



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, July 21, 2021

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Approval of the Minutes from the June 16, 2021 Meeting
2. Approval to Fill the Administrative Clerical Assistant Position Due to a Retirement
3. Donation to Music in the Park for Printing Brochures
4. Establish Special Revenue Fund for the American Rescue Plan Act (ARPA) Funds
5. Approval to Hire Full-Time Fire Fighters to Maintain Staffing
6. Approving Fire Lieutenant Job Description Update
7. Approval to Apply and Accept CARES Provider Relief Fund, Phase 4 Grant

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: July 15, 2021

BILL BRANDT



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: July 21, 2021
Re: Approval to Fill the Administrative Clerical Assistant Position Due to a Retirement

The Administrative Clerical Assistant, Julie Zack, has given notice that she intends to retire on September 10, 2021. We are asking for approval to fill this position as it is the support position for the Public Works Offices in City Hall. There is only one position that has these job duties so it is necessary to replace the position.

We wish Julie Zack best wishes in her retirement and thank her for her 25 years of service to the City.

Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: July 21, 2021
Re: Donation to Music in the Park for Printing Brochures

Sharon Gibson stopped on behalf of Music in the Park requesting a donation for the brochures for the summer schedule. A copy of the invoice in the amount of \$639.23 for the printing is included in your packet.

For six years, the donation was \$600 and in 2019 it was increased to the actual cost of \$671.68. There was no donation for 2020 as Music in the Park was not held. The funding source for this donation is the Economic Development portion of the Hotel/Motel Tax proceeds.

Should you approve this donation, a resolution will need to be forwarded to Council. If you have any questions, please feel free to contact me.

invoice

June 8, 2021

RECEIVED

JUN 30 2021

CITY OF ANTIGO

Tammy Steger
 1226 1st Avenue
 Antigo, Wisconsin 54409
 715.627.0017
 715.216.3136
 tammysteger@gmail.com

Antigo Music Association
 Nick Salm & Sharon Gibson

JOB - Music in the Park**Brochures**

SIZE: 8.5" x 14" FOLDING: Double Parallel Fold PAPER: 100 lb. Gloss Book (C25) with Aqueous Coating

Printing 5,000	\$449.23
Shipping	\$85.00
Design - 1.75 hour	\$105.00

Total Due \$639.23

Thanks for Your Business!

Total due within 15 days of date noted on this invoice. Checks payable to Tammy Steger.

Attachment: Music in the Park Invoice for Donation (4033 : Music in the Park)



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: July 21, 2021
Re: Establish Special Revenue Fund for the American Rescue Plan Act (ARPA) Funds

The City recently received our first payment for the American Rescue Plan Act (ARPA) program in the amount of \$406,480.33. The second payment will be received in 2022. There are stipulations on how this money can be spent but there have also been warnings regarding the impact these funds will have on our levy limits and expenditure restraint program. In order to avoid issues with these, I would like to set up a Special Revenue Fund strictly for ARPA which will alleviate the problem of having to report this revenue through our General or Capital Equipment/Improvement Fund.

In the July issue of The Municipality published by the League of Wisconsin Municipalities there is an article on setting up the separate fund as a best practice to avoid these pitfalls with limits.

Setting up an additional fund is not something that would normally come to Council but I wanted to get concurrence from the Committee that this is acceptable as a way to track the revenue and the expenditures for future reporting and to avoid problems with our spending limits.

Should you have any questions, please feel free to contact me.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: July 21, 2021
Re: Approval to Hire Full-Time Fire Fighters to Maintain Staffing

I have received notice from two of my firefighters they are resigning late July and early August. One is in the final processes to be hired with another fire department and anticipates to resign for the City of Antigo in August. The other just had their second child and is moving to the Fox Valley area to be closer to family. I am requesting to fill these positions to maintain the current staffing of the fire department.

We continue to have an open application on the City of Antigo website and we also participate on the Chippewa Valley Technical College (CVTC) and the Fox Valley Technical College (FVTC) hiring processes. We are currently interviewing applicants from the FVTC hiring process.

I am requesting this committee to approve filling the vacant Fire Fighter / EMT position to maintain current staffing.

