
MEMORANDUM

DATE: March 6, 2024

TO: Brian McGuire, City of Mauston Police and Fire Commission
Daron Haugh, City Administrator

FROM: Gerald Kudek

RE: State of Wisconsin 2% Dues Audit of Mauston Fire

It is my pleasure to inform you that the Mauston Fire Department has PASSED the ***State of Wisconsin 2% Dues Audit***. McMahon and the fire inspection department have spent numerous hours preparing for this audit. Several documents were researched, and new ones were created to meet these qualifications. The following is the criteria on which we were audited:

QUALIFICATION CRITERIA

To qualify to receive fire dues, a municipality must have a local fire department that satisfies all of the following criteria:

- Is organized to provide continuous fire protection and have a designated chief.
- Is able to ensure the response of at least four firefighters, none of whom is the chief, to a first alarm for a building, either on its own or in combination with another fire department under a mutual aid agreement.
- Provides a training program prescribed by DSPS, which includes biannual training that prepares firefighters to safely perform their duties and monthly training consistent with established fire ground operating procedures.
- Provides facilities capable of receiving an alarm and dispatching firefighters and apparatus without delay.
- Keeps required records of fires.
- Satisfies fire inspection duties and provide public fire education services.

During the Audit, several items came to our attention:

- ✓ Monthly Meeting
 - The department needs to continue with a formal meeting of the department once a month with minutes taken and approved
- ✓ Firefighter and Officer certifications was thoroughly reviewed
 - It was evident that the amount of time that McMahon & the city invested in this area was crucial. The records compiled will serve as the basis for individual personnel files and documented required certifications.

- ✓ All firefighters need to have record of ICS training
 - Firefighters - ICS 100,200,700
 - Officers - ICS 100,200,300,400, 700
- ✓ Monthly training records were lacking
 - McMahon has developed a new sign-in procedure for monthly training sessions to assist in record keeping going forward
- ✓ Police and Fire Commission approved Standard Operating Guidelines
 - The State was pleased to see the department had these guidelines; however, the department needs to be trained on them
- ✓ More public education is needed (open houses as an example) along with better record keeping
 - Department will begin to use the training sheet developed by MacMahon and will keep better records of the number of people benefitting from this fire safety education
- ✓ Fire Inspection
 - Chris did an excellent job presenting the requested information regarding fire inspections conducted, violations found, and commercial buildings in the response area. It was evident to the auditor that the inspection bureau is well run.
- ✓ 2% Dues received
 - The city is working with the townships to track the township's 2% money. Right now, it is paid to the City as part of the total contract cost.

Although the major hurdle of the audit is behind us, McMahon will continue to work with the fire department on the following crucial items:

- The department needs to immediately form a Safety Committee with the following responsibilities
 - Hold biannual Safety Meetings
 - Investigate and review on the job injuries
- Breathing apparatus fit testing & fitness for duty
- Comprehensive training plan
- Forming and collaborating with the following committees to assist the new chief:
 - Training Committee
 - Equipment/Building Maintenance

If you have any questions regarding this report, please contact me.

Gerry