

Village of Mukwonago
Notice of Meeting and Agenda

VILLAGE & TOWN PROTECTIVE SERVICES COMMITTEE MEETING
Monday, September 13, 2021

Time: **6:30 pm**

Place: **440 River Crest Court, Mukwonago, WI 53149**

1. Call To Order

2. Roll Call

3. Approval of Minutes

- 3.1 Approval of March 15, 2021 minutes.
[21 03 15 JPS minutes.pdf](#)

4. Public Comments

5. New Business

- 5.1 Discussion and possible action on annual review of department policies. Additions highlighted in yellow and omissions highlighted in red.
[Policies for Review.pdf](#)
- 5.2 Recommend approval of signing 2022 Capital Intent Letter for Ambulance - 12-13 month production time from date of order price increase of 5% by 10/1/2021 equating \$13,500 increase in pricing.
[2022 Capital Intent Letter for Ambulance.pdf](#)
- 5.3 Financials through 8/31/2021.
For Information Only.
[Financials 8-31-2021.pdf](#)
- 5.4 Fire and EMS reports through 8/31/2021.
For Information Only.
[Fire-EMS Reports 8-31-2021.pdf](#)
[EBIX 8-31-21.pdf](#)

6. Adjourn

Membership

Village: Adler, Johnson, Meiners

Town: Wrasman, Boucher, Topczewski

It is possible that 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, 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 Municipal Clerk's Office, (262) 363-6420.

**Village & Town of Mukwonago Joint Protective Services
Monday, March 15, 2021
Minutes**

1. Zoom meeting called to order at 6:31 pm by Chairman Topczewski.
2. Roll call: Adler, Meiners, Johnson, Wrasman, Boucher, and Topczewski all present. Also present: Chief Stien, Town Administrator-Clerk/Treasurer Karalewitz.
3. January 18, 2021 and February 15, 2021 minutes were not distributed to the Committee, therefore held over to April JPS meeting.
4. There were no public comments.
5. There was discussion of changes to the 2013 version of the Joint Town of Mukwonago and Village of Mukwonago Fire Department Agreement. All of the following were highlighted in the draft being considered:
 - 5.1. recommendations by Counsel (discussed and agreed upon at the February 15 meeting):
 - 5.1.1. change to "..... five (5) Commissioners and two (2) non-voting Liaisons." wherever applicable.
 - 5.1.2. Wis. Stats. §66.062 – levy limit exceptions. Language not required in the Joint Agreement; falls under the purview of the respective Boards. No changes.
 - 5.1.3. frequency of inspections: change to "..... inspections be done at the frequency permitted by law" wherever applicable.
 - 5.2. a few minor word changes by the Chief.
 - 5.3. add section II F) "Open Meetings and Public Records Retention" – including certain responsibilities of the Fire Commission Chairperson and Secretary.
 - 5.4. add section III "Joint Village and Town Protective Services Committee" – documenting certain details and responsibilities of the Committee, the Chairperson, and the Secretary.
 - 5.5. Motion by Topczewski and Wrasman to recommend to the respective Boards to approve the changes as shown in the draft of the Joint Agreement. Passed unanimously.
6. Ebix reports and financial statements through February 28 were presented. Because the Chief had to leave the meeting to respond to a call, it was suggested that should anyone have questions, they should contact him at a later time.
7. Motion to adjourn by Meiners and Johnson. Passed unanimously.



Agenda Cover Report

Date: 09-13-2021	Committee/Board: Village Board
Submitted by: Chief Jeffrey Stien	Department: Fire
Date of Committee Action: 09-13-2021	Date of Village Board Action: 09-15-2021

Subject:**Policy revisions:**

- a. Policy # 1 Organizational Policy
- b. Policy #13 Rules of Conduct
- c. Policy #15 Dispatch Procedures
- d. Policy #21 PPE
- e. Policy #20 Personal Appearance and Dress Code
- f. Policy #27 Use of Station Areas
- g. Policy #32 Drug Free Workplace

Executive Summary:

Annual review of department policies. Additions highlighted in yellow, and omissions highlighted in red. Reviewed by department officers and presented at Protective Services Committee.

Fiscal Impact:

None

Executive Recommendation/Action:

Recommendation to approve revisions to attached policies as presented.

☐ **Attachments Included:**

- a. Policy # 1 Organizational Policy
- b. Policy #13 Rules of Conduct
- c. Policy #15 Dispatch Procedures
- d. Policy #21 PPE
- e. Policy #20 Personal Appearance and Dress Code
- f. Policy #27 Use of Station Areas
- g. Policy #32 Drug Free Workplace



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Organizational Policy		Approved by: Chief Jeffrey R. Stien	
POL #1	Draft Date: 4/6/00	Revision Date(s): 6/6/02, 1/5/04, 3/19/12, 2/19/13, 2/24/14, 4/23/15, 6/2/16, 12/22/16, 1/15/18, 4/5/18, 12/07/2020	Effective Date: 3/19/12, 3/4/13, 2/24/14, 4/23/15, 6/2/16, 12/22/16, 1/15/18, 4/5/18, 12/16/20

PURPOSE: The purpose of this policy is to define the organization of the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge incident who will be responsible for the results of any deviation.

A. Definition of the Mukwonago Fire Department

1. The Mukwonago Fire Department is an organization, consisting of members who are full-time, part-time, paid on premise and paid-on-call for the Village and Town of Mukwonago.
2. The organization was formed to provide continuous Fire and Ambulance Services for the Village and Town of Mukwonago.

B. Rules and Regulations

1. The Mukwonago Fire Department is created and governed by Chapter #38 of the Village of Mukwonago Municipal code and the Mukwonago Joint Fire Commission.
2. Disciplinary actions will follow Policy #5 on Corrective Action.

C. Chain of Command

1. The Mukwonago Fire Department functions utilizing the Incident Command System.

D. Membership and Positions of the Department

The Fire Department shall consist of a maximum of 80 members. The following departmental ranks will be recognized: Chief, Assistant Chief, Deputy Chief, Battalion Chief, Captain, Lieutenant, Fire Marshall, and Administrative Assistant. Additionally, line staff who live or normally work within two miles of the boundaries of the Village or Town of Mukwonago may be appointed by the Chief and approved by the Joint Fire Commission. At no time shall the department consist of less than 22 active members. If the member resides outside of the prescribed boundaries, then he/she shall come into the area within two miles of the boundaries of the Village or Town of Mukwonago and be available to respond for the duration of their assigned duty or work shift. If a member that lives just outside the response area can justify an acceptable response time, they can contest a variance to the Chief for consideration. This is a case by case situation.

1. There shall be three (3) types of memberships:
 - a. Cadet – will be any member 16 to 18 years' old that has been accepted and placed on the department for the Cadet Program and that does not have a high school diploma or

GED and is currently in high school. The child of a current active MFD member in good standing can be 15 years old.

- b. Probationary Membership - will be any member that has been placed on the department but has not completed the probationary period.
- c. Regular Membership - will be any member that has completed the prescribed probationary period.
- d. Honorary Membership - will be any member as follows:
 - Who has served Fifteen (15) years on the Mukwonago Fire Department,
 - Who has served Ten (10) years on the Mukwonago Fire Department, has been received by the membership, and has received 2/3 vote for Honorary Membership, or
 - Anyone who has sustained a line of duty or career ending injury.

d. MFD Probationary Period

The Mukwonago Fire Department has in place a probationary period of 18 months for new hires from the employee's date of hire. Consideration of a shortened probationary term may be considered with any or all the following conditions being met:

- Valid State of WI EMT License, not to include First Responder.
- State of WI Firefighter Level I or Firefighter Level II.
- Out of State Firefighter Level I or Firefighter Level II with International Fire Service Accreditation Congress (IFSAC) seal affixed, must be readable and contain certification number inside the seal.

All probationary members will be identified as follows:

- An orange probationary shield on their helmet.

After a performance review has been given to the probationary member by his/her company officer(s), should a probationary member need to be extended in their probation, one additional 6-month extension will be given as a maximum. During probation, the Chief shall have the authority to recommend termination without cause. Probationary members will have an orientation period. The Orientation Period will consist of operations, apparatus and equipment checklists and proficiency testing.

Probationary members are strongly encouraged to respond to as many fire related calls as possible during their probationary period. Probationary members do have the ability to run on any duty company to gain more experience.

Probation reviews of a member need to be conducted every 6 months by the company Captain and/or Lieutenant. At the end of the probationary period the Company Captain or Lieutenant will recommend to the Officer staff to come off probation.

2. Membership shall be further limited to the following sub-categories of probationary and regular membership:
 - a. Firefighter
 - b. EMT
 - c. Firefighter/EMT

Effective 01/01/2011, all personnel shall be cross trained in fire and EMS unless authorized by the Fire Chief. The membership of the fire department shall consist of at least 90% Firefighter/EMT's and no more than 1 individual per company of either Firefighters or EMT's. All probationary members joining the department shall declare their status upon joining the fire department.

All probationary members shall take the department oath to be administered by the Village or Town of Mukwonago Elected Official/Administrator.

It shall be prescribed that any probationary members that are placed onto the Fire Department into either of these categories after October 1, 2003, shall meet the following conditions:

- That all Firefighters ONLY, within the allotted 18-month probationary period, attain Firefighter-Level I, Firefighter-Level II and State Certified Motor Pump Operator (MPO).
- That all EMT's ONLY, within the allotted 18-month probationary period, attain EMT-Basic and AEMT.
- That all Firefighter/EMT's, within the allotted 18-month probationary period, attain Firefighter-Level I and EMT-Basic.

Failure to complete the above prescribed certifications within the allotted 18-month probationary period will result in a review of the probationary member and possibly immediate termination from the Mukwonago Fire Department.

- Any probationary member that comes to the Mukwonago Fire Department with either fire or EMS experience shall have a minimum of a 12-month probationary period.
- Any probationary member that comes to the Mukwonago Fire Department with both fire/EMS experiences that meets the criteria to be off probation shall have a minimum of a 6-month probationary period.
- Any probationary member that was a past member of the Mukwonago Fire Department with fire/EMS experience and left in good standing but has been off the department more than 12 months but has stayed active with another fire department or medically related field for the past year shall have a minimum of a 3 month probationary period.
- Any probationary member that was a past member of the Mukwonago Fire Department with fire/EMS experience and left in good standing but has been off the department less than 12 months and has stayed active with another fire department or medically related field shall be reinstated to regular membership per the discretion of the Fire Chief or designee.

