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City Administrator's Office

SOUTHERN OZAUKEE FIRE AND EMERGENCY MEDICAL SERVICES BOARD

Wednesday, July 13, 2022

5:30 PM

Thiensville Village Hall

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. June Meeting Minutes
- 3) Review & Discussion - Operational Accomplishments Since July 1, 2022
- 4) Review & Discussion - Merger Related Action Items to be Completed Prior to January 1, 2023
 1. Insurance
 2. Information Technology
 3. Payroll & Accounts Payable
 4. Fiscal Agent
- 5) Review & Discussion - Fiscal Year 2023. Revenues/Fees
- 6) Ozaukee County ARPA Grant Funding Update
- 7) Approve Next Meeting Dates/Times - 3rd Quarter 2022
- 8) Adjourn

Dated: July 13, 2022

/s/ Van Mobley, Chair

.....
Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM

SOUTHERN OZAUKEE FIRE AND EMS BOARD MINUTES

Thursday, June 16, 2022

LOCATION: 250 Elm Street, Thiensville, WI

TIME: 5:30 PM

I. CALL TO ORDER

Chair Mobley called the meeting to order at 5:30 PM.

Members present: Thiensville Trustee Kristina Eckert, Mequon Administrator Will Jones, Thiensville Administrator Colleen Landisch-Hansen, Thiensville President Van Mobley, Mequon Mayor Andrew Nerbun, Mequon Alderman Brian Parrish and Mequon Alderman Kathleen Schneider

II. INTRODUCTIONS – BOARD MEMBERS & STAFF

President Mobley asked all members and staff to introduce themselves.

III. REVIEW AND DISCUSSION – INTERGOVERNMENTAL AGREEMENT

a. Agreement

Administrator Jones presented a summary of the approved intergovernmental agreement between the City of Mequon and Village of Thiensville. Fire and EMS operations will commence jointly between the two departments starting in a few weeks. This body will develop a budget over the next few months that can be submitted to the Mequon Common Council and Thiensville Village Board by October 1, 2022. The official merger under a unified budget commences on January 1, 2023. The Board will also address plans for combining dispatch operations. Combined facilities will begin by January 1, 2025.

A determination on future potential mergers with other municipalities interested in consolidating can occur at any time. The Cedarburg City Administrator recently sent an email to both Administrator Jones and Administrator Landisch-Hansen expressing interest in resurrecting discussions that began this spring. President Mobley has reached out to the Mayor of Cedarburg and Town of Cedarburg Chairman to encourage them to consider joining the new department. Administrator Jones noted that there likely are monetary advantages that would accompany an expansion to additional communities.

The consolidated department will provide firefighting, emergency medical response and emergency medical transport, either during an emergency or between health care facilities. The department will conduct commercial plan reviews, fire inspections and fire safety instruction.

The interim period between July 1, 2022, and December 31, 2022, defined as the joint services period, will be the focus of tonight's discussion. As of July 1, 2022, Fire Chief David Bialk will oversee both departments. Employees will remain employed by their current municipalities.

Southern Ozaukee Fire & EMS Board Minutes

June 16, 2022

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There will be separate budgets, billing, payroll and supplies. Spending by both departments will not exceed the combined budgets.

The scope and duties of the Board include implementing the initial plan over the next six months. The Board has oversight of the repairs, maintenance and renewal of the vehicles, other apparatuses and buildings, as well as expenditures for the operation of the department. The Board can contract for necessary capital improvements and will approve wages, benefits and associated contracts. The purchase, disposal or sale of any equipment or other assets under \$100,000 can be handled by the Board. Any assets of more than \$100,000 requires the approval of both the Thiensville Village Board and Mequon Common Council. The Board will monitor capital assets and update a 10-year replacement schedule for those assets, including equipment, apparatuses and potentially facilities. The Board also has all powers and duties authorized by state law for a publicly appointed governing board.

The Board also will recommend an operating budget to the two respective government bodies by October 1, 2022. Capital budgets can be submitted any time, but they require four votes of the Board to make a recommendation to the Thiensville Village Board and Mequon Common Council. Invoicing will occur on a quarterly basis. The Fire Department will compute a service fee credit twice a year. For instance, money raised by firefighters in Thiensville selling concessions can be used to offset Thiensville's financial contribution to the operations of the Department. Donations from residents would be applied in the same manner.

As of January 1, 2023, municipalities are required to contribute all records, parts and supplies to the joint department. Prior to 2024, the Board shall determine the fleet and equipment needs and purchase from Thiensville and Mequon the equipment they have determined will support the new department. The apparatuses not purchased by the new department will be disposed of by each municipality independently.

Starting January 1, 2024, once the fleet is combined, the Department will be responsible for repairs, maintenance and replacement of the equipment. On July 1, 2022, the agreement stipulates the municipalities will transfer custody, use and control – but not ownership – of their respective buildings to the combined department. The municipal owner of the building will continue to bear all maintenance costs, including snow removal and landscaping. For any new buildings constructed by a municipality, a rent formula would be calculated to ensure proportionate costs.

The cost formula is 84.4 percent for Mequon and 15.6 percent for Thiensville. The formula is subject to recalculation after five years, based on calls, population and changes in equalized

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assessed values. If the partnership is expanded to other municipalities, the formula would be adjusted and follow a 40-30-30 split relative to call, population and equalized assessed value. Cedarburg has requested a cost estimate of what it would take for them to join as a third partner. Any donation of land, equipment or other property requires Board approval. Those donations can be credited to the municipality. After the initial five-year period, a municipality, if desired, must provide a two-year notice to disassociate from the department.

