



Village of Biron Fire Department



MEMORANDUM

To: All Members, Village of Biron Fire Department
From: Fire Chief
Subject: Appointment of Incident Safety Officer – Lindsay Pask
Date: 05/01/2026

Purpose

The purpose of this memorandum is to formally designate an Incident Safety Officer (ISO) for the Village of Biron Fire Department in accordance with Wisconsin SPS 330, which requires fire departments to assign qualified personnel to oversee incident-scene safety. This appointment strengthens our commitment to firefighter safety, risk reduction, and compliance with state safety standards.

Designation Authority

Under the authority granted to the Fire Chief by SPS 330, I hereby appoint Lindsay Pask as an Incident Safety Officer for the Village of Biron Fire Department, effective immediately.

Lindsay has demonstrated strong initiative in her training and professional development. Her completed and ongoing coursework includes:

- Entry-Level Firefighter
- Hazardous Materials Operations
- Fire Officer I
- Currently enrolled in Firefighter I
- Currently enrolled in Fire Officer 2
- Scheduled to complete Firefighter II later this calendar year
- Registered for the Incident Safety Officer course through Columbia Southern University

This combination of training and continued education aligns with the intent of SPS 330 and supports her readiness to serve in this role.

Roles and Responsibilities

As an Incident Safety Officer, Lindsay will be responsible for:

- Monitoring incident operations for unsafe conditions and ensuring corrective actions are taken
- Supporting the Incident Commander by providing safety-related recommendations
- Identifying and mitigating hazards during emergency responses and training evolutions
- Participating in post-incident reviews, including injury, accident, and near-miss evaluations
- Assisting in the development and reinforcement of department safety policies and procedures
- Promoting a culture of safety throughout the department

Implementation

This appointment is effective immediately. Lindsay will begin transitioning into the role while completing her Firefighter I and II coursework and preparing for the Incident Safety Officer program through Columbia Southern University. Additional updates or procedural changes will be communicated as needed.

Shawn Dillingham, BS
Fire Chief
Village of Biron