

**JOINT
SPECIAL COMMON COUNCIL & WESTERN LAKES FIRE DISTRICT MEETING**

Wednesday, July 22, 2020 @ 6:30 PM

Oconomowoc Arts Center
641 E Forest Street (High School)

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk's office at least 48 hours in advance to request adequate accommodations. Tel: 569-2186

Agenda:

1. Call to order - Fire Board Members and Municipal Owners
2. Proof of notice of meeting
3. Pledge of Allegiance
4. Public Comment
5. Approval of Minutes from Fire Board meeting – June 3, 2020
6. Discussion/Action – Line of Credit Resolution(s)
7. Discussion/Action – 2020 Capital Project Amendment (Rehab Unit)
8. Presentation – 5 Year Capital Improvement Plan and Funding Formula
9. Discussion/Action – 2021 Capital Budget
10. Discussion/Action – 2021 Long-term Debt Payments (Summit/Dousman/Ottawa)
11. Discussion – District Updates and Operational Budget
12. Set date for Fall 2020 Budget Meeting (September 8th at 6:30 PM)
13. Adjournment

Diane Coenen, City Clerk
City of Oconomowoc



WESTERN LAKES FIRE DISTRICT

1400 Oconomowoc Parkway, Oconomowoc, WI 53066

Phone: 262-567-8282 Email: info@westernlakesfd.org

WESTERN LAKES FIRE DISTRICT Notice of Meeting

The Western Lakes Fire District's Fire Board will meet at the Oconomowoc High School Art Center, located at 641 E. Forest Street, Oconomowoc Wisconsin on Wednesday July 22, 2020 beginning at 6:30 P.M. to address the following agenda:

1. Call to order
 - a. Fire Board
 - b. Municipal Boards
2. Proof of Notice of meeting for Western Lakes Fire District
3. Pledge of Allegiance
4. Approval of minutes from Fire Board meetings –
 - a. June 3, 2020 Joint Owners Meeting
5. Discussion/Action – Line of Credit Resolution(s)
6. Discussion/Action – 2020 Capital Project Amendment (Rehab Unit)
7. Presentation – 5 Year Capital Improvement Plan and Funding Formula
8. Discussion/Action – 2021 Capital Budget
9. Discussion/Action – 2021 Long-term Debt Payments (Summit/Dousma/Ottawa)
10. Discussion – District Updates and Operational Budget
11. Adjournment

Next Meeting: Fall Budget Meeting

- Tuesday, September 8th at 6:30pm

It is possible that members of and possibly a quorum of members of other governmental bodies 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.

Pabst Station: 1400 Oconomowoc Parkway; Oconomowoc, WI 53066 – Fax: 262-569-6430

Dousman Station: 107 S. Main Street; Dousman, WI 53118 - Fax: 262-431-4812

Oconomowoc Station: 212 S. Concord Road; Oconomowoc, WI 53066 – Fax: 262-569-3297

Sullivan Station: 912 Front Street; Sullivan, WI 53178 – Fax: 262-593-8123

Okauchee Station: W349 N5060 Shady Ln., Okauchee, WI 53069

Stone Bank Station: W355 N7107 Stone Bank Rd., Oconomowoc, WI 53066

Western Lakes Fire Board
Joint Owners Meeting
June 3, 2020

Call to Order

- Jeff Roemer called the meeting to order at 6:30 p.m. Board members present were Jeff Roemer, Kent Lorenz, Bill Riemenschneider, Mike Tompkins, Lisa Mellone and Jimi Hall and Administrative Assistant Michael Krug. Excused was George Morris.
- Each of the municipalities called their meetings to order.

Proof of Notice

- Mike Krug announced that the district notice was posted May 29th to the district web site, newspapers and at stations 1 and 2.

Pledge of Allegiance

- Chief Bowen led the group in the Pledge of Allegiance.

Public Comment

- Jeff Roemer opened the meeting to comments from the public, of which there was none.

Approval of Minutes

- A motion was made by Summit and seconded by Oconomowoc to approve the minutes of the September 18, 2019 meeting as written. Motion carried.

Presentation – 2019 Annual Financial Audit

- David L. Maccoux from CLA distributed copies of the financial audit and went over the audit with the group.
- A question was raised regarding Fire Inspection Fees. A City of Oconomowoc council member stated that his constituents were not happy with the fees and wanted to know if we could eliminate the fees and obtain the revenue we were receiving from the fees from another source. Board members from different municipalities commented that this entire body approved inspection fees at previous meetings knowing that our revenue sources were limited. Some members are also business owners in our municipalities and are in support of paying the invoice. Some said that they have noticed an improvement in the inspections being done.

Discussion – 2019 Year in Review

- Chief Bowen had distributed a copy of the presentation to the board and municipalities prior to the meeting. Chief Bowen highlighted a few of the points in the presentation.

Discussion – 2020 Year-to-Date update

- Chief Bowen had distributed a copy of the presentation to the board and municipalities prior to the meeting. Chief Bowen highlighted a few of the points in the presentation.
- A question was asked if we are able to provide “hazard pay” to our employees that are required to work during the pandemic. We have no policy regarding hazard pay and had no money budgeted to pay hazard pay. If we develop a policy to pay hazard pay, we will need to have money budgeted as grants or reimbursement may not be available.

Discussion – 5-Year Capital Improvement Plan

- Chief Bowen had distributed a copy of the 5-year plan to the board and municipalities prior to the meeting. Chief Bowen reviewed some of the changes to the plan. The Capital Plan will be scheduled for approval at a meeting in July.

Set date for Capital Budget meeting

- Each of the municipalities discussed proposed dates and the group decided that the Capital Budget meeting would be held on July 22nd. The location was to be determined.

Set date for Fall 2020 Operational Budget meeting

- Each of the municipalities discussed proposed dates and the group decided that the 2020 Operational Budget meeting would be held on September 8th. The location was to be determined.

Adjournment

- At 8:00 pm, a motion was made by Summit and seconded by Oconomowoc to adjourn. Motion carried



Memorandum

TO: MUNICIPAL ELECTED OFFICIALS
FROM: BRADLEY R. BOWEN, CHIEF
SUBJECT: LINE OF CREDIT RENEWAL
DATE: WEDNESDAY, JULY 15, 2020
CC:

The District's line of credit with Ixonia Bank has come due for renewal, and is being brought to each of the Municipal Boards for approval. The Fire Board has already approved this and seeking approval of the attached resolution to proceed with renewing the line of credit.

The renewal is for two (2) years, and will be brought to the municipal boards again in 2022 for renewal if necessary. The reason for this being a two-year line of credit is at the request of Ixonia Bank. They provide this line of credit to the District at no cost, and to help keep this at no cost they requested a two-year approval. Typically, there is a cost for this, but they have waived the costs due to the District's other accounts with the bank. However, as costs have increased and the bank invests labor and legal costs into the preparation of the line of credit documents they requested a two-year approval to help with some of the expenses.

Since 2016 the District has maintained a \$200,000 line of credit with Ixonia Bank. This was a recommendation made by the District's Accounting Firm as well as the Third-Party Auditing Firm. The line of credit has not been used to date, but is strongly recommended by both parties in the event of unforeseen expenses or decreased revenues.

This year during the annual audit presentation this was again reiterated that the District should maintain this line of credit until the fund balance is at 20% of the annual budget. The Fire Board made the decision that for 2021 it would maintain a minimum cash fund balance of 16% along with the line of credit as recommended by the auditor. The intent is to increase this fund balance by 1% annually upon reviewing the audit and eventually eliminate the need for the line of credit.

However, to help balance the next five years capital improvement projects and prevent peaks in the tax levy as a result of the capital improvements the excess fund balance will be used to offset these costs. You will see in the five-year CIP that excess fund balance is allocated for capital purchases which in turn limits the increases on the tax levy.

A prime example of why the District maintains the fund balance and line of credit is what has occurred this year with the pandemic. This year was a year that could not have been projected and the decreased revenues and increased costs are being balanced with the fund balance to allow the District to continue operations.

A policy is in place in the event the District identifies a need to utilize the funds available in the line of credit. The policy is attached to this for your reference. Before drawing on the line of credit an emergency meeting would be called to order with the Fire Board and Chief Elected Officials to discuss drawing on the line of credit.

