points to change the way information is displayed or to add a column with information from a calculation (such as an average value or a custom time difference).
- You can create as many custom columns as you would like within your report. However, keep in mind that since the system will need to perform calculations to generate custom columns, a large number of custom columns could significantly slow down your report.
- Not all custom columns will be available for each data set. The available options are based on the data set and data points and will be shown in the Create Column modal window.
- All custom columns that are added to a report will have an asterisk in front of their name. When looking for the column in alphabetical lists (such as the lists of columns in the Grouping tab or when adding criteria), this will move the custom column names to the top of the list.

Types of Custom Columns

Each type of custom columns allows you to create a column with a specific calculation or that displays specific information in a certain way.

Average Column

An average column allows you to view the average of all the data for this column.

Count

A count column displays the number of values for this column.

Cumulative Distribution

A cumulative distribution column calculates and displays the percentage of records with a value less than or equal to this record.

> **HINT:** Cumulative distribution is a statistical calculation that may be most familiar as the function that creates the "curve" for a test. It calculates the percentile for a record based on both the score/value and the number of records at each score/value.

Date Difference Column

Custom date difference columns allow you to create a column that displays the difference between two date/time columns.

Date Part

A date part columns allows you to display a specific part of a date associated with a record; for example, just the year or just the month.

List Column

A list column "rolls up" all the data that belongs together in an easy-to-read group.

> **HINT:** There is also an option for not displaying duplicated data in the Display tab; however, using a list column allows you to build criteria based on aggregate data.

Math Column

You can use numeric columns from data sets and numeric literals (e.g., numbers and mathematical symbols like + and -) to create custom columns based on mathematical expressions.

Maximum Column

A maximum column displays the highest value for the records associated with this column.

Median Column

A median column displays the median value, or the value that is in the middle, of all the records associated with this column.

> **EXAMPLE:** If a median column was working with the values 10, 11 and 12, it would display 11.

Minimum Column

A minimum column displays the lowest value for the records associated with this column.

Nth/Ordinal Column

An Nth/ordinal column allows you to view the "Nth" value (for example, the first value) in the column.

Percent of Total

A percent of total column allows you to calculate and display the percentage of the grand total for a numeric data element.

Percent Rank

A percent rank column calculates and displays the percentile (e.g., 10th percentile) that each record is in based on its value (e.g., 30) compared to the other records in the report.

HINT: This type of calculation may be most familiar based on school testing, where you might be informed that a child is in the 95th percentile of all children based on their score.

EXAMPLE: This type of function would allow you to examine validity scores for each incident. If a specific run form had a score of 75, which was better than 50% of scores, the column would display 50%.

Percentile

A percentile column shows you the value (e.g., 5) associated with specific percentile that you select (e.g., 65%) based on all the records included in the report.

EXAMPLE: This type of function would allow you to view the validity score that was at the 50th percentile of scores.

Standard Deviation

A standard deviation column calculates and displays the standard deviation for each record, indicating how much each value varies from the average value.

Sum

A sum column displays the sum of all values for each record or for all records in a group.

Text Column

Custom text columns are a way to combine text columns and data in numerous ways. With this feature you can reduce the number of columns that are generated in the report while still retaining the information they hold.

Variance

A variance column displays the variance of each value, or how far apart the values are from each other.

How to Build an Average Column

Average columns display the average value for columns that may have multiple values.

Facts

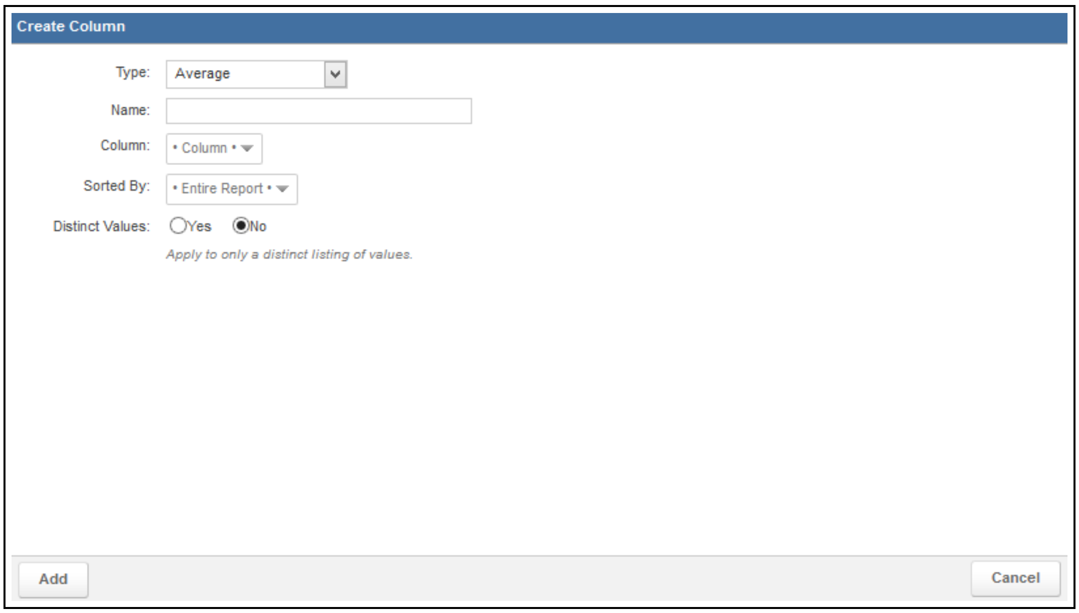
- Average custom columns are generally useful for columns that may have multiple values for a single record; for example, the medication dosage.
- This differs from the Average option in the Display tab in that if you create an average custom column, an average value will be displayed in each row. The Average option on the Display tab, by

contrast, is designed for reports where you want to see a row for each value, with the average displayed at the bottom of a grouping.

- One great advantage of creating an average custom column (as opposed to adding an average calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using an average custom column, the average of the column you select will be calculated by default for each row. If needed, you can choose to calculate the average by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Average* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	The column you want to view average information for (for example, the average age).
Sorted By	Determines what you want to group the values by for the average (for example, to view the average age for each job title, you would select Job Title). **HINTS:** • If you select *Entire Report*, the average will be calculated for each row based on the values in the line. For example, if there is a line for each date, the average will be calculated for each date. This is the most commonly used option for average columns. • Selecting a value allows you to view the average for a value not included in the report. This may result in additional lines being added to your report. For example, if your report includes only a date column and an average age column but you choose to sort the average by job title, you will see multiple rows for each date, one for each job title.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value). *No* = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value).

4. Click *Add*.

How to Build a Count Column

Count columns display the number of records for a column that may have multiple records.

Facts

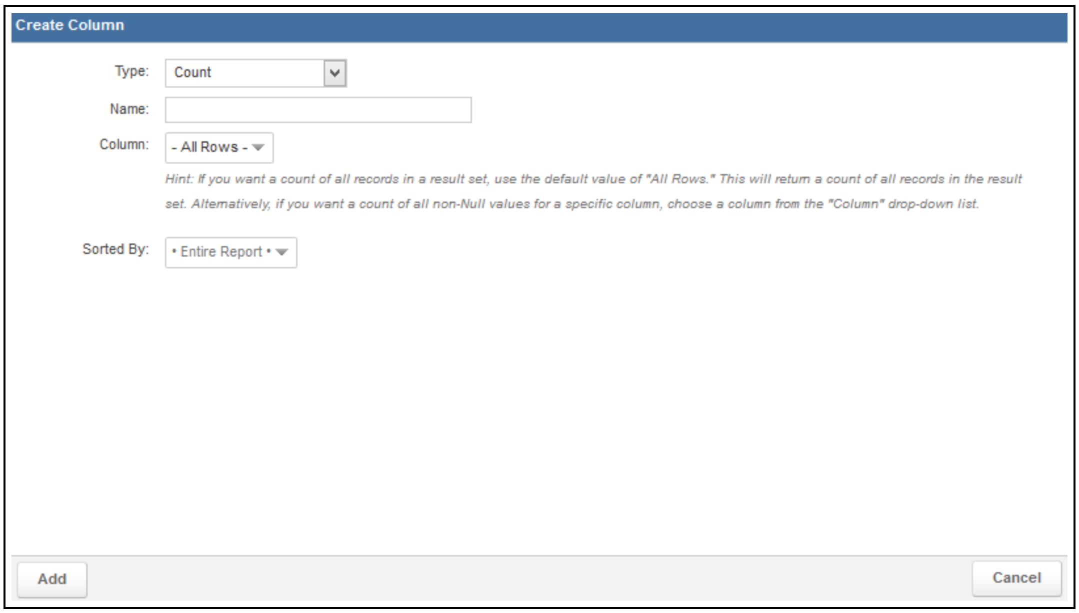
- Count custom columns are generally only useful for columns that may have multiple records associated with a single item; for example, medications administered.
- This differs from the Count option in the Display tab in that if you create a count custom column, one row will display with the count for each related value. The Count option on the Display tab, by con-

trast, is designed for reports where you want to see a row for each value, with the count displayed at the bottom of a grouping.

- One great advantage of creating a count custom column (as opposed to adding a count calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a count custom column, the count of the column you select will be calculated by default for each row. If needed, you can choose to calculate the count by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Count* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	The column you want to view the number of items for. **NOTE:** If you select All Rows, the count column will display a count of all records in the results set (e.g., in the report or in the grouping).
Sorted By	Determines what you want to group the values by for the count (for example, to view the count of staff by department, you would select Department). **HINTS:** • If you select Entire Report, the count will be calculated for each row based on the values in the line. For example, if there is a line for each date, the count will be calculated for each date. This is the most commonly used option for count columns. • Selecting a value allows you to view the count for a value not included in the report. This may result in additional lines being added to your report. For example, if your report includes only a Hire Date column and a count of employees column but you choose to sort the count by department, you will see multiple rows for each date, one for each department. • This option is not available if you selected All Rows for the column.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value). *No* = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value). **NOTE:** This field will not appear until you have selected a column.

4. Click *Add*.

How to Build a Cumulative Distribution Column

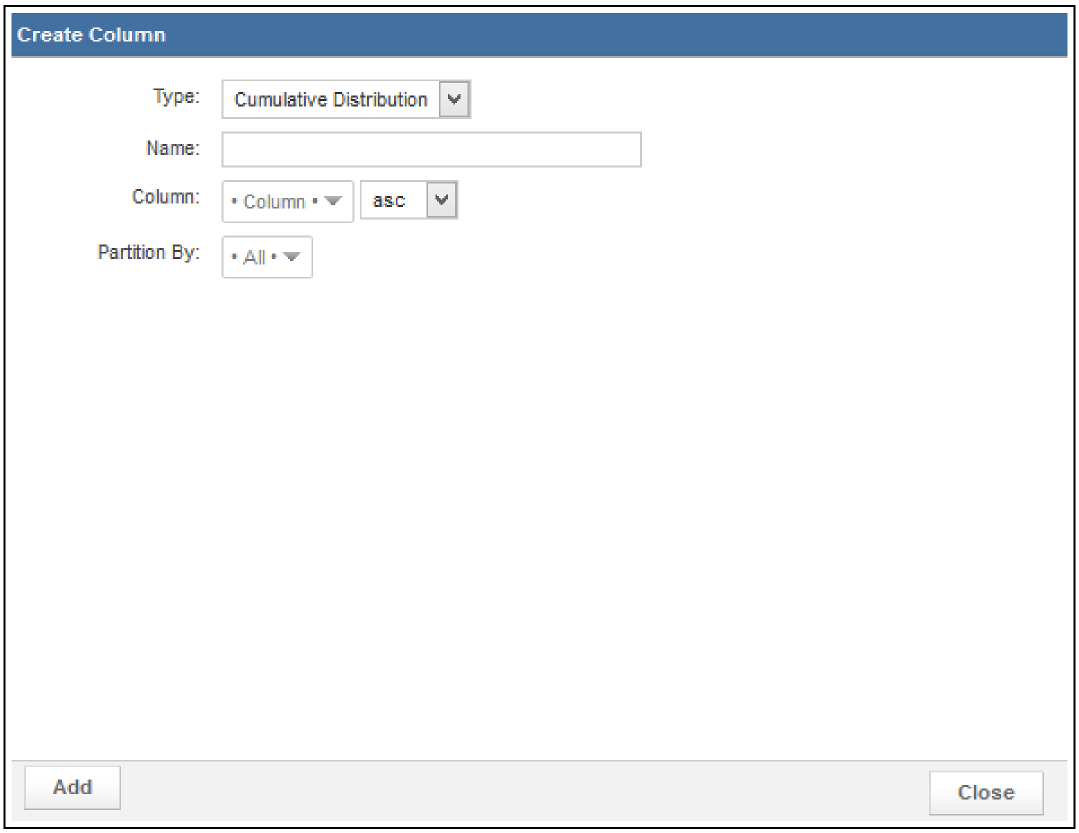
A cumulative distribution column calculates and displays the percentage of records with a value less than or equal to this record.

Facts

- Cumulative distribution custom columns are generally useful in situations where you want to compare a single value against all the other values for the report or in a group, such as for validity scores.
- Cumulative distribution is a statistical calculation that may be most familiar as the function that creates the “curve” for a test. It calculates the percentile for a record based on both the score/value and the number of records at each score/value.

Instructions

1. From the Columns tab, click *Create Column*..
2. Select *Cumulative Distribution* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Use the first drop down menu to select the column you want to view the cumulative distribution for. Use the second drop down menu to select whether you want the calculation to be performed on records in ascending (0–10) or descending (10–0) order.
Partition By	The field that should be used to select which records the calculation is comparing against. **EXAMPLES:** If you want to view the cumulative distribution of validity scores within a region, you would select Region. If you want to compare all of a staff member's incident forms by viewing the cumulative distribution of validity scores for each person's run forms, you would select Crew Member ID or Crew Member Full Name. **HINT:** If you want to do multiple comparisons and view the cumulative distribution based on multiple criteria, you can create multiple cumulative distribution columns.

4. Click *Add*.

How to Build a Custom Date Difference Column

Custom date difference columns allow you to create a column that displays the difference between two date/time columns.

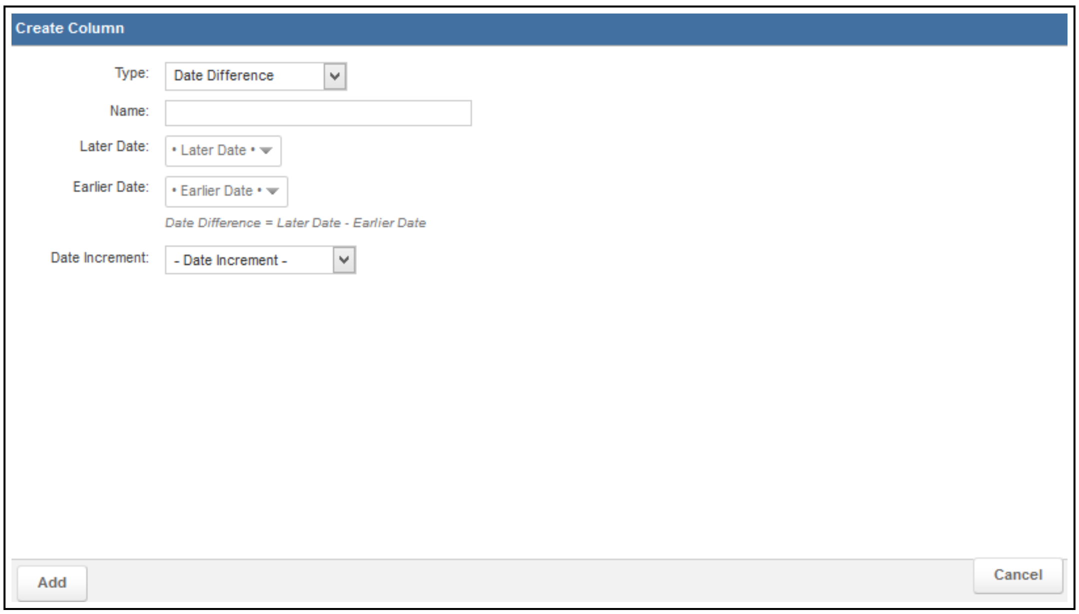
Facts

- The result of date difference columns are returned as a numeric value. The difference between two date/times can be returned in any of the following increments:
  - Years
  - Quarters
  - Months
  - Day of year
  - Days

- Weeks
- Hours
- Minutes
- Seconds

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Date Difference* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Later Date and Earlier Date	The later and earlier date columns for the equation: the earlier date column's value will be subtracted from the later date column.
Date Increment	The unit in which you want to view the difference between the two dates (e.g., minutes, hours, days).

4. Click *Add*.

How to Build a Custom Date Part Column

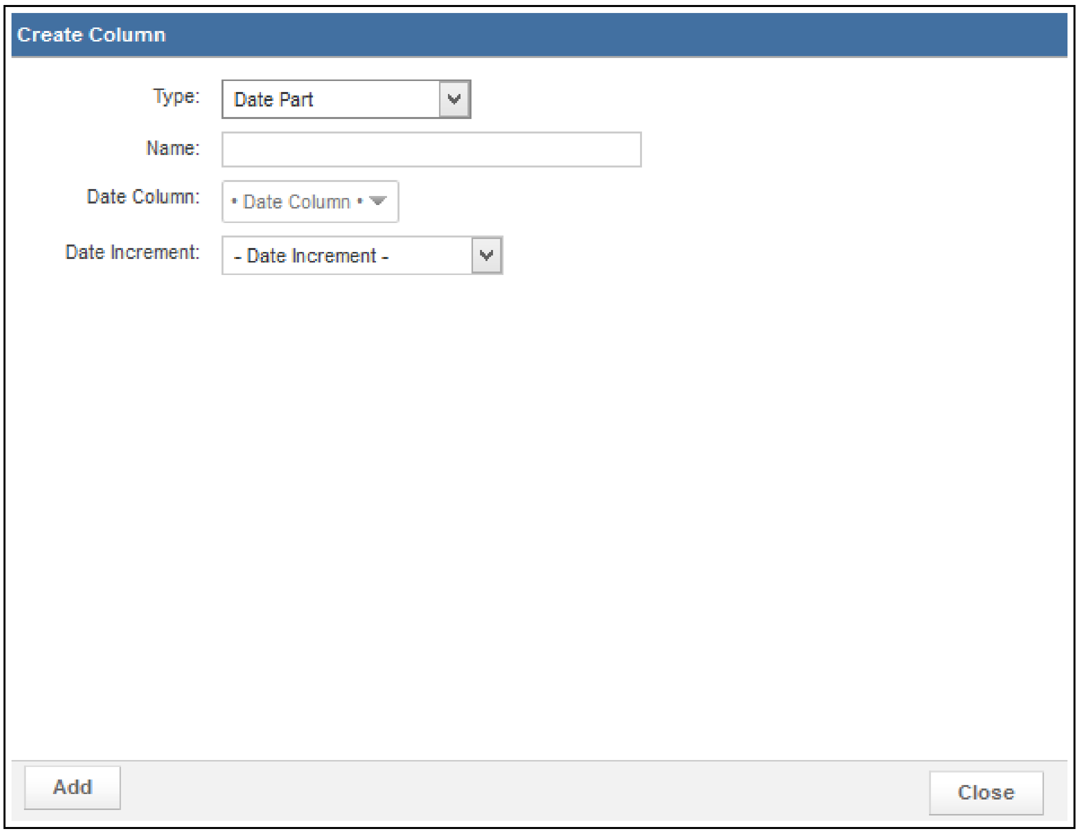
Custom date part columns allow you to create a column that displays a specific part of a date associate with a row, such as just the year or just the month.

Facts

- Date part columns can be useful for building criteria. For example, if you want to view all incidents in March, you can create a date part column to view the incident month and create a criterion based on it.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Date Part* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Date Column	Select which date you want to display a part of. **EXAMPLE:** If you want this column to display the incident month, you would select the Incident Date column.
Date Increment	The part of the date you want to appear in this report. **HINTS:** • If you want to display multiple parts, you can create multiple columns. • You may notice several with number options (e.g., Month with Number). This will display both the “plain English” name and the associated number (e.g., 01 January). This can be helpful if you want to sort by the date, since it will put the items in chronological order based on the number rather than alphabetical order.

4. Click *Add*.

How to Build a Custom List Column

Aggregate or list columns “roll up” the data that belongs together in a single, easy-to-read group, repeating only information that is different.

Facts

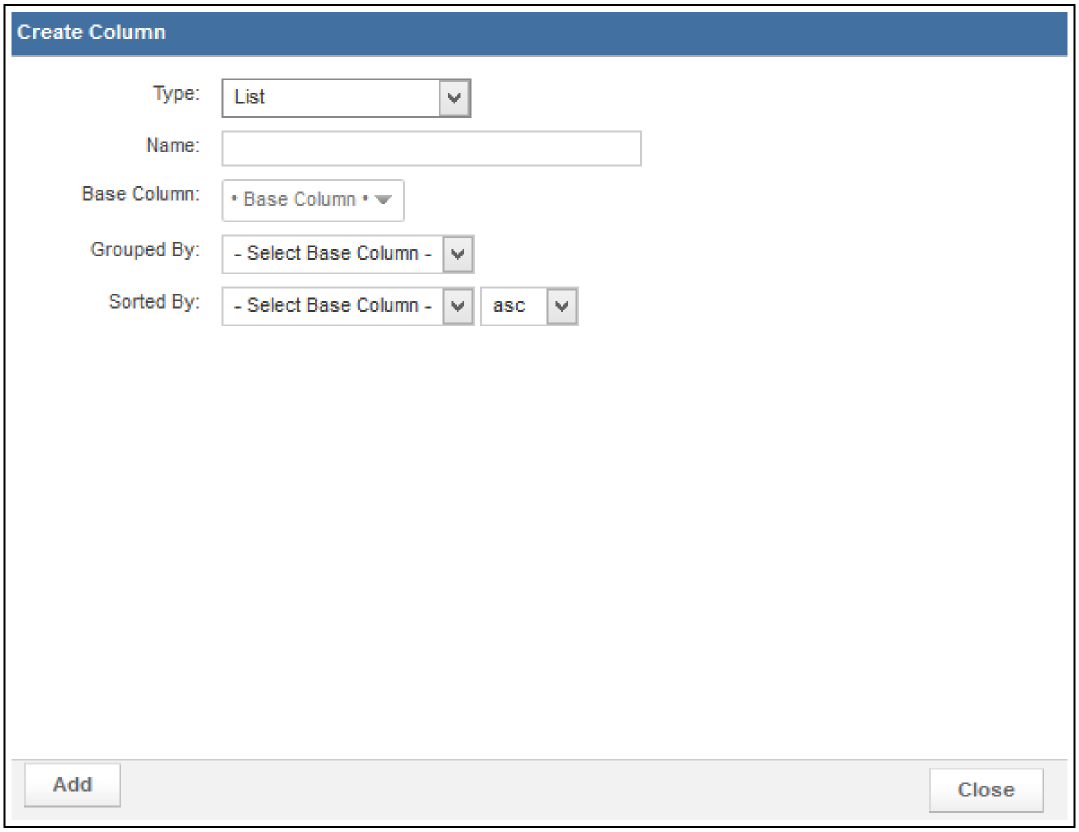
- This same effect can be achieved with the Row Value Repetition setting in the Display tab; however, creating a custom list column enables you to create criteria based on the aggregation.

Recommendation: If you want to roll up duplicate values only to make your report easier to read (rather than for creating criteria), we recommend that you use the Row Value Repetition setting on the Display tab. Creating a list custom column performs some extra calculations that can make generating your report slower than using the setting in the Display tab.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *List* for the column type.

3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Base Column	Select the column with the multiple values that you want to see “rolled up” (e.g., the Patient Full Name column).
Grouped By	Select how the base column should be grouped (e.g., if you want to see the patients together for each day, select appropriate date field).
Sorted By	Use the first drop down menu to select the values by which this column should be sorted within each record (e.g., if you want to put the records in order alphabetically by patient name, select Patient Full Name). Use the second drop down menu to select whether records should be sorted in ascending (a–z) or descending (z–a) order.

4. Click *Add*.

How to Build a Custom Math Column

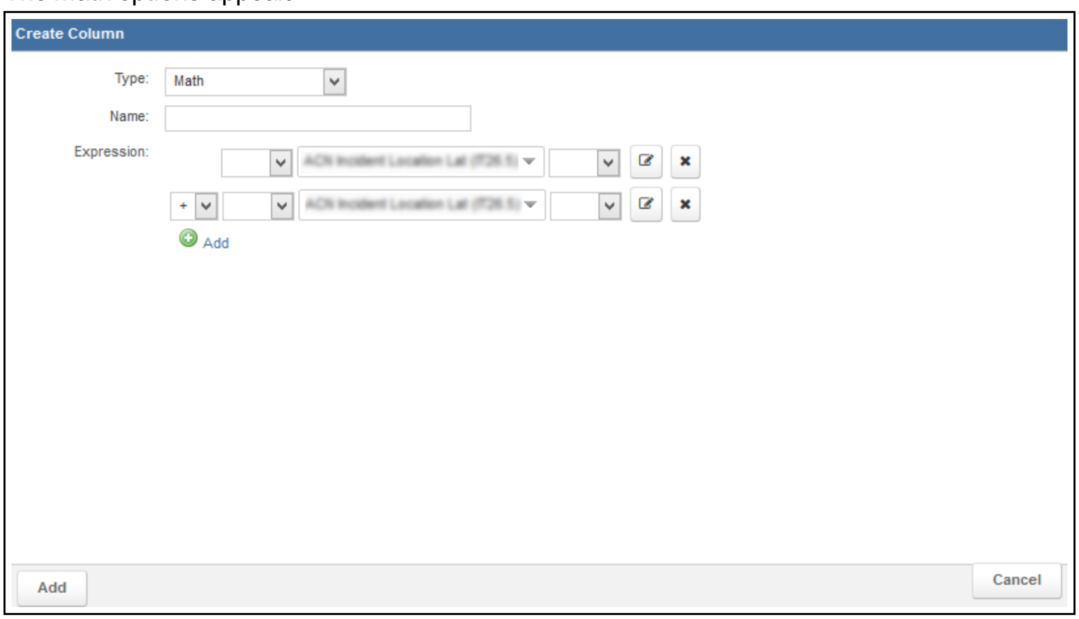
You can use numeric columns from data sets and numeric literals (e.g., numbers and mathematical symbols like + and -) to create custom columns based on mathematical expressions.

Facts

- The multiply, divide, add and subtract operators are supported. You can also group expressions using parentheses. For example, you can create a math column that adds the mileage to the scene and to a destination to see the total mileage for each incident.

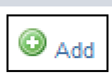
Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Math* for the column type.
   The Math options appear.



3. Use the Name field to enter a name for the column.

> **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.

4. As needed, click the *Add* icon 

 to add new lines to the equation.
5. Enter the appropriate details for each line of the equation.

PAGE INFORMATION

Operator (first drop down menu)	Select the operator (e.g., +, -) to relate this line to the previous one. **NOTE:** This drop down menu does not appear for the first line in the equation
Opening Par-entheses (second drop down menu)	If you are building a complex equation that requires parentheses, use this drop down menu to enter the opening parentheses. **HINT:** It can sometimes be easier to add parentheses after building the rest of the equation.
Field (third drop down menu)	Select the field with the value you want to use for this line of the cal-culation. **HINT:** If you want to use a constant (e.g., 5) instead of the value in a field, click the *Edit* icon at the end of the line to change the drop down menu into a free text box.
Closing Par-entheses (last drop down menu)	If you are building a complex equation that requires parentheses, use this drop down menu to enter the closing parentheses. **HINT:** It can sometimes be easier to add parentheses after building the rest of the equation.
Edit icon	If you want this line to calculate with a constant (e.g., 5) instead of the value in a field (e.g., the height of the fall), click the *Edit* icon to change the Field drop down menu into a text box.
Remove icon	Click this icon to remove this line of the equation. **WARNING:** If you click this icon to remove a line, you cannot recover any information you had filled in.

6. Click *Add*.

How to Build a Custom Maximum Column

Maximum columns display the largest value for a column that may have multiple records.

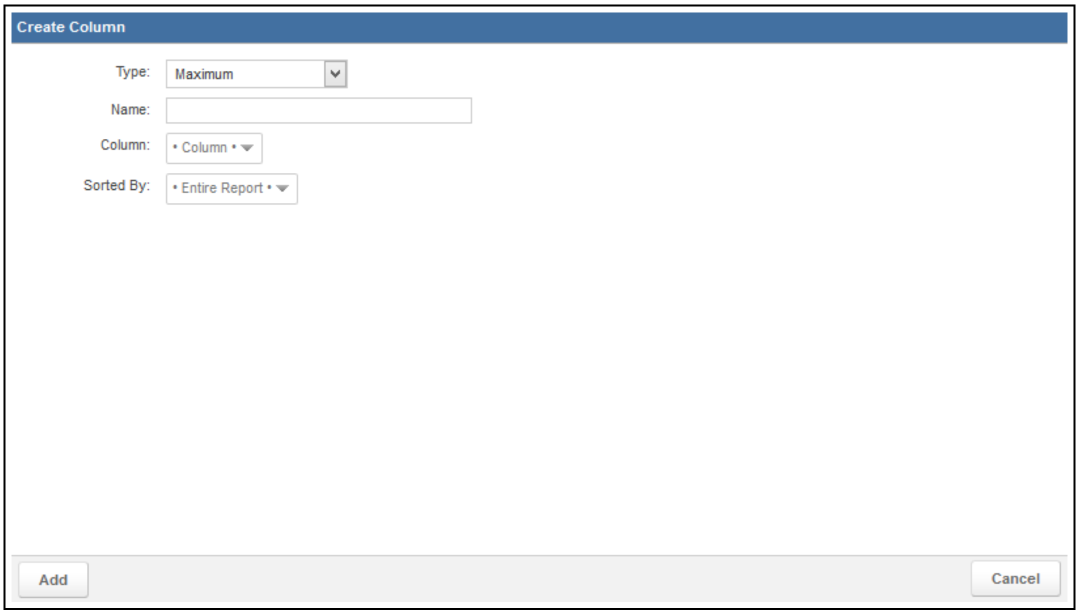
Facts

- Maximum custom columns are generally useful for columns that may have multiple records asso-ciated with a single row. For example, medication dosage.

- This differs from the Max option in the Display tab in that if you create a maximum custom column, one row will display with the maximum value. The Max option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the maximum value displayed at the bottom of a grouping or report.
- One great advantage of creating a maximum custom column (as opposed to adding a maximum calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a maximum custom column, the maximum value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the maximum by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Maximum* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the maximum value for.
Sorted By	Determines what you want to group the values by for the maximum (for example, to view the maximum length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the maximum value will be calculated for each row based on the values in the line. For example, if there is a line for each shift, the maximum will be calculated for each shift. This is the most commonly used option for maximum columns. • Selecting a value allows you to view the maximum for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Maximum Years of Service column but you choose to sort the maximum by department, you will see multiple rows for each shift, one with the maximum value for each department.

4. Click *Add*.

How to Build a Custom Median Column

Median columns display the value that is in the middle of a set of values for a column that may have multiple records.

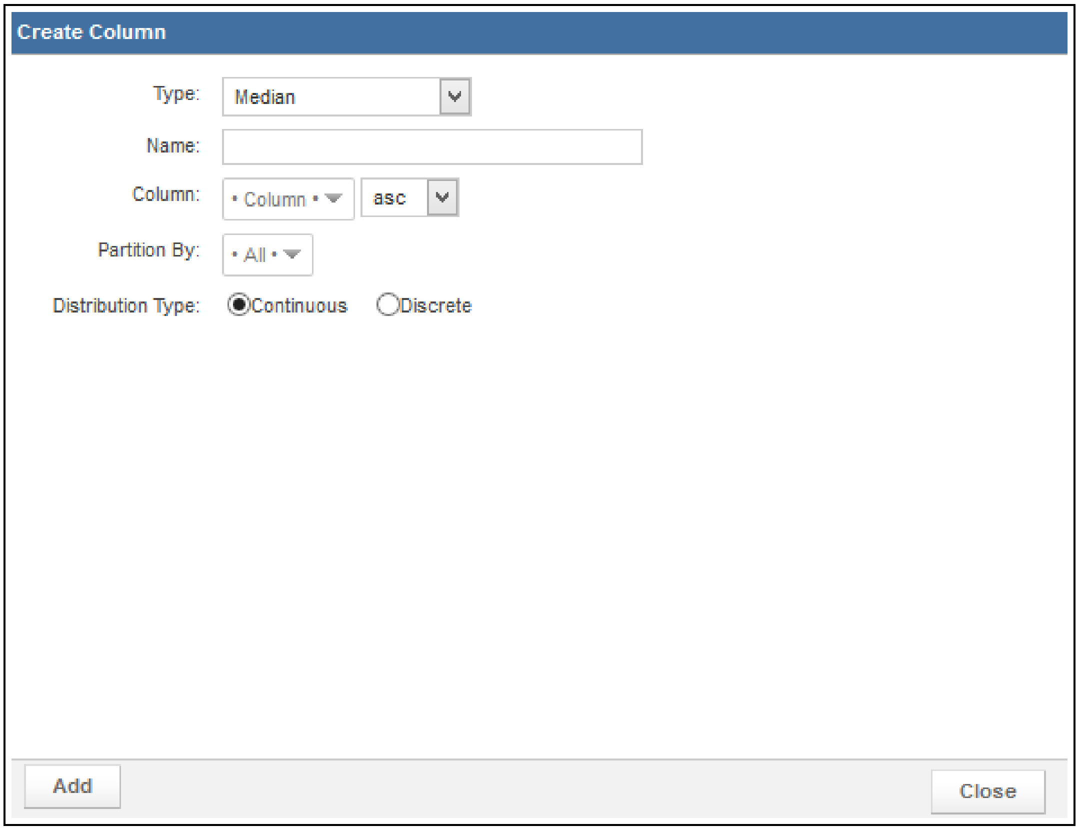
Facts

- Median custom columns are generally only useful for columns that may have multiple records associated with a single item. For example, validity scores for a region or agency.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Median* for the column type.

3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Use the first drop down menu to select the column you want to view the median value for. Use the second drop down menu to select whether you want the calculation to be performed on records in ascending (0–10) or descending (10–0) order.
Partition By	The field that should be used to select which records the calculation is comparing against. **EXAMPLES:** • If you want to view the median value of all validity scores within a specific agency, you would select Agency Name.

	• If you want to compare all of a staff member's incident forms by viewing the median validity score for each person's run forms, you would select Crew Member ID or Crew Member Full Name. **HINT:** If you want to do multiple comparisons and view the median value for multiple things, you can create multiple median columns.
Distribution Type	*Continuous* = The exact, calculated median value. *Discrete* = The middle value from the actual values that were used in the calculation. **HINT:** Most of the time for median calculations, a continuous and discrete value will be the same. However, if there is an even number of values, they may be slightly different.

4. Click *Add*.

How to Build a Custom Minimum Column

Minimum columns display the smallest value for a column that may have multiple records.

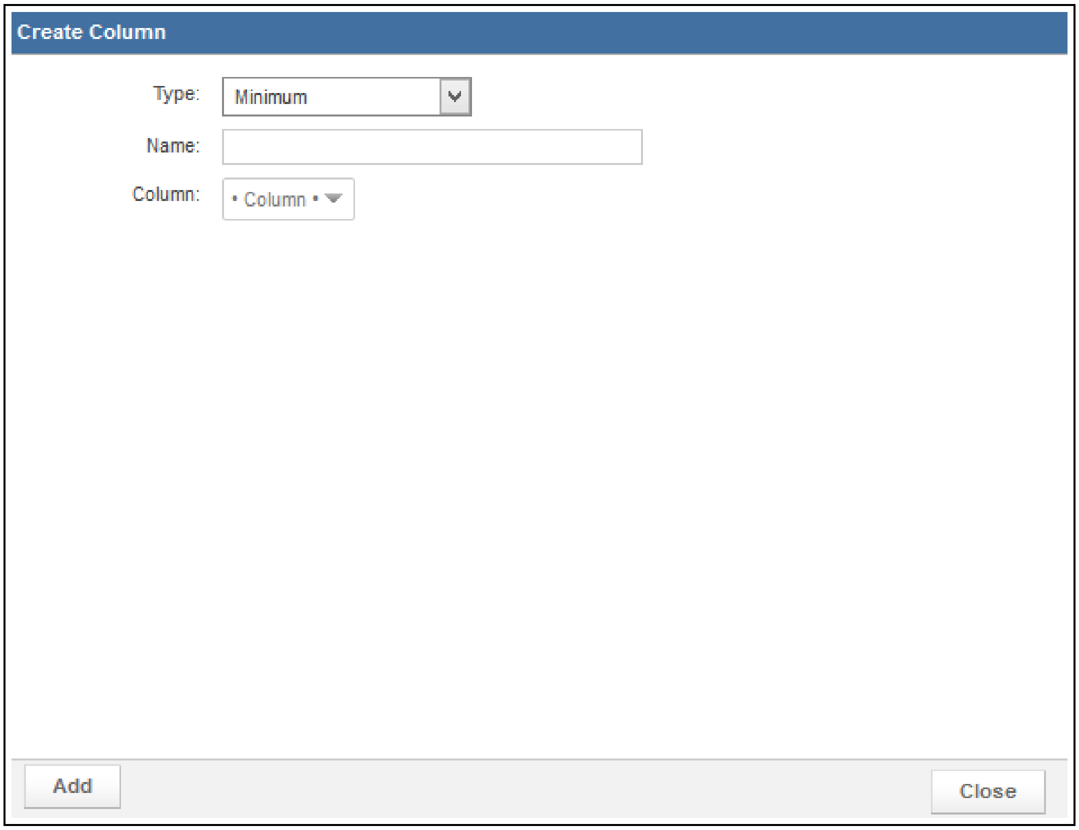
Facts

- Minimum custom columns are generally useful for columns that may have multiple records associated with a single row. For example, medication dosage.
- This differs from the Min option in the Display tab in that if you create a minimum custom column, one row will display with the minimum value. The Min option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the minimum value displayed at the bottom of a grouping or report.
- One great advantage of creating a minimum custom column (as opposed to adding a minimum calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a minimum custom column, the minimum value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the minimum by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Minimum* for the column type.

3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the minimum value for.
Sorted By	Determines what you want to group the values by for the minimum (for example, to view the minimum length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the minimum value will be calculated for each row based on the values in the line. For example, if there is a line for each shift, the minimum will be calculated for each shift. This is the most commonly used option for minimum columns.

- Selecting a value allows you to view the minimum for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Minimum Years of Service column but you choose to sort the minimum by department, you will see multiple rows for each shift, one with the minimum value for each department.

4. Click *Add*.

How to Build a Custom Nth Column

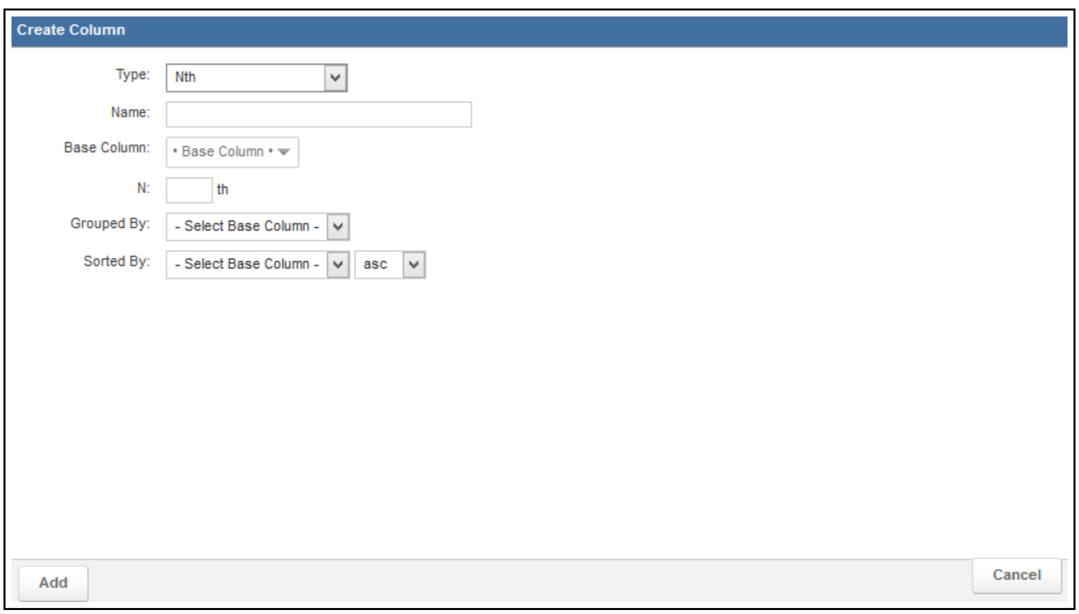
Ordinal or Nth columns allow you to view only the “Nth” value that appears for a record, where you get to specify what N is.

Facts

- Nth custom columns are generally only useful for columns that may have multiple records associated with a single row. For example, medication dosage or the number of personnel on each apparatus for an incident.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select the *Nth* column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Base Column	The column that you only want to view a specific value for.
Nth	The number corresponding to the desired N value (e.g., type 1 if you want to view only the first value).
Grouped By	What you are viewing the Nth value for. **EXAMPLE:** To view the first medication for an incident, select *Incident Number*.
Sorted By	The column that should be used to place values in order. **EXAMPLE:** To view the first medication based on time, select *Medication Date/Time Administered*. To view the first medication based on the amount given, select *Medication Dosage*.

4. Click *Add*.

How to Build a Custom Percent of Total Column

A percent of total column allows you to calculate and display the percentage of the grand total for a numeric data element.

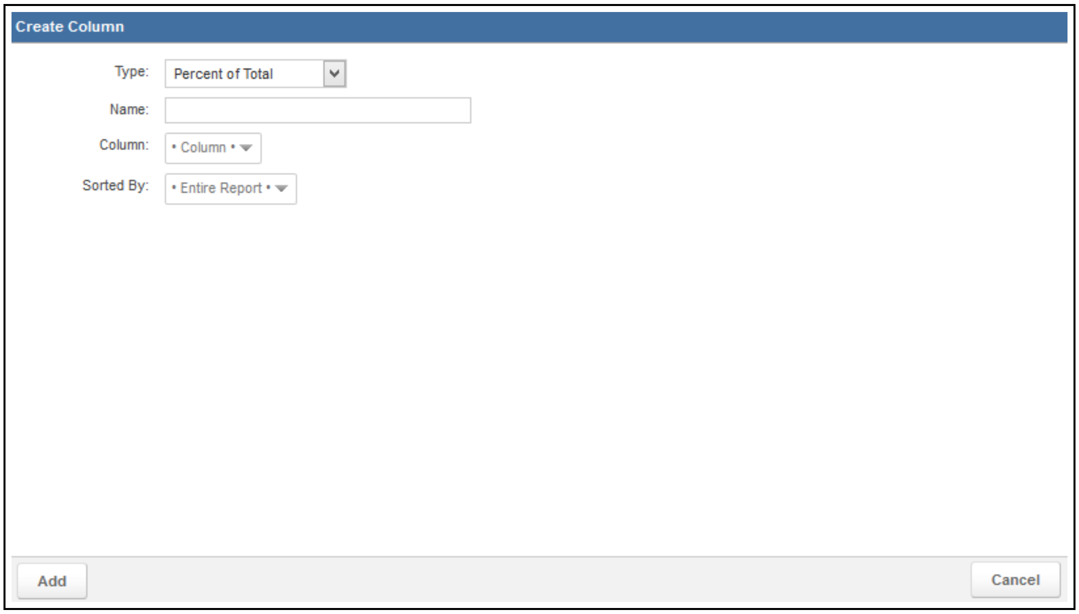
Facts

- This column is not affected by grouping. The Percent of Total column type will display the percentage that each row is of the grand total (not of the group sub-total).
- The percent of total value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the percent of total by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Percent of Total* for the column type.

3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	The data element for which you want to view the percent each record makes up of the grand total.
Sorted By	Determines what column you want use to define the total values for the percent of total (for example, to view the percent of total length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the percent of total value will be calculated for each row based on the values in the line. For example, if there is a line for each shift, the percent of total will be calculated for each shift. This is the most commonly used option for percent of total columns. • Selecting a value allows you to view the percent of total for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Percent of Total Years of Service column but you choose to sort the percent of total by department, you will see multiple rows for each shift, one with the percent of total value for each department.

4. Click *Add*.

How to Build a Custom Percent Rank Column

A percent rank column calculates and displays the percentile (e.g., 10th percentile) that each record is in based on its value (e.g., 30) compared to the other records in the report.

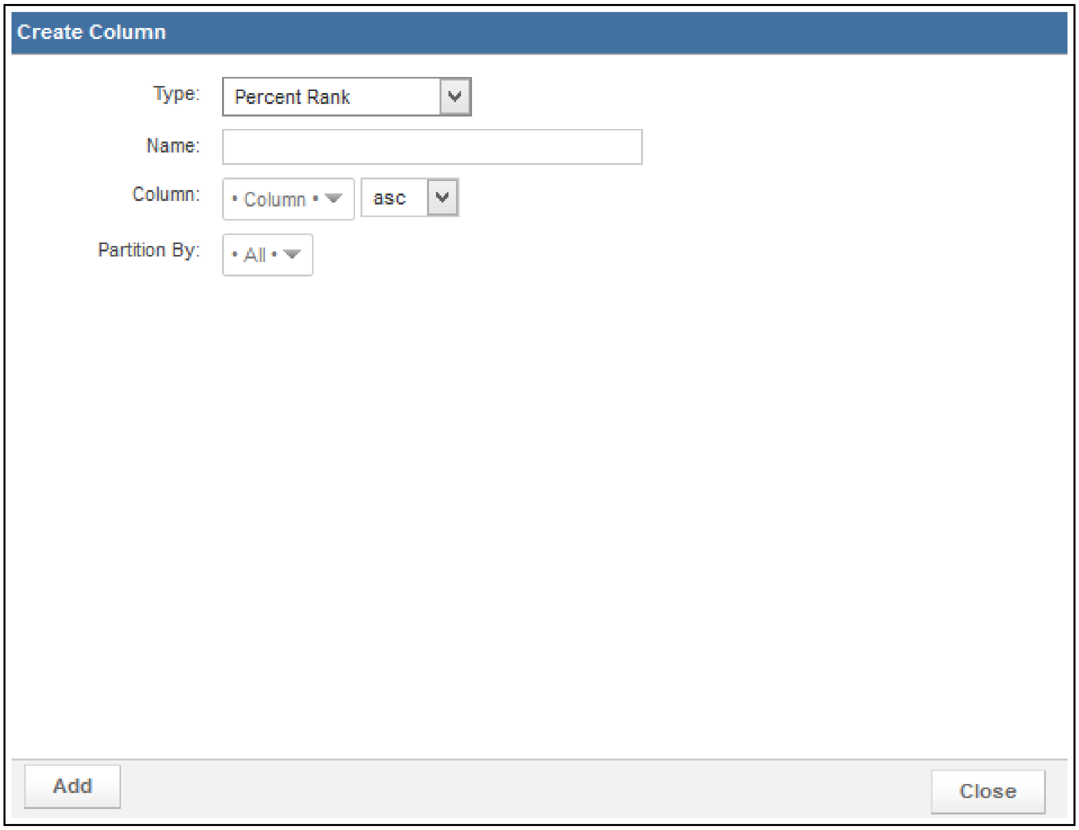
Facts

- Percent rank custom columns are generally useful in situations where you want to compare a single value against all the other values for the report or in a group, such as for validity scores.

  EXAMPLE: This type of function would allow you to examine validity scores for each incident. If a specific incident form had a score of 75, which was better than 50% of scores, the column would display 50%.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Percent Rank* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Use the first drop down menu to select which column you want to view the ranking for. Use the second drop down menu to select whether you want the calculation to be performed on records in ascending (0–10) or descending (10–0) order.
Partition By	The field that should be used to select which records the calculation is comparing against. **EXAMPLE:** If you want to view the rank of validity scores within a region, you would select Region. **HINT:** If you want to do multiple comparisons and view the ranking based on multiple criteria, you can create multiple percent rank columns.

4. Click *Add*.

How to Build a Custom Percentile Column

A percentile column shows you the value (e.g., 5) associated with specific percentile that you select (e.g., 65%) based on all the records included in the report.

HINT: This type of calculation may be most familiar based on school testing, where you might be informed that a child is in the 95th percentile of all children based on their score.

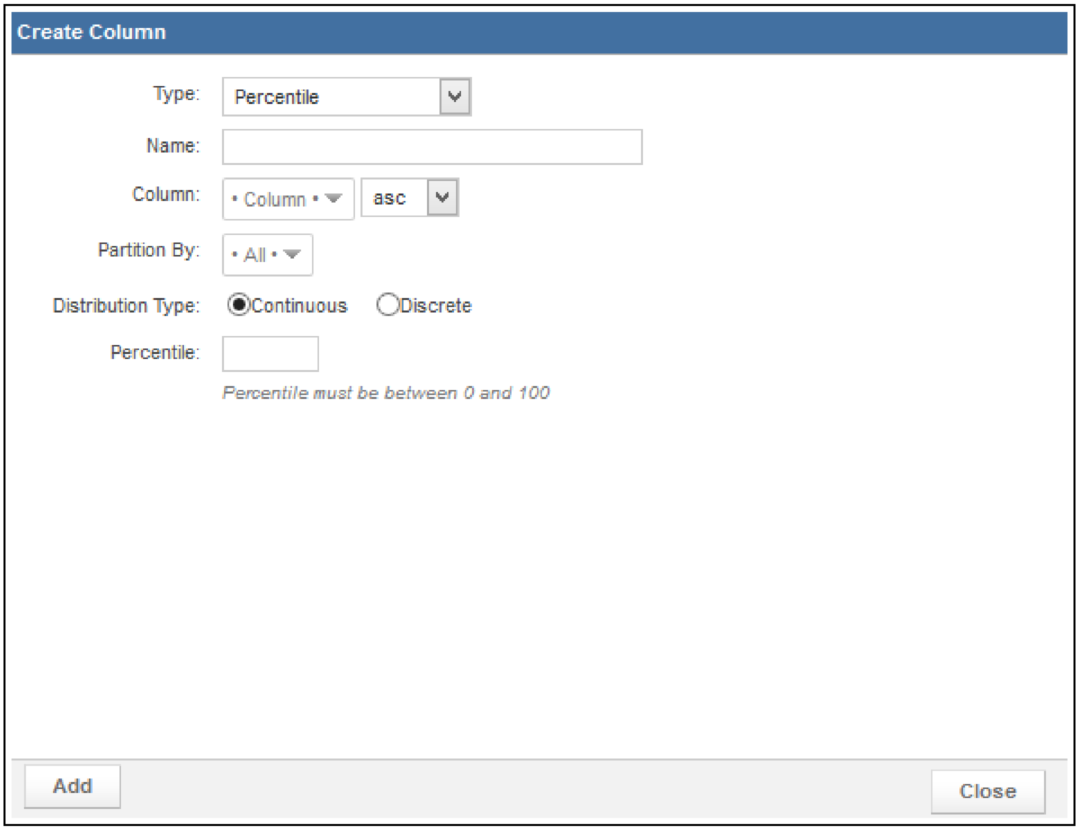
Facts

- Percentile custom columns are generally only useful for columns that may have multiple records associated with a single item; for example, validity scores for a region or service.

  EXAMPLE: This type of function would allow you to view the validity score that was at the 50th percentile of scores.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Percentile* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Use the first drop down menu to select which column you want to view percentile information for. Use the second drop down menu to select whether you want the calculation to be performed on records in ascending (0–10) or descending (10–0) order.
Partition By	Select the field that should be used to select which records will be grouped to determine percentile. **EXAMPLE:** If you want to view the percentile of validity scores for a specific agency, you would select Agency Name. **HINT:** If you want to do multiple comparisons and view the percentile for multiple things, you can create multiple percentile columns.

Distribution Type	*Continuous* = The exact, calculated percentile value. *Discrete* = The percentile value from the actual values that were used in the calculation. **EXAMPLE:** If you create a column looking for the 50th percentile of validity scores from each agency and the system calculates that a score or 75 would be equal to the 50th percentile, selecting Continuous would display 75 even if there was no run form with a score of 75. If you select Discrete, the report might display a validity score of 76, which was the 50th percentile taking into account which scores were actually used on run forms.
Percentile	The percentile you want to view the information for.

4. Click *Add*.

How to Build a Custom Standard Deviation Column

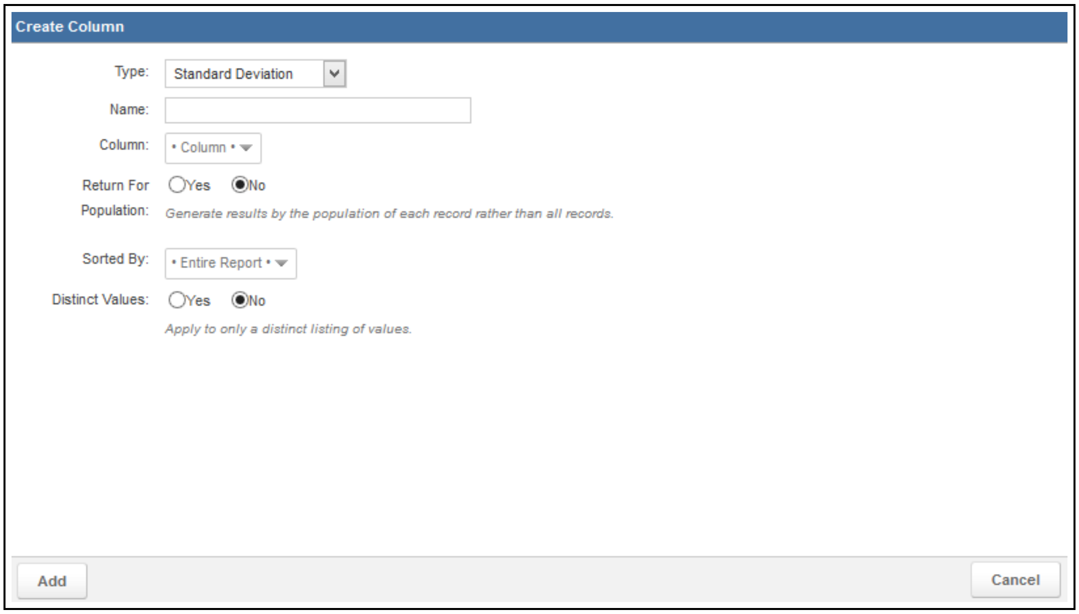
Standard deviation columns display how much each record displays from the average value for that record.

Facts

- In many situations, a rule of thumb is that values within one standard deviation are within the “normal” range.
- This differs from the STDEV option in the Display tab in that if you create a standard deviation custom column, one row will display with the standard deviation for each related value. The STDEV option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the standard deviation displayed at the bottom of a grouping.
- One great advantage of creating a standard deviation column (as opposed to adding a standard deviation calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a standard deviation custom column, the standard deviation value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the standard deviation by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Standard Deviation* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the standard deviation for.
Return for Population	Select whether this calculation is being run on the entire population of records for the calculation. **HINT:** A different equation is used depending on whether you are working with the entire population (i.e., all the records) that you are examining or whether you are working with a sample (e.g., a random assortment of records rather than all that pertain). If you select Yes, the calculation for the entire population will be used. If you select No, the calculation for a sample of the population will be used.
Sorted By	Determines what you want to group the values by for the standard deviation (for example, to view the standard deviation of length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the standard deviation value will be calculated for each row. For example, if there is a line for each shift, the standard deviation will be calculated for each shift. This is the most commonly used

	option for standard deviation columns. • Selecting a value allows you to view the standard deviation for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Standard Deviation of Years of Service column but you choose to sort the standard deviation by department, you will see multiple rows for each shift, one with the standard deviation value for each department.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value). *No* = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value).

4. Click *Add*.

How to Build a Custom Sum Column

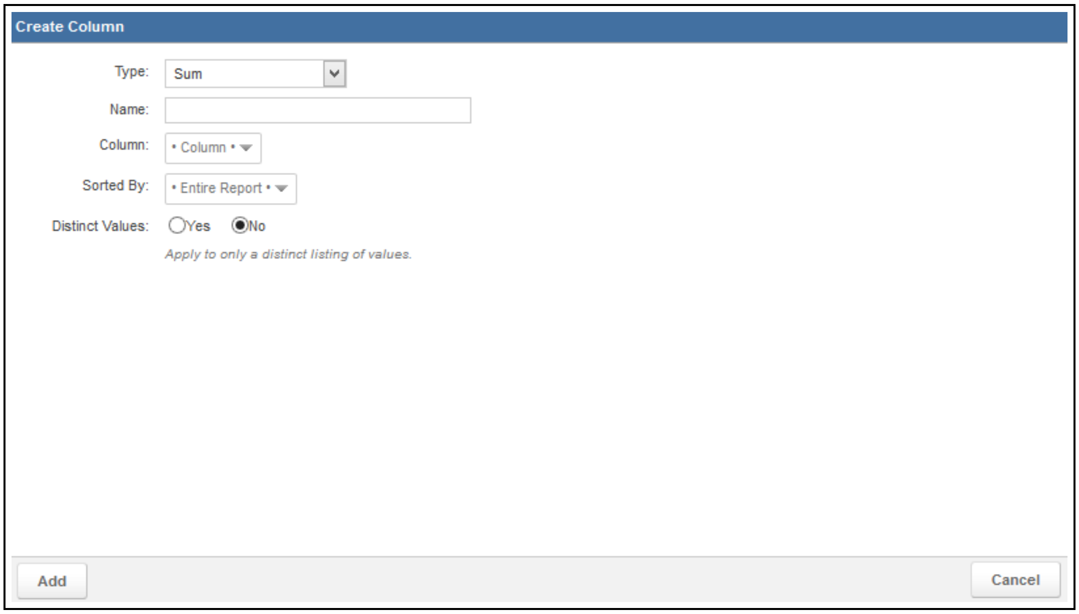
Sum columns display the total from adding all values together for a specific column.

Facts

- Sum custom columns are generally useful for columns that may have multiple records associated with a single item; for example, the amount of controlled substances wasted.
- This differs from the Total option in the Display tab in that if you create a sum custom column, one row will display with the sum for each related value. The Total option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the total displayed at the bottom of a grouping or of the entire report.
- One great advantage of creating a sum custom column (as opposed to adding a total calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a sum custom column, the sum value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the sum by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Sum* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the sum of all values for.
Sorted By	Determines what you want to group the values by for the sum (for example, to view the sum of length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the sum value will be calculated for each row. For example, if there is a line for each shift, the sum will be calculated for each shift. This is the most commonly used option for sum columns. • Selecting a value allows you to view the sum for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Sum of Years of Service column but you choose to sort the sum by department, you will see multiple rows for each shift, one with the sum value for each department.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value).

	No = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value).

4. Click *Add*.

How to Build a Custom Text Column

Custom text columns are a way to combine text columns and data in numerous ways.

Facts

- With this feature you can reduce the number of columns that are generated in the report while still retaining the information they hold.
- Text columns function similar to the Concatenate function in Microsoft Excel. For example, you can combine the elements of address, city and state into one text column.
- By default when you select Text as the column type, two lines will be added, with the top column in the list selected for each.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Text* for the column type.
   The Text options appear.
3. Use the Name field to enter a name for the column.

   NOTE: Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.

4. As needed, click the *Add* icon Add to add new lines for text elements.
5. Enter the appropriate details.

PAGE INFORMATION

Expression drop down menu	Select the field with the text you want to use for this part of the text concatenation. **HINT:** If you want to use static text (e.g., the number *5*, a space, the word *and*) instead of the contents of in a column, click the *Edit* icon at the end of the line to change the drop down menu into a free text box.

Edit icon	If you want to use static text (e.g., the number *5*, a space, the word *and*) instead of the contents of in a column (e.g., the street address), click the *Edit* icon to change the Expression drop down menu into a text box.
Remove icon	Click this icon to remove this line and its contents from the text column. **WARNING:** If you click this icon to remove a line, you cannot recover any information you had filled in.

HINT: To ensure that a space appears between each element in the column, create a line containing only a space between each expression holding an element.

6. Click *Add*.

How to Build a Custom Variance Column

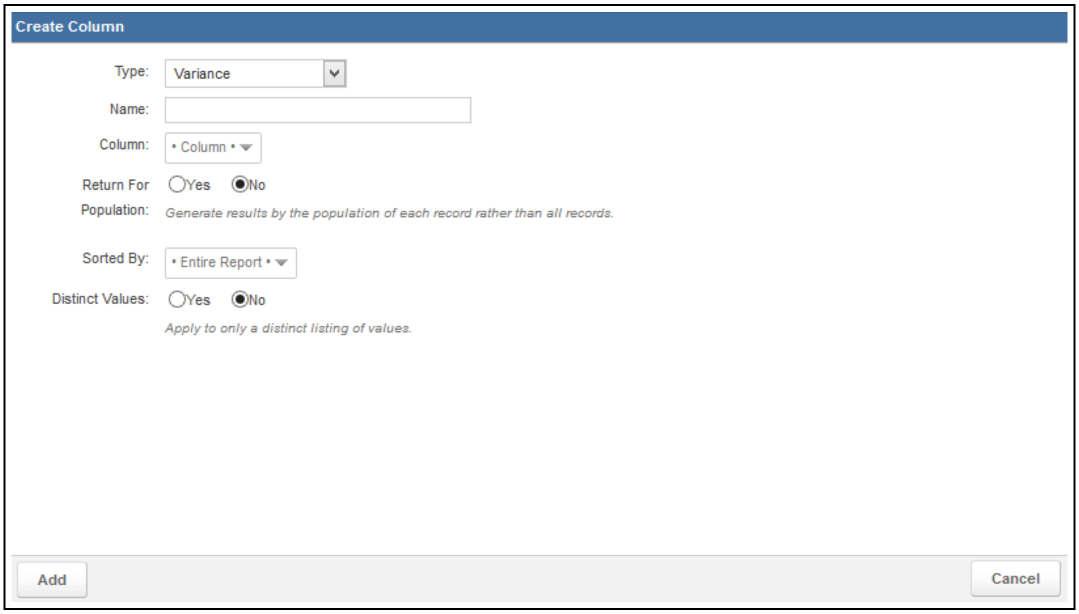
A variance column displays the variance of each value, or how far apart the values are from each other.

Facts

- Variance is related to the standard deviation for a value.
- This differs from the VAR option in the Display tab in that if you create a variance custom column, one row will display with the variance for each related value. The VAR option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the variance displayed at the bottom of a grouping.
- One great advantage of creating a variance column (as opposed to adding a variance calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a variance custom column, the variance value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the variance by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Variance* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the variance for.
Return for Population	Select whether this calculation is being run on the entire population of records for the calculation. **HINT:** A different equation is used depending on whether you are working with the entire population (i.e., all the records) that you are examining or whether you are working with a sample (e.g., a random assortment of records rather than all that pertain). If you select Yes, the calculation for the entire population will be used. If you select No, the calculation for a sample of the population will be used.
Sorted By	Determines what you want to group the values by for the variance (for example, to view the variance of length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the variance value will be calculated for each row. For example, if there is a line for each shift, the variance will be cal- culated for each shift. This is the most commonly used option for variance

	columns. • Selecting a value allows you to view the variance for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Variance of Years of Service column but you choose to sort the variance by department, you will see multiple rows for each shift, one with the variance value for each department.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value). *No* = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value).

4. Click *Add*.

Step Three: Setting Display Options

The Display tab allows you to change the order or labels of the columns, the alignment or several additional formatting options.

Navigation: *Report Writer > Display tab of the report*

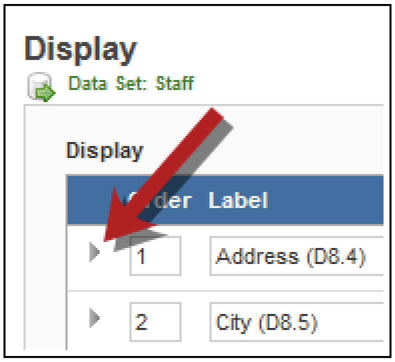
Facts

- All settings in the Display tab are optional.
- Many settings in the Display tab will appear only based on the dataset or the type of column you select. For example, you will not see the option to view a total for a date column.
- You can click the *Generate* link at any time to see how your report looks with the settings you have already added, then return to the tabs to edit your report further if needed.
- Once you enter any display options and click *Continue*, you will be brought to the Grouping tab.

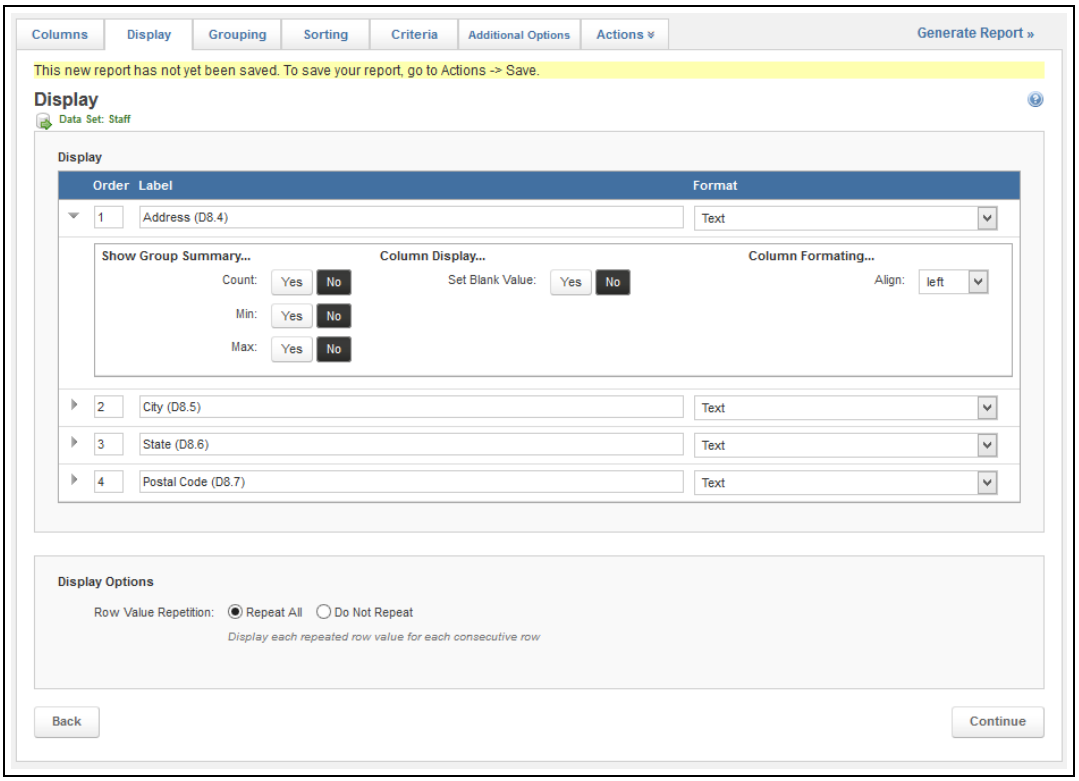
Instructions

1. Select the *Display* tab of your report or click *Continue* from the Columns tab.
2. To adjust the display options for a specific column, click the *Expand* arrow to the left of its sort order.

TAKE A LOOK



3. Fill out all appropriate options to adjust your report display settings for each column.



PAGE INFORMATION

Order	The sort order of each column. Update the numbers to change the order in which columns will appear.
Label	The header that appears for this column on the report.
Format	The way the data will be displayed. Many columns will offer only one option: however, numeric or date fields may offer several different formatting options.

Show Group Summary section	
Total	This will display the sum of all numbers in this column within each grouping and for the report as a whole. **HINT:** This differs from the Sum custom column option in that if you use the option on the Display tab, you can see both a row with every value and the total displayed at the bottom of each group and for the report. By contrast, Sum custom columns displays only one row with the sum for all related values.
Count	This will display the number of rows with a value recorded that are listed within each grouping and within the report as a whole. **HINT:** This differs from the Count custom column option in that if you use the option on the Display tab, you can see both a row with every value and the count displayed at the bottom of each group and for the report. By contrast, Count custom columns displays only one row with the count of all related values.
Avg.	This will display the mean value of the numbers in all rows within each grouping and for the report as a whole. **HINT:** This differs from the Average custom column option in that if you use the option on the Display tab, you can see both a row with every value and the average displayed at the bottom of every group and for the report. By contrast, Average custom columns displays only one row with the average of all related values.
Min.	This will display the smallest/minimum value within each grouping and for the report as a whole. **HINT:** This differs from the Minimum custom column option in that if you use the option on the Display tab, you can see both a row with every value and the minimum displayed at the bottom of every group and for the report. By contrast, Minimum custom columns displays only one row with the minimum of all related values.
Max.	This will display the largest/maximum value within each grouping and for the report as a whole. **HINT:** This differs from the Maximum custom column option in that if you use the option on the Display tab, you can see both a row with every value and the maximum displayed at the bottom of every group and for the report. By contrast, Maximum custom columns displays only one row with the maximum of all related values.
Variance	This will display the variance of the numbers in all rows within each grouping and for the report as a whole.

	HINT: This differs from the Variance custom column option in that if you use the option on the Display tab, you can see both a row with every value and the variance displayed at the bottom of every group and for the report. By contrast, Variance custom columns displays only one row with the variance of all related values.
Standard Deviation	This will display the standard deviation of the numbers in all rows within each grouping and for the report as a whole. **HINT:** This differs from the Standard Deviation custom column option in that if you use the option on the Display tab, you can see both a row with every value and the standard deviation displayed at the bottom of every group and for the report. By contrast, Standard Deviation custom columns displays only one row with the standard deviation of all related values.
Column Display section	
Link	The file or page that any content in this column will link to. This option is only available for columns in certain datasets.
Set Blank Value	*Yes* = Allows you to set text to appear for any row that has no content in a specific column. When you select *Yes*, the Blank Value text box appears. *No* = If a specific row has no content for a column, the cell will be left blank.
Blank Value	The text that will appear for any row that has no content for a specific column. This option will appear only if you select *Yes* for the Set Blank Value option.
Column Formatting section	
Align	The text alignment of the information within its column.
Scale	Select the number of digits that should appear after the decimal place. This option will be available only for columns set as numeric columns.
Display Options section	
Row Value Repetition	*Repeat All* = Values that are repeated for multiple rows will be displayed in every row. *Do Not Repeat* = Values that are repeated for multiple rows will be displayed in only the first row. **HINTS:** • If you choose not to repeat duplicate rows, it can be important to pay attention to the order that your columns appear in. You will notice that when there are duplicate values, the first column will be the first to “roll up,” with all columns below it with duplicate values rolling up within the previous

column.

- Numeric columns will never be rolled up. Even if you select Do Not Repeat, numeric values will appear in every row. This makes it easy to tell when a value was repeated and when no value was entered.

4. Click *Continue* to move on to the next step.

Step Four: Setting Grouping Rules

If you would like to place all records with similar values in a specific column together (e.g., all incidents from a specific county grouped together), you will need to set grouping rules.

Navigation: *Report Writer > Grouping tab of the report*

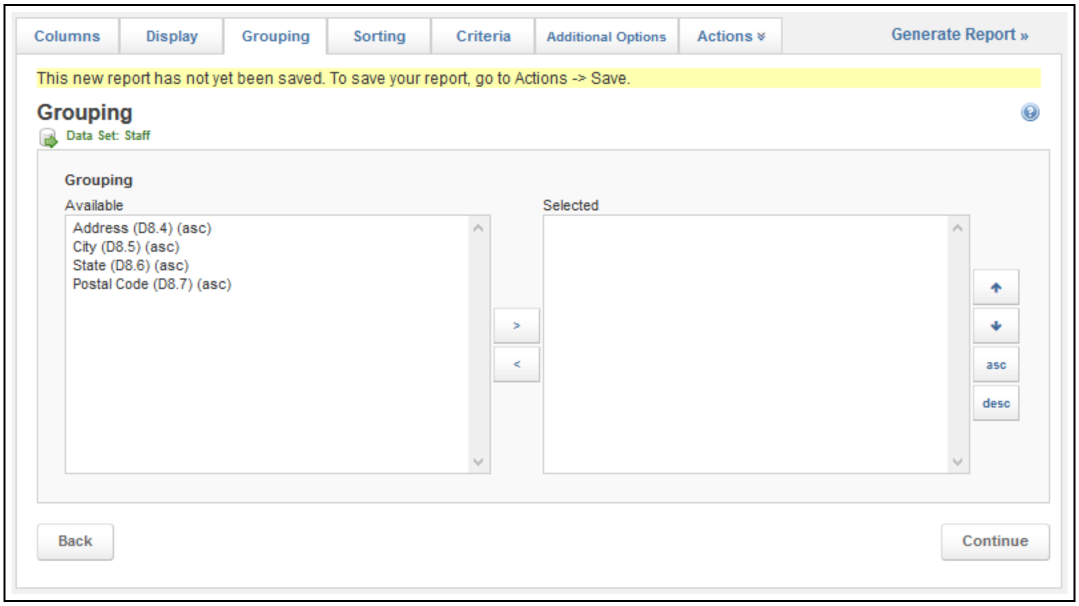
Facts

- All calculations that have been added in the Display tab will be performed on groups if you create groupings. For instance, if you choose to display a minimum value or an average, the report will display a minimum value and average for each group.
- You can only group by columns that are included as columns on your report.
- If you group by a value, instead of appearing as a column, that value will appear as a header for a group of records. For example, if you group by primary impression, the generated report will have the primary impressions act as headers to group incidents under (instead of displaying a Primary Impression column).
- All settings in the Grouping tab are optional.
- You can group by multiple fields.
  - If multiple fields are selected for grouping, select the fields and use the Up and Down buttons to indicate which grouping should be done first.
  - Fields that are listed first will be the primary grouping rules. Each field following will be grouped within the first field.

    EXAMPLE: If the first field groups incidents by county, the second field could group incidents by the agency. Run reports would be clustered into a county group, inside of which they would be listed by agency.

- You can sort any grouping in Ascending or Descending order by using the Asc and Desc buttons next to the Selected scroll list. This changes the order that the groups themselves appear in.
- You can click the *Generate* link at any time to see how your report looks with the settings you have already added, then return to the tabs to edit your report further if needed.
- Once you enter any grouping options and click Continue, you will be brought to the Sorting tab.

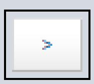
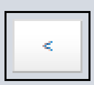
Instructions



1. Select the *Grouping* tab of your report or click *Continue* from the Display tab.
2. Select the first column you want to group by.
3. Click the *Add* icon .
   The column is moved to the Selected list.

   HINT: ADDITIONAL SCROLL LIST OPTIONS

   Each of the icons in the scroll list performs a different function.

   - The Add icon  moves the currently selected item in the Available list to the Selected list.
   - The Remove icon  moves the currently selected item in the Selected list to the Available list.
4. Repeat steps 2 – 3 until all columns are added.
5. As needed, use the *Up* and *Down* buttons to adjust the order in which the groupings will be applied.

   HINT:

   To adjust the order, select a column and click the *Up* or *Down* button until the column is in the desired position.
6. As needed, use the *Asc* and *Desc* buttons to change the sorting of the groupings.

HINT:

> To adjust the sorting, select the column you want to change order for and click the *Asc* or *Desc* button as needed.

7. Click *Continue* to move on to the next step.

Step Five: Setting Sorting Rules

If you would like to place records in a particular order (e.g., a–z, 10–1) by the values in a certain column, you may do so using sorting.

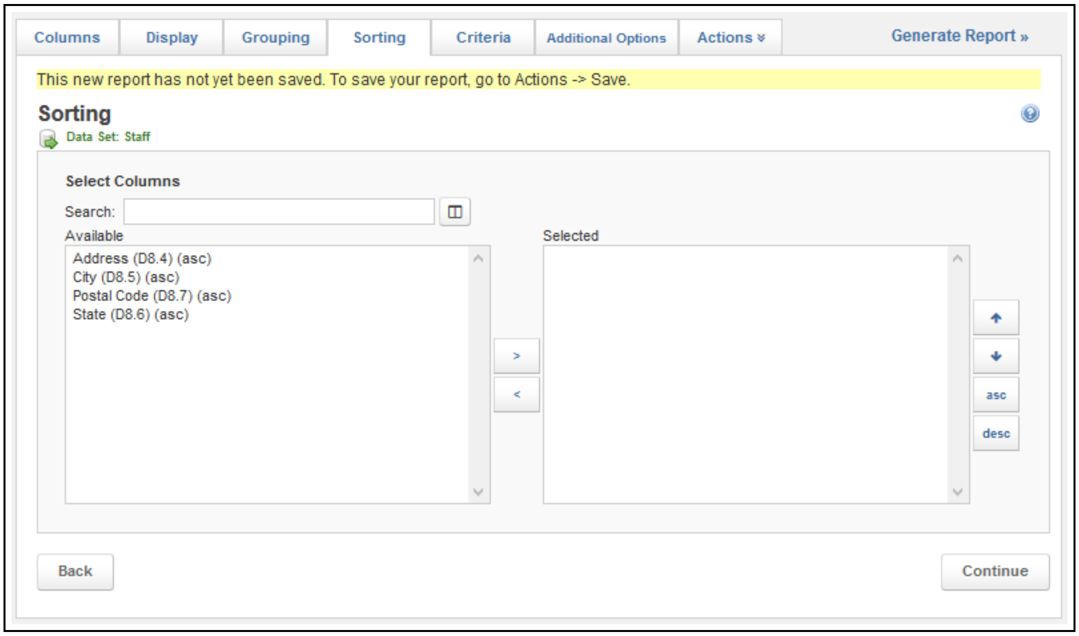
Navigation: *Report Writer > Sorting tab of the report*

Facts

- All settings in the Sorting tab are optional.
- When combined with grouping, sorting will be performed after all data is grouped. In this case, after being placed in each of the assigned groups, data in those groups will be sorted according to the rules set here.
- You can sort by multiple fields.
  - If multiple fields are selected for sorting, select the fields and use the Up and Down buttons to indicate which sorting should be done first.
  - Fields that are listed first will be the primary sorting rules. Each field following will be sorted within the first field.

    EXAMPLE: If the first field sorts incidents by incident city, the second field could sort incidents by incident date. In this case, all runs would be put in order based on the incident city. In cases where multiple incidents took place in the same city, they would then be placed in order based on their incident date.
- You can sort records in Ascending or Descending order by using the Asc and Desc buttons next to the Selected scroll list. This changes the order that all records appear in.
- You can click the *Generate* link at any time to see how your report looks with the settings you have already added, then return to the tabs to edit your report further if needed.
- Once you select your columns and click Continue, you will be brought to the Criteria tab.

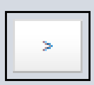
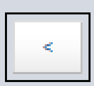
Instructions



1. Select the *Sorting* tab of your report or click *Continue* from the Grouping tab.
2. **Optional:** To view a list of all available columns to sort by (rather than only the columns that are currently included in your report), click the *Include All Possible Columns* icon  to the right of the Search box.
3. Select the first column you want to sort by.
4. Click the *Add* icon .
   The column is moved to the Selected list.

HINT: ADDITIONAL SCROLL LIST OPTIONS

Each of the icons in the scroll list performs a different function.

- The Add icon  moves the currently selected item in the Available list to the Selected list.
- The Remove icon  moves the currently selected item in the Selected list to the Available list.

5. Repeat steps 3 – 4 until all columns for sorting are added.
6. As needed, use the *Up* and *Down* buttons to adjust the order in which the sorting will be applied.

HINT:

> To adjust the order, select a column and click the *Up* or *Down* button until the column is in the desired position.

7. As needed, use the *Asc* and *Desc* buttons to change the order that records will be sorted in.

   HINT:

   > To adjust the sorting, select the column you want to change order for and click the *Asc* or *Desc* button as needed.

8. Click *Continue* to move on to the next step.

Step Six: Setting Criteria and Filters

Criteria and filters allow you to narrow down the number of results displayed on the report by adding limits.

Navigation: *Report Writer > Criteria tab of the report*

Facts

- **Criteria** will allow you to determine limits on the data that will be displayed every time this report is displayed. For example, in a report that records incidents in several counties, you can add criteria to limit to certain counties.
- **Filters** allow you to specify a new value for a criterion each time the report is run. For example, you could use filters to specify an agency name, so that each time the report is run, users can select which agency they are examining.
- Criteria and filters are important for narrowing the number of results displayed. If your organization has hundreds or thousands of records in the system, this is very important to limit the length of the report and prevent the system from timing out when trying to retrieve a large number of records.

How to Create Criteria

Criteria are applied every time a report is run, allowing you to narrow down the results that appear consistently.

Facts

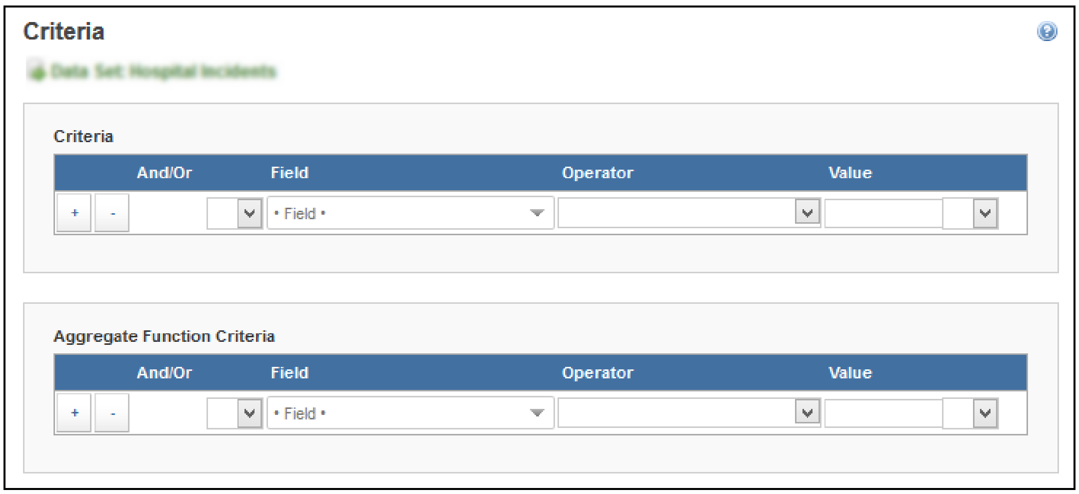
- There are two separate sections to enter criteria on the Criteria tab.
  - The Criteria section is for criteria that are looking at regular values that might be put into a run form or a staff profile.

- The Aggregate Function Criteria section is for creating criteria based on custom columns you may have built for this report that aggregate data; you can set criteria here for any average, count, maximum, minimum or sum custom columns you have created.
- The Aggregate Function Criteria section appears only if you have added an applicable custom column to your report.

- When creating the report, all criteria in the first Criteria section will be applied first, then records that meet the first set of requirements will be further narrowed down with any aggregate criteria.

HINT: It can help to think of setting up criteria as setting up basic equations. For example, you want the value in a specific column to equal a specific value to appear, or you do not want records where a specific column is blank to appear in the report. If you are setting up multiple lines, you may need to add parentheses to tell the system which items go together.

Instructions



1. Select the *Criteria* tab of your report or click *Continue* from the Sorting tab.
2. Begin in the appropriate section for the type of criteria you want to create.

   HINTS:

   - For creating criteria based on average, count, maximum, minimum, standard deviation or sum custom columns you added to this report, begin within the **Aggregate Function Criteria section**.
   - For creating criteria based on other columns, begin within the **Criteria section**.
   - When creating the report, all criteria in the first Criteria section will be applied first, then records that meet the first set of requirements will be further narrowed down with any aggregate criteria. However, you can create the criteria in any order you prefer.

3. As needed, click the *Add* icon  to add new lines for criteria.
4. Enter the appropriate details for each line of the equation.

PAGE INFORMATION

And/Or	*And* = Both this criterion and the one immediately preceding it must be true in order for a record to appear on the report. *Or* = Either this criterion or the one immediately preceding it must be true in order for a record to appear on the report. **NOTE:** This option will not appear in the first line of criteria since it is used to relate multiple lines to each other.
Opening Parentheses (second drop down menu)	If you are building a complex set of criteria that requires parentheses, use this drop down menu to enter the opening parentheses. **HINTS:** • It can sometimes be easier to add parentheses after building the rest of the equation. • You will only need to add parentheses if you have multiple criteria linked with both And and Or, since when there both an And and an Or are used, the order in which criteria are applied makes a difference. **EXAMPLE:** The criteria displayed below indicate that the returned incident records must have taken place in either Crook or Dakota County and the mileage from the scene to destination must be greater than twelve. The county criteria (joined with an Or) must be grouped together by parentheses.
Field	The column you are using to restrict records in the report.
Operator	Select the operator (e.g., is greater than, is not blank, contains) to relate the selected column to the value you will specify.
Value	The value that the system will check records against.
Closing Parentheses (last drop down menu)	If you are building a complex set of criteria that requires parentheses, use this drop down menu to enter the closing parentheses. **WARNING:** Make sure that there are no parentheses left open when you continue; if there is an extra opening or closing parenthesis, the report will generate an error and your criteria selections will be lost. The easiest way to look at this is to make sure that there is the same number of parentheses in the left column as in the right column.

5. Repeat steps 3 – 4 until all criteria are added.

HINT: If you add a line for a criterion that you do not need, you can click the corresponding *Remove* icon to delete that line. Keep in mind that anything you have entered in that line will be lost as soon as you remove it.

6. When finished, add filters or click *Continue*to move to the next step.

How to Add and Configure Filters

Filters are useful for reports that will be run multiple times; they allow you to change the value narrowing down report results each time the report is generated.

Facts

- When you add filters, a Filter your Results page will be displayed each time the report is run and will allow viewers to select the value to narrow down report results.
- You can update how every filter that is added to your report will appear on the Filter your Results page, including updating the label of the filter, setting a default value or adding instructions to appear underneath that filter.

Instructions

ADDING FILTERS

1. Select the *Criteria* tab of your report or click *Continue* from the Sorting tab.
2. Scroll to the Filters section.
3. Select the first column you want to add as a filter.

HINTS:

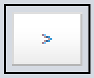
- To search for a field to add as a filter, type the name of the filter into the Search text box. As you type, the options displayed in the Available scroll list will be narrowed down to display only options that match your entry.
- To select multiple fields, press and hold the *Ctrl* key while clicking each desired option.

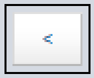
4. Click the *Add* icon 

.
   The column is moved to the Selected list.

HINT: ADDITIONAL SCROLL LIST OPTIONS

Each of the icons in the scroll list performs a different function.

- The Add icon 

 moves the currently selected item in the Available list to the Selected list.
- The Remove icon 

 moves the currently selected item in the Selected list to the Available list.

5. Repeat steps 3 – 4 until all filters are added.
6. As needed, use the *Up* and *Down* buttons to adjust the order in which the filters will appear on the page.

HINT:

To adjust the order, select a column and click the *Up* or *Down* button until the column is in the desired position.

7. When finished, update your filters or click *Generate* to view the report.

CONFIGURING FILTER APPEARANCE AND DEFAULT VALUES

1. Select the *Criteria* tab of your report or click *Continue* from the Sorting tab.
2. Scroll to the Filters section.
3. Select the filter you want to update from the Selected scroll list.
4. Click *Edit Labels*.
5. Fill in the appropriate details.

PAGE INFORMATION

Order	The sort order of each filter. Update the numbers to change the order in which filters will appear.
Label	The text that will appear on this filter on the Filter your Results page.
Instructions	Type up to 200 characters to appear below the filter.
Default Operator	The operator option that will appear by default as soon as the Filter your Results page appears.

6. When finished, click *Continue* to continue to the Additional Options page or click *Generate* to view the report.

Associated Tasks and Reference

Full List of Associated Operators: See Criteria Operators Definitions: for Transactional Reports on page 1.

Step Seven: Setting Additional Report Options

The Additional Options page includes a variety of options including how many records are displayed per page when the report is generated, whether a header or footer appears, and style options such as colors.

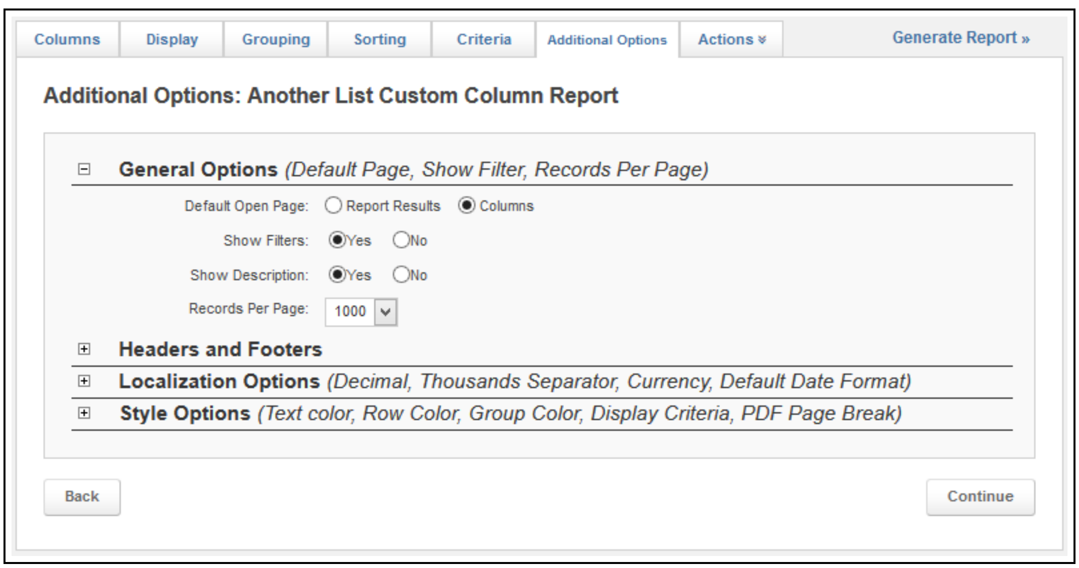
Navigation: *Report Writer > Additional Options tab of the report*

Facts

- If you want to create a report with a custom look, you can change the headers and footers, as well as the colors for the text, each row, and the rows beginning each group of data.
- You can set localization preferences such as the appropriate currency symbol, decimal mark or date format for this report.
- Some of the preferences assigned on this page will only apply if you save this report to use later.

Instructions

1. Select the *Additional Options* tab or click the *Continue* button from the Criteria tab.
2. To expand any section to edit the details, click the section header.
3. Complete any details as needed for your report.

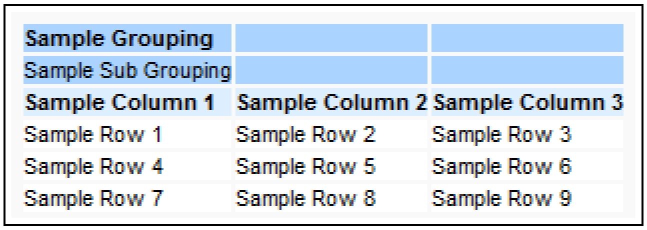


PAGE INFORMATION

General Options section	
Default Open Page	*Report Results* = When this report is opened in the future, the report results page will be generated first. *Columns* = When this report is opened in the future, the Columns tab for the report will be displayed first. **NOTE:** This option will only be used if this report is saved and accessed again.
Show Filters	Whether filters and criteria applied to this report should appear at the top or the bottom (based on the Display Criteria On setting under Style Options) of the report, or not appear at all.
Show Description	Whether the description information for this report should appear at the bottom of the report. **NOTE:** This option will only be used for saved reports that have a description entered on the Save or Properties page.
Records per Page	The number of records that should appear per page by default for this report.
Headers and Footers section	
Select Header	The header to be displayed at the top of the report. **HINT:** To create a new header, see How to Create New Headers and Footers on page 66.

Select Footer	The footer to be displayed at the bottom of the report. **HINT:** To create a new footer, see How to Create New Headers and Footers on the next page.
Localization Options section	
Currency Symbol	The symbol that will appear in front of any currency information displayed on the report.
Thousands Separator	The symbol that will be used to separate thousands groups for any numeric information displayed on the report.
Decimal Mark	The symbol that will be used as the decimal mark for any numeric information displayed on the report.
Date Format	The format that all dates displayed on the report will take.
Style Options section	
Display Criteria On	Select whether a summary of the criteria and filters used to generate the report will be displayed at the top or the bottom of the report.
PDF Orientation	*Landscape* = When this report is exported to PDF, the long side of the page will be horizontal. *Portrait* = When this report is exported to PDF, the long side of the page will be vertical.
PDF Page Break	Whether a page break will be inserted after the end of every grouping when this report is exported to PDF.
Text Color	The color that all text in the body of the report will appear.

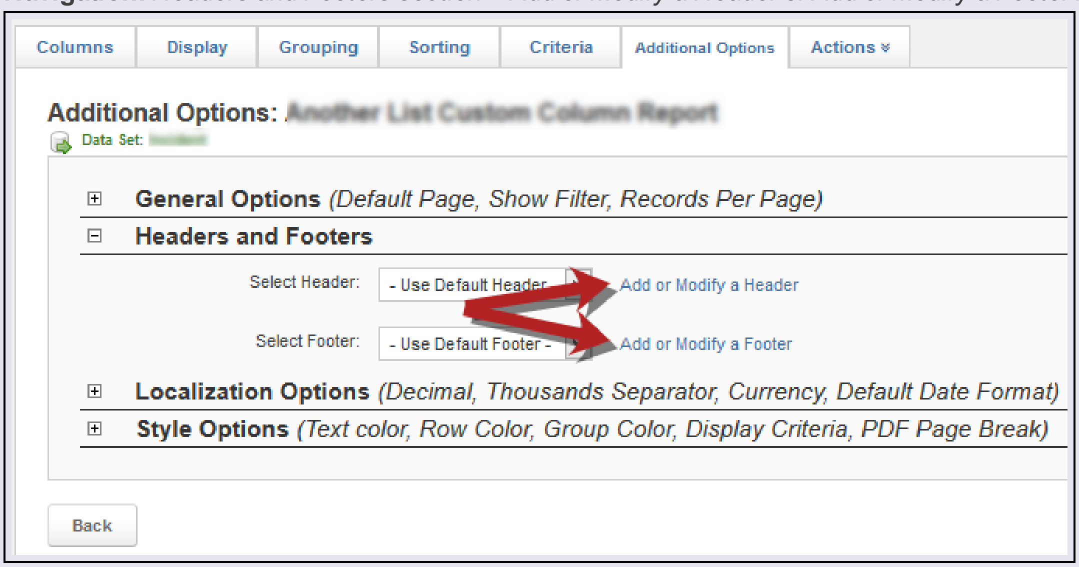
Row Color	The color that the background of normal rows in the report will appear.
Group Color	The color that the background of grouping header rows will appear.
Sample	A sample report that will display the colors you choose in the Text Color, Row Color and Group Color fields.



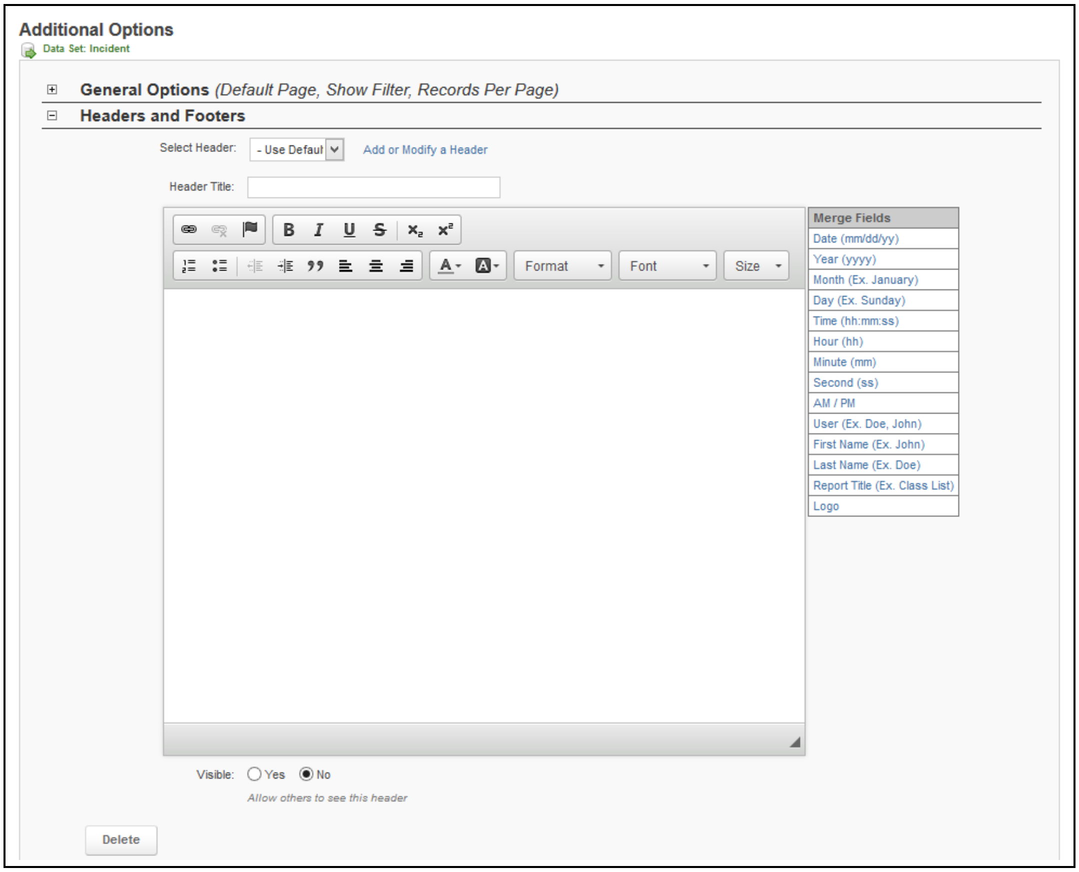
4. Click *Continue*.

How to Create New Headers and Footers

Navigation: *Headers and Footers section* > *Add or Modify a Header* or *Add or Modify a Footer link*



1. From the Additional Options page, click *Add or Modify a Header* or *Add or Modify a Footer*.
2. Complete the details of the new header or footer.



PAGE INFORMATION

Header Title / Footer Title	The title of the header or footer, as it will appear in the drop down menu to select this header or footer later for other reports.
Content box	The content of the header and footer. You can use the tools included at the top of this box to add formatting or tables.
Merge Fields	Click any option to insert a placeholder, which will fill in the appropriate information every time this report is generated.
Visible	*Yes* = Others will be able to see this header/footer in the Select Header drop down menu to apply to their own reports. *No* = This header/footer will only be available for you to add to reports.

3. Click *Continue* at the bottom of the page when finished with all settings on this page.

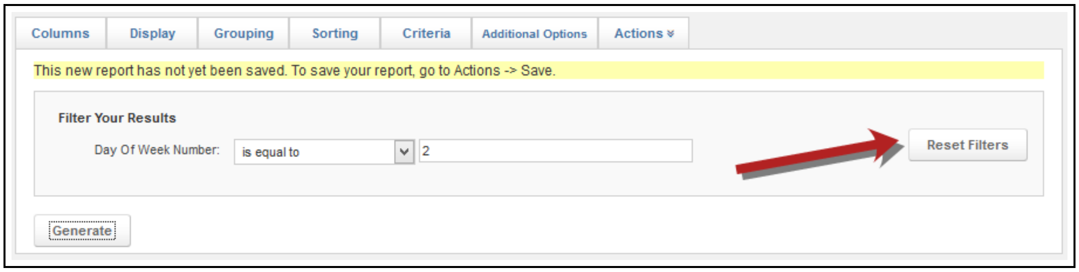
Step Eight: Viewing the Report

If any filters have been added, you will need to specify the values for the filters before proceeding.

Navigation: *Report Writer > report name > Generate Report*

Facts

- Once you have added columns, you can click the *Generate Report* link at any time to see how your report looks with the settings you have already added.
- If your report contains filters, you will see the Filter Your Results page appear, letting you select the filter values. If you have already run this report during this session (e.g., without leaving Report Writer or being logged out), your filter values will be remembered so you do not need to fill them out repeatedly. If you want to clear all your filter values after they have "stuck," click the *Reset Filters* button.



- Many reports may have multiple pages of data. You can move between pages or change the number of records available on the page by using the links at the bottom right of the report.

TAKE A LOOK

PAGE INFORMATION

First	Brings you to the first page of the report.
Previous	Brings you to the page immediately before the one you are currently viewing on this report.
Next	Brings you to the page immediately after the one you are currently viewing on this report.
Page	Displays the current page number and allows you to jump to a specific page by selecting the number.
Per Page	The number of records displayed on the current page.

Saving a Report

You can save a report in Report Writer to access it again from the left menu.

Navigation: *Report Writer > open or create the report > Actions > Save or Save As*

Facts

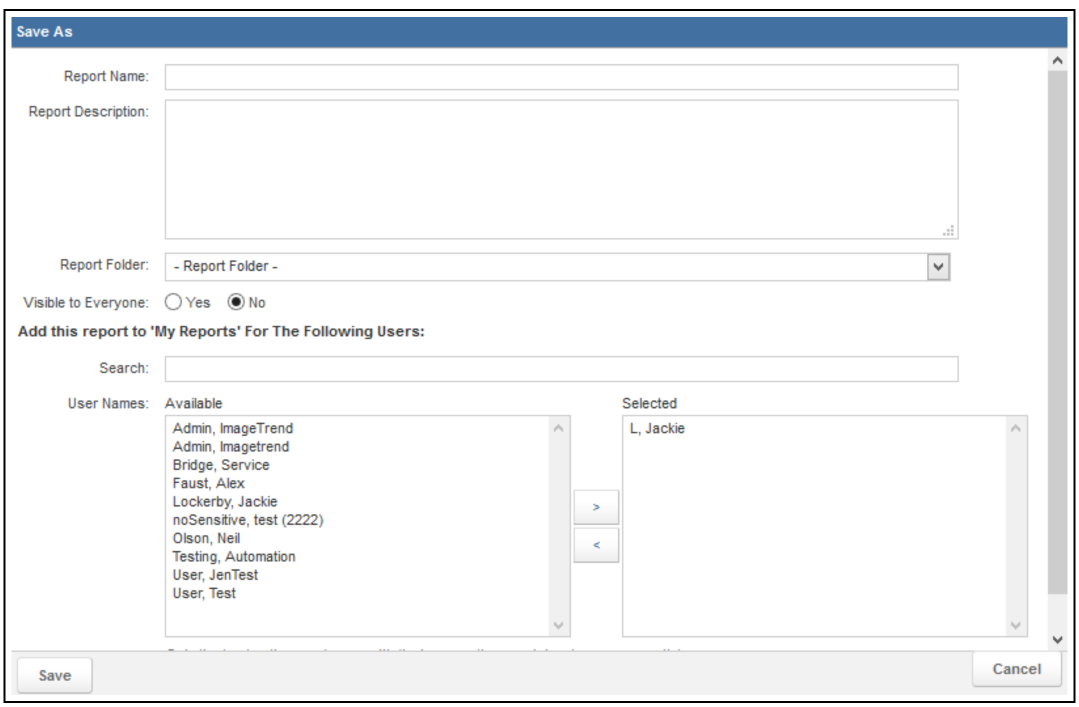
- Report Writer offers two saving options: Save and Save As.
  - For new reports, both Save and Save As will save the new report.
  - **Save** will save new changes to any existing report.
  - **Save As** allows you to save a new report or to save another copy of an existing report under a different name, preserving both versions.
- Additionally, you can use the **Rename/Change Properties** option from the Actions drop down menu to change the name of an existing name without saving a copy. This option is not available for new reports that haven't been saved yet.

Instructions

1. From the Actions menu, select *Save* or *Save As*.

   > **HINT:** If you are re-saving an existing report:
   >
   > - Clicking *Save* will save your changes immediately and you will not need to complete any further steps.
   > - Clicking *Save As* will allow you to save a copy of the report with a different name or details.
   > - Clicking *Rename/Change Properties…* will allow you to change the name and details of the report and save those changes without creating a copy.

2. Enter the details of the report.



PAGE INFORMATION

<table>
<tr><td>Report Name</td><td>The title of the report, as it will appear at the top of the report and in the left menu when people access it.</td></tr>
<tr><td>Report Description</td><td>Any additional descriptive information. This will appear both to appear to anyone who views the Properties, Save or Save As page for this report and at the bottom of any report when the report is set to display its description.</td></tr>
<tr><td>Report Folder</td><td>The category in the left menu that this report will appear underneath.</td></tr>
<tr><td>Visible to Everyone</td><td>Yes = Other people in the same Report Writer security group as you will be able to view this report from the Report Writer left menu.

No = Only you will be able to view this report.</td></tr>
<tr><td>Add this report to 'My Reports' For the Following Users</td><td>Select any users who you want this report to appear in the My Reports section for.

HINTS:
Users in the Selected scroll list will have this report added to their My Reports section. Users in the Available scroll list can have this report added to their My Reports section if you add them to the Selected section.
To search for specific users, type the user’s name into the Search box. As you type, the options in the Available scroll list will be narrowed down to display only names matching your entry.
Each of the icons in the scroll list performs a different function.
The Add icon > moves the currently selected item in the Available list to the Selected list.
The Remove icon < moves the currently selected item in the Selected list to the Available list.</td></tr>
</table>

3. Click *Save*.

Deleting a Report

When a report is deleted, it cannot be accessed by anyone, including you.

Navigation: *Report Writer* > *open the report* > *Actions* > *Delete*

Facts

- Only saved reports can be deleted.
- When you choose to delete a report, a confirmation prompt will appear. Once you confirm your decision to delete the report, it will no longer be accessible.
- Deleted reports cannot be recovered.

Assigning Permissions to a Report

You can assign permissions to the report after saving it. This allows you to set who sees which part of the report.

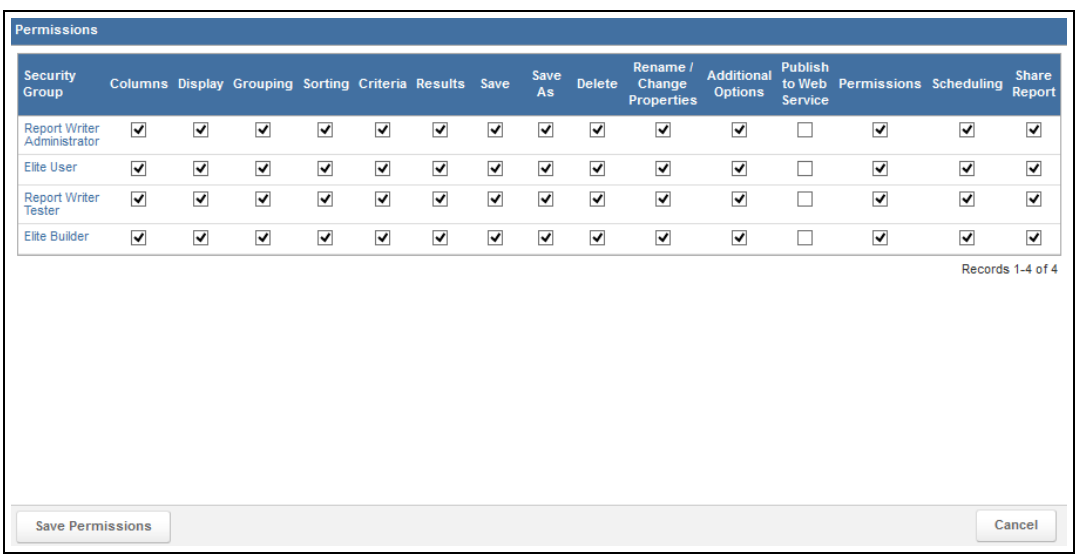
Navigation: *Report Writer > open or create the report > Actions > Permissions*

Facts

- Viewing permission can be restricted for parts or all of the report, depending on your preferences.
- These settings are only relevant if you have shared this report with others on the Properties page when saving the report. If you have set the Visible setting to No and have not added this report to the My Reports section for anyone, making changes here will have no effect.
- Groups will be able to access any section with a check mark: they will not be able to access that page if the checkbox is not selected.

Instructions

1. From the Actions menu, select *Permissions*.
2. Select the checkboxes for each section or task that you want each group to be able to access.


Permissions

Security Group	Columns	Display	Grouping	Sorting	Criteria	Results	Save	Save As	Delete	Rename / Change Properties	Additional Options	Publish to Web Service	Permissions	Scheduling	Share Report
Report Writer Administrator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☑
Elite User	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☑
Report Writer Tester	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☑
Elite Builder	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☑

Records 1-4 of 4

Save Permissions Cancel

PAGE INFORMATION

Columns	Whether users will be able to view and update report settings on the Columns tab of this report.
Display	Whether users will be able to view and update report settings on the Display tab of this report.
Grouping	Whether users will be able to view and update report settings on the Grouping tab of this report.
Sorting	Whether users will be able to view and update report settings on the Sorting tab of this report.
Criteria	Whether users will be able to view and update report settings on the Criteria tab of this report.
Results	Whether users will be able to generate this report to see the report itself within Report Writer.
Save	Whether users will be able to save changes to this report using the Save command.
Save As	Whether users will be able to use the Save As command for this report to save a copy of the report with a new name.
Delete	Whether users will be able to remove this report from the system.
Rename/Change Properties	Whether users will be able to view and update report settings on the Rename/Change Properties page of this report: this includes the ability to move the report to a different folder, grant access to other people or change the report's name.
Additional Options	Whether users will be able to view and update report settings on the Additional Options tab: this includes the ability to add or modify headers and footers and set how many records will appear on this report by default.
Permissions	Whether users will be able to view and update report settings on the Permissions page.
Scheduling	Whether users will be able to view and access the Schedule Report page to schedule this report.
Share Report	Whether users will have access to change the Visible to Everyone option for this report to add it to the All Reports section for everyone in the system.

3. Click *Save Permissions*.

Scheduling a Report

You can schedule reports to automatically run for individuals at a certain time interval. The report will then be emailed to a person as an attachment.

Navigation: *Report Writer* > *open or create the report* > *Actions* > *Schedule Report* > *Add... button*

Facts

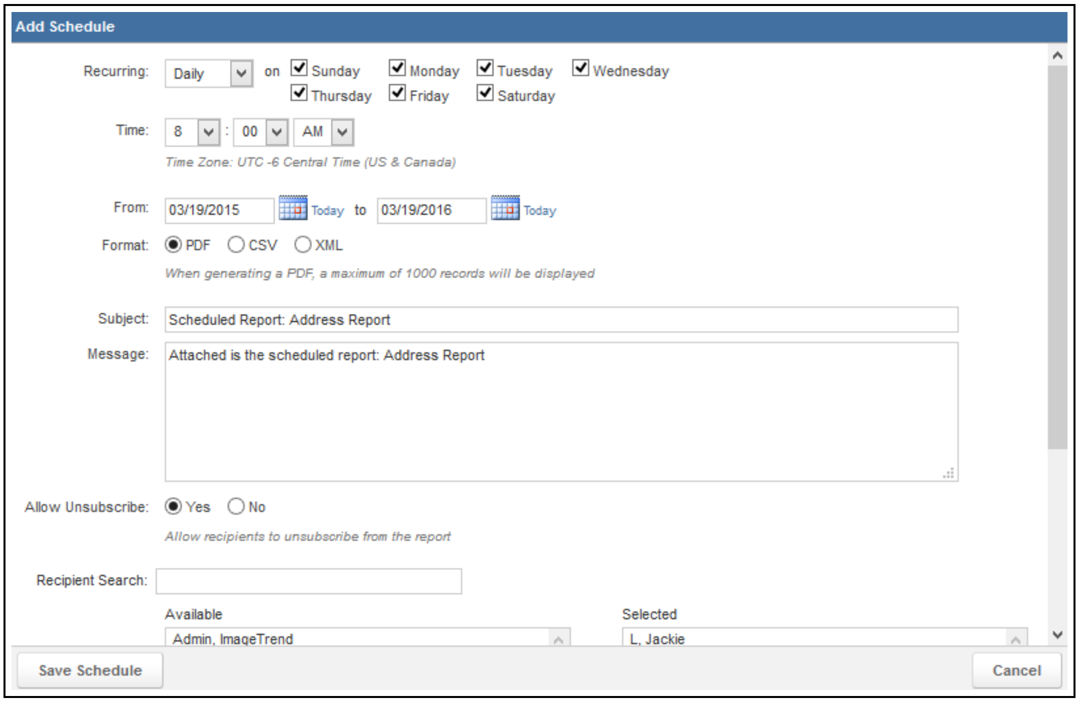
- Reports can be generated in PDF, CSV or XML format and included in the email that will be sent.
- You will not be able to schedule any report until it has been saved.
- The Schedule Report page that appears when you click the Schedule Report option from the Action menu will display a list of all current schedules for this report to be sent.
- Reports will begin generating at the scheduled time, but may take a short time to generate. If you need the report to be delivered at a certain time, you may want to schedule the report for a slightly earlier time to make sure it will always arrive on time.
- Scheduled reports will begin generation at the selected time based on central time.

  EXCEPTION

  If you host your own system, the schedule will be based on your server's time zone.

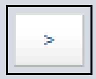
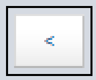
Instructions

1. From the Schedule Report page, click *Add...*
2. Complete the needed information for the schedule.



PAGE INFORMATION

Recurring	How often and on what schedule this report will be run and sent to recipients.
Time	The time that the report will be run. **HINT:** If this is a large report, you will want to run it at a time when few people will be using the system, so it will not slow down people who are working on other reports.
From/To	If you want this report to run only between certain dates, use the From text box and/or Calendar icon to enter the first date that this report will be run and sent, and use the To text box and/or Calendar icon to enter the last date that this report will be run and sent.
Format	The format that the report will appear in when attached to the email for this schedule.
Subject	The subject line of the email that will be sent every time this scheduled report is run.
Message	Any content that should appear in the body of the email message that will contain the report attachment.
Allow Unsubscribe	Whether individuals who are selected to receive this report should be able to remove themselves from the list of recipients or not.

Recipients	All individuals whose names are listed in the Selected scroll list will receive this report on the schedule set up here. **HINTS:** To search for specific users, type the user's name into the Search box. As you type, the options in the Available scroll list will be narrowed down to display only names matching your entry. Each of the icons in the scroll list performs a different function. • The Add icon  moves the currently selected item in the Available list to the Selected list. • The Remove icon  moves the currently selected item in the Selected list to the Available list.

3. Click *Save Schedule*.

Exporting a Report

If you would like to save a copy of a report with all the data that is displayed in the report as you are viewing it, you can choose to export the report into several formats that you can save and refer to at any time.

Navigation: *Report Writer* > *open or create the report* > *Actions* > *Export* > *file type*

Facts

- Exporting a report generates a file that you can use outside the system.

Instructions

1. From the report, select *Actions* > *Export*.
2. Select the type of file you want to export to.

PAGE INFORMATION

PDF	The PDF function can create a PDF file of reports that will contain all report records. PDF file can be viewed with the free Adobe Reader program. This is the recommended option if you want to print the entire report.

CSV	The CSV function can create a simple CSV-format spreadsheet containing the report records. This file can be opened in Excel or another spreadsheet tool.
Doc	The Doc function lets you generate a Word document of the current page of the report.
HTML	The HTML function lets you generate an HTML file for the current page of the report.
XML	The XML function lets you generate an XML file containing the current page of the report.

Printing a Transactional Report

Printing a transactional report opens the Print dialog box for the browser you are using.

Navigation: *Report Writer > open or create the report > Actions > Print*

Facts

- You can use the Print dialog box from your browser to select the printer and any additional printer settings (such as printer tray).
- This option generates a PDF file that will be printed with the report results.

2.1 Glossary

A

Active

Active records or features are currently available for use in the system.

Administrator

An administrator is a general term for a user with a high level of access to the system. Most administrators will be able to configure the system to some degree and may also have additional access to records within the system. Your organization may have several different levels of administrators who have different levels of access to the system.

Aggregate Custom Columns

1) A technical term sometimes used to group together certain types of custom columns including average, count, maximum, minimum, standard deviation, sum and variance columns. 2) A term formerly used to describe the List custom column.

Analytical Chart Reports

Analytical chart reports are a part of the optional Visual Informatics package for Report Writer, and allow you to create a custom chart with the powerful Analytics data analysis tools. Analytical chart reports allow you to quickly build a variety of different charts using pre-created formats to display in-depth data from your system in an easy-to-understand way.

Analytical Tabular Reports

Analytical tabular reports are a part of the optional Visual Informatics package for Report Writer, and allow you to create a custom report with the powerful Analytics data analysis tools. Analytical tabular reports are displayed in a traditional looking report displayed in table format, and allow you to use drill-down reporting for in depth information.

Ascending

Ascending order will sort items from A to Z or 1 to 10.

B

Benchmark

Benchmarks are lists of items that can be compared in analytical benchmark charts based on data elements. Benchmarks can also contain filters that will be applied every time someone builds a chart with the benchmark.

C

Calculation

1) A general term for a mathematical operation used to find a specific value. 2) Within transactional reports, calculations are options available in the Display tab that will determine and display a calculated value such as the sum, average, standard deviation or count of records. These calculations will be displayed for the report as a whole and also for each group.

Category

The category a report is saved in is the "folder" it will appear in within the left menu for later access. Categories are an organizational tool that will have no other effect on the report.

Column

1) In Report Writer, a column in a report is a single field or data element to be displayed on the report (for example, the date of the record). 2) Throughout the system, a column is a general term for a vertical line of information (for example, the Date column on a specific page would display a list of dates).

Criteria

Criteria are settings that allow you to determine limits on the data that will be displayed. For Report Writer reports, the limits set in criteria will be applied every time the report is run.

CSV

Comma separated value: a common file format for spreadsheet files. These files can be opened in nearly any spreadsheet application including Microsoft Excel.

Custom Column

In Report Writer, a custom column in a transacational report is a column that you can create to fit your own specifications. There are multiple types of custom columns.

D

Data Elements

The fields that collection information in the system.

Dataset

A dataset in Report Writer is a collection of individual data points that can be included in a report.

Deactivate

Deactivating a record is marking at as inactive, which will result in the record being saved in the system but not available for current use.

Default

A default value is something that will be used automatically unless a different value is selected. For example, a default value in a filter will be filled in automatically each time the report is run, although the user can manually change that value.

Descending

Descending order will sort items from Z to A or 10 to 1.

Dimension

A dimension is a term for a data element that can be added to analytical reports as a row or column. Dimensions can contain any kind of data except for numeric calculations (which are known as measures).

Drop down menu

A drop down menu is a field that allows you to pick one choice from several choices that will be displayed. To view the choices, click the arrow on the menu.

E

Export

1) Exporting data is sending it to a file that can be referred to and used outside of the system. 2) An export is the file that is generated through the process of exporting.

F

Fields

Fields are text boxes, drop downs, buttons and other methods used in the system to collect information.

Filter

1) Filters are applied to a transactional report are columns that can be used to set a different limit on the data that will appear on the report every time the report is run. (For example, a Date filter would allow you to set a different date to view records for each time you view the report.) 2) For analytical chart and tabular reports, a filter is a setting that can contain multiple criteria lines to narrow down which data will appear in the report. Unlike in transactional reports, filters in analytical charts will have their criteria saved and will not need to be re-entered every time you run the report. 3) Filters are a general term used to describe fields that can be used to narrow down the records on a page.

G

Generate

Generating a report is building that report for you to view based on the current data in the system.

Grouping

In Report Writer, grouping places all records in the report that have the same value for a specific column together in a visual grouping.

I

ImageTrend

ImageTrend is the company that provides and supports Service Bridge, State Bridge, Fire Bridge, Rescue Bridge and Report Writer.

Inactive

Inactive records are not available for use in the system, although they are saved in the system for reference.

L

Label

The label is the text that accompanies a specific field or column anywhere in the system. For example, in the First Name field or column, the label would say "First Name."

Login

1) Your login information is your username and password, which are used to access the system. 2) To log in to the system is to enter your credentials (username and password) so you can access the system.

Logout

Logging out of the system is closing the system so that no unauthorized user will have access to the information within the system.

M

Many-to-One

A many-to-one record in Report Writer is a field that might be recorded multiple times for a single record.

Measure

Measures are numeric fields or calculated fields (e.g., averages, counts, lengths of time) used in analytical tabular and analytical chart reports.

My Reports

The My Reports section of the left menu in Report Writer contains a categorized reports that you have added to your My Reports section as favorites. The list of reports in the My Reports section is unique to you and no one else will see this list.

O

Operator

An operator is a symbol that determines what should happen between two values in an equation or criterion. Common operators might include "is equal to," "is not blank," "+" or "contains."

P

Parentheses

Parentheses are used in criteria to group together lines that should be checked in a certain order, in the same way that they might be used in a math equation to set the order of operations.

Password

A password is a short collection of letters and/or numbers that, in combination with your username, identifies you to the system. Your password should be kept secret.

Permission Group

Permission groups are groups that users can be assigned to that define their level of access to the system. Permission groups control access to each major section of the system. Permission groups are also sometimes called security groups.

Permissions

Permissions are controls on how much access to the system a particular group has.

Populate

Populating a field is automatically filling information in according to data that is elsewhere in the system.

R

Row

In a Report Writer transactional report each row is a single record that appears on a report. In an analytical tabular report, a row is a data element. The report will display a line for each data value (and its associated measure data) associated with that data element.

Row Value Repetition

In Report Writer, a setting for transactional reports that determines whether content will be repeated in a column for each line it appears in, or whether it will appear only in the first line if the same value appears in multiple consecutive rows.

S

Schedule

In Report Writer, scheduling reports is creating a setting in the system to automatically generate the report and email it to specific users on a regular timeframe.

Session timeout

The session timeout is the amount of time that can pass when a user does not do anything on the system before that user is logged out of the system. Session timeout is a security feature, making it less likely that someone can access the data on the system if a staff member forgets to log out.

Sort Order

The sort order is the order in which the records appear (e.g., first, second). Sort order should always be recorded as a number. Typically, the sort order controls the order of records on the incident form.

Sorting

1) In Report Writer, sorting places records within the report in order based on the values in a certain column.

Standard Reports

Standard reports (also sometimes called canned reports) are pre-created with all fields and display options defined for the user. Within the filters, users can define additional criteria (e.g., requesting information about a particular unit or type of service). These reports provide fewer configuration options and allow a ready-made report for common data requests.

Status

A status is the condition of a particular record (e.g., active or inactive for users). The system has different types of statuses for different records.

System Administrator

The system administrator is the individual in charge of setting up and maintaining the entire system.

T

Transactional Report

Transactional reports are "ad hoc" reports that you can build from scratch, adding your own fields, criteria and display settings.

U

User

A user is a person who can log in to and use the system. In contrast to an administrator, a user can only use the features of the system and not set up the system.

Username

A username is the name the system uses to identify you when you try to log in to the system.

V

Value

1) In criteria, a value is the content that a specific column will be compared against to determine whether each record will be included in the report. 2) A value is any text, number or selection entered into a field. This include selectable options found in single and multi-select drop downs.

W

Windowed Custom Columns

A technical term sometimes used to group together certain types of custom columns including cumulative distribution, median, percent rank and percentile columns.

3.1 Help and Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.
- The name of your operating system and service pack version (if applicable).
- A description of what happened and what you were doing when the problem occurred.
- The exact wording of any error messages you see.
- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use Report Writer effectively, please consult ImageTrend in any of the following ways:

- EDS Support Phone: (888) 730.3255
- Other Inquiries Phone: (952) 469.1589
- Other Inquiries (Toll-Free): (888) 469.7789
- Fax: (952) 985.5671
- Web: http://support.imagetrend.com
- Email: support@imagetrend.com

ImageTrend support services are available:

Monday – Friday

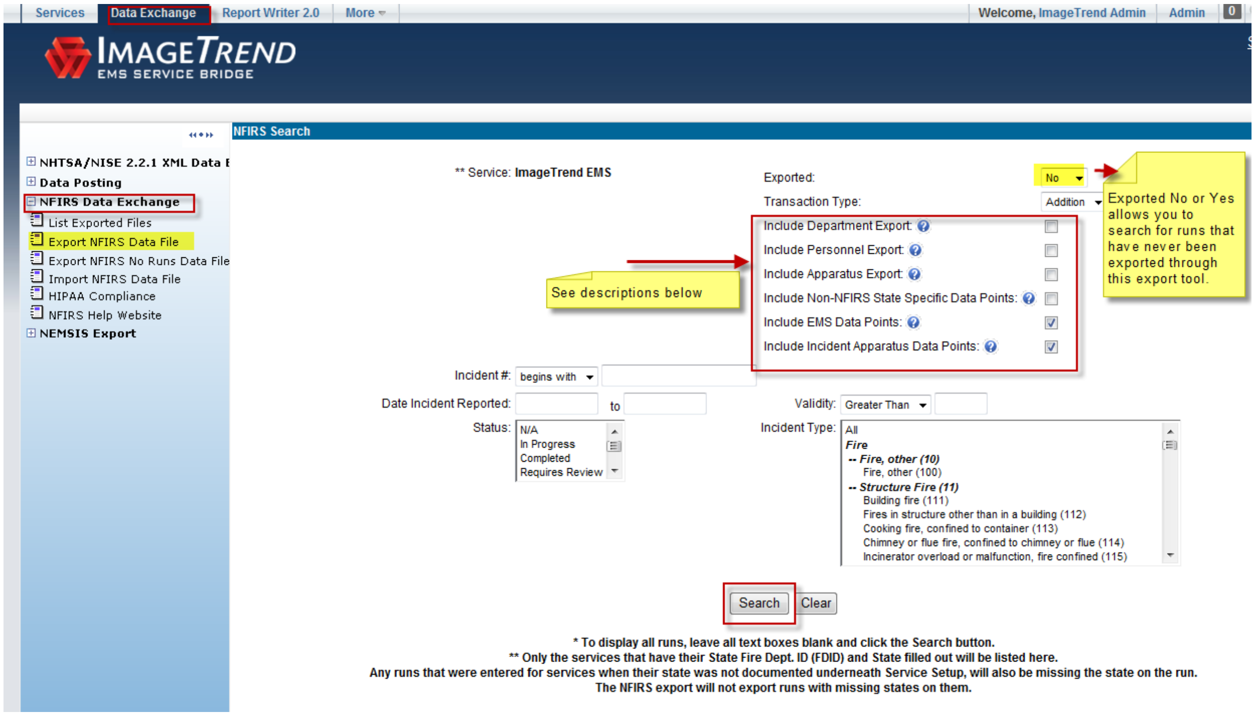
8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their website and email services:

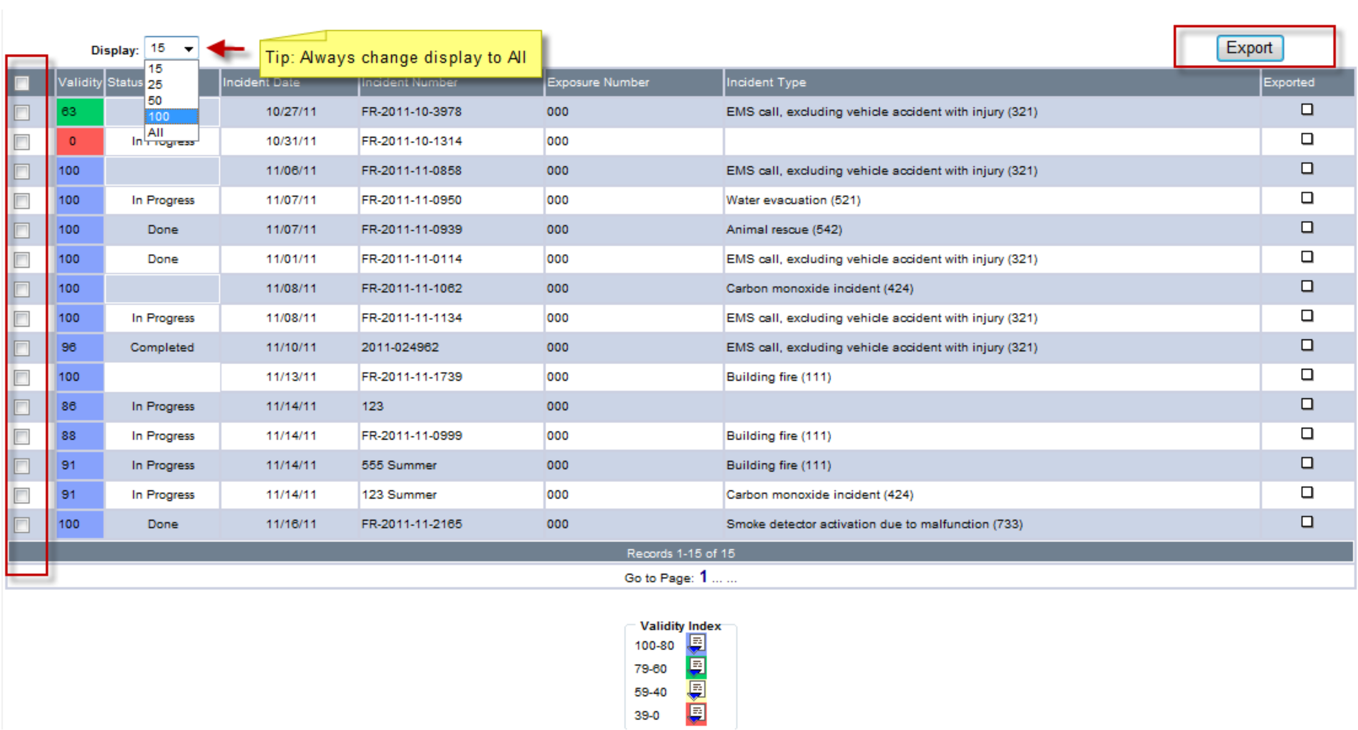
- Web: http://support.imagetrend.com
- Email: support@imagetrend.com

NFIRS Export

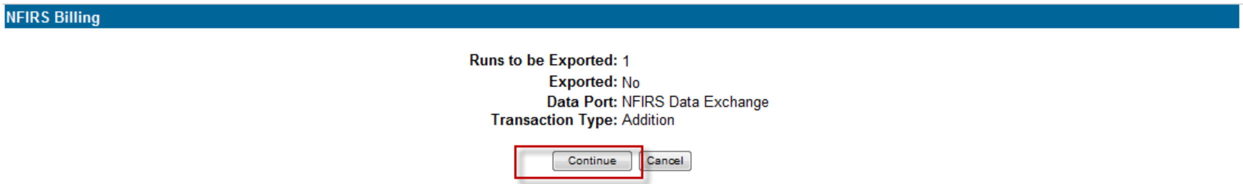


1. Include Department Export: This will export any department related information in the header of the file.
2. Include Personnel Export: This will export all the personnel information for the department in the header of the file.
3. Include Apparatus Export: This will export all the vehicle/apparatus information for the department in the header of the file.
4. Include Non-NFIRS State Specific Data Points: This will export any data points that are collected by the State in addition to NFIRS. These will only be exported if they are documented within an NFIRS run and contain data in them.
5. Include EMS Data Points: This will export the EMS Module data within an NFIRS run.
6. Include Incident Apparatus Data Points: This will export the Apparatus Module data within an NFIRS run.

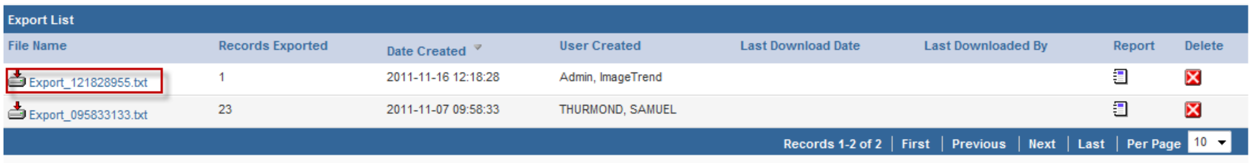
Choose which runs to export through the boxes on the Left of each run >> Click Export



Click Continue >>



Save txt file to computer so you can Import it into NFIRS or your State directly.



IMPORTING NFIRS REPORTS

VERSION 6.7

USER GUIDE

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Table of Contents

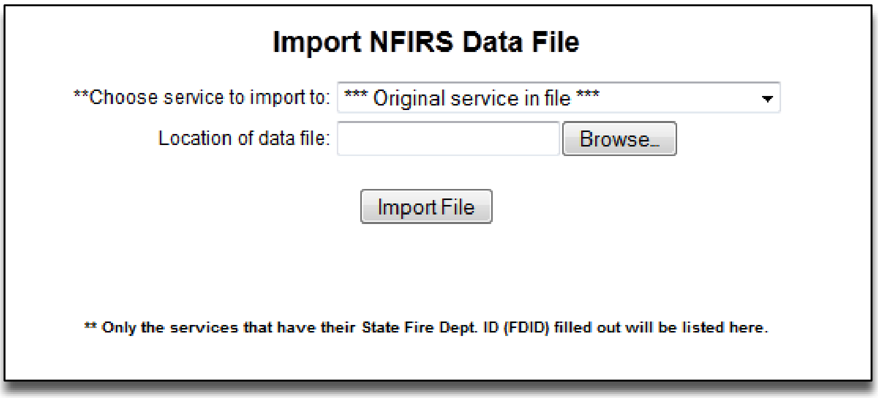
1.1 Overview

This guide will walk you through importing NFIRS Reports into your ImageTrend Rescue Bridge. Before performing any of the activities in this guide, you will need to log in to your ImageTrend Rescue Bridge.

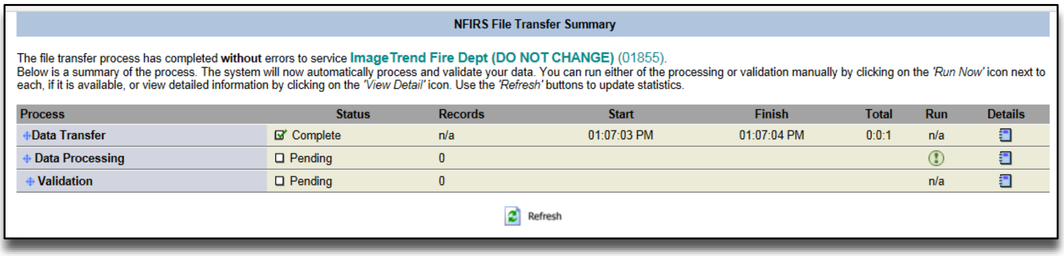
1.2 Transferring Your Data

The following steps will explain how to import the data into the Rescue Bridge.

1. From the top left, click *Data Exchange.*
2. From the left menu, click *NFIRS Data Exchange > Import NFIRS Data File*.
   The *Import NFIRS Data File* page appears.



3. From the *Choose service to import to* drop down menu, select the appropriate service.
   HINTS:
   - You will only see services that you have content rights to in this menu. You will not be able to import incidents into an agency that you do not have access to.
   - For system administrators who can perform this import for multiple services, you can leave the *Original Service In File* option selected to import incidents to multiple different services. This option will work only if the file being imported includes the service details.
4. To locate the file containing the data to import,
   a. Click *Browse…*
   b. Navigate to and select the desired file.
   c. Click *Open.*
      The file is selected and the *Choose File* dialog box closes.
5. Click *Import File.*
   The import begins. Once the import is completed, the *NFIRS File Transfer Summary* will display.
   WARNING: Large files (containing greater than 200 records) may take more time to import. You do not need to remain on the page; if needed, you can exit your session. DO NOT close or navigate away from this page before you have finished all the steps included in this document or your import will not be successful.



NFIRS File Transfer Summary

The file transfer process has completed **without** errors to service ImageTrend Fire Dept (DO NOT CHANGE) (01855).
Below is a summary of the process. The system will now automatically process and validate your data. You can run either of the processing or validation manually by clicking on the *'Run Now'* icon next to each, if it is available, or view detailed information by clicking on the *'View Detail'* icon. Use the *'Refresh'* buttons to update statistics.

Process	Status	Records	Start	Finish	Total	Run	Details
Data Transfer	Complete	n/a	01:07:03 PM	01:07:04 PM	0:0:1	n/a	
Data Processing	Pending	0					
Validation	Pending	0				n/a	

Refresh

1.3 Processing and Validating Data

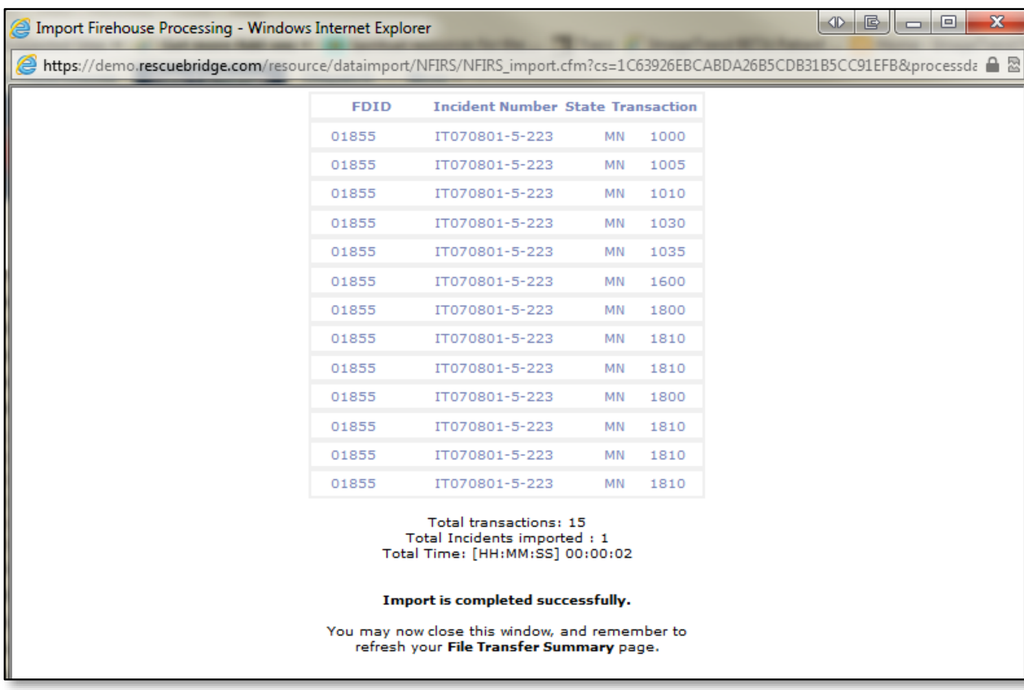
After you have imported your data file, you must process and validate the data to ensure that the runs are all correctly imported.

Processing the Data

NOTE: It is required that you process your file once you've done the initial import.

> **WARNING:** Do not navigate away from this page, refresh the page or click on anything else until the processing is complete or your import will not be processed successfully and you will need to contact support to continue. This may take several minutes. If you must do something else, we recommend using a different browser to prevent any potential issues.

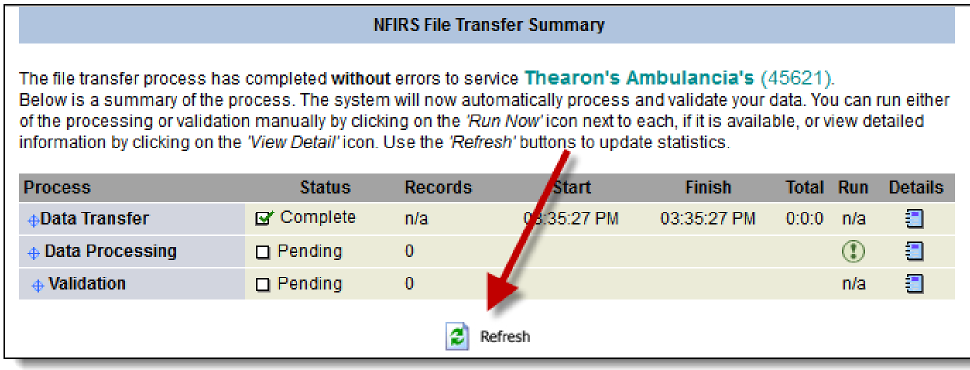
1. To begin data processing, from the *NFIRS File Transfer Summary* page, select the *Run* icon .
   The import begins and a blank white window will appear until processing is complete. The more records your import contains, the longer it will take to process. Once the import is completed, a new window with a summary page will appear.
   WARNING: DO NOT refresh or navigate away from the page until the import processing is complete.



FDID	Incident Number	State	Transaction
01855	IT070801-5-223	MN	1000
01855	IT070801-5-223	MN	1005
01855	IT070801-5-223	MN	1010
01855	IT070801-5-223	MN	1030
01855	IT070801-5-223	MN	1035
01855	IT070801-5-223	MN	1600
01855	IT070801-5-223	MN	1800
01855	IT070801-5-223	MN	1810
01855	IT070801-5-223	MN	1810
01855	IT070801-5-223	MN	1800
01855	IT070801-5-223	MN	1810
01855	IT070801-5-223	MN	1810
01855	IT070801-5-223	MN	1810

2. Close the Import window.

3. Click the *Refresh* button from the bottom of the page (not the browser).

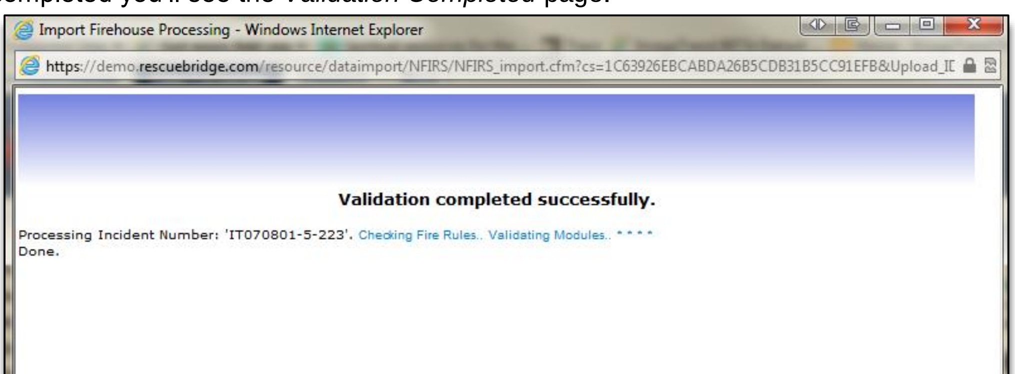


Validating the Data

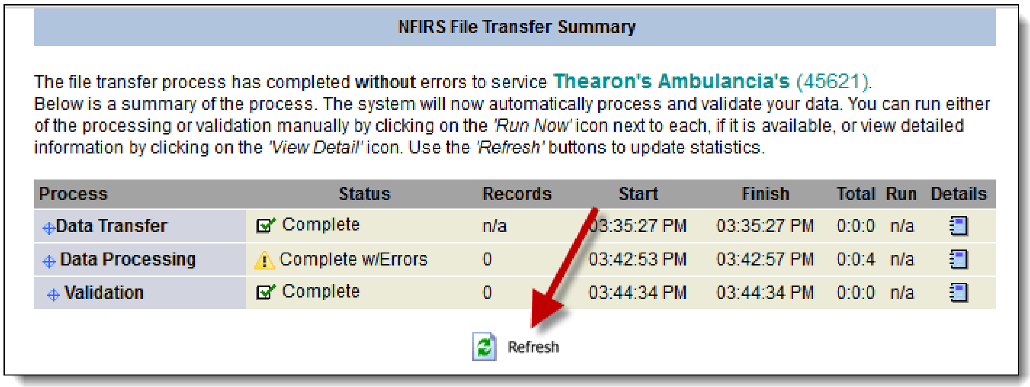
All imports need to be validated to complete data processing.

> ⚠ **WARNING:** Do not navigate away from this page, refresh the page or click on anything else until the validation is complete or your import will not be processed successfully and you will need to contact support to continue. This may take several minutes. If you must do something else, we recommend using a different browser to prevent any potential issues.

1. Next to *Validation* under the *Run* column, select the *Run* icon .
   Validation begins and a blank white window will appear until it is complete. The more records your import contains, the longer it will take to validate. Once the validation has completed you'll see the *Validation Completed* page.



