



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

PUBLIC NOTICE OF A COMMITTEE MEETING OF THE CITY OF WATERLOO COMMON COUNCIL

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: December 19, 2024
TIME: 6:00 pm
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: November 21, 2024
- 3) PUBLIC COMMENT
- 4) NEW BUSINESS
 - a) November 2024 Financial Statements: Payroll \$88,532.78, General Disbursements \$350,071.34 and Clerk/Treasurer's Reports [\[see on municipal website\]](#)
 - b) Ambulance Repair Quote
 - c) Review and Council Recommendation 2025 Insurance Renewal League of Municipalities Mutual Insurance Company, Invited Paul Lessila with R&R Insurance
 - d) Resolution 2024-47 AFG Grant- Fire Dept
 - e) Discussion regarding Delinquent Utility Bills §340-26 and §340-27
 - f) Employee Evaluation Form
 - g) Fire Dept Policy and Procedures
- 5) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 6) ADJOURNMENT

Jeanne Ritter
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 12/13/2024.

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noted. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES

November 21, 2024

[a digital recording of this meeting also serves as the official record]

- 1) CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:30 p.m. Members in person: Thomas, Weihert and Kuhl. Remote: none Absent: none. Others attending in person or remote: Mayor Quimby; Police Chief D. Sorenson; Chief Benisch; DPW Asst. Director Hauptli; Librarian Mountford; Alder Cummings; 1 Lt Fire Butzine; Treasurer L Nelson; Clerk Ritter and WLOO Cable.
- 2) APPROVAL OF MEETING MINUTES: October 17, 2024. Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
- 3) PUBLIC COMMENT (3 Minute Time Limit) none
- 4) OLD BUSINESS
- 5) NEW BUSINESS

Motion to move into closed session [Kuhl/Weihert] ROLL CALL Y-3 N-0 Motion carried.

- a) Fire Chief Review [NOTE: The Finance Committee may meet in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Committee will reconvene in open session.]

Motion to move into open session [Kuhl/Weihert] ROLL CALL: Yes -3 No-0

- b) October 2024 Financial Statements: Payroll \$129,859.19, General Disbursements \$174,690.74 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion [Kuhl/Weihert] VOICE VOTE: Motion carried.
- c) Resolution 2024-44 Resolution Approving the 2025 City of Waterloo Budget Motion[Thomas/C.Kuhl] VOICE VOTE: Motion carried.
- d) Fire Department – Extrication Equipment and Sale of Fire Equipment – informational. Supporters are purchasing new extrication tools for Fire Dept. Will send policy on donations.
- e) Library Furnace Quotes Motion to approve Jensen \$32,623.00 for the 2025 Budget year from Computer Aid. [Kuhl/Weihert] VOICE VOTE: Motion carried.
- f) Lift Station at the Park Invoice from SJE. Motion to pay from Contingency [Weihert/Kuhl] VOICE VOTE: Motion carried.
- g) Police Department – Hiring Bonus for 2025 Police Hires. Motion for \$5000.00 to new hires in \$2500.00 on starting position from wages and benefits and \$2500. paid On competition of probation also paid from wages and benefits. [Kuhl/Weihert] VOICE VOTE: Motion carried

6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- 7) ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:20 pm.

Jeanne Ritter
Clerk/Deputy Treasurer

Fire Service, Inc. - Lake Mills
 105 S Industrial Dr
 Lake Mills, WI 53551
 wiservice@fireserviceinc.com
 920-945-0166



Estimate **WI-11072**

Date: **12/9/2024**

Description:

Bill To

Waterloo Fire Department (WI)
 900 Industrial Ln.
 Waterloo, WI 53594
 P: 920-478-2535

Remit Payment To

Fire Service Inc.
 9545 North Industrial Drive
 Saint John, IN 46373

Service Order		Purchase Order	Authorizer		
WI-11072					
Item	Description	Quantity	Rate	Amount	
Labor	Replace Front Shocks			\$155.00	
Parts	Front Shocks			\$126.60	
Parts	SHOCK MOUNTING WASHER			\$15.41	
Subtotal				\$297.01	
Labor	Replace Rear Sway Bar & Sway Bar links with Bushings			\$465.00	
Parts	Stabilizer bar link/fork			\$827.67	
Parts	Bottom Isolator Bushing			\$32.33	
Parts	Top Stabilizer Bar Bushing Red			\$121.95	
Parts	Sway Bay			\$1,576.33	
Parts	WASHER			\$9.86	
Parts	Nut			\$4.12	
Subtotal				\$3,037.26	
Shop Supplies				\$31.00	
Unit: 59 (3959) VIN: 1FVACVCS25HU08213		Labor	\$620.00		
License Plate: (Wisconsin) 66062		Parts	\$2,714.27		
2005FreightlinerM2		Subtotal	\$3,365.27		
Chassis: 114,458 Miles		Exempt (0% of \$0.00)	\$0.00		
Engine: 4,864 Hours		Total	\$3,365.27		

***: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.**

The details and the estimate for the repairs provided above are based on our first inspection and do not constitute a guarantee that no further work or parts will be required. The estimate is not a guarantee of the final price of the repairs. The total bill of work and final price will be as per the details available on completion of the repairs. Other terms and conditions as applicable. If you authorize us to perform the above repairs, either verbally or in writing, you agree to pay in full for the work performed and parts required.

Customer Signature:_____

Printed Name:_____ **Date:**_____

A 3% fee will be assessed for credit card payments. A 2% per month finance charge will be assessed on all past due invoices. For questions regarding your account, email fsi.ar@fireserviceinc.com or call 219-365-7157

Insured Name: City of Waterloo		<div>Premium Comparison</div>			
Paul Lessila / Karlie Davis					
Effective: 01/01/2025-01/01/2026					
		Prior Year	Current Year - By Companies Quoting		
Company	LWMMI	LWMMI			
Year	2024	2025	Difference		
Coverages					
General Liability	\$10,623.00	\$10,617.00	-\$6.00	-0.1%	
Police Prof Liability	\$5,368.00	\$4,902.00	-\$466.00	-8.7%	
Public Officials Liability	\$15,404.00	\$15,408.00	\$4.00	0.0%	
Auto Liability	\$7,260.00	\$7,315.00	\$55.00	0.8%	
Auto Physical Damage	\$25,687.00	\$26,143.00	\$456.00	1.8%	
Cyber	\$4,929.00	\$4,456.00	-\$473.00	-9.6%	
Package Total	\$69,271.00	\$68,841.00	-\$430.00	-0.6%	
Property	\$54,345.00 MPIC	\$58,009.00 MPIC	\$3,664.00	6.7%	
Crime	\$535.00 Hanover	\$534.00 Hanover	-\$1.00	-0.2%	
Other Coverages Subtotal	\$54,880.00	\$58,543.00	\$3,663.00	6.7%	
Workers Compensation	\$56,827.00	\$37,700.00	-\$19,127.00	-33.7%	
Estimated Premium	\$180,978.00	\$165,084.00	-\$15,894.00	-8.8%	
Exposure changes					
	2024	2025	Difference		
Package Changes					
Total Payroll	\$2,850,051	\$2,548,903	(301,148)	-10.6%	
# of Full Time Police Officers	7	6	(1)	-14.3%	
Number of Vehicle	32	33	1	3.1%	
Population	3,540	3,644	104	2.9%	
APD - Total Original Cost	\$3,190,768	\$3,187,342	(3,426)	-0.1%	
APD- Total Number of Vehicles	33	33	0	0.0%	
Number of Employees	46.75	46	-1	-2.1%	
Property (See Additional Page)					
Work Comp (See additional page)					

Insured Name: City of Waterloo		Workers' Compensation Comparison									
Effective: 01/01/2025-01/01/2026											
		2024 Payroll Exposure	2024 Rate	2024 Premium	2025 Payroll Exposure	2025 Rate	2025 Premium	Exposure Difference	Rate Difference	% Rate Difference	Premium Difference
Code	Classification										
7520	Waterworks Operation	475,000	3.07	14,583	63,865	2.83	1,807	(411,135)	-0.24	-7.8%	(12,776)
7539	Electric Power Co NOC	530,000	1.34	7,102	431,834	1.24	5,355	(98,166)	-0.10	-7.5%	(1,747)
7704	Fire Dept Non-Volunteer	184,492	3.05	5,627	178,095	3.07	5,468	(6,397)	0.02	0.7%	(159)
7709	Fire Department - Volunteer <i>Flat Charge based on Population</i>	4,810		2,772	4,810		2,601				(171)
7710	Civil Defense Workers	19,574	3.27	640	19,574	2.87	562	0	-0.40	-12.2%	(78)
7720	Police Officers	634,780	2.42	15,362	604,235	2.32	14,018	(30,545)	-0.10	-4.1%	(1,344)
8810	Clerical Office	362,471	0.17	616	596,500	0.16	954	234,029	-0.01	-5.9%	338
9412	Municipal Operations-Cty/Town	643,734	2.98	19,183	654,800	2.53	16,566	11,066	-0.45	-15.1%	(2,617)
Totals		2,854,861		65,885	2,553,713		47,331	(301,148)			(18,554)
Experience Mod			0.93	(4,612)		0.85	(7,100)		-0.08		(2,488)
Premium Discount			7.6%	(4,666)		6.8%	(2,751)		-0.80%		1,915
Expense Constant				220			220				0
Terrorism Coverage			0.00	0		0.00	0				0
Total Premium				\$56,827			\$37,700				-\$19,127

Insured Name: City of Waterloo		Property Comparison			
Effective: 01/01/2025-01/01/2026					
	Prior Year MPIC 2024	Current Year MPIC 2025	Difference		
Building, BPP, PITO					
Premium	\$34,760.00	\$36,400.00	\$1,640.00	5%	
Coverage Limit	62,076,498	63,427,056	\$1,350,558.00	2%	
Rate	\$0.056	\$0.0574	\$0.00	3%	
Deductible	\$10,000.00	\$10,000.00	\$0.00	0%	
Contractor's Equipment					
Premium	\$1,527.00	\$2,146.00	\$619.00	41%	
Coverage Limit	693,922	975,343	\$281,421.00	41%	
Rate	\$0.22	\$0.22	\$0.00	0%	
Deductible	\$1,000.00	\$1,000.00	\$0.00	0%	
Builder's Risk - WWTP Upgrade Project					
Premium	\$15,856.00	\$15,856.00	\$0.00	0%	
Coverage Limit	20,721,338	20,721,338	\$0.00	0%	
Rate	\$0.0765	\$0.0765	\$0.00	0%	
Deductible	\$10,000.00	\$10,000.00	\$0.00	0%	
Manuscript Endorsement					
Premium	-\$4,415.00	-\$3,574.00	\$841.00	-19%	
Pedestrain Bridges					
Premium	\$281.00	\$283.00	\$2.00	1%	
Coverage Limit	489,108	493,999	\$4,891.00	1%	
Rate	\$0.0575	\$0.0573	\$0.00	0%	
Deductible	\$10,000.00	\$10,000.00	\$0.00	0%	
Equipment Breakdown					
Premium	\$6,336.00	\$6,898.00	\$562.00	9%	
Coverage Limit	62,076,498	63,427,056	\$1,350,558.00	2%	
Rate	\$0.0102	\$0.0109	\$0.00	7%	
Deductible	\$1,000.00	\$1,000.00	\$0.00	0%	
Property Total	\$54,345.00	\$58,009.00	\$3,664.00	7%	
Manuscript Endorsements:					
Credit applies for Total exclusion of concrete					
\$1,000 deductible applies for all buildings, contents & PITO at location 900 Industrial Lane - Fire Station					
Property Appraisal completed in 2023					

Insured Name: City of Waterloo
Effective: 01/01/2025-01/01/2026

Crime Coverage
Hanover Insurance

OPTION 1- Per Expiring	Limit	Deductible
Employee Theft - Per Loss	\$100,000	\$500
Forgery or Alteration	\$50,000	\$500
Inside the premises - Theft of Money & Securities	\$50,000	\$500
Outside the premises	\$50,000	\$500
Computer and Fund Transfer Fraud	\$50,000	\$500
Money Orders and Counterfeit Money	\$50,000	\$500

Total Annual premium \$534

OPTION 2 - with League Mutual	Limit	Deductible
Employee Dishonesty	\$100,000	\$1,000
Loss inside the premises coverage – Money & Securities	\$100,000	\$1,000
Loss outside the premises coverage – Money & Securities	\$100,000	\$1,000
Money Orders & Counterfeit Paper Currency	\$100,000	\$1,000
Depositors Forgery or Alteration	\$100,000	\$1,000
Computer Fraud	\$100,000	\$1,000
Funds Transfer Fraud	\$100,000	\$1,000

League Crime Coverage does include false pretense coverage. The circumstances of the claim would depend where the coverage would fall (either under cyber or crime)

Total Annual premium: \$555

OPTION 3 - with League Mutual	Limit	Deductible
Employee Dishonesty	\$1,000,000	\$1,000
Loss inside the premises coverage – Money & Securities	\$1,000,000	\$1,000
Loss outside the premises coverage – Money & Securities	\$1,000,000	\$1,000
Money Orders & Counterfeit Paper Currency	\$1,000,000	\$1,000
Depositors Forgery or Alteration	\$1,000,000	\$1,000
Computer Fraud	\$1,000,000	\$1,000
Funds Transfer Fraud	\$1,000,000	\$1,000

League Crime Coverage does include false pretense coverage. The circumstances of the claim would depend where the coverage would fall (either under cyber or crime)

Total Annual premium: \$777



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

Resolution No. 2024-47

A Resolution Approving the Fire Department to Apply for the AFG Grant

WHEREAS, the Waterloo Fire Department seeks to apply for the AFG grant; and

WHEREAS, the Department is looking to use the grant for Structural Fire Boots and Wildland/Extrication Gear; and

WHEREAS, the Grant (if received) would cover 95% or approx. \$61,252.00 of the purchase cost; and

WHEREAS, the Fire Department must pay 5% or approximately \$3,224.00 ;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Waterloo, WI:

1. **Acceptance of Proposal:** The City Council hereby accepts the writing of the AFG Grant by the Fire Department
2. **Authorization:** The City Council authorizes the writing and submitting of the AFG Grant.
3. **Effective Date:** This resolution shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Waterloo on this 19th of December, 2024.

City of Waterloo

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

Signed: _____
Jenifer Quimby
Mayor

§ 340-26. Joint liability for bills.

The owner of the premises, the occupant thereof, and the user of the service shall be jointly and severally liable to pay for the service to such premises, and the service is furnished to the premises by the utilities only upon the condition that the owner of the premises, occupant, and user of the services are jointly and severally liable therefor to the utilities.

§ 340-27. Collection of bills in arrears.

- A. Authority. All water, sewer, and electric service charges unpaid and in arrears on October 1 of each year shall be collected in accordance with the procedure hereinafter provided pursuant to the authority granted in §§ 66.0809(3), 66.0821(4)(c), and 66.0627, Wis. Stats., respectively.
- B. Procedure.
 - (1) On or about October 1 of each year, the Waterloo Water and Light Utility shall furnish the Clerk-Treasurer a list of all unpaid utility bills, including penalties, which are in arrears.
 - (2) On October 15 of each year, the Clerk-Treasurer shall mail a notice of such arrearages by first class mail to the occupant and to the owner of the premises receiving such utility service.
 - (3) In the event any such utility bill is not paid by November 1 thereafter, the Clerk-Treasurer shall add a penalty of 10%.
 - (4) In the event any such utility bill is not paid on or before November 15 thereafter, the Clerk-Treasurer, on November 16, shall place the amount of such arrearages, together with penalty, on the tax roll as a tax against the lot or parcel of real estate for which water, sewer, and electric services were provided.

