

AGENDA
Milton Joint Fire Commission Meeting
Wednesday, January 19, 2022

| |
|---|
| Location: <i>Virtual</i> Joint Fire Commission Meeting 6:00 p.m. |
|---|

PLEASE NOTE: In-person attendance by members of the public temporarily prohibited due to COVID-19 physical distancing protocols pursuant to the Rock County Health Department Reopening Phased Plan, dated May 21, 2020, which discourages public gatherings. Members of the public may monitor this meeting at :

Join Zoom Meeting

<https://us02web.zoom.us/j/86480913359?pwd=NnRNNHBONkdmY1YzZlpzTGhPajdiZz09>

Meeting ID: 864 8091 3359

Passcode: 727155

Dial by your location

+1 312 626 6799 US (Chicago)

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 817 4506 5403 to monitor the meeting via telephone.

- 1) Call to Order and confirmation of appropriate meeting notice
- 2) Approval of Agenda
- 3) Approval of Minutes: November 17th, 2021
- 4) Public Participation:
- 5) Old Business:
 - a. *Kelsie Bannach, City Treasurer and Al Hulick, City Administrator: Overview of financials, role/responsibilities of treasurer to Fire Commission, communication between commission and treasurer. (Attachments) Tentative*
 - b. Discussion and Possible action regarding Interim Fire Chief Job Description (Attachment)
 - c. Discussion and Possible action regarding Battalion Chief Job Description (Attachment)
 - d. Updates regarding ambulance purchases from the Town Board and City Council
- 6) New Business:
 - a. Discussion and Possible action regarding Guidelines for Fire Commission Lawyer Contact
- 7) Fire Chief's Report:
 - a. Full-time position update
 - b. Service/calls
 - c. Training updates
- 8) President's Report:
- 9) **Consideration of a motion to convene into closed session pursuant to Wisconsin Statute Section 19.85 (1) (c), considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, regarding staffing positions**
- 10) **Reconvene into open session for possible action(s) on items discussed in closed session**
- 11) General Items:
- 12) Adjournment: Next Scheduled Meeting February 16th, 2022 (Location: Zoom)

Notice is hereby given that a majority of the City of Milton Common Council and/or Town of Milton Town Board may be present at the Joint Fire Commission meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council and Town Board will not take any formal action at this meeting.

**Milton Fire Department
Balance Sheet**

| | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Actual</u> | <u>Actual Nov-21</u> |
|---|------------------------|------------------------|------------------------|--------------------------|
| ASSETS | | | | |
| <i>Cash</i> | | | | |
| Operating funds | 91,818 | 161,449 | 194,583 | 265,988 |
| Investments | - | - | 53,708 | 53,708 |
| Total CASH Operating funds available | 91,818 | 161,449 | 248,291 | 319,696 |
| Reserve | 78,040 | 80,566 | 81,509 | 81,501 |
| Accounts receivable | 24,092 | 28,387 | 11,925 | - |
| TOTAL CURRENT ASSETS | <u>193,950</u> | <u>270,402</u> | <u>341,725</u> | <u>401,197</u> |
| LIABILITIES | | | | |
| <i>Current</i> | | | | |
| Accounts payable | 19,586 | 34,221 | 42,245 | - |
| Other | - | - | - | - |
| Wages payable | 39,597 | 27,093 | 66,288 | (8) |
| | 59,183 | 61,314 | 108,533 | (8) |
| CURRENT FUND BALANCE | <u>134,767</u> | <u>209,088</u> | <u>233,192</u> | <u>401,205</u> |
| Unassigned | | 186,712 | 151,683 | 319,704 |
| Reserve | | - | 81,509 | 81,501 |
| Sale of equipment | | 22,376 | - | - |
| | | 209,088 | 233,192 | 401,205 |
| <hr/> | | | | |
| NON-OPERATING ASSETS | | | | |
| 102 Account | 12,427 | 9,927 | 6,236 | 9,087 |
| 2% Account | 134,020 | 133,424 | 129,047 | 155,224 |
| | <u>146,447</u> | <u>143,351</u> | <u>135,283</u> | <u>164,311</u> |
| LONG-TERM LIABILITIES | | | | |
| Building loan to City | - | - | - | - |
| Ambulance loan from bank | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| NON-CURRENT FUND BALANCE | <u>146,447</u> | <u>143,351</u> | <u>135,283</u> | <u>164,311</u> |

| Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Invoice Amount |
|------------------|--------------|---------------|---------------------------|--------------------|----------------|-----------------|
| 12767 | | | | | | |
| 11/05/2021 | 12767 | 90251 | COLLINS & HENDERSON LLP | MISC. ADMIN | 26924 | 525.00 |
| 12768 | | | | | | |
| 11/05/2021 | 12768 | 90081 | CONWAY SHIELD INC. | TURNOUT GEAR | 0481357 | 440.00 |
| 12769 | | | | | | |
| 11/05/2021 | 12769 | 90135 | EMERGENCY LIGHTING & ELEC | VEHICLE REPAIR | 210350 | 372.05 |
| 12770 | | | | | | |
| 11/05/2021 | 12770 | 90008 | GORDON FLESCH COMPANY IN | OFFICE SUPPLIES | IN13506542 | 151.00 |
| 12771 | | | | | | |
| 11/05/2021 | 12771 | 90089 | JOHNSON TRACTOR | REPAIR/MAINTENANCE | WJ02646 | 75.84 |
| 12772 | | | | | | |
| 11/05/2021 | 12772 | 90284 | NASCO | TRAINING | 156404 | 1,632.95 |
| 12773 | | | | | | |
| 11/05/2021 | 12773 | 90206 | TARGET SOLUTIONS LEARNIN | TRAINING/EDUCATION | INV18737 | 5,752.76 |
| 12774 | | | | | | |
| 11/05/2021 | 12774 | 90025 | WELDERS SUPPLY COMPANY | EMS SUPPLIES | 10229852 | 33.66 |
| 6207919 | | | | | | |
| 11/05/2021 | 6207919 | 90012 | MILTON PHARMACY | EMS SUPPLIES | 1112021 | 5.66 |
| Grand Totals: | | | | | | <u>8,988.92</u> |



MILTON & MILTON TOWNSHIP FIRE DEPARTMENT

JOB DESCRIPTION

INTERIM FIRE CHIEF

I. IDENTIFICATION

- Position Title:** INTERIM FIRE CHIEF: Jeremy Parker
- Dept/Division:** Administration
- Reports To:** Milton and Milton Township Joint Fire Commission (MMTJFC)
- Supervises:** Battalion Chiefs, Captains, Lieutenants, all other line personnel.
- Job Summary:** Under administrative direction of the MMTJFC and within the approved budgetary restraints established by MMTJFC, the Interim Fire Chief is vested with the power and authority allowed by law to govern, manage, structure, and direct the operations of the Milton and Milton Township Fire Department (MMTFD)
- FLSA Status:** Exempt

II. ESSENTIAL FUNCTIONS

The Interim Fire Chief will be responsible for the planning, organizing and administration of the policies and procedures involved in the prevention of fire, fire investigation, public education, communications, vehicle maintenance, fire and EMS training. Administers all departmental operational procedures pertaining to the Fire Suppression and EMS sections. Exercises discretionary response to incidents, including greater alarm incidents and emergencies of certain types, or at the request of the Battalion Chiefs. Assures uniformity of all daily operations. and scheduling.

Supervises department personnel; maintain necessary records. Administers personnel policies, recommends disciplinary actions as needed for Fire Suppression and Emergency Medical Division personnel. Makes recommendations to the MMTJFC regarding vacancies and promotions, makes necessary transfers regarding Fire Suppression and Emergency Medical Services Division personnel. Assists the MMTJFC in providing input on collective bargaining and grievances. Prepares performance appraisals for persons directly reporting to the Interim Fire Chief. Reviews performance appraisals for all Fire Suppression and Emergency Medical Services Division personnel.

