

Village of Mukwonago  
Town of Mukwonago  
**PROTECTIVE SERVICES COMMITTEE MEETING**  
**FIRE AND AMBULANCE DEPARTMENT**  
Notice of Meeting and Agenda  
***Monday, March 18, 2019***

Time: **6:30 p.m.**  
Place: **Mukwonago Town Hall, W320S8315 Beulah Road**

1. Call to Order
2. Comments from the Public
3. Approval of minutes for the February 18, 2019 regular meeting
4. New Business  
*Discussion and Possible Action on the Following Items*
  - A. Referendum Report
  - B. Capital Plan Commitment – intent letter from City of New Berlin
  - C. South Eastern Incident Management Team
  - D. Discussion of 2018 Fire Dept Settlement including budgeted \$30,000 retainage toward future ambulance
  - E. Discussion and recommendation to Town Board for adoption of 2018 Fire Dept Budget Amendment. (Village's Committee of the Whole has already recommended adoption of the amendment pending Town Board Approval)
  - F. Union Request for Negotiations
  - G. Expenditures and Revenues Year to Date
  - H. Fire and Ambulance Reports for February 2019  
*(This item is a report from Staff to Committee members. No discussion or action shall take place by Committee members unless otherwise listed below.)*

5. Adjournment

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Village Clerk's Office, 440 River Crest Court, (262) 363-6420, Option 4 or the Town Clerk's Office, W320S8315 Beulah Road, (262) 363-4555.

Village of Mukwonago  
Town of Mukwonago  
Minutes of Joint Protective Services Committee  
Monday, February 18, 2019

Karl Kettner called the meeting to order at 6:30 p.m.

PRESENT: Village Trustees: Kettner and Wamser; Town Supervisors: Topczewski, Boucher and Wrasman. Also present: Kathy Karalewitz, Administrator/Clerk-Treasurer from Town of Mukwonago and Police Chief Stien. Trustee Johnson had excused absence.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES OF JANUARY 14, 2019

Motion by Topczewski, second by Boucher to approve the January 14, 2019 minutes. All ayes; motion carried.

ARIF – 4G MODEM UPGRADES FOR LP15 MONITORS

Motion by Boucher, second by Topczewski to recommend to the board approval to utilize \$3,615 from the \$9,500 monies collected from the sale of the LUCAS 2 units for the purchase 4G Modem upgrades for 5 units. All ayes; motion carried.

Motion by Kettner, second by Wamser to recommend to the board approval to utilize \$3,615 from the \$9,500 monies collected from the sale of the LUCAS 2 units for the purchase 4G Modem upgrades for 5 units. All ayes; motion carried.

REFERENDUM REPORT

Chief Stien is putting some samples together from other communities who had referendums on their ballots in 2018.

5 YEAR CAPITAL PLAN AREVIEW

Chief Stien spoke regarding the purchase of the pumper tender in 2021. He stated it takes 14 months to manufacture the truck. He asked if he could request from the company an intent to purchase, so they can begin making the truck. The intent would have a caveat that if the monies were not approved for 2021, the municipality would not be held liable and are not bound to purchase the truck. He will bring this information back to committee.

MEMORANDUM OF UNDERSTANDING PHC AGREEMENT

Motion by Boucher, second by Wrasman to recommend to the boards approval of the MOU Agreement with PHC as long as the \$150,000 is put into the fire department budget to be shared equally between the two communities to be used for offsetting the budget. All ayes; motion carried.

#### EXPENDITURES/REVENUES REPORT

Boucher asked when the reconciliation report will be completed. Chief Stien did not know, but believed it usually is in March. There were no other comments/concerns.

#### FIRE AND AMBULANCE REPORTS FOR JANUARY, 2019

There were no comments/concerns.

#### ADJOURNMENT

Motion by Boucher, second by Topczewski to adjourn at 6:57 p.m. all ayes; motion carried.

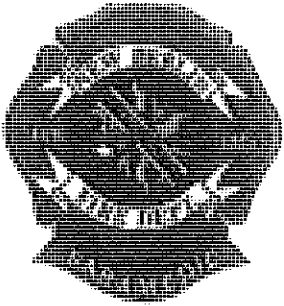
Respectfully submitted,

Kathy Karalewitz  
Administrator/Clerk-Treasurer

### Mukwonago Fire/EMS Survey Questions 03/2019

1. How important is it to you that the Village and Town of Mukwonago provide high-quality and responsive emergency services?
2. How Important is it to you and your family for the Village and Town of Mukwonago to maintain the current level of emergency service response time
3. Would you be willing to live with a part time fire department (less than 24/7 coverage)?
4. What advice would you give the municipalities? Explore funding options to maintain the current fire/emergency medical services (EMS) staffing level, to Explore funding options to add 9 full time and 3 part time (24/7) fire/Emergency Medical Services (EMS) staffing that meet the national standard, or do not know.
  - a. OPTION 1: Maintain Existing Fire and Emergency Medical Services by making other budget cuts and service reductions
    - i. Yes
    - ii. No
    - iii. Undecided
  - b. OPTION 2: Add 9 full time and 3 part time (24/7) Fire/Emergency Medical Services staff to ensure high-quality and timely responses by making other budgetary cuts and service reductions
    - i. Yes
    - ii. No
    - iii. Undecided
  - c. OPTION 3: Add 9 full time and 3 part time (24/7) Fire/ emergency medical services staff to ensure high-quality and timely responses by increasing local Municipal Taxes
    - i. Yes
    - ii. No
    - iii. Undecided

*explains*



16300 W. National Avenue  
New Berlin, WI 53151-0036

Non-Emergency: 262.785.6120  
Fax: 262.785.6130

## NEW BERLIN FIRE DEPARTMENT

January 30, 2018

Rosenbauer Minnesota LLC  
P.O. Box 549  
Wyoming, MN 55092

Dear Rosenbauer Minnesota LLC:

The City of New Berlin, State of Wisconsin intends to purchase one (1) 109' aerial ladder fire apparatus from Rosenbauer Minnesota, LLC in the first quarter of 2020. The aerial ladder being considered is per the proposal provided to the fire department on December 11, 2017.

It is the intent of the City of New Berlin, State of Wisconsin to take delivery of the aerial ladder from Rosenbauer Minnesota, LLC through its local dealership, Jefferson Fire & Safety Inc, in the 1<sup>st</sup> quarter of 2020. Lead time for this type of apparatus is approximately one year from the execution of the approved drawings and specifications. Rosenbauer Minnesota LLC will use the completed truck for demonstration purposes for up to one year (365 days or less), not to exceed 25,000 miles, before the final delivery. Rosenbauer is required to notify the City of New Berlin upon completion of the truck and identify the start date for the demonstration period. This letter of intent will allow Rosenbauer and the City of New Berlin, State of Wisconsin to move forward with the preconstruction process which includes the approved drawings and specifications thus assuring a one year (no more than 365 days from date of completion) demonstration period after the build and before delivery.

Rosenbauer Minnesota LLC agrees to thoroughly inspect and test the truck after the demonstration period and before delivery to New Berlin in the same manner as standardly done before any delivery of new apparatus. This inspection includes but is not limited to the status of the chassis, brake systems, engine including maintenance, pump operation, ladder operations etc. The City of New Berlin reserves the right to independently inspect and test the truck after the demonstration period and before final delivery. Any wear parts including but not limited to brake components, hoses, belts, paint, wipers, lights, tires, etc. determined by Rosenbauer and/or the City inspectors determined to show 25% or greater wear will be replaced by Rosenbauer before acceptance of the unit.

It is understood that the warranty that will be offered upon delivery is the same as a new truck delivery warranty. The warranties on non-Rosenbauer components including the Cummins engine will have the remaining manufacturers' warranties extended by Rosenbauer for the same period of time and the same amount of miles Rosenbauer uses the truck for demonstration purposes. For example, if the Cummins warranty is five years from completion of the truck. If Rosenbauer uses the truck for one year the remaining four years will be covered by Cummins. Rosenbauer will cover an extended

warranty for one additional year thus making New Berlin whole. Rosenbauer is required to perform all regular service, maintenance, adjustments, etc. during the demonstration period.

This "Letter of Intent" is issued and signed by the City of New Berlin, State of Wisconsin Mayor. The intent is to purchase this ladder truck in the first quarter of 2020 from Rosenbauer Minnesota LLC. The City of New Berlin is not in any way contractually obligated to purchase this truck. If the 2020 budget request is not approved, or if the City of New Berlin chooses not to purchase this ladder truck for any reason, Rosenbauer Minnesota LLC reserves the right to sell the vehicle to other parties. The City of New Berlin understands and will commit to notify Rosenbauer as soon as reasonably practicable of their decision not to purchase this truck in order to provide Rosenbauer as much lead time as possible to place the truck up for sale to other customers.

Sincerely,



Dave Ament  
Mayor, City of New Berlin Wisconsin



Mike Schoenberger  
Sales Director - Rosenbauer  
January 23, 2018

## Chief Jeff Stien

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**From:** Mark G. Blum <mgbлум@hrblawfirm.com>  
**Sent:** Monday, March 4, 2019 2:10 PM  
**To:** Chief Jeff Stien  
**Cc:** John Weidl; Kathy Karalewitz (kkaralewitz@townofmukwonago.us)  
**Subject:** RE: letter of intent example

Not really, what you have is in essence an agreement to agree later. That agreement cannot occur until you have budgeted funds. If they are willing to do that to hold the price that is fine but realize that either side may walk away from this.

Attorney Mark G. Blum  
Village Attorney for the Village of Mukwonago Law Offices of Hippenmeyer, Reilly, Blum,  
Schmitzer, Fabian & English, SC  
720 Clinton St., PO Box 766  
Waukesha, WI 53187-0766  
Phone: (262) 549-8181  
Fax: (262) 549-8191  
Email: mgbлум@hrblawfirm.com

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-----Original Message-----

**From:** Chief Jeff Stien <chiefstien@mukwonagofire.org>  
**Sent:** Monday, March 4, 2019 1:23 PM  
**To:** Mark G. Blum <mgbлум@hrblawfirm.com>  
**Cc:** John Weidl <jweidl@villageofmukwonago.com>; Kathy Karalewitz (kkaralewitz@townofmukwonago.us)  
<kkaralewitz@townofmukwonago.us>  
**Subject:** RE: letter of Intent example

Ok. Is there a different way to have an out clause since the manufacture times do not allow approving a capital budget in the year of delivery?