Any regular member of the fire department that wishes to change their status from a Firefighter/EMT to either Firefighter or EMT can only do so if their status change keeps the membership within the above prescribed percentages. Also, these members will be

required to attain the certification levels that are required of the Firefighter (Firefighter-Level I & II and State Certified Motor Pump Operator) or EMT (EMT-Basic and AEMT) within one year from granting of status change. Failure to complete the classes will result in a review of the member and possibly immediate termination from the Mukwonago Fire Department.

3. The following positions shall be appointed by the Joint Fire Commission after qualified members have applied, interviewed/tested, and have been recommended by the Chief of the Department. He/she shall hold such position until resignation or removal for cause.
 - a. Chief
 - b. Assistant Chief
 - c. Deputy Chief
 - d. Battalion Chief
 - e. Captain
 - f. Lieutenant
 - g. Fire Marshall
 - h. Training Officer
 - i. Firefighter/EMT
 - j. Probationary Firefighter/EMT

E. New Members

1. A Ride Along with a Chief Officer is required for a candidate. The individual will complete the required Ride Along paperwork. The Ride Along is done to get a better impression of the candidate from an Officer interpretation.
2. Must complete a MFD Application form, successfully pass a background check, have a valid driver's license, have a high school diploma or GED, and pass a written exam with a score of 70% or better. Automatic disqualifications for appointment to the Mukwonago Fire Department will include but may not be limited to:
 - a. Any felony
 - b. Indecent solicitation of a child
 - c. Sexual exploitation of a child
 - d. Prostitution
 - e. Aggravated assault
 - f. Criminal sexual abuse
3. The Personnel Committee shall consist of one (1) Chief Officer, Fire Captain or Lieutenant, and Firefighter/EMT's if available. The Personnel Committee shall be appointed by the Chief. It shall be the responsibility of the Personnel Committee to interview and screen all prospective members. The Personnel Committee shall provide a list of recommended candidates to the Chief.

4. Upon receiving a list of recommended candidates from the Personnel Committee, the Chief shall review each and submit his/her recommendations to the Joint Fire Commission for their approval.
5. Must successfully pass a medical physical and drug test.
6. Must successfully pass a physical agility exam.
7. All new members hired by the Village of Mukwonago for the Mukwonago Fire Department shall be fingerprinted by the Village of Mukwonago Police Department as part of the employment process. There shall be one (1) set of fingerprint cards taken:
 - a. Village of Mukwonago Employee Card
These fingerprint cards shall be maintained in the employee's personnel file at the Mukwonago Fire Department.
8. High school students who are 18 years old and who have not received their diploma/GED may apply to the Fire Department thru the Cadet Program. Students shall provide the Fire Department with a copy of their report card for review and shall meet a minimum GPA of 2.0 on a 4.0 scale or 3.0 on a 6.0 scale. High school students may attend trainings and receive their fire and EMS training if they are in good standing with their high school. The student will be permitted to respond to or participate at emergency calls. Participation will be limited to training, station duties and post emergency clean-up at the station Monday - Friday between 15:00 – 22:00 and all day any non-school day or when school is not in session. Any high school student 15-17 years old cannot respond emergent to scenes and participate as described in the Cadet Program Manual.
9. A new member with no prior fire/EMS service experience will be on probation for a minimum of 18 months. At the discretion of the Chief, a new member with prior fire/EMS service experience could be on probation for a minimum of 12 months.
 - a. During the probationary period, a written review will be conducted by the Company Captain or Lieutenant at six (6) months and twelve (12) months.
 - b. At the conclusion of the minimum probationary period, a written review will be completed by the Company Captain or Lieutenant, and Chief. This review will be discussed with the probationary member by the Company Captain or Lieutenant.
 - c. After the probationary member has received their review by the Company Captain or Lieutenant, the probationary member shall be reviewed by the Department Officers for acceptance to regular membership, extension of probation, or termination from the Mukwonago Fire Department.
 - d. If probation is extended, this period shall be determined by Department Officers and re-reviewed as above in (c).

F. Attendance

1. The following functions shall be considered Monthly Obligations, unless excused by the Fire Chief or Designee, for all active members of the Mukwonago Fire Department:
 - a. Department Meetings

- b. Fire Training
 - c. EMS Training
 - d. Special Work Details
 - e. All members shall attend a minimum of 75% of the total hours for department fire and EMS trainings. Company trainings and department meetings are excluded from this percentage. The Chief will provide quarterly training reports to the company officers. Members can request in writing to their company officer, a justification for missing regularly scheduled trainings and an alternative to meet required training requirements. Failure to meet minimum requirements will be addressed by the Corrective Action Policy #5.
2. The Chief and designees oversee and monitor attendance records for all members.


Meetings of the Department

1. The order of business at monthly and annual meetings shall be as follows:
- Meeting called to order
 - Pledge
 - Roll Call
 - Approval of the minutes
 - Promotions/New Members
 - Correspondence
 - Officers' Reports
 - Committee's Reports
 - Old Business
 - New Business
 - Consultation for the good of the service
 - Adjournment subject to call
2. To pass any motion by a vote, 50% of in attendance members voting plus one (1) of membership in attendance is needed for approval.

G. Emergency Incidents

- 1. It is the responsibility of the members of the Mukwonago Fire Department to respond to emergency incidents as per the Policies and Standard Operating Guidelines of the Mukwonago Fire Department.
- 2. Duty companies consisting of at least one (1) Captain, or one (1) Lieutenant and supportive members (MPO, Firefighter, Firefighter/EMT, EMT, Probationary, etc.) shall be assigned to respond to incidents that do not require a full fire department response.
- 3. Ambulance crews consisting of at least two (2) state licensed EMT's shall be assigned to respond to medical incidents.
- 4. After an emergency incident, personnel must return to their respective station and prepare all equipment to a state of readiness. Personnel will be released by the Officer in Charge.

5. Any personnel standing-by at any Mukwonago Fire Department station will remain standing-by until released by the Officer in Charge of the incident.

		<p style="text-align: center;">MUKWONAGO FIRE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES</p>	
Rules of Conduct		Approved by: Chief Jeffrey R. Stien	
POL #13	Draft Date: 11/29/93 (SOG 41), 8/5/99 (POL), 11/14/02	Revision Date: 01/22/09, 4/5/09, 3/19/12, 5/2/19	Effective Date: 3/19/12, 5/2/19

Purpose: The following list of directives represents the conduct standards for members of the Mukwonago Fire Department.

Scope: All officers are responsible to assure that this policy is enforced and held accountable for their lack of communicating the situation and any necessary follow up as warranted.

Every member of the fire department is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her conduct in a positive, productive and mature way. Failure to do so will result in disciplinary action.

A. Policies, Standard Operating Guidelines (SOGs), and Directives

1. It is the responsibility of all personnel to familiarize themselves with and shall follow the Policies and Standard Operating Guidelines (SOGs) of the Department.
2. Personnel shall carry out all written directives as assigned.

B. Position Responsibility

1. At a minimum, personnel shall be available to respond during the duty hours of their assigned position.
2. Personnel shall not use or be under the influence of alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capabilities.
 - a. Such conditions are not allowed while on Mukwonago Fire Department premises – on duty or off duty.
3. Considering the nature of the jobs of the Department, all personnel shall keep themselves physically fit.
4. All personnel shall operate safely and use good judgment. Care shall be taken with Department property.

5. Personnel shall not use any portion of the Department's property, equipment, name, or good will for personal gain. Use of the Department's property, name, or good will must be for the sake of fire prevention, the betterment of the Department, and/or firefighting activities.
6. Sexual activity of any nature will not occur in the Mukwonago Fire Department facilities or any municipal vehicle at any time. This includes parking lots, common areas (including training room, day room, dorm rooms, rest rooms, and laundry facilities), and training grounds, surrounding property or other owned or leased facilities.
7. All personnel shall use their training and capabilities to always protect the public, both while engaged in Mukwonago Fire Department activities and while off duty.
8. All personnel shall work competently in their positions to cause all Department programs to operate effectively.
9. All personnel shall keep themselves informed in order to perform within their position effectively.
10. Members requiring a medical leave of absence shall be granted time off per the recommendation of a doctor. Members shall not abuse this medical leave of absence time.

C. Department Computer Use

1. The use of computers to access pornographic internet sites, downloading of illicit materials, or the use of chat rooms for illicit activities is expressly prohibited and will not be tolerated.
2. Downloading or installing of any computer programs without the written authorization of the Fire Chief is strictly prohibited.
 - a. Exception: Automatic updates of previously installed software will be permitted.
 - b. Personnel will be terminated immediately if found to be abusing the privilege of using the Department's computers.

D. General Conduct

1. An individual is always representing the Mukwonago Fire Department while on/off duty. Poor actions while on/off duty can result in disciplinary action.
2. All personnel shall obey the law while on duty and off duty.
3. Supervisors will manage in an effective considerate manner.
 - a. Subordinates will follow instructions in a positive, cooperative manner.
4. Personnel shall be concerned and protective of each member's welfare.
5. Members of the Department shall conduct themselves in a manner that reflects positively on the Mukwonago Fire Department at all times.
 - a. Be civil, orderly, and courteous to the public, coworkers, and supervisors.
 - b. Do not use coarse, intensive, abusive, violent, or profane language.
 - c. Do not act in a hostile/threatening manner.
 - d. Do not fight.
 - e. Do not steal.
 - f. Any lewd/lascivious behavior is not acceptable.

6. Members will wear Mukwonago Fire Department apparel with pride in appropriate situations/locations.
 - a. Personnel shall not consume alcoholic beverages while wearing Mukwonago Fire Department identifying apparel.



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Dispatch Procedures		Approved by: Chief Jeffrey R. Stien	
POL #15	Draft Date: 02/24/14	Revision Date: 05/2/19	Effective Date: 2/24/14, 5/2/19

PURPOSE: The purpose of this policy is to define a systematic dispatching by the Village of Mukwonago Dispatch Center for all non-emergency and emergency incidents for the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the officer in charge of the incident who will be responsible for the results of any deviation.

