



ANNUAL REPORT 2021



Cottage Grove Fire Department

www.cottagegrovefire.org

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MESSAGE FROM CHIEF ARCHIBALD

Dear Community Members, Community Leaders, and Fire Department Staff,

2021 has come to a close. This year marked the highest number of calls for service the Department has ever had with 328. This increase was mostly due to a large increase in medical assistance calls. This report is intended to provide an overview of the department, its staff, the types of calls we respond to, and the accomplishments of this department.

The Cottage Grove Volunteer Fire Department is currently staffed by thirty-six (36) active volunteers and three (3) honorary personnel. All members reside or work in the Town of Cottage Grove, Town of Pleasant Springs, or Village of Cottage Grove. These men and women volunteer their time and expertise for Fire Prevention and Protection programs in the community and all emergencies. The Department was established in 1929 and has been 100% volunteer ever since. The staff of this Department has embodied pride in their community and a strong commitment to helping others.

The Municipalities ordered replacements for Engine Three (CGE3) in 2020 and Tender One (CGT1) in 2021 with expected delivery in 2022. The Department was awarded several grants and received numerous donations to aid in acquiring equipment and gear. The Department was able to achieve many of its self-set goals in 2021, and it will continue to ensure progress for further achievements and growth.

There are five divisions within the Department that aid in the Department's continued success: Maintenance, Personnel/Records, Training, Fire Inspection/Prevention, and Health and Safety. The Maintenance Division ensures that all apparatus and equipment are inspected, repaired, and maintained. The Personnel/Records Division ensures that all new members receive orientation, gear, and have access to resources. The Training Division ensures all members have access to adequate training. The Inspection/Prevention Division conducts tours, fire prevention demonstrations throughout the year, and conducts inspections of all businesses in the Town of Cottage Grove, Village of Cottage Grove, and the Town of Pleasant Springs. The Health and Safety Division monitors the Standard Operating Guidelines, reviews incidents and trainings, and oversees the newly implemented Peer Support Program.

I would like to take this opportunity to thank the entire staff, for all their hard work and dedication to this Department and the communities they served this past year. I would ask you the next time you see these people say hello and thank them for their service. I am honored to have served as the Chief of this Department since 2018.

Fire Chief Nick Archibald

DEPARTMENT OVERVIEW

The Cottage Grove Fire Department serves the Town of Cottage Grove, Town of Pleasant Springs, and Village of Cottage Grove. It covers approximately forty-eight (48) square miles and serves a population near 12,000 residents. The Department has achieved an ISO rating of a 3 in the Village of Cottage Grove and 5/10 in the Towns of Cottage Grove and Pleasant Springs. Operating expenses, equipment, and facilities are provided through municipal funding. The Department has one (1) station which houses: a Ladder Truck, two Engines, two Tenders, a Squad, and Rapid Response Vehicle/Brush Truck. Additionally, the Department owns and maintains an antique parade truck as well as a UTV and trailer that were purchased from funds raised through donations.

The Cottage Grove Fire Department has been, and is currently, staffed entirely by volunteer members. The first fire engine was purchased for Cottage Grove by community members in 1911. In 1929, the Department was officially established and recognized by the State of Wisconsin. In 2021, the Department celebrated its 92nd year. Members are honored to serve the community, are proud to volunteer, and they are humbled by the support of their families, friends, and neighbors.



RISK MANAGEMENT STATEMENT

"The Cottage Grove Fire Department will respond with the assumption that we can save lives, property and the environment. We will risk our lives to save a savable life. We will risk our lives in a calculated manner to save property. We will not risk our lives to save those lives, property or the environment that are unsavable."

DEPARTMENT MISSION STATEMENT

Our mission shall be accomplished through quality **SERVICE** delivery as follows:

SAFETY: for the community we protect and the personnel that protects it

EDUCATION: through programs for our residents and youth

RESPONSIVENESS: to the suggestions, influences, appeals or efforts of others

VISION: from the past, to the present, and into the future

INSPECTIONS: investigations and pre-incident plans

COMMITMENT: to our community, our families, ourselves and each other

EMPATHY: for all

The fulfillment of our mission begins with training and pre-incident planning. All of our volunteer firefighters are, at a minimum certified at the WI Entry Level Firefighter level. Most of our Department members are certified at the Firefighter I or II levels. Staffing also includes certified: Fire Instructors, Fire Inspectors, Safety Officers, Wildland Firefighters, Hazardous Material Technicians, Ice Water Rescue Technicians, and Apparatus Engineers through State and Federal Programs and the National Fire Academy. Our training division provides regular opportunities for members to advance their skills in fire- fighting and rescue operations.