-----Original Message-----

From: Mark G. Blum <mgbalum@hrblawfirm.com>  
Sent: Thursday, February 28, 2019 4:47 PM  
To: Chief Jeff Stien <chiefstien@mukwonagofire.org>  
Cc: John Weidl <jweidl@villageofmukwonago.com>; Kathy Karalewitz (kkaralewitz@townofmukwonago.us) <kkaralewitz@townofmukwonago.us>  
Subject: RE: letter of intent example

Chief,

I was not in favor of this when New Berlin did it; however on its face you would be able to walk away from this. I can't tell you how that has worked out for New Berlin as of yet.

Attorney Mark G. Blum  
Village Attorney for the Village of Mukwonago Law Offices of Hippenmeyer, Reilly, Blum,  
Schmitzer, Fabian & English, SC  
720 Clinton St., PO Box 766  
Waukesha, WI 53187-0766  
Phone: (262) 549-8181  
Fax: (262) 549-8191  
Email: mgbalum@hrblawfirm.com

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-----Original Message-----

From: Chief Jeff Stien <chiefstien@mukwonagofire.org>  
Sent: Thursday, February 28, 2019 1:40 PM  
To: Mark G. Blum <mgbalum@hrblawfirm.com>  
Cc: John Weidl <jweidl@villageofmukwonago.com>; Kathy Karalewitz (kkaralewitz@townofmukwonago.us) <kkaralewitz@townofmukwonago.us>  
Subject: FW: letter of intent example

Can you comment if a letter like this that you would be ok with and feel the FD would not be financially obligated and could still back out if not approved in the 2021 capital budget?



# Village of Mukwonago

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## AGENDA ITEM REQUEST FORM

Committee/Board:	Protective Services
Topic:	SEIMT Member
From:	Jeff Stien, Fire Chief
Department:	Fire Department
Presenter:	Jeff Stien
Date of Committee Action (if required):	03-18-19
Date of Village Board Action (if required):	03-20-19

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### Information

**Subject:**

Southeastern Incident Management Team

**Background Information/Rationale:**

SEIMT is a team that responds anywhere in SE WI and outside if requested. Membership includes retired public safety, current Police and Fire Chiefs, Emergency Management Staff. We have our own trainings, participate in and are requested on larger MABAS incidents to support Command functions. I was approved as a member 07-23-18 and looking to get support and approval that if I am deployed that I will be covered by the municipalities. SEIMT is completely a volunteer organization. SEIMT is part of our MABAS requests.

**Key Issues for Consideration:**

Minimal financial impact due to possible deployment, possible injury that could be sustained at a deployment.

**Fiscal Impact (If any):**

Meals, lodging can use my training and education funds if needed

**Requested Action by Committee/Board:**

Recommendation to support my role as a member of the SEIMT

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### Attachments

- SEIMT Handbook
-



# **Southeast Wisconsin Incident Management Team**

## **Member Handbook** 2012

## **PREFACE**

Our Nation and the southeast Wisconsin region face a wide range of threats and hazards, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. Communities can address the risks these threats and hazards pose by working together using a systematic approach that builds on proven preparedness activities and response systems.

The Southeast Wisconsin Incident Management Team (SEW IMT) is designed to assist local entities in the management of Type 4 or 3 incidents as well as exercising and planning for major events. The team will remain flexible, scalable and fluid in meeting the needs of local requesting agencies; be they single resources or the entire team. The SEW IMT membership is multidisciplinary and multijurisdictional in its makeup and will pull from a pool of trained team members during disasters, events or exercises. The Team's mission during these activities will be based upon the local community requesting assistance and their needs.

Minimum standards for credentialing and qualification of team members will be maintained. The SEW IMT will maintain compliance with the National Incident Management System (NIMS) and the National Preparedness System (NPS).

The National Incident Management System (NIMS), of which the Incident Command System (ICS) is a part, provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

The National Preparedness System (NPS) enables the Nation to meet the National Preparedness Goal as described in Presidential Policy Directive 8 (PPD-8), which describes the Nation's approach to national preparedness.

## **PURPOSE**

The Southeast Wisconsin Incident Management Team (SEW IMT) is a functional, multi-disciplinary and multi-jurisdictional unit assembled for the purpose of completing and/or enhancing the incident command system at the local, regional or tribal response level. The team can also be used for large-scale events that require pre-planning.

The SEW IMT exemplifies the five National Response Framework (NRF) Response Doctrine Principles:

- Engaged Partnerships
- Tiered response
- Scalable, flexible, and adaptable operational capabilities
- Unity of effort through unified command
- Readiness to act

The SEW IMT follows and supports increasing individual preparedness by engaging with members of the community as vital partners in enhancing the resiliency and security of our Nation through a Whole Community approach as described in FDOC 104-008-1 / December 2011.

## **BACKGROUND**

This handbook serves as guidance for team members. The team is made up of volunteers from multiple disciplines (e.g. fire, police, and public health) with members from multiple jurisdictions.

The procedures outlined in this handbook are designed to be applied to incidents that fall between FEMA incident Type IV and III designations. With that in mind, the positions most likely to be requested and used at those types of incidents are included in this handbook.

## **MISSION STATEMENT**

Southeast Wisconsin Incident Management Team (SEW IMT) assists local jurisdictions with the management of an incident, exercise or a preplanned event to achieve an efficient, safe and effective response. The SEW IMT provides personnel from across the public safety spectrum that are qualified, trained, organized, equipped, and prepared to support any hazards facing a local agency. This support can be in an advisory/assistant role or as member of the Incident Command Structure or Emergency Operations Center (EOC). The team remains flexible, scalable and fluid in meeting the needs of local requesting agencies; be they single resources or the entire team. The team uses the Incident Command System, in accordance with the National Incident Management System (NIMS) and the National Preparedness System (NPS).

## **NON-DISCRIMINATION STATEMENT**

SEW IMT respects the diversity of the communities we serve. We are committed to fostering an inclusive environment where individual differences are respected for the strength they lend to our team. All members of the SEW IMT shall be treated and shall treat others with dignity and respect. Qualified volunteer applicants are considered for all positions and are not discriminated against with regard to race, color, national origin, citizenship status, creed, religion, religious affiliation, age, sex, marital status, sexual orientation, gender identity, disability, veteran status, or any other protected status under applicable law.

## **ETHICS STATEMENT**

The SEW IMT adheres to the highest standards of conduct, honesty and ethics. Violation of this Code of Ethics can result in disciplinary action, up to and including dismissal from the team.

## **Code of Ethics**

*The SEW IMT conducts its business honestly and ethically. We constantly seek to improve the quality of our services and operations and create a reputation for honesty, humility, respect, responsibility, integrity, trust and the use of sound judgment. Illegal or unethical conduct will not be tolerated on the part of Board or Team Members. We, the SEW IMT, will not compromise our principles for short-term advantage.*

*Proprietary, confidential and sensitive information we observe regarding any entity we assist shall be treated with sensitivity and discretion and only be disseminated on a need-to-know basis. Members report all information in their charge accurately and honestly and will avoid exaggerating or disparaging comparisons of the services and competence of entities we assist. We agree to disclose unethical, dishonest, fraudulent and illegal behavior immediately to the responsible jurisdiction or authority.*

## **PRIVACY AND CONFIDENTIALITY STATEMENT**

SEW IMT is committed to ensuring that sensitive and personal data is kept confidential and secure. Personal data may be collected through several sources: a) volunteer application b) Board of Directors roster c) training registrations and/or d) voluntary provision for purposes of updates or follow-up. In addition, sensitive or personal data may be collected during an exercise, special event or incident response. In all circumstances, the SEW IMT will follow these best practices to ensure the security of data:

- *Restricted Access:* A limited number of personnel/volunteers have access to confidential information; all exchanges of data are on a need to know basis.
- *Locked Records:* Paper copies of records containing personal information are locked in a secure storage area.
- *Secure Data Storage:* All data stored electronically is secured by password and access is restricted on a need to know basis.
- *Agreement of Confidentiality:* All SEW IMT Team Members and Directors are required to sign an agreement to maintain confidentiality of information, including personal data during and after their service.

All persons affiliated with SEW IMT are prohibited from viewing, attaining or utilizing sensitive information without cause and explicit permission, granted through clearly defined job responsibilities, their supervisor or the Team Leader. Inappropriate or illegal utilization of personal data may result in disciplinary action up to and including dismissal and/or criminal prosecution.

# **Southeast Wisconsin Incident Management Team**

## Team Operations

## **GOVERNING BOARD**

The SEW IMT is guided by operational procedures as determined by the Governing Board and set forth in this handbook and annexes. The Board shall be responsible for guiding the overall policy, strategic governance and function of the SEW IMT in accordance with the tenets of the National Incident Management System (NIMS), State of Wisconsin regulation and the mission and principles of the SEW IMT. The Board shall oversee the work of the Team Leader and provide leadership to all IMT staff as needed.

## **HOST AGENCY**

SEW IMT is hosted by the City of Milwaukee Fire Department.

## **TEAM LEADERSHIP**

SEW IMT maintains the following leadership positions: Team Leader, Assistant Team Leader, Team Coordinator. In addition, the Team Leader may appoint additional support positions as necessary.

## **TEAM LEADER**

SEW IMT has a Team Leader and three Assistant Team Leaders. The Team Leader is the designated head of the SEW IMT during day to day operations and during routine training under the guidance of the Governing Board. When preparing for or deployed under any level of activation, the Team Leader and Assistant Team Leaders assume leadership roles and make team assignments.

When deployed in support of an exercise or event, one Team Leader or Assistant Team Leader will be designated to serve as the local agency or local IC/UC point of contact (liaison) and will assist them as needed. This designated Team Leader for the deployment directs and controls the team members and maintains communications with all other SEW IMT members as necessary and will wear the liaison vest.

