



Joint Fire/EMS Services Exploration Committee
Meeting Minutes
Thursday, May 27, 2004 7:30 p.m.
YMCA at Pabst Farms, Senior Center
1750 Valley Road
Oconomowoc, Wisconsin 53066

CALL MEETING TO ORDER

M. Carlson called the meeting to order at 7:45 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Erv Sadowski
Marcia Stocks
Allyn Swayze
Matt Carlson
Diane Gard
Tim Kassens
Glenn Leidel

Absent

Mike Roberts
Hugh Martin
Joe Snyder

APPROVE MINUTES FROM APRIL 22, 2004 MEETING

G. Leidel made the following corrections: Page 3, fifth paragraph, first sentence should read "G. Leidel stated that 1.5 full-time personnel/year was proposed to be added in the City of Oconomowoc (one in January and one in June). Page 5, fourth paragraph, first sentence should read "All of the fire areas that the City of Oconomowoc Dispatch Center serves are going to the Waukesha Dispatch with the exception of the City of Oconomowoc."

E. SADOWSKI MOTIONED TO APPROVE THE MINUTES FROM THE APRIL 22, 2004 MEETING WITH THE ABOVE NOTED CORRECTIONS. M. STOCKS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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REPORT DISCUSSION

1. FACILITIES (PROPERTY CONDITION REPORTS, FUTURE STATION UPGRADES, CURRENT/FUTURE STATION LOCATIONS, RESPONSE AREAS)

A. Swayze reviewed the National Standards per NFPA 1710 and listed the response time requirement. This was listed in the document entitled "City of Delafield Fire Station Locations". In Delafield, the database has not been set up to accommodate this and figures cannot be depicted from 2003 to run through this standard. Therefore, response times were determined by breaking the city up into quadrants. Page 3 of this document displayed a table listing four quadrants for the City of Delafield. Most of the calls come from the southwest and southeast quadrants. The City owns land by Oakwood and Highway 83 that would be a strategic place to have a fire station. The present and future locations of fire stations were discussed. Times will be tracked this year for the NFPA 1710. Future growth is projected to be more on the northern side of the city.

G. Leidel discussed the City of Oconomowoc's response times and thought that their station at Second and Concord was in a good location. Now that development is occurring (Pabst Farms in particular), the response times are increasing to approximately 8 minutes. The average time to get the first fire apparatus or ambulance on the road is 3-4 minutes; this is good for a volunteer department. The future benefits of the anticipated connector streets have not been accounted for and will be key elements. With the anticipated growth, increased traffic will also be encountered – this has not been accounted for in the projected response times as noted on the handout entitled "Response Time to City of Oconomowoc's Four Quadrants". There is a proposed station location at the intersection of Highway Z and the Highway 67 Bypass. There is a lot of development taking place in Oconomowoc. The benefit is that when the bypass is complete, it will make the proposed stations in valuable positions. They are running three EMS calls to one fire call. Each station would need one to one and a half acre of land. The Village of Sullivan and Ixonia were addressed. The Village of Sullivan provides their own fire, but the City provides EMS at this time. However, the Village of Sullivan will have their own EMS beginning January 1, 2005.

M. Stocks asked if the proposed locations would be the same as a single merged entity. A. Swayze stated that if the department merged, in order to meet the NFPA standards, the proposed stations would still be needed. Demographically, the future predicts the most intense land use in the southern half of the area covered collectively. G. Leidel stated that residential would be expanding in the northern part of the district and mixed use down on the south end. The greatest increases would be on the southern end. G. Leidel referred to the map that he distributed to the board members and stated that the proposed stations equate to the 3-5 minute response time.

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Traffic congestion on Highway 16 was discussed. Traffic pre-emption devices are very important and will be installed on major roads as they are improved.

A. Swayze addressed the document entitled "City of Delafield Fire Department Space Needs". They presently are lacking and are in short supply on administrative offices, training areas, bunking/locker rooms, restrooms, storage, blood borne pathogens/decontamination areas, apparatus bay, and facility parking. This year's capital improvement budget calls for replacement of overhead doors, electrical wiring, and new HVAC units. The roof was redone approximately five years ago. Space is the biggest deficiency in all areas. The exterior of the building is adequate.

