

Fire Rescue Task Force

January 16, 2014

7:30 p.m.

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

AGENDA

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

1. Call to order and roll call.
2. Discussion and possible action on Task Force membership.
3. Approve minutes from meetings on October 29, 2013, December 5, 2013 and December 9, 2013.
4. Discussion of the needs and goals of the Fire Department. (Gregoire)
5. Discussion of the needs and goals of Rescue. (Lindert)
6. Discussion of the needs and goals of the City. (Clapper)
7. Presentation of City balance sheet for 2013 regarding Fire Department and Rescue. (Clapper)
8. Presentation of Fire Department balance sheet for 2013. (Gregoire)
9. Preliminary discussion regarding various organizational models.
10. Confirmation of next meeting date.
11. Adjourn.

*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

October 29, 2013

6:00 p.m.

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

MINUTES

1. The meeting was called to order by Chairman Ken Kidd at 6:05 p.m. Members present: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Ken Kidd (Council), Phil Frawley (Council), Jan Bilgen (Police and Fire Commission) and Cameron Clapper (City Manager). Absent: None. Others present: Patrick Wellnitz (1st Assistant Chief), and Mike Higgins (2nd Assistant Chief) (arrived at 6:08 p.m.).
2. It was moved by Lindert and seconded by Gregoire to approve meeting minutes for April 29, June 24 and June 26, and July 24, 2013. Ayes: Kidd, Gregoire, Lindert, Frawley, Bilgen. Noes: None.
3. Kent Greene (Emergency Services Consulting International (ESCI) was present by phone as the Task Force reviewed the draft report of the ESCI Fire and Emergency Medical Services Evaluation and made technical edits.
4. The next meeting of the Task Force was tentatively scheduled for December 5, 2013 at 6:00 p.m. at the University of Wisconsin-Whitewater campus. This meeting will be a presentation of the ESCI study to the public. Members of the Fire Department and City officials will be invited to attend.
5. It was moved by Lindert and seconded by Bilgen to adjourn the meeting. The meeting was adjourned by unanimous consent at 7:35 p.m.

Respectfully submitted,

Cameron Clapper
City Manager

Fire Rescue Task Force

December 5, 2013

6:00 p.m.

Timmerman Auditorium (Room 1000)

Hyland Hall, 809 West Starin Road

University of Wisconsin-Whitewater

Whitewater, Wisconsin

Minutes

1. The meeting was called to order by Cameron Clapper on behalf of Ken Kidd, Task Force Chairman. Members of the Task Force present were Don Gregoire (Fire Chief), Todd Lindert (Rescue), Jan Bilgen (Police Commission), Ken Kidd (Council), Phil Frawley (Council) and Cameron Clapper (City Manager). Absent: None. Others present included: Patrick Wellnitz (1st Assistant Chief), Mike Higgins (2nd Assistant Chief), Lynn Binnie (Council) and members of the Whitewater Fire Department.
2. Presentation of the Fire and Emergency Medical Services Evaluation was given by Kent Greene of ESCI (Emergency Services Consulting International). Mr. Greene accepted questions at the conclusion of his presentation.
3. The meeting was adjourned at approximately 6:45 p.m.

Respectfully submitted,

Cameron Clapper
City Manager

Fire Rescue Task Force

December 9, 2013

6:00 p.m.

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

MINUTES

1. Call to order and roll call.

The meeting was called to order at 6:04 p.m. by Chairman Ken Kidd (Council). Present were: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Cameron Clapper (City Manager) and Jan Bilgen (Police Commission) (left at 6:55 p.m.). Absent: Phil Frawley (Council). Also present: Patrick Wellnitz (1st Captain) (left at 6:30 p.m.), Mike Higgins (2nd Captain), Terry Malone and Cameron Clapper (City Manager).

2. Comments with regards to consultant presentation.

Comments were made with regard to Kent Greene's presentation of the Fire Department operations study done by Emergency Services Consulting International (ESCI). While the presentation was informative, many people were disappointed that the presentation did not include the 40 recommendations made by ESCI in their final report.

3. Discussion with regards to prioritizing future work.

The committee determined that it would provide a proposal with alternatives for the Common Council and Fire Department. Many of the recommendations hinge on the state of the future relationship between the Fire Department and the City; whether it be a City department, a private entity contracting with the City or a hybrid model.

4. Future meeting dates.

Future Meeting dates were scheduled for the committee twice a month on the 2nd and 4th Thursdays. The next meeting will be on January 9 at 6:00 p.m. in the City Manager Conference Room at the Municipal Building.

5. Adjourn.

A motion was made by Lindert to adjourn the meeting. The motion was seconded by Gregoire. Ayes: Kidd, Gregoire, Lindert. Noes: None. Absent: Bilgen, Frawley. The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Cameron Clapper
City Manager

From: Doug Saubert

Sent: Monday, January 06, 2014 9:05 AM

To: Ken Kidd; Ken & Sue Kidd (suekenkidd@gmail.com); Cameron Clapper

Subject: Fire/Rescue with depreciation-\$3,150,000 building

Ken & Cameron,

Here's the same analysis that I sent you last week except that I added \$45,000 in depreciation expenses to each analysis. I assumed the Fire & Rescue would use 50% of the space. I assumed a building costing \$3,150,000. I depreciated the building over 35 years. The time period of 35 years maybe to short. But you can see what it does to the analysis.