The SEW IMT Team Leader shall:

- Meet with the agency point of contact and have them sign the team request form.
- Ensure expectations are clearly defined for both the team and the agency.
- Determine assets of the SEW IMT that are needed and request them.
- Develop and implement an integration plan for the IC/UC and the SEW IMT.
- Hold a briefing and strategy meeting with the SEW IMT.
- Review the SEW IMT role and mission.
- Review the incident objectives, position assignments, and work areas.
- Review any safety issues.
- Review the communication issues/plan.
- Establish operational periods.
- Establish meeting schedules.
- Clarify any concerns/resolve any issues.
- Shall determine member fitness for duty in any assignment.
- Collect after-action notes and build a corrective action plan.

## **TEAM COORDINATOR**

The Team Coordinator is responsible for all administrative functions of the team including all record keeping and scheduling. The Team Coordinator may or may not be a member of the SEW IMT as designated by the Governing Board. This position can be filled by a primary person and as many assistants as needed. The Team Coordinator shall be responsible for:

- Tracking requests for and deployment of their SEW IMT.
- Establishing SEW IMT on-call rosters for the Team Duty Officer and Advanced Team.

- Maintaining training and qualification records for all SEW IMT members.
- Recording all injuries, damage or loss of SEW IMT personnel and equipment.
- Other clerical duties as prescribed by the Team Leader.

## **TEAM DISPATCH AUTHORITY**

The Team Dispatch Authority may be a MABAS dispatch center, Milwaukee County EM Duty Officer, any other County Emergency Manager or other authority who requests the activation of the SEW IMT. For more information regarding activation of the SEW IMT, see the *Activation* section.

## **QUALIFICATION OF SEW IMT MEMBERS**

SEW IMT expects all prospective team members to meet high standards of professional competency. Whether prospective SEW IMT members are considered qualified depends on their level of training, operational experience, job shadowing, and administrative requirements such as agency association and criminal background check.

The Governing Board is responsible for establishing the performance requirements for specific team positions. These tasks should be measurable activities that demonstrate proficiency associated with requisite competencies and behaviors. Successful performance of all tasks during exercises, job shadowing, and/or operations observed and recorded by an evaluator / assessor will result in a recommendation to the certifying agency that the applicant is qualified.

## **NUMBER OF TEAM MEMBERS**

Overall, the SEW IMT maintains a roster of approximately 45 members. There are 16 SEW IMT positions to be filled in a Level I activation. Each position should have three qualified volunteers able to fill that position. The SEW IMT Governing Board determines the total desired number of members, number of members qualified for each SEW IMT position, and whether members shall be cross-trained for multiple positions or if other specific positions should be added (i.e.: Incident Command Dispatcher) to the SEW IMT.

## **APPLICATION AND SELECTION TO THE SEW IMT**

Prospective members to the SEW IMT are required to complete an application, detailing their training and field experience. Applications are reviewed by the Team Leader(s) and qualified applicants are conditionally invited to participate in future IMT training activities at which they will be evaluated by the Team Leader(s). The Team Leader(s) are responsible for evaluating prospective members and determining if the applicant can successfully fill any open positions within the team. Considerations for prospective members include:

- Length, depth and scope of ICS experience
- Personal motivation
- Formal ICS and SEW IMT Training
- Ability to participate based on employer requirements (possibly up to 72 hours per response)
- Approval by their home agency for participation

Prospective members must have the support of their local agency for training, deployment, and after-action activities. The head of the applicant's home agency must approve the application before the member can be considered for membership in the SEW IMT.

## MINIMUM TRAINING OF ALL SEW IMT MEMBERS

All SEW IMT members are required to complete the following training prior to application or within one year of acceptance to the team:

- ICS-100, ICS-200, and IS-700, on-line or field delivery. (Previous ICS training equivalent to ICS-100 or ICS-200 will be accepted) An ICS equivalency chart is available at <http://emergencymanagement.wi.gov/docview.asp?docid=7146&locid=18>
- ICS-300 Intermediate ICS for Expanding Incidents.
- ICS-400 Advanced ICS
- Command & General Staff Functions in the Incident Command System or equivalent, including the NWCG course S-420 Command and General Staff and the Complex Incident Management Course (CIMC)<sup>1</sup>
- G-191 ICS/EOC Operations

### *Additional Position Specific Training:*

For some members, additional position specific training may be required prior to serving in the field; examples include:

- IS-702 NIMS Public Information System is required for Public Information Officer positions. <http://www.training.fema.gov/EMIWeb/IS/is702.asp>
- G-290a Basic PIO and G-290b Advanced PIO
- IS-703 Resource Management or followed by G276 Resource Management
- IS-701 Multi-Agency Coordination (MAC)
- G-775 EOC Management and Operations

## CONTINUING TRAINING

The SEW IMT governing board sets the requirements for continuing team member training on an annual or semi-annual basis. For certain positions within the team, additional training and field experience may be required prior to serving as a fully qualified team member. The Team Leader(s) advise the Governing Board on development of team members and necessary training.

## MAINTAINING ACTIVE MEMBERSHIP

SEW IMT members are expected to remain active within the team through attendance at team meetings, training, exercises, incident responses and participation in community events/special events. All team members are expected to participate in a minimum of 50% of team activities in a calendar year. Any team members with concerns related to their status on the team should contact their Team Leader. Failure to remain active may result in suspension or dismissal from the team.

## TEAM FUNCTIONS

The SEW IMT supports the local Incident Command, Unified Command or Emergency Operations Center in the implementation of the Incident Command System and specifically in the development, implementation, and evaluation of the Incident Action Plan (IAP). The SEW IMT may also manage the staging area, volunteers, logistical concerns, ensure accountability for personnel and equipment and provide financial documentation in the Finance/Admin Section or meet any other identified needs of the requesting jurisdiction, as deemed appropriate by the Advance Team. The team may also assist in facilitating EOC operations as requested by the local jurisdiction.

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<sup>1</sup> Unless waived by the Governing Board, as in the case of COM-L/COM-T

The SEW IMT may be utilized at or assist in:

- Incidents that overwhelm the ability of the authority having jurisdiction to adequately provide incident management due to the size, scope or complexity of an incident/event.
- Incidents that meet the definition of a Type 4 incident as defined in the National Incident Management System (NIMS) or incidents that may transition to a Type 3 incident.
- Incidents that pose unique tactical, strategic and/or incident management requirements.
- Incidents involving terrorism or the criminal use of hazardous materials that may require technical specialists or subject matter experts.
- Incidents that involve the use of specialized teams such as collapsed structure, trench rescue, SWAT or bomb teams.
- Prolonged incidents or pre-planned events (multiple operational periods).
- Planning and facilitating tabletop, functional and full-scale exercises.
- Special events that may require the coordination of multiple agencies and organizations, or pose unique or significant response challenges.

## **DELEGATION OF AUTHORITY**

Overall command of any incident always remains with the authority having jurisdiction. The Southeast Wisconsin Incident Management Team (SEW IMT) provides support, assistance, consultation and process facilitation to the Incident Commander, Unified Command or EOC.

## **SEW IMT – ADVANCE – DUTY OFFICER**

The position of Team Duty Officer is filled on a rotating basis by the Team Leaders and serves as the 24/7 point of contact for the SEW IMT. For an emergency deployment, he/she will notify the Advance Team which includes the Team Leader and Assistant Team Leaders, who will immediately respond to the scene (if available) and perform an assessment to determine the appropriate team response. The Advanced Team must be flexible in meeting the needs of the local event or incident and specifically determine what job, function or task the team is initially being asked to perform while understanding that mission creep may occur as the event unfolds. The SEW IMT Governing Board will establish Duty Officer Schedules and set rotations.

## **SEW IMT – EXPANSION**

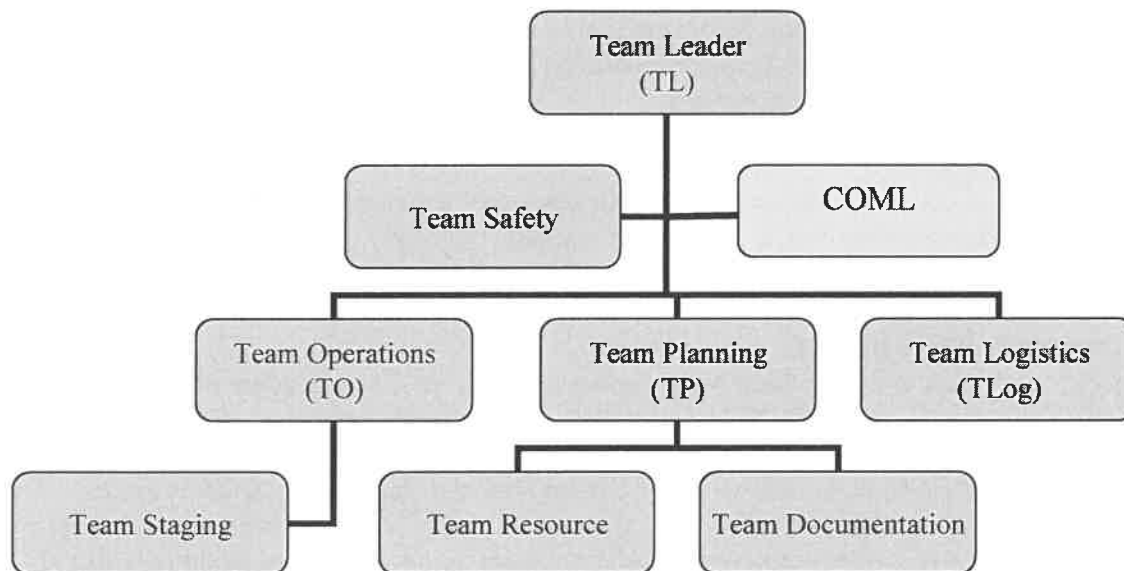
The Advance Team's assessment will identify critical position/functions the SEW IMT can perform to enhance/assist the local Incident Command Structure or facilitate the Emergency Operations Center. SEW IMT members can be deployed as single resources, small, medium or large groups as needed by the local community.

