

Village of Mukwonago  
Town of Mukwonago  
**PROTECTIVE SERVICES COMMITTEE MEETING**  
**FIRE AND AMBULANCE DEPARTMENT**  
Notice of Meeting and Agenda  
***Tuesday, May 7, 2019***

Time: **6:30 p.m.**

Place: **Mukwonago Village Hall, 440 River Crest Ct**

1. Call to Order
2. Comments from the Public
3. Approval of minutes for the March 18, 2019 and April 15, 2019 regular meeting
4. New Business

*Discussion and Possible Action on the Following Items*

- A. Referendum Report
- B. Pumper-Tender Purchase Start of 2021
- C. Union Request for Negotiations
- D. Fire and Ambulance Reports for April, 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, MARCH 18, 2019

Mukwonago Village Trustee Darlene M Johnson called the meeting to order at 6:30 p.m. at Mukwonago Town Hall (W320S8315 Beulah Road). PRESENT: Village Trustees: (Chair) Darlene Johnson, Karl Kettner and Jason Wamser; Town Supervisors: (Chair) Peter Topczewski, Lyle Boucher and Richard Wrasman. Also present: Town Administrator/Clerk-Treasurer Kathy Karalewitz, Mukwonago Village Finance Director Diana Doherty, and Fire Chief Jeff Stien.

COMMENTS FROM THE PUBLIC: There were no comments from the public.

MINUTES OF FEBRUARY 18, 2019

Motion by Town Supervisor Boucher, second by Town Supervisor Wrasman, to approve the February 18<sup>th</sup>, 2019 minutes with correction of "Fire" Chief Stien, and typos. All ayes; motion carried.

REFERENDUM REPORT

Fire Chief Stien shared survey questions and language for future handouts with more detailed explanation and information to the public.

CAPITAL PLAN COMMITMENT

Chief Stien included in the packet a Letter of Intent from the City of New Berlin for an example of how other municipalities are making future Budget plans for Capital Plan Commitment. Since elections take place, and boards change over time, monies are put aside for Five Year Plans, but these monies can still be voted to be reallocated by elected officials. This Letter of Intent would have the Company that builds the Fire Pumper (which takes 14 months to manufacture) and use it as a Demonstration Model at shows and events for a year before the purchase, and this Pumper would receive the Extended Warranty as if it were a New Warranty. Village Attorney Blum emailed his concerns, which were also included in the packet, and were discussed by the Joint PSC members. The Letter of Intent would involve the 2021 Budget purchase of a Pumper Tender. Currently, we have a 1986 Pumper at Station #2 and 1982 Tender at Station #1. Trustee Wamser asked if this is Atypical way to purchase a Pumper? Village Finance Director Doherty will check with the auditor if other municipalities are doing these creative budget ideas, and if there have been any issues, since the monies cannot be approved 20 months way in advance for Expenditures.

SOUTH EASTERN WISCONSIN INCIDENT MANAGEMENT TEAM (SEW-IMT)

Chief Stien has been a member of SEW-IMT, since July 23, 2018, which partners with our MABAS. The Fire Chief is requesting support and approval as a member of this volunteer organization, that if deployed he will be covered by the municipalities. Issues of concern were possible deployments, how it would affect our communities, and possible injury that could be sustained at a deployment. Fiscal impact would involve training, meals, lodging, and education funds. Chief Stien can always decline a request, as our Village and Town are the priority. Motion by Supervisor Boucher, second by Trustee Kettner, to recommend to both Boards to support Chief Stien's role in the SEW-IMT organization. All Ayes; motion carried.

#### DISCUSSION OF 2018 FIRE DEPARTMENT SETTLEMENT INCLUDING BUDGETED \$30,000 RETAINAGE TOWARD FUTURE AMBULANCE

Mukwonago Village Finance Director passed out 2018 Preliminary Settlement paperwork with Total Shared Revenue for both Village and Town as \$86,423.18 minus the Designated Capital "Placeholder" for future ambulance of \$31,065.00 (placed in a line item "Fire Fund Reserve" account) which is retained toward future ambulance. The remainder of Revenue Excess of \$55,358.18 equally divided amounts are \$27,679.09 to each municipality. Supervisor Boucher asked if this is the same fund as the unfunded obligation sick leave reserve fund? Village Finance Director Doherty advised that there is a separate line item account designated for the unfunded sick leave reserve, and a new line item for Designated Capital Placeholder. There is no motion needed since both boards agreed to this during budget time. Everyone was in agreement and no further discussion about this issue.

#### DISCUSSION AND RECOMMENDATION TO TOWN BOARD FOR ADOPTION OF 2018 FIRE DEPARTMENT BUDGET AMENDMENT. (Village Committee of the Whole has already recommended adoption of the amendment pending Town Board Approval).

