



**A M E N D E D A G E N D A**  
**CITY OF WAUPUN POLICE AND FIRE COMMISSION MEETING**  
Waupun Safety Building-16 E. Main Street, Waupun  
Tuesday, March 16, 2021 at 4:30 PM

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETING**

1. Approval of minutes from the February 3, 2021 Police and Fire Commission Meeting

**ACTION**

2. Consideration for Emergency Medical Responder Program Job Description

**GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT AND WAUPUN FIRE DEPARTMENT**

*No Public Participation after this point.*

**FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION**

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*



**MINUTES**  
**CITY OF WAUPUN POLICE & FIRE COMMISSION**  
**Waupun Safety Building – 16 E. Main Street, Waupun WI**  
**Wednesday, February 3, 2021 at 4:30pm**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*

**CALL TO ORDER**

Meeting convened at 4:35 p.m. by PFC President in the Waupun Safety Building.

**ROLL CALL**

*Due to COVID; meeting was held virtually via Zoom.*

Members present: John Bett, Carole Cronin, Zak Dickhut, Tara Rhodes, Michael Thurmer

Also present: WFD Chief BJ DeMaa

Member(s) absent (excused): Nancy Vanderkin (City Council Liaison)

**MINUTES FROM PREVIOUS MEETINGS**

Minutes from the August 26, 2020 meetings were presented for approval. Motion to approve by J. Bett (C. Cronin second; all in favor). Minutes approved as presented.

Minutes from the November 5, 2020 meetings were presented for approval. Motion to approve by C. Cronin (J. Bett second; all in favor). Minutes approved as presented.

**ACTION**

The WFD was contacted by an area student interested in an intern position; however, there is not currently an option for internship.

Chief DeMaa noted that since staffing needs are an ongoing focus, the addition of an internship program would be very beneficial to the WFD by engaging senior-level high-school students' interest in firefighting roles. An internship program would likely act as a "pipeline" to give interested high-school students first-hand knowledge of the field. Then, they would naturally progress to the existing Cadet Program (college-level, receive on-the-job training) and then ultimately becoming a firefighter.

To begin a formal internship program, approval of the following two documents is necessary from the PFC (these two forms were emailed out to the PFC prior to this meeting for review):

- High School Fire Intern Job Description
- High School Fire Intern Program Description

Following approval from the PFC, these documents would go to the City Council for final review/approval decision.

The following questions were addressed:

1. Is parental consent needed on the Job Description?  
There is a signature section for the student, parent, Fire Chief and School Counselor on the Program Description so it is not necessary on the Job Description.
2. Is any medical clearance or a physical necessary for an intern?  
The documents were reviewed by insurance and the SCBA (self-contained breathing apparatus) is only for donning/doffing; and no physical is needed at this time.
3. Is an internship only available to senior-level students? Yes.

Motion to approve the High School Fire Intern Job Description by J. Bett (C. Cronin second; all in favor).

Motion to approve the High School Fire Intern Program Description by C. Cronin (J. Bett second; all in favor).

**FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION**

Next Commission meeting to-be-determined.

If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Louden so appropriate preparation(s) can be made.

**ADJOURNMENT**

Motion to adjourn meeting at 4:46pm made by C Cronin (second by J Bett; all in favor).

Respectfully submitted,  
Tara Rhodes, Secretary

*Cc: Commission members; WFD Chief; WPD Chief, Deputy Chief & Admin./Records; City of Waupun Mayor, Administrator / Director of Economic Development & City Clerk.*

**WAUPUN FIRE DEPARTMENT**

**POLICY NO.: 3-10**

**Position Description – Emergency Medical Responder (EMR)**

**Position Title:** Emergency Medical Responder (EMR)

**Position Purpose:**

With a limited amount of equipment, the EMR answers emergency calls to provide efficient and immediate care to ill and injured patients. EMRs document the care they provide to a patient and report them to the responding EMS unit or the receiving medical facility staff. EMRs may also provide support, based on the organization's scope of care, to EMTs, EMT-A, and Paramedics. At the completion of calls, EMRs will restock used supplies and clean/disinfect all equipment. After receiving notification of an emergency, the EMR safely responds to the address or location given, following all traffic laws, using the most expeditious route, depending on traffic and weather conditions.

**Essential Duties and Responsibilities:**

- A. Provide Care to Ill and Injured Patients:** Conduct size-up of scene to ensure it is safe to enter. Identify the total number of patients and request additional help if necessary. Identify the mechanism of injury or nature of illness. Render emergency medical care to adults, children and infants based on assessment findings.
- B. Document Patient Care and Provide Reports:** Document all patient care and provide report to EMTs, EMT-A, and Paramedics upon transfer of patient care.
- C. Assist EMTs, EMT-A, and Paramedics within Scope of Care:** Provide help to EMS unit when requested. This may include operating the ambulance to the medical care facility.
- D. Restock and Clean all Equipment:** Restock and replace any used supplies. Clean and disinfect reusable equipment. Ensure all equipment is ready for next response.
- E. Conduct Post-Trip Inspections of Emergency Vehicles:** Conduct and document the inspection of emergency vehicles after each response. Ensure the vehicle is readied for the next response.
- F. Provide Support in the Rehab Sector at Fire Scenes:** Conduct vital testing. Ensure firefighters are properly hydrating while in the rehab sector. Ensure firefighters meet the appropriate vitals prior to being released from rehab. Recommend transport to a medical facility if vitals suggest.
- G. Adhere to all Traffic Laws while Responding:** Adhere to all traffic laws when responding in Personally Owned Vehicles (POV). Responses in emergency vehicles shall be in accordance with Fire Department Policies.

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**H. Initiate or Assist with Traffic Control:** In the absence of law enforcement or fire crews, create a safe traffic environment such as the placement of road flares/cones, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients.

**I. Other Duties and Responsibilities as Assigned.**

**Qualifications:**

- A. 18 years of age or older.
- B. Complete and successfully pass a background check.
- C. Complete and successfully pass a driving history check.
- D. Professional rescuer level CPR.
- E. Have and maintain current EMR Card or Certificate in good standing issued by the Wisconsin Technical College System, WI Department of Health Services, or the National Registry of Emergency Medical Technicians (NREMT).
- F. Maintain a valid driver's license.

**Knowledge, Skills, Abilities, Personal Attributes:**

- A. Ability to plan, assign and coordinate the work of a number of subordinate fire protection personnel and civilian subordinates;
- B. Ability to instruct, assign, and review the work of others;
- C. Ability to counsel, mediate and provide supervision;
- D. Ability to persuade, convince, and train others;
- E. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations;
- F. Ability to apply knowledge of the principle of fire administration and of accepted practices and procedures;
- G. Ability to apply knowledge of proper and effective methods of deploying personnel in accordance with actual and anticipated emergencies;

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**Physical Demands and Work Environment:**

- A. Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of an EMR, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment;
- B. Ability to operate a variety of equipment such as, but not limited to, a piece of fire apparatus, mobile radio, portable radio, first aid equipment, medical equipment such as an A.E.D. or oxygen machine; camera, computer, photocopying machine, and telephone;
- C. Ability to attend and react appropriately in emergency situations;
- D. Ability to see and have adequate close vision, distance vision, color vision, peripheral vision and depth vision, and the ability to adjust and focus; and
- E. Ability to hear and smell and to perceive and discriminate smells and sounds.
- F. Work is performed indoors and outdoors in all forms of Wisconsin weather and in extreme heat and cold and under inclement situations.
- G. Noise level is moderate to loud and depends on the location of duties performed.
- H. Position requires the ability to perform in dangerous situations under high levels of stress.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.