



**TOWN OF PESHTIGO  
Fire Commission Minutes  
Thursday, May 1, 2025  
12:00 Noon**

**Members present:** Dave Buechler, Dale Edlbeck, Jim Meyer, Lou Ann Seils and Karen Sylvester

**Members excused:**

**Others Present:** Fire Chief Mike Folgert, Assistant Fire Chief Rich Seils

Chair Karen Sylvester called the meeting to order at 12:00 pm.

1. *Agenda:* Motion (Seils/Buechler) to approve agenda. Motion carried. No negative vote.
2. *Minutes:* Motion (Edlbeck/Buechler) to approve minutes of May 16, 2024. Motion carried. No negative vote.
3. *Election of Chair:* Motion (Myer/Sylvester) to nominate Dave Buechler as Chair. Motion carried.
4. *Election of Vice Chair:* Motion (Seils/Buechler) to nominate Karen Sylvester as Vice Chair. Motion carried.
5. *DSPS 2% Dues Audit*

*Per 2% Fire Dues Program Audit Report:*

A substantial compliance audit of the Peshtigo Town Fire Department for the 2% fires due program was conducted on 03/12/2025. The audit was to confirm compliance with the SPS 314 and State Statute 101.75 (6), all-inclusive for the year 2024. The audit generally consisted of reviewing inspection, prevention, public education and training records along with fire reports and other fire department statutory requirements.

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Based on my review, it is the observation of this auditor that the fire department is in **Substantial Compliance** with the requirements of the statutes and administrative rules for State of Wisconsin 2% fire dues program.

Exhibit A



6. *Update on status of new fire engine.* Assistant Fire Chief Rich Seils reviewed the status of new engine construction, requested/confirmed change orders to date and cost in relation to budgeted amount. With the change orders included, the build agreement showing a balance due totaling \$338,531 will be forwarded to the Town Chair for signature.

Exhibit B

7. *Fire Chief Report:*

- Year-to-date Call Volume increase to 57 compared to 49 from one year ago
- Capital Improvement Program – participating in planning with the Town Board
  - Decreasing inventory of new air packs
  - Truck Tender 234 scheduled for 2037
  - Engine 207 scheduled for 2040
- Fundraising - donation from the Moose Lodge fish fry, upcoming Forgotten Fire Winery cookout
- 22 Fire fighters with current status
- Award of 2025 Smoke Alarm Grant

8. *Adjournment:* Motion (Edlbeck/Seils) to adjourn at 1:04 p.m. Motion carried. No negative vote.

Kathy Brandt  
Deputy Clerk/Treasurer

Exhibit A

Wisconsin Department of Safety and Professional Services  
Division of Industry Services  
4822 Madison Yards Way  
Madison, WI 53705



Phone: 608-266-2112  
Web: <http://dsps.wi.gov>  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)

Tony Evers, Governor  
Dan Hereth, Secretary

## 2% FIRE DUES PROGRAM AUDIT REPORT

March 15, 2025

MICHAEL FOLGERT, FIRE CHIEF  
PESHTIGO TN FIRE DEPT/FDID# FD38050  
W2435 OLD PESHTIGO RD  
MARINETTE, WI 54143

Dear CHIEF FOLGERT,

### AUDIT FINDINGS:

A substantial compliance audit of the **PESHTIGO TN FIRE DEPT** for the 2% fire dues program was conducted on 03/12/2025. The audit was to confirm compliance with the SPS 314 and State Statute 101.575 (6), all-inclusive for the year 2024. The audit generally consisted of reviewing inspection, prevention, public education and training records along with fire reports and other fire department statutory requirements.

Substantial compliance, as prescribed by chapter SPS 314 Administrative Code and for the purposes of s. 101.575 (4) (a) 1. and 2., Wis. 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, it is the observation of this auditor that the fire department is in **Substantial Compliance** with the requirements of the statutes and administrative rules for State of Wisconsin 2% fire dues program.

Thank you for your professionalism and courtesy extended during the audit. Keep up the good work you are providing the citizens of your community.

Please contact me with any questions you may have regarding this audit.