The goal of the SEW IMT is to bring the necessary incident management personnel to assist the local Incident Commander or Emergency Operations Center in safely managing an incident, exercise or pre-planned event. SEW IMT activation level is determined by the Advanced Team; SEW IMT may be activated as single resources, in increments or by the following response levels:

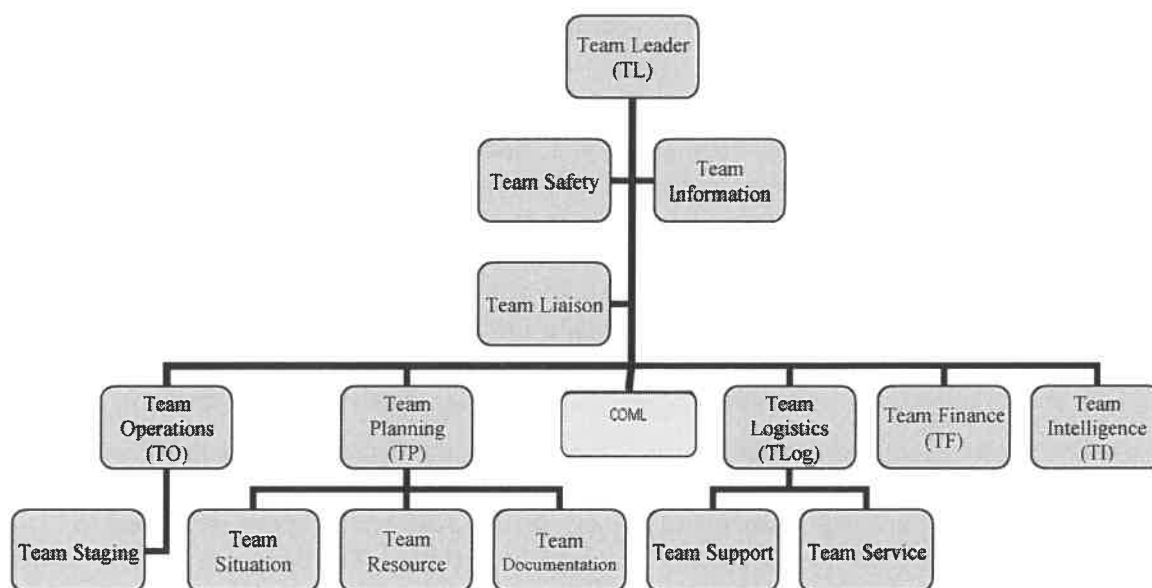
**Level III** activation fills individual positions identified as necessary to augment the local incident command structure.

**Level II** activation brings the necessary assets to develop the ICS 201 and bring accountability and organization to the incident scene. The positions to be filled are: Team Leader, Team Operations, Team Safety, Team Planning, Team Logistics, Team Staging, Team Resource, COML and Team Documentation. (See chart on page 10.)

**Level I** activation deploys all 16 of the identified team positions. As the complexity and duration of an incident/event escalates and/or as the duties and responsibilities of the team expand, it may become necessary to augment sections of the SEW IMT. If additional staffing is required, the SEW IMT Team Leader, in concurrence with the local jurisdiction, requests the necessary personnel. (See chart on page 10.)



**SEW IMT LEVEL II**  
Organizational Chart



**SEW IMT LEVEL I**  
Organizational Chart

## ACTIVATION/NOTIFICATION PROCEDURE

SEW IMT can be activated through several channels. While the method of notification can vary; quick deployment should not be hindered by a requestor's failure to ask the "right" person. SEW IMT resources may be utilized when a request is received from a local agency through:

- A Public Safety Answering Point (dispatch center) request from a local Incident Commander
- A local or County Emergency Manager
- Any local Incident Commander or EOC manager
- Mutual Aid Box Alarm System (MABAS) request
- Personal contact with any SEW IMT member
- Phone, email or letter contact with an SEW IMT member

## REQUESTING AGENCY RESPONSIBILITIES

The requesting agency shall provide the SEW IMT Team Duty Officer with the appropriate incident/event information, including incident type, severity, incident complexity type, expected duration, incident management structure currently in place, a safe avenue of approach, point of arrival (POA) location, communication methodology and any special/safety information required for an effective SEW IMT response/deployment

## EMERGENCY ACTIVATION

Requests for response to an emergency or requests for an immediate deployment should be directed to Milwaukee County Emergency Management's Duty Officer at **(414) 525-5770**. When a request is received, the Milwaukee County Duty Officer notifies the Team Duty Officer who notifies the Advance Team. The request must be documented by date, time, person contacted and requesting official. A

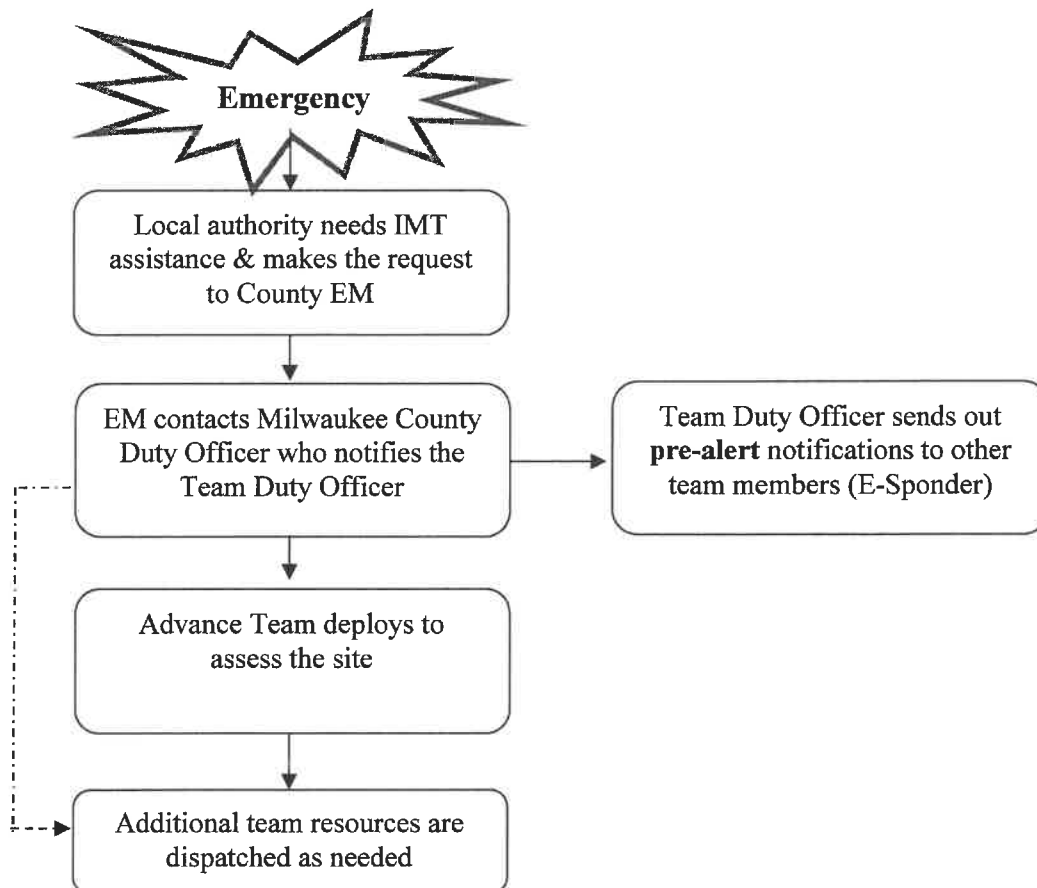
documentation trail must be maintained with no records discarded at any time (digital or paper). (See chart on page 12.)

While en route, the Advance Team can request additional resources, as needed. Special attention should be paid to the potential need for a COML. Upon arrival and initial briefing by the on-scene authority, the Advanced Team requests additional team members as needed. The Advanced Team member who makes contact with the local authority first confirms the request and records all pertinent information (date, time, name, title) of requestor. The Advance Team divides responsibilities on-scene so that one of the Team leaders serves as the team leader in charge of that deployment and serves as a direct liaison with the on-scene authority. The other team leaders follow his/her instructions and coordinate requests for additional resources. In conjunction with the host agency, the Team Coordinator shall be responsible for maintaining those records developed or used during activation and deployment.

Once on-scene, the designated Team Leader (Liaison) in charge of that deployment will remain in charge of the SEW IMT from initial contact to completion of the assignment. The designated Team Leader (Liaison) on-scene ensures arriving team members are fit for duty and properly equipped for the mission. Those that are not will be sent home or properly outfitted. The designated Team Leader (Liaison) is responsible for making SEW IMT assignments on-scene.

## PRE-PLANNED EVENT/EXERCISE ACTIVATION

Requests for support of an exercise or pre-planned event should be directed to the Team Leader. The Team Leader determines how to notify the team and begin the planning process.



## **DEPLOYMENT STRATEGY**

The SEW IMT shall integrate quickly and smoothly with minimal adverse impact to the local IC/UC or to the incident itself. The SEW IMT response in any activation/deployment must be timely. The SEW IMT shall work in a proactive manner to stabilize the incident. The SEW IMT must mobilize with all of the appropriate SEW IMT equipment/materials and arrive on the scene to begin working to support the initial IC based on the plan developed by the Advance Team. The Communications Unit Leader (COML) should be part of the Advanced Team when a multi-agency response is anticipated.

## **LOCATION WITHIN THE INCIDENT COMMAND SYSTEM**

Responsibility for overall incident management remains with the local IC/UC. The SEW IMT works in support of the local IC/UC/EOC. In cases where the SEW IMT must perform active incident management roles, the SEW IMT shall integrate into the ICS structure per the integration plan developed by the Advance Team in conjunction with the local IC/UC/EOC.

In some cases the SEW IMT may work alongside local incident management personnel who are managing the incident or may help facilitate EOC operations. The SEW IMT will coach, mentor, and facilitate incident management through the local staff.

## **OPERATIONS**

The SEW IMT shall perform or facilitate the incident operations according to NIMS and the National Response Framework (NRF).

## **PLANNING PROCESS**

The SEW IMT shall perform or facilitate the incident action planning according to NIMS and the NRF.

## **DOCUMENTATION**

The SEW IMT shall utilize appropriate forms for documenting incident activities. The SEW IMT shall also develop and maintain all appropriate materials/records of the SEW IMT organizational structure, policies, procedures, and responses.

## **COMMUNICATIONS PLAN**

The SEW IMT maintains a telephone call list and notification procedure for its members. The team will establish a common radio frequency for team use and a second radio, tuned to the appropriate incident frequency as established by the Communications Unit Leader (COML).

