



Muni ID:
FDID:

Safety and Buildings Division
Fire Prevention Program
P. O. Box 7839
Madison, Wisconsin 53707-7839

February 16, 2009

TTY: Contact Through Relay
Jim Doyle, Governor
Richard J. Leinenkugel, Secretary

Self-Certification Form to Receive Fire Department Dues

Under s. 101.575, Stats., Wisconsin cities, villages and towns maintaining a fire department, or contracting for fire safety services which substantially comply with certain statutes are entitled to a proportionate share of monies collected through the state Fire Department Dues program, under s. 101.573 and 601.93, Stats.

For the Wisconsin Department of Commerce to make a determination of substantial compliance for calendar year 2008, the following self-certification form must be completed, signed, and returned to the department by April 1, 2009, as established in s. 101.575(4)2., Stats., and as established in s. Comm 14.48(3)(a)-(c) Wis. Admin. Code.

Some municipalities are served by only one fire department, while others receive fire safety services from more than one fire department. Therefore, a municipality may receive multiple copies of these forms due to the multiple fire departments involved.

This self-certification is divided into two sections of questions to document the situation in each municipality and to allow the fire chief to specifically certify for the services. Section A addresses fire protection services and Section B addresses fire prevention services. All three pages of this form must be returned, including this first page! Please make copies for your records.

An explanation of this form is attached to help in providing the correct information for your particular circumstance. A Fire Prevention Coordinator districts map is included in this packet so that the S&B coordinator may be contacted if there are questions about the Fire Department Dues Program or this form.

This form is for fire safety services that the _____ () provided in calendar year 2008 for the: _____ ()



- If services were for **both fire protection and fire prevention**, then complete Sections A and B of the form and check this box:
- OR
- If services were for **fire protection only**, then complete **Section A** on page two of the form and check this box:
- OR
- If services were for **fire prevention only**, then complete **Section B** on page three of the form and check this box:

Both the clerk and the chief of the fire department providing fire safety services to the city, village or town must **sign** and **date** the appropriate signature line(s) of this self-certification form. If the name of the person signing is different than the name provided from our records (as preprinted in the signature sections of pages two and three of this form), print the full name of the person signing this year's form in the shaded space provided. **A return envelope is provided for your use. If it is not in your envelope, please send the form(s) to the address in the letterhead above.**

Section A: Fire Protection Services

Under Section COMM 14.48 (3) (c) cities, villages and towns must certify whether or not they are providing fire protection services by indicating they are in substantial compliance¹ with the following requirements. (Place an X below in the boxes by the correct answers. Choose only one answer for each question.)

Section A-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.
- The fire department has a designated fire chief. - Required by: s.101.575 (3) (a) 1., Stats.
- 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.
- The fire department must provide a firefighter safety and health training program as prescribed by Chapter Comm 14. - Required by s. 101.575 (3) (a) 3., Stats.
- 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.
- 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.

Was the subject municipality in substantial compliance with the regulations in Section A-1? Yes No

Section A-2:

The city, village or town must ensure that for the calendar year of 2008, the fire department dues money was only used for one or more of the following:

- The purchase of fire protection equipment.
- Fire inspection and public education.
- Training of firefighters and fire inspectors performing public fire education and fire inspection.
- To fund wholly or partially firefighters' pension funds or other special funds for the benefit of disabled or superannuated firefighters. - Required by: s. 101.575 (6)(a), Stats.

Was the subject municipality in substantial compliance with the regulations in Section A-2? Yes No

I, the undersigned, hereby certify that answers indicated for Section A of this self-certification form are true. I am signing this document in my capacity as the clerk for _____ Municipal ID Code _____

County:	Work phone number: ()
Clerk name*:	Alternate phone number: ()
Email address:	
* Note: If the clerk name listed above is not the name of the person signing below, then please print the full name of the person signing, provide the work phone number, check the appropriate status box and fill in the effective date.	
Name: _____ Work phone number: _____ Email: _____	
<input type="checkbox"/> Acting (temporary) clerk <input type="checkbox"/> Appointed or elected clerk Effective date: _____	
Clerk signature:	Date:

I, the undersigned, hereby certify that the answers indicated for Section A of this self-certification form are true. I am signing this document in my capacity as the fire chief for: _____ FDID: _____ Pay status: _____

Chief name*:	FD Phone: ()	Alternate Phone: ()
Email address:		
* Note: If the fire chief name listed above is not the name of the person signing below, then please print the full name of the person signing, the work phone number, check the appropriate status box and fill in the effective date.		
Name: _____ Work phone number: _____ Email: _____		
<input type="checkbox"/> Acting (temporary) chief <input type="checkbox"/> Appointed or elected chief Effective date: _____		
Fire chief signature:	Date	

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Section B: Fire Prevention Services

Under Section COMM 14.48 (3) (c) the fire chief of every city, village and town must certify whether or not they are in substantial compliance¹ with the following requirements. (Place an X below in the box by the correct answer. Choose only one answer for each question.)

- 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 established in s. Comm 14.47 (2) (d) 2.a.-r., Wis. Admin. Code, or in accordance with a special order issued by the Department of Commerce, in all territory served by the fire department. - Required by s. 101.14 (2) (c) 1., Stats.
- 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, in the manner and form required by the department. - Required by s. 101,14 (2) (e), Stats.
- The fire department provides public fire education services. - Required by s. 101.14 (2) (cm), Stats.



Was the subject fire department in substantial compliance¹ with the regulations in Section B? Yes No

I, the undersigned, hereby certify that the answer indicated for Section B of the self-certification form is true. I am signing this document in my capacity as the fire chief for:		
FDID:		Pay status:
Chief name*:	FD Phone: ()	Alternate Phone: ()
Email address:		
* Note: If the fire chief name listed above is not the name of the person signing below, then please print the full name of the person signing, the work phone number, check the appropriate status box and fill in the effective date.		
Name: _____ Work phone number: _____ Email: _____		
<input type="checkbox"/> Acting (temporary) chief <input type="checkbox"/> Appointed or elected chief Effective date: _____		
Fire chief signature:		Date:



Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04 (1)(m), Stats.]

¹Substantial Compliance, as defined in Section Comm 14.02 (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.

The clerk and fire chief should each make a copy of all three pages of this self-certification form for their records. Questions about this form may be directed to S&B Fire Prevention Coordinators; see map of coordinators' districts.