

Fire Rescue Task Force

April 10, 2014

6:00 p.m.

City Manager Conference Room
City of Whitewater Municipal Building
312 W Whitewater Street, Whitewater, Wisconsin

AGENDA

Members of the Task Force are: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Jan Bilgen (Police Commission), Ken Kidd (Council), Phil Frawley (Council), Cameron Clapper (City Manager)

1. Call to order and roll call
2. Approve minutes for the March 13 meeting.
3. Follow-up on any changes to previously discussed items
4. Conference call with the Fire Department attorney regarding the organizational structure of the Whitewater Fire Department including composition of the governing body/board, duties and responsibilities of the governing body/board, duties and responsibilities of the fire chief, duties and responsibilities of Fire Department officers (including EMS) and duties and responsibilities of the city toward the proposed newly organized department
5. Propose future meeting dates
6. Adjourn

*There may be a quorum of Whitewater Common Council members present at this meeting.
No Council business will be conducted.*

*Anyone requiring special arrangements is asked to call the office of the
City Manager/ City Clerk at least 24 hours prior to the meeting.*

Fire Rescue Task Force

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MINUTES

1. **Call to order and roll call.** The meeting was called to order at 6:04 p.m. by task force chairman Ken Kidd. Present: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Ken Kidd (Council), Phil Frawley (Council), Cameron Clapper (City Manager). Absent: Jan Bilgen (Police Commission).
2. **Follow-up on any changes to previously discussed items. Task force member** Ken Kidd provided a brief report on the Communications Center meeting held on March 10th with representatives from the University of Wisconsin-Whitewater, Walworth County, and the City of Whitewater (fire and police departments). The meeting also included attendance by council members Ken Kidd and Lynn Binnie. Dr. Kidd provided a brief overview of that meeting's discussion, pointing to the fact especially that Walworth County will be going to emergency medical dispatch in the very near future, likely in April or May of 2014.

In addition, task force member Clapper provided an overview of the task force's work thus far in crafting a recommendation for consideration by the common council and fire department on implementation of ESCI study recommendations and any future organizational model for the fire department. Clapper's powerpoint has been included as an addendum to these minutes as Exhibit A.

Task Force members discussed liability insurance coverage for a non-stock corporation fire department. Clapper stated that he would work with city staff to confirm how coverage would be obtained (through City via an agreement or not) and to obtain a rough cost estimate.

Todd Lindert left the meeting at approximately 7:00pm.

3. **Discussion of details pertaining to the organizational structure including composition of the governing body/board, duties and responsibilities of the fire chief, and duties and responsibilities of the city toward the proposed newly organized department.** Task force members discussed current duties and responsibilities of the fire chief as well as duties and responsibilities that could/would be allocated to the fire chief under a new organizational model. Fire department treasurer, John Peche, provided a list of proposed duties for the fire chief under the new model. The list of duties and responsibilities was reviewed by the task force.

FIRE CHIEF DUTIES AND RESPONSIBILITIES

Fire chief will administer, plan, direct and control all aspects of the fire department including administration, fire suppression, fire prevention and rescue activities of the department as authorized by the (name bylaw - Fire Department Establishment and Control Bylaw). The fire chief will also administer applicable local, municipal and federal fire regulations.

Administrative duties comprise planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment. The fire chief consults with the (name of position) on issues of policy and planning, but works independently in supervising technical operations.

Duties and Responsibilities:

- Plan, direct and supervise through subordinate officers the activities of the fire department as specified in the (Fire Department Establishment and Control Bylaw).
- Establish, implement, and review Operational Guidelines based on best practices and NFPA, etc. regulations.
- Have training programs developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in fire fighting and rescue procedures. (Add additional topics to meet the service provided by the jurisdiction; e.g. medical first responder)
- Ensure adequate records are kept of all required maintenance and training.
- Prepare and submit budget plan and long-range plan.
- Develop and revise a long-range capital plan to keep pace with development.
- Liaise with and advise planning, engineering and other departments on development implications for firefighting as part of the development approval process.
- Ensure that all local government policies and processes are adhered to.
- Maintain an effective working relationship with all local government departments and carry out such additional duties as requested by the (name of position).
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Liaise with representatives of neighboring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
- Participate in the local and regional emergency planning process.
- Participate in Fire Chiefs' Association at the provincial or regional level.

Task force members discussed the potential need for an administrative support person to assist with the day-to-day office work of the department as well as options for what the city could provide in terms of services to support fire department operations under a new organizational model. Task force member Clapper presented a list of duties and responsibilities currently performed by members of the finance department on behalf of the fire department. The list was prepared by finance director Doug Saubert to provide at this meeting. These duties and responsibilities were discussed.

