JOINT
SPECIAL COMMON COUNCIL & WESTERN LAKES FIRE DISTRICT MEETING

Tuesday, September 8, 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. Approval of Minutes from Fire Board meeting – July 22, 2020
5. Presentation - Life Savings Awards
6. Presentation – District Operations
7. Discussion/Action – 2021 Operational Budget
8. Discussion/Action – 2021 Capital Budget
9. Presentation and Discussion – Emergency Management
10. Presentation and Discussion – Fire Code Ordinance
11. Set date for Spring 2021 Joint Owners Meeting (Wednesday, May 5th at 6:30 PM)
12. Adjournment

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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
***REVISED* - 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 Tuesday September 8th, 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. July 22, 2020 Joint Owners Meeting
5. Presentation – Life Saving Awards
6. Presentation – District Operations
7. Discussion/Action – 2021 Operational Budget
8. Discussion/Action – 2021 Capital Budget
9. Presentation and Discussion – Emergency Management
10. *Presentation* and Discussion – Fire Code Ordinance
11. Set date for Spring 2021 Joint Owners Meeting – Wednesday, May 5th, at 6:30pm
12. Adjournment

It is possible that members of and possibly a quorum of members of other governmental bodies may attend 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
July 22, 2020

Call to Order

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

Proof of Notice

- Mike Krug announced that the district notice was posted July 18th to the district web site, newspapers and at stations 1 and 2.

Pledge of Allegiance

- Alderman Charles Schellpeper led the group in the Pledge of Allegiance.

Approval of Minutes

- A motion was made by Dousman and seconded by Summit to approve the minutes of the June 3, 2020 meeting. Motion carried.

Discussion / Action – Line of Credit Resolutions

- Chief Bowen had distributed a copy of resolutions for each municipality to sign. The resolutions are for a two-year $200,000 line of credit.
- A motion was made by Oconomowoc and seconded by Summit to approve a two-year $200,000 line of credit. Motion carried.
- Each of the municipalities will need to sign their respective resolutions at their next meeting.

Discussion / Action – 2020 Capital Project Amendment (Rehab Unit)

- The current 2020 Capital Budget had $40,000 to replace the Rehab trailer with a new trailer.
- As part of our consolidation with Okauchee, we acquired a walk-in squad that had been used by their dive team. A detailed inspection of the vehicle was done to see if it could be used as a rehab unit with modification, and remain within the $40,000 budget. By doing so, we would eliminate the need to replace the towing vehicle of a trailer in the future, which had an approximate cost of $40k-$50k.
- Oconomowoc asked about the additional costs of doing maintenance on a motorized vehicle as apposed to getting a trailer. Deputy Chief Igl stated that the routine maintenance would be completed by our maintenance staff.
- Dousman expressed concern over the age of the vehicle, which is a 1995 Freightliner. The unit currently has 7,514 miles and 1,539 engine hours. Chief Bowen stated that this unit does not go out as often as our engines so it would only be going out a few times a month.
- Dousman asked why Okauchee had replaced the unit with a new dive unit. Assistant Chief Lincoln stated that the new unit has better functionality as a dive unit and that he could not get that same functionality with the size of the old dive unit.
- A motion was made by Lou Kowieski and seconded by Kevin Ellis to approve the Capital Project Amendment. Motion Carried.

Discussion – 5-Year Capital Improvement Plan and Funding Formula

- Chief Bowen had distributed a copy of the 5-year plan to the board and municipalities prior to the meeting. Chief Bowen reviewed the changes to the funding formula.

Discussion / Action – 2021 Capital Budget

- Chief Bowen had distributed a copy of the 2021 Capital Budget and the 2021 Capital Funding formula to the board and municipalities prior to the meeting.
- Each of the municipalities met and approved the 2021 Capital Budget.

Discussion / Action – 2021 Long Term Debt Payments

- Chief Bowen stated that our final debt payments for Dousman, Ottawa and Summit will be paid in 2021. The loan matures on January 25, 2021.
- Summit, Ottawa and Dousman each met and approved their final debt payment.

Discussion – District Updates and Operational Budget

- Chief Bowen introduced Doctor Cady, our medical director.
- Oconomowoc asked about our staffing plan to increase the number of full-time staff.

Adjournment

- At 7:40 pm, a motion was made by Dousman and seconded by Oconomowoc to adjourn. Motion carried
- The fall budget meeting will be September 8th at 6:30 pm.

WESTERN LAKES FIRE DISTRICT

2021 Proposed Budget Summary

September 01, 2020

Western Lakes Fire District Board
City of Oconomowoc Common Council
Village of Summit Board
Village of Dousman Board
Town of Ottawa Board

Re: Chief's Proposed 2021 Operational Budget

Dear Honorable Municipal Officials and Members of the Board:

I am pleased to present the Chief's proposed 2021 Budget, which includes revenues, operational expenditures, capital improvements, and debt service for the Western Lakes Fire District. The proposed budget is a balanced document considering the operational needs of the district to maintain the services that the communities have come to expect while continuing to be one of the most fiscally efficient Fire/EMS Departments in the area.

The proposed budget includes an additional $246,980 of tax levy contributions from the joint owners. This is a $6.25 increase per resident for the year. Currently the average per resident cost is $70 for 2020 and will increase to $76.25 per resident in 2021. The State Average for Fire/EMS is $163 per resident annually. The District has been and continues to operate very efficiently with the operating costs on the tax levy being 50% lower than the State average. The District has worked hard to obtain various revenues to control the impact on the tax levy for services, however overall the District's operating budget is significantly lower than comparable agencies and municipalities. Without the funding the District is not able to maintain the services to the residents, which is why the seven-year staffing and budget plan has been developed.

The biggest challenge of the District is staffing. This has been an ongoing problem that has resulted in decreased staffing and increased response times for the District and Fire/EMS agencies throughout the County, State, and Country. Over the last 15 years the number of resident firefighters and EMT's has been steadily decreasing despite continued recruitment attempts. This has been a societal change that has negatively impacted Fire and EMS Services. There have been countless news and magazine articles and news reports discussing the decline in firefighters throughout the region, state, and country. Western Lakes is not exempt from these issues. Many communities have had to increase the number of full-time positions, and increase wages for paid-on-call and part-time positions in order to ensure adequate staff for Fire and EMS incidents. In 2018 the District created a rolling seven-year staffing and budget plan which was presented to the Municipalities. This plan was developed using Fire Protection Standards including the National Fire Protection Association 1901/1902, Wisconsin SPS 330, Insurance Safety Office, MABAS, and Mutual Aid Agreement. These standards are all developed to ensure the safety of a community as well as the responding firefighters. The seven-year staffing and budget plan incrementally addresses these items and brings the District's staffing up to the standards while meeting the growing demand for Fire/EMS services in the municipalities with development.

The District relies heavily on part-time staff and paid-on-call staff. Fire and EMS Departments locally, and throughout the State have been increasing the number of full-time positions in order to ensure an adequate fire/ems response. Municipalities throughout the State have taken to consolidation to help control costs, but the labor costs continue to increase as the transition from paid-on-call/volunteer staffing transitions to part-time and full-time with competitive wages. The reliability and dependability of a paid-on-call response sporandic as it is dependent on individuals being home and available to respond at a moment's notice for an emergency. In addition to relying on staff being available the number of local residents with the time to commit to the training and response has decreased substantially over the last 15 years. With the proposed construction and growth occurring throughout the District maintaining staff is of significant importance. Recruitment for part-time and paid-on-call staff is a high priority of the District, along with competitive wages being critically important to maintaining staff.

- Staffing – The district relies on Paid-on-Call or Paid-on-Premise firefighters and EMT's to cover over 85% of the scheduled ambulance shifts and emergency incidents in the district. The turnover of part-time staff is approximately 25% annually and consistent with the trend nationally. As a result of this the staffing plan annually converts part-time hours and positions into full-time positions. This transition brings increases reliability, consistency, and administrative task completion to the District. The transition is not meant to eliminate positions, but fill the shortages currently occurring with part-time and paid-on-call staffing. Over the last 10 years the districts call volume has increased more than 152%. This had increased the workload and demand on the current staff of the District. The paid-on-call staff are already working full-time jobs, going to school, or have families and give as much as they can. The part-time, full-time and intern staff are also giving everything they can to the District, which is burning individuals out.
- Emergency Medical Services – EMS accounts for 80% of the services and emergency responses handled by the district. The costs of medications and supplies have been increasing at rates up to 100%. At the paramedic level, these services require more hours and have increased complexity which requires experienced personnel. The staffing directly affects the operations of the Emergency Medical Services provided by the district and revenues received. With the large number of healthcare facilities in the district we have also allocated funds to market the services provided by the district to ensure we meet our projected revenues.
- Fire Suppression and Rescue – Currently the District's staffing model is a cross staffed system. This means that the staff at the station are covering both the Fire and EMS response, but are not able to do both. This means that if the staff is on a medical emergency and a fire incident occurs they are not available to respond. This is flipped for a fire incident type. When an incident requires both Fire and EMS multiple stations are required to respond along with paid-on-call from home. With the increasing call volume, the District is required to have adequate staffing for both Fire and EMS at each of the stations. This means increasing the daily staffing at each of the fire stations to five personnel. This will allow an ambulance to be staffed with two employees, and an engine/ladder to be staffed with three employees. The seven-year staffing plan includes adding the eight positions to meet these needs.

As part of the 2018 budget process we have looked at the fiscal struggles that the District faces while also continuing to provide emergency services. Operationally the costs for Fire/EMS continue to increase due to the decreased number of volunteer firefighters and EMT's. According to the Wisconsin Taxpayers Alliance/Wisconsin Policy Forum of the four core services, expenditures for fire and ambulances vary the most. Unfortunately, the pool of volunteer/even paid-on-call firefighters and EMT's, continues to significantly decrease. State-wide the number volunteer/paid-on-call firefighters and EMT's has decreased by 25% over the last 10 years. The District has experienced the same decreases.

The creation of the Western Lakes Fire District has allowed the municipalities to significantly decrease the amount of Fire/EMS Apparatus and Equipment being maintained and replaced annually. As a result of the consolidations that have occurred more than $8 million every 20 years has been avoided in capital expenditures. The District has also established a consistent capital budget plan that flattens the peaks and valleys in capital spending. The daily operational costs, specifically for staffing remain the biggest priority.

As the region continues to grow, and the demand for Fire/EMS continues to increase, the District will be required to expand its force of full-time employees and remain competitive with its part-time/paid-on-call programs and compensation to ensure adequate staffing.

Currently the Western Lakes Fire District is operating at a per capita cost of $70. This is 43% of the average operating budget for Fire/EMS in Wisconsin. The proposed budget increases the average per capita cost to $76.25. Despite this increase the District continues to remain one of the most fiscally conservative Fire/EMS agencies in the region, actively providing full-time 24/7 coverage at the paramedic level. The District is operating at less than 50% of the State-Wide Average.

The development of the proposed budget was a rigorous, yet inclusive process. The Chief Officers and I evaluated the year to date expenses and revenues along with looking historically at the past three years revenues and expenses. Each line item of the budget was reviewed and analyzed in an effort to assure ourselves, and thereby the Board, that requests are justified and reflect meaningful efforts to accomplish the critical goals for the district to maintain the services our residents have come to expect. Many of these costs have been renegotiated to decrease spending, and when possible, the expense has been eliminated to allow funds to go towards sustainable staffing.

Thank you for your continued support of the Western Lakes Fire District and the men and women who are dedicated to providing high quality Fire and Emergency Medical Services to your community.

Respectfully submitted,

Bradley R Bowen

Bradley R. Bowen, Chief

Memorandum

TO: MUNICIPAL ELECTED OFFICIALS
FROM: BRADLEY R. BOWEN, CHIEF
SUBJECT: DRAFT 2021 OPERTIONAL BUDGET
DATE: THURSDAY, SEPTEMBER 3, 2020
CC: FIRE BOARD

DRAFT 2021 OPERATING BUDGET

Municipal Elected Officials,

On behalf of the Fire District please find attached to this memorandum the draft 2021 operating budget for the District. The administrative team and myself have been working on this budget for the last several months, before bringing it to the Fire Board in July. The Fire Board met to discuss the budget on three separate occasions and we jointly adjusted the proposed budget based on the needs of the communities, District to provide services, and the tax levy.

Below is a summary of what is included in the draft 2021 budget. These items have been discussed as part of the District's 7-year staffing plan and continues to address the top three deficiencies in the District and priorities to address these items. These items have been discussed jointly by District Administration, the Fire Board, and the Municipalities and have been identified to maintain essential Fire/EMS Services. The District continues to struggle to maintain minimal staffing due to the ongoing shortage of part-time employees, and loss of part-time employees due to full-time employment, pursing further education, or family/life changes in the lives of the employees.

The Fire Board has approved the attached version of the budget after evaluating four different scenarios and making cuts where possible in the budget. This option allows the District to address the three staffing priorities to maintain services, and begin shifting the wages from part-time positions into full-time positions. The District currently has 40 open part-time positions on the schedule which is causing other employees to work additional hours to fill these vacancies. Shifting part-time openings into full-time positions will provide more consistency, fill the vacancies, and also provide a depth of knowledge and experience to the staff. The administrative team is spending a significant amount of time ensuring there is adequate staffing when they should be tending to other operational and administrative functions as well.

This option increases the levy $246,980 for 2021 which is a $6.25 increase per resident for the year. The average per resident cost will be $76.25 for 2021 compared to $70 per resident in 2020. The State Average for Fire/EMS is $163 per resident. Currently the District is operating more than 50% lower than the State Average which is a contributing factor to the staffing problems. The District for the last several years has worked extremely hard and efficiently to control expenses and collect available revenues.

In order to address the critical staffing needs of the District the hiring of some positions is delayed by a few months in this option, which reduces the impact on the 2021 levy, but prolongs some of the expense into the 2022 levy.

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

The top priorities in order to maintain services and meet state and federal standards are below.

1) Fire Response Capabilities

2) Part-time Employee Shortage, Employee Turnover, Workload of limited Full-time Employees

3) Sustainable Staffing – transitioning to full-time staff gradually due to dependability, reliability, consistency, and retention of full-time employees. Full-time employees are some of the most diverse employees with regards to their capabilities, experience, and functional abilities to the District.

These items were discussed in depth during the Budget Workshop held on August 12th. The Fire Board requested staff and the board treasurer to go back and evaluate the revenues for the District that are projected for 2021 to ensure the most accurate numbers are included and reduce the original projected tax levy increase.

After meeting with the District's EMS Billing Vendor, Chief Bowen and Treasurer Lorenz created a series of graphs to evaluate the projected revenues. Based on this information the EMS Revenues we increased in the final draft budget.

REVENUES

- Levy Contributions are $2,106,852 based on the 7-year staffing plan and operational needs of the District.

- Ambulance Revenues have been increased $253,200 or 12.83%. This is representative of the past years actual revenues received, and have been updated after reviewing the details since the budget workshop.

EXPENDITURES

- FD Compensation

    - Reduced part-time administrative wages from 72 hours/week down to 40 hours/week due to a full-time position noted below. One of the three administrative positions is retiring at the end of 2020, and the need for additional administrative assistance and human resources has grown.

    - Reduced as wages from part-time are shifted over to full-time positions. The wages have been reduced based on the full-time positions highlighted below.

    - One part-time position was added to begin addressing the Fire Response abilities of the District. Currently none of the District's stations are staffed adequately to provide both an EMS and Fire response. This was discussed during as part of our past budget meetings.

- Full-time Wages & Benefits

    - The additional full-time positions are a conversion of part-time hours and wages into full-time wages, with the addition of the employee benefits. These are and have been included as part of the District's 7-year staffing plan for the past two years.

- It takes approximately 10 part-time positions to fill the schedule 24 hours a day. On average the District is short 25-45 part-time positions and this continues to be a growing problem not only for the District, but Fire/EMS services throughout the County, State, and Country.
    - Administrative staff spend approximately 10 hours working through the hiring and orientation process for each new employee.
    - The new employee orientation process is approximately 24 hours. During this process a new employee is trained on District policies, procedures, equipment, and operations.
    - Once the employee has gone through the hiring and orientation process they also complete approximately 48 hours of ongoing training before being released onto the schedule as a fully functional employee.

- Spreading the hire dates of these positions allows the District to phase in the positions, complete necessary training, and recruit high quality individuals to fill these positions.

    - Add Full-time Human Resources Manager Position to the District

        - Position would fill vacancy of Mike Krug as a result of retirement, and address a significant HR gap within the District. This position is included in the 7-year staffing plan, but was moved up due to Mike Krug announcing his retirement at the end of the year.

        - The position will handle hiring, payroll, background checks, etc. The position will work closely with the Chief, Assistant Chief, and Deputy Chief of Personnel. The position would provide an additional 8 hours of administrative support per week, which will allow chief officers to focus on other operational needs of the District that they do not have the time to handle.

    - Add Three Full-time Firefighter/Paramedic/MPO/Inspectors on January 1st

    - Add Three Full-time Firefighter/Paramedic/MPO/Inspectors on May 1st

    - Add Three Full-time Firefighter/Paramedic/MPO/Inspectors on August 1st

        - Converting three of the scheduled shifts each day from part-time to full-time will assist with the shortage of part-time staff and the number of vacancies. However, this doesn't completely address the current situation all at once, which is why the staffing plan is laid out and presented as a rolling 7-year plan.

        - It takes 10 part-time employees to fill the same number of hours as three full-time employees. With the additional of the 9 positions above this will in theory address 30 of the vacancies on the part-time schedule.

            - However, if current part-time employees are hired full-time that number will not be as high.

            - Based on our predictions the District anticipates that the positions will help with about 15 of the current vacancies which is still substantial.