The Interim Fire Chief will work with the MMTJFC and a designated financial officer on the preparation, administration, and analyzation of the department's budget and bond issue items pertaining to the Fire Suppression and EMS divisions.

Advise the MMTJFC on matters pertaining to the operations of the MMTFD. It is understood that the Interim Fire Chief will be responsive to the MMTJFC's request for information and will fully cooperate in working towards ensuring high-quality fire protection and EMS services as the department moves towards any future consolidations and/or mergers.

Attend meetings and serve on boards related to promoting/improving fire suppression and emergency response operations. The Interim Fire Chief will attend or send a designee to represent him/her at all MMTJFC meetings, all Rock County Fire Officer meetings, all Rock County Communication Work Group meetings, and City Council meetings upon request.



MILTON & MILTON TOWNSHIP FIRE DEPARTMENT

JOB DESCRIPTION

INTERIM FIRE CHIEF

Appear before public and news media, as appropriate, to explain emergency response operations or activities.

III. KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of fire department administration, principles and practices of fire suppression and EMS, use and maintenance of firefighting equipment and apparatus. Knowledge of laws, codes and ordinances pertaining to the fire service. Knowledge of principles of labor relations, computer system and applications. Knowledge in preparing reports.

Comprehensive skill in the application of modern fire suppression techniques, evaluation of tactical and operational requirements, the application of administrative and management methods and procedures, including personnel policies, selecting, assigning, training, and evaluating subordinates, planning, scheduling and directing the work of others, exercising good judgment in evaluating situations and making sound decisions. Some office skills desirable.

Ability to communicate effectively both orally and in writing; to establish and maintain effective working relationships with staff and the public; to work the required hours of the position.

Appear before public and news media, as appropriate, to explain emergency response operations or activities.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIRED

1. High School diploma or equivalent.
2. Valid unrestricted WI driver's license.
3. Ten years fire operations experience.
4. Five years of fire service supervisory experience.
5. Associates degree in Fire Science or equivalent preferred.
6. Incident Command System (ICS) 100/200/700
7. Incident Command System (ICS) 300/400/800. Preferred.
8. Entry Level Firefighter & State Certified Firefighter I
9. State Certified Firefighter II
10. State Certified Driver/Operator-Pumper
11. State Certified Fire Officer I
12. State Certified EMT-Basic.
13. State Certified Emergency Services Instructor.
14. Incident Safety Officer. Preferred

A combination of equivalent experience and/or education may be considered.



MILTON & MILTON TOWNSHIP FIRE DEPARTMENT

JOB DESCRIPTION

INTERIM FIRE CHIEF

V. PHYSICAL REQUIREMENTS

Ability to perform the following activities:

Lifting in excess of 100 pounds.

Carrying in excess of 100 pounds

Must be able to hear and have correctable vision.

Ability to work in extreme environmental conditions including heights, super-heated smoke and fire filled buildings, cold and noise.

VI. ADMINISTRATIVE REQUIREMENTS

Will be present at the Fire Station 16-20 Hours (Station/Office Hours) per week.

A minimum of 8 (24 hr.) Duty Officer shift per month.

Goal Setting: Five measurable goals will be submitted by the employee to the Commission at the January Fire Commission meeting. Once approved, the goals will be discussed and monitored during the remainder of the year as part of Review Sessions with the Fire Commission during third, sixth, and ninth months of the first year.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

Date: 01/19/2022



MILTON & MILTON TOWNSHIP FIRE DEPARTMENT

JOB DESCRIPTION

BATTALION CHIEF

I. IDENTIFICATION

Position Title: BATTALION CHIEF

Reports To: Fire Chief

Supervises: Captains, Lieutenants, all other line personnel

Job Summary: Under administrative direction of the Fire Chief, is responsible for administration of all emergency and non-emergency operational policies related to the EMS and Fire Suppression Divisions. Assumes duties and responsibilities of the Fire Chief in the absence of the chief.