Fire and Rescue Duties Performed by Finance Department

This is not all inclusive.

Kathy Gregoire

- Pick up run sheets/check in sheets from rescue 2 to 4 times per week

- Payroll – track hours by call from run sheet per EMT in spreadsheet, submit to payroll monthly
- Check Ins - track check ins by call from check in sheet per EMT in spreadsheet for annual pay
- Daily - Report Review – review WARDs reports for accuracy and completeness for billing (IE: correct incident date, patient name spelling, all procedures accounted for, correct township, mileage, hospital)
- WARDs and Paperwork – make sure there is paperwork and a WARDs report for each call, if not track it down
- Contact EMT's for report corrections, add Addendum to report with details
- Submit hospital face sheets and patient billing authorizations to billing company weekly or more
- Submit records requests to billing
- UPS shipments, e-mail S. Schepp, sometimes find personnel to help with unloading
- Answer payroll questions
- Answer WARDs questions from billing company
- Create monthly WARDs summary for Finance Support Manager

In July of 2013 I had Kathy track the time she spent on rescue duties. She spent 37 hours.

Karen Dieter

- Yearly Township Ambulance Contracts – prepare cost analysis, update contracts, mail to townships, meet with individual townships to answer questions/concerns
- Monthly - ambulance accounts receivable balancing
- Monthly - township non-paid reporting
- Monthly - compare Wards to billings to verify all calls have been billed
- Daily - post incoming ambulance deposits from 3 Rivers, Medicare, Trip
- Work with Waukesha County collections on items in collection
- Regularly answer questions from customers about the billing or collections and answer disputes
- Work with billing company with all aspects of rescue and crash crew billing
- Crash Crew billing-get copies of all police reports and submit to billing company for billing
- Monthly - balance crash crew receivable balancing
- Send monthly payroll advices via email

Mary Hennessy

- Input payroll monthly for rescue personnel and vehicle maintenance workers
- Process the payroll-including state and federal withholding, WRS, ...
- Update personal data & payroll information in payroll system
- Complete employee verifications, surveys, & unemployment forms
- Input accounts payable requests and cut checks for the hospital fund
- Input & process rescue and fire payables
- Yearly - calculate, input and process payroll for fire personnel
- Unemployment processing

Doug Saubert

- Assist with the development of the annual budget for the Fire/Rescue/Crash function
- Provide payroll estimates for the annual budgets
- Assist/maintain the equipment replacement schedules
- Provide audit schedules for the annual audit
- Support the reconciliation function of all assets held in the Fire/Rescue/Hospital Fund name
- Yearly - Process LOSA paperwork
- File claim for LOSA payments & Provident accident insurance policy
- Provide liability & workers compensation insurance coverage for the entire organization
- Process liability insurance claims
- Process physical damage insurance claims
- Assist fire/rescue leadership with administrative tasks
- Investment of idle funds for the fire/rescue/Hospital fund
- Review all accounts payable vouchers for proper support & approvals
- Review monthly financial statements

Administration-second floor

- Provide HR support – new employees, terminated employees, clerical work, ICI, and Life, WRS
- Process first report of injury for workers compensation

The task force also discussed the possibility of outsourcing some of the duties currently performed by the finance department to a third party. Task force members agreed that there might be other areas where the city could provide support to the fire department for day-to-day operations. All such duties and responsibilities would be outlined per agreement between the fire department and the City of Whitewater.

During the task force member discussion of administrative duties and responsibilities the questions was brought up again whether or not the task force should evaluate bringing the fire department into the city organization as a completely municipal department. It was suggested that if this is still an idea to pursue, or something that should be pursued for further consideration, that it might be beneficial to have the city perform a cost benefit analysis of the costs and benefits of the fire department becoming a department in the city or becoming a separate independent department as has been discussed in prior meetings.

Also discussed as part of this discussion was the clear need to evaluate wage rates for hourly and/or paid on call, or paid per call volunteers; to review possibly a stipend for officers. There was a consensus among the group that this should be evaluated in the future.

Lastly, the task force revisited the discussion of what the board of directors, or advisory board, for the new organizational model for the department would look like, mainly composition. The task force discussed whether the board should include ex-officio non-voting members such as the fire chief or the city manager, whether it should include members of the common council or town boards, and whether it should include volunteer

firefighters and EMTs from within the department. It was noted that the officers for the fire department would be meeting in the near future with an attorney to assist them in drafting bylaws for their organization as well as assist them in developing or working with the city on an agreement for services. Questions related to the composition of this advisory board would be asked by the fire officers at that meeting and they would have a report at the following meeting.

