

VILLAGE OF PORT EDWARDS

PUBLIC SAFETY MEETING

Wednesday, 7 June 2023

4 P.M. AT THE MARSHALL BUEHLER CENTER, 211 MARKET AVENUE

If you are a member of the public and wish to listen, please call the dial in number below and you will be acknowledged

ZOOM- <https://us06web.zoom.us/j/89361527396?pwd=MU1aVkdIZExhNHhoNDN6SnNXZm9Sdz09>

Meeting ID: 893 6152 7396, Passcode: 735419 One tap mobile +16465588656

Regular PHONE LINE Meeting Dial-in number: 715-423-6698, Access Code ID: 02067

Agenda:

1. Call to order
2. Roll call
3. Approve Agenda
4. Public comments on agenda items
5. Approve previous months minutes, 3 May 2023
6. Chairperson comments
7. **POLICE DEPARTMENT- General Update**
8. **FIRE DEPARTMENT- General Update**
 - a. EMS discussion
9. Discuss Old Business
 - a. LEXIPOL Update
 - b. Fire Department Bylaws REVIEW
10. Discuss New Business
 - a. Fire Chiefs concerns on roles and responsibility to the Village Administrator
 - b. Fire chiefs concerns with recent issues with addressing facial hair, alcohol on the premises, confirming training certifications , annual officer evaluations being required to be submitted.
11. Correspondence received
12. Agenda items for next meeting
13. Next meeting date, 5 July 2023, 4 pm method in person
14. Adjourn

Village of Port Edwards
Caleb McGregor – Committee Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Public Safety Meeting

DATE: May 3, 2023

TO: BETSY MANCL

cc: BETSY MANCL

JEN MOORE

TIARA GRUNDEN

SCOTT DREW

CALEB MCGREGOR

ERIK SAYLOR

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

RAYMOND BOSSERT

JASON WORDEN

DIANE TREMMEL

LONN RADTKE

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: T. Grunden, C. McGregor, Police Chief Drew, Fire Chief Worden, Administrator Bossert, J. Moore

Citizens: Cary Smith

Subjects Discussed, Action Taken & Board Action Required:

Regular Monthly Meeting

- ***Call to order:*** Meeting called to order by Chairman McGregor at 5:00 p.m.
- ***Roll Call:*** All present from above.
- ***Approve the agenda & approve the previous month's minutes, 6 April 2023:*** **MOTION** Grunden/ 2nd Moore, **Motion carried.**
- ***Public comments on agenda items:*** None.
- ***Committee Chairperson's comments:*** None.
- ***Public Safety Updates***

Fire Department

- a. Review monthly & budget comparison reports.** The Chief updated the committee on his progress and activities, no issues.
- b. Discussion on the Village EMS coverage.** A discussion on the utilization of the fire department for EMS coverage in addition to the ambulance coverage from Wisconsin rapids. Concerns that this small element of the department (5 individuals) are consuming over 50% of the Fire department payroll. The Administrator offered some future options- end the program, modify the program with a reduced payment for their calls, \$ TBD, continue as is and budget more funds.

- c. For reference- in 2022 the ambulance service responded to 162 calls in Port Edwards, our EMS team assisted at 92 of those calls. In over 90% of the calls the Village EMS call came well after the ambulance was on scene.
- d. Concerns by the Chief on the elimination of the program as well as any reduction in payments to respond. This was echoed by Trustee Grunden, she likes the hometown connection of a Village firefighter on scene. Trustee Moore was open to the idea of a reduced payment with further discussion. The Chief will address the department to get a sense of their ideas on the discussion.
- e. This will be tabled till next month with more details.

Police Department

- a. Update by the Chief on Police issues per his report, nothing significant to report. The new Squad has arrived and being outfitted. There is a slight increase in the budget line due to the outfitting the vehicle, but this will be addressed.

- **Old Business.** None
- **New Business.** None
- **Correspondence received.** None.
- **Future Agenda items for next meeting:** Lexipol update, further discussion on EMS coverages
- **Next meeting date:** 7 June 2023 at 4:00 p.m., in person at the Marshall Buehler Center.
- **Adjourn:** Adjourned at 5:55 p.m. by McGregor

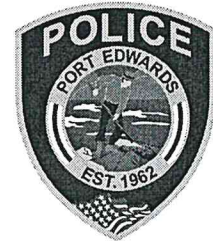
Video Meeting Link- https://youtu.be/1_I5NKfVAI4

Caleb McGregor – Chairman

Port Edwards Police Department

Scott Drew, Chief of Police

May 2023



Summary of Monthly Activity

No new information on the School Guardian Act or grant funding.

Eric Hummel approached me with the concept of starting a Neighborhood Watch for the Nepco Lake District Area. He is recruiting members and will be scheduling a meeting soon. I told him that I would have a liaison from the Police Department participate in the planning.

Officer Mertes spoke with the 4K classes at the YMCA, he does a nice job explaining things to the kids and each year they ask him to come back for the next group.

We handled a 2 Vehicle accident on CTH Z near the Pump House/Dam. The crash is still under investigation, but both parties are expected to survive at this point.

We had 5 Open Shifts that were either not covered, or only partially covered.

Lexipol: 83 of 166 issued (50%) Over 50 updates completed as well. The invoice for \$2694.69 was received and paid out of the Police Office Supply Fund. A copy of the invoice was forwarded to the Wisconsin League of Municipalities for reimbursement.

Squad Conditions

Squad 1 (2018 Ford Explorer)	Squad 2 (2021 Ram PPV)	Squad 3 (2023 Dodge Durango)
92100 Miles	22884 Miles	501 Miles
No known problems	No known problems.	Still waiting for the radio and computer.

Payroll for May 2023

480 Full-time Straight hours	480 Full-time Straight hours
0 Full-time Overtime hours	0 Full-time Overtime hours
12 Part-time Straight hours	5 Part-time Straight hours
0 Part-time Overtime hours	0 Part-time Overtime hours
492 total hours paid	485 total hours paid

Payroll for May 2022

Enforcement:

14 Traffic Stops with 4 citations issued (2 No Proof of Insurance, 1 Non-Registration of MV, and 1 Operate W/O Valid License.

4 Traffic Warnings Issued

3 Ordinance Citations Issued (1 Violation of Weight Restriction, 1 Theft and 1 Barking Dog).

1 Traffic Crash Investigated

2023

CFS Court

2022

CFS Court

05/01/2023 12:00:00

05/01/2022 12:00:00

PEPD

Alarms-include Varda	3
All Other	4
Ambulance Call	5
Animal Complaint	6
Assist Citizen	1
Assist Motorist	4
Assist Other Agency	31
Court	1
Disturbances	3
Drugs-sale/mnfc/poss	1
Escort	1
Fire Call	2
Follow Up	1
Liquor/Tobacco Viol	1
Lost & Found	1
Mental/alcohol Prob	1
Property Protection	17
Prowler-susp Sbj/veh	1
SCHOOL ZONES	22
Special Detail	4
Theft	3
Traffic Acc	2
Traffic Cmplnt/parkg	8
Traffic Stop	14
Welfare Check	2

