



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Organizational Policy		Approved by: Chief Jeffrey R. Stien	
POL #1	Draft Date: 4/6/00	Revision Date(s): 6/6/02, 1/5/04, 3/19/12, 2/19/13, 2/24/14, 4/23/15, 6/2/16, 12/22/16	Effective Date: 3/19/12, 3/4/13, 2/24/14, 4/23/15, 6/2/16, 12/22/16

PURPOSE: The purpose of this policy is to define the organization of the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge incident who will be responsible for the results of any deviation.

A. Definition of the Mukwonago Fire Department

1. The Mukwonago Fire Department is an organization, consisting of members who are full-time, part-time, paid on premise and paid-on-call for the Village and Town of Mukwonago.
2. The organization was formed to provide continuous Fire and Ambulance Services for the Village and Town of Mukwonago.

B. Rules and Regulations

1. The Mukwonago Fire Department is created and governed by Chapter #38 of the Village of Mukwonago Municipal code and the Mukwonago Joint Fire Commission.
2. Disciplinary actions will follow Policy #5 on Corrective Action.

C. Chain of Command

1. The Mukwonago Fire Department functions under the "Chain of Command" method. A model is enclosed.

D. Membership and Positions of the Department

The Fire Department shall consist of a maximum of 80 members. The following departmental ranks will be recognized: Chief, Assistant Chief, Deputy Chief, Captain, Lieutenant and Administrative Assistant. Additionally, line staff who live or normally work within two miles of the boundaries of the Village or Town of Mukwonago as may be appointed by the Chief and approved by the Joint Fire Commission provided that at no time shall the department consist of less than 22 active members. If the member resides outside of the prescribed boundaries, then he/she shall come into the area within two miles of the boundaries of the Village or Town of Mukwonago and be available to respond for the duration of their assigned duty or work shift. If a member that lives just outside the response area can justify an acceptable response time they can contest a variance to the Fire Chief for consideration. This is a case by case situation.

1. There shall be three (3) types of memberships:
 - a. Cadet – will be any member 16 to 18 years' old that has been accepted and placed on the department for the Cadet Program and that does not have a high school diploma or GED and is currently in high school. The child of a current active MFD member in good standing can be 15 years old.

- b. Probationary Membership - will be any member that has been placed on the department but has not completed the probationary period.
- c. Regular Membership - will be any member that has completed the prescribed probationary period.
- d. Honorary Membership - will be any member as follows:
 - Who has served Fifteen (15) years on the Mukwonago Fire Department,
 - Who has served Ten(10) years on the Mukwonago Fire Department, has been received by the membership, and has received 2/3 vote for Honorary Membership, or
 - Anyone who has sustained a line of duty or career ending injury.

d. MFD Probationary Period

The Mukwonago Fire Department has in place a probationary period of 18 months for new hires from the employee's date of hire. Consideration of a shortened probationary term may be considered with any or all of the following conditions being met:

- Valid State of WI EMT License, not to include First Responder.
- State of WI Firefighter Level I or Firefighter Level II.
- Out of State Firefighter Level I or Firefighter Level II with International Fire Service Accreditation Congress (IFSAC) seal affixed, must be readable and contain certification number inside the seal.

All probationary members will be identified as follows:

- An orange probationary shield on their helmet.
- Orange accountability tags will be issued to probationary members who cannot wear SCBA.
- White accountability tags will be issued to probationary members who have a minimum certification of State of WI Firefighter Level I and are permitted to wear SCBA.

After a performance review has been given to the probationary member by his/her company officer(s), should a probationary member need to be extended in their probation, one additional 6 month extension will be given as a maximum. During probation, the Chief shall have the authority to recommend termination without cause. Probationary members will have an orientation that will be attended to by the Chiefs of the department and the Captains of the new probationary member's crew.

Probationary members are asked to respond to as many fire related calls as possible during their probationary period. Probationary members do have the ability to run on any duty company to gain more experience. (For EMS calls, that probationary member will need to follow the Ride-Along SOG.)

Probation reviews of a member need to be conducted every 6 months by the company Captain and Lieutenant listing what the probationary member is doing well on and areas needing improvement. At the end of the probationary period, the new prospective member will meet at the monthly officers meeting and talk to the Chiefs and the Captains of the department.