Feel free to contact me if you have questions.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: July 21, 2021
Re: Approving Fire Lieutenant Job Description Update

I have been working with Deb Evers from HR to update the job description for the Fire Lieutenant. I have included the tracked changes and the final document. The update includes some general language changes and also updating some of the qualifications.

If you have any questions or concerns, feel free to contact me.

POSITION DESCRIPTION

Class Title:	Lieutenant	Union:	IAFF, Local 1000
Department:	Fire	FLSA Status:	Non-exempt
Location:	Fire Station	Position Status:	Regular Full Time
Date:	04/10/17 August 11, 2021		

GENERAL PURPOSE

An employee in this position will be the first-line supervising officer providing management and direction. Work as a Lieutenant requires regular public contact with a high degree of tact, judgment, and technical knowledge. Command assignments involve responsibility for maintaining discipline, and instructing subordinates in the proper maintenance of apparatus and equipment, and at the fire, for effectively directing operations until relieved of command by a superior officer. Work also involves direction of, and participation in, training classes and drills as directed by the Fire Chief. Employees in this position provide fire protection and emergency medical services through direct supervision for the preservation of life and property. This is accomplished by responding to emergency calls, providing basic and advanced-level emergency medical services, hazardous materials responses, participating in firefighting and rescue activities, providing public education, engaging in fire prevention duties. Other duties include maintaining the fire station, ~~Hazmat operations~~, performing inspections of commercial/residential properties, conducting tours, inspecting and repairing equipment, and performing related duties as assigned. The Chief or Director of Public Safety review work through inspection of condition of apparatus and quarters, checks on reports, records, and evaluation of discipline among subordinate ~~firefighting/paramedic (EMT)~~ personnel.

SUPERVISION RECEIVED

An employee in this position works under the general supervision of the Fire Chief, and under the broad policy guidance of the Director of Public Safety.

SUPERVISION EXERCISED

An employee in this position exercises supervision over subordinate department personnel including full-time ~~firefighters/paramedics (EMT)~~, paid-on-call ~~emergency medical technicians~~, and volunteer personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lieutenant Duties

- Maintains supervision of shift operations.
- Responsible for motivating, supervising, training, and evaluating subordinate level employees.
- Responsible for the prompt and safe arrival of apparatuses.
- Responsible for implement the Incident Command System (ICS) and maintain organization of emergency incidents.
- Participates in identifying opportunities for improving fire suppression methods and procedures, firefighting hazardous materials, emergency preparedness, hazardous communications, and EMS training programs; identifies resource needs, reviews with appropriate management staff and implements improvements.

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- Updates Fire Chief regularly about the operation of their shift.
- Works directly with community groups and citizens on community oriented fire and EMS objectives.
- Assigns work activities and projects as needed assuring there is adequate staffing while maintaining all safety measures.
- Supervises the cleaning and maintenance of equipment and quarters, inspects personnel and maintains discipline, instructs and drills personnel in firefighting and EMS methods, techniques and related subjects, transmits orders and information as directed by the Fire Chief and Director of Public Safety.
- Assists in conducting fire investigations into fire causes in cooperation with police and other fire personnel.
- Exercises supervision of all department policies and procedures, rules and regulations, and standard operating guidelines (SOG's), to all subordinate personnel.
- Assists with planning and conducting fire safety programs for schools, churches, civic organizations and other community groups.
- Manage and review daily records and Incident Reports.
- Manage all worker compensation injuries by getting the employee emergency assistance if needed, getting a completed report of injury, completing the supervisor section, ensuring that the Chief along with human resources are aware of any injury.

General

- Maintain prompt, predictable and regular physical attendance.
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times that duties are performed.
- Maintain the ability to travel throughout and enter all locations of the City of Antigo Fire Department service area.
- Provide truthful and accurate written and verbal communications.
- Maintain the ability to competently and credibly testify in court.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Write reports in a thorough and legible manner and complete all related paperwork relative to tasks assigned.
- Maintain availability, as able, by radio or telephone for response to emergencies, transfers, and fires.
- Initiate contact with both business operators and residents, maintaining open communications within the community.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes, HIPPA, and department policy, including but not limited to, names of those encountered within the scope of emergency medical services and any protected health information, personnel issues, contact and interaction with the public, and any other information heard, handled, or obtained within the scope of the position.
- Attend classes, training, and drills in firefighting, emergency medical services, hazardous materials, and any other related courses or training requested or ordered by the Fire Chief to maintain and enhance techniques and responses.
- Deliver public education programs, tours, lectures and other programs to aid in the development of public fire safety - i.e. latch key program, kids' safety day, health and career fairs, etc.
- Perform search and rescue operations to locate and remove individuals and victims from fire and emergency situations.
- Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical activities.