CITY OF WATERLOO EMPLOYEE PERFORMANCE EVALUATION

Employee Name:		Evaluation Period:	
Position:		Department:	
Hire Date:		Current Position Date:	
Purpose of Evaluation:	First Progress	Second Progress	Annual
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Merit	Other: _____	
	<input type="checkbox"/>	<input type="checkbox"/>	

INITIAL QUESTIONS

1. Do you feel that you have met all expectations and responsibilities of your position?

2. Are there any aspects of your job you find exceptionally challenging?

3. How would you characterize the quantity and quality of your work?

4. Are there any issues in our department that I should be aware of?

5. How would you describe your relationship with your co-workers and other city employees?

6. What can the City of Waterloo do better to aid in your achievement of goals?

7. Is there anything else you would like to discuss?

REVIEW OF PRIOR YEAR'S PERFORMANCE GOALS	
GOAL #1	
Goal Description:	
Target Date:	Measurement Criteria:
GOAL #2	

Goal Description:	
Target Date:	Measurement Criteria:
GOAL #3	
Goal Description:	
Target Date:	Measurement Criteria:

FIELD EXPERTISE AND IMPROVEMENT

ACCOUNTABILITY, INTEGRITY, AVAILABILITY (PROFESSIONALISM/JOB DUTIES)					
<ul style="list-style-type: none"> • <i>Accepts accountability for their own actions, takes responsibility for the results of decisions made.</i> • <i>Acknowledges mistakes and takes corrective measures when appropriate.</i> • <i>Operates outside of self-interests, acts ethically by keeping their word, maintaining confidentiality, and honoring commitments.</i> • <i>Reliably reports to work when needed or scheduled and is willing to assist others in the department as needed.</i> 					
Performance Ratings	1	2	3	4	5
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

JUDGMENT AND PROBLEM SOLVING (PERSONAL DEVELOPMENT)

- *Demonstrates ability to adjust to changing job requirements and work volumes.*
- *Effectively and efficiently makes use of time and resources.*
- *Utilizes technology appropriate to the position and is willing to implement new technology to enhance efficiency.*
- *Anticipates potential issues or problems and is proactive in suggesting or implementing solutions.*
- *Displays a willingness to initiate and complete projects with minimal supervision when appropriate.*

Performance Ratings	1	2	3	4	5
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

PRODUCTIVITY AND QUALITY OF WORK (ACCOMPLISHMENT)

- *Understands the processes and procedures required for the position and uses this knowledge to efficiently complete work.*
- *Regularly produces the expected volume of work, makes good use of time and resources.*
- *Demonstrates a high degree of accuracy and thoroughness in work.*
- *Meets deadlines while maintaining an appropriate balance between quantity and quality of work.*
- *Strives to meet changing City and customer needs.*

Performance Ratings	1	2	3	4	5
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

ADHERENCE TO POLICY AND SAFETY RULES (SAFETY)

- *Understands and complies with regulatory components of the position (laws, ordinances, regulations, statutes).*
- *Complies with policies set forth in the employee handbook and policies specific to this department.*
- *Performs duties using preventative safety precautions and exercises care when using City equipment.*
- *Informs management of hazards or unsafe conditions.*
- *Reports any work-related accidents or injuries in a timely manner and takes appropriate precautions to prevent future instances.*

Performance Ratings	1	2	3	4	5
	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

ATTITUDE, TEAMWORK, COMMUNICATION (TEAM BUILDING)

- *Maintains cooperative working relationships and demonstrates flexibility with peers, supervisors, customers and other departments.*
- *Supports management actions and decisions and assists management and coworkers as needed.*

- *Demonstrates ability to work with people of various cultures, ages and backgrounds.*
- *Listens to customer concerns, complaints and ideas, handles customer interactions with diplomacy and tact.*
- *Effectively and appropriately exchanges information and ideas utilizing appropriate means of communication (verbal, written, e-mail, etc.)*

	1	2	3	4	5
Performance Ratings	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

OVERALL PERFORMANCE APPRAISAL

Based upon preceding specific performance criteria, but not necessarily an average of the criteria since some are more important than others, carefully assess the Employee's overall performance, offering additional comments as appropriate.

	1	2	3	4	5
Performance Ratings	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

CITIZEN RELATIONS

- *Responsiveness to citizens.*
- *Demonstrates a dedication to service to the community and its citizens.*
- *Maintains a nonpartisan approach in dealing with the news media.*
- *Gives an appropriate effort to maintain citizen satisfaction with city services.*

	1	2	3	4	5
Performance Ratings	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Outstanding
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Examples:

PERFORMANCE GOALS/CAREER DEVELOPMENT FOR THE UPCOMING YEAR

GOAL #1

Goal Description:

Target Date:

Measurement Criteria:

GOAL #2

Goal Description:

Target Date:	Measurement Criteria:
GOAL #3	
Goal Description:	
Target Date:	Measurement Criteria:

WATERLOO FIRE AND RESCUE



POLICY & PROCEDURE MANUAL

Adopted: January 1, 2015

Updated 1/16, 1/18, 6/18, 2/21, 12/21, 12/22, 5/23, 10/24

Waterloo Fire and Rescue

Policy & Procedure Manual

ARTICLE I

FOREWORD

Waterloo Fire and Rescue, of Waterloo Wisconsin, consist of the active membership of Fire and/or EMS and are referred to as members, employees or as The Department throughout this manual. Most members are volunteers; however, members are employed through the City of Waterloo for the Fire & Rescue Department either as fulltime, part time, or paid on call volunteers.

DISCLAIMER

Emergency Services operations are intrinsically hazardous to member's life and health and recognizing that such operations must exist to provide the protection of life and property to citizens; personnel of this organization will adhere to the policies and procedures to address day to day actions, conduct and operations. These guidelines serve as the basis for operational policy and discipline. Waterloo Fire & Rescue cannot guarantee that adherence to the Policy & Procedure Manual alone will result in a reduction of occupational injuries, illness, or exposures.

PREFACE

The following Policy & Procedure Manual was developed to guide members of the Waterloo Fire & Rescue Department in the performance of their duties, on and off the incident scene. They are based on the requirements set forth by appropriate federal, state, and local regulations and by our Officers. This document will assist in ensuring that members display appropriate behavior and customer service to not only to community members, but also other members of various emergency services organizations.

All department members are required to sign a statement documenting they have read a copy of the Policy and Procedure Manual, know where to locate a copy, and understand the contents.

SAFETY GOAL

The safety goal of the department is to provide and operate under the highest possible levels of safety for all members. The prevention of accidents, injury exposures and occupational illnesses are the goals of the department and shall be the primary consideration at all times. The concern for safety and health applies to all members of the department and any other persons who may be involved in department functions.

ARTICLE II

INTRODUCTION AND PURPOSE

Presented on the following pages are the Policy and Procedure Manual for Waterloo Fire and Rescue. They are to be used as a reference pertaining to department procedures and regulations and to establish behavioral guidelines. The Policy & Procedure Manual is intended to assist members to accomplish the mission, commitment, and values of this department:

Our Mission statement: Caring Professionals Protecting Their Community

Our Commitment: We are dedicated to preserving life, property, and the environment, utilizing effective principles and practices of modern fire and life safety technology.

We adhere to the following Values:

- Respect: We practice mutual respect by setting a personal example of trust and fairness, recognizing the dignity of others.
- Integrity: We expect honesty, loyalty, and dedication.
- Accountability: We are responsible, as professionals for our actions.
- Teamwork: We believe in teamwork through skillful communications and personal cooperation to achieve our goal of satisfying our customers, both internal and external.
- Service: We strive for excellence in the service we deliver through on-going evaluation and continual improvement.

It must be stressed that under all circumstances, good judgment must prevail. Emergency response situations are so varied; specific rules and regulations cannot always be followed in the strictest sense and may need to be altered according to the incident. The guidelines should be used as a tool to inform members of the direction their decisions and actions should follow.

The members of the Waterloo Fire & Rescue Department are a diverse group joined together in a common cause, providing a valued and outstanding service to the Waterloo community and surrounding area. Keep in mind, every member's personal conduct and behavior reflects on the department as a whole. It takes only one thoughtless, careless, or selfish act to destroy the excellent reputation established through many years of dedication and hard work. Each of us is ultimately responsible for our decisions.

The Policy & Procedure Manual is provided to all department members and employees to assist in understanding employment conditions, create an environment of stability and trust, promote the smooth and effective operation of the department, and serve as a convenient reference guide and to ensure a high standard of conduct and ethics.

Each member is expected to read and be familiar with the information contained in the Policy and Procedure Manual. Most employment questions should be answered in the Policy and Procedure Manual. Specific questions regarding issues not covered or interpretations should be directed to the Fire Chief, the Assistant Chief, or their designee.

While the Policy & Procedure Manual was prepared for informational purposes and every effort has been made to make it as complete as possible, none of the statements, policies, procedures, rules, or regulations contained herein constitute a

guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. Department employees and members are employed “at-will,” and employment is not for any definite period.

The provisions set forth in this Policy & Procedure Manual may be altered, modified, changed, or eliminated at any time by the Fire Chief, with the recommendations of the officers, with ~~or without notice, depending on conditions present at the time of the change.~~ This Policy & Procedure Manual supersedes any and all previous handbooks, statements, policies, procedures, rules or regulations given to members, whether verbal or written.

Table of Contents

Article I	Foreword, Disclaimer, Preface, Safety Goal,	Page 2
Article II	Introduction & Purpose	Page 3-4
Article III	Employment Policies	
3.1	At-will Employment	Page 9
3.2	Equal Employment Opportunity	Page 9
3.3	Proof of US Citizenship and/or Right to Work	Page 9
3.4	Aptitude and Ability Tests	Page 9
3.5	Driver's License and Driving Record	Page 9
3.6	Standards of Conduct	Page 9
3.7	Substance Abuse	Page 9-10
3.8	Exposure to Confidential Information	Page 10
3.9	Knox-box Keys and use	Page 10
Article IV	Employment Status, Records and Reviews	
4.1	Chain of Authority and Management	Page 12
4.2	Job Descriptions	Page 12
4.3	Fulltime Employee Probationary Period	Page 12
4.4	Personnel File	Page 12-13
4.5	Personal Data Change	Page 13
4.6	Performance Review	Page 13
4.7	Department Issued equipment/belongings	Page 13
Article V	Members Benefits/Privileges	
5.1	Worker's Compensation/ Accident reports	Page 15
5.2	Clothing Allowance	Page 15
5.3	Training and Education	Page 15
5.3.1	Training Requested by Chief Officer	Page 15
5.3.2	Voluntary Training	Page 15-16
5.3.3	Expectation of Completion and Commitment	Page 16
5.3.4	Licensure & Certification Requirement	Page 16
5.3.4A	CPR Requirements	Page 16
5.3.4B	ICS Requirements	Page 16
5.3.4C	EMR Requirements	Page 16
5.3.4D	Firefighter Requirements	Page 16
5.4	Requirements for Voting	Page 16
5.5	Expense Reimbursements	Page 17
5.6	Leave of Absence	Page 17
5.7	When you Resign	Page 17
5.8	Military Leave	Page 17-18
5.9	Privileges Enjoyed by Members	Page 18
Article VI	Working Conditions/Expectations	
6.1	Drug and Alcohol testing	Page 20
6.2	Safety	Page 20
6.3	Pagers and Radios	Page 20

6.4	Department Property & Equipment	Page 20
6.5	Department Vehicles	Page 20
6.6	Department Apparatus Driver Requirements	Page 20-21
6.7	Personal Property	Page 21
6.8	Smoking	Page 21
6.9	Solicitations and Distributions	Page 21
6.10	Dress Code/Personal Appearance	Page 21
6.11	Ride Along Policy	Page 21-22
6.12	Release Indemnification and Hold Agreement	Page 22-24
6.13	Residency and Response	Page 24
6.14	Staying overnight	Page 24
6.15	TEAMWORK	Page 24
6.16	Trainings and Meetings	Page 25
6.17	Elections of Officers and Officer Requirements	Page 25
6.18	Elected Position Requirements	Page 25
6.19	Job Titles and Duties	Page 25
6.20	Job Descriptions and Duties	Page 25
Article VII	Standards of Conduct	
7.1	Code of Ethics	Page 27
7.2	Expectations	Page 27
7.2.1	Training/meeting	Page 27
7.2.2	Missed Training	Page 27
7.2.3	Make-up Training	Page 27
7.2.4	Inactive Member	Page 27-28
7.2.5	Truck Starting	Page 28
7.2.6	EMS Scheduling	Page 28
7.2.7	Phone requirement	Page 28
7.2.8	Suppression requirement	Page 28
7.2.9	Emergency call commitment	Page 28
7.2.10	Response with Apparatus or POV	Page 29
7.2.11	Hazards or Courtesy Lights	Page 29
7.2.12	I AM RESPONDING	Page 29
7.2.13	Secure Property	Page 29
7.3	Political Activity	Page 29
7.4	Use of Public Property	Page 29-30
7.5	Technology Policy	Page 30-31
7.6	Harassment Policy	Page 31-32
7.7	Unacceptable Activities	Page 32-34
7.8	Sanctions	Page 34
7.9	Disciplinary Actions	Page 34
7.10	Advisory Opinion and Summary Opinion	Page 35
7.11	Dismissal	Page 35
7.12	Grievance Procedure	Page 35
Article VIII	Drug-Free Workplace and Drug Testing Policies	Page 37-38

Appendices

Appendix A	Resignation/Inactive Form	Page 40
Appendix B-1	Infectious Exposure Form	Page 41
Appendix B-2	Infection Control Supervisor Report	Page 42
Appendix C-1	Work Injury Form	Page 43
Appendix C-2	Work Injury Supervisor Report	Page 44
Appendix D	Request for Leave of Absence Form	Page 45
Appendix E	Acknowledgement of Courtesy Dash light form	Page 46
Appendix F-1	Sexual Harassment Form	Page 47
Appendix F-2	Sexual Harassment Witness Form	Page 48
Appendix G	Complaint Form	Page 49
Appendix H-1	Formal Member Grievance Form	Page 50
Appendix H-2	Grievance Findings Form	Page 51
Appendix I	Chain of Authority	Page 52
Appendix J	Training Request for Approval	Page 53
Appendix K-1	Job Titles & Duties – Chief	Page 54
Appendix K-2	Job Titles & Duties – Assistant Chief	Page 55
Appendix K-3	Job Titles & Duties – Captains	Page 56
Appendix K-4	Job Titles & Duties – Lieutenants, Public Information Officer, EMS Assistant Service Director	Page 57
Appendix K-5	Job Titles & Duties – EMS Training Coordinator, Secretary	Page 58
Appendix L-1	Job Descriptions & Duties – Fulltime Firefighter/AEMT, Operator	Page 59
Appendix L-2	Job Descriptions & Duties – Firefighter, AEMT	Page 60
Appendix L-3	Job Descriptions & Duties – EMT, EMS Driver EMR	Page 61
Appendix M	Members Pay Scale	Page 62
Appendix N	Supplemental Training Form	Page 63
Appendix O	Excuse Form	Page 64
Appendix P	Release, Indemnification & Hold Harmless Agreement	Page 65
Appendix Q	Ride Along Request	Page 66
Appendix R	Acknowledgment of Policy and Procedure Manual Signature Page	Page 67

EMPLOYMENT POLICIES

ARTICLE III

3.1) At-Will Employment

All employment and compensation with this department is "at will" and can be terminated at any time with or without cause, and with approval of the Fire Chief, or the member, except as otherwise provided by law.

3.2) Equal Employment Opportunity

It is the Department's policy that applicants for employment are recruited, selected and hired on the basis of individual merit and ability with respect to positions being filled. An integral part of this policy is to provide equal employment opportunity for all persons.

The Department will administer hiring, working conditions, benefits, compensation practices, training, employment functions (including but not limited to promotion, demotion, transfer, dismissal, and reduction in force) without regard to race, color, religion, national origin, political belief, gender, age, disability, marital status, sexual orientation, or any other basis prohibited by State and Federal laws.