Sincerely,  
Gary Peck

Phone: 608-219-9470  
Email: [gary.peck@wisconsin.gov](mailto:gary.peck@wisconsin.gov)

Cc:





### **2% Fire Dues Required Documents**

1. The fire department is organized to provide continuous fire protection in that city, village or town and has a designated fire chief. (Required by: Wis. Stat. §101.575(3)(a)1.) (Provide organizational documents, such as: ordinances, contracts, incorporation papers). (How designated? elected, contract, oath, town/village board/city council minutes)
2. Current roster of active fire department members. (Required by SPS 314.01(13)(d)1.)
3. Singly, or in combination with another fire department under a mutual aid agreement, the department can ensure the response of at least 4 fire fighters, none of whom is the chief, to a first alarm for a building. (Required by Wis. Stats. §101.575(3)(a)2.) Documentation: Time, date, and location, and the number of firefighters responding, excluding the chief, for each first alarm for a building. (Required by SPS 314.01(13)(d)2.)
4. The fire department provides a training program as prescribed by department rule. (Required by Wis. Stat. §101.575(3)(a)3.) The training program required under s. 101.575 (3) (a) 3., Stats., shall be in accordance with ch. SPS 330 for public sector fire departments and in accordance with 29 CFR 1910.156 for private fire department. (Required by: SPS 314.01(14)1b.) Documentation: Number and duration of, topic of and attendance at fire department training sessions. (Required by: SPS 314.01(13)(d)4.) (provide sign-in sheet, lesson plans, training goals/objectives: Driver Operator, Pump Operation, Ladder, Ropes, Hose, Fire streams, SCBA Training, Blood-Borne Pathogens, RIT or Self-Preservation Training, Safety Officer, Communications, Standard Operating Guidelines, Incident Command)
5. The fire department has facilities capable, without delay, of receiving an alarm and dispatching fire fighters and apparatus. (Required by: Wis. Stat. §101.575(3)(a)3.)
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: Wis. Stat. §101.575(3)(b).) Documentation: Number and duration of, and attendance at fire department meetings. (Required by: SPS 314.01(13)(d)3.) (provide sign-in sheet, provide documentation sufficient personnel ready).
7. No city, village or town maintaining a fire department under this section may use any dues received under s. 101.573 and this section for any purpose except the direct provision of the following:
  - The purchase of fire protection equipment.
  - Fire inspection and public education.
  - Training of fire fighters and fire inspectors performing duties under s. 101.14.
  - To fund wholly or partially fire fighters' pension funds or other special funds for the benefit of disabled or superannuated fire fighters. (Required by: Wis. Stat. §101.575(6)(a)) (Documentation of 2% fire dues expenditures, budget statement, check book statement, purchase invoices)
8. The chief of the fire department shall provide for the inspection of every public building and place of employment to determine and cause to be eliminated any fire hazard or any violation of any law relating to fire hazards or to the prevention of fires at least once in each non-overlapping 6-month period per calendar year in all territory served by the fire department, or in accordance with exceptions in statutes and administrative code. (Required by: Wis. Stat. § 101.14(2)(b) and (c) and SPS 314.01(13)(b).) The fire chief shall be responsible for determining those public buildings and places of employment within the territory of the fire department that are to be inspected. (Required by: SPS 314.01(13)(b)2.) Written reports of inspection shall be made and kept on file by the authority having jurisdiction to conduct inspections, or its designee, in the manner and form required by the department. (Required by: Wis. Stat. §101.14(2)(e)) (Provide list of places to be inspected and individual records place, written or electronic).

9. A fire department shall provide public fire education services. (Required by: Wis. Stat. §101.14(2)(cm))  
Documentation: Number, type, and duration of, and attendance of fire department members at public fire education related activities. (SPS 314.01(13)(d)5.) (provide sign-in sheets, event summary)
10. The fire department shall keep a record of fire and other emergency responses occurring within its jurisdiction and of facts concerning the same, including statistics as to the extent of damage caused by such fires or emergencies. (NFPA 1 (2012) 1.11.3.1) 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. (Required by: Wis. Stat. §101.141(1)) For each fire, a record shall be compiled by a fire department serving the municipality in which the fire occurred, the record shall include all applicable information as required in s. 101.141(2), Stats. and shall be filed with the federal agency. (SPS 314.01(11)(a)1 and 2.) (login to NFIRS system to review reports, check for invalid reports, correct coding of incidents)