Motion by Supervisor Wrasman, seconded by Lyle Boucher to recommend to the Town Board adoption of the 2018 Fire Department Budget Amendment. Town PSC members: All ayes; motion carried.

#### UNION REQUEST FOR NEGOTIATIONS

A letter was sent to the Joint Protective Service Committee from the Mukwonago Professional Firefighters Local 4585. Trustee Kettner (Village Personnel Committee) advised this committee that it was best to wait until after the April 2<sup>nd</sup> election to determine which Village members will be on the Negotiating Team. The Town of Mukwonago does not have contested election race, so they plan on the same members (Chair Topczewski, Supervisor Boucher and Supervisor Wrasman).

#### EXPENDITURES/REVENUES REPORT YEAR TO DATE

There were no other comments/concerns.

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

There were no comments/concerns.

#### ADJOURNMENT

Motion by Trustee Wamser, seconded by Trustee Kettner to adjourn at 7:18 p.m. all ayes; motion carried.

Respectfully submitted,

Darlene M Johnson  
Mukwonago Village Trustee/ Village PSC Chair

Village of Mukwonago  
Town of Mukwonago  
Minutes of Joint Protective Services Committee  
Monday, April 15, 2019

Mukwonago Village Trustee Darlene M Johnson called the meeting to order at 6:30PM at Mukwonago Village Hall (440 River Crest Court). PRESENT were Village Trustees: (Chair) Darlene Johnson, and Jason Wamser; Town Supervisors: (Chair) Supervisor Peter Topczewski, and Supervisor Lyle Boucher. Also present, Town Administrator/Clerk-Treasurer Kathy Karalewitz, and Fire Chief Jeff Stien. In the audience was Mukwonago Village Trustee-elect Eric Brill. (Absent were Village Trustee Karl Kettner and Town Supervisor Richard Wrasman).

#### Comments from the Public

Village Trustee-elect Eric Brill introduced himself to the Protective Service Board.

#### Minutes of Monday, March 18, 2019

Motion by Supervisor Boucher and seconded by Trustee Wamser to approve the minutes. Motioned passed.

#### New Business.

#### Referendum Report.

The Protective Service committee received a "Mukwonago Fire/EMS Survey Questions 03/2019" work product. Trustee Johnson and Wamser noted that this work product was on the Village website and not listed with "Draft watermark", with items mentioned including Options of if current Fire and Emergency Medical services are maintained or Options of adding additional full and part time staff (numbers mentioned are just work product discussion).

#### The Pumper Tender Purchase

There was a consensus of the Joint Protective Services Committee, once we get a recommendation from Chief Stien on a vendor to use for the purchase of a Pumper-Tender, he will then create the Letter of Intent. After that, Chief Stien will bring that back to committee to review, and he will draft a contract to purchase, if that is the request of the vendor. Prior to approval, the Letter of Intent to Purchase should be reviewed by legal counsel, which we all agreed should be one attorney reviewing it, and Village Attorney Mark Blum has already reviewed the original letter of intent, so the consensus was for review by Attorney Blum.

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Monday, April 15, 2019

Possible Contracting of Services – Chief Stien will continue to talk with communities regarding contracting of services.

Fire Union Local 4585 Mukwonago Professional Firefighters have sent a letter dated February 21, 2019. The Village Personnel Chair (Darlene Johnson), Village Protective Service Chair (Eric Brill) will be the negotiating members with a third Village Protective Service member as the alternate member of the Village negotiating team. The Protective Service members of the Town of Mukwonago will be deciding the two negotiating members with a third PTC member as the alternate.

Expenditures/ Revenues Report Year to Date.  
There were no comments or concerns.