Pabst Station: 1400 Oconomowoc Parkway; Oconomowoc, WI 53066 – Fax: 262-569-6430

Dousman Station: 107 S. Main Street; Dousman, WI 53118 - Fax: 262-431-4812

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Sullivan Station: 912 Front Street; Sullivan, WI 53178 – Fax: 262-593-8123

Okauchee Station: W349 N5060 Shady Lane; Okauchee, WI 53069 – Fax: 262 567-0503

Stone Bank Station: W335 N7107 Stone Bank Road; Oconomowoc, WI 53066 – Fax: 262.966.2831

	Western Lakes Fire District Policies & Procedures		600.013	
	Subject:	Line of Credit		
	Initial Date:	04-19-2017	Revised Date:	
	Approved By:	Fire Board		

PURPOSE

The purpose of this policy is to identify requirements to draw funds from our Line of Credit.

RESPONSIBILITY

1. All officers of the Western Lakes Fire District have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this policy.
2. All employees of the Western Lakes Fire District have the responsibility to learn and follow this policy.
3. All of the Municipalities that make up the Western Lakes Fire District.

POLICY

Each of the municipalities that make up the Western Lakes Fire District have agreed to authorize the Western Lakes Fire District to hold a Line of Credit with Ixonia Bank. The Line of Credit is to be used for emergent unbudgeted expenses that exceed the amount in the contingency fund or when there are more budgeted expenses than revenue received. The Line of Credit is to provide immediate funds to pay bills in a timely manner.

In the event that funds need to be drawn from the Line of Credit, the Fire Chief or their designee, will notify the Fire Board, Mayor, President or Chairperson and Clerk of each of the municipalities making up the Western Lakes Fire District. Below are the steps which will be taken should the need arise for the District to use the Line of Credit.

- 1) The Western Lakes Fire District Board and Chief will monitor the District budget on a monthly basis. This monitoring will include review of revenues and expenses and available cash for payment of expenses. The Fire Board and Fire Chief will monitor the budget and anticipate expenses as much as possible in an attempt to project any needs for the use of the Line of Credit.
- 2) Should the Western Lakes Fire District notice a potential need for the Line of Credit the Fire Chief and Fire Board President will call to order a special Western Lakes Fire District Board Meeting.

- a. The Mayor, President or Chairperson and Clerk of each of the municipalities making up the Western Lakes Fire District will be contacted regarding the special meeting and be requested to attend.
 - i. Contact will be made via electronic email and phone call.
- b. A special Fire Board meeting will be held within 72 hours of the notification for a special meeting.
- c. The Fire Board will vote to approve the use of the Line of Credit.
- d. The Chief Elected Official or Designee of each municipality making up the Western Lakes Fire District will determine if they would prefer the Western Lakes Fire District pull from the Line of Credit or if they will provide their share of the funding from their reserve funds.
 1. Each municipalities share will be determined using the current years funding formula.

REVISION HISTORY

04-19-2017 Initial publication.

RESOLUTION TO AUTHORIZE \$200,000 LINE OF CREDIT FOR THE WESTERN LAKES FIRE DISTRICT

RESOLUTION _____

The City Council of the City of Oconomowoc, Waukesha County, Wisconsin, in lawful assembly, does resolve as follows:

WHEREAS, the City of Oconomowoc, the Town of Ottawa, the Village of Summit, and the Village of Dousman, in Waukesha County, Wisconsin, have entered into Articles of Association and By-Laws for the purpose of forming a fire protection district known and referred to as Western Lakes Fire District and:

WHEREAS said Fire District may at the end of a budget year have a period of time where it is incurring expenses and anticipated revenues have yet to be received; and

WHEREAS, during these periods of time said Fire District must continue to operate and provide services while paying its employees and vendors.

NOW, THEREFORE, BE IT RESOLVED as follows:

That the Fire Board of said Fire District is hereby authorized to establish for and on behalf of said Fire District a revolving line of credit in the sum of Two Hundred Thousand dollars (\$200,000), from Ixonia Bank.

BE IT FURTHER RESOLVED that the Fire Board, of said Fire District shall follow the Policies & Procedures for Line of Credit as initially adopted April 19, 2017 by the Fire Board and attached as Exhibit A, and any future changes to the policy by the Fire Board must be provided to the City of Oconomowoc.

BE IT FURTHER RESOLVED that the Fire Board, or their designee, of said Fire District shall notify the Mayor of the City of Oconomowoc via e-mail of any draws on the revolving line of credit within 24 hours of the draw.

BE IT FURTHER RESOLVED that this resolution shall be discussed and voted for renewal bi-annually at the Spring Joint Fire Board Meeting.

BE IT FURTHER RESOLVED that the Fire Board of said Fire District shall repay the debt within twelve (12) months of drawing the funds and that the balance be rested (paid to zero) for at least 30 consecutive days at any point in a calendar year.

BE IT FURTHER RESOLVED that in the event that the Western Lakes Fire District does not, for any reason, cover said obligation, the Village Board hereby specifically agrees to levy a direct, annual irrepealable tax sufficient to pay said City of Oconomowoc's proportionate share of said indebtedness, based upon the proportionate equalized value attributable to the City of Oconomowoc for one year, in accordance with the terms of said note.

BE IT FURTHER RESOLVED that the proceeds of the direct, annual, irrepealable tax levy, as herein provided, shall thereafter be paid to the Fire Board of said Fire District for the purpose of payment of interest and principal on the note executed to Ixonia Bank which payment shall be made an obligation of said City irrespective of whether or not the City Council approves the annual budget submitted by the Fire Board of said Fire District, as provided in the Articles of Association.

BE IT FURTHER RESOLVED that in the event of the dissolution of the Fire District, the City of Oconomowoc hereby acknowledges and certifies it will continue to be obligated and required to pay its proportionate share of the indebtedness then and there existing to Ixonia Bank, which payments shall be made out of the general funds of said City, and thereafter a tax levy shall be made to fulfill the obligation of said City to Ixonia Bank.

Passed and approved this ____ day of _____, 2020.

CITY COUNCIL OF CITY OF OCONOMOWOC

Robert Magnus, Mayor

Diane Coenen, Clerk

ATTEST

Diane Coenen, Clerk

I, Diane Coenen, Clerk of the City of Oconomowoc, Waukesha County, Wisconsin, hereby certify that the above and foregoing Resolution was adopted by the City Council of the City of Oconomowoc at a lawful meeting of said council, held at the City Hall, City of Oconomowoc, Waukesha County, Wisconsin on the ____ day of _____, 2020

RESOLUTION TO AUTHORIZE \$200,000 LINE OF CREDIT FOR THE WESTERN LAKES FIRE DISTRICT

RESOLUTION _____

The Village Board of the Village of Summit, Waukesha County, Wisconsin, in lawful assembly, does resolve as follows:

WHEREAS, the City of Oconomowoc, the Town of Ottawa, the Village of Summit, and the Village of Dousman, in Waukesha County, Wisconsin, have entered into Articles of Association and By-Laws for the purpose of forming a fire protection district known and referred to as Western Lakes Fire District and:

WHEREAS said Fire District may at the end of a budget year have a period of time where it is incurring expenses and anticipated revenues have yet to be received; and

WHEREAS, during these periods of time said Fire District must continue to operate and provide services while paying its employees and vendors.

NOW, THEREFORE, BE IT RESOLVED as follows:

That the Fire Board of said Fire District is hereby authorized to establish for and on behalf of said Fire District a revolving line of credit in the sum of Two Hundred Thousand dollars (\$200,000), from Ixonia Bank.

BE IT FURTHER RESOLVED that the Fire Board, of said Fire District shall follow the Policies & Procedures for Line of Credit as initially adopted April 19, 2017 by the Fire Board and attached as Exhibit A, and any future changes to the policy by the Fire Board must be provided to the Village of Summit.

BE IT FURTHER RESOLVED that the Fire Board, or their designee, of said Fire District shall notify the President of the Village Board via e-mail of any draws on the revolving line of credit within 24 hours of the draw.

BE IT FURTHER RESOLVED that this resolution shall be discussed and voted for renewal bi-annually at the Spring Joint Fire Board Meeting.

BE IT FURTHER RESOLVED that the Fire Board of said Fire District shall repay the debt within twelve (12) months of drawing the funds and that the balance be rested (paid to zero) for at least 30 consecutive days at any point in a calendar year.

BE IT FURTHER RESOLVED that in the event that the Western Lakes Fire District does not, for any reason, cover said obligation, the Village Board hereby specifically agrees to levy a direct, annual irrepealable tax sufficient to pay said Village of Summit's proportionate share of said indebtedness, based upon the proportionate equalized value attributable to the Village of Summit for one year, in accordance with the terms of said note.

