

SOUTH AREA FIRE AND EMERGENCY RESPONSE DISTRICT

Official Meeting Notice and Agenda

Meeting: **SAFER COMMISSION**

Members: **Kimlicka (President), Jackan (V Pres), Campbell, Hebbe, Coscio**

Location: **Rib Mountain Town Hall; 3700 North Mountain Rd, Wausau**

Date/Time: **Tuesday, January 12, 2016 @ 7:00 p.m.**

A. Call to Order.

1. Meeting called to order by President Kimlicka at 7:00 p.m.
2. Pledge of Allegiance
3. Clerk will take attendance and/or roll call.
4. Request for silencing of cellphones and other electronic devices.
5. Acknowledgment of visitors if any.

B. Correspondence/Comments from the public on issues related to the SAFER district.

C. Consent Items.

1. Approval of minutes from SAFER Commission meeting of 11/10/15.

D. Business Items.

1. Convene into closed session pursuant to Wis. Stat. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
2. Convene into open session
3. Discussion and possible action on closed session matter.
4. Training Officer discussion and possible action.
5. EMS Division Chief discussion and possible action
6. District retirements discussion and possible action
7. Interfacility RN/EMT-P member's discussion and possible action

E. Staff Reports.

1. Report from Fire Chief.
2. Report from Administrators.

F. Remarks from the Commissioners to set the next meeting date, as well as discuss items for the next meeting agenda. (No motions will be made, and no action will be taken related to policy affecting S.A.F.E.R. as a result of this agenda item): **February 9, 2016.**

G. Adjourn.

This notice was posted at the Rib Mountain and Weston Municipal Centers, and on the Village of Weston's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 1/8/2016 @ 4:00 p.m. A quorum of members from other SAFER District, Town of Rib Mountain, and Village of Weston governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions will be taken by any other board, commission, or committee of SAFER / Town / Village, aside from the SAFER Board of Directors. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for public meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Rib Mountain Municipal Center at 715-842-0983, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



OFFICIAL MEETING MINUTES
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT
Fire Commission Regular Meeting
Tuesday, November 10, 2015 @ 7:00 P.M.

A. Call to Order

Don Kimlicka, SAFER President, called the regular meeting of the South Area Fire and Emergency Response District Fire Commission to order at 7:07 PM.

MEMBERS PRESENT – Don Kimlicka, Jean Jackan, Jim Campbell, Harlan Hebbe. Jim Coscio was absent and excused. Chief Savage and DC Finke were also present. There was one audience member.

B. Correspondence/Comments from the public on issues related to the SAFER District

None

C. Presentations

None

D. Consent Items

1. Approval of minutes from SAFER Commission meeting of 10/27/15
Jackan/Campbell to approve prior meeting minutes of 10/27/15. Roll call vote: Kimlicka: yes, Jackan: yes, Campbell: yes, Hebbe: abstain. Motion carries.

E. Business Items

1. Discussion and possible action on Training Officer
DC Finke stated that currently there is a training committee made up of 6 members who try to put together a training plan for the year. Currently, training drills are held every Tuesday night. Some drills are better attended than others. The goal for 2016 is to cut back to 2, more focused training nights. The training officer would be in charge of organizing the training and making sure it's good quality training. By cutting down the number of drill nights, there's an approximate savings of \$17,000 in payroll. A portion of that money would go toward the training officer for approximately 120 hours a year at \$15.00/hour. *Motion by Kimlicka/Campbell to establish the position of a Training Officer.* Motion carries unanimously.
2. Job description for IFT Medic and RN
DC Finke reviewed the process of an inter-facility transfer and how the type of personnel required depends on what is requested for the transfer.
Motion by Campbell/Hebbe to approve the job description of the IFT Medic and RN. Motion carries unanimously.
3. Discussion and possible action on process for termination of non-active members.
There was a brief discussion on what steps should be taken for termination of non-active members.

F. Staff Reports

1. Report from Fire Chief

Savage reported on several municipalities that have signed 5 year EMS contracts. Finke stated two paramedics are currently in critical care class.

2. Report from Administrators

None

G. Remarks from the SAFER Fire Commission to set the next meeting date, as well as discuss Items for the next meeting agenda. (No motions will be made, and no action will be taken related to policy affecting SAFER as a result of this agenda item): **December 8, 2015.**

Hebbe commented on the need to re-evaluate disciplinary procedures.

H. Adjourn

Jackan/Hebbe to adjourn at 7:50 p.m. Motion carries unanimously.

Prepared by Rhonda Christiansen on November 30, 2015

Presented for consideration to the Board of Directors on December 8, 2015.

EMS Division Chief – Administration Division

Purpose of Position:

Plan, direct, manage and evaluate the Emergency Medical Services (EMS) Division of the District while maintaining departmental records and assisting in the day to day administrative duties.