- Perform general maintenance work in the upkeep of the city facilities and equipment; clean and wash walls and floors; care for grounds around city facilities, make minor repairs; wash hoses.
- Wash, clean, polish, maintains, and test apparatus and equipment.
- Ensure equipment and vehicles are restocked and ready for the next emergency.

Firefighting

- Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire suppression tasks and clean up.
- Participate in fire drills.
- Receive and relay fire calls and alarms.
- Operate radio and other communication equipment.
- Perform a variety of technical and manual labor duties required to locate, control, and extinguish fires including:
 - Connections to fire hydrants
 - Connecting hoses and nozzles
 - Laying supply and attack lines
 - Using visual, sensory, technical, and judgmental criteria to locate fire sources
 - Use fire streams
 - Carrying, positioning, raising, and climbing ground and aerial ladders
 - Using a variety of hand held and powered equipment necessary to locate, control, and extinguish fires
- Perform a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke, and odor calls including placing of fans and/or hose streams; mechanically opening roofs, floors, walls, doors, windows, and vents.
- Perform forcible entry operations to gain access into structures using a variety of tools.
- Perform salvage operations to prevent undue damage to property not involved in fire and/or emergency situations including the placement of salvage covers, removing of personal property, removing water, smoke and heat from structures, and common sense handling of others property.
- Maintain fire equipment, apparatus, and facilities.
- Perform repairs to departmental equipment as needed and if knowledgeable in the repair.
- Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs to ensure compliance with local and state codes, and nationally recognized good practices and standards.
- Become familiar with structures, to inform owners and occupants of the benefits of sound fire prevention practices.
- Complete fire inspection reports in thorough and legible manner and in an appropriate time frame.

Emergency Medical Response

- Respond to emergency medical incidents.
- May serve as driver of the ambulance.

- Analyze patient needs and administer advanced emergency medical assistance.
- Perform a variety of technical and manual labor tasks to provide basic and advanced medical care and transport to patients in emergency and non-emergency medical situations.
- Perform examination of patients to determine primary and secondary medical problems by using questioning, physical examination, and use of diagnostic equipment.
- Administer medications and medical interventions according to established protocols.
- Prepare and package patients for transport and provide lifting, carrying, and moving of patients from a variety of areas to the ambulance.
- Perform tasks to effectively remove trapped persons from vehicles, structures, cave-ins or other confined spaces using a variety of tools, equipment, and knowledge.
- Perform tasks to rescue persons from water or ice/water situations.
- Perform Rescue Task Force with law enforcement.
- Strive to promote the department in new trends.

Hazardous Material

- Perform a variety of technical and manual labor task to identify, control, and mitigate releases of hazardous material.
- Perform tasks to decontaminate victims and responders exposed to hazardous materials.
- ~~May perform entry into hazardous materials environment wearing appropriate chemical protective equipment and perform manual tasks such as operate detection instruments, work with hand tools, power tools, and equipment.~~

PERIPHERAL DUTIES

- Participate in community events and organizations to give the department a familiar face within the community; especially in events sponsored by the department.
- Perform other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) High school diploma or GED equivalent; and
- (B) Wisconsin State Firefighter I & II Certification; and
- ~~(C) Wisconsin State Firefighter II Certification; and Wisconsin State Fire Inspector; and~~
- ~~(D) Wisconsin State Driver/Operator – Pumper & Aerial; and~~
- ~~(E) Wisconsin State Fire Officer I & II; and~~
- ~~(F) Wisconsin Emergency Medical Technician Paramedic Certification; and~~
- ~~(G) Associates Degree; and~~
- ~~(H) ICS 400; and~~

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~~(D) Completion of CVMIC(s) Certificate in Supervision within two (2) years of appointment; and~~