WESTERN LAKES FIRE DISTRICT

2021 DRAFT A-/B+

Amounts Due to District

Owner Municipalities

2021	Operating	Capital	DFD Past Debt				
Total FD Levy	$ 2,106,852	$ 1,032,050	$ 56,284	$ 4,559,803	$ 4,333,072	$ 226,731	5.23%

	2021 Operating Total	2021 Capital Total	2021 DFD Past Debt	Total 2021 Due	2020		Percent Incr/-Decr
Dousman	$ 201,836	$ 128,147	$ 12,951	$ 342,934	$ 337,162	$ 5,772	1.71%
Ottawa	$ 241,024	$ 144,048	$ 14,014	$ 399,086	$ 395,496	$ 3,590	0.91%
Summit	$ 481,205	$ 294,698	$ 29,319	$ 805,222	$ 796,994	$ 8,228	1.03%
Oconomowoc	$ 1,182,787	$ 465,157	$ -	$ 1,647,944	$ 1,484,546	$ 163,398	11.01%
Contract Municipalities							
	$ 1,049,167	$ 315,450					
Town Oconomowoc	$ 633,406	$ 194,040	$ -	$ 827,446	$ 800,443	$ 27,003	3.37%
Village Lac La Belle	$ 59,387	$ 16,574	$ -	$ 75,961	$ 73,654	$ 2,307	3.13%
Merton	$ 214,590	$ 104,836	$ -	$ 319,426	$ 307,865	$ 11,561	3.76%
Sullivan EMS	$ 127,930	$ -	$ -	$ 127,930	$ 124,084	$ 3,846	3.10%
Ashippun EMS	$ 13,854	$ -	$ -	$ 13,854	$ 12,828	$ 1,026	8.00%

	2021 Comparison *estimate*			2020 Comparison *estimate*			2019 Comparison		
	Ops Levy	Population	Cost Per Capita	Ops Levy	Population	Cost Per Capita	Ops Levy	Population	Cost Per Capita
Dousman	$ 201,499	2363	$ 85	$ 179,857	2355	$ 76	$ 174,623	2347	$ 74
Ottawa	$ 230,674	3927	$ 59	$ 218,977	3917	$ 56	$ 212,605	3907	$ 54
Summit	$ 465,183	4941	$ 94	$ 434,849	4892	$ 89	$ 422,197	4844	$ 87
Oconomowoc	$ 1,182,787	17558	$ 67	$ 1,026,190	17384	$ 59	$ 996,331	17212	$ 58
T-Oconomowoc	$ 633,406	8774	$ 72	$ 609,044	8774	$ 69	$ 171,141	2613	$ 66
Lac LaBelle	$ 59,387	300	$ 198	$ 56,819	300	$ 190	$ 58,044	299	$ 194
T-Merton	$ 214,590	3488	$ 62	$ 204,294	3402	$ 60	$ 202,000	3394	$ 60
Sullivan EMS	$ 127,930			$ 124,084			$ 121,057		
Ashippun EMS	$ 13,854			$ 12,828			$ 10,000		

	2018 Comparison			2017 Comparison		
	Ops Levy	Population	Cost Per Capita	Ops Levy	Population	Cost Per Capita
Dousman	$ 201,499	2336	$ 86	$ 166,403	2320	$ 72
Ottawa	$ 230,674	3917	$ 59	$ 202,596	3895	$ 52
Summit	$ 465,183	4754	$ 98	$ 402,321	4757	$ 85
Oconomowoc	$ 1,241,497	16889	$ 74	$ 949,427	16842	$ 56
T-Oconomowoc		2603.7			2580.6	
Lac LaBelle		295			288	
T-Merton		3380			3353	
Sullivan EMS						
Ashippun EMS						

WESTERN LAKES FIRE DISTRICT **DRAFT A-/B+** OPERATIONAL BUDGET AMOUNTS DUE

		3 Year % Phase			Recalculated
	2020 Current	2021	2022	2023	Percentage
Dousman	9.67%	9.58%	9.50%	9.42%	9.42%
Ottawa	11.77%	11.44%	11.11%	10.78%	10.78%
Summit	23.38%	22.84%	22.29%	21.75%	21.75%
City Oconomowoc	55.18%	56.14%	57.10%	58.05%	58.05%
	100.00%	100.00%	100.00%	100.00%	100.00%
	2020 Operations	2021 Total Operations	Total	Percent	Total
	Total	$ 2,106,852	Inc/(Decr)	Inc/(Decr)	Percentage
Dousman	$ 179,857	$ 201,836	$ 21,979	12.22%	9.58%
Ottawa	$ 218,977	$ 241,024	$ 22,047	10.07%	11.44%
Summit	$ 434,849	$ 481,205	$ 46,356	10.66%	22.84%
City Oconomowoc	$ 1,026,190	$ 1,182,787	$ 156,597	15.26%	56.14%
	$ 1,859,873	$ 2,106,852	$ 246,979	13.28%	100.00%
	2021 Operations	2022 Total Operations	Total	Percent	Total
	Total	$ 2,395,514	Inc/(Decr)	Inc/(Decr)	Percentage
Dousman	$ 201,836	$ 227,574	$ 25,737	12.75%	9.50%
Ottawa	$ 241,024	$ 266,142	$ 25,118	10.42%	11.11%
Summit	$ 481,205	$ 533,960	$ 52,755	10.96%	22.29%
City Oconomowoc	$ 1,182,787	$ 1,367,838	$ 185,052	15.65%	57.10%
	$ 2,106,852	$ 2,395,514	$ 288,662	13.70%	100.00%
	2022 Operations	2023 Total Operations	Total	Percent	Total
	Total	$ 2,563,200	Inc/(Decr)	Inc/(Decr)	Percentage
Dousman	$ 227,574	241,453	13,880	6.10%	9.42%
Ottawa	$ 266,142	276,313	10,171	3.82%	10.78%
Summit	$ 533,960	557,496	23,536	4.41%	21.75%
City Oconomowoc	$ 1,367,838	1,487,938	120,099	8.78%	58.05%
	$ 2,395,514	2,563,200	167,686	7.00%	100.00%

WLFD 2020 to 2021 Budget Comparisons

Revenues	Option A (adds FT positions sooner) 2021			DRAFT 2021 Budget from Fire Board 2021			Approved 2020	
Description	Option A		Diff	Option A		Diff	Budget	
Levy - Operating	$ 2,145,258	$ 285,386	15.34%	$ 2,106,852	$ 246,980	13.28%	$ 1,859,872	Full-Time Staffing, Part-time Wages, Fire Staffing
Inspection Fees	$ 197,500	$ 2,000	1.02%	$ 197,500	$ 2,000	1.02%	$ 195,500	New Construction
Purchase Card Rebate	$ 6,500	$ 1,500	30.00%	$ 6,500	$ 1,500	30.00%	$ 5,000	Based on 2019 actual, and 2020 projection
Fire Insurance Dues	$ 238,005	$ 21,144	9.75%	$ 238,005	$ 21,144	9.75%	$ 216,861	Based on 2019 actual, and 2020 projection
WI Shared Revenue - Medicaid Medical	$ -	$ (24,000)	-100.00%	$ -	$ (24,000)	-100.00%	$ 24,000	None received by Municipalities in 2019
Billed Ambulance Revenues	$ 2,226,050	$ 253,200	12.83%	$ 2,226,050	$ 253,200	12.83%	$ 1,972,850	Based on Nov 19' thru Mar 20' average
Ambulance/Fire Contract Revenue	$ 1,049,911	$ 42,802	4.25%	$ 1,049,911	$ 42,802	4.25%	$ 1,007,109	Contractual increase
Billed Highway Revenue	$ 99,900	$ -	0.00%	$ 99,900	$ -	0.00%	$ 99,900	no change
Interest Income	$ 30,900	$ 5,400	21.18%	$ 30,900	$ 5,400	21.18%	$ 25,500	Based on 2019 actual, and 2020 projection
Sale of Assets	$ 75,000	$ -	0.00%	$ 75,000	$ -	0.00%	$ 75,000	no change
Station Fees	$ 5,000	$ 5,000	#DIV/0!	$ 5,000	$ 5,000	#DIV/0!	$ -	new paid by employees for supplies
K9 Program Fund	$ 2,800	$ 2,800	#DIV/0!	$ 2,800	$ 2,800	#DIV/0!	$ -	new donation annually
Miscellaneous Income	$ 25,000	$ -	0.00%	$ 25,000	$ -	0.00%	$ 25,000	no change
	$ 6,101,824	$ 595,232	10.81%	$ 6,063,418	$ 556,826	10.11%	$ 5,506,592	
Expenditures	2021			2021			2020	
Description	Expenses			Expenses			Approved	Comment
Fire Board Expense	$ 420	$ -	0.00%	$ 420	$ -	0.00%	$ 420	
Professional Fees	$ 57,000	$ (1,390)	-2.38%	$ 57,000	$ (1,390)	-2.38%	$ 58,390	
Insurance	$ 237,441	$ (559)	-0.23%	$ 237,441	$ (559)	-0.23%	$ 238,000	
Collections and Billing	$ 114,000	$ -	0.00%	$ 114,000	$ -	0.00%	$ 114,000	
Utilities	$ 169,880	$ 600	0.35%	$ 169,880	$ 600	0.35%	$ 169,280	
Building & Grounds	$ 67,650	$ 5,000	7.98%	$ 67,650	$ 5,000	7.98%	$ 62,650	
FD Administration	$ 304,060	$ (9,080)	-2.90%	$ 304,060	$ (9,080)	-2.90%	$ 313,140	
FD Operations	$ 179,435	$ (20,345)	-10.18%	$ 179,435	$ (20,345)	-10.18%	$ 199,780	Reduced fleet costs
Ambulance Operation	$ 205,200	$ (900)	-0.44%	$ 205,200	$ (900)	-0.44%	$ 206,100	
FD Compensation	$ 2,266,069	$ (125,039)	-5.23%	$ 2,296,763	$ (94,345)	-3.95%	$ 2,391,108	Transition to FT positions
Full Time Wages & Benefits	$ 2,460,834	$ 751,867	44.00%	$ 2,391,732	$ 682,765	39.95%	$ 1,708,967	Full-time staffing transition and fire staffing
Contingency	$ 20,000	$ -	0.00%	$ 20,000	$ -	0.00%	$ 20,000	
Dispatch Services	$ 16,336	$ (4,920)	-23.15%	$ 16,336	$ (4,920)	-23.15%	$ 21,256	Reduced due to Firstnet savings
Small Capital	$ 3,500	$ -	0.00%	$ 3,500	$ -	0.00%	$ 3,500	
TOTAL	**$ 6,101,825**	**$ 595,234**	10.81%	**$ 6,063,417**	**$ 556,826**	10.11%	**$ 5,506,591**	
Revenues over (under) expenditures	$ (1)			$ 1			$ 1	

WESTERN LAKES FIRE DISTRICT

2021 OPTION A-/B+ Draft District Budget - Worksheet

		Year End 2019 Actual	Year End 2020 Projection	Approved 2020 Budget	DRAFT 2021 BUDGET		Difference	% CHANGE
REVENUES AND OTHER SOURCES								
40100	Levy - Operating	1,805,756	1,859,872	1,859,872	2,106,852	$	246,980	13.28%
40200	EMS Grants	2,040	4,823	0	0	$	-	0.00%
40240	Fire Grants	0	0	0	0	$	-	
40220	DNR Grants	0	0	0	0	$	-	
40250	FEMA Grants	0	22,000	0	0	$	-	
40265	CARES ACT HHS Grant	0	34,372	0	0	$	-	
40600	Inspection Services	131,562	195,500	195,500	197,500	$	2,000	1.02%
40900	Purchase Card Rebate	5,837	6,000	5,000	6,500	$	1,500	30.00%
40300	Fire Insurance Dues	163,822	268,196	216,861	238,005	$	21,144	9.75%
	WI Shared Revenue - Medicaid Medical Transport	0	0	24,000	0	$	(24,000)	
40400	Billed Ambulance Transports	4,018,202	4,250,000	4,675,000	5,275,000	$	600,000	12.83%
	Medicare/Medicaid Adjustments	(1,908,737)	(1,912,500)	(2,103,750)	(2,373,750)	$	(270,000)	
	Estimated Uncollectible Accounts	(394,931)	(544,000)	(598,400)	(675,200)	$	(76,800)	
	Actual Ambulance Revenues	1,758,208	1,793,500	1,972,850	2,226,050	$	253,200	12.83%
40410	Ambulance/Fire Contract Revenue	350,242	1,007,109	1,007,109	1,049,911	$	42,802	4.25%
40470	Highway Billing	158,874	110,000	149,105	149,105	$	-	0.00%
	Estimated Uncollectible Accounts	(47,662)	(38,500)	(49,205)	(49,205)	$	-	
	Actual Highway Revenues	111,212	71,500	99,900	99,900	$	-	0.00%
41200	Insurance Recoveries	0	12,038	0	0	$	-	0.00%
41300	Interest Income	30,916	29,500	25,500	30,900	$	5,400	21.18%
41400	Sale of Assets	56,960	75,000	75,000	75,000	$	-	0.00%
	Station Fees	0	0	0	5,000	$	5,000	0.00%
	K9 Program Fund	0	0	0	2,800	$	2,800	0.00%
41500	Miscellaneous Income	19,501	15,000	25,000	25,000	$	-	0.00%
	TOTAL REVENUES AND OTHER SOURCES	4,392,382	5,394,410	5,506,592	6,063,418	$	556,826	10.11%

WESTERN LAKES FIRE DISTRICT

2021 OPTION A-/B+ Draft District Budget - Worksheet

		Year End 2019 Actual	Year End 2020 Projection	Approved 2020 Budget	DRAFT 2021 BUDGET		Difference	% CHANGE
EXPENDITURES								
Fire Board Expenses								
60039	Penalties and Interest	25	0	0	0	$	-	
60041	Bank Charges	0	100	420	420	$	-	0.00%
60043	Miscellaneous Expenses	0	0	0	0	$	-	
60044	Dues & Subscriptions	0	0	0	0	$	-	
	TOTAL	25	100	420	420	$	-	0.00%
Professional Fees								
60130	Legal Fees	3,865	6,500	7,500	6,500	$	(1,000)	-13.33%
60135	Payroll Processing Fees	10,936	13,390	13,390	13,000	$	(390)	-2.91%
60136	Medical Direction	14,000	16,000	16,000	16,000	$	-	0.00%
60132	Accounting Assistance	20,489	21,500	21,500	21,500	$	-	0.00%
	TOTAL	49,290	57,390	58,390	57,000	$	(1,390)	-2.38%
Insurance								
60200	Insurance	154,163	225,000	238,000	232,441			-2.34%
60201	Insurance Claims	0	15,000	5,000	5,000			0.00%
	TOTAL	154,163	240,000	243,000	237,441			-2.29%

WESTERN LAKES FIRE DISTRICT

2021 OPTION A-/B+ Draft District Budget - Worksheet

		Year End 2019 Actual	Year End 2020 Projection	Approved 2020 Budget	DRAFT 2021 BUDGET		Difference	% CHANGE
Collections and Billing								
60265	Ambulance Billing Service	89,309	106,000	114,000	114,000	$	-	0.00%
	TOTAL	89,309	106,000	114,000	114,000	$	-	0.00%
Utilities								
	(including all phone systems)							
60431	Station 1 Utilities (Pabst)	50,355	52,080	52,080	55,680	$	3,600	6.91%
60432	Station 2 Utilities (Dousman)	27,374	22,500	25,100	24,500	$	(600)	-2.39%
60433	Station 3 Utilities (Oconomowoc)	18,870	19,000	20,700	18,700	$	(2,000)	-9.66%
60434	Station 4 Utilities (Sullivan)	27,811	27,900	27,900	27,900	$	-	0.00%
60435	Station 5 Utilities (Okauchee)	0	25,570	22,500	22,100	$	(400)	-1.78%
60436	Station 6 Utilities (Stone Bank)	0	24,796	21,000	21,000	$	-	0.00%
	TOTAL	124,410	171,846	169,280	169,880	$	600	0.35%
Building and Grounds Maintenance								
60340	Repair and Maintenance	24,404	30,400	30,400	30,400	$	-	0.00%
60350	Supplies and Expenses	11,835	14,000	14,000	14,000	$	-	0.00%
	Station Supplies	0	0	0	5,000			
60360	Snow Removal	7,612	13,750	13,750	13,750	$	-	0.00%
60390	New Equipment	14,979	6,000	4,500	4,500	$	-	0.00%
	TOTAL	58,830	64,150	62,650	67,650	$	5,000	7.98%

WESTERN LAKES FIRE DISTRICT

2021 OPTION A-/B+ Draft District Budget - Worksheet

		Year End 2019 Actual	Year End 2020 Projection	Approved 2020 Budget	DRAFT 2021 BUDGET		Difference	% CHANGE
FD Administration								
60045	Copier Expenses	8,685	8,500	8,100	7,500	$	(600)	-7.41%
61038	Unemployment Compensation	0	2,500	2,100	2,100	$	-	0.00%
61040	Office Supplies and Expenses	6,895	7,800	8,250	7,900	$	(350)	-4.24%
61042	Postage	2,128	3,000	3,000	2,880	$	(120)	-4.00%
61044	Dues and Subscriptions	17,835	18,500	15,715	18,165	$	2,450	15.59%
61050	Education and Training	35,490	50,000	52,800	43,540	$	(9,260)	-17.54%
61052	Conferences and Seminars	4,728	6,500	15,525	14,325	$	(1,200)	-7.73%
61053	Physicals, Recruitment and Member Retention	47,665	60,900	60,900	60,900	$	-	0.00%
61055	Prevention and Education	5,890	6,500	7,000	7,000	$	-	0.00%
61056	Internship Expenses	62,207	85,000	97,500	97,500	$	-	0.00%
61070	Uniforms	13,251	15,950	15,950	15,950	$	-	0.00%
61093	Information Technology	33,547	26,300	26,300	26,300	$	-	0.00%
	TOTAL	238,321	291,450	313,140	304,060	$	(9,080)	-2.90%
FD Operations								
61120	Fuel	23,938	25,000	33,720	27,000	$	(6,720)	-19.93%
61130	Vehicle Repairs and Maintenance	53,574	51,500	55,750	51,500	$	(4,250)	-7.62%
61131	Replacement Equipment	8,481	8,250	8,250	8,500	$	250	3.03%
61132	Pager and Radio Repairs	6,658	4,500	4,400	4,025	$	(375)	-8.52%
61135	Communication Equipment	13,974	4,250	4,250	4,300	$	50	1.18%
61150	Turnout Gear	37,127	39,160	39,160	35,360	$	(3,800)	-9.70%
61152	Hose and Expendables	7,891	11,000	11,000	11,000	$	-	0.00%
61160	Equipment Maintenance	12,418	19,250	19,250	19,250	$	-	0.00%
61170	Supplies and Expenses	17,396	18,500	19,000	18,500	$	(500)	-2.63%