~~All applicants will be reviewed and interviewed by the applications committee; the application committee will forward their recommendations to the chief officers for their regular monthly officers meeting. An official from the application committee notifies the applicant of the status for membership.~~ Bylaws Article 2 section 2

3.3) Proof Of U.S. Citizenship and/or Right To Work

Federal regulations require prior to employment all applicants must complete and sign federal form I9, employment eligibility verification form, and all applicants hired must present documents of identity and eligibility to work in the U.S.

3.4) Aptitude and Ability Tests

Job related tests may be given to help determine aptitude or ability to perform a specific job. Such tests may be given to candidates for job changes and promotions, as well as to new applicants. Test results will be confidential.

3.5) Driver's License and Driving Record

Members must present and maintain a valid driver's license and an acceptable driving record. Failure to maintain a valid driver's license may result in dismissal. Members must immediately report any changes to his or her driving record, including all tickets, driving convictions, operating under the influence charges received either on the job or off the job, to the Chief or the Assistant Chief. Failure to do so may result in disciplinary action, including possible dismissal. In addition, the department reserves the right to check all Motor Vehicle Records of its members on a regular basis to ensure that acceptable driving records are maintained.

3.6) Standards of Conduct

To ensure high standards of ethical conduct, the department has adopted a "Standards of Conduct" policy.

See "Standards of Conduct" Article 7 section of this Policy & Procedure Manual for a full description.

3.7) Substance Abuse

The department is committed to maintaining a safe, healthy, and productive workplace. For this reason, the department does not permit its members to possess, consume or distribute drugs of abuse or alcohol within its facilities. Members will not report to work, or an emergency, or perform their duties while impaired by alcohol or drugs.

3.7 Substance Abuse Cont.

See department “Drug and Alcohol Policy” Article 8 for a full description. Violation will result in disciplinary actions up to and including discharge.

All final job offers will be contingent upon successfully passing a controlled substance test. A positive result will disqualify the candidate from further consideration for the vacancy or eligibility list.

There is an exception to alcohol consumption on premise during Department sanctioned functions. However, the rule that you may not report to work, or an emergency, while impaired still is in effect.

3.8) Exposure to Confidential Information

Residents and businesses entrust the department with important information relating to their health, property, and businesses. Department officers and members must assume an obligation to maintain confidentiality both during and after employment.

Officers and members are not permitted to discuss the confidential business of the department with anyone not employed by the department. If any person inquires about confidential department business, the inquiry should be immediately referred to the Chief Officers of the department. Officers and members are not permitted to remove or make copies of any department records, reports or documents without prior approval of the Fire Chief. If an officer or member is asked to provide such a record, he or she should direct the party requesting the record to the office of the Fire Chief.

Because even casual remarks can be misinterpreted and repeated, members must develop the personal discipline necessary to maintain confidentiality, this includes the use of social media either in text or in photos. Due to its seriousness, disclosure of confidential information could lead to disciplinary action, including dismissal.

All members will have annual HIPAA training and will sign a HIPAA form prior to employment. Violations of the HIPAA agreement could lead to disciplinary action up to and including dismissal.

3.9) Knox Box Keys and Use

Knox Box Keys will only be used in emergency situations. No personnel should use these keys to allow an occupant into their building or residence.

EMPLOYMENT STATUS, RECORDS AND REVIEWS

ARTICLE IV

4.1) Chain of Authority and Management

The Chief of the Department is responsible to the Mayor for the proper administration and operation of the Department, for the discipline of its members and generally for the efficient operation of the Department. The Fire Chief and the Assistant Chief are responsible for the direct supervision of the members and full-time employees of The Department.

The chief officers as a whole, with the recommendations from the officer staff, are responsible for setting forth the policies and enforcing the discipline which affect the members and fulltime employees. See Appendix I for flow chart. Full-time employees must also follow and reference the City of Waterloo's Employee Handbook.

Full-time employees are responsible for their day-to-day activities of the fire station. Full-time employees often assist members but are not the direct supervisors of members. Full-time employees, who are not in an officer position, may assume command at emergency scenes when no other officers are present, as C5 or C6.

4.2) Job Descriptions (Reference Appendix L)

Job descriptions are used to define the primary duties and responsibilities of each position but should not be interpreted as all-inclusive. Other tasks and projects may be assigned at the discretion of the Fire Chief. Job descriptions provide the basis for performance expectations and are used as a guide in selection, placement, and promotion decisions. When the responsibilities of a position change, the job description for such position will be updated by the Fire Chief. Members may request a current job description from the Fire Chief.

4.3) Fulltime Employee Probationary Period (Members reference bylaws)

The first twelve (12) months of employment with the Department are considered a probationary period. For all new employees during their probationary period employee job skills will be evaluated about every ninety (90) days by ~~an Asst. Chief or~~ designated officer. If during this period, employees work habits, attitude, attendance or performance do not meet department standards, employment can be terminated immediately with or without cause or hearing.

At the end of the probationary period employees undergo a performance review with the Chief or Asst. Chief. This review will be similar to the job performance review that is held for fulltime employees on an annual basis. Employees are encouraged to communicate comments and ideas with the officers during performance reviews.

At the next regular meeting, after your probationary period has ended, your name will be put forth to the membership for confirmation **of status change**. Upon confirmation your name will be forwarded to the Waterloo City Council.

4.4) Personnel File

The confidentiality of information contained in a member's personnel file will be maintained except as prohibited by State Laws related to public records. The department will maintain one original of all personnel files as the official copy in a locked, secure place. The Fire Chief is custodian of the personnel files. Chief Officers may access personnel files to ensure the files are updated, current and complete. An approved list of those personnel authorized **to have** access to employment records will be maintained by the Fire Chief. The Officers may have access to prior performance evaluations, or related member history, during the member's annual performance review period. A member may request inspection of his/her personnel file as directed in §§ 103.13, Wis. Stats. The Fire Chief will respond to such requests within seven (7) working days. Removal or correction of disputed material in a member's personnel file may be done by mutual agreement of the Fire Chief and the

4.4) Personal File Cont.

member. Items in a member's personnel file may contain but are not limited to the following: employment application, performance appraisals, insurance enrollment forms, payroll documentation, work history, resume, commendations, disciplinary actions, educational and training documents, certifications, job-related tests, bonding, driver's license information, health exams and drug/alcohol testing results. Files will be updated yearly.

4.5) When your Personal Data Changes

Members should report any changes in name, address, phone number (land line or cell number), email address, cell phone carrier, marital/dependent status or withholding information to the Fire Chief, the Fulltime Staff and City Hall within 10 days of the change.

4.6) Performance Review

The department will provide members with an annual ~~appraisal~~ **evaluation** of their individual performance. Reviews will focus on members overall performance, based on the duties and responsibilities assigned to his/her position, since the previous ~~appraisal~~ **evaluation**.

The goal of the appraisal is to foster superior work performance by providing clear expectations and objective feedback about a members' performance relative to these expectations. Members will be reviewed by the Fire Chief or another Officer as assigned by the Fire Chief.

When completed, the original signed performance review shall be placed in the member's file. The member evaluated may have a copy of the entire evaluation.

Periodically, the Fire Chief, or their designee, will review job descriptions to include any changes in the responsibilities of each position.

Performance Review Schedule

Performance reviews may be conducted at any time if warranted by a significant change, either positive or negative, in an employee's/member's performance.

New employees/members will be reviewed about every ninety (90) days during the twelve (12) month probationary period.

A private conference between the evaluator and the employee/member shall be held no later than two weeks following the assigned date to discuss the review.

The members/employee will be allowed to respond in writing to his or her review. Such a response will be filed with the review in the employee's personnel file.

4.7) Department Issued equipment/belongings

When your employment begins you will be issued Department equipment. It is your responsibility to keep and maintain this equipment in clean working order. An itemized list of issued equipment, along with replacement cost, will be maintained in your personnel file. You will need to return this equipment when you are no longer a member or if you take an extended leave. Failure to return the equipment or returning misused, vandalized, damaged (intentionally or accidentally) may result in your paying for it.

EMPLOYEE BENEFITS / PRIVILEGES

ARTICLE V

5.1) Worker's Compensation- Accident Reports

A member who sustains illness or injury as a result of his or her job duties must immediately report the condition or incident to the officer in charge and the Fire Chief. If medical help is required beyond that available at the site, the member will be sent or transported to an appropriate medical facility for treatment.

A member who sustains an illness or injury while performing within the scope of his/her employment may continue to receive an amount equal to the difference of his/her regular net pay and his/her workers compensation payments for the period of time of the injury.

Accident reports must be filled out and submitted to the Fire Chief and City Hall within 24 hours of all workers' compensation illness or injury occurrences. (Accident Reports - Reference Appendix C and/or fire bulletin board in meeting room)

If you experienced a needle stick or sharps injury or were exposed to the blood or other body fluid of a patient during the course of your work, wash needle sticks or cuts with soap and water, report the incident to the crew chief or EMT on scene, stay at the receiving hospital and fill out an infectious exposure report. (Reference Appendix B, fire bulletin board, or filing drawer in ambulance)

5.2) Clothing Allowance

Currently members do not receive a clothing stipend. (Reference Bylaws [Article 3 Section 1](#))

Full-time clothing allowance refer to City Handbook.

The Department will provide all protective clothing to enable members to properly perform their jobs, and to meet the requirement of applicable NFPA and OSHA regulations.

5.3) Training & Education Opportunities (course agreement 6.3.3 and initial and signed off Appendix N)

Members are encouraged to utilize training and education opportunities to improve job skills and qualify for advancement. These benefits are limited to training and education relevant to a member's current position or "reasonable" advancement opportunities within our department.

5.3.1) Training Requested by Department Head

The Fire Chief may require a member to enroll in certain training courses, conferences or classes directly related to the member's job duties.

Full-time employees will be paid at the regular pay rate for attendance at required training events. Full-time employees pay will be governed by the city's handbook on employment mileage during the training and will be reimbursed at rates set forth by the city state.

When attendance is authorized in response to a full-time employee request, the employee shall not be compensated at his or her regular rate of pay and shall receive no overtime compensation for extra hours incurred by his or her attendance at such training, but will receive mileage pay and \$40.00 per day for a full day class.

5.3.2) Voluntary Training

A member who wishes to attend conferences, classes, courses or programs at accredited colleges, universities, technical or business schools should submit written request to the Fire Chief at least 30 days prior to registration. (Reference Training request form Appendix J)

5.3.2 Voluntary Training Cont.

If such a request is approved, the department will reimburse the cost of all registration, tuition, textbook and materials to the member upon satisfactory completion of the approved course or program. Successful completion shall be considered a grade of “C” or better or “passing” where no letter grade is assigned. Members are prohibited from receiving double funding for education, (i.e., reimbursement from the department and a scholarship or grant). The member will be required to sign a statement verifying the department is the sole source of funding for the approved course or program. When the cost for such a class would put undue burden on the member and would discourage advancement of training, members are encouraged to speak with the Chief or Assistant Chief and other arrangements may be made.

Training and education benefits are available on a first-come, first-serve basis, subject to the availability of budgeted funds. Members must submit a copy of a transcript or report card and receipts for costs to be reimbursed to the Fire Chief.

5.3.3) Expectation of completion and commitment

When the department invests financially in your education, it is required to successfully complete the course and it is expected that you serve a two-year commitment and be a member in good standing in that area of study. The commitment starts upon successful completion of the course or you will be required to repay the department. (Reference Bylaws for member in good standing)

Each time the Department pays for your license, certification, education or you attend a training or class it is not only for your benefit but also for the benefit of the Department. You are expected to bring back knowledge and/or skills learned and are able to **can** reiterate or educate the other Department members in some way.

5.3.4) Licenses & Certifications Minimum Requirements

The department will pay all costs for classes and credits required to obtain and maintain all necessary licenses and certifications, for active members in good standing, that are required to perform job duties set forth by the department. When any member fails to stay in good standing (Reference Bylaws), they forfeit the privilege of having extra trainings, conferences, and certification/license renewals.

5.3.4A) CPR Training

All members will hold a valid CPR card at all times and will re-certify with American Heart at the station.

5.3.4B) ICS Training

Members are expected to complete NIMS 100, 200, and 700 certifications.

5.3.4C) EMS Training

Ambulance drivers will **maintain** hold an EMR and ~~maintain a~~ license.

5.3.4D) Firefighter Training

Fire members will take entry level the first year, will take and become certified Firefighter I the next year, and will have four years to be certified Firefighter II. Fire members not interested in holding an EMR will go through an American Heart First Aid course.

5.3.4

Failure to maintain required certification to perform job duties set forth will be grounds for disciplinary action up to and including dismissal.

5.4) Requirements for Voting

Reference Waterloo Fire & Rescue Bylaws **Article 7 Section 5A**

5.5) Expense Reimbursements

The Fire Chief's authorization is required prior to incurring an expense on behalf of the Department. Pre-approved expenses incurred by a member for department related business, seminars or classes will be reimbursed only with proper proof of expense including a receipt or invoice. Reimbursements will be issued to members by City Hall.

Mileage for attendance at training or conferences required by the department or other department business using member's personal vehicle will be reimbursed at the standard IRS rate for mileage. Before using your personal vehicle check to see if C85 or C86 is available.

When ~~an~~ ANY member fails to stay in good standing, they forfeit the privilege of having extra trainings, conferences, and certification/license renewals (including hotel, mileage, and meals) paid for by the Department. Members on a leave of absence will have their situation reviewed on a case-by-case basis; a promise of returning and continue to be an active member in good standing will be expected.

5.6). Leave Of Absence

Members who have passed their probationary period will be eligible for a leave of absence. Medical leave, family leave and other leave will be granted on a case-by-case basis as approved by the Fire Chief. Fill out leave of absence form and turn into Fire Chief and include the proposed return date, not to exceed one year. (Reference Leave of Absence form Appendix D)

Members who become pregnant may immediately start their leave of absence and continue on through the birth of the child until a reasonable time after birth. Members must simply state in writing their desire to take the leave of absence and their proposed return date.

Members, who are requesting a leave of absence along the federal guidelines of Family & Medical Leave Act (FMLA), may immediately start their leave of absence and continue on through the completion of the requirement for the leave. Members must simply state in writing their desire to take the leave of absence and their proposed return date.

All written requests must be submitted to the Fire Chief for approval and placed in the member's personnel file. During the time of the Leave of Absence, the member may be required to return all department issued items for the duration of the leave. Any member can attend monthly trainings following any restrictions per physician.

Members will not receive benefits or accrue length of service time during leaves of absence.

5.7). ~~When You Decide to Resignation~~

As life changes, and you are no longer able to give your full attention to the Department, you may at any time terminate/retire as member of Waterloo Fire and Rescue. We ask you to let us know in writing and return your department issued items. (Resignation/inactive form in Appendix A) If it is convenient, we would encourage an exit interview. Failure to return department issued equipment or fulfill requirements will result in an invoice from the department billing company.

5.8). Military Leave Pay/Military Leave Benefits (Usera)

A leave of absence without pay shall be granted to any member who is drafted, enlists or is called to duty in the armed forces of our country. Re-employment rights of such members shall be governed by Section 45.50, Wisconsin Statutes.

Prior to taking Military Leave for Deployment member will return all issued equipment.

Members who are part of the National Guard or United States Military Reserve shall be granted temporary leave of absence for required hours of duty or training.

5.8). Military Leave Pay/Military Leave Benefits (Userra) Cont.

Except for emergency call out by the President of the United States or Governor of the State of Wisconsin, a member must provide at least two weeks prior notice in order to receive the approved leave of absence.

A member's job is protected for five (5) years of absence due to military service. If a member on military leave is required to make contributions to the retirement plan, he/she must continue to do so.

When the member returns to work, it must be to the same or corresponding position. If upon his/her return the member is no longer qualified for the position, the employer must make reasonable accommodations to "qualify" the member.