**IV. REVIEW & DISCUSSION – OPERATIONAL CONSIDERATIONS
STARTING JULY 1, 2022**

a. Initial Plan

Chief Bialk noted there are some tasks that must be completed by July 1, 2022. One is the merging of the two scheduling programs. The departments will have to rely on each other. For instance, if each department has one person on duty, they will be at the same location so an ambulance can be en route immediately. The Department has applied for a Medicare number, which can be up to a six-month process. Other immediate concerns include a payroll and accounts payable program, health insurance, the application for Ozaukee County funding, creating a new fee schedule, combining EMS billing, an EMS operational plan to cover the two departments, obtaining a new VA number, reconciling the narcotics owned between the two departments, adoption of a once-a-year fire inspection ordinance in Thiensville and adoption of a 2023 budget.

Starting July 1, 2022, Ozaukee County will answer all cellular 911 calls for both Mequon and Thiensville. Ozaukee County is going through radio reprogramming in July 2022.

Chief Bialk added there are many issues left to discuss including IT services, email services and phone numbers. Work is underway for a new web domain and website.

Administrator Jones added this will be an interesting transition for both communities. The merger has been phased over a number of years. Even though there will be separate budgets and a separate facility, the department will be using the facilities and equipment rent-free. The Board may want to think about opportunities to continue to support the new department with services such as finance, legal, IT or HR. At some point, they will have to go out on their own. It will be similar to the library, that does not get legal advice or IT support from either community.

Chief Bialk noted the new Department is starting to incur costs. For example, an appraisal recently was conducted of the fire equipment. Also, there were costs associated with merging the two scheduling programs.

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V. REVIEW & DISCUSSION – MERGER-RELATED ACTION ITEMS TO BE COMPLETED PRIOR TO JANUARY 1, 2023

a. Launch Task List

The Board agreed to conduct a discussion at the next meeting about fees and other key components that will influence development of the 2023 budget in both municipalities. Whatever fees the Board sets would be uniform for both municipalities.

Chief Bialk will bring forward anything that has a budget impact at the next Board meeting. President Mobley added that it would be helpful to review any ordinances for potential changes. A fee schedule will be needed as part of the budgeting process. Administrator Jones noted that the Board can review fees and ordinances, have a policy discussion at the next meeting and then give direction to the staff to develop a new fee schedule that will go into effect in 2023. This would come back at a subsequent meeting for action by the Board.

VI. OZAUKEE COUNTY ARPA GRANT FUNDING UPDATE

Deputy Chief Zellman stated that the ARPA funds go to Ozaukee County, who then distribute the funds. The program was authorized by Ozaukee County Resolution 21-72. Assistant Chief Deutsch and Deputy Chief Zellman have been charged with preparing the application. Each community has to apply separately. One will be designated as a lead agency, the other as the combining agency. The terms that define how the money gets allocated specify that if only one department was to apply they are eligible for up to \$200,000 to recruit and retain paramedics. Both communities would be eligible for that amount of money. If the departments consolidate, they are eligible for another \$100,000 per year for the term of the program which is three years. That is \$300,000 per organization. Departments that consolidate with three or more entities are eligible for another \$100,000 grant. If just Mequon and Thiensville apply, there is a potential \$1.8 million in funding over three years. If Mequon, Thiensville and Cedarburg are able to come to an agreement, it increases to \$3 million.

President Mobley has had discussions with various Ozaukee County officials. The Sheriff has indicated he would prefer a county-wide department. Alderman Parrish asked if participating agencies must be fire and EMS. Deputy Chief Zellman replied that it is a gray area the way it is written.

The application is due June 30, 2022. Assistant Chief Deutsch is preparing the Thiensville application and Deputy Chief Zellman is preparing Mequon's. They will be similar, other than a few differences, such as response times.

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MOTION by Alderman Schneider, **SECONDED** by Mayor Nerbun to authorize Deputy Chief Zellman and Assistant Chief Deutsch to Prepare and File by the Deadline Applications for ARPA Funds. **MOTION CARRIED UNANIMOUSLY.**

Mayor Nerbun noted the applications should be accompanied with questions about whether the grant period is 30 months or 36 months and if an application can be amended if a third member joins. Deputy Chief Zellman will reach out to the County Administrator with those questions.

Administrator Landisch-Hansen has received an email from State Representative Deb Andraca regarding a state EMS Flex Grant that was issued June 13, 2022. Supplies, equipment, training and staffing may be eligible. Administrator Landisch-Hansen suggested collaborating so the requests from each municipality complement each other.

VII. Approve Tentative Meeting Dates & Times – Summer 2022

The next meeting will take place at 5:30 PM Wednesday, July 13, 2022, at the Village of Thiensville Board Room, 250 Elm Street.