BE IT FURTHER RESOLVED that the proceeds of the direct, annual, irrepealable tax levy, as herein provided, shall thereafter be paid to the Fire Board of said Fire District for the purpose of payment of interest and principal on the note executed to Ixonia Bank which payment shall be made an obligation of said Village irrespective of whether or not the Village Board approves the annual budget submitted by the Fire Board of said Fire District, as provided in the Articles of Association.

BE IT FURTHER RESOLVED that in the event of the dissolution of the Fire District, the Village of Summit hereby acknowledges and certifies it will continue to be obligated and required to pay its proportionate share of the indebtedness then and there existing to Ixonia Bank, which payments shall be made out of the general funds of said Village, and thereafter a tax levy shall be made to fulfill the obligation of said Village to Ixonia Bank.

Passed and approved this ____ day of _____, 2020.

VILLAGE BOARD OF VILLAGE OF SUMMIT

Jack Riley, President

ATTEST

Debra J. Michael, Clerk

I, Debra Michael, Clerk of the Village of Summit, Waukesha County, Wisconsin, hereby certify that the above and foregoing Resolution was adopted by the Village Board of the Village of Summit at a lawful meeting of said board, held at the Village Hall, Village of Summit, Waukesha County, Wisconsin on the ____ day of _____, 2020

RESOLUTION TO AUTHORIZE \$200,000 LINE OF CREDIT FOR THE WESTERN LAKES FIRE DISTRICT

RESOLUTION _____

The Village Board of the Village of Dousman, Waukesha County, Wisconsin, in lawful assembly, does resolve as follows:

WHEREAS, City of Oconomowoc, the Town of Ottawa, the Village of Summit, and the Village of Dousman, in Waukesha County, Wisconsin, have entered into Articles of Association and By-Laws for the purpose of forming a fire protection district known and referred to as Western Lakes Fire District and:

WHEREAS said Fire District may at the end of a budget year may have a period of time where it is incurring expenses and anticipated revenues have yet to be received; and

WHEREAS, during these periods of time said Fire District must continue to operate and provide services while paying its employees and vendors.

NOW, THEREFORE, BE IT RESOLVED as follows:

That the Fire Board of said Fire District is hereby authorized to establish for and on behalf of said Fire District a revolving line of credit in the sum of Two Hundred Thousand dollars (\$200,000), from Ixonia Bank.

BE IT FURTHER RESOLVED that the Fire Board, of said Fire District shall follow the Policies & Procedures for Line of Credit as initially adopted April 19, 2017 by the Fire Board and attached as Exhibit A, and any future changes to the policy by the Fire Board must be provided to the Village of Dousman.

BE IT FURTHER RESOLVED that the Fire Board, or their designee, of said Fire District shall notify the President of the Village Board via e-mail of any draws on the revolving line of credit within 24 hours of the draw.

BE IT FURTHER RESOLVED that this resolution shall be discussed and voted for renewal bi-annually at the Spring Joint Fire Board Meeting.

BE IT FURTHER RESOLVED that the Fire Board of said Fire District shall repay the debt within twelve (12) months of drawing the funds and that the balance be rested (paid to zero) for at least 30 consecutive days at any point in a calendar year.

BE IT FURTHER RESOLVED that in the event that the Western Lakes Fire District does not, for any reason, cover said obligation, the Village Board hereby specifically agrees to levy a direct, annual irrepealable tax sufficient to pay said Village of Dousman's proportionate share of said indebtedness, based upon the proportionate equalized value attributable to the Village of Dousman, in accordance with the terms of said note.

BE IT FURTHER RESOLVED that the proceeds of the direct, annual, irrepealable tax levy, as herein provided, shall thereafter be paid to the Fire Board of said Fire District for the purpose of payment of interest and principal on the note executed to Ixonia Bank which payment shall be made an obligation of said Village irrespective of whether or not the Village Board approves the annual budget submitted by the Fire Board of said Fire District, as provided in the Articles of Association.

BE IT FURTHER RESOLVED that in the event of the dissolution of the Fire District, the Village of Dousman hereby acknowledges and certifies it will continue to be obligated and required to pay its proportionate share of the indebtedness then and there existing to Ixonia Bank, which payments shall be made out of the general funds of said Village, and thereafter a tax levy shall be made to fulfill the obligation of said Village to Ixonia Bank.

Passed and approved this ____ day of _____, 2020.

VILLAGE BOARD OF VILLAGE OF DOUSMAN

Jack Nissen, President

Penny Nissen, Clerk

ATTEST

Penny Nissen, Clerk

I, Penny Nissen, Clerk of the Village of Dousman, Waukesha County, Wisconsin, hereby certify that the above and foregoing Resolution was adopted by the Village Board of the Village of Dousman at a lawful meeting of said board, held at the Village Hall, Village of Dousman, Waukesha County, Wisconsin on the ____ day of _____, 2020

RESOLUTION TO AUTHORIZE \$200,000 LINE OF CREDIT FOR THE WESTERN LAKES FIRE DISTRICT

RESOLUTION _____

The **Town Board of the Town of Ottawa**, Waukesha County, Wisconsin, in lawful assembly, does resolve as follows:

WHEREAS, the City of Oconomowoc, the Town of Ottawa, the Village of Summit, and the Village of Dousman, in Waukesha County, Wisconsin, have entered into Articles of Association and By-Laws for the purpose of forming a fire protection district known and referred to as Western Lakes Fire District and:

WHEREAS said Fire District may at the end of a budget year may have a period of time where it is incurring expenses and anticipated revenues have yet to be received; and

WHEREAS, during these periods of time said Fire District must continue to operate and provide services while paying its employees and vendors.

NOW, THEREFORE, BE IT RESOLVED as follows:

That the Fire Board of said Fire District is hereby authorized to establish for and on behalf of said Fire District a revolving line of credit in the sum of Two Hundred Thousand dollars (\$200,000), from Ixonia Bank.

BE IT FURTHER RESOLVED that the Fire Board, of said Fire District shall follow the Policies & Procedures for Line of Credit as initially adopted April 19, 2017 by the Fire Board and attached as Exhibit A, and any future changes to the policy by the Fire Board must be provided to the Town of Ottawa.

BE IT FURTHER RESOLVED that the Fire Board, or their designee, of said Fire District shall notify the Chairperson of the Town Board via e-mail of any draws on the revolving line of credit within 24 hours of the draw.

BE IT FURTHER RESOLVED that this resolution shall be discussed and voted for renewal bi-annually at the Spring Joint Fire Board Meeting.

BE IT FURTHER RESOLVED that the Fire Board of said Fire District shall repay the debt within twelve (12) months of drawing the funds and that the balance be rested (paid to zero) for at least 30 consecutive days at any point in a calendar year.

BE IT FURTHER RESOLVED that in the event that the Western Lakes Fire District does not, for any reason, cover said obligation, the Town Board hereby specifically agrees to levy a direct, annual irrevocable tax sufficient to pay said Town of Ottawa's proportionate share of said indebtedness, based upon the proportionate equalized value attributable to the Town of Ottawa, in accordance with the terms of said note.

BE IT FURTHER RESOLVED that the proceeds of the direct, annual, irrevocable tax levy, as herein provided, shall thereafter be paid to the Fire Board of said Fire District for the purpose of payment of interest and principal on the note executed to Ixonia Bank which payment shall be made an

obligation of said Town irrespective of whether or not the Town Board approves the annual budget submitted by the Fire Board of said Fire District, as provided in the Articles of Association..

BE IT FURTHER RESOLVED that in the event of the dissolution of the Fire District, the Town of Ottawa hereby acknowledges and certifies it will continue to be obligated and required to pay its proportionate share of the indebtedness then and there existing to Ixonia Bank, which payments shall be made out of the general funds of said Town, and thereafter a tax levy shall be made to fulfill the obligation of said Town to Ixonia Bank.

Passed and approved this ____ day of _____, 2020.