PEPD 139

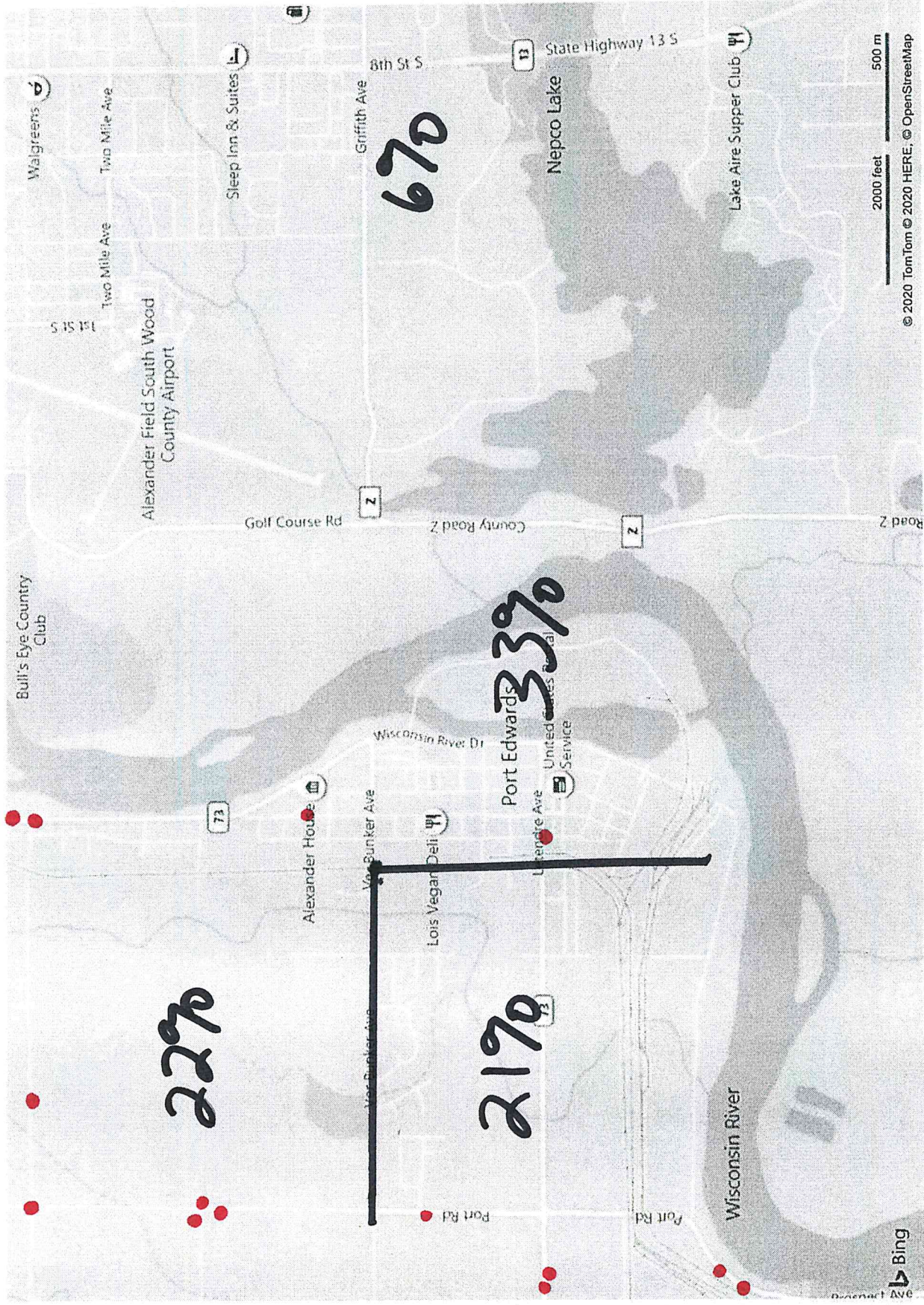
139

PEPD

Alarms-include Varda	2
All Other	2
Ambulance Call	4
Animal Complaint	3
Assist Citizen	2
Assist Motorist	2
Assist Other Agency	22
Civil Matter	2
Court	1
Disturbances	4
Drugs-sale/mnfc/poss	1
Escort	2
Escort-funeral	1
Fire Call	3
Follow Up	1
Lost & Found	2
LOST OR FOUND ANIM/	2
Motor Vehicle Theft	1
Off Road Veh Complt	1
ORDINANCE ALL TYPE	1
Property Protection	13
Prowler-susp Sbj/veh	1
SCHOOL ZONES	11
Special Detail	7
Telephone Abuse	2
Theft	6
Traffic Acc	2
Traffic Cmplnt/parkg	4
Traffic Inquiry	1
Traffic Stop	17
Training	1
Welfare Check	1

PEPD 125

125



1970 EXTERNAL
• Traffic stop

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
100-00-52100-110-000	POLICE DEPT. WAGES	23,532.75	82,469.42	205,000.00	122,530.58	40.23
100-00-52100-111-000	POLICE VEHICLE EXPENSE	0.00	0.00	650.00	650.00	0.00
100-00-52100-135-000	POLICE UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
100-00-52100-310-000	POLICE FRINGE BENEFITS	0.00	0.00	1,000.00	1,000.00	0.00
100-00-52100-311-000	POLICE OFFICE SUPPLIES	2,804.39	3,229.51	3,000.00	-229.51	107.65
100-00-52100-312-000	POLICE TELEPHONE	268.12	1,329.04	3,500.00	2,170.96	37.97
100-00-52100-330-000	POLICE VEHICLE EXPENSES	887.29	21,209.56	11,000.00	-10,209.56	192.81
100-00-52100-340-000	POLICE RADIO/RADAR	0.00	0.00	500.00	500.00	0.00
100-00-52100-341-000	POLICE RANGE/WEAPONS	0.00	0.00	1,000.00	1,000.00	0.00
100-00-52100-342-000	POLICE COMPUTER SYSTEM	100.14	1,238.13	4,000.00	2,761.87	30.95
100-00-52100-380-000	POLICE CLOTHING EXP.	0.00	98.10	1,000.00	901.90	9.81
100-00-52100-381-000	POLICE DUTY GEAR	0.00	792.92	3,000.00	2,207.08	26.43
100-00-52100-390-000	POLICE MISC. EXPENSES	0.00	208.00	1,000.00	792.00	20.80
100-00-52100-391-000	POLICE CONFERENCES	0.00	296.58	1,000.00	703.42	29.66
100-00-52100-392-000	POLICE SAFETY/COMMUNITY	0.00	145.63	1,000.00	854.37	14.56
100-00-52100-790-000	POLICE HUMANE SOCIETY	0.00	0.00	0.00	0.00	0.00
100-00-52100-810-000	POLICE C.O.	0.00	1,500.00	1,500.00	0.00	100.00
=====		=====				
Police Department		27,592.69	112,516.89	238,150.00	125,633.11	47.25
=====		=====				
Total Expenses		27,592.69	112,516.89	238,150.00	125,633.11	47.25
=====		=====				
Net Totals		-27,592.69	-112,516.89	-238,150.00	-125,633.11	47.25

Port Edwards Fire Department

Jason Worden, Fire Chief

May 2023



Summary of monthly activity:

Bylaws have been updated and submitted before the 5/10 deadline, and Boz is reviewing the final DRAFT copy.

We are in the final stages of hiring a new firefighter (JF).

We met with another new applicant.

5/23 I believe we set a record with 6 calls in one day.

On 5/27 we had a First responder call for a 79 year old male, collapsed on floor, not responding. That how the call was received, but when Josh arrived on scene, the patient was PNB and Josh did CPR for 24 minutes straight before United Ambulance arrived on-scene. This is a great example of how severe calls can be, and how important it is to have additional people to help.

2023 Current 10 - Fire Calls / 11 – First Responder Calls / 98 – Total YTD

2022 Last Year 14 - Fire Calls / 15 – First Responder Calls / 101 – Total YTD

Activities for the month:

5/03 Officers Meeting

5/06 Bylaws revision meeting

5/10 Dinner meeting – tacos with retirees

5/13 – Hose testing was cancelled due to rain

5/16 First Responder Training at Wisconsin Rapids fire station - 3 people, 2 hours

5/17 Training Drill – Relay pumping, ImageTrend software – 10 people, 2 hours

5/24 WSFM Clean-up

Main Vehicle Conditions:

Engine 1 (Main Rural Attack Engine)

2019 Darley Pumper/Tender

4,431.0 miles, 295.0 engine hrs, 61.31 pump hrs

No known issues

Engine 3 (Car accident/Second Engine)

1997 Darley Pumper Tender

6693.9 + 545.1 miles

962.7 engine hrs, 125.0 pump hrs

No known issues

Brush Truck

2000 Dodge Ram 2500

7,720 miles

Mild damage to rear bumper

Engine 2 (Main City Attack Engine)

2007 Darley Pumper

12,120.5 miles

No known issues

Rescue Squad (First Responder Vehicle)

2004 Dodge Ram 1500

34,195 miles

Rear Box – Rust bubbling through paint

Check Engine light is on

Fuel leaking upon fill-up

Items for discussion:

- 1.) First responder data from Wisconsin Rapids. (WR beating Port to scene)
- 2.) “Gray area” clarification of Boz/Fire Chief responsibilities.