## **TRANSPORTATION**

Each member of the SEW IMT is required to arrange for their own transportation to the incident scene. Inability to do so may result in suspension or dismissal from the team.

## **Southeast Wisconsin Incident Management Team**

### Standards of Conduct

## **HARASSMENT AND DISCRIMINATION**

SEW IMT is committed to providing a work environment where individuals are valued for their diversity and unique perspective. Harassment or discrimination against an individual on the basis of age, gender, race, ethnicity, income, education, religious affiliation, sexual orientation, disability, marital status or any other basis prohibited by state or federal law is prohibited and will not be tolerated. Anyone found to be engaging in harassment or discrimination of others while serving with the SEW IMT are subject to disciplinary action up to and including dismissal.

### *Definition of Harassment*

Any behavior, explicit or implied, that i) devalues a person based on their age, gender, race, ethnicity, income, education, religious affiliation, sexual orientation, disability, marital status or any other basis prohibited by state or federal law, ii) creates a demoralizing, hostile or uncomfortable work environment, and/or iii) generally disrespects or devalues the importance of an individual and their contributions.

### *Definition of Sexual Harassment*

Unwelcome conduct of a sexual nature (sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature) that disrespects or devalues a person, creates a hostile working environment and/or threatens a person's employment. Sexual harassment includes but is not limited to:

- Implied or explicit requests for sexual favors
- Repeated requests to date or socialize
- Unwanted physical contact (touching, grabbing, pinching, caressing, brushing against, etc.)
- Staring, eyeing up and down
- Unwelcome, inappropriate compliments, comments, whistles, cat calls, name calling, etc.
- Sexual comments, innuendoes, telling explicit jokes or stories, sexual gestures with hands or body
- Display of offensive, sexually graphic material including posters, calendars, artwork, cartoons, photos, websites, or any other form of media.
- Granting or withholding pay increases, promotions, job offers or other employment related issues based on requests for sex or sexual favors

This policy applies to all members of SEW IMT including team members, volunteers, Directors, contractors, partner agency representatives and community members at large. No person shall harass another person or be subjected to harassment during affiliation with SEW IMT.

## **REPORTING HARASSMENT/DISCRIMINATION**

Any individual who believes they have experienced or witnessed harassment or discrimination while conducting SEW IMT business should report such behavior to the on-scene Team Leader or any other member of Team Leadership. SEW IMT will not harass or retaliate against any person who in good faith reports a suspected violation of this policy.

## **ALCOHOL, SMOKING AND DRUG FREE WORKPLACE**

SEW IMT strictly prohibits the use, possession, consumption, purchase, distribution, manufacture, dispensing and sale of illegal drugs and alcohol by all affiliated persons including team members, volunteers, Directors, contractors, clients, guests and other community members while engaged in SEW IMT business. Smoking is not permitted in any SEW IMT property including primary office space, off-site storage and trailers. Violation of this policy is considered grounds for disciplinary action up to and including dismissal and/or criminal prosecution.

**FITNESS FOR DUTY**

SEW IMT members are expected to be in adequate physical and mental condition to operate safely and effectively during activation. Mental and physical fitness requirements include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods. These standards are based on actual or anticipated conditions at the scene of an incident. Physical fitness standards for field deployment are based upon job requirements; however, in general team members must be able to:

- Walk, talk and communicate effectively under stress
- Lift 20 pounds from the ground to a table 30 inches off the floor
- Work under adverse weather conditions
- Drive and work in conditions of darkness

In addition, SEW IMT members must not have consumed alcohol and/or prescription drugs which result in an altered mental status within one operational period prior to activation. Any questions regarding this may be directed to the Team Leader. The Team Leader retains the right to determine that any team member is not fit for duty at any time during a response.

**DUTY INJURY**

All team members are required to report any on-duty injuries to their Team Leader immediately. The Team Leader will provide a report of injuries to the Governing Board and the local jurisdiction. It is also the responsibility of the injured team member to immediately report the injury to their home/sponsoring agency.

**SEW IMT MEMBER PERFORMANCE ACCOUNTABILITY**

SEW IMT members shall monitor their own participation and performance according to the expectations established by the Governing Board. Members shall remain current in their positions and abilities. The Governing Board shall suspend or terminate the membership of any member at any time based on poor performance, unavailability, or unacceptable behavior.

**TEAM MEMBER RESPONSIBILITIES**

SEW IMT members deploy into highly stressful environments. Members must maintain their professionalism and humility at all times. The use of meta-leadership skills to facilitate and coordinate incident/event operations is the expected standard as we come alongside requesting agencies. Members are required to empathetically interact with the host IC/UC structure. Members must add value to the team through quality improvement processes and team development activities.

SEW IMT members are responsible for maintaining their position qualifications and team membership. Members shall stay current with SEW IMT expectations through regular team training, responses, exercises and debriefing sessions. Members must be qualified and be authorized by their agency to participate on the SEW IMT.

When appropriate (per a team schedule/plan) SEW IMT members shall:

- Keep the team coordinator (refer to 3.3) apprised of their contact information.
- Be available for immediate deployment.
- Respond with the requisite uniform, equipment, and materials.
- Be physically and emotionally available to deploy.
- Be able to sustain themselves for 12 hours.
- Perform their assigned role/position to the best of their ability throughout each deployment.

- Complete all assigned work functions, reports, demobilization and debriefing forms/processes in a timely manner.

## **DISCIPLINE/ DISMISSAL OF SEW IMT MEMBERS**

All team members are expected to represent the SEW IMT with professionalism at all times. Team Members must abide by the Code of Ethics and may be disciplined or removed for any behavior that jeopardizes the professionalism, reputation, operations, funding, legal status or vitality of SEW IMT and its housing agency in any way.

Members of the SEW IMT whose conduct, actions or lack of action does not meet the standards or requirements as stated in the guidebook are subject to discipline or dismissal by the Governing Board for cause. Members may appeal any disciplinary decision by the Board to the Chief of the Host Agency; the Host Agency's decision is final.

## **UNIFORM**

SEW IMT expects team members to maintain a professional image at all times. During disaster deployments, SEW IMT members should be identifiable to community members, first responders, partner agencies and the media. SEW IMT members are required to wear approved uniforms at all times during SEW IMT activations, exercises and pre-planned events.

As a representative of SEW IMT to the public, team members must demonstrate the highest standard of courtesy, respect and professionalism while in uniform. Team members are expected to exercise good judgment regarding the appropriate use and wearing of uniforms. Failure to exhibit appropriate behavior, as outlined in the Code of Ethics and SEW IMT Member Handbook may result in disciplinary action up to and including dismissal. For more information, see the Uniform Policy in Appendix A.

## **PERSONAL PROTECTIVE EQUIPMENT**

For safety and quick identification, reflective SEW IMT vests must be worn when deployed to an incident, event or exercise. An insert label for the specific job function shall also be slid into the reflective vest. If no specific label is warranted, the standard SEW IMT label shall be worn in the vest panel holder. All other safety equipment shall be utilized as necessary to ensure team member safety at incidents, events or exercises.

## **BADGING AND CREDENTIALING**

SEW IMT credentials all members and issues a standard form of NIMS compliant photo identification that clearly displays their affiliation with the SEW IMT. Members are expected to have their ID with them at all times during team activities and deployments. Loss of an ID must be reported to the Team Leader immediately. For further information, please refer to the SEW IMT Credentialing Policy.

## **USE OF TECHNOLOGY**

SEW IMT provides team members with access to and use of a variety of information technology resources. Team members are expected and required to use these resources in a responsible, safe and appropriate manner. Personal use of all technology (telephones, cell phones, copier/fax, computer, email, etc) should be kept to a minimum. SEW IMT technology and resources may not be used for commercial ventures, personal gain, religious/political organizations or any other non-duty related solicitations under any circumstances. Violation of this policy may result in disciplinary action.

## *Privacy*

Team members are reminded that regardless of the creation of passwords, ID numbers or other access codes, technology and the use of such technology is not private. Any and all work created on SEW IMT technology is the property of SEW IMT. Electronic documents, including email may be accessed and reviewed by SEW IMT at any time. Team members have no right or expectation of privacy when using SEW IMT's technology.

## *Internet*

SEW IMT members are not permitted to use the internet for any purposes other than appropriate work related tasks. Team members should use appropriate caution when navigating the internet and visit only reputable sites. Use of SEW IMT technology to view inappropriate imagery or videos may result in immediate dismissal. Team members are not permitted to tamper with anti-virus software or firewalls and should not download programs or applications without prior permission from their supervisor.

## *Cellular Phone & Emergency Contact Devices*

SEW IMT members who are issued a cell phone or other emergency contact device are expected to keep it on their person, fully charged at all times. Such devices should be used for work purposes only.

## *Identification System*

SEW IMT utilizes an advanced personnel tracking and identification system during disaster response. Only team members who have been properly trained are permitted to use the technology. When it is deployed, a team member or designated volunteer must remain with it **at all times**.