WESTERN LAKES FIRE DISTRICT

2021 OPTION A-/B+ Draft District Budget - Worksheet

		Year End 2019 Actual	Year End 2020 Projection	Approved 2020 Budget	DRAFT 2021 BUDGET		Difference	% CHANGE
	TOTAL	181,457	181,410	194,780	179,435	$	(15,345)	-7.88%
Ambulance Operations								
60266	Paramedic Intercepts	0	0	0	0	$	-	0.00%
62110	Oxygen	7,299	8,800	9,250	9,000	$	(250)	-2.70%
62120	Fuel	41,184	45,000	55,200	46,200	$	(9,000)	-16.30%
62130	Vehicle Repairs and Maintenance	47,875	30,000	30,000	30,000	$	-	0.00%
62160	Equipment Maintenance	7,022	13,450	13,450	14,500	$	1,050	7.81%
62170	Supplies and Expenses	18,199	16,000	16,000	16,000	$	-	0.00%
62185	EMS Disposables	53,309	62,000	62,000	63,500	$	1,500	2.42%
62186	EMS Non-Disposables	6,445	5,000	5,000	7,000	$	2,000	40.00%
62187	EMS Medications	18,570	17,500	15,200	19,000	$	3,800	25.00%
	TOTAL	199,904	197,750	206,100	205,200	$	(900)	-0.44%
FD Compensation								
61002	Clerical Wages	68,356	84,084	84,084	53,040	$	(31,044)	-36.92%
61012	FICA/Medicare	4,413	6,432	6,432	4,058	$	(2,374)	-36.91%
61000	Part-time/Paid-on-Call	1,366,341	1,903,320	1,903,320	1,830,672	$	(72,648)	-3.82%
61003	Internship	72,220	113,244	113,244	113,244	$	-	0.00%
61005	Transfer Wages	26,516	30,600	30,600	36,000	$	5,400	17.65%
61033	Retirement Benefit	99,127	105,867	105,867	121,302	$	15,435	14.58%
61010	FICA/Medicare	111,721	147,561	147,561	138,447	$	(9,114)	-6.18%
	TOTAL	1,748,693	2,391,108	2,391,108	2,296,763	$	(94,345)	-3.95%

WESTERN LAKES FIRE DISTRICT

2021 OPTION A-/B+ Draft District Budget - Worksheet

		Year End 2019 Actual	Year End 2020 Projection	Approved 2020 Budget	DRAFT 2021 BUDGET		Difference	% CHANGE
Full-Time Wages and Benefits								
61030	Wages	768,105	1,158,000	1,163,096	1,662,012	$	498,916	42.90%
61036	Overtime	13,203	19,200	19,200	19,200	$	-	0.00%
	K9 Program	0	0	0	2,800	$	2,800	
61031	Health Insurance	178,075	285,000	307,736	463,499	$	155,763	50.62%
61032	Retirement Benefit	78,701	90,000	127,128	147,322	$	20,194	15.88%
61034	Life Insurance Benefit	1,410	1,750	2,248	2,403	$	155	6.88%
61035	FICA/Medicare	58,413	81,230	89,559	94,496	$	4,937	5.51%
	TOTAL	1,097,907	1,635,180	1,708,967	2,391,732	$	682,765	39.95%
Contingency								
65000	Contingency Fund	19,240	20,000	20,000	20,000	$	-	0.00%
65010	COVID-19	0	30,000	0	0	$	-	
	TOTAL	19,240	50,000	20,000	20,000	$	-	0.00%
Waukesha County & Oconomowoc								
63050	Dispatch/Trunked Radio System	11,416	16,700	21,256	16,336	$	(4,920)	-23.15%
	TOTAL	11,416	16,700	21,256	16,336	$	(4,920)	-23.15%

WESTERN LAKES FIRE DISTRICT

2021 OPTION A-/B+ Draft District Budget - Worksheet

		Year End 2019 Actual	Year End 2020 Projection	Approved 2020 Budget	DRAFT 2021 BUDGET		Difference	% CHANGE
Small Capital Outlays								
61190	New Equipment	7,770	3,500	3,500	3,500	$	-	0.00%
	TOTAL	7,770	3,500	3,500	3,500	$	-	0.00%
	TOTAL EXPENDITURES	3,980,735	5,406,584	5,506,591	6,063,416	$	556,825	10.11%
	REVENUES OVER (UNDER) EXPENDITURES	411,647	(12,174)	(0)	2			

WESTERN LAKES FIRE DISTRICT
SEVEN YEAR STAFFING PLAN

Part Time Wages	6%	6.0%	6.5%	9.0%	6.0%	5.0%	5.0%
	2020	2021	2022	2023	2024	2025	2026
EMT-B	$ 12.96	$ 13.78	$ 14.61	$ 15.78	$ 16.41	$ 17.06	$ 17.57
FF/EMT-B	$ 13.96	$ 14.78	$ 15.67	$ 17.08	$ 18.19	$ 19.10	$ 19.86
AEMT	$ 13.46	$ 14.28	$ 15.14	$ 16.35	$ 17.00	$ 17.68	$ 18.21
FF/AEMT	$ 14.46	$ 15.28	$ 16.20	$ 17.65	$ 18.80	$ 19.84	$ 20.63
Medic	$ 14.96	$ 15.78	$ 16.88	$ 18.24	$ 18.96	$ 19.72	$ 20.32
FF/Medic	$ 15.96	$ 16.78	$ 17.95	$ 19.66	$ 20.94	$ 22.09	$ 23.19
CC Medic	$ 15.45	$ 16.28	$ 17.42	$ 18.81	$ 19.57	$ 20.35	$ 20.96
FF/CC Medic	$ 16.45	$ 17.28	$ 18.49	$ 20.25	$ 21.56	$ 22.75	$ 23.89
District Average	*$ 14.71*	*$ 15.53*	*$ 16.54*	*$ 17.98*	*$ 18.93*	*$ 19.82*	*$ 20.58*
Comparable Average	*$ 17.18*	*$ 17.87*	*$ 18.58*	*$ 19.33*	*$ 20.10*	*$ 20.90*	*$ 21.74*
Payroll Increase		**$ 92,760.00**	**$ 103,730.00**	**$ 123,500.00**	**$ 108,093.00**	**$ 95,483.00**	**$ 80,205.00**
Full-time Positions	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Admin/Human Resources***		$ 50,000.00		$ 25,000.00	$ 25,000.00		
Full-time Benefits x3***		$ 85,000.00					
Full-time Benefits x3*** April		$ 56,666.00	$ 33,334.00				
Full-time Benefits x3*** Aug		$ 35,417.00	$ 54,583.00				
Full-time Benefits x3***			$ 90,000.00				
Full-time Benefits x3***				$ 95,000.00			
Full-time Benefits x3***					$ 98,400.00		
Full-time Benefits x3***						$ 102,750.00	
Full-time Benefits x3***							$ 107,460.00
Full-time Benefits x3***							
Full-time Benefits x3***							
*** =conversion of part-time positions to full-time							
Payroll Increase	**$ -**	**$ 227,083.00**	**$ 177,917.00**	**$ 120,000.00**	**$ 123,400.00**	**$ 102,750.00**	**$ 107,460.00**
Fire Staffing Increases	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Fire Suppression Staffing	*	$ 128,119.00	$ 142,000.00	$ 147,500.00	$ 155,000.00	$ 163,000.00	$ 170,000.00
*** *staffing for fire response*							
Payroll Increase		**$ 128,119.00**	**$ 142,000.00**	**$ 147,500.00**	**$ 155,000.00**	**$ 163,000.00**	**$ 170,000.00**
TOTAL BUDGET INCREASE	**$ -**	**$ 447,962.00**	**$ 423,647.00**	**$ 391,000.00**	**$ 386,493.00**	**$ 361,233.00**	**$ 357,665.00**

Full-time Positions @ WLFD	2020	2021	2022	2024	2024	2024	2026
	Chief	Chief	Chief	Chief	Chief	Chief	Chief
	Asst. Chief	Asst. Chief	Asst. Chief	Asst. Chief	Asst. Chief	Asst. Chief	Asst. Chief
	Dept. Chief x5	Dept. Chief x5	Dept. Chief x5	Dept. Chief x5	Dept. Chief x5	Dept. Chief x5	Dept. Chief x5
	FT Capt x3	FT Capt x3	Capt x3	Capt x3	Capt x3	Capt x6	Capt x6
	FF/Med x3	FF/Med x12	FF/Med x12	FF/Med x12	FF/Med x15	FF/Med x15	FF/Med x18
	Training Officer	Training Officer	Training Officer	Training Officer	Training Officer	Training Officer	Training Officer
		Admin HR/Asst.	Admin HR/Asst.	Admin HR/Asst.	Admin HR/Asst.	Admin HR/Asst.	Admin HR/Asst.
			LT x3	LT x6	LTx6	LT x6	LTx6
10 FT Employees	**14 FT Emp**	**24 FT Emp**	**27 FT Emp**	**30 FT Emp**	**33 FT Emp**	**36 FT Emp**	**39 FT Emp**

Number of Employees Daily	2020	2021	2022	2023	2024	2025	2026
	1 Duty Chief	**1 Duty Chief**	**1 Duty Chief**	**1 Duty Chief**	**1 Duty Chief**	**1 Duty Chief**	**1 Duty Chief**
	2 FT/day	**5 FT/day**	**6 FT/Day**	**7 FT/day**	**8 FT/Day**	**9 FT/day**	**10 FT/day**
	12 PT/day	**10 PT/day**	**10 PT/day**	**10 PT/day**	**10 PT/day**	**10 PT/day**	**10 PT/day**
	5 Intern/day	**5 Intern/day**	**5 Intern/day**	**5 Intern/day**	**5 Intern/day**	**5 Intern/day**	**5 Intern/day**
	19	**21**	**22**	**23**	**24**	**25**	**26**

Call Volume Projections	**6%**	**7%**	**7%**	**7%**	**7%**	**7%**	**7%**
	2020	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
District Call Volume	5,500	5,885	6,297	6,738	7,209	7,714	8,254
Fire District Daily Staffing	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
	0%	5%	5%	5%	4%	4%	4%
Daily Staffing	20	21	22	23	24	25	26
Staffing % equal to call %	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
	6%	7%	7%	7%	7%	7%	7%
Staffing to call increase	20.0	21.4	22.9	24.5	26.2	28.1	30.0

WESTERN LAKES FIRE DISTRICT - FULL-TIME PAY RATES (Appendix B)

Rank	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Firefighter/Paramedic	**$ 55,962**	**$ 58,760**	**$ 61,698**	**$ 64,783**	**$ 68,022**	**$ 71,423**
56 hour work week/hr	$ 18.72	$ 19.65	$ 20.63	$ 21.67	$ 22.75	$ 23.98
	Step 1.5	**Step 2.5**	**Step 3.5**	**Step 4.5**	**Step 5.5**	**Step 6.5**
Firefighter/Paramedic (HALF STEPS)	**$ 57,361**	**$ 60,229**	**$ 63,241**	**$ 66,403**	**$ 69,723**	**$ 71,423**
56 hour work week/hr	$ 19.18	$ 20.14	$ 21.15	$ 22.21	$ 23.32	$ 23.98
	Step 1	**Step 2**	**Step 3**			
Captain - FF/Medic	**$ 74,994**	**$ 76,494**	**$ 78,024**			
56 hour work week/hr	$ 25.18	$ 25.69	$ 26.20			
	Step 1.5	**Step 2.5**	**Step 3.5**			
Captain - FF/Medic (HALF STEPS)	**$ 75,744**	**$ 76,880**	**$ 78,024**			
56 hour work week/hr	$ 25.43	$ 25.82	$ 26.20			
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**
Division Chief Training	**$ 85,826**	**$ 87,886**	**$ 89,995**	**$ 92,155**	**$ 94,367**	**$ 96,631**
Hourly Rate	$ 29.47	$ 30.18	$ 30.90	$ 31.65	$ 32.41	$ 33.18
	Step 1.5	**Step 2.5**	**Step 3.5**	**Step 4.5**	**Step 5.5**	**Step 6.5**
Division Chief Training (HALF STEPS)	**$ 86,856**	**$ 88,940**	**$ 91,075**	**$ 93,261**	**$ 95,499**	**$ 96,631**
Hourly Rate	$ 29.83	$ 30.54	$ 31.28	$ 32.03	$ 32.80	$ 33.18
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**
Deputy Chief	**$ 87,506**	**$ 90,131**	**$ 92,835**	**$ 95,620**	**$ 98,489**	**$ 101,443**
Hourly Rate	$ 30.05	$ 30.95	$ 31.88	$ 32.84	$ 33.82	$ 34.84
	Step 1.5	**Step 2.5**	**Step 3.5**	**Step 4.5**	**Step 5.5**	**Step 6.5**
Deputy Chief (HALF STEPS)	**$ 88,819**	**$ 91,483**	**$ 94,228**	**$ 97,054**	**$ 99,966**	**$ 101,443**
Hourly Rate	$ 30.50	$ 31.42	$ 32.36	$ 33.33	$ 34.33	$ 34.84
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**
Assistant Chief	**$ 107,849**	**$ 110,222**	**$ 112,647**	**$ 115,125**	**$ 117,658**	**$ 120,246**
Hourly Rate	$ 37.04	$ 37.85	$ 38.68	$ 39.53	$ 40.40	$ 41.29
	Step 1.5	**Step 2.5**	**Step 3.5**	**Step 4.5**	**Step 5.5**	**Step 6.5**
Assistant Chief (HALF STEPS)	**$ 109,035**	**$ 111,434**	**$ 113,886**	**$ 116,391**	**$ 118,952**	**$ 120,246**
Hourly Rate	$ 37.44	$ 38.27	$ 39.11	$ 39.97	$ 40.85	$ 41.29
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**
Fire Chief	**$ 115,740**	**$ 118,634**	**$ 121,599**	**$ 124,639**	**$ 127,755**	**$ 130,949**
Hourly Rate	$ 39.75	$ 40.74	$ 41.76	$ 42.80	$ 43.87	$ 44.97
	Step 1.5	**Step 2.5**	**Step 3.5**	**Step 4.5**	**Step 5.5**	**Step 6.5**
Fire Chief (HALF STEPS)	**$ 117,187**	**$ 120,116**	**$ 123,119**	**$ 126,197**	**$ 129,352**	**$ 130,949**
Hourly Rate	$ 40.24	$ 41.25	$ 42.28	$ 43.34	$ 44.42	$ 44.97
COLA/CPI Average	$ 0.020					

Memorandum

TO: MUNICIPAL ELECTED OFFICIALS
FROM: BRADLEY R. BOWEN, CHIEF
SUBJECT: JOINT EMERGENCY MANAGEMENT ORDINANCE AND OPERATIONS
DATE: FRIDAY, SEPTEMBER 4, 2020
CC: FIRE BOARD

The Fire District has been providing Emergency Management to several of the Municipalities that receive services by the District. This includes the Villages of Summit and Dousman, and the Town of Ottawa. This year the Town of Oconomowoc and Village of Lac LaBelle also requested the District oversee the Emergency Management operations and plan. Recently there has also been discussion of the City of Oconomowoc transitioning their Emergency Management to the District.

In the past the initial Municipalities have been operating under a joint plan, that has sections allocated to unique local needs and operations. The District maintains the Emergency Management plan and makes regular updates and submits the new plan to these municipalities. The plan is a joint effort and includes input from Law Enforcement, Public Works, Fire/EMS, Municipal Administration, and Elected Officials.

The District is currently in the process of updating the plan which is why this joint Emergency Management Ordinance is before you. The outlined and draft ordinance below would go to legal counsel to update each participating municipalities local ordinance to reflect these operations.

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

DRAFT ORDINANCE LANGUAGE:

EMERGENCY MANAGEMENT DIRECTOR

(1)

APPOINTMENT: The Director of Emergency Management shall be the Fire Chief of the Western Lakes Fire District.

(2)

CONDITIONS OF EMPLOYMENT. The Emergency Management Director shall receive no additional pay or compensation for this position as it is included in the compensation package as Fire Chief. He/she shall take and file an official oath.

(3)

ASSISTANT AND DEPUTY DIRECTORS. Assistant and Deputy directors may be appointed by the Director, subject to the approval of the Emergency Management Board. Such appointees shall receive no additional compensation for these positions as these duties are part of the responsibilities of their position.

(4)

DUTIES AND AUTHORITY.

(a)

The Director shall be the executive head of the emergency management office and shall have direct responsibility for the office of emergency management, administration and operation of the office of emergency management, subject to the direction and control of the Emergency Management Board. He/she shall coordinate all activities for emergency management within the Municipalities and maintain liaison and cooperate with emergency management/government agencies and organizations of other political subdivisions and of the State and Federal Governments, shall participate in County and State emergency government activities upon request and shall have such additional authority, duties and responsibilities as may be determined by the Emergency Management Board, Town Board, Village Boards, and City Council.

(b)

The Director shall prepare a comprehensive general plan for the emergency management of the Municipalities and present such plan to the Emergency Management Board for its approval before sending to the City Council, Village Boards, and Town Boards for final approval. All emergency government forces of the Municipalities shall perform the duties and functions assigned to them by the approved plan. The plan may be modified from time to time in a like manner.

(c)

The Director shall in cooperation with other municipal departments affected, organize, recruit and train any personnel that may be required on a volunteer basis to carry out the emergency government plans of the Municipalities, County, and State and conduct such test drills as authorized by the State.

