



Onsite Audit Checklist

INDUSTRY SERVICES DIVISION
 Fire Prevention Program
 PO Box 2658
 Madison, Wisconsin 53701-2658

FIRE DEPARTMENT NAME:	North Prairie Fire Department	FDID NUMBER:	67230
FIRE DEPARTMENT REPRESENTATIVE:	Brian Taylor, Don Gray	DATE OF AUDIT:	8/13/2014

Section A: Fire Protection Services: This onsite audit is to determine whether or not the fire department is in substantial compliance¹ with the following requirements for providing fire protection service:

1		The fire department is organized to provide continuous fire protection in that city, village or town. Required by: s.101.575 (3) (a) 1., Stats.
		This is a municipal fire department.
2		The fire department has a designated fire chief. Required by: s.101.575 (3) (a) 1., Stats.
		The fire chief has been sworn in.
3		Singly, or in combination with another fire department under a mutual aid agreement, the fire department must ensure the response of at least 4 firefighters, none of whom is the chief, to a first alarm for a building. Required by: s. 101.575 (3) (a) 2., Stats.
		Required number of firefighters on all examined calls.
4		The fire department must provide a firefighter safety and health training program as prescribed by Ch. SPS 314. Required by: s. 101.575 (3) (a) 3., Stats
		Excellent variety of training opportunities all trainings well attended.

5	The fire department has facilities capable, without delay, of receiving an alarm and dispatching firefighters and apparatus. Required by: s. 101.575 (3) (a) 4., Stats
	Waukesha County 911 dispatches fire department. Firefighters are notified with both pagers and text messaging.
6	If the fire department is a volunteer fire department it must hold a meeting at least once each month, or a paid or partly paid fire department must ensure sufficient personnel ready for service at all times. Required by: s. 101.575 (3) (b), Stats.
	Monthly meeting are held and well attended.
7	<p>The city, village or town must ensure that for the calendar year of <u>2013</u>, the fire department dues money was <u>only</u> used for one or more of the following:</p> <ul style="list-style-type: none"> • The purchase of fire protection equipment. • Fire inspection and public education. • Training of firefighters and fire inspectors performing public fire education and fire prevention inspection duties. • To fund wholly or partially firefighters' pension funds or other special funds for the benefit of disabled or superannuated firefighters. <p>Required by: s. 101.575 (6), Stats</p>
	Fire Department receives 2% money from the municipalities per their agreements and the funds are spent on allowable items.
8	The chief of the fire department provides for the inspection of every public building and place of employment at least once in each non-overlapping 6-month period, or in accordance with the exceptions as prescribed by Ch. SPS 314.47(1)(13)(3), in all territory served by the fire department. Required by: s. 101.14 (2) (c) 1., Stats.
	There are 106 bi-annual inspections carried out by 4 department fire inspectors.
9	Written or electronic reports of fire inspections are made and kept on file by the local authority having jurisdiction to conduct inspections, or its designee. Required by: s. 101,14 (2) (e), Stats.
	Records are being kept electronically using Imagine Trend software. Paper records are also on file and were examined for this audit.

FDID NUMBER: 67230

Section B: Fire Prevention Services: This onsite audit is to certify whether the fire department is in **substantial compliance**¹ with providing fire prevention services by meeting the following requirements:

10	The fire department provides public fire education services. Required by: s. 101.14 (2) (cm), Stats
	Very good public education activities, well attended by firefiighters and the public.
11	Each city, village, and town fire department shall file a report for each fire that involves a building and that occurs within the boundaries of the city, village, or town with the U.S. fire administration for placement in the fire incident reporting system maintained by the U.S. fire administration. The report shall be filed within 60 days after the fire occurs. 101.575 (4) a (2) and 101.14(1) and 101.14(2), Stats
	Registered with NFIRS and currently up to date with reporting

¹ **Substantial Compliance**, as defined in Section SPS 314.02(10) and for the purposes of s. 101.575 (4) (a) 1. and 2., Stats., means an ample amount of the required activity was performed through a concerted effort aimed at total compliance. A determination of substantial compliance is obtained through a common-sense approach to evaluating whether enough effort was made to comply with the applicable statute or code requirements. Substantial compliance is not a specific number or percent of compliance. A determination of substantial compliance in any one year or regulatory standard does not mean that the same amount of compliance or effort in the following year or in another area of the code automatically equals substantial compliance.

Based on my review of the fire department dues entitlement records, I make the following determination:

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- This fire department appears to be in **substantial compliance** with the requirements of the statutes and administrative rules.
- This fire department appears to be in **noncompliance** with the requirements of the statutes and administrative rules.

FIRE PREVENTION COORDINATOR'S SIGNATURE: Sue Birren **DATE OF AUDIT:** 8/13/2014