5.9) Privileges Enjoyed Benefits by for Members

When the Standards of Conduct, Technology Policy is followed:

Members may use the member's computer and the internet

When the Use of Public Property Policy is followed:

Members may use the extractor washer and commercial dryer, at their own risk, for their personal laundry.

Members may use and have access to the weight/exercise area any time. Your direct family members may use the weight room with you after they sign the liability waiver in the radio room.

Members have use of the Ready Room and the TV

Members have use of the Kitchen

Members may hold social/family events at the fire station, with the authorization of the Fire Chief

Members may use the vehicle washing equipment to wash their personal vehicles

Members may use department tools or station to work on their personal vehicles on site

Members may barrow and use department equipment/items that would not compromise any emergency situation. Items must be checked out; and should be returned in a timely manner.

All privileges are subject to other limitations set forth in this manual, proper use of equipment and cleaning up is expected. Privileges may be revoked at the discretion of the Fire Chief.

WORKING CONDITIONS/EXPECTATIONS

ARTICLE VI

6.1). Drug & Alcohol Testing

Members must adhere to the guidelines specified in the department's Drug Free Workplace Policy. All members shall be tested prior to the final job offer, and potentially before the start of the first scheduled employment day and randomly anytime thereafter.

See "Drug Free Workplace and Drug Testing Policies" Article VIII

6.2). Safety

Safety on the job is a vital responsibility of all members. Always be alert to unsafe conditions, faulty equipment, or other on the job hazards. Members must use safety equipment when required. Members are responsible for reporting unsafe conditions or accidents to the Fire Chief Incident Command, complying with any laws or safety codes, and maintaining concern for the safety of coworkers. Failure to use proper safety equipment or follow safety instructions may result in disciplinary action.

6.3). Pagers and Radios

Department-issued pagers are to be carried by all members. Pagers are issued to permit members to respond to emergencies when needed. It is imperative that all staff maintain their pagers in working order and report problems to the officer in-charge of pagers.

Radios are issued to Officers and certain other personnel. Radios should be maintained in working order and problems reported to the radio officer.

Pagers and radios are the property of the department and must be returned on demand.

6.4). Department Property and equipment

Good care of any department property, vehicles and equipment used during the course of employment, as well as the conservative use of supplies, is required.

If vehicles or equipment are not working properly or in any way appear unsafe, members are expected to notify the Fire Chief or appropriate officer immediately so repairs or adjustments can be made. Under no circumstances should a member start or operate vehicles or equipment that are deemed unsafe, nor adjust or modify the safeguards provided.

Failure to return any issued equipment or returning misused, vandalized, damaged (intentionally or accidentally) may result in you the member being billed for it. Electronic equipment you the member may be issued includes, but is not limited to: pagers, radios, laptops and keys. Other equipment may include, but is not limited to: EMS coats, protective gear of all sorts, ID badges and dress uniforms.

6.5) Department Vehicles

All members are expected to help maintain and keep department vehicles in a constant state of readiness.

The operation of department vehicles and equipment is restricted to authorized individuals who have completed the appropriate EVOC course and have been checked out by the Fire Chief or designee. Members may not operate a vehicle that they have not been checked out on.

6.6) Department Apparatus Driver Requirements:

Ambulance drivers will attend the department EVOC/CEVO course and drive the currently required hours on each ambulance before testing with the Chief or designee.

To drive an engine, member must pass MPO, drive the currently required hours on each engine before testing out with the Chief or designee.

To drive the Aerial, member must pass Aerial, and drive the currently required hours before testing out with the chief or designee.

6.6) Department Apparatus Driver Requirements Cont.:

To drive Squad, Tenders and/or Brush Truck with and without trailer, member must attend the department EVOC/CEVO course and drive the currently required hours for each apparatus before testing with Chief or designee.

Department vehicles and equipment are to be used for official department business only. Unauthorized or personal use of department vehicles and equipment is in direct conflict with the Standards of Conduct Policy and may result in discipline or immediate dismissal.

6.7) Personal Property

The storage of any members' personal property or equipment, other than in their locker, on Department property is strictly prohibited. ~~unless authorized by the Chief or Asst. Chief.~~

~~The Chief or Asst. Chief should have the unanimous approval of the other officers if they wish to store personal property on Department grounds.~~

6.8) Smoking

The city is use of committed to providing a clean and safe work environment. Therefore, **smoking any tobacco or vaping** is not permitted in any working areas or at any entrances to working areas. Members may only smoke at designated smoking areas during their regularly scheduled breaks and meal periods. Members may not take additional break time to smoke.

6.9) Solicitations and Distributions

Solicitation for any cause or distribution of literature of any kind is limited to health/safety, Fire/EMS or City of Waterloo events and must be approved by a Chief. Such postings or solicitations must not cause disruptions, inconvenience, or interference with work of other members. Persons not employed by the department are prohibited from posting literature on department bulletin boards or entrances.

6.10) Dress Code/Personal Appearance

Reference Waterloo Fire & Rescue Bylaws Article 2 **3** Section 2

6.11) Ride Along Policy

PURPOSE AND SCOPE

The ride-along program provides an opportunity for persons to experience the Fire & EMS function firsthand. This policy provides the requirements, approval process and hours of operation for the ride-along program.

403.1.1 ELIGIBILITY

Reasonable efforts should be made to accommodate interested persons. Any applicant may be disqualified without cause from participating in the program.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any Fire Rescue Department officer

PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the Chief of Waterloo Fire Rescue Department. The participant will complete and sign a ride-along waiver form. If the participant is under 18 years of age, a parent/ guardian must sign the ride-along form and release indemnification and hold harmless agreement. If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than twice a month. An exception would apply to the following: cadets, Explorers, qualified volunteers, chaplains, auxiliary and Fire & EMS applicants with approval of the Chief.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the Fire Rescue Department vehicles at a given time. When practicable, ride-a-longs who request multiple opportunities to participate in the ride-along program should be rotated among Crew Chiefs.

Ride-along participants may not carry firearms.

SUITABLE ATTIRE

Any person approved to ride-along is required to be suitably dressed. Sandals, graphic T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. The Crew Chief may refuse a ride-along to anyone not properly dressed.

Crew Chief RESPONSIBILITIES:

Crew Chiefs shall consider the safety of the ride-along at all times.

Crew Chiefs should use sound discretion when encountering a potentially dangerous situation.

Conduct by a person participating in a ride-along that results in termination of the ride or is otherwise inappropriate should be immediately reported to the Chief.

The Chief of Fire Rescue Department is responsible for maintaining and scheduling ride-a-longs.

CONTROL OF RIDE-ALONG

The Crew Chief shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include the following:

- (a) The ride-along will follow the directions of the Crew Chief.
- (b) The ride-along will not become involved in any patient care.
- (c) Ride-a-longs may be allowed to continue riding during the transportation
- (d) Ride-a-longs will follow all HIPPA Laws and regulation.
- (e) Ride-along will not talk about any patient or patient care with anyone other than the crew on the call.
- (f) Crew Chief will not allow any ride-a-long to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other person
- (c) Crew Chiefs will not allow any ride-a-longs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other person.

6.12) Release Indemnification and Hold Harmless agreement

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS DOCUMENT AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, THEN YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS OF THIS DOCUMENT MAY BE DIRECTED TO THE FIRE CHIEF AT
(920) 478-2535 WEEKDAYS BETWEEN 8:00am and 5:00pm.

The undersigned, whether one or more, hereinafter referred to as "Indemnitor" has requested permission from the City of Waterloo and its **FIRE RESCUE DEPARTMENT** (collectively referred to as "City") to

PARTICIPATE AS A FIELD EXPERIENCE PROGRAM STUDENT OR CADET PROGRAM,

(hereinafter referred to as “The Activities”) and Indemnitor acknowledges and agrees that the City would not permit Indemnitor to engage in The Activities if to do so would cause the City to be responsible to Indemnitor, or to anyone else in the event of injury or death to Indemnitor or damage to his/her property occurs or arises out of The Activities. Indemnitor therefore acknowledges and agrees that the City, Fire Rescue Department, and the City’s agents, insurers employees and representatives shall be immune from any liability to Indemnitor should any injury, death or property damage occur to Indemnitor while engaging in The Activities.

Indemnitor acknowledges and agrees that there are certain risks and dangers involved in The Activities and Indemnitor acknowledges that participation in The Activities could cause potential injury, harm or damage to Indemnitor or to his/her property. The Activities may include all activities engaged in by normal firefighters/EMS duties, with the exception that Indemnitors shall never be required to enter a burning structure. Indemnitor warrants and represents that he/she is in sound medical condition capable of participating in The Activities without risk to him/herself or others. INDEMNITOR, ON BEHALF OF HIMSELF/HERSELF ACCEPTS AND ASSUMES ALL RISKS WHATSOEVER ASSOCIATED WITH PARTICIPATION IN THE ACTIVITIES including, without limitation, risks of physical injury from strains, sprains, muscle injuries, trauma injuries caused by working with or near firefighting equipment, injury from vehicles, including collisions between motor vehicles of all types and descriptions, or any other accident, injury from equipment failure, injury resulting from inadequate safety equipment; mental injury, emotional stress; injury resulting from the effect of weather conditions, and INCLUDING NEGLIGENCE ACTS AND OMISSIONS OF THE CITY, AND ITS AGENTS, EMPLOYEES, OFFICIALS AND OFFICERS. Indemnitor acknowledges and agrees that all risks are known and appreciated by Indemnitor. This release does not extend to injuries resulting from gross negligence or intentional misconduct from City or Fire Rescue Department agents, employees, officials, and officer. INDEMNITOR WAIVES ANY AND ALL SPECIFIC NOTICE OF THE EXISTENCE OF RISKS. Indemnitor agrees to abide by all rules and regulations of the City of Waterloo and its Fire Rescue Department.

The City is willing to allow Indemnitor to engage in The Activities only on the condition that Indemnitor assumes all risks of injury and harm that Indemnitor may sustain in connection with or as a result of Indemnitor engaging in The Activities and on the further condition that Indemnitor enters into this Agreement with the City.

In full understanding and agreement with the foregoing and in consideration of being allowed to participate in The Activities INDEMNITOR DOES HEREBY FOR HIMSELF/HERSELF AND HIS/HER HEIRS, ADMINISTRATORS, SPOUSE (IF ANY) AND CHILDREN (IF ANY), RELEASE, ACQUIT, FOREVER DISCHARGE AND COVENANT NOT TO SUE THE CITY OF WATERLOO, THE WATERLOO FIRE DEPARTMENT AND THEIR AGENTS, INSURERS, REPRESENTATIVES, OFFICERS, DIRECTORS AND EMPLOYEES (HEREINAFTER COLLECTIVELY REFERRED TO AS INDEMNITEES) from any claims, demands, actions, and causes of action of any nature or sort whatsoever, regardless of the form of action, whether in contract, tort, including negligence, strict liability or otherwise for injuries, including death, and/or damages, including property damages, and/or costs, expenses or attorney’s fees, whether foreseen or unforeseen, sustained, threatened, incurred, directly or indirectly, arising from, out of, or in connection with or as a result of Indemnitor undertaking or engaging in all or any part of The Activities. THIS RELEASE APPLIES WITHOUT LIMITATION, except as to the grossly negligent or intentional misconduct of agents, employees, officials and officers of the city or fire department.

INDEMNITOR HEREBY AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS INDEMNITEES from and against any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, costs and expenses (including, but not limited to, reasonable attorney’s fees) of any kind and nature whatsoever, which may be imposed upon, incurred by, or asserted against Indemnitees arising from, out of, or in connection with Indemnitor engaging in or undertaking any or all of The Activities. Indemnitor further agrees to defend Indemnitees, at Indemnitor’s expense, against all demands, actions, suits, claims or proceedings brought or commenced by any person, firm or entity, including, but not limited to, Indemnitor’s spouse (if any) and/or

children (if any) for the recovery of any damages for or arising from any injury, illness and/or death of Indemnitor or damage to Indemnitor's property arising out of or alleged to have arisen out of Indemnitor engaging in or undertaking any or all of The Activities.

INDEMNITOR ACKNOWLEDGES THAT HE/SHE HAS ENTERED INTO THIS RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT KNOWINGLY, INTELLIGENTLY AND VOLUNTARILY. Indemnitor acknowledges that he/she has read and understood this Agreement and that he/she is an adult, or the parent of an underage cadet/student, and is authorized to enter into this Agreement on his/her own behalf and on behalf of his/her spouse (if any) and children (if any) and that this Agreement is binding upon his/her heirs, personal representatives, spouse (if any) and children (if any) and any other person entitled to act on his/her behalf.

The Indemnitor acknowledges he/she is not an employee of the City and is not entitled to compensation in any form, including but not limited to wages. As a non-employee, the Indemnitor further understands that he/she does not qualify for worker's compensation benefits if injured while performing The Activities, and therefore, the Indemnitor should have personal medical insurance.

If any provision of this Agreement shall be declared invalid or unenforceable to any extent, the validity of the remaining provisions or language of this Agreement shall not be affected thereby and shall be enforced to the full extent provided by law and to such extent, the provisions of this Agreement shall be deemed to be severable.

SIGNATURE BLOCK IMMEDIATELY FOLLOWS

6.13) Residency and Response Policy

Fire members are to have an established residence in the City of Waterloo or as otherwise established by law, and in our fire district, prior to his or her hire date. Exceptions will be at the chief's discretion. EMS personnel who live beyond the city limits are required to be in the City of Waterloo, and be ready to respond, when they are on call. It is encouraged that you stay at the station.

6.14) Staying at the Station overnight

Members will be able to stay at the station overnight when on duty for EMS and outside the city limits. No member will be allowed to stay at the station unless approved by the Chief or Asst. Chief. Member/employee personal that live out of town will be allowed to stay at the station overnight when it is their week to work. Non- members will not be allowed to stay at the station overnight.

6.15) TEAMWORK

The department places high value on prompt and regular turnout to emergency calls. Unnecessary pessimism and general lack of enthusiasm have a disruptive impact on department operations and fellow members and will not be tolerated.

Your commitment to Waterloo Fire and Rescue makes regular attendance at Fire and EMS training/meetings mandatory and your ethical responsibility.

Commitment to the EMS call schedule has a direct effect on member performance. Members have an obligation to fulfill shifts that they have scheduled themselves for in Aladtec. Trade request can be made through Aladtec; however, members are responsible for the shift if the trade request has no response. Communication with-your crew, the full-time personnel and possibly the Chief, if appropriate, is vital to teamwork and will help to resolve scheduling conflicts. Not responding to an emergency during your assigned EMS shift will result in a disciplinary action up to and including immediate dismissal.

Problems or help with Aladtec can be received by contacting an Aladtec administrator.

6.16) Meetings/Trainings and Events

Operator trainings are held the first Monday of each month and start at 6:00 PM.

EMS trainings are held the second Monday of each month and start at 6:00 PM.

Fire trainings are held the third Monday of each month and start at 6:00PM.

Officer/Department meetings are held on the fourth Monday of each month and Officers start at 5:30 PM and Department start at 7:00 PM.

Special EMS/Fire trainings happen when there is a fifth Monday (4 times a year) at 6 PM

Fire and EMS training/meetings are mandatory. No member shall miss a department training or event without notifying training officer or designee in advance and making up the missed training or event.

Approved excuses include work conflicts, illness or death in the family. Training needs to be made up by the next training. Notices will be sent out alerting you to your attendance requirements. Alternate fire training happens for members who work second shift. See Reference 7.2.3 for makeup training.

Working at least the minimum required shifts at Department events is mandatory, unless excused by the Chief. Nonparticipation at these events is considered a missed training and must be made up.

Hose testing is a mandatory event and must be made up if you are unable to attend.

Fire Department elections are held on the fourth Monday in January.

6.17) Election of Officers

The Election of Officers voted on by the membership of the Waterloo Fire & Rescue Department members per the Waterloo Fire & Rescue Bylaws Reference Article 7 section 5.

