



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
June 5, 2017

Committee #2 met on Monday, June 5, 2017 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, John Monarski
Mayor/Other Council Members present: Mayor Hoffman, Paul Nadreau
Others present: Finance Manager/Treasurer Lynne Bauer, Fire Chief Mike Hepfler

Call to Order: 8:30 AM

1. **Discuss increasing Fire Chief to full-time and adding an additional Battalion Chief Position. Possible recommendations to the Council.**

The Committee discussed issues related to adding a Battalion Chief position to the Fire Department to allow Chief Hepfler to perform Chief duties full-time. The third Battalion Chief position was eliminated in 2007 and combined with the Chief position. Working 24 hour shifts makes it difficult to focus on department needs. In addition, the Chief spends time on his days off attending meetings, addressing employee matters and working with other departments regarding various issues. On June 1, 2017 Committee #1 reviewed funding options with the majority coming from increased EMS rates and made a recommendation to increase rates to fund the expense of adding another Battalion Chief position. At that time, the increased rates were believed to be enough to fund the new position. Finance Manager/Treasurer Bauer indicated after sending the proposed fees to Life Quest for review, their estimation was approximately \$50,000 less than originally projected. The difference is due to 65% of our EMS calls being billed to Medicare/Medicaid. In addition to re-addressing the revenue projection and explore funding for the added position, Committee #2 would like Committee #1 to review the resident and non-resident rates.

Motion by Monarski/King to recommend the Council increase the Fire Chief position to full-time and add a Battalion Chief position. All present voted aye. Motion carried.

2. **Adjournment**
Motion by Monarski/Hull to adjourn at 8:55 AM. All present voted aye. Motion carried.

**Minutes submitted by,
CW King, Chair**

2017 Rate Survey

Charge Description	Average of 3 (Fire District, Eau Claire, Menomonie)	Chippewa Falls Fire and EMS Level of Service: EMT-CCP	Average of 4	Proposed Rates Effective August 1, 2017 <i>July</i>
BLS Resident	891.67	825.00	875.00	925.00
BLS Non Resident	1075.00	950.00	1043.75	1100.00
ALS1 Resident	1041.67	925.00	1012.50	1025.00
ALS1 Non Resident	1191.67	1050.00	1156.25	1200.00
ALS2 Resident	1150.00	1125.00	1143.75	1150.00
ALS2 Non Resident	1358.33	1250.00	1331.25	1350.00
SCT Resident	1250.00	1000.00	1187.50	1200.00
SCT Non Resident	1408.33	1250.00	1368.75	1400.00
Mileage Resident	17.42	16.00	17.06	17.00
Mileage Non Resident	17.75	17.00	17.56	17.75
Oxygen	70.50	71.00	70.67	72.00
Spinal Immobilization	160.00	150.00	156.67	160.00
BLS On Scene Care Resident	200.00	175.00	193.75	200.00
BLS On Scene Care Non Resident	250.00	175.00	231.25	250.00
ALS On Scene Care Resident	858.33	900.00	868.75	925.00
ALS On Scene Care Non Resident	991.67	1000.00	993.75	1025.00
TRIP CHARGE/ NO SERVICE?				

COMMITTEE #2 - JUNE 5, 2017	
FIRE CHIEF FUNDING DISCUSSION	
Battalion Chief Estimated Cost	\$ 125,300
(includes wages/benefits)	
Potential Funding Sources:	
Estimated Additional Ambulance Revenue	\$ 113,000
"Garcia Pay" - Chief* (\$7,175)	\$ 3,100
Per Capita Increase	\$ 7,000
	\$ 123,100

***Consider moving Chief to Grade 18 Step F
9/1/2017 - \$4075**

CHIPPEWA FALLS FIRE AND EMERGENCY SERVICES DEPARTMENT

POSITION DESCRIPTION FOR:

FIRE CHIEF / EMS DIRECTOR / EMT (BUDGET, OPERATIONS, & SAFETY)

GENERAL STATEMENT OF RESPONSIBILITIES

Administers and directs the activities of all fire and emergency services department personnel and equipment for the city of Chippewa Falls in the protection of life and property.

Performs supervision of firefighting, medical, hazardous materials response, and rescue work involving the command of a shift, the maintenance of station, apparatus and equipment, and in other department staff or command duties and assignments.

HOURS

Fire Chief works an average of 56 hours per week by being on duty for three 24 hour duty shifts on a rotating nine day cycle.

The 24 hour duty shifts begin at 07:00 am and go until 07:00 am the following day. The Fire Chief also wears a department pager and cell phone and is on call for emergencies 24 hours a day.