VIII. Adjourn

MOTION by Mayor Nerbun, **SECONDED** by Alderman Parrish to adjourn the meeting at 7:24 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Village of Thiensville
Administrative Assistant

Signed by,

Amy L. Langlois
Village of Thiensville Village Clerk



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Mequon, WI 53092-1930
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Fax: 262-242-5042

www.ci.mequon.wi.us

Office of Fire/Ambulance

TO: Southern Ozaukee Fire and Emergency Medical Services Department Joint Fire Commission
FROM: David Bialk, Fire Chief
DATE: July 6, 2022
SUBJECT: SOFD Merger Related Items

Background

As the merger of the Mequon and Thiensville fire departments progress towards its start date January 1, 2023, processes typically performed by either one of the communities will now be consolidated into the Southern Ozaukee Fire Department. Some of the processes needed to be addressed are, insurance, information technology, payroll, accounts payable/receivable and/or using a fiscal agent. Fire department staff has been meeting with representatives from each of the above-mentioned areas to gather information and costs.

Analysis

Fire department staff met with Ansay and Associates to discuss health, general liability, and workers compensation insurance. The insurance brokers collected information to take back to their underwriters to create coverage plan to begin searching for coverage. Staff has also reached to WRS for their insurance information.

Information technology is another area where current services will need to be transferred to SOFD. The need for a web presence along with the use of email and the corresponding security and achieving ability will need to be established. Staff met with Office Technology Group to discuss the needs of the fire department and establish a relationship. The Office Technology Group is putting together cost estimates for the fire department for these services and sourcing them through different vendors.

For payroll and accounts payable staff has researched using a third-party vendor such as ADP, Paychex, QuickBooks, Civic System and MIP along with discussing using Mequon as the fiscal agent for SOFD. The cost of these services through a third-party range from \$3,000 to \$63,000 for start up and a yearly cost of \$9,000 to \$37,000 a year for support. In preliminary discussions with the Mequon finance director, it seems using Mequon as the fiscal agent for payroll and having SOFD preform accounts payable the receivable through something like QuickBooks may be the most efficient.

Fiscal Impact

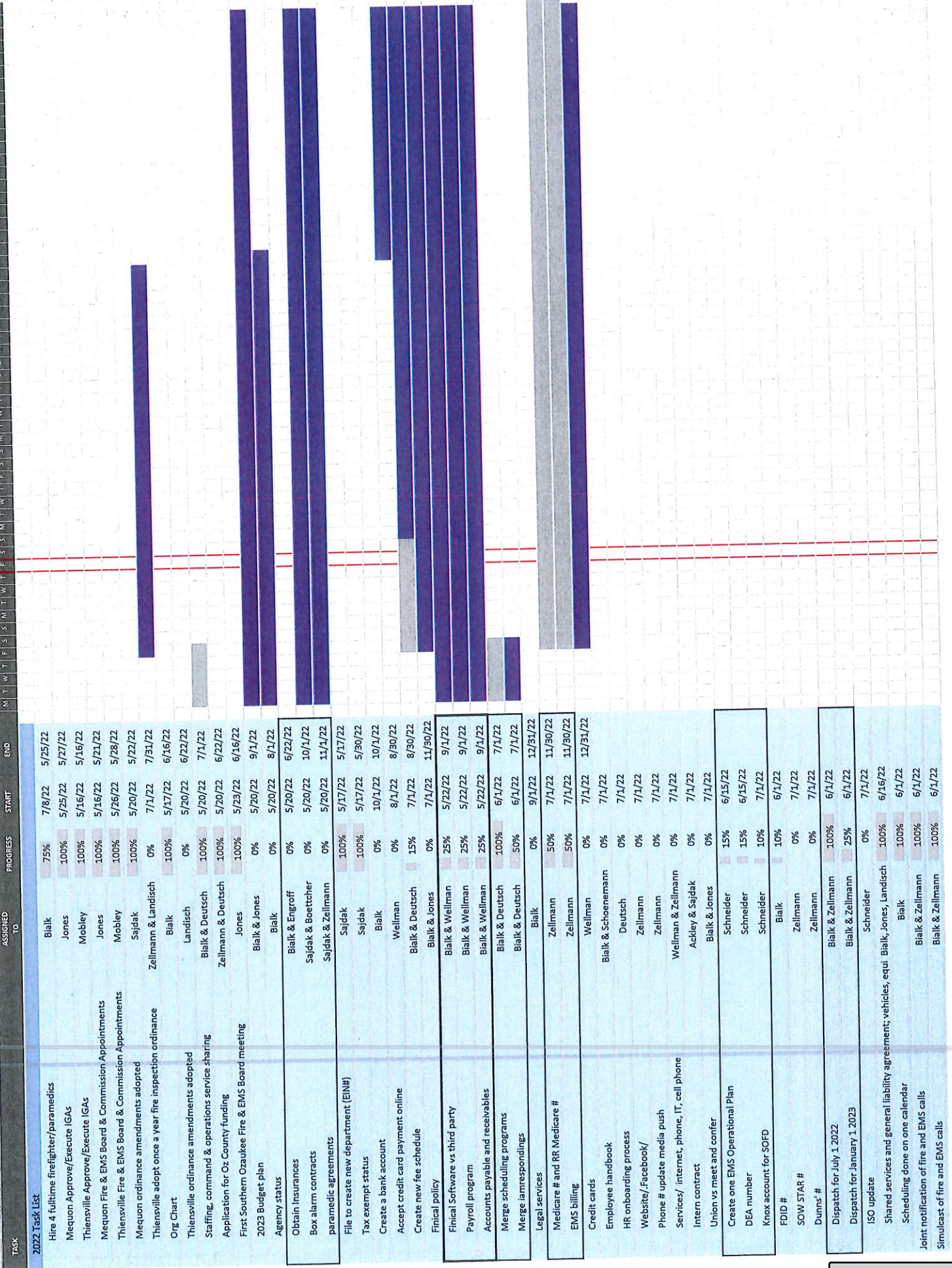
Staff will continue to gather information and quotes from vendors for budget purposes. Fire department staff will schedule a meeting with the Mequon finance director and administration to see impact providing fiscal support to SOFD would have.