2018 JOINT VILLAGE TOWN SETTLEMENT as of 3/13/19

Cat Descr		Account Descr	Adopted Budget	Revised Budget	YTD Amount as of		%YTD
					12/31/18	Balance Remaining	Budget
TAXES		R 150-4100-4111 General Property Tax	214,200.00	214,200.00	180,014.20	34,185.80	
		R 150-4100-4347 State Fire Dues Program	0.00	0.00	34,185.80	(34,185.80)	
OTHER FINANCING SOURCES		R 150-4900-4910 Transfer from General Fund**	0.00	0.00	0.00	0.00	
TOTAL FROM VILLAGE			214,200.00	214,200.00	214,200.00	(0.00)	100%
INTERGOV T CHARGES FOR SERVICE		R 150-4700-4731 Fire/Ambulance Service to Town	214,200.00	214,200.00	182,696.91	31,503.09	
		R 150-4700-4347 State Fire Dues Program	0.00	0.00	31,503.09	(31,503.09)	
INTERGOV T CHARGES FOR SERVICE		R 150-4700-4733 Cash Flow Supplement from Town**	0.00	0.00	0.00	0.00	
TOTAL FROM TOWN			214,200.00	214,200.00	214,200.00	(0.00)	100%
INTERGOV T REVENUES		R 150-4300-4342 State Aid or Grant	0.00	0.00	0.00	0.00	
INTERGOV T REVENUES		R 150-4300-4343 County Grant	0.00	0.00	0.00	0.00	
MISC REVENUE		R 150-4800-4370 Private Grants	0.00	0.00	0.00	0.00	
PUBLIC CHARGES FOR SERVICES		R 150-4600-4304 Treasurer s Fees	13,000.00	13,000.00	124.18	12,875.82	1%
PUBLIC CHARGES FOR SERVICES		R 150-4600-4716 Paramedic Ride-Along Fee	50.00	50.00	0.00	50.00	0%
PUBLIC SAFETY		R 150-4620-4320 Fire Dept Charges for Services	3,000.00	3,000.00	1,210.00	1,790.00	40%
PUBLIC SAFETY		R 150-4620-4325 Ambulance County Collections	20,000.00	20,000.00	21,075.34	(1,075.34)	105%
PUBLIC SAFETY		R 150-4620-4730 Ebix Ambulance Revenue	501,729.00	501,729.00	428,003.29	73,725.71	85%
PUBLIC SAFETY		R 150-4620-4737 Ebix Fire Revenue	10,500.00	10,500.00	4,175.00	6,325.00	40%
PUBLIC SAFETY		R 150-4620-4741 Ebix Interfacility ALS & BLS	296,595.00	296,595.00	372,791.56	(76,196.56)	126%
PUBLIC SAFETY		R 150-4620-4742 Ebix Interfacility Critical Care	88,620.00	88,620.00	172,524.57	(83,904.57)	195%
INTEREST REVENUE		R 150-4810-4871 Interest Revenue	200.00	200.00	1,855.42	(1,655.42)	928%
MISC REVENUE		R 150-4800-4899 Misc Revenue	0.00	0.00	22.00	(22.00)	
Revenue to be Shared with the Town			933,694.00	933,694.00	1,001,781.36	(68,087.36)	107%
INTERGOV T REVENUES		R 150-4300-4344 EMS Act102 Grant	6,000.00	6,000.00	5,910.40	89.60	99%
MISC REVENUE		R 150-4800-4890 Donations Received	0.00	0.00	7,900.00	(7,900.00)	
COMMERCIAL REVENUE		R 150-4820-4880 Sale of Owned Property	1,000.00	1,000.00	0.00	1,000.00	0%
OTHER FINANCING SOURCES		R 150-4900-4920 Transfer from Other Funds	0.00	0.00	0.00	0.00	
OTHER FINANCING SOURCES		R 150-4900-4930 Fund Balance Applied	0.00	0.00	0.00	0.00	
Designated Funds - Share with Town when used			7,000.00	7,000.00	13,810.40	(6,810.40)	197%
TOTAL REVENUE GUIDELINE			1,369,094.00	1,369,094.00	1,443,991.76	(74,897.76)	105%

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	Account Descr	Adopted Budget	Revised Budget	YTD Amount as of 12/31/18		Balance Remaining	%YTD Budget
Regular Operating Expenditures	ADMINISTRATIVE & GENERAL	25,326.00	25,326.00	25,299.12		26.88	100%
	FIRE ADMINISTRATION	826,831.00	826,831.00	811,707.57		15,123.43	98%
	FIRE SUPPRESSION	65,748.00	65,748.00	61,313.72		4,434.28	93%
	FIRE TRAINING	44,000.00	44,000.00	33,938.64		10,061.36	77%
	AMBULANCE	319,680.00	319,680.00	362,825.29		(43,145.29)	113%
	AMBULANCE TRAINING	22,509.00	22,509.00	12,014.79		10,494.21	53%
	Critical Care Transport Expenses	0.00	0.00	239.80		(239.80)	
	Capital Outlay Expenses	35,000.00	35,000.00	36,419.25		(1,419.25)	104%
	Total Operating Budget	1,339,094.00	1,339,094.00	1,343,758.18		(4,664.18)	100%
Designated Expenditures	ACT 102 or Designated Fund Expenses	0.00	0.00	9,171.04		(9,171.04)	
	Donated Fund Expenditures	0.00	0.00	4,608.95		(4,608.95)	
	Transfer to Town - YE Settlement	0.00	0.00	0.00		0.00	
	Transfer to Village Fire Dept Designated Acct YE Settlement	0.00	0.00	0.00		0.00	
	Transfer to Designated Fund Balance for Future Ambulance	30,000.00	30,000.00	0.00		30,000.00	0%
	E 150-5900-5925 Transfer to Designated Funds	0.00	0.00	0.00		0.00	
	Other Financing Uses	30,000.00	30,000.00	13,779.99		16,220.01	46%
	Total Expenditure Budget	1,369,094.00	1,369,094.00	1,357,538.17		11,555.83	99%

2018 PRELIMINARY Settlement		Actual
Total Shared Revenues		1,001,781.36
Total Operating Expenses		(1,343,758.18)
		(341,976.82)
Town Contribution as of 12/31/18		214,200.00
Village Contribution as of 12/31/188		214,200.00
Revenue Excess (Shortfall):		86,423.18
Designated Capital "Placeholder" for future Ambulance in Fund Balance		(31,065.00)
		55,358.18
Revenue Excess (Shortfall):		27,679.09
		Due to Each Entity

## 2018 Fire Department Budget Amendment

Increase in both Revenue and Expenditure Budget for Additional Revenues and Year End Settlement & Use of Designated Funds Expenditure Line items	Increase (Decrease) Revenue Budget Line Item	Increase (Decrease) Expenditure Budget Line Item
R 150-4600-4304 Treasurer s Fees	(12,800.00)	
R 150-4620-4730 Ebix Ambulance Revenue	(73,700.00)	
R 150-4620-4737 Ebix Fire Revenue	(6,300.00)	
R 150-4620-4741 Ebix Interfacility ALS & BLS	76,200.00	
R 150-4620-4742 Ebix InterfacilityCriticalCare	80,700.00	
R 150-4800-4890 Donations Received	7,900.00	
R 150-4810-4871 Interest Revenue	1,600.00	
E 150-5900-5930 - Transfer to Town		28,250.00
E 150-5900-5920 - Transfer to Fire Dept Designated Fund (Village fund)		28,250.00
E 150-5880-5806 - Donated Fund Expenditures		4,610.00
E 150-5880-5805 - ACT 102 or Designated Fund Expenses		9,200.00
E 150-5900-5925 Transfer to Designated Funds (Donated Fund Balance)		3,290.00
<b>Both Revenue and Expenditure Budgets are increased by this amount</b>	<b>73,600.00</b>	<b>73,600.00</b>



## **Mukwonago Professional Firefighters Local 4585**

W304S10391 Lakeview Drive Mukwonago WI, 53149

President  
Christopher Hahn  
Chahn@mukwonagofire.org

02/21/2019

John Weidl- Village Administrator,  
Kathy Karalewitz- Town of Mukwonago Administrator,  
Chief Stien,

To all,

It is that time again to begin Negotiations for the upcoming contract period for the Mukwonago Professional Firefighters. Please forward dates that both the village and town would be available to meet and begin the negotiation process. We are looking forward to a productive contract negotiation. Please reply via email with your availability at your earliest convenience.

Sincerely,

Christopher M Hahn

President IAFF L 4585

**VILLAGE OF MUKWONAGO**  
**Revenue Guideline - Fire Dept**  
**February 2019**

03/13/19 10:43 AM

Page 1

Act Status	Account Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 150 FIRE/AMBULANCE FUND							
Cat 4100 TAXES							
Active	R 150-4100-4111 General Property Tax	\$0.00	\$218,484.00	\$36,414.00	\$182,070.00	16.67%	150
Cat 4100 TAXES		\$0.00	\$218,484.00	\$36,414.00	\$182,070.00	16.67%	
Cat 4300 INTERGOV T REVENUES							
Active	R 150-4300-4344 EMS Act102 Grant	\$0.00	\$6,000.00	\$0.00	\$6,000.00	0.00%	150
Cat 4300 INTERGOV T REVENUES		\$0.00	\$6,000.00	\$0.00	\$6,000.00	0.00%	
Cat 4600 PUBLIC CHARGES FOR SERVICES							
Active	R 150-4600-4304 Treasurer s Fees	\$0.00	\$4,000.00	\$0.00	\$4,000.00	0.00%	150
Active	R 150-4600-4716 Paramedic Ride-Along Fee	\$0.00	\$50.00	\$0.00	\$50.00	0.00%	150
Cat 4600 PUBLIC CHARGES FOR SERVICES		\$0.00	\$4,050.00	\$0.00	\$4,050.00	0.00%	
Cat 4620 PUBLIC SAFETY							
Active	R 150-4620-4320 Fire Dept Charges for Services	\$0.00	\$3,000.00	\$930.00	\$2,070.00	31.00%	150
Active	R 150-4620-4325 Ambulance County Collections	\$0.00	\$20,000.00	\$0.00	\$20,000.00	0.00%	150
Active	R 150-4620-4730 Ebix Ambulance Revenue	\$0.00	\$536,175.00	\$133,381.07	\$402,793.93	24.88%	150
Active	R 150-4620-4737 Ebix Fire Revenue	\$0.00	\$10,500.00	\$0.00	\$10,500.00	0.00%	150
Active	R 150-4620-4741 Ebix Interfacility ALS& BLS	\$0.00	\$327,051.00	\$0.00	\$327,051.00	0.00%	150
Active	R 150-4620-4742 Ebix InterfacilityCriticalCare	\$0.00	\$88,620.00	\$0.00	\$88,620.00	0.00%	150
Cat 4620 PUBLIC SAFETY		\$0.00	\$985,346.00	\$134,311.07	\$851,034.93	13.63%	
Cat 4700 INTERGOV T CHARGES FOR SERVICE							
Active	R 150-4700-4731 Fire/Ambulance Service to Town	\$0.00	\$218,484.00	\$18,207.00	\$200,277.00	8.33%	150
Cat 4700 INTERGOV T CHARGES FOR SERVICE		\$0.00	\$218,484.00	\$18,207.00	\$200,277.00	8.33%	
Cat 4810 INTEREST REVENUE							
Active	R 150-4810-4871 Interest Revenue	\$0.00	\$700.00	\$0.00	\$700.00	0.00%	150
Cat 4810 INTEREST REVENUE		\$0.00	\$700.00	\$0.00	\$700.00	0.00%	
Cat 4820 COMMERCIAL REVENUE							
Active	R 150-4820-4880 Sale of Owned Property	\$0.00	\$0.00	\$9,500.00	-\$9,500.00	0.00%	150
Cat 4820 COMMERCIAL REVENUE		\$0.00	\$0.00	\$9,500.00	-\$9,500.00	0.00%	
Fund 150 FIRE/AMBULANCE FUND		\$0.00	\$1,433,064.00	\$198,432.07	\$1,234,631.93	13.85%	