DISTINGUISHING FEATURES

This position involves the planning, organizing, staffing, directing, controlling and monitoring of all phases of fire department and medical activities in protecting life and property, including the maintenance of vehicles and equipment, the promotion of fire prevention, and the management of the city's firefighting, medical, hazardous materials and rescue forces. The work is performed under the general direction of the mayor and city council.

The Fire Chief also performs as a shift commander in assigning, training and supervising subordinate personnel. Work is performed in accordance with departmental standards, rules and policies. The Fire Chief also is assigned additional responsibilities in the areas of training, building and equipment maintenance, fire inspections and public relations.

DUTIES:

- City of Chippewa Falls Department head in charge of the Fire and Emergency Services Department. Supervising a department consisting of 25 sworn fire officers, one civilian secretary, and two fire stations in a modern pro-active department responding to fires, medical emergencies, rescues, and hazardous material incidents.
- Emergency Medical Services (EMS) director of the department's ambulance service.
- Oversight of all department fire inspection/code enforcement and public education safety programs. Directs and teaches various public education safety programs
- Responds to all major alarms and directs firefighting or other emergency operations

- Directs or arranges the training of Fire/EMS personnel in methods of firefighting, rescue, EMT, EMT-D and EMT-I, inspection, investigation and uses of equipment
- Responsible for preparing and administrating an annual budget of over \$2 million, working with the city administrator, mayor, and council on all budget issues
- Monthly reports to, and attendance at the Chippewa Falls Police and Fire Commission meetings, working with the commission on all personnel issues regarding hiring, promotions and disciplinary actions.
- In Wisconsin, the Fire Chief is responsible for ensuring all public buildings and places of employment in his jurisdiction are fire inspected
- In Wisconsin, the Fire Chief is responsible for determining the cause and origin of all fires occurring in his jurisdiction
- Orders all equipment and supplies and authorizes payments
- Prepares various reports for national and state agencies and organizations
- Prepares specifications for the purchase of required equipment
- Directs the maintenance of facilities, vehicles and communications equipment
- Evaluates performance of department employees
- Maintains department discipline and morale
- Assists other city departments in the establishment of safety procedures
- Attends meetings of county and state fire and emergency government organizations
- Co-Director of the State of Wisconsin – West Central Regional Hazardous Materials Response team that is responsible for on-site mitigation of Hazardous Materials spills and releases involving transportation and fixed facilities in 14 northwestern counties.
- Responsible for keeping all department contracts, licensing, certifications, agreements and training standards current, compliant and within the law.
- Firefighting duties and medical treatment of patients
- Incident Commander duties at emergency scenes including major incidents

The Fire Chief also:

- Responds to all fire alarms, fires, medical emergencies and other emergency calls during a shift and as required;
- Firefighting duties and medical treatment of patients
- Serves as shift commander
- Incident Commander duties at the scene of incidents and commands all personnel and equipment at fire scenes, medical emergencies, confined entry situations, level A or B hazardous materials spill responses, and rescue operations
- Inspects personnel, maintains discipline, and trains, instructs and drills in firefighting and rescue methods, techniques, and related subjects;
- Prepares a daily record of the day's activities and personnel on duty;
Maintains and cleans fire station and all firefighting equipment;
- Gives public education safety presentations to various community groups and organization, and the general public;
- Maintains a record of all repairs to apparatus and equipment;
- Assists in the selection of new employees and equipment as requested;
- Supervises preplanning surveys of commercial, industrial and institutional structures and assists in the formulation of industrial preplans;

- Makes reports and maintains records of each fire;
- Evaluates performance of personnel assigned to the command and during training;
- Provides written evaluations of candidates in promotional processes
- Assists in formulating and implementing department policies;
- Coordinates communication system between fire and police departments;
- May perform the duties of an incident safety officer (ISO) at an emergency scene.
- Coordinates the completion of assigned shift fire prevention inspection requirements;
- Maintains employee attendance, training and personnel records;
- Does related work as required

QUALIFICATIONS:

- Knowledge of current firefighting techniques, EMS, rescue, and Hazardous Material response protocols, manpower, equipment utilization and distribution
- Knowledge of the Incident Command System
- Knowledge of Fire/EMS/Rescue/Haz-Mat administration and management
- Knowledge of public education safety, and public relations training methods
- Knowledge of the principles and practices of governing municipal fire department policies, rules and regulations
- Ability to plan, assign and direct the work of number of employees
- Ability to maintain working relationships with city officials, employees and the general public
- Ability to effectively and calmly direct the operations of personnel and equipment under emergency conditions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to lead, maintain discipline and promote cooperation with others
- Ability to work under stress, dangerous and adverse conditions
- Nationally Registered and Wisconsin State licensed as an EMT, EMT-IV Tech, or EMT-Intermediate
- Certification as a Hazardous Materials Technician
- Possession of a valid Wisconsin driver's license

