
MEMORANDUM

DATE: February 19, 2024

TO: City of Mauston Police and Fire Commission

FROM: Robert Whitaker

RE: Fire Department Mandates Assessment

The McMahon Team has completed an assessment of current administrative rules and applicable standards, along with current departmental practices to ensure compliance with relevant guidelines and standards as is required in the Scope of Services dated September 27, 2023.

Fire Departments in the State of Wisconsin are required to comply with Department of Safety and Professional Standards 314 and 330. SPS 314 is primarily related to fire prevention. SPS 330 is related to Firefighter Health and Safety. Both SPS 314 and 330 adopt some or all of other professional standards by reference.

The Department, for the most part, complies with both standards. SPS does conduct audits of compliance and is scheduled to be on site for an audit on March 5, 2024. Areas that need to be addressed to ensure compliance are outlined below:

- **Ensure the Health and Safety Committee meets at least twice per year and keeps records of such meetings:** Assigned to Safety Officer.
- **Develop a process to document on-going training for each firefighter, dates of the training, subjects covered, and certifications achieved:** A Training Committee has been recommended to work on implementing these requirements. McMahon is in the process of developing a recommended training plan for this Committee to utilize. Documentation of training offered, attendance, performance requirements and time of the training should be maintained (SPS 314 and SPS 330).
- **Maintain Written Standard Operating Guidelines (SOGs):** The Department SOGs in place that meet minimum requirements. McMahon is recommending that at least two SOGs be reviewed monthly by all members as part of scheduled training.

- **Minimum Education Requirements:** McMahon has reviewed training records that were maintained by both the Department and individual members. A master list of certifications and training has been developed. Moving forward, it is recommended the Department maintain a master list of certifications and courses completed by members of the Department. Compiling this information has been a challenge for McMahon. As of the date of this memo, there are two firefighters in the Department who have not been able to verify minimum qualifications for interior structural firefighting/entry into an immediately dangerous to life and health environment. There are also two promoted officers who are working to locate documentation to verify attainment of minimum qualifications required by the State to be a fire officer.
- **Preventive Maintenance Program of Apparatus and Portable Equipment:** It is likely that preventive maintenance was occurring, but there was limited documentation to prove completion. A Department Committee has been established to ensure the required work is completed and appropriate documentation is maintained. McMahon is preparing a list of recommended ongoing maintenance practices.
- **Fit Testing of Respirators:** Testing to ensure the appropriate fit of respirators (SCBAs) is required at least annually. McMahon was unable to locate documentation of completion at this time.
- **Fire Department Public Education Services:** The Department is required to provide public fire education services within the territory served by the Department. The services may be selected from the following: fire prevention week program, residential fire inspection program, building plan review program, school education program, continuing public fire education program, youth fire awareness program, fire extinguisher training program, occupancy inspection program smoke detector awareness program. Detailed requirements of those programs are included in SPS 314. There is no documentation available for the provision of these programs. Documentation and attendance records for Department Members should be maintained. This will be audited as part of the State DSPS 2% Dues Audit.

McMahon recommends the Department create an annual workplan that includes a checklist to ensure completion of requirements annually to assist in maintaining future compliance with requirements.