2. Click the *Refresh* button from the bottom of the page (not the browser).

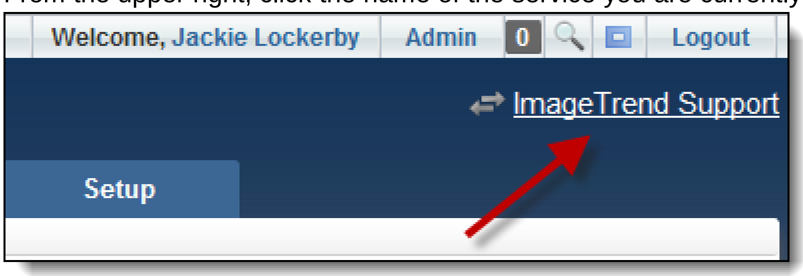


1.4 Accessing the NFIRS Reports after Import

Once your data has been imported, anyone with access to the Incident List for the appropriate service will be able to view the reports from the Incident List.

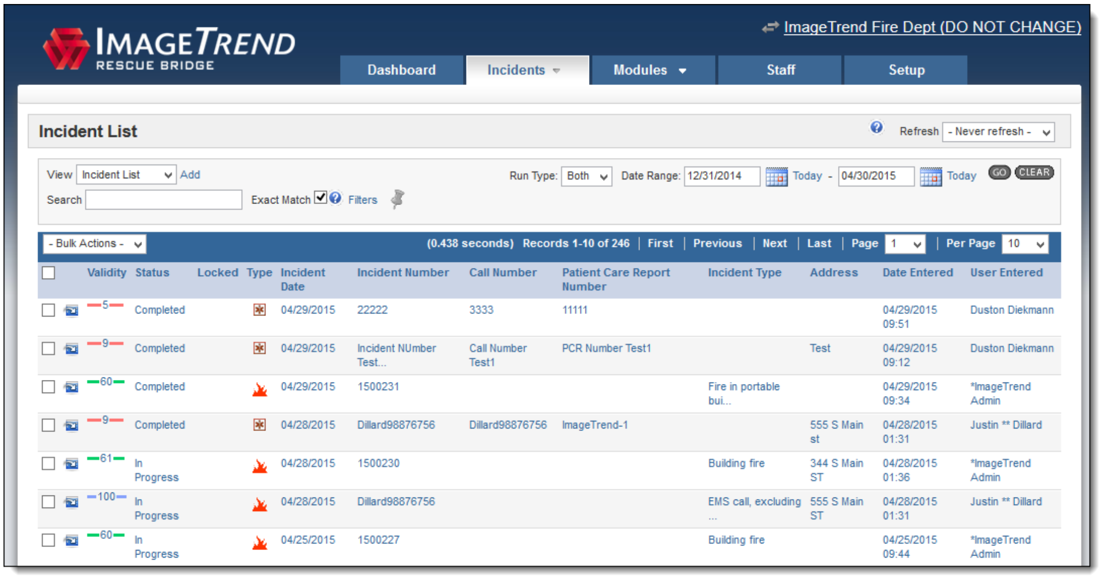
To access the Incident List:

1. From the upper left, click *Fire Departments* or *My Fire Department.*
   The *Home* tab for the service you most recently viewed appears.
   NOTE: If you have access to only one service, that service will appear.
2. **OPTIONAL:** To select a different service,
   a. From the upper right, click the name of the service you are currently logged in to.



   The *Select a Service* dialog box appears.
   b. Navigate to and select the desired service.
   You are logged in to the selected service.
3. Hover your mouse over the *Incidents* tab.
   A sub-menu appears.

4. Click *Incident List.*
   The Incident List appears.



5. As needed, switch the view or use the search filters to locate the incidents you entered > click *Go*.

Object Hierarchy

SITES

Product Category
Apparatus

Product
Pierce Arrow Engine ‘09

Item
Engine #1

Item
Engine #2

Product
Braun Rescue Ambulance ‘10

Item
Ambulance #1

Item
Ambulance #2

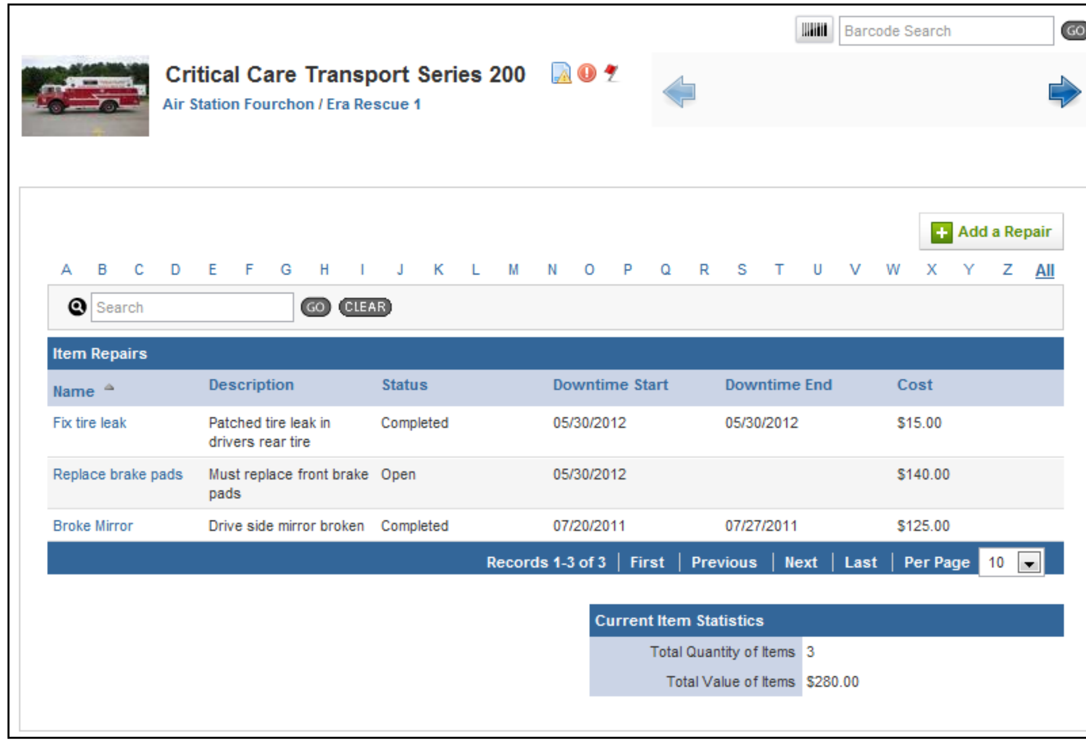
IMAGETREND

Best Practices

- Sites
- Product categories
- Manufacturers, vendors and custom questions
- Products
- Items
  - Allocation

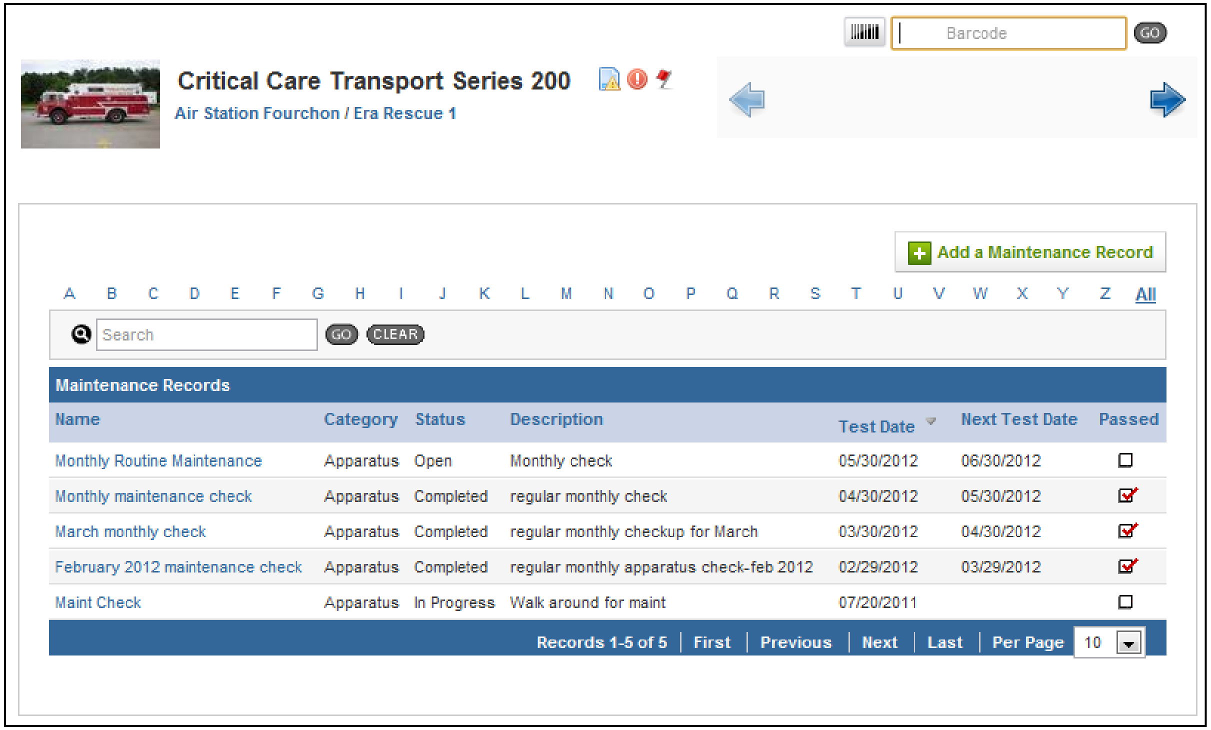
Maintenance/Repairs: Work Orders

- Work order
  - Repairs
  - Parts
- Work Order logs bucket
  - Open orders
  - Closed orders



Maintenance: Routine Tests

- Upcoming
- In Progress
- Completed



Name	Category	Status	Description	Test Date	Next Test Date	Passed
Monthly Routine Maintenance	Apparatus	Open	Monthly check	05/30/2012	06/30/2012	☐
Monthly maintenance check	Apparatus	Completed	regular monthly check	04/30/2012	05/30/2012	☑
March monthly check	Apparatus	Completed	regular monthly checkup for March	03/30/2012	04/30/2012	☑
February 2012 maintenance check	Apparatus	Completed	regular monthly apparatus check-feb 2012	02/29/2012	03/29/2012	☑
Maint Check	Apparatus	In Progress	Walk around for maint	07/20/2011		☐

SITES, PRODUCTS AND ITEMS, OH MY!

An introduction to the inventory module and how to make it work for you.

IMAGETREND EDS CONFERENCE

Definitions

SITE: Any location used to store objects.

PRODUCT: A group of items created with similar traits or under a single trade name.

ITEM: An individual product offered for commerce.

Pre-Test

PRODUCT

SITE

Pre-Test

SITE & ITEM

PRODUCT & ITEMS

ITEM

PRODUCT

Sites

- FIXED OR MOBILE
- CAN ALSO BE AN ITEM
- MAY BE LOCATED WITHIN ANOTHER SITE

Products

➢CAN BE A PARENT GROUP FOR INDIVIDUAL ITEMS

➢MAY BE SETUP BROAD OR DETAILED

➢MORE INFORMATION WILL HELP ALLOCATION AND MAINTENANCE RECORDS

Items

- HAVE INDIVIDUAL CHARACTERISTICS
- SERIAL # OR ITEM DESCRIPTIONS
- CONSUMABLES AND RE-USABLES

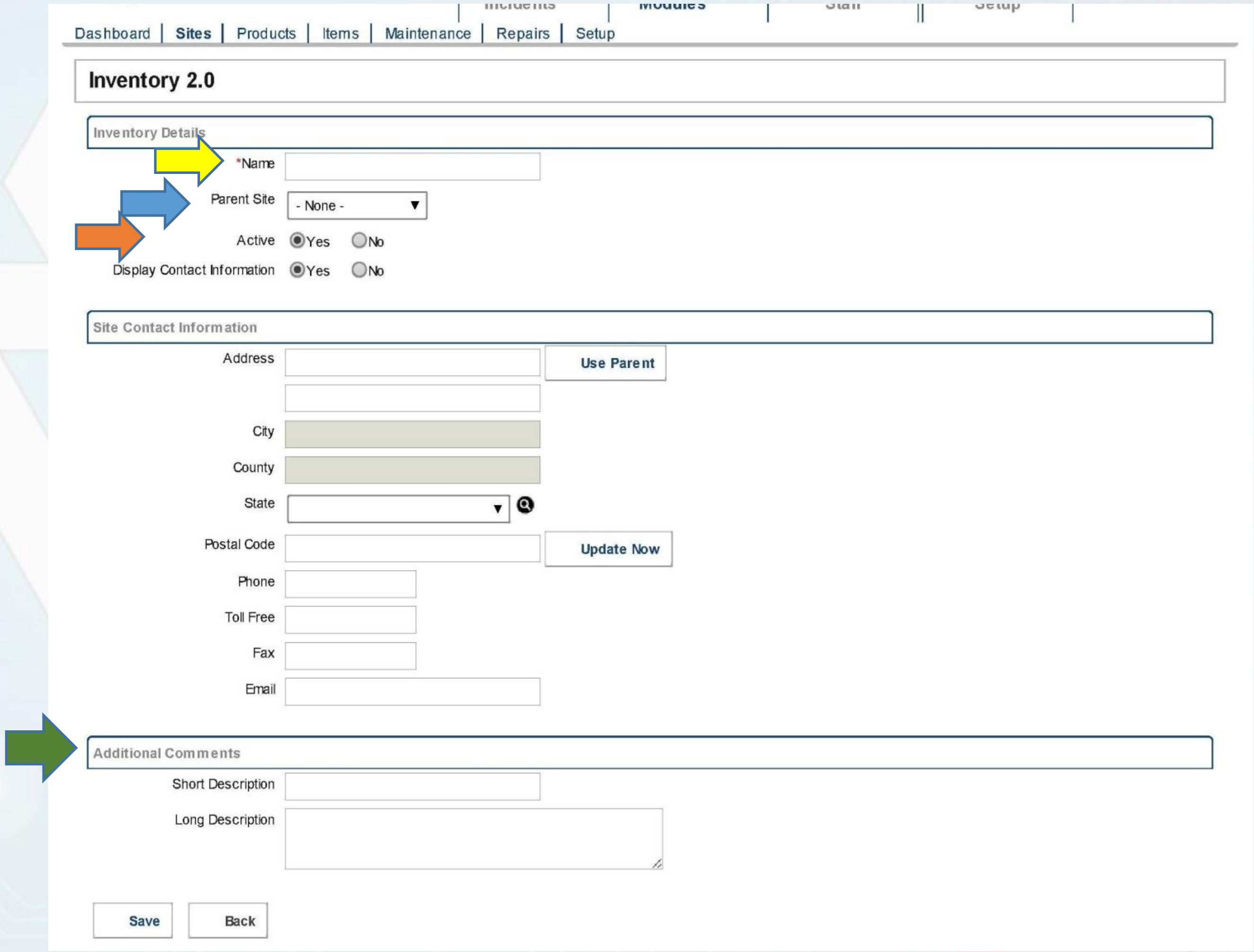
Adding a Site

➢**Name**: This can be a unit or product name. I.E. Engine 1, or First compartment- driver side, etc.

➢**Parent site**: Only used for sites within other sites.

➢**Active**: In service or Out of service.

➢**Additional comments**: Can help you track items with customizable information.



Adding a Product

- **Name**: Product name, I.E. 800 MHZ radio, Cardiac Monitor.

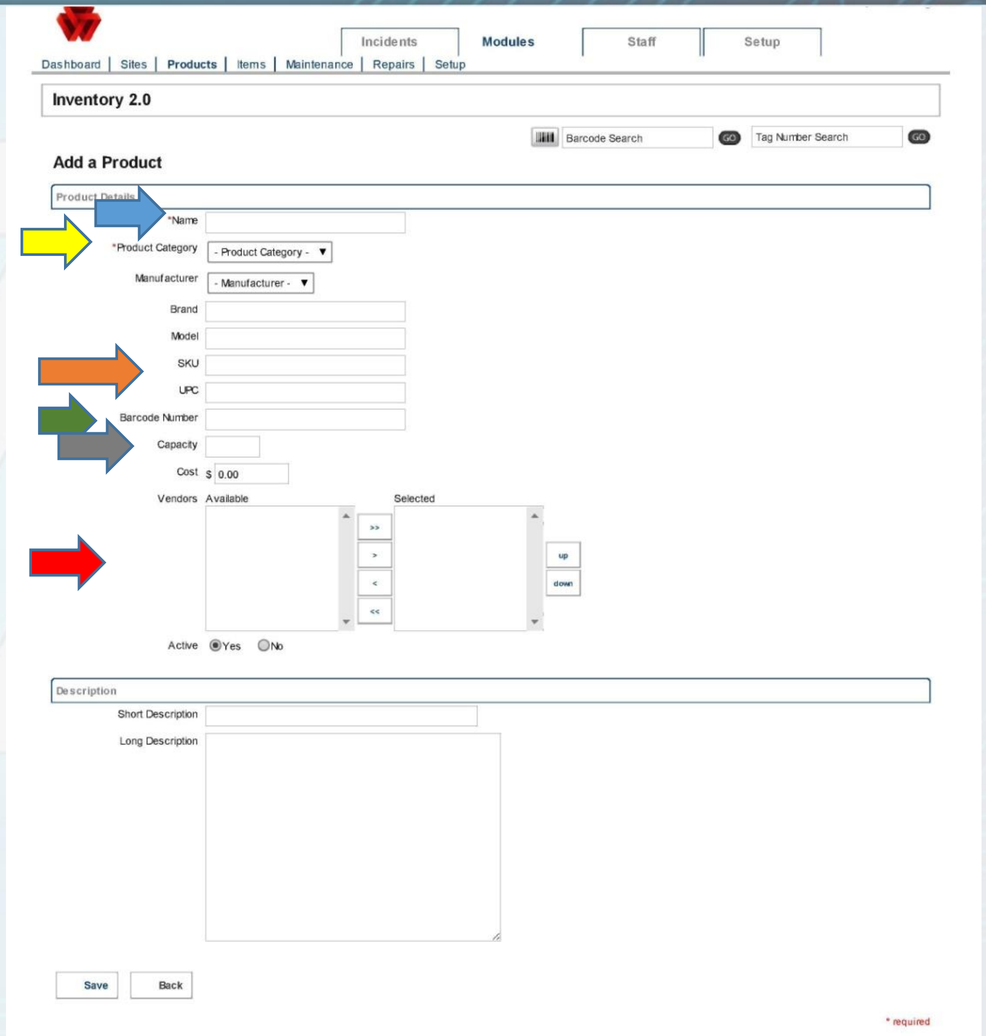
- **Product Category**: organize products in categories you create, I.E. Apparatus, Medical Equipment, etc.

- **SKU/UPC**: Codes used on products for sales and inventory.

- **Barcode number**: If bar-coding is used this number will correspond with the appropriate barcode.

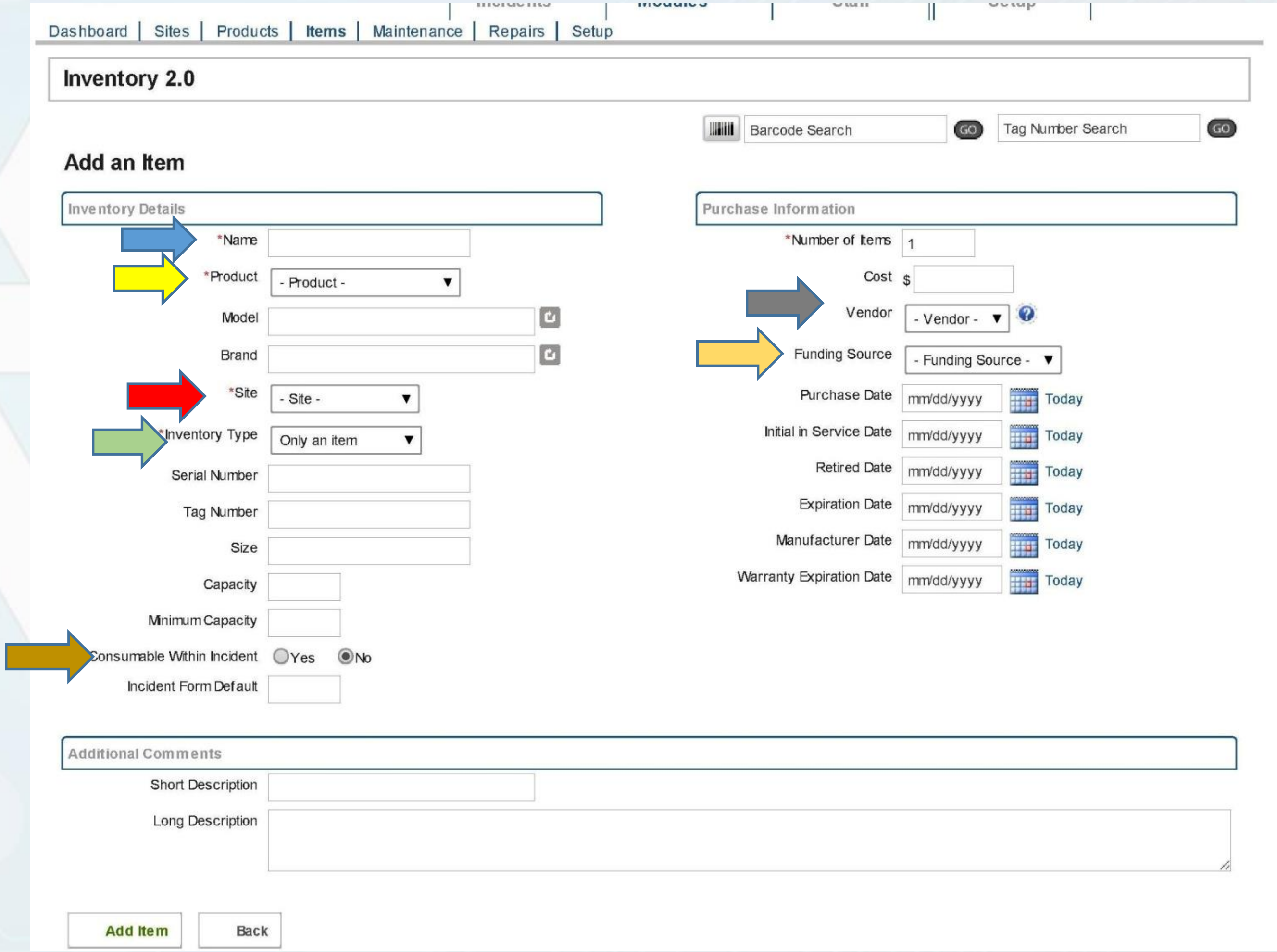
- **Capacity**: If a box of products is tracked, this number can refer to the number of individual items in the box.

- **Vendors**: If the vendor tab is used this will track which vendors have this product available.



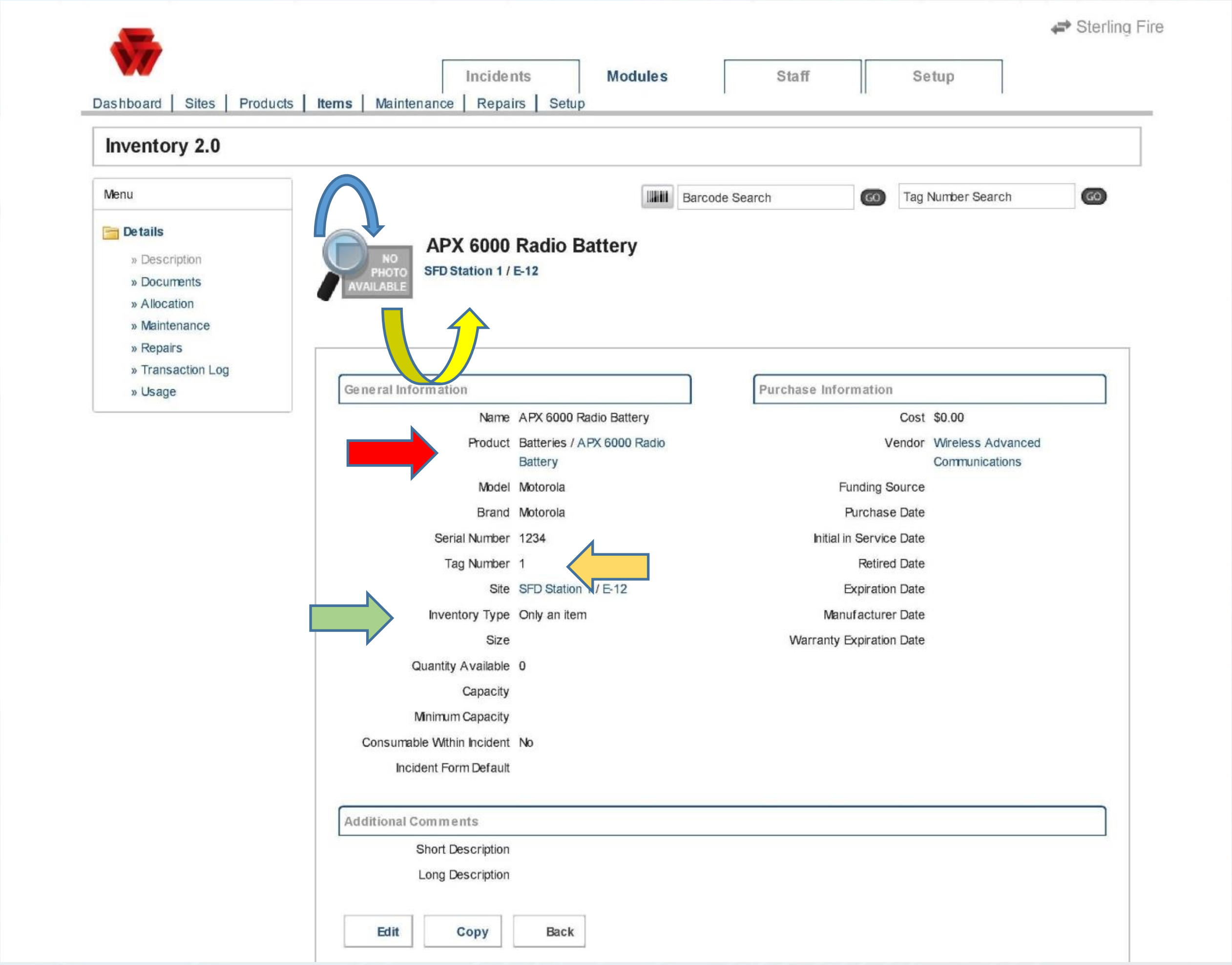
Adding an Item

- **Name**: Item name, I.E. Computer 1
- **Product**: If item falls into a category of products it will associate.
- **Site**: Where the item is stored.
- **Inventory type**: Site & Item, Only an item etc.
- **Consumable within incident**: for nonreusables.
- **Vendor**: If tracking vendors this can be used.
- **Funding Source**: For purchase tracking.



Completed Item Sample

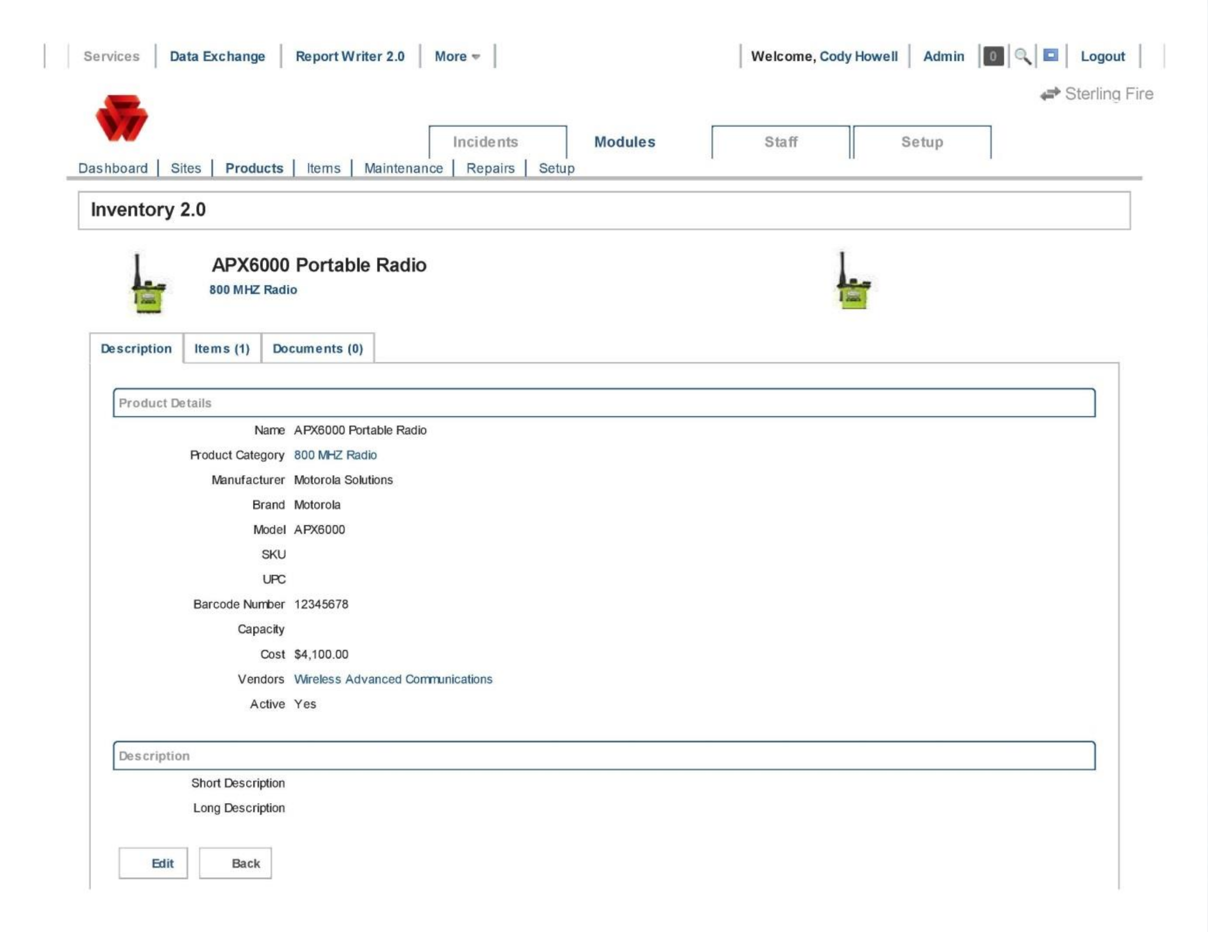
- Add a photo to identify the item easier.
- Location information is below the title.
- Product categories for tracking objects.
- Track the inventory type of each item.
- Tag numbers should be completely individualized for each item.



Completed Product Sample

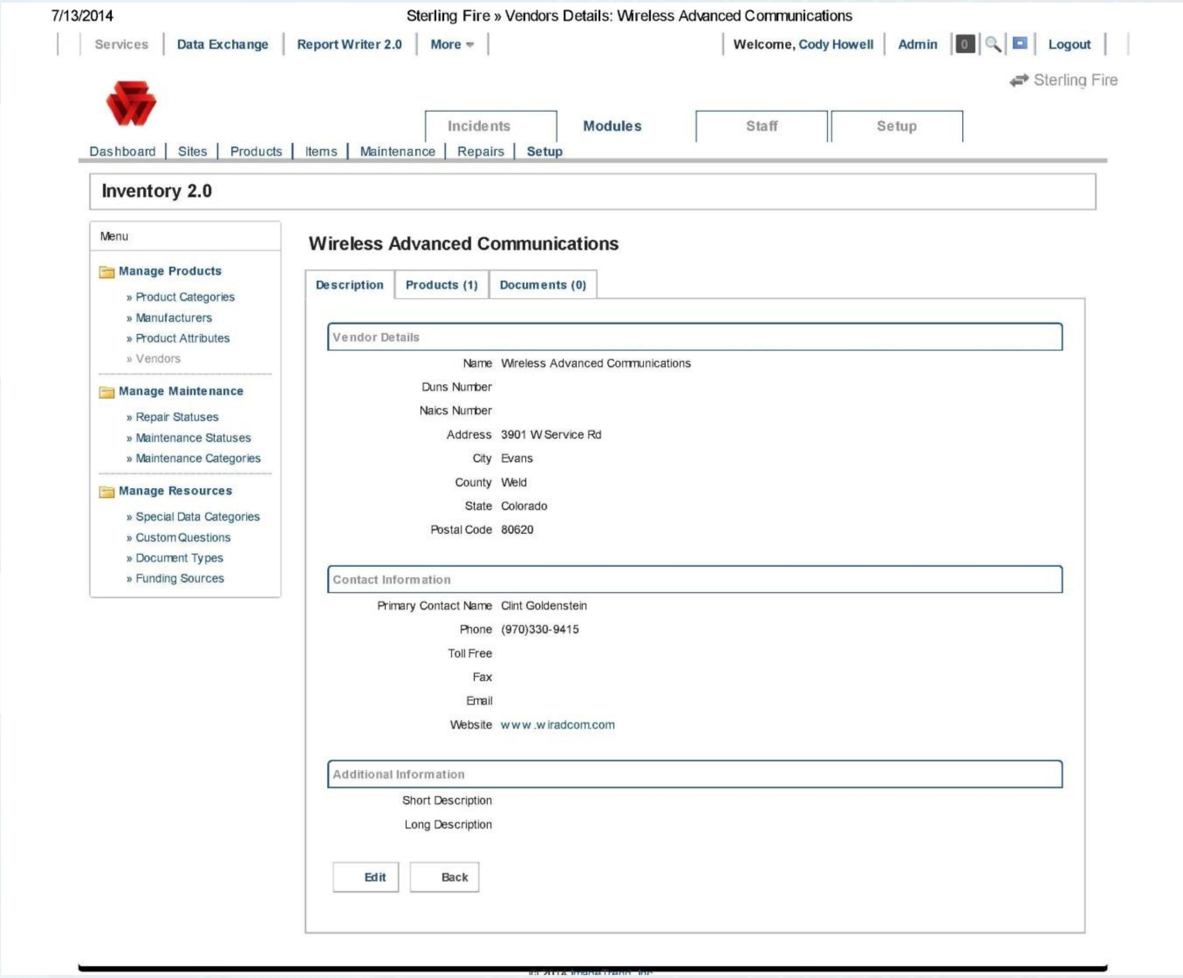
- **Barcode #-** Barcodes all correlate to a alphanumeric code. I.E. 12345678, CF53ASGZA1M. Barcode may be a generic number for a full product line.

- **Vendor**- In order to select a vendor for the product the Vendor has to be entered and the product must be listed for the Vendor.



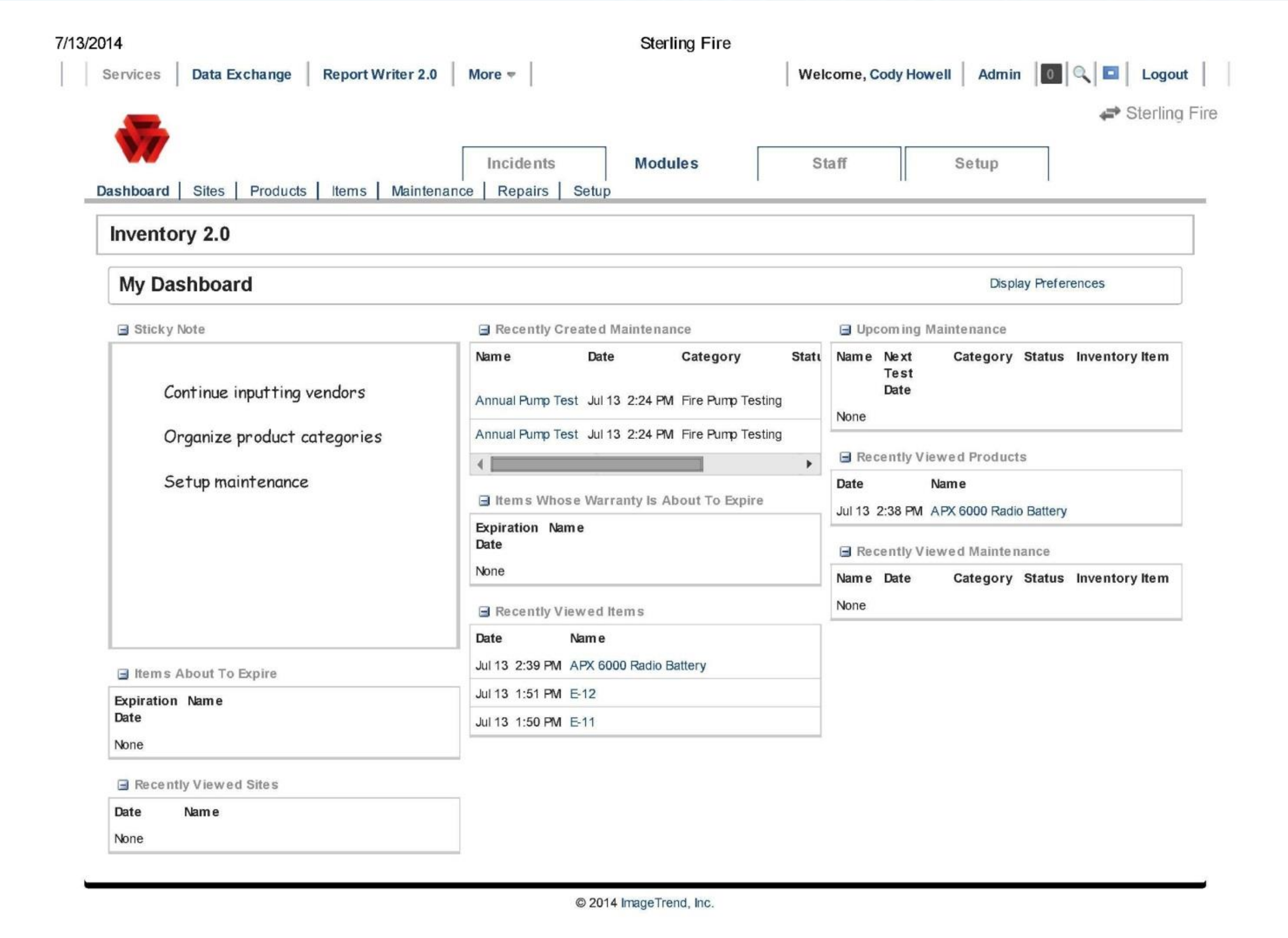
Vendor Sample

- 3 tabs let you see the vendor description, products available from the vendor and any documents associated.
- DUNS/NAICS for grants, etc.
- Contact information



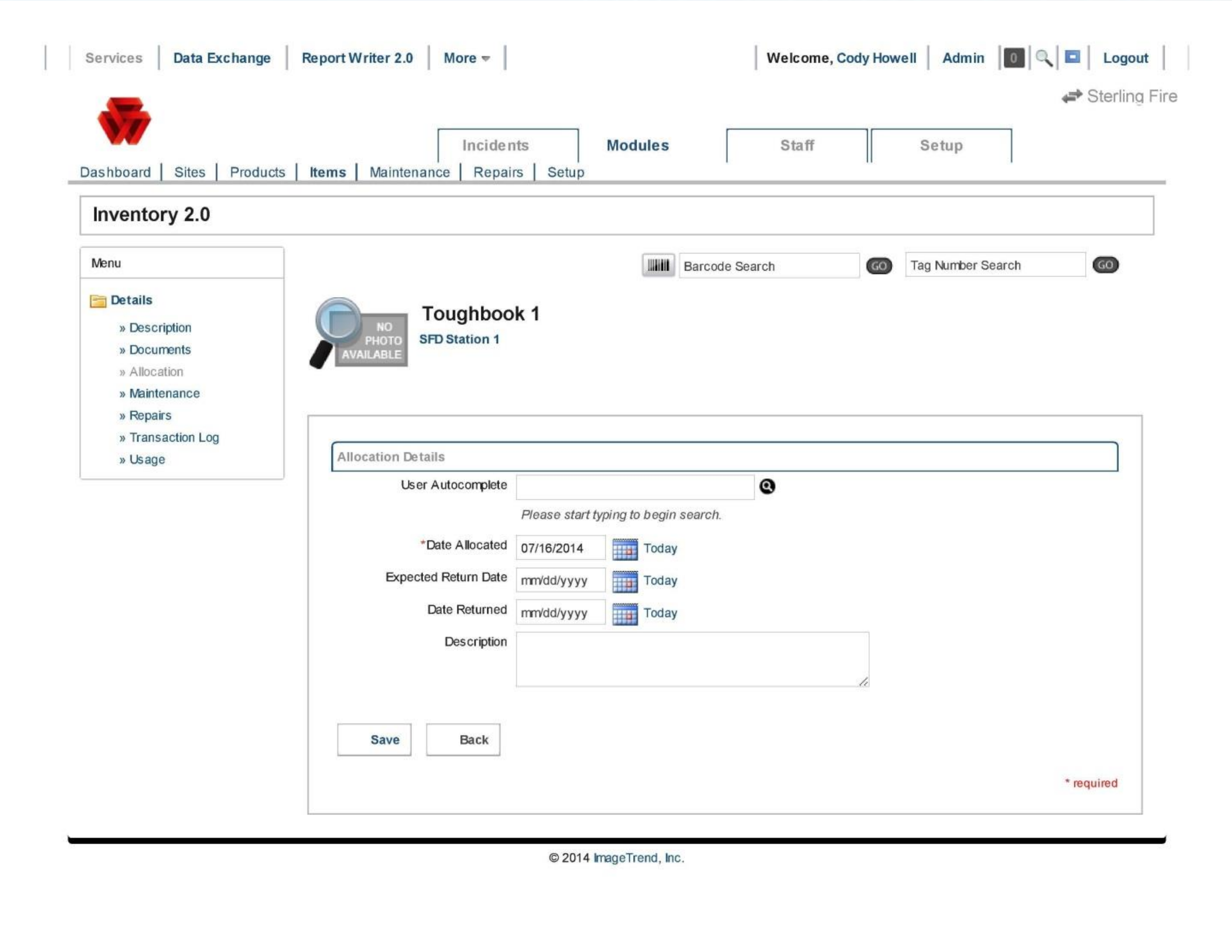
Dashboard

- Customizable with information about inventory, maintenance, expirations, etc.
- To add or remove fields click on display preferences.
- View recently accessed files
- Leave yourself notes



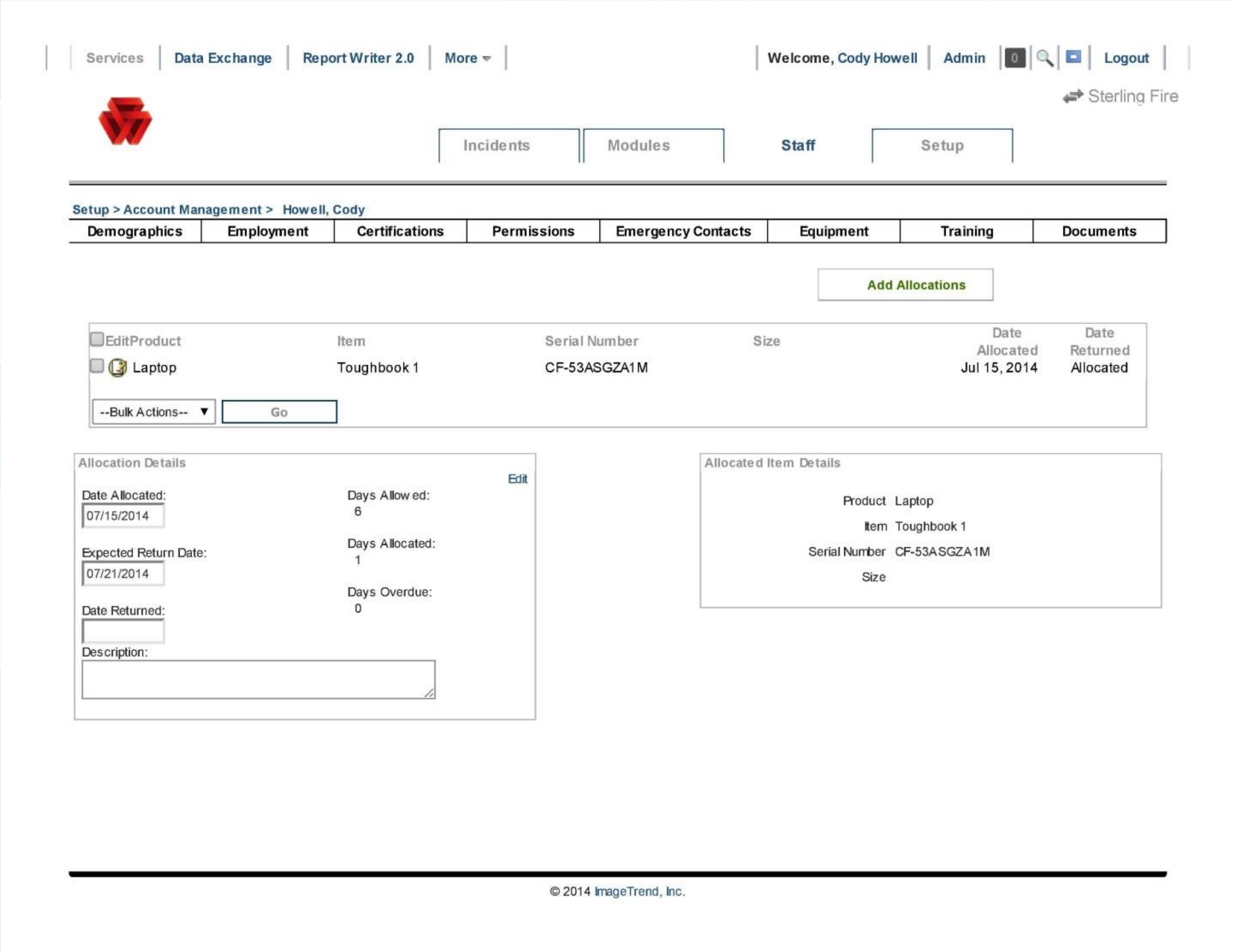
Allocation

- Allocate equipment to members in your database.
- Set dates for tracking
- Description field can be used to explain details of the allocation.



Member’s Equipment List

- Makes it possible to see what equipment each member was allocated.
- Able to reference allocation from Inventory 2.0 or from Member section.



INVENTORY MODULE

VERSION 5.8

ADMINISTRATOR'S GUIDE

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Table of Contents

CHAPTER 1

USING THE INVENTORY SYSTEM

1.1 Chapter Overview

This chapter explains how to work with sites, products and items in the Inventory module.

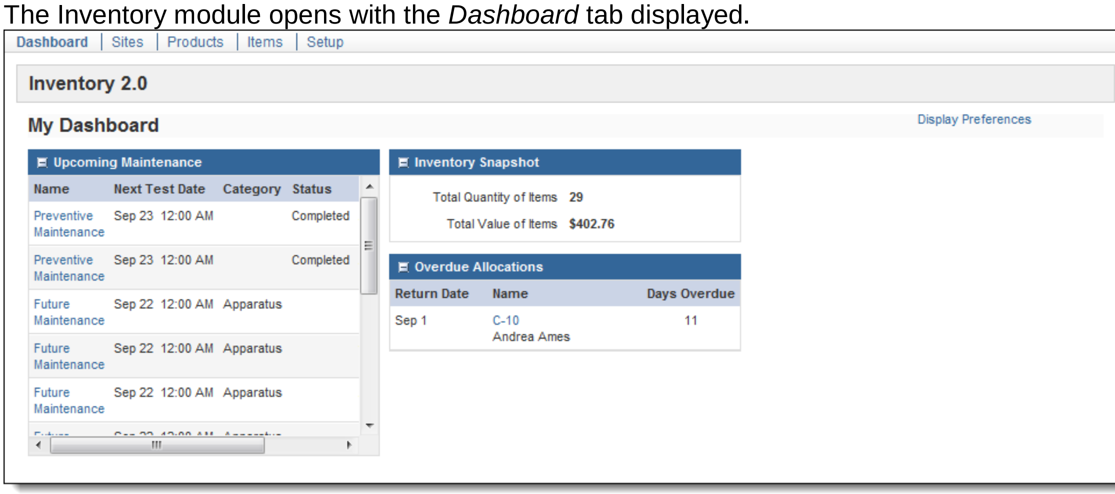
1.2 Introduction to ImageTrend's Inventory Module

The Inventory module allows you to keep track of a wealth of information about the items you keep in your agency. This can include the full specifications of each item, where it is located, any warranty information and more.

1.3 Configuring your Dashboard

The Dashboard is the page you will see when you first open the Inventory module. It gives you a snapshot of some of important information in your system. You can add "widgets" to the page to give you quick access to the information you want to see and access most often.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department.*
2. Under the *Modules* tab, click *Inventory 2.0*.
   The Inventory module opens with the *Dashboard* tab displayed.



3. To view a list of all elements that can be displayed, from the right side, click *Display Preferences*.
4. From the list that appears, to display a particular element, select the corresponding checkbox.
5. To hide an element that is currently displayed, deselect the corresponding checkbox.
6. When you are satisfied with the selected modules to display on the Dashboard, click *Save.*
7. When finished, to hide the list, click *Display Preferences* again.
8. To move elements, hover the mouse directly above the element's title until it becomes a four-sided arrow .
9. Click and drag the element to its new place on the page; all other elements will automatically move to accommodate the new layout.

1.4 Overview of Product Categories, Products and Items

Product categories, products and items are all interconnected within the Inventory system to help you keep track of your inventory. Understanding the way these work together and which is which will make your efforts easier.

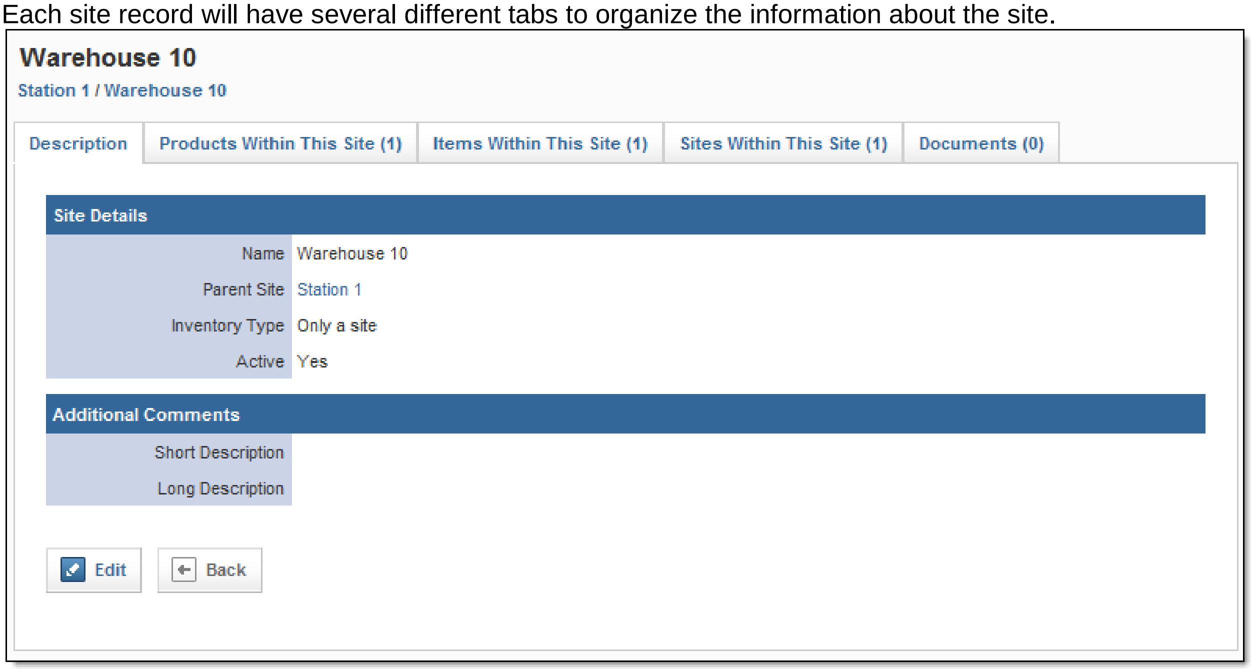
Items are the individual things you enter into the system to keep track of; for example a specific hammer or the laptop assigned to Engine 5. Products are things that you can buy or stock items of, with specific attributes that will pertain to every item. For example, when you are adding computers to your inventory system, the 12.1" Panasonic Toughbook C1 would be a product. If you have five Toughbook C1 computers, each of those five computers would be an item. Products and items are similar but are entered separately, and you must have products set up before you have an item.

Product categories allow a way to organize your products, making them easier to find if you keep track of a lot of inventory. You can have multiple levels of categories, allowing you to make organization as specific as desired. For example, when you are adding your computers to the system, you could create a top level category of computers. If you decide that you would like people to be able to further narrow down the computers in the Inventory system, you could create sub-categories of desktop computers and laptop computers. Products are then added within the category that is most suitable, and items are added to the products.

1.5 Overview of Sites

Sites allow you to keep track of where items are. An individual site record keeps track of a particular location where something can be stored. You can have multiple levels of sites; this allows you to create a site record for every room within a building, or for every cabinet within a storage room. You can also have sites that are also items within your inventory system (such as a desk or an ambulance). It is up to your agency how many levels of sites you want to keep track of. A very detailed system could keep track down to the level of individual drawers in a cabinet, while a more relaxed system may only keep track of the rooms within the station. Sites can also be nested, to indicate when a site is contained within another site. For instance, this allows you to list a desk within the room it is placed in, and the room within its station.

Each site record will have several different tabs to organize the information about the site.



Description

The Description tab contains the overview information about the site, including its name, description and inventory type.

Products Within This Site

Each site can be set up with products that can be stored within it. This tab lists all products that can be stored in the site and allows you to add products from the system to this site.

Items Within This Site

All items that are recorded as being stored at this site will be listed in the *Items Within This Site* tab. Items are not added to the site here, but are added from their products.

Sites Within This Site

If there are additional sites that have been set up within this site, they will be listed in this tab. You can also add sites that should be within this one in this tab.
EXAMPLE: If your system has site records entered for a room and for each cabinet within that room, you could view the site records for each cabinet within this tab for the room's site record.

Documents

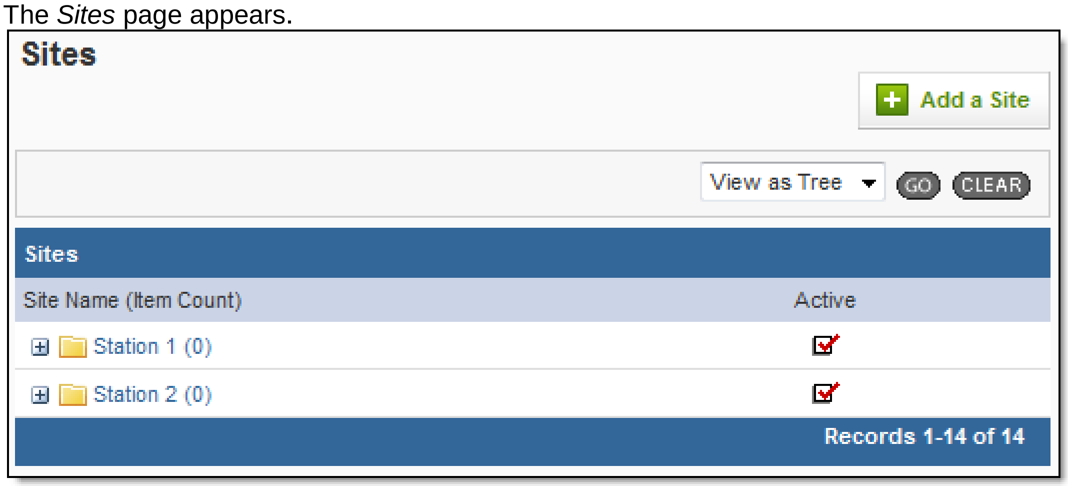
You can upload documents with more information to any site record, and those documents will be kept within the Documents tab. In addition, this tab will display any documents that have been added to the parent sites for this one (e.g., if a document was uploaded to a room site, that document would also be displayed in the site records for all cabinets in that room).

1.6 Viewing Sites

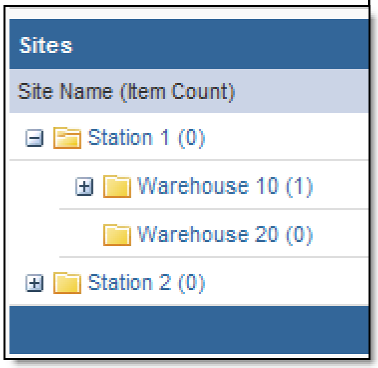
Once your sites are set up, you can view them from the system. Each individual site contains information about the sites, products and items contained within the site. By default, sites are displayed as a "tree," meaning that any sites nested within another site are hidden until you expand them. You can choose to either expand the tree or to view all sites as a list, which will no longer show the nesting.

Within each site record, several categories of information are contained. This includes information about products that can be contained within this site, items that are contained within the site, other sites that are nested under this site and any documents that are attached to the site record.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department.*
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Sites* link.
   The *Sites* page appears.

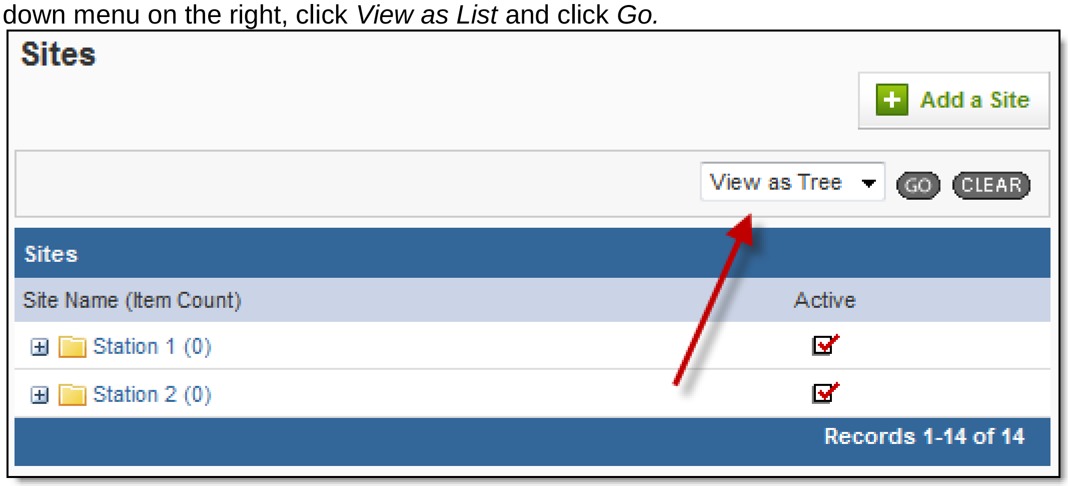


4. **OPTIONAL:** To view sites nested within those that are already displayed, click the *Expand* icon ⊞ beside the desired site.
   The next level of nested sites appears.

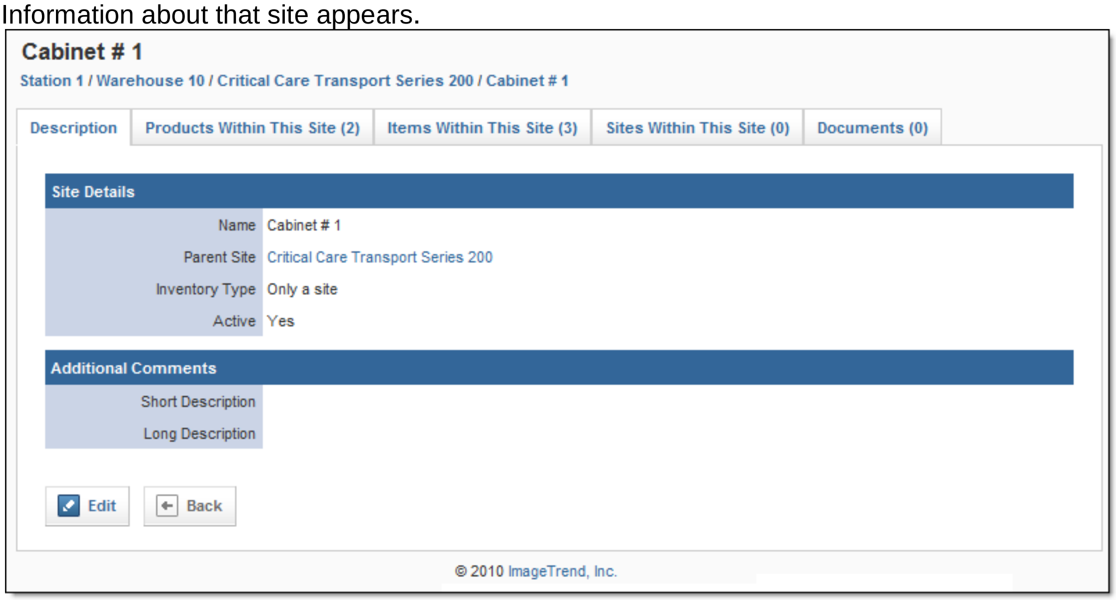


HINT: You can repeat this step as many times as you would like to view all the levels of sites.

5. **OPTIONAL:** To view all sites as a list without displaying the nesting information, from the drop down menu on the right, click *View as List* and click *Go.*



6. To view information about a particular site, click the name of that site.
   Information about that site appears.

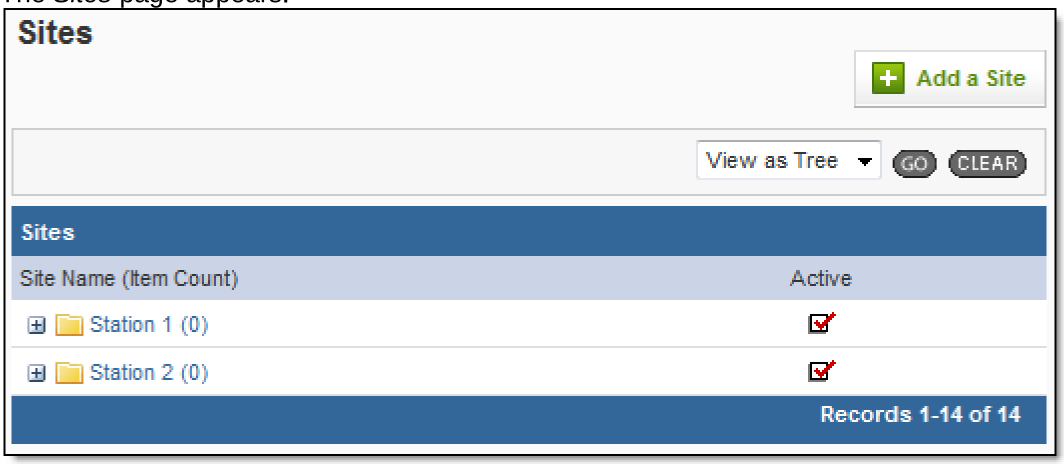


7. To view information about products, items, sites or documents within this site, click the appropriate tab.

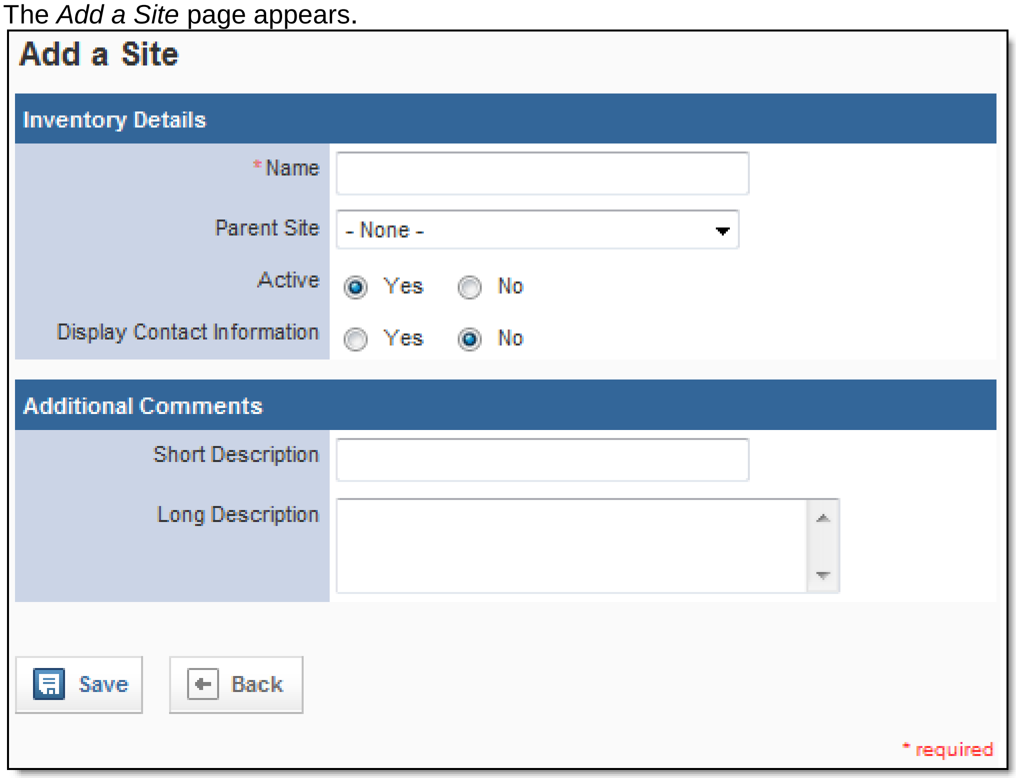
1.7 Adding a Site

You can add a new site as needed to keep track of locations where items can be stored.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department.*
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Sites* link.
   The *Sites* page appears.



4. Click *Add a Site.*
   The *Add a Site* page appears.



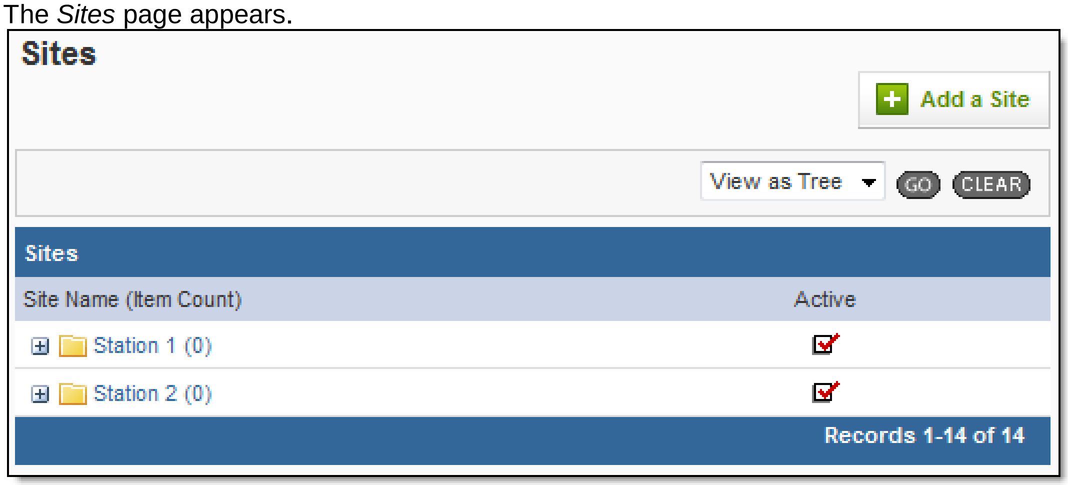
5. In the *Name* text box, type an identifying name for the site,
6. **OPTIONAL:** If this site is contained within another site, from the *Parent Site* drop down menu, select the site containing this one.

7. In the *Active* section, select whether this site should currently be active and available for use in the system or inactive and stored in the system for reference only.
8. In the *Display Contact Information* section, select whether this is a site that can have contact information.
   If *Yes* is selected, a *Contact Information* section appears.
9. If this site has contact information, in the *Contact Information* section, enter all known contact information for this site.
10. In the *Additional Comments* section, enter any desired descriptions for the site.
11. Click *Save.*
    The site is saved and additional tabs appear.

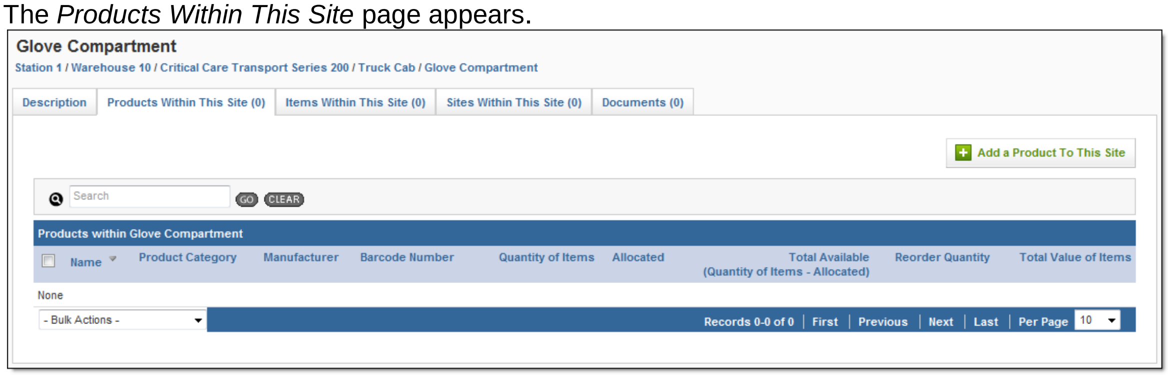
1.8 Adding a Product to a Site

Adding a product to a site allows you to record items of that product that are stored within the site. The products must have already been created in the system before you can add them to the site. Products that are added to a site will not be added to the sites beneath this one (e.g., if you add a product to a room, it will not be added to the site records for the cabinets within the room).

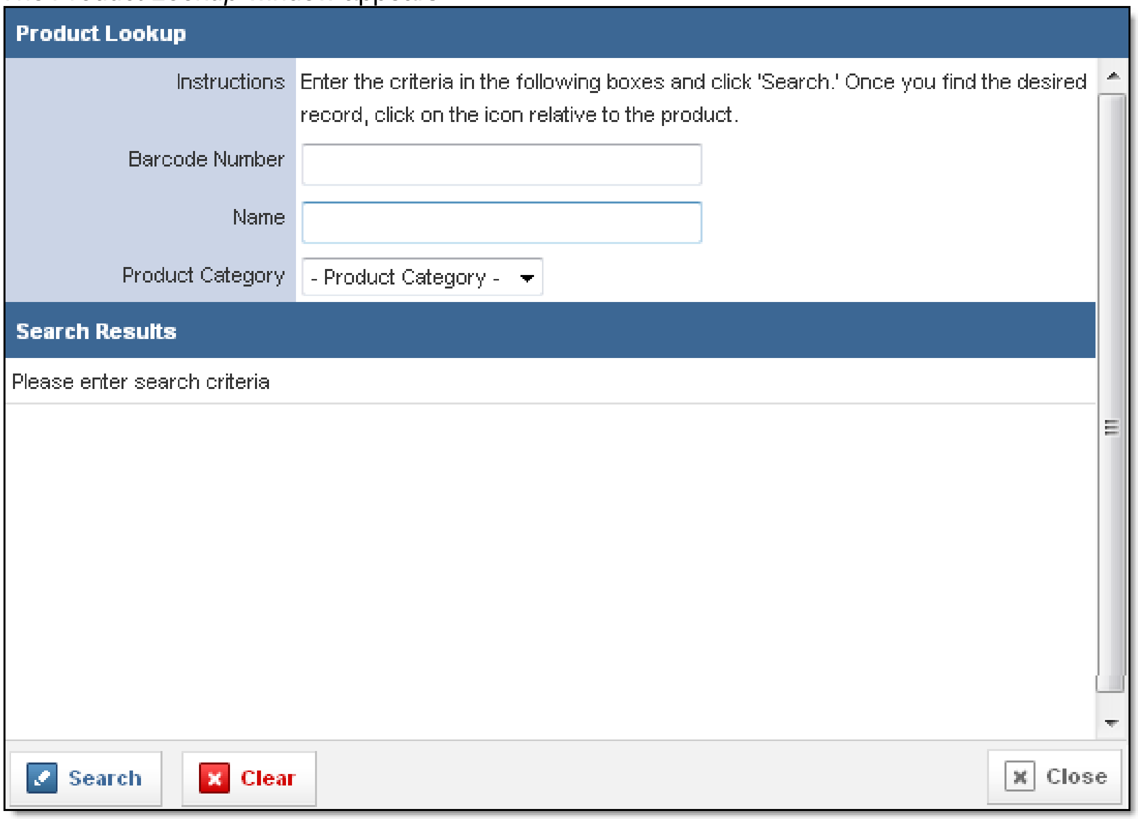
1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department.*
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Sites* link.
   The *Sites* page appears.



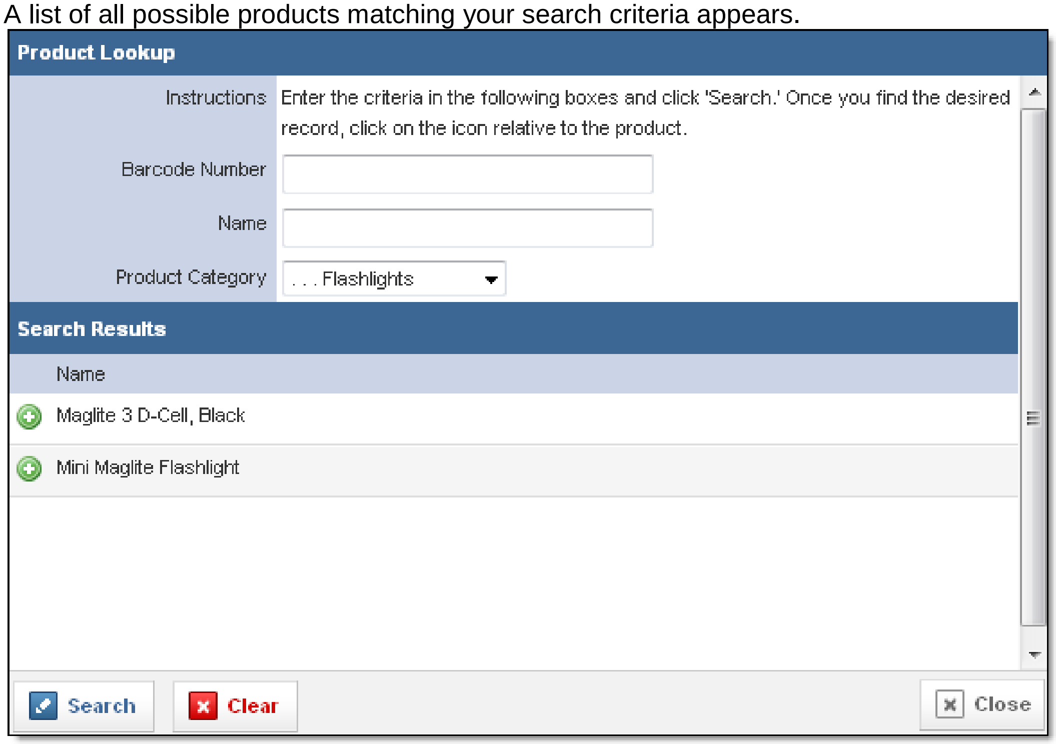
4. Locate the desired site.
5. Click the name of the site to open it.
6. Select the *Products Within This Site* tab.
   The *Products Within This Site* page appears.



7. Click the *Add a Product To This Site* button.
   The *Product Lookup* window appears.



8. Using the provided fields, enter any information you know about the product to search for it.
   HINT: If you want to view all products, leave the fields blank.
9. Click *Search.*
   A list of all possible products matching your search criteria appears.

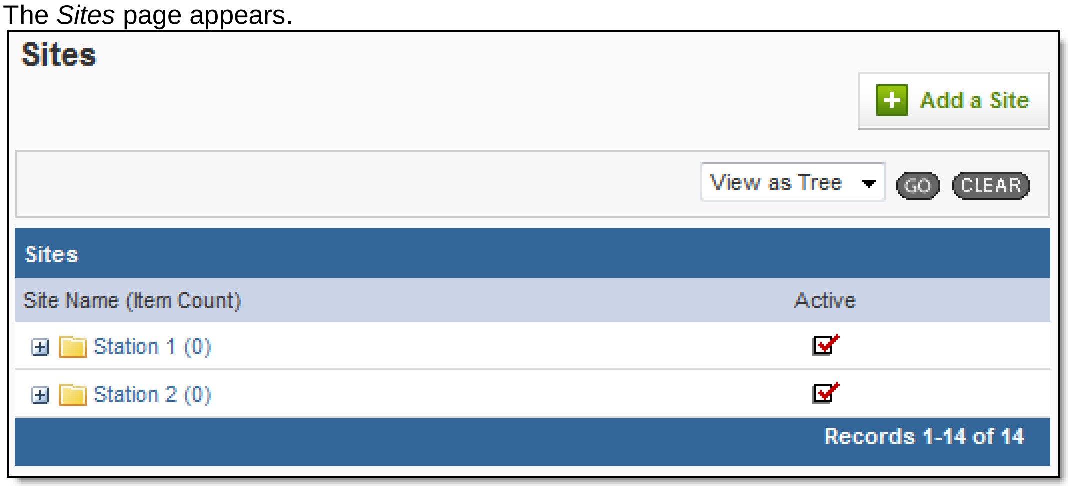


10. For the desired product, click the *Add* icon.
    The product is added.

1.9 Adding an Item to a Site

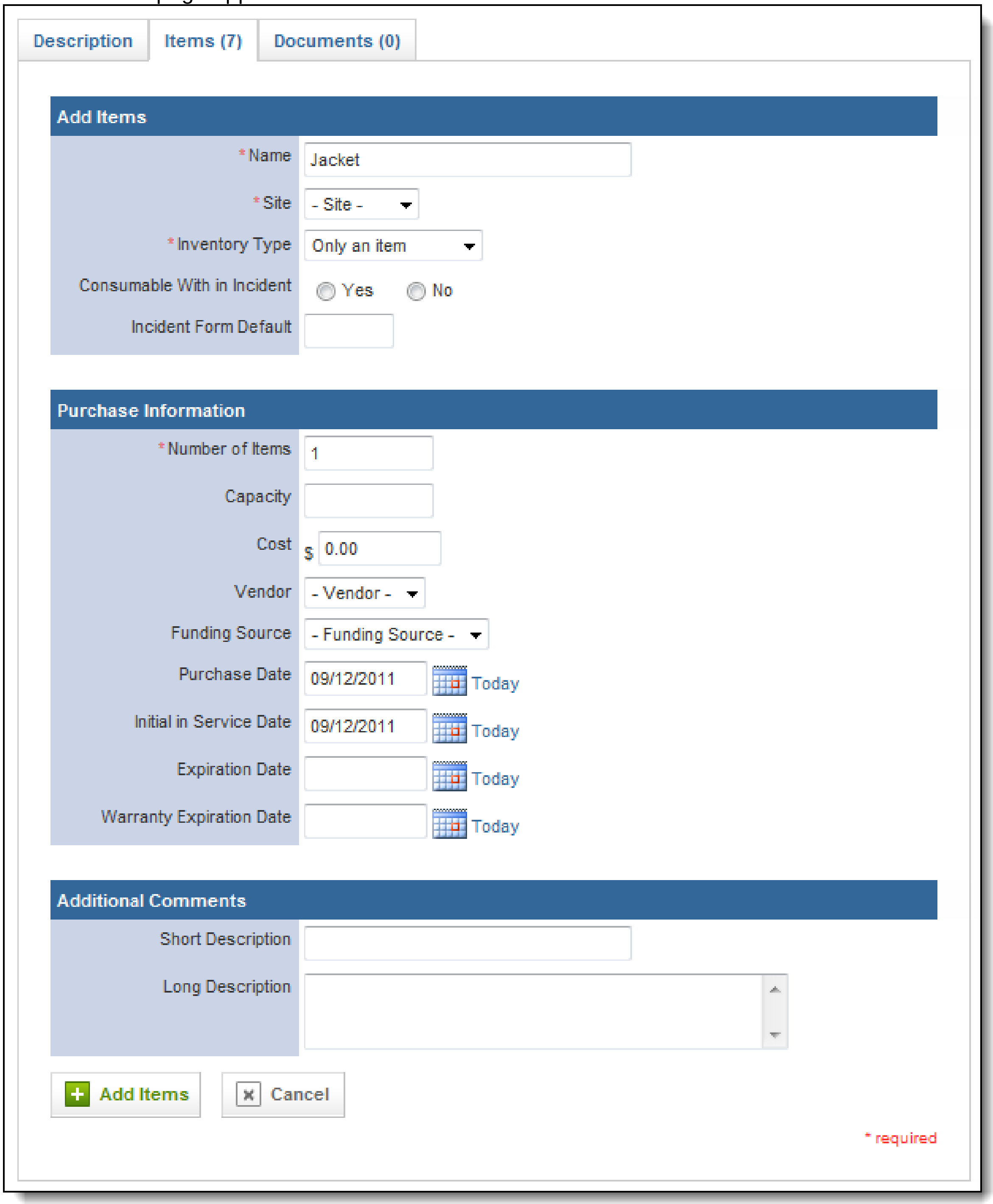
When you add items to the system from the *Items* tab, you can select the site at which they are stored. If you prefer, you can also access the option to add items to the system from a site.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department.*
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Sites* link.
   The *Sites* page appears.



4. Locate the desired site.
5. Click the name of the site to open it.
6. Select the *Products Within This Site* tab.
   The *Products Within This Site* page appears.
7. Click the name of the desired product.
   The *Product Details* window appears.
8. Click the *View Product* button.
   The product's profile opens.
9. Click the *Items* tab.
   A list of all items for that product appears.

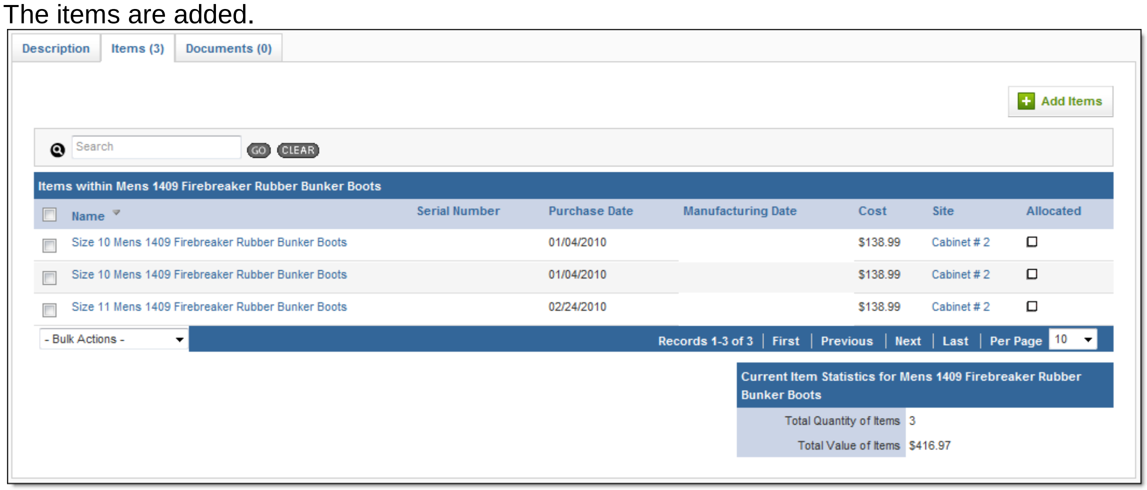
10. Click *Add Items.*
    The *Add Items* page appears.



11. **OPTIONAL:** If this item should have a name to distinguish it from other items for the same product, in the *Name* text box, type the extra information.
12. From the *Site* drop down menu, select the site at which this item is stored.
13. From the *Inventory* drop down menu, select whether this item should also be classified as a site.

HINT: If you choose to classify this item as both an item and a site, a record will be created for it both as a site and as an item. Please keep in mind that most information is not shared between the site and item records; for example, if you add a document to the site record, it will not be reflected in the item record.

14. In the *Consumable within Incident* section, select whether this item can be used up within an incident.
    NOTE: If you select *Yes,* this item will be included on run forms as a consumable.
15. **OPTIONAL:** If this item is a consumable, to assign a default number of this item that will be used on an incident, type the number in the *Incident Form Default* section.
    EXAMPLE: If your crews nearly always use two pairs of gloves during an incident, you can type *2* in here. When the crew members select the site to record consumed items, 2 pairs of gloves will already be selected as a consumable.
16. In the *Number of Items* text box, type how many item records you would like to add at this time.
    HINT: If you want to add multiple items for a single product with the same information, this can be very useful. However, keep in mind that if you will be entering serial numbers or other information that will be different for each item, you will either need to add each item separately or edit each item's record individually after creating them.
17. In the *Capacity* section, select the maximum amount that this site can hold.
    EXAMPLE: If each apparatus has one box of gloves containing 50 pairs, the capacity would be 50. Recording a capacity will not prevent you from assigning more than that number of an item to a site.
18. In the remaining fields in the *Purchase Information* section, enter all known information.
19. If applicable, in the *Custom Questions* section, answer all questions.
20. In the *Additional Comments* section, enter any additional information about this item.
21. Click *Add Items.*
    The items are added.

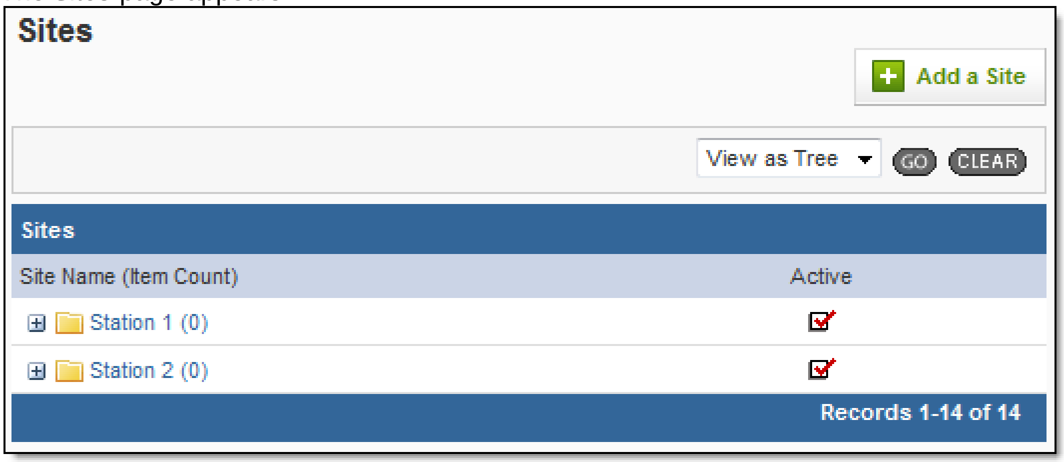


1.10 Adding a Site Within a Site

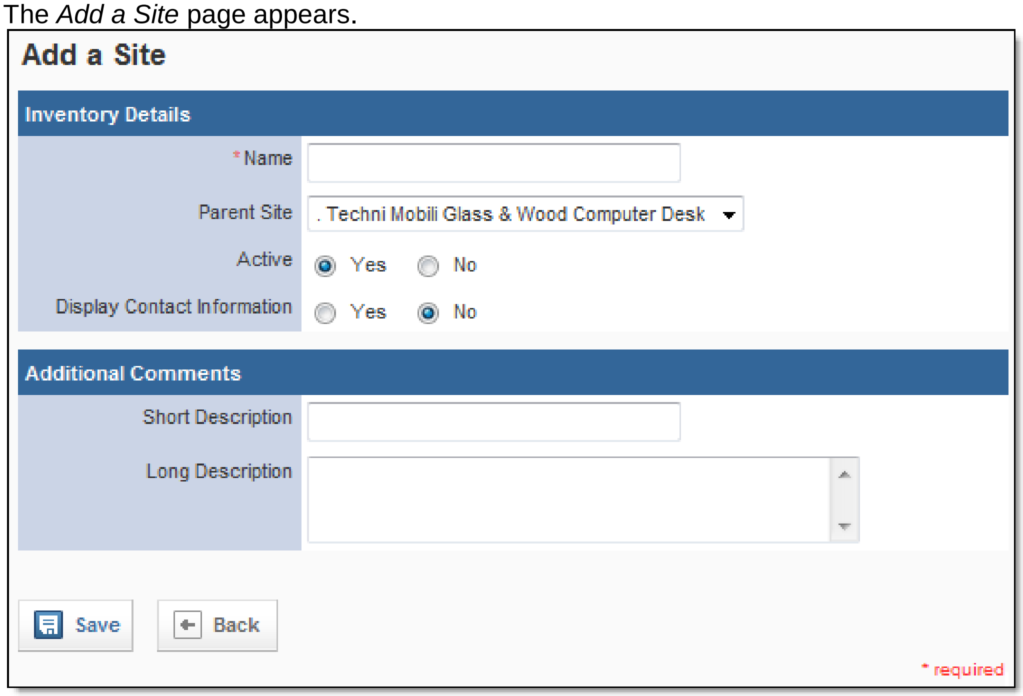
Sites can be added in several places. You can always add a site from the main *Sites* tab. However, if you are working with a single site and adding all the sites within it (for example, if you are working with the site record for a desk and want to add records for each of the drawers), you can add sites from the parent site profile.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department.*
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.

3. Select the *Sites* link.
   The *Sites* page appears.



4. Locate the desired site.
5. Click the name of the site to open it.
6. Select the *Sites Within This Site* tab.
   A list of all sites within the open site appears.
7. Click *Add a Site Within This Site.*
   The *Add a Site* page appears.



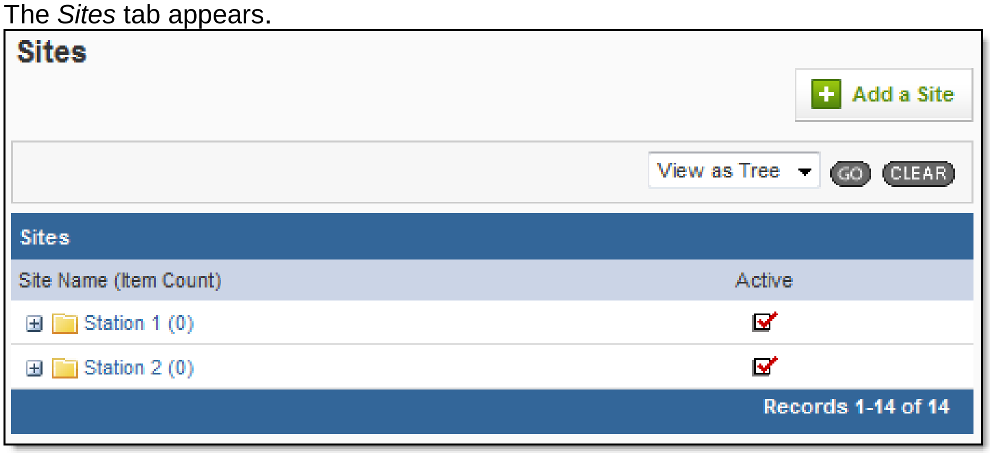
8. In the *Name* text box, type an identifying name for the site,
9. In the *Active* section, select whether this site should currently be active and available for use in the system or inactive and stored in the system for reference only.
10. In the *Display Contact Information* section, select whether this is a site that can have contact information.
    If *Yes* is selected, a *Contact Information* section appears.
11. If this site has contact information, in the *Contact Information* section, enter all known contact information for this site.
12. In the *Additional Comments* section, enter any desired descriptions for the site.
13. Click *Save.*
    The site is saved and additional tabs appear.

1.11 Adding a Document to a Site

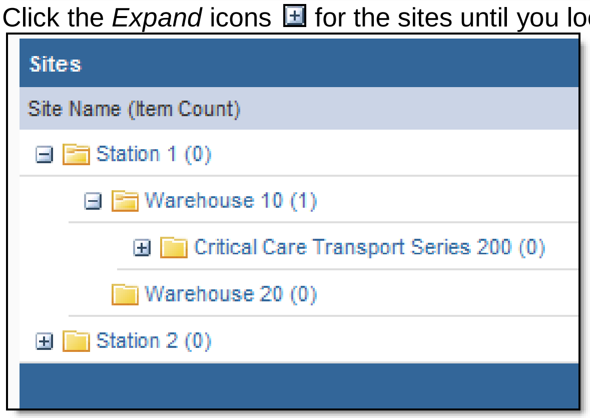
If you have any documents that you would like to store with a site record, you can do so. This can be an easy way to keep track of any more details specifications, maintenance instructions, manuals or other important documents. Documents that are added to this site will also be displayed in sites within this site (e.g., if a document was uploaded to a room site, that document would also be displayed in the site records for all cabinets in that room).

For security, not all file types can be uploaded to the Inventory system.

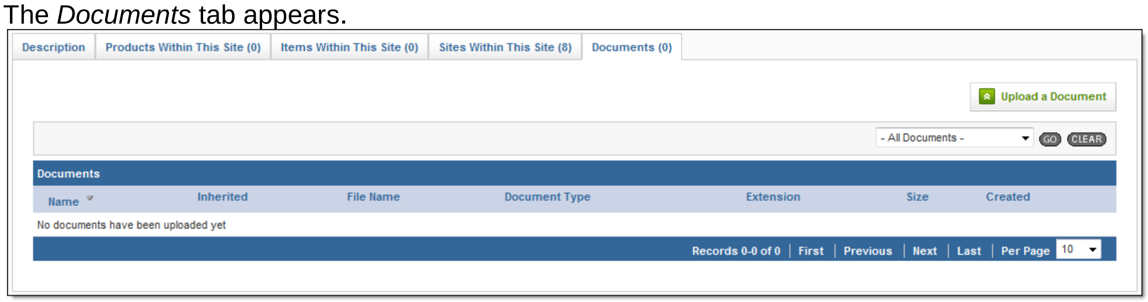
1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department.*
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Select the *Sites* link.
   The *Sites* tab appears.



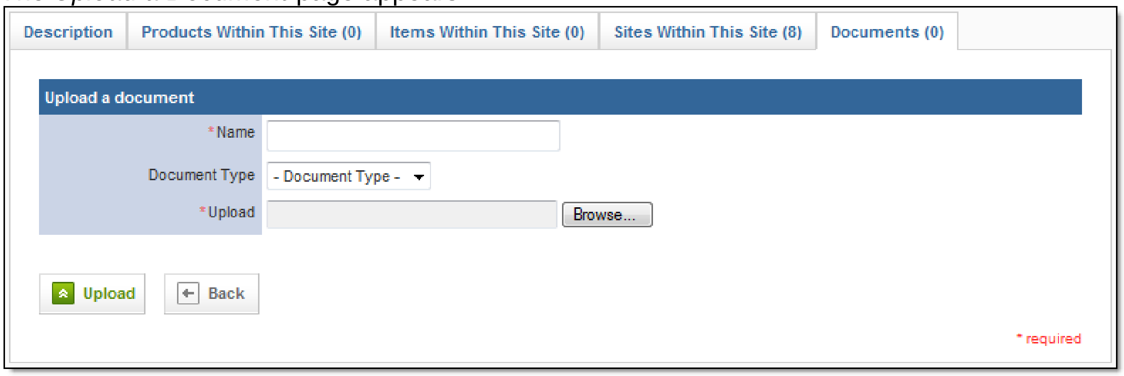
4. Click the *Expand* icons ⊞ for the sites until you locate the desired site.



5. Click the site name to open its profile.
6. Select the *Documents* tab.
   The *Documents* tab appears.



7. Click *Upload a Document.*
   The *Upload a Document* page appears.

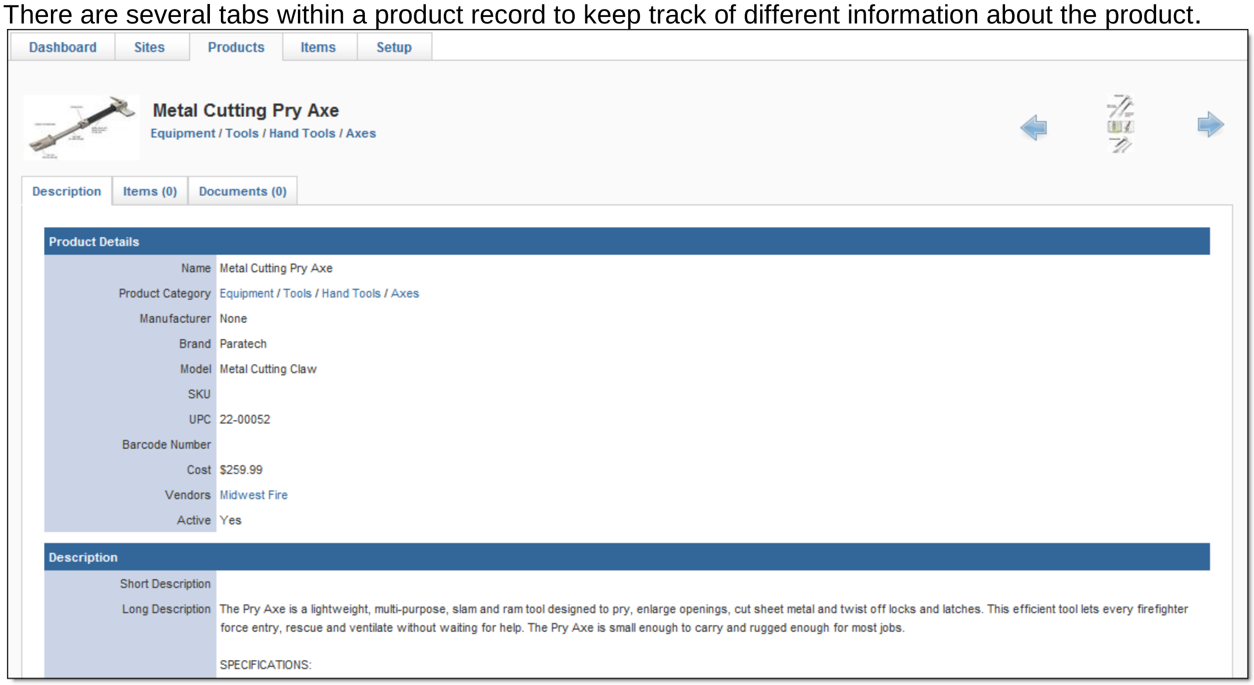


8. In the *Name* text box, type a name for this document.
9. From the *Document Type* drop down menu, select the type of document you are uploading.
10. In the *Upload* section, click *Browse…*
    The *Choose File* dialog box appears.
11. Navigate to and select the document you want to upload.
12. Click *Open.*
    The *Choose File* dialog box closes.
13. Click *Upload.*
    The document is added to the record.

1.12 Overview of a Product

Products are things that you can buy or stock items of, with specific attributes that will pertain to every item. Product records should contain all information that will be the same for all the items created from this product this can include information about the manufacturer, brand and model, cost and vendors, as well as photos and a description. This information will then be automatically entered for each item created from this product.

There are several tabs within a product record to keep track of different information about the product.



Description

The *Description* tab contains the basic information you enter about the product when it is created and the majority of information that will be used to create items. This includes information about the name, brand and model, cost and other logistics of the product.

Items

The *Items* tab lists all items of this product that are in the system, as well as allowing you to add additional items.

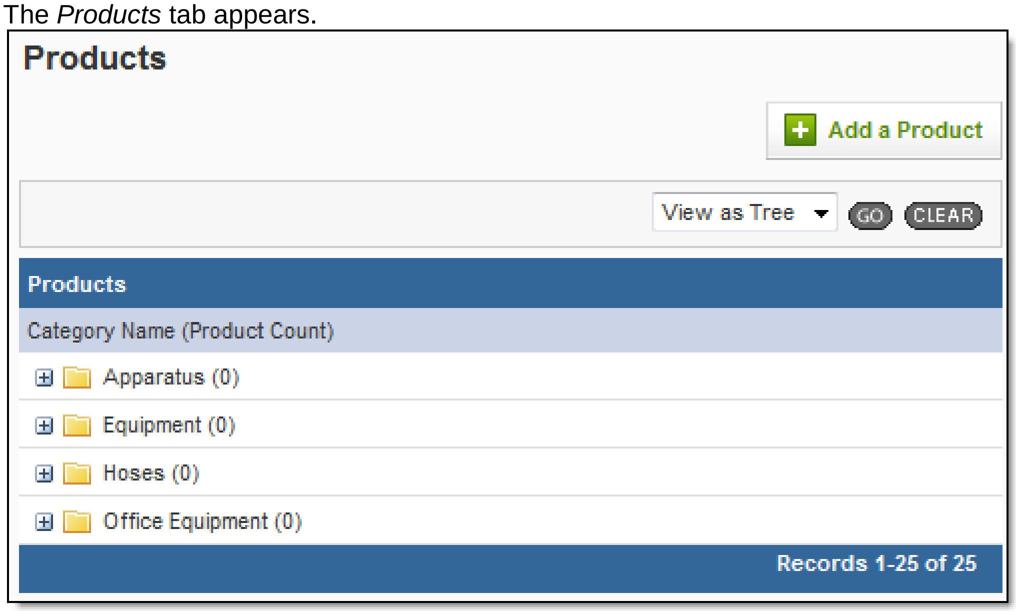
Documents

The *Documents* tab lists all documents that have been uploaded for this product and allows you to add new documents. This could include manuals, product specifications, assembly guides or other important documents that you would like to keep with the product information.

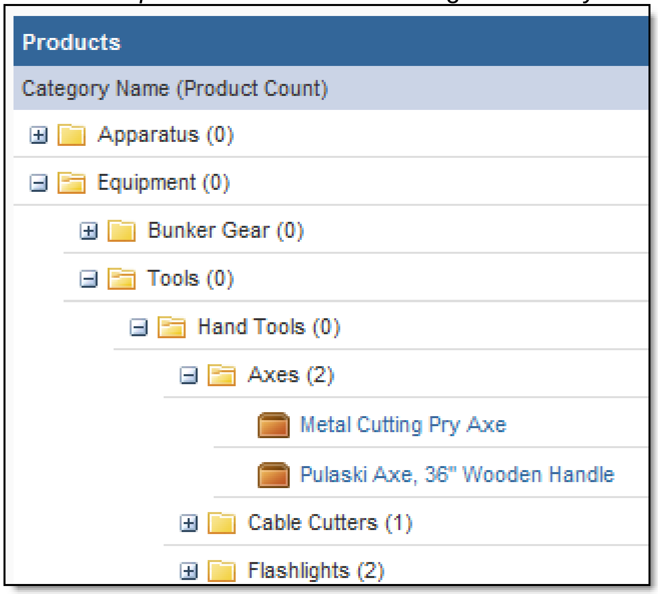
1.13 Viewing a Product Record

Products are organized based on their product categories. You can navigate through the categories to view the desired product record or you can search to find the desired record.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department.*
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Select the *Products* link.
   The *Products* tab appears.

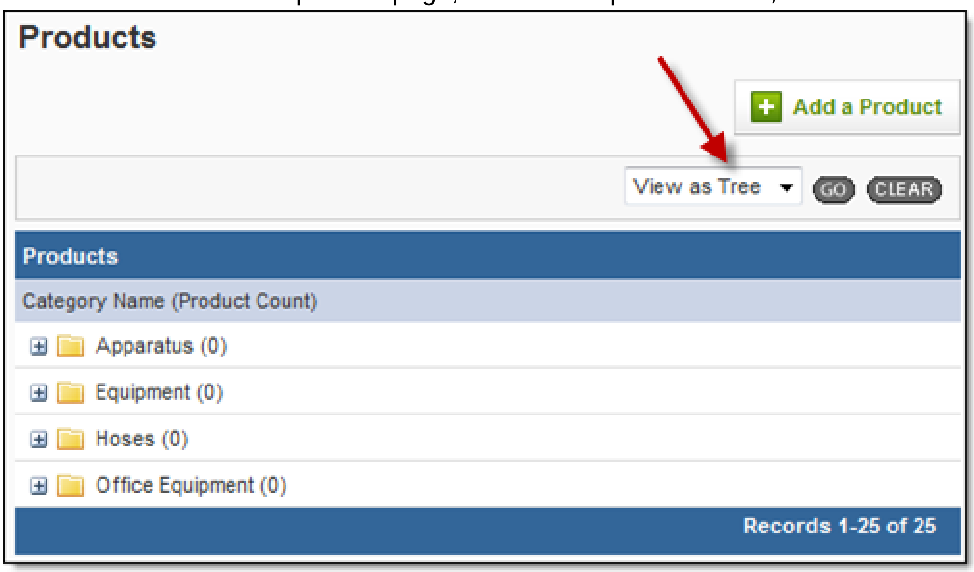


4. Click the *Expand* icons ⊞ for the categories until you locate the desired product.



OR

a. From the header at the top of the page, from the drop down menu, select *View as List.*



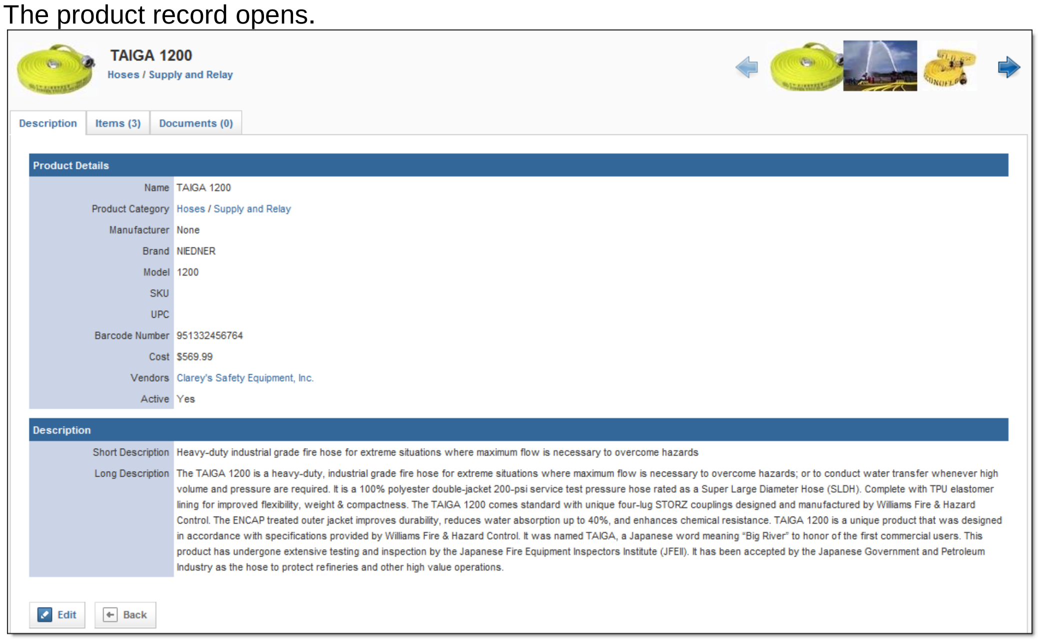
b. Click *Go.*
   Al products appear in a list.
c. Locate the desired product or use the *Search* text box to find the product.

5. Click the product name to open its profile.
   The product record displays.

Locating a Product Record with a Barcode Scanner

If you use barcode scanners, you can locate a product by scanning the product.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Select the *Products* link.
4. Use the barcode scanner to scan the product or type the barcode in the *Barcode Search* text box and click *Go*.
   The product record opens.

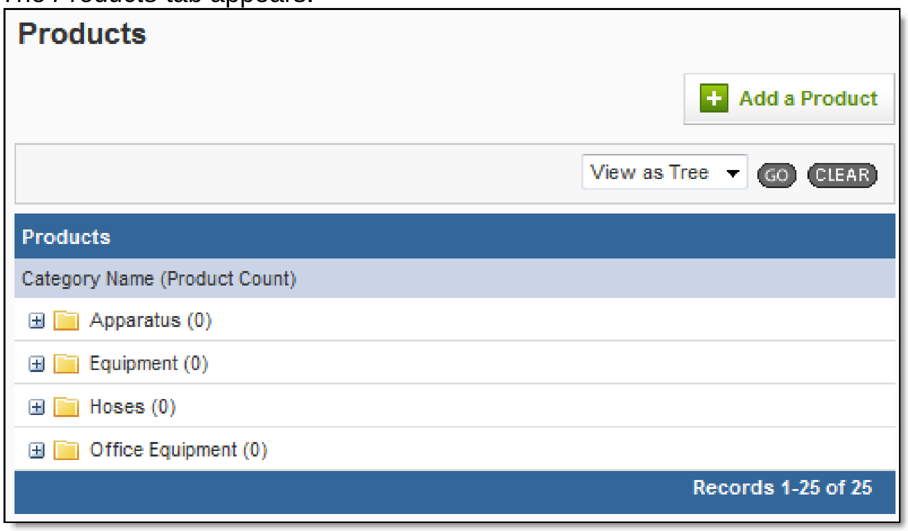


1.14 Adding a Product to the System

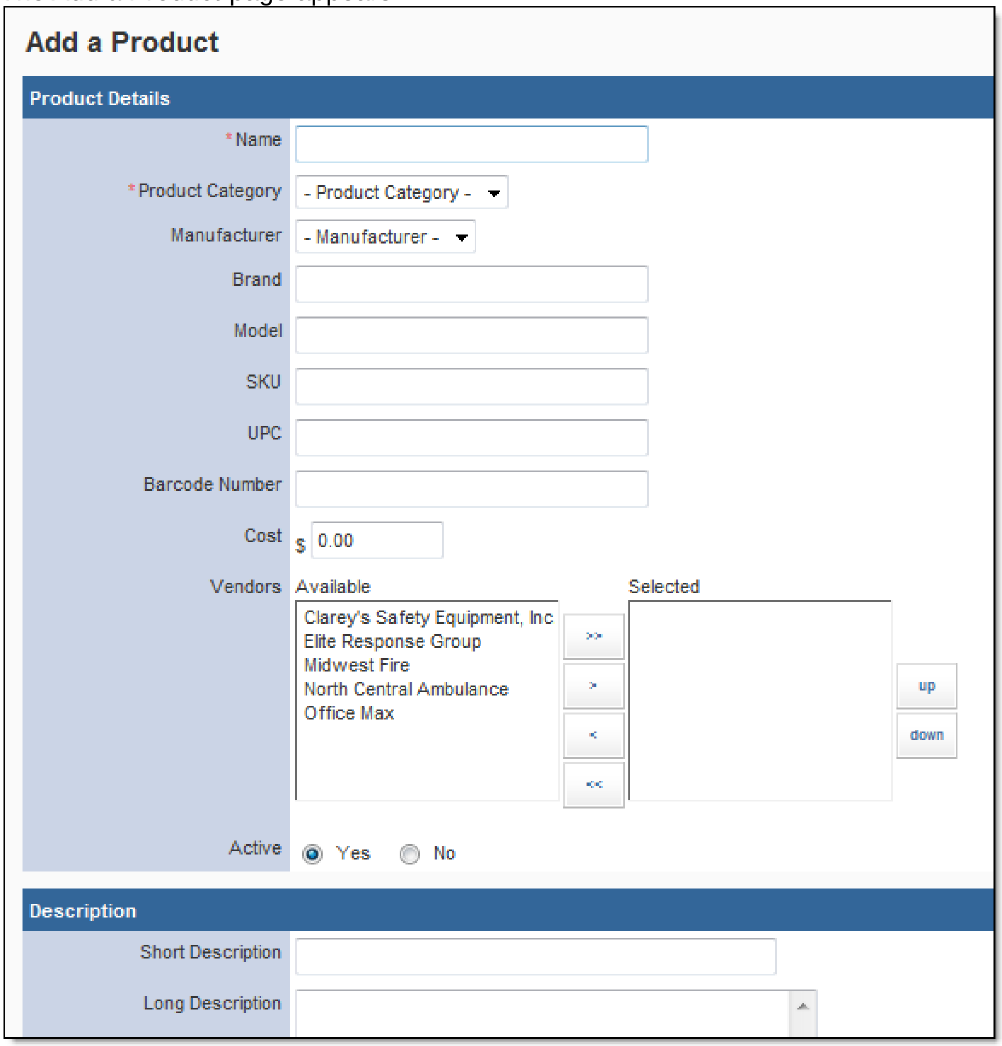
A product is a specific object that you can purchase a quantity of, with specific attributes that will pertain to every item. For example, a product could be the 12.1" Panasonic Toughbook C1 laptop. Each laptop you buy would be considered an item.

Products are divided into categories to help organize the many products your agency can record. When you add a product, you can define which category it should be classified under.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Select the *Products* link.
   The *Products* tab appears.



4. Click *Add a Product.*
   The *Add a Product* page appears.

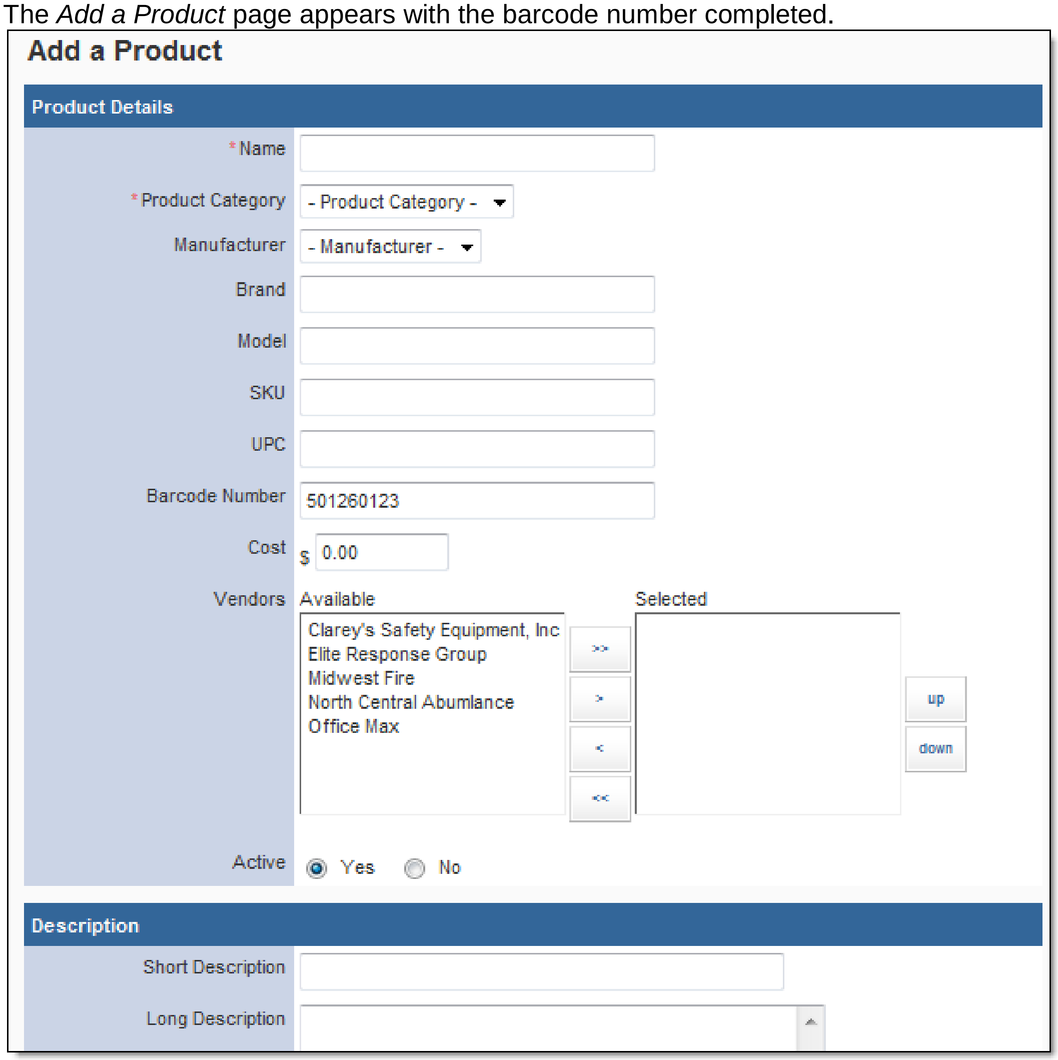


5. In the *Name* text box, type a descriptive name for this product.
   HINT: Make the name as descriptive as possible to avoid confusion. For example, if you have 3 different types of men's boots, be sure the name is specific enough that someone adding items for these products will know which product is which.
6. From the *Product Category* drop down menu, select the category in which this product will be classified.
   HINT: Depending on your agency's setup, product categories may be nested (e.g., there may be a category for boots under another category for apparel). In this case, place the product in the category that applies best to this product.
7. Using the remaining fields in the *Product Details* section, enter all known information about this product.
8. In the *Active* section, select whether this product should be active and available for use in the system, or inactive and available in the system only for reference.
9. In the *Description* section, enter any additional descriptive information about the product (e.g., dimensions or a short summary of the product).
10. When finished, from the bottom of the page, click *Save.*
    The product is added.

Adding a Product through a Barcode

If you are working with a barcode scanner, scanning a product that does not already have a product record in the system will automatically help you add a new product with the barcode already filled in.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Select the *Products* link.
4. Use the barcode scanner to scan the new product or type the barcode in the *Barcode Search* text box and click *Go*.
   The *Add a Product* page appears with the barcode number completed.

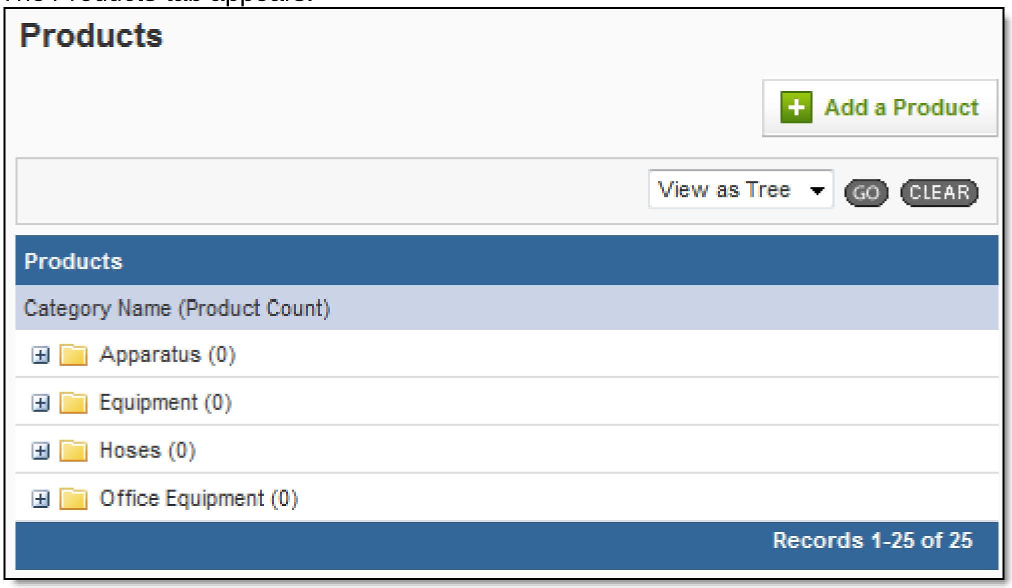


5. Using the provided fields, complete the rest of the form for this product.
6. When finished, from the bottom of the page, click *Save.*
   The product is added.

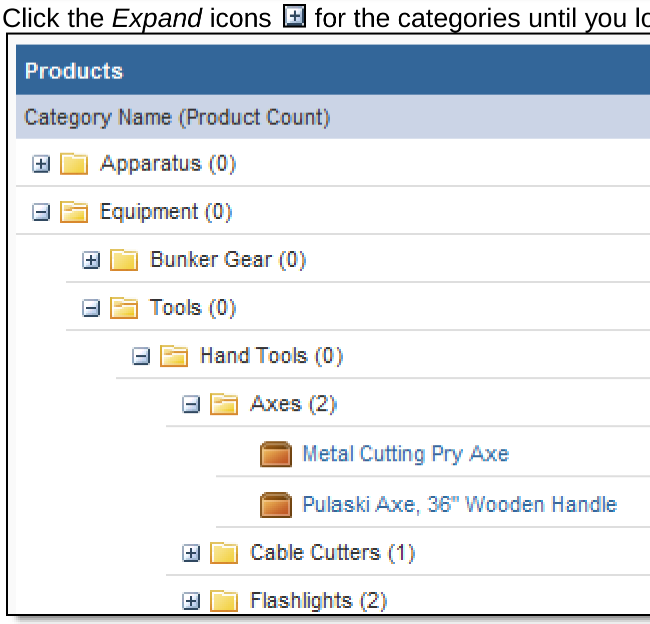
Adding Photos to a Product

Each product can have a gallery of photos to make it easy to identify. You can upload these photos and select one photo to be the primary picture for the product.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Select the *Products* link.
   The *Products* tab appears.

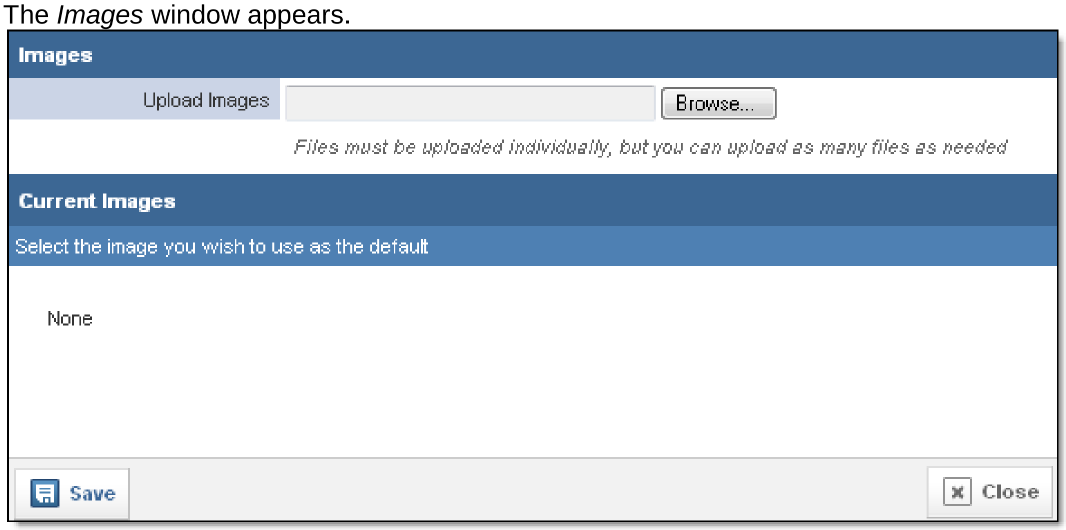


4. Click the *Expand* icons for the categories until you locate the desired product.



5. Click the product name to open its profile.
   The product record displays.

6. Click the *No Photo Available* icon or the product's photo.
   The *Images* window appears.

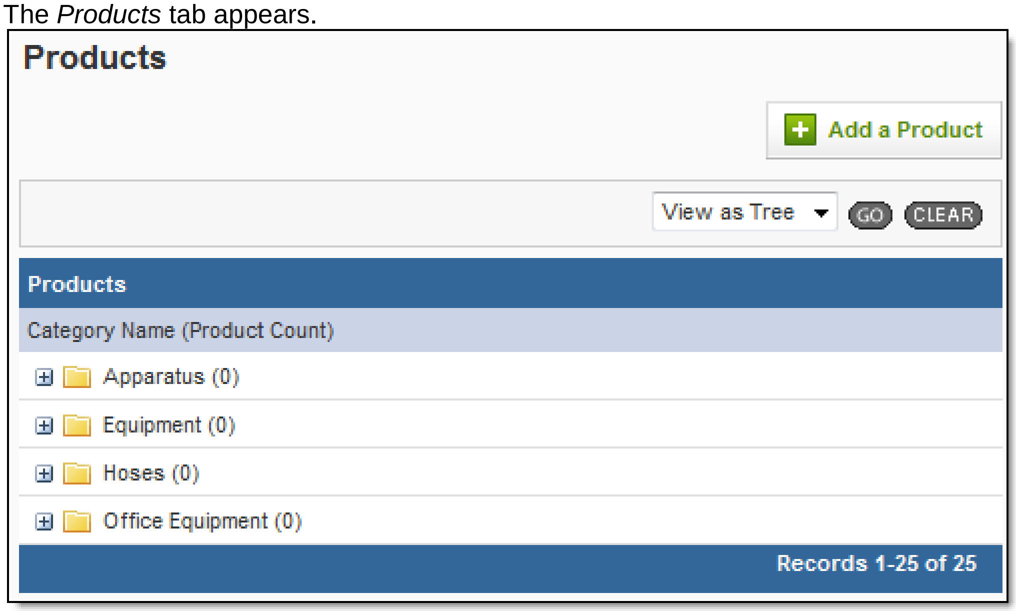


7. In the *Upload Images* section, click *Browse…*
   The *Choose File* dialog box appears.
8. Navigate to and select the first image you want to upload.
9. Click *Open.*
10. Repeat steps 3–5 until all desired pictures are added.
11. Click *Save.*
    The images are uploaded and added to the gallery for the product.
12. To select a photo to appear as the default photo on the product's information page,
    a. Click the *No Photo Available* icon or the product's photo.
       The *Images* window appears.
    b. Click the photo you would like to appear as the default photo for this product.
       A red line appears around the photo.
    c. Click *Save.*
       The photo is applied.

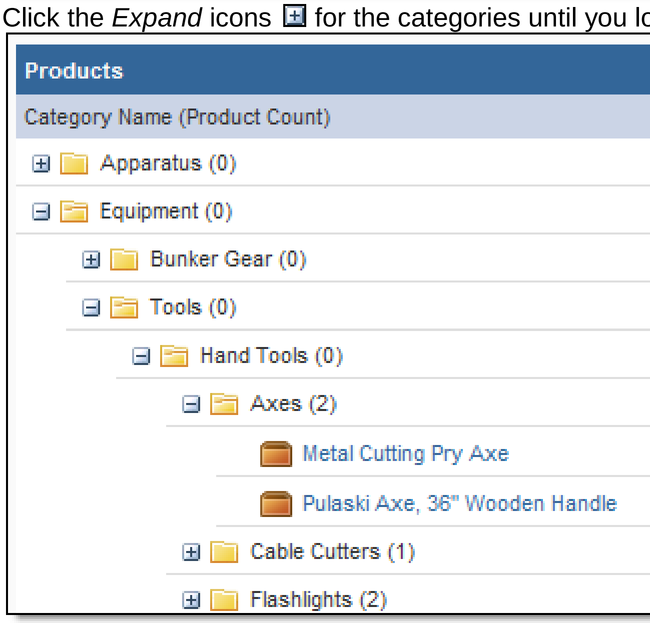
1.15 Editing a Product Record

If necessary, you can edit the record for a product.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Select the *Products* link.
   The *Products* tab appears.



4. Click the *Expand* icons for the categories until you locate the desired product.



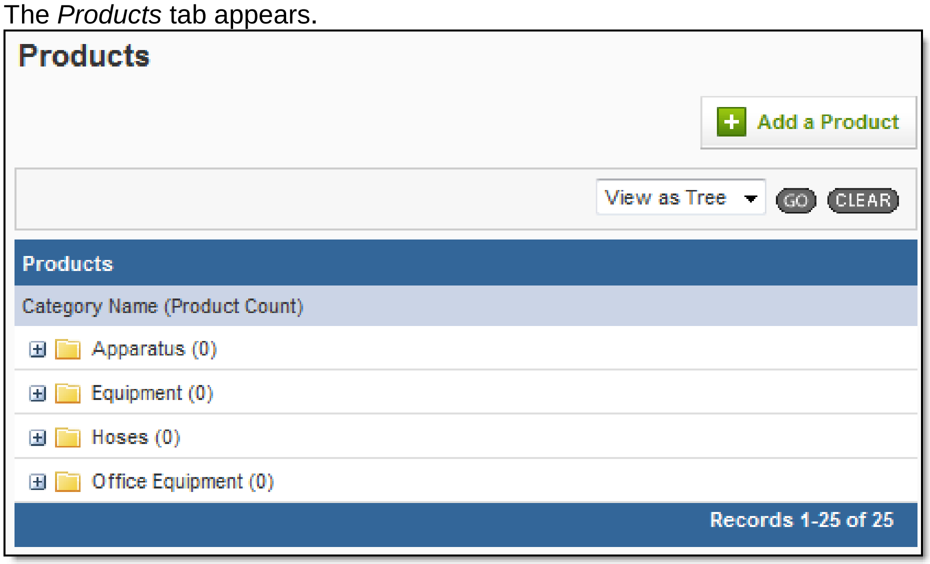
5. Click the product name to open its profile.
   The product record displays.

6. From the bottom of the *Description* page, click *Edit.*
   The fields become editable.
7. Make any desired changes.
8. From the bottom of the page, click *Save.*

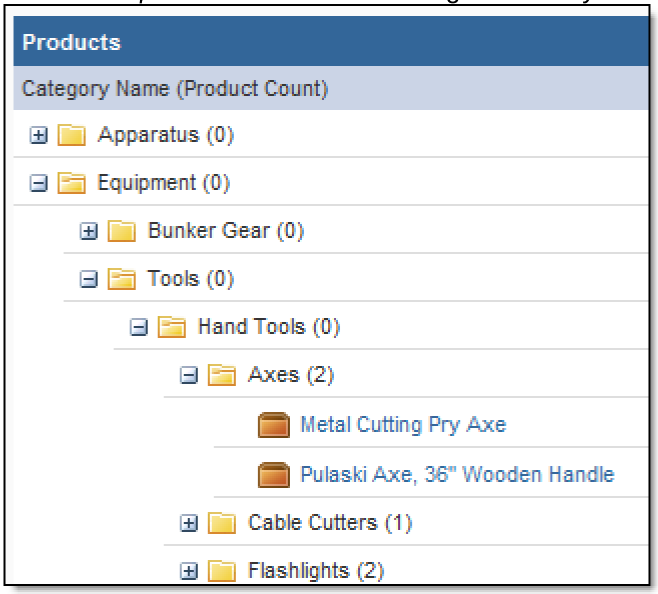
1.16 Adding a Document to a Product

If you have any documents that you would like to store with a product record, you can do so. This can be an easy way to keep track of any more details specifications, maintenance instructions, manuals or other important documents.

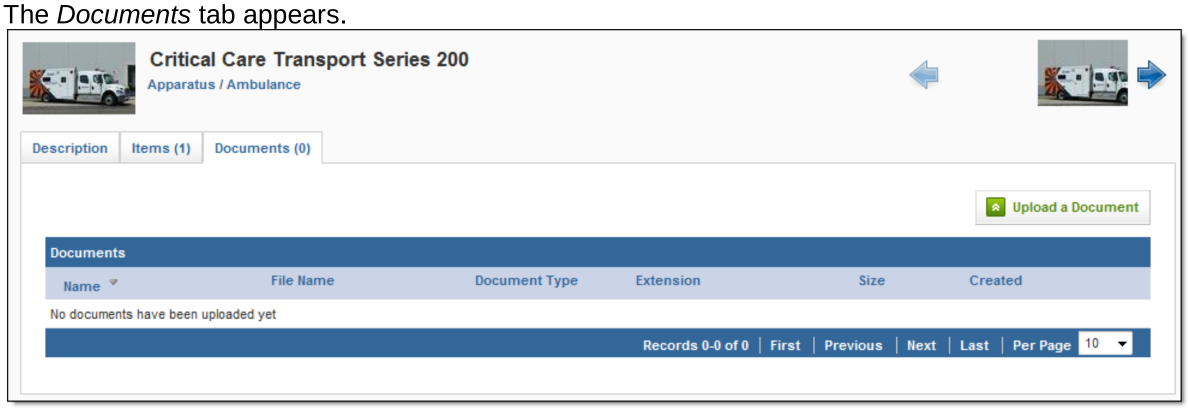
1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Select the *Products* link.
   The *Products* tab appears.



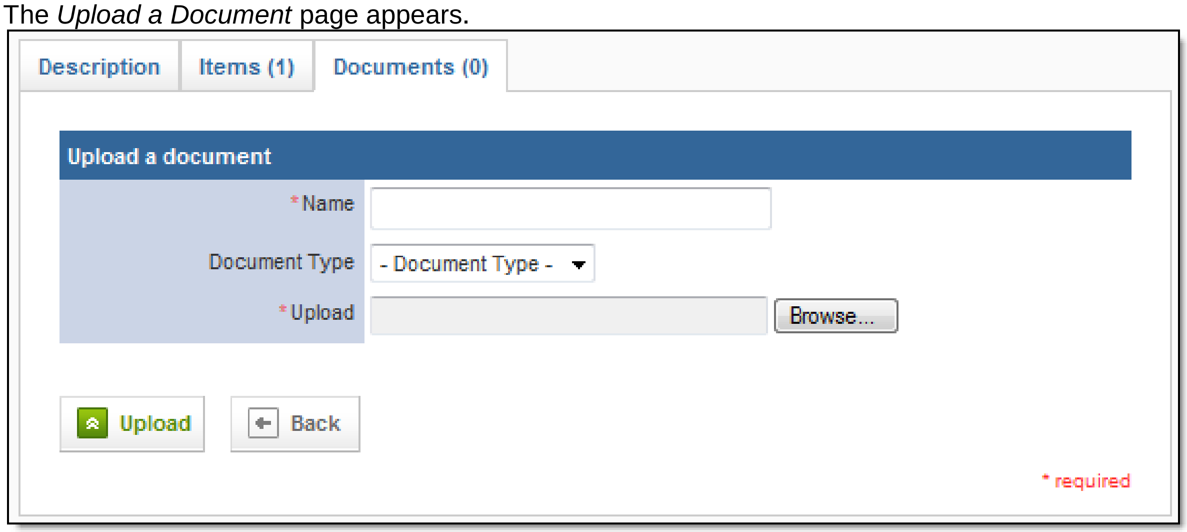
4. Click the *Expand* icons ⊞ for the categories until you locate the desired product.



5. Click the product name to open its profile.
6. Select the *Documents* tab.
   The *Documents* tab appears.

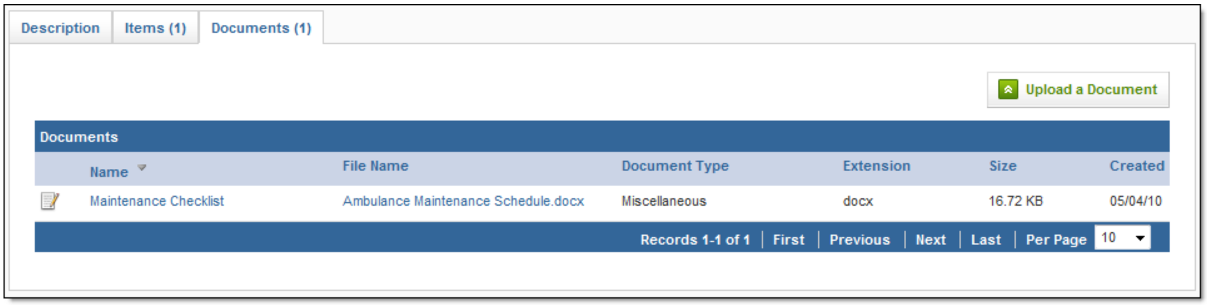


7. Click *Upload a Document.*
   The *Upload a Document* page appears.



8. In the *Name* text box, type a name for this document.
9. From the *Document Type* drop down menu, select the type of document you are uploading.

10. In the *Upload* section, click *Browse…*
    The *Choose File* dialog box appears.
11. Navigate to and select the document you want to upload.
12. Click *Open.*
    The *Choose File* dialog box closes.
13. Click *Upload.*
    The document is added to the record.

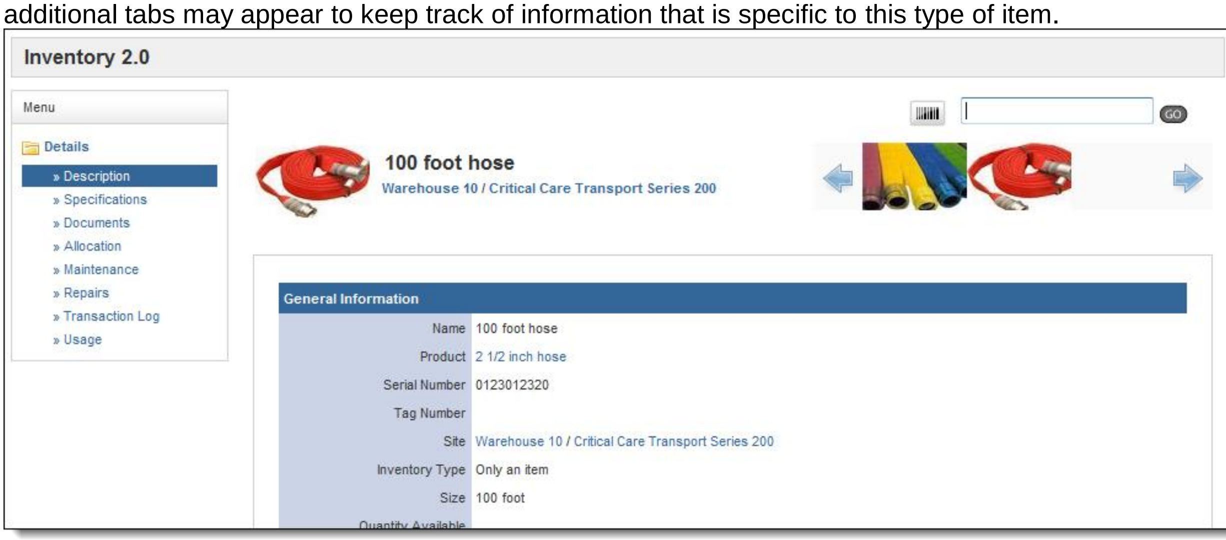


1.17 Overview of an Item

Items are individual things that you are keeping track of in the system, such as the phone at your desk or a specific pair of boots. Item records are created based on product records, which helps you to know exactly how many of a specific product you have and makes it easier to create item records for products that you may have multiple items for. Each item can also have a maintenance record, including records for each time maintenance was performed and any repairs done.

Items can also function as sites, if the item can store other items (for example, you may record your cabinets as items but also use the cabinets as sites that store tools). This is a setting specified when the item is first set up, and if an item is also a site it will have a separate item and site profile.

Item records have several tabs to keep track of different information. Depending on the item, some additional tabs may appear to keep track of information that is specific to this type of item.



Description

The *Description* tab keeps track of the basic details about the item, including its serial number, the site is stored at, any important dates and comments about this item.

Sites on Item

The *Sites on Item* tab will only appear if this item is also a site. If there are sites listed within this one, they will be listed in this tab. You can also add a site to this one from here.

Specifications

For certain types of products and items, additional specifications can be entered based on how that product is configured in your service. You can fill out this specification information from here.

Documents

The *Documents* tab lists all documents that have been uploaded for this item and allows you to add new documents. This could include manuals, product specifications, assembly guides or other important documents that you would like to keep with the product information. Documents that were uploaded for this item's product will also appear here.

Allocation

The *Allocation* tab lists all records for when this item was given to someone for use. You can also record a new allocation here.

Maintenance

The *Maintenance* tab lists all maintenance records for the item. You can also record a new maintenance record here.

Repairs

If any required repairs are indicated in maintenance records, those repairs will be documented in the *Repairs* tab. You can view and add repair records here.

Transaction Log

The *Transaction Log* tab records dates affecting this item, from warranty and purchase dates to allocation dates.

Usage

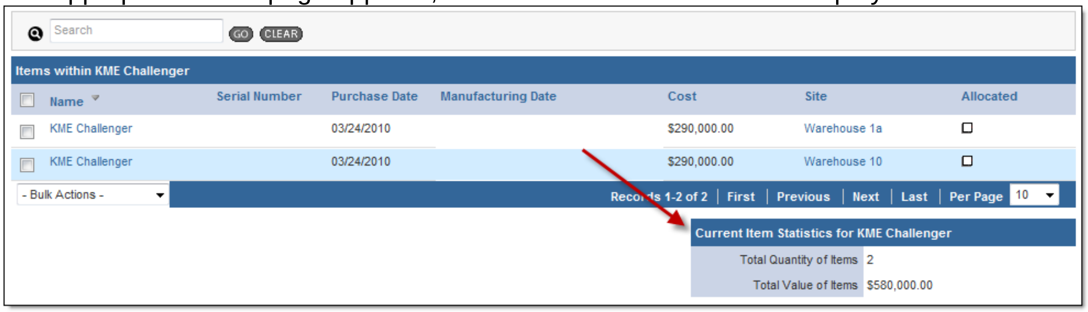
The *Usage* tab records information for consumable items. When a consumable item is recorded as being used in an incident, the record will appear here in the item profile. You can also add usage records in this tab.

Viewing Item Statistics

When you view items from the *Items* tab or a list of items for a product or site, you can view statistics about the items currently being displayed. This allows you to view the number of items and their total value. If you use a filter to view only specific items, the statistics displayed will only apply to those specific items.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. As desired, open the *Items* page, the *Items* tab within the product record or the *Items Within This Site* tab within a site.

The appropriate *Items* page appears, with the statistical information displayed.



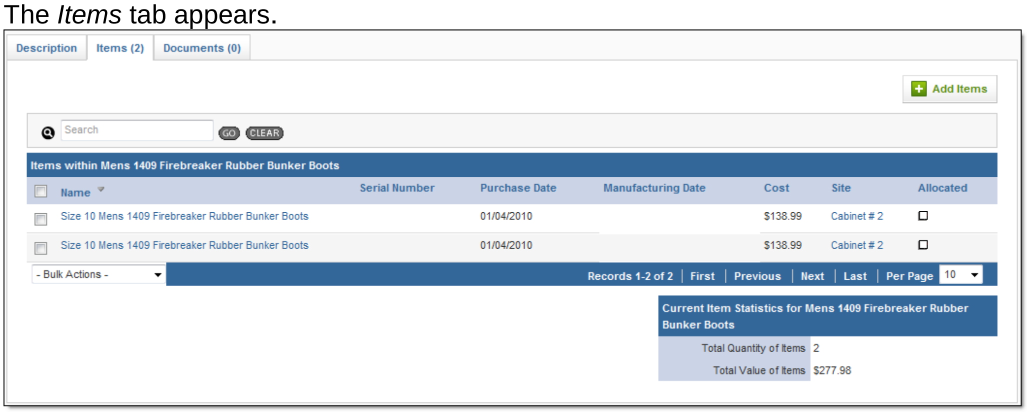
1.18 Adding an Item to the System

Each item must be associated with a product; you can add a new item directly from the associated product record or from the *Items* page.

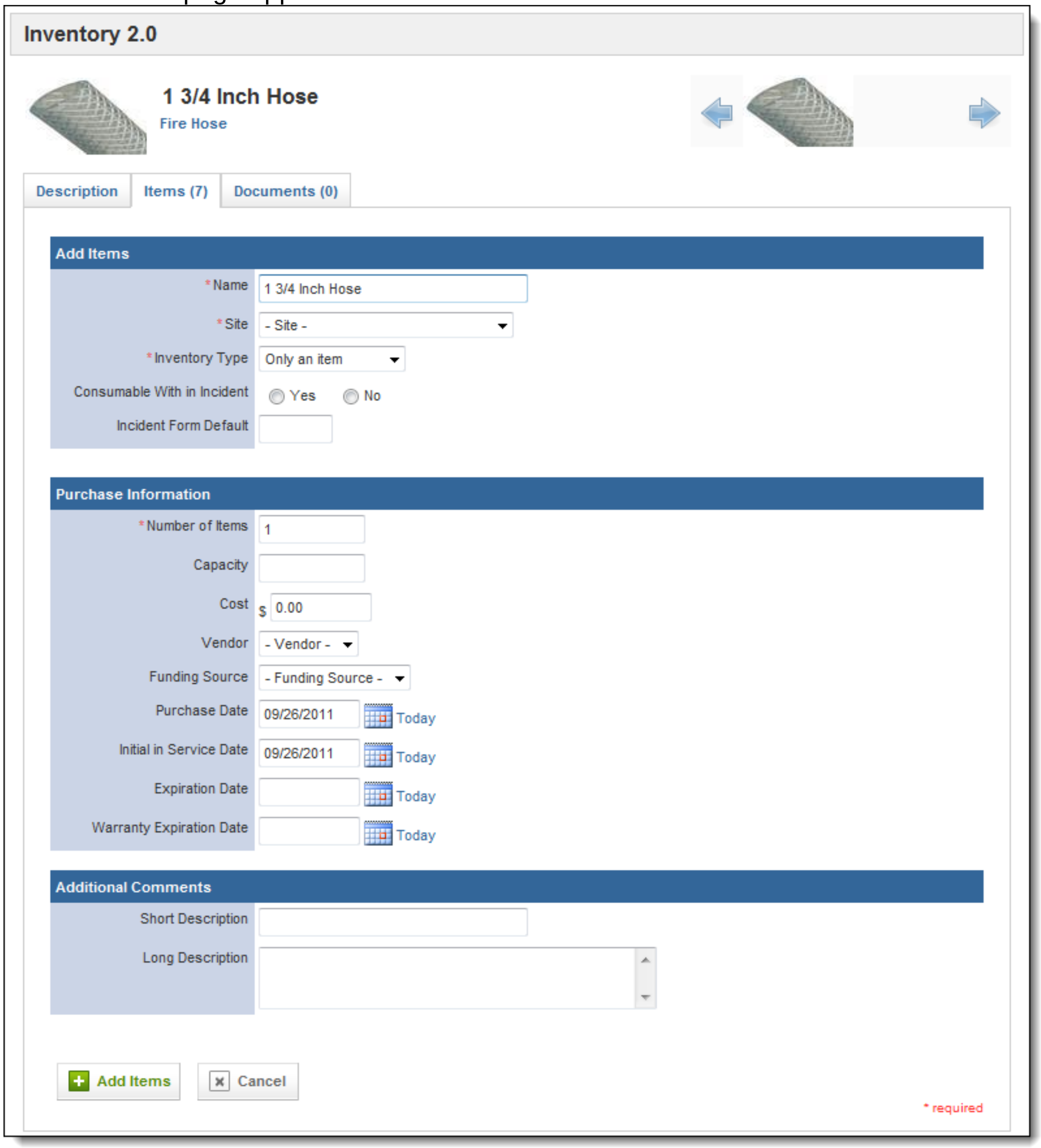
Adding an Item from a Product Record

When adding an item from a product record, some of the item information will already be completed from the product.