6.18) Elected Position Requirements Reference Waterloo Fire & Rescue Bylaws Article 6 section 6.4.

6.19) Job Titles and Duties Reference Appendix K

6.20) Job Descriptions and Duties Reference Appendix L

STANDARDS OF CONDUCT

ARTICLE VII

Code of Ethics and Expectations

The proper operation of our department requires that we have in place a code of ethics and expectations that identifies in a clear manner the acceptable conduct of the Fire Department members.

7.1) Code of Ethics

Every member shall conduct him/herself in a manner which is in keeping with the good reputation, order, and discipline of the department.

All members are governed under the direction of the Fire Chief. If the Fire Chief is not present the authority goes to the Assistant Chief, if the two chief officers are not present authority goes to the Captains and Lieutenants, if no officer is present the authority goes to the fulltime staff, then to a senior member.

Every member shall distinctly understand that they are entirely under the direction of the officer in charge, or senior member, at the scene of any emergency, while on duty, at the station, at trainings, on parade or while acting as a member of the department in any manner. All orders given by the person in charge must be immediately acted on and implicitly obeyed. Only if the order places you under an unsafe working condition as per NFPA code 15 and SPS 330 may you disregard an order.

No member will leave his/her duty without the permission of the officer in charge while at the emergency scene. No member will leave trainings or while returning apparatus to readiness without the permission of the officer in charge.

7.2) EXPECTATIONS

7.2.1) Trainings

Members are expected to come to all trainings/meetings that pertain to them. Members are expected to participate in other Department Activities as they come at request.

7.2.2) Missing Training

If a member knows they are going to miss a training/meeting, an excuse form should be filled out prior to the start of the meeting. The forms for excused absences are in the wall pocket in the radio room or reference Appendix O. These forms shall be turned into the EMS Training Coordinator or the Fire Liaison. Excused absences shall include working at their regular job, illness, illness in the family, family emergencies, planned family vacations or school. When a member has contacted the liaison for their absence or has filled out the excuse form prior to the training or meeting, they will be shown on the attendance sheet as absent but excused.

7.2.3) Make-up Training

Members who miss a regular monthly training for whatever reason will make-up that training with other, and if practical similar training, that is approved by Training Officers. Supplemental training forms can be found in the radio room or reference Appendix N. This make-up training may consist of either an extra drill or approved course work and will be completed prior to the next regular training/meeting. Members that are unable to attend training in house & make up training online shall conduct quarterly training at the station to prove competency.

Failure to attend monthly training/meetings without an excused absence, or notification that you are too ill to attend, may result in a disciplinary action.

7.2.4) Inactive member

Any member who has not taken call, has not been at training, has not responded to an emergency within 6 months, and are not on a leave of absence, will be considered inactive and will be contacted by a chief officer

to establish reason for absence and needed remediation. The chiefs and officers will review the member's reason for absence and determine the status of that member.

7.2.5) Truck Starting

Members are expected to be on Truck Starting at least once a year. Members are expected to fulfill their truck starting obligations weekly while they are assigned to truck starting duty. The first member on the monthly truck starting list is to coordinate the cooking responsibilities for the meeting.

7.2.6) EMS Hourly Obligation

EMS members are recommended to take a minimum of 24 hours per month to meet the yearly requirement and required 8 hours of Holiday per calendar year, which could be part of the 24 hours for that month. Holiday hours will be from 0000 the day of the holiday to 0000. Every month hourly obligations will be reviewed; members who have not met their hourly obligation may be called, by the EMS Assistant Service Director or their designee, to discuss the situation. Disciplinary actions may apply.

List of Holidays for the year. Holidays would be (1) New Year's Day, (2) Good Friday, (3) Easter Day, (4) Memorial Day, (5) Independence Day, (6) Labor Day, (7) Veteran's Day, (8) Thanksgiving Day, (9) Christmas Eve, (10) Christmas Day, (11) New Year's Eve.

It is each EMS members' responsibility to have selected, in Aladtec, a minimum of 24 hours and no more before the first of each month to give equal chance to all EMS members.

You may select more shifts after the Fire meeting (third Monday) to fill in the schedule.

In an effort to help members schedule their required monthly hours the following applies: The first time a member makes an error and takes more than 24 hours before the third Monday of the month the member will be contacted and asked to erase extra hours until they are left with 24 hours. If over scheduling happens a 2nd time the administrator will remove all of your hours and you will be blocked from scheduling until after the Fire meeting training, but still will be required to have taken 24 hours in the month. If a member over schedules a third time all the hours will be removed, and you will be blocked from scheduling until you have met with the EMS Assistant Service Director or designee. The officer will consider the consequences which may include a verbal reiteration on the importance of teamwork, re-education, an extension of probationary status, extra training on the use of Aladtec, a note of discipline in the members file and or dismissal.

7.2.7) Working phone

Every member will have and maintain a working telephone and will notify the chief within 24 hours of any changes to their telephone number.

7.2.8) Suppression Member Requirement

Every suppression member will be capable of donning, wearing, and operating a Self-Contained Breathing Apparatus (SCBA). Suppression members will refrain from having facial hair that would interfere with the proper and safe wearing of the SCBA. From time to time, and with the knowledge of the Officers, a member may not be capable of wearing the SCBA, in these circumstances the member will perform other duties at the fire scene.

7.2.9) Emergency Commitment

Every member who commits his/herself to an emergency is expected to perform all duties of their assigned role. After all emergency calls, training sessions or when otherwise requested it is required that all members assist in returning apparatus and equipment to a state of readiness. Members will not leave, without permission and a valid reason, until the officer in charge dismisses you.

7.2.10) Responding to Emergency

Every member shall obey all State & Local Laws while on duty or while responding to emergencies with department apparatus or POV. All members will govern themselves so that they do not create a safety hazard to themselves, other firefighters, or EMS personnel, or to the public. If a member disregards safety, they will be subject to discipline action up to and including removal from the department.

7.2.11) Use of Courtesy light

Use of flashers is a personal decision and does not give you the right of way. Some citizens of Waterloo may understand that you are responding to an emergency call and may pull over for you, but they are under no obligation, nor do they necessarily understand your intentions.

Use of Dash lights. Reference Ordinance 2022-06 Ordinance amending chapter 57.11 Fire Dept.

Traffic Laws Apply to Volunteers.

See Appendix E for acknowledgement agreement.

7.2.12) IAR System

We have implemented the “I Am Responding” program. Please use your cell phone so your name appears on the screen in the bay. This will help the officers in charge understand who will be showing up or are available for second EMS calls.

7.2.13) Secure Personal Property Any member who finds valuables at an emergency scene will notify the incident commander who will secure the valuables and take appropriate action with the proper authorities. Weapons found at a scene will be secured in the gun box of the ambulance and deposited at the hospital.

7.3). Political Activity

The department urges members to vote regularly. It is a duty and obligation as a citizen. Members will not be discriminated in favor of or against because of political contribution, permitted political activity or neutrality. Members may not solicit, be solicited nor receive political contributions or services on the job. In addition, members may not engage in any form of political activity on the job or off the job to such an extent that it interferes with doing the job well, under penalty of disciplinary action.

7.4). Use of Public Department Property

Members are not permitted the unauthorized use of department owned vehicles for personal convenience or profit.

~~Authorization for borrowing, using, or removing any department equipment comes from the direct expressed consent of the Fire Chief, or their designee, and is a Member Privilege Benefit. Members must sign out equipment that is removed from the premises, on the equipment sign-out log sheet located in the radio room, after receiving permission. This includes equipment removed from the premises for classes.~~

Members will be held responsible for any improper use or operation of department-owned vehicles, equipment, materials, or property that results in damage or destruction, willful or accidental. The department reserves the right to seek reimbursement for such damages, either in whole or in part, including garnishment of wages. Members will also face disciplinary action up to and including termination.

Bulletin Boards

Bulletin boards and white boards are the department’s official way of keeping everyone informed about new policies, changes in procedures, meetings, and special events. Only authorized personnel are permitted to post, remove, or alter any notice on the bulletin board(s).

Telephones and Cellular Phones

Department telephones, and cellular phones in the apparatus, are provided for official department business only. Contracts for telephone and cellular service will be negotiated by the Fire Chief.

Department telephones and cellular phones are not to be used for personal business except in an emergency. Any member abusing telephone or cellular phone privileges shall be subject to reimbursing the department for any toll charges and disciplinary action. The department reserves the right to monitor member compliance with this policy through any means, including but not limited to, auditing of records reflecting use of telephones.

To ensure safe handling and operation of department owned vehicles drivers may not receive phone calls or read text-messages while the vehicle is moving. When placing a call, the driver is to pull over and be stopped. This policy applies to the operator of the motor vehicle only.

No member shall take any pictures/videos on their personal cell phones at any emergency scene.

Any member who fails to comply with this policy will be subject to disciplinary action up to and including dismissal for any violation.

7.5). Technology Policy**Computer Software**

All new software installation must be approved by the Fire Chief. No person shall knowingly or willfully download computer software not approved by the Fire Chief and not purchased by the department. No person shall install any software that is illegally obtained or has already been installed on a personal computer or network. The department will also comply with federal copyright rules and regulations on the implementation and use of computer software.

All data is department property and cannot be removed.

No software or hardware may be temporarily or permanently loaded, or programming performed by any member or other person to any department computer or any part or component of the Information Technology system without the express knowledge and permission of the Fire Chief.

Violation of this policy may include immediate dismissal.

Computer / Internet/E-Mail / Social Media Use

Personal internet usage on a department computer is allowed only on the 'members' computer in the meeting room. When you are finished using the computer, please logoff. Failure to do so could result in your account being disabled.

Internet services are provided for department members to enhance their professional activities and as a benefit to members who must stay at the station. Internet access is a privilege, and the department encourages professional use. The Internet shall not be accessed for e-commerce, gambling, to conduct a business or for any personal or financial gain.

Computer / Internet/E-Mail / Social Media Use Cont.

A wide variety of information is available on the Internet, some uncensored and unrestricted. The department does not permit access at any time to materials that may be offensive or pornographic, nor is the department responsible for the content of any Internet site.

Department e-mail accounts are provided as a business tool. When accessing the Internet using department equipment and/or on department property, members shall limit all usage to job-related purposes. The use of e-mail for any illegal, unethical activities or activity that could adversely affect the department is prohibited.

All Internet and e-mail actions and communications shall be conducted in a manner consistent with the professional and courteous behavior expected of department members. Members shall not abuse computer use privilege.

No person without specific authorization shall read, alter, or delete any other person's computer files or email.

The transfer of information via the Internet and e-mail is not always secure. The confidential nature of department information must be considered paramount. Unsecure transmittal of confidential information via the Internet and e-mail is inappropriate and ~~shall~~ **should** not be permitted.

Internet use and communication by department members on department equipment is public and not confidential or private. The department reserves the right to monitor Internet and e-mail activity by members without prior notification. Members have no privacy with respect to their access or use of the Internet. Under federal and state laws, e-mail and electronic files obtained via the Internet ~~are public records and subject at all times~~ **are always public record and subject** to inspection by the public and management in the same manner that paper documents of a similar nature are preserved and made available.

The safety and security of the department's network and resources shall be considered paramount when using the Internet. User passwords are confidential. It is the user's responsibility to maintain the confidentiality of their passwords.

Any media information obtained by a member at a scene, (on your personal phone or department equipment) in the station or at training, whether in the form of photographs, video or audio recordings is the property of the Department and may not be distributed without the permission of the person(s) in the photo, video or recording and the Fire Chief. This includes posting on Facebook, and similar accounts, or disseminating it through e-mail.

Failure of a Member to adhere to and comply with these policies may result in disciplinary action up to and including discharge.

7.6). Harassment Policy

Waterloo Fire and Rescue will provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance.

Harassment of any sort - verbal, physical, sexual, visual will not be tolerated.

What is Harassment?

Harassment can take many forms. It may be, but is not limited to words, signs, jokes, pranks, intimidation, physical contact or violence. Harassment is not necessarily sexual in nature.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal, or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of his or her position or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Responsibility

All members are responsible for keeping the work environment free of harassment. Any member, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must

report it. When the Fire Chief, or officers, become aware that harassment might exist, they are obligated by law to take prompt and appropriate action, whether or not the victim wants the department to do so.

Reporting

Any member who has experienced harassment must report the incident immediately to the Fire Chief directly. If the harassment report involves the Fire Chief the report should be made to the mayor. Appropriate investigation and disciplinary action will be taken by the Fire Chief or appropriate party. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any member found to have harassed a fellow member will be subject to severe disciplinary action up to and including discharge. The department will also take any additional action necessary to appropriately correct the situation. The department will not retaliate against any member who makes a good faith report of alleged harassment, even if the member was in error.

The department accepts no liability for harassment of one member by another member. The individual who makes unwelcome advances, threatens or in any way harasses another member/employee is personally liable for such actions and their consequences. The department will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

7.7). Unacceptable Activities

The department expects each member to **always** act in a mature and responsible way. ~~at all times~~. Because of the seriousness, occurrences of any of the following violations may result in immediate dismissal. This list is not all-inclusive, and, notwithstanding this list, all members remain employed "at will".

Willful violation of any department rule, any deliberate action that is extreme in nature and detrimental to the department's efforts to operate efficiently and effectively and negligence or any careless action that endangers the life or safety of another person.

Willful violation of security or safety rules or failure to observe safety rules or practices, failure to wear required safety equipment and tampering with department equipment or safety equipment.

Being intoxicated or under the influence of controlled substance drugs or alcohol while responding to an emergency, training session, assigned duty or any other department function or activity. Use, possession, or sale of controlled substances in any quantity while on the department. Exceptions are the possession of medications prescribed by a physician which do not impair work performance.

Refusal to comply with required controlled substance and or alcohol testing as required.

Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on department property or while on duty.

Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on department premises or when representing the department, including fighting, horseplay, provoking a fight on department property, negligent damage of property, threatening, intimidating, or coercing fellow employees on or off premises at any time or for any purpose.

Engaging in an act of sabotage, willfully, or with gross negligence, causing destruction or damage of department property, property of fellow employees, department members, suppliers, or visitors.

Theft of department property or property of fellow employees, unauthorized possession, or removal of department property, including documents, from the premises without prior permission from the Fire Chief, unauthorized use of department equipment or property for personal reasons, using department equipment for profit.

Insubordination or refusing job assignments pertaining to member's work as requested by the Fire Chief or Officer in charge.

Dishonesty, willful falsification or misrepresentation on an employment application or other work records, dishonesty about sick or personal leave, falsifying reason for leave of absence or other data requested by the Fire Chief, or alteration of department records or documents.

Violating the nondisclosure agreement, giving confidential or proprietary department information to organizations or persons not employed by the department or to unauthorized department employees, breach of confidentiality of personnel information.

Malicious gossip, spreading rumors, engaging in behavior designed to create discord and lack of harmony, interfering with another member/employee on the job, willfully restricting work output or encouraging others to do the same.

Immoral conduct or indecency on department property.

Conducting a lottery or gambling on department premises, without proper permits.

Sharing any information with the media (newspaper, radio, T.V. social/electronic, etc.) when not authorized to do so. Only the Chief Officers or their designees may give sensitive information to the media.

Violation of HIPAA agreement.

Occurrences of any of the following activities, as well as violations of any department rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive, and notwithstanding this list, all members remain employed "at will".

Unsatisfactory or careless work; failure to meet quality standards as explained by the Fire Chief; mistakes due to carelessness or failure to get necessary instructions.

Creating or contributing to unsanitary conditions.

Unlawful speeding or reckless driving of department vehicles. Failure to immediately report damage to, or an accident involving department equipment.

Failure to maintain an acceptable driving record in positions where it is required or failure to maintain any required certifications set forth in the employee's job description.

Leaving work before the end of a call or shift without approval from the Fire Chief or his/her designee.

Failure to report or late arrival for your shift.

Using, while on duty, profane, immoral, indecent language, gestures, or actions which may tarnish the good reputation of the department.

