

Village of Mukwonago
Notice of Meeting and Agenda

VILLAGE & TOWN PROTECTIVE SERVICES COMMITTEE MEETING
Monday, October 16, 2023

Time: **6:30 pm**

Place: **Fire Station #1 1111 Fox St Mukwonago**

1. Call To Order

2. Roll Call

3. Approval of Minutes

- 3.1 Approval of minutes from August 14, 2023 meeting.
[10-16-2023 Meeting Materials.pdf](#)

4. Public Comments

5. New Business

5.1 *For Information Only*

YTD Financial Information with referendum
YTD Financial Information without referendum
YTD EBIX Reports
Year-to-Year Analysis
YTD Incident Type Report

5.2 Discussion and possible recommendation to approve:

Agenda Cover Report
Operating Procedures; Policy #11 - Shift Operations
Operating Procedures; Policy #31 - Tuition Reimbursement
Operating Procedures; Policy #34 - Promotional Procedures

6. Adjourn

Membership

Village: K Johnson, Porter, Reeves

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 and Town of Mukwonago Joint Protective Services

Minutes of August 14, 2023 JPS Committee Meeting
Fire Station #1, 1111 Fox Street, Mukwonago WI 53149

1. Meeting was called to order at 6:30 pm CT by Peter Topczewski.
2. Notice and Agenda of meeting was posted in conformance with Wis. Stat. §19.81 – §19.98.
3. Village members Reeves and Johnson present, Porter absent; Town members Topczewski and Boucher present, Wrasman absent. Chief Stien also present.
4. Reeves and Johnson moved to approve minutes of June 19, 2023 meeting as presented; passed unanimously.
5. There were no public comments.
6. Informational items:
 - 6.1. YTD Financial report – routine.
 - 6.2. EBIX report – routine.
 - 6.3. Incident report – routine.
7. Discussion item:
 - 7.1. Policy for handling year-end Fire Department year-to-year budget reconciliation surplus/deficit discussed. While expenses usually fall within budget, revenues can be unpredictable. Because revenues are a significant part of the overall operation, shortfall can be problematic. To address the issue, it is suggested that surpluses be rolled over and held within the FD budget to offset shortfalls. These funds would not become part of capital or operating budgets.

The concept will be introduced to the respective Boards near-term; discussion and possible action will take place at our joint budget meeting(s).
8. Topczewski and Reeves moved to adjourn at 6:49 pm. Passed unanimously.



PERIOD ENDING 09/30/2023

INCLUDING REFERENDUM

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2023	BALANCE	USED
Fund 150 - FIRE/AMBULANCE FUND						
Revenues						
Dept 4100 - TAXES						
150-4100-411100	GENERAL PROPERTY TAX	198,732.00	198,732.00	149,049.00	49,683.00	75.00
150-4100-411101	FIRE DEPT REFERENDUM	406,349.00	406,349.00	304,761.78	101,587.22	75.00
Total Dept 4100 - TAXES		605,081.00	605,081.00	453,810.78	151,270.22	75.00
Dept 4300 - INTERGOV T REVENUES						
150-4300-434200	STATE AID OR GRANT	0.00	0.00	15,908.27	(15,908.27)	100.00
150-4300-434400	EMS ACT102 GRANT	19,032.00	19,032.00	0.00	19,032.00	0.00
150-4300-434700	STATE FIRE DUES PROGRAM	41,600.00	41,600.00	50,376.48	(8,776.48)	121.10
Total Dept 4300 - INTERGOV T REVENUES		60,632.00	60,632.00	66,284.75	(5,652.75)	109.32
Dept 4620 - PUBLIC SAFETY						
150-4620-432000	FIRE DEPT CHARGES FOR SERVICES	100.00	100.00	1,245.00	(1,145.00)	1,245.00
150-4620-432500	AMBULANCE COUNTY COLLECTIONS	23,000.00	23,000.00	13,530.49	9,469.51	58.83
150-4620-473000	EBIX AMBULANCE REVENUE	540,460.00	540,460.00	1,023,457.33	(482,997.33)	189.37
150-4620-473700	EBIX FIRE REVENUE	4,312.00	4,312.00	0.00	4,312.00	0.00
150-4620-474100	EBIX INTERFACILITY ALS& BLS	367,376.00	367,376.00	0.00	367,376.00	0.00
150-4620-474200	EBIX INTERFACILITYCRITICALCARE	137,995.00	137,995.00	0.00	137,995.00	0.00
Total Dept 4620 - PUBLIC SAFETY		1,073,243.00	1,073,243.00	1,038,232.82	35,010.18	96.74
Dept 4700 - INTERGOV T CHARGES FOR SERVICE						
150-4700-434700	STATE FIRE DUES PROGRAM	39,200.00	39,200.00	0.00	39,200.00	0.00
150-4700-473100	FIRE/AMBULANCE SERVICE TO TOWN	198,732.00	198,732.00	149,049.00	49,683.00	75.00
150-4700-473101	FIRE DEPT REFERENDUM - TOWN	406,349.00	406,349.00	304,761.78	101,587.22	75.00
Total Dept 4700 - INTERGOV T CHARGES FOR SERVICE		644,281.00	644,281.00	453,810.78	190,470.22	70.44
Dept 4800 - MISC REVENUE						
150-4800-488500	INSURANCE OR SETTLEMENT PROCEEDS	0.00	0.00	2,500.00	(2,500.00)	100.00
150-4800-489000	DONATIONS RECEIVED	0.00	0.00	1,475.00	(1,475.00)	100.00
150-4800-489900	MISC. REVENUES	0.00	0.00	4,226.27	(4,226.27)	100.00
Total Dept 4800 - MISC REVENUE		0.00	0.00	8,201.27	(8,201.27)	100.00
Dept 4810 - INTEREST REVENUE						
150-4810-487100	INTEREST REVENUE	660.00	660.00	17,078.20	(16,418.20)	2,587.61
Total Dept 4810 - INTEREST REVENUE		660.00	660.00	17,078.20	(16,418.20)	2,587.61
Dept 4820 - COMMERCIAL REVENUE						
150-4820-488000	SALE OF OWNED PROPERTY	0.00	0.00	51,392.40	(51,392.40)	100.00
Total Dept 4820 - COMMERCIAL REVENUE		0.00	0.00	51,392.40	(51,392.40)	100.00

PERIOD ENDING 09/30/2023

INCLUDING REFERENDUM

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2023	BALANCE	USED
Fund 150 - FIRE/AMBULANCE FUND						
Revenues						
Dept 4900 - OTHER FINANCING SOURCES						
150-4900-493000	FUND BALANCE APPLIED	48,173.00	48,173.00	0.00	48,173.00	0.00
Total Dept 4900 - OTHER FINANCING SOURCES		48,173.00	48,173.00	0.00	48,173.00	0.00
TOTAL REVENUES		2,432,070.00	2,432,070.00	2,088,811.00	343,259.00	85.89
Expenditures						
Dept 5140 - ADMINISTRATIVE & GENERAL						
150-5140-511000	SALARIES & WAGES	21,895.00	21,895.00	16,421.22	5,473.78	75.00
150-5140-511200	SOCIAL SECURITY	1,675.00	1,675.00	1,256.22	418.78	75.00
150-5140-515200	RETIREMENT	2,025.00	2,025.00	1,527.03	497.97	75.41
150-5140-515400	HEALTH	2,244.00	2,244.00	1,674.72	569.28	74.63
150-5140-515900	OTHER FRINGE BENEFITS	30.00	30.00	22.50	7.50	75.00
Total Dept 5140 - ADMINISTRATIVE & GENERAL		27,869.00	27,869.00	20,901.69	6,967.31	75.00
Dept 5221 - FIRE ADMINISTRATION						
150-5221-511000	SALARIES & WAGES	582,982.00	582,982.00	397,569.04	185,412.96	68.20
150-5221-511100	OVERTIME	45,687.00	45,687.00	35,391.21	10,295.79	77.46
150-5221-511200	SOCIAL SECURITY	48,093.00	48,093.00	31,944.31	16,148.69	66.42
150-5221-515200	RETIREMENT	83,110.00	83,110.00	57,237.21	25,872.79	68.87
150-5221-515400	HEALTH	96,142.00	96,142.00	73,075.80	23,066.20	76.01
150-5221-515900	OTHER FRINGE BENEFITS	3,438.00	3,438.00	3,339.26	98.74	97.13
150-5221-521900	PROFESSIONAL SERVICES	23,000.00	23,000.00	27,922.56	(4,922.56)	121.40
150-5221-521901	IT PROFESSIONAL SERVICES	250.00	250.00	595.00	(345.00)	238.00
150-5221-522100	WATER-SEWER	2,600.00	2,600.00	1,002.02	1,597.98	38.54
150-5221-522200	ELECTRIC	20,000.00	20,000.00	14,734.84	5,265.16	73.67
150-5221-522500	TELEPHONE	11,000.00	11,000.00	10,046.13	953.87	91.33
150-5221-522600	INSURANCE PREMIUMS	88,000.00	88,000.00	87,657.23	342.77	99.61
150-5221-522900	SOFTWARE SUPPORT/MAINTENANCE	32,500.00	32,500.00	3,381.94	29,118.06	10.41
150-5221-531100	OPERATIONAL SUPPLIES	6,000.00	6,000.00	4,024.36	1,975.64	67.07
150-5221-531300	FIRE PREVENTION MATERIALS	3,000.00	3,000.00	1,628.95	1,371.05	54.30
150-5221-532400	MEMBERSHIP DUES	1,300.00	1,300.00	1,737.30	(437.30)	133.64
150-5221-533500	TRAINING & TRAVEL	7,000.00	7,000.00	1,655.45	5,344.55	23.65
150-5221-534600	CLOTHING ALLOWANCE	3,500.00	3,500.00	4,262.90	(762.90)	121.80
150-5221-539500	REPAIRS & MAINTENANCE	500.00	500.00	1,192.70	(692.70)	238.54
150-5221-539900	OTHER	7,100.00	7,100.00	3,974.51	3,125.49	55.98
Total Dept 5221 - FIRE ADMINISTRATION		1,065,202.00	1,065,202.00	762,372.72	302,829.28	71.57
Dept 5222 - FIRE SUPPRESSION						
150-5222-511000	SALARIES & WAGES	14,517.00	14,517.00	6,538.92	7,978.08	45.04
150-5222-511200	SOCIAL SECURITY	1,111.00	1,111.00	500.27	610.73	45.03
150-5222-515200	RETIREMENT	752.00	752.00	330.01	421.99	43.88
150-5222-531100	OPERATIONAL SUPPLIES	6,000.00	6,000.00	4,485.13	1,514.87	74.75
150-5222-534600	CLOTHING ALLOWANCE	3,000.00	3,000.00	578.49	2,421.51	19.28
150-5222-535100	MOTOR FUEL & OIL	10,000.00	10,000.00	6,923.97	3,076.03	69.24
150-5222-539500	REPAIRS & MAINTENANCE	25,000.00	25,000.00	7,763.35	17,236.65	31.05