1. Open the product record for type of item you want to add.
   Within the product record, click the *Items* tab.
   The *Items* tab appears.



2. Click *Add Items.*
   The *Add Items* page appears.



3. **OPTIONAL:** If this item should have a name to distinguish it from other items for the same product, in the *Name* text box, type the extra information.
4. From the *Site* drop down menu, select the site at which this item is stored.
5. From the *Inventory Type* drop down menu, select whether this item should also be classified as a site.
   HINT: If you choose to classify this item as both an item and a site, a record will be created for it both as a site and as an item. Please keep in mind that most information is not shared between the site and item records; for example, if you add a document to the site record, it will not be reflected in the item record.
6. In the *Consumable Within Incident* section, select whether this item is a consumable.
   HINT: If you select *Yes,* this item will be available for crew members to select on run forms as being consumed.
7. To set up a default number that should be marked as being consumed on an incident form if this item is selected as being used, type the desired number in the *Incident Form*

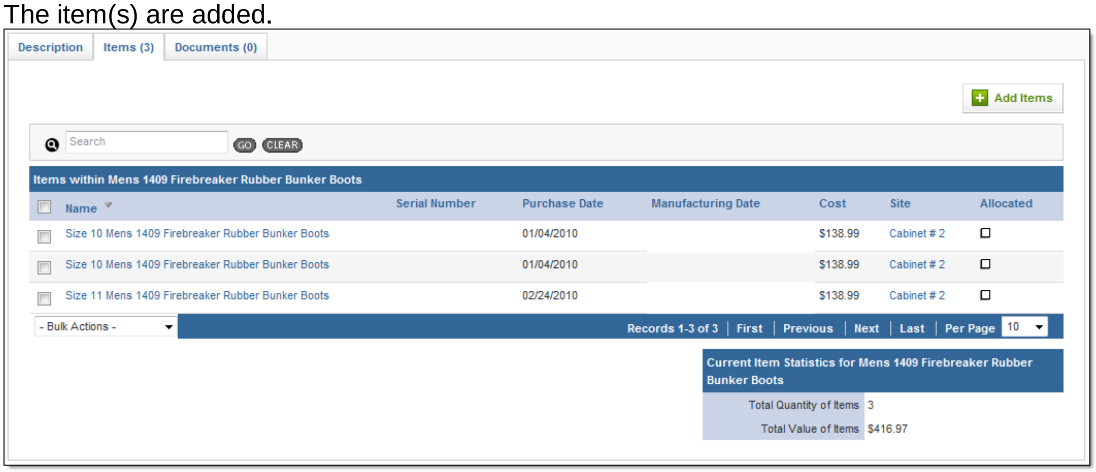
Default text box.

NOTE: This field is not applicable if this item is not a consumable.

8. In the *Number of Items* text box, type how many item records you would like to add at this time.

   HINT: If you want to add multiple items for a single product with the same information, this can be very useful. However, keep in mind that if you will be entering serial numbers or other information that will be different for each item, you will either need to add each item separately or edit each item's record individually after creating them.
9. In the remaining fields in the *Purchase Information* section, enter all known information.
10. If applicable, in the *Custom Questions* section, answer all questions.
11. In the *Additional Comments* section, enter any additional information about this item.
12. Click *Add Items.*

    The item(s) are added.



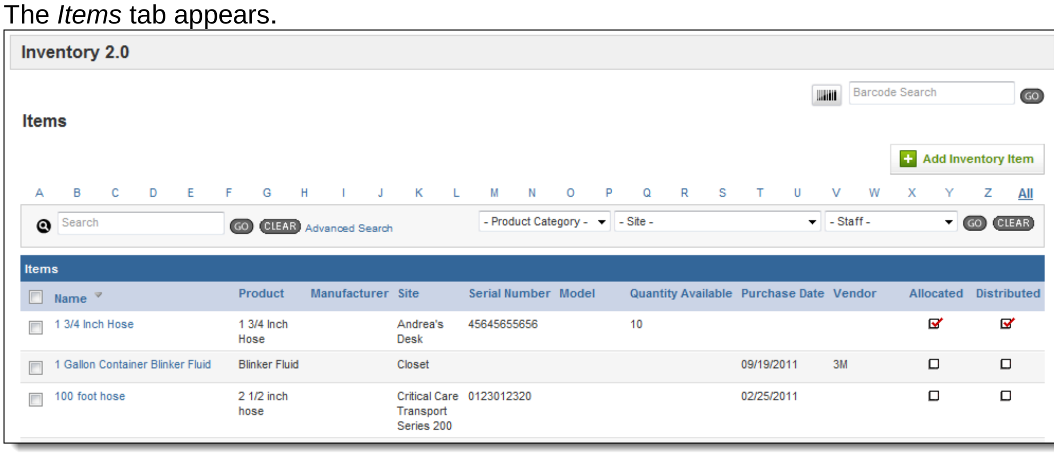
Adding an Item from the Items Page

When adding an item from the *Items* page, you will need to complete some product information.

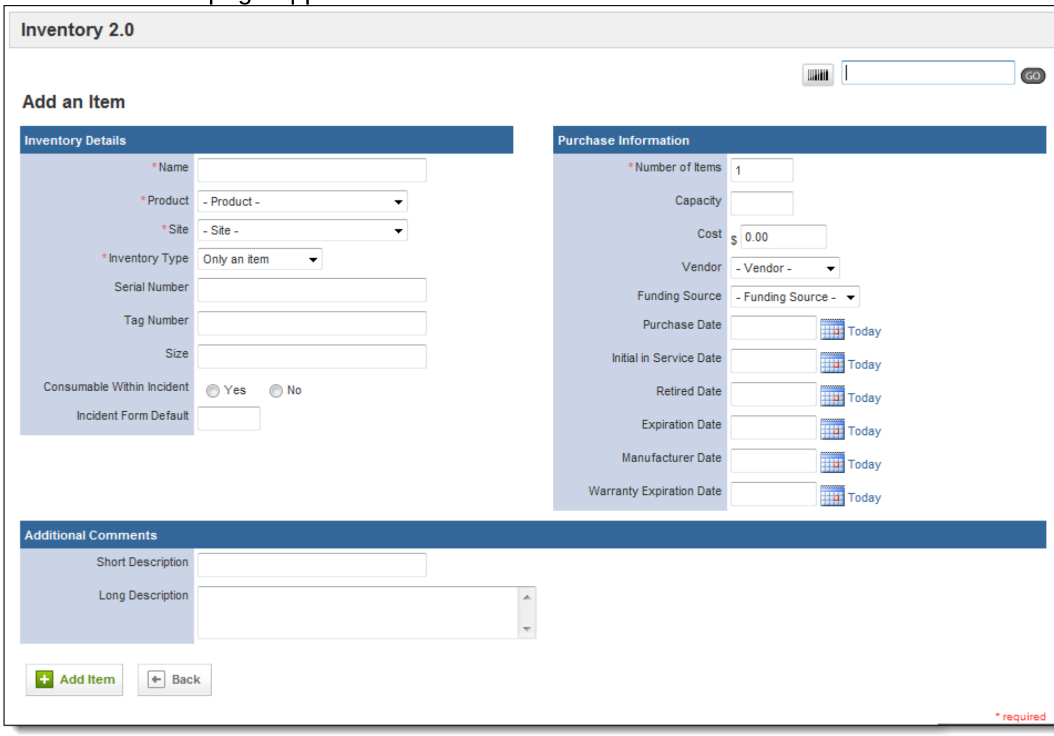
1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.

   The *Inventory* module appears.
3. Click the *Items* link.

   The *Items* tab appears.



4. Click *Add an Inventory Item.*
   The *Add an Item* page appears.

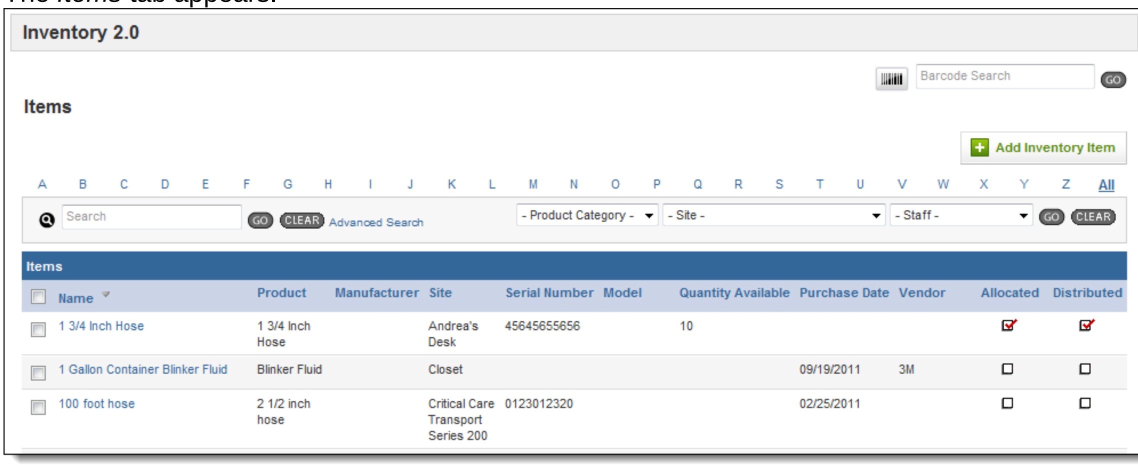


5. In the *Name* text box, type a unique name for this item.
6. From the *Product* drop down menu, select which product this item is.
7. From the *Site* drop down menu, select the site where this item is stored.
8. From the *Inventory Type* drop down menu, select whether this item is also a site.
9. In the *Serial Number, Tag Number* and *Size* text boxes, type all appropriate information that your agency wants to track.
10. In the *Consumable Within Incident* section, select whether this item is a consumable.
    HINT: If you select *Yes,* this item will be available for crew members to select on run forms as being consumed.
11. To set up a default number that should be marked as being consumed on an incident form if this item is selected as being used, type the desired number in the *Incident Form Default* text box.
    NOTE: This field is not applicable if this item is not a consumable.
12. In the *Number of Items* text box, type how many item records you would like to add at this time.
    HINT: If you want to add multiple items for a single product with the same information, this can be very useful. However, keep in mind that if you will be entering serial numbers or other information that will be different for each item, you will either need to add each item separately or edit each item's record individually after creating them.
13. In the *Capacity* box, type the number of items that normally come in a package.
14. In the remaining fields in the *Purchase Information* section, type as much information as your service would like to track for this item.
15. In the *Additional Comments* section, enter any descriptive information about the item(s).
16. Click *Add Item.*
    The item record is saved and the full item profile appears.

1.19 Copying an Item

If you have many items that should all have the same information, you can copy an item profile to create more item records. If you choose to do this, allocation information, documents and information about sites within the item will not be copied. The new item will be named *Copy of (Original Item Name).*

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Click the *Items* link.
   The *Items* tab appears.



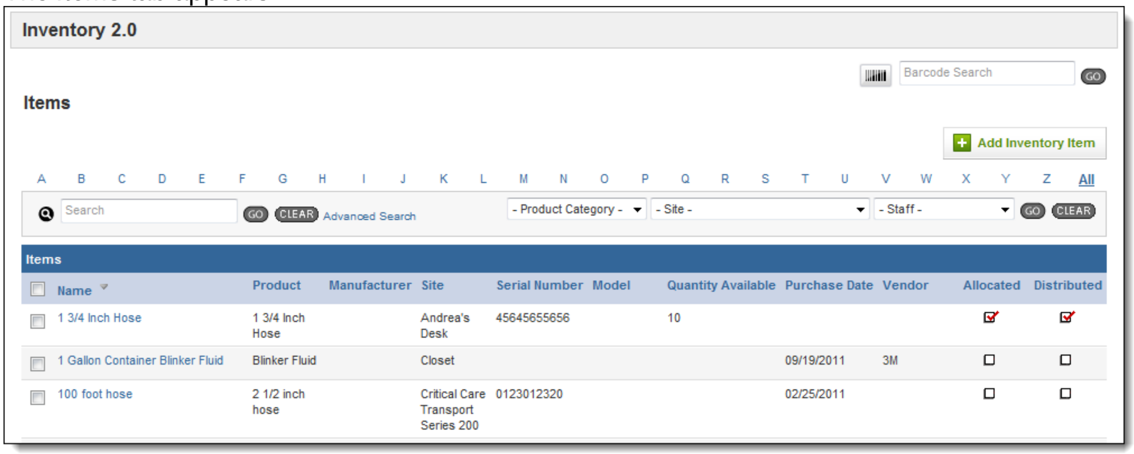
4. Click the item name to open its profile.
5. From the bottom of the *Description* tab, click *Copy.*
   A confirmation dialog box appears.
6. Click *OK.*
   Another item record is created.

1.20 Editing Item Information

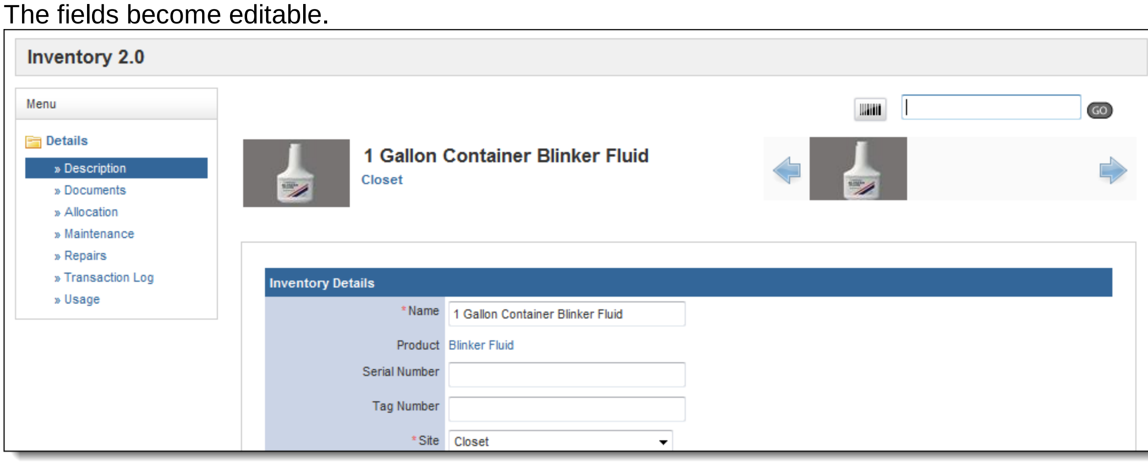
If needed, you can edit the basic information for an item.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.

3. Click the *Items* link.
   The *Items* tab appears.



4. Click the item name to open its profile.
5. From the bottom of the *Description* tab, click *Edit.*
   The fields become editable.



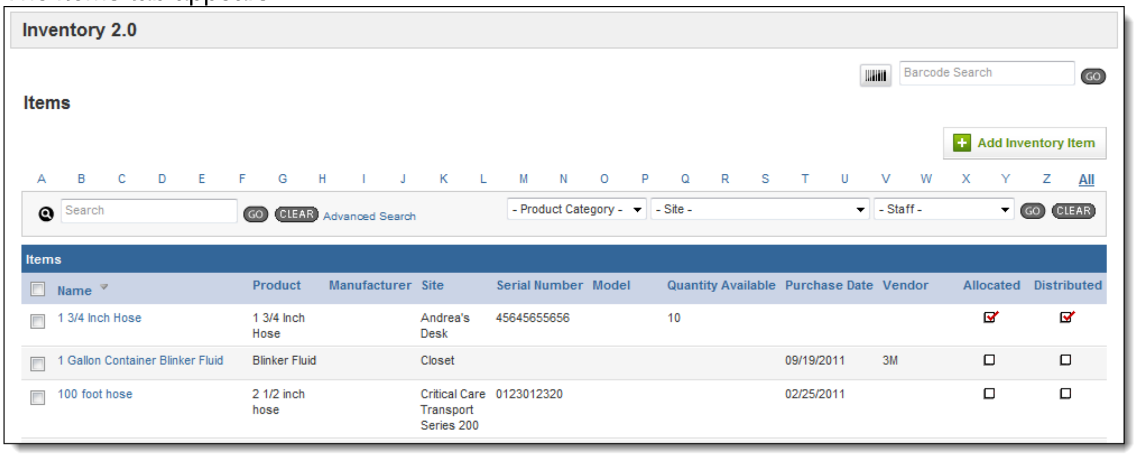
6. Using the provided fields, make any desired changes.
7. From the bottom of the page, click *Save.*

1.21 Viewing an Item's Record

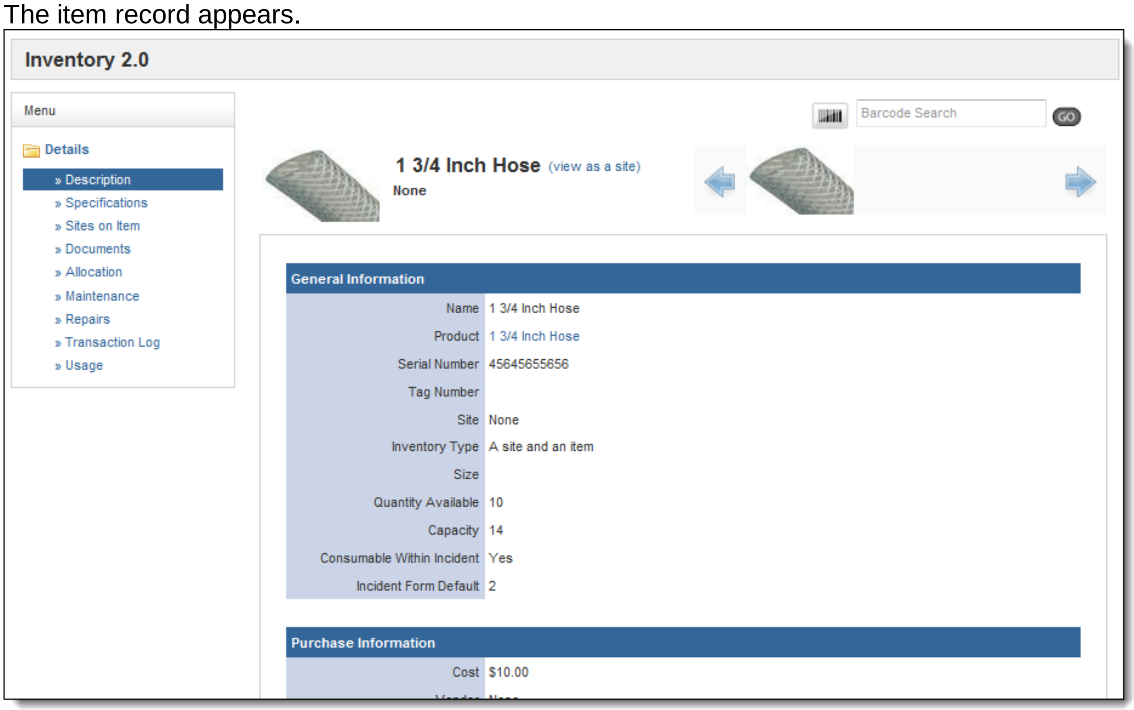
You can view an item's record from the *Items* tab as well as locating it from its product or site.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.

3. Click the *Items* link.
   The *Items* tab appears.



4. To view only items for a certain site, product category, or starting with a certain letter, use the appropriate fields to select your criteria.
5. Click *Go.*
6. When you locate the desired item record, click the name.
   The item record appears.

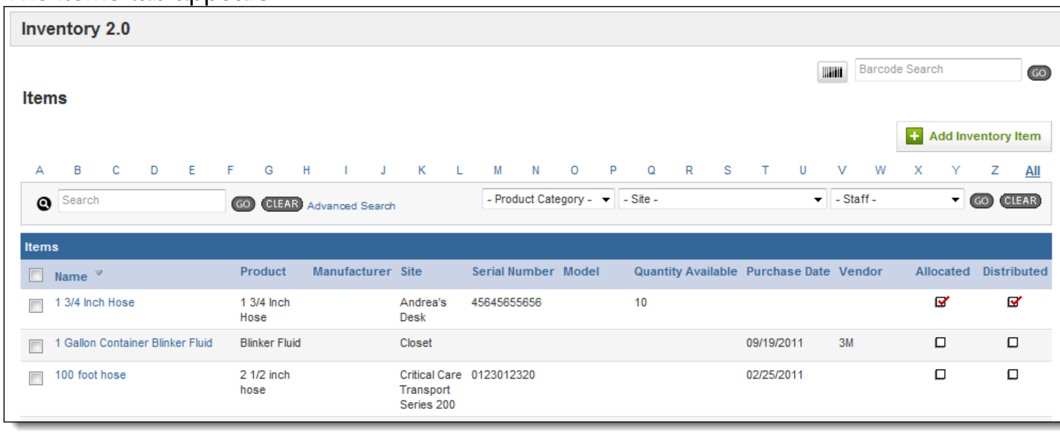


Locating Items with a Barcode Scanner

If you use a barcode scanner, you can scan a products barcode to locate all items for that product.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears

3. Click the *Items* link.
   The *Items* tab appears.

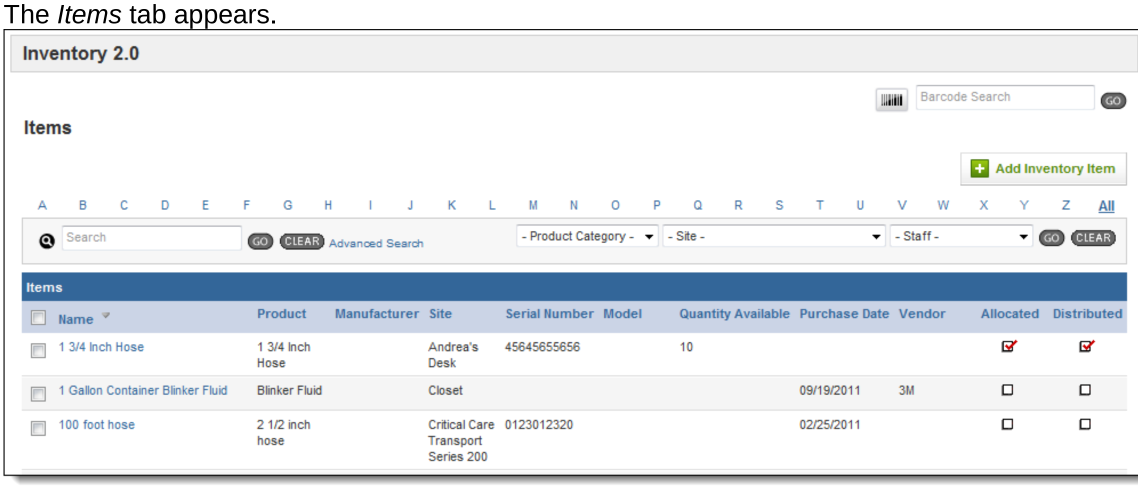


4. Use the barcode scanner to scan the product or type the barcode in the *Barcode Search* text box and click *Go*.
   A list of all items with that barcode opens.

1.22 Adding a Document to an Item

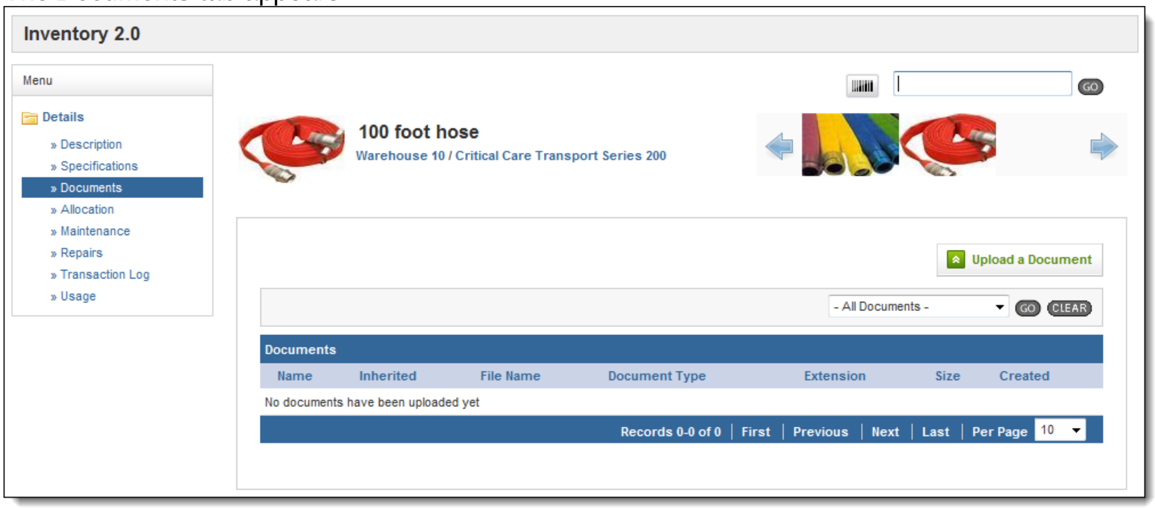
If you have any documents that you would like to store with an item record, you can do so. This can be an easy way to keep track of any more details specifications, maintenance instructions, manuals or other important documents. Documents that have been added to the product for this item will also be displayed with the item record.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Click the *Items* link.
   The *Items* tab appears.

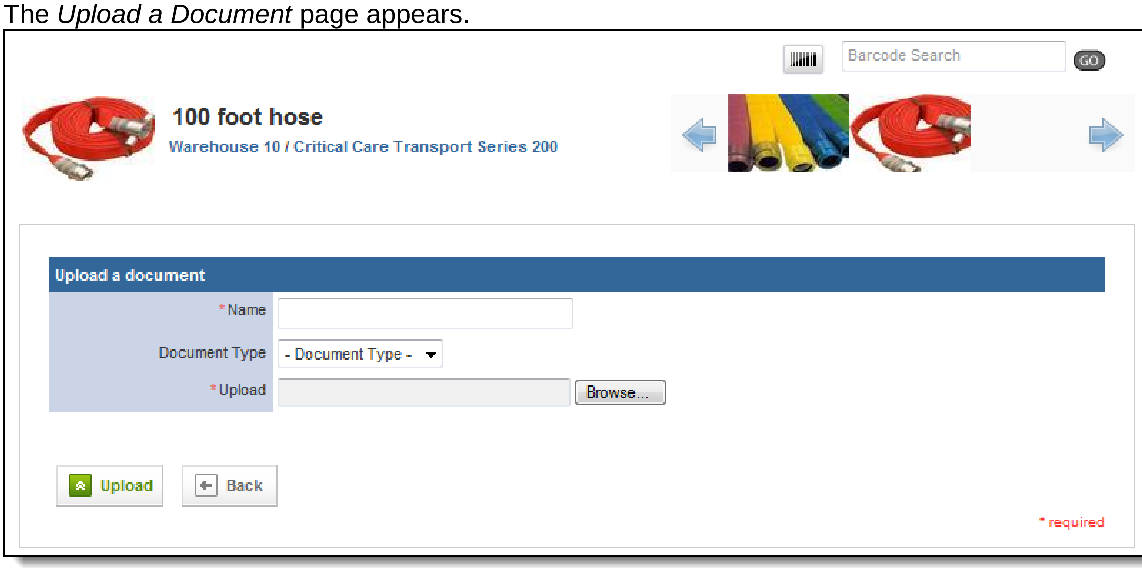


4. Click the item name to open its profile.

5. From the left menu, click *Documents*.
   The *Documents* tab appears.



6. Click *Upload a Document.*
   The *Upload a Document* page appears.

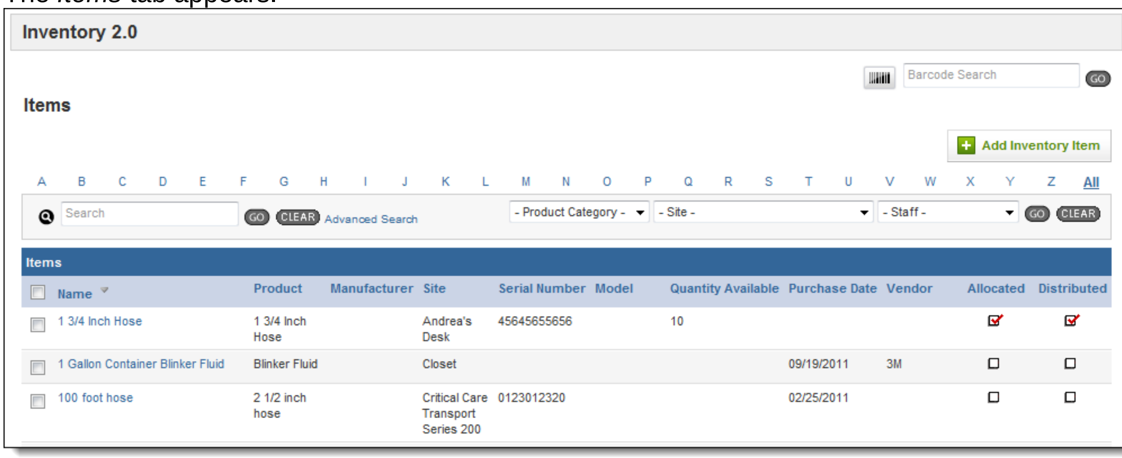


7. In the *Name* text box, type a name for this document.
8. From the *Document Type* drop down menu, select the type of document you are uploading.
9. In the *Upload* section, click *Browse…*
   The *Choose File* dialog box appears.
10. Navigate to and select the document you want to upload.
11. Click *Open.*
    The *Choose File* dialog box closes.
12. Click *Upload.*
    The document is added to the record.

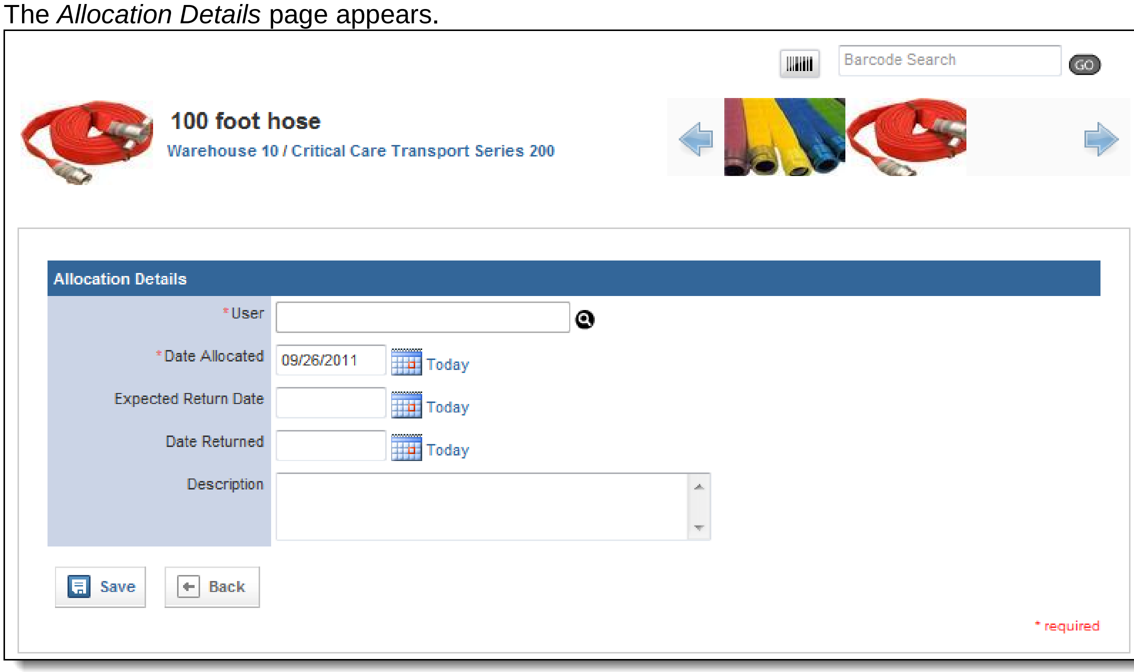
1.23 Allocating an Item

If an item is assigned to someone, you can record that allocation in the system to help keep track of the item. The person you are allocating the item to must be a staff member of your service who has an account set up in the system.

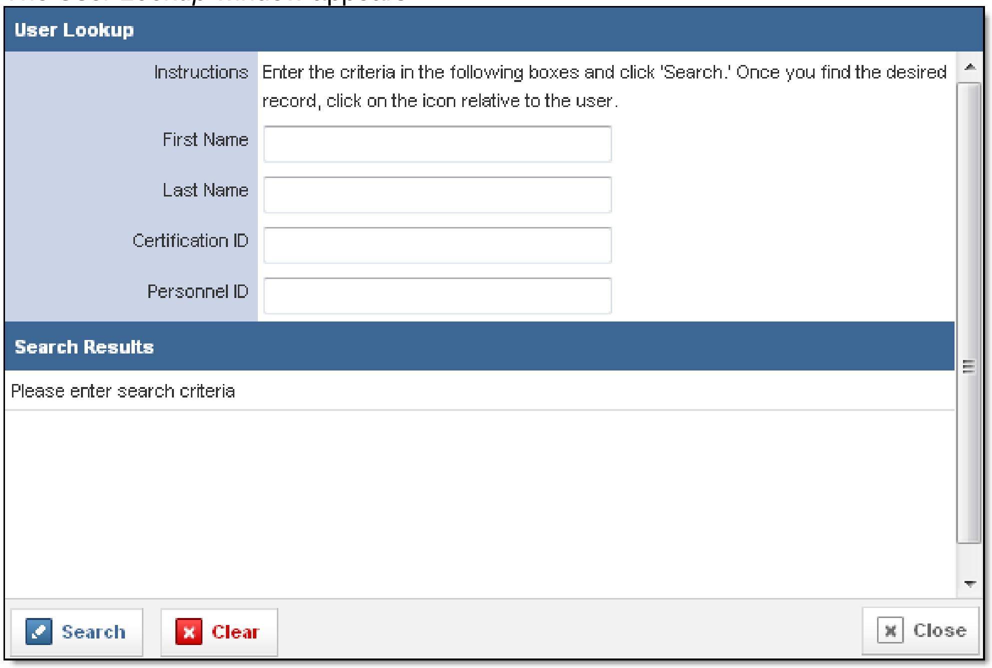
1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears.
3. Click the *Items* link.
   The *Items* tab appears.



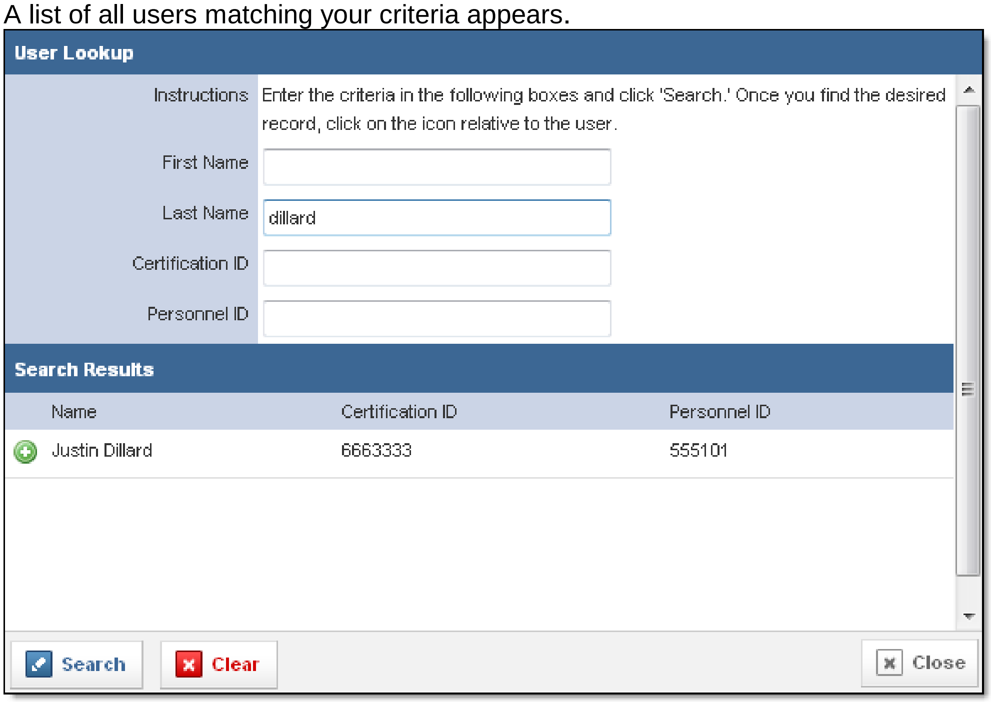
4. Click the item name to open its profile.
5. From the left menu, click *Allocation*.
6. Click the *Add an Allocation Record* button.
   The *Allocation Details* page appears.



7. In the *User* section, click the *Lookup* icon .
   The *User Lookup* window appears.



8. In the fields at the top of the window, enter any known information to search for the user.
9. From the bottom left corner of the window, click *Search.*
   A list of all users matching your criteria appears.



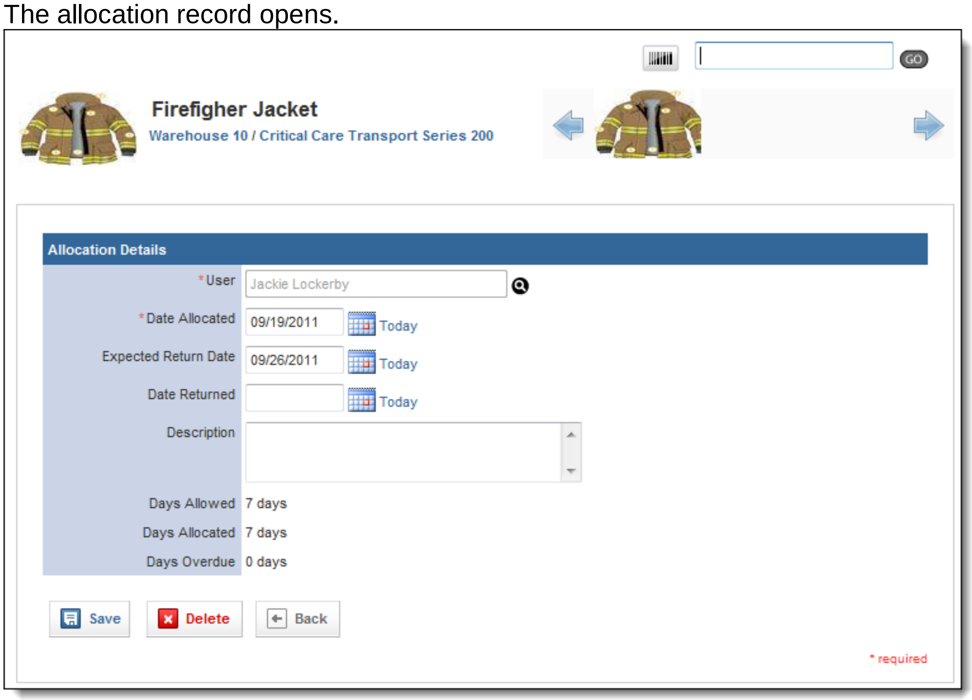
10. For the desired user, click the *Add* icon .
11. In the *Date Allocated* text box, type the date that this person was assigned this item.
    OR
    Use the *Calendar* icon to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.

12. In the *Expected Return Date* text box, type the date that this person is expected to return this item.
    OR
    Use the *Calendar* icon to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
13. **OPTIONAL:** If the item has already been returned, in the *Date Returned* text box, type the date the person returned this item.
    OR
    Use the *Calendar* icon to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
14. In the *Description* text box, type any other information about the allocation.
15. When finished, click *Save.*
    The allocation record is saved for this item.

Marking an Allocated Item as Returned

Once an item has been allocated, you should also mark the item as returned once the item is brought back. This will keep your inventory system up to date and prevent items from being marked as overdue.

1. Open the desired item record.
2. Select the *Allocation* tab.
   A list of all allocations for this item appears.
3. For the desired allocation record, click the *Edit* icon.
   The allocation record opens.



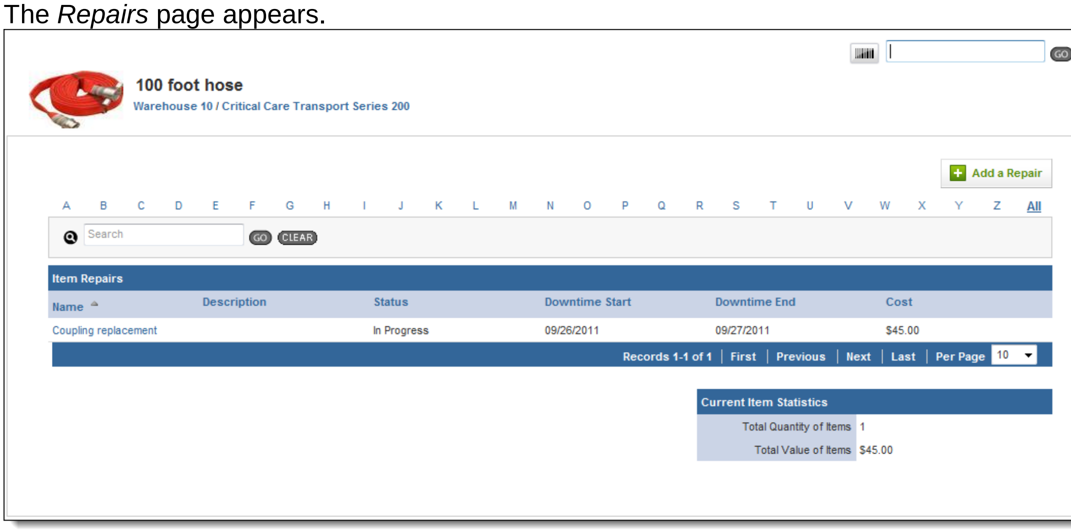
4. In the *Date Returned* text box, type the date the person returned this item.
   OR
   Use the *Calendar* icon to select the date from a calendar.
   OR
   To record the current date, click the *Today* link.

5. When finished, click *Save.*

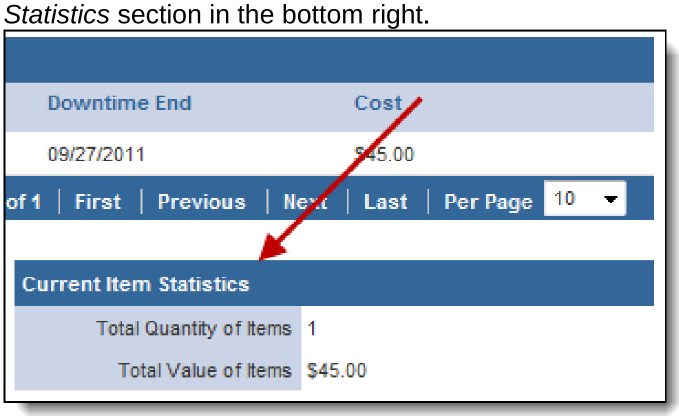
1.24 Viewing Repair Information for an Item

The *Repairs* tab in an item lists all repairs that have been done on this item, as well as a summary with information about the replacement parts. For more information about adding a repair record, please refer to the *Adding a Repair for an Item* section of this chapter.

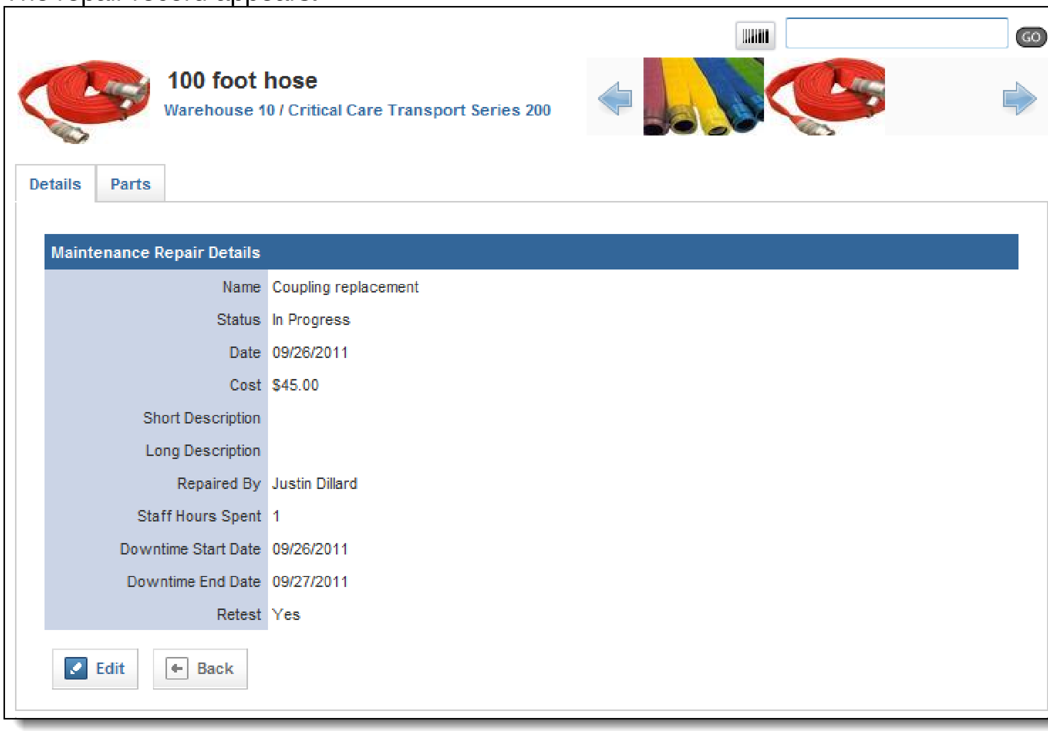
1. Open the desired item record.
2. From the left menu, click *Repairs*.
   The *Repairs* page appears.



3. To view summary information about the parts involved in a repair, look at the *Current Item Statistics* section in the bottom right.



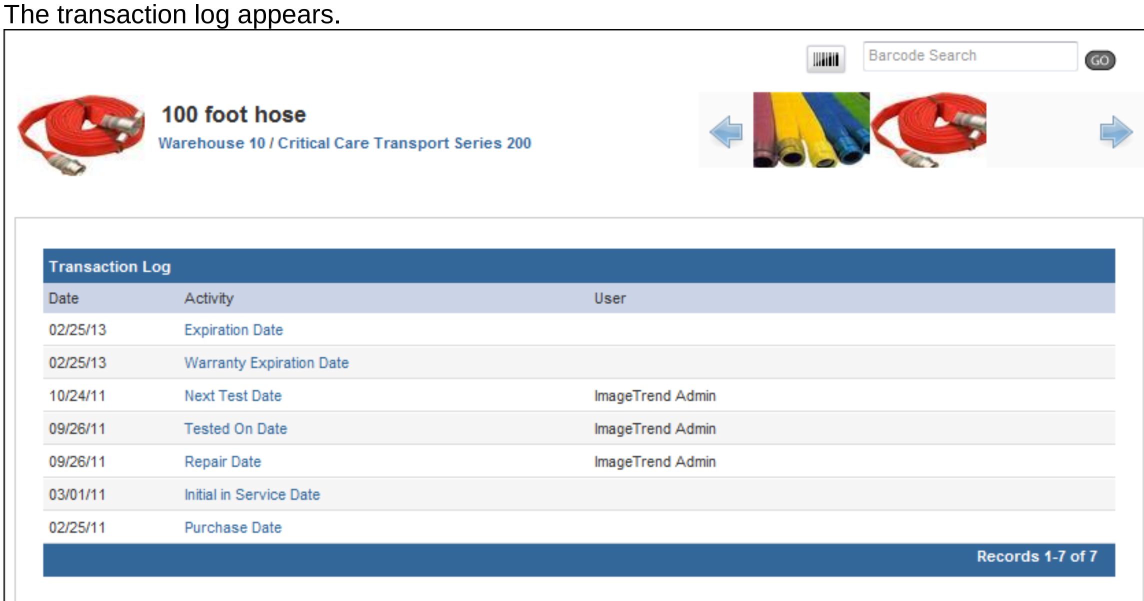
4. To view a specific repair, click the name of the repair.
   The repair record appears.



1.25 Viewing the Transaction Log for an Item

The transaction log keeps track of any dates and events that have affected this item. This can include dates for moving items, purchasing items or the date an item was put in service.

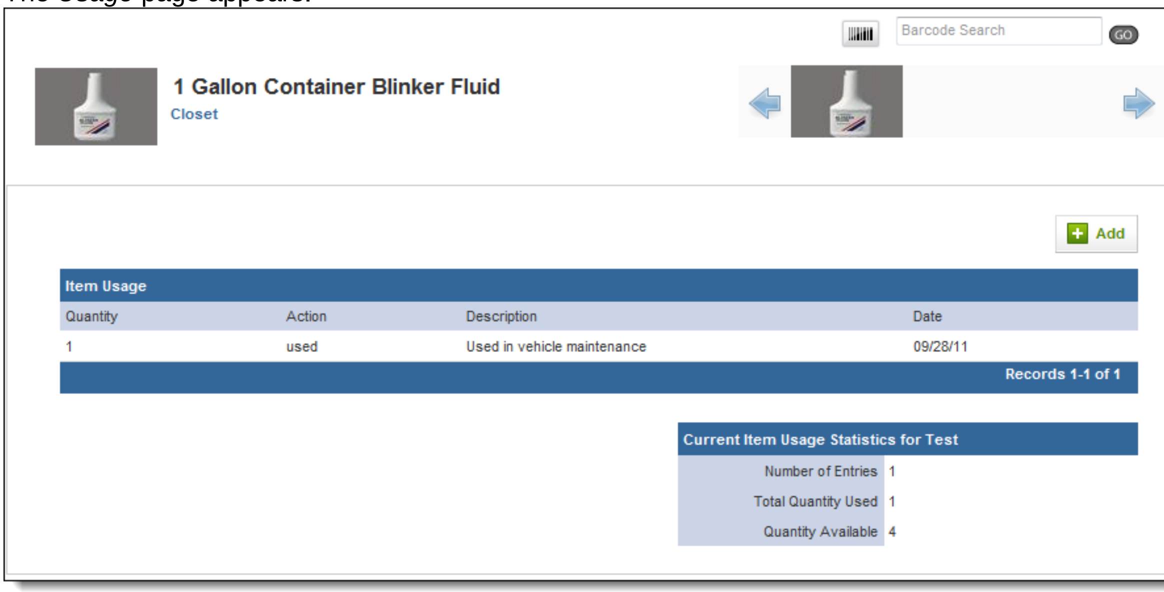
1. Open the desired item record.
2. From the left menu, select the *Transaction Log* link.
   The transaction log appears.



1.26 Viewing Usage of an Item

If an item is a consumable, you can view statistics about its usage from the item profile. This can be useful to keep track of the number of pieces left of an item.

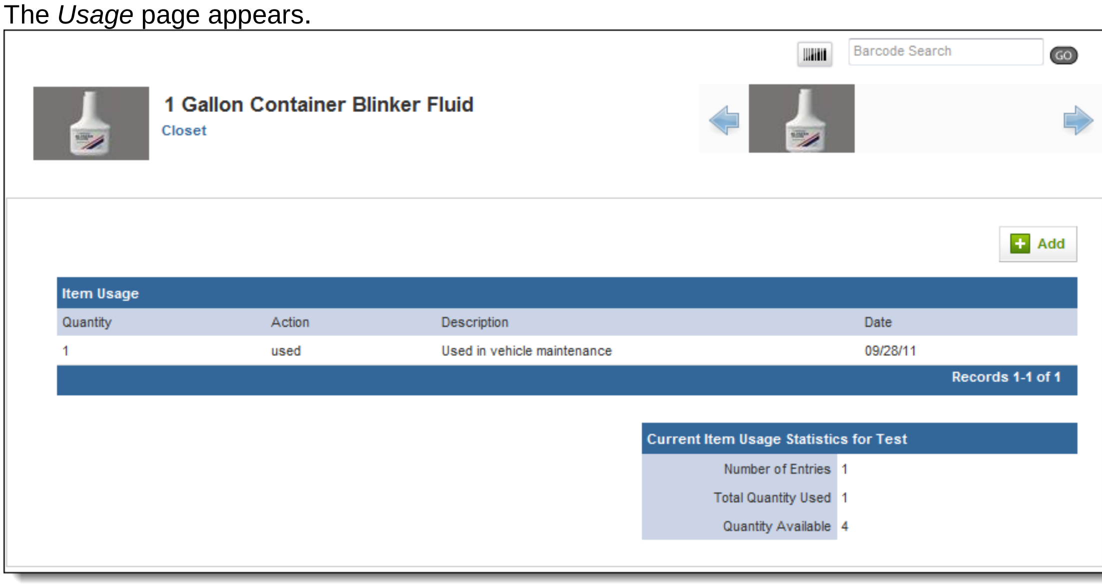
1. Open the desired item record.
2. From the left menu, select the *Usage l*ink.
   The *Usage* page appears.



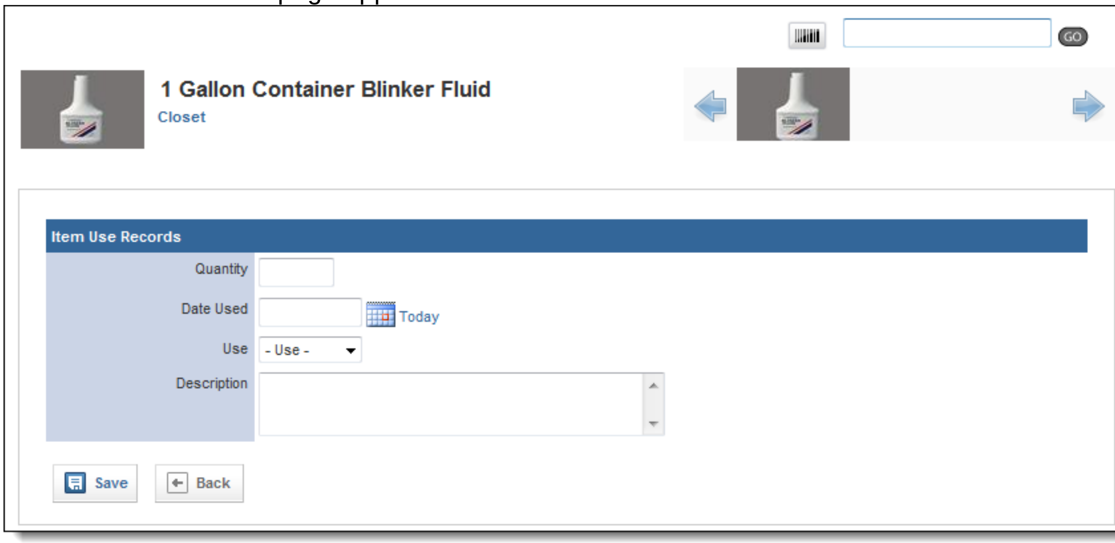
1.27 Adding a Usage Record for an Item

The Inventory system can keep track of how many of an item has been used based on the number of items in the system and the number of items marked as used in run forms or in the item's profile. You can mark any items as used from the item profile.

1. Open the desired item record.
2. From the left menu, select the *Usage l*ink.
   The *Usage* page appears.



3. Click *Add.*
   The *Item Use Records* page appears.



4. In the *Quantity* text box, type the number of this item that were used.
5. In the *Date Used* text box, type the date that these items were used.
   OR
   Use the *Calendar* icon to select the date from a calendar.
   OR
   To record the current date, click the *Today* link.
6. From the *Use* drop down menu, select what this item was used for.
7. In the *Description* text box, type any additional information about this use of the item.
8. When finished, click *Save.*
   The usage record is saved and the amount of this item that you have on hand is updated.

1.28 Working with Multiple Items

Within a site record, product record or the *Items* tab, you can perform certain actions for multiple items. This can help you to quickly manage your items in the Inventory system based on the site the items are within, items for a particular product or any selection of items.

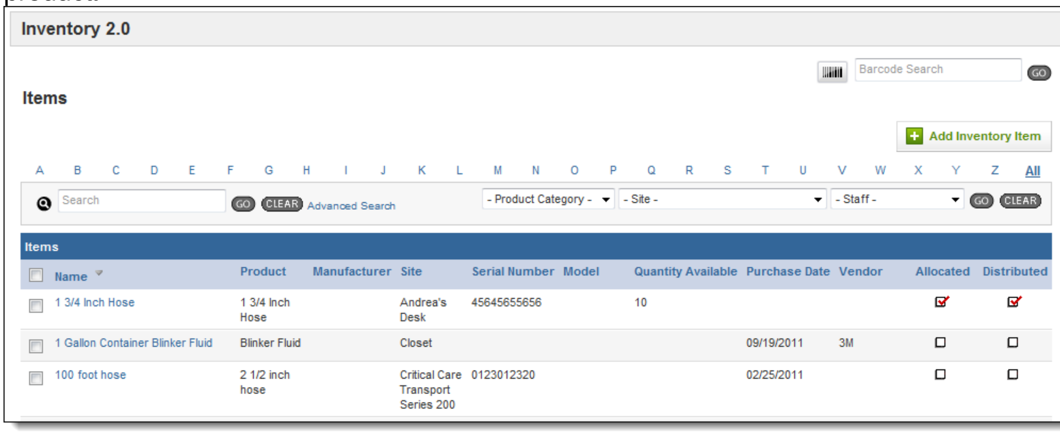
Deleting Multiple Items

You can delete multiple items from your system if needed. Please remember that when you choose to delete an item from a site or product record, it will be removed from the entire Inventory system.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears
3. Click the *Items* link.

The *Items* tab appears.

NOTE: You can also perform these actions of the lists of items within a site or a product.



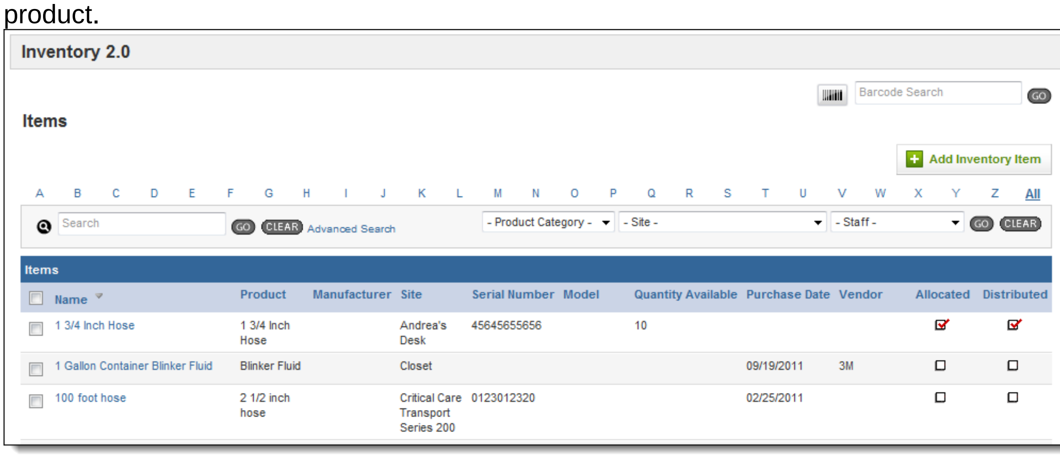
4. Select the checkboxes for all items you want to delete.
5. From the *Bulk Actions* drop down menu in the bottom left, select *Delete Selected Items.*
   A confirmation dialog box appears.
6. Select *OK.*
   The items are deleted from the system.

Moving Multiple Items

You can choose to move multiple items to a specific site if needed.

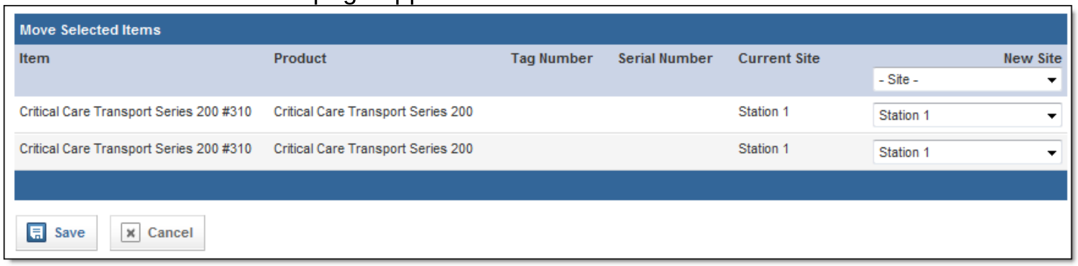
1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears
3. Click the *Items* link.
   The *Items* tab appears.

   NOTE: You can also perform these actions of the lists of items within a site or a product.



4. Select the checkboxes for all items you want to move.

5. From the *Bulk Actions* drop down menu on the lower left, select *Move Selected Items.* The *Move Selected Items* page appears.

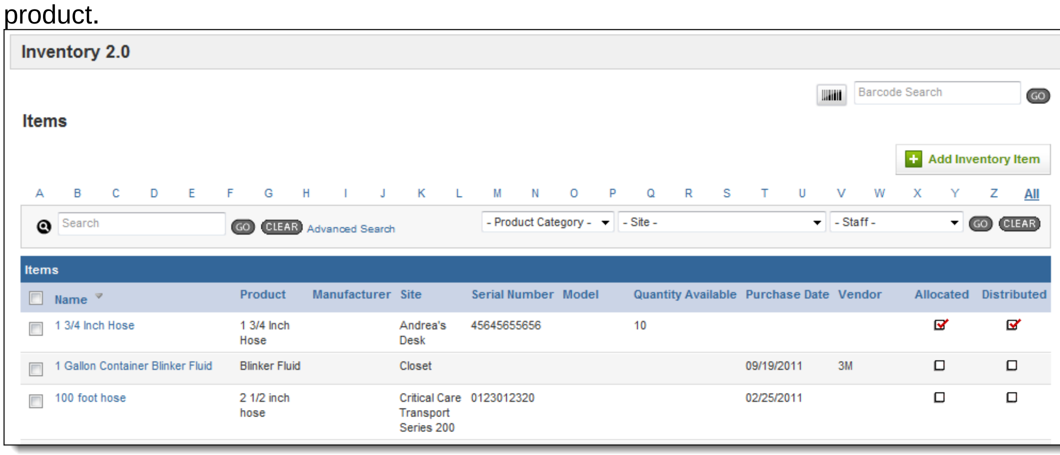


6. From the *Site* drop down menu for each item, select the new site.
   OR
   To move all items to the same site, from the *Site* drop down menu in the header row, select the new site.
7. From the bottom of the page, click *Save.*
   A confirmation dialog box appears.
8. Click *OK.*

Allocating Multiple Items

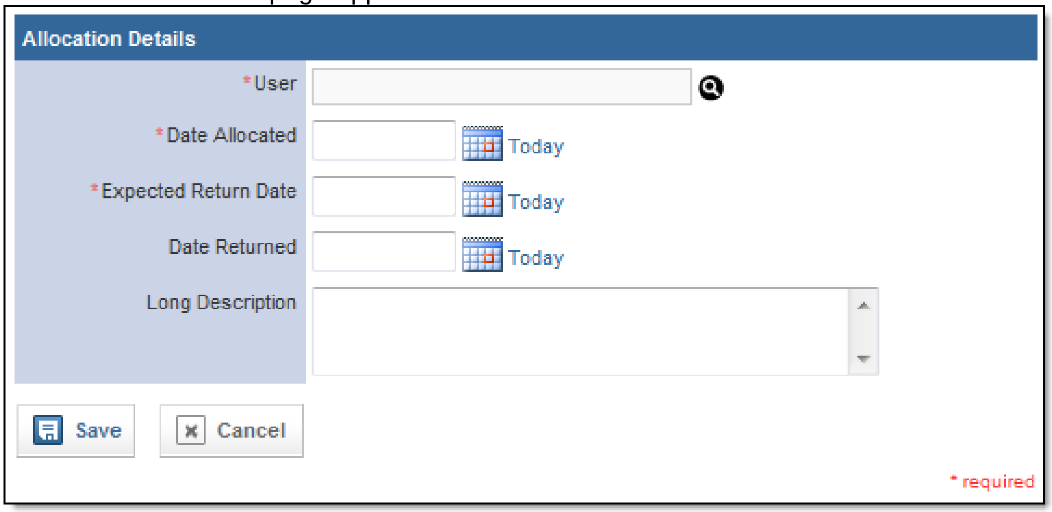
You can choose to allocate multiple items at a time.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears
3. Click the *Items* link.
   The *Items* tab appears.
   NOTE: You can also perform these actions of the lists of items within a site or a product.

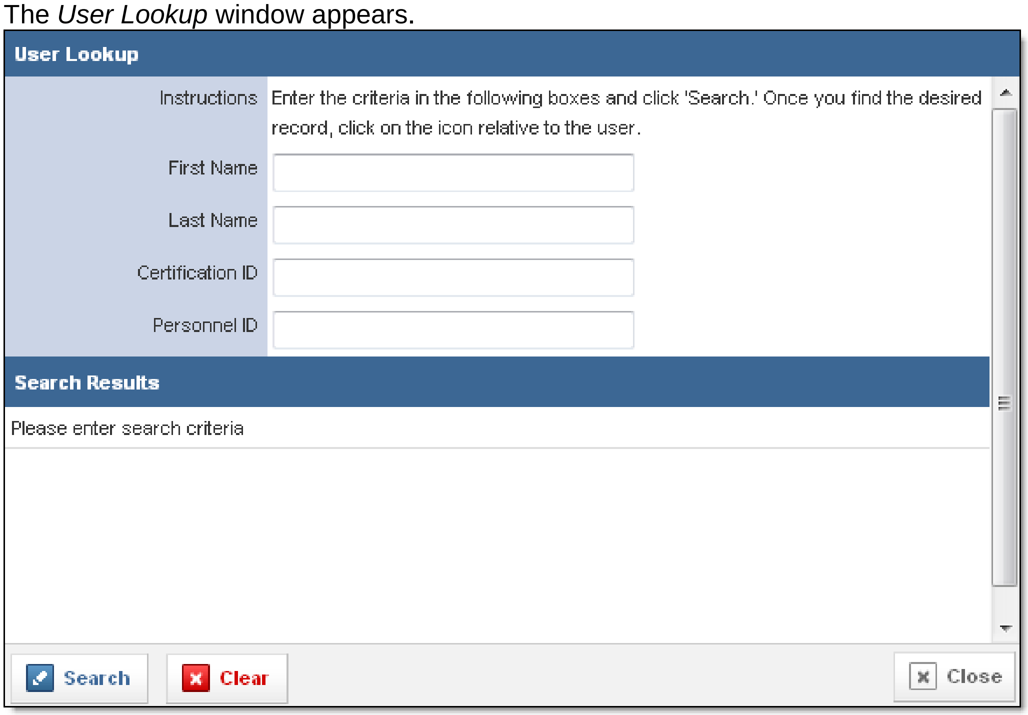


4. Select the checkboxes for all items you want to allocate.

5. From the *Bulk Actions* drop down menu in the lower left, click *Allocate Selected Items.* The *Allocation Details* page appears.

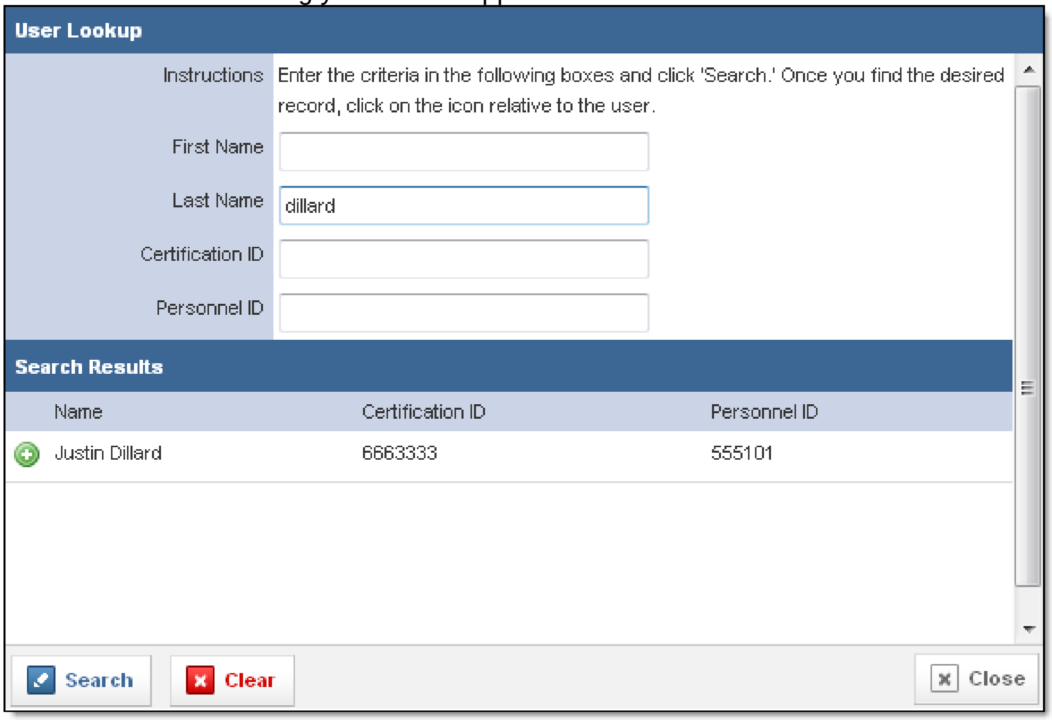


6. In the *User* section, click the *Lookup* icon. The *User Lookup* window appears.



7. In the fields at the top of the window, enter any known information to search for the user.

8. From the bottom left corner of the window, click *Search.*
   A list of all users matching your criteria appears.

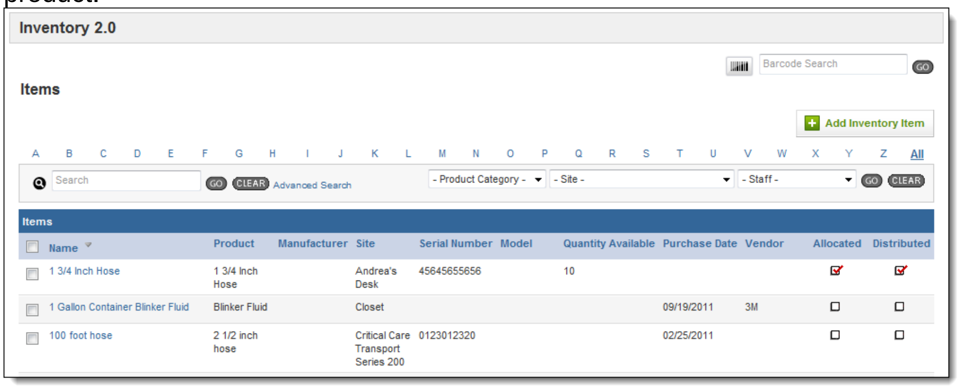


9. For the desired user, click the *Add* icon .
10. In the *Date Allocated* text box, type the date that this person is expected to return this item.
    OR
    Use the *Calendar* icon to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
11. In the *Date Allocated* text box, type the date that this person was assigned this item.
    OR
    Use the *Calendar* icon to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
12. **OPTIONAL:** If the item has already been returned, in the *Date Returned* text box, type the date the person returned this item.
    OR
    Use the *Calendar* icon to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
13. In the *Description* text box, type any other information about the allocation.
14. When finished, click *Save.*
    The allocation record is saved for these items.

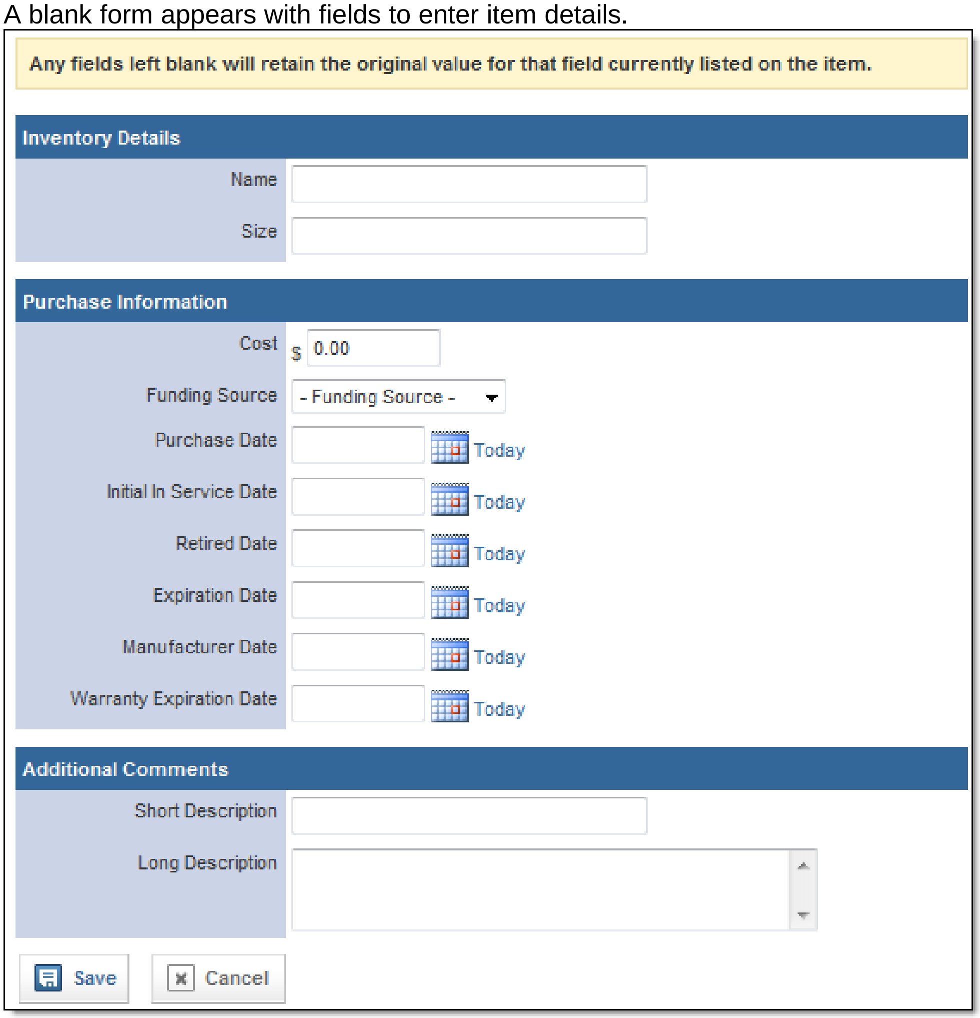
Updating Item Information for Multiple Items

You can update the information for multiple items at the same time, if needed. When you edit the items, fields with information in them will overwrite any previous information in that item record. Fields that are not completed will not make any changes to the original item record.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears
3. Click the *Items* link.
   The *Items* tab appears.
   NOTE: You can also perform these actions of the lists of items within a site or a product.



4. Select the checkboxes for all items you want to edit.
5. From the *Bulk Actions* drop down menu in the lower left, click *Update All.*
   A blank form appears with fields to enter item details.

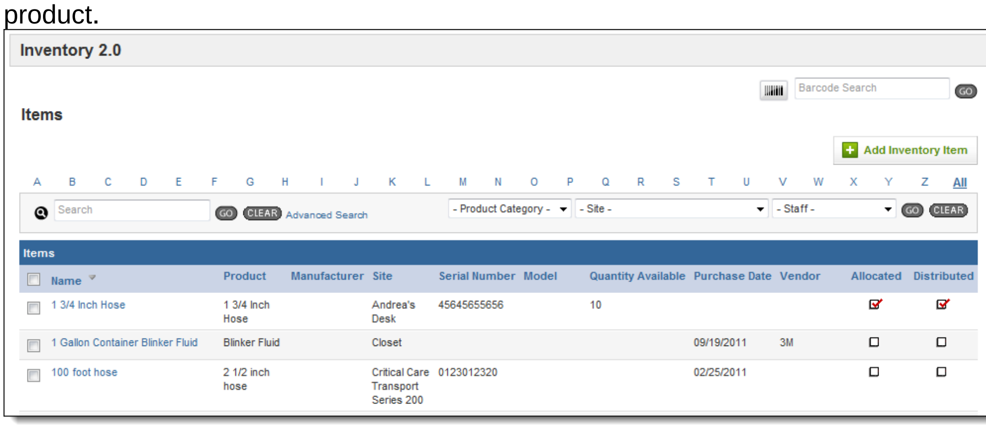


6. Using the provided fields, make any desired changes that should be applied to all the selected item records.
7. When finished, click *Save.*
   The changes are applied.

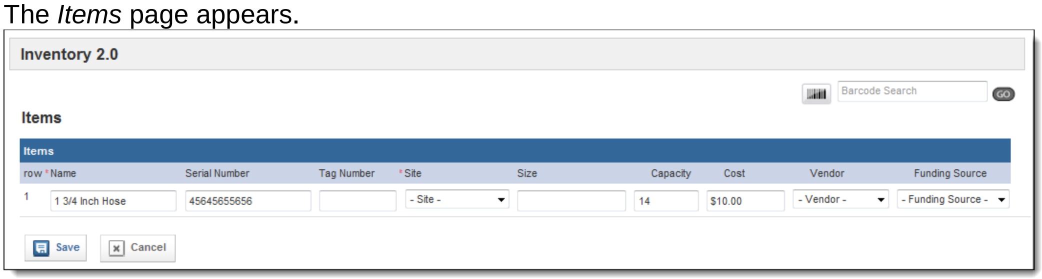
Updating Item Details for Multiple Items

You can update details for multiple items at once, including the items' name, serial or tag number, site, size, capacity, cost, vendor or funding source.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears
3. Click the *Items* link.
   The *Items* tab appears.
   NOTE: You can also perform these actions of the lists of items within a site or a product.



4. Select the checkboxes for all items you want to edit.
5. From the *Bulk Actions* drop down menu in the lower left, click *Update Details.*
   The *Items* page appears.

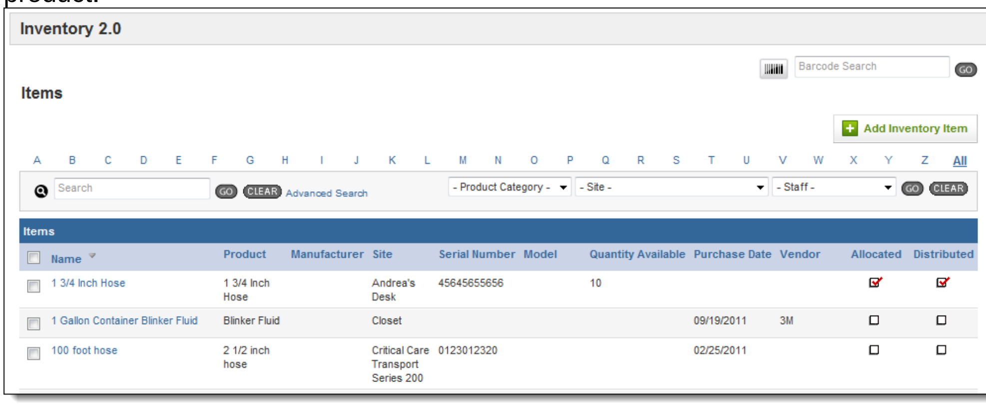


6. Using the provided fields, make any changes to the details for these items.
   NOTES:
   All changes that you make here will apply to all selected items.
   Any fields that you leave blank will not be changed from their current value.
7. When finished, click *Save.*

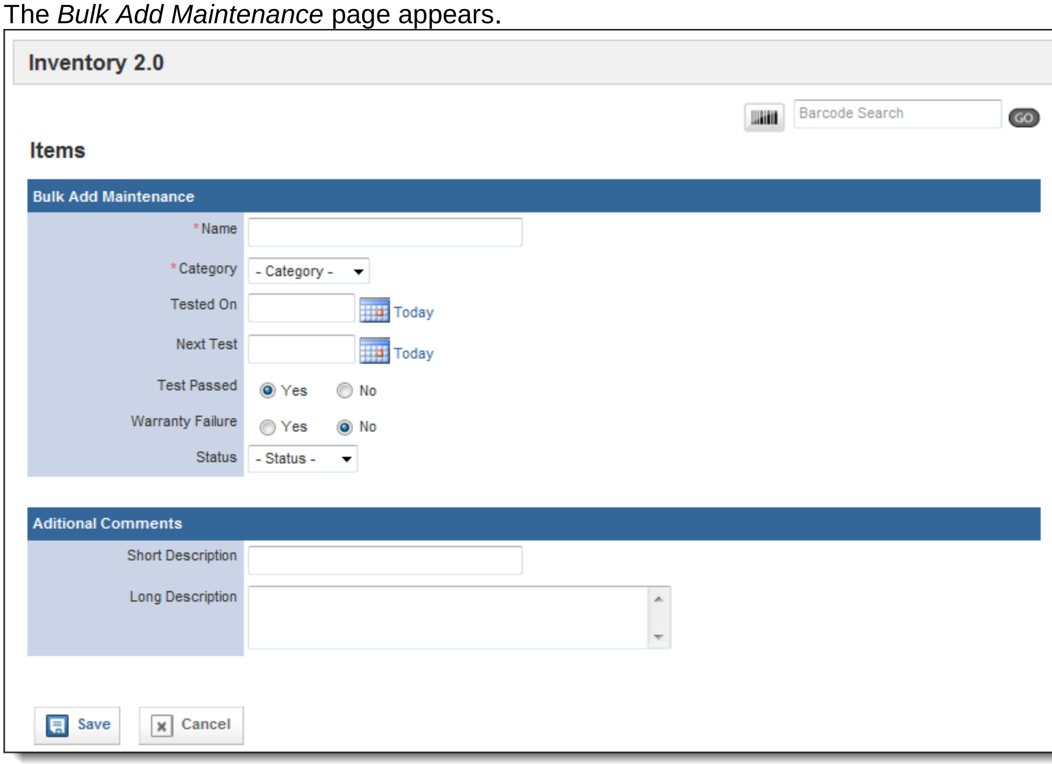
Adding Maintenance Records for Multiple Items

You can create maintenance records for multiple items from the *Items* page. This allows you to easily create a batch of maintenance records for items that all passed the same maintenance test. You can go back and edit individual records later if needed.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears
3. Click the *Items* link.
   The *Items* tab appears.
   NOTE: You can also perform these actions of the lists of items within a site or a product.



4. Select the checkboxes for all items you want to edit.
5. From the *Bulk Actions* drop down menu in the lower left, click *Create Maintenance Record.*
   The *Bulk Add Maintenance* page appears.



6. Use the provided fields to enter the maintenance information.
   HINT: For more information about filling in a maintenance record, please refer to the Entering a Maintenance Record for an Item section of this chapter.
7. When finished, click *Save.*
   The maintenance records are added.

1.29 Overview of Maintenance Records

Maintenance records are associated with the items that the maintenance was performed upon and can be accessed either from that item's record or from the *Maintenance* tab. Each maintenance record can track and schedule maintenance, and contains basic information such as the test date, status and whether the test was passed, as well as details specific to that type of maintenance and access to any repair information or documents associated with the maintenance.

There are several tabs associated with each maintenance record.

Specifications
The *Specifications* tab contains additional questions that will change based on the type of maintenance performed.

Details
The *Details* tab contains basic information that will be collected for all maintenance, such as the test dates, whether the test was passed and comments.

Repairs
The *Repairs* tab contains a list of all repairs associated with this maintenance as well as summary information about how many items were needed for repairs and their total cost.

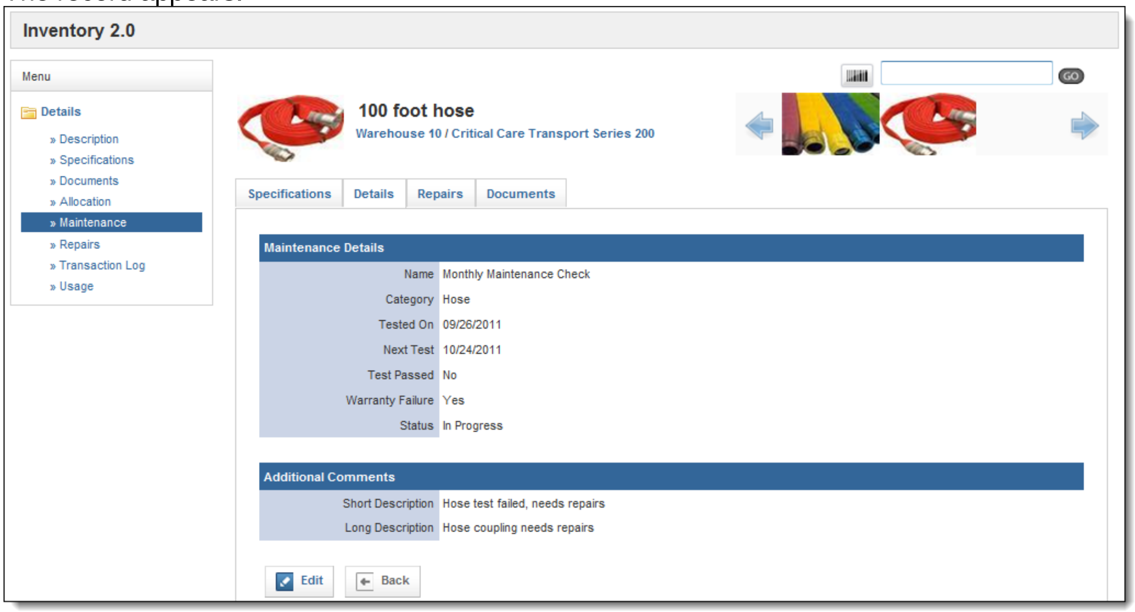
Documents
The *Documents* tab contains a list of any documents that have been uploaded and associated with this maintenance record.

1.30 Viewing a Maintenance Record

You can view a maintenance record either from the item it is associated with or from the *Maintenance* tab.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears
3. Select the *Maintenance* link.
   OR
   a. Select the *Items* link.
      The *Items* page appears.
   b. Navigate to the desired item and click its name.
      The *Description* section of the item's profile appears.
   c. From the left menu, click *Maintenance.*

4. Click the name of the maintenance record to view.
   The record appears.



5. As needed, click additional tabs of the maintenance record to view more information.

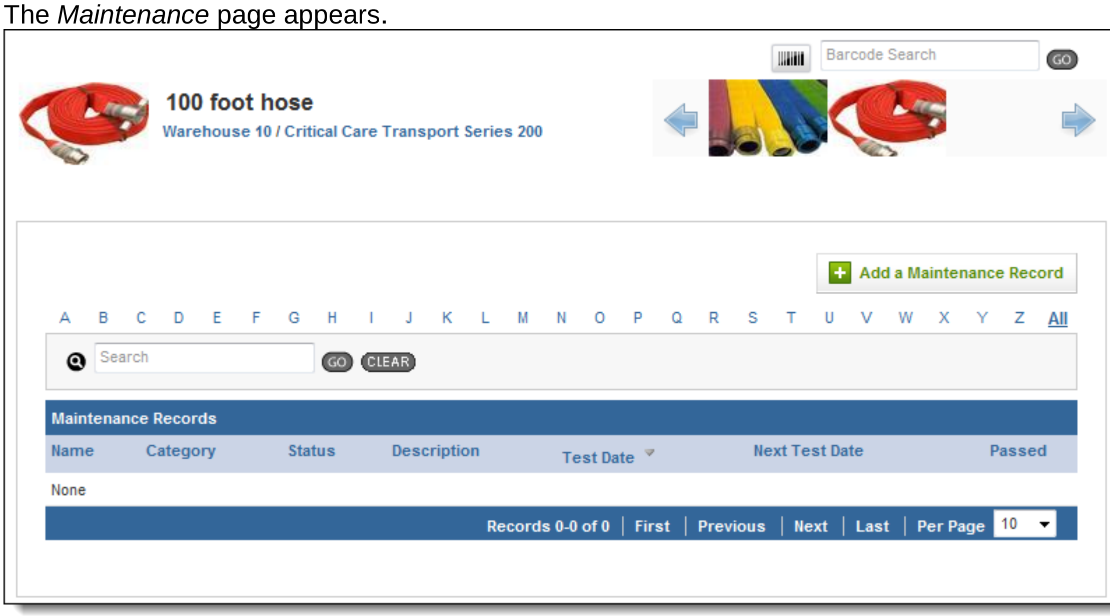
1.31 Adding a Maintenance Record

You can add a maintenance record to the system from the *Maintenance* section or from the item record.

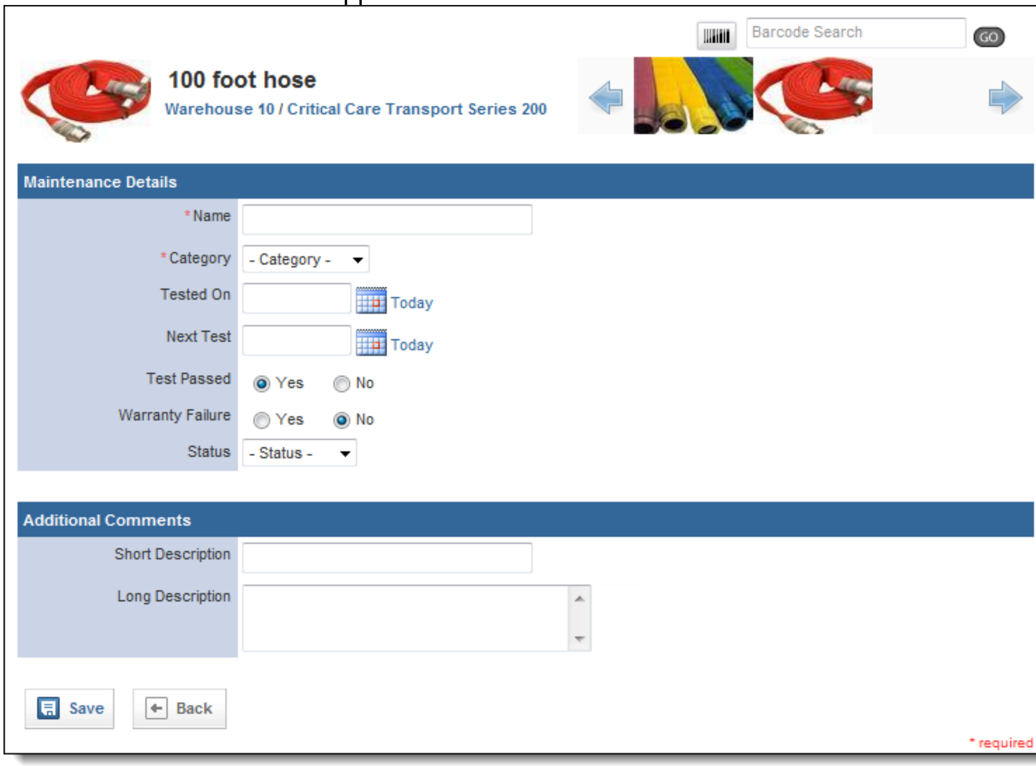
Adding a Maintenance Record from the Item Profile

If you add a maintenance record directly from the profile of the item, you will not need to search for the desired item.

1. Open the desired item record.
2. From the left menu, click *Maintenance*.
   The *Maintenance* page appears.

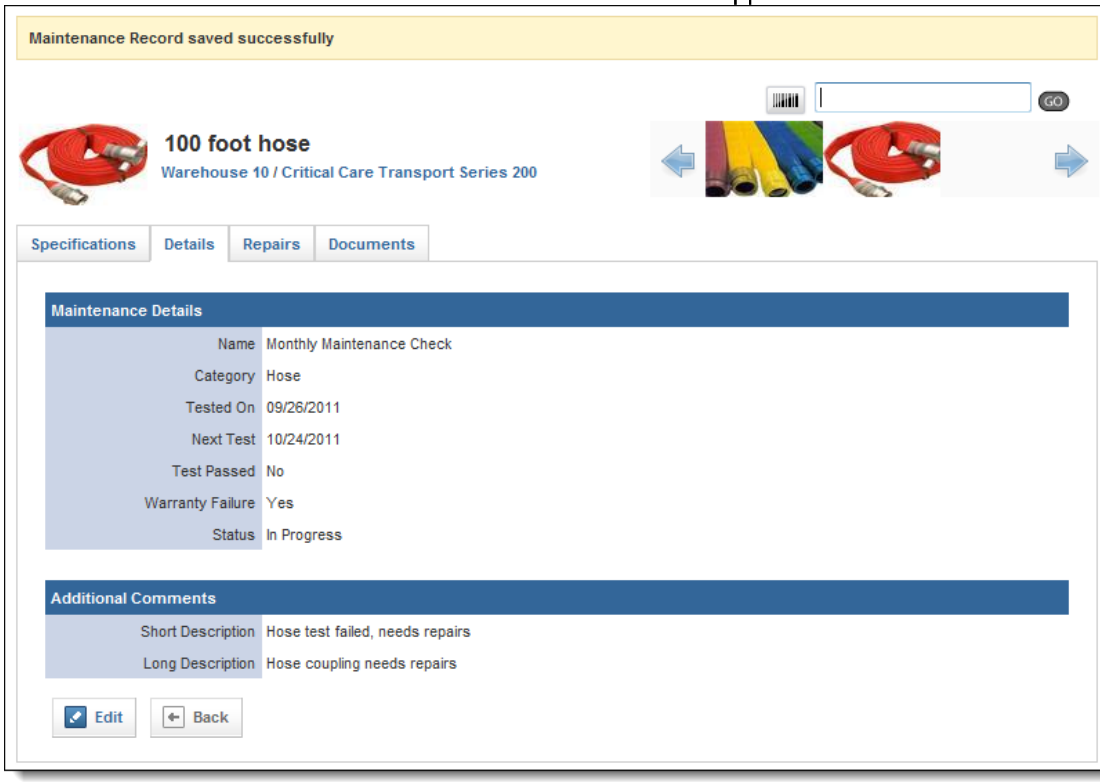


3. Click *Add a Maintenance Record.*
   A new maintenance record appears.



4. In the *Name* text box, type an identifying name for this maintenance record.
5. From the *Category* drop down menu, select the type of maintenance that was done.
6. In the *Tested On* text box, type the date that this item was tested.
   OR
   Use the *Calendar* icon to select the date from a calendar.
   OR
   To record the current date, click the *Today* link.
6. In the *Next Test* text box, type the date that this item should be tested next.
   OR
   Use the *Calendar* icon to select the date from a calendar.
   OR
   To record the current date, click the *Today* link.
7. In the *Test Passed* section, select whether this item passed the text.
8. In the *Warranty Failure* section, select whether there was any failure currently covered by warranty detected.
9. From the *Status* drop down menu, select the status of this maintenance record.
10. In the *Additional Comments* section, enter any extra details of the maintenance record.

11. When finished, click *Save.*
    The maintenance record is saved and additional information appears.



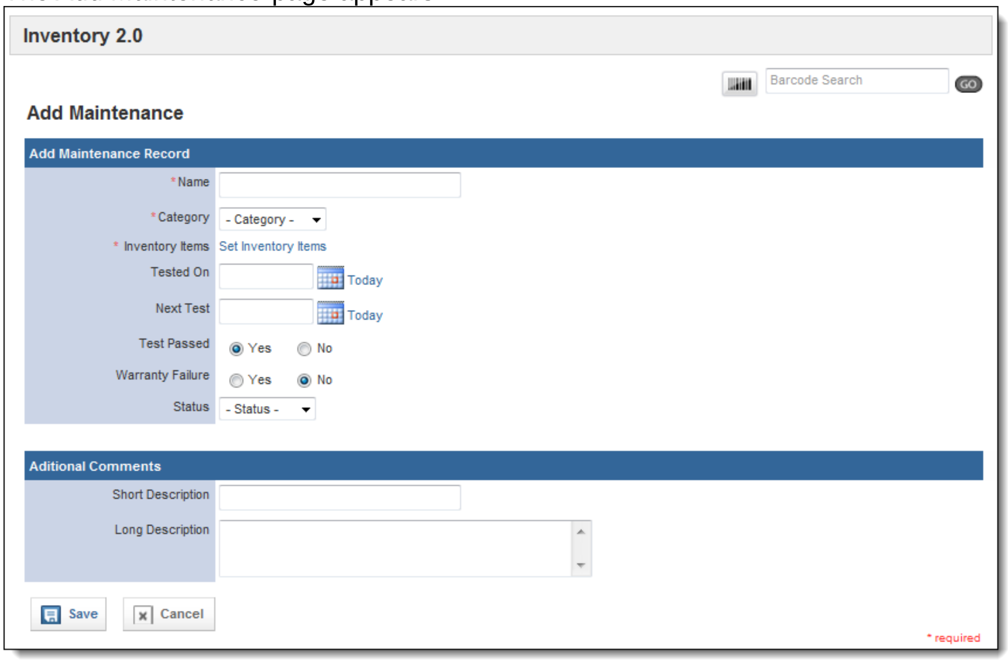
12. Click into any additional tabs to record more details about the maintenance.
    HINTS:
    Information about the specific type of maintenance record can be recorded in the *Specifications* tab.
    Information about any needed repairs can be documented in the *Repairs* tab for the maintenance record.
    Any documents or files that should be attached to the maintenance record can be included in the *Documents* tab.

Adding a Maintenance Record from the Maintenance Tab

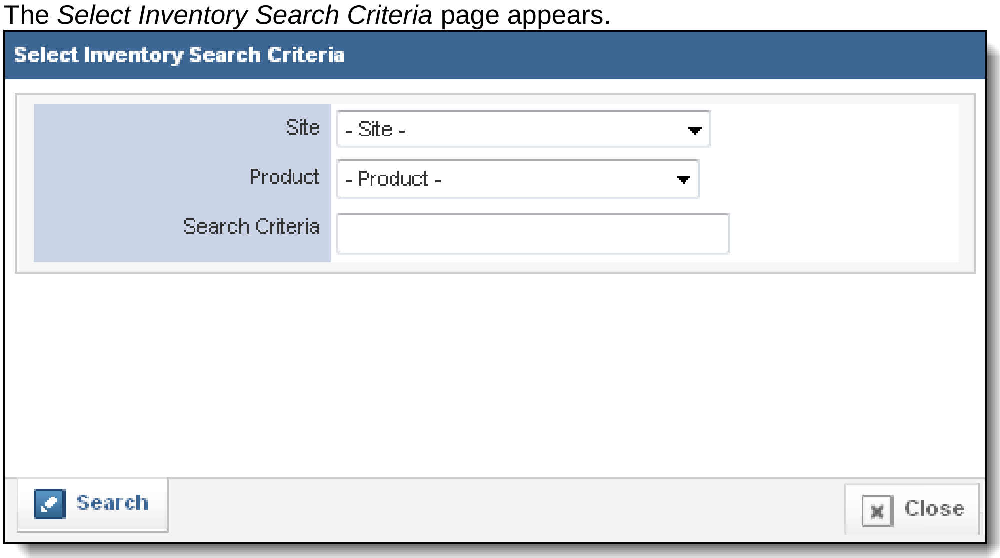
You can add a new maintenance record to the system from the *Maintenance* tab and it will be reflected in the profile of the item that you associate it with.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears
3. Select the *Maintenance* link.
   The *Maintenance* page appears.

4. Click *Add Maintenance Record*.
   The *Add Maintenance* page appears.

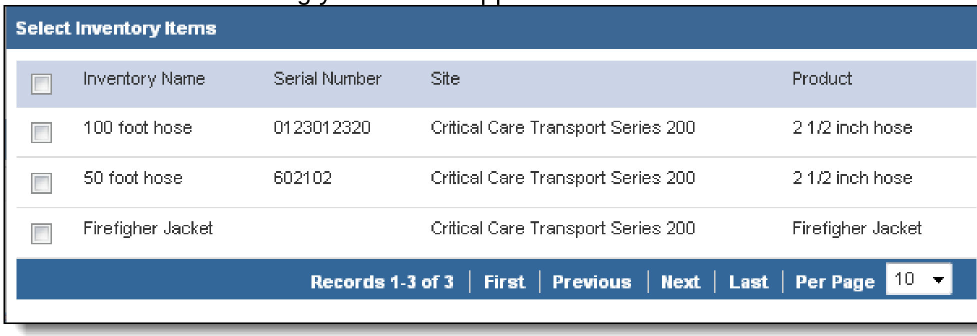


5. In the *Name* text box, type an identifying name for this maintenance record.
6. From the *Category* drop down menu, select the type of maintenance that was done.
7. In the *Inventory Items* section, click *Set Inventory Items.*
   The *Select Inventory Search Criteria* page appears.



8. Using the provided fields, enter search criteria to locate the item this maintenance record should be associated with.

9. Click *Search.*
   A list of all items matching your criteria appears.

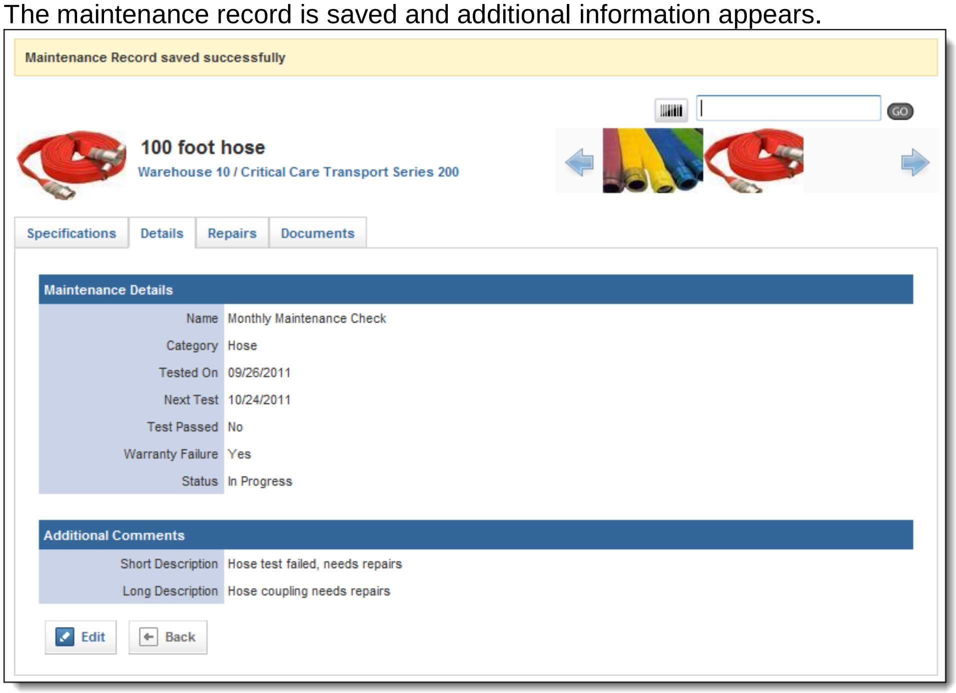


Select Inventory Items

	Inventory Name	Serial Number	Site	Product
☐	100 foot hose	0123012320	Critical Care Transport Series 200	2 1/2 inch hose
☐	50 foot hose	602102	Critical Care Transport Series 200	2 1/2 inch hose
☐	Firefigher Jacket		Critical Care Transport Series 200	Firefigher Jacket

Records 1-3 of 3 | First | Previous | Next | Last | Per Page 10

10. Select the checkbox(es) for all item(s) to add this maintenance record to.
11. Click *Save.*
    The items are selected and you are returned to the maintenance record.
12. In the *Tested On* text box, type the date that this item was tested.
    OR
    Use the *Calendar* icon to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
13. In the *Next Test* text box, type the date that this item should be tested next.
    OR
    Use the *Calendar* icon to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
14. In the *Test Passed* section, select whether this item passed the text.
15. In the *Warranty Failure* section, select whether there was any failure currently covered by warranty detected.
16. From the *Status* drop down menu, select the status of this maintenance record.
17. In the *Additional Comments* section, enter any extra details of the maintenance record.
18. When finished, click *Save.*
    The maintenance record is saved and additional information appears.

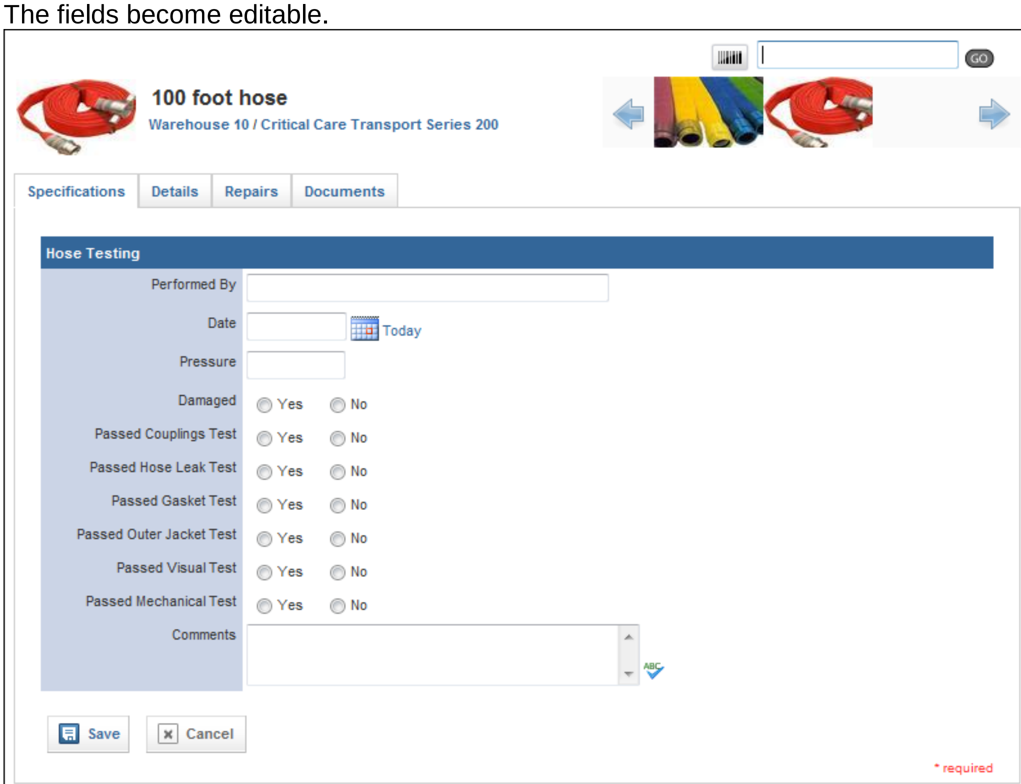


19. Click into any additional tabs to record more details about the maintenance.
    HINTS:
    Information about the specific type of maintenance record can be recorded in the *Specifications* tab.
    Information about any needed repairs can be documented in the *Repairs* tab for the maintenance record.
    Any documents or files that should be attached to the maintenance record can be included in the *Documents* tab.

Documenting Maintenance Specifications

Each type of maintenance record can have additional questions to be completed, which are included under the *Specifications* tab after creating the maintenance record.

1. Add or open the desired maintenance record.
2. Select the *Specifications* tab.
   The *Specifications* tab appears.
   NOTE: Depending on the way your maintenance records are set up, you may see different questions for your items.
3. Click *Edit.*
   The fields become editable.



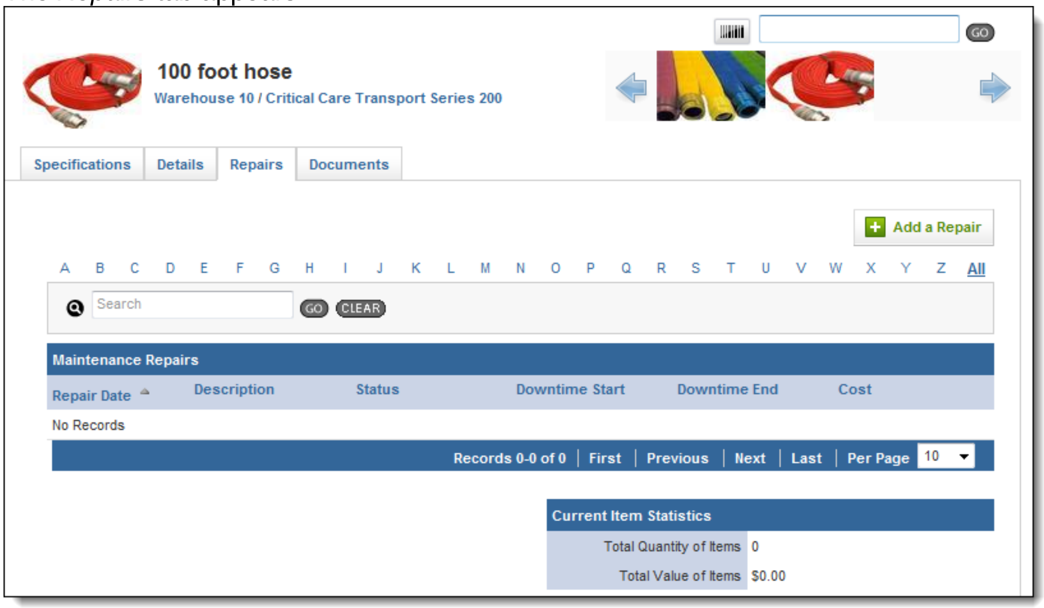
4. Use the provided fields to complete the details of the maintenance.
5. When finished, click *Save.*

Recording Repairs for a Maintenance Record

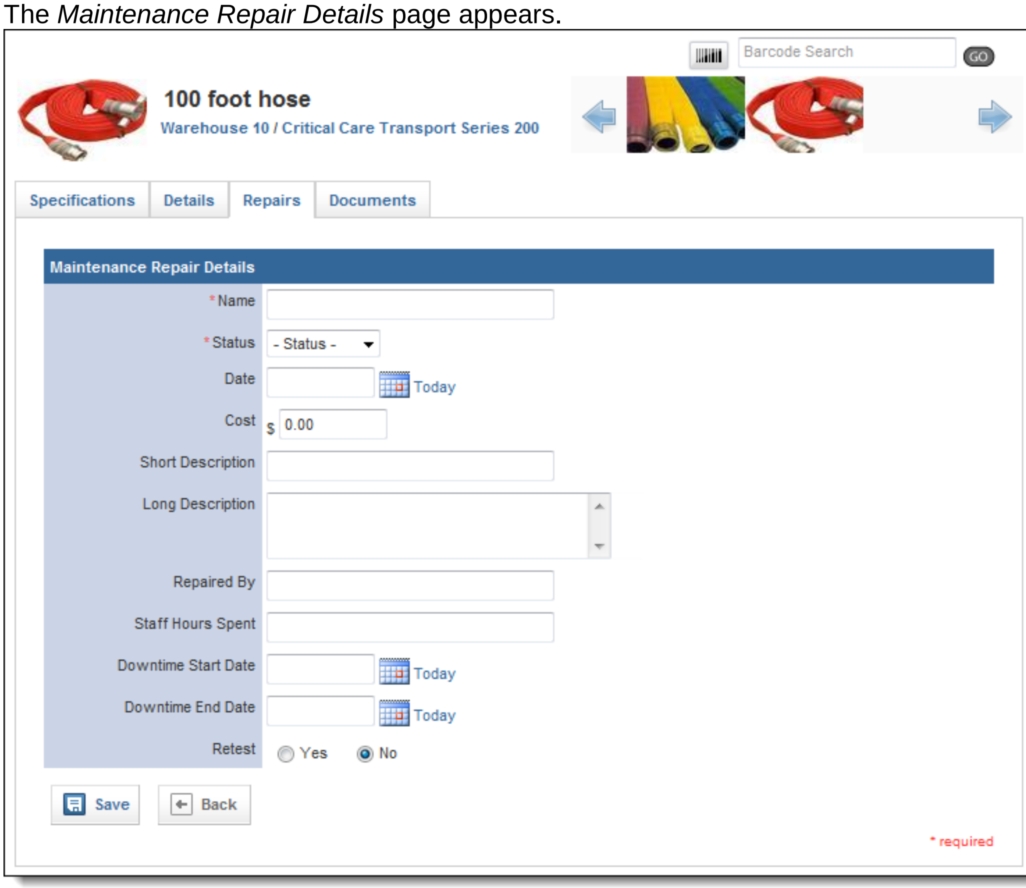
If a maintenance inspection indicates that there are repairs needed for an item, you can document those repairs within the maintenance record after it is created.

1. Add or open the desired maintenance record.

2. Select the *Repairs* tab.
   The *Repairs* tab appears.

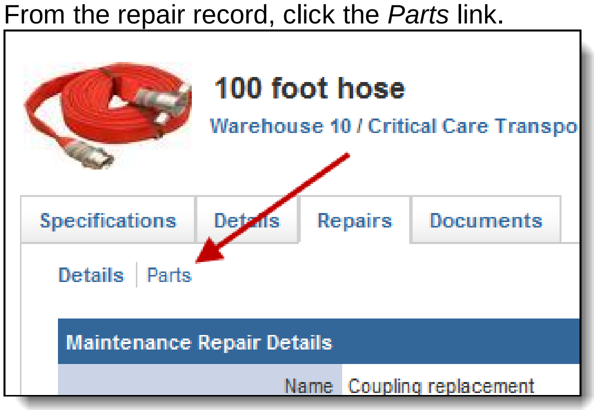


3. Click *Add a Repair.*
   The *Maintenance Repair Details* page appears.



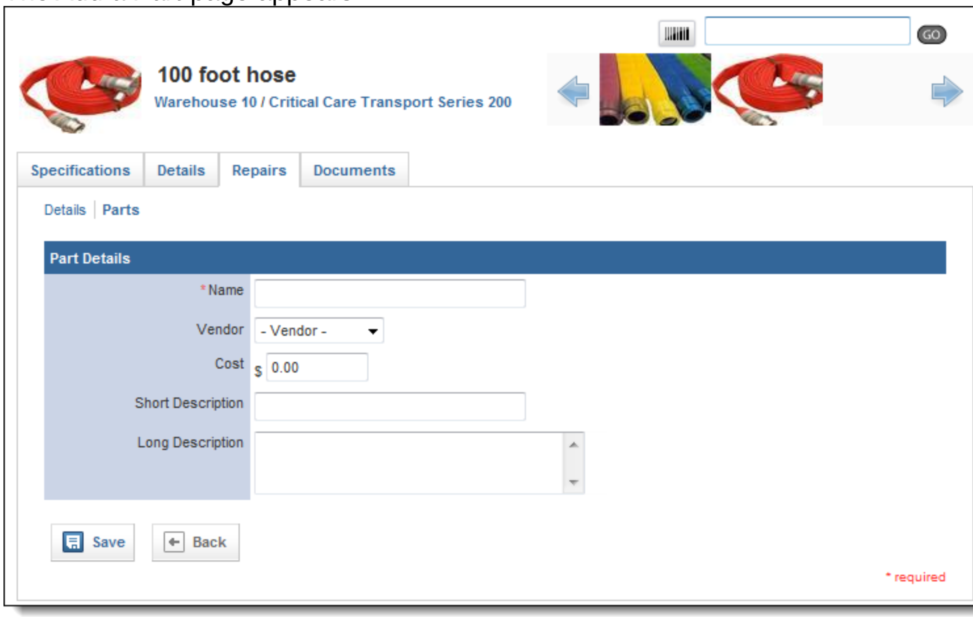
4. In the *Name* text box, type the name of this repair.
5. From the *Status* drop down menu, select the current status of the repair.
   NOTE: You can update this status later if you need to do so.

6. In the *Date* text box, enter the date of this repair.
   OR
   Use the *Calendar* icon  to select the date from a calendar.
   OR
   To record the current date, click the *Today* link.
7. In the *Cost* text box, type the cost of the repair.
8. In the *Short Description* and/or *Long Description* text box, type any additional details about the repair.
9. In the *Repaired By* text box, type the name of the person who performed the repair.
10. In the *Staff Hours Spent* text box, type the number of hours spent on this repair by your agency's staff.
11. In the *Downtime Start Date* text box, type the date that this item was first taken out of use for this repair.
    OR
    Use the *Calendar* icon  to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
12. In the *Downtime End Date* text box, type the date that this item was returned to service after this repair.
    OR
    Use the *Calendar* icon  to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
13. In the *Retest* section, select whether this item will need to be retested after the repair.
14. Click *Save.*
    The repair record is added and the *Parts* link appears.
15. **OPTIONAL:** To record parts that were used in this repair,
    a. From the repair record, click the *Parts* link.



The *Parts* page appears.

b. Click the *Add a Part* button.
The *Add a Part* page appears.



c. In the *Name* text box, type the name of the part.
d. From the *Vendor* drop down menu, select the name of the vendor from whom you bought the part.
e. In the *Cost* text box, type the cost of the part.
f. In the *Short Description* and/or *Long Description* text boxes, type any additional details about the part.
g. Click *Save.*
h. Repeat steps a–g for all needed parts.

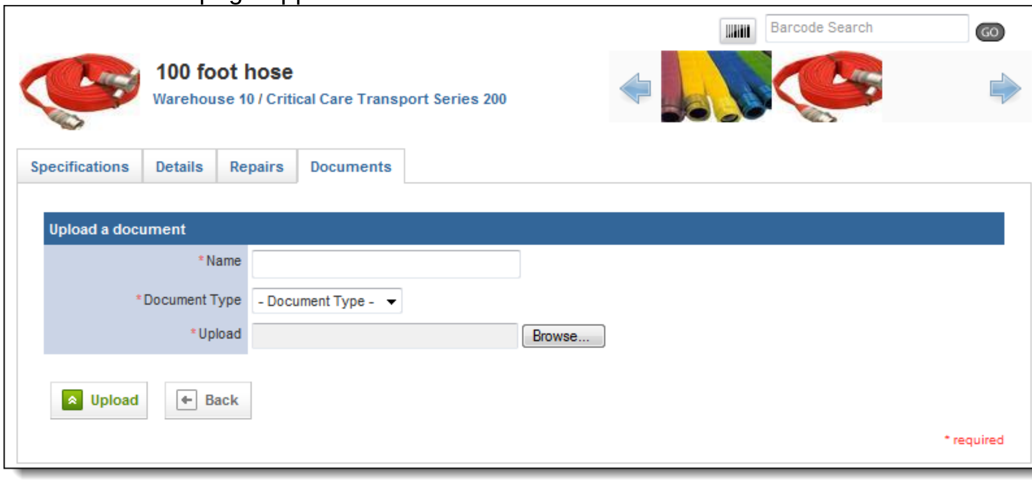
NOTE: As you add parts, statistics will appear on the *Parts* page detailing the number and value of parts needed for this repair.

Adding a Document for a Maintenance Record

You can attach any document to a maintenance record if needed to keep track of it. This could include a receipt for repairs or an image of any repairs required.

1. Add or open the desired maintenance record.
2. Select the *Documents* tab.
The *Documents* tab appears.

3. Click *Upload a Document.*
   The *Documents* page appears.



4. In the *Name* text box, type a name for this document.
5. From the *Document Type* drop down menu, select the type of document you are uploading.
6. In the *Upload* section, click *Browse…*
   The *Choose File* dialog box appears.
7. Navigate to and select the document you want to upload.
8. Click *Open.*
   The *Choose File* dialog box closes.
9. Click *Upload.*
   The document is added to the record.

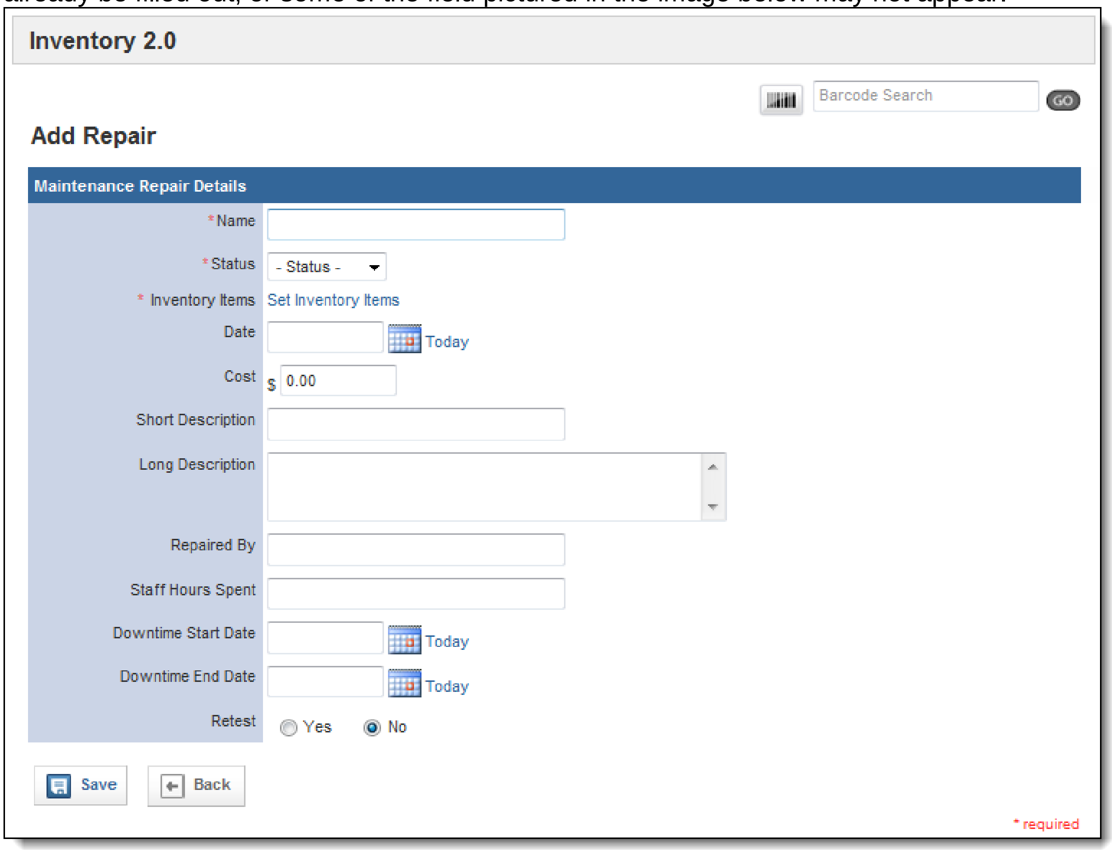
1.32 Adding a Repair for an Item

Any item can have a repair added either through the maintenance record with which the repair should be associated, from the *Repairs* section of the item's profile or from the *Repairs* tab in the system. All repairs will be associated with a specific item and maintenance record, no matter where you add them.

1. Once you are logged in to the Fire Bridge system, if necessary, from the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module appears
3. Open the desired maintenance record.
   OR
   From the top of the page, click the *Repairs* link.
   OR
   a. Open the desired item record.
   b. From the left menu, click the *Repairs* link.
4. Click *Add a Repair.*

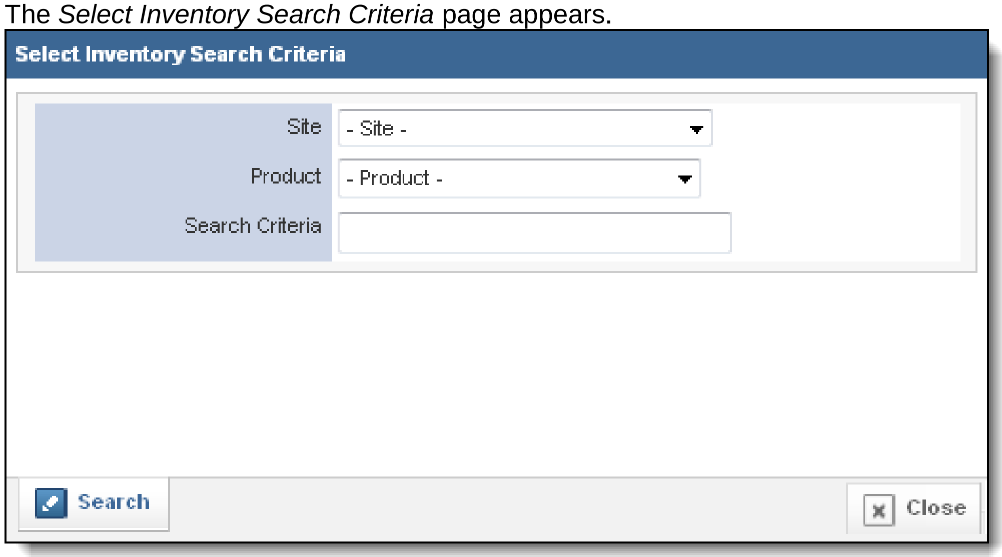
The *Add a Repair* page appears.

NOTE: Depending on where you started the repair record from, some of the information may already be filled out, or some of the field pictured in the image below may not appear.

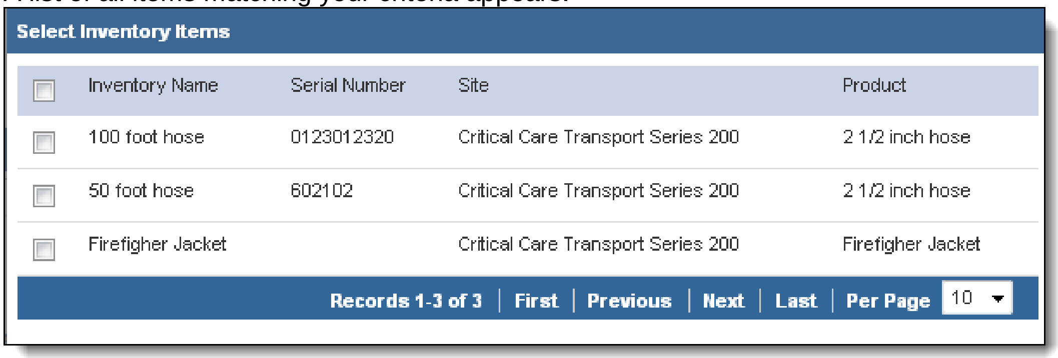


5. In the *Name* text box, type the name of this repair.
6. From the *Status* drop down menu, select the current status of the repair.

   NOTE: You can update this status later if you need to do so.
7. If the *Inventory Items* section is displayed,
   a. In the *Inventory Items* section, click *Set Inventory Items.*
      The *Select Inventory Search Criteria* page appears.

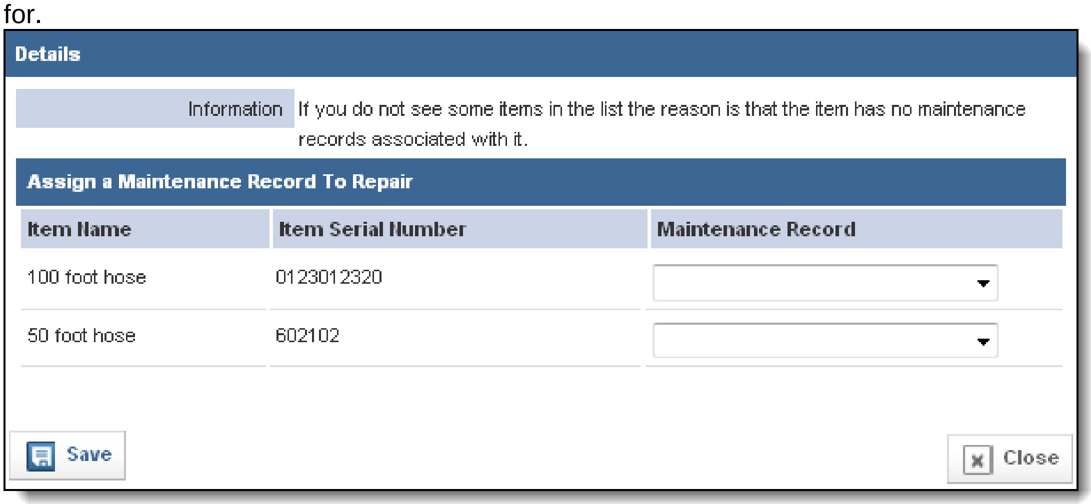


b. Using the provided fields, enter search criteria to locate the item this repair record should be associated with.
c. Click *Search.*
A list of all items matching your criteria appears.



d. Select the checkbox(es) for all item(s) to add this repair record to.
e. Click *Save.*
The items are selected and the *Maintenance Record* field appears.

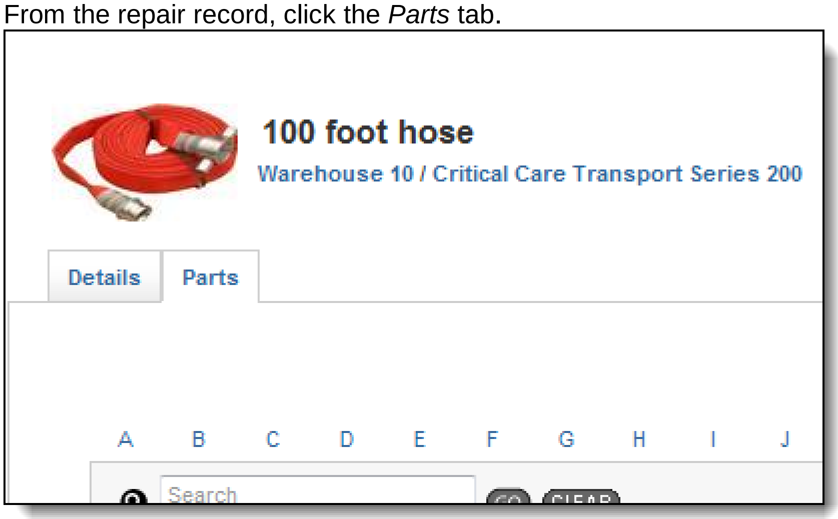
8. If the *Maintenance Record* field is displayed as a drop down menu, select the maintenance record that this repair should be attached to.
OR
If the *Maintenance Record* field displays a link,
a. Click the *Set Maintenance Record* link.
The *Details* page appears, with a list of each item that you are creating a repair record for.



b. From the *Maintenance Record* drop down menu for each item, select the maintenance record that this repair should be associated with.
c. Click *Save.*
The maintenance records are selected.

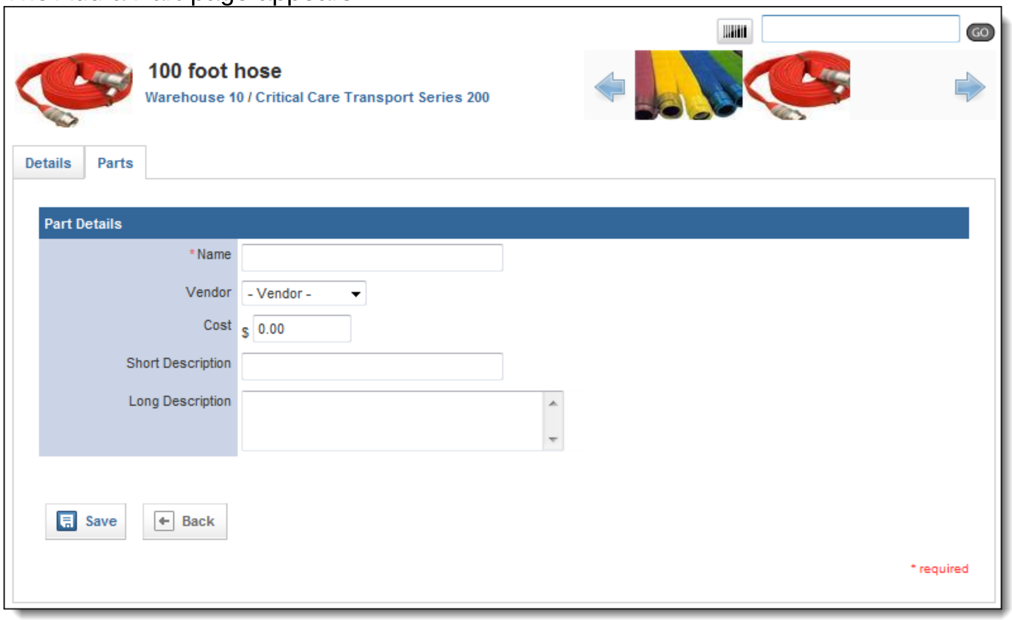
9. In the *Date* text box, enter the date of this repair.
OR
Use the *Calendar* icon to select the date from a calendar.
OR
To record the current date, click the *Today* link.
10. In the *Cost* text box, type the cost of the repair.
11. In the *Short Description* and/or *Long Description* text box, type any additional details about the repair.
12. In the *Repaired By* text box, type the name of the person who performed the repair.

13. In the *Staff Hours Spent* text box, type the number of hours spent on this repair by your agency's staff.
14. In the *Downtime Start Date* text box, type the date that this item was first taken out of use for this repair.
    OR
    Use the *Calendar* icon  to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
15. In the *Downtime End Date* text box, type the date that this item was returned to service after this repair.
    OR
    Use the *Calendar* icon  to select the date from a calendar.
    OR
    To record the current date, click the *Today* link.
16. In the *Retest* section, select whether this item will need to be retested after the repair.
17. Click *Save.*
    The repair record is added and the *Parts* link appears.
18. **OPTIONAL:** To record parts that were used in this repair,
    a. From the repair record, click the *Parts* tab.



The *Parts* page appears.

b. Click the *Add a Part* button.
The *Add a Part* page appears.



c. In the *Name* text box, type the name of the part.
d. From the *Vendor* drop down menu, select the name of the vendor from whom you bought the part.
e. In the *Cost* text box, type the cost of the part.
f. In the *Short Description* and/or *Long Description* text boxes, type any additional details about the part.
g. Click *Save.*
h. Repeat steps a–g for all needed parts.

NOTE: As you add parts, statistics will appear on the *Parts* page detailing the number and value of parts needed for this repair.

CHAPTER 2

SETTING UP THE INVENTORY MODULE

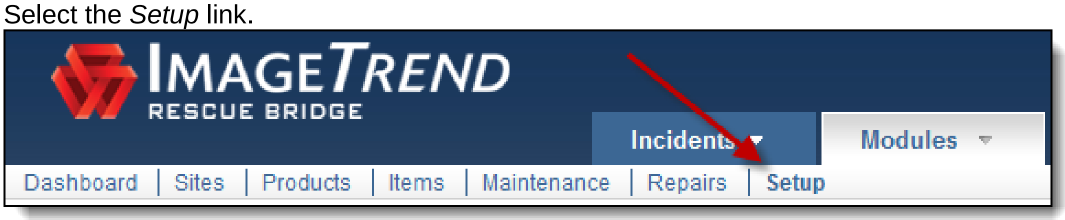
2.1 Chapter Overview

This chapter explains the administrative setup of the Inventory system that is used to control the content of the product and item records. This includes how to set up product categories, manufacturers and vendors, product attributes and vendors, funding sources and document types.

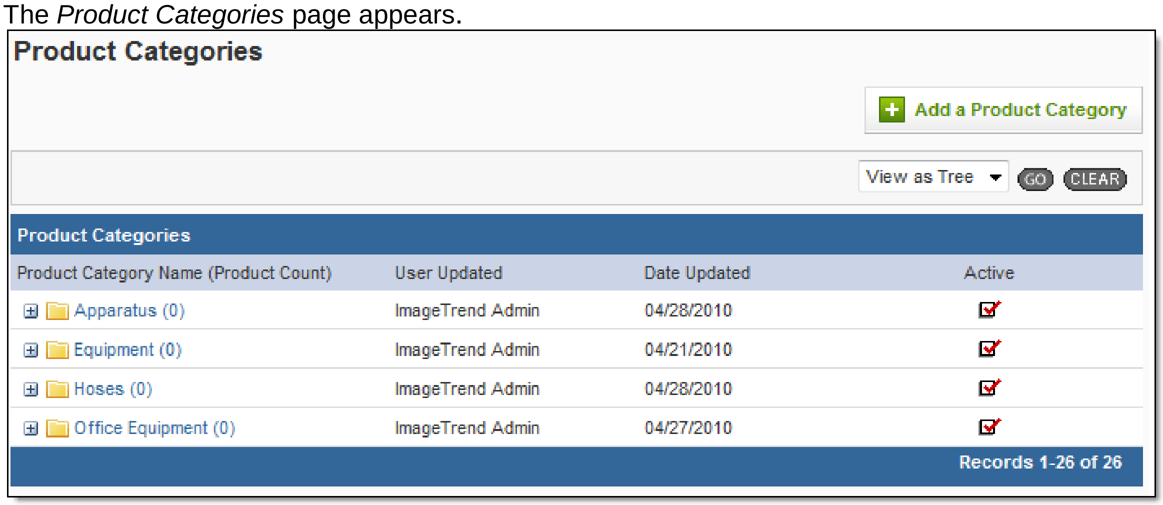
2.2 Setting Up Product Categories

Administrators can set up categories to organize products from the *Setup* tab. These categories will then be available for people who are entering new products. Categories can also define some of the options that will be available for products created within the category.

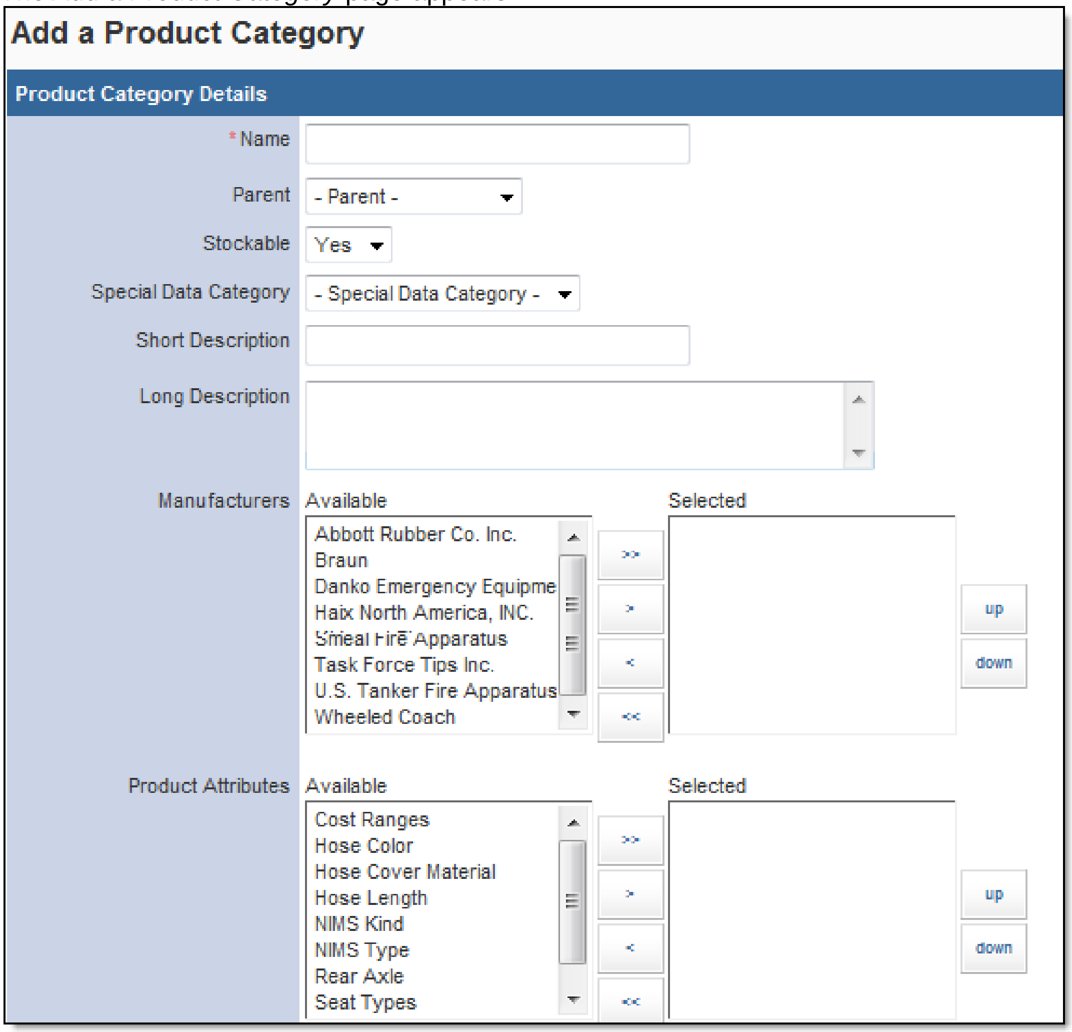
1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.

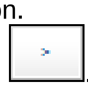


   The *Setup* tab appears.
4. If necessary, from the left menu, under *Manage Products,* click *Product Categories.*
   HINT: If the sub-menu is not displayed under the *Manage Products* header, click *Manage Products* to expand the menu.
   The *Product Categories* page appears.



5. Click *Add a Product Category.*
   The *Add a Product Category* page appears.



6. In the *Name* text box, type a name for this category.
7. **OPTIONAL:** If this will be a sub-category for a category that has already been created, from the *Parent* drop down menu, select the category that will be immediately above this one.
8. From the *Stockable* drop down menu, select if products within this category can be stored.
9. **OPTIONAL:** If this category should be a part of a special data category to capture custom information, from the *Special Data Category* drop down menu, select the desired category.
10. In the *Short Description* and *Long Description* text boxes, type any descriptive information for this category.
11. To add possible manufacturers for products in this category, in the *Manufacturers* section,
    a. From the *Available* section, select the desired options.
       HINT: You can select multiple options by pressing and holding the *Ctrl* key while clicking each option.
    b. Click the *Add* icon .
    c. Repeat steps a–b as needed until all desired manufacturers are added.
       HINT: The manufacturers you select here will be available as options for manufacturers when you create products within this category.
12. To add product attributes that should be included for products in this category, in the *Product Attributes* section,

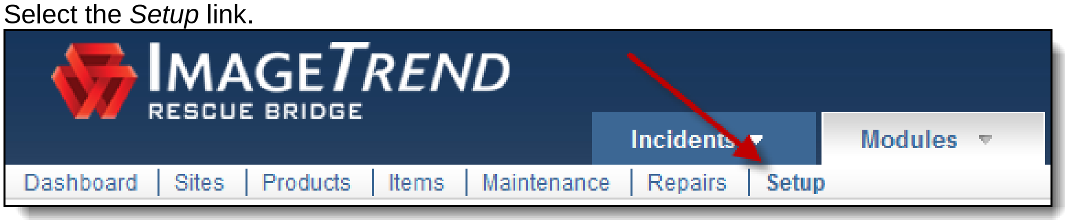
   a. From the *Available* section, select the desired options.
      HINT: You can select multiple options by pressing and holding the *Ctrl* key while clicking each option.
   b. Click the *Add* icon .
   c. Repeat steps a–b as needed until all desired attributes are added.
      HINT: These product attributes will then appear as questions when new products are created within this category.

13. To add custom questions that should be asked for products in this category, in the *Custom Questions* section,
    a. From the *Available* section, select the desired options.
       HINT: You can select multiple options by pressing and holding the *Ctrl* key while clicking each option.
    b. Click the *Add* icon .
    c. Repeat steps a–b as needed until all desired questions are added.
       HINT: These custom questions will then appear as questions when new products are created within this category.
14. In the *Active* section, select whether this category should currently be active and available for user, or inactive and saved for only reference.
15. When finished, click *Save.*
    The product category is saved.