$\$3,150,000 / 35 \text{ years} = \$90,000$. 50% allocation = \$45,000.

Doug

2013 Whitewater Rescue Service Analysis

Direct Expenses:

Actual thru December 31,2013

Recue service \$ 398,193

Indirect Expenses:

Depreciation:

Annual Ambulance-4 @ \$135,000	540,000	/	12	\$	45,000
Annual Dispatch Cost-Budget-2013	15.000%	x	446,737	\$	67,011
Annual Dispatch Upgrade Depreciation	15.000%	x	275,000	\$	41,250
Annual Narrowbanding Upgrade Depreciation	15.000%	x	330,000	\$	49,500
Building-Electric/Gas-34% of 30%-(57,600)				\$	5,760
Building-Insurance-Property-34% of 25%(\$10,475,211-value)				\$	560
Building-Maint, Janitorial, Salaries-50% of 10%(\$172,000)				\$	8,600
Insurance-Liability/vechicle--average-\$600/vechicle-4 vechicles				\$	2,400
Payroll processing-HR---Ambulance only-estimate				\$	2,000
Wards Reports-Finance-Kathy-30% of her time-(\$61,935)				\$	18,581
Building Depreciation-35 yrs/\$3,150mm-cost-50%				\$	45,000

TOTAL DIRECT/INDIRECT EXPENSES \$ 683,855

Revenues:

Ambulance Revenues-estimated thru December 2013	\$	557,905
Portion of PMS-University Services--5% of total--\$354,365	\$	17,719

TOTAL REVENUE \$ 575,624

NET TOTAL COST OF SERVICE \$ 108,231

NET DIRECT COST OF SERVICE \$ (177,431)

2013 Whitewater Fire/Crash Department Analysis

Direct Expenses:

Actual thru December 31,2013

Fire Department				\$	207,652
Crash Crew				\$	20,604

Indirect Expenses:

Depreciation:

Annual Crash Crew Truck	550,000	/	25	\$	22,000
Annual Brush Truck--1240	200,000	/	25	\$	8,000
Annual HME Pumper-1221	600,000	/	25	\$	24,000
Annual Crew Truck-1270	45,000	/	15	\$	3,000
Annual HME Equipment Truck-1260	300,000	/	25	\$	12,000
Annual Crash Crew Truck	200,000	/	25	\$	8,000
Annual HME Pumper-1220	600,000	/	25	\$	24,000
Annual Aerial Platform-1250	1,400,000	/	35	\$	40,000
Annual Dispatch Cost-Budget-2013	5.000%	x	446,737	\$	22,337
Annual Dispatch Upgrade Depreciation	5.000%	x	275,000	\$	13,750
Annual Narrowbanding Upgrade Depreciation	5.000%	x	330,000	\$	16,500
Building-Electric/Gas-66% of 30%--(\$57,600)				\$	11,520
Building-Insurance-Property-66% of 25%(\$10,475,211-value)				\$	1,090
Building-Maint, Janitorial, Salaries-50% of 10%(\$172,000)				\$	8,600
Insurance-Liability/vehicle--average-\$600/vehicle-8 vehicles				\$	4,800
Payroll processing-HR---Fire/Crash only-estimate				\$	500
Building Depreciation-35 yrs/\$3,150mm-cost-50%				\$	45,000

TOTAL DIRECT/INDIRECT EXPENSES \$ 493,353

Revenues:

2% Fire Insurance Taxes-actual for 2013####	\$	21,812
Portion of PMS-University Services--10% of total--\$354,365	\$	35,437
Rural Fire Dept-Payroll Reimbursement-estimate	\$	5,500
Crash Crew Revenues-estimated thru 12/2013	\$	15,000

TOTAL REVENUE \$ 77,749

####- 2% Fire Insurance taxes have been paid to the Fire Depart.-shown in Expense

NET TOTAL COST OF SERVICE \$ 415,604

NET DIRECT COST OF SERVICE \$ 150,507

From: Jan Bilgen [janbilgen@gmail.com]
Sent: Tuesday, December 17, 2013 2:33 PM
To: Cameron Clapper
Cc: Todd Lindert; Don Gregoire; Ken Kidd; bilgenj@uww.edu; Phil Frawley
Subject: Re: Task Force Meeting

Gentlemen-

Here is the grid I was trying to describe at our meeting. Take or leave it as we have our discussions. It might be a good tool once completed to explain our thinking or recommendation as well.

Thanks-
Jan

On Thu, Dec 5, 2013 at 8:05 AM, Cameron Clapper <CClapper@whitewater-wi.gov> wrote:

Task Force Members:

Ken and I discussed meeting next Monday, December 9 at 6:30pm to discuss tonight's presentation and to set future meeting dates. I will have an agenda posted later today. Please confirm whether or not you would be able to attend.

Cameron Clapper

City Manager

City of Whitewater

[262.473.0100](tel:262.473.0100) (w)

[262.473.0509](tel:262.473.0509) (f)

cclapper@whitewater-wi.gov

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Jan Bilgen

Fire/ Rescue Report Discussion/Findings Matrix

	Hybrid Organization	City Department	Independent Organization
Formal Relationship			
Financial Support			
Personnel Support			
Personnel Benefits			
Personnel Representation			
Leadership Structure & Selection			
Investment Agreement			
Governance & Accountability			

Shared Costs			
Facilities			
Contract Minimums			