~~(E)(I) Continue to receive advanced training in a variety of fire suppression, rescue, hazardous materials, and emergency medical services coursework to pursue an Associates Degree.~~

Education and Experience preferred

~~(A) National Fire Academy, Executive Fire Officer Program; and~~

~~(B) Bachelor's Degree or higher~~

~~(C) Wisconsin Certified Emergency Services Instructor I~~

~~(D) CVIMC Certificate in Supervision~~

~~(E) Critical Care Paramedic~~

~~(A)(F) Wisconsin State Driver Operator Pumper; and~~

~~(B) Wisconsin State Driver Operator Aerial; and~~

~~(C) Wisconsin State Fire Inspector~~

~~(D) Wisconsin Emergency Medical Technician Paramedic Certification and/or Critical Care Paramedic~~

Necessary Knowledge, Skills, and Abilities

(A) Considerable knowledge of all firefighting and emergency techniques and procedures in accordance with the ability to become proficient with established policies and guidelines.

(B) Proficient of the uses, maintenance requirements, and location of all emergency equipment, tools, and apparatus used by the department.

(C) Considerable knowledge of the behavioral characteristics of fire as it relates to flammable liquids, chemicals, gases combustible materials, hazardous material, and electricity.

(D) Considerable knowledge of building construction, fire and building codes, and the ability to apply this knowledge to specific fire and emergency situations and related activities.

(E) Ability to work effectively under stressful conditions; handle sensitive and, at times, disturbing information and situations; and maintain composure under emergency situations.

(F) Ability to exercise sound judgment and analyze situations quickly and objectively to determine the proper course of action within the established framework of policies and procedures.

(G) Ability to perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under condition of extreme heights, intense heat, cold, or smoke.

(H) Skill in operating a motor vehicle under adverse conditions in a safe responsible manner while adhering to the laws of Wisconsin that pertain to emergency vehicle operation.

(I) Ability to communicate, understand, and effectively follow oral and written instructions.

(J) Ability to establish and maintain effective working relationships and communication with subordinates, peers, supervisors, other agencies, and the general public with the ability to exercise discretion.

(K) Extensive knowledge of the geography of the fire/EMS service area.

- (L) Must have a working knowledge or ability and willingness to obtain a working knowledge of the following:
- a. ~~Windows operating systems and programs with an emphasis on~~ Microsoft ~~e~~Office & other software programs; and
 - b. Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals; and
 - c. ~~Other software available to the department~~
- (M) Skill in operating tools and equipment listed below.
- (N) Ability to meet the special requirements listed below.

Special Requirements

- (A) Must be of high moral character and be self-controlled, hard-working, and have highly ethical habits;
- (B) Must be in good physical condition to perform the essential job functions of a firefighter/paramedic (EMT); and
- (C) Must possess a valid Wisconsin Diver License with a good driving record; and
- (D) Must be a United States citizen; and
- (E) Must be able to clearly speak, read, and write the English language; and

TOOLS AND EQUIPMENT USED

Motor vehicles, including fire/EMS apparatus, fire pumps, hoses, other standard firefighting equipment, ladders, first aid equipment, ventilators, defibrillators, IV pumps, emergency medical equipment, long boards, cots, keyboard, computer, iPad, radios, telephone, various software used within the department; and any other tools and equipment available for use within the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employees must have acceptable sensory capabilities in hearing and olfactory senses. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven terrain, bending, stooping, climbing ladders, kneeling, crouching, working in confined spaces, lifting or carrying moderately heavy (25 - 50 pounds) items and occasionally very heavy (100 pounds and over) items or persons, and control combative individuals.

While performing the duties of this job, the employee is frequently required to stand, walk sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The ability to coordinate eyes, hands, feet and limbs in performing skilled movements is necessary.

Work Environment

Work is required in adverse environmental conditions. The noise level in the work environment may vary from quiet to loud. The work is frequently outdoors and exposed to extreme weather conditions. The employee occasionally works near moving mechanical parts; and in high, precarious places. They are occasionally exposed to explosions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration and wet and/or humid conditions.

Work is performed outdoor, indoor, in an ambulance or other moving vehicle.