4. **Confirmation of next meeting date:** The March 20 meeting date was cancelled and the next meeting date was set for April 1 at 6:30 p. m.
5. **Adjourn.** A Motion to adjourn was made by Gregoire and seconded by Frawley. Ayes: Kidd, Gregoire, Frawley, Clapper. Noes: None. The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Cameron Clapper
City Manager

EXHIBIT A

Fire/Rescue Task Force

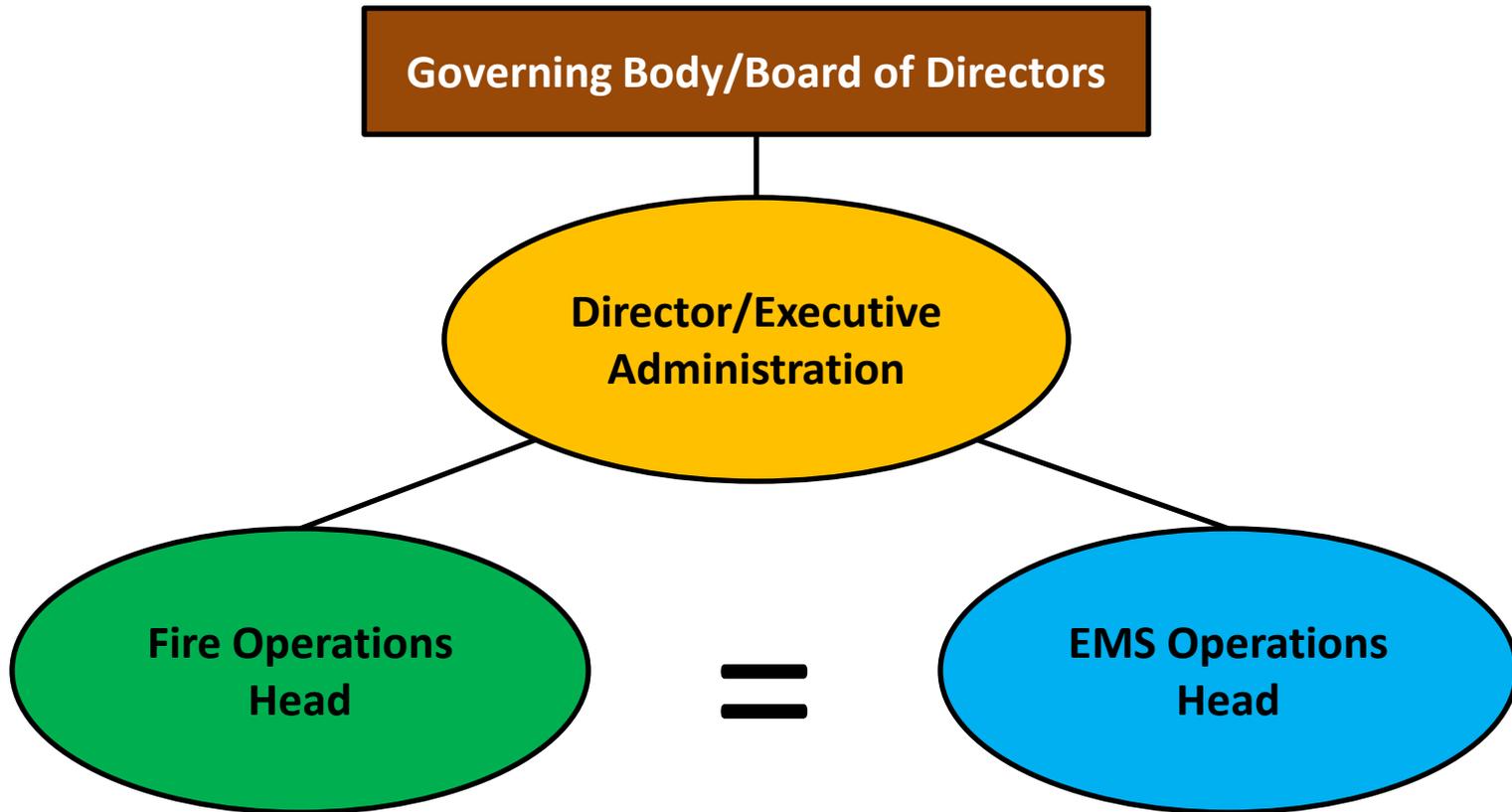
Status Update

What we have so far:

- Insert Todd's slide here:

What we have so far:

Proposed Organization



What we have so far:

- The Organization is:
 - Fire & EMS = One Department
 - Seperate from the City
 - Non-stock Corporation
 - Governing Board or Commission

Duties of the Board/Commission:

- Budget Oversight
- Community/Government Liaison
- Conflict Resolution
- Establish/Monitor Standards (Training, Conduct, Performance, etc.)
- Contract Negotiation/Approval
- Succession Planning
- Disciplinary Review/Appeals