

Fire Rescue Task Force

August 13, 2014

7:30 p.m.

Community Room

City of Whitewater Municipal Building

312 W Whitewater Street, Whitewater, Wisconsin

AMENDED AGENDA

(Agenda amended to add approval of August 4, 2014 minutes)

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. Approval of August 4, 2014 minutes.
3. Discussion of proposed organizational structure for the Whitewater Volunteer Fire Department which includes the composition of the governing board, the duties and responsibilities of the governing board, the duties and responsibilities of the Fire Chief, the duties and responsibilities of Department officers (Fire & Rescue) and the duties and responsibilities of the city toward the Department.
4. Next steps for the Fire Rescue Task Force.
5. Future meeting dates.
6. 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.*

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.** The meeting was called to order by Chairman Ken Kidd at 7:03 p.m. Present: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Jan Bilgen (Police Commission), Ken Kidd (Council) and Cameron Clapper (City Manager). Absent: Phil Frawley (Council).
2. **Discuss and approve a recommendation to the Common Council and Whitewater Fire Department regarding the organizational structure of the 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 officers (including rescue officers) and duties and responsibilities of the City toward the proposed newly organized Department.** The organizational structure of the Whitewater Fire Department was discussed. A draft document of a proposed organizational structure was presented as part of the discussion. The proposed structure, originally drafted by Ken Kidd, was drafted based on prior meeting discussions, the department-wide meeting held in May, and the feedback received (by way of a straw poll survey) from that meeting. Below is the document as originally presented for discussion.

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

GOVERNING BOARD 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>FIRE CHIEF 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>	
<p>FIRE CAPTAIN</p>	<p>RESCUE CAPTAIN</p>
<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>
<p>THE OVERRIDING PRINCIPLES IS THAT THE BOARD HAS FISCAL, ADMINISTRATIVE 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.</p>	

Members of the task force all agreed that the structure of the organization needed to be figured out as soon as possible. Discussion was had regarding the composition of the three “community member” seats on the governing board, the scope of governing board authority regarding appeals, the appointment process for division officers within the department, and the authority and position titles for chief officers within the fire and rescue divisions of operations.

Members of the task force also discussed how the new department (a separately incorporated entity) would be defined, whether it would be considered a “stand-alone” or a “hybrid” organizational structure. While nomenclature differed among members, all were in agreement that this would indeed be a new incorporated organization with its own governing board and its own legal identity. All were also in agreement that, even as a separate organization, the new department would have need of support from the City of Whitewater for certain services including financial administration, human resource administration, and facilities and facilities maintenance. These services would be provided much as they are provided currently, but would be seen as “contracted” services and would be identified

clearly in an agreement between both entities. Liability would also be clearly delineated as part of the agreement.

Members also agreed that any outline of the organizational structure needed to clearly state that the new entity would be one, unified organization with both a fire and rescue component.

It was moved by Bilgen and seconded by Clapper to approve the Board of Directors outline document as amended (see updated draft below). Ayes: Gregoire, Lindert, Bilgen, Kidd and Clapper. Noes: None. Absent: Frawley.

BOARD OF DIRECTORS

9 MEMBERS:

3 Rescue, 3 Fire, 3 Community (1 Council, 1 Police/Fire Commission, 1 At-Large chosen by Board). Members serve three (3) year terms, initially staggered. Members may serve up to two (2) consecutive terms. Fire Board members are elected by Fire membership. Rescue Board members are elected by Rescue membership. The City Council member is chosen by the Common Council. The Police Commission member is chosen by the Police Commission.

EX-OFFICIO MEMBERS WITHOUT VOTE:

City Manager, Fire Chief, Fire **Operations Chief**, Rescue **Operations Chief**, **UW-W Representative**.

BOARD ELECTS OWN OFFICERS:

President, Vice President, Treasurer, Secretary, etc.

GOVERNING BOARD DUTIES:

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

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

HEARS DISCIPLINE APPEALS: **The governing board would only hear appeals when there is a question as to whether the proper personnel/disciplinary process was followed correctly.**

POINT OF CONTACT WITH CITY SERVICES: Financial, Human Resources, Legal.

FIRE CHIEF

SUPERVISES FIRE **OPERATIONS CHIEF** AND RESCUE **OPERATIONS CHIEF**

MANAGES DISCIPLINE ISSUES

SUPERVISES AND ASSURES APPROPRIATENESS OF FIRE/RESCUE QUALITY ASSURANCE

PRIMARY CONTACT **FOR GOVERNING** BOARD, GOVERNMENTAL PARTNERS, AND FIRE/RESCUE SERVICES.