2.3 Adding a Manufacturer

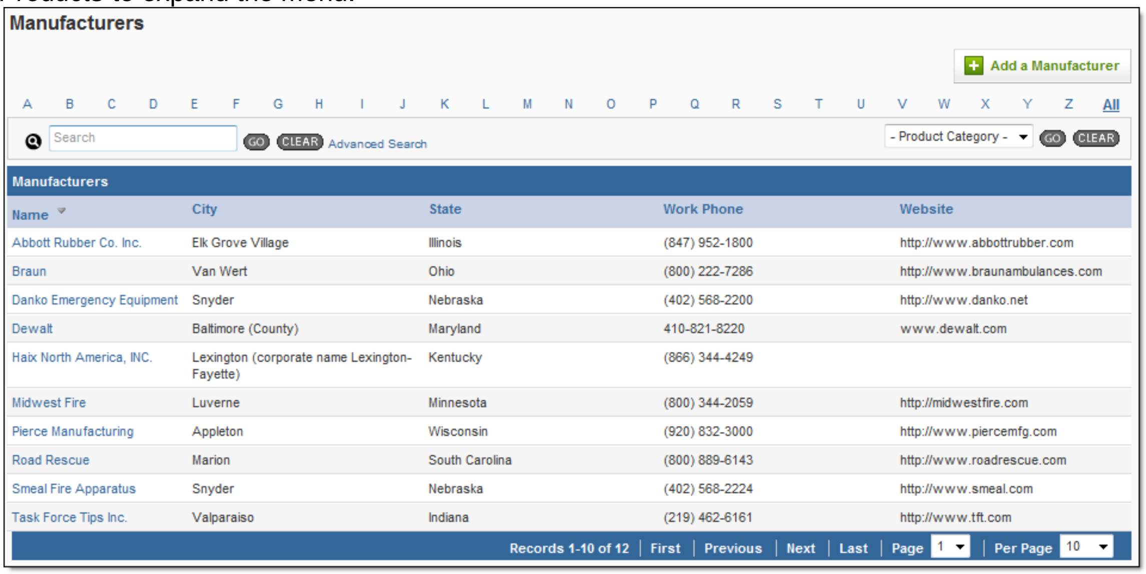
You can record manufacturers when you create product records, but the manufacturer records must first be set up in the *Setup* tab.

1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.



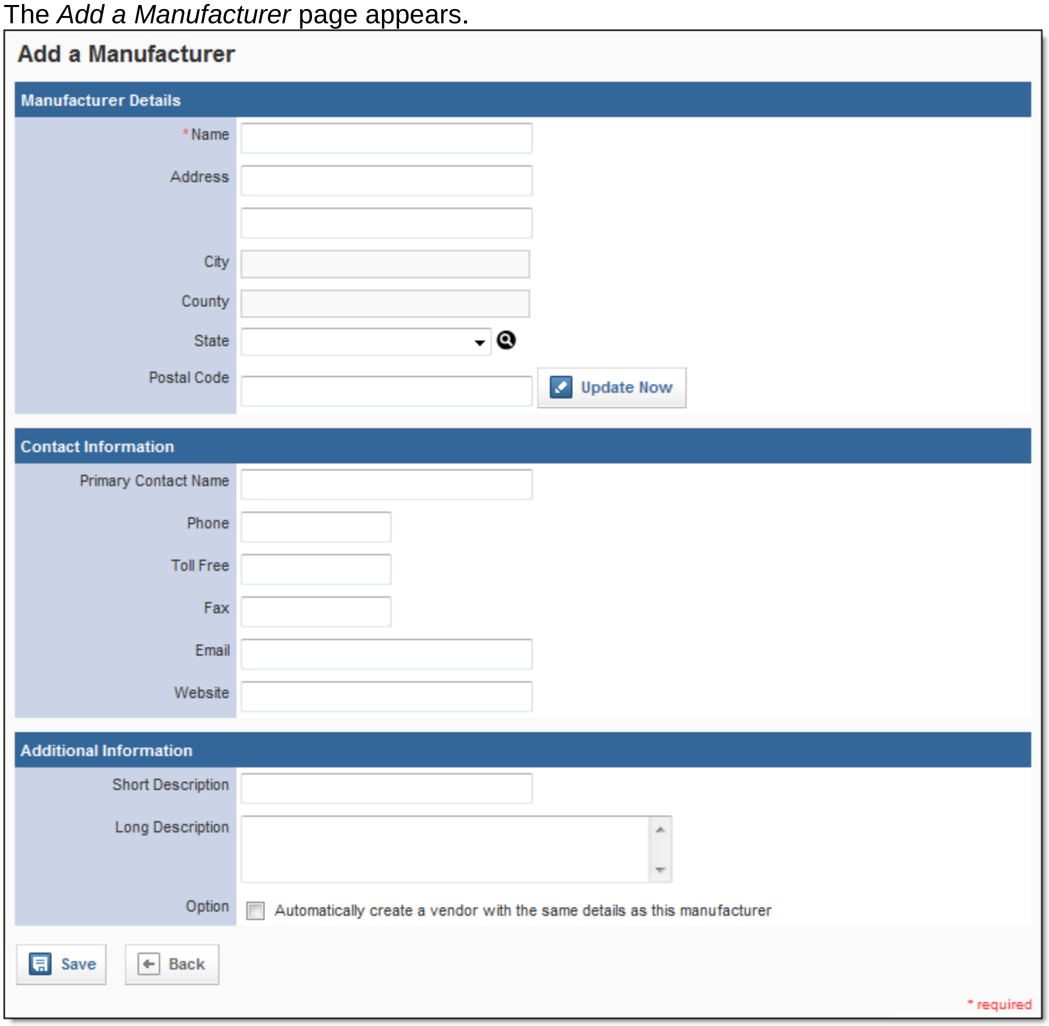
   The *Setup* tab appears.

4. If necessary, from the left menu, under *Manage Products,* click *Manufacturers.*
   HINT: If the sub-menu is not displayed under the *Manage Products* header, click *Manage Products* to expand the menu.



Name	City	State	Work Phone	Website
Abbott Rubber Co. Inc.	Elk Grove Village	Illinois	(847) 952-1800	http://www.abbottrubber.com
Braun	Van Wert	Ohio	(800) 222-7286	http://www.braunambulances.com
Danko Emergency Equipment	Snyder	Nebraska	(402) 568-2200	http://www.danko.net
Dewalt	Baltimore (County)	Maryland	410-821-8220	www.dewalt.com
Haix North America, INC.	Lexington (corporate name Lexington-Fayette)	Kentucky	(866) 344-4249	
Midwest Fire	Luverne	Minnesota	(800) 344-2059	http://midwestfire.com
Pierce Manufacturing	Appleton	Wisconsin	(920) 832-3000	http://www.piercemfg.com
Road Rescue	Marion	South Carolina	(800) 889-6143	http://www.roadrescue.com
Smeal Fire Apparatus	Snyder	Nebraska	(402) 568-2224	http://www.smeal.com
Task Force Tips Inc.	Valparaiso	Indiana	(219) 462-6161	http://www.tft.com

5. Click *Add a Manufacturer.*
   The *Add a Manufacturer* page appears.



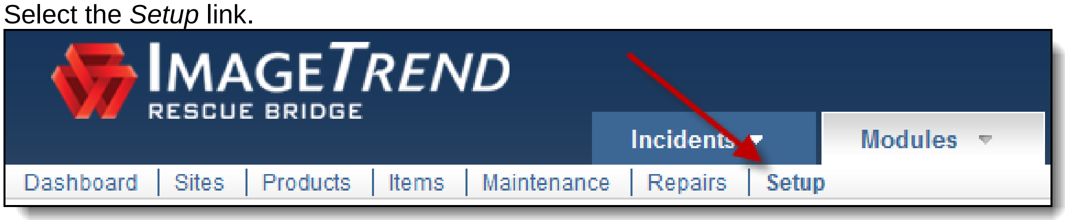
6. In the *Name* text box, type the name of this manufacturer.
7. In the *Address* text boxes, type the manufacturer's address.
8. In the *Postal Code* text box, type the zip code for the manufacturer.
9. Click *Update Now.*
   The city, county and state information is added to the record.
10. In the *Contact Information* section, type all known information about any contact at this manufacturer.
11. In the *Additional Information* section, type any descriptive information about this manufacturer.
12. To also create a vendor record for this manufacturer, select the *Automatically create a vendor with the same details as this manufacturer* checkbox.
    HINT: This is most helpful if you buy merchandise directly from the manufacturer.
13. When finished, click *Save.*
    The manufacturer record is added to the system.

2.4 Adding a Product Attribute

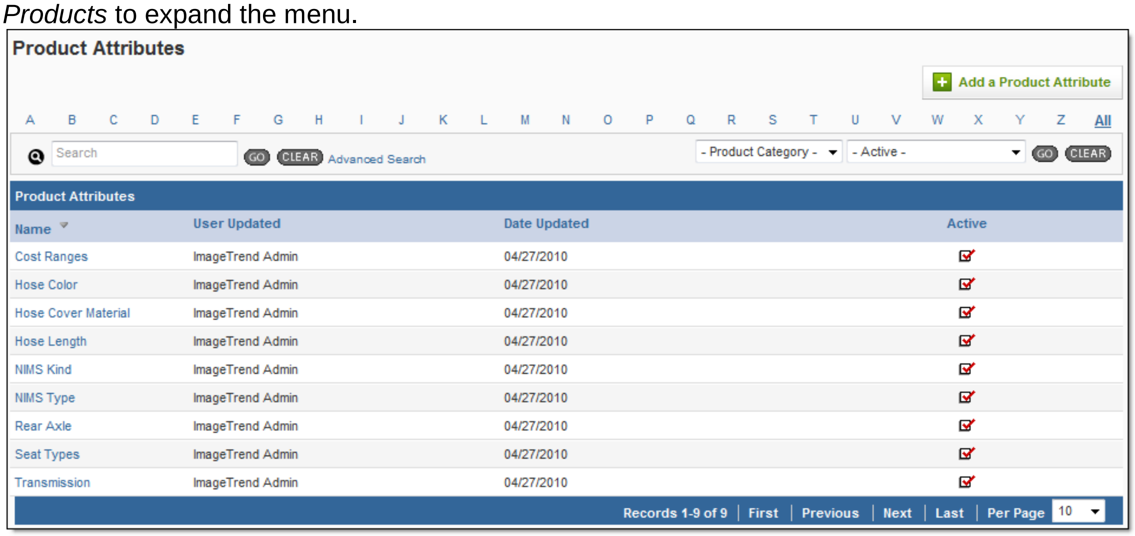
Product attributes allow you to collect custom information about specific categories of products. They appear as questions with a drop down menu on the product record. You must create the product attribute before you can apply it towards a category or product.

Product attributes are similar to custom questions, but when adding a product attribute the field must have a drop down menu.

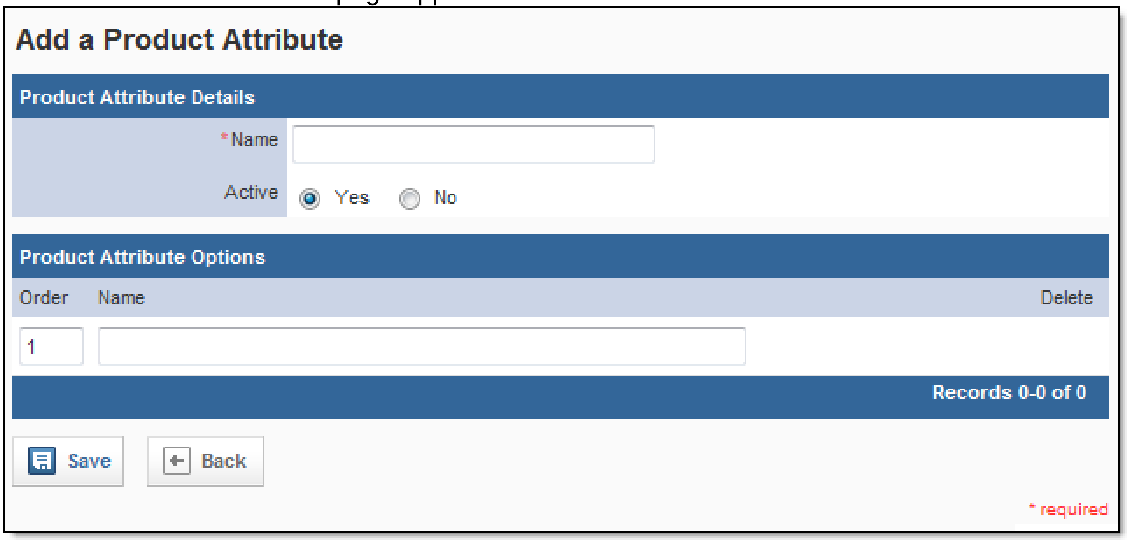
1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.



   The *Setup* tab appears.
4. If necessary, from the left menu, under *Manage Products,* click *Product Attributes.*
   HINT: If the sub-menu is not displayed under the *Manage Products* header, click *Manage Products* to expand the menu.



5. Click *Add a Product Attribute.*
   The *Add a Product Attribute* page appears.

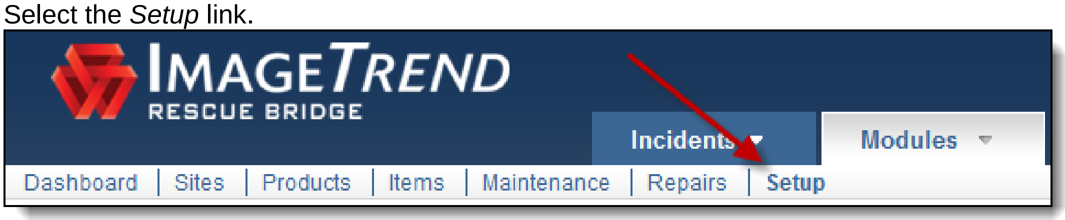


6. In the *Name* text box, type the question.
7. In the *Active* section, select whether this attribute should currently be active and available in the system for use, or inactive and saved for reference or later use.
8. To add a possible answer for the question that will be generated for the attribute, in the *Product Attribute Options* section, in the *Name* text box, type the first answer.
9. Click *Save.*
   A new line appears.
10. Repeat steps 8–9 until all desired answers are added.
11. To change the order of any of the possible options, in the *Order* text boxes, type the number corresponding to the desired order.
12. Click *Save.*

2.5 Adding a Vendor

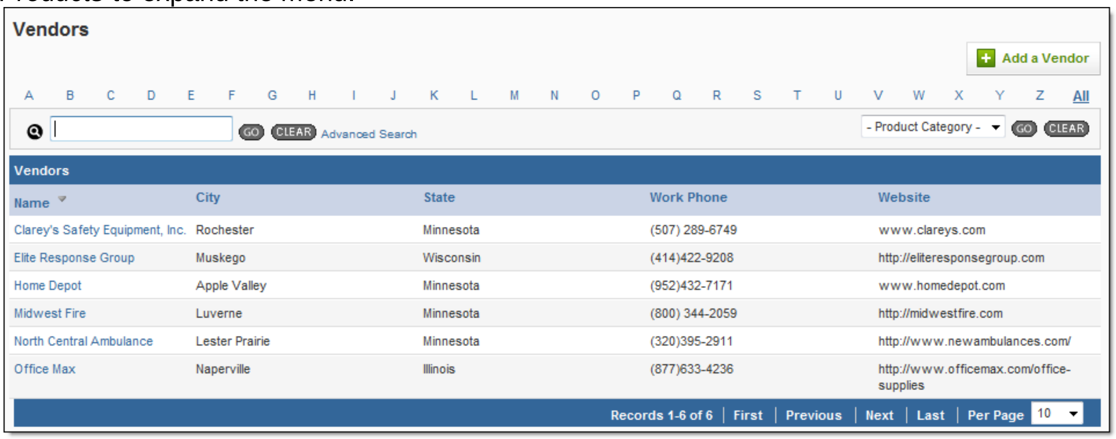
Each product and item record can be associated with vendors. This allows you to record which vendors sell particular products and where an item was purchased. Before you can do this, however, you must set up the vendor records.

1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.

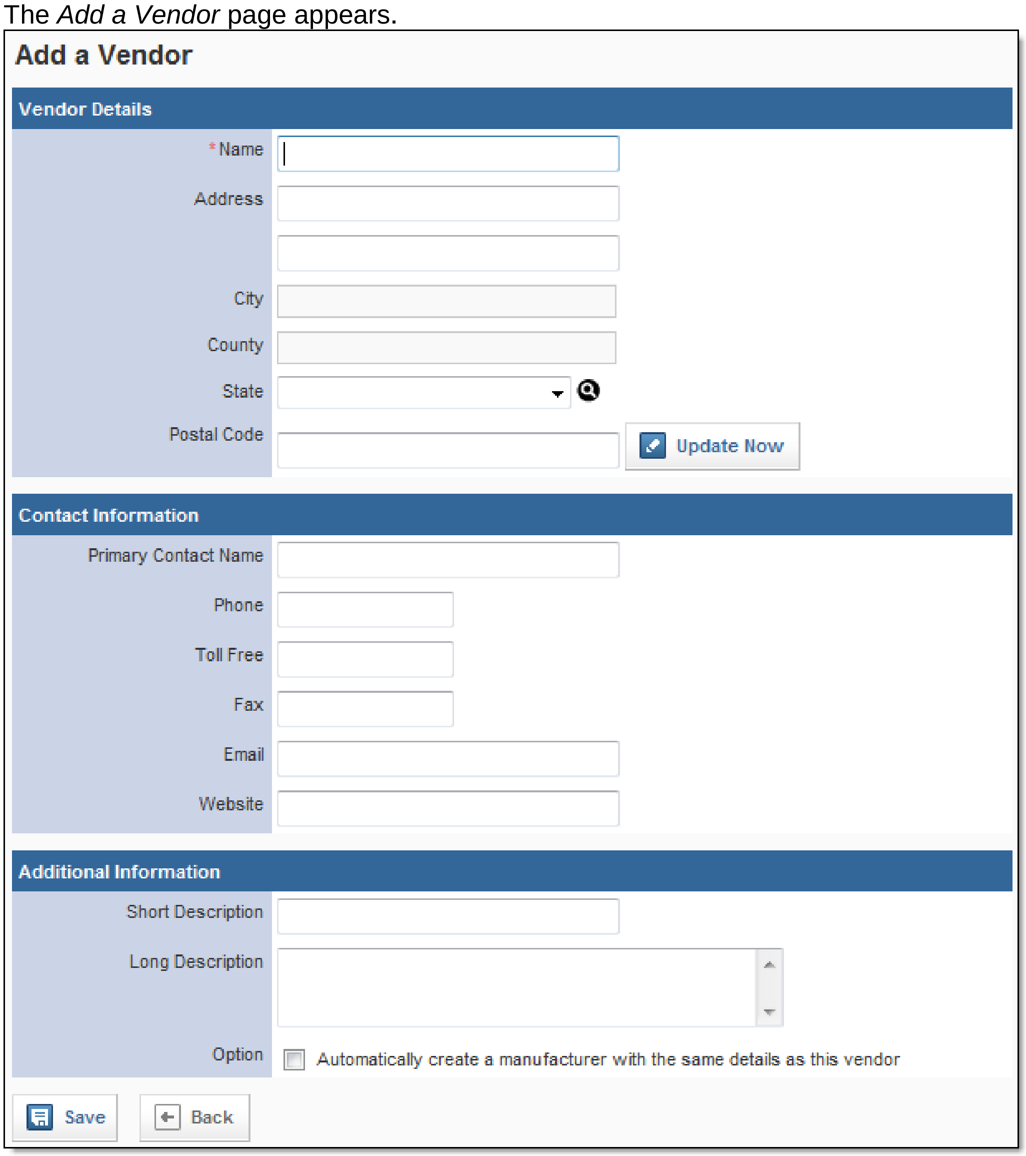


   The *Setup* tab appears.

4. If necessary, from the left menu, under *Manage Products,* click *Vendors.*
   HINT: If the sub-menu is not displayed under the *Manage Products* header, click *Manage Products* to expand the menu.



5. Click *Add a Vendor.*
   The *Add a Vendor* page appears.

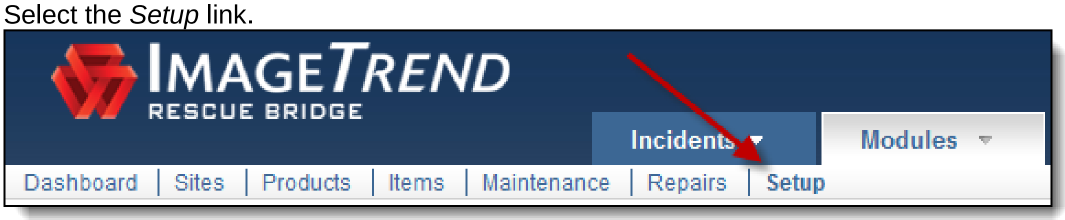


6. In the *Name* text box, type the name of this vendor.
7. In the *Address* text boxes, type the vendor's address.
8. In the *Postal Code* text box, type the zip code for the vendor.
9. Click *Update Now.*
   The city, county and state information is added to the record.
10. In the *Contact Information* section, type all known information about any contact at this vendor.
11. In the *Additional Information* section, type any descriptive information about this vendor.
12. To also create a manufacturer record for this manufacturer, select the *Automatically create a manufacturer with the same details as this vendor* checkbox.
    HINT: This is most helpful if you buy merchandise directly from the manufacturer.
13. When finished, click *Save.*
    The vendor record is added to the system.

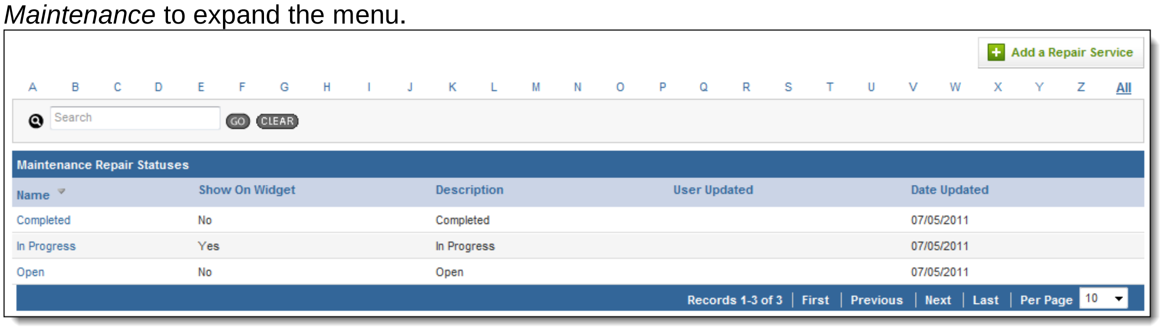
2.6 Adding Repair Statuses

When recording repairs for an item's maintenance record, you can personalize the repair statuses that are available. This allows you to track the progress of repairs.

1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.

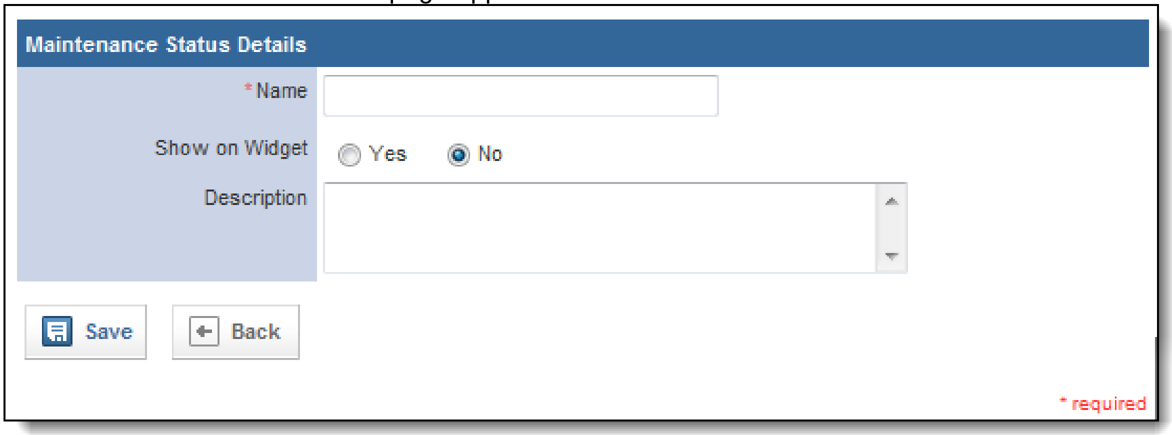


   The *Setup* tab appears.
4. Under *Manage Maintenance,* click *Repair Statuses.*
   The *Repair Statuses* page appears.
   HINT: If the sub-menu is not displayed under the *Manage Maintenance* header, click *Manage Maintenance* to expand the menu.



Name	Show On Widget	Description	User Updated	Date Updated
Completed	No	Completed		07/05/2011
In Progress	Yes	In Progress		07/05/2011
Open	No	Open		07/05/2011

5. Click *Add a Repair Status.*
   The *Maintenance Status Details* page appears.

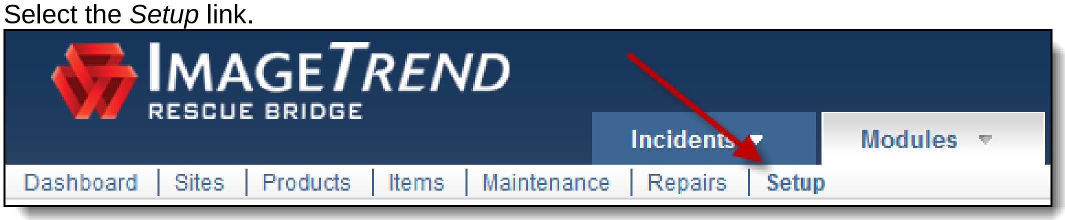


6. In the *Name* text box, type the name of the status.
   HINT: This will be the text that you can select when assigning a status.
7. In the *Show on Widget* section, select whether repairs with this status should be included in the *Selected Maintenance Repair Statuses* widget for the Inventory Dashboard.
8. In the *Description* text box, type any additional information about this status.
9. Click *Save.*
   The status is added.

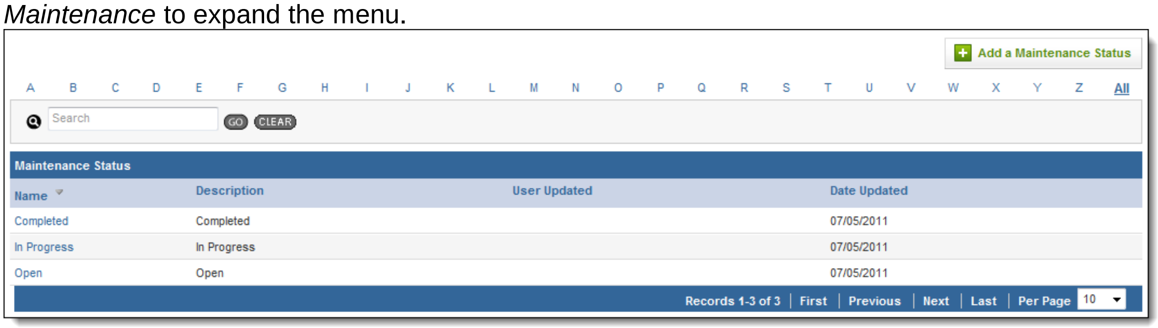
2.7 Adding a Maintenance Status

You can assign a status to any maintenance record in your system, and your service can customize the statuses that are available. This allows you to track the progress of maintenance on any item.

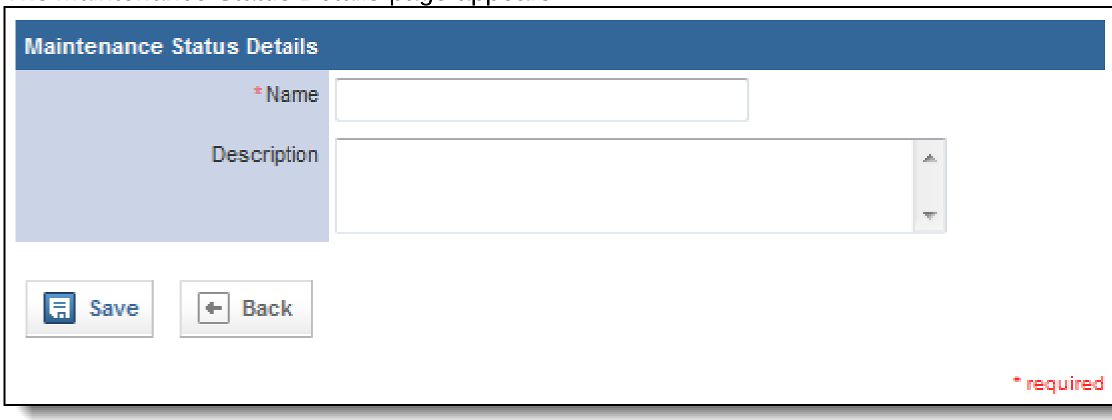
1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.



   The *Setup* tab appears.
4. Under *Manage Maintenance,* click *Maintenance Statuses.*
   The *Maintenance Statuses* page appears.
   HINT: If the sub-menu is not displayed under the *Manage Maintenance* header, click *Manage Maintenance* to expand the menu.



5. Click *Add a Maintenance Status.*
   The *Maintenance Status Details* page appears.

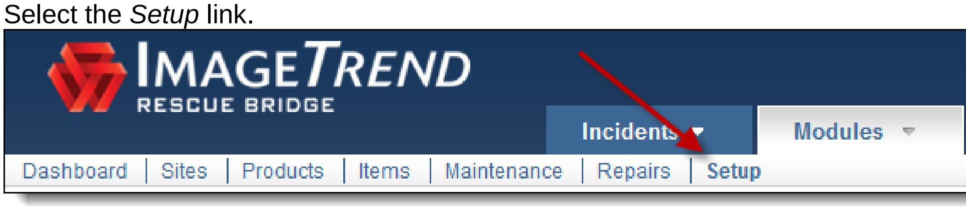


6. In the *Name* text box, type the name of the status.
   HINT: This will be the text that you can select when assigning a status.
7. In the *Description* text box, type any additional information about the status.
8. When finished, click *Save.*
   The status is added and available for use.

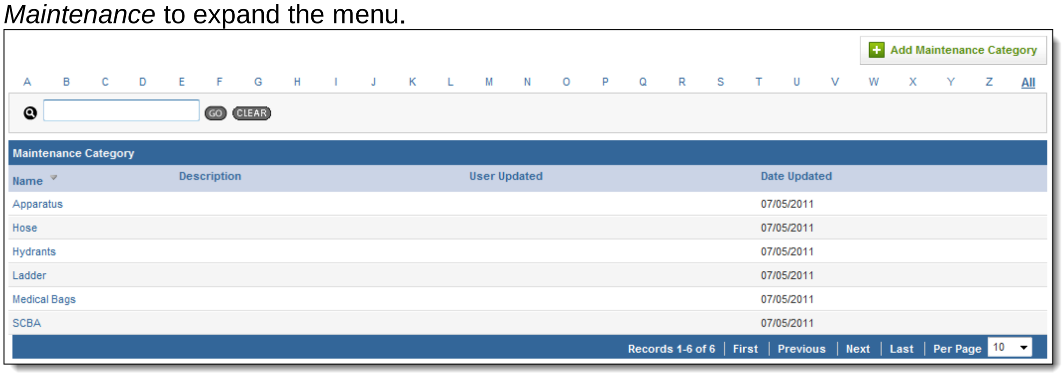
2.8 Adding a Maintenance Category

Maintenance categories allow you to organize maintenance records, as well as to associate specific types of maintenance with special data categories to collect information specific to that type of maintenance. You can add as many maintenance categories as needed, although each maintenance category can be associated with only one special data category.

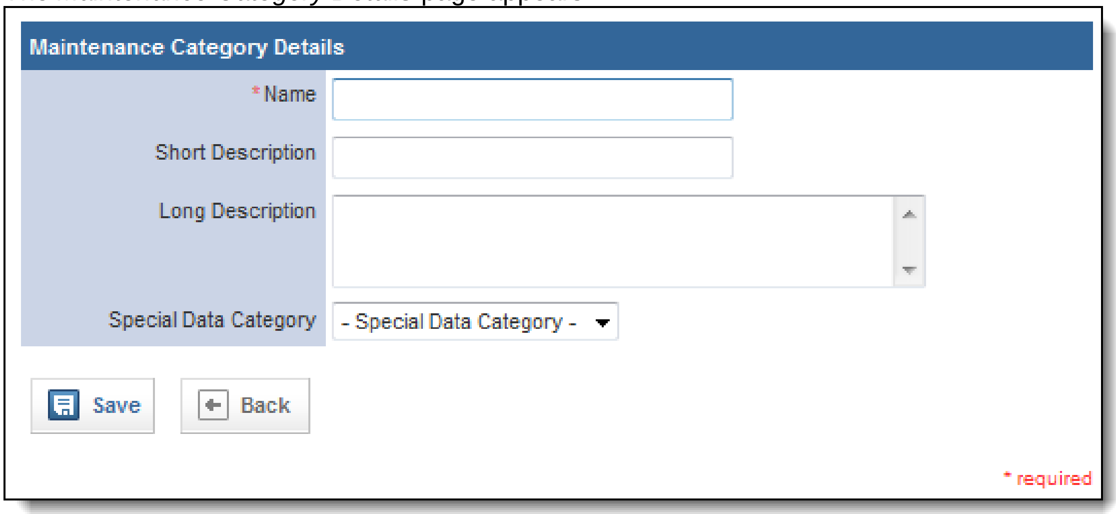
1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.



   The *Setup* tab appears.
4. Under *Manage Maintenance,* click *Maintenance Statuses.*
   The *Maintenance Statuses* page appears.
   HINT: If the sub-menu is not displayed under the *Manage Maintenance* header, click *Manage Maintenance* to expand the menu.



5. Click *Add Maintenance Category.*
   The *Maintenance Category Details* page appears.



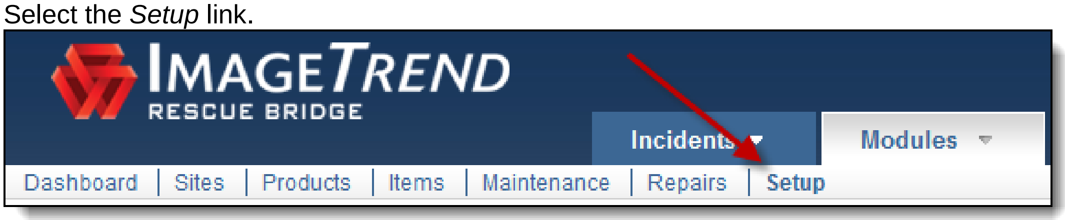
6. In the *Name* text box, type a name for the category.
7. In the *Short Description* and *Long Description* text boxes, type any additional descriptive information about the category.
8. From the *Special Data Category* drop down menu, select the data category to be associated with this maintenance category.
9. When finished, click *Save.*
   The maintenance category is saved.

2.9 Adding Special Data Categories

Special data categories allow you to collect information that may be specific to a product or maintenance category within that product or item record. This allows you to keep track of all the information you need, without having extra fields on product records. For example, special data categories allow you to collect fuel receipts or tire information about apparatuses, but will prevent them from being displayed on product records for boots or desks.

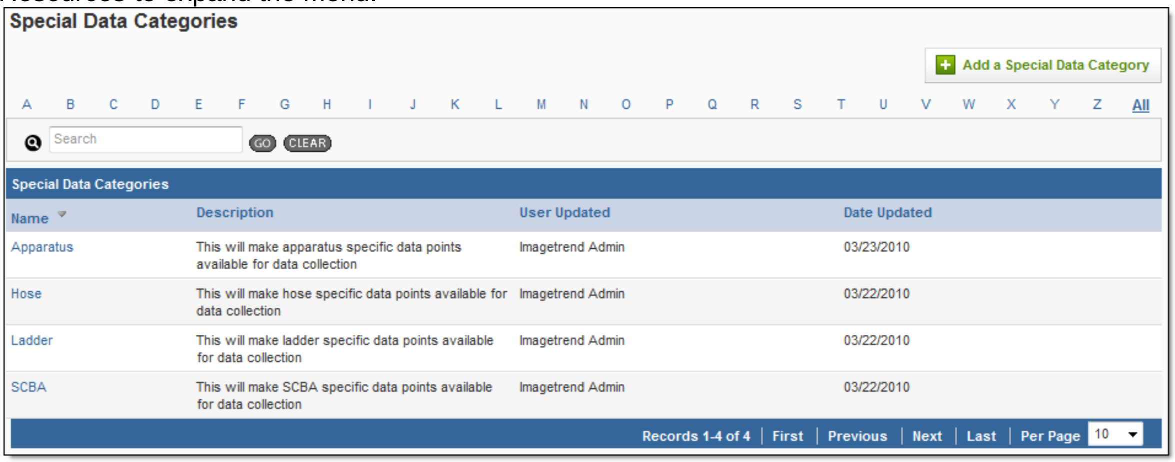
Special data categories are set up with elements, which determine exactly what information is collected. They are then assigned to product categories, which determines which products and items can collect the information.

1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.

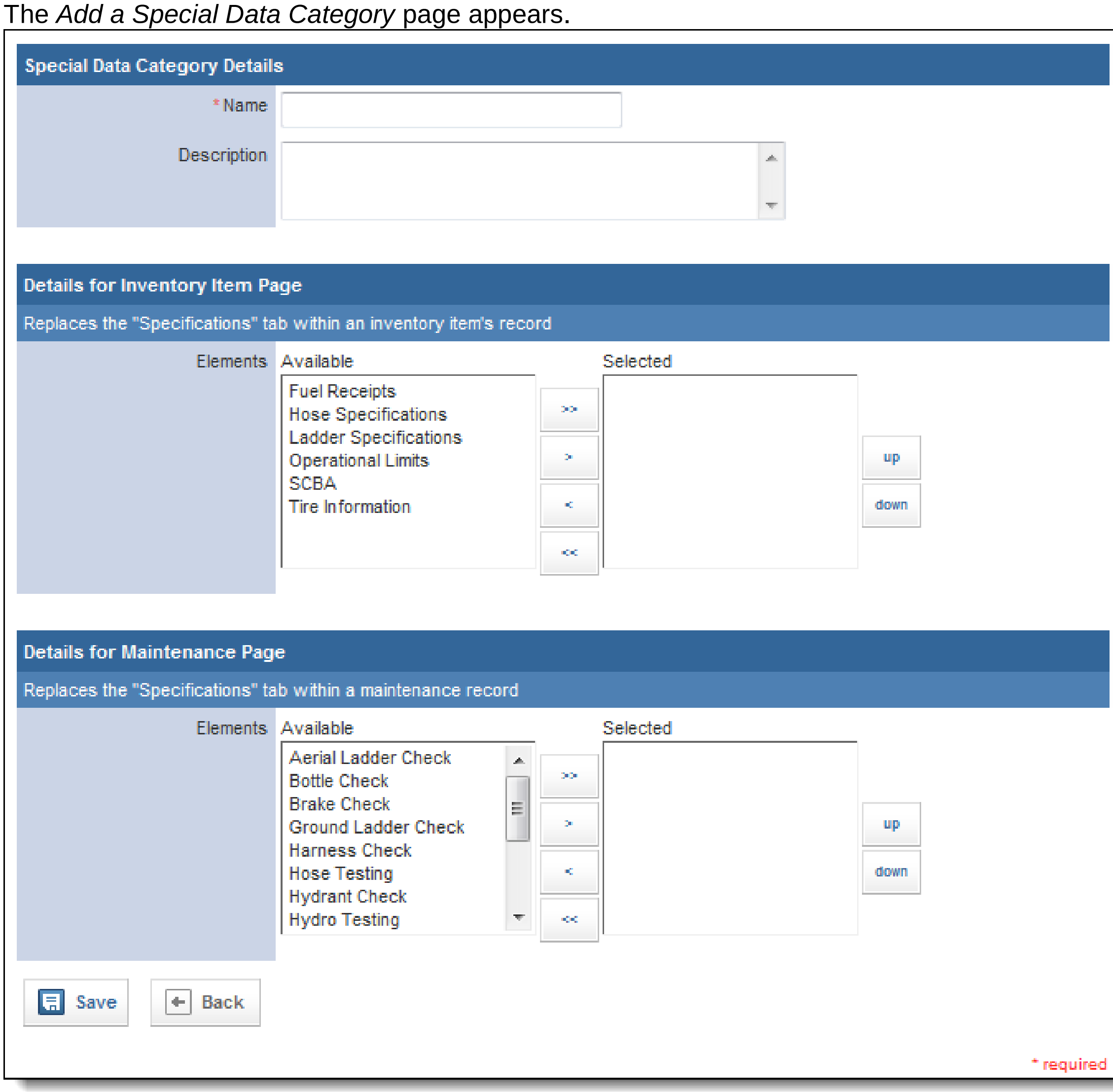


The *Setup* tab appears.

4. From the left menu, under *Manage Resources,* click *Special Data Categories.*
   HINT: If the sub-menu is not displayed under the *Manage Resources* header, click *Manage Resources* to expand the menu.



5. Click *Add a Special Data Category.*
   The *Add a Special Data Category* page appears.

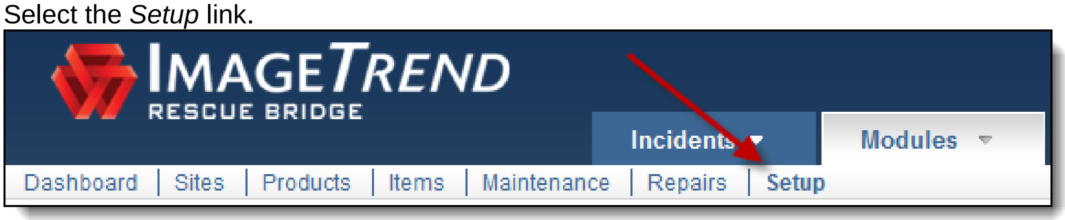


6. In the *Name* text box, type the name for this data category.
7. In the *Description* text box, type any additional explanation of this category.
8. In the *Details for Inventory Item Page* section, from the *Available* scroll list, select the elements that you would like to include for items that have this special data category.
   HINTS:
   The elements will determine what new information is collected for these items.
   To select multiple items, press and hold the *Ctrl* key while clicking each desired element.
9. Click the *Add* icon .
10. Repeat steps 8–9 until all desired elements are added for inventory items.
11. **OPTIONAL:** To reorder the selected elements, select the desired element and click the *up* and *down* buttons until the elements are in the desired order.
12. In the *Details for Maintenance Page* section, from the *Available* scroll list, select the elements that you would like to include for maintenance records that are associated with this special data category.
    HINTS:
    The elements will determine what new information is collected for these items.
    To select multiple items, press and hold the *Ctrl* key while clicking each desired element.
13. Click the *Add* icon .
14. Repeat steps 12–13 until all desired elements are added.
15. **OPTIONAL:** To reorder the selected elements, select the desired element and click the *up* and *down* buttons until the elements are in the desired order.
16. When finished, click *Save.*
    The special data category is created and can be assigned to product categories for use.

2.10 Adding Custom Questions

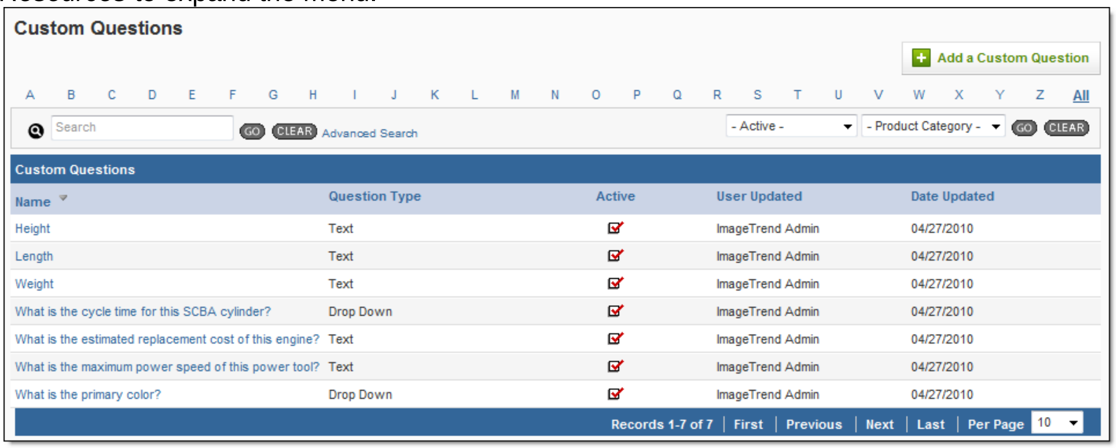
Custom questions allow you to collect custom information about a certain category of products by placing a question with a text box on the product record. You must create the custom questions before they can be applied to a product or category. Custom questions are similar to product attributes, but allow you to use either a drop down menu or a text field to collect the information.

1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.



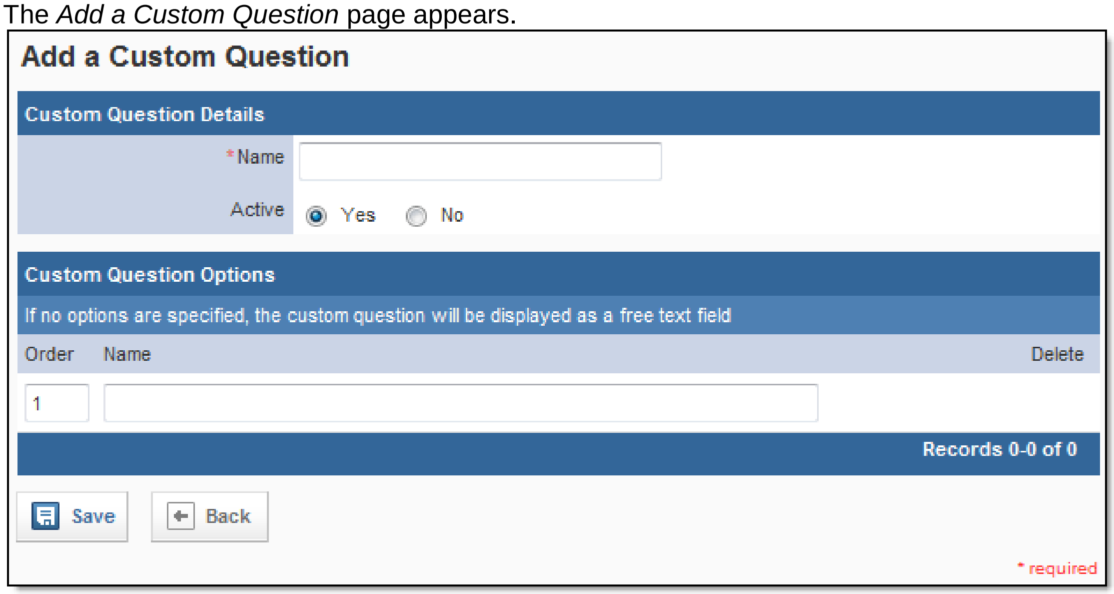
   The *Setup* tab appears.

4. If necessary, from the left menu, under *Manage Resources,* click *Custom Questions.*
   HINT: If the sub-menu is not displayed under the *Manage Resources* header, click *Manage Resources* to expand the menu.



Name	Question Type	Active	User Updated	Date Updated
Height	Text	☑	ImageTrend Admin	04/27/2010
Length	Text	☑	ImageTrend Admin	04/27/2010
Weight	Text	☑	ImageTrend Admin	04/27/2010
What is the cycle time for this SCBA cylinder?	Drop Down	☑	ImageTrend Admin	04/27/2010
What is the estimated replacement cost of this engine?	Text	☑	ImageTrend Admin	04/27/2010
What is the maximum power speed of this power tool?	Text	☑	ImageTrend Admin	04/27/2010
What is the primary color?	Drop Down	☑	ImageTrend Admin	04/27/2010

5. Click *Add a Custom Question.*
   The *Add a Custom Question* page appears.



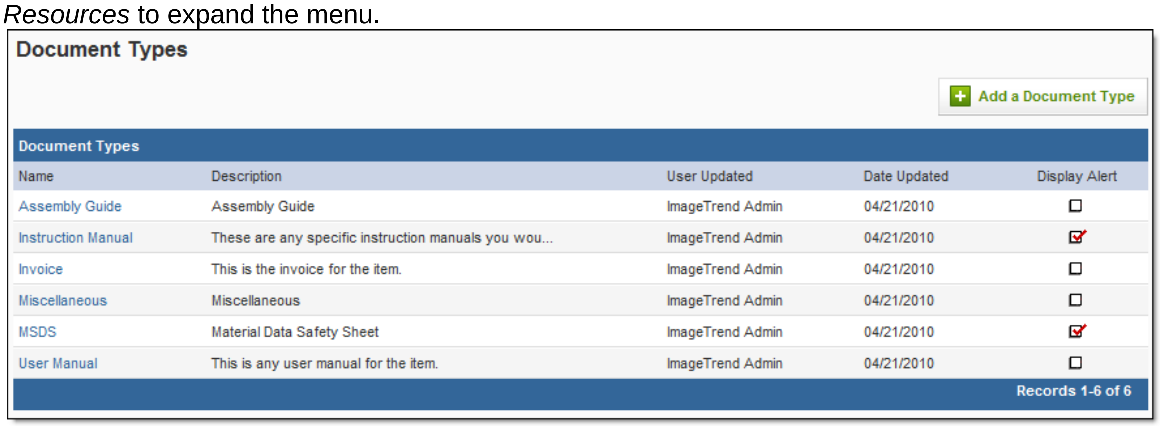
6. In the *Name* text box, type the question.
7. In the *Active* section, select whether this question should currently be active and available in the system for use, or inactive and saved for reference or later use.
8. **OPTIONAL:** To create a drop down menu with possible answers for this question,
   a. In the *Product Attribute Options* section, in the *Name* text box, type the first answer.
   b. Click *Save.*
      A new line appears.
   c. Repeat steps a–b until all desired answers are added.
   d. To change the order of any of the possible options, in the *Order* text boxes, type the number corresponding to the desired order.
9. Click *Save.*

2.11 Adding Document Types

All documents that are uploaded to the system can be classified with a document type to organize them. You can set up these document types in the *Setup* section.

1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.

   The *Setup* tab appears.
4. Under *Manage Resources,* click *Document Types.*
   The *Document Types* page appears.
   HINT: If the sub-menu is not displayed under the *Manage Resources* header, click *Manage Resources* to expand the menu.



Document Types

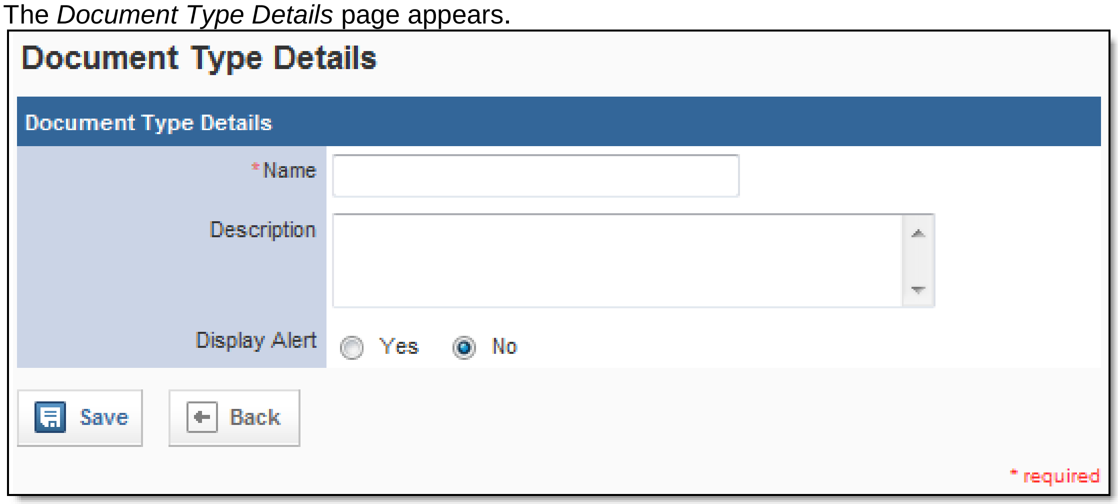
Add a Document Type

Document Types

Name	Description	User Updated	Date Updated	Display Alert
Assembly Guide	Assembly Guide	ImageTrend Admin	04/21/2010	☐
Instruction Manual	These are any specific instruction manuals you wou...	ImageTrend Admin	04/21/2010	☑
Invoice	This is the invoice for the item.	ImageTrend Admin	04/21/2010	☐
Miscellaneous	Miscellaneous	ImageTrend Admin	04/21/2010	☐
MSDS	Material Data Safety Sheet	ImageTrend Admin	04/21/2010	☑
User Manual	This is any user manual for the item.	ImageTrend Admin	04/21/2010	☐

Records 1-6 of 6

5. Click *Add a Document Type.*
   The *Document Type Details* page appears.



6. In the *Name* text box, type a name for this document type.
7. In the *Description* text box, type any additional information about this document type.
   HINT: If you have multiple document types, you may want to enter extra details here to make it easier for people to tell exactly what types of documents should be classified under this type.
8. To show an alert on a product or item that has a document of this type, in the *Display Alert* section, click *Save.*

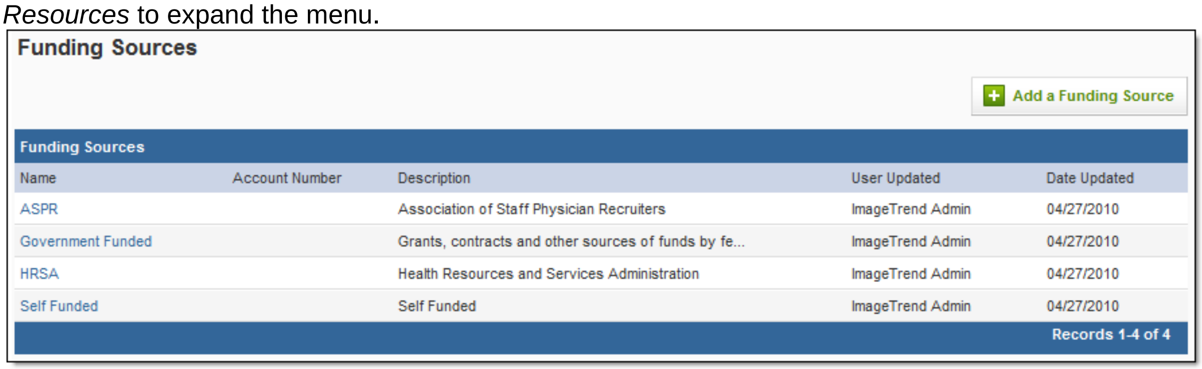
   HINT: The alert will be displayed as an icon in the header for this product or item.
   The document type is created.

2.12 Adding Funding Sources

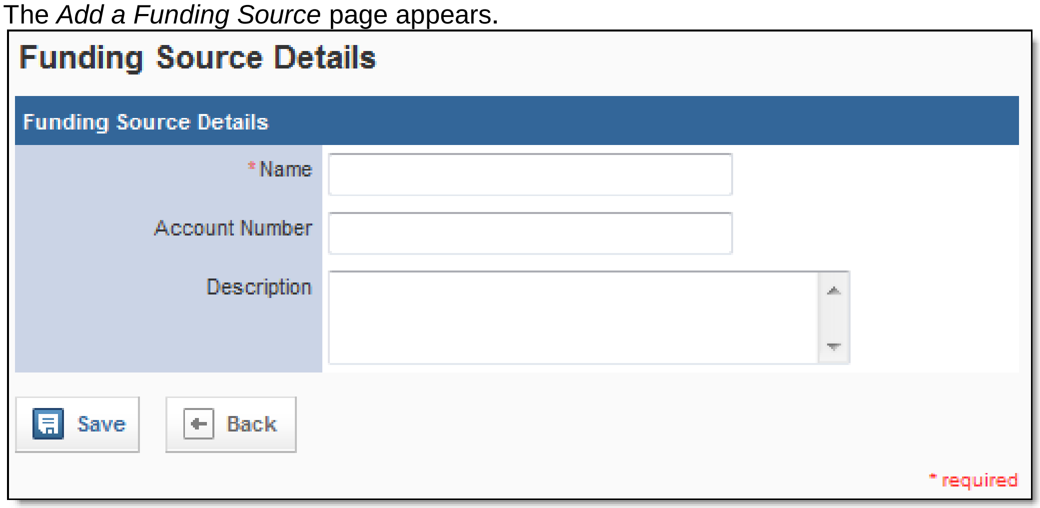
You can record the funding source used to purchase items once funding sources are set up in the *Setup* section.

1. From the top left, click *My Fire Department*.
2. Under the *Modules* tab, click *Inventory 2.0*.
   The *Inventory* module opens.
3. Select the *Setup* link.

   The *Setup* tab appears.
4. Under *Manage Resources,* click *Funding Sources.*
   The *Funding Sources* page appears.
   HINT: If the sub-menu is not displayed under the *Manage Resources* header, click *Manage Resources* to expand the menu.



5. Click *Add a Funding Source.*
   The *Add a Funding Source* page appears.



6. In the *Name* text box, type a name for this funding source.
7. **OPTIONAL:** To record any account number with the record for this funding source, in the *Account Number* text box, type the number.
8. In the *Description* text box, type any explanation or additional information about the source.
9. When finished, click *Save.*

CHAPTER 3

HELP AND SUPPORT

Help and Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.
- The name of your operating system and service pack version (if applicable).
- A description of what happened and what you were doing when the problem occurred.
- The exact wording of any error messages you see.
- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use (product Name) effectively, please consult ImageTrend in any of the following ways:

- Main Office Phone (952) 469.1589
- EDS Support Phone (888) 730-3255
- Toll-Free (888) 469.7789
- Fax (952) 985.5671
- Web http://support.imagetrend.com
- Email support@imagetrend.com

ImageTrend support services are available:

Monday – Friday
8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their website and email services:

- Web http://support.imagetrend.com
- Email support@imagetrend.com

LICENSE MANAGEMENT

VERSION 2.5

SETTING UP FORMS

ImageTrend, Inc.
20855 Kensington Blvd.
Lakeville, MN 55044
Tel: (952) 469-1589
Toll Free: (888) 469-7789
Fax: (952) 985-5671
www.imagetrend.com

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Table of Contents

Quick Guide Overview

This document explains how system administrators can work with forms for their system, from creating new forms to managing form packages, stylesheets and attachments.

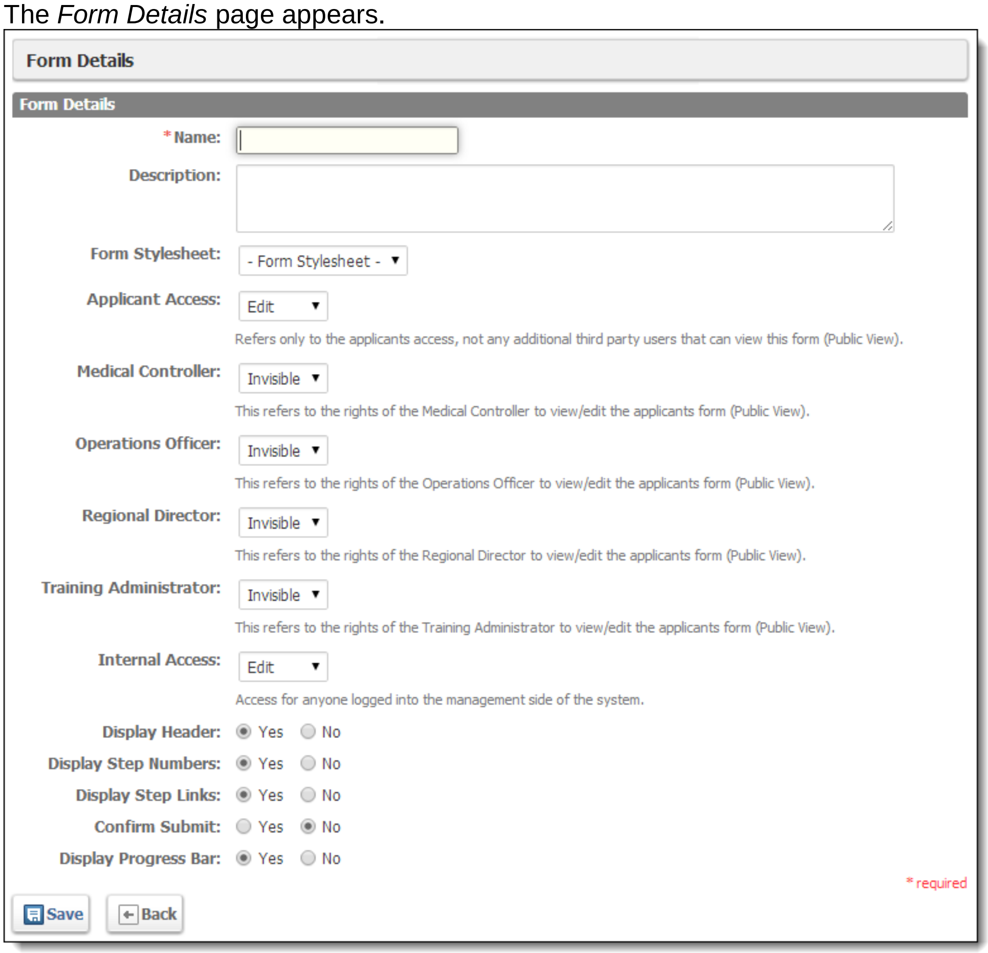
Working with Forms

Administrators can modify or add forms that can be filled out by applicants. Forms must be included in a form package before they can be attached and sent to applicants.

Adding a New Form

Before creating a new form, any stylesheets to be used must be created, attachments must be uploaded to the system, and XSLT files must be created or uploaded.

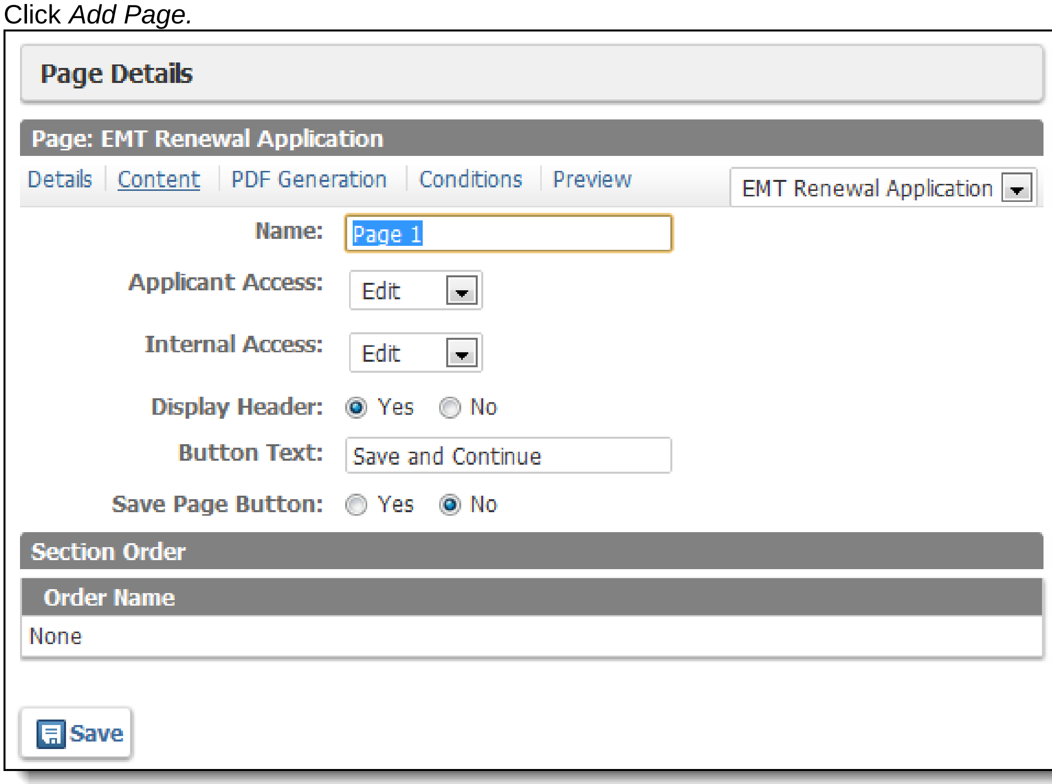
1. From the top right, click *Setup*.
2. From the left menu, click *Manage Forms* and *Forms.*
3. Click *Add a Form.*
   The *Form Details* page appears.



4. In the *Name* text box, type a title for the form.
   NOTE: Applicants will not see this name. It is for reference for system users only.
5. In the *Description* text box, type any additional information about the form.
6. From the *Form Stylesheet* drop down menu, select the desired stylesheet.

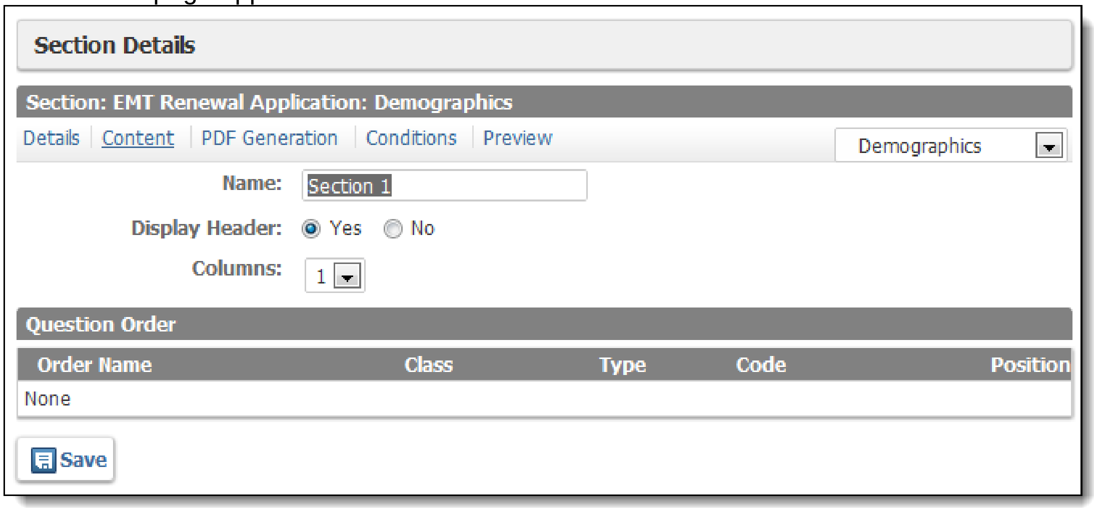
7. From the *Applicant Access, Medical Director. Operations Officer, Regional Director, Training Administrator* and *Internal Access* drop down menus, set the amount of access that each type of user will have to the form.
8. In the *Display Header, Display Step Numbers, Display Step Links,* and *Display Progress Bar* sections, select what options should be visible on the form.
9. From the *Confirm Submit* section, select whether a confirmation dialog box should appear when applicants submit the form.
10. Click *Save.*
    Additional tabs appear in the *Form Details* bar.
11. Click *Content.*

    The *Content* section appears.
12. Click the *Pages* button.
13. Click *Add Page.*

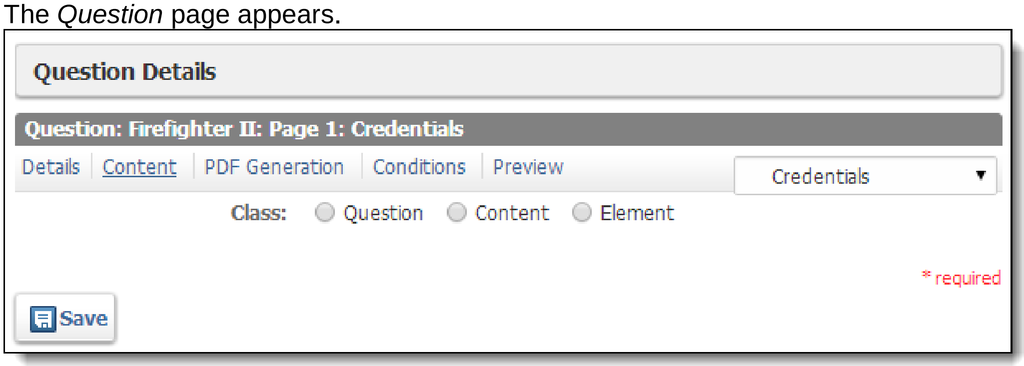


14. In the *Name* text box, add a title for the page.
15. In the *Applicant Access* and *Internal Access* sections, select the amount of access that each group should have to this page.
16. To show a header on this page, in the *Display Header* section, select *Yes.*
17. In the *Button Text* text box, type the message that should appear in the button that allows the user to save and proceed to the next page.
18. Click *Save.*

19. From the *Section Order* section, click *Add a Section.*
    The *Section* page appears.



20. In the *Name* text box, add a title for the section.
21. From the *Display Header* drop down menu, select whether or not to display text on the top of this section.
22. From the *Columns* drop down menu, select how many columns should appear within this section of the form.
23. Click *Save.*
    The section is saved.
24. Click the *Add a Question* button.
    The *Question* page appears.



25. From the *Class* section, select the type of question that should be used.
    Fields appear based on your selection.

Question

Questions are custom questions that can be completely configured to fit the needs of the organization. Questions can request answers in a variety of forms (e.g., selecting from a drop down menu, selecting multiple options from a series of checkboxes, typing in an open text field) and can be validated as needed.

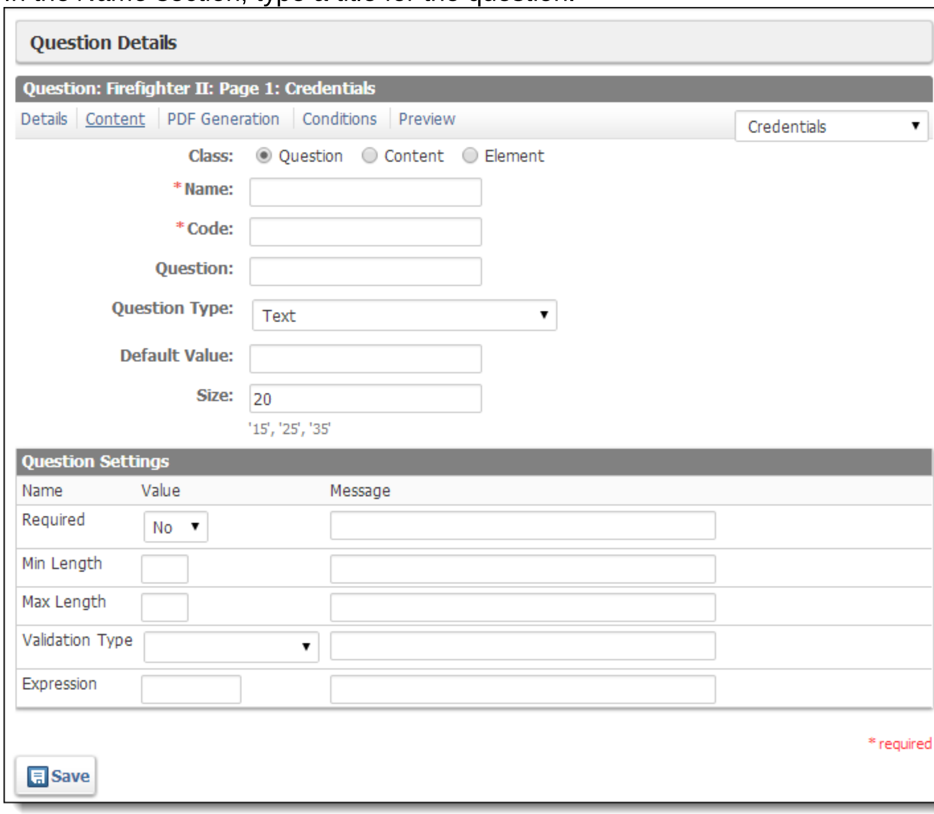
Content

The organization can place a section of content, requiring no user interaction, into a form.

Element

Elements are pre-created collections of fields that can be used to collect information. In order to properly process information, when the information included in an element is desired, users must insert an element rather than creating a custom question. This sends the data to the correct place in the database, allowing the system to understand what the data means and report it correctly.

26. To create a question,
    a. In the *Name* section, type a title for the question.



    b. In the *Code* section, enter a unique code to be used in creating XSLT files for the use in creating PDF files.
    c. In the *Question* text box, type the question.
    d. From the *Question Type* drop down menu, select the type of question (e.g., an open text field, a drop down menu with preselected choices, checkboxes).
       HINT: For more information about each question type, please refer to the *Question Types* section.
    e. In the *Default Value* text field, type the value that will be displayed by default in the field before the applicant makes any changes.
    f. If any other fields appear based on the question type, complete them to finish the question.
    g. **OPTIONAL:** To validate this question, in the *Question Settings* section, enter validation information into the desired fields.
        i. In the *Required* section, from the *Value* drop down menu, select whether or not this question is required.
        ii. In the *Required* section, in the *Message* text box, type the information to inform the applicant of an error
        iii. In the *Min Length* section, in the *Value* text box, type the minimum number of characters that can be entered into this field.
        iv. In the *Min Length* section, in the *Message* section, type a message to inform the applicant of the error if a wrong value is entered.

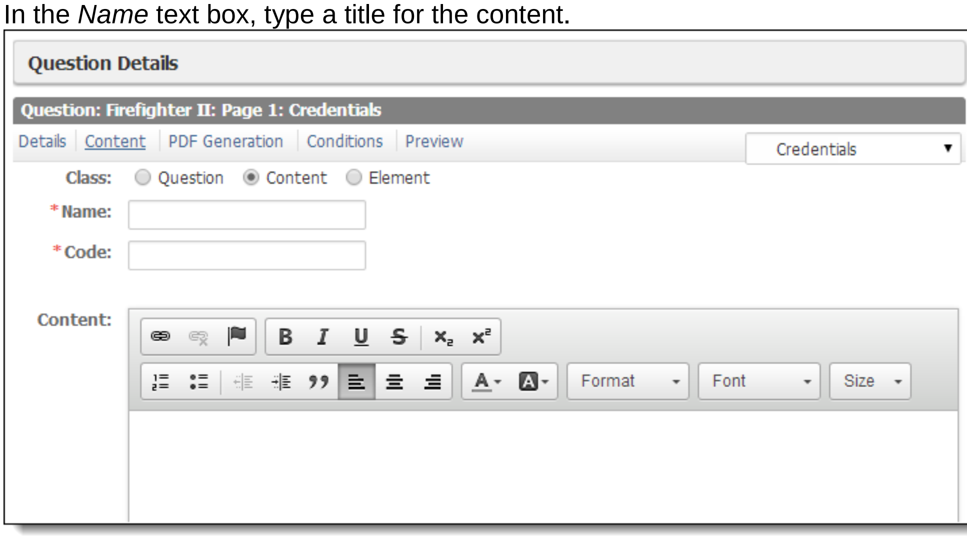
v. In the *Max Length* section, in the *Value* text box, type the maximum number of characters that can be entered into this field.
vi. In the *Max Length* section, in the *Message* text box, type a message to inform the applicant of the error if a wrong value is entered.
vii. In the *Validation Type* section, from the *Value* drop down menu, select the type of value that should be entered into this field.
viii. In the *Validation Type* section, in the *Message* text box, type a message to inform the applicant of the error if a wrong value is entered.
ix. If working with advanced options, in the *Expression* text box, type the desired information.

NOTE: Regular expressions are an advanced concept that requires extensive training. For information about using this feature, please contact ImageTrend or an experienced IT professional.

x. In the *Expression* section, in the *Message* text box, type a message to inform the applicant of the error if a wrong value is entered.

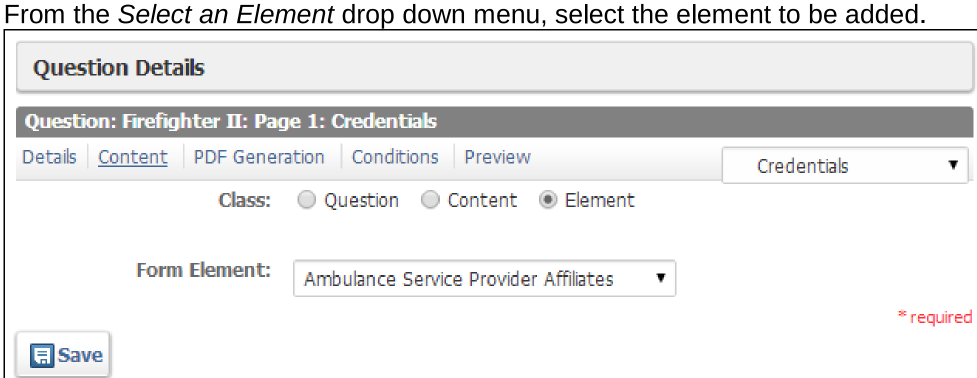
h. Click *Save.*

27. To create content,
    a. In the *Name* text box, type a title for the content.



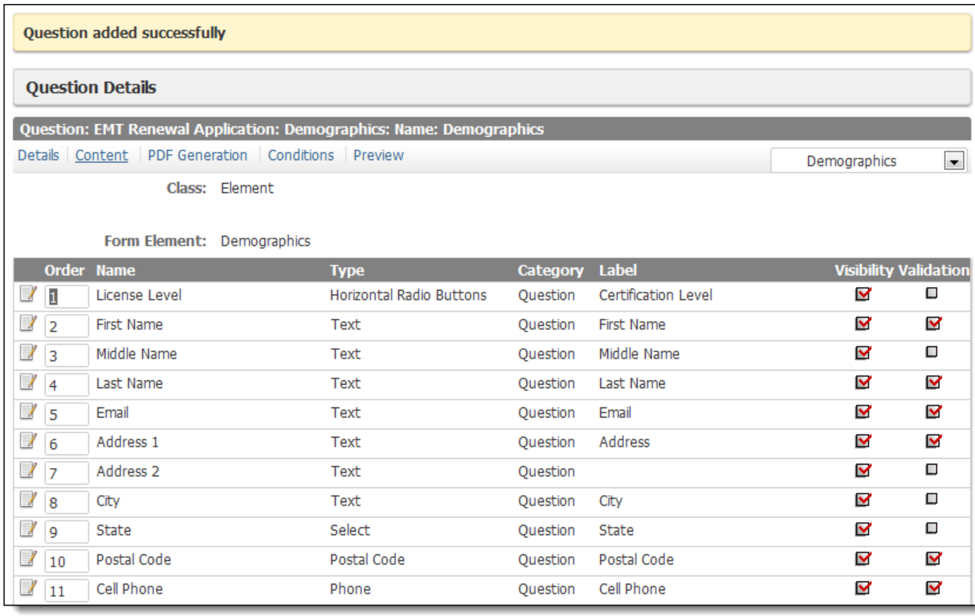
    b. In the *Code* text box, enter a unique code to be used in creating XSLT files for the use in creating PDF files.
    c. In the *Content* text box, type the content.
    d. Click *Save.*

28. To create an element,
    a. From the *Select an Element* drop down menu, select the element to be added.



    b. Click *Save.*
    A list of all fields in the data element appears in the *Element Fields Details*

section.

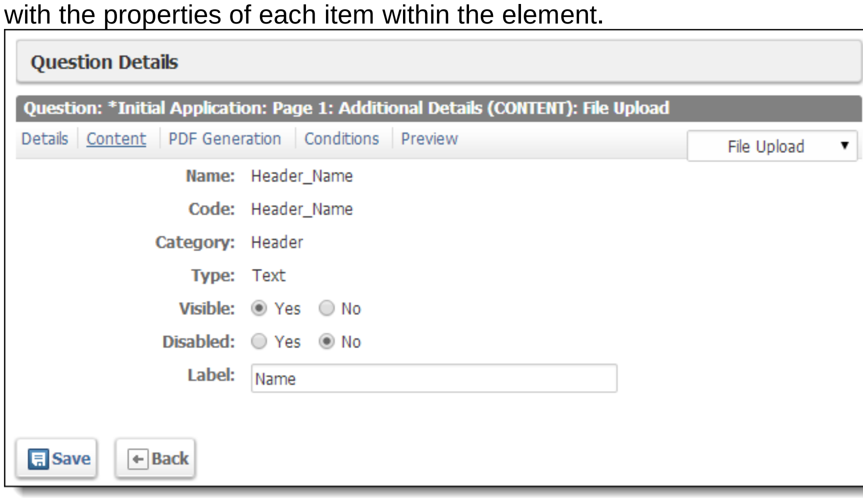


Order	Name	Type	Category	Label	Visibility	Validation
1	License Level	Horizontal Radio Buttons	Question	Certification Level	☑	☐
2	First Name	Text	Question	First Name	☑	☑
3	Middle Name	Text	Question	Middle Name	☑	☐
4	Last Name	Text	Question	Last Name	☑	☑
5	Email	Text	Question	Email	☑	☑
6	Address 1	Text	Question	Address	☑	☑
7	Address 2	Text	Question		☑	☐
8	City	Text	Question	City	☑	☐
9	State	Select	Question	State	☑	☐
10	Postal Code	Postal Code	Question	Postal Code	☑	☑
11	Cell Phone	Phone	Question	Cell Phone	☑	☑

c. To work with the label that appears for an element question, to show or hide a element or to disable it,

HINT: Once you add an element, multiple questions may be associated with it. You can show, hide, disable or set a default value for each of these individual questions.

i. Click the corresponding *Properties* icon .
The element details appear.
NOTE: Different details may appear for different elements. If this element has multiple questions under it, you may have to view and work with the properties of each item within the element.



ii. In the *Visible* section, select whether this question should be visible on the form.

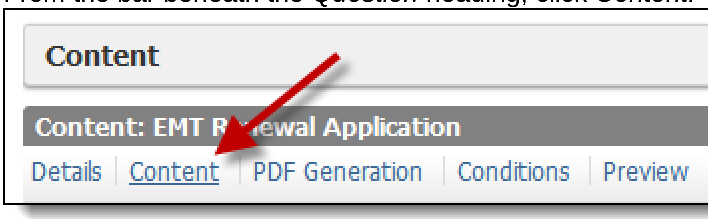
iii. In the *Disabled* section, select whether this question should be excluded from the form.

iv. In the *Label* section, make any changes to the text as it should appear on the form.
HINT: The label will appear before the question, appearing as the name of the question on the form.

v. Using the fields provided, make any additional changes.
HINT: Depending on the type of field, different options may be available.
vi. Click *Save.*
vii. Click *Back.*

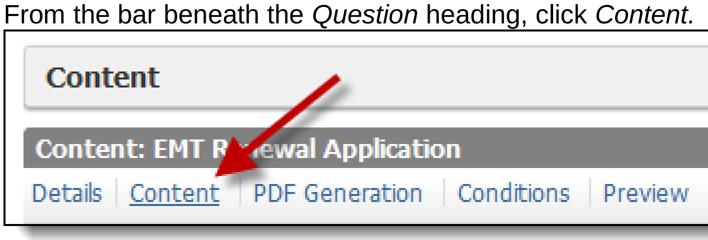
d. Click *Save.*
The question is added.

29. To add a new question,
a. From the bar beneath the *Question* heading, click *Content.*



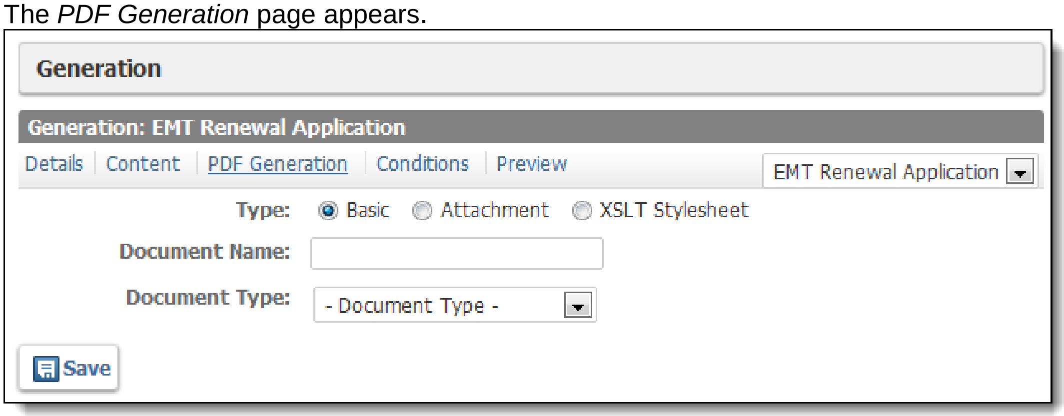
b. For the correct page and section, click *Add Question.*
c. Repeat steps 25–28.

30. To add a new section,
a. From the bar beneath the *Question* heading, click *Content.*



b. From the correct page, click *Add Section.*
c. Repeat steps 19–23.

31. Repeat steps 12–30 until all pages and sections are added.
32. From the blue bar, click *PDF Generation.*
The *PDF Generation* page appears.



33. From the *Type* section, select the method of extracting the form to a PDF.

Basic
Uses the basic XSLT file provided by ImageTrend to create the PDF.

XSLT Stylesheet
Uses a custom XSLT file created and uploaded to the system to create the PDF.

34. In the *Document Name* text box, type the name that will appear for the PDF file when it is created.
35. From the *Document Type* drop down menu, select the type of document this should be classified as.
36. If additional fields appeared based on the generation type, complete them.
37. Click *Save.*
38. **OPTIONAL:** To view an example of how this form will appear, from the blue bar, click *Preview.*

Question Types

The following question types are available when creating questions for forms.

Text Questions

A text question provides a single-line text box that allows the user to enter text in a blank text field. You can set up additional restrictions, including whether requirements for length and the type of information that can be entered (e.g., numeric or zip code information only).

EXAMPLE: 

1. From the *Question Type* drop down menu, select *Input.*
2. In the *Default Value* text box, type any text that should be included by default in this question when the form opens.
3. In the *Size* text box, type the number of pixels wide this field should be.
4. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
5. **OPTIONAL:** To specify a minimum number of characters that can be entered into this field, in the *Min Length* text box, type the minimum number.
6. **OPTIONAL:** To specify a maximum number of characters that can be entered into this field, in the *Max Length* text box, type the maximum number.
7. **OPTIONAL:** To specify the type of information that needs to be entered in this field, from the *Validation Type* drop down menu, select the desired type.
8. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
9. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.

   NOTE: It is best to enter a different message for each requirement so that the person filling out the form knows what he or she needs to fix. For example, if the person does not type enough characters, your message might read, "Your email address must contain at least 7 characters; please ensure the email is correct." If the person does not fill out the question at all, your message might read, "An email address is required. Please enter your email in the *Email* field."
10. When finished, click *Save.*

Date Questions

Date questions provide fields formatted for entering a date, a *Calendar* icon and a *Today* link to enable people to quickly select dates when filling out a form.

EXAMPLE:

1. From the *Question Type* drop down menu, select *Date.*
2. In the *Default Value* text box, type any text that should be included by default in this question when the form opens.
3. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
4. **OPTIONAL:** To specify a minimum number of characters that can be entered into this field, in the *Min Length* text box, type the minimum number.
5. **OPTIONAL:** To specify a maximum number of characters that can be entered into this field, in the *Max Length* text box, type the maximum number.
6. **OPTIONAL:** To specify the type of information that needs to be entered in this field, from the *Validation Type* drop down menu, select the desired type.
7. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
8. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.

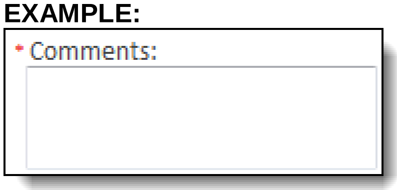
   NOTE: If is best to enter a different message for each requirement so that the person filling out the form knows what he or she needs to fix. For example, if the person does not type enough characters, your message might read, "The event date field must contain at least six characters." If the person does not fill out the question at all, your message might read, "The event date is required. Please enter a date in the *Event Date* field."
9. When finished, click *Save.*

   The question is set up and available for use on forms.

Memo Questions

Memo questions provide a multi-line text box for people to type in when they are filling out your forms.

EXAMPLE:



1. From the *Question Type* drop down menu, select *Memo.*

2. In the *Default Value* text box, type any text that should be included by default in this question when the form opens.
3. In the *Columns* and *Rows* text boxes, type the number of columns wide and rows tall this field should be.

   HINT: Higher numbers will result in a larger text field; smaller numbers will result in a smaller field.
4. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
5. **OPTIONAL:** To specify a minimum number of characters that can be entered into this field, in the *Min Length* text box, type the minimum number.
6. **OPTIONAL:** To specify a maximum number of characters that can be entered into this field, in the *Max Length* text box, type the maximum number.
7. **OPTIONAL:** To specify the type of information that needs to be entered in this field, from the *Validation Type* drop down menu, select the desired type.
8. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
9. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.

   NOTE: If is best to enter a different message for each requirement so that the person filling out the form knows what he or she needs to fix. For example, if the person does not type enough characters, your message might read, “Your email address must contain at least 7 characters; please ensure the email is correct.” If the person does not fill out the question at all, your message might read, “An email address is required. Please enter your email in the *Email* field.”
10. When finished, click *Save.*

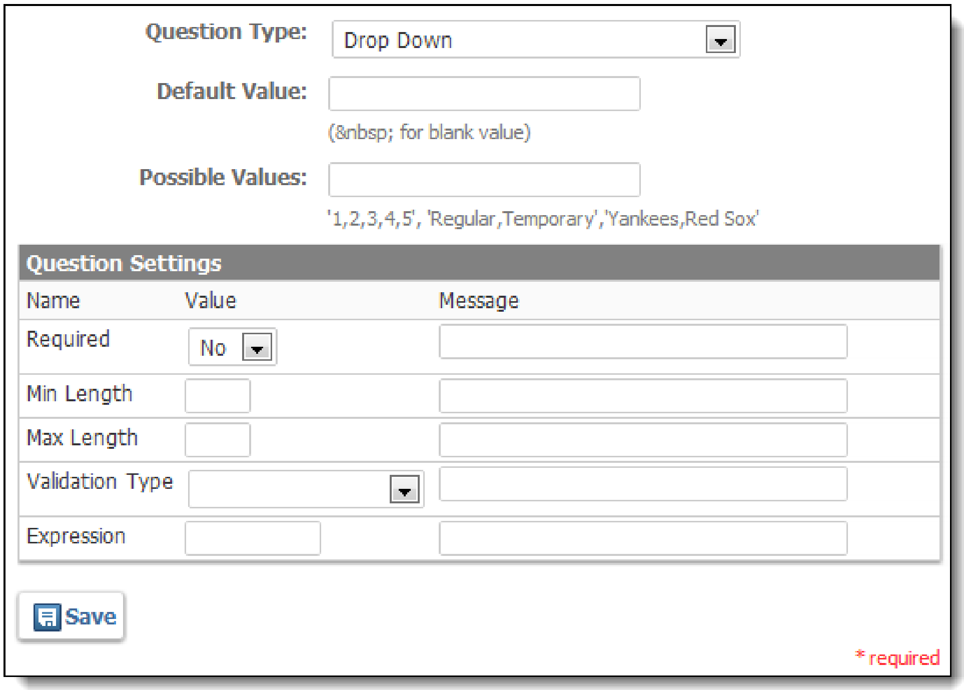
    The question is set up and available to use on forms.

Drop Down Questions

A drop down question allows a person to select their answer from a drop down menu with a pre-defined list of answers.

EXAMPLE: 

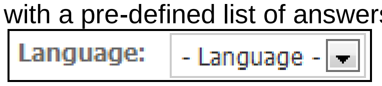
1. From the *Question Type* drop down menu, select *Drop Down.*
   Additional fields appear.



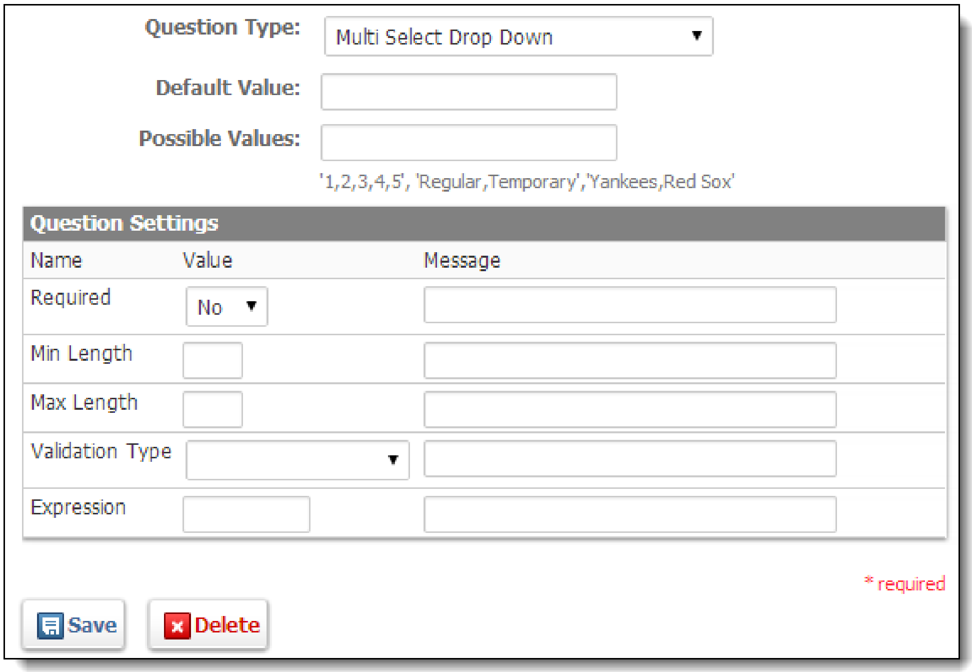
2. In the *Default Value* text box, type the option that should be selected by default in this question when the form opens.
   HINT: To enter a blank value to be selected by default, type * *
3. In the *Possible Values* text box, type all additional options that should appear in the drop down, separated by commas.
4. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
5. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.
   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
6. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.
7. When finished, click *Save.*
   The question is added.

Multi Select Drop Down Questions

A multi-select drop down question allows a person to select multiple answers from a drop down menu with a pre-defined list of answers.

EXAMPLE: 

1. From the *Question Type* drop down menu, select *Multi Select Drop Down.* Additional fields appear.



2. In the *Default Value* text box, type the option that should be selected by default in this question when the form opens.

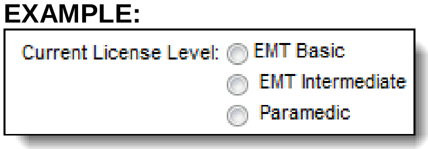
   HINT: To enter a blank value to be selected by default, type * *
3. In the *Possible Values* text box, type all additional options that should appear in the drop down, separated by commas.
4. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
5. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
6. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.
7. When finished, click *Save.*
   The question is added.

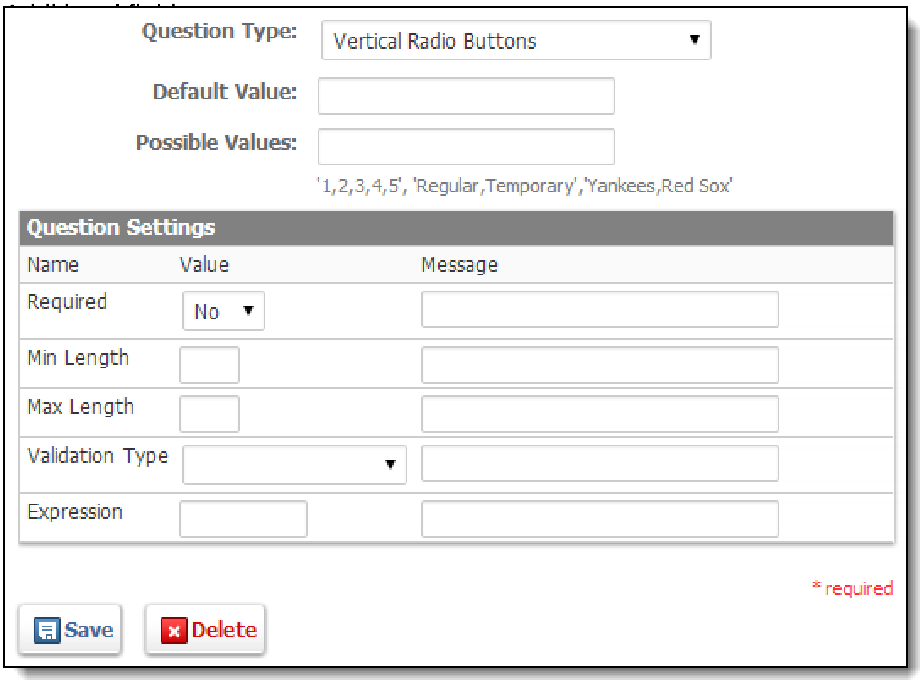
Vertical Radio Button Questions

A vertical radio button question allows a person to select a single response from a vertical list of several options.

EXAMPLE:



1. From the *Question Type* drop down menu, select *Vertical Radio Buttons.*



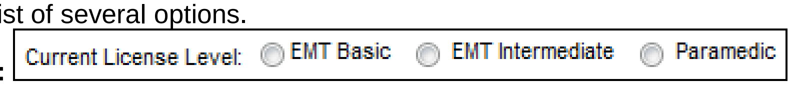
2. In the *Default Value* text box, type any option that should be selected by default in this question when the form opens.
3. In the *Possible Values* text box, type all additional options that should appear, separated by commas.
4. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
5. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
6. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.
7. When finished, click *Save.*

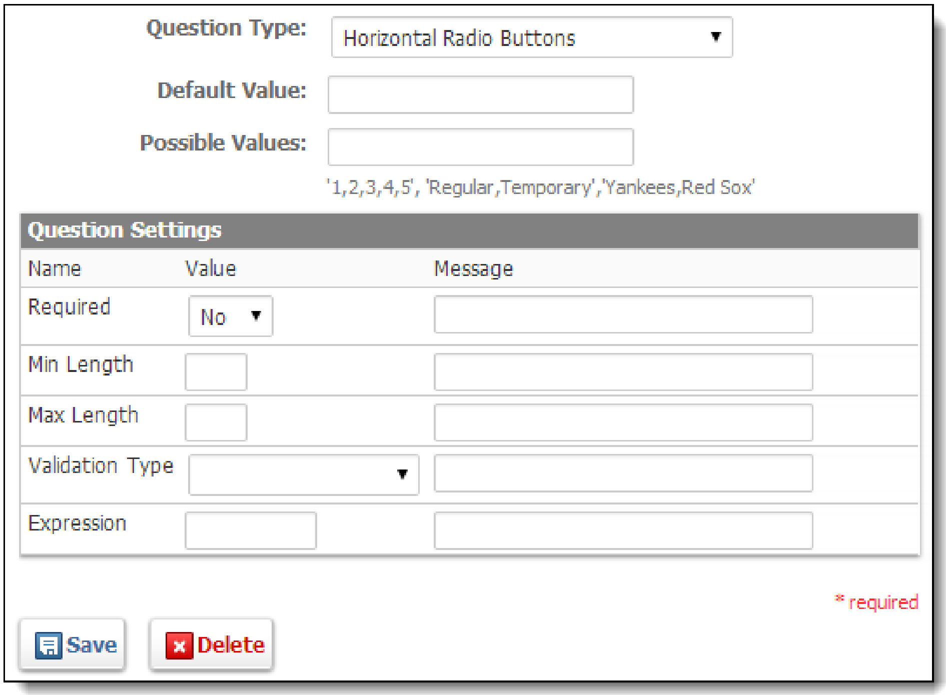
   The question is added and can be used on forms.

Horizontal Radio Button Questions

A horizontal radio button question allows a person to select a single response from a horizontal list of several options.

EXAMPLE: 

1. From the *Question Type* drop down menu, select *Horizontal Radio Buttons.* Additional fields appear.

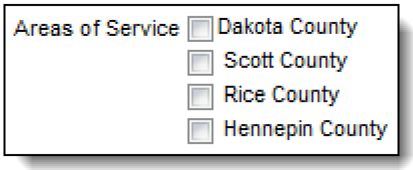


2. In the *Default Value* text box, type any option that should be selected by default in this question when the form opens.
3. In the *Possible Values* text box, type all additional options that should appear, separated by commas.
4. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
5. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

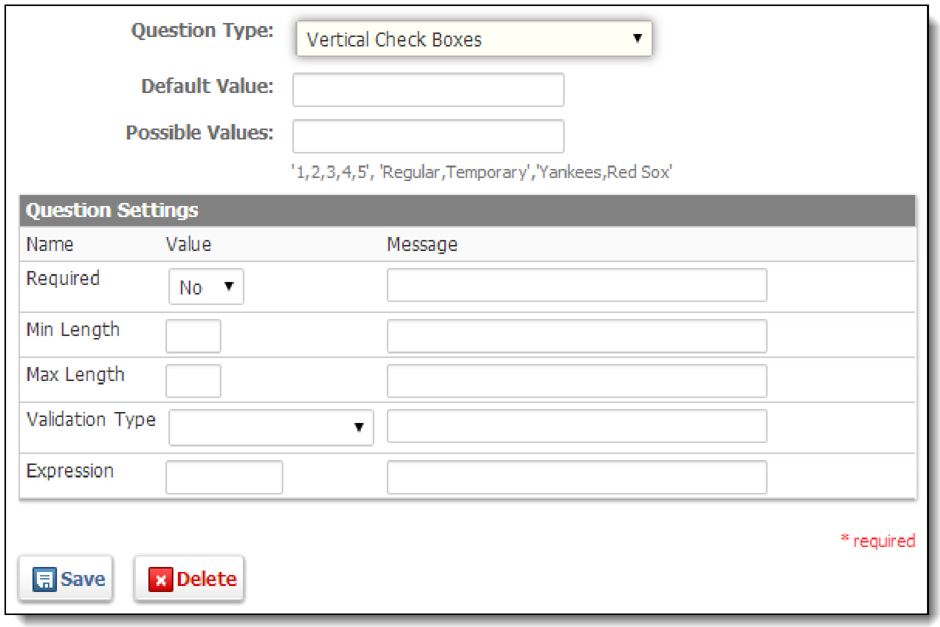
   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
6. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.
7. When finished, click *Save.*
   The question is added and can be used on forms.

Vertical Checkbox Questions

Vertical Checkbox questions allow people filling out your form to select as many options as are applicable for a question, with all options listed vertically.
EXAMPLE:



1. From the *Question Type* drop down menu, select *Vertical Checkboxes.* Additional options appear.



2. In the *Default Value* text box, type any option(s) that should be selected by default in this question when the form opens.
3. In the *Possible Values* text box, type all additional options that should appear, separated by commas.
4. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
5. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

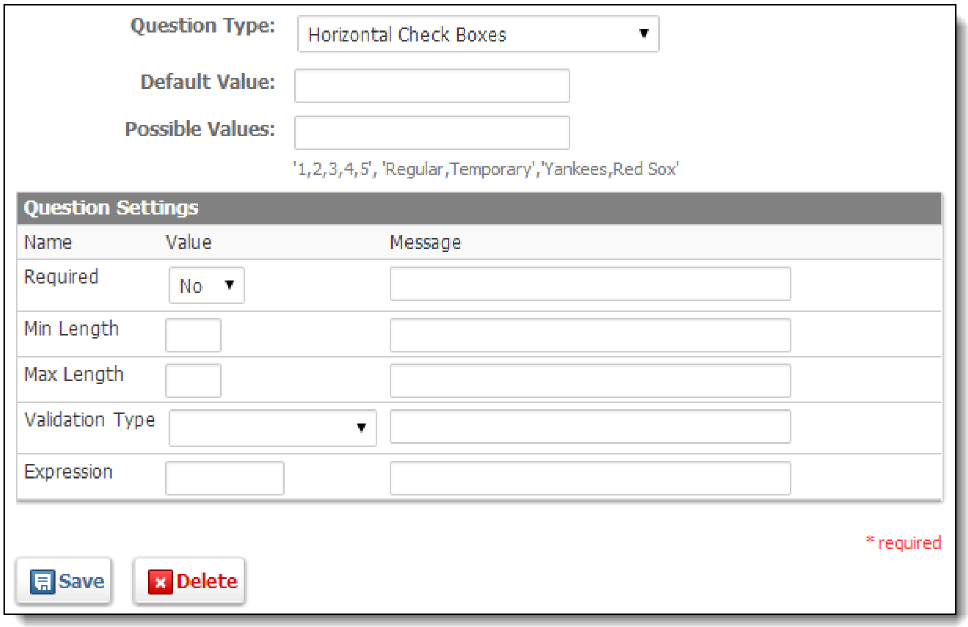
   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
6. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.
7. When finished, click *Save.*
   The question is added and can be used on forms.

Horizontal Checkbox Questions

Horizontal checkbox questions allow people filling out your form to select as many options as are applicable for a question, with all options listed horizontally.

EXAMPLE:

1. From the *Question Type* drop down menu, select *Horizontal Checkboxes.*
   Additional options appear.



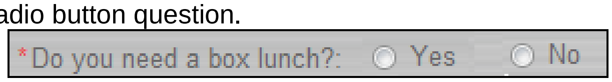
2. In the *Default Value* text box, type any option(s) that should be selected by default in this question when the form opens.
3. In the *Possible Values* text box, type all additional options that should appear, separated by commas.
4. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
5. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
6. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.
7. When finished, click *Save.*
   The question is added and can be used on forms.

Yes/No Questions

Yes/no questions provide people filling out your form with a choice to select "yes" or "no." You can choose to enter yes/no questions as drop down menus or as either a vertical or horizontal radio button question.

EXAMPLE:

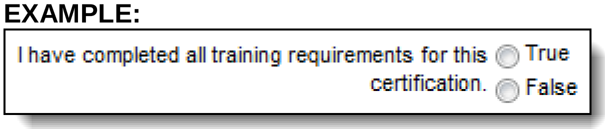


1. From the *Question Type* drop down menu, select the appropriate *Yes/No* option (i.e., *Yes/No Drop Down, Yes/No Vertical Radio Buttons, Yes/No Horizontal Radio Buttons*).
2. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
3. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
4. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.
5. When finished, click *Save.*
   The question is added and available to use on forms.

True/False Questions

True questions provide people filling out your form with a choice to select "true" or "false." You can choose to enter true/false questions as drop down menu or as either a vertical or horizontal radio button question.
EXAMPLE:



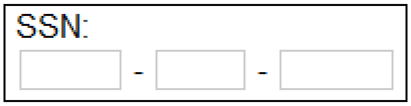
1. From the *Type* drop down menu, select the appropriate *True/False* option (i.e., *True/False Drop Down, True/False Vertical Radio Buttons, True/False Horizontal Radio Buttons*).
2. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
3. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
4. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.
5. When finished, click *Save.*
   The question is added and available to use on forms.

Social Security Number Questions

Social security number questions provide text fields formatted to allow users to enter their social security number.

EXAMPLE:



1. From the *Question Type* drop down menu, select *Social Security Number.*
2. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
3. **OPTIONAL:** To specify a minimum number of characters that can be entered into this field, in the *Min Length* text box, type the minimum number.
4. **OPTIONAL:** To specify a maximum number of characters that can be entered into this field, in the *Max Length* text box, type the maximum number.
5. **OPTIONAL:** To specify the type of information that needs to be entered in this field, from the *Validation Type* drop down menu, select the desired type.
6. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

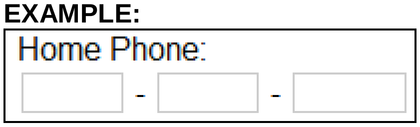
   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
7. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.

   NOTE: If is best to enter a different message for each requirement so that the person filling out the form knows what he or she needs to fix. For example, if the person does not type enough characters, your message might read, “The event date field must contain at least six characters.” If the person does not fill out the question at all, your message might read, “The event date is required. Please enter a date in the *Event Date* field.”
8. When finished, click *Save.*

   The question is set up and available for use on forms.

Phone Questions

Phone questions provide text fields formatted to allow users to enter their phone number.
EXAMPLE:



1. From the *Question Type* drop down menu, select *Phone.*
2. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
3. **OPTIONAL:** To specify a minimum number of characters that can be entered into this field, in the *Min Length* text box, type the minimum number.
4. **OPTIONAL:** To specify a maximum number of characters that can be entered into this field, in the *Max Length* text box, type the maximum number.
5. **OPTIONAL:** To specify the type of information that needs to be entered in this field, from the *Validation Type* drop down menu, select the desired type.

6. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

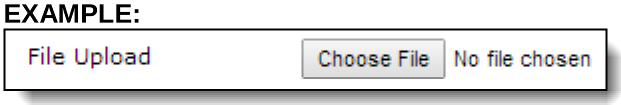
   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
7. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.

   NOTE: If is best to enter a different message for each requirement so that the person filling out the form knows what he or she needs to fix. For example, if the person does not type enough characters, your message might read, “The event date field must contain at least six characters.” If the person does not fill out the question at all, your message might read, “The event date is required. Please enter a date in the *Event Date* field.”
8. When finished, click *Save.*

   The question is set up and available for use on forms.

File Upload Questions

The *File Upload* field allows a person to upload a file for you.
EXAMPLE:



1. From the *Question Type* drop down menu, select *File Upload.*
2. From the *Document Type* drop down menu, select the type of document that should be uploaded with this question.
3. In the *Validation* section, from the *Required* drop down menu, select whether this question must be filled out before the form can be submitted.
4. **OPTIONAL:** If you want to validate based on code, in the *Expression* text box, type the desired code.

   NOTE This option is available for people who are familiar with Web programming and have specific needs, but should not be used without assistance from ImageTrend support if you are not familiar with Web programming.
5. For each validation requirement you set up, in the *Message* text box, type the message that should appear to people who attempt to submit the form if they do not meet your validity requirements.
6. When finished, click *Save.*

   The question is added and can be used on forms.

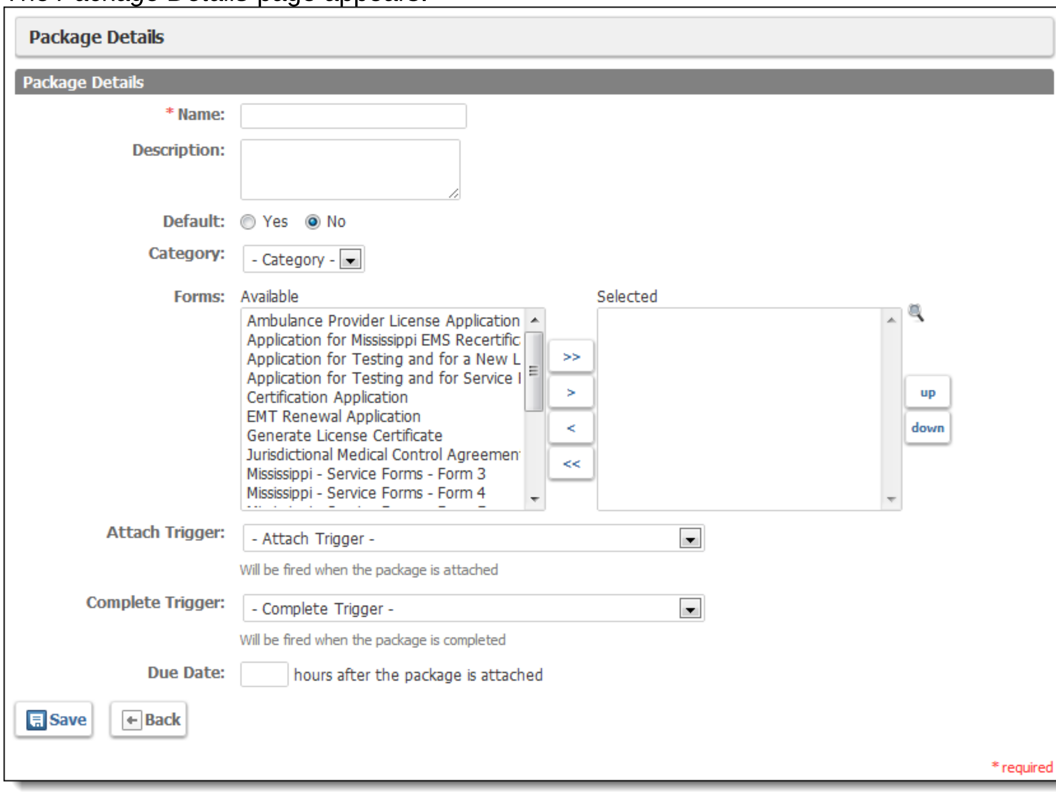
Working with Form Packages

Packages can group together forms and allow forms to be attached to applicants and triggers. Forms cannot be attached without being included in a form package. Form packages can contain as many or as few forms as needed.

Adding a Form Package

Before creating form packages, package categories must be set up and all forms to be included in the package should be created.

1. From the top right, click *Setup*.
2. From the left menu, click *Manage Forms* and *Packages.*
3. Click *Add a Package.*
   The *Package Details* page appears.



4. In the *Name* text box, type a title for the package.
5. From the *Default* section, select whether this form package should be included by default if a specific application does not have a different form package selected.
6. In the *Description* text box, type additional information about the package.
7. From the *Category* text box, select the type of form package this is.
8. From the *Forms* section, in the *Available* scroll list, select all forms to be included in the package and click *Add* >.
   HINT: To select multiple forms, press and hold *Ctrl* while clicking each desired option.
9. To re-arrange the order of the forms, from the *Selected* scroll list, select each desired form individually and click the *Up* and *Down* buttons until each forms is in the desired position.
   NOTE: This is the order in which applicants will see the forms. If a due date is selected, applicants will need to complete the forms in this order.
10. From the *Attach Trigger* drop down menu, select a trigger to be activated when the form package is begun.
11. From the *Complete Trigger* drop down menu, select a trigger to be activated when the form package is completed.
    NOTES:
    This function can also be performed when working with the *Triggers* section.

For the trigger to be activated, the last form within the package must have a completion trigger that changes the status of the form package to *Complete*. Without this trigger, the system will not know that the form package has been completed, and the form package's complete trigger will not activate.

12. In the *Due Date* section, select when the forms should be listed as due.

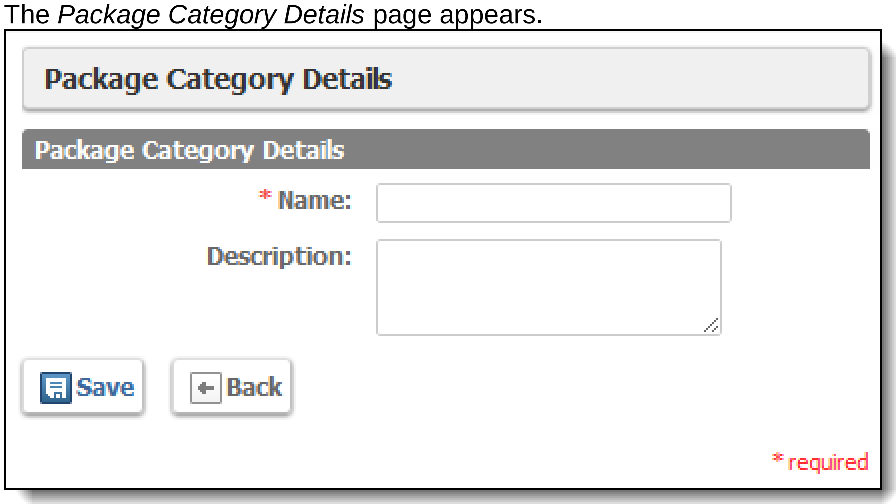
    HINT: When a due date is selected, applicants will be required to finish each form before beginning the next form. If no date is specified, applicants may complete the forms in any order.

13. When finished, click *Save.*

Adding a Form Package Category

Form packages are divided into categories for organization. Administrators can create new or edit existing form package categories. Package categories must be created before form packages can be created.

1. From the top right, click *Setup.*
2. From the left menu, click *Manage Forms* and *Package Categories.*
3. Click *Add a Category.*
   The *Package Category Details* page appears.



4. In the *Name* text box, type a title for the package category.
5. In the *Description* text box, type additional information about the category.
6. Click *Save.*

Working with Form Stylesheets

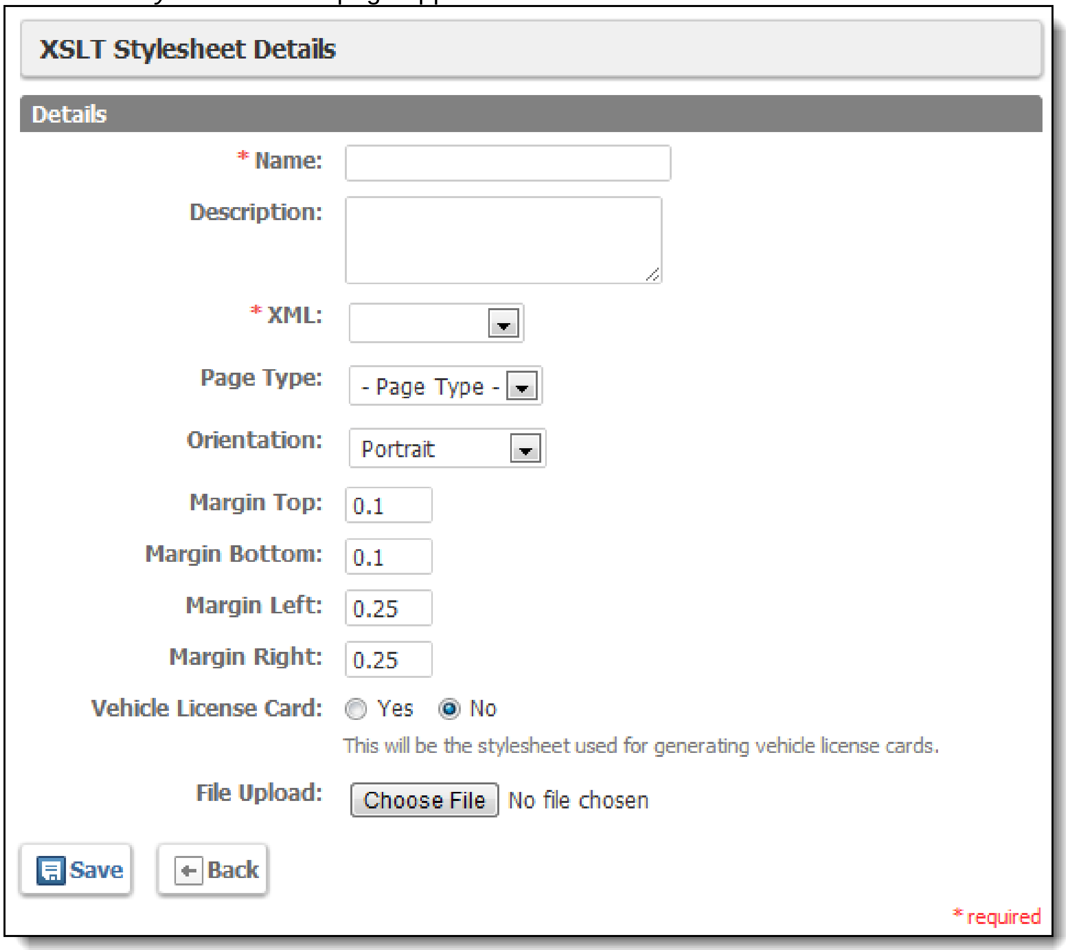
Administrators can add stylesheets to the system to be used for forms or form PDF documents. This allows administrators to control the formatting for all forms by creating one file. Creating stylesheets from scratch requires some Web design knowledge, but the text from an existing stylesheet can be pasted into the system by any administrator.

Uploading a Stylesheet for PDF Forms

A stylesheet can be uploaded to the system to control the output of PDF files from forms.

1. From the top right, click *Setup*.
2. From the left menu, click *Manage Forms* and *XSLT Stylesheets.*

3. Click *Add a Stylesheet.*
   The *XSLT Stylsheet Details* page appears.



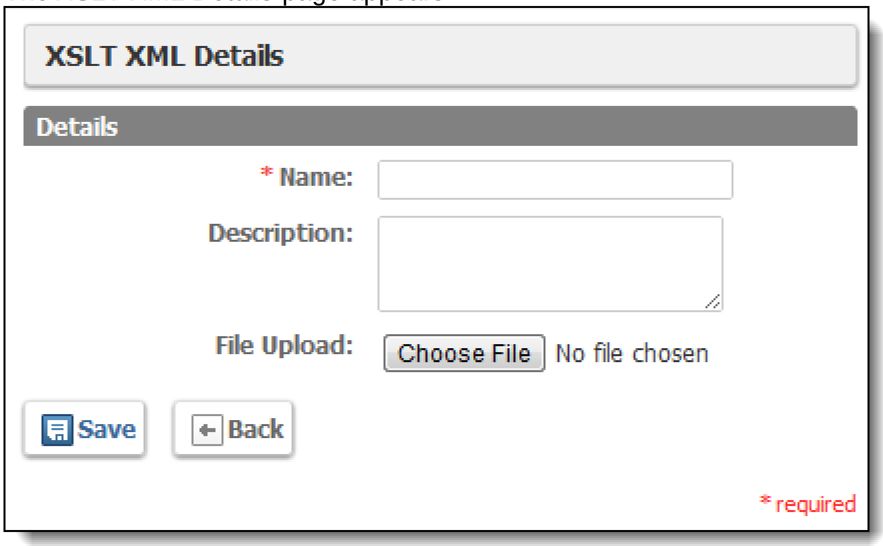
4. In the *Name* text box, type a title for the stylesheet.
5. In the *Description* text box, type additional information about the stylesheet.
6. From the *XML* drop down menu, select the XML file for the form that this stylesheet should be converting to a PDF file.
   NOTE: This XML file can be uploaded in the *XSLT XMLs* section.
7. From the *Page Type* drop down menu, select the size of the page for these forms.
8. From the *Orientation* drop down menu, select the desired page orientation.
9. In the *Margin* text boxes, enter the desired size of the margins.
10. From the *Vehicle License Card* section, select whether this stylesheet should be used to generate vehicle license cards.
11. From the *File Upload* section, click *Choose File* to select and open a document.
12. Click *Save.*

Uploading an XML for XSLT Stylesheets

When using an XSLT stylesheet to control the appearance of forms that are being exported to PDF files, you must also upload an XML version of the form data to be merged with the stylesheet.

1. From the top right, click *Setup*.
2. From the left menu, select *Manage Forms* and *XSMLT XMLs.*
   The *XSLT XMLs* page appears.

3. Click *Add an XML.*
   The *XSLT XML Details* page appears.

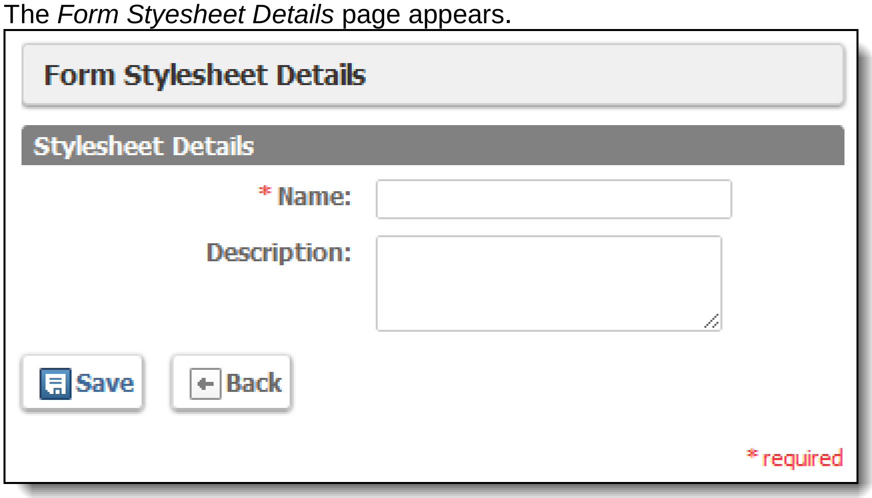


4. In the *Name* text box, type a title for this XML file.
   NOTE: This will be the name selected when the stylesheet is uploaded.
5. In the *Description* text box, type additional information about the XML file.
6. In the *File Upload* section, click *Choose File* to locate and open the desired XML file.
7. When finished, click *Save.*

Creating a New Stylesheet

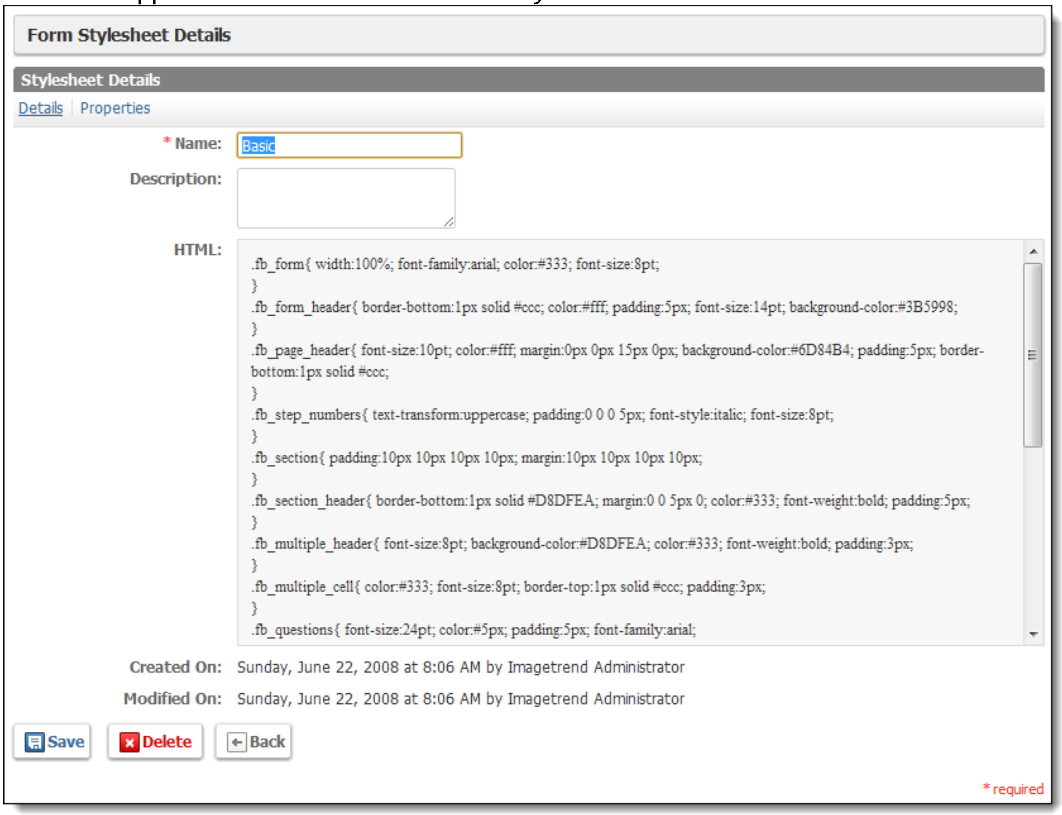
The License Management system provides an easy editor to create a stylesheet that can be used on forms without needing any knowledge of CSS.

1. From the top right, click *Setup*.
2. From the left menu, click *Manage Forms* and *Form Stylesheets.*
3. Click *Add a Form Stylesheet.*
   The *Form Styesheet Details* page appears.

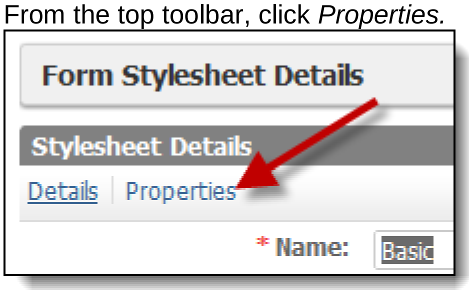


4. In the *Name* text box, type a title for the stylesheet.
5. In the *Description* text box, type additional information about the stylesheet.

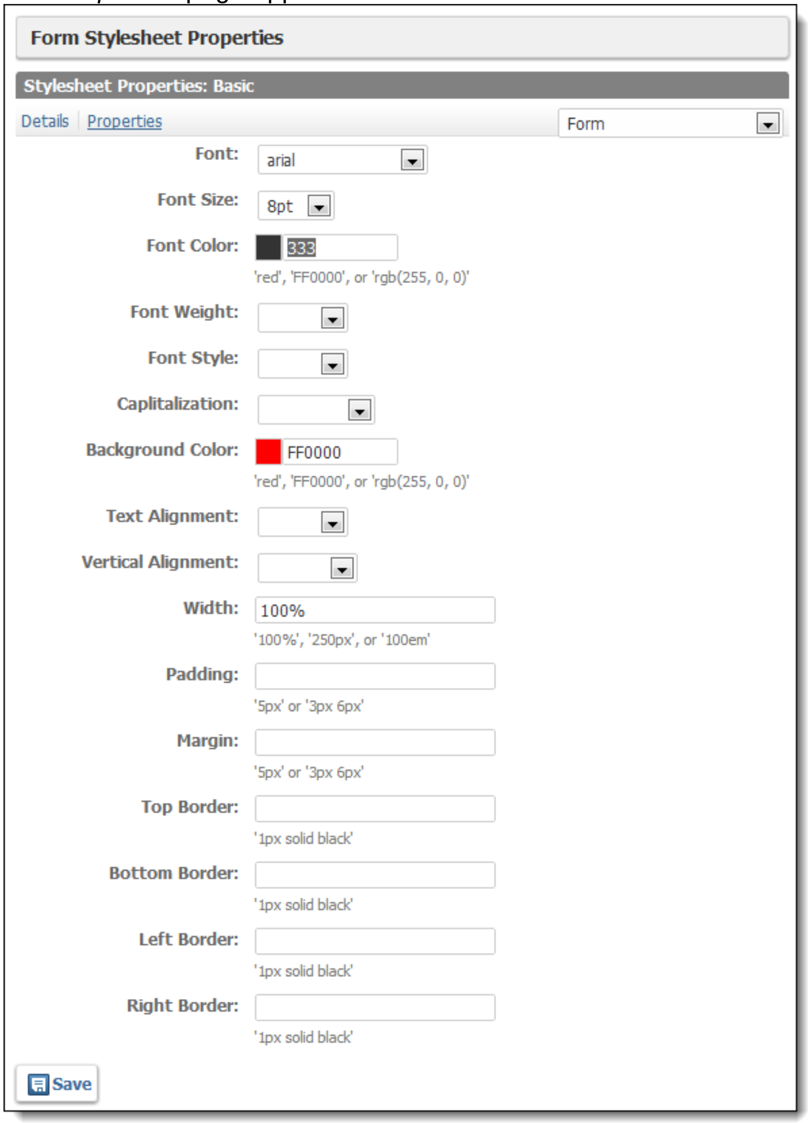
6. Click *Save*.
   Two links appear in the blue bar below the *Stylesheet Details* header.



7. From the top toolbar, click *Properties.*



The *Properties* page appears.



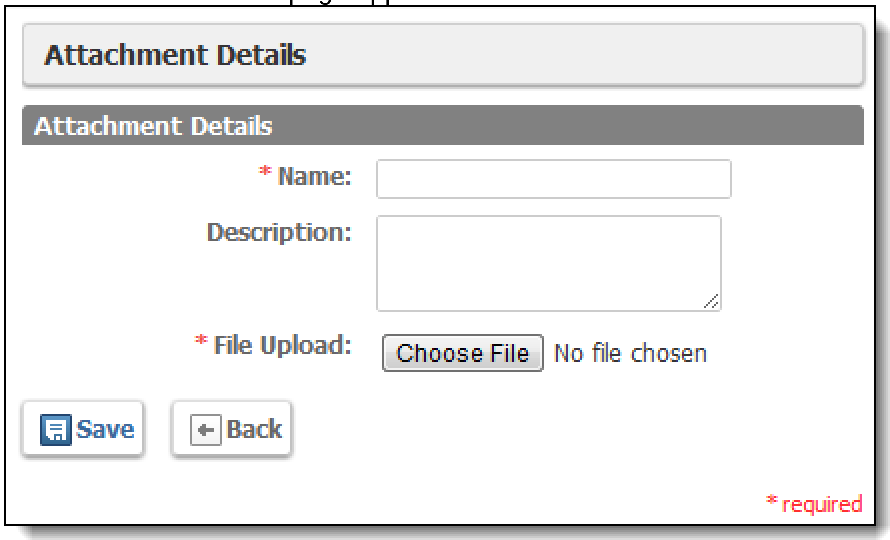
8. Using the provided fields, enter information about the formatting of the form as a whole.
9. Click *Save.*
10. From the drop down menu in the upper right, select the next option to configure (e.g., form header or section names).
11. Repeat steps 8–10 until all formatting for all desired elements is set.

Working with Form Attachments

Administrators can upload files to be attached to forms or change the information about files that have already been uploaded.

1. From the top right, click *Setup*.
2. From the left menu, click *Manage Forms* and *Attachments.*

3. Click *Add an Attachment.*
   The *Attachment Details* page appears.



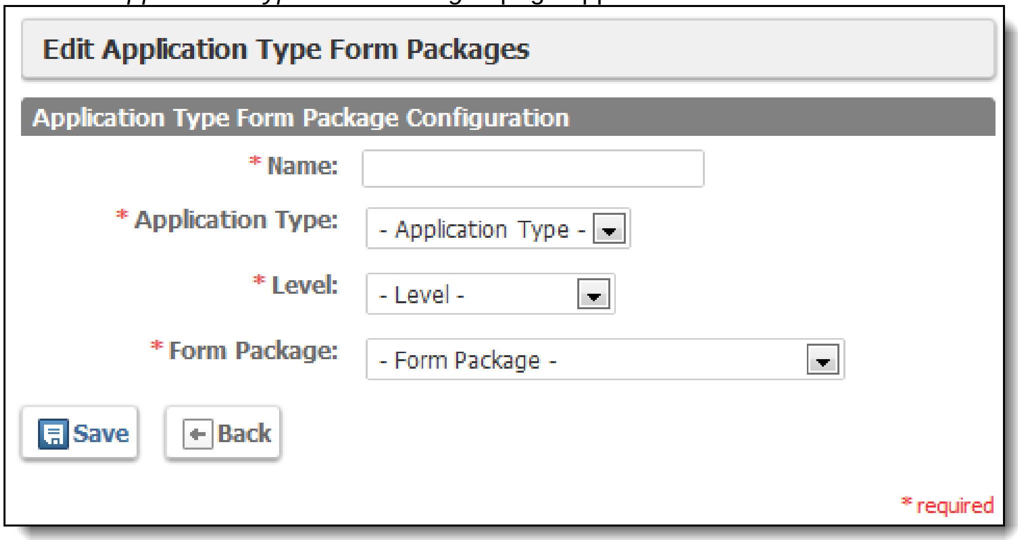
4. In the *Name* text box, type a title for the attachment.
   NOTE: This name will be used for reference for system users and will not be seen by applicants.
5. In the *Description* text box, type additional information about the attachment.
6. From the *File Upload* section, click *Choose File* to locate and open the desired file.
7. Click *Save.*

Assigning Form Packages for Application Types

A specific application type can be associated with a specific form package, ensuring that applicants complete the correct forms. The form package and application type must be set up before associating them.

1. From the top right, click *Setup*.
2. From the left menu, click *Manage Forms* and *Application Type Form Packages.*
   The *Edit Application Type Form Packages* page appears.

3. Click *Add a Package.*
   The *Edit Application Type form Packages* page appears.



4. In the *Name* text box, type an identifying name for the package.
5. From the *Application Type* drop down menu, select the type of application that this package should be used for.
6. From the *Level* drop down menu, select the level of application that this package should be used for.
7. From the *Form Package* drop down menu, select the form package that should be used for this type of application.
8. Click *Save.*
   The form package is set to be distributed to the selected type of applicant.

Help and Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.
- The name of your operating system and service pack version (if applicable).
- A description of what happened and what you were doing when the problem occurred.
- The exact wording of any error messages you see.
- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use License Management effectively, please consult ImageTrend in any of the following ways:

- Main Office Phone (952) 469.1589
- EDS Support Phone (888) 730-3255
- Toll-Free (888) 469.7789
- Fax (952) 985.5671
- Web http://support.imagetrend.com
- Email support@imagetrend.com

ImageTrend support services are available:

Monday – Friday
8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their website and email services:

- Web http://support.imagetrend.com
- Email support@imagetrend.com

REPORT WRITER

USING REPORT WRITER

ImageTrend, Inc.
20855 Kensington Blvd.
Lakeville, MN 55044

EDS Support (Toll Free): (888) 730-3255

Other Inquiries (Toll Free): (888) 469-7789
Fax: (952) 985-5671

www.ImageTrend.com

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1.1 Report Writer Overview

Report Writer is ImageTrend's tool that allows you to view, create and analyze reports using the data in your system. It encompasses a single reporting tool that gives you complete control of your data output and display.

Navigation: *More > Report Writer*

Facts

- Report Writer allows you to dynamically create, display and save transactional reports, which gives you the power to find and display the data you need without relying and static reports.
- Report Writer contains a library of standard reports and charts for quick report creation. Finally, Report Writer offers optional features for three-dimensional analytical reporting and charting as well as mapping.
- You can choose from multiple ways to display your ad hoc report, from familiar text-based reports to (with the appropriate add-on features) pie charts and mapping.
- You can report on multiple fields within several categories and datasets, allowing you to create exactly the report you want.
- Database search criteria can be selected based on each field allowing users to define exactly what they need.
- User defined headers, sorting and grouping give users the ability to display search results using a number of options.
- Reports can be saved for later review or editing and also exported to a variety of formats.
- Finally, standard reports and saved reports are always available in the left menu of Report Writer, organized by category, for quick report generation.

Types of Reports

Report Writer provides several different types of reports for differing needs. Each report listed in the left menu will display an icon to indicate which type of report it is.

Transactional Reports

While some saved transactional reports have a default setup of fields to display in a particular order, transactional reports can be entirely configured. Users can change which fields display, define additional criteria for each of those fields (e.g., display only records within a certain postal code) and change the order in which records appear. In addition, users can create transactional reports completely on their own with no pre-defined fields or setup. For more information, get started at Transactional Reports Overview on page 15.

Standard Reports

Standard reports (also sometimes called canned reports) are pre-created with all fields and display options defined for the user. Within the filters, users can define additional criteria (e.g., requesting information about a particular unit or type of service). These reports provide fewer configuration options and allow a ready-made report for common data requests. For more information, get started at Standard Reports Overview on page 12.

Analytical Tabular Reports

Analytical tabular reports are a part of the optional Visual Informatics package for Report Writer, and allow you to create a custom report with the powerful Analytics data analysis tools. Analytical tabular reports are displayed in a traditional looking report displayed in table format, and allow you to use drill-down reporting for in depth information.

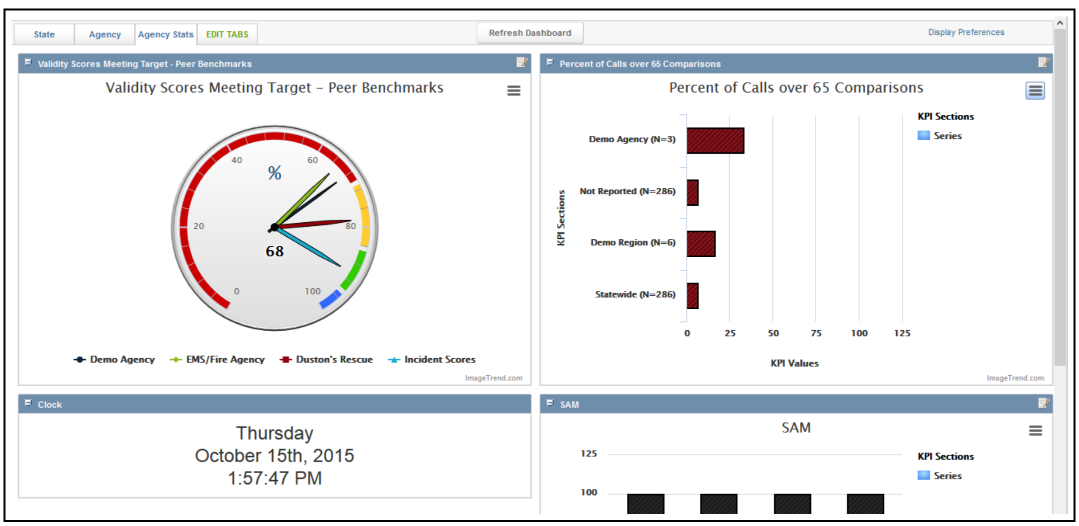
Analytical Chart Reports

Analytical chart reports are a part of the optional Visual Informatics package for Report Writer, and allow you to create a custom chart with the powerful Analytics data analysis tools. Analytical chart reports allow you to quickly build a variety of different charts using pre-created formats to display in-depth data from your system in an easy-to-understand way.

1.2 Report Writer Dashboard Overview

The Report Writer dashboard provides a central location for administrators to create dashboards with reports for their users to see.

Navigation: *Report Writer > Load Dashboard button in the left menu*



Facts

- The Report Writer dashboard is separate from any dashboard page in Report Writer.
- The Report Writer dashboard can have multiple tabs, each of which can contain multiple reports.
- Administrators control the content of the Report Writer dashboard for all users, including selecting which tabs are available to each security group and what reports are displayed on those tabs. Users will see the dashboard tabs that their permission group has access to based on setup from the administrator and will not be able to change it.
- Depending on what modules your system has, you can display transactional reports, analytical reports and charts and KPI charts on the dashboard. For analytical reports and charts and KPI charts, you must have the optional Analytics add-on for Report Writer.

Adding a Report Writer Dashboard Tab

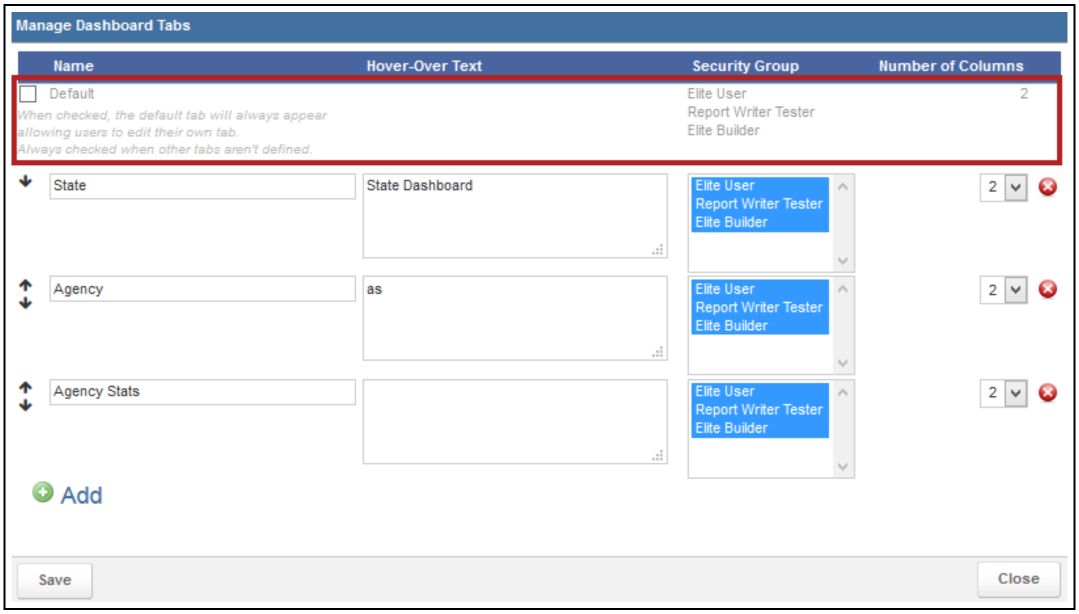
Administrators can add and configure a new tab for users to view in their Report Writer dashboard.