The Fire Chief also has to have:

- Knowledge of building types and structures
- Knowledge of fire spread and behavior
- Knowledge of emergency medical aid principles and procedures
- Knowledge of hazardous materials spill response principles and procedures
- Ability to understand and operate all fire department equipment
- Ability to operate a computer, and to utilize a wide range of computer software programs
- Ability to supervise and evaluate the work of others
- Ability to interpret and enforce fire department rules and regulations
- Ability and skill to compute the fire ground hydraulics for pump and hose stream pressures and friction loss calculations

- Ability to compute mathematical calculations as they relate to the Fair Labor Standards Act (Garcia) overtime requirements
- Ability to initiate and direct an incident command system approach for the mitigation emergency incidents
- Possession of a journeyman's certificate from the Wisconsin State Apprenticeship Office

TRAINING AND EXPERIENCE:

- Graduation from high school
- Associate degree in Fire Science and at least three years of experience in responsible fire command positions
- Specialized training in fire suppression firefighting, fire department administration, specialized rescue, and fire prevention
- Specialized training in Emergency Medical Services (EMS) pre-hospital delivery systems and procedures
- Specialized training in Hazardous Materials response capabilities, procedures, and regional team delivery systems
- Or any combination of training and experience which provides the above listed required knowledge, skills and abilities.



Chippewa Falls Fire and Emergency Services Department

211 Bay Street, Chippewa Falls, WI 54729
(715) 723-5710 (715) 726-2751 Fax

Position:	BATTALION CHIEF (BC)
	EMERGENCY MEDICAL SERVICES (EMS) & TRAINING
Reports to:	Fire Chief
Union Representation:	Non-represented, Exempt
Written By:	Fire Chief, Michael Hepfler
Revised Date:	02-09-2017
GENERAL STATEMENT OF RESPONSIBILITIES:	
<p>Leads by example with a positive and professional attitude, with a teamwork approach to effectively achieve our department's visions, values and mission. Performs supervision of firefighting, medical, hazardous materials response, and rescue work involving the command of a shift, the maintenance of station, apparatus and equipment, and in other department staff or command duties and assignments. Required to work closely with the Fire Chief as a Commanding Chief Officer of the Department.</p>	
HOURS:	
<p>The Battalion Chief works an average of 56 hours per week by being on duty for three 24 hour duty shifts on a rotating nine day cycle. The 24 hour duty shifts begin at 07:00 am and go until 07:00 am the following day. The Battalion Chief also wears a department pager and is on call for emergencies 24 hours a day.</p>	
DISTINGUISHING FEATURES:	
<p>Employees in this class perform as shift commanders in assigning, training and supervising subordinate personnel. Work is performed in accordance with departmental standards, rules and policies. An employee of this class may be assigned additional responsibilities in the areas of training, building and equipment maintenance, fire inspections and public relations. Performance is subject to review by the Fire Chief.</p>	
DUTIES:	
<ul style="list-style-type: none"> • Responds to all fire alarms, fires, medical emergencies and other emergency calls during a shift and as required; • Firefighting duties and medical treatment of patients • Serves as shift commander • Incident Commander duties at the scene of incidents and commands all personnel and equipment at fire scenes, medical emergencies, confined entry situations, level A or B hazardous materials spill responses, and rescue operations until relieved by the Fire Chief • Inspects personnel, maintains discipline, and trains, instructs and drills in firefighting and 	

- rescue methods, techniques, and related subjects;
- Prepares a daily record of the day's activities and personnel on duty;
- Maintains and cleans fire station and all firefighting equipment;
- Gives public education safety presentations to various community groups and organization, and the general public;
- Maintains a record of all repairs to apparatus and equipment;
- Assists in the selection of new employees and equipment as requested;
- Supervises preplanning surveys of commercial, industrial and institutional structures and assists in the formulation of industrial preplans;
- Makes reports and maintains records of each fire;
- Evaluates performance of personnel assigned to the command and during training;
- Provides written evaluations of candidates in promotional processes to the fire chief;
- Assists in formulating and implementing department policies;
- Coordinates communication system between fire and police departments;
- May assume the duties of the fire chief in his/her absence;
- May perform the duties of an incident safety officer (ISO) at an emergency scene.
- Coordinates the completion of assigned shift fire prevention inspection requirements;
- Maintains employee attendance, training and personnel records;
- Does related work as required