PERIOD ENDING 09/30/2023

INCLUDING REFERENDUM

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2023	BALANCE	USED
Fund 150 - FIRE/AMBULANCE FUND						
Expenditures						
Total Dept 5222 - FIRE SUPPRESSION		60,380.00	60,380.00	27,120.14	33,259.86	44.92
Dept 5223 - FIRE TRAINING						
150-5223-511000	SALARIES & WAGES	21,020.00	21,020.00	10,146.51	10,873.49	48.27
150-5223-511200	SOCIAL SECURITY	1,608.00	1,608.00	776.27	831.73	48.28
150-5223-515200	RETIREMENT	801.00	801.00	490.22	310.78	61.20
150-5223-531100	OPERATIONAL SUPPLIES	1,000.00	1,000.00	124.76	875.24	12.48
150-5223-533500	TRAINING & TRAVEL	3,000.00	3,000.00	1,363.99	1,636.01	45.47
Total Dept 5223 - FIRE TRAINING		27,429.00	27,429.00	12,901.75	14,527.25	47.04
Dept 5231 - AMBULANCE						
150-5231-511000	SALARIES & WAGES	183,084.00	183,084.00	99,669.59	83,414.41	54.44
150-5231-511100	OVERTIME	0.00	0.00	28.65	(28.65)	100.00
150-5231-511200	SOCIAL SECURITY	14,006.00	14,006.00	7,613.17	6,392.83	54.36
150-5231-515200	RETIREMENT	7,614.00	7,614.00	3,982.25	3,631.75	52.30
150-5231-515400	HEALTH	1,000.00	1,000.00	1,202.29	(202.29)	120.23
150-5231-515900	OTHER FRINGE BENEFITS	50.00	50.00	21.81	28.19	43.62
150-5231-521900	PROFESSIONAL SERVICES	59,000.00	59,000.00	81,018.52	(22,018.52)	137.32
150-5231-531100	OPERATIONAL SUPPLIES	57,500.00	57,500.00	38,408.22	19,091.78	66.80
150-5231-531500	POSTAGE	500.00	500.00	734.12	(234.12)	146.82
150-5231-535100	MOTOR FUEL & OIL	20,000.00	20,000.00	14,625.55	5,374.45	73.13
150-5231-539500	REPAIRS & MAINTENANCE	13,000.00	13,000.00	21,579.54	(8,579.54)	166.00
Total Dept 5231 - AMBULANCE		355,754.00	355,754.00	268,883.71	86,870.29	75.58
Dept 5232 - AMBULANCE TRAINING						
150-5232-511000	SALARIES & WAGES	9,666.00	9,666.00	5,108.29	4,557.71	52.85
150-5232-511200	SOCIAL SECURITY	739.00	739.00	390.84	348.16	52.89
150-5232-515200	RETIREMENT	333.00	333.00	69.40	263.60	20.84
150-5232-531100	OPERATIONAL SUPPLIES	1,000.00	1,000.00	66.09	933.91	6.61
150-5232-533500	TRAINING & TRAVEL	3,000.00	3,000.00	388.39	2,611.61	12.95
Total Dept 5232 - AMBULANCE TRAINING		14,738.00	14,738.00	6,023.01	8,714.99	40.87
Dept 5233 - REFERENDUM FUNDED STAFFING						
150-5233-511000	SALARIES & WAGES	416,355.00	416,355.00	108,610.08	307,744.92	26.09
150-5233-511100	OVERTIME	30,139.00	30,139.00	13,666.77	16,472.23	45.35
150-5233-511200	SOCIAL SECURITY	34,157.00	34,157.00	9,081.50	25,075.50	26.59
150-5233-515200	RETIREMENT	52,463.00	52,463.00	16,109.02	36,353.98	30.71
150-5233-515400	HEALTH	127,553.00	127,553.00	19,192.72	108,360.28	15.05
150-5233-515900	OTHER FRINGE BENEFITS	3,449.00	3,449.00	1,775.98	1,673.02	51.49
150-5233-531100	OPERATIONAL SUPPLIES	6,000.00	6,000.00	329.07	5,670.93	5.48
150-5233-533500	TRAINING & TRAVEL	3,000.00	3,000.00	0.00	3,000.00	0.00
150-5233-581100	EQUIPMENT LESS THAN \$5000	6,000.00	6,000.00	0.00	6,000.00	0.00
Total Dept 5233 - REFERENDUM FUNDED STAFFING		679,116.00	679,116.00	168,765.14	510,350.86	24.85
Dept 5700 - CAPITAL OUTLAY EXPENDITURES						
150-5700-571300	FIRE DEPT CAPITAL EQUIP	18,000.00	18,000.00	12,144.55	5,855.45	67.47
						5

PERIOD ENDING 09/30/2023

INCLUDING REFERENDUM

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2023	BALANCE	USED
Fund 150 - FIRE/AMBULANCE FUND						
Expenditures						
150-5700-571400	AMBULANCE CAPITAL EQUIP	18,000.00	18,000.00	1,550.61	16,449.39	8.61
150-5700-572100	FIRE ADMINISTRATION	2,000.00	2,000.00	1,576.22	423.78	78.81
150-5700-580500	ACT 102 EXPENSES	0.00	0.00	2,278.16	(2,278.16)	100.00
Total Dept 5700 - CAPITAL OUTLAY EXPENDITURES		38,000.00	38,000.00	17,549.54	20,450.46	46.18
Dept 5880 - USE OF GRANTS/DONATIONS						
150-5880-580501	GRANT EXPENDITURES (MISC)	0.00	0.00	14,923.97	(14,923.97)	100.00
Total Dept 5880 - USE OF GRANTS/DONATIONS		0.00	0.00	14,923.97	(14,923.97)	100.00
Dept 5900 - OTHER FINANCING USES						
150-5900-592000	TRANSFERS TO OTHER FUNDS	66,791.00	66,791.00	0.00	66,791.00	0.00
150-5900-592500	TRANSFER TO DESIGNATED FUNDS	30,000.00	30,000.00	0.00	30,000.00	0.00
150-5900-593000	TRANSFER TO TOWN OF MUKWONAGO	66,791.00	66,791.00	0.00	66,791.00	0.00
Total Dept 5900 - OTHER FINANCING USES		163,582.00	163,582.00	0.00	163,582.00	0.00
TOTAL EXPENDITURES		2,432,070.00	2,432,070.00	1,299,441.67	1,132,628.33	53.43
Fund 150 - FIRE/AMBULANCE FUND:						
TOTAL REVENUES		2,432,070.00	2,432,070.00	2,088,811.00	343,259.00	85.89
TOTAL EXPENDITURES		2,432,070.00	2,432,070.00	1,299,441.67	1,132,628.33	53.43
NET OF REVENUES & EXPENDITURES		0.00	0.00	789,369.33	(789,369.33)	100.00