Fire and EMS calls for May 2023

Fire

1.	3-May	11:41	631 Avon St.	Burnt rubber smell	WR - 2 Members
2.	3-May	16:59	2630 Evergreen Ave.	Fire alarm	STGA - 4 Members
3.	5-May	23:07	1461 Wis River Dr.	car vs telephone pole	VPE - 5 Members
4.	11-May	9:07	2668 Green Grove Ln.	Small brush fire	VPE - 2 Members
5.	15-May	11:22	6100 Cty Hwy Z	2 car head on collision	VPE - 2 Members
6.	18-May	21:15	4235 Cty Hwy E	Shed on fire	PIT - 4 Members
7.	23-May	11:02	3594 Cty Hwy Q	Oven smoking	VES - 2 Members
8.	23-May	17:37	1421 Baker St.	House fire	WR - 4 Members
9.	24-May	13:25	641 16th St S	Electrical outlet	WR - 0 Members
10.	26-May	18:15	11320 Deer Ridge Rd.	Fire alarm	STGA - 0 Members

EMS

1.	10-May	20:44	941 Brentwood Dr.	VPE - 3 Members
2.	15-May	19:20	3384 Kaye Rd.	SEN - 2 Members
3.	15-May	20:38	6140 State Hwy 54 W	CNMR - 4 Members
4.	18-May	13:59	611 Seneca Rd.	VPE - 2 Members
5.	18-May	17:31	101 State Hwy 73	VPE - 0 Members
6.	23-May	0:07	3861 Leonard Rd.	SEN - 2 Members
7.	23-May	10:05	951 5th St.	VPE - 1 Members
8.	23-May	11:30	941 Brentwood Dr.	VPE - 2 Members
9.	23-May	20:44	941 Brentwood Dr.	VPE - 4 Members
10.	27-May	10:49	3729 George Rd.	SEN - 1 Member
11.	28-May	20:59	1700 Fly Rod Trl.	VPE - 2 Members

The Village of Port Edwards



Volunteer Fire Department Bylaws

Draft 8 May 2023

TABLE OF CONTENTS

APPLICATION FOR MEMBERSHIP	Section 1	Page 3
MEMBERSHIP	Section 2	Page 4
MEETINGS	Section 3	Page 6
DRILLS AND TRAINING	Section 4	Page 7
1 st RESPONDERS	Section 5	Page 7
FIRE/EMS ALARMS	Section 6	Page 8
ELECTION OF OFFICERS	Section 7	Page 8
PROMOTION OF OFFICERS	Section 8	Page 9
POWER OF EXCUSE	Section 9	Page 9
DISCIPLINE, PENALTIES AND FORFEITURES	Section 10	Page 10
BOARD OF APPEALS FOR A GRIEVANCE	Section 11	Page 11
PAY PROVISIONS	Section 12	Page 12
DUTIES OF OFFICERS AND MEMBERS	Section 13	Page 13
GENERAL RULES	Section 14	Page 19
BYLAW APPROVED REVISIONS	Section 15	Page 20

****Any reference as to gender in the Constitution, By Laws, Policies, Procedures, Rules, Regulations, and the Minimum Operating Guidelines shall be considered to be fire, EMS, and gender neutral.****

SECTION 1: APPLICATION FOR MEMBERSHIP

1. The application of any candidate looking to be a member of the Port Edwards Volunteer Fire Department shall be turned over to the Village Clerk or Village Administrator for packet preparation for the Police and Fire Commission (PFC). The Village will run the appropriate background checks for the process. Once the Police and Fire Commission receives the packet and begins the process of interview and discussion, they will finalize an eligibility list to be used by the Fire Chief for a selection of new members. Based on the Eligibility list provided, the Department Membership Committee. ~~The Department Membership Committee~~ is to present the application and their recommendation to the body for membership. The names of applicants for membership shall be announced at the regular or special meetings of the department. The committee can waive or shorten returning member's probationary period if said member left in good standing and is currently in good standing with the department.
2. Applicants for membership into the Port Edwards Volunteer Fire Department must be over the age of 18 years and reside within the applicable current industry residency regulations and standards (15 miles maximum). Applicant must possess, or be able to obtain by time of appointment, have a valid Wisconsin State driver's license, have no felony convictions or disqualifying criminal histories, be a U.S. Citizen, and must be able to read and write the English language.
3. All applicants will submit to a background investigation, to be completed and reviewed by the Department Membership Committee before being accepted as a member of the Port Edwards Volunteer Department and is governed by CHAPTER 5 (10 January 2023) of the VILLAGE ORDINANCE governing this department and ~~WISCONSIN-ADMINISTRATION CODE, CHAPTER ILHR 30, SUBCHAPTER ILHR 30.07 & ILHR 30.08, EMPLOYMENT STANDARDS.~~ current NFPA and SPS regulations.
4. Upon ~~completion of the background investigation and~~ review by the Department Membership Committee, successful applicants will ~~may~~ be invited to participate in an oral interview with the Department Membership Committee. ~~Upon completion of this process the applicant and all products will be submitted to the Village Administrator for a submission to the Police and Fire Commission. Upon completion of the Police and Fire Commission procedures, if acceptable, the Applicant will be approved for employment and the applicant will be submitted for situational awareness to the Full Village Board. FYI—~~Before being offered membership on the Port Edwards Volunteer Fire Department applicants will have to successfully complete an occupational health screening physical and drug screening, at the Village's expense. Failure to complete any of these tests or failure of any test will be grounds for rejection of the application.
5. All new members appointed by the PFC, presented on the eligibility list and selected by the Fire department shall serve on probationary (Associate) status until they pass the ~~Entry Firefighter Level 1~~ test and have a minimum up to (1) year of service based on qualifications. New members that join the Port Edwards Volunteer Fire Department with a minimum of ~~Entry Firefighter Level 1~~ shall serve a probationary up to a period of (1) year and be selected as a firefighter with a vote of confidence by the membership. SPS 330.08 Minimum training and education standards or until voted and approved by the majority of

~~active department members.~~

6. A rejected applicant shall be permitted to file another application ~~if they feel the circumstances have changed in their search for Village employment.~~ ~~after six (6) months have elapsed since the time of the filing of the last application.~~
7. Physical Requirements: Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting and carrying (20-100 lbs.) items. Tasks involve the operation of hand tools, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards. ~~These requirements of all members may require bi-annual physicals after the age of 50.~~ ~~These will be mandatory at the age of 60 annually at the Village's expense.~~

SECTION 2: MEMBERSHIP

1. The official membership roster of the Port Edwards Volunteer Fire Department shall be maintained by the secretary and shall be posted, in order of rank and seniority, on the department bulletin board at the station. ~~Quarterly and~~ ~~When updates occur, an updated roster will be submitted to the Village administrator for documentation.~~
2. The Port Edwards Volunteer Fire Department shall consist of the following officers and members with no more than (30) active members ~~and no less than (15):~~
 - a. One Chief
 - b. First Assistant Chief
 - c. Second Assistant Chief
 - d. Three Captains
 - e. Three Lieutenants
 - f. Appointed Training Officer
 - g. Appointed Master Mechanic
 - h. Appointed EMS Director
 - i. Appointed Secretary
 - j. Appointed Safety Officer
 - k. Firefighters, who live in the Village of Port Edwards or reside within the applicable current industry residency regulations and standards (~~The Village has a 15 mile radius for allowed employment).~~ ~~as recommended by the Department Membership Committee with the recommendation of the Chief and approved by 51% of the active department members vote of the Port Edwards Volunteer Fire Department, nor contain a member not approved for membership by the Village Board.~~
 - l. Up to (6) Associate members ~~approved by the PFC and on the PEFD eligibility list are allowed.~~ ~~The Department Membership Committee shall select associate(s) to fill regular membership openings at the recommendation of the Chief. They must be voted on again by the Port Edwards Volunteer Fire Department active members and the Village Board to become regular members.~~ The associate position will normally be a paid entry level position and will be non-voting. Associate members may be terminated at any time ~~by a recommendation by the Chief to the PFC for determination.~~
 - m. Up to (12) First Responders, they shall be licensed with the State of Wisconsin and

work under the direction of an ambulance service and the appointed departments EMS Director.