2. Membership shall be further limited to the following sub-categories of probationary and regular membership:

- a. Firefighter
- b. EMT
- c. Firefighter/EMT

Effective 01/01/2011, all personnel shall be cross trained in fire and EMS unless authorized by the Fire Chief. The membership of the fire department shall consist of at least 70% Firefighter/EMT's and no more than 30% of either Firefighters or EMT's. For example, if the number of members on the fire department were 60, the maximum amount of members that are not Firefighter/EMT's shall be 18. All probationary members joining the department shall declare their status upon joining the fire department.

All probationary members shall take the department oath to be administered by the Chief or a Village or Town of Mukwonago Administrator.

It shall be prescribed that any probationary members that are placed onto the Fire Department into either of these categories after October 1, 2003 shall meet the following conditions:

- That all Firefighters ONLY, within the allotted 18 month probationary period, attain Firefighter-Level I, Firefighter-Level II and State Certified Motor Pump Operator (MPO).
- That all EMT's ONLY, within the allotted 18 month probationary period, attain EMT-Basic and EMT-Intermediate Technician.
- That all Firefighter/EMT's, within the allotted 18 month probationary period, attain Firefighter-Level I and EMT-Basic.

Failure to complete the above prescribed certifications within the allotted 18 month probationary period will result in a review of the probationary member and possibly immediate termination from the Mukwonago Fire Department.

Any probationary member that comes to the Mukwonago Fire Department with either fire or EMS experience shall have a minimum of a 12 month probationary period.

Any probationary member that comes to the Mukwonago Fire Department with both fire/EMS experiences that meets the criteria to be off probation shall have a minimum of a 6 month probationary period.

Any probationary member that was a past member of the Mukwonago Fire Department with fire/EMS experience and left in good standing but has been off the department more than 12 months but has stayed active with another fire department or medically related field for the past year shall have a minimum of a 3 months probationary period.

Any probationary member that was a past member of the Mukwonago Fire Department with fire/EMS experience and left in good standing but has been off the department less than 12 months and has stayed active with another fire department or medically related

field shall be reinstated to regular membership per the discretion of the Fire Chief or designee.

Any regular member of the fire department that wishes to change their status from a Firefighter/EMT to either Firefighter or EMT can only do so if their status change keeps the membership within the above prescribed percentages. Also, these members will be required to attain the certification levels that are required of the Firefighter (Firefighter-Level I & II and State Certified Motor Pump Operator) or EMT (EMT-Basic and AEMT) within one year from granting of status change. Failure to complete the classes will result in a review of the member and possibly immediate termination from the Mukwonago Fire Department.

3. The following positions shall be appointed by the Joint Fire Commission after qualified members have applied, interviewed/tested, and have been recommended by the Chief of the Department. He/she shall hold such position until resignation or removal for cause.
 - a. Chief
 - b. Assistant Chief
 - c. Deputy Chief
 - d. Captain
 - e. Lieutenant
 - f. Training Officer
 - g. Firefighter/EMT
 - h. Probationary Firefighter/EMT
4. The following administrative positions shall be appointed by the Chief of the Department after qualified members have applied and interviewed for said position. He/she shall hold such position until resignation or removal for cause.
 - a. Fire Record Keeper
 - b. EMS Record Keeper
 - c. Fire Inspectors
 - d. Secretary

E. New Members

1. Must complete a MFD Application form, successfully pass a background check, have a valid driver's license, have a high school diploma or GED and pass a written exam with a score of 70% or better. Automatic disqualifications for appointment to the Mukwonago Fire Department will include but may not be limited to:
 - a. Any felony
 - b. Indecent solicitation of a child
 - c. Sexual exploitation of a child
 - d. Prostitution
 - e. Aggravated assault
 - f. Criminal sexual abuse

