



JOINT PROTECTIVE SERVICES COMMITTEE

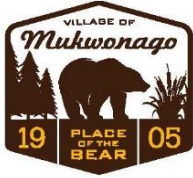
MEETING

Fire Department Station #1
1111 Fox St, Mukwonago, WI 53149
October 13, 2025 at 6:30 PM

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
 - 3.1 Approval of August 18, 2025 Joint Protective Services Minutes
4. **Comments from the Public**
5. **New Business**
 - 5.1 Discussion/Recommendation regarding acceptance of 2024 AFG Grant Award EMW-2024-FG-02410
 - 5.2 Discussion/Recommendation regarding approval of policy revisions for Policy #1, #11, and #31
 - 5.3 Discussion/Recommendation regarding 2026 POC/POP pay rates and classifications
 - 5.4 Discussion regarding year to date incident types (For Information Only, No Action Needed)
 - 5.5 Discussion regarding 2025 WI DNR FFP Grant Award (For Information Only, No Action Needed)
6. **Adjournment**

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.



Meeting Minutes Village and Town of Mukwonago Joint Protective Services

When: 6:30 pm, Monday August 18, 2025

Where: Fire Station #1, 1111 Fox Street, Mukwonago WI 53149

1. Meeting was called to order at 6:30 PM CT by Chairman Topczewski. Notice and Agenda of meeting was posted in conformance with Wis. Stat. §19.84.
2. Roll call: Village members Reeves and Johnson present; Porter absent. Town members Topczewski, Wrasman, and Boucher present; Chief Stien present.
3. Reeves moved to approve minutes of April 14, 2025 and as presented; seconded by Johnson. All ayes.
4. There were no public comments.
5. New business – discussion only:
 - 5.1. Discussion of July 31 YTD Incident Type Report
 - 5.2. Chief Stien noted that the Lieutenant vacancy had been posted. The position of Fire Inspector was discussed in considerable detail.
6. Topczewski moved to adjourn at 6:50 PM; seconded by Boucher. All ayes.

VILLAGE OF MUKWONAGO

REPORTS AND PRESENTATIONS TO THE VILLAGE BOARD



Topic:			
Date:			
Presenter:		Department:	

Conformance with Strategic Plan

Approval of this action would conform to the following strategic goal:

- Energized Workforce
- Balanced Development
- Responsible Finances
- Quality of Life
- Other _____

Overview/Background Information

Key Issues (if necessary)

Fiscal Note/Budget Impact

Action Required/Recommendation

Attachments

Chief Jeff Stien

From: FEMA GO <no-reply@fema.dhs.gov>
Sent: Wednesday, September 24, 2025 2:24 PM
To: Chief Jeff Stien
Cc: Matt Sura; Chief Jeff Stien
Subject: Award Notification (Application Number: EMW-2024-FG-02410)

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear Jeffrey,

Congratulations! Your grant application submitted under the Grant Programs Directorate's Fiscal Year (FY) 2024 Assistance to Firefighters Grant has been approved for award.

Please use the FEMA GO system at <https://go.fema.gov> to accept or decline your award. Please note that you will have thirty (30) days from the date of this award notification to either accept or decline the award, and that the award must be accepted or declined by an Authorized Organization Representative (AOR) within the FEMA GO system. Instructions for registering within the system and becoming an AOR are available at <https://www.fema.gov/gmm-training-resources>.

Once you are in the system and made an AOR for your organization, your home page will be the first screen you see. You will see a section entitled My Grants. In this section, please select the award acceptance link for EMW-2024-FG-02410 under Fiscal Year (FY) 2024 Assistance to Firefighters Grant. View your award package and indicate your acceptance or declination of award. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

If you have questions on using the FEMA GO system, please reach out to the FEMA GO Help Desk (1-877-585-3242). For programmatic questions about your grant, please reach out to the AFG Helpdesk (firegrants@fema.dhs.gov / 1-866-274-0960).

All recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in [FEMA Policy \(FP\) 108-023-1, Environmental Planning and Historic Preservation Policy Guidance](#).

Sincerely,

Grants Management Branch

Assistance to Firefighters Grants

Department of Homeland Security / FEMA

System for Award Management (SAM.gov) profile

Please identify your organization to be associated with this application.

All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

VILLAGE OF MUKWONAGO FIRE DEPARTMENT

Information current from SAM.gov as of:	09/07/2025
UEI-EFT:	LNE5QVUQLQ7
DUNS (includes DUNS+4):	619238574
Employer Identification Number (EIN):	396008442
Organization legal name:	VILLAGE OF MUKWONAGO FIRE DEPARTMENT
Organization (doing business as) name:	
Mailing address:	1111 FOX STREET MUKWONAGO, WI 53149-
Physical address:	1111 FOX ST MUKWONAGO, WI 53149-1469
Is your organization delinquent on any federal debt?	N
SAM.gov registration status:	Active as of 01/08/2025

We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date

Applicant information

Please provide the following additional information about the applicant.

Applicant name	Mukwonago Fire Department
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Main address of location impacted by this grant

Main address 1	1111 FOX ST
Main address 2	
City	MUKWONAGO
State/territory	WI
Zip code	53149

Zip extension

1469

In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?