3. All ~~non-associate~~ firefighters will be provided with a blue dress shirt with patches, badge, name tag. All firefighters (~~associate and otherwise~~) will be given a ~~t-shirt~~, a ~~pager~~, and all required PPE as per SPS 330. ~~Associate members will be given (2) department t-shirts, hat and a jacket after successful completion of required training and/or advancement from probationary status.~~
4. All members must achieve, at a minimum, of 35 ~~drill~~ points by the end of the ~~calendar year~~ ~~4th quarter pay period~~ to be considered and active member and eligible to receive their LOSA deposit. A member cannot miss more than one (1) business meeting per quarter and must attend at least half of all drill and trainings throughout the year ~~without excuse~~. The Department Membership Committee will review member points each quarter after the secretary has posted the retirement points and make the appropriate recommendations to the Chief. ~~Annually in the December timeframe the Chief will submit complete all LOSA documents and provide copies to the Village a request by name of all qualified firefighters who meet the above standards, to request the Village fund that firefighters LOSA contribution for the year. Any firefighters who do not achieve the minimum requirement, will be annotated in that MEMO.~~
5. A vacancy in the office of the Chief shall be automatically filled by the next ranking officer who shall perform the duties of the Chief until a new Chief is appointed ~~by the PFC~~ under the provisions Chapter 5 of the Village Ordinance and these by-laws. ~~This vacancy will be filled by using the procedures of the Police and Fire Commission. working in conjunction with the Village Administrator.~~
6. The Chief shall take office immediately following their ~~appointment by the PFC~~ and shall hold office in that capacity ~~until he/she reaches the age of 60 years. Due to the physical expectations of the position, at which time they need to pass a yearly physical or until removed for cause by the Village Board, if unless His/her services may be terminated sooner by resignation, change of residence to outside the distance allowed by State Law of the Village Fire Station limits, or death.~~
7. Active membership in the Port Edwards Volunteer Fire Department for all members, ~~shall, continue until the age of 60. Based on the physical nature of the position and impact to other lives in their charge, At which time they will need to pass a yearly physical or until removed for cause by the PFC, unless their services be sooner terminated by resignation, change of residence outside the distance allowed by State Law of the Village Fire Station limits, or death. Persons with limitations may be considered valuable contributors for membership and can be waived by the Chief.~~
8. Retirement: A member may retire after ~~25~~ 20 years of good service or any time after reaching the age of ~~55~~ 60 (~~per LOSA requirements~~). Membership may also be terminated ~~by the PFC~~ by a resignation or change of residence outside of the distance allowed by State Law of the Village Fire Station limits. ~~The Village Board, upon advice of the Chief, may terminate membership for cause. The retiree may choose to have a fire department held and funded, retirement party where they will receive a plaque with their badge. or they may choose to have the Port Edwards Fire Department Athletic Association purchase a named memorial brick to be placed at the Wisconsin Rapids~~

~~Fireman's Memorial~~

9. Honorary Members shall automatically include all retired members after ~~20~~ 15 years of good service. Any other good standing members who resign therefrom for good and sufficient cause, with ~~40 less than 15~~ years of service ~~or more, but less than retirement status~~, shall upon approval by a majority of members of the Port Edwards Volunteer Fire Department, become an honorary member of the department and in that capacity shall be privileged to attend all social affairs of the department. Their name will also be placed on the honor roll board of all past honorary members located at the station.
10. ~~Every member of the Port Edwards Volunteer Fire Department who resigns therefrom for good and sufficient cause, with LESS than 10 years of service, can petition the membership for honorary membership with approval by a majority of members of the department and shall be privileged to attend all social affairs of the department as an honorary member.~~
11. ~~However,~~ The activities, privileges, and participation of such honorary members shall be restricted to attendance of social affairs only and they shall have no voting rights or voice in the direction of the department. ~~nor shall they receive any compensation from the VILLAGE OF PORT EDWARDS or be listed and carried by the department as members thereof.~~

SECTION 3: MEETINGS

1. ~~The annual meeting of the department shall be held on the second first Wednesday of the month of October of each year at the place designated by the secretary in accordance with directions from the Chief. This meeting will hold the elections and appointments of department duty positions to be presented to the PFC for appointments.~~
2. The regular monthly business meeting shall be held the first Wednesday of each month. The meetings will start at 6:30PM, preceded by either an officers meeting or committee meetings which will start at 6PM at the place designated by the secretary in accordance with the directions from the Chief. Village funded dinner meetings will be held the 2nd Wednesday of all odd months and all active and honorary members will be invited.
3. Special meetings may be called by the Chief at any time. The object of the meeting must be stated in the call and no business other than the business stated in the call may be transacted. The secretary shall make every possible effort to notify directly all members of the department of the meetings.
4. A quorum for any meeting shall consist of a majority of the active members of the Port Edwards Volunteer Fire Department. All business meetings shall be conducted ~~according to~~ using Robert's Rules of Order as a guideline. All motions brought before the business meeting shall be decided by a majority vote of the members present. ~~The monthly agenda and minutes will be submitted to the Village Administrator each month for documentation and comment.~~
5. The following shall constitute the order of business at a meeting:

- a. Roll call (**By Name Attendance**)
 - b. Reading of the minutes of the last meeting
 - c. Bills and Correspondence
 - d. **Previous Month Incident(s) Debrief**
 - e. Safety
 - f. Fire Drill and Training
 - g. Buildings and Grounds
 - h. Truck, Apparatus, Equipment and Supplies
 - i. Fire Inspector
 - j. Fire Prevention
 - k. EMS
 - l. Health, Safety, Membership and Personnel
 - m. Old Business
 - n. New business
 - o. Adjourn from meeting
6. ~~Cell phones should be put on silent/vibrate or put away until break.~~
7. Department blue shirts should be worn for all business meetings and **official PEFD** public appearances.

SECTION 4: DRILLS AND TRAINING

1. It shall be the duty of the Chief or appointed Training Officer in charge to schedule a drill whenever advisable or at a minimum of once per month. Any crew, Officer, or member refusing or failing to respond to any such drills, without being excused, may be **disciplined suspended or placed on probation** by the Chief.
2. Regular EMS training will be held on the third Tuesday of each month at 6:00 P.M. or other hour/date specified. Those members charged with EMS duties shall make every effort to attend the monthly EMS training but are required to make ~~6 trainings~~ yearly **hourly requirements to retain their EMS license**. ~~Any Officer or member refusing or failing to respond to any such drills, without being excused, may be suspended, placed on probation, or terminated by the PFC.~~
3. It shall be the duty of the training officer, under the direction and supervision of the Chief, to provide training in the proper and efficient use of all apparatus and appliances to provide modern methods of **extinguishing** and lifesaving. **Certain drills need to be held in order to remain in compliance with 2% Dues/Audits.**
4. ~~Other mandatory drills (**Paid or Unpaid**) will include Attack hose testing, LDH testing, **Pump testing, Street Dance setup, Street Dance attendance and Street Dance cleanup**. Any crew, Officer, or member refusing or failing to respond to any such drills, without being excused, may be suspended or placed on probation by the PFC.~~
4. All Members have the option to make up any missed trainings to be compliant with department standard. All make up training sessions will be scheduled with the Fire Chief or **and** Training Officer.