Universal precautions are used with all blood and bodily fluids

SELECTION GUIDELINES

Formal application; review of education and experience; interview; reference check; background check; psychological examination; appropriate Police and Fire Commission testing including written and physical agility tests; and other job related tests may be required.

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.

POSITION DESCRIPTION

Class Title:	Lieutenant	Union:	IAFF, Local 1000
Department:	Fire	FLSA Status:	Non-exempt
Location:	Fire Station	Position Status:	Regular Full Time
Date:	August 11, 2021		

GENERAL PURPOSE

An employee in this position will be the first-line supervising officer providing management and direction. Work as a Lieutenant requires regular public contact with a high degree of tact, judgment, and technical knowledge. Command assignments involve responsibility for maintaining discipline, and instructing subordinates in the proper maintenance of apparatus and equipment, and at the fire, for effectively directing operations until relieved of command by a superior officer. Work also involves direction of, and participation in, training classes and drills as directed by the Fire Chief. Employees in this position provide fire protection and emergency medical services through direct supervision for the preservation of life and property. This is accomplished by responding to emergency calls, providing basic and advanced-level emergency medical services, hazardous materials responses, participating in firefighting and rescue activities, providing public education, engaging in fire prevention duties. Other duties include maintaining the fire station, , performing inspections of commercial/residential properties, conducting tours, inspecting and repairing equipment, and performing related duties as assigned. The Chief or Director of Public Safety review work through inspection of condition of apparatus and quarters, checks on reports, records, and evaluation of discipline among subordinate personnel.

SUPERVISION RECEIVED

An employee in this position works under the general supervision of the Fire Chief, and under the broad policy guidance of the Director of Public Safety.

SUPERVISION EXERCISED

An employee in this position exercises supervision over subordinate department personnel including full-time , paid-on-call , and volunteer personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lieutenant Duties

- Maintains supervision of shift operations.
- Responsible for motivating, supervising, training, and evaluating subordinate level employees.
- Responsible for the prompt and safe arrival of apparatuses.
- Responsible for implement the Incident Command System (ICS) and maintain organization of emergency incidents.
- Participates in identifying opportunities for improving fire suppression methods and procedures, firefighting hazardous materials, emergency preparedness, hazardous communications, and EMS training programs; identifies resource needs, reviews with appropriate management staff and implements improvements.
- Updates Fire Chief regularly about the operation of their shift.
- Works directly with community groups and citizens on community oriented fire and EMS objectives.

- Assigns work activities and projects as needed assuring there is adequate staffing while maintaining all safety measures.
- Supervises the cleaning and maintenance of equipment and quarters, inspects personnel and maintains discipline, instructs and drills personnel in firefighting and EMS methods, techniques and related subjects, transmits orders and information as directed by the Fire Chief and Director of Public Safety.
- Assists in conducting fire investigations into fire causes in cooperation with police and other fire personnel.
- Exercises supervision of all department policies and procedures, rules and regulations, and standard operating guidelines (SOG's), to all subordinate personnel.
- Assists with planning and conducting fire safety programs for schools, churches, civic organizations and other community groups.
- Manage and review daily records and Incident Reports.
- Manage all worker compensation injuries by getting the employee emergency assistance if needed, getting a completed report of injury, completing the supervisor section, ensuring that the Chief along with human resources are aware of any injury.

General

- Maintain prompt, predictable and regular physical attendance.
- Maintain the ability to lawfully operate designated motor vehicles and equipment at all times that duties are performed.
- Maintain the ability to travel throughout and enter all locations of the City of Antigo Fire Department service area.
- Provide truthful and accurate written and verbal communications.
- Maintain the ability to competently and credibly testify in court.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Write reports in a thorough and legible manner and complete all related paperwork relative to tasks assigned.
- Maintain availability, as able, by radio or telephone for response to emergencies, transfers, and fires.
- Initiate contact with both business operators and residents, maintaining open communications within the community.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes, HIPPA, and department policy, including but not limited to, names of those encountered within the scope of emergency medical services and any protected health information, personnel issues, contact and interaction with the public, and any other information heard, handled, or obtained within the scope of the position.
- Attend classes, training, and drills in firefighting, emergency medical services, hazardous materials, and any other related courses or training requested or ordered by the Fire Chief to maintain and enhance techniques and responses.
- Deliver public education programs, tours, lectures and other programs to aid in the development of public fire safety - i.e. latch key program, kids' safety day, health and career fairs, etc.
- Perform search and rescue operations to locate and remove individuals and victims from fire and emergency situations.
- Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical activities.
- Perform general maintenance work in the upkeep of the city facilities and equipment; clean and wash walls and floors; care for grounds around city facilities, make minor repairs; wash hoses.

