

**DRAFT**

**Walworth County Fire/EMS Study Committee  
March 22, 2019 Meeting Minutes  
County Board Room 114, Walworth County Government Center  
100 W. Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order by Vice Chair Peters at 2:01 p.m.

Roll call was conducted and the following members were present: Vice Chair John Peters, Dave Nelson, Denise Pieroni, Bruce Vander Veen, James Weiss, and County Board Supervisor Ken Monroe. Lowell Hagen was absent. A quorum was declared.

Others present: Dr. Steven Andrews-Aurora Health Care; Dr. James MacNeal-Mercy Health (2:26 p.m.); Walworth County Administrator David Bretl; County Board Chair Nancy Russell; Rebecca LeMire, Village of Darien Administrator/Clerk-Treasurer

**Public comment** – There was none.

**Special Order of Business**

- Nominations and election of Chair of Fire/EMS Study Committee

Administrator Bretl announced that Dale Wilson has found a new position outside of the County, and as such a new Chair and Vice Chair need to be elected. He opened the floor for nominations for the Fire/EMS Study Committee Chair. **Denise Pieroni made a motion, seconded by James Weiss, to nominate John Peters for Fire/EMS Study Committee Chair. Motion carried 6-0.** Bretl asked if there were any other nominations. Hearing none, the nominations were closed. **Bruce Vander Veen made a motion, seconded by Weiss, to elect John Peters as Fire/EMS Study Committee Chair. Motion carried 6-0.**

- Nominations and election of Vice Chair of Fire/EMS Study Committee

Bretl opened the floor for nominations for the Fire/EMS Study Committee Vice Chair. **Vander Veen made a motion, seconded by Weiss, to nominate Dave Nelson for Fire/EMS Study Committee Vice Chair. Motion carried 6-0.** Bretl asked if there were any other nominations. Hearing none, the nominations were closed. **Weiss made a motion, seconded by Pieroni, to elect Dave Nelson as Fire/EMS Study Committee Vice Chair. Motion carried 6-0.**

**Weiss made a motion, seconded by Vander Veen, to approve the agenda as presented. Motion carried by voice vote.**

**Vice Chair Nelson made a motion, seconded by Pieroni, to approve the November 30, 2018 meeting minutes. Motion carried by voice vote.**

**New Business**

- Discussion of presentation for Intergovernmental Cooperation Council Meeting

Bretl distributed the proposed agenda for the upcoming Intergovernmental Cooperation Council (ICC) meeting. The ICC meets once every four months and includes officials from local municipalities. The meeting on March 26<sup>th</sup> will discuss Fire/EMS in the County. He asked for volunteers who would like to assist in making a presentation to ICC about this committee's progress. Bretl welcomed input on what to place on the agenda to help discuss fire and EMS operations. Vander Veen asked if a summary of the survey results would be helpful. Peters said the agenda is well put together and suggested highlighting key points, such as the expectations for service, FPA requirements, how soon service is expected, etc. He added there should be an open and honest discussion regarding how things are going in each community

by the leaders. Vander Veen has heard that some municipalities believe the County is going to solve the issues, but they need to know it is at the municipality level of responsibility as well. Bretl said a definition of terms would be important and Chair Peters agreed to discuss the Fire side of things. Bretl said discussion of all the levels of service models would be helpful. Chair Peters, Vice Chair Nelson, Vander Veen, and Pieroni confirmed they will attend and present information with Bretl. Bretl said the discussion of draft recommendations is important as it shows what this committee has been working towards. Pieroni said a panel idea of presentation would be the best format and all agreed. Chair Peters suggested a PowerPoint presentation including important definitions. Bretl said his office will create a PowerPoint for members of the Committee to add information to. Monroe suggested sending out an email to the different municipal departments to try to get the most input from local departments.

- Discussion regarding upcoming presentation by North Shore Fire Department

The North Shore Fire Department offered April 17<sup>th</sup> or 29<sup>th</sup> as possible dates to present. The presentation was set for Wednesday April 17<sup>th</sup> at 10:00 a.m. in County Board Room 114.