TOWN BOARD OF TOWN OF OTTAWA

Cheryl Rupp, Chairperson

Melissa Klein, Clerk

ATTEST

Melissa Klein, Clerk

I, Melissa Klein, Clerk of the Town of Ottawa, Waukesha County, Wisconsin, hereby certify that the above and foregoing Resolution was adopted by the Town Board of the Town of Ottawa at a lawful meeting of said board, held at the Town Hall, Town of Ottawa, Waukesha County, Wisconsin on the ____ day of _____, 2020



Memorandum

TO: MUNICIPAL ELECTED OFFICIALS
FROM: BRADLEY R. BOWEN, CHIEF
SUBJECT: 2020 CIP BUDGET AMENDMENT (REHAB UNIT)
DATE: WEDNESDAY, JULY 15, 2020
CC:

As part of the 2020 CIP replacement of the District's current rehab trailer unit is included. This project was approved as part of the 2020 CIP and staff are at a point of moving forward with this project now that the other CIP projects and operational items are completed.

When originally presented the scope of the project was to replace both the truck and trailer with a single motorized unit in the amount of \$80,000. There was discussion regarding this project with a variety of ideas and options considered by both staff and elected officials. Staff had evaluated a variety of options before presenting the budget to the elected officials and brought forward the recommendation of a combined trailer and truck as a single motorized unit. During the discussions at the budget meeting other ideas and options were thrown out including refurbishing a current District asset when that asset is replaced, such as an ambulance; purchasing just the trailer now and a towing vehicle in the future, not having a rehab unit, and a variety of trailer options.

What was approved in the budget was a reduction in the funds from \$80,000 to \$40,000. The motion and budget also were to only replace the trailer. The trailer and unit were to be within the \$40,000 approved budget and meet the specifications and requirements of a mobile rehab unit.

Since the budget process the District underwent a consolidation with the Okauchee Fire Department and the District acquired the assets from OKFD. One of the assets is a walk-in squad that is used by the dive team and the replacement unit is scheduled for delivery in October. After evaluating the condition of the unit staff went through a more detailed inspection of the unit to determine if it could be used as a rehab unit and what the costs of refurbishing this current asset would be compared to purchasing a new trailer as approved in the budget.

Staff presented to the Fire Board the concept and results of their evaluation with the recommendation to the board to approve the use of the current asset and use the funds allocated for rehab to refurbish this asset.

The benefits of utilizing the current asset are as follows:

- Increased space for supplies and equipment including onboard generator, shade/awnings, and security of supplies in individual cabinets as opposed to being stored in an open trailer.
- Privacy of restroom facility
- Reduced future costs (eliminate the need for a towing vehicle in the future, approximately \$40k-\$50k)
- Faster response and deployment of the rehab unit as all equipment including ice/cold water would be on the unit and deployment would be opening of doors and removal of minimal equipment.
- Staff still feels that a single unit is safer and easier to operate than a truck and trailer. The District does utilize other resources that must be trailered, but when possible, these are avoided due to risks of trailering emergency equipment, backing challenges with a trailer, and overall maneuverability at a scene with a trailer.

Pabst Station: 1400 Oconomowoc Parkway; Oconomowoc, WI 53066 – Fax: 262-569-6430

Dousman Station: 107 S. Main Street; Dousman, WI 53118 - Fax: 262-431-4812

Oconomowoc Station: 212 S. Concord Road; Oconomowoc, WI 53066 – Fax: 262-569-3297

Sullivan Station: 912 Front Street; Sullivan, WI 53178 – Fax: 262-593-8123

Okauchee Station: W349 N5060 Shady Lane; Okauchee, WI 53069 – Fax: 262 567-0503

Stone Bank Station: W335 N7107 Stone Bank Road; Oconomowoc, WI 53066 – Fax: 262.966.2831

2020 Capital Budget Amendment (rehab unit)

DISCUSSION ON REHAB UNIT IN
2020 CAPITAL BUDGET

Firefighter Rehabilitation at Emergency Scenes and Training Exercises

International Association
of Fire Fighters
Occupational Health &
Safety Department
In conjunction with
The United States
Fire Administration



Background

- ▶ Current rehab unit obtained by Sullivan EMS in 2010 through AFG Grant
 - ▶ Trailer purchased used to haul equipment
 - ▶ Lighting and wiring problems
 - ▶ Unable to mount newly donated generator
 - ▶ No bathroom or sanitary location
 - ▶ Deterioration of doors, hinges, flooring due to not being specifically built
 - ▶ Pickup Truck purchased used to pull trailer
 - ▶ Replacement not included in 2020 budget
 - ▶ Frame, fenders, quarter panels rusting and deteriorating
- ▶ Used by both Fire/EMS and Law Enforcement
 - ▶ WLFU Uses – structure and wildland fires, dive/water, search and rescue, and other prolonged incidents as well as training. Unit responds automatically to these items.
 - ▶ Local Law Enforcement Uses – tactical standoffs, rally's/protests, searches
 - ▶ Mutual Aid Uses – fire departments and law enforcement in Waukesha, Jefferson, and Dodge Counties



2020 Budget Approval

- ▶ \$40,000 allocated in the 2020 capital budget (reduced from requested \$80,000)
- ▶ Scope
 - ▶ Replace current trailer and retain pickup for consideration in future CIP
 - ▶ New Trailer to address the following items
 - ▶ On board generator and power capabilities
 - ▶ Scene lighting
 - ▶ Portable heat, misting fans, cooling vests
 - ▶ Ability to heat water for coffee and hot chocolate
 - ▶ Restroom facilities
 - ▶ Address deterioration of current unit



Consideration Requested

- ▶ Replace current system by utilizing a current unit in the fleet
 - ▶ Past OKFD dive truck (previously not part of District)
- ▶ Stay within the \$40,000 allocated for project
- ▶ Refurbish current truck to meet the needs for scene rehab and support
 - ▶ Refurb engine and exterior of unit
 - ▶ Install on board incineration bathroom
 - ▶ Place generator in exterior cabinets
 - ▶ Awning(s) for shade and element protection
 - ▶ Rehab supplies stored in walk-in compartment and exterior cabinets
- ▶ Longer service life if utilize this method (15 to 20 years)
- ▶ No longer require pickup truck for towing
- ▶ Maneuverability is better than towing/backing trailer



Virtual Tour of Proposed Unit

- ▶ Upon approval from the Fire Board this would be presented to the owners at the next owners meeting to amend the scope of the budget.
 - ▶ The Fire Board voted and approved this budget amendment and has recommended this to the municipal elected officials.
- ▶ Budget neutral request in 2020
- ▶ Reduction in future capital needs and requests related to rehab.

- ▶ 1995 Freightliner Chassis
 - ▶ Walk-in Rescue Squad Body
- ▶ Mileage: 7,514
- ▶ Engine Hours: 1,539





- ▶ Utilize interior for:
 - ▶ heating and cooling of staff
 - ▶ Moving staff out of elements
 - ▶ Section off area for incineration toilet



What does the Rehab Unit Carry?

- ▶ Wipes and Sanitizer – removal of cancer causing chemicals from smoke and firefighting
- ▶ Coolers, refrigerator, freezer – cold water for rehydration, misting fans, and cold towels
- ▶ High protein snacks – prolonged incidents require replenishment of protein and food for those on scene
- ▶ On board generator – power restroom, lighting, cooling, heating
- ▶ Awnings – protection from elements, shade
- ▶ Misting Fans – reduction of body temperature
- ▶ Cooling Vests – reduction of body temperature
- ▶ Medications – ibuprofen, allergy medications
- ▶ Restroom – prolonged incidents and difficulty leaving an active scene

Use and Functions of Rehab

- ▶ Deployed on average to 50 incidents annually
 - ▶ Automatically dispatched to: Structure Fires, Wildland Fires, Dive/Water Incidents
 - ▶ Special Requests: Tactical Situations, Search & Rescue Incidents, Special Event Standby's, Trainings, Large Crowd Events
- ▶ Health and Safety of Public Safety Staff
 - ▶ Firefighting, EMS, Law Enforcement, Emergency Management
- ▶ Reduction in Workman's comp costs and injuries
- ▶ Easy to deploy and utilize resource
 - ▶ Hydration – water or rehydration additions if desired
 - ▶ Cooling/Heating – reduction of extreme body temperatures
 - ▶ Protein/Meal Serving – simple snacks during prolonged incidents, deployment of meals if needed by auxillary at rehab location
 - ▶ Decontamination – cancer causing carcinogens
 - ▶ Health/Welfare – allergies, headaches, stress/exhaustion, EMS treatment as necessary
 - ▶ Medical Evaluations by EMS – vital signs (heart rate, blood pressure, temperature)

Discussion/Action – Proposed Amendment

Firefighter Rehabilitation at Emergency Scenes and Training Exercises

International Association
of Fire Fighters
Occupational Health &
Safety Department
In conjunction with
The United States
Fire Administration





Memorandum

TO: FIRE BOARD & MUNICIPAL ELECTED BOARDS
FROM: BRADLEY R. BOWEN, CHIEF
SUBJECT: 2021 5 YEAR CAPITAL IMPROVEMENT PLAN
DATE: MONDAY, JULY 13, 2020
CC: MUNICIPAL ELECTED OFFICIALS

Fire Board and Municipal Representatives,

On behalf of the Western Lakes Fire District administrative team I am proud to present to you the draft 5 Year Capital Improvement Plan which covers years 2021 through 2025 for the District.