Waukesha

Applicant characteristics

The Assistance to Firefighters Grants Program's objective is to provide funding directly to fire departments and nonaffiliated EMS organizations or a State Fire Training Academy for the purpose of protecting the health and safety of the public and first responder personnel against fire and fire-related hazards. Please review the Notice of Funding Opportunity Announcement (NOFO) for information on available program areas and for more information on the evaluation process and conditions of award.

Please provide the following additional information about the applicant.

Applicant type:

Fire Department/Fire District

Is this grant application a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.

No

What kind of organization do you represent?

Combination (Majority Volunteer)

Does your department identify as a Paid-on-Call/Stipend department?

Yes

What is the percentage of career members in your organization?

36

How many active firefighters does your department have who perform firefighting duties?

31

How many of your active firefighters are trained to the level of Firefighter I or equivalent?

31

How many of your active firefighters are trained to the level of Firefighter II or equivalent?

21

Are you requesting training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?

No

Which of the following standards does your organization meet regarding physicals? If physicals are not required then do not select any option. (optional)

- Meets NFPA or 1582 standard
- Meets NTSB or DOT standard
- Meets State/Local standard

Please describe in the box below your training program and your plans to bring your membership up to Firefighter II.

All of the department members who are not Firefighter II currently have less than one year of experience. After they pass Firefighter I, they are then sent to Firefighter II, Motor Pump and Aerial Operator through the local technical college. These are the steps we take with each new member, insuring they are properly trained to the highest level. The members who are not Firefighter I, are new members or high school cadets who are being put through school while on the department.

How many members in your department are trained to the level of EMR or EMT, Advanced EMT or Paramedic? **33**

Does your department have a Community Paramedic program? **No**

How many stations are operated by your department? **2**

Does your organization protect critical infrastructure of the state? **Yes**

Please describe the critical infrastructure protected below.

The department protects multiple critical pieces of infrastructure. First being, a busy portion of Interstate-43 which links northwestern Illinois to the Milwaukee area. Along with I-43, running directly through the village is a 6 mile stretch of the Canadian National Railway that operates 40-50 trains per day. A large natural gas distribution center and 4 cellular and radio communications towers are located along State Highway 83 which runs from north to south, directly through the departments service area. Located on the southern end of the village is a large regional power substation, wastewater treatment plant, 2 water towers and 5 deep-water wells. Located in one of our 3 industrial parks is a business that has multiple military contracts for producing guidance, GPS and targeting systems. Recently, a

community hospital was built that provides emergency, inpatient, outpatient, cancer and urgent care treatment. It has become vital to the local and surrounding communities. Being the largest regional community, we have a large retail corridor located off I-43. This is anchored by Walmart, Home Depot and Tractor Supply but includes multiple smaller businesses and restaurants. Scattered throughout the Village of Mukwonago are 3 large assisted living, dementia care and nursing homes that care for elderly patients with a wide array of medical conditions. We protect multiple public and private education facilities that range from K4 to grade 12, with an average student total of 3,400 kids per day.

Do you currently report to the National Fire Incident Reporting System (NFIRS)? You will be required to report to NFIRS for the entire period of the grant. **Yes**

Please enter your FDIN/FDID. **67190**

Do you offer live fire training? **Yes**

What is the total number of live fire training exercises conducted per year on average? **2**

Operating budget

What is your organizations operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) dedicated to expenditures for day-to-day activities for the current (at time of application) fiscal year, as well as the previous two fiscal years?

Current fiscal year: **2024**

Fiscal Year	Operating budget
2024	\$2,616,076.00
2023	\$2,432,070.00

Fiscal Year	Operating budget
2022	\$1,556,438.00

What percentage of the declared operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)? **88**

Does your department have any rainy day reserves, emergency funds, or capital outlay? **Yes**

What is the total amount currently set aside? **150000.00**

Describe the planned purpose of this fund. **The department's relies on EMS billings to pay approx 50% of its yearly budget. The money that is set aside is there to cover any decrease in revenue or overage in the budget.**

What percentage of the declared operating budget is derived from the following	2024	2023	2022
Taxes	15.5	16.4	26.3
Bond issues	0	0	0
EMS billing	50	48.1	67
Grants	0.5	0.5	0.5
Donations	0	0	0
Fund drives	0	0	0
Fee for service	1	0	1
Other	33	35	5.2
Totals	100 %	100 %	100 %

Please explain the "Other" portion of the declared operating budget.

2% insurance dues from the State of Wisconsin and starting in 2023 a voter approved staffing

Describe your financial need and how consistent it is with the intent of the AFG Program. Include details describing your organization's financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of your control.

referendum for 6 additional full time staff.