- Wash, clean, polish, maintains, and test apparatus and equipment.
- Ensure equipment and vehicles are restocked and ready for the next emergency.

Firefighting

- Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire suppression tasks and clean up.
- Participate in fire drills.
- Receive and relay fire calls and alarms.
- Operate radio and other communication equipment.
- Perform a variety of technical and manual labor duties required to locate, control, and extinguish fires including:
 - Connections to fire hydrants
 - Connecting hoses and nozzles
 - Laying supply and attack lines
 - Using visual, sensory, technical, and judgmental criteria to locate fire sources
 - Use fire streams
 - Carrying, positioning, raising, and climbing ground and aerial ladders
 - Using a variety of hand held and powered equipment necessary to locate, control, and extinguish fires
- Perform a variety of technical and manual labor tasks to ventilate structures involved in fire, smoke, and odor calls including placing of fans and/or hose streams; mechanically opening roofs, floors, walls, doors, windows, and vents.
- Perform forcible entry operations to gain access into structures using a variety of tools.
- Perform salvage operations to prevent undue damage to property not involved in fire and/or emergency situations including the placement of salvage covers, removing of personal property, removing water, smoke and heat from structures, and common sense handling of others property.
- Maintain fire equipment, apparatus, and facilities.
- Perform repairs to departmental equipment as needed and if knowledgeable in the repair.
- Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs to ensure compliance with local and state codes, and nationally recognized good practices and standards.
- Become familiar with structures, to inform owners and occupants of the benefits of sound fire prevention practices.
- Complete fire inspection reports in thorough and legible manner and in an appropriate time frame.

Emergency Medical Response

- Respond to emergency medical incidents.
- May serve as driver of the ambulance.
- Analyze patient needs and administer advanced emergency medical assistance.

- Perform a variety of technical and manual labor tasks to provide basic and advanced medical care and transport to patients in emergency and non-emergency medical situations.
- Perform examination of patients to determine primary and secondary medical problems by using questioning, physical examination, and use of diagnostic equipment.
- Administer medications and medical interventions according to established protocols.
- Prepare and package patients for transport and provide lifting, carrying, and moving of patients from a variety of areas to the ambulance.
- Perform tasks to effectively remove trapped persons from vehicles, structures, cave-ins or other confined spaces using a variety of tools, equipment, and knowledge.
- Perform tasks to rescue persons from water or ice/water situations.
- Perform Rescue Task Force with law enforcement.
- Strive to promote the department in new trends.

Hazardous Material

- Perform a variety of technical and manual labor task to identify, control, and mitigate releases of hazardous material.
- Perform tasks to decontaminate victims and responders exposed to hazardous materials.

PERIPHERAL DUTIES

- Participate in community events and organizations to give the department a familiar face within the community; especially in events sponsored by the department.
- Perform other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) High school diploma or GED equivalent; and
- (B) Wisconsin State Firefighter I & II Certification; and
- (C) Wisconsin State Fire Inspector; and
- (D) Wisconsin State Driver/Operator – Pumper & Aerial; and
- (E) Wisconsin State Fire Officer I & II; and
- (F) Wisconsin Emergency Medical Technician Paramedic Certification; and
- (G) Associates Degree; and
- (H) ICS 400; and
- (I) Continue to receive advanced training in a variety of fire suppression, rescue, hazardous materials, and emergency medical services coursework.