Enclosed in your packet is the draft plan and draft funding formula revision which would be phased in starting in 2021 according to the Intermunicipal Agreement. This would be the first time that the formula is being recalculated since the 2017 consolidation and updating the data within the formula to reflect the call volume, population, improvement value, and land value for 2017, 2018, and 2019. According to the Intermunicipal agreement the new percentage owed by each municipality is determined and the percentages will be phased in over three years.

As a result of the various consolidations I am extremely proud to report that we have been able to decrease the fleet and equipment maintained by the District and avoid over \$8million dollars in expenses every 20 years. By working together and sharing vehicles, equipment, and facilities we have been able to decrease the number of redundant vehicles and equipment.

The District continues to evaluate the needs of the communities it serves and ways to remain efficient and control expenses as much as possible. The purchasing power of the joint District is seen on a regular basis during the competitive bidding process and the budget reflects this. The current capital budget has been adjusted to flatten the peaks and valleys of the capital budget. Due to the District's current available fund balance the proposal is to use available fund balance to offset the tax levy increases with inflation to remain under a 1% increase annually for the next five years. As discussed with the auditor and earlier the District should maintain a fund balance of 15% to 20% for cash flow and emergency purposes. Each year the available fund balance will be evaluated and when possible will be used to offset the capital budget. For the 2021 budget \$12,500 could be used to control the increase to the tax levy. Over the next five years \$245,877 of available fund balance could be used to balance the increases on the tax levy.

I am extremely proud of the hard work and dedication exhibited by the employees of the District. Their efforts directly affect the budget. The management team works hard to control expenses, review and negotiate contracts, and achieve the revenues outlined in the budget. This is a team effort and everyone works together to accomplish this task.

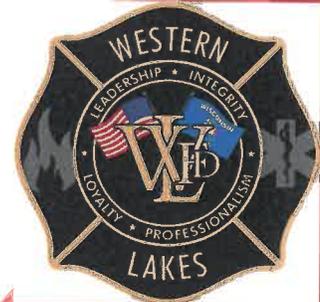
Respectfully,

Bradley R. Bowen

Bradley R. Bowen – Chief

Pabst Station: 1400 Oconomowoc Parkway; Oconomowoc, WI 53066 – Fax: 262-569-6430
Dousman Station: 107 S. Main Street; Dousman, WI 53118 - Fax: 262-431-4812
Oconomowoc Station: 212 S. Concord Road; Oconomowoc, WI 53066 – Fax: 262-569-3297
Sullivan Station: 912 Front Street; Sullivan, WI 53178 – Fax: 262-593-8123
Okauchee Station: W349 N5060 Shady Lane; Okauchee, WI 53069 – Fax: 262 567-0503
Stone Bank Station: W335 N7107 Stone Bank Road; Oconomowoc, WI 53066 – Fax: 262.966.2831

WESTERN LAKES FIRE DISTRICT Five Year Capital Improvement Plan (2021 - 2025)

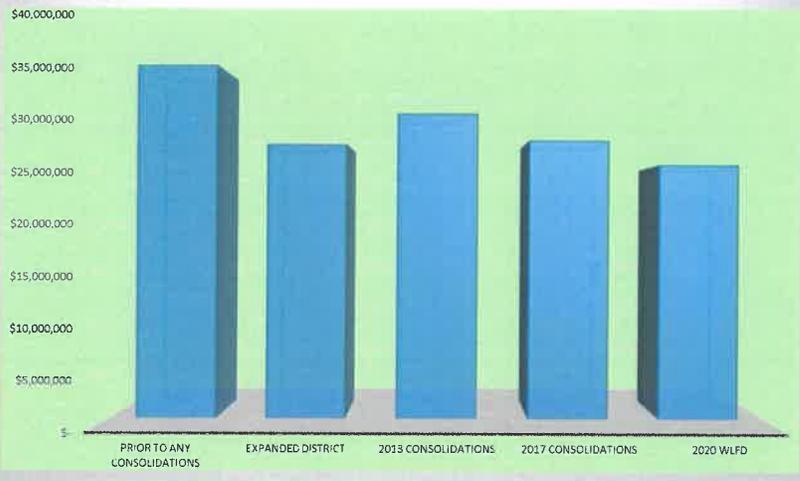


Capital Project Outline

- ▶ Replace district apparatus based on the following
 - ▶ Service life based on safety, maintenance costs, dependability, general wear during use
 - ▶ Insurance Services Office (ISO)
 - ▶ National Fire Protection Association (NFPA)
 - ▶ Wisconsin SPS 330
- ▶ Replace district equipment based on the following
 - ▶ Same as above
- ▶ Replace/maintain district facilities based on the following
 - ▶ Operational needs of the district (dorms, office, security)
 - ▶ Deterioration of facilities and equipment over time, dependability, efficiency, etc.
- ▶ Reduction of apparatus/equipment based on needs
- ▶ Maintain a bottom line capital plan preventing peaks and valleys
- ▶ Limit tax levy increased to the tax payers as much as possible

Results of Consolidations Decreased Capital Improvement Costs

Capital Trends with Consolidation



- Decreased number of vehicles needed to provide services
- Maintained Services and ISO/Insurance Ratings
- 11 Apparatus Removed from Plan
 - Ladder
 - Engine x5
 - Ambulance x2
 - Tender x2
 - Squad x2
 - \$8.1 million
- Twenty Year Capital Projections
 - Initially \$36,345,255
 - Currently \$28,238,100

2021 Capital Plan Adjustments

- ▶ Postpone purchase of 2nd rapid response unit in 2021 budget
- ▶ Staff Cars, Med Utilities, and Towing Utilities
 - ▶ Transition staff cars over time to public safety pickup trucks
 - ▶ Reduce fleet of med utilities by utilizing rapid response trucks
 - ▶ Reduce towing utilities by utilizing other resources
- ▶ Facility Maintenance Costs
 - ▶ Add Station #5 - replacement garage doors and openers
 - ▶ Add Station #6 - replacement furnaces and HVAC items, remodel of dorms/offices
 - ▶ Reduce Station #1 and #2 costs for windows and roof items
- ▶ Add hydraulic lifts to maintenance budget for fleet to lift apparatus and complete repairs/maintenance
- ▶ Rapid Response/Paramedic
 - ▶ Combine operations where applicable of these resources
- ▶ Squad/Dive
 - ▶ Combine station 1 squad and dive truck into one vehicle at time of replacement



2021 Capital Projects Ambulance 55 & 59 - \$312,500/unit

- ▶ Replace two ambulances based on age and use
 - ▶ 2004 International 4500
 - ▶ 2007 Ford E450
 - ▶ 2007 Ford E450
- ▶ Usual service life with current mileage and use is 10 years (5 years primary, 5 years reserve)
- ▶ Highest usage apparatus in the District
- ▶ Dependability to respond and transport
- ▶ New Units
 - ▶ Remount able/refurbish able boxes reduce future costs
 - ▶ Door forward design - increased operational space for providers to treat patients
 - ▶ Include power load systems - reducing risks of injury to staff and patients
 - ▶ F550 4x4 chassis (payload capabilities, 4-wheel drive, service life, cost)
 - ▶ Multiple unit discount and engineering savings (\$10k/unit)



2021 Capital Projects Rapid Response Truck 78 - \$115,000

- ▶ Replace 2012 F450 dually, utility brush with rapid response
 - ▶ Fire/EMS response capabilities
 - ▶ Fire Suppression - 2 times longer ability to deploy
 - ▶ Ability to respond to wildland, vehicle, outside, and structure fires
- ▶ Deficiencies
 - ▶ Off road capabilities of dual wheel system
 - ▶ Fire suppression capabilities of standard pump system
 - ▶ Interoperability for fire/ems response
- ▶ Use of Past Vehicle
 - ▶ Assign to Maintenance Bureau
 - ▶ Field response to address repairs and maintenance remotely
 - ▶ Lockable cabinets on box of vehicle (security)