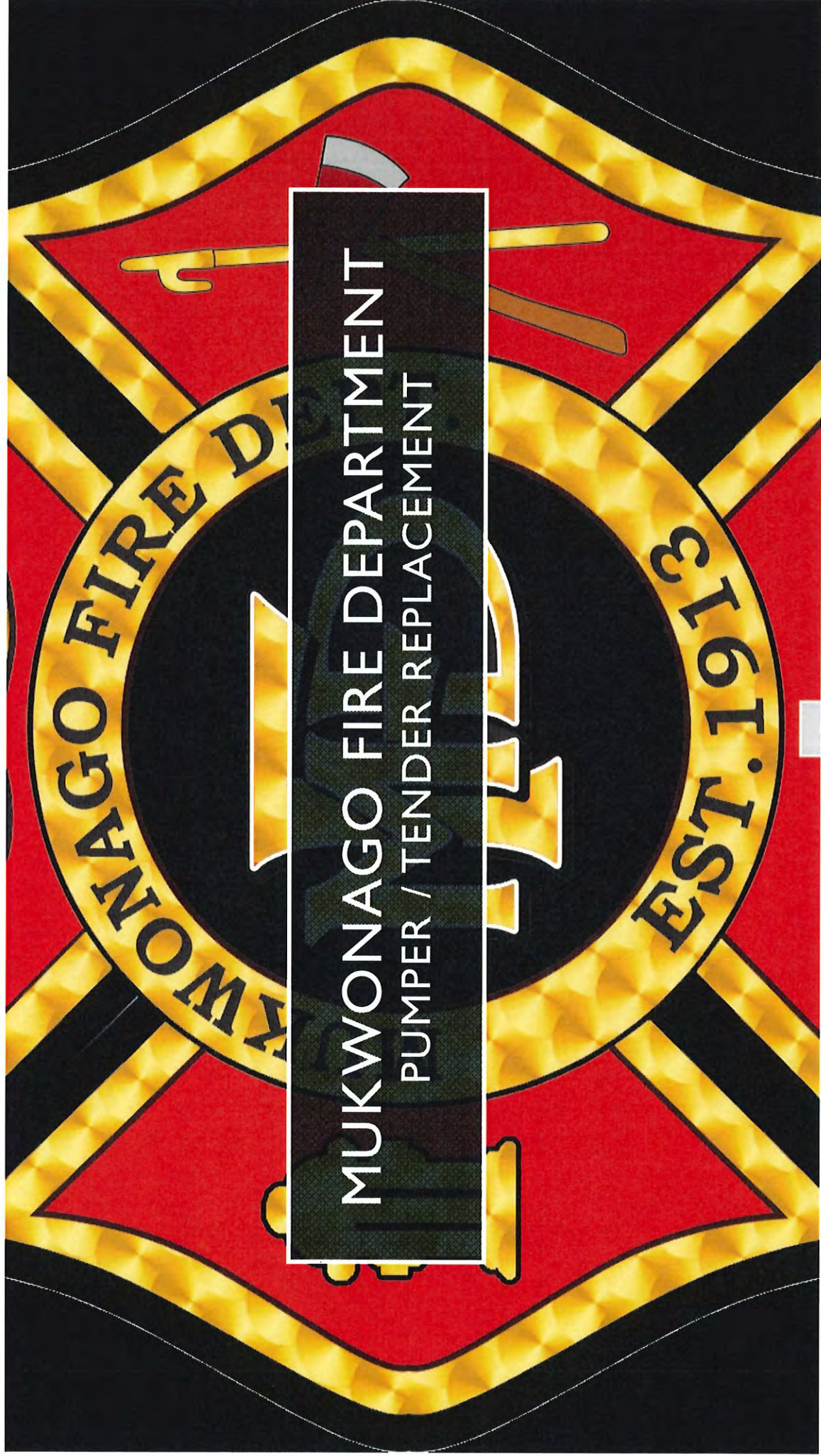
Fire and Ambulance Reports for March, 2019.  
There were no comments or concerns.

Adjournment.

Motion by Town Supervisor Lyle Boucher and seconded by Town Supervisor Peter Topczewski. Motion carried.

(After this meeting, on May 1<sup>st</sup>, 2019, it was learned by Village President, Fred Winchowky, that the 3<sup>rd</sup> member of the Village Protective Service Committee is Village Trustee Jay (Jason) Vermeulen).





**MUKWONAGO FIRE DEPARTMENT**  
**PUMPER / TENDER REPLACEMENT**

## GOALS OF THE REPLACEMENT

- Consolidate functions by combining two apparatus into one.
- Reduces fleet size
  - Reduces future capital replacement cost
  - Reduces annual and long term insurance and maintenance cost
- Addresses low staffing levels
  - Fully staffed apparatus capabilities
  - Improved ergonomics and more efficient fire attack operations
- Quick attack feature with pump and roll capability



## APPARATUS BEING REPLACED



3461

- 1991 SPARTAN PUMPER
- 1250GPM PUMP
- 1200 GALLON WATER TANK
- REPLACEMENT COST: APPROX **\$550,000**



3492

- 1986 GMC / MONROE TENDER
- 3200 GALLONS OF WATER
- REPLACEMENT COST: APPROX **\$350,000**
- \*\*APPROX COST TO REPLACE BOTH **\$900,000**



## PUMPER- TENDER

- 5 Person cab
- 1500gpm pump
- 2500 gallons of water
- Integrated scene lighting
- Port-a-tank storage
- Quick attack pump and roll
- Extrication