Like most other municipalities, the Village and Town of Mukwonago are no strangers to lean budgetary times. Being located in Wisconsin, the state has placed mandates on municipalities. The biggest impact was that municipalities could not raise their property tax levies more than the rate of new growth. If no new growth occurred, the levy increase was zero. Due to this, the Village was able to raise the tax levy limit by \$164,320 and the Town by \$25,588 in 2024. The Village of Mukwonago's 2024 adopted budget is \$5,960,133.00 and the Town of Mukwonago's budget is \$5,655,068. The fire department's 2024 budget is \$2,616,076.00, a 7.57% increase from 2023. Of that, each municipality contributes \$202,707 (\$405,414 combined) towards the operational budget and \$406,349.00 (\$812,698) towards the 2023 staffing referendum for a total of 46.5%. The remaining \$1,397,964.00 of the department budget is covered by EMS transport revenue (50% total revenue budget), 2% fire inspections fees (3%), and grants (0.5%). \$2,302,146 (88%) of the department budget goes to personnel costs, leaving \$313,930 (12%) to pay for supplies, station and apparatus maintenance, contacts, software and other supplies. Due to the rising cost of healthcare (17.96% increase in 2024) along with double digit inflation over the past 2 years, it continues to become harder and harder for the department to purchase needed supplies or upgrade equipment and services. The department has fallen victim to the tight spending habits. Vehicle replacement times have grown from ambulances being replaced every 5 years to every 8 years. Engine replacement is at upwards of 30+ years and these numbers continue to grow. The budget of this project is \$48,264.33. This amount is not allocated in the 2024 operating budget or in the projected 10 year capital equipment replacement fund. Due to the conservative spending habits of the municipalities, this project would not be able to be fulfilled without federal assistance. In addition to these issues, the increased foreclosures of smaller businesses have put untold pressures on our existing tax base. The current estimated commercial vacancy rate for the Village of

Mukwonago fluctuates in the area of 15%. The administrations of the Village and Town of Mukwonago are aware that the fire department is applying for this grant. They are in full support of the department's efforts and have agreed to find the needed matching funds if the grant is awarded.

In cases of demonstrated economic hardship, and upon the request of the grant applicant, the FEMA Administrator may grant an Economic Hardship Waiver. Is it your organization's intent to apply for an Economic Hardship Waiver?

No

Other funding sources

This fiscal year, are you receiving Federal funding from any other grant program for the same purpose for which you are applying for this grant?

No

This fiscal year, are you receiving Federal funding from any other grant program regardless of purpose?

Yes

Please provide an explanation for other funding sources in the space provided below.
2023 AFG grant for NFPA approved mobile radios. Grant ID: EMW-2023-FG-03936

Applicant and community trends

Please provide the following additional information about the applicant.

Injuries and fatalities	2024	2023	2022
What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	0	1	0
What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?	8	9	8
What is the total number of members with self-inflicted fatalities over the last three years?	0	0	0

How many vehicles does your organization have in each of the type or class of vehicle listed below? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.



Seated riding positions

The number of seated riding positions must be equal or greater than the total number of frontline and reserve apparatus. If there are zero frontline and zero reserve apparatus, the number of seated riding positions must be zero..

Type or class of vehicles	Number of frontline apparatus	Number of reserve apparatus	Number of seated riding positions
Engines or pumpers (pumping capacity of 750 gallons per minute (GPM) or greater and water capacity of 300 gallons or more): pumper, pumper/tanker, rescue/pumper, foam pumper, CAFS pumper, type I, type II engine urban interface.	2	0	11
Ambulances for transport and/or emergency response.	3	0	6
Tankers or tenders (water capacity of 1,000 gallons or more).	0	0	0
Aerial apparatus: aerial ladder truck, telescoping, articulating, ladder towers, platform, tiller ladder truck, quint.	1	0	4
Brush/quick attack (pumping capacity of less than 750 GPM and water carrying capacity of at least 300 gallons): brush truck, patrol unit (pickup w/ skid unit), quick attack unit, mini-pumper, type III engine, type IV engine, type V engine, type VI engine, type VII engine.	1	0	2
Rescue vehicles: rescue squad, rescue (light, medium, heavy), technical rescue vehicle, hazardous materials unit.	0	0	0
Additional vehicles: EMS chase vehicle, air/light unit, rehab units, bomb unit, technical support (command, operational support/supply), hose tender, salvage truck, ARFF (aircraft rescue firefighting), command/mobile communications vehicle.	5	0	10

How many ALS Response vehicles are in your fleet? **4**

Is your department facing a new risk, expanding service to a new area, or experiencing an increased call volume? **Yes**

Please explain how your department is facing a new risk, expanding service to a new area, or experiencing an increased call volume.

Since 2013, the department has seen an 18% increase in calls. In that same time period the amount of non referendum tax dollars that are given to the department has actually dropped 12.58%. The department relies heavily on revenue which makes it extremely difficult to budget year to year for additional personnel or equipment. In the same time period, economic and residential development has exploded in the Village of Mukwonago with the addition of over 3 million sq feet of new manufacturing businesses, 1 large dementia care unit, sixteen 2-3 story multi-tenant apartment buildings and 2 large residential subdivision. With the vast majority of these projects being in Tax Incremental Districts, the village will not see the additional tax revenue for at least another 15 years. The Town of Mukwonago places an emphasis on small town rural living. Over the past 25 years they have not allowed any new industrial or commercial buildings to be built. Any new residential lot is a minimum of 1 acre. Over the past 5 years, 3 large subdivisions have been built in non-hydrant areas. This puts a significant strain not only on the yearly budget but the membership as a whole. Mukwonago is not immune to staffing shortages. We have seen roster numbers decline over the same time period. In 2013 we had 52 members on the department, we currently have 36. This includes adding 6 additional full-time members in 2023 thanks to a successful staffing referendum which pays for the positions for the next 10 years. Surrounding departments have also succumbed to staffing shortages, especially during the day. Over the past 2 years our mutual / automatic aid to neighboring departments has increased by 26%. We continue to ask more and more from our members, but we are beginning to meet resistance. As their work and family life become more demanding, they are reevaluating their role in the department. We do what we can to retain them, knowing we are unable to supplement them with part- or full-time staff due to budget constraints.