FLSA Status: Exempt

II. ESSENTIAL FUNCTIONS

Assists the Fire Chief in planning, organizing and administering the policies and procedures involved in the prevention of fire, fire investigation, public education, communications, vehicle maintenance, fire and EMS training. Administers all departmental operational procedures pertaining to the Fire Suppression and EMS sections. Exercises discretionary response to incidents, including greater alarm incidents and emergencies of certain types, or at the request of the Battalion Chiefs or the Fire Chief. Assures uniformity of all daily operations and scheduling.

Supervises department personnel; maintains necessary records. Administers personnel policies, recommends disciplinary actions as needed for Fire Suppression and Emergency Medical Division personnel. Administers all job postings including filling vacancies, makes recommendations to the Fire Chief regarding vacancies and promotions, assigns new hires, makes necessary transfers regarding Fire Suppression and Emergency Medical Services Division personnel. Assists the Fire Chief in providing input on collective bargaining and grievances.

Assists the Fire Chief in direction and planning for the care and maintenance of all department supplies and major fire suppression division items. Analyzes budgetary problems. Assists in the preparation of annual department budget and bond issue items pertaining to the Fire Suppression and EMS divisions.

III. KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of fire department administration, principles and practices of fire suppression and EMS, use and maintenance of firefighting equipment and apparatus. Knowledge of laws, codes and ordinances pertaining to the fire service. Knowledge of principles of labor relations, computer system and applications. Knowledge in preparing reports.

Comprehensive skill in the application of modern fire suppression techniques, evaluation of tactical and operational requirements, the application of administrative and management methods and procedures, including personnel policies, selecting, assigning, training and evaluating subordinates, planning, scheduling and directing the work of others, exercising good judgment in evaluating situations and making sound



MILTON & MILTON TOWNSHIP FIRE DEPARTMENT

JOB DESCRIPTION

BATTALION CHIEF

decisions. Some office skills desirable.

Ability to communicate effectively both orally and in writing; to establish and maintain effective working relationships with staff and the general public; to work the required hours of the position.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIRED

1. High School diploma or equivalent
2. Valid unrestricted WI driver's license
3. Ten years fire operations experience with a department of similar size or larger
4. Five years of fire service supervisory experience
5. Associates degree in Fire Science or equivalent preferred.
6. Incident Command System (ICS) 100/200/700
7. Incident Command System (ICS) 300/400/800 (within two years of hire, assuming availability of courses)
8. Entry Level Firefighter & State Certified Firefighter I
9. State Certified Firefighter II
10. State Certified Driver/Operator-Pumper
11. State Certified Fire Officer I (within two years of hire)
12. State Certified EMT-Basic
13. State Certified Emergency Services Instructor I (within two years of hire)
14. Incident Safety Officer (Certificate of Completion)(within two years of hire, assuming availability of courses)

A combination of equivalent experience and/or education may be considered.

V. PHYSICAL REQUIREMENTS

Ability to perform the following activities:

Lifting in excess of 100 pounds.

Carrying in excess of 100 pounds

Must be able to hear and have correctable vision.

Ability to run, grapple to help physically control another person, climb, reach, apply leverage from unusual positions, enter cramped and difficult to enter spaces, low visibility and unknown dangers.

Ability to maneuver and direct heavy nozzles and fire streams, raise and climb ladders while wearing heavy protective clothing and breathing apparatus.

Ability to work in extreme environmental conditions including heights, super-heated smoke and fire filled buildings, cold and noise.



MILTON & MILTON TOWNSHIP FIRE DEPARTMENT

JOB DESCRIPTION

BATTALION CHIEF

VI. ADMINISTRATIVE REQUIREMENTS

A maximum of 16 Hours of on premise time (Station/Office Hours) per week.

A minimum of one 24 hour Duty Officer Shift per week.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

Date: 01/19/2022