Essential Job Functions:

Provide technical supervision of all certified emergency medical technicians. Monitor and participates as a special instructor in department training activities; attend conferences, schools, classes and meetings to maintain awareness of new techniques, developments, laws and regulations. Prepare the operating program budget and revenue forecasts of the division and participate in the preparation of the departmental budget. Manage account services billing and revenue collections for the division, including establishing and maintaining user-fee rate structures. Develop, review and monitor performance of division contracts. In coordination with other departmental staff, draft and approve specifications for EMS equipment purchases. Manage vendors and approves marketing and advertising campaigns. Plan, organize, supervise, coordinate and review performance of a departmental division. Assign and review projects and reports, complete personnel performance evaluations. Attend SAFER board or commission meeting as well as town / village meetings when appropriate.

Coordinate EMS division training and development. Recommend personnel actions including hiring, terminations, promotions, disciplinary actions, grievances, etc. Serve as member of department management team. Assist with the development of departmental staffing programs. Formulate policy by analyzing local service needs and develop plans to provide adequate community protection. Develop, implement and review department policies and procedures, ensure compliance with applicable federal and state laws and regulations. Provide interdepartmental assistance to other divisions and departments. Prepare, maintain and review records and reports to provide and receive information regarding the staff, property and operations of the division/department; take necessary action based on information received. Track all EMS skills as related to EMS licensing and CAAS requirements. Compete monthly POC shift calendars and coordinate coverage for all shift hours. Coordinate computer scheduling software for EMS students with local technical collages.

Represent the department to the public, other municipal departments and various outside agencies; investigate complaints and take corrective action as necessary. Evaluate proposed and adopted legislation to determine impact and recommend action to be taken by the department, city and lobby groups. Direct the medical standard of care and level of clinical sophistication within the EMS program; evaluate and analyze quality control of pre-hospital medical care; serve as liaison between Physician Medical Director, other first response fire departments, and the department. Respond to fire, medical, hazardous materials, or other incidents as needed when major incidents occur. During normal business hours (7am - 4pm) could be tasked with operating EOC located at station 1 or assigned as command staff at major incidents.

Respond to general questions, concerns and complaints received from the public, both in person and over the telephone. Schedule tours and classes offered by department including coordinating training room activities and smokehouse rentals. Type a variety of documents, e.g. letters, forms, memos, protocols, newsletters, reports, statistical information, etc., from rough drafts and verbal instruction. Research and compile information. Compose routine correspondence and reports pertaining to department with minimal instructions. Complete departmental forms for items such as burn permits, etc. Directs preparation of records such as notices, minutes and resolutions. Acts as custodian of department documents and duties.

Collect and receipt money received from the public. Correspondence with legal companies for reposts in compliance with the confidentiality requirements of HIPAA.

Establish and maintain a variety of files and records, including personnel time and accrual records, departmental activities, fire investigation reports, etc. Route incoming mail and materials. Prepare outgoing mail for delivery to postal authorities and delivery carriers. Provide assistance to department personnel in such areas as computer software, form completion, etc.

Maintain adequate levels of office supplies. Re-order or pick up from vendors as necessary. Process general fire department bills and track payments from department. Follow all safety rules and procedures established for work areas.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements: College Graduate with a minimum of an Associate's Degree with major coursework in health services management, business administration, public administration, fire sciences, or related field and five years of progressively responsible experience in fire suppression and emergency medical services, to include five years in a supervisory or management capacity, and at least two years as a field provider of fire suppression services and pre-hospital Advanced Life Support. Additional related experience may be substituted for the college requirement on a year for year basis, or any combination of experience and training that provides the required knowledge, skills and abilities. Thorough knowledge of fire department management, supervision; knowledge of user-fee and member supported operations; thorough knowledge of laws governing EMS operations and debt collection; knowledge of marketing and advertising; knowledge of techniques and methods of fire suppression, training, prevention and hazardous materials; ability to prepare accurate, understandable reports, communicate effectively orally and in writing and to interact harmoniously with co-workers, the SAFER Board of Directors, other agencies, the media and the public. Knowledge of general office practices and procedures; rules of effective English, spelling, usage and grammar; advanced skills in Word and Excel; operation of standard office equipment; and elementary accounting sufficient to monitor department expenditures and understand general budget tracking. Equivalent to high school plus additional specialized training in office practices and accounting and over four years' experience, or any satisfactory combination of experience and training, which demonstrates the knowledge, skills and abilities to perform the above duties.

Special Requirements/Licenses: Possession of valid Wisconsin driver's license at time of appointment and acceptable driving record. Wisconsin Emergency Medical Technician Paramedic is required. CPR, PALS and ACLS instructor. Wisconsin EMS Instructor-1.

Desirable Qualifications: Wisconsin Critical Care Paramedic endorsement, Wisconsin EMT-Tactical endorsement or class, Board for Critical Care Transport Paramedic Certification (FP-C or CCP-C), Certified Medical Transport Executive, CMTE (Association of Air Medical Services Certification). Experience with Publisher, PowerPoint, and Access

SUPERVISORY RESPONSIBILITIES:

Supervises department personnel when engaged in assigned area of responsibility.

SUPERVISION RECEIVED:

Works under the direction of the Deputy Fire Chief / Fire Chief.