\* Not actual MFD apparatus



## ADVANTAGES OF PURCHASING A COMBINED VEHICLE

- Primary response apparatus for the rural areas (70-80 calls per year)
- Multipurpose vehicle to complete a quick fire attack with more water and limited staffing
- At minimum, double the water capacity of current one apparatus response
  - With taking into account current automatic aid agreements water capacity will increase 1500 gallons on initial response
- Projected capital cost savings of at least over the next 30 years
- Replacement of large equipment
  - Fire hose/saws/electric/positive pressure fan
  - Battery operated extrication tools/ cribbing/struts
  - Thermal imager

## 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
		70	11.33%
Aurora Lakeland Medical Center	132	3	0.49%
Aurora Medical Center - Summit	53066	12	1.94%
Aurora Medical Center - West Allis	149	2	0.32%
Aurora Mem Hosp of Burlington	14	4	0.65%
Children's Hospital of Wisconsin (CHOW)	135	14	2.27%
Clement J Zablocki VA Medical Center	53295	2	0.32%
Elmbrook Memorial Hospital	183	1	0.16%
Fort Memorial Hospital	133	1	0.16%
Froedtert Memorial Lutheran Hospital	232	10	1.62%
Not Transported	6024	80	12.94%
Oconomowoc Memorial Hospital	113	4	0.65%
St. Lukes Medical Center	160	7	1.13%
Waukesha Memorial Hospital	41	338	54.69%
Waukesha Memorial Outpatient Center	42	70	11.33%
		<b>Total: 618</b>	<b>Total: 100.00%</b>

## Report Filters

Incident Date: is between '01/01/2019' and '04/30/2019'

## 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	5	5.49%				
113 - Cooking fire, confined to container	1	1.10%				
132 - Road freight or transport vehicle fire	1	1.10%	5,000.00	250.00	5,250.00	67.74%
138 - Off-road vehicle or heavy equipment fire	1	1.10%	2,500.00		2,500.00	32.26%
143 - Grass fire	1	1.10%				
<b>Total:</b>	<b>9</b>	<b>Total: 9.89%</b>	<b>Total: 7,500.00</b>	<b>Total: 250.00</b>	<b>Total: 7,750.00</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	1.10%				
<b>Total:</b>	<b>1</b>	<b>Total: 1.10%</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	1.10%				
322 - Motor vehicle accident with injuries	15	16.48%				
324 - Motor vehicle accident with no injuries.	9	9.89%				
<b>Total:</b>	<b>25</b>	<b>Total: 27.47%</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>						
400 - Hazardous condition, other	1	1.10%				
411 - Gasoline or other flammable liquid spill	1	1.10%				
412 - Gas leak (natural gas or LPG)	2	2.20%				
413 - Oil or other combustible liquid spill	1	1.10%				
424 - Carbon monoxide incident	2	2.20%				
441 - Heat from short circuit (wiring), defective/worn	2	2.20%				
442 - Overheated motor	1	1.10%				
443 - Breakdown of light ballast	1	1.10%				
444 - Power line down	4	4.40%				
445 - Arcing, shorted electrical equipment	1	1.10%				
<b>Total:</b>	<b>16</b>	<b>Total: 17.58%</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	3.30%				
531 - Smoke or odor removal	3	3.30%				
542 - Animal rescue	1	1.10%				
551 - Assist police or other governmental agency	3	3.30%				
553 - Public service	1	1.10%				
571 - Cover assignment, standby, moveup	1	1.10%				
<b>Total:</b>	<b>12</b>	<b>Total: 13.19%</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>						
600 - Good intent call, other	1	1.10%				
611 - Dispatched and cancelled en route	7	7.69%				
651 - Smoke scare, odor of smoke	1	1.10%				
<b>Total:</b>	<b>9</b>	<b>Total: 9.89%</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	2.20%				
733 - Smoke detector activation due to malfunction	3	3.30%				
735 - Alarm system sounded due to malfunction	1	1.10%				
736 - CO detector activation due to malfunction	8	8.79%				



## Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Village of Mukwonago	495	80.10%
Town of Mukwonago	53	8.58%
East Troy	43	6.96%
Eagle	11	1.78%
Village of North Prairie	8	1.29%
Big Bend	4	0.65%
Palmyra	2	0.32%
Town of Waukesha	1	0.16%
Vernon	1	0.16%
	<b>Total: 618</b>	<b>Total: 100.00%</b>

## Report Filters

Incident Date: is between '01/01/2019' and '04/30/2019'

## Runs by Primary Role of Unit

Response Primary Role Of Unit (eResponse.07)	Number of Runs	Percent of Total Runs
ALS Ground Transport	284	45.95%
Non-Transport	116	18.77%
Critical Care Ground Transport	114	18.45%
BLS Ground Transport	104	16.83%
	<b>Total: 618</b>	<b>Total: 100.00%</b>

## Report Filters

Incident Date: is between '01/01/2019' and '04/30/2019'