Education and Experience preferred

- (A) National Fire Academy, Executive Fire Officer Program; and

- (B) Bachelor's Degree or higher
- (C) Wisconsin Certified Emergency Services Instructor I
- (D) CVIMC Certificate in Supervision
- (E) Critical Care Paramedic
- (F)

Necessary Knowledge, Skills, and Abilities

- (A) Considerable knowledge of all firefighting and emergency techniques and procedures in accordance with the ability to become proficient with established policies and guidelines.
- (B) Proficient of the uses, maintenance requirements, and location of all emergency equipment, tools, and apparatus used by the department.
- (C) Considerable knowledge of the behavioral characteristics of fire as it relates to flammable liquids, chemicals, gases combustible materials, hazardous material, and electricity.
- (D) Considerable knowledge of building construction, fire and building codes, and the ability to apply this knowledge to specific fire and emergency situations and related activities.
- (E) Ability to work effectively under stressful conditions; handle sensitive and, at times, disturbing information and situations; and maintain composure under emergency situations.
- (F) Ability to exercise sound judgment and analyze situations quickly and objectively to determine the proper course of action within the established framework of policies and procedures.
- (G) Ability to perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under condition of extreme heights, intense heat, cold, or smoke.
- (H) Skill in operating a motor vehicle under adverse conditions in a safe responsible manner while adhering to the laws of Wisconsin that pertain to emergency vehicle operation.
- (I) Ability to communicate, understand, and effectively follow oral and written instructions.
- (J) Ability to establish and maintain effective working relationships and communication with subordinates, peers, supervisors, other agencies, and the general public with the ability to exercise discretion.
- (K) Extensive knowledge of the geography of the fire/EMS service area.
- (L) Must have a working knowledge or ability and willingness to obtain a working knowledge of the following:
 - a. Microsoft Office & other software programs; and
 - b. Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals; and
- (M) Skill in operating tools and equipment listed below.
- (N) Ability to meet the special requirements listed below.

Special Requirements

- (A) Must be of high moral character and be self-controlled, hard-working, and have highly ethical habits;
- (B) Must be in good physical condition to perform the essential job functions of a firefighter/paramedic (EMT); and

- (C) Must possess a valid Wisconsin Diver License with a good driving record; and
- (D) Must be a United States citizen; and
- (E) Must be able to clearly speak, read, and write the English language; and

TOOLS AND EQUIPMENT USED

Motor vehicles, including fire/EMS apparatus, fire pumps, hoses, other standard firefighting equipment, ladders, first aid equipment, ventilators, defibrillators, IV pumps, emergency medical equipment, long boards, cots, keyboard, computer, iPad, radios, telephone, various software used within the department; and any other tools and equipment available for use within the department.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Employees must have acceptable sensory capabilities in hearing and olfactory senses. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven terrain, bending, stooping, climbing ladders, kneeling, crouching, working in confined spaces, lifting or carrying moderately heavy (25 - 50 pounds) items and occasionally very heavy (100 pounds and over) items or persons, and control combative individuals.

While performing the duties of this job, the employee is frequently required to stand, walk sit, climb, balance, stoop, kneel, crouch, talk, hear, smell, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The ability to coordinate eyes, hands, feet and limbs in performing skilled movements is necessary.

Work Environment

Work is required in adverse environmental conditions. The noise level in the work environment may vary from quiet to loud. The work is frequently outdoors and exposed to extreme weather conditions. The employee occasionally works near moving mechanical parts; and in high, precarious places. They are occasionally exposed to explosions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration and wet and/or humid conditions.

Work is performed outdoor, indoor, in an ambulance or other moving vehicle.

Universal precautions are used with all blood and bodily fluids

SELECTION GUIDELINES

Formal application; review of education and experience; interview; reference check; background check; psychological examination; appropriate Police and Fire Commission testing including written and physical agility tests; and other job related tests may be required.

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.



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: July 21, 2021
Re: Approval to Apply and Accept CARES Provider Relief Fund, Phase 4 Grant

The City of Antigo is eligible to apply for the CARES Provider Relief Fund which is administered through the Department of Health and Human Services (HHS). HHS has announced \$26 billion in relief funds to healthcare providers on the front lines of the Coronavirus response to assist with extra expenses or lost revenues from 2020.

At this time there is very little information out on this part of the grant but if we meet the qualification, I would like to apply to help with the lower than anticipated revenues and higher than anticipated expenditure in 2020.

I am requesting authorization to apply and accept the CARES Provider Relief Fund, Phase 4 grant.