SPECIFIC DUTIES & RESPONSIBILITIES OF BATTALION CHIEF OF EMERGENCY MEDICAL SERVICES (EMS) & TRAINING:

Emergency Medical Services

- Manages the departments EMS Paramedic Ambulance Service along with the Departments EMS Medical Director and the Departments EMS Paramedic Ambulance Service Director (the Fire Chief)
- Assists the Fire Chief in managing the EMS budget and all corresponding paperwork
- Supervises the Department CQI (Continuous Quality Improvement) Committee
- Researches the need for new and improved EMS equipment and EMS protocol upgrades
- Ensures the proper maintenance and readiness at all times of the departments four EMS Ambulances along with the equipment carried

Training

- Organizes and schedules all required department Fire training classes
- Organizes and schedules all required department EMS training classes including all levels of EMS recertification classes
- Researches other training opportunities as they become available and recommends to the Fire Chief courses for department personnel:
 - Locally through public agencies, businesses, and industries
 - Statewide through the Wisconsin Technical College System, University of Wisconsin System and the Wisconsin Emergency Management
- Nationally through the US Fire Administration's National Fire Academy & other national organizations

QUALIFICATIONS:

- Knowledge of building types and structures
- Knowledge of fire spread and behavior
- Knowledge of emergency medical aid principles and procedures
- Knowledge of hazardous materials spill response principles and procedures

- Ability to understand and operate all fire department equipment
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to operate a computer, and to utilize a wide range of computer software programs
- Ability to supervise and evaluate the work of others
- Ability to interpret and enforce fire department rules and regulations
- Ability and skill to compute the fire ground hydraulics for pump and hose stream pressures and friction loss calculations
- Ability to compute mathematical calculations as they relate to the Fair Labor Standards Act (Garcia) overtime requirements
- Ability to work under stress, dangerous and adverse conditions
- Ability to initiate and direct an incident command system approach for the mitigation emergency incidents
- Wisconsin State licensed as an EMT
- Certification as a Hazardous Materials Technician
- Possession of a journeyman's certificate from the Wisconsin State Apprenticeship Office
- Possession of a valid Wisconsin's driver's license

TRAINING AND EXPERIENCE:

- Graduation from high school
- Supplemental Technical College courses and specialized training in fire suppression firefighting, specialized rescue, fire prevention and supervisory methods
- Specialized training in Emergency Medical Services (EMS) and hold EMT certification
- Specialized training in Hazardous Materials response
- Or any combination of training and experience which provides the above listed required knowledge, skills and abilities.
- Rank of Lieutenant

CHIPPEWA FALLS FIRE AND EMERGENCY SERVICES DEPARTMENT

POSITION DESCRIPTION FOR:

BATTALION CHIEF (BC) of HAZARDOUS MATERIALS RESPONSE & SPECIAL RESCUE / EMT

GENERAL STATEMENT OF RESPONSIBILITIES

Performs supervision of firefighting, medical, hazardous materials response, and rescue work involving the command of a shift, the maintenance of station, apparatus and equipment, and in other department staff or command duties and assignments. Works closely with the Fire Chief as a Commanding Chief Officer of the Department.

HOURS

The Battalion Chief works an average of 56 hours per week by being on duty for three 24 hour duty shifts on a rotating nine day cycle. The 24 hour duty shifts begin at 07:00 am and go until 07:00 am the following day. The Battalion Chief also wears a department pager and is on call for emergencies 24 hours a day.

DISTINGUISHING FEATURES

Employees in this class perform as shift commanders in assigning, training and supervising subordinate personnel. Work is performed in accordance with departmental standards, rules and policies. An employee of this class may be assigned additional responsibilities in the areas of training, building and equipment maintenance, fire inspections and public relations. Performance is subject to review by the Fire Chief under directed supervision.

