

## **Fire Rescue Task Force**

August 4, 2014

7:00 p.m.

City Manager Conference Room  
City of Whitewater Municipal Building  
312 W Whitewater Street, Whitewater, Wisconsin

### **AGENDA**

Members of the Task Force are: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Jan Bilgen (Police Commission), Ken Kidd (Council), Phil Frawley (Council), Cameron Clapper (City Manager)

1. Call to order and roll call
2. Discuss and approve a recommendation to the common Council and Whitewater fire department regarding the organizational structure of the Whitewater Fire Department including composition of the governing body/board, duties and responsibilities of the governing body/board, duties and responsibilities of the fire chief, duties and responsibilities of Fire Department officers (including EMS) and duties and responsibilities of the city toward the proposed newly organized department
3. Propose future meeting dates
4. Adjourn

*There may be a quorum of Whitewater Common Council members present at this meeting.  
No Council business will be conducted.*

*Anyone requiring special arrangements is asked to call the office of the  
City Manager/ City Clerk at least 24 hours prior to the meeting.*



*Whitewater Fire Rescue Task Force Item Information Sheet*

MEETING DATE: **08/04/14**

ITEM: **Straw Poll and Draft Organizational Structure**

SUMMARY OF ITEM BEING PRESENTED:

**Since time has transpired since our last meeting, I thought I would provide this brief summary to explain the materials included with the agenda for Monday night's meeting.**

**Fire/Rescue Straw Poll Results**

**This document includes the results of the "straw poll" taken at the Task Force presentation to the Fire Department earlier this year. Task Force Chair, Ken Kidd reviewed the results and summarized them for the task force to review. Task Force members reviewed these results at the last meeting.**

**Organizational Structure Draft**

**This is by no means a final document, but was meant to be a starting point for discussion. The draft was prepared by Task Force Chair, Ken Kidd based on the feedback from our most recent task force meeting.**

ATTACHMENT(S) INCLUDED (If none, please state):

**Results of Fire/Rescue Straw Poll 5/1/14**

**DRAFT Organizational Structure Document**

FOR MORE INFORMATION CONTACT:

**Cameron Clapper, [cclapper@whitewater-wi.gov](mailto:cclapper@whitewater-wi.gov), 262-473-0100.**

## RESULTS OF FIRE/RESCUE STRAW POLL 5/1/14

A total of 40 members took the poll. Twenty were fire only. Twelve were rescue only. Eight were both fire and rescue. Everyone's votes were counted in the combined tally. Then each member was counted again under one or both of the services. Numbers do not add up because not everyone indicated a preference for all choices. Thirteen members submitted write in opinions for "1C". Seven members indicated that all choices were unacceptable. Six of these were fire only and one was fire and rescue.

The choices were:

- 1A Working board
- 1B Board with administrator
- 1C Board with fire chief
- 2 Municipal volunteer department
- 3 Split. Fire with board. Rescue municipal volunteer

	<u>COMBINED MEMBERSHIP</u>				
	1A	1B	1C	2	3
HIGHLY ACCEPTABLE	0	9	10	10	7
ACCEPTABLE	7	7	3	9	5
UNACCEPTABLE	26	17	0	17	22

	<u>FIRE</u>				
	1A	1B	1C	2	3
HIGHLY ACCEPTABLE	0	5	8	4	0
ACCEPTABLE	3	6	2	7	2
UNACCEPTABLE	19	11	0	13	20

	<u>RESCUE</u>				
	1A	1B	1C	2	3
HIGHLY ACCEPTABLE	0	5	1	7	6
ACCEPTABLE	5	3	2	5	4
UNACCEPTABLE	12	11	0	8	8

## BOARD OF DIRECTORS

**9 MEMBERS:**

3 RESCUE, 3 FIRE, 3 COMMUNITY (1 COUNCIL, 1 POLICE/FIRE COMMISSION, 1 AT LARGE CHOSEN BY BOARD). THREE YEAR TERMS, INITIALLY STAGGERED. MAY SERVE UP TO 2 CONSECUTIVE TERMS. FIRE BOARD MEMBERS ARE ELECTED BY FIRE MEMBERS, RESCUE BOARD MEMBERS ARE ELECTED BY RESCUE MEMBERS. CITY COUNCIL MEMBER IS CHOSEN BY CITY COUNCIL. POLICE COMMISSION MEMBER IS CHOSEN BY POLICE COMMISSION

**EX-OFFICIO MEMBERS WITHOUT VOTE:**

CITY MANAGER, FIRE CHIEF, RESCUE CAPTAIN, FIRE CAPTAIN.

**BOARD ELECTS OWN OFFICERS**

**DUTIES:**

**FINANCES:** Contracts with city/townships. Contracts for insurance. Sets fees. Fund raising. Develops Annual operation budget. Develops long term capital budget.

**APPOINTS OPERATIONAL OFFICERS:** Based on qualifications with input from Fire and Rescue. Fire Chief, Fire Captain, Rescue Captain.

**HEARS DISCIPLINE APPEALS**

**POINT OF CONTACT WITH CITY SERVICES:** Finance, Human Resources, Legal

<p><b>FIRE CHIEF</b></p> <p>SUPERVISES FIRE CAPTAIN AND RESCUE CAPTAIN  MANAGES DISCIPLINE ISSUES.  SUPERVISES AND ASSURES APPROPRIATENESS OF FIRE/RESCUE QUALITY ASSURANCE  PRIMARY CONTACT AMONG BOARD, GOVERNMENTAL PARTNERS, AND FIRE/RESCUE SERVICES.  MANAGES FIRE INSPECTION  MANAGES FUNDRAISING</p>	
<b>FIRE CAPTAIN</b>	<b>RESCUE CAPTAIN</b>
<p>RESPONSIBLE FOR OPERATIONAL QUALITY OF FIRE SERVICES</p> <p>Scheduling  Training  Supervises quality assurance activities  Appoints and supervises Lieutenants  Prepares service and quality reports for Board  Holds monthly Fire members meetings</p>	<p>RESPONSIBLE FOR OPERATIONAL QUALITY OF RESCUE SERVICES</p> <p>Scheduling  Training  Supervises quality assurance activities  Appoints and supervises lieutenants  Prepares service and quality reports for Board  Holds monthly Rescue member meetings</p>

THE OVERRIDING PRINCIPLES IS THAT THE BOARD HAS FISCAL, ADMNISTRATIVE AND STRATEGIC RESPONSIBILITIES. THE BOARD HAS GENERAL OVERSIGHT RESPONSIBILITIES WITH REGARDS TO QUALITY OF SERVICES. OPERATIONAL DECISIONS AND RESPONSIBILITIES REST WHOLLY WITH THE FIRE CHIEF, FIRE CAPTAIN, AND RESCUE CAPTAIN ALONG WITH THEIR ASSISTANTS AND MEMBERS.