



**OELWEIN FIRE DEPARTMENT
CITY OF OELWEIN, IOWA
MEMORANDUM**

FROM: Jeremy P. Logan, Public Safety Chief

DATE: March 9, 2022

TO: City Administrator Dylan Mulfinger – Mayor Brett DeVore – Oelwein City Council

SUBJECT: Fire Department Policy

Prior to appointing a Public Safety Chief, the City of Oelwein contracted with a consultant for a review of the structure and operations of the Oelwein Fire Department. A key area of the consultant's findings was the lack of written and official policies for the department. Upon appointing a Public Safety Chief in December of 2021, the Oelwein City Council and the Oelwein City Administrator provided direction that a policy manual was to be authored, approved, and implemented.

While many other areas have been simultaneously addressed, great focus was provided to work expeditiously, but prudently on the development of these policies. A policy committee was formed with members of the leadership team and two firefighter level members, along with the Public Safety Chief. The Public Safety Chief was tasked with locating, researching, and authoring the policies that were subsequently reviewed by the committee. Recommendations and adjustments were made based upon the feedback received from the committee. The subsequent pages to the document detail the areas that are covered in the proposed 224-page policy manual. The policies that are being recommended are best practices for volunteer fire services and are an extensive guide for the fire members.

As Public Safety Chief, I am recommending the approval of this overall policy manual. Fire members have all been provided with an electronic copy of the manual. Once those members have had sufficient time to review the manual, they will be expected to acknowledge, in writing, that they have read and understand the policies.



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