- Update regarding obtaining response times from Pro Phoenix

Vander Veen said the Emergency Communications Advisory Committee discussed this at their first meeting and it is also on the agenda for their March 26<sup>th</sup> meeting. Chair Peters said he has a meeting scheduled with Captain Green at the Sheriff's Office but was unsure how the sought-after data could be mined. A lot of the information is entered by the dispatchers, so it would be very labor-intensive to retrieve. Vander Veen said the majority of the times are entered into a notes field, often after the fact, making it very difficult to get this data into one document. The Advisory Committee will dig deeper into this issue as they continue meeting. Pieroni inquired if it would be easier to gather data if we had the fire module software. Chair Peters said the Sheriff is willing to support the software, but there are budget concerns, as the fire portion is not included in the current budget. Bretl asked if the data we are looking for would be helpful and Vander Veen noted it may not be the data that is needed, but rather an overhaul of the system. Bretl said it is possible to add this into the County budget but data would not be compiled until next year. He suggested the wording in the "Recommendations of the Walworth County Fire/EMS Study Committee" document be changed to more strongly encourage departments to budget for ProPhoenix. Peters said the benefits are multi-faceted and would help the individual departments make operations more efficient with less work and radio traffic. He added there needs to be some ownership from the Fire departments as well. Bretl noted the County budget process is in July and inquired if this committee can accomplish anything further until that data can be acquired. Peters said it is important to discuss with local leadership so they understand the need.

- Topics for next meeting

- Discuss changes to the "Recommendations" document
- Forward the ProPhoenix issue to the Emergency Communications Advisory Committee for discussion, along with a recommendation
- Possible field trips/speakers/dispatch centers for future meetings
- Have a speaker from a county who has County-supported ALS services. Pieroni suggested a trip to Waukesha County Dispatch to gain ideas/pros and cons

**Public comment** – Nancy Russell said she was asked by Gateway Technical College to participate in their Fire/EMS advisory committee and she wondered if it would be helpful for someone from this group to come to the meeting. If so, she will get in touch with them to see if they are interested.

Bretl suggested the Committee consider membership changes in the future for any members not regularly attending meetings.

**Next meeting date and time:** The next meeting will be held on Wednesday April 17, 2019 at 10:00 a.m. in Room 114 of the Walworth County Government Center.

**Adjournment**

**On motion by Pieroni, seconded by Vice Chair Nelson, Chair Peters adjourned the meeting at 2:44 p.m.**

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Submitted by Betsy Stanek, Administrative Clerk II. Meeting minutes are not considered final until approved at the next regularly scheduled meeting.

## **AMENDMENT NO. 8 TO AMENDED AND RESTATED NORTH SHORE FIRE DEPARTMENT AGREEMENT**

Upon the expiration of Amendment No. 7 to the Amended and Restated North Shore Fire Department Agreement at the end the 2015 budget year the Financing Formula set forth in Exhibit C, incorporated into the Amended and Restated North Shore Fire Department Agreement under Section 17.1 Financing Formula, shall be amended and restated as follows:

### **EXHIBIT C**

#### Financing Formula (Distribution of Costs)

Each participating municipality's annual financial contribution to the North Shore Fire Department's operating and capital budget shall be based on the following:

#### **1. Population**

Thirty percent (30%) of the total budget contribution shall be shared among the municipalities in proportion to each municipality's percentage share of the total population of all the municipalities, as determined by the State of Wisconsin. Each municipalities' population for the purposes of this agreement will be calculated using the average of the population of each municipality for the five prior calendar years.

#### **2. Equalized Valuation**

Thirty percent (30%) of the total budget contribution shall be shared among the municipalities in proportion to each municipality's percentage share of the total equalized valuation, excluding land, of all the municipalities, as determined by the State of Wisconsin. The equalized valuation will be calculated, for the purposes of this agreement, using the average of the total equalized valuation, excluding land, over the preceding five calendar years.