Community description

Please provide the following additional information about the community your organization serves.

Type of jurisdiction served **Other**

If "Other", please enter type of jurisdiction served. **Combination Village and Town**

What type of community does your organization serve? **Rural**

What is the square mileage of your first due response zone/jurisdiction served? **40**

What percentage of your primary response area is protected by hydrants? **19.9**

What percentage of your primary response area is for the following:	Percentage (must sum to 100%)
Agriculture, wildland, open space, or undeveloped properties	54
Commercial and industrial purposes	6
Residential purposes	40
Total	100

What is the permanent resident population of your first due response zone/jurisdiction served? **16535**

Do you have a seasonal increase in population? **Yes**

What is your seasonal increase in population (number of people)? **2350**

Please describe your organization and/or community that you serve.

The Mukwonago Fire Department is a full-service combination fire department providing fire suppression, EMS at the critical care level, dive and water rescue, fire prevention and fire inspection services. Through mutual aid and intergovernmental agreements, the department provides technician level hazmat response, confined space, and rope rescue. The department consists of 22 paid-on-call and part-time members, 1 cadet, 12 full-time firefighter

paramedics, and 1 full-time fire chief. The department is staffed 24/7/365 with a minimum of 4 personnel. The department operates out of 2 fire stations; one to the west, centrally located in the Town of Mukwonago, and the second adjacent to the Village of Mukwonago industrial park on the eastern edge. The Mukwonago area is located 25 miles southwest of the City of Milwaukee; we are situated on a busy interstate highway that links Northwestern Illinois to Milwaukee. Running directly through the village is a 6 mile stretch of the Canadian National Railway that sees 40-50 trains per day. The Mukwonago Fire Department serves a 40.11 square mile area that includes the Village and Town of Mukwonago with a combined total residential population of 16,428. The primary response area of the Mukwonago Fire Department has a wide array of potential hazards. This includes (1) large retail area that includes a Home Depot and Walmart, (1) major compressed gas facility, (1) water treatment facility, (5) deep wells, (6) churches, (5) public and private schools that serve a growing number of children each year, (3) large daycares and (3) large, assisted living facilities. Two large tax incremental districts (TID) are currently under development for retail, commercial and industrial businesses. A medical complex located in TID 1, is a full-service community hospital that currently provides emergency services, urgent care, outpatient cancer, heart treatment services along with 20 inpatient beds. In addition to the TID, the Village has (3) moderately sized industrial park with an abundance of manufacturing businesses along with a downtown business district. The business district is comprised of multiple row buildings with not only 3-4 business in each; but multi-tenant residences on the upper floor. Due to the proximity of the buildings to each other along with not being sprinkler protected, the Village has defined this area as a significant fire hazard. The Village of Mukwonago is a community that saw a 5-10% growth per year and is currently 67% developed. There is basically no vacant business space in the downtown area. The 32 square mile Town of Mukwonago is a bedroom community with many of the residents working outside of the area. The town is mostly comprised of large home lots of no less than 1 acre. Directly to the south of

the primary response area is where the Counties of Waukesha (Mukwonago is located in this county) Racine and Walworth all converge. The department frequently responds to requests for paramedic intercepts and automatic mutual aid into both counties for fire and EMS calls. These calls make up 10.5% of all calls for the service the department responds to. The department has an in house fire training program in place. Using Wisconsin SPS, OSHA and NFPA; the department strives to give its personnel the best education allowed financially. In 2023, this amounted to over 5,250 hours of training on fire suppression, EMS, inspection and fire safety education. We have seen our automatic aid and mutual aid response numbers increase with our participation in Waukesha County MABAS (MABAS DIVISION 106) as well as the financial pressures to reduce operating costs placed upon the fire service by municipal governments. Through increased fire service knowledge via training and equipment acquisition, the residents of the Village and Town of Mukwonago, business owners and surrounding communities would greatly benefit by this funding initiative.