2. The Personnel Committee shall consist of one (1) Chief Officer, Fire Captain or Lieutenant, and Firefighter/EMT's if available. The Personnel Committee shall be appointed by the Chief. It shall be the responsibility of the Personnel Committee to interview and screen all prospective members. The Personnel Committee shall provide a list of recommended candidates to the Chief.
 3. Upon receiving a list of recommended candidates from the Personnel Committee, the Chief shall review each and submit his/her recommendations to the Joint Fire Commission for their approval.
 4. Must successfully pass a medical physical and drug test.
 5. All new members hired by the Village of Mukwonago for the Mukwonago Fire Department shall be fingerprinted by the Village of Mukwonago Police Department as part of the employment process. There shall be one (1) set of fingerprint cards taken:
 - a. Village of Mukwonago Employee Card
These fingerprint cards shall be maintained in the employee's personnel file at the Mukwonago Fire Department.
 6. High school students who are 18 years old and who have not received their diploma/GED may apply to the Fire Department thru the Cadet Program. Students shall provide the Fire Department with a copy of their report card for review and shall meet a minimum GPA of 2.0 on a 4.0 scale or 3.0 on a 6.0 scale. High school students may attend trainings and receive their fire and EMS training as long as they are in good standing with their high school. The student will be permitted to respond to or participate at emergency calls. Participation will be limited to training, station duties and post emergency clean-up at the station Monday -Friday between 15:00 – 22:00 and all day any non-school day or when school is not in session. Any high school student 15-17 years old cannot respond emergent to scenes and participate as described in the Cadet Program Manual.
 7. A new member with no prior fire/EMS service experience will be on probation for a minimum of 18 months. At the discretion of the Chief, a new member with prior fire/EMS service experience could be on probation for a minimum of 12 months.
 - a. During the probationary period, a written review will be conducted by the Company Captain or Lieutenant at six (6) months and twelve (12) months.
 - b. At the conclusion of the minimum probationary period, a written review will be completed by the Company Captain and Lieutenant, Fire and EMS Training Captain, and Chief of Department. This review will be discussed with the probationary member by the Company Captain and Lieutenant.
 - c. After the probationary member has received their review by the Company Captain and Lieutenant, the probationary member shall be reviewed by the Department Officers for acceptance to regular membership, extension of probation, or termination from the Mukwonago Fire Department.
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- d. If probation is extended, this time period shall be determined by Department Officers and re-reviewed as above in (c).

F. Attendance

1. The following functions shall be considered Mandatory Monthly Obligations, unless excused by the Fire Chief or Designee, for all active members of the Mukwonago Fire Department:
 - a. Department Meetings
 - b. Fire Training
 - c. EMS Training
 - d. Special Work Details (Company assigned details, Maxwell Street Days sign posting/pulling, work details for public relations activities, etc.)
 - e. Special Teams (i.e. ALS/Paramedic, Dive Team, RIT Team, High Angle Rescue, Confined Space, etc.)

NOTE: Any non-Firefighter may attend Fire Training, any non-EMT may attend EMS Training and any member not involved in Special Teams may attend any of the Special Teams practices. These are not mandatory trainings for these individuals.
2. All monthly obligations are mandatory and attendance is required. Failure to report to monthly obligations shall result in corrective action.
3. The Assistant Chief in charge of personnel shall oversee and monitor attendance records for all members. Company Captain or Lieutenant shall be held accountable for their company members.
4. Corrective Action Policy 5 will be followed in the event a member is not in attendance for a call that he/she is on duty for and does not have adequate coverage present in his/her place.

G. Meetings of the Department

1. The order of business at monthly and annual meetings shall be as follows:
 - Meeting called to order
 - Pledge
 - Roll Call
 - Approval of the minutes
 - Promotions/New Members
 - Correspondence
 - Officers' Reports
 - Committee's Reports
 - Old Business
 - New Business
 - Consultation for the good of the service
 - Adjournment subject to call

2. A representation of 50% of the membership as in D.1 (a & b) plus one (1) will constitute a quorum. In the absence of a quorum, general business will be discussed; however no motions can be brought to the floor.
3. To pass any motion by a vote, 50% of members voting plus one (1) is needed for approval.

H. Emergency Incidents

1. It is the responsibility of the members of the Mukwonago Fire Department to respond to emergency incidents as per the Policies and Standard Operating Guidelines of the Mukwonago Fire Department.
2. Duty companies consisting of at least one (1) Captain, or two (2) Lieutenants and six (6) supportive members (MPO, Firefighter, Firefighter/EMT, EMT, Probationary, etc.) shall be assigned to respond to incidents that do not require a full fire department response.
3. Full fire department response shall be assigned to daytime and large scale incidents.
4. Ambulance crews consisting of at least one (1) state licensed EMT and one (1) AEMT shall be assigned to respond to medical incidents.
5. After an emergency incident, personnel must return to their respective station and prepare all equipment to a state of readiness. Personnel will be excused by the Officer in Charge.
6. Any personnel standing-by at any Mukwonago Fire Department station will remain standing-by until released by the Officer in Charge of the incident. This includes Mutual Aid and local emergency incidents.