EMERGENCY MANAGEMENT BOARD

(1)

ORGANIZATION. The Emergency Management Board shall consist of the City Mayor, Town Chairman, and Village President, of each of the municipalities that receive Emergency Management from the Western Lakes Fire District, Police Chiefs from each of the municipalities served, Western Lakes Fire Chief, and a designee from the Fire Board. The Board shall appoint one of the above representatives to serve as the chairman of the Board. The Emergency Management Director shall assign a representative to serve as secretary of the Board.

The Emergency Management Director may establish working groups to complete operational objectives, planning, and training with approval of the Board.

(2)

DUTIES. The Board shall be an advisory and planning group and shall advise the Town Boards, Village Boards, and City Council on all matters pertaining to emergency management. This information will be sent to the municipal clerk, and shall be reported on annually at the joint fire district meeting or as needed.

The Board shall meet upon the call of the director or chair.

- **CHAPTER 6 - EMERGENCY MANAGEMENT OPERATIONS**

6.01	Emergency Management
6.02	Emergency Management Board
6.03	Emergency Management Director
6.04	Utilization of Existing Services and Facilities
6.05	Declarations of Emergency
6.06	Emergency Regulations

6.07	Mutual Aid Agreements
6.08	Identification Cards
6.09	Continuity of Government
6.14	Prohibited Discharges
6.15	Obstruction of Emergency Management Organization
6.20	Penalty

- **6.01 - EMERGENCY Management.**

(1)

POLICY AND PURPOSE.

(a)

"Emergency Management" is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

Emergency Management seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters.

Emergency Management protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism/unrest, or other man-made disasters.

(b)

By reason of the increasing possibility of disasters of unprecedented size and destructiveness, and to insure that preparations will be adequate to cope with such disasters, to provide for the common defense, to protect the public peace, health, safety and general welfare and to preserve the lives and property of the people, it is hereby declared necessary:

1.

To establish a local emergency management office;

2.

To provide for the exercise of necessary powers during emergencies; and

3.

To provide for cooperation and mutual aid between the office of emergency management, municipalities, and other political subdivisions.

(2)

Further, it is the purpose of this chapter and the policy of the (City/Village/Town) to coordinate all emergency government functions of the (City/Village/Town), to the maximum extent practicable, with existing services and facilities of the (City/Village/Town) and with comparable functions of the Federal, State, and County government and other political subdivisions and of various private agencies to the end that the most effective preparation and use may be made of manpower, resources and facilities for dealing with any disaster that may occur.

- **6.02 - EMERGENCY MANAGEMENT BOARD.**

  See §1.34 of this Code.

- **6.03 - EMERGENCY MANAGEMENT DIRECTOR.**

  See §1.19 of this Code.

- **6.04 - UTILIZATION OF EXISTING SERVICES AND FACILITIES.**

  In preparing and executing the emergency management plan, the Director shall utilize the services, equipment, supplies and facilities of the existing departments and agencies of the municipalities to the maximum extent practicable. The officers and personnel of all such departments and agencies shall cooperate with and extend such services and facilities to the Director.

- **6.05 - DECLARATIONS OF EMERGENCY.**

  The emergency management organization shall act in accordance with the emergency management plan only after the declaration of emergency and issuance of official disaster warnings. Declarations of emergency shall be made by the Governor, at a local level by the Council or the Mayor for Cities; the Board or the President/Chairman for Villages and Towns; or in their absence, the Emergency Management Director with approval of the Emergency Management Board. Upon such declaration of emergency, the Emergency Management Director shall issue all necessary proclamations as to the existence of such state of emergency and shall issue such disaster warnings or alerts as are required in the emergency management plan. Such state of emergency shall continue until terminated by the

issuing authority, provided any declaration not issued by the Governor may be terminated by the local Council or Municipal Board.

- **6.06 - EMERGENCY REGULATIONS.**

Whenever necessary to meet an emergency for which adequate regulations have not been adopted by the municipality the governing board/council; the Mayor/President/Chairman or, in absence, the Emergency Management Director with approval of the Emergency Management Board may by proclamation, promulgate and enforce orders, rules and regulations relating to the conduct of persons and the use of property which are necessary to protect the public peace, health and safety, to preserve lives and property and to insure cooperation in emergency government activities. Such proclamations shall be posted in 3 public places within the affected municipality and may be rescinded by resolution of the local Council or Municipal Board or.

- **6.07 - MUTUAL AID AGREEMENTS.**

The Director may, subject to the approval of the Board, enter into mutual aid agreements with other political subdivisions. Copies of such agreements shall be filed with the secretary of the State Department of Emergency Government.

- **6.08 - IDENTIFICATION CARDS.**

(1)

No person shall have or maintain any card or other device used to identify him/her as a representative of the emergency management office unless such person is a bona fide representative in good standing of the appropriate service of the emergency management office for which the card or device has been issued.

(2)

No person shall represent himself/herself as a member or representative of the District emergency management office unless such person is a bona fide member.

- **6.09 - CONTINUITY OF GOVERNMENT.**

(1)

Each Municipal officer and department head shall designate a successor and one alternate successor to perform his/her duties and exercise his/her powers only when such officer or department head is unable because of an emergency hereunder to attend to his/her duties and exercise his/her powers in person. Each Municipal officer and department head shall file with the Municipal Clerk and the Emergency Management Director a list showing the name and address of such successor and alternate successor.

(2)

During the absence of any Municipal officer or department head by reason of an emergency hereunder, such successor or alternate successor shall have all of the powers and perform all of the duties of the officer or department head whom he/she replaces for the duration of the emergency.

(3)

Every Municipal officer and department head shall take steps toward the preservation of all records which he/she is bound to keep by law.

- **6.14 - PROHIBITED DISCHARGES. (Cr. #90-0239)**

(1)

PROHIBITED DISCHARGES. No person shall discharge or cause to be discharged, leaked, leached or spilled upon any public or private street, alley, public or private property; onto the ground, surface waters, subsurface waters or aquifers; or within the City/Village/Town, except those areas specifically licensed for waste disposal or landfill activities and to receive such materials; any explosive, flammable or combustible solid, liquid or gas; any radioactive material at or above nuclear regulatory restriction levels; etiologic agents; or any solid, liquid or gas creating a hazard, potential hazard or public nuisance or any solid, liquid or gas having a deleterious effect on the environment.

(2)

CONTAINMENT, CLEANUP AND RESTORATION. Any person in violation of subsection (1) shall, upon direction of any emergency management officer, begin immediate actions to contain, clean up and remove to an approved repository the offending material and restore the site to its original condition, with the offending person being responsible for all expenses incurred. Should any person fail to engage the necessary personnel and equipment to comply or to complete the requirements of this section, the office of emergency management may order the required actions to be taken by public or private resources and allow the recovery of any and all costs incurred by the City/Village/Town as action imposed by sub. (3).

(3)

EMERGENCY SERVICES RESPONSE. Emergency services response includes, but is not limited to, fire service, emergency medical service and law enforcement. A person who possesses or controls a hazardous substance which is discharged or who causes the discharge of a hazardous substance shall be responsible for reimbursement to the responding agencies for actual and necessary expenses incurred in carrying out their duties under this section. Actual and necessary expenses may include, but not be limited to, replacement of equipment damaged by the hazardous material, cleaning, decontamination and maintenance of the equipment specific to the incident, costs incurred in the procurement and use of specialized equipment specific to the incident, specific laboratory expenses incurred in the recognition and identification of hazardous substances in the evaluation of response, decontamination, cleanup and medical surveillance and incurred costs in future medical surveillance of response personnel as required by the responding agencies' medical advisor.

(4)

SITE ACCESS. Access to any site, public or private, where a prohibited discharge is indicated or suspected will be provided to emergency management officers and staff and to local Police Department and Fire District personnel for the purpose of evaluating the threat to the public and monitoring containment, cleanup and restoration activities.

(5)

PUBLIC PROTECTION. Should any prohibited discharge occur that threatens the life, safety or health of the public at, near or around the site of a prohibited discharge and the situation is so critical that immediate steps must be taken to protect life and limb, the Director of Emergency Management, Directors Assistant and Deputy Director(s), senior law enforcement official or the incident commander on the scene of the emergency may order an evacuation of the area or take other appropriate steps for a period of time until the appropriate City Council/Village Board/Town Board can take appropriate action. Incident commander shall be determined under the provisions of the incident command system set forth in Title 49, Federal Registry.

(6)

ENFORCEMENT. The Director of Emergency Management and the Assistant and Deputy Director(s) as well as the City/Village/Town policy officers shall have authority to issue citations or complaints under this section.

(7)

CIVIL LIABILITY. Any person in violation of this section shall be liable to the City/Village/Town/District for any expenses incurred by the City/Village/Town/District and for loss or damage sustained by the City/Village/Town/District by reason of such violations.

(8)

PENALTIES. Any person in violation of this section shall forfeit to the City/Village/Town, upon conviction thereof, not less than $500.00, plus the costs of prosecution and, in default of payment thereof, be imprisoned in the county jail for not more than 90 days. Each day of violation shall constitute a separate offense.

- **6.15 - OBSTRUCTION OF EMERGENCY GOVERNMENT ORGANIZATION.**

  No person shall willfully obstruct, hinder or delay any member of the emergency government organization in the enforcement of any order, rule, regulation or plan issued pursuant to this chapter or violate any order, rule, regulation or plan issued pursuant to the authority contained in this chapter.

- **6.20 - PENALTY.**

  Except as otherwise provided herein, any person found in violation of any provision of this chapter or any order, rule or regulation made hereunder shall be subject to a penalty as provided in §25.04 of this Municipal Code.

	Western Lakes Fire District Policies & Procedures		200.***
	Subject:	Job Description – Emergency Management Director	
	Initial Date:		**Revised Date:**
	Approved By:	Fire Board	

REPORTS TO:

Emergency Management Commission, Municipal Boards, and Fire Board.

FUNCTION:

Performs as the Emergency Management Director for the municipalities that have designated the Fire District as their Office of Emergency Management. The Fire Chief of his/her designee will be responsible for maintaining and updating the emergency preparedness plan and response for natural (e.g. tornados, floods, storms, wildfires), public health (e.g., outbreaks, epidemics, pandemics), civil unrest, or technological (e.g., gas leaks, hazardous materials, chemical attacks) disasters. The position is also responsible for coordinating disaster response training, and maintaining training records regarding the national incident command and management systems and scheduling trainings.

SUPERVISES:

Emergency Management Operations Center, disaster response, crisis management, and preparedness.

EQUIPMENT USED:

Emergency response vehicles, photographic equipment, computers, office equipment, and communication equipment.

Phases of Emergency Management:

This brings up what is commonly known as the four phases of emergency management:

1. Mitigation refers to the minimization of risk and actions to reduce occurrence and loss. Note: In homeland security parlance, this equates to prevention and protection. Prevention includes efforts incidents before they occur. Protection incorporates actions to minimize damage.
2. Preparedness implies efforts to increase readiness for disaster.
3. Response suggests activities in the immediate aftermath of a disaster to save lives and spare property.
4. Recovery insinuates efforts to return the affected community to pre-disaster, or preferably, improved conditions.

Functions of Emergency Management:

Functions in Emergency Management Although the four phases are useful concepts to simplify the emergency management profession, there are countless functions that have to be performed before, during and after emergencies, disasters and catastrophes. For instance:

- Land-use planning is promoted to limit development in hazardous prone areas.
- Structural mitigation is advocated to strengthen structures and infrastructure.
- Planning is required understand hazards and vulnerability, and anticipate what actions will need to be performed when disaster strikes.
- Training is necessary to increase capabilities to react to disasters successfully.
- Exercising is beneficial to test plans and reinforce what is taught through training.
- Hazard detection and warning are imperative if advanced notice of hazards and disasters are to be given.
- Evacuation is essential if people are to be moved to safer locations.
- Sheltering is indispensable when homes and apartment have been damaged and destroyed.
- Search and rescue is crucial when people have been trapped under collapsed buildings or swept away by high water.
- Emergency medical care and triage is vital when injuries may be life-threatening and the needs of victims have to be assessed to determine priorities.
- Mass fatality management is critical when the number of dead exceed existing resources.
- Crisis counseling is helpful since disasters could produce major emotional challenges.
- Media relations are beneficial to keep victims and responding organizations informed.
- Donations and volunteer management is important to harness the good will of survivors and non-impacted communities.
- Damage assessment is fundamental to determine what locations merit attention first.

- Disaster declarations are key to sharing needs with outside agencies.

- Debris removal is mandatory when disaster produce significant damages and rubble.

- Disaster assistance is valuable for those who have lost housing, employment and possessions.

Principles of Emergency Management:

There are important principles to help guide the emergency management position in the completion of these various duties. The Emergency Management Focus Group identified eight principles for emergency management. Specifically, emergency Management must be:

1. Comprehensive. Emergency managers consider and take into account all hazards, all phases, all stakeholders and all impacts relevant to disasters.
2. Progressive. Emergency managers anticipate future disasters and take preventive and preparatory measures to build disaster-resistant and disaster-resilient communities.
3. Risk-Driven. Emergency managers use sound risk management principles (hazard identification, risk analysis, and impact analysis) in assigning priorities and resources.
4. Integrated. Emergency managers ensure unity of effort among all levels of government and all elements of a community.
5. Collaborative. Emergency managers create and sustain broad and sincere relationships among individuals and organizations to encourage trust, advocate a team atmosphere, build consensus, and facilitate communication.
6. Coordinated. Emergency managers synchronize the activities of all relevant stakeholders to achieve a common purpose.
7. Flexible. Emergency managers use creative and innovative approaches in solving disaster challenges.
8. Professional. Emergency managers value a scientific approach based on education, training, experience, ethical practice, public stewardship and continuous improvement.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assess hazards and prepare plans to respond to emergencies and disasters in order to minimize risk to people and property.

- Meet with public safety officials, private companies, and the general public to get recommendations regarding emergency response plans.

- Organize emergency response training programs and exercises for staff, volunteers, and other responders.

- Coordinate the sharing of resources and equipment within the community and across communities to assist in responding to an emergency.

- Prepare and analyze damage assessments following disasters or emergencies.

- Review emergency plans of individual organizations, such as medical facilities, to ensure their adequacy.

- Apply for federal funding for emergency management planning, responses and recovery and report on the use of funds allocated.

- Review local emergency operations plans and revise them if necessary.

- Maintain facilities used during emergency operations.

- Performs other duties as assigned.

ADDITIONAL DUTIES:

The duties listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty/responsibility does not mean that the duty/responsibility is not one of the essential functions of the job. This job description does not create an employment contract between the Fire Board and the employee. The job description is subject to change by the Fire Board as the needs of the Fire District change over time.

KNOWLEDGE AND SKILLS REQUIRED:

- Proficient management, budget and personnel skills in emergency management administration.

- Effective communication, oral and written, with supervisors, peer and public.

- Understanding and following work rules, and Suggested Operating Procedures/Guidelines.

- Read, write, add, subtract, multiply, and divide.

- Knowledge of national, state and local laws and emergency management operations.

- Organize, direct, and coordinate written and oral reports.

- Skilled in report writing, use of computer, calculator, copy machine, fax machine, telephone, adding machine, and two-way radio.

- Knowledge of large scale incident planning and response including natural disasters, hazardous material incidents, mass casualties, and large crowd events.

- Knowledge of Incident Command System and National Incident Management System.

WORKING CONDITIONS:

Facility and Work Area:

- Western Lakes Fire/EMS response area and fire stations.
- Workplace environment that may be confined.

Physical and Environmental Characteristics:

- Refer to *200.915 General Requirements – Fire, Rescue, and EMS.*
- Exposure to extreme cold and normal, or hot and normal temperature changes.
- Contact with water or liquids.
- Exposure to loud noises with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust, and poor ventilation.

PHYSICAL DEMANDS:

- Standing, walking and sitting.
- Stooping, crouching and crawling.
- Running, climbing, balancing and bending/twisting.
- Reaching, feeling, talking and hearing.
- Meet the Eyes and Vision Requirement of N.F.P.A. 1582.
- Lifting, carrying, pushing/pulling.
- Handling and grasping.

ENTRY REQUIREMENTS AND SKILLS:

- High school diploma or equivalent.

- Refer to *200.915, General Requirements – Fire, Rescue, and EMS.*
- Possess a valid Wisconsin driver license and be insurable to operate Fire District vehicles and equipment.
- Ability to understand and carry out written and verbal instructions.
- Ability to maintain a favorable working relationship with co-workers, Fire District officials, the officials of other jurisdictions, the community, and the general public.

REQUIRED QUALIFICATIONS AT TIME OF APPOINTMENT:

- Shall be qualified on appropriate Western Lakes Fire District apparatus.
- Eight (8) years Fire/EMS experience.
- Four (4) years officer experience at or above Captain.
- CEVO/EVOC Training.
- IS-0100 – Introduction to the Incident Command System
- IS-0200 – Basic Incident Command System for Initial Response
- IS-0700 – National Incident Management System
- IS-0800 – National Response Framework
- IS-0300 – Intermediate Incident Command System
- IS-0400 – Advanced Incident Command and Complex Incidents
- Blue Card Incident Command Certification

NOTE: Officers of the District are required to continue their education as leaders and mentors within the District to meet the requirements of their current position.

RESIDENCY:

Residency within the District's geographical boundaries.

SALARY AND BENEFITS:

There are no additional wages for this position. The wages and benefits are determined by the Western Lakes Fire District Board and part of the individual's normal salary with the District.

BACKGROUND:

All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

In signing this job description, the applicant/employee understands the requirements of the position of Deputy Chief and further understand that duties may be added to this position as necessary.

Fire Chief	Applicant/Employee
Date	Date

REVISION HISTORY

00-00-0000 Initial publication.

Memorandum

TO: MUNICIPAL ELECTED OFFICIALS
FROM: BRADLEY R. BOWEN, CHIEF
SUBJECT: DRAFT JOINT FIRE CODE
DATE: FRIDAY, SEPTEMBER 4, 2020
CC: FIRE BOARD

Attached is the Draft Joint Fire Code Ordinance for all municipalities receiving Fire Protection Services from the District.

The draft ordinance will now be going through the next phase of review. This review will include staff from each municipality to discuss the ordinance. Input will be gathered from administration, police chiefs, building inspectors, planners, and other staff that are involved with occupancies, building construction, and enforcement of municipal ordinances.