PERIOD ENDING 09/30/2023

FIRE DEPT WITHOUT REFERENDUM

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2023	BALANCE	USED
Fund 150 - FIRE/AMBULANCE FUND						
Revenues						
Dept 4100 - TAXES						
150-4100-411100	GENERAL PROPERTY TAX	198,732.00	198,732.00	149,049.00	49,683.00	75.00
Total Dept 4100 - TAXES		198,732.00	198,732.00	149,049.00	49,683.00	75.00
Dept 4300 - INTERGOV T REVENUES						
150-4300-434200	STATE AID OR GRANT	0.00	0.00	15,908.27	(15,908.27)	100.00
150-4300-434400	EMS ACT102 GRANT	19,032.00	19,032.00	0.00	19,032.00	0.00
150-4300-434700	STATE FIRE DUES PROGRAM	41,600.00	41,600.00	50,376.48	(8,776.48)	121.10
Total Dept 4300 - INTERGOV T REVENUES		60,632.00	60,632.00	66,284.75	(5,652.75)	109.32
Dept 4620 - PUBLIC SAFETY						
150-4620-432000	FIRE DEPT CHARGES FOR SERVICES	100.00	100.00	1,245.00	(1,145.00)	1,245.00
150-4620-432500	AMBULANCE COUNTY COLLECTIONS	23,000.00	23,000.00	13,530.49	9,469.51	58.83
150-4620-473000	EBIX AMBULANCE REVENUE	540,460.00	540,460.00	1,023,457.33	(482,997.33)	189.37
150-4620-473700	EBIX FIRE REVENUE	4,312.00	4,312.00	0.00	4,312.00	0.00
150-4620-474100	EBIX INTERFACILITY ALS& BLS	367,376.00	367,376.00	0.00	367,376.00	0.00
150-4620-474200	EBIX INTERFACILITYCRITICALCARE	137,995.00	137,995.00	0.00	137,995.00	0.00
Total Dept 4620 - PUBLIC SAFETY		1,073,243.00	1,073,243.00	1,038,232.82	35,010.18	96.74
Dept 4700 - INTERGOV T CHARGES FOR SERVICE						
150-4700-434700	STATE FIRE DUES PROGRAM	39,200.00	39,200.00	0.00	39,200.00	0.00
150-4700-473100	FIRE/AMBULANCE SERVICE TO TOWN	198,732.00	198,732.00	149,049.00	49,683.00	75.00
Total Dept 4700 - INTERGOV T CHARGES FOR SERVICE		237,932.00	237,932.00	149,049.00	88,883.00	62.64
Dept 4800 - MISC REVENUE						
150-4800-488500	INSURANCE OR SETTLEMENT PROCEEDS	0.00	0.00	2,500.00	(2,500.00)	100.00
150-4800-489000	DONATIONS RECEIVED	0.00	0.00	1,475.00	(1,475.00)	100.00
150-4800-489900	MISC. REVENUES	0.00	0.00	4,226.27	(4,226.27)	100.00
Total Dept 4800 - MISC REVENUE		0.00	0.00	8,201.27	(8,201.27)	100.00
Dept 4810 - INTEREST REVENUE						
150-4810-487100	INTEREST REVENUE	660.00	660.00	17,078.20	(16,418.20)	2,587.61
Total Dept 4810 - INTEREST REVENUE		660.00	660.00	17,078.20	(16,418.20)	2,587.61
Dept 4820 - COMMERCIAL REVENUE						
150-4820-488000	SALE OF OWNED PROPERTY	0.00	0.00	51,392.40	(51,392.40)	100.00
Total Dept 4820 - COMMERCIAL REVENUE		0.00	0.00	51,392.40	(51,392.40)	100.00
Dept 4900 - OTHER FINANCING SOURCES						
150-4900-493000	FUND BALANCE APPLIED	48,173.00	48,173.00	0.00	48,173.00	0.00

PERIOD ENDING 09/30/2023

FIRE DEPT WITHOUT REFERENDUM

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2023	BALANCE	USED
Fund 150 - FIRE/AMBULANCE FUND						
Revenues						
Total Dept 4900 - OTHER FINANCING SOURCES		48,173.00	48,173.00	0.00	48,173.00	0.00
TOTAL REVENUES		1,619,372.00	1,619,372.00	1,479,287.44	140,084.56	91.35
Expenditures						
Dept 5140 - ADMINISTRATIVE & GENERAL						
150-5140-511000	SALARIES & WAGES	21,895.00	21,895.00	16,421.22	5,473.78	75.00
150-5140-511200	SOCIAL SECURITY	1,675.00	1,675.00	1,256.22	418.78	75.00
150-5140-515200	RETIREMENT	2,025.00	2,025.00	1,527.03	497.97	75.41
150-5140-515400	HEALTH	2,244.00	2,244.00	1,674.72	569.28	74.63
150-5140-515900	OTHER FRINGE BENEFITS	30.00	30.00	22.50	7.50	75.00
Total Dept 5140 - ADMINISTRATIVE & GENERAL		27,869.00	27,869.00	20,901.69	6,967.31	75.00
Dept 5221 - FIRE ADMINISTRATION						
150-5221-511000	SALARIES & WAGES	582,982.00	582,982.00	397,569.04	185,412.96	68.20
150-5221-511100	OVERTIME	45,687.00	45,687.00	35,391.21	10,295.79	77.46
150-5221-511200	SOCIAL SECURITY	48,093.00	48,093.00	31,944.31	16,148.69	66.42
150-5221-515200	RETIREMENT	83,110.00	83,110.00	57,237.21	25,872.79	68.87
150-5221-515400	HEALTH	96,142.00	96,142.00	73,075.80	23,066.20	76.01
150-5221-515900	OTHER FRINGE BENEFITS	3,438.00	3,438.00	3,339.26	98.74	97.13
150-5221-521900	PROFESSIONAL SERVICES	23,000.00	23,000.00	27,922.56	(4,922.56)	121.40
150-5221-521901	IT PROFESSIONAL SERVICES	250.00	250.00	595.00	(345.00)	238.00
150-5221-522100	WATER-SEWER	2,600.00	2,600.00	1,002.02	1,597.98	38.54
150-5221-522200	ELECTRIC	20,000.00	20,000.00	14,734.84	5,265.16	73.67
150-5221-522500	TELEPHONE	11,000.00	11,000.00	10,046.13	953.87	91.33
150-5221-522600	INSURANCE PREMIUMS	88,000.00	88,000.00	87,657.23	342.77	99.61
150-5221-522900	SOFTWARE SUPPORT/MAINTENANCE	32,500.00	32,500.00	3,381.94	29,118.06	10.41
150-5221-531100	OPERATIONAL SUPPLIES	6,000.00	6,000.00	4,024.36	1,975.64	67.07
150-5221-531300	FIRE PREVENTION MATERIALS	3,000.00	3,000.00	1,628.95	1,371.05	54.30
150-5221-532400	MEMBERSHIP DUES	1,300.00	1,300.00	1,737.30	(437.30)	133.64
150-5221-533500	TRAINING & TRAVEL	7,000.00	7,000.00	1,655.45	5,344.55	23.65
150-5221-534600	CLOTHING ALLOWANCE	3,500.00	3,500.00	4,262.90	(762.90)	121.80
150-5221-539500	REPAIRS & MAINTENANCE	500.00	500.00	1,192.70	(692.70)	238.54
150-5221-539900	OTHER	7,100.00	7,100.00	3,974.51	3,125.49	55.98
Total Dept 5221 - FIRE ADMINISTRATION		1,065,202.00	1,065,202.00	762,372.72	302,829.28	71.57
Dept 5222 - FIRE SUPPRESSION						
150-5222-511000	SALARIES & WAGES	14,517.00	14,517.00	6,538.92	7,978.08	45.04
150-5222-511200	SOCIAL SECURITY	1,111.00	1,111.00	500.27	610.73	45.03
150-5222-515200	RETIREMENT	752.00	752.00	330.01	421.99	43.88
150-5222-531100	OPERATIONAL SUPPLIES	6,000.00	6,000.00	4,485.13	1,514.87	74.75
150-5222-534600	CLOTHING ALLOWANCE	3,000.00	3,000.00	578.49	2,421.51	19.28
150-5222-535100	MOTOR FUEL & OIL	10,000.00	10,000.00	6,923.97	3,076.03	69.24
150-5222-539500	REPAIRS & MAINTENANCE	25,000.00	25,000.00	7,763.35	17,236.65	31.05
Total Dept 5222 - FIRE SUPPRESSION		60,380.00	60,380.00	27,120.14	33,259.86	44.92
Dept 5223 - FIRE TRAINING						