*Note: It is not necessary to make hard copies of documents requested;  
items can be presented in electronic or paper form.*

**“Substantial compliance,” 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.**



## **FAQs on 2% Fire Dues**

### **Explanation of Fire Department Dues Payments**

The Industry Services Division (IS) of the Wisconsin Department of Safety and Professional Services (DPS) is arranging payments to municipalities under the Wisconsin Two-Percent Fire Dues Payments Program. As in past years, a list of the computed Fire Dues payments planned for each municipality is available on our website at [Current Year Distribution](#). The list is first sorted alphabetically by county, and then, within the county, alphabetically in turn by towns, villages, and cities. The amount of the check sent to the municipal treasurer is found under "Current Year Distribution." This online list replaces the mailings that were done in the past to announce the amounts of the payments. If there are questions concerning the list, contact [DSPSSBFireDues@Wisconsin.gov](mailto:DSPSSBFireDues@Wisconsin.gov).

### **When Did NFIRS Become a Two-Percent Dues Fire Requirement?**

The 2013-15 state budget law, otherwise known as 2013 Wisconsin Act 20, modified the requirements for qualifying for Two-Percent Dues payments. Specifically, in order to be eligible for fire dues payments from the state, a local fire department must now be in substantial compliance with the s. 101.141 Wis. Stats., requirements to keep records of fires and submit the reports of fires to the U.S. Fire Administration for inclusion in the National Fire Incident Reporting System (NFIRS), in addition to being in substantial compliance with other current eligibility requirements. Finally, the changes to the law require that local fire departments and municipal clerks must self-certify compliance with the fire incident reporting requirements, in addition to self-certifying compliance with current eligibility requirements. Section 101.141 Wis. Stats, s. SPS 314.01(11) Wis. Adm. Code, and NFPA 1 section 1.11.3.1 require fire departments to record fire and emergency responses to NFIRS. Fire departments shall make sure that data exported from private vendor incident reporting software or entered directly into NFIRS by the U.S. Fire Administration by running and reviewing reports using the NFIRS software to ensure all incidents are correctly received. Fire departments needing training assistance with submitting fire reports or with other questions should contact their district fire prevention coordinator. Those needing assistance in resetting passwords to or reactivating their NFIRS accounts are encouraged to email those requests directly to the following email address for the quickest response: [dpsisnfirs@wisconsin.gov](mailto:dpsisnfirs@wisconsin.gov).

### **When Can Municipalities Expect to Receive the Fire Dues Payment?**

Wisconsin statute mandates the payment be made on or before August 1 of each year.



### **How Is the Amount Determined?**

There are three key factors to consider in understanding the computation of fire dues payments and why the amounts may change for a municipality from year to year:

1. The Fire Dues fund amount is subject to change based upon the amount of fire insurance underwritten in Wisconsin in the year.
2. The percentage each municipality receives changes due to the relationship between the growth of the local community and the overall growth within the state.
3. The amount of disbursement is subject to change due to the hold-harmless provisions.

### **Hold-Harmless Amount:**

An important factor in the equation is called the "hold-harmless" amount. This amount, based on the payment received in calendar year 1979, ensures that each municipality never receives less than the amount they received in 1979. For some municipalities the "hold harmless" amount is higher than the current calculation and for some it is lower. It's also the reason why some municipalities' fire dues payment remains the same from year to year.

### **Calculation:**

The Fire Dues payment is computed using the calculations described below:

1. Divide the municipal equalized valuation of real property improvements by the total state equalized valuation of real property improvements (this gives the municipal percentage);
2. Multiply the municipal percentage times the amount of funding available for distribution. The resulting number is the current fire dues amount.
3. Determine the 1979 base Fire Dues payment ("hold harmless" amount) for the municipality.
4. Compare the 1979 base Fire Dues payment with the current fire dues amount. The larger of the two numbers is the current Fire Dues payment for the municipality.
5. Re-compute the current Fire Dues payment for all municipalities after adjusting the amount available by the difference between the current Fire Dues amount and the hold harmless amount for those municipalities who are held harmless.