- ~~5. All training and drill instructions shall follow the operating standards written by this department and approved by the Chief, as well as the standards written in the WISCONSIN ADMINISTRATION CODE, CHAPTER ILHR 30.~~

SECTION 5: 1st RESPONDERS

1. 1st Responders are established within the department for performing any EMS function not associated with the firefighting functions. They shall utilize the related equipment carried on designated vehicles.
 2. Membership on the group is voluntary and members of the 1st Responders group must be active members of the fire department.
 3. Members of the 1st Responders group must have completed the necessary 1st Responder certification programs and training to use of all related equipment to ensure that they are proficient in their use. The EMS Director or designate shall be responsible for the training program.
 4. Additional paid drills shall be authorized for members of the 1st Responders group for the purpose of maintaining proficiency in the use of the equipment. Members of the fire department who are not members of the 1st Responders group may participate in additional 1st Responders training drills if they so desire without obligating them to become members of the group.
 - ~~5. The 1st Responders group shall be called by a procedure other than the normal fire alarm. The crew size for a normal 1st Responders mission is two to four.~~
 - ~~6. In the event that insufficient personnel turn out in response to a 1st Responders alarm, mutual aid may be called from neighboring 1st Responder groups, or the general fire alarm shall be sounded, and additional personnel taken as helpers.~~
- This bylaw is problematic for two reasons: 1 – Non-medical personnel are not licensed to be able to respond to a medical only call. 2 – MABAS covers any additional need (specifically on the East side of Wisconsin Rapids) First Responders should be aware of situations and use mutual aid accordingly.
7. In the event that the situation calls for additional apparatus, the general fire alarm shall be sounded, and it shall be considered a fire call.
 - ~~8. The logs of participation in 1st Responders calls and drills for the 1st Responders group shall be kept separately from the general fire department log.~~

SECTION 6: FIRE/EMS ALARMS

1. The established method of a call will be via a page *"iamresponding"* text from the County

~~Dispatch or Fire Base as defined and set forth in CHAPTER 5 of the VILLAGE ORDINANCE.~~ alternate methods such as *IamResponding*.

2. In the absence of any Officer, the member in charge of the apparatus first arriving or the first member arriving on scene, shall assume the duties of the officer in charge until command is transferred.
3. Apparatus and equipment will be returned to operation readiness when returning from all calls.
 - a. Officer in Charge will complete all required reports and *confirm accountability of attendance*.
 - b. ~~Driver and crew,~~ *All personnel* are responsible for any post trip inspection of vehicle and equipment.
 - c. ~~ALL personnel at the station are required to help get the trucks and station ready for the next call, (washing of vehicle(s)/hose(s)/equipment checks, and etc.)~~
 - d. Personnel are ~~to only be~~ dismissed by the Officer in Charge or a senior officer at the station.

SECTION 7: ELECTION OF OFFICERS

1. ~~The election of the president, vice president, treasurer, and secretary (of the Port Edwards Athletic Fund) shall be held at the annual meeting on the second Wednesday in October each year. It shall be the duty of the Fire Chief to report to the VILLAGE BOARD the names of the elected and appointed officers immediately after election or appointment.~~

SECTION 8: PROMOTIONS OF OFFICERS

1. The PFC shall appoint the Chief.
2. Any opening within the officer structure will ~~first~~ be filled internally by the current department officer(s) that are applying for the position(s). All officer candidates that apply will go through an application ~~and interview~~ process conducted by the Department Membership Committee ~~with their recommendation given to the~~ *Chair and the Chief, and then submission to the PFC for appointment.*
3. Whenever there is an opening created within the ~~lieutenant's~~ *officers* rank through the interview process, current officers within this rank structure will move up opening the most junior lieutenant position to be filled. If an officer(s) declines to move up, that officer(s) will remain in their position and a junior or new officer can be appointed above this position.
4. All recommendations will be forwarded *by the Chief* to the PFC for appointment. ~~Any appointments made will be confirmed by the VILLAGE BOARD.~~ These officers will discharge their duties until they so choose to step down, are no longer performing their assigned duties, and or fail to follow the by-laws, constitution, employee handbook, safety manual, rules, policies, and procedures as directed by these rules.

5. The eligibility for an open officer position will be as follows:
 - a. All candidates must be qualified and fit the current job descriptions as set forth in each job description manuals for the position they are applying for.
 - b. All required training and the ability to perform the duties as defined by the job descriptions, to move up, will **show progress towards completion** ~~be completed~~ within the first (1) year of advancement (dependent on class availability ~~as the only excuse~~) ~~and~~. The Chief has the option for demotion back to the member's previous rank if the member fails to do so.
 - c. Be in good standings with the department in all areas.
6. The Department Membership Committee will be made up **of four (4) members, one (1) from each rank (Chief, Captain, Lieutenant, and Firefighter) (1st Assistant Chief, an Officer and 2 active members)** and appointed by the Chief. If one of the committee members is interested in a promotion being discussed, they must be excused from the committee and will not have the option for a vote for that specific promotion topic.
- ~~7. It shall be the duty of the Chief to report the names of the appointed and elected officers to the **Village** Board no later than the next **Village** Board meeting.~~

SECTION 9: POWER OF EXCUSE

1. The Chief or officer in charge shall have the power to excuse any member, or 1st Responders member for absence from ~~calls~~, **scheduled** meetings and trainings. ~~on other occasions.~~
2. It is the duty of all members to inform their ~~crew~~ officer **in charge** or the fire Chief if they are unable to make a meeting or training. Example of excuses from ~~calls~~, regular meetings, or trainings are as follows:
 - d. Actual illness of Members or one of the Members family.
 - e. Death in the immediate family.
 - f. Vacation
 - g. Home or domestic emergency.
 - h. Employment at regular occupation from which the Member may not be excused.
 - i. Attending fire association meetings or approved fire classes.
 - j. Military Leave.
3. No member shall be excused from the fire station after the incident except by the Chief or officer in charge.
4. Any member having been informed by a doctor that their health is such that attending a call or training would further endanger the member's health shall report so to the Chief. If off work for medical reasons, a notice from the doctor is required. A release from the doctor is required before being permitted to return to duty. Failure to do so will exonerate the department of all responsibility.
- ~~5. Any member declared pregnant by medical report shall be placed on limited duty per directions from medical personnel and/or the chief or be given an authorized leave of~~

~~absence if requested. Failure to do so will exonerate the department of any and all responsibility.~~

6. Leave of Absence(s) may be granted by the ~~Fire~~ Chief for acceptable reasons.
 - a. Leave may be granted after a written request is submitted to the Chief in person, stating time request off and purpose of the leave and the amount of time being requested.
 - b. If approved, no loss of benefits or privileges will occur for this period time. The absence will not have a negative effect on the member's LOSA standing.

SECTION 10: DICIPLINE, PENALTIES AND FORFEITURES

1. Port Edwards Volunteer Fire Department members are expected to follow orders, established work rules, policies and procedures. In addition, they are expected to make reasonable decisions in performing their job duties in line with the mission of this department and the Village of Port Edwards ~~as a whole~~. Members in ~~supervisor~~ **officer** rolls have the responsibility to ensure that the work expectations are clearly understood by our members. When members fail to perform to the expected level, ~~the officer in charge will report to the Chief for possible~~ **be responsible to take** corrective actions.
2. The Department Membership Committee shall review the attendance and participation records of all members quarterly from the documentation provided from the secretary. Any member with three (3) unexcused absences in a twelve-week period from regular drills and meetings may be subject for discipline from the Chief. **Quarterly attendance reports will be submitted to the Village administrator for documentation.**
3. Consideration should be given to **disciplinary actions by the PFC on** any member who fails to attend three consecutive meetings ~~or one half of the drills~~ **(as defined by Section 2-4);** ~~or one half of the fires~~ in any year unless excused as allowed in Section 9 of the bylaws.
4. ~~Any member may be placed on administrative leave for conduct unbecoming a firefighter or 1st Responder of this department. At the next officers meeting, the conduct will be reviewed, and action taken as needed.~~
5. Any member of this department who fails to follow the prescribed by-laws, The Constitution, ~~employee handbook, safety manual~~, rules, policies, and procedures may result in **recommendation by the Chief to the PFC for** immediate dismissal from the department, removal of office or position held on the department, or ~~He/She~~ **the Member can receive** progressive **disciplinary actions** by the Chief or any officer **if not involving Suspension, Demotion, Termination.**
6. Progressive discipline is a management tool used to address unacceptable job performance or employee misconduct. The use of progressive discipline provides an opportunity for the member to improve or correct job performance or behavior. Using this technique, ~~management or~~ officers may address job performance in a positive, objective manner (i.e., be supportive, encourage two-way communication, and provide positive yet realistic feedback) and maintain a productive unit.