A. Responses

There are four (4) types of responses: Call response types include but not limited to:

1. **Ambulance Crew** – Emergency Medical Responses shall have a minimum of two (2) EMS personnel respond to the call. If an additional ambulance request comes in while the primary crew is still working the first call, the dispatcher shall tone for the Mukwonago Ambulance backup crew. The fire department currently operates three (3) ambulances. Due to staff or equipment availability, the dispatcher may be directed to request an ambulance from other community (mutual aid). The requestor will advise dispatch where they wish the mutual aid ambulance to respond to, or the location at which the ambulance should standby.
2. **Paramedic Intercept (Primary)** - The Paramedic Intercept is a request for a Paramedic to respond to an outside agency's request for assistance. This response is with the paramedic intercept vehicle staffed with a minimum of one Paramedic. This is used mainly when the primary Paramedic is available. If a Paramedic is unavailable, dispatch shall be notified to inform the requesting agency a Paramedic will be unable to respond.
3. **Duty Company** – The Duty Company response is a small-scale response of the fire department. This is a Company response. If the Duty Officer feels

he/she needs additional personnel or equipment is needed to control the incident, dispatch will be advised. Types of these calls include:

- Motor vehicle crash
- Investigation of smoke, fire, and CO alarms – each with a report of no fire involvement
- Car fire
- Dumpster fire
- Service call (wires down, locked out of a home, assist with alarm reset)

The Duty Officer may determine the incident requires additional equipment and/or personnel are needed. Dispatch shall be advised for an additional tone(s) to meet such needs.

4. **All Call (Fire Department Response)** – The Fire Department Response is an all call requesting all available personnel to respond as directed. Examples of Fire Department Responses include:

- Backup Ambulance call
- Backup Paramedic tone
- Confirmed Structure Fire
- Wildland (grass) Fire
- Industrial Accident
- Water Rescue
- Search for Missing person
- Severe thunderstorm / tornado warning.
- MABAS call
- Bomb Threat
- Storm Warning immediate to Mukwonago. These include tornado, thunderstorm, and blizzard warnings. **Note- these are warnings not watches.**
- Any other incident at the discretion of the Fire Chief or designee

B. Communications

1. The Fire Department uses clear text language – no 10-codes. The Fire Department shall utilize the Fire Dispatch frequency when calling en-route, on scene, and clearing the incident. Once
 - i. Enroute Mukwonago FD will utilize the CAD system button activation. Radio use is to be limited and utilized if CAD is not working and on scene size-up

- ii. On scene, Fire Department units will switch to a designated frequency as indicated by the Incident Commander (8TACRED, TAC-A 1,2, COMM 32, etc.). The Incident Commander or designee will be responsible for communicating to dispatch when an alternate frequency will be used for on scene radio traffic, monitoring dispatch frequency, and transmitting information to dispatch. MFD will use common language and no 10-codes. MFD units will utilize the Fire Dispatch frequency when calling enroute, on scene and clearing calls. Once on scene, MFD units will be utilizing an operations channel to be determined by Incident Command. This frequency will be a Simplex, or non-repeater channel that dispatch cannot monitor. The Incident Commander or his designee will be responsible for transmitting information from the operations channel to dispatch. The Incident Commander will monitor the dispatch channel.

Clear text language commonly used by Fire Department personnel includes:

- Emergency / non-emergency
- En Route
- On scene
- With Patient contact
- Clear scene Available on Event
- In Available Quarters
- Available
- Under control
- All clear
- Loss stopped
- Command terminated
- Units can return when ready
- Other change of status communication

2. When toning out a fire department call that may require a police response (i.e. MVA, combative patient, etc.) the dispatcher will contact Mukwonago Police Department via point or phone to request assistance. utilize the simulcast feature. When the tone goes out, it sends a 3 beep alert message to squads and then broadcasts the voice message from the fire tone over the police frequency. The dispatch message will be: Attention Mukwonago Fire Department (Ambulance Crew, etc.) and Village (or Town) police squads – then continue the message.
- In the event of a police tactical situation or incident of a sensitive nature, dispatch will request personnel report to their station for a special assignment. In this case, the Fire Chief or designee will need to call dispatch via telephone land-line for additional incident information and staging assignment.

C. AMBULANCE CALLS

Unless the primary ambulance is on a call, the message to be transmitted will be transmitted on the *MUF CREW tone*. If the primary ambulance is already on a call, the message should go out on the *ALL CALL tone*. The message will be: **Mukwonago Fire Department ambulance (back up ambulance) crew, report for duty.** You have a call at (address or location), then give the nature of the call and any additional information available. If there is no response from any unit within three (3) minutes, re-tone an **All Call** on the *ALL CALL tone*, for the call. If there is no response within five (5) minutes following the second tone, contact WCCC and request a Paramedic Ambulance from Vernon Fire to respond. If Vernon is not available, check with a fire officer as to their preference.

1. PARAMEDIC INTERCEPT CALL

The message for a paramedic intercept is: **Mukwonago Fire Department ambulance** you have a Paramedic Intercept request. You have a call at (address or location), then give the nature of the call and any additional information available. This tone should go out on the *MUF CREW tone*. You should call a paramedic who is on an active call, to verify their availability. If there is no paramedic available, notify the caller at the time of the call.

2. FIRE DEPARTMENT DUTY CREW CALL

The message for a duty crew call is: **Mukwonago Fire Department Duty Crew** report for duty. You have a call at (address or location), then give the nature of the call and any additional information available. This call should go out on the *MUF CREW tone*, unless the primary ambulance is already on a call. In that case, tone on *ALL CALL*. The fire department may have a unit designated as "command" and will handle unit assignments on the scene. If necessary, the IC may call for additional resources.

3. FIRE DEPARTMENT ALL CALL

The message for an all call is: **Mukwonago Fire Department All Call** report for duty. You have a call at (address or location), then give the nature of the call. This should go out on the *ALL CALL tone*. If there is a fire or other hazardous situation, urge the caller and all other residents to evacuate by the safest possible route. As the fire units call in, provide them with any additional information and updates. The fire department will designate a "command" unit and will handle assignments.

D. Mukwonago Fire request for MABAS (mutual aid)

1. The Waukesha County Communications Center (WCCC) has been designated as the County's MABAS dispatch center. The Duty Officer or designee will request for an auto-aid, mutual aid or MABAS request.
2. WCCC will notify the responding agencies dispatch center where a response is needed (i.e., standby at station one, go to the scene, etc.), what equipment is needed and what type of response (emergency or non-emergency) is requested.
3. In the event the other fire department requests an escort or assistance in locating the scene, if a village or town police squad is available, dispatch a squad to an appropriate location to intercept the fire units and provide escort to the scene.
4. If the responding mutual aid department is not dispatched through Mukwonago Dispatch, they will be in contact with their own dispatch center.

E. Knox boxes

The fire department has added Knox Boxes in several of their units. A Knox box is a small safe that can hold keys and other items. The fire department wants to provide accountability for the keys and so the boxes will be opened by radio tones, when used at a scene have WCCC note keys used and resecured at the request of an authorized person.

1. The fire unit will notify dispatch that the key has been replaced and the Knox box is secure. Dispatch will log the replacement and re-securing of the box.

F. Request for Records


1. A request for records must come from a command level officer. The request may be for radio or telephone recordings, CAD call information, or other records.
2. All record requests must be approved by the Chief of Police, or his designee.
3. A request for a record check (CHRI) must come from the Fire Chief or his designee. The records must be run under the "E" designator for reason. Dissemination of these records is covered by TIME, NCIC and CIB policies and applicable State and Federal laws. These records shall not leave the police department.
4. If the response requires a fire report and vehicle information is necessary to complete the report, this may be provided to the authorized fire personnel. Any information released, must be related to a fire/EMS call.

G. Times and Run Numbers

1. If dispatch is not busy, the dispatcher may provide the caller with the information.
2. If dispatch is busy, the dispatcher will advise the caller and select one of the following options:
 - The dispatcher will call the fire station and speak to anyone at that location, or leave a message on the voice mail.
 - The dispatcher will fax the information to the station.
 - The dispatcher can contact the requestor on a cellular telephone with the information when time permits.
 - Information can be sent via the WDA.
 - If advised, you may e-mail to chiefstien@mukwonagofire.org or awegner@mukwonagofire.org

H. Media and Press Releases

All information and releases pertaining to fire department business will be handled by the department Chief(s), Incident Commander, or designee on the scene.

		<p style="text-align: center;">MUKWONAGO FIRE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES</p>	
Personal Appearance and Dress Code		Approved by: Chief Jeffrey R. Stien	
POL #20	Draft Date:	Revision Date: 04/28/2009, 06/30/2011, 03/19/12, 09/24/12, 06/17/13	Effective Date: 03/22/12, 9/24/12, 06/17/13

PURPOSE: The purpose of this policy is to outline expected personal appearance and dress code while representing the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all **officers and** members of this department. Authority to deviate from this policy/procedure rests with the Chief **of the Department** or **designee** who will be responsible for the results of any deviation.

While this policy does not cover all potential appearance and grooming issues, any extreme clothes, hairstyles, facial hair or jewelry are not permitted. Personnel are encouraged to use discretion in maintaining the professional image of the Department.

1. **Hair standards:** based on the use of a protective hood. Both males and females must conceal all hair within a protective hood and still maintain proper fit of headgear and self-contained breathing apparatus face piece. **Additionally,** hair length must not interfere with providing emergency medical services. Caution must be taken to prevent member's hair from becoming contaminated by patient's bodily fluids or from contaminating a patient's injuries.

- Hair Standard: Hair is to be neatly groomed and clean. It shall be cut, styled, and worn in a conservative manner. Hair may be in a bun, ponytail or braided to accomplish the above criteria. The bulk or length of hair shall not interfere with the proper wearing of any department headgear or equipment.
- Hair Coloring: Hair coloring must look natural. Unnatural hair coloring, such as green, purple, blue, bright red, etc., are not permitted. Hair pins, combs, or barrettes may be worn to meet the requirement of this standard.
- Wigs and Hair Pieces: Wigs or hair pieces may be worn while on duty or in uniform for cosmetic reasons to cover natural baldness or physical disfigurement. If a wig or hair piece is worn, it must conform to this standard for natural hair and must not cause a safety hazard.

