

TOWN OF MENASHA FIRE DEPARTMENT

ORGANIZATIONAL STATEMENT

I) **Authority** - The Town of Menasha Fire Department was organized in 1938 as a joint volunteer department with the Town of Neenah to provide fire emergency response to the citizens of both communities. The two departments separated in 1980 and the Town of Menasha Board of Supervisors became the governing body of the Town of Menasha Fire Department and is responsible for maintaining the mission statement and all policies governing the department. The spirit and foundation of volunteerism continues to drive the organization forward.

II) **Services Provided** - The following services are provided to the community:

- Local and State Fire & Life Safety Code Inspections
- Flammable & Combustible Liquid Storage Inspections
- Fire Investigations
- Public Safety Education
- Fire Suppression Services (Approximately 250 emergency responses per year)
- Environmental Response and Protection
- Hazardous Materials Response - First Responder ONLY
- Light-Duty Rescue (air bags, vehicle extrication, forcible entry, etc.)
- Limited Recreational Water Assistance
- EMS - First Responder level (implemented in 1997) (Approximately 600 responses per year)

III) **Organizational Structure** - Fifty-four employees are members of the combination department (4 full-time and 50 paid-on-call). The Town appointed its first full-time Fire Inspector in 1984 and in 2000 the position was changed to Fire Marshall/Deputy Chief. The first full-time Fire Chief was appointed in 1987. The first full-time Administrative Assistant was appointed in 1988 and in 2004 the position was changed to Public Fire and Life Safety Educator/Fire Department Associate. The first full-time Firefighter was appointed in 2000. The two fire stations are located at 1000 Valley Road and 1326 Cold Spring Road. Each fire station staffs 25 paid-on-call fire fighters (2 Captains, 2 Lieutenants & 21 Fire Fighters). The Fire Chief reports to the Town Administrator and ultimately to the Town Board of Supervisors.

IV) **Functions of Members** -

Fire Chief - lead and manage the department in an efficient, cost-effective manner.

Public Fire and Life Safety Educator/Fire Department Associate- coordinate and assist the management team in achieving the department mission, coordinate and implement the departments public life safety mission.

Fire Marshal/ Deputy Chief - ensure compliance with applicable safety codes / perform public life-safety education / manage fire cause and origin determination. Acting Chief in the Absence of the Fire Chief.

Captain Training - manage and conduct in-house training.

Captain Personnel – manage and conduct personnel recruitment, retention and development.

Captains (2) of Emergency Operations - specialize in emergency response readiness and emergency scene strategic management.

Lieutenants - directly supervise actions of fire fighters and emergency scene tactics.

Fire Fighters - fire suppression, equipment operations, public education and presentation activities.

First Responders - trained and qualified to provide EMS pre-hospital care.

Fire Investigation Bureau - determine cause and origin of significant fires and assist in the prosecution of arson fires.

SCBA Air Crew - maintenance of all breathing air equipment including self-contained breathing apparatus, fill stations and air compressor.

Health Safety Task Force - provide guidance on all safety related issues.

Apparatus/Tools/Equipment Task Force - provide guidance on research, development and purchase of apparatus, tools and equipment.

Career Development Task Force - provide guidance on issues related to recruitment, retention and promotion of paid-on-call personnel.

Fellowship Committee – coordinate and plan Fire Department social activities.

V) **Qualifications & Training** - The fire fighters attend emergency preparedness & awareness in-house training drills twice every month with an emphasis on safety and must achieve a minimum requirement (50 to 60 hours) of emergency service training every year. All fire fighters must achieve and maintain a minimum of State of Wisconsin Fire Fighter I certification. Most personnel have achieved advance certifications as Fire Fighter II's, Driver/operators and some certified instructors. Officers are promoted based on additional qualifications and a competitive assessment center. The Fire Marshal/Deputy Chief attends specialized training in inspection fields and investigation

procedures. The Fire Chief has achieved a degree in Fire Protection and is enrolled in the Executive Fire Officer Program at the National Fire Academy.