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PERIOD ENDING 09/30/2023

FIRE DEPT WITHOUT REFERENDUM

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2023	BALANCE	USED
Fund 150 - FIRE/AMBULANCE FUND						
Expenditures						
150-5223-511000	SALARIES & WAGES	21,020.00	21,020.00	10,146.51	10,873.49	48.27
150-5223-511200	SOCIAL SECURITY	1,608.00	1,608.00	776.27	831.73	48.28
150-5223-515200	RETIREMENT	801.00	801.00	490.22	310.78	61.20
150-5223-531100	OPERATIONAL SUPPLIES	1,000.00	1,000.00	124.76	875.24	12.48
150-5223-533500	TRAINING & TRAVEL	3,000.00	3,000.00	1,363.99	1,636.01	45.47
Total Dept 5223 - FIRE TRAINING		27,429.00	27,429.00	12,901.75	14,527.25	47.04
Dept 5231 - AMBULANCE						
150-5231-511000	SALARIES & WAGES	183,084.00	183,084.00	99,669.59	83,414.41	54.44
150-5231-511100	OVERTIME	0.00	0.00	28.65	(28.65)	100.00
150-5231-511200	SOCIAL SECURITY	14,006.00	14,006.00	7,613.17	6,392.83	54.36
150-5231-515200	RETIREMENT	7,614.00	7,614.00	3,982.25	3,631.75	52.30
150-5231-515400	HEALTH	1,000.00	1,000.00	1,202.29	(202.29)	120.23
150-5231-515900	OTHER FRINGE BENEFITS	50.00	50.00	21.81	28.19	43.62
150-5231-521900	PROFESSIONAL SERVICES	59,000.00	59,000.00	81,018.52	(22,018.52)	137.32
150-5231-531100	OPERATIONAL SUPPLIES	57,500.00	57,500.00	38,408.22	19,091.78	66.80
150-5231-531500	POSTAGE	500.00	500.00	734.12	(234.12)	146.82
150-5231-535100	MOTOR FUEL & OIL	20,000.00	20,000.00	14,625.55	5,374.45	73.13
150-5231-539500	REPAIRS & MAINTENANCE	13,000.00	13,000.00	21,579.54	(8,579.54)	166.00
Total Dept 5231 - AMBULANCE		355,754.00	355,754.00	268,883.71	86,870.29	75.58
Dept 5232 - AMBULANCE TRAINING						
150-5232-511000	SALARIES & WAGES	9,666.00	9,666.00	5,108.29	4,557.71	52.85
150-5232-511200	SOCIAL SECURITY	739.00	739.00	390.84	348.16	52.89
150-5232-515200	RETIREMENT	333.00	333.00	69.40	263.60	20.84
150-5232-531100	OPERATIONAL SUPPLIES	1,000.00	1,000.00	66.09	933.91	6.61
150-5232-533500	TRAINING & TRAVEL	3,000.00	3,000.00	388.39	2,611.61	12.95
Total Dept 5232 - AMBULANCE TRAINING		14,738.00	14,738.00	6,023.01	8,714.99	40.87
Dept 5700 - CAPITAL OUTLAY EXPENDITURES						
150-5700-571300	FIRE DEPT CAPITAL EQUIP	18,000.00	18,000.00	12,144.55	5,855.45	67.47
150-5700-571400	AMBULANCE CAPITAL EQUIP	18,000.00	18,000.00	1,550.61	16,449.39	8.61
150-5700-572100	FIRE ADMINISTRATION	2,000.00	2,000.00	1,576.22	423.78	78.81
150-5700-580500	ACT 102 EXPENSES	0.00	0.00	2,278.16	(2,278.16)	100.00
Total Dept 5700 - CAPITAL OUTLAY EXPENDITURES		38,000.00	38,000.00	17,549.54	20,450.46	46.18
Dept 5880 - USE OF GRANTS/DONATIONS						
150-5880-580501	GRANT EXPENDITURES (MISC)	0.00	0.00	14,923.97	(14,923.97)	100.00
Total Dept 5880 - USE OF GRANTS/DONATIONS		0.00	0.00	14,923.97	(14,923.97)	100.00
Dept 5900 - OTHER FINANCING USES						
150-5900-592500	TRANSFER TO DESIGNATED FUNDS	30,000.00	30,000.00	0.00	30,000.00	0.00
Total Dept 5900 - OTHER FINANCING USES		30,000.00	30,000.00	0.00	30,000.00	0.00

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PERIOD ENDING 09/30/2023

FIRE DEPT WITHOUT REFERENDUM

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2023	BALANCE	USED
Fund 150 - FIRE/AMBULANCE FUND						
Expenditures						
TOTAL EXPENDITURES		1,619,372.00	1,619,372.00	1,130,676.53	488,695.47	69.82
Fund 150 - FIRE/AMBULANCE FUND:						
TOTAL REVENUES		1,619,372.00	1,619,372.00	1,479,287.44	140,084.56	91.35
TOTAL EXPENDITURES		1,619,372.00	1,619,372.00	1,130,676.53	488,695.47	69.82
NET OF REVENUES & EXPENDITURES		0.00	0.00	348,610.91	(348,610.91)	100.00

10/04/2023

AUSTIN

MFDINTERY2

Financial Class

Year to Date Intercept Report

VILLAGE OF MUKWONAGO

Posting Dates: 01/01/2023 - 09/30/2023

Page: 1

Financial Class	Encounters	Procedures	Charges	Payments	Adjustments	Proc/Enc	Chg/Enc
BIG BEND VERNON FIRE DEPT	1	1	525.00	500.00	.00	1.00	525.00
EAGLE FIRE DEPT	26	26	13,650.00	12,570.61	854.39	1.00	525.00
EAST TROY EMS	62	62	32,550.00	37,175.00	.00	1.00	525.00
NORTH PRAIRIE	0	0	.00	500.00	.00	.00	.00
Report Total	89	89	46,725.00	50,745.61	854.39	1.00	525.00

ebix, Inc.

10/04/2023
 User: AUSTIN
 Qry: MFDINTEFY2
 Type Procedures

VILLAGE OF MUKWONAGO
 Interfacility Summary - Year to Date
 Posting Dates: 01/01/2023 - 09/30/2023
 Procedures

Page: 1

			Charges	Minutes	Payments	Adjustments
DNG	A0382 BASIC SUPPORT ROUTINE SUPPLIES	89	1,483.23	6,499	1,318.02	38.01
DNG	A0392 ALS DEFIBRILLATION SUPPLIES	0	.00	0	29.25	91.75
DNG	A0394 ALS IV DRUG THERAPY SUPPLIES	6	146.75	461	100.30	.00
DNG	A0398 ALS ROUTINE DISPOSABLE SUPPLIES	237	16,365.47	17,869	14,434.50	3,495.17
DNG	A0422 AMBULANCE 02 LIFE SUSTAINING	301	4,166.97	22,339	3,939.13	225.92
DNG	A0425 DNG MILEAGE	5,489	44,797.03	25,716	42,168.42	2,122.21
DNG	A0425 GROUND MILEAGE	2	31.90	76	124.32	339.58
DNG	A0427 ALS1-EMERGENCY DNG	110	187,000.00	9,035	170,191.04	779.79
DNG	A0427 ALS1-EMERGENCY RESIDENT	1	1,150.00	76	1,150.00	.00
DNG	A0429 BLS-EMERGENCY DNG	89	142,400.00	7,545	122,014.32	579.30
DNG	A0434 CRITICAL CARE DNG	145	319,000.00	12,558	275,688.75	1,544.53
DNG	J7030 NORMAL SALINE SOLUTION INFUS	1	11.00	74	5.38	5.62
DNG	93005 ELECTROCARDIOGRAM, TRACING	14	1,750.00	1,027	1,525.35	151.45
DNG	94760 NONINVASIVE EAR OR PULSE OXIMETRY	9	315.00	698	163.70	11.30
DNG	TOTAL	6,493	718,617.35	103,973	632,852.48	9,384.63
Other	A0382 BASIC SUPPORT ROUTINE SUPPLIES	0	.00	0	6.06	.00
Other	A0390 ALS - ADVANCED LIFE SUPPORT MILEAG	0	.00	0	8.22	658.38
Other	A0398 ALS ROUTINE DISPOSABLE SUPPLIES	2	44.90	0	26.34	11.83
Other	A0422 AMBULANCE 02 LIFE SUSTAINING	2	27.66	0	36.76	.00
Other	A0425 GROUND MILEAGE	40	1,082.80	0	998.55	540.65
Other	A0427 ALS-EMERGENCY INTERFACILITY	1	1,700.00	0	2,476.84	2,058.16
Other	A0434 INTERFACILITY CRITICAL CARE TRANSP	1	2,200.00	0	1,540.00	.00
Other	TOTAL	46	5,055.36	0	5,092.77	3,269.02
TOTAL		6,539	723,672.71	103,973	637,945.25	12,653.65

ebix, Inc.