Once this is completed a final draft will be sent to legal counsel for review. The review will be similar to the fire inspection ordinance with the content being the same for each municipality, but the ordinance being completed for each municipalities code book.

The new ordinance is tied directly to State and Federal codes which are adopted on a regular basis. This means the local ordinance will not need to be amended every time the State adopts new codes. Each municipality will still have a local Open Burning and Fire Works section within the ordinance. However, after reviewing the current ordinances and practices for open burning and fireworks the District is proposing that each municipality adopt one of three options.

For open burning he options will include 1) no open burning, 2) limited open burning with regards to the size of the pile with a permit, and 3) open burning with a permit.

For fireworks there will be an approval process for permitted fireworks. The process will include approval from the Fire District, Law Enforcement, and the Municipality.

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

Fire Protection Code 100.00

August 5th, 2020

100.01 General provisions.

A. Intent.

(1) To provide the Western Lakes Fire District, hereinafter "the District", and its Municipal Owners, The City of Oconomowoc, The Village of Summit, The Village of Dousman and the Town of Ottawa, hereinafter "the Municipal Owners" with comprehensive regulations to improve public safety by attempting to control, limit, restrict and/or eliminate fire hazards. This code would also cover all areas under contract with the District to include the Village of Lac La Belle, Town of Merton and the Town of Oconomowoc.

(2) To improve life safety for employees, firefighters, and frequenters of places of employment and public buildings.

(3) To regulate the installation, use and maintenance of equipment; regulating the use of structures, occupancies and open areas.

(4) To require the removal and/or reduction of fire hazards; establishing the responsibilities and procedures for code enforcement; and to set the minimum standards for compliance and achievement of these objectives.

(5) To protect property from the hazards of fire and explosion by establishing minimum standards for the use, operation, maintenance and inspection of buildings, structures and premises.

B. Applications.

(1) The provisions of this code shall apply to all public buildings and places of employment.

Exceptions: The following buildings and uses are not public buildings or places of employment and are not subject to the provisions of this code:

(a) One and two-family dwellings.

(b) Buildings used exclusively for farming as described in Wis. Stats., § 102.04(3). Nothing contained in this section shall be construed as applying to the transportation of any article or thing shipped in conformity with the regulations prescribed by the Interstate Commerce Commission, or as applying to the military forces of the United States.

(2) The provisions of this code shall apply equally to new and existing conditions, except that existing conditions not in strict compliance with the terms of this subsection shall be permitted to continue where the exceptions do not constitute a distinct hazard to life or adjoining property or have been superseded by this code.

(3) The provisions of this code apply equally to the property owner and/or occupant.

(4) Sections 100.09, 100.10, 100.14 A (1), (2) (a), (b) and (c), and (5), 100.15 A (1), B, C, E and F, 100.20 and 100.21 apply to all individuals and/or properties within the jurisdiction of the District.

C. Additions to, change of use or remodeled buildings.

(1) If 50% or more of the total floor area of a building is remodeled and/or added, the entire building shall be brought into compliance with the requirements of this Code.

(2) If 25% to 49% of the total floor area of a building is remodeled and/or added, that part of the building which is remodeled and/or added shall be brought into compliance with the requirements of this Code.

(3) If less than 25% of the total floor area of a building is remodeled and/or added, the requirements of this Code need not be provided unless the area includes dwelling units. If the total floor area includes dwelling units, that part of the building that is remodeled and/or added shall be brought into compliance with this Code.

(4) All percentages of additions or remodeling shall be cumulative as applied to Subsection C (1), (2) and (3) above.

(5) If the use of and/or contents of any existing building is changed and becomes more hazardous as determined by the Authority Having Jurisdiction (AHJ), the building shall be brought into compliance with this code.

(6) Those portions, elements, systems or components of existing buildings and structures to be altered or modified on or after the effective date of the rules under this Code and where the alteration, modification or the addition affects a building element or component relating to subject matters regulated by this Code, shall be designed, constructed and maintained in accordance with the applicable rules of this Code as the rules exist on one of the following:

(a) The date plans for the alteration or modification are conditionally approved by the AHJ.

(b) The date the local building permit was issued.

(c) The date the replacement is initiated, where 100.01 C (6) (a) and (b) do not apply.

D. Plan submittals and Reviews

(1) Any time that a Fire Protection, Fire Alarm, Fire Control, and/or Fire Suppression System and/or any portion thereof is installed, altered, added on to, or has appliances removed, plans shall be submitted to the District for review and conditional approval.

(2) All plans for Fire Protection, Fire Alarm, Fire Control, and/or Fire Suppression Systems and/or any portion thereof must meet or exceed the applicable NFPA, IFC, IBC and AHJ's requirements.

(3) Plans shall be submitted for review to the AHJ prior to a permit being issued.

(4) A minimum of three copies of each plan, specification, and required calculation shall be submitted. One copy of each may be retained by the District.

(5) An AutoCAD electronic file of the plans should also be submitted to the AHJ with each submittal and upon the completion of each project with the as-built conditions.

(6) A completed District permit application must accompany all plan submittals.

(7) The permit application must be signed by the individual assuming complete responsibility for the submitted system(s).
(8) The permit application for all fire sprinkler and standpipe systems must be signed by an individual who holds a valid Wisconsin Automatic Fire Sprinkler Contractors License.
(9) The appropriate permit, inspection and/or plan review fees must be submitted to the District with each permit application.
(10) Plans will not be reviewed until all fee(s) have been received by the District.
(11) All plan reviews are based on information provided. All plan reviews are done for general code compliance only. Plan reviews do not relieve or limit the responsibility and/or liability of any contractor, architect, engineer, designer or any other responsible party for the system(s) reviewed. The District or any of its agents and/or firm or persons hired by the District to review plans are not responsible for and do not accept any responsibility and/or liability for the system(s) reviewed.

E. Permits required.
(1) A permit shall be obtained prior to the installation and/or alteration of any portion of a Fire Protection, Fire Alarm, Fire Control, and/or Fire Suppression System.
(2) An Occupancy permit issued by the AHJ is required prior to using a building or portion thereof as a high-piled combustible storage area exceeding 500 Square feet.
(3) Permits will only be issued after the required Fire Protection, Fire Alarm, Fire Control, and/or Fire Suppression System plans and specifications have been reviewed and conditionally approved by the AHJ.
(4) Permits for the installation and/or alteration of Fire Sprinkler and/or Standpipe Systems will only be issued to individuals who hold a valid Automatic Fire Sprinkler Contractors License.

(5) Any contractor that begins installation and/or alteration of any system regulated by this code prior to obtaining the required permit will be charged a triple permit fee by the District.

(6) The Fire Inspector shall have the dual authority with the Municipal Building Inspector in the issuance of occupancy permits for multi-family, places of employment, commercial structures, places of public assembly and schools to the extent that the AHJ shall inspect and have approval authority over proposed occupancies to ensure compliance with this chapter.

F. Inspection and testing.
(1) All Fire Suppression Systems and Fire Alarm Systems required under this Code shall be inspected by the AHJ prior to having any of its parts covered-up or concealed in any manner whatsoever. The AHJ shall be given a ***forty-eight-hour notice*** prior to any system inspection.
(2) The AHJ shall witness all tests of Fire Control Systems, Fire Alarm Initiating Devices, Notification Appliances, and any other required system requiring an operational test. The AHJ shall be given a ***forty-eight-hour notice*** prior to any system witness test.

G. Right of entry.

(1) The AHJ and/or their authorized representative may, at all reasonable hours enter any place of employment and/or public building within their jurisdiction for the purposes of making any inspection or investigation which, under the provision of this subchapter they shall deem necessary.

(2) The AHJ shall inspect, or cause to be inspected, all places of employment and public buildings as often as may be necessary, but not less than once a year.

(3) The purpose of any inspection and/or investigation is to determine if any violations of the provisions or intent of this Code and/or the codes or standards adopted by reference exist and to order corrections of the violations observed.

(4) The AHJ, upon the complaint of any person or whenever they shall deem necessary, shall inspect any place of employment and/or public building and premises within their jurisdiction.

(5) Any owner or occupant of any place of employment and/or public building, who refuses to permit, prevents or interferes with entry into or upon the premises by anyone authorized by the AHJ shall be considered in violation of this chapter and shall be subject to fines. Exception: The interior of individual dwelling units will not be inspected unless specifically requested by the owner/occupant or allowed by State Statutes.

H. Enforcement and documentation.

(1) The Fire Chief or anyone the Fire Chief has designated their AHJ, shall enforce the provisions of this Code.

(2) Whenever any Officers, Members or Inspectors of the Fire District Bureau of Fire Prevention shall discover fire hazards as listed below, they shall order such conditions or materials removed or remedied in such manner as may be specified.

(a) Dangerous or unlawful amounts of flammable, combustible or explosive material as determined by the AHJ.

(b) Hazardous conditions arising from defective or improperly installed equipment for handling or using flammable, combustible or explosive material.

(c) Dangerous accumulations of rubbish, waste paper, boxes, shavings, or other highly flammable materials as determined by the AHJ.

(d) Accumulations of dust, grease, or waste materials in air conditioning systems, exhaust ducts or vent hoods.

(e) Obstructions including snow to or in fire escapes, stairs, passageways, doors, or windows, liable to interfere with the operation of the fire exits or egress of occupants.

(f) Any building, structure, or premises which for want of repairs, lack of exit facilities, fire alarm apparatus or fire extinguishing equipment or by reason of age or dilapidated condition, or from any cause, creates a fire hazard.

(3) The AHJ may use any means necessary in documentation of inspections or conditions, including the use of electronic equipment.

I. Notification of use or occupancy change.

(1) Whenever there is a change in occupancy or the agent(s) ***(manager, shift supervisor***, after hour's emergency contact, etc.) of that occupancy, the owner or their duly authorized agent shall submit the changes in writing to the District within five working days. The information shall consist of the following:

Name and address of occupancy.
Owners name, address and phone number(s).
Agents name, address and phone number(s).Other information as required by the AHJ

(2) Whenever a change in the service company for the alarm system have occurred within the occupancy, the owner or authorized agent shall submit the changes in writing to the District within five working days. The information shall consist of the following:

(a) All information required in 100.01(1).

(b) Type(s) of fire protection systems.

(c) Service company name, address and phone number(s).

(3) No change can be made in the use or occupancy of any building or structure, or any space within a building, structure, or space of a building or structure either in a different division of the same occupancy group or in a different occupancy group, unless the building or structure complies with this code's requirements for the new division of occupancies, as these requirements exist.

Exception: This subsection does not apply to an approved temporary use or to a new use that will be less hazardous, based on life and/or fire risk, than the existing use.

(4) An inspection by the Fire District shall be required for any new or change of occupancy.

J. Temporary use. The AHJ may allow a building or portion of a building to be used temporarily in a manner that differs from the approved use for the building or space, or may approve a temporary building to be used by the public, subject to all of the following provisions:

(1) The AHJ along with the Building Inspector shall determine the time frame within which the temporary use is permitted, based on the extent hazards are created by the temporary use.

(2) The AHJ shall determine and enforce the maximum occupancy load.

(3) The AHJ shall determine any fire protection and/or control devices and life safety provisions that may be needed.

100.02 Definitions.

(A) Unless otherwise expressly stated, the following terms shall, for the purpose of this code, have the meaning indicated in this section.

(1) ACCESS BOX ("Knox Box"): A steel key vault, mounted on the exterior of a building that contains keys, floor plans, maps or other items as required by the AHJ, for access to all portions of the building. Multiple boxes may be required on large buildings

(2) ADULT DAY CARE: Any place, that receives at any time for compensation four or more adults, for care and supervision, for less than 24 hours a day.

(3) ADULT FAMILY HOME: Similar to a CBRF except that they are licensed for five or less tenants.

(4) APPROVED: Acceptable to the AHJ.

(5) APPROVED AGENCY : An agency accepted or acceptable to the Bureau of Fire Prevention, such as Underwriters' Laboratories, Inc., the National Institute of Standards and Technology, the American Gas Association laboratories or other nationally recognized testing authorities.

(6) ASSEMBLY GROUP A: Group A occupancies includes, among other, the use of a building or structure, or a portion thereof, for the gathering together of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation. A room or space used for assembly purposes by less than 50 persons and accessory to another occupant shall be included as a part of that occupancy. Assembly occupancies shall include the following:**(a)** A-1 Assembly uses, usually with fixed seating, intended for the production and viewing of performing arts or motion pictures.**(b)** A-2 Assembly uses intended for food and/or drink consumption.**(c)** A-3 Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A.**d)** A-4 Assembly uses intended for viewing of indoor sporting events and activities with spectator seating.**(e)** A-5 Assembly uses intended for participation in or viewing outdoor activities.

(7) AUTHORITY HAVING JURISDICTION (AHJ): The Fire Chief, or designee of the Fire Chief, to enforce this Code, the laws of the State of Wisconsin, as designated in DSPS 314.0 pertaining to the prevention of fires and public safety, and approving equipment installation, or procedures as outlined in NFPA Standards, Codes and/or Recommended Practices.

(8) AUTOMATIC CLOSING DEVICE: One that functions without human intervention and is actuated as a result of predetermined temperature rise, rate of rise of temperature, combustion products or smoke density.

(9) AUTOMATIC FIRE ALARM SYSTEM: A system that automatically detects fire condition and actuates Notification Appliances throughout the protected premises.

(10) AUTOMATIC FIRE DETECTOR: A device designed to detect specific products of fire — smoke, heat or both.

(11) AUTOMATIC FIRE SPRINKLER SYSTEM: An integrated system of underground and/or overhead piping designed in accordance with fire protection standards. The system includes a suitable water supply. The portion of the system above ground is a network of specially sized or hydraulically designed piping installed in a structure or area, generally overhead, and to which automatic sprinklers are connected in a systematic pattern. The system is usually activated by heat from a fire and discharges water over the fire area.

(!2) AUTOMATIC FIRE-EXTINGUISHING SYSTEM: An approved system of devices and equipment that automatically detects a fire and discharges an approved fire-extinguishing agent onto or in the area of fire.

(13) BASEMENT: That portion of a building that is partly or completely below grade plane. A basement shall be considered as a story.

(14) BOARDING HOUSE: A building arranged or used as lodging for compensation, with or without meals, not occupied as a single-family unit.

15) BUREAU OF FIRE PREVENTION: The District Bureau of Fire Prevention is made up of the following personnel: The Fire Chief, Assistant Chief, Deputy Chief of Fire Prevention, or any other Designee of the Chief.

(16) BUSINESS GROUP B: Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.

(17) CARBON MONOXIDE (CO) DETECTOR: An electric powered or battery-operated device that sounds an alarm when an unsafe level of carbon monoxide is in the air.

(18) CEILING: The upper surface of a space, regardless of height. Areas with a suspended ceiling would have two ceilings, one visible from the floor, and one above the suspended ceiling.

(19) CODE: A standard that is an extensive compilation of provisions covering a broad subject matter or that is suitable for adoption into law independently of other codes and standards.

(20) COMBUSTIBLE MATERIAL: All material not classified as "Noncombustible" are considered combustible. This property of a material does not relate to its ability to structurally perform under fire exposure. The degree of combustibility is not defined by standard fire test procedures.

(21) COMMON AREA: Common area refers to any area in a building that can be accessed by more than one person from different families at one time.

(22) COMMUNITY BASED RESIDENTIAL FACILITY ("CBRF"): A community facility where five or more adults who are not related to the operator or Administrator and who do not require care above intermediate level nursing care reside and receive care, treatment or services that are above the level of room and board, but that include no more than three hours of nursing care per week per resident.

(23) CONDITIONAL APPROVAL: An approval of plans and/or specifications by the AHJ based upon information provided to the AHJ, including but not limited to, any changes required by the AHJ to the above-mentioned plans and/or specifications.

(24) CONSULTANT(S): A company, individual or agency hired by the Bureau of Fire Prevention to provide advice to the Bureau of Fire Prevention on fire related issues. Consultants may provide services, which could include plan reviews of fire suppression systems, fire alarm systems, witness tests and/or conduct inspections.

(25) DAY CARE CENTER: Any place which receives at any one time for compensation four or more children under the age of seven years, for care and supervision, for less than 24 hours a day or more than 10 days a month, without the attendance of a parent, relative or legal guardian.

(26) DSPS ("SPS"): The State of Wisconsin regulatory agency, the "Department of Safety and Professional Services"

(27) DWELLING or DWELLING UNIT: A single unit providing living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. For the purpose of this code, dwelling unit includes apartments and condominiums but does not include hotel and motel rooms, guest suites, dormitories, boarding rooms, or sleeping rooms in nursing homes.**(a) SINGLE-FAMILY DWELLING:** A detached building containing only one dwelling unit and designed for one family. **(b) TWO-FAMILY DWELLING:** A detached building containing not more than two individual dwelling units which

are entirely separated by vertical walls or horizontal floors, unpierced except for access to the outside or common basement.

(28) EDUCATIONAL GROUP E: Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade.

(29) FACTORY INDUSTRIAL GROUP F: Group F occupancy includes, among others, the use of a building or structure, or a portion thereof, for assembly, disassembly, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as Group H occupancy.**(a)** F-1 Moderate-Hazard occupancy.**(b)** F-2 Low-Hazard occupancy.

(30) FALSE ALARM: The willful and knowing initiation or transmission of a signal, message or other notification of an event of fire when no such danger exists.**(a) MALICIOUS ALARM-**A false alarm of fire deliberately sounded by someone in order to inconvenience the Fire District.**(b) ACCIDENTAL ALARM-** An alarm set off and transmitted through accidental operation of an automatic or manual fire alarm device. **(c) GOOD INTENT FALSE ALARM:** An alarm that turns out to be false but was reported in good faith.

(31) FAMILY UNIT: Two or more individuals who are related to each other by blood, marriage, adoption or legal guardianship. For purposes of this abode a group of not more than four persons not necessarily related by blood or marriage, living together in a single living unit will be considered equivalent to a single family.

