

AGENDA
Milton Joint Fire Commission Meeting
Wednesday, August 18, 2021

Location: Virtual Joint Fire Commission Meeting 6:00 p.m.
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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 :

Topic: Joint Fire Commission Meeting
Time: August 18, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/83646030888?pwd=dzhYeVdPdVZaMVZoZWliYm5ZLzg2Zz09>

Meeting ID: 836 4603 0888
Passcode: 906674

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: July 14th, 2021
- 4) Public Participation:
- 5) Old Business:
 - a. Discussion and Possible action regarding a request to rescind letter of resignation from Chris Lukas as Battalion Chief with the MMTFD.
 - b. Discussion and Possible action regarding overview of Chief position
 - Report from Sub Committee
 - Description of Basic responsibilities/duties; Ancillary responsibilities/duties
 - Days/Hours per week
 - Qualifications
- 6) New Business:
 - a. Discussion and Possible action regarding overview of preliminary Budget 2022
 - *Preliminary* calculations of Township allocations according to *preliminary* document
- 7) Fire Chief's Report:
- 8) President's Report:
- 9) General Items:
- 10) Adjournment: Next Scheduled Meeting October 20th, 2021 (Dependent on Agenda Items. 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/Milton Township Fire Department (MMTFD) – Fire Chief and Command Staffing Recommendations - 8/2/2021

Recommendations developed by Fire Commission Members Beth Drew and Bill Wilson in consultation with Battalion Chief Chris Lukas subject to approval by the MMTFD Fire Commission

RECOMMENDATIONS

August 18, 2021 – December 31, 2021 - Jim Ponkauskas serves as Fire Chief under Memorandum of Understanding with the City of Janesville that expires December 31, 2021.

Work with City of Janesville/ Janesville Fire Department (JFD) to ensure that Automatic Vehicle Location (AVL) and Automatic Aid (AutoAid) services will continue throughout 2022.

Work with Janesville/ JFD and Edgerton Fire Protection District (EFPD) to resolve response protocols in a few specific areas adjacent to MMTFD, JFD, and EFPD.

Assure public that AVL, AutoAid, and Mutual Aid Box Alarm System (MABAS) are in place and that high-quality services will be provided throughout 2022.

Establish an interim command structure for the MMTFD composed of an “Interim Fire Chief” and three Battalion Chiefs.

Designate Jeremy Parker as Interim Chief effective January 1, 2022.

Reaffirm designation of Pete Mory and Chris Lukas as Battalion Chiefs.

Designate Rob Calhoon as the interim third Battalion Chief effective January 1, 2022.

RATIONALE

- Establishes command structure of individuals familiar with MMTFD operations
- Establishes command structure familiar with existing strengths and weaknesses of the organization
- Establishes command structure respected and trusted by current staff
- Establishes command structures known and respected by Fire Commission members
- Provides consistency, stability, and continuity
- Strengthens pride and ownership in the organization
- Likely to enable retention of existing staff and may assist in recruitment of additional POC/POP staff
- Cost effective
 - Can be accomplished within the existing budget

- Eliminates costs associated with using an outside agency for a job search
- Eliminates costs associated with recruitment and hiring new staff
- Designating a single Chief establishes a single point of contact/ point of responsibility for MMTFD operations for 2022
- Designating Jeremy Parker as Interim Chief eliminates potential conflict of interest that might exist with others who are also employees of the JFD

RESPONSIBILITIES OF INTERIM FIRE CHIEF

Under the direction of the Milton and Milton Township Joint Fire Commission and within the approved budgetary restraints established by the Commission, the Interim Fire Chief is vested with the power and authority allowed by law to govern, manage, structure, and direct the operations of the MMTFD. This includes the operational command of all MMTFD resources including personnel, equipment, and facilities.

It is understood that the Interim Fire Chief will be present at the Fire station 16 – 20 hours per week, that he will attend or send a designee to represent him at all meetings of the Joint Fire Commission, that he will attend or send a designee to all Rock County Fire Officers and Rock County Communications Work Group meetings. It is further understood that the Interim Fire Chief will cover approximately eight (8) 24-hour Duty Shifts and that he will respond to emergency calls as needed. The Interim Fire Chief will also work with the Commission and with the Commission designated financial officer on the development of the 2022 operational budget. Finally, it is understood that the Interim Fire Chief will be responsive to the Joint Fire Commission’s requests for information and will fully cooperate in working toward ensuring ongoing high-quality fire protection and EMT services as the department moves toward any future consolidations and/or mergers.

COST RECOMMENDATIONS

We recommend that the Interim Chief Parker receive a salary for the calendar year 2022 of \$45,000 and that his compensation also include appropriate contributions to the Wisconsin Retirement System and other standard benefits. These costs would be covered with the funding that is currently used to pay the City of Janesville for providing Fire Chief services.

We recommend that Interim Battalion Chief Calhoon receive a salary for calendar year 2022 of \$34,297 and that his compensation also include appropriate contributions to the Wisconsin Retirement System and other standard benefits. These costs would be covered with the funding that is currently used to compensate Battalion Chief Parker.