## **2% Fire Dues Uses**

No city, village or town maintaining a fire department under this section may use any dues received under s. 101.573 and this section for any purpose except the direct provision of the following:

1. The purchase of fire protection equipment.
2. Fire inspection and public education.
3. Training of fire fighters and fire inspectors performing duties under s. 101.14.
4. To fund wholly or partially fire fighters' pension funds or other special funds for the benefit of disabled or superannuated fire fighters.

(b) Any city, village or town that contracts for fire protection service shall give dues received under s. 101.573 and this section to the fire department providing the fire protection service. That fire department shall use those dues for any of the purposes specified in par. (a).

Explanation of what can be purchased:

1. Fire Protection Equipment: fire trucks, brush trucks, tenders, ladders, hose, turnout gear, helmets, boots, gloves, etc., thermal imaging cameras, foam, axes, nozzles, fans, and any equipment used to supplement fire suppression. The money can also be held in a reserve account for a number of years in order to accumulate enough money to purchase a vehicle or used to pay the balance on a recently purchased vehicle.
2. The 2% dues can be expended on fire inspection services (e.g. wages and benefits, contracting for fire inspection services, etc.) or for other fire education services or equipment. Equipment may include brochures, pamphlets, technical aids such as laptops, tablets and software used for inspection activities, uniforms, and business cards
3. Training of fire fighters and fire inspectors performing fire inspection or fire education activities duties under s. 101.14. Training may include fees, memberships, lodging, books, wages, and travel.
4. Municipalities can also use the 2% dues to supplement retirement programs such as the Wisconsin Service Awards Program or other approved retirement program sponsored by the local municipality. Approved means state approved.



