



Village of Biron Fire Department



MEMORANDUM

To: All Members, Village of Biron Fire Department

From: Fire Chief

Subject: Appointment of Health and Safety Officer – Patrick Helton

Date: 05/01/2026

Purpose

This memorandum is to formally establish the position of Health and Safety Officer (HSO) for the Village of Biron Fire Department and to designate an individual to fulfill the responsibilities required under Wisconsin SPS 330.03. This appointment ensures the department maintains compliance with state safety regulations and continues to promote a culture of operational safety, risk reduction, and firefighter wellbeing.

Designation Authority

In accordance with **SPS 330.03(3)**, the Fire Chief is responsible for appointing a qualified individual to serve as the department's Health and Safety Officer. Under this authority, I hereby appoint Patrick Helton as the Health and Safety Officer for the Village of Biron Fire Department, effective immediately.

Patrick has demonstrated a strong commitment to professional development and safety leadership. His training and certifications include:

- Entry-Level Firefighter
- Hazardous Materials Operations
- Firefighter I
- Firefighter II
- Fire Officer I
- Currently enrolled in Fire Officer II
- Registered for the Health and Safety Officer course through Columbia Southern University

This combination of completed and ongoing education meets the intent of SPS 330 and positions Patrick to effectively oversee the department's safety program.

Roles and Responsibilities

As Health and Safety Officer, Patrick is responsible for:

- Monitoring and promoting compliance with SPS 330 and other applicable safety standards
- Reviewing incident operations for safety concerns and recommending corrective actions
- Coordinating risk management activities and assisting with development of safety policies
- Supporting training officers in integrating safety principles into department training
- Conducting or coordinating accident, injury, and near-miss reviews
- Advising the Fire Chief on matters related to firefighter health, safety, and wellness

Implementation

This appointment is effective immediately. Patrick will begin transitioning into the role while continuing his Fire Officer II coursework and preparing for the Health and Safety Officer program through Columbia Southern University. Additional updates, including policy revisions or procedural changes, will be communicated as they are developed.

Shawn Dillingham, BS
Fire Chief
Village of Biron