VILLAGE OF MUKWONAGO  
Revenue Guideline - Fire Dept  
February 2019

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Act Status	Account Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
		\$0.00	\$1,433,064.00	\$198,432.07	\$1,234,631.93	13.85%	

**VILLAGE OF MUKWONAGO**  
**Expenditure Guideline - Fire Dept**  
**Current Period: February 2019**

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Account Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
Fund 150 FIRE/AMBULANCE FUND						
Cat 5140 ADMINISTRATIVE & GENERAL						
E 150-5140-5110 Salaries & Wages	\$0.00	\$20,610.00	\$3,435.00	\$17,175.00	16.67%	150
E 150-5140-5112 Social Security	\$0.00	\$1,605.00	\$267.50	\$1,337.50	16.67%	150
E 150-5140-5152 Retirement	\$0.00	\$1,650.00	\$275.00	\$1,375.00	16.67%	150
E 150-5140-5154 Health	\$0.00	\$1,940.00	\$662.11	\$1,277.89	34.13%	150
E 150-5140-5159 Other Fringe Benefits	\$0.00	\$22.00	\$3.66	\$18.34	16.64%	150
Cat 5140 ADMINISTRATIVE & GENERAL	\$0.00	\$25,827.00	\$4,643.27	\$21,183.73	17.98%	
Cat 5221 FIRE ADMINISTRATION						
E 150-5221-5110 Salaries & Wages	\$0.00	\$461,092.00	\$54,752.15	\$406,339.85	11.87%	150
E 150-5221-5111 Overtime	\$0.00	\$37,575.00	\$4,401.29	\$33,173.71	11.71%	150
E 150-5221-5112 Social Security	\$0.00	\$38,148.00	\$4,346.37	\$33,801.63	11.39%	150
E 150-5221-5152 Retirement	\$0.00	\$53,457.00	\$6,341.27	\$47,115.73	11.86%	150
E 150-5221-5154 Health	\$0.00	\$109,873.00	\$17,067.81	\$92,805.19	15.53%	150
E 150-5221-5159 Other Fringe Benefits	\$0.00	\$3,802.00	\$54.85	\$3,747.15	1.44%	150
E 150-5221-5219 Professional Services	\$0.00	\$40,726.00	\$3,348.37	\$37,377.63	8.22%	150
E 150-5221-5221 Water-Sewer	\$0.00	\$2,200.00	\$0.00	\$2,200.00	0.00%	150
E 150-5221-5222 Electric	\$0.00	\$19,000.00	\$4,634.20	\$14,365.80	24.39%	150
E 150-5221-5225 Telephone	\$0.00	\$14,000.00	\$1,232.76	\$12,767.24	8.81%	150
E 150-5221-5226 Insurance Premiums	\$0.00	\$54,000.00	\$22,796.01	\$31,203.99	42.21%	150
E 150-5221-5311 Supplies	\$0.00	\$6,000.00	\$904.11	\$5,095.89	15.07%	150
E 150-5221-5313 Fire Prevention Materials	\$0.00	\$2,750.00	\$0.00	\$2,750.00	0.00%	150
E 150-5221-5324 Membership Dues	\$0.00	\$2,000.00	\$200.00	\$1,800.00	10.00%	150
E 150-5221-5335 Training & Travel	\$0.00	\$7,000.00	\$43.84	\$6,956.16	0.63%	150
E 150-5221-5346 Clothing Allowance	\$0.00	\$3,500.00	\$238.19	\$3,261.81	6.81%	150
E 150-5221-5395 Repairs & Maintenance	\$0.00	\$500.00	\$100.59	\$399.41	20.12%	150
Cat 5221 FIRE ADMINISTRATION	\$0.00	\$855,623.00	\$120,461.81	\$735,161.19	14.08%	
Cat 5222 FIRE SUPPRESSION						
E 150-5222-5110 Salaries & Wages	\$0.00	\$15,000.00	\$2,140.32	\$12,859.68	14.27%	150
E 150-5222-5112 Social Security	\$0.00	\$1,148.00	\$161.87	\$986.13	14.10%	150
E 150-5222-5152 Retirement	\$0.00	\$650.00	\$75.85	\$574.15	11.67%	150
E 150-5222-5311 Supplies	\$0.00	\$6,000.00	\$602.29	\$5,397.71	10.04%	150
E 150-5222-5346 Clothing Allowance	\$0.00	\$3,000.00	\$150.00	\$2,850.00	5.00%	150
E 150-5222-5351 Motor Fuel & Oil	\$0.00	\$7,000.00	\$257.67	\$6,742.33	3.68%	150
E 150-5222-5395 Repairs & Maintenance	\$0.00	\$35,000.00	\$589.63	\$34,410.37	1.68%	150

**VILLAGE OF MUKWONAGO**  
**Expenditure Guideline - Fire Dept**  
**Current Period: February 2019**

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Account Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
Cat 5222 FIRE SUPPRESSION	\$0.00	\$67,798.00	\$3,977.63	\$63,820.37	5.87%	
Cat 5223 FIRE TRAINING						
E 150-5223-5110 Salaries & Wages	\$0.00	\$37,000.00	\$2,376.38	\$34,623.62	6.42%	150
E 150-5223-5112 Social Security	\$0.00	\$2,831.00	\$181.77	\$2,649.23	6.42%	150
E 150-5223-5152 Retirement	\$0.00	\$1,800.00	\$72.89	\$1,727.11	4.05%	150
E 150-5223-5311 Supplies	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	150
E 150-5223-5335 Training & Travel	\$0.00	\$2,000.00	\$344.68	\$1,655.32	17.23%	150
Cat 5223 FIRE TRAINING	\$0.00	\$44,631.00	\$2,975.72	\$41,655.28	6.67%	
Cat 5231 AMBULANCE						
E 150-5231-5110 Salaries & Wages	\$0.00	\$180,785.00	\$29,777.40	\$151,007.60	16.47%	150
E 150-5231-5112 Social Security	\$0.00	\$13,830.00	\$2,269.69	\$11,560.31	16.41%	150
E 150-5231-5152 Retirement	\$0.00	\$8,000.00	\$572.06	\$7,427.94	7.15%	150
E 150-5231-5154 Health	\$0.00	\$1,000.00	\$310.95	\$689.05	31.10%	150
E 150-5231-5159 Other Fringe Benefits	\$0.00	\$0.00	-\$9.29	\$9.29	0.00%	150
E 150-5231-5219 Professional Services	\$0.00	\$68,700.00	\$12,141.13	\$56,558.87	17.67%	150
E 150-5231-5311 Supplies	\$0.00	\$50,000.00	\$7,473.36	\$42,526.64	14.95%	150
E 150-5231-5315 Postage	\$0.00	\$600.00	\$43.42	\$556.58	7.24%	150
E 150-5231-5351 Motor Fuel & Oil	\$0.00	\$12,000.00	\$1,206.71	\$10,793.29	10.06%	150
E 150-5231-5395 Repairs & Maintenance	\$0.00	\$15,000.00	-\$143.77	\$15,143.77	-0.96%	150
Cat 5231 AMBULANCE	\$0.00	\$349,915.00	\$53,641.66	\$296,273.34	15.33%	
Cat 5232 AMBULANCE TRAINING						
E 150-5232-5110 Salaries & Wages	\$0.00	\$15,000.00	\$811.60	\$14,188.40	5.41%	150
E 150-5232-5112 Social Security	\$0.00	\$1,224.00	\$59.40	\$1,164.60	4.85%	150
E 150-5232-5152 Retirement	\$0.00	\$800.00	\$39.95	\$760.05	4.99%	150
E 150-5232-5311 Supplies	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	150
E 150-5232-5324 Membership Dues	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	150
E 150-5232-5335 Training & Travel	\$0.00	\$2,200.00	\$0.00	\$2,200.00	0.00%	150
Cat 5232 AMBULANCE TRAINING	\$0.00	\$20,724.00	\$910.95	\$19,813.05	4.40%	
Cat 5700 CAPITAL OUTLAY EXPENDITURES						
E 150-5700-5713 Fire Dept Capital Equip	\$0.00	\$17,000.00	\$0.00	\$17,000.00	0.00%	150
E 150-5700-5714 Ambulance Capital Equip	\$0.00	\$17,000.00	\$0.00	\$17,000.00	0.00%	150
E 150-5700-5721 Fire Administration	\$0.00	\$2,000.00	\$0.00	\$2,000.00	0.00%	150
Cat 5700 CAPITAL OUTLAY EXPENDITURES	\$0.00	\$36,000.00	\$0.00	\$36,000.00	0.00%	
Cat 5880 USE OF GRANTS/DONATIONS						

**VILLAGE OF MUKWONAGO**  
**Expenditure Guideline - Fire Dept**  
**Current Period: February 2019**

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Account Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
E 150-5880-5806 Donated Fund Expenditures	\$0.00	\$0.00	\$309.20	-\$309.20	0.00%	150
Cat 5880 USE OF GRANTS/DONATIONS	\$0.00	\$0.00	\$309.20	-\$309.20	0.00%	
Cat 5900 OTHER FINANCING USES						
E 150-5900-5925 Transfer to Designated Funds	\$0.00	\$32,546.00	\$0.00	\$32,546.00	0.00%	150
Cat 5900 OTHER FINANCING USES	\$0.00	\$32,546.00	\$0.00	\$32,546.00	0.00%	
Fund 150 FIRE/AMBULANCE FUND	\$0.00	\$1,433,064.00	\$186,920.24	\$1,246,143.76	13.04%	

**VILLAGE OF MUKWONAGO**  
**Expenditure Guideline - Fire Dept**  
**Current Period: February 2019**

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Account Descr	2019 Adopted	2019 YTD Budget	2019 YTD Amt	YTD Balance	%YTD Budget	Fund
	\$0.00	\$1,433,064.00	\$186,920.24	\$1,246,143.76	13.04%	