Change order form



Exhibit B

| CUSTOMER: |          | Town of Peshtigo (Wi)                                                                                                                              | JOB       |
|-----------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| DATE      | ADD/DEL  | Pierce Enforcer 189" PUC Pumper                                                                                                                    | 39837     |
|           | ORIGINAL | DESCRIPTION                                                                                                                                        | PRICE     |
|           | CONTRACT |                                                                                                                                                    | \$777,911 |
|           | PRICE    |                                                                                                                                                    | -\$22,007 |
| 07/30/24  | Delete   | Delete the cascade system                                                                                                                          | -\$476    |
|           | Delete   | Delete the traffic cone holder on the rear tailboard                                                                                               | -\$832    |
|           | Delete   | Delete the Gollight Spotlight on the cab                                                                                                           | \$4,468   |
|           | Change   | Add a two tone cab break with the upper color #623 Metallic Gray and the lower #90 Red                                                             | \$3,490   |
|           | Change   | Add a two tone body break with the upper color #623 Metallic Gray and the lower #90 Red                                                            | \$675     |
|           | Change   | Add a slanted paint break on the crosslay roll-up doors                                                                                            | \$1,119   |
|           | ADD      | Compartment over the rear seats in the cab 88" w x 10H x 16.34D                                                                                    | \$578     |
|           | Change   | Revise the air bottle storage bin in LS1 from 9 bottle to 12 bottle. Add three (3) Bins                                                            |           |
|           |          | Total amount of changes from 7/30/24= -\$12,985                                                                                                    |           |
| 03/05/25  | Change   | Change the seat Vinyl to Dark Silver/Gray color                                                                                                    | N/C       |
|           | Delete   | Delete one of the Blue Sea USB 12v power. The remaining one will be located in the forward officer dash per IP Layout                              | -\$267    |
|           | ADD      | Add one (1) Kusmaul 4.8A UBS outlet, per IP Layout, switch Panel #9                                                                                | \$310     |
|           | Add      | Add a switch by the officer for controlling the front scene light                                                                                  | \$243     |
|           | Add      | Add a switch by the officer for controlling the passenger side scene light on the cab                                                              | \$243     |
|           | Add      | Add a switch by the officer for controlling the side rear scene lights                                                                             | \$243     |
|           | Add      | Add a switch by the officer for controlling the driverside scene lights                                                                            | \$243     |
|           | Change   | The location of the 46" passenger side scene light will be mounted on the catwalk below the HLR, centered on the body                              | N/C       |
|           | Change   | The location of the 46" driver side scene light will be mounted lower in the body side sheet, centered on the body. To mirror the PS location.     | N/C       |
|           | Delete   | Delete the Whelen electric siren                                                                                                                   | -\$1,428  |
|           | Change   | Move the EQ2B siren control head to behind the officer seat, speaker centered in the bumper                                                        | N/C       |
|           | Change   | Change the EQ2B cab and body paint to Non-Metallic                                                                                                 |           |
|           | Change   | Move the Dept Patch emblem to the forward cab door                                                                                                 | -\$2,482  |
|           | Change   | Total cost of the above changes from 3/5/25= -\$2,895.00                                                                                           | N/C       |
| 03/24/25  | Change   | Delete the vinyl top hosebed cover and change it to an Aluminum Treadplate cover with vinyl rear flap                                              | \$7,492   |
|           | Change   | Change the compartment shelves, trays and toolboards to match the print                                                                            | \$1,634   |
|           | Change   | Change the vehicle GVW rating to 49,500#                                                                                                           | N/C       |
|           | Delete   | Delete one hosebed divider to a qty of one (1) remaining                                                                                           | (\$539)   |
|           | Add      | Add a brushed stainless steel scuffplate on the rear body above the B1 compartment, toward the left side. For Mounting a Blitzfire Monitor on.     | \$287     |
|           | Add      | Add the customer furnished Motorola Viking VM7000 radio and external speaker per dash print.                                                       | \$1,934   |
|           | Change   | Change the front axle to a Dana rated at 18,000#                                                                                                   | \$2,956   |
|           | Change   | Changes to the 12 power supplies in the cab and body to match prints                                                                               | (\$897)   |
|           | Change   | Changes to the lettering and striping print to match final version                                                                                 | \$2,384   |
|           | Change   | Change the stokes basket box in the upper crosslay area to be a large box with strap on each end.                                                  | \$153     |
|           | Change   | Change the side of the hatch seams to the vertical being smoothie welded and the horizontal to be 2" formed painted (paint will be split two-tone) | \$705     |
|           | Change   | Change the walking surface lights in top of the truck to include eight (8) P25 lightst on top of the hard hosebed cover                            | \$407     |
|           | Change   | Changes to the 110v recept. Reducing two in the cab and addint one to the body                                                                     | (\$185)   |
|           | Add      | Add two (2) pull down straps, one for each crosslay roll-up door.                                                                                  | \$236     |
|           | Change   | Change the running boards to flip out style.                                                                                                       | \$563     |
|           | Change   | Change the tray in the RS3 (right of Part.) to option 0745716 flat top plate                                                                       | \$300     |
|           | Change   | Change the 8" pike pole on the HLR to in the Long Tool Storage on the left side, qty of 3 tubes.                                                   | \$566     |
|           | Delete   | Delete the 2.5" discharge on the right side pump panel                                                                                             | (\$4,400) |
|           | Change   | Change the reducer/adaptor on the right side LDH discharge to a 4" FNST x 5" Storz w/5" Storz x 2.5" MNST with cap and chain                       | \$509     |



|                                |                                                                                                  |             |  |
|--------------------------------|--------------------------------------------------------------------------------------------------|-------------|--|
| Change                         | Delete the 2" lettering on the cab doors "FIRE DEPARTMENT", change the "TOWN OF" to 3" lettering |             |  |
|                                | Total cost of the above changes from 4/17/25= \$13,842.00                                        |             |  |
|                                | Total cost of all the above changes -\$2,038.00                                                  |             |  |
| CURRENT PRICE WITH ALL CHANGES |                                                                                                  |             |  |
|                                | Prepayment amount                                                                                | \$775,873   |  |
|                                | Interest credit earned                                                                           | (\$400,000) |  |
|                                | "Slush Fund"                                                                                     | (\$27,342)  |  |
|                                | Amount due at time of pick-up/final inspection                                                   | (\$10,000)  |  |
|                                |                                                                                                  | \$338,531   |  |
|                                | Customer Signature Approving Changes:                                                            |             |  |
|                                | Date:                                                                                            |             |  |