Navigation: *Report Writer > Load Dashboard button in the left menu > Edit Tabs tab > Add*

Facts

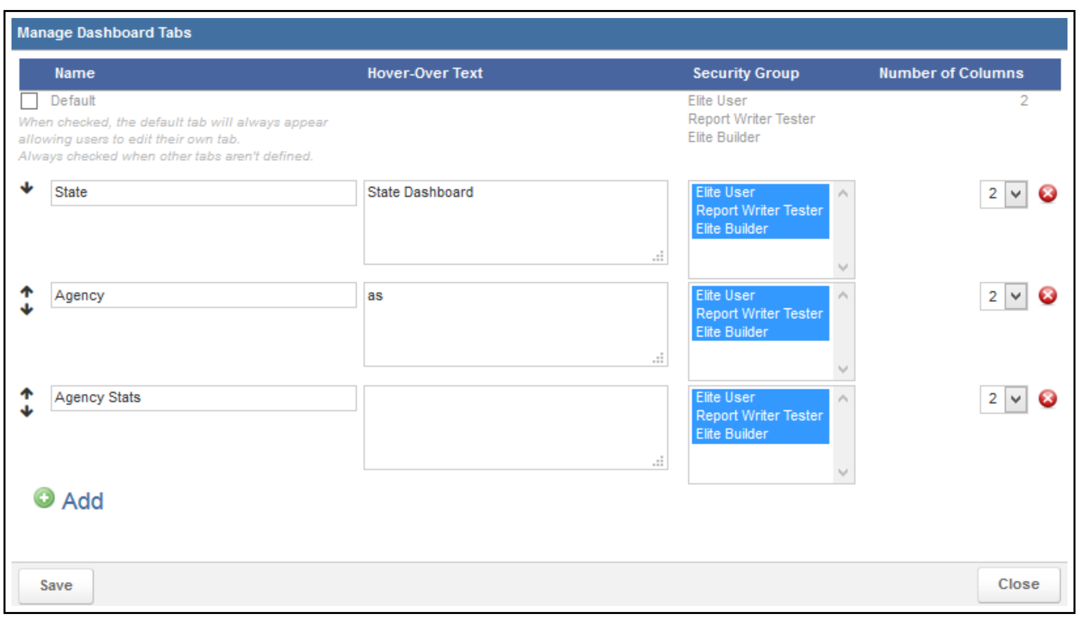
- Only administrators with the proper permissions can add a new dashboard tab. Users without the correct permissions will not see the Edit Tabs tab.
- If you create more tabs than fit on the toolbar, the tabs that do not fit will be included under a More tab.
- The new tab will be visible to everyone belonging to the security groups you select for the tab.
- In order for any report to be displayed in a widget on the dashboard, it must be saved and you must have permissions to access the report.
- Administrators can also add or remove the Default tab from the dashboard by selecting or deselecting the Default checkbox in the Edit Tabs window. Unless you disable it, the Default tab will always be displayed for all users so no one will encounter a blank dashboard with no tabs.

TAKE A LOOK



Instructions

1. From the Manage Dashboard Tabs modal window, click *Add*.
   A new line appears with the details for a new tab.
2. Complete the details for in the blank line at the bottom of the list of tabs.



PAGE INFORMATION

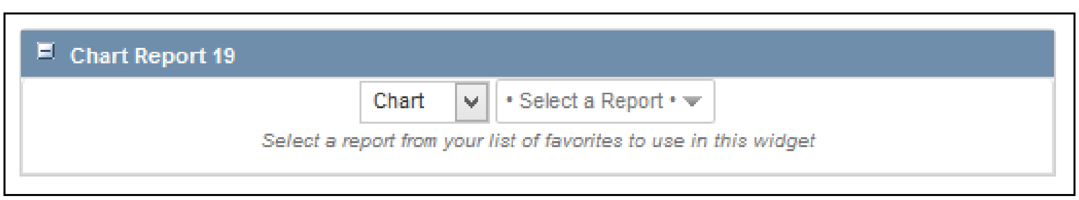
Up/Down arrows	If you want to change the order that the tabs will appear in on the dashboard, click the Up arrow to move the tab up in the list or the Down arrow to move it down in the list.
Name	The name of the tab, as it will appear on the dashboard.
Security Group	All selected security groups will be able to see this tab exactly as you configure it, although they will see their own organization's data in the reports. **HINT:** To select multiple security groups at the same time, press and hold the *Ctrl* key while clicking each group.
Number of Columns	The number of reports that will be displayed in each row for this dashboard.

3. Click *Save*.
   The new tab is added to your dashboard.
4. If needed, click the name of the new tab.
5. Click the *Display Preferences* link in the upper right.
6. Select the checkbox(es) for the widgets that you want to view.

HINT: If you select a chart report, you can next select any report you have permissions for to appear in the widget regardless of which widget number you select. Note that if you have used the same widget on another tab, a chart may appear already selected when the widget loads.

7. Click the *Display Preferences* link again if needed to collapse the menu and see the entire dashboard.
8. For each widget, select the report settings.

HINT: If the widget included a report immediately and you want to change the report, click the *View and Edit* icon in the upper right corner of the widget to display the options for selecting a new report.



PAGE INFORMATION

Report type	*Chart* = You will be able to select an analytical chart to appear in this widget (if your system contains the Analytics module). *Ad-hoc* = You will be able to select a transactional report to display in this widget.
Select a Report	Select the name of the report or chart you want to be displayed.

9. As needed, click on the title of any widget you want to move and drag it to where you want it to appear on the dashboard.
10. When finished, from the upper right, click *Save*.

Changing Which Report Appears in a Widget

This article explains how to select a different report to appear in an existing report widget on the dashboard.

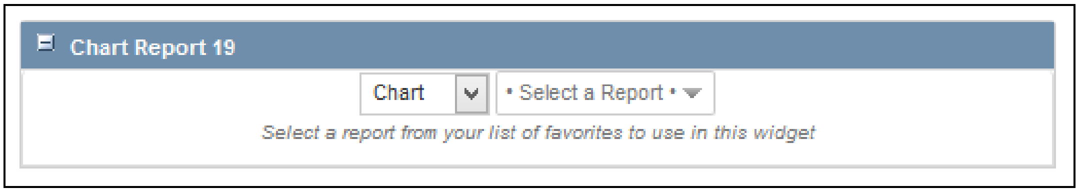
Navigation: *Report Writer > Load Dashboard button in the left menu > dashboard tab > View and Edit icon in the upper right of the widget*

Facts

- Only an administrator can change which report is displayed in a report widget.
- In order for any report to be displayed in a widget on the dashboard, it must be saved and you must have permissions to access the report.
- These changes will be applied for everyone viewing this dashboard.
- As soon as you select a new report, the dashboard will automatically save.

Instructions

1. From the upper right corner of the widget, click the *View and Edit* icon .
2. Select the new report settings.



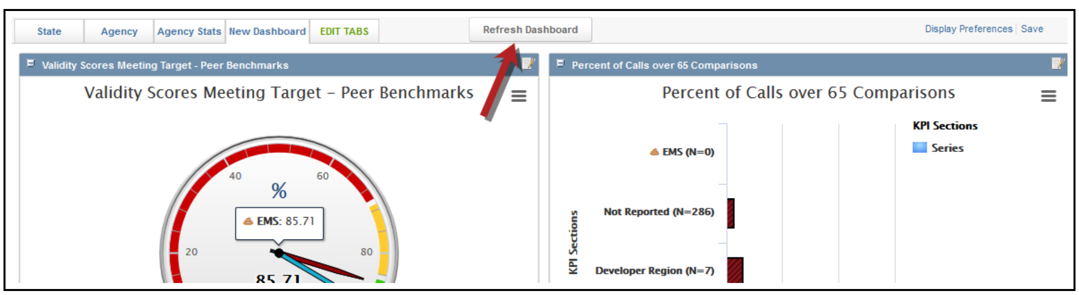
PAGE INFORMATION

Report type	*Chart* = You will be able to select an analytical chart to appear in this widget (if your system contains the Analytics module). *Ad-hoc* = You will be able to select a transactional report to display in this widget.
Select a Report	Select the name of the report or chart you want to be displayed.

Refreshing your Report Writer Dashboard

Refreshing your dashboard allows you to refresh all the reports included on it.

Navigation: *Report Writer > Load Dashboard button in the left menu > Refresh Dashboard button*



Facts

- If your report includes analytical KPI charts, refreshing your dashboard will allow you to select new benchmark values if needed.
- Refreshing the dashboard will refresh the charts, which can allow them to pull any new data to be included.

1.3 Standard Reports Overview

Standard reports are pre-created with all fields and display options defined for the user.

Navigation: *Report Writer > report name from the left menu*

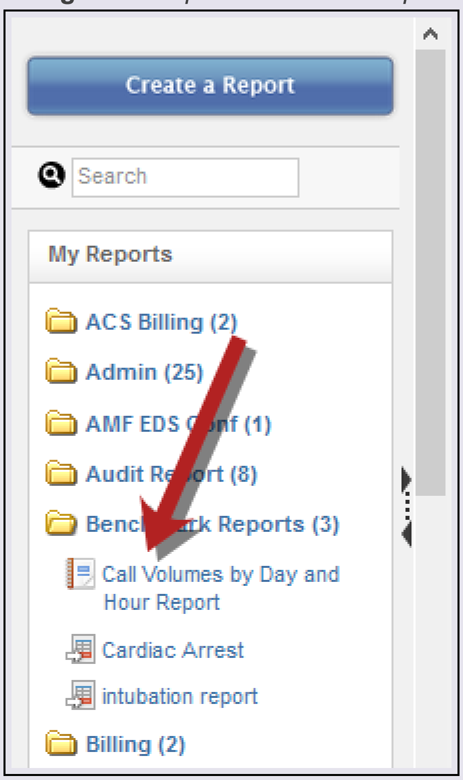
Facts

- Standard reports are not customizable.
- For some standard reports, you can use filters to narrow down the result or even to determine which sections will appear on the report.

Generating and Viewing Standard Reports

Standard reports are available from the All Reports section in the All Reports section of the left menu and (for reports that you have marked as favorites) in the My Reports section of the left menu.

Navigation: *Report Writer > All Reports or My Reports section > report name*



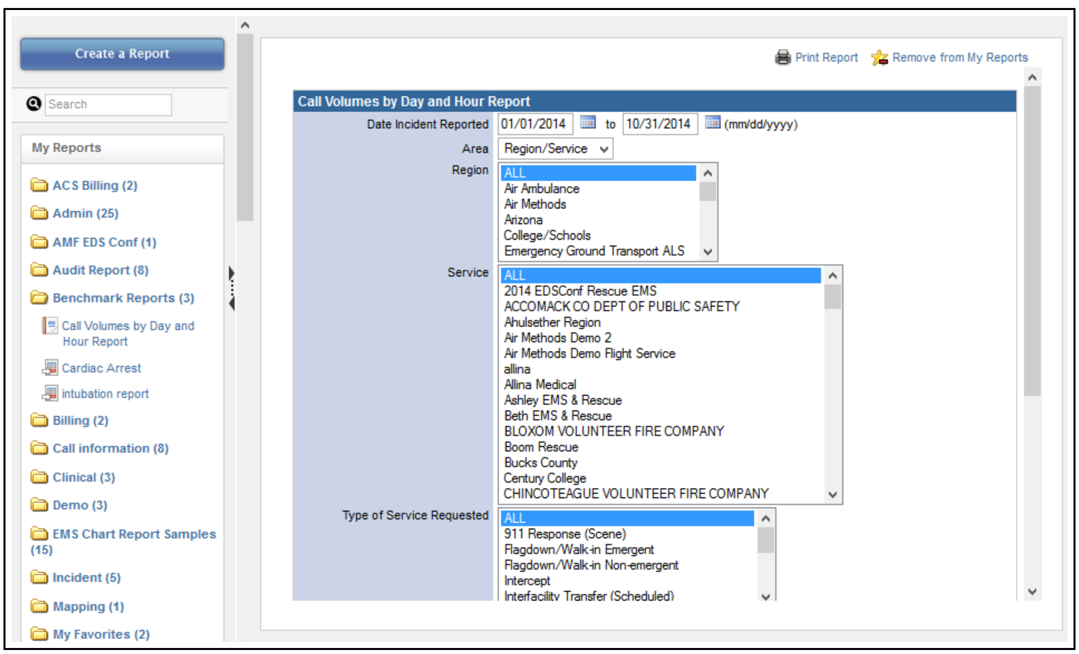
Facts

- You can use the Search text box in the left menu or expand the categories to more easily find the report you are looking for.
- Category names have a folder icon to their left side, while reports have an icon indicating which type of report it is.
- Clicking the name of a category once will expand it to show all the reports inside. Clicking it again will collapse the folder to hide all reports inside.
- Some standard reports will allow you to set specific Filter values to select which information will be included in the report.

Instructions

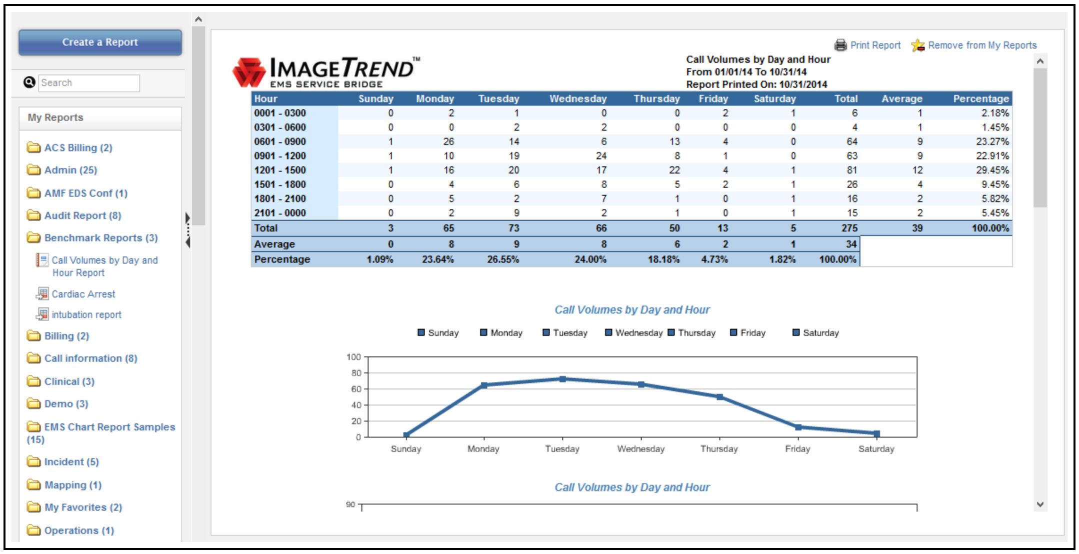
1. Click the report name from the left menu of Report Writer.
2. If a page appears before the report, use the fields on the page to enter any filter values to determine or narrow down which information will appear on the report.

   HINT: If your report has multiple different filters, remember that only information for records that match all the criteria you enter here will appear.

3. When you have selected all desired criteria, click *Search* or *Continue*.

The report appears.

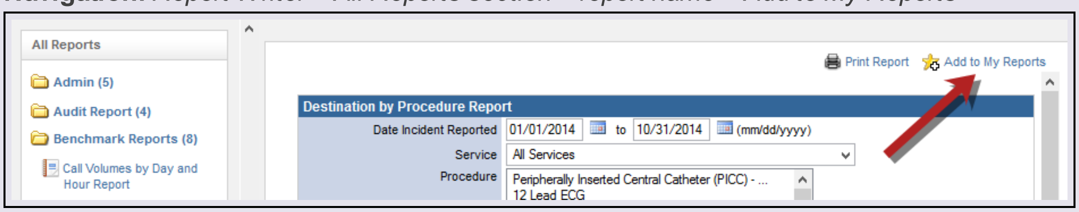


Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	Average	Percentage
0001 - 0300	0	2	1	0	0	2	1	6	1	2.18%
0301 - 0600	0	0	2	2	0	0	0	4	1	1.45%
0601 - 0900	1	26	14	6	13	4	0	64	9	23.27%
0901 - 1200	1	10	19	24	8	1	0	63	9	22.91%
1201 - 1500	1	16	20	17	22	4	1	81	12	29.45%
1501 - 1800	0	4	6	8	5	2	1	26	4	9.45%
1801 - 2100	0	5	2	7	1	0	1	16	2	5.82%
2101 - 0000	0	2	9	2	1	0	1	15	2	5.45%
Total	3	65	73	66	50	13	5	275	39	100.00%
Average	0	8	9	8	6	2	1	34		
Percentage	1.09%	23.64%	26.55%	24.00%	18.18%	4.73%	1.82%	100.00%		

Adding Standard Reports to your My Reports

Report Writer provides a My Reports section that can be configured for each user. You may add reports to this category for easy access.

Navigation: *Report Writer > All Reports section > report name > Add to My Reports*



Facts

- Reports added to My Reports will also remain in their original categories under All Reports.
- Standard reports added to My Reports will be included in the same category as they appear within in All Reports. For example, if you add the Staff Roster report in the Administrative Reports category to your My Reports, the Administrative Reports category will then appear in My Reports, with only the Staff Roster report (or any additional reports you have saved from that category).

Printing a Copy of a Standard Report

You can print a copy of a report if you have a printer available from the computer you are viewing the report on.

Navigation: *Report Writer > All Reports section > report name > generate the report > Print Report*

Facts

- Clicking the *Print Report* button will open the Print dialog box for your browser, which you can use to print the report.

1.4 Transactional Reports Overview

Creating a transactional report can be a simple or a detailed procedure, depending on the complexity of the report you want to create. Before beginning a transactional report, you should begin by considering each of the elements you will need to work with to create the report.

Elements of a Transactional Report

Data Set

Each report generated in Report Writer must start from a Dataset. Data sets hold individual data points that you can report on. Depending on how the system is set up, certain data points may be held in multiple data sets.

Columns

Within a data set, you can select pieces of information to be included in each Column of the report. These pieces of information are based on the fields filled out throughout the application

Display

On this page, users can set the Sort Order of fields, select numeric fields to display a variety of calculations for a specific column including averages, totals, the minimum value, maximum value, variance and standard deviation, determine the alignment of the field display and pre-define a date range for date fields.

Grouping

If the records should be clustered according to a certain type of information you will need to set up Grouping rules. You have the option to group multiple times for further organization. Each group can be sorted in ascending or descending order

Sorting

If the records should be sorted alphabetically or numerically, you can choose to sort the records based on the results in each column by using Sorting (e.g., sorting users alphabetically by last name). When used with grouping, you can only sort fields that have not been grouped. If grouping is also used, sorting will be applied after grouping. In this case, after all grouping has been performed and each group has been sorted according to their criteria, the records within each group will be sorted according to the criteria selected here.

Criteria and Filtering

Both Criteria and Filter options are included in the Criteria tab. Criteria will allow you to determine limits on the data that will be displayed every time this report is displayed. F

Filters allow you to specify a new value for a criterion each time the report is run. For example, you could use filters to specify the dates that the report examines, so that each time the report is run, users can specify which dates they want to look at.

Criteria and filters are important for narrowing the number of results displayed. If your organization has hundreds or thousands of records in the system, this is very important to limit the length of the report and prevent the system from timing out when trying to retrieve a large number of records.

Additional Options

The Additional Options tab includes a variety of settings related to the appearance and functionality of your report, including options to customize the appearance (such as headers, footers and different colors), the number of records to appear per page and whether the report description or filters (when existing) should appear at the bottom of the report.

Report Access

You can manage access to a report you create if desired. This can include saving the report, setting who can view or edit it, scheduling the report to run at a specific interval or exporting the report. These options are available from the Actions tab, as well as many other report options.

Step One: Selecting a Dataset

The first step for creating a report is selecting the dataset with the columns you want to include.

Navigation: *Report Writer* > *Create a Report* > *Create a Transaction Report section* > *dataset name*

Facts

- Reports can only use columns from a single dataset.
- Once you select a dataset, you will be brought to the Columns page to begin creating your report.

Step Two: Selecting Columns

Each column represents a piece of information that will be displayed on the report. For most transactional reports, these pieces of information will be displayed in a column in a text-based report.

Navigation: *Report Writer* > *Columns tab of the report*

Facts

- You can use the Search box in the Select Columns section to quickly find the column(s) you want to add. As you start typing in the Search box, the options in the Available scroll list will be narrowed down to display only columns with names with names that match the text you entered.
- Once you have selected columns, you can use the Up and Down buttons next to the Selected scroll

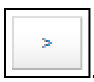
list to change the order of the columns as they will appear in the report. To change the order, select the column you want to move and click the *Up* or *Down* button as appropriate.

- Columns listed in the Available list can be added to the report. Columns listed in the Selected list will be displayed on the report.
- You must add columns to see a report. After completing this step, you can click the *Generate* link at any time to see how your report looks with the settings you have already added, then return to the tabs to edit your report further if needed.
- Once you select your columns and click Continue, you will be brought to the Display tab.

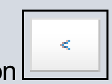
Instructions

1. Select the dataset for the report.
2. Select the first column you want to add to the report.

   HINT: You can also add custom columns to your report, which allows you to build a column based on specific calculations. For more information, refer to Creating Custom Columns on page 17.

3. Click the *Add* icon .
   The column is moved to the Selected list.

   HINT: ADDITIONAL SCROLL LIST OPTIONS

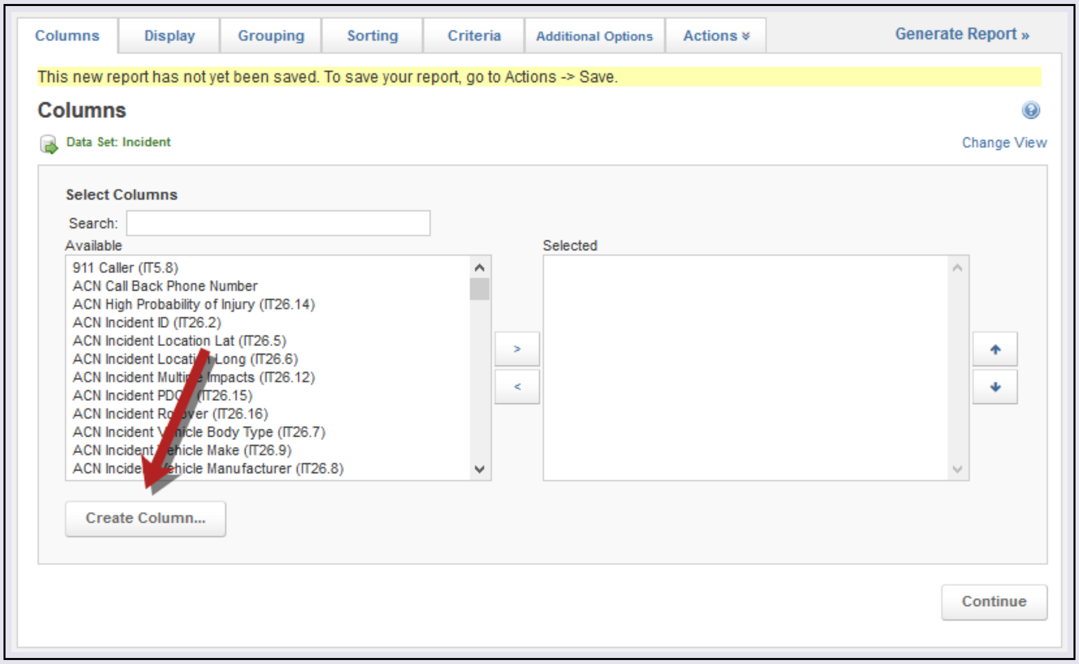
   Each of the icons in the scroll list performs a different function. The Add icon  moves the currently selected item in the Available list to the Selected list. The Remove icon  moves the currently selected item in the Selected list to the Available list.

4. Repeat steps 2 – 3 until all columns are added.
5. Click *Continue* to move on to the next step.

Creating Custom Columns

The Create Columns feature in Report Writer allows you to add a configurable column to your reports.

Navigation: *Report Writer > Columns tab of the report > Create Column button*



Facts

- The Custom Columns feature allows you to configure the data points to change the way information is displayed or to add a column with information from a calculation (such as an average value or a custom time difference).
- You can create as many custom columns as you would like within your report. However, keep in mind that since the system will need to perform calculations to generate custom columns, a large number of custom columns could significantly slow down your report.
- Not all custom columns will be available for each data set. The available options are based on the data set and data points and will be shown in the Create Column modal window.
- All custom columns that are added to a report will have an asterisk in front of their name. When looking for the column in alphabetical lists (such as the lists of columns in the Grouping tab or when adding criteria), this will move the custom column names to the top of the list.

Types of Custom Columns

Each type of custom columns allows you to create a column with a specific calculation or that displays specific information in a certain way.

Average Column

An average column allows you to view the average of all the data for this column.

Count

A count column displays the number of values for this column.

Cumulative Distribution

A cumulative distribution column calculates and displays the percentage of records with a value less than or equal to this record.

> **HINT:** Cumulative distribution is a statistical calculation that may be most familiar as the function that creates the “curve” for a test. It calculates the percentile for a record based on both the score/value and the number of records at each score/value.

Date Difference Column

Custom date difference columns allow you to create a column that displays the difference between two date/time columns.

Date Part

A date part columns allows you to display a specific part of a date associated with a record; for example, just the year or just the month.

List Column

A list column "rolls up” all the data that belongs together in an easy-to-read group.

> **HINT:** There is also an option for not displaying duplicated data in the Display tab; however, using a list column allows you to build criteria based on aggregate data.

Math Column

You can use numeric columns from data sets and numeric literals (e.g., numbers and mathematical symbols like + and -) to create custom columns based on mathematical expressions.

Maximum Column

A maximum column displays the highest value for the records associated with this column.

Median Column

A median column displays the median value, or the value that is in the middle, of all the records associated with this column.

> **EXAMPLE:** If a median column was working with the values 10, 11 and 12, it would display 11.

Minimum Column

A minimum column displays the lowest value for the records associated with this column.

Nth/Ordinal Column

An Nth/ordinal column allows you to view the "Nth" value (for example, the first value) in the column.

Percent of Total

A percent of total column allows you to calculate and display the percentage of the grand total for a numeric data element.

Percent Rank

A percent rank column calculates and displays the percentile (e.g., 10th percentile) that each record is in based on its value (e.g., 30) compared to the other records in the report.

HINT: This type of calculation may be most familiar based on school testing, where you might be informed that a child is in the 95th percentile of all children based on their score.

EXAMPLE: This type of function would allow you to examine validity scores for each incident. If a specific run form had a score of 75, which was better than 50% of scores, the column would display 50%.

Percentile

A percentile column shows you the value (e.g., 5) associated with specific percentile that you select (e.g., 65%) based on all the records included in the report.

EXAMPLE: This type of function would allow you to view the validity score that was at the 50th percentile of scores.

Standard Deviation

A standard deviation column calculates and displays the standard deviation for each record, indicating how much each value varies from the average value.

Sum

A sum column displays the sum of all values for each record or for all records in a group.

Text Column

Custom text columns are a way to combine text columns and data in numerous ways. With this feature you can reduce the number of columns that are generated in the report while still retaining the information they hold.

Variance

A variance column displays the variance of each value, or how far apart the values are from each other.

How to Build an Average Column

Average columns display the average value for columns that may have multiple values.

Facts

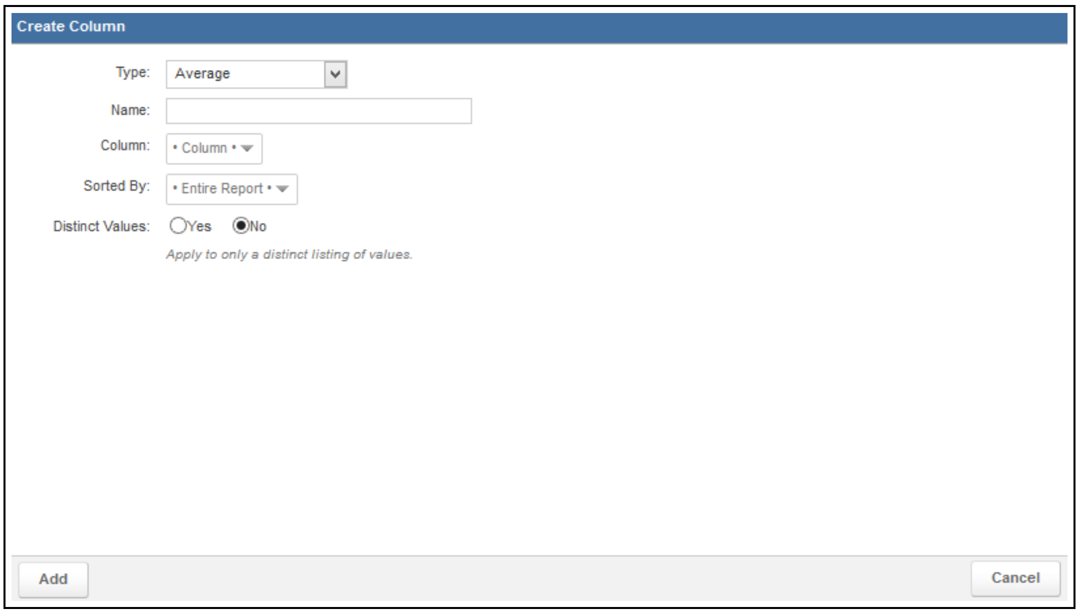
- Average custom columns are generally useful for columns that may have multiple values for a single record; for example, the medication dosage.
- This differs from the Average option in the Display tab in that if you create an average custom column, an average value will be displayed in each row. The Average option on the Display tab, by

contrast, is designed for reports where you want to see a row for each value, with the average displayed at the bottom of a grouping.

- One great advantage of creating an average custom column (as opposed to adding an average calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using an average custom column, the average of the column you select will be calculated by default for each row. If needed, you can choose to calculate the average by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Average* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	The column you want to view average information for (for example, the average age).
Sorted By	Determines what you want to group the values by for the average (for example, to view the average age for each job title, you would select Job Title). **HINTS:** • If you select *Entire Report*, the average will be calculated for each row based on the values in the line. For example, if there is a line for each date, the average will be calculated for each date. This is the most commonly used option for average columns. • Selecting a value allows you to view the average for a value not included in the report. This may result in additional lines being added to your report. For example, if your report includes only a date column and an average age column but you choose to sort the average by job title, you will see multiple rows for each date, one for each job title.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value). *No* = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value).

4. Click *Add*.

How to Build a Count Column

Count columns display the number of records for a column that may have multiple records.

Facts

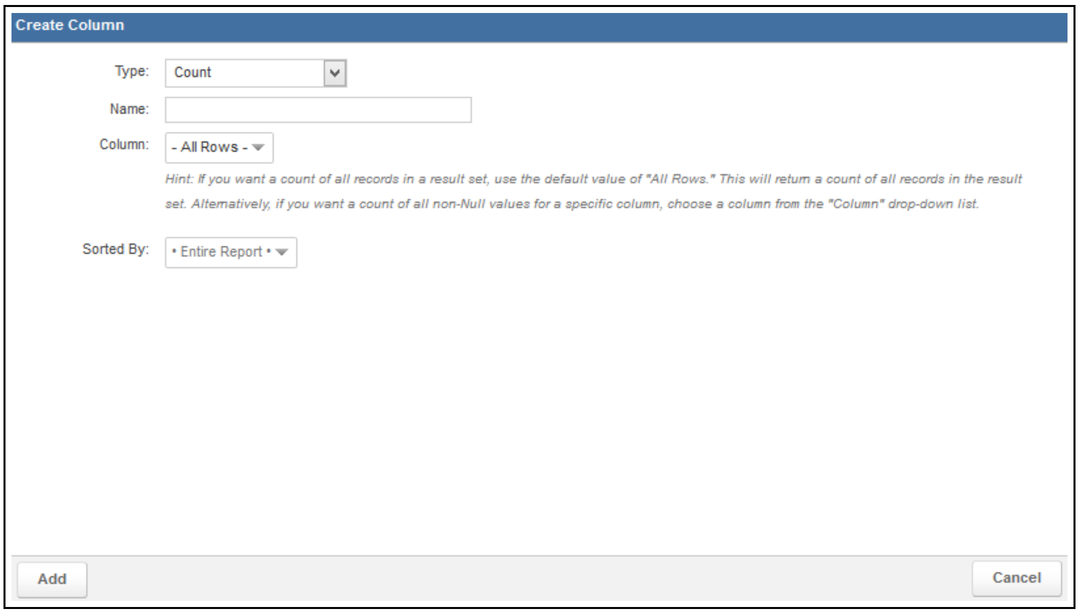
- Count custom columns are generally only useful for columns that may have multiple records associated with a single item; for example, medications administered.
- This differs from the Count option in the Display tab in that if you create a count custom column, one row will display with the count for each related value. The Count option on the Display tab, by con-

trast, is designed for reports where you want to see a row for each value, with the count displayed at the bottom of a grouping.

- One great advantage of creating a count custom column (as opposed to adding a count calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a count custom column, the count of the column you select will be calculated by default for each row. If needed, you can choose to calculate the count by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Count* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	The column you want to view the number of items for. **NOTE:** If you select All Rows, the count column will display a count of all records in the results set (e.g., in the report or in the grouping).
Sorted By	Determines what you want to group the values by for the count (for example, to view the count of staff by department, you would select Department). **HINTS:** • If you select Entire Report, the count will be calculated for each row based on the values in the line. For example, if there is a line for each date, the count will be calculated for each date. This is the most commonly used option for count columns. • Selecting a value allows you to view the count for a value not included in the report. This may result in additional lines being added to your report. For example, if your report includes only a Hire Date column and a count of employees column but you choose to sort the count by department, you will see multiple rows for each date, one for each department. • This option is not available if you selected All Rows for the column.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value). *No* = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value). **NOTE:** This field will not appear until you have selected a column.

4. Click *Add*.

How to Build a Cumulative Distribution Column

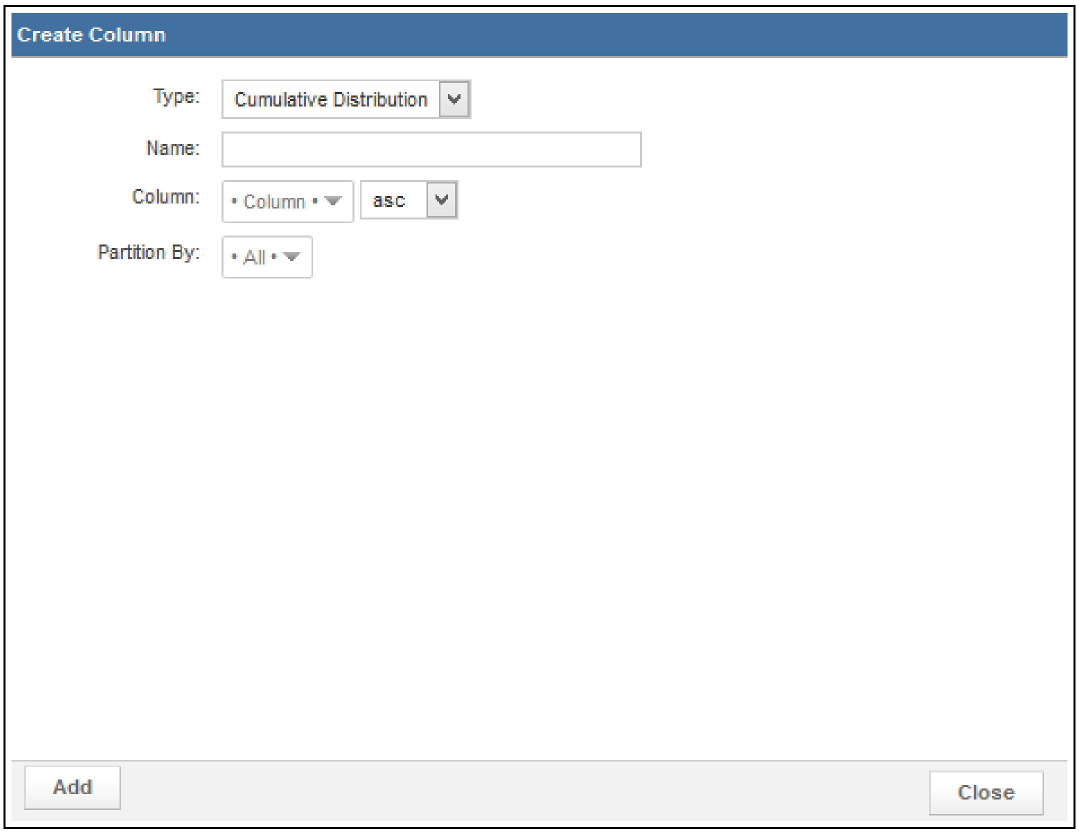
A cumulative distribution column calculates and displays the percentage of records with a value less than or equal to this record.

Facts

- Cumulative distribution custom columns are generally useful in situations where you want to compare a single value against all the other values for the report or in a group, such as for validity scores.
- Cumulative distribution is a statistical calculation that may be most familiar as the function that creates the “curve” for a test. It calculates the percentile for a record based on both the score/value and the number of records at each score/value.

Instructions

1. From the Columns tab, click *Create Column*..
2. Select *Cumulative Distribution* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Use the first drop down menu to select the column you want to view the cumulative distribution for. Use the second drop down menu to select whether you want the calculation to be performed on records in ascending (0–10) or descending (10–0) order.
Partition By	The field that should be used to select which records the calculation is comparing against. **EXAMPLES:** If you want to view the cumulative distribution of validity scores within a region, you would select Region. If you want to compare all of a staff member's incident forms by viewing the cumulative distribution of validity scores for each person's run forms, you would select Crew Member ID or Crew Member Full Name. **HINT:** If you want to do multiple comparisons and view the cumulative distribution based on multiple criteria, you can create multiple cumulative distribution columns.

4. Click *Add*.

How to Build a Custom Date Difference Column

Custom date difference columns allow you to create a column that displays the difference between two date/time columns.

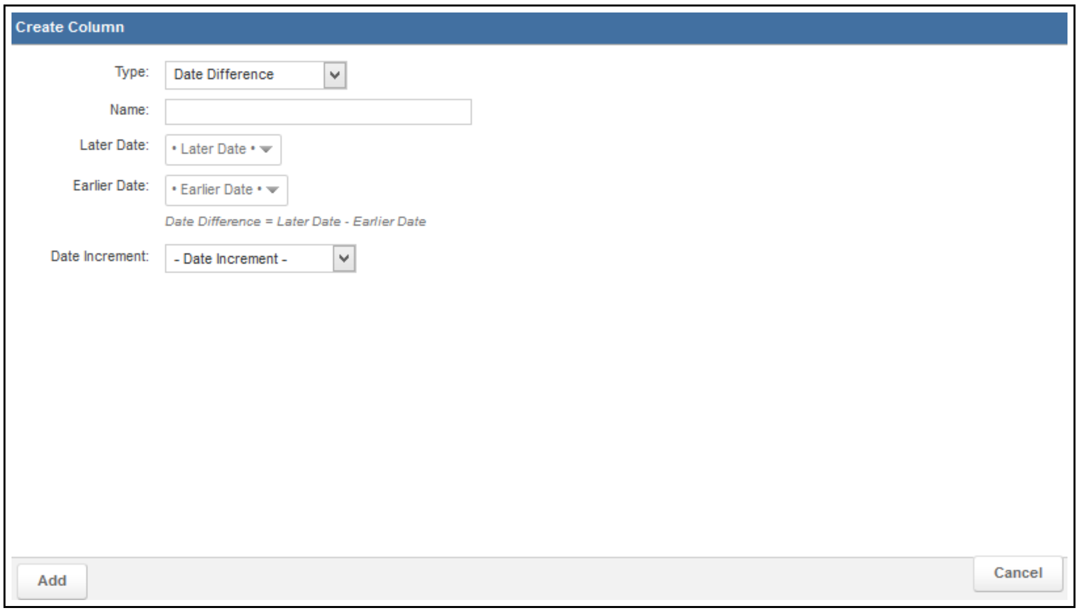
Facts

- The result of date difference columns are returned as a numeric value. The difference between two date/times can be returned in any of the following increments:
  - Years
  - Quarters
  - Months
  - Day of year
  - Days

- Weeks
- Hours
- Minutes
- Seconds

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Date Difference* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Later Date and Earlier Date	The later and earlier date columns for the equation: the earlier date column's value will be subtracted from the later date column.
Date Increment	The unit in which you want to view the difference between the two dates (e.g., minutes, hours, days).

4. Click *Add*.

How to Build a Custom Date Part Column

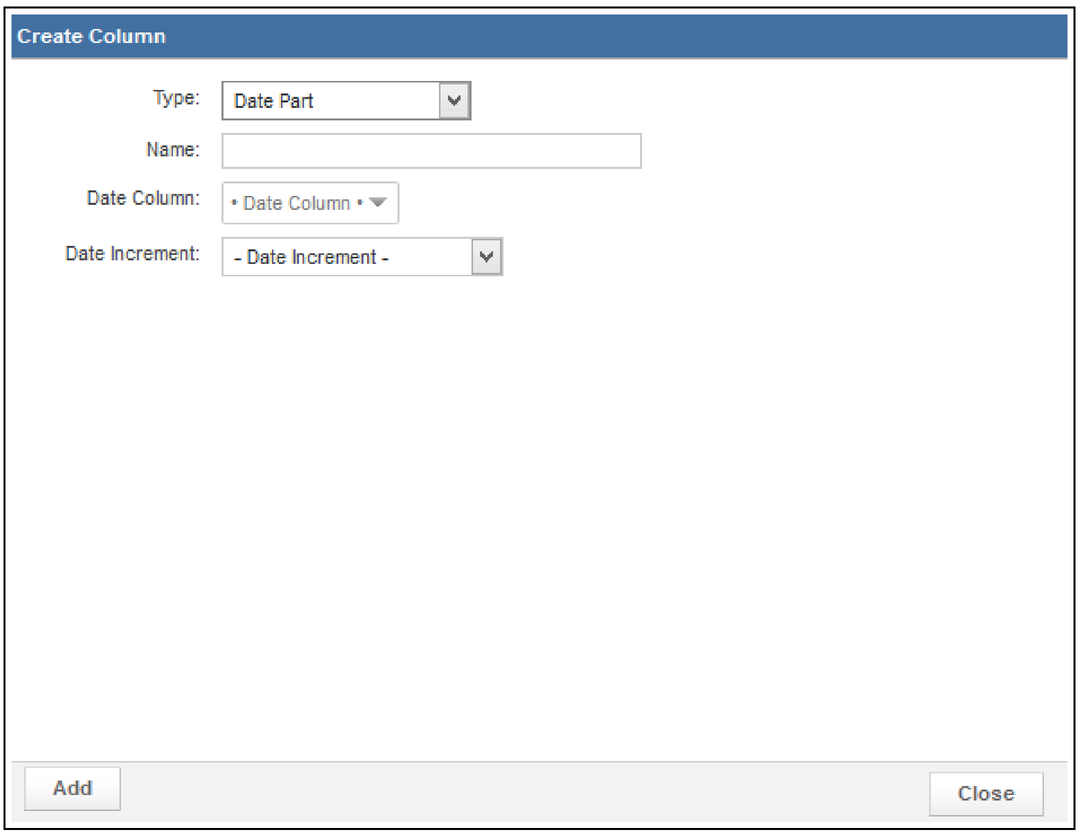
Custom date part columns allow you to create a column that displays a specific part of a date associate with a row, such as just the year or just the month.

Facts

- Date part columns can be useful for building criteria. For example, if you want to view all incidents in March, you can create a date part column to view the incident month and create a criterion based on it.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Date Part* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Date Column	Select which date you want to display a part of. **EXAMPLE:** If you want this column to display the incident month, you would select the Incident Date column.
Date Increment	The part of the date you want to appear in this report. **HINTS:** • If you want to display multiple parts, you can create multiple columns. • You may notice several with number options (e.g., Month with Number). This will display both the "plain English" name and the associated number (e.g., 01 January). This can be helpful if you want to sort by the date, since it will put the items in chronological order based on the number rather than alphabetical order.

4. Click *Add*.

How to Build a Custom List Column

Aggregate or list columns "roll up" the data that belongs together in a single, easy-to-read group, repeating only information that is different.

Facts

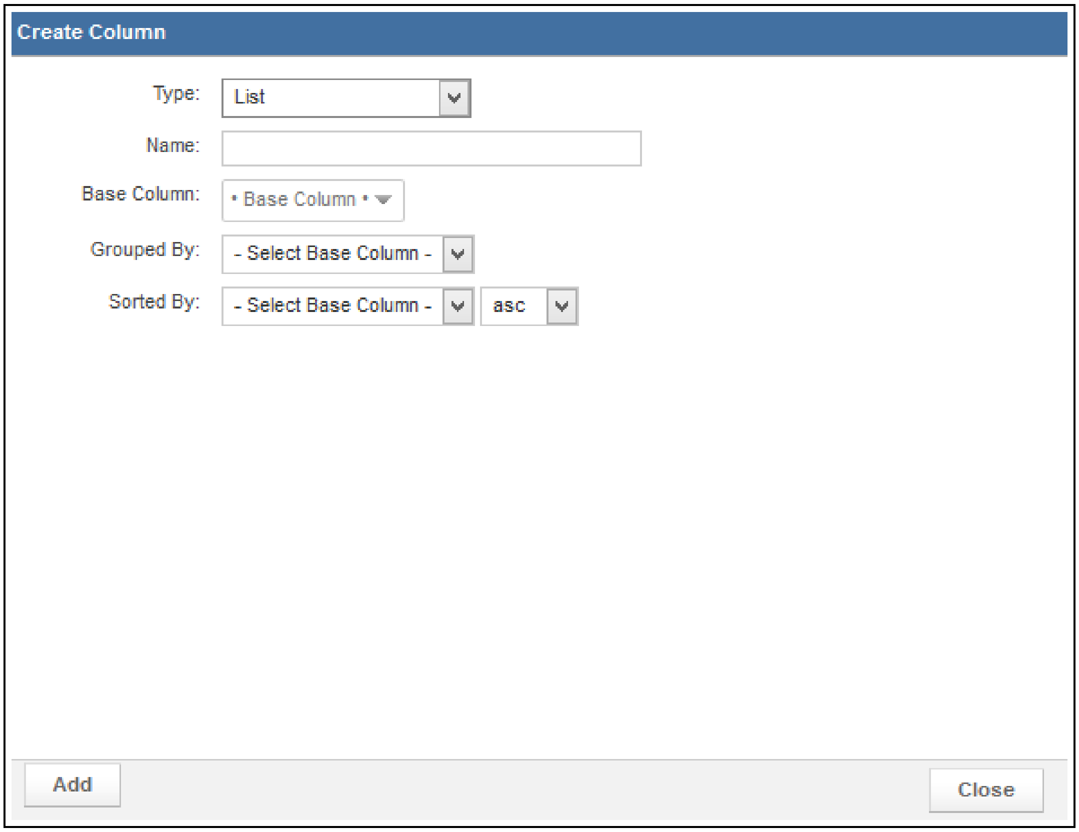
- This same effect can be achieved with the Row Value Repetition setting in the Display tab; however, creating a custom list column enables you to create criteria based on the aggregation.

Recommendation: If you want to roll up duplicate values only to make your report easier to read (rather than for creating criteria), we recommend that you use the Row Value Repetition setting on the Display tab. Creating a list custom column performs some extra calculations that can make generating your report slower than using the setting in the Display tab.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *List* for the column type.

3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Base Column	Select the column with the multiple values that you want to see “rolled up” (e.g., the Patient Full Name column).
Grouped By	Select how the base column should be grouped (e.g., if you want to see the patients together for each day, select appropriate date field).
Sorted By	Use the first drop down menu to select the values by which this column should be sorted within each record (e.g., if you want to put the records in order alphabetically by patient name, select Patient Full Name). Use the second drop down menu to select whether records should be sorted in ascending (a–z) or descending (z–a) order.

4. Click *Add*.

How to Build a Custom Math Column

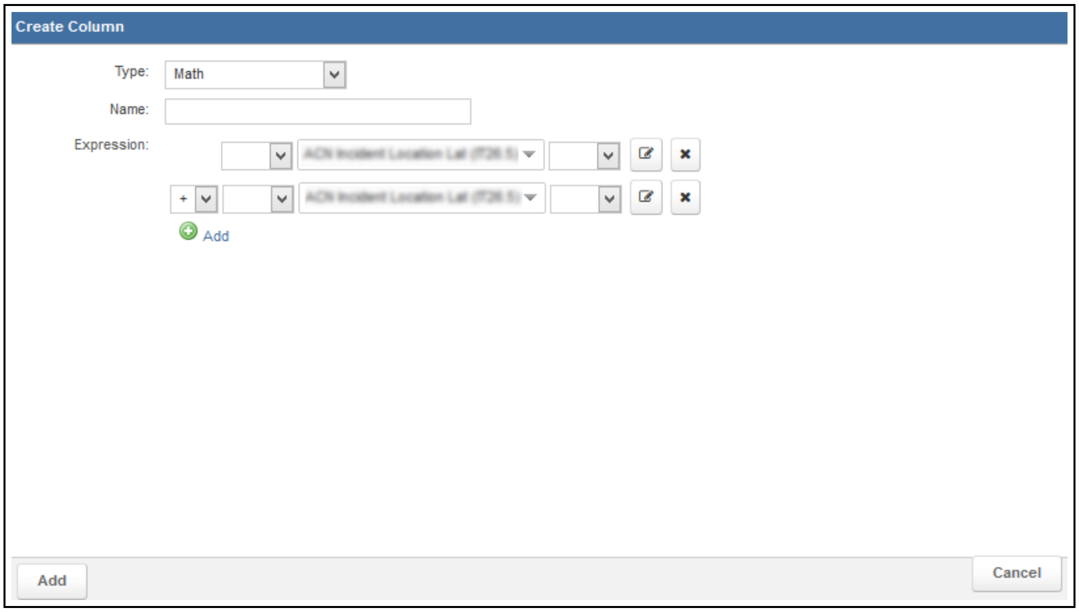
You can use numeric columns from data sets and numeric literals (e.g., numbers and mathematical symbols like + and -) to create custom columns based on mathematical expressions.

Facts

- The multiply, divide, add and subtract operators are supported. You can also group expressions using parentheses. For example, you can create a math column that adds the mileage to the scene and to a destination to see the total mileage for each incident.

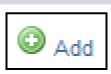
Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Math* for the column type.
   The Math options appear.



3. Use the Name field to enter a name for the column.

> **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.

4. As needed, click the *Add* icon 

to add new lines to the equation.
5. Enter the appropriate details for each line of the equation.

PAGE INFORMATION

Operator (first drop down menu)	Select the operator (e.g., +, -) to relate this line to the previous one. **NOTE:** This drop down menu does not appear for the first line in the equation
Opening Parentheses (second drop down menu)	If you are building a complex equation that requires parentheses, use this drop down menu to enter the opening parentheses. **HINT:** It can sometimes be easier to add parentheses after building the rest of the equation.
Field (third drop down menu)	Select the field with the value you want to use for this line of the calculation. **HINT:** If you want to use a constant (e.g., 5) instead of the value in a field, click the *Edit* icon at the end of the line to change the drop down menu into a free text box.
Closing Parentheses (last drop down menu)	If you are building a complex equation that requires parentheses, use this drop down menu to enter the closing parentheses. **HINT:** It can sometimes be easier to add parentheses after building the rest of the equation.
Edit icon	If you want this line to calculate with a constant (e.g., 5) instead of the value in a field (e.g., the height of the fall), click the *Edit* icon to change the Field drop down menu into a text box.
Remove icon	Click this icon to remove this line of the equation. **WARNING:** If you click this icon to remove a line, you cannot recover any information you had filled in.

6. Click *Add*.

How to Build a Custom Maximum Column

Maximum columns display the largest value for a column that may have multiple records.

Facts

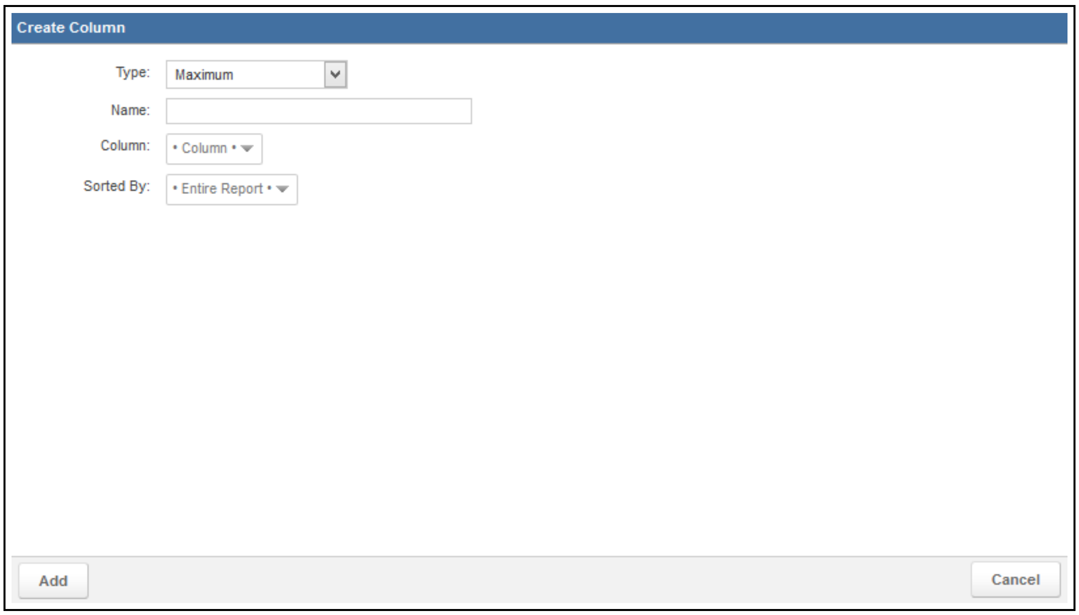
- Maximum custom columns are generally useful for columns that may have multiple records associated with a single row. For example, medication dosage.
- This differs from the Max option in the Display tab in that if you create a maximum custom column,

one row will display with the maximum value. The Max option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the maximum value displayed at the bottom of a grouping or report.

- One great advantage of creating a maximum custom column (as opposed to adding a maximum calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a maximum custom column, the maximum value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the maximum by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Maximum* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the maximum value for.
Sorted By	Determines what you want to group the values by for the maximum (for example, to view the maximum length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the maximum value will be calculated for each row based on the values in the line. For example, if there is a line for each shift, the maximum will be calculated for each shift. This is the most commonly used option for maximum columns. • Selecting a value allows you to view the maximum for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Maximum Years of Service column but you choose to sort the maximum by department, you will see multiple rows for each shift, one with the maximum value for each department.

4. Click *Add*.

How to Build a Custom Median Column

Median columns display the value that is in the middle of a set of values for a column that may have multiple records.

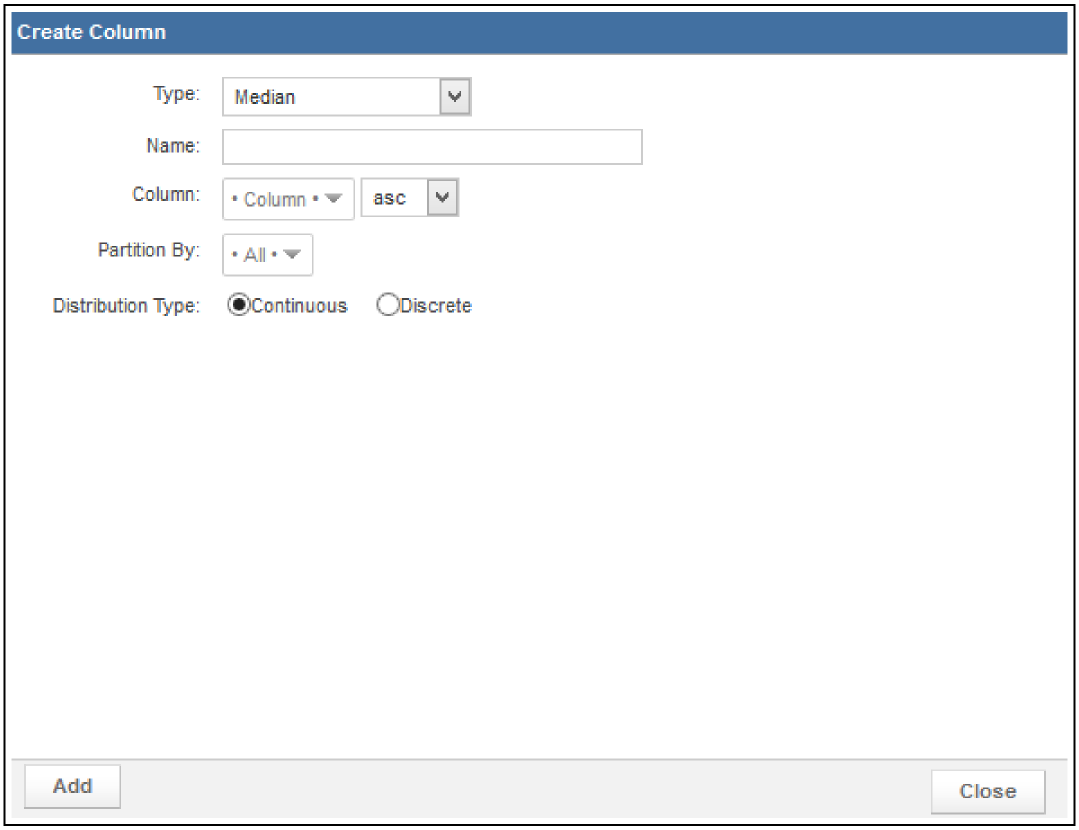
Facts

- Median custom columns are generally only useful for columns that may have multiple records associated with a single item. For example, validity scores for a region or agency.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Median* for the column type.

3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Use the first drop down menu to select the column you want to view the median value for. Use the second drop down menu to select whether you want the calculation to be performed on records in ascending (0–10) or descending (10–0) order.
Partition By	The field that should be used to select which records the calculation is comparing against. **EXAMPLES:** • If you want to view the median value of all validity scores within a specific agency, you would select Agency Name.

	• If you want to compare all of a staff member's incident forms by viewing the median validity score for each person's run forms, you would select Crew Member ID or Crew Member Full Name. **HINT:** If you want to do multiple comparisons and view the median value for multiple things, you can create multiple median columns.
Distribution Type	*Continuous* = The exact, calculated median value. *Discrete* = The middle value from the actual values that were used in the calculation. **HINT:** Most of the time for median calculations, a continuous and discrete value will be the same. However, if there is an even number of values, they may be slightly different.

4. Click *Add*.

How to Build a Custom Minimum Column

Minimum columns display the smallest value for a column that may have multiple records.

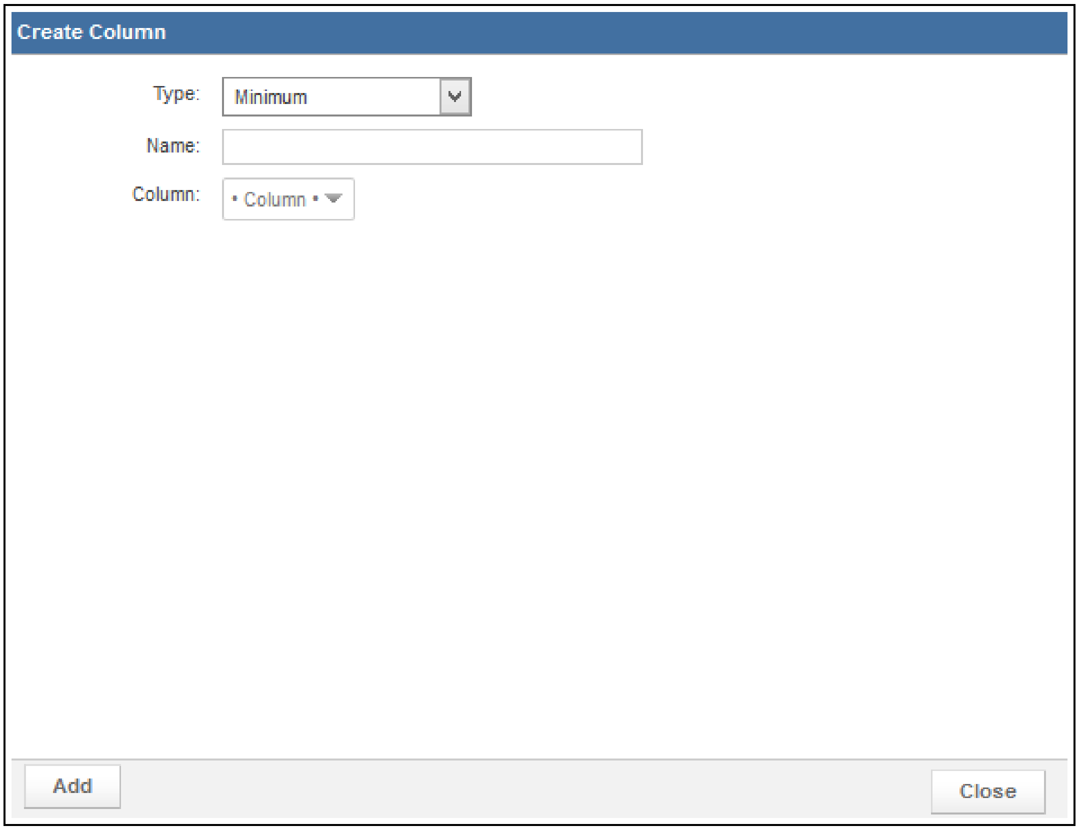
Facts

- Minimum custom columns are generally useful for columns that may have multiple records associated with a single row. For example, medication dosage.
- This differs from the Min option in the Display tab in that if you create a minimum custom column, one row will display with the minimum value. The Min option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the minimum value displayed at the bottom of a grouping or report.
- One great advantage of creating a minimum custom column (as opposed to adding a minimum calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a minimum custom column, the minimum value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the minimum by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Minimum* for the column type.

3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the minimum value for.
Sorted By	Determines what you want to group the values by for the minimum (for example, to view the minimum length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the minimum value will be calculated for each row based on the values in the line. For example, if there is a line for each shift, the minimum will be calculated for each shift. This is the most commonly used option for minimum columns.

- Selecting a value allows you to view the minimum for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Minimum Years of Service column but you choose to sort the minimum by department, you will see multiple rows for each shift, one with the minimum value for each department.

4. Click *Add*.

How to Build a Custom Nth Column

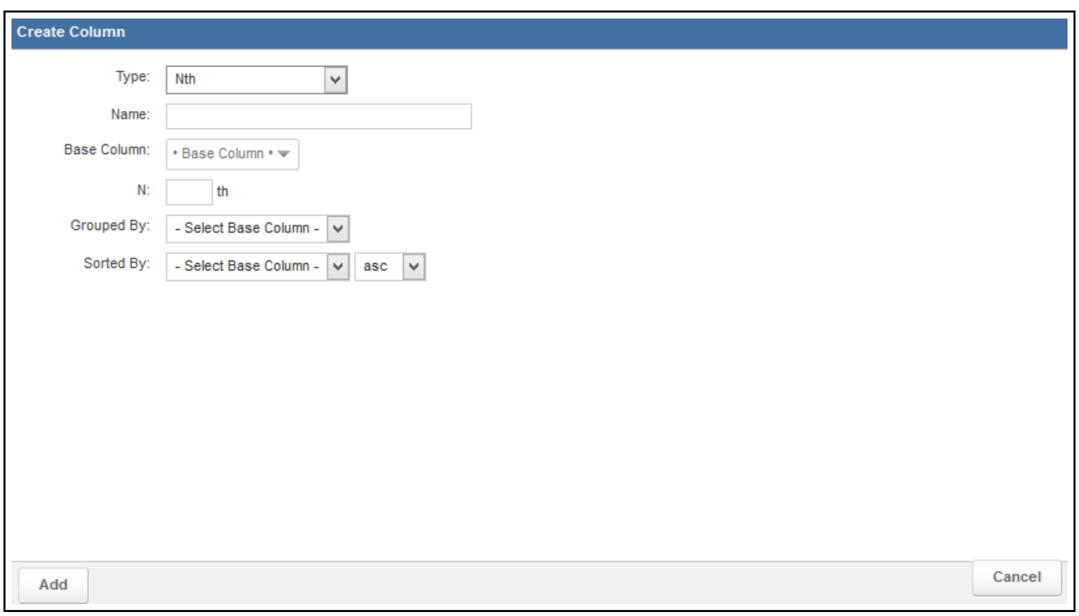
Ordinal or Nth columns allow you to view only the "Nth" value that appears for a record, where you get to specify what N is.

Facts

- Nth custom columns are generally only useful for columns that may have multiple records associated with a single row. For example, medication dosage or the number of personnel on each apparatus for an incident.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select the *Nth* column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Base Column	The column that you only want to view a specific value for.
Nth	The number corresponding to the desired N value (e.g., type 1 if you want to view only the first value).
Grouped By	What you are viewing the Nth value for. **EXAMPLE:** To view the first medication for an incident, select *Incident Number*.
Sorted By	The column that should be used to place values in order. **EXAMPLE:** To view the first medication based on time, select *Medication Date/Time Administered*. To view the first medication based on the amount given, select *Medication Dosage*.

4. Click *Add*.

How to Build a Custom Percent of Total Column

A percent of total column allows you to calculate and display the percentage of the grand total for a numeric data element.

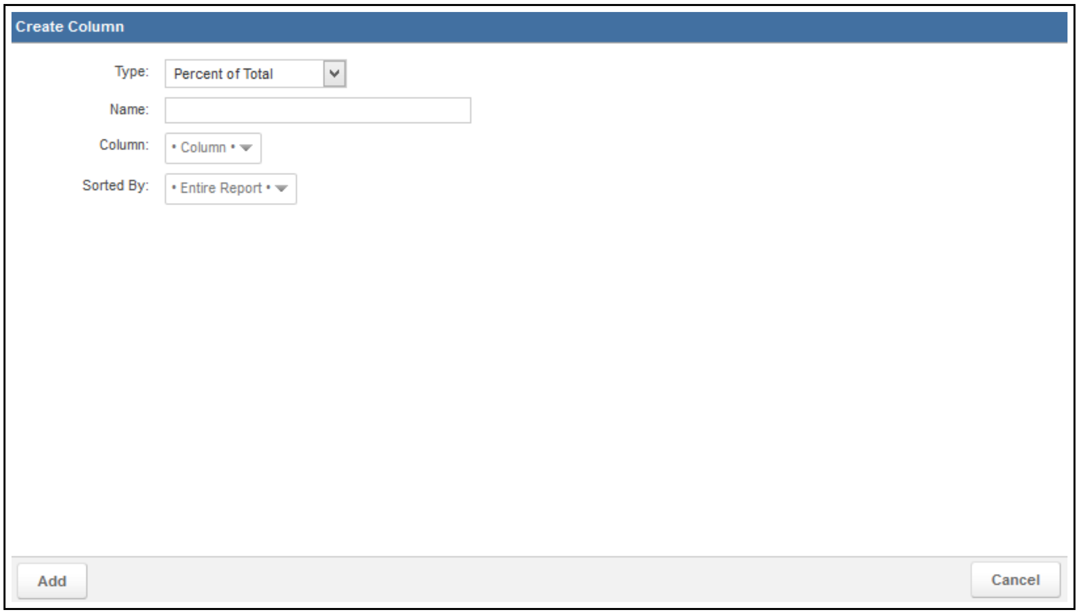
Facts

- This column is not affected by grouping. The Percent of Total column type will display the percentage that each row is of the grand total (not of the group sub-total).
- The percent of total value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the percent of total by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Percent of Total* for the column type.

3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	The data element for which you want to view the percent each record makes up of the grand total.
Sorted By	Determines what column you want use to define the total values for the percent of total (for example, to view the percent of total length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the percent of total value will be calculated for each row based on the values in the line. For example, if there is a line for each shift, the percent of total will be calculated for each shift. This is the most commonly used option for percent of total columns. • Selecting a value allows you to view the percent of total for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Percent of Total Years of Service column but you choose to sort the percent of total by department, you will see multiple rows for each shift, one with the percent of total value for each department.

4. Click *Add*.

How to Build a Custom Percent Rank Column

A percent rank column calculates and displays the percentile (e.g., 10th percentile) that each record is in based on its value (e.g., 30) compared to the other records in the report.

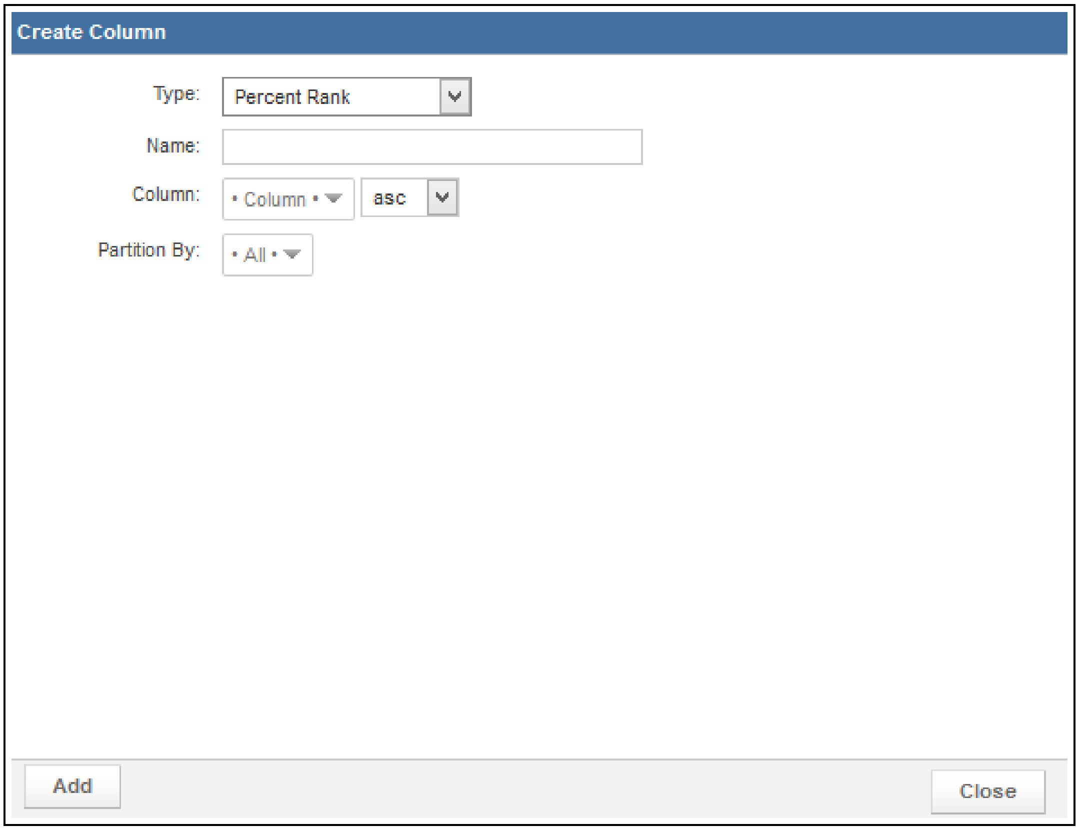
Facts

- Percent rank custom columns are generally useful in situations where you want to compare a single value against all the other values for the report or in a group, such as for validity scores.

> **EXAMPLE:** This type of function would allow you to examine validity scores for each incident. If a specific incident form had a score of 75, which was better than 50% of scores, the column would display 50%.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Percent Rank* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Use the first drop down menu to select which column you want to view the ranking for. Use the second drop down menu to select whether you want the calculation to be performed on records in ascending (0–10) or descending (10–0) order.
Partition By	The field that should be used to select which records the calculation is comparing against. **EXAMPLE:** If you want to view the rank of validity scores within a region, you would select Region. **HINT:** If you want to do multiple comparisons and view the ranking based on multiple criteria, you can create multiple percent rank columns.

4. Click *Add*.

How to Build a Custom Percentile Column

A percentile column shows you the value (e.g., 5) associated with specific percentile that you select (e.g., 65%) based on all the records included in the report.

HINT: This type of calculation may be most familiar based on school testing, where you might be informed that a child is in the 95th percentile of all children based on their score.

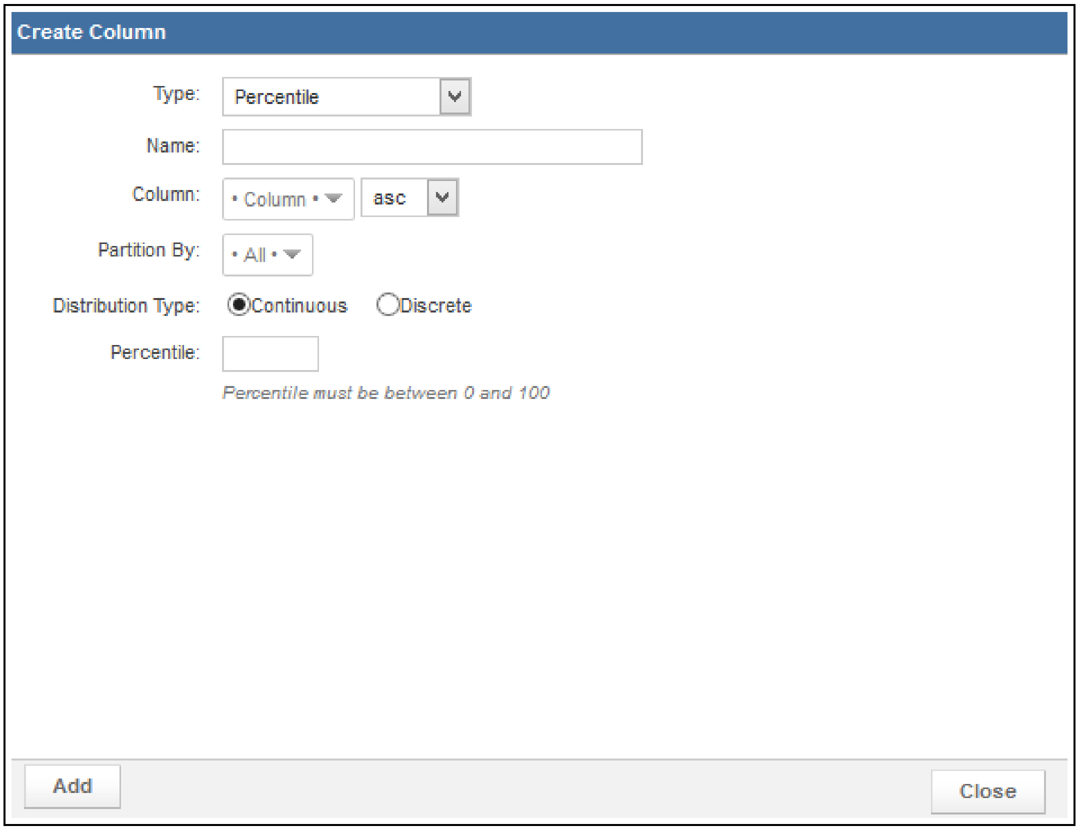
Facts

- Percentile custom columns are generally only useful for columns that may have multiple records associated with a single item; for example, validity scores for a region or service.

  EXAMPLE: This type of function would allow you to view the validity score that was at the 50th percentile of scores.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Percentile* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Use the first drop down menu to select which column you want to view percentile information for. Use the second drop down menu to select whether you want the calculation to be performed on records in ascending (0–10) or descending (10–0) order.
Partition By	Select the field that should be used to select which records will be grouped to determine percentile. **EXAMPLE:** If you want to view the percentile of validity scores for a specific agency, you would select Agency Name. **HINT:** If you want to do multiple comparisons and view the percentile for multiple things, you can create multiple percentile columns.

Distribution Type	*Continuous* = The exact, calculated percentile value. *Discrete* = The percentile value from the actual values that were used in the calculation. **EXAMPLE:** If you create a column looking for the 50th percentile of validity scores from each agency and the system calculates that a score or 75 would be equal to the 50th percentile, selecting Continuous would display 75 even if there was no run form with a score of 75. If you select Discrete, the report might display a validity score of 76, which was the 50th percentile taking into account which scores were actually used on run forms.
Percentile	The percentile you want to view the information for.

4. Click *Add*.

How to Build a Custom Standard Deviation Column

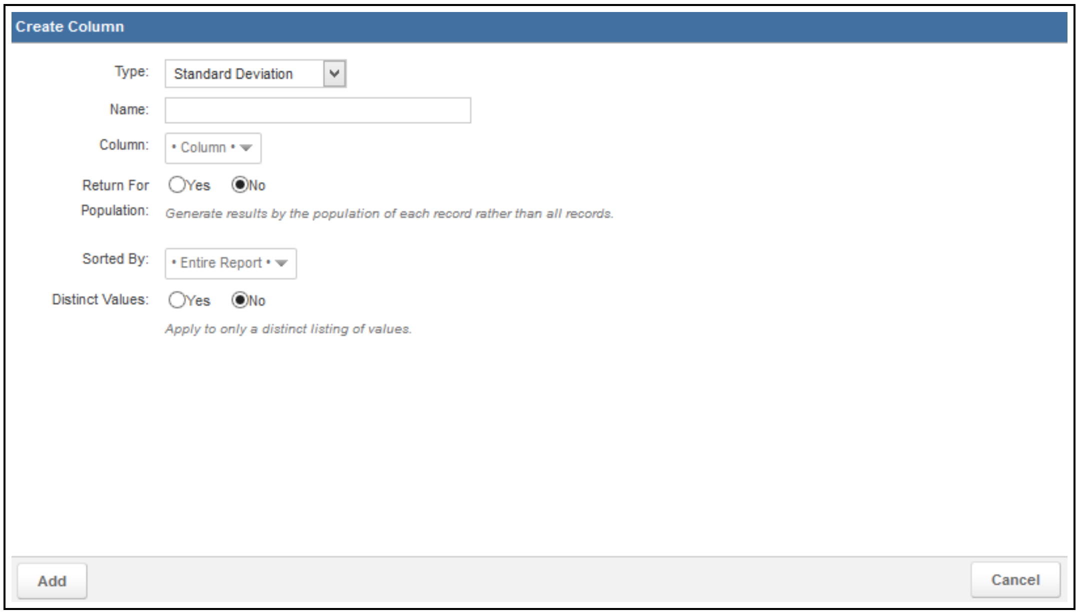
Standard deviation columns display how much each record displays from the average value for that record.

Facts

- In many situations, a rule of thumb is that values within one standard deviation are within the "normal" range.
- This differs from the STDEV option in the Display tab in that if you create a standard deviation custom column, one row will display with the standard deviation for each related value. The STDEV option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the standard deviation displayed at the bottom of a grouping.
- One great advantage of creating a standard deviation column (as opposed to adding a standard deviation calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a standard deviation custom column, the standard deviation value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the standard deviation by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Standard Deviation* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the standard deviation for.
Return for Population	Select whether this calculation is being run on the entire population of records for the calculation. **HINT:** A different equation is used depending on whether you are working with the entire population (i.e., all the records) that you are examining or whether you are working with a sample (e.g., a random assortment of records rather than all that pertain). If you select Yes, the calculation for the entire population will be used. If you select No, the calculation for a sample of the population will be used.
Sorted By	Determines what you want to group the values by for the standard deviation (for example, to view the standard deviation of length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the standard deviation value will be calculated for each row. For example, if there is a line for each shift, the standard deviation will be calculated for each shift. This is the most commonly used

	option for standard deviation columns. • Selecting a value allows you to view the standard deviation for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Standard Deviation of Years of Service column but you choose to sort the standard deviation by department, you will see multiple rows for each shift, one with the standard deviation value for each department.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value). *No* = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value).

4. Click *Add*.

How to Build a Custom Sum Column

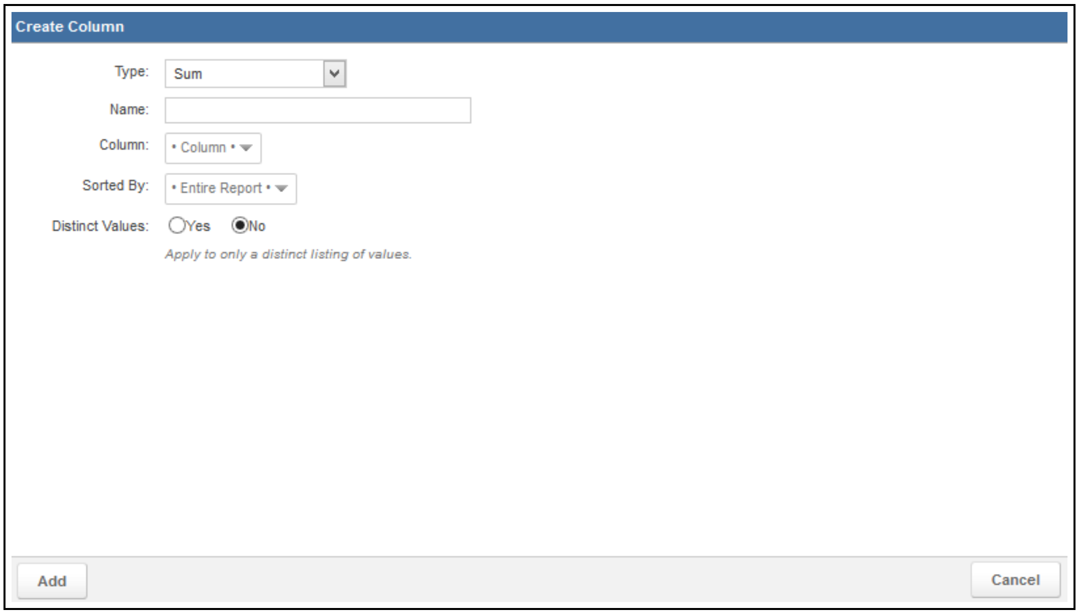
Sum columns display the total from adding all values together for a specific column.

Facts

- Sum custom columns are generally useful for columns that may have multiple records associated with a single item; for example, the amount of controlled substances wasted.
- This differs from the Total option in the Display tab in that if you create a sum custom column, one row will display with the sum for each related value. The Total option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the total displayed at the bottom of a grouping or of the entire report.
- One great advantage of creating a sum custom column (as opposed to adding a total calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a sum custom column, the sum value of the column you select will be calculated by default for each row. If needed, you can choose to calculate the sum by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Sum* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the sum of all values for.
Sorted By	Determines what you want to group the values by for the sum (for example, to view the sum of length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the sum value will be calculated for each row. For example, if there is a line for each shift, the sum will be calculated for each shift. This is the most commonly used option for sum columns. • Selecting a value allows you to view the sum for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Sum of Years of Service column but you choose to sort the sum by department, you will see multiple rows for each shift, one with the sum value for each department.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value).

	No = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value).

4. Click *Add*.

How to Build a Custom Text Column

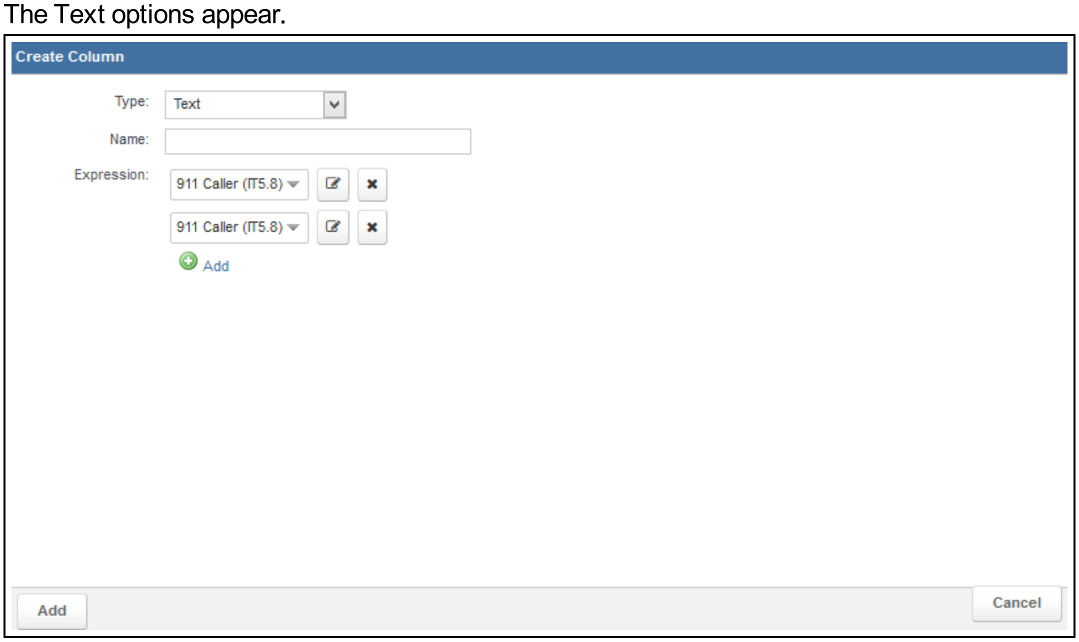
Custom text columns are a way to combine text columns and data in numerous ways.

Facts

- With this feature you can reduce the number of columns that are generated in the report while still retaining the information they hold.
- Text columns function similar to the Concatenate function in Microsoft Excel. For example, you can combine the elements of address, city and state into one text column.
- By default when you select Text as the column type, two lines will be added, with the top column in the list selected for each.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Text* for the column type.
   The Text options appear.



3. Use the Name field to enter a name for the column.

NOTE: Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.

4. As needed, click the *Add* icon Add to add new lines for text elements.
5. Enter the appropriate details.

PAGE INFORMATION

Expression drop down menu	Select the field with the text you want to use for this part of the text concatenation. **HINT:** If you want to use static text (e.g., the number *5*, a space, the word *and*) instead of the contents of in a column, click the *Edit* icon at the end of the line to change the drop down menu into a free text box.
Edit icon	If you want to use static text (e.g., the number *5*, a space, the word *and*) instead of the contents of in a column (e.g., the street address), click the *Edit* icon to change the Expression drop down menu into a text box.
Remove icon	Click this icon to remove this line and its contents from the text column. **WARNING:** If you click this icon to remove a line, you cannot recover any information you had filled in.

HINT: To ensure that a space appears between each element in the column, create a line containing only a space between each expression holding an element.

6. Click *Add*.

How to Build a Custom Variance Column

A variance column displays the variance of each value, or how far apart the values are from each other.

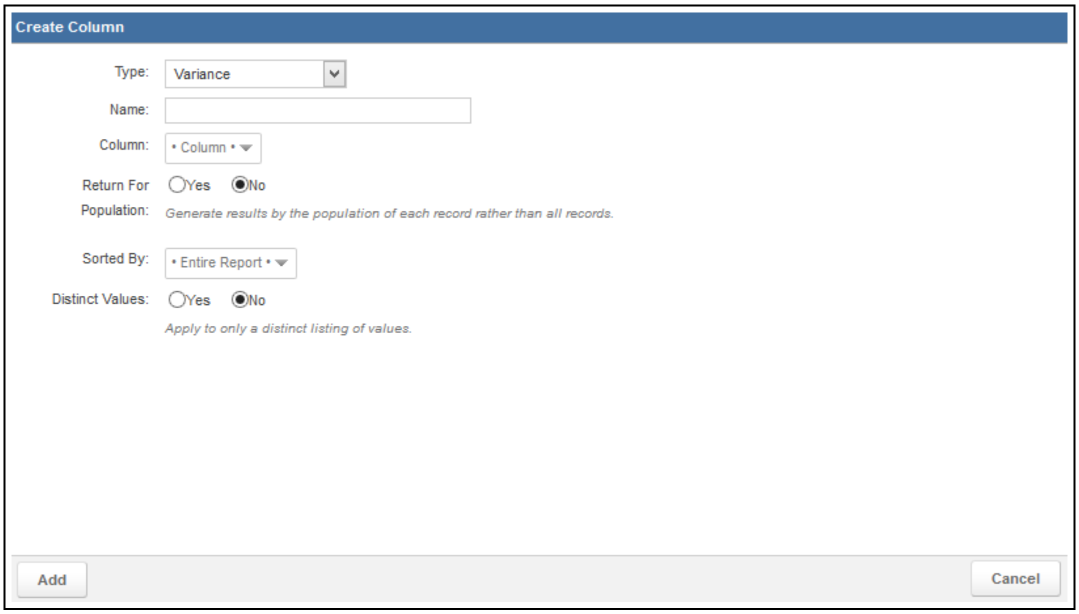
Facts

- Variance is related to the standard deviation for a value.
- This differs from the VAR option in the Display tab in that if you create a variance custom column, one row will display with the variance for each related value. The VAR option on the Display tab, by contrast, is designed for reports where you want to see a row for each value, with the variance displayed at the bottom of a grouping.
- One great advantage of creating a variance column (as opposed to adding a variance calculation in the Display tab) is that you can create criteria based on the custom columns.
- When using a variance custom column, the variance value of the column you select will be

calculated by default for each row. If needed, you can choose to calculate the variance by a different value, which may result in multiple rows appearing for the same record.

Instructions

1. From the Columns tab, click *Create Column*.
2. Select *Variance* for the column type.
3. Enter the appropriate details.



PAGE INFORMATION

Name	A name for the column, which will appear in the header row for this column in the report. **NOTE:** Be sure to note the name of each custom column you create. You will need its name if you want build criteria based on it.
Column	Select the column you want to view the variance for.
Return for Population	Select whether this calculation is being run on the entire population of records for the calculation. **HINT:** A different equation is used depending on whether you are working with the entire population (i.e., all the records) that you are examining or whether you are working with a sample (e.g., a random assortment of records rather than all that pertain). If you select Yes, the calculation for the entire population will be used. If you select No, the calculation for a sample of the population will be used.
Sorted By	Determines what you want to group the values by for the variance (for example, to view the variance of length of service for each department, you would select Department). **HINTS:** • If you select *Entire Report*, the variance value will be calculated for each row. For example, if there is a line for each shift, the variance will be calculated for each shift. This is the most commonly used option for variance columns. • Selecting a value allows you to view the variance for a value not included in the report as a column. This may result in additional lines being added to your report. For example, if your report includes only a Shift Name column and a Variance of Years of Service column but you choose to sort the variance by department, you will see multiple rows for each shift, one with the variance value for each department.
Distinct Values	*Yes* = Use only unique values in this calculation (e.g., if a value appears in three different records included in this calculation, it will only be used once in calculating the value). *No* = Use all values in this calculation (e.g., if a value appears in three different records included in this calculation, it will be used three times in calculating the value).

4. Click *Add*.

Step Three: Setting Display Options

The Display tab allows you to change the order or labels of the columns, the alignment or several additional formatting options.

Navigation: *Report Writer > Display tab of the report*

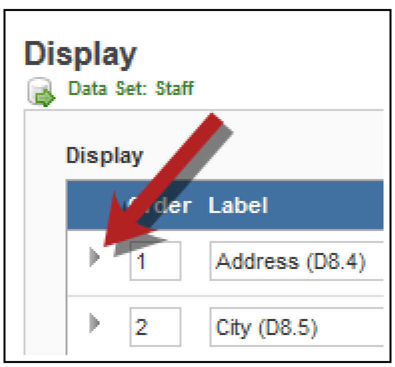
Facts

- All settings in the Display tab are optional.
- Many settings in the Display tab will appear only based on the dataset or the type of column you select. For example, you will not see the option to view a total for a date column.
- You can click the *Generate* link at any time to see how your report looks with the settings you have already added, then return to the tabs to edit your report further if needed.
- Once you enter any display options and click *Continue*, you will be brought to the Grouping tab.

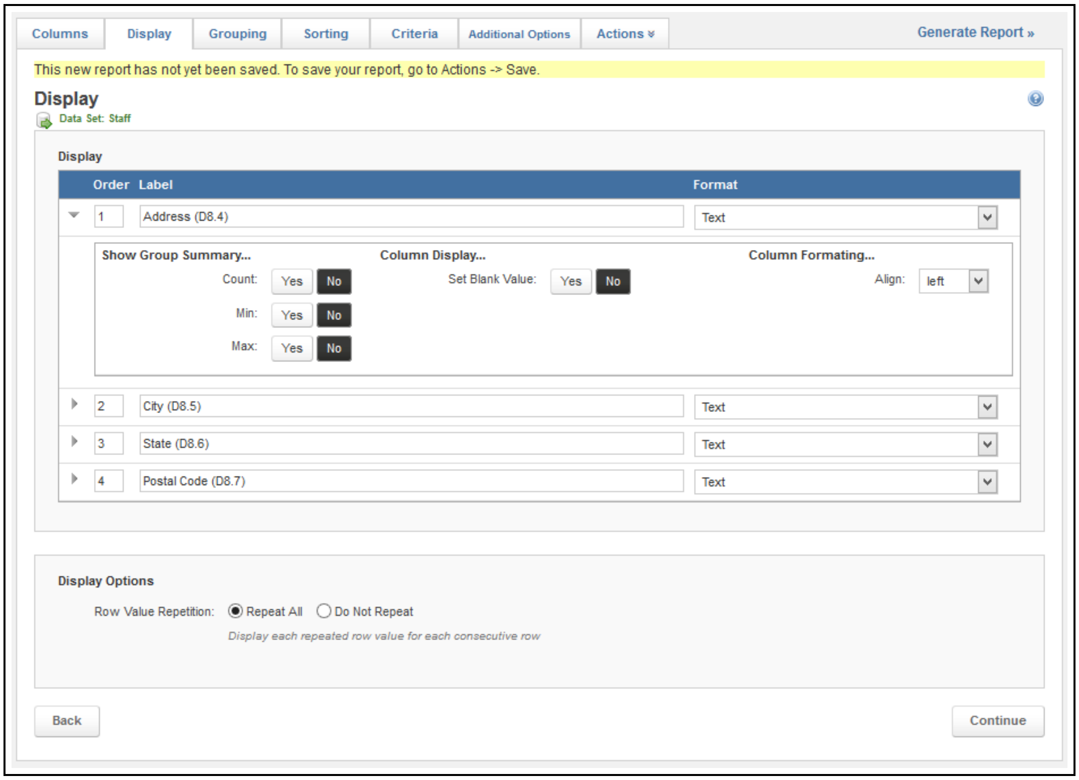
Instructions

1. Select the *Display* tab of your report or click *Continue* from the Columns tab.
2. To adjust the display options for a specific column, click the *Expand* arrow to the left of its sort order.

   TAKE A LOOK

3. Fill out all appropriate options to adjust your report display settings for each column.



PAGE INFORMATION

Order	The sort order of each column. Update the numbers to change the order in which columns will appear.
Label	The header that appears for this column on the report.
Format	The way the data will be displayed. Many columns will offer only one option: however, numeric or date fields may offer several different formatting options.
Show Group Summary section	
Total	This will display the sum of all numbers in this column within each grouping and for the report as a whole. **HINT:** This differs from the Sum custom column option in that if you use the option on the Display tab, you can see both a row with every value and the total displayed at the bottom of each group and for the report. By contrast, Sum custom columns displays only one row with the sum for all related values.
Count	This will display the number of rows with a value recorded that are listed within each grouping and within the report as a whole. **HINT:** This differs from the Count custom column option in that if you use

	the option on the Display tab, you can see both a row with every value and the count displayed at the bottom of each group and for the report. By contrast, Count custom columns displays only one row with the count of all related values.
Avg.	This will display the mean value of the numbers in all rows within each grouping and for the report as a whole. **HINT:** This differs from the Average custom column option in that if you use the option on the Display tab, you can see both a row with every value and the average displayed at the bottom of every group and for the report. By contrast, Average custom columns displays only one row with the average of all related values.
Min.	This will display the smallest/minimum value within each grouping and for the report as a whole. **HINT:** This differs from the Minimum custom column option in that if you use the option on the Display tab, you can see both a row with every value and the minimum displayed at the bottom of every group and for the report. By contrast, Minimum custom columns displays only one row with the minimum of all related values.
Max.	This will display the largest/maximum value within each grouping and for the report as a whole. **HINT:** This differs from the Maximum custom column option in that if you use the option on the Display tab, you can see both a row with every value and the maximum displayed at the bottom of every group and for the report. By contrast, Maximum custom columns displays only one row with the maximum of all related values.
Variance	This will display the variance of the numbers in all rows within each grouping and for the report as a whole. **HINT:** This differs from the Variance custom column option in that if you use the option on the Display tab, you can see both a row with every value and the variance displayed at the bottom of every group and for the report. By contrast, Variance custom columns displays only one row with the variance of all related values.
Standard Deviation	This will display the standard deviation of the numbers in all rows within each grouping and for the report as a whole. **HINT:** This differs from the Standard Deviation custom column option in that if you use the option on the Display tab, you can see both a row with every value and the standard deviation displayed at the bottom of every group and for the report. By contrast, Standard Deviation custom columns displays only one row

	with the standard deviation of all related values.
Column Display section	
Link	The file or page that any content in this column will link to. This option is only available for columns in certain datasets.
Set Blank Value	*Yes* = Allows you to set text to appear for any row that has no content in a specific column. When you select *Yes*, the Blank Value text box appears. *No* = If a specific row has no content for a column, the cell will be left blank.
Blank Value	The text that will appear for any row that has no content for a specific column. This option will appear only if you select *Yes* for the Set Blank Value option.
Column Formatting section	
Align	The text alignment of the information within its column.
Scale	Select the number of digits that should appear after the decimal place. This option will be available only for columns set as numeric columns.
Display Options section	
Row Value Repetition	*Repeat All* = Values that are repeated for multiple rows will be displayed in every row. *Do Not Repeat* = Values that are repeated for multiple rows will be displayed in only the first row. **HINTS:** • If you choose not to repeat duplicate rows, it can be important to pay attention to the order that your columns appear in. You will notice that when there are duplicate values, the first column will be the first to "roll up," with all columns below it with duplicate values rolling up within the previous column. • Numeric columns will never be rolled up. Even if you select Do Not Repeat, numeric values will appear in every row. This makes it easy to tell when a value was repeated and when no value was entered.

4. Click *Continue* to move on to the next step.

Step Four: Setting Grouping Rules

If you would like to place all records with similar values in a specific column together (e.g., all incidents from a specific county grouped together), you will need to set grouping rules.

Navigation: *Report Writer > Grouping tab of the report*

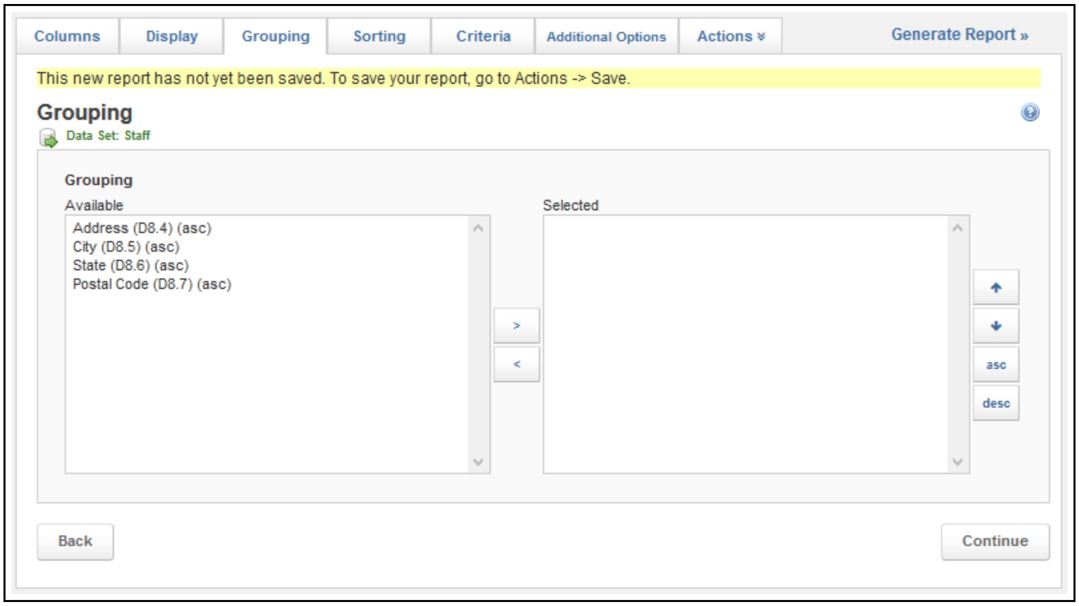
Facts

- All calculations that have been added in the Display tab will be performed on groups if you create groupings. For instance, if you choose to display a minimum value or an average, the report will display a minimum value and average for each group.
- You can only group by columns that are included as columns on your report.
- If you group by a value, instead of appearing as a column, that value will appear as a header for a group of records. For example, if you group by primary impression, the generated report will have the primary impressions act as headers to group incidents under (instead of displaying a Primary Impression column).
- All settings in the Grouping tab are optional.
- You can group by multiple fields.
  - If multiple fields are selected for grouping, select the fields and use the Up and Down buttons to indicate which grouping should be done first.
  - Fields that are listed first will be the primary grouping rules. Each field following will be grouped within the first field.

  EXAMPLE: If the first field groups incidents by county, the second field could group incidents by the agency. Run reports would be clustered into a county group, inside of which they would be listed by agency.

- You can sort any grouping in Ascending or Descending order by using the Asc and Desc buttons next to the Selected scroll list. This changes the order that the groups themselves appear in.
- You can click the *Generate* link at any time to see how your report looks with the settings you have already added, then return to the tabs to edit your report further if needed.
- Once you enter any grouping options and click Continue, you will be brought to the Sorting tab.

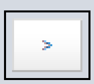
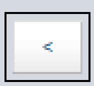
Instructions



1. Select the *Grouping* tab of your report or click *Continue* from the Display tab.
2. Select the first column you want to group by.
3. Click the *Add* icon .
   The column is moved to the Selected list.

   HINT: ADDITIONAL SCROLL LIST OPTIONS

   Each of the icons in the scroll list performs a different function.

   - The Add icon  moves the currently selected item in the Available list to the Selected list.
   - The Remove icon  moves the currently selected item in the Selected list to the Available list.
4. Repeat steps 2 – 3 until all columns are added.
5. As needed, use the *Up* and *Down* buttons to adjust the order in which the groupings will be applied.

   HINT:

   To adjust the order, select a column and click the *Up* or *Down* button until the column is in the desired position.
6. As needed, use the *Asc* and *Desc* buttons to change the sorting of the groupings.

HINT:

To adjust the sorting, select the column you want to change order for and click the *Asc* or *Desc* button as needed.

7. Click *Continue* to move on to the next step.

Step Five: Setting Sorting Rules

If you would like to place records in a particular order (e.g., a–z, 10–1) by the values in a certain column, you may do so using sorting.

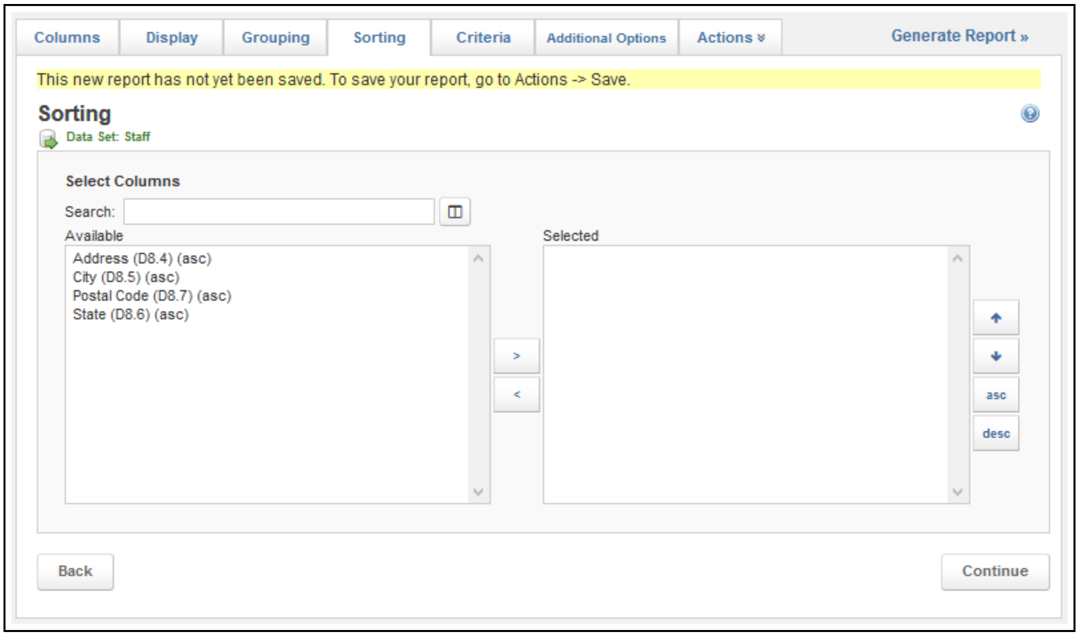
Navigation: *Report Writer > Sorting tab of the report*

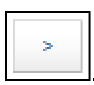
Facts

- All settings in the Sorting tab are optional.
- When combined with grouping, sorting will be performed after all data is grouped. In this case, after being placed in each of the assigned groups, data in those groups will be sorted according to the rules set here.
- You can sort by multiple fields.
  - If multiple fields are selected for sorting, select the fields and use the Up and Down buttons to indicate which sorting should be done first.
  - Fields that are listed first will be the primary sorting rules. Each field following will be sorted within the first field.

    EXAMPLE: If the first field sorts incidents by incident city, the second field could sort incidents by incident date. In this case, all runs would be put in order based on the incident city. In cases where multiple incidents took place in the same city, they would then be placed in order based on their incident date.
- You can sort records in Ascending or Descending order by using the Asc and Desc buttons next to the Selected scroll list. This changes the order that all records appear in.
- You can click the *Generate* link at any time to see how your report looks with the settings you have already added, then return to the tabs to edit your report further if needed.
- Once you select your columns and click Continue, you will be brought to the Criteria tab.

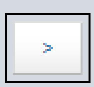
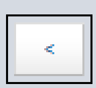
Instructions



1. Select the *Sorting* tab of your report or click *Continue* from the Grouping tab.
2. **Optional:** To view a list of all available columns to sort by (rather than only the columns that are currently included in your report), click the *Include All Possible Columns* icon  to the right of the Search box.
3. Select the first column you want to sort by.
4. Click the *Add* icon .
   The column is moved to the Selected list.

HINT: ADDITIONAL SCROLL LIST OPTIONS

Each of the icons in the scroll list performs a different function.

- The Add icon  moves the currently selected item in the Available list to the Selected list.
- The Remove icon  moves the currently selected item in the Selected list to the Available list.

5. Repeat steps 3 – 4 until all columns for sorting are added.
6. As needed, use the *Up* and *Down* buttons to adjust the order in which the sorting will be applied.

HINT:

> To adjust the order, select a column and click the *Up* or *Down* button until the column is in the desired position.

7. As needed, use the *Asc* and *Desc* buttons to change the order that records will be sorted in.

   HINT:

   > To adjust the sorting, select the column you want to change order for and click the *Asc* or *Desc* button as needed.

8. Click *Continue* to move on to the next step.

Step Six: Setting Criteria and Filters

Criteria and filters allow you to narrow down the number of results displayed on the report by adding limits.

> **Navigation:** *Report Writer > Criteria tab of the report*

Facts

- **Criteria** will allow you to determine limits on the data that will be displayed every time this report is displayed. For example, in a report that records incidents in several counties, you can add criteria to limit to certain counties.
- **Filters** allow you to specify a new value for a criterion each time the report is run. For example, you could use filters to specify an agency name, so that each time the report is run, users can select which agency they are examining.
- Criteria and filters are important for narrowing the number of results displayed. If your organization has hundreds or thousands of records in the system, this is very important to limit the length of the report and prevent the system from timing out when trying to retrieve a large number of records.

How to Create Criteria

Criteria are applied every time a report is run, allowing you to narrow down the results that appear consistently.

Facts

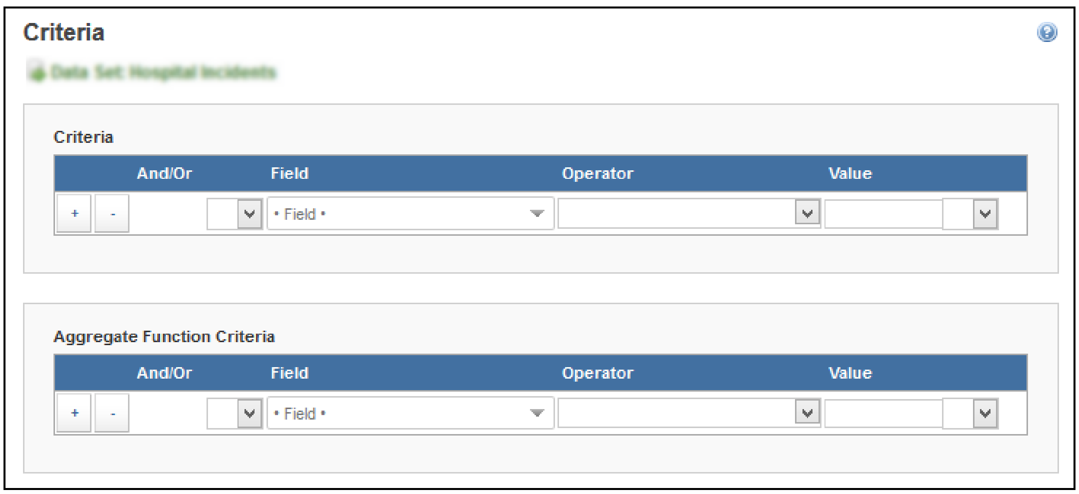
- There are two separate sections to enter criteria on the Criteria tab.
  - The Criteria section is for criteria that are looking at regular values that might be put into a run form or a staff profile.

- The Aggregate Function Criteria section is for creating criteria based on custom columns you may have built for this report that aggregate data; you can set criteria here for any average, count, maximum, minimum or sum custom columns you have created.
- The Aggregate Function Criteria section appears only if you have added an applicable custom column to your report.

- When creating the report, all criteria in the first Criteria section will be applied first, then records that meet the first set of requirements will be further narrowed down with any aggregate criteria.

HINT: It can help to think of setting up criteria as setting up basic equations. For example, you want the value in a specific column to equal a specific value to appear, or you do not want records where a specific column is blank to appear in the report. If you are setting up multiple lines, you may need to add parentheses to tell the system which items go together.

Instructions



1. Select the *Criteria* tab of your report or click *Continue* from the Sorting tab.
2. Begin in the appropriate section for the type of criteria you want to create.

   HINTS:

   - For creating criteria based on average, count, maximum, minimum, standard deviation or sum custom columns you added to this report, begin within the **Aggregate Function Criteria section**.
   - For creating criteria based on other columns, begin within the **Criteria section**.
   - When creating the report, all criteria in the first Criteria section will be applied first, then records that meet the first set of requirements will be further narrowed down with any aggregate criteria. However, you can create the criteria in any order you prefer.

3. As needed, click the *Add* icon  to add new lines for criteria.
4. Enter the appropriate details for each line of the equation.

PAGE INFORMATION

And/Or	*And* = Both this criterion and the one immediately preceding it must be true in order for a record to appear on the report. *Or* = Either this criterion or the one immediately preceding it must be true in order for a record to appear on the report. **NOTE:** This option will not appear in the first line of criteria since it is used to relate multiple lines to each other.
Opening Parentheses (second drop down menu)	If you are building a complex set of criteria that requires parentheses, use this drop down menu to enter the opening parentheses. **HINTS:** • It can sometimes be easier to add parentheses after building the rest of the equation. • You will only need to add parentheses if you have multiple criteria linked with both And and Or, since when there both an And and an Or are used, the order in which criteria are applied makes a difference. **EXAMPLE:** The criteria displayed below indicate that the returned incident records must have taken place in either Crook or Dakota County and the mileage from the scene to destination must be greater than twelve. The county criteria (joined with an Or) must be grouped together by parentheses.
Field	The column you are using to restrict records in the report.
Operator	Select the operator (e.g., is greater than, is not blank, contains) to relate the selected column to the value you will specify.
Value	The value that the system will check records against.
Closing Par-entheses (last drop down menu)	If you are building a complex set of criteria that requires parentheses, use this drop down menu to enter the closing parentheses. **WARNING:** Make sure that there are no parentheses left open when you continue; if there is an extra opening or closing parenthesis, the report will generate an error and your criteria selections will be lost. The easiest way to look at this is to make sure that there is the same number of parentheses in the left column as in the right column.

5. Repeat steps 3 – 4 until all criteria are added.

HINT: If you add a line for a criterion that you do not need, you can click the corresponding *Remove* icon to delete that line. Keep in mind that anything you have entered in that line will be lost as soon as you remove it.

6. When finished, add filters or click *Continue*to move to the next step.

How to Add and Configure Filters

Filters are useful for reports that will be run multiple times; they allow you to change the value narrowing down report results each time the report is generated.

Facts

- When you add filters, a Filter your Results page will be displayed each time the report is run and will allow viewers to select the value to narrow down report results.
- You can update how every filter that is added to your report will appear on the Filter your Results page, including updating the label of the filter, setting a default value or adding instructions to appear underneath that filter.

Adding Filters

1. Select the *Criteria* tab of your report or click *Continue* from the Sorting tab.
2. Scroll to the Filters section.
3. Select the first column you want to add as a filter.

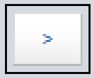
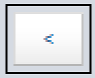
HINTS:

- To search for a field to add as a filter, type the name of the filter into the Search text box. As you type, the options displayed in the Available scroll list will be narrowed down to display only options that match your entry.
- To select multiple fields, press and hold the *Ctrl* key while clicking each desired option.

4. Click the *Add* icon .
   The column is moved to the Selected list.

HINT: ADDITIONAL SCROLL LIST OPTIONS

Each of the icons in the scroll list performs a different function.

- The Add icon  moves the currently selected item in the Available list to the Selected list.
- The Remove icon  moves the currently selected item in the Selected list to the Available list.

5. Repeat steps 3 – 4 until all filters are added.
6. As needed, use the *Up* and *Down* buttons to adjust the order in which the filters will appear on the page.

HINT:

To adjust the order, select a column and click the *Up* or *Down* button until the column is in the desired position.

7. When finished, update your filters or click *Generate* to view the report.

Configuring Filter Appearance and Default Values

1. Select the *Criteria* tab of your report or click *Continue* from the Sorting tab.
2. Scroll to the Filters section.
3. Select the filter you want to update from the Selected scroll list.
4. Click *Edit Labels*.
5. Fill in the appropriate details.

PAGE INFORMATION

Order	The sort order of each filter. Update the numbers to change the order in which filters will appear.
Label	The text that will appear on this filter on the Filter your Results page.
Instructions	Type up to 200 characters to appear below the filter.
Default Operator	The operator option that will appear by default as soon as the Filter your Results page appears.

6. When finished, click *Continue* to continue to the Additional Options page or click *Generate* to view the report.

Associated Tasks and Reference

Full List of Associated Operators: See Criteria Operators Definitions: for Transactional Reports on page 1.

Step Seven: Setting Additional Report Options

The Additional Options page includes a variety of options including how many records are displayed per page when the report is generated, whether a header or footer appears, and style options such as colors.

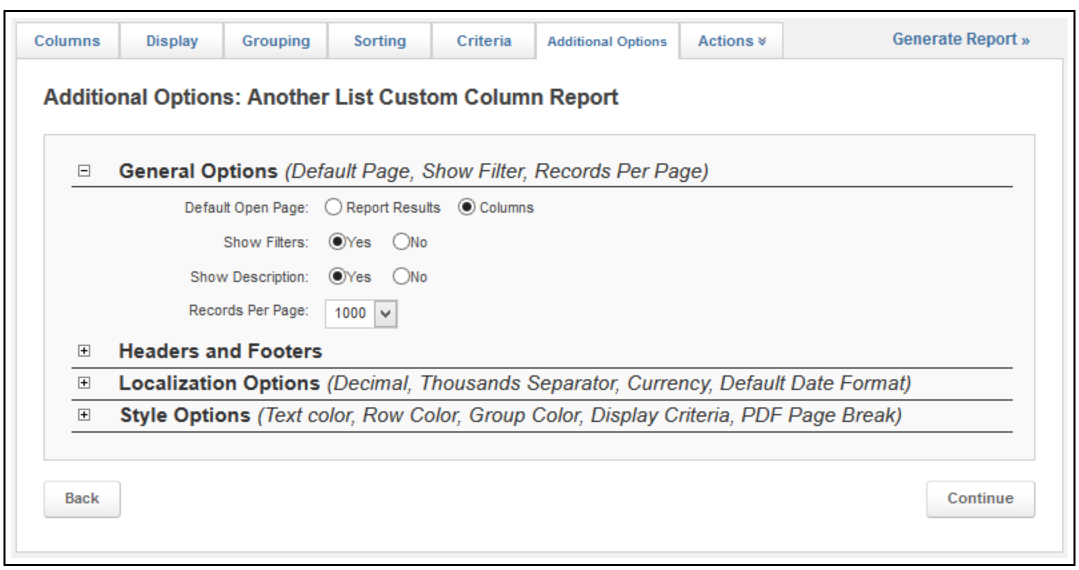
Navigation: *Report Writer > Additional Options tab of the report*

Facts

- If you want to create a report with a custom look, you can change the headers and footers, as well as the colors for the text, each row, and the rows beginning each group of data.
- You can set localization preferences such as the appropriate currency symbol, decimal mark or date format for this report.
- Some of the preferences assigned on this page will only apply if you save this report to use later.

Instructions

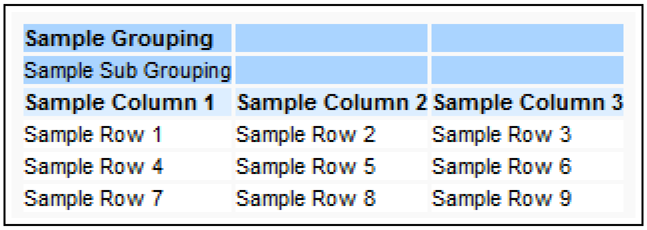
1. Select the *Additional Options* tab or click the *Continue* button from the Criteria tab.
2. To expand any section to edit the details, click the section header.
3. Complete any details as needed for your report.



PAGE INFORMATION

General Options section	
Default Open Page	*Report Results* = When this report is opened in the future, the report results page will be generated first. *Columns* = When this report is opened in the future, the Columns tab for the report will be displayed first. **NOTE:** This option will only be used if this report is saved and accessed again.
Show Filters	Whether filters and criteria applied to this report should appear at the top or the bottom (based on the Display Criteria On setting under Style Options) of the report, or not appear at all.
Show Description	Whether the description information for this report should appear at the bottom of the report. **NOTE:** This option will only be used for saved reports that have a description entered on the Save or Properties page.
Records per Page	The number of records that should appear per page by default for this report.
Headers and Footers section	
Select Header	The header to be displayed at the top of the report. **HINT:** To create a new header, see How to Create New Headers and Footers on page 69.

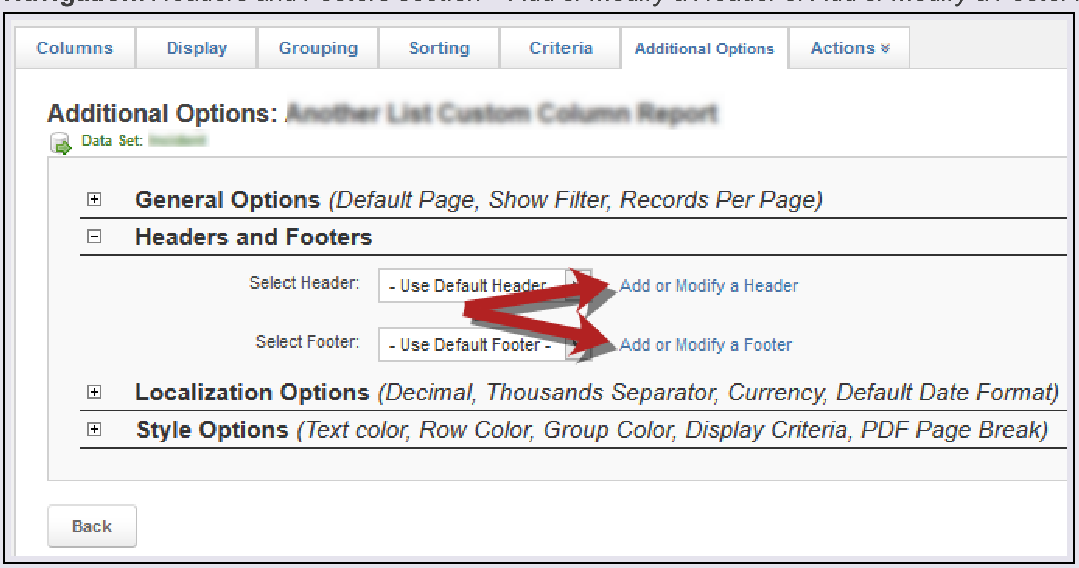
Select Footer	The footer to be displayed at the bottom of the report. **HINT:** To create a new footer, see How to Create New Headers and Footers on the next page.
Localization Options section	
Currency Symbol	The symbol that will appear in front of any currency information displayed on the report.
Thousands Separator	The symbol that will be used to separate thousands groups for any numeric information displayed on the report.
Decimal Mark	The symbol that will be used as the decimal mark for any numeric information displayed on the report.
Date Format	The format that all dates displayed on the report will take.
Style Options section	
Display Criteria On	Select whether a summary of the criteria and filters used to generate the report will be displayed at the top or the bottom of the report.
PDF Orientation	*Landscape* = When this report is exported to PDF, the long side of the page will be horizontal. *Portrait* = When this report is exported to PDF, the long side of the page will be vertical.
PDF Page Break	Whether a page break will be inserted after the end of every grouping when this report is exported to PDF.
Text Color	The color that all text in the body of the report will appear.

Row Color	The color that the background of normal rows in the report will appear.
Group Color	The color that the background of grouping header rows will appear.
Sample 	A sample report that will display the colors you choose in the Text Color, Row Color and Group Color fields.

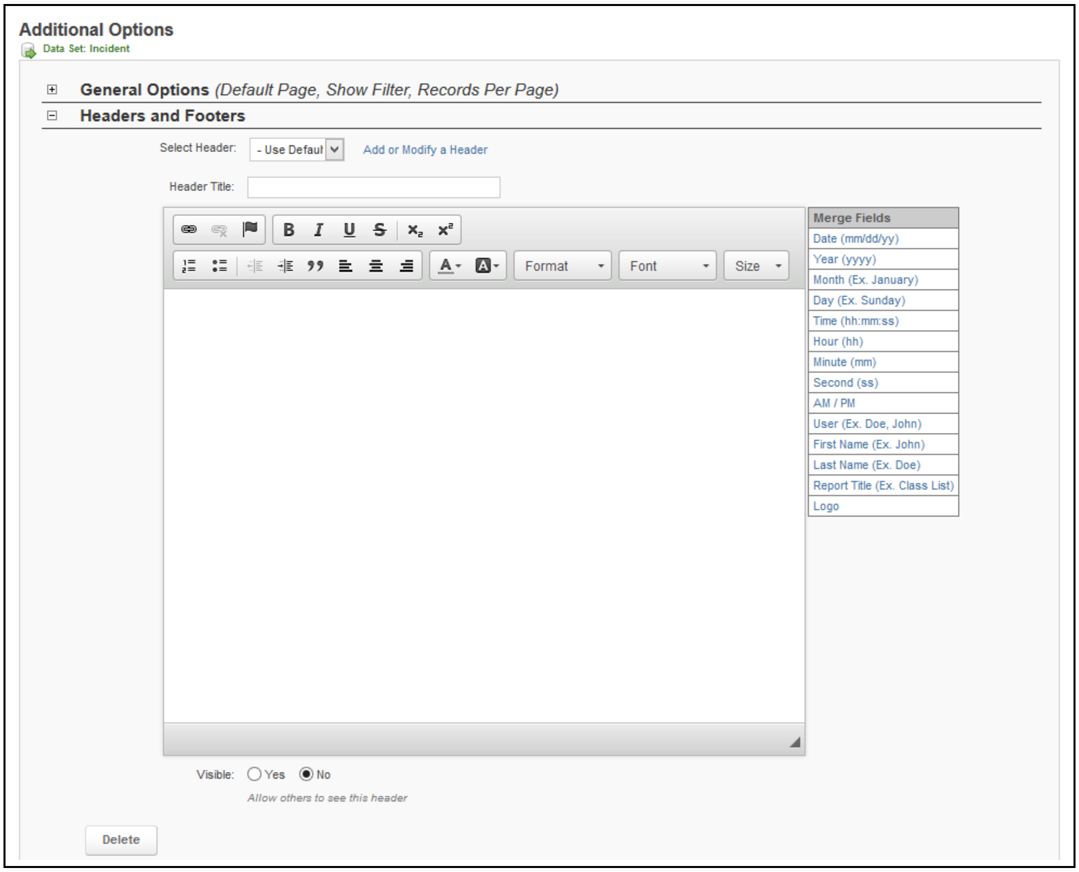
4. Click *Continue*.

How to Create New Headers and Footers

Navigation: *Headers and Footers section* > *Add or Modify a Header* or *Add or Modify a Footer link*



1. From the Additional Options page, click *Add or Modify a Header* or *Add or Modify a Footer*.
2. Complete the details of the new header or footer.



PAGE INFORMATION

Header Title / Footer Title	The title of the header or footer, as it will appear in the drop down menu to select this header or footer later for other reports.
Content box	The content of the header and footer. You can use the tools included at the top of this box to add formatting or tables.
Merge Fields	Click any option to insert a placeholder, which will fill in the appropriate information every time this report is generated.
Visible	*Yes* = Others will be able to see this header/footer in the Select Header drop down menu to apply to their own reports. *No* = This header/footer will only be available for you to add to reports.

3. Click *Continue* at the bottom of the page when finished with all settings on this page.

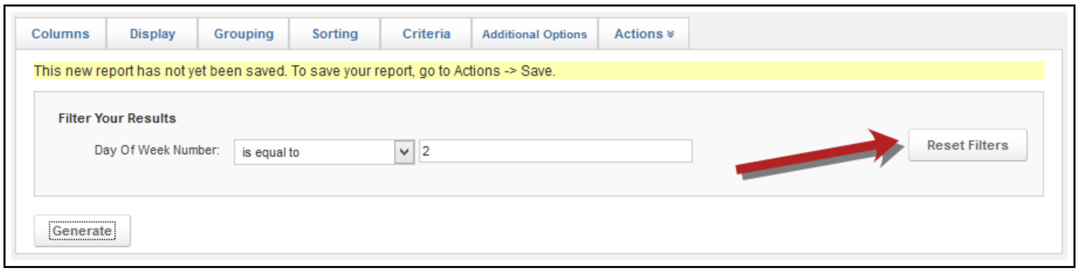
Step Eight: Viewing the Report

If any filters have been added, you will need to specify the values for the filters before proceeding.

Navigation: *Report Writer > report name > Generate Report*

Facts

- Once you have added columns, you can click the *Generate Report* link at any time to see how your report looks with the settings you have already added.
- If your report contains filters, you will see the Filter Your Results page appear, letting you select the filter values. If you have already run this report during this session (e.g., without leaving Report Writer or being logged out), your filter values will be remembered so you do not need to fill them out repeatedly. If you want to clear all your filter values after they have "stuck," click the *Reset Filters* button.



- Many reports may have multiple pages of data. You can move between pages or change the number of records available on the page by using the links at the bottom right of the report.

TAKE A LOOK

PAGE INFORMATION

First	Brings you to the first page of the report.
Previous	Brings you to the page immediately before the one you are currently viewing on this report.
Next	Brings you to the page immediately after the one you are currently viewing on this report.
Page	Displays the current page number and allows you to jump to a specific page by selecting the number.
Per Page	The number of records displayed on the current page.

Saving a Report

You can save a report in Report Writer to access it again from the left menu.

Navigation: *Report Writer > open or create the report > Actions > Save or Save As*

Facts

- Report Writer offers two saving options: Save and Save As.
  - For new reports, both Save and Save As will save the new report.
  - **Save** will save new changes to any existing report.
  - **Save As** allows you to save a new report or to save another copy of an existing report under a different name, preserving both versions.
- Additionally, you can use the **Rename/Change Properties** option from the Actions drop down menu to change the name of an existing name without saving a copy. This option is not available for new reports that haven't been saved yet.

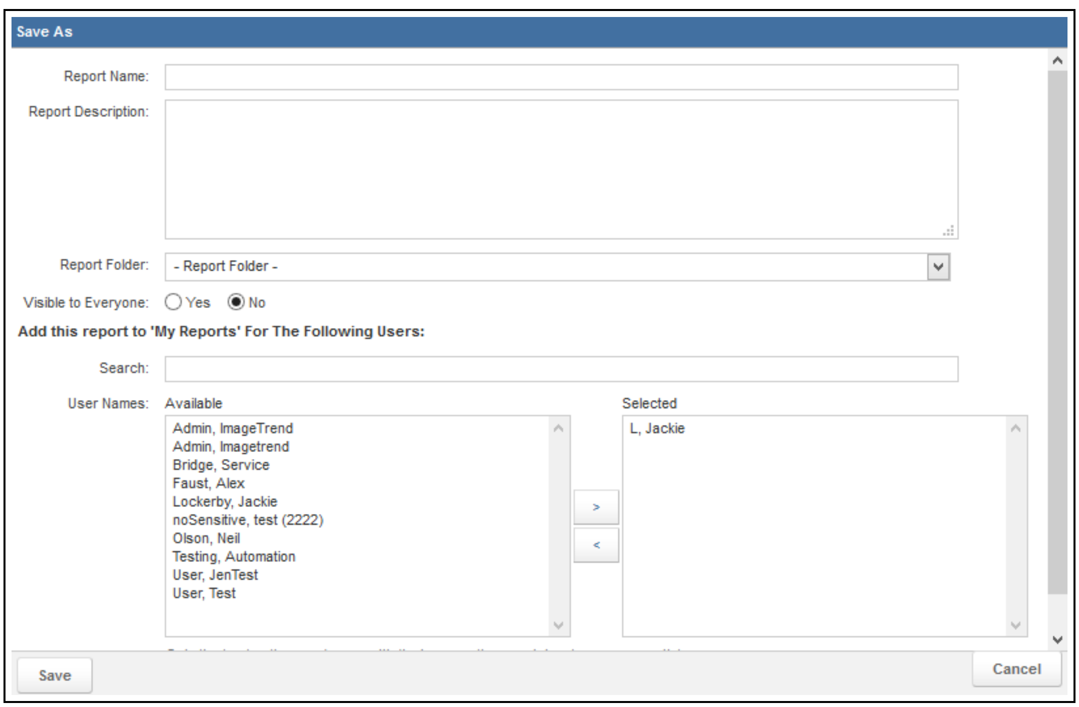
Instructions

1. From the Actions menu, select *Save* or *Save As*.

   HINT: If you are re-saving an existing report:

   - Clicking *Save* will save your changes immediately and you will not need to complete any further steps.
   - Clicking *Save As* will allow you to save a copy of the report with a different name or details.
   - Clicking *Rename/Change Properties…* will allow you to change the name and details of the report and save those changes without creating a copy.

2. Enter the details of the report.



PAGE INFORMATION

Report Name	The title of the report, as it will appear at the top of the report and in the left menu when people access it.
Report Description	Any additional descriptive information. This will appear both to appear to anyone who views the Properties, Save or Save As page for this report and at the bottom of any report when the report is set to display its description.
Report Folder	The category in the left menu that this report will appear underneath.
Visible to Everyone	*Yes* = Other people in the same Report Writer security group as you will be able to view this report from the Report Writer left menu. *No* = Only you will be able to view this report.
Add this report to 'My Reports' For the Following Users	Select any users who you want this report to appear in the My Reports section for. **HINTS:** • Users in the Selected scroll list will have this report added to their My Reports section. Users in the Available scroll list can have this report added to their My Reports section if you add them to the Selected section. • To search for specific users, type the user's name into the Search box. As you type, the options in the Available scroll list will be narrowed down to display only names matching your entry. Each of the icons in the scroll list performs a different function. • The Add icon > moves the currently selected item in the Available list to the Selected list. • The Remove icon < moves the currently selected item in the Selected list to the Available list.

3. Click *Save*.

Deleting a Report

When a report is deleted, it cannot be accessed by anyone, including you.

Navigation: *Report Writer* > *open the report* > *Actions* > *Delete*

Facts

- Only saved reports can be deleted.
- When you choose to delete a report, a confirmation prompt will appear. Once you confirm your decision to delete the report, it will no longer be accessible.
- Deleted reports cannot be recovered.

Assigning Permissions to a Report

You can assign permissions to the report after saving it. This allows you to set who sees which part of the report.

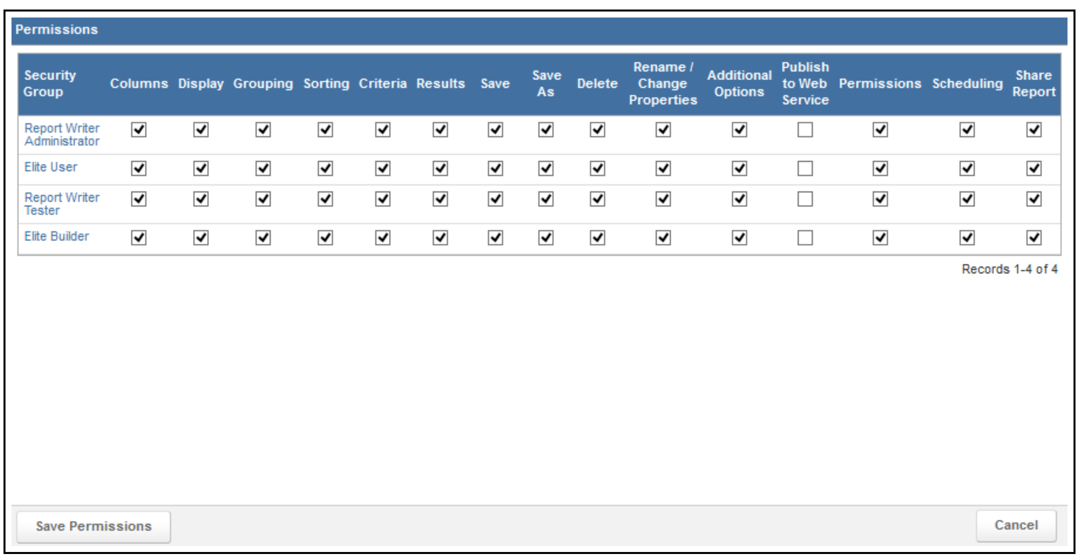
Navigation: *Report Writer > open or create the report > Actions > Permissions*

Facts

- Viewing permission can be restricted for parts or all of the report, depending on your preferences.
- These settings are only relevant if you have shared this report with others on the Properties page when saving the report. If you have set the Visible setting to No and have not added this report to the My Reports section for anyone, making changes here will have no effect.
- Groups will be able to access any section with a check mark: they will not be able to access that page if the checkbox is not selected.

Instructions

1. From the Actions menu, select *Permissions*.
2. Select the checkboxes for each section or task that you want each group to be able to access.



Permissions

Security Group	Columns	Display	Grouping	Sorting	Criteria	Results	Save	Save As	Delete	Rename / Change Properties	Additional Options	Publish to Web Service	Permissions	Scheduling	Share Report
Report Writer Administrator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☑
Elite User	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☑
Report Writer Tester	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☑
Elite Builder	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☑

Records 1-4 of 4

Save Permissions Cancel

PAGE INFORMATION

Columns	Whether users will be able to view and update report settings on the Columns tab of this report.
Display	Whether users will be able to view and update report settings on the Display tab of this report.
Grouping	Whether users will be able to view and update report settings on the Grouping tab of this report.
Sorting	Whether users will be able to view and update report settings on the Sorting tab of this report.
Criteria	Whether users will be able to view and update report settings on the Criteria tab of this report.
Results	Whether users will be able to generate this report to see the report itself within Report Writer.
Save	Whether users will be able to save changes to this report using the Save command.
Save As	Whether users will be able to use the Save As command for this report to save a copy of the report with a new name.
Delete	Whether users will be able to remove this report from the system.
Rename/Change Properties	Whether users will be able to view and update report settings on the Rename/Change Properties page of this report: this includes the ability to move the report to a different folder, grant access to other people or change the report's name.
Additional Options	Whether users will be able to view and update report settings on the Additional Options tab: this includes the ability to add or modify headers and footers and set how many records will appear on this report by default.
Permissions	Whether users will be able to view and update report settings on the Permissions page.
Scheduling	Whether users will be able to view and access the Schedule Report page to schedule this report.
Share Report	Whether users will have access to change the Visible to Everyone option for this report to add it to the All Reports section for everyone in the system.

3. Click *Save Permissions*.

Scheduling a Report

You can schedule reports to automatically run for individuals at a certain time interval. The report will then be emailed to a person as an attachment.

Navigation: *Report Writer > open or create the report > Actions > Schedule Report > Add... button*

Facts

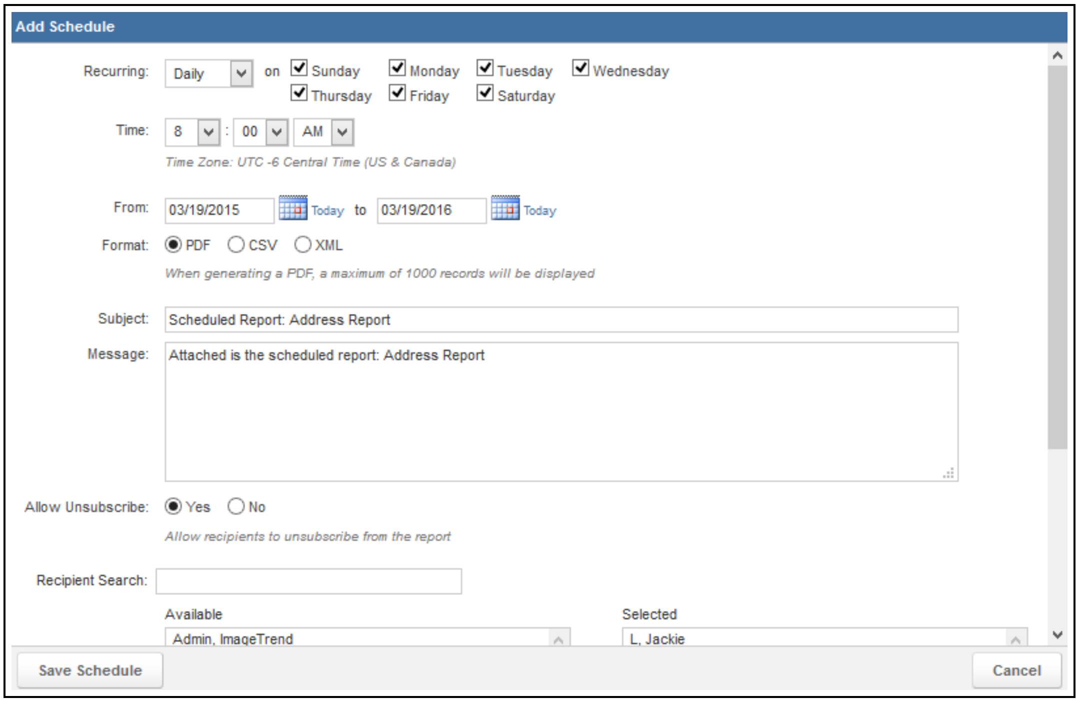
- Reports can be generated in PDF, CSV or XML format and included in the email that will be sent.
- You will not be able to schedule any report until it has been saved.
- The Schedule Report page that appears when you click the Schedule Report option from the Action menu will display a list of all current schedules for this report to be sent.
- Reports will begin generating at the scheduled time, but may take a short time to generate. If you need the report to be delivered at a certain time, you may want to schedule the report for a slightly earlier time to make sure it will always arrive on time.
- Scheduled reports will begin generation at the selected time based on central time.

  EXCEPTION

  If you host your own system, the schedule will be based on your server's time zone.

Instructions

1. From the Schedule Report page, click *Add...*
2. Complete the needed information for the schedule.



PAGE INFORMATION

Recurring	How often and on what schedule this report will be run and sent to recipients.
Time	The time that the report will be run. **HINT:** If this is a large report, you will want to run it at a time when few people will be using the system, so it will not slow down people who are working on other reports.
From/To	If you want this report to run only between certain dates, use the From text box and/or Calendar icon to enter the first date that this report will be run and sent, and use the To text box and/or Calendar icon to enter the last date that this report will be run and sent.
Format	The format that the report will appear in when attached to the email for this schedule.
Subject	The subject line of the email that will be sent every time this scheduled report is run.
Message	Any content that should appear in the body of the email message that will contain the report attachment.
Allow Unsubscribe	Whether individuals who are selected to receive this report should be able to remove themselves from the list of recipients or not.

Recipients	All individuals whose names are listed in the Selected scroll list will receive this report on the schedule set up here. **HINTS:** To search for specific users, type the user's name into the Search box. As you type, the options in the Available scroll list will be narrowed down to display only names matching your entry. Each of the icons in the scroll list performs a different function. • The Add icon > moves the currently selected item in the Available list to the Selected list. • The Remove icon < moves the currently selected item in the Selected list to the Available list.

3. Click *Save Schedule*.

Exporting a Report

If you would like to save a copy of a report with all the data that is displayed in the report as you are viewing it, you can choose to export the report into several formats that you can save and refer to at any time.

Navigation: *Report Writer > open or create the report > Actions > Export > file type*

Facts

- Exporting a report generates a file that you can use outside the system.

Instructions

1. From the report, select *Actions > Export*.
2. Select the type of file you want to export to.

PAGE INFORMATION

PDF	The PDF function can create a PDF file of reports that will contain all report records. PDF file can be viewed with the free Adobe Reader program. This is the recommended option if you want to print the entire report.

CSV	The CSV function can create a simple CSV-format spreadsheet containing the report records. This file can be opened in Excel or another spreadsheet tool.
Doc	The Doc function lets you generate a Word document of the current page of the report.
HTML	The HTML function lets you generate an HTML file for the current page of the report.
XML	The XML function lets you generate an XML file containing the current page of the report.

Printing a Transactional Report

Printing a transactional report opens the Print dialog box for the browser you are using.

Navigation: *Report Writer* > *open or create the report* > *Actions* > *Print*

Facts

- You can use the Print dialog box from your browser to select the printer and any additional printer settings (such as printer tray).
- This option generates a PDF file that will be printed with the report results.

2.1 Glossary

A

Active

Active records or features are currently available for use in the system.

Administrator

An administrator is a general term for a user with a high level of access to the system. Most administrators will be able to configure the system to some degree and may also have additional access to records within the system. Your organization may have several different levels of administrators who have different levels of access to the system.

Aggregate Custom Columns

1) A technical term sometimes used to group together certain types of custom columns including average, count, maximum, minimum, standard deviation, sum and variance columns. 2) A term formerly used to describe the List custom column.

Analytical Chart Reports

Analytical chart reports are a part of the optional Visual Informatics package for Report Writer, and allow you to create a custom chart with the powerful Analytics data analysis tools. Analytical chart reports allow you to quickly build a variety of different charts using pre-created formats to display in-depth data from your system in an easy-to-understand way.

Analytical Tabular Reports

Analytical tabular reports are a part of the optional Visual Informatics package for Report Writer, and allow you to create a custom report with the powerful Analytics data analysis tools. Analytical tabular reports are displayed in a traditional looking report displayed in table format, and allow you to use drill-down reporting for in depth information.

Ascending

Ascending order will sort items from A to Z or 1 to 10.

B

Benchmark

Benchmarks are lists of items that can be compared in analytical benchmark charts based on data elements. Benchmarks can also contain filters that will be applied every time someone builds a chart with the benchmark.

C

Calculation

1) A general term for a mathematical operation used to find a specific value. 2) Within transactional reports, calculations are options available in the Display tab that will determine and display a calculated value such as the sum, average, standard deviation or count of records. These calculations will be displayed for the report as a whole and also for each group.

Category

The category a report is saved in is the "folder" it will appear in within the left menu for later access. Categories are an organizational tool that will have no other effect on the report.

Column

1) In Report Writer, a column in a report is a single field or data element to be displayed on the report (for example, the date of the record). 2) Throughout the system, a column is a general term for a vertical line of information (for example, the Date column on a specific page would display a list of dates).

Criteria

Criteria are settings that allow you to determine limits on the data that will be displayed. For Report Writer reports, the limits set in criteria will be applied every time the report is run.

CSV

Comma separated value: a common file format for spreadsheet files. These files can be opened in nearly any spreadsheet application including Microsoft Excel.

Custom Column

In Report Writer, a custom column in a transacational report is a column that you can create to fit your own specifications. There are multiple types of custom columns.

D

Data Elements

The fields that collection information in the system.

Dataset

A dataset in Report Writer is a collection of individual data points that can be included in a report.

Deactivate

Deactivating a record is marking at as inactive, which will result in the record being saved in the system but not available for current use.

Default

A default value is something that will be used automatically unless a different value is selected. For example, a default value in a filter will be filled in automatically each time the report is run, although the user can manually change that value.