Call volume

Summary	2023	2022	2021
Fire - NFIRS Series 100	34	32	32
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	0	1	0
Rescue & Emergency Medical Service Incident - NFIRS Series 300	1627	1758	1967
Hazardous Condition (No Fire) - NFIRS Series 400	43	21	36
Service Call - NFIRS Series 500	19	44	37
Good Intent Call - NFIRS Series 600	190	182	231
False Alarm & Falls Call - NFIRS Series 700	88	77	63

Summary	2023	2022	2021
Severe Weather & Natural Disaster - NFIRS Series 800	3	0	11
Special Incident Type - NFIRS Series 900	0	0	0
Total	2004	2115	2377

Fire

How many responses per year per category?	2023	2022	2021
"Structure Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 111-120)	29	21	20
"Vehicle Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 130-138)	1	3	3
"Vegetation Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 140-143)	1	6	7
Total	31	30	30

Total acreage per year	2023	2022	2021
Total acreage of all vegetation fires	2	257	168

Rescue and emergency medical service incidents

How many responses per year per category?	2023	2022	2021
"Motor Vehicle Accidents" (Of the NFIRS Series 300 calls, NFIRS Codes 322-324)	56	65	69
"Extrications from Vehicles" (Of the NFIRS Series 300 calls, NFIRS Code 352)	0	0	0
"Rescues" (Of the NFIRS Series 300 calls, NFIRS Code 300, 351, 353-381)	3	5	4
EMS-BLS Response Calls	299	477	605
EMS-ALS Response Calls	1269	1211	1289

How many responses per year per category?	2023	2022	2021
EMS-BLS Scheduled Transports	0	0	0
EMS-ALS Scheduled Transports	0	0	0
Community Paramedic Response Calls	0	0	0
Total	1627	1758	1967

Mutual and automatic aid

How many responses per year per category?	2023	2022	2021
Amount of times the organization received Mutual Aid	33	43	34
Amount of times the organization received Automatic Aid	5	3	22
Amount of times the organization provided Mutual Aid	247	260	201
Amount of times the organization provided Automatic Aid	18	11	17
Of the Mutual and Automatic Aid responses, amount that were structure fires	18	11	17
Total	321	328	291

Grant request details

Are you requesting a Micro Grant? A Micro Grant is limited to \$75,000 in federal resources. **Yes**

Grand total: \$48,264.33

Program area: Operations and safety

▶ **Activity: Equipment** **\$48,264.33**

Grant request summary

The table below summarizes the number of items and total cost within each activity you have requested funding for. This table will update as you change the items within your grant request details.

Grant request summary

Activity	Number of items	Total cost
Equipment	1	\$48,264.33
Total	1	\$48,264.33

Is your proposed project limited to one or more of the [following activities](#) ⓘ : Planning and development of policies or processes. Management, administrative, or personnel actions. Classroom-based training. Acquisition of mobile and portable equipment (not involving installation) on or in a building.

No

Please download the EHP Screening form available at <https://www.fema.gov/media-library/assets/documents/90195>. Once you have been awarded the grant and have accepted the award, please complete and send your screening form and attachments to GPDEHPinfo@fema.dhs.gov.

Filename	Date uploaded	Uploaded by	Label	Description	Action

Budget summary

Budget summary

Object class categories	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$48,264.33
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Total direct charges	\$48,264.33
Indirect charges	\$0.00
TOTAL	\$48,264.33
Non-federal resources	
Applicant	\$2,298.30
State	\$0.00
Local	\$
Other sources	\$0.00
Remarks	
Total Federal and Non-federal resources	
Federal resources	\$45,966.03
Non-federal resources	\$2,298.30
TOTAL	\$48,264.33
Program income	\$0.00

Contact information

Did any individual or organization assist with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application?

No

Secondary point of contact

Please provide a secondary point of contact for this grant.

The Authorized Organization Representative (AOR) who submits the application will be identified as the primary point of contact for the grant. Please provide one secondary point of contact for this grant below. The secondary contact can be members of the fire department or organizations applying for the grant that will see the grant through completion, are familiar with the grant application, and have the authority to make decisions on and to act upon this grant application. The secondary point of contact can also be an individual who assisted with the development, preparation, or review of the application.

MR Matthew J Sura Captain MSura@mukwonagofire	Primary phone 2623636426 ext 3403 Work	Additional phones 2625013920 Mobile
	Fax	

Assurance and certifications

OMB number: 4040-0007, Expiration date: 02/28/2025 [View burden statement](#)

SF-424B: Assurances - Non-Construction Programs

OMB Number: 4040-0007

Expiration Date: 02/28/2025

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Certifications regarding lobbying

OMB Number: 4040-0013

Expiration Date: 02/28/2025

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress,

an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

OMB number: 4040-0013, Expiration date: 02/28/2025 [View burden statement](#)

SF-LLL: Disclosure of Lobbying Activities

OMB Number: 4040-0013

Expiration Date: 02/28/2025

Complete only if the applicant is required to do so by 44 C.F.R. part 18. Generally disclosure is required when applying for a grant of more than \$100,000 and if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Further, the recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event described in 44 C.F.R. § 18.110(c) that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the applicant.

The applicant is not currently required to submit the SF-LLL.

Notice of funding opportunity

I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatically allowable, technically feasible, and can be completed within the award's Period of Performance (POP).

Accuracy of application

I certify that I represent the organization applying for this grant and have reviewed and confirmed the accuracy of all application information submitted. Regardless of intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, enforcement actions taken against an existing award pending investigation or review, or referral to the DHS Office of Inspector General.

Authorized Organizational Representative for the grant

By signing this application, I certify that I understand that inputting my password below signifies that I am the identified Authorized Organization Representative for this grant. Further, I understand that this electronic signature shall bind the organization as if the application were physically signed and filed.