Recommendation

None at this time.

Attachments:

gant chart 7.12.22 (PDF)



Attachment: gantt chart 7.12.22 (7489 : SOFD Merger Related Items)

TASK	ASSIGNED TO	PROGRESS	START	END	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Consolidate recruitment website	Zellmann & Deutsch		7/1/22	8/1/22																												
2024 Task List																																
Transfer vehicle titles			11/1/23	12/31/23																												
Develop Capitol Plan			3/1/23	8/1/23																												
Equipment appraisal reconcile																																
Non Year Based Task & Misc.																																

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Attachment: gantt chart 7.12.22 (7489 : SOFD Merger Related Items)



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Private Office:
Wesolowski, Reidenbach & Sajdak, S.C.
11402 W. Church Street
Franklin, WI 53132

Office of the City Attorney

TO: Southern Ozaukee Fire and Emergency Medical Services Board
FROM: Brian C. Sajdak, Mequon City Attorney
DATE: July 8, 2022
RE: Financial and Budgetary Considerations

*PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION
AND ATTORNEY WORK PRODUCT*

I. Background

Mequon City Administrator Will Jones asked that I prepare a memo related to the various financial and budgetary concerns related to the SOFD. This request was precipitated by information received from North Shore Fire Department that the state's expenditure restraint program had caused a budgetary issue for them based on one of their communities. In short, the Legislature has imposed two methods of controlling the spending of local governments: the levy limit and the expenditure restraint program. While most communities are in the position that their levy limit cap is much lower than the amount the expenditure restraint program suggests that they could increase spending year-over-year, it is important to understand both as the Board looks to budget for the SOFD each year. Mr. Jones further asked that I address other funding questions related to the joint fire department.

II. Municipal Levy Limits

All municipalities in Wisconsin are subject to levy limits under Wis. Stat. § 66.0602. That levy limit is capped at a "valuation factor" which is generally tied to the amount of the previous year's levy plus the value of net new construction within the community. However, There is an exception to the general levy limit that applies to communities with a joint fire department. Under § 66.0602(3)(h):

1. Subject to subd. 2., the limit otherwise applicable under this section does not apply to the amount that a city, village, or town levies in that year to pay for charges assessed by a joint fire department or a joint emergency medical services district, but only to the extent that the amount levied to pay for such charges would cause the city, village, or town to exceed the limit that is otherwise applicable under this section.
2. The exception to the limit that is described under subd. 1. applies only if all of the following apply:
 - a. The total charges assessed by the joint fire department or the joint emergency medical services district for the current year increase, relative

Attachment: Memo to SOFD Board re Financial and Budget Issues (7505 : Financial and Budgetary Considerations)

to the total charges assessed by the joint fire department or the joint emergency medical services district for the previous year, by a percentage that is less than or equal to the percentage change in the U.S. consumer price index for all urban consumers, U.S. city average, as determined by the U.S. department of labor, for the 12 months ending on August 31 of the year of the levy, plus 2 percent.

b. The governing body of each city, village, and town that is served by the joint fire department or the joint emergency medical services district adopts a resolution in favor of exceeding the limit as described in subd. 1.

In other words, under this exception the municipalities level limit as it relates to fire and emergency medical services is not tied to that new construction but instead is an amount that is equal to the CPI plus 2%. Under the statutes, in order to exercise this exception, both Mequon and Thiensville would need to pass a resolution authorizing the use of the greater levy limits.

It is also to note that this additional available levy applies only to spending on fire and emergency medical services. It does not authorize municipalities to exceed the standard levy limits for other areas of spending. It also means that this additional levy space arises only to the extent that communities are otherwise utilizing the full amount available to them under the standard levy limit. For example, if the standard levy limit would provide a community with an additional \$300,000 of levy space, and that community chose to utilize only \$100,000 of that levy for all other spending, any additional spending for fire and emergency services would first eat up the available \$200,000 under the standard levy cap before the CPI component would be triggered. So if that community was only going to increase fire spending by \$150,000 there would be no need to utilize the CPI component.

III. Expenditure Restraint Program

Second method the legislature seeks to control spending of local governments is through the expenditure restraint program under Wis. Stat. § 79.05. This program attempts to control local government spending through the use of a general aid payment to towns, villages, and cities that meet certain eligibility criteria. Specifically, there are two eligibility criteria involved:

1. A municipality must have a full value property tax rate for operation of city, town, or village government that exceeds five mills.
2. A municipality must restrict the rate of year-over-year growth in its budget to a percentage determined by statutory formula involving the inflation rate plus an adjustment based on growth in municipal property values.

The second factor will change each year based on CPI and the amount of growth within the community. Thus, in a community with little to no annual growth in property values (new construction), the expenditure restraint formula would require a generous CPI increase in order

to meet the formula. Where there is healthy amounts of new growth and CPI, there is little risk of failing to meet the second requirement as the levy limit is a more stringent figure to meet.

It is also important to note that Mequon does not presently qualify under the program because they do not have a local tax rate above 5 mills. In the case of Thiensville, they have qualified for the payment recently. In 2022 its payment was \$26,427.39. If as part of any particular budget they would fail to meet the criteria, they not be eligible for a ERP payment that year.