Descending

Descending order will sort items from Z to A or 10 to 1.

Dimension

A dimension is a term for a data element that can be added to analytical reports as a row or column. Dimensions can contain any kind of data except for numeric calculations (which are known as measures).

Drop down menu

A drop down menu is a field that allows you to pick one choice from several choices that will be displayed. To view the choices, click the arrow on the menu.

E

Export

1) Exporting data is sending it to a file that can be referred to and used outside of the system. 2) An export is the file that is generated through the process of exporting.

F

Fields

Fields are text boxes, drop downs, buttons and other methods used in the system to collect information.

Filter

1) Filters are applied to a transactional report are columns that can be used to set a different limit on the data that will appear on the report every time the report is run. (For example, a Date filter would allow you to set a different date to view records for each time you view the report.) 2) For analytical chart and tabular reports, a filter is a setting that can contain multiple criteria lines to narrow down which data will appear in the report. Unlike in transactional reports, filters in analytical charts will have their criteria saved and will not need to be re-entered every time you run the report. 3) Filters are a general term used to describe fields that can be used to narrow down the records on a page.

G

Generate

Generating a report is building that report for you to view based on the current data in the system.

Grouping

In Report Writer, grouping places all records in the report that have the same value for a specific column together in a visual grouping.

I

ImageTrend

ImageTrend is the company that provides and supports Service Bridge, State Bridge, Fire Bridge, Rescue Bridge and Report Writer.

Inactive

Inactive records are not available for use in the system, although they are saved in the system for reference.

L

Label

The label is the text that accompanies a specific field or column anywhere in the system. For example, in the First Name field or column, the label would say "First Name."

Login

1) Your login information is your username and password, which are used to access the system. 2) To log in to the system is to enter your credentials (username and password) so you can access the system.

Logout

Logging out of the system is closing the system so that no unauthorized user will have access to the information within the system.

M

Many-to-One

A many-to-one record in Report Writer is a field that might be recorded multiple times for a single record.

Measure

Measures are numeric fields or calculated fields (e.g., averages, counts, lengths of time) used in analytical tabular and analytical chart reports.

My Reports

The My Reports section of the left menu in Report Writer contains a categorized reports that you have added to your My Reports section as favorites. The list of reports in the My Reports section is unique to you and no one else will see this list.

O

Operator

An operator is a symbol that determines what should happen between two values in an equation or criterion. Common operators might include "is equal to," "is not blank," "+" or "contains."

P

Parentheses

Parentheses are used in criteria to group together lines that should be checked in a certain order, in the same way that they might be used in a math equation to set the order of operations.

Password

A password is a short collection of letters and/or numbers that, in combination with your username, identifies you to the system. Your password should be kept secret.

Permission Group

Permission groups are groups that users can be assigned to that define their level of access to the system. Permission groups control access to each major section of the system. Permission groups are also sometimes called security groups.

Permissions

Permissions are controls on how much access to the system a particular group has.

Populate

Populating a field is automatically filling information in according to data that is elsewhere in the system.

R

Row

In a Report Writer transactional report each row is a single record that appears on a report. In an analytical tabular report, a row is a data element. The report will display a line for each data value (and its associated measure data) associated with that data element.

Row Value Repetition

In Report Writer, a setting for transactional reports that determines whether content will be repeated in a column for each line it appears in, or whether it will appear only in the first line if the same value appears in multiple consecutive rows.

S

Schedule

In Report Writer, scheduling reports is creating a setting in the system to automatically generate the report and email it to specific users on a regular timeframe.

Session timeout

The session timeout is the amount of time that can pass when a user does not do anything on the system before that user is logged out of the system. Session timeout is a security feature, making it less likely that someone can access the data on the system if a staff member forgets to log out.

Sort Order

The sort order is the order in which the records appear (e.g., first, second). Sort order should always be recorded as a number. Typically, the sort order controls the order of records on the incident form.

Sorting

1) In Report Writer, sorting places records within the report in order based on the values in a certain column.

Standard Reports

Standard reports (also sometimes called canned reports) are pre-created with all fields and display options defined for the user. Within the filters, users can define additional criteria (e.g., requesting information about a particular unit or type of service). These reports provide fewer configuration options and allow a ready-made report for common data requests.

Status

A status is the condition of a particular record (e.g., active or inactive for users). The system has different types of statuses for different records.

System Administrator

The system administrator is the individual in charge of setting up and maintaining the entire system.

T

Transactional Report

Transactional reports are "ad hoc" reports that you can build from scratch, adding your own fields, criteria and display settings.

U

User

A user is a person who can log in to and use the system. In contrast to an administrator, a user can only use the features of the system and not set up the system.

Username

A username is the name the system uses to identify you when you try to log in to the system.

V

Value

1) In criteria, a value is the content that a specific column will be compared against to determine whether each record will be included in the report. 2) A value is any text, number or selection entered into a field. This include selectable options found in single and multi-select drop downs.

W

Windowed Custom Columns

A technical term sometimes used to group together certain types of custom columns including cumulative distribution, median, percent rank and percentile columns.

3.1 Help and Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.
- The name of your operating system and service pack version (if applicable).
- A description of what happened and what you were doing when the problem occurred.
- The exact wording of any error messages you see.
- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use Report Writer effectively, please consult ImageTrend in any of the following ways:

- EDS Support Phone: (888) 730.3255
- Other Inquiries Phone: (952) 469.1589
- Other Inquiries (Toll-Free): (888) 469.7789
- Fax: (952) 985.5671
- Web: http://support.imagetrend.com
- Email: support@imagetrend.com

ImageTrend support services are available:

Monday – Friday

8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their website and email services:

- Web: http://support.imagetrend.com
- Email: support@imagetrend.com

CHECKLIST MODULE

VERSION 5.7

ADMINISTRATOR'S GUIDE

ImageTrend, Inc.
20855 Kensington Blvd.
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Table of Contents

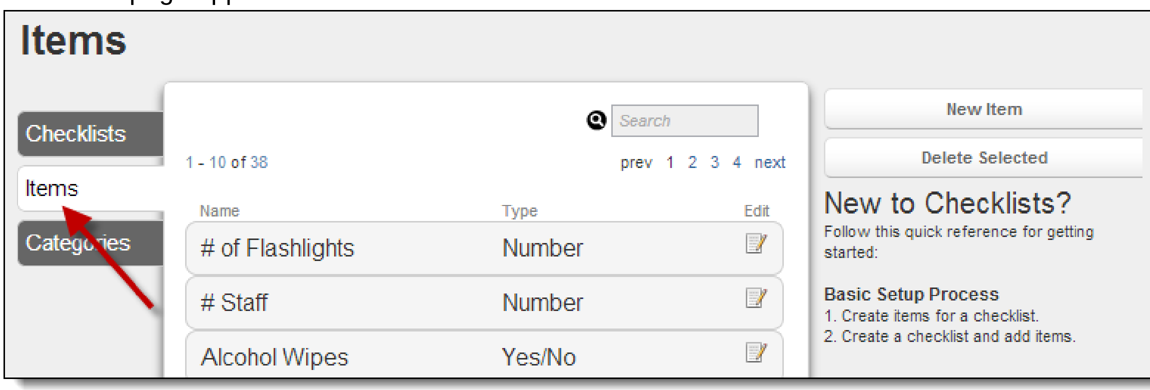
1.1 Overview

The Checklist module allows you to create, complete and manage checklists for your agency. Administrators can also create a question library, allowing you to save items that will appear on multiple checklists for quick addition.

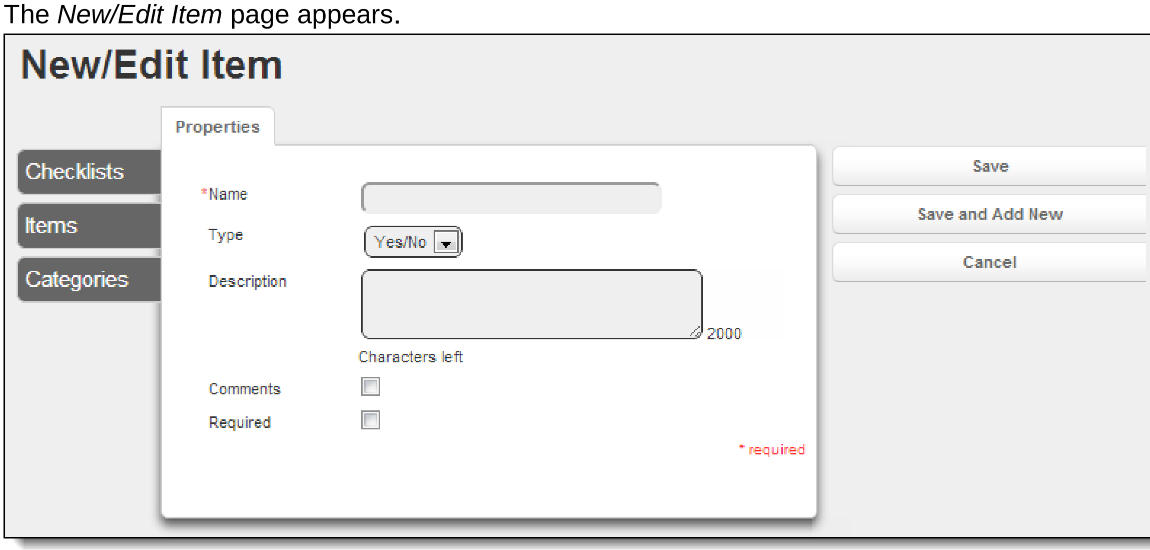
1.2 Setting Up Items for Checklists

It is most efficient to set up a library of items to be included on the checklist before creating a checklist.

1. Under the *Modules* tab, select *Checklist.*
   The *Checklist Management* page appears.
2. Click *Setup.*
   The *Checklists* page appears.
3. From the left menu, select *Items.*
   The *Items* page appears.



4. From the right side of the page, click *New Item.*
   The *New/Edit Item* page appears.



5. In the *Name* text box, type the item for the checklist.
6. From the *Type* drop down menu, select the type of answer that users completing this checklist should be able to use (e.g., *Yes/No,* a date field).
7. In the *Description* text box, type any additional information to appear when users hover over a *More Information* icon for the item.

8. To provide a text box on the checklist that allows users to fill in additional comments and information, select the *Comments* checkbox.
9. To require users to enter a response for this item when it is included in a checklist, select the *Required* checkbox.
10. When finished, to save this item, click *Save.*
    OR
    To save this item and immediately open the form to create another new item, click *Save and Add New.*

1.3 Setting Up Categories for Checklists

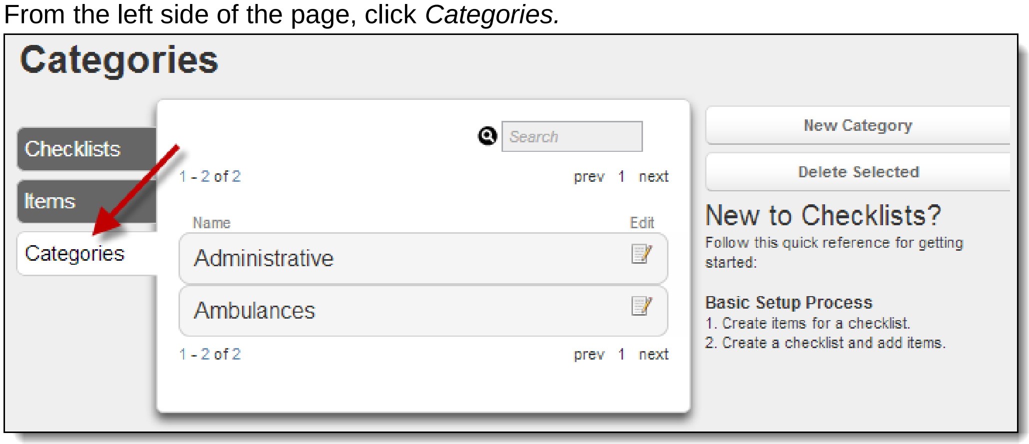
All checklists will have an instance created for each time they need to be filled out. Instances can be associated with a vehicle or station that they need to be filled out for, or you can create other categories to associate your checklist instances with. Categories allow you the flexibility to assign a checklist instance to anything that it might need to be filled out for.

When you are setting up categories, you can set up individual members for each category, which you will assign instances to. For example, you might set up an Administrative category, and then be able to assign checklist instances to the category members of Bathroom, Kitchen and Sleeping Quarters.

Adding a New Category

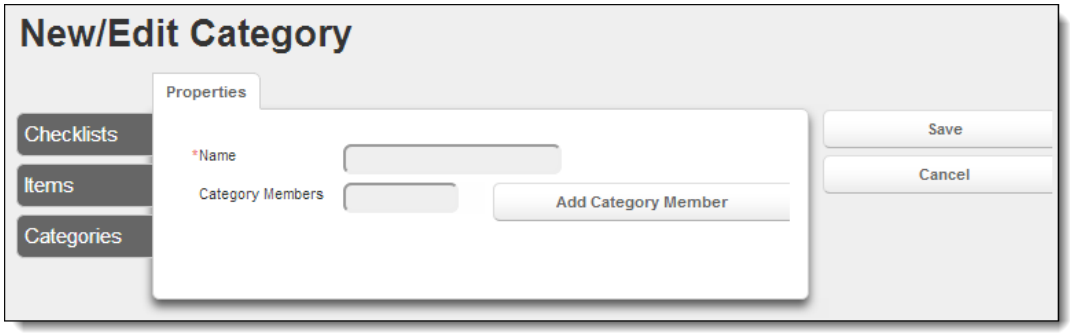
You can set up a new category for checklists whenever needed.

1. Under the *Modules* tab, select *Checklist.*
   The *Checklist Management* page appears.
2. Click *Setup.*
   The *Checklists* page appears.
3. From the left side of the page, click *Categories.*



A list of existing categories appears.

4. From the right side of the page, click *New Category.*
   The *Properties* page appears.

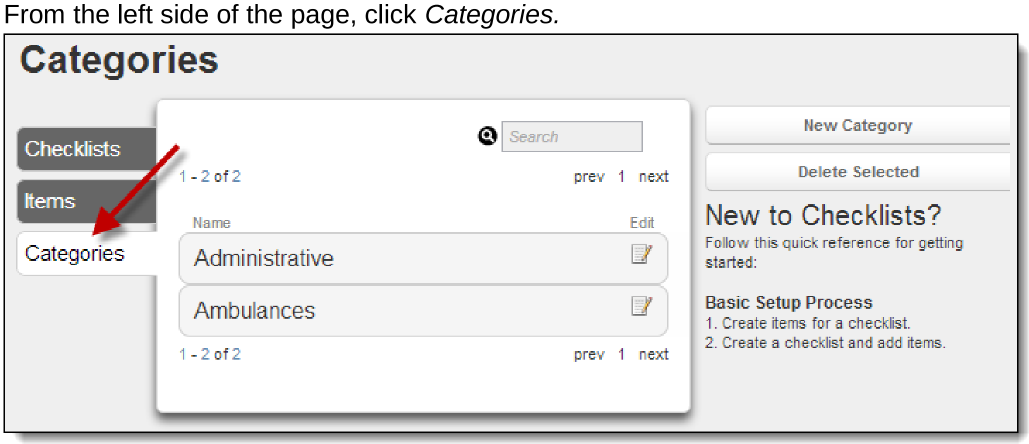


5. In the *Name* text box, type the name of the category.
6. To add category members (i.e., the items that checklist instances can be assigned to),
   a. In the blank *Category Members* text box, type the name of the first category member.
   b. Click *Add Category Member.*
      The member is added and the *Category Members* text box becomes blank.
   c. Repeat steps a–b until all desired category members are added.
7. When finished, click *Save.*
   The category is set up.

Adding Category Members

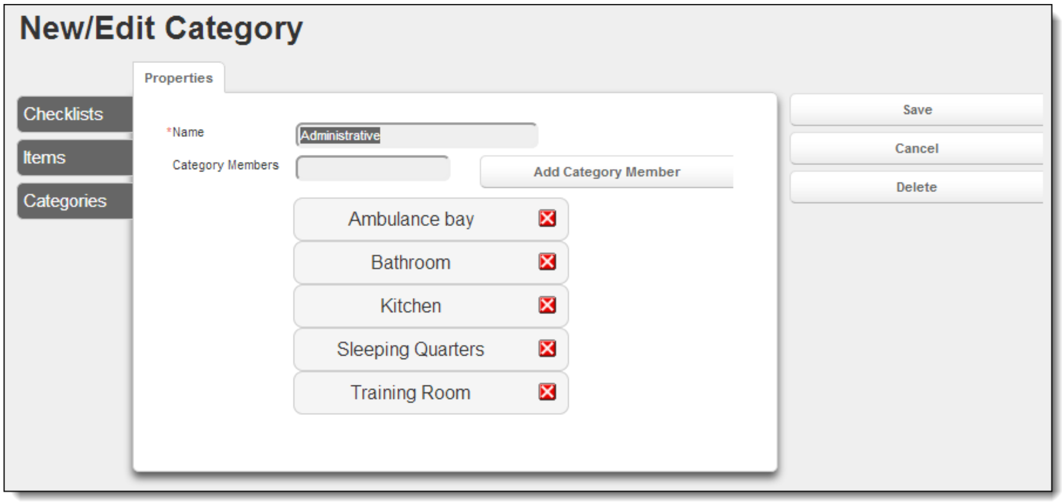
You can add additional members to a category at any time.

1. Under the *Modules* tab, select *Checklist.*
   The *Checklist Management* page appears.
2. Click *Setup.*
   The *Checklists* page appears.
3. From the left side of the page, click *Categories.*



A list of existing categories appears.

a. For the category you want to add a new member to, click the *View and Edit* icon.
The *Properties* page for the category appears.

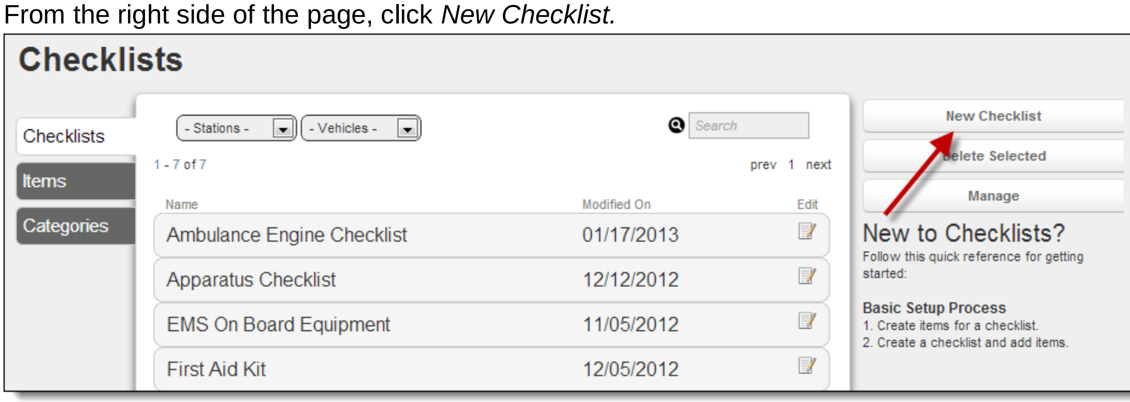


4. To add category members (i.e., the items that checklist instances can be assigned to),
   a. In the blank *Category Members* text box, type the name of the first category member.
   b. Click *Add Category Member.*
      The member is added and the *Category Members* text box becomes blank.
   c. Repeat steps a–b until all desired category members are added.
5. When finished, click *Save.*
   The additional category member(s) are set up.

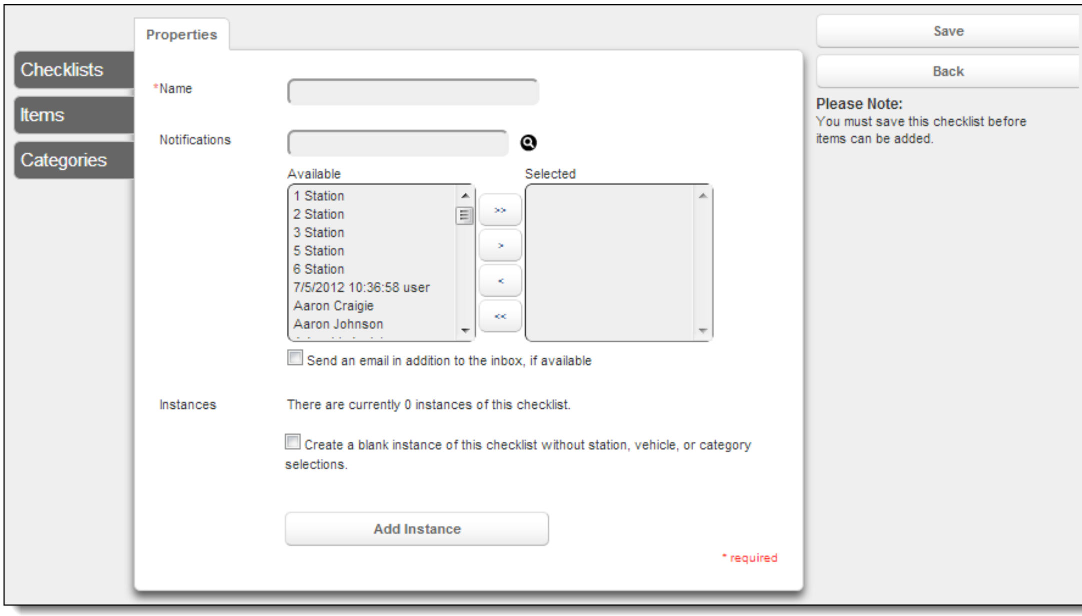
1.4 Setting Up a New Checklist

You can create a new checklist at any time in the Checklist module. Each checklist can have multiple instances (e.g., you could create a checklist for Required On Board Equipment, and then create a copy/instance to be completed for each vehicle, each day). Having multiple instances allows you to create one checklist and re-use it many times.

6. Under the *Modules* tab, select *Checklist.*
   The *Checklist Management* page appears.
7. Click *Setup.*
   The *Checklists* page appears.
8. From the right side of the page, click *New Checklist.*

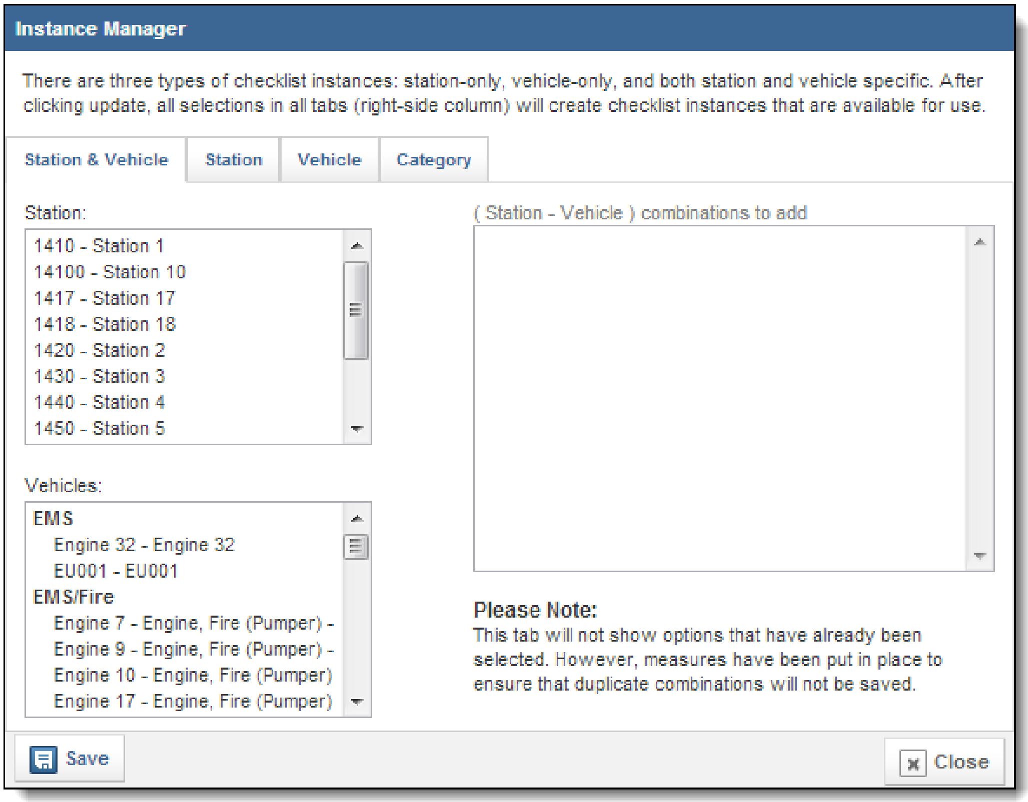


The *Properties* page appears.



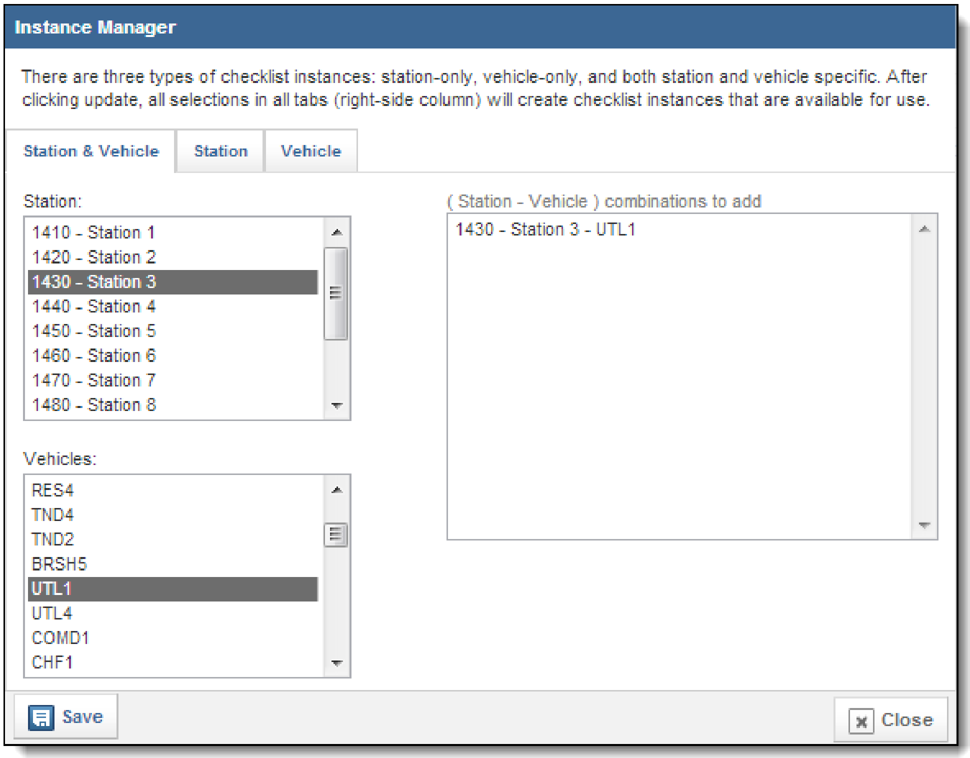
9. In the *Name* text box, type the name of the checklist.
10. To send a notification when this checklist is available,
    a. **OPTIONAL:** In the *Search* text box, begin typing the name of the person who should receive this notification.
       The names listed in the *Available* scroll list refresh so that only names matching your entry appear.
    b. From the *Available* scroll list, select the name(s) of the person to notify.
       HINT: To select multiple names, press and hold the *Ctrl* key while clicking each desired name.
    c. Click *Add* .
       The name is moved to the *Selected* scroll list.
    d. Repeat steps a–c until all desired people to receive notifications are included in the *Selected* scroll list.
    e. To send an email to the email addresses included in each selected person's profile in addition to an inbox message, select the *Send an email in addition to the inbox, if available* checkbox.
11. **OPTIONAL:** To create a new, blank instance of the checklist that is not assigned to a specific vehicle or station, select the *Create a blank instance of this checklist without station or vehicle selections* checkbox.
12. To create a new instance of this checklist now,
    HINT: An instance of a checklist is a copy that is assigned to a specific station and vehicle. You can create an instance for a checklist each time you want it to be filled out.

a. Click *Add Instance.*
   The *Instance Manager* window appears.

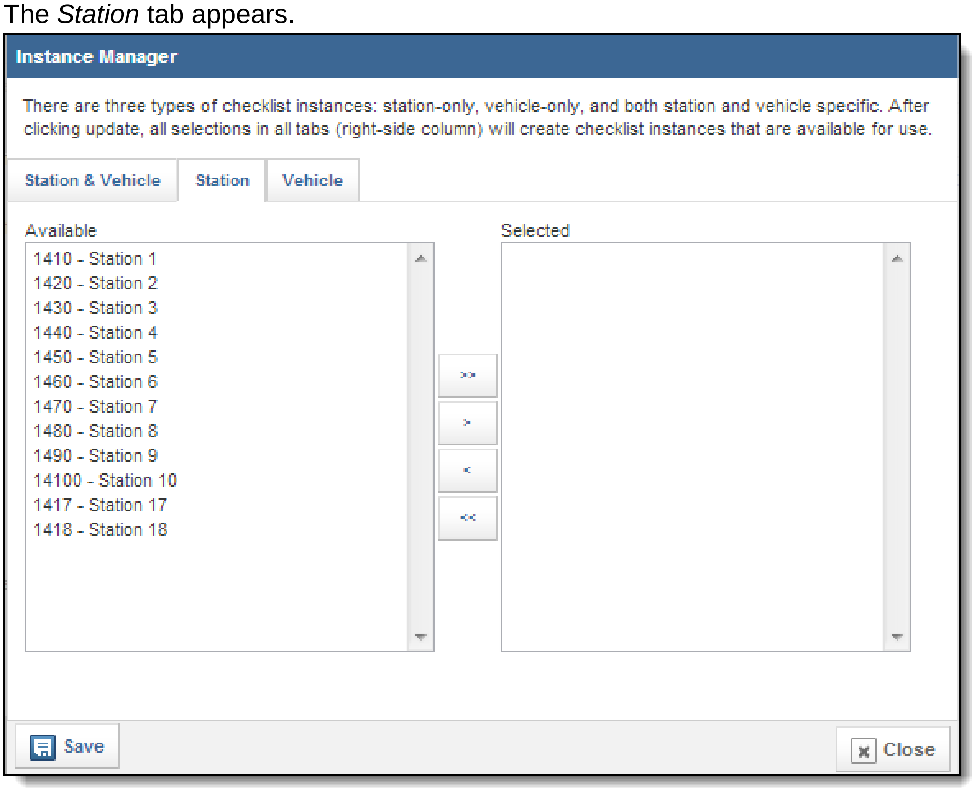


b. To associate this instance with both a station and a vehicle,
   i. Select the *Station & Vehicle* tab.
      NOTE: This tab is generally selected by default when the *Instance Manager* window opens.
   ii. From the *Station* scroll list, select the desired station.
   iii. From the *Vehicle* scroll list, select the desired vehicle.
      The selected station and vehicle are added to the *(Station – Vehicle)*

combinations to add scroll list on the right.



c. To associate this instance with a station but not a vehicle,
   i. Select the *Station* tab.
      The *Station* tab appears.



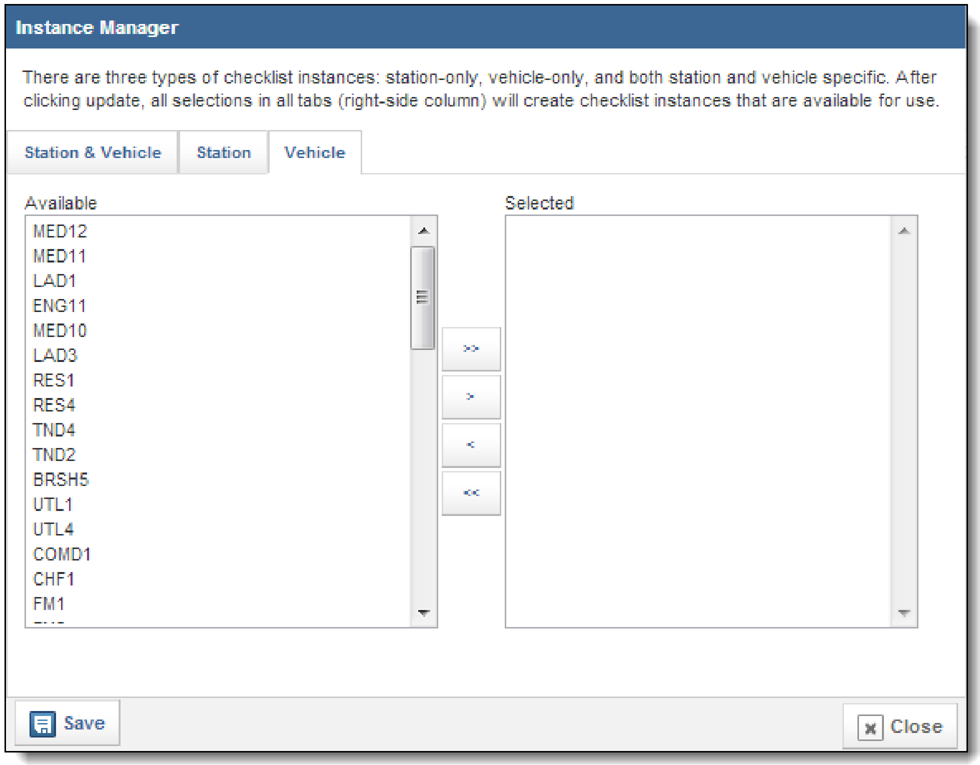
ii. From the *Available* scroll list, select the station you want to create an instance for.

iii. Click the *Add* icon .

d. To associate this instance with a vehicle but not a station,

i. Select the *Vehicle* tab.

The *Vehicle* tab appears.

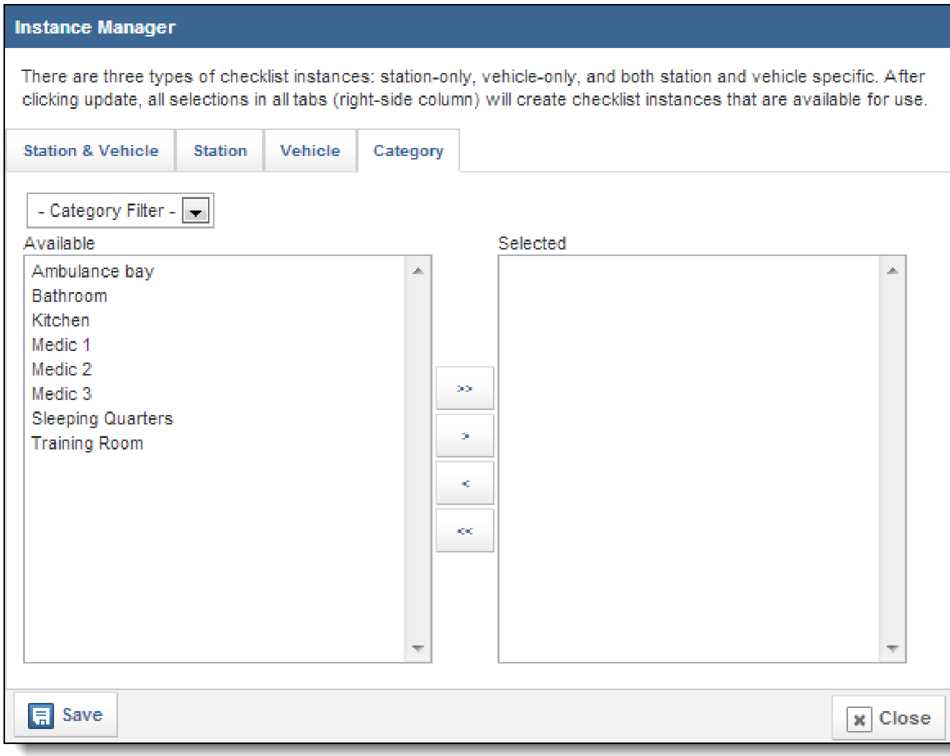


ii. From the *Available* scroll list, select the vehicle you want to create this instance for.

iii. Click the *Add* icon .

e. To associate this instance with a different category,

i. Select the *Category* tab.
The *Category* tab appears.



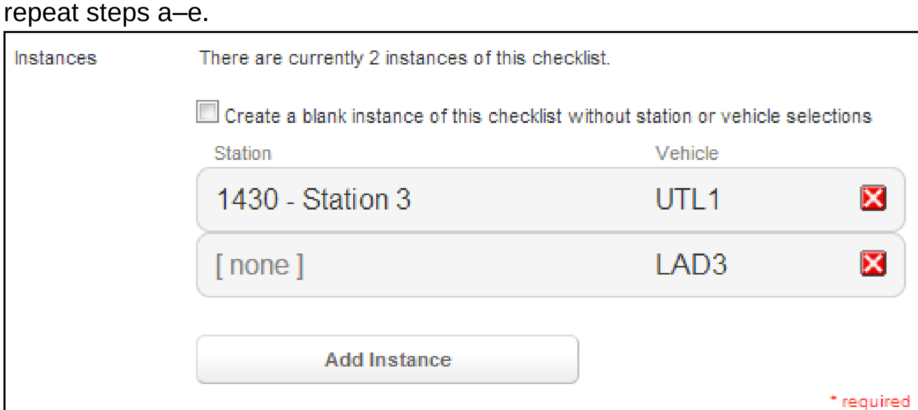
ii. **OPTIONAL:** To narrow down the categories that are available for you to select from, from the *Category Filter* drop down menu, select the type of category you want to see.

iii. From the *Available* scroll list, select the category you want to create this instance for.

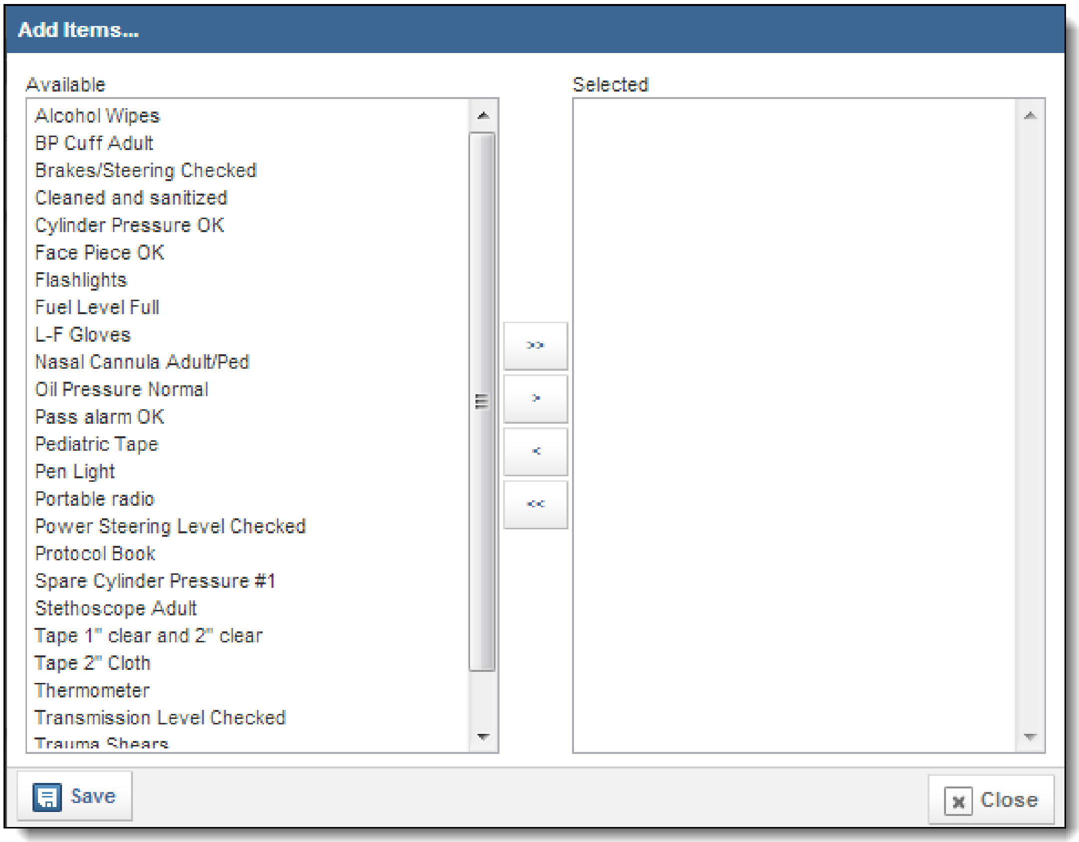
iv. Click the *Add* icon .

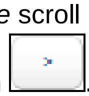
f. Click *Save.*
The instance is added.

NOTE: You can only create one instance at a time. To create another instance, repeat steps a–e.

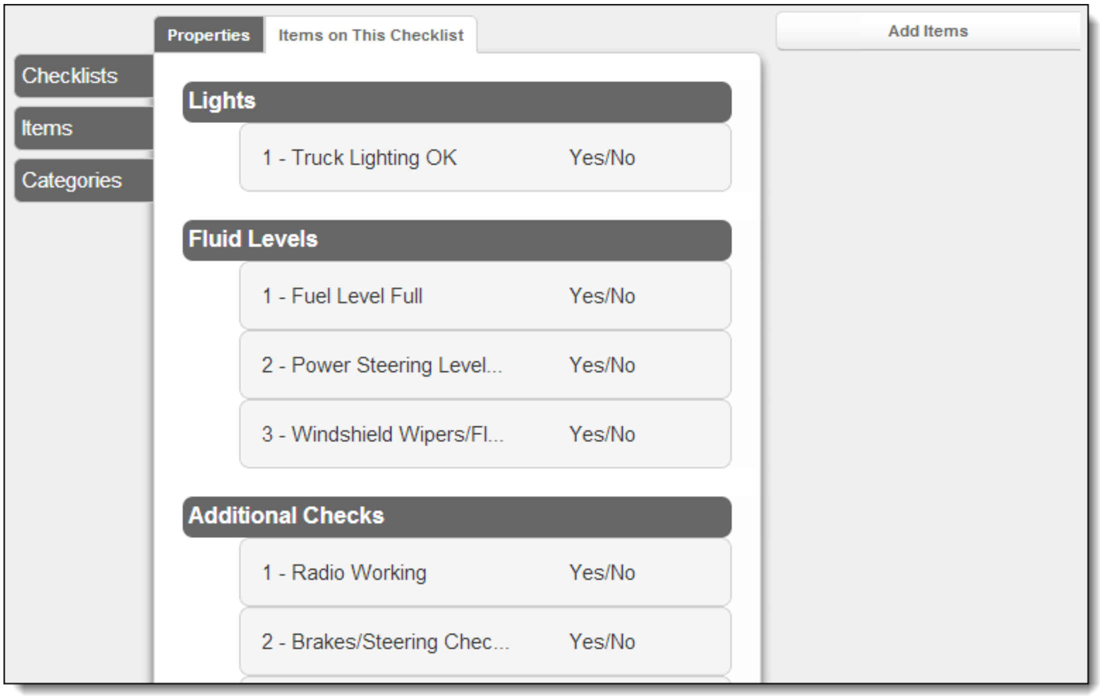


13. When finished adding instances, from the right side of the page, click *Save.*
    The checklist is saved.
14. Click the *Items on This Checklist* tab.
    The *Items on This Checklist* tab appears.
15. From the right side of the page, click *Add items.*
    The *Add Items…* window appears.



16. From the *Available* scroll list, select the first item to add to the checklist.
17. Click the *Add* icon .
18. Repeat steps 11–12 until all desired items have been added to the checklist.

19. When finished adding items, click *Save.*
    The items are added to the checklist.



1.5 Updating a Checklist

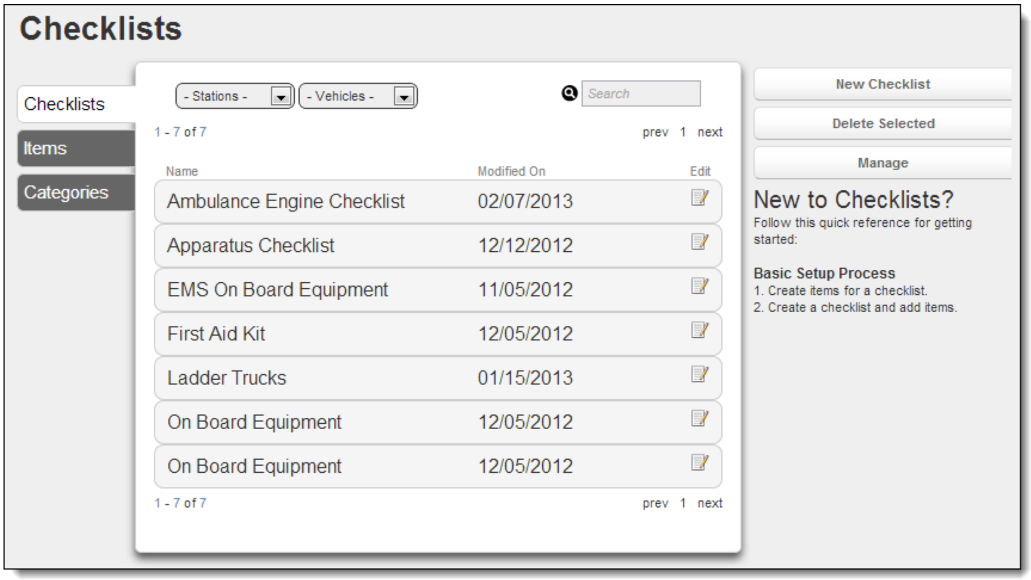
If needed, you can make updates to the checklist including adding items or adding instances.

Adding an Instance

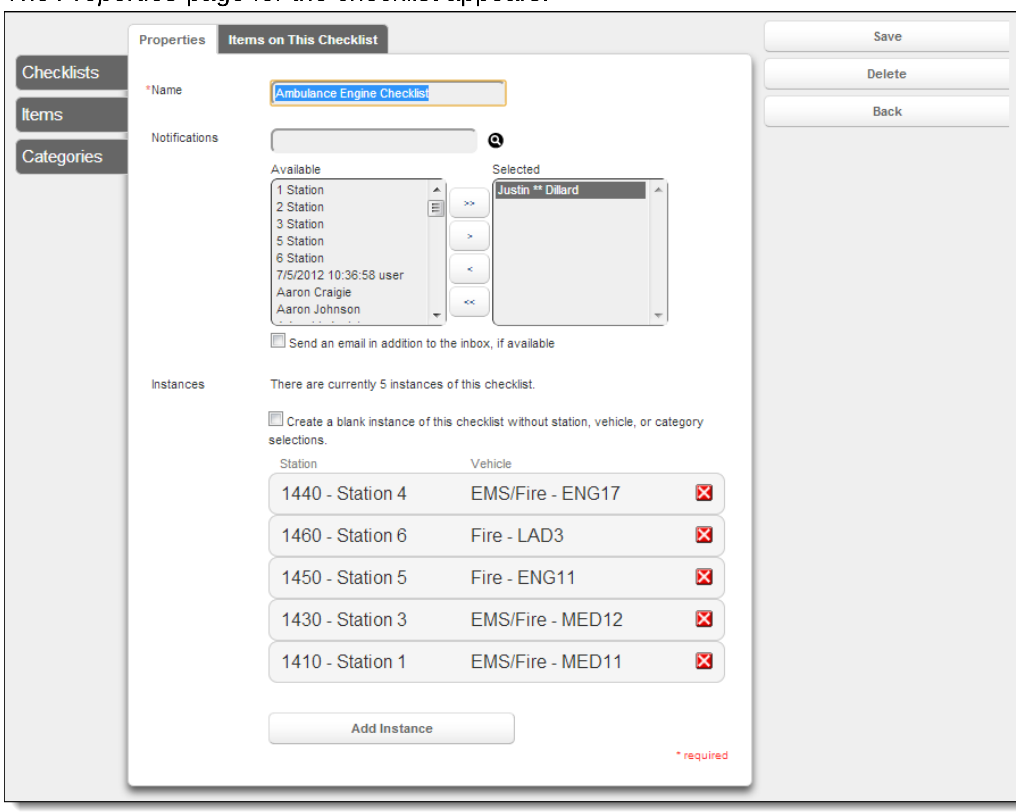
You can add a new instance of a checklist at any time.

1. Under the *Modules* tab, select *Checklist.*
   The *Checklist Management* page appears.

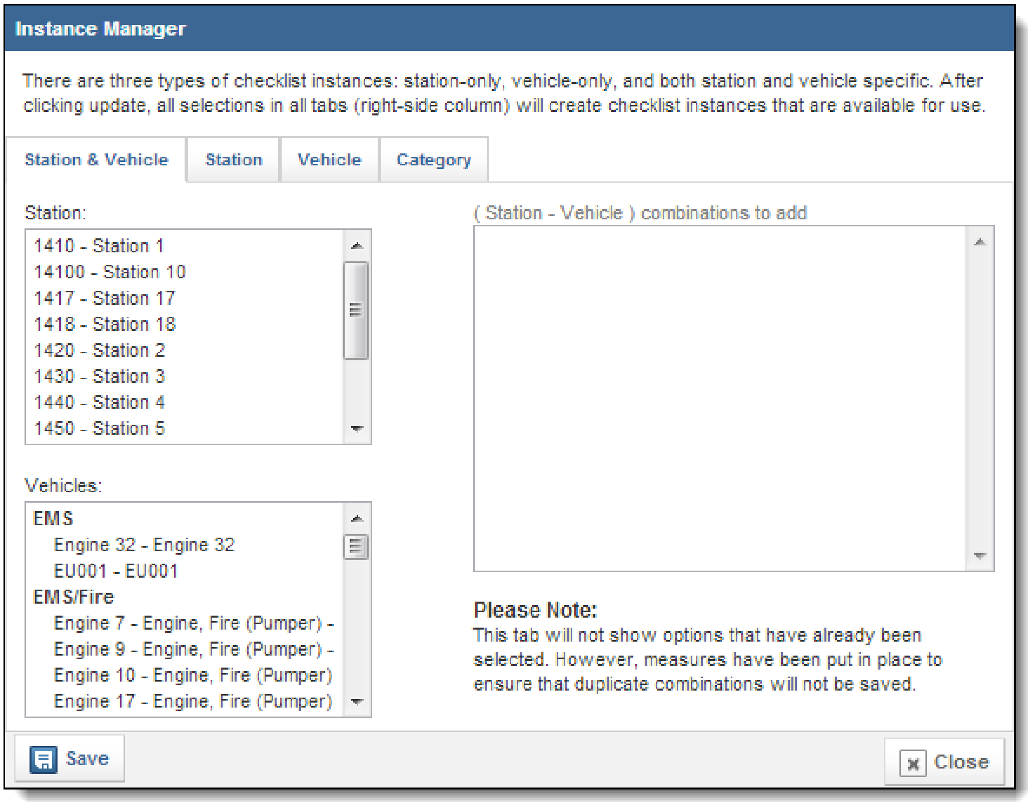
2. Click *Setup.*
   The *Checklists* page appears.



3. For the checklist to add an instance to, click the *Edit* icon.
   The *Properties* page for the checklist appears.

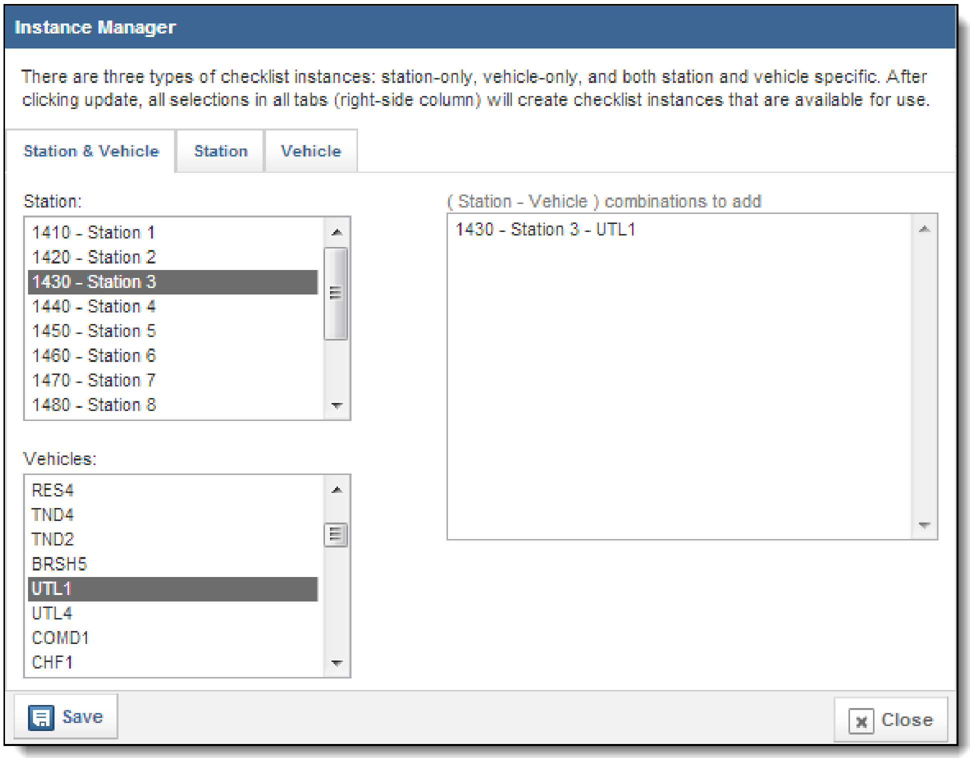


4. Click *Add Instance.*
   The *Instance Manager* window appears.

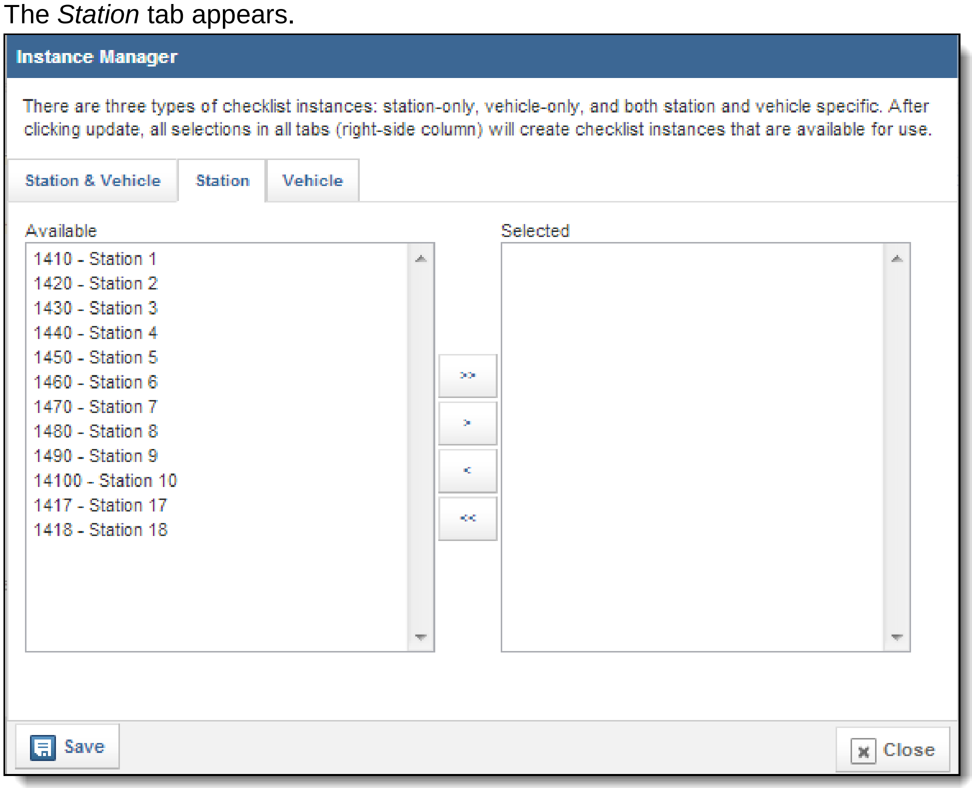


5. To associate this instance with both a station and a vehicle,
   a. Select the *Station & Vehicle* tab.
      NOTE: This tab is generally selected by default when the *Instance Manager* window opens.
   b. From the *Station* scroll list, select the desired station.
   c. From the *Vehicle* scroll list, select the desired vehicle.
      The selected station and vehicle are added to the *(Station – Vehicle)*

combinations to add scroll list on the right.



6. To associate this instance with a station but not a vehicle,
    a. Select the *Station* tab.
    The *Station* tab appears.



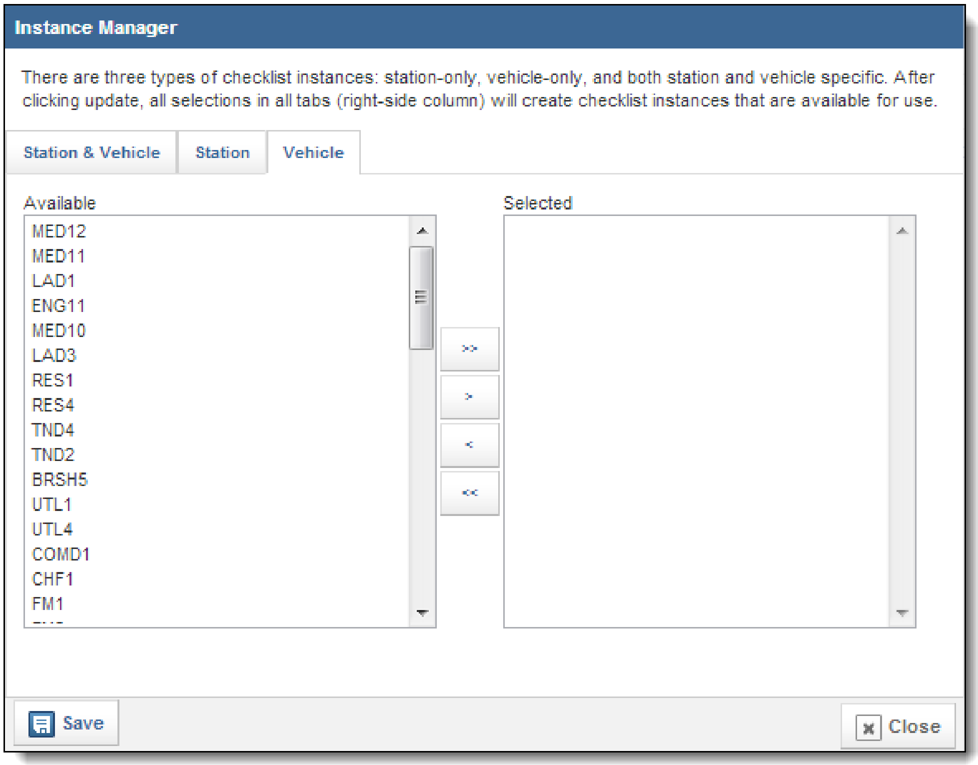
b. From the *Available* scroll list, select the station you want to create an instance for.

c. Click the *Add* icon .

7. To associate this instance with a vehicle but not a station,

a. Select the *Vehicle* tab.

The *Vehicle* tab appears.

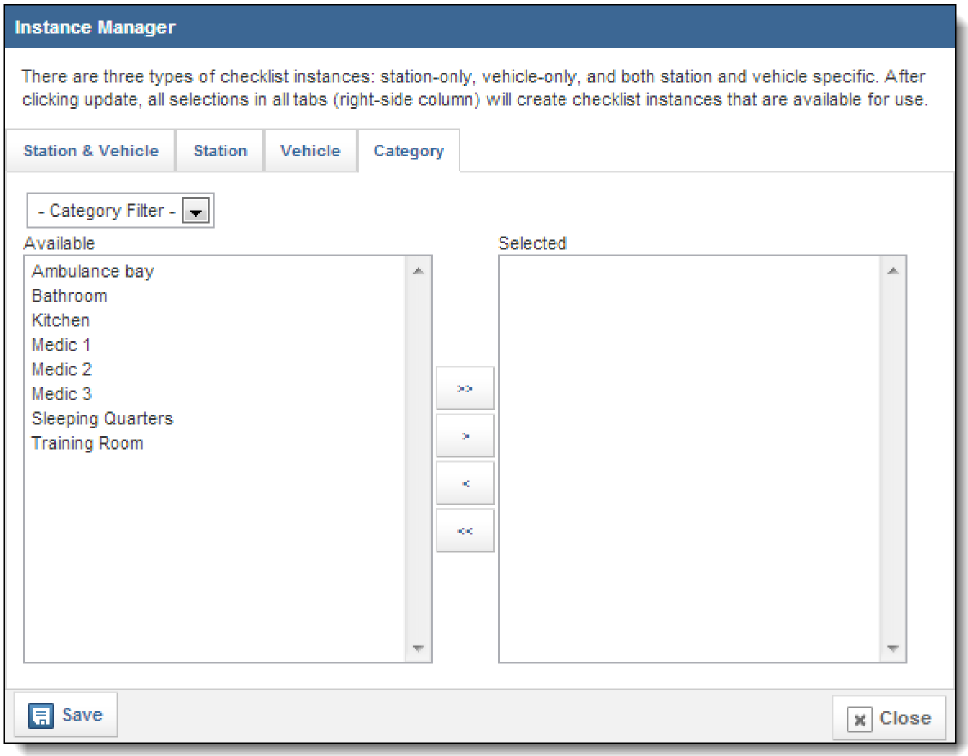


b. From the *Available* scroll list, select the vehicle you want to create this instance for.

c. Click the *Add* icon .

8. To associate this instance with a different category,

a. Select the *Category* tab.
The *Category* tab appears.

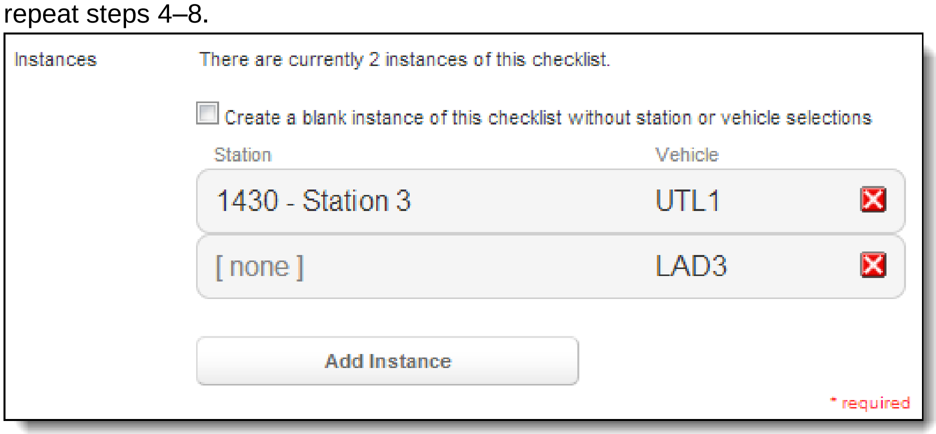


b. **OPTIONAL:** To narrow down the categories that are available for you to select from, from the *Category Filter* drop down menu, select the type of category you want to see.

c. From the *Available* scroll list, select the category you want to create this instance for.

d. Click the *Add* icon .

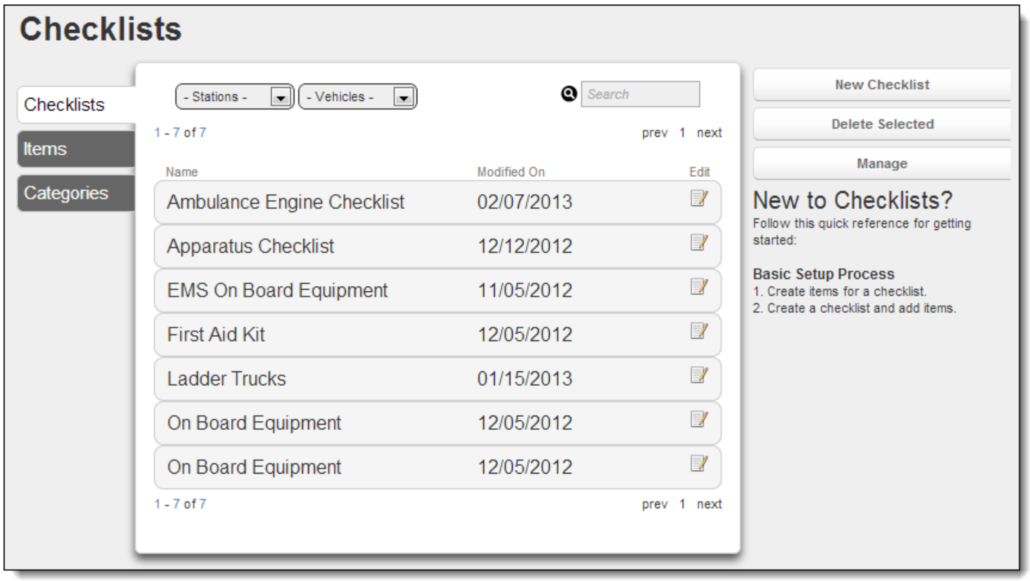
9. Click *Save.*
The instance is added.
NOTE: You can only create one instance at a time. To create another instance, repeat steps 4–8.



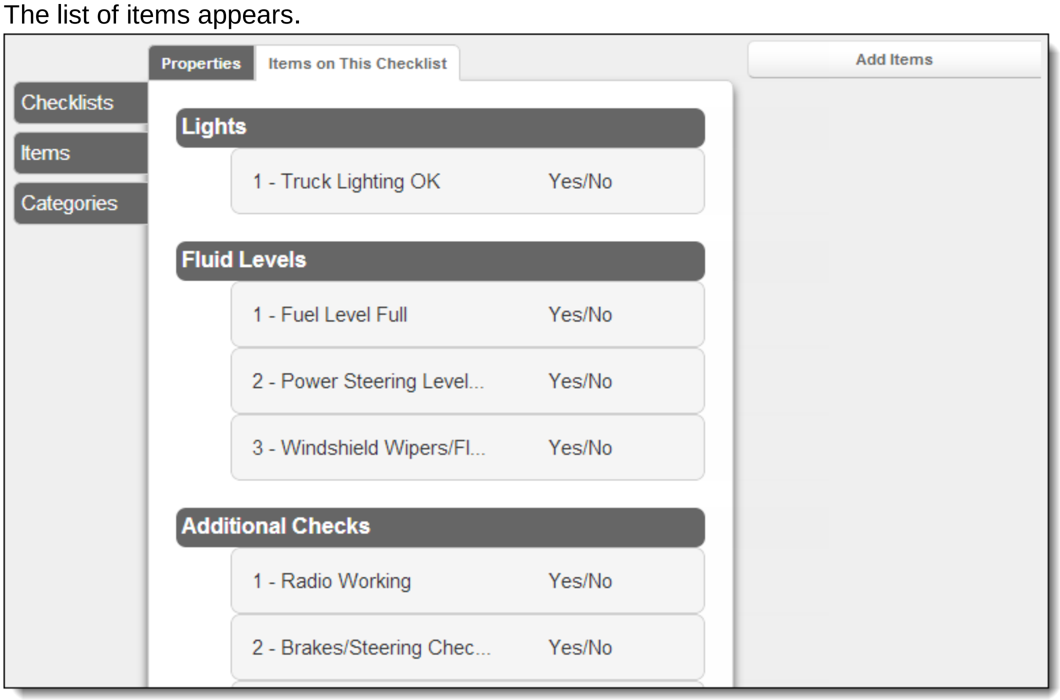
Updating the Items on a Checklist

You can update the items that are included on a checklist at any time. This will update the items on all instances of this checklist.

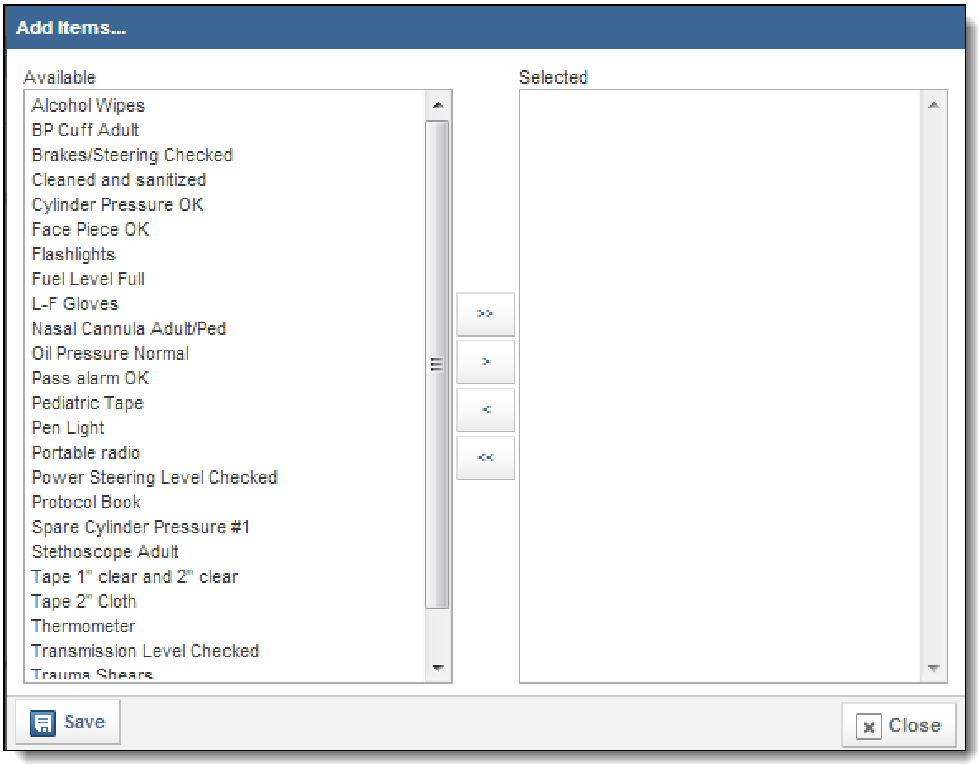
1. Under the *Modules* tab, select *Checklist.*
   The *Checklist Management* page appears.
2. Click *Setup.*
   The *Checklists* page appears.



3. For the checklist to add an instance to, click the *Edit* icon .
   The *Properties* page for the checklist appears.
4. Select the *Items on This Checklist* tab.
   The list of items appears.

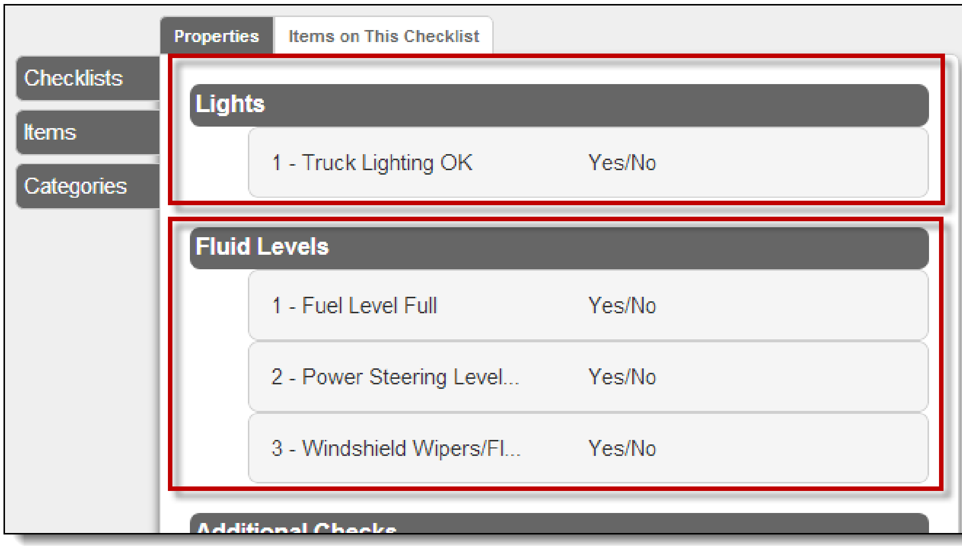


5. To add a new item to the checklist,
    a. From the right side of the page, click *Add items.*
    The *Add Items…* window appears.

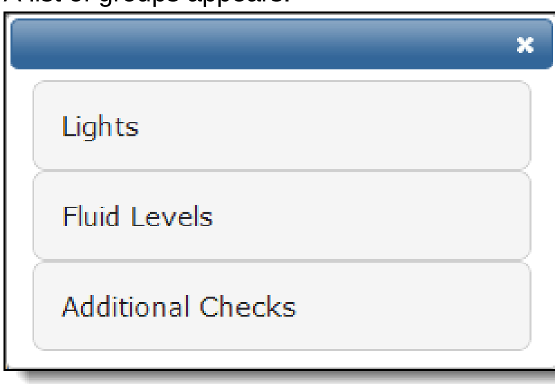


    b. From the *Available* scroll list, select the first item to add to the checklist.
    c. Click the *Add* icon .
6. To remove an item from the checklist,
    a. Select the desired item(s).
    HINT: Clicking an item once will select it; clicking it again will deselect it. You can select multiple items simply by clicking on multiple items.
    Additional options appear on the right side.
    b. Click *Delete Selected.*
    The item is removed.
7. To group items on the checklist together,
    a. Select the desired items.
    HINT: Clicking an item once will select it; clicking it again will deselect it. You can select multiple items simply by clicking on multiple items.
    b. From the right side of the page, click *Group.*
    A new window appears.
    c. In the text box, type a name for the group of items.

d. Click *Save.*
The items are grouped.



8. To add an item to an existing group,
    a. Select the desired item(s).
    b. From the right side of the page, click *Move To Group.*
       A list of groups appears.



    c. Select the group to move the item(s) to.
       The items are moved.

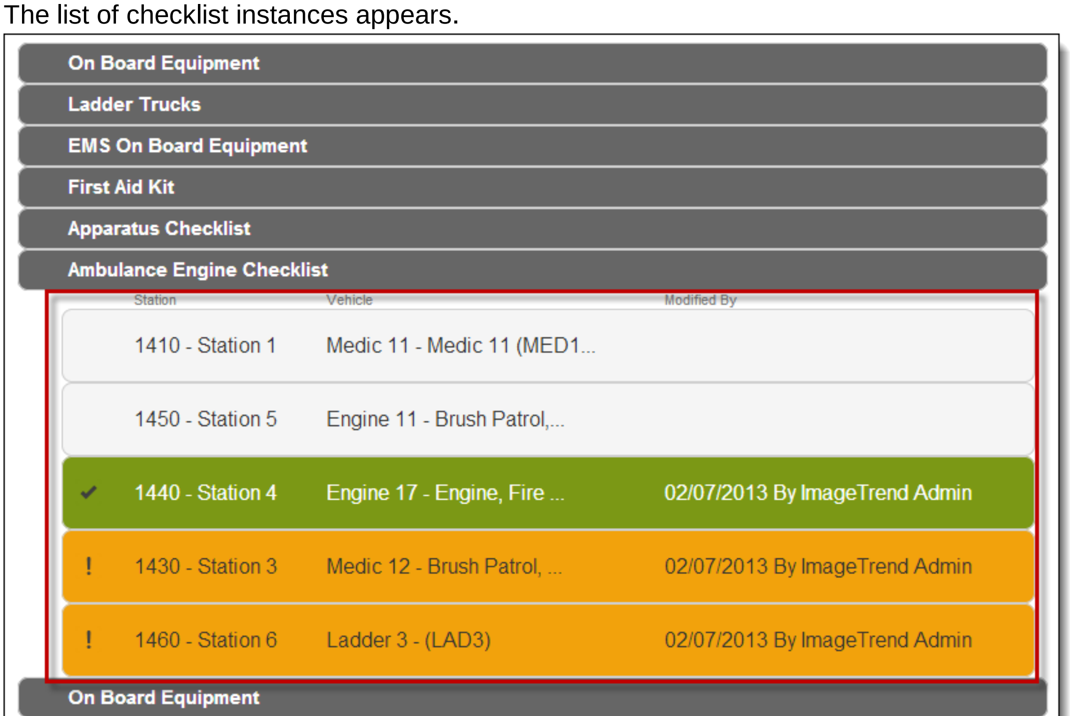
1.6 Viewing Checklists

Once an administrator has created instances of a checklist, they will be visible in the *Checklist Management* section of the Checklist module. Administrators can view checklist instances at any time.

1. Under the *Modules* tab, select *Checklist.*
   The *Checklist Management* page appears.
   HINT: As an administrator, if you were previously working in the *Setup* section, to return to the

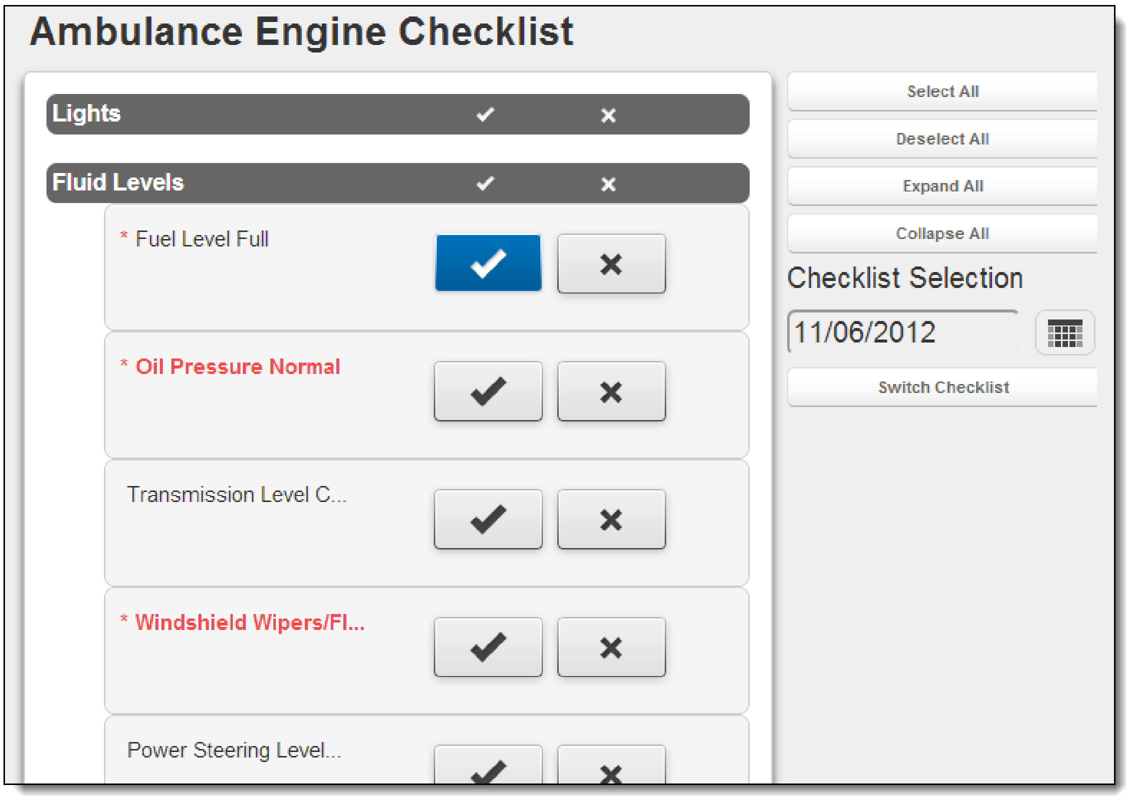
list of checklists, click *Manage.*

2. If needed, to locate the checklist to view,
    a. From the drop down menus, select any criteria that the checklist should meet (e.g., which station or vehicle it is assigned to).
       As you select options, the page refreshes to display only checklists meeting your criteria.
    b. In the *mm/dd/yyyy* text box, click and select the date for the checklist from the calendar.
       As you select options, the page refreshes to display only checklists meeting your criteria.
    c. To search for a checklist by name, type the name or part of the name in the *Search* text box.
       As you type, the page refreshes to display only checklists meeting your criteria.
3. To view the instances of each checklist, click the name of the checklist.
   The list of checklist instances appears.



HINT: Each instance is color coded based on its current status. Green instances have been completed so that all required items are filled out. Orange instances have been partially completed, but not all required items have been filled out. White instances have not yet been updated.

4. To view the details of an instance, click that instance.
   Additional details appear.
   NOTE: Sections where all items have been completed may be collapsed. To expand a specific section, click the name of the section. To expand all sections, from the right side of the page, click *Expand All.*



5. To view this instance for a different date,
   a. Click within the *Date* text box and select the desired date.
   b. Click *Switch Checklist.*
      You are brought to the checklist for the selected date.

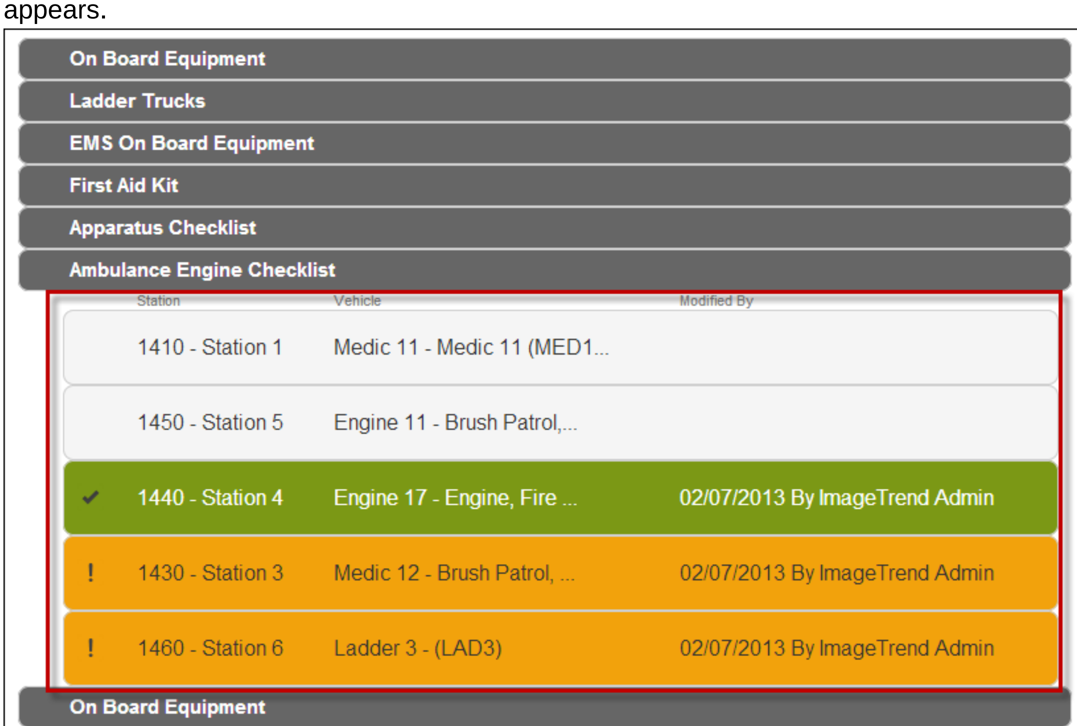
1.7 Filling Out a Checklist

Users can fill out checklists as needed from the Checklist module.

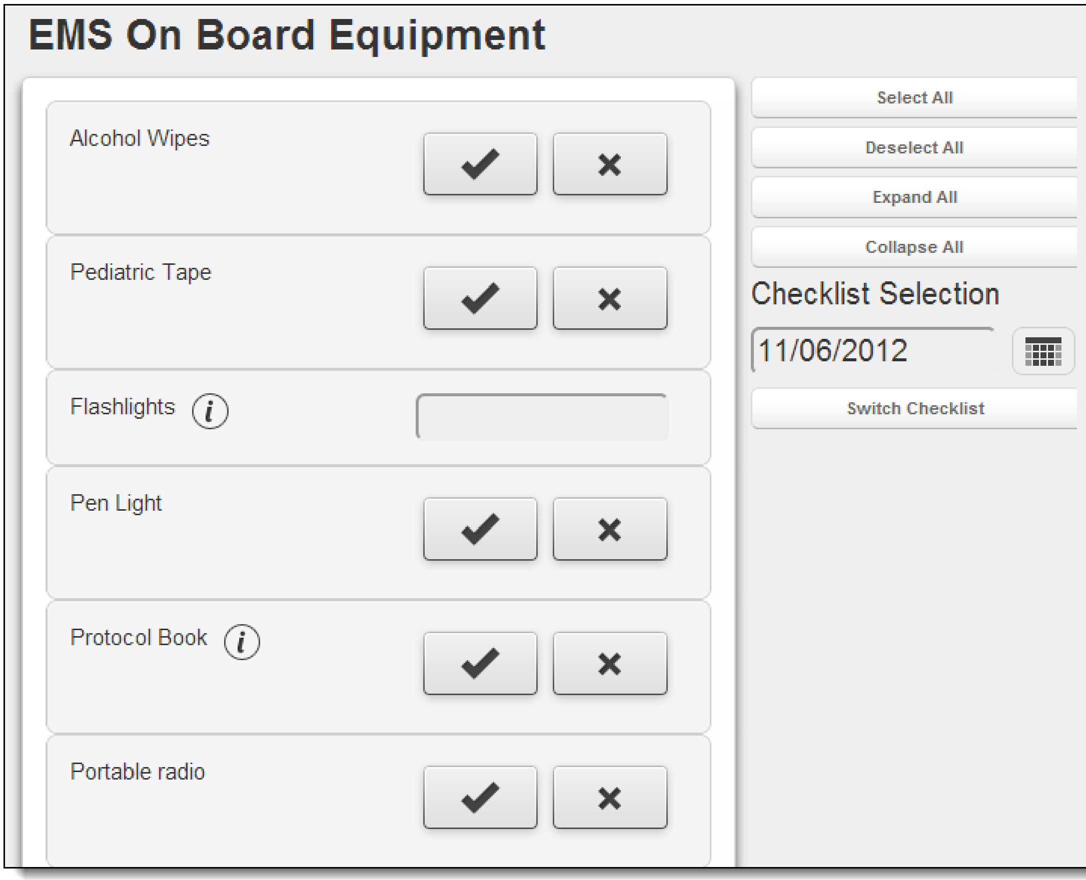
1. Under the *Modules* tab, select *Checklist.*
   The *Checklist Management* page appears.
   HINT: As an administrator, if you were previously working in the *Setup* section, to return to the

list of checklists, click *Manage.*

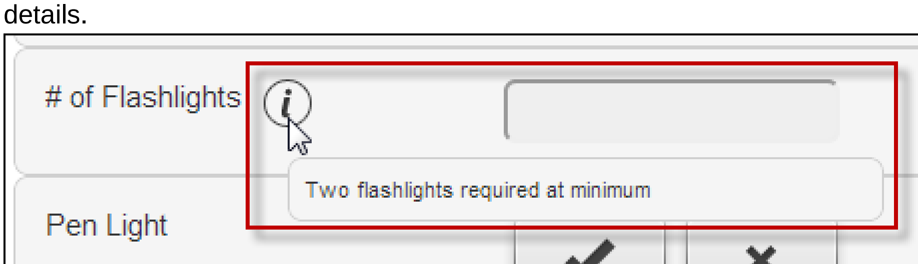
2. If needed, to locate the checklist to fill out,
    a. From the drop down menus, select any criteria that the checklist should meet (e.g., which station or vehicle it is assigned to).
       As you select options, the page refreshes to display only checklists meeting your criteria.
    b. In the *mm/dd/yyyy* text box, click and select the date for the checklist from the calendar.
       As you select options, the page refreshes to display only checklists meeting your criteria.
    c. To search for a checklist by name, type the name or part of the name in the *Search* text box.
       As you type, the page refreshes to display only checklists meeting your criteria.
3. Click the name of the checklist you need to fill out.
   A list of each instance of this checklist (restricted based on any criteria you selected in step 2) appears.



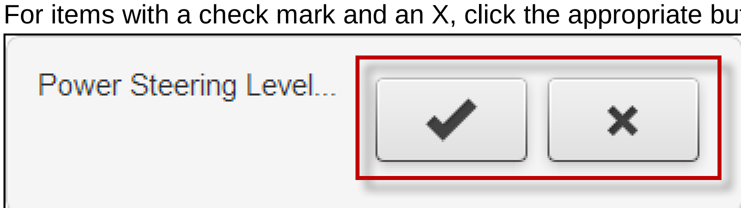
4. Click the checklist you need to fill out.
   The checklist appears.



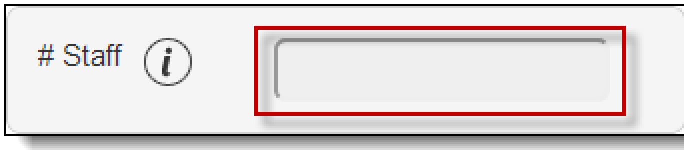
5. For each item, select or type the appropriate response.
   HINTS:
   For items with the *Details* icon next to them, hover your mouse over the icon to view additional details.



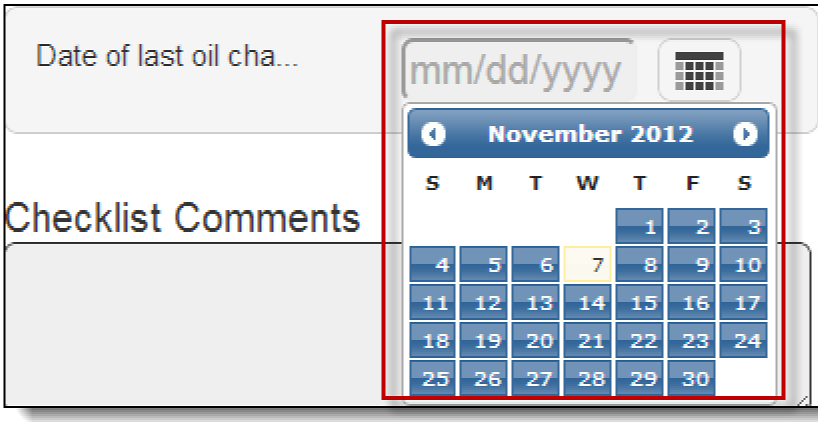
For items with a check mark and an X, click the appropriate button.



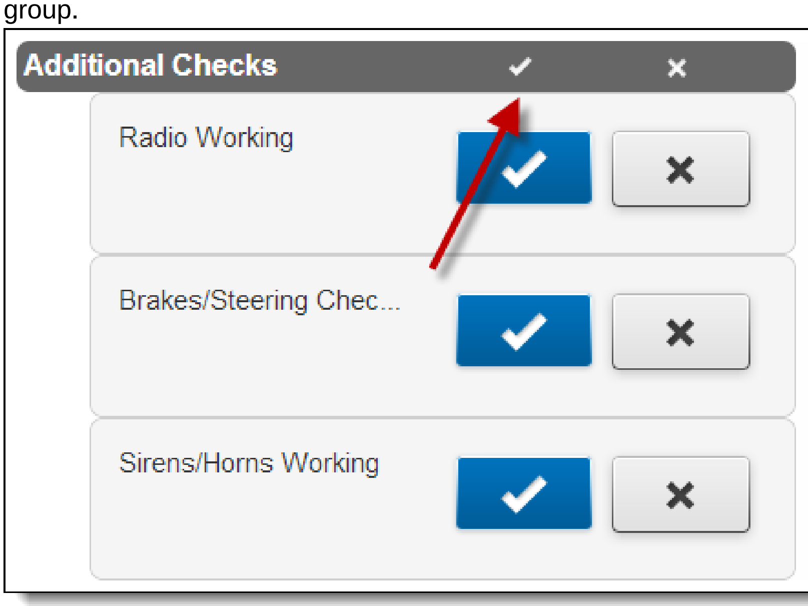
For items with a text box, enter a number.



For items with a date field, enter the date.

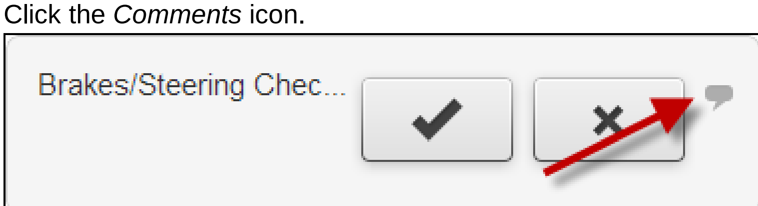


6. To enter one answer for all items in a section, click the appropriate option in the header of the group.

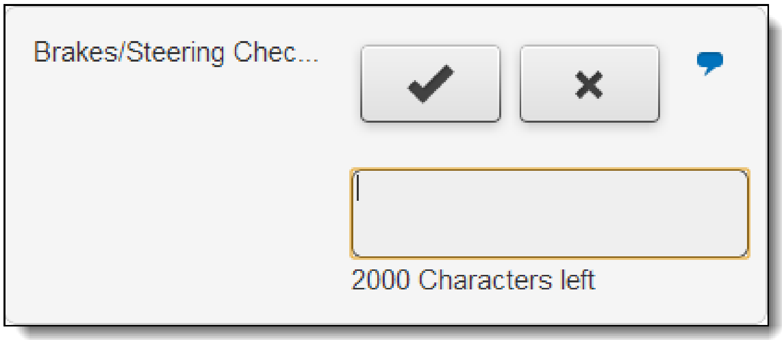


HINT: This only works for items that have the same type of answer. If an item in the group requires a numeric answer, clicking the *Yes* icon will have no effect on that answer.

7. To enter a comment for any specific item that allows comments,
   a. Click the *Comments* icon.



A text box appears for comments.



b. Type the comment information into the text box.

8. If desired, to enter additional comments in this checklist, type your content into the *Checklist Comments* text box at the bottom of the page.
9. Before leaving the page, from the bottom of the page, click *Save* or *Submit.*
   Your changes are saved.

   NOTES:
   It is important to save before switching checklists or moving elsewhere in the system to make sure that your changes are saved.
   If you have not completed all required items, your checklist will not be finished. You can save your progress by agreeing to the confirmation dialog box, but the checklist will be marked with an *In Progress* status.
   If this checklist was not yet saved or not all required items were filled out, you will see the *Save* button. If the checklist was saved previously and all required items were completed, you will see the *Submit* button.

Help and Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.
- The name of your operating system and service pack version (if applicable).
- A description of what happened and what you were doing when the problem occurred.
- The exact wording of any error messages you see.
- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use the Checklist module effectively, please consult ImageTrend in any of the following ways:

- Phone (952) 469.1589
- Toll-Free (888) 469.7789
- Fax (952) 985.5671
- Web http://support.imagetrend.com
- Email support@imagetrend.com

ImageTrend support services are available:

Monday – Friday
8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their website and email services:

- Web http://support.imagetrend.com
- Email support@imagetrend.com

MINIMUM STANDARDS EVALUATION

EVOLUTION 1-A

Name of Firefighter ________________________ Date ________________

Name of Evaluator ________________________

Evolution: Donning a Self-Contained Breathing Apparatus

Evaluator's Note: The firefighter is to ascend to the jump-seat and don the SCBA harness and tank assembly then descend to the ground where the donning procedure will be completed. The firefighter may remove his/her gloves for this evolution. The timed portion of this evolution starts when the firefighter's foot is placed on the running board and ends when the firefighter is prepared to enter a contaminated area--facepiece, hood, helmet and gloves in position.

<u>Criteria:</u>

Did firefighter properly don the Self-Contained Breathing Apparatus with facepiece, hood, helmet and gloves on, ready to enter a contaminated area, while wearing full protective equipment within 90 seconds? _____Yes

No ____

MAXIMUM TIME PERMITTED __90__ seconds

ACTUAL TIME USED ______ seconds

MEASURE OF PERFORMANCE STANDARD -- PASS____FAIL ____

MINIMUM STANDARDS EVALUATION

EVOLUTION 1-B

Name of Firefighter ________________________ Date ________________

Name of Evaluator ________________________

Evolution: Raising a 35 Foot Extension Ladder - Two Firefighter Raise

Evaluator's Note: The firefighter may use either of two methods outlined within IFSTA 200 Essentials of Firefighting, Third edition, pages 277-279.

Criteria:

1. Was Firefighter facing the butt of the ladder while carrying the ladder after releasing locks holding ladder on the Engine? _____Yes

   No ____

2. Was butt of ladder placed on the ground so fly section could be extended? _____Yes

   No ____

3. Was the fly section extended to proper height and secured with the ladder locks before the halyard was released? _____Yes

   No ____

4. Was ladder positioned at a proper climbing angle? _____Yes

   No ____

MEASURE OF PERFORMANCE STANDARD -- PASS_____FAIL _____

MINIMUM STANDARDS EVALUATION

EVOLUTION 1-C

Name of Firefighter ________________________ Date ________________

Name of Evaluator ________________________

Evolution: Hoisting and lowering a 2 1/2 inch Line

Evaluator's Note: Hitches shall be applied to the handline as shown within IFSTA 200 Essentials of Firefighting, Third edition, page 128 (figures 4.68 & 4.69).

Criteria:

1. Was the hose and nozzle folded back upon itself so that the hose lays on top of the nozzle prior to applying the hitches, with approximately three feet of hose between the loop end and the coupling? _____Yes

   No ____

2. Was the clove hitch with binder applied around hose and coupling and were the half hitches properly attached? _____Yes

   No ____

3. Was Item #2 completed within two attempts? _____Yes

   No ____

4. Was the hose, nozzle and 50 feet of 2 1/2" hose pulled up onto the roof of the building? _____Yes

   No ____

5. Was a clove hitch applied on the hose, behind the coupling attached to the nozzle, with a bight through the shut-off handle of the nozzle and around the tip, then lowered from the roof of the building? _____Yes

   No ____

MEASURE OF PERFORMANCE STANDARD -- PASS____FAIL ____

MINIMUM STANDARDS EVALUATION

EVOLUTION 1-D

Name of Firefighter ________________________ Date ________________

Name of Evaluator ________________________

Evolution: Set Up Smoke Ejector Hanger and Positive Pressure Ventilation

Evaluator's Note: The firefighter will set up a smoke ejector hanger properly to support the weight of a smoke ejector. The firefighter must also set up positive pressure ventilation where directed by the evaluator. The firefighter shall also explain to the evaluator the proper procedure for Positive Pressure Ventilation.

Criteria:

1. Was the smoke ejector hanger positioned properly so that it would safely support the weight of the ejector? _____Yes

   No ____

2. Was the smoke ejector positioned to provide the proper direction of air movement and proper sealing of the entrance way to perform positive pressure ventilation? _____Yes

   No ____

3. Did Firefighter explain the proper procedure to use for Positive Pressure Ventilation? _____Yes

MEASURE OF PERFORMANCE STANDARD -- PASS____FAIL ____

MINIMUM STANDARDS EVALUATION

EVOLUTION 1-E

Name of Firefighter ________________________ Date ________________

Name of Evaluator ________________________

Evolution: Carrying and Positioning a 14 foot Roof Ladder

Criteria:

1. Was the roof ladder butted against the ground ladder with the hooks opened up? _____Yes

   No ____

2. Was the roof ladder positioned on the shoulder and carried up to the roof safely, hooks away from firefighter, and with the roof ladder under control? _____Yes

   No ____

3. While climbing the ground ladder, did the firefighter "slide the beam" with the opposite hand? _____Yes

   No ____

4. Was a leg lock used on the ground ladder before placing, and before removing the roof ladder from the roof? _____Yes

   No ____

5. Was the roof ladder advanced entirely on to the roof so that the hooks would have fallen over the ridge of the roof? _____Yes

   No ____

MEASURE OF PERFORMANCE STANDARD -- PASS_____FAIL _____

MINIMUM STANDARDS EVALUATION

EVOLUTION 2-A

Name of Firefighter ________________________ Date ________________

Name of Evaluator ________________________

Evolution: Making a Hydrant Connection with 4 inch Hose & Gate Valve

Evaluator's Note: Evolutions 2-A and 2-B can easily be completed at the same time.

Criteria:

1. Was the Hydrant bag and hose with strap removed from Engine so as to correctly wrap the hydrant and attach hose? _____Yes

   No ____

2. Did the firefighter place strap properly on hydrant, step back, and signal to the engine operator to proceed. Did the firefighter face direction of Engine Travel? _____Yes

   No ____

3. Was the firefighter in a position so that he/she was not between the hose and hydrant? _____Yes

   No ____

4. Was the 4 inch adaptor and hose and 2 1/2 gate valve attached to the proper hydrant outlets? _____Yes

   No ____

5. What is the signal for Water? _____Yes

   No ____

MEASURE OF PERFORMANCE STANDARD -- PASS_____FAIL _____

MINIMUM STANDARDS EVALUATION

EVOLUTION 2-B

Name of Firefighter ________________________ Date ________________

Name of Evaluator ________________________

Evolution: Operating a Hydrant with Hose Attached

Evaluator's Note: Evolutions 2-A and 2-B can easily be completed at the same time.

<u>Criteria:</u>

1. Was the hose straightened to remove kinks? _____Yes

   No ____

2. Was the hydrant opened satisfactorily? _____Yes

   No ____

3. Was hydrant closed satisfactorily? Were the hydrant caps replace satisfactorily after the hydrant was drained? _____Yes

MEASURE OF PERFORMANCE STANDARD -- PASS_____FAIL _____

MINIMUM STANDARDS EVALUATION

EVOLUTION 2-C

Name of Firefighter ________________________ Date ________________

Name of Evaluator ________________________

Evolution: Advancing a 1 1/2 inch, Pre-Connected Line

Evaluator's Note: Evolution 2-C contains a timed criteria asking that no more than 90 seconds elapse between the time in which the hose leaves the hose compartment & water is being discharged from the nozzle.

Criteria:

Did the firefighter properly advance the line (200 feet) according to the procedure for a triple fold line within 90 seconds? _____Yes

No ____

MAXIMUM TIME PERMITTED _______seconds

ACTUAL TIME USED ______seconds

MEASURE OF PERFORMANCE STANDARD -- PASS_____FAIL _____

MINIMUM STANDARDS EVALUATION

EVOLUTION 2-D

Name of Firefighter ________________________ Date ________________

Name of Evaluator ________________________

Evolution: Operating a 250 gpm (2 1/2") Nozzle - Unassisted

Evaluator's Note: The firefighter will loop the line and tie it off with a rope hose tool so that the line can be operated by one firefighter.

<u>Criteria:</u>

1. Was the nozzle opened completely and operated continuously for two minutes within two attempts? _____Yes

   No ____

2. Was the nozzle under control at all times while flowing, and did the firefighter have the ability to direct the stream where requested by the evaluator? _____Yes

   No ____

MEASURE OF PERFORMANCE STANDARD -- PASS_____FAIL _____

Basic Motor Skills in Full Tum Out Gear, SCBA included on air

Break up into Tearns of 4

Station #1 Putting Green

- Each Tearn member gets 3attempts at getting a hole in one
  - After 3 attempts pass on putter next team member goes
  - Keepgoing untiltime isup
- Score -Total of holesinone in2 minutes

Station #2 Frisbee Toss

- 2 Team members toss a Frisbee back and forth (20 ft. apart)
  - Keep going untiltime is up
- Score-Totalnumberofcatchesin2minutes

Station #3 Balance Beam

- Each Tearn member must walk across balance beam
  - After crossing beam get back inline
  - Keep going untiltime is up
  - Ifteam member falls off they must go to back of line
- Score -Total number of completed trips in 2 minutes

Station #4 Pass Device!

- Tearn will perform a basic football pass play
  - Team member positions and their functions
    - 1Quarterback-Passes ballto receiver
    - 1 Center-Snaps ball thru legs to Quarterback 10ft. back
    - 1 Receiver-Goout 1Oft. catch pass
    - 1Halfback-Takearest
- Rotation
  - Quarterback to Center
  - Centerto Receiver
  - Receiver to Halfback
  - Halfback toQuarterback
    - Score - Total number of completions in2 minutes

Station #5 Basketball Dribble

- Each Team member will dribble around 2 cones and hand off basketball to next Team member (Cones 20 ft. apart)
- Score -Total number of roundtrips completed by Team members in2 minutes

Guidelines

- All Team members need to get involved inthe evolution
- All Team members must be on air thru out evolution

- If you run out of air________
    - **Your Team will receive a minus 10 on total Team score**

I

Basic Motor Skills with SCBA and Turn Out Gear

TEAM #	GOLF	8-Ball	Frisbee	Football	Balance	Total
Pts.						
Team 1						
Team 2						
Team 3						
Team 4						
Team s						
Team 6						
Team 7						
Team 8						
Team 9						
Team 10						
Team 11						
Team 12						
Team 13						

WisSAFE

Wisconsin Smoke Alarm and Fire Education

The WisSAFE program is made up of the following members:

Wisconsin State Fire Marshal
Wisconsin Department of Safety and Professional Services
Wisconsin State Fire Chiefs Association
Wisconsin State Fire Inspectors Association
Professional Fire Fighters of Wisconsin
Wisconsin State Fire Fighters Association
Wisconsin Alliance for Fire Safety
Wisconsin Department of Public Instruction
Wisconsin State Technical College, Fire Service Training

Contributing Sponsor:
KIDDE, Smoke Alarms

Partner:
National Fire Protection Association (NFPA)

This program is dedicated to protecting the citizens of Wisconsin from the devastating effects of fire. Smoke alarms give early notification in case of a fire and warn the occupants of danger. There are still approximately 3,000 fire related deaths in the United States every year. Unfortunately there is still an unacceptable loss of life, in our own homes, where we feel the safest. The WisSAFE goal is to eliminate fire deaths in Wisconsin by providing the needed education and tools. Our team is dedicated to life safety. 100% of financial donations will go towards the purchase of smoke alarms and educational materials.

Partners:
We need partners across the state to help us reach this ambitious goal. Please take time to consider how you can take part in this program. Indeed, your corporation has valuable resources to contribute. From enthusiastic employees to shipping capabilities to the all important financial support for the purchase of life-saving smoke detectors, you can help us protect the lives of children and families across Wisconsin.

We hope you will be joining our team as we place this major effort into action. If you have any questions regarding this effort, please feel free to contact me at (608) 222-4155 or glinzmeier@bloominggrovefire.com or our website at: www.WisSAFE.com I personally thank you for your commitment to this very important project.

Yours in Fire Safety,

Glenn Linzmeier
Chairperson, WisSAFE

Mobile Kitchen Log

Note: Use of mobile kitchen must be documented per SPS 314.50 for use on any given date and shall be presented to fire inspector upon request.

Mobile Kitchen Name-___________________________Owner Address-____

Types of food(s) cooked or sold-____

Owner Name-_______________________________ Owner Phone-____

Site Contact Name-___________________________Contact Phone-____

	Date of Use	Location Used/Event Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

SPS 314.50 Commercial cooking equipment for mobile kitchens.

This is a department exception to the requirements in NFPA 1 sections 50.2.1.1 and 50.4: Neither an exhaust hood nor an automatic fire suppression system is required for a mobile kitchen where all of the following conditions are met:
(1) The kitchen is less than 365 square feet in size.
(2) The kitchen is used on fewer than 12 days in a calendar year, for the purpose of cooking.
(3) The owner or operator of the kitchen maintains a record demonstrating compliance with sub. (2), retains the record with the kitchen, and makes the record available to an inspector upon request.

Note: A Department form that can be used in complying with the recordkeeping requirements in this section is available at the Department's Web site at http://dsps.wi.gov through links to Division of Industry Services forms.

History: CR 09−104: cr. Register December 2010 No. 660, eff. 1−1−11.

SPRAY BOOTHS
SELF-INSPECTION SAFETY CHECKLIST

Spraying Operations

- ❑ Is adequate ventilation assured before spray operations are started?
- ❑ Is mechanical ventilation provided when spraying operations are done in enclosed areas?
- ❑ When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- ❑ Is the spray area free of hot surfaces?
- ❑ Is the spray area at least twenty feet from flames, sparks, operating electrical motors and other ignition sources?
- ❑ Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
- ❑ Is approved respiratory equipment provided and used when appropriate during spraying operations?
- ❑ Do solvents used for cleaning have a flash point to 100 degrees F or more?
- ❑ Are fire control sprinkler heads kept clean?
- ❑ Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
- ❑ Is the spray area kept clean of combustible residue?
- ❑ Are spray booths constructed of metal, masonry, or other substantial non combustible material?
- ❑ Are spray booth floors non combustible and easily cleaned?
- ❑ Is infrared drying apparatus kept out of the spray area during spraying operations?
- ❑ Is the spray booth completely ventilated before using the drying apparatus?
- ❑ Is the drying apparatus properly grounded?
- ❑ Are lighting fixtures for spray booths located outside the booth and the interior lighted through sealed clear panels?
- ❑ Are the electric motors for exhaust fans placed outside booths or ducts?
- ❑ Are belts and pulleys inside the booth fully enclosed?
- ❑ Do ducts have access doors to allow cleaning?
- ❑ Do all drying spaces have adequate ventilation?
- ❑ Is the average air velocity over the open face of the booth not less than 100 linear feet per minute?
- ❑ Is there a visible gauge, audible alarm, or pressure activated device installed to indicate or ensure that the required air velocity is maintained?
- ❑ Are at least three sides of the booth kept free from storage or combustible material?
- ❑ Is space within the spray booth on the downstream and upstream sides of filters protected with approved automatic sprinklers?
- ❑ Is the frontal area greater than nine (9) square feet requiring a metal deflector or curtain not less than 2 1/2 inches deep installed at the upper outer edge of the booth over the opening?

TENT

Site Location ____

Address ____

City______________________State____________ Zip Code____________

Group or Organization ____

Contact Person ____

Address ____

City ______________________ ST ____________ Zip Code__________

Phone ______________________________

Date(s) of Event

______ to _____

Tent Size -- x ________–___ Sq. Ft.

Tent Size -_____________x_______________= ___________Sq. Ft.

Tent Size -_____________ x_______________=_____________Sq. Ft.

It is hereby agreed that the City/Village/Town_________________ and the __________ Fire Department and/or its agents shall be held harmless for acts by the Permit Holder and his agents. It is also understood that this perm it may be revoked, for cause, without notice.

Applicants Signature______________________________ Date______

Permit Granted: _________________________ Date ______

Pay Status	Dist No.	FDID	Fire Dept Name	Fire Chief Name	Mailing Address	City	Zip	Fire Dept Phone	Fire Chief Email
3	2	01020	NEW CHESTER FIRE DEPT	DENNIS LEIST	PO BOX 64	GRAND MARSH	53936-0064	(608) 339-6100	livinthedream@maqs.net
3	2	01030	ADAMS COUNTY FIRE DIST	MIKE RUSCH	PO BOX 735	ADAMS	53910-0735	(608) 584-5359	mr538464@gmail.com
2	2	01040	ROME TWP FIRE DEPT	GEORGE TAUB	1156 ALPINE DR	NEKOOSA	54457	(715) 325-8030	taub@romewi.com
3	2	01050	BIG FLATS VOL FIRE DEPT	DICK MEYERS	1104 CTH C	ARKDALE	54613	(608) 564-7754	towsonfire@yahoo.com
3	2	01060	QUINCY FIRE DEPT	GARIN GAVINSKI	2599 COUNTY Z	FRIENDSHIP	53934	(608) 339-6688	quincyfiredepartment@gmail.com
1	1	02010	ASHLAND FIRE DEPT	WAYNE E CHENIER	215 SIXTH STREET EAST	ASHLAND	54806	(715) 682-7052	wchenier@coawi.org
3	1	02020	BUTTERNUT VOL FIRE DEPT	DONALD CHRISTIAN	PO BOX 128	BUTTERNUT	54514-0122	(715) 762-2621	bfchief56@gmail.com
3	1	02030	FOUR TOWN FIRE ASSOCIATION	JOHN GRAGE	564 PARK ST	GLIDDEN	54527-0095	(715) 264-2915	gfdfire243@gmail.com
3	1	02040	MELLEN FIRE-RESCUE	ANTHONY HUBER	PO BOX 708	MELLEN	54546	(715) 274-2136	tonymfd@yahoo.com
3	1	02050	LA POINTE VOL FIRE DEPT	RICK REICHKITZER	PO BOX 270	LA POINTE	54850-0270	(715) 747-6913	reichkitzer@gmail.com
3	1	02060	MARENGO VALLEY VOL FIRE DEPT	DOYLE BLAKEMAN	41652 FIRE DEPT AVE	MARENGO	54855-0004	(715) 278-3753	doylecil@hotmail.com
3	1	02070	BAD RIVER VOL FIRE DEPT	JIM STONE	PO BOX 39	ODANAH	54861-0039	(715) 292-3234	brfd2@badriver-nsn.gov
3	1	03010	ALMENA CLINTON ARLAND FIRE DIST	VINCE WOHLK	1502 6TH STREET	ALMENA	54805	(715) 357-6121	vwohlk@chibardun.net
3	1	03020	BARRON-MAPLE GROVE FIRE DEPT	MIKE ROMSOS	PO BOX 156	BARRON	54812	(715) 537-3662	barronareafire1@chibardun.net
3	1	03030	CAMERON AREA FIRE DISTRICT	MITCH HANSEN	211 W POPLAR AVE	CAMERON	54822-9615	(715) 458-2117	rogero@chibardun.net
3	1	03040	CHETEK VOL FIRE DIST	RYAN OLSON	PO BOX 748	CHETEK	54728	(715) 924-4598	ryan.olson692@gmail.com
3	1	03050	CUMBERLAND FIRE DISTRICT	BARRY E KUENKEL	PO BOX 385	CUMBERLAND	54829	(715) 822-8107	dcumbfire@yahoo.com
3	1	03060	DALLAS-SIOUX CREEK FIRE DEPT	STEVE LEE	PO BOX 156	DALLAS	54733-9600	(715) 837-1502	dallasfirehall@mosaictelecom.net
3	1	03070	PRAIRIE FARM-SHERIDAN FIRE DEPT	KEN BOESL	N12210 430TH ST	BOYCEVILLE	54725	(715) 455-1162	kenboesl@gmail.com
2	1	03080	RICE LAKE FIRE DEPT	JAMES C RESAC	34 S WILSON AVE	RICE LAKE	54868-2248	(715) 234-2119	rlfdjcr@ricelakegov.org
3	1	03090	TURTLE LAKE VOL FIRE DEPT	BROCK MOLLS	PO BOX 493	TURTLE LAKE	54889	(715) 986-2510	turtlelakefire@gmail.com
3	1	03100	BEAR LAKE-HAUGEN FIRE DEPT	LOUIS WILLGER	2682 18TH ST	RICE LAKE	54868	(715) 234-1212	willger@centurytel.net
2	1	04010	BARNES VOLUNTEER FIRE DEPT	THOMAS M RENZ	3360 CO HWY N	BARNES	54873	(715) 795-2703	barnesfd@barnes-wi.com
3	1	04030	BAYFIELD VOL FIRE DEPT	TOM KOVACHEVICH	P O BOX 1170	BAYFIELD	54814	(715) 779-3333	citypublicworks@cityofbayfield.com
3	1	04040	CORNUCOPIA VOL FIRE DEPT	JESSE KASENO	PO BOX 134	CORNUCOPIA	54827	(715) 742-3350	johnrnd@cheqnet.net
3	1	04050	CABLE FIRE DEPT	KEVIN MCKINNEY	PO BOX 115	CABLE	54821-0115	(715) 798-3141	hkmckiny@cheqnet.net
3	1	04070	DRUMMOND FIRE AND RESCUE	MARK JEROME	P O BOX 24	DRUMMOND	54832-0024	(715) 739-6600	drummondfire@gmail.com
3	1	04100	GRAND VIEW VOL FIRE DEPT	JACK HOIBY	22475 SUNSET ACRES LN	GRAND VIEW	54839	(715) 763-3311	jhoiby@cheqnet.net
3	1	04110	HERBSTER VOL FIRE DEPT	PAUL ISAKSSON	14515 STATE HIGHWAY 13	HERBSTER	54844-4482	(715) 774-3829	pauletime@yahoo.com
3	1	04120	IRON RIVER VOL FIRE DEPT	JOHN S DARWIN	PO BOX 485	IRON RIVER	54847	(715) 372-4394	irfd@cheqnet.net
3	1	04130	MASON RURAL FIRE DEPT	KEVIN J SUSIENKA	17295 HAVIAR RD	MASON	54856	(715) 765-4449	dkbsus@cheqnet.net
3	1	04150	NAMAKAGON VOL FIRE DEPT	HENRY C RIECKHOFF	23380 MISSIONARY PT DR	CABLE	54821	(715) 794-2113	nama2102@cheqnet.net
3	1	04170	PORT WING VOL FIRE DEPT	TYGAR LEVEQUE	PO BOX 142	PORT WING	54865	(715) 774-3630	pwvfd@cheqnet.net
3	1	04190	WASHBURN VOL FIRE DEPT	MICHAEL A PEDERSEN	PO BOX 638	WASHBURN	54891-0158	(715) 373-6163	tonipedersen@centurytel.net
3	1	04200	RED CLIFF TRB FIRE DEPT	JEFFREY E HOOD	88385 PIKE RD HWY 13	BAYFIELD	54814	(715) 779-0184	rc24@charter.net
2	3	05010	DE PERE FIRE RESCUE	ALAN MATZKE	400 LEWIS ST	DE PERE	54115-2717	(920) 339-4091	amatzke@mail.de-pere.org
2	3	05020	HOWARD FIRE DEPT	DON PHILLIPS	PO BOX 12207	GREEN BAY	54307-2207	(920) 434-4666	dphillips@villageofhoward.com
2	3	05030	ASHWAUBENON PUBLIC SAFETY DEPT	ERIC J DUNNING	2155 HOLMGREN WAY	ASHWAUBENON	54304-4605	(920) 492-2995	edunning@ashwaubenon.com
1	3	05040	GREEN BAY METRO FIRE DEPT	DAVID LITTON	501 S WASHINGTON ST	GREEN BAY	54301-4218	(920) 448-3280	davidli@greenbaywi.gov
2	3	05050	BELLEVUE FIRE RESCUE DEPT	JACK MLNARIK	3100 EATON RD	GREEN BAY	54311-6827	(920) 884-1077	jmlnarik@bellevue-fire.com
3	3	05060	LAWRENCE TWP FIRE DEPT	KURT MINTEN	2400 SHADY COURT	DE PERE	54115	(920) 660-6695	kurtm@townoflawrence.org
3	3	05070	WAYSIDE VOL FIRE DEPT	BEN ROSENBAUM	8123 DICKINSON RD	GREENLEAF	54126	(920) 864-2575	wfdchiefbenr@yahoo.com
3	3	05080	MORRISON FIRE DEPT	WM LASEE	7211 HWY W	GREENLEAF	54126	(920) 864-7439	morrisonvfd@gmail.com
3	3	05090	GREENLEAF VOL FIRE DEPT INC	JOSEPH DAUL	P O BOX 57	GREENLEAF	54126-0057	(920) 864-2200	greenleaffire@new.rr.com
3	3	05100	HOLLANDTOWN FIRE DEPT	JOHN VERVOORT	8123 HWY D	KAUKAUNA	54130	(920) 766-9809	caphfd603@yahoo.com
3	3	05110	PULASKI TRI-COUNTY FIRE DEPT	JAMES STYCZYNSKI	PO BOX 836	PULASKI	54162-0836	(920) 822-5392	pulaskifiredept@yahoo.com
3	3	05120	SUAMICO VOL FIRE DEPT	TROY NOE	12781 VELP AVE	SUAMICO	54313	(920) 434-3201	troy@suamico.org
3	3	05130	WRIGHTSTOWN VOL FIRE DEPT	MIKE SCHAMPERS	352 HIGH ST	WRIGHTSTOWN	54180	(920) 532-4556	mschampers@wrightstown.us
3	3	05140	DENMARK VOL FIRE DEPT	DAVID J BIELINSKI	451 N WALL ST	DENMARK	54208-0176	(920) 863-5377	DJBielinski@aol.com
3	3	05150	NEW FRANKEN FIRE DEPT	KEVIN TIELENS	PO BOX 79	NEW FRANKEN	54229	(920) 863-8363	nffd2@yahoo.com
3	3	05170	HOBART VIL FIRE DEPT	JERRY LANCELLE	2990 S PINE TREE RD	HOBART	54155	(920) 655-3719	hobartfire@netnet.net
3	3	05180	LEDGEVIEW FIRE DEPT	TOM GUNS	3700 DICKINSON RD	DE PERE	54115-9796	(920) 336-3360	ledgeviewfd@ledgeviewwisconsin.com
5	3	05190	AUSTIN STRAUBEL INT'L AIRPORT	TRACE PAULSON	2077 AIRPORT DR	GREEN BAY	54313	(920) 498-4820	Paulson_TP@co.brown.wi.us
3	2	06010	ALMA VOL FIRE DEPT	THOMAS L BRAKKE	314 N MAIN ST	ALMA	54610	(608) 685-4509	brakket@alma.k12.wi.us
3	2	06020	MONDOVI FIRE DEPT	STEVE ANDERSON	131 W RIVERSIDE AV	MONDOVI	54755	(715) 926-4901	mondovifire@cvcexpress.net
3	2	06030	NELSON VOL FIRE COMPANY INC	BARRY JOHNSON	S302 ST RD 35	NELSON	54756	(715) 673-4801	grechen@nelson-tel.net
3	2	06060	FOUNTAIN CITY FIRE DEPARTMENT	THOMAS L HENTGES	PO BOX 456	FOUNTAIN CITY	54629-0456	(608) 687-3241	badgerag@mwt.net
3	2	06070	WAUMANDEE-MONTANA-LINCOLN VOL FIRE DEPT	RON OLSON	S2004 COUNTY RD U	WAUMANDEE	54622	(507) 459-7949	ron.olson@stjosephequipment.com
3	2	06080	TRI-COMMUNITY FIRE DEPT	MATT BIESTERVELD	245 EAST 10TH STREET	BUFFALO CITY	54622	(608) 248-3044	tcfd@mwt.net
3	1	07010	DANBURY VOL FIRE DEPT	MARK BAUER	PO BOX 157	DANBURY	54830-0097	(715) 656-3600	dfdmark@gmail.com
2	1	07020	GRANTSBURG VOL FIRE DEPT	CORY R BARNETTE	PO BOX 308	GRANTSBURG	54840-0308	(715) 463-2294	gfirechief@grantsburgtelcom.net
3	1	07030	SIREN VOL FIRE DEPT	TONY DALSVEEN	P O BOX 104	SIREN	54872	(715) 349-2466	tjdalsveen@gmail.com
3	1	07040	WEBB LAKE VOL FIRE DEPT/RESCUE	BEN A KEUP	30314 COUNTY RD H	WEBB LAKE	54830	(715) 259-3939	webblakefire@gmail.com
3	1	07050	WEBSTER VOL FIRE DEPT	ALLEN J STEINER	BOX 343	WEBSTER	54893-0243	(715) 866-7177	websterfire@centurytel.net
3	1	07060	SCOTT TWP VOL FIRE DEPT	DOUG MCCREADIE	28390 CTY RD H	SPOONER	54801	(715) 635-3439	d_mccreadie@msn.com
3	1	07070	ST CROIX TRIBAL-HERTEL FIRE DEPT	AUSTIN DENOTTER	24663 ANGELINE AVE	WEBSTER	54893	(715) 349-5463	northamericanaggregate@yahoo.com
3	1	07080	JACKSON TWP FIRE DEPT	DAN CAMPION	4742 CO RD A	WEBSTER	54893	(715) 866-8404	danocampion@hotmail.com
3	3	08010	NEW HOLSTEIN VOL FIRE DEPT	DENIS S MAYER	2110 WASHINGTON ST	NEW HOLSTEIN	53061	(920) 898-4241	newholsteinfirechief@live.com
3	3	08020	ST ANNA VOL FIRE DEPT	JOSH MERTENS	N126 SCHOOL ST	NEW HOLSTEIN	53061	(920) 894-2625	mertens@frontier.com
3	3	08030	BRILLION VOL FIRE DEPT	JOE DIENER	130 CALUMET ST	BRILLION	54110-1118	(920) 756-2424	fd@ci.brillion.wi.us
3	3	08040	FOREST JUNCTION VOL FIRE DEPT	CARL WEBER	PO BOX 134	FOREST JUNCTION	54123-0134	(920) 989-1301	cweber1@new.rr.com

3	3	08050	CHILTON VOL FIRE DEPT	GARY HALBACH	42 SCHOOL ST	CHILTON	53014-0813	(920) 849-2451	chiltonfd@chiltonwi.com
3	3	08060	STOCKBRIDGE COMMUNITY FIRE DEPT	MICHAEL T FUNK	175 S MILITARY ROAD PO BOX 24	STOCKBRIDGE	53088	(920) 439-1400	Stockbridgefd@tds.net
3	3	08070	POTTER FIRE DEPT	ROBBIE SCHOEN	PO BOX 82	POTTER	54160	(920) 853-3245	potterfire1@hotmail.com
3	3	08080	HILBERT VOL FIRE DEPT	MICHAEL LOOSE	PO BOX 266	HILBERT	54129-0266	(920) 853-3438	mike.loose@boldt.com
3	3	08100	HARRISON FIRE RESCUE	MIKE BRANTMEIER	W5298 HWY 114	MENASHA	54952	(920) 989-1062	harrisonfc@harrison-wi.org
3	1	09010	BLOOMER VOL FIRE DEPT	BRIAN D BLESKACEK	315 17TH AV	BLOOMER	54724-1522	(715) 568-4646	bbleskacek@bloomer.net
2	1	09020	BOYD-EDSON-DELMAR VOL FIRE DEPT	RONALD PATTEN	PO BOX 177	BOYD	54726-0177	(715) 667-3255	chiefpatten601@yahoo.com
3	1	09030	CADOTT AREA FIRE AND RESCUE	RICK SOMMERFELD	PO BOX 99	CADOTT	54727	(715) 289-3621	cadott.fire@yahoo.com
1	1	09040	CHIPPEWA FALLS FIRE EMERG SERV	MICHAEL L HEPFLER	211 BAY ST	CHIPPEWA FALLS	54729	(715) 723-5710	mhepfler@chippewafalls-wi.gov
2	1	09050	CHIPPEWA FIRE DIST	SCOTT BERNETTE	13143 30TH AV	LAKE HALLIE	54729-7377	(715) 723-5488	chief900@outlook.com
3	1	09060	CORNELL AREA FIRE DEPT	DENNIS W KLASS	PO BOX 796	CORNELL	54732	(715) 239-3115	generalalarm@cornellareafiredept.org
3	1	09070	ANSON VOL FIRE DEPT	RICK SCHEMENAUER	12916 CTH S SOUTH	JIM FALLS	54748	(715) 382-4154	rick.schemenauer@us.nestle.com
3	1	09080	NEW AUBURN AREA FIRE DEPT	THOMAS BISCHEL	PO BOX 172	NEW AUBURN	54757	(715) 237-2103	naareafiredept@citizens-tel.net
3	1	09090	STANLEY VOL FIRE DEPT	RONALD ZAIS	PO BOX 155	STANLEY	54768-0155	(715) 644-5564	rzais@centurytel.net
3	1	09100	EAGLE POINT VOL FIRE DEPT	ROCKY BERG	14802 STATE HWY 124	CHIPPEWA FALLS	54729	(715) 226-1086	rlb05@hotmail.com
3	1	09110	TILDEN VOL FIRE DEPT	DAVID F GOETTL	10179 70TH STREET	CHIPPEWA FALLS	54729	(715) 288-6152	tvfd@centurytel.net
3	1	10010	CHILI-FREMONT VOL FIRE DEPT	SIMON FISCHER	PO BOX 92	CHILI	54420-9801	(715) 683-8046	chilifire8@yahoo.com
3	1	10020	GRANTON VOL FIRE DEPT	DONALD OLDHAM	418 CLARK ST	GRANTON	54436	(715) 238-7771	daniboushon@yahoo.com
3	1	10030	ABBOTSFORD FIRE DEPT INC	JODY A APFELBECK	P O BOX 477	ABBOTSFORD	54405	(715) 223-6458	tenstar1@frontier.com
3	1	10050	LOYAL FIRE DEPT	JON BAUER	P O BOX 215	LOYAL	54446-9586	(715) 255-9751	jonbauer53@msn.com
3	1	10060	COLBY VOL FIRE DEPT	JOE MUELLER	PO BOX 169	COLBY	54421-0169	(715) 223-2414	mue@charter.net
3	1	10070	DORCHESTER COMM EMERG SRVS	RICK RINEHART	PO BOX 74	DORCHESTER	54425	(715) 654-6200	staabmfg@tds.net
3	1	10080	GREENWOOD AREA FIRE AND EMS DIST	DELMOND HORN	PO BOX 195	GREENWOOD	54437-0195	(715) 267-7390	grwd59fire@tds.net
3	1	10090	NEILLSVILLE FIRE DEPT	MATT MEYER	118 W 5TH ST	NEILLSVILLE	54456	(715) 743-2651	clerk@neillsville-wi.com
2	1	10100	OWEN-WITHEE-CURTISS FIRE AND EMS DISTRICT	MARK RENDERMAN	PO BOX 36	OWEN	54460	(715) 229-2652	mrenderman@owcfd.com
3	1	10110	THORP AREA FIRE DISTRICT	ROBERT EBBEN	101 S WILSON ST	THORP	54771	(715) 669-5556	ebben.robert@gmail.com
3	1	10140	HATFIELD FIRE DEPT	KURT KAUFMAN	N9510 CTH K	MERRILLAN	54754	(715) 429-0852	kurt.kaufman76.kk@gmail.com
3	4	11010	COLUMBUS FIRE DEPT	RANDALL KOEHN	123 W HARRISON ST	COLUMBUS	53925-1513	(920) 623-5914	rkoehn@columbuswi.us
3	4	11020	ARLINGTON VOL FIRE DEPT	JOE BARMAN	PO BOX 18	ARLINGTON	53911-0018	(608) 635-4717	afd.fire.chief1@gmail.com
3	4	11030	CAMBRIA VOL FIRE DEPT	CODY DOUCETTE	PO BOX 295	CAMBRIA	53923	(920) 348-5501	cambriafd1907@gmail.com
3	4	11040	DOYLESTOWN VOL FIRE DEPT	STEVE LANGSDORF	P O BOX 112	DOYLESTOWN	53928-0112	(920) 992-3610	doylestownfire@hotmail.com
3	4	11050	FALL RIVER VOL FIRE DEPT	EUGENE ADAM	450 SOUTH ST	FALL RIVER	53932-9778	(920) 484-3808	gadamfrfd@yahoo.com
3	4	11060	FRIESLAND VOL FIRE DEPT	JOSHUA D RIMMERT	PO BOX 71	FRIESLAND	53935-0035	(920) 348-5748	josh.rimmert@alsum.com
3	4	11070	LODI AREA FIRE DEPT	BOBBY ANNEN	PO BOX 304	LODI	53555	(608) 592-3221	bobbylafd50@gmail.com
3	4	11080	PARDEEVILLE FIRE DEPT	RICK WENDT	110 3RD STREET	PARDEEVILLE	53954	(608) 429-2282	rickwendt0@yahoo.com
2	4	11090	PORTAGE FIRE DEPT	CLAYTON SIMONSON JR	119 W PLEASANT ST	PORTAGE	53901-1762	(608) 742-2172	clayton.simonson@portagewi.gov
3	4	11100	POYNETTE-DEKORRA FIRE PROT DIST	JAMES L TOMLINSON	PO BOX 364	POYNETTE	53955	(608) 635-2151	jtomlinson6@charter.net
3	4	11110	RIO FIRE DEPT	ROBERT LANG	301 W RIO ST	RIO	53960	(920) 992-5655	boblang@centurytel.net
3	4	11120	KILBOURN FIRE DEPT	SCOTT WALSH	PO BOX 689	WISCONSIN DELLS	53965-0689	(608) 254-2040	swalsh@kilbournfire.com
3	4	11130	WYOCENA BUREAU OF FIRE	JARED ANDERSON	PO BOX 668	WYOCENA	53969	(608) 429-3393	jawyocena@yahoo.com
3	2	12010	SENECA VOL FIRE DEPT	TYLER ASPENSON	P O BOX 211	SENECA	54654	(608) 734-3256	tyleraspenson@yahoo.com
3	2	12020	SOLDIERS GROVE FIRE DEPT	BEN CLASON	PO BOX 121	SOLDIERS GROVE	54655	(608) 624-5802	clasonconstruction@gmail.com
3	2	12030	WAUZEKA VOL FIRE DEPT	TODD KRACHEY	PO BOX 366	WAUZEKA	53826	(608) 875-6931	kracheysbp@hotmail.com
3	2	12040	BRIDGEPORT VOL FIRE DEPT	RUSSEL GILLITZER	35524 BOUSKA RD	PRAIRIE DU CHIEN	53821-9802	(608) 326-6623	rgillitzer@ufpi.com
3	2	12050	EASTMAN VOL FIRE DEPT	ADAM TRAUTSCH	PO BOX 6	EASTMAN	54626-0006	(608) 874-4595	eastmanchief@gmail.com
3	2	12060	GAYS MILLS VOL FIRE DEPT	EARL WINSOR	444 HWY 131	GAYS MILLS	54631	(608) 735-4424	earldeni@mwt.net
2	2	12080	PRAIRIE DU CHIEN FIRE DEPT	BRUCE C REMZ	720 E BLACKHAWK AVE	PRAIRIE DU CHIEN	53821-1653	(608) 326-4365	fire@prairieduchien-wi.gov
3	2	12090	DE SOTO VOL FIRE DEPT	CHRIS MUSSATTI	PO BOX 70	DE SOTO	54624	(608) 648-3331	desotofire@mchsi.com
3	2	12100	FERRYVILLE VOL FIRE DEPT	TOM CHERNOUSKI	15910 HWY 35 S	FERRYVILLE	54628	(608) 734-3624	ferryville-fd@mchsi.com
1	2	13010	MADISON FIRE DEPT	STEVEN A DAVIS	314 W DAYTON ST	MADISON	53703	(608) 266-4420	sdavis@cityofmadison.com
2	2	13020	FITCHBURG FIRE DEPT	JOE PULVERMACHER	5791 LACY RD	FITCHBURG	53711-5363	(608) 278-2980	joe.pulvermacher@fitchburgwi.gov
3	2	13030	DANE-VIENNA VOL FIRE DEPT	DENMAN M BREUNIG	PO BOX 194	DANE	53529-0194	(608) 849-4211	denman.breunig@danefire.com
2	2	13040	MAPLE BLUFF FIRE DEPT	KRISTOPHER LOY	18 OXFORD PL	MADISON	53704	(608) 244-3390	Kloy@villageofmaplebluff.com
2	2	13050	MCFARLAND FIRE DEPT	CHRISTOPHER DENNIS	PO BOX 110	MCFARLAND	53558	(608) 838-3152	chris.dennis@mcfarland.wi.us
2	2	13060	MONONA FIRE DEPT	SCOTT F SULLIVAN	5211 SCHLUTER RD	MONONA	53716-2598	(608) 222-2528	firechief@ci.monona.wi.us
2	2	13070	MOUNT HOREB FIRE DEPT	CRAIG BRINKMANN	120 S FIRST ST	MOUNT HOREB	53572-0222	(608) 437-5571	admin@fdmh.org
2	2	13090	VERONA FIRE DEPT	JOSEPH GIVER	101 LINCOLN ST	VERONA	53593	(608) 845-9401	joe.giver@ci.verona.wi.us
2	2	13110	MADISON TWN FIRE DEPT	DAVID BLOOM	2120 FISH HATCHERY RD	MADISON	53713-1289	(608) 210-7218	bloomd@town.madison.wi.us
3	2	13120	CAMBRIDGE COMM FIRE DEPT	TERRY JOHNSON	PO BOX 79	CAMBRIDGE	53523-0079	(608) 423-2014	chief@cambridgevfd.com
2	2	13140	OREGON AREA FIRE/EMS DISTRICT	GLENN M LINZMEIER	131 SPRING ST	OREGON	53575-1401	(608) 835-5587	Chief@oregonareafireems.org
3	2	13150	BELLEVILLE VOL FIRE DEPT	BRIAN HOLLIS	P O BOX 169	BELLEVILLE	53508-9100	(608) 424-3081	brianmaizy@yahoo.com
3	2	13160	BLACK EARTH JOINT FIRE DIST	MITCH HODSON	711 BLUE MOUNDS ST	BLACK EARTH	53515-9564	(608) 767-3949	fire1@blackearthfire.org
3	2	13170	COTTAGE GROVE VOL FIRE DEPT	BRUCE A BOXRUCKER	4030 CTY HWY N	COTTAGE GROVE	53527-0178	(608) 839-4343	cgfdf1@yahoo.com
3	2	13180	CROSS PLAINS-BERRY FIRE DEPT	DALE N LOCHNER	1501 BOURBON RD	CROSS PLAINS	53528-9651	(608) 798-2220	chief@crossplainsfire.com
3	2	13190	DEERFIELD VOL FIRE DEPT	JOSH SEWELL	305 INDUSTRIAL PARK RD	DEERFIELD	53531-0401	(608) 764-5343	josh.sewell@deerfieldfd.com
2	2	13200	DEFOREST WINDSOR FIRE AND EMS	STEVE LAFEBER	110 SOUTH STEVENSON ST	DE FOREST	53532	(608) 846-4364	slafeber@deforestfire.com
3	2	13210	MARSHALL VOL FIRE DEPT INC	BLAIR PIERCE	PO BOX 430	MARSHALL	53559	(608) 655-3322	marshallfiredepartment@hotmail.com
3	2	13220	MAZOMANIE FIRE DEPT	MARK GEISLER	133 CRESCENT ST	MAZOMANIE	53560-9665	(608) 767-2761	mgeisler@villageofmazomanie.com
2	2	13230	MIDDLETON FIRE DEPT	AARON HARRIS	7600 UNIVERSITY AVE	MIDDLETON	53562-3143	(608) 827-1090	aharris@mifd.net
2	2	13240	STOUGHTON VOL FIRE DEPT	SCOTT WEGNER	381 E MAIN ST	STOUGHTON	53589-1799	(608) 873-7218	swegner@ci.stoughton.wi.us
2	2	13250	SUN PRAIRIE VOL FIRE DEPT	CHRISTOPHER GARRISON	135 N BRISTOL ST	SUN PRAIRIE	53590-2245	(608) 837-5066	awhite@cityofsunprairie.com
5	2	13260	TRUAX FIELD - WI NATL AIR GUARD	GARY PECK	3110 MITCHELL ST BLDG 430	MADISON	53704	(608) 245-4466	gary.peck@ang.af.mil
3	2	13270	WAUNAKEE VOL FIRE DEPT	DAVE KOPP	P O BOX 472	WAUNAKEE	53597-0472	(608) 849-5488	waunakeefire@tds.net

