

Chippewa Fire District  
District Officers Meeting Minutes  
February 2nd, 2023, at 18:30  
(In person and Google Meet)

**Meeting called to order** by Chief Scott Bernette at 18:30 hours with the following Officers present: Scott Bernette, Mike Nowak, Jim Campbell, Samantha McTaggart, Clayton McTaggart, Derek Lane, Cory Jeffers, Josh Rihn (online), Erik Hennlich (online), TJ Schemenauer, Cory Scheidler

**Approve Last Meeting Minutes** – Motion made by Mike Nowak and seconded by Cory Jeffers to approve the August minutes as posted. Motion passed on a voice vote.

**Training:** Complete UL Fire Safety Research Institute “Residential Attic and Exterior Fires”. Reminder if you have not completed October and December trainings they are still listed on the webpage.

**Old Business:**

SOP 102 Disciplinary Action: There were no changes to this SOP which was approved by District Officers on 10/13/2022. The Fire Commission reviewed it on 10/25/2022 & 01/24/2023. Also, the Fire District Attorney has talked with the Fire Commissions Attorney and no issues need to be reviewed at this time. This SOP will be reviewed at the Next Fire Board meeting on 2/21/2023.

SOP 103 Grievance Process: Chief Bernette reviewed the change to the Hearing Officer written by the Fire District’s Attorney as discussed at Special Fire Board Meeting on 1/4/2023 with the Fire Commission. This SOP was approved by District Officers on 10/13/2022. The Fire Commission reviewed it on 10/25/2022 & 01/24/2023. Also, the Fire District Attorney has talked with the Fire Commissions Attorney and no issues need to be reviewed at this time. This SOP will be reviewed at the Next Fire Board meeting on 2/21/2023. Motion made by Mike Nowak and seconded by Cory Jeffers approve as posted. Motion passed on a unanimous voice vote.

**New Business:**

Participation in Firefighter Rescue Survey (FRS): Capt. Lane explained this program and process to submit a rescue. A discussion was had, and Officers agreed we should participate. Capt. Lane will handle submitting of all forms once filled out.

SOP 104 Qualification and Membership: Chief Bernette went over the changes submitted for review. A discussion was had, and Officers agreed to leave the section about Honorary Members in the SOP and accept the changes outlining make-up meeting and trainings. The Officers decided to review later to increase the number of calls required in a calendar year and possible quarterly requirements versus annual requirements for all activities. Motion made by Capt. Lane and seconded by DC Jeffers leave the section of Honorary Members in the SOP and to approve the changes for making up meeting and training and to table suggested changes to number of fire calls and moving to a quarterly requirement for all activities. Motion passed on a unanimous voice vote.

SOP 201 Protective Clothing and PPE: Chief Bernette went over the changes submitted for review. Motion made by DC Jeffers and seconded by DC Scheidler approve as posted. Motion passed on a voice vote.

SOP 204 Fit Testing: Chief Bernette went over the changes submitted for review. Motion made by DC Jeffers and seconded by DC approve as posted. Motion passed on a unanimous voice vote.

Responding to Dive Calls: DC Jeffers explained the current process for how Dive Team Members respond to calls and sign up for calls. No SOP or changes to the current process are needed at this time.

**Reports or updates from Station/Shift Officers:**

Station 1: Capt. Jim Campbell was asked by a member that we consider changing the process for posting SOP to be review from 7 days to 30 days. The officers discussed this and felt the current process has worked very well and that no changes need to be made at this time.

Station 3: Nothing was reported at this time.

Station 6: Nothing was reported at this time.

Shift Officers: Capt. Wolf will not be the LOSA Rep for career and non-station assigned members.

Fire Chief: Chief Bernette advised all Officers to follow and enforce SOP 201 Protective Clothing and PPE. We need to lead by example and keep our members safe by ensuring they have the proper PPE on for the task they are assigned to do.

**Safety, Health, and Training Topic:**Safety (DC Nowak)

## Old Business:

ICS Vests WIP – money was approved for this project. DC Nowak to get updated pricing and ordering.

Traffic Signs WIP – money was approved for this project. DC Nowak to get updated pricing and ordering.

## New Business:

Gear Cleaning – Purchase of a new washer extractor was approved. Unit has been ordered and will be installed at Station 1. The laundromat in Chippewa or Eau Claire can still be used.

Extrication: Vehicle Placements, PPE, and Zones were talked about. PPE will be add to SOP 201 Protective Clothing and PPE for review at the next officers meeting.

Health (DC Scheidler):

## New Business:

PPE on and members are ready to go when in staging.

Watch of over head / falling objects when on scene

Training:

## Old Business:

Fire Tactics updates by the committee - WIP

Update on training building – DC Jeffers gave a report on this project.

Training of new members (recruit academy DC Jeffers & Capt. Arriola) tabled until next meeting.

## New Business:

DC Jeffers talked about a uniform process to be used for getting members signed off on driving this year. Discussion was had and the process will be used for 2023.

**Near Misses Report:**

The near misses (PPE related) that occurred at a structure fire in December 2022 we talked about.

**Other Concern/Topics:**

Employee Reviews: The Officers talked about doing employee reviews as another part of the process in order to have better communication with our members. Captains would review their crews, Deputy Chief would review their Captains and Training Officer, and the Chief would review the Deputy Chiefs. It was talked about possibly doing them quarterly or maybe in May and November of each year. We will discuss this topic further at the next Officers Meeting.

**Adjournment:**

Motion made to adjourn at 20:00 by Mike Nowak and seconded by Samantha McTaggart.  
Motion carried on a unanimous voice vote.