IV. Fee Schedules

A question has also arisen with respect to the application of § 66.0602(2m). That section generally provides that there is a negative levy adjustment where there is a non-levy source of funds used to pay for a covered service that had been paid for by levy dollars in 2013. In other words, the statute seeks to prohibit local governments from creating fees for certain services as a way to create space under the levy cap. Under the statute, a covered service includes fire protection (but not the production, storage, transmission, sale and delivery, or furnishing of water for public fire protection purposes). Unfortunately, fire protection is not defined by the statute. However, it has generally been considered to be fairly broad, and has been interpreted as prohibiting a municipality from creating a new fee for certain fire department services like a fire inspection fee.

The statute does not, however, address the circumstance where municipalities join their fire departments into a single department. Certainly it is clear that the Legislature intends to encourage municipalities to share services where they can, and expressly encourages it for fire and emergency medical services as illustrated by the CPI + 2% levy limit exception. As is discussed in section V below, even the levy limit section appears to potentially encourage these combinations. Further, it is clear that in the case of a combined fire department, the participating communities will have differing fee schedules for the services they provide. Based on those conflicts, and the clear legislative policy to encourage shared services, I believe a new joint department has the ability to establish an initial fee schedule to create a uniform schedule of fees, which also includes the addition of new fees for services without a levy adjustment.

There is risk that the Department of Revenue would take the alternate position and say any new fee or higher fee that pays for services previously provided through levy dollars would result in a negative levy adjustment. While perhaps consistent with express language of the statute, it would be clearly inconsistent with the legislative intent to encourage shared services. Remembering that that purpose of the levy limit reduction is to dissuade communities from, in essence, creating a new “tax” through the use of fees, my recommendation is to be judicious in your fee schedule. A reasonable fee is less likely to draw the attention of the DOR for adding to the tax burden of the citizens.

V. Fire Protection Fee Alternative

An extreme version of the fee shift that might provide some benefit is found within the nuances of the levy adjustment language of § 66.0602(2m)(b)3. That section provides:

Except as provided in subd. 4., if a political subdivision receives payments in lieu of taxes that are designated to pay for a covered service that was funded in 2013 by the levy of the political subdivision, the political subdivision shall reduce its levy limit in the current year by the estimated amount of payments in lieu of taxes received by the political subdivision to pay for the covered service, less any previous reductions made under this subdivision, **not to exceed the amount funded in 2013 by the levy of the political subdivision.**

So an interesting situation occurs when you look to alternative funding mechanisms for fire services. Under § 60.55(2)(b), a town can change a fire protection fee upon all property within the town. Further, under § 62.26(1), a city has all authority of provided to towns except as otherwise provided by law. There is no statute that prohibits the City from charging a fire protection fee.¹ As such, the SOFD could ask the communities to fund their operations in whole or part (in connection with ambulance fees for medical services) through a fire protection fee imposed on all properties in the two communities (including tax exempt properties).

So, assuming a 2023 budget of \$2.5 million dollars, if the communities received \$2.5 million in fire protection fees they would need to reduce their levy limit by \$2.5 million dollars. However, the statute further provides that this adjustment is limited to the amount that was levied in 2013 for the service. So in the case of Mequon, the 2013 general fund budget for the fire department was \$1.2 million. The same figure for 2022 was \$2.2 million. Thus, Mequon's levy limit next year would be based upon the \$2.2 million plus net new construction. The City would then take a negative adjustment based upon its share of the \$2.5 million in fire protection fees, but that adjustment would be limited by the \$1.2 million it levied in 2013. So even though the amount of fees would exceed the amount of the total levy, because of the 2013 limit the City essentially frees up roughly \$1 million in levy dollars to be spent however it wishes.

The risk is that the citizens will be angry because they still pay for the \$2.2 million in fire protection fees, but also have an additional \$1 million in levy that was not offset — in other words a clear tax increase through the use of fees. Given that Thiensville's budget actually is lower now than in 2013 (\$265,135 then vs \$223,767 now), they would see a 100% levy adjustment, but they also do not gain any extra levy cap space. Their residents would effectively end up with a net difference of \$0.

BCS

¹ Note that there is no similar language in the Villages chapter of the statute, although an argument could be made that the broad grant of power under § 61.34 would authorize the Village to impose such a fee as well.

Ozaukee County

County Administrator's Office

County Sheriff's Department



Ozaukee County EMS Grants Program

Grant Application Round #1

5/18/2022

Ozaukee County EMS Grants Program

Questions regarding the program or application can be directed to the email address provided below.

Do not mail applications. Applications will only be accepted via email to the address below.

Applications will be accepted until the due date. Award of Ozaukee County EMS Grant funds will be recommended by the County Administrator and the Ozaukee County Sheriff Committee to the Ozaukee County Public Safety Committee, authorized to approve the award of funding to applying municipalities.

Applications Due: June 30, 2022

Contact Info: Jason Dzwinel
County Administrator
Ozaukee County
121 W. Main Street
(262) 238-8202

Email: jdzwinel@co.ozaukee.wi.us

Please Note:

Ozaukee County EMS Grant Application materials can be downloaded from the Ozaukee County website at: https://www.co.ozaukee.wi.us/DocumentCenter/View/16351/EMS-Grant-Application_FORM_FINAL_5-18-2022pdf

General Grant Guidelines can be found in attached Ozaukee County Resolution 21-72. Grants agreements will be executed between the County and the Applicant, or “Lead Municipality”, when there are joint applications. Funds will be released to the Applicant or “Lead Municipality”, who will distribute funds, allocated to joint municipal applicants. Please be advised, acceptance of \$750,000 in federal funds in any given calendar year will trigger the requirement of a Single Audit Report.