3	4	14010	HORICON VOL FIRE DEPT	JIM BANDSMA	220 ELLISON ST	HORICON	53032	(920) 382-8646	firedept@horiconpsb.com
3	4	14030	BURNETT VOL FIRE DEPT	RANDY SCHWARK	PO BOX 295	BURNETT	53922-9792	(920) 689-2278	rdschwark@live.com
3	4	14040	CLYMAN FIRE DEPT	ERIC HOWLETT	BOX 100	CLYMAN	53016	(920) 696-3565	clymanfirechief@gmail.com
3	4	14060	FOX LAKE VOL FIRE DEPT	AARON PAUL	PO BOX 65	FOX LAKE	53933	(920) 928-6115	flfd@foxfd.com
3	4	14080	HUSTISFORD VOL FIRE DEPT	MATTHEW PIEPER	PO BOX 19	HUSTISFORD	53034-0019	(920) 349-3814	hfdtraining@yahoo.com
6	4	14090	IRON RIDGE FIRE DEPT INC	JASON BOECK	4000 INDUSTRIAL DR	IRON RIDGE	53035-9682	(920) 644-2747	ironridgefire@gmail.com
3	4	14100	KEKOSKEE VOL FIRE DEPT	RICHARD GERTH	W3257 CTY TW	MAYVILLE	53050	(920) 387-2811	kfd@bertramwireless.com
3	4	14110	KNOWLES VOL FIRE DEPT	JASON KUEHL	W2166 SOUTH AVE	KNOWLES	53048	(920) 960-5478	jason_kuehl@yahoo.com
3	4	14120	LEBANON FIRE DEPT	BRENT J BOYD	PO BOX 67	LEBANON	53047-0067	(920) 925-3522	bkboyd1991@gmail.com
3	4	14130	LOMIRA FIRE DEPT	KEITH JOAS	549 CHURCH ST	LOMIRA	53048-9530	(920) 269-7152	chief@lomirafire.com
2	4	14140	MAYVILLE FIRE DEPT	BRAD MARX	522 HORICON ST	MAYVILLE	53050-1522	(920) 387-7909	chiefmarx@mayvillecity.com
3	4	14150	NEOSHO VOL FIRE DEPT	MIKE DUERNBERGER	BOX 182	NEOSHO	53059	(920) 625-3411	mike@mdsigns.net
3	4	14160	REESEVILLE FIRE DEPT	NIC GAY	206 SOUTH MAIN ST BOX 178	REESEVILLE	53579	(920) 927-5271	reesfd@netwurx.net
3	4	14170	THERESA VOL FIRE DEPT	WARREN W STANKE	302 DEPOT RD	THERESA	53091	(920) 488-5300	tfd3400@bertramwireless.com
3	4	14180	WOODLAND FIRE DEPT INC	JOEL BRAUNSCHWEIG	N4953 CTY HY WS	WOODLAND	53099	(920) 625-3226	joel.braunschweig2@gmail.com
3	4	14190	ASHIPPUN VOL FIRE DEPT	DEONNE ESKE	PO BOX 146	ASHIPPUN	53003	(920) 474-4223	deske@wi.rr.com
2	4	14200	BEAVER DAM FIRE DEPT	ALAN D MANNEL	205 S LINCOLN AVE	BEAVER DAM	53916-2323	(920) 887-4609	amannel@cityofbeaverdam.com
3	4	14210	BROWNSVILLE FIRE CO INC	KELLY THOMAS	PO BOX 218	BROWNSVILLE	53006-0218	(920) 583-4024	brownsvillefireco@gmail.com
3	4	14220	JUNEAU FIRE DEPT	CURT NINMANN	PO BOX 85	JUNEAU	53039	(920) 386-5100	cninmann@cityofjuneau.net
3	4	14230	LOWELL FIRE DEPT	ALAN PASEWALD	PO BOX 315	LOWELL	53557	(920) 927-3381	lowellfd@yahoo.com
3	4	14240	RANDOLPH FIRE DEPT	BRUCE MILLER	248 W STROUD ST	RANDOLPH	53956-1270	(920) 326-4630	randfire@centurytel.net
3	3	15010	BAILEYS HARBOR FIRE DEPT	BRIAN J ZAK	PO BOX 91	BAILEYS HARBOR	54202-0091	(920) 839-9411	bhfd@dcwis.com
3	3	15020	BRUSSELS-UNION-GARDNER FIRE DEPT	CURT VANDERTIE	1358 CTH DK	BRUSSELS	54204-9524	(920) 559-2205	clvandertie@yahoo.com
3	3	15030	EGG HARBOR VOL FIRE DEPT	STEVEN E SCHOPF	5242 CTY RD I	STURGEON BAY	54235-9669	(920) 868-3737	seschopf@yahoo.com
3	3	15040	EPHRAIM VOL FIRE DEPT	JUSTIN MAC DONALD	PO BOX 138	EPHRAIM	54211	(920) 854-4022	jmacdonald@ephraim-wisconsin.com
3	3	15050	GIBRALTAR FIRE AND RESCUE	JERRAD ANDERSON	PO BOX 610	FISH CREEK	54212-0610	(920) 868-3820	chief@gibraltarfirerescue.com
3	3	15060	SISTER BAY LIBERTY GROVE FIRE	CHRISTOPHER C HECHT	PO BOX 287	SISTER BAY	54234-0287	(920) 854-4021	checht@newwis.com
2	3	15070	STURGEON BAY FIRE DEPT	TIM DIETMAN	421 MICHIGAN ST	STURGEON BAY	54235	(920) 746-2916	tdietman@sturgeonbaywi.org
3	3	15080	WASHINGTON ISLAND VOL FIRE DEPT	PAUL SWANSON	1291 AIRPORT FOAD	WASHINGTON ISLAND	54246	(920) 535-0108	p.swanson45@yahoo.com
3	3	15090	SOUTHERN DOOR VOL FIRE DEPT	CHARLES J CIHLAR	PO BOX 38	FORESTVILLE	54213	(920) 856-6885	cjcihlar@gmail.com
3	3	15100	JACKSONPORT FIRE DEPT	THOMAS E ASH	3365 CTY HWY V	STURGEON BAY	54235	(920) 309-0623	tash@jportfd.com
1	1	16010	SUPERIOR FIRE DEPT	STEVE PANGER	3326 TOWER AVE	SUPERIOR	54880-5331	(715) 394-0227	pangers@ci.superior.wi.us
3	1	16020	BENNETT VOL FIRE DEPT	THOMAS AVIS	9058 S CTY RD E	SOLON SPRINGS	54873	(218) 428-1990	bennettvfired@gmail.com
3	1	16030	BRULE FIRE DEPT	KEITH KESLER	5280S CTY ROAD H	BRULE	54820	(715) 372-4879	keslerk@ci.superior.wi.us
3	1	16050	DAIRYLAND FIRE DEPT	RUSSELL SULLIVAN	14650 S STATE RD 35	DAIRYLAND	54830	(715) 244-3000	dairylandvfd@centurylink.net
3	1	16060	SUMMIT VOL FIRE DEPT	STEVEN FEGRAEUS	1811 E TOWNLINE RD	FOXBORO	54836	(715) 399-8676	sfegraeus@hotmail.com
3	1	16070	GORDON VOL FIRE DEPT	MICHAEL D CHMIELECKI	P O BOX 178	GORDON	54838	(715) 376-2221	gordonfiredept@yahoo.com
3	1	16080	HAWTHORNE VOL FIRE DEPT	FRANK SCHWIRTZ	PO BOX 135	HAWTHORNE	54842-0135	(715) 374-3100	frankvfd@gmail.com
3	1	16090	HIGHLAND TWP VOL FIRE DEPT	RONALD CAIRNS	8060 SOUTH OAKDALE RD	LAKE NEBAGAMON	54849	(715) 374-2886	rharley69@centurytel.net
3	1	16100	LAKE NEBAGAMON FIRE DEPT	JIM DAWSON JR	BOX 517	LAKE NEBAGAMON	54849	(715) 374-2559	dawsonfire@gmail.com
3	1	16110	CLOVERLAND VOL FIRE DEPT	ERIC A SAARI	1440 S STATE RD 13	BRULE	54820	(218) 428-0278	cloverlandfiredept@yahoo.com
3	1	16120	MAPLE FIRE DEPT	MICHAEL R LUNDEEN	PO BOX 83	MAPLE	54854-0083	(715) 363-2554	mlundeenmaple@gmail.com
3	1	16130	POPLAR FIRE DEPT	PAT GRUBE	9804 E MIDDLE RIVER ROAD	POPLAR	54864	(218) 348-6773	patandcarolyn1976@yahoo.com
3	1	16140	SOLON SPRINGS FIRE DEPT	JOHN WALT	9083 E BALDWIN AVE	SOLON SPRINGS	54873	(218) 428-6025	cactus@centurytel.net
3	1	16150	OAKLAND VOL FIRE DEPT	JOHN P MELCHER	6588 S CTY K	SOUTH RANGE	54874-9788	(715) 399-2646	silvercreek@centurylink.net
3	1	16160	PARKLAND FIRE DEPT	JOHN PRENDERGAST	PO BOX 125	SOUTH RANGE	54874	(715) 398-2307	parklandfd@gmail.com
3	1	16170	SUPERIOR TN VOL FIRE DEPT	DARRYL A FIEGLE	5997 S STATE HWY 35	SUPERIOR	54880-8417	(715) 399-8055	dfiegle@yahoo.com
3	1	16180	AMNICON VOL FIRE DEPT	WADE HILL	8985 E HWY 2	SOUTH RANGE	54874	(715) 364-8410	amniconchief@yahoo.com
3	1	16190	LAKESIDE FIRE DEPT	NOVA NORDRUM	3196 S POPLAR RIVER RD	POPLAR	54864-9253	(715) 364-2650	lakesidevfd@gmail.com
3	1	16200	WASCOTT FIRE DEPT	TOM MICHALEK	PO BOX 111	WASCOTT	54890-0111	(715) 520-3473	tom_michalek@yahoo.com
3	1	17010	BOYCEVILLE COMMUNITY FIRE DISTRICT	BRIAN W MARLETTE	PO BOX 368	BOYCEVILLE	54725-9507	(715) 643-3011	boycevillefire@cltcomm.net
3	1	17020	ELK MOUND FIRE DIST	LES W SHAFER	202 E MENOMONIE STREET	ELK MOUND	54739	(715) 879-5432	emfd@elk-mound.org
2	1	17030	MENOMONIE FIRE DEPT	JOHN R BAUS	2417 WILSON ST	MENOMONIE	54751-2466	(715) 232-2414	jbaus@menomonie-wi.gov
3	1	17040	RIDGELAND-WILSON FIRE DEPT	COREY MICKELSON	PO BOX 212	RIDGELAND	54763	(715) 949-1099	COREYS@CHIBARDUN.NET
3	1	17050	SAND CREEK FIRE DEPARTMENT	JOEL SMITH	PO BOX 43	SAND CREEK	54765-0043	(715) 658-1795	scfiredept@chibardun.net
3	1	17060	COLFAX COMMUNITY FIRE DEPT	DON LOGSLETT	PO BOX 368	COLFAX	54730	(715) 962-9184	colfaxfirehall@centurytel.net
3	1	17070	ROCK CREEK TWP FIRE DEPT	JASON L WILEY	COUNTY ROAD H	MONDOVI	54755	(715) 828-0297	toolmachine@hotmail.com
1	1	18010	EAU CLAIRE FIRE DEPT	CHRISTIAN M BELL	216 S DEWEY ST	EAU CLAIRE	54701-3702	(715) 839-5015	chris.bell@eauclairewi.gov
3	1	18020	ALTOONA FIRE DEPT	JESSE JAMES	1904 SPOONER AVE	ALTOONA	54720-1448	(715) 839-2970	jjames@ci.altoona.wi.us
3	1	18030	AUGUSTA-BRIDGE CREEK FD INC	KENNETH ZICH	PO BOX 470	AUGUSTA	54722	(715) 286-2295	zeeker221@yahoo.com
3	1	18040	FAIRCHILD FIRE PROTECTION DIST	JEFFERY M WAMPOLE	200 W TOWNLINE RD	FAIRCHILD	54741	(715) 334-2208	FairchildChief@centurylink.net
3	1	18050	FALL CREEK AREA FIRE DISTRICT	JAMIE KAEDING	PO BOX 157	FALL CREEK	54742	(715) 877-3311	fallcreekfirechief@gmail.com
3	1	18060	TOWNSHIP VOL FIRE DEPT	JACK RUNNING	4601 E HAMILTON AVE	EAU CLAIRE	54701-8111	(715) 834-6868	jrunning1@att.net
3	3	19010	AURORA VOL FIRE DEPT	CHAD T HEDMARK	1066 COUNTY N	NIAGARA	54151	(715) 589-2282	aurorafire@aurorafiredepartment.us
3	3	19020	HOMESTEAD VOL FIRE DEPT	KEVIN OLSEN	2226 ELLIS RD	FLORENCE	54121	(715) 589-2428	kevjul@borderlandnet.net
3	3	19030	FLORENCE VOL FIRE DEPT	JOSEPH WITYNSKI	P O BOX 463	FLORENCE	54121	(715) 528-5499	jwitynski@co.florence.wi.us
3	3	19040	LONG LAKE VOL FIRE DEPT	KEVIN HAAG	PO BOX 138	LONG LAKE	54542	(715) 674-2263	kshaag313@gmail.com
3	3	19050	FENCE VOL FIRE DEPT	JEFF STERNHAGEN	PO BOX 24	FENCE	54120	(715) 528-5342	fencefire810@hotmail.com
3	4	20010	FOND DU LAC TWP VOL FIRE DEPT	DEAN BIRSCHBACH	N6309 TOWNLINE RD	FOND DU LAC	54937	(920) 921-3030	tfdlfiredept@charter.net
3	4	20020	ALTO VOL FIRE DEPT	CORY KOK	W12899 CTY RD AS	WAUPUN	53963-9494	(920) 579-3079	corytrishakok@centurytel.net
3	4	20030	BRANDON-FAIRWATER FIRE DEPT	MARK A HORVATH	PO BOX 1	BRANDON	53919	(920) 517-1790	brandonfairwaterfd@hotmail.com
3	4	20040	CALUMET VOL FIRE DEPT	BRIAN SCHUSSMAN	W3118 HWY W	MALONE	53049	(920) 795-4500	schussmanbrian@yahoo.com

3	4	20050	CAMPBELLSPORT VOL FIRE DEPT	CRAIG OLSON	PO BOX 709	CAMPBELLSPORT	53010	(920) 533-5266	colson@campbellsportfire.com
3	4	20060	EDEN VOL FIRE DEPT	TIM ENGEL	104 S PINE ST	EDEN	53019	(920) 477-3131	m2wpaint@hotmail.com
3	4	20070	ELDORADO VOL FIRE DEPT	GARY HASS	N9465 HAAS RD	VAN DYNE	54979	(920) 872-2366	eldoradochief@gmail.com
1	4	20090	FOND DU LAC CITY FIRE/RESCUE	PETER O'LEARY	815 S MAIN ST	FOND DU LAC	54935-5738	(920) 322-3800	poleary@fdl.wi.gov
3	4	20100	LAMARTINE VOL FIRE DEPT	JOSEPH F BIRSCHBACH	N5309 HILLCREST RD	FOND DU LAC	54937	(920) 922-3754	firechief@townoflamartine.com
3	4	20110	MOUNT CALVARY FIRE DEPT	MARK S PETRIE	P O BOX 21	MOUNT CALVARY	53057	(920) 753-4691	mtcalvaryfire@gmail.com
2	4	20120	NORTH FOND DU LAC FIRE EMS	JAKE FLAHERTY	16 GARFIELD ST	NORTH FOND DU LAC	54937-1399	(920) 929-3765	jflaherty@nfdl.org
3	4	20130	OAKFIELD VOL FIRE DEPT	WILLIAM RUSCH	PO BOX 445	OAKFIELD	53065	(920) 583-2511	wrusch2000@msn.com
2	4	20140	RIPON AREA FIRE DISTRICT	TIMOTHY SAUL	515 ASPEN ST	RIPON	54971-1397	(920) 745-2262	rafdchief@riponafd.net
3	4	20150	ROSENDALE VOL FIRE DEPT	DAVID F MCCOY	PO BOX 544	ROSENDALE	54974-0544	(920) 872-2812	dfmccoy@charter.net
3	4	20160	ST CLOUD VOL FIRE DEPT	SCOTT BINK	1105 MAIN ST	ST CLOUD	53079-0257	(920) 999-1234	stcloudfiredept@gmail.com
3	4	20170	VAN DYNE VOL FIRE DEPT	MICHAEL BECKER	N9515 VAN DYNE ROAD	VAN DYNE	54979	(920) 688-2293	BECKER.MICK@YAHOO.COM
2	4	20180	WAUPUN FIRE DEPT	BJ DEMAA	16 E MAIN ST	WAUPUN	53963	(920) 324-7910	bjdemaa@waupunpd.org
3	4	20190	WAUPUN COMMUNITY FIRE DEPT	BJ DEMAA	16 E MAIN ST	WAUPUN	53963	(920) 324-7910	bjdemaa@waupunpd.org
3	3	21010	CRANDON VOL FIRE DEPT	DARRELL B WILSON SR	P O BOX 335	CRANDON	54520	(715) 889-0332	ccrandon@newnorth.net
3	3	21020	HILES VOL FIRE DEPT	VICTOR R BURKEY	10744 W MAIN ST	HILES	54511	(715) 649-3680	hilesfire@newnorth.net
3	3	21030	LAONA FIRE DEPT	DAVID ROSIO	4740 CYPRESS STREET	LAONA	54541-0006	(715) 889-1538	tall54541@yahoo.com
3	3	21040	WABENO-SOPERTON VOL FIRE DEPT	SCOTT E SHAFFER SR	4311 SCHOOL ST	WABENO	54566-9612	(715) 473-2038	sessr1@yahoo.com
3	3	21050	ARGONNE VOL FIRE DEPT	MARK SPRENGER	PO BOX 245	ARGONNE	54511	(715) 649-3310	carsllc1@yahoo.com
3	3	21070	NEWALD VOL FIRE DEPT	NICHOLAS SCHUETT	10170 CYPRESS ST	NEWALD	54511-0206	(715) 889-1611	newaldfire@yahoo.com
3	3	21080	PICKEREL VOL FIRE DEPT	ROBERT M ADERHOLDT	PO BOX 10	PICKEREL	54465-0010	(715) 484-7189	cjacksontrucking@gmail.com
3	3	21090	ALVIN VOL FIRE AND RESCUE	GERALD L GASPARDO	8225 CO RD A	ALVIN	54542	(715) 545-2795	budgasp@aol.com
3	2	22010	BAGLEY VOL FIRE DEPT	JEFFERY S MYHRE	400 JACKLY LN	BAGLEY	53801	(608) 996-2650	jsmyhre@gmail.com
3	2	22020	BLOOMINGTON FIRE DEPT	TOM HOFFMAN	PO BOX 125	BLOOMINGTON	53804-0125	(608) 994-2383	bloomingtonfirestation@tds.net
3	2	22030	BLUE RIVER VOL FIRE DEPT	JUSTIN DEGENHARDT	PO BOX 215	BLUE RIVER	53518	(608) 537-2357	brfire@mwt.net
3	2	22040	STITZER - LIBERTY VOL FIRE DEPT	KENNY RICHTER	P O BOX 105	STITZER	53825	(608) 943-1117	jd8520k@gmail.com
3	2	22050	BOSCOBEL VOL FIRE DEPT	TODD E FISCHER	510 WISCONSIN AVE	BOSCOBEL	53805-1248	(608) 375-4121	rcwwrc@mwt.net
3	2	22060	POTOSI VOL FIRE DEPT	RYNE S EMLER	PO BOX 166 210 MAIN ST	POTOSI	53820	(608) 763-4305	potosifd@chorus.net
3	2	22070	CASSVILLE VOL FIRE DEPT	RONALD HAMPTON	PO BOX 567	CASSVILLE	53806	(608) 725-5875	ron.chanhampton@gmail.com
3	2	22080	CUBA CITY VOL FIRE DEPT	STEPHEN J TRANEL	108 N MAIN ST	CUBA CITY	53807-1538	(608) 744-2024	stevetranel@gmail.com
3	2	22090	DICKEYVILLE-PARIS VOL FIRE DEPT	TROY J TROST	BOX 337	DICKEYVILLE	53808	(608) 568-3782	tjtrost1@tds.net
3	2	22100	FENNIMORE VOL FIRE DEPT	ROBERT OECHSLE	1070 8TH ST	FENNIMORE	53809	(608) 822-3211	ffdchief@tds.net
3	2	22110	GLEN HAVEN VOL FIRE DEPT	LYNN KIRSCHBAUM	12723 DUNCAN RD	GLEN HAVEN	53810-9798	(608) 794-2550	lynn.kirschbaum@yahoo.com
3	2	22120	HAZEL GREEN VOL FIRE DEPT	JOHN BERNING	BOX 597	HAZEL GREEN	53811	(608) 854-2241	jvbern@hotmail.com
3	2	22130	JAMESTOWN FIRE DEPT	GERALD M OBERBROECKLING	PO BOX 176	KIELER	53812-0176	(608) 568-3232	oberbroecklingg@gmail.com
3	2	22140	LANCASTER FIRE DEPT	STEVE BRAUN	PO BOX 306	LANCASTER	53813	(608) 723-2357	sbraun@pcii.net
3	2	22150	LIVINGSTON-CLIFTON FIRE DIST	CHARLIE HRUBES	PO BOX 144	LIVINGSTON	53554	(608) 943-6911	lcfiredept@hotmail.com
3	2	22160	MONTFORT VOL FIRE DEPT	ROD SANDER	PO BOX 184	MONTFORT	53569	(608) 943-6045	montfortfire@yahoo.com
3	2	22170	MOUNT HOPE VOL FIRE DEPT INC	RICKY FRENCH	PO BOX 7	MOUNT HOPE	53816	(608) 988-4575	rcfrench@tds.net
3	2	22180	MUSCODA VOL FIRE DEPT	RICHARD HACKL	701 N WISCONSIN AVE	MUSCODA	53573-9209	(608) 739-3006	hackl@centurytel.net
3	2	22190	PATCH GROVE FIRE DEPT	EDWARD MILLIN	P O BOX 166	PATCH GROVE	53817	(608) 994-2293	patchgrovefire@tds.net
3	2	22200	PLATTEVILLE FIRE DEPT	RYAN J SIMMONS	275 E MAIN ST	PLATTEVILLE	53818	(608) 348-7826	firechief@platteville.org
3	2	23010	ALBANY COMMUNITY FIRE DEPT	DANNY MUELLER	PO BOX 92	ALBANY	53502	(608) 862-3919	dmueller709@gmail.com
3	2	23020	BRODHEAD VOL FIRE DISTRICT	ROBERT SCHEIDEGGER	PO BOX 138	BRODHEAD	53520-0138	(608) 897-4270	brodheadfiredistrict1@gmail.com
3	2	23030	BROWNTOWN CADIZ JORDAN FIRE DEPT	DAVID C PLATH	PO BOX 134	BROWNTOWN	53522-0134	(608) 966-3270	browntownfiredept@tds.net
3	2	23040	JUDA AND COMMUNITY FIRE DEPT	STEVE ISELY	PO BOX 172	JUDA	53550	(608) 934-5563	cisely@wekz.net
2	2	23050	MONROE FIRE DEPT	DAN SMITS	601 WEST 17TH STREET	MONROE	53566-2335	(608) 329-2575	dsmits@monroefiredept.com
3	2	23060	MONTICELLO FIRE DEPT	KEVIN KOMPROOD	BOX 476	MONTICELLO	53570	(608) 938-4979	monticellofire@tds.net
3	2	23070	NEW GLARUS FIRE DEPT	DAVID ANDERSON	PO BOX 306	NEW GLARUS	53574-0306	(608) 527-5300	ngfd@newglarusfd.com
3	2	23080	BROOKLYN FIRE AND EMS PROT DIST	TOM BOWERS	PO BOX 250	BROOKLYN	53521-0250	(608) 455-3812	ltffd@yahoo.com
3	4	24010	PRINCETON FIRE DEPT	ERNEST PULVERMACHER	PO BOX 436	PRINCETON	54968	(920) 295-6561	pfrd800@gmail.com
3	4	24020	BERLIN VOL FIRE DEPT	BOB PAUGELS	108 N CAPRON ST PO BOX 272	BERLIN	54923	(920) 361-5415	gpodoll@cityofberlin.net
3	4	24030	DALTON VOL FIRE DEPT	DUWANE MARWITZ	W6515 ST RD 44	DALTON	53926-9349	(920) 394-3211	sandyhollow@centurytel.net
3	4	24040	GREEN LAKE-BROOKLYN FIRE DEPT	WILLIAM A WAGNER	PO BOX 431	GREEN LAKE	54941	(920) 294-6092	waw710@ci.greenlake.wi.gov
3	4	24050	KINGSTON VOL FIRE DEPT	TIMOTHY A ROSANSKE	PO BOX 13	KINGSTON	53939-0013	(920) 394-3015	tim.rosanske@grande.com
3	4	24060	GRAND RIVER FIRE DISTRICT	THOMAS W WILDE	PO BOX 642	MARKESAN	53946-0642	(920) 398-3524	tomwilde@charter.net
3	4	24070	MARQUETTE VOL FIRE DEPT	KEVIN WARD	PO BOX 126	MARQUETTE	53947	(920) 229-6792	marquettefd100@gmail.com
3	2	25010	COBB VOL FIRE DEPT	JAMES C RIEMENAPP	US BOX 82	COBB	53526	(608) 623-2035	cvfd@cobbfire.net
3	2	25020	ARENA VOL FIRE DEPT	SHAWN THOMPSON	PO BOX 76	ARENA	53503	(608) 753-2335	arenafiredept@gmail.com
3	2	25030	BARNEVELD-BRIGHAM FIRE DEPT	KEITH HURLBERT	403 CTY HWY ID	BARNEVELD	53507-0007	(608) 924-0038	bbfdfire1@gmail.com
3	2	25040	AVOCA AND RURAL FIRE DEPT	BRUCE KIENITZ	PO BOX 11	AVOCA	53506-0002	(608) 532-6510	bkienitz53506@yahoo.com
3	2	25050	REWEY VOL FIRE DEPT	LA VERN NAEGER	218 WEST ST	REWEY	53580	(608) 943-6161	reweyfire1@gmail.com
3	2	25060	RIDGEWAY FIRE DEPT	JOE H THOMAS	PO BOX 68	RIDGEWAY	53582	(608) 924-2027	rfd@mhtc.net
3	2	25080	DODGEVILLE VOL FIRE DEPT	BRIAN WHITEHOUSE	401 N LEVEL	DODGEVILLE	53533	(608) 935-3035	dfire@mhtc.net
3	2	25090	HIGHLAND VOL FIRE DEPT	THOMAS G MICHEK	709 E DODGEVILLE ST	HIGHLAND	53543	(608) 929-4997	tmichek@yahoo.com
3	2	25100	HOLLANDALE VOL FIRE DEPT	JERRY DOESCHER	PO BOX 81	HOLLANDALE	53544-0081	(608) 967-2215	jdcr1435@gmail.com
3	2	25110	LINDEN VOL FIRE DEPT	TIM HAAS	PO BOX 469	LINDEN	53553	(608) 623-2800	lfd5bugles@aol.com
3	2	25120	MINERAL POINT FIRE DEPT INC	BRYAN MARR	216 DOTY ST	MINERAL POINT	53565	(608) 987-3020	fdmp@fdmp.net
3	1	26010	MERCER FIRE DEPT	STEVE ALTMAN	4711 N LITTLE PIKE LAKE RD	MERCER	54547	(715) 776-2424	allswamp@yahoo.com
3	1	26030	SHERMAN TWP VOL FIRE DEPT	RONALD A KING	3486 W BEARSKULL RD	SPRINGSTEAD	54552	(715) 583-9979	tosvfd@centurytel.net
3	1	26040	HURLEY VOL FIRE DEPT	DARRELL PETRUSHA	405 5TH AVE NORTH	HURLEY	54534	(715) 561-4715	hfd@hurleywi.org
3	1	26060	SAXON GURNEY FIRE DEPT	STACY A OFSTAD	PO BOX 8	SAXON	54559	(715) 893-2410	saxongurneyfd@centurytel.net

3	1	26070	OMA VOLUNTEER FIRE DEPT	THOMAS A SCHELLINGER	9970 N HWY 51	HURLEY	54534	(715) 561-2353	ttnl@centurytel.net
2	1	26080	KIMBALL TWP FIRE DEPT	JOHN L SMITH	5715 W CENTER DR	HURLEY	54534	(715) 561-4424	js44326@gmail.com
3	1	26090	MONTREAL FIRE DEPT	MARK HAEGER	54 WISCONSIN AVE	MONTREAL	54550-9704	(715) 561-4955	heywood1975@yahoo.com
3	1	26100	ANDERSON TWP FIRE DEPT	PATRICK HANSON	10860 N HWY 122	UPSON	54565	(715) 561-3446	townofanderson@centurytel.net
3	2	27010	ALMA CENTER COMM FIRE DIST	JEFFERY J GAEDE	407 NORTH CHURCH STREET	ALMA CENTER	54611	(715) 964-1022	wwaste@centurytel.net
3	2	27020	CITY POINT VOL FIRE DEPT	ROBERT C SCHEEL JR	W1362 OLD US HIGHWAY 54	PITTSVILLE	54466	(715) 884-6213	tonirobert_scheel@hotmail.com
3	2	27030	MERRILLAN VOL FIRE DEPT	WAYNE LUNDERVILLE	101 S MAIN ST	MERRILLAN	54754	(715) 333-2332	merrillanfire@gmail.com
2	2	27040	BLACK RIVER FALLS FIRE DEPT	STEVE SCHREIBER	PO BOX 435	BLACK RIVER FALLS	54615-0435	(715) 284-2656	chiefschreiber@brffire.org
3	2	27050	HIXTON VOL FIRE DEPT	TOM DAVIDSON	140 INTERSTATE RD	HIXTON	54635	(715) 896-5953	hixtonfd@gmail.com
3	2	27060	MELROSE VOL FIRE DEPT	TIM F KUNES	PO BOX 234	MELROSE	54642-0234	(608) 488-2709	tkunes@centurytel.net
3	2	27080	TAYLOR VOL FIRE DEPT	TIMOTHY A ROSE	PO BOX 171	TAYLOR	54659	(715) 662-4210	timrose04@yahoo.com
2	4	28010	FORT ATKINSON FIRE DEPT	Daryl Rausch	124 MILWAUKEE AVE W	FORT ATKINSON	53538-2020	(920) 563-7795	drausch@fortatkinsonwi.net
3	4	28020	HELENVILLE FIRE - RESCUE	RAY MADISON	N4828 DUCK CREEK RD	HELENVILLE	53137	(262) 490-2743	chiefmadison@netwurx.net
3	4	28030	JEFFERSON FIRE DEPT	RON WEGNER	351 E RACINE ST	JEFFERSON	53549-1648	(920) 674-7723	jefire@jeffersonfire.us
3	4	28040	JOHNSON CREEK FIRE DEPT	JIM WOLF	PO BOX 529	JOHNSON CREEK	53038	(920) 699-3456	jimw@johnsoncreekwi.org
2	4	28050	LAKE MILLS FIRE DEPT	RICHARD J HEINZ	200 D WATER ST	LAKE MILLS	53551	(920) 648-5117	rheinz@ci.lake-mills.wi.us
3	4	28060	ROME FIRE DISTRICT	PAUL GOEGLEIN	W1904 MAIN ST	SULLIVAN	53178	(262) 593-8600	romefiredept15@gmail.com
3	4	28070	SULLIVAN VOL FIRE DEPT	MARK FLOOD	PO BOX 95	SULLIVAN	53178-9776	(262) 593-2200	sullivanfire@gmail.com
2	4	28080	WATERLOO FIRE RESCUE	VERN L BUTZINE	900 INDUSTRIAL LANE	WATERLOO	53594-1258	(920) 478-2535	admin@waterloofd.com
2	4	28090	WATERTOWN FIRE DEPT	GREG MICHALEK	106 JONES ST	WATERTOWN	53094-3752	(920) 261-3610	gmichalek@cityofwatertown.org
3	4	28100	TOWN OF IXONIA FIRE AND EMS DEPT	DAVID SCHILLING	N8320 NORTH STREET	IXONIA	53036	(920) 261-2440	jandamar2@gmail.com
3	4	28120	PALMYRA VIL FIRE DEPT	JAMES SMALL, Acting	PO BOX 380	PALMYRA	53156	(262) 495-2380	jsmall@villageofpalmyra.com
3	2	29010	UNION CENTER VOL FIRE DEPT	ANDREW E SCOTT	PO BOX 72	UNION CENTER	53962-0072	(608) 462-8810	ucfire@centurytel.net
3	2	29020	WONEWOC VOL FIRE DEPT	RANDALL FIELD	PO BOX 37	WONEWOC	53968	(608) 464-3114	wonewocfire@bugnet.net
3	2	29030	ARMENIA VOL FIRE DEPT	BRIAN M SCHAUER	N14663 HWY G	NEKOOSA	54457	(608) 565-6945	schauer_brian@hotmail.com
3	2	29040	CAMP DOUGLAS VOL FIRE DEPT	JAMES NEWLUN	PO BOX 245	CAMP DOUGLAS	54618	(608) 427-3809	cdfire@mwt.net
3	2	29050	ELROY AREA FIRE AND AMBULANCE ASSN	SCOTT SCHULTZ	PO BOX 131	ELROY	53929-1251	(608) 462-5378	smschultz_13@ymail.com
2	2	29060	LYNDON STATION FIRE DEPT	LARRY WHALEY	PO BOX 22	LYNDON STATION	53944	(608) 666-2580	lsfd8500@gmail.com
2	2	29070	MAUSTON FIRE DEPT	KIM M HALE	303 MANSION ST	MAUSTON	53948-1329	(608) 847-5475	maustonfire@mauston.com
3	2	29080	NECEDAH FIRE/ RESCUE INC	STEVE BEZEMEK	PO BOX 249	NECEDAH	54646	(608) 565-2412	stevebezemek@yahoo.com
3	2	29090	NEW LISBON FIRE DEPT	LYNN A WILLARD	234 PLEASANT ST	NEW LISBON	53950-0303	(608) 562-3222	nlfire@mwt.net
3	2	29100	CUTLER VOL FIRE CO	DAVE FISHER	N10846 2ND AVE	CAMP DOUGLAS	54618-9757	(608) 427-3430	cutlervf@mwt.net
5	2	29110	VOLK FIELD AIR NATL GUARD BASE	MATT DAVIES	CRTC/CEF 100 INDEPENDENCE DR	CAMP DOUGLAS	54618	(608) 427-1217	matthew.davies@ang.af.mil
3	4	30010	TWIN LAKES VOL FIRE DEPT	STANLEY A CLAUSE JR	236 E MAIN ST	TWIN LAKES	53181	(262) 877-9056	stanjr6500@hotmail.com
1	4	30020	KENOSHA FIRE DEPT	CHARLES LEIPZIG JR	4810 60TH ST	KENOSHA	53142	(262) 653-4100	cleipzig@kenosha.org
2	4	30030	BRISTOL VOL FIRE DEPT	JOHN R NIEDERER	19801 83RD STREET	BRISTOL	53104	(262) 857-2711	brst5200@gmail.com
2	4	30040	PLEASANT PRAIRIE FIRE AND RESCUE	DOUG MCELMURY	8044 88TH AV	PLEASANT PRAIRIE	53158-2015	(262) 694-8027	dmcelmury@plprairiewi.com
2	4	30060	SALEM TWP FIRE/RESCUE	DAVID M SLOVER	11252 254TH COURT	TREVOR	53179	(262) 298-5631	mslover@townofsalem.net
3	4	30070	WHEATLAND TWP VOL FIRE DEPT	LOUIS W DENKO	PO BOX 797	NEW MUNSTER	53152	(262) 537-4566	louisdenko@gmail.com
2	4	30100	SOMERS FIRE DEPARTMENT	CARSON WILKINSON	P O BOX 197	SOMERS	53171	(262) 859-2277	cwilkinson@somers.org
3	4	30110	RANDALL TWP FIRE DEPT	MATTHEW L GRONKE	PO BOX 8	BASSETT	53101-0008	(262) 877-2941	divot04@charter.net
2	4	30120	PARIS VOL FIRE DEPT	ROLAND C IWEN	16607 BURLINGTON RD	UNION GROVE	53182-9407	(262) 859-3009	paris5500@wi.net
3	3	31010	ALGOMA FIRE DEPT	TOM ACKERMAN	400 THIRD ST	ALGOMA	54201	(920) 487-2712	afdchief@algomacity.org
3	3	31020	CASCO VOL FIRE DEPT	BRUCE DE PEAU	PO BOX 115	CASCO	54205	(920) 837-2857	bldepeau@centurytel.net
2	3	31030	KEWAUNEE FIRE DEPT	GREGORY J HLINAK	320 HARRISON ST	KEWAUNEE	54216-1333	(920) 388-5006	greg800greg@att.net
3	3	31040	LUXEMBURG COMMUNITY FIRE DEPT	LEW DU CHATEAU	1331 SUN TERRACE	LUXEMBURG	54217	(920) 845-1836	lduchateau@newplastics.com
3	3	31050	CARLTON TN VOL FIRE DEPT	FRANCIS WOJTA	N1859 LAKESHORE ROAD	KEWAUNEE	54216	(920) 388-4562	fswojta@tm.net
3	2	32010	BANGOR-BURNS VOL FIRE DEPT	ROBERT W RUECKHEIM	PO BOX 379	BANGOR	54614	(608) 486-4168	rrueckheimff@gmail.com
3	2	32020	CAMPBELL TWP FIRE DEPT	NATHANIEL J MELBY	2219 BAINBRIDGE ST	LA CROSSE	54603-1356	(608) 783-0050	nate@melby.us
3	2	32030	FARMINGTON VOL FIRE DEPT	RICHARD D PAISLEY	W3910 CTY D	MINDORO	54644	(608) 857-3056	paisleylarae@gmail.com
2	2	32040	HOLMEN AREA FIRE DEPT	PAUL J MENCHES	BOX 92	HOLMEN	54636-0092	(608) 526-9363	pmenches@holmenfire.com
1	2	32050	LA CROSSE FIRE DEPT	GREGG CLEVELAND	726 5TH AVE S	LA CROSSE	54601-4512	(608) 789-7260	clevelandg@cityoflacrosse.org
2	2	32060	ONALASKA FIRE DEPT	DONALD A DOMINICK	415 MAIN ST	ONALASKA	54650-2953	(608) 781-9546	ddominick@cityofonalaska.com
3	2	32080	SHELBY FIRE DEPT	MIKE KEMP	2800 WARD AVE	LA CROSSE	54601-7470	(608) 788-1032	chiefkemp@townofshelby.com
3	2	32090	WEST SALEM VOL FIRE DEPT	DAVID R MUNSON	100 S MILL ST	WEST SALEM	54669	(608) 786-0111	base660@hotmail.com
3	2	33010	ARGYLE ADAMS FIRE DEPT	DAVID SOPER	PO BOX 282	ARGYLE	53504	(608) 543-3044	argylefire711@gmail.com
3	2	33020	BELMONT FIRE PROT DIST	COREY AUSTIN	PO BOX 103	BELMONT	53510	(608) 762-5495	belmontfire@hotmail.com
3	2	33030	BENTON VOL FIRE DEPT	CARL R LANGKAMP	PO BOX 43	BENTON	53803	(608) 759-2481	Carl.Langkamp@icloud.com
3	2	33040	BLANCHARDVILLE FIRE DEPT	STEVE PILLING	PO BOX 314	BLANCHARDVILLE	53516	(608) 523-4520	bfdems@live.com
3	2	33050	SHULLSBURG VOL FIRE DEPT	BRADLEY WIEGEL	330 W WATER ST	SHULLSBURG	53586	(608) 965-4423	minerfire@cityofshullsburg.org
3	2	33060	SOUTH WAYNE VOL FIRE DEPT	ERIC BERGET	P O BOX 112	SOUTH WAYNE	53587	(608) 439-5395	swfire@tds.net
3	2	33070	WIOTA VOL FIRE DEPT	BRUCE RUEGSEGGER	8098 CTH N	SOUTH WAYNE	53587	(608) 968-3331	the4rs@tds.net; wiotafire@mhtc.net
3	2	33080	WOODFORD VOL FIRE DEPT	MARK RYGH	10710 MAIN STREET	WOODFORD	53599	(608) 214-9588	woodfordfiredept@hotmail.com
3	2	33090	DARLINGTON VOL FIRE DEPT	TED MCDERMOTT	PO BOX 2	DARLINGTON	53530-9998	(608) 776-4196	chief@darlingtonfiredepartment.org
3	2	33100	GRATIOT VOL FIRE DEPT	RALPH STIETZ	5835 SHELDON STREET	GRATIOT	53541	(608) 922-6626	gratiotfire@live.com
3	2	33900	APPLE RIVER FIRE DEPT - IL	RICHARD W HUIZENGA	P O BOX 6	APPLE RIVER	61001	(815) 492-2659	arfd300@hotmail.com
2	3	34010	ANTIGO FIRE DEPT	JON PETROSKEY	700 EDISON ST	ANTIGO	54409	(715) 350-7350	jpetroskey@antigo-city.org
3	3	34020	PECK TWP VOL FIRE DEPT	DAVID GREGURICH	N5855 FRANC RD	DEERBROOK	54424	(715) 627-4615	firechief51@yahoo.com
3	3	34030	ANTIGO TWP FIRE DEPT	DAN HAFNER	P O BOX 597	ANTIGO	54409-0597	(715) 627-7214	dhafnertoa@gmail.com
3	3	34040	NORWOOD VOL FIRE DEPT	GERRY WALDVOGEL	PO BOX 3	PHLOX	54464-0003	(715) 489-3475	gerryw64@yahoo.com
3	3	34050	WOLF RIVER VOL FIRE DEPT	ALEX EMERICH	W1974 BUETTNER LN	WHITE LAKE	54491	(715) 882-4492	wrvfd@yahoo.com
2	3	34060	LANGLADE CO RURAL FIRE CONTROL	NEAL WOZNIAK	611 LINCOLN ST	ANTIGO	54409	(715) 627-4930	neal.wozniak@kgcwi.com
3	3	34070	WHITE LAKE VOL FIRE DEPT	DANIEL L NICKOLAI	W2199 CHURCH ST	WHITE LAKE	54491	(715) 216-1601	dannickolai@yahoo.com

3	3	34080	ELCHO VOL FIRE DEPT	ROBERT JENSEN	PO BOX 241	ELCHO	54428-0241	(715) 275-3776	bjensen@elchoschool.org
3	3	34090	LANGLADE TWP FIRE DEPT	HOWARD CADLE	BOX 66	PICKEREL	54465	(715) 216-1142	howiecadle@yahoo.com
3	3	35010	RUSSELL TWP FIRE DEPT	ROBERT L KRESSEL	PO BOX 156	GLEASON	54435	(715) 873-4041	robertkressel@yahoo.com
1	3	35020	MERRILL FIRE DEPT	DAVE SAVONE	110 PIER STREET	MERRILL	54452-2402	(715) 536-2233	dave.savone@ci.merrill.wi.us
3	3	35030	TOMAHAWK VOL FIRE DEPT	JOHN A PEETERS	PO BOX 381	TOMAHAWK	54487-0381	(715) 453-8180	jpeeters@charter.net
3	3	35040	CORNING VOL FIRE DEPT	DAVE HOFF	N1369 HIGHWAY 64 AND 107	MERRILL	54452	(715) 536-9697	dave.hoff@corningfire.com
3	3	35050	PINE RIVER VOL FIRE DEPT	JOHN UTTECH	W2227 CTY P	MERRILL	54452	(715) 536-6634	teambelgian@aol.com
3	3	36010	BRANCH FIRE AND RESCUE	DOUG FIERST	1427 WHITEWATER DR	MANITOWOC	54220-9493	(920) 242-3434	dougfierst@yahoo.com
3	3	36020	CLEVELAND VOL FIRE DEPT	TONY MEYER	PO BOX 267	CLEVELAND	53015-0267	(920) 693-8234	meyermechanical@hotmail.com
3	3	36030	COLLINS VOL FIRE DEPT	KEITH BRANDES	607 MILWAUKEE ST	COLLINS	54207	(920) 772-4233	collinsfirestation@gmail.com
3	3	36040	FRANCIS CREEK VOL FIRE DEPT	WAYNE SCHLEIS	7310 ROCKY K LANE	TWO RIVERS	54241	(920) 682-7156	FCfirefighter@msn.com
3	3	36050	KELLNERSVILLE VOL FIRE DEPT	BRIAN LAMBERT	PO BOX 123	KELLNERSVILLE	54215	(920) 323-0499	kcityfire@gmail.com
3	3	36060	KIEL FIRE DEPT	ROBERT H HENNINGS	PO BOX 98	KIEL	53042	(920) 894-2909	kfdrsq@cityofkiel.com
1	3	36070	MANITOWOC FIRE DEPT	TODD M BLASER	900 QUAY STREET	MANITOWOC	54220-4513	(920) 686-6540	tblaser@manitowoc.org
3	3	36080	MARIBEL VOL FIRE DEPT	PAUL RABAS	15127 MARIBEL ROAD	MARIBEL	54227	(920) 863-2813	maribelfire@centurytel.net
3	3	36090	MENCHALVILLE FIRE DEPT	JACK EILES	14633 HWY K	REEDSVILLE	54230	(920) 732-3569	menchalvillefd@hotmail.com
3	3	36100	MISHICOT FIRE DEPT	ROBERT FERRY	PO BOX 8	MISHICOT	54228-0008	(920) 755-2345	mishicotfd@charter.net
3	3	36110	NEWTON FIRE COMPANY	TOM HOCHKAMMER	6520 CARSTENS LAKE RD	MANITOWOC	54220-9553	(920) 374-0109	kchochkammer@hotmail.com
3	3	36120	REEDSVILLE FIRE DEPT	BRAD BUSSE	PO BOX 369	REEDSVILLE	54230	(920) 754-4936	firedept@reedsville.org
3	3	36130	ROCKWOOD FIRE DEPT	DAVID HARDRATH	1614 RUBY LANE	MANITOWOC	54220	(920) 684-0458	rockwood@charter.net
3	3	36140	ST NAZIANZ VOL FIRE DEPT	ERIC KELLER	PO BOX 10	ST NAZIANZ	54232	(920) 773-2311	kellereric@hotmail.com
3	3	36150	SILVER CREEK VOL FIRE DEPT	CORY A KRUEGER	5727 CENTER ROAD	MANITOWOC	54220	(920) 683-2010	silvercreekchief@yahoo.com
3	3	36160	TISCH MILLS FIRE DEPT	JEFF CHALUPNY	N110 CTY HWY B	KEWAUNEE	54216-9320	(920) 776-1212	ajchalupny@gmail.com
3	3	36170	TWO CREEKS VOL FIRE DEPT	MARK JOHANEK	5423 TWO CREEKS RD	TWO RIVERS	54241-9518	(920) 755-2221	mjbreezyacres@yahoo.com
2	3	36180	TWO RIVERS FIRE DEPT	SCOTT SCHNEIDER	2122 MONROE ST	TWO RIVERS	54241-2558	(920) 793-5521	scosch@two-rivers.org
3	3	36190	TWO RIVERS TWP VOL FIRE DEPT	RICHARD FRANZ	7232 MANITOU DR	TWO RIVERS	54241	(920) 629-3473	bfranz@charter.net
3	3	36200	VALDERS FIRE DEPT	CHRIS DALLAS	PO BOX 307	VALDERS	54245-0307	(920) 775-4526	cdallas.vfdrescue@tds.net
3	3	36210	WHITELAW VOL FIRE DEPT	KEVIN NAIDL	PO BOX 192	WHITELAW	54247-0192	(920) 732-4353	whitelawfd@tm.net
3	3	37010	EASTON VOL FIRE DEPT	VERN A BLOCK	E3071 COUNTY RD Q	RINGLE	54471-9690	(715) 446-3400	chiefblock@aol.com
3	3	37020	HATLEY AREA FIRE & AMBULANCE DIST	RANDY E SZEWS	7056 BRIDGE RD	HATLEY	54440	(715) 446-3615	randyszews@hafad.com
2	3	37030	MOSINEE FIRE DIST	DOUG JENNINGS	601 S RANGELINE RD	MOSINEE	54455-0202	(715) 693-2059	djennings@mosineefiredistrict.org
3	3	37040	ATHENS AREA FIRE DEPT	RONALD LAVICKA	608 KREUTZER ST	ATHENS	54411	(715) 257-7129	61athensfire@airrun.net
3	3	37060	EDGAR VOL FIRE DEPT	DAN DVORAK	PO BOX 123	EDGAR	54426-0123	(715) 571-4181	67fire@airrun.net
3	3	37070	HAMBURG VOL FIRE DEPT	KENNETH GAUERKE	16155 5TH LANE	ATHENS	54411-8728	(715) 443-3709	feedman@airrun.net
3	3	37080	MARATHON CITY FIRE DEPT	MICHAEL TYLINSKI	PO BOX 178	MARATHON	54448	(715) 573-7390	75fire@marathoncity.org
2	3	37090	KRONENWETTER VILLAGE FIRE DEPT	ROGER JAMES	1582 KRONENWETTER DR	KRONENWETTER	54455-9003	(715) 693-4200	firesecretary@kronenwetter.org
3	3	37110	RINGLE FIRE DEPT INC	CHRISTOPHER J KIELMAN	R7107 TOWN HALL ROAD	RINGLE	54471	(715) 446-3771	ckautoglass@frontier.com
2	3	37120	ROTHSCHILD FIRE DEPT	JASON RUSS	211 GRAND AVE	ROTHSCHILD	54474	(715) 359-5100	81chiefrfd@gmail.com
3	3	37140	SPENCER FIRE DEPT	JASON FOTH	PO BOX 360	SPENCER	54479	(715) 659-4030	jason.foth@spencerfire.com
3	3	37160	STRATFORD AREA FIRE DEPT	WILLIAM GRIESBACH	PO BOX 103	STRATFORD	54484	(715) 687-4157	safdfire@frontier.com
1	3	37170	WAUSAU FIRE DEPT	TRACEY KUJAWA	606 E THOMAS ST	WAUSAU	54403	(715) 261-7900	tracey.kujawa@ci.wausau.wi.us
2	3	37180	SOUTH AREA FIRE AND EMERG RESP DIST	MATT SAVAGE	5901 HUMMINGBIRD RD	WAUSAU	54401	(715) 355-6763	msavage@saferdistrict.org
3	3	37190	HEWITT TWP VOL FIRE DEPT	ROBIN SIIKARLA	H12399 HWY Q	WAUSAU	54403-9639	(715) 551-2954	rsiikarla@gmail.com
3	3	37200	MAINE FIRE DEPT	CHIEF JOE BOZINSKI	4302 TOWN HALL ROAD WW	WAUSAU	54401	(715) 675-7462	joe.bozinski@gmail.com
3	3	37210	MCMILLAN VOL FIRE DEPT	RODNEY G BAUER	M400 ELM ST	MARSHFIELD	54449	(715) 389-2067	chiefmcmillanfiredept@yahoo.com
3	3	37230	TEXAS TWP FIRE DEPT	RICK WALTERS	4510 RIVER HILLS RD	WAUSAU	54403	(715) 675-7476	totchief@airrun.net
3	3	37240	WAUSAU TWP VOL FIRE DEPT	KEVIN YOLITZ	3602 N 73RD ST	WAUSAU	54403	(715) 432-3602	kpyolitz@aol.com
3	3	38010	ATHELSTANE VOL FIRE DEPT	SCOTT DURIAN	W10073 CTY RD C	ATHELSTANE	54104-0091	(715) 856-5163	athelstanechief@gmail.com
3	3	38020	COLEMAN VOL FIRE DEPT	TOM BEHNKE	107 W MAIN ST	COLEMAN	54112-9703	(920) 897-2234	Colemanfire10@gmail.com
2	3	38030	CRIVITZ FIRE DEPARTMENT	RUDI G JENSEN	PO BOX 727	CRIVITZ	54114	(715) 854-7201	rgjensen@ymail.com
3	3	38040	GOODMAN VOL FIRE DEPT	MICHAEL STEC	PO BOX 331	GOODMAN	54125	(715) 336-2786	mikestec_gvfd@yahoo.com
3	3	38050	PESHTIGO TN FIRE DEPT	MICHAEL FOLGERT	W2435 OLD PESHTIGO RD	MARINETTE	54143	(715) 582-4332	topfire@townofpeshtigo.org
1	3	38060	MARINETTE FIRE DEPT	JAY HECKEL	1450 MAIN ST	MARINETTE	54143	(715) 732-5170	jheckel@marinette.wi.us
3	3	38070	NIAGARA VOL FIRE DEPT	SHAWN BROWN	PO BOX 24	NIAGARA	54151-0024	(715) 251-3235	info@cityofniagara.org
3	3	38080	BEECHER-DUNBAR-PEMBINE FIRE DEPT	KEVIN BAYER	W7495 RING LANE	PEMBINE	54156	(715) 324-6018	pembinefiredept@centurytel.net
3	3	38090	PESHTIGO CITY FIRE DEPT	STEVEN R ANDERSON	331 FRENCH ST	PESHTIGO	54157-1219	(715) 582-3041	cpfire@cityofpeshtigo.us
3	3	38100	GROVER-PORTERFIELD FIRE DEPT	WADE LARSEN	W3170 TWIN CREEK RD	PORTERFIELD	54159	(715) 938-1460	chiefgpfd@centurylink.net
3	3	38110	POUND VOL FIRE DEPT	TURNER GROSS	2002 COUNTY RD Q	POUND	54161-9708	(920) 897-4513	turner@townandcommunityins.com
3	3	38120	WAUSAUKEE VOL FIRE DEPT	ERIC EDLEBECK	PO BOX 45	WAUSAUKEE	54177-9115	(715) 938-2105	electriclineman1@yahoo.com
3	3	38130	AMBERG VOL FIRE DEPT	JAMES R PARR	W7686 MARQUIS ROAD	AMBERG	54102-9801	(715) 759-5943	jimparr817@centurytel.net
3	3	38140	WAGNER FIRE DEPT	THOMAS ARTHUR	N9395 Ring Rd.	WAUSAUKEE	54177	(715) 732-6086	wagnerfiredept@gmail.com
3	3	38160	SILVER CLIFF VOL FIRE DEPT	ALAN WALESH	W13600 CTYC	SILVER CLIFF	54104	(715) 757-2138	silverclifffd@gmail.com
3	3	38170	LAKE TWP VOL FIRE DEPT	CRAIG CAYLOR	W6202 LOOMIS RD	PORTERFIELD	54159	(715) 854-2995	lakefirechief@townoflakewi.com
3	3	38180	MIDDLE INLET FIRE DEPT	JOHN CODDINGTON	W7901 CTH X	MIDDLE INLET	54114	(715) 854-3559	middleinletfire@centurylink.net
3	3	38190	STEPHENSON TWN FIRE DEPT	JIM STRADAL	W12563 RANCH RD	CRIVITZ	54114	(715) 927-2793	jimstradal342@gmail.com
3	4	39010	WESTFIELD VOL FIRE DEPT	PAUL PARKER	PO BOX 250	WESTFIELD	53964-0265	(608) 296-2363	vilwestfirechief@frontier.com
2	4	39020	MONTELLO JOINT FIRE DIST	GLEN W BUBOLZ	PO BOX 39	MONTELLO	53949	(608) 297-9237	montellofire@yahoo.com
3	4	39030	HARRIS VOL FIRE RESCUE DEPT	BRAD KOLPIN	N4927 10TH AVE	MONTELLO	53949	(608) 296-2677	kolpinfarms4440@yahoo.com
3	4	39040	SPRINGFIELD TWN VOL FIRE DEPT	JIM WARZYNSKI	W7754 DYKE DR	WESTFIELD	53964-8638	(608) 296-3308	jjwarzynski@maqs.net
3	4	39070	OXFORD FIRE DEPT	TIMOTHY A HOUSLET	PO BOX 221	OXFORD	53952-0221	(608) 297-3125	thouslet@maqs.net
3	4	39080	NESHKORO AREA FIRE PROT DIST	THOMAS KRUEGER	PO BOX 135	NESHKORO	54960	(920) 420-2506	neshkorofiredept@centurytel.net
3	4	39090	BRIGGSVILLE FIRE DEPT	GREG SCHULTZ	PO BOX 14	BRIGGSVILLE	53920-0014	(608) 981-2313	buff731@peoplepc.com
3	4	39100	ENDEAVOR MOUNDVILLE DIST	MIKE BOURDEAU	PO BOX 47	ENDEAVOR	53930-0047	(608) 586-2886	bourdeaum@gmail.com

3	4	39110	NEWTON TWP FIRE DEPT	BOB BLUM	W4557 DAKOTA AV	WAUTOMA	54982	(608) 369-1436	cserepair@hotmail.com
3	4	39120	WESTFIELD TWP FIRE DEPT	JAMES JOHNSON	PO BOX 395	WESTFIELD	53964	(608) 547-2297	kmjohnson@maqs.net
1	4	40010	FRANKLIN FIRE DEPT	ADAM REMINGTON	8901 W DREXEL AVE	FRANKLIN	53132-9725	(414) 425-1420	aremington@franklinwi.gov
1	4	40020	OAK CREEK FIRE DEPT	THOMAS A ROSANDICH	7000 S 6TH ST	OAK CREEK	53154	(414) 570-5630	trosandich@oakcreekwi.org
1	4	40030	CUDAHY FIRE DEPT	DANIEL M MAYER	4626 S PACKARD AVE	CUDAHY	53110-1417	(414) 769-2231	mayerd@ci.cudahy.wi.us
1	4	40050	GREENDALE FIRE DEPT	TIMOTHY SAIDLER	5911 W GRANGE AVE	GREENDALE	53129-2497	(414) 423-2131	tsaidler@greendale.org
1	4	40070	ST FRANCIS FIRE DEPT	NICK POPLAR ACTING	3400 E HOWARD AVE	ST FRANCIS	53235	(414) 316-4400	nicholas.poplar@stfranwi.org
1	4	40100	WEST ALLIS FIRE DEPT	MASON POOLER	7332 W NATIONAL AV	WEST ALLIS	53214-4736	(414) 302-8900	mpoolerr@westalliswi.gov
1	4	40110	WAUWATOSA FIRE DEPT	ROB UGASTE	1601 UNDERWOOD AVE	WAUWATOSA	53213-2651	(414) 471-8490	rugaste@wauwatosa.net
1	4	40160	HALES CORNERS FIRE DEPT	MICHAEL JANKOWSKI	10000 W FOREST HOME AVE	HALES CORNERS	53130	(414) 529-6168	mjankowski@halescornersfire.org
4	4	40170	WEST MILWAUKEE FIRE DEPT	DENNIS NASCI	4755 W BELOIT RD	MILWAUKEE	53214-3517	(414) 645-1530	dennis.nasci@westmilwaukee.org
1	4	40200	MILWAUKEE FIRE DEPT	MARK ROHLFING	711 W WELLS ST	MILWAUKEE	53233-1479	(414) 286-8949	mrohlf@milwaukee.gov
1	4	40210	GREENFIELD FIRE DEPT	JON COHN	4333 S 92ND ST	GREENFIELD	53228	(414) 545-7946	jonc@ci.greenfield.wi.us
1	4	40220	SOUTH MILWAUKEE FIRE DEPT	JOSEPH KNITTER	929 MARSHALL CT	SOUTH MILWAUKEE	53172-2667	(414) 768-8191	knitter@smwi.org
5	4	40240	MILWAUKEE COUNTY FIRE DEPT	SCOTT WISNIEWSKI AC	5300 S HOWELL AVE	MILWAUKEE	53207-6106	(414) 747-4548	swisniewski@mitchellairport.com
5	4	40250	WI AIR NATL GUARD MILW	SCOTT SCHUMAKER	1727 E GRANGE AVE BLDG 621	MILWAUKEE	53207-6199	(414) 944-8203	scott.schumaker@ang.af.mil
1	4	40260	NORTH SHORE FIRE DEPT	ROBERT C WHITAKER III	4401 W RIVER LN	BROWN DEER	53223	(414) 357-0113	rwhitaker@nsfire.org
4	4	40900	MILWAUKEE DEPT NEIGHBORHOOD SRVCS	PRESTON D COLE	841 N BROADWAY RM 104	MILWAUKEE	53202-3678	(414) 286-2543	pcole@milwaukee.gov
5	2	41010	FORT MCCOY FIRE DEPT	DAVID S BIONDI	1680 W EATON RD	FORT MCCOY	54656-5101	(608) 388-2508	david.biondi@us.army.mil
3	2	41020	KENDALL FIRE DEPT	DAVID E GRUEN	PO BOX 184	KENDALL	54638-0184	(608) 463-7136	kendallfire7@yahoo.com
3	2	41040	NORWALK FIRE DEPT	JAMES STOIKES	19684 LEVI AVE	NORWALK	54648-8100	(608) 823-7912	jimstoikes@yahoo.com
3	2	41050	OAKDALE AREA FIRE ASSOC	ROBERT GNEWIKOW	BOX 93	OAKDALE	54649	(608) 372-2380	oakfire@centurylink.net
3	2	41080	TOMAH VOL FIRE DEPT	TIMOTHY J ADLER	819 SUPERIOR AV	TOMAH	54660	(608) 374-7465	tomahfire@tomahonline.com
5	2	41090	VA FIRE DEPT	MICHAEL ZELLMER	500 E VETERANS ST	TOMAH	54660-3105	(608) 372-1657	michael.zellmer@med.va.gov
3	2	41100	LINCOLN TWP FIRE DEPT	MIKE MORPHEY	25555 BROADWAY AVE	WARRENS	54666-9600	(608) 378-4779	tlfdwarrens@hotmail.com
3	2	41110	WILTON AREA FIRE DISTRICT	JOHN T DOUGHERTY	302 PACKARD ST	WILTON	54670	(608) 435-6898	wiltonfirechief@centurytel.net
3	2	41120	CASHTON VOL FIRE DEPT	DENNIS DICKMAN	811 MAIN ST	CASHTON	54619-9803	(608) 654-5601	dickman@centurytel.net
3	2	41130	SPARTA AREA FIRE DIST	MIKE ARNOLD	202 EAST OAK STREET	SPARTA	54656	(608) 269-5493	mikearnoldsafd@gmail.com
3	3	42010	OCONTO FALLS VOL FIRE DEPT	TIM MAGNIN	500 N CHESTNUT	OCONTO FALLS	54154-1423	(920) 846-4202	offd@offd.com
3	3	42020	ABRAMS FIRE DEPT	RICHARD J RACE	PO BOX 215	ABRAMS	54101-9701	(920) 826-5555	abramsfire@yahoo.com
3	3	42030	GILLETT CITY VOL FIRE DEPT	GREG RUDIE	150 NORTH MCKENZIE	GILLETT	54124	(920) 883-5541	nubby23@gmail.com
3	3	42040	LAKEWOOD VOL FIRE DEPT	RANDY T JACKETT	P O BOX 203	LAKEWOOD	54138	(715) 850-2259	lakewoodfire@centurylink.net
3	3	42050	LENA VOL FIRE DEPT	CRAIG LE FEBRE	117 E MAIN ST	LENA	54139	(920) 829-5226	lenavfd@centurytel.net
3	3	42060	LITTLE SUAMICO FIRE DEPT	JOHN J ZAK SR	5974 CTY HWY S	SOBIESKI	54171	(920) 826-7226	jszak51@yahoo.com
2	3	42080	OCONTO FIRE DEPT	JOHN REED	1210 MAIN ST	OCONTO	54153	(920) 834-7775	firechief@cityofoconto.com
3	3	42090	SURING VOL FIRE DEPT	DAVID R WAGNER	P O BOX 31	SURING	54174-0031	(920) 842-2333	suringclerk@ci.suring.wi.us
3	3	42100	TOWNSEND FIRE DEPT	RICHARD OPIELA	PO BOX 63	TOWNSEND	54175-0063	(715) 850-0201	townsendfd@granitewave.com
3	3	42110	DOTY VOL FIRE DEPT	BRUCE CHARLIER	14899 COUNTY ROAD T	MOUNTAIN	54149-9641	(715) 276-7554	dotyfd@granitewave.com
3	3	42120	UNDERHILL TWP VOL FIRE DEPT	MARK WINKLER	5597 CARDINAL RD	GILLETT	54124	(920) 855-2942	ufdchief28@yahoo.com
3	3	42130	LITTLE RIVER FIRE DEPARTMENT	JONATHON LADWIG	622 WASHINGTON STREET	OCONTO	54153	(920) 373-7097	jonladwig@hotmail.com
3	3	42140	RIVERVIEW FIRE DEPT	TERRY SCHRANK	PO BOX 168	MOUNTAIN	54149-9721	(715) 276-9069	tjschrankrfd2@yahoo.com
3	3	42150	MOUNTAIN FIRE DEPT	STEVEN HARKEMA	P O BOX 95	MOUNTAIN	54149	(715) 276-6565	mountainfire2600@yahoo.com
3	3	42160	BRAZEAU TWP FIRE DEPT	JOHN FETTERLY	10892 PARKWAY RD	POUND	54161	(920) 897-3855	jfetterly7@gmail.com
3	3	42170	GILLETT TWP VOL FIRE DEPT	DALE REICHWALD	10792 STATE HWY 22E	GILLETT	54124	(920) 373-4019	tgfdchief@gmail.com
2	3	42190	PENSAUKEE FIRE DEPT	RANDELL P DUFFY	4710 BROOKSIDE RD	ABRAMS	54101	(920) 826-7610	firechief4710@yahoo.com
3	3	42200	CROOKED LAKE VOL FIRE DEPT	JAMES KUSKE	12583 PRITCHARD LN	CRIVITZ	54114	(715) 276-1171	Tim311@centurytel.net
1	3	43010	RHINELANDER FIRE DEPT	TERRY WILLIAMS	128 W FREDERICK ST	RHINELANDER	54501	(715) 365-5404	twilliams@rhinelanderfd.com
3	3	43030	CASSIAN VOL FIRE DEPT	EDWARD A TADYCH	3980 HARSHAW RD	HARSHAW	54529	(715) 499-1162	chieffish@newnorth.net
3	3	43040	CRESCENT FIRE DEPT	JACOB LOBERMEIER	3231 GOLF COURSE RD	RHINELANDER	54501	(715) 282-5287	crescent.chief.cfd@gmail.com
3	3	43050	HAZELHURST VOL FIRE DEPT	PATRICK WINGER	P O BOX 18	HAZELHURST	54531-0018	(715) 356-6655	wcp25@yahoo.com
3	3	43060	PINE LAKE FIRE DEPT	BRIAN GEHRIG	P O BOX 1145	RHINELANDER	54501-1145	(715) 369-9277	plfire@newnorth.net
3	3	43070	LAKE TOMAHAWK FIRE DEPT	DOUG REHM	PO BOX 22	LAKE TOMAHAWK	54539-0022	(715) 277-2332	ltvfd@frontiernet.net
3	3	43080	LITTLE RICE VOL FIRE DEPT	SCOTT POCKAT	3737 CO HWY Y	TOMAHAWK	54487	(715) 453-5134	lrfd51@gmail.com
3	3	43090	MINOCQUA FIRE DEPT	ANDREW J PETROWSKI	415 MENOMINEE ST SUITE A	MINOCQUA	54548	(715) 356-4013	chiefajp@yahoo.com
3	3	43100	NOKOMIS VOL FIRE DEPT	DON RICHERT	2675 HWY L	TOMAHAWK	54487	(715) 453-5870	nokomisfiredept@gmail.com
3	3	43110	PELICAN FIRE RESCUE	DAVID HOLLANDS	4093 COUNTY P	RHINELANDER	54501	(715) 362-4003	dhollands@pelicanfire.com
3	3	43120	PELICAN LAKE FIRE DIST INC	WAYNE J SPARKS	737 WAUSAU STREET	PELICAN LAKE	54463	(715) 487-5406	pelicanlakefd@frontiernet.net
3	3	43130	STELLA VOL FIRE DEPT	JOE JORGENSEN	2496 CWY C	RHINELANDER	54501	(715) 499-2254	stellafiredept@gmail.com
3	3	43140	SUGAR CAMP VOL FIRE DEPT	JASON R GOELDNER	4059 CAMP 4 RD	RHINELANDER	54501	(715) 272-1355	jgoeldner@nicoletcollege.edu
3	3	43150	THREE LAKES VOL FIRE DEPT	DAVID KIRBY	PO BOX 333	THREE LAKES	54562-0327	(715) 546-3626	firechiefkirby@townofthreelakes.com
3	3	43160	WILLOW REGION VOL FIRE DEPT	KEVIN STEINES	5182 OTTO BEZ RD	TRIPOLI	54564-9725	(715) 564-2412	steinesitis@gmail.com
3	3	43170	WOODRUFF VOL FIRE DEPT	MICHAEL K TIMMONS	PO BOX 177	WOODRUFF	54568	(715) 356-6211	mtimmons@townofwoodruff.org
3	3	43180	MONICO VOL FIRE DEPT	DUSTIN CONLEY	2333 FORREST ST	MONICO	54501-9562	(715) 490-0579	dustinconley430@gmail.com
3	3	43190	NEWBOLD FIRE DEPT	G MARK FETZER	PO BOX 88	MCNAUGHTON	54543	(715) 362-7422	mfetzer@newboldtown.com
1	3	44020	APPLETON FIRE DEPT	LEN VANDER WYST	700 N DREW ST	APPLETON	54911	(920) 832-5810	sharon.brochtrup@appleton.org
3	3	44030	KIMBERLY VOL FIRE DEPT	ROBERT VAN THIEL	515 W KIMBERLY AVE	KIMBERLY	54136-1335	(920) 788-7500	kimberlyfd@vokimberly.org
2	3	44040	GRAND CHUTE FIRE DEPT	TIMOTHY A BANTES	2250 W GRAND CHUTE BLVD	GRAND CHUTE	54913-7700	(920) 832-6050	Timothy.Bantes@grandchute.net
3	3	44050	LITTLE CHUTE FIRE DEPT	MARK JANSEN	200 W MC KINLEY AVE	LITTLE CHUTE	54140-1755	(920) 788-7399	firechief@littlechutewi.org
3	3	44060	COMBINED LOCKS VOL FIRE DEPT	DARREN DOYLE	405 WALLACE ST	COMBINED LOCKS	54113-1128	(920) 788-7740	clfd1@combinedlocks.org
2	3	44070	GREENVILLE VOL FIRE DEPT	TIM LAMBIE	PARKVIEW DR P O BOX 60	GREENVILLE	54942	(920) 757-7262	skip4deb@aol.com
3	3	44080	VANDENBROEK- KAUKAUNA FIRE DEPT	JEFFREY ROLLO	N2049 FARMVIEW RD	KAUKAUNA	54130-9754	(920) 428-4899	jeffrollo@rocketmail.com
3	3	44120	FREEDOM VOL FIRE DEPT INC	MARK GREEN	W2002 CTY RD S	FREEDOM	54130	(920) 687-1776	mgreen@townoffreedom.org
3	3	44130	ONEIDA TWP VOL FIRE DEPT	CHET OLSON	W696 PEARL ST	ONEIDA	54155	(920) 869-1581	ofdcjo@aol.com

3	3	44140	NICHOLS RURAL FIRE DEPT	TERRY S SCHELLER	PO BOX 162	NICHOLS	54152	(920) 525-2717	shakeyfirechief@gmail.com
3	3	44150	SHIOCTON-BOVINA FIRE DEPT	EUGENE H BUNNELL	P O BOX 238	SHIOCTON	54170	(920) 986-3232	eh.bunnell@gmail.com
3	3	44160	HORTONVILLE HORTONIA FIRE DIST	DAVID DORN	420 S NASH ST	HORTONVILLE	54944-9437	(920) 779-4485	pbrme@hotmail.com
3	3	44170	BUCHANAN TN FIRE DEPT	RAY MOHR	N178 COUNTY N	APPLETON	54915-9459	(920) 257-5843	rmohr@townofbuchanan.org
3	3	44180	CENTER TWP FIRE DEPT	JOE HOFACKER	N3990 HWY 47	APPLETON	54913	(920) 731-7229	jhofacker01@gmail.com
3	3	44190	BEAR CREEK VOL FIRE DEPT	PAT NORDER	PO BOX 28	BEAR CREEK	54922	(715) 250-3622	1bcfd.chief@gmail.com
3	3	44200	DALE VOL FIRE DEPT	JAMES E EMMONS	PO BOX 253	DALE	54931-0253	(920) 779-6810	towndalewi@gmail.com
3	3	44220	OSBORN FIRE DEPT	ALLEN TIMM	N6989 RANCH RD	SEYMOUR	54165	(920) 833-7511	twnosborn@aol.com
3	3	44230	BLACK CREEK VOL FIRE DEPT	DWIGHT LAMARCHE	PO BOX 283	BLACK CREEK	54106	(920) 984-3444	dlamarche@seymourlumber.com
2	3	44240	KAUKAUNA FIRE DEPT	PAUL HIRTE	PO BOX 890	KAUKAUNA	54130	(920) 766-6320	hirtepb@kaukauna-wi.org
3	3	44250	SEYMOUR FIRE DEPT	RON VANDECORPUT	328 N MAIN ST	SEYMOUR	54165-1312	(920) 833-9229	lorithiel@new.rr.com
3	3	44260	SEYMOUR TWP VOL FIRE DEPT	DENNIS LASKOWSKI	N8737 VANDEN HEUVEL RD	SEYMOUR	54165	(920) 833-7451	townofseymour@aol.com
2	3	44270	ELLINGTON TWP FIRE DEPT	JAMES BENTLE	N3821 LAIRD RD	HORTONVILLE	54944-9732	(920) 757-5035	jbentle@nmfire.org
5	3	44280	OUTAGAMIE CO REG AIRPORT	BRET ALEXANDER	W6390 CHALLENGER DR	APPLETON	54914	(920) 832-1633	balex911@aol.com
3	4	45030	FREDONIA FIRE DEPT	BRIAN R WEYKER	PO BOX 177	FREDONIA	53021-0177	(262) 692-9973	chief670@fredoniafireandems.com
2	4	45040	GRAFTON FIRE DEPT	WILLIAM RICE	1431 13TH AVE	GRAFTON	53024-1939	(262) 375-5314	wrice@village.grafton.wi.us
2	4	45050	MEQUON FIRE DEPT	DAVID L BIALK	11300 N BUNTROCK AVE	MEQUON	53092-1843	(262) 242-2530	dbialk@ci.mequon.wi.us
2	4	45060	PORT WASHINGTON VOL FIRE DEPT	MARK D MITCHELL	100 W GRAND AVENUE	PORT WASHINGTON	53074	(262) 284-2891	mmitchell@ci.port-washington.wi.us
3	4	45070	SAUKVILLE FIRE DEPT	GILLY SCHULTZ	639 E GREEN BAY AVE	SAUKVILLE	53080-2013	(262) 284-5800	gschultz@village.saukville.wi.us
3	4	45080	THIENSVILLE FIRE DEPT	BRIAN J REIELS	250 ELM ST	THIENSVILLE	53092-1602	(262) 242-3393	breiels@village.thiensville.wi.us
3	4	45090	WAUBEKA FIRE DEPARTMENT	JASON D CASWELL	W 4114 RIVER ST	WAUBEKA	53021-9712	(262) 692-2656	chief@waubekafiredept.com
3	4	45100	BELGIUM VOL FIRE DEPT	DANIEL BIRENBAUM	PO BOX 209	BELGIUM	53004	(262) 285-3257	belgiumfirewi@yahoo.com
3	4	45130	CEDARBURG VOL FIRE DEPT	JEFFREY VAHSHOLTZ	PO BOX 327	CEDARBURG	53012-0327	(262) 375-7630	jvahsholtz@ci.cedarburg.wi.us
3	1	46010	DURAND RURAL VOL FIRE DEPT	JAMEY KING	W7035 HOT MIX LANE	DURAND	54736	(715) 672-8770	stevehuppert2@gmail.com
3	1	46020	DURAND CITY VOL FIRE DEPT	JAMEY KING	PO BOX 202	DURAND	54736-0202	(715) 672-8770	hunterrepair@yahoo.com
3	1	46030	LUND FIRE DEPT	BOB STEIN	W1498 CTY RD CC	STOCKHOLM	54769	(715) 448-3204	bobcat4020@outlook.com
3	1	46040	PEPIN FIRE DEPT	CARL GRONQUIST	PO BOX 186	PEPIN	54759	(715) 442-2461	PepinFD@pepinwisconsin.org
3	1	47020	ELLSWORTH FIRE SRVS ASSOC	BRENT J LANGER	427 SPRUCE STREET	ELLSWORTH	54011	(715) 821-9225	brent@feuerhelmlanger.com
3	1	47030	ELMWOOD AREA FIRE DEPT INC	ROBERT BOWEN	PO BOX 30	ELMWOOD	54740-0030	(715) 639-2224	firedepartmentelmwood@gmail.com
3	1	47050	PLUM CITY/UNION FIRE DEPT	PJ HINES	PO BOX 123	PLUM CITY	54761	(715) 647-2141	plumcityfire9900@yahoo.com
3	1	47060	PRESCOTT FIRE AND RESCUE	TOM LYTLE	800 BORNER ST	PRESCOTT	54021-1038	(715) 262-5733	firechief@prescottcity.org
3	1	47070	RIVER FALLS FIRE DEPT	SCOTT NELSON	222 LEWIS ST	RIVER FALLS	54022	(715) 426-3534	snelson@rfcity.org
3	1	47080	SPRING VALLEY FIRE DEPT	MIKE FITZJARRELL	PO BOX 86	SPRING VALLEY	54767-0276	(715) 778-4452	svfire9300@gmail.com
3	1	48010	AMERY VOL FIRE DEPT	DALE KOEHLER	118 W CENTER ST	AMERY	54001	(715) 268-7406	firechief@amerywi.gov
3	1	48020	BALSAM LAKE VOL FIRE DEPT	BRADLEY K WILLIAMSON	PO BOX 246	BALSAM LAKE	54810-0246	(715) 485-9050	blfd@lakeland.ws
3	1	48030	CENTURIA VOL FIRE DEPT	ANTHONY H WEINZIRL	305 WISCONSIN AVE	CENTURIA	54824	(715) 646-2300	tlbwein@lakeland.ws
3	1	48040	CLAYTON VOL FIRE DEPT	DONALD E KITTELSON	PO BOX 44	CLAYTON	54004-0044	(715) 948-4155	claytonfire@amerytel.net
3	1	48050	CLEAR LAKE VOL FIRE DEPT	ANTHONY BUHR	PO BOX 48	CLEAR LAKE	54005	(715) 263-2157	tjbuhr1520@gmail.com
3	1	48060	DRESSER-OSCEOLA-GARFIELD FD	MARK KNUTSON	BOX 153	DRESSER	54009	(715) 755-2945	mknutson22@hotmail.com
3	1	48070	FREDERIC RURAL FIRE ASSN	BRIAN S DAEFFLER	P O BOX 425	FREDERIC	54837	(715) 327-8182	fredericfire1@lakeland.ws
3	1	48080	MILLTOWN VOL FIRE DEPT	CRAIG CARLSON	PO BOX 116	MILLTOWN	54858	(715) 554-0052	MFD@lakeland.ws
3	1	48090	OSCEOLA FIRE-RESCUE	DON STARK	PO BOX 217	OSCEOLA	54020	(715) 294-3498	starkd@centurytel.net
3	1	48100	ST CROIX FALLS VOL FIRE DEPT	MIKE DORSEY	710 HWY 35 SOUTH	ST CROIX FALLS	54024	(715) 483-3210	mdorsey@rocktenn.com
3	1	48110	LUCK RURAL FIRE DEPT	JON ERICKSON	PO BOX 513	LUCK	54853-0513	(715) 472-2805	luckfire@lakeland.ws
3	1	48120	CUSHING VOL FIRE DEPT	MERLE E LARSON	2517 ST RD 87	CUSHING	54006	(715) 648-5352	firechief@lakeland.ws
2	1	48130	APPLE RIVER VOL FIRE DEPT	ALEC ADAMS	612 HWY 8	AMERY	54001	(715) 419-2378	alec_adams@hotmail.com
3	1	48140	LORAIN FIRE DEPARTMENT	MATT ENNIS	3083 50TH ST	FREDERIC	54837	(715) 653-2522	ennism26@gmail.com
1	3	49010	STEVENS POINT FIRE DEPT	ROBERT J FINN	1701 FRANKLIN ST	STEVENS POINT	54481-2736	(715) 344-1833	finnr@stevenspoint.com
3	3	49020	ALMOND VOL FIRE DEPT	DANIEL FOLAN	7912 FOURTH AVE	ALMOND	54909	(715) 366-7181	folans@uniontel.net
3	3	49040	BANCROFT-PINE GROVE FIRE DEPT	MICHAEL J PHILLIPS SR	5444 COUNTY RD W	BANCROFT	54921-9669	(715) 335-6601	banfd@uniontel.net
3	3	49070	PARK RIDGE FIRE DEPT	BRIAN LEPPER	24 CRESTWOOD	STEVENS POINT	54481	(715) 344-2134	brilepper@yahoo.com
2	3	49080	PLOVER FIRE DEPT	MARK DEAVER	PO BOX 37	PLOVER	54467-0037	(715) 345-5310	mdeaver@ploverwi.gov
3	3	49090	ROSHOLT FIRE DIST	NEAL SIMONIS	PO BOX 127	ROSHOLT	54473-0248	(715) 630-4676	rfd@wi-net.com
3	3	49110	HULL TWP VOL FIRE DEPT	MARK A KLUCK	4818 WOJCIK MEMORIAL DR	STEVENS POINT	54482	(715) 344-2174	chiefmkluck@hullfd.org
3	3	49120	DEWEY TWP VOL FIRE DEPT	LEROY PUKROP	3241 COUNTY RD X NORTH	STEVENS POINT	54482	(715) 344-2343	pukrop681@yahoo.com
3	3	49130	AMHERST FIRE DISTRICT	VICTOR R VOSS	P O BOX 38	AMHERST	54406	(715) 824-2699	chiefvvoss@gmail.com
3	3	49140	STOCKTON FIRE DEPT	CHRISTOPHER KLUCK	7252 6TH ST	CUSTER	54423	(715) 592-3473	ckluck.stfd@gmail.com
3	1	50010	CATAWBA -HARMONY FIRE DEPT	BRUCE A GODFREY	PO BOX 136	CATAWBA	54515	(715) 474-3421	bagchfd@yahoo.com
3	1	50020	OGEMA VOL FIRE CO INC	JASON G RAAB	N 3138 TEN CROSSING RD	OGEMA	54459-8317	(715) 767-5603	catfishraab@yahoo.com
3	1	50030	FIFIELD FIRE DEPT	WILLIAM FELCH	PO BOX 241	FIFIELD	54524	(715) 762-4739	felchffd@plbb.us
3	1	50040	KENNAN-GEORGETOWN VOL FIRE DEPT	TIM MCCORMICK	PO BOX 157	KENNAN	54537	(715) 474-3355	timmccormick0@gmail.com
3	1	50050	PARK FALLS VOL FIRE DEPT	LARRY REAS	PO BOX 146	PARK FALLS	54552	(715) 762-2436	assessor@cityofparkfalls.com
3	1	50060	PHILLIPS VOL FIRE DEPT	JAMES R PISCA	452 N LAKE AVE	PHILLIPS	54555-1308	(715) 339-3387	jrpisca@pctcnet.net
3	1	50070	PRENTICE VOL FIRE DEPT	DALE ANDREAE	PO BOX 18	PRENTICE	54556-0018	(715) 428-2129	dkandreae@hotmail.com
3	1	50080	PIKE LAKE FIRE DEPT	TOM BIRCHELL	N14959 SHADY KNOLL RD	PARK FALLS	54552	(715) 762-5455	pikelakefd@centurytel.net
1	4	51010	RACINE FIRE DEPT	STEVEN C HANSEN	810 8TH ST	RACINE	53403-1433	(262) 635-7912	steve.hansen@cityofracine.org
2	4	51030	WATERFORD FIRE DEPT	RICHARD MUELLER	819 MOHR AVE	WATERFORD	53185	(262) 534-3911	rmueller@waterfordwi.org
1	4	51040	SOUTH SHORE CONSOL FIRE/EMS DEPT	ROBERT W STEDMAN	3900 OLD GREEN BAY ROAD	MT PLEASANT	53403-9488	(262) 995-1200	rstedman@mtpleasantwi.gov
3	4	51050	BURLINGTON TWP VOL FIRE DEPT	ED UMNUS	32288 BUSHNELL RD	BURLINGTON	53105-9426	(262) 763-3070	firemaned@wi.rr.com
1	4	51060	CALEDONIA FIRE DEPT	RICHARD ROEDER	6900 NICHOLSON RD	CALEDONIA	53108-9648	(262) 835-2050	cfdroeder@caledoniawifd.com
3	4	51070	RAYMOND FIRE DEPT	ADAM SMITH	2255 76TH ST	FRANKSVILLE	53126-9539	(262) 835-1687	rfrd402@gmail.com
2	4	51080	ROCHESTER VOL FIRE CO	WALTER G HENNING	PO BOX 38	ROCHESTER	53167-0038	(262) 534-3444	rvfc@tds.net
2	4	51090	BURLINGTON CITY FIRE DEPT	ALAN J BABE	165 W WASHINGTON ST	BURLINGTON	53105-1445	(262) 763-7842	ababe@burlington-wi.gov

3	4	51100	KANSASVILLE FIRE DEPT	SCOTT REMER	PO BOX 545	KANSASVILLE	53139	(262) 878-3811	kansasvillefire@gmail.com
2	4	51110	WIND LAKE VOL FIRE DEPT	ROB ROBINS	7857 S LOOMIS RD	WIND LAKE	53185	(262) 895-7533	wlfdchief@wi.rr.com
3	4	51120	TICHIGAN VOL FIRE DEPT	DAVID J WAGNER	8205 BIG BEND RD	WATERFORD	53185-1257	(262) 662-3570	tvfcfire@gmail.com
3	4	51130	UNION GROVE-YORKVILLE FIRE DEPT	THOMAS CZERNIAK	700 MAIN STREET	UNION GROVE	53182-1048	(262) 878-4181	department@ugyfd.com
3	2	52010	RICHLAND CENTER FIRE DEPT	ROBERT E BINDL	205 E MILL ST	RICHLAND CENTER	53581-2244	(608) 647-4556	rcfire@mwt.net
3	2	52020	LONE ROCK FIRE DEPT	ADAM RENO	PO BOX 396	LONE ROCK	53556-0396	(608) 475-0996	adam.reno@villageoflonerock.com
3	2	52030	YUBA VOL FIRE DEPT	JAMES HUFFMAN	22099 MAIN ST	YUBA	54634-9349	(608) 604-1890	urbanek@mwt.net
3	2	52040	CAZENOVIA VOL FIRE DEPT	DARRELL C SLAMA	32136 COUNTY HWY V	CAZENOVIA	53924	(608) 983-2217	camaroz@mwt.net
1	4	53010	BELOIT FIRE DEPT	BRADLEY LIGGETT	1111 CHURCH ST	BELOIT	53511-6277	(608) 364-2900	liggettb@beloitwi.gov
1	4	53020	JANESVILLE FIRE DEPT	RANDALL R BANKER	303 MILTON AVE	JANESVILLE	53545-3151	(608) 755-3053	schroedert@ci.janesville.wi.us
2	4	53030	BELOIT TWP FIRE DEPT	GENE WRIGHT	2445 S AFTON RD	BELOIT	53511	(608) 364-2997	gwright@town.beloit.wi.us
2	4	53040	CLINTON FIRE PROTECTION DIST	JOHN F RINDFLEISCH	PO BOX 153	CLINTON	53525-0153	(608) 676-5550	clfire401@yahoo.com
2	4	53050	EDGERTON FIRE PROT DIST COMM	RANDALL I PICKERING	621 N MAIN ST	EDGERTON	53534-1562	(608) 884-3327	rp7812@att.com
2	4	53060	FOOTVILLE COM FIRE DEPT	JOE NORTH	PO BOX 246	FOOTVILLE	53537	(608) 876-6118	spdtriple01@yahoo.com
3	4	53070	EVANSVILLE FIRE PROT DIST	TERRY L WENDT	425 WATER ST	EVANSVILLE	53536	(608) 882-9934	digfire@hotmail.com
2	4	53080	MILTON FIRE DEPARTMENT	CHRIS LUKAS	614 W MADISON AV	MILTON	53563	(608) 868-2842	clukas@miltonfire.com
2	4	53090	ORFORDVILLE DIST FIRE DEPT	BRIAN COLLOTON	173 N. MAIN ST.	ORFORDVILLE	53576-0498	(608) 879-2122	briancolloton@aol.com
3	4	53100	TURTLE FIRE DEPT	TIM HUFFMAN	5131 E CREEK RD	BELOIT	53511	(608) 856-0077	turtlefd@charter.net
3	1	54010	BRUCE VOL FIRE DEPT	JAMES D LOCKE	PO BOX 311	BRUCE	54819	(715) 868-2222	bfd260@hotmail.com
3	1	54020	HAWKINS VOL FIRE DEPT	BRIAN UHREN	PO BOX 108	HAWKINS	54530	(715) 492-6136	hawkinsvfd@centurytel.net
3	1	54030	LADYSMITH FIRE DEPT	DAVE TUMA	PO BOX 431	LADYSMITH	54848	(715) 532-2600	lfd@centurytel.net
3	1	54040	SHELDON V DIST FIRE DEPT	CHAD JONES	PO BOX 220	SHELDON	54766-0220	(715) 452-5376	sheldonfire@centurytel.net
3	1	54050	WEYERHAEUSER FIRE DEPT (DIST 6)	THOMAS JACKSON	PO BOX 265	WEYERHAEUSER	54895-0255	(715) 353-2600	tomjackson290@outlook.com
2	1	55010	DEER PARK AREA FIRE DEPT	JEFFREY CROES	PO BOX 64	DEER PARK	54007-7508	(715) 269-5528	croesautoworks@amerytel.net
2	1	55020	NEW RICHMOND FIRE DEPT	JAMES E VANDER WYST	106 S ARCH AV	NEW RICHMOND	54017	(715) 243-0429	nrfire@newrichmondwi.gov
3	1	55030	SOMERSET FIRE/RESCUE	TRAVIS BELISLE	748 HWY 35	SOMERSET	54025	(715) 247-5364	somfire@somtel.net
3	1	55050	ST JOSEPH VOL FIRE DEPT	RON BURTON	1339 COUNTY RD V	HUDSON	54016-6712	(715) 549-5655	chiefrburton@hotmail.com
3	1	55060	ROBERTS-WARREN FIRE DEPT	GLENN HALL	PO BOX 238	ROBERTS	54023-0238	(715) 749-3425	chief@rwfd.org
2	1	55070	HUDSON FIRE DEPARTMENT	SCOTT ST MARTIN	222 WALNUT ST	HUDSON	54016-1540	(715) 386-5861	sstmartin@ci.hudson.wi.us
3	1	55080	GLENWOOD CITY VOL FIRE DEPT	GREGERY J HOLDEN	PO BOX 368	GLENWOOD CITY	54013	(715) 265-4227	gcfiredept@cltcomm.net
3	1	55110	UNITED FIRE RESCUE DISTRICT	REID BERGER	1580 10TH	BALDWIN	54002	(715) 684-2954	rberger50@hotmail.com
2	2	56010	BARABOO FIRE DEPT	KEVIN G STIEVE	135 FOURTH ST	BARABOO	53913-2148	(608) 355-2710	kstieve@cityofbaraboo.com
3	2	56020	LOGANVILLE AREA FIRE DEPT	KENT W WESTPHAL	140 WEST STREET	LOGANVILLE	53943	(608) 727-3201	kklwest@wicw.net
3	2	56030	MERRIMAC FIRE & RESCUE INC	CHRIS D JENSEN	PO BOX 127	MERRIMAC	53561-0127	(608) 493-2722	mfdchief1@merr.com
3	2	56040	REEDSBURG FIRE DEPT	CRAIG DOUGLAS	PO BOX 404	REEDSBURG	53959-0404	(608) 524-3174	bgi@rucls.net
3	2	56060	SAUK CITY FIRE DEPT	DOUGLAS G BREUNIG	505 VAN BUREN ST	SAUK CITY	53583-1418	(608) 643-8282	scfdchief@merr.com
2	2	56070	DELTON FIRE DEPT	DARREN JORGENSON	PO BOX 716	LAKE DELTON	53940	(608) 254-8404	djorgenson@lakedeltonfd.org
3	2	56080	LA VALLE FIRE DEPT	MARIN E MILEWSKI	PO BOX 281	LA VALLE	53941-0281	(608) 985-7583	fire@mwt.net
3	2	56090	NORTH FREEDOM FIRE DEPT	FRANK A ANSTETT	BOX 211 103 N MAPLE STREET	NORTH FREEDOM	53951	(608) 522-4570	nffd@tds.net
3	2	56100	PRAIRIE DU SAC VOL FIRE DEPT	JAMES A HAMBRECHT	335 GALENA ST	PRAIRIE DU SAC	53578-1008	(608) 643-3116	pdsfd1@gmail.com
3	2	56130	SPRING GREEN FIRE PROT DIST	LIN GUNDERSON	PO BOX 37	SPRING GREEN	53588-0037	(608) 588-2030	springgreenfire@gmail.com
3	2	56150	PLAIN FIRE DEPT	JOHN RUHLAND	PO BOX 134 1220 MAIN STREET	PLAIN	53577-9770	(608) 546-2121	johncruhland@gmail.com
3	2	56160	WASHINGTON TWP VOL FIRE DEPT	DAVE GHER	E4173 LITTLE BROOK DR	HILLPOINT	53937-9801	(608) 727-2293	dtaj@wicw.net
3	1	57020	BASS LAKE VOL FIRE DEPT	MARVIN MULLET	14412 W COUNTY K	HAYWARD	54843	(715) 634-8469	basslake10@yahoo.com
3	1	57030	EXELAND FIRE PROTECTION DIST	DAVID W VENESS	PO BOX 111	EXELAND	54835	(715) 943-2394	exelandfire@gmail.com
3	1	57040	HAYWARD CITY VOL FIRE DEPT	MIKE HERRMANN	PO BOX 969	HAYWARD	54843	(715) 634-1311	cityofhaywardfd@centurytel.net
3	1	57050	HAYWARD TWP FIRE DEPT	DONALD B HAMBLIN	15460 W HWY 77	HAYWARD	54843-8642	(715) 634-5410	thfd@chegnet.net
3	1	57060	RADISSON VOL FIRE DEPT	TOM MLECZKO	PO BOX 143	RADISSON	54867	(715) 945-2692	rsigns@bevcomm.net
3	1	57070	STONE LAKE VOL FIRE DEPT	JIM RHEA	6070N LAKE RD BOX 41	STONE LAKE	54876-0041	(715) 865-2616	stonelakefiredept@gmail.com
3	1	57080	WINTER FIRE DEPARTMENT	BRYAN COSS	PO BOX 277	WINTER	54896	(715) 266-4232	winterfiredept@gmail.com
3	1	57090	SPIDER LAKE FIRE DEPT	LEE NELSON	10896 W TOWN HALL RD	HAYWARD	54843	(715) 634-9207	spiderlakevfd@hotmail.com
3	1	57100	COUDERAY VOL FIRE DEPT	JAMES A BASSETT	PO BOX 111	COUDERAY	54828-9742	(715) 945-2490	jab@bevcomm.net
3	1	57110	ROUND LAKE TWP FIRE DEPT	MICHAEL W SCHMIDT	10625 N CTH A	HAYWARD	54843	(715) 462-9397	smeco@centurytel.net
3	1	57120	LORETTA/DRAPER VOL FIRE DEPT	PAUL J ZMUDA	6970 N PARK LN	LORETTA	54896	(715) 266-2513	ncp203@yahoo.com
5	1	57130	LAC COURTE OREILLES VOL FIRE DEPT	ERIC CROWE	13992 W GRINDSTONE SPRINGS RD	HAYWARD	54843-3268	(715) 634-9800	lcofirechief@lcofd.com
3	3	58010	BIRNAMWOOD AREA FIRE DEPT	RANDALL R BERGER JR	PO BOX C	BIRNAMWOOD	54414-0146	(715) 449-3431	rberger63fire@yahoo.com
3	3	58020	MATTOON FIRE DEPT	JAMES F ZAHN	PO BOX 135	MATTOON	54450-0135	(715) 489-3748	jzahn@villageofmattoon.org
3	3	58030	BOWLER AREA FIRE DISTRICT	DAN LADWIG	PO BOX 53	BOWLER	54416-0053	(715) 793-4682	ladwig2@frontiernet.net
3	3	58040	CECIL-WASHINGTON TWP FIRE DEPT	JEFF HOMAN	PO BOX191	CECIL	54111	(715) 745-2474	homanjef@gmail.com
3	3	58050	TIGERTON VOL FIRE DEPT	JOHN GUTHO	PO BOX 147	TIGERTON	54486-0147	(715) 535-2262	jgutho@hotmail.com
3	3	58060	BONDUEL AREA FIRE DEPT	ROBBIE WOLDT	PO BOX 67	BONDUEL	54107	(715) 758-7770	villagehall@villageofbonduel.com
3	3	58070	NAVARINO-LESSOR FIRE DEPT	JOSEPH FUSS	W4419 UNION CEMETERY RD	BONDUEL	54107	(715) 758-1076	jfuss703@gmail.com
3	3	58080	GREEN VALLEY MORGAN FIRE CO INC	LEONARD WAHL	N5746 OAK AVE	GREEN VALLEY	54127	(920) 373-3308	gvmchief@granitewave.com
3	3	58090	GRESHAM VOL FIRE DEPT	SAMUEL L BOUCHER	PO BOX 50	GRESHAM	54128-0050	(715) 787-4628	samboucher4500@charter.net
3	3	58100	SHAWANO FIRE DEPT	SHAWN R BORLACE	220 N MAIN ST	SHAWANO	54166-2196	(715) 526-9888	shawano.wi.fd@gmail.com
3	3	58140	GRANT TWP VOL FIRE DEPT	JOHN R HENSELIN	N3792 HWY G	CAROLINE	54928	(715) 250-0731	hwyrick@live.com
3	3	58150	PELLA TWP FIRE DEPT	GERALD WEATHERWAX	W10349 VALLEY VIEW RD	SHAWANO	54166	(715) 524-5642	bjwestfahl@frontier.com
3	3	58160	WITTENBERG FIRE PROT SRVS DIST	BRIAN HAMM	PO BOX F	WITTENBERG	54499	(715) 881-0457	bhamm63@ymail.com
5	3	58170	STOCKBRIDGE-MUNSEE COMM FIRE DEPT	DUDLEY WELCH	PO BOX 7O	BOWLER	54416	(715) 793-4555	dudley_welch@yahoo.com
1	4	59010	SHEBOYGAN FIRE DEPT	MICHAEL ROMAS	1326 N 25TH ST	SHEBOYGAN	53081-3106	(920) 459-3327	mike.romas@sheboyganwi.gov
3	4	59020	ADA FIRE DEPT	FRED MEYER	W3984 HWY 32	ELKHART LAKE	53020	(920) 565-2574	adafire@tds.net
3	4	59030	ADELL FIRE DEPT	JEREMY J LAWRENZ	PO BOX 100	ADELL	53001	(920) 994-2260	chief@adellfd.com
3	4	59040	BATAVIA VOL FIRE DEPT	DENNIS SCHULZ	W7094 FIRE HOUSE RD	ADELL	53001	(920) 994-9367	bataviavolfd@wi.rr.com

3	4	59050	BEECHWOOD VOL FIRE DEPT	MARK E MUENCH	W8451 HWY S	ADELL	53001	(920) 994-9199	dbeechwoodfire@wi.rr.com
3	4	59060	TOWN OF WILSON FIRE DEPARTMENT	BRIAN SCHMITT	5536 EVERGREEN DR	SHEBOYGAN	53081-9470	(920) 452-4900	BrianSchmitt1020@frontier.com
3	4	59070	CASCADE VOL FIRE DEPT	TODD TRIEBENSEE	PO BOX 301	CASCADE	53011	(920) 528-8432	ttriebensee@wi.rr.com
3	4	59080	CEDAR GROVE VOL FIRE DEPT	GREG NAVIS	PO BOX 318	CEDAR GROVE	53013	(920) 668-6415	chiefnavis@yahoo.com
3	4	59090	ELKHART LAKE VOL FIRE DEPT	PATRICK ZORN	P O BOX 66	ELKHART LAKE	53020	(920) 876-3333	elfdfirehouse@frontier.com
3	4	59100	FRANKLIN VOL FIRE DEPT	EDGAR KARSTEADT	N8411 COUNTY RD M	PLYMOUTH	53073-4811	(920) 980-8053	edkarsteadt@yahoo.com
3	4	59110	GLENBEULAH VOL FIRE DEPT	MICHAEL D MOONEY	PO BOX 158	GLENBEULAH	53023-0042	(920) 207-4118	chiefmooney@gmail.com
3	4	59120	GREENBUSH VOL FIRE DEPT	STEVEN DICKMAN	PO BOX 69	GREENBUSH	53026-0069	(920) 838-4102	greenbsh110@msn.com
3	4	59130	HAVEN VOL FIRE DEPT	THAD ATHORP	W1024 CTH FF	SHEBOYGAN	53083	(920) 565-3082	havenfd@townofmosel.com
3	4	59140	HOWARDS GROVE VOL FIRE DEPT	TYLER WUESTENHAGEN	1013 S WISCONSIN DR	HOWARDS GROVE	53083-1308	(920) 565-2413	tyler.wuestenhagen@howardsgrovefd.com
3	4	59150	JOHNSONVILLE VOL FIRE DEPT	RICHARD HERZOG	W4382	SHEBOYGAN FALLS	53085	(920) 467-9411	herzogjf@excel.net
3	4	59160	KOHLER FIRE DEPT	MICHAEL LINDSTROM	289 HIGHLAND DR	KOHLER	53044-1512	(920) 459-3876	mlindstrom@kohlervillage.org
3	4	59170	OOSTBURG FIRE DEPT	RICHARD NEERHOF	PO BOX 700048	OOSTBURG	53070	(920) 946-1184	rick_neerhof@nemschoff.com
2	4	59180	PLYMOUTH VOL FIRE DEPT	DENIS FELLOWS	BOX 294	PLYMOUTH	53073	(920) 893-1331	dfellows@plymouthfd.com
3	4	59190	RANDOM LAKE FIRE DEPT	PATRICK DEPIES	PO BOX 477	RANDOM LAKE	53075	(920) 994-4188	randomlakechief@gmail.com
3	4	59200	SILVER CREEK VOL FIRE DEPT	TODD STANGE	N518 HWY 28	RANDOM LAKE	53075	(920) 994-8109	silvercreekfd@gmail.com
3	4	59210	SHEBOYGAN FALLS FIRE DEPT	CHRISTOPHER J WESENDORF	PO BOX 186	SHEBOYGAN FALLS	53085-0186	(920) 467-7914	tffdresque@charter.net
3	4	59220	SHEBOYGAN TWP FIRE DEPT	ROGER BENZSCHAWEL	3911 CTH Y	SHEBOYGAN	53083	(920) 467-6800	tsfd1@tsfd.us
3	4	59230	SHEBOYGAN FALLS TWP FIRE DEPT	ROBERT KROEPLIEN	N54080 CR TT	SHEBOYGAN FALLS	53085-2213	(920) 467-8324	tffd@tffd.org
3	4	59240	WALDO VOL FIRE DEPT	JASON W PARRISH	PO BOX 36	WALDO	53093-0075	(920) 980-8713	wfd53093@hotmail.com
3	1	60010	MEDFORD FIRE DEPT	MICHAEL J FILAS	639 S 2ND ST	MEDFORD	54451-2058	(715) 748-4321	mike.filas@us.nestle.com
3	1	60020	RIB LAKE VOL FIRE DEPT	RUSSELL J BULLIS	PO BOX 304	RIB LAKE	54470-0304	(715) 427-5281	rjbullis@newnorth.net
3	1	60030	STETSONVILLE VOL FIRE DEPT	GREG BRUNNER	N1507 HWY 13	STETSONVILLE	54480	(715) 678-2211	SVFC@TDS.NET
3	1	60040	GILMAN RURAL VOL FIRE DEPT	TED WOJCIK	PO BOX 117	GILMAN	54433-0117	(715) 447-5791	wojciktcet@centurytel.net
3	1	60050	JUMP RIVER VOL FIRE DEPT	JAMES F MILLER	N8924 BEACH DR	SHELDON	54766-9045	(715) 668-5451	millerkj@centurytel.net
3	1	60060	LUBLIN AREA VOL FIRE DIST	CHRIS BAHRS	P O BOX 5	LUBLIN	54447-0005	(715) 669-3547	lublin.fire@juno.com
3	1	60070	WESTBORO VOL FIRE DEPT	SCOTT BREHM	N 8154 ZIMMERMAN RD	WESTBORO	54490	(715) 965-4317	westborovfd@yahoo.com
3	2	61010	ELEVA VOL FIRE DEPT	RICK L ENGEN	PO BOX 11	ELEVA	54738-0011	(715) 287-3433	elevafire@triwest.net
3	2	61020	OSSEO RURAL FIRE DEPT	NELS GUNDERSON	BOX 415	OSSEO	54758	(715) 597-3082	nels@osseoauto.com
3	2	61030	STRUM-UNITY VOL FIRE DEPT	GREG RINDAL	PO BOX 25	STRUM	54770	(715) 695-3313	strumfd@tcc.coop
3	2	61040	ARCADIA GLENCOE FIRE DEPT	JEFFREY P HALVORSEN	521 W MAIN ST	ARCADIA	54612-1324	(608) 323-7475	hlumber@centurylink.net
3	2	61050	BLAIR-PRESTON VOL FIRE DEPT	TRAVIS ARMITAGE	PO BOX 823	BLAIR	54616	(608) 989-2517	trinityfarmstravis@gmail.com
3	2	61060	DODGE VOL FIRE DEPT	TJ FONFARA	PO BOX 27	DODGE	54625-0027	(608) 386-5734	fonfara@centurytel.net
3	2	61070	ETTRICK VOL FIRE DEPT	JAMES A BEIRNE	PO BOX 182	ETTRICK	54627	(608) 525-2205	efd@centurytel.net; lbbeirne1121@gmail.com
3	2	61080	GALESVILLE AREA FIRE DEPT	THOMAS R PETERSON	PO BOX 55	GALESVILLE	54630-0055	(608) 582-2326	gfd1300@centurytel.net
3	2	61090	INDEPENDENCE VOL FIRE DEPT	STEVE WOZNEY	PO BOX 189	INDEPENDENCE	54747-0189	(715) 985-3974	indeefire@tcc.coop
3	2	61100	PIGEON FALLS VOL FIRE DEPT	TIM SKADAHL	PO BOX 335	PIGEON FALLS	54760-0335	(715) 983-5572	pigeonfallsfire@triwest.net
3	2	61110	TREMPEALEAU VOL FIRE DEPT	JEFF BARRY	11620 FREMONT ST	TREMPEALEAU	54661	(608) 534-6464	chief@trempealeaufd.com
3	2	61120	WHITEHALL VOL FIRE DEPT	JERIMIAH PIENTOK	PO BOX 155	WHITEHALL	54773-0155	(715) 538-4353	jpientok@gmail.com
3	2	61130	HALE TWP FIRE DEPT	MATT FRANSON	N42138 COUNTY RD O	WHITEHALL	54773	(715) 694-2319	bt_olson_25@hotmail.com
3	2	62010	VIOLA VOL FIRE DEPT	JEFF LISKA	PO BOX 128	VIOLA	54664	(608) 627-1631	violafd@mwt.net
3	2	62020	READSTOWN VOL FIRE DEPT	MITCH MABB	105 N RAILROAD ST	READSTOWN	54652	(608) 629-5556	Readstownfd@hotmail.com
3	2	62040	COON CREEK FIREFIGHTER ASSOC	RUSSELL P CORNFORD	PO BOX 74	COON VALLEY	54623	(608) 452-3688	starauto@mwt.net
3	2	62050	GENOA VOL FIRE DEPT	MICHAEL HANSON	126 MAIN ST	GENOA	54632	(608) 689-2162	redfire@mwt.net
3	2	62060	HILLSBORO VOL FIRE DEPT	THOMAS J SEBRANEK	PO BOX 245	HILLSBORO	54634-0245	(608) 489-2908	sebranek@mwt.net
3	2	62070	LA FARGE FIRE DEPT	PHILIP C STITTLEBURG	PO BOX 9	LA FARGE	54639-0009	(608) 625-2185	lfchief@mwt.net
3	2	62080	ONTARIO FIRE DEPT	KEVIN KNOLL	PO BOX 85	ONTARIO	54651	(608) 337-4315	kknoll@hillsboroequipment.com
3	2	62090	STODDARD-BERGEN VOL FIRE DEPT	JOSEPH W PFAFF	N2048 CEDAR CT	STODDARD	54658-9801	(608) 457-2118	sbfd28@mwt.net
3	2	62100	VIROQUA FIRE DEPT	CHAD BUROS	702 E BROADWAY ST	VIROQUA	54665-1263	(608) 637-3118	vfd@mwt.net
3	2	62110	WESTBY-CHRISTIANA FIRE PROT DIST	GILBERT TURBEN	PO BOX 82	WESTBY	54667-0082	(608) 634-4300	westbyfire@gmail.com
3	2	62120	WHEATLAND VOL FIRE DEPT	DONNIE C STOKKE JR	S7874 LAWRENCE RIDGE RD	DE SOTO	54624	(608) 648-2600	countryridge.ds@gmail.com
3	3	63010	BOULDER JUNCTION VOL FIRE DEPT	MATTHEW REUSS	PO BOX 395	BOULDER JUNCTION	54512	(715) 385-2002	m.reuss@townofboulderjunction.org
3	3	63020	WINCHESTER VOL FIRE DEPT	JOHN MELZER	7228 HWY W	WINCHESTER	54557-9629	(715) 686-7290	jmelzer52@yahoo.com
3	3	63030	EAGLE RIVER JOINT MUN FIRE COMM	MICHAEL E ANDERSON	820 E PINE ST	EAGLE RIVER	54521	(715) 479-8835	manderson@eagleriverareafire.com
3	3	63040	LAC DU FLAMBEAU FIRE DEPT	THOMAS J WEGNER	PO BOX 68	LAC DU FLAMBEAU	54538-0068	(715) 588-3358	wegners@newnorth.net
3	3	63050	LAND O LAKES VOL FIRE DEPT	SAMUEL OTTERPOHL	PO BOX 660	LAND O LAKES	54540	(715) 547-6714	lolvfd@yahoo.com
3	3	63060	MANITOWISH WATERS VOL FIRE COMPANY	ROBERT SKROBOT	PO BOX 367	MANITOWISH WATERS	54545	(715) 904-0221	bigdodgebob@hotmail.com
3	3	63070	PHELPS VOL FIRE DEPT	NORMAN MESUN	2621 WILLOW LANE	PHELPS	54554	(715) 545-2972	normmesun@gmail.com
3	3	63080	PLUM LAKE TWP VOL FIRE DEPT	KEVIN RASMUSSEN	PO BOX 246	SAYNER	54560-0246	(715) 542-3395	plumlakefire@nnex.net
3	3	63090	PRESQUE ISLE FIRE DEPT	DOUGLAS WOLTER	PO BOX 237	PRESQUE ISLE	54557-0237	(715) 686-2000	pifdems@centurytel.net
3	3	63100	ST GERMAIN VOL FIRE DEPT	TIM GEBHARDT	PO BOX 12	SAINT GERMAIN	54558-0012	(715) 542-3850	geby.four@gmail.com
3	3	63110	ARBOR VITAE VOL FIRE DEPT	MICHAEL VAN METER	AV10672 BIG ARBOR VITAE DR	ARBOR VITAE	54568	(715) 356-9247	avfdmvm@gmail.com
3	3	63120	CONOVER VOL FIRE DEPT	RANDY BARNES	PO BOX 14	CONOVER	54519-0014	(715) 479-4881	conovervolunteerfire@yahoo.com
3	4	64020	DELAVAN TWP VOL FIRE DEPT	GERALD EDWARDS	5698 TOWNHALL RD	DELAVAN	53115-9551	(262) 728-3780	towndfire@gmail.com
3	4	64030	WILLIAMS BAY VOL FIRE DEPT	DOUGLAS A SMITH	PO BOX 580	WILLIAMS BAY	53191-0581	(262) 245-2712	wbfire01@gmail.com
2	4	64040	LAKE GENEVA FIRE DEPT	JOHN PETERS	730 MARSHALL ST	LAKE GENEVA	53147-1436	(262) 248-6075	jpeters@cityoflakegeneva.com
3	4	64050	LYONS VOL FIRE DEPT	NEAL LARA	PO BOX 32	LYONS	53148-0032	(262) 763-3322	chief2901@townoflyonswi.com
3	4	64060	DARIEN VOL FIRE DEPT	JUSTIN SCHUENKE	PO BOX 627	DARIEN	53114-0627	(262) 882-3678	dfdschuenke@gmail.com
3	4	64070	LINN TWP FIRE/EMS	JASON SMITH	N1457 HILLSIDE RD	LAKE GENEVA	53147	(262) 249-8808	FireChief@townoflinn.com
2	4	64080	SHARON FIRE DEPT	BRUCE R VANDERVEEN	182 PARK AVE	SHARON	53585-0522	(262) 736-4543	4001bruce@gmail.com
2	4	64090	ELKHORN AREA FIRE DEPT	RODNEY E SMITH	PO BOX 433	ELKHORN	53121-0443	(262) 723-2277	rsmith@cityofelkhorn.org

3	4	64100	DELAVAN CITY FIRE DEPARTMENT	TIMOTHY O'NEILL	811 ANN STREET	DELAVAN	53115	(262) 728-5646	fdchief@ci.delavan.wi.us
3	4	64110	WHITEWATER VOL FIRE DEPT	DON GREGOIRE	PO BOX 56	WHITEWATER	53190-1940	(262) 473-0510	don.gregoire@yahoo.com
3	4	64120	LAUDERDALE-LA GRANGE FIRE DEPT	JOHN DUERST	W6080 US HIGHWAY 12	WHITEWATER	53190	(262) 495-8400	curly19@centurylink.net
3	4	64130	EAST TROY FIRE DIST	MIKE BARUTHA	PO BOX 644	EAST TROY	53120	(262) 642-7439	etfd@wi.rr.com
3	4	64140	TROY CENTER VOL FIRE DEPT	CHAD REICHENBERGER	N8870 BRIGGS ST	EAST TROY	53120	(262) 642-5294	tcfd@townoftroy.com
2	4	64150	FONTANA VOL FIRE DEPT	WOLFGANG NITSCH	PO BOX 200	FONTANA	53125	(262) 275-2131	wolfgang@villageoffontana.com
2	4	64160	BLOOMFIELD GENOA CITY FIRE RESCUE	FREDRIC SCHALOW	PO BOX 135	PELL LAKE	53157	(262) 279-2033	chiefschalow@bgcfr.org
3	4	64170	WALWORTH VOL FIRE DEPT	ANDREW LONG	PO BOX 400	WALWORTH	53184-0400	(262) 275-3838	along@walpd.us
3	1	65010	BIRCHWOOD VOL FIRE DEPT	KEN GEORGE	2752 27TH STREET	BIRCHWOOD	54817	(715) 651-2523	kgeorge002@centurytel.net
3	1	65020	MINONG VOL FIRE DEPT	JAMES JAY BARRETT	PO BOX 351	MINONG	54859-0351	(715) 466-2324	minongfire@centurytel.net
3	1	65030	SHELL LAKE FIRE DEPT	KEITH DAHLSTROM	PO BOX 520	SHELL LAKE	54871	(715) 468-2323	shelllakefire@yahoo.com
2	1	65040	SPOONER FIRE DIST	DARREN C VIK	PO BOX 548	SPOONER	54801	(715) 635-9115	spoonerfiredist@centurytel.net
3	1	65050	CHICOG VOL FIRE DEPT	BRADLEY HARRISON	W8499 HWY 77	TREGO	54888	(715) 466-4525	chicogvfd@hotmail.com
2	4	66010	WEST BEND FIRE DEPT	GERALD KUDEK	325 N 8TH AVE	WEST BEND	53095-3204	(262) 335-5054	kudekg@ci.west-bend.wi.us
3	4	66020	ALLENTON VOL FIRE DEPT	JOHN BREUER	PO BOX 107	ALLENTON	53002-0107	(262) 629-5413	chief1301@allentonfiredepartment.org
2	4	66030	HARTFORD VOL FIRE DEPT	PAUL J STEPHANS	111 W WISCONSIN ST	HARTFORD	53027-1438	(262) 673-8290	pstephans@ci.hartford.wi.us
3	4	66040	BOLTONVILLE VOL FIRE DEPT	KEN RAMTHUN	9336 BOLTON DR	KEWASKUM	53040-9729	(262) 692-2231	boltonvillefd@gmail.com
3	4	66050	FILLMORE FIRE DEPT	JEFFREY C STEINERT	8485 TRADING POST TRL	WEST BEND	53090-9039	(262) 692-2361	fillmorefd@nconnect.net
2	4	66060	JACKSON FIRE DEPT	AARON SWANEY	W204 N16722 S JACKSON DR	JACKSON	53037	(262) 677-3811	chief1201@jacksonwired.com
2	4	66070	KEWASKUM FIRE DEPT	MARK GROESCHEL	1106 FOND DU LAC AVE	KEWASKUM	53040-9492	(262) 626-2411	mgroeschel@village.kewaskum.wi.us
3	4	66080	KOHLSVILLE FIRE DEPT	CURT MARTIN	5673 BEAVER DAM RD	WEST BEND	53090	(262) 629-5931	curt.martin@mgsmfg.com
3	4	66090	NEWBURG FIRE DEPT	MARK CHESAK	PO BOX 140	NEWBURG	53060	(262) 675-6262	chief@newburgfirerescue.com
2	4	66100	RICHFIELD VOL FIRE COMPANY	TERRY KOHL	PO BOX 207	RICHFIELD	53076-9701	(262) 628-1601	tonyburgard@richfieldfire.com
3	4	66110	ST LAWRENCE VOL FIRE COMPANY	JEFFREY INFALT	4955 HWY 175	HARTFORD	53027-9437	(262) 644-8529	jeffinfalt@yahoo.com
3	4	66120	SLINGER FIRE DEPT	RICHARD HANKE	PO BOX 343	SLINGER	53086-0343	(262) 644-5331	rick@hanketrucking.com
2	4	66160	GERMANTOWN FIRE DEPT	GARY L WEISS	N115 W18752 EDISON DR STA 2	GERMANTOWN	53022	(262) 502-4701	gweiss@germantownfiredept.com
1	4	67010	NEW BERLIN FIRE DEPT	LLOYD BERTRAM	16300 W NATIONAL AVE	NEW BERLIN	53151-0036	(262) 785-6120	lbertram@newberlin.org
2	4	67020	DELAFIELD TWP VOL FIRE DEPT	PAUL KOZLOWSKI	W302 N1208 MAPLE AVE	DELAFIELD	53018	(262) 646-6666	pkozlowski@townofdelafield.org
2	4	67030	MENOMONEE FALLS FIRE DEPT	JAMES A MOLLET	W156 N8480 PILGRIM RD	MENOMONEE FALLS	53051-3140	(262) 532-8823	jmollet@menomonee-falls.org
1	4	67040	BROOKFIELD FIRE DEPT	CHARLES M MYERS	2100 N CALHOUN RD	BROOKFIELD	53005-5000	(262) 787-3703	myers@ci.brookfield.wi.us
3	4	67050	ELM GROVE VOL FIRE DEPT	WILLIAM L SELZER	13600 JUNEAU BLVD	ELM GROVE	53122-1654	(262) 782-6700	wselzer@elmgrovewi.org
1	4	67060	WAUKESHA FIRE DEPT	STEVE HOWARD	130 W ST PAUL AVE	WAUKESHA	53188-5104	(262) 524-3648	showard@ci.waukesha.wi.us
2	4	67070	LISBON FIRE DEPT	DOUG BRAHM	W234N8676 WOODSIDE RD	SUSSEX	53089	(414) 507-4491	dbrahm@townoflisbonwi.com
3	4	67080	VERNON VOL FIRE DEPT	ALEXANDER FELDE III	W233S7475 WOODLAND LN	BIG BEND	53103	(262) 662-2079	afelde3@live.com
2	4	67090	BROOKFIELD TWP FIRE DEPT	ANDREW SMERZ	645 N JANACEK RD	BROOKFIELD	53045	(262) 796-3792	asmerz@tbfd.org
2	4	67100	BUTLER VOL FIRE DEPT INC	RONALD L WORGULL SR	12621 W HAMPTON AVE	BUTLER	53007	(262) 783-2537	rworgull@butlerfire.org
2	4	67130	WESTERN LAKES FIRE DISTRICT	BRADLEY BOWEN	107 S MAIN ST	DOUSMAN	53118-9557	(262) 965-2262	bbowen@dousmanfd.org
2	4	67140	EAGLE FIRE DEPT	BRUCE HEIN	126 E MAIN STREET	EAGLE	53119	(262) 594-3302	bhein@eaglefiredepartment.com
2	4	67150	HARTLAND VOL FIRE DEPT	DAVID L DEAN	150 LAWN ST	HARTLAND	53029-1790	(262) 367-6878	ddean@villageofhartland.com
3	4	67180	MERTON COMMUNITY FIRE DEPT INC	BRIAN J CULL	PO BOX 911	MERTON	53056-0911	(262) 966-2091	bcull@wi.rr.com
2	4	67190	MUKWONAGO FIRE DEPT	JEFFREY R STIEN	PO BOX 206	MUKWONAGO	53149-0206	(262) 363-6426	chiefstien@mukwonagofire.org
2	4	67210	LAKE COUNTRY FIRE DEPT	KEVIN KEITH	115 MAIN ST	DELAFIELD	53018	(262) 646-6235	kkeith@lakecountryfire.com
3	4	67230	NORTH PRAIRIE VOL FIRE DEPT	PHILLIP B BUCHHOLTZ	108 N OAKRIDGE DR	NORTH PRAIRIE	53153-0296	(262) 392-2700	pbuchholtz1@wi.rr.com
3	4	67250	OKAUCHEE FIRE DEPT	TRACY STEELE	PO BOX 443	OKAUCHEE	53069	(262) 567-3585	okfd4801@sbcglobal.net
2	4	67270	PEWAUKEE FIRE DEPT	KEVIN I BIERCE	W239 N2242 PEWAUKEE RD	WAUKESHA	53188	(262) 691-5610	kbierce@pewaukee.wi.us
2	4	67280	STONE BANK VOL FIRE DEPT	SCOTT PETERSON	W335 N7107 STONE BANK ROAD	OCONOMOWOC	53066	(262) 966-2414	spetersonsbfd@gmail.com
2	4	67300	SUSSEX FIRE DEPT	DAVID JOHNSEN	N64 W23760 MAIN ST	SUSSEX	53089	(262) 246-5197	djohnsen@villagesussex.org
3	4	67310	TESS CORNERS VOL FIRE DEPT	CARL M WOJNOWSKI	W144 S6731 TESS CORNERS DR	MUSKEGO	53150	(414) 422-9733	dcmotors@sbcglobal.net
2	4	67330	WALES GENESEE FIRE DEPT	JAMES L MOON	PO BOX 148	WALES	53183-0148	(262) 968-3301	jmoonwgfd@wi.rr.com
2	4	67340	WAUKESHA TWP FIRE DEPT	DANIEL C BUCHHOLTZ	W250S3567 CENTER RD	WAUKESHA	53189	(262) 542-3199	dbuchholtz@townofwaukesha.us
3	4	67360	BIG BEND VOL FIRE DEPT	JOHN LUDWIG	W230 S9185 NEVINS ST	BIG BEND	53103	(262) 662-2747	chiefludwig@villageofbigbend.com
2	3	68010	WAUPACA AREA FIRE DIST	GERALD DEUMAN	PO BOX 46	WAUPACA	54981-0046	(715) 258-4434	jdeuman7415@gmail.com
3	3	68020	SCANDINAVIA VOL FIRE DEPT	DELL MORK	PO BOX 227	SCANDINAVIA	54977	(715) 467-2360	scandinaviafd@gmail.com
3	3	68030	IOLA AND RURAL VOL FIRE DEPT	JAMES AANSTAD	PO BOX 322	IOLA	54945-0322	(715) 445-2515	jaifd08@gmail.com
3	3	68040	MARION VOL FIRE DEPT	JOSEPH STUHR	PO BOX 118	MARION	54950-0118	(715) 754-4604	jstuhr@cityofmarionwi.gov
3	3	68060	EMBARRASS VOL FIRE DEPT	DARRELL POLZIN	PO BOX 21	EMBARRASS	54933-0021	(715) 823-4131	embvil@charter.net
3	3	68070	CLINTONVILLE VOL FIRE DEPT	SHANE KRUEGER	50 10TH ST	CLINTONVILLE	54929-1513	(715) 823-3750	skrueger@clintonvillewi.org
3	3	68090	WEYAUWEGA AREA FIRE DIST	THOMAS J CULLEN JR	PO BOX 465	WEYAUWEGA	54983-0465	(920) 867-2119	301@wegafire.org
3	3	68100	FREMONT-WOLF RIVER FIRE DEPT	RANDY MILLER	P O BOX 173	FREMONT	54940	(920) 446-3849	smcshorty@hotmail.com
5	3	68110	WI VETERANS HOME-KING FIRE DEPT	RONALD JOHNSTON	N2665 HWY QQ	KING	54946	(715) 258-1485	ron.johnston@dva.state.wi.us
2	3	68120	NEW LONDON VOL FIRE DEPT	MARK WILFUER	215 N SHAWANO ST	NEW LONDON	54961-1147	(920) 982-8507	mwilfuer@newlondonwi.org
2	3	68140	MANAWA RURAL FIRE DEPT	ROBERT ROSENAU	PO BOX 953	MANAWA	54949	(920) 596-2593	manawafd@wolfnet.net
3	3	68150	OGDENSBURG ST LAWRENCE FIRE DEPT	PAULA M DURRANT	PO BOX 137	OGDENSBURG	54962-9726	(920) 244-7889	ogdfire@wolfnet.net
3	4	69010	WILD ROSE AREA FIRE DIST	ALLEN LUCHINI	PO BOX 175	WILD ROSE	54984-0175	(920) 622-3699	wildrosefire@centurytel.net
3	4	69020	COLOMA VOL FIRE DEPT	NATE SIGOURNEY	383 INDUSTRIAL DR	COLOMA	54930-0091	(715) 228-5555	cvfd300@uniontel.net
3	4	69030	PLAINFIELD FIRE DEPT	DEAN E WIESE	PO BOX 352	PLAINFIELD	54966-0352	(715) 335-4253	dw_pfdchief@yahoo.com
3	4	69040	HANCOCK VOL FIRE DEPT INC	CHARLES JOHNSON	PO BOX 199	HANCOCK	54943	(715) 249-5456	hvfd@uniontel.net
3	4	69050	WAUTOMA AREA FIRE DIST	CHRISTOPHER WEDELL	PO BOX 30	WAUTOMA	54982	(920) 787-7612	wafdchiefwedell@gmail.com
3	4	69060	REDGRANITE AREA FIRE DIST	JIM ANGELO	PO BOX 494	REDGRANITE	54970-0494	(920) 566-4411	willowranchhand@hotmail.com
3	4	69070	POY SIPPI VOL FIRE DEPT INC	TOM MARINI	PO BOX 100	POY SIPPI	54967-0100	(920) 987-5408	tstmarini@centurytel.net
3	4	69090	WEST BLOOMFIELD VOL FIRE DEPT	DUANE HUDZIAK	W1788 CTY HH	WEYAUWEGA	54983	(920) 867-3170	dhudziak@hotmail.com
3	4	69100	SAXEVILLE-SPRINGWATER FIRE DEPT	EDWARD SCHABER	PO BOX 8	SAXEVILLE	54976-0008	(920) 622-4455	saxevillefd@centurytel.net
1	3	70010	NEENAH-MENASHA FIRE RESCUE	KEVIN KLOEHN	125 E COLUMBIAN AVE	NEENAH	54956-3013	(920) 886-6203	kkloehn@nmfire.org

2	3	70020	MENASHA TWP FIRE DEPT	KEITH KIESOW	1326 COLD SPRING RD	NEENAH	54956-1108	(920) 720-7125	kkiesow@foxcrossingwi.gov
1	3	70030	OSHKOSH FIRE DEPT	TIMOTHY FRANZ	101 COURT ST	OSHKOSH	54901-5212	(920) 236-5240	tfranz@ci.oshkosh.wi.us
3	3	70050	OSHKOSH TN VOL FIRE DEPT	TODD ZAK	230 E CTY TRK Y	OSHKOSH	54901	(920) 231-7933	tzak1@new.rr.com
3	3	70060	NEKIMI VOL FIRE DEPT	FRANK C SANCHEZ JR	874 S CLAY RD	OSHKOSH	54904	(920) 235-0615	nekimichief@gmail.com
3	3	70070	UTICA VOL FIRE DEPT	TIM OLIVER	1730 CTY RD FF	OSHKOSH	54904	(920) 589-4115	uticachief@gmail.com
3	3	70080	OMRO RUSHFORD JOINT FIRE DEPT	JAY L TRELEVEN	502 W HURON ST	OMRO	54963	(920) 685-5136	jay_treleven@hotmail.com
2	3	70090	ALGOMA TWP VOL FIRE DEPT	SCOTT GROTH	2622 OMRO RD	OSHKOSH	54904	(920) 233-5905	sgroth@toafd.net
2	3	70100	CLAYTON FIRE RESCUE	SCOTT RIECKMANN		LARSEN	54947	(920) 836-2170	claywinfirechief@wi.twcbc.com
3	3	70110	NEENAH TWP VOL FIRE DEPT	EDMUND KING	1600 BREEZWOOD LN	NEENAH	54956-3603	(920) 722-6623	eking1@new.rr.com
3	3	70120	WINNECONNE POYGAN FIRE DISTRICT	RYAN R KRINGS	P O BOX 339	WINNECONNE	54986	(920) 582-4711	kringsy@yahoo.com
3	3	70140	VINLAND VOL FIRE DEPT	CHRIS ANDERSON	6085 COUNTY RD T	OSHKOSH	54904	(920) 230-6607	vinlandfire@ntd.net
3	3	70160	BOOMBAY VOL FIRE DEPT	DAVE PLATTA	8819 SOUTH RD	FREMONT	54940	(920) 836-1877	chiefplatta@gmail.com
3	3	70170	TOWN OF WINCHESTER FIRE DEPARTMENT	TOM FORBES	8522 PARK WAY LANE	LARSON	54947	(920) 312-1587	twfdchiefb100@yahoo.com
2	2	71010	GRAND RAPIDS TWP VOL FIRE DEPT	DONALD W BOHN	2410 48TH ST S	WISCONSIN RAPIDS	54494-7799	(715) 424-1815	fire.chief@grandrapidswi.org
2	2	71020	PITTSVILLE FIRE DEPT	GERALD L MINOR	BOX 241	PITTSVILLE	54466	(715) 884-6514	pfd911@tds.net
3	2	71030	ARPIN VOL FIRE DEPT	ROY KOOPMAN	7458 COUNTY ROAD E	ARPIN	54410	(715) 652-2414	arpinvfd@tds.net
3	2	71040	AUBURNDALE JOINT FIRE DEPT	TODD BORES	5324 CTY P	AUBURNDALE	54412	(715) 897-2300	borestodd@yahoo.com
3	2	71050	LINCOLN TWP FIRE DEPT	TOM SUCHOMEL	1512 S LOCUST AVE	MARSHFIELD	54449	(715) 305-9140	lincolnrescue@yahoo.com
3	2	71060	ROCK TWP FIRE AND RESCUE	JEFF MEINDERS	10970 CTH N	MARSHFIELD	54449	(715) 676-2311	jlmeind@tds.net
3	2	71070	BIRON VOL FIRE DEPT	DAN MULESKI	451 KAHOUN RD	BIRON	54494	(715) 423-6585	corners@wctc.net
3	2	71080	NEKOOSA FIRE DEPT	MIKE HARTJE	951 MARKET ST	NEKOOSA	54457-1418	(715) 886-7893	mhartje@nekoosawi.com
3	2	71090	PORT EDWARDS FIRE DEPT	JAMES LEISER	PO BOX 10	PORT EDWARDS	54469-1539	(715) 887-3421	chief@portedwardsfiredept.com
2	2	71100	RUDOLPH VOL FIRE DEPT	TONY KONKOL	PO BOX 101	RUDOLPH	54475-0101	(715) 435-3740	tkonkol@rudolphfd.com
3	2	71110	SHERRY VOL FIRE DEPT	HENRY NIGH	11288 MAYFLOWER RD	MILLADORE	54454	(715) 652-3210	hanknigh@gmail.com
3	2	71120	VESPER VOL FIRE DEPT	DENNIS DEDERICH	PO BOX 15	VESPER	54489	(715) 569-4600	dederich@tds.net
1	2	71130	MARSHFIELD FIRE AND RESCUE	SCOTT M OWEN SR	514 E 4TH ST	MARSHFIELD	54449-3717	(715) 486-2094	scott.owen@ci.marshfield.wi.us
1	2	71140	WISCONSIN RAPIDS FIRE DEPT	DAVID A KERKMAN JR	1511 12TH ST S	WISCONSIN RAPIDS	54494-5476	(715) 423-1150	dkerkman@wirapids.org
3	2	71150	HEWITT AREA VOL FIRE DEPT	BRIAN HAFERMANN	7654 MCLEAN DR	HEWITT	54441	(715) 384-9449	hewittchief@gmail.com
3	2	71170	RICHFIELD RURAL FIRE DEPT	BRIAN ALBRIGHT	8478 RICHFIELD DR	MARSHFIELD	54449-9664	(715) 676-2409	richfieldfd@gmail.com
3	2	71180	CAMERON TWP FIRE DEPT	AARON ANDRE	2511 LAWRAINE ST	MARSHFIELD	54449	(715) 486-6084	aaron.andre@outlook.com
3	2	71190	REMINGTON VOL FIRE DEPT	RODNEY BROCKMAN	PO BOX 133	BABCOCK	54413-0133	(715) 884-2988	rbcran@tds.net
3	3	72000	MENOMINEE TWP FIRE DEPT	PATRICK T ROBERTS	PO BOX 279	KESHENA	54135-0279	(715) 799-3511	fireftr@frontiernet.net
3	3	72010	KESHENA FIRE DEPT	PATRICK T ROBERTS	PO BOX 279	KESHENA	54135	(715) 799-3511	fireftr@frontiernet.net
3	3	72020	NEOPIT FIRE DEPT	PATRICK T ROBERTS	PO BOX 279	KESHENA	54135-0279	(715) 756-2255	fireftr@frontiernet.net

National Fire Incident Reporting System (NFIRS)

Exposure Number

The following will provide information regarding exposures. To complete the required field found within the Key Information tab of the NFIRS incident report, either leave the field as defaulted, zero, or enter the correct number to correspond with the number of exposure fires resulting from another fire.

(This information is taken directly from Chapter 3 of the NFIRS Complete Reference Guide, https://www.nfirs.fema.gov/users/usersdocs.shtm.)

Definition of Exposure Number

Exposure is defined as a fire resulting from another fire outside that building, structure, or vehicle, or a fire that extends to an outside property from a building, structure, or vehicle. For example, if the building fire ignites a truck parked outside, the truck fire is an exposure fire.

- In the case of buildings with internal fire separations, treat the fire spread from one separation to another as an exposure. Treating multiple ownership of property within a building (e.g., condominiums) as exposures, unless separated by fire-rated compartments, is discouraged.

Purpose of Exposure Number

Although the Incident Number permits all properties involved in a fire incident to be related together, the Exposure Number identifies each separate property type involved in the fire. This makes it possible to capture the specific details of the fire in each exposure and to relate all the exposures to the basic incident, if necessary. The Exposure Number, in conjunction with other required Section A fields, uniquely identifies each incident itemized in Section C.

When a fire involves more than one building, each building fire should be considered a separate fire, with the ignition for all but the original building fire classified as exposure fires.

Entry of Exposure Number

In a fire involving exposures, an additional Basic Module should be completed for each exposure. Each module completed for an exposure should contain the same Incident Number assigned to the original property involved. A separate sequential Exposure Number is assigned to each exposure. The original incident is always coded “000,” and exposures are numbered sequentially and incremented by 1 beginning with “001.” The three-character numeric field is zero filled, not right justified.

- The Incident Date for each exposure remains the same as that of the basic incident; however, the Alarm Time in Block E1 should reflect the time of each new exposure.
- The relevant data for each exposure should then be recorded using the appropriate modules.
- Treat similar items in a group as a single exposure (such as a fleet of cars).
- Be sure to check or mark the exposure fire check box Cause of Ignition (Block E1) on the Fire Module for each exposure fire, and then skip to Section G on the Fire Module.

National Fire Incident Reporting System (NFIRS)

Aid Given or Received

The following will provide information regarding aid. To complete the required field found within the Basic Module of the NFIRS incident report, either leave the field as defaulted, None, or enter the correct number to correspond with the type of aid given or received. REMEMBER: For the purposes of NFIRS reporting, **only** fire departments can give or receive aid. Since only fire departments report to NFIRS, incidents are not being captured if aid is given to a non-reporting agency such as the Department of Natural Resources (DNR); thus, all fire departments must complete an incident for all assists to non-reporting agencies.

(Portions of this information can be found in Chapter 3 of the NFIRS Complete Reference Guide, https://www.nfirs.fema.gov/users/usersdocs.shtm.)

Definition of Aid Given or Received

Aid given or received, either automatically (i.e., prearranged) or mutually for a specific incident. These actions are defined as:

Aid Received (automatic or mutual): A fire department handles an incident within its jurisdiction with additional manpower or equipment from one or more fire departments outside its jurisdiction. Aid received can be either mutual or automatic aid.

Aid Given (automatic or mutual): A fire department responds into another fire department's jurisdiction to provide assistance at an incident or to cover a vacated station while the receiving fire department is busy at an incident. Aid received can be either mutual or automatic aid.

Other Aid Given: A fire department covers and responds to another jurisdiction or locale that has no fire department. *(Generally not used in Wisconsin)*

No Aid Given: A fire department handles an incident within its jurisdiction without help from adjacent or outside fire departments.

Purpose of Aid Given or Received

Aid information can be used to study response levels necessary to control various fire and emergency situations. It can be used to determine the adequacy of resources at the local level and the need for adjusting cooperative agreements. The Aid Given or Received entry serves as data control to ensure that the same incident is not counted more than once while still giving credit for activity performed by outside departments. By joining the individual reports thru the use of FDID numbers and incident numbers, it also helps to provide a complete picture of an incident.

Entry of Aid Given or Received

Check or mark the box indicating whether aid was given or received. If no aid was given or received, check or mark the None box.

- *Unless otherwise stipulated, whenever the following instructions indicate completion of the "Basic Module," the appropriate supporting and optional modules must also be completed.*

- Mutual/Automatic Aid Received: If either of these boxes is checked or marked, complete the Basic Module.
  - ❖ **Departments receiving aid should form the habit of informing all departments who give aid of the incident number assigned so that the giving department can include the incident number in their report.** *This allows the "joining" of the multiple reports to provide a complete picture of the incident.*
  - ❖ If aid is received from multiple departments, note the departments in your Narrative (Section L, Remarks).

- Mutual/Automatic Aid Given: If your department provided mutual fill-in service only, check or mark the appropriate aid-given box; complete Their FDID, Their State, and Their Incident Number fields; enter the two-digit Actions Taken code (codes 90, 91, or 92 only) in Section F; and complete Block G1 (Resources).
  - ❖ ***Other department's FDID numbers are given on the web (http://dsps.wi.gov/Default.aspx?Page=013fb6c0-c34c-4ab1-9e34-84e995a32d8d see Contact (Fire Depts.) at the bottom of the page)***
  - ❖ No other information is required for the Basic Module unless a fire service casualty occurs. In this case, you must also complete Block H1 (Casualties) and a Fire Service Casualty Module.

- Other Aid Given: *(Generally not encountered in Wisconsin)* Check or mark this box if your department covers and responds to another jurisdiction or locale that has no fire department. Complete the Basic Module. In Section D, leave the Their FDID and Their Incident Number fields blank; the Their State field is optional.

- None*:* Check or mark this box if no mutual aid was involved.

If the receiving fire department completes the incident, then the giving department should complete the required portion of the module as needed for its own documentation of the incident. This can be particularly important for documenting fire service casualties. You MUST list the departments giving or receiving aid to your department or your incident will return errors when submitted.

- Resources (Block G1): If you give aid, you may choose to report your own resources as an option. Similarly, if you receive aid, you may choose to count only your own resources or count your own resources plus those of the aid-giving department. If you include aid-received resources, check or mark the corresponding box.

- Casualties (Block H1): The aid-receiving department reports the details on all casualties other than the fire service casualties of the aid-giving department. Each department reports the details on its own fire service casualties.
  - ❖ ***It is critical to the reporting system that the aid-receiving departments always report the total number of civilian casualties associated with the incident.***

Examples

The examples given below illustrate aid entries and address some of the frequently asked questions regarding aid.

Question: When a fire department responds outside of its jurisdiction, when is it NOT aid given (i.e., automatic or mutual)?

Answer: Two conditions have to be true for a fire department to record in NFIRS that aid is given or received: (1) The aid involves another fire department, and (2) both fire departments are at the incident (i.e., at the scene or staging). Negative examples of aid given or received are listed below:

- If a fire department is called to assist another fire department but gets canceled before arriving at the scene, no aid is given or received because both fire departments are not at the incident.

- If a fire department receives help from a non-fire service EMS department, no aid is given or received because the EMS department is not a fire department.

- If a fire department is dispatched from its station to handle an incident in another jurisdiction because the other fire department is unavailable, no aid is given or received because both fire departments are not at the incident. Only the fire department that responds to the incident completes an NFIRS report.

- If a fire department is filling-in at another fire department's station and responds to a vehicle fire, no aid is given or received because the department that is covering becomes resources of the other department; only one fire department is at the incident. The department that is filling-in completes only one NFIRS report for its FDID during its stay at the other department's station: a cover assignment (incident type 571). All incidents during the cover assignment are recorded under the other department's FDID. *(See example number 2)*

1. *A fire department receives automatic aid from another department in fighting a fire*.

   The Gorman County Fire Department responded to a structure fire to assist the Buckley Fire & Rescue Department. Buckley FRD completes all required modules and checks the "Automatic aid received" box in Section D on the Basic Module.

   • The equipment provided by the Gorman County FD may be listed in the Remarks section (L). For example, "Gorman County Fire Department: one pumper, one aerial ladder."

   • The Gorman County FD completes Section A through Section G1 on the Basic Module. In Section D, check or mark the Automatic Aid Given box and indicate Buckley FRD's FDID, State, and incident number. If the incident number is unknown, then the Gorman County FD is required to complete the entire Basic Module.

2. *A fire department sends apparatus and personnel to a nearby community to "fill-in" for its fire department*.

   Buckley Fire & Rescue Department sent one pumper to fill-in at Station 13 in Gorman County FD's jurisdiction.

   • If the Buckley FRD fill-in unit responded to an incident: Buckley FRD completes the Basic Module using Gorman County FD's FDID and Incident Number because, once they are in the Gorman station, it is the same as if they are Gorman fire department personnel.

   • If Buckley FRD did not respond to an incident: Buckley FRD completes the Basic Module with the Action Taken (Section F) as "Fill-in, Standby" (code 92) using the Buckley FDID and Incident Number.

Question: Engine 1 from Department "A" is on a cover assignment in Department "B's" jurisdiction. While covering, engine 1 runs three incidents in Department B's jurisdiction (Incident Types #321, #322, & #735). How does engine 1 from Department A record these three incidents? Do these incidents require a Department A incident number, or can they be part of the '571' Cover Assignment incident?

Answer: When Department A is filling in for Department B, they are no longer Department A. Instead, they become Department B. Therefore, in your scenario, Department A's Engine 1 becomes Department B. So, Department A should complete the three reports as if they are Department B, using Department B's FDID number and Incident Numbers.

Question: We were dispatched for a move up to another department's station. While we were there, we were called to a fire scene. How would this incident be listed and what address is the correct one to use? Or would this be two separate incidents?

Answer: This should be two separate incidents (one for the move-up and the other for the actual fire). You should use the other department's station address for the move-up & the actual fire scene address for the second incident. Remember—when a department moves up, they become that department. As a result, any calls run while they are there should be entered as if they were the other department.

3. *A fire department responds to a DNR call for a wildfire. A structure is burned during the fire.*

The Buckley Fire & Rescue Department responds to a wildfire along with the DNR.

• Buckley FRD submits two complete reports. The first report is given the incident number that is next in Buckley's incident numbering order and is completed for a wildfire (if chosen, the optional wildfire module can be utilized in place of the fire module). The second report is given the same incident number and is Exposure 1. This report is completed for the structure fire and will require at a minimum the Basic, Fire, and Structure modules. While both reports show no aid given/received on the Basic module, both narratives indicate the DNR's involvement.

AID GIVEN OR RECEIVED CODES

1 Mutual aid received from an outside fire service entity upon request from the initial responding department.

2 Automatic aid received. Includes a department receiving aid from an outside fire service entity that was dispatched automatically based on a prior agreement between two jurisdictions.

3 Mutual aid given to an outside fire service entity on request of the outside entity.

4 Automatic aid given. Includes departments automatically dispatched to give aid to an outside fire service entity based on a prior agreement between two jurisdictions.

5 Other aid given. Includes a fire department responding to another jurisdiction or locale that has no fire department.

N No aid given or received.

National Fire Incident Reporting System (NFIRS)

Bulk Import Utility

The following will provide information regarding importing your incident reports into the NFIRS database. Many of our departments are still under the impression that they are reporting to NFIRS automatically when using vendor software such as Firehouse, FirePrograms, ImageTrend, LifeQuest, Emergency Reporting, or any of the other approved software options. Unfortunately, there is **no direct export allowed** from any of the approved vendor software to NFIRS in the state of Wisconsin because we do not operate an intermediary state database as many of our neighboring states do.

To export/import NFIRS data:

- Create an export file from your software's database (most programs offer a menu option for "Export NFIRS Data") by selecting a date range for the files to be included.
- Once the file is created, go to the NFIRS website (https://www.nfirs.fema.gov/index.shtm) and choose the Web-Based Tools tab.
- Select "Bulk Import Utility (BIU)" from the menu on the left side of the screen.
- Select "Begin BIU Import". You will be prompted to login. If you do not have a NFIRS login or if your login is inactive (all user accounts become inactive after 45 days of non-use), please contact Audrey Fries or one of the Fire Prevention Coordinators.
- Double-check the e-mail validity.
- Click the boxes to choose "Accept Invalid Incidents" and "Overwrite Existing Incidents".
- Browse for the files that you created during the Firehouse export – generally located in C:\Program Files*(Software Name)*\NFIRS\; when you locate your files, double-click to enter the path into the NFIRS field.
- Click Upload Files.

Upon completion of the BIU steps, you will receive a confirmation e-mail from NFIRSbulkimport@dhs.gov generally within 24 hours.

Be sure to periodically create an export file in which you cover past incidents by selecting a date range that has been exported previously. This will ensure that any updates to your incidents are captured within the NFIRS database as well as within your software. For example: import your data once a month (which also allows your NFIRS login to remain active) and then at the end of the quarter, import for the entire previous quarter; at the end of the year, import the entire year's data (data may need to be split into multiple exports dependent on the number of incidents reported for a time period).

If you would like to check which reports are received by NFIRS, you can check by utilizing the reports available from the NFIRS website (www.nfirs.fema.gov).

- Go to Web-based Tools (http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do;jsessionid=C05D2E6F6BAD77D65CD3307EEFF4F9EE.WorkerWebTools) and choose Summary Output Reports Tool, the second option on the left hand menu.

- Login
- Proceed to the report titled Incident Listing. When completing the parameters, be sure to change the Incident Status and Release Status to All.
- Choose Generate Report.

An e-mail will be sent to let you know when the report is available, generally within 20 minutes unless it is for an extra large date range. Most NFIRS reports are now available in multiple formats: Word, Excel, pdf, and html. You can now compare the report to your incident listing within the software your department utilizes for reporting. All Invalid incidents are incidents that currently contain an error and need to be corrected. Corrections should be made within your software and then create a new export file that covers the date range of your updated incidents. When completing the import process from the NFIRS website, make sure to check both check boxes, Overwrite and Accept Invalids, above the Browse area.

National Fire Incident Reporting System (NFIRS)
Data Entry Browser Interface (DEBI)

Thank you! You have taken the first step on the road to updating your reporting by choosing to use the new Data Entry Interface Browser (DEBI).

If you have been a user of the NFIRS data entry tool, you will find many similarities between the software set-up and the new internet screens.

As you begin to use DEBI, you will notice its user friendly features:
- Items marked with an asterisk (*) within a module must be filled-in
- While in a field, a code look-up will automatically open
- After you complete a module and choose OK, click on Add Module. Any modules with (R) following the name of the module are required. These modules will be based on the incident type that was entered in the Basic Module.
- A large area for remarks, Section L – Basic Module, which can be used to write in your own words what happened at the scene.
- Check off boxes to enter repetitive data, such as address for occupant and owner will help speed up data entry between blocks of information.
- Errors are noted as you enter information and available to view in a separate window. Critical errors need to be corrected. If the error exists because information isn't available, make note in the Remarks section and save the incident.