(32) FIRE ALARM ANNUNCIATION DEVICE: A device connected to a fire alarm to signal either a fire or trouble condition. Fire Alarm Annunciation Devices could include visual devices, horn/strobes, horns, bells, and/or annunciator panels.

(33) FIRE ALARM INITIATING DEVICE: A device connected to a Fire Alarm System that causes a trouble, supervisory and/or alarm signal to be initiated. Fire Alarm Initiating Devices could include: smoke, heat, flame, ionization, or photoelectric detectors, water flow, low air, low temperature, low water, or supervisory switches.

(34) FIRE ALARM SYSTEM: A system or portion of a combination system that consists of components and circuits arranged to monitor and annunciate the status of the fire alarm or supervisory signal-initiating devices to activate notification appliances throughout the protected premises and to initiate the appropriate response to those signals.

(35) FIRE CONTROL SYSTEM: A system designed and constructed with the intent of controlling or limiting a fire. Fire Control Systems may be automatic or non-automatic. Fire Control Systems could include Automatic Fire Sprinkler Systems, standpipe systems, chemical agent systems, fire hydrants and/or any other system acceptable to the AHJ.

(36) FIRE DEPARTMENT CONNECTION ("FDC"): A part of a sprinkler, standpipe, deluge and/or combination system to be used by the District to pump additional water into the system(s) it is connected to.

(37) FIRE DOOR ASSEMBLY: Any combination of a fire door, frame, hardware, and other accessories that together provide a certain degree of fire protection to the opening.

(38) FIRE RESISTIVE: That property of materials Rf their assemblies that prevents or retards the passage of excessive heat, hot gases or flame under conditions of use. Materials are tested as prescribed in Section 703 of the Wisconsin Enrolled Building Code.

(39) FIREWALL: A fire-resistance-rated wall having protected openings, which restricts the spread of fire and extends continuously from the foundation to or through the roof, with sufficient structural stability under fire conditions to allow collapse of construction on either side without collapse of the wall.

(40) FLOOR AREA OR SQUARE FOOTAGE OF A BUILDING: Refers to the total square footage of the sums of all basement, floor levels, balconies and mezzanines. **(a)** The area for basements and floor levels shall be measured from the outside perimeter of the outside walls. **(b)** The area for mezzanines shall be determined from the product of the length of the mezzanine multiplied by the width of the mezzanine. **(c)** For the purpose of determining square footage, fire division walls will not be accepted as outside walls or area dividers.**(d)** For the purpose of determining square footage a Fire Wall which has a fire resistance rating of not less than four hours and which subdivides or separates a building to restrict the spread of fire, including a three foot parapet wall is an approved area divider.

(41) FLOOR, GROUND: That level of a building on a sloping or multilevel site which has a floor line at or not more than three feet above exit discharge grade for at least 1/2 of the required exit discharges.

(42) FOSSIL FUEL: Coal, natural gas, oil, wood, propane or kerosene.

(43) FREQUENTER: Every person, other than an employee, who may go in or be in a place of employment or public building under circumstances that render such person other than a trespasser. Such term includes a pupil or student when enrolled in or receiving instruction at an educational institution.

(44) GRADE PLANE: A reference plane representing the average of finished ground level adjoining the building exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than six feet from the building, between the building and a point six feet from the building.

(45) HAZARDOUS GROUP H: Group H occupancy includes, among others, the use of a building or structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those found in Tables 307.7(1) through 307.7(4) of the International Building Code. **(a)** H-1 Buildings and structures which contain materials that poses a detonation hazard. **(b)** H-2 Buildings and structures which contain materials that pose a deflagration hazard or a hazard from accelerated burning. **(c)** H-3 Buildings and structures which contain materials that readily support combustion or pose a physical hazard.**(d)** H-4 Buildings and structures which contain materials that are health hazards. **(e)** H-5 Semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials are used and the aggregate quantity of materials is in excess of those listed in Tables 307.7(1) and 307.7(2) of the International Building Code.

(46) HEIGHT, BUILDING: The vertical distance from the Grade Plane to the average height of the highest roof surface.

(47) INSTITUTIONAL GROUP I: Group I occupancy includes, among others, the use of a building or structure, or a portion thereof, in which people having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. Institutional occupancies are classified as I-1, I-2, I-3 or I-4, as described in the International Building Code.

(48) LISTED: Included in a list published by a nationally recognized testing laboratory, inspection agency, or other organization concerned with product evaluation, that maintains periodic inspection of production of listed equipment or materials and whose listing states either that the equipment or materials meet nationally recognized standards or has been tested and found suitable for use in a specified manner.

(49) MANUAL FIRE ALARM SYSTEM: A system or portion of a combination system that consists of components and circuits arranged to initiate the Notification Appliances and appropriate response to those signals only after a person manually activates the fire alarm system.

(50) MERCANTILE GROUP M: Group M occupancy includes, among others, building and structures or a portion thereof, for the display and sale of merchandise, and involves stock of goods, wares or merchandise incidental to such purposes and accessible to the public.

(51) MEZZANINE or MEZZANINE FLOOR: An intermediate level or levels between floor and ceiling of any story with an aggregate floor area of not more than one-third of the area of the room or space in which the level or levels are located.

(52) MISCELLANEOUS GROUP U: Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped and maintained to conform to the requirements of this code commensurate with the fire and life hazard incidental to their occupancy.

(53) MULTIFAMILY DWELLING: A building or portion thereof containing three or more dwelling units, such as tenements, apartments, or rooming houses. Row houses with fire walls extending from the basement to the underside of the roof separating each living unit are not considered multifamily for the purpose of this chapter.

(54) NFPA: The National Fire Protection Association.

(55) NOTIFICATION APPLIANCE: A fire alarm system component such as a bell, horn, speaker, light, or text display that provides audible, tactile, visible outputs, or any combination thereof.

(56) OCCUPANT(S): The person or persons, who physically reside, work or are present in a facility.

(57) OTHER TERMS: Other terms not defined herein used in this section shall be as defined in the International Fire Code Section 202 and are adopted herein by reference.

(58) OWNER: Includes his duly sworn agent or attorney, a purchaser, devisee, fiduciary or person having a vested or contingent interest in the property in question.

(59) PLACES OF EMPLOYMENT: Includes every place, whether indoors or out or underground and the premises appurtenant thereto where either temporarily or permanently any industry, trade or business is carried on, or where any process or operation, directly or indirectly related to any industry, employed by another for direct or indirect gain or profit, but does not include any place where persons are employed in private domestic service which does not involve the use of mechanical power or in farming.

(60) PROTECTED PREMISES: The physical location protected by a Fire Alarm System.

(61) REMODEL: To remodel, alter or both, means to change any building or structure which affects the structural strength, fire hazard, internal circulation, or exits of the existing building or structure. This definition does not apply to maintenance, re-roofing, or alterations to the heating and ventilating or electrical system.

(62) RESIDENTIAL GROUP R:

R-1 Residential occupancies where the occupants are primarily transient in nature.

R-2 Residential occupancies containing more than two dwelling units where occupants are primarily permanent in nature.

R-3 Residential occupancies where the occupants are primarily permanent in nature and not classified R-1, R-2 or I, and where buildings do not contain more than two dwelling units or adult and child care facilities, that provide accommodations for five or fewer persons of any age for less than 24 hours.

R-4 Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including five but not more than 16 occupants, excluding staff.

(63) ROOF SPACES: Buildings with combustible roofs shall have all roof spaces subdivided every 3,000 square feet by one-hour rated partitions unless protected by an approved automatic fire sprinkler system. All openings must have a minimum of a one-hour rated self-closing door.

(69) ROOMING HOUSE: Any building, which has a room or rooms for sleeping, without permanent provisions for cooking. Rooming House rooms do not include any room in a one or two-family dwelling.

(70) ROUGH INSPECTION: Visual observation from the floor and/or ground level of any system and/or component thereof required by this code prior to being concealed in any way by any means.

(70) ROW HOUSE: A place of abode arranged to accommodate three or more attached side-by-side or back-to-back living units.

(71) SHALL: Indicates a mandatory requirement.

(72) SHOULD: Indicates a recommendation or that which is advised but not required.

(73) SPACING: A horizontally measured dimension relating to the allowable coverage limits of fire detectors, automatic sprinkler systems, and fire alarm visual notification devices.

(74) STANDARD: A document, the main text of which contains only mandatory requirements using the word "shall" to indicate mandatory requirements and which is in a form generally suitable for reference by another standard or code for adoption into law.

(75) STORAGE GROUP S: Group S occupancy includes, among others, the use of a building or structure, or portion thereof, for storage that is not classed as Hazardous Group H.

S-1 (Moderate-Hazard Storage) Buildings occupied for storage uses which are not classified as S-2.

S-2 (Low-Hazard Storage) Building used for storage of noncombustible material such as products on wood pallets or in paper cartons with or without single thickness divisions or in paper wrappings. Such products may have negligible amount of plastic trim such as knobs, handles, or film wrapping.

(76) STORY: That portion of a building included between the upper surface of a floor and the upper surface of the floor or roof next above. To determine the number of stories in a building, all floors will be

counted whether they are above grade or below grade, including basements, sub-basements, and ground floors, but not including penthouses or mezzanines less than 1/3 of a story.

(77) TEMPORARY: Less than 180 days.

(78) THROUGHOUT: For the purpose of this code, throughout shall mean the following:**(a)** Throughout for automatic fire sprinkler systems means providing fire sprinkler protection in all areas of a structure as required by NFPA 13. **(b)** Throughout for automatic fire alarm systems means installing detection, audible and (visual notification devices in all areas of the protected premises installed in accordance with NFPA 72.**(c)** Throughout for manual fire alarm systems means installing audible and visual notification devices in all areas of the protected premises installed in accordance with NFPA 72.

(79) WATER FLOW TEST: A test of an available water supply that indicates the quantity of water flowing out of a specific orifice, at a specific pressure, at a specific point in time.

(80) WELFARE: Includes comfort, decency and moral well-being.

100.03 Adoption by reference of Wisconsin State Statutes 101 and Department of Safety and Professional Services ("DSPS") 314 codes.

A. The most current legislatively enacted versions by the State, on the effective date of this Code shall apply.

B. Any violation of the incorporated provisions constitutes a violation of this code.

C. In cases of conflict between Local and State Codes, the most restrictive provisions shall govern.

100.04 Adoption by reference of International Code Council ("ICC") codes.

The latest ICC publication(s) listed below and published on or before the effective date of this Code are adopted by reference, enforced and incorporated into this Code as if fully set forth herein:

A. International Fire Code

B. International Building Code

100.05 Adoption by reference of the National Fire Protection Association ("NFPA") publications.

The latest NFPA publications published on or before the effective date of this Code are adopted by reference, enforced and incorporated into this Code as if fully set forth herein:

A. NFPA 1

1.) All codes referenced in NFPA 1, Chapter 2 "Referenced Publications" 2.1 "General" and 2.2 "NFPA Publications".

100.06 Liability for damages.

The Code shall not be construed to affect the responsibility of any persons owning, operating, or installing equipment, for injury to persons or damage to property caused by any defect therein, nor shall the District, any person, firm, company or agent(s) for the District be held as assuming such liability by reason of any inspection or re-inspection authorized herein or the permit issued herein provided or by reason of the disapproval or approval of any equipment and/or system authorized herein.

100.07 Service of correction orders.

A. The service of correction orders shall be made upon the owner. A copy of the service order can be delivered personally to the owner or by leaving it with the person in charge of the premises. Whenever it may be necessary to serve such order upon the owner of the premises, such an order may be served either by delivering to and leaving with the person a copy of the order, or if such owner is absent from the jurisdiction of the AHJ making the order, by mailing such a copy to the owners last known post office address.

B. Conditions that are hazardous to life or safety of the occupants shall require immediate correction. All other violations shall be corrected within a specified time or date, as the AHJ shall determine.

C. No person shall refuse to permit or shall prevent or interfere with any entry into or upon any building or premise by the AHJ who is lawfully on the premises or interfere with any such inspection. If consent to enter onto personal or real properties which are not public buildings, or to portions of public buildings which are not open to the public, has been denied, the Fire Inspector shall obtain a special inspection warrant under Wis. Stats., § 66.0119 "Special Inspection Warrants"..

100.08 Variances.

A. The AHJ shall have the power to modify any of the provisions of this Code upon application in writing by the owner or occupant, or a duly sworn authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the Code, provided that the spirit of the Code shall be observed, public safety secured, and substantial justice done.

B. The AHJ thereon shall enter upon the records of the District, and a signed copy shall be furnished to the applicant the particulars of such variances when granted.

C. The AHJ may require tests as proof of compliance with the intent of this Code. Such tests are to be made by an approved agency at the expense of the person requesting approval of the alternate material or method of construction.

D. If technical expertise is unavailable within the District because of new technology, process, products, facilities, materials and uses attending design, operation or use of a building or premises subject to the inspection of the District, the AHJ may require the owner or the person in possession or control of the building or premises to provide without charge to the District, a technical opinion and report. The opinion and report shall be prepared by a qualified engineer, specialist, laboratory or fire safety organization, acceptable to the AHJ and the owner, and shall analyze the fire safety properties of the design, operation or use of the building or premises and the facilities and appurtenances situated thereon, and prescribed the necessary recommended changes. The District may also acquire technical assistance from a consultant and may charge a fee to the owner or occupant for the service provided.

100.09 Revocation.

A. The AHJ may revoke any permit issued in accordance with this Code in any case where they may find that any of the conditions for the issuance have not been maintained or where there has been false statement or misrepresentation of any material fact in the application or plans on which the issuance was based.

B. The AHJ shall promptly notify the permit holder of the request for revocation and, if so requested by the permit holder, the effective date of the revocation shall be deferred pending a hearing before the Chief of the Fire District. The decision of the Chief for revocation, following the hearing, shall be final.

100.10 Closing and vacating buildings.

A. The AHJ may order the compliance with this section and all other lawful orders or laws relating to fire prevention and fire protection in existing building and structures.

B. Where the public is exposed to immediate danger, the AHJ shall order the closing and vacating of the building at once.

100.11 Investigation of fires/police powers.

A. The District shall investigate the cause and origin, and circumstances of fires occurring within their jurisdiction to determine if the fire is of carelessness or design. Such investigations may begin immediately upon the occurrence of such a fire, and if it appears to the Officer making such an investigation that such fire is of suspicious origin and of a significant nature, the Fire Chief shall be notified of the facts. The AHJ shall notify the proper authorities designated by law to pursue the investigation of such matters and shall further cooperate with the authorities in the collection of evidence and in the prosecution of the case. A written report of damage associated with every fire shall contain a statement of all facts relating to the cause and origin and circumstances of such fire and other information as may be required.

B. The Local Police agency, the Waukesha County Sheriff's Department Fire Investigator and Wisconsin Department of Criminal Investigation (DCI) and Bureau of Alcohol, Tobacco and Firearms (BATF) agent may be requested by the Fire Chief to assist in the investigation of any fire that, in the Chief's opinion, is of suspicious origin.

C. The Fire Chief, Officers in Command and the Fire Inspector at any fire are hereby vested with full and complete police authority. Any Officer of the District may cause the arrest of any person failing to give the right-of-way to the Fire District in responding to or investigating an incident.

D. The Fire Chief or Officers in Command may prescribe certain limits in the vicinity of any incident within which no persons, excepting Firefighters and Police Officers and those admitted by order of any Officer of the Fire District, shall be permitted to enter.

E. The Fire Chief or Officers in Command shall have the power to cause the removal of any property whenever it is deemed necessary and prudent for the preservation of such property. During the progress of any fire, they shall have the power to cause the removal of all wires or other facilities and the turning off of all electricity or other services where the same impedes work of the District during the fire.

F. It shall be lawful for any District personnel while acting under the direction of the Fire Chief or Officer in Command to enter premises adjacent to or in the vicinity of a building or other property that is on fire for the purpose of extinguishing, containing, or searching for extension of such fire or other exigent circumstances. No person shall hinder, resist or obstruct any Firefighter in the discharge of his duties as is herein before provided. The person so offending shall be deemed in violation of resisting Firefighters in the discharge of their duties.

G. During the progress of the fire the Fire Chief or Officers in Command shall have the power to order the removal or destruction of any property necessary to prevent the further spread of fire or to ensure that the fire has not extended to other areas; providing that it is likely that, unless such property is removed, other property is in danger of being destroyed by fire.

100.12 Automatic fire sprinkler protection.

A. Intent. The intent of this section is to require the installation of Automatic Fire Sprinkler Systems per applicable State of Wisconsin DSPS, NFPA and ICC codes. It is not retroactive to existing structures unless a change in occupancy, hazard or size of the building would require a fire sprinkler system per these codes.

B. Approved system: The following protection will constitute an approved Automatic Fire Sprinkler System. The system shall be installed and connected to an approved water supply (well, water tank or fire pump), capable of delivering the required water at the required pressure as determined by hydraulically calculating the system demand in accordance with NFPA 13 for a period not less than 15 minutes for the most hydraulically demanding area. A letter from a certified fire protection engineer or a State of Wisconsin Permitted Fire Protection Designer attesting the ability of the system to comply with the above requirement shall be required prior to occupancy.

C. All automatic fire sprinkler systems shall comply with the requirements of NFPA 13 and be monitored per NFPA 72.

D. Approved FDC Location sign(s) shall be posted adjacent to Fire Department Connection's and Standpipe Connection fittings as required by the AHJ.

E. Maintenance of equipment. Sprinkler systems which have been installed in compliance with any law or code, shall be maintained in operative condition at all times. No owner or occupant shall reduce the effectiveness of the protection so required; except this provision shall not prohibit the owner or occupant from temporarily reducing or disconnecting the protection system when making necessary repairs, alterations or additions. The Fire District shall be notified before repairs, alterations or additions are started and shall be notified again when the system has been restored to service.

(2) Inspections and maintenance shall be performed by an approved agent, pursuant to the procedures listed in 100.04 and 100.05 of this Code. The property owner/occupant and sprinkler inspector shall immediately notify the Fire District of any deficiencies found.

(3) The latest annual test report shall be posted at the riser or a location acceptable to the AHJ.