**Contact Jason Dzwinel or Jason Wittek, Policy & Budget Analyst
jwittek@co.ozaukee.wi.us with any questions or clarifications.**

Attachment: EMS Grant Application_SOFD_6.30.2022 (7502 : EMS Grant Application)

Ozaukee County EMS Grant Application

Part 1 – EMS Grant Request

Grant Request Amount:	Matching Funding, if applicable:	Total Project Cost:
\$	\$	\$
Source of Matching Funding, if applicable (Local, other grants, etc.):		
Amount to be Funded in Year 1: \$		
Amount to be Funded in Year 2: \$		
Amount to be Funded in Year 3: \$		
Project Title:		
Project Coverage Area (List Specific Municipalities) :		
Brief Project Description:		
Number of Fire Paramedic (FTE) Positions to be Hired - Year 1: Year 2: Year 3:		
If Project Receives EMS Grant Funding:		
Project Begin Date (mm/yy): / Project Completion Date (mm/yy): /		

Part 2 – Applicant Information

Applicant (Lead Municipality/Grantee):	
Municipality Type: City Village Town	
Joint Application?: No Yes (If yes, list other unit(s) of government):	
Applicant - Chief Elected Official :	Title:
Applicant - Municipal Administrator:	Title:
Applicant - Fire/EMS Chief:	Title:
Municipal Street Address:	
Municipal Mailing Address if Different than Above:	
City:	Zip:
Chief Elected Official's Signature:	Date:
Municipal Administrator's Signature:	Date:
Fire/EMS Chief's Signature:	Date:

Application Contact

Name:	
Municipality:	
City:	Zip:
Phone: ()	E-mail:

Ozaukee County EMS Grant Application

Part 3 – Budget Narrative (Demonstrate how funds will be allocated to improve response times, with the additional number of FP Positions)

Current Average Response Time:

Estimated Improved Average Response Time:

Part 4 – Describe the Current Situation (Number of FP personnel, budget constraints, current fire and EMS community response statistics, and call volumes, etc.)

2021 Actual Expenses: \$	2021 Actual Revenue: \$
2022 Budget Expenses: \$	2022 Budget Revenue: \$
Current Number of FP-FTE Positions:	Call Volume – Fire: EMS:

Ozaukee County EMS Grant Application

Part 5 – Outline Your Sustainability Plan (Refer to 7.a.b.c. of Resolution 21-72. Note, if consolidating; project your integrated budget, and detail allocation of funds)

Budget Expenses - Personnel: \$	Revenue – Municipal Tax: \$
Budget Expenses – Non-Personnel: \$	Revenue – Fees: \$
	Revenue – Request for Cty Funds: \$

Attachment: EMS Grant Application_SOFD_6.30.2022 (7502 : EMS Grant Application)

Ozaukee County EMS Grant Application

Part 6 – Grant Eligibility

Acknowledge the following to demonstrate initial application eligibility.

Yes	No	Participating municipalities acknowledge that if their project is funded, they must approve a Sustainability Plan (contents of which are in 7. a.b.c. in Adopted Resolution 21-72) before May 1, 2023 to continue funding and to remain eligible for ongoing funding under the Ozaukee County EMS Program.
Yes	No	Participating municipalities acknowledge that they may be required to report out to Ozaukee County Board of Supervisors and/or the County Public Safety Committee as requested while being funded under the Ozaukee County EMS Program.
Yes	No	Participating municipalities acknowledge that a Memorandum of Understanding/Sub Grantee Agreement between the participating municipalities and Ozaukee County will be required before Ozaukee County EMS Program funding will be distributed.
Yes	No	Participating municipalities acknowledge that they must identify funds contributed by the municipality or municipalities that will be used to recruit and retain Fire Paramedic positions under the Ozaukee County EMS Program.
Yes	No	Participating municipalities acknowledge that they must report, by March 1, 2023, the impact of the funding on: 1. EMS staffing levels per day from December 1, 2021 until December 31, 2023; and 2. EMS community responding statistics and call volumes from December 1, 2021 until December 31, 2023; and 3. Operating budget expenses and revenues from January 1, 2022 until December 31, 2023; and 4. All efforts and funding allocated to the sustainability plan as approved by the participating municipal government.
Yes	No	Participating Municipalities acknowledge they must follow Uniform Guidance (2 CFR 200) Federal government's guidance on Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards (Acceptance of \$750,000 in federal funds in any calendar year will require a Single Audit Report).

Initial: **Chief Elected Official**

Initial: **Municipal Administrator**

Initial: **Fire/EMS Chief**

Attachment: EMS Grant Application_SOFD_6.30.2022 (7502 : EMS Grant Application)

Ozaukee County

County Administrator's Office

County Sheriff's Department



Ozaukee County EMS Grants Program

Grant Application Round #1

5/18/2022

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Ozaukee County
121 W. Main Street
(262) 238-8202

Email: jdzwinel@co.ozaukee.wi.us

Please Note:

Ozaukee County EMS Grant Application materials can be downloaded from the Ozaukee County website at: https://www.co.ozaukee.wi.us/DocumentCenter/View/16351/EMS-Grant-Application_FORM_FINAL_5-18-2022pdf

General Grant Guidelines can be found in attached Ozaukee County Resolution 21-72. Grants agreements will be executed between the County and the Applicant, or “Lead Municipality”, when there are joint applications. Funds will be released to the Applicant or “Lead Municipality”, who will distribute funds, allocated to joint municipal applicants. Please be advised, acceptance of \$750,000 in federal funds in any given calendar year will trigger the requirement of a Single Audit Report.