#### **3. Usage**

Forty percent (40%) of the total budget contribution shall be shared among the municipalities in proportion to each municipality's percentage share of usage. Usage, for the purposes of this agreement, shall be calculated based on each municipality's percentage share of the total usage averaged over the preceding five calendar years.

Usage shall be calculated based on the actual number of personnel hours for each fire or E.M.S. run, rounded to the next one-tenth of one (1) hour. Personnel hours are calculated from the time vehicle leave their stations to the time vehicles return to their stations. Usage is assigned to the municipality in which the call for service originated, without regard to where the personnel responding are stationed.

The financing formula calculation will be performed every five years beginning in 2015 for the 2016 Budget Year. Once a percentage is determined for each municipality, the percentage each municipality is paying in the current calendar year will be subtracted from the newly determined percentage. The resulting amount will be divided by five and incrementally phased in over a five year period.

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# Recommendations of the Walworth County Fire/EMS Study Committee

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## **I. EXECUTIVE SUMMARY**

(Reserved)

## **II. BACKGROUND**

In response to the requests of numerous towns, cities, and villages located in Walworth County, in 2016 the County Board of Supervisors passed Resolution 31-11/16 establishing the Walworth County Fire/EMS Study Committee. Membership of the committee consisted of three fire and EMS professionals and four government representatives; one each representing town, village, city and county government. The following individuals were appointed to the committee: Lowell Hagen, Whitewater town chair; Jim Weiss, who served as both the Linn town chair and administrator for the village of Williams Bay; and Denise Pieroni, administrator for the city of Delavan. The fire and EMS perspective was represented by: Lake Geneva's Fire Chief John Peters; Bruce Vander Veen, Chief of Sharon Fire and Rescue; and Dave Nelson, an Assistant Chief with the Lauderdale-LaGrange Fire/Rescue department. Dale Wilson, the County's human resources director, represented Walworth County government. The county board eventually modified the structure of the committee to provide a number of alternate members and to create advisory seats for the county's emergency medical directors, Doctors James MacNeal and Steven Andrews. County Board Supervisor Ken Monroe was the county government alternate while Dennis Martin, Fontan's village administrator, was the local government alternate. Fred Schalow, Chief of the Bloomfield-Genoa City Fire and Rescue was the fire service's alternate member. The Study Committee held its first meeting on March 23, 2017.

## **III. RECOMMENDATIONS**

- A. Walworth County should establish a consolidated-unified dispatch center that operates independently of the Sheriff's Office and which would be responsible for emergency services dispatch.
- B. Until Recommendation A is accomplished: the charter of the current 9-1-1 governing board should be modified to include Fire/EMS and law enforcement professionals and the duties of the committee should be changed to include the following:
  - i. Review protocols and encourage common protocols;
  - ii. Make recommendations to the communications captain;
  - iii. Make recommendations on evaluating customer service levels;
  - iv. Review data and make recommendations on dispatch staff training and quality assurance.
  - v. Develop a unified dispatch protocol for all PSAPS to include, but not limited to, response time standards and required mutual aid protocols.
- C. GPS devices should be installed on all ambulances, including private agencies contracted for service in the County with the capability to be located in real time

by a centralized dispatch center. Protocols should be developed to determine when to dispatch the closest ambulance to respond to the emergency.

- D. Since law enforcement is often first on the scene, encourage all law enforcement agencies to ensure that deputies and police officers receive first-responder training and have basic life-saving equipment in squad cars.
- E. Encourage fire departments and EMS agencies to support the concept of utilizing the ProPhoenix fire module countywide to aid in information sharing, consistent reporting and GPS monitoring of vehicles.
- F. Encourage every agency to assess their response statistics and ability to meet the NFPA response standards. This assessment should identify their strengths and opportunities and be shared with their leadership and local elected officials.
- G. Require all PSAPs to generate reports of response time statistics, by agency, to the Fire/EMS Committee and the Emergency Communications Advisory Committee.
- H. Encourage regional cooperation in evaluating resources and utilizing financial support, if allocated, from the Walworth County budget to facilitate this cooperation.