M. Stocks asked if the space situation would improve once the library moved. M. Carlson stated that this could be an answer to the question should the library move. A. Swayze stated that Delafield's station is in a great location. If a merger occurred, you might not have the offices in this facility; you might not need some of the space. E. Sadowski stated that the Council and Administration at City Hall are exploring different avenues to help each other's needs. G. Leidel stated that consolidating would enable one "office" and thus free up some space to be used for other fire department needs.

G. Leidel reviewed the sheet entitled "City of Oconomowoc Fire Department Facility Space and Location Need". They have the same constraints as the City of Delafield. The biggest need for the facilities right now is for space. The building has been continually renewed and upgraded. This included a new roof, additional insulation, energy efficient lighting, new furnaces and hot water heaters, new windows, and overhead doors. Planned maintenance includes painting the apparatus bay, remodeling the kitchen, and new exterior doors. The building is in very good condition. The wood shake shingles will be replaced on the vertical portion of the building. A 968 sf addition has been made. The existing facility is set up to handle three male crew members and one more bed added to female quarters would be enable a three member female crew also. Remodeling would be beneficial. The proposed southeast Station #2 and northeast Station #3 were similar in layout. Both stations would need 1 to 1-1/2 acres and would be approximately 10,000 – 11,000 sf. Cost to build was approximately \$2.2 million for Station #2 and \$2.096 million for Station #3 million (land included). The disadvantage of the existing station is the proximity of the station to the railroad track. At this point in time, it has not had a negative impact on a call. Both alternate sites would help in this regard. The functional areas are the same as in Oconomowoc as in Delafield's.

2. EQUIPMENT (EQUIPMENT INVENTORY/REPLACEMENT)

Separate and combined schedules were included in the packets. The schedules reflect replacing the smaller vehicles every 6 years; ambulances every 10 years; grass/brush and utility trucks every 15 years; tankers, pumper/engines, and

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75' aerial ladder every 20 years; 100' aerial platform and dive/rescue trucks every 25 years. If a merger took place, it could result in the elimination of three apparatus pieces. The specific vehicles were listed on the schedules. A third station could take place without purchasing more equipment and still eliminating the apparatus pieces listed on the schedule. The apparatus replacement schedules for both the City of Delafield and City of Oconomowoc were laid out the same. The estimated cost of apparatus includes 3% annual increase.

M. Carlson asked if the City of Oconomowoc has funds set aside from a previous fund to pay for equipment. They do not. It was clarified that the City of Delafield does not either. M. Carlson stated that this assumes no additional equipment for mutual incident commands. A. Swayze stated that the apparatus schedules do not include any new services that they would get into, specialized equipment, etc., it only assumes maintaining the current fleets that the departments have. G. Leidel stated that it represents what is needed to cover the areas, either separately or combined.

E. Sadowski asked if there was some way a merged department could get by with just two stations rather than three to five. A. Swayze stated that if merging took place today, it could operate with two, but with development, a third station would need to be looked at. It would depend on response times, stats on simultaneous calls, etc. G. Leidel stated that staffing levels determine the response levels. The proposed stations are dependent on staffing. Discussion took place on possible equipment that could be eliminated if the departments merged. Adding staff would not change the apparatus needs. M. Carlson stated that standardization of the equipment would take place if the departments merged.

**JUNE MEETING TOPICS: FINANCES {OPERATING AND CAPITAL BUDGETS,
IDENTIFY ONE-TIME STARTUP EXPENSES, PROJECTED AFFECT OF FORMULA(S)}**

E. Sadowski stated that he would like to know what goals were being considered when discussing the financing. M. Carlson stated that different scenarios would be presented. The financial discussion would take place over two meetings. D. Gard stated that each department's expenditures would be looked at separately, merged, and under different scenarios. E. Sadowski stated that full attendance should take place at this next meeting. The financial data will be sent to the board members approximately one week before the meeting.

E. Sadowski asked what the feel of the Oconomowoc Common Council was regarding the merged departments now that new they had a new mayor and alderperson on their council. D. Gard stated that nothing had changed.

The next meeting will be take place on June 24, 2004 at 5 p.m. at the YMCA at Pabst Farms.

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7:30 PM

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ADJOURNMENT

**E. SADOWSKI MOTIONED TO ADJOURN FROM THE MEETING. M. STOCKS
SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE
IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:52 P.M.**

Minutes prepared by:

Sue Hildebrand
Accurate Business Communications LLC