2021 Capital Projects Car 1 - \$55,000

- ▶ Ford F-150 4x4
 - ▶ Fleet transition plan
 - ▶ Emergency response ability
 - ▶ Equipment transport
 - ▶ Towing ability
 - ▶ Decrease in budget cost
- ▶ Replace 2016 Ford PIU SUV
- ▶ Reduce future capital needs through transition plan
 - ▶ Four administrative/operations vehicles in fleet
 - ▶ After five years as primary use become utility trucks to tow trailers



2021 Capital Projects Station #1 - \$20,000

- ▶ Seal coating of parking lot = \$10,000
- ▶ Facility maintenance = \$10,000
 - ▶ Roof patching
 - ▶ Maintenance to roof top heating units



2021 Capital Projects Station #2 - \$50,000

- ▶ Replacement of windows
 - ▶ 25 year old windows
 - ▶ Inner seals have failed
 - ▶ Leaks during rain, frost, thawing
 - ▶ Energy efficiency loss with heating and cooling
 - ▶ Risk of complete failure if not completed



2021 Capital Projects Station #3 - \$305,000

- ▶ Completion of Station updates for operations and maintenance
 - ▶ South wing remodel = \$165,000
 - ▶ Includes three offices, role call meeting table, dorm, bathroom, storage
 - ▶ Garage doors and openers = \$40,000
 - ▶ Greater than 25 years old, failures, unable to get parts
 - ▶ Windows = \$40,000
 - ▶ Greater than 30 years old, rotting out broken, leaking
 - ▶ Exterior patching, maintenance, and painting = \$30,000
 - ▶ Misc interior repairs and maintenance to bay and north wing = \$15,000
 - ▶ Contingency = \$15,000
 - ▶ Asbestos removal if needed
 - ▶ Mold or rotted material removal
 - ▶ Furniture for south wing



Station #3 Photos



2021 Capital Projects Station #5 - \$45,000

- ▶ Replacement of Garage Doors and Openers
 - ▶ Greater than 25 years old
 - ▶ Unable to obtain parts
 - ▶ Energy efficiency
 - ▶ Reliability and dependability
- ▶ Station Tour



2021 Capital Projects Station #6 - \$45,000

- ▶ Replacement of Furnaces and HVAC Equipment
 - ▶ Ongoing problems with failures and obtaining parts
 - ▶ Balancing and efficiency of current heating and cooling of facility
 - ▶ Original equipment from time of construction
- ▶ Dorm Remodel
 - ▶ Turn two large dorms with bunk beds into three independent dorms



2021 Capital Projects Information/Technology - \$40,000

- ▶ Network servers at Station #2
 - ▶ Backup system for the District
 - ▶ Equipment is 10 years old (service life is 5 years)
 - ▶ Dependability of system for operations
- ▶ Server switches and equipment
 - ▶ Replacement of interconnectivity network switches at Stations #4 and #3
 - ▶ Equipment is 5 - 7 years old (service life is 5 years)



2021 Capital Projects Maintenance Equipment - \$60,000

- ▶ Hydraulic lift stations for mechanic use
 - ▶ Usage
 - ▶ Ability to lift apparatus for inspection, maintenance, and repairs
 - ▶ In house maintenance of apparatus
 - ▶ Reduced down time for maintenance and repairs (faster turnaround time)
 - ▶ Reduced cost of maintenance (inhouse repairs)



Five Year CIP Financials

- ▶ 0.75% increase to tax levy annually (inflation)
- ▶ Utilize available fund balance to maintain balance tax levy (peaks and valleys)
- ▶ Funding formula revision
 - ▶ Completed every three years per agreement
 - ▶ Recalculate municipal percentage based on call volume, population, improvement and land values based on 2017, 2018, 2019 values
 - ▶ Phase in new percentage over three years
- ▶ Call volume and growth are biggest reasons for changes in percentage due
- ▶ Reduced capital costs from original proposal in 2016
- ▶ Controlled peaks and valleys of capital budget
- ▶ Competitive pricing and purchasing



Questions



Western Lake Fire District Capital Requests 2021-2025

Equipment #	Description	2021	2022	2023	2024	2025	Funding Sources				Change from last year's report
							Owners Levy	Contract Revenue	Fund Balance	Other	
3651	Ambulance (2014) F550				\$ 352,000		77%	23%			
3652	Ambulance (2012) F450		\$ 340,500				77%	23%			
3653	Ambulance (2016) F550										
3654	Ambulance (2018) F550										
3655	Ambulance (2007) E450	\$ 312,500			\$ 352,000		77%	23%	\$ 12,500		Price increased \$2,500 due to inflation
3656	Ambulance (2013) F550						77%	23%	\$ 32,953		
3657	Ambulance (2018) F550										
3658	Ambulance (2018) F550	\$ 312,500			\$ 352,000		77%	23%	\$ 2,618		Price increased \$2,500 due to inflation
3659	Ambulance (2004) International					\$ 890,000	77%	23%			Moved to 2025 based use of vehicle and consolidations
3660	Ambulance (2007) E350										
3661	Fire Engine #61 (2005)										
3662	Fire Engine #62 (2018)		\$ 1,500,000				77%	23%	\$ 197,806		
3663	Fire Engine #63 (2020)										
3665	Fire Engine #65 (2013)										
3666	Fire Engine #66 (2015)			\$ 75,000			77%	23%			NEW, with moving Eng. 61 and refurbing reserve apparatus
3672	Reserve Engine (refurb engine at replacement as rsrv.)										
3673	Ladder Truck #72 (2008)										
3677	Ladder Truck #73 (1997)		\$ 1,500,000				77%	23%	\$ 197,806		
3681	High Pressure Brush Truck (2019)										
3682	High Pressure Brush Truck (2020)										
3683	High Pressure Brush Truck (2012)			\$ 125,000			77%	23%			Price Increased, new chassis for rapid response system
3684	High Pressure Brush Truck (2020)										
3678	High Pressure Brush Truck (2012)	\$ 115,000					77%	23%			
3692	Water Tender #92 (2016)										
3693	Water Tender #93 (2016)										
3695	Water Tender #95 (1999)										
3996	Water Tender #96 (2005)										
3676	Heavy Rescue Squad/Special Services #76 (2003)		\$ 943,500				77%	23%			Replace Dive Truck and Squad with single vehicle, two vehicles into one
3677	Dive Rescue Squad #77 (2020)										
Command 10	District Command/Utility Vehicle										
Car 1	Chief's Response Vehicle-Command Car 1	\$ 55,000	\$ 60,000				77%	23%			
Car 2	Assistant Chief Response Vehicle-Command Car 2			\$ 55,000			77%	23%			
Car 3	Administrative Support Vehicle				\$ 56,000		77%	23%			
Car 4	Inspections/Support										
Meds 85, 86, & 87	Paramedic Response Vehicles (removed due to HPRR)										
ATV2	Fire-Wildland Firefighting & EMS Response										
ATV5	Fire-Wildland Firefighting & EMS Response										
ATV6	Fire-Wildland Firefighting & EMS Response										
Rehab	Rehab Unit (repurposed squad at time of replacement)										
Boat 1 & Zodiac	Rescue Boat and Zodiac				\$ 100,000		77%	23%			Moved \$80 from 2021 to 2020 based on immediate need for new roof New, age and dependability of current garage doors New, age and dependability of HVAC system and additional dorms
Boat 5	Rescue Boat					\$ 100,000	77%	23%			Price reduced \$40k based on revised IT program
Station 1	Palbst Farms Station	\$ 20,000					77%	23%			
Station 2	Dousman Station	\$ 50,000					77%	23%			
Station 3	Oconomowoc Station	\$ 305,000					77%	23%			
Station 5	Okauchee Station	\$ 45,000		\$ 100,000			77%	23%			
Station 6	Stone Bank Station	\$ 45,000					77%	23%			
IT Items	Personal Protective Equipment	\$ 40,000	\$ 55,412	\$ 23,788			77%	23%			Price increased \$35k for hydraulic vehicle lifts
Turnout Gear	Fleet/Facility Maintenance Equipment	\$ 60,000					77%	23%			
Maintenance						\$ 120,000	77%	23%			
LUCAS CPR/Vent						\$ 50,000	77%	23%			
Extraction											
2020 Capital Proposal		\$ 1,360,000	\$ 1,555,412	\$ 1,367,788	\$ 1,411,000	\$ 1,391,000					
2017 Merger Projection		\$ 965,000	\$ 1,575,000	\$ -	\$ -	\$ -					
2020 Year Total		\$ 1,355,000	\$ 1,565,000	\$ 1,385,000	\$ 1,309,000	\$ -					
2020 Increase over 2020:		\$ 5,000	\$ (9,568)	\$ (17,212)	\$ 102,000	\$ 1,391,000					
Fund Balance Use		\$ 12,500	\$ 197,806	\$ -	\$ 32,953	\$ 2,618					