Excessive use of department telephone for personal calls; failure to adhere to telephone and cellular phone policies.

Failure to comply with department computer, Internet, and e-mail policies.

Unauthorized personal use of department vehicles, property and/or equipment.

Smoking in any department-owned building or vehicle.

Posting, removing, or altering notices on any bulletin board without proper permission.

Obscene or abusive language toward any department member, indifference, or rudeness towards a member, disorderly or aggressive conduct on department premises.

Entering any premises where alcoholic beverages are sold or consumed as the primary function while in department uniform, except in the performance of the fire department duties.

Failure to maintain a neat and clean appearance in terms of the standards established by the Fire Chief or wearing improper or unsafe clothing.

Posting inappropriate or derogatory photos or messages on Facebook or similar type accounts that would tarnish the good reputation of the Department or one of its members.

7.8). Sanctions

A determination that a member's actions constitute improper conduct under the provisions of the Waterloo Fire & Rescue Policy and Procedures Manual may constitute a cause for disciplinary action, demotion, suspension, removal from office or employment or other sanctions permitted by law.

7.9) Disciplinary Actions

Depending on the severity of the infraction, the past work record of the member and other mitigating circumstances, the following are disciplinary actions that may be utilized when a member conducts himself/herself inappropriately or performs inadequately:

First offense:	Verbal warning, re-education, possible extension of probationary period, possible written disciplinary document in member file, possible suspension, demotion or discharge
Second offense:	Written disciplinary document in member file, re-education, possible extension of probationary period, possible suspension, demotion, or discharge.
Third offense:	Suspension with written disciplinary document in member file, possibly discharge.

Any offense may result in immediate dismissal without warning due to the severity or if there is reason to believe corrective disciplinary measures may be ineffective. **Appeal/investigation process 57-5**

The Fire Chief will issue written warnings, suspensions, and immediate dismissals. Reasons for every disciplinary action will be documented as fully as possible. Opportunity will be given to a member to defend his or her actions and rebut the opinion of the Fire Chief.

Fire & EMS personnel will be suspended from participating in any activities until the member's appeal has been heard.

7.10) Advisory Opinion and Summary Opinion

Any questions as to interpretation or application of any provision of these standards of conduct shall be referred to the Fire Chief, which, if necessary or appropriate, may request an advisory opinion from the City Attorney.

7.11) Dismissal

Employment and compensation with the department is "at will" and can be terminated with or without cause, and with or without notice, at any time, at the option of either the Fire Chief or the member, except as otherwise provided by law.

If a member's performance is unsatisfactory due to lack of ability, or failure to fulfill job requirements, he or she will be notified of the problem in writing at review. If satisfactory change does not occur within a specified period of time the member may be dismissed. The Fire Chief reserves the right to use their discretion to dismiss a member for offenses other than those specifically designated as resulting in immediate dismissal.

7.12) Grievance Procedure

Effective member officer relationships are necessary to carry out the department's responsibilities to its residents in an efficient and economical manner. To maintain harmonious member officer relationships, it is advisable to give prompt consideration and equitable adjustment of member grievances informally, and both officers and members are expected to make every effort to resolve problems as they arise. However, it is recognized there will be grievances, which will be resolved only after formal appeal and review. Members are permitted to have representation present at any of the three steps below.

The Grievance Procedure is as follows:

Step 1: Discussion of the Problem with the Officer(s). If a member feels any working condition, policy, practice or action by the department or the Fire Chief is unjust, he or she should inform an officer and discuss the matter confidentially and in private with him or her.

Step 2: Written Grievance to Fire Chief. If the situation remains unresolved after discussion with an officer, a member may present the grievance in writing to the Fire Chief. Reference Appendix H. The written grievance shall fully state the details of the problem and suggest a remedy. It should also include a summary of communications with the officer/s on the subject. The written grievance should be filed within five (5) days of discussion with the officers.

Step 3: Grievance Conference with the Fire Chief and Mayor. The Fire Chief will review the grievance and call the member(s) for a scheduled conference with the mayor. This may, at their discretion, be with or without the presence of other officers. At this conference, the member(s) should feel free to openly discuss the complaint and substantiate the reasons for such grievance. The Fire Chief and Mayor will consider the member's input and render a decision. The conference should be scheduled within 15 days of filing the written grievance.

DRUG – FREE WORKPLACE
and
DRUG TESTING POLICIES

Article VIII

8.1) Drug-Free Workplace Policy

The Department recognizes the importance of maintaining a safe, efficient and healthful workplace. Because drug use can seriously jeopardize the health and safety of members and the public, it is the responsibility of the department to maintain a drug-free workplace policy to prevent harm to self or others and to prevent damage to the reputation and professional image of the Department. It is the responsibility of all department members to abide by the terms of this policy as a condition of employment.

During the time members are assigned to be on call, members are expected to be entirely free from alcohol or any substances that could inhibit their ability to perform their duties.

No member should respond to an emergency if they appear visibly intoxicated, or when their blood alcohol concentration is 0.04% or above.

Federal Highway Administration rules do not allow drivers to have greater than 0.04% alcohol in their system.

No members should ever be under the influence of an illegal substance or a controlled substance not used as prescribed.

Testing

Every applicant for employment to the department will be required to undergo and pass a drug test before becoming a member of the Waterloo Fire Department.

If at any time there is reasonable suspicion that a member is under the influence of drugs and/or alcohol the member will be required to submit to a drug test. Reasonable suspicion will be based upon observable actions, alone or in conjunction with other factors including, but not limited to: dangerous or accident-prone conduct, decreased job performance which is unexplained, complaints from other members, reduced short term memory, inability to concentrate, anxiety, and physical symptoms such as bloodshot eyes or dilated pupils.

As soon as possible after an accident each member directly involved, or whose performance contributed to the accident, must submit to a drug/alcohol test.

Refusal to submit to a drug test will be considered a positive test and the member subject to disciplinary action up to and including termination.

Reporting Of Drug Conviction

All members must notify the Fire Chief of any criminal drug statute conviction for a violation of Federal or State law relating to drug or alcohol use or possession no later than five (5) days after such conviction.

Within thirty (30) days of learning of a drug conviction, the department will require the member to satisfactorily participate in a Drug Assistance or Rehabilitation Program approved by the department and at the member's expense.

A member's failure to abide by the terms of the specified Drug Assistance or Rehabilitation Program will result in disciplinary action up to, and including, dismissal.

8.1) Drug-Free Workplace Policy

Prevention and Rehabilitation

The goals of this policy are prevention and rehabilitation whenever possible. Members needing help to deal with drug or alcohol problems are encouraged to seek and use rehabilitation agencies at their own expense. The department treats drug addiction as an illness and provides for a leave of absence under the provisions for Medical Leave in this Personnel Manual. The department also recognizes drug abuse as a potential health and safety problem. Conscientious efforts to seek help will not jeopardize a member's job, and contacts with those agencies initiated only by the employee will not be known nor noted in any personnel record.

Leave Of Absence

A member shall be permitted to take a leave of absence for the purpose of undergoing treatment pursuant to a Drug Assistance or Rehabilitation Program. The leave of absence must be requested prior to the chief or designee of any act subject to disciplinary action.

Drug and Alcohol Regulations

The unlawful manufacture, distribution, dispensation, possession, purchase, or use of illegal drugs by members is prohibited and is subject to disciplinary action up to and including termination.

Intentionally tampering with, causing another person to tamper with, substituting for, or causing another person to substitute for a urine and /or blood specimen, whether the members own specimen or another member's specimen will constitute cause for termination of the member(s) who engage in such activity.

Any member who fails to cooperate with any part of the testing process or behaves in a confrontational way that disrupts the collection process is subject to disciplinary action up to and including termination.

APPENDICES

Appendix A:

RESIGNATION/INACTIVE FORM

Date of resignation/inactive: _____

To Waterloo Fire and Rescue officers and members,

I am notifying you of my resignation from the department effective on the above date. Place my personnel folder in the inactive file. At this time, I am unable to stay active in the department as defined in the Policies and Procedures. When and if life changes, I understand that I may re-apply through the interview process and would be asked to adhere to those requirements.

I will, return issued items in good working order and in a timely manner. I understand that failure to return this equipment may result in paying for it.

I recognize that resident businesses entrusted me, as a department member, with important information relating to their health, property and business, and I understand that it is my obligation to maintain the confidentiality as agreed to as a member.

Signed: _____ Date: _____

***** Returned:

<input type="checkbox"/> Key(s)	<input type="checkbox"/> Turnout Gear – Including tools etc.
<input type="checkbox"/> Pager	<input type="checkbox"/> Department EMS Jacket (if applicable)
<input type="checkbox"/> Radio	<input type="checkbox"/> Complete Dress Uniform
<input type="checkbox"/> Laptop <input type="checkbox"/> Other: _____	<input type="checkbox"/> ID Badge <input type="checkbox"/> Other: _____

Missing items: _____

Cost of missing items: _____

(Some members may be allowed to keep items at the discrepancy of the Chief Officers)

Notes: _____

Acknowledging Officer Signature: _____ Date: _____ Appendix

Appendix B-1:

INFECTIOUS EXPOSURE FORM

Date of Exposure: _____ Time of Exposure: _____

Exposed members name: Last _____ MI _____ First _____

Position: _____ SS #: _____ - _____ - _____ Phone #: _____ - _____ - _____

Incident #: _____ - _____ Shift: _____ Company: _____

Name of Patient: Last _____ MI _____ First _____ Sex: _____

Age: _____ Address: Street _____ City _____ State _____

Suspected or Confirmed Disease: _____

Transported to: _____ Transported by: _____

Type of Incident: (MVC, Trauma or Medical) _____

Type of protective equipment utilized: _____

How was it exposed: _____ Blood _____ Tears _____ Feces _____ Urine _____ Saliva

_____ Vomitus _____ Sputum _____ Sweat _____ Other Specify: _____

What part of the body became exposed? BE SPECIFIC: _____

Did you have any open cuts, sores, or rashes that became exposed? BE SPECIFIC: _____

How did exposure occur? BE SPECIFIC: _____

Did you seek medical attention? _____ Yes _____ No

If Yes, where? _____ Date: _____

Officer Signature: _____ Date: _____

Member Signature: _____ Date: _____ Appendix

Appendix B-2:

INFECTION CONTROL SUPERVISOR'S REPORT

Medical Facility Notified: ___ Yes ___ No If Yes Date: _____

Name of Facility: _____

Address of Facility: _____

Name of Facility contact: _____

Confirmed Exposure: _____

Member Notified: ___ Yes ___ No Members Signature: _____

Medical Follow-up Action: _____

Remarks: _____

Officers Signature: _____ Date: _____

Members Signature: _____ Date: _____ Appendix

Appendix C-1:

WORK INJURY REPORT

You are responsible for answering all questions on the Employee's Work Injury Report accurately and in detail. This will make the processing of your claim both accurate and timely. This completed report should be given to the workers' compensation contact within 24 hours of your work related injury.

Employee's Work Injury Report

Personal	Name _____ Social Security Number ____ - ____ - ____
	Address _____ Birth Date ____/____/____ Sex M <input type="checkbox"/> F <input type="checkbox"/>
	Married <input type="checkbox"/> Single <input type="checkbox"/> Number of Dependents _____ Home/School _____
	Family Physician _____ Telephone Number ____ - ____ - ____
Employment	Job Title _____ Employment Date ____/____/____
	Salary/Hourly _____ Hours Worked Per Day _____
	Building Location _____ Time Work Day Begins _____
Injury/Illness	Date of Injury _____ Time of Accident _____
	Where in the facility/job site did this injury occur? _____
	What were you doing when injured? _____
	How did the injury occur? _____
	Describe the injury or illness in detail _____ and indicate the part of the body affected (Designate right or left) _____
	Any previous similar injury? If yes explain _____
	Was this injury witnessed? If so, by whom? _____
	Did you lose time from work? Yes <input type="checkbox"/> No <input type="checkbox"/> Date(s) missed _____
	Have you returned? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what was the date? _____
Treatment	Medical Facility _____
	Diagnosis/Care Prescribed _____
Contact	You must notify the workers compensation contact, _____ when you return to work. Call ____ - ____ - ____
	Employee Signature: _____ Date: ____/____/____

Appendix C-2

WORK INJURY SUPERVISOR INVESTIGATION REPORT

SUPERVISOR'S INVESTIGATION REPORT

Name of injured employee: _____ Date ____/____/____

Job title and department: _____

Date of injury ____/____/____ Time of injury _____ Type of injury _____

Medical Facility _____

What was the employee doing when injured? _____

Where in the facility/job site did the accident happen? _____

If the incident was witnessed. List names _____

Describe what happened _____

What corrective steps will be taken (or could be taken) to prevent recurrence? _____

Was the employee working at designated job? Yes ☐ No ☐Is the modified duty available for the injured worker? Yes ☐ No ☐Has the injured employee returned to work? Yes ☐ No ☐ If so, what date? ____/____/____

Supervisor's Signature: _____ Date: ____/____/____

Workers Compensation Representative: _____ Date: ____/____/____

Comments: _____

Return completed report within 24 hours of the accident to the workers' compensation representative.

Appendix D:

REQUEST FOR LEAVE OF ABSENCE FORM

Member: _____ Department: _____

Request a leave of absence from ____ Fire ____ EMS duties.

Type of leave of absence requested:

- ☐ Personal
- ☐ Military
- ☐ Medical
- ☐ Maternity
- ☐ Family
- ☐ Job/Career

Request a leave of absence, based on the condition in this manual, from the Waterloo Fire Rescue Department beginning on _____ and ending on _____ (if known). I hereby acknowledge receipt of a copy of the Waterloo Fire Rescue Department manual **Policies and Procedures Manual**, including Article VI **V Section 5.6**, which contains information on “leave of absence,” and understand the terms and conditions contained therein.

I understand that I have a responsibility to keep my license up to date at my own expense. If this is an extended leave, I may be asked to return my issued equipment, including keys and ID. If I do not return at my anticipated date, and am not in contact with the officers, I may be moved to inactive and may be asked to have a meeting with the Chief Officers.

Members Signature: _____ Date: _____

Officer Signature: _____ Date: _____

Appendix E:

Acknowledgement of Courtesy Dash Lights and ~~its~~ **their** use.

- 1) It is not the intent of the City of Waterloo or the Waterloo Fire Rescue Department to assume any liability of its employees or members for the use of a Courtesy dash light while responding to calls within the City of Waterloo.
- 2) It will be the sole responsibility of the Waterloo Fire Rescue Department Chief Officers to determine and control which employee or member is authorized to use a courtesy dash light.
- 3) The authorized use of the courtesy dash light does not give any privileges to the user and shall comply with all traffic regulations except for nonmoving traffic regulations.

I acknowledge I understand the liability for the use of the courtesy dash light. I further understand I cannot hold the City of Waterloo or the Waterloo Fire Rescue Department liable for its use.

Signature of Member/employee: _____ Date: _____

Signature of Chief Officer: _____ Date: _____

§ 57-11 Traffic laws apply to volunteers.

[Amended 4-21-2022 by Ord. No. 2022-06]

A.

All volunteer fire and EMS personnel, when responding to an emergency call with a private vehicle, shall comply with all traffic regulations, except nonmoving traffic regulations.

B.

The volunteer may have the use of courtesy dash lights only. This would be at the expense of the volunteer and not the city or the Fire Department. No other light will be allowed. The light is to be a combination of red and white light only. They can only be used within the city limits of the City of Waterloo.

Appendix F-1: SEXUAL HARASSMENT

Complaint's Name: _____ Position: _____

Department: _____ Supervisor: _____

1 – Verbal complaint discussed with _____ on (Date) _____

2 – Answer received on _____ was not satisfactory.