DEPARTMENT GOALS 2021-2022

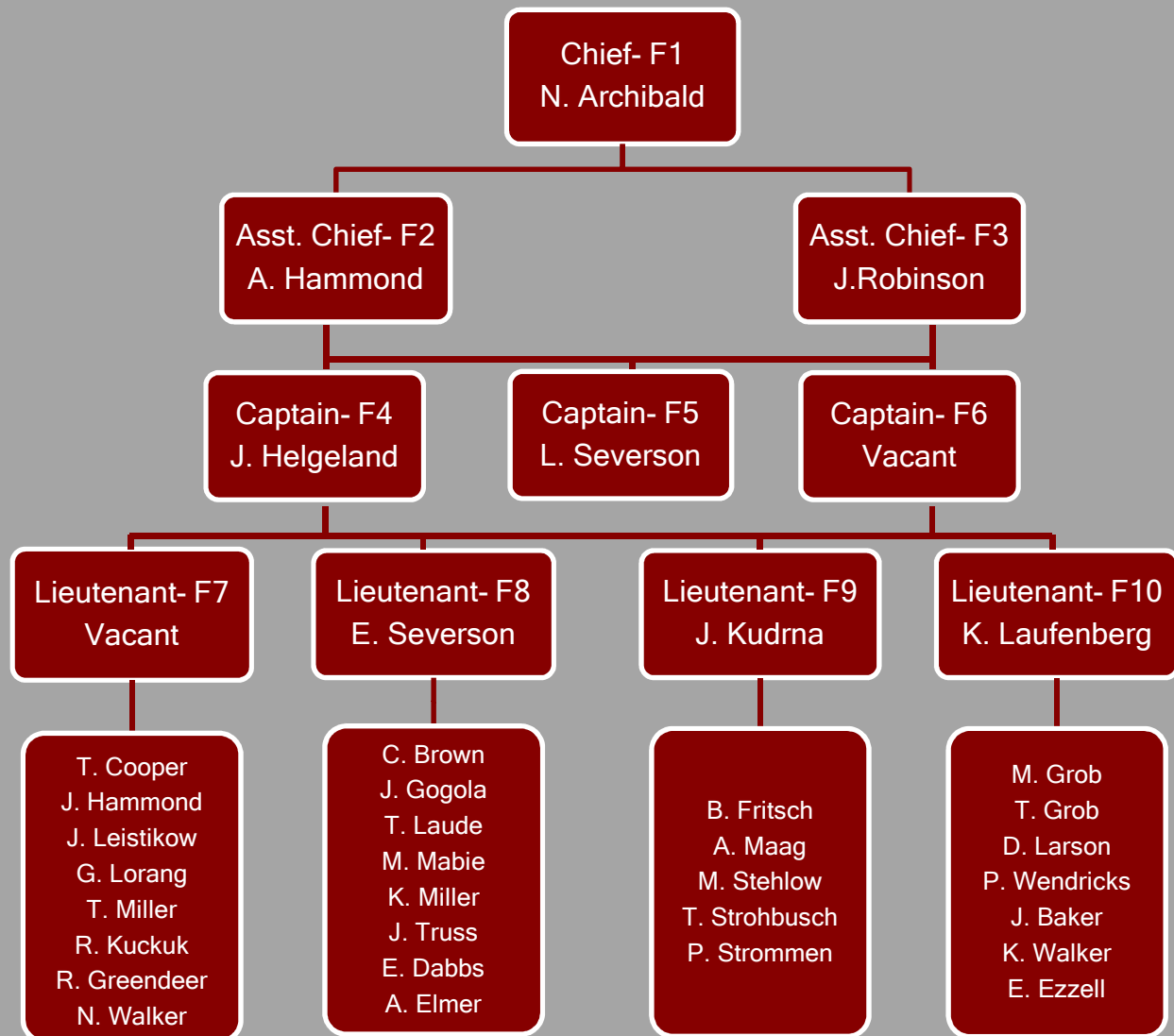
1. Provide a productive and safe training environment for firefighters by performing and ensuring an ongoing evaluation of the CGFD training program.
 - Review any Instructor Training needs
 - Establish an Annual and Monthly Schedule
 - Craft training courses with schedules, objectives, and goals
 - Ensure adequate Documentation and Details of training records
 - i. Discuss expectations and requirements with ISO
 - Develop and plan training with partner agencies (EMS, LE, and other Fire)
 - Enhance Driver Training Program with EVOG refreshers and reviews
 - Monitor personnel for attendance monthly
 - Review Member Orientation and Probationary training
2. Provide effective community outreach, hazard assessments, and planning by evaluating the Fire Inspection Program.
 - Review any Inspector Training needs
 - Conduct inspection ordinance reviews with Municipalities
 - Ensure effective outreach and communication related to fire prevention, emergencies, and general Department information through PIO/social media
 - Add Preplan data to lamResponding/FireHouse Software
 - i. Hydrants/FDC/Knox to lam Responding
 - ii. Contact Info to Firehouse
3. Ensure effective response with minimum staffing/responder turnout to all calls.
 - Evaluate Responder Turnout
 - Assess Weekends and Holidays responses
 - Assess Department needs, member availability, and future planning
4. Ensure adequate and timely response to all emergency calls.
 - Evaluate Call Response time and Response Data
 - Utilize MDTs to assess needed improvements
 - Review response matrix and adjust if necessary
5. Ensure staff has access to all equipment and PPE they need to complete and perform their duties safely and to the best of their ability.
 - Assess Equipment and PPE needs
 - Evaluate current capital budget evaluation and predications
 - Completion of biannual gear inspections to determine gear needs