Work Schedule:

Monday – Friday 40 hour salary position, with the ability to flex schedule hours for meetings and training.

Duties, Responsibilities and Qualifications

Class Title: Training Officer

District: South Area Fire and Emergency Response District

Date: November 11, 2015

General Purpose

The purpose of this position is to develop, implement and maintain the Fire Department training programs and policies to ensure personnel are trained and competency is maintained for delivery of emergency services. The work is performed under the direction of the Fire Chief.

Supervision Received and Exercised

Receive immediate supervision from the Deputy Chief and/or Fire Chief. May serve in the capacity of shift commander in the absence of the Battalion Chief.

Essential Duties and Responsibilities

- Administers department policies and procedures for the management of instructional resources, staff, facilities, records and reports.
- Designs, develops, modifies and implements comprehensive training programs and curriculum that meets the requirements of the department.
- Reviews instructional materials, creates and modifies lesson plans, organizes the classroom, modifies presentations; conducts classes and acquires training resources to ensure that the objectives or learning outcomes are achieved.
- Administers oral, written and performance tests, so that the testing is conducted according to procedures and the security of the materials is maintained.
- Creates methods and plans for evaluation of instructors, courses and programs so that input is obtained for improvement; presents evaluation findings, conclusions and recommendations to ensure training and department goals are achieved.
- Develops a system for the acquisition, storage and dissemination of evaluation results so that the goals are supported and those impacted by the information receive feedback consistent with department policies, federal, state and local laws.
- Oversee American Heart Association training program.

- Writes equipment specifications for purchasing so that the training equipment is appropriate and supports the training program goals.
- Prepares detailed budget requirements so that the necessary resources to meet training goals are identified and documented.
- Serves in the capacity of a company officer or incident commander during emergency operations and as a first responder for medical emergencies.
- Performs in the capacity of a firefighter up to and including all firefighter duties on the emergency scene as well as in an Immediately Dangerous to Life and Health (IDLH) environment.

Additional Duties and Responsibilities

- Participates in local, regional, state and national conferences and seminars.
- Drives and operates emergency vehicles and equipment.
- Performs other related functions as required or assigned.
- Responds to fire and emergency medical scenes.

Required Qualifications

- High school diploma or equivalent
- Possession of an appropriate Wisconsin Driver License.
- Must meet the physical requirements necessary to safely and effectively perform assigned duties.
- State of Wisconsin State Certified Firefighter II
- EMT-Basic-Paramedic preferred
- CPR Instructor (Within 1 year of appointment)
- State of Wisconsin Emergency Services Instructor
- Driver Operator Pumper
- Driver Operator Aerial (Within 1 year of appointment)
- State of Wisconsin Certified Fire Officer 1
- Minimum of 5 years fire and/or emergency medical services OR past educational experience.

Necessary Knowledge, Skills and Abilities

- Knowledge of existing organizational policy, procedures and guidelines.
- Knowledge of learning theories; statistical analysis methods, resource evaluation techniques.
- Knowledge of fire behavior; organizational structure, function and operations; human behavior during fire, injury causes/prevention; hazard identification and correction/basic

fire protection systems and devices; emergency reporting; firefighter personal protective equipment; special needs for those with disabilities and time management.

- Ability to write reports and analyze data.
- Ability to communicate and transfer content knowledge verbally and in writing.
- Knowledge of report writing, media characteristics, news process, organizational policies, methods for informal dissemination, laws and procedures for the release of information. Professional appearance based on situation.
- Ability to communicate verbally and in writing, to exhibit professional demeanor, manage interaction with the media, and use various means of information technology with all fire department staff, the public and media.
- Ability to provide guidance, assistance, and/or interpretation to others, such as the public and fire department staff relative to fire and life safety training and education initiatives, policies and procedures and standards to specific situations.
- Ability to utilize a variety of reference, descriptive and/or advisory data and information such as instructional text books, statutory codes, local ordinances, schedules, financial statements, technical operating manuals, procedures, guidelines and non-routine correspondence, maps and floor plans.

Special Requirements

- No convictions or disqualifying criminal history in the past seven (7) years.
- Must be able to read and write the English language.
- Ability to meet physical demands of the Fire District.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle or operate objects, or controls, and reach with hands and arms. The employee is regularly required to sit; balance, stoop, kneel, talk, hear and taste and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed primarily in office, vehicle, or outdoor settings in all weather conditions including temperature extremes, during all hours of the day or night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms, and other hazards associated with emergency medical care. The noise level in the work environment is usually quiet in office settings and moderate in emergency situations.

Selection Guidelines

- Application on-line Neo-Gov through the Village of Weston, WI
- Review of education, experience and application by hiring and training committee
- Oral examination/interview by hiring and training committee
- Recommendation to SAFER Commission
- Approval by SAFER Commission

Appointee will be subject to completion of a one (1) year probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Non Discrimination

All positions and promotions within the rank of the South Area Fire and Emergency Response District will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability and under the guidelines set forth under the South Area Fire and Emergency Response District's Affirmative Action Plan.