MANAGES FIRE INSPECTION

MANAGES FUNDRAISING PRESIDES OVER FULL MEETINGS	
FIRE OPERATIONS CHIEF	RESCUE OPERATIONS CHIEF
RESPONSIBLE FOR OPERATIONAL QUALITY OF FIRE SERVICES Scheduling Training Supervises quality assurance activities **Appoints and supervises Fire officers based on requisite qualifications Prepares service and quality reports for Board Holds monthly Fire member meetings	RESPONSIBLE FOR OPERATIONAL QUALITY OF RESCUE SERVICES Scheduling Training Supervises quality assurance activities **Appoints and supervises Rescue officers based on requisite qualifications Prepares service and quality reports for Board Holds monthly Rescue member meetings
**Qualifications for the appointment of officers will be determined by the Fire Chief and Operations Chiefs with input from membership and approval from the board	
THE OVERRIDING PRINCIPLE IS THAT THE BOARD PROVIDES FISCAL, ADMINISTRATIVE AND STRATEGIC OVERSIGHT. THE BOARD HAS GENERAL OVERSIGHT RESPONSIBILITIES WITH REGARDS TO QUALITY OF SERVICES. RESPONSIBILITY FOR OPERATIONAL DECISIONS AND DUTIES RESTS WITH THE MEMBERSHIP THROUGH THE FIRE CHIEF, FIRE OPERATIONS CHIEF, RESCUE OPERATIONS CHIEF AND SUBSEQUENTLY APPOINTED LEADERSHIP.	

3. **Propose future meeting dates.** The next meeting of the Fire Rescue Task Force was set for August 13 at 7:30 p.m. This will be a meeting with the entire Whitewater Volunteer Fire Department.
4. **Adjourn.** It was motioned by Lindert, seconded by Bilgen to adjourn the meeting. Ayes: Gregoire, Lindert, Bilgen, Kidd and Clapper. Noes: None. Absent: Frawley.

Whitewater Volunteer Fire Department One Unified Department with Two Operational Divisions

Overriding Principles:

1. The Governing Board provides fiscal, administrative, and strategic oversight to the organization. The Board has general oversight responsibilities with regards to quality of services.
2. Responsibility for operational decisions and duties rests with the membership of the Department through the Fire Chief, Fire Operations Chief, Rescue Operations Chief, and subsequently appointed leadership.

BOARD OF DIRECTORS

Governing Board of Nine (9) Members:

3 Rescue, 3 Fire, 3 Community (1 Council, 1 Police/Fire Commission, 1 At-Large chosen by Board). Members serve three (3) year terms, initially staggered. Members may serve up to two (2) consecutive terms. Fire Board members are elected by Fire membership. Rescue Board members are elected by Rescue membership. The City Council member is chosen by the Common Council. The Police Commission member is chosen by the Police Commission.

Ex-Officio Members without Vote:

City Manager, Fire Chief, Fire Operations Chief, Rescue Operations Chief, UW-W Representative.

Board Elects Own Officers:

President, Vice President, Treasurer, Secretary, etc.

Duties of the Governing Board:

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

Appoints Primary Operational Officers: Based on qualifications with input from Fire and Rescue membership. Fire Chief, Fire Operations Chief, Rescue Operations Chief.

Hears Discipline Appeals: The governing board would only hear appeals when there is a question as to whether the proper personnel/disciplinary process was followed correctly.

Point of Contact with City Services: Includes many of those services currently performed by city staff including financial services, human resources support, and legal services, among others.

FIRE CHIEF

Supervises Fire Operations Chief and Rescue Operations Chief
Manages Personnel/Discipline Issues
Supervises and Assures Appropriateness of Fire/Rescue Quality Assurance
Primary Contact for Governing Board, Governmental Partners, and Fire/Rescue Services
Manages Fire Inspection Program
Manages Fundraising
Presides over Department-wide Meetings

FIRE OPERATIONS CHIEF

Responsible for Operational Quality of Fire Services

Scheduling
Training
Supervises quality assurance activities
**Appoints and supervises Fire officers based on requisite qualifications
Prepares service and quality reports for Board
Holds monthly Fire member meetings

RESCUE OPERATIONS CHIEF

Responsible for Operational Quality of Rescue Services

Scheduling
Training
Supervises quality assurance activities
**Appoints and supervises Rescue officers based on requisite qualifications
Prepares service and quality reports for Board
Holds monthly Rescue member meetings

**Qualifications for the appointment of officers will be determined by the Fire Chief and Operations Chiefs with input from membership and approval from the board.