## Incident Type Report (Summary)

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
111 - Building fire	2	3.85%				
113 - Cooking fire, confined to container	1	1.92%				
138 - Off-road vehicle or heavy equipment fire	1	1.92%	2,500.00		2,500.00	100.00%
<b>Total: 4</b>		<b>Total: 7.69%</b>	<b>Total: 2,500.00</b>	<b>Total: 0.00</b>	<b>Total: 2,500.00</b>	<b>Total: 100.00%</b>
<b>Incident Type Category (FD1.21): 2 - Overpressure Rupture, Explosion, Overheat (No Fire)</b>						
251 - Excessive heat, scorch burns with no ignition	1	1.92%				
<b>Total: 1</b>		<b>Total: 1.92%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
311 - Medical assist, assist EMS crew	1	1.92%				
322 - Motor vehicle accident with injuries	8	15.38%				
324 - Motor vehicle accident with no injuries.	5	9.62%				
<b>Total: 14</b>		<b>Total: 26.92%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
424 - Carbon monoxide incident	2	3.85%				
441 - Heat from short circuit (wiring), defective/worn	2	3.85%				
442 - Overheated motor	1	1.92%				
443 - Breakdown of light ballast	1	1.92%				
444 - Power line down	1	1.92%				
445 - Arcing, shorted electrical equipment	1	1.92%				
<b>Total: 8</b>		<b>Total: 15.38%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
522 - Water or steam leak	3	5.77%				
531 - Smoke or odor removal	2	3.85%				
551 - Assist police or other governmental agency	2	3.85%				
553 - Public service	1	1.92%				
571 - Cover assignment, standby, moveup	1	1.92%				
<b>Total: 9</b>		<b>Total: 17.31%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
611 - Dispatched and cancelled en route	3	5.77%				
651 - Smoke scare, odor of smoke	1	1.92%				
<b>Total: 4</b>		<b>Total: 7.69%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	2	3.85%				
733 - Smoke detector activation due to malfunction	1	1.92%				
736 - CO detector activation due to malfunction	7	13.46%				
745 - Alarm system activation, no fire - unintentional	2	3.85%				
<b>Total: 12</b>		<b>Total: 23.08%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Total: 52</b>		<b>Total: 100.00%</b>	<b>Total: 2,500.00</b>	<b>Total: 0.00</b>	<b>Total: 2,500.00</b>	<b>Total: 100.00%</b>

Chg/Enc

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990.00	.00	.00
1,485.00	.00	.00
1,445.00	.00	.00
5,495.00	1.00	495.00
	.00	.00

495.00

ebix, Inc.

03/04/2019  
User: SHAWN  
Qty: MEDINTERFY2  
Type: Procedures

VILLAGE OF MCKINAWAGO  
Interfacility Summary - Year to Date  
Posting Dates: 01/01/2019 - 02/28/2019  
Procedures

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		Charges	Minutes	Payments	Adjustments
DNG	A0380 BLS - BASIC LIFE SUPPORT MILEAGE	0	0	.00	2.08-
DNG	A0382 BASIC SUPPORT ROUTINE SUPPLIES	26	2,533	87.08	11.54-
DNG	A0384 BLS DEFIBRILLATION SUPPLIES	2	237	63.70	1.30
DNG	A0390 ALS - ADVANCED LIFE SUPPORT MILEAGE	0	0	.00	41.21-
DNG	A0392 ALS DEFIBRILLATION SUPPLIES	21	2,234	2,215.70	7.88
DNG	A0394 ALS IV DRUG THERAPY SUPPLIES	0	0	3.03	.06
DNG	A0398 ALS ROUTINE DISPOSABLE SUPPLIES	98	10,704	3,392.46	154.36-
DNG	A0422 AMBULANCE 02 LIFE SUSTAINING	122	13,026	1,060.80	35.14-
DNG	A0425 GROUND MILEAGE	2,258	13,213	12,292.85	246.75
DNG	A0426 NON EMERGENCY ALS 1	24	134	174.61	84.67-
DNG	A0427 ALS1-EMERGENCY DNG	0	0	.00	1,308.73-
DNG	A0427 ALS1-EMERGENCY RESIDENT	71	7,625	26,952.31	549.93
DNG	A0429 BLS-EMERGENCY DNG	0	0	.00	10.74-
DNG	A0434 CRITICAL CARE DNG	27	2,619	7,782.00	139.91
DNG	A0434 INTERFACILITY CRITICAL CARE TRANSP	24	2,782	14,211.67	289.99
DNG	U7030 NORMAL SALINE SOLUTION INFUS	3	321	.00	.00
DNG	U7040 NORMAL SALINE SOLUTION INFUS	0	0	.00	5.13-
DNG	93005 ELECTROCARDIOGRAM, TRACING	0	0	3.54	.08
DNG	94760 NONINVASIVE EAR OR PULSE OXIMETRY	2	191	88.20	1.80
DNG	TOTAL	2,682	56,078	68,356.93	415.30-
Other	A0380 BLS - BASIC LIFE SUPPORT MILEAGE	0	0	116.76	261.92
Other	A0382 BASIC SUPPORT ROUTINE SUPPLIES	2	0	1.12	918.90
Other	A0390 ALS - ADVANCED LIFE SUPPORT MILEAGE	0	0	.00	3.06-
Other	A0392 ALS DEFIBRILLATION SUPPLIES	1	0	45.16	88.04
Other	A0422 AMBULANCE 02 LIFE SUSTAINING	3	0	13.76	35.28
Other	A0425 GROUND MILEAGE	46	0	1,075.00	1,600.00
Other	A0427 ALS-EMERGENCY INTERFACILITY	1	0	.00	798.53-
Other	A0427 ALS-EMERGENCY RESIDENT	0	0	.00	798.16
Other	A0429 BLS-EMERGENCY DNG	1	0	960.00	52.74
Other	A0429 BLS-EMERGENCY INTERFACILITY	1	0	1,000.00	10.50-
Other	A0434 INTERFACILITY CRITICAL CARE TRANSP	0	0	.00	84.00
Other	93005 ELECTROCARDIOGRAM, TRACING	0	0	.00	35.00
Other	94760 NONINVASIVE EAR OR PULSE OXIMETRY	0	0	.00	4,844.89
Other	TOTAL	55	0	3,761.72	4,429.59
	TOTAL	2,737	56,078	72,118.65	

ebix, Inc.

## Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Village of Mukwonago	257	80.06%
Town of Mukwonago	30	9.35%
East Troy	22	6.85%
Eagle	6	1.87%
Village of North Prairie	3	0.93%
Palmyra	1	0.31%
Town of Waukesha	1	0.31%
Vernon	1	0.31%
	<b>Total: 321</b>	<b>Total: 100.00%</b>

## Report Filters

Incident Date: is between '01/01/2019' and '02/28/2019'

## Runs by Primary Role of Unit

Response Primary Role Of Unit (eResponse.07)	Number of Runs	Percent of Total Runs
ALS Ground Transport	150	46.73%
Non-Transport	70	21.81%
BLS Ground Transport	51	15.89%
Critical Care Ground Transport	50	15.58%
	<b>Total: 321</b>	<b>Total: 100.00%</b>

## Report Filters

Incident Date: Is between '01/01/2019' and '02/28/2019'

## Runs by Destination Name

Disposition Destination Name Delivered Transferred To (eDisposition.01)	Disposition Destination Code Delivered Transferred To (eDisposition.02)	Number of Runs	Percent of Total Runs
		40	12.46%
Aurora Lakeland Medical Center	132	1	0.31%
Aurora Medical Center - Summit	53066	7	2.18%
Aurora Medical Center - West Allis	149	2	0.62%
Aurora Mem Hosp of Burlington	14	3	0.93%
Children's Hospital of Wisconsin (CHOW)	135	7	2.18%
Clement J Zablocki VA Medical Center	53295	1	0.31%
Froedtert Memorial Lutheran Hospital	232	3	0.93%
Not Transported	6024	44	13.71%
Oconomowoc Memorial Hospital	113	2	0.62%
St. Lukes Medical Center	160	5	1.56%
Waukesha Memorial Hospital	41	173	53.89%
Waukesha Memorial Outpatient Center	42	33	10.28%
		<b>Total: 321</b>	<b>Total: 100.00%</b>

## Report Filters

Incident Date: Is between '01/01/2019' and '02/28/2019'



## MEMORANDUM OF UNDERSTANDING (MOU)

February \_\_, 2019

Jeffrey R. Stien, Chief  
Mukwonago Fire Department  
1111 Fox Street (*Hwy ES*)  
Mukwonago, WI 53149

Re: Payment for Continued Services

Dear Chief Stien:

Thank you for your continued support and service under the Interfacility Transfer Agreement (Agreement) between ProHealth Care, Inc. and Mukwonago Fire Department (Department). We appreciate your intent to continue providing services under the current Agreement. We also understand your need to continue employment for three full-time equivalent personnel to provide these services. To that end, we agree to pay you \$150,000 on or before the end of calendar year 2020 if you continue to employ three full-time equivalent EMTs as of October 1, 2020. The sole purpose of this MOU is to state our commitment to making the payment described in this document. The MOU does not alter the Department's or our obligations under the Agreement. The Department will follow its transport protocols for all patients not subject to the Agreement.

Please return the signed document to us. We will return one original copy back to you for your files once all signatures are obtained.

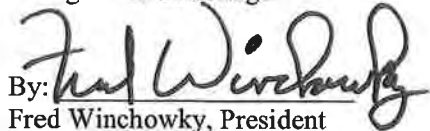
Sincerely,

Susan Edwards  
President/CEO

ACCEPTANCE:

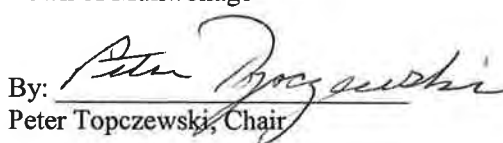
The undersigned accept and acknowledge the terms and conditions of this memorandum of understanding as set forth above.

Village of Mukwonago

By:   
Fred Winchowky, President

February 20, 2019

Town of Mukwonago

By:   
Peter Topczewski, Chair

February \_\_, 2019  
*March 6,*