

## *NOTICE OF REASONABLE ACCOMMODATIONS*

The Brussels Union Gardner Fire Department is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from Brussels Union Gardner Fire Department programs, activities and services. Although the Fire Stations are secure and not accessible to the general public, our website, <http://bugfiredepartment.com>, will include this notice with other Civil Rights documents.

Individuals may request reasonable accommodations from the Brussels Union Gardner Fire Department that they believe will enable them to have such equal opportunity to participate in our programs, activities and services. No specific department forms are required to submit a request for accommodation. Any method to communicate the request will be accepted.

To request reasonable accommodations, contact:

Fire Chief Curt Vandertie	by mail: P.O.Box 6, Brussels, WI 54204
Brussels Union Gardner Fire Department	by email: <a href="mailto:clvandertie@yahoo.com">clvandertie@yahoo.com</a>

Upon receipt of a "Request for Accommodations", the Fire Chief will acknowledge the request to the person making the request. The Fire Chief will then cause the request to be investigated as to what the need from the department is and, a) determine if the request is reasonable, b) if reasonable, determine how best to accommodate the request, and c) offer the requesting party a timeframe for responding to or providing the required accommodations.

Our Fire Department offers emergency fire protection services to the townships in Southern Door County. That mission is our primary mission. We also engage the public in fire prevention activities, programs, inspections, etc. Depending on the nature of the request, the accommodation(s) required could target language, publications and physical access. Communication differences will be addressed with local resources as noted by our Language Access Plan. Physical access difficulties will be addressed as permitted by station security requirements. Other requests will be addressed as warranted and within our capabilities.

All communications and documentation regarding each individual request for accommodation will be held in strict confidence and shared by only those persons designated by the Fire Chief to participate in the request/resolution process.