DUTIES:

- Responds to all fire alarms, fires, medical emergencies and other emergency calls during a shift and as required;
- Firefighting duties and medical treatment of patients
- Serves as shift commander
- Incident Commander duties at the scene of incidents and commands all personnel and equipment at fire scenes, medical emergencies, confined entry situations, level A or B hazardous materials spill responses, and rescue operations until relieved by the Fire Chief
- Inspects personnel, maintains discipline, and trains, instructs and drills in firefighting and rescue methods, techniques, and related subjects;
- Prepares a daily record of the day's activities and personnel on duty;
Maintains and cleans fire station and all firefighting equipment;
- Gives public education safety presentations to various community groups and organization, and the general public;
- Maintains a record of all repairs to apparatus and equipment;
- Assists in the selection of new employees and equipment as requested;
- Supervises preplanning surveys of commercial, industrial and institutional structures and assists in the formulation of industrial preplans;
- Makes reports and maintains records of each fire;
- Evaluates performance of personnel assigned to the command and during training;
- Provides written evaluations of candidates in promotional processes to the fire chief;
- Assists in formulating and implementing department policies;
- Coordinates communication system between fire and police departments;

- May assume the duties of the fire chief in his/her absence;
- May perform the duties of an incident safety officer (ISO) at an emergency scene.
- Coordinates the completion of assigned shift fire prevention inspection requirements;
- Maintains employee attendance, training and personnel records;
- Does related work as required

SPECIFIC DUTIES & RESPONSIBILITIES OF BATTALION CHIEF OF HAZARDOUS MATERIALS RESPONSE & SPECIAL RESCUE:

Hazardous Materials Response

- Serves as the Haz-mat Coordinator of the departments State of Wisconsin Regional Level "A" West Central Regional Hazardous Materials Response Team (Chippewa Falls FD & Eau Claire FD combined)
- Manages the budget and all corresponding paperwork of the Level "A" haz-mat program
- Serves as Haz-mat Team Leader of the departments Chippewa County Level "B" Hazardous Material Response Team
- Manages the budget and all corresponding paperwork of the Level "B" haz-mat program
- Researches the need for new and improved equipment and tactics to effectively manage both the Level "A" and the Level "B" Hazardous Material Response Teams
- Ensures the proper maintenance and readiness at all times of the Squad #1 haz-mat truck and the departments two haz-mat response trailers along with the equipment carried
- Organizes and schedules an annual department Level "B" Haz-mat training drill
- Organizes and schedules with Eau Claire Fire & Rescue officers, an annual team Level "A" Haz-mat training drill

Confined Space Rescue

- Manages the departments Confined Space Rescue program
- Works with personnel from local facilities and industries to identify, document, and safely manage their confined spaces
- Organizes and schedules an bi-annual department Confined Space Rescue training drill
- Ensures the proper maintenance and readiness at all times of the departments Confined Space Rescue equipment

Collapse Rescue

- Assists the departments designated **Team Leader** member of the State of Wisconsin Task Force 1 Collapse Rescue Team in managing the departments Collapse Rescue program
- Ensures the proper maintenance and readiness at all times of the departments Collapse & Special Rescue response trailer along with the equipment carried

Aerial, Trench, Water & Ice Rescue

- Manages the departments Aerial, Trench, and Water & Ice Rescue programs
- Ensures the proper maintenance and readiness at all times of the departments Aerial, Trench, and Water & Ice Rescue equipment
- Works closely with the Departments Battalion Chief of EMS & Training to seek training opportunities in Aerial, Trench, and Water & Ice Rescue (also training in Haz-mat, Confined Space, & Collapse).
- Organizes and schedules training sessions in Aerial, Trench, and Water & Ice Rescue.

QUALIFICATIONS:

- Knowledge of building types and structures
- Knowledge of fire spread and behavior
- Knowledge of emergency medical aid principles and procedures
- Knowledge of hazardous materials spill response principles and procedures
- Ability to understand and operate all fire department equipment
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to operate a computer, and to utilize a wide range of computer software programs
- Ability to supervise and evaluate the work of others
- Ability to interpret and enforce fire department rules and regulations
- Ability and skill to compute the fire ground hydraulics for pump and hose stream pressures and friction loss calculations
- Ability to compute mathematical calculations as they relate to the Fair Labor Standards Act (Garcia) overtime requirements
- Ability to work under stress, dangerous and adverse conditions
- Ability to initiate and direct an incident command system approach for the mitigation emergency incidents
- Nationally Registered and Wisconsin State licensed as either an EMT-T (Technician), EMT-I (Intermediate), or EMT-P (Paramedic)
- Certification as a Hazardous Materials Technician
- Possession of a journeyman's certificate from the Wisconsin State Apprenticeship Office
- Possession of a valid Wisconsin's driver's license

TRAINING AND EXPERIENCE:

- Graduation from high school
- Supplemental Technical College courses and specialized training in fire suppression firefighting, specialized rescue, fire prevention and supervisory methods
- Specialized training in Emergency Medical Services (EMS) and hold EMT certification
- Specialized training in Hazardous Materials response
- Or any combination of training and experience which provides the above listed required knowledge, skills and abilities.
- Rank of Lieutenant