- **Facial Hair:** No person shall report for work or be on duty with facial hair of sufficient length to potentially interfere with an individual's ability to maintain a safe mask seal with/while wearing a self-contained breathing apparatus.
 - **Beards and Goatees:** Beards and goatees are not permitted.
 - **Sideburns:** Sideburns must be neatly trimmed. Sideburns must not extend below the bottom of the ear lobe and must end with a clean-shaven horizontal line. Sideburns shall not extend into the portion of the face which provides for the seal of the SCBA face piece. "Muttonchops," "Ships Captain," or similar grooming styles are not permitted.
 - **Mustaches:** Mustaches may be worn provided they are maintained in a neat, clean manner which presents a groomed appearance. The mustache must not interfere with the wearing of any fire equipment or SCBA and shall not expose the wearer to undue risk or hazard. Mustaches commonly known as "Fu Manchu" or "Handlebar" are prohibited.
2. **Jewelry:** A limited amount of jewelry may be worn while in uniform provided the items are discreet, do not expose the wearer to undue risk or hazard, and comply with the following guideline:
- Earrings in the nose, eyebrows, lips, etc., are not permitted.
 - Stud ear rings, one in each ear, is permitted while on duty and at the station.
 - Necklaces or chains worn about the neck are permitted as long as they are concealed beneath the uniform shirt.
 - Jewelry which is loose or protrudes and may catch in machinery or equipment may not be worn while in uniform.
 - Visible piercing of the body, with the exception of that mentioned above, is prohibited and must be removed or covered prior to starting duty or conducting Fire Department business.
3. **Cosmetics:** Females may wear cosmetics such as eye shadow, rouge, or powder as long as these items are used in moderation and worn in a conservative style.
4. **Tattoos:** All tattoos that are in visible areas shall not depict explicit sexual content, immoral, express radical social statements or other offensive implications must be covered at all times while on duty. If you are unsure of the acceptability of a potential tattoo, check with a Chief grade officer in regards to the intent of this policy.
- All tattoos/body art on the head, face, neck, or scalp are prohibited.
 - Intentional mutilation of any part of the body that is visible is **prohibited**.

Mutilation is defined as the intentional, radical alteration of the body, head, face, or skin for the purpose of and/or resulting in an abnormal appearance. Examples include, but are not limited to:

- Split, forked, or pierced tongue
- Pieced nose, lip, eyebrow, or other areas of the face or body
- Foreign objects inserted under the skin or intentional burns to create a design or pattern
- Enlarged or stretched holes in ears (other than normal pierced earlobes)
- Intentional scarring on neck, face, scalp, or anywhere on the body

Compliance:

The Fire Department reserves the right to remove employees from a call for poor hygiene. This includes strong body or breath odors, including tobacco, failure to shave, or unkempt hair.

This policy does not cover all potential appearance and grooming issues and any extreme clothing, hairstyles, facial hair, or jewelry is not permitted. The Fire Chief or his/her designee will make the final determination on all appearance and grooming matters. Employees are encouraged to maintain the professional image of the Mukwonago Fire Department.

Failure to comply with this policy may result in disciplinary action up to and including termination.

Uniforms:

All clothing shall be neat, wrinkle free, in good condition and not translucent. Undergarments are to be worn and not exposed or visible through clothing. Sleeveless tops are not acceptable. No sandals or open toes. Socks and hosiery, along with closed toed shoes, per OSHA guidelines must be able to provide protection from potential needle sticks, splashing blood or potentially infectious material. **Appropriate uniform shall be worn while on call or duty and follow this policy for appearance while at the station. Exceptions to be approved by the Fire Chief or designee.**

Dress Uniform: Class A

1. Suit coat, dark blue (if issued by the department)
2. Dark blue dress pants (if issued by the department)
3. White shirt and black tie- Officers and light blue shirt and tie- line staff(provided after probation)
4. Dress Hat and hat badge (If issued by the department)
5. White gloves, collar brass and shirt badge (If issued by the department)
6. Black dress socks (member supplied)
7. Black belt (member supplied)
8. Black leather/dress shoes (If issued by the department)

Semi-Dress Uniform: Class B

1. Dark blue MFD button shirt (provided by the department)
2. Dark blue pants (member supplied)
3. Black belt (member supplied)
4. Black shoes (member supplied)

Work Uniform: Class C

1. Dark blue, red, or grey T-shirt (member supplied)
2. Dark blue jumpsuit with MFD logo (member supplied)
3. Dark blue pants or shorts (member supplied)
 - a. Pants are defined as having belt loops and pockets and they are ankle length.
 - b. Shorts may be worn during the months of May through September weather/temperature permitting. For specific EMS calls dealing with medical emergencies and any suspicion of trauma or any fire call, pants or bunkers or equivalent are required.
 - c. Shorts must extend from the waist to a point at or just above the knee (NFPA 1975 - 6.2.2 Fire and Emergency Services Protective Clothing and Equipment).
 - d. Shorts must navy blue (5.11 type recommended). They shall be clean and be free of tears and rips. Shorts shall be worn with black socks and black low cut shoes (not boots).
 - e. When wearing shorts, turnout gear must be worn for any fire related incidents (i.e. fire, MVC, Haz-mat, investigation, rescue, etc.).

Self-purchased MFD logo apparel may be worn while on duty including:

1. MFD approved baseball/knit caps, winter hats or visors, navy in color and can affix their FD# in the designated area
 2. Job Shirts, Jump Suits, Polo shirts, fleece and navy cargo shorts can be purchased by probationary members.
 3. Regular and honorary members are the only people that can purchase any items with their name and rank on the shirt. When putting a name on a piece of clothing you will use your last name. There is an additional charge for adding names and rank so that is not a requirement to have the clothing.
 4. All shirts will be navy in color for line staff and Chief Officers can get navy or white Captains and Lieutenants can get navy or grey.
 5. Probationary members will not be allowed to purchase winter coats until they are of regular member status.
 6. Probationary member will be allotted \$30.00 for a pair of navy work pants.
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4. As part of portraying a uniform appearance, the following weekday schedule shall be followed:
 1. Monday through Thursday – blue t-shirt

2. Friday – blue t-shirt or Support Our Troops (red) shirt
3. Saturday through Sunday – any color t-shirt

Any day when on Fire Inspections or on a Public Relations Activity, the badge shirt and pants shall be donned as noted below.

5. Uniform shirt standards:

1. Left shoulder: Department patch- Class A and Class B uniform
2. Right shoulder: National Registry or State EMS Certification and/or State Level Fire Certification patch or Dive Team (maximum of 2 patches on right shoulder) Class B uniform only. Nothing is to be on right shoulder for Class A uniform shirts.
** Per the State of Wisconsin, no patch may be worn for an EMS certification greater than the level of EMS care that the individual and/or MFD is certified to provide. **
3. Collar brass: Officer Rank bugles or MFD designation
4. Badge: Located above the left pocket
5. Any fire department certification pins may be worn on the right pocket flap (maximum of 4) Class B uniform only.

6. Class A Uniforms may be worn to, but not limited to, the following:

1. Funerals, Parades, Special department functions, meetings, and fire inspections.

7. Class B Uniforms shall be worn to, but not limited to, the following:

1. All departmental practices (Fire, EMS, Company), Funerals, Parades, Special Department Functions, Meetings, and Fire Inspections.
2. All classes internal or external, hosted, sponsored or the member is representing the Mukwonago Fire Department.

8. Class C Uniforms shall be worn to, but not limited to:

1. All departmental practices (Fire, EMS, Company), Special Department Functions, Meetings, and Fire Inspections.
2. All classes internal or external, hosted, sponsored or the member is representing the Mukwonago Fire Department.


3. Chief or designee will make the determination if shorts will be allowed for the individual event

9. All uniforms shall be worn in an appropriate manner in accordance with Mukwonago Fire Department guidelines:

- a. Shirt tucked in; buttons buttoned.
- b. No clothing worn over the top of the uniform when in attendance of meetings and practices, when indoors.

- c. Issued to new members: 1 each T-shirt navy, grey (while supplies last), and red. 1 long sleeve navy T-shirt, 1-navy fall Coat and 1 navy badge shirt.

**No MFD apparel, of any kind, is to be worn to establishments in question
(i.e.: bars, nightclubs, adult entertainment facilities, etc.)**

		<p style="text-align: center;">MUKWONAGO FIRE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES</p>	
Personal Protective Equipment		Approved by: Chief Jeffrey R. Stien	
POL #21	Draft Date: 04/05/09	Revision Date: 2/1/12, 3/19/12, 11/13/14	Effective Date: 3/22/12, 11/13/14

PURPOSE: The purpose of this policy is to establish minimum standard of protection for firefighters and EMS personnel when operating at training and incidents involving the Mukwonago Fire Department.

SCOPE: This procedure is to be followed by all officers and members of the Mukwonago Fire Department. Authority to deviate from this procedure rests with the officer in charge who will be responsible for the results of any deviation.

A. Personal Protective Equipment

1. All members operating at a training exercise or at a scene of an incident shall wear and use personal protective equipment as provided by NFPA 1971.
2. The Mukwonago Fire Department shall issue firefighting protective equipment to include, but not be limited to the following:
 - a. Helmet with eye protection (goggles/face shield), ear flaps, chin strap, and
 - b. Accountability tags
 - c. Flashlight
 - d. Hood
 - e. Turnout coat
 - f. Bunker pants with suspenders
 - g. Reflective ANSI vest
 - h. Gut Belt and webbing
 - i. Rubber Boots
 - j. 2 Sets of gloves or mittens
 - k. Face piece for use with Self Contained Breathing Apparatus (SCBA) provided on apparatus.
 - l. Chainsaw helmets and chaps are provided on apparatus
3. The department will cover replacement only at the time the product is worn or damaged beyond repair and can no longer be safely used.
4. Leather boots may be purchased by the member and the department will pick up offset the cost as compared with the purchase of department issued rubber boots.

5. Self-purchased items must follow NFPA 1971 and be approved for use by a Chief Officer of the Mukwonago Fire Department or designee. It will be member's responsibility to keep self-purchased items in good, working condition.
6. Fire helmets are not designed to provide protection in the event of an apparatus crash and may contribute to cervical or other injuries. For this and in accordance with NFPA 1901, fire helmets shall not be worn inside a moving apparatus. Fire helmets shall be secured inside the cab or an external compartment.
7. Any time it is appropriate for turnout gear to be worn, the only approved way to don turnout gear is with shorts/pants on under bunker pants. If wearing shorts, they must extend from the waist to a point at or just above the knee (NFPA 1975 - 6.2.2 Fire and Emergency Services Protective Clothing and Equipment).