10/04/2023
User: AUSTIN
Qry: MFDFMTTH
Current
Quantity

Current
Charges

Current
Payments

VILLAGE OF MUKWONAGO
ERF Summary
Posting Dates: 09/01/2023 - 09/30/2023
Current
Adjustments
YTD
Quantity

Page: 1

YTD
Charges

YTD
Payments

YTD
Adjustments

0

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11

6,875.00

2,175.01

.01-

ebix, Inc.

10/04/2023
 User: AUSTIN
 Qry: MFDALSBLSA
 Year Run Category

VILLAGE OF MUKWONAGO
 Five Year Run Summary

Page: 1

Run Type	Qty	Charges	Amount Paid	Amount Adjusted	Balance
2023 DNG					
ALS1	111	188,150.00	164,323.44-		
BLS	89	142,400.00	116,800.02-	.00	23,826.56
CRIT CARE	145	319,000.00	261,566.75-	.00	25,599.98
Subtotal	345	649,550.00	542,690.21-	.07-	57,433.18
				.07-	106,859.72
Intercept					
Intercept	97	50,925.00	31,825.00-	200.00-	18,900.00
Subtotal	97	50,925.00	31,825.00-	200.00-	18,900.00
Interfacility					
ALS1	1	1,700.00	744.90-	955.10-	.00
CRIT CARE	1	2,200.00	1,540.00-	.00	660.00
Subtotal	2	3,900.00	2,284.90-	955.10-	660.00
Non-Resident					
ALS1	98	189,100.00	33,454.73-	73,931.79-	81,713.48
BLS	25	39,400.00	5,647.77-	16,584.95-	17,167.28
Subtotal	123	228,500.00	39,102.50-	90,516.74-	98,880.76
Non-Transport					
Non-Transport	61	9,150.00	3,477.22-	885.76-	4,787.02
Subtotal	61	9,150.00	3,477.22-	885.76-	4,787.02
Resident					
ALS1	319	376,700.00	119,798.01-	154,967.04-	101,934.95
BLS	65	63,225.00	22,510.58-	26,834.86-	13,879.56
Subtotal	384	439,925.00	142,308.59-	181,801.90-	115,814.51
TOTAL	1,012	1,381,950.00	761,688.42-	274,359.57-	345,902.01
2022 DNG					
ALS1	158	73,086.19	66,255.35-	7,316.56-	485.72-
BLS	186	71,840.64	64,808.10-	7,260.56-	228.02-
CRIT CARE	150	117,684.00	105,706.94-	11,822.72-	154.34
Subtotal	494	262,610.83	236,770.39-	26,399.84-	559.40-
Intercept					
Intercept	146	73,000.00	76,000.00-	.00	3,000.00-
Subtotal	146	73,000.00	76,000.00-	.00	3,000.00-

ebix, Inc.

Village of Mukwonago
Year to Year Analysis
September 2023

2023	January	February	March	April	May	June	July	August	September	October	November	December	YTD	% Change
Charges	\$ 180,691.88	\$ 173,047.75	\$ 180,224.37	\$ 168,684.32	\$ 186,174.21	\$ 228,366.08	\$ 195,057.38	\$ 197,449.34	\$ 163,632.24				\$ 1,673,637.67	39.3%
Receipt	\$ 89,891.94	\$ 83,702.25	\$ 137,922.11	\$ 139,967.85	\$ 126,467.10	\$ 135,263.35	\$ 94,863.31	\$ 109,692.75	\$ 108,509.59				\$ 1,025,780.28	48.6%
Coll Rate	49.7%	48.4%	76.5%	83.0%	67.9%	59.2%	48.4%	55.6%	66.2%				\$ 81.3%	123.6%
2022	January	February	March	April	May	June	July	August	September	October	November	December	YTD	PYTD
Charges	\$ 164,673.44	\$ 104,735.45	\$ 114,287.34	\$ 118,460.09	\$ 134,183.86	\$ 123,141.89	\$ 140,693.56	\$ 157,468.74	\$ 143,693.99	\$ 109,212.44	\$ 147,837.08	\$ 138,786.91	\$ 1,567,174.77	\$1,201,338.36
Receipt	\$ 70,792.93	\$ 117,564.21	\$ 49,924.45	\$ 81,453.77	\$ 46,836.74	\$ 48,569.08	\$ 111,599.42	\$ 86,567.78	\$ 78,980.12	\$ 53,729.32	\$ 72,660.72	\$ 70,131.47	\$ 886,830.01	\$680,308.50
Coll Rate	43.0%	112.2%	43.7%	68.8%	34.9%	37.8%	79.3%	65.0%	55.0%	49.2%	49.1%	50.5%	55.5%	57.6%
2021	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Charges	\$ 127,560.91	\$ 136,847.70	\$ 113,685.97	\$ 117,030.80	\$ 157,209.42	\$ 134,051.06	\$ 160,382.09	\$ 134,239.09	\$ 141,691.95	\$ 152,472.33	\$ 125,402.16	\$ 150,317.12	\$ 1,650,890.60	
Receipt	\$ 75,559.63	\$ 40,804.13	\$ 77,227.80	\$ 127,763.52	\$ 78,342.00	\$ 76,948.16	\$ 102,017.01	\$ 88,203.88	\$ 80,637.91	\$ 67,574.94	\$ 120,676.97	\$ 33,309.07	\$ 971,065.02	
Coll Rate	59.2%	29.8%	67.9%	109.2%	49.8%	56.9%	63.6%	65.7%	56.9%	44.3%	96.2%	22.2%	58.8%	
2020	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Charges	\$ 149,699.13	\$ 128,030.99	\$ 145,794.95	\$ 130,627.73	\$ 137,941.45	\$ 114,346.09	\$ 125,582.52	\$ 125,502.36	\$ 160,471.03	\$ 132,085.24	\$ 156,247.85	\$ 153,448.60	\$ 1,659,977.94	
Receipt	\$ 84,351.08	\$ 88,622.21	\$ 101,153.33	\$ 94,367.47	\$ 99,613.10	\$ 65,247.85	\$ 94,267.92	\$ 46,073.95	\$ 137,544.71	\$ 93,239.35	\$ 73,387.27	\$ 82,281.64	\$ 1,080,329.88	
Coll Rate	56.3%	69.4%	69.4%	72.1%	72.2%	57.1%	75.1%	36.7%	85.7%	70.6%	47.0%	53.6%	63.9%	
2019	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Charges	\$ 99,036.89	\$ 90,713.01	\$ 88,045.11	\$ 101,842.44	\$ 109,787.74	\$ 101,580.06	\$ 114,372.43	\$ 112,613.30	\$ 114,789.16	\$ 97,200.77	\$ 108,708.11	\$ 117,750.00	\$ 1,256,439.02	
Receipt	\$ 73,933.63	\$ 58,751.56	\$ 69,433.36	\$ 70,520.64	\$ 83,095.10	\$ 64,993.94	\$ 59,504.35	\$ 94,757.17	\$ 73,583.26	\$ 94,502.34	\$ 79,071.28	\$ 77,084.37	\$ 899,231.00	
Coll Rate	74.7%	64.8%	78.9%	69.2%	75.7%	64.0%	52.0%	84.1%	64.1%	97.2%	72.7%	65.6%	71.6%	
2018	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Charges	\$ 119,224.23	\$ 84,393.95	\$ 121,705.84	\$ 108,412.64	\$ 109,379.98	\$ 108,919.07	\$ 104,433.58	\$ 96,886.91	\$ 100,038.78	\$ 105,141.82	\$ 86,444.16	\$ 101,015.37	\$ 1,246,998.13	
Receipt	\$ 86,979.39	\$ 81,739.79	\$ 59,745.93	\$ 95,912.98	\$ 58,106.60	\$ 73,312.08	\$ 86,977.85	\$ 103,221.77	\$ 105,354.06	\$ 89,886.22	\$ 68,305.49	\$ 89,381.84	\$ 978,907.00	
Coll Rate	73.0%	96.9%	49.1%	88.5%	53.1%	67.3%	83.3%	106.5%	105.3%	84.4%	79.0%	88.5%	78.6%	
2017	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Charges	\$ 119,490.10	\$ 105,501.33	\$ 108,693.27	\$ 109,179.31	\$ 105,877.35	\$ 108,530.73	\$ 101,646.34	\$ 117,020.33	\$ 106,487.35	\$ 113,000.91	\$ 111,899.59	\$ 130,690.68	\$ 1,338,017.29	
Receipt	\$ 105,252.51	\$ 96,926.79	\$ 81,598.93	\$ 104,454.70	\$ 57,587.69	\$ 82,820.67	\$ 48,974.09	\$ 101,457.11	\$ 88,148.65	\$ 101,785.32	\$ 91,203.98	\$ 82,072.46	\$ 1,042,262.88	
Coll Rate	88.1%	91.9%	75.1%	95.7%	54.4%	76.3%	48.2%	86.7%	82.8%	90.1%	81.5%	62.8%	77.9%	
2016	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Charges	\$ 116,417.10	\$ 108,965.61	\$ 98,581.64	\$ 114,183.48	\$ 114,736.16	\$ 106,624.32	\$ 87,418.43	\$ 121,320.78	\$ 114,940.47	\$ 88,964.19	\$ 99,942.71	\$ 114,214.30	\$ 1,286,289.19	
Receipt	\$ 61,550.88	\$ 92,067.35	\$ 75,405.76	\$ 66,267.67	\$ 55,061.67	\$ 86,015.54	\$ 74,023.63	\$ 53,929.50	\$ 64,295.90	\$ 123,268.88	\$ 55,687.55	\$ 81,768.46	\$ 889,332.77	
Coll Rate	52.9%	84.5%	76.5%	58.0%	48.0%	80.7%	84.7%	44.8%	55.9%	138.6%	55.7%	71.6%	69.1%	
2015	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Charges	\$ 79,031.96	\$ 65,512.90	\$ 72,393.40	\$ 78,504.17	\$ 75,945.01	\$ 82,767.10	\$ 186,133.65	\$ 137,139.70	\$ 150,471.31	\$ 123,218.34	\$ 130,032.31	\$ 132,807.47	\$ 1,313,957.32	
Receipt	\$ 39,588.97	\$ 44,218.41	\$ 48,838.11	\$ 65,857.13	\$ 49,209.40	\$ 46,113.46	\$ 54,952.63	\$ 38,003.40	\$ 178,693.62	\$ 104,169.07	\$ 144,488.81	\$ 80,162.60	\$ 893,301.41	
Coll Rate	50.1%	67.5%	67.5%	83.9%	63.5%	55.7%	29.5%	27.7%	118.8%	84.6%	111.1%	60.4%	68.0%	
2014	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Charges	\$ 85,552.39	\$ 73,251.45	\$ 75,666.73	\$ 88,782.27	\$ 103,695.17	\$ 83,053.65	\$ 75,876.93	\$ 78,701.18	\$ 93,993.85	\$ 77,439.89	\$ 79,964.18	\$ 71,452.23	\$ 987,629.92	
Receipt	\$ 46,406.42	\$ 51,246.69	\$ 47,643.42	\$ 65,464.63	\$ 37,615.69	\$ 46,713.95	\$ 71,360.57	\$ 49,439.28	\$ 46,680.48	\$ 57,768.77	\$ 52,678.80	\$ 36,889.10	\$ 609,889.00	
Coll Rate	54.2%	70.0%	63.0%	73.7%	36.2%	56.2%	94.0%	62.8%	49.6%	74.6%	65.9%	51.6%	61.8%	