Authorization to submit application on behalf of applicant organization

By signing this application, I certify that I am either an employee or official of the applicant organization and am authorized to submit this application on behalf of my organization; or, if I am not an employee or official of the applicant organization, I certify that the applicant organization is aware I am submitting this application on its behalf, that I have written authorization from the applicant organization to submit this application on their behalf, and that I have provided contact information for an employee or official of the applicant organization in addition to my contact information.

VILLAGE OF MUKWONAGO

REPORTS AND PRESENTATIONS TO THE VILLAGE BOARD



Topic:			
Date:			
Presenter:		Department:	

Conformance with Strategic Plan

Approval of this action would conform to the following strategic goal:

- Energized Workforce
- Balanced Development
- Responsible Finances
- Quality of Life
- Other _____

Overview/Background Information

Key Issues (if necessary)

Fiscal Note/Budget Impact

Action Required/Recommendation

Attachments



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, 09/13/2021, 05/18/2023, 01/17/2024, 03/17/2025	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, 09/15/2021, 05/18/2023 01/17/2024, 03/19/2025

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 of the 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 Emergency Medical Services for the Village and Town of Mukwonago.

B. Rules and Regulations

1. The Mukwonago Fire Department was created and governed by Chapter #38 of the Village of Mukwonago Municipal code, Chapter #30 of the Town of Mukwonago, 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. Line staff 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 Paid-on-call 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.

1. There shall be three (3) types of memberships:
 - a. Cadet – will be any member 16 to 17 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 in the department but has not completed the probationary period. Anyone that is 18 years old, attending high school without a GED or diploma, is enrolled in a technical college dual enrollment program. These individuals will comply with the Cadet schooling participation requirements and restricted hours of availability.
- 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 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 their 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 or designee 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 fire related calls 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:

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- a. Firefighter/ MPO
 - b. EMT/ AEMT
 - 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). Must obtain Fire or EMS certification or licensure in the first 13 months from the start of first course either fire or EMS.
- That all EMT's ONLY, within the allotted 18-month probationary period, attain EMT-Basic and AEMT. Must obtain Fire or EMS certification or licensure in the first 13 months from the start of first course either fire or EMS.
- That all Firefighter/EMT's, within the allotted 18-month probationary period, attain Firefighter-Level I and EMT-Basic. Must obtain Fire or EMS certification or licensure in the first 13 months from the start of first course either fire or EMS.

Failure to complete the above prescribed certifications within the allotted 18-month probationary period will result in a review of the probationary member. Possible 6-month extension or 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.

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- 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 that 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. Members shall hold such positions until resignation or removal for cause.
 - a. Chief
 - b. Assistant Chief
 - c. Deputy Chief
 - d. Battalion Chief
 - e. Captain
 - f. Lieutenant
 - g. Training Officer
 - h. Firefighter/EMT
 - i. Probationary Firefighter/EMT

E. New Members

1. A Ride Along with a Chief Officer is required for a candidate **unless the candidate has had previous interaction with Mukwonago staff**. The individual will complete the required Ride Along paperwork. 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 (See exception listed regarding Dual Enrollment Program), 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

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- e. Aggravated assault
 - f. Criminal sexual abuse
3. The Personnel Committee shall consist of one (1) Chief Officer, 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 meeting NFPA 1582, occupational physical agility** and drug test.
 6. Must successfully pass a physical agility exam. Note: **Cadet candidates do not have to take the agility portion until they become a probationary member.**
 7. All new members hired by 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 16-17 years old and who have not received their diploma/GED may apply to the Fire Department through 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 training 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 in 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.
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- 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 training. Company training courses and department meetings are excluded from this percentage. Members can request in writing to their company officer a justification for missing regularly scheduled training courses 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 designee 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.



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

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, 10/18/2023	Effective Date: 05/06/13, 2/24/14, 11/13/14, 4/23/15, 01/20/2021, 10/19/2023

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. The Shift make-up will consist of a Chief Officer, Captain and/or Lieutenants, and a combination of Firefighters and EMT's.
- 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. 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 Shift will be completed monthly, having a lesson plan available to the Captain/Lieutenant at the monthly Officers meeting. If a member of the Shift is not able to attend his/her own Shift training for a particular month, he/she must make plans to attend a training of another Shift.
- E. 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. 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 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.

POP Shift Starts at 0600

Tentative daily schedule:

- 0600-0800 Breakfast and morning shift meeting
- 1200-1300 Lunch break
- 1600-1800 personal time if all work is completed and no special requests. Can be approved for earlier if training is scheduled. **Downtime is a privilege and should not be expected.**

From 0800-1200 and 1300-1600 complete all tasks on this list, incident responses, inspections, special assignments and public relation events.