B. Self-Contained Breathing Apparatus (SCBA)

1. The decision to use Self Contained Breathing Apparatus (SCBA) is based on three guidelines:
 - a. No personnel shall be allowed to breathe smoke or contaminated/oxygen deficient air.
 - b. Use breathing apparatus until the atmosphere has been determined to be safe through sampling and monitoring.
 - c. If in doubt, use breathing apparatus.
2. At minimum, Self-Contained Breathing Apparatus (SCBA) shall be worn with face piece in place, using tank air, by all personnel when operating:
 - a. in an environment where contamination or oxygen deficient atmosphere are either present or suspected
 - b. in an unventilated, confined space
 - c. in and above areas involved in fire
 - d. in areas subject to explosion or sudden contamination
3. Self-Contained Breathing Apparatus (SCBA) shall be worn and ready for use by all personnel operating on the fire ground in a stand-by or "ready-to-go mode".

C. Cleaning and Inspection

1. All members will be subject to a bi-annual equipment inspection as well as an annual fit test of the Department issued SCBA face piece.
2. All members of the Mukwonago Fire Department shall be responsible for keeping their personal protective equipment clean, in good repair and in a constant state of readiness.
3. After an incident, members shall:
 - a. Inspect all personal protective equipment for damage or missing items
 - b. Brush, wipe down or launder any soiled protective gear
 - c. Return all personal protective equipment to a state of readiness

4. If any personal protective equipment becomes damaged, a repair form must be completed and the damaged item shall be taken out of service. Contact an Officer of the Department for assistance in repair or obtaining replacement equipment.


D. Cleaning Turnout Gear

1. Turnout gear is expected to be cleaned:
 - a. Every six (6) months **OR**;
 - b. Immediately following contamination by:
 - Fire (i.e. structure, wild land, training, etc.)
 - Contaminated with bodily fluids
 - Contact with hazardous chemicals (if determined safe to launder by Officer in Charge)
 - Or, presence of any offensive odor
2. The cleaning procedures for turnout gear are as follows:
 - Remove suspenders and all items from pockets
 - Separate layers of turnout gear and remove Drag Rescue Device (DRD)
 - Turn inner liner inside-out
 - Fasten all Velcro and clasps
 - Place all turnout gear inside washer and set on permanent press cycle
 - **DO NOT USE BLEACH UNDER ANY CIRCUMSTANCES**
 - Hang all turnout gear to dry in the bay. Avoid all direct sunlight. Machine drying is not permitted.

E. Cleaning SCBA Face Piece

1. Members certified and qualified to wear and operate SCBA shall follow recommended care and cleaning procedures for the Department issued SCBA face piece.
 - a. The cleaning procedures for the SCBA face piece are as follows:
 - Short duration: If the face piece mask is worn for a short duration run (i.e., an investigation or a false alarm), use the disposable cleaning towelettes in the bay wash area to wipe down all areas of the face piece.
 - Long duration: If the face piece is worn for a long duration run (i.e., a structure fire, car fire or training exercise), completely wash the face piece using the cleaning solution in the bay wash area, rinse and hang to dry. Follow the recommended instructions on the bottle when using the cleaning solution.
 - b. After cleaning, inspect the following prior to putting the SCBA face piece back into service:
 - Make certain that all removable parts to the face piece have been returned to their proper location and are properly secured within the face piece.
 - Extend all straps.

- Fully inspect the face piece for any missing/damaged parts. If the face piece is damaged or if removable parts are missing, a repair form must be completed and the face piece shall be taken out of service. Contact an Officer of the Department for assistance in repair or obtaining a new face piece.

		<p style="text-align: center;">MUKWONAGO FIRE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES</p>	
Use of Station Common Areas		Approved by: Chief Jeffrey R. Stien	
POL #27	Draft Date: 2/26/09	Revision Date: 3/19/12, 01/15/18, 05/02/19	Effective Date: 3/19/12, 01/15/18, 05/02/19

PURPOSE: The purpose of this policy is to outline expectations regarding the use of Mukwonago Fire Department **common station** areas.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the officer in charge.

A. The station **common** areas of the Mukwonago Fire Department include **but not limited to the following:**

1. Apparatus Bay
2. Training Room
3. Day Room
4. Dorm Rooms
5. Rest Rooms
6. **Storage areas**
7. **Staff Offices**
8. Laundry Facilities

B. The Mukwonago Fire Department does not tolerate conduct or behavior reflecting adversely on the Fire Department. (Policy 13 – Rules of Conduct).

1. Property damaged resulting of unprofessional behavior will be billed to the offender(s).

C. No alcohol, illegal substances, or weapons of any kind are permitted in Mukwonago Fire Department facilities or any municipal vehicles. This includes parking lots, common areas (including training room, day room, dorm rooms, rest rooms, and laundry facilities), and training grounds, surrounding property or other owned or leased facilities.

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- D. The use of tobacco products, (smoking, chewing or snuff tobacco) in Mukwonago Fire Department facilities or vehicles is forbidden.
1. Dispose of tobacco in the proper receptacles outside the building.
 2. Parking lots, flowerbeds, drinking fountains and the like are not appropriate receptacles.
- E. Quiet time in the station common areas will be from 22:00 – 06:00 hours daily.
- F. Sexual activity of any nature will not occur in the Mukwonago Fire Department facilities or any municipal vehicles at any time. This includes parking lots, **common** areas (including training room, day room, dorm rooms, rest rooms, and laundry facilities), and training grounds, surrounding property or other owned or leased facilities. **This behavior will not be tolerated and will result in discipline up to and including termination.**
- G. The Mukwonago Fire Department will not be responsible for the loss or damage of any personal property used or left in any of the station common areas.
- H. Policy prohibits the display and possession of pornographic or otherwise sexually suggestive material in fire department facilities including vehicles. No pornographic magazines, pictures, books, videos or DVD's are allowed in the fire department dormitories, classroom or day room. Open display of pin-ups, posters, or other depictions of nude or scantily or suggestively clad persons on fire department premises will be deemed a violation of this policy. (see Policy 10 – Image Recording). **This behavior will not be tolerated and will result in discipline up to and including termination.**
- I. Turnout gear is not permitted on any carpeted area at any time.
- J. **Please help maintain the highest quality living and working conditions. Pick-up refuse in the buildings or parking lots, do not walk by it. Immediately report repairs or service needs to your immediate supervisor.**
- K. The following outlines specific conditions for each of the station common areas:
- 1. Training Room**
 - a. Turnout gear shall not be worn in the training room at any time.
 - b. During meetings, trainings, or class sessions, pagers and cell phones shall be kept off or in the vibrate position so as not to disturb.

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- c. Food and drink are permitted with the exception of the Monthly Fire Department Meeting. Dependent on the type of training or event.
 - Clean up all spills immediately
 - If the spill leaves a mark or a stain, notify the on duty officer.

2. Day Room

- a. The day room is available for your relaxation and enjoyment.
- b. Keep this **common** area in an orderly condition at all times.
- c. Be courteous and democratic when viewing television or playing video games.
- d. Sleeping in the day room from 22:00 – 06:00 is prohibited unless authorized by the Chief of department or designee.

3. Dorm Rooms

- a. Only eligible Mukwonago Fire Department and outside paramedic personnel may use the dorm rooms –. This usage shall be limited to periods of time during which personnel are on duty as full-time or on call.
- b. All persons using the dorm rooms will always follow Policy 13 – Rules of Conduct.
 - There shall be no more than two (2) people staying in the single dorm rooms. **There shall be no co-ed dorms.**
- c. Personnel will supply their own bedding (sheets, pillowcase, pillow, etc.)
- d. Personnel staying in the dorm room will keep the room neat and tidy. Floors will be free of personal items, trash removed daily, and bathrooms kept clean. After each stay, return the dorm room to an orderly condition, ready for the next person.
- e. In the rare event of a catastrophic event or state of emergency, (i.e., snowstorm, tornado, etc.) the dorm rooms can and will be used to provide shelter to displaced citizens.

4. Rest Rooms

- a. Rest rooms and shower areas are to be kept clean immediately following use.

5. Laundry Facilities

- a. Each station has laundry facilities available for cleaning items (turnout gear, linens, member uniforms, etc.) that may have become soiled during the course of an incident or training. Laundry facilities are not for cleaning routine personal items not soiled during the course of an incident or training.
- b. Clean lint traps after each use.
- c. Fold and put away cleaned and dried linens
- d. Keep laundry facilities in an orderly condition.



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Drug Free Workplace		Approved by: Chief Jeffrey R. Stien	
POL # 32	Draft Date: 10/04/11	Revision Date: 3/19/12, 7/27/16	Effective Date: 3/19/12, 7/27/16

PURPOSE: The purpose of this policy is to define Mukwonago Fire Department members regarding the unlawful manufacture, distribution, dispensing, and possession or use of drugs and alcohol in the workplace. as a Drug Free Workplace.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge who will be responsible for the results of any deviation. Chief or designee.

- A. The Mukwonago Fire Department prohibits the unlawful manufacture, distribution, dispensing, possession, or use of illegal controlled substances on department time or on all department grounds, Village and Town property, or on worksites. Any employee who engages in any of these actions may be subject to disciplinary action up to and including termination.
- B. Alcohol consumption is prohibited while on departmental time or on department grounds and may not be consumed unlawfully on Village and Town property. There is a zero tolerance for alcohol while on shift.
- C. The Drug-Free Workplace Act of 1988 requires that all department employees report any convictions related to violations related to criminal drug statutes that occur on the Village, Town, or department premises or off premises while conducting departmental business. A report of a conviction must be made to your supervisor or the Fire Chief within five days of your conviction. Failure to comply with this policy may be subject to disciplinary action up to and including termination.

D. Testing Conditions:

An employee is required to submit to a clinically accepted alcohol or controlled substance test upon a supervisor's reasonable suspicion to believe that the employee is in violation of this policy. The determination of reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. Such observations shall be documented in the Reasonable Suspicion Checklist (attached to this policy).

Supervisor Responsibilities:

Any supervisor (e.g. lieutenant, captain, or chief officer) who makes the determination that reasonable suspicion exists to conduct a clinically accepted drug or alcohol test shall:

- Immediately suspend the employee's public contact and ensure that he/she does not engage in any emergency response activities or operate any Department vehicle
- Notify the Duty Officer or another readily available member of the command staff
- Document observations in the Reasonable Suspicion Checklist (attached to this policy)

1. It is the policy of the Mukwonago Fire Department that, upon the offer of hire, applicants must submit to a drug test as a condition of employment.