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						
111 - Building fire	18	1.21%	679,400.00	113,000.00	792,400.00	99.44%
112 - Fires in structure other than in a building	2	0.13%	2,000.00	0.00	2,000.00	0.25%
113 - Cooking fire, confined to container	1	0.07%				
116 - Fuel burner/boiler malfunction, fire confined	1	0.07%	1,000.00	1,000.00	2,000.00	0.25%
142 - Brush or brush-and-grass mixture fire	1	0.07%	0.00	0.00	0.00	0.00%
Total: 23		Total: 1.54%	Total: 682,400.00	Total: 114,000.00	Total: 796,400.00	Total: 99.94%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
311 - Medical assist, assist EMS crew	7	0.47%				
321 - EMS call, excluding vehicle accident with injury	614	41.21%				
3212 - Interfacility Transfer	359	24.09%				
3213 - Intercept	165	11.07%				
322 - Motor vehicle accident with injuries	20	1.34%				
324 - Motor vehicle accident with no injuries.	16	1.07%				
341 - Search for person on land	3	0.20%				
353 - Removal of victim(s) from stalled elevator	1	0.07%				
361 - Swimming/recreational water areas rescue	1	0.07%				
365 - Watercraft rescue	1	0.07%				
Total: 1,187		Total: 79.66%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
410 - Combustible/flammable gas/liquid condition, other	1	0.07%				
411 - Gasoline or other flammable liquid spill	4	0.27%				
412 - Gas leak (natural gas or LPG)	7	0.47%				
424 - Carbon monoxide incident	1	0.07%				
440 - Electrical wiring/equipment problem, other	5	0.34%				
442 - Overheated motor	1	0.07%				
444 - Power line down	17	1.14%				
445 - Arcing, shorted electrical equipment	1	0.07%				
463 - Vehicle accident, general cleanup	4	0.27%				
Total: 41		Total: 2.75%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
500 - Service call, other	3	0.20%				
511 - Lock-out	3	0.20%				
531 - Smoke or odor removal	1	0.07%				
542 - Animal rescue	1	0.07%				
550 - Public service assistance, other	2	0.13%				
551 - Assist police or other governmental agency	3	0.20%				
553 - Public service	2	0.13%				
561 - Unauthorized burning	1	0.07%				
571 - Cover assignment, standby, moveup	6	0.40%				
Total: 22		Total: 1.48%	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	119	7.99%				
622 - No incident found on arrival at dispatch address	11	0.74%				
631 - Authorized controlled burning	1	0.07%				
651 - Smoke scare, odor of smoke	9	0.60%	500.00	0.00	500.00	0.06%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.07%				
671 - HazMat release investigation w/no HazMat	1	0.07%				
Total: 142		Total: 9.53%	Total: 500.00	Total: 0.00	Total: 500.00	Total: 0.06%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
733 - Smoke detector activation due to malfunction	11	0.74%				
735 - Alarm system sounded due to malfunction	7	0.47%				
736 - CO detector activation due to malfunction	6	0.40%				
740 - Unintentional transmission of alarm, other	2	0.13%				
741 - Sprinkler activation, no fire - unintentional	2	0.13%				
743 - Smoke detector activation, no fire - unintentional	6	0.40%				
744 - Detector activation, no fire - unintentional	1	0.07%				
745 - Alarm system activation, no fire - unintentional	34	2.28%				
746 - Carbon monoxide detector activation, no CO	3	0.20%				
Total: 72		Total: 4.83%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 8 - Severe Weather & Natural Disaster						
813 - Wind storm, tornado/hurricane assessment	3	0.20%				
Total: 3		Total: 0.20%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Total: 1,490		Total: 100.00%	Total: 682,900.00	Total: 114,000.00	Total: 796,900.00	Total: 100.00%



Agenda Cover Report

Date: 10/16/2023	Committee/Board: Joint Protective Services
Submitted by: Chief Jeffrey Stien	Department: Fire
Date of Committee Action: 10/16/2023	Date of Village Board Action: 10/18/2023

Subject:

Policy Revisions #11, 31, 34. Highlighted yellow are changes and additions, highlighted red are deletions.

Executive Summary:

Annual review and updates for promotional process

Fiscal Impact:

None

Executive Recommendation/Action:

Recommendation approval of Policies as revised

☐ **Attachments Included:**

- Policy 11 – Shift Operations r13
- Policy 31 – Tuition Reimbursement r2
- Policy 34 – Promotional Procedures r2



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Duty Company Shift Operations

Approved by: Chief Jeffrey R. Stien

POL #11

Draft Date: 3/1/00

Revision Date: 1/22/09,
4/28/09, 3/19/12, 5/6/13,
2/24/14, 11/13/14, 4/23/15,
01/20/2021, 09/05/2023

Effective Date: 05/06/13,
2/24/14, 11/13/14,
4/23/15, 01/20/2021

PURPOSE: To establish procedures for maximizing fire fighter and EMS personnel safety when responding and dealing with emergency medical calls.