- a. First offense, the member may receive a verbal warning. This verbal warning will be documented ~~at the next officers meeting~~ **as per the Chief's Discretion**
 - b. Second similar offense ~~occurs~~, a meeting with two or more officers **will occur**. A letter of warning will be placed in the member's files **as per the Chiefs Discretion**
 - c. ~~At the determination of the PFC on the~~ Third **similar** offense, the member will meet with the officers at the next officer's meeting or a special meeting if called for by the Chief. At that meeting, it will be determined if the member **should be recommended to the PFC to be expelled from the department as directed by the fire chief and officers** for further disciplinary action. Until this meeting occurs, the member ~~will~~ **could** be placed **on a temporary administrative** leave of absence.
7. Progressive discipline is not the answer to all performance issues or concerns. In certain situations, completion of all the steps of progressive discipline would be inappropriate. The totality of the circumstances must be considered when determining the degree of discipline to be imposed. Those situations include, for example, theft, dishonesty, intentional destruction of village property, or flagrant insubordination, or a matter involving a member with a poor work history or prior discipline history. In such circumstances, immediate suspension, removal of office or position held, or ~~discharge~~ **termination** may be appropriate **if determined by the PFC and by the recommendation of the Chief**.
 8. An expelled member shall return to the Chief, all department property assigned, ~~any issued clothing with PEFD insignia/logos on them~~ **per Section 2-3**, and any other village property immediately. Failure to return department and village equipment to the Chief or his designee will result in this being turned over to law enforcement.

SECTION 11: BOARD OF APPEALS FOR A GRIEVANCE

- ~~1. Membership in the Board of Appeals shall consist of the Village Administrator and all Officers of the Department. If need be, this can be elevated to the PFC for Processing if it entails hiring, firing, promotion or discipline.~~
- 2. Members have the right to appeal any disciplinary action with PFC.**
- ~~3. Requests for a hearing by the Board of Appeals PFC shall be submitted to the Chief in writing and the nature of the grievance described.~~
- ~~4. Should the Chief fail in a personal attempt to resolve the grievance, the Chief shall be required to present this matter to the Board of Appeals.~~
- ~~5. When the Board of Appeals votes on the grievance, the Chief shall refrain from voting.~~

SECTION 12: PAY PROVISIONS

1. Each Port Edwards Volunteer Fire Department member shall be paid quarterly at the rate established by the VILLAGE BOARD for the regular monthly business meeting of the department that he attends. No pay shall be received for social meetings. Number of paid meetings set by VILLAGE BOARD.

2. Each Port Edwards Volunteer Fire Department member will be paid quarterly at the rate established by the VILLAGE BOARD for every authorized fire they attend as a Port Edwards Fire Department member, where his name appears on the roll call for that fire as being present and fulfilling his department duties.
3. Each 1st Responder member will be paid quarterly at the rate established by the VILLAGE BOARD for 1st Responder calls or the established number of yearly drills. Compensation will be paid to regular 1st Responder members ~~and then using the seniority system, trained department members~~ will be compensated with no more than 12 members being paid per drill or 1st Responder call.
4. Each Port Edwards Volunteer Fire Department member shall be paid quarterly for fire drills attended up to the number allowed and at the rate established by the VILLAGE BOARD. ~~Number of paid drills set by VILLAGE BOARD.~~
5. The Port Edwards Volunteer Fire Department Chief shall be paid at the rate established by the VILLAGE BOARD and will NOT be paid for meetings/calls/drills/school or anything beyond approved for.
6. The Port Edwards Volunteer Fire Department Secretary shall be paid at the rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each regular monthly meeting attended as secretary and fulfills the duties of that office.
7. The Port Edwards Volunteer Fire Department Training Officer shall be paid at the QUARTERLY rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each approved training attended.
8. The Port Edwards Volunteer Fire Department EMS Director shall be paid at the QUARTERLY rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each approved training attended.
9. The Port Edwards Volunteer Fire Department Master Mechanic shall be paid at the QUARTERLY rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each approved repair.
10. The Port Edwards Volunteer Fire Department SCBA Technician shall be paid at the QUARTERLY rate established by the VILLAGE BOARD in addition to regular membership attendance pay for each approved SCBA Maintenance occurrence.
11. The Port Edwards Volunteer Fire Department Fire Inspectors shall be paid at an HOURLY rate established by the VILLAGE BOARD for the number of hours needed to complete the ~~semi-annual~~ biannual commercial inspections.
12. The Port Edwards Volunteer Fire Department Dinner Meeting Cook shall be paid at the one-time rate established by the VILLAGE BOARD. The Chief will make note of the member cooking and let the Villages Clerk/Treasurer know so a check can be cut.
13. If above positions are held by full time village employees, and the position becomes part of village employees' duties during normal village employee's work hours, the employee

will be paid only his village wages.

14. Below are the activities that will be paid or unpaid (only receiving drill points):

Paid

Approved Drills
Business Meetings
~~Fire School~~
Training/Schooling
Homecoming Bonfire
Fire Prevention
Family Picnic Setup
Assigned Monthly Cleaning
Hose Testing (Double Points)
Village or Public Meeting
Grant Writing
Anything else approved by the Chief
Truck Checks
Truck Design
Membership Committee Interviews
Bylaw/SOG/etc. revisions

Nonpaid (Only Drill Points)

Parades
Facility Improvements
~~Working the Dance~~
~~Dance Setup~~
~~Fundraising/Selling Tickets~~
Brat Fry's
Defib Maintenance
Funerals
Dinner Meetings
~~Dance Clean-Up~~
Open House
Instructor for Schools

SECTION 13: DUTIES OF OFFICERS AND MEMBERS

DUTIES OF THE CHIEF

1. The Chief shall be at the head of the Department, subject to the laws of the State of Wisconsin, Ordinances of the Village, and the rules and regulations herein adopted and shall have all the duties and responsibilities and powers pertaining to the office which are set forth and defined in the VILLAGE ORDINANCE.
2. The Chief shall be held responsible for the general condition and efficient operation of the Department, the training of members and the performance of all other duties assigned. Dereliction of duty, personal misconduct and/or the delinquencies in attendance at meetings and trainings by a member is sufficient reasons for a request by the Chief to the PFC for the member's discipline/resignation.
3. The Chief may designate the duties and position of the members. A member is obligated to perform any other duty assigned to them by a supervising officer.
4. The Chief shall make every effort to attend all fire calls and direct the officers and members in the performance of their duties.
5. It shall be the duty of the Chief to see that officers and personnel have all apparatus and equipment properly cleaned and in place and ready for use for the next call.
6. The Chief shall see that each fire is investigated to determine its cause and in case of suspicion of any incendiaries shall secure and preserve all possible evidence for future use in the case and notify the proper authorities.
7. The Chief shall see that officers and personnel check and test all hose and apparatus every year. The Chief shall see that all new hose is tested and passes the Underwriter's Laboratory specifications for hydrostatic pressure and that all hose is tested at least annually.
8. The Chief shall ~~cause~~ ensure pumping equipment to be tested annually for ability to deliver rated capacity and pressure at safe engine speed.
9. The Chief shall attend all Village meetings requiring their attendance or be able to send an approved representative.
10. The Chief shall review the Minimum Operating Guidelines, Policies, and Procedures on an annual basis and make changes as needed.
11. The Chief may conduct annual personnel review of each officer and report any issues to membership committee for action as needed as per section 10.6-10.7

DUTIES OF ASSISTANT CHIEF(S)

1. The assistant chiefs shall report to the Chief at fires and assist them in the discharge of their

duties. In the absence of the Chief, the first assistant chief, and if both be absent, the second assistant chief, shall officiate in the capacity of chief and have all the authority vested in said Chief position.

2. The first assistant chief, and in his absence the second assistant chief, shall preside at all meeting in the absence of the Chief and shall appoint all committees called for at a meeting at which he may preside
3. Assistant Chief(s) shall promptly report in writing to the fire Chief any incapacity, neglect of duty, disobedience of a ~~superior officer~~ member, or the violation of any ordinance, by law, constitution, rules, policies, procedures, or regulation. as per section 10.6-10.7
4. Assistant Chief(s) shall assist the Chief in evaluating department training policies and be responsible for all matters, duties, and things pertaining to this duty.
5. Assistant Chief(s) will have all the training as required by the Chief.
6. Assistant Chief(s) will also carry out any other duties assigned to them by the Chief.

