

**Town of Menasha Special Workshop
Town Board of Supervisors and the Fire Department
Fire Station #40 - 1326 Cold Spring Road
Monday, June 15, 2009 - 5:00 p.m.**

Minutes

1. Call to Order

Town Chair Arden Tews called the workshop to order at 5:00 p.m. For the record, Clerk Backman was present and took roll call. Present were board members Chairman Tews, Supervisors Gerhart, Hanson, Ziegler, and Youngquist. Also in attendance were Administrator Sturgell, Fire Chief Kiesow, Deputy Fire Chief Phillips, Training Officer Sweeney, Public Safety Officer Jentz, Firefighter Tedford, and resident Josh Woodside.

2. Introduction

a) Department Structure, Employee Responsibilities, and General Operations - Fire Chief Kiesow (5:00 p.m. - 5:50 p.m.)

Chief Kiesow gave an introduction and explained the purpose of the workshop was to give the Board more insight on the Fire Department. There are 5 full-time personnel; Two fire stations (Station #40 & #41) to include 2 Captains, 3 Lieutenants, and 20-23 paid-on-call personnel/ea. station. There are 2 Captains-Emergency Operations/one ea. station, 1 Captain-Training, 1 Captain-Personnel, 6 Lieutenants-one assigned to each piece of apparatus.

The Fire Prevention Bureau, the Training Division, and Public Education were explained. Chief Kiesow introduced Deputy Fire Chief/Fire Marshal Susan Phillips, Division Chief of Training Todd Sweeney, Public Fire and Life Safety Educator Pam Jentz, and full-time Firefighter Mike Tedford. An organizational chart of the Fire Department was shown and Chief Kiesow explained. Employee positions and list of responsibilities for each position were given.

Fire Chief Kiesow presented his duties as Chief. He leads all Fire Department operations, prepares the Fire Dept. budget, vehicle and facility maintenance, is the Town Emergency Management Director, EMS First Responder, Incident Commander, Company Officer, apparatus operator, performs vehicle and station maintenance, and is a department Instructor/Trainer (also at FVTC). Chief Kiesow is a member of various associations and committees to include Secretary/Treas. of the Winnebago County Fire Chief's Assoc., Vice Chair of Winnebago Area Firefighter's Assoc., member of FOXCOMM Radio Users Group, Winnebago County Local Emergency Plan Committee, E911 Advisory Committee, and Mutual Area Box Alarm System Committee.

Other staff then gave a presentation on their individual responsibilities in detail.

3. Presentations by Staff

a) Fire Prevention / Inspections - Deputy Fire Chief Phillips (5:50 p.m. - 6:35 p.m.)

Deputy Chief Phillips' duties include managing the Fire Prevention Program. She conducts code enforcement, plan review of buildings and systems, assists with the department budget, conducts fire prevention education and visits, keeps fire inspection documentation, tracks false alarm violations and issues invoices for such, conducts inspections for final occupancy and system installation, and others. Above and under ground tank inspections are performed, including plan review and documentation. In collaboration with the Town's Police Dept., the County, and the insurance companies, Dep. Chief Phillips assists with fire investigations. Dep. Chief Phillips assists the Public Fire and Life Safety Educator with program implementation, assists the Personnel Captain with disciplinary issues and promotional procedures, is a First Responder and Incident Commander, and has other incident management roles. She is a department instructor/trainer. Dep. Chief Phillips assists the Fire Chief as needed. She is acting Chief in the Chief's absence. For the WI State Fire Inspector's Assoc. she is 1st V.P. and on the Conference Committee, coordinates the Fox Valley Fire Inspector's Group, and is a member of the Winnebago County Fire Investigation Unit.

Dep. Chief Phillips explained the code development process and the use of the International Fire Codes, and the Town's Municipal Code Chapter 5 (Fire Department) as the local authority. She described the types of properties inspected and various types of fire prevention visits performed. Dep. Chief Phillips explained the visit process which includes revisits when violations are found and resulting invoice or citation for violations not corrected in a timely fashion. Firefighter Mike Tedford explained to the Board the preplan process by distributing and explaining an example of a computer generated 'All Information Report', which provides the Fire Dept. with details of a Town business providing information on building structure, fire access, water supply and protection information, where hazardous materials may be kept,

all contact information and detailed building floor plans/notes. It is vital that the information be maintained and updated on a regular basis as it is accessible by computer in each of the apparatus during emergency incidents. Board members asked various questions, including the status of the Fox Valley Inn which was briefly discussed.

b) Recruitment / Initial Training / On-going Training - Training Officer Sweeney (6:35 p.m. - 7:15 p.m.)