Items to watch for:
- Since DEBI is internet based, please remember to **save often**. The system will automatically save as you move from tab to tab. To move to a new module, you should choose Save prior to selecting a module from the Add Module drop down on the left.
- All incidents require the Basic Module, all fires extending beyond a container will require the Fire Module, and the Structure Fire Module is used for all fires involving buildings.
- Enter the incident type based on <u>what you found when you arrived</u> on the scene, Not what you were paged out for.
- Mutual Aid: **Only** fire departments can give or receive aid.
  - Since only fire departments report to NFIRS, <u>incidents are not being captured if aid is given to a non-reporting agency</u> such as the Department of Natural Resources (DNR); thus, all fire departments must complete an incident for all assists to non-reporting agencies.

- Departments receiving aid should form the habit of informing all departments who give aid of the incident number assigned so that the giving department can include the incident number in their report.
- Other department's FDID numbers are given on the web (*http://dsps.wi.gov/SB/SB-FirePrevention-FireDepartments.html*)

- If there is a casualty related to your fire incident, you must fill out the appropriate Casualty Module. This takes the place of the old yellow and blue casualty forms. The Casualty Module is for use only with fire incidents, please use the EMS Module if you want to record casualties related to any other type of incident. Only fire department personnel should be recorded on the Fire Casualty Module. All others should be reported using the Civilian Casualty Module (Civilians include private citizens, non-fire department EMS responders, and police.)
- Structure Fires require dollar loss (Basic Module Section G2) and Structure Size. This information can be obtained from the insurance company or estimated from several websites (example - Electronic files of the latest Building Valuation Data can be downloaded from the Code Council website at http://www.iccsafe.org/cs/Pages/BVD.aspx)
  - State law requires all structure fire reports to include an estimated age of the building. There isn't a specific spot for Age within any of the Modules, so please enter this information along with your Narrative on tab L-M of the *Basic Module.*
- Within the Basic Module, we ask that you also complete tabs K1-M (entity involved, owner, authorization, and remarks)
- If you have entered "Unknown" or "Under Investigation" for any of the fields and saved the incident, please remember to go back to the incident and update all necessary fields when the investigation is complete.

Printing Reports:

- Upon completing data entry for an incident, click Save then click Close. If you haven't yet checked the error log, please look at it prior to closing the incident. If an error exists because information isn't available, remember to include a note in the Remarks section and save the incident. Once you have successfully saved and closed an incident, you can then enter additional reports or logout. To print your incident or save a copy for your department, go to the User Services section which allows for changing passwords and generating incident reports.
  - From the Web-based Tools (https://www.nfirs.fema.gov/webtools/) menu on the left-hand side of the page click on User Services.
  - From the User Services screen, locate Forms Based Incident Report (FBIR) and click on Proceed to Web-based FBIR login. (http://www.nfirs.fema.gov/NFIRSWebTools/FormBasedIncidentReport/logon.do?destination=/FormBasedIncidentReport/incident/generateFBIR/specifySelectionCriteria.do). Login and follow the on-screen instructions to generate the report and then download generated reports to your own computer, a cd, or a flash drive.

While current legislation only requires Fire reporting, we are aware that many departments are involved in much more. By utilizing NFIRS for each call, including cancelled-in-route and false alarms, your department will have a clear picture and concise documentation of what is being covered. There are several optional modules (*EMS*, *HazMat*, *Apparatus/Personnel*, and *Wildland*) that your department may find helpful to fill out in order to capture a complete picture. There are many uses for the data collected in NFIRS and we can help you to generate reports that will describe your community's fire problem, improve allocation of resources, assist in new program development, track trends to show needed training and inspections, plan for future needs, and support budget requests and grant applications.

NFIRS Links:

NFIRS Information - http://www.nfirs.fema.gov/users/
DEBI - https://www.nfirs.fema.gov/webtools/ (select DEBI from the left-hand menu)
User Services (Generate Reports) - https://www.nfirs.fema.gov/webtools/userservices/
NFIRS Software Tutorial - https://www.nfirs.fema.gov/users/tutorial.shtm
NFIRS Data Entry Tool User Guide - https://www.nfirs.fema.gov/users/usersdocs.shtm
NFIRS Complete Reference Guide - https://www.nfirs.fema.gov/users/usersdocs.shtm
Estimated Dollar Loss (see bottom of page) - http://www.nfic.org/resources.html

National Fire Incident Reporting System (NFIRS)
Summary Output Reports Tool (SORT)
Monthly Incident Counts

The following will provide information regarding using the Summary Output Reports Tool (SORT) to create a Monthly Incident Counts report which can be used to review the activity of those departments within a given county or your district as a whole. This report provides a professional view of what is occurring within your fire district by fire department by month. As with most NFIRS reports, the Monthly Incident Counts report is available in multiple formats: Word, Excel, pdf, and html.

To retrieve NFIRS data in a report:

- From the NFIRS website (https://www.nfirs.fema.gov/index.shtm), choose the Web-Based Tools tab.
- Select "Summary Output Reports Tool (SORT)" from the menu on the left side of the screen – second option (http://www.nfirs.fema.gov/NFIRSWebTools/welcome.do).
- Login
- Choose the “Monthly Incident Counts” report from the “Available Reports” menu.
- Select the year you wish to review, generally the current year.
- When completing the parameters, be sure to change the *Incident Status* and *Release Status* to ***All***.
- From “FDID Selection” use the folders to open and select, check the box to the left of the description, the group of fire departments you wish to review (either by District or by County, it may be easier to look only at a county-wide list until you become more familiar with the report) At the top of the FDID Selection is a check box for include Inactive Departments, be sure to check this box so that you can review all departments within the area specified.
- Choose “Generate Report”.
- An e-mail will be sent to let you know when the report is available, generally within 20 minutes unless it is for an extra large date range.
- Requested Reports will list the status of all reports requested.
- Completed reports will be found under Completed Reports and Requested Reports.
- Once completed, a report can be viewed or saved in the format of your choice.

To utilize NFIRS data in a report:

- As with all SORT reports, the first page of the completed report provides information regarding which SORT report was requested, the date range, the FDIDs included within the report information, and the parameters chosen.
- Save the report to your L:\Users folder under a “NFIRS Status Rpts” folder which you have created.
- Review the individual fire departments listed, making note of those months that are recorded as “0” activity (Count, Exposures, No Activity, Aid Given).
- A fire department will not be listed on the report if there hasn’t been any activity during the timeframe requested or if they do not have a NFIRS user account.

    - Check for NFIRS user accounts thru NFIRS System Admin Tool. If one exists but the last login was prior to the current year, complete an incident search to determine the last incident submitted, contact the chief to establish if the account is still viable or if a new account should be created (remove personal names as user accounts and create the fire department generic user name).
    - Those departments without a NFIRS user account should be the first priority for contact as they will need not only to establish a new account, but also training on how to proceed with utilizing NFIRS.
- Send your bi-monthly summary of contact to Greg in the specified format including the copy of your Monthly Incident Count Report(s) which were saved to L:\Users\.

Priorities of Contact:

- As stated above, those departments without a NFIRS user account should be the first priority for contact as they will need not only to establish a new account, but also training on how to proceed with utilizing NFIRS.
- Secondary priority belongs to those who have accounts but are not reporting (0 incident counts, and 0 No Activity Reports submitted).
- Those who are under reporting are the next concern and generally the easiest contact as these are the departments who regularly report but have skipped a month or two (someone new has been assigned the tasks or they may have missed or had trouble with an export/import).

As a reminder, there is a Summary Output Reports Tool Users Guide available on the NFIRS website. From the Documentation tab (http://www.nfirs.fema.gov/documentation/), choose USFA Web Tools User Guides, the first item under Related Documentation NFIRS 5.0 Users on the left-hand menu (http://www.nfirs.fema.gov/webtools/webreports/webdocs.shtm). The users' guide is available as a zipped pdf document which can be downloaded and saved if you choose.

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Scott Walker, Governor
Dave Ross, Secretary

NFIRS – No Activity Reporting

If you did not have any calls for a month you still need to submit a "No Activity" report, it is a simple process if you will follow the instructions below.

1. Go to the NFIRS website (nfirs.fema.gov)
2. Click on Web-based Tools (located on the thin green line)
3. On the left-hand side of the page click "Report Incidents (DEBI)"
5. Click on "new incident" (located on the thin green line)
6. The "Incident Key Information" box will automatically open
7. Click the "No Activity" box at the top of the box
8. Enter the last day of the month (example 10/31/15) as the incident date
9. Enter seven 9's (9999999) as the incident number
10. Click "Save" and you have completed the report

Follow this process for each month in which you had no calls to report.

PUBLIC EDUCATION EVENT

DATE: __________ TIME: ___

LOCATION: ____

TYPE OF EVENT: ____

FIRE OFFICER IN CHARGE: ____________________________________

ATTENDANCE: PUBLIC: ________________ FIREFIGHTERS: _______________

COMMENTS:

PUBLIC FIRE EDUCATION

Date: ____________________________ Time: ____________________________

Location: ____

Event/Class: ____

Attendance: Public ____________________ Fire Dept. ____________________

Description of program/Comments:

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2013 WI Act 270 – Uniform Commercial Building Code FAQ's

In 2014 the Legislature passed and Governor Scott Walker signed into law 2013 WI Act 270 which created a uniform commercial building code. Below is a list of frequently asked questions on this new law.

1. **What DSPS building codes are now uniform in the state of Wisconsin as a result of Act 270?**
   a. SPS 361-366 – Commercial Buildings
   b. SPS 316 – Electrical (Became uniform as a result of 2015 WI Act 55 which is the 2015-2017 Budget Bill)
   c. SPS 318 – Elevators
   d. SPS 340 – Gas systems (If they are located in or part of a commercial building)
   e. SPS 341 – Boilers and Pressure Vessels
   f. SPS 345 – Mechanical Refrigeration

2. **Did Act 270 affect the Uniform Dwelling Code or Plumbing Code which were already uniform across the state?**
   No, Act 270 did not affect the UDC or Plumbing Codes. They are still uniform.

3. **Are there exceptions to the uniformity of the commercial building code?**
   Yes, Act 270 allowed municipalities to submit preexisting fire detection, prevention or suppression ordinances to the department to be grandfathered. For a complete list of grandfathered ordinances, click here.

4. **Can a municipality make changes to an ordinance that was grandfathered under Act 270?**
   Yes, see 101.02(7r)(c).
   101.02(7r)(c) **(c)** A town, village, or city may amend an ordinance that is enforceable under par. (b) if all of the following apply:
   1. The amendment will not broaden the applicability of the ordinance to any building components that are not subject to the ordinance under par. (b) 3.
   2. The amendment will not change the specific subject matter regulated by the ordinance.
   3. The town, village, or city submits a copy of the enacted amendment to the department at least 120 days before the effective date of the amendment.
   4. The town, village, or city publishes the enacted amendment in the manner required under s. 60.80, 61.50, or 62.11 (4) at least 120 days before the effective date of the amendment.

   Amended ordinances should be sent to DSPSPolicyDevelopment@wisconsin.gov.

5. **What about the State Fire Maintenance Code in SPS 314?**
   SPS 314 is the fire maintenance code and is not intended to be used as a design standard. Therefore the State Fire Maintenance Code in SPS 314 is not uniform.

6. **What municipal ordinances were in effect during the time the Department was reviewing ordinances submitted for grandfathering?**

   Ordinances that were pending grandfathering review were not in effect or enforceable. Ordinances which adopted the state commercial building code for purposes of delegated plan review or inspection were enforceable.

7. **What is the effective date of the Uniform code?**

   April 18, 2014. Grandfathered municipal ordinances took effect on January 26, 2015.

8. **Who enforces the municipal ordinances that were grandfathered under Act 270?**
   Pursuant to 101.02(7r)(b) the municipality in which the ordinance was grandfathered is responsible for the enforcement of the grandfathered ordinance.

9. **If a local ordinance required additional smoke detection on an existing building, and that local ordinance was not grandfathered under Act 270, is the building still required to be maintained based on the old ordinance?**
   Yes, see SPS 361.(13)(a)
   Unless otherwise specifically stated in this code, an existing building or structure, and every element, system, or component of an existing building or structure shall be maintained to conform with the building code provisions that applied when the building, structure, element, system, or component was constructed, or altered, except when required by subsequent editions of the building code.

10. **Who is authorized to make inspections that relate to constructing, altering or adding to commercial buildings?**

    Pursuant to 101.12(4)(a) only a licensed Commercial Building Inspector is permitted to perform inspections that relate to constructing, altering or adding to commercial buildings.

11. **Can a licensed UDC inspector make inspections on commercial building projects?**
    Yes, but only if he/she holds a current Commercial Building Inspector license issued by DSPS.

12. **Can a Fire Chief or Fire Inspector make inspections that relate to constructing, altering or adding to commercial buildings?**
    Yes, but only if he/she holds a current Commercial Building Inspector license issued by DSPS.

13. **Was there a new Fire Suppression, Detection and Prevention Inspector credential created with Act 270?**
    Yes, pursuant to 101.14(4r) the department is currently working on creating a Fire Detection, Prevention and Suppression Inspector credential.

    101.14(4r)
    (b) A person may perform inspections of fire detection, prevention, and suppression devices being installed during the construction or alteration of, or the addition to, public buildings and places of employment only if he or she has received certification as an inspector from the department.

14. **When will the Fire Suppression, Detection and Prevention Inspector credential be available for people to apply for and obtain?**
Pursuant to Act 270, there was a three-year delayed effective date for this new credential. This credential will become available for new applicants no later than the spring of 2017, and possibly sooner depending upon how quickly it can be added into the administrative code.

15. **Can 2nd class cities that have been delegated by DSPS to do plan review and inspections issue their own variances on commercial code requirements?**
Yes, pursuant to State Statute 101.12(3m)(d) 2nd class cities that have been delegated by DSPS to perform plan reviews or inspections may issue petitions for variance. 101.12(3)(bq) states that variance must be reviewed and decided in a manner approved by the department. Click here to find a copy of the Department's variance application.

16. **What are the requirements to be considered a 2nd class city?**

Pursuant to State Statute 62.05:

s. 62.05 Classes of cities.
(1) Cities shall be divided into 4 classes for administration and the exercise of corporate powers as follows:
(a) Cities of 150,000 population and over shall constitute 1st class cities.
(b) Cities of 39,000 and less than 150,000 population shall constitute 2nd class cities.
(c) Cities of 10,000 and less than 39,000 population shall constitute 3rd class cities.
(d) Cities of less than 10,000 population shall constitute 4th class cities.
(2) Population of cities shall be determined by the last federal census, including a special federal census taken of such city, except in newly incorporated cities when a census is taken as provided by law. Cities shall pass from one class to another when such census shows that the change in population so requires, when provisions for any necessary changes in government are duly made, and when a proclamation of the mayor, declaring the fact, is published according to law.

17. **Are administrative functions like number of plan sets, fees, plan review and inspection processing times all part of the new uniform code?**
No, the newly created uniformity only applies to design and construction standards and does not apply to administrative requirements.

18. **Can a municipality require a duplicative or additional plan review after plans have been conditionally approved by DSPS?**
Yes, the newly created uniformity only applies to design and construction standards and does not apply to administrative requirements.

19. **Can a municipality that has been delegated by DSPS to do plan review require seals and signatures on plan submittals for projects < 50,000 cubic feet?**
No, pursuant to State Statute 443.15, seals and signatures cannot be required on plans for buildings less than 50,000 cubic feet total volume. SPS 361.31(1) adopts 443 into the commercial building code. SPS 361.60 requires a municipality to adopt the commercial building code in its entirety. As a result, a delegated municipality is bound by 443 in the administration of the commercial building code and cannot require seals and signatures for projects less than 50,000 cubic feet, unless done by an individual licensed under 443.

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Department of Safety and Professional Services
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Governor Scott Walker **Secretary Laura Gutiérrez**

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Private Aircraft Hangar FAQs

1. **If a private aircraft hangar is located in a county airport on land owned by the county, is it considered a public building or place of employment and therefore subject to an inspection?**
   Answer: No, it is not subject to an inspection.

2. **Would renting a private aircraft hangar change the status of the private aircraft hangar?**
   Answer: Yes, it would change the status of the private hangar and it would be considered a public building.

3. **Is a private aircraft hangar equivalent to a storage garage?**
   Answer: No.

4. **What is the status of a private aircraft hangar that has a loft area?**
   Answer: This is considered a separate issue and would need to be reviewed.

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06/25/2015

Q & A
NFPA 1 (2012) Section 10.11.6. Does NFPA 1 Section 10.11.6.1 apply to electric grills? (submitted September 2014)

Yes. Under section SPS 314.01 (6) (a) Interpretations. Department authority., the Department has determined that an electric grill is one of the similar devices which are referenced in NFPA 1 section 10.ll.6.1 and therefore cannot be used on the balconies and at the other locations described in that section – unless the grill is listed ***for that use*** and does not have an exposed heating element.

**** FIRE DEPARTMENT FIELD NOTES****

Date ____/____/____ Incident # ___________________ Exposure # ____________

Number: ____________ Street: ____ Muni: _______________

Apt/Room # _________ Zip: ____________ Phone # ________________________________

Incident Type: [ ] Structure [ ] Mobile [ ]Grass/brush [ ]Outside rubbish [ ]Rescue / Assist

[ ] Flammable Gas / Toxic [ ] Electrical [ ] Service call [ ] Unauthorized Burning [ ]Good Intent Call

[ ] False Alarm [ ] Other: ____

Mutual Aid: [ ] None [ ] Received [ ] Given to FDID: ___________ Their incident # ______________

Times:

Alarm __________ Arrival __________ Controlled _________ Return ____________

Action Taken: [ ] Extinguished [ ] Standby [ ] Investigate

Apparatus (# of Trucks): ___________ EMS: _________ Other: ________________

[ ] E-1 [ ] L-1 [ ] Equip [ ] T-1 [ ] T-2 [ ] T-3 [ ] Dg [ ] Br-1 [ ]Br-2 [ ] Pk

Estimated $ loss: Property ____________ Contents _______________ [ ] Unknown

Casualties: Injuries _______ Deaths _________ [ ] Pending

Detectors: [ ] Alerted Occupants [ ] Did not alert Occupants [ ] Unknown [ ] None

Property Use: ____

Hazardous Materials release? [ ] None

[ ] Natural Gas (no evac) [ ] LP (< 21L.B.) [ ] Gasoline (Vehicle tank or container)

[ ] Diesel/Fuel oil (Vehicle tank or container) [ ] Other: ______________________

Occupant/Party Involved ____

Address: ____

City/Zip: ____________________________________ Phone: __________________

Owner [ ] Same as above

Owner ____

Address: ____

City/Zip: ____________________________________ Phone: __________________

Location of Flames/Smoke: ____

Weather conditions:______________Wind Direction: ___________ [ ] +8 mph est.

Entry:[ ]secured [ ]unsecured # of stories damaged ______ Acreage Burnt:_______

Factors: ____

____

____

Vehicle / Equipment Involved

Year Make Model Serial/Vin # Lic. No. State

____/________/___________/_________________________/_____________/_____

Filling out report___________ ____________ Photo's by__________________

Person in Charge________________________

****Personnel*****

[ ] 01 Name
[ ] 02 Name
[ ] 03 Name
[ ] 04 Name
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**** FIRE DEPARTMENT FIELD NOTES****

Additional Observations or notes: (See back of sheet or additional pages) [ ] 36 Name

Revised 4-01-15

tural, business, roadway, residential, etc.)

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Artwork

National Fire Protection Association Fire Prevention Code 1 (2012) 20.2.4.4.3
Artwork and teaching materials shall be permitted to be attached directly to the walls in accordance with the following:

(1) For new occupancies, the artwork and teaching materials shall not exceed 20 percent of the wall area in a building that is not protected throughout by an approved, supervised automatic sprinkler system.

(2) For existing occupancies, the artwork and teaching materials shall not exceed 20 percent of the wall area in a building that is not protected throughout by an approved automatic sprinkler system.

(3) The artwork and teaching materials shall not exceed 50 percent of the wall area in a building that is protected throughout by an approved, supervised automatic sprinkler system.

Artwork Commentary

Taken from the National Fire Protection Association Fire Prevention Code Handbook:

It is advantageous not only to limit the quantity of artwork displayed but also to avoid placing such materials near a room's exit access doors. Because the combustibility of the artwork cannot be effectively controlled, the quantity, in terms of the percentage of wall area covered, is regulated to avoid creating a continuous combustible surface that will spread flame across the room.

Artwork Considerations

♦The 20% criterion refers to the wall area of each wall and not the aggregate wall area of a room or space.

♦ Bookshelves placed against a wall or built-in are part of the wall surface, however books placed on the shelves are not part of the 20% provision.

♦ Art work can be attached only to the walls, not the ceiling.

Furnishings and Decorations

National Fire Protection Association Fire Prevention Code 1 (2012) 20.2.4.4.1:
Draperies, curtains, and other similar furnishings and decorations in educational occupancies shall be in accordance with the provisions of 12.6.2

12.6.2 Where required by the applicable provisions of this *Code*, draperies, curtains, and other similar loosely hanging furnishings and decorations shall meet the flame propagation performance criteria contained in NFPA 701, *Standard Methods for Fire Test Flame Proppagation of textiles and Films.*

Fire Drills

Wisconsin Statute 118.07(2)(a):

Once each month, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building as if in case of fire, except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions. *The school board or governing body of the private schools shall maintain for at least 7 years a record of each fire drill conducted.*

Dates: From______________to_______________

Wisconsin School District Record of Fire / Tornado / School Safety / Other Evacuation Drills

School District Name:____

School Name:_______________________________ Municipality:____________________County:____________________

School Address:

Date of Drill	Time of Drill	Evacuation Time (min/sec)	# Students	# Adults	Fire Dept Invited?	Type of Drill (Fire, Tornado, School Safety, Other)	Evacuation Drill Remarks (Attach sheet if necessary.)
					Y/N		

On this form, or as an attachment, please note any deficiencies concerning: (1) the performance of alarm equipment; (2) staff functions; (3) student performance; (4) obstructions; or (5) other factors which may pose a safety hazard or affect the efficient, orderly exiting from the building. Use of this form is mandated per section 118.07 (2) (b) of the Wisconsin Statutes for annual reporting to the fire department. The person having direct charge of the school is responsible for ensuring corrections of deficiencies.

School Official's Signature:_________________________ **Title:**_______________________ **Date:**_______________

See other side

Emergency Drills (K-12 Schools)

118.07 Health and safety requirements.	2012 NFPA 1
(2)(a) Once each month, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building in case of a fire, except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions. At least twice annually, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of evacuation to a safe location in case of a tornado or other hazard. At least twice annually, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of evacuation or other appropriate action in case of a school safety incident. The public and private school safety drill shall be based on the school safety plan adopted under s. 118.07 (4). A safety drill may be substituted for any other drill required under this paragraph. The school board or governing body of the private school shall maintain for at least 7 years a record of each fire drill, tornado or other hazard drill, and school safety drill conducted. **(b)** In each community having a recognized fire department, the person having direct charge of any public or private school shall annually file a report pertaining to such drills, on a form furnished by the department of safety and professional services, with the chief of the fire department. When no fire drill is held during any month, or when only one or no tornado or other hazard drill is held in a year, the person having direct charge of the school shall state the reasons in the report. **(4)(a)1.** Each school board and the governing body of each private school shall have in effect a school safety plan for each public or private school in the school district within 3 years of May 27, 2010. **NOTE: Subd. 1. is affected by 2009 Wis. Acts 28 and 309. The 2 treatments are mutually inconsistent. Subd. 1. is shown as affected by the last enacted act, 2009 Wis. Act 309. As affected by 2009 Wis. Act 28, it reads:** **1. Each school board and the governing body of each private school shall have in effect a school safety plan for each public or private school in the school district within 3 years of July 1, 2009.** **2.** If a school district is created or a public or private school opens after May 27, 2010, the school board or governing body of the private school shall have in effect a school safety plan for each public or private school within 3 years of its creation or opening. **NOTE: Subd. 2. is affected by 2009 Wis. Acts 28 and 309. The 2 treatments are mutually inconsistent. Subd. 2. is shown as affected by the last enacted act, 2009 Wis. Act 309. As affected by 2009 Wis. Act 28, it reads:** **2. If a school district is created or a public or private school opens after July 1, 2009, the school board or governing body of the private school shall have in effect a school safety plan for each public or private school within 3 years of its creation or opening.** **(b)** A school safety plan shall be created with the active participation of appropriate parties, as specified by the school board or governing body of the private school. The appropriate parties may include local law enforcement officers, fire fighters, school administrators, teachers, pupil services professionals, as defined in s. 118.257 (1) (c), and mental health professionals. A school safety plan shall include general guidelines specifying procedures for emergency prevention and mitigation, preparedness, response, and recovery. The plan shall also specify the process for reviewing the methods for conducting drills required to comply with the plan. **(c)** The school board or governing body of the private school shall determine which persons are required to receive school safety plan training and the frequency of the training. The training shall be based upon the school district's or private school's prioritized needs, risks, and vulnerabilities. **(d)** Each school board and the governing body of each private school shall review the school safety plan at least once every 3 years after the plan goes into effect. **History:** 1971 c. 164 s. 85; 1975 c. 39; 1981 c. 373; 1987 a. 27; 1995 a. 27 ss. 3938, 9116 (5); 2005 a. 220, 221; 2007 a. 79, 97; 2009 a. 28 ss. 2258m, 2258n, 2297n; 2009 a. 44, 302; 2009 a. 309 ss. 3, 4, 15; 2011 a. 32, 81; s. 13.92 (1) (bm) 2.	**10.6* Fire Drills.** **10.6.1 Where Required.** Emergency egress and relocation drills conforming to the provisions of this *Code* shall be conducted as specified by the provisions of Chapter 20 of this *Code* or Chapters 11 through 42 of NFPA *101*, or by appropriate action of the AHJ. Drills shall be designed in cooperation with the local authorities. [***101*:**4.7.1] **10.6.2* Drill Frequency.** Emergency egress and relocation drills, where required by Chapter 20 of this *Code* or Chapters 11 through 42 of NFPA*101*, or the AHJ, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate. [***101*:**4.7.2] **10.6.3 Competency.** Responsibility for the planning and conducting of drills shall be assigned only to competent persons qualified to exercise leadership. **10.6.4 Orderly Evacuation.** When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed. *[**101:**4.7.3]* **10.6.5* Simulated Conditions.** Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. *[**101:**4.7.4]* **10.6.6 Relocation Area.** Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given. [***101*:**4.7.5] **10.6.7*** A written record of each drill shall be completed by the person responsible for conducting the drill and maintained in an approved manner. [***101*:**4.7.6] **20.2 Educational Occupancies.** **20.2.4.2 Emergency Egress Drills.** **20.2.4.2.1*** Emergency egress drills shall be conducted in accordance with Section 10.6 and the applicable provisions of 20.2.4.2.3 as otherwise provided in 20.2.4.2.2. [***101*:**14.7.2.1; ***101*:***15.7.2.1]* **20.2.4.2.2** Approved training programs designed for education and training and for the practice of emergency egress to familiarize occupants with the drill procedure, and to establish conduct of the emergency egress as a matter of routine, shall be permitted to receive credit on a one-for-one basis for not more than four of the emergency egress drills required by 20.2.4.2.3, provided that a minimum of four emergency egress drills are completed prior to the conduct of the first such training and practice program. [***101*:**14.7.2.2; ***101*:**15.7.2.2] **20.2.4.2.3** Emergency egress drills shall be conducted as follows: (1) Not less than one emergency egress drill shall be conducted every month the facility is in session, unless both of the following criteria are met: (a) In climates where the weather is severe, the monthly emergency egress drills shall be permitted to be deferred. (b) The required number of emergency egress drills shall be conducted, and not less than four shall be conducted before the drills are deferred. (2) All occupants of the building shall participate in the drill. (3) One additional emergency egress drill, other than for educational occupancies that are open on a year-round basis, shall be required within the first 30 days of operation. *[**101:**14.7.2.3; **101:**15.7.2.3]* **20.2.4.2.4** All emergency drill alarms shall be sounded on the fire alarm system. [***101*:**14.7.2.4; ***101*:**15.7.2.4]

This document provides EXAMPLES of written Standard Operating Guidelines. It is not intended to supersede the requirements in SPS or OSHA standards. Employers should consult the applicable SPS and OSHA standards when developing their own customized program tailored to their workplace. Contact the State of Wisconsin Occupational Safety Inspector for your region to request help in developing a customized program.

Fire Department Standard Operating Guidelines (SOGs)

Table of Contents

Introduction

This manual establishes standard fire department specific policies. This is meant to provide guidance when dealing with fire department-specific issues and situations, and to ensure department activities are consistent, effective, efficient and safe.

The Department shall provide for the safety, health and wellness of department members by establishing a fire department-specific policy manual and accompanying procedures.

All fire department personnel shall follow these policies and accompanying procedures to the best of their ability.

All members will understand and follow these policies and procedures. Deviation from these policies and procedures is permitted due to unforeseen circumstances.

Officers of the department are responsible to ensure their subordinates understand and follow these policies and procedures. Officers will document and report deviations to the Fire Chief, or his/her designee, for review.

Mission Statement

The mission of the   Fire Department is to minimize loss of life, property and the environment from fires, natural disasters, life threatening situations, and to assist other emergency agencies.

Our mission shall be accomplished through quality SERVICE delivery as follows:

SAFETY:	for the community we protect and the personnel that protect it.
EDUCATION:	through programs for our residents and youth.
RESPONSIVENESS:	to the suggestions, influences, appeals or efforts of others.
VISION:	from the past, to the present and into the future.
INSPECTIONS:	investigations and pre-incident plans
COMMITMENT:	to our community, our families, ourselves and each other.
EMPATHY:	for all.

Chain of Command

Job Descriptions

Chief
The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, planning for the future, developing and implementing policies and procedures, and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the municipality.

Deputy/Assistant Chief
Under direction of the Fire Chief, the Assistant Chief, plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Assistant Fire Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Assistant Chief may also perform the same duties as a firefighter.

Captain
Under direction of the Assistant Chief, plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression company; commands emergency response scenes; directs and performs a variety of staff support functions; plans, organizes, coordinates and directs training, recruitment, fire inspection, and prevention programs; and performs related work as assigned. A Captain may also perform the same duties as a Firefighter.

Lieutenant
Under direction of the a Chief or Fire Captain, deploys, supervises and reviews the work of Firefighters, takes command of fires and other emergency incidents within the municipality unless relieved by a Captain or Chief, performs the full range of emergency response duties as a member of a response team; coordinates and participates in non-emergency inspection, training, maintenance and related activities; assists Fire Captains in providing administrative support for specified departmental programs; and performs related work as assigned. A Lieutenant may also perform the same duties as a firefighter.

Firefighter II
Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter 2 is certified by the State of Wisconsin as Firefighter II.

Firefighter I
Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter 1 is certified by the State of Wisconsin as Firefighter I.

Firefighter ELF (Entry Level Firefighter)
Under direction of a Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter ELF has completed Entry Level Firefighter courses.

Firefighter Probationary
Under direction of a Firefighter, Lieutenant, Captain, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat and other incidents. The Firefighter Probationary has not completed entry level firefighter coursework and may not be permitted to participate in structural fire fighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel.

Probationary Period

All new recruits of the Fire Department are subject to a minimum of a month probationary period. Each probationary member will be required to successfully complete the Entry Level Firefighter courses. Probationary members are also required to attend in-house trainings.

Orientation Program

All new members shall undergo an orientation program as set forth by the training Division. The main intent of the probationary period for a new recruit is to learn the operational procedures of the Fire Department, as well as the location/operation of the small equipment used by the Fire Department, and to gain Entry Level Firefighter training provided by within the recruit's probationary period.

The orientation program shall cover the following topics:

Written Policies
Operating Guidelines
Chain of Command
Incident Command
Fire Scene Operations
Auto Accident Operations
Mutual Aid Operations
Hazmat Scene Operations
Rescue Operations
Helicopter Operations
Safety Equipment
Protective Clothing
Self-Contained Breathing Apparatus (SCBA)
SCBA Fit Test
Blood Borne Pathogens
Communications
Geography
Driver Training
Recordkeeping
Community Involvement and Events

Training

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

Training:

A. Prepares a fire fighter to safely perform his or her duties.
B. Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
C. Prepares a new fire fighter whose duties include emergency operations to perform emergency operations. The training will include training in the incident command system.
D. Gives a fire fighter whose duties include structural fire fighting training consistent with established fire ground operating procedures.
E. Prepares a fire fighter for special hazards to which he or she may be exposed during fires and other emergencies
F. Includes procedures for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly

Any training of fire fighters which includes live fire fighting exercises will be conducted in compliance with NFPA 1001- Standard for Fire Fighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions.

No new fire fighter may be permitted to participate in structural fire fighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed required training.

To maintain active status as a firefighter with the   Fire Department, all members must attend at least   training session(s) per month. Failure to do so may result in the member being placed on probation, at which time active status may only be regained after approval of the Chief or the Training Officer. If after   months of probationary status a member does not satisfactorily meet training requirements, the member's status with the department should be terminated.

A member whose active status is in jeopardy due to failing to meet training requirements will receive a verbal and written warning from the Chief or Training Officer.

A member whose status is changed from active to probationary status will receive a written notification from the Chief or Training Officer. At this time a meeting will be scheduled with that member and the Chief or his/her designee, to discuss requirements and necessities to regain active status.

Exceptions and petitions for minimum training requirements may be made to the Chief. Under special circumstances the Chief may alter department minimum training requirements. Training must meet the minimum requirements set forth by the Wisconsin Fire Department Safety and Health Standards (SPS 330.)

Driving Requirements

State and local laws provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve the driver of an emergency vehicle from the responsibility of due regard for the safety of others on the road.

Fire apparatus may only be operated by individuals meeting all of the following requirements:

A. Members of Fire Department.
B. Members who have a valid driver's license.
C. Members who have successfully completed an approved driver training program, based on NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications (Trainee drivers may operate apparatus when under the supervision of a qualified driver.)
D. Members over the age of .
E. Members who have satisfied their probationary period.

Before entering a fire station:

A. A Spotter should always be used when backing, if available.
B. Consideration must be taken for the possibility of pedestrians within the fire station.

Before exiting from a fire station:

A. The driver will insure all apparatus compartment doors are securely closed.
B. All personnel are seat belted in proper locations.
C. Insure apparatus bay door is raised fully and enough clearance is available to clear apparatus height.
D. Test brakes before entering street.

Safe Driving:

A. All audible and visible warning devices shall be in operation when responding to an emergency incident.
B. The driver shall maintain a speed that is safe under the prevailing conditions.
C. When approaching a controlled intersection (i.e. stop sign, traffic light):
    1. The driver of an authorized emergency vehicle may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear.
    2. The driver or an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.
D. School zone related driving:
    1. Observe the posted speed limit for school zones when children are present or when speed warning lights are flashing.
    2. Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by their flashing lights and/or stop sign.
E. Upon first unit's arrival on an emergency scene:
    1. The scene should be evaluated.
    2. If the situation is not urgent, other responding units should be advised to continue to the scene "non-emergency mode" or disregard and return to their respective stations.
F. Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicle at all times.
G. Any member of the Fire Department who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and Fire Chief.

Backing:
When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided.

They shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing apparatus. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately. Vehicle mounted cameras or other devices are not a substitute for a spotter.

In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

Mandatory Seatbelts

The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.

Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions.

All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited.

Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s). All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is in motion.

Incident Command System

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and firefighters. This will facilitate an organized and orderly tactical operation and a more effective effort. All members involved in emergency operations will be trained to the appropriate level in the National Incident Management System (NIMS.) Those who function in command staff positions shall train further to the advanced ICS levels.

The Incident Commander (IC) is responsible for managing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The individual responsible for the overall management of the response is called the Incident Commander.

The IC is responsible for all aspects for the response, including developing incident objectives and managing all incident operations both written and verbal. The IC sets priorities and defines the ICS organization for the particular response. Even if other positions are not assigned, the IC will always be designated.

The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC.

Responsibilities of Command

A. Stabilize the incident and provide for life safety
B. Conservation of property
C. Conservation of environment
D. Remove endangered occupants and treat injured
E. Assure the safety and welfare of department personnel

Function of Command

A. Assume Command
B. Size up the incident
C. Evaluate Conditions
D. Develop a plan
E. Assign units
F. Provide continuing command
G. Request additional units
H. Disregard and return units to service
I. Terminate Command

Assuming Command

The first department member or unit to arrive on the scene of an incident shall establish command of the incident. **THE INITIAL INCIDENT COMMANDER SHALL REMAIN IN COMMAND UNTIL COMMAND IS TRANSFERRED OR THE INCIDENT/COMMAND IS TERMINATED.**

Scene Size Up and Initial Report

The member or unit establishing command initiates the command process with an initial radio report. The initial radio report shall contain the following:

A. Identify unit arriving on the scene
B. Give a brief description of the incident
    1. Speak clearly
    2. Use common language
C. State any safety concerns
D. Establish and name command based on location

Transfer of Command

A. The first arriving Unit on the scene will establish and CONTINUE COMMAND until transferred within the following guidelines:
   1. A face-to-face briefing between command, and the officer command is being transferred to, must be completed.
   2. The officer command is being transferred to is willing to accept the responsibilities of command.
   3. Under NO circumstances will command be transferred to a unit that is not on scene.
   4. Once the officer that command is being transferred to has been briefed, The Incident Command will advise dispatch that the officer taking command has been briefed and is now command of the Incident.

B. The arrival of a ranking officer on the incident scene does not mean "command" has automatically been transferred. Command is only transferred when the transfer of command process has been completed. In cases where an individual is effectively commanding the incident and satisfactory progress is being made to bring the incident under control, it may be desirable for that person to continue an active command role. If upon arrival a Higher Ranking Officer declares the command to be ineffective they can assume command as long as it is communicated to all involved in the incident. All officers will exercise their command prerogative in a supportive manner that will insure a smooth transition and the effective ongoing function of command.

Communications

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations. A department's communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes. County currently runs on a radio system that has both repeated and non-repeated channels. County Fire Dispatch is located at .

General Communication Guidelines

A. Any time you go in route, arrive on scene, or clear a call you must advise dispatch.
B. (Example: County Dispatch, is en route to .")
C. Be sure the receiver is ready to receive the transmission, make sure the message is acknowledged once the message has been sent. A brief repeat of the message is far better than just a "COPY". Repeating briefly what has been said lets the sender know the message has been received correctly.
D. Know what you are going to say before transmitting. Choose terms that communicate the desired message clearly without wasting air time. Per NIMS all radio traffic is to be done in a "common English" fashion, and try to control your emotions to prevent garbled transmissions.
E. Orders given over the radio should tell you what to do, not necessarily how to do it.
F. **DO NOT** interfere with other transmissions unless you have Emergency Traffic.

Accountability

The purpose of this guideline is to provide for the tracking and inventory of all members operating at an emergency incident. It is the responsibility of all fire chiefs and officers to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

Incident Commander
The incident commander shall be responsible for overall personnel accountability for the incident.

The incident commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident.

The incident commander shall initiate an accountability system at the very beginning of operations and shall maintain that system throughout operations (unless an accountability officer has been appointed.)

The incident commander shall provide for the appropriate control of access for all personnel and bystanders at the incident scene.

Where an accountability officer has been appointed, it shall be the responsibility of the accountability officer to ensure the accountability of all personnel and to initiate the accountability system. The accountability officer shall be responsible for collecting the firefighter accountability tags, and logging the appropriate names of personnel on the accountability board.

Firefighter
There shall be two levels of firefighter accountability, Level I and Level II. They shall consist of the following:

Level I
The firefighter accountability system shall be initiated at all incidents. Each firefighter shall be provided with a firefighter accountability tag. Each position on all apparatus shall be equipped with a firefighter accountability tag board. It shall be the responsibility of all personnel to remove their firefighter accountability tag from their protective equipment and place it on the appropriate position board.

Level II
Each apparatus shall be equipped with a firefighter accountability tag collection point. At emergency incidents, which have advanced beyond the incipient stage, it shall be the responsibility, as time allows, of the unit officer to collect the firefighter accountability tags from the boards and place them at the accountability tag collection point.

Personnel Accountability Report (PAR)
It is recommended that the officer in charge of accountability obtain a PAR every twenty to thirty minutes during fire ground operations. A PAR may be confirmed in person or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to insure all personnel are accounted for. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the incident commander. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.

Protective Clothing

It is the policy of the Fire Department to provide personnel with the appropriate protective clothing and equipment. This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the department shall meet or exceed the requirements of NFPA 1971-Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and department specifications in effect at the time of purchase. Each individual is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and department policy or guidelines.

Protective clothing shall not be modified in any manner without written approval from the Department and manufacturer. Only personal protective clothing or equipment issued by the fire department is authorized for use. Personal items such as hand lights, wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.

Personnel shall not remove their protective clothing until such time that their company officer or the Incident Commander (IC) determines that such protection is no longer necessary. If operating conditions warrant, company officers may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the officer.

Training:
All personal shall have a working knowledge of their assigned Personal Protective Equipment (PPE.) The shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of the PPE.

Storage of PPE:
Protective clothing and equipment shall be stored in the appropriate location at the fire station. Protective clothing shall not be worn or stored in the living or office areas of the fire station. This includes the kitchen, dayroom, bunkroom, washrooms, or other areas.

Cleaning, Maintenance, and Inspection:
It is the responsibility of the company officer to ensure that their assigned personnel maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products or blood borne contamination.
Washing of turnouts is to be done at a station equipped with a turnout gear washer. Turnout gear shall not be washed at home, at a Laundromat or dry cleaned. Turnout gear with blood borne contamination may be first sprayed/rinsed with an approved product to help in removal of any stains, and then washed in a turnout gear washer.

For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the individual shall notify their Company Officer. Any unserviceable turnout clothing is to be cleaned, removed from service, and repaired or replaced.

The following personal protective equipment assessment was completed and certified by .

Level 1 Protective Clothing:
Department issued fire fighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles, firefighting gloves, and SCBA.

Level 2 Protective Clothing:
Department issue fire fighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses and helmet shield, and firefighting gloves.

Level 3 Protective Clothing:
Department issue fire fighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses with helmet shield, and firefighting gloves or approved extrication gloves.

Level 4 Protective Clothing:
Department issued firefighting boots, bunker pants, coat, and helmet with chinstrap fastened.

Task	**Required PPE**
CO	1
EMS Assists	4 and Body Substance Isolation
HAZMAT (Fuel, LP, Ammonia, etc.)	1
High Dust (Hay, Grain, Woodworking)	1
Hose Test	4
Hybrid Vehicle Operations	3 and High Voltage Gloves
Ladder Operations, Fire	1 and Ladder Belt
Ladder Operations, Rescue	2 and Ladder Belt
Landing Zone	2
Pump Operations/Drivers	4 and Safety Vest
Saw Operations	2
Smoke/Gas Environment	1
Structure Fire, Attack/Back Up	1
Structure Fire, Support	2
Structure Fire, Ventilation	1
Technical Rescues	2
Traffic Control	4 and Safety Vest
Training	Set by Training Officer
Vehicle Fire	1
Vehicle Rescue with Tools	3
Wildland Fire	2

Traffic safety vests shall be stored on each vehicle/apparatus so that they are readily accessible by personnel. The vest shall be worn whenever personnel are operating in areas of vehicular traffic. The vest shall be donned immediately upon exiting the vehicle or apparatus and includes instances when turnout gear is worn. Turnout coats alone are not acceptable as high-visibility highway safety apparel. The exceptions to this requirement are:

A. When SCBA is worn
B. When wearing hazardous materials personal protective equipment
C. When wearing technical rescue personal protective equipment

Exposure Control

This policy applies to all personnel within the Fire Department, who are involved in fire fighting, hazardous material incident control, rescue, or emergency medical services which involve occupational exposure to blood or other potentially infectious materials.

The Department recognizes the potential for transmission of certain blood borne infections to firefighters through contact with blood and body fluids and requires that specific precautions to minimize the risk of exposures. Universal precautions will be used where there is blood or body fluids to protect firefighters, patients, and citizens against the spread of infectious diseases.

This plan will be reviewed annually beginning on and as needed to reflect changes in procedures, policies or work rules.

The Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of operations including emergency response, training and while in the station.
It is the Department's policy to:

A. Provide services to all persons requiring them without regard to known or suspected diseases in any patient.
B. Regard all patient contacts as potentially infectious and to take universal precautions at all times.
C. Provide Department personnel with the necessary training, immunizations and protective equipment to reduce the risk to firefighters and members of the public.
D. Recognize the need for infection controls in the workplace.
E. Prohibit discrimination of any Department member based on infection with HIV or HBV virus.
F. Regard all medical information on Department personnel as confidential.

DEFINITIONS:
Blood: Human blood, human blood components and products made from human blood.

Blood Borne Pathogens: Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item.

Contaminated Laundry: Laundry which has been soiled with blood or other potentially infectious materials or that may contain sharps.

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item to the point where they are longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Controls: Controls (e.g., sharps disposal containers, self sheathing needles) that isolate or remove the blood borne pathogens hazard from the work place.
Exposure Incident - A specific eye, mouth, other mucus membrane, non-intact skin, or other contact with blood or potentially infectious materials that result from the performance of duties.

HBV: Hepatitis B Virus

HIV: Human Immunodeficiency Virus

Occupational Exposure: Reasonably anticipated skin, eye, mucus membrane or parenteral contact with blood or other potentially infectious materials that may result from performance of an employee's duties.

Other Potentially Infectious Materials (OPIM):

A. The following human fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids.
B. Any unfixed tissue or organ (other than intact skin) from human (living and dead).
C. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucus membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.

Personal Protective Equipment: Specialized clothing or equipment worn for protection against a communicable disease.

Source Individual: An individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.

Sterile: The use of a physical or chemical procedure to destroy all micro-organisms including highly resistant bacteria.

Universal precautions: An approach to infection control which calls for all human blood and certain body fluids to be treated as if they are known to be infectious for HIV, HBV and other pathogens.

Work Place Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

OCCUPATIONAL EXPOSURE CONTROL PLAN

Exposure Determination

All personnel within the Fire Department, who are involved in fire fighting, hazardous material incident control, rescue, or emergency medical services may be exposed to blood and other potentially infectious materials. Positions include:

Probationary Firefighter
Entry Level Firefighter
Firefighter I
Firefighter II
Lieutenant
Captain
Assistant Chief
Chief
Safety Officer

Methods of Compliance

A. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.

B. Work Practices
1. Gloves will be worn for all patient/victim contact. Gloves will be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients, for handling items soiled with blood or body fluids, and for performing all cleaning of soiled surfaces. Gloves are to removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious materials.
2. All firefighters will wash hands and exposed skin with soap and water when feasible, or flush mucus membranes with water as soon as practical following contact with potentially infectious materials.
3. Hands must be washed for a minimum of 15 seconds after doffing gloves, before eating or preparing food, and after contact with body fluids, mucus membranes or broken skin.
4. When hand washing is not possible, firefighters will clean their hands with an antiseptic towel or hand cleanser, and then wash their hands with soap and water at the earliest possible time.
5. Any other skin, mucus membrane, or body area that has come in contact with potentially infectious material must be washed as soon as possible.
6. Immediately after use, sharp items such as needles and lancets shall be placed in a leak-proof, puncture-resistant container. Contaminated sharps shall not be recapped or otherwise manipulated by hand. Whenever possible, firefighters will leave handling and disposal of sharps to EMS. When firefighters must dispose of sharps or contaminated broken glassware, all handling will be with tongs or forceps. Also glass can be cleaned up with a brush and dustpan.
7. All procedures involving blood or OPIM shall be performed to minimize splashing and spattering.
8. Infectious waste, any disposable item which comes in contact with body fluids, shall be handled with gloves and shall be placed in an impermeable red bag.
9. No potentially infectious waste will be left at the scene of an incident.

C. Personal Protective Equipment (PPE)
1. When PPE is removed it shall be, decontaminated or disposed of in an appropriate container.
2. Personnel in contact with patients/victims will have examination gloves and goggles with them at all times. These are available on each engine and ladder truck.
3. Gloves will be worn for all patient/victim contact. Gloves must be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients/victims, and for cleaning of soiled surfaces.
4. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious items.
5. Structural fire fighting protective clothing will be worn for all incidents requiring this protection. Additionally latex gloves will be worn under the firefighters gloves when infectious materials may be encountered such as during vehicle extrication. Because of the potential for burns, latex gloves should not be worn under fire fighting gloves where there is exposure to extreme heat.
6. Masks shall be worn in combination with goggles or glasses with solid side shields whenever droplets of blood or OPIM may be splashed in the eyes, nose, or mouth. Face shields on structural fire fighting helmets shall not be used for exposure control; however, SCBA masks are acceptable.
7. Gowns, waterproof aprons or structural fire fighting gear shall be worn during procedures that are likely to generate splashes of blood or other body fluids.

D. Equipment Cleaning
1. Routine cleaning of equipment will be done on a daily basis.
2. Vehicles, tools and other equipment that is exposed to body fluids will be cleaned with an antiseptic cleaner followed by soap and water.

E. Contaminated Sharps
   1. A sharps container is carried in .
   2. The sharps container must be kept in an upright position when used and shall be replaced immediately after the first use, not used until full.
   3. Sharps will only be picked up with pliers or tongs, never by hand.
   4. Sharps containers should be closed to prevent spillage, placed in a second container if leaking, and handled with care.
   5. Used sharps containers shall be capped, taped, and dated for disposal.
   6. shall be called to pick up sharps from and to provide new sharps containers.

F. Contaminated materials shall be handled as little as possible. When handling contaminated linen or towels, firefighters will wear latex gloves and other appropriate PPE. All soiled linen shall be placed in red bags that prevent leakage.

G. Disposal of Waste
   1. All waste will be placed in red plastic bags or labeled sharps containers.
   2. Whenever possible, contaminated waste will be given to an on-scene EMS crew for disposal.
   3. Waste not given to an on-scene EMS crew will be transported back to the fire station in a non-passenger area of the vehicle. No more than 50 lbs of waste material may be transported.
   4. The waste will then be double bagged, the bags sealed and placed in the station's outside trash container.
   5. Heavily soiled waste materials, those with unabsorbed body fluids, will be double bagged, placed out of living areas and traffic areas at the fire station, and EMS shall be called to remove the waste.
   6. EMS will respond to remove heavily soiled waste and sharps within 24 hours.

H. Hepatitis B Vaccination
   1. All personnel who are at risk to occupational exposure will have the Hepatitis B vaccination, post exposure evaluation and follow up made available at no cost.
   2. The Hepatitis B vaccination will be available after the firefighter receives training on the Hepatitis B vaccine, its safety, method of administration, the benefits of being vaccinated, and within ten working days of initial shift assignment (career personnel) or station acceptance (volunteer personnel). The vaccination will not be given to anyone who has received the complete Hepatitis B vaccination series, or if antibody testing shows that the firefighter is immune. If the individual is allergic to yeast, an alternate Hepatitis B vaccine will be offered.
   3. Each firefighter must sign a consent/refusal form verifying that this vaccination was offered to him/her

I. Post-Exposure Evaluation and Follow-up
   1. Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:
      a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
      b. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law

i. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

ii. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

iii. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

c. Collection and testing of blood for HBV and HIV serological status;

2. Healthcare Professional's Written Opinion
    a. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.
    b. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
    c. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
        i. That the employee has been informed of the results of the evaluation
        ii. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
    d. All other findings or diagnoses shall remain confidential and shall not be included in the written report

J. Communication of Hazards to Personnel
1. Warning labels shall be affixed to containers of regulated waste containing blood or OPIMs.
2. Potentially infectious waste will be placed in red plastic bags.

K. Information and Training
1. All personnel with the potential for occupational exposure shall participate in an exposure control training program.
2. The training will be provided on initial assignment to a position that has potential for exposure and annually after that.
3. Training will be provided when changes occur, such as modifications of procedures, and with the use of new products that may affect occupational exposure.
4. The training program shall contain at least the following elements.
    a. Information on the location of the Federal Register, Volume 56, #235, Friday, December 6, 1991, Rules and Regulations. (29 CFR 1910.1030) can be located online at www.osha.gov and in the training division office
    b. A general explanation of the symptoms of blood borne diseases.
    c. An explanation of the modes of transmission of blood borne pathogens.

d. An explanation of this exposure control plan and fact that a copy of the policy will be included in the SOG manual located in the watch room of each fire station.
e. Training in recognizing activities that may involve exposure to blood or OPIMs.
f. An explanation of methods and their limitations for reducing exposure including appropriate engineering controls, work practices, and PPE.
g. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
h. Instruction on how to select PPE for different situations.
i. Information on the Hepatitis B vaccine, including its effectiveness, safety, method of administration, the benefits of being vaccinated, and the fact that the vaccination is offered at no charge to firefighters.
j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIMs.
k. 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.
l. Information on the post-exposure evaluation and follow up provided for the firefighter following an exposure.
m. An explanation of the labels and color coding required by the exposure control plan.
n. An opportunity for interactive questions and answers with the person conducting the training session.

L. Record keeping

1. Fire Department shall maintain a record for each employee who has occupational exposure in accordance with 29 CFR 1910.20. The record includes:
   a. The name and social security number of the firefighter, a copy of the firefighter's Hepatitis B vaccination status including the dates of all hepatitis vaccinations and any medical records relative to the firefighter's ability to receive the vaccination.
   b. A copy of all results of examinations, medical testing, and follow up procedures as required.
   c. The employer's copy of the health care professional's written opinion.
   d. A copy of the information provided to the health care professional.
2. Medical records shall be kept confidential and shall not be disclosed to any person within or outside the Department, except as required by law, without the employee's written consent.
3. The records shall be maintained for the duration of employment plus 30 years in accordance with 29 CFR 1910.20.

M. Training Records

1. Training records shall include the following information:
   a. The dates of the training.
   b. A summary of the training.
   c. The names and qualifications of the persons conducting the training.
   d. The names and job titles of all persons attending the training.
2. Training records shall be maintained for three years from the date on which the training occurred.
3. Firefighter training records will be provided upon request to the individual firefighter, and to anyone having written consent of the individual in accordance with 29 CFR 1910.20.

Responsibilities

A. The Chief of Department has overall responsibility for the operation of the Fire Department and for the Exposure Control Plan.

B. The Department Safety Committee has responsibility for reviewing and updating this plan, for reviewing administration of the infection control program and for making recommendations to the Chief of Department for improvements in procedures, equipment and training that will minimize the risk of occupational exposure.
   1. The committee will meet at least annually to review the status of the infection control program and more often as needed.
   2. Written notes of all meetings will be maintained.
   3. The is the Department's Infection Control Officer, and is responsible for administering the Department's Safety and Training programs and for ensuring that the Exposure Control Plan is current, all personnel with the potential for exposure are trained and understand the plan, and that training records are maintained properly.
   4. The is responsible for coordinating the initial phase of training on blood borne pathogens for personnel, for ensuring that Hepatitis B vaccinations are offered to firefighters who have potential for exposure, for coordinating post exposure protocols for career personnel and for administering exposure records.
   5. Officers are responsible within the chain of command for following and enforcing infection control procedures in all phases of their areas of control.
   6. All other personnel are responsible for complying with the infection control plan and with the training received.

Respiratory Protection

This program provides procedures and protocols designed to prevent employee overexposure to atmospheric contaminants and oxygen deficient atmospheres, which are potentially harmful to health.

RESPONSIBILITIES:
Program Administrator:
The Fire Department shall serve as Program Administrator. This person has the training and experience to administer or oversee the respiratory program including evaluating its effectiveness.

A. Determines the need for respiratory protection.
B. Establishes and maintain a Respiratory Protection Program in compliance with all requirements of Wisconsin Department of Safety and Professional Services, Chapter SPS 330, Fire Department Safety and Health Standards.
C. Provides all employees in the program with respirators appropriate to the purpose intended.
D. Selects a physician or licensed health care professional to administer the medical evaluation program, as well as coordinating the medical evaluation program.
E. Fit tests applicable firefighters.
F. Responsible for breathing air quality.
G. Responsible for the information requirements of this program and ensuring that members are trained in the care and maintenance for the respirator.
H. Ensures that members are trained in the respirator manufacturer's standards for repair and maintenance are responsible for the record keeping requirements of this program.
I. May designate other members to carry out specific functions.

Fire Department Members:

A. Wear assigned respirator when and where required and in the manner in which they were trained.
B. Care for, maintain and clean their respirators following the manufacturer's procedures and store them in a clean and sanitary location.
C. Inform their officer if the respirator no longer fits well, and request a new one that fits properly.
D. Inform their officer or the Program Administrator of any respiratory hazards that are not addressed in the workplace and of any other concerns regarding the program.
E. Each member is responsible for the cleanliness and operational readiness of their issued face pieces.

SELECTION OF RESPIRATORS

Fire Department members who respond to and function in toxic atmospheres shall be equipped with Self-Contained Breathing Apparatus (SCBA) and trained in its proper use and care. These respirators shall be used in accordance with the manufacturer's recommendations and appropriate governing performance testing guidelines.

Until an atmosphere has been found not to be so, it shall be considered IDLH (Immediately Dangerous to Life and Health). Where an atmosphere has potential to become IDLH it shall be entered under the assumption that it is ALREADY IDLH.

The Fire Department provides the following respirators for use in IDLH atmospheres:

Respirators for IDLH (Immediately Dangerous to Life and Health) Atmospheres):
SCBA shall be used by all personnel operating:

A. In a contaminated atmosphere
B. In an atmosphere which may suddenly become contaminated
C. In an atmosphere which is oxygen deficient
D. In an atmosphere which is suspected of being contaminated or oxygen deficient

This includes all personnel operating:

A. In an enclosed, active fire area
B. In a potential explosion or fire area, including enclosed gas leaks and fuel spills
C. Where products of combustion are visible in the atmosphere and fire department personnel are exposed or potentially exposed to these products of combustion, including vehicle fires and dumpster fires
D. Where invisible contaminants are suspected to be present at levels above 1992 OSHA ELs (exposure levels) (i.e. Carbon Monoxide during overhaul)
E. Where toxic products are present, suspected to be present, or may be released without warning (including Hazardous Material incidents (HazMat)
F. In any confined space which has not been tested to establish respiratory safety

In addition to the above, SCBA shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances, the SCBA may be worn with the face piece removed. The wearing of SCBA in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required. Examples include but not limited to:

A. Atmospheres that have been reported to have a smoke or CO detector sounding but there are no signs of elements present or occupants feeling ill. Members shall investigate and if monitoring proves existence, members shall fully don SCBA face piece.
B. Atmospheres, scenes, or conditions that are potentially dynamic, changing and/or unknown.

Premature removal of SCBA must be avoided. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases SCBA <u>must be used</u> or the atmosphere must be changed.

In fire situations, the decision to remove SCBA shall be made by based on an evaluation and metering of atmospheric conditions. Prior to removal, fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.

If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is established to be safe by testing.

If a firefighter detects a vapor or gas breakthrough, changes in breathing resistance or leakage of the face piece the firefighter will notify his partner and Officer or the Incident Commander and leave the area immediately.

Respirators for atmospheres that are not IDLH:
For protection against particulates, the Fire Department will provide one of the following:

PROCEDURES FOR RESPIRATORS FOR USE IN FIREFIGHTING
Procedures for IDLH (Immediately Dangerous to Life and Health) Atmospheres (2 In/ 2 Out):

The following are not meant to preclude an Incident Commander from starting suppression (not entering) or rescue operations (entering) in a structural incident. The requirement intends that the Rapid Intervention Team (RIT) be established as soon as practical to ensure safety of firefighters, yet not detract from the responsibility to provide rescue and suppression to citizens.

Rapid Intervention Team (RIT):

A. A rapid intervention team (RIT) shall consist of at least two members and shall be available for rescue of a department member or a team if the need arises. A RIT shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA and any specialized rescue equipment that might be needed given the specifics of the operation under way.
B. The composition and structure of a RIT shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The Incident Commander shall evaluate the situation and the risks to operating teams and shall provide one or more RITs commensurate with the needs of the situation.
C. In the early stages of the incident, which includes the deployment of a fire department's initial attack assignment, the RIT shall be of either one of the following:
   1. On-scene members designated and dedicated as rapid intervention team(s).
   2. On-scene members performing other functions but ready to re-deploy to perform rapid intervention team functions. The assignment of any personnel shall not be permitted as members of the rapid intervention team if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any member operating at the incident.
D. While working in IDLH atmospheres, during interior firefighting operations in fires that have progressed beyond the incipient stage, or hazmat operations, employees entering will work in teams having a minimum of two (2) persons who remain in visual or voice contact at all times.
E. Two firefighters shall be located outside the IDLH atmosphere as the RIT. Visual, voice, radio, or signal line communication will be maintained between the firefighters in the IDLH atmosphere and the firefighters located outside the IDLH atmosphere (RIT).
F. The firefighters located outside the IDLH atmosphere as the RIT shall be trained and equipped to provide an effective emergency rescue of the firefighters inside the IDLH.
G. The Incident Commander is to be notified before the RIT located outside the IDLH atmosphere enters the IDLH atmosphere to provide an emergency rescue. The Incident Commander must immediately provide additional assistance, if necessary.
H. Once notified, the RIT provides necessary assistance appropriate to the situation.

NOTE: *Nothing in this rule is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled, however, such action is not to be considered a standard of operation.*

GENERAL USE PROCEDURES:

A. Employees will use their respirators under conditions specified by this program, and in accordance with training and the respirator manufacturer's recommendations they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.
B. All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check as specified by the manufacturer or as listed in Appendix B-1 of the OSHA Respiratory Protection Standard.

C. Employees may not have beards, goatees, or other facial hair that might interfere with the effective operation of the Department's SCBA. Employees may possess mustaches provided the mustache does not interfere with the face piece seal. Employees are not permitted to wear tight-fitting respirators if they have any condition such as facial scars, goatees, beards or other facial hair, or missing dentures that prevents them from achieving a good seal. Employees are not permitted to wear tight-fitting respirators if they have facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function or any condition that interferes with the face piece-to-face seal or valve function. These restrictions shall apply regardless of the specific fit test measurement that can be obtained under test conditions.
D. If a firefighter wears eyeglasses, the firefighter shall use frames that do not pass through the seal area of the face piece.
E. Employees are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal.

FIT TESTING PROCEDURE

A. All employees wearing respirators must be fit tested with the same make, model, style, and the appropriate individual size that will be used on the job. The Respiratory Protection Program Administrator will oversee the fit testing of fire department employees.
B. Fit tests will be conducted on all employees who use respirators following the initial medical evaluation as a new employee, at least annually thereafter, or whenever the employer observes or receives a report of changes in the employee's physical condition that could affect respirator fit, or the employee states that the fit of the respirator is unacceptable.

Some factors that may affect mask fit are:

A. Significant weight change.
B. Significant facial scarring in the area of the face piece seal.
C. Significant dental changes.
D. Reconstructive or cosmetic facial surgery.
E. Any other condition that would interfere with mask fit.

Fit tests will be administered using an OSHA accepted qualitative test. The protocol used will be stated on the fit test record for each employee.

MEDICAL EVALUATION OF FIREFIGHTERS REQUIRED TO USE RESPIRATORS

Using a respirator may place physiological burdens on firefighting personnel that vary with the type of work in which the respirator is used and the medical status of the employee. All new employees must undergo a medical evaluation prior to being fit tested or required to use the respirator. Medical evaluations shall be administered to employees of the fire department by the following Physician or other Licensed Health Care Professional (PLHCP):

The Department shall identify a Physician or other Licensed Health Care Professional (PLHCP) to administer a medical questionnaire to each employee who uses SCBA or respirators. The questionnaire shall be administered confidentially during the employee's normal work hours. The questionnaire will determine the need for a follow-up physical examination. The department shall use the following PLHCP to administer the questionnaire:

Medical questionnaires shall be administered prior to initial fit test to all firefighters required to use SCBA or respirators.

The department will be using the following PLHCP for follow-up medical examinations, if needed:

The employee shall have the opportunity to discuss the questionnaire and examination results with the Physician or other Licensed Health Care Professional (PLHCP) if so requested.

After an employee has received clearance and begun to wear the respirator, additional medical evaluations will be provided under the following circumstances:

A. Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
B. The physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
C. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
D. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

The program administrator, employee and physician will arrange an appropriate time for the examination. The medical consultation and examination with the PLHCP will be at department expense.

CLEANING, DISINFECTING, STORING, INSPECTING, REPAIRING, DISCARDING, AND MAINTAINING RESPIRATORS

Cleaning:
The Fire Department shall provide personnel with a respirator that is sanitary, and in good working order. Fire department personnel shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer. The respirators shall be cleaned and disinfected at the following intervals:

A. Respirators issued for the exclusive use of a firefighter shall be cleaned and disinfected per the manufacturer's instructions as often as necessary to be maintained in a sanitary condition.
B. Respirators issued to more than one firefighter shall be cleaned and disinfected per the manufacturer's instructions after each use and the respirator cleanliness shall be insured before being worn by different individuals.
C. Respirators used in fit testing and training shall be cleaned and disinfected after each use.
D. Respirator face pieces assigned to personnel (personal face pieces) shall be cleaned and disinfected per the manufacturer's instructions as required by the user of the face piece.
E. The face piece shall be placed in a clean, dry container in a manner that prevents deformation of the face seal, other damage or contamination. The face piece will be stored with the head harness to the back, not over the lens – this will help prevent deformation of the face piece seal.
F. The cleaning and disinfecting procedure supplied by the manufacturer of the respirator shall be used by the department.

The Program Administrator or his/her designee will ensure an adequate supply of appropriate cleaning and disinfection materials at each station. If supplies are low, employees should contact their officer, who will notify the Program Administrator or designee.

Cleaning Procedures:
Operational Recommendations:
In order to decrease the possibility of contaminant entry, it is recommended that protective covers be in place to limit contamination of dust and particles.
Cleaning Recommendation:
Cleaning is recommended after each usage where contaminants may come in contact with any part of the unit.

Gross contamination should be washed off as soon as practical at the scene or station.

Preparation:
Prepare cleaning solution as described per instructions:

Effective against a number of gram positive and negative bacteria, fungi and viruses including HIV-1 and influenza, the cleaner-sanitizer provides a quick and simple means of cleaning and disinfecting.

Cleaning Procedure:

Lung Demand Valve (LDV) and Face piece

A. Close cylinder valve
B. Remove pressure on entire system
C. Thoroughly rinse face piece and SCBA under clean running tap water to remove debris
D. Place face piece in cleaning solution and agitate solution. Use a circular motion.
E. Place face piece into a container of clean tap water and agitate
F. Finally rinse face piece under running clean tap water
G. Apply air pressure to remove interior liquids
H. Wipe out any excess rinse water with a clean, dry, towel. Allow to dry.
I. DO NOT USE THE FIREHOUSE AIR COMPRESSOR TO DRY ANY PART OF THE SCBA! THE LUBRICATING OIL THAT MAY BE CONTAINED IN THE AIR STREAM MAY BE HAZARDOUS AND COULD DAMAGE THE RUBBER COMPONENTS
J. Inspect SCBA and regulator for cleanliness and damage
K. Leak test SCBA.
L. Return to operation.

Harness Assembly and Air Cylinders

A. Wipe off dirt and grime with a lathered mild soap solution. Rinse thoroughly. Take care not to get water into the regulator.
B. Let harness air dry.
C. Inspect the harness for loose or missing buckles and fittings. Look for worn belts and connections. Check cylinder latching strap for proper operation.
D. Wipe off dirt and grime from air cylinders with a lathered mild soap solution. Rinse thoroughly.
E. Make sure each cylinder has a protective thread cap over the threads.
F. Check cylinders for deep scratches, gouges, and damaged threads. Check the gauge and cylinder hand wheel. **NOTE: Cylinder valves shall only be tightened hand tight. Do not forcefully tighten the cylinder valve. Damage to the nylon valve seat will result.**

Cases

A. Remove any loose dirt or debris
B. Sponge out with sanitizer/cleaner solution.
C. Rinse with water

Unit Inspection

A. Leak test SCBA
B. Return to operation

If anything questionable arises, or obvious repairs are needed, place the unit out of service. Mark unit with a repair tag and forward to . Please refer all repairs to the responsible repair person as soon as possible.

Maintenance:
Respirators are to be properly maintained at all times in order that they function properly and adequately protect the employee. 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. Repairs to regulators or alarms of atmosphere-supplying respirators will be performed by the manufacturer or a person certified by the manufacturer.**

Air cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. Fire department personnel shall determine that the regulator and warning devices function properly daily.

For fire department respirators, fire department personnel shall:

A. Inspect and certify that the respirator ready for use by documenting the date the inspection was performed (at least monthly), the name (or a signature) of the person who made the inspection, the findings, required remedial action, and a serial number or any other means of identifying the inspected respirator.
B. Provide this information on inspection forms, specifically, weekly and after use inspection forms. This information shall be maintained in each station until replaced following a subsequent certification.
C. Inspection records shall be forwarded to the department designees responsible for record keeping.

Fire department personnel shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are repaired, adjusted, or discarded in accordance with the following procedures:

A. Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the manufacturer's NIOSH-approved parts designed for the respirator.
B. Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
C. SCBA repairs including but not limited to reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a Department technician trained by the manufacturer or vendor supplying the equipment to the fire department.

D. All SCBA requiring repairs, or SCBA that fail inspections shall be tagged with a red out-of-service tag indicating the following:
    1. Date
    2. Station location
    3. SCBA unit identification
    4. Name of person(s) reporting the problem
    5. Brief description of the problem
E. The SCBA unit with the red tag affixed will be forwarded to   for repair by the manufacturer or a Department technician trained by the manufacturer.

INSPECTIONS

Each PASS (Personal Alert Safety System) must be tested weekly and prior to use.

Each SCBA is required to be inspected and tested at least monthly and prior to use. All air cylinders carried on the apparatus and spares in each station will be inspected for any damage, cleanliness and proper fills.

The following checklist will be used when inspecting respirators:

Face piece:
- Cracks, tears, or holes
- Facemask Distortion
- Cracked or loose lenses/face shield

Head straps:
- Breaks or tears
- Broken buckles

Valves:
- Residue or dirt
- Cracks or tears in valve material

Filters/Cartridges:
- Approval designation
- Gaskets
- Cracks or dents in housing
- Proper cartridge for hazard

Air Supply Systems:
- Breathing air quality/grade
- Condition of supply hoses
- Hose connections
- Settings on regulators and valves

The following functional tests are to be completed on each SCBA to ensure proper operation:

A. Pressure Gauge
B. PASS test
C. Leak Test
D. Warning bell test
E. Face piece Connection

Cylinder Pressure Gauge and Sentinel Reading Comparison
The purpose of this test is to compare the cylinder pressure gauge and the Sentinel pressure reading to make sure they read within +/- 10%.
Procedure:

A. Open the cylinder valve and note the pressure reading on the cylinder pressure gauge.
B. Compare the shoulder gauge pressure reading to the cylinder gauge reading. The two values must be within +/- 10% of the full scale

QUALITY AND QUANTITY OF BREATHING AIR
Breathing air in the SCBA cylinders shall meet the requirements of the Compressed Gas Association G-7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum quality of Grade D. Private vendors supplying the department with compressed breathing air shall provide a copy of the most recent inspection and certification.

The purity of the air from the Fire Department's compressor shall be checked by a competent laboratory quarterly.

The department shall assure that sufficient quantities of compressed air are available to refill SCBA for each incident. This shall be accomplished through the use of mobile air supplies or mutual aid from other fire departments.

Air cylinders for SCBA shall be filled only by trained personnel.

Compressed oxygen shall not be used in open-circuit SCBA.

Standards for breathing air and hazards associated include:

A. Oxygen content of 19.5-23.5%.
B. Hydrocarbons (condensed) content of 5 milligrams per cubic meter of air or less;
C. Carbon monoxide (CO) content of 10 ppm or less;
D. Carbon dioxide content of 1,000 ppm or less;
E. Lack of a noticeable odor.

The fire department shall insure that cylinders used to supply breathing air to respirators meet the following requirements:

A. Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178) test requirements of five years for composite cylinders supplied to MSA and five years for steel or aluminum cylinders.
B. Note: composite cylinders have a maximum use life of 15 years.
C. The moisture content in the cylinder does not exceed a dew point of -50 degrees F. (-45.6 degrees C.) at one (1) atmospheric pressure.

RESPIRATORY HAZARDS AND TRAINING ON RESPIRATORY USE
The Fire Department is required to provide training to those who use respirators. The training must be comprehensive, understandable, occur annually, and more often if necessary. Documentation of this training shall occur.

The Fire Department shall ensure that each firefighter can demonstrate knowledge of at least the following:

A. Why the respirator is necessary and how improper fit , usage, or maintenance can compromise the protective effect of the respirator;
B. What the limitations and capabilities of the respirator are;
C. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
D. How to inspect, put on and remove, use, and check the seals of the respirator;
E. What the procedures are for maintenance and storage of the respirator;
F. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators;
G. The general requirements of this program.

The training shall be conducted in a manner that is understandable to the firefighter.

Retraining shall be administered annually, **or** when the following situations occur:

A. Changes in the workplace or the type of respirator render previous training obsolete;
B. Inadequacies in the firefighter's knowledge or use of the respirator indicate that the firefighter has not retained the requisite understanding or skill;
C. Any other situations arise in which retraining appears necessary to ensure safe respirator use.

PROCEDURES FOR EVALUATING THE RESPIRATOR PROGRAM

Each year the Program Administrator shall initiate a review of the procedures contained in this program. All employees who wear, service, or supervise employees wearing respirators shall periodically be asked to provide information on:

A. Adequacy of the respirator(s) being used.
B. Accidents or incidents in which the respirator failed to provide adequate protection.
C. Adequacy of training and maintenance on respirator use.

The Program Administrator shall recommend changes in the program and its implementation based on this information.

RECORD KEEPING

The Department is required to keep the following records to assure compliance with this written program:

A. Medical evaluation records
B. Fit testing records

Medical records shall be maintained for member's entire career plus thirty years.

Fit test records shall be kept until the next fit test is administered.

The Department will also maintain records of employee training (e.g., date, attendees, trainer(s), subject matter).

Apparatus and Equipment

This standard establishes schedule for the inspection and maintenance of all apparatus and equipment owned or operated by the department. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for all apparatus and establishes procedures for the daily inspection of apparatus, equipment, and support vehicles.

A. Apparatus and equipment shall be:
   1. Maintained in a constant state of readiness.
   2. Refueled whenever the fuel level drops below of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
   3. Kept clean at all times.

B. All maintenance, both preventative and repair, shall be recorded in the appropriate vehicle logbook.

C. After each use
   1. Every vehicle used shall be inspected. The member performing the inspection shall record his findings in the appropriate vehicle logbook.
   2. The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so. The items that are corrected shall be noted in the comments section of the vehicle logbook.
   3. Defects that cannot immediately be corrected shall be noted in the vehicle logbook and reported to the Chief or Officer in Charge.
   4. If a defect requires that a vehicle be placed out of service, the person doing the Inspection shall notify the Chief or Officer in Charge.

D. Weekly Inspections.
   1. All apparatus and equipment used shall be inspected weekly. The member performing the inspection shall record his findings in the appropriate vehicle logbook.
   2. Refueled whenever the fuel level drops below of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
   3. All engine-powered equipment shall be run for a minimum of five minutes. Their fuel tanks shall be refilled whenever the level drops below of a tank. The oil will be checked and oil shall be added if necessary

Lock Out/Tag Out

This policy is intended to provide specific practices and procedures to safeguard personnel from equipment becoming unexpectedly energized, the start-up of machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.

Personnel can be seriously or fatally injured if machinery or equipment they are working within becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.

Situations requiring device lock-out:

A. When a device or piece of equipment is not operating in its designed capacity and could injury any employee who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.

B. When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.

C. When the department responds to an emergency scene where employees are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.

Emergency Incident Procedure:
This requires that designated fire department personnel (company officers, chiefs, etc.) work with facility personnel to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department personnel lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated.

Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader shall retrieve the lock-out/tag-out equipment that is located on   . The Officer in Charge must work closely with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

A. All energy sources to the machinery or equipment have been de-energized.
B. The Officer in Charge places fire department lock-out/tag-out equipment to secure energy sources.
C. Verify that all energy sources have been secured.
D. The Officer in Charge holds the keys and controls the fire department's lock-out/tag-out equipment.
E. Once fire department operations have been completed, remove the fire department's lock-out/tag-out equipment and turn the machinery or equipment back over to facility personnel.

Non-Emergency/Servicing/Maintenance Procedure:

A. Notify all affected personnel that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
B. The authorized person shall refer to the manufacturer's procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
C. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

D. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
E. Lock out the energy isolating device(s) with assigned individual lock(s).
F. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
G. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
H. **Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.**
I. The machine or equipment is now locked out.

Restoring Equipment to Service:

A. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
B. Check the work area to ensure that all personnel have been safely positioned or removed from the area.
C. Verify that the controls are in neutral.
D. Remove the lockout devices and reenergize the machine or equipment. The removal of some forms of blocking may require repowering of the machine before safe removal.
E. Notify affected personnel that the operation is completed and the machine or equipment is ready for use.

Keeping Equipment Out of Service:

If equipment is deemed unsafe the equipment shall remain in the off position. The equipment shall be secured with tie wraps and a tag stating that the equipment should remain out of service until serviced by authorized personnel.

Authority

The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the event that this individual has left the immediate area, the Officer in Charge may authorize the removal of the locking device or tag, however only before:

A. Making a valid attempt to contact the individual who originally locked out the device.
B. If that person cannot be reached, the Officer in Charge must ensure that all tools have been removed, all guards have been replaced and all personnel are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.

In the event that a lockout, tag-out situation occurs during normal operations (not at the scene of an emergency), the Chief of the Department or Safety Officer will fill the Officer in Charge's role described above.

Structure Fires

Arrival On Scene

A. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
B. The Officer will complete a 360 degree viewing of the structure to determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources
C. The Officer will ensure that a proper communication system has been coordinated for fireground activities

Scene Safety

A. There shall be at least 2 personnel on any interior attack hose-line.
B. There shall be at least 2 personnel on any interior search and rescue.
C. There should be a "R.I.T." in place on any interior operation or any situation where personnel are exposed or could be exposed to any IDLH situation.
D. Personnel must be authorized and properly trained before participating in any interior structural fire attack or search and rescue operations.

Incident Actions

Rescue

A. Human life is the most important consideration at a fire or other emergency.
B. Rescue of humans override all other strategic considerations at a fire.
C. The primary functions of an adequately staffed truck (if available) shall be rescue.
D. A primary and secondary search shall be conducted at all structure fires. During search all rooms should be marked by some means to indicate that the particular room has been searched.

Exposure Protection

A. Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
B. The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

Confinement

A. The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
B. Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
C. The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There maybe situations when both approaches could be used, but a defensive attack should not be used when crews are operating on the interior.
D. All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.
E. Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open up and fire attacks operate fire streams into such areas.

Extinguishment

A. In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.
B. The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

Overhaul

A. The purpose of overhaul is to make sure the fire is completely out.
B. Overhaul operations must be properly coordinated with fire investigation efforts.
C. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
D. During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
E. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.
F. When available, a fresh crew should perform overhaul.
G. Particular attention should be given to hidden areas during overhaul.
H. During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.

Ventilation

A. Based upon the situation, ventilation may need to occur anytime during the operation.
B. Ventilation shall be employed to:
    1. Channel heat, smoke and flames from potential victims.
    2. To prevent backdraft and flashover.
    3. To remove heat and smoke from the building so to reduce property damage.
    4. To allow the interior of the structure to be more tenable and safer for fire fighting operations.

Salvage

A. Salvage may need to begin at various points during a fire operation.
B. Salvage is those operations required to safe guard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
C. Salvage should include:
    1. The use of salvage covers.
    2. Removing water from the structure.
    3. Removing furniture and personal belongings to a safe location.
    4. Debris removal.
    5. Removal of valuables from debris.
    6. Covering openings to keep weather out and to secure the building.
D. All members are expected to perform in a manner that continually reduces loss during fire operations.

Utility Control

A. Utilities should be shut down and brought under control to insure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
B. At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
C. If the electric company is not available in time, fire personnel may shutdown the power via circuit breakers.
D. If necessary, shut down gas lines at the meter and have the Gas Department notified. Meters that have been shut off by fire department personnel should be properly locked.
E. If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

Vehicle Fires

Arrival on Scene

A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during fire suppression activities
B. The driver operator will engage the pump and stand by the pump panel for further instructions
C. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan

Scene Safety

A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
B. See HAZMAT procedures for vehicle fires involving Hazardous Materials
C. Traffic Hazards

Incident Actions

A. The attack team will pull the hose line instructed by the Officer
B. Additional firefighters will do as instructed by the officer
C. The driver/operator will charge the hose line when directed and continue to monitor the pump operations
D. The attack team will approach the vehicle slowly from the side extinguishing the fire as they approach. Caution should be taken as the team approached for exploding bumpers, fuel tanks, tires, etc.
E. When the fire is under control the engine compartment and trunk of the vehicle on fire will be opened and cooled. The vehicles battery cables should be disconnected or cut when possible.

Vehicle Accidents

Arrival on Scene

A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during rescue and operation activities
B. The Officer will provide a scene size-up, assume command, determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
C. The Officer will request additional resources as needed (EMS, MedFlight)

Scene Safety

A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
B. Traffic Hazards

Incident Actions

Command will assign teams as needed for:

A. Fire and Hazard Control
B. Extrication
C. Patient Care
D. Landing Zone
E. Traffic Control

Wildland Fires

Arrival on Scene

A. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
B. The Officer will determine the location and size of the fire, direction and characteristics of fire travel, the fuel burning, and exposures
C. The Officer will request additional resources as needed
D. The Driver/Operator will park the apparatus in a safe, accessible location pointing away from the fire with the windows closed and the keys in the ignition
E. Consider evacuations of citizens

Scene Safety

A. All personnel should know the location and direction of the fire travel
B. Escape Plans shall be known to hall fire personnel
C. Be cautious for Spot fires
D. Be cautious for Flare-ups
E. Be aware of wind direction and velocity
F. Be aware of topography
G. Monitor crews for exhaustion
H. Be aware of down wires, electric fences, etc.
I. Be aware of equipment and personnel working above or around teams

Incident Actions

A. Base all actions and strategy on current and expected fire behavior
B. Establish staging area for additional arriving apparatus and personnel
C. Life safety and structural protection take priority over extinguishment of forest, brush, or ground cover
D. If offensive attack is indicated, the head of the fire is to be attacked first. If that is not possible, the flanks should be attacked while working toward the head of the fire.
E. If the fire is large and fast moving, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by creating a fire line a distance ahead of the fire to halt the progress of the fire.
F. Different methods of attack may be used simultaneously according to the situation
G. Teams assigned to structural protection must keep hose lines flexible enough to be able to quickly break away in the even of being over run
H. Collaborate with the DNR, County Officials, and specialists/technicians as needed
I. Communications and accountability of all incident personnel shall be maintained at all times.

Hazardous Materials

The   Fire Department functions at the OPERATIONS level. At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials. Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the operations level.

An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident. Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

Examples of activities and functions appropriate at the **OPERATIONS** level include:

- Recognition of a Hazmat incident
- Recognition of hazards
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

Arrival on Scene

A. The Emergency Response Guidebook shall be used to identify containers, chemicals involved, staging, and isolation zones.
B. All units shall stage a safe distance away from the incident in accordance to ERG recommendations and current conditions. When selecting a staging area take into consideration the following: Wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire.
C. The first arriving officer should establish command and complete an initial size-up
D. Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area. Note: In some situations, sheltering-in-place may be the most viable option.
E. All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if necessary.
F. Obtain Safety Data Sheets and any chemical information available. This may include consists, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
G. Make contact with any company representatives and notify the appropriate agencies including a Wisconsin Level I HAZMAT Technician team if necessary.
H. Assign an incident safety officer immediately. It is also suggested that the incident commander assign an assistant or scribe to begin documentation of all incident plans and operations.

Scene Safety

A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
B. Ensure that unauthorized/untrained personnel do not enter the hazardous area

Incident Actions

A. All incident actions shall not exceed the scope of the hazardous materials operations level which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
B. An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.

C. Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
D. Remove all ignition sources if materials are combustible or flammable in nature.
E. Collaborate with the DNR, EPA, County Officials, company representatives, specialists/technicians, and the HAZMAT team as needed.
F. Communications and accountability of all incident personnel shall be maintained at all times.

Reports and Documentation

A. The release of information regarding the incident shall be controlled by the OIC and the designated Public Information Officer. Only the OIC, County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
B. The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with all other documents created.
C. A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
D. Record of all other agencies and their corresponding personnel who responded shall also be documented.
E. Record of all items used that will need to be replaced and any other expenses shall be kept during the incident and filed with the other incident reports.

Clean-Up

Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident. All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

Confined Space Rescue

Definitions
Confined space: A confined space is any area or vessel, which meets all 3 of the following:

1. Is large enough and so configured that an employee can enter and perform work
2. Has limited means of entry or exit
3. Is not designed for continuous occupancy

Permit required confined space: A permit required confined space is defined as confined spaces which have one or more of the following:

1. Contains or has a potential to contain a hazardous atmosphere
2. Contains a material with potential for engulfment
3. Is so structured that an entrant could become trapped or asphyxiated
4. Contains any other recognized serious safety or health hazard – i.e. moving parts, noise

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Confined space rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. Examples of possible confined spaces includes tunnels, sewers, tanks, process vessels, manholes, storm drains, furnaces, silos, and industrial spaces.

The Fire Department functions at the AWARENESS level. Therefore it is the policy of the Fire Department that personnel SHALL NOT enter into a confined space. Entry is defined as breaking the plane of the opening to the confined space.

Examples of activities and functions appropriate at the **AWARENESS** level include:

- Recognition of a confined space incident
- Recognition of confined space hazards
- Performing a **non-entry** retrieval
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

Arrival On Scene

A. A. The first-in unit should position the apparatus appropriately
B. The first arriving officer should establish command and complete an initial size-up including:
   1. Secure any witnesses
   2. Obtain the confined space entry permit and any other available information
   3. Location, number, condition of victims, and length of time in confined space
   4. Utility and other scene hazards – i.e. hazardous materials, low oxygen levels
   5. Type of work being performed in the confined space
   6. Type of PPE being used by victim(s)
   7. Determination of rescue or recovery mode
   8. Determination of additional resources needed

Scene Safety

A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
B. Ensure that unauthorized/untrained personnel do not enter the confined space
C. Confirm or implement lock out/tag out

Incident Actions

A. If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area
B. Attempt to establish contact with victim(s)
C. Establish atmospheric monitoring
D. Establish ventilation of confined space after atmospheric monitoring
E. If safe to do so and if it can be accomplished from outside the confined space, shutdown non-essential equipment that is located within the confined space
F. Establish staging area for additional arriving apparatus and personnel

Trench Rescue

Definitions
Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Trench: An excavation in which the depth is greater than the width and is less than 15 feet wide.

Trench rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources.

The Fire Department functions at the AWARENESS level. Therefore it is the policy of the Fire Department that personnel SHALL NOT enter into an unsafe trench or excavation.

Examples of activities and functions appropriate at this level include:

- Recognition of a trench collapse incident
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control

Arrival on Scene

A. The first-in unit should position the apparatus a minimum of 50' from the location of the trench collapse. Additional arriving units should initially stage a minimum of 150' from the location.
B. The first arriving officer should establish command and complete an initial size-up including:
   1. Secure any witnesses
   2. Location, number, condition of victims and how long buried
   3. Depth of trench
   4. Utility and other scene hazards
   5. Determination of rescue or recovery mode
   6. Determination of additional resources needed

Scene safety

A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
   Hot – 0-100' from trench   Warm – 100-500' from trench   Cold – 500' and further from trench
B. Secure and/or shut down machinery and traffic within 300' of trench
C. Implement lock out/tag out
D. Place ground pads within 4 feet of trench

Incident Actions

A. If victim is partially buried, lower lifeline and instruct victim to tie around themselves
B. If indicated, lower ladder into trench - for victim self-rescue only
C. If victim is buried, mark last known location using dry chemical extinguisher
D. Establish atmospheric monitoring
E. Establish ventilation of trench (if necessary)
F. Relocate any soil piles to be a minimum of 2 feet from trench
G. Establish staging area for additional arriving apparatus and personnel

MAYDAY

The nature of fire fighting places the firefighter at risk for becoming lost, trapped or imperiled with equipment malfunctions. The toxic environment where work is performed provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the affected firefighter(s), the Incident Commander and the Rapid Intervention Team. The purpose of this procedure is to provide action steps to be taken by the trapped/lost firefighter(s) and the Incident Commander. Specific procedures provided in this document include how to activate the Rapid Intervention Team (RIT) and remove those in danger to a safe location in a quick and efficient manner.

Definition:
The term Mayday will be designated solely for when a firefighter is in immediate distress. Specific examples include when a firefighter or firefighters become trapped, lost, disoriented or experience equipment malfunctions.

Procedures:
The number one basic self survival responsibility is to avoid getting into situations where a firefighter or fire company gets trapped, lost or low/out of air.

The rescue of trapped or lost firefighters within a burning building is extremely time sensitive due to our SCBAs providing a limited supply of air.

A. All companies entering the hazard zone shall have at least one portable radio and rescue tools. If it is possible, all members on the team should have individual portable radios.
B. Minimum entry crew size is two members. These members must remain intact and together.
C. Crews must also be working on a specific assignment and be working under the direct supervision of a Division Officer or Command.
D. Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.

Emergency Procedures:
When a firefighter(s) become lost, trapped or experiences an equipment malfunction, the following procedures must be followed.

A. Call For Help Immediately – Report on a portable radio "Mayday – Mayday – Mayday". Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. The Mayday announcement should occur as soon as the firefighter thinks that he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability will become.

B. Lost/trapped firefighter(s) should give Command information: LUNAR
   L = Location (as accurately as possible)
   U = Unit ID i.e. Eng. 3930)
   N = Name (names of lost or trapped crew members)
   A = Assignment (assignment crew was working on or assigned to prior to trouble)
   R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s).

C. THE TERM "MAYDAY" WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS. THE TERM "EMERGENCY TRAFFIC" WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.

D. If a Mayday is heard, all other radio traffic on that channel will cease, until the Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to. The IC will also notify dispatch of the change in fire ground channels, and have dispatch announce this change.

E. Radio Channels –
   1. Crews or personnel declaring a Mayday should remain on the assigned operations channel. Once contact is made with the IC, affected crew shall remain on that channel.
   2. After a Mayday is broadcast, the stricken firefighter(s), the Rapid Intervention Team, and the Safety Officer will stay on the designated channel, until resolution of the incident is achieved.
   3. All communications will be directed to the RIT officer. All non-affected companies shall switch to another channel as assigned by the IC and the communications center.
   4. All companies shall continue to operate in their originally assigned Division/Group.

F. Activate PASS Device – As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications it may be turned off temporarily. Once messages are completed, the device must again be manually activated.

G. Crews Stay Together – Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for all to be rescued and allows for easier, more efficient extraction

H. Follow Hose or Lifeline Out - Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to the outside. The RIT team may follow the hose line into the structure to locate distressed firefighters. Where life line ropes are in use, follow the life line to the outside.

I. Searching For an Exit – A lost firefighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other means of egress are not available, firefighters should next attempt to reach an exterior wall. Once at an exterior wall the firefighter can try to locate windows, doors, or hallways that generally lead to the outside. Rescuers will first search hallways, around windows and doors before sweeping large areas if victim location is unknown. Getting to hallways, doors, or windows will greatly increase the chances of being rescued early. Breeching walls for escape or fresh air can aid survivability. These actions will also provide predictable activities that will aid rescuers.

J. Retreat to a Safe Refuge – Where firefighter cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the RIT team must then be notified of this location as soon as possible.

K. Stay Calm and Conserve Air – A conscious effort must be made by the firefighter(s) to control breathing. Unnecessary talking or physical activity must cease, unless absolutely necessary. Firefighters must control and pace their activities and breathing to extend their SCBA supply.

L. Horizontal Position – If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.

M. Flashlight / Tapping Noise – In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see the light and locate the downed firefighter. If able the firefighter should attempt tapping noises to assist in location by rescuers, (hitting a tool on a metal door, tapping on the floor).

N. Company or Division / Group Officers – Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command and use Mayday to notify all personnel operating on the scene. When possible the officer's report should include who is missing, their last known location, and the actions being taken. Fire fighting positions must not be abandoned during the rescue effort, the officers must control free-lancing. Command will initiate a rescue effort. On-going fire suppression and ventilation must continue to afford the victims increased opportunity for survival.

O. Personal Accountability Report – Immediately following declaration of a Mayday, a PAR shall be taken. This is important to confirm if additional personnel are safe and accounted for. With the exception of the RIT and Safety Officer, the PAR shall be conducted on the alternate radio channel assigned by the IC and communication's center, as to not interfere with direct communication between RIT and effected crew(s).

Rehab

The Incident Commander (IC) at an emergency incident or training activity shall be responsible to consider the circumstances of each event and make adequate and early provisions to provide for the rest and rehabilitation of personnel.

Division Officers shall maintain an awareness of personnel operating within their span of control and ensure adequate steps are taken to provide for each person's health and safety. This includes ensuring that appropriate re-hydration and rest for their personnel is accomplished.

Each individual is additionally responsible for his/her preparedness prior to an incident, including sufficient rest prior to reporting for duty, re-hydration during warm weather, proper nutrition, proper dress and ensuring their PPE is in good working order.

During any emergency incident or training activity, all personnel are to advise their supervisor when they believe their level of fatigue or exposure to heat/cold is approaching a level that could affect themselves, their company, or the operation they are involved in. Officers shall assess their crew at least every 45 minutes. All individuals shall remain aware of the health and safety of others within their company.

Establishment of Rehab
The IC shall establish rehab when conditions indicate that rest and rehabilitation is needed for personnel working at an incident or training activity. Climactic or environmental conditions that indicate the need to establish rehab are a heat stress index above 90 degrees Fahrenheit or wind-chill index below 10 degrees Fahrenheit. Additional factors that should be considered in the need to establish rehab include:

- Time – including extended use of PPE and exposure to weather conditions
- Complexity – including crime scenes, specials teams incidents
- Intensity – mental and/or physical stress at incidents such as major extrications, interior search and rescue, etc.

The Rehab Manager shall function within the incident command system and report to the Incident Commander (IC) or the Incident Safety Officer (if established).

Staffing of Rehab
Rehab shall be staffed by a minimum of one (1) BLS ambulance and crew. The minimum level of available care shall be BLS and the IC shall designate an EMT or Paramedic as Rehab Manager.

For incidents that escalate to a higher alarm, an Officer should be assigned to the Rehab Group if possible.

A. Rehab shall be staffed with one (1) EMT or Paramedic for every 10 persons who are being concurrently rehabbed
B. Rehab shall maintain one (1) BLS or ALS ambulance for every 15 persons who are being concurrently rehabbed

When a formal rehab group is being established, the use of designated rehab teams and resources should be notified as early as possible to allow for travel and setup time.

Site location and characteristics
The IC will normally designate the location for rehab. If a specific location has not been designated, the Rehab Manager shall select an appropriate location. Multiple rehab locations may be necessary if the incident is large or divided. In the event there is more than one location, it shall be given a geographic designation consistent with the location at the incident.

Rehab should be in a location that will provide physical rest by allowing personnel to recuperate from the demands and hazards of the emergency incident or training activity. Specific criteria for selecting a rehab location include:

A. Be far enough away from the scene that personnel may safely remove PPE and have their vital signs checked while receiving fluids and rest
B. Provide suitable protection from the prevailing weather conditions. During hot weather it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
C. Large enough to handle the needs of the incident
D. Easily accessible by ambulance
E. Enable personnel to be free from exhaust of apparatus, vehicles or equipment
F. Allow for prompt re-assignment by the Rehab Manager as determined by the IC.
G. Should be marked using scene tape and signs and provide a single entry/exit point.

Rehab efforts should include the following:

A. Relief from weather conditions
B. Rest and recovery
C. Active and/or passive cooling or warming as needed
D. Rehydration
E. Calorie and electrolyte replacement for longer duration incidents
F. Medical monitoring
G. Accountability

Rehab period

A. All personnel involved in emergency operations should be routinely evaluated in rehab. The following criteria should be used as a general guideline:
    1. After the use of two 30 minute SCBA cylinders
    2. After use of a single 45 or 60 minute SCBA cylinder
    3. After 40 minutes of intense work without SCBA

   *However, extreme weather or strenuous working conditions may decrease the intervals.
B. Members entering rehab shall rest for a minimum of 10 minutes. Members shall rest for a minimum of 20 minutes if meeting the above listed criteria. Personnel requiring rest periods of greater than 30 minutes should be closely monitored for medical conditions. Those who exhibit problems with the baseline medical assessment after 30 minutes should be treated following EMS protocols and may require transport to the hospital.
C. Personnel requiring more than one hour of rest shall be released from duty and transported to the hospital

Hydration

A. Personnel should rehydrate with at least 16 ounces of water during each SCBA cylinder change
B. For scheduled events, personnel should pre-hydrate with at least 16 ounces of water within two hours of the event
C. During heat stress, personnel should attempt to replace at least one (1) quart of water per hour. Plain water or commercially prepared beverages which replenish electrolytes are the preferred beverages for rehydration during rehab. Caffeinated beverages such as coffee or tea to aid warming during cold weather may be consumed, but these should be used sparingly and are not to be considered as rehydration.

Medical evaluation

A. EMS personnel assigned to rehab shall have the authority to use their professional judgment to keep members in rehab or to transport them for further medical evaluation or treatment. EMS personnel shall be alert for the following:
    1. Complaints of chest pain, dizziness, shortness of breath, weakness, nausea, or headache
    2. General complaints such as cramps, aches, and pains
    3. Symptoms of heat or cold related stress

4. Changes in gait, speech, or behavior
5. Changes in alertness and orientation to person, place, time
6. Vital signs considered abnormal based on local EMS protocols

B. Personnel who are symptomatic or with abnormal findings shall receive additional monitoring during rehabilitation

Accountability

A. Teams shall report to rehab using the department's accountability system. Assignment to rehab is to be considered an order similar to any other incident scene assignment.
B. Personnel assigned to rehab shall enter and exit the rehab area as a company. The team designation, number of personnel, and the times of entry/exit shall be documented by the Rehab Manager.
C. Teams shall not leave the rehab area unless released by the Rehab Officer and shall then report to staging, Operations, or the IC

Serious injuries

If one or more of team members suffer a serious or fatal injury during an incident, all members of the team shall be removed from service as soon as possible. Critical Incident Stress Debriefing or other mental health services shall be made available.

Documentation

A. Any non-emergent injuries (sprain, strain, laceration etc.) treated in rehab other than fluids, food, and/or rest shall be documented on an appropriate rehab form. The employee will fill out a fire department injury report upon returning to quarters.
B. All rehab evaluations shall be documented on an appropriate rehab form
C. Any/all rehab reports involving mutual aid or automatic aid personnel shall be made available to their respective departments

Rapid Intervention Team

Definitions
Rapid Intervention Team (RIT): A specifically designated team assigned to provide personnel for the rescue of members operating at emergency incidents if the need arises.

Qualified Firefighter : Any individual possessing a minimum of a Wisconsin State Firefighter One Certification or equivalent and has completed the training requirements as established by the Department.

Establishing RIT

A. A Rapid Intervention Team (a minimum of 2 qualified firefighters) will be established when operations are being performed in an IDLH atmosphere as soon as is practicable.

B. The establishment of a RIT is the responsibility if the Incident Commander and preferably will consist of more than the minimum of two members. The decision will be based on the following:
   1. Incident type.
   2. Building construction.
   3. Size of building.
   4. Number of personnel operating within the IDLH atmosphere.

   *Note: These are not meant to be limiting factors when establishing the RIT.

C. If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of Rapid Intervention Teams so that the rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.

D. Due to the highly stressful and sometimes technical nature of incidents involving the rescue of emergency personnel, it is preferable that the RIT members be some of the more experienced and highly trained members.

E. The incident commander will appoint a team leader after establishing the RIT. The Rapid InterventionTeam leader reports directly to the Incident Commander throughout the incident, until deployed.

RIT Responsibilities

A. Immediately after being established the RIT leader will perform their incident evaluation/size-up. The purpose of this is to assess the following:
   1. Construction type of the building.
   2. Building size (large structures may require more than one RIT).
   3. Structural integrity.
   4. Access/egress points.

   Upon completion of their evaluation, the RIT leader may make recommendations to the incident commander concerning deployment of the RIT (i.e. laddering the building, the need of more than one team, etc.)

B. Organize/procure the appropriate equipment necessary to affect a rescue of a lost, trapped, or disoriented member. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following:
   1. A complete SCBA (regulator, face piece, air cylinder and frame).
   2. Lifeline
   3. Forcible entry, cutting and breaking tools.
   4. Appropriate lighting.
   5. Portable radio.
   6. Small hand tools (pliers, wire cutters…)

   *Note: these are only suggestions for the minimum equipment that will be needed and should not be a limiting factor in selecting the equipment for use.

C. When deployed, the members of the RIT are to operate as a unit and report directly to the team leader. The assignment of the RIT is to locate, rescue and remove lost, trapped, or disoriented firefighters, using any means necessary.
D. At no time during the incident should members of the RIT be assigned other fire ground tasks, unless the members can either be replaced or the alternate task does not interfere with deployment of the team. This is particularly important, as the task of the RIT is critical.
E. Throughout the rescue effort the RIT will provide updates to the Incident Commander.
F. As appropriate, the Incident Commander shall assign personnel to assist the RIT with the rescue effort. The Incident Commander shall also provide personnel to establish a second RIT when the original RIT has been deployed as, unfortunately, these members may also find themselves in need of being rescued.

Health and Safety

It is the policy of the Fire Department to provide the highest level of safety and health for all members. The Department shall make every reasonable effort to provide a safe and healthy work environment, with the goal of the prevention and reduction of accidents, injuries and occupational illnesses. Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.

Health and Safety Officer

A. A Health and Safety Officer shall be appointed, and will be responsible for managing the Departments safety program and shall report to the Fire Chief or his designee.

B. The Health and Safety Officer duties shall include, but not be limited to:
   1. Chair the Safety Committee by preparing meeting agendas and notices;
   2. Act as the Incident Safety Officer at incidents, if needed;
   3. Provide input on equipment and protective clothing safety;
   4. Manage the safety inspection program;
   5. Assist with the investigation of all accidents, injuries and exposures;
   6. Maintain accident, injury and exposure statistics;
   7. Make recommendations to reduce or eliminate accidents, injuries or exposures;
   8. Provide for safety education to all Department members.

C. The Health and Safety Officer qualifications;
   1. The Health and Safety Officer will have and maintain knowledge of current applicable laws, codes and standards regulating occupational safety and health to the fire service;
   2. The Health and Safety Officer will have and maintain knowledge of occupational safety and health hazards involved in emergency operations;
   3. The Health and Safety Officer will have and maintain knowledge of current principles and techniques of safety management;
   4. The Health and Safety Officer will have and maintain knowledge of current health maintenance and physical fitness issues that affect the fire service members;

D. The Health and Safety Officer will have the responsibility to identify and cause correction of safety and health hazards.

E. The Health and Safety Officer will have the authority to cause immediate correction of situations that create an imminent hazard to members.

F. Where no imminent hazards are identified, the Health and Safety Officer shall develop actions to correct the situation within the administrative process of the Department. The Health and Safety Officer shall have the authority to bring notice of such hazards to whom ever has the ability to cause correction.

G. Functions of the Health and Safety Office will include, but not be limited to:
   1. Development, implementation, and management of a written risk management plan;
   2. Development, review and revision of rules, regulations and standard operating procedures pertaining to the Department occupational safety and health program and that ensure compliance to acceptable standards;
   3. Ensure training in safety procedures relating to all Department operations and functions is provided to all members;
   4. Manage an accident prevention program;
   5. Review specifications for new apparatus, equipment, protective clothing and protective equipment for compliance with applicable safety standards;

6. Submit recommendations on occupational safety and health to the Fire Chief or his designee;
7. Ensure that the Departments infection control program meets or exceeds the requirements of 29CFR1910.1030, Occupational Exposure to Blood borne Pathogens
8. Establish a critical incident stress management program.

Incident Safety Officer

A. An Incident Safety Officer should meet the following requirements:
   1. Will have the knowledge, skill and ability to manage incident scene safety;
   2. Will have and maintain a knowledge of safety and health hazards involved in emergency operations;
   3. Will have and maintain a knowledge of building construction;
   4. Will have and maintain a knowledge of the Departments Personnel Accountability System;
   5. Will have and maintain knowledge of incident scene rehabilitation.

B. The Incident Safety Officer will have the authority at an emergency incident where activities are judged by the Officer to be unsafe or to involve an imminent hazard, have the authority to alter, suspend, or terminate those activities. The Incident Safety Officer will immediately inform the Incident Commander of any actions taken to correct imminent hazards at the emergency scene.

C. At an emergency incident where an Incident Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Incident Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard at the incident scene.

D. Functions of the Incident Safety Officer will include, but not be limited to:
   1. Be integrated with the incident management system as a command staff member
   2. Shall monitor conditions, activities and operations to determine whether they fall within the criteria as defined in the Departments risk management plan
   3. Will ensure that the Incident Commander establishes an incident scene rehabilitation tactical level management unit during emergency operations
   4. Will monitor the scene and report the status of conditions, hazards and risks to the Incident Commander
   5. Will ensure that the Departments Personnel Accountability System is being utilized
   6. Will obtain the incident action plan from the Incident Commander and will provide the Incident Commander with a risk assessment of incident scene operations
   7. Ensure that established safety zones, collapse zones hot zone and other designated hazard areas are communicated to all members present on scene
   8. Will evaluate motor vehicle scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards
   9. Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication
   10. Survey and evaluate the hazards associated with the designation of a landing zone and interface with helicopters
   11. Shall ensure that a Rapid Intervention Team is available and ready for deployment
   12. Where a fire has involved a building or buildings, shall advise the Incident Commander of hazards, potential collapse and any fire extension in such building(s)

13. Will evaluate visible smoke and fire conditions and advise the Incident Commander, tactical level management unit officers and company officers on the potential for flashover, backdraft, blow-up or other fire event that could pose a threat to operating teams
14. Monitor accessibility of entry and egress of structures and the effect it has on the safety of members conducting interior operations
15. Assist with safety management of Hazardous Materials events

Health and Safety Committee

A. The Health and Safety Committee will provide policy guidance pertaining to health and safety issues.

B. The Health and Safety Officer shall report bi-annually to the Health and Safety Committee on the impact and implementation of the Safety Program and on the effectiveness of any specific program actions.

C. The Health and Safety Committee will also act as a fact-finding and review entity with the authority to cause immediate corrective action when any hazardous condition or practice is detected or reported.

D. The Health and Safety Committee will:
   1. Meet at least bi-annually to review safety issues and concerns;
   2. Review effectiveness of safety activities;
   3. Develop and implement safety procedures;
   4. Make a written record of its meetings available to all fire fighters in the fire department.

E. The Health and Safety Committee may include:
   1. Fire Chief
   2. Assistant Fire Chief
   3. Department Training Officer
   4. Health and Safety Officer
   5. Incident Safety Officers
   6. Firefighters

Injury and Illness Reporting

If any member suffers an injury or illness, as a result of his or her duties while serving as a member of the Fire Department, his/her medical expenses may be covered by the provisions of the Worker's Compensation Act. An injured or ill member must immediately notify his/her Commanding officer or Fire Chief of the injury/illness and incident and complete appropriate paperwork.

Physical and Mental Capabilities

Any fire fighter with heart disease, epilepsy, or emphysema, etc. shall make this information known to the Chief and will not be expected to perform tasks that may potentially harm them.

Any fire fighter that is claustrophobic, has a fear of heights or small spaces, etc. shall make this information known to the Chief and will not be expected to perform tasks that they do not feel safe doing.

Member Assistance Referral Program

The Fire Department has a fire fighter referral program set up with . Staff may contact them at to assist any with alcohol or substance abuse, stress, and personal problems

Alcohol and Controlled Substance Misuse

The Fire Department believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department.

The Fire Department maintains a zero tolerance policy regarding the use of alcohol and/or drugs. It is the policy of the department that no member shall respond to or sign-in for incident responses or perform any functions for the Fire department when the member uses or is under the influence of any controlled substance or alcohol.

Definition of Fire Department Functions
For the purposes of this policy, the definition of fire department functions includes all fireground operations and training. These functions include, but are not limited to:

- driving and/or operating Department apparatus, vehicles, or equipment
- responding to or performing fireground, training, or roof operations
- traffic control operations
- incident command or fireground sector command
- mandatory/non-mandatory drills and testing
- participation in fire department training activities
- participation in any other activity where the member is serving as a representative of the department, either officially or unofficially

Prohibited Conduct
No member shall participate in or perform any functions for or on behalf of the Fire Department after having consumed any alcoholic beverage within the previous eight hour period or while under the influence of alcohol.

No member shall participate in or perform any functions for or on behalf of the Fire Department when that firefighter uses any controlled substance or prescription medication, except when such use is pursuant to the instructions of a physician, and the department has been provided with written assurance by the physician that such use will not adversely affect the ability to perform safety-sensitive functions.

Members shall report any use of prescribed medication that could adversely affect the ability to perform fire department functions to a Chief Officer or other officer of the fire department.

Testing Requirements: In order to ensure the safe and effective provision of emergency services in our community, and the safety of individual members of the Fire Department, the Fire Department intends to test firefighters for the presence of alcohol and/or controlled substances, as a condition of membership as a firefighter in the Department.

The Fire Department may require the collection and testing of samples for the following purposes:

A. Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call
B. Investigation of a fireground or training accident
C. When there is a reasonable suspicion of alcohol and/or controlled substance use

Equal Opportunity, Discrimination, and Harassment

The Fire Department will maintain a policy of non-discrimination with regard to all personnel and applicants for employment and membership. Fire Department prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability or any other basis prohibited by applicable federal, state or local laws. All aspects of employment and membership within the Fire Department will be governed on the basis of merit, competence, and qualifications. All members and applicants are guaranteed equal opportunities.

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization. The Fire Department does not now, nor will ever endorse or condone any form of discrimination or harassment by any members.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's **race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy**. Harassment on any of these bases is also illegal under Section 111.31-111.39, Wisconsin Statutes.

DEFINITION: In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to

- The repeated making of unsolicited, inappropriate gestures or comments;
- The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, sex, age, disability, etc.) exists whenever

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

RECOGNIZING HARASSMENT

Discrimination or harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be fellow co-workers, Officers, Chiefs, and others.

Some examples:
Verbal:
Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal:
Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings..

COMPLAINT PROCEDURES
Any member or employee who believes he or she is being discriminated against or harassed, or any member or employee, who becomes aware of discrimination or harassment, should promptly notify his or her Officer or the Fire Chief. If the individual believes that the Officer is the harasser, another Officer or the Fire Chief should be notified. If the individual is uncomfortable discussing discrimination or harassment with his or her Officer or the Fire Chief, the individual should contact .

Information on your right to file a state or federal harassment complaint is also available from:

State of Wisconsin Equal Rights Agency
201 East Washington Avenue
Madison, WI 53703
Phone: (608) 266-6860
https://dwd.wisconsin.gov/er/

US Equal Employment Opportunity Commission
Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 500
Milwaukee, WI 53203-2292
1-800-669-4000
http://www.eeoc.gov

Upon notification of a discrimination or harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with members or employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

RETALIATION
Retaliation of any kind against any member or employee bringing a complaint or assisting in the investigation of a complaint is prohibited. Such member or employee may not be adversely affected in any manner related to their employment. Such retaliation is also illegal under Section111.322 (2m), Wisconsin Statutes.

DISCIPLINARY ACTION
The Fire Department views discrimination, harassment, and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

FALSE COMPLAINTS
Any complaint made by a member or employee of the Fire Department regarding discrimination or harassment in the workplace which is conclusively proved to be false, shall result in discipline. This discipline may include dismissal from employment. This section is not intended to discourage members or employees from making complaints regarding discrimination or harassment. However, false complaints adversely impact the workplace of the accused, even when disproved, and will not be tolerated.

Disciplinary Process

Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

Where violations are reoccurring, the standard steps shall be followed. In cases requiring severe measures, one or more steps may be omitted.

A. Warning Notice (verbal)
B. Written Warning
C. Suspense and Final Notice
D. Removal from the department.

There will be three (3) classes of discipline. They are as follows:
Class I: Immediate discharge.
Class II: Written warning, suspension, termination
Class III: Oral warning, written warning, suspension, termination

Examples of Class I causes:

- Use or under the influence of drugs or alcohol while on duty.
- Theft of department property or another employee's property.
- Intentional destruction of department property.
- Falsifying reports.
- Gross insubordination such as refusal to work, threatening, abusing or striking a superior.
- Striking or assaulting a fire fighter or bystander
- Lying or willfully omitting critical information on an application.

Examples of Class II causes:

- Reckless driving of department vehicles.
- Disobeying traffic laws when responding to the hall.
- Negligent or careless use of department equipment.
- Failure to comply with published departmental or municipal rules or regulations.
- Fighting.

Examples of Class III causes:

- Foul and/or abusive language
- Inefficient, incompetent or negligent performance of work.
- Failure to follow sign out procedures.
- Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.

All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the fire fighter, with a copy being kept in there personnel file.

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following…

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

Acknowledgement

By signing this form, I acknowledge that I have received and reviewed the Fire Department Standard Operating Guidelines (SOGs.)

I understand that I am responsible for reading these documents and familiarizing myself with their contents. I also understand that the policies contained in these documents apply to me and that it is my responsibility to comply with the policies and any revisions made to them.

I understand that the Fire Department SOG's adopted supersedes all prior handbooks or personnel policies on the subjects contained in it and that the has the right to change, modify, add to, substitute or eliminate, and to interpret and apply, the policies and rules described therein.

Print Name____
Sign Name____
Date___________

APPENDIX A

PERSONAL PROTECTIVE EQUIPMENT
EMPLOYEE TRAINING CERTIFICATION

Person performing training session: ____

Date of Training: ______________________________

Full name and signature of each firefighter trained (or attach a list)

Printed	Signature
Printed	Signature
Printed	Signature
Printed	Signature
Printed	Signature
Printed	Signature

Subjects of training (example: extrication, fire attack, etc.):

Items covered during training:
___ When PPE is necessary
___ What PPE is necessary
___ How to properly put on, take off, adjust, and wear PPE
___ Limitations and useful life of PPE
___ Proper care, maintenance, replacement, and disposal of PPE
___ Other ____

Method of Training: ____

Employee understanding of the training was demonstrated by:

APPENDIX B

SECTION 1910.1030

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

EMPLOYEE SIGN_____________________________DATE________________

WITNESS SIGN______________________________DATE________________

APPENDIX C

Respiratory Protection Medical Evaluation Questionnaire

To the employer:
Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:
Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.
Are you able to read and understand the questions contained in this evaluation? ☐ Yes ☐ No

The following information must be provided by every employee who has been selected to use any type of respirator (please print).

Name: ____Today's Date: _____/_____ /______

Date of Birth: ___/____/____ Height: ______ ft. ______ in. Weight: __________ lbs. Sex: ☐Male ☐Female

Phone: (______) ______ -________ The best time to reach you at this number:_______________________

Job title: _________________________________

Has your employer told you how to contact the health care professional who will review this questionnaire? ☐Yes ☐No

Check the type of respirator you will use (you may check more than one):

☐Filtering Facepiece (N95, e.g., for hospitals/clinics)
☐Half face air purifying respirator (APR)
☐Full face APR
☐Powered air purifying respirator (PAPR)
☐Self contained breathing apparatus (SCBA)
☐Air line

Have you ever worn a respirator? ☐Yes ☐No If "yes," what type(s)?_____________________________

Part A.
Questions 1 through 9 must be answered by every employee who has been selected to use any type of respirator.

	Yes	No
1. Do you *currently* smoke tobacco, or have you smoked tobacco in the last month?	☐	☐
2. Have you *ever had* any of the following conditions?		
a. Seizures	☐	☐
b. Diabetes (sugar disease)	☐	☐
c. Allergic reactions that interfere with your breathing	☐	☐
d. Claustrophobia (fear of closed in places)	☐	☐
e. Trouble smelling odors	☐	☐
3. Have you *ever had* any of the following pulmonary or lung problems?		
a. Asbestosis	☐	☐
b. Asthma	☐	☐
c. Chronic bronchitis	☐	☐
d. Emphysema	☐	☐
e. Pneumonia	☐	☐
f. Tuberculosis	☐	☐
g. Silicosis	☐	☐
h. Pneumothorax (collapsed lung)	☐	☐
i. Lung cancer	☐	☐
j. Broken ribs	☐	☐
k. Any chest injuries or surgeries	☐	☐
l. Any other lung problem that you have been told about	☐	☐

	Yes	No
4. Do you *currently* have any of the following symptoms of pulmonary or lung illness?		
a. Shortness of breath	☐	☐
b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline	☐	☐
c. Shortness of breath when walking with other people at an ordinary pace on level ground	☐	☐
d. Have to stop for breath when walking at your own pace on level ground	☐	☐
e. Shortness of breath when washing or dressing yourself	☐	☐
f. Shortness of breath that interferes with your job	☐	☐
g. Coughing that produces phlegm (thick sputum)	☐	☐
h. Coughing that wakes you early in the morning	☐	☐
i. Coughing that occurs mostly when you are lying down	☐	☐
j. Coughing up blood in the last month	☐	☐
k. Wheezing	☐	☐
l. Wheezing that interferes with your job	☐	☐
m. Chest pain when you breathe deeply	☐	☐
n. Any other symptoms that you think may be related to lung problems	☐	☐
5. Have you *ever had* any of the following cardiovascular or heart problems?		
a. Heart attack	☐	☐
b. Stroke	☐	☐
c. Angina	☐	☐
d. Heart failure	☐	☐
e. Swelling in your legs or feet (not caused by walking)	☐	☐
f. Heart arrhythmia (heart beating irregularly)	☐	☐
g. High blood pressure	☐	☐
h. Any other heart problem that you have been told about	☐	☐
6. Have you *ever had* any of the following cardiovascular or heart symptoms?		
a. Frequent pain or tightness in your chest	☐	☐
b. Pain or tightness in your chest during physical activity	☐	☐
c. Pain or tightness in your chest that interferes with your job	☐	☐
d. In the past two years, have you noticed your heart skipping or missing a beat	☐	☐
e. Heartburn or indigestion that is not related to eating	☐	☐
f. Any other symptoms that you think may be related to heart or circulation problems	☐	☐
7. Do you *currently* take medication for any of the following problems?		
a. Breathing or lung problems	☐	☐
b. Heart trouble	☐	☐
c. Blood pressure	☐	☐
d. Seizures	☐	☐
8. If you have used a respirator, have you *ever had* any of the following problems?		
☐Check here if you've never used a respirator and move on to question 9.		
a. Eye irritation	☐	☐
b. Skin allergies or rashes	☐	☐
c. Anxiety	☐	☐
d. General weakness or fatigue	☐	☐
e. Any other problem that interferes with your use of a respirator	☐	☐
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire?	☐	☐

Questions 10 through 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

	Yes	No
10. Have you *ever lost* vision in either eye (temporarily or permanently)	☐	☐
11. Do you *currently* have any of the following vision problems?		
a. Wear contact lenses	☐	☐
b. Wear glasses	☐	☐
c. Color blind	☐	☐
d. Any other eye or vision problem	☐	☐

	Yes	No
12. Have you *ever had* an injury to your ears, including a broken ear drum?	☐	☐
13. Do you *currently* have any of the following hearing problems?		
a. Difficulty hearing	☐	☐
b. Wear a hearing aid	☐	☐
c. Any other hearing or ear problem	☐	☐
14. Have you *ever had* a back injury?	☐	☐
15. Do you *currently* have any of the following musculoskeletal problems?		
a. Weakness in any of your arms, hands, legs, or feet	☐	☐
b. Back pain	☐	☐
c. Difficulty fully moving your arms and legs	☐	☐
d. Pain or stiffness when you lean forward or backward at the waist	☐	☐
e. Difficulty fully moving your head up or down	☐	☐
f. Difficulty fully moving your head side to side	☐	☐
g. Difficulty bending at your knees	☐	☐
h. Difficulty squatting to the ground	☐	☐
i. Climbing a flight of stairs or a ladder carrying more than 25 lbs	☐	☐
j. Any other muscle or skeletal problem that interferes with using a respirator	☐	☐

Part B. Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

	Yes	No
1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen?	☐	☐
If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you are working under these conditions?	☐	☐
2. At work or at home, have you ever been exposed to or come into skin contact with hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust)?	☐	☐
If "yes," name the chemicals if you know them: ____		
3. Have you ever worked with any of the materials or under any of the conditions listed below:		
a. Asbestos	☐	☐
b. Silica (e.g., in sandblasting)	☐	☐
c. Tungsten/cobalt (e.g., grinding or welding this material)	☐	☐
d. Beryllium	☐	☐
e. Aluminum	☐	☐
f. Coal (e.g., mining)	☐	☐
g. Iron	☐	☐
h. Tin	☐	☐
i. Dusty environments	☐	☐
j. Any other hazardous exposures	☐	☐

If "yes," describe these exposures:
____
____

4. List any second jobs or side businesses you have: ____

5. List your previous occupations:____

6. List your current and previous hobbies:____

7. Have you been in the military services?	☐	☐
If "yes," were you exposed to biological or chemical agents (either in training or combat)	☐	☐
8. Have you ever worked on a HAZMAT team?	☐	☐

	Yes	No
9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over the counter medications)	☐	☐

If "yes," name the medications if you know them:____

10. Will you be using any of the following items with your respirator(s)?

	Yes	No
a. HEPA Filters	☐	☐
b. Canisters (for example, gas masks)	☐	☐
c. Cartridges	☐	☐

11. How often are you expected to use the respirator(s) (check all that apply)?:

☐ a. Escape only (no rescue)
☐ b. Emergency rescue only
☐ c. Less than 5 hours *per week*
☐ d. Less than 2 hours *per day*
☐ e. 2 to 4 hours per day
☐ f. Over 4 hours per day

12. During the period you are using the respirator(s), is your work effort:

a. *Light* (less than 200 kcal per hour) ☐ ☐

Examples of a light work effort are *sitting* while writing, typing, drafting, or performing light assembly work; or *standing* while operating a drill press (1-3 lbs.) or controlling machines.

If "yes," how long does this period last during the average shift: ______ hrs. ______ min.

b. *Moderate* (200 to 350 kcal per hour) ☐ ☐

Examples of moderate work effort are *sitting* while nailing or filing; *driving* a truck or bus in urban traffic; *standing* while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; *walking* on a level surface about 2 mph or down a 5-degree grade about 3 mph; or *pushing* a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

If "yes," how long does this period last during the average shift: ______ hrs. ___ min.

c. *Heavy* (above 350 kcal per hour) ☐ ☐

Examples of heavy work are *lifting* a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; *shoveling; standing* while bricklaying or chipping castings; *walking* up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

If "yes," how long does this period last during the average shift: ______ hrs. ______ min.

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you are using your respirator? ☐ ☐

If "yes," describe this protective clothing and/or equipment: ____
____

14. Will you be working under hot conditions (temperature exceeding 77°F) ☐ ☐

15. Will you be working under humid conditions? ☐ ☐

16. Describe the work you will be doing while you are using your respirator(s): ______________________________
____

17. Describe any special or hazardous conditions you might encounter when you are using your respirator(s) (for example, confined spaces, life threatening gases):____

18. Provide the following information, if you know it, for each toxic substance that you will be exposed to when you are using your respirator(s):

Name of toxic substance:_______________________
Estimated maximum exposure level per shift:_______
Duration of exposure per shift:___________

Name of toxic substance:_______________________
Estimated maximum exposure level per shift:_______
Duration of exposure per shift:___________

Name of toxic substance:_________________________
Estimated maximum exposure level per shift:_______
Duration of exposure per shift:____________

Name(s) of any other toxic substance(s) you will be exposed to while using your respirator(s): ___________
____

19. Describe any special responsibilities you will have while using your respirator(s) that may affect the safety and well being of others (for example, rescue, security):____
____

APPENDIX D

Fit Testing Record

Date of test: ____

Employee Fit Tested: ________________________________

Make Style: ____

Model Size: ____

Qualitative (QLFT)

Substance used:
- Isoamyl Acetate
- Saccharin Solution Aerosol
- Bitrex
- Irritant smoke

Pass Fail

Exercises Performed:

Comments:

Person Administering Test:

Name ____

Employed by __________________________________

APPENDIX E

Injury/Incident Reporting Form

Use this form to report any injury, illness, or incident that occurred while performing Fire Department related duties. Return the completed form to an Officer or the Fire Chief.

This is documenting an:

☐ Injury/Illness ☐ Incident ☐ Observation

Details of person injured or involved (to be filled in by person injured / involved if possible)

Person Completing Report:______________________ Date:_____________________

Person(s) Involved:____________________________

Equipment or Truck ID:_________________________

Event Details

Date of Event:______________________ Location of Event:______________________

Time of Event:______________________ Witnesses:____________________________

Description of Events (Describe tasks being performed and sequence of events):

____

____

____

____

____

*If more space is required please use the back of this sheet

Was injury/incident caused by an unsafe act or an unsafe condition? Please explain:

____

____

TO BE COMPLETED ONLY IF INJURY	
Type of injury sustained:	
Cause of injury:	
Was medical treatment or first aid necessary?	Yes_____ No_____ If yes, name of hospital or physician: If First Aid, type of aid received:

Signature of Member/ Employee: ___________________________ Date:__________________

Signature of Officer/Fire Chief: ____________________________ Date:__________________

Respiratory Protection
Medical Evaluation Questionnaire

To the employer:
Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:
Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.
Are you able to read and understand the questions contained in this evaluation? ☐ Yes ☐ No

The following information must be provided by every employee who has been selected to use any type of respirator (please print).

Name: ____Today's Date: _____ /_____ /______

Date of Birth: ___/____/____ Height: ______ ft. ______ in. Weight: __________ lbs. Sex: ☐Male ☐Female

Phone: (______) ______ -________ The best time to reach you at this number:_______________________

Job title: _________________________________

Has your employer told you how to contact the health care professional who will review this questionnaire? ☐Yes ☐No

Check the type of respirator you will use (you may check more than one):

☐Filtering Facepiece (N95, e.g., for hospitals/clinics)
☐Half face air purifying respirator (APR)
☐Full face APR
☐Powered air purifying respirator (PAPR)
☐Self contained breathing apparatus (SCBA)
☐Air line

Have you ever worn a respirator? ☐Yes ☐No If "yes," what type(s)?_____________________________

Part A.
Questions 1 through 9 must be answered by every employee who has been selected to use any type of respirator.

	Yes	No
1. Do you *currently* smoke tobacco, or have you smoked tobacco in the last month?	☐	☐
2. Have you *ever had* any of the following conditions?		
a. Seizures	☐	☐
b. Diabetes (sugar disease)	☐	☐
c. Allergic reactions that interfere with your breathing	☐	☐
d. Claustrophobia (fear of closed in places)	☐	☐
e. Trouble smelling odors	☐	☐
3. Have you *ever had* any of the following pulmonary or lung problems?		
a. Asbestosis	☐	☐
b. Asthma	☐	☐
c. Chronic bronchitis	☐	☐
d. Emphysema	☐	☐
e. Pneumonia	☐	☐
f. Tuberculosis	☐	☐
g. Silicosis	☐	☐
h. Pneumothorax (collapsed lung)	☐	☐
i. Lung cancer	☐	☐
j. Broken ribs	☐	☐
k. Any chest injuries or surgeries	☐	☐
l. Any other lung problem that you have been told about	☐	☐

	Yes	No
4. Do you *currently* have any of the following symptoms of pulmonary or lung illness?		
a. Shortness of breath	☐	☐
b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline	☐	☐
c. Shortness of breath when walking with other people at an ordinary pace on level ground	☐	☐
d. Have to stop for breath when walking at your own pace on level ground	☐	☐
e. Shortness of breath when washing or dressing yourself	☐	☐
f. Shortness of breath that interferes with your job	☐	☐
g. Coughing that produces phlegm (thick sputum)	☐	☐
h. Coughing that wakes you early in the morning	☐	☐
i. Coughing that occurs mostly when you are lying down	☐	☐
j. Coughing up blood in the last month	☐	☐
k. Wheezing	☐	☐
l. Wheezing that interferes with your job	☐	☐
m. Chest pain when you breathe deeply	☐	☐
n. Any other symptoms that you think may be related to lung problems	☐	☐
5. Have you *ever had* any of the following cardiovascular or heart problems?		
a. Heart attack	☐	☐
b. Stroke	☐	☐
c. Angina	☐	☐
d. Heart failure	☐	☐
e. Swelling in your legs or feet (not caused by walking)	☐	☐
f. Heart arrhythmia (heart beating irregularly)	☐	☐
g. High blood pressure	☐	☐
h. Any other heart problem that you have been told about	☐	☐
6. Have you *ever had* any of the following cardiovascular or heart symptoms?		
a. Frequent pain or tightness in your chest	☐	☐
b. Pain or tightness in your chest during physical activity	☐	☐
c. Pain or tightness in your chest that interferes with your job	☐	☐
d. In the past two years, have you noticed your heart skipping or missing a beat	☐	☐
e. Heartburn or indigestion that is not related to eating	☐	☐
f. Any other symptoms that you think may be related to heart or circulation problems	☐	☐
7. Do you *currently* take medication for any of the following problems?		
a. Breathing or lung problems	☐	☐
b. Heart trouble	☐	☐
c. Blood pressure	☐	☐
d. Seizures	☐	☐
8. If you have used a respirator, have you *ever had* any of the following problems?		
☐Check here if you've never used a respirator and move on to question 9.		
a. Eye irritation	☐	☐
b. Skin allergies or rashes	☐	☐
c. Anxiety	☐	☐
d. General weakness or fatigue	☐	☐
e. Any other problem that interferes with your use of a respirator	☐	☐
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire?	☐	☐

Questions 10 through 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

	Yes	No
10. Have you *ever lost* vision in either eye (temporarily or permanently)	☐	☐
11. Do you *currently* have any of the following vision problems?		
a. Wear contact lenses	☐	☐
b. Wear glasses	☐	☐
c. Color blind	☐	☐
d. Any other eye or vision problem	☐	☐

	Yes	No
12. Have you *ever had* an injury to your ears, including a broken ear drum?	☐	☐
13. Do you *currently* have any of the following hearing problems?		
a. Difficulty hearing	☐	☐
b. Wear a hearing aid	☐	☐
c. Any other hearing or ear problem	☐	☐
14. Have you *ever had* a back injury?	☐	☐
15. Do you *currently* have any of the following musculoskeletal problems?		
a. Weakness in any of your arms, hands, legs, or feet	☐	☐
b. Back pain	☐	☐
c. Difficulty fully moving your arms and legs	☐	☐
d. Pain or stiffness when you lean forward or backward at the waist	☐	☐
e. Difficulty fully moving your head up or down	☐	☐
f. Difficulty fully moving your head side to side	☐	☐
g. Difficulty bending at your knees	☐	☐
h. Difficulty squatting to the ground	☐	☐
i. Climbing a flight of stairs or a ladder carrying more than 25 lbs	☐	☐
j. Any other muscle or skeletal problem that interferes with using a respirator	☐	☐

Part B. Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

	Yes	No
1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen?	☐	☐
If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you are working under these conditions?	☐	☐
2. At work or at home, have you ever been exposed to or come into skin contact with hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust)?	☐	☐
If "yes," name the chemicals if you know them: ____		
3. Have you ever worked with any of the materials or under any of the conditions listed below:		
a. Asbestos	☐	☐
b. Silica (e.g., in sandblasting)	☐	☐
c. Tungsten/cobalt (e.g., grinding or welding this material)	☐	☐
d. Beryllium	☐	☐
e. Aluminum	☐	☐
f. Coal (e.g., mining)	☐	☐
g. Iron	☐	☐
h. Tin	☐	☐
i. Dusty environments	☐	☐
j. Any other hazardous exposures	☐	☐

If "yes," describe these exposures:

____

____

4. List any second jobs or side businesses you have: _______________________________________

5. List your previous occupations:____

6. List your current and previous hobbies:____

	Yes	No
7. Have you been in the military services?	☐	☐
If "yes," were you exposed to biological or chemical agents (either in training or combat)	☐	☐
8. Have you ever worked on a HAZMAT team?	☐	☐

	Yes	No
9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over the counter medications)	☐	☐
If "yes," name the medications if you know them:____		
10. Will you be using any of the following items with your respirator(s)?		
a. HEPA Filters	☐	☐
b. Canisters (for example, gas masks)	☐	☐
c. Cartridges	☐	☐

11. How often are you expected to use the respirator(s) (check all that apply)?:

☐ a. Escape only (no rescue)
☐ b. Emergency rescue only
☐ c. Less than 5 hours *per week*
☐ d. Less than 2 hours *per day*
☐ e. 2 to 4 hours per day
☐ f. Over 4 hours per day

	Yes	No
12. During the period you are using the respirator(s), is your work effort:		
a. *Light* (less than 200 kcal per hour) Examples of a light work effort are *sitting* while writing, typing, drafting, or performing light assembly work; or *standing* while operating a drill press (1-3 lbs.) or controlling machines. If "yes," how long does this period last during the average shift: ______ hrs. ______ min.	☐	☐
b. *Moderate* (200 to 350 kcal per hour) Examples of moderate work effort are *sitting* while nailing or filing; *driving* a truck or bus in urban traffic; *standing* while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; *walking* on a level surface about 2 mph or down a 5-degree grade about 3 mph; or *pushing* a wheelbarrow with a heavy load (about 100 lbs.) on a level surface. If "yes," how long does this period last during the average shift: ______ hrs. ___ min.	☐	☐
c. *Heavy* (above 350 kcal per hour) Examples of heavy work are *lifting* a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; *shoveling; standing* while bricklaying or chipping castings; *walking* up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.). If "yes," how long does this period last during the average shift: ______ hrs. ______ min.	☐	☐
13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you are using your respirator?	☐	☐
14. Will you be working under hot conditions (temperature exceeding 77°F)	☐	☐
15. Will you be working under humid conditions?	☐	☐

Note: question 13 continues: If "yes," describe this protective clothing and/or equipment:____
____

16. Describe the work you will be doing while you are using your respirator(s): ____
____

17. Describe any special or hazardous conditions you might encounter when you are using your respirator(s) (for example, confined spaces, life threatening gases):____

18. Provide the following information, if you know it, for each toxic substance that you will be exposed to when you are using your respirator(s):

Name of toxic substance:__________________________
Estimated maximum exposure level per shift:_______
Duration of exposure per shift:___________

Name of toxic substance:__________________________
Estimated maximum exposure level per shift:_______
Duration of exposure per shift:____________

Name of toxic substance:__________________________
Estimated maximum exposure level per shift:_______
Duration of exposure per shift:___________

Name(s) of any other toxic substance(s) you will be exposed to while using your respirator(s): ___________
____

19. Describe any special responsibilities you will have while using your respirator(s) that may affect the safety and well being of others (for example, rescue, security):____
____

Wisconsin DSPS 330

Fire Department Safety and Health Standards

Summary of Training Requirements

1. The minimum initial training requirements for firefighters in Wisconsin are denoted in Wisconsin Department of Safety and Professional Services, Chapter 330, *Fire Department Safety and Health Standard,* Chapter VIII-Employment Standards.

   Bulleted out, the initial training – by position – required by SPS 330 is:

   - **Firefighter** : [DSPS 330.08(1)(a)]
     - Entry Level Firefighter
     - Incident Command System
     - Required within two years of appointment

   - **Driver/Operator**: [DSPS 330.08(2)(a)]
     - Entry Level Driver-Operator (Pumper)
     - Entry Level Driver-Operator (Aerial)
     - Required within 12 months of appointment

   - **Officer:** [DSPS 330.08(3)]
     - Entry Level Fire Officer
     - Required within 12 months of appointment

2. SPS 330 places the burden of establishing an annual training schedule and the delivery of that proficiency training solely upon the Authority Having Jurisdiction (AHJ) (aka Fire Chief). General guidelines are denoted in Chapter VII, Training and Education.

   Bulleted out, every fire department shall:

   - Establish and maintain a training and education program for firefighters to prevent occupational accidents, deaths, injuries and illness.
   - Provide training and education that does all of the following:
     - Prepares a firefighter to safely perform his or her duties.[1]
     - Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.[2]
     - Prepares a new firefighter whose duties include emergency operations to perform emergency operations to include training in the Incident Command System.

[1] Shall be provided on a biannual basis or more often, if necessary.
[2] Shall be provided on a biannual basis or more often, if necessary.

- Gives a firefighter whose duties include structural firefighting training consistent with established fire ground operating procedures and shall be based upon written standard operating guidelines. ***This training shall be at least monthly and for a minimum of two hours or 24 hours annually.***
- Prepares a firefighter for special hazards for special hazards to which he or she may be exposed during fires and other emergencies.
- A training program for any firefighter engaged in fire ground operations shall include procedures to effect his or her safe exit from a dangerous if equipment fails or fire conditions change suddenly.

- Specific training requirements are included in the following (adopted by reference):

  - **Respiratory /SCBA training: SPS 332 / 29CFR 1910.134**

1910.134(k)

Training and information. This paragraph requires the employer to provide effective training to employees who are required to use respirators. The training must be comprehensive, understandable, and recur ***annually,*** and more often if necessary. This paragraph also requires the employer to provide the basic information on respirators in Appendix D of this section to employees who wear respirators when not required by this section or by the employer to do so.

1910.134(k)(1)

The employer shall ensure that each employee can demonstrate knowledge of at least the following:

1910.134(k)(1)(i)

Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;

1910.134(k)(1)(ii)

What the limitations and capabilities of the respirator are;

1910.134(k)(1)(iii)

How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;

1910.134(k)(1)(iv)

How to inspect, put on and remove, use, and check the seals of the respirator;

1910.134(k)(1)(v)

What the procedures are for maintenance and storage of the respirator;

1910.134(k)(1)(vi)

How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and

1910.134(k)(1)(vii)

The general requirements of this section.

1910.134(k)(2)

The training shall be conducted in a manner that is understandable to the employee.

1910.134(k)(3)

The employer shall provide the training prior to requiring the employee to use a respirator in the workplace

- **Hazardous Materials: SPS 332 / 29CFRCFR 1910.120**
  - Current ops level refresher course meets requirements

- **Confined Space Rescue: SPS 332 / 29CFR 1910.146**

  - 1910.146(k)(2)(iv)

- Ensure that affected employees practice making permit space rescues at least ***once every 12 months***, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.
  - 1910.146(k)(3)

- **Diving Operations: SPS 332 / 29CFR 1910(T)**

- **Others (collapse rescue, elevator rescue): SPS 330.14 & SPS 332 / 29CFR 1910.10 & 29CFR 1910.132**

Fire Department Activity Record

Type of activity: ☐ Training ☐ Meeting ☐ Public Education ☐ Other

Date: ____/____/_____ Start time: ______________________ End time: ______________________

Business/Occupant/Name: ____

Address: ____

City: ____

Municipality/Town: ____

Firefighter Training Topics

- ☐ Apparatus driving & operation
- ☐ Blood borne pathogens
- ☐ Breathing equipment (SCBA)
- ☐ Building class of construction
- ☐ Communications
- ☐ Disasters, riots & conflagrations
- ☐ EMS & Rehab
- ☐ Extinguishers & agents
- ☐ Fire behavior
- ☐ Fire cause determination & evidence
- ☐ Fire detection, fire alarm and sprinkler systems
- ☐ Fire inspector training
- ☐ Fire district territory street maps
- ☐ Fire law
- ☐ Fire prevention & inspection practices
- ☐ Fire stream & foam
- ☐ Fire suppression tactics & strategy
- ☐ First responder & first aid
- ☐ Forcible entry
- ☐ Hose, nozzles, appliances
- ☐ Incident Command System
- ☐ Ladders
- ☐ Mathematics
- ☐ Misc:________________
  ____
- ☐ New recruit orientation
- ☐ Pre-fire planning
- ☐ Proficiency testing (local)
- ☐ Personal health, safety & hazards
- ☐ Records, reports & computers
- ☐ Rescue (RIT, Mayday)
- ☐ Ropes & knots
- ☐ Salvage & overhaul
- ☐ Small tools & equipment
- ☐ Specialized operations: (Rescue equipment & tactics)
  - ☐ Aircraft
  - ☐ Vehicle
  - ☐ Confined space
  - ☐ Hazardous materials
  - ☐ High angle, high rise
  - ☐ Swift water
  - ☐ Misc:____________________
  ____
- ☐ Standard Operation Guidelines
- ☐ Ventilation & positive pressure
- ☐ Water supply & Hydrants
- ☐ Wild land fires

Public Fire Education Activities

- ☐ Building plan review program
- ☐ Continuing public fire education program
- ☐ Fire extinguisher training
- ☐ Fire Prevention Week program
- ☐ Occupancy inspection program
- ☐ Other DSPS approved programs
- ☐ Public fire ed speaking bureau
- ☐ Residential fire inspection program
- ☐ School education program
- ☐ Smoke detector awareness program
- ☐ Smoke detector installations
- ☐ Youth fire awareness program

____

Activity/Topic: ____

Objective (s): ____

____

____

Equipment/AV used:

Attendance Roster Sign-in/Name:

1.	26.
2.	27.
3.	28.
4.	29.
5.	30.
6.	31.
7.	32.
8.	33.
9.	34.
10.	35.
11.	36.
12.	37.
13.	38.
14.	39.
15.	40.
16.	41.
17.	42.
18.	43.
19.	44.
20.	45.
21.	46.
22.	47.
23.	48.
24.	49.
25.	50.

Notes:____

Instructor: ____________________________________

Name: ____________________________________

Activity/Record verified by: ☐ Fire Chief ☐ OIC ☐ Fire Chief Designee

Name: ____________________________________

ABC Fire Training/Public Service Log

Date________________________ **Location**______________________________

Start Time____________________ **Duration**______________________________

Instructor(s)____

____

Training Type & Description: (Be descriptive of all activities and tools involved in training)

____

____

____

____

____

1			20		
2			21		
3			22		
4			23		
5			24		
6			25		
7			26		
8			27		
9			28		
10			29		
11			30		
12			31		
13			32		
14			33		
15			34		
16			35		
17					
18					
19					

**** XYZ Fire Department Training record****

Location: ___________________________________ **Date:** ___________________

Starting at: _____________ **Ending at:** ______________ **Total hours** ____________

Subject: ____

Objectives:

____
____
____

Instructors: ____

Participants:

1. ________________________________ 15. __________________________________
2. ________________________________ 16. __________________________________
3. ________________________________ 17. __________________________________
4. ________________________________ 18. __________________________________
5. ________________________________ 19. __________________________________
6. ________________________________ 20. __________________________________
7. ________________________________ 21. __________________________________
8. ________________________________ 22. __________________________________
9. ________________________________ 23. __________________________________
10. ________________________________ 24. __________________________________
11. ________________________________ 25. __________________________________
12. ________________________________ 26. __________________________________
13. ________________________________ 27. __________________________________
14. ________________________________ 28. __________________________________

Monthly Fire Drill

Date:____/_____ Location: _ _ _ _ _ _ _ _ _ _ _ Time: ______ **AM / PM**

Objective: ____

Tactics: _

Equipment Used: _

Comments: _

Member Sign In

	Member ID	Name		Member ID	Name
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

Drill was conducted / supervised by: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Title:____________________________________

Fire Department Practice Report

Practice Date: ______________ Instructor: ______________________________

Location of Practice:____

Method of Participation:____

	Start Time	Completed
Meeting:	__________	__________
Practice:	__________	__________

Objective of the Practice:.____

FIRE DEPARTMENT
TRAINING RECORD

Date ____________________ Place: ______________________

Starting at________ Ending at__________ Total hours _______

For: [ ] Department [ ] Company_____ [ ] Officers

[ ] Interdepartmental [ ] Other______________________

Subject:____

Objectives:

____

____

Method of Evaluation: ____

Visual aids/props used: ______________________________________

Instructors:

____

Instructor: ____

Taught to Standard: ____

Participants:

Absent, but made up:

Remarks / Other Information: ______________________________________

____

____

____

Report prepared by____(signature)