DUTIES OF THE CAPTAIN(S)

1. It shall be the duty of the captain(s) to obey all orders from the Chief and Assistant Chief(s). Upon arrival at a scene, reports immediately to command for further orders and relay such orders to the members.
2. Should the Chief and Assistant Chief(s) be absent from a fire, drill or meeting, a senior Captain shall assume the duties of the Chief until the arrival of a senior officer.
3. Captain(s) shall promptly report in writing to the chief any incapacity, neglect of duty, disobedience of a ~~superior officer~~ member, or the violation of any ordinance, by law, constitution, rules, policies, procedures, or regulation. as per section 10.6-10.7
4. Captain(s) shall be in command of their crew. They shall have charge of and be responsible for all matters, duties, and things pertaining to their crew.
- ~~5. The captain(s) shall require when the "take-up" order is given that the hose is placed on the engine and that all equipment is returned to its proper place on the apparatus, and he shall require that the rules for the care and management of the apparatus are obeyed. He shall make sure after each fire that the water tank and extinguishers are recharged and ready for use and that the apparatus otherwise is prepared for response to another fire.~~
6. The Captain(s) shall be held responsible for the condition of the apparatus and equipment of their ~~working group~~ assigned apparatus. All apparatus and equipment shall be fit and ready for use at all times.
7. The Captain(s) shall present all requests for supplies to the Chief. ~~In case~~ Any apparatus ~~shall need~~ing repair, he shall be immediately reported the condition to the master mechanic and Chief.
8. Captain(s) will have all the training as required by the Chiefs.

9. Captain(s) will also carry out any other duties assigned to them by the Chiefs.

DUTIES OF LIEUTENANT(S)

1. It shall be the duty of the Lieutenant(s) to obey all orders from the Chief, Assistant Chief(s) and Captain(s). Upon arrival at a scene, reports immediately to command for further orders and relay such orders to the members.
2. It shall be the duty of the Lieutenant(s) to assist the captain(s) in the discharge of their duties.
3. The Lieutenant(s) shall, in the absence of a Chief, Assistant Chief(s), and Captain(s) assume charge and will have all the authority vested in said chief officer position.
4. Lieutenant(s) shall promptly report in writing to the chief any incapacity, neglect of duty, disobedience of a ~~superior officer~~ member, or the violation of any ordinance, by law, constitution, rules, policies, procedures, or regulation. as per section 10.6-10.7
5. Lieutenant(s) shall be in command of their crew. They shall have charge of and be responsible for all matters, duties, and things pertaining to their crew.
6. Lieutenant(s) will have all the training as required by the Chiefs.
7. Lieutenant(s) will also carry out any other duties assigned to them by the Chiefs.

DUTIES OF FIREFIGHTERS

1. It shall be the duty of all members of the Port Edwards Volunteer Fire Department, as often as the pager alarms, to proceed immediately upon the alarm thereof to the fire station ~~or to the location of the call~~, as per current department policy and procedure. They shall assume the proper position, depending upon their training, on the fire apparatus needed for the fire call. They will follow all operating standards as issued by the department and approved by the Chief.
2. Members shall upon arriving ~~at a fire~~ on scene, report to the senior officer on their apparatus for orders. If there are no officers, they should report to the senior ~~officer~~ member at the ~~fire~~ incident. They shall hold themselves in readiness to do what may be required of them, and all members shall assist in the work of the department, whether it may be their assigned duties or not.
3. After each run, an inspection of the apparatus and or equipment shall be made by the member or crew in charge of the apparatus or equipment immediately after the call. All members shall be responsible for securing their equipment and maintaining it in good working condition. All members shall report to the Chief or officer in charge of any equipment breakdown or apparatus as soon as possible as per Section 6.3
4. All members shall be personally responsible for the working knowledge of all equipment and apparatus.

5. Each member shall report to the Chief or Officer in Charge any infractions of rules, failure to respond to training, failure to work at fires or work details, and at other Department activities.
6. Members must maintain a valid Wisconsin State driver's license, have no felony convictions, or disqualifying criminal activities while a member of the department.
7. New Associate members shall serve a ~~12-month~~ probationary period. During the probationary period, the individual must become Firefighter 1 (~~certified by IFSA~~) or higher, complete DNR Wild land Firefighter, ICS-700, ICS-100, ICS 200. If classes are not offered in this probationary period, the member will be allowed to remain on duty until classes are completed. During this probationary period, the individual will also be mentored by an ~~officer~~ active member on department equipment, policies, procedures, by-laws, ~~constitution~~, rules, and regulations.
8. All members will have a working knowledge of and be able to perform fire department operations along with any other training prescribed by the ~~Fire~~ Chief.

DUTIES OF SAFETY OFFICER

1. The Safety Officer shall assist the Chief with their responsibilities for the safety and health of the firefighters, directly reporting to the Chief.
2. The Safety Officer position may be filled by a single individual or by several individuals as determined by need and at the direction of the Chief. When several individuals are assigned, at least one, should be a member of the occupational safety and health committee (SPS 330). The intent of the rule is to staff the Safety Officer position with existing members who perform other duties in addition to those set forth in this section with the following qualifications, authorities and functions:
 - a. Be an active member of the Port Edwards Volunteer Fire Department.
 - 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 firefighting.
 - d. Have a knowledge of the principals and techniques of managing a safety and health program.
 - e. Have the responsibility to identify and recommend corrections of violations of safety and health standards.
 - f. Have the authority to recommend immediate corrections of situations that create an imminent hazard to personnel.
 - g. 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.
 - h. Develop and revise rules and regulations, suggesting operating guidelines pertaining to safety and health and report to the Chief on the adequacy and effectiveness of the rules and regulations. The Chief shall define the roll of the Safety Officer in the enforcement of the rules and regulations.
 - i. Identify and mitigate safety hazards at incidents and be involved in post-incident debriefs.
 - j. Ensure that training in safety procedures is provided to all fire fighters. Training shall address corrective actions recommended by accident investigations.

DUTIES OF DEPARTMENT SECRETARY

1. In addition to **their** regular departmental duties, it shall be the duty of the Secretary to keep the minutes of all meetings, handle all correspondence, keep a register of the names of all members of the department, and issue all notices. They shall notify each person accepted as a member of the department and shall furnish them with a copy of the BYLAWS and VILLAGE ORDINANCE. **Monthly reports on accountability, payroll, agendas and minutes will be provided to the Village administrator.**
2. ~~Moneys associated with the Port Edwards Firefighters Athletic Association Inc, shall not be considered a part of the responsibility of the secretary. An annual financial assessment of these funds will be provided to the Village in the Month of December.~~

DUTIES OF TREASURER

1. In addition to his regular departmental duties, it shall be the duty of the Treasurer to keep a written account of all monies received and expended by the department. All donations and non-public fund will be deposited into the department designated bank account. The Treasurer will issue orders to pay out of department account(s) only such amounts as the department has properly authorized or signed by the Chief. A monthly and annual report of such transactions shall be submitted. **An annual financial assessment of these funds will be provided to the Village in the Month of January for the previous year.**

DRIVERS/OPERATORS

1. All ~~members~~ **drivers** will learn to operate all equipment and be thoroughly instructed and competent in the operation of the apparatus. ~~REFER TO IHLR 30.~~
2. Unless directed by the Chief or officer in charge, only the driver will operate the equipment.
3. Each operator shall be thoroughly familiar with the territory to be served including the condition of routes during the different seasons and the locations of all water supplies. Operators shall observe speed limits which are consistent with safety, considering traffic, weather, and road conditions. Special care shall be taken when approaching all intersections, the apparatus being kept under control at all times.
4. Each operator of fire apparatus shall be thoroughly familiar with all standard operating instructions issued by the department and approved by the Chief.
5. The Operator must have an alcohol/nonprescription drug sobriety of zero percent (0%) to operate all apparatus or Village owned vehicles. (Zero tolerance)

FIRE INSPECTOR

1. The Chief of the Port Edwards Volunteer Fire Department shall hold the office of Fire Inspector with the power to appoint one or more Deputy Fire Inspectors, who shall perform the duties and have the same powers as the Fire Inspector which are set forth and defined in the VILLAGE ORDINANCE. **NFPA 1.**

2. It shall be the duty of the Fire Inspector(s) to inspect ~~bi~~-annually ~~all~~ buildings, premises, and public thoroughfares within the fire district for the purpose of noting and causing to be corrected any condition liable to cause a fire and shall file reports with the ~~DEPARTMENT OF INDUSTRY, LABOR AND HUMAN RELATIONS~~ in accordance with ~~DILHR requirements~~. NFPA 1.
3. All regulations and requirements of the ~~DEPARTMENT OF INDUSTRY, LABOR AND HUMAN RELATIONS~~ pertaining to fire inspections and reports thereon shall govern this office and department. NFPA 1.