3 – STATEMENT of COMPLAINT:

(Please read the attached Sexual Harassment Policy before you complete the balance of this form)

A – Name(s) of Person(s) accused of sexual harassment:

B – Date(s) of Incident(s): _____

C – Description of Incident(s):

(Describe what happened. Be specific. Include all actions of statements, including your own. Who was present, where did it happen, etc.)

(Use and attach sheets if necessary.)

I hereby certify that the information provided by me on this form is true and accurate to the best of my knowledge and recollection.

Signature: _____ Date: _____

Received Signature: _____ Date: _____

Sexual Harassment form (con't)

WITNESS STATEMENT

Name: _____

Person(s) involved:

What happened? (Be specific. Include all actions and who was present when it happened, etc.)

[illegible]

I hereby certify that the information provided by me on the form is true and accurate to the best of my knowledge and recollection.

Signature: _____ Date: _____

Appendix G:

COMPLAINT FORM

Complainant and Contact Information: Name: _____

Address: _____ City: _____ State: _____ Zip code: _____

Home #: _____ - _____ - _____ Work #: _____ - _____ - _____ Cell #: _____ - _____ - _____

DOB: ____/____/____ Work Hours: _____

Statement Giver is: ____ Aggrieved Party ____ Witness to Incident ____ Other: _____

Involved Personnel and Allegation:

Member(s) name and or Rank: _____

Case Number (if available): _____

Date and approximate time of incident: _____

Location: _____

Witnesses: (include name, address & phone #):
_____Witnesses: (include name, address & phone #):
_____Allegation(s): _____

Please attach additional sheets as necessary

I, _____, the above name complainant, state that I have read the above complaint, and do solemnly swear/affirm that the information contained herein is true and complete to my knowledge.

Date the _____ day of _____, 20____ at _____ am – pm

Signature: _____

Appendix H-1:

FORMAL MEMBER GRIEVANCE
Waterloo Fire & Rescue
Waterloo, WI

PLEASE PRINT OR TYPE

Member Name: _____ Department: _____

Date of Grievance: _____ Date of Filing: _____

Nature of Grievance (attach a separate sheet of paper explaining in detail the nature of grievance)

Witnesses/other informed persons: _____

Has grievance been discussed with your Officer? ____ Yes ____ No

If yes, with whom? _____ When (Date)? _____

What action has been taken? _____

Has grievance been discussed with a Chief Officer? ____ Yes ____ No

If yes, with whom? _____ When (Date)? _____

What action has been taken? _____

Has grievance been discussed with Mayor? ____ Yes ____ No

If yes, When (Date)? _____

What action has been taken? _____

Member Signature: _____

DO NOT WRITE BELOW THIS LINE

Date formal member grievance received _____

Initial meeting heard on (Date) _____

Chief Officer findings: _____

Appendix H-2:

GRIEVANCE FINDINGS

Member notified of findings (Date): _____

How notified: ___ In writing ___ In person – By whom? _____

Hearing Scheduled for (Date): _____ Member notified of hearing date on _____ (Date)

Appearances at hearing: _____

Action taken: _____

Written summary of findings sent to member (Date) _____

Signature of Chief Officer: _____

Hearing before Officers requested by member? ___ Yes ___ No

Date request made: _____ Hearing Date: _____

Appearances: _____

Findings: _____

Member notified of findings (Date): _____

Reconsideration by Chief Officers requested? ___ Yes ___ No

Date requested made: _____ Request: ___ Denied ___ Approved

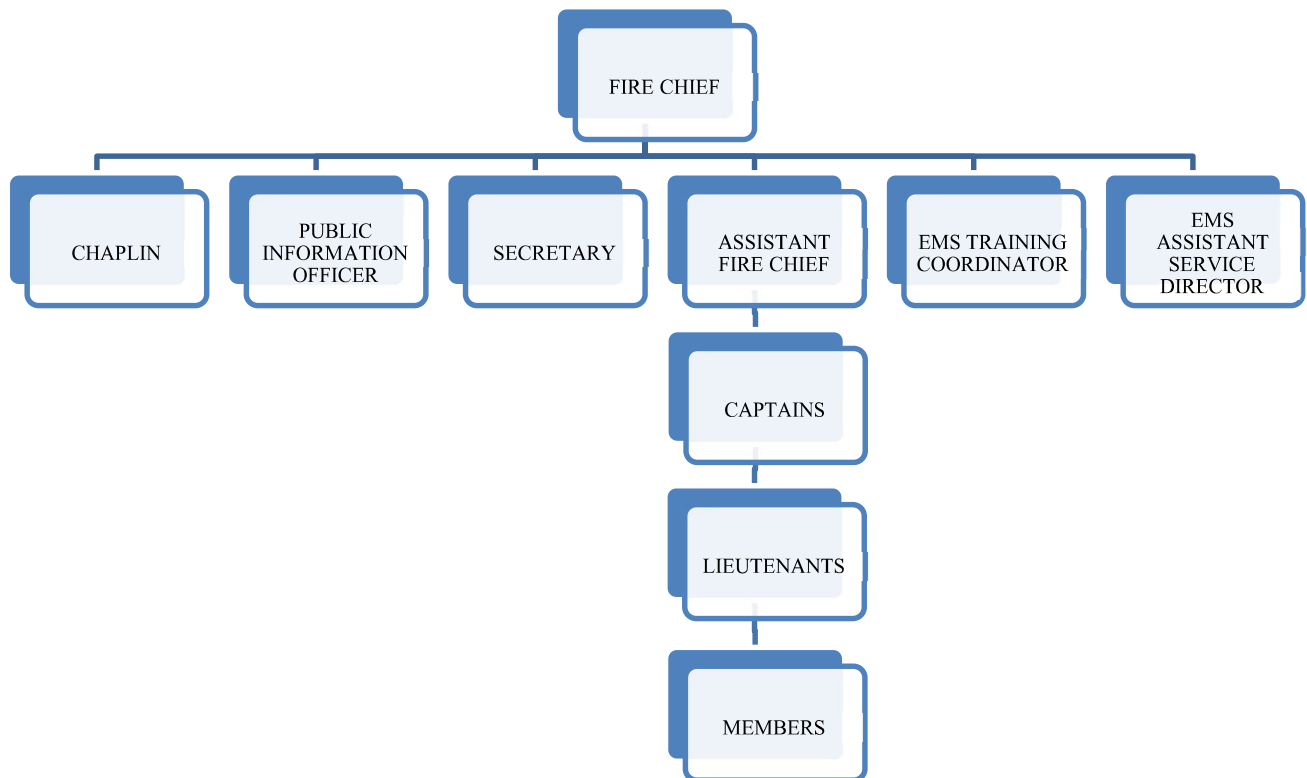
Date reconsideration to be held: _____

Member notified of reconsideration Date: _____

Action taken: _____

Signature of Chief Officer: _____

Appendix I: Chain of Authority and Management



Appendix J:

Training Request for Approval

Date of Request: _____

Date(s) of Training: _____

Type of Training: _____

Name of Training: _____

Cost of Training: _____

Location of Training: _____

Hotel Cost: _____

Name of Member (print): _____

Signature of Member: _____ Member #: _____

Chief Officer Signature for approval: _____

Date Approved: _____

Appendix K-1:

JOB TITLES AND DUTIES

Chief: (is also the Service Director)?

This department head position provides strategic leadership and vision for the Fire & Rescue Department to support the organization's mission, and key strategies. The position is also responsible for the overall management and operation of the Fire & Rescue Department. The work involves supervising subordinate staff who oversee the day-to-day operations and related work of prevention & public education, training, fire suppression, emergency medical transport and administration. The work also involves establishing departmental plans, goals and budgets and monitoring the overall effectiveness and costs of the Fire & Rescue Department. The incumbent works under the general direction of the mayor and appropriate committees.

- Supervises and directs all Fire & Rescue Department operations and administrative functions. -
- Participates in and supports the ongoing strategic planning process for the city as an integral member of the City Leadership Team. Lead the development and implementation of the Fire & Rescue Department strategic plan and ensures alignment with the City's plan. Oversees long and short-term department goals.
- Organizes, leads and facilitates the functioning of the Fire & Rescue Department, with a focus on continuous improvement, excellent customer service and public safety.
- Oversees budgetary planning and cost management in alignment with the City's strategic plan.
- Leads, develops and mentors staff.
- Manages and monitors staff performance goals and departmental performance goals.
- Advises and directs subordinates in the performance of their duties.
- Consults with and advises the Mayor and Aldermen on issues related to the Department.
- Participates in labor negotiations, administers labor agreements, and addresses grievances.
- Approves purchasing requests and contracts.
- Reviews and approves development and revision of policies, procedures and work rules to ensure regulatory compliance and the effective utilization of physical and financial resources.
- Approves variance to code authorization.
- Plans, approves and implements new programs and service levels.
- Determines staffing, service levels and budgetary needs for future considerations.
- Participates in state and local fire service organizations.
- Serves as a department liaison with other City departments, at various meetings, with the media, and local, state, and federal officials and the public.
- Actively participates as a member of the **Director Team?**.
- Participate in Public Safety Committee and City Council meetings.
- Promotes Department image and educates public through presentations and speeches. -Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

Appendix K-2: JOB TITLES AND DUTIES Cont.

Assistant Chief:

The Assistant Chief of Fire & Rescue Department is to provide assistance in supervising, directing, and coordinating the operations and activities of the Fire & Rescue Operations, under direct supervision of the Fire Chief. Responsibility extends to appraisal of facilities, equipment, and personnel to ensure a constant state of readiness. Required to respond to emergency calls as necessary to effectively command and control the operational goals of the department. Provides highly responsible and complex administrative and management support to the Fire Chief; and assumes the role as the Fire Chief when directed to do so.

- Assists with the management, directing, and supervision of the physical resources of the Agency in day-to-day operations.
- Recommend and/or perform the full range of management duties (with appropriate executive review) including, performance evaluations, transferring, promoting, and disciplining. -Assists in the preparation and supervision of program budgets that may include operations, EMS, and training.
- Assists the Fire Chief and staff with development of short and long-range goals and planning.
- Ensures that all Agency equipment and buildings are maintained in top condition.
- Provides assistance with purchasing new equipment including fire apparatus, fire stations, and other department needs as directed.
- Coordinates annual certification testing of fire apparatus and equipment.
- Serves as the liaison/coordinator of communications associated with the Joint Dispatch Center.
- Supports and supervises the Captains, Lieutenants in their stead, to be certain daily and monthly activities are completed.
- Investigates, discusses, and takes action concerning various types of personnel problems. -May act as Incident Commander, Resource Officer, Public Information Officer, and/or Interdepartmental Liaison for complex or multi-agency incidents.
- Serve as assistant to the Chief of Fire and Rescue for county emergency operations center activities.
- Acts as department spokesperson to the media. Provides timely releases regarding responses to incidents and topics of community concern.? PIO
- Reviews and responds to general public complaints and requests for information and guidance.
- Supports and assists in the achievement of goals and objectives of the department. -Cooperates and arranges joint training scenarios with surrounding community fire departments.
- Supports MABAS with surrounding community fire departments.
- Participate in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a Fire Officer.
- Provides assistance in conducting investigations of suspicious fires; assists Police, State Fire Marshall, and insurance investigators in preparing cases for prosecution.
- Represent the Agency on a local, regional, state, and national level as directed or approved by the Fire Chief.
- Safely perform as a firefighter, fire officer or emergency responder on emergency incidents.
- Other related duties as necessary

Appendix K-3: JOB TITLES AND DUTIES Cont.

CAPTAINS:

- Fill the role of team leader to direct, coordinate, the personnel that respond to incident scenes. -Establish and maintain a safe and harmonious work environment that ensures the Department is ready to safely and effectively respond to a request for service in an expeditious manner and without controllable delay.
- Respond to emergency medical, fire, and other calls for assistance when requested and in compliance with all department procedures and operational guidelines
- Working with the Training Team, plan, schedule, track, direct, coordinate, lead and/or oversee the delivery of initial, on-going and refresher all-hazards trainings to establish and maintain a safe and proficient department membership that maximizes the level of service provided by the district; and assures compliance with all state and national training requirements.
- Complete accurate training records.
- Serve as the “Officer-in-Charge” when in the absence or unavailability of an equal or higher-ranking officer.
- As necessary, initiate the National Incident Management System and/or incident command system and serve as the “Incident Commander” when needed, in the absence of another qualified employee, or when called upon in accordance with department Incident Command guidelines.
- Collect information, complete, or cause to be completed thorough and accurate reports concerning department operations and complete related administrative tasks.
- Participate as part of the chain of command as directed by the Deputy Chief – Operations in overseeing, coordinating, and/or participating in the general maintenance apparatus, tools, and equipment to ensure readiness.
- Ensure adherence to the department’s safety program associated with all activities and operations. -Assist, lead, and/or recommend the development and/or modification of policies, procedures, and standards in order to enhance the overall operations and functions of the department and assigned program area(s) of responsibilities.
- Lead subordinate personnel through the chain-of-command, coordinate and oversee duties including instructing, maintaining standards, coordinating activities, allocating personnel, acting on employee issues or problems, and making Department management aware of situations that may involve employee discipline.
- Coordinate the development and/or updating of pre-incident emergency response plans for facilities within the district that have been determined to be a target hazard or pose a life safety or unique hazard. -Establish, maintain, and nurture a high degree of cooperation and trust with and between governmental and community leaders, communities, boards, councils, commissions, associations, entities, and allied community service providers.
- Attend and/or participate in topical conferences and training opportunities to remain current with current trends in fire and emergency medical service delivery.
- Perform duties in conformance with Federal, State, County, District, City and Town laws and ordinances.

Appendix K-4: JOB TITLES AND DUTIES Cont.

LIEUTENANTS:

- Assist in leadership roles within the department
- Participate in the role of incident command
- Command workforce in the best interest of safety and the best interest of the community
- Complete reports, assist with policy changes, and implantation of new directives
- Participate as an instructor during trainings
- Participate in incident responses
- Attend trainings conferences, seminars, and meetings to remain knowledgeable with modern suppression methods
- Conducts inspections of vehicle and station with assigned personnel -Conducts other duties as assigned by the Fire Chief or designee

PUBLIC INFORMATION OFFICER:

- Proactively develop accurate, accessible, and timely information for use in press/media briefings, written media releases, or web and social media posts
- Monitor information from traditional media, the web, and social media that is relevant to incident planning and forward it as appropriate
- Understand and advise incident command on any necessary limits on information release
- Obtain the IC's approval of public materials
- Conduct and prepare officials for media briefings
- Arrange for tours, community outreach events, interviews, and briefings
- Make information about the incident available to incident personnel
- Participate in planning meetings
- Identify and implement rumor control methods

EMS ASSISTANT SERVICE DIRECTOR:

- Serve as the primary contact between the emergency medical service provider and the department.
- Assure that all elements of the operational plan are kept current.
- Assure that EMS personnel are properly licensed and credentialed. It is recommended that you check all staff licenses to insure they are valid and you keep a copy on file -Provide day-to-day supervision of the ambulance service provider's operations.
- Develop and maintain networks with local hospitals, emergency room physicians, and regulatory agencies to provide a liaison for EMS services.
- Conducts follow up on patient care and patient outcomes to department personnel as needed/requested.
- Assist as necessary in the develop and implementation of probationary EMS member/employee work plans and performance improvement plans to improve member/employee performance as requested by department Chief Officers or the Supervising Physician. -Collects, reviews, and manages all records and data from EMS activities.

Appendix K-5: JOB TITLES AND DUTIES Cont.