F. Fire sprinkler control valve access.

(1) All structures that have automatic sprinkler systems shall comply with the following:

(a) Have sprinkler control rooms located with adequate access for fire District, sprinkler maintenance and inspection personnel.

(b) Shall not be located within private dwellings with the exception of NFPA 13D systems.

(c) ***Have direct access from the exterior to the sprinkler control valve(s) that is acceptable to the AHJ.***

(2) Exemptions. Any location where the installation of sprinklers may cause or increase an occupational hazard as determined by any governmental AHJ over such location or occupation.

100.13 Automatic fire protection for cooking areas.

A. Intent. The intent of this section is to require automatic fire extinguishing systems in vent hoods and duct systems in all cooking areas to effectively extinguish fire at its source and reduce property damage and losses.

B. Installation requirements.

(1) A dimensional drawing showing the owner's name, owner's address, owner's phone number, the hood and ducts, and the extinguishing system shall be prepared showing the size of the hood and ducts, the area of the protected surface, the name of the installing contractor, the address of the installing contractor, the phone number of the installing contractor, the manufacturer's name, the manufacturer's address, the manufacturer's phone number, the model designations, size and number of tanks, pipe nozzles, distance of nozzles above the cooking surface, location and type of detection devices, the location of any gas shut off valves and the location of manual pull stations.

(2) The system shall be provided with automatic fuel gas shut-off.

(3) A Class K fire extinguisher shall be installed per NFPA 10.

(4) Alarms shall be connected to the monitored fire alarm system per NFPA 72.

(5) Cooking equipment used in processes producing smoke, or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of NFPA 1 and NFPA 96, and all such equipment and performance shall be maintained per NFPA 96 during all periods of operation of the cooking equipment.

100.14 Miscellaneous provisions.

A. Addresses and door labeling. Addresses as assigned by the AHJ shall be placed on all structures or property supporting the same as follows:

(1) Placement. The address shall be put in place on the structure as soon as reasonably possible during construction at a location acceptable to the AHJ.

(2) Description of numbers and letters. Numbers and letters shall be of contrasting colors (e.g. Black and white) and readable from the road or highway and:

(a) Arabic numerals shall be used; script and roman numerals cannot be used alone, but may be used as an addition to the requirements of this section.

(b) All single family and two family residential buildings shall have street numbers, not less than four inches high and placed on the exterior wall of the principal building that faces the street or service drive providing access to the building. All such residential units shall also have street numbers, not less than 3 1/2 inches high, placed on their respective mailbox or municipally required and installed address sign. If the building setback is greater than 100 feet from the roadway the address shall be moved no further than 25 feet from the roadway and placed within 10 feet of the entrance to the property. Numbers and letters shall be visible from the roadway at all times of the year.
(c) If the mailbox is on a different street from the residence, the street name and house number must be posted on the mailbox.

(3) Multifamily requirements. All multifamily buildings shall have street numbers placed on the exterior of the principal building that faces the street service drive or parking lot and located adjacent to the individual unit entrances to the buildings. In addition, each building shall be identified by a letter or number, not less than 12 inches high, located near the top of the building wall facing the street, service drive or parking lot serving that building. At the entrance of each access drive, there shall be a directory listing of the street numbers and building identifications that are accessible from the said street, service drive or parking lot. Suite numbers identifying the individual units must be placed on the primary entrance to each occupancy.

(4) Commercial and Industrial requirements.
(a) If less than 75 feet in height shall have street numbers, not less the six inches high, placed at the exterior wall of the principal building facing the street, service drive or parking lot providing access to that building and located adjacent to any primary entrance door.
(b) All suite numbers that identify each individual unit shall be placed on the primary entrance to each business or occupancy.
(c) All commercial or industrial structures, which have a rear service door, shall identify the occupant and the street address conspicuously and on said rear door in contrasting and reflective letters and/or numbers not less than six inches in height, and shall continually maintain same.
(5) Address numbering and lettering shall be in addition to addresses placed on mailboxes, paper boxes or similar objects.
(6) Local Municipality and Fire Contract Area address posting codes: The latest Municipal Owners and Fire Protection Contract Area address posting code published on or before the effective date of this Code are adopted by reference, enforced and incorporated into this Code as if fully set forth herein:
(a) Village of Dousman
(b) City of Oconomowoc
(c) Village of Summit
(d) Town of Ottawa
(e) Town of Oconomowoc Fire Protection contract area
(f) Village of Lac La Belle Fire Protection contract area

B. Door, floor and stairway identification. Any occupancy having four or more exterior means of egress and/or more than two floors in height shall number the individual egress areas according to this section:
(1) An identifying number shall be placed on the interior and exterior of each means of egress doorway ***not less than six inches high in*** contrasting color and light reflective. The main entrance or means of egress shall be numbered one("1") with each additional means of egress, progressing clockwise around the exterior of the structure to reflect its relationship to the main entrance. All means of egress leading into the structure shall be numbered not just the required exit egresses.
(2) Each interior door providing access to an enclosed stairway that is considered part of an accessible means of egress shall be identified with numbers and letters not less than 3 1/2 inches high in the following manner:
(a) Have a sign indicating floor level posted on both sides of the egress door in a location acceptable to the AHJ.
(b)
Have a sign indicating the exterior exit door egress assigned in compliance with Subsection **B(1)** above located on both sides of the egress door in a location acceptable to the AHJ.

(3) Identification numbers ***should*** on the exterior windows of all Hotels, Motels, Nursing Homes, and Multi-family occupancies to identify the room number or address it services. The numbers shall be not less than 3 1/2 inches high and light reflective and in a location acceptable to the AHJ.

C. Occupancy capacity signs.
(1) Where required. In all rooms having an occupancy load of 50 persons or greater where fixed seating is not installed and which are used as classrooms, assemblies or similar purpose.
(2) Sub-dividable rooms. Rooms that are sub-dividable or are used for purposes that allow for an increased occupant load by the removal of tables or chairs etc. shall have each occupancy load posted.
(3) Sign construction. All signs shall be constructed of durable materials with a minimum 1" block letters on a contrasting background so as to be readily visible. The number of occupants permitted for each room use and room identification for each separate room area (where provided) shall be included on the sign.
(4) Sign location. The sign(s) shall be located in a conspicuous location in the room, adjacent to the main exit, so as to not be obstructed by doors, curtains, furniture etc. in a location acceptable to the AHJ.

D. Installation of carbon monoxide (CO) detectors.
(1) Intent. The intent of this section is to decrease the leading cause of poisoning deaths in the United States by requiring the installation and maintenance of carbon monoxide (CO) detectors to comply with applicable State of Wisconsin DSPS, NFPA and ICC codes.
(2) Installation required. Prior to occupancy, a CO detector meeting the standards of UL 2034 must be installed in all commercial and multifamily residential units built after October 1, 2008. and installed in all existing commercial or multi-family occupancies by April 1, 2020.

(3) Exemptions. Those occupancies that have no fossil fuel-burning appliances or fossil-fuel burning appliances with sealed combustion units that are covered under manufacturers warranty against defect and/or those occupancies without an attached garage.

(4) Special requirements.

(a) All CO detectors installed in new construction must be continuously powered by the building's electrical service with a battery back-up. All existing commercial or multi-family occupancies shall install CO detectors that are powered by battery, hard-wired or plugged into an electrical outlet.

(b) In all multi-family occupancies CO detectors must be installed per Wis. Stats., §§ 101.149(2)(a) 1, 2, 3, 4, 5 and 101.149(2)(e).

(c) Once notified of a missing or defective CO detector, the owner of a multi-family occupancy must repair or replace the CO detector(s) within five days.

(5) Testing and maintenance. All testing and maintenance of CO detectors must follow the manufacturer's recommendations.

E. Installation and testing of smoke alarms.

(1) Installation required. A ***"ten-year"*** smoke alarm with a ***sealed*** battery or smoke alarms hardwired together and on their own circuit were required to be installed in all multi-family and mixed-use occupancies by January 1, 2010. Replacement compliant smoke alarms must be installed in all bedrooms, in the common hallway outside of bedrooms, and at the head of all stairways and/or in locations required by the AHJ.

(2) Special requirements. Once notified of a missing or defective smoke alarm, the owner of a multi-family occupancy must repair or replace the smoke alarm(s) within five days.

(3) Testing and maintenance.

(a) The owner(s) of multi-family occupancies are responsible for the monthly testing and documentation of the monthly testing of all smoke alarms not in tenant spaces.

(b) The owner and/or occupant of all mixed-use occupancies is responsible for the monthly testing and documentation of the monthly testing of all smoke alarms in all areas they occupy.

F. Fire alarm systems.

(1) Intent. To provide a means for automatic detection of fire conditions and to provide warning notification throughout all buildings and occupancies to comply with applicable State of Wisconsin DSPS, NFPA and ICC codes. It is not retroactive to existing structures unless a change in occupancy or size of the building would require it per these codes.

(2) The minimum Fire Alarm system requirements shall comply with NFPA 72.

(a) Manual Initiating Devices (pull stations) shall be located at all points of egress including all exit doors on every floor and/or building level.

(b) Water flow detection devices shall be connected to the protected premises fire alarm system to specifically activate the notification device upon water flow.

(c) Fire suppression system activation alarms shall be connected to the protected premises fire alarm system to specifically activate the notification appliances upon system activation. This includes but is not limited to Wet Chemical, CO2, Clean Agent, Water Mist and Dry Chemical Systems.
(d) Fire control and/or suppression systems supervisory condition indicators shall be connected to and monitored by the protected premise fire alarm system.
(e) Fire Alarm Systems shall be addressable and capable of indicating the status of all specific components connected to the system.
(f) All Fire Alarm Systems shall be monitored by a service acceptable to the AHJ.
(g) Fire alarm annunciators shall be installed in all protected premises. The number and locations of the fire alarm annunciators shall be acceptable to the AHJ.
(h) As determined by the AHJ, any additional notification and/or initiation appliances/devices may be required due to size, occupancy hazards, building construction, and/or occupancy use.
(3) Shop drawings for fire alarm systems. Shop drawings for fire alarm systems are intended to provide basic information consistent with the objective of installing a fully operational, code compliant fire alarm system and to provide the basis for the record drawings required by NFPA 72. Conditional Approval of shop drawings is not intended to imply waiver or modification of any requirements of any Code or any other applicable criteria.
(a) A minimum of three sets of plans, specifications, equipment data sheets and calculations shall be submitted for conditional approval. The District will retain one copy of each submittal and one copy will be returned to the municipal building inspector and installing contractor.
(b) Fire Alarm submittals shall include, shop drawings that include to an extent commensurate with the extent of the work being performed, floor plan drawings, riser diagrams, control panel wiring diagrams, point-to-point wiring diagrams, and typical wiring diagrams as described herein.
(c) All shop drawings shall be drawn to meet the requirements of NFPA 72.
(5) Inspections, testing and record keeping.
(a) The Fire District and/or their representative(s) may inspect all Fire Alarm System installations. All equipment shall be inspected prior to any equipment being installed. The fire District shall be notified at ***least 48 hours prior*** to any fire alarm component being concealed.
(b) The Fire District and/or their representative(s) may witness all acceptance tests. The fire District shall be notified ***within 48 hours prior*** to any testing.
(c) Two copies of the completed Fire Alarm System record of completion required by NFPA 72 shallt be provided to the Fire District and/or their representative(s) prior to final acceptance.
(d) Permanent records shall be provided in accordance with NFPA 72. This includes completed Fire Alarm System inspection and testing form.
(6) Special requirements. On all buildings over four stories in height, a Fire Command Center located in the building for District operations shall be provided. This is not retroactive to existing structures. The Fire Command center shall comply with NFPA 72 and shall contain the features required in the International Fire Code and NFPA 1.

(a) The requirements of NFPA 101 shall not apply where the District radio system is approved as an equivalent system. [NFPA 101]

(7) Testing. When a fire alarm system and/or connected component is installed or altered, a fire alarm system performance test shall be conducted. Once the appropriate plans, permits, and installation work has been completed, the installing contractor shall contact the AHJ to set up the witnessing of a performance test to ensure all appliances are installed and functioning properly. Prior to requesting the AHJ witness a performance test the responsible parties must provide the AHJ with a completed copy of the Record of Completion required by NFPA 72.

(8) Maintenance. All devices shall be installed, maintained, and tested in accordance with NFPA 72 standards. If at any point a fire alarm fails to pass the annual test set forth in NFPA 72, the building owner and Fire Alarm System tester/inspector shall notify the AHJ of the test results. It shall be the AHJ's determination if that failed system is to be repaired or upgraded to comply with this code.

(9) Fire alarm control panels. Shall display the status of the system components and be installed in a location acceptable to the AHJ. Adequate access for District, alarm maintenance, and inspection personnel shall be maintained. Fire alarm control panels shall not be located within private dwellings with the exception of one and two family dwellings.

G. Fire Access Roads. Unobstructed Fire Access Roads that are accessible from a public road shall be provided for every building or portion of a building in accordance with this Code and DSPS 314

(1) Fire access roads shall have an unobstructed width of 20 feet with the road edge closest to the building at least 10 feet from the building. A minimum clear height of 13',6" shall be maintained for the full width and length of the Fire Access Road.

(2) It shall be unlawful for any persons to park motor vehicles on, or otherwise obstruct any Fire Access Road.

(3) Plans for designated Fire Access Roads must be submitted and conditionally approved prior to issuance of building permits. All weather Fire Access Roads capable of supporting fire apparatus must be constructed prior to work on the building beginning.

H. Elevator cars. All required passenger and freight elevators in all buildings and structures hereinafter constructed, except one and two family residential occupancies, shall:

(1) Provide at least one elevator to all floors of such a size and arrangement to accommodate a twenty-four-inch by eighty-four-inch ambulance stretcher in the horizontal, open position. (IBC 3002.4)

(2) The elevator arranged to accommodate an ambulance stretcher shall be identified by the Star of Life. This symbol shall not be less than three inches in height and shall be placed on both sides of the hoist way door frame.

I. Fire hydrants.

(1) Intent. Where connection to Municipal Water systems are available, the intent of this section is to insure adequate water supply for firefighting purposes to structures, buildings, and normal premises. For the purpose of placing hydrants, "normal access routes" are defined as pavement, sidewalks, streets, driveways and paths leading to a building that are clear and maintained year round. The normal access route does not include grass, parking stalls, ditches, hills, shrubs, flowerbeds, fences, walls or any other area typically used for ingress or egress to a building.

(2) Where required.

(a) Buildings. Where connection to Municipal Water systems are available, any building or structure, hereafter erected, shall provide at the owner's expense, approved water hydrants. Hydrants shall be located so that no part of the building is more than 300 feet from an approved hydrant by normal access routes. One hydrant shall be located within 150 feet of the District FDC Sprinkler or Standpipe Connection, and this hydrant shall not be counted as a required hydrant fulfilling the three-hundred-foot coverage rule. Required hydrants must be free standing and shall be installed not less than 40 feet from the building exterior wall and may not be closer than 50 feet to another hydrant. Public hydrants across divided roads/highways shall not be used to fulfill the hydrant requirements for the building or premises. The AHJ will approve the actual location of all private hydrants. A copy of the building plan including site plans shall be provided to the Building Inspector for District use, in addition to any copies or building plans required by the Building Inspector.

(b) Mobile home parks. Any new mobile home or trailer park or any mobile home or trailer park which expands by adding additional trailer or area to the present court site shall provide an approved water hydrant when any trailer or building located in such park is more than 300 feet from an approved hydrant. Water hydrants shall be provided so that no trailer or building is more than 300 feet from an approved hydrant by normal access routes.

(3) Approved water hydrant. An approved water hydrant shall mean a water hydrant with two, 2 1/2 and one, 4 1/2 inch connections with National Standard Threads and an operating nut size approved by the AHJ. The connecting water line between the public water main and the approved water hydrant shall not be less than six inches. All water hydrants approved by the AHJ and the municipal Water Utility shall be installed in compliance with standards of the Water Utility and NFPA 24. All water hydrants shall be installed and maintained in such a manner and location so as to be accessible at all times to the Fire District apparatus. All hydrants shall be installed, tested, in service, and accessible to the Fire District prior to any above ground construction or combustibles are brought onto the site.

(4) Hydrant flows. ***Hydrant flows shall not be less than 1,250 gallons per minute (GPM) with a 20 pounds per square inch (PSI) residual.*** Flow rates depend on local conditions and standards Additionally the hydrants providing coverage to a building or site under this section must supply a total flow sufficient to meet the requirements of the building. The procedure for determining fire-flow requirements for buildings shall be in accordance with Appendix B of the International Fire Code.

(5) Inspection, testing, maintenance and repair.

(a) Private fire service mains and water tanks shall be periodically inspected, tested and maintained in accordance with NFPA 25 at the following intervals:

[1] Private fire hydrants inspected, flow tested and maintained annually and after each operation.

[2] Property owner shall immediately advise the Fire District and the Water Utility as to hydrants which have been damaged, inoperable, or have been found deficient in required fire flow.

[3] All inoperable hydrants shall be repaired as soon as possible or within a reasonable time frame as determined by the AHJ.

[4] All records of inspections shall be maintained on site and made available to the AHJ upon request.

(b) Hydrants must be accessible at all times. Prohibited obstructions may include but are not limited to snow, parked vehicles, materials, equipment, storage and, refuse. No obstructions shall be within four-foot radius of the hydrant.

J. Access Box ("Knox Box") system requirements.

(1) An "Access Box" ("Knox-Box") system has been adopted for use by the District.

This code is not retroactive unless a change in occupancy or hazard occurs.

The following structures shall be equipped with an "Access Box(s)" installed in a location(s) acceptable to the AHJ.

(a) Commercial or industrial structures protected by an automatic alarm system or automatic fire suppression system, or such structures that are secured in a way that restricts access during an emergency.

(b) Multi-family residential structures that have restricted access through locked doors and have a common corridor for access to the living units.

(c) Nursing homes, CBRFs, child day care and other health facilities.

(d) All educational occupancies.

(e) The AHJ shall have the authority to require a specific number of units to be installed and located depending on the building size and type of occupancy.