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

- A. **Duty Company The Shift** make-up will consist of a Chief Officer, Captain and/or Lieutenants, and a combination of Firefighters and EMT's. **The on-duty full-time staff will also respond with the duty company that is on call.**
- B. The Company Officer will take charge of the company. He/she will assist the members with knowledge of the equipment and their driving skills, will oversee personnel scheduling training and maintaining the company's integrity.
- C. **Duty company The Shift** responsibilities are to cover EMS calls, motor vehicle accidents, grass fires, motor vehicles fires, investigation calls (fire and CO alarms), and service calls.
 - a. **Probationary Members:**
 - i. **No certifications- Part-time Staff** On every 6 days 1800-0600hrs, highly encouraged to respond to calls and be at station on weekends to know staff and apparatus inventory.
 - ii. **Any certification- (Fire or EMS)- Part-time Staff** on every 3 days 1800-0600hrs and respond to any call.
- D. Training for the **Duty Company the Shift** will be completed monthly, having a lesson plan available to the Captain/Lieutenant at the monthly Officers meeting. If a member of a **Duty Company the Shift** is not able to attend his/her own **duty company Shift** training for a particular month, he/she must make plans to attend a training of another **duty company Shift**.
- E. **Duty Companies The Shift** will provide coverage between the hours of 18:00 and 06:00 on weekdays and weekends of their scheduled day. Shifts are on a rotating schedule. **Duty Companies The Shifts** are strongly encouraged to provide coverage 06:00-06:00 on weekends.
- F. While on-call, members will remain or work 2 miles from the edge of the Village and/or the Town of Mukwonago. Staying at the station during the shift is an available option.

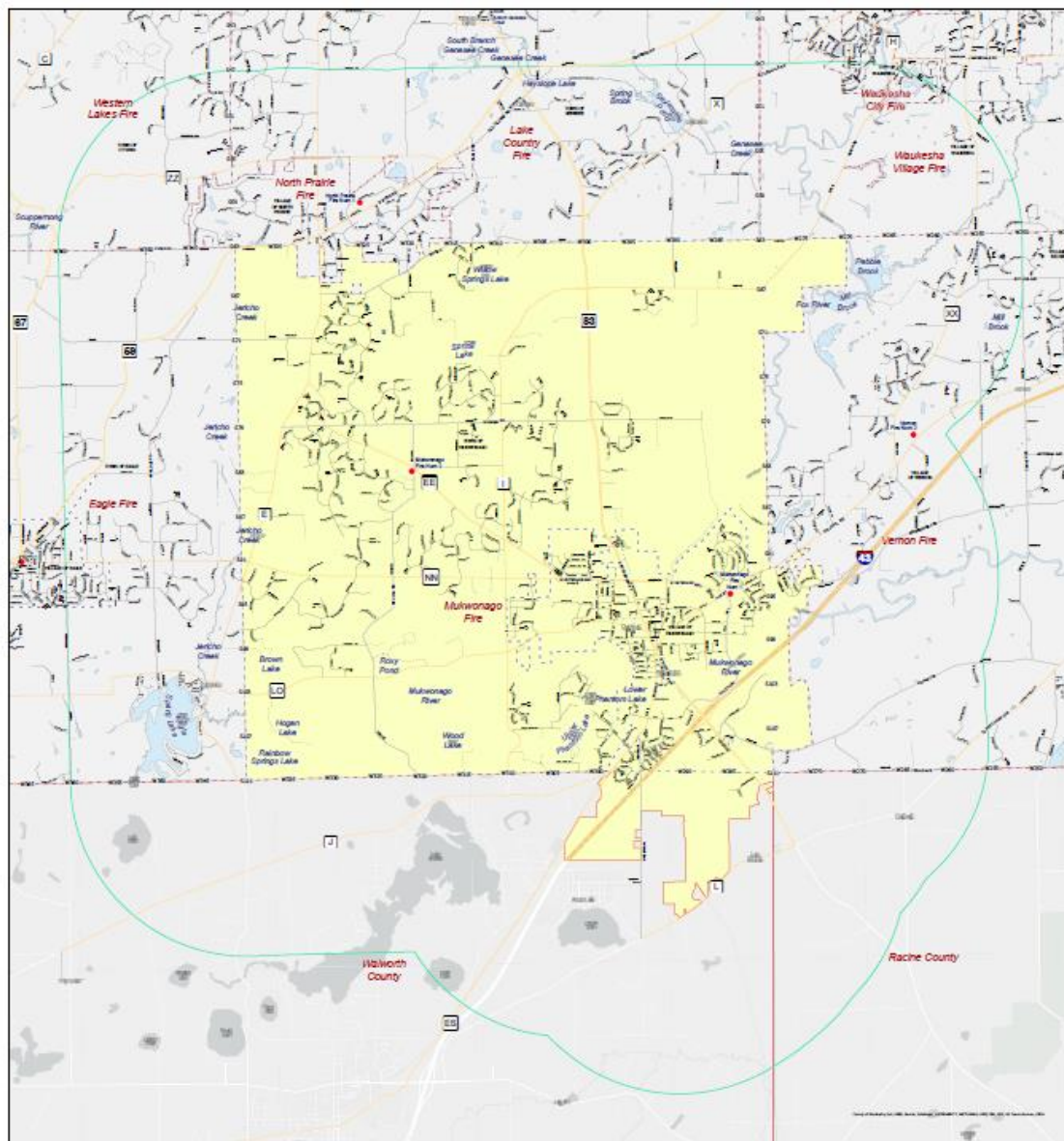
Memberships who live just outside the response area can request a variance in writing to the Fire Chief justifying the variance.

- G. Any members who are unable to respond must obtain coverage of equal or greater training. This coverage is based on the primary duties of the member at the **Duty Company** **the Shift** level. This includes Chief Officers, Captains, Lieutenants, MPO's, Firefighters, Firefighter/EMT's, EMT's and Probationary Members.
- H. When responding to standby requests individuals will respond to the station non-emergency.
- I. **Paid On Premise (POP) Daytime Position expectations but not limited to:**
- Coverage time is **0600-0600hrs** seven days a week on premises. **The shift can be split between 2- 12 hours shifts daytime and nighttime.**
 - Priority of the shift is emergency calls, apparatus checks, station duties, inspections, **public education events** and Chief requests.
 - **If the shifts are not filled by the week of, then the positions can be filled by either two EMT-P or higher or two EMTB/AEMT/I or higher.** All positions are cross trained unless otherwise authorized by the Chief.
 - When you report to work you will be showered, shaved, dressed and ready to respond to calls.
 - You will have time to relax, have breakfast and prepare for the 0745hrs Company meeting. Work time will start immediately following the Company meeting. Downtime is allowed daily at 1600hrs if all work is completed and there are no special requests. **The down time is a privilege and should not be expected.**
 - POC personnel will have priority when signing up for shifts **if they have completed the POP checklists and are on file.**
 - **You will work a minimum of six-hour blocks. If you are unable to work these six hour blocks you can get authorization from the Chief or designee with a reasonable explanation of why you are unable to work these blocks of hours.**
 - You can be put on a shift rotating schedule that does not exceed 48 hours in a pay period. You can sign up for additional shifts the week prior to the following week shift if it does not exceed 54hrs in a pay period, including all paid hours.
 - **If you sign up to have your shift start at 1200hrs it is expected that you have already had your lunch and are coming in to start working.**
 - If you cannot fulfill your shift, you are responsible to get your own replacement coverage unless otherwise authorized by the **Duty Officer or** Chief **or designee.**
 - If there is an open shift and you do not have permission to sign up for that shift you can contact your Duty Officer within 24 hours of the shift, and they can schedule you (ex. You are a AEMT and you want to fill an open EMT-P shift)
 - You will work a minimum average of 24 hours a pay period.
 - You will attend fire training the first week of the month, this can be nighttime or if there is a daytime training that is acceptable.

- You will attend one EMS training a month, BLS if you are an EMT-B/AEMT and ALS training if you are an EMTI or higher. If there is special training, we want you to attend you will be informed of that training the same month. You will stay current with your EMS training and assignments.
- Any EMT-P fill in for 3488 shifts will be paid at the POP/PT rates.
- In the event there is no Duty Officer on the schedule an additional POP shift will be available for that period
 - i. Priority given to Paramedic status.

J. Scheduling Procedure

- The Chief or designee will be responsible for scheduling POP/PT. during the week and the Duty Officer will schedule the weekend shifts.
- Submit availability for POP shifts on Crew Sense by the 15th of the month for the coming month's shifts. Example, submit October's availability by September 15th. The Chief or designee will then assign POP shifts on the 15th of that month for the next month's shifts. If the shift is unfilled after the 15th and you want that shift, please call/text/email the Chief or designee to be placed on that shift.