EMS TRAINING COORDINATOR:

- Plan and coordinate a variety of Emergency Medical Services continuing education classes, exercises, and skills evaluations consistent with Aurora Summit Medical Director and department requirements for all levels of licensed EMS personnel.
- Coordinate the certification of department personnel in the American Heart Association Cardiopulmonary Resuscitation (CPR) and Advanced Cardiac Life Support (ACLS). -Coordinate the preparation, organization, delivery, and maintenance of training materials in conjunction with the EMS/Fire Instructor(s).
- Assist with the tracking of EMS training records within the department Learning Management System. Maintain departmental and individual member/employee EMS training records as needed for reporting purposes.
- Develop and maintain networks with local hospitals, emergency room physicians, and regulatory agencies to provide a liaison for EMS training.
- Develop recruit EMS member/employee work plans in conjunction with the Training Officer to improve member/employee performance as necessary.
- Provide ongoing evaluation of recruit member/employees' EMS progression during academies and provide input during the probationary periods as appropriate and/or requested.
- Conducts continuous quality improvement of the EMS system to assist with department training needs at the direction of the Supervising Physician and the Chief.

SECRETARY:

- Safekeeping of all confidential records, reports and correspondence relating to the Fire Department operations
- Document and note meeting minutes from the Department meetings.
- Perform any other Fire Department duties as assigned by the Fire Chief.

Appendix L-1:

JOB DESCRIPTIONS AND DUTIES

Fulltime Firefighter/AEMT:

- Establish and maintain a safe and harmonious work environment that ensures the Department and member/employees are ready to safely and effectively respond to a request for service in an expeditious manner and without controllable delay.
- Respond to fires, emergency medical, and other requests for assistance when requested in compliance with all Department procedures and operational guidelines; both while on-duty and when available off-duty within Department guidelines.
- Conduct or assist in conducting fire inspections and re-inspections when required to ensure that the Department meets all internal and applicable State and National inspection requirements.
- As required, serve as the lead worker of a group or company when scheduled, or in the absence or unavailability of a higher-ranking individual.
- As necessary, initiate the National Incident Management System and/or Incident Command system and serve as the "Incident Commander" when required, in the absence or unavailability of another qualified employee, or when called upon in accordance with Department Incident Command guidelines.
- Collect information and complete, or cause to be completed, thorough and accurate reports concerning Department operations and complete related administrative tasks.
- Lead and/or participate in training activities.
- Assist, lead, and/or recommend the development and/or modification of policies, procedures, and standards in order to enhance the overall operations and functions of the Department and assigned program area(s) of responsibilities.
- Assist and/or lead in planning efforts and develop of pre-incident emergency response plans for facilities within the district.
- Attend and/or participate in topical conferences and training opportunities to remain current with current trends in fire and emergency medical service delivery.
- Perform station and house duties as defined by the Department,
- Perform other duties of the Department as assigned by supervisory personnel.
- Perform duties in conformance with Federal, State, County, District, City and Town laws and ordinances.
- Coordinates the orientation of new members to department policies & procedures, bylaws, medical protocols, courses, and medical equipment.

OPERATOR:

- Safely drive firefighting apparatus to and from fires or other emergencies following laws and regulations, operating pumps, aerial devices, power and other mechanical equipment as required, keep inventory of tools, and equipment on apparatus.
- Clean and service assigned apparatus, maintaining it in a condition of readiness, report mechanical failures or difficulties and missing or damaged equipment to the proper authority. -Operate, without direct supervision, various Fire Department aerial apparatus and/or pumping apparatus with multiple water intake and discharge situations at an emergency scene. -Perform required apparatus maintenance, cleaning duties, inventory checks and monthly inspections. Additionally, after every emergency response or training drill, inventories must be checked before leaving the emergency scene or training location. -Participate in Department training sessions and company drills.

Appendix L-2: JOB DESCRIPTIONS AND DUTIES Cont.

FIREFIGHTER:

- Attend training courses; read and study assigned materials related to fire prevention, suppression, rescue, CPR and emergency medical responder or first aid.
- Respond to alarms according to the Department Standard Operating Guidelines; stretch and connect hose; maneuver nozzles; direct fire streams; raise and climb ladders; use portable fire extinguishers; utilize personal protective clothing, breathing apparatus, and forcible entry tools
- Ventilate buildings by opening windows and skylights or by cutting holes in roofs and floors -Perform rescue operations in a team setting
- Perform salvage operations by placing salvage covers, controlling water damage and removing debris
- Participate in department drills and attend outside courses in fire prevention, suppression, and rescue techniques
- Relay instructions, orders and information, know response routes and location of target hazards -Perform general maintenance work and upkeep of Fire Department apparatus equipment and property. This includes monthly apparatus and SCBA inspections
- Perform related work as required or directed to do so by a department officer
- Respond to emergency medical calls according to the Department Standard Operating Guidelines; perform duties at the Emergency Medical Responder or First Aid assisting EMS with patient care as necessary.

AEMT:

- Respond to emergency and non-emergency calls, perform high quality patient assessments, and make critical care decisions quickly to develop a pre-hospital stabilization and treatment plan. -Collect pertinent patient care data and enter the information into department patient care reports and reporting software.
- Exhibits excellent verbal and written communication skills.
- Communicates clearly with the patient, co-workers, first responders, bystanders, and other healthcare professionals to provide high quality, prehospital patient care.
- Ability to assess emergency scenes.
- Ability to identify scene safety issues, implement, adjust, and maintain scene safety as situations change.
- Handle non-medical situations such as crowd control and protecting the valuables of a patient if necessary.
- Operate standard equipment such as stretchers, cots, patient care monitors, and standard diagnostic equipment.
- Maintain the interior and exterior of department vehicles. This includes, but is not limited to, restocking and cleaning the exterior and interior of ambulances as well as general cleaning and upkeep of ambulances, station and supply areas as needed.
- Extricate persons from vehicles; kneel, bend, lift, and stand for extended periods of time.
- Perform CPR for extended periods of time.
- Be able to remain calm and deliver quality care in high-pressure, extreme stress, situations.
- Maintain good physical condition and personal hygiene.
- Perform appropriate clean up and disposal of contaminated items when necessary.
- Maintain patient confidentiality at all times.
- Assist in public relations and recruiting of new personnel.
- Attend meetings, trainings, continuing education and refresher training programs as required by employer, medical direction, licensing and/or certifying agencies.
- Knowledge of computer processing. Vocational or business skills such as typing, operating business machines such as fax machines and copiers.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public and work effectively as a team member.
- Complies with state regulations and services guidelines and policies.

Appendix L-3: JOB DESCRIPTIONS AND DUTIES Cont.

EMT:

- Respond to emergency and non-emergency 911 calls.
- Extricate persons from vehicles; kneel, bend, lift, and stand for extended periods of time.
- Perform CPR for extended periods of time.
- Be able to remain calm and deliver quality care in high-pressure, extreme stress, situations.
- Maintain good physical condition and personal hygiene.
- Perform appropriate clean up and disposal of contaminated items when necessary.
- Maintain patient confidentiality at all times.
- Assist in public relations and recruiting of new personnel.
- Obtains information from persons involved, examines victims and determines nature, extent, or magnitude of illness or injury to establish emergency medical procedures to be followed or need for additional assistance.
- Provide efficient and immediate care to the critically ill and injured within the scope of their license. - Applies splints; administers oxygen or artificial resuscitation; treats and bandages wounds or abrasions; and performs other basic life support procedures.
- Stabilizes, immobilizes, lifts, moves, and transports injured, sick or incapacitated persons from residential or accident scenes to medical facilities.
- Have a thorough knowledge of, and comply with, all Standard Operating Guidelines (SOG), policies, procedures, and protocols for the Waterloo EMS Department
- Draft a detailed, accurate, and complete Patient Care Report (PCR) for each call response. -Maintain interior and exterior of department vehicles. This includes, but is not limited to, restocking and cleaning the exterior and interior of ambulances as well as general cleaning and upkeep of ambulances, fire trucks, and supply areas as needed.
- Attend meetings, trainings, continuing education and refresher training programs as required by employer, medical direction, licensing and/or certifying agencies.
- Communicates with professional medical personnel at emergency treatment facilities.
- Inspects specially equipped emergency vehicles; cleans equipment to ensure its safe operation; and replenishes medical supplies, fuel, and fluids.
- Be proficient in the use and maintenance of all ambulance tools, equipment, emergency medical supplies, and vehicles used by the ambulance department.

EMS DRIVER: Minimum EMR

- Respond to emergency and non-emergency 911 calls.
- Provide efficient and immediate care to the critically ill and injured within the scope of their license. -Attend meetings, trainings, continuing education and refresher training programs as required by employer, medical direction, licensing and/or certifying agencies.
- Operates various emergency medical vehicles such as an ambulance, truck, UTV, etc.
- Inspects specially equipped emergency vehicles; cleans equipment to ensure its safe operation; and replenishes medical supplies, fuel, and fluids.
- Operate EMS vehicles under normal and emergency conditions in a safe manner. -Operate standard equipment such as stretchers, cots, patient care monitors, and standard diagnostic equipment.
- Extricate persons from vehicles; kneel, bend, lift, and stand for extended periods of time.
- Perform CPR for extended periods of time.
- Be able to remain calm and deliver quality care in high-pressure, extreme stress, situations.
- Maintain good physical condition and personal hygiene.
- Perform appropriate clean up and disposal of contaminated items when necessary.
- Maintain patient confidentiality at all times.
- Assist in public relations and recruiting of new personnel.

Appendix M:

MEMBER COMPENSATION/PAY

<u>Department Training:</u>	<u>\$10.00 per training</u>
<u>Department Meetings:</u>	<u>\$10.00 per meeting</u>
<u>EMS Shift for AEMT:</u>	<u>\$10.00 per hour</u>
<u>EMS Shift for Driver/EMR/EMT/AEMT:</u>	<u>\$7.65 per hour</u>
<u>Extra EMS personnel for a call:</u>	<u>\$20.00 per call</u>
<u>2nd out EMS call:</u>	<u>\$20.00 per call</u>
<u>Fire Response:</u>	<u>\$20.00 per call</u>
<u>Station Response:</u>	<u>\$1.00 per call</u>
<u>Supplemental makeup training:</u>	<u>\$3.00 per training</u>
<u>Chief:</u>	<u>\$4,000 per year</u>
<u>Assistant Chief:</u>	<u>\$2,000 per year</u>
<u>Captains:</u>	<u>\$900 per year</u>
<u>Lieutenants:</u>	<u>\$750 per year</u>
<u>PIO:</u>	<u>\$250 per year</u>
<u>Secretary:</u>	<u>\$600 per year</u>
<u>EMS Service Director:</u>	<u>\$0.00 per year</u>
<u>Assistant EMS Service Director:</u>	<u>\$800 per year</u>
<u>EMS Training Coordinator:</u>	<u>\$600 per year</u>

Appendix N:

Supplemental Training Form

Members Name: _____

Make up training month: _____

Check one:

Fire: _____ EMS: _____ Combination: _____ Operators: _____

Date: ____/____/____ Hours: _____ Time Ended: _____

In House training: _____

Officers or Member: _____

Training Course: _____

Instructor: _____

Vector Solution Course: _____

Webinar or Online training: _____

Instructor or Website: _____

Officer Signature: _____ Date: _____

Please use one form for each month missed. Turn this paper into your training officer after completion. If you received a certificate from a class you took, please make a copy of it and submit a copy to your training officer or designee and to the Fire Chief for your personal file.

Appendix O:

Excuse Form

Members Name: _____

Month Missing Training: _____

Check one:

Fire: _____ EMS: _____ Combination: _____ Operators: _____

Reason missing training: _____

Members signature: _____ Date: _____

Called Chief or Officer: Date: _____ Time: _____

Chief or Officer signature: _____

Please make out a form for each month missed.

Thank you

Appendix P:

Release, Indemnification and Hold Harmless Agreement

This Agreement has been executed this _day of _____, 202__

INDEMNITOR

Participant Print Name

Participant Signature

If the above signed participant is under the age of 18, the below must be signed by a parent or guardian of the participant.

I am a parent or guardian of the above-named participant. I have read this entire 3-page document and agree to allow the participant to participate in the Activities. I agree to all terms and conditions stated herein on behalf of both myself and the participant.

Parent Print Name

Parent Signature

Appendix Q:

WATERLOO FIRE RESCUE
900 INDUSTRIAL LANE
WATERLOO, WI 53594
920-478-2343

DATE: _____

TO: CHIEF: Wesley Benisch
Waterloo Fire Rescue
900 Industrial Lane
WATERLOO, WI 53594

I, _____, AM REQUESTING THAT I BE
(Full name, DOB and phone number)

CONSIDERED AS A PARTICIPANT IN THE RIDE-ALONG PROGRAM WITH THE CITY OF
WATERLOO FIRE RESCUE DEPARTMENT FOR THE FOLLOWING REASONS:

I, _____ do hereby, on this date, release any and all liability pertaining to myself
from the City of Waterloo and the Waterloo Fire Rescue Department and its employees, while in a City of
Waterloo Fire Rescue Department vehicle.

Signed: _____

Date: _____

Witnessed By: _____
(Parent's signature if ride-along minor.)

RECEIPT AND ACKNOWLEDGMENT OF POLICY & PROCEDURE MANUAL

This manual is an important document intended to help members become acquainted with the Department and will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. The Policy and Procedure Manual may be updated at any time throughout the year. This Policy and Procedure Manual supersedes any previous handbooks, policies, procedures, rules, or statements given to members, whether verbal or written.

Please read the following statements and initial each individual item and sign below to indicate your acknowledgment of the contents of the Policies and Procedures Manual.

_____ I understand it is my obligation to read the Policy & Procedure Manual. I understand the policies and procedures described in the Personnel Manual are subject to change at the Fire Chief's discretion at any time.

_____ I acknowledge I have read and understand the departments "Standards of Conduct Policy" within this manual. I understand it is my obligation to attend all trainings, meetings, fundraising and Department required events.

_____ I acknowledge I have the right to terminate my employment with the department at any time without notice. In turn, I acknowledge the department has the right to terminate my employment at its sole discretion, subject to any applicable State or Federal statutes or constitutional requirements. I understand I must return Department issued items.

_____ I am aware during the course of my employment; confidential information may be made available to me. I understand this confidential information must not be given out or used outside of department premises or with non-department persons, except as required by law. I understand this obligation exists even after my departure from this Department.

_____ I understand that when the Department invests financially in my education, successful completion is required and a commitment of two years of service to the department is expected, and I will be a member in good standing; or I will be required to repay the department.

_____ I understand my signature below indicates I have read and understand the above statements and have access to a copy of the Personnel Manual.

Member Name (please print) and Number

Member Signature and Date

City of Waterloo Finance, Insurance & Personnel Committee -- Annual Calendar

revised: 08/21/2023

- ☐ **Meeting night: 3rd Thursday of month at 6:00 pm**
- ☐ **Monthly recurring: review of disbursements, payroll, and treasurer's reports**

JANUARY
<input type="checkbox"/> Review of Department Heads as needed.
<input type="checkbox"/> Audit Prep
FEBRUARY
<input type="checkbox"/> Audit
MARCH
<input type="checkbox"/> Fee Schedule Review
APRIL
<input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities.
<input type="checkbox"/> Audit Presentation third Thursday
MAY
<input type="checkbox"/> Addressing items raised in financial audit.
<input type="checkbox"/> Resolution for carryover after audit is complete
JUNE
<input type="checkbox"/> Mayor's Budget start date; build Council consensus for budget policy objectives; practice two-year budgeting.
<input type="checkbox"/> Tax Incremental Finance Districts, review.
<input type="checkbox"/> WPPA Contract multi-year contract, renewal (when applicable) 2024-26
JULY
<input type="checkbox"/> Addressing items raised in worker compensation audit.
<input type="checkbox"/> Review and recommend Current Year Budget Amendment #1 (Jan. – June)
AUGUST
<input type="checkbox"/> Budget deliberation.
SEPTEMBER
<input type="checkbox"/> § 53-14 Updating capital improvement plan.
<input type="checkbox"/> Budget deliberation.
OCTOBER
<input type="checkbox"/> Initial review of calendar year insurance renewal policies.
<input type="checkbox"/> Final Committee budget recommendation to full City Council.
NOVEMBER
<input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER
<input type="checkbox"/> Review and recommend Current Budget Amendment #2 (July – Dec.)