



***Racine Fire Department***  
*810 Eighth St, Racine WI 53403*

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August 29, 2019

Honorable Members of the  
Racine Police & Fire Commission

Dear PFC,

Communication from the Fire Chief requesting approval of Racine Fire Department Standard Operating Procedure change regarding disciplinary action for incomplete or inaccurate Emergency Medical Services, National Fire Incident (NFIRS) reports and Unit Reports.

See attached legislative draft dated August 29, 2019.

Recommendation – PFC approve the Racine Fire Department adding disciplinary action for EMS, NFIRS and unit errors to the Standard Operating Procedures.

Recommendation: the PFC approve one special meeting in early to mid-October to conduct fire department candidate interviews.

**Fiscal Note:** Potential for increased fire department revenue due to more accurate report writing.

Respectfully submitted,

Steve Hansen, Fire Chief