	2020	2021	2022	2023	2024	2025
3651					\$ 352,000	
3652				\$ 340,500		
3653						
3654						
3655	\$ -	\$ 312,500				
3656					\$ 352,000	
3657						
3658						
3659		\$ 312,500				
3650					\$ 352,000	
3661						\$ 890,000
3662						
3663	\$ 775,000					
3665						
3666						
Refurbish					\$ 75,000	
3672						
3673			\$ 1,500,000			
3681						
3682	\$ 65,000					
3683					\$ 125,000	
3684	\$ 110,000					
3678		\$ 115,000				
3692						
3695						
3696						
3676				\$ 943,500		
3677						
Command 10				\$ 60,000		
Car 1	\$ -	\$ 55,000				
Car 2					\$ 55,000	
Car 3	\$ 57,500					\$ 56,000
Car 4						
ATV 2						
ATV 5						
ATV 6						
Rehab	\$ 40,000					
Boat 1	\$ 85,000					
Boat 5						
Facilities	\$ 90,000	\$ 465,000	\$ -	\$ -	\$ 100,000	\$ 225,000
Equipment	\$ 125,000	\$ 100,000	\$ 55,412	\$ 23,788	\$ -	\$ 220,000
TOTAL	\$ 1,347,500	\$ 1,360,000	\$ 1,555,412	\$ 1,367,788	\$ 1,411,000	\$ 1,391,000
Fund Balance		\$ (12,500)	\$ (197,806)	\$ 0	\$ (32,953)	\$ (2,618)

	2020	2021	2022	2023	2024	2025
Sta 1 (Pabst)		\$ 20,000				
Sta 2 (Dous)	\$ 10,000	\$ 50,000	\$ -			
Sta 3(Ocon)	\$ 80,000	\$ 305,000				
Sta 5 (Okauch)		\$ 45,000	\$ -		\$ 100,000	
Sta 6 (Stone Bank)		\$ 45,000				\$ 100,000
Alerting						\$ 125,000
TOTAL Facilities	\$ 90,000	\$ 465,000	\$ -		\$ 100,000	\$ 225,000

IT Items	\$ 40,000	\$ 40,000				\$ 50,000
Turnout Gear			\$ 55,412	\$ 23,788		
Defibrillators	\$ 30,000					
LUCAS/Vent						\$ 120,000
SCBAS						
Extrication Tools	\$ 30,000					
Extrication Other						\$ 50,000
Maintenance Equip	\$ 25,000	\$ 60,000				
Radios						
TOTAL Equipment	\$ 125,000	\$ 100,000	\$ 55,412	\$ 23,788	\$ -	\$ 220,000

WESTERN LAKES FIRE DISTRICT
2021 CAPITAL Funding Formula

Total Call Volume	3,413
Total Population	40,340
Total IV	\$ 4,083,193,093
Total LV	\$ 2,360,459,040

CAPITAL

Debt Service	\$ 1,347,500	\$ 651,651
--------------	--------------	------------

	Call Volume 50%	Population 15%	Improvements 20%	Land 15%	Fixed % Cost	2021 Capital
Dousman	\$ 35,128	\$ 5,656	\$ 4,853	\$ 2,002	\$ 78,155	\$ 125,794
Ottawa	\$ 18,137	\$ 9,465	\$ 10,378	\$ 10,978	\$ 90,956	\$ 139,915
Summit	\$ 54,760	\$ 11,595	\$ 19,988	\$ 16,505	\$ 183,934	\$ 286,781
Oconomowoc	\$ 161,958	\$ 41,147	\$ 50,277	\$ 26,735	\$ 195,388	\$ 475,505
Town Oconomowoc	\$ 43,083	\$ 20,992	\$ 31,111	\$ 27,132	\$ 74,786	\$ 197,105
Lac La Belle	\$ 1,782	\$ 712	\$ 1,677	\$ 2,768	\$ 9,972	\$ 16,910
Merton	\$ 10,978	\$ 8,180	\$ 12,047	\$ 11,627	\$ 62,659	\$ 105,490

Total FD Capital Levy

Total FD Capital Levy	\$ 1,347,500
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	2021 Capital Total	2020 Total Capital	Incr/(Decr)	Percent Incr/-Decr	Percent Share
Dousman	\$ 125,794	\$ 128,734	\$ (2,940)	-2.3%	9.34%
Ottawa	\$ 139,915	\$ 145,603	\$ (5,688)	-3.9%	10.38%
Summit	\$ 286,781	\$ 297,465	\$ (10,684)	-3.6%	21.28%
Oconomowoc	\$ 475,505	\$ 458,356	\$ 17,149	3.7%	35.29%
Town Oconomowoc	\$ 197,105	\$ 191,863	\$ 5,242	2.7%	14.63%
Lac La Belle	\$ 16,910	\$ 16,431	\$ 479	2.9%	1.25%
Merton	\$ 105,490	\$ 103,571	\$ 1,919	1.9%	7.83%

1. Total Call Volume, Population, and EVI are based on a three-year rolling average
3. Mid-Range Cost Per Capita from Wisconsin Taxpayers Alliance MunicipalFacts14 (Net Fire-Ambulance Per Capita)

Call Volume

	2017	2018	2019	Average
Dousman	330	383	391	368
Ottawa	192	160	218	190
Summit	552	511	658	574
Ocon	1,568	1,755	1,767	1,697
Town Ocon	411	447	496	451
La Belle	16	19	21	19
Merton	112	115	118	115

¹ 2016 call volume data is estimated

² Call volume data from FIREHOUSE RMDB and WCC CAD

Population

	2017	2018	2019	Average
Dousman	2,320	2,336	2,347	2,334
Ottawa	3,895	3,917	3,907	3,906
Summit	4,757	4,754	4,844	4,785
Ocon	16,842	16,889	17,212	16,981
Town Ocon	8,602	8,679	8,709	8,663
La Belle	288	295	299	294
Merton	3,353	3,380	3,394	3,376

¹ <http://www.doa.state.wi.us/divisions/intergovernmental-relations/demographic-services-center/estimates>

Improvements Value (IV)

	2017	2018	2019	Average
Dousman	\$ 142,720,400	\$ 149,752,800	\$ 163,621,400	\$ 152,031,533
Ottawa	\$ 308,789,200	\$ 320,127,100	\$ 346,479,100	\$ 325,131,800
Summit	\$ 601,264,600	\$ 613,186,400	\$ 664,171,000	\$ 626,207,333
Ocon	\$ 1,446,286,100	\$ 1,569,841,400	\$ 1,709,351,100	\$ 1,575,159,533
Town Ocon	\$ 902,635,100	\$ 969,556,900	\$ 1,051,917,300	\$ 974,703,100
La Belle	\$ 49,675,500	\$ 52,565,000	\$ 55,360,400	\$ 52,533,633
Merton	\$ 356,150,840	\$ 378,142,160	\$ 397,985,480	\$ 377,426,160

<https://www.revenue.wi.gov/egu/2015/egsoc.pdf>

Western Lakes Fire District
2021 Capital Budget - Recalculate Supporting Data

Land Value (LV)

	2016	2017	2018	Average
Dousman	\$ 45,487,900	\$ 47,539,300	\$ 51,977,700	\$ 48,334,967
Ottawa	\$ 255,834,900	\$ 260,960,900	\$ 278,530,500	\$ 265,108,767
Summit	\$ 382,550,000	\$ 390,463,600	\$ 422,693,200	\$ 398,568,933
C-Ocon	\$ 608,407,800	\$ 639,717,800	\$ 688,728,500	\$ 645,618,033
Town Ocon	\$ 640,133,300	\$ 640,089,700	\$ 685,401,600	\$ 655,208,200
La Belle	\$ 64,152,600	\$ 66,782,900	\$ 69,573,200	\$ 66,836,233
Merton	\$ 269,304,440	\$ 280,900,840	\$ 292,146,440	\$ 280,783,907