MASTER MECHANIC

1. The Chief shall appoint a Master Mechanic(s), who shall be charged with the duty of maintaining all the apparatus and equipment of the department in good condition and ready for immediate service. No member other than the mechanic(s) so appointed shall be permitted to alter, adjust, fix, or repair any of the apparatus or equipment unless so directed by the Chief, or ~~senior~~ officer in charge.
2. It shall be the duty of the master mechanic to validate inspection of the apparatus and equipment.

PRESIDENT

1. ~~The President will be nominated and voted on by the membership during the annual meeting in October. The President will be in charge of the annual Port Edwards Volunteer Fire Department Dance, held in June, The Family Day Picnic, held in July and the Christmas Party, held in December.~~

VICE-PRESIDENT

1. ~~The Vice-President will be nominated and voted on by the membership during the annual meeting in October. The Vice-President shall assist the President and shall take over the powers, duties, and responsibilities of the President when the President is absent.~~

SECTION 14: GENERAL SOGs

1. Prompt obedience shall be given to orders from officers and a civil demeanor should always be preserved towards persons ~~who are~~ not members of the department, but no orders shall be taken from them.
2. Reckless destruction of property shall be avoided, and members must remember that it is their duty to protect property.
3. No person shall be allowed to enter the firehouse or that part of any building used for firehouse or handle any apparatus or implements belonging to the department unless accompanied by an active member of the department and authorized by the Chief.
4. ~~The Chief or officer in charge shall determine the positions of the trucks at an incident.~~

~~The Assistant Chief(s), any officer or firefighter shall report to the Chief or officer in charge for any changes in assignments considered necessary.~~

- ~~5. Members shall see that no heavy articles or vehicles are moved or dragged across the hose. They shall report at once the bursting of the length of their charge hose.~~
- ~~6. No member shall appear at meetings or on duty in a state of intoxication. Illegal substance, or shall be guilty of using insulting, indecent, or improper language, or be guilty of conduct unbecoming. (Zero tolerance)~~
7. Each member of the Port Edwards Volunteer Fire Department shall be held responsible for all department equipment in their possession.
8. Leaving work for a fire department duty shall be at the discretion of the member's employer. It is the firefighter's responsibility to discuss with **their** employer about being excused from work to respond to fire calls.
9. Red lights in your personal vehicle ~~may~~ **should** only be used in Port Edwards fire district when responding to a call with due regard.
10. Each member ~~shall~~ **should** follow all the departments SOG's (Standard Operating Guidelines).
11. Members may only be on one Fire Department at one time. The Chief may grant an exception for special cases.
12. The Village of Port Edwards may be using the meeting room for elections and special board meetings. A Village Board authorized person shall be in attendance during these times. The Chief will be consulted in advance for any such use of the meeting room.
13. The rules and regulations contained in these by-laws shall apply to all members of the Port Edwards Volunteer Fire Department regardless of rank.
14. No member shall at meetings or on duty be guilty of misconduct. For such improper conduct the member may be subject to suspension. **as per section 10.6-10.7**
15. All injuries and accidents must be reported immediately to the officer in charge where they will complete the required paperwork.

SECTION 15: BYLAW APPROVED REVISIONS

REPLACE 06-01-2023
REVISION 09-13-2016
REVISION 4-2010
REVISION 2-2001
REVISION 3-1993
REPLACE 8-12-1981

Passed and adopted by the FIRE DEPARTMENT by a two-thirds majority vote, this
1st day of June 2023.

Jason Worden

Chief

Don Kitowski

Secretary

Passed and adopted by the VILLAGE BOARD by a two-thirds majority vote, this
1st day of June 2023.

President

Diane Tremmel

Clerk

Village of Port Edwards



Raymond. D "Boz" Bossert Jr.
Village Administrator

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1 June 2023

TO- Village Public Safety Committee

RE- LEXIPOL Update

Lexipol was started in the Village for both our Police and Fire departments in June 2020. Since that time each department has been focused on transitioning our existing policies and procedures into this more user-friendly digital product. Here is an update on each department, followed by my analysis.

Village of Port Edwards Police department:

-Our Lexipol program has been instituted in our Police department since June 2020.

-the cost to the Village is \$0 annually since this is covered by our membership in the league of municipalities.

Total Policies 166

Issued Policies 83 (50% initiated)

36 Tier 1: 33 issued

37 Tier 2: 37 issued

36 Tier 3: 6 issued

37 Tier 4: 2 issued

20 Tier 5: 5 issued

-We have completed review on 83 (80 in MARCH 2023)

-An example of a Policy page is our "Use of Force", this is a 9 page document that is detailed with Federal, State and our Local rules incorporated. We maintain these digitally in a product but could print all these 166 policies out for review or training.

-Our officers have completed approx. +90% of all policy reviews. This means they have read and reviewed a policy that was sent out by the chief and acknowledged its content. We maintain this tool online that shows the date of last review by all officers.

-We have not taken full advantage of the Lexipol tool that conducts random training on policies that we have approved. In this case all officers would get a random email citing some questions from a policy in the Village and the officer would then answer the questions as a test. Results would be provided to the Chief for review and re-training if required.

-We receive random notifications from the Lexipol team when recommended changes are distributed. These could be federal, State or best practices that they offer to be updated. If these are accepted after a review by the Chief, they would be automatically updated in our base document and sent to all officers for a new review on their part.

-Overall, for the Police department Lexipol is a successful tool to maintain professionalism and relevancy. It's a simple tool that we have access to in all our offices and squad cars as well as Phones. It does take some effort to review the personalize the policies and we might need to set some more deadlines to complete all the other policies in the next 12-18 months, but other than that the ease, and updates received are invaluable and help a small department be professional.

Village of Port Edwards Fire Department:

-Our Lexipol program has been instituted in our Fire department since June 2020.

-the cost to the Village is \$2500 annually

-There are 223 separate Policies- potentially.
(No tier Breakdown)

-The Village administrator has identified the NEED for 60 of those as part of the PEFD policy book

-We have completed review on 20 of these policies (33%), and issued 20 (100% of those reviewed) for signatures. Yet these were mostly done last year and may be outdated.

-Our department members have completed approx. 33% of all policy reviews. This means they have read and reviewed a policy that was sent out by the chief and acknowledged its content. This tool is online that shows the date of last review by all members. We will not be using that format.

-The Intent moving forward is to (1) review the 60 policies over the next 30 days, (2) copy the book in paper format, (3) create copies for all department members and (4) after a 30 day review window, we will gain their signatures on acknowledgement of the policies.

-We have not taken full advantage of the Lexipol tool that conducts random training on policies that we have approved. In this case all members would get a random email citing some questions from a policy in the Village and the members would then answer the questions as a test. Results would be provided to the Chief for review and re-training if required.

-We receive random notifications from the Lexipol team when recommended changes are distributed. These could be federal, State or best practices that they offer to be updated. If these are accepted after a review by the Chief, they would be automatically updated in our base document and sent to all members for a new review on their part. For the Fire department unlike the police, we have only received 6 updates/changes in the past 5 months. All administrative in nature.

-Overall, for the Fire department Lexipol is an interesting tool to help attain professionalism and relevancy. While its simple to access for all our members even on their Phones, It does take some effort to review and personalize the policies for a parttime force. We will require more time and set some deadlines to complete all the other polices in the next 12 months. The ease and updates received are invaluable and help a small department maintain professionalism.

However, Based on the annual cost and the amount of the actual changes with fire regulations after the product has been fully transitioned, we may find it not be beneficial to continue. A part time department, does not change the rules enough to justify the cost over time. I would offer an analysis be done after the rules have been transitioned and at that time a decision made to continue.

Questions or concerns, contact me at 715-315-0304 or villageadmin@portedwardswi.gov.

Raymond D” Boz” Bossert Jr
Village Administrator