2. Supervisors may order a drug or alcohol screening test when they have a reasonable suspicion that an employee is using, or under the influence of drugs or alcohol. A reasonable suspicion to request a drug or alcohol test is based on the totality of circumstances for the incident. Possible circumstances may include:

- a. Conduct or behavior that is out of the ordinary for the individual involved.
- b. Information provided by sources that are reliable and credible.
- c. Behavior which is characteristic of controlled substance or alcohol usage including (but not limited to), unusual speech or difficulty in speaking, exhibiting an odor of alcohol or other controlled substance, problems with movements, problems with concentration or diminished mental clarity.
- d. If the employee is involved in a vehicular accident with a departmental, Village or Town owned vehicle.

Duty Officer Responsibilities:

Upon being notified that reasonable suspicion exists to conduct a clinically accepted drug or alcohol test, the Duty Officer shall:

- Ensure that the Reasonable Suspicion Checklist (attached to this policy) has been filled out by the employee's direct supervisor.
 - Ensure that the Chief has been notified. If this Chief is unavailable, ensure that the Assistant Chief is notified directly.
 - Transport, accompanied by a second supervisor or member of the command staff, the employee in question to Occupational Medical facility for testing. If the test must be performed outside of normal business hours, refer to the After-Hours Drug and Alcohol Testing Procedure (attached to this policy).
 - After testing is complete, escort the employee to his/her residence or plan for alternative transport. Under no circumstances should an employee who is impaired by alcohol or drugs be allowed to operate a motor vehicle.
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E. Any employee found intoxicated or under the influence of narcotics while on duty, will be placed on immediate suspension, and as indicated by this policy, will be subject to disciplinary action up to and including termination.

Confidentiality of Records:

The Department respects the confidentiality and privacy rights of all individuals. Accordingly, the results of any tests administered under this policy and the identity of any individual participating in the Department's EAP or other assessment or treatment program, will not be revealed by the Department to anyone except as required by law. The Department will release any individual's records as directed by the express written consent of the individual authorizing release to an identified person.

In addition, the Department will ensure that any lab, agency, or Medical Review Officer (MRO), used to conduct testing under this policy will maintain the confidentiality of individual test records. The MRO will disclose information related to a verified positive drug or alcohol test of an individual only to the on-Duty Officer or designee. The Department may disclose information to the individual or to the decision-maker in a lawsuit, grievance, or another proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders and subpoenas; or upon the tested individual's written authorization and consent.

Reasonable Suspicion After-Hours Drug and Alcohol Testing:

There are various options available if it is determined reasonable suspicion exists to conduct an alcohol and/or drug test on an employee when the Department's affiliated Occupational Health Clinics are closed (i.e., outside of normal business hours).

Alcohol Testing

- Alcohol test(s) may be performed at the Mukwonago Police Department (hereafter "Police Department"). Call the Police Department and ask to talk to the Commanding Officer. The Commanding Officer will tell you if there is an officer available to perform a Preliminary Breath Test (PBT). This test is designed to quickly identify if alcohol is present. If an officer is available to perform a PBT, transport the employee to the Police Department for testing. This test will be conducted in the Booking area.

If the PBT shows the presence of alcohol and the reading is near the .08 concentration threshold, it should be followed up by an Intoximeter test, which will also be conducted in the Booking area at the Police Department.

Note: A supervisor must accompany and remain present with the employee during the entire testing process at the Police Department.

Reasonable Suspicion Checklist

Employee Name: _____ Employee No. _____

Walking

- ☐ Stumbling
- ☐ Unsteady
- ☐ Staggering
- ☐ Unable to Walk
- ☐ Falling
- ☐ Holding-On
- ☐ Swaying

Speech

- ☐ Slurred
- ☐ Incoherent
- ☐ Rambling
- ☐ Slow

Demeanor

- ☐ Hostile
- ☐ Physically Aggressive
- ☐ Paranoid
- ☐ Apologetic
- ☐ Drowsy
- ☐ Grandiose
- ☐ Crying
- ☐ Easily Agitated

Appearance

- ☐ Disheveled
- ☐ Partially Dressed
- ☐ Dirty
- ☐ Obvious, Excessive Stains

Standing

- ☐ Swaying
- ☐ Sagging
- ☐ Rigid
- ☐ Feet Spread Apart
- ☐ Staggering
- ☐ Unable to Stand

Smell

- ☐ Odor of Alcohol
- ☐ Unusual / Pungent
- ☐ Excessive Use of Cologne

Face

- ☐ Flushed
- ☐ Pale
- ☐ Sweaty
- ☐ Sagging

Eyes

- ☐ Bloodshot
- ☐ Dilated
- ☐ Glassy
- ☐ Drooping

Time of Observation: _____ Location: _____

Other Observations: _____

Officer Signature: _____ Employee No. _____

Date: _____

Witness Signature: _____ Employee No. _____

Date: _____



Agenda Cover Report

Date: 09-13-2021	Committee/Board: Village Board
Submitted by: Chief Jeffrey Stien	Department: Fire
Date of Committee Action: 09-13-2021	Date of Village Board Action: 09-15-2021

Subject:

2022 Capital Intent Letter for ambulance- 12–13-month production time from date of order-price increase of 5% by 10-01-2021 equating \$13,500.00 increase in pricing

Executive Summary:

Due to extended delivery times on chassis and material costs, there is a price increase 10-01-2021 and possible chance production time going out of approved capital budget year. In the past an intent letter was signed by the board placing the order and did not take on any financial responsibility. This provides the flexibility to order by 10-01-2021 to save costs, chassis delivery and production in 2022.

Fiscal Impact:

None for signing order

Executive Recommendation/Action:

Recommendation to sign intent letter for ambulance

☐ **Attachments Included:**



Mukwonago Fire Department

1111 Fox Street • 440 River Crest Court • Mukwonago, WI 53149

Chief of Department
Jeffrey R. Stien

Emergency: 262-363-6435
Non-Emergency: 262-363-6426

September 9, 2021

Foster Coach Sales INC
903 Prosperity Drive
Sterling IL 61081

Re: Village of Mukwonago/Town of Mukwonago

Dear Sir or Madam:

The Village of Mukwonago and the Town of Mukwonago (hereinafter the "Purchasing Parties") intends to purchase one Horton Ambulance, from Foster Coach Sales, during the third quarter of 2022. The fire apparatus being considered is pursuant to the Proposal provided to the Fire Department dated September 9, 2021, a copy of which is attached hereto.

It is the intent of the Purchasing Parties to take delivery of the ambulance from Horton through its local dealership, Foster Coach Sales, Inc., in the third quarter of 2022. The Purchasing Parties acknowledge that the delivery schedule is subject to the terms of delivery as set forth in the attached Proposal. The time for this type of apparatus is approximately 320-340 days.

Due to an increase in commodities prices, Horton Emergency Vehicles has implemented a price increase of 5% as of July 1, 2021, which they have granted price protection to The Village of Mukwonago and the Town of Mukwonago until October 1, 2021. The Ambulance and Ford chassis must be ordered before this date to lock in the price. Foster Coach Sales has agreed to order the unit and accept financial of the ambulance responsibility until December 1, 2021. At this date a final invoice will be supplied to The Village of Mukwonago and the Town of Mukwonago. At this time a sign-off on the unit will be needed for it to go into production.

The Village of Mukwonago and the Town of Mukwonago, have the right to cancel the order before December 1, 2021 and Foster Coach will cancel the contract and use the chassis for a demo.

VILLAGE OF MUKWONAGO

TOWN OF MUKWONAGO

By: _____
President Fred Winchowky

By: _____
Peter Topczewski, Town Chai

Foster Coach Sales, INC.

By: _____
Shawn Foster



Mukwonago Fire Department

1111 Fox Street • 440 River Crest Court • Mukwonago, WI 53149

Chief of Department
Jeffrey R. Stien

Emergency: 262-363-6435
Non-Emergency: 262-363-6426

September 9, 2021

Jefferson Fire & Safety, Inc.
7620 Donna Drive
Middleton, WI 53562

Re: Village of Mukwonago/Town of Mukwonago

Dear Sir or Madam:

The Village of Mukwonago and the Town of Mukwonago (hereinafter the "Purchasing Parties") intends to purchase one Life Line Superliner Type I Ambulance. The Ambulance being considered is pursuant to the Proposal provided to the Fire Department dated September 7th, 2021, a copy of which is attached hereto.

It is the intent of the Purchasing Parties to take delivery of the Life Line ambulance through its local dealership, Jefferson Fire and Safety, Inc. The completion time for this ambulance is approximately 240 days from receipt of chassis and completed signed off drawings and workorder.

Jefferson Fire & Safety is required to notify the Purchasing Parties upon completion of the ambulance. This Letter of Intent will allow Jefferson Fire & Safety and Life Line Emergency Vehicles and the Purchasing Parties to move forward with pre-construction process, which includes the approved build drawings and workorder.

This Letter of Intent is issued and signed by the Purchasing Parties. The intent is to sign an official contract and commitment for the ambulance being proposed by: _____.

The Purchasing Parties are not, in any way, obligated to purchase this apparatus. If the 2022 Budget Request is not approved or if the Purchasing Parties choose not to purchase this ambulance for any reason, Jefferson Fire & Safety reserves the right to sell the ambulance to other parties. The Purchasing Parties understand and will commit to notify Jefferson Fire & Safety and Life Line Emergency Vehicles as soon as reasonably practicable of their decision not to purchase this ambulance in order to provide Jefferson Fire & Safety as much lead time as possible to place the ambulance up for sale to other customers.

This agreement shall be governed and construed in accordance with the laws of the State of Wisconsin and any statements to the contrary in the attached Proposal shall be modified accordingly.