Mukwonago Fire Dept w/ 2 Mile Buffer

Street Centerlines
Interstate
Interstate
Ramp
US

State
County
Local Major
Local
Private

City Division
Boundaries
Mukwonago
Fire

Other Fire
Agencies
Two Mile
Buffer



Prepared by the Waukesha County
Land Information Office
Jan 2021

		<p style="text-align: center;">MUKWONAGO FIRE DEPARTMENT</p> <p style="text-align: center;">OPERATING PROCEDURES</p>	
Tuition Reimbursement		Approved by: Chief Jeffrey R. Stien	
POL # 31	Draft Date: 08-30-12	Revision Date: 7/27/16, 09/19/2023	Effective Date: 9/24/12, 7/27/16

PURPOSE: The purpose of this policy is to outline expectations regarding reimbursement for tuition/books/fees for courses taken by personnel.

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 who will be responsible for the results of any deviation.

- A. In order to receive reimbursement for tuition/books/fees, personnel must receive a grade of B or higher for graded courses; a certificate/course completion letter for non-graded courses; or a license.
- B. Personnel must pay for all tuition/books/fees should they ***not*** successfully complete a course. Any practical or written retest will not be paid for by the department.
- C. Detailed receipts including date must be turned in along with an official copy of a transcript, certificate, course completion letter or license prior to any reimbursement of tuition/books/fees.
- D. The Mukwonago Fire Department will reimburse tuition, books and fees if books are returned to MFD for the following courses:
 - a. EMT-Basic d. FFI g. Insp I j. D/O-Pumper m. PADI Open Water
 - b. AEMT e. FFII h. FOI k. D/O-Aerial n. PADI Adv. Open
 - c. EMT-IV Tech f. Inst I i. FOII l. HM Ops o. Dive Rescue 1
- E. Personnel seeking reimbursement for any other course not listed above must have the course and amount of reimbursement approved by the Fire Chief or designee. Submit Training Request form to the Fire Chief or designee prior to registering for the course.

F. Classifications:

- a. **Probationary personnel:** Fire classes will be paid for at time of course by the department. EMS courses will be reimbursed by the department at the time of licensure or certification. If a probationary member leaves the department prior to completing their probation period, they will reimburse the department on a

pro-rated basis based on 18 months average probation. (Ex. 60 days of service out of the 547.5 days= $0.11 \times \$600$ costs= \$66.00. $\$600-66=\534.00 repay to FD).

- b. **Personnel that have completed probation:** Fire classes will be paid for at time of course by the department. EMS courses will be reimbursed by the department at the time of licensure or certification. There is no financial obligation for an active member to reimburse the department if they were to leave for any cause due to their prior time commitment.

G. If a member leaves the department prior to two (2) years of active service, due to voluntary resignation or termination, after successful completion and certification then the member will reimburse the department on a prorated length of service for all EMS/Fire/ Dive courses. (Ex. Member has 60 days of service out of the 730 days= $0.08 \times \$600$ costs= \$48.00. $\$600-48=\552.00 member to repay to FD)



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Promotional Procedures

Approved by: Chief Jeffrey R. Stien

POL #34

Draft Date:
1/31/2012

Revision Date: 03/22/12,
05/6/13, 09/05/2023

Effective Date: 05/06/13

PURPOSE: The purpose of this policy is to provide a standard, written source of department promotional procedures which will promote the effective and efficient operation of the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. It is the responsibility of all members to familiarize themselves with the promotional procedures.

Each of the job promotional procedures are outlined on the following pages. Each position will begin on a new page.

LIEUTENANT

Promotional Procedure

All department personnel applying for the position of Lieutenant shall submit a letter of intent along with a resume to the Fire Chief **or designee**. Resume must include educational and training experience, certifications or degrees received, and relative work experience.

Minimum Requirements:

1. 5 years minimum fire service experience **in the fire service**.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer I certification, or the ability to obtain within one **(1) year**.
following promotion to this position.
5. Current Wisconsin Fire Instructor I certification, or the ability to obtain within two **(2) years**.
following promotion to this position.
6. Current Wisconsin Driver Operator/Pumper or MPO certification or the ability to obtain within two **(2) years**. **following promotion to this position.**
7. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - b. Shall have attended a minimum of 18 fire and EMS training courses annually.
 - c. Shall have attended **or excused from**, 75% of the scheduled department business meetings.

Testing may include and not limited to:

Written Examination:

A written examination relative to the position of Lieutenant will be administered by the Chief or **his/her** designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

Oral Interviews:

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief **or designee**, which may include but not limited to current Officer(s) within the Mukwonago Fire Department, **current officer(s)** from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview. The oral interview will count for 30% of the total promotional process.

Performance Evaluation:

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

Seniority Credit:

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed 1%
- 9-12 years completed 2%
- 13-16 years completed 3%
- 17-20 years completed 4%
- over 20 years completed 5%

Eligibility List:

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

Promotion to Lieutenant:

In the event of a Lieutenant's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Lieutenant they will be on a probationary status for 6 months.

Probation status for six (6) months from time of promotion

CAPTAIN

Promotional Procedure

All department personnel applying for the position of Captain shall submit a letter of intent along with a resume to the Fire Chief or designee. Resume must include educational and training experience, certifications or degrees received, and relative work experience.

Minimum Requirements:

1. 7 years minimum fire service experience to include 2 years as a Fire Officer and 2 years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer I certification.
5. Current Wisconsin Emergency Services Instructor I (aka. Fire Instructor I) certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one (1) year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - b. Shall have attended a minimum of 18 fire and EMS training courses annually.
 - c. Shall have attended or excused from 75% of the scheduled department business meetings.

Testing may include and not limited to:

Written Examination:

A written examination relative to the position of Captain will be administered by the Chief or his/her designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

Oral Interviews:

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief or designee, which may include but not limited to current officer(s) within the Mukwonago Fire Department, current officer(s) from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview. The oral interview will count for 30% of the total promotional process.

Performance Evaluation:

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

Seniority Credit:

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed 1%
- 9-12 years completed 2%
- 13-16 years completed 3%
- 17-20 years completed 4%
- over 20 years completed 5%

Eligibility List:

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

Promotion to Captain:

In the event of a Captain's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Captain they will be on a probationary status for 6 months.

Probation status for six (6) months from time of promotion

DEPUTY CHIEF

Promotional Procedure

All department personnel applying for the position of Deputy Chief shall submit a letter of intent along with a resume to the Fire Chief or designee. Resume must include educational and training experience, certifications or degrees received, and relative work experience.

Minimum Requirements:

1. 7 years minimum fire service experience to include three (3) years as a Fire Officer, and two (2) years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer II certification.
5. Current Wisconsin Emergency Services Instructor I (aka. Fire Instructor I) certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one (1) year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
 - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - b. Shall have attended a minimum of 18 fire and EMS training courses annually.
 - c. Shall have attended or excused, 75% of the scheduled department business meetings.

Testing may include and not limited to:

Written Examination:

A written examination relative to the position of Deputy Chief will be administered by the Chief or his/her designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

Oral Interviews:

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief or designee, which may include but not limited to current Officer(s) within the Mukwonago Fire Department, current officer(s) from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview. The oral interview will count for 30% of the total promotional process.

Performance Evaluation:

A performance evaluation will be completed by Officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

Seniority Credit:

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed 1%
- 9-12 years completed 2%
- 13-16 years completed 3%
- 17-20 years completed 4%
- over 20 years completed 5%

Eligibility List:

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

Promotion to Deputy Chief:

In the event of a Deputy Chief's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Deputy Chief they will be on a probationary status for 6 months.

Probation status for six (6) months from time of promotion

ASSISTANT CHIEF

Promotional Procedure

All department personnel applying for the position of Assistant Chief shall submit a letter of intent along with a resume to the Fire Chief or designee. Such Resume must include educational and training experience, certifications or degrees received, and relative work experience.

Minimum Requirements:

1. 10 years minimum fire service experience to include five (5) years as a Fire Officer, and four (4) years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer II certification.
5. Current Wisconsin Emergency Services Instructor I (aka. Fire Instructor I) certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one (1) year following promotion to this position.
8. Have met the following membership standards for the previous two (2) years within the Mukwonago Fire Department.
 - Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
 - Shall have attended a minimum of 18 fire and EMS trainings annually.
 - Shall have attended or excused, 75% of the scheduled department business meetings.

Testing may include and not limited to:

Written Examination:

A written examination related to the position of Assistant Chief will be administered by the Chief or his/her designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

Oral Interviews:

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief, which may include but not limited to current Officer(s) within the Mukwonago Fire Department, current officer(s) from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview.

The oral interview will count for 30% of the total promotional process.

Performance Evaluation:

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

Seniority Credit:

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed 1%
- 9-12 years completed 2%
- 13-16 years completed 3%
- 17-20 years completed 4%
- over 20 years completed 5%

Eligibility List:

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

Promotion to Assistant Chief:

In the event the Assistant Chief's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Assistant Chief they will be on a probationary status for 6 months.

Probation status for six (6) months from time of promotion