Div. Chief of Training Officer Sweeney explained the hiring process for firefighters who he stated must live within 2 miles of the fire station to be eligible. Applications are accepted throughout the year.

One of his responsibilities is managing the Fire Dept. Training Program which consists of course and lesson plan development, setting minimum training requirements, competency evaluation testing, training record documentation, and instructor training/evaluation. Officer Sweeney assists with budget preparation, is a First Responder, Incident Commander, department Instructor/Trainer, apparatus driver/operator, handles vehicle/station maintenance, assists the Personnel Captain with firefighter hiring, assists the Fire Prevention Bureau and the Public Fire and Life Safety Educator as needed, is Fire Explorer Program Coordinator (ages 14-20), and CPR Instructor.

Officer Sweeney explained in detail the hiring process, recruit training, orientation day (may go to fire site and watch/support/assist with equipment however, not go into the fire/building), required state training, and attending the Recruit Academy. After completion of the Academy, there is a ceremony wherein the new firefighter receives a yellow helmet (authorizing them to go INTO the fires or hot zone), and there is a 'Yellow Helmet' reception. He continued to explain the Mentor Program, EMS training, and other on-going training such as department drills, state certification classes and other inside/outside training. Town Board members were invited to upcoming interviews being held at the Fire Stations and Officer Sweeney welcomed them to future interviews.

The Chief of Training assists the Fire Chief as requested and is acting Chief in the absence of the Chief and Deputy Chief. Board members posed questions about outside training requests, doing joint training with other municipalities/compensation. Officer Sweeney replied it is give and take; the Town's Fire Department may utilize another municipality's location to train and we, in return, will offer use of a Town location another time. A question was asked about training along with another municipality's fire department, and the Town's liability if a firefighter from the other department gets hurt later in an accident. Chief Kiesow stated the Town's Fire Department is not liable because they are not certifying or testing, but merely conducting training in cooperation with another department.

c) Fire and Public Safety Program - Public Safety Officer Jentz (7:15 p.m. - 7:40 p.m.)

As Public Fire and Life Safety Educator/Fire Dept. Associate, Pam Jentz outlined the responsibilities of the position in accordance with the professional standard (NFPA 1035). The standard identifies responsibility as Fire and Life Safety Program educator (FLSP), Public Information Officer and Juvenile Firesetter Intervention Specialist (although the Firesetter Intervention Specialist position is done by Dep. Fire Chief Phillips). Educator Jentz sets program goals and objectives, identifies and participates in FLSP partnerships, selects and develops education materials, and establishes administrative policies for the education program, evaluates program effectiveness and establishes priorities, and coordinates and supervises program activities. Educator Jentz conducts public education programs for youths, seniors, businesses and various types of community programs where she teaches fire behavior, injury causes/prevention, escape planning, hazard identification and basic fire protection techniques. Some topics are "Stop, Drop and Roll", Assisted-Living Emergency Plan of Action, fire extinguisher training, and proper infant and toddler car seat placement/safety. Education is provided at various Town Fire Dept. community functions such as National Night Out, Fire Dept. Safety Day, Firefighters in the Parks, business Safety Fairs/Grand Openings, and in neighborhoods she even attends corn roasts and birthday parties but Educator Jentz said safety is always incorporated in some way or another.

Educator Jentz is a First Responder, coordinates administrative office functions such as payroll, call documentation, budget activities, sends out the department weekly update, and performs administrative activities as requested by the Chief officers, company officers and firefighters. She is a committee member of the WI Fire Service Administrative Association, Fox Valley Safe Kids, and is a part of the Public Educator's Networking Group.

4. Discussion

Board members asked various questions. Supervisor Ziegler asked about the prospect of the Town making a large purchase of fire extinguishers so residents may be able to buy them from the Town at a reduced cost and possibly obtain a better quality extinguisher. Board and staff agreed this was a good idea, if possible.

Fire Chief Kiesow summarized the number of fire calls and first responder calls for this year. He added that what was not discussed in this workshop were the number of donated hours by Fire Department employees at events held throughout the year such as: Fundraisers for MDA and the Burn camp, and attendance at Birthday parties- which Chief Kiesow said leaves a very emotional impact and builds relationships. He stated customer service is very important. He thanked the Board and said he appreciated their coming to the workshop to learn more about the fire department. He further encouraged the Board members to contact members of the Fire Dept. at any time.

Chairman Tews stated he liked the idea of allowing firefighter's families to be a part of the firefighter interview process because family is affected by the job as well. He thanked everyone for coming and stated the Board now has a better understanding about the functions of the Fire Department.

5. Adjourn

At 7:45 p.m., MOTION: Youngquist/Hanson to adjourn the special workshop. Motion carried.

Respectfully submitted,

Karen Backman, Town Clerk

Note: *These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.*