	2020 Current	3 Year % Phase			Recalculated
		2021	2022	2023	Percentage
Dousman	9.59%	9.51%	9.42%	9.34%	9.34%
Ottawa	10.85%	10.69%	10.54%	10.38%	10.38%
Summit	22.16%	21.87%	21.58%	21.28%	21.28%
City Oconomowoc	34.14%	34.52%	34.90%	35.29%	35.29%
Town Oconomowoc	14.29%	14.40%	14.52%	14.63%	14.63%
Lac La Belle	1.22%	1.23%	1.24%	1.25%	1.25%
Merton	7.75%	7.78%	7.80%	7.83%	7.83%
	100.00%	100.00%	100.00%	100.00%	100.00%
	2020 Capital	2021 Total Capital	Total	Percent	Total
	Total	\$ 1,347,500	Inc/(Decr)	Inc/(Decr)	Percentage
Dousman	\$ 128,734	\$ 128,147	\$ (587)	-0.46%	9.51%
Ottawa	\$ 145,603	\$ 144,048	\$ (1,555)	-1.07%	10.69%
Summit	\$ 297,465	\$ 294,698	\$ (2,767)	-0.93%	21.87%
City Oconomowoc	\$ 458,356	\$ 465,157	\$ 6,801	1.48%	34.52%
Town Oconomowoc	\$ 191,863	\$ 194,040	\$ 2,177	1.13%	14.40%
Lac La Belle	\$ 16,431	\$ 16,574	\$ 143	0.87%	1.23%
Merton	\$ 103,571	\$ 104,836	\$ 1,264	1.22%	7.78%
	\$ 1,342,023	\$ 1,347,500	\$ 5,477	0.41%	100.00%
	2021 Capital	2022 Total Capital	Total	Percent	Total
	Total	\$ 1,357,606	Inc/(Decr)	Inc/(Decr)	Percentage
Dousman	\$ 128,147	\$ 127,886	\$ (261)	-0.20%	9.42%
Ottawa	\$ 144,048	\$ 143,092	\$ (956)	-0.66%	10.54%
Summit	\$ 294,698	\$ 292,971	\$ (1,727)	-0.59%	21.58%
City Oconomowoc	\$ 465,157	\$ 473,804	\$ 8,647	1.86%	34.90%
Town Oconomowoc	\$ 194,040	\$ 197,124	\$ 3,084	1.59%	14.52%
Lac La Belle	\$ 16,574	\$ 16,834	\$ 260	1.57%	1.24%
Merton	\$ 104,836	\$ 105,893	\$ 1,058	1.01%	7.80%
	\$ 1,347,500	\$ 1,357,606	\$ 10,106	0.75%	100.00%
	2022 Capital	2023 Total Capital	Total	Percent	Total
	Total	\$ 1,367,788	Inc/(Decr)	Inc/(Decr)	Percentage
Dousman	\$ 127,886	\$ 127,751	\$ (135)	-0.11%	9.34%
Ottawa	\$ 143,092	\$ 141,976	\$ (1,115)	-0.78%	10.38%
Summit	\$ 292,971	\$ 291,065	\$ (1,906)	-0.65%	21.28%
City Oconomowoc	\$ 473,804	\$ 482,692	\$ 8,888	1.88%	35.29%
Town Oconomowoc	\$ 197,124	\$ 200,107	\$ 2,983	1.51%	14.63%
Lac La Belle	\$ 16,834	\$ 17,097	\$ 263	1.56%	1.25%
Merton	\$ 105,893	\$ 107,098	\$ 1,205	1.14%	7.83%
	\$ 1,357,606	\$ 1,367,788	\$ 10,182	0.75%	100.00%



Memorandum

TO: MUNICIPAL ELECTED OFFICIALS
FROM: BRADLEY R. BOWEN, CHIEF
SUBJECT: PAST DFD DEBT PAYMENT (SUMMIT, DOUSMAN, OTTAWA)
DATE: WEDNESDAY, JULY 15, 2020
CC:

Attached is the amortization schedule and funding formula for the past Dousman Fire District Debt that was originally borrowed by the Dousman Fire District prior to the Western Lakes Consolidation. When the consolidation occurred, the agreement was that each municipality would maintain their debt payments until paid off.

The City of Oconomowoc maintained their own debt service which is why this is not an action item for them.

However, the Dousman Fire District was owned by the Village of Summit, Village of Dousman, and the Town of Ottawa and when this loan was originally taken out by the District each municipality adopted a resolution approving this action.

Over the last two years three loans that were under the Dousman Fire District and this is the last loan that the District has. It matures on 1/25/2021 which means this is the last loan payment the District has from before the WLFD consolidation.

The amount due for the Village of Summit, Village of Dousman, and Town of Ottawa is based off of the funding formula that was in place for these municipalities before the funding formula changed to include the other partner municipalities.

As a result of two loans being paid off in 2020 the amount due has decreased substantially as the last payment is made on the last loan. The amount that decreased from 2020 to 2021 is 54.7%.

Please find attached to this memo the amount due for each municipality in 2021 for this loan payment.

Pabst Station: 1400 Oconomowoc Parkway; Oconomowoc, WI 53066 – Fax: 262-569-6430
Dousman Station: 107 S. Main Street; Dousman, WI 53118 - Fax: 262-431-4812
Oconomowoc Station: 212 S. Concord Road; Oconomowoc, WI 53066 – Fax: 262-569-3297
Sullivan Station: 912 Front Street; Sullivan, WI 53178 – Fax: 262-593-8123
Okauchee Station: W349 N5060 Shady Lane; Okauchee, WI 53069 – Fax: 262 567-0503
Stone Bank Station: W335 N7107 Stone Bank Road; Oconomowoc, WI 53066 – Fax: 262.966.2831

AMORTIZATION SCHEDULE

Principal \$216,867.20	Loan Date 01-25-2017	Maturity 01-25-2021	Loan No 288055	Call / Coll 510 / 6105	Account 0000115252-01	Officer 15	Initials
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Dousman Fire District
107 S Main St
Dousman, WI 53118-9557

Lender: Ixonia Bank
Watertown East
109 Oakridge Ct.
Watertown, WI 53094
(920) 262-6959

Disbursement Date: January 25, 2017
Interest Rate: 3.750

Repayment Schedule: Principal+Interest
Calculation Method: 365/360 U.S. Rule

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
1	01-25-2018	8,245.47	8,245.47	0.00	216,867.20
2	01-25-2018	54,216.80	0.00	54,216.80	162,650.40
2018 TOTALS:		62,462.27	8,245.47	54,216.80	
3	01-25-2019	6,184.10	6,184.10	0.00	162,650.40
4	01-25-2019	54,216.80	0.00	54,216.80	108,433.60
2019 TOTALS:		60,400.90	6,184.10	54,216.80	
5	01-25-2020	4,122.74	4,122.74	0.00	108,433.60
6	01-25-2020	54,216.80	0.00	54,216.80	54,216.80
2020 TOTALS:		58,339.54	4,122.74	54,216.80	
7	01-25-2021	56,283.82	2,067.02	54,216.80	0.00
TOTALS:		237,486.53	20,619.33	216,867.20	

NOTICE: This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

DOUSMAN FIRE DISTRICT

2021 OLD DFD DEBT SERVICE - Summit, Dousman, Ottawa

Total Call Volume	956
Total Population	10,931
Total EVI	\$ 979,701,833

Debt Service

Debt Service	\$ 56,284
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	Call Volume 50%	Population 15%	EVI 35%	2021 Debt Service
Dousman	\$ 8,478	\$ 1,797	\$ 2,676	\$ 12,951
Ottawa	\$ 5,397	\$ 2,999	\$ 5,618	\$ 14,014
Summit	\$ 14,267	\$ 3,647	\$ 11,405	\$ 29,319

Total FD Levy

Total FD Levy	\$ 56,284
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	2021 Total	2020 Total	Incr/(Decr)	Percent Incr/-Decr	Percent Share	Cost Per Capita
Dousman	\$ 12,951	\$ 28,571	\$ (15,620)	-54.7%	23.01%	\$6
Ottawa	\$ 14,014	\$ 30,916	\$ (16,902)	-54.7%	24.90%	\$4
Summit	\$ 29,319	\$ 64,680	\$ (35,361)	-54.7%	52.09%	\$6