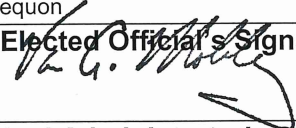
Contact Jason Dzwinel or Jason Wittek, Policy & Budget Analyst
jwittek@co.ozaukee.wi.us with any questions or clarifications.

Ozaukee County EMS Grant Application

Part 1 – EMS Grant Request

Grant Request Amount: \$ 1,800,000.00	Matching Funding, if applicable: \$ 7,615,000.00	Total Project Cost: \$ 9,415,000.00
Source of Matching Funding, if applicable (Local, other grants, etc.): Local 5 year investment by Mequon and Thiensville to fund line level paramedic firefighters		
Amount to be Funded in Year 1: \$600,000		
Amount to be Funded in Year 2: \$600,000		
Amount to be Funded in Year 3: \$600,000		
Project Title: Southern Ozaukee Fire Department Staffing Stabilization Project		
Project Coverage Area (List Specific Municipalities) : City of Mequon, Village of Thiensville, City and Town of Cedarburg		
Brief Project Description: The goal of this project is to secure the funding to immediately add three full-time paramedic firefighters to the roster of the newly formed Southern Ozaukee Fire and Emergency Medical Services Department, serving the communities of Mequon, Thiensville and Cedarburg. Thereby ensuring resources availability and reducing the overall response time to all emergencies in the served and surrounding communities.		
Number of Fire Paramedic (FTE) Positions to be Hired - Year 1: 3 Year 2: 0 Year 3: 0		
If Project Receives EMS Grant Funding: Project Begin Date (mm/yy): 07 / 2022 Project Completion Date (mm/yy): 12 / 2027		

Part 2 – Applicant Information

Applicant (Lead Municipality/Grantee): Thiensville	
Municipality Type: City ☐ Village ☒ Town ☐	
Joint Application?: ☐ No ☒ Yes (If yes, list other unit(s) of government):	
City of Mequon	
Applicant - Chief Elected Official : Van Mobley	Title: Village President
Applicant - Municipal Administrator: Colleen Landisch-Hansen	Title: Village Administrator
Applicant - Fire/EMS Chief: David Bialk	Title: Fire Chief
Municipal Street Address: 250 Elm Street Thiensville, WI 53092	
Municipal Mailing Address if Different than Above:	
City: Mequon	Zip: 53092
Chief Elected Official's Signature: 	Date: June 30th, 2022
Municipal Administrator's Signature: 	Date: June 30th, 2022
Fire/EMS Chief's Signature: 	Date: June 30th, 2022
Application Contact	
Name: Joel Deutsch	
Municipality: Village of Thiensville	
City: Thiensville	Zip: 53092
Phone: (262) 242-3393	E-mail: jdeutsch@village.thiensville.wi.us

Attachment: Ozaukee County EMS Grant- Village of Thiensville with Signatures (7503 : Ozaukee EMS Grant)

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Part 3 – Budget Narrative (Demonstrate how funds will be allocated to improve response times, with the additional number of FP Positions)

Current Average Response Time: 5 minutes

Estimated Improved Average Response Time: 4 minutes

For many years Thiensville has boasted about our response times for a paid-on-call department. We have consistently worked to decrease our response times for the past five years. We have attributed the addition of full-time staff and hiring members from outside the community, which increased the possibility that we will have staff at the station. Both of these factors have significantly reduced our response times. We also know that we have a considerable geographic advantage because we cover a small village, which is a contributing variable to our lower response times.

Based on our consolidation investigation with the Mequon Fire Department, we believe we can further reduce our response times by relying on a staffing model where the first due ambulance promptly responds from the station because of in-station personnel. In the study published by the Wisconsin Policy Forum, the Thiensville turnout time was approximately five minutes, and national standards for unit dispatch to en route are between 60- 120 seconds. Our conservative numbers believe our response times should be reduced by one to two minutes, effectively leaving travel time as the main factor determining our response time.

Furthermore, we looked at our response times by minute. In 50 percent of the responses, our ambulance arrives on the scene in under five minutes. This also means that 50 percent of the time, it takes our ambulance more than five minutes to arrive. As stated previously, one of the goals of creating the Southern Ozaukee Fire Department is to reduce response times. By having a consistently staffed station, we will be able to respond quickly and be on the scene faster to provide life-saving care. Additionally, we plan to improve the percentage of our ambulance arriving is less than five minutes.

Please refer to the expanded response document for other details regarding response times.

Part 4 – Describe the Current Situation (Number of FP personnel, budget constraints, current fire and EMS community response statistics, and call volumes, etc.)