(2) All newly constructed structures subject to this section shall have the "Access Box" installed and operational prior to occupancy.

(3) The owner or agent of a structure required to have an "Access Box" shall keep the following inside the box:

(a) Keys to locked points of ingress and egress whether on the interior or exterior.

(b) The keys to locked mechanical, electrical, fire sprinkler, fire alarm system and elevator control rooms.

(c) The keys needed to open any alarm panels.

(d) Floor plans or maps as required by the AHJ installed in an accessible cabinet or container..

(e) The keys to other areas as directed by the AHJ.

(4) All items required to be kept in the "Access Box" shall be the most currently used and must be continually updated.

(5) The "Access Box" shall be installed at the owner's expense.

(6) The size and type of "Access Box" will be determined by the AHJ.

K. Fire pump rooms.

(1) Requirements.

(a) All fire pump rooms at grade level must have at least one single door access and egress directly to the outside.

(b) ***All egress doors must swing out from the fire pump.***

(c) Must have an accessible aisle, a minimum of a forty-eight-inch aisle leading to the fire pump.

(d) Must provide accessible and clearly labeled valves and controls capable of being manipulated by a firefighter in full PPE including SCBA.

(e) Keys for all doors to the fire pump room must be labeled and in the "Access Box."

L. *Site plan requirements. Prior to occupancy, the owner of all buildings, except one and two family units, shall supply the District with an eight-and-one-half-inch by eleven-inch site plan which includes the following:*

(1) Location(s) of gas and electrical shut-offs.

(2) Location(s) of high pile storage.

(3) Location of Fire Department Connection and sprinkler control valve.

(4) Dimensions of the structure in feet.

(5) Location of the Standpipe.

(6) Main entrance labeled.

(7) Apartments, suites, or unit numbers.

(8) Location of all hydrants on the site and surrounding streets.

(9) Location of alarm panels.

(10) Location of "Access Box(es)."

(11) Special fire protection and area covered: (Heat Vents, FM 200 systems etc.)

(12) Special construction features: Sky Lights, Blowout Walls, etc.

(13) Floor plans, including roof access points.

M. Rough inspections required.

(1) Rough inspections required by this code shall be conducted by the AHJ.

(2) Rough inspections are required specifically to determine if substantial compliance with this code has been provided for in all structures regulated by this code.

(3) The following rough inspection requirements are specifically established by this code and shall be enforced by the AHJ.

(a) All automatic fire sprinkler, fire control, fire suppression, fire alarm, and fire detection systems shall have a rough inspection done by the AHJ.

(b) Complete and accurate as-built drawings and revised hydraulic calculations must be resubmitted for the AHJ's review and approval for all fire sprinkler systems that utilize CPVC piping prior to any piping being concealed and must be inspected by the AHJ.
(c) All systems and/or building components the AHJ deems necessary shall have rough inspections done by the AHJ.
(d) All rough inspections must be completed by the AHJ prior to any system, equipment and/or component thereof subject to the requirements of this code being concealed in any way and/or means.
(e) All systems, equipment and/or components thereof, must be in plain view from the floor or grade level for all rough inspections.
(4) System and/or component concealment restrictions are hereby established.
(5) All structures regulated by this code shall comply with the following:
(a) The AHJ shall allow the concealment of any system and/or component thereof regulated by the code only after determining substantial compliance with the requirements of this code has been accomplished.
(b) If any system and/or component thereof is concealed prior to the AHJ conducting a rough inspection of any system and/or component thereof regulated by this code, the AHJ may order the removal of any material(s) that are preventing a rough inspection from being completed.
(c) If the requirements of this code are not complied with the AHJ may issue a stop work order on any project or portion thereof.

N. Notice of deficient fire alarm and sprinkler systems
(1) Intent. The intent of this provision is to require all fire alarms and sprinkler contractors providing monthly, quarterly, semi-annual and annual inspection, testing and maintenance work on any fire detection or suppression system in the District to submit to the AHJ any and all deficiencies found while inspecting, testing or maintaining any fire detection or suppression system.
(2) Requirements. All deficiencies must be reported to the AHJ within 14 days of finding such deficiencies unless such deficiency creates a severe life hazard, then such deficiency must be reported to the AHJ immediately. Notification can be made by phone, fax, email or mail.

O. Building plan review. The Fire District shall conduct plan review and approvals of fire safety related elements prior to construction of any public buildings and/or places of employment.

P. Occupancy inspections. The Fire District shall conduct "Pre-Occupancy" and "Final Occupancy" inspections of public buildings and places of employment prior to the issuance of local occupancy permits. Written documentation of the inspections shall be kept by the Fire District.

Q. Standpipes. Fire Department Standpipes shall be provided in all new structures over two stories in height, to include underground parking garages and in accordance with this section. The installation of standpipes shall be in accordance with this Section and NFPA 14.

(1) The class and location of standpipe and Fire Department Connections ("FDC")s shall be determined by the AHJ.
(2) The location of standpipe FDC connections shall be accessible and unobstructed.
(3) When required by the AHJ, an approved standpipe shall be installed as construction progresses to make them available for Fire District use in the top most floors constructed. Temporary standpipes shall be provided in place of permanent standpipes when required, during the period of construction on buildings over three stories in height.
(4) The Fire Department Connection location for the standpipe shall be approved by the AHJ.
(5) The Fire Department Connection shall be located at least 40 feet from all electrical transformers, gas meters, or propane storage.
(6) Temporary standpipes are required on buildings over three stories in height.

100.15 Miscellaneous use provisions.
A. Careless smoking prohibited.
(1) No person shall smoke or carry a lighted cigar, cigarette, or pipe, or light a match or other flame-producing device in any retail mercantile establishment, except in areas approved for such purposes by the AHJ. It shall be the duty of the person in charge of such an establishment to enforce the regulations of this section.
(2) Smoking shall be prohibited in all rooms or parts of buildings which contain flammable liquids in open containers or in which flammable liquids are used in any manufacturing process or where vapors from the flammable liquids are present or sold.
(3) A plainly printed notice of the provisions of this subchapter shall be posted in a conspicuous place in all occupancies. Such printed notice shall also be posted in any place of public assembly where smoking is prohibited.
(4) No smoking or use of flame-producing devices in schools or public libraries. Exception: established science laboratories and classrooms..
(a) No person shall light a match or other flame-producing device, smoke, or carry a lighted cigar, cigarette, or pipe in any school building or public library except in areas approved for such purpose by the AHJ. It shall be the duty of the person(s) in charge of such buildings to post and maintain approved signs bearing the words "NO SMOKING" in locations designated by the AHJ.
(b) Sections 101.025(1), 101.123, 101.123(8)a, b, Wis. Stats., are hereby adopted by reference as if fully set forth herein.

B. Fire damaged buildings (securing). All dwellings and buildings within the District damaged from fire shall be secured within 24 hours of release of the property by the AHJ. The owner of the damaged property shall assume the liability for the protection of the public until the property is secured.

C. Fireworks.

(1) Definition. The definition of "Fireworks" shall be stated in Wis. Stats., § 167.10, and the items listed in § 167.10(1)(f) and (j) to (n), Wis. Stats. "Caps" and "Sparklers" as defined in § 167.10(1)(e) and (i), Wis. Stats., are excluded from this definition.

(2) Sales. Except as provided in Wis. Stats., § 167.10(2) and (4), no person shall sell or possess with the intent to sell fireworks without a permit.

(3) Use. Except as provided in Wis. Stats., § 167.10(3), no person shall possess or use fireworks without a user's permit issued pursuant to Subsection **C(4)** below.

(4) User permit. As provided in Wis. Stats., § 167.10(3), fireworks user's permits may be issued for festivals or celebrations after proper application to the Municipality and District. The AHJ shall require a certificate of liability insurance or similar proof of coverage on an amount deemed appropriate.

(5) Use of caps and sparklers. No unlicensed person may use fireworks, caps, sparklers in a Municipal Park or at a fireworks display for which a permit has been issued if the display is open to the public.

(6) Pyrotechnics. Pyrotechnics are prohibited in public buildings and places of employment unless authorized by the AHJ and shall be used per NFPA 1123.

(7) Local Municipality and Fire Contract area Fireworks codes: The latest Municipal Owner and Fire Protection Contract Area fireworks code published on or before the effective date of this Code are adopted by reference, enforced and incorporated into this Code as if fully set forth herein:

(a) Village of Dousman

(b) City of Oconomowoc

(c) Village of Summit

(d) Town of Ottawa

(e) Town of Oconomowoc Fire Protection contract area

(f) Village of Lac La Belle Fire Protection contract area

D. High-piled combustible storage.

(1) High-piled combustible storage must comply with Section 2301 of the International Fire Code.

(2) Definitions as found in Section 2302 of the International Fire Code will be used for high-piled combustible storage.

(3) Commodities shall be classified in accordance with Section 2303 of the International Fire Code.

(4) High-piled combustible storage areas shall be designated in accordance to Section 2304 of the International Fire Code.

(5) Housekeeping and maintenance of high-piled combustible storage areas shall be in accordance with Section 2305 of the International Fire Code.

(6) General fire protection and life-safety features shall be in accordance with Section 2306 of the International Fire Code. Exception: Compliance with Section 2306.7 is not required by this Code. Note: this section may be required by the State of Wisconsin.

(7) Solid piled and shelf storage shall be in accordance with Section 2307 of the International Fire Code.

(8) Rack storage shall be in accordance with Section 2308 of the International Fire Code.
(9) Automated storage shall be in accordance with Section 2309 of the International Fire Code.
(10) Specialty storage shall be in accordance with Section 2310 of the International Fire Code.

E. Open burning.
(1) Limitations. Open Burning of any kind is restricted, if allowed by local municipal code, shall be allowed only by permit from the Fire District. A fee may be required.
(2) Permissible burning.
(a) Grills. For other than one and two family dwellings, no hibachi, gas-fired grills, charcoal grill or similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony or under any overhanging portion of a building. Grilling on ground level is permissible provided that the grill is at least 10 feet away from any structure. Listed electrical ranges, grills or similar electrical apparatus shall be permitted.
(b) Recreational fires and Permit-required Open Fires shall comply with the requirements of NFPA 1 and the following requirements:
[1] Recreational Fires.
[a] Fires shall be contained to manufactured fire pit appliances that shall be listed by a nationally recognized testing organization or acceptable to the AHJ and used according to the manufacturer's recommendations. At a minimum, appliances shall have spark arresting screens encompassing the entire unit and a non-combustible cover that are both in place while the unit is in operation. Also allowed are permanently installed stone, concrete or other noncombustible fire rings or fire pits.
[b] Appliances shall be positioned on a non-combustible surface and at least 25 feet from any building, combustible structure, such as decks or fences, and/or combustible materials such as trees or shrubbery and shall not be used on any balcony or under any overhanging portion of a combustible surface.
[c] With the exception of newspaper for kindling the fire, only wood may be burned with a minimum one inch diameter. No brush, yard waste, treated wood or other refuse or rubbish may be burned.
[d] Flammable or combustible liquids shall not be used to ignite the fire.
[e] The fire must be located on your own property. If there is an easement area, you must have approval from all involved parties.
[f] Fires are not allowed if winds are in excess of 9 miles per hour.
[g] Hours for recreational fires are limited to 7:00 a.m. to 12:00 midnight.
[h] All recreational fires must be constantly attended and completely extinguished if not attended,

[2] Permit-required Open Fires.
[a] Permit-required open fires shall be located not less than 50 feet from any structure.
[b] Materials to be burned shall be approved by the AHJ.
[c] Flammable or combustible liquids shall not be used to ignite the fire.

(c) All fires must be supervised at all times by an adult and have the proper means available to extinguish the fire. No fire shall be left unattended and must be constantly attended and completely extinguished if not attended,

(d) Any police officer or District member may withdraw permission for recreational or permit-required fires due to climatic conditions, extreme dryness, nuisance problems, or violations of this code and may require immediate extinguishment of the fire.

(3) Local Municipality and Fire Protection Contract area Open Burning codes: The latest Municipal Owners or Fire Protection Contract area open burning code published on or before the effective date of this Code are adopted by reference, enforced and incorporated into this Code as if fully set forth herein:

(a) Village of Dousman

(b) City of Oconomowoc

(c) Village of Summit

(d) Town of Ottawa

(e) Town of Oconomowoc Fire Protection Contract area

(f) Village of Lac La Belle Fire Protection Contract area

F. Possession of ignition devices.

(1) Defined. For the purpose of this section, the following terms shall be defined as:

(a.) IGNITION DEVICE: Matches, lighters and any other materials used for the purpose of ignition

(b.) MINOR: Any child under 18 years of age.

(2) Possession prohibited. No minor may possess any ignition device, unless under the direct supervision of, or with direct permission of, a parent or legal guardian.

(3) Delivery prohibited. No person may sell, give, deliver or make accessible (as determined by the AHJ), any ignition device to a minor without the permission of the minors parent or legal guardian.

(4) Confiscation. Any ignition device possessed by a minor may be confiscated by any Peace Officer, Fire Chief or authorized designee of the Fire Chief. Once confiscated, these ignition devices shall become the property of the confiscating authority and shall be processed accordingly as evidence in the commission of a crime or made inoperable and disposed of properly.

(5) Penalty.

(a) Any person who shall violate any of the provisions of this section shall for each and every violation, be punishable by forfeiture, plus any costs or surcharges as required by law.

(b) In addition to any other penalties provided for in this code, the Judge of any court of any competent jurisdiction may order any person found guilty of violating this ordinance to any educational program as the Court deem appropriate and include as part of the penalty therein that such person pay the costs of such educational program

.**G. Christmas tree sales.** For the purpose of this paragraph, the following minimum standards shall apply to the storage, handling, and display of live Christmas Trees and Foliage.

(1) Trees and foliage shall be stacked not closer than 10 feet from any gasoline pump or other device for the transfer of petroleum products.
(2) Aisles or clear spaces of not less than three feet shall be maintained at all times.
(3) A fire extinguisher with a "2A-10BC" rating or greater shall be provided by the merchant for each 75 feet of travel display and/or storage area.
(4) All storage and sales of live Christmas Trees and Foliage shall be held outside of buildings.
(5) It shall be unlawful to light a match or any flame-producing device, or to smoke or carry a lighted cigar, cigarette, or pipe in areas where live Christmas trees or foliage is displayed, sold, or stored. The person in charge of the Christmas tree sales shall post a "NO SMOKING" sign in locations designed to give persons entering the area a notice of this regulation.

100.16 Flammable, combustible, and hazardous materials.
A. The following items shall not be stored in any multi-family dwelling in the community except in locations approved by the AHJ:
(1) Charcoal, except in a metal container equipped with a metal cover.
(2) Oily rags or oily dust mops.
(3) Flammable liquids.
(4) Bottle gases. Propane, acetylene, oxygen or other substances of a similar nature.
(5) Gasoline motors and gasoline power equipment.
(6) Dangerous or hazardous amounts of flammable, combustible or explosive material as determined by the AHJ.
(7) Hazardous conditions arising from defective or improperly installed equipment for handling or using flammable, combustible or explosive material.
(8) Dangerous accumulations of rubbish, waste paper, boxes, shavings, or other highly flammable materials as determined by the AHJ.
(9) Dangerous accumulations of dust or waste materials in air conditioning systems.
B. Flammable, Combustible and Hazardous material shall be identified in accordance with NFPA 704.

100.17 Special inspection required.
At the adoption of this Code all CBRF's, Adult Family Homes, Adult Day Care Centers and Child Day Care Centers (Group) will be inspected not less than once a year by the District. ***A courtesy fire inspection is recommended for all Family Child Day Cares.***

100.18 Fire inspection fees. (Intentionally left blank)

100.19 Fees relating to fire protection systems.
Fees shall be established for certificates, approvals, and other functions performed under this code and shall be payable to the District. Such fees shall accompany each application for such approval, certificate, or other fee related code provision. Fees are subject to change. All fees pertain to fire protection systems in new construction and systems in remodeling of existing building or occupancies.

100.20 Penalties.

Any person who violates any of the provisions of this Code, or who fails to comply with any order made hereunder, or who builds in violation of any detailed statement of specifications or plans submitted and conditionally approved hereunder, or any certificate or permit herein from which no such appeal has been taken, or who fails to comply with such an order as affirmed or modified by a court of competent jurisdiction within the time fixed herein, shall for each and every violation and noncompliance be subject to the following:

A. SS 101.02 (12)" Each and every day during which any person, persons, corporation or any officer, agent or employee thereof, fails to correct a violation or observe and comply with an order of the Western Lakes Fire District Bureau of Fire Prevention will constitute a separate and distinct violation of such order. Imposition of a penalty for each such violation shall not excuse the violation or permit it to continue. Such violations or defects shall be corrected or remedied within the time stated in the order.

B. SS101.02 (13)(a) "Powers, duties and jurisdiction of Department" Penalties will be assessed against any employer, employee, owner or other person who fails or refuses to perform any duty lawfully enjoined, within the time prescribed by the Western Lakes Fire District Bureau of Fire Prevention, for which no penalty has been specifically provided, or who fails, neglects or refuses to comply with any lawful order made by the District. For each such violation, failure or refusal, such employee, owner or other person must forfeit and pay the District a sum not less than $10 nor more than $200 for each violation

C. False alarms. In one calendar year, if the Fire District responds to three or more false alarms as described in the definition of "False alarm" in 100.02 (30) (a), (b) and (c), the District may:

(1) Introduce a fine to the building owner or occupant to reimburse the fire District for the cost of equipment and personnel that was used to respond to the alarm.

(2) Require that the fire alarm be serviced, upgraded, or replaced to bring the alarm system into compliance with current code in order to prevent future false alarms.

100.21 Appeals.

A. Whenever the AHJ shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provision of this Code do not apply or that the true intent and meaning of this Code has been misconstrued or wrongly interpreted, the applicant may appeal the decision of the AHJ.

B. Appeals shall be submitted in writing, to the Chief of the Fire District for a review of the initial determination within 30 days from the date of the decision of the AHJ.

C.

All appeals shall follow Wis. Stats., Ch. 68, Municipal Administrative Procedure.