6. Ensure that the Health and Safety of members are continuously accounted for.
 - Promote regular gear washing to limit carcinogen exposure
 - Ensure newly active members complete required health screenings
 - Establish Mental Health/Peer Support Program
 - Ensure timely use of Defusings and Debriefings post incident by trained members and professionals
 - Ensure that members always have access to EAP resources and that resource information is always posted

7. Ensure that all members receive fair and equal treatment and all members and prospective members feel welcomed, included, supported, and valued.
 - Establish Diversity, Equity, Inclusion Program
 - Develop Policy for the program
 - Train members on DEI Policy
 - Implement DEI Policy
 - Ensure each company has unit cohesion

8. Ensure that all response incidents are properly documented by responding staff.
 - Develop Guidelines for Incident Documentation, Fire Investigation, and reporting writing processes
 - Establish a consistent approach
 - Provide appropriate training to applicable staff

DEPARTMENT ORGANIZATIONAL CHART



F1 Chief-Administration/Operations

F2 Assistant Chief- Administration

F3 Assistant Chief- Operations

F4 Captain- Training Administration (assists with Maintenance)

F5 Captain- Training Operations (assists with Inspections)

F6 Captain- Vacant

F7 Lieutenant- Apparatus/Maintenance - Vacant

F8 Lieutenant- Inspections/Fire Prevention

F9 Lieutenant- Public Information/Personnel

F10 Lieutenant- Health and Safety/EAP (assists with Maintenance)