2021 Actual Expenses: \$ 406,221	2021 Actual Revenue: \$ 186,795
2022 Budget Expenses: \$ 383,767	2022 Budget Revenue: \$ 176,000
Current Number of FP-FTE Positions: 2	Call Volume – Fire: 67 EMS: 861

The Village of Thiensville has been investigating various options and solutions to resolving our fire and EMS staffing challenges for the past six years. We have explored options ranging from adding several part-time positions to a full-time fire department, becoming a public safety agency, and consolidating with neighboring municipalities. Since the problem was first identified, Thiensville acted quickly by hiring the first full-time paramedic firefighter in the county. Recently, another full-time paramedic firefighter was hired because of further exacerbated staffing problems. Due to budgetary constraints imposed by the state levy limits, the Village cannot hire additional full-time paramedic firefighters if the Village was to remain an independent entity. If the Village decided to hire additional positions on our own, we would have no option but to go to referendum. As a result of the lack of volunteer/paid-on-call members, there is an immediate need for more full-time staff. Yet, budgetary and other operational challenges have resulted in the Village being inundated with fiscal adversity.

The Ozaukee County EMS Grant program authorized via resolution 21-72 extends the opportunity to municipalities operating a fire and emergency medical services department to apply for differing levels of funding based on a series of terms defined in resolution 21-72. This document is submitted as a joint application for the City of Mequon and the Village of Thiensville, with the City of Mequon acting as the lead fiscal agent. In recognition of the staffing difficulties and response time deficiencies presented by the historically volunteer/paid-per-call operational model of fire and EMS services; the communities of Mequon and Thiensville have, for the past year, worked to develop a plan to stabilize staffing and ensure the reliable provision of emergency services for both communities.

Ultimately, to achieve the goal of stabilization and response time reduction in the most efficient and

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Part 5 – Outline Your Sustainability Plan (Refer to 7.a.b.c. of Resolution 21-72. Note, if consolidating; project your integrated budget, and detail allocation of funds)

Budget Expenses - Personnel: \$ 254,541	Revenue – Municipal Tax: \$ 207,767
Budget Expenses – Non-Personnel: \$ 254,541	Revenue – Fees: \$ 160,000
Budget Expenses- Non-Personnel: \$129,226	Revenue – Request for Cty Funds: \$ 1,800,000

Please see the attached documents for a detailed presentation of the sustainability plan.

The Southern Ozaukee Fire And Emergency Medical Services Agreement (Pages 1-16).

*This document is the legal foundation for the SOFD. It provides authorization from both communities to form the organization, an independent municipal corporation that serves the two communities. The funding formula for the SOFD is included within, as is the provision for further expansion of the organization if other communities wish to join.

Exhibit A - Is the initial timeline for the creation and establishment of the SOFD. (Page 17).

Mequon-Thiensville Joint Fire/EMS Financial Forecast: 2022-2027 (Pages 18-19).

ADVANCED LIFE SUPPORT INTERCEPT AGREEMENT

*This document codifies the relationship between the Thiensville Fire Department and the Cedarburg Fire Department for Thiensville to provide paramedic level services to Cedarburg via the tiered response "Intercept" model. This relationship has been in place for over 15 years. As of July 1, 2022, the Mequon and Thiensville Fire Departments will cooperate to continue providing this ALS Intercept service to the Town and City of Cedarburg. Additionally, the SOFD is planning to continue the ALS Intercept program. No claim to the funding provided by term 3 in resolution 21-72 is put forth in this application at this time despite the well-established cooperative relationship between TFD, CFD, and now MFD.

Thiensville Fire 2021 Annual Report

*This document contains additional detailed information regarding the operations and response time performance of the Thiensville Fire Department.

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Part 6 – Grant Eligibility

Acknowledge the following to demonstrate initial application eligibility.

- Yes ☒ No ☐ Participating municipalities acknowledge that if their project is funded, they must approve a Sustainability Plan (contents of which are in 7. a.b.c. in Adopted Resolution 21-72) before May 1, 2023 to continue funding and to remain eligible for ongoing funding under the Ozaukee County EMS Program.
- Yes ☒ No ☐ Participating municipalities acknowledge that they may be required to report out to Ozaukee County Board of Supervisors and/or the County Public Safety Committee as requested while being funded under the Ozaukee County EMS Program.
- Yes ☒ No ☐ Participating municipalities acknowledge that a Memorandum of Understanding/Sub Grantee Agreement between the participating municipalities and Ozaukee County will be required before Ozaukee County EMS Program funding will be distributed.
- Yes ☒ No ☐ Participating municipalities acknowledge that they must identify funds contributed by the municipality or municipalities that will be used to recruit and retain Fire Paramedic positions under the Ozaukee County EMS Program.
- Yes ☒ No ☐ Participating municipalities acknowledge that they must report, by March 1, 2023, the impact of the funding on:
1. EMS staffing levels per day from December 1, 2021 until December 31, 2023; and
 2. EMS community responding statistics and call volumes from December 1, 2021 until December 31, 2023; and
 3. Operating budget expenses and revenues from January 1, 2022 until December 31, 2023; and
 4. All efforts and funding allocated to the sustainability plan as approved by the participating municipal government.
- Yes ☒ No ☐ Participating Municipalities acknowledge they must follow Uniform Guidance (2 CFR 200) Federal government's guidance on Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards (Acceptance of \$750,000 in federal funds in any calendar year will require a Single Audit Report).

Initial: <i>vm</i>	Chief Elected Official Village President Van Mobley
Initial: <i>CJR</i>	Municipal Administrator Village Administrator Colleen Landisch Hansen
Initial: <i>DB</i>	Fire/EMS Chief Chief David Bialk

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