

**TOWN OF BASS LAKE, SAWYER COUNTY
FIRE DEPARTMENT AD HOC COMMITTEE
WEDNESDAY, JUNE 11, 2008
MINUTES**

Meeting called to order by Moderator Sanders at 7:05 P.M. Members present; Pete Sanders, John McCue, Dorothy Brueggen, George Long, Marvin Mullet, James Kenney and Bob Shamro. Member absent; John Bixby.

Town Clerk Henk affirmed the agenda was posted in compliance with the open meetings law.

Motion by Mullet, seconded by Shamro to approve the agenda. Motion carried.

Motion by Kenney, seconded by Long to approve the minutes of the May 14, 2008 meeting. Motion carried.

Draft copies of Standard Operating Procedures (SOP) from Mullet and Standard Operating Guidelines (SOG) from Sanders were presented to committee. Discussion followed regarding having a pre-set schedule of vehicle dispatch based on type of call and the requirement that members must respond to all calls in full turn out gear. Shamro suggested change in SOP (#D) to now read, "All Bass Lake Fire and Rescue vehicles shall respond with emergency lights and sirens to any dispatched emergency call." Mullet stated he would make the change suggested before the SOP is presented to the Fire Department for review. Discussion followed regarding these being living documents that will need to be changed over time.

Chairperson Sanders stated the committee at last month's meeting approved the By-Laws.

Committee recommendations were discussed. Sanders will create a summary letter and forward the documents to the Fire Department and Town Board for review. All documents will be presented to the Town Board for final approval.

Kenney inquired regarding proposed merger with LCO. Sanders stated he has not had the opportunity to speak with them yet, but due to recent publications in the Sawyer County Record, he is assuming they are aware of Town's interest. Sanders explained the Town is not necessarily looking for a full merger, but definitely would like to look into joint training and more cooperation between the two departments to improve the current situation.

Brueggen arrived at meeting and Kenney left due to other obligations.

Committee reviewed various documents received last month. Shamro recommended the following changes be made to the "Accountability" sheet;

- a.) Change language throughout document to reflect Incident Command (IC) changes.
- b.) Paragraph 3, Sentence 5- change to: "No firefighter shall leave the fire apparatus without authorization of the **Incident Commander.**"

- c.) Paragraph 5, Sentence 1- change to: “Firefighters **shall** be working under the direction of the Incident Commander in teams of two or more.”
- d.) Paragraph 5, Sentence 4- change to: “Once you and/or your team/crew enters the structure, the **Incident Commander** should be aware that you are entering, the approximate area where you are going, the general time when you are entering and the number of personnel going inside. ~~It may be the incident commander, safety officer, pump operator, or other person that you inform.~~ The intent is if conditions should deteriorate, the **Incident Commander** would know your approximate location and number of persons we are looking for.”
- e.) Paragraph 7, Sentence 1- change to: “It is imperative that you inform **Incident Commander** prior to entering the structure so that in the event of a deterioration of conditions, **Incident Commander** will be aware of your position and be looking for you...”
- f.) Paragraph 7, Sentence 3-change to: “**The tag system is used to positively identify, track and confirm all persons on the scene.**”

Discussion included proper use of tag system and responsibility of Operations Officer to coordinate everything on scene.

Shamro recommended changes be made to the “Apparatus Placement” sheet in order to simplify.

Shamro recommended the following changes be made to the “General Operations” sheet;

- a.) #A- Shamro concerned this is not possible. Sanders clarified members can be excused, but they need to contact the Chief or an Officer for this.
- b.) #F- change to: “Before being allowed to enter a burning structure on an emergency call Firefighters shall be certified to “**Entry Level**” approved by the Training Officers and the Fire Chief.” Shamro also mentioned they need supervision on scene.
- c.) #O was discussed by committee regarding probation period and training needed prior to full membership.

Committee discussed Fire Department inventory and issuance/return of gear.

Clerk Henk recommended the following changes are needed on the “New Member Application Process and Checklist” sheet;

- a.) Update address to current town address at 14412W County Rd. K.
- b.) Paragraph 5, change to: “If approved by the Officers Committee, the application is forwarded to the general fire department membership for consideration. The application is then presented to the Town Board for final approval.”

Shamro recommended the following changes be made to the “Structures Fires” sheet;

- a.) Paragraph 2, change to: “**The first arriving firefighter completes the size up.**”
- b.) #A, change to match up with SOP document presented by Mullet to indicate the best-qualified person should be IC.

Shamro indicated a couple of the statements in this document are redundant and also suggested Sanders match up language throughout all documents for continuity.

Shamro recommended clarification be made to #D of the “Driving Procedures and Qualifications” sheet to clarify members are only allowed to exceed 10 miles over the posted limit while responding to a call.

Sanders stated he will make all of the above-recommended changes and will forward them on to the Fire Department and Town Board.

Due to the purpose of the committee now being complete, there will be no further meetings. Sanders thanked committee members for their generous donation of time and participation.

Motion by Long, seconded by Mullet to adjourn at 8:18P.M. Motion carried.

/s/ Dawn Henk, Clerk