VILLAGE OF MUKWONAGO

TOWN OF MUKWONAGO

By: _____
President Fred Winchowky

By: _____
Peter Topczewski, Town Chair

JEFFERSON FIRE & SAFETY, INC

By: _____

Print Name & Title

CC: Beth & Tyler Jefferson

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 08/31/2021	ACTIVITY FOR MONTH 08/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 150 - FIRE/AMBULANCE FUND						
Revenues						
Dept 4100 - TAXES						
150-4100-411100	GENERAL PROPERTY TAX	191,015.00	127,343.36	15,917.92	63,671.64	66.67
Total Dept 4100 - TAXES		191,015.00	127,343.36	15,917.92	63,671.64	66.67
Dept 4300 - INTERGOV T REVENUES						
150-4300-434200	STATE AID OR GRANT	0.00	5,325.00	0.00	(5,325.00)	100.00
150-4300-434400	EMS ACT102 GRANT	6,000.00	0.00	0.00	6,000.00	0.00
150-4300-434700	STATE FIRE DUES PROGRAM	36,296.00	40,998.03	0.00	(4,702.03)	112.95
Total Dept 4300 - INTERGOV T REVENUES		42,296.00	46,323.03	0.00	(4,027.03)	109.52
Dept 4620 - PUBLIC SAFETY						
150-4620-432000	FIRE DEPT CHARGES FOR SERVICES	1,500.00	62.00	12.00	1,438.00	4.13
150-4620-432500	AMBULANCE COUNTY COLLECTIONS	23,000.00	18,239.42	5,371.51	4,760.58	79.30
150-4620-473000	EBIX AMBULANCE REVENUE	637,478.00	658,808.20	81,273.91	(21,330.20)	103.35
150-4620-473700	EBIX FIRE REVENUE	10,500.00	0.00	0.00	10,500.00	0.00
150-4620-474100	EBIX INTERFACILITY ALS& BLS	327,051.00	0.00	0.00	327,051.00	0.00
150-4620-474200	EBIX INTERFACILITYCRITICALCARE	88,620.00	0.00	0.00	88,620.00	0.00
Total Dept 4620 - PUBLIC SAFETY		1,088,149.00	677,109.62	86,657.42	411,039.38	62.23
Dept 4700 - INTERGOV T CHARGES FOR SERVICE						
150-4700-434700	STATE FIRE DUES PROGRAM	36,296.00	0.00	0.00	36,296.00	0.00
150-4700-473100	FIRE/AMBULANCE SERVICE TO TOWN	191,015.00	148,569.36	18,571.17	42,445.64	77.78
Total Dept 4700 - INTERGOV T CHARGES FOR SERVICE		227,311.00	148,569.36	18,571.17	78,741.64	65.36
Dept 4800 - MISC REVENUE						
150-4800-489000	DONATIONS RECEIVED	0.00	700.00	0.00	(700.00)	100.00
150-4800-489900	MISC. REVENUES	0.00	37,337.15	0.00	(37,337.15)	100.00
Total Dept 4800 - MISC REVENUE		0.00	38,037.15	0.00	(38,037.15)	100.00
Dept 4810 - INTEREST REVENUE						
150-4810-487100	INTEREST REVENUE	1,000.00	157.77	0.00	842.23	15.78
Total Dept 4810 - INTEREST REVENUE		1,000.00	157.77	0.00	842.23	15.78
Dept 4820 - COMMERCIAL REVENUE						
150-4820-488000	SALE OF OWNED PROPERTY	0.00	535.00	535.00	(535.00)	100.00
Total Dept 4820 - COMMERCIAL REVENUE		0.00	535.00	535.00	(535.00)	100.00
TOTAL REVENUES		1,549,771.00	1,038,075.29	121,681.51	511,695.71	66.98
Expenditures						
Dept 5140 - ADMINISTRATIVE & GENERAL						

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 08/31/2021	ACTIVITY FOR MONTH 08/31/2021	AVAILABLE BALANCE	% BDC USED
Fund 150 - FIRE/AMBULANCE FUND						
Expenditures						
150-5231-511000	SALARIES & WAGES	174,546.00	108,046.02	16,288.87	66,499.98	61.90
150-5231-511200	SOCIAL SECURITY	13,158.00	8,200.07	1,245.72	4,957.93	62.32
150-5231-515200	RETIREMENT	7,639.00	7,516.93	1,088.18	122.07	98.40
150-5231-515400	HEALTH	1,000.00	739.61	39.40	260.39	73.96
150-5231-515900	OTHER FRINGE BENEFITS	50.00	8.37	1.88	41.63	16.74
150-5231-521900	PROFESSIONAL SERVICES	68,500.00	46,385.34	6,949.39	22,114.66	67.72
150-5231-531100	SUPPLIES	55,000.00	36,225.38	5,604.65	18,774.62	65.86
150-5231-531500	POSTAGE	500.00	142.16	35.49	357.84	28.43
150-5231-535100	MOTOR FUEL & OIL	12,000.00	10,940.73	2,037.02	1,059.27	91.17
150-5231-539500	REPAIRS & MAINTENANCE	13,000.00	12,858.82	219.84	141.18	98.91
Total Dept 5231 - AMBULANCE		345,393.00	231,063.43	33,510.44	114,329.57	66.90
Dept 5232 - AMBULANCE TRAINING						
150-5232-511000	SALARIES & WAGES	17,000.00	6,811.97	1,117.00	10,188.03	40.07
150-5232-511200	SOCIAL SECURITY	1,301.00	521.13	85.51	779.87	40.06
150-5232-515200	RETIREMENT	800.00	272.95	68.03	527.05	34.12
150-5232-531100	SUPPLIES	1,000.00	3.00	0.00	997.00	0.30
150-5232-532400	MEMBERSHIP DUES	500.00	0.00	0.00	500.00	0.00
150-5232-533500	TRAINING & TRAVEL	2,000.00	3,035.04	25.00	(1,035.04)	151.75
Total Dept 5232 - AMBULANCE TRAINING		22,601.00	10,644.09	1,295.54	11,956.91	47.10
Dept 5700 - CAPITAL OUTLAY EXPENDITURES						
150-5700-571300	FIRE DEPT CAPITAL EQUIP	18,000.00	7,889.76	0.00	10,110.24	43.83
150-5700-571400	AMBULANCE CAPITAL EQUIP	18,000.00	8,757.90	0.00	9,242.10	48.66
150-5700-572100	FIRE ADMINISTRATION	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 5700 - CAPITAL OUTLAY EXPENDITURES		38,000.00	16,647.66	0.00	21,352.34	43.81
Dept 5880 - USE OF GRANTS/DONATIONS						
150-5880-580500	ACT 102 EXPENSES	0.00	2,140.80	1,091.30	(2,140.80)	100.00
Total Dept 5880 - USE OF GRANTS/DONATIONS		0.00	2,140.80	1,091.30	(2,140.80)	100.00
Dept 5900 - OTHER FINANCING USES						
150-5900-592500	TRANSFER TO DESIGNATED FUNDS	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 5900 - OTHER FINANCING USES		30,000.00	0.00	0.00	30,000.00	0.00
TOTAL EXPENDITURES		1,549,771.00	929,781.83	108,289.05	619,989.17	59.99
Fund 150 - FIRE/AMBULANCE FUND:						
TOTAL REVENUES		1,549,771.00	1,038,075.29	121,681.51	511,695.71	66.98
TOTAL EXPENDITURES		1,549,771.00	929,781.83	108,289.05	619,989.17	59.99
NET OF REVENUES & EXPENDITURES		0.00	108,293.46	13,392.46	(108,293.46)	100.00

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
Incident Type Category (FD1.21): 1 - Fire						
100 - Fire, other	1	0.07%				
111 - Building fire	10	0.66%				
114 - Chimney or flue fire, confined to chimney or flue	1	0.07%				
131 - Passenger vehicle fire	1	0.07%				
134 - Water vehicle fire	1	0.07%	10,000.00	50,000.00	60,000.00	100.00%
141 - Forest, woods or wildland fire	1	0.07%				
142 - Brush or brush-and-grass mixture fire	2	0.13%	0.00	0.00	0.00	0.00%
143 - Grass fire	4	0.26%	0.00	0.00	0.00	0.00%
Total: 21		Total: 1.38%	Total: 10,000.00	Total: 50,000.00	Total: 60,000.00	Total: 100.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
311 - Medical assist, assist EMS crew	16	1.05%				
321 - EMS call, excluding vehicle accident with injury	590	38.69%				
3212 - Interfacility Transfer	501	32.85%				
3213 - Intercept	86	5.64%				
322 - Motor vehicle accident with injuries	30	1.97%				
324 - Motor vehicle accident with no injuries.	15	0.98%				
331 - Lock-in (if lock out , use 511)	1	0.07%				
341 - Search for person on land	1	0.07%				
354 - Trench/below-grade rescue	1	0.07%				
360 - Water & ice-related rescue, other	1	0.07%				
381 - Rescue or EMS standby	2	0.13%				
Total: 1,244		Total: 81.57%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
411 - Gasoline or other flammable liquid spill	1	0.07%				
412 - Gas leak (natural gas or LPG)	2	0.13%				
413 - Oil or other combustible liquid spill	4	0.26%				
424 - Carbon monoxide incident	1	0.07%				
440 - Electrical wiring/equipment problem, other	1	0.07%				
444 - Power line down	6	0.39%				
445 - Arcing, shorted electrical equipment	7	0.46%				
463 - Vehicle accident, general cleanup	1	0.07%				
Total: 23		Total: 1.51%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
500 - Service call, other	2	0.13%				
511 - Lock-out	1	0.07%				
522 - Water or steam leak	1	0.07%				
542 - Animal rescue	1	0.07%				
550 - Public service assistance, other	3	0.20%				
551 - Assist police or other governmental agency	6	0.39%				
553 - Public service	1	0.07%				
561 - Unauthorized burning	2	0.13%				
571 - Cover assignment, standby, moveup	7	0.46%				
Total: 24		Total: 1.57%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 6 - Good Intent Call						

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
611 - Dispatched and cancelled en route	134	8.79%				
622 - No incident found on arrival at dispatch address	14	0.92%				
631 - Authorized controlled burning	2	0.13%				
651 - Smoke scare, odor of smoke	9	0.59%				
671 - HazMat release investigation w/no HazMat	1	0.07%				
Total: 160		Total: 10.49%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
700 - False alarm or false call, other	1	0.07%				
711 - Municipal alarm system, malicious false alarm	1	0.07%				
733 - Smoke detector activation due to malfunction	4	0.26%				
734 - Heat detector activation due to malfunction	1	0.07%				
735 - Alarm system sounded due to malfunction	7	0.46%				
736 - CO detector activation due to malfunction	4	0.26%				
740 - Unintentional transmission of alarm, other	1	0.07%				
741 - Sprinkler activation, no fire - unintentional	3	0.20%				
743 - Smoke detector activation, no fire - unintentional	2	0.13%				
744 - Detector activation, no fire - unintentional	1	0.07%				
745 - Alarm system activation, no fire - unintentional	18	1.18%				
Total: 43		Total: 2.82%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster						
800 - Severe weather or natural disaster, other	8	0.52%				
814 - Lightning strike (no fire)	2	0.13%				
Total: 10		Total: 0.66%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Total: 1,525		Total: 100.00%	Total: 10,000.00	Total: 50,000.00	Total: 60,000.00	Total: 100.00%

Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Village of Mukwonago	967	72.27%
Town of Mukwonago	142	10.61%
	66	4.93%
MUKW_V	33	2.47%
EAGL_T	26	1.94%
Village of Eagle	24	1.79%
East Troy	18	1.35%
Village of Big Bend	12	0.90%
Village of North Prairie	9	0.67%
ESTY_V	6	0.45%
MUKW_T	6	0.45%
Village of Vernon	5	0.37%
ESTY_T	4	0.30%
LAFT_T	3	0.22%
Mukwonago	3	0.22%
EAGLE	2	0.15%
SPRP_T	2	0.15%
BGBD_V	1	0.07%
City of Delafield	1	0.07%
EAGL_V	1	0.07%
East Troy	1	0.07%
NRPR_V	1	0.07%
SUMM_V	1	0.07%
Town of Eagle	1	0.07%
VERN_V	1	0.07%
Village of Hartland	1	0.07%
WALWCO	1	0.07%
	Total: 1,338	Total: 100.00%

Report Filters

Incident Date: is between '01/01/2021' and '08/31/2021'

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
		35	2.62%
Aurora Lakeland Medical Center	132	9	0.67%
Aurora Medical Center - Summit	316	45	3.36%
Aurora Medical Center - West Allis	149	2	0.15%
Aurora Mem Hosp of Burlington	14	4	0.30%
Children's Hospital of Wisconsin (CHOW)	135	16	1.20%
Elmbrook Memorial Hospital	183	1	0.07%
Froedtert Memorial Lutheran Hospital	232	12	0.90%
Mercy Walworth Hospital And Medical Center	6023	1	0.07%
Mooreland Reserve Health Center	233	7	0.52%
Not Applicable		3	0.22%
Not Transported	6024	275	20.55%
Oconomowoc Memorial Hospital	113	9	0.67%
St. Lukes Medical Center	160	7	0.52%
VA Milwaukee (Clement J Zablocki Veterans Affairs)	125503	5	0.37%
Waukesha Memorial Hospital	41	793	59.27%
Waukesha Memorial Outpatient Center	42	114	8.52%
		Total: 1,338	Total: 100.00%

Report Filters

Incident Date: is between '01/01/2021' and '08/31/2021'

Runs by Primary Role of Unit

Response Primary Role Of Unit (eResponse.07)	Number of Runs	Percent of Total Runs
ALS Ground Transport	720	53.81%
BLS Ground Transport	263	19.66%
Non-Transport (Vital Signs / Canceled)	224	16.74%
Critical Care Ground Transport	122	9.12%
Non-Transport BLS (First Aid or Lift Assist)	6	0.45%
Non-Transport ALS (Meds Given)	2	0.15%
	1	0.07%
Total: 1,338		Total: 100.00%

Report Filters

Incident Date: is between '01/01/2021' and '08/31/2021'

Ambulance Request Type

SQ System Ambulance Request	Number of Runs	Percent of Total Runs
Primary Ambulance Request	1,027	76.76%
Paramedic Intercept	154	11.51%
Secondary Ambulance Request	148	11.06%
Third Ambulance Request	8	0.60%
	1	0.07%
	Total: 1,338	Total: 100.00%

Report Filters

Incident Date: is between '01/01/2021' and '08/31/2021'

09/03/2021	Year to Date Intercept Report				Page:	1
AUSTIN	VILLAGE OF MUKWONAGO					
MPDINTERV2	Posting Dates: 01/01/2021 - 08/31/2021					
Financial Class	Encounters	Procedures	Charges	Payments	Adjustments	Proc/Enc
EAGLE FIRE DEPT	1	1	500.00	1,000.00	.00	1.00
EAST TROY EMS	59	144	31,858.84	26,692.36	2,161.36	2.44
Report Total	60	145	32,358.84	27,692.36	2,161.36	2.42
						539.31
						500.00
						539.98

ebix, Inc.

09/03/2021
User: AUSTIN
Qty: MFDINTERFY2
Type Procedures

VILLAGE OF MUKWONAGO
Interfacility Summary - Year to Date
Posting Dates: 01/01/2021 - 08/31/2021
Procedures

Page: 1

		Charges	Minutes	Payments	Adjustments
DNG	A0382 BASIC SUPPORT ROUTINE SUPPLIES	192 1,982.52	19,398	1,957.84	.00
DNG	A0384 BLS DEFIBRILLATION SUPPLIES	1 72.00	101	72.00	.00
DNG	A0392 ALS DEFIBRILLATION SUPPLIES	66 7,656.00	8,411	6,716.00	.00
DNG	A0394 ALS IV DRUG THERAPY SUPPLIES	6 144.01	834	171.45	.00
DNG	A0398 ALS ROUTINE DISPOSABLE SUPPLIES	266 10,900.70	31,317	10,620.52	.00
DNG	A0422 AMBULANCE 02 LIFE SUSTAINING	360 3,765.30	40,921	3,774.18	17.27
DNG	A0425 DNG MILEAGE	7,657 58,651.50	70,723	59,068.63	10.46
DNG	A0427 ALS1-EMERGENCY DNG	196 84,707.28	23,586	88,210.62	.00
DNG	A0427 ALS1-EMERGENCY INTERCEPT	0 0	246	.00	.00
DNG	A0429 BLS-EMERGENCY DNG	171 62,234.88	22,821	58,612.58	.00
DNG	A0434 CRITICAL CARE DNG	113 83,535.25	14,494	87,259.22	.00
DNG	U7030 NORMAL SALINE SOLUTION INFUS	2 32.00	388	11.00	.00
DNG	U7040 NORMAL SALINE SOLUTION INFUS	3 30.00	424	30.00	.00
DNG	93005 ELECTROCARDIOGRAM, TRACING	7 693.00	775	589.00	.00
DNG	94760 NONINVASIVE EAR OR PULSE OXIMETRY	32 1,046.38	4,915	998.64	.00
DNG	TOTAL	9,072 315,440.86	239,354	318,091.68	27.73

Other	A0382 BASIC SUPPORT ROUTINE SUPPLIES	2	85.47	36.77	39.51
Other	A0390 ALS - ADVANCED LIFE SUPPORT MILEAG	24	634.40	.00	.00
Other	A0392 ALS DEFIBRILLATION SUPPLIES	1	116.00	88.00	88.00
Other	A0394 ALS IV DRUG THERAPY SUPPLIES	3	49.14	13.04	13.04
Other	A0398 ALS ROUTINE DISPOSABLE SUPPLIES	4	167.94	37.52	69.27
Other	A0422 AMBULANCE 02 LIFE SUSTAINING	6	62.76	3.02	50.19
Other	A0425 GROUND MILEAGE	205	4,970.13	2,513.26	2,390.21
Other	A0427 ALS-EMERGENCY INTERFACILITY	9	13,050.00	4,965.14	6,958.55
Other	A0427 ALS1-EMERGENCY INTERCEPT	3	1,500.00	1,500.00	.00
Other	A0427 ALS1-EMERGENCY NON RESIDENT	1	1,750.00	1,630.53	1,317.82
Other	A0427 ALS1-EMERGENCY RESIDENT	2	2,000.00	432.18	567.82
Other	U7030 NORMAL SALINE SOLUTION INFUS	0	.00	.00	.00
Other	U7040 NORMAL SALINE SOLUTION INFUS	0	.00	.00	.00
Other	93005 ELECTROCARDIOGRAM, TRACING	3	297.00	79.25	13.90
Other	TOTAL	263	24,682.84	11,015.55	11,508.35

TOTAL

9,335 340,123.70 239,354 329,107.23 11,536.08

ebix, Inc.

09/03/2021
 User: AUSTIN
 QTY: MEDFTHH
 Current
 Quantity

Current
 Charges

Current
 Payments

VILLAGE OF MUKMONAGO
 ERR Summary
 Posting Dates: 08/01/2021 - 08/31/2021
 Current
 Adjustments

YTD
 Charges

YTD
 Payments

YTD
 Adjustments

Page: 1

0	.00	1,900.00	.00	8	5,000.00	5,320.43	1,654.57
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ebix, Inc.

09/03/2021

User: AUSTIN

City: MFDALSBLSA

Year Run Category

VILLAGE OF MUKWONAGO
Five Year Run Summary

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Year Run Category	Run Type	Qty	Charges	Amount Paid	Amount Adjusted	Balance
2021 DMG	ALSI	196	84,707.28	73,470.60-	.00	11,236.68
	BLS	170	61,869.80	52,771.30-	.00	9,098.50
	CRIT CARE	112	82,796.00	77,621.25-	.00	5,174.75
	Subtotal	478	229,373.08	203,863.15-	.00	25,509.93
	Intercept Subtotal	82	41,000.00	34,500.00-	.00	6,500.00
Non-Resident	ALSI	96	133,500.00	31,851.51-	53,430.17-	48,218.32
	BLS	1	1,275.00	625.52-	9,938.69-	8,279.75
	Subtotal	121	161,775.00	41,258.59-	64,018.34-	56,498.07
	Non-Transport Subtotal	108	13,500.00	7,824.84-	1,700.87-	3,974.29
	TOTAL	1,124	810,973.08	406,785.56-	234,993.60-	169,193.92
Resident	ALSI	240	265,350.00	86,473.19-	117,110.70-	61,766.11
	BLS	4	5,100.00	1,620.66-	1,424.06-	2,055.28
	CRIT CARE	81	75,375.00	22,121.50-	40,363.26-	12,890.24
	Subtotal	335	365,325.00	119,338.98-	169,274.39-	76,711.63
	Intercept Subtotal	115	57,500.00	57,500.00-	.00	.00
Intercept	ALSI	391	169,508.85	168,220.15-	1,033.65-	255.05
	BLS	213	73,712.52	73,187.25-	525.25-	.02
	CRIT CARE	186	137,927.85	136,905.65-	1,022.20-	.00
	Subtotal	790	381,149.22	378,313.05-	2,581.10-	255.07
	Intercept Subtotal	115	57,500.00	57,500.00-	.00	.00
2020 DMG	ALSI	23	28,925.00	16,895.41-	12,029.59-	.00
	Intercept Subtotal	115	57,500.00	57,500.00-	.00	.00

ebix, Inc.