1. Primary Ambulance, Engine, and Truck visually checked (restock supplies, restock linens, clean, empty trash)
2. Sleeping quarters: vacuum, dust, clean windows (if needed)
3. Apparatus Checks
 - Mon- Company Shift Ambo Check
 - Tues- Company Shift Ambo Check
 - Wed- Company Shift Ambo Check
 - Thurs- Fire Inspections
 - Fri- Engine 34 and Truck 34
 - Sat- Engine 32
 - Sun- Brush 34, UTV 34, and Utility 34 (also clean out fridge)
4. Kitchen; clean all kitchen surfaces, wash/put away all dishes/dishwasher, take out garbage, sweep and mop
5. Bathrooms; clean toilets, clean mirrors and sinks, restock TP and towels, take out garbage, sweep and mop
6. Day room; vacuum, dust, remove all trash or dishes
7. Offices and hallways; vacuum, dust, sweep, mop, empty garbage
8. Clean windows and doors (As needed)

9. Wash, dry, and fold laundry

10. Wash any dirty apparatus

11. Tidy up bay; blow out/sweep bay floors, empty garbage

12. Ask Officers and Chief if anything else needs to be done before you work on target solutions

Additional items: Wipe down interiors of apparatus, clean EMS storage room, clean training room, clean apparatus windows, clean outside station windows, review apparatus equipment, wash mattress covers, roll hose

After calls, restock supplies, clean equipment, put everything back in "ready position", clean apparatus, make sure fuel is above $\frac{3}{4}$, help with report, ask officer if anything else needs to be done.

Nighttime POP 1800-0600

1. Make sure kitchen is clean by end of shift; clean all kitchen surfaces, clean microwave, wipe down kitchen table, take out garbage, sweep, mop (if needed), cover grill (if used)
2. Start any laundry that needs to be washed, fold any laundry that is clean
3. Tidy up bay; pick up trash from floor, empty garbage.
4. Close all windows, doors, and bay doors before bed
5. Make sure all apparatus are stocked, clean, and plugged in