DEPARTMENT STAFF



George Ball
Active Honorary



Roger Floerke
Active Honorary



Joel Hammond
Active Honorary



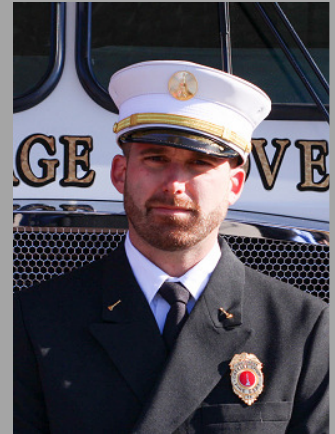
Nick Archibald
Fire Chief



April Hammond
Assistant Chief



Jess Robinson
Assistant Chief



Jason Helgeland
Captain



Lance Severson
Captain



Erik Severson
Lieutenant



Jason Kudrna
Lieutenant



Kevin Laufenberg
Lieutenant



Joseph Baker
Firefighter



Cole Brown
Firefighter



Trevor Cooper
Firefighter



Emma Dabbs
Firefighter



Angela Elmer
Firefighter



Ehren Ezzell
Firefighter



Brandon Fritsch
Firefighter



Jaime Gogola
Firefighter



Ryan Greendeer
Firefighter



Mike Grob
Driver-Operator



Thomas Grob
Firefighter



Josh Hammond
Firefighter



Robert Kuckuk
Firefighter



Dennis Larson
Firefighter



Thomas Laude
Firefighter



Justin Leistikow
Firefighter



Grant Lorang
Firefighter



Arlin Maag
Firefighter



Matt Mabie
Firefighter



Katie Miller
Firefighter



Timothy Miller
Firefighter



Mitch Strehlow
Firefighter



Thomas Strohmusch
Firefighter



Peter Strommen
Firefighter



Josh Truss
Firefighter



Katie Walker
Firefighter



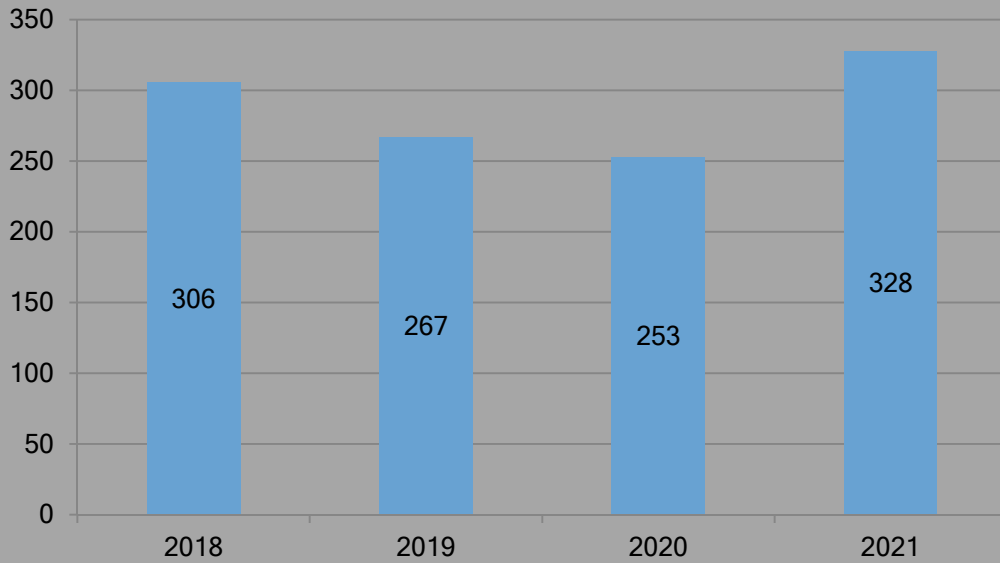
Nate Walker
Firefighter