Good Tips for Fire Service

Arrive early to shift, ready to work

Never be the last one up for a call, or the last one on the truck

Always pick up after yourself

You can always work on training and improving skills

Work on your checkoffs or training before watching TV or playing on phone

Ask questions, request training on things you do not know

Respect for each other

Be humble — listen more than you speak

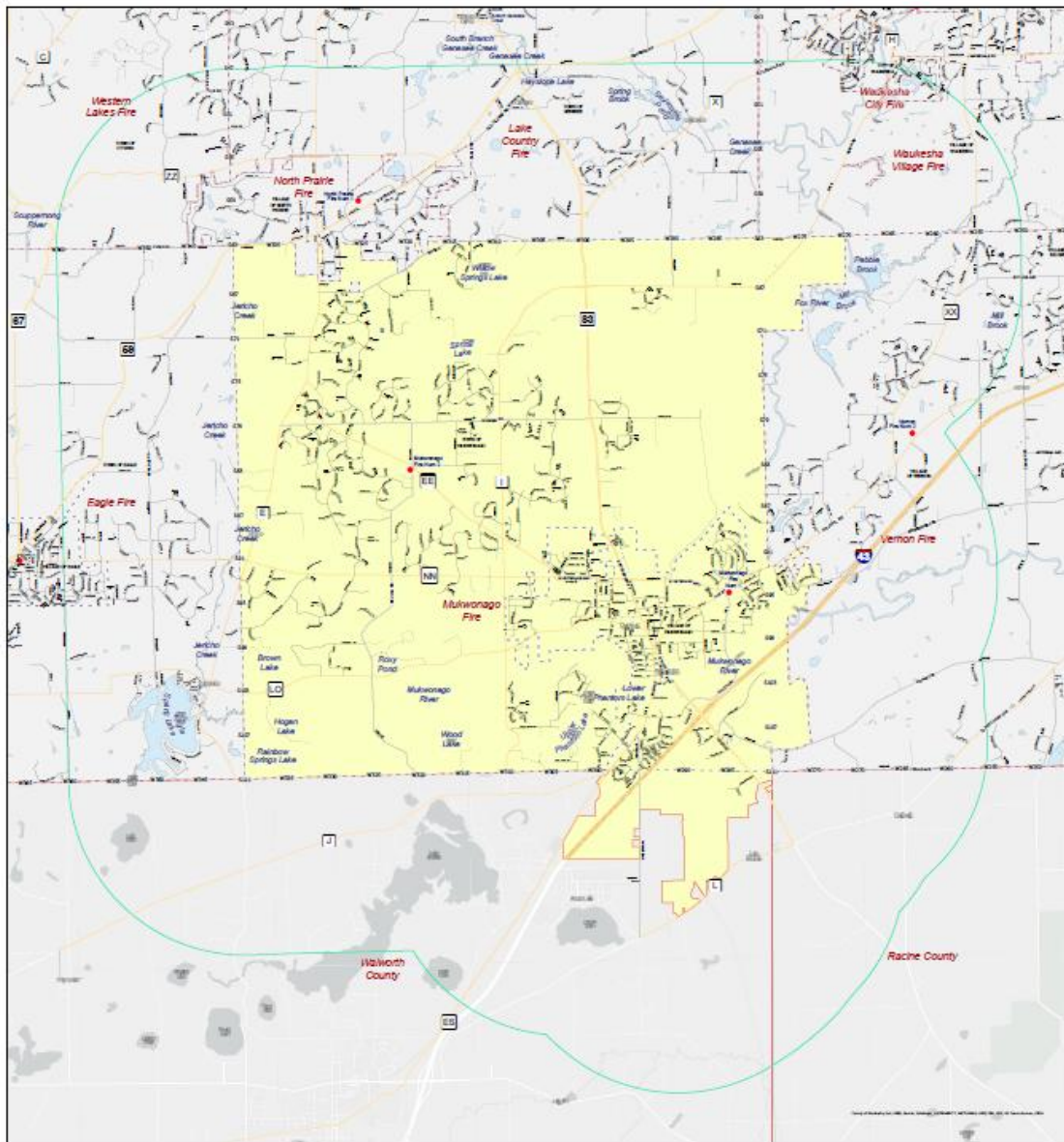
Trust is earned not assumed

- 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.
 - POC personnel will have priority when signing up for shifts **if they have completed the POP checklists and are on file.**
 - 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 cannot fulfill your shift, you are responsible to get your own replacement coverage unless otherwise authorized by the Chief or designee.
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- 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 stay current with your EMS training and assignments.
- 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.
- 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 | State | City Division Boundaries | Other Fire Agencies |
| Interstate | County | Mukwonago Fire | Two Mile Buffer |
| Interstate Ramp | Local Major | | |
| US | Local | | |
| | Private | | |



Prepared by the Waukesha County
Land Information Office
Jan 2021



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Tuition Reimbursement		Approved by: Chief Jeffrey R. Stien	
POL # 31	Draft Date: 08-30-12	Revision Date: 7/27/16	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. 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 pays initial costs associated with fire and diving courses. Will reimburse for all EMS Courses once state licensure is provided. **will** , books and fees for **all courses listed below** if books are returned to MFD for the following courses:
 - a. EMT-Basic d. FFI g. Insp I j. D/O Pumper m. Adv. Open Water
 - b. AEMT e. FFII h. FOI k. D/O Aerial n. Dive Rescue 1
 - c. f. Inst I i. FOII l. HM Ops
- 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. If a member leaves the department prior ~~to two years of active service,~~ **to coming off probation** 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 the following:

- a. ~~All~~ For EMT-B, AEMT, Critical Care Paramedic and Dive courses. Each member will be credited \$1.50 for every hour on call or working POP. (Ex. Member has 60 days of service out of the 730 days (2 Years) = ~~0.08 x \$600 costs = \$48.00. \$600 - 48 = \$552.00 member to repay to FD~~) \$1.00 per on call hour worked (60 x 12 = \$720.00).
- G. For EMT paramedics each member will receive \$5.00 for every hour on call or working POP.

Paramedic Currently is \$12,000. Most departments have a 3-year commitment.

70 shifts per year x 12 hours = 840 hours worked.

\$4,000 / 840 = \$4.76

VILLAGE OF MUKWONAGO

REPORTS AND PRESENTATIONS TO THE VILLAGE BOARD



Topic:			
Date:			
Presenter:		Department:	

Conformance with Strategic Plan

Approval of this action would conform to the following strategic goal:

- Energized Workforce
- Balanced Development
- Responsible Finances
- Quality of Life
- Other _____

Overview/Background Information

Key Issues (if necessary)

Fiscal Note/Budget Impact

Action Required/Recommendation

Attachments

POC Pay	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	% Change
Probation Period	7.49	8.00	8.00	8.00	8.50	8.75	8.75	10.50	10.75	11.00	13.50	14.50	16.00	16.75	18.00	7.46
After Probation	10.15	12.00	12.25	12.25	12.50	12.75	12.75	13.00	13.25	13.50	15.00	16.00	18.00	18.75	20.00	6.67
Firefighter II	0.72	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.00
Driver/Pumper Operator	0.72	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.00
Aerial Operator	0.72	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.00
Instructor I	0.72	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.00
AEMT/EMT Intermediate	1.31	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
EMT Paramedic	2.38	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
POC Pay	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	% Change
Fire Officer I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	New
Fire Officer II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	New
Lieutenant	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2.00	50.00
Captain	0.00	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	2.50	40.00
Deputy Chief (PT Stipend)	2323.60	0.00	0.00	0.00	0.00	0.00	0.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	0.00
Deputy Chief	0.00	3.00	3.00	3.00	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	0.00
Assitant Chief (PT Stipend)	2323.60	0.00	0.00	0.00	0.00	0.00	0.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00	0.00
Assitant Chief	0.00	4.00	4.00	4.00	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	0.00
POP Pay	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	% Change
Paid on Premise (FF/EMT-B/AEMT)		0.00	0.00	10.00	11.00	11.50	11.50	13.00	13.25	13.75	15.00	16.00	18.00	19.00	22.00	15.79
Paid on Premise (FF/ EMT-P)		0.00	0.00	13.00	14.00	15.50	15.50	17.00	17.25	17.75	19.00	20.00	22.00	23.25	27.50	18.28
Paid on Premise (FF/ CCEMTP)		0.00	0.00	14.00	15.00	16.50	16.50	18.00	18.25	18.65	20.00	21.00	23.25	24.50	30.00	22.45
Paid on Premise (Paramedic Only)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.50	New
Paid on Premise (CCParamedic Only)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.00	New
Cadet		0.00	0.00	0.00	7.25	7.50	7.50	7.50	7.50	7.50	7.50	7.50	10.00	10.00	12.00	20.00