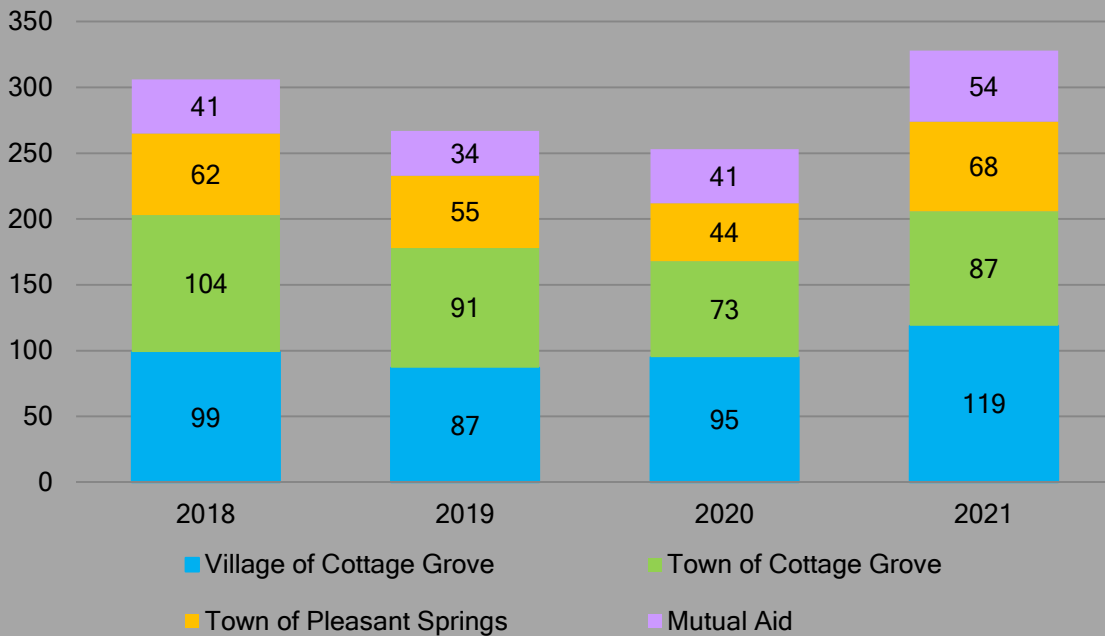
Paul Wendricks
Firefighter

CALL DATA AND ANALYSIS

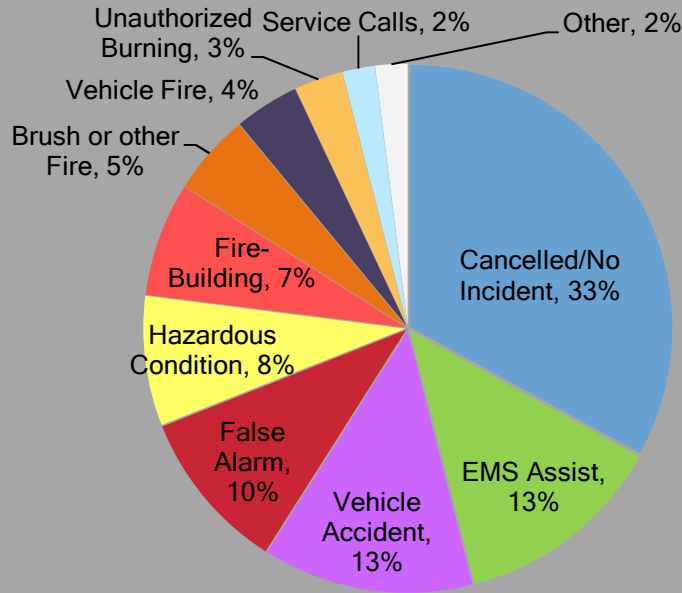
Total Runs by Year



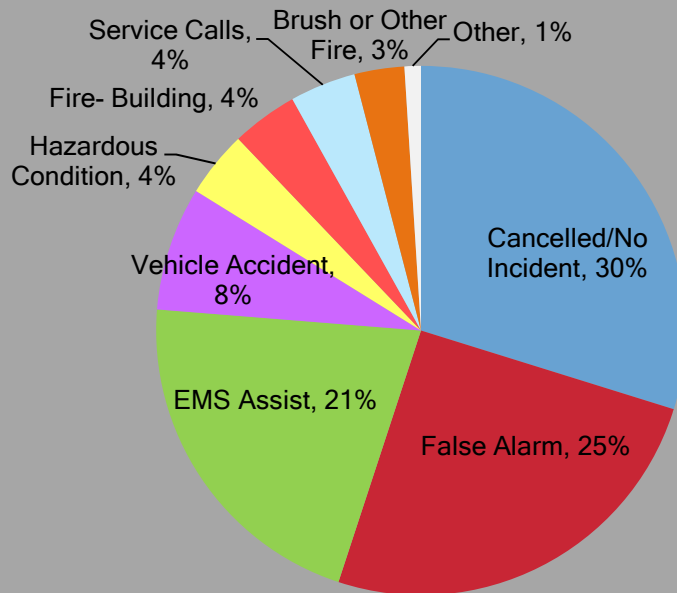
Runs by District



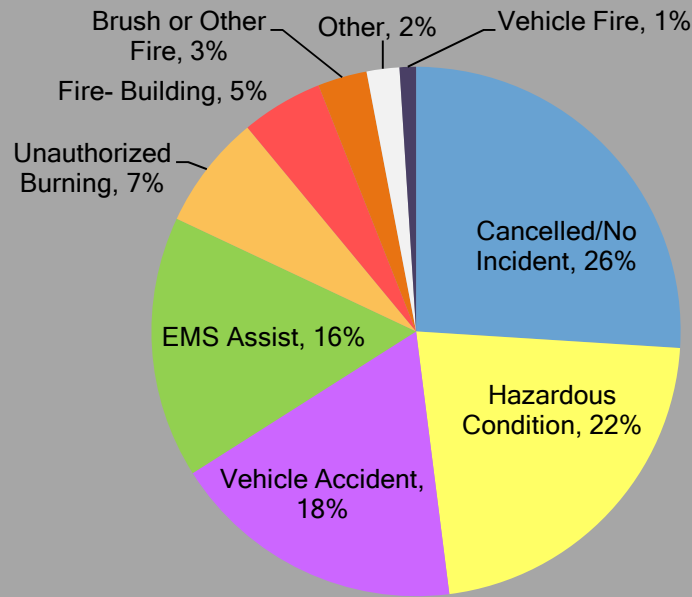
2021 Call Types - District



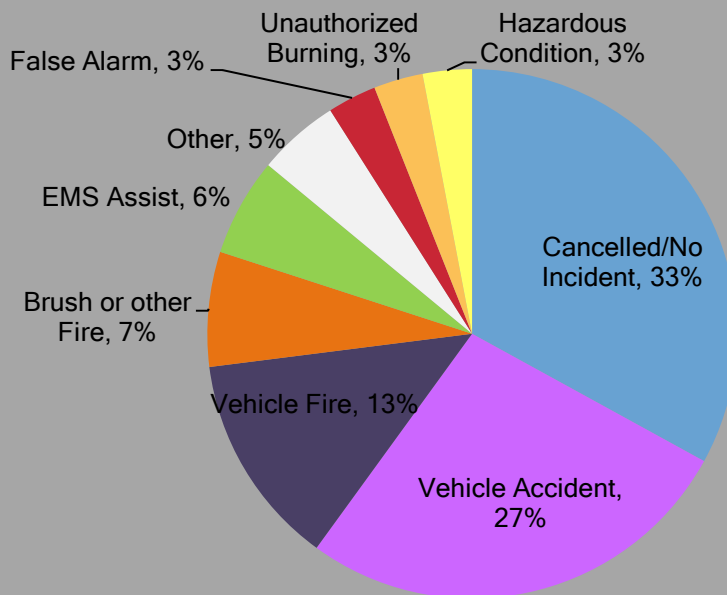
2021 Call Types - Village of Cottage Grove



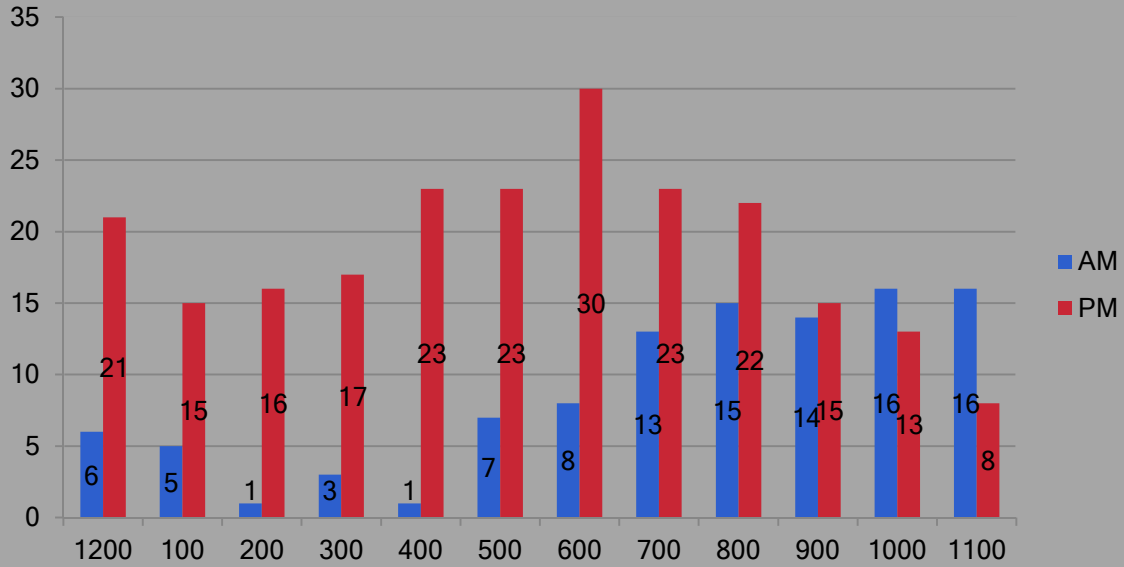
2021 Call Types - Town of Cottage Grove



2021 Call Types - Town of Pleasant Springs



2021 Calls by Time of Day



2021 Response Time Averages

(From time of Dispatch notification to time of Arrival on Scene)

*Note- Times are dependent on Dispatch accuracy and Dispatch manual entry

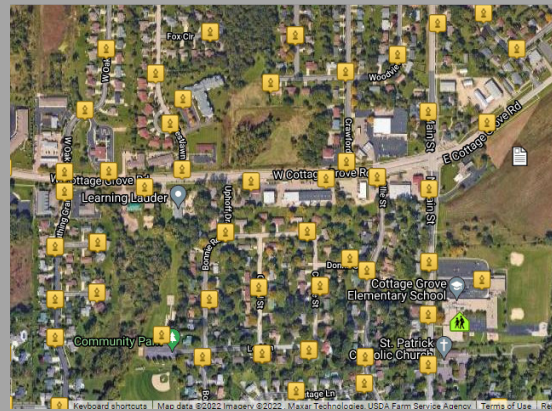
Village of Cottage Grove: **9:31**
 Town of Cottage Grove: **11:06**
 Town of Pleasant Springs: **13:13**

FIRE PREVENTION

The Cottage Grove Fire Department Fire Prevention and Fire Inspection Division ensures the residents, business owners, and visitors in all communities served receive appropriate education and resources related to preventing unwanted fires and eliminating hazards on or in their properties. The Fire Department currently has five (5) Certified Fire Inspectors and two (2) additional trained Fire Inspectors. Three (3) of our Fire Inspectors are also Licensed Fire Detection, Prevention, and Suppression Inspectors and one (1) also maintains a license as a Commercial Building Inspector. The Fire Department also has licensed Journeymen on staff in the fields of Sprinkler Fitting and HVAC. Having staff with training in the trades allows the Department to function in a capacity that aids in Fire Inspection, Prevention, and Investigation services.

In 2021, Inspectors were provided several commercial building plans by the Municipalities for review and input. Inspectors conducted initial walkthroughs and inspections at new construction sites, including Comfort Inn and Suites, Granite Ridge School, and Cottage Grove Commons. Inspectors will continue to participate in and work with the Municipalities on the continued growth and proposals as they are presented and offered to the fire Department for review and input.

Fire Inspectors completed **606** fire inspections in the district in 2021 to ensure compliance with SPS 314, NFPA, and applicable Fire Code requirements. Occupancies are inspected twice a year. Fire Inspectors noted minimal fire violations in each Municipality. When violations were noted, Inspectors provided education and follow-up on any noted violations. Inspectors ensure that occupancy records are kept up to date to ensure the best emergency response and to provide effective pre-planning.



The Fire Department participated in numerous Fire Prevention events throughout the community and hosted an Open House at the Fire Station during Fire Prevention Week. Some of the events attended included Market Place Days, Touch- A-Truck, and several School Tours and Fire Drills.



TRAINING

The health and safety of our Department members and the people we serve and protect will always be our first priority. With the protocols and guidelines set in place for emergency services, the Cottage Grove Fire Department provided **109** trainings with a total of **2,400** staff member hours.

The training schedule for the upcoming year is prepared in early December and combines more than 130 topics annually. While the main focus is basic fire and rescue tactics and strategies, the Department considers itself proactive in adapting to new and more advanced techniques. We review target hazards, methods of operation, water movement, water supply, fire ground tactics, ICS, firefighter safety, accountability, RIT and much more. In 2021, Training Division provided trainings on:

- Vehicle Extrication/Vehicle Accident Safety
- SCBA Awareness
- Annual Air Consumption/Face mask-Fit Test
- Live Wildland Fire Training
- Hose Advancement
- Hose Testing and Hose Deployment/Loading
- Search and Rescue
- RIT Training
- Firefighter/Victim drags and carries
- Live Fire Training
- Tours of New Commercial Buildings/Pre-Plans
- Reading Smoke
- Driver Operator Training
- New Equipment Training
- Rural and Hydrant Water Supply
- Annual CPR Certification
- Blood Borne Pathogens Refresher.



When training was unable to be held in person, the Fire Department was able to utilize resources from various organizations to ensure that members had access to online trainings and certifications, some organizations included: The National Fallen Firefighters Foundation, the Federal Emergency Management Agency, the National Fire Protection Association, and the Wisconsin State Firefighter's Association. Several staff members also took advantage of additional online seminars and training opportunities. They pursued training in: Peer Support, Sprinkler Systems, Incident Safety Officer, Single Family Dwelling Fire Behavior, Fire Investigation, and Active Shooter Incident Awareness Basic.

Course/Certification	No. Completed in 2021
WI State Entry Level Firefighter	5
WI State Firefighter I/Hazmat Operations	6
WI State Firefighter II	6
WI State Fire Inspector I	2
WI State Fire Officer III	1
WI State Fire Officer IV	1
NFA Incident Safety Officer	2
Active Shooter Incident Awareness Instructor	1

The amount of time and dedication that the members of Cottage Grove Fire Department while attending training, demonstrated professionalism, dedication, and pride in the volunteer fire service. All training was accomplished while members still faced commitments to family, work, and other obligations or obstacles, including that of COVID-19.

RECRUITMENT AND RETENTION

The Cottage Grove Fire Department, like 80% of communities across the nation, relies on volunteers to answer the call. If you are at least 18 years of age, reside and/or work in the Town or Village of Cottage Grove and have an interest in learning more, please call the Department's non-emergency number (608-839-4343 ext. 13), and a Personnel Committee member will contact you to answer any questions and provide you with additional information. You can visit the Cottage Grove Fire Department website at www.cottagegrovefire.org for more information or to apply.

The Cottage Grove Fire Department will supply you with your own Personal Protective Equipment and the necessary training. The community will provide you with the work. Because the Department is fully volunteer, it is important the Training Program and modules correlate and provide a direct balance with a member's family and home life. All training is paid for by the Department. Training evolutions are scheduled on the first, third, and fourth Tuesday evenings of the month. Additional trainings and make-ups are often scheduled on the fifth Tuesday. Members also complete training and truck checks on scheduled Sunday mornings.

In addition to Department training evolutions, new members are required to complete basic firefighting courses through MATC, or provide documentation of completed courses. The Cottage Grove Fire Department will pay for any course fees and provide necessary textbooks.

In 2021, the Department recruited several new members through recruitment efforts, in part thanks to receiving funding through the SAFER Grant. The SAFER Grant assists the Department with media campaigns annually (for four years) by provided funding for mailing flyers and postcards. It also provided funding for the installation of an LED sign in front of the Emergency Services Building, where you often see informational bulletins, but most often "**Volunteers Needed, Apply Within.**"



NEWS AND UPDATES



Brush One (CGB1), purchased from Midwest Fire in Luverne, MN was put into service in the last quarter of 2020 as a mobile-off road fire apparatus and first response unit. In its first full year of service (2021), it responded to 98 calls.

Engine Three (CGE3) and Tender One (CGT1) will be replaced in 2022 with new units from Pierce Manufacturing, Inc. in Appleton, WI. The new units were ordered in late 2020. Production for the new engine is scheduled to begin on 2/14/2022 with delivery tentatively scheduled for 3/28/2022. The new tender will go into production in late 2022 with delivery expected before years' end. Squad One (CGS1) is scheduled for replacement in 2023.

After canceling our Cottage Grove Firemen's Festival in 2020, we returned with a record year in June of 2021. Funds raised in 2021 allowed us to purchase and install an **Ultra High Pressure System** on Engine Four (CGE4.) This system was put into use less than 24 hours after going into service when we were called to fight a car fire which had extended to the grass & vegetation alongside the highway.



CGFD continued our legacy of applying for first responder grants. Notable grants received include an \$18,750 grant from the **Gary Sinise Foundation** for the purchase of 6 new complete sets of turnout gear, a **SAFER Grant** to install a new LED sign in front of the station, and a **DNR grant** that allowed us to purchase Wildland coats, helmets and gloves for all 36 current members.

Between our annual fundraising, donations to the Department and grants, we have been able to make these purchases without taxpayer dollars, saving our residents thousands of dollars.

As we look ahead to 2022, our equipment wish list includes battery powered "Jaws of Life" and a command vehicle.

2021 COTTAGE GROVE FIRE DEPARTMENT AWARDS

Firefighter of the Year: **Jaime Gogola**

Most Training Attended: **Jaime Gogola**

Captain's Award: **Justin Leistikow**

Most Calls Responded to: **Mike Grob**